

**MINUTES OF THE MEETING OF THE AUDIT AND PERSONNEL SUB-COMMITTEE  
OF BEAUMARIS TOWN COUNCIL  
HELD ON MONDAY 11 MARCH 2019 AT 7.00 PM IN THE TOWN HALL**

**PRESENT:** The Town Mayor Councillor J P Zalot  
The Deputy Mayor Councillor C J Theakston  
Councillor A J V Grant  
Councillor R A Jones  
Councillor H Mattocks  
Councillor M G Sarsfield  
Councillor S Zalot

The Project Officer was in attendance

**APOLOGIES:** There were no apologies for absence

**Councillor M G 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 Confirmation of an Internal Auditor**

It was confirmed that a letter of appointment had been sent to the proposed Internal Auditor who had yet to reply.

**2.2 Projects Report, recommendations and actions to date.**

Members were circulated with copies of the report. Various actions were reported on and discussed by the committee. It was decided that it was too late to move forward with acting upon the quotations presented to the committee and that the Town Clerk be given Powers to Act regarding the flower beds, hanging baskets and large planters. It was also decided to remove the proposed flower bed in Ffordd Meigan from the tender. In future the tender process will be done on a scoring basis and this will be carried out by the Greens & Buildings Sub-Committee.

It was proposed, seconded and carried by a majority (the Town Mayor abstained) that the flower suppliers stay the same as 2018 for the 2019 season.

**Recommendation to Finance and Planning Committee:**

That the Greens and Buildings Sub-Committee look at extending the contract from a yearly to a three-yearly period.

It was proposed, seconded and carried unanimously that the Town Council look at making the signage on the car park hut more welcoming and that an investigation be undertaken to install new "Beaumaris" signs at Gallows Point.

It was proposed, seconded and carried unanimously that extra staff attend an Asbestos Awareness course.

Dawnus have expressed a willingness to show Councillors around the works and explain the Flood Prevention Scheme. Council to be kept informed of possible dates.

*It was proposed, seconded and carried unanimously that the press and public be excluded for the next item.*

**Resolution**

That the Town Council does grant exit interviews in all future resignations.

That the Town Council seeks advice from Ellis Whittam regarding this procedure and that exit procedure will be carried out by the Chairman of Audit and Personnel Committee and one other person.

That the Chairman of the Audit and Personnel consult Ellis Whittam on succession Management and staff planning.

The resolutions were passed unanimously.

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

### **3.0 PERSONNEL MATTERS**

#### **3.1 Welsh Language Policy Update.**

It was reported that the Policy should be simplified as to what Beaumaris Town Council can achieve. There were two areas that it was felt that needed attention, one being the Annual Report and secondly the meeting agenda. It was proposed, seconded and carried unanimously that this be added to the next meeting agenda.

#### **3.2 Job Evaluations update**

It was reported that these were still ongoing but the Chairman expected them to be complete by 25 March 2019

#### **3.3 Employees' contracts and Handbook update**

The Chairman stated that as the Council followed the NJC Green Book rules he needed more time to investigate the rules and regulations.

#### **3.4 Staff holidays Update.**

The Chairman stated that he would soon be in a position to carry out discussions with the staff regarding the way forward.

#### **3.5** It was announced that a member of the administrative staff had resigned and would be leaving on 31 March 2019

#### **3.6** It was proposed, seconded and carried unanimously that the Financial Officer be present at the Audit & Personnel Sub-Committee meeting at least once every three months

### **4.0 DATE OF NEXT MEETING**

To be arranged

**Meeting closed at 8.35 pm.**