

**LLANTWIT MAJOR TOWN COUNCIL**

**Report of Town Hall Working Group meeting  
held 4<sup>th</sup> February 2014,  
Heritage Centre**

PRESENT: Councillors; Mr K Geary – Elected Chairman  
Mr J Evans  
Mr M Mason  
Mrs A Knight

Mrs Ruth Quinn – Town Clerk

Councillor Mrs A Knight asked members to nominate a Chair, as apologies had been tendered by Councillor Williams. Councillor K Geary was nominated to take the Chair.

**1) Apologies were tendered on behalf of;**

Councillor Mr E Williams  
Councillor Mr R Jenkins

**2) To receive report of meeting held on 15<sup>th</sup> October 2013 (ratified by Full Town Council 31<sup>st</sup> October 2013)**

Working Group members had previously been circulated with a copy of the Report of the Working Group meeting held 15<sup>th</sup> October 2013. Noted.

**3) Matters arising**

No matters arising.

**4) To receive agenda brief regarding cover for gardener/handyperson over summer months**

Working Group members had previously been circulated with an agenda brief regarding cover for the gardener/handyperson over summer months/holiday periods. Councillor Mrs Knight asked the Town Clerk if financial provisions had been made for this. The Town Clerk assured members that the salaries budget had taken into account cover during periods of holiday and sickness for all staff. The cover would be charges at £10.08 an hour.

**RECOMMENDED:** That the Town Clerk move forward and contact Acorn Agency to ensure all application forms and details are in place, in case required.

**RECOMMENDED:** That should at any time the Town Clerk feels additional help is required over busy periods, cover can be provided by Acorn to assist the gardener/handyman.

**5) To receive verbal update from Town Clerk regarding probationary period for Deputy Town Clerk**

The Town Clerk reported that the probationary period for the Deputy Town Clerk was due to finish on 14<sup>th</sup> February 2014, and she will be taking a report to Full Town Council at the end of February. Noted.

**6) To discuss new figures received from two companies re; telephone systems**

Working Group members had previously been circulated with copies of quotations received from DataKom and Glamorgan Telecom regarding proposed prices for the telephone system, along with a breakdown of the current contract and outgoings in relation to the telephone system. Councillor Geary expressed his concern regarding the internet provider and whether these figures included a line rental for the internet, and if not how we would overcome the issue.

**RECOMMENDED:** That a representative from each company be invited to the next meeting of the Working Group so members could raise any concerns and have questions answered.

**7) To make recommendations to Full Town Council regarding Insurance Cover, Financial Risk Assessment and Fixed Asset Register, as per Internal Auditor Testing report**

Working Group members had previously been circulated with copies of the current insurance schedule, financial risk assessment, fixed asset register and inventories for all the Town Council premises. Councillor K Geary asked it be noted that the Town Clerk be congratulated on producing all the above documents. Councillor Mason queried who counted the bowls and accessories in the Bowls Cabin, and the tennis rackets and balls, the Town Clerk replied that the Gardener/handyperson did this. Councillor Mrs Knight commented that on the Heritage Centre inventory it mentions a TV, but she could not see it. The Town Clerk assured members there was a TV but for safe keeping it was kept in her office whilst not in use. The Town Clerk drew member's attention to the insurance policy that stated the Old School was not a Listed Building. She will contact the insurance company to ensure this is amended.

**RECOMMENDED:** That subject to the above amendment, the insurance policy provides adequate cover for the Town Council.

**8) Utility Use age**

Working Group members had previously been circulated with the Utility Use age up to the end of January 2014, included was also an explanation for which meter fed what supply within the Town Hall and the Old School. Noted.

**9) Date of next meeting**

Tuesday 11<sup>th</sup> March 2014, 2.15pm, Heritage Centre