

**MINUTES OF THE MEETING OF THE AUDIT & PERSONNEL SUB-COMMITTEE OF
BEAUMARIS TOWN COUNCIL
HELD ON MONDAY 11 APRIL 2016 AT 7.30 PM IN THE TOWN HALL**

PRESENT: The Deputy Mayor Councillor G Evans Jones
Councillor I Davies
Councillor M Jones
Councillor B L Kotkowicz
Councillor C J Theakston
Councillor S Zalot

The Town Clerk was in attendance

APOLOGIES: The Town Mayor Councillor J P Zalot
Councillor A J V Grant

Councillor C J Theakston took the Chair

1.0 DECLARATIONS OF INTEREST

There were no declarations of interest

2.0 FINANCIAL MATTERS

2.1 Donations Procedure

Members were supplied with a copy of the form used at present by the Town Council and two draft forms prepared by the Deputy Mayor - one for donation requests up to £500 and the other for grant applications up to £2,500

There was a discussion as to whether there was a need for different forms for donations as opposed to grants, and whether funding should be made available on an annual basis for organisations to cover their running costs. Of further concern was that organisations might be encouraged to rely on regular support rather than having the incentive to raise their own funds. A question was raised as to whether there should be reference to giving emergency grants to cover unforeseen difficulties encountered by organisations. Whichever form was used, it was agreed that donations should only be considered on fixed dates during the Council year, rather than deal with applications as and when they arrived. It was agreed to edit the new draft forms in line with the following recommendations.

- 1 Two forms should be used, one for donation requests up to £500 and one for grant applications up to £2,500
- 2 Two dates should be fixed for considering grants, 31 October and 31 March
- 3 Paragraph (12) concerning repeat donations should be deleted
- 4 A paragraph should be inserted making it clear that organisations should show how they have tried to generate funds during the previous year
- 5 In paragraph (5) estimates should be obtained from three retailers or contractors
- 6 In paragraph (7) reference should be made to youth organisations

It was agreed that the new procedure should begin on 1 May 2017, and in the interim period a letter should be sent out to organisations applying for support to inform them of the new procedures and dates when grant applications will be considered.

2.2 Draft of 2015-2016 accounts to end of February

The Town Clerk gave members an update on the income and expenditure for the current financial year up to 29 February 2016.

2.3 Audit of Council's Accounts

It was agreed to look at the income and expenditure codes for the Cemetery. Members were provided with a summary for the present financial year up to 29 February.

2.4 Other financial matters

2.4.1 Terms and conditions for Residents Passes

Members were supplied with a draft of a new set of terms and conditions that took into account the need to close sections of the Green for events.

Recommendation to the Finance & Planning Committee:

That the new terms and conditions be approved.

3.0 PERSONNEL MATTERS

3.1 New National Living Wage from 1 April

The Town Clerk said that a new National Living Wage had been introduced from 1 April and he had increased the hourly rate for all staff so that they came within this. New pay scales for the current year had yet to be negotiated by the Unions, but when these were known staff would be back paid in order to cover any deficit. He expressed concern that upon the introduction of the new National Living Wage, nearly all of Council's staff came below it. Following further discussion it was agreed that at the next meeting of the Audit & Personnel Sub-Committee the payscales for staff should be discussed. There was a general feeling that there should be a margin between the National Living Wage and the rate offered by the Town Council to its staff.

3.2 Other personnel matters

There were no other personnel matters and the Chairman closed the meeting.