

Louth Town Council

*The Sessions House, Eastgate,
Louth, Lincolnshire, LN11 9AJ*

01507 355895

clerk@louthtowncouncil.gov.uk



To the Members of the Town Council of Louth:

You are hereby summoned to attend a Robed meeting of Louth Town Council and its Planning Committee which will be held on Tuesday 20th January 2026 in The Old Court Room, The Sessions House, Eastgate, Louth at 7pm. The business to be dealt with at the meeting is listed in the agenda below.

There will be a 15 minute public forum between 6.45pm and 7.00pm when members of the public may ask questions or make short statements to the Council, and your attendance is requested during this period.

Please note, any public, wishing to speak in the public forum may do so on items which appear on the agenda or may 'sit in' on the meeting(s). It would be much appreciated if any member of the public wishing to speak would please contact the Town Clerk, by emailing clerk@louthtowncouncil.gov.uk in advance of the meeting to discuss attendance arrangements. Written representations are accepted, rather than attending in person.

Just prior to the commencement of the meeting at 7pm there will be prayers or other religious observance, which will last for approximately 5 minutes. Anyone not wishing to participate may leave the room at this time.

Immediately following this a maximum of ten minutes will be set aside for the meeting to receive reports from elected Members of Lincolnshire County Council and East Lindsey District Council.

Members of the public should note that they will not be allowed to speak during the formal meeting.


Mrs. L.M. Phillips

Town Clerk

Dated this 14th Day of January 2026

AGENDA

TOWN COUNCIL

(Chairman: Cllr. D. Hobson, Vice Chairman: Cllr. Mrs. K. Parsons, Membership: All Cllrs.)

1. Apologies for Absence

To receive apologies where valid reasons for absence have been given to the Town Clerk at least one hour prior to the meeting and consider accepting reasons, where requested to do so.

2. Declarations of Interest / Dispensations

To receive declarations of interest in accordance with the Localism Act, 2011 – being any pecuniary interest in agenda items not previously recorded on Members' Register of Interests and any written requests for dispensation received by the Proper Officer under section 22 of the Localism Act.

3. Town Clerk's Remarks

4. Minutes

To approve as a correct record the notes of the Council Meeting held on 18th November 2025.

5. Committee Minutes

To confirm receipt of the minutes and adopt resolutions contained therein of the following Committee Meetings:

- a. Planning Committee – 21st October 2025
- b. Planning Committee – 18th November 2025
- c. Governance and Finance Committee – 21st October 2025

6. Mayor's Announcements

7. Co-option

Council to consider candidates for co-option onto Louth Town Council and resolve as necessary.

8. Precept

Council to consider recommendations from the Governance and Finance Committee, who reviewed budget and Earmarked Reserve (EMR) proposals on 9th December 2025, that it approve the following:

- a. Draft budget 26/27 for day to day expenditure and EMR's (attached) which results in:
 - i. a precept of £377,090.17 being levied in 2026/27 which equates to an increase on 2025/26 of £27,171.53 and an annual cost to a band d ratepayer of £62.73. (Council to note that these calculations are based on current 2026/27 tax base figures); and
 - ii. EMR's being topped up from General Reserve and not via the precept.
- b. Earmarked Reserves Report, which explains the purpose and level of existing and proposed EMR's and details how each individual EMR should be treated.
- c. Council to delegate authority to the Clerk to complete the necessary forms and submit to ELDC, the Collection Authority.

9. Park Avenue Play Park

Following previous discussion on the above when the following was agreed:

“Louth Town Council would maintain its original resolution to take no further action until a) the Park Avenue Play Park group had successfully achieved charity status; and b) the group had successfully received funding. Further, it was **RESOLVED** that the Council should seek confirmation from the landowners, through the group, that they would fulfil their promise of completing the necessary work to the land and when all of the above were achieved the draft Heads of Terms should be revisited.”

Council to consider an email regarding the above which requests that Council agree to assume responsibility for the ongoing management and maintenance of the site and asset, placing this in writing for ELDC; and agrees that the process to transfer the land into Louth Town Council's ownership can be commenced.

10. Accessibility Statement

Council to review and approve its website accessibility statement for use. (Attached). Council to note that the website has been checked for compliance by an independent specialist company. (Report also attached).

11. ELIF Pride in Place Essentials Scheme Grant

Council to note that it has been successful in acquiring match funding from the above in the sum of £1,000 for signage at Hubbard's Hills. Council to approve that this offer be accepted and note that the project must be completed for funds to be claimed by the deadline of 13th March 2026 .

12. Town Centre Retail

Following the informal meeting of Councillors on 9th December 2025 to discuss the above. Council to:

- a. Receive and approve a list of action points arising therefrom.
- b. Form a Town Centre Retail Working Group and appoint members (proposed Terms of Reference attached).
- c. Note that its second grant application to the Pride in Place Fund was unsuccessful but approve that the South and East Lincolnshire Councils Partnership should meet with working group members to discuss, with a view to submission of an amended application in the future.

13. Emergency Plan

Council to note that following approval by the Lincolnshire Community Resilience Officer it should now formally approve that the attached be adopted as a dynamic document for use by the Louth Community Emergency Response Team (CERT).

14. Lincolnshire Pension Fund Contribution Rates

Council to confirm that it accepts the contribution rates, as set out in the attached report.

15. Next Meeting

To note that the next scheduled meeting of the Town Council will take place on 10th February 2026.

PLANNING COMMITTEE**(Chairman: Cllr. P. Starsmore, Vice Chairman: Cllr. D. Moore, Membership: All Cllrs.)****1. Apologies for Absence**

To receive apologies where valid reasons for absence have been given to the Town Clerk at least one hour prior to the meeting and consider accepting reasons, where requested to do so.

2. Declarations of Interest / Dispensations

To receive declarations of interest in accordance with the Localism Act, 2011 – being any pecuniary interest in agenda items not previously recorded on Members' Register of Interests and any written requests for dispensation received by the Proper Officer under section 22 of the Localism Act.

3. Minutes

To approve as a correct record the notes of the Planning Committee Meeting held on 9th December 2025. (Attached).

4. Applications received by the Local Planning Authority

To consider and make observations/ratify comments already submitted by the Planning Working Group to meet deadlines, on all planning applications received including those listed in the schedule (PA/Schedule 01-20-26). (Attached).

5. Planning Correspondence

Committee to receive planning decisions, enforcement complaints, appeal decisions, temporary road closures etc., as advised by the District and County Council. (Attached).

6. Proposed Work to Trees

Committee to ratify comments submitted by the Planning Working Group in relation to the applications received below:

- a. **Proposals:** T31, T32, T33 – Lime – Re-pollard, cutting back to previous pollard points. **Location:** 17 Horncastle Road. **Reasons:** T31, T32, T33 – going over neighbours property. **Comments:** No comments submitted.
- b. **Proposals:** T1 – Willow – Fell. **Location:** Linkage Community Trust, Riverside House, Ramsgate Road, LN11 0NH **Reasons:** T1 – A mature willow with almost 90 degree lean towards the office/conservatory. 2 rot pockets on east and south side approximately 0.5 meters since last time works were done in 2023, to try to elevate and weight the main stem/trunk has moved lower to the floor going west direction. (Once felled will replace with new tree). **Comments:** No objection in principle, happy to support the tree officers decision but would request the trees be replaced with willow or alder.

7. Next Meeting

To note that the next scheduled meeting of the Planning Committee will take place on 10th February 2026.

11-18-25 TC MINS

**MINUTES OF THE MEETING OF LOUTH TOWN COUNCIL
HELD IN THE OLD COURT ROOM, THE SESSIONS HOUSE, LOUTH
ON TUESDAY 18th NOVEMBER 2025**

The Mayor, Cllr. D. Hobson (DH) (in the chair).

Present Councillors: J. Baskett (JB), J. Drake (JD), G.E. Horton (GEH), Mrs. J. Makinson-Sanders (Mrs. JMS), D. Moore (DM), Mrs. K. Parsons (Mrs. KP), P. Starsmore (PS), Mrs. P.F. Watson (Mrs. PFW).

Councillors Not Present: M. Barnes (MB), Mrs. E. Ballard (Mrs. EB), H. Filer (HF), D.E. Wing (DEW).

The Town Clerk, Mrs. L.M. Phillips, the Town Clerk's Assistant, Mrs. S. Chitauro-Adlard and Lincolnshire County Councillor, T. Catton were also present.

Public Forum

- LCC Cllr. T. Catton addressed the Council during the Public Forum, informing attendees that LCC were conducting an extra-ordinary meeting on Friday 21st November 2025 at 10am in Lincoln's Council Chambers to discuss local government reorganisation.

T104. Apologies for Absence

Apologies for absence were received from Cllrs. Mrs. EB, HF and DEW. Cllr. MB also submitted her apologies and requested that Council accept her reasons. After discussion, it was proposed, seconded and **RESOLVED** not to accept Cllr. MB's apologies. Councillor's noted Cllr. MB's long absence from meetings and the reason for such. They appreciated Cllr. MB's position and sympathized with her but felt that the legislation was clear. While Councillors acknowledged that there were duties a Councillor could undertake, ultimately attending at Council or Committee meetings was integral to the role and was the duty which really counted.

T105. Declarations of Interest / Dispensations

The following declarations of interest were made:

- a. Cllr. DH – Items 6 and 7 as a member of East Lindsey District Council (ELDC).
- b. Cllr. GEH – Items 6 and 7 as a member of ELDC.
- c. Cllr. Mrs. JMS – Items 6 and 7 as a member of ELDC.

T106. Minutes

It was proposed, seconded and **RESOLVED** that the notes of the Council Meeting held on 21st October 2025 be approved as the minutes.

T107. Committee Minutes

It was proposed, seconded and **RESOLVED** to confirm receipt of the minutes and adopt the resolutions contained therein of the following Committee Meetings:

- a. Planning Committee – 9th September 2025
- b. Planning Committee – 30th September 2025
- c. Governance and Finance Committee – 19th August 2025
- d. Personnel Committee – 9th September 2025
- e. Personnel Committee – 21st October 2025

T108. Grievance and Disciplinary Policies

The Council received new Grievance and Disciplinary policies. After review, it was proposed, seconded and **RESOLVED** to approve the documents for use.

T109. Arrangements for 9th December 2025

Cllr. PS proposed that, if possible, the length of the next scheduled meetings to be held on 9th December 2025 be limited to allow a discussion afterwards on the future of Town Centre retail. Following discussions, the proposal was seconded, and it was therefore **RESOLVED** to action Cllr. PS's proposal. It was further **RESOLVED** that the meetings scheduled to be held on 9th December be limited to an hour and a half, finishing at 8.30pm and that the informal meeting should take place immediately after, finishing no later than 10pm.

T110. Local Growth and Grant Funding

Following discussions on 21st October 2025, it was proposed, seconded and **RESOLVED** to ratify a grant application made to the Pride in Place Grant Scheme to meet its deadline of 17th November 2025.

T111. Next Meeting

It was noted that the date of the next scheduled Town Council meeting was 20th January 2026.

The Meeting Closed at 7.59pm.

Signed _____ (Chairman)

Dated _____

BUDGET PROPOSAL 2026/27

E01 GF 9/12/25

		Actual Spend / Income (2023/24)	Actual Spend / Income (2024/25)	Actual Spend / Income this year to 30/9/25 (2025/26)	Current Annual Budget (2025/26)	Proposed Budget (2026/27)	Of Which Precepted For	Of Which Taken From General Reserve	Notes
101	Governance and Finance								
1000	Property Income			-	150.00	-			
1002	Miscellaneous			-	5,437.00	20.00	20.00		This C/Y balance due to Insurance payout
1190	Interest Received	2,628.00	3,926.00	723.00	2,000.00	2,000.00			
	Governance and Finance : Income	2,628.00	3,926.00	6,310.00	2,020.00	2,020.00			
4020	Office Administration Costs	3,266.00	3,027.00	3,369.00	3,605.00	3,800.00	3,605.00	195.00	5% increase
4022	Postage	230.00	81.00	68.00	200.00	200.00	-	200.00	
4023	Meeting Expenses	76.00	450.00	12.00	500.00	500.00	-	500.00	26/27 Atm to be held at SH, allows for one other public meeting.
4024	Councillors Expenses		-	-	100.00	100.00	-	100.00	
4025	Insurances	5,317.00	5,624.00	6,043.78	11,000.00	7,000.00	5,000.00	2,000.00	Suggest increase by 5%
4026	Fees and Subscriptions	3,047.00	3,186.00	3,483.00	3,560.00	3,773.74	3,773.74	-	25/26 TV Licence: £176, LAIC, NALC & AT's: 2,914.98, ICOM: 105, RMTG: £172.62, SLIC: £260. Suggested increase of 4%.
4028	Audit Fee (Internal & External)	840.00	1,050.00	840.00	1,050.00	840.00	840.00	-	External Audit Fees as notified by PKF
4750	Contingency	145.00	315.00	91.00	400.00	500.00	-	500.00	
*New	Bank Charges		-	-	-	120.00	-	120.00	Charge for having and using a bank a/c
	Governance and Finance : Expenditure	12,921.00	13,732.00	12,876.00	20,415.00	16,833.74	13,218.74	3,615.00	
401	Community Resources Day to Day								
1000	Property Income	2,031.00	2,654.00	580.00	2,000.00	2,000.00			Includes such things as SH Rent from Museum, SH use by ELDG as a polling station, IB Grazing Licence, rent from Athletics Club, rent from OMH, rent from Astro Turf, Electric used by St A's and rent from St A's
1001	Allotment Rent Received		790.00	882.00	968.00	968.00	995.59		Increased to 968 in 25/26, increases by previous year's RPI annually.
1002	Miscellaneous	75,001.00	1,047.00	131.00	1,500.00	1,500.00			
1007	Floral Sponsorship		-	(13)	-	-			
1009	LCC Contribution (Grass)	5,607.00	12,000.00	-	12,008.00	12,206.98			
1010	Interments	12,368.00	15,775.00	10,158.00	13,500.00	13,500.00			
1011	Monuments	7,262.00	4,724.00	3,213.00	7,500.00	7,500.00			
1012	Exclusive Burial Rights	13,496.00	10,997.00	5,281.00	12,000.00	12,000.00			
	Community Resources Day to Day : Income	116,555.00	48,079.00	20,317.00	49,476.00	49,702.57			

		Actual Spend /Income (2023/24)	Actual Spend /Income (2024/25)	Actual Spend /Income this year to 30/9/25 (2025/26)	Current Annual Budget (2025/26)	Proposed Budget (2026/27)	Of Which Precepted For	Of Which Taken From General Reserve	Notes
4001	Salaries	54,590.00	57,170.00	27,377.00	64,000.00	66,000.00	66,000.00	-	Allows for uplift by one SCP on 1/4 as per contracts and accounts for new pay rates, if agreed by NIC in 26/27.
4002	Employers Costs Super / NI	10,871.00	11,826.00	7,005.00	20,000.00	25,000.00	25,000.00	-	Allows for two employees to be a part of the LGPS.
4003	Grave Digging	1,264.00	1,350.00	3,150.00	3,000.00	3,500.00	3,500.00	-	Allows for 7 single graves at an increased rate.
4027	Training	163.00	290.00	454.00	1,500.00	1,500.00	1,500.00	-	Allows for training of staff and Cllrs
4104	Civic Property	151.00	16.00	-	250.00	250.00	150.00	100.00	Allows for inscription of mayor's board and minor repairs to other property.
4200	Clocks / Floodlights	2,368.00	3,296.00	4,184.00	600.00	5,000.00	4,000.00	1,000.00	Allows for electricity and repairs
4205	Christmas Lights / Celebrations	10,417.00	12,500.00	-	12,500.00	13,500.00	13,500.00	-	
4210	Lovely Louth Competition	189.00	201.00	-	400.00	150.00	-	150.00	Festive Window Competition Prizes
4220	CCTV Maintenance	4,515.00	4,515.00	-	4,515.00	4,515.00	4,515.00	-	May change in 26/27 but amounts not confirmed.
4222	Street Furniture Maintenance	300.00	1,305.00	-	1,500.00	1,500.00	1,500.00	-	Repair, replacement, renovation of bins, benches, signage etc.
4223	Amenity Grass Cutting	7,710.00	9,989.00	6,625.00	14,000.00	14,000.00	12,000.00	2,000.00	Allows for 7 cuts at an increased cost of 2000 each. 6 cuts managed in 25/26 to end September.
4280	Floral / In Bloom	2,459.00	1,243.00	1,697.00	6,500.00	2,500.00	2,500.00	-	
4282	Hubbards Hills Mite Contrib.	49,000.00	51,989.00	25,358.00	100,000.00	80,000.00	52,500.00	27,500.00	
4285	Minor Mice & Cleaning Services	3,507.00	3,545.00	1,929.00	4,000.00	4,500.00	4,500.00	-	
4302	Security / Fire	1,977.00	2,604.00	1,359.00	2,600.00	3,100.00	3,100.00	-	
4303	SH Utilities	9,500.00	(1,271)	3,845.00	9,500.00	6,000.00	6,000.00	3,500.00	Gas, Electric, Water
4304	SH Communications	1,676.00	2,135.00	1,263.00	3,500.00	3,500.00	3,500.00	-	2 x phone lines and wifi, photocopier costs
4306	SH Rates	5,894.00	5,988.00	5,988.00	6,167.00	6,167.00	6,167.00	-	
4307	SH Building Maintenance	1,171.00	1,500.00	25.00	1,500.00	1,500.00	1,500.00	-	
4308	SH Statutory Equipment Checks	145.00	77.00	153.00	180.00	180.00	-	180.00	
4501	Cem Rates	3,458.00	3,804.00	4,391.00	4,185.00	4,523.00	4,523.00	-	Suggest increase by 3%
4505	Cem Utilities	2,207.00	1,593.00	857.00	1,500.00	1,714.00	1,714.00	-	Gas, Electric, Water
4520	Cem Maintenance-Supplies	1,547.00	2,000.00	524.00	2,200.00	2,350.00	2,350.00	-	
4530	Cem Grass Cutting / Strimming	6,000.00	5,619.00	2,810.00	6,500.00	7,000.00	7,000.00	-	
4531	Cem Fuel - Equipment	819.00	989.00	416.00	1,500.00	1,600.00	1,500.00	100.00	
4532	Cem Waste Disposal	1,730.00	2,293.00	1,063.00	2,600.00	2,665.00	2,665.00	-	
4533	Cem Vehicle Running Costs	2,331.00	2,113.00	345.00	2,500.00	2,500.00	2,500.00	-	Allows for 10 cuts at an est. increased cost of £650 or less grass cuts and a hedge cut along Linden Walk
4540	Cem Protective Clothing	381.00	424.00	31.00	550.00	550.00	550.00	-	
4550	Cem Plants, Shrubs, Trees etc	78.00	-	-	200.00	200.00	200.00	-	
4551	Cem General Repairs/Maint.	2,074.00	3,080.00	341.00	3,200.00	3,350.00	3,350.00	-	
4552	Purchase of Plaques	-	-	-	60.00	60.00	60.00	60.00	
4600	Cem Equipment Replacement	333.00	1,213.00	281.00	3,000.00	4,000.00	4,000.00	-	
4750	Contingency	202.00	3,002.00	468.00	2,000.00	3,000.00	3,000.00	-	
4751	GDPR Compliance	40.00	40.00	52.00	55.00	52.00	52.00	-	
4752	(Trinity Allotment) Allotment Contingency	882.00	968.00	32,560.00	30,998.00	2,000.00	500.00	1,500.00	
4754	Community Apiary	-	-	(833)	-	-	-	-	
4757	London Road Sports P'Ship	-	-	-	20,000.00	20,000.00	20,000.00	-	
* NEW	Market Place Electric	-	-	-	-	1,000.00	1,000.00	-	1,500.00
* NEW	Other Asset Maintenance	-	-	-	-	1,500.00	-	-	1,500.00
Community Resources Day to Day : Indirect		189,949.00	218,677.00	133,717.00	337,260.00	303,926.00	266,336.00	37,590.00	

		Actual Spend / Income (2023/24)	Actual Spend / Income (2024/25)	Actual Spend / Income this year to 30/9/25 (2025/26)	Current Annual Budget (2025/26)	Proposed Budget (2026/27)	Of Which Precepted For	Of Which Taken From General Reserve	Notes
501	Personnel Day to Day								
4001	Salaries	51,308.00	58,099.00	33,992.00	76,000.00	78,000.00	78,000.00	-	Allows for uplift of existing employees by one SCP on 1/4 as per contracts and accounts for new pay rates, if agreed by NIC in 26/27.
4002	Employers Costs Super / NI	17,000.00	20,148.00	13,140.00	25,000.00	31,500.00	31,500.00	-	Allows for 3 employees to be members of the LGPS
4008	Clerk Travel Expenses	56.00	-	-	200.00	200.00	-	-	
4027	Training	50.00	216.00	450.00	500.00	1,000.00	1,000.00	-	To allow for extra training e.g., DBS
*NEW	Contingency	-	-	-	-	200.00	-	-	200.00
Personnel Day to Day : Indirect Expenditure		68,414.00	78,463.00	47,582.00	101,700.00	110,900.00	110,500.00	110,500.00	400.00
601	Town Council Day to Day								
4002	Tourism/promotions	-	1,000.00	115.00	3,000.00	3,000.00	3,000.00	-	To be spent on reprinting leaflets
4009	Citizens Advice Bureau	1,000.00	1,000.00	-	1,050.00	1,100.00	1,100.00	-	Yearly contribution. Agree in Feb 24 to increase by 50 yearly.
40090	Grants S137 Open Resource	1,760.00	3,265.00	6,132.00	4,000.00	4,000.00	4,000.00	-	Open year round for applications.
4100	Civic Expenses	298.00	879.00	-	1,500.00	1,500.00	1,500.00	-	For Mayor's Making Buffet, Civic Service, Christmas Get Together
4102	Mayoral Allowance	500.00	550.00	(324)	550.00	550.00	550.00	-	For reimbursing mileage undertaken by the Mayor to Civic Sunday Services.
4103	Mayors Sergeant Expenses	325.00	650.00	325.00	650.00	650.00	650.00	-	
4105	Election Expenses	2,389.00	-	-	2,000.00	2,000.00	2,000.00	-	Paid in 2 instalments
4106	Deputy Mayor's Expenses	-	32.00	100.00	-	100.00	-	-	For mileage expenses outside of the Parish to Civic Sunday's only.
4111	Remembrance Day Parade Grant	849.00	848.00	37.00	1,600.00	2,200.00	2,200.00	-	Road closures, PA system, marshalls, medical cover, adhoc items
4311	Flood Schemes Maintenance	15,917.00	16,395.00	-	19,865.00	20,758.00	20,758.00	-	Previous year's budget increased by RPI yearly. 4.5% used.
4312	War Memorial	-	66.00	-	100.00	3,000.00	3,000.00	-	For repair's and removal of trees
Town Council Day to Day : Indirect Expenditure		23,006.00	24,753.00	6,286.00	34,415.00	38,858.00	38,753.00	38,753.00	100.00
Total Income						51,722.57	51,722.57		
Total Expenditure						470,517.74	428,812.74	41,705.00	Supplement day to day budget with £1,705 from general reserve
Precept						418,795.17	377,090.17		
						If whole amount precepted for	If 41,705 taken from Gen Res		
2026/27 Annual Cost Per Band D Property						69,67	62,73		
2025/26 Annual Cost Per Band D Property						54,22	54,22		
2026/27 Annual Increase/Decrease Per Band D Property						15,45	8,51		
2026/27 Monthly Cost Per Band D Property						5,81	5,23		
2025/26 Weekly Cost Per Band D Property						1,04	1,04		
2026/27 Weekly Cost Per Band D Property						1,34	1,21		
2026/27 % Increase/Decrease Per Band D Property						28%			

Earmarked Reserves - (Ring fenced funds/sinking funds)

			Opening Balance + Transfers 25/26	Actual Balance at 30/9/25	Proposed Budget 26/27	Of which Precepted for	Of which taken from General Reserve	Notes
322	EMR CCTV refurbishment		10,000.00	10,000.00	10,000.00	-	-	C/f balance (sinking fund for future refurbishment)
323	EMR Insurance		2,376.00	2,376.00	-	-	-	Return balance to General Reserve
327	EMR Contingency		10,000.00	3,500.00	10,000.00	-	10,000.00	The figure to be taken from reserves may change dependent upon the balance of the EMR at year end
329	EMR Quality Council/Office		4,245.00	4,245.00	4,245.00	-	-	C/f balance (sinking fund for use in enhancing the office/obtaining quality council status)
338	EMR Civic Events		2,000.00	2,000.00	2,000.00	-	-	C/f balance and add funds to make balance 2000. Sinking fund for Civic Events such as National Anniversaries.
340	EMR Grants S137 Reserve		3,066.00	3,066.00	3,066.00	-	-	C/f balance.
346	EMR Chrismas Illuminations		5,000.00	5,000.00	5,000.00	-	4,000.00	C/f balance and add funds to make balance 5000
347	EMR Art Trail		1,000.00	1,000.00	1,000.00	-	-	C/f balance.
348	EMR IT Replacement		3,000.00	3,000.00	4,000.00	-	1,000.00	C/f balance and add funds to make balance 4000
352	EMR TCP Floral Enhancement		2,500.00	2,500.00	2,500.00	-	-	C/f balance.
353	EMR Capital Expenditure		90,157.80	88,224.80	88,224.80	-	-	C/f balance. Use funds to make repairs to SH, expected in the first year to total around £30,000. Funds could also be used on HH.
359	EMR Accommodation		4,424.71	4,408.05	4,408.05	-	-	C/f balance.
360	EMR Cem External Wall		4,000.00	4,000.00	4,000.00	-	-	C/f balance.
362	EMR Civic Property/Regalia		5,000.00	5,000.00	5,000.00	-	-	C/f balance.
363	EMR Hubbard's Hills		15,074.08	15,074.08	15,074.08	-	-	C/f balance. For use on HH if required.
364	EMR Clerks Training		2,540.00	2,540.00	2,540.00	-	-	C/f balance. Funds to be used to assist the Clerk in obtaining the CllC/Ca qualification/Quality Council Status.
365	EMR Accomm OfficeEquip/Stor		4,224.00	1,814.18	2,000.00	-	185.82	C/f balance and add funds to make balance 2000.
380	EMR Cem Road Maintenance		4,000.00	4,000.00	4,000.00	-	-	C/f balance.
381	EMR Cem Equipment Replacement		5,000.00	5,000.00	6,000.00	-	1,000.00	C/f balance and add funds to make balance £6,000.
382	EMR Cem Tree Surgery		7,000.00	7,000.00	7,000.00	-	-	C/f balance.
383	EMR Cem Workshop/Lodge		4,056.24	4,056.24	4,056.24	-	-	C/f balance.
385	EMR Vehicle Replacement		14,658.00	14,658.00	14,658.00	-	-	C/f balance.
386	EMR Cemetery Facilities		3,825.00	3,825.00	3,825.00	-	-	C/f balance.
390	EMR Accomm Roof		9,136.00	9,136.00	9,136.00	-	-	C/f balance.
391	EMR Accomm Boiler		3,750.00	3,750.00	3,750.00	-	-	C/f balance.
392	EMR Accomm Structural		5,000.00	5,000.00	5,000.00	-	-	C/f balance.
393	EMR Accomm Car Park		2,000.00	2,000.00	2,000.00	-	-	C/f balance.
394	EMR Street Signs/Furniture		15,660.00	10,305.00	10,305.00	-	-	C/f balance.
395	EMR SH Internal Decorating Foyer		3,000.00	3,000.00	3,000.00	-	-	C/f balance.
396	EMR Speed Awareness		2,012.00	2,012.00	2,012.00	-	-	C/f balance.
397	EMR Tourism		1,000.00	1,000.00	1,000.00	-	-	C/f balance.
398	EMR Elections		18,000.00	18,000.00	18,000.00	-	-	C/f balance.
399	EMR Funding for Sports Assets		7,000.00	7,000.00	8,000.00	-	1,000.00	C/f balance and add funds to make balance 8000.
*NEW	EMR Events		-	-	7,500.00	-	7,500.00	Add £7500
			273,704.83	257,490.35	272,300.17	-	24,685.82	

Propose no funds be precepted for to top up EMR's. Instead ring fence 24,685.82 of general reserve, as above.

Total amount of general reserve to be used to supplement 2026/27 budget: 24,685.82

Council Reserves at 30th September 2025

The Council is required, under statute, to maintain adequate financial reserves in order to meet the needs of the organisation. Section 50 of the Local Government Finance Act 1992 requires local precepting authorities to have regard to the level of reserves needed for meeting estimated future expenditure when calculating the budget requirement. Reserves comprise two types:

General Reserve: The General Reserve comprises its cash flow and contingency funds to cover unexpected and unbudgeted events or emergencies such as inflation, unforeseen events and unusual circumstances. The generally accepted recommendation regarding the appropriate minimum level of a smaller authority's general reserve is that this should be maintained at between three and twelve months of net revenue expenditure. The reason for the wide range is to cater for the large variation in activity level between individual authorities. Louth Town Council's current Reserves Policy is that it will not allow its general reserve to fall below the minimum requirement of 3 months running costs plus 10%, calculated using the annual precept figure or the previous year's net running costs (whichever is the highest). In 2025/26 the 3 months running costs are calculated based on the total net running costs for the previous year (2024/25), these being higher than the precept in 2025/26. 3 months running costs equals £99,712.49.

Earmarked Reserves: Earmarked Reserves are those funds that are set aside for a specific purpose or to counter a specific known risk. Saving for a specific project could be managed through an earmarked reserve. These budgets help focus minds on some of the issues which may require expenditure in the future. None of the above affects the level of earmarked and/or capital receipts reserves that an authority may or should hold. There is, in practice, no upper or lower limit to EMR/CRRs save only that they must be held for genuine and identifiable purposes and projects, and their level should be subject to regular review and justification (at least annually at budget setting).

Individual Earmarked Reserve Explanation:

CCTV Refurbishment: £10,000.00 currently held. This is a sinking fund for the refurbishment of Council owned CCTV cameras around the town. Suggest balance be carried forward.

Insurance: Current balance £2,376.00. This fund was set up in 2024/25 to assist meeting increased insurance costs which were expected. However, it was not required. Suggest balance be returned to General Reserve and EMR be deleted.

Contingency: Current balance: £3,500.00. This is a contingency fund which allows for unforeseen expenses and expenditure on legal advice. Previously, this has been topped up annually to contain in the region of £10,000.00. Suggest balance be carried forward and funds be added to top up to £10,000.00.

Quality Council/Office: £4,245.00 currently held. This is a fund to finance improvements to the office and efforts to obtain a Quality Award for the Council, preparations for which have now commenced and to finance training for the Clerk. Which will enable the Council to adopt and use the General Power of Competence should it also be able to meet other criteria. Suggest balance be carried forward.

Civic Events: £2,000.00 currently held. These are funds used to finance Civic Events e.g., National Commemorative Events. Suggest balance be carried forward.

Grants s.137 Reserve: Current balance: £3,066.00. The Town Council can spend, in a single financial year, up to a prescribed limit for any purpose which, in its opinion, is in the interests of or would directly benefit the area or its inhabitants, or part of it or some of them and for which it does not have another power to spend. This was known as the Free Resource (but was not free money, it still came from the precept) or s.137. The limit is set annually per head of the number of local government electors for the locality on 1st January before the commencement of the financial year and the limit rises in accordance with the movement of the RPI. The Council also holds a similar day to day budget. These funds have historically been used to award grants to organisations. This fund has primarily been used to back up the day to day budget when the Council receives Grant Applications and wish to allocate more money than is contained within the day to day budget. Suggest balance be carried forward.

Christmas Illuminations: Balance at 30th September was £5,000.00 but significant expenditure is expected on refurbishing the cross-street apparatus which holds the Christmas lights. This is a sinking fund intended for use when the current Christmas Lights require replacement or on anything related to Christmas. Suggest balance at year end be carried forward and funds be added to make the balance at year end £5,000.00.

Art Trail: £1,000.00 currently held. These funds were awarded last year to a group who were to renovate the town's Art Trail. However, they were paid back as some issues were encountered which meant the work did not go ahead. Suggest balance at year end by carried forward.

IT Replacement: £3,000.00 currently held. This is a sinking fund intended for use when office equipment needs replacement. A new desktop computer was purchased in 2025 for reception. Two new desktop computers were last purchased in 2019 for other staff and so are approaching 7 years old. A new laptop was purchased in 2024/25 and a new server. Suggest balance be carried forward at year end and £1,000.00 added to make the balance £4,000.00.

TCP Floral Enhancement: £2,500.00 held. It is believed that this fund was originally created to provide funds to the Town Centre Partnership who were to provide floral displays throughout the town. Suggest name be changed to TC Enhancement and this be used as a sinking fund to finance Town Centre Enhancement and furthering the work recently detailed in a grant application to ELDC. Suggest balance be carried forward.

Capital Expenditure: Current balance £88,224.80. This budget was created in 2019. It holds the funds accrued from the sale of the Cemetery Lodge. It was required that they be held in a separate reserve and that it be clear that they can only be spent on capital expenditure. It was thought that they could be used in conjunction with other budgets to develop the cemetery chapel, new cremation plot area and new burial area as well as also being used to carry out repairs to the Sessions House (now underway). It could also be used to finance repairs to the Church Clock and other Council assets, if required. Suggest balance be carried forward.

Accommodation: Current balance £4,408.05. This is a sinking fund, set up prior to the creation of the Capital Expenditure EMR, to assist in financing any expenditure required on Council owned assets such as the Sessions House, Cemetery Chapel and Old Mill House. Suggest it is left as is and current balance is carried forward.

Cem External Wall: £4,000.00 held. This is a sinking fund to assist in work which may be required to the cemetery wall (which runs the length of the cemetery along London Road) to make it safe. Suggest balance be carried forward.

Civic Property/Regalia: £5,000.00 held. This is a sinking fund to assist with any repairs that may be required to the Mayor's Robes, Mace etc. Suggest balance be carried forward.

Hubbard's Hills: Balance £15,074.08. This is a sinking fund for works which may be required in Hubbard's Hills. Suggest balance be carried forward.

Clerk's Training: Balance £2,540.00. These are funds held to finance Clerk's Training for the CiLCA. Suggest balance be carried forward.

Accommodation Office Equipment/Storage: Current balance £1,814.18. This fund is specifically for use on expenditure which may be required to Office facilities at the Sessions House. Suggest balance be carried forward and funds added to make the balance £2,000.00.

Cemetery Road Maintenance: £4,000.00 held. This is a sinking fund to assist with repairing the tarmac road through the cemetery, as and when required. Suggest balance be carried forward.

Cemetery Equipment Replacement: Balance £5,000.00. This is a sinking fund for the purchase of more expensive cemetery equipment such a ride on mower. It is imperative that this budget be topped up yearly to ensure that funds are available for larger purchases, when they are needed. Suggest balance be carried forward and funds be added to make the balance £6,000.00.

Cemetery Tree Surgery: £7,000.00 currently held. The cemetery is home to a large number of trees and routine maintenance is undertaken. The last commissioned tree report identified that those trees standing on the bank of the road which leads down to the lodge are nearing the end of their life. This is a sinking fund for any such work. Suggest balance be carried forward.

Cemetery Workshop Lodge: £4,056.24 held. This was a sinking fund for work to the cemetery workshop and lodge. The Council no longer owns the lodge, the workshop was badly damaged in an arson attack and was demolished in 2024 due to safety issues. This area has now been cordoned off and work is to commence to ascertain whether the greenhouse can be fixed (suffered from vandalism last year). Suggest balance be carried forward and a change of name of the EMR to Cemetery be considered?

Vehicle Replacement: £14,658.00 held. The Council purchased a pool van in 2019 to make itself self-sufficient and ensure that it would not have to be at the mercy of contractors or rely on the goodwill of staff, following difficulties with both staff and contractors. Any member of the Council may use the van for Council business. Suggest that it is imperative that this be left as is. Suggest balance be carried forward.

Cemetery Facilities: £3,825.00 currently held. This is a sinking fund for use on such things as the cemetery toilets. Expenditure is expected (which could be taken from here or the budget below) on work to re-roof, re-decorate and mend the toilets. Suggest balance be carried forward.

Accommodation Roof: £9,136.00 currently held. This is a sinking fund to assist in financing repairs to the Sessions House, Cemetery Chapels and Old Mill House roofs. It is currently known that there is a problem on one wall of the stairs and in the corner of the court room at the Sessions House where paint is peeling from the wall. It is thought that these issues may be due to a problem with the roof. Suggest balance be carried forward.

Accommodation Boiler: £3,750.00 held. This is a sinking fund to assist predominantly in the replacement of the Sessions House Boiler. The majority of funds contained here were used in 2023 when the boiler broke in 2022, could not be fixed and was subsequently replaced. Suggest balance be carried forward.

Accommodation Structural: balance £5,000.00. This is a sinking fund for structural works required to Council assets. Suggest balance be carried forward.

Car Park: £2,000.00 held. This is a sinking fund for works which may be required in the Sessions House car park e.g., to the surrounding walls, remaking the surface, lining the surface. Suggest balance be carried forward.

Street Signs/Furniture: £15,660.00 currently held. This is a sinking fund for works which may be required to signs or street furniture. In 2020 work was undertaken to completely renovate all 7 of the hand painted wooden signs which stand at each entrance to the town, this cost in the region of £21,000 and maintenance is required. The Council has responsibility for over 30 benches in the town which require periodic maintenance/renewal and as ELDC will not currently purchase any new bins for the town, this falls to the Town Council, if ELDC will agree to include them in its emptying schedule. This budget could also be used to further work recently detailed in a grant application to ELDC. Suggest balance be carried forward.

Sessions House Internal Decorating/Foyer: £3,000.00 currently held. This is a sinking fund for use on rejuvenation of the inside of the Sessions House. Suggest balance be carried forward.

Speed Awareness: £2,012.00 currently held. This is a sinking fund for use on repairing/renewing the Council's existing reactive speed signs or other speed related activities. Suggest balance be carried forward.

Tourism: Balance £1,000.00. This is a sinking fund for items of expenditure related to tourism and is used as a backup to the day to day budget. It could also be used to further work recently detailed in a grant application to ELDC. Suggest balance be carried forward.

Elections: £18,000.00 held. This is a sinking fund to cover the worst-case scenario cost of elections since ELDC stopped meeting the cost of these themselves in 2019. In 2019 they confirmed the following:

- For a combined Parish and District Election at the next full term elections in 2019 – approx. £9,800
- For a Parish Standalone or By-Election:
 - Louth Town Council - North Holme Ward 3082.59
 - Louth Town Council - Priory Ward 3211.70
 - Louth Town Council - St James Ward 3262.21
 - Louth Town Council - St Margarets Ward 2959.83
 - Louth Town Council - St Marys Ward 3684.87
 - Louth Town Council - St Michaels Ward 3855.67
 - Louth Town Council - Trinity Ward 3160.59
- For an uncontested Parish Election in 2019 or an uncontested Parish By-Election - £48.50 per Parish Ward

Suggest balance be carried forward.

Funding for Sports Assets: £7,000.00 held. Following disclosure in 2018 that the Astro Turf pitch at London Road required replacement and neither Magna Vitae nor ELDC had a sinking fund to cover such an eventuality the Council created this EMR with the intention of adding £1,000.00 to it yearly for use on any sports related assets that it owns such as the land on which the astro turf on London Road is situated and the land at Louth Athletics Club on which their clubhouse is built. Suggest, £1,000.00 be added and balance be carried forward.

***NEW Events:** Suggest a new EMR be created to assist for financing events such as an Easter event, proposed by Cllr. HF, the town's Christmas Market (whose future after 25/26 is under threat) and other new events. Suggest that £7,500.00 be added.

Lynda Phillips

From: [REDACTED]
Sent: 22 December 2025 14:56
To: Lynda Phillips <clerk@louthtowncouncil.gov.uk>
Cc: david moore [REDACTED]
Subject: Park Avenue Play Park, Louth

Dear Lynda,

I hope you are keeping well.

I am writing to share the good news that we have now received confirmation of a successful funding award for our project, Louth Park Avenue Play Park, for the amount of £88,200. We are delighted and very humbled with this outcome and are of course very grateful for the support and assistance provided by Louth Town Council since our presentation in March.

I include the email from ELDC with the conditional award notification which includes;

You have been awarded a full award of £88,200. Your award is Conditional, with the following conditions of grant applied to the offer:

- **An accountable body for the administration of grant, suitably constituted and with a separate bank account with at least two signatories nominated for the receipt of the funds by Monday 16th March 2026, 5:00PM**
- **Use of the grant to install CCTV at the new facility as part of the works.**
- **An agreement from Louth Town Council to assume responsibility for the ongoing management and maintenance of the site and asset, obtained in writing and submitted to East Lindsey District Council before Monday 16th March 2026, 5:00PM (three months).**

With the conditional award notification now in place, I wanted to kindly ask whether we might begin progressing the necessary paperwork for the transfer of land between Louth Town Council and Gleeson [REDACTED]

[REDACTED] is actively registering our constituted community group as a charity.

May we be included on the agenda for the next meeting in January at sessions house please?

As part of our successful funding application and project requirements, we are required to provide written confirmation that Louth Town Council agrees to assume responsibility for the

ongoing management and maintenance of the site and associated assets once the project is completed. (See highlighted section of conditions above.)

The constituted community group formally confirms its commitment to supporting the cleanliness and day-to-day care of the new park. The group will promote responsible use of the facility and will coordinate regular volunteer-led activities, including litter picking, clean-up days, and light upkeep, seasonal planting and up-keep to help ensure the park is maintained in a clean, safe and welcoming condition. The group will work in cooperation with Louth Town Council by monitoring the site and reporting any issues requiring attention in a timely manner.

Please let us know if there is any further information or documentation required from our side to assist with this process. We would be very happy to support in any way possible.

Thank you again for your continued support, and I look forward to hearing from you.

Have a very merry Christmas and health and happiness for 2026!

Warmest regards,

[REDACTED]

Friends of Park Avenue Play Park

Accessibility Statement 2025

Accessibility statement for Louth Town Council

This accessibility statement applies to the Louth Town Council webpages at louthtowncouncil.gov.uk.

This website is run by Louth Town Council. We want as many people as possible to be able to use this website. For example, that means you should be able to:

- Change colours, contrast levels and fonts using browser or device settings.
- Zoom in up to 500% without the text spilling off the screen.
- Navigate most of the website using a keyboard or speech recognition software.
- Listen to most of the website using a screen reader (including most recent versions of JAWS, NVDA and VoiceOver)

We've also made the text as simple as possible to understand.

[AbilityNet](#) has advice on making your device easier to use if you have a disability.

How accessible this website is

We want as many people as possible to be able to use those documents. For example, when we produce a document we make sure to:

- provide an HTML option where possible.
- tag headings and other parts of the document properly, so screen readers can understand the page structure.
- make sure we include alt text alongside non-decorative images, so people who cannot see them understand what they're there for.
- avoid using tables, except when we're presenting data.
- write in plain English.
- Upload PDF documents in PDFA format.

We know some parts of this website are not fully accessible

- Some links do not have discernible text.
- Some text elements do not have sufficient colour contrast against the background.

Feedback and contact information

If you find any problems not listed on this page or think we're not meeting accessibility requirements, contact the Town Clerk, Mrs. Lynda Phillips at clerk@louthtowncouncil.gov.uk.

If you need information on this website in a different format like accessible PDF, large print, easy read, audio recording or braille:

- Email – clerk@louthtowncouncil.gov.uk
- Call – 01507 355895
- Write to – The Sessions House, Eastgate, Louth, Lincolnshire, LN11 9AJ

We will consider your request and get back to you as soon as possible.

Enforcement procedure

The Equality and Human Rights Commission (ECHR) is responsible for enforcing the Public Sector Bodies (Websites and Mobile Applications) (No.2) Accessibility Regulations 2018 (the 'accessibility

regulations'). If you are not happy with how we respond to your complaint, [contact the Equality Advisory and Support Service \(EASS\)](#).

Technical information about this website's accessibility

Louth Town Council is committed to making its website accessible, in accordance with the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018.

Compliance status

The website has been tested against the Web Content Accessibility Guidelines (WCAG) 2.2 AAA standard and has been found to be partially compliant, due to the non-compliances listed below).

Non-accessible content

The content listed below is non-accessible for the following reasons:

Non-compliance with the accessibility regulations

- Some images do not have alternate text.
- Some links do not have discernible text.
- Some text elements do not have sufficient colour contrast against the background.
- We have fixed these issues as of 16th September 2025.

Content that's not within the scope of the accessibility regulations

PDF's and other documents – The accessibility regulations do not require us to fix PDF's or other documents published before 23rd September 2018 if they are not essential to providing or services. Any new PDF's we publish will meet accessibility requirements.

Preparation of this accessibility statement

This statement was prepared on 6th January 2026. It was reviewed by Council on 20th January 2026.

This website was tested on 11th September 2025 against the WCAG 2.2 AAA standard.

The test was carried out by MGC Websites. You can read the full accessibility test report [here](#). This website will continue to be reviewed quarterly by Town Council staff using a free web accessibility checker and an independent annual check will also be undertaken.

Accessibility



Critical **Issue** **Images must have alternate text**

URLs: 1 Percentage: 0.15%

All images must have alternate text to convey their purpose and meaning to screen reader users.

High **Issue** **Links must have discernible text**

URLs: 9 Percentage: 1.36%

Link text and alternate text for images, when used as links, must be discernible by a screen reader, must not have a duplicate label, and must be focusable.

High **Issue** **Text elements must have sufficient color contrast against the background**

URLs: 2 Percentage: 0.3%

All text elements must have sufficient contrast between text in the foreground and background colors behind it in accordance with WCAG 2 AA contrast ratio thresholds.

No Issue **<audio> elements must have a <track>**

The <track> element must be present for each HTML5 <audio> element, with <kind="captions"> set as a property. Captions are text—synchronized with the audio file—of the dialog, narration, and any important auditory information, for the benefit of deaf users.

No Issue **<video> elements must have a <track> for captions**

An HTML5 <video> element must include a <track> element with <kind="captions"> set as a property. The captions should convey all meaningful auditory information in the video including dialogue, musical cues, sound effects, and other relevant information for deaf users.

No Issue **Active <area> elements must have alternate text**

An image map is a single image with many clickable areas. Like all images, an image map must have alternate text for each of the different clickable areas, as well as for the larger image itself, since screen readers have no way of translating graphics into text.

No Issue **All non-empty <td> elements in tables larger than 3 by 3 must have an associated table header**

Data table markup can be tedious and confusing. Tables must be marked up done semantically and with the correct header structure. Screen readers have features to ease table navigation, but tables must be marked up accurately for these features to work correctly.

No Issue All touch targets must be 24px large, or leave sufficient space

Touch targets must be at least 24 by 24 CSS pixels in size. Size is computed by taking the largest unobscured area of the touch target. If the size of the target is insufficient, then it must be possible to draw a virtual circle centered on the target with a diameter of 24 pixels that does not intersect any other targets, nor any of the circles on other undersized targets.

No Issue ARIA attributes must conform to valid names

ARIA attributes starting with <aria-> must have valid names. Referring to a misspelled attribute or to one that does not exist will result in an invalid attribute and thus failure of this rule.

No Issue ARIA attributes must conform to valid values

ARIA attributes starting with <aria-> must contain valid values. These values must be spelled correctly and correspond to values that make sense for a particular attribute in order to perform the intended accessibility function.

No Issue ARIA roles used must conform to valid values

Values assigned to ARIA role values must be valid. Role values must be spelled correctly, correspond to existing ARIA <role> values, and must not be abstract roles to correctly expose the purpose of the element.

No Issue aria-hidden="true" must not be present on the document <body>

Document content is not accessible to assistive technology if <body aria-hidden="true">.

No Issue Buttons must have discernible text

Buttons must have discernible text that clearly describes the destination, purpose, function, or action for screen reader users.

The <input-button-name> rule separates functionality from the <button-name> rule to ensure that input buttons have discernible text; advise relevant to input button names was incorrect for button elements.

No Issue Certain ARIA roles must be contained by particular parent elements

Certain ARIA roles must be contained by particular parent <role>s in order to perform the intended accessibility functions.

No Issue Certain ARIA roles must contain particular children

Some ARIA parent <role> values applied to elements must contain specific child elements and <role> values to perform intended accessibility function.

No Issue Elements must only use allowed ARIA attributes

Not all ARIA role-attribute combinations are valid. This Rule checks that each role is supplied with allowed attributes.

No Issue Form <input> elements must have labels

Each form element must have a programmatically associated label element.

No Issue **Frames must be tested with axe-core**

Frames must be tested with axe-core.

No Issue **IDs used in ARIA and labels must be unique**

The value assigned to an <id> attribute used in ARIA or in form labels must be unique to prevent the second instance from being overlooked by assistive technology. Put another way; ID values used in ARIA and in labels may not be used more than once in the same document to differentiate each element from another.

No Issue **Image buttons must have alternate text**

Ensures <input type="image"> elements have alternate text.

No Issue **Input buttons must have discernible text**

Ensures input buttons have discernible text.

The <input-button-name> rule separates functionality from the <button-name> rule to ensure that input buttons have discernible text; advise relevant to input button names was incorrect for button elements.

No Issue **Required ARIA attributes must be provided**

ARIA widget roles must have appropriate attributes describing the state or properties of the widget.

No Issue **Scope attribute should be used correctly on tables**

The <scope> attribute must be used correctly on tables in accordance with either HTML4 or HTML5 specifications to enable efficient table navigation for screen reader users.

No Issue **select element must have an accessible name**

Each select element must have a programmatically associated label element.

No Issue **Timed refresh must not exist**

The document must not use <meta http-equiv="refresh"> because it can prevent control over when the refresh occurs for users with disabilities.

No Issue **Zooming and scaling must not be disabled**

The document must not use the <user-scalable="no"> parameter in the <meta name="viewport"> element because it disables text scaling and zooming which is essential to users with low vision.

No Issue **<blink> elements are deprecated and must not be used**

This rule requires that no <blink> elements are present. Flashing text can be difficult to read and blinking objects can be difficult to activate. The associated automated check finds the presence of all <blink> elements so that they can be removed.

No Issue `<dl>` elements must only directly contain properly-ordered `<dt>` and `<dd>` groups, `<script>`, or `<template>` elements

Definition lists (`<dl>`) must contain only properly-ordered `<dt>` and `<dd>` groups, `<div>`, `<script>`, or `<template>` elements.

No Issue `<dt>` and `<dd>` elements must be contained by a `<dl>`

Definition list items (`<dt>` and/or `<dd>`) must be wrapped in parent `<dl>` elements to be valid. This enables screen reader users to understand the proper hierarchy of information in the list.

No Issue `<html>` element must have a `lang` attribute

The HTML document element must contain a valid `<lang>` attribute or must correspond to a valid `<lang>` code for multilingual screen reader users who may prefer a language other than the default.

No Issue `<html>` element must have a valid value for the `lang` attribute

The HTML document must contain a valid `<lang>` attribute or must correspond to a valid `<lang>` code for multilingual screen reader users who may prefer a language other than the default.

No Issue `` elements must be contained in a `` or ``

All list items (``) must be contained within `` or `` parent elements.

No Issue `<marquee>` elements are deprecated and must not be used

`<marquee>` elements must not be present because they are deprecated, increase difficulty for users with limited dexterity, and are distracting for users with cognitive or attention deficits.

No Issue `<object>` elements must have alternate text

All embedded objects must have text alternatives to be read out to screen reader users.

No Issue `` and `` must only directly contain ``, `<script>` or `<template>` elements

Lists must be marked up correctly, meaning they must not contain `content` elements other than `` elements.

No Issue `accesskey` attribute value must be unique

All `<accesskey>` attribute values in a document must be unique. Put another way, `<accesskey>`s must not be repeated to prevent unexpected effects for keyboard users.

No Issue All `<th>` elements and elements with `role="columnheader"` or `role="rowheader"` must have data cells they describe

Data table markup can be tedious and confusing. Markup tables semantically and with the correct header structure. Screen readers have features to ease table navigation, but tables must be marked up accurately for these features to work correctly.

No Issue All cells in a <table> element that use the headers attribute must only refer to other cells of that same <table>

Data table markup can be tedious and confusing. Markup tables semantically and with the correct header structure. Screen readers have features to ease table navigation, but tables must be marked up accurately for these features to work correctly.

No Issue All text elements must have sufficient contrast between text in the foreground and background colors behind it in accordance with WCAG 2 AAA contrast ratio thresholds.

All text elements must have sufficient contrast between text in the foreground and background colors behind it in accordance with WCAG 2 AAA contrast ratio thresholds.

No Issue ARIA button, link, and menuitem must have an accessible name

ARIA command elements must have discernible text that clearly describes the destination, purpose, function, or action for screen reader users.

No Issue ARIA dialog and alertdialog must have an accessible name

Aria dialog elements must have discernible text that clearly describes the destination, purpose, function, or action for screen reader users.

No Issue ARIA input fields must have an accessible name

Ensures every ARIA input field has an accessible name.

No Issue ARIA meter must have an accessible name

Aria meter elements must have discernible text that clearly describes the destination, purpose, function, or action for screen reader users.

No Issue ARIA progressbar must have an accessible name

Aria progressbar elements must have discernible text that clearly describes the destination, purpose, function, or action for screen reader users.

No Issue ARIA toggle fields have an accessible name

Ensures every ARIA toggle field has an accessible name.

No Issue ARIA tooltip must have an accessible name

Aria tooltip elements must have discernible text that clearly describes the destination, purpose, function, or action for screen reader users.

No Issue ARIA treeitem must have an accessible name

Aria treeitem elements must have discernible text that clearly describes the destination, purpose, function, or action for screen reader users.

No Issue aria-hidden elements do not contain focusable elements

This rule checks <aria-hidden> elements do not contain focusable elements.

No Issue Autocomplete attribute must be used correctly

The purpose for each common input field that collects an individual's personal data is programmatically defined based on the list of 53 Input Purposes for User Interface Components. The autocomplete attribute values must be valid and correctly applied for screen readers to function correctly.

No Issue Bold, italic text and font-size are not used to style **<p>** elements as a heading

Styled **<p>** elements must not be used to represent headings because the structure of the document cannot otherwise be determined by screen reader users.

No Issue CSS Media queries are not used to lock display orientation

The screen orientation (e.g. portrait or landscape) of mobile applications should not be locked in one mode. Users should be able to change the orientation of their device between portrait and landscape with the page adjusting accordingly in order to remain understandable. Also, when opening a page, it should display in the user's current orientation.

No Issue Data or header cells should not be used to give caption to a data table

Data table markup can be tedious and confusing. Screen readers have some features to ease table navigation, but tables must be marked up accurately for these features to work correctly. Some tables use cells with a **<colspan>** element to visually indicate a caption, instead of using an actual caption element.

No Issue Documents must contain a title element to aid in navigation

The HTML document must have a **<title>** element to provide users with an overview of its content, and when present, it must not be empty.

No Issue Elements containing role="img" have an alternative text

Ensures elements marked **<role="img">** elements have alternate text.

No Issue Elements should not have tabindex greater than zero

A **< tabindex >** attribute must never have a value greater than 0 to prevent an unexpected tab order that can give the appearance of skipping some elements entirely.

No Issue Ensures **<frame>** and **<iframe>** elements with focusable content do not have **tabindex=-1**

<frame> and **<iframe>** elements with focusable content must not have **<tabindex=-1>**.

No Issue Ensures **role="text"** is used on elements with no focusable descendants

Elements with **<role="text">** must not have focusable descendants.

No Issue Form **<input>** elements should have a visible label

Form **<input>** elements may be given a title using the **<title>** or **<aria-describedby>** attributes (but not both). These attributes are used to provide additional information such as a hint.

No Issue **Frames must have a unique title attribute**

All <frame> or <iframe> elements in the document must have a unique title to describe their contents to screen reader users.

No Issue **Frames must have title attribute**

All <frame> or <iframe> elements in the document must have a title that is not empty to describe their contents to screen reader users.

No Issue **ID attribute value must be unique**

The value assigned to active ID attributes on focusable elements must be unique to prevent the second *instance* from being overlooked by assistive technology. Put another way, active ID attributes may not be used more than once on focusable elements in the same document; focusable active elements require unique IDs for assistive technology to distinguish one element from another.

No Issue **Inline text spacing must be adjustable with custom stylesheets**

Ensure that text spacing set through style attributes can be adjusted with custom stylesheets.

No Issue **Label and name from content mismatch**

Interactive elements labeled through their content must have their visible label as part of their accessible name

No Issue **lang attribute must have a valid value**

The language specified in the HTML document must be one of the valid languages to ensure text is pronounced correctly for screen reader users.

No Issue **Links must be distinguished from surrounding text in a way that does not rely on color**

Ensures users who cannot distinguish between colors can tell when text is a link by verifying the link has either a distinct style that does not rely on color or has a contrast difference of greater than 3:1 (which alerts you that manual testing is required).

No Issue **Nested interactive controls are not announced by screen readers**

Nested interactive controls are not announced by screen readers

No Issue **Page must have means to bypass repeated blocks**

Each page must have a <main> landmark to provide a mechanism to bypass repeated blocks of content or public interface elements (like header and navigation) and quickly arrive at the main content.

No Issue **SVG images and graphics require accessible text**

Ensures SVG elements with an , graphics-document or graphics-symbol role have an accessible text alternative.

No Issue **Use aria-roledescription on elements with a semantic role**

Ensures that the <aria-roledescription> attribute is only used on elements with an implicit or explicit <role> values.

No Issue **<html> elements with lang and xml:lang must have the same base language**

The HTML document must contain a valid `<lang>` attribute or must correspond to a valid `<lang>` code for multilingual screen reader users who may prefer a language other than the default. The `<xml:lang>` attribute value, if included on the `<html>` element, must duplicate the value of the `<lang>` exactly.

No Issue **All page content must be contained by landmarks**

It is best practice to contain all content excepting skip links, within distinct regions such as the header, nav, main, and footer.

No Issue **Audio must have controls that provide users with the ability to stop automatically played audio after three seconds**

Ensures `<video>` or `<audio>` elements do not autoplay audio for more than three seconds without a control mechanism to stop or mute the audio.

No Issue **Banner landmark must not be contained in another landmark**

Banner landmark must not be contained in another landmark.

No Issue **Complementary landmarks and/or asides are top level**

Ensures the complementary landmark or aside is at top level

No Issue **Contentinfo landmark must not be contained in another landmark**

Contentinfo landmark must be at top level.

No Issue **Ensure that scrollable region has keyboard access**

Elements that have scrollable content should be accessible by keyboard

No Issue **Ensures the document has at most one main landmark**

It is a best practice to ensure that there is only one main landmark to navigate to the primary content of the page and that if the page contains `<iframe>` elements, each should either contain no landmarks, or just a single landmark.

No Issue **Form fields do not have duplicate labels**

Ensures form field does not have multiple labels.

No Issue **Heading levels should only increase by one**

Headings must be in a valid logical order, meaning `<h1>` through `<h6>` element tags must appear in a sequentially-descending order.

No Issue **Landmarks must have a unique role or role/label/title (i.e. accessible name) combination**

Landmarks must have a unique role or role/label/title (i.e. accessible name) combination.

No Issue Main landmark must not be contained in another landmark

It is a best practice to ensure the main landmark is not contained within another landmark. All content should be contained within distinct regions such as the header (<role="banner">), content (<role="main">), and footer (<role="contentinfo">).

No Issue Page must contain a level-one heading

Ensures that the page, or at least one of its frames, contains an <h1> element that appears before the start of the main content to allow screen reader users to use keyboard shortcuts to navigate the heading structure instead of wasting time listening to more of the web page to understand its structure.

No Issue Page must have one main landmark

It is a best practice to ensure that there is only one main landmark to navigate to the primary content of the page and that if the page contains <iframe> elements, each should either contain no landmarks, or just a single landmark.

No Issue Page must not have more than one banner landmark

Ensures the page has at most one banner landmark.

No Issue Page must not have more than one contentinfo landmark

Ensures the page has at most one <contentinfo> landmark.

No Issue The skip-link target should exist and be focusable

The page must have a link at the top before the navigation that allows users to skip lengthy navigation and proceed to a page's main content to save time.

No Issue ARIA role must be appropriate for the element

Values assigned to WAI-ARIA role attributes must be valid. This means values must be spelled correctly, correspond to existing ARIA <role> values, and **must not be abstract roles in order to correctly expose the purpose of the element**.

No Issue Elements in the focus order need a role appropriate for interactive content

User input elements must have appropriate roles, whether native HTML or a custom widget, to convey to screen reader users their meaning when landed on and given focus. If a custom widget, appropriate ARIA <role> values must be used instead of abstract roles to correctly expose the purpose of the element.

No Issue Elements whose role is none or presentation must not conflict with other roles

Ensures elements which are marked to be removed from the accessibility tree are in fact removed.

No Issue Ensure that links with the same accessible name serve a similar purpose

Ensure that links with the same accessible name serve a similar purpose.

No Issue Ensures table headers have discernible text

Table header elements should have visible text. Ensure that the table header can be used by screen reader users. If the element is not a header, marking it up with a 'td' is more appropriate.

No Issue Headings must not be empty

When at least one heading element (marked by `<h1>` through `<h6>`) is present, it is a best practice to ensure it contains content.

No Issue Hidden content on the page cannot be analyzed

Informs users about hidden content that cannot be analyzed for accessibility violations.

No Issue ID attribute values must be unique

The value assigned to an ID attribute must be unique to prevent the second instance from being overlooked by assistive technology. Put another way; ID attributes may not be used more than once in the same document to differentiate each element from another.

No Issue Server-side image maps must not be used

The document contains an image map that is server-side instead of client-side.

No Issue Text of buttons and links should not be repeated in the image alternative

When button and link text repeats in a `<alt>` attribute value, screen reader users hear the same information twice, which renders the alt text meaningless and confusing.

No Issue The `<caption>` element should not contain the same text as the `summary` attribute

Data table markup can be tedious and confusing. Make sure the caption and summary table attributes are not identical. Screen readers have some features to manage table navigation, but tables must be marked up accurately for these features to work correctly.

No Issue Timed refresh must not exist (No Exception)

The document must not use `<meta http-equiv="refresh">` because it can prevent control over when the refresh occurs for users with disabilities.

No Issue Users should be able to zoom and scale the text up to 500%

The document must not use the `<user-scalable="no">` parameter in the `<meta name="viewport">` element because it disables text scaling and zooming which is essential to users with low vision.

Informal Meeting**Tuesday 9th December 2025****Town Centre Retail****Recommendations****1) Formation of a Working Group**

Suggested Terms of Reference:

Name	Membership	Remit	Delegated Powers	Meetings
Town Centre Retail Working Group	5 plus Town Clerk and members of the public with relevant experience, as approved by group.	To investigate ways in which the Town Council could assist Town Centre Retail to boost the Town's economy and help build the Town's offer around its unique shops. Recommendations to be brought to Council. Progressing ideas approved by Council and assisting in execution.	Delegated authority over budgets and reserves to Town Clerk under guidance of group.	As required.

2) Organise a meeting with Cllr. Adam Grist and the ELDC Place Team to receive an update on and discuss the Vital and Viable action list.**Action points for consideration by working group:**

- 1) Remembrance – as a well attended, Council organised event in the town centre, persuade attendees to extend their time in the town by encouraging shops to offer discounts on the day.
- 2) Market Stall – encourage communication from residents and distribute surveys.
 - a. Have Town Council merchandise to distribute.
 - b. Have pads of A4 size maps so that one sheet can be torn out and handed out to assist tourists.
- 3) Street Furniture – fit Town Council branding where appropriate. Renovate/renew benches in Market Place to enhance aesthetic appeal.
- 4) Sheds instead of Market Stalls – research this as an option for Louth.

- 5) Change to arrangement of market stalls e.g., in centre of road.
- 6) Arrange for the Love Louth webpage to be updated.
- 7) Free wifi – explore possibility of providing free wifi to users of the Town Centre, which will allow the Council to capture user data and communicate with those people.
- 8) Parking Bays – explore the possibility of extending the time limit allowed on Town Centre parking bays and of offering the first hour of parking free in car parks.
- 9) Visit other towns to gather information on their experiences and learn from them
- 10) Town Centre Activities – to draw users and boost the Town’s economy explore the possibility of organising monthly events in the Market Place/Cornmarket such as a Christmas Lights Switch On, Car Boot Sales, Outdoor Bingo, music and alfresco dining, specialist markets e.g., antique, flea or simply street entertainment supplied by outside specialist firms.



**READY
FOR ANYTHING**



Preparing for Emergencies

Louth

Community Emergency Plan

Version: 1.0

Issue Date: 20/01/2026

Review Date: January 2026

Aim of this plan

What has inspired you to create a community emergency plan

Louth is an area that is vulnerable to floods and has a long history with such issues, with flooding having caused much devastation over the past 100+ years. Subsequently, Louth was identified by the Lincolnshire Emergency Planning and Business Continuity Service as being one of the Parishes at most risk from river and surface water flooding after showing an increase in Section 19 flood investigations and near-misses over the last year. The Lincolnshire Emergency Planning Service has therefore advised that Louth Town Council prepare a comprehensive Emergency Plan to minimise the impact of disasters and provide pre-planned provisions for when they occur. It will ensure a coordinated community response which will ultimately strengthen our community's resilience, minimise damage and distress, as well as providing essential support to Louth's emergency services during difficult times.

Disasters can strike without warning, anywhere, at any time. To minimise their impact and ensure a coordinated community response, this Community Emergency Plan (CEP) has been developed. By preparing in advance, we can strengthen our community's resilience and provide essential support to emergency services.

This plan is a comprehensive, all-hazards strategy, including provisions for flooding, and has been approved by Lincolnshire County Council and the CERT Leader. It will be activated when at least two members of the Emergency Planning Group determine that immediate action is necessary to respond to an incident and that this action cannot be effectively taken without following the procedures outlined in this document. If the plan is activated, please follow the steps in **Section 1** and notify the Lincolnshire Fire & Rescue (LFR) Emergency Planning Duty Officer (EPDO) immediately.

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Section 1: Act

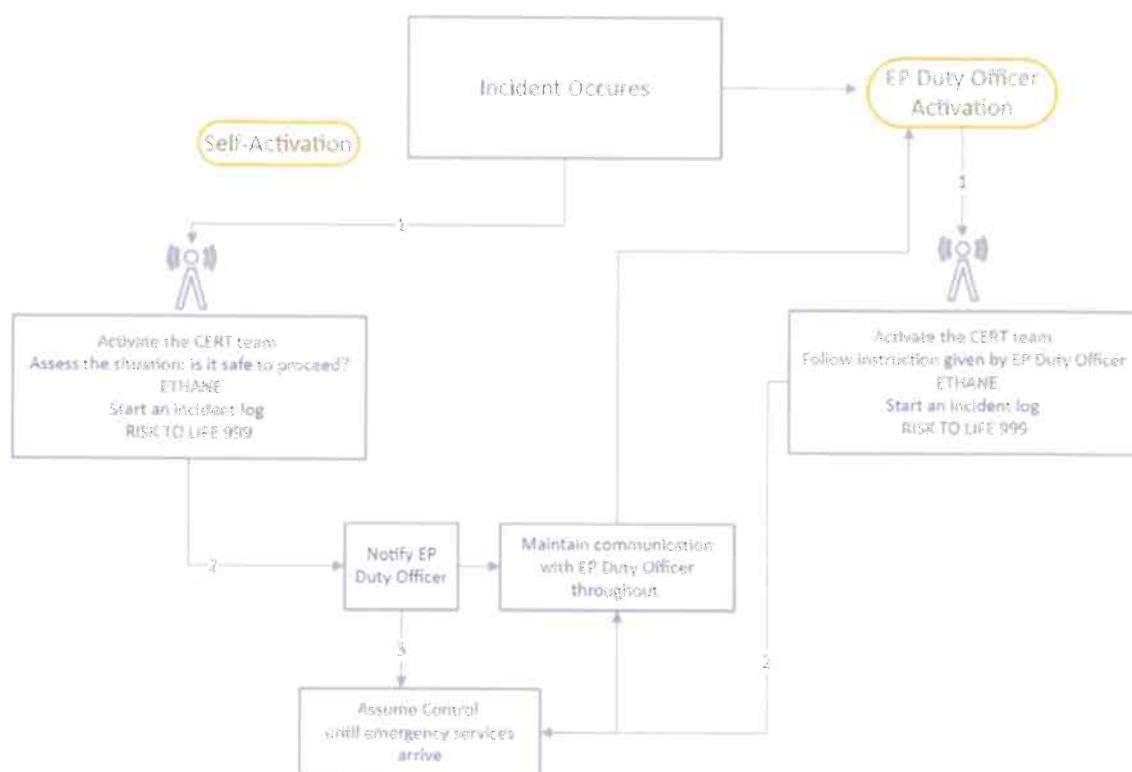
Activation

Always start an incident log.

Effective communication is vital for a successful emergency response. Please refer to the flowchart for guidance.

Whether you initiate your community plan or are requested to do so by the Emergency Planning Duty Officer (EPDO), it is crucial to maintain open communication with the EPDO. Additional support, such as resources or volunteer groups, cannot be mobilised without the EPDO's knowledge.

The EPDO will be the primary contact with emergency services within the incident zone. They will convey your concerns, information about vulnerable individuals, and your actions to the Incident Commander.



Action Steps:

1. **Activate the CERT and Gather Information:** Use the ETHANE Principle to collect details about the emergency, including location, type, hazards, access, number of people/properties affected, and involved organisations. If life-threatening, call 999 immediately. [Start an incident log](#).
2. **Contact Emergency Planning Duty Officer:** Notify Lincolnshire Emergency Planning Duty Officer via Fire & Rescue Control. Provide your contact.
3. **Assume Control:** Manage the situation until emergency services arrive. Contact additional CERT members. THIS MAY ALSO INCLUDE DOING NOTHING BUT MONITORING THE SITUATION.
4. **Follow Instructions:** Adhere to advice from emergency services.
5. **Prioritise Safety:** Protect yourself and others. Avoid floodwaters, rescue attempts, and clearing blockages.
6. **Assess Work Location:** Determine if working from your current location is safe or if relocation to alternative venue is necessary. Only work outdoors if weather permits.
7. **Coordinate with the EPDO:** Be prepared to establish the shelter if requested.
8. **Open Emergency Support Centre:** If needed, open a place of safety as identified within this plan, or as directed by the EPDO and arrange CERT members to undertake defined roles.
9. **Warn Residents:** Alert local residents about dangers, if safe to do so.
10. **Support Vulnerable Individuals:** Contact and assist those identified in the plan, if safe to do so.
11. **Gather Resources:** Identify and prepare necessary resources for operating a place of safety.
12. **Monitor Media:** Listen to local radio stations (BBC Radio Lincolnshire/Radio Humberside/ Hits Radio) and advise the community to do the same.
13. **Maintain Communication:** Regularly communicate with the CERT, the community and the EPDO.

Important Note: Your Safety is Paramount

ETHANE Form

Time	Date
Name of calling organisation:	
Name of Caller	Tel No

E	Exact Location	What is the exact location or geographical area of incident	
T	Type of Incident	What kind of incident is it?	
H	Hazards	What hazards or potential hazards can be identified?	
A	Access	What are the best routes for access and egress?	
N	Number of casualties	How many casualties are there and what condition are they in?	
E	Emergency Services	Which and how many emergency responder assets/personnel are required or are already on-scene?	

Restricted once complete.

Signature

IMPORT NOTE: Regularly update and advise EP Duty Officer of updates.

Incident Log

Within **emergency** services, an incident log details decisions, actions and rationales however the primary function of a community-based incident log is to chronologically record problems or concerns raised by community members and CERT members. It serves as a starting point for addressing community issues and allows for decisions actions and rationales to be recorded but secondary to documenting community concerns. Use this table to aid your recording but a notepad will also work just as well.

Community Impact Assessment (CIA)

A community impact assessment (CIA) is a process to evaluate the potential effects of an emergency on your community. It helps identify vulnerable populations, critical infrastructure, and potential hazards. By understanding these **factors**, we can develop more **effective** plans and strategies to mitigate risks, respond to the incident, and recover from the emergency more effectively. CIAs also help in identifying community resources and capabilities, which can be crucial for **effective emergency** management. Use this form, when safe to do so, to capture valuable information. Use one form for each area.

Date:	Community	Area/street
Volunteer Name:		
Volunteer contact:		
Categories	Specific information	
Households:		
During incident		
Number of households affected. This includes flooded		
Households still in situ		
Recovery		
Households returned to their homes.		
Households still displaced		
Businesses		
During incident		
Number of businesses affected. This includes Flooded		
Businesses still in situ and trading		
Recovery		
Number of businesses trading		
Number of businesses unable to trade		
Educational Facilities		
During incident		
Number of schools affected. This includes flooded		
Name and address of affected school.		

Educational Facilities During incident (Continued)	
Name and address of affected school.	
Name and address of affected school.	
Any other educational establishment affected?	
Structural Damage Assessment	
Roads closed	
Bridges damaged	
Any other infrastructure damaged?	
Environmental Impacts	
Livestock issues?	
Number of Fields affected? (estimation of area)	
Crops affected?	
Health and Welfare	
Number of vulnerable people affected . (in this area of assessment)	
Social Care Facilities	
Number of Residential homes affected ?	
Number of Nursing homes affected ?	
Recovery Clean up	
Is there standing water? If yes, where and how deep? Estimate – do not enter flood water	
Is there a build-up of household waste? This includes household refuse. If yes, where and how much - estimation	
Is there a build-up of business waste? If yes, where and how much - estimation	

Key Priorities

Initial response efforts should focus on providing immediate welfare assistance and sometimes, temporary shelter. Avoid becoming responsible for extended community support, such as supplying food or long-term accommodation. If this situation appears imminent, there is a breakdown in communication. **Contact the EPDO without delay.**

Considerations

- Immediate temporary place of safety (warm and dry)
- Water

Volunteer Briefing

Before deploying volunteers, provide clear instructions and expectations. Emphasise safety, communication, and the importance of reporting incidents.

Briefing Topics:

- Current situation and updates
- Weather conditions and precautions
- Volunteer responsibilities and tasks.
- Time commitments and rotations
- Welfare support
- Communication procedures
- Safeguarding guidelines
- Incident reporting
- Health protection measures
- Stand-down procedures

Section 2: Communicate

Key Community Emergency Response Contacts

The CERT Leader, or their deputy, should contact all CERT members as soon as possible upon activation. Use the contacts below.

CERT Leader	Telephone Number
Lynda Phillips - Town Clerk	[REDACTED]

CERT Deputy Leader	Telephone Number
Darren Hobson – Mayor and Chairman	[REDACTED]

CERT Deputy Leader	Telephone Number
Karen Parsons	[REDACTED]

Community Emergency Response (CERT) Membership

Cert Member	Telephone Number
Jeremy Baskett	[REDACTED]

Cert Member	Telephone Number
Jim Drake	[REDACTED]

Cert Member	Telephone Number
David Moore	[REDACTED]

Cert Member	Telephone Number
Paul Starsmore	[REDACTED]

Shona Chitauro-Adlard	Telephone Number
	[REDACTED]

Community Emergency Response (CERT) Flood Wardens

CERT Flood Warden	Telephone Number
Jim Drake	[REDACTED]
Cert Flood Warden	Telephone Number
Darren Hobson	[REDACTED]
Cert Flood Warden	Telephone Number
Paul Starsmore	[REDACTED]

Out of Community Key Contacts

Additional contacts that are important.

LFR Emergency Planning Unit	01522 843017
Out of hours Emergency planning Duty Officer contact	[REDACTED]
Fire & Rescue	999
Lincolnshire Police	999
Non-emergency calls	101
General enquiries	Via the Lincolnshire Police website
East Midlands Ambulance	999
General Enquires	0115 919 3399
Lincolnshire County Council Lead Local Flood Authority	01522 782082
Out of hours	01522 785082
	FixMyStreet (https://www.fixmystreet.com)
Environment Agency General Enquiries (Mon – Fri)	03708 506 506
Incident Hotline (24hrs)	0800 80 70 60
Flood line (24hrs)	0345 988 1188
Local Authority	{District)
Out of hours	
National Grid (Electricity)	0800 6783 105
	105
Northern Powergrid	0800 011 3332

National Grid (Gas)	0800 111 999
Anglian Water	03457 145 145
Severn Trent Water	0800 783 4444
Internal Drainage Board	[REDACTED]
Maritime Coastguard	999
Humberside Coastguard Operations Centre	01262 672317
RNLI Skegness	01752 763011
RNLI Mablethorpe	01507 479554
Coast watch Skegness	07908 643 993 / 01790 378 647
Coast watch Mablethorpe	01507 237 069 / 07968 690 755
Coast watch Chapel St Leonards	07952 648 734

Neighbouring Communities

Neighbouring communities include Town and parish councils, flood action groups and other local CERTs

Alvingham	Suzanne McFarland
	[REDACTED]
North Elkington	Mrs. J. Cooper
	[REDACTED]
Hallington	Adam Grist
	[REDACTED]
Tathwell	Nadine Must
	[REDACTED]
Little Cawthorpe	Joyce Gay
	[REDACTED]
Utterby	Tony Shaw
	[REDACTED]

Section 3: Resources

Community Incident Room

The CERT should assemble in a designated location to organise emergency response activities. This area should preferably be separate from the evacuation shelter but may not always be feasible.

Name of location	Address	What3Words Locator	Keyholder	Contact No.
The Sessions House	The Sessions House, Eastgate, Louth, LN11 9AJ	///showrooms.fuses.headrest		
Alternative if applicable				
N/A	N/A	N/A	N/A	N/A
			N/A	N/A

Essential resources at this facility will include the Community Emergency Battle Box contents, a copy of this plan, and access to phones and/or the internet.

Community Places of Safety

If it becomes necessary to open a place of safety, contact key holders to access the **designated** facility. **Remember**, the place of safety's sole purpose is to provide temporary shelter and support for displaced individuals.

Primary location

Name of location	Address	What3Words Locator	Keyholder	Contact No.
Meridian Leisure Centre	Meridian Leisure Centre, Wood Lane, Louth, LN11 8SA	///deodorant.torches.native	[REDACTED]	[REDACTED]
			[REDACTED]	[REDACTED]

A What3words locator is an invaluable tool for pinpointing the exact location of the place of safety, ensuring **everyone** knows where to go.

Capacity of shelter	Cooking facilities	Parking	WIFI Access	Other facilities
100+	Yes	Yes	Yes Click or tap here to enter text.	Toilets (including accessible), showers , cooking appliances/kitchenware , cutlery, plates, cups, tables, chairs.

Knowing the available resources at the emergency support centre in advance will streamline the setup process for the CERT. Essential items to bring include the emergency kit contents, hi-vis tabards, two-way radios, evacuation paperwork, and pens.

Alternative location

Having a secondary place of safety location is crucial for effective contingency planning. This alternative site provides flexibility in case the primary location becomes unusable due to damage, overcrowding, or other unforeseen events...

Name of location	Address	What3Words Locator	Keyholder	Contact No.
London Road Sports Pavilion	London Road Sports Pavilion, London Road, Louth, LN11 9QP	///equal.windy.goes	██████████	██████████
			██████████	██████████

A What3words locator is an invaluable tool for pinpointing the exact location of the place of safety, ensuring **everyone** knows where to go.

Capacity of shelter	Cooking facilities	Parking	WIFI Access	Other facilities
100+	Yes	Yes	Yes Click or tap here to enter text.	Toilets (including accessible), cooking appliances/kitchenware, cutlery, plates, cups, tables, chairs.

Knowing the available resources at the place of safety in advance will streamline the setup process for the CERT. Essential items to bring include the emergency kit contents, hi-vis tabards, two-way radios, **evacuation paperwork**, and pens.

Emergency Kit

A community emergency kit is a pre-assembled, central resource supply designed to assist the Community Emergency Response (CERT) during a disaster or emergency. Provided to CERT members upon completion of the Community Emergency Plan (CEP), the box remains under the CERT's care.

Name of location & Address of Emergency Kit	What3Words Locator	Keyholder	Contact No.
The Sessions House, Eastgate, Louth, LN11 9AJ	//showrooms.fuses.headrest		

A What3words locator is an invaluable tool for pinpointing the exact location of the CERT emergency kit, ensuring everyone knows where to find it. It is essential that its contents are regularly checked and replaced as and when required.

Contents checklist

Item	Quantity	Last Checked
Wind-up Radio	1	
Gloves	10	
10-person first aid kit	1	
Emergency whistles	10	
LED torches	10	
Foil blankets	10	
Face masks	50	
Loud hailer	1	
Hi viz tabards	10	
2-way rechargeable radios	4	
Sixty-five litre box and lid	1	

Section 4: Local Hazards & Vulnerable People

Local Hazards

Local risks and threats are potential hazards or dangers that specifically affect our community. They are the potential incidents or situations that could disrupt normal life, cause harm, or damage property. These risks are unique to our community and must be identified and **assessed** to develop an effective emergency plan for Louth.

Types of local risks and threats can be categorised into **several** types:

Natural Hazards: These are events caused by natural processes. Examples include floods, storms, earthquakes (**occasionally**), wildfires, sink holes, and extreme heat or **cold**.

Accidental Hazards: These are events caused by human activities. Examples include accidents (e.g., chemical spills, transportation accidents), infrastructure failures (e.g., power **outages**, bridge collapses), and intentional acts (e.g., terrorism, **cyberattacks**).

Health Related Hazards: These are threats to human health and well-being. Examples include disease outbreaks, pandemics, and chemical releases.

Identifying Local Risks and Threats

To **effectively** identify local risks and threats in our community, it is essential we involve community members to **gather** information about our **collective** perceived risks.

Risks and Threats	Description	Actions
Natural Hazards	Flooding, extreme storms Extreme heat or cold	Evacuation for worst hit areas Advise residents stay indoors
Accidental Hazards	Fire breaks out at petrol station or industrial estate Bridge collapse Power outage	Contact emergency services and LCC Contact emergency services and LCC
Health Related Hazards	Pandemic	Urge residents to adhere to government guidelines

Vulnerable People

Identifying vulnerable community members can be complex due to data protection regulations. However, prioritising those who may need extra support during emergencies is crucial. While specific personal data cannot be recorded in this plan, general location information can be helpful. For example, "Church Lane" might indicate potential residents requiring assistance, such as those with mobility issues. This helps the CERT focus support on areas with identified needs.

Known vulnerable locations, such as schools or care homes, can also be included in the plan. It is essential to inform these locations about the community's emergency plan.

The table below assists in identifying such areas.

Location	Type of location? (residential, school etc)	Contact if applicable. [Not members of the public]
Louth Academy Lower Campus, Monks Dyke Road	Secondary school	01507 606349
Louth Academy Lower Campus, North Holme Road	Secondary school	01507 606349
King Edward VI Grammar School, Edward Street	Secondary school	01507 600456
Kidgate Primary Academy, Kidgate	Primary school	01507 308620
Greenwich House School, High Holme Road	Primary school	01507 609525
St. Michael's C of E Primary, Monks Dyke Road	Primary school	01507 603876
Lacey Gardens Junior Academy, Lacey Gardens	Primary school	01507 602082
Eastfield Infants and Nursery, Lacey Gardens	Nursery	01507 603376
Limes Play and Learn, Monks Dyke Road	Nursery	01507 609199
St. Bernard's School, Wood Lane	School	01507 603776
The Wolds Care Centre, North Holme Road	Care home	01507 602360
Meadows Park Care Home, Daisy Way	Care home	01507 304344
Maderia House Care Home, High Holme Road	Care home	01507 607452
Fir Close Care Home, Westgate	Care home	01507 603882
The Elms Care Home, Elm Drive	Care home	01507 350100

Stewton House, Stewton Lane	Care home	01507 350100
The Rowans, Eastgate	Care home	01507 608081
Elizabeth Court, Church Street	Care home	01507 206666
Maxey Court, James Street	Care home	03456006055
Louth Manor Care Home, Legbourne Road	Care home	01507 203203
Seaton House, Eastgate	Adult support home	01507 611071
Riverhead House, Victoria Road	Children's home	
Broadbank, Louth	Street vulnerable to flooding	
Ramsgate, Louth	Street vulnerable to flooding	
Ramsgate Road, Louth	Street vulnerable to flooding	
Eve Street, Louth	Street vulnerable to flooding	
James Street, Louth	Street vulnerable to flooding	
Wellington Street , Louth	Street vulnerable to flooding	
Alexandra Road, Louth	Street vulnerable to flooding	
Cisterngate, Louth	Street vulnerable to flooding	
Ludgate, Louth	Street vulnerable to flooding	
Enginegate , Louth	Street vulnerable to flooding	
Bridge Street, Louth	Street vulnerable to flooding	

Section 5: Flood Planning

Trigger Points

Click or tap here to enter text. CERT have clearly defined trigger points to ensure timely and effective response. These triggers can be categorised into various levels of severity, depending on the potential impact and the resources required.

TRIGGER 1		
No Notice		
What to Do		
<p>Start a Log.</p> <p>Determine if an activation of the CERT is required. If necessary, contact members and place on standby.</p> <p>Contact EPDO via LFR Control ONLY IF you have activated your group.</p> <p>Maintain Communication with your CERT.</p>		
Flood Alert		
  	Flood Alert Met Office Yellow Weather Warning	River Telemetry
What to do at this stage		
<p>Flooding is possible.</p> <p>Stay vigilant and make early preparations for a potential flood.</p>		
Trigger 1 Flooding		
<p>Monitor the situation through forecasts, the Environment Agency's 'Check for Flooding' service, local radio stations and EPDOs.</p> <p>Alert CERT members ONLY if activating.</p> <p>Locate emergency kit, check its contents and ready if needed.</p> <p>Warn and inform members of the community to monitor the situation, and to ensure properties most at risk have working flood resilience in place.</p>		
Flood Alert No Longer in Force	Follow stand down procedure	
Flood Alert still in force – escalating	Take action – go to Trigger Point 2	

Trigger 2		
Notification from member of community or emergency services		
What to do		
<p>Start a Log.</p> <p>Determine if an activation of the CERT is required. If required or flooding Activate CERT members.</p> <p>Contact EPDO via LFR Control ONLY IF you have activated your group.</p>		
Flood Warning		
Flood Warning	Met Officer Amber Weather Warning	River Telemetry
What to do at this stage		
<p>Flooding is expected.</p> <p>Immediate action is required to protect yourselves and property.</p>		
Trigger 2 Flooding		
<p>Continue to monitor the situation.</p> <p>If appropriate to do so, support people to move valuables, important documentation, electrical equipment and furniture upstairs or to a high place.</p> <p>Ensure flood resilience measures are working and in place, air brick covers, door barriers etc.</p> <p>Ensure all people at risk are informed and have been advised to stay alert move pets to safety and have vehicles ready to leave if required.</p> <p>If necessary, place Emergency Support Centre on standby.</p> <p>Remain in contact with the EPDO if activated.</p>		
Flood Warning No Longer in Force	Follow stand down procedure	
If escalation, follow advice of emergency services. Go to Trigger Point 3		

TRIGGER 3		
Follow all advice and guidance given by the emergency services and EPDO		
Severe Flood Warning		
Severe Flood Alert	Met Office Red Weather Warning	River Telemetry
What to do at this stage		
Severe flooding is expected and is likely to cause significant risk to life and destruction of property.		
Prepare to evacuate and cooperate with emergency services.		
<ul style="list-style-type: none"> • Ensure your immediate family and neighbours are safe before taking any further actions. • If it is safe to do so, check that vulnerable people are aware of the situation and assist where possible. • Remain in constant communication with EPDO and CERT. • Follow instruction given by emergency services. 		
Severe Flood Warning No Longer in Force	Follow Stand-down Procedure	

Section 6: Handover & Stand-down

Handover Procedure

Upon arrival of emergency services or the EPDO:

- **Initial Contact**
 - Establish contact with arriving emergency services personal and/or EPDO.
 - Clearly identify yourself and your role as the CERT Leader.
- **Situation Briefing**
 - Provide a concise and clear overview of the situation, including:
 - Information from your ETHANE report.
 - Actions taken by the CERT.
 - Current Status of the situation as known by the CERT
- **Resource Update**
 - Inform emergency services or the EPDO about available resources, Including:
 - Number of CERT members
 - Available equipment, if appropriate.
 - Location of any incident room or emergency support centres open and known vulnerable people.
 - Other relevant resources, if applicable.
- **Incident Command**
 - Clarify with emergency services or the EPDO, the continued role and responsibility of the CERT.
- **Documentation**
 - Handover all relevant documentation, such as incident logs, evacuation forms etc. to the incoming coordinator.
 - Any donations should be given over to the EPDO (Signatured)
- **Confirm Handover**
 - Obtain written or verbal confirmation of handover and record in incident log.
- **Actions**
 - Continue to work under the direction of incoming coordinator until told to stand-down.

Stand-down Procedure

When instructed to stand-down, follow this procedure:

- **Task Completion**
 - Ensure all assigned tasks are completed or delegated.
 - Verify all equipment and supplies are accounted for.
- **Debriefing**
 - Conduct a CERT debrief meeting to discuss the incident. Consider what worked well, what did not work so well and, if it were to happen again, what improvements could be considered. Record the outcome.
 - Assign any actions to follow-up.
- **Equipment and supplies**
 - Clean and maintain any equipment used.
 - Replenish any supplies used.
 - Store equipment and supplies securely.
 - Leave any facilities used in the same state they were found.
- **Documentation**
 - Complete all relevant paperwork.
 - Submit any reports to the appropriate personnel (EPDO or other official).
- **Communication**
 - Inform all relevant parties about the stand-down.
 - Provide contact details for follow-ups.
- **Demobilisation**
 - Dismiss CERT members.
 - Ensure the safe departure for the site.

Recovery

Following significant incidents within the community, the CERT will play a vital role in supporting recovery efforts and facilitating the community's return to a new state of normality. This chapter outlines the CERT's responsibilities and procedures during the recovery phase.

Louth will actively participate in recovery operations by:

- Support recovery activities within the community, for example, helping with clean-up and restoration following flooding.
- Collaborating with relevant agencies and organisations to ensure a comprehensive recovery effort. i.e. sharing local information such as locations of vulnerable people with emergency services and other responding agencies.
- Providing necessary resources and support to affected community members.

- Monitoring the community's progress and identifying ongoing needs.

Liaison with Emergency Planning Duty Officer

To ensure alignment with broader recovery initiatives Louth will maintain close communication with the Emergency Planning Duty Officer and/or, if established, the LRF Communities and Volunteer Coordination tactical cell at the County Emergency Centre. This liaison will facilitate the integration of local recovery actions into wider recovery plans and strategies.

Recovery Action Steps:

1. Maintain log.
2. Take photographs of affected areas
3. Where possible, without putting yourselves at risk of harm/drowning, record flood water depths. DO NOT ENTER FLOOD WATER UNDER ANY CIRCUMSTANCES.
4. Support agencies with community impact assessments and data collection. These are to aid investigations and to ensure residents get the right support from agencies.
5. Support residents with clearing tasks.
6. Do not throw anything away until photographs have been taken and any insurance provider has been consulted.
7. Support with community information sessions.
8. Participate in any agency debriefing sessions.
9. Review and update the Louth Community Emergency Plan (CEP).

Section 7: Appendices

A: Community Mapping

Community Information

Louth is situated within Lincolnshire and supports a population of 17,382.

[OpenStreetMap](#)



B: CEP Governance

Data Ownership and Usage

This CEP is the property of the **Louth**. Any information gathered during its creation is the responsibility of the group.

We will collect personal data for the following reasons:

Emergency Contact Sharing: On activation of the community Emergency Plan, the group agrees to share contact details with the local emergency planning group and Lincolnshire County Council (LCC) Emergency Planning Unit. This information will be used for warning, informing, and coordinating efforts before, during, and after the emergency.

Data Sharing with Partners: In certain circumstances, LFR Emergency Planning may share this data with other agencies or emergency services. This will only occur when necessary to protect your safety or the safety of others during emergency response and recovery, in line with data protection regulations. For more details on how Lincolnshire County Council handles your data, please request a copy of the [LCC Privacy Notice](#).

C: Signatures

Effective **Date of Approval** by **Approval Authority**, **Louth** has officially adopted as a dynamic document for use by the **Louth** CERT.

Lincolnshire County Council		
Signature		Kimberley Pickett Lincolnshire Community Resilience Officer
Louth		Community Response Team (CERT) Leader
Signature		
Louth		Community Response Team (CERT) Leader
Signature		

Record of Amendments

Date	Details of amendments	Revised by
August 2024	Community emergency plan template complete review and reformat. 12824SE	EPO SE
October 2024	Additional CIA added	EPO SE

E: CEP Publication & Maintenance

It is essential that this operational plan is up-to-date and accessible to all CERT members. To maintain consistency, plan contacts should be reviewed and updated annually, or as required due to changes or lessons learned. A full plan review should be conducted every two years.

Document Storage

- Electronic copies are held by the EPDO.
- All CERT Members have access to the plan, with a paper copy kept in the CERT Battle Box at {BB location Name}.

A redacted online version is available at {website}.

Plan Review and Exercise

All CERT members should understand their roles and be prepared for potential emergency contact. This plan will be exercised annually in conjunction with the CERT, supported by LFREPU, and as part of wider Lincolnshire County Council/Lincolnshire Resilience Forum exercises. The CERT leader and any deputies will organise the community exercise component.

Data Protection & Indemnity Insurance

This community emergency plan is the property of Louth, and any information gathered during its creation is the responsibility of the CERT.

Personal Data:

Personal data is collected for the following purposes:

In the event of an emergency, the CERT members agree to share contact details with the CERT and LFR Emergency Planning & Business Continuity Service for warning, informing, and coordination purposes before, during, and after the incident.

If necessary, LFR Emergency Planning may share this data with partner agencies or emergency services. Information is only shared to protect your or others' vital interests during emergency response and recovery, in accordance with data protection regulations. For more information on how Lincolnshire County Council manages your data, please request a copy of the LCC Privacy Notice.

Indemnity Insurance

All volunteers must read and sign the Lincolnshire County Council Indemnity Insurance form **before** undertaking any voluntary roles on behalf of the authority. To access the form, please click [here](#) or scan the QR code.



Training

Date	Name of individual	Training received

More rows can be added by using the TAB key.

Exercising

Date	Exercise	Outcome

More rows can be added by using the TAB key.



Small Scheduled Bodies

**31 March 2025 valuation funding pool
results schedule**

Lincolnshire Pension Fund

Barnett Waddingham LLP

7 November 2025



Introduction

This schedule is provided to Lincolnshire County Council as administering authority to Lincolnshire Pension Fund (the Fund). It has been generated from our online employer results modelling tool **Illuminate Me**. It may be shared with employers who participate in the Small Scheduled Bodies (the Pool), provided it is done so in whole, but it does not constitute advice to them. The Fund is part of the Local Government Pension Scheme (LGPS).

The purpose of this document is to provide a summary of the preliminary results of the actuarial valuation as at 31 March 2025 in relation to the Pool's individual funding position along with proposed contribution rates. A full valuation report will follow by 31 March 2026, which will provide details of the valuation method, assumptions and results of the valuation.

The purpose of the valuation is to review the financial position of the Fund and to set appropriate contribution rates for each employer in the Fund for the period from 1 April 2026 to 31 March 2029 as required under Regulation 62 of the Local Government Pension Scheme Regulations 2013 (the Regulations) as amended. These contributions rates will be based on the membership and funding of the Pool.

Please note that member contributions are paid into the Fund at rates as set out in the Regulations.

We recommend that this report is read alongside the Fund's draft Funding Strategy Statement (FSS) where appropriate for the participating employer to further understand the results as set out in this schedule. The FSS will be available on request.

Compliance statement

This schedule is subject to and complies with Technical Actuarial Standard 100: General Actuarial Standards (TAS 100) as a component communication of the 31 March 2025 valuation. This schedule does not constitute advice to the participating employer. Barnett Waddingham LLP shall not accept liability should the schedule be relied upon by any third party or for any purpose other than that stated above.

Pool results

Contribution rates

The total contribution rates payable by employers consists of two elements, the primary rate and the secondary rate. The primary rate covers the cost of benefit accrual expressed as a percentage of pay. The secondary rate of an employer's contributions is any percentage or amount by which, in the actuary's opinion, contributions at the primary rate should, in the case of a Scheme employer, be increased or reduced by to reach the total rate payable reflecting any circumstances particular to that employer (for example, to recover a funding deficit identified or to manage any contribution rate changes).

The proposed minimum contribution rates for the three-year period from 1 April 2026 to 31 March 2029 are detailed below. These contribution rates have been provided to the administering authority and reviewed via **Illuminate ME**. Employers may pay further amounts at any time.

Contribution rate results

Previously certified Provisionally certified

Year ending

31 March 2026 31 March 2027 31 March 2028 31 March 2029

Total contributions

26.6% **19.2%** **19.2%** **19.2%**

Consisting of:

Primary rate (of pay p.a.)

26.6% 19.2% 19.2% 19.2%

Secondary rate (% of pay plus £ p.a.)

– – – –

Assumptions

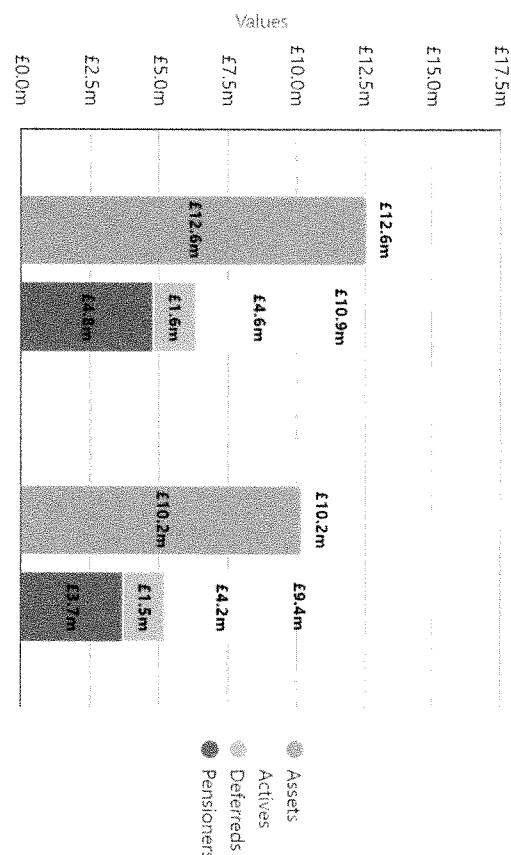
These rates have been calculated using the following assumptions:

- * The employer is open to new members.
- * Please refer to the Fund's Funding Strategy Statement for further information on the approach taken to setting contribution rates.

Funding position

Each participating employer, or group of similar employers, will likely have differing results to the Fund as a whole depending upon their own profile of membership within the Fund, and how this has changed in the inter-valuation period.

Using the proposed assumptions, the preliminary results as at 31 March 2025 for Louth Town Council are set out in the chart below. We have included the funding position at 31 March 2022 for comparison.



The Pool has a funding surplus of £1.63m at 31 March 2025, equating to a funding level of 114.9%, compared to a funding surplus of £826k at 31 March 2022, equating to a funding level of 109%.

McCloud judgment

As part of the valuation, we have estimated the increase in liabilities for each employer as a result of the McCloud remedy. The increase in the liabilities is based on the McCloud underpin for eligible members as determined by the LGPS McCloud remedy regulations which became law on 1 October 2023. The liabilities calculated as part of the 2025 valuation, reflect that eligible members may receive a pension uplift at retirement if their benefits would have been higher had they continued to accrue service in the discontinued final salary scheme until 31 March 2022. The estimate is based on data provided by the Fund. Please note that this allowance will change from year to year as the impact on members will change from year to year. Information at whole fund level will be included in the final whole fund valuation report.

For more information, please contact the administering authority. Further information can be found on the LGPS member website here:
<https://www.lgpsmember.org/mccloud-remedy>.

Risks

There are many factors that affect the Fund's funding position and could lead to the Fund's funding objectives not being met within the timescales expected. Some of the key risks that could have a material impact on the Fund are:

- * Employer covenant risk
- * Investment risk
- * Inflation risk
- * Mortality risk
- * Member options risk
- * Regulatory risk
- * Climate risk

The sensitivity of the funding results to some of these risks is set out in the Fund's Funding Strategy Statement (FSS) and will be set out in the final valuation report which will be published by 31 March 2026. Please note that this is not an exhaustive list. Further information on these risks and more will be set out in greater detail in the FSS.

Gender Pensions Gap

The Gender Pensions Gap (GPG) is the differences in retirement income or retirement wealth for men and women. It is influenced by the gender pay gap, as well as other factors, principally working patterns.

There has been increasing interest in the GPG in the LGPS in the last few years. In 2023, the Scheme Advisory Board (SAB) set up a working group made up of fund officers, consultants, actuaries, Ministry of Housing Communities and Local Government (MHCLG) and SAB representatives, to consider how this issue should be dealt with in the LGPS.

In the recent Access and Fairness consultation, it was proposed that LGPS funds report on their GPG and this information will be included in the final whole fund valuation report.

If you would like more information on the Gender Pensions Gap and the additional services Barnett Waddingham can provide, please get in touch using the contact information at the end of this report.

Funding position reconciliation

The table below shows a breakdown of the change in the funding position of the Pool since the previous valuation.

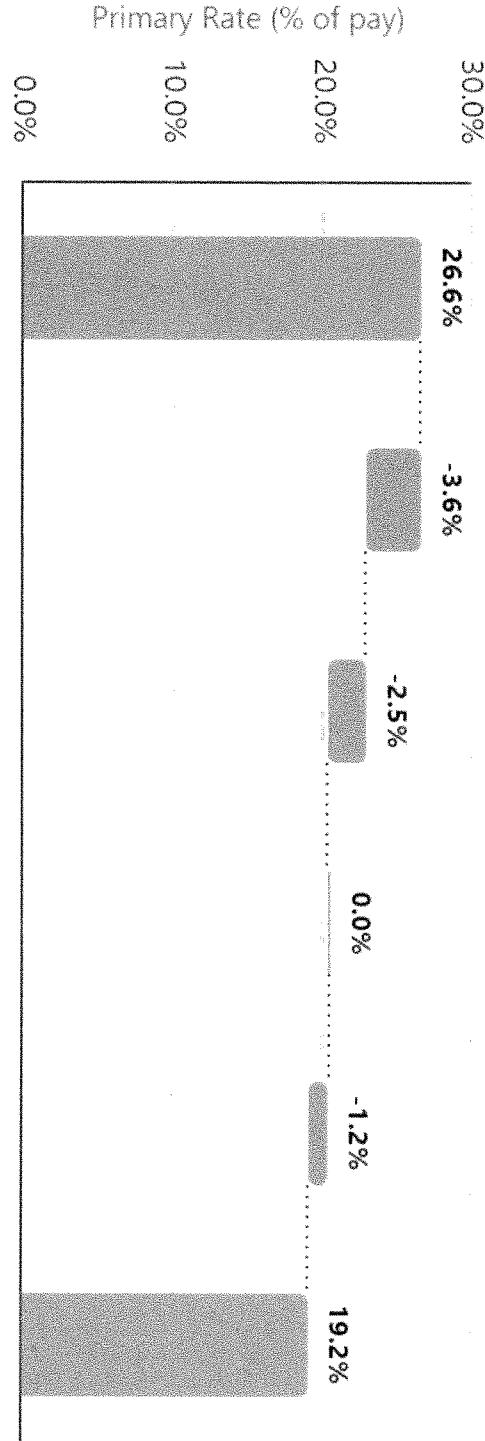
Surplus/(Deficit)	£3.00m
£2.00m	
£1.00m	
£0.83m	£0.83m
£0.15m	£0.15m
£0.98m	£0.98m
£0.02m	(£0.02m)
£0.15m	(£0.15m)
£1.63m	£1.63m
£0.00m	£0.00m

Surplus/(Deficit) at 31/03/2022
 Net interest
 Net market changes
 Contributions vs cost of accrual
 Member experience and misc.
 Changes in the assumptions
 Effect of transfers/pooling
 Change in Funding Approach
 Surplus/(Deficit) at 31/03/2025

More details of each change are in Appendix 3. The member experience and misc. category in the above table includes the effect of inflation experience between 2022 and 2025. This has resulted in a significant increase in liabilities (and reduction in funding level) for pools, given the pension increases were 1.01%, 6.7% and 1.7% p.a. for 2023, 2024 and 2025 respectively.

Primary rate reconciliation

The table below shows a breakdown of the change in the Pool's primary (i.e. future service) rate from the previous valuation. An explanation of each change is given in Appendix 3.



Next steps

The agreed contributions payable by the Pool will be set out in the Rates and Adjustments Certificate issued alongside the actuarial valuation report by 31 March 2026. The administering authority is happy to discuss the proposed rates with the Employer.

Employer agreement

Please confirm that you accept the contribution rates, as set out on page 3 of this report, by signing below:

Name: _____

Signature: _____

Appendix 1 Information and methods

Membership data

The membership data provided for the Pool is summarised below and this is what the results are based on. Checks have been applied to the data for reasonableness, but employers should let the Fund know if this does not look in line with their expectations of the existing membership profile. If there are any material changes to the data then the figures in this report may need to be reissued.

	31 March 2025			31 March 2024		
	Current Number	Salary/Pension	Average Age	Current Number	Salary/Pension	Average Age
Active	93	£2.28m	51.0	92	£1.74m	53.0
Deferred (inc. Undecided)	55	£0.14m	51.0	50	£0.09m	49.0
Pensioner and Dependant	101	£0.31m	70.0	81	£0.22m	69.0

Valuation of liabilities

Using the valuation assumptions shown below, we estimate the future cashflows which will be made to and from the Fund throughout the future lifetime of existing active members, deferred pensioner members, pensioners and their dependants. We use these to calculate the amount of money which if invested now, would be sufficient together with the assumed growth in the assets to make those payments in future. This amount is called the present value of members' benefits and separate calculations are made in respect of service up to the valuation date (past service), and for service after (future service).

We compare the value of existing assets with the value of past service benefits (allowing for future salary and pension increases). If there is an excess of assets over accrued liabilities then there is a surplus, otherwise, there is a deficit.

To calculate contribution rates we first calculate the value of future benefits. If an employer is open to new members, we will usually consider the value of benefits accruing in the first year. If an employer is closed to new members, then we will usually consider a longer term, for example, the value of benefits

accruing in the remaining working lifetime of the members. The value of these benefits is then expressed as a percentage of payroll over the same period, having first deducted the projected contributions to be paid by the members.

If there is a deficit, additional contributions are required to be paid by employers over an agreed period, either as a percentage of payroll, or as monetary amounts.

If there is a surplus, an adjustment may be made to the total contribution rate using a negative secondary rate. Any adjustment will be made as appropriate after consideration of any circumstances particular to the Pool.

More information on the valuation of liabilities and the rules around setting contribution rates is set out in the FSS.

McCloud

Regulations in respect of the McCloud and Sargeant judgments in respect of historical age discrimination came into force on 1 October 2023. Where available, we use the pay and service history included in the valuation data extracts to estimate the cost of the remedy. For relevant members, we compare the estimated value of the final salary benefits and CARE benefits accrued during the remedy period, using an assumption for future salary growth, to determine whether the final salary underpin is likely to apply.

Assets

Assets are calculated as a six-month smoothed market value straddling the valuation date. The purpose of smoothing the asset value is to help stabilise employer contributions and it means that contribution rates are not singularly dependent on the market value of assets and market conditions on one particular day.

Assets are not separately held for each employer. The Fund holds assets in respect of all of the employers in the Fund and each employer has a notional share of these assets. Each employer's own notional share is fully re-apportioned at the actuarial valuation by accumulating the assets from the previous valuation with respect to the Fund's investment return achieved over the period, and with allowance for cashflows paid in respect of employers and any other experience.

Appendix 2 Summary of the Fund results

Assumptions

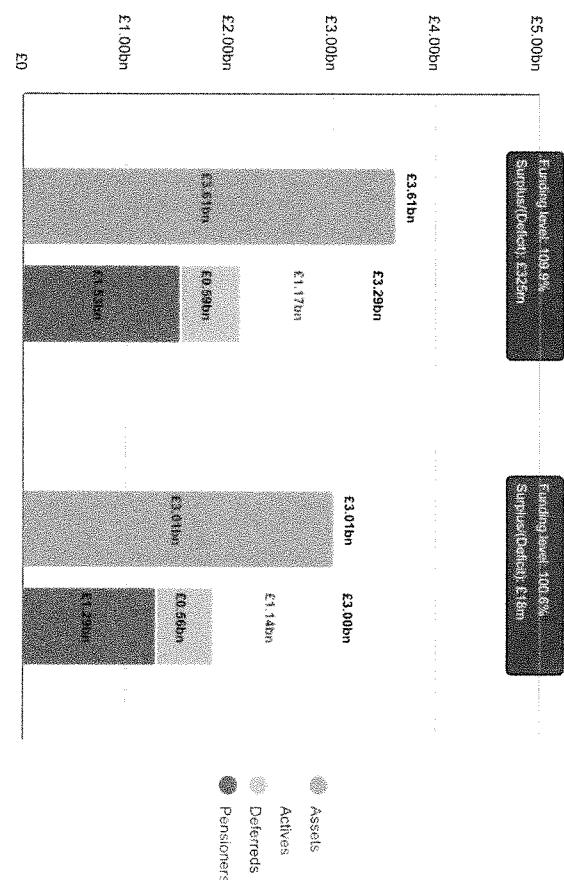
In summary, we have adopted the following key assumptions at 31 March 2025 (with comparison to those adopted at the previous funding valuation).

	31 March 2025	31 March 2022
Key assumptions		
Discount rate	4.7% p.a	4.0% p.a
CPI inflation	2.7% p.a	2.9% p.a
Salary increases	3.7% p.a	3.9% p.a
Post-retirement mortality		
Member table and multiplier (males)	Male / Female	Male / Female
Mortality table and multiplier (females)	105% of S4PMA for males	130% of S3PMA for males
Projection model	110% of S4PFA for females	120% of S3PFA for females
Long-term rate of improvement	CMI_2024	CMI_2021
Initial addition to improvements	1.5%	1.25%
Half-life overlay	0.0%	0.0%
	1 year	n/a

For more information on the derivation of the different assumptions in the table above, please see the draft Funding Strategy Statement which is available on request.

Past service funding position (whole Fund)

Using these assumptions, the chart below sets out the preliminary valuation results for the whole Fund as at 31 March 2025 (with comparison to the whole fund results at 31 March 2022):



Comments on Fund results

We have the following comments on the Fund results:

- Changes in market conditions and financial assumptions has increased the Fund surplus by approximately £541m
- Payment of secondary contributions has increased the Fund surplus by approximately £17m
- Higher investment return than assumed has increased the surplus by approximately £29m
- Higher inflation than assumed has decreased the surplus by approximately £250m
- Higher salary increases than assumed has decreased the surplus by approximately £31m
- Changes in demographic assumptions has decreased the Fund surplus by approximately £54m

The increase in Fund liability on the ongoing basis due to allowing for the ⁴McCloud ruling is £1m

⁴Version 1

Lincolnshire Pension Fund

Small Scheduled Bodies Results Schedule as at 31 March 2025 | 7 November 2025

Appendix 3 Explanation of reconciliation items

Funding level changes

Net market changes

This item affects both assets and liabilities. The contribution from the assets is the performance of the Fund compared to the assumption made at the previous valuation. The liabilities are valued based on market indicators and the assumptions automatically change over time (e.g. future expected inflation).

Contributions vs cost of accrual

This estimates the difference between contributions actually paid by employers and the cost of benefits built up by members over the last three years.

Member experience

This covers all member experience, including salary increases, members who have died compared to assumed etc. This item could be positive or negative for employers depending on experience.

Changes in assumptions

While the market-related part of the change in assumptions was covered in the Net market changes item, a number of other assumptions have updated. This includes changes to the financial assumptions, where we may have assumed different levels of asset returns in future compared to the previous valuation, and the mortality assumptions, where the tables and models used have been updated to reflect recent mortality experience.

Effect of transfers/pooling

This item reflects the impact of member transfers into or out of the employer's section of the Fund or if an employer's assets have been reallocated through a funding pooling process.

Change in funding approach

This item reflects any other changes in the employer's funding position (for example, if the employer's funding category has changed). More details for any particular employer are available on request.

Primary rate changes

Change in assumptions

As described in the Funding level changes section.

Change in market conditions

As described in the Funding level changes section under Net market changes.

Change in Employee rate

As the LGPS is a balance of cost scheme, members contribute at a certain rate of pensionable salary (depending on the salary band they fall within) and the employers pay the remainder of the calculated cost of benefits. This item measures the effect of the change in average member contribution rates on the employer's contribution rate (e.g. if the employer's employees average contribution rate reduced (as a percentage of pensionable salary), then all things equal, employers would have to contribute at a higher rate).

Other

This item reflects any other changes in the employer's primary rate. These could be in relation to changes in the membership structure, changes in funding policy, or pooling of future service costs. More details are available on request.

Supporting funds and employers across public service pension schemes

At Barnett Waddingham we help funds and employers understand their responsibilities within public sector pension arrangements. Whether you require accounting disclosures and support to engage with auditors on your pensions obligations or you are navigating regulatory change and workforce communications, we offer practical, expert-led support.

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For more information visit:

<http://www.barnett-waddingham.co.uk/public-sector-consulting>

or email us at:

publicsector@barnett-waddingham.co.uk



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The information in this report is based on our understanding of current taxation law, proposed legislation and HM Revenue & Customs practice, which may be subject to future variation.

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**MINUTES OF THE LOUTH TOWN COUNCIL PLANNING COMMITTEE
HELD IN THE OLD COURT ROOM, THE SESSIONS HOUSE, LOUTH
ON TUESDAY 9th DECEMBER 2025**

Chairman, Cllr. P. Starsmore (PS) (in the chair).

Present Councillors: Mrs. E. Ballard (Mrs. EB), J. Baskett (JB), J. Drake (JD), H. Filer (HF), D. Hobson (DH), G.E. Horton (GEH), Mrs. J. Makinson-Sanders (Mrs. JMS), Mrs. K. Parsons (Mrs. KP).

Councillors not present: Mrs. E. Ballard (Mrs. EB), M. Barnes (MB), D. Moore (DM), Mrs. P.F. Watson (Mrs. PFW), D.E. Wing (DEW).

Two members of the public, the Town Clerk, Mrs. L.M. Phillips and the Town Clerk's Assistant, Mrs. S. Chitauro-Adlard were also present.

Public Forum

- A lady addressed the Council regarding a planning application for her residence which was featured on the agenda for discussion, explaining the application in more detail.

A minute's silence was held for former Louth Town Council and East Lindsey District Council (ELDC) Councillor D. Stephenson who had recently passed away.

P68. Apologies for Absence

Apologies for absence were received from Cllrs. DM, Mrs. EB who would be late to the meeting and Mrs. PFW, who's reasons for absence were explained by the Town Clerk.

P69. Declarations of Interest / Dispensations

The following declarations of interest were made:

- a. Cllr. DH – Items 4 and 5 as a member of ELDC.
- b. Cllr. GEH – Items 4 and 5 as a member of ELDC.
- c. Cllr. Mrs. JMS – Items 4 and 5 as a member of ELDC.

P70. Minutes

It was proposed, seconded and **RESOLVED** that the notes of the Planning Committee Meeting held on 18th November 2025 be approved as the minutes, with an amendment reflecting that Cllr. DH left the room for discussion of Planning Application 4.

P71. Applications received by the Local Planning Authority

The Committee considered all planning applications received, including those listed in the schedule (PA/Schedule 12-09-25) and it was proposed, seconded and **RESOLVED** as follows:

- a. 03658/25/RVC – to object. This further change to the submitted plans is not aesthetically in keeping with the surrounding established residences. The whole road is bungalows. Concern was raised that bungalows are needed in Louth and outline applications are being passed/supported by residents because outline plans offer bungalows, but developers are changing the housing type and scale of the development in the later stages of planning, and this is not right. If plans are submitted and approved at the outline stage, rather than just permission to build on the area being sought, these plans should be adhered to more strictly.
- b. 03593/25/RVC – to object as it felt that the building design had changed from the initial application, from a 2-storey modern build with a flat roof to a single storey with a pitch roof. The Council considered this design to be superior to the original application. However, the retaining wall, already built (and currently in situ) is also part of this application and the materials used are completely inappropriate to the aesthetic of the area. Although the functionality of such a retainer is not opposed, a more suitable material brick face, in keeping with local surroundings, should have been used. The application cannot be split in two, therefore, the Council object on the grounds that the retainer wall which faces Church Street. This wall needs to be replaced with a more suitable brick type.
- c. 03734/25/RVC – to object on the grounds that what is proposed does not look like a garage.

- d. To support all other applications.

P72. Planning Correspondence

The Committee noted the following planning correspondence:

- a. **ELDC Planning Decisions**
 - i. ELDC approved – 03335/25/FUL – Planning Permission – 2 Jubilee Crescent, LN11 0AJ – LTC supported 21/10/25.
 - ii. ELDC approved – 03418/25/FUL – Planning Permission – Microclean, Lincoln Way, LN11 0LS – LTC supported 18/11/25.
- b. **Temporary Traffic Restrictions**
 - i. **Organisation Responsible for Restriction: Organisation Responsible for Restriction:** Lincolnshire County Council

Reason for Restriction: All events and markets 2026. Restrictions in various locations (listed below) will only be implemented for specific events/markets as and when required during the year.

Nature and Location of Restriction: Road Closure Order – B1200 Lincoln Road (between A16 roundabout and St. Mary's Lane); B1520 Bridge Street/Upgate (between B1521 St. Mary's Lane and B1200 Newmarket); B1520 Upgate (between Newmarket and London Road); B1520 London Road (between Upgate and A16 Louth Bypass); Aswell Street; Breakneck Lane, Burnt Hill Lane; Butcher Lane; Church Street; Cormarket; Crowtree Lane; Eastgate; Edward Street; George Street; Gospelgate; Irish Hill; Kidgate; Linden Walk; Market Place; Market Place Car Park; Mercer Row; Ramsgate; Schoolhouse Lane; Shambles; Tennyson Road; The Paddock; Upgate; Queen Street; Westgate. No Waiting and No Loading at Any Time Order – A157 (between A16 roundabout and a point 200m west); A16 (between B1200 roundabout and a point 1200m north); A16 (between B1200 roundabout and a point 200m south); A16/B1200 (entire roundabout); B1200 (between A16 roundabout and St. Mary's Lane); B1200 Elkington Road; Crowtree Lane; Eastgate; Irish Hill; Market Place; Mercer Row; Queen Street; The Paddock. No Right Turn Order – From A16 Louth Bypass into the event field 250m north of B1200 Roundabout; From B1520 Upgate onto Mercer Row; From Hill Terrace onto Linden Walk; From Julian Bower onto B1520 London Road; From Kidgate onto Upgate; From Linden Walk onto Newmarket; From Meridian View onto B1520 London Road; From Newmarket onto Tennyson Road; From Quarrystone onto B1520 London Road; From Queen Street onto Market Place; From Tennyson Road onto Linden Walk. No Left Turn Order – From B1520 Upgate onto Mercer Row; From Newmarket onto Tennyson Road; From Primrose Hollow onto B1520 London Road; From Quarry Road onto Linden Walk. 40mph Speed Limit Order – A16 Louth Bypass (between A157 roundabout and B1520 roundabout). 30mph Speed Limit Order – B1520 London Road (between permanent 30mph terminal point and a point 400m south of Louth Cricket Club entrance); A16 Louth Bypass (between A157 roundabout and B1520 roundabout).

Period of Restriction: 01/01/26 – 31/12/26 (restrictions to be implemented for various nights and/or days as and when required during this period. Signage will be displayed on site in advance).
 - ii. **Organisation Responsible for Restriction:** Cadent Gas Ltd

Reason for Restriction: Gas mains replacement.

Nature and Location of Restriction: Road Closure Order – Keddington Road (between Brackenborough Road and a point 60m east).

Period of Restriction: 09/12/25 – 24/12/25 (restrictions to be implemented for 15 days as and when required during this period. Signage will be displayed on site in advance).
 - iii. **Organisation Responsible for Restriction:** Anglian Water

Reason for Restriction: Emergency – repair leak.

Nature and Location of Restriction: Emergency Road Closure Order – Nichol Hill (between Chequergate and a point 40m south).

Period of Restriction: 19/11/25 – 25/11/25 (restrictions to be implemented for 7 days as and when required during this period. Signage will be displayed on site in advance).
 - iv. **Organisation Responsible for Restriction:** Anglian Water

Reason for Restriction: Water mains repairs.

Nature and location of restriction: Road Closure Order – Stewton Lane (between 710m and 760m southeast of Wood Lane).

Period of Restriction: 12/01/26 – 14/01/26 (restrictions to be implemented for 3 days as and when required during this period. Signage will be displayed on site in advance).

c. **The Wheatsheaf Inn, Westgate, Louth – 2025 (105.35) Tree Preservation Order**

ELDC has decided NOT to confirm the above. It is therefore no longer in force and the protection it afforded the tree(s) listed within the Order has been lifted. Please note that this tree is situated within the Louth Conservation Area and is subject to statutory protection under the relevant conservation area legislation.

d. **Appeals**

i. **00396/25/FUL – Location:** 94 Mount Pleasant, LN11 9DJ. **Nature of Appeal:** An appeal was submitted to the Planning Inspectorate against a refusal for planning permission sought for an extension to the living room beneath a canopy across the frontage of the aforementioned property. The extension was the same depth as the existing porch and would have extended to the shared boundary with No. 96. Permission was refused on the grounds of harm to the character and appearance of the area. **Outcome:** The appeal has been dismissed.

P73. Next Meeting

It was noted that the next scheduled Planning Committee meeting would take place on 20th January 2026.

The Meeting Closed at 7.22pm.

Signed _____ (Chairman) Dated _____

Our Ref	Author-ity	Application No	Type	Applicant	Proposal	Location / Ward	Conserva-tion Area?	Previous LTC Comments	Planning Working Group Comments	Expiry Date for LTC Comments
1	ELDC	03734/25/FUL	Planning Permission	Mr. C. Hughes	Erection of a garage and alterations to existing wall. Amendment - new application form received and amended the address of the development.	114 Kidgate, Louth, LN11 9BX - Priory Ward	Yes	Louth Town Council objected this application on 9th December 2025 on the grounds that what is proposed does not look like a garage.	Object and as very little has changed on the application, reiterate previous reasons.	21/01/2026
2	ELDC	03637/25/FUL	Planning Permission	W. Beaumont	Replacement of existing windows and doors of existing dwelling.	4 Crown Mills, Ramsgate Road, Louth, LN11 0NJ - St. James' Ward	Yes	New	Support.	21/01/2026
3	ELDC	03724/25/OUT	Outline Erection	Lindum Group Ltd and Messrs A&W Laughton	Outline erection of up to 335no. dwellings and demolition of existing agricultural buildings (with means of access to be considered)	Land at Southfield Farm, Legbourne Road, Louth - St. Mary's Ward	No	New	Deter to Committee.	21/01/2026
4	ELDC	03777/25/OUT	Outline Erection	Mrs. A. Allen	Outline erection of 1no. dwelling and creation of vehicular access.	52 St. Mary's Lane, Louth, LN11 0DT - St. Mary's Ward	No	New	Support.	21/01/2026
5	ELDC	03795/25/FUL	Planning Permission	Mr. G. Bonner	Extension to existing dwelling to provide additional living accommodation.	The Glass Gables, Stewton Lane, Louth, LN11 8SB - St. Michael's Ward	No	New	Support.	21/01/2026
6	ELDC	03810/25/FUL	Planning Permission	Mr. J. Urny	Erection of 1no. dwelling, attached car port and workshop, and the construction of vehicular access.	Land adjacent to 38 Stewton Lane, Louth, LN11 8SB - St. Michael's Ward	No	New	Support but highlight following concerns/conditions: 1) The workshop element of the plan be limited to private use only and should not be for commercial use. 2) Express concern for flood risk in the area, a larger concern for Stewton Lane. 3) Limit large vehicle access.	29/01/2026

PLANNING COMMITTEE 20th JANUARY 2026
PLANNING CORRESPONDENCE TO NOTE

1. **ELDC Planning Decisions**
 - a. ELDC approved – 03412/25/FUL – Planning Permission – 3 Brackenborough Road, LN11 0AD – LTC supported 18/11/25.
 - b. ELDC approved – 03548/25/FUL – Planning Permission – 25 Horncastle Road, LN11 9LB – LTC supported 18/11/25.
 - c. ELDC approved – 03178/25/FUL – Planning Permission – Land at Ouroboros, 114 Horncastle Road – LTC objected 30/09/25.
 - d. ELDC refused – 03387/25/FUL – Planning Permission – 1 Newmarket, LN11 9HH – LTC remained neutral 18/11/25.
 - e. ELDC refused – 03453/25/FUL – Planning Permission – 78 Monks Dyke Road, LN11 8DX – LTC objected 18/11/25.
2. **Temporary Traffic Restrictions**
 - a. **Organisation Responsible for Restriction:** Cadent Gas Ltd
Reason for Restriction: Gas mains replacement.
Nature and Location of Restriction: Road Closure Order – Keddington Road (between Brackenborough Road and a point 60m east).
Period of Restriction: 09/12/25 – 23/01/26 (restrictions to be implemented for 45 days as and when required during this period. Signage will be displayed on site in advance).
 - b. **Organisation Responsible for Restriction:** Anglian Water
Reason for Restriction: Emergency – burst main.
Nature and Location of Restriction: Emergency Road Closure Order – Upgate (between 30m and 70m north of Meridian View)
Period of Restriction: 15/12/25 – 17/12/25 (restrictions to be implemented for 3 days as and when required during this period. Signage will be displayed on site in advance).
 - c. **Organisation Responsible for Restriction:** Anglian Water
Reason for Restriction: Emergency – repair leak.
Nature and Location of Restriction: Emergency Road Closure Order – High Holme Road (between property numbers 164 and 172).
Period of Restriction: 15/12/25 – 19/12/25 (restrictions to be implemented for 5 days as and when required during this period. Signage will be displayed on site in advance).
 - d. **Organisation Responsible for Restriction:** OCU Group.
Reason for Restriction: New electrical connection.
Nature and Location of Restriction: Emergency Road Closure Order – Lindsey Way (between Hawker Drive and a point 15m west).
Period of Restriction: 09/02/26 – 17/02/26 (restrictions to be implemented for 7 days as and when required during this period. Signage will be displayed on site in advance).
 - e. **Organisation Responsible for Restriction:** Cadent Gas Ltd.
Reason for Restriction: Gas mains replacement.
Nature and Location of Restriction: Road Closure Order – Eastfield Road (between fire/police station entrance and Park Avenue).
Period of Restriction: 02/02/25 – 16/02/25 (restrictions to be implemented for 7 days as and when required during this period. Signage will be displayed on site in advance).
 - f. **Organisation Responsible for Restriction:** Anglian Water
Reason for Restriction: Emergency – repair leak.
Nature and Location of Restriction: Emergency Road Closure Order – Cinder Lane (between 50m & 90m north of B1200)
Period of Restriction: 15/01/26 – 16/01/26, 19:00 to 06:00 (restrictions to be implemented for 2 days as and when required during this period. Signage will be displayed on site in advance).
 - g. **Organisation Responsible for Restriction:** Anglian Water
Reason for Restriction: Water main repairs.
Nature and Location of Restriction: Road Closure Order – Love Lane (between B1200 and a point 40m south).
Period of Restriction: 20/02/26 – 05/03/26 (restrictions to be implemented for 15 days as and when required during this period. Signage will be displayed on site in advance).

- h. **Organisation Responsible for Restriction:** Lincolnshire County Council
 - Reason for Restriction:** Reflective bollard installations.
 - Nature and Location of Restriction:** Road Closure Order – Stewton Lane (between 1000m to 1075m east of Wood Lane).
 - Period of Restriction:** 20/02/26 – 20/02/26 (restrictions to be implemented for 1 day as and when required during this period. Signage will be displayed on site in advance).
- i. **Organisation Responsible for Restriction:** Lincolnshire County Council
 - Reason for Restriction:** Streetlight replacement.
 - Nature and Location of Restriction:** No Waiting and No Loading at Any Time Order – Church Street (between property numbers 33 and 45).
 - Period of Restriction:** 22/02/26 – 22/02/26, 08:00 to 18:00 (restrictions to be implemented for 1 day as and when required during this period. Signage will be displayed on site in advance).
- j. **Organisation Responsible for Restriction:** Cadent Gas
 - Reason for Restriction:** Emergency – gas mains replacement.
 - Nature and Location of Restriction:** Emergency Road Closure Order – Lime Grove (between property number 1 and Keddington Road).
 - Period of Restriction:** 09/01/26 – 23/01/26 (restrictions to be implemented for 15 days as and when required during this period. Signage will be displayed on site in advance).
- k. **Organisation Responsible for Restriction:** Anglian Water
 - Reason for Restriction:** Emergency – repair leak.
 - Nature and Location of Restriction:** Emergency Road Closure Order – Eastgate (between Northgate and a point 40m east).
 - Period of Restriction:** 15/01/26 – 16/01/26, 22:00 to 06:00 (restrictions to be implemented for 2 days as and when required during this period. Signage will be displayed on site in advance).
- l. **Organisation Responsible for Restriction:** Anglian Water
 - Reason for Restriction:** Emergency – burst water main.
 - Nature and Location of Restriction:** Emergency Road Closure Order – High Holme Road (between 140m and 190m southwester of Mill Lane).
 - Period of Restriction:** 10/01/26 – 16/01/26 (restrictions to be implemented for 7 days as and when required during this period. Signage will be displayed on site in advance).
- m. **Organisation Responsible for Restriction:** Lincolnshire County Council
 - Reason for Restriction:** Emergency – tree removal.
 - Nature and Location of Restriction:** Emergency Public Right of Way Closure Order – Louth PROW 1/1 (between Tilting Weir and Public Footpath 534).
 - Period of Restriction:** 19/01/26 – 21/01/26, 09:00 to 15:30 (restrictions to be implemented for 3 days as and when required during this period. Signage will be displayed on site in advance).

3. **Enforcement**

- a. **Location:** 21 Upgate, Louth, LN11 9ER. **Nature of Investigation:** Untidy building. A Section 215 Notice, which is used to require untidy land and/or buildings to be tidied, has been served on all parties who hold a legal interest in the aforementioned site. A minimum of 28 days must be given for the notice to take effect from 12th January 2026. The time period for compliance with the requirements must also be a minimum of 28 days, however, due to the extent of the works requested, the compliance date is 12th June 2026. Parties hold the right to appeal but if an appeal is not made an agent will visit the site to check whether the notice has been complied with, and, if so, the matter will be closed. If not, the matter will be taken to the Magistrates Court.