

**MINUTES OF THE MEETING OF THE AUDIT & PERSONNEL SUB-COMMITTEE OF
BEAUMARIS TOWN COUNCIL
HELD ON MONDAY 15 APRIL 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 J V Grant
Councillor R A Jones
Councillor H Mattocks
Councillor L J Roberts
Councillor M G Sarsfield

The Projects Officer was in attendance
Mr Hugh McLean was in attendance

APOLOGIES: Councillor S Zalot

Councillor Sarsfield took the Chair

1.0 DECLARATIONS OF INTEREST

There were no declarations of interest.

The Chair proposed a change of order for the meeting and suggested taking agenda item 4.1 first. The proposal was seconded and carried unanimously.

2.0 ITEM REFERRED FROM FINANCE & PLANNING MEETING 25 MARCH 2019:

2.1 Sonia of Beaumaris: Renewal of leases.

The renewal of the leases for the commercial premises, Sonia and Leisure Lines were discussed and the Chair read out recent correspondence from the shop lessees. It was proposed by the Chair that advice be sought from the District Valuer to ascertain the rental value of all the Town Council's commercial properties and to see if any leases contained reference to the 1954 Landlord and Tenant Act.

Status of Happy Valley was discussed. The Chair pointed out that the Council itself did not have a lease on the Happy Valley. This has been discussed by the Council on a previous occasion.

Recommendation to Finance and Planning Committee:

To seek advice from the District Valuer on the rental value of all the Council's commercial properties with reference to the 1954 Landlord and Tenant Act.

3.0 FINANCIAL MATTERS

3.1 Audit of payroll and holidays

The Project Officer suggested that it might be useful to the sub-Committee to have the Administration Officer attend a future meeting to present relevant documentation. The Administration Officer had already supplied payment details, details of annual leave and imprest payments for the Committee.

Inclusion of the Press and Public on information relating to this agenda item was discussed and it was proposed that the Press and Public be excluded on the grounds that matters relating to staff would be discussed. This Proposal was seconded and carried unanimously.

Leave entitlements of staff were to be discussed and it was proposed that Town Council officers be excluded from this part of the meeting due to the inclusion of payroll information about other staff. The proposal was seconded and carried unanimously.

Town Council officers left the meeting.

Minutes taken by Town Councillors

Proposal: Audit and Personnel Sub-Committee receive a list of all accounts associated with Beaumaris Town Council and their signatories and how many signatories are required per cheque. This Proposal was seconded and carried unanimously.

Recommendation to Finance and Planning Committee:

A list of all accounts associated with the Town Council and their signatories be supplied to the Audit and Personnel sub-Committee together with details on how many signatories are required for cheques.

4.0 PERSONNEL MATTERS

4.1 Staff structure

Following an audit of payroll and holidays the need for further clarification was identified. It was proposed that the Chair of the Audit and Personnel sub-committee and the Mayor seek further information and report back to the Finance and Planning Committee. This Proposal was seconded and carried unanimously.

Councillors suggested that staff timesheets should be in an agreed common format. Proposed, seconded and carried unanimously.

Recommendation to Finance and Planning Committee:

That Town Council staff utilise a common format for timesheets.

It was suggested that the Staff Register be extended to all Staff with a second copy of the document to be kept under the arch in the rest room. Proposed, seconded and carried unanimously.

Recommendation to Finance and Planning Committee:

That the Staff Register be extended to all staff and a second copy be kept in the rest room under the arch.

It was proposed that new revised holiday charts be issued to all staff, clearly identifying holiday entitlement by 1 June 2019. This Proposal was seconded and carried unanimously.

Recommendation to Finance and Planning Committee:

Staff to be issued with new holiday charts by 1 June 2019.

It was proposed to extend the Project Officer's contract for a further 12 months and that the Project Officer's contract be reviewed by the Chair of the Audit and Personnel sub-Committee and the Town Mayor. This Proposal was seconded and carried unanimously.

It was proposed that for the foreseeable future the agency administration staff' with the Town Council be maintained. This Proposal was seconded and carried unanimously.

Recommendation to Finance and Planning Committee:

The Project Officer's contract be extended by 12 months and for the foreseeable future the agency administration staff be maintained.

The Town Mayor proposed to readmit the Press and Public to the meeting. The proposal was seconded and carried unanimously.

The Town Mayor formally proposed a vote of thanks to the Chair of the Audit and Personnel sub-Committee for all the hard work put into the audit over the Last 12 months. He congratulated the Head of Audit for all his good work and thanked him on behalf of the Town Council. This Proposal was seconded and carried unanimously.

It was noted that the Gaol and Courthouse sub-Committee is rather large. It needs to be a steering group and not a sub-Committee. It was proposed to refer this issue as an agenda item to Finance and Planning Committee. This Proposal was seconded and carried unanimously.

The structure of Committees was briefly discussed. It was proposed that advice be obtained from One Voice Wales on the Terms of Reference for Sub-Committees. Proposed, seconded and carried unanimously.

Recommendation to Finance and Planning Committee:

To approach One Voice Wales about the Terms of Reference for Sub-Committees.

4.2 Employee's handbook

The latest version of the Employee's Handbook to be circulated to members of the Audit & Personnel Sub-Committee for consideration and to present their conclusions to the next Audit & Personnel Sub-Committee

5.0 DATE OF NEXT MEETING

To be agreed.