

**MINUTES OF THE VIRTUAL MEETING OF THE AUDIT & PERSONNEL SUB-COMMITTEE OF
BEAUMARIS TOWN COUNCIL
HELD ON MONDAY 31 JANUARY 2022 AT 7.00 PM**

PRESENT: The Town Mayor Councillor Rh A Jones
The Deputy Mayor Councillor M G Sarsfield
Councillor A N Gough
Councillor A J V Grant
Councillor H Mattocks
Councillor L J Roberts

The Town Clerk was in attendance
Councillor D R Owen as an observer
Councillor J Zalot as an observer

APOLOGISE: Councillor D T Evans
Councillor C J Theakston
Councillor S Zalot

Councillor A N Gough took the Chair

16.0 DECLARATIONS OF INTEREST

There were no declarations of interest disclosed.

17.0 FINANCIAL AND AUDIT MATTERS

17.1 Draft Rates Estimates for 2022-2023

It was proposed seconded and carried unanimously that the Press and Public be excluded from this part of the discussion as it was commercially sensitive and only in draft format for the time being.

The Town Clerk addressed the ten questions that had been circulated prior to the meeting, and a lengthy discussion took place.

Following addressing the questions they then went through the Draft Rate Estimate code by code and page by page, querying matters.

It was proposed seconded and carried unanimously that the Draft Rates Estimates for 2022 - 2023 should be approved save for the minor changes mentioned during the discussions.

It was proposed seconded and carried unanimously that the charges in relation to the Gaol and Courthouse and Allotments should be discussed in their relevant Committee / Sub-Committee.

It was proposed seconded and carried unanimously that a detailed account for the Gaol and Courthouse should be provided for a future Gaol and Courthouse Committee.

It was proposed seconded and carried unanimously that the Press and Public be readmitted.

17.2 Matter referred from Council Meeting 10 January 2022

The Town Clerk reported that matters were being reviewed and she would be shortly introducing a Password Policy and reporting back to Councillors.

17.3 Matter referred from Finance and Planning 24.01.22

The Town clerk reported that the Gaol and Courthouse had separate codes within the Rate Estimate as can be seen tonight, which shows that the attractions are generating a profit. The next step possibly would be to separate the Gaol from the Courthouse and to finalise obtaining a bank account for them.

18.0 STAFFING MATTERS

18.1 Covid Government Guidelines

The Town Clerk provided an update as to the covid rules and explained for the time being meetings would be virtually with only a handful being able to join from th4e Town Hall due to circumstances.

18.2 Staffing

It was proposed seconded and carried unanimously that the Press and Public be excluded as the Town Clerk was going to report on staffing matters which is confidential in nature.

The Town Clerk provided an update as to staffing and that they were recruiting for staff at the Gaol and Courthouse.

It was proposed seconded and carried unanimously that the Press and Public be readmitted

The Chair then said that they wished to discuss the appraisal of the Town Clerk on Monday 10th January 2022.

The Town Clerk left the meeting, and a discussion took place.

A Councillor reported on the Town Clerk’s Annual Appraisal held on Monday 10th January 2022.

It was proposed seconded and carried unanimously that the Town Clerk’s salary increases by one Spinal Column Point (SCP) and that the Chair of the Audit and Personnel Sub-Committee meets with the Town Clerk to agree on targets for the forthcoming year.

The Town Clerk was asked to re-join the meeting and it was said that the Chair would have a meeting with her shortly to discuss matters.

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**Chair
Councillor A N Gough**

Date