

**MINUTES OF THE MEETING OF THE AUDIT & PERSONNEL SUB-COMMITTEE OF
BEAUMARIS TOWN COUNCIL
HELD ON MONDAY 18 JUNE 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 M Sarsfield
Councillor S Zalot

The Town Clerk was in attendance

APOLOGIES: There were no apologies for absence

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

It was proposed, seconded and carried unanimously that Councillor M Sarsfield be elected Chairman for the forthcoming year.

Members thanked the retiring Chairman, Councillor S Zalot, for his dedication and hard work in taking over this Sub-Committee at a difficult time and for dealing with the issues that had been left outstanding prior to December 2017

3.0 TO ELECT A DEPUTY CHAIRMAN FOR THE FORTHCOMING YEAR

It was proposed, seconded and carried unanimously that Councillor H Mattocks be Deputy Chairman for the forthcoming year

4.0 FINANCIAL MATTERS

4.1 The Town Clerk said that had prepared a summary report of the Income and Expenditure against financial codes for the period 1 April to 15 June.

These were circulated to members along with a copy of the original Rates Estimates for the present financial year. In addition, members were circulated with the Income and Expenditure against individual financial codes for the same period in the previous 2017 financial year.

Overall, it was noted that the income for 2018 was higher than the comparable period in 2017, and the overall expenditure was down. The higher income for the present year was due to an increased income for Green parking and the visit by the Big Wheel. The main reason for the higher expenditure in 2017 had been regeneration work in Happy Valley.

It was noted that Green Administration Costs, Code 235, had increased this year. The Town Clerk said he believed this was because of the purchase of additional Barrier Cards.

It was noted that there had been no expenditure under Code 129, Civic Fund, in 2017 and that there was no expenditure under Code 133, Mayor's Dinner, in the present financial year. The Town Clerk agreed to investigate and report back.

There had been a notable reduction in Town Hall Administration Costs, Code 255, in the present year, and not all Codes were present for both years. The Town Clerk agreed to investigate.

The comment was made that it was more difficult to compare figures on different sheets of paper. It was proposed, seconded and carried unanimously that for each quarterly Audit and Personnel Sub-Committee meeting, all codes would be listed and figures for comparison be placed on one sheet of paper, with the variants calculated in a third column. The Town Clerk should also ensure that print outs for all entries for each financial code would be available.

A member asked if there was a list of assets belonging to the Town Council. The Town Clerk said that the main assets were listed within the Annual Accounts which had already been circulated to members. The meeting felt that there should be a list of the equipment assets held by the Town Council, so that a depreciation schedule could then be set up.

Recommendation to Finance & Planning Committee:

A complete list of equipment assets be drawn up

There was a discussion concerning the time-scale required for setting up a list of assets. The Town Clerk said it was likely that this work would be done over winter.

4.2 There was a discussion concerning Capital Expenditure and predicted costs for this year.

The Town Clerk said an allocation had been made in the Rates Estimates, but most of the money had been set aside to deal with the landslip at the Cemetery. Originally, the cost of this work had been estimated at about £0.25m. As it was, the work was now going to be completed at a cost of £60,000 to the Town Council.

The other major item of Capital Expenditure would be for the repair of the Town Clock. Members asked when this work would be completed. The Town Clerk advised that there had been problems in producing a new clock face. In addition, there was the need to obtain a decision from the Church Faculty as to whether the whole of the tower was to be re-pointed.

Recommendation to Finance & Planning Committee:

That a letter be sent to the Church Faculty pointing out that the Audit & Personnel Sub-Committee had been reviewing the finances of the Town Council and would like an update on progress in deciding when the work could be completed.

4.3 A member raised the question of donation requests.

It was noted that these should be dealt with in a special meeting of the Finance & Planning Committee.

Recommendation to Finance & Planning Committee:

Special meetings to consider donations are to be held every six months in May/June and October/November. The time-scale for these meetings should be added to Council's Standing Orders.

4.4 A member asked if the Food Festival Committee had submitted the required documents and a donation request form following the last Finance & Planning Committee meeting.

The Town Clerk advised that a completed donation request form had been received in the last couple of days, and a copy of an insurance certificate had been received earlier in the month.

A member asked when the Food Festival Committee had been originally contacted and the Town Clerk advised that the organiser had been in his office the morning after the matter had been discussed at the Finance & Planning Committee.

It was agreed to arrange a meeting to discuss the Food Festival event for 2018.

4.5 A previous Finance & Planning Committee had referred a letter to the Sub-Committee from the owner of holiday homes in the town.

This suggested a scheme where annual residents passes could be linked to holiday cottages, with a scale of charges for one, two or more cars. A member noted that persons purchasing weekly passes already obtained a discount for parking on the Green. In addition, unless the vehicle registrations were on the parking permit, the system would be difficult to police. Previous systems had failed to work, and passes had been moved between vehicles.

Recommendation to Finance & Planning Committee:

A reply be sent stating that Council could not agree with the proposal because the loss of revenue would be too significant. There was already a discounted rate for a weekly ticket.

5.0 PERSONNEL MATTERS

The press and public were excluded for these items because individual staff members and volunteers would be referred to during discussions.

5.1 The Town Clerk advised that a further letter had been received following the original complaint on 1 May. The letter was read out to members.

It was proposed, seconded and carried unanimously that the Chairman conduct an inquiry, and the complainant be informed that a response would be given within 14 working days.

5.2 There was a discussion concerning a complaint dating back to July 2017.

The Town Clerk gave an update on recent communications from outside bodies. The Chairman advised that a panel had looked into the complaint dating back to July 2017 and the original investigation carried out by the previous Chair of the Audit & Personnel Committee.

The Town Clerk left the meeting.

The report from the panel was discussed and it was recommended that the report be accepted by Council

Recommendation to Finance & Planning Committee:

The report be submitted directly to the next full Council meeting.

The press and public were re-admitted

It was agreed that the Chairman should liaise with the Town Clerk to fix a date for a further meeting within the next two weeks.