

**MINUTES OF THE MEETING OF THE AUDIT & PERSONNEL SUB-COMMITTEE OF
BEAUMARIS TOWN COUNCIL
HELD ON MONDAY 9 MARCH 2020 AT 7.00PM IN THE TOWN HALL**

PRESENT: Councillor A N Gough
Councillor A J V Grant
Councillor H Mattocks
Councillor D R Owen - observer
Councillor L J Roberts
Councillor M Sarsfield

The Town Clerk and the Administrative Assistant were in attendance

APOLOGIES: The Town Mayor Councillor C J Theakston
The Deputy Mayor Councillor R A Jones
Councillor S Zalot

Councillor Sarsfield took the Chair

1.0 DECLARATIONS OF INTEREST

There were no declarations of interest

2.0 FINANCIAL MATTERS

2.1 Review of Revised Model Financial Regulations.

The Town Clerk pointed out a number of items for scrutiny, which covered:

- o Annual estimates (budget) and forward planning
- o Budgetary control and authority to spend, including in cases of extreme risk of delivery of Council services.
- o Banking arrangements and authorisation of payments.

The members discussed the items and suggested a number of minor modifications and amendments.

Recommendation to Council: (unanimous)

The Revised Model Financial Regulations be adopted subject to the amendments discussed and with item 6.11 to be modified by the Town Clerk and a Councillor.

2.2 Leisurelines/Sonia Leases - request for further 6 years

The Town Clerk reported on full legal leases that had been drawn up in the past. Following a review by the District Valuer in 2007, Council had taken advice from a local agent and set rents linked to the retail price index. These had been reviewed annually by agreement.

It was noted that the Town Council had paid for electrical repairs works which were the responsibility of the tenant.

It was noted that standard leases normally detail the end of a tenancy. This had not been in the past shop leases, nor any plans of the premises.

Recommendation to Council: (unanimous)

An independent surveyor to be requested to inspect and value both properties. On completion of the valuation, a proposed rental value and term of lease/agreement to be drawn up for review.

Recommendation to Council: (unanimous)

The lease or agreements to be prepared for a 6 year period.

2.3 Thomas Close Play Area Maintenance costs

The members discussed the ground maintenance and supporting grant application form.

Recommendation to Council: (unanimous)

The Project Officer to report on the status and plans for ground maintenance services for the Thomas Close Play Area and report back to the next Audit and Personnel Sub-Committee meeting.

2.4 Reserve Bank Account update

Councillor Gough gave an update on some options for the Town Council's bank account. A full report would be given at the next Finance and Planning Committee.

3.0 Personnel Matters

3.1 Job Evaluations – update

The Chairman reported that all job evaluations had now been done. With some minor amendments agreed with employees these would all be finalised prior to circulation to all Town Councillors and ahead of the next Finance and Planning Committee meeting. The next stage would be for the job descriptions to be analysed and scored by Anglesey County Council.

It was proposed, seconded and carried unanimously that the Press, Public and Administrative Assistant be excluded for a discussion about a confidential staff matter.

It was proposed, seconded and carried unanimously that the contract for a member of staff be extended for 12 months.

It was proposed, seconded and carried unanimously that the Press, Public and Administrative Assistant be re-admitted.

3.2 Correspondence regarding issues about the Green

A member pointed out that two items of urgent correspondence to the Town Clerk had not been acknowledged, they were sent on the 28 February and 4 March.

Recommendation to Council: (unanimous)

A Special Council meeting to be requested to discuss urgent plans to repair and regenerate the Green.

3.3 Town Clerk/RFO appointment – update

The Chairman provided an update on the appointment of the new Town Clerk.

3.4 Coronavirus update

The Chairman asked about the status and plans of the Town Council's procedures in regard to the virus. It was pointed out that the staff were actively and regularly washing their hands. Government guidelines had been circulated to all staff. Hand sanitizers and further antiseptic wipes had been ordered. Ellis Whittam (the Council's HR specialists) had also given HR guidelines. A question was asked about Councillors or staff returning from countries abroad. The Town Clerk would continue to check the daily advice from the Welsh Government and monitor the need for increased procedures. An advice notice would be put on the board in the Tourist Office and main Town Hall glass door.

Councillor L Roberts left the meeting at 9.00pm.

3.5 Staff Annual Leave

A report about staff annual leave was scrutinised by the meeting. The Town Clerk explained hours worked by some employees and their holiday entitlement. A member asked when the holiday year started and ended. It ran from 1 April to

31 March. The Working Time Directive was referenced. It was noted that seasonal staff could not take time off in the peak seasons. Seasonal staff were given holiday pay on a pro rata basis.

The Town Clerk would provide a full report on all staff annual leave and how all holiday allocations were arrived at.

Recommendation to Council: (unanimous)

All staff with remaining days holidays that were not taken before the end of 31 March 2020 would be paid in full. All staff would start with a new holiday entitlement as of 1 April 2020, and 5 days of this could be carried over into the following year, 2021.

The meeting closed at 9:40pm