

**MINUTES OF THE LOUTH TOWN COUNCIL GOVERNANCE AND FINANCE COMMITTEE  
HELD IN THE OLD COURT ROOM, THE SESSIONS HOUSE, LOUTH  
ON TUESDAY 28<sup>th</sup> JANUARY 2020**

**Present** Mrs. E. Ballard (EB), (in the chair).

**Councillors:** J. Baskett (JB), M. Bellwood (MB), L. Cooney (LMC), S. Crew (SC), D. Ford (DF), D.J.E. Hall (DJEH), D. Hobson (DH), D. Jackman (DJ), A. Leonard (AL), Mrs. S.E. Locking (SEL), Mrs. J. Makinson-Sanders (JMS), K. Norman (KN), J. Simmons (JS), Mrs. P.F. Watson (PFW) and D. Wing (DEW).

**Councillors not present:** A. Cox (AC), H. Filer (HF), J. Garrett (JG), G.E. Horton (GEH), F.W.P. Treanor (FWPT).

The Town Clerk, Mrs. L.M. Phillips, the Town Clerk's Assistant, Mrs. M. Vincent and one member of the public were also present.

**329. Apologies for Absence**

Apologies for absence were received from Councillors A. Cox, H. Filer, J. Garrett, G.E. Horton and F.W.P. Treanor.

**330. Chairman's Remarks**

None.

**331. Declarations of Interest / Dispensations**

Cllr. AL – Item 4 as a Trustee of Hubbard's Hills  
Cllr. Mrs. JMS – Item 4 as a Trustee of Hubbard's Hills

**332. Minutes**

It was **RESOLVED** that the notes of the Governance and Finance Committee meeting held on 26th November 2019 be approved as the Minutes.

**333. Financial Reports**

It was **RESOLVED** to authorise the following recommendations from FOG:

- a. Receipts and Payments – Cashbooks 1 and 2 – Months 7 to 9
  - i. Month 7 (October) Cash Book 1 Receipts £5,269.92 Payments £26,517.43
  - ii. Month 8 (November) Cash Book 1 Receipts £1,281.76 Payments £25,774.60
  - iii. Month 9 (December) Cash Book 1 Receipts £3,479.39 Payments £15,245.29
  - iv. Month 7 (October) Cash Book 2 Receipts £250.00 Payments £84.82
  - v. Month 8 (November) Cash Book 2 Receipts £0.00 Payments £116.25
  - vi. Month 9 (December) Cash Book 2 Receipts £200.00 Payments £176.52
- b. Income and Expenditure Report (Budget Variance Report) as at Month 9 to 31<sup>st</sup> December 2019.
- c. Earmarked Reserves Report as at 31<sup>st</sup> December 2019.
- d. Balance Sheet as at Month 9 to 31<sup>st</sup> December 2019 and Cashbook 1 and 2 Bank Reconciliations which reconcile to account statements (checked by FOG) showing balances as follows:
  - i. Lloyds Treasurers Account (balance at 31<sup>st</sup> December 2019) – £333,003.19
  - ii. Petty Cash (balance as at 31<sup>st</sup> December 2019) – £105.16
  - iii. Lloyds Deposit Account (balance as at 21<sup>st</sup> March 2019) – £69,439.71
  - iv. National Savings and Investment Account (balance as at 1<sup>st</sup> May 2019) – £109,650.53

Cllr. Mrs. JMS requested that Allotment Rents be reviewed at a future meeting.

**334. Citizens Advice Bureau**

It was **RESOLVED** to approve a donation of £1,000 to Citizen’s Advice, as per Council’s powers under the LGA 1972, s142(2A) and as per amount allocated in 2019/20 budget.

**335. Asset Inventory**

It was **RESOLVED** to approve the revised Asset Register as at 20th January 2020 but that the full Asset Register would from this time be considered confidential, only to be discussed in Closed Session, due to the disclosure of cemetery and office equipment which may raise security issues. A less detailed Asset Register would be produced for general publication.

**336. Grants**

It was noted that Councillors would each review the current Grant Application criteria/governance and submit their ideas for inclusion/changes to the Town Clerk by 24<sup>th</sup> February 2020.

**337. Internal Audit 2019/20**

It was **RESOLVED** to approve the continuation of the quadripartite agreement.

**338. Next Meeting**

The Committee noted that the date of the next scheduled Governance and Finance Committee meeting was 25th February 2020.

The Meeting Closed at 7.40pm.

Signed \_\_\_\_\_ (Chairman)

Dated \_\_\_\_\_