

MABLETHORPE AND SUTTON TOWN COUNCIL

MINUTES OF A MEETING OF THE ADMINISTRATION COMMITTEE

Held on 20th October 2025

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

Absent: Cllrs L Cooper K Marnoch M Nicholson
H Parkhurst P Russell M Wellby

In attendance: Mr S Fletcher (Town Clerk)
Cllr S Holland
Cllr J Rastall
5 members of the Public

Prior to the commencement of the meeting the Mayor, Cllr C Tebbutt, invited those present to observe a one-minute silence following the sad passing of the Town Crier, David Summers.

9. **APOLOGIES FOR ABSENCE**

The Town Clerk reported that apologies for absence with valid reasons given had been received from Cllrs K Marnoch, H Parkhurst, P Russell and M Wellby

It was proposed, seconded and

Resolved: That apologies be noted with reasons accepted from Cllrs K Marnoch, H Parkhurst, P Russell and M Wellby.

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**

Cllr R Watson declared an interest in agenda item 8(d) as a member of the organising committee and advised he would not take part in the discussion or vote.

11. **TO APPROVE AS A CORRECT RECORD THE NOTES OF THE EXTRA ORDINARY MEETING HELD ON 14TH JULY 2025 AND AUTHORISE THE CHAIRMAN TO SIGN THE OFFICIAL MINUTES**

It was proposed, seconded and

Resolved: That the official minutes of the extra ordinary meeting of the Administration Committee held on 14th July 2025 be approved as a correct record and signed by the Chairman.

12. **INTERNAL AUDIT ARRANGEMENTS 2025 - 2026**

It was proposed, seconded and

Resolved: That the Town Council agrees to the 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 2025.

13. **ANNUAL REVIEW – CORPORATE GOVERNANCE 2025/26 AND DATA AUDIT 2025**

It was proposed, seconded and

Resolved: That the Town Council confirms it has undertaken an Annual Corporate Governance Review 2025/26 and data audit 2025.

14. **POLICY REVIEW 2025/26**

The updates to policy documentation 2025/26 following a comprehensive review by the Policy Review Working Group was noted.

15. **MARKET CLOSURE – WINTER 2024/25**

The winter closure of Mablethorpe market 2025/26 was noted. The last trading day for 2025 will be Thursday 18th December 2025 with the planned reopening being Thursday 2nd April 2026 (weather permitting).

16. **GRANT EQUIPMENT & FUNDING REQUESTS**

a) Hope House – Mablethorpe

It was proposed, seconded and

Resolved: That the Town Council donates goods and equipment to a maximum of £2,526 (excluding VAT) towards the refurbishment and donation of equipment to support their endeavors in establishing a new Community Hub.

b) Sutton Gardening Group

It was proposed and seconded that the Town Council donate goods to the value of £1,500, which motion on being put to the vote was declared **TIED**. The Chairman advised he did not wish to use his casting vote.

It was proposed and seconded that the Town Council donate goods to the value of £3,000, which motion on being put to the vote was declared **TIED**. The Chairman advised he did not wish to use his casting vote.

It was proposed, seconded and

Resolved: That the Town Council makes a grant donation of £2,250 to Sutton Gardening Group for autumn planting and bulbs.

c) Meridale – (update and funding request)

The replacement of 2 no. benches in the Meridale garden was noted.

It was proposed, seconded and

Resolved: That the Town Council funds the purchase and donates 2 no. planters at a cost of £219.00 (ex VAT) each.

d) East Lindsey District Council

It was proposed and seconded that ELDC have free use of 10 no. market stalls but be charged for erection and dismantling costs, which motion on being put to the vote was declared **LOST**.

Cllr I Bailey requested (as per standing order 17) a recorded vote.

Votes for: Cllrs I Bailey, D Mellor and G Parkhurst.

Votes Against: Cllrs C Arnold, G Cullen, S Rayment and C Tebbutt.

Abstention: Cllr R Watson.

It was proposed, seconded and

Resolved: That the Town Council agrees to loan 10 no. market stalls (including E&D costs) to East Lindsey District Council for the planned Light Waves event, Sutton on Sea on 25th October 2025.

17. **BUDGET REVIEW 2024/2025**

The Town Clerk & RFO circulated an initial comprehensive budget spreadsheet containing requirements for the financial year 2026/2027.

Following a full discussion, review and amendment, the Town Clerk & RFO advised the amended budget proposal represented a 5.64% increase (£ 0.21p per week) per band D property (based on ELDC property data 2024/25).

It was proposed, seconded and

Resolved: That the budget proposal for the financial year 2025/26 be submitted to the Town Council for ratification (or otherwise) at its meeting scheduled for 27th October 2025.

The meeting closed at 7.35 p.m.