

**MINUTES OF THE MEETING OF THE AUDIT & PERSONNEL SUB-COMMITTEE OF
BEAUMARIS TOWN COUNCIL
HELD ON MONDAY 19 JANUARY 2015 AT 7.00 PM IN THE TOWN HALL**

PRESENT: The Town Mayor Councillor I Davies
The Deputy Mayor Councillor J P Zalot
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 C J Theakston

Councillor G Evans Jones took the Chair

1.0 DECLARATIONS OF INTEREST

There were no declarations of interest

2.0 FINANCIAL MATTERS

2.1 Members asked for a review of the income and expenditure connected with operating the public conveniences since the responsibility was taken over from the County Council at the end of July.

The Town Clerk provided the relevant figures. It was noted that income from the Archway toilets was only slightly higher than that from the Castle toilets. Over 35,000 people had paid to use the facilities.

The County Council still paid the annual fee to the Town Council for cleaning and maintaining the Archway toilets. When this was taken into account the cost of running the public conveniences, including the additional staff taken on, was covered.

There was a discussion concerning the ways in which people tried to avoid paying the entry fees to the toilets, and it was estimated that a lot of money was lost. On a more positive note, many people had commented that they were happy to pay the 20p charges because the toilets were clean and tidy.

A member commented on the high cost of disposables used to operate the toilets and suggested that Council should look at obtaining tenders for the supplies.

It was noted that there was a dramatic reduction in the use of the toilets over winter, and it was suggested that the Town Clerk should look at closing the Castle toilets except for weekend use. In taking this action, the Town Clerk agreed to consult with Cadw to see if it was willing to give financial support to the operation of the toilets.

2.2 The income from the Green car park was audited and found to be correct.

Comparisons were made of the income from the Barrier and Residents' Passes over the past two years.

2.3 Draft Financial Regulations supplied by One Voice Wales were discussed.

The Town Clerk said that Council complied with most of the suggestions contained within them, but there were some exceptions. The regulations suggested that it was normal practice for only nominated Councillors as opposed to all Councillors

to sign cheques. There were further suggestions that all cheque stubs should be signed by a Councillor. Figures were needed to determine the level of expenditure which staff could authorise.

Recommendation to Finance and Planning Committee:

The Town Clerk to amend the Financial Regulations after discussions with the internal auditor so that they suited Council's business.

2.4 Risk Assessment

The Town Clerk said there was a need to review the overall risk assessment for Council's business. He read out the levels of risk and the precautions that were in place. It was noted that the Quad Bike needed to be included on the vehicles insured by Council.

Recommendation to Finance and Planning Committee:

With the amendment concerning the Quad Bike, the overall risk assessment for Council's business operations be approved.

3.0 PERSONNEL ISSUES

The press and public were excluded for this item.

It was noted that the bottom payscale point for Council's staff was to be removed from October. With this in mind it was agreed to alter the payscale points for some staff. Two staff who had been on short-term contracts would be offered permanent contracts.

It was noted that one person had only worked a few hours per week over winter. The Town Clerk would look at retaining this person and reviewing the hours of work.

There was a discussion concerning Council's overall staff structure. It was agreed that the Town Clerk would investigate issues raised and review job descriptions.

The press and public were readmitted to the meeting.

4.0 RATES ESTIMATES 2015-2016 (First Draft)

The Town Clerk circulated members with copies, which were to remain confidential.

Members reviewed the expenditure for the first six months of 2014-2015 and the estimated expenditure for the last six months of that financial year in relation to the estimates originally made. Changes made to the estimated expenditure in relation to the financial codes for 2015-2016 were then discussed.

It was noted that income was heavily dependent on the tourist industry and the Town Clerk had left flexibility in the estimated expenditure for the various cost codes. As such, estimated costs for equipment in different areas of the Council's responsibility could be merged to provide items used over all areas of work. Some capital expenditure estimated for the last quarter might be carried over into the new financial year. Sums of money had been provided for Capital Expenditure and there was a sum allocated for Contingency.

Taking everything into account, the Town Clerk was recommending a 0.99% increase in the Precept which amounted to a 1.15% increase in the Rates for band 'D' properties.

It was noted that the Town Council's precept, once the highest on Anglesey, would now be lower than all other Town Councils and many Community Councils.

Recommendation to Finance and Planning Committee:

That the draft Rates Estimates be accepted by Council, and that staff be congratulated for their management of Council's finances.

5.0 DATE AND TIME OF NEXT MEETING

It was agreed that the Chairman and Town Clerk would liaise as to when to hold the next meeting.

