



**SKEGNESS
TOWN COUNCIL**

**Report of the Town Council's
Activities 2015/16**

Annual Town Meeting

7.00 pm Wednesday May 11th 2016

Ladies and Gentlemen,

I take great pleasure in presenting this report of Council activities for the past year.

The Mayoral Year

Both my wife and I have been honoured to be the Mayor and Mayoress of Skegness over the 2015/16 period. During that time we have got to meet so many wonderful people, made new friends and attended more than 100 functions and events.

While carrying out our duties we have been amazed by the number of local charities and groups who work selflessly to help our residents and visitors. This is something we would like to thank them for doing and we also thank everyone who has kindly invited us to attend their event.

During the last 12 months our Mayoral Charities have been the Skegness Lifeboat station and LIVES, both of whom save lives on a daily basis and hugely benefit our wonderful town. I would like to thank those businesses and people who have supported us in raising money for them.

Our Mayoral year has been incredibly enjoyable and something that we will never forget.

Carl & Fay Macey

Council and Committees

2015/16 has been the first year of a newly elected Council. Council comprises 21 Councillors 20 of who are elected and one was co-opted by Council when no candidate came forward at the election in the Brunswick Drive Ward. The Council takes overall responsibility for all decisions and can choose to delegate authority to make decisions to Committees or to a Council Officer, but cannot delegate authority to a Councillor.

In order to be more effective the Council has created a number of Committees to spread workload, review issues in more detail and operate more effectively. The Standing Committees comprise Business and Resources, Direction and Strategy and Planning and Planning Policy. Additionally an HR and Appointments Committee meets occasionally to discuss staffing matters.

The Council has met on 15 occasions, the Business & Resources Committee on 4 occasions, Direction & Strategy Committee on 4 occasions, Planning & Planning Policy Committee on 16 occasions and the HR Committee on 2 occasions. Task and Finish Groups that serve committees and allow matters to be examined in depth met several times throughout the year. A total of 41 Council and Committee Meetings were held to carry out Council business.

In addition several Councillors and the Town Clerk serve as the Town Council's representatives on various Outside Bodies, Partnerships, Liaison Groups and regularly attend associated meetings.

Planning and Planning Policy Committee

The Planning and Planning Policy Committee comprises 14 elected members and usually meets at 21 day intervals in order to achieve consultation deadlines. The Committee has delegated authority from Council to respond to consultation requests in respect of Planning Applications and is also responsible for developing the policy in relation to planning matters for Council to approve.

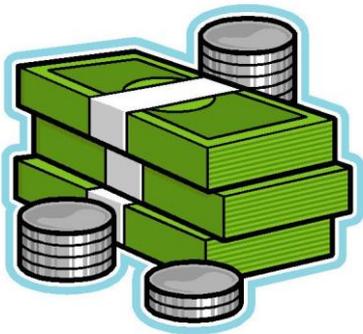
The Town Council is a consultee and has no power to approve or refuse applications, simply

give an opinion. The Planning Authority that determines Planning Applications is East Lindsey District Council.

The Committee has considered 92 planning applications and in each case the Committee decided to support, object or withhold comment. In most cases objections will be supported by the relevant Planning reasons why the Town Council objects. In some cases, the Council's decision may have been conditional. Full details of decisions are contained in the minutes of the Planning and Planning Policy meetings and the comments available on the East Lindsey Planning Website.

The use of technology has considerably improved the efficiency of planning meetings and reduced the previous mountain of paperwork that had to be stored in the offices. This means that residents can now examine plans on-line should they wish to. During the year the Council decided on the recommendation of the Committee to start the development of a Neighbourhood Plan. It is likely that this will take about two years to complete. The Committee has appointed a Steering Group to take this forward and bring recommendations back to Council.

Business & Resources Committee



The Business & Resources Committee comprises 11 Councillors including the Mayor and Deputy Mayor. It is responsible for governance of the operational functions of the Council, including the detailed monitoring of performance, risks and ensuring that the Council's finances are well managed. The Committee is concerned to see that Council functions are operating as expected. From time to time the Committee will identify issues and report findings to Council so that appropriate actions can be put in place.

The Committee sets up Task and Finish Groups from time to time, to examine issues in more detail or undertake work that could not be carried out by a whole Committee. These groups then report back to the Committee.

During 2015/16 the Committee has been involved in the following:

- Governance of Financial Management and Risks
- Development of the Operational Budget
- Management of workload
- Monitoring project and task progress

Direction & Strategy Committee

The Direction and Strategy Committee comprises 12 Councillors including the Mayor and Deputy Mayor. This Committee has responsibility for examining issues beyond the current year, reacting to new situations and legislation, developing new policies and examining longer-term financial and resource planning. The nature of the business considered means that issues may be examined over a much longer term than operational issues and so may take longer to complete.

Like Business and Resources, this Committee also sets up Task and Finish Groups to examine things in more detail and undertake work.

During 2015/16 the Committee has been involved in the following:

- Use of powers to trade under the Localism Act 2011
- Consideration of how to work with others.
- Review of Council Accommodation
- Development of the plan to achieve Gold Quality Status
- Budget Review

Councillor's Allowances

Under the provisions of the Local Authorities (Members Allowances)(England) Regulations 2003, Councillors' Allowance for 2015/2016 remained at £500. This payment is subject to tax and is paid quarterly in arrears. During this year there was an election and therefore outgoing and incoming Councillors were paid the allowance on a pro-rata basis. Councillors may also claim expenses (usually travel) when carrying out official Council business.

| NAME (Cllr until 11/5/2016) | NAME (Cllr from 11/5/2016) | ALLOWANCE | EXPENSES CLAIMED | TOTAL |
|--|-----------------------------------|------------------|-------------------------|--------------|
| | | £ | £ | £ |
| M C Anderson | M C Anderson | 500.00 | | 500.00 |
| Mrs S Binch | | 56.32 | | 56.32 |
| | D Blackburn | 443.68 | | 443.68 |
| | Mrs S Blackburn | 443.68 | | 443.68 |
| D Brookes | D Brookes | 500.00 | | 500.00 |
| | J Brookes | 443.68 | | 443.68 |
| | T Burnham | 443.68 | | 443.68 |
| | J Byford | 443.68 | | 443.68 |
| | D Cargill | 443.68 | | 443.68 |
| J A Carpenter | J A Carpenter | 500.00 | | 500.00 |
| N D Cooper | N D Cooper | 500.00 | | 500.00 |
| | M Dannatt | 443.68 | | 443.68 |
| S Dennis | S Dennis | 500.00 | | 500.00 |
| Mrs C Draper | | 56.32 | | 56.32 |
| D R Edginton | D R Edginton | 500.00 | | 500.00 |
| G O Ellis | G O Ellis* | 438.19 | | 438.19 |
| | Miss E Freeman | 443.68 | | 443.68 |
| | C Garton | 443.68 | 48.00 | 491.68 |
| | M Gabbitas | 443.68 | | 443.68 |
| Mrs C M Gray | Mrs C M Gray | 500.00 | 72.00 | 572.00 |
| R Hunter-Clarke | | 56.32 | | 56.32 |
| P P Kemp | | 56.32 | | 56.32 |
| | D Kirk | 443.68 | | 443.68 |
| S R Kirk | S R Kirk | 500.00 | | 500.00 |
| C Macey | C Macey | 500.00 | | 500.00 |
| Mrs T Mellors | | 56.32 | | 56.32 |
| Mrs D Milner | | 56.32 | | 56.32 |
| K Milner | | 56.32 | | 56.32 |
| S O'Dare | | 56.32 | | 56.32 |
| G Saxon | | 56.32 | | 56.32 |
| M Smith | | 56.32 | | 56.32 |
| * co-opted on 24 th June 2015 | | | | |

In addition to the table above, the Mayor Cllr Macey has been given an allowance of £2850 to meet civic and any other costs associated with being Mayor.

Attendance Records at Council and Committees

Not all councillors serve on all committees. The table below lists the number of meetings to which councillors were summoned, the number of meetings attended and the percentage attendance.

Councillors Attendance Summary May 2015 to April 2016

| <u>Councillors</u> | <u>No of Meetings Summoned</u> | <u>No of Meetings Attended</u> | <u>% Attendance</u> |
|--------------------|------------------------------------|------------------------------------|---------------------|
| Anderson, M C | 19 | 11 | 58% |
| Blackburn, D | 38 | 25 | 66% |
| Blackburn, Mrs S | 19 | 16 | 84% |
| Brookes, D | 22 | 19 | 86% |
| Brookes, J | 20 | 7 | 35% |
| Burnham, T | 35 | 32 | 91% |
| Byford, J B | 20 | 14 | 70% |
| Cargill, D | 36 | 29 | 81% |
| Carpenter, J | 36 | 25 | 69% |
| Cooper, N D | 15 | 7 | 47% |
| Dannatt, M | 21 | 17 | 81% |
| Dennis, S A | 35 | 20 | 57% |
| Edginton D R, | 40 | 35 | 88% |
| Ellis, G O | 30 | 18 | 60% |
| Freeman, Miss E | 36 | 31 | 86% |
| Gabbitas, M | 35 | 33 | 94% |
| Garton, C | 36 | 26 | 72% |
| Gray, Mrs G | 38 | 30 | 79% |
| Kirk, D | 35 | 29 | 83% |
| Kirk, S R | 19 | 15 | 79% |
| Macey, C | 42 | 19 | 45% |

There is a system of substitutes for Committee meetings to reduce the incidents where meetings are inquorate (do not have enough Councillors present to legally meet). This means that if Councillors send apologies for a meeting, the Town Clerk is authorised to seek other Councillors to take their place.

Cllrs Mrs S Blackburn and T Burnham have both attended a meeting once as substitutes.

Grants

All organisations who request a grant have to submit an application form giving the following details as a minimum:-

- Amount applied for
- Proposed use of grant
- Copy of accounts and bank statements

All applications were carefully considered and the following grants were awarded:-

| <u>Name</u> | <u>Amount</u> |
|--------------------|----------------------|
| Carnival Committee | £1000 |
| Jujitso Club | £ 500 |

Town Clerk Financial Report

The Council is in a sound financial position having delivered its objectives for the year within the overall approved budget and has set aside money for future projects and to offset future risks in specified ear marked reserves.

The Council maintains a General Reserve of 2 - 3 months expenditure in accordance with good practice.

Fees and charges now form a significant part of the Council's income, reducing the level of the precept that the Council would otherwise have had to raise. Overall, the precept level is comparable to other neighbouring Towns.

The accounts will be reviewed and approved by Council on 25th May 2016 following Internal Audit and then open to public inspection for a period of 30 working days. The accounts will be subject to external audit from 5th July 2016 and the Council will formally publish the audited accounts no later than 30th September 2016.

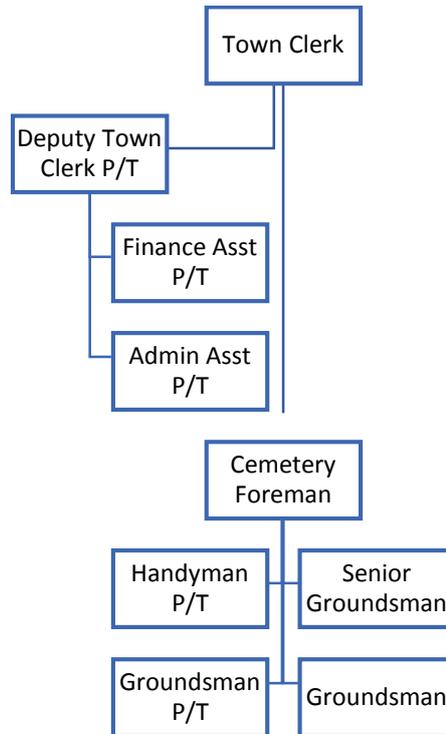
Attached to this report is the summarised provisional income and expenditure for the year. The Annual Return and other financial information will be posted on the website once approved.

Progress during the year

The previous 12 months has been particularly busy.

During the first part of the year the staff team underwent a restructure. New members of staff were recruited into the team and this has improved efficiency and increased capacity without increasing costs.

The new staff structure is shown below:



The Council was also involved with the Community Led Plan Survey and will be using the information gathered to shape services and policies.

The initial information gathering meeting

Following on from this the Council has also decided to start the development of a Neighbourhood Plan which establishes Planning Policies for Skegness in support of those policies set nationally and by East Lindsey District Council acting as the Planning Authority. This will take some time to develop and it is expected that most of the work will be undertaken

over the next two years and will involve a considerable amount of consultation with residents.

The Town Council has also been working with Skegness Partnership CIC on a project looking at the feasibility of what can be done with the Tower Garden Pavilion. A full public engagement exercise is starting in May and local people will be able to have their say and respond to the options moving forward.

On May 23rd, the Town Council will be opening its new Garden of Remembrance in St Mary's Cemetery. This is to be named after HM Queen Elizabeth II. The work started in the year of her Diamond Jubilee and fittingly is being opened in the year she celebrates her 90th birthday.



The garden has been landscaped by the Council's own grounds team who have done a fantastic job turning an overgrown mound of rubble and rubbish into a peaceful garden. Plants will of course take a few years to come to full maturity, but this will be an oasis of tranquillity and a place for people to reflect away from the rush of town.

February when the planting started

In March the Council unveiled a tribute board to the Antarctic Explorer Jesse Handsley in Compass Gardens.



Photo of the information board installed in Compass Garden

A comprehensive tree survey and associated remedial tree work was undertaken to ensure that the mature trees that the Council are responsible for are safe and in good condition.

The Council provided a new Christmas lighting display which was switched on at a large event outside the Hildreds' shopping centre. Following feedback from previous years two new banner displays were placed in the High Street and double feature displays in the eastern end of Lumley Road.

Compliments were received about the summer tubs in Castleton Boulevard which the Council's Team plant and tend during the summer season. The team have also continued to improve the St Mary's cemetery and St Clement's Churchyard removing the last of the overgrown areas.

Next year looks as if it will be equally busy with the Council involved in new projects.

Conclusion

The Town Council continues to work hard to ensure improvements are made throughout the town for the benefit of our residents. You may be sure that the Council will continue to serve you to the best of its ability.

Thank you.

Councillor Carl Macey
Town Mayor of Skegness 2015/16

Skegness Town Council

Summary Income & Expenditure by Budget Heading 31/03/2016

Cost Centre Report

| | | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Of Budget |
|------------------------------------|-----------------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|----------------|
| Employee Costs | Expenditure | 182,425 | 166,656 | -15,769 | | -15,769 | 109.5 % |
| Town Hall Offices | Expenditure | 12,062 | 12,720 | 658 | | 658 | 94.8 % |
| Supplies and Services | Expenditure | 20,762 | 25,050 | 4,288 | | 4,288 | 82.9 % |
| Professional Fees | Expenditure | 8,745 | 4,870 | -3,875 | | -3,875 | 179.6 % |
| Grants and Donations | Expenditure | 6,120 | 11,600 | 5,480 | | 5,480 | 52.8 % |
| Democratic and Civic | Expenditure | 16,885 | 17,280 | 395 | | 395 | 97.7 % |
| Publicity and Marketing | Expenditure | 19,981 | 22,650 | 2,669 | | 2,669 | 88.2 % |
| Industrial Unit | Expenditure | 8,718 | 7,960 | -758 | | -758 | 109.5 % |
| Allotments | Expenditure | 1,080 | 800 | -280 | | -280 | 135.0 % |
| Gardens and Baskets | Expenditure | 2,170 | 2,800 | 630 | | 630 | 77.5 % |
| Sunshine Play Area | Expenditure | 1,805 | 4,690 | 2,885 | | 2,885 | 38.5 % |
| Burial Grounds and Cemeteries | Expenditure | 2,568 | 11,900 | 9,332 | | 9,332 | 21.6 % |
| | Income | 46,174 | 38,460 | 7,714 | | | 120.1 % |
| Public Property | Expenditure | 27,354 | 37,100 | 9,746 | | 9,746 | 73.7 % |
| Precept | Income | 247,778 | 247,778 | 0 | | | 100.0 % |
| General Income | Income | 34,267 | 33,838 | 429 | | | 101.3 % |
| INCOME - EXPENDITURE TOTALS | | | | | | | |
| | Expenditure | 310,674 | 326,076 | 15,402 | 0 | 15,402 | 95.3 % |
| | Income | 328,219 | 320,076 | 8,143 | | | 102.5 % |
| | Net Expenditure over Income | -17,544 | 6,000 | 23,544 | | | |

Skegness Town Council
Balance Sheet as at - 31st March 2016

| 31st March 2015 | | 31st March 2016 |
|------------------------|--|------------------------|
| | Current Assets | |
| 3,508 | Debtors | 180 |
| 3,423 | VAT Control A/c | 6,134 |
| 12,226 | Prepayments | 3,100 |
| 120 | Stock | 34 |
| 151,131 | Current Account | 137,278 |
| 1,505 | Burial Ground Account | 47,691 |
| 95,664 | 30 Day Call Account | 95,712 |
| 50,000 | Lloyds Corporate Market | 50,000 |
| 50,000 | Santander Business Reserve | 50,000 |
| 81 | Petty Cash | 165 |
| 367,658 | | 390,294 |
| | Total Assets | |
| | 367,658 | 390,294 |
| | Current Liabilities | |
| 0 | Creditors | 8,723 |
| 4,391 | Accruals | 120 |
| 0 | Receipts in Advance | 640 |
| 4,391 | | 9,483 |
| | Total Assets Less Current Liabilities | |
| | 363,267 | 380,811 |
| | Represented By | |
| 71,656 | General Reserves | 85,132 |
| 170,000 | EMR - Cemetery Extension | 180,000 |
| 9,711 | EMR - Community Led Plan | 5,308 |
| 9,000 | EMR - Legal Fee | 10,500 |
| 34,000 | EMR - Sunshine Play Area | 37,000 |
| 3,000 | EMR - ITC and Office Fund | 7,971 |
| 8,000 | EMR - Public Prop Replacement | 32,000 |
| 3,000 | EMR - Garden of Remembrance | 0 |
| 23,000 | EMR - Public Property Team | 0 |
| 2,900 | EMR - Civic Awards | 2,900 |
| 10,000 | EMR - Investment Reserve | 10,000 |
| 19,000 | EMR - Staff Reorganisation | 0 |
| 0 | EMR - War Memorial 2K Civic Soc | 10,000 |
| 363,267 | | 380,811 |

Services provided by other Councils or organisations

East Lindsey District Council - 01507601111

- Refuse – Bins/collection – bulky waste
- Street Cleaning
- Housing Advice/Homelessness
- Foreshore/beech
- Planning
- Parking in car parks/fines
- Council Tax
- Council Tax Benefits

Lincolnshire County Council - 01522552222

- **The following is a list of useful phone numbers:**

- **Adult Care Services**

- Social care services for adults
(8am-6pm Monday to Friday)

- **01522 782155**

- **For out-of-hours emergencies:**
01522 782333

- **Children's Care Services**

- Social care services for children
(8am-6pm Monday to Friday)

- **01522 782111**

- **For out-of-hours emergencies:**
01522 782333

- **Adult Learning**

- Offering information and advice to those seeking adult education.
(9am-5pm Monday to Sunday)

- **01522 782011**

- **Blue Badges**

- Information about parking concessions available in Lincolnshire.
(8am-6pm Monday to Friday)

- **01522 782232**

- **Careers**

- Information on employment and education for young people, agencies and LCC services. (9am-6pm Monday to Friday)

- **01522 782116**

- **Carers Support Team**

- Support and advice for unpaid carers in Lincolnshire.
(8am-6pm Monday to Friday)

- **01522 782224**

- **Carers Emergency Response Service**

- Emergency support for carers who are registered with the service. (24/7, 365 days per year).

- **08000 612027**

- **Customer Feedback**

- For Lincolnshire development, Freedom of Information, compliments, comments and complaints. (8am-6pm Monday to Friday)
- **01522 782060**
- **Subject Access Request**
- Access to personal information held by Lincolnshire County Council.
- **01522 554011**
- **Cultural Services**
- Information on museums, heritage attractions and archives (9am-5pm Monday to Sunday)
- **01522 782040**
- **Education**
- The first point of contact for educational services for children 4 to 18 years of age. (8am-6pm Monday to Friday)
- **01522 782030**
- **Family Information Service**
- Advice and information for pre-school placements, childminders and nurseries. (8am – 6pm Monday to Friday)
- **0800 1951 635**
- **Fostering and Adoption enquiry line**
- The first point of contact for customers enquiring into fostering or adoption. (8am-6pm from Monday to Friday)
- **0800 093 3099**
- **Highways and Planning**
- Enquiries about roads, footpaths, street lighting, recycling and environmental services. (8am-6pm Monday to Friday)
- **01522 782070**
- **Highways and Planning - Emergencies**
- To report a Highways emergency outside of the hours 8am-6pm Monday to Friday, contact Lincolnshire Police on: **101**
- **Lead Local Flooding number**
- To report instances of surface water flooding in the county.
- **01522 782082**
- **Libraries**
- Dealing with book renewals and reservations, PC booking and other enquiries. (9am-5pm Monday to Sunday)
- **01522 782010**
- **Lincolnshire Community Assistance**
- To help people going through unexpected difficulties and who need urgent assistance.(8am-6pm Monday to Friday)
- **01522 782248**
- **Lincolnshire Road Safety Partnership**
- Provides bookings and advice regarding the National Speed Awareness Course. (8am-6pm Monday to Friday)
- **01522 782068**
- **Minicom**
- Point of access for those with hearing impairments. (9am-6pm Monday to Friday)
- **01522 552055**

- **Registrations and Celebratory Services**

- Registration of births, deaths, marriages and civil partnerships.

(8am to 6pm Monday to Friday)

- **01522 782244**

- **School Transport**

- The first point of contact for school transport for children aged 4 to 18 years.

(8am-6pm Monday to Friday)

- **01522 782020**

- **Tourism Development**

- Provides information about tourism in Lincolnshire.

(9am-5pm Monday to Sunday)

- **01522 782332**

- **Wellbeing Service**

- Helping people aged 18 and above to live independently (9am – 5pm Monday to Friday)

- **01522 782187**

-

Waterloo Housing Group

- Social Housing – letting/repairs/waiting list

Homes Direct is an online service where you can register your details and manage your online application. If you require any assistance to register an application, please telephone their contact centre on **0800 435016** and one of their advisors will be able to offer you some support and advice or alternatively visit their website at <https://www.homesdirect.org.uk/content/Information/EastLindseyDistrictCouncil> or just search using an Internet Search Engine