

PORTHCAWL TOWN COUNCIL



MINUTES OF THE MEETING OF COUNCIL HELD (ELECTRONICALLY) ON THURSDAY 29th JULY 2021

PRESENT:

COUNCILLORS:

T Hill

M Chegwen
M Clarke
N Clarke
A Harris
B Jones
R Lee

B Lewis
S Maitland-Thomas
J Pratt
L Tallon-Morris
M Rock
R Smith

TOWN CLERK: K Grabham

77. To receive apologies for absence

Cllr M Emment-Lewis, Cllr J Manley, Cllr L Desmond-Williams

78. To receive Members' Declarations of Interest in respect of the business to be transacted.

Cllr S Maitland-Thomas

Item 8d

Personal

79. To confirm and sign the minutes of the Special Meeting of Council held on the 29th June 2021

Unfortunately due to an error printing the agenda including the minutes for the 29th June 2021, which resulted in pages 2 & 4 missing from the agenda. The minutes could not be confirmed.

80. To adjourn, if necessary to take Public Question Time

None received.

81. To note for information – Mayoral announcements & engagements

Unfortunately due to an error printing the agenda including Mayoral announcements & engagements a copy was not attached.

Cllr N Clarke requested that the Mayoral announcements & engagements be e-mailed to all Cllrs.

Resolved: For the Mayoral announcements & engagements to be e-mailed to all Cllrs.

82. To consider item – Update by BCBC Member

No update

83. To consider item – Motion by Cllr L Tallon-Morris – CCTV at Griffin Park Toilets

Cllr L Tallon-Morris read his proposal as follows: I would like to put a motion forward that we revise the resolution of the 10th of June 2021 Full Council Meeting concerning CCTV at Griffin park toilets, in light of the recently attempted break-in and damage that has occurred to the toilets, that Council revisit the need for CCTV at Griffin Park toilets.

Cllr N Clarke does not disagree that CCTV is needed for the toilets however, is concerned with putting CCTV at the toilets and request that legal advice is sought before the camera's being installed.

Cllr S Maitland-Thomas proposed a security light instead of CCTV.

Cllr M Chegwen informed that every toilet door opens to the left so the camera could be mounted on the right-hand side.

Resolved: For the Clerk to seek legal advice with regards to locating CCTV cameras at the Griffin Park Toilets.

Resolved: For costings to be brought back to Council for CCTV, Security Lighting and signage.

84. Town Clerk Reports

a) Payments for Authorisation

The Clerk introduced the report and sought the council's approval to make the payments listed in appendix a.

Cllr N Clarke queried the EDF invoice which includes an outstanding balance from previous invoices and wanted to know why we have not received the previous invoices. The Clerk

informed members that this is the first invoice received at the Town Council offices as the address on the invoices is the drop-in centre in Griffin Park.

Cllr L Tallon-Morris queried the Scott Waste invoice. The Clerk informed Cllr L Tallon-Morris that item agenda item 8b if approval is given by Council this evening. The Facilities Manager Role will absorb the waste bin collection.

Cllr M Clarke queried when Gutteridges invoice last went to tender. The Clerk informed Cllr M Clarke that when she first came into post, time was too short to go to tender (the quote had already been sought) and it was agreed by full council to proceed with the Gutteridges quote. With regards to the quotation process being followed for previous years, the Clerk informed members that she would need to check back and could not answer the question at this moment in time.

Cllr M Clarke requested that the above response was recorded so it was in the Councils records.

Cllr N Clarke queried if there is a notice period to terminate the contract with Scott Waste. The Clerk informed members that this is an arrangement that has been in place since 2019 and that there would be the need to check the agreement that was made in 2019.

Resolved: For payments to be made as per appendix a.

Members agreed to go into a closed session. (Admissions to Meetings) Act 1960, in view of the confidential nature of the about to be transacted, it is advisable in the public interest that the press and public are excluded from the next agenda items.

85. b) Christmas Lights

The Clerk introduced the report and informed members of the recommendation made by Promoting Porthcawl Committee.

There was a lot of discussion regarding the Christmas lights.

Cllr M Emmet-Lewis joined the meeting at 9.15pm.

Resolved: For Council to accept the quote for a one-year basis and to review in the New Year.

86. c) Griffin Park Community Hub

The Clerk introduced the report and informed members of the recommendation made by the Operations Committee.

Cllr N Clarke queried if the Veterans have been relocated elsewhere at the time being? The Clerk informed members that the Veterans Group are currently using the Pavilion in Griffin Park.

Cllr L Tallon-Morris proposed that Council reject the recommendation made by the Operations Committee.

Cllr M Clarke suggested that the recommendation made by the Operations Committee be accepted, however it is delayed by two months which would allow discussions to take place with the Veterans.

Cllr L Tallon-Morris proposed that Council delay voting on the recommendation until all other avenues have been explored.

Resolved: For the recommendation made by Operations Committee to be delayed until all other avenues have been explored.

Cllr B Jones and Cllr S Maitland-Thomas abstained from voting.

87. d) CCTV Cemetery Quotes

The Clerk introduced the report and informed members of the recommendation made by the Operations Committee.

The recommendation made by Operations Committee was to accept quote 1.

Resolved: For quote 1 to be accepted and for the CCTV installation to be taken forward

88. e) Job Evaluation Outcome

Job Evaluation Outcome

Cllr T Hill introduced the report. As part of the discussions were regarding the Clerk, the Clerk left the meeting at 8.01pm. Cllr A Harris became the minute taker for the item.

The results of the job evaluation carried out by Paul Egan of One Voice Wales were discussed at length and it was agreed by members to accept and note the results of the evaluations.

The recommendations made by the Staffing Committee were then discussed.

A member asked what the cost to the council would be if the recommendations were to be implemented in full. As stated in section 3 of the Clerks report, the additional expenditure would be met from Staff and Salaries earmarked reserve fund of £55,000.00. It was also noted that the proposed new position of Facilities Officer would carry out work that is currently contracted out and that this would provide savings from other budgets.

Each recommendation was voted on in turn.

The recruitment of both the Facilities Officer and Facilities Manager was agreed upon.

It was agreed that the salary scale for the Assistant Town clerk should remain the same as the current salary.

The salary increase for the Town Clerk in line with the recommendations from OVW was agreed.

The backdating to the salary increase to 1st April 2021 was agreed however Cllr N Clarke and Cllr M Clarke requested it is noted that they voted against the backdating of the salary increase.

Finally, it was agreed that the Town Clerk could do up to 20 hours paid overtime per month on the provision that any overtime worked should have prior authorisation from the Mayor.

Resolved: For the Facilities Officer Salary Scale to be set at SPC 6 as recommended by One Voice Wales

Resolved: For the Facilities Manager Salary Scale to be set at SPC 24 – 28 as recommended by One Voice Wales

Resolved: For recruitment of the Facilities Manager and temporary Facilities Officer to commence.

Resolved: For the Assistant Town Clerks Salary Scale to remain the same, as the results of the job evaluation revealed the Assistant Town Clerk to be on the correct scale as recommended by One Voice Wales.

Resolved: For the Town Clerks Salary Scale to be amended to SCP 37 – 41 as recommended by One Voice Wales. Starting at SCP 37 with backdated pay approved from 1st April 2021.

Resolved: For all staff members' Salaries to be graded on an incremental scale as recommended by One Voice Wales.

Meeting concluded at 21.20pm