

**MINUTES OF THE VIRTUAL MEETING OF THE AUDIT & PERSONNEL SUB-COMMITTEE OF  
BEAUMARIS TOWN COUNCIL  
HELD ON WEDNESDAY 15th JUNE 2020 AT 7.00 PM**

**PRESENT:** The Town Mayor Councillor C J Theakston  
The Deputy Mayor Councillor R A Jones  
Councillor A N Gough  
Councillor H Mattocks  
Councillor D R Owen  
Councillor M G Sarsfield

Councillor A Rowlands as an observer

The Town Clerk was in attendance

**APOLOGIES:** Councillor A J V Grant  
Councillor S Zalot

**Councillor Sarsfield took the Chair**

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**1.0 DECLARATIONS OF INTEREST**

There were no declarations of interest

**2.0 FINANCIAL MATTERS**

**2.1 Impact of coronavirus**

Following advice from One Voice Wales regarding discussions of a sensitive nature, guidance provided advise that if it is a closed and controlled meeting, such discussions can take place.

Discussion took place regarding the impact of the Coronavirus on the Finances of the Town Council and the effects of the work required on our amenities in preparation should the easing of the restrictions be lifted following the expected announcement from the Welsh Government this week.

**3.0 PERSONNEL MATTERS**

**3.1 Update on Coronavirus on Job Retention Scheme**

The Town Clerk announced that the Administrative Assistant has submitted a letter of resignation and has agreed to work out the period of notice.

*It was proposed and seconded that the press and public be excluded from the meeting.*

Discussion took place regarding the agreed date of termination. Town Clerk to clarify the situation with the Administrative Assistant.

Further discussion took place around the amount of Council staff currently on the Furlough Scheme and that the new changes to regulation coming into effect on the 1<sup>st</sup> July which offers greater flexibility for returning staff to work. Further discussion will need to take place to review the situation following the Government announcement.

**3.2 Staff Leave**

The Town Clerk explained the amount of annual holiday entitlement carried over by staff into the current year with regards to the current changes in legislation.

Town Clerk to ensure that the previously agreed payment of carried over leave is actioned.

**3.3 Job Evaluations**

The Chair responded to a question from a Member regarding the reason why the Town Council had used Anglesey County Council to carry out the Job Evaluation.

It was noted that our salary structure is very close to the Job Evaluation outcomes by Anglesey County Council.

The Town Clerk explained the impact of these outcomes to our wage bill. A member asked when do the outcome become effective? A member explained that the last changes to NJC scales were in April 2019

The Chair explained that the job evaluation for the Town Clerk role had been carried out prior to advertising and further explained the situation regarding the role of Project Officer. A member explained that there is no job description for the Project Officer post.

*It was proposed and seconded that the press and public should be re-admitted to the meeting*

**4.0 Date of Next meeting – tbc**

**The meeting closed at 9:05pm**

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**Chair  
Councillor M Sarsfield**

**Date .....**