

**MINUTES OF THE MEETING OF THE FINANCE & PLANNING COMMITTEE OF
BEAUMARIS TOWN COUNCIL
HELD ON MONDAY 22 JULY 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 D T Evans
Councillor D W Gallichan
Councillor A N Gough
Councillor A J V Grant
Councillor K M Jones
Councillor H Mattocks
Councillor L J Roberts
Councillor J A Rowlands
Councillor M G Sarsfield
Councillor J P Zalot

**The Town Clerk was in attendance
The Administrative Officer was in attendance**

APOLOGIES: Councillor D R Owen
Councillor S Zalot

The Deputy Mayor took the Chair

34.0 DECLARATIONS OF INTEREST

The Deputy Mayor declared a prejudicial interest in item 40.1.3 Footpath to south of the Gaol as Company Secretary of BICO Ltd which is adjacent to the footpath

35.0 BEAUMARIS IN BLOOM 2020 - PRESENTATION BY MRS SARAH ZALOT

The Chairman welcomed Mrs Sarah Zalot to the meeting and invited her to address the meeting..

Mrs Zalot said that Beaumaris had done very well in the Wales in Bloom Competition 2019 and will be put forward to represent Wales in the Britain in Bloom competition. Furthermore, Beaumaris has been asked to host the Wales in Bloom prizegiving in September 2020. Although it was some time in the future, Mrs Zalot said that the organisers needed to know soon if Beaumaris was able to accommodate the event in 2020.

It was anticipated that some 140-150 people from across Wales would be attending the event. The Canolfan had indicated they would be happy to host the event and had asked for a donation of about £150 towards the overall cost. The guests would be treated to various activities during the morning (eg Visits to the Gaol, the Courthouse and the Castle etc) followed by lunch. The guests will be paying £15 per head, to cover the cost of lunch etc. It was hoped that 'goody bags' containing souvenirs of Beaumaris could also be supplied.

Councillors congratulated Mrs Zalot and her team for their huge efforts in creating wonderful floral displays for the competition and welcomed the opportunity to host the event in 2020.

Recommendation to Council:

Council gives its full support in principle to host the Wales in Bloom prizegiving event in 2020, and that Mrs Zalot should provide further details of the anticipated costs before the Rates Estimates for 2020-2021 are produced.

Recommendation to Council:

A letter of thanks be sent to all concerned with Beaumaris in Bloom.

Mrs Zalot said she would be travelling to Ystradgynlais in September for this year's prizegiving ceremony.

Recommendation to Council:

Council covers the cost of the visit to South Wales.

Mrs Zalot reported that she had received a donation of £100 from the Menai Aethwy Lions for Beaumaris in Bloom 2020. The cheque had been made out to Beaumaris Town Council; this would be banked and added to the annual donation of £1,000 towards the Beaumaris in Bloom 2020 competition.

Mrs Zalot asked that she be able to discuss with the floral bedding contractor as to her requirements for 2020. It was agreed that she liaise with the contractor and the Project Officer at a later date to discuss plans for next season's displays.

Councillors once again thanked Mrs Zalot and her Beaumaris in Bloom team for their tremendous efforts and she left the meeting.

36.0 TO CONSIDER PLANNING APPLICATIONS

36.1 HHP/2019/173 23 Garth Wen, Llanfaes

Full application for alterations and extensions

Recommendation to Council:

That approval be recommended.

**36.2 Item referred from previous Council meeting:
HHP/2019/158 5 Margaret Street, Beaumaris**

Proposed replacement two-storey extension to the rear

There had been concerns about vehicular access to the rear of the property. The Town Clerk had investigated and had found there was ample parking space available.

Recommendation to Council:

That approval be recommended.

37.0 TO RECEIVE PLANNING DECISIONS

No planning decisions have been received.

38.0 OTHER PLANNING MATTERS

38.1 Anglesey County Council: Temporary prohibition of through traffic in Steeple Lane

Welsh Water is due to start work in Steeple Lane on 29 July for a period not exceeding three weeks. However, it was anticipated to complete the works on 31 July.

Concern was expressed that the road leading to the Gaol would be closed during the peak holiday season and it was proposed that Welsh Water be contacted to ask if they could delay the proposed work until September, although given the timescale involved doubt was expressed as to whether Welsh Water would be able to accede to the request. The proposal was seconded and carried unanimously.

Recommendation to Council:

Welsh Water be asked to postpone the proposed works in Steeple Lane until September

39.0 BILLS FOR PAYMENT

39.0 Bills for Payment

39.1 Balances as at 19 July 2019

Business Direct Reserve
General

£305,854.76 *
120,135.71

Imprest	6,597.90
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Total	432,588.37
Less VAT due	6,743.73
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	£425,844.64

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

39.2 Imprest a/c payments since last meeting on 24 June 2019

27 June Net Pay	9,175.80
4 July Net Pay	1,995.91
11 July Net Pay	1,802.98
HMRC	3,217.80
Gwynedd Council	2,466.75
18 July Net Pay	1,810.82

39.3 Cheques signed between meetings

5590 Plantscape (re-issued, cheque lost in transit)	2,953.20
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39.4 Bills for payment

5591 Bangor Cash Register – Gaol & Courthouse	28.80
5592 SSE – Supply to Exit Barrier	37.67
5593 ASL – Photocopier metered units	41.69
5594 Alpha Business Centre – Stationery	54.38
5595 Huws Gray – Topsoil for Green	57.59
5596 Gentworks – Bactericidal Cleaner for toilets	84.00
5597 BT – Green Kiosk Phone Bill	150.37

A member commented that this was the second bill for the Kiosk in the space of a month. It was noted that the previous bill had been a reminder and that the original bill had not been received. The Town Clerk was asked if the itemised bill had been received. He reported that due to staff shortages this had not yet been requested of BT.

5598 F E Roberts – Fuel, June	159.08
5599 Evans Bros – Goods for toilets etc	230.90
5600 Biffa Municipal – Happy Valley Wheelie Bin Service	241.73

In response to a question, it was confirmed that the wheelie bins in Happy Valley were for public use.

A Councillor asked if it was possible to place recycling bins in Happy Valley. Concern was expressed as to who would empty them and how, as it seemed to be an extremely expensive operation to carry out

It was proposed, seconded and carried unanimously that representatives of Plastic-free Beaumaris Di-blastic be invited to discuss the issue with Council.

Recommendation to Council:

Members of Plastic-free Beaumaris Di-blastic be invited to meet with Council to discuss recycling bins in Happy Valley

5601 Welsh Books Council – Books for Gaol & Courthouse	465.84
5602 Petty Cash	200.00

5603	BTC Imprest a/c – Payroll August & September	37,500.00
5604	Anglesey Fabrication – Repair of Spring Seesaw	80.00
	<i>A question was asked if the Town Council are covered by insurance should the equipment break again.</i>	
	Recommendation to Council:	
	<i>A copy of the Contractor's Public Liability Insurance be requested for information</i>	
5605	GMS Garden Machinery – Parts for Etesia Mower	33.51
5606	BT – Broadband Services	113.16
	Total	£39,478.72

It was proposed, seconded and carried unanimously that the bills be paid.

40.0 CORRESPONDENCE

40.1 Correspondence read out

40.1.1 Freedom of Information request: Additional communication and reply

The Town Clerk reported further correspondence from the enquirer in which it was stated that Council were contravening RTRA1984 by using income from the Green to fund various projects within the town. He reported that he had replied stating the income was not from on-street parking, therefore the terms of the act did not apply. No further correspondence had been received and he now considered the matter closed. Council endorsed the Town Clerk's actions.

40.1.2 Local Democracy & Boundary Commission for Wales: Review of electoral arrangements for the County of Isle of Anglesey

The consultation period is from 19 July to 10 October. It was hoped to get an update from the Seiriol Councillor attending the September Council meeting.

40.1.3 A local resident: Request for footpath south of Gaol (Cil y Carchar) to be tarmacadamed

*The Deputy Mayor left the meeting
Councillor K Jones took the Chair*

It was noted that the letter was unsigned and no address given. It was Council's policy not to deal with anonymous correspondence therefore it was proposed, seconded and carried unanimously that the letter be received.

However, it was considered that tarmacking the lane would enhance the Gaol, and it was proposed, seconded and carried unanimously that this be made an agenda item for consideration at the next Greens & Buildings Sub-Committee.

Recommendation to Council:

The tarmacking of Cil y Carchar be made an agenda item for the next Greens & Buildings Sub-Committee meeting

*The Deputy Mayor rejoined the meeting.
The Deputy Mayor took the Chair*

40.1.4 Resident at Green Edge: Concerns about the Green

It was noted that this letter was also unsigned. However, it was agreed that the letter had been passed from the Greens & Buildings Sub-Committee by the Chair of the Sub-Committee, who was aware of the sender, as an agenda item for the Finance & Planning Committee and the letter should now be considered.

Councillors considered the contents of the letter and the following observations were made:

Improved Maintenance

The Town Clerk said his maintenance staff were doing their best, sometimes under very difficult circumstances. They would not strim around lampposts if cars were nearby in case stray stones are thrown up and damage the vehicles. They were at work as early

as 6.00 am to water the increasing amount of floral displays within the town before the heat of the day.

The Green had been patched and aerated early in the year. Due to the Flood Alleviation works, coaches now park on the hard standing, taking away the opportunity to close the central triangle and area behind the kiosk

It was suggested that perhaps the Town Clerk considered taking on an extra member of staff to trim on the Green early in the morning before cars arrive for the day

Marshalling of vehicles

The general feeling was that the marshalling of vehicles could be improved.

The Town Clerk explained that staff at the kiosk were busy with other duties so it was not possible during high season.

Signage

The present signage on the Green was confusing. The Town Clerk said he had not yet had time to address this and other issues due to staff shortages. The Audit & Personnel Sub-Committee was currently in the process of trying to improve staff structure which hopefully will solve the problems.

Vehicles used for advertising

It was felt that certain vehicles were being parked in such a manner that they were being used to advertise their businesses. This was contrary to Council policy and the Town Clerk was asked to speak to the owners of such vehicles and ask them to park in a less conspicuous area at the far end of the Green.

Recommendation to Council:

Reply to the sender, acknowledging and agreeing to their concerns and stating that Council was in the process of seeking to improve the overall management of the Green.

40.1.5 One Voice Wales: Nomination of Welsh Language Champion

Twelve Councils have responded so far.

Recommendation to Council:

The Deputy Mayor, Councillor Rhian Jones, be nominated Welsh Language Champion for Beaumaris Town Council.

40.1.6 John Fisher: Sea Front Car park

40.1.7 Mrs S Jones: Council policy re Motorhomes

It was agreed to consider the two letters together.

The correspondence was received after the initial decision to ban Camper Vans/Motorhomes from the Green.

Recommendation to Council:

Replies be sent explaining why the decision had been made and the current situation regarding the parking of Camper Vans on the Green, ie they were welcome to park on the Green until 10.00 pm.

It was noted that all Camper Van/Motorhome owners were given notes advising that overnight parking was not permitted.

40.1.8 Disabled parking facilities on the Green

The email expressed disappointment at finding that there were no designated disabled parking spaces available on the Green and said that staff at the Green had been discourteous and unhelpful. She had been obliged to leave Beaumaris without visiting any of the local amenities.

The Chairman reported that the complaint had also been raised at the recent meeting of the Town & Community Councils Liaison Forum.

Councillors expressed disappointment at the content of the email, and a discussion concerning staff training and how to improve staff/visitor relations took place.

Recommendation to Council:

A reply be sent apologising for the incident and enclosing a voucher for Afternoon Tea at the Bulkeley Hotel.

40.1.9 ADAMS: Parking request for exhibition at Bulkeley Hotel

The Anglesey Dollshouse and Miniature Society have visited Beaumaris for many years.

Recommendation to Council:

Free parking be offered for the two cars for the duration of the exhibition.

40.2 Correspondence not read out

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| 40.2.1 | Anglesey County Council | Executive's forward work programme |
| 40.2.2 | Anglesey County Council | T & C C Liaison Forum paperwork |
| 40.2.3 | Anglesey County Council | Pont y Brenin, Llangoed |
| 40.2.4 | SLCC | Nomination for Election of Directors |
| 40.2.5 | SLCC | Branch Meeting at Caernarfon |
| 40.2.6 | One Voice Wales | Conference and AGM 5 October |
| 40.2.7 | One Voice Wales | P am Pobl/P is for People |
| 40.2.8 | Owain Watkin Hughes | Second homes questionnaire |
| 40.2.9 | Dark Sky Officer | 50 th Anniversary of the Moon landings |
| 40.2.10 | Mallatite | EV Charging Units |
| 40.2.11 | ATA | 'No Pylons on Anglesey' campaign |
| 40.2.12 | Welsh Government | Non-Domestic Relief for Public Lavatories |
| 40.2.13 | Welsh Government | WHS Board Meeting paperwork |
| 40.2.14 | Dr Steve MacVicar | Illustrated Talk Asia-Anglesey Cycle Ride |
| 40.2.15 | Holyhead Town Council | Appointment of new Town Clerk/RFO |
| 40.2.16 | Parish of Bro Cyngar | Treasurer required |
| 40.2.17 | Theatr Bara Caws | Performance at Llanrwst 5 August |
| 40.2.18 | Ysgol David Hughes | Prizegiving donation request |

Recommendation to Council:

Beaumaris Town Council make a donation of £50 towards the prizegiving as in previous years

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| 40.2.19 | Llangefni CFRs | Donation request towards defibrillator |
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Recommendation to Council:

A reply be sent explaining the Town Council's process for donation requests.

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| 40.2.20 | INRG Solar | Summer of 2019 update |
| 40.2.21 | Playforce | Outdoor gym equipment etc |
| 40.2.22 | Cutting from Daily Post | Connah's Quay Town Council Café problems |

40.3 Facebook – Direct Messages

No messages to report

41.0 TO RECEIVE SUB-COMMITTEE REPORTS:

41.1 Gaol & Courthouse dated 25 June 2019

It was agreed that these minutes had already been dealt with at the previous council meeting and the item was withdrawn.

41.1 Audit & Personnel dated 8 July 2019

It was proposed and seconded that the report be accepted

41.1.1 Item 3.1 Job Evaluations

Recommendation to Council:

Two amendments be made to the minutes of the discussion which took place during the exclusion of the press and public.

With the above points, it was carried unanimously that the report be accepted.

41.2 Greens & Buildings dated 15 July 2019

It was proposed and seconded that the report be accepted.

41.2.1 Item 5.3

Recommendation to Council:

The words 'only at weekends' be deleted

41.2.2 Item 5.6

Recommendation to Council:

Camper Vans/Motorhome owners who parked on the Green overnight should be issued with a Parking Charge Notice of £100, with a discount to £75 if paid within 10 days. Appropriate signage should be in place warning owners of Council's intentions.

41.2.3 Item 6.1

The Town Mayor asked if it was possible for Council to make a donation towards the Charity Fun Day. He was advised of Council's procedure for donation requests.

41.2.4 Item 6.2

Recommendation to Council:

The word 'fountains' be replaced with 'water'

41.2.5 Item 7.3

A question was asked whether a final decision had yet been made on replacing the fire escape. The Town Clerk advised that following numerous fruitless attempts to agree a design with Anglesey County Council, the fire escape would now be refurbished not replaced.

41.2.6 Item 7.4

A member asked if the public toilets had been deep cleaned. The Town Clerk advised that part of the work had been completed, and it was hoped it would be completed this week.

Councillor J Zalot left the meeting

With the above points, it was carried unanimously that the report be accepted.

42.0 ITEMS REFERRED FROM JUNE FINANCE & PLANNING COMMITTEE:

42.1 Minute 6.1.1 Anglesey County Council Common Housing Allocation Policy

The new proposals for the Housing Policy were available online. It was agreed that multiple submissions from individual Councillors was preferable to one submission on behalf of Council.

Councillor J Zalot rejoined the meeting

42.2 Minute 24.2.2 Painting of Beaumaris Pier – update

No new update was available

42.3 Minute 26.1 Annual Dinner

A member commented that what had once been a rather private and much smaller occasion had grown so much over the years that only one venue in the town was available to accommodate the guests. He expressed disappointment that there were no other venues available for the event.

Councillor Gallichan left the meeting

42.5 Minute 26.3 Council's Banking Procedure – Update

Councillor Gough presented his latest update:

Online Banking payments

Application form received. To finalise the agreement he needed a formal resolution from Council confirming the arrangements. The resolution is as follows:

"It was resolved that the persons named in section 5 of this application are authorised to: Complete and sign The National Westminster Bank plc's Bankline Application Form for provision of internet banking services.

Accept the Bankline Terms on behalf of the Unincorporated Body"

The persons named in Section 5 are Councillors Andrew Neil Gough, Rhian Aledwen Jones. and Clay Jax Theakston

Recommendation to Council:

That the resolution be adopted.

Payroll Submissions

Councillor Gough has asked for clarification regarding electronic payroll payments from Anglesey County Council's Monitoring Officer

Business Credit Cards

Three cards with a limit of £500 monthly each to be obtained for the Town Clerk, The Administrative Officer and the Project Officer so that Council staff do not need to make purchases on behalf of the Council using private accounts. Balances to be paid monthly in full by Direct Debit and a copy of the statement to be presented to the Finance & Planning Committee.

Recommendation to Council:

The application form be signed by the Town Mayor and the Chair of the Audit & Personnel Sub-Committee.

Recommendation to Council:

Council's thanks be expressed to Councillor Gough for his work in updating Council's banking procedures.

43.0 ITEM REFERRED FROM JUNE COUNCIL MEETING

**43.1 Minute 16.3 Flood Alleviation Works : Report and update
Mount Field**

Councillor J Zalot reported that he recently attended an on-site meeting with the Head of Works, Emma Collett and the Project Officer. He produced photographs of the works at Mount Field and showed members the planned pipework in the area. The contractors had been beset by numerous problems, causing them to rethink their original plans and replace the plastic pipework with concrete pipes, at huge expense. To enable progress, extra funding had had to be secured from the Welsh Government.

Councillor Zalot said that due to the problems, delays had been caused and the Mount Field project was now likely to end September or October. For the next stage of the works, traffic will be diverted through the coach park.

Councillor Zalot said he hoped that whilst the contractors were in the Mount Filed area, they might be able to construct stone steps from the promenade rather than the steel ladder planned.

Maes Hyfryd/Stanley Street

Huge problems concerning utilities mains had been discovered whilst excavating the area in Maes Hyfryd and delays in the works were likely. Whilst the roads were closed, parking for residents was a problem. Councillor Zalot hoped the school yard would be made available for extra parking spaces.

Members thanked Councillor Zalot for attending the meeting and for presenting his report.

Recommendation to Council:

A letter of thanks be sent to Anglesey County Council Highways to thank their staff for their help and assistance in the matter, and that a letter of thanks be sent to the Welsh Government Minister responsible for securing extra funding to progress the project.

It was proposed, seconded and carried unanimously that the press and public be excluded for the following items on the grounds of confidentiality and discussions concerning staff.

44.0 HONORARY BURGESS EVENT

A decision had been made to confer an Honorary Burgess award on a local recipient, but to date no arrangements had been made.

Recommendation to Council:

Council write to the proposed recipient asking her to meet with the Town Clerk and Deputy Mayor to discuss the preferred wording of the document.

It was noted that the Honorary Burgess Board and the Mayoral Board needed to be updated. It was agreed that the Town Clerk arrange for this to be done.

45.0 STAFFING UPDATE

45.1 Administrative Assistant

An update was given on the recruitment process for the post of Administrative Assistant.

Recommendation to Council:

To be able to offer a bilingual service, a further post be advertised for a person to carry out Welsh translations for Council documents, hours to be agreed, on a trial basis of six months. The advertisement is to be bilingual.

45.2 Staffing Structure

The Chairman of the Audit & Personnel Sub-Committee reported that he had asked for advice regarding staffing structure from Ellis Whittam and the Monitoring officer at Anglesey County Council. He had been advised to contact One Voice Wales. The Town Clerk has the password to access the online advice line. The contact at One Voice Wales is Mel AbOwain.

Recommendation to Council:

The Chair of the Audit & Personnel Sub-Committee be enabled to contact One Voice Wales to discuss the situation and to ascertain the best way forward.

It was proposed, seconded and carried unanimously that the press and public be re-admitted.

The Administrative Officer left the meeting

Recognition of long service

Recognition of long service was discussed. It was agreed to investigate what Council could do in recognition of long service.

The meeting closed at 10.25 pm

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**Chair
Councillor R A Jones**

Date