

**MINUTES OF THE MEETING OF THE AUDIT & PERSONNEL SUB-COMMITTEE OF
BEAUMARIS TOWN COUNCIL
HELD ON MONDAY 30 NOVEMBER 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 C J Theakston
Councillor S Zalot

The Town Clerk was in attendance

APOLOGIES: There were no apologies for absence

Councillor Theakston took the Chair

1.0 DECLARATIONS OF INTEREST

There were no declarations of interest.

2.0 COUNCIL PROTOCOLS

A review was carried out of a document circulated prior to the meeting, which outlined events qualifying for Civic status and procedures to be followed. This document had originally been drawn up in 1999.

It was agreed that a new document should be drawn up for submission to a future Finance & Planning Committee. The following changes were agreed:

2.1 Paragraph 2.1 which outlines the dress code for Civic events should be placed at the start of the new draft policy document.

2.2 A list of events qualifying for Civic status should be listed in paragraph 2, with the Festival Service being deleted, and the Beating of the Bounds Church and Pier services should be added to the list.

2.3 Paragraph 3 should list the details concerned with individual events.

2.4 Funerals:

It was considered that the procedures were appropriate.

2.5 Annual Council Meeting and Dinner:

It was felt that the procession into the Main Hall could be better organised. This could be achieved by stating the order in which persons enter the Main Hall.

It was agreed that the Town Clerk should call upon the congregation to be upstanding for the Mayor and Councillors.

The order of the procession should then be Macebearers, Town Mayor and Town Clerk, Deputy Mayor, Councillors in the order of where they would sit around the table from the point adjacent to the Town Clerk.

The Town Clerk should call for nominations for the position of Town Mayor for the ensuing year three times, and on the third time look towards the entrance door to the Hall as per the ancient custom.

When making his appointments, the Town Mayor should include the Honorary Harbour Master. This should be the person previously agreed by the Town Council. Once appointed, the Harbour Master should hold office until he wishes to relinquish it. His position should be confirmed each year at the Annual Meeting. The order of the procession out of the Main Hall at the end of the Annual Meeting should be as follows: Macebearers, Town Mayor and Mayoress, Town Clerk and Deputy Mayor, Councillors in the reverse order of entering the Main Hall (leading from the member sitting adjacent to the Deputy Mayor).

2.6 Mayor's Sunday:

It should be stated that the Mayoress will join the parade on the return procession from the Church.

The route through the town to be taken by the Band and the procession should be stated.

There was a discussion concerning who should stand on the podium for the march-past. It was agreed that this should be restricted to the Town Mayor, Mayoress and Town Clerk, with the most senior member of the Armed Forces if one was present. No other person should be invited to stand on the podium.

2.7 Remembrance Sunday:

It was felt that the service at the Cenotaph should take place at 11.00 am as in other towns throughout the country. Rev Fairlamb should be invited to a Council meeting to discuss possibilities.

2.8 Festival Service:

This should be deleted and replaced by Beating of the Bounds service. It was noted that a document already exists which outlines the procedures for the Beating of the Bounds. This should be referred to in the draft policy with an outline of the event if appropriate.

2.9 Other points:

It was agreed that a section of the draft policy should outline procedures in respect of other matters.

It was agreed that the Town Clerk should consult the Macebearers' Guide and other Council protocols to determine whether robes should be worn at the Victorian Christmas event and the throwing of hot pennies on Boxing Day.

It was felt that the Town Mayor should only wear Chains outside of the Council Chamber when invited to attend a function on behalf of the Town Council or the town of Beaumaris. Once the function had ended, the Mayoral Chains should be removed and placed in their box. Such invitations to events should be sent via the Town Council's office. It was agreed that if the Town Mayor was unavailable for an event, he could invite the Mayoress and/or Deputy Mayor to attend on his behalf. It was agreed that if these three persons were not available, nobody else should attend as a Council representative or speak on behalf of the Town Council.

It was agreed there should be a dress code stipulated for Council Meetings. This should require all Councillors to wear suits or other smart attire.

It was agreed that Past Mayor's medals and Honorary Burgess medals should be worn at Council meetings.

There was a discussion concerning Standing orders.

Members felt that these should be more vigorously enforced. It was agreed to discuss Standing Orders at the next meeting of the Audit & Personnel Sub-Committee.

There was an expected etiquette that should be followed at Council Meetings.

The Deputy Mayor left the meeting at 9.00 pm

3.0 DONATIONS PROCEDURE

The Town Clerk advised that he had received few in the way of responses to the documents previously issued to members. It was agreed that these documents should be reissued to members of the Sub-Committee with papers for the forthcoming Council meeting. Returns will be discussed at a future meeting.

The meeting closed at 9.20 pm