

**MINUTES OF THE MEETING OF THE FINANCE & PLANNING COMMITTEE OF
BEAUMARIS TOWN COUNCIL
HELD ON MONDAY 25 FEBRUARY 2019 AT 7.00 PM IN THE TOWN HALL**

PRESENT: The Town Mayor Councillor J P Zalot
The Deputy Mayor Councillor C J Theakston
Councillor A N Gough
Councillor A J V Grant
Councillor R A Jones
Councillor H Mattocks
Councillor D R Owen
Councillor L J Roberts
Councillor J A Rowlands
Councillor M G Sarsfield

The Town Clerk was in attendance

APOLOGIES: Councillor D T Evans
Councillor D W Gallichan
Councillor K M Jones
Councillor S Zalot

The Deputy Mayor took the Chair

The Deputy Mayor welcomed newly-elected Councillor Neil Gough to his first meeting.

134.0 DECLARATIONS OF INTEREST

Councillor H Mattocks declared a prejudicial interest in item 139.1.6 Beaumaris Bay Sea Fishery as a holder of a mooring in the Fishery Order area but has a dispensation to participate and vote.

The Town Mayor declared a prejudicial interest in item 139.1.6 Beaumaris Bay Sea Fishery as a holder of a mooring in the Fishery Order area but has a dispensation to participate but not vote.

135.0 TO CONSIDER PLANNING APPLICATIONS

135.1 HHP/2019/14 Unit 3, Henllys Hall Farmhouse, Beaumaris
Full application for the erection of a roof terrace together with alterations thereto
Recommendation to Council (unanimous):
To recommend approval.

135.2 HHP/2019/42 4 Rose Hill, Beaumaris
Full application for alterations and extensions
Recommendation to Council (unanimous):
To recommend approval.

136.0 TO RECEIVE PLANNING DECISIONS
None

137.0 OTHER PLANNING MATTERS

137.1 Complaint concerning works at 38 Cae Mair, Beaumaris
A formal complaint has been submitted and will be investigated by the County Council.

137.2 Complaint concerning encroachment on highway at 8 Stryd Llywelyn, Llanfaes

This was reported to the County Council. They were already aware of the situation and were taking action.

137.3 Street Trading: Castle Street

A hot dog stall had been operating outside Tredici over the weekend.

Recommendation to Council (nem con 1 abstention):

To enquire of Anglesey County Council whether appropriate permissions (e.g. street trading licence) had been granted.

138.0 BILLS FOR PAYMENT

138.1 Balances as at 25 February 2019

Business Direct Reserve	£305,590.63 *
General	59,825.26
Imprest	2,525.31
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Total	367,941.20
Less VAT due	0.0

£367,941.20

* In addition to this sum £20,000 is set aside for the year-to-year working balance.

138.2 Imprest a/c payments since last meeting on 28 January 2019

7 February	
Net Pay	1,211.71
Gwynedd Council	2,069.10
HMRC	1,986.58
14 February	
Net Pay	1,269.63
21 February	
Net Pay	1,184.95

138.3 Bills for payment

5459	BestHost – Site Builder Studio	31.50
5460	Rowena – Spark plugs etc	48.06
5461	ASL – Photocopier metered units	56.90
5462	F E Roberts – Fuel, January	91.99
5463	N J Baguley – H & S Training	162.00
5464	Snowdonia Fire Protection – Smoke detector etc	240.00
5465	Wyn Hughes – Grounds works at Boating Pool	300.00
5466	One Voice Wales – Annual membership	349.00
5467	Galleon Supplies – Supplies for public toilets	349.80
5468	Llanfaes Community Centre – Insurance	796.60
5469	BTC Imprest a/c – Payroll, March	12,500.00
5470	Petty Cash	200.00
5471	Gentworks – Cleanser etc for public toilets	232.80
5472	Cynan Electrical – Electrical checks/remedial works	7,661.05
5473	Abberleigh Pool Care – Boating Pool refurbishment	1,134.00
5474	J O Williams – Repair of Town Hall shop window	414.00
5475	Abberleigh Pool Care – Boating Pool refurbishment	4,680.00

Total **£29,247.70**

Resolved (unanimous):

That the bills be paid.

It was noted that the balance was smaller than that carried over at the start of the financial year. Councillors noted that there had been several large expenses this year: landslip, Church Clock and the current works in the Boating Pool area.

Concern was expressed that despite having been mentioned several times, staff were still having to be reimbursed for purchases which had to be made on their own personal payment cards. Use of corporate cards which would facilitate online purchases was common in business.

139.0 Correspondence

139.1 Correspondence read out

139.1.1 Anglesey & Gwynedd Joint Planning Policy Unit: Public Consultation-Supplementary Planning Guidance: Replacement dwellings and conversions in the countryside/Planning Obligations

Recommendation to Council (unanimous):

Refer to a future Finance and Planning Committee to allow Councillors more time to consider.

139.1.2 The Good Councillor's Guide 4th edition

Councillors were encouraged to note the contents.

139.1.3 Wales Audit Office, Community & Town Councils: Governance, Financial Management & Internal Audit

The Town Clerk summarised the content of a presentation that the Wales Audit Office had given to a meeting of large community Councils. The presentation highlighted the findings of a recent investigation which found that:

1. Many Community Councils were holding excessive reserves (and were increasing precept while generating a surplus). It was noted that Beaumaris Town Council was in an unusual position as its precept was a very small proportion of its income.
2. Many Community Councils have deficiencies in the way they are audited. The Town Clerk stated that he believes that the Town Council conform to what the Audit Office requires.

Recommendation to Council (unanimous):

To receive.

139.1.4 One Voice Wales: Membership 2019-20 and attachments

The Town Clerk drew attention to the services provided by One Voice Wales.

Recommendation to Council (unanimous):

To receive.

139.1.5 Independent Remuneration Panel for Wales, Annual Report

The Town Clerk reported that there had been some minor changes in the report for example emphasising the opting out of the allowance was entirely voluntary. It was confirmed that the annual report on payments to Councillors was published on the Town Council website.

Recommendation to Council:

To publish payments to Councillors as required on an annual basis.

In response to a question the Town Clerk stated that it would be sufficient to decline the allowance once in a term.

There was a discussion of the option to pay an allowance to a Deputy Mayor.

Recommendation to Council:

To refer the matter to the next Audit and Personnel meeting to consider.

Councillors noted that there was an option to pay an allowance to cover the cost of care (e.g. child care) needed to attend a meeting. The intention of the allowance is to encourage diversity by making it easier for those with caring responsibilities to serve as Councillors.

139.1.6 Mike Butterfield: Beaumaris Bay Sea Fishery and previous letter from North West Venturers Yacht Club

The Town Clerk outlined the concerns raised by N W Venturers Yacht Club and Mr Butterfield. The Council had previously decided to write to the Minister to apply to have the moorings removed from the Fishery Order area.

Recommendation to Council:

To write to the minister requesting that the moorings be removed from the Fishery Order Area. A copy of the letter is to be sent to Mr Butterfield.

139.1.7 Anglesey County Council: Beaumaris Sea Wall Emergency Works

The Town Clerk reported that the works were due to start on 13 February.

139.1.8 Rhun ap Iorwerth AM: Beaumaris School closure

The AM confirmed that the Minister could not get involved in discussions about individual schools.

139.1.9 Cumbria Clock Co: Quotation for annual service of Town Clock

A quote had been provided for an annual service contract which included call outs for faults.

Recommendation to Council:

To accept the quote and to check with the Church that they now have a maintenance contract for the electrics in the tower.

139.1.10 A & C Landscapes: Quotation for summer and winter bedding schemes

Quotes had been received from the incumbent suppliers of the floral beds and for the hanging baskets and planters.

Councillors noted that the amounts were above the limit for single tenders and three quotes were needed. It was acknowledged that competitive quotes had been obtained last year.

Recommendation to Council (unanimous):

To obtain three quotes for both elements of the work (suppliers may offer economies of scale for the whole job). The tender exercise is to be treated as a priority so that the contract is in place for the summer planting.

Councillors noted that the existing contracts were entirely for the bottom of town.

Recommendation to Council (unanimous):

To include the beds at Thomas Close play area in the contracts.

139.1.11 Chairman, Royal British Legion, Beaumaris Branch: Armistice Day celebrations

The British Legion thanked the Town Council for hosting the reception and suggested that a reception in the Town Hall be considered in future.

Recommendation to Council (unanimous):

To accept the proposal to display the certificate somewhere in the Town Hall.

139.1.12 Town Mayoress: Victorian Christmas event 2019

The Town Council were thanked for their support of the event.

Recommendation to Council (unanimous):

To agree to the request for use of the Town Hall, Green, Marquee and for free car parking and to send a letter of congratulation for a successful event in 2018.

139.2 Correspondence not read out

- 139.2.1 Anglesey County Council Coach parking issues
139.2.2 Anglesey County Council Alternative route Llangoed & Beaumaris schemes
139.2.3 Anglesey County Council Cruise Ships 2019

Recommendation to Council:

To ensure that the Green is manned early on days that the cruise ships are visiting.

- 139.2.4 Ellis Whittam Visit 5 February
139.2.5 One Voice Wales Egni Co-op
139.2.6 One Voice Wales New Bulletin February 2019
139.2.7 One Voice Wales Vacancies
139.2.8 One Voice Wales Training Sessions
139.2.9 Welsh Government Community-led Housing Networks
139.2.10 Tenovus Cancer Care Annual Reports
139.2.11 National Assembly Inquiry into allotments
139.2.12 Gwynedd & Clwyd Crafts H & S Certificates
139.2.13 Merlin Fireworks Fireworks 2018/19 report

Recommendation to Council:

To forward to the Bonfire Committee.

- 139.2.14 Trefi Mon Meeting 13 February
139.2.15 Anglesey Tourism New Season Developments
139.2.16 Llangollen Music Eisteddfod Funding request
139.2.17 North Wales Connection Preliminary Meeting
139.2.18 Sunshine Gym Active Spaces
139.2.19 North Wales CHC GP Out of Hours Survey 2019
139.2.20 CCTV Users Group An Ethical Approach
139.2.21 Katherine Owen Walled Towns Meeting 21/11/18
The need for an additional representative was noted. One will be appointed after the AGM.
- 139.2.22 Wales Air Ambulance Funding request
139.2.23 Ipsos-mori Emergency Responders Survey
139.2.24 Social Care Continuum Play Sufficiency Assessment
139.2.25 Beaumaris Port Users Minutes of meeting 3 December

Recommendation to Council (unanimous):

As requested in the minutes to send a letter supporting the proposal to repaint the pier. The letter is to raise concerns about the corrosion and to make suggestions about the timing of the work, the benefits of galvanising and the possibility of cathodic protection.

- 139.2.26 CAB Gwynedd Universal Credit

Recommendation to Council (unanimous):

To write to the Chief Executive of Gwynedd CAB advising that letters of this kind should not be sent to organisations on Anglesey as there was a separate CAB for Anglesey.

- 139.2.27 Liz Millman Australian Links
139.2.28 Castle Players Donation
139.2.29 Denbigh/Conwy/Caernarfon Dates for Diary
139.2.30 Wales Audit Office Fee Scheme 2019-20
139.2.31 NWPCC Revision to Police & Crime Plan Priorities
139.2.32 ASL Group Office Photocopier
139.2.33 CBS Proposal for Photocopier

In response to a Councillor's question it was confirmed that these were speculative proposals by suppliers.

140.0 TO RECEIVE SUB-COMMITTEE REPORTS:

140.1 Allotments dated 11 February 2019

Recommendation to Council (unanimous)

To adopt the report and recommendations of the Sub-Committee.

140.2 Audit & Personnel dated 18 February 2019

140.2.1 Item 2.2 Coach parking on the Green.

Correction: The barrier will be manned between 10.00 and 16.00. In a subsequent special Council meeting it was resolved that the charges should be the same as the Castle Coach park which is £4.00 for a 4 hour stay.

Resolved (unanimous): With the above corrections to adopt the report and recommendations of the sub-committee.

140.2.2 Item 3.1.1 Job Evaluations

The Town Clerk reported that he would not be able to do the work by the deadline specified. The background provided at the 28 January Finance and Planning committee meeting was repeated. In response to a question the Town Clerk stated that the work could be done in a couple of weeks if the job descriptions were acceptable to the assessor. It was suggested that the Town Clerk refer to the examples on the internet referred to at the Audit and Personnel meeting and should also consult the assessor at Anglesey County Council to clarify the information to be included in the job descriptions.

141.0 ITEM REFERRED FROM JANUARY F & P MEETING:

141.1 Voting to implement plans and not single line activities

Councillor D R Owen explained his intention. He outlined the need for a tracker to monitor progress on implementing the Council's decisions and also the need to have a schedule of regular predictable tasks. Together these would help provide a better structure to the Council's work programme.

Resolved (unanimous):

To exclude the press and public for a discussion which would include reference to individual members of staff.

There was a discussion of the issues faced and possible solutions. The importance of properly understanding the day to day work of the Council staff was recognised.

Recommendation to Council (unanimous):

To organise a workshop involving staff and Councillors to get an understanding of tasks, roles and procedures.

The Deputy Mayor left the meeting.

The Town Mayor took the Chair.

Recommendation to Council (unanimous):

To create a calendar/programme of regular planned tasks.

Resolved (unanimous):

To readmit the press and public.

Councillor R A Jones took the Chair.

142.0 APPOINTMENT OF INTERNAL AUDITOR

The Town Clerk reported that the proposed internal auditor performed end of year audits for 20 community Councils on Anglesey in 2018 and will be taking on a further 4 in 2019. Councillors drew attention to the decision to adopt the Welsh Audit Office's Good Practice Guidelines and that these should be followed.

Recommendation to Council (unanimous):

That if the Town Clerk is satisfied with his CV, Mr Alun Foulkes be appointed as internal auditor.

The Deputy Mayor rejoined the meeting

The Deputy Mayor took the Chair.

143.0 UPDATE ON DAMAGED SHOP WINDOW

The Town Mayor left the meeting

The Town Clerk reported that the window has been repaired. The person who caused the damage has agreed to pay for the repair and the emergency boarding up. This means that the insurance claim can be withdrawn. The police will be notified that an agreement has been made.

The Town Mayor rejoined the meeting

Recommendation to Council (unanimous):

To endorse the Town Clerk's course of action.

144.0 UPDATE ON USE OF GREEN FOR COACH PARKING

A report on progress was circulated. Work on the new path will start on 27 February. Coach parking is expected to start in mid March. On a more general note in relation to the flood alleviation works it was reported that additional parking areas have been provided in Maes Hyfryd and that Wexham Street is hoped to be reopened on 27 February. The planned St David's Day parade (12 March) will have to be taken into account in planning work on the Green. Concern was expressed that the entrance to the Castle car park had been locked which caused problems for coaches which found their way there.

Recommendation to Council (unanimous):

That at all times and in all documents it must be stated that the arrangement for parking coaches on the Green is temporary for the duration of the flood alleviation works.

145.0 UPDATE ON VISIT BY BIG WHEEL

The big wheel operator cannot now attend on the dates previously agreed.

Recommendation to Council (unanimous):

That the Town Clerk attempt to organise alternative dates. The impact of coach parking will have to be considered and in particular erection and dismantling will have to avoid busy periods.

146.0 CONDITION OF NEW STORAGE UNITS

The containers were found to be badly corroded on delivery. They will be repaired.

147.0 COMPLAINT ABOUT NEED FOR RESIDENTS' PARKING SCHEME

A resident parking scheme for on street parking is the responsibility of Anglesey County Council. There have been several attempts to introduce a residents' parking scheme. The potential cost of permits (estimated at £350 per year) has been a stumbling block. Schemes have been offered but turned down by residents on consultation.

Recommendation to Council (unanimous):

To reply explaining the situation with a copy to Anglesey County Council asking for an update on the introduction of a parking scheme.

148.0 TOWN COUNCIL PERCEPTION

Recent social media coverage was discussed. The speed with which half truths and rumour can take hold was recognised. It was suggested that the Town Council needs to be better at getting its position publicised.

Recommendation to Council (unanimous):

1. To sponsor the town newsletter once a quarter to provide an opportunity to highlight the Town Council's activities and achievements.
2. To use the Council's own web site and social media page to publicise the work of the Town Council.
3. Make use of the Visit Beaumaris Facebook page to circulate publicity about the Town Council's work and achievements.

Recommendation to Council (unanimous):

To follow the example of Menai Bridge Council and hold quarterly drop in sessions for the public to engage with the Council.

149.0 ST DAVID'S DAY PARADE

This is an event organised by Menter Iaith Mon to be held on 12 March. Originally it had included a parade from the Green past the Castle to the Leisure Centre but this has been dropped because of the engineering works.

Recommendation to Council (unanimous):

To make representations to see if the parade can be reinstated and to offer what help might be needed to enable it to happen.

150.0 ARCHIVE DOCUMENTS CONCERNING CASTLE GROUNDS

Documents in the archives show that the land was originally held on a 21 year lease at a rent of 10 shillings and 6 pence per year. At the end of the lease this reverted to an annual lease at the same rent. A new lease was offered in 2007 but not progressed.

Recommendation to Council:

To contact the Bulkeley Estate with a view to taking up a lease.

The meeting closed at 22.05

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Chairman
Councillor C J Theakston

Date