

**MINUTES OF THE MEETING OF THE AUDIT & PERSONNEL SUB-COMMITTEE OF
BEAUMARIS TOWN COUNCIL
HELD ON TUESDAY 4 JULY 2017 AT 7.30 PM IN THE TOWN HALL**

PRESENT: The Town Mayor Councillor F R Carr
The Deputy Mayor Councillor C M Brimecombe
Councillor G Evans-Jones
Councillor A J V Grant
Councillor M Jones
Councillor B L Kotkowicz
Councillor S Zalot

The Town Clerk was in attendance

APOLOGIES: Councillor I Davies

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 Jones be elected Chairman for the forthcoming year.

Councillor M Jones took the Chair

3.0 TO ELECT A DEPUTY CHAIRMAN FOR THE FORTHCOMING YEAR

It was proposed, seconded and carried unanimously that Councillor G Evan-Jones be elected Deputy Chairman for the forthcoming year.

4.0 FINANCIAL MATTERS

4.1 A member said that he had been approached by a member of the public with a number of queries about the accounts.

The person said that he believed Councillors had not been circulated with the accounts for 2016-2017, and despite references by the Auditor to the effect that it had been a good year there had been less income on the Green than in 2015-2016. The Town Clerk said that the Internal Auditor had not completed his examination of the supporting documents for the accounts until later in May. Once this work had been completed, all members had been issued with a copy of the Annual Return at the next full Council meeting on 5 June. This allowed the Annual Return to be submitted prior to the deadline given by the External Auditor.

4.2 In relation to the income received from the Green, the year 2015-2016 had included two Easter periods, whereas in 2016-2017 there had been no Easter holiday. Normally income over the Easter period was much increased above the normal weekly income for that period of the year. Income on the Green throughout the year was also weather-dependent. Irrespective of these matters, the slightly lower income for 2016-2017 was

less than 3.5%. Members thanked the Town Clerk for his explanation and commended him on his continued efforts at maintaining Council's finances.

The meeting reviewed the income and expenditure for the period 1 April – 4 July in 2016 and 2017. There were comparable slight reductions in income in relation to Toilet receipts and Happy Valley for 2016 as compared to 2017. This reflected the differences in income for the Green in the two years.

4.3 The Town Clerk advised that he was unable to account for a small sum of money that may have been lost.

It was proposed, seconded and carried unanimously that the press and public be excluded for a discussion on the matter and staff concerned.

The Chairman asked if the Town Clerk had an interest in this matter, and he confirmed that he did not.

Members concluded that a sum of money had been lost in transit from the point of receipt to preparation for banking. Members noted that the Town Clerk had conducted an initial investigation and that the investigation was on-going. The Town Clerk outlined steps that had been taken to increase security for cash in transit and other steps that he was intending to take.

The press and public were readmitted to the meeting.

Recommendation to Finance & Planning Committee:

The Town Clerk holds a meeting with staff to discuss future security arrangements.

4.4 The Town Clerk advised that a couple of holiday home operators had been abusing the Resident's Pass system for the Green.

Two passes and two barrier cards had been taken from visiting holidaymakers and letters sent to the owners of the holiday homes. Members resolved that further letters should be sent to the holiday home operators advising that Council would be deliberating on action to be taken against persons misusing the Resident's Pass scheme, and the police would be informed of any fraudulent activity.

Recommendation to Finance & Planning Committee:

That Council reverts to buying Residents Passes where the registration numbers of vehicles can be inserted. Subsequently, vehicle registrations were to be placed on the passes at the time of issue.

4.5 There was a discussion concerning banking arrangements now that the local branch had closed, along with the Menai Bridge branch.

It was generally felt that the banking arrangements with Spar were an unsatisfactory alternative to paying cash into a branch of a bank. Similarly, there were problems paying in coins to the mobile bank. A members said he understood that Santander had a better system for banking than Nat West. The Town Clerk added that there were also issues in relation to interest rates and bank charges.

Recommendation to Finance & Planning Committee:

The Town Clerk investigates which bank will give a better deal for managing Council's business.

4.6 General security issues were discussed in relation to the Town Hall.

It was apparent that the security doors between the Tourist Information Point and the Town Hall were not kept secure by some users of the Information Point. There was a discussion as to whether more of the leaflet supplies could be kept in the entrance hall cupboards.

Recommendation to Finance & Planning Committee:

Users of the Information Point be requested to keep the doors locked at all times. Access fobs to be used when moving leaflet supplies.

5.0 PERSONNEL MATTERS

5.1 It was suggested that the Public Toilets should remain open later during the peak summer season.

The Town Clerk said in order to do this, he would need to look at employing an additional part-time general operative. This person could undertake cleaning of the toilets, litter picking and give general support to the other staff.

Recommendation to Finance & Planning Committee:

A part-time General Operative be employed for 16 hours per week during the peak holiday period, with the aim of keeping the toilets open until later in the evenings.

5.2 A member asked what progress had been made in making Job Evaluations for staff.

The Town Clerk reported that he had contacted Anglesey and Gwynedd County Councils to determine how they had conducted their evaluation process. He had contacted a Job Evaluation Company and also One Voice Wales, who operated a Job Evaluation Scheme. He understood One Voice Wales had carried out the Job Evaluations at Anglesey County Council, although this had taken several years. Guidance notes for staff to complete had been obtained from One Voice Wales and all staff had been issued with them earlier in the year. No member of staff had subsequently completed a form.

Recommendation to Finance & Planning Committee:

The Town Clerk should once again contact One Voice Wales to determine if this was the latest scheme for carrying out Job Evaluations, issue staff with forms to be completed with a requirement that they be completed before the end of October.

There was no other business and the meeting closed at 10.00 pm