



Minutes of the Hall Committee Meeting of Llanon Community Council

on
Wednesday 25th May 2021, 6.30pm
Held remotely via Zoom

Meeting commenced at 6:35 pm

Minute no. 1 - Members Present

Councillors:

Cllr M Jones (MJ)
Cllr D Jones (DJ)
Cllr P Williams (PW)
Cllr L Williams (LW)
Cllr GL Jones (GLJ)
Cllr LM Davies (LD)
Cllr N Holman (NH)
Cllr K Thomas (KT)

Chairperson Councillor M Jones presided over the meeting.
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Also present: RFO/Operations Manager

Minutes taken via Zoom Recording by: P Hanbury

Minute no. 10 – Apologies for absence

NO apologies for absence received.

Minute no.11 – Declarations of interest

NO declaration of interest made.

Minute no.12 – To discuss the future operations of the hall in preparation for re-opening

The RFO gave an overview of the hall and stated COVID restrictions currently allowed for thirty adults with social distancing. Current usage by the following classes:

Karate - £10 (Monday)

Fitness - £10 (Wednesday)

Line Dancing - £2.00 per person, generates approximately £50 (Thursday pm)

Twirlers - £10 (Thursday pm)
Foot Clinic (monthly) – no charge
Had some enquiries about upstairs meeting room & birthday parties etc.

Next update due in June regarding restrictions from Welsh Government.

Do we decide to re-open to these classes or keep hall closed?

Room Hire - £60
Labour – Cleaning & Caretaker/Utilities - £90 Total weekly loss £120

Losing £60 if we re-open

PW – Wasting money on risk, better to open the doors as airborne, would be cheaper. Can't see consecutive events. Cleaning costs should be low.

RFO – Has spoken to trading standards, every time someone uses premises, we have to clean touch points, sanitise, and clean toilets. Staff also use the toilets.

LD – Clarified loss is £130 per week if we re-open

RFO – Clarified groundsman's wage/caretaker's wage

LW – Asked about the rooms? Are they all going to be used? Requested clarification regarding room use.

RFO - Library 3 to 4 maximum people due to social distancing. Hall is twenty in capacity. Upstairs 10, 11 at a push capacity. Exercise class wanted thirty to 40 people. Mental health organisation has requested use of upstairs.

LW – Welsh Government have stated thirty, but Chris is saying 20. Is it discretionary for Chris?

RFO – Children under eleven are not included. Rule of six applies in line with hospitality and still have to be two metres apart. Rules vary in depending on activity type.

GLJ – Possibility visitors wear masks and gloves to prevent spread on touch areas?

RFO – Masks are to be worn as stated in risk assessments. Gloves can still spread so cleaning still has to take place.

NH – Only way you can stop spread is by removing gloves and wearing clean gloves.

PW – Agreed with NH comments.

LD – Anti-bac stations, can we ask everyone to sanitise? Or put-up signs?

KT – Asked if the hall has been cleaned since the food bank has finished?

RFO – Grounds staff have deep cleaned and put the stage back. RFO wanted to clarify that hirers must provide risk assessments and track and trace. The ownership is on the class to risk assess for their class.

RFO – Stated we have lost two regular clients because we have not re-opened. Question is Cost v Community. We can tackle cleaning etc. We are all aware that we are working at a loss. Chris has made full calculations and estimates and said that if we were fully operational, we would be running at a £2500 loss per month.

LD – Asked for clarification of Track & Trace. RFO advised they must inform us if they are contacted. LD asked if we could obtain a copy of the register, RFO confirmed they have to provide and they have to tell us.

RFO – Should a positive case be identified from one of the classes they would have to inform the council, provide track, and trace information. In addition, should any staff member be identified as a positive case, like wise will the user be contacted.

LW – Hall was subsidised by the Community Council, has the hall ever been in a profit status?

KT – The shows were losing money.

GLJ – The previous RFO recorded spends in the wrong headings. Mixing up the profits and losses.

LW – Are we willing to subsidise on going?

KT – Walford and Roger are already required to clean. They were employed as caretakers and have enough other jobs to do.

GLJ – At the moment we have no alternative especially as the hall usage is minimal.

KT – Do we need to look at their hours and increase to full time?

GLJ – We will await from the guidance from the new clerk.

KT – We inform the Clerk of council decisions, not Clerk inform us.

LD – Clarify... Is it £10 per hour or per class?

RFO – Regular users were charged £10 per class, casual users £20 per hour. We have lost a lot of clients and need to source new clients.

RFO – The evening caretaker is currently on furlough, as we are having classes soon, do we continue to use the caretakers? Or bring end the furlough for the evening caretaker?

MJ – Will bringing the caretaker from furlough cost us more? NI, pensions etc

RFO – Furlough is currently at 80% and will gradually reduce. NI etc are being paid by the employer at present.

MJ – Carry on as we are, and see what happens

RFO – By relying on others at present will eat into allocated contracted hours and may incur overtime payments.

PW – It would not really cost much more

DJ - Staff member is currently not well, and is likely to be taking sickness absence

LD – Where are they due to start? (classes)

RFO – I am inundated with end of year accounts at present, and unable to have the necessary conversations with the clients. Possibly will be able to meet in the following week.

MO – Staff member is unwell would not be of benefit to bring him in.

RFO – Not aware of ill health.

GLJ – It would not be wise to bring the furlough to an end and the need to go off on sickness absence.

NH – Staff members are entitled to sickness pay

MJ – Do we speak to the Staff Member?

LJ – Propose to ask?

PW – Offer the option?

LD – Do we wait and see if the bookings are ready to start back?

RFO – We need to consider if it is viable to reopen. Start with the smaller classes. It will still cost more than we make.

PW – We are looking at getting back to normality. We should look at reopening for the community.

LW – Once we have classes confirmed, we could then ask the Staff Member about returning. We need to open as and when we can and accept there are going to be costs / losses.

DJ – Paul Egan is looking at the overall Council with a structuring review. Let us wait until the review takes place.

LD – Is the line dancing £2 per head? Not a room income. Could we look at a rise to £3?

RFO – We will look at speaking to the group and Mandy and consider the affordability of the participants.

LD - £2 charge has been for how long... 2 years approx.

MO – It started off as an exercise class for the elderly.

LD – We could look at increasing it by a £1

MO – The cost is still in line with overall costs as other users

LW – Open what we can with the staff we have. Leave the night caretaker on furlough at present.

DJ – We should be looking at charging a different rate for people whose classes are a business and make a profit.

LD – We could look at paying for people to put classes on

MJ – Go commercial ourselves in running the classes

M) – We could be closed again...

LW – Open when we can and the Council to consider ongoing support

MJ – Keep ticking over as best we can

LW – Proceed as best we can

GLJ – Make sure we are following Welsh Government rules. We are not providing any services to the community at present, we need to do so and build up our client base.

LW – Agree with Gary

Proposal by Cllr Gary L Jones – To open as safe as we can, take it on the chin and provide services to the community-dealing with issues arising at a further date

Seconded – Cllr Lesley Williams

All members present in favour except, Cllr Kim Thomas – No response

Resolved – To open as safe as we can, take it on the chin and provide services to the community-dealing with issues arising at a further date

GLJ – Being aware of Staff member's health, we can ask him if he wants to come back?

NH – Who will speak to him?

MO – Has he informed the Clerk of ill health?

DJ – Paul Egan is coming in, its best to leave any staffing detail at present. As there is no Clerk, Chair may be considered interim manager.

DJ – Wait for the review from Paul Egan

LW – Agree, I am sure based on Standing Orders that Chair can speak to staff in the absence of Clerk? But still agree, we should wait.

NH – ***POINT OF ORDER:*** *Full council has not agreed on the details and concerned that discussions are taking place with staff members present. Full council has not agreed to this, that there is a restructure going on, first I have heard of it.*

GLJ – MO and RFO were asked to leave the meeting at this point due to the nature of the discussion taking place.

GLJ – Full Council HAS agreed to the review with Paul Egan

NH – NOT AGREE

LW – Plenary powers were given to members who attended the meeting with Paul Egan, it is in the minutes.

NH – That was for the post of Clerk, not the full restructure of the staffing model

DJ – The review is for the whole structure of the Council.

PW – It is reviewing the whole Council and will be formally reviewed by the Council.

DJ – Paul Egan will be interviewing all members of staff

NH – DO NOT AGREE

LW – Again, plenary powers were given to all members who attended the meeting. The meeting was open to ALL councillors.

DJ – Reminder to members of conflict in discussion where prejudicial conflict may arise.

MJ – Paul Egan will be meeting with members on Thursday?

LW – The working group will feed back to the full council with the recommendations made, and whether the Council wishes to take the action.

DJ – It is a working group, at the request of Paul Egan. We are a Council with no Clerk, and the guidance is needed.

GJ – We need the help of a locum Clerk to help us

LD – How long will it take for a locum Clerk to join us?

GJ – We are looking at interviews for the Clerk on around 25th June

MJ – Paul Egan has indicated we can get a locum Clerk by July 5th.

GJ – Who is available? We do not know

LD – Hopefully, a locum Clerk by the next meeting?

DJ – It will be advertised through all local authorities, to get someone with experience. There are only 39 CiLCA trained Clerks in the whole of Wales. It is also very hard to get a Welsh Language Clerk (we are a bilingual Council)

PW – We are going off agenda, this is Hall Committee

GJ – second that

NH – Do we wait until Paul Egan’s review before we reopen?

LW – We have voted and agreed the matter in hand, the hall is to reopen and the RFO to proceed

The Chair closed the meeting at 19.43

Signed.....

Chair

Date