

**MINUTES OF THE AUDIT & PERSONNEL SUB-COMMITTEE OF  
BEAUMARIS TOWN COUNCIL  
HELD ON MONDAY 13 JUNE 2016 AT 7.30 PM IN THE TOWN HALL**

**PRESENT:** The Town Mayor Councillor G Evans Jones  
The Deputy Mayor Councillor F Carr  
Councillor I Davies  
Councillor M Jones  
Councillor B L Kotkowicz  
Councillor J P Zalot  
Councillor S Zalot

The Town Clerk was in attendance

**APOLOGIES:** Councillor D W Gallichan  
Councillor A J V Grant  
Councillor C J Theakston

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**

Councillor I Davies was proposed and seconded.  
Councillor S Zalot was proposed and seconded.  
At a vote, Councillor Zalot was elected by a majority.

*Councillor S Zalot took the Chair*

**3.0 TO ELECT A DEPUTY CHAIRMAN FOR THE FORTHCOMING YEAR**

Councillor I Davies was proposed and seconded, and elected nem con.

**4.0 FINANCIAL MATTERS**

**4.1 Annual Accounts 2015-2016**

The Chairman said the Town Council was in a healthy financial position. The auditor had praised the manner in which the accounts were handled by staff, and the only issue he had raised was the sum of money held in reserve. In fact, it was fortunate that Council had cash reserves since it meant it would be able to deal with the problems caused by the landslip at the Cemetery. The Town Clerk added that sums of money were also earmarked for improvements at Happy Valley and to deal with drainage issues on the Green.

A member said he felt the payroll should be audited in view of recent publicity where a large company had been found to have problems with its payroll. The Town Clerk explained the system used whereby all payments on the payroll were made from a completely separate Imprest Account via an Autopay system. A breakdown of all payments made from the Imprest Account for 2015-2016 was passed around for Councillors to examine. It was noted that the sums shown matched those found on the payroll section of the final audited accounts, and that this had been verified by the internal auditor. It was noted that on a weekly basis, the Administrative Officer used a Sage Payroll package to draw up payments to staff, which were then checked against the time sheets by the Town Clerk prior to payments being made via Autopay. A summary

of the payments made was then returned from Autopay, again to be checked by both the Administrative Officer and the Town Clerk.

It was agreed that this was a satisfactory system.

The Chairman said he felt that a list should be made of equipment held by the Town Council. Following a short discussion, it was agreed that larger items of equipment should be listed, and an estimate made of the value of the hand tools.

**Recommendation to the Finance and Planning Committee:**

An inventory be made of the mechanical equipment and an estimated value be produced for hand tools.

There was a discussion concerning the lease on the Chapel of Rest which had expired at the beginning of January.

The Town Clerk said that Council had approved a revised annual rent for the Chapel of Rest and had asked for a new lease to be drawn up that made provision for access to be restricted if any major land works were being conducted at the Cemetery. He had drawn up a new lease and it had been verbally agreed with the tenant. An invoice had been sent recently for the rent for the current year.

#### **4.2 Implications of NatWest Bank closure**

An exchange of letters between local businessman, Mr Howard Roberts, and a senior officer of NatWest Bank was read out. It seemed that the decision to close the bank had been based on the number of regular customers using the facilities between 1 October and 31 March. A 'regular customer' was defined as a person who had used the bank on a weekly basis over the 26 weeks. Mr Roberts had pointed out that this was a biased assessment since Beaumaris was a tourist town and many businesses took holiday breaks during the winter period. To suggest that the Bank only had 26 regular customers as reported in the press was ridiculous.

It was agreed that the Town Clerk should meet with Mr Roberts and the Chamber of Trade to see what protests could be made concerning the Bank closure. It was felt that a facebook/twitter campaign should be considered.

There was a discussion concerning the possibility of accepting contactless card payments at the Green.

It was pointed out that each payment by this method would incur a charge. The meeting agreed that accepting card payments should not be a way forward.

The Town Clerk said that whilst he understood that deposits could be made via the new Post Office to be installed at Spar, there would be a limit on the amount that could be deposited on a daily basis.

Members asked if the situation could be checked to see if payments could be made more than once a day, and if the Post Office would be in a position to supply change to local businesses.

There was a discussion concerning storage of Council's regalia and general building security.

**Recommendation to Finance and Planning Committee:**

The security of the Town Hall be enhanced and the Insurance Company be contacted to discuss issues relating to the regalia.

The Town Council's future banking arrangements were discussed, and there was general agreement that Council's funds should be transferred to an alternative bank once the NatWest branch closed. It was felt that it would not be realistic to bank in the city of Bangor because of access problems.

**Recommendation to Finance & Planning Committee:**

A range of banks be contacted to determine charges for Town Council's business and interest rates.

**Recommendation to Finance & Planning Committee:**

To encourage local people to leave NatWest Bank but retain a semi-dormant account.

Councillor Davies asked for his vote against to be recorded.

#### **4.3 Closure of Post Office**

The Town Clerk said that in the past, Council had always supported the Post Office in the hope that it would remain open. Now that the main Post Office was closed, the possibility of using a franking machine had been aired by office staff. An initial investigation suggested that the cost of letters would be reduced by about 20%; however he did not know the cost of hiring or purchasing a franking machine.

##### **Recommendation to Finance and Planning Committee:**

The possibility of obtaining a franking machine should be investigated to see if it would be financially viable.

#### **4.4 Review of Overall Risk Assessment**

Members were circulated with the existing overall risk assessment for the Town Council's business. The Town Clerk said this had been initially drawn up after consulting guidelines for local Town & Community Councils.

##### **Recommendation to Finance & Planning Committee:**

That the overall risk assessment be approved.

A member felt that when a professional organisation was brought in to conduct a risk assessment for the Green, this company should also have a look at the overall risk assessment. It was agreed that an independent risk assessment should be made.

#### **4.5 Other Financial Matters**

The Town Clerk said that Council was now required to publish the expenses given to Councillors on an annual basis. He read a summary of expenses claimed by Councillors. In addition, the Town Mayor was shown to have been given an annual allowance.

There was a discussion of the need for Council to own a 'Mule.' Several makes were available including John Deer, Honda and Kawasaki, and some of these included a tipper at the rear and the possibility of attaching a snow plough at the front.

##### **Recommendation to Finance & Planning Committee:**

The cost of purchasing a Mule be investigated.

#### **5.0 PERSONNEL MATTERS**

*The press and public were excluded.*

*Councillor B J Kotkowicz left the meeting.*

#### **5.1 New Pay Scales 2016**

The Town Clerk said that the bottom pay point had been removed and thus all staff had been given an additional pay point, and the differentials between staff retained. It was noted that the pay points had originally been set by reference to those used by Anglesey County Council. There was general agreement that members valued the work carried out by all of Council's staff, and it was felt that a review of the grading system should be conducted. It was agreed that the Audit & Personnel Sub-Committee should carry out this review later in the year.

It was noted that pay scales for senior staff had been set following guidelines given by the SLCC.

#### **5.2 Other Personnel Matters**

There was a short discussion concerning general personnel issues. The Town Clerk agreed to look into matters raised.

The Town Clerk advised that he was revising staff contracts in line with recent changes.

**There was no other business and the meeting closed at 9.45 pm**

