



MABLETHORPE & SUTTON TOWN COUNCIL

CORPORATE BODY GOVERNANCE AND PERFORMANCE MANAGEMENT STATEMENT 2025/26

Mablethorpe & Sutton Town Council operates a system of Governance and Performance Management to ensure that the Council:

- Meets statutory responsibilities.
- Complies with local policies.
- Delivers local strategic and operational aims and objectives.
- Manages its risks through policy, procedure and insurance.
- Has good systems of internal control.
- Provides good financial management and value for money.
- Is open, fair and transparent.
- Responds to local needs.

The Council operates a committee system with clear and effective terms of reference that identifies delegated responsibilities. Meetings are held monthly to ensure timely discharge of decisions and authority, and delegation is reviewed annually or as legislation dictates.

Most services are delivered through appointed contractors headed by a qualified Town Clerk (CiLCA & Community Governance: Local Council Management) employed by the Town Council as Proper Officer and Responsible Finance Officer.

A qualified Deputy Town Clerk (CiLCA) is also employed and has delegated authority to act in the absence of the Town Clerk. This structure ensures effective service delivery continuity and continual performance management with no service impact or business interruption.

Governance and Performance Management System

Mablethorpe & Sutton Town Council operates under rules and directives contained within Legislation, adopted Standing Orders, adopted Financial Regulations and policy documentation.

Amenity service delivery standards are identified in local policies and associated schedules and detailed operating procedures to implement Council instructions are produced in tender and service delivery documents, overseen by the Town Clerk or other staff members under delegation.

All staff members have contracts of employment (based on National Joint Council (NJC) Terms and Conditions) with a respective job description that clearly identifies the roles, responsibilities and duties of each employee and expectations by the employer.

The Administration Committee of the Council has delegated responsibility for managing performance and governance. Financial and Governance information matters are reported via the Town Council's Administration Committee and outcomes published on the Council's website include:

- agendas and minutes financial information
- budget reporting
- income/expenditure
- bank reconciliations
- financial control and spending reports (supported by RBS Alpha/Omega reports)
- Outstanding tasks / actions (as necessary)

The effectiveness of Internal Control includes:

- risk management review (annually or as legislation dictates)
- risk register review (annually or as legislation dictates)
- Internal Audit process:
 - appointment by the Council (of internal auditor)
 - terms of appointment
 - letter of engagement
- Public property and service reports:
 - service performance
 - activity updates (including community complaints / feedback)
- Committee or Working Group Reports - provided by Town Clerk / Deputy Clerk (as necessary and from time to time)

Additional Matters

Council approved signatories visit the office to sign cheque payments and other appointed Members check and sign off bank authorisation payment sheets and reconciliation statements at regular frequencies.

The Council appoints an Internal Auditor annually to check the soundness of internal control and findings are reported directly to Council. The Council will ensure all recommendations are reviewed and action taken as necessary.

Overall performance is reported yearly in the Annual Governance and Accountability Return (AGAR), which is presented by the Mayor at a meeting of the Town Council following the end of a financial period (i.e. period commencing 1st April and ending 31st March).

All information is made readily available on the dedicated Town Council website:

www.mablethorpesutton-tc.gov.uk

Contact and Further Information:-

If you require any further information, advice or guidance please contact:

Steve Fletcher Town Clerk & RFO

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