

SKEGNESS TOWN COUNCIL

Minutes of the Management Committee Meeting

Held at 7.00pm on Wednesday, 23rd February 2022

PRESENT: Councillor B Brookes (Deputy Town Mayor) in the Chair.

Councillors M Anderson, P Barry, S Blackburn, D Brookes, J Brookes, T Burham (Town Mayor), R Cunnington, M Dannatt, S Dennis, D Edginton, A Findley, D Kirk, S Kirk, C Macey, J Sadler, P Sutton, G Saxon and T Tye.

Officers: Town Clerk and Deputy Town Clerk.

Absent: Councillor S Claxton.

2 Members of the public attended the meeting, no press members attended.

M54. MINUTES OF THE LAST MEETING (Agenda Item 1)

It was proposed, seconded and

RESOLVED: *That the minutes of the Management Committee Meeting on Wednesday 26th January 2022 approved by Council on Wednesday 2nd February 2022 be noted.*

M55. TO NOTE APOLOGIES (Agenda Item 2)

Apologies were received from Councillor S Emsen.

M56. DECLARATIONS OF INTEREST (Agenda Item 3)

Cllr S Blackburn item 8 declaration of interest regarding Taxi parking restriction – Taxi Business. Council requested Cllr S Blackburn stay in the meeting due to her technical knowledge but did not vote on this item.
Cllr C Macey item 8 Category B interest Lincolnshire County Councillor
Cllr M Dannatt item 8 declaration of interest regarding Seaview Road – Business Owner. Council requested Cllr M Dannatt stay in the meeting due to his knowledge of the area but did not vote on this item.
Cllr S Dennis item 10 Category B interest – Chair of Visit Lincs Coast
Cllr J Brookes item 10 Category A interest – Financial Interest

M57. PAY AWARD REPORT (Agenda Item 4)

The Pay Award Report was presented.

It was proposed, seconded and

RESOLVED: *That the report along with the issues raised and increasing risks be noted and considered within the 2023/24 budget*

setting.

M58. RISK REGISTER (Agenda Item 5)

The risk register was considered, and a discussion took place.

It was proposed, seconded and

RESOLVED: *That:-*

- a) a working group be formed, which reports back to Council, to create an action plan and make recommendations to tackle rising risks.*
- b) Councillors D Brookes, S Blackburn and S Kirk be appointed to the Risk Management working group.*

M59. DRAFT BUSINESS PLAN 2022-26 (Agenda Item 6)

The Business Plan was considered, a discussion took place around the rising risk and current financial climate.

It was proposed, seconded and

RESOLVED: *That:-*

- a) basic amendments and corrections to the draft business plan should be made.*
- b) a full review of the business plan be deferred for 6 months.*

M60. TREE PLANTING ON WEST WAY (Agenda Item 7)

The Town Clerk confirmed that the tree planting on West Way had taken place and a picture was displayed. The Town Clerk also reported on some vandalism and fly tipping in the area.

It was proposed, seconded and

RESOLVED: *That the verbal report on West Way be noted.*

M61. LINCOLNSHIRE COUNTY COUNCIL CONSULTATION ON PROPOSED CHANGES TO PARKING RESTRICTIONS (Agenda Item 8)

Cllr C Macey declared a Category B interest on the applications and did not vote on this item.

Proposed waiting restriction changes for Lumley Avenue, Alghitha Road and Lumley Road were considered.

It was proposed, seconded and

RESOLVED: *That the proposed waiting restrictions for Lumley Avenue, Alghitha Road and Lumley Road be supported.*

Proposed waiting restriction changes for Lumley Road "No Stopping at any time except Taxis" were considered.

Cllr S Blackburn having declared a possible interest and did not vote on the item referring to Taxi parking restrictions

It was proposed, seconded and

RESOLVED: *That the proposed waiting restrictions for Lumley Road, "No Stopping at any time except Taxis be supported.*

Proposed waiting restriction changes for Seaview Road parking bays were considered.

Cllr M Dannatt having declared a possible interest and did not vote on parking restrictions on Seaview Road.

It was proposed, seconded and

RESOLVED: *That the proposed changes to parking bay restrictions on Seaview Road be supported.*

Proposed "No Stopping Except Police" bay on Lumley Road was considered and a discussion took place.

It was proposed, seconded and

RESOLVED: *That the proposed "No Stopping Except Police" bay be supported.*

M62. NATIONAL ASSOCIATION OF LOCAL COUNCILS (NALC) AND SOCIETY OF LOCAL COUNCIL CLERKS (SLCC) JOINT CIVILITY & RESPECT PROJECT (Agenda Item 9)

It was proposed, seconded and

RESOLVED: *That the timetable for the adoption of the new code of conduct be approved.*

M63. WAIVING OF STANDARD FEE'S & CHARGES (Agenda Item 10)

Cllr J Brookes declared a Category A interest and left the meeting for the evening. Cllr S Dennis declared a Category B interest and did not vote on this item. A discussion took place.

It was proposed, seconded and

RESOLVED: *That*

- a) *the use of 7 spaces in Scarbrough Avenue car park for portable toilets during the Reggae & Ska Weekend at £49 per day be approved.*
- b) *all applications to waive hall hire charges be sent to Council for consideration.*

The meeting closed at 7:58pm

SKEGNESS TOWN COUNCIL

REPORT TO: MANAGEMENT COMMITTEE
23RD March 2022
BY: TOWN CLERK
SUBJECT: Miscellaneous Update Report

PURPOSE: To advise Council of progress and updates.

1 ASH TREE REMOVAL

- 1.1 Work has been continuing since November on the felling of ash trees in Coronation Walk, Vine Walk and Beresford Field. The felling work is planned to be completed by 31st March 2022. It is possible that clean-up work to remove arisings from the work may take a little longer.

2 WELCOME BACK FUNDING GRANT FOR TOWER GARDENS

- 2.1 The refurbishment work to the benches in Tower Gardens is complete with just a couple of benches still to be re-sited back in the gardens before the end of March.
- 2.2 250m of Bunting has been purchased for use on the bandstand and Tower Gardens entrances for use at time of events and celebrations.
- 2.3 Earlier in the year new signage was introduced at the entrances to the gardens. Also, several planters were added together with shrubs and associated planting.
- 2.4 All of the above has been funded by grant from the Welcome Back Fund and invoices and supporting documentation has been submitted to East Lindsey District Council for refund.
- 2.5 In total, in excess of £10,000 of grant funding has been brought in by the Town Council for Tower Gardens.

3 DOG WASTE

- 3.1 The procedure for disposal has now been agreed and this will be direct with Lincolnshire County Council to avoid double handling by East Lindsey District Council. Staff have now been instructed how this will operate and hopefully this will work out in practice.

4 EAST LINDSEY DISTRICT COUNCIL (ELDC) FRONT LINE SERVICES

- 4.1 The Town Clerk met with senior officers from ELDC to discuss the impact of the withdrawal of a face to face contact point in Skegness and the difficulty for residents in making contact with ELDC by telephone.
- 4.2 Discussions focused on the impact on more vulnerable groups and those who cannot access services by telephone or technology. The ELDC listened to the issues raised and explained the approach they are taking. They promised that the issues raised would be taken into consideration when developing their plans to improve services and tackle the issues which had also been raised elsewhere.













5.0 RECOMMENDATIONS

- 4.1 Management Committee are recommended to note the report

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

FOR NOTING

STRATEGIC RISKS

AIM	RISK	ACTIONS TO MINIMISE RISK	TIMESCALE FOR IMPLEMENTATION	UNDERLYING RISK LEVEL (Likelihood x Impact)	MANAGED RISK LEVEL Likelihood x Impact	Status  Risk Controlled  Action required  Aim is not being achieved  Risk Falling  No Change  Risk Rising	Comment on Status	Person(s) Responsible
1. To ensure compliance with the Acts of Parliament, Council's Standing Orders, Financial Regulations and Code of Conduct.	1. Lack of knowledge of regulations and codes.	(a) Ensure that all Councillors have copies of Code of Conduct and Standing Orders together with the "Good Councillor Guide". Highlight essential parts and provide training where required. (b) Experienced and competent Town Clerk/Staff (c) Keep up to date with new regulations (d) Councillors to undertake training on a regular basis. (e) Remind Councillors of the LALC Training courses on a monthly basis. (f) Monitor any new regulations.	Send out monthly LALC newsletter with training lists. Other matters ongoing	(3x4) = 12	(1x4) = 4	 	Very few Councillors make use of the LALC training the Council pays for or undertakes any other training funded or provided by Skegness Town Council. This will pose a problem for the attainment of the Gold Award as it is one of the measured criteria.	All Councillors, Town Clerk, Deputy Town Clerk, Management Committee
	2. Standing orders are out of date.	(a) Ensure that Standing Orders are produced, issued and understood by Councillors. Council to review at least once per year.	SO to be updated May 2022	(2x3) = 6	(1x3) = 3	 	Changes to Standing Orders are made at the first meeting of the Council Year incorporating any changes the Council have made and any legal or best practice changes	All Councillors, Town Clerk
	3. Actions by the Town Council outside its powers laid down by Parliament.	Council to consider motions, proposals and reports and check that every resolved motion is within its legal power. Town Clerk/Deputy Town Clerk can advise.	Ongoing	(2x4) = 8	(1x4) = 4	 		Council as advised by Town Clerk

SKEGNESS TOWN COUNCIL – RISK REGISTER AT 16/03/2022

4. Lack of commitment and adherence to regulations and procedures.	(a) Regular reference to appropriate regulations in agenda items. (b) Reports/motions put forward by Members should contain a comment by the Town Clerk	Motions should contain a comment by the Town Clerk to reduce risks.	(2x3) = 6	(1x3) = 3	✓ ⇄		Chairman of Committees All Councillors Ongoing responsibility as advised by Town Clerk
	(c) Council to ensure that there is no delegation of responsibilities to individual Councillors (as there is no legal basis for this).	Ongoing					✓ ⇄
5. Items/services purchased without proper tendering procedures, resulting in accusations of commercial favouritism.	(a) All purchases to go through the Town Clerk's Office. (b) Ensure that all Councillors are aware of regulations re estimates and full tender procedures. (c) Review purchasing and contract procedure rules. (d) Adequate controls validated by regular Internal Audit	Ongoing	(3x3) = 9	(1x3) = 3	✓ ⇄		Town Clerk acting as Responsible Finance Officer. Financial Regulations reviewed in May 2019 Committee to identify any areas it wishes to examine in addition to standard review.
6. Payments made without prior approval and adequate control.	(a) Ensure all payments are approved in Council meetings and recorded in minutes. (b) Keep cash payments to a minimum and avoid if possible. (c) Review payment procedures (d) All cheques must be signed by at least 2 Members plus Town Clerk (e) Adequate controls validated by regular Internal Audit (f) Electronic payments to be separately categorised when reported to Council	Ongoing	(3x3) = 9	(1x3) = 3	✓ ⇄		Petty cash payments checked and signed off at intervals during year and at year end by Mayor or other nominated Councillors. Council to appoint Internal Auditor to undertake annual review. Management Committee to identify any areas it wishes to examine in addition.
7. Lack of control of signatories to cheques.	(a) Keep authorised signatories to a minimum consistent with practicalities. (b) Signatories approved by Council	Ongoing	(2x3) = 6	(1x3) = 3	✓ ⇄		Town Clerk acting as Responsible Finance Officer Council review signatories annually.
8. VAT not properly accounted for, resulting in overclaims and large demands from C&E.	(a) Ensure appropriate publications held and that Officers have adequate knowledge of regulations. (b) Adequate controls validated by regular Internal Audit (c) Monitor procedural changes due to increase in size and responsibilities. (d) Get professional advice when needed.	Ongoing.	(3x3) = 9	(1x3) = 3	✓ ⇄		Town Clerk acting as Responsible Finance Officer Management Committee Council to appoint Internal Auditor to undertake review

SKEGNESS TOWN COUNCIL – RISK REGISTER AT 16/03/2022

2. To identify and regularly review the Council's priorities, using a risk based approach, to ensure these are clear and achievable.	1. Lack of knowledge of how to set objectives, set priorities, and identify risks resulting in lack of clarity, direction and appropriate allocation of resources.	(a) All Councillors to be made aware of need for objectives and identification of risk. (b) Attend training sessions if practicable. (c) Establish agreed priorities that are matched to available resources in a 5 year business plan. (d) Support and guidance to be given to any newly elected Councillors. (e) Risks to be reviewed regularly by Council or Management Committee	A New five-year business plan in place before the New Financial Year. Risk Management to every Management Committee	(2x3) = 6	(1x3) = 3	● ↑	Council as a corporate body needs to set out its overall aims and objectives so that there is a clear sense of direction. Without this decisions are adhoc and can sometimes be uncoordinated. One way of doing this would be to take the existing Business Plan and review it to see whether it still fulfils the Council's overall sense of purpose	Town Clerk, Deputy Town Clerk. All Councillors
	2. Lack of "buy in" by council members to a risk based approach.	(a) Review risk assessment at each Management Committee, identifying any changes or actions needed (b) All reports, proposals and motions to provide a risk assessment	Review of Risk Register at each Management Committee Ongoing activity for any reports actions and motions	(3x3) = 9	(1x3) = 3	● ↔	Council should not make significant decisions that affect resources or assets without considering the risks to council and any mitigation required Council must ensure that existing risk mitigation measures remain in place or alternatives are found.	Chairmen of Committees and all Councillors
	3. No risk analysis carried out.	As at 2.2 above.	As at 2.2 above	(3x4) = 12	(1x4) = 4	✓ ↔	As at 2.2 above	All Councillors
	4. No steps taken to combat identified risks	As at 2.2 above.	As at 2.2 above	(3x4) = 12	(1x4) = 4	✓ ↔	As at 2.2 above	Town Clerk Chairmen of Management Committee
3. To influence other Council departments and Government organisations to fulfil the requirements of the town population.	1. Lack of effective lines of communication with other organisations.	(a) Identify influencing organisations (b) Ask local District and County representatives to produce a regular report for Council to consider (c) Establish a Communication Plan (d) Attend invited events that are likely to impact Town (e) Ensure adequate feedback to Council from Council representatives	Communication Plan by end May 2022. Officially ask Council Reps from ELDC and LCC to give update reports Ongoing activity for other items	(4x3) = 12	(1x3) = 3	● ↑	Good communication is essential to achieve the Gold Award	All Councillors on Outside Bodies Management Committee Town Clerk

SKEGNESS TOWN COUNCIL – RISK REGISTER AT 16/03/2022

	2. Lack of effective lines of communication with parishioners.	<ul style="list-style-type: none"> (a) Take every opportunity to publicise role of Town Council. (b) Regular Town newsletter. (c) Effective use of notice boards. (d) Use website and Council's Social Media to publicise Town Council work (e) Use key issues to raise profile of Town Council and to test parishioner's views. (f) Create Town Council Business plan and seek parishioners views on vision and aims. (g) Review Community Engagement Policy and ensure it is fit for purpose (h) Implement Community Engagement Plan 	<p>Review Policy by April 2022</p> <p>Some face to face Community engagement is currently restricted due to Covid but this should be reinstated once the reviewed Community Engagement Policy is approved and regulations allow.</p> <p>Other elements are in place and ongoing</p>	(4x4) = 16	(1x4) = 4	● ↑	Good communication is essential to achieve the Gold Award	All Councillors Deputy Town Clerk for Newsletter/Web
	3. Lack of preparation on subjects requiring influence.	<ul style="list-style-type: none"> (a) Ensure that all councillors are aware of need for careful research and are guided as to where to obtain relevant information on issues under discussion. (b) Expectation by Chair and colleagues that Councillors have read and understood any supporting documents for an agenda item prior to the meeting with any issues raised with the Office prior to the meeting. 	To be re-iterated by Council/Committee ongoing	(3x3) = 9	(1x3) = 3	● ↔	Lack of preparation can lead to misunderstanding of matters under discussion and can lead to poor decision making.	All Councillors
	4. Lack of confidence by Town Councillors.	<ul style="list-style-type: none"> (a) Experienced councillors to assist newcomers to establish essential contacts. (b) Attend Councillor Training (c) Speak with Town Clerk/Deputy Town Clerk 	Ongoing activity	(4x2) = 8	(1x2) = 2	✓ ↔		All Councillors
4. To ensure that all Councillors are aware of their responsibilities, and possible liabilities, and to provide adequate insurance cover for all possible risks.	1. Lack of knowledge of possible responsibility and liability of Councillors.	<ul style="list-style-type: none"> (a) Familiarisation with Standing Orders and Good Councillor Guide. (b) Newly elected Councillors to be provided with support, guidance and training. 	Ongoing activity.	(4x2) = 8	(1x2) = 2	✓ ↔		Town Clerk, Deputy Town Clerk. All Councillors
	2. Lack of education of Councillors regarding responsibility and liability.	<ul style="list-style-type: none"> (a) Experienced councillors to assist newcomers (protocol agreed). (b) Attend any training courses available. (c) Attend annual training on Financial Management & Responsibilities 	Ongoing activity	(4x2) = 8	(1x2) = 2	● ↑	<p>At the last annual training only 3 Councillors out of 21 attended.</p> <p>This is a Quality Gold Award Requirement</p>	All Councillors

SKEGNESS TOWN COUNCIL – RISK REGISTER AT 16/03/2022

	3. Inadequate insurance cover taken out – Property, personal liability, employer's liability.	(a) Review annually at Management Committee (b) Review whenever significant operational changes	Ongoing activity Major review due March 2022.	(3x4) = 12	(1x4) = 4	✓ ⇄		Town Clerk, Deputy Town Clerk, Management Committee
5. To keep appropriate books of account accurately and up to date throughout the financial year.	1. Lack of knowledge of accounting requirements.	(a) Ensure that all Councillors are familiar with current financial regulations and include them in standing orders. (b) Regularly review Financial Regulations. (c) Experienced RFO and Finance Officer (d) Deputy Town Clerk undertaking Financial Management Qualification	Financial regulations due for review May 2022	(4x4) = 16	(1x4) = 4	✓ ⇄		Town Clerk acting as Responsible Finance Officer
	2. Lack of commitment to accounting requirements.	(a) Ensure that all Councillors are familiar with current financial regulations and include them alongside standing orders. (b) Responsible Finance Officer to produce quarterly financial reports as part of the Governance and Performance Monitoring Report to Management Committee. (c) Internal audit to be undertaken annually plus review of adequacy by Management Committee. Reports to be made available to all Councillors and any recommendations to be acted upon promptly. (d) Review whenever significant operational changes.	Ongoing activity	(3x4) = 12	(1x4) = 4	✓ ⇄		Town Clerk acting as Responsible Finance Officer Management Committee Council
	3. Bank charges unnecessarily incurred.	(a) Responsible Finance Officer to carry out regular inspection of books of account.	Ongoing activity	(2x1) = 2	(1x1) = 1	✓ ⇄		Town Clerk acting as Responsible Finance Officer
	4. Inaccuracies in recording amounts, totals in books of account, and bank reconciliations.	(a) Responsible Finance Officer to ensure that accounts and systems are kept in such a way that internal controls are included and activated. (b) Accounting system that performs integrity checks and balances (c) Regular internal audits to advise on internal controls required. (d) Any issues or errors to be reported to Council or Management Committee (e) Deputy Town Clerk to undertake financial training to create further depth of knowledge and provide cover.	Ongoing activity	(2x4) = 8	(1x4) = 4	● ⇄		Town Clerk acting as Responsible Finance Officer Management Committee reviewing financial reports Deputy Town Clerk Finance Officer,

SKEGNESS TOWN COUNCIL – RISK REGISTER AT 16/03/2022

	5. Inaccuracies and interest losses caused by account transfers.	(a) Operate in accordance with the Council's Investment Policy.	Ongoing activity	(2x3) = 6	(1x3) = 3	✓ ⇄		Town Clerk acting as Responsible Finance Officer Chairman of Management Committee Interest rates are still historically Once the current economic situation becomes clearer a review will be undertaken.
	6. The most beneficial interest terms not being obtained.	(a) Operate in accordance with the Council's Investment Policy.	Ongoing activity	(2x3) = 6	(1x3) = 3	✓ ⇄		See 5 above
	7. Inadequate control of cash receipts and payments.	(a) Avoid cash payments and receipts if possible. (b) Where cash payments and receipts are unavoidable a properly controlled petty cash account with a set maximum balance. (c) Separation of duties in relation to cash receipting and banking/accounting	Ongoing activity	(4x3) = 12	(1x3) = 3	✓ ⇄	Procedures in place for Café, Car Park, and payments to reception	All Office based staff and Café Manager
	8. Books of account not kept up to date/invoices not posted promptly.	(a) Regular checks by Responsible Finance Officer and internal auditor. (b) Responsible Finance Officer to produce quarterly financial reports as part of the Governance and Performance Monitoring Report to Management Committee. (c) Accounting system to perform internal control and integrity checks	Ongoing activity	(3x3) = 9	(1x3) = 3	● ⇄	Increasing finance workloads and tight resources means that this will need to be kept under review. Covid has identified further risks for resourcing	Town Clerk acting as Responsible Finance Officer Finance Officer Management Committee reviewing budget reports. Bank Reconciliations
	9. Internal controls not in place or not operated.	As at 5.8 above.	Ongoing activity	(3x4) = 12	(1x4) = 4	✓ ⇄	As 5.8 above	As 5.8 above
	10. Payments missed or delayed due to inadequate filing of invoices.	As at 5.8. above.	Ongoing activity	(3x3) = 9	(1x3) = 3	✓ ⇄	As 5.8 above	As 5.8 above
	11. Clerk taken ill or leaves without replacement.	(a) Council have approved the appointment of a Deputy Town Clerk who is CiLCA qualified. (b) Deputy Town Clerk training to strengthen Financial Roles (c) Working Procedures to be documented and staff trained (d) Deputy Town Clerk is a full banking signatory and electronic banking administrator (e) Business continuity measures including working at home tested.	Ongoing activity	(3x3) =9	(1x3) =3	✓ ⇄		Town Clerk acting as Responsible Finance Officer Chairman of HR Committee Deputy Town Clerk Finance Officer

SKEGNESS TOWN COUNCIL – RISK REGISTER AT 16/03/2022

	12. The tendering process being carried out in a manner that does not ensure fairness to tenderers or inspire public confidence in the tendering process.	(a) Adequate procedures set out in contract procedure rules (b) Tender processes reported to the Management Committee	Ongoing activity	(2x4) = 8	(1x4) = 4	✓ ⇄		Town Clerk acting as Responsible Finance Officer
6. To ensure that payments made from council funds and the use of assets represent value for money, are adequately managed, and comply generally with the wishes of the residents.	1. Lack of knowledge of wishes of residents.	(a) As at 3.2 above.	As 3.2 above	(4x4) = 16	(1x4) = 4	● ⇄	Linked to Gold Award Plan.	All Councillors
	2. Use of funds not giving value for money.	(a) Effective budget planning processes. (b) Creation of a medium-term financial plan linked to priorities in a Business Plan (c) Expenditure monitored	See 2.1 above Ongoing activity	(3x3) = 9	(1x3) = 3	● ↑	Business Planning is crucial to long term financial stability. Short term actions can lead to unintended consequences which ultimately can cost residents more and lead to poorer value for money. Council has agreed to review the Business Plan	Management Committee Town Clerk acting as Responsible Finance Officer
	3. Charges for use of facilities inadequate.	(a) Effective financial management by Responsible Finance Officer. (b) regular review of Fees and Charges at least at budget setting time. (c) Internal audit checks.	Ongoing activity	(3x2) = 6	(1x2) = 2	✓ ⇄		Town Clerk acting as Responsible Finance Officer Management Committee
	4. Fund raising not properly controlled or not in accordance with regulations.	(a) All Councillors to be aware of need to check regulations before commencing fund-raising activities. (b) Effective financial management by Responsible Finance Officer.	No additional action required at this time as there are no fund raising activities	(3x3) = 9	(1x3) = 3	✓ ⇄		All Councillors Town Clerk acting as Responsible Finance Officer
7. To ensure that the annual precept requirement results from an adequate budgetary process; progress against the budget is regularly monitored; and reserves are appropriate.	1. Lack of knowledge of budgetary process and Council regulations.	(a) Include Financial Regulations alongside Standing Orders issued to all Councillors. (b) Include within review of budget process and actions required through training	Ongoing activity	(3x3) = 9	(1x3) = 3	✓ ⇄		Town Clerk acting as Responsible Finance Officer to re-issue and publish on website
	2. Lack of commitment to budgetary process.	a) Involve all Councillors in budgetary process and are clear about responsibilities. (b) Ensure Councillors are aware of impact on income and expenditure due to risks and the need to maintain an adequate General Reserve	Ongoing activity	(3x3) = 9	(1x4) = 4	● ⇄		All Councillors Town Clerk acting as RFO Chairman of Committees
	3. Inadequate consideration of requirements for annual precept.	(a) Place item on agenda early in September remind councillors of budget process and actions required.	Ongoing activity	(3x4) = 12	(2x4) = 8	● ⇄		Town Clerk and Deputy Town Clerk

SKEGNESS TOWN COUNCIL – RISK REGISTER AT 16/03/2022

			Ongoing activity					Town Clerk and Deputy Town Clerk
	(b) Start consideration of calculation at least 3 months prior to submission date.		Ongoing activity					Town Clerk and Deputy Town Clerk
	(c) see 6 (2b) above.		Ongoing activity					
	(d) Monitor the effects of wider economy, including inflation.		Ongoing activity				Inflation is rising	Town Clerk and Deputy Town Clerk
	(e) Monitor impact of major national incidents on income and precept for annual budget. Including the possibility that the tax base may fall due to the increase of people on benefits.							
4. Calculation not in accordance with Council regulations.	(a) Checks by Responsible Finance Officer and Internal Auditor.	Ongoing activity	(2x3) = 6	(1x3) = 3	✓ ⇄			Town Clerk acting as Responsible Finance Officer
5. Inadequate internal controls with regard to monitoring expenditure.	(a) Checks by Responsible Finance Officer and Internal Auditor. (b) Summary of Financial and budget progress reports to Council with payment information.	Ongoing activity	(3x3) = 9	(1x3) = 3	✓ ⇄			Town Clerk acting as Responsible Finance Officer
6. Reserves set at wrong level.	(a) Monitored by RFO quarterly (b) Considered regularly by Management Committee and Annually by Council as part of budget setting.	Ongoing activity	(3x3) = 9	(1x4) = 4	● ⇄	Reserves need to be monitored regularly		Council Town Clerk acting as Responsible Finance Officer
7. National policy on Minimum Wage pushes up employee budget base	(a) Council should consider the potential for costs to rise beyond planned budget and put pressure for increase in precept and consider mitigation by maintaining a suitable level of the General Reserves.	Ongoing activity	(3x3) = 9	(1x3) = 3	● ↑	Letter received from National Employers Representatives that sets out concerns regarding future pay awards which could be much higher than seen in recent years. Nationally there is an erosion of pay differential which at some point will need to result in a pay scale re-alignment. This could bring significant financial challenges or potentially loss of experienced staff.		Management Committee Town Clerk acting as Responsible Finance Officer.

SKEGNESS TOWN COUNCIL – RISK REGISTER AT 16/03/2022

	8. The general economy and inflation impacts Council finances	(a) Inflation exceeds levels allowed for in budget consider mitigation by maintaining a suitable level of the General Reserves. (b) Government policy incurs increased local costs consider mitigation by maintaining a suitable level of the General Reserves	Ongoing activity	(3x4) = 12	(1x4) = 4	● ↑	Inflation is currently rising. This needs to be checked regularly against the budgeted increase to ensure it is sufficient CPI is continuing to rise as a result of the war in Ukraine	Management Committee Town Clerk acting as Responsible Finance Officer.
	9. Council is now reliant on a higher percentage of non-precept income making it more vulnerable to cashflow problems or debtors	a) Non precept income which is more vulnerable now represents about 20% of the Council's expenditure. Consider keeping General Reserve at a level that allows the Council to continue should income stream stop or fall.	Ongoing activity	(3x3) = 9	(1x3)	● ↔		Management Committee Town Clerk acting as Responsible Finance Officer.
8. To explore all possible sources of income and to ensure that expected income is fully received.	1. Lack of knowledge of possible sources of Income, e.g. grants.	(a) To be considered as part of any new scheme or change of service. (b). To be considered in respect of Capital Programme	Ongoing activity	(4x2) = 8	(2x2) = 4	✓ ↔		Town Clerk, Deputy Town Clerk Committee Chairman All members
	2. Lack of commitment/resources to pursue possible sources of income.	Staff resources – allow sufficient capacity to search and apply for funding	Ongoing activity	(4x2) = 8	(2x2) = 4	● ↔		Town Clerk, Deputy Town Clerk, Management Committee
	3. Receipts not banked or not banked properly.	Bank statement checks Internal audit checks.	Ongoing activity	(3x3) = 9	(1x3) = 3	✓ ↔		Responsible Finance Officer
	4. Debts not pursued promptly.	Cross check between systems Internal audit checks. Payment plans with debtors. Insufficient resources - Allow sufficient resources when an issue	Ongoing activity	(3x3) = 9	(1x3) = 3	✓ ↔	If it becomes an issue then it is likely to take both staff and potentially legal resources	Responsible Finance Officer Council for resources if required
	5. VAT claims not made promptly or made incorrectly.	Ensure Clerk has appropriate and up to date VAT official publications.	Ongoing activity	(3x3) = 9	(1x3) = 3	✓ ↔		Town Clerk, Deputy Town Clerk and Finance Officer
9. To ensure that salaries paid to Employees and amounts paid to Councillors and contractors are paid in accordance with council regulations, and adequately monitored.	1. Inappropriate rate of pay to employees.	(a) Ensure employee regulations are available and understood. (b) Contracts of employment are in place for all staff and updated as required (c) Payroll entered by Finance Officer and checked by Town Clerk/Deputy Town Clerk	Ongoing activity	(2x3) = 6	(1x3) = 3	✓ ↔		Town Clerk Council
	2. Tax and NI arrangements not in accordance with regulations.	(a) RTI payroll system	Ongoing activity	(3x3) = 9	(1x3) = 3	✓ ↔		Town Clerk to keep under review.

SKEGNESS TOWN COUNCIL – RISK REGISTER AT 16/03/2022

	3. Amounts paid to contractors not in accordance with contract and inadequately monitored.	(a) Regular Internal audit checks with written confirmation. (b) Separation of duties between process and approval of payments (c) Ensure that systems are synced when working remotely	Ongoing activity	(3x3) = 9	(1x3) = 3	✓ ⇄	Controls have recently been strengthened to ensure systems are up to date when working remotely and that there is no duplication of activity.	Town Clerk acting as Responsible Finance Officer Council
	4. Amounts paid to Councillors not in accordance with tax and NI arrangements and Council regulations.	(a) RTI payroll system	Ongoing activity	(3x3) = 9	(1x3) = 3	✓ ⇄		Town Clerk to keep under review.
10. To ensure that year end accounts are prepared on the correct accounting basis, on time, and supported by an adequate audit trail.	1. Lack of knowledge of Council regulations and procedures.	(a) Include financial regulations alongside standing orders. (b) Attend training seminars where available. (c) Arrange locally based training for interested Councillors whenever possible. (d) Experienced RFO	Ongoing activity	(3x3) = 9	(1x3) = 3	✓ ⇄		Town Clerk acting as Responsible Finance Officer Council All Councillors
	2. Late or non-submission of annual accounts.	(a) Include a timetable in Financial Regulations.	Ongoing activity	(3x4) = 12	(1x4) = 4	● ⇄	This is all about having the right staff resources available at the critical time (April/May) as the timetable for submission is tight.	Town Clerk acting as Responsible Finance Officer Council
	3. Year-end accounts not prepared, inaccurate, or not in accordance with Council requirements.	(a) Internal audit checks. (b) separation of duties and checks	Ongoing activity	(3x3) = 9	(1x3) = 3	✓ ⇄		RFO Internal Auditor
	4. Inadequate audit trail from records to final accounts.	As at 10(3a) above.	Ongoing activity	(3x3) = 9	(1x3) = 3	✓ ⇄		RFO Internal Auditor
11. To identify, value and maintain all assets of the Town Council and ensure that asset and investment registers are complete, accurate and properly maintained.	1. Lack of knowledge of assets of Town Council.	(a) Ascertain and record all assets for which Town Council is responsible. (b) Create permanent asset register. (c) Update regularly and when any significant new assets are obtained (d) Ward checks by Ward Councillors to identify any problems (e) Undertake Tree Surveys to manage risks on all Council owned land.	Ongoing activity	(3x3) = 9	(1x3) = 3	✓ ⇄		Town Clerk/Deputy Town Clerk/Councillors. Management Committee
	2. Assets lost or misappropriated.	(a) Establish who is responsible for security and maintenance of each asset. (b) Asset register to be reported to Management for review at least annually.	Ongoing activity	(3x3) = 9	(1x3) = 3	✓ ⇄		Town Clerk Management Committee

SKEGNESS TOWN COUNCIL – RISK REGISTER AT 16/03/2022

	3. Inadequate or inaccurate valuation of the Council's assets.	(a) Arrange for periodic review of valuations and arrange for professional valuation where necessary. (b) Annual check of assets vs insured (c) Annual report to Management Committee	Ongoing activity	(3x4) = 12	(1x4) = 4	● ⇄	Reviews are undertaken but needs constant attention	Town Clerk Management Committee
	4. Asset register not established or inadequately maintained.	(a) Create asset register in accordance with Accounts and Audit Regulations.	Ongoing activity	(3x3) = 9	(1x3) = 3	✓ ⇄		Town Clerk
12. To comply with appropriate Government legislation regarding disability, racial equality, safeguarding children, etc.	1. Lack of knowledge of applicable legislation.	(a) Town Clerk to have all appropriate legislation available. (b) Council to have an appropriate policy in place (c) Motions/Reports assessed for Equality Impact (d) CiLCA qualified Town Clerk and Deputy	Ongoing activity	(3x4) = 12	(1x4) = 4	● ⇄		Council Town Clerk, Deputy Town Clerk Management Committee HR Committee
	2. Lack of public awareness of applicable legislation.	(a) Include, as appropriate, in any public consultations/reports.	Ongoing activity	(4x2) = 8	(1x2) = 2	✓ ⇄		All Councillors
	3. Failure to comply with applicable legislation.	As at 12(1) above.	Ongoing activity	(3x4) = 12	(1x4) = 4	● ⇄		All Councillors
	4. Councillors lacking knowledge of applicable legislation.	(a) Arrange appropriate training for Councillors. (b) LALC Training	As required and via monthly training list	(3x4) = 12	(1x4) = 4	● ⇄		Town Clerk and Deputy Town Clerk
13. To carry out adequate safety checks on all buildings, properties and equipment for which the Council is responsible.	1. Lack of information on properties, buildings and equipment.	(a) Adopt a Health and Safety Policy (b) Ensure that all current legislation and advice is held by Clerk/Deputy. (c) Include in asset register all properties for which Town Council is responsible. (d) Keep adequate Ear Marked reserved to cover unexpected expenditure on property land assets and to replace equipment. (e) Keep registers of Maintenance and Testing Required	Ongoing activity	(3x3) = 9	(1x3) = 3	✓ ⇄		Town Clerk, Deputy Town Clerk Management Committee
	2. Lack of knowledge of safety requirements	(a) Adopt a Health and Safety Policy (b) Ensure that all current legislation and advice is held by for access by Town Clerk and Deputy Town Clerk. (c) Adequate risk assessments, reviewed regularly (d) Include exceptions in quarterly Governance Report to Management Committee	Ongoing activity	(3x4) = 12	(1x4) = 4	● ⇄		Town Clerk, Deputy Town Clerk Management Committee
	3. Lack of resources to carry out safety checks.	As at 2. Above plus review staff arrangements regularly (a) Review and ensure staff resources remain sufficient to undertake necessary regular checks and reports.	Ongoing activity	(3x4) = 12	(1x4) = 4	● ⇄		Town Clerk Management Committee

SKEGNESS TOWN COUNCIL – RISK REGISTER AT 16/03/2022

14. Play Areas	1. Inadequate checks lead to accident or fatality	(a) Undertake external annual safety check (b) Undertake routine checks at least weekly (c) Report findings to Management Committee as part of Governance Report (d) Provide Staff Training (e) Ensure sufficient resources to undertake tasks	Ongoing activity	(3x4) = 16	(1x4) = 4			Town Clerk, Deputy Town Clerk Management Committee
----------------	---	--	------------------	------------	-----------	--	--	---

SIGNIFICANT OPERATIONAL RISKS

AIM	RISK	METHOD USED TO MINIMISE RISK	Timescale for implementation	UNDERLYING RISK LEVEL Likelihood x Impact	MANAGED RISK LEVEL Likelihood x Impact	Status Risk Controlled Action required Aim is not being achieved Risk Falling No Change Risk Rising	Comments on status	Person(s) Responsible
O1. Safety in Play Areas the Council are responsible for	Inadequate checks lead to accident or fatality	(a) Undertake external annual safety check (b) Undertake routine checks at least weekly (c) Report findings to Management Committee as part of Governance Report (d) Provide Staff Training (e) Ensure sufficient resources to undertake tasks	Ongoing activity	(3x4) = 12	(1x4) = 4			Town Clerk, Deputy Town Clerk, Management Committee

SKEGNESS TOWN COUNCIL – RISK REGISTER AT 16/03/2022

O2. To safeguard lone working staff	<ol style="list-style-type: none"> Unknown person enters building after meeting or when staff working alone and confronts, attacks or intimidates lone worker. Staff member has accident when working alone and time elapses before found 	<ol style="list-style-type: none"> Avoid wherever possible Keep external doors shut and locked. Have buddy system to make contact if issues arise and to confirm exit from building after normal office hours or when alone (buddy could be colleague or partner/family member someone who knows when to expect the staff member back). If only one member of staff present at meetings then the Chairman or another nominated councillor should remain until the open areas of the building have been checked and the entrance door and alarm secured. Staff should carry phone with them to make emergency call in case of accident 	Ongoing activity	(2x4) = 8	(1x4) = 4	● ↔		Lone worker for making appropriate arrangements prior to working alone. For regular meetings the Town Clerk/Deputy Town Clerk to be buddy unless other arrangements in place.
O3. To ensure the ability to pay bills and staff.	<ol style="list-style-type: none"> Slow response to request to change bank mandates leaving Council unable to authorise payments. 	<p>Attempt to keep at least 3 signatories on the list from year to year and avoid making frequent changes.</p> <p>Move as many payments as possible to electronic on-line payments</p>	Ongoing activity	(3x3) = 9	(1x3) = 3	✓ ↔		Council Responsible Financial Officer
O4. Manage financial liabilities	<ol style="list-style-type: none"> Current Council Policy is to refund pre-purchased exclusive rights to graves on request less an admin fee. The Council has maximum potentially £60,000 - £80,000 of liability in this respect. 	<ol style="list-style-type: none"> The risk is to be accepted and the Council will monitor any significant change in the number of requests for a refund. 	Ongoing activity	(2x3) = 6	(2x3) = 6	● ↔		Management Committee for monitoring
O5. Meet obligations and duties relating to the management of the Council Cemetery	<ol style="list-style-type: none"> Concerns that burial records kept from some years ago have been shown to contain inaccuracies some of which may place the Council at risk of making mistakes with burials, not being able to meet obligations or of highlighting a previous error 	All written records have now been computerised. Remaining historic risks will have to be accepted. Similar issues in other Councils show that compensation claims may be high. Administrative mistakes may be covered by Insurance. Systemic errors may not be covered.	Ongoing activity	(2x4) = 8	(2x4) = 8	● ↔		Management Committee for monitoring
O6. Meet the Councils operational & strategic objectives	<ol style="list-style-type: none"> Known short term staff resources problems 	<ol style="list-style-type: none"> Proper resourcing of new projects/ services. Avoid new projects with high resource implications until resources in place. Manage existing priorities 	Ongoing activity	(2x4) = 8	(1x4) = 4	● ↔		Town Clerk Councillors

SKEGNESS TOWN COUNCIL – RISK REGISTER AT 16/03/2022

O8. Meet obligations and duties relating to General Data Protection Principles	Data Breech or unable to process subject access request.	(a) Action plan in place identifying all actions needed to be fully complaint. (b) Keep Information Security Policy updated to reflect changes in regulations and provide guidance. (c) External Professional ICT Support	Ongoing activity	(3x3) = 9	(1x3) = 3	✓ ↔		Town Clerk, Deputy Town Clerk and Management Committee.
O9. Café Dansant operating in compliance with all regulations.	1. Accident of injury to staff or customers. For example food poisoning, burns. 2. Hygiene Rating falls	(a) All staff inducted and trained including food allergies and cross contamination. (b) Seek to keep safer food service with five (very good) food hygiene rating from ELDC. (c) Policies and procedures in place including Better Food better business folder in use and regularly reviewed. (d) Allergy menu and allergy matrix in place. (e) COSHH regulations followed. (f) Staff to keep up to date with changes in regulations. (g) Covid risk assessment in place for café.	Ongoing activity	(4x4)=16	(2x4)=8	● ↔		Café Manager and staff, Town Clerk, Deputy Town Clerk, Management Committee.
O10. Café Dansant does not become a financial burden to Council.	Café service has a high net cost being paid for from the by Council from the precept	(a) Regular review of outgoings and income. (b) Regular governance reports to Council. (c) Flexibility for staff to adjust opening to suit demand (d) Run in conjunction with the hall hire (e) Focus on the service benefits as well as the café simply as a business	Ongoing activity	(4x3)=12	3x3=9	● ↔	Council cannot control some elements that alter demand (e.g. the weather).	Café Manager, Town Clerk, Deputy Town Clerk, Management Committee.
O11. All Council operations and services are Covid secure.	Spread of Covid 19	(a) Covid 19 risk assessments in place. (b) Staff keep up to date on current guidance. (c) Staff working from home where possible and with social distancing measures in place if not. (d) Café staff provided with visors/masks. (e) Hand santiser provided to staff and in Tower Gardens Pavilion. (f) Appropriate signage in place where necessary. (g) Increased handwashing and cleaning.	Ongoing activity whilst Covid Regs in place.	(3x3)=9	(2x3)=6	● ↔		All staff and Councillors









SKEGNESS TOWN COUNCIL – RISK REGISTER AT 16/03/2022

O12. To ensure all Council owned land is free from Japanese Knott Weed.	Japanese knotweed spreading into a wild area/Council owned land	(a) Identify Japanese knotweed (b) Prevent any areas spreading onto anyone else's property (c) Ensure specialist treatment and disposal of any identified areas (d) Communicate with other local landowners to prevent spread of weed.	Ongoing activity	4x3=12	2x3=6			Town Clerk, Deputy Town Clerk
O13. Ensure all Council owned land is free from illegal occupation.	Trespassers on Council owned land.	(a) Risk assess (b) Secure all sites as much as is feasible and affordable. (c) Take action against people occupying land illegally.	Ongoing activity	4x3=12	4x2=6			Town Clerk, Deputy Town Clerk, Council. Council to fund any action
O14. Administration & Management of New Community Building and other transferred assets.	Higher impact on resources than initially expected and resourced. Facilities Management and land management administration is more than anticipated.	a) Identify the areas that are impacting resources b) Regular reports to Council on resources needed and issues identified when managing new building and assets. c) Manage and monitor costs d) Understand the appropriate powers and complexities of each asset	Ongoing activity	4x3=12	2x3=6			Town Clerk, Deputy Town Clerk, Council Management Committee
O15. Maintain assets in a safe condition.	Tower Gardens Paths are deteriorating with potential trip and slip hazards. Paths are raised in areas due to tree roots The rate of deterioration has increased	(a) Professional help to identify and cost works. (b) Council will need to identify funds to pay for work but can use the draft Capital Programme and the associated reserves	The paths are deteriorating, and a solution needs to be found asap.	3x4=12	Plans not yet in place to mitigate	Aim is not being achieved	Initial steps related to the Towns Fund Project being reviewed to see if some or all of the issues can be funded externally.	Management Committee/ Council to provide budget and resources
O16. Ensure sufficient funds for replacement of vehicles as needed.	Vehicle Insurance cover would not provide sufficient funds for replacement of vans in case of complete write off	(a) exacerbated by the state of the vehicle market (b) Council will need to determine whether to keep sufficient reserves to cover the shortfall or in future to opt for a leasing arrangement which will be an ongoing revenue but lower amount. (c) Move to electric vehicles will be potentially expensive if purchased	Expanding risk that needs a planned medium term resolution by time of next budget	2x3=6	Plans not yet in place to mitigate	Aim is not being achieved		Management Committee/ Council to provide budget and resources
O17. Provide grave spaces whilst complying with cemetery regulations.	New cemetery regulations from DEFRA prevent or significantly reduce the Council's ability to use the Cemetery and therefore income could also reduce putting pressure on the Council's budget and accounts.	(a) Need to fully understand implications of new regulations (b) Engage others to prevent regulations being implemented (e.g. local MP)	Regulations due Autumn 2022	4x3 = 12	Plans not yet in place to mitigate	Aim is not being achieved	This is an emerging risk that is not yet fully understood. Response from Government indicates that there will be more clarity later in the year	Management Committee/ Council to provide budget and resources

SKEGNESS TOWN COUNCIL – RISK REGISTER AT 16/03/2022

O18. Disposal of Mixed Waste from Council owned amenity areas and walks.				4x3 = 12	Plans not yet in place to mitigate		There is now an agreement in place but we have not yet assessed the results of putting this into operation.	
O19 Cemetery issues (highlighted by cases in other cemeteries)	A body is interred in the wrong grave Burial rights are given over a wrong grave Tasks not carried out in accordance with policy	a) Records documented on computer system as soon as possible b) All instructions between office and grounds team in writing (hard copy or email) c) All instructions/confirmations from Funeral Directors to be received in writing	Controls in place	4x3 = 12	1x3 = 3		The risk to authorities has been highlighted by a local case. It has both reputational and significant Financial consequences if it occurs	Town Clerk Deputy Town Clerk, Admin Asst Grounds team Foreman
O20 Shortfall in operational budget	Rising costs of utility bills, fuel and other associated costs.	a) Continue to monitor		4x3=12			Energy and fuel costs are rising above the headline rate of inflation. These form a significant part of Council's non-employee costs. Suppliers and contractors also experience these increases which will eventually be passed on through their charges. War in Ukraine is increasing risks	

SIGNIFICANT PROJECT RISKS

AIM	RISK	METHOD USED TO MINIMISE RISK	Timescale for implementation	UNDERLYING RISK LEVEL Likelihood x Impact	MANAGED RISK LEVEL Likelihood x Impact	Status  Risk Controlled  Action required  Aim is not being achieved  Risk Falling  No Change  Risk Rising	Comment on Status	Person(s) Responsible
P1.Maintain Gold Award Standard	1. Inadequate staff resources	(b) Consider overall resources and impact when starting new projects or activities. (c) Additional staff hours authorised (d) Monitor requirements are still being met (d) make Gold requirements day to day procedures rather than special requirements	This has been delegated to the Town Clerk to decide	(3x3) = 9	(2x3) =6	 Aim is not being achieved	Working towards this where it is within the powers of the Town Clerk	Town Clerk, Deputy Town Clerk and Management Committee.
	2. Insufficient Commitment from Councillors to achieve Community Engagement	(a) Councillors to engage in community engagement activities across a broad representative spectrum of the community. (b) Councillors to attend regular training so that it can be shown there is a regular commitment from Council to support and attend training	This has been delegated to the Town Clerk to decide but requires commitment from Councillors	4x3 = 12	1x3 = 3	 Aim is not being achieved	Currently there is a low commitment to attend training. Work is required to develop the Community engagement aspects as society comes out of covid restrictions	Councillors Management Committee

SKEGNESS TOWN COUNCIL – RISK REGISTER AT 16/03/2022

P3. Neighbourhood Plan.	1. Risks currently removed as document has been submitted		NDP Submitted await response from ELDC	(3x4) = 12	(2x4) = 8	✓ ⇄	NDP Submitted await response from ELDC	NPD Working Group and NDP Steering Group
				(3x4) = 12	(2x4) = 8	✓ ⇄		
				(3x4) = 12	(1x4) = 4	✓ ⇄		
P4. To undertake a Memorial Safety Inspection	1. Inadequate staff resources.	(a) Consider overall resources and impact when starting activity. (b) Additional staff hours authorised.	Re plan for summer 2022	(3x4) = 12	(2x4) = 8	● ⇄		Town Clerk Deputy Town Clerk
	2. Unsuitable weather conditions for inspections.	(a) Monitor weather and plan accordingly.		(2x2) = 4	(1x2) = 2	✓ ⇄		
P5. Remembrance Parade 2022 not yet started								
P9. Event previously known as VE Day	1. Lack of clarity of scope of event Other risks to be determined by the Committee		Event postponed until June 2025	TBA	TBA	Not yet assessed	Low risk as event now pushed back until 80 th anniversary	VE Day Committee Chair of VE Day Committee
P10. Insufficient resources for Towns Fund (Tower Gardens) Project	1. Project timescale outside of Council's direct control meaning input may be required during busy periods. 2. Uncertainty over whether other funding may be required to meet Council's overall ambitions for Tower Gardens			TBA	TBA	Not yet assessed	Difficult to assess the risk until more details of the project are forthcoming. However given this is potentially a several hundred thousand pound project, potential risks will be higher.	

SKEGNESS TOWN COUNCIL – RISK REGISTER AT 16/03/2022

RISK LEVEL MATRIX

IMPACT ON COUNCIL LIKELIHOOD	1	2	3	4
1	1	2	3	4
2	2	4	6	8
3	3	6	9	12
4	4	8	12	16

CONSEQUENCES OF IMPACT	
1	Temporary or minor impact on Customer, finance or reputation – impact over less than a month
2	Some impact on reputation and/or finances – impact less than 3 months
3	Substantial impact with moderate financial or reputational consequences – impact up to a year
4	Significant impact with likely large scale financial or reputational consequences – impact over more than one year

LIKELIHOOD	
1	Unlikely to happen – once in 20 years or more
2	Unlikely to happen – once in 10 years
3	Likely to happen within the 4 year term of Council
4	Very likely to happen within year or has happened recently

	Overall risk is low. Regular monitoring but action not urgently required
	Overall risk is medium. Monitoring essential and action required to mitigate risks
	Overall risk is high. Essential action is required immediately to manage risk.

Bullying & Harassment Statement

We treat everyone with courtesy and respect and ask for the same in return. We ask that you treat your councillors and council staff courteously without violence, abuse or harassment.

Councillors and council staff have the right to carry out their civic duties and work without fear of being attacked or abused. Any behaviour whether that be verbal, physical or in writing, which causes either councillors or council staff to feel uncomfortable, embarrassed, or threatened, is totally unacceptable.

The zero tolerance policy includes abuse, aggression or threats made in person, over the telephone or in written communication, including on social media. The council considers threatening behaviour to be:

- Attempted or actual aggressive, or physical actions made towards any councillor or member of staff.*
- The use of aggressive, or abusive language, (including raising of the voice, swearing, shouting or in writing) which threatens or intimidates councillors or council staff.*

This policy applies throughout all council meetings, but it also applies to any councillor or council staff away from council meetings.



Department
for Environment
Food & Rural Affairs

Rebecca Pow MP
Parliamentary Under Secretary of State

Seacole Building
2 Marsham Street
London
SW1P 4DF

T 03459 335577
defra.helpline@defra.gov.uk
www.gov.uk/defra

Mr Steve Larner
Town Clerk
Skegness Town Council
Tower Gardens Pavilion
Rutland Road
Skegness
PE25 2AX

Our ref: PO2022/01403/DH

15 March 2022

Dear Steve,

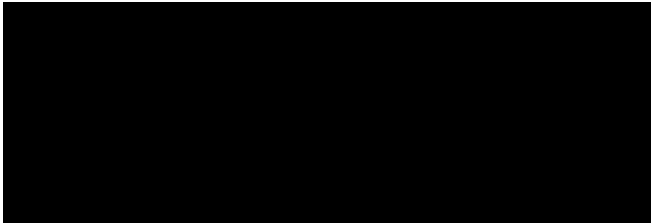
Thank you for your letter of 20 January to the Secretary of State about cemetery regulations. I am replying as the Minister responsible for this policy area. I apologise for the delay in responding. Defra is currently dealing with high volumes of correspondence. I understand you recently wrote to your Member of Parliament, Matt Warman, about this issue. He contacted me on your behalf in January and I responded to him on 1 February. He may have already shared this response with you, and some of that information is replicated below.

I first want to address your concern that the proposals in the consultation would prevent burials in your area. The proposed exemption conditions as put forward in draft form in the consultation, set out the circumstances under which a cemetery is considered to be of very low risk to the environment, and therefore where the cemetery will be exempt from the requirement to obtain a permit in order to operate. If a cemetery cannot comply with the exemption conditions, the cemetery operator will need to apply for a permit. The permit will enable the Environment Agency (EA) to ensure the necessary controls are in place to protect groundwater resources during the operation of the cemetery. For example, the permit may require a cemetery operator to monitor groundwater on a regular basis to ensure that pollution of groundwater is not occurring. This risk-based approach to permitting is in line with the way in which the EA regulates other activities under the Environmental Permitting Regulations.

The proposed exemption conditions – and other proposals set out within the Consultation on Environmental Permitting Requirements for Groundwater – were presented in draft form during the three-month consultation from September-December 2021. All comments received during the consultation period will be taken into account to help shape the final amendments to the Environmental Permitting Regulations.

We received significant engagement during the consultation, especially from burial ground managers on the proposed exemption conditions for cemeteries which aligns with some of the concerns you raised in your letter. My officials are working with the EA to review the feedback from the consultation and to reassess the proposed cemetery exemption conditions accordingly. Our response to the consultation will be published in the spring.

Thank you once again for taking the time to contact the Secretary of State about this important issue. Please let me know if I can be of any further assistance with this or any other matters in the future.



REBECCA POW MP

MP QuestionsCouncil approved motion:

I would like to pose to the MP that he arranges some monthly if not bimonthly surgeries in Skegness he could take advantage of using our small hall, this would give our residents the chance to discuss any concerns with him. If no residents book, then the surgery can be cancelled but we need to give them a chance to speak with him.

Proposer: Cllr R Cunnington

Seconder: Cllr A Findley

Questions submitted by Cllr A Findley

Q.1. There are great concerns amongst our community of the ambulance response times to Stroke victims. We were told that the by moving to Lincoln from Boston would improve the response and treatment service. This is not the case, and do you intend to support Skegness and Boston in getting a better service and if so how?

Q.2. There have been great concerns over recent years of the speed reduction we've tried to reduce on the A158 leading out of Skegness. With the introduction of 1,000 extra new homes and the Gateway project to Skegness along with the major investment of the Towns Fund to our foreshore, this will increase footfall and traffic volume. Will you be willing to support this as our MP and challenge the statistics to get the reduction before another serious accident or worse?

Q.3. ELDC have withdrawn funding for maintaining our North Parade bowling greens. These have been a huge part of our tourism revenue for many years to the sum of many Millions of pounds. Losing this revenue will have a massive impact on many businesses and a lost east coast of Lincolnshire tradition. Would you be willing to support Skegness in challenging ELDC's decision to withdraw funding or get government financial support?

Q.4. After reading your reply and DEFRA's reply to the possible changes to cemetery Regulations I have concerns that the replies suggest that the changes will still be being submitted. I am aware that LALC and NALC have challenged these but would like to know exactly how you plan to challenge these changes and if you support the objections?

Q.5. There is a lot of concerns up and down the East coast regarding the nuclear dump at Thedlethorpe. I am fully aware that this is probably years from actually happening but the younger generations, our children and their children are the ones that will have to live in fear of this ever becoming a hazard to life. My question to you is are you aware of any FOR and AGAINST figures regarding the scheme? And if not, are you planning on giving every single resident that this will affect within you electorate a chance to voice their concerns?

Q.6 With asylum seekers filling up hotels, which would usually accommodate tourists, how can the MP assist on behalf of Skegness and our tourism industry that we rely on that significantly supports our east coast economy?"

Question submitted by Cllr D Brookes

Do you support the government's view that extra street lighting keeps residents safer, or do you support the local county council in switching street lights off?

Questions submitted by Cllr M Anderson

1/ With over One Hundred and Fifty Hate Crimes and nearly Two Thousand ASBOs reported to the police in Skegness over-the past two years why are you not pressing for action from the PCC to make it a priority for the Police strategy?

2/ Why are you not tackling the issue of your Constituents having to wait over 15 hours to be seen at Pilgrim AE in severe pain?

3/ Why have you not spoken to the Chief Executive ULHT Andrew Morgan regarding this and find out why like I did to be told that he had 121 bed blockers in the hospitals caused by LCC failure to buy beds in the community yet last year LCC had a 50million underspend which they put back into reserves?

Questions submitted by Cllr R Cunnington

1. Why does he not reply to residents who ask him questions by email. I have two examples of this, so it is not speculation.

2. What can he do and how can he help improve all health care in our town, i.e. Doctors, Dentist.

3. Is he willing to ask government how and when we are going to get improvements to our transport Network to the coast to help our town thrive.

4. For public safety will he join us in the fight for our street lights to be reinstated.

Question submitted by Cllr T Tye

We should ask him to help support our fight to get the Economic Corridor from the A52 to the A158. With the Campus going ahead next year and all the other work to that area. Plus 1000 new homes of the Skegness Gateway, I believe it is totally needed to ease traffic in the Town Centre.

Nuclear Medicine Consultation

United Lincolnshire Hospitals NHS Trust is currently running a 12 week public consultation into the future of its nuclear medicine service.

**Have
your
say**

**on the future of
nuclear medicine
services in
Lincolnshire's
Hospitals**

The consultation runs from Monday 28
February 2022 to Monday 23 May 2022

Public consultation on the future of nuclear medicine services

United Lincolnshire Hospitals NHS Trust is currently running a 12 week public consultation into the future of its nuclear medicine service.

Nuclear medicine is a specialist imaging technique involving the administration of radioactive substances (called radiopharmaceuticals) in the diagnosis and treatment of disease.

There are over 20 different tests that nuclear medicine can perform and they look at conditions as diverse as Parkinson's disease to delayed gastric emptying. In United Lincolnshire Hospitals NHS Trust (ULHT) hospitals, the most common tests performed are bone scans and heart scans.

The service is currently provided from three hospitals in Lincolnshire: Lincoln County Hospital, Grantham and District Hospital and Pilgrim Hospital, Boston. The service sees around 2,500 patients per year for very specialist tests.

The service has long faced challenges around staffing, aging equipment and sustainability, and therefore it has been deemed unsustainable in its current format.

The consultation has been launched on identified options to reduce the number of hospital sites that the service could be delivered from in future. These options have been developed by hospital clinicians, and shaped by patient representatives.

The options are:

- Option 1: Centralisation of the service at Lincoln
- Option 2: Centralisation of the service at two sites – Lincoln and Pilgrim

The public consultation runs from Monday 28 February 2022 until Monday 23 May 2022.

Staff, patients and the public of Lincolnshire are invited to give their views as part of this consultation, ahead of a decision being made about the future of the service later this year.

Feedback can be provided in the following ways:

- [Fill in our survey](#)
- Come along to one of our virtual consultation events on Microsoft Teams, details below:
 - [Tuesday 8 March- 6.30pm-7.30pm](#)
 - [Monday 28 March- 3pm-4pm](#)
 - [Wednesday 13 April- 6.30pm-7.30pm](#)
 - [Tuesday 3 May- 3pm-4pm](#)
- Invite us to one of your meetings to discuss the service, by emailing communications@ulh.nhs.uk

[Nuclear medicine consultation document](#){/pdf}

In this section

- [Nuclear Medicine Consultation](#)
- [Past Consultations and Engagement](#)
- [Public engagement outcomes](#)

SKEGNESS TOWN COUNCIL**EVENTS WORKING GROUP**

Notes of the Meeting held on Tuesday 15th March 2022 at 2pm via Zoom

Present: Councillors: T Burnham (Town Mayor), P Barry, A Findley, J Sadler and T Tye.

Town Clerk and Deputy Town Clerk

Invited: Paul Dixon

1. NOTES OF PREVIOUS MEETING

The previous minutes were noted.

2. APOLOGIES

Councillor S Kirk. It was noted that Councillor M Dannatt has resigned from the group.

3. DECLARATIONS OF INTEREST

None declared.

4. TO CONFIRM DETAILS OF THE JUBILEE PICNIC IN THE PARK

The Town Clerk said that following the previous meetings he was still unclear what the Group wanted or were planning.

A discussion around what should take place in Tower Gardens for the Queens Jubilee on Sunday 5th June 2022 took place. It was noted that Skegness Silver Band was booked to perform at 4pm and that this performance would be sponsored by Visit Lincs Coast. Paul Dixon informed the group that the Royal British Legion wanted to do a short parade around the gardens. It was noted that the appropriate insurance and risk assessment would need to be in place for the parade. A discussion on whether an event notification form would need to be completed for the parade took place and the Deputy Town Clerk said she would check with Magna Vitae regarding this and report back.

There were further discussions around when an event plan is needed and the Town Clerk advised that the activity was drawing more people into the gardens then it was likely that this was the case. The Silver Band performance had happened many times before and so LSAG (Lincolnshire Safety Advisory Group) do not require additional information as long as it remains a stand-alone performance. If additional activities are added so that the performance becomes part of an event, then this would need to form part of a fully completed event plan.

No other activities were put forward to be considered by Management Committee.

The Town Clerk advised that a grant had been provided by the Welcome Back Fund for re-useable bunting to use for events and performances in the gardens. The Town Clerk confirmed a risk assessment would be completed before installation and use of the bunting.

Note: Since the meeting confirmation has been received from Magna Vitae (part of LSAG) that for completeness, an event notification form needs to be completed for a parade by the Royal British Legion around Tower Gardens.

It was agreed that recommendations be made to management Committee and Council that:

- a) a performance by Skegness Silver Band on Sunday 5th June 2022 at 4pm in Tower Gardens take place.
- b) a parade by the Royal British Legion take place (prior to the Silver Band Performance), subject to the necessary risk assessments, insurance and any other requirement or request from the Safety Advisory Group being in place.
- c) To note the provision of Bunting from the Welcome Back Fund.

5. PROPOSAL FROM COUNCILLOR D BROOKES

The proposal from Councillor D Brookes to redesignate the area on West Way where the trees have been planted as “The Queen Elizabeth Jubilee Plantation” and that this be part of the Queens Green Canopy Plantation. A discussion took place.

It was agreed that recommendations be made to Council to:

- a) Redesignate the area on West Way where trees have been planted as “The Queen Elizabeth Jubilee Plantation” and be part of the Queens Green Canopy Plantation.
- b) A further tree be purchased and planted to mark the redesignation with a small ceremony at an appropriate time in the growing season.

6. NEXT STEPS

A further meeting be arranged before the Jubilee to confirm the details and timings for the day.

The Meeting closed at 2:56pm

SKEGNESS TOWN COUNCIL

REPORT TO:	MANAGEMENT COMMITTEE 23RD March 2022
BY:	TOWN CLERK
SUBJECT:	Council Allowances

PURPOSE: To advise Council of the process relating to the payment of allowances in advance of budget setting and to seek instruction as to whether Council wishes to request recommendations of a Remuneration Panel in advance of the 2023/24 budget round which will commence in September 2022.

1 BACKGROUND

- 1.1 During the last budget setting process, the issue of the level of Councillors basic allowance and the Mayor's (Chairman's) allowance was raised and Council increased the budget available for the Mayor's allowance.
- 1.2 Parish and Town Councils may pay a basic allowance either to just the Chairman (Mayor) or to the Chairman and all Councillors. The Chairman may be paid a rate higher than other Councillors.
- 1.3 Payment of allowances is regulated under "The Local Authorities (Members' Allowances) (England) Regulations 2003". A rate is proposed by a Remuneration Panel which the Council must have regard to.
- 1.4 The Town Clerk has examined previous reports, documents and correspondence back as far as 2003 when the regulations were introduced and has identified concerns in the way that the allowances were previously determined and whether proper process was entirely followed in accordance with the regulations.
- 1.5 This report seeks a decision on whether the Council will wish to seek the views of a Remuneration Panel prior to the next budget round. It is likely that any Panel will take several months to be set up and report back hence a report now.
- 1.6 The report also questions whether the budgeted extra allowance for the Mayor should actually be passed on in the allowance, given that proper process has not been followed.

2 CURRENT ALLOWANCES

- 2.1 Currently a basic annual allowance of £500 is paid to each Councillor. This allowance has been in operation since 2005 but exceeded the recommended level proposed by the Remuneration Panel until very

recently. The level proposed by the panel was 10% of the District Allowance which would have been £336 pa in 2005 and only in 2020/21 would this have reached the £500 level that has been paid since 2005. It is proposed that this percentage is maintained from 2023/24 unless further advice is sought from a Remuneration panel. If Council wants to review the level of the basic allowance for the Mayor or Councillors, then a request will need to be made to East Lindsey District Council to form a Remuneration Panel to look at these and make recommendations.

- 2.2 The Mayor's allowance was established in 1974 following the creation of Skegness Town Council. It was increased annually until the current level was reached in 2010. However, no record can be traced that the Mayor's allowance has ever been subject to a review by a Remuneration Panel as is required by the regulations from 2003 onwards. In 2013/14 the allowance was split into a Mayor Making Event budget and a basic allowance for the Mayor. For the 2022/3 budget the basic Mayor's allowance budget has been increased to £3000 plus the basic Councillor allowance. The current level of the allowance seems completely out of step with other Parish and Town Councils (e.g. Dover which has a larger budget and population than Skegness, pays their Mayor £1200 per annum – 2021 report). Chairman or Mayor's allowances in Parish and Town Council are generally a percentage of the Councillor basic allowance. In some years following the introduction of "The Local Authorities (Members' Allowances) (England) Regulations 2003", the Skegness Mayor's allowance has been larger than the East Lindsey Chairman's allowance (£4204 in 2020/21) which seems at odds with the scheme.

3 NEXT STEPS

- 3.1 Although the budget for the Mayor's Allowance has been set at £3000, the Management Committee, considering the above, may wish to postpone any increase in actual payments made until such time as the Council has obtained recommendations from an Independent Remuneration Panel.
- 3.2 A Remuneration Panel would examine whether payment of a basic allowance to just the Mayor or to the Mayor and all Councillors is appropriate and if so the recommended levels.
- 3.3 Council will need to consider the possibility that a Panel's recommended Mayor's allowance is lower than that historically paid. It is probable that the Councillor Allowance which is now set at the previously recommended 10% of District Allowances, will be broadly in line with what is currently paid.
- 3.4 Whilst Council can set an allowance different to the recommended level, it must have due regard to the Panel's recommendations which have to be

published. If Council does not implement the Panel's recommendations, then it must set out its reasoning for public examination and challenge.

4.0 RECOMMENDATIONS

- 4.1 Management Committee are recommended to consider the implications and determine whether to seek a review of allowances by an Independent Remunerations Panel set up by East Lindsey prior to the next budget setting round.
- 4.2 Consider postponing an increase in the Mayor's allowance until such time as recommendations from a remuneration panel have been received.

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

FOR DECISION