

**MINUTES OF THE MEETING OF THE FINANCE AND PLANNING COMMITTEE OF  
BEAUMARIS TOWN COUNCIL  
HELD ON TUESDAY 29 MAY 2018 AT 7.00 PM IN THE TOWN HALL**

**PRESENT:** The Town Mayor Councillor J P Zalot  
The Deputy Mayor Councillor C J Theakston  
Councillor I Davies  
Councillor D T Evans  
Councillor D W Gallichan  
Councillor A J V Grant  
Councillor K M Jones  
Councillor R A Jones  
Councillor H Mattocks  
Councillor D P Owen  
Councillor J A Rowlands  
Councillor M G Sarsfield

**The Town Clerk was in attendance**

**APOLOGIES:** Councillor G Evans-Jones  
Councillor S Zalot

**The Town Mayor took the Chair**

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**3.0 DECLARATIONS OF INTEREST**

Councillor D R Owen declared an interest in item 12.1.3 Beaumaris Food Festival because his company participates in the Food Festival  
The Town Mayor and the Deputy Mayor declared an interest in item 12.1.9 Beaumaris Allotments because they were allotment holders  
Councillor K Jones declared an interest in item 12.1.11 Free entry to Beaumaris Castle because she works for Cadw  
Councillor D T Evans declared an interest in item 14.0 Update on Happy Valley Pavilion, because he is a member of Beaumaris Bowling Club that will benefit from a new Pavilion

**4.0 TO ELECT A CHAIRMAN FOR THE FORTHCOMING YEAR**

It was proposed, seconded and carried unanimously that Councillor C J Theakston be elected Chairman for the forthcoming year

Councillor Theakston took the Chair, and thanked the meeting for its support

**5.0 TO ELECT A DEPUTY CHAIRMAN FOR THE FORTHCOMING YEAR**

It was proposed, seconded and carried unanimously that Councillor R A Jones be elected Deputy Chairman for the forthcoming year

*It was proposed by the Town Mayor that Item 17.0 Local Government and Housing Act 1989 be moved forward and taken as the next item on the Agenda. The proposal was seconded and carried unanimously.*

Councillor Ian Davies said that his employer had decided to enforce clauses within the Local Government and Housing Act 1989, which prevented him from continuing to serve on the Town Council and continue working in his present post. Sadly, faced with such a decision, he had decided that he had to resign from the Town Council.

The Town Mayor thanked Councillor Davies on behalf of the Town Council and the residents of Beaumaris for his service to the Community and his period in office as Past Mayor of the town. Members paid tribute to Councillor Davies for his participation in the Council over a period of 10 years, and particularly during the past year when the Council went through a difficult period.

Councillor Davies left the meeting.

**Recommendation to Council:**

A letter of commendation and thanks from the Town Council be sent to Councillor Davies.

**6.0 TO APPOINT SUB-COMMITTEES, MEMBERSHIP AND TERMS OF REFERENCE FOR THE FORTHCOMING YEAR**

The Town Clerk advised that the Mayor and Deputy Mayor were members of each Sub-Committee. Six additional members were required for the Audit & Personnel, the Greens & Buildings and the Allotments Sub-Committees.

**Recommendation to Council:**

That Councillors R Jones, H Mattocks & M Sarsfield be members of the Audit & Personnel Sub-Committee since they had been responsible for carrying out an investigation into recent matters.

It was reported that the Monitoring Officer had suggested that the three remaining newly-elected Councillors not be appointed to the Audit & Personnel Sub-Committee in case there was an appeal against the decision made in respect of recent issues. Despite, the advice, it was proposed and seconded that Councillor D T Evans be a member of the Audit & Personnel Sub-Committee. At a vote, this proposal was defeated.

**Recommendation to Council:**

That Councillors Grant and S Zalot continue as members of the Audit & Personnel Sub-Committee. Appointment of a sixth Councillor for the Audit & Personnel Sub-Committee was deferred until after the casual vacancy created by the resignation of Councillor Davies was filled.

It was proposed that the six remaining Councillors be appointed to the Greens & Buildings Sub-Committee. Councillor D T Evans declined to be a member of this Sub-Committee.

**Recommendation to Council:**

That Councillors G Evans-Jones, D W Gallichan, K Jones, D Owen and A Rowlands be appointed to the Sub-Committee.

**Recommendation to Council:**

That the Allotments Sub-Committee consist of the Town Mayor Councillor J P Zalot, the Deputy Mayor Councillor C J Theakston, and Councillors D T Evans, K Jones, H Mattocks, D Owen, A Rowlands and M Sarsfield.

**6.1 Formation of a Gaol & Courthouse Sub-Committee: Proposed Councillor R Jones, seconded Councillor D Owen**

**Recommendation to Council:**

A Gaol & Courthouse Sub-Committee be set up.

**Recommendation to Council:**

That the Sub-Committee consist of the Town Mayor Councillor J P Zalot, the Deputy Mayor Councillor C J Theakston, and Councillors G Evans-Jones, K Jones, R Jones, D Owen, A Rowlands and S Zalot

**7.0 TO APPOINT A REPRESENTATIVE TO THE SCHOOL GOVERNORS BOARD AND REPRESENTATIVES TO THE WALLED TOWN FRIENDSHIP CIRCLE**

Councillor R Jones was appointed as representative to the School Governors Board, and Councillors Evans-Jones and K Jones were appointed as representatives to the Walled Towns Friendship Circle.

## 8.0 TO CONSIDER PLANNING APPLICATIONS

### 8.1 12C117C 16 Church Street, Beaumaris

Full application for the change of use of the building from commercial (A1) to residential (C3)

Members expressed concern at the loss of business premises in the centre of the town.

#### **Recommendation to Council:**

That refusal be recommended.

### 8.2 12C209J/LB Town Hall, Beaumaris

Listed Building Consent for the installation of a defibrillator

#### **Recommendation to Council:**

That approval be recommended.

## 9.0 TO RECEIVE PLANNING DECISIONS

There were no planning decisions

## 10.0 OTHER PLANNING MATTERS

### 10.1 Public meeting to discuss items placed on the footways of Castle Street and Church Street on Tuesday 5 June at 7.00 pm in the Town Hall

The Town Clerk said that he had been approached by an officer from the Highways Department of Anglesey County Council concerning the possibility of revising the guidelines for placing 'A' Boards, goods for sale, tables and chairs and other signs on the footways outside retail premises on Castle Street and Church Street. The officer had suggested a meeting with business owners, and this had been arranged for 7.00 pm on Tuesday 5 June in the Town Hall. The County Council wish to take on the views of local business owners, the Town Council, footway users and the County Councillors prior to setting up a new obstructions policy for Castle Street and Church Street. A letter informing business owners of the meeting had been circulated.

## 11.0 BILLS FOR PAYMENT

### 11.1 Balances as at 25 May 2018

Business Direct Reserve	£305,304.44 *
General	118,155.96
Imprest	3,746.86
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Total	427,207.26
Less VAT due	8,876.10
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	<b>£418,331.16</b>

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

### 11.2 Imprest a/c payments since last meeting on 23 April

26 April Net Pay	4,211.71
3 May Net Pay	1,388.02
10 May	

Net Pay	1,366.47
HMRC	2,081.87
Gwynedd Council	1,964.60

17 May	
Net Pay	1,405.52

24 May	
Net Pay	1,311.08

### 11.3 Bills for payment

5232	Baron Hill Estate	11.13
5233	BestHost	31.50
5234	One Voice Wales	40.00
5235	F E Roberts	73.14
5236	Currys PC World	80.89
5237	ASL Ltd	91.12
5238	Menai Tool Hire	183.57
5239	Evans Bros	208.00
5240	Florabundance	235.00
5241	Biffa Municipal	241.73
5242	Playdale Playgrounds	382.56
5243	Galleon Supplies	436.80
5244	Fine Turf Services	600.00
5245	A & C Landscapes	2,305.00
5246	Petty Cash	200.00
5247	BTC Imprest a/c	13,000.00
5248	Beaumaris Allotments Society	240.00
5249	Ifor Williams Trailers	1,080.00
5250	Abberleigh Pool Care	270.00
5251	Plantscape	2,889.00
5252	Paul Green	387.61
5253	Fron Goch Garden Centre	299.90

<b>Total</b>	<b>£23,286.95</b>
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It was proposed, seconded and carried unanimously that the bills be paid.  
A member asked where the cheque was for bill 5251 Plantscape and the Town Clerk agreed to investigate.

## 12.0 CORRESPONDENCE

### 12.1 Correspondence read out

#### 12.1.1 Anglesey County Council: Statutory Consultation on Education Provision in Seiriol Area and statement by Councillors Carwyn Jones and Alun Roberts

The full document had been circulated to members and people were offered two options:

- to refurbish and extend Llandegfan School, close Beaumaris School and refurbish Llangoed School, or
- refurbish and extend Llandegfan School, close Llangoed School and refurbish Beaumaris School

Consultation events were taking place in early June, and the one at Beaumaris would be on 5 June between 4.00 pm and 8.00 pm. The County Councillors Carwyn Jones and Alun Roberts had suggested a further option which would keep all three schools open. In this option, a new smaller school would be created alongside extra care facilities in Beaumaris. They argued that by 2022 there would be more

schoolchildren in the area and keeping the three schools open would help to develop sustainable communities.

Members stated that it was not known what action the school was taking but this would be reported to Council after the decision was made.

**Recommendation to Council:**

A letter be sent to the County Councillors thanking them for their idea and that the Town Council should support their initiative.

**12.1.2 Anglesey/Gwynedd County Councils: Public Consultation on Supplementary Planning Guidance – Tourism Accommodation/Housing Mix**

The full document had been circulated to members.

**Recommendation to Council:**

The Draft Supplementary Planning Guidance be received.

**12.1.3 Beaumaris Food Festival: Request to use the Green and for donation**

*Councillor D Owen left the meeting*

The Town Clerk gave members a summary of the past arrangements.

There was some concern at the request to use the whole Green, since residents with parking permits would need to move their vehicles, and many would not choose to park on Castle Meadow. When required to move from the Green Kiosk in the past, Council staff had expressed concern at the lack of facilities and security.

A member stated that Mr Hefin Thomas had informed him that the Food Festival did not want the whole Green as stated in the letter, but a part of it.

A question was raised as to the level of support offered to the food Festival before, and if a donation request form had been completed. The Town Clerk advised that a donation request form had not been completed.

**Recommendation to Council:**

The organisers of the Food Festival be asked to complete a form and to attend a meeting with a plan of the section of the Green they wish to occupy and a copy of their insurance for the event.

A presentation could be made to the next Council meeting or a special meeting called by the Town Mayor.

*Councillor D Owen returned to the meeting.*

**12.1.4 Trefor Hughes-Morris: Complaint**

**Recommendation to Council:**

This matter be referred to a meeting of the Audit & Personnel Sub-Committee, and that a letter be sent to Mr Hughes-Morris explaining the situation.

**12.1.5 Beaumaris Lifeboat Station: Request to park vehicles on 'Stones' area of Green**

Members were informed that more people attended Lifeboat practice nights, and when there was a call-out 15 to 20 cars would often be present. These had to be parked near the Lifeboat Station and spaces were difficult to find. The past Mayor had said that the Lifeboat members could use the 'Stones' area of the Green but there had not been any request made to the Town Council. A potential problem was that more people using the 'Stones' area made it difficult to police, and people often left the barrier open. This was unsatisfactory because unauthorised people could also access the Green via this route. The RNLI have indicated that it might pay for an automatic barrier to be installed, which would help police the area.

**Recommendation to Council:**

That permission be given for the Lifeboat Crew to park in the 'Stones' area of the Green for a trial period during the summer. The arrangements to be reviewed at the end of December. The letter offering the trial period should emphasise that the gates must be locked and shut following people entering or leaving the area.

#### **12.1.6 Fire & Rescue Service: Report on Safety Evaluation Visit**

The meeting was informed that the Fire & Rescue Service had decided to carry out a safety evaluation visit at the Town Hall. Generally the arrangements were found to be satisfactory but two issues had been raised.

Whilst users of the Hall were informed that the lift should not be used in an emergency and that help should be provided to disabled persons, each organisation should ensure that they have a pre-planned procedure to evacuate disabled persons. Users of the building would now be advised of this requirement.

A second recommendation was that the alarm system be extended so that it covered the shops below the main hall. If there was a fire incident in the shops, this would alert users of the main hall and vice versa. With this in mind, quotations had been obtained from Snowdonia Fire Protection who regularly maintain the alarm systems.

A member suggested that the fire alarm system should be extended with a phone link, so that if a fire developed overnight there would be a call-out. This could possibly be a link to the Bulkeley Hotel. In the event of a call-out, the Fire Brigade would then have keys to the building.

##### **Recommendation to Council:**

That the cost of a telephone link be investigated.

##### **Recommendation to Council:**

That the existing fire alarm system be extended to the shops, subject to the new system allowing a telephone link, at a later date.

#### **12.1.7 Secretary, Victoria Terrace Ltd: Extended stay of Big Wheel**

There was a discussion concerning the visit by the Big Wheel. It was noted that residents had been told originally about the visit and only two or three had responded. A three-week extension was requested and the Wheel had in fact stayed operating for a further three weeks. It took a further couple of days for it to be dismantled. Overall, members agreed that the visit by the Big Wheel had been a benefit to the town, and the operators had received no complaints from residents. Further contact by members to residents had not uncovered any expressions of dissatisfaction.

##### **Recommendation to Council:**

That a reply be sent explaining that an extension had been requested and it was granted since there had only been positive feedback from residents and businesses in the town.

In relation to further visits by the Big Wheel, it was agreed the dates of arrival and departure should be given and adhered to.

#### **12.1.8 Entry for 2019 Yearbook – Coach Drivers' Handbook**

The Town Clerk advised that the Town Council made a regular entry in the Coach Drivers Yearbook, and the price for 2019 would be £160 + VAT

##### **Recommendation to Council:**

That the advertisement be repeated.

A member asked if drivers of coaches from Holyhead Port had copies of the Handbook. It was agreed that the Town Clerk would investigate.

#### **12.1.9 Beaumaris Allotments Society: National Gardens Scheme Open Day Weekend and request for parking space on the Green**

*The Town Mayor and the Deputy Mayor left the meeting.*

*Councillor R A Jones took the Chair.*

Members had been circulated with the plans for the National Gardens Scheme Open Weekend on 7/8 July. For this weekend the Allotments Association were asking if volunteers could be allowed to park on the Green for the period when they were on duty.

##### **Recommendation to Council:**

A letter be sent wishing the Allotments Association a successful event and agreeing to allow volunteers to park on the Green free of charge.

Councillor Rowlands said that the Canolfan would assist in offering parking if required.

*The Town Mayor and Deputy Mayor returned to the meeting.  
The Deputy Mayor took the Chair.*

#### **12.1.10 Anglesey County Council: Skip at Coach Park**

The Town Clerk said that there had been several complaints from residents about the removal of the recycling skips from the Coach Park. The County Council had been contacted, and he was pleased to report that the recycling banks had only been removed since they were being replaced with new ones. In the interim, the contractors would collect excess recycling during waste collections if it was placed in clear plastic bags.

A member stated that there used to be skips for general waste in Maes Hyfryd once or twice per year. Similar skips were offered elsewhere.

##### **Recommendation to Council:**

A request be made to Anglesey County Council for a waste skip to be placed in the Maes Hyfryd area once a year as in the past.

#### **12.1.11 Sir Richard Williams-Bulkeley: Free entry to Castle for Beaumaris Residents**

*Councillor K Jones left the meeting.*

The Town Clerk said that Sir Richard Williams-Bulkeley wished to thank the Town Council for alerting him to the fact that Cadw were stopping the issue of passes to residents which allowed them free entry to the Castle. He was looking into the matter and was hoping to get them reinstated,

A member stated that the custodian of the Castle had advised him that Cadw had decided to stop issuing free passes because of some discrimination law. There was a wish to try to sort out an alternative scheme.

##### **Recommendation to Council:**

The Town Clerk makes contact with the Custodian of the Castle to thank him for his help in trying to resolve the issue.

*Councillor K Jones returned to the meeting.*

#### **12.1.12 Liz Milliman: Links with Beaumaris, Australia – request to hold further event at Town Hall in June**

The meeting was advised that on her recent visit to Australia, Ms Milliman had contacted the Mayor of Bayside who had sent an official letter to the Town Mayor hoping that efforts to revive the links between the town and Beaumaris, Australia would be successful. As part of the aim to revive the links, Ms Milliman was asking to hold a further Coffee Morning in the Town Hall in June.

##### **Recommendation to Council:**

That approval be given for a further Coffee Morning to be held in the Town Hall to promote links with Bayside, Australia.

#### **12.1.13 Visit to Hafan Cefni Show Flat – request to suggest dates**

The Town Clerk asked if the Councillors who had expressed an interest in visiting the show flat would get together and suggest some dates.

## **12.2 Correspondence not read out**

12.2.1	Anglesey County Council	Town Council website
12.2.2	Anglesey County Council	Draft Rights of Way Improvement Plan Consultation
12.2.3	Anglesey County Council	Executive's Forward Work Programme
12.2.4	Anglesey County Council	Wylfa Newydd Briefing Session
12.2.5	Anglesey County Council	Connectivity 'Not Spots' Anglesey
12.2.6	Anglesey County Council	Social Media through Welsh
12.2.7	Anglesey County Council	T & C C Liaison Forum papers
12.2.8	Councillor Lewis Davies	Bodffordd School Petition
12.2.9	Deputy Mayor	Furniture dumped at Llanfaes
12.2.10	Councillor R Jones	Annual Meeting & Dinner
12.2.11	Town Mayor	Flower bed by RAYC
12.2.12	Councillor K Jones	Royal Wedding Street Party

**Recommendation to Council:**

*That a letter be sent to congratulate the organisers on the success of the street party*

12.2.13	One Voice Wales	GDPR and updates
12.2.14	One Voice Wales	Changes to the consenting of infrastructure
12.2.15	One Voice Wales	Photo locations ideas for Wales Coast Path
12.2.16	One Voice Wales	Guide to One Voice Wales Services
12.2.17	One Voice Wales	Innovative Practice Conference Agenda
12.2.18	One Voice Wales	Training Spaces
12.2.19	One Voice Wales	2018-2019 National Pay Agreement
12.2.20	Beaumaris Allotments	Beaumaris Primary School visit
12.2.21	Beaumaris Allotments	National Garden Scheme/Skip
12.2.22	Dr Steve MacVicar	Community Bike Ride 1 July
12.2.23	Wales Audit Office	Good Practice Exchange Calendar of events
12.2.24	Wales Audit Office	Reflecting on year one: Wellbeing of future generations
12.2.25	Welsh Government	'Pop-In' Sessions across Wales
12.2.26	Katherine Owen	Caernarfon Mayor's Civic Sunday 24 June
12.2.27	Katherine Owen	Notes from GDPR Session
12.2.28	Tref Alaw C Council	Vacancy for Clerk
12.2.29	Walled Towns	Ireland Visit
12.2.30	PHS	Provision of Services
12.2.31	SLCC/ALCC	News Bulletins/National Pay Agreement
12.2.32	Beaumaris Band	Thanks for donations/final instalment
12.2.33	Beaumaris Band	Parking on Band rehearsal nights
12.2.34	Castle Players	Donation from last production
12.2.35	European Walled Towns	Symposium/Elections 12-15 September
12.2.36	Planning Portal	New Planning Service for Wales
12.2.37	Mr Eeckhout	Postcards request
12.2.38	Neil Gough	Skips at Coach Park
12.2.39	Tim Knowles	Traffic issues at RAYC start line
12.2.40	Seafarers UK	Merchant Navy Day 3 September
12.2.41	Terry Callant, Bayside	Mayor's address request
12.2.42	J Williams-Bulkeley	Advertising holiday homes on website
12.2.43	Rob Hughes	Pantri 12 Outside Catering Service
12.2.44	Rev Fairlamb	Repainting west wall of church tower
12.2.45	Liz Milliman	Beaumaris/Australia link
12.2.46	Ynys Mon CAB	Training Brochure
12.2.47	CHC	News Releases
12.2.48	Fforwm Iaith Mon	Bilingual meetings and costs
12.2.49	HSE	Safe Use of Work Equipment
12.2.50	Business Wales	Wales Export Conference
12.2.51	Bobath Cymru	Donation request
12.2.52	Nigel Horne	Dinghy Park

**13.0 ANNUAL RETURN FOR YEAR ENDED 31 MARCH 2018**

Members were circulated with copies of the Annual Return and the Internal Auditor's report. It was noted that control of objectives tested had been proved to be satisfactory in all aspects, but minor amendments were suggested to mitigate future risks. A small amount of VAT had not been reclaimed on Petty Cash payments because these had not been linked to the VAT control system. In the past most payments from Petty Cash did not attract VAT. An amendment was now being made to the system. In the past year, income and expenditure had not been evaluated against the budget as previously because of the lack of meetings of the Audit & Personnel Sub-Committee. Similarly, Standing Orders had not been reviewed. It had been noted that some employees' salaries were not based on the recognised pay scales. A planned review had not progressed following the problems Council had in December. It was agreed that this review should now proceed. Councillor Rowlands agreed to contact the person who had offered to do it.



Members thanked Council staff for their work throughout the year which had resulted in the Internal Auditor being able to give an assurance in respect of the Governance Arrangements and Financial Statement of the Town Council for the financial year 2017/2018. Particular thanks were expressed to the Administrative Officer for her work in preparing the draft accounts.

#### **14.0 UPDATE ON HAPPY VALLEY PAVILION**

*Councillor D T Evans left the meeting*

The Town Clerk said that the architect had suggested a meeting with the Heritage Assessment specialist and the person who had drawn up the plans for the Pavilion. Some initial discussion with Cadw suggested that modifications needed to be made to the building in order to obtain their support; in particular the height of the building needs to be reduced. During the meeting, requirements of the new pavilion had been discussed in relation to cost, users, and the facilities to be offered. Copies of the previous sets of plans had been supplied upon request. The consultants used had a meeting planned with the Conservation Officer of the County Council and it was hoped that progress would be made.

**Recommendation to Council:**

The report be received

*Councillor D T Evans rejoined the meeting*

#### **15.0 NEW CUPS/SAUCERS FOR TOWN HALL**

The Administrative Officer had obtained several prices for new cups and saucers following a decision by the Town Council to purchase new ones. The designs had been evaluated and it had been agreed that the best ones for the Town Hall were in fact the ones that proved cheapest in the price comparison and thus four dozen had been purchased following a discussion with the Town Mayor.

#### **16.0 UPDATE OF MAYORAL BOARD**

The Town Clerk said he wished to update the Mayoral Board. There was a discussion as to how the previous Mayor should be recorded.

Recommendation to Council:

The Board should be inscribed 2017-2017 F R Carr (resigned)

**Recommendation to Council:**

A Past Mayor's Medal and Past Mayoress' Medal be sent to the past Mayor and Mayoress

#### **17.0 LOCAL GOVERNMENT & HOUSING ACT 1989**

This item was dealt with following Agenda Item 5

#### **18.0 GENERAL CORRESPONDENCE**

Councillor D T Evans said that he had sent a letter on 23 July 2017. A further letter had been sent on 16 January but he had not received a reply. The Town Clerk said he was of the understanding that a reply had been sent, and he would investigate. In terms of the general acknowledgement of correspondence sent to the Town Council, it was agreed that the matter should be referred to an Audit & Personnel Sub-Committee meeting.

#### **19.0 LOCAL ELECTION**

Councillor Evans said that in February, Minute 104.0 had suggested that the cost of the elections might be around £6,000 and that final cost would be advised to Council. He said he could not find details of the actual cost of the elections being reported to

members. The Town Clerk said he believed the cost of the elections may have been advised to members via a bill for payment.

**20.0 SALT BIN AT MAES HYFRYD/ARNOLD CLOSE**

A salt bin located at Arnold Close did not have a closing mechanism, thus in windy conditions the lid flew open and rain got in. This resulted in a foul-smelling bin which attracted flies.

**Recommendation to Council:**

A letter be sent to Anglesey County Council asking if the bin could be repaired.

**21.0 YELLOW LINES AT JUNCTION OF ALLT GOCH BACH WITH A545**

Councillor S Zalot was not in attendance and this matter was referred to the next Finance & Planning Committee meeting

**22.0 OVERNIGHT PARKING OF CAMPER VANS ON THE GREEN**

Councillor S Zalot was not in attendance and this matter was referred to the next Finance & Planning Committee meeting

Date .....

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**Chairman**  
**Councillor C J Theakston**