

**MINUTES OF MEETING OF THE AUDIT & PERSONNEL SUB-COMMITTEE OF
BEAUMARIS TOWN COUNCIL
HELD ON THURSDAY 13 DECEMBER AT 7.30 PM IN THE TOWN HALL**

PRESENT: The Town Mayor Councillor J P Zalot
Councillor A J V Grant
Councillor R A Jones
Councillor H Mattocks
Councillor L J Roberts
Councillor M G Sarsfield
Councillor D R Owen (as an observer)

The Town Clerk was in attendance

APOLOGIES: The Deputy Mayor Councillor C J Theakston
Councillor S Zalot (who was attending a meeting in Llangefni on behalf of the Town Council)

Councillor M G Sarsfield took the Chair

1.0 DECLARATIONS OF INTEREST

There were no declarations of interest

2.0 FINANCIAL MATTERS

2.1 Income and Expenditure to date

Members were issued with a summary report of the income and expenditure against financial codes for the period 1 April to 30 November. In addition, copies of the Rates Estimates for 2018-2019 against individual financial codes were provided.

Overall, it was noted that the income had been greater than that estimated, primarily this was due to higher revenue from Green parking (501) and the Barrier Coin Box (506).

The overall expenditure for the period up to the end of November had been greater than the income obtained, but was less than that estimated.

Expenditure under Payroll Codes (101–114) was approximately that predicted, but for Administration (121-134) there was an underspend. This was primarily because money set aside for additional CCTV cameras had not yet been used.

Expenditure under the Finances was greater than anticipated, mainly because of a higher rate of expenditure under VAT payments and additional contributions for Canolfan Support and Playground Support.

Expenditure on Allotments, Boating Pool and Dinghy Park, Cemetery, Green, Happy Valley and Town Hall had been less than that estimated, largely because of limited expenditure for repairs, maintenance and equipment. However, most of the expenditure on maintenance and equipment was usually carried out during the winter months.

Expenditure on Capital Schemes was less than estimated, but some large bills were expected during the coming months before the end of the financial year.

In response to a question, the Town Clerk stated that the Archway Toilets belonged to the Town Council but the Castle Toilets were owned by the County Council. Members commented that recently the Welsh Government had suggested that the promotion of asset transfers to Community and Town Councils should be encouraged where they take over the responsibility for them. The Town Council was no longer being charged rates for the Castle Toilets.

Recommendation to Finance & Planning Committee:

An opportunity be sought to take over the ownership of the Castle Toilets by asset transfer.

There was a discussion concerning the rents charged for the shops owned by the Town Council.

The Town Clerk confirmed these were due for a review.

It was noted that £2,500 had been spent under the heading 'Special Events'

The Town Clerk agreed to investigate and report back to the next meeting.

There was a general discussion concerning the package that was used for managing accounts and producing reports for members. In addition, some members felt it would be useful to make comparisons of income and expenditure for similar periods in previous years. It was agreed to defer further discussion on the accounts package until a further meeting.

The Sub-Committee thanked the Town Clerk for his good management of Council's financial affairs. It was agreed that the Council was in a good financial position.

2.2 Draft Rates Estimates 2019-2020

Members were provided with a first draft of the Rates Estimates. This showed the estimates given for the year 2018-19, the actual expenditure up until 30 September and the estimated expenditure in the period up until 31 March 2019. These figures had then been used to estimate the expenditure for the different financial codes for 2019-2010

The Town Clerk said that he had estimated increased expenditure on Payroll in view of the likely appointment of an extra member of staff, for Administration and Finances the estimates were similar to previous years. Similarly, for cost centres covering the different areas owned by the Town Council and the Town Hall building estimates were similar to the ones for 2018-2019.

In deriving these estimates, he had taken into account there were pieces of equipment he was intending to purchase during the next few months and maintenance work that was urgently required in some areas. On the Capital Schemes money had been set aside during the present financial year for the costs of repairing the Town Clock, School support and a possible refurbishment of the Boating Pool. The estimates for 2019-20 included further estimates of Capital Expenditure on on-going projects as well as an additional £12,000 had been allocated.

Recommendation to Finance & Planning Committee:

The restoration of the Boating Pool be undertaken during the period prior to Easter, and that the possibility of providing a protective cover for the winter months be investigated.

It was noted that no provision has been made for supporting the takeover of the Gaol and Courthouse.

Recommendation to Finance & Planning Committee:

That an allocation of £20,000 be made to Code 392 for the support of the Gaol and Courthouse building

Recommendation to Finance & Planning Committee:

That the proposed Rates Estimates for 2019-2020 and the Precept be approved.

2.3 Other financial matters

The Town Clerk advised that some staff had not received pay rises during the present financial year. It was agreed that this would be discussed at the next meeting.

3.0 PERSONNEL MATTERS

3.1 Appointment of temporary Office Assistant

There was a discussion of the duties of the proposed new temporary office assistant. These would include further amendments to the Health & Safety Policy Statements of the Town Council, Employees' Handbook and drawing up proposals for new contracts. It was agreed that the full role of duties would be formalised at the next meeting. Members said that there was a lot of work to be carried out and it was important for the Sub-Committee to hold regular meetings to keep track of progress.

3.2 Job evaluations

It was agreed this matter would be deferred to the next meeting.

3.3 Welsh Language Policy

The Town Clerk said that the Town Council had an approved Welsh Language Policy but it may need some amendments. It was pointed out that an employee had felt under stress because of recent comments about her work.

3.4 Review Holiday Policy

It was agreed this matter would be referred to the next meeting. In the interim the Town Clerk agreed to supply the Chairman with copies of the past leave arrangements for staff. It was agreed to hold the next meeting on Monday 14 January 2019.