



Glamorgan Council. The Town Clerk replied she would ask Andrew Brain from the Vale Council regarding this.

**RECOMMENDED:** That the Town Clerk contact the ICT department in the Vale of Glamorgan Council regarding software and antivirus updates.

The Town Clerk informed members that there were problems connecting the photocopier to the computers to act as a scanner, it kept losing its connection, Canon and the Vale of Glamorgan Council IT department had been out on a number of occasions and can't find out why this is happening.

**RECOMMENDED:** That the Town Clerk be given permission to purchase a scanner for the Town Council office, to the sum of £100.

Councillor Williams asked the Town Clerk how the Internal Audit was going. The Town Clerk replied that they had been in for 2 days so far, but everything they had asked for was available and they seemed relatively happy. She had a brief meeting with them before they started and had explained the previous controls and the new ones in place, following its completion they will be producing a written report which will come before Full Town Council. She has also asked that they come back with a cost for completing the internal audit this coming financial year, including a 6 month audit.

Councillor Williams asked how the new RTI was working. The Town Clerk reported that after the problems with the end of year, which she had reported to Council, now that it was in place it all appeared to be running smoothly.

Councillor Williams queried how the filing was going? The Town Clerk informed members that unfortunately everyone is so busy this is only looked at when there are a few minutes available. She has managed to sort out one cabinet, which now holds financial files, personnel files and health and safety records.

Councillor Mrs Matthews informed members that when she was Town Mayor she had met with the Cleaner/caretakers and the Town Clerk, where the lack of communication was brought up on a number of occasions, had this improved. The Town Clerk stated that she had now introduced daily check sheets, these were not only covering cleaning schedules, but also health and safety checks, along with a comment box so that any problems could be recorded on this. It was not ideal as it could sometimes be a week before the sheets were picked up, but it was better than nothing.

The Town Clerk informed members that she was looking to do a staff questionnaire over the next couple of months. This was to cover numerous areas, but one in particular, moving from weekly pay to monthly pay. She would be reporting back on this in the autumn.

On Monday 17<sup>th</sup> June she will be meeting with a Fire Officer and walking around the Old School, where he will be looking at the building and doing a written report with recommendations.

Councillor Williams asked how the website was progressing. The Town Clerk replied that the Deputy Town Clerk was now setting aside a Friday afternoon to update the website. Committee members asked that the minutes, update of committees and photos of facilities, be done as soon as possible.

**RECOMMENDED:** The Deputy Town Clerk updates the website with the above items as soon as possible.

### **7) Utility Usage**

Working Group members had previously been circulated the electric, gas and oil useage for the period October to end of May 2013. Councillor Jenkins asked the Town Clerk that the final diagram be labelled 'oil', as there was no heading at present.

Councillor Williams asked members did they think it was within the remit of the Working Group to look at the utility usage, was this not better suited to either Recreations and Buildings or Finance. Councillor Geary stated that originally it was decided the Working Group would look at the usage of the Town Hall, but it was moved forward and all premises were now looked at. Councillor Mrs Matthews informed members that until the Working Group had started looking at the utility usage no one did, because this Group meets monthly it made sense for them to continue with it. Councillor Geary added he did not think it was a finance issue.

**RECOMMENDED:** That monthly utility usage continues being included on the Working Group agenda.

Working Group members noted that meter 3 of the Town Hall was gradually increasing. Once the area this meter covers is identified it would be interesting to see why.

### **Date and time of next meeting**

16<sup>th</sup> July 2013, 2.15pm, Heritage Centre.