

MABLETHORPE AND SUTTON TOWN COUNCIL

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

Held on 21st October 2024

Present: Cllr C Tebbutt (Chairman)
Cllrs I Bailey G Cullen S Holland
D Mellor M Nicholson G Parkhurst
H Parkhurst S Rayment R Watson
M Wellby

Absent: Cllrs C Arnold S Bristow P Russell

In attendance: Mr S Fletcher (Town Clerk)
Cllr L Cooper
1 member of the Public

22. **APOLOGIES FOR ABSENCE**

The Town Clerk reported that apologies for absence with valid reasons given had been received from Cllrs C Arnold, S Bristow and P Russell.

It was proposed, seconded and

Resolved: That apologies be noted with reasons accepted from Cllrs C Arnold, S Bristow and P Russell.

23. **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**

There were none.

24. **TO APPROVE AS A CORRECT RECORD THE NOTES OF THE EXTRA ORDINARY
MEETING HELD ON 8th AUGUST 2024 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 8th August 2024 be approved as a correct record and signed by the Chairman.

25. **TO RECEIVE THE NOTES OF THE FOLLOWING MEETINGS AND SUPPORT THE
RECOMMENDATIONS AS INDICATED**

It was proposed, seconded and

Resolved: That the acts, proceedings and recommendations of the following working groups be supported.

- Cemeteries Working Group 23rd September 2024 and 21st October 2024
- St. Mary’s Nature Area and Acre Gap Maintenance Review Group 21st October 2024.

26. **ARMED FORCES COMMUNITY COVENANT**

It was proposed, seconded and

Resolved: That the Town Council works with the Lincolnshire Armed Forces Community Covenant Officer on a pilot scheme (acknowledged and supported by NALC and LALC) to develop an armed forces scoping project to become the first Armed Forces Friendly Council in Lincolnshire with the aim to aid and assist serving and former service personnel in the community.

27. **INTERNAL AUDIT ARRANGEMENTS 2024 - 2025**

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 2024.

28. **ANNUAL REVIEW – CORPORATE GOVERNANCE**

It was proposed, seconded and

Resolved: That the Town Council confirms it has undertaken an Annual Corporate Governance Review 2024/25.

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

The winter closure of Mablethorpe market 2024/25 was noted. The last trading day for 2024 was scheduled as Thursday 19th December 2024 with the planned reopening being Thursday 3rd April 2025 (weather permitting).

30. **SEXUAL AND GENERAL HARASSMENT POLICY**

It was proposed, seconded and

Resolved: That the Town Council adopts the draft Sexual and General Harassment Policy (as presented) in advance of legislative change that comes into effect on 26th October 2024.

31. **DONATION OF CHRISTMAS LIGHTING**

It was proposed, seconded and

Resolved: That the Town Council accepts the donation of festive lighting from Lincoln City Council (LCityC) and has safety checks carried out with a view to displaying them on the High Streets in the parish in the future. It was noted that transport and storage would be necessary. Cllr R Watson agreed to liaise with LCityC to obtain further information.

32. **PURCHASE OF ADDITIONAL SOLAR PV BATTERY FOR THE MERIDALE ORGANISATION**

It was proposed, seconded and

Resolved: That the Town Council funds the purchase of an additional 3kw Solar PV battery at a cost of £1,500 for the Meridale building (owned by the Town Council) to enhance the recently installed solar energy system and add to efficiency. It was noted that other groups in the parish (namely Mablethorpe Community Hall and Trusthorpe Village Hall) could request similar support for future consideration by the Council.

33. **BUDGET REVIEW 2024/2025**

The Town Clerk & RFO circulated an initial comprehensive budget spreadsheet containing requirements for the financial year 2025/2026.

Following a full discussion, review and amendments, the Town Clerk & RFO advised the amended budget proposal represented a 15.59% increase (£ 0.52p per week) per band D property (based on ELDC property data 2023/24).

It was proposed, seconded and

Resolved: That the budget proposal for the financial year 2025/26 (as amended) be submitted to the Town Council for ratification (or otherwise) at its meeting scheduled for 28th October 2025.

The meeting closed at 8.27 p.m