

LLANTWIT MAJOR TOWN COUNCIL

**Report of Town Hall Working Group meeting
held on 20th February 2018,
Heritage Centre**

PRESENT: Councillors; Mr D Foster – Chairman
Mr G Thomas
Mrs J Norman
Mr J Evans
Mrs S Hanks
Mr G Morgan

Mrs Ruth Quinn – Town Clerk

1) Apologies were tendered on behalf of;

Councillor Dr D Ellis

2) To receive report of meeting held on 8th November 2017

Working Group members had previously been circulated with a copy of the Report for the Working Group meeting held 8th November 2017. Noted.

3) Matters Arising

No matters arising.

4) To discuss Guidance on forming a Welsh Language Scheme

Working Group members had previously been circulated with a copy of a letter received from the Welsh Language Commissioner and a word template to be used for forming or reviewing our Welsh Language Scheme. Working Group member discussed the template and went through the document amending it to ensure the measures are appropriate, reasonable and proportionate to the Council circumstances.

RECOMMENDED: A copy of the amended Welsh Language Scheme be taken to Full Town Council for consideration and adopting.

Working Group members had also been circulated with a copy of costings for the provision of translation services from Cardiff Council, Cymen Cyf and Calan.

RECOMMENDED: Cardiff Council be approached in the first instance to provide translation services for the Town Council at a cost of £80 per 1,000 words. The Town Clerk to bring examples of documents which require translation to the next meeting of the Working Group.

5) To discuss Agenda Brief regarding Website

Working Group members had previously been circulated with a copy of an agenda brief regarding concerns raised by the Town Clerk and the Deputy Town Clerk on the website provision from Vale of Glamorgan Council. The Town Clerk confirmed that she had received a renewal copy for the Service Level Agreement between the Town Council and Vale of Glamorgan Council re the provision of hosting the website.

RECOMMENDED: That a meeting with Mr D Esseen, Vale of Glamorgan Council, be arranged to discuss the concerns raised. Councillor Mrs Norman, Councillor Thomas, Councillor Mrs Hanks and Councillor Evans be available to attend the meeting.

6) To discuss quotation received for installation of CCTV to Town Council office

Working Group members had previously been circulated with copies of tenders received for the installation of CCTV to the Town Council office. A discussion took place and it was;

RECOMMENDED: That VOG Security be approached at a cost of £1,000 + vat, to provide CCTV to the Town Council office, subject to liaising with the Conservation Officer at the Vale of Glamorgan Council.

7) To receive update on GDPR

Working Group members had previously been circulated with a copy of an agenda brief giving an update on GDPR, and copies of example checklists, data audit sheets and privacy notices.

RECOMMENDED: A small group of Councillor Foster, Councillor Thomas, Councillor Evans, Councillor Dr Ellis and the Town Clerk meet to discuss and move forward with GDPR compliance.

8) To receive verbal update following Health and Safety visit from Ellis Whittam

The Town Clerk gave a verbal update to members following a recent Health and Safety visit from Ellis Whittam, there were no major concerns to note, a written report should be available for the next meeting. Noted.

9) To note advice received re Car Usage

Working Group members had previously been circulated with a copy of an agenda brief regarding car usage should an employee need use of a vehicle during their working hours. It was agreed that this information be held on file and considered further when looking at staffing contracts etc. Noted.

10) To review Employee handbook

Working Group members had previously been circulated with a copy of an updated Employee Handbook as reviewed by Ellis Whittam. Members discussed the document and noted a couple of amendments.

RECOMMENDED: The amended document be returned to Ellis Whittam for consideration. Once a final copy has been returned this be circulated to all staff as an updated version.

PART II

THE PUBLIC AND PRESS MAY BE EXCLUDED FROM THE MEETING DURING CONSIDERATION OF THE FOLLOWING ITEMS IN ACCORDANCE WITH SECTION 100A(4) OF THE LOCAL GOVERNMENT ACT, 1972

11) To receive verbal report and discuss staffing review

The Town Clerk gave a brief verbal report on the above following correspondence with Ellis Whittam.

RECOMMENDED: That the Town Clerk brings back further requested information to the next meeting.

12) Date and time of next meeting

Tuesday 20th March, 2pm, Heritage Centre