

# MABLETHORPE AND SUTTON TOWN COUNCIL

Mablethorpe Library and Community Access Point,  
Stanley Avenue, Mablethorpe, LN12 1DP  
Tel: 01507 613645

12<sup>th</sup> October 2021

**NOTICE IS HEREBY GIVEN and Members are summoned to attend** a meeting of the Administration Committee of the Council will be held at the Mablethorpe Library and Community Access Point, Stanley Avenue, Mablethorpe **on Monday 18<sup>th</sup> October 2021 at 7.00 p.m.** at which the under mentioned business will be transacted.

*Steve Fletcher*

Mr S Fletcher  
Town Clerk

## **A G E N D A**

1. To appoint a Chairman for the forthcoming municipal year.
2. To appoint a Vice Chairman for the forthcoming municipal year.
3. Apologies for Absence  
To receive and accept apologies where valid reasons for absence have been given to the Town Clerk prior to the meeting.
3. 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
4. To approve as a correct record the notes of the meeting held on 11<sup>th</sup> November 2019 and authorise the Chairman to sign the official minutes
5. Internal Audit Arrangements 2021 - 2022  
To agree 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 2021.
6. Resolution in accordance with Financial Regulation 6.7  
In accordance with Financial Regulation 6.7, Members are asked to resolve to approve the continued use of a variable direct debit for utility supplies, bank charges and income payment service charges and accommodation (office) service charges as appropriate.
7. Annual Review – Corporate Governance  
To undertake and confirm the Annual Corporate Governance Review (Appendices A-E to follow).
8. Policy Update - Investment Strategy  
It is proposed by Cllr C Tebbutt and seconded by Cllr S Holland that the draft Investment Strategy be approved and adopted (Appendix F to follow).

9. Quality Council Award

To note that the Town Clerk & RFO has commenced the preparation of and associated administration processes in respect of attaining the Quality Gold Award within the National Association (NALC) of Local Council Quality Council scheme.

10. Social Media, GDPR and FOI Health Check

To note that Breakthrough Communications will be undertaking a free health check on the Town Council General Data Protection (GDPR), Freedom of Information and Communications Strategy (including social media) processes with findings to be reported to a future relevant meeting.

It is envisaged that training and updates to policy documents will follow; Members are asked to support (or otherwise) costs relevant to training for both staff and elected Members with funding to be met from existing budget heads.

11. Historic Market Town Signage

Members are asked to consider and agree on appropriate 'brown' historic visitor signage to be placed in 3 key locations in Mablethorpe with costs for manufacture, permissions and associated works to be met from Ear Marked Reserves (EMRs)

12. Request from Sutton on Sea Residents Association for Town Council support for a Christmas Extravaganza in Sutton on Sea 2021

Sutton on Sea Residents Association is requesting that the Town Council makes a donation in kind relating to the use of market stalls (including associated charges for erecting/dismantling and lighting) on Friday 10<sup>th</sup> December 2021. Members are asked to consider support (or otherwise).

13. Anglian Water - donation to local community project

To apologise to the community for inconvenience caused during recent works, Anglian Water would like to work with the Town Council in order to make a donation to a local community project as a 'thank you' for local understanding and patience. Members are asked to consider an appropriate way forward.

14. To receive an update of Income Expenditure 2021/22 to date

15. Budget Requirements 2022–2023

To receive updated budget review documentation and to consider and make recommendations in respect of financial requirements to the next meeting of the Town Council (scheduled for Monday 25<sup>th</sup> October 2021) for the financial year 2022/23.