

**MINUTES OF THE MEETING OF THE AUDIT & PERSONNEL SUB-COMMITTEE OF
BEAUMARIS TOWN COUNCIL
HELD ON MONDAY 16 JANUARY 2017 AT 7.00 PM IN THE TOWN HALL**

PRESENT: The Town Mayor Councillor G Evans Jones
The Deputy Mayor Councillor F R Carr
Councillor I Davies
Councillor M Jones
Councillor B L Kotkowicz
Councillor S J Theakston
Councillor S Zalot

The Town Clerk was in attendance

APOLOGIES: Councillor J P Zalot

Councillor S Zalot took the Chair

1.0 DECLARATIONS OF INTEREST

There were no declarations of interest

2.0 FINANCIAL MATTERS

2.1 Examination of income and expenditure against budget for 2016/2017

The Town Clerk issued members with copies of the estimated income and expenditure for the financial year 2016-2017, together with a print-out of the actual income and expenditure for all financial codes up until 11 January.

Members examined each of the codes for income and noted that the targets had been achieved in the majority of cases. There was greater income than predicted for the Green, but it was noted that this was highly weather-dependent and on numbers of visitors to the town.

The individual expenditure codes were examined, and generally it was noted that there had been an underspend, with the exception of the VAT paid out which was greater than anticipated. This reflected the higher level of income on the Green.

The Town Clerk said that there had been reduced repairs and maintenance costs for all outdoor sites since no major incidents had occurred, with the exception of the landslip at the Cemetery. Following the landslip at the Cemetery he had endeavoured to cut back on expenditure for new equipment in order that funds could be provided during the coming year for carrying out major works at the site.

Members raised questions concerning the payroll, and how the costs of operating the Green and the toilets could be separated.

The Town Clerk said that the payroll codes were the same as in all previous years, and had been approved by Council. However, he had not been happy with the arrangement. In drawing up estimates for 2017-2018 he had endeavoured to separate the individuals on the payroll codes to a greater extent. The meeting approved this move.

The press and public were excluded for a discussion on the roles of individual members of staff and operational issues during the past year.

The press and public were readmitted to the meeting.

Members noted that the summary reports given out did not provide the expenses incurred under Code 121 Petty Cash. The Town Clerk informed members of the expenses under Petty Cash to the end of September and the projected expenses until

the end of the financial year. It was noted that this would be less than the allocated sum.

Under Code 263, Special Events, members asked what the £500 was spent on, and under Code 125 they asked why there was a payment of £7.20 Audit fees. The Town Clerk said he would ask the Administrative Assistant and report back at the Finance and Planning Committee meeting.

Members questioned the level of bank charges.

The Town Clerk said that the expense had been predicted when estimates were set. There were fees in connection with the payment of wages via BACS and in relation to cash deposits.

Members were not happy with Code 264 being named Victorian Christmas.

Recommendation to Finance and Planning Committee:

That Code 264 be renamed 'Festive Season.'

In looking at the balances for the first half of the year, members noted that an adjustment figure had been inserted of £84.91. The Town Clerk said that whilst the Administrative Assistant had reconciled deposits and payments against bank statements, this discrepancy had arisen. Clearly there was an error somewhere within the accounts and this was being investigated. The overall balances were confirmed.

2.2 Audit of Council's accounts

It was agreed that the income and expenditure to date had been examined and that a further audit was not necessary.

2.3 Rates Estimates 2017/2018

The Town Clerk issued members with copies of the Rates Estimates 2017-2018

Members examined the expenditure and income codes in relation to actual expenditure up to 30 September, and the estimated expenditure to 31 March 2017. These figures had been used in deriving estimates for 2017-2018. The Town Clerk said that in reducing expenditure during the past six months and in reducing estimated expenditure for various codes during the following year, he had endeavoured to set aside a substantial sum of money to pay for major works that were necessary at the Cemetery. At the same time he had set aside money to complete the Town Hall refurbishment by the construction of a new fire escape that was now required. Members were aware that the final options for dealing with problems at the Cemetery were still under discussion. In this respect, sums allocated in the estimates could be moved by Council resolutions between the different capital expenditure codes during the financial year.

Recommendation to Finance & Planning Committee:

That the draft Rates Estimates as presented for 2017-2018 be approved.

The Town Clerk said that he was not recommending any changes in the charges for 2017-2018.

There was a discussion concerning charges for the Green. Generally, members felt that there should not be reduced price of £1 for parking after 6.00 pm. The daily rate for parking was also considered low.

Recommendation to Finance & Planning Committee:

That the charge for parking on the Green be increased to £4 per day, with no reduced price after 6.00 pm. Some members felt that the Resident's Parking fee was low, but after some discussion it was agreed not to recommend an increase.

There was a discussion concerning weekly passes and an increase was suggested.

Recommendation to Finance & Planning Committee:

That a Weekly Pass for the Green be increased to £20

2.3 Other financial matters

2.3.1 The Town Clerk advised that he had had lengthy discussions with a company specialising in obtaining competitive rates for the supply of electricity. Finally, he had now signed up to 2 three and a half year contracts, one for the half-hour meter in the Town Hall was with Corona, and the remaining electricity meters would be supplied by Total Gas and Power. The end result would be substantial savings to Council in energy costs. The consultant was recommending the introduction of smart meters so that estimated bills would no longer be necessary. In addition, there would be a free review of ways in which to conserve energy and reduce costs.

2.3.2 The Town Clerk said he had been approached by the manager of a holiday home and asked if there was a way in which a pass could be issued for weekly passes on an ongoing basis. At present he had introduced a system whereby the person would pay for 4 weeks at a time and would supply the car registration numbers in advance. This had worked well but there was now a wish for the timescale to be extended over the course of the season.

Following discussion, it was agreed by a majority not to recommend any changes to the present system, and the weekly passes should not be issued on a seasonal basis.

2.3.3 A donation request had been submitted in advance in respect of insurance premiums. A problem encountered was that insurance companies were not willing to offer premiums more than one month in advance. This meant that an accurate figure could not be provided if Council was moving to a position of considering donation requests only on two occasions per year. Members asked that the forms be checked since it was preferable to give donations retrospectively rather than change the proposed new system.

2.3.4 Problems reported in respect of the coin entry boxes for the public conveniences. The Town Clerk said that the units provided by Anglesey County Council had been purchased within the UK but they had been constructed elsewhere in Europe, with parts being obtained from yet other countries. A fault in one of the coin boxes had not been resolved by Council's electrician and the matter had dragged on for a couple on months, but he hoped that a solution would soon be found.

Recommendation to Finance & Planning Committee:

If the problem with the coin box could not be sorted in the short term, then a new coin box system be purchased.

3.0 PERSONNEL MATTERS

3.1 Pay scales/contracts

The press and public were excluded for a discussion on the pay scales of individual members of staff.

The press and public were readmitted.

Recommendation to Finance & Planning Committee:

A review of staff wages be carried out for all contracted staff by an independent body within the next 21 days.

3.2 Other Personnel matters

There were no other personnel matters raised.