

MABLETHORPE AND SUTTON TOWN COUNCIL

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

Held on 11th November 2019

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

Absent: Cllrs G Cullen, C Matthews and Mrs H Matthews

In attendance: Mr S Fletcher (Town Clerk)
1 member of the public

19. **APOLOGIES FOR ABSENCE**

The Town Clerk reported that apologies for absence with valid reasons given had been received from Cllrs G Cullen and C Matthews.

It was proposed, seconded and

Resolved: That apologies be noted with reasons accepted from Cllrs G Cullen and C Matthews.

20. **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 had been granted for all Councillors for the 2019 to 2023 administration period and in respect of agenda item 8.

Cllr A Wain declared a non-pecuniary interest in agenda item 4 as a trustee of the Meridale Organisation.

21. **TO APPROVE AS A CORRECT RECORD THE NOTES OF THE MEETING HELD ON
14TH OCTOBER 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 14th October 2019 be approved as a correct record and signed by the Chairman.

22. **RATIFICATION OF FOURTH TRANCHE GRANT AWARDS 2019/20**

It was proposed, seconded and

Resolved: That the notes of the Grant (Awarding) Working Group held on 11th November 2019 be received and the award of Event Grants Fourth Tranche be approved for payment (schedule attached).

23. **POLICY REVIEW - GRIEVANCE POLICY**

It was proposed, seconded and

Resolved: That the changes to the Town Council's Grievance Policy in response to the Ledbury ruling be approved (as attached).

24. **RESOLUTION IN ACCORDANCE WITH FINANCIAL REGULATION 6.7 – PAYMENTS BY DIRECT DEBIT**

It was proposed, seconded and

Resolved: That the Town Council approve the continued use of a variable direct debit for utility supplies, and other items to enable effective business continuance as appropriate in accordance with Financial Regulation 6.7.

25. **INTERNAL AUDIT ARRANGEMENTS 2019 - 2020**

It was proposed, seconded and

Resolved: That the Town Council agrees the continuation of current internal audit arrangements (i.e. 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 2019.

26. **BUDGET REQUIREMENTS 2020 - 2021**

The Town Clerk presented the second comprehensive budget spreadsheet containing requirements for the financial year 2020/21; Following a full discussion

It was proposed, seconded and

Resolved: That the budget proposal for the financial year 2020/21 as presented be submitted to the Town Council for ratification in November 2019.

The meeting closed at 7.47 p.m.