MABLETHORPE AND SUTTON TOWN COUNCIL

NOTES OF A MEETING OF THE ADMINISTRATION COMMITTEE

Held on 14th March 2016

Present: Cllr Mrs J Taylor (Chairman)(except item 5)
G Cullen (except item 5) B Dobbs
M Gregory R Hansford A Howard
A Mee (in the Chair, item 5 only) D Mellor
S Palmer Ms H Parkhurst
K Pinion (except item 5) C Tebbutt

In attendance: Cllrs D Morling, C Sweeney
Mr S Fletcher (Town Clerk)
2 members of the public

Note: It was proposed, seconded and
Resolved: That agenda items be reordered and considered as follows:

1, 2, 3, 4, 5, 6, 9, 8, 10, 11, 12, 7, 13

42. **APOLOGIES FOR ABSENCE**

There were none.

43. **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**

Cllrs G Cullen, K Pinion and Mrs J Taylor each declared a non-pecuniary interest in respect of agenda item 5, but would leave the room during consideration of this item. Cllr A Howard declared a non-pecuniary interest in agenda item 13 as he would soon be a trustee of the Boatshed Charity.

44. **TO APPROVE AS A CORRECT RECORD THE NOTES OF THE MEETING HELD ON 23RD NOVEMBER 2015 AND AUTHORISE THE CHAIRMAN TO SIGN THE OFFICIAL MINUTES**

It was proposed, seconded and
Resolved: That the official minutes of the meeting of the Administration Committee held on 23rd November 2015 be approved as a correct record and signed by the Chairman.

45. **GRANT AWARDING POLICY**

To consider and review the Grant Awarding Policy in relation to Event Grants and General Grants for 2016/17.

The Town Clerk advised that this item had been placed on the agenda in light of the retraction of Community Grants by ELDC & LCC; elected Members had identified the needs of the community and reacted in a positive way by making substantial budget provision for such Town Council grants.

The issue was to consider the amounts awarded per grant (general and event) and the maximum frequency allowed.

It was proposed, seconded and
Resolved: (a) That the grant awarding policies be adjusted as follows: General Grant: maximum award £150 (50%) limited to one application year, per applicant / organisation; Event Grant: maximum award £400 limited to two applications per year, per applicant / organisation; and

(b) notwithstanding the above conditions, additional grant applications from applicants/ organisations may be considered in exceptional circumstances.

Note: The Town Clerk to update all relevant grant forms and associated documentation.

46. MABLETHORPE COMMUNITY HALL

It was proposed, seconded and
Resolved: That Cllr A Mee act as Chairman for this agenda item only.
Cllrs G Cullen, K Pinion and Mrs J Taylor left the room.

The Town Clerk advised that funding in the amount of £18,140 (excluding VAT) had been sourced through grants/ donations to enable the replacement folding doors project to commence.

The Town Council are liable for such internal repairs (as per terms of the lease with ELDC), therefore, in order to ensure the grant funding was used within the permitted timescales (i.e. before the end of June 2016) approval of the temporary allocation of £6,000 (from general reserves) was necessary until receipt of the sinking fund from ELDC as part of the asset transfer process, currently in negotiation.

The Town Clerk further advised that, should the asset transfer not go ahead, the sinking fund would not reimburse the £6,000 allocation from general reserves.

It was proposed, seconded and
Resolved: That the Administration Committee approves the temporary allocation of £6,000 from general reserves and notes that should the asset transfer not go ahead, the sinking fund would not reimburse the same.

Cllrs G Cullen, K Pinion and Mrs J Taylor rejoined the meeting.

47. HM QUEEN'S 90TH BIRTHDAY CELEBRATIONS

It was proposed, seconded and
Resolved: That the Administration Committee supports the "Party in the Park" event to be held in Queens Park on Sunday 12th June 2016 (permissions requested from ELDC), with funding of £1,000 from 'Themed Sign Post' earmarked reserve, with such budget reduced accordingly.

Note: It was also noted that this would be a Town Council event and all elected Members were encouraged to assist where possible.

48. **TITLES FOR COUNCILLORS**

The Town Clerk addressed the meeting and read out Cllr Howard's submission to LALC and their response.

Following a full discussion, it was proposed, seconded and
Resolved: That the use of gender specific titles for Councillors in notes of meetings and other communications be at the choice of individual elected Members.

49. **REVIEW OF COMMITTEES AND WORKING GROUPS**

It was proposed, seconded and
Resolved: That a Committee and Working Groups Task & Finish Group comprising the following members Cllrs G Cullen, M Gregory, A Mee, S Palmer, C Sweeney and Mrs J Taylor, and, including the Vice-Chairman of substantive committees, namely, Cllrs B Dobbs, K Pinion and Ms H Parkhurst, and the Town Clerk, be set up to review current committees / working groups and report back to a future meeting of the Town Council.

50. **TIMETABLE OF MEETINGS 2016/17**

It was proposed, seconded and
Resolved: That the timetable of meetings, as presented, be agreed and submitted to full Council for approval at its Annual meeting, subject to any additional meetings identified and recommended by the Committee and Working Groups Task & Finish Group.

51. **SOCIAL MEDIA POLICY**

It was proposed, seconded and
Resolved: That the Social Media Policy be formally adopted and the Town Clerk instructed to set up Town Council Facebook and Twitter accounts, following advice from LALC/ SLCC and external parties.

52. **COUNCILLOR/EMPLOYEE PROTOCOL**

It was proposed, seconded and
Resolved: That the Administration Committee approves and adopts the Councillor / Employee protocol but places it for review at the next Policy Working Group.

53. **REVIEW OF EARMARKED RESERVES AND DESIGNATION OF NEW EARMARKED RESERVE FOR ASSET MAINTENANCE**

It was proposed, seconded and
Resolved: That, as presented, Earmarked Reserves be reduced, increased and created in accordance with the recommendation, a true copy of which is as signed by the Chairman and retained by the Town Clerk.

54. **TO RECEIVE FINANCIAL REPORT OF EXPENDITURE / INCOME FROM 01.04.2015 TO 29.02.2016**

The Town Clerk submitted a full report of expenditure / income for the period 01.04.2015 to 29.02.2016.

It was proposed, seconded and
Resolved: That the report on expenditure / income for the period 01.04.2015 to 29.02.2016 be accepted.

The meeting closed at 9.22 p.m.