

**MINUTES OF THE MEETING OF THE AUDIT & PERSONNEL SUB-COMMITTEE OF  
BEAUMARIS TOWN COUNCIL  
HELD ON MONDAY 14 JANUARY 2019 AT 7.30 PM IN THE TOWN HALL**

**PRESENT:** The Town Mayor Councillor J P Zalot  
The Deputy Mayor Councillor C J Theakston  
Councillor A J V Grant  
Councillor R A Jones  
Councillor H Mattocks  
Councillor L J Roberts  
Councillor M G Sarsfield  
Councillor D R Owen attended as an observer

The Town Clerk was in attendance

**APOLOGIES:** Councillor S Zalot

**Councillor M G Sarsfield took the Chair**

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## **1.0 DECLARATIONS OF INTEREST**

There were no declarations of interest

## **2.0 FINANCIAL MATTERS**

### **2.1 Expenditure for Special Events 2018**

At a previous meeting a member had enquired about expenditure under Financial Code 263, Special Events. An examination of the accounts showed that this was a payment of £2,500 to Beaumaris Band as a contribution to the costs of taking the Youth Band to the European finals of a competition in Utrecht.

### **2.2 Rates Estimates 2019-2020**

At a previous meeting members had asked for an allocation under expenses code 392, The Gaol and Courthouse. Adjustments have been made to the income and expenditure forecast for 2019-2020, and an allocation of £20,000 made for the Gaol and Courthouse. Members were circulated with the revised copies of the Rates Estimates.

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

That the Rates Estimates for 2019-2020 be approved

### **2.3 Projects Report, recommendations and actions to date**

Members were circulated with copies of the report. A broad remit audit had been conducted by Ellis Whittam in April 2018 and a safety action plan produced. The conclusion of that audit had been Beaumaris Town Council demonstrated a reasonable overall standard of Health & Safety management in relation to the risks faced. However, a review of the overall policy was needed and some updates required. A new officer has been appointed and key areas for action have been identified. A number of actions have been completed and others are ongoing.

The meeting discussed some areas where actions were needed.

An electrical installation report had noted that whilst part of the Town Hall, the Green kiosk and workshop had passed, some work was required at Happy Valley and in the shops below the Town Hall. It was recommended that the work should be carried out over a six month period. Estimates had been obtained and now verified. Members felt that it was important to get all of the works done prior to the start of the summer season. It was proposed that the contractor should go ahead at all sites.

A project not identified by Ellis Whittam had been the production of an outdoor events procedure. During the later part of 2018, a procedure had been produced and organisers of all outdoor events had been required to abide by it and sign acceptance.

There was an overall feeling that working conditions inside the Town Hall offices were not ideal. There was a lack of storage space and an excess of paperwork that had accumulated over many years. In addition, there was no common server for the computers operated by Admin staff. The previous meeting had suggested that companies should be brought in to advise on a future IT system.

**Recommendation to Finance and Planning Committee:**

Councillor D Owen works with the Administrative Assistant to produce a functional specification for IT systems to meet the Council's need prior to going out to tender for the necessary changes to be implemented. It was hoped that the specification could be produced for the end of January.

An annual inspection of the Boating Pool at the end of the season had revealed that urgent repair works were needed to the pool and the surrounds to bring them up to a good standard. Recently some of the rendering had started to fall off. Contractors who had quoted for work to the pool area early in 2018 had been re-contacted. A list of works required had been extended and new estimates obtained from three contractors. The three quotations were comparable, but not all contractors were happy to complete all of the work needed. Part of the problem had been a wish to change the buffering around the edge of the pool. After reviewing the quotes, staff had visited the site at Rhos on Sea to view a pool completed by one of the contractors. The final quotations included replacement of the rubberised surfaces around the pool and the play equipment in the Boating Pool area, some of which it was now wise to change because of shrinkage. In response to a question, officers said that they had looked at redesigning the pool area but had decided against that. One notable alteration would be that there would be steps signs painted within the pool and an indication of the depth of water. The officer recommended that the work be carried out at a cost of around £35,000

**Recommendation to Finance and Planning Committee:**

Council accepts the officer's recommendation of the work to be carried out. It was hoped that the work could be carried out prior to Easter and the start of the summer season.

A Contractor's Policy had been set up with permits to work being introduced. In addition, all of the risk assessments were now being placed into a new file system. The Town Mayor said he wished the minutes to record Council's thanks for all the work completed to date by office staff.

## **2.4 Other Financial Matters**

Members were advised that new pay scales had been produced by NALC and they should be implemented from April 2019.

## **3.0 PERSONNEL MATTERS**

### **3.1 Job Evaluations**

The meeting was informed that in 2017 Council had decided to award pay rises to some staff. Those payments were not related to the NJC scales referred to in staff contracts. It had further been decided to undertake independent job evaluations for all staff engaged by the Council. The Finance Officer had consulted One Voice Wales and a person had been identified to carry out the work. Documentation had been obtained and all staff requested to fill in forms. The Finance Officer had offered to assist staff in filling out the forms if they desired. Staff had decided that the forms were complex and had not filled them in. A member had suggested using an officer at Anglesey County Council to carry out the evaluations. Subsequently an officer from Gwynedd Council had been invited to complete the task. Copies of Contracts of Employment and Job Descriptions where possible had been submitted. In response to further questions, the responsibilities of the Town Council as a whole had been forwarded, since in the past these had been used to identify pay scales of office staff. Despite this, further forms had been sent asking that they be completed on behalf of all staff to describe the qualifications needed, the qualities required of staff to complete their work and other matters. Much of the evaluation previously required would now be carried out by an individual member of staff.

**Recommendation to Finance and Planning Committee:**

That Ellis Whittam be approached to recommend a person to carry out a proper NJC evaluation, preferably after interviewing staff.

### **3.2 Welsh Language Policy**

Members were informed that the Council had a Welsh Language Policy that had been approved by the Welsh Language Board. The policy had been approved in 2005 and a review would be beneficial. A member commented that one aspect of the policy was to encourage the use of Welsh Language within the community and Council did not actively do this. It was felt that notices and agendas should be bilingual to fit in with guidelines and that compliance with the Welsh Language Policy needed to be monitored. The Town Clerk said he had received documentation late in 2018 suggesting methods in which the Welsh Language Policy could be reviewed.

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

That the new guidelines be used to review Council's Welsh language Policy and that agendas be issued bilingually. It was agreed that Councillor R A Jones would advise on the professional translation of agendas.

### **3.3 Review Holiday Policy**

The Chairman stated that annual leave was referred to in staff contracts. A problem was that some staff had carried over leave from previous years. This did not seem to be good practice and a holiday policy was needed. There was a discussion as to why staff had accumulated leave. Partly this was because when extra hours were worked, staff had used their time off in lieu (TOIL) rather than take holidays. It was clear that the workload on the office was larger than in previous times. The problem might be alleviated by the extra staff member who had been engaged. A question arose as to whether staff could be given extra pay in lieu of holidays, but some members were not happy with this approach. It was agreed that there should be an aim to produce a new policy and to try to resolve the excess carry-over of leave days by the end of the next financial year 2019-2020

### **3.4 Employee Handbook**

Ellis Whittam had produced a version of a book and this was 47 pages long. It included contract and employment terms. The handbook contained options and these need to be chosen in relation to the Town Council's business. The Town Clerk said that he had anticipated that the new project officer would look at this after carrying out the other urgent jobs he was engaged in. It was agreed that members of the Sub-Committee should be circulated with copies of the Employee Handbook to suggest a future format.

### **3.5 Other Personnel Matters**

The Town Clerk said that originally the minutes of Sub-Committee meetings had been taken by other staff but members had later asked that he be present at all meetings and take the minutes. As the number of meetings had increased, he had faced the choice of accumulating hours of TOIL and subsequently leave, or not being in the office for long periods of time. Attendance at a meeting and subsequently producing the minutes could take over a quarter of his hours for a week. The problem was compounded by the requirement for him to undertake other official duties.

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

That all other staff be offered an opportunity to take minutes at all Sub-Committee meetings and other special meetings of Council

### **4.0 Date of next meeting**

This was fixed for 11 February at 7.00 pm

**Meeting closed at 10.05 pm**