MABLETHORPE AND SUTTON TOWN COUNCIL

MINUTES OF A MEETING OF THE ADMINISTRATION COMMITTEE

Held on 13th June 2016

Present: Cllr C Tebbutt (Chairman)

G Cullen	B Dobbs	M Gregory
R Hansford	A Mee	D Mellor
D Morling	S Palmer	K Pinion
Mrs J Taylor		

In attendance: Cllr R Dawes
Mr S Fletcher (Town Clerk)
3 members of the public

1. **TO APPOINT A CHAIRMAN FOR THE FORTHCOMING CIVIC YEAR**

It was proposed, seconded and
Resolved: That Cllr C Tebbutt be appointed as Chairman of the Administration Committee for the forthcoming civic year.

2. **TO APPOINT A VICE-CHAIRMAN FOR THE FORTHCOMING CIVIC YEAR**

It was proposed, seconded and
Resolved: That Cllr A Mee be appointed as Vice-Chairman of the Administration Committee for the forthcoming civic year.

3. **APOLOGIES FOR ABSENCE**

The Town Clerk reported that apologies for absence with valid reasons given had been received from Cllrs A Howard, Mrs M Morgan and Miss H Parkhurst.

It was proposed, seconded and
Resolved: That apologies be noted with valid reasons for absence being accepted from Cllrs A Howard, Mrs M Morgan and Miss H Parkhurst.

4. **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 S Palmer and C Tebbutt each declared a non-pecuniary interest in respect of agenda Item 8, as a LIVES coordinator with a donation of £120.00 paid by the Town Council, and involvement with the company which supplied banners and miscellaneous items (children's prizes etc.), respectively.

5. **TO APPROVE AS A CORRECT RECORD THE NOTES OF THE MEETING HELD ON 14TH MARCH 2016 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 14th March 2016 be approved as a correct record and signed by the Chairman.

6. **TO APPROVE AS A CORRECT RECORD THE NOTES OF THE FINAL MEETING OF THE COMMUNITY AMENITIES COMMITTEE HELD ON 18TH APRIL 2016 AND TO AUTHORISE THE CHAIRMAN TO SIGN THE OFFICIAL MINUTES**

It was proposed, seconded and
Resolved: That the official minutes of the final meeting of the Community Amenities Committee held on 18th April 2016 be approved as a correct record and signed by the Chairman.

7. **CLERK'S REPORT AND UPDATE FROM PREVIOUS MEETING**

a) The internal folding doors at Mablethorpe Community Hall had been installed and had been warmly received by user groups in the hall;
b) Review of Town Council working groups - new structure implemented and working;
c) Social Media construction underway, SLCC advice in best practice methods sought and expected within next 7 to 10 working days;
d) Notification received from ELDC that elections would take place to fill the two casual vacancies;
e) Visitors from a neighbouring Council have asked if they can attend the next meeting of the Town Council and may record the proceedings.

8. **TO RECEIVE FEEDBACK FROM HM QUEENS 90TH BIRTHDAY CELEBRATION EVENT**

The Town Clerk gave a verbal update:- event went ahead in spite of the weather conditions. A spreadsheet of expenses / income (to date) was circulated by the Town Clerk and an update and report would be presented by Cllr Miss H Parkhurst at the Town Council meeting scheduled for 20th June 2016.

9. **RECOMMENDATIONS OF THE POLICY REVIEW WORKING GROUP**

a) STANDING ORDERS

It was proposed, seconded and
Resolved: That the working group recommends the additional standing order (1a) be added to Standing Orders as Standing Order No. 1(a)

"Any meeting of the Town Council, Substantive Committee or Working Group lasting longer than two hours will be adjourned (for a period of no longer than 15 minutes to allow for a comfort break) by resolution of those elected Members present and voting".

b) UPDATES TO POLICY DOCUMENTATION

It was proposed, seconded and
Resolved: That the working group recommends updates to the following policy documents as identified by the Town Clerk following changes in legislation, good practice or bi-annual review:

Dignity at Work	*Disciplinary*	*Environmental*	*Equality*
Exhumation	*Grievance*	*Home Working*	*ICT*
Induction	*Lone Worker*	*Markets*	*Maternity*
Paternity	*Reserves*	*Shared Parental Leave*	
Sickness Absence	*Training*	*Volunteer*	*Whistle Blowing*

It was noted that following attendance at updated training (8th June 2016) further revisions to the Town Council's Health & Safety policy was necessary.

c) UPDATES TO THE 4 YEAR 'LIVE' BUSINESS PLAN

It was proposed, seconded and
Resolved: That the working group recommends the updates to the Town Council's four year 'live' business plan (attached).

d) ADOPTION OF THE FOLLOWING STATEMENTS:

- *Value for Money*
- *Bio-diversity and Crime & Disorder*
- *Leadership in Planning for the Future of the Community*
- *Performance Management of the Council as a 'Corporate Body'.*
- *Performance Management of each individual staff member.*

The Town Clerk advised that as part of the Town Council's commitment to achieving the Quality Gold Award, it was necessary to produce and adopt the above statements for submission to the accreditation panel.

It was proposed, seconded and
Resolved: That the working group recommends the adoption of the above statements (copies attached) for submission to the accreditation panel and noted that as part of the Town Council's commitment to openness and transparency, these documents will be published on the Town Council website.

d) TOWN COUNCIL APPLICATION TO ATTAIN THE QUALITY GOLD COUNCIL AWARD.

It was proposed, seconded and
Resolved: That the working group recommends that registration for application to attain the Quality Gold Council Award (at a cost of £50.00, to be met within current budgets) is undertaken.

It was proposed, seconded and
Resolved: That the Administration Committee supports the recommendations of the Policy Review Working Group.

10. **APPOINTMENT OF THREE MEMBERS OF THE ADMINISTRATION COMMITTEE TO UNDERTAKE MONTHLY BANK RECONCILIATION CHECKS**

To appoint three Members of the Administration committee to undertake monthly bank reconciliation checks (of which any two from three will undertake such reconciliation, but excluding Chair/Vice-Chair of the Council or cheque signatories).

It was proposed, seconded and
Resolved: That Cllrs B Dobbs, D Morling and K Pinion be appointed to undertake monthly bank reconciliation checks.

11. **INTERNAL AUDIT ARRANGEMENTS**

It was proposed, seconded and
Resolved: That the Administration Committee recommends the 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 for Smaller Authorities in England 2016

12. **TO RECEIVE MEMBER ATTENDANCE RECORDS FOR 2015/16**

For information only (previously distributed with the Town Clerk's Annual Report).

The meeting closed at 7.24 p.m.