

**MINUTES OF THE MEETING OF THE AUDIT & PERSONNEL SUB-COMMITTEE OF
BEAUMARIS TOWN COUNCIL
HELD ON MONDAY 10 JUNE 2019 AT 7.30 PM IN THE TOWN HALL**

PRESENT: The Town Mayor Councillor C J Theakston
The Deputy Mayor Councillor R A Jones
Councillor A N Gough
Councillor A J V Grant
Councillor H Mattocks
Councillor L J Roberts
Councillor M G Sarsfield
Councillor S Zalot

Councillor D R Owen as an observer

The Town Clerk was in attendance

APOLOGIES: There were no apologies for absence

The Deputy Mayor took the Chair

1.0 DECLARATIONS OF INTEREST

There were no declarations of interest

2.0 TO ELECT A CHAIRMAN FOR THE FORTHCOMING YEAR

It was proposed, seconded and carried unanimously that Councillor M G Sarsfield be Chair for the forthcoming year.

Councillor Sarsfield took the Chair

7.33 pm Councillor S Zalot joined the meeting

3.0 TO ELECT A DEPUTY CHAIRMAN FOR THE FORTHCOMING YEAR

It was proposed, seconded and carried unanimously that Councillor A N Gough be Deputy Chairman for the forthcoming year.

The Chairman stated that Sub-Committees tend to be run in a more relaxed manner than the formal Committee meetings of Council. It was acceptable to refer to each other by Christian names but there was still a need to maintain order in the proceedings.

4.0 FINANCIAL MATTERS

4.1 Income and Expenditure to date for 2019-2020

Members were issued with a statement of income and expenditure for all Financial Codes from 1 April until 10 June. These were compared with the estimated income and expenditure for 2019-2020.

A member questioned the reference to Coast Protection within the description of expenditure code 231. It was agreed that the Town Council was not responsible for coast protection and thus reference to it should be removed from the code description.

A member asked if there had been any progress in the appeal against the very large increase in rates charged for the Green since April 2018. The Town Clerk said that he had approached the rating authority by telephone in March and had been told that the matter

was still to be dealt with. Originally when the appeal went in, he had been told it could take up to two years. A member stated that emphasis needs to be given that it was primarily a recreation area where Council allowed parking. The Town Clerk confirmed that this had been the emphasis of the appeal, as well as the fact that large areas of the Green were made unavailable for parking for extended periods during the course of the year. It was proposed, seconded and carried unanimously that the Town Clerk should look at the past correspondence and report back to the next meeting.

It was noted that the allocation for Town Hall Administration Costs Code 255 had already been spent. Members asked for a report on what the money had been used for by the next meeting.

A member suggested that the description of Code 291 Rent, Rates, Services for the Public Toilets should be renamed so as to exclude rent and rates which were no longer payable.

It was noted that income from Happy Valley was lower than normal. The tenants had stated that the closure of the Coach Park was having a substantial impact on her business. There was a discussion as to whether Anglesey County Council should pay some compensation for business interruption, or whether the tenant had an insurance to cover such events. It was agreed that this was a matter for the tenant to follow up. The meeting was advised that new Income and Expenditure Codes had been set up so as to identify the income and expenditure from the Gaol and Courthouse.

4.2 Members were issued with summaries of the income and expenditure codes for the Public Toilets. These showed the income and expenditure for the current year in comparison with the same period last year. It was noted that income from the Archway and Castle Toilets was comparable for the two years but expenditure was higher. There was a notable increase in consumables used in these premises for the current year. The Town Clerk stated that this might be due to buying provisions for the Gaol and Courthouse toilets. Members felt that any purchases for the Gaol and Courthouse should be listed separately to other Council business in order to reflect the true costs of operating the premises.

4.3 The meeting asked that the Administrative Officer be thanked for producing the income and expenditure information quickly and clearly for the meeting. Further thanks were due to the Town Clerk for his presentation.

4.4 Members asked if there had been any progress in evaluating the rental values of the Town Hall shops. This had been requested in previous meetings. The Town Clerk gave a brief summary of the history in relation to the shop rental charges. It was agreed that the leases need to be examined, and members asked for the matter to be referred to the next meeting of the Greens & Buildings Sub-Committee.

5.0 PERSONNEL MATTERS

5.1 Members asked if the holiday entitlement for staff had been recorded for the current year and for arrangements in respect of carrying over leave. The Town Clerk said he had advised staff that they should not carry over more than five days of leave into the following year. It was intended that any backlog of time owed would be cleared by the end of the present financial year. The meeting asked for report detailing the holiday entitlement for the current year and the days carried over in preparation for the next meeting.

There was a discussion concerning calculating leave for part-time staff. The Town Clerk agreed to provide an example of the calculation that he used for the next meeting of the Sub-Committee.

It was noted that the Project Officer had been notified that his job was to be extended for a further twelve months.

There was a discussion concerning the Employer's Handbook. The Chairman agreed to circulate this information for the next meeting of the sub-committee.

5.2 Job Evaluations

The Chairman stated that he had had a meeting with an officer at Anglesey County Council along with Councillor Rowlands and the Town Clerk in order to discuss job evaluations. There was a discussion concerning the way forward. It was agreed that the Town Clerk would supply copies of the job descriptions and the overview that he had previously submitted for the next meeting of the sub-committee.

5.3 Position of the Administrative Assistant

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

The Town Mayor said that at the request of Council he had taken some advice from Conwy Town Council.

It was proposed and seconded that the Town Clerk as a member of staff should leave the meeting. There was a discussion as to whether the Town Clerk as Council's Proper officer should leave the meeting for a general discussion concerning the staffing. At a vote the proposal was carried by a majority.

9.00 pm the Town Clerk left the meeting

The Sub-Committee discussed ways of improving the functionality of the Town Council office and heard a report from the Mayor following liaison with another Council

10.00 pm the Town Clerk returned to the meeting.

The Chairman stated that there had been a long discussion concerning the best way forward. In respect of staffing, nothing had been discussed which would have an adverse effect on any existing staff. Members realised that there had been substantial pressure on office staff following the resignation of the Administrative Assistant, and it had been agreed that the post could be advertised with immediate effect. The post could be offered as a six month appointment at 20 hours per week. In addition, if it would assist the office, a temporary person could be engaged from an agency until the position of Administrative Assistant could be filled.

The press and public were re-admitted to the meeting

6.0 FUTURE MEETINGS

It was agreed that there should be a meeting once a month except during August. The Town Clerk should attend a meeting every quarter. It was also noted that the Administrative Officer had agreed to attend at least part of the meeting if there was an audit or other financial matters needing clarification.

The meeting closed at 10.15 pm