

**MINUTES OF THE MEETING OF THE AUDIT & PERSONNEL SUB-COMMITTEE OF
BEAUMARIS TOWN COUNCIL
HELD ON MONDAY 13 JANUARY 2020 AT 7.00PM IN THE TOWN HALL**

PRESENT: The Town Mayor Councillor C J Theakston
The Deputy Mayor Councillor R A Jones
Councillor A N Gough
Councillor A J V Grant
Councillor H Mattocks
Councillor M Sarsfield
Councillor S Zalot
Councillor D R Owen – observer
Councillor J A Rowlands - observer

The Town Clerk and the Administrative Assistant was in attendance

APOLOGIES: Councillor L J Roberts
Councillor J P Zalot

Councillor Sarsfield took the Chair

1.0 DECLARATIONS OF INTEREST

There were no declarations of interest

2.0 FINANCIAL MATTERS

2.1 Examination of Income & Expenditure against Budget Codes

The Chairman explained the importance of scrutinising the current year's financial performance at this time of year and especially as the office was finalising the annual budget for 2020.

Members were issued with the report for the income and expenditure against each financial code. This detailed actual income and expenditure for the first half of the present financial year and estimated income and expenditure for the rest of the year. A comparison report showed the performance of the years 2018 and 2019, from 1 April to 31 December. It was noted that some income targets had been exceeded over the summer season. The Town Clerk pointed out that the income from the Green was significantly higher. Residents pass income was up. A member suggested the public toilets should have card reader machines, as people were using cash a lot less these days. A member suggested the public toilets be made free.

It was agreed to ask the Project Officer to find out the cost of card reader machines for the public toilets.

The Town Clerk commented on the expenditure against individual cost codes. It was noted generally that expenditure was in line with original forecasts.

The Town Clerk highlighted the importance of spending within cost code 137/142 'Donations' in line with the guidelines being given by the Council's auditors.

The Town Clerk confirmed there was £8.5k allocated to Canolfan support, cost code 147 for 2019 – 2020.

Cost code 148 for the Food Festival support was not given, as the Council had agreed to give the Green free of charge for parking over the period of the festival. Using the Green, and therefore the loss of earnings to the Council, was a donation and support to the festival, higher than the estimated support originally planned for. The Town Clerk would consider how a donation in kind could be reported.

Recommendation to Council: (unanimous)

It was agreed that an annual report be published to show the activities and main achievements of the Council.

It was noted that the Town Clerk should estimate the projected loss of earnings for the Green due to a donation in kind.

The Town Clerk to offer the estimation and actual costs of all donations over the year, and to present to a Finance and Planning meeting.

It was noted that in cost code 231 'Coast Protection' to be removed, as this was now the responsibility of Anglesey County Council.

A member asked if the requested equipment from the Bowling Club grant application had been bought. It was stated that the equipment would be bought in the near future.

A member asked about when the fire escape was to be refurbished. It was reported that the Project Officer was looking into the refurbishment of the fire escape and had approached various specialist companies for advice and quotes.

A member asked about cost code 255, 'Town Hall Admin costs'. It was agreed that an explanation of cost code 255 be reported at a Finance and Planning meeting.

A member asked about cost code 261, 'Other'. The Town Clerk explained that the Christmas Tree had been funded from this cost code.

The Town Clerk explained that the 'Green Regeneration Programme' budget of £12k had not been spent, but some repair works of aeration and seeding would start shortly once the ground had dried out more.

Recommendation to Finance & Planning Committee:

It was agreed that the rates estimate and comparison report would be circulated to the Councillors prior to it being presented at the next Finance and Planning meeting.

A member asked about cost code 375, 'Town Hall Refurbishment' £20k in the estimate, and cost code 385 'Happy Valley Regeneration' £30k in the estimate. It was noted that no major works had been carried out to the Town Hall and Happy Valley.

2.2 Bill payment process

The minutes from the previous Audit and Personnel Sub-Committee had been referred back to the 13 January 2020 Audit & Personnel Sub-Committee for correction, minute 2.1 'To formalise new BACS payments system'. The Town Clerk informed the members of his responsibilities to highlight the Financial Regulations that the Town Council needed to follow.

Part 6 of the Financial Regulations for Town Councils in Wales entitled 'Instructions for the making of payments' was distributed to members. A

discussion considered item 6.15 of the Financial Regulations in regard to who was responsible for the approving payments.

A member referenced a set of papers that he had been issued upon joining as a Councillor, dated 2017, and entitled 'The Good Councillors Guide to Financial Transparency'. The member quoted the process of online payments 'Where electronic banking is used arrangements should ensure that at least 2 people are involved in any transaction, one of whom must be a member'.

Recommendation to Finance & Planning Committee:

The payments process was discussed and reviewed and would be finalised in February.

The Town Clerk suggested 'only' and 'a next' to be removed from the recommendation made in 10 December 2019 Audit and Personnel sub-committee meeting.

Recommendation to Finance & Planning Committee:

It was agreed by the members to modify the following recommendation in regard to the new BACS payments system.

**Recommendation to Finance & Planning Committee:
(Correction for the meeting of the 10 December 2019)**

All prepared bills for payment to be issued to the monthly Finance and Planning Committee meetings.

Following the BACS payment process as outlined, after scrutiny of the invoice's signatures from the senior signing Councillor, who releases payments, the Town Clerk, the Chair of Finance and Planning and one other nominated signing Councillor would complete the approval process to pay online bills.

Exceptional one-off payments would be considered for payment at Council meetings if required. It was agreed that the lead signatory councillor and third Councillor should serve for a six month period, with an agreed rotation of Councillors to authorise payment of invoices.

2.3 Other financial matters

The rates estimates for 2020 are currently being finalised and would be completely shortly.

A member asked about an update to an approval made some time ago for a long service award for an employee. The Town Clerk stated that the employee had been informed but that the award had not yet been made.

Recommendation to Finance & Planning Committee:

It was agreed that the Town Clerk would report to the next Finance and Planning Committee meeting on the arrangements for the long service award.

3.0 PERSONNEL MATTERS

3.1 Job evaluations update

The Town Clerk reported that all of the staff had been given their job descriptions. Two members of staff had asked that they meet together for their job evaluation as they do the same job. Another member of staff asked about the relevant template detailing the levels of Welsh requirements for their role. A member of staff asked about compensation or back pay for past pay scales that had not been implemented.

The template for Welsh requirements would be provided. The job evaluations would be offered to be conducted on an individual basis, or done together for those members of staff doing the same job. The Councillors who were going to be doing the job evaluations would offer the Town Clerk suitable dates and arrangements would then be made.

3.2 Staff recruitment update

The Chairman gave an update on the recruitment for a new Town Clerk and Responsible Financial Officer, the closing date had been 10 January 2020.

51 people had requested an application pack. These had been provided bilingually and in PDF and Word formats. In total 22 applications had been received. Three applications had been received in Welsh. These applications needed to be translated for the next stages of the recruitment process. It was agreed that the normal external professional translation services company would do this.

Ellis Whittam had advised that some late applications should be considered until midday on Monday 13 January 2020. Three of the 22 were submitted after the cut off date of Friday 10 January 2020.

It was reported that a number of strong applications had been received, including Town Clerks, and people with strong administrative and financial management experience.

The interview panel would be; the Chairman of the Audit and Personnel Sub-Committee, the Town Mayor, The Deputy Town Mayor, The Deputy Chairman of the Audit and Personnel Sub-Committee, the Town Clerk, and a representative from Ellis Whittam.

The Town Council's HR specialists, Ellis Whittam advised the Chairman and recruitment panel to prepare a draft copy of the application pack, copies of the 22 applications and the agreed scoring matrix in order to assess the applications.

Ellis Whittam had offered to be a part of the interview panel and that they would independently assess the 22 applications, based on the scoring matrix.

It was stated that each panel member would independently assess the 22 applications ahead of a review scoring meeting. That meeting would then decide on candidates that would be invited for interview.

The interview process had outlined the requirement for a 5 and 10 minute presentation. It was anticipated that the interview would be 1 ½ hours in length.

Recommendation to Council: (unanimous)

It was agreed that Ellis Whittam were to be retained to independently assess the 22 applications, to be part of the review scoring matrix meeting and to agree candidates to be invited for interview.

A member asked about the late applications received after the 10 January 2020 deadline, and asked that these be marked on their applications.

Recommendation to Council: (unanimous)

It was agreed to give an update on the Council's website about the latest situation of the recruitment process for a new Town Clerk and Responsible Financial Officer.

It was proposed, seconded and carried unanimously that the press and public should be excluded for a confidential discussion concerning an item related to the recruitment of a new Town Clerk.

A letter was read out from a member of the public. It had been acknowledged by the Chairman.

It was proposed, seconded and carried unanimously that the press and public should be readmitted to the meeting.

3.3 Other staff matters

It was proposed, seconded and carried unanimously that the press, public and staff should be excluded for a confidential discussion concerning staff matters.

The Chairman explained that the staff would not be required to return to the meeting and were excused.

A confidential staff matter was discussed.

It was proposed, seconded and carried unanimously that the press and public should be readmitted.

The meeting closed at 10pm

Chair

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Councillor M Sarsfield

Date

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