

# SKEGNESS TOWN COUNCIL

## Minutes of the Special Council Meeting

Held at 7.00 pm on Wednesday, 25<sup>th</sup> May 2022

**PRESENT:** Councillor T Tye (Town Mayor) in the Chair.

Councillors: P Barry (Deputy Mayor), S Blackburn, D Brookes, T Burnham, S Claxton, R Cunnington, M Dannatt, S Dennis, D R Edginton, A Findley, D Kirk, C Macey, J Sadler, G Saxon.

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

No members of the public and no members of the press were in attendance.

### **C 14. MINUTES OF LAST MEETING (Agenda Item 1)**

*It was proposed, seconded and*

**RESOLVED:** *That the minutes of the Annual Council meeting held on Wednesday 18<sup>th</sup> May 2022 be confirmed as a correct record.*

### **C 15. APOLOGIES (Agenda Item 2)**

An apology for absence was received from Councillors M Anderson, B Brookes, J Brookes, S Emsen, S Kirk and P Sutton.

### **C 16. DECLARATIONS OF INTEREST (Agenda Item 3)**

There were no Declarations of Interest.

### **C 17. RECOMMENDATIONS FROM RISK MANAGEMENT WORKING GROUP (Agenda Item 4)**

The recommendations from the working group were presented. Councillor D Brookes spoke on the recommendations from the group. The Town Clerk highlighted the additional risk since the last risk register review. The Town Clerk answered questions and spoke on the resource implications from the tasks within the recommendations. A discussion took place.

*It was proposed, seconded and*

**RESOLVED:** *That:*

- a) the recommendations from the Risk Working Group be approved and adopted.*
- b) the risk register be updated as per the recommendations.*
- c) a Community Engagement Working Group be set up with members Councillors J Sadler, S Blackburn, D Edginton and T Tye (Mayor)*

**Draft Annual Council Meeting 25<sup>th</sup>  
May 2022 Minutes**

**C 18. APPROVAL OF ACCOUNTS AND ANNUAL RETURN 2021-22  
(Agenda Item 5)**

The Town Clerk presented and explained the Annual Return 2021/22 document and went through the Annual Governance Statements. Copies of the Accounts, annual return and the Council's asset register were presented. Questions on the annual governance statements were answered by the Town Clerk.

*It was proposed, seconded and*

**RESOLVED:** *That:-*

- a) *a recorded vote takes place.*
- b) *the Council responds 'Yes' to statements 1-8 in section 1 of the Annual Return 2021/22 and 'not applicable' against statement 9.*

**For: Unanimous**

- c) *the accounting statement in section 2 of the Annual Return 2021/22 including the end of year reserves and associated write-offs as set out and appended to this report be approved.*

**For: Unanimous**

- d) *the Annual Return be approved and be opened for public inspection from 13<sup>th</sup> June 2022 and submission to the External Auditor by 1<sup>st</sup> July 2022.*

**For: Unanimous**

- e) *the Internal Audit Report be noted.*

**For: Unanimous**

**C 19. APPOINTMENT OF INTERNAL AUDITOR FOR 2022-23 (Agenda Item 6)**

*It was proposed, seconded and*

**RESOLVED:** *That the existing arrangement with three other Local Councils be continued and the Clerk to Louth Town Council, be appointed.*

**C 20. GOVERNANCE AND PERFORMANCE QUARTER 4 (Agenda Item 7)**

The report for Governance and Performance report for the fourth quarter was presented along with the outstanding actions list, café and hall income & expenditure. The Town Clerk informed members that permission had been given for filming in Tower Gardens next week.

*It was proposed, seconded and*

**RESOLVED:** *That:-*

- a) *the governance and performance report for quarter 4 be approved.*
- b) *the movements on the task list be noted.*
- c) *the operational information be noted with no other actions or issues identified.*

**Draft Annual Council Meeting 25<sup>th</sup>  
May 2022 Minutes**

**C 21. TO APPROVE THE DELEGATIONS TO COMMITTEES AND APPOINTMENT TO COMMITTEES (Agenda Item 8)**

A discussion took place.

*It was proposed, seconded and*

**RESOLVED:** *That a Management Committee consisting of all members with a quorum of 7, a Planning Committee consisting of all members except those that sit as Chair or Vice Chair on ELDC Planning Committee with a quorum of 7, a HR Committee having a required minimum number of members set at 5 with a quorum of 3 and an Appeals Committee having a minimum number of 7 members set at a quorum of 7 be approved.*

**Council Management Committee**

*Membership: All Councillors.*

**Planning Committee**

*Membership: All Councillors (Except anyone that sits as Chair or Vice Chair at ELDC Planning.*

**HR Committee**

*Membership: Councillors T Burnham, A Findley, D Kirk, P Sutton, T Tye and S Dennis.*

**Appeals Committee**

*Membership: To be appointed from those members not involved in the specific case under review, as and when required*

**C 22. NOMINATION AND APPOINTMENT TO COUNCIL APPOINTED TASK & FINISH WORKING GROUPS (Agenda Item 9)**

A discussion took place.

*It was proposed, seconded and*

**RESOLVED:** *That the Climate Change Working Group be removed, and the following appointments be made for the ensuing year:*

**Church Yard Maintenance Working Group**

*Cllrs B Brookes (Chair), M Dannatt, T Burnham, B Brookes, J Sadler, R Cunnington.*

**Events Working Group**

*Cllrs T Burnham (Chair), A Findley, T Tye (Mayor), J Sadler, P Barry and S Kirk.*

**Draft Annual Council Meeting 25<sup>th</sup>  
May 2022 Minutes**

**Burgh Road Speed Reduction Working Group**

*The Mayor plus Cllrs B Brookes, M Dannatt, A Findley and C Macey.*

**Risk Management**

*Cllrs D Brookes, S Blackburn and S Kirk.*

**Remembrance Parade Working Group**

*The Mayor plus Cllrs M Anderson, S Kirk P Barry (Deputy Mayor), A Findley and T Burnham Plus Church, Hildreds, Paul Dixon and other RBL reps.*

**Civic Awards and Honours Working Group**

*Cllrs B Brookes (Chair), S Dennis, D Edginton, T Burnham and A Findley.*

**C 23. OUTSIDE BODIES REPRESENTATIVES APPOINTMENT (Agenda Item 10)**

*It was proposed, seconded and*

**RESOLVED:** *That the following appointments be made for the ensuing year:*

**CCTV User Group**

*Cllrs T Burnham*

**Saltfleet to Gibraltar Point Coastal Management**

*Cllr B Brookes.*

*(Since the meeting Cllr B Brookes has advised this representation is no longer needed.)*

**Lincolnshire Association of Local Councils**

*Cllr S Dennis*

**Children's Services Advisory Board**

*Cllr S Claxton*

**Connected Coast Board**

*Cllr T Tye (Mayor)*

**Christmas Event** *(organised by the BID in conjunction with the Hildreds and Carnival Committee)*

*Cllr S Claxton*

**Draft Annual Council Meeting 25<sup>th</sup>  
May 2022 Minutes**

**C 24. CONFIRM OFFICER DELEGATIONS (Agenda Item 11)**

The Town Clerk brought members attention to the Planning delegations in 5.1 and 5.2 of the report.

*It was proposed, seconded and*

**RESOLVED:** *That the delegations, as set out in section 2 to 5 of the report be approved.*

**C 25. REPORTS FROM COUNCIL REPRESENTATIVES TO OUTSIDE BODIES (Agenda Item 12)**

*It was proposed, seconded and*

**RESOLVED:** *That the Saltfleet to Gibraltar Point Briefing and Connected Coast Boards Minutes for March 2022 be noted.*

**C 26. REPORTS FROM DISTRICT AND COUNTY COUNCILLORS (Agenda Item 13)**

*It was proposed, seconded and*

**RESOLVED:** *That the Lincolnshire County Council report for May 2022 be noted.*

**C 27. REVIEWED POLICY (Agenda Item 14)**

Reviewed policies were presented.

*It was proposed, seconded and*

**RESOLVED:** *That:-*

- a) an amendment be made to remove the word "Deaf" be removed from the fire policies.*
- b) the Street Collection Permits, Community engagement, Press & Media, Equality, ICT Acceptable Use, Tower Gardens Events, Fire (Tower Gardens Pavilion) and Fire (Industrial Units) be approved.*

**C 28. GENERAL DATA PROTECTION REGULATIONS (GDPR) REVIEW (Agenda Item 15)**

The GDPR report was presented, members were reminded of the importance of using their Council email address, keeping personal information secure, getting permission to share any personal information, only using it for the purpose it was given and to not keep it longer than necessary. A short discussion took place.

*It was proposed, seconded and*

**RESOLVED:** *That:-*

**Draft Annual Council Meeting 25<sup>th</sup>  
May 2022 Minutes**

- a) *The report be noted, and the review adopted.*
- b) *The General Privacy Notice be approved.*

**C 29. ARRANGEMENTS FOR THE JOLLY FISHERMAN CHARACTER  
(Agenda Item 16)**

A report was presented.

*It was proposed, seconded and*

**RESOLVED:** *That Councillor J Sadler take over as organiser and minder for the Jolly Fisherman Character.*

**C 30. CHARITABLE/NON PROFIT MAKING BUSINESS RATE RELIEF  
SUPPORT (Agenda Item 17)**

*It was proposed, seconded and*

**RESOLVED:** *That the request for local support from the Shepherd's Flock International Church be approved.*

**C 31. HR MATTER (Agenda Item 18)**

The Town Clerk presented a report to seek changes in the recruitment process in respect of posts directly reporting to the Town Clerk other than the Deputy Town Clerk. A lengthy discussion took place.

*It was proposed, seconded and*

**RESOLVED:** *That:-*

- a) *proposal 2.3 and 3.2 (Option 2) be adopted on this occasion only.*
- b) *No changes be made to the HR policy at this time.*

**C 32. ELDC PARISH COUNCIL GRANT SCHEME FOR THE QUEENS  
PLATINUM JUBILEE CELEBRATIONS (Agenda Item 19)**

*It was proposed, seconded and*

**RESOLVED:** *That the events working group put together an application for the Platinum Jubilee celebrations grant.*

**The meeting closed at 9.09 pm.**