

**MINUTES OF THE MEETING OF THE AUDIT & PERSONNEL SUB-COMMITTEE OF  
BEAUMARIS TOWN COUNCIL  
HELD ON MONDAY 29 JUNE 2015 AT 7.30 PM IN THE TOWN HALL**

**PRESENT:** The Town Mayor Councillor J P Zalot  
The Deputy Mayor Councillor G Evans Jones  
Councillor I Davies  
Councillor A J V Grant  
Councillor M Jones  
Councillor B L Kotkowicz  
Councillor C J Theakston  
Councillor S Zalot

The Town Clerk was in attendance

**APOLOGIES:** There were no apologies for absence

**The Deputy Mayor took the Chair**

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**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 C J Theakston be Chairman for the forthcoming year.

*Councillor Theakston took the Chair*

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

It was proposed, seconded and carried unanimously that Councillor B L Kotkowicz be Deputy Chairman for the forthcoming year.

**4.0 FINANCIAL MATTERS**

**4.1 Audit of Council's accounts**

**4.1.1 A check was made on the continuity of parking tickets numbers from the end of the 2014-2015 financial year to the start of the 2015-2016 financial year.**

Ticket numbers were found to be correct.

Comparisons were made for income in 2014-2015 from 1 April to 29 June and for the current financial year from 1 April to 29 June. The income for the two years was found to be comparable. There was about £450 less in parking ticket income.

Residents' passes were up by about £650 and Barrier income was up by about £700.

Income from Happy Valley was found to be down by about £450 this year. It was considered that this was due to the poorer weather conditions.

#### **4.1.2 There was a discussion concerning the parking of camper vans overnight on the Green.**

It was noted that signs and notices were displayed to deter people from staying overnight. Potential difficulties in enforcing any fines were discussed. It was agreed that the system used by 'Parking Eye', the company responsible for monitoring Aldi's car park, should be investigated.

#### **4.1.3 The Town Clerk advised that the external auditor had asked for more information in respect of Council's Annual Return.**

It seemed that the internal auditor may have made an error when transposing figures from Council's accounts to the Annual Return document. The Town Clerk had made a preliminary investigation and on noticing the problem had contacted the internal auditor. The internal auditor was due to attend Council's office on Thursday. The Town Clerk agreed to give an update on the matter at the next Council meeting.

#### **4.1.4 Members asked about the income from the public toilets.**

It was noted that income from the Archway and Castle toilets was comparable. About £4,000 had been collected during the current financial year. It was hoped that this would go some way towards covering the cost of rates and services for the Castle toilets. It would also make a contribution towards the cost of additional staff that had been appointed to ensure that the toilets were kept in a clean condition.

#### **4.2 Procedure for donations**

This item had been placed on the agenda because members were concerned at the amount of time taken up in Finance and Planning Committee meetings to consider donation requests and the total amount given in donations was approaching that of the income from the precept. It was noted that other organisations considered donation requests and/or grants at a couple of meetings per year. Some members felt that a sum of money needed to be fixed for donations. Others pointed out that this did not give flexibility in the event of an emergency requirement by an organisation. In response to this, it was noted that the Town Council did have a contingency fund, and this could be used in exceptional circumstances.

It was agreed that organisations requesting donations should be seen to be helping themselves and carrying out fundraising activities. There was also a requirement for organisations to prove that they had spent the money for the reasons stated, otherwise they should be required to return the money.

The Deputy Mayor circulated information that she had obtained when looking at grant-awarding systems from another organisation. There had been two windows of opportunity for organisations to put in bids. These were followed by meetings which made final decisions. It was noted that these organisations did not consider applications for running costs or payments of insurances, but only for structural repairs and equipment. It was agreed that all members should be given a copy of the paperwork obtained by the Deputy Mayor. This could be considered alongside the present Donation Request form used by the Town Council. Members were asked to provide feedback to the Town Clerk. The Chairman and the Town Clerk would then meet to draw up a series of questions that needed to be put to members in the next meeting. The aim was to have a system in place before November.

#### **4.3 Other financial matters**

There were no other financial matters.

## **5.0 PERSONNEL ISSUES**

- 5.1** The Town Clerk advised that he had drawn up a new staff rota for working during the next few weeks to cover holiday leave. Following this, hours for operating the toilets would be increased so they remained open later during the school holidays. Staff would have a break during the course of the day. The existing staff could cover most of the requirements of the peak holiday season, but he might need to appoint an extra person part time to ensure two people were present on the car park for the central time of the day.

There was no other business and the Chairman declared the meeting closed.