

MABLETHORPE AND SUTTON TOWN COUNCIL

**MINUTES OF A MEETING OF THE
ADMINISTRATION COMMITTEE**

Held on 19th September 2016

Present: Cllr C Tebbutt (Chairman)
G Cullen B Dobbs M Gregory
R Hansford C Matthews (part) D Mellor
D Morling Mrs P Palmer (part) S Palmer
Miss M Parkhurst K Pinion Mrs J Taylor

Absent: Cllrs A Howard, A Mee and Mrs M Morgan

In attendance: Cllr Mrs J Cook
Mr S Fletcher (Town Clerk)
3 members of the public

13. APOLOGIES FOR ABSENCE

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

It was proposed, seconded and

Resolved: That apologies be noted with valid reasons for absence being accepted from Cllrs A Howard, A Mee and Mrs M Morgan.

**14. 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**

There were none.

**15. TO APPROVE AS A CORRECT RECORD THE NOTES OF THE MEETING HELD ON
13TH JUNE 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 13th June 2016 be approved as a correct record and signed by the Chairman.

**16. TEMPORARY VARIANCE OF STANDING ORDERS TO ALLOW NEW MEMBERS TO
JOIN THE COMMITTEE**

Following a request by Cllrs C Matthews and Mrs P Palmer to join the Administration Committee, Members were asked to consider and decide whether to resolve that a temporary variance be made to standing order 46(e) to increase the total membership of this Committee from 14 to 16 for the current year, to May 2017.

It was proposed, seconded and

Resolved: That a temporary variance be made to Standing Order 46(e) to increase the total membership of this Committee from 14 to 16 for the current year, to May 2017, and the Town Clerk is instructed to attach an addendum to existing Standing Orders to this effect.

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

- a) The Town Clerk reported that the monthly checks of bank reconciliation had been undertaken by two designated Members.
- b) The Town Clerk further advised that the Town Council has achieved the Gold Status Award and a presentation would take place at the meeting of the Town Council due to be held on Monday 26th September 2016.

18. **NOTICE OF CONCLUSION OF AUDIT**

The Town Clerk advised that the external auditor certificate had been received from the nationally appointed external auditor Grant Thornton UK LLP with no matters affecting the accounts reported.

It was noted that a 'matter not affecting the external auditor opinion' had been identified: namely, a tick in box 11 Trust Funds had been omitted from the form; the external auditor contacted the Town Clerk on 2nd June 2016 and at this time the Clerk had advised that this was an error and confirmed that the Town Council does not act as sole trustee nor is responsible for managing trust funds or assets.

The Town Clerk further advised that the Annual Return form had been received by the external auditor on 27.4.16 and he had raised concern over the delay in return, however, many parish / town councils in the area had also raised similar concerns.

19. **TO RECEIVE AN UPDATE ON INCOME/EXPENDITURE TO DATE**

The Town Clerk circulated an up-to-date income/expenditure spreadsheet and invited questions through the Chair.

There were none

20. **RECOMMENDATIONS OF MARKETS CONSULTATIVE WORKING GROUP**

It was proposed, seconded and

Resolved: That the recommendations of the Markets Consultative Working Group with regard to changes to terms and conditions and rents in respect of both Mablethorpe Thursday market and Sutton on Sea Monday market, as presented, be approved.

21. **PROPOSED UPDATE TO RISK REGISTER**

The Town Clerk circulated copies of the 'Market Service' table that had been included in the current risk register document. Members noted the foregoing.

22. **EXTENSION TO THURSDAY MARKET ON 15TH DECEMBER 2016 TO PROVIDE A CHRISTMAS MARKET EVENT IN MABLETHORPE**

It was proposed by Cllr B Dobbs that the Mablethorpe Market on Thursday 15th December 2016 be extended to 7.00 p.m. to allow for a Christmas Market event to be held.

It was proposed, seconded and

Resolved: That the Administration Committee approve that the Mablethorpe Market on Thursday 15th December 2016 be extended to 7.00 p.m. to allow for a Christmas Market event to be held, with the costs for the additional road closure being met from the Events Budget (£175.00 approx.).

23. **BEACH HUTS**

The meeting received an update from Cllr S Palmer on the subject of Beach Hut provision in Mablethorpe and Sutton on Sea in light of significant new proposals for possible future funding streams from ELDC. The outcome of a meeting with ELDC officers scheduled for Tuesday 20th September would be reported to the next appropriate meeting.

The meeting closed at 7.30 p.m.