

## SKEGNESS TOWN COUNCIL

### Minutes of the Management Committee Meeting

Held at 7.30 pm on Wednesday, 17<sup>th</sup> July 2019

**PRESENT:** Councillor J Carpenter (Deputy Mayor) in the Chair.

Councillors P Barry, S Blackburn, B Brookes, D Brookes, T Burnham, M Dannatt (Mayor), D Edginton, S Emsen, A Findley, G Saxon, P Sutton, T Tye and B Walker

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

One member of the public was present.

**M16. MINUTES OF THE LAST MEETING (Agenda Item 1)**

*It was proposed, seconded and*

**RESOLVED:** *That the minutes of the Meeting of the Management Committee held on Wednesday 26<sup>th</sup> June 2019 be approved.*

**M17. TO NOTE APOLOGIES (Agenda Item 2)**

Apologies were received from Cllr M Anderson, S Claxton, R Cunnington, J Brookes, S Dennis, D Kirk and S Kirk.

**M18. DECLARATIONS OF INTEREST (Agenda Item 3)**

Cllr J Carpenter item Category A – Member.

**M19. GOVERNANCE REPORT QUARTER1 (Agenda Item 4)**

The Town Clerk presented the Governance & Performance report for quarter 1, firstly reiterating the shared responsibility of all Councillors for the financial management of the Town Council. The Town Clerk then went through the income & expenditure, risk register and outstanding actions in detail, highlighting any risks that had increased and their movements in the task list. The internal audit report for 2018/19 was also presented. The Town Clerk answered any questions and a discussion around operational issues took place.

*It was proposed, seconded and*

**RESOLVED:** *That:-*

- a) The Governance Report for the first quarter of 2019/20 and internal audit report for 2018/19 be noted.
- b) The Council approved bank reconciliations for the quarter be noted.

- c) The amended Risk Register in appendix D be approved.
- d) The movements on the Task List Appendix E be noted.
- e) There are no actions or issues identified from the operational information.
- f) There are no other matters that should be sent to Council.

**M20. CHILDREN'S FUNERAL FUND (Agenda Item 5)**

The Town Clerk informed Committee of the Children's Funeral Fund and revised Cemetery Fees and Charges were presented.

*It was proposed, seconded and*

**RESOLVED:** *That the new fees and charges be recommended to Council for implementation when the scheme becomes operational.*

**M21. CHRISTMAS ILLUMINATION SWITCH ON (Agenda Item 6)**

The Town Clerk presented a report to update the Committee on the situation regarding the switch-on for 2019 and to determine a way to proceed. The importance of the switch on was discussed. The Town Clerk informed the Committee that due to current projects there was no available officer hours moment to support this working group.

*It was proposed, seconded and*

**RESOLVED:** *That*

- a) *A Switch On Working Group be formed to look at how the Council can work with the Hildreds centre and other organisations to secure the future of the event.*
- b) *The Working Group be made up of Councillors S Blackburn, B Walker, G Saxon and T Tye.*
- c) *That the working group bring back a report to Committee.*

**M22. GRANT APPLICATIONS (Agenda Item 7)**

A grant application from the Citizens Advice for £100 was considered.

*It was proposed, seconded and*

**RESOLVED:** *That a grant of £100 for the Skegness branch of the Citizens Advice be approved.*

Cllr J Carpenter declared a Category A interest and left the meeting whilst the grant application for the Twinning Association was discussed.

The Committee considered a grant application from the Twinning Association for £1000. A discussion around how the grant was due to be spent took place.

**RESOLVED:** *That a grant of £100 for a commemorative plaque from the Town Council be made to the Twinning Association.*

**The meeting closed at 9.23pm**

**SKEGNESS TOWN COUNCIL**

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**REPORT TO:**                   **MANAGEMENT COMMITTEE**  
**18<sup>TH</sup> SEPTEMBER 2019**

**BY:**                               **TOWN CLERK**

**SUBJECT:**                   **Tower Gardens**

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**PURPOSE:** To update Committee on progress with maintenance and running of the gardens including events.

1.     **BACKGROUND**

- 1.1    The Council has now been managing Tower Gardens for 6 months. There has been considerable positive feedback from the public over this time.

2     **DAY TO DAY MANAGEMENT**

- 2.1    There have been a few issues which have been managed:

- 2.1.1   A large bough from a Horse Chestnut tree came down on the path. There was no indication prior to this that there was a problem with the tree. It is likely that remedial action will be required to the remaining part of the tree, which will have cost implications.
- 2.1.2   A tree survey has been completed in the gardens and a report is expected soon.
- 2.1.3   It is expected that the faulty pond pump and control unit will be remedied within the next 6 to 8 weeks as agreed with ELDC.
- 2.1.4   In the play area the zip wire and missing basket have been replaced.
- 2.1.5   A fault has occurred with trampoline and parts and repair are awaited
- 2.1.6   Heras fencing is required to fence off faulty equipment. This is likely to cost a few hundred pounds and the Town Clerk will order to ensure that we can safeguard the public from broken equipment, once we have identified an area to store the fencing.
- 2.1.7   A full electrical safety test has been undertaken as certificates were not available from ELDC. There are several urgent concerns listed that will need immediate remedial action. This will likely exceed the existing budget for repairs and will need to be funded from reserves. A quote for the work is awaited.
- 2.1.8   Unapproved advertising banners not related to Tower Gardens have been removed.

### **3 EVENTS**

3.1 The following events have taken place.

#### **May**

Car Display

#### **June**

Car Display

#### **July**

Morris Dancing

Car Display

Crime Prevention Gala

#### **August**

Skegness Silver Band

Carnival- Family Fun Day & Baby Competition

Carnival 999 Day and Pet Competition

Teenage Market

Car Display

Car Display

SO Festival

#### **September**

Vintage Festival

- 3.2 Car displays are often poorly attended by the organisers and therefore should perhaps have a lower priority for holding reservations or be encouraged to be part of another event.
- 3.3 The Carnival weekend significantly increased STC's commercial waste on the first day as they did not provide adequate clearance arrangements. This was resolved by the second day.
- 3.4 The SO Festival brought the controversy of the naked performers. A complaint was raised with MV and we will be working with them to prevent recurrence. The Council's permission letters have been reworded to specifically preclude naked performers, performances with offensive language or discriminative behaviour.
- 3.5 The edges of the path leading from the bandstand towards the Grand Parade entrance have been damaged again during events. A solution is needed as this is the only route suitable for event vehicles to access this area. Hardcore has been laid previously but this only provides a short-lasting solution.

3.6 Petrol and/or heat from a generator caused some minor damage to the grass.

#### **4 RECOMMENDATIONS**

4.1 The Committee are recommended to:-

a) Note the report

**FOR DECISION**

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

Background papers none

**SKEGNESS TOWN COUNCIL**

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**REPORT TO:**                   **MANAGEMENT COMMITTEE**  
**18<sup>TH</sup> SEPTEMBER 2019**

**BY:**                               **TOWN CLERK**

**SUBJECT:**                   **Community Building Progress Report**

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**PURPOSE:** To update Committee on progress of the development of the Community Building and the associated costs.

1.     **BACKGROUND**

1.1    The construction of the community building was started in May 2019.

2     **BUILDING PROGRAMME AND PROGRESS**

- 2.1    4 days have been lost due to weather conditions, but there is the possibility that this lost time may be retrieved by the end of the programme. There has also been a supply issue with the windows. This has the potential to cause delay, but alternative supply chains are being examined. Currently the walls are being erected and the roof will be constructed early next month and so by mid to end October the building will be watertight.
- 2.2    Work with the architect continues to ensure that the interior finish meets the quality, look and feel of the original designs.
- 2.3    Following handover, as previously reported there will be a period of 3 to 4 months to make the building operational. The Kitchen and AV which are separate contracts will be completed during this period. There will be a period whereby staff operate out of both the Town Hall and the new building as it is made operational.
- 2.4    The lease for the current offices is under a six month notice period and therefore authorisation is required to submit a notice of termination, the use of the Council chamber is under a different agreement and is not subject to this notice. It is recommended that the committee authorise the Town Clerk to give notice to end the tenancy on the 31<sup>st</sup> March 2020.
- 2.5    The question of the official opening has been raised by a Councillor and I have advised that the very earliest this can take place is 1<sup>st</sup> May 2020. This date depends on there being no delay to the building programme or any other issues arising. I think there are risks in setting the official

opening date prior to the January Council meeting when the handover date has been agreed with the building contractor.

### **3 ISSUES**

- 3.1 There has been minor pilfering from the site and the Main Contractor has beefed up security measures as a consequence and the Town Clerk and Deputy Town Clerk have spoken with the local Neighbourhood Police Team.
- 3.2 There is a problem with a water pipe that runs across the site in accordance with a wayleave. The pipe is in need of replacement prior to external works being completed, but the connection to the water supply has to be ordered by the pipe owner, but there is a dispute between the pipe owner and ELDC as there is a belief that this should have been sorted out as part of the demolition works. The Town Clerk has offered that the necessary trench for the new pipe across the site can be put in place on behalf of the pipe owner to expedite matters. This needs to be sorted out by November to avoid delays and potentially extra costs. This has been added to the risk register.
- 3.3 The AV contract which is separate to the main contract has been subject to some more changes as the projector cannot be hung in the originally intended position due to limitations in access to the space for cabling and future maintenance. An alternative solution has been found and as a result the projector will need to be placed above the hall dividing screen which is about two thirds the length of the hall from the screen. To achieve the required brightness for the throw will require the use of a semi-professional projector and special lens. The screen configuration has also been changed due to the air management vents above the projection area. As a result of this and changes to associated cabling the cost will be £2916 higher than originally envisage. The total cost for AV, wireless coverage and telephones coming in at £9416. The additional cost will be met from the project budget.
- 3.4 The room in which the communications, data, ICT, CCTV and security equipment is located has been identified as now needing air conditioning to prevent the overheating of equipment. A quote has been requested, but this is likely to be an unavoidable cost.
- 3.5 Similarly, some concerns have been raised by the M&E engineers over the comfort of the office area due to the increasing number of hot days. A quote has been requested for a cassette type Air Conditioning Unit.

- 3.6 A quote request has also been made for the provision of a service conduit from the road to the building. This would not be used initially but would future proof the building against the cost of having to dig the car park area up if new services were needed in the future and is likely to be a relatively small cost.
- 3.7 The bat conservationist has visited the site again and has identified the need to install an ecology switch to the external lighting. The main contractor has said that this can be done at no extra cost.

#### **4 CAPITAL BUDGET AND COSTS.**

- 4.1 So far, a total of £1,000,000 of capital borrowing has been drawn down and the remaining £460,000 of borrowing will be drawn down after 1st October.
- 4.2 The Capital spend to the end of August is £545,000. The payment each month is based on the value of work undertaken as agreed between the Contractor and the Clerk of Works representing STC.
- 4.3 Currently it is projected that the programme will be delivered within the total project budget as agreed by Council.

#### **5 RECOMMENDATIONS**

- 5.1 The Committee are recommended to:-
- a) Note the report
  - b) Authorise the termination of the office tenancy as set out in Section 2.4
  - c) Approve the actions set out in Section 3

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

Background papers none

**FOR DECISION**

## SKEGNESS TOWN COUNCIL

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**REPORT TO:** MANAGEMENT COMMITTEE  
**18<sup>TH</sup> SEPTEMBER 2019**  
**BY:** TOWN CLERK  
**SUBJECT:** Scarbrough Ave Car Park Asset Transfer  
Preparation

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**PURPOSE:** To report to Council the current situation and to consider and approve the approach and actions required to manage Scarbrough Avenue car park following transfer on 31<sup>st</sup> October 2019.

### 1. BACKGROUND

- 1.1 In accordance with the agreement with East Lindsey District Council (ELDC), the carpark at Scarbrough Ave will be transferred to Skegness Town Council (STC) on 31<sup>st</sup> October.
- 1.2 The carpark is publicly owned and must be operated under the legislation and regulations that apply to public car parks.
- 1.3 Town and Parish Councils have Powers to operate car parks under the Road Traffic Regulation Act 1984. If those Powers are exercised, the Council must ensure an appropriate Off–Street Parking Order is in place which will detail any charges and other conditions of use. The legal procedures can be found in the Local Authorities Traffic Order (Procedures) (England and Wales) Regulations 1996.
- 1.4 East Lindsey District Council currently run car park enforcement under the 2004 Traffic Management Act (decriminalised parking). As previously reported to this Committee in June 2019 and again verbally to Council in September, it is not possible for enforcement to be undertaken by STC as originally envisaged based on the advice of ELDC when transfer was agreed.
- 1.5 ELDC have now put forward a proposal for enforcement which is set out below.

### 2 ELDC PROPOSAL

- 2.1 ELDC have proposed that although STC will own the car park, that the car park order remains with them and they will undertake enforcement and will recharge the cost of this to STC.

- 2.2 In the last available yearly figures ELDC received £5741 in paid Fixed Penalty Notice (FPN) Payments, which must in law be used against the cost of enforcement.
- 2.3 ELDC have said that they would need to additionally charge £50 per patrol hour to operate enforcement.
- 2.4 A single daily patrol April to September and a single Saturday and Sunday patrol between October and March would cost £8,775. When added to the £5741 received in FPNs, this indicates that the ELDC cost of undertaking very limited enforcement for 55 parking space is £14,516. When considering the total number of car parking spaces that ELDC has and the less limited enforcement, the costs seem very high.
- 2.5 Car parks in Skegness run by ELDC include the ability for a customer to purchase an annual season ticket. For the remainder of 2019/20, it has been agreed with ELDC that these will be honoured, after which they will no longer issued or valid.
- 2.6 ELDC have offered to collect the cash from the ticket machines and pay over the parking fees taken. They would charge £694 for this service. This seems a reasonable charge and it also means that the pay by phone service which is currently in place could be continued at no extra cost.
- 2.7 STC would be responsible for the maintenance of the machine. This is no change to what was originally considered. ELDC have proposed that they continue to order, print and fit the tickets in the machine. This would produce a small saving to STC. ELDC receive some offset to the costs through advertising.
- 2.8 STC would set parking charges and times

### **3 FINANCIAL COMMENTS**

- 3.1 The car park income for the last year was £26,500. If the basic enforcement highlighted above was undertaken, the net revenue before maintenance and utilities would be £17725. This is a reduction of projected income of £6975 pa. It was envisaged previously that the cost of enforcement would be paid by the income from the FPNs or by higher car park fees.
- 3.2 The cash collection offer is basically cost neutral but would be favourable to STC from a risk reduction point of view.

## **4 TOWN CLERK COMMENTS.**

- 4.1 STC can operate under its own car park order or can request the car park operates under ELDC's. In either case ELDC have to enforce for which they will raise a charge. Operating under ELDC's Order will save administration time, but issues such as car park fees would need to be clarified (see 4.5 below).
- 4.2 The offer of cash collection and ticket management seems a sensible proposal. There is no cost implication either way, but ELDC collecting the cash will reduce STC's risks.
- 4.3 Council determined that the 9 District Councillors on Town Council would approach ELDC with a view to challenging the cost of the enforcement service. The principal of such a service must simply be recovery of costs and profit should not be made. If costs are genuinely at this level, then it would seem that the cost of enforcement is very expensive. Given that ELDC provided poor advice during the earlier stages of asset transfer, it was felt that ELDC should re-examine the proposed service charge to see what they can do to reduce these. At the time of writing it is not known what progress has been made.
- 4.4 Another way for STC to reduce enforcement costs is to reduce the amount of enforcement service. The costs have been calculated on just 7 visits per week in high season and 2 visits per week in low season. Reducing to 2 visits per week in high season would save £4875. At face value this would reduce the deficit to £2100. However, this ignores any potential impact on car park ticket sales and could lead to more people chancing that they would not get caught.
- 4.5 The issue of the car park order remains. It could be run under an ELDC car parking order, but it is not clear how the practicality of STC setting charges, operating hours and other rules would work. ELDC seem to imply that they would give STC control over their Parking Order for the purpose of setting charges. I am unclear whether this has Executive or Chief Officer support.
- 4.6 If the technicalities and costs associated with the ELDC proposal can be agreed, then this would seem to be a sensible approach.

## **5 NEXT STEPS**

- 5.1 There is a considerable amount of work to do to prepare for the transfer of the car park in October.

- Clarify ELDC's proposal
- Determine how to proceed
- Car Park Order if not ELDCs – latest 6 weeks prior to transfer (e.g. early September)
  - Requires consultation
  - Contains details of charges
  - Contains details of enforcement
- Or reach agreement with ELDC and work out all the processes and procedures required to make this work

## **6 RISKS**

6.1 The following risks have been identified in respect of the issues raised in this report:

- Not complying with legislation/regulation – need to clarify the appropriate powers and legal framework
- Clock running down on the car park order being prepared correctly or on time
- Unable to reach agreement with ELDC.
- Loss of net revenues causing pressure on the budget.

## **7 RECOMMENDATIONS**

7.1 The Committee are recommended to:-

- a) Note the report
- b) Give clear direction to the Town Clerk on how to proceed.

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

Background papers none

**FOR DECISION**

**POLICY TITLE**

VAPING POLICY

**REVISION DATE****REPLACES POLICY**

NEW POLICY

**POLICY AIM**

This Policy sets out Skegness Town Council's position on Vaping in Buildings, on Council owned land, in Council owned vehicles and use by employees in working hours.

**EXECUTIVE SUMMARY**

Generally, vaping is seen as a lower risk alternative to smoking and can be effective in helping smokers quit. However, recent emerging medical questions and research is now identifying vaping as a possible source of future medical problems.

Regulation of vaping has been introduced by the EU and this controls both the devices and the legal content of the liquid.

Whilst vaping is a considered lower risk than smoking, it is not risk free. In confined areas it can be an irritant for asthma sufferers or those with other breathing difficulties. It also poses similar distraction risks to smoking when driving or operating machinery.

There are concerns that there could be an uptake of vaping by younger people if it is promoted or becomes a trend. It may also lead to people who have previously quit smoking to be reintroduced to nicotine.

This policy sets out the Council's position which aims to give protection to the general public and ensure the Health and Safety of staff whilst undertaking Council duties.

**POLICY STATEMENT**

The following shall apply:-

**Council owned buildings: -**

No vaping or smoking shall be allowed.

**Council owned controlled land (Other than public open space - i.e. fenced area with restricted access, marquees):-**

No vaping or smoking shall be allowed within the controlled areas.

### **Children's play grounds**

No vaping or smoking shall be allowed within play areas

### **Council owned public open space:-**

No restrictions as impossible to enforce

### **Council vehicles**

No vaping or smoking shall be allowed

### **Council staff**

No vaping or smoking shall be allowed whilst undertaking work for the Council. Staff shall comply with the other restrictions listed here during breaks. No external facilities shall be provided for smokers or vapers.

### **Signage**

Every area under control shall have clear signage separately showing prohibition of smoking and vaping as distinct.

## **IMPLEMENTATION**

Signage will be in place by 31<sup>st</sup> March 2020.

## **MONITORING**

The policy will be monitored in the following ways:

<b>MONITORING ACTIVITY</b>	<b>PERSON RESPONSIBLE</b>
Incidents, complaints and resolutions will be reported to the Management Committee	Town Clerk

## **POLICY CONSULTATION**

None

## **POLICY APPROVAL**

Due for approved at the Management Committee Meeting on 18/09/19

## **RELATED POLICIES & STRATEGIES**

HR Policies  
H&S Policies and risk assessments

## **POLICY TITLE**

ENVIRONMENT POLICY

## **REVISION DATE**

March 2021

## **REPLACES POLICY**

NEW POLICY

## **POLICY AIM**

This Policy outlines Skegness Town Council's environmental objectives and demonstrates its commitment to managing the environmental impacts of its operations and improving its environmental performance.

## **EXECUTIVE SUMMARY**

A number of environmental factors are arising locally, nationally and internationally that will impact both the future wellbeing and prosperity of Skegness residents in both the medium and long term. These include but are not limited to:-

- Climate change and consequential rising sea levels
- Sea pollution - the impact of plastic waste on beaches, marine life and our own food chain
- Declining levels of biodiversity – declining numbers of pollinators within our neighbouring agricultural areas and the general fall in the variety of birds, small mammals, reptiles and insects.
- Air pollution – CO<sub>2</sub>, NO<sub>2</sub> and consequential increase in asthma problems, hazy skies, smelly fume filled air.

This policy seeks to provide the direction to minimise Skegness Town Council's contribution to the problems and provide leadership by setting an example for other businesses and organisations to follow.

## **POLICY STATEMENT**

This Policy will inform strategies, action plans, operational procedures and other Policies.

Council will consider the environmental impact of any new decisions, policies, strategies, action plans and new services.

The Council will systematically review all its operational processes over a 3-year period.

The aim will be to:-

### **ENERGY**

- Minimise energy usage
- Move to renewable energy sources where possible

- Seek ways to offset the impact of energy use if possible

### **WASTE MANAGEMENT**

- Reduce waste
- Increase recyclable waste as a proportion of total waste
- Seek to compost green waste

### **MARINE PLASTIC**

- Aim to eliminate consumption of single use plastic from Council services
- Seek to influence the wider community to reduce single use plastic.

### **OPENSOURCE AND HERITAGE**

- Improve outcomes for environmental issues balancing the recreational use of public open space with wildlife, landscape and historic value
- Demonstrate community leadership on issues such as ash dieback

### **POLLINATORS AND BIO-DIVERSITY**

- Create and maintain areas that encourage greater bio-diversity
- Use planting and wild areas to support pollinators and insects.
- Support the protection of bird and bat populations through the protection of nesting, roosting and feeding areas when undertaking all Council activities.
- Reduce the use of sprays and pest/weed control that damage bio-diversity.

## **IMPLEMENTATION**

The policy will be delivered through appropriate changes to existing policies and procedures together with action plans that will be developed by 31<sup>st</sup> March 2021 including:-

- Energy Action Plan
- Waste Management Action Plan
- Single use plastics Action Plan
- Open space action plans
- Supporting Pollinators and Bio-Diversity Action Plan

## **MONITORING**

The policy will be monitored in the following ways:

<b>MONITORING ACTIVITY</b>	<b>PERSON RESPONSIBLE</b>
Initially that the appropriate Action Plans are Developed	Council's Management Committee
Each Action Plan will contain its own monitoring activities	

## **POLICY CONSULTATION**

None

## **POLICY APPROVAL**

Due for approval Council Management Committee – 11/09/2019