

MABLETHORPE AND SUTTON TOWN COUNCIL

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

Held on 14th November 2016

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

Absent: Cllr K Pinion

In attendance: Mr S Fletcher (Town Clerk)
2 members of the public

24. **APOLOGIES FOR ABSENCE**

The Town Clerk reported that an apology for absence with valid reasons given had been received from Cllr K Pinion.

It was proposed, seconded and

Resolved: That an apology be noted with valid reasons for absence being accepted from Cllr K Pinion.

25. **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**

Cllr G Cullen wished to declare a pecuniary interest as supplier of refreshments for the Mayoral buffet.

26. **TO GRANT DISPENSATIONS FOR BUDGET AND PRECEPT SETTING**

Members were asked to grant dispensations to three newly elected Members of the council to allow for discussion and recommendations to the full Council with regard to 2017/18 budget and precept setting.

It was proposed, seconded and

Resolved: That authority be delegated to the Town Clerk to approve and grant dispensations for budget and precept setting to Cllrs C Matthews, M Gregory and Mrs P Palmer for the period up to the next ordinary elections, which dispensations, as provided, were duly approved.

27. **TO APPROVE AS A CORRECT RECORD THE NOTES OF THE MEETING HELD ON
19TH SEPTEMBER 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 19th September 2016 be approved as a correct record and signed by the Chairman.

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

- a) Christmas Market: 15th December, meeting will be held the week previous (date to be circulated) with interested elected Members; ELDC have included in their advertising campaign, all stalls are fully let.
- b) Beach Chalets: meeting held last week and informal meeting with ELDC arranged for 16th November.

29. **TRUSTHORPE HOUSEHOLD AMENITY SITE, TRUSTHORPE**

It was proposed, seconded and

Resolved: That this item be deferred to the next available meeting pending receipt of further information from LCC legal services.

30. **UPDATES TO VARIOUS POLICIES AND PROCEDURES**

Updates to the following policies and procedures were considered:

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|-----------------------------------|------------------------------------|
| (i) Code of Conduct | (ix) Confidential Reporting policy |
| (ii) Health & Safety Policy | (x) Councillor/Employee Protocol |
| (iii) Members' Allowance Policy | (xi) Data Protection Policy |
| (iv) Vexatious Complaints Policy | (xii) Filming & Recording Policy |
| (v) Antifraud & Corruption Policy | (xiii) Publication Scheme |
| (vi) Communications Policy | (xiv) Protected Characteristics |
| Statement | |
| (vii) Community Engagement Policy | (xv) Risk Management Policy |
| (viii) Complaints Procedure | |

The recommendations of the Standing Orders, Financial regulations, Business Planning and Policy Review working group were circulated.

It was proposed, seconded and

Resolved: That the recommendations of the Standing Orders, Financial regulations, Business Planning and Policy Review working group be approved and the Town Clerk instructed to update all such documents on the Town Council website and circulate to elected Members (either in hard copy or USB stick).

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

Copies of income / expenditure spreadsheets to 31st October 2016 were circulated, with full explanations provided and questions invited.

There being no questions the meeting closed at 7.24 p.m.