

**MINUTES OF THE MEETING OF THE AUDIT & PERSONNEL SUB-COMMITTEE OF
BEAUMARIS TOWN COUNCIL
HELD ON MONDAY 15 OCTOBER 2018 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 S Zalot

Councillor K M Jones as an observer

The Town Clerk was in attendance

APOLOGIES: There were no apologies for absence

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

The Town Clerk provided members with a summary of the estimated income and expenditure for the year 2018-2019 for all accounting codes, together with the actual income and expenditure up until 30 September 2018. It was noted that the actual income and expenditure at the end of the first half of the year was generally that predicted for the end of the summer season.

A member asked if there had been any progress with the appeal against the new Rateable Value set for the Green. The Town Clerk said that at the time the appeal was submitted, he had been advised that it could take a couple of years for the matter to be settled. He agreed to review the paperwork and to report to the Finance & Planning Meeting. The possibility of engaging a specialist company to handle the appeal was discussed. It was agreed that a price should be obtained.

In response to a question, the Town Clerk explained how the business in Happy Valley was operated.

Overall, it was noted that the income target for the year had been achieved. Total expenditure had not reached that anticipated, but some large major projects were still in the process of being completed.

Members congratulated office staff on the management of Council's business.

It was proposed, seconded and carried unanimously that the report be accepted.

A member asked if the overall expenditure against the income would result in a deficit for the year. The Town Clerk confirmed that this was likely, but a deficit had been projected in the generation of the Rates Estimates for 2018-2019.

A member asked if the projected position for the end of the year could be prepared for the next meeting. The Town Clerk said that this would be done as part of the Rates Estimates in preparation for the next meeting.

2.2 Other financial matters

- 2.2.1 The Town Clerk said that he had been told verbally that no Councillors wished to receive the remuneration for serving on the Town Council, but in some cases he needed this to be put in writing.
- 2.2.2 It was noted that the external auditor had criticised the inclusion of some expenditure under Section 137 Donations. The Town Clerk said that in the past year, some donations had been given to local organisations under Section 137. There were other statutory powers available for giving donations to local community groups, and these would be used in future.
- 2.2.3 The Chairman said that during the past year there had been some discussion about the relationship of the Council with some events committees. The Town Clerk explained the situation with regard to the Bonfire Committee and the Victorian Christmas Committee. It was noted that both of these Committees operated under the auspices of the Town Council, and were named on its insurance policy. The Chairs of these committees were not on the Town Council, and this encouraged community participation in the events. Councillors and the Town Clerk were members of both Committees and the Town Mayor played an important role in their events. Independent accountants and the auditor considered the arrangement satisfactory. Accounts are produced and available for Councillors to examine.

3.0 PERSONNEL MATTERS

- 3.1 The Chairman said it was clear that the work load on the Administration staff was causing problems, and he agreed to meet with the Town Clerk to review the situation. In addition, it was clear that some of Council policies needed updating. New policies had been suggested for whistle-blowing and dignity at work. It was felt that a company might be employed to generate these policies.

Recommendation to Finance and Planning Committee:

To ask Ellis Whittam and Weightmans for quotes for the production, implementation and training of whistle-blowing and dignity at work policies.

- 3.2 It was noted that there was a need to update some of Council's Risk Assessments. A start had been made on this by the Town Clerk. A temporary member of staff had a lot of experience in this field, and he had been asked to generate a new scheme for overseeing events that took place on Council's land or under the auspices of the Town Council. Substantial progress had been made, but more work was needed to bring Council properly up to date. The Chairman said that a small panel had met and it was felt that a full-time post should be created over the winter months to complete the project.

- 3.3 *The press and public were excluded for a discussion concerning individual members of staff.*

Recommendation to the Finance & Planning Committee:

A temporary full-time position be advertised for a person to assist in the upgrading of Risk Assessments and Staff Training requirements. The position to be advertised on the Town Hall notice board and on Council's website.

There was a discussion concerning contracts for members of staff and their job descriptions.

The press and public were re-admitted to the meeting.

- 3.4 The Chairman said there had been complaints concerning use of the Contractors' area for parking on the Green. It was agreed that this matter should be referred to the Greens & Buildings Sub-Committee.

3.5 Handling of correspondence received by Council

Members felt some improvements were needed in the system used for handling incoming mail. At present, correspondence often waited until it was seen by Councillors at the next Finance & Planning Committee. Thus, members of the public were not assured of their correspondence being received. A member suggested an automatic email response could be set up, separate mail boxes could also be set up for enquiries and for complaints on the Town Council's email system. All mailings to these boxes could get an automatic response.

Recommendation to Finance & Planning Committee:

An experienced person be engaged to review the incoming electronic mail system for the Town Council

Recommendation to Finance & Planning Committee:

Council's office staff be asked to suggest a system that they believed would be manageable for handling incoming mail, such that it would be acknowledged. The system to be submitted to a future Finance & Planning Committee meeting.

3.6 Transfer of Gaol & Courthouse

It was noted that a member had received an email from Anglesey County Council to invite them to a meeting to discuss the transfer. At a recent meeting, Councillors resolved that an independent evaluation of the project should be obtained. It was agreed that a holding letter should be sent to Anglesey County Council and the letter discussed at the next Finance & Planning Committee meeting.