

**MINUTES OF THE MEETING OF THE AUDIT & PERSONNEL SUB-COMMITTEE OF
BEAUMARIS TOWN COUNCIL
HELD ON MONDAY 8 JANUARY 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 S Zalot

Councillor D W Gallichan (as an observer)

The Town Clerk was in attendance

APOLOGIES: Councillor I Davies

The Deputy Mayor took the Chair

The Deputy Mayor asked the Town Clerk to check the Standing Orders in respect of the membership of the Committee and numbers necessary to hold a meeting. The Town Clerk read out the relevant section of the Standing Orders. This confirmed that the Chairman of the Finance & Planning Committee was automatically a member and that three persons needed to be present for a meeting to be held.

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 S Zalot be Chairman for the remainder of the Council year.

*7.33 pm the meeting was suspended whilst the Chairman obtained advice
from the Deputy Mayor*

7.36 pm the meeting resumed

3.0 TO ELECT A DEPUTY CHAIRMAN FOR THE FORTHCOMING YEAR

It was proposed, seconded and carried unanimously that Councillor A J V Grant be elected Deputy Chairman for the remainder of the Council year. Councillor Grant said that he was happy to accept the post but only on a temporary basis until elections were held and a new Sub-Committee was established.

It was proposed and seconded that Item 5 on the Agenda be taken next.

4.0 PERSONNEL ISSUES

- 4.1 It was proposed, seconded and carried unanimously that the press and public be excluded to receive a report .

7.40 pm the Town Clerk left the meeting

There was a brief discussion of possible personal and prejudicial interests.

The Town Mayor left the meeting.

The legal protections for staff who raise concerns were noted by Councillors.

Recommendation to Council:

To adopt the same Whistleblower Policy as Anglesey County Council.

The complaint received by Chair of Audit and Personnel in November had been obtained and forwarded to the Deputy Mayor. Councillors were given a summary of the written complaint and of other concerns believed to have been raised. The complaint will now be investigated.

Recommendation to Council:

The Administrative Assistant to contact HMRC for guidance on treatment of VAT on bonfire night donations.

Recommendation to Council:

Copies of the complaint will be forwarded to the Chair of Audit and Personnel who will contact Ellis Whittam for copies of any advice and information they provided to the previous Town Mayor and Chair of Audit and Personnel. The advice of the Monitoring Officer will be obtained on how to progress an investigation. The Town Clerk will remain in post but will not handle matters related to the current investigation..

9.10 pm The Town Mayor and the Town Clerk rejoined the meeting

- 4.2 There was a discussion about comments that had been seen on local social media sites. It was considered that some of these were personal attacks on members. Some comments were totally unacceptable and their legality was questioned.

Recommendation to Finance & Planning Committee:

To obtain advice from a Solicitor concerning the social media posts in relation to Council issues.

It was further reported that there had been derogatory remarks concerning a member and a member of staff had been recorded liking these.

Recommendation to Finance & Planning Committee:

The regulations concerning comments on social media sites be investigated

5.0 FINANCIAL MATTERS

5.1 Review of internal controls

The Town Clerk said it was necessary to review projected income and expenditure in relation to targets during the course of each financial year. It was agreed that there should be an aim at producing three-monthly progress reports in relation to expenditure and income targets

5.2 Income and expenditure to date

Members were issued with statements of the income and expenditure targets for each financial code. These were compared with summary reports of income and expenditure up until December. It was noted that generally the targets had been met over the summer season. The Town Clerk pointed out that the income from the Green had been higher than anticipated because of the decision to increase the fee for parking after the Rates Estimates had been approved.

In relation to expenditure, the unexpected increase in rates for the Green had resulted in much higher expenditure than predicted. This had been covered by the increased cost of parking.

A member asked for clarification in respect of the descriptions of codes for staff wages. The Town Clerk agreed to provide this at the next meeting.

The question of the Mayor's allowance was raised. It was agreed that this would be referred to the next Finance and Planning Committee.

Members said they were highly satisfied in the manner in which the budget had been handled by the office. The Town Clerk and the Administrative Officer were commended for their diligence in the management of the Town Council's finances.

It was resolved that the press and public be re-admitted.

The meeting closed at 10.00 pm