

## SKEGNESS TOWN COUNCIL

### **Minutes of the Management Committee Meeting**

**Held at 7.00pm on Wednesday, 25<sup>th</sup> January 2023**

**PRESENT:** Councillor P Barry (Deputy Mayor) in the Chair.

Councillors D Brookes, T Burnham, R Cunnington, S Dennis, D Edginton, A Findley, D Kirk, C Macey, J Sadler and T Tye (Town Mayor).

**Officers:** Town Clerk and Deputy Town Clerk.

**Absent:** Cllr M Anderson, S Claxton, G Saxon and P Sutton

1 member of the public attended. No press attended the meeting.

#### **M62. MINUTES OF THE LAST MEETING (Agenda Item 1)**

*It was proposed, seconded and*

**RESOLVED:** *That the minutes of the Management Committee Meeting on Wednesday 7<sup>th</sup> December 2022 be noted.*

#### **M63. TO NOTE APOLOGIES (Agenda Item 2)**

Apologies were received from Councillors S Blackburn, B Brookes, J Brookes, M Dannatt and S Kirk.

#### **M64. DECLARATIONS OF INTEREST (Agenda Item 3)**

No declarations were made.

#### **M65. GOVERNANCE REPORT QUARTER 3 RISK (Agenda Item 4)**

A report on the third quarter risk management for 2022/23 was presented. The Town Clerk went through changes to the risk register and answered questions raised. A short discussion took place.

*It was proposed, seconded and*

**RESOLVED:** *That: -*

- a) the Risk Register be approved.*
- b) no other actions are identified.*

**M66. GOVERNANCE REPORT QUARTER 3 FINANCE (Agenda Item 5)**

A report on the third quarter financial performance was presented so that the Committee could review and identify any exceptions or new controls needed. The Town Clerk went through the income & expenditure sheet which shows areas of overspend which will be met from reserves. A discussion took place and the Town Clerk answered questions on the report.

*It was proposed, seconded and*

**RESOLVED: That:-**

- a) *the report for the third quarter be noted.*
- b) *the income & expenditure and balance sheet be noted.*
- c) *no other actions are identified.*

**M67. GOVERNANCE REPORT QUARTER 3 SERVICES & OPERATIONAL MATTERS (Agenda Item 6)**

A report on the third quarter service performance was presented. The Town Clerk spoke on the increase in customer service enquires due to a lack of any face to face provision from other local authorities in Skegness. A discussion took place and the Town Clerk answered questions from Councillors.

7:47pm D Brookes left the meeting.

*It was proposed, seconded and*

**RESOLVED: That:-**

- a) *the report for the third quarter be noted.*
- b) *The movements on the task list be noted.*
- c) *The Town Clerk emails the Chief Executive and Leader of East Lindsey District Council about the customer service issues faced due to lack of a front facing customer service provision and that District Councillors are copied into this communication.*

**Item 7 was withdrawn from the agenda.**

7:50pm D Brookes returned to the meeting.

**M68. TOWNS FUND TOWER GARDENS PROJECT UPDATE (Agenda Item 8)**

The Town Clerk gave a short verbal report informing members that surveys had commenced.

*It was proposed, seconded and*

**RESOLVED: That the verbal report be noted.**

**M69. KING GEORGE V WALK ACCESS – (Agenda Item 9)**

A report was presented on issues surrounding motorcycles accessing the walk. A short discussion took place.

*It was proposed, seconded and*

**RESOLVED:** *That the Committee awaits a response from LCC regarding the bridge on the walk and that no further action is taken at this time.*

**M70. WORKLOAD REVEIW (Agenda Item 10)**

The Town Clerk presented a report which looked at how various projects were needing increased officer input including end of year accounts, elections, the towns fund project, the neighbourhood plan referendum, Scarbrough Avenue car park charges, the Kings Coronation Event, Remuneration Panel and various other legal issues. A discussion took place and the Town Clerk answered questions explaining all the projects were proceeding at the same time which is putting pressure on resources from now until May 2023.

*It was proposed, seconded and*

**RESOLVED:** *That:-*

- a) the report be noted.*
- b) up to 7 additional office hours, per week, be approved to support projects until May 2023.*
- c) a report goes back to Council by April with a workload update and indicating how many additional hours have been used.*

**The meeting closed at 8:28pm**

Date: 31/01/2023

Skegness Town Council

Page 1

Time: 11:27

**Bank Reconciliation Statement as at 31/01/2023  
for Cashbook 2 - Cafe Dansant Income Account**

User: CHARLOTTE

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Treasurers Account 00154752	31/01/2023	33	93,658.98
			<u>93,658.98</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			93,658.98
<u>Receipts not Banked/Cleared (Plus)</u>			
27/01/2023 CD745		69.21	
28/01/2023 CD746		89.77	
29/01/2023 CD747		122.34	
			<u>281.32</u>
			93,940.30
		<b>Balance per Cash Book is :-</b>	<b>93,940.30</b>
		<b>Difference Excluding Adjustments is :-</b>	<b>0.00</b>
<u>Adjustments to Reconciliation</u>			
07/08/2022 CD570	5p imbalance in cafe takings	-0.05	
07/08/2022 CD570	Remove incorrect adjustment	0.05	
			<u>0.00</u>
		<b>Unreconciled Difference is :-</b>	<b>0.00</b>

*Amir*  
01, 02 - 23

Skegness Town Council  
Tower Gardens Pavilion  
Tower Gardens  
Rutland Road  
PE25 2AX

## Your Account

Sort Code  
Account Number



## TREASURERS ACCOUNT

01 January 2023 to 31 January 2023

Money In	£3,057.36	Balance on 01 January 2023	£90,601.62
Money Out	£0.00	Balance on 31 January 2023	<u>£93,658.98</u>

## Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
06 Jan 23	PAYPAL INC. SKEGNESS TOWN COUN	BGC	69.21		90,670.83
09 Jan 23	PAYPAL INC. SKEGNESS TOWN COUN	BGC	10.26		90,681.09
09 Jan 23	500346	DEP	244.50		90,925.59
10 Jan 23	PAYPAL INC. SKEGNESS TOWN COUN	BGC	39.30		90,964.89
11 Jan 23	PAYPAL INC. SKEGNESS TOWN COUN	BGC	164.98		91,129.87
12 Jan 23	PAYPAL INC. SKEGNESS TOWN COUN	BGC	78.88		91,208.75
13 Jan 23	PAYPAL INC. SKEGNESS TOWN COUN	BGC	72.97		91,281.72
16 Jan 23	PAYPAL INC. SKEGNESS TOWN COUN	BGC	23.90		91,305.62
16 Jan 23	500347	DEP	466.20		91,771.82
17 Jan 23	PAYPAL INC. SKEGNESS TOWN COUN	BGC	68.44		91,840.26
18 Jan 23	PAYPAL INC. SKEGNESS TOWN COUN	BGC	111.67		91,951.93
19 Jan 23	PAYPAL INC. SKEGNESS TOWN COUN	BGC	138.82		92,090.75
20 Jan 23	PAYPAL INC. SKEGNESS TOWN COUN	BGC	22.90		92,113.65
23 Jan 23	PAYPAL INC. SKEGNESS TOWN COUN	BGC	102.50		92,216.15
23 Jan 23	500348	DEP	480.30		92,696.45
24 Jan 23	PAYPAL INC. SKEGNESS TOWN COUN	BGC	116.70		92,813.15

(Continued on next page)



## TREASURERS ACCOUNT

Sort Code  
Account Number

## Your Transactions


Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
25 Jan 23	PAYPAL INC. SKEGNESS TOWN COUN	BGC	103.77		92,916.92
26 Jan 23	PAYPAL INC. SKEGNESS TOWN COUN	BGC	49.08		92,966.00
27 Jan 23	PAYPAL INC. SKEGNESS TOWN COUN	BGC	124.12		93,090.12
30 Jan 23	PAYPAL INC. SKEGNESS TOWN COUN	BGC	68.32		93,158.44
30 Jan 23	500349	DEP	432.80		93,591.24
31 Jan 23	PAYPAL INC. SKEGNESS TOWN COUN	BGC	67.74		93,658.98

## Transaction types

<b>BGC</b> Bank Giro Credit	<b>BP</b> Bill Payments	<b>CHG</b> Charge	<b>CHQ</b> Cheque
<b>COR</b> Correction	<b>CPT</b> Cashpoint	<b>DD</b> Direct Debit	<b>DEB</b> Debit Card
<b>DEP</b> Deposit	<b>FEE</b> Fixed Service	<b>FPI</b> Faster Payment In	<b>FPO</b> Faster Payment Out
<b>MPI</b> Mobile Payment In	<b>MPO</b> Mobile Payment Out	<b>PAY</b> Payment	<b>SO</b> Standing Order
<b>TFR</b> Transfer			

Bank Reconciliation Statement as at 31/01/2023  
for Cashbook 1 - Current Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Lloyds Business Extra	31/01/2023	1	283,351.87
			<u>283,351.87</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			283,351.87
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			283,351.87
		Balance per Cash Book is :-	283,351.87
		Difference is :-	0.00

  
01.02.23



Skegness Town Council  
Tower Gardens Pavilion  
Tower Gardens  
Rutland Road  
PE25 2AX

## Your Account

Sort Code  
Account Number



## BUSINESS ACCOUNT

01 January 2023 to 31 January 2023

Money In	£11,437.60	Balance on 01 January 2023	£341,112.91
Money Out	£69,198.64	Balance on 31 January 2023	£283,351.87

## Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
03 Jan 23	BRITISH GAS TRADIN BGL0246551-0235450	DD		40.39	341,072.52
03 Jan 23	GOCARDLESS ARKICT- 44A746HYWQW	DD		41.22	341,031.30
04 Jan 23	HMCTS/CENTRALISED 22006822L COMP	BGC	12.70		341,044.00
04 Jan 23	AIB 3012 013742426	BGC	14.00		341,058.00
04 Jan 23	BUSINESS CRDT CD 5328650001029194	DD		12.64	341,045.36
04 Jan 23		FPI			341,135.36
05 Jan 23	AIB 0301 013742426	BGC	66.00		341,201.36
05 Jan 23	500504	DEP	362.10		341,563.46
05 Jan 23	R W STOKES AND SON 100000001056572375	FPO		96.00	341,467.46
05 Jan 23	PILGRIM FOODSERVIC 300000001063147313 CA111-	FPO		282.60	341,184.86
05 Jan 23	NAMM 600000001059569692 5994 600131 10 05JAN23	FPO		264.00	340,920.86
05 Jan 23	LIGHTING & ILLUMIN 500000001059827807 SKE002	FPO		7,182.00	333,738.86
05 Jan 23	IRIS BUSINESS SW 400000001064624202 B8464-80	FPO		750.00	332,988.86
05 Jan 23	FLOWBIRD SMART CIT 600000001059569717 S1026	FPO		27.55	332,961.31
05 Jan 23	EAST LINDSEY DISTR 200000001055886530 CEL	FPO		1,194.66	331,766.65
05 Jan 23	BURDENS GROUP LTD 200000001055886545 5746	FPO		116.03	331,650.62

(Continued on next page)





## BUSINESS ACCOUNT

 Sort Code  
 Account Number


## Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
06 Jan 23	AIB 0401 013742426	BGC	8.00		331,658.62
06 Jan 23	DVLA-YL58GGK 000000000043429942	DD		295.00	331,363.62
09 Jan 23	AIB 0501 013742426	BGC	4.00		331,367.62
09 Jan 23	BT GROUP PLC GP00685754- 000034	DD		83.94	331,283.68
10 Jan 23	AIB 0601 013742426	BGC	8.00		331,291.68
10 Jan 23	[REDACTED]				331,528.68
10 Jan 23	[REDACTED]				331,618.68
11 Jan 23	AIB 0901 013742426	BGC	2.00		331,620.68
11 Jan 23	[REDACTED]				331,665.68
12 Jan 23	AIB 1001 013742426	BGC	2.00		331,667.68
12 Jan 23	OPUS ENERGY LTD 0847702	DD		96.46	331,571.22
12 Jan 23	FAIRFX PLC T/A EQU 200000001059179752	FPO		894.89	330,676.33
12 Jan 23	NPOWER BUSINESS SO 100000001059880487	FPO		48.72	330,627.61
12 Jan 23	TUDOR ENVIRONMENTA 200000001059184319 SKE001	FPO		85.50	330,542.11
12 Jan 23	TRAVIS PERKINS 100000001059883695 XW5857	FPO		234.85	330,307.26
12 Jan 23	SID DENNIS AND SON 500000001063130216	FPO		522.84	329,784.42
12 Jan 23	LALC 300000001066456690 SKEGNESS 089299 10	FPO		2,736.16	327,048.26
12 Jan 23	BURDETTS AUTOMOTIV 300000001066456701 TOWN001	FPO		327.80	326,720.46
12 Jan 23	AMAZON PAYMENTS LT 200000001059184347	FPO		10.58	326,709.88
13 Jan 23	AIB 1101 013742426	BGC	4.00		326,713.88
13 Jan 23	HMRC VAT 311846420	BGC	126.03		326,839.91
13 Jan 23	ATOS RE FUELGENIE 63562950036864	DD		144.32	326,695.59

(Continued on next page)



## BUSINESS ACCOUNT

 Sort Code  
 Account Number


## Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
13 Jan 23	500506	DEP	74.10		326,769.69
16 Jan 23	AIB 1201 013742426	BGC	8.00		326,777.69
16 Jan 23	GOCARDLESS ARKICT-44A746HYWQW	DD		170.70	326,606.99
17 Jan 23	AIB 1301 013742426	BGC	6.00		326,612.99
17 Jan 23	AIBMS 013742426	DD		23.84	326,589.15
17 Jan 23	BRITISH GAS BUSINE 603316954211219000	DD		1,112.85	325,476.30
18 Jan 23	AIB 1601 013742426	BGC	20.00		325,496.30
19 Jan 23	NISBETS 600000001066404361 0004988503 300001 10	FPO		83.85	325,412.45
19 Jan 23	FBCA 500000001066670829 M/MC005/01 560046 10	FPO		196.00	325,216.45
19 Jan 23	CHARLES H HILL LTD 100000001063427517 SKEG001	FPO		12.33	325,204.12
19 Jan 23	AMAZON PAYMENTS LT 100000001063427529	FPO		20.40	325,183.72
20 Jan 23	AIB 1801 013742426	BGC	4.00		325,187.72
23 Jan 23	AIB 1901 013742426	BGC	2.00		325,189.72
23 Jan 23					325,537.72
23 Jan 23	500505	DEP	2,330.60		327,868.32
24 Jan 23	AIB 2001 013742426	BGC	6.00		327,874.32
25 Jan 23	AIB 2301 013742426	BGC	38.00		327,912.32
25 Jan 23	TOTALENERGIES G&P 1181815	DD		804.06	327,108.26
26 Jan 23	AIB 2401 013742426	BGC	8.00		327,116.26
26 Jan 23	ANGLIAN WATER BUSI 1051114	DD		1,280.94	325,835.32
26 Jan 23	TRAVIS PERKINS 300000001073529324 XW5857	FPO		159.91	325,675.41
26 Jan 23	SID DENNIS AND SON 200000001066262300 STC001	FPO		12.00	325,663.41

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## BUSINESS ACCOUNT

 Sort Code  
 Account Number

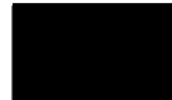

## Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
26 Jan 23	TRADE UK 100000001066963581	FPO		74.59	325,588.82
26 Jan 23	RIALTAS NEW JAN 17 300000001073529350	FPO		1,286.07	324,302.75
26 Jan 23	RA HACKETT 600000001069937122	FPO		8,880.00	315,422.75
26 Jan 23	P&R DECORATOR CENT 100000001066963606 ST01	FPO		121.30	315,301.45
26 Jan 23	NISBETS 100000001066963623 0004988503 300001 10	FPO		75.64	315,225.81
26 Jan 23	FLOWBIRD SMART CIT 600000001069937155 S1026	FPO		20.50	315,205.31
26 Jan 23	ESPO 400000001074997942 W50HA 606006 10 26JAN23	FPO		255.74	314,949.57
26 Jan 23	BURDENS GROUP LTD 200000001066262378 5746	FPO		42.71	314,906.86
26 Jan 23	RIALTAS NEW JAN 17 6877 SM27020	FPI	1,286.07		316,192.93
27 Jan 23	AIB 2501 013742426	BGC	2.00		316,194.93
27 Jan 23					314,780.16
27 Jan 23					313,325.95
27 Jan 23					310,775.48
27 Jan 23					310,109.45
27 Jan 23					308,676.82
27 Jan 23					306,867.95
27 Jan 23					305,393.30
27 Jan 23					304,526.53
27 Jan 23					303,111.76
27 Jan 23					302,402.69
27 Jan 23	CLLR A TYE	BP		208.00	302,194.69
27 Jan 23					300,373.47

(Continued on next page)



## BUSINESS ACCOUNT

 Sort Code  
 Account Number


## Your Transactions


Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
27 Jan 23					298,958.70
27 Jan 23					297,869.70
27 Jan 23					296,264.24
27 Jan 23					296,063.51
27 Jan 23					295,217.20
27 Jan 23					294,385.49
27 Jan 23					293,123.20
27 Jan 23					291,736.15
27 Jan 23	RIALTAS BUSINESS S 300000001074295508	FPO		1,286.07	290,450.08
27 Jan 23	500507	DEP	5,435.00		295,885.08
27 Jan 23					296,005.08
27 Jan 23	SERVICE CHARGES REF : 386919416	PAY		32.38	295,972.70
30 Jan 23	AIB 2601 013742426	BGC	6.00		295,978.70
30 Jan 23	HMRC - ACCOUNTS OF	BP		6,331.33	289,647.37
30 Jan 23	LCC PENSION FUND	BP		6,920.52	282,726.85
30 Jan 23	BRITISH GAS TRADIN BGL0246551-0235450	DD		47.98	282,678.87
30 Jan 23	500508	DEP	284.00		282,962.87
30 Jan 23					283,227.87
31 Jan 23	AIB 2701 013742426	BGC	4.00		283,231.87
31 Jan 23 (Continued on p. 4)					283,351.87

## Transaction types

<b>BGC</b> Bank Giro Credit	<b>BP</b> Bill Payments	<b>CHG</b> Charge	<b>CHQ</b> Cheque
<b>COR</b> Correction	<b>CPT</b> Cashpoint	<b>DD</b> Direct Debit	<b>DEB</b> Debit Card
<b>DEP</b> Deposit	<b>FEE</b> Fixed Service	<b>FPI</b> Faster Payment In	<b>FPO</b> Faster Payment Out
<b>MPI</b> Mobile Payment In	<b>MPO</b> Mobile Payment Out	<b>PAY</b> Payment	<b>SO</b> Standing Order
<b>TFR</b> Transfer			

Bank Reconciliation Statement as at 01/02/2023  
for Cashbook 7 - Credit Card

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Credit Card	31/01/2023	19	-188.28
			<u>-188.28</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			-188.28
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			-188.28
		Balance per Cash Book is :-	-188.28
		Difference is :-	0.00

  
01.02.23



Miss C. Rymell

Last logged on 31 January 23 at 09:57 AM

[Settings](#) [Log off](#)

BUSINESS CREDIT CARD

**£ 188.28** Current balance

£1,811.72 Available credit (Credit limit £2,000.00)

£171.64 Balance on last statement

£5.00 Outstanding minimum payment due (inc. any missed payments) by 06 February 2023

## Account statement summary

Transactions since your January statement

Next statement due: 21 February 2023

### FILTER TRANSACTIONS

TRANSACTION DATE	DESCRIPTION	REFERE NCE	DATE ENTERED	AMOUNT (£)	CARD ENDING
Balance from last statement				171.64	
26 Jan 23	ADOBE ACRO PRO SUBS AD OBE.LY/BILL IR L	MT230 260495 000010 089807	26 Jan 23	16.64	9202

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Bank Reconciliation Statement as at 31/01/2023  
for Cashbook 10 - Fair FX Plc T/A Equals Money

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Equals FX Plc T/A Equals Money	31/01/2023		1,308.74
			<u>1,308.74</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			1,308.74
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			1,308.74
		Balance per Cash Book is :-	1,308.74
		Difference is :-	0.00



01. 02 . 23



# Transactions

Date range start: 2023-01-01 Date range end: 2023-01-31 Show: Last month User: Everyone Currency: All Card: All Credit/debit: Any Card status: Any ☐ Show Auths?

Owner	Card no	Date	Description	Client/code	Category	Notes	Credit	Debit	VAT	Net	Fee	Local currency
Stephanie Wade	5339*****9646	2023-01-31	TESCO STORES 3228, SKEGNESS, GBR					£11.71		£11.71	£0.00	
Stephanie Wade	5339*****9646	2023-01-30	LIDL GB, SKEGNESS, GBR					£8.22		£8.22	£0.00	
Stephanie Wade	5339*****9646	2023-01-27	LIDL GB, SKEGNESS, GBR					£12.90		£12.90	£0.00	
Stephanie Wade	5339*****9646	2023-01-24	LIDL GB, SKEGNESS, GBR					£24.77		£24.77	£0.00	
Stephanie Wade	5339*****9646	2023-01-21	LIDL GB, SKEGNESS, GBR					£16.90		£16.90	£0.00	
Stephanie Wade	5339*****9646	2023-01-21	BOOKER LTD - 38582904, WELLINGBOROUGH, GBR					£47.95		£47.95	£0.00	
Stephanie Wade	5339*****9646	2023-01-18	LIDL GB, SKEGNESS, GBR					£19.38		£19.38	£0.00	
Stephanie Wade	5339*****9646	2023-01-17	TESCO STORES 3228, SKEGNESS, GBR					£6.60		£6.60	£0.00	
Stephanie Wade	5339*****9646	2023-01-16	POUNDLAND, SKEGNESS, GBR					£4.95		£4.95	£0.00	
Stephanie Wade	5339*****9646	2023-01-10	BOOKER LIMITED SKEGNESS, SKEGNESS, GBR					£33.75		£33.75	£0.00	
Stephanie Wade	5339*****9646	2023-01-10	LIDL GB, SKEGNESS, GBR					£4.13		£4.13	£0.00	
Stephanie Wade	5339*****9646	2023-01-09	Card Load				£354.89					
Stephanie Wade	5339*****9646	2023-01-03	BOOKER LIMITED SKEGNESS, SKEGNESS, GBR					£31.51		£31.51	£0.00	
Stephanie Wade	5339*****9646	2023-01-03	LIDL GB, SKEGNESS, GBR					£129.44		£129.44	£0.00	

£1,000

£ 308.74+

£1,308.74 Total

Dashboard

Currency Accounts

Users

Cards

Top-up card

Multi card top-up

Top-up requests

Order a new card

Card to card transfer

Card list

Request top-up

International Transfers

Reports

Business Setup

Rewards NEW

## Card list

### Card list

Search owners: Dept: All Card status: Any Card currency: Sterling ☐ Include closed cards with no balance   [Print](#) [Request new card](#)

Card number	Owner	Available	Balance	Pending	Status	Expiry	Department	Currency	Balance last updated
[REDACTED]	Stephanie Wade	£308.74	£308.74	£0.00	Active	01-09-2025	Community Café	Sterling	01-02-2023 09:22:31
Viewing 1 of 20 50 100 results per page									

### Aggregate totals

Currency	Count	Total balance	Total pending	Total available
Sterling	1	£308.74	£0.00	£308.74

Date: 30/01/2023

Skegness Town Council

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Time: 12:30

Bank Reconciliation Statement as at 30/01/2023  
for Cashbook 6 - Petty Cash

User: CHARLOTTE

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty Cash	25/01/2023	52	353.11
			<u>353.11</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			353.11
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			353.11
		Balance per Cash Book is :-	353.11
		Difference is :-	0.00

Checked by Charlotte - Crymmer 30/1/2023.



01.02.23

**POLICY TITLE****POLICY TITLE**

# Memorial Bench Sponsorship in Tower Gardens Policy

**REVISION DATE**

February 2023

**REPLACES POLICY**

New Policy

**POLICY AIM**

This policy outlines the details for the potential sponsorship of benches in Tower Gardens with a memorial plaque. The policy applies to the sponsorship of existing benches by the installation of a memorial plaque either exclusively or together with up to two other sponsors per bench. In all cases sponsorship of existing benches is subject to availability and future plans for a given area and these will be assessed on a case-by-case basis. In all cases a fee will apply which will be used to maintain the benches and the environment in which they sit. This service is open to both residents and non-residents.

**POLICY STATEMENT**

## Memorial Benches and Plaques within Parks and Open Spaces

The following may be permitted: -

- The exclusive sponsorship of an existing bench shown by a single memorial plaque.
- Co-sponsorship of an existing bench with up to two other sponsors shown by up to 3 memorial plaques on a single bench.
- The sponsorship cost for the benches are detailed within **Appendix B** – these will be reviewed annually as part of the Fees and Charges process.
- The price for a sponsored bench includes the cost of the plaque.
- Memorial plaques will be ordered and fitted by the Council. These will be stainless steel. Memorial Plaques will be a maximum of 50mm x 100mm or (2" x 4"). Whilst there is freedom to choose the dedication, these must not be offensive or inappropriate. The Town Clerk will determine the suitability of the dedication.
- Where a sponsor is co-sponsoring a bench, the Town Clerk will assign a bench within the gardens. The Town Clerk will seek to fill co-sponsored benches with 3 dedications before moving to a new bench. This will ensure that wherever possible benches remain for sole sponsorship where this is required.

- In the event of any issues with relationships between bench sponsors where there may be up to 3 plaques on one bench, a sponsor may request to have their plaque re-located to another co-sponsored existing bench at the relocation fee as detailed in **Appendix B**.
- Two sets of contact details for each Sponsor will be asked for but it is the responsibility of the sponsor to ensure the Council is informed of any changes to these.
- The sponsoring of a bench does not permit any flowers or other tributes to be left on or near the bench. Any tributes or flowers left in this way will be removed and disposed of.
- All costs associated with this policy will be reviewed annually as part of the fees and charges setting process.

## **IMPLEMENTATION**

### **Requests to sponsor a bench**

Requests must be made on the appropriate form which will be published on the Council's website or is available in hard copy from the Council Office. Once the request has been agreed in principle, an invoice for the sponsorship amount will be raised. All fees will be subject to VAT.

Once the appropriate fee has been paid an order will be placed for plaque. Once the order from the Council has been placed it will not be possible for the Sponsor to change their mind.

### **Ownership**

Benches remain the property of Skegness Town Council. Sponsorship does not convey any ownership rights in respect of the benches.

The plaques placed on benches are the property of the Sponsor and can be removed from the bench by the Council on request by the Sponsor. Once a plaque is removed following a request to remove, the right to have the plaque on the bench is lost.

### **Sponsorship Period**

Plaques on existing benches - 5 years

During Sponsorship Period, the Council agrees to maintain the bench to a serviceable standard or where the bench becomes beyond economical repair to replace the bench with a suitable replacement.

At the end of the Sponsorship Period the Council will remove the memorial plaque and contact the sponsor to make arrangements to return it to them. Alternatively, the Sponsor may wish to take out a further period of sponsorship. If this occurs the plaque may need to be relocated to another bench.



Should the Council be unable to contact the Sponsor within 6 months of the sponsorship end date, the Council reserves the right to dispose of the memorial plaque.

## MONITORING

The number of memorial plaques issue will be reported to Management Committee as part of Quarterly Governance.

## POLICY REVIEW

This policy is to be reviewed in February 2027 Fees and charges will be reviewed annually.

## POLICY APPROVAL

Due at the Management Committee Meeting on 15<sup>th</sup> February 2023.

## APPENDICES

### Appendix A – Existing Locations

Tower Gardens

### Appendix B – Prices 2023

Memorial Plaque and unique sponsorship of bench for 5 years	= £ 500 +VAT
Subsequent 5 year Sponsorship using existing plaque	= £ 400 +VAT
Memorial Plaque and co-sponsorship* of bench for 5 years	= £ 250 +VAT
Moving an installed plaque to a different bench	= £ 30 +VAT

\* shared space with up to two other memorial plaques on one bench

Council Asset

Buildings and Land

TOWER GARDENS

Council Asset	Description/Comments	Identified External Funding					Not yet programmed
		2023/24	2024/25	2025/26	2026/27	2027/28	
Towns Fund Refurbishment Tower Gardens Railings	Design in Tower Gardens Town Fund Project funding to be agreed In-house - needs In-house needs rust stripping, rust treatment and repaint	£530,000 Now Revenue	£500,000	£530,000			£0
Bandstand Refurb	In-house	Now Revenue					
Tower Gardens Lighting columns Tower Garden Pavilion Fences	Rusting - may be able to extend life if rust removed and painted. Possibly In-house In-house - needs re-coating to preserve every few years	Now Revenue Now Revenue					
Twr Gardens Playground Fence and Gate replacement Twr Gdns Playground Renewal	Existing fence is deteriorating and gates constantly need attention. Approx 66m at £100 High maintenance due to wear and tear and some misuse	Now Revenue £150,000					£150,000
Pavilion Refurb	Need to plan for this albeit in 20 plus years	£100,000					£100,000
Pavilion Internal Redecoration Tower Garden Pavilion Car Park	Need to plan for this within 10 years. Currently undertake annual touch up of accessible parts Need to plan for this albeit in 20 plus years	£15,000 £10,000					£15,000 £10,000
Store Rooms	Need to plan for this within 10 years. Currently undertake annual patch work	Now Revenue					£0

SCARBROUGH AVE CAR PARK

Car Park Resurfacing	Guestimate 1600m2 at £65	£104,000					£104,000
Car Park Relining	Approx 100 linear meters at £10 pm	£1,000					£1,000
Car Park Drainage	Needs investigating - some gullies in wrong place	£5,000					£5,000
Car Park Fencing	Patched - 28m for replacement at £100 pm	Now Revenue					

ST MARYS CEMETERY

Lych Gate Repairs St Mary's Cemeteryroof and wood	Roof patch, wood treated, repointing top of brickwork	Now Revenue					£0
Cemetery building facias and crack	New facias and boards - repointing and mastic around window - possibly in house replacement some way off. Can treat in short term but budget replacement in 10 years	Now Revenue					£0
Fencing to QE2 Memorial Gardens Dyke Clearance	Needed soon. Provisional Sum	Now Revenue £5,000	£5,000				£0
Path repairs Church main path resurfacing	2000m2 at £100. Currently patched each year. Phase work. Main path estimated at £30,000 to £40,000 allow for surfacing in 5 years	£200,000 £5,000		£30,000	£30,000	£30,000	£110,000 £5,000

WINTHORPE PLAY PARK

Winthorpe Playground	Needs work to floor surface within a few years	£20,000				£20,000	£0
Winthorpe Private Rd	Needs resurfacing plus drainage to south east corner. 400m2 at £135 plus £5000 for drainage solution	£59,000	£59,000				£0

Winthorpe Small Playground Equipment renewal	Will need replacing within 10 years (best to do with new floor surface to avoid damage.	£100,000						£100,000
Muga and large play	Longer term major repairs perhaps 10 years away	£75,000						£75,000
Winthorpe Boundary Fencing	60m needs complete replacement at £100 pm	Now Revenue						
								£0
<b>ALMA AVENUE PLAY PARK</b>								£0
Alma Play park refurbishment	2 x play park. Will need new floor and complete refurbishment within 5 to 10 years	£200,000						£200,000
								£0
<b>ALLOTMENTS</b>								£0
	Some top dressing of vehicle tracks/car park. Boundary fencing needs replacing as it is all but disappered on some sides. Not assessed provisional sum only							
Allotment boundary fence and car park		Now Revenue						£0
<b>WALKS AND GREENS</b>								£0
Vine Walk Paths	Paths will need maintenance and repair at some point. Not yet assessed, provisional sum only	£75,000						£75,000
King George V Walk Entrance Path	Paths will need maintenance and repair at some point. Not yet assessed, provisional sum only	£75,000						£75,000
Coronation Walk Paths	Paths will need maintenance and repair at some point. Not yet assessed, provisional sum only	£75,000						£75,000
								£0
<b>EQUIPMENT AND VEHICLES</b>								£0
ICT Network and server review	Not assessed provisional sum only	£8,000						£8,000
Vans replacement	Vans starting to incur higher repair costs. Provisional sum	£65,000			£65,000			£0
Large Mowers	Not assessed - Provisional sum but could consider leasing all large mowers	£40,000		£40,000				£0
Pavilion Major Equipment	Not assessed - Provisional sum for 8-10 years time	£20,000						£20,000
Street CCTV Replacement	estimate 13 cameras at £5000	£65,000						£65,000
<b>OTHER</b>								£0
Climate change adaptations	Not assessed	£50,000						£50,000
TOTAL		£2,052,000	£594,000	£40,000	£95,000	£30,000	£50,000	£1,243,000
		External Funding	£500,000					
		Funding required	£94,000	£40,000	£95,000	£30,000	£50,000	£1,243,000
		£197,500	£103,500	£89,500	£20,500	-£9,500	-£59,500	-£1,302,500
Capital Reserve								
Look for grant applications for specific items								
Revenue Contribution (Minimum to fund 5 years)			26,000	26,000	-	-	-	
Net Reserve year end			£129,500	£115,500	£20,500	-£9,500	-£59,500	-£1,302,500



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**SKEGNESS TOWN COUNCIL**

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<b>REPORT TO:</b>	<b>MANAGEMENT COMMITTEE 15<sup>TH</sup></b>
	<b>FEBRUARY 2023</b>
<b>BY:</b>	<b>TOWN CLERK</b>
<b>SUBJECT:</b>	<b>Access Road Repairs</b>

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**PURPOSE:** To determine the course of action in relation to the access road.

## **1 BACKGROUND**

- 1.1 The Council own a private road leading to the recreation ground on Church Lane Winthorpe.
- 1.2 The road is a loose stone surface over a compacted sub-base and has several deep potholes caused by weathering and vehicle usage.
- 1.3 It is understood that the road surface has been topped up over the years and the road edge is now level with the kerb which is contributing to flooding of the footpath.
- 1.4 There is a drainage issue in the south-eastern corner, seemingly the lowest point. This has been subject to complaint from a resident as previously reported to Council. The complaint is now long outstanding and a second complaint has now been received.
- 1.5 There is a vehicular right of way over the land by both the residential properties and for access by Anglian Water to the pumping compound. There is not any right to park written on the land registry, but rights will have been established over many years and there are often vehicles parked here by both residents and visitors to the playground. There does not appear to be any covenant in relation to repairs and so the fall-back position is legislation and common law.
- 1.6 When Councillors on the Capital Programme Working Group visited the site, the works were noted as needed. On the draft Capital Programme presented at the time, an indicative budget cost of £59,000 was put against this item. With inflationary pressures the estimate may need to be revised.

- 1.7 Whilst it may be possible under the 1980s Highway's Act for the Highways Authority to issue a notice for repair, it is doubtful that they can do so against Skegness Town Council as owner. Their power seems to be limited to enforcement against frontages (i.e. the occupiers of properties fronting the road). Therefore, the obligation on this Council might be limited to third party liability as a consequence of non-repair rather than an outright legal duty to repair. This means that any resolution is likely to come down to risk management.

## **2 OPTIONS**

- 2.1 It might be possible to undertake a short-term fix by filling the deep potholes and installing a simple soakaway system in the grass area next to the play park. Currently the feasibility and cost of this is being investigated together with the likely cost. Any repair to the potholes will only last a short while though and it is likely that we will need to revisit the surface again in a year or so.
- 2.2 Council could opt to undertake a full repair. If this option is preferred, the Framework Contractor who will be undertaking works in Tower Gardens could be asked to provide a cost (design and build). Alternatively, tenders could be sought, but would first need a surveyor to produce drawings and specify the works. We do not have these skills in house.

## **3 RISKS**

- 3.1 There are possible third-party public liability risks. If the Council can be proved to be responsible, then a claim for damages might be made. The extent to which this is covered by insurance would depend on whether the Council has acted reasonably in the circumstances.

## **4 RESPONSIBLE FINANCE OFFICER COMMENTS**

- 4.1 It is likely that a short-term solution will cost in the low thousands of pounds but this solution is likely to be short lived.
- 4.2 A long-term solution is likely to cost upwards of £50,000 but may last many years. This is likely to be the most cost-effective solution, but this has to be balanced against the risk that Council may face other challenges and calls against its Capital reserve.

- 4.3 The Council has a Capital Programme budget but there are already other calls on this budget and in 2023/4 there will be a net reduction in this reserve. The current outline Capital Programme and budget is included in **Appendix A** to help the Committee see the impact.

## 5 **RECOMMENDATIONS**

- 5.1 Committee to decide how it wishes to proceed.

For information relating to this report please contact The Town Clerk, Tower Gardens Pavilion, Skegness or email [info@skegnesscouncil.org.uk](mailto:info@skegnesscouncil.org.uk)

**FOR DECISION**

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**SKEGNESS TOWN COUNCIL**


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<b>REPORT TO:</b>	<b>MANAGEMENT COMMITTEE 15<sup>TH</sup> FEBRUARY 2023</b>
<b>BY:</b>	<b>TOWN CLERK</b>
<b>SUBJECT:</b>	<b>Providing East Lindsey Front Line Service to Residents</b>

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**PURPOSE:** To update the Committee on East Lindsey District Council's response to a letter sent to the Chief Executive and to authorise the Town Clerk to consider and where possible implement suggested solutions.

#### 4 BACKGROUND

- 4.3 At the last meeting the Management Committee were updated with the impact of having to handle enquiries from residents that relate to East Lindsey District Council Services (ELDC).
- 1.2 The problem has largely occurred because ELDC has withdrawn from providing drop-in face-to-face services. At the same time the responsiveness of the customer service telephone line appears, to customers and in our own experience, to have declined. As a result, more people are approaching Skegness Town Council for assistance.
- 1.3 Management Committee asked the Town Clerk to write to the Chief Executive of ELDC to raise concerns.

#### 2 RESPONSE

- 2.1 The Assistant Director – Wellbeing and Community, has responded to the letter and this was followed up by a meeting.
- 2.2 It has been made clear that ELDC's Customer service policy does not provide for any drop-in customer service points and promotes a move to either telephone, on-line services or pre-booked face to face meetings. This was discussed and there was recognition that this will leave some people unable to easily access service. ELDC has established a Community Support Group to enable communities (including Parish and Town Councils) and voluntary services to assist in signposting and supporting those in need to get help.

- 2.3 Across East Lindsey there is already an active Community Support Programme providing assistance in Community Hubs, church halls and other locations, that offer support across a broad spectrum of support services not just those relating to District Council services. These include groups supporting mental health, community isolation, those with long term medical needs, financial worries etc. It includes schemes such as the food banks through to financial advice through the CAB and group training and support for residents to access on-line services but without the skills or means. In the current economic situation, we expect community issues to increase and in Skegness we are one of the most visible places that people can seek help.
- 2.4 We have participated in some initiatives, such as the warm box scheme from Age UK and we have access to a method of helping the homeless to be able to contact ELDC and other agencies if they cannot afford to top up a mobile phone.
- 2.5 In support of the issues STC are having, ELDC are prepared to offer Skegness Town Council
- a direct contact phone that can be used by the public
  - an information pod - this may require assisted support and we don't have details as yet
  - signposting information leaflets
  - small amount of financial support to cover photocopying, scanning, printing of information etc.
- 2.6 At the time of writing detailed information about these offers has not yet been provided. It would be necessary to ascertain whether there would be room for an information pod in the Pavilion, where and how the telephone service would operate and agree a value for the support costs.
- 2.7 It is proposed that we look at the ELDC offers with a view to seeing which, if any, of elements can be accommodated and would be supportive. The Town Clerk can also look at costs with a view to claiming for stationery, printing etc.

#### **4 LOOKING FORWARD**

- 3.1 Realistically, as a visible front-line service it is impossible to filter out those seeking services usually delivered by other public services. Generally,

those that are unable to access services using the web or telephone are either elderly or the most vulnerable. When faced with distressed people STC Officers try to provide answers and support as best as possible within the resources available and the availability of information. Quite often, if time is taken at an early stage this can nip problems in the bud and help people become more self-reliant. However, the more we provide the more that will be expected.

- 3.2 The Council could use its position in the Community to further develop the Community Hub aspects of the Pavilion by seeking to develop, engage and work with the Voluntary and Charitable sectors to provide additional community support. There is definitely a demand and a need. Something like this would really need to be considered as part of an overall strategic direction set in the Council's Business Plan.
- 3.3 It is Government Policy for Town and Parish Councils to play an increased role in community service provision. In August 2021 Government set out a Policy Framework of how this can happen. Financially, Principal Councils are capped whereas Town and Parish Councils are not, allowing these to increase local taxation to keep a locally determined service level. A General Election is unlikely to change this trend as both main political parties are tied to the concept of localism.

#### **4 RECOMMENDATIONS**

- 4.1 Town Clerk is authorised to consider the operational aspects of the ELDC offer and implement these if it is practical to do so.
- 4.2 The Town Clerk is authorised to seek a financial contribution towards the costs of printing, stationary and other costs associated with providing front line assistance for ELDC customers.
- 4.3 Consideration is given to developing locally focussed community support as part of a future business plan objective.

For information relating to this report please contact The Town Clerk, Tower Gardens Pavilion, Skegness or email [info@skegnesscouncil.org.uk](mailto:info@skegnesscouncil.org.uk)

**FOR DECISION**

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**SKEGNESS TOWN COUNCIL**

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<b>REPORT TO:</b>	<b>MANAGEMENT COMMITTEE 15<sup>TH</sup></b>
	<b>FEBRUARY 2023</b>
<b>BY:</b>	<b>TOWN CLERK</b>
<b>SUBJECT:</b>	<b>Tower Garden Public Toilets</b>

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**PURPOSE:** To seek authorisation to extend the lease of the toilet block.

## **1 CURRENT SITUATION AND PROPOSALS**

- 1.1 When the transfer of Tower Gardens took place in 2019 it was agreed to lease back the public toilets to East Lindsey District Council (ELDC) so that they would continue to manage and maintain these. ELDC have then contracted out the toilet management and maintenance to a contractor.
- 1.2 The lease was for an initial 4-year period which was the same as the contract ELDC had for maintenance.
- 1.3 It is understood that the toilet management contract is to be extended for one year whilst ELDC review next steps. In the meantime, ELDC has agreed to continue managing the service and has requested an extension on the lease for one year.
- 1.4 It is therefore proposed that the lease on the Tower Gardens Toilet Block is extended on the same terms for one year and that Skegness Town Council open discussions with ELDC regarding their future plans for toilet provision in Skegness and Tower Gardens in particular.

## **2 OPTIONS**

- 2.1 Council could take back the toilet block and takeover responsibility for the provision. This option is not recommended as Skegness Town Council does not currently undertake this type of service and does not have the scale of in-house operation to do this in a cost-effective way. Contracting this service out would not be as cost effective as the service ELDC are able to achieve within a much larger contract covering multiple sites.
- 2.2 Council could opt to close the public toilets. This option is not recommended as the toilet is used frequently by visitors to the gardens

and local residents whose children use the play facilities and forms an essential service.

### **3 RISKS**

- 3.1 There are no additional risks of continuing with the existing arrangements for a further year. However, there are potential risks beyond April 2024 should ELDC decide not to continue. It is therefore important to understand their long term intentions as soon as possible.

### **4 COSTS**

- 4.1 There may be some legal costs associated with this, but at this point these have not been quantified but are likely to be relatively low as no changes to the lease terms and conditions are expected.

### **5 RECOMMENDATIONS**

- 5.1 Authorise the Town Clerk to extend the toilet lease by one year.

For information relating to this report please contact The Town Clerk, Tower Gardens Pavilion, Skegness or email [info@skegnesscouncil.org.uk](mailto:info@skegnesscouncil.org.uk)

**FOR DECISION**