

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

Held on 17th July 2023

Present: Cllr C Tebbutt (Chairman)
Cllrs I Bailey R Bramall S Bristow
G Cullen S Holland D Mellor
G Parkhurst S Rayment R Watson

Absent: Cllrs C Arnold M Nicholson

In attendance: Mr S Fletcher (Town Clerk)
Cllr P Russell
2 Members of the Public

1. **APPOINTMENT OF CHAIRMAN**

It was proposed, seconded and

Resolved: That Cllr C Tebbutt be appointed Chairman of the Administration Committee for the 2023/24 administration period.

2. **APPOINTMENT OF VICE CHAIRMAN**

It was proposed, seconded and

Resolved: That Cllr S Bristow be appointed Vice Chairman of the Administration Committee for the 2023/24 administration period.

3. **APOLOGIES FOR ABSENCE**

The Town Clerk reported that apologies for absence with valid reasons given had been received from Cllr C Arnold

It was proposed, seconded and

Resolved: That apologies be noted with reasons accepted from Cllr C Arnold

4. **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 R Watson declared a non-pecuniary interest in agenda item 14 as he had been part of the discussions with ELDC in respect of this matter. He advised he would withdraw from the room and take no part in the discussion or the vote.

5. **TO APPROVE AS A CORRECT RECORD THE NOTES OF THE MEETING HELD ON
11th APRIL 2023 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 11th April 2023 be approved as a correct record and signed by the Chairman.

6. **GRANTS WORKING GROUP**

To receive and ratify (or otherwise) the Grant funding as recommended by the Grants Working Group.

It was proposed, seconded and

Resolved: That the Town Council supports the award of grants to the following groups:

Applicant	Event	Amount requested	Amount Agreed	Comments
Mablethorpe Carnival Committee	Mablethorpe Carnival 2023	£5,000	£5,000	Subject to receipt of additional documentation

7. **GRANT FUNDING REQUEST – TRUSTHORPE COMMUNITY PROJECTS COMMITTEE**

As the 2023 ‘In-bloom’ competition has already passed,

It was proposed, seconded and

Resolved: That the Town Council supports the funding request in the amount of up to £1,000 from the Trusthorpe Community Projects Committee towards the cost of purchase of materials, planters and items associated with an ‘In-Bloom’ competition entry should the group enter in 2024.

8. **LINCOLNSHIRE UHLT CLINICAL SURVEY**

The Lincolnshire UHLT Clinical Survey ending on 21st July 2023 was noted.

9. **POLICY ADOPTION – MENOPAUSE POLICY**

It was proposed, seconded and

Resolved: That the Town Council adopts the draft Menopause Policy as amended and attached.

10. **POLICY UPDATE - BEACH HUT TERMS AND CONDITIONS**

It was proposed, seconded and

Resolved: That the Town Council approves and adopts updates to the Beach Hut Terms and Conditions as amended and attached.

11. **POLICY UPDATE – MARKET LETTING TERMS AND CONDITIONS**

It was proposed, seconded and

Resolved: That the Town Council approves and adopts updates to the Market Terms and Conditions as amended and attached.

12. **REQUEST FOR REPRESENTATIVE ON OUTSIDE BODY**

It was proposed, seconded and

Resolved: That the Town Council ratifies the request from Sutton Carnival Committee for Cllr R Bramall to be the Town Council representative, with the Town Clerk / Representative invited to attend on occasion, as appropriate.

13. **RESOLUTION IN ACCORDANCE WITH FINANCIAL REGULATION 6.7**

It was proposed, seconded and

Resolved: That the Town Council approve the continued use of a variable direct debit for utility supplies, credit cards as appropriate, in accordance with Financial Regulation 6.7.

Cllr R Watson left the room at this point.

14. **PARTNERSHIP WORKING – DONATION OF MARKET STALLS AND ASSOCIATED COSTS**

It was proposed, seconded and

Resolved: That the Town Council supports partnership working with East Lindsey District Council (ELDC) by way of donation of market stalls and associated costs in respect of an ELDC event (to be operated and delivered by ELDC) to be held in Sutton on Sea on 27th August 2023.

Cllr R Watson returned to the room.

15. **INCREASE OF CREDIT CARD AMOUNT**

It was proposed, seconded and

Resolved: That the Town Council requests its bankers (Barclays) to increase the limit on the Town Council credit card from £3,000 to £6,000 to ensure prompt payments and minimise business interruption.

16. **TO RECEIVE AN UPDATE ON INCOME/EXPENDITURE APRIL 2023 TO MAY 2023.**

The Town Clerk circulated a comprehensive income/expenditure report and a budget monitoring document and advised that income/expenditure was reconciled from 1st April 2023 up to and including 29th June 2023.

Several elected Members sought clarification on some items from the Town Clerk & RFO and upon receipt of satisfactory explanations,

It was proposed, seconded and

Resolved: That the income and expenditure report be accepted.

The meeting closed at 7.50 p.m.