

**MINUTES OF THE MEETING OF THE FINANCE & PLANNING COMMITTEE OF
BEAUMARIS TOWN COUNCIL
HELD ON MONDAY 25 NOVEMBER 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 H Mattocks
Councillor D R Owen
Councillor L J Roberts
Councillor J A Rowlands
Councillor M G Sarsfield
Councillor J P Zalot
Councillor S Zalot

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

APOLOGIES: Councillor K M Jones

The Deputy Mayor took the Chair

The Chair thanked the Town Mayor, Councillors, the Town Council staff and all the volunteers who had helped throughout the month of November towards the success of the Fireworks and Bonfire night the Victorian Christmas Weekend and with the arrangements for Remembrance Sunday. It had been a very busy time, and many people had worked very hard on these events. On behalf of the Councillors the Chair expressed a special thanks to Mrs Sarah Zalot for her hard work with the Victorian Christmas.

The meeting wished to record its thoughts for the pilot who had crashed in the waters off Anglesey and thoughts were expressed towards the rescuers.

89.0 DECLARATIONS OF INTEREST

Councillor J P Zalot declared a prejudicial interest in item 6.1.2 the stakeholder meeting to discuss the Menai Strait Code of Conduct.

Councillor D W Gallichan declared a personal interest in item 4.1, the consultation process for demolition of garages in Beaumaris and Llanfaes, as he occupies one of the garages.

90.0 TO CONSIDER PLANNING APPLICATIONS

There were no planning applications to consider.

91.0 TO RECEIVE PLANNING DECISIONS

- 91.1 HHP/2019/231 - Full alterations and extensions at 5 Rose Hill, Gaol Street, Beaumaris, GRANTED.
- 91.2 FPL/2019/262 – Full application for the change of use of the hairdressers on the ground floor and basement (A1 use class) to form part of the existing residential unit above (C3 use class) at 36 Church Street, Beaumaris, GRANTED.
- 91.3 FPL/2019/254 - Full application for erection of a shed at Kingsbridge Caravan Park, Camp Road, Llanfaes, GRANTED.

92.0 OTHER PLANNING MATTERS

92.1 Consultation process for demolition of garages in Beaumaris and Llanfaes - DEM/2019/7, DEM/2019/13 and DEM/2019/10.

Councillor D Gallichan left the meeting.

The Town Clerk had written to Anglesey County Council asking for an explanation of the consultation process with the Town Council and occupiers of these garages. Anglesey County Council replied stating the demolition is a permitted development but a full application is required for approval of the method of demolition along with the traffic issues and ecological issues.

A discussion raised concerns about the unclear consultation process about the garages and where residents would park.

Recommendation to Council (unanimous):

To invite an Officer of Anglesey County Council to a meeting of the Town Council to explain the proposed demolition of garages in Beaumaris.

Councillor D Gallichan returned to the meeting.

92.2 Site visit relating to proposed development at Henllys HPB

The Town Clerk informed the members that a meeting to discuss and see site plans for the development at Henllys HPB was scheduled for Friday 29 November 2019, at 11am. It was agreed the office would circulate arrangements to all Councillors, and those wishing to attend should inform the office accordingly.

93.0 BILLS FOR PAYMENT (introduction to new payment systems – Councillor Gough)

Councillor Gough explained the new payment systems, with changes and improvements to making payments online and the ability to make credit card purchases for Council business.

93.1 Balances as at 25 November 2019

Business Direct Reserve	£306,078.01*
General	221,734.93
Imprest	147.30
<hr/>	
Total	£527,960.24
Less VAT due	3,914.96

£524,045.28

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

93.2 Imprest a/c payments since last meeting on 28 October 2019

31 October	
Net Pay	12,366.89
7 November	
Net Pay	1,676.30
Gwynedd Council	2,364.82
HMRC	3,643.44
14 November	
Net Pay	2,806.38

21 November	
Net pay	1,335.11

93.3 Mastercard Payments October

Business account holders for staff to enable Mastercard payments, with a limit of £500.

T W Ashenden

Snow Fluid	83.97
Rail Ticket (Councillor J P Zalot)	100.10
Travelodge (Councillor J P Zalot)	212.24
Bactericidal Cleaner	84.00

J A Waddicor

New Flags	129.54
New telephones for office	89.99

N J Baguley

Halloween items for Gaol	85.28
Halloween items for Gaol	44.58
Limewash for Gaol	58.50
Halloween items for Gaol	10.75
Halloween items for Gaol	20.07

Total for month	£919.02
------------------------	----------------

93.4 Cheque signed after October F & P Meeting

5681 Christmas Tree World – Christmas Tree	15,024.00
--	-----------

93.5 BACS Payment 13 November 2019

5692 Towers & Sanders Ltd – Scaffolding Tower	2,672.66
---	----------

93.6 Bills for payment

5693 BestHost – Site Builder Studio	31.50
5694 Gwynedd Forklifts – Christmas Tree	78.00
5695 ASL – Photocopier Metered Units	169.55
5696 W O Jones – Printing Bonfire Stickers	240.00
5697 The Bulkeley Hotel – Hotpot for Bonfire Guests	256.20
5698 Cymen Cyf – Translation Services (Job Description)	279.38
5999 Wales Audit Office – External Audit Fees	307.90
5700 Playquest – Inspection of Play Equipment	600.00
5701 HSS Hire – Lighting Towers for Bonfire	2,466.00
5702 Merlin Fireworks – Display 2 November	9,480.00
5703 BTC Imprest a/c – Payroll December/January	50,000.00
5704 Petty Cash (cheque)	200.00
5705 Rowena – Items for Mowers/Strimmers etc	387.45
5706 Mrs Kim Owen – Buffet for Walled Towns AGM	170.00
5707 The Bulkeley Hotel – Hotpot for Bonfire Volunteers	451.30

Total	£65,117.28
--------------	-------------------

Bills for payment were traditionally paid by cheque, with the accompanying invoices for Councillors to scrutinise. A discussion considered the necessary sign off procedure for reviewing bills before online payment could be made. The Town Clerk highlighted the auditing requirements for signing off bills. For the online payments, the invoices were circulated with a payment authorisation sheet to be signed by three Councillors and a safeguarding mechanism is in place.

Recommendation to Council (unanimous):

The Town Clerk, Councillor Gough and the Internal Auditor to meet to review procedures prior to a meeting and the sign-off procedure for preparing bills.

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

94.0 CORRESPONDENCE

94.1 CORRESPONDENCE READ OUT

- 94.1.1 Senior Archivist, Anglesey County Council: Records/documents for deposit in archives
The Senior Archivist had asked Beaumaris Town Council if they wished to place any archiving materials in the County Council's archive.

A member stated that archived materials for Beaumaris Town Council were kept at the archiving facilities at Bangor University.

Recommendation to Council (unanimous):

All archive materials for Beaumaris Town Council be logged with Bangor University.

- 94.1.2 Senior Maritime Officer, Anglesey County Council: Stakeholder meeting to discuss Menai Strait Code of Conduct – Anglesey Business Centre Thursday 12 December, 10.30-12.30

Councillor J P Zalot left the meeting.

The Town Clerk informed the meeting of the correspondence from the Senior Maritime Officer, concerning a voluntary code of conduct which hopes to positively affect behavioural change of boat users on the Menai Straits. Councillor S Zalot said that he was already attending the meeting. Four Councillors expressed an interest in attending.

Councillor J P Zalot returned to the meeting.

- 94.1.3 Beaumaris Food Festival: Request for meeting
The letter from the Food Festival organisers was read out and discussed.
Recommendation to Council (unanimous):
To request a completed grant application for a donation in kind by way of free use of the green accompanied by a set of independently audited accounts prior to arranging a meeting with the Food Festival organisers.

- 94.1.4 Playforce: Grant funding opportunity
Playforce had written to advise of a new Government funding opportunity to update local play areas for an amount up to £25k. Applicants must be able to pay 30% of the overall projected costs. A bucket swing and much needed matting around the play equipment for Happy Valley was discussed.
Recommendation to Council (unanimous):
To ask the Project Officer to investigate the possibility of applying for a grant. The grant funding opportunity letter to be forwarded to the school and all community groups that may benefit from this.

- 94.1.5 John Weston: Free trees from Woodland Trust
A letter stated that Council hadn't yet applied for free trees from the Woodland Trust.

Recommendation to Council (unanimous):

The office to apply for free trees and plan where to plant them.

- 94.1.6 SLCC/ALCC Membership renewal

Recommendation to Council (unanimous):

To renew the annual SLCC/ALCC membership.

94.1.7 Automobile Club of North Wales: Request to hold Show on Green, Sunday 26 July 2020

Recommendation to Council (unanimous):

To agree for the Show on the Green.

94.1.8 AONB Project Officer, Anglesey County Council: Free installation of Water Refill Stations along/near Coastal Path/AONB

Recommendation to Council (unanimous):

To request free water refill stations for locations on the Coastal path, including the Green and the Pier.

94.1.9 Llanfaes Community Centre: Notice of AGM 28 November at 7.00 pm Received.

94.2 Correspondence not read out

94.2.1 Anglesey County Council Executive's Forward Work Programme

94.2.2 Anglesey County Council Pier Users Group Agenda etc 2 December

94.2.3 Anglesey County Council Parliamentary Election 12 December

94.2.4 Anglesey County Council Flood Alleviation Works

94.2.5 Anglesey County Council Welsh Language Champions Meeting

94.2.6 Anglesey County Council Ysgol Llandegfan Consultation Document

The Chair informed the meeting that Llandegfan School proposed to lower its admission age in line with other schools on Anglesey.

94.2.7 Welsh Government Securing Biodiversity Enhancements

94.2.8 Walled Towns AGM 27 November Agenda

94.2.9 One Voice Wales IRP Statement of payments to members 2018/19

94.2.10 One Voice Wales Proposed amendment to Sustainable Drainage Order 2018

94.2.11 One Voice Wales Larger Council's Committee Minutes 16 October

94.2.12 One Voice Wales Representing the interests of people in the NHS

94.2.13 One Voice Wales Newsletter Special Bulletin

94.2.14 Beaumaris Allotments Photos from BAFTAs

94.2.15 Wales CHC News Release Vascular Services

94.2.16 Moocow Studios VE Day 75 Anniversary giftware range

94.2.17 Ellis Whittam Draft contract and Handbook

94.2.18 Ellis Whittam Good Work Plan

94.2.19 Medrwn Mon Newsletter

94.2.20 One Voice Wales Training Session at Llangefni

94.2.21 CCTV Users Group Facial recognition technology in public places

94.2.22 Steve Macvicar Seiriol Alliance Meeting 14 November

94.2.23 Conwy Town Council 'Evening of Christmas Music' 12 December

94.2.24 Diversified Comms CDC Tourism Yearbook 2020

94.2.25 Ffestiniog Town Council Vacancy for Town Clerk

94.2.26 Victim Support Funding request

94.2.27 Seafarers UK Red Ensign Day

94.2.28 Ynys Mon CAB Funding request

94.2.29 Dawns I Bawb Funding request

94.2.30 Welsh Government Local Government and Elections

94.2.31 Conwy Town Council 'Evening of Christmas Music' 12 December

94.2.32 Diversified Comms CDC Tourism Yearbook 2020

94.2.33 Ffestiniog Town Council Vacancy for Town Clerk

94.2.34 Victim Support Funding request

94.2.35 Seafarers UK Red Ensign Day

94.2.36 Ynys Mon CAB Funding request

94.2.37 Dawns I Bawb Funding request

94.2.38 Welsh Government Local Government and Elections

94.3 Facebook – Direct Messages
A discussion regarding the posting of free parking concluded that the post should be removed.

95.0 TO RECEIVE SUB-COMMITTEE REPORTS:

95.1 Audit & Personnel dated 11 November 2019

Minute 3.1. It was proposed seconded and carried unanimously that the staff be excluded for a confidential discussion concerning staff matters. The Chairman explained that the staff would not be required to return to the meeting.

With this correction it was proposed, seconded and carried unanimously that the minutes be accepted.

95.2 Greens & Buildings dated 18 November 2019

It was proposed, seconded and carried unanimously that the minutes be accepted.

Minute 3.1. The Green, claim against the Town Council re incident 6 August 2016.

It was proposed, seconded and carried unanimously that the press and public should be excluded for a confidential discussion concerning the claim against the Town Council.

It was proposed, seconded and carried unanimously that an update be sought from the Town Council's insurers.

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

Minute 3.2. Management and maintenance of the Green.

In regard to the condition of the Green it was proposed, seconded and carried unanimously to urgently contact Anglesey County Council in regard to getting advice on Greens management specialist companies.

Minute 4.0 Happy Valley. In regard to the Pavilion at Happy Valley it was proposed, seconded and carried that the office contact CADW rather than the Conservation Officer in regard to seeking advice on painting the Pavilion.

With the above points it was agreed that the minutes be accepted.

96.0 ITEMS REFERRED FROM OCTOBER MEETING:

96.1 Welsh Government Consultation Document: Updated Policy and Guidance on Compulsory Purchase in Wales

The Town Clerk had made the consultation documents available for scrutiny. The deadline for comments is 17th January 2020.

It was proposed, seconded and carried unanimously that the documents be received.

96.2 Technical Advice Note 15: Development, flooding and coastal erosion.

Recommendation to Council (unanimous):

That the item be deferred to the next meeting of the Finance & Planning Committee and that the office circulate the document before the meeting.

97.0 RENEWAL OF TOWN COUNCIL'S INSURANCE – Town Clerk

The Town Clerk informed the meeting of some changes to the insurance premium which would include cover for the Gaol and Courthouse.

Recommendation to Council (unanimous):

The revised annual renewal notice for the Town Council's insurance be accepted.

Councillor L Roberts left the meeting at 8:55pm.

98.0 UNSATISFACTORY CONDITION OF FOOTPATH INTO MILL LANE – Councillor D T Evans

A report was given on a section of footpath between 12 and 14 Cae Mair. The section is approximately 150 metres from the road to the 15 steps leading down into Mill Lane. The condition of the path and steps at this time of year is often covered in wet slippery leaves and can be very hazardous. Inquiries with Anglesey County Council confirmed that it was responsible for the footpath and steps.

The Chair thanked Councillor D T Evans for his report on the footpath and the clarification of who is responsible.

Recommendation to Council (unanimous):

The office to write to Anglesey County Council about the very poor condition of the footpath and steps.

99.0 UPDATE ON RECRUITMENT OF NEW OFFICER – Councillor M Sarsfield

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

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

9:00pm The Town Clerk and Administrative Assistant left the meeting.

The Chair of the Audit and Personnel Sub-Committee reported on his discussion with Ellis Whittam.

It was proposed, seconded and carried unanimously that the Chair of the Audit and Personnel Sub-Committee continue to liaise with Ellis Whittam regarding the recruitment process.

9:25pm The Town Clerk and Administrative Assistant returned to the meeting.

100.0 UPDATE ON HAPPY VALLEY PAVILION – The Deputy Mayor, Councillor R A Jones

The Town Clerk was asked for an update on the Pavilion and the lease for Castle Grounds. A summary of discussions at previous meetings was given. It was also noted that the tenant had carried out a lot of works to the Pavilion over the last 18 months and had asked if she can paint the Pavilion.

Recommendation to Council (unanimous):

The office to find the original plans and drawings so that they can be reviewed by Councillors.

The meeting closed at 9:35pm