

**MINUTES OF THE VIRTUAL MEETING OF THE AUDIT & PERSONNEL SUB-COMMITTEE OF
BEAUMARIS TOWN COUNCIL
HELD ON MONDAY 15 FEBRUARY 2021 AT 7.00 PM**

PRESENT: The Town Mayor Councillor C J Theakston
The Deputy Mayor Councillor R A Jones
Councillor A N Gough
Councillor H Mattocks
Councillor L J Roberts
Councillor M G Sarsfield

Councillor D R Owen as an observer
Councillor J Zalot as an observer

The Town Clerk was in attendance

APOLOGIES: Councillor A J V Grant
Councillor S Zalot

Councillor M G Sarsfield took the Chair

1.0 DECLARATIONS OF INTEREST

There were no declarations of interest disclosed prior to the meeting but the two observers declared an interest when discussing the staff of the Gaol and Courthouse. They were placed in the waiting room whilst the item was discussed.

2.0 FINANCIAL MATTERS

2.1 Audit

The Town Clerk confirmed that Mr Foulkes had accepted being an internal auditor and that we were still awaiting our Report for last year but had chased them. There was a delay but aware that other Councils were receiving their report.

The Town Clerk reported that Isle of Anglesey County Council Standards Committee was going to be conducting a review at the end of March beginning of April. The majority of the paperwork was on our web site but we would have to provide some that were not there such as Councillors Training Record, the Town Clerk's training record and updating the Register of Interest.

Further discussion then took place in relation to the role of the Virtual Sub-Committee being able to Audit documents. The Town Clerk provided a list of what subject matters should be audited. They would consider the list and revert to the Chair with suggestions prior to the next meeting on the 15 March 2021.

It was also recommended that possibly the Sub-Committee could have a zoom meeting with the Administrative Officer in order for her to provide a summary and answer some questions they had.

2.2 Income and Expenditure Comparison

The Town Clerk reported back on matters that had been raised at the previous meeting with certain codes and information that had been requested.

A document had been comprised to include the rate estimate and the actual income and expenditure figures from the comparison document. It was explained that it was only

for a period of 9 months and not a full year. The Sub Committee may come back in the future with further enquiries.

3.0 STAFFING MATTERS

3.1 Covid Government Guidelines

The Town Clerk reported on the current position and that there had been no real change since the last meeting on the 18th January 2021.

3.2 Staffing

3.2.1 Gaol and Courthouse

The two observers Councillor D Owen and Councillor J Zalot were excluded from the discussion and placed in the Waiting Area

The Town Clerk reported on the matters that she was asked to do so on the last occasion. Further discussion took place on her findings and it was agreed that the Town Clerk would consider matters and report back at the next meeting with her thoughts.

3.2.2 Job Description and Specification / Appraisal.

It was proposed and seconded that the press and public be excluded from the remaining part of the meeting due to the nature of the discussions

The Town Clerk reported on the matters and a discussion took place it was acknowledged that the Town Clerk would revert back to the Sub Committee with her recommendations on the issues discussed.

It was agreed that the Mayor and the Chair of the Sub Committee would conduct the three month review with the Town Clerk. If either was not available then it would fall to the availability of the Deputy Mayor and Deputy Chair of the Sub Committee

It was proposed and seconded that the press and public should be re-admitted to the meeting

The meeting closed at 08.37pm