

**MONITORING NON-BUSINESS PLAN ACTIONS  
AND DECISIONS AS AT  
January 2018**

Action ID	Task	Details	Date Raised	Target Comp/Status	Who is leading	Overall Status	Risks/Comments
4	War memorial refurbishment  (From Council)	<i>Council resolved to scale down task to refurbishment and professional cleaning of the actual memorial and re-seeding of the grass area only.</i>  <i>Quote to be obtained from memorial mason for cleaning and any work on inscriptions as needed.</i>	06/06/12	Summer 2017 completion.	War Mem T&F/G (Cllr Edginton)	Red	<i>Resources if diverted to other tasks and weather conditions.</i>  <i>Now a listed memorial. 2018 Centennial Remembrance.</i>  <b>Suggest Summer 2018 target completion</b>
23	Memorial Safety Tests	<i>Initial risk assessment completed. Further inspection took place on Memorial inspections on 30<sup>th</sup> August 2016 which identified a number of graves which needed to be laid flat or are in need of attention. Signs erected and letters sent to grave owners. Memorials laid flat have now been buried and re-inspected.</i>	1/1/14	Ongoing High risk tests completed 31/08/16 with further f/up inspections completed on high risk memorials.	Town Clerk	Amber	<i>Weather conditions</i>  <i>Resources if diverted to other tasks.</i>  <i>Ongoing task – follow up inspections needed.</i>  <i>Further routine inspection program to start Spring 2018.</i>
24	Computerisation of historic burial records	<i>Grave records Burial records Memorial records Deeds, Licenses.</i>	1/1/14	31/12/14	Town Clerk	Red	<i>Very time consuming task due to complexities on historic records.</i>

		<i>All new records from 1/4/13 are now computerised. Progress is being made on inputting historical records. A, AA, CC, B, C, D, E, G, J, K and L section are now computerised. F section has been started.</i>					<i>Resources if diverted to other tasks 447 records still to complete. 59 records completed since last quarter.</i>
45	Section 106 Monies	<i>Community Benefit Scheme from section 106 caravan tariff agreement: East Lindsey District Council contacted March 2017 and criteria clarified. Very limited amount available to Town Council. Future expected 106 monies earmarked for LCC provision of bus stop.  Only £2,250 monies available for Winthorpe area which is a caravan contribution so spend must relate back to users of the site. Example:</i>	27/05/2015	None set	Town Clerk and Deputy Town Clerk.	Green	<i>Linked with Community Led Plan to provided evidence of Community Wishes/Needs.  Very limited availability. Some monies already earmarked – for example to LCC for provision of bus stop.</i>

		<i>For benches, signage to nearby play park or shops. Improvements to nearby public toilets.</i>					
47	Business Plan	<i>Business Plan has been updated and reviewed by D&amp;S Committee 27/09/17 new draft to be published on website in February post budget updates.</i>	April 2015	5-year plan	TC, Councillors and Partner Organisations	Green	<i>Resources if diverted to other tasks.  Business Plan will need further review and updates.</i>
51	Tower Gardens Pavilion Project	<i>Initial consultation on project principles complete. Council agreed to move forward with feasibility stage on 06/12/17. Architects to provide some options by end Feb 2018 which are then to be consulted on.</i>	Dec 2015	New Project plan being developed.	Town Clerk	Green	<i>Unsuccessful in CCF funding bid. To move forward with self funding option, ongoing discussion with ELDC on transfer of Pavilion site, risk to project if this is not agreed.</i>
53	To investigate possibility to manage Tower Gardens.	<i>Initial discussion with ELDC have taken place. Formal negotiations started.</i>	Dec 2015	None Set	Town Clerk	Green	<i>Unsuccessful CCF funding bid could impact on business case.  Ongoing discussions with ELDC.</i>

							<i>Suggest integrating this with Tower Gardens Pavilion Project as projects are co-dependent.</i>
54	Neighbourhood Development Plan  Monitored on separate plan	<i>To develop a neighbourhood plan to include community engagement tasks.  ELDC have confirmed area for NDP.  Support tendered, training and inception meeting taken place. Initial consultation campaign taken place awaiting report from consultants.</i>	Nov 2015	March 2019	Town Clerk, NDP Working Group and Steering Group.	Green	<i>Complexed, lengthy task. Resources if diverted to other tasks. Expert advice and support needed.</i>
56	Amenity Grass Cutting to be brought in house.	<i>Council agreed Amenity Grass Cutting to be brought in-house for 2018.  Further industrial storage units leased to support project.  Senior grounds team member in post, interviews for further positions to take place in February. Van and equipment purchased or on order, review of</i>	Mar 2017	March 2018	Town Clerk, Deputy Town Clerk, Direction & Strategy Committee.	Green	<i>Complexed lengthy task including recruitment, equipment requirements, strategy for standards and dealing with issues needed. Timebound project must be complete before growing season.  High resource implications.</i>

		<i>insurance cover being undertaken.</i>					
57	Organise Marshals for Remembrance Parade 2018	<p><i>Police no longer available to Marshall the Remembrance Parade.</i></p> <p><i>Council agreed alternative route from Hildreds service yard. Successful parade in 2017 with support from Empreo Security, Skegness Ambassadors and Carnival Committee.</i></p> <p><i>Costs and support for 2018 to be reviewed and organised.</i></p>	Mar 2017	November 2018	Town Clerk, Deputy Town Clerk	Green	<p><i>Possible cost implications.</i></p> <p><i>Resources if diverted to other tasks.</i></p> <p><i>Risk that not enough Volunteer marshals come forward to support the parade.</i></p> <p><i>A large parade expected due to centenary year.</i></p>
58	Establish an emergency plan	<p><i>Emergency plan and resource directory started.</i></p> <p><i>Training and support in completing the plan to be arranged. Core roles need identifying after training.</i></p>	May 2017	None Set	B&R Committee	Amber	<i>Resources if diverted to other tasks.</i>
59	To be General Data Protection Regulation compliant	<i>Council made aware of change in law May 2017.</i>	May 2017	May 2018	Town Clerk and Deputy Town Clerk	Green	<p><i>New task may need procedural changes.</i></p> <p><i>Full impact and resource implication should not be</i></p>

		<p><i>Full information audit needed which has been started.</i></p> <p><i>All polices and procedural changes to be in place by May 2018.</i></p>					<p><i>underestimated and are expected to be high.</i></p> <p><i>Resource implications if independent Data Protection Officer needed.</i></p>
60	Xmas Illuminations Contract	<p><i>Illuminations Task &amp; Finish Group reconstituted.</i></p> <p><i>Review of provision including lighting, location, timings and associated events being undertaken.</i></p>	December 2017	April 2018	Town Clerk and Illuminations Task & Finish Group	Amber	<p><i>Resource implications</i></p> <p><i>Managing expectations.</i></p> <p><i>Destructive column testing and electrical repair work needed.</i></p>

**SKEGNESS TOWN COUNCIL**

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**REPORT TO:** BUSINESS AND RESOURCES COMMITTEE  
24<sup>TH</sup> JANUARY 2018  
**BY:** TOWN CLERK  
**SUBJECT:** Town Crier Summer Regalia

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**PURPOSE:**

To seek guidance on how to deal with the requirement for cooler summer regalia.

**1 THE ISSUE**

- 1.1 The Council provided the Town Crier with a costume for his duties and this is badged and may only be used on official Skegness Town Crier duties or with consent.
- 1.2 The Town Crier has reported that the regalia is very hot to wear in summer months. He has offered to purchase his own matching regalia in a lighter material.
- 1.3 If the Town Council are not the owners of the regalia it cannot easily impose control over its use, albeit the public may believe it is being worn in an official capacity.
- 1.4 The Council has a duty for the well being of staff and volunteers and the Town Crier role would fall under this. Council will need to consider whether wearing regalia which causes over heating in hot weather presents a health and safety concern.
- 1.5 The issue is therefore whether the Council should purchase a second summer regalia and maintain control or whether it will permit the Town Crier to purchase and use regalia for its official functions, but not be able to exercise control for non-council events.

**FOR DECISION**

For information relating to this report please contact  
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Skegness or email  
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Background papers – None.