

**MINUTES OF THE MEETING OF THE AUDIT & PERSONNEL SUB-COMMITTEE OF  
BEAUMARIS TOWN COUNCIL  
HELD ON MONDAY 14 OCTOBER 2019 AT 7.00 PM IN THE TOWN HALL**

**PRESENT:** The Town Mayor Councillor C J Theakston  
The Deputy Mayor Councillor R A Jones  
Councillor A J V Grant  
Councillor L J Roberts  
Councillor M Sarsfield  
Councillor S Zalot  
Councillor D Owen – attended as an Observer

The Town Clerk was in attendance  
The Assistant Administrator was in attendance

**APOLOGIES:** Councillor A N Gough  
Councillor H Mattocks

**Councillor Sarsfield took the Chair**

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**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 Town Clerk distributed the rates estimates and a summary report of income and expenditure from 1 April 2019 – 30 September 2019 and the estimated income and expenditure up until the end of 31 March 2019.

The meeting scrutinised the financial papers.

The Chairman asked for additional columns to be added of last year's financial performance.

Members felt it would be beneficial to see comparable figures for income and expenditure in the year of 2017 – 2018.

**Recommendation to Finance & Planning Committee:**

Previous financial performance to be added to the report for the rates estimates for future comparisons.

The meeting raised the following:-

It was noted the income for the Green was greater than estimated.

There was a discussion regarding leases and rent.

There was a request that the leases for the Fishing Kiosks be reviewed.

Members asked if the income from the public toilets now operated by Beaumaris Town Council covered the costs of operating them.

It was noted that hire of the Town Hall was lower.

It was noted that some councillors needed to settle their outstanding bills from the Mayor's dinner.

It was noted that income from the Gaol and Courthouse had increased compared with previous years. This covered general operating costs, but major repairs would be needed to be planned in for the future.

**Recommendation to Finance & Planning Committee:**

A report to be given on the revenue performance and costs of the Gaol and Courthouse, including the code 115 at the next F+P Committee Meeting.

There was a discussion concerning allocations to capital schemes and the contingency fund, and how these could be modified during the course of the financial year.

It was noted that additional allocation could be made for projects, particularly once the main sum of summer income had been established.

Members commented that the descriptions of some codes were not specific, for example 'other' income and expenditure codes. It was stated that these were mainly related to events under the jurisdiction of the Town Council.

It was explained that the code 583 was income mainly from the Annual Fireworks display and the Victorian Christmas weekend.

**Recommendation to Finance & Planning Committee:**

A report under income 583 be given at the next F+P Committee Meeting.

It was noted some codes were not included on the summary report.

This was explained that this was because expenditure had not occurred up till 30 September, but was predicted for the 2<sup>nd</sup> half year.

It was suggested that the descriptions of some financial codes be modified to more adequately describe them. For example "rents" were not paid for several facilities, therefore remove "rents" and the Council did not pay for liability of Coast Protection, and is Anglesey County Council's responsibility.

There was a discussion about coastal protection.

A member said this was no longer a responsibility of the Town Council.

It was agreed that the relevant documents from the 1970's be investigated.

A Councillor pointed out that Town Council liabilities for its assets (such as buildings) could put the Council at risk.

## **2.2 Other Financial Matters**

There were no other financial Matters

## **3.00 Personnel Matters**

### **3.1 Appointment of new Officer**

The Chairman recommended a clear recruitment plan was needed.

The plan was to include details of a job specification, job description, agreed advertising of the appointment. An interview panel to be formed to include 4 Councillors and the Town Clerk.

**Recommendation to Finance & Planning Committee:-**

Seek advice from SLCC (Society of Local Council Clerks) on a standard recruitment process for hiring a Town Clerk and the suggested salary bands for this role.

### **3.2 DBS checks for staff**

#### **Recommendation to Finance & Planning Committee:-**

Office to seek advice from Ellis Whittam about DBS checks for Beaumaris Town Council employees.

#### **AOB**

A Councillor suggested the next Audit and Personnel Sub-Committee meeting be moved from the 9 to the 10 December 2019.

**The meeting closed at 9.35pm**