

**MINUTES OF THE MEETING OF THE AUDIT & PERSONNEL SUB-COMMITTEE OF
BEAUMARIS TOWN COUNCIL
HELD ON MONDAY 8 JULY 2019 AT 7.30 PM IN THE TOWN HALL**

PRESENT: The Deputy Mayor Councillor R A Jones
Councillor A N Gough
Councillor A J V Grant
Councillor H Mattocks
Councillor L J Roberts
Councillor M Sarsfield
Councillor S Zalot

Councillor D Owen as an observer

The Town Clerk was in attendance

APOLOGIES: The Town Mayor Councillor C J Theakston

Councillor Sarsfield took the Chair

1.0 DECLARATIONS OF INTEREST

There were no declarations of interest

2.0 FINANCIAL MATTERS

2.1 Budget Codes

The Town Clerk advised that new financial codes had been set up in relation to the Gaol and Courthouse premises.

Income codes had been set up to separate entry fees, souvenirs and books/leaflets.

Expenditure codes showed Staff costs and other expenditure eg the purchase of items for the shop

To date, income had been approximately £24,000 and expenditure approximately £15,000

As part of its financial control, the Town Council needed to estimate for the different income and expenditure codes. It was agreed that a suitable time for doing this might be the October meeting. This would be after the main summer season, and Council would have a better knowledge of operating the attractions.

A member said that there might be a need for a code to show the cost of using card machines. Two machines had been obtained and these cost £20 each per month + 1% of the income taken.

Recommendation to Finance & Planning Committee:

That the income and expenditure codes for the Gaol and Courthouse be reviewed in the October meeting of the Audit & Personnel Sub-Committee.

2.2 Electricity Supply Contract

The Town Clerk said this matter had been referred to the meeting from the Finance & Planning Committee. The new contracts were for the lower use electricity supplies that the Council had at Happy Valley, the Exit Barrier, Church Street and the Green. The existing contracts would end early in 2020. The cheapest quotes that had been obtained for the Town Council were for supplies from Corona, the existing supplier for the Town Hall. The contract for Council's main supply at the Town Hall was not due to expire for a further year. The idea was to obtain a temporary extension to that contract, and then at the next renewal time pool all of the supplies together under one contract.

Recommendation to Finance & Planning Committee:

To accept the recommended contracts with Corona with an aim to tie in all supplies into the same timescale in the future.

2.3 Freedom of Information request

The Town Clerk said that a response had been made to the initial requests but unfortunately some inaccurate figures had been used by mistake when transferring information to an email. Subsequent to this, further requests had been received earlier in the day. These had been replied to to give further clarification to the issues raised and an apology given for the error in information previously supplied on Friday.

3.0 PERSONNEL MATTERS

3.1 Job Evaluations and Remuneration

The Chairman said that as a starting point he felt it was necessary to look at the new roles that Council was proposing, including the additional staff taken on to operate the Gaol and Courthouse. Job descriptions were then needed to be made in line with the request from Anglesey County Council. The meeting produced an organogram in relation to existing staff and their roles. It was agreed this should be The Town Council, the Town Clerk, the Administrative Officer, the Administrative Assistant (temporary), two general maintenance operatives, the Project Officer, a Green Attendant and two Green Assistants, a General Duties Assistant. All the staff should report to the Town Clerk.

For the Gaol and Courthouse there were eight staff: one supervisor, one cleaner and six part-time workers. All these reported to the Project Officer. It was noted the job titles for the Gaol & Courthouse staff needed to be provided.

Members then discussed a potential alternative structure, which would have the Town Clerk and a Council Manager reporting directly to Council.

It was proposed, seconded and carried unanimously that the press and public should be excluded to allow for discussion of individuals and their responsibilities.

It was noted that the work of the Project Officer was incorporated within that of the Town Manager.

The Town Clerk would remain as the Proper Officer and Finance Officer for the Council. It was felt that outside staff should report to one person and Admin staff to another.

There was a discussion concerning the appointment of a new Administrative Assistant. The person appointed would be expected to assist the Town Clerk and the Administrative Officer. Duties would include taking minutes of meetings, dealing with correspondence, maintaining the Council's website and assisting with the valuation of contracts by outside companies and to supervise such work as required by the Town Clerk. There would also be general offices duties such as dealing with enquiries. It was agreed that the post should be offered for 24 hours per week.

In respect of Job Evaluations, a form had been given by Anglesey County Council, and this needed to be completed in relation to each member of staff. The Deputy Mayor offered to complete those for Administrative Staff, and the Chairman said he would do similar for Operations Staff.

There was a discussion concerning the consultation with the Town Clerk concerning the future structure of staffing within the Council. It was agreed that this consultation would be carried out by the Chair of the Finance & Planning Committee and the Chair of the Audit & Personnel Sub-Committee.

The press and public were re-admitted to the meeting.

The meeting closed at 9.45 pm