

MABLETHORPE AND SUTTON TOWN COUNCIL

**NOTES OF A MEETING OF THE
ADMINISTRATION COMMITTEE**

Held on 14th October 2019

Present: Cllr C Tebbutt (Chairman)
A Howard (Vice Chairman)
A Benjamin Ms S Carruthers Mrs J Cook
G Cullen B Dobbs S Holland
D Mellor Miss H Parkhurst G Parkhurst
P Russell Mrs A Wain

Absent: Cllrs C Matthews, Mrs H Matthews and A Mee

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

9. **APOLOGIES FOR ABSENCE**

The Town Clerk reported that apologies for absence with valid reasons given had been received from Cllrs C Matthews, Mrs H Matthews and A Mee.

It was proposed, seconded and

Resolved: That apologies be noted with reasons accepted from Cllrs C Matthews, Mrs H Matthews and A Mee.

10. **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**

For the purpose of openness and transparency, the Town Clerk reiterated that dispensation would be granted for all Councillors in due course for the 2019 to 2023 administration period and in respect of agenda item 10 being:

Budget Requirements 2020/21 - To receive and consider first budget requirements for the financial year 2020/21.

11. **TO APPROVE AS A CORRECT RECORD THE NOTES OF THE MEETING HELD ON
10TH JUNE 2019 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 10th June 2019 be approved as a correct record and signed by the Chairman.

12. **APPROPRIATE USE OF HIGH-VIZ VESTS**

It is proposed, seconded and

Resolved: That Town Council branded high-viz vests only be worn by elected Members and members of staff at Town Council events where such individuals are appointed to represent the Council, are members of an appropriate working group or have been fully briefed in respect of any event. It was noted that Councillor identification badges for new Councillors have been ordered and the Town Clerk agreed to follow up.

13. **RECOMMENDATION OF TOWN COUNCIL WITH REGARD TO BUDGET SETTING FOR SUMMER ILLUMINATIONS 2020**

Having been resolved that, with regard to an Illuminations Event in 2020, the Town Council acts as an overarching body to draw interested groups together, whilst considering budgeting for this and other events provision in the 2020/21 Budget, with the aim of extending the Season and nurturing local talent and coastal resilience.
(min 50(a), TC 23.9.19 refers)

Members were asked to consider budget provision for events going forward within the 2020/21 budget setting process.

It was proposed, seconded and

Resolved: That this item be deferred to agenda item 10 and be discussed and included as part of the 2020/21 budget proposals.

14. **MARKET RENT PROPOSALS FOR 2020/21**

It was proposed, seconded and

Resolved: That the notes of the Markets Consultative Working Group held on 2nd September 2019 be approved and the recommendations therein with regard to a revised rent structure and charges from April 2020, including the trial of a winter half market to run from January to March to be implemented, namely:-

- (i) A 20% increase for the 26 week summer market, Apr to Sept;
- (ii) a 10 week revised winter rate market Oct to Dec with a lesser increase of 8%;
- (iii) a winter half market of 10 to 12 weeks Jan to Mar (weather dependent) at current rates; and
- (iv) the Charity Stall (currently not charged) will be charged a flat rate of £10 summer and winter, but it will not be available for the duration of the winter half market.

15. **TO RECEIVE THE NOTES OF THE FOLLOWING MEETINGS AND ADOPT THE RECOMMENDATIONS AS INDICATED:**

It was proposed, seconded and

Resolved: That the acts, proceedings and recommendations of the following committees be approved:

- (i) Grant Fund (Identifying) Working Group 9th September 2019
- (ii) Speed Awareness Task & Finish Group 10th October 2019
- (iii) Cemeteries Working Group 14th October 2019
- (iv) Business Planning Working Group 14th October 2019

16. **RATIFICATION OF THIRD TRANCHE GRANT AWARDS 2019/20**

It was proposed, seconded and

Resolved: That the notes of the Grant (Awarding) Working Group held on 14th October 2019 be received and the award of Event Grants Third Tranche be approved for payment. (See schedule attached)

17. **TO RECEIVE AN UPDATE ON INCOME/EXPENDITURE**

The Town Clerk circulated a comprehensive income/expenditure report and a budget monitoring document and advised that income/expenditure was reconciled up to and including 30th September 2019.

It was proposed, seconded and

Resolved: That the income/expenditure report be accepted and that the Town Clerk & RFO be thanked for compiling this comprehensive report.

18. **BUDGET REQUIREMENTS 2020 / 2021**

The Town Clerk circulated an initial comprehensive budget spreadsheet containing potential requirements for the financial year 2020/2021. Following a full discussion:-

It was proposed, seconded and

Resolved: That the budget proposal be returned for further review at the next meeting of the Administration Committee scheduled for 11th November 2019 once clarification had been received from LCC in respect of potential costs.

Note:

It was proposed, seconded and

Resolved: That Standing Order 5c be suspended in order for the meeting to continue beyond 9.00 p.m.

The meeting closed at 9.16 p.m.