

MABLETHORPE AND SUTTON TOWN COUNCIL

Mablethorpe Library and Community Access Point,
Stanley Avenue, Mablethorpe, LN12 1DP
Tel: 01507 329172

17th November 2015

NOTICE IS HEREBY GIVEN that a meeting of the Administration Committee of the Council will be held at Mablethorpe Library and Community Access Point, Stanley Avenue, Mablethorpe on **Monday 23rd November 2015 commencing immediately following the Extraordinary meeting of the Planning Committee due to be held on that day, and not earlier than 7.00 p.m.**

Steve Fletcher

Mr S Fletcher
Town Clerk

A G E N D A

1. Apologies for Absence

To receive and accept apologies where valid reasons for absence have been given to the Town Clerk prior to the meeting.

2. To receive declarations of interest under the Localism Act 2011 – being any pecuniary interest in agenda items not previously recorded on Members' Register of Interests and any written requests for dispensation

3. To approve as correct records the notes of the meeting held on 19th October 2015 (previously distributed) and authorise the Chairman to sign the official minutes

4. Grant Awards

To receive the recommendations of the Grants Working Group in relation to the final tranche of Grant Awards to be made from the Community Safety, Event Grants / General Grants budget 2015/16.

5. Review of Standing Orders and Financial Regulations

(i) To review and agree updates to Standing Orders

(ii) To review and agree updates to Financial Regulations

6. Review of Policies and Procedures

i) To review, adopt and agree updates to Policies and Procedures, as listed below:

- Financial Regulations
- Standing Orders
- Committee Structure and Procedures
- Community Engagement Policy
- Complaints Procedure & Handling Method
- Data Protection Policy
- Occasional Working from Home Policy
- Volunteer Policy

ii) To review and agree changes (date of review only) of Policies, Procedures and Documents, as listed below:

- Abusive, Persistent or Vexatious Complaints Policy
- Anti-Fraud & Corruption Policy
- Communications Policy
- Confidential Reporting
- Councillor Vacancies policy
- Dignity at Work Policy
- Disciplinary Policy
- DSE Record
- Employee Sickness Absence Reporting Pro-forma
- Environmental Policy
- Event Grants Policy & Application Form
- Equality Policy
- Exhumation Policy
- Filming & Recording of Meetings Policy
- Grants Policy & Application Form
- Grievance Policy
- Health & Safety Policy
- ICT Policy
- Induction Policy
- Lone Worker Policy
- Market Rent Collection Procedures
- Maternity Policy
- Members Allowance Policy
- Paternity Leave Policy
- Pay Policy
- Protected Characteristics Statement
- Publication Scheme (FOI)
- Risk Management Policy
- Shared Parental Leave Policy
- Sickness Absence Reporting Pro-forma
- Sutton on Sea Allotments Policy
- Training Policy
- Whistle-Blowing Policy

iii) To note on-going review of the following Policies and Procedures:

Policy / Procedure	Status
Emergency Plan	Annual Review (January 2016)
Green Space Audit	New document
Risk Register	Under Review (existing document remains in effect)
Safeguarding Policy	Under Review ((existing document remains in effect)
Trusthorpe Allotments Policy	New Policy

7. Appointment of substitute Member to undertake monthly bank reconciliation checks

At a recent meeting of the Town Council two representatives from the Administration Committee were nominated to make monthly bank reconciliation checks, namely, Cllrs Mrs H Parkhurst and Mrs J Taylor. On reviewing Financial Regulations, it was determined that these nominated representatives may not be the Chair/Vice-Chair of the Council, nor may either be a cheque signatory. In this regard a substitute Member must be appointed in place of Cllr Mrs J Taylor, and Members are asked to consider and decide upon that appointment.
(min 39, TC 6.7.15 refers)

8. To consider the Town Council's corporate response (or otherwise) in respect of the Louth & Horncastle Constituency Commission Survey (to follow)

9. Future Budgeting for Election Expenses

Notification has been received from ELDC that in future election expenses will no longer be borne by the District Council on behalf of Towns and Parishes. Members are asked to consider a new budget head provision within the Administration budget in anticipation of this extra cost to the Council.

10. Internal Audit Arrangements

To agree continuation of current internal audit arrangement (four Council partnership, being Alford Town Council, Louth Town Council, Mablethorpe & Sutton Town Council and Skegness Town Council) as per guidance on Internal Audit as prescribed in Governance and Accountability (England) - Practitioners Guide 2014

11. Budget Requirements 2016 / 2017

(i) To receive and consider the Community Amenities' budget requirements for the financial year 2016/17 (to follow)

(ii) To further consider Administration Committee's budget requirements for financial year 2016/17 (as previously distributed)

12. Councillor specific e-mail addresses for each elected Member

13. To resolve to move into closed session in accordance with the Public Bodies (Admission to Meetings) Act 1960 due to the confidential nature of the business to be discussed in relation to the following matter:-

To receive the recommendations of the Personnel Committee with regard to terms and conditions of the Town Clerk and Assistant's contracts of employment in relation to current and future pay awards.