

# Louth Town Council

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

01507 355895

[clerk@louthtowncouncil.gov.uk](mailto: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 Governance and Finance Committee which will be held on Tuesday 22<sup>nd</sup> February 2022 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.

**Please note, 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.**

Any public, wishing to speak on an agenda item or 'sit in' on the meeting(s) please contact the Town Clerk, by emailing [clerk@louthtowncouncil.gov.uk](mailto:clerk@louthtowncouncil.gov.uk) in advance to discuss attendance arrangements. If possible, please provide written representation 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.

From 7pm 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 17<sup>th</sup> February 2022

## Safety Precautions due to COVID-19:

Louth Town Council continue to take precautionary measures to uphold its legal responsibility to protect its officers, elected members and others from risk to their health and safety. As a minimum these will include • socially distanced seating, • no tables and asking that attendees: • please do not touch items other than their own, • please bring their own pen and paper, • please take their own items/rubbish home with them, • please bring their own drink, • please do not come to the meeting if they have any symptoms or have been in contact with someone who is sick. • please inform the Town Clerk as far in advance of the meeting as possible if you will not be able to attend. • please note that the rules of debate as prescribed within Standing Orders will be adhered to. If Cllrs. wish to speak during the meeting, they will need to raise their hand, the Chairman will note this and will call upon people in the order he has noted. When asked to speak, Cllrs. should stand and speak loudly or make their way to the microphone. • Please note hand sanitising and the use of masks are also still encouraged.

## AGENDA

### ROBED TOWN COUNCIL

**(Chairman: Cllr. D. Hobson, Vice Chairman: Cllr. J. Baskett, Membership: All Cllrs.)**

1. **Apologies for Absence**  
To receive and note apologies where valid reasons for absence have been given to the Town Clerk at least one hour prior to the meeting.
2. **Declaration 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. **Council Minutes**  
To approve as a correct record the notes of the Council Meeting held on 11<sup>th</sup> January 2022.

**4. Committee Minutes**

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

- a. Planning – 7<sup>th</sup> December 2021
- b. Planning – 11<sup>th</sup> January 2022
- c. Community Resources – 28<sup>th</sup> September 2021
- d. Personnel – 9<sup>th</sup> November 2021

**5. Brown's Panorama**

Council to consider approving the two attached requests.

**6. Defibrillator**

Council to consider a request from AED Donate to take over guardianship of a defibrillator located on the side of The Woolpack Inn. This defibrillator was installed on 21<sup>st</sup> September 2017. As guardian, the Council would be expected to undertake a weekly check of the defibrillator to ensure that it is in situ and is 'rescue ready'. If it is not in situ the Council will need to contact AED Donate who will assist. If the checks indicate that it is not 'rescue ready' the Council will need to purchase and install replacement parts/mend the lock or storage cabinet, clean the exterior of the cabinet. Every two years the Council will also need to replace the pads, current cost £155.78 and it may need to provide/pay for electricity/batteries, as required.

**7. Citizens Advice Lindsey**

Council to note that it approved an amount of £1,000 in the 2021/22 budget for release to the above, as per the Council's powers. An update on how the organisation is faring, to support the release of monies is attached. Council to approve the release of funds.

**8. Payment for Trinity Allotments 2021/22**

Council to resolve to send payment of £790.31 in respect of the annual rent of the Trinity Allotments, calculation based on the 2021 payment plus 3.6% RPI for 2021.

**9. Deputy Mayor Elect 2022/23**

Committee to receive nominations and resolve upon a recommendation for Deputy Mayor Elect for 2022/23. Committee to note that:

- a. The current Deputy Mayor, Councillor J. Baskett is in line to ascend to the position of Mayor in 2022/23.
- b. Councillors putting themselves forward for the position of Deputy Mayor Elect for 2022/23, please ensure, in advance, that you have a seconder;
- c. For those proposing other Councillors please ensure, in advance, that the nominee wishes to stand and a seconder is in place.
- d. Both the Mayor (Chairman) Elect and Deputy Mayor (Vice Chairman) Elect for 2022/23 will be subject to formal election at the Annual Town Council meeting on the 17<sup>th</sup> May 2022.

**10. Queen's Platinum Jubilee – Beacon Lighting**

Council to approve plans for the above so that arrangements can progress.

**11. Metal Gate on Footpath between Horncastle Road and Crowtree Lane**

Cllr. Mrs. JMS to report on the above. Council to consider the way forward.

**12. Next Meeting**

Committee to note that the next scheduled meeting of the Governance and Finance Committee will be held on 22<sup>nd</sup> March 2022.

**GOVERNANCE AND FINANCE COMMITTEE****(Chairman: Cllr. Mrs. E. Ballard, Vice Chairman: Cllr. Mrs. J. Simmons, Membership: All Cllrs)****1. Apologies for Absence**

To receive and note apologies where valid reasons for absence have been given to the Town Clerk at least one hour prior to the meeting.

**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 Governance and Finance Committee meeting held on 7<sup>th</sup> December 2021.

**4. Finance**

Committee to note/approve/authorise the following:

**a. Receipts and Payments – Cashbooks 1 and 2 – Months 7 - 9****i. Month 7**

1.	Cash Book 1	Receipts	£2,504.29	Payments	£18,368.00
2.	Cash Book 2	Receipts	£150.00	Payments	£197.07

**ii. Month 8**

1.	Cash Book 1	Receipts	£4,100.32	Payments	£19,969.33
2.	Cash Book 2	Receipts	£250.00	Payments	£232.91

**iii. Month 9**

1.	Cash Book 1	Receipts	£3,550.37	Payments	£7,438.32
2.	Cash Book 2	Receipts	£150.00	Payments	£309.13

**b. Detailed Income and Expenditure Report (Budget Variance Report) as at Month 9 to 31<sup>st</sup> December 2021.****c. Earmarked Reserves Report as at 31<sup>st</sup> December 2021.****d. Balance Sheet to 31<sup>st</sup> December 2021 and Cash Book 1 and 2 Bank Reconciliations which reconcile to account statements showing balances as follows:**

- i. Lloyds Treasurers Account (balance on statement 61) – £421,237.03
- ii. Petty Cash (balance as at 31<sup>st</sup> December 2021) – £22.50
- iii. Lloyds Deposit Account (balance last obtained 25<sup>th</sup> May 2021) – £166,650.51
- iv. National Savings and Investment Account (balance on statement 9) – £111,323.47

**5. Insurance**

Committee to receive an update, if one is available and note possible ramifications on future costs/budget.

**6. Next Meeting**

Committee to note that the next scheduled meeting of the Governance and Finance Committee will be held on 22<sup>nd</sup> March 2022.

01-11-22 TC MINS

**MINUTES OF THE MEETING OF LOUTH TOWN COUNCIL  
HELD IN THE OLD COURT ROOM, THE SESSIONS HOUSE, LOUTH  
ON TUESDAY 11<sup>TH</sup> JANUARY 2022**

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

**Councillors:** Mrs. E. Ballard (EB), J. Baskett (JB), M. Bellwood (MB), L. Cooney (LMC), S. Crew (SC), D. Ford (DF), D.J.E. Hall (DJEH), A. Leonard (AL), Mrs. S.E. Locking (SEL), Mrs. J. Makinson-Sanders (JMS), J. Simmons (JS) and Mrs. P.F. Watson (PFW).

**Councillors not present:** H. Filer (HF), J. Garrett (JG), G. Horton (GEH), K. Norman (KN), F.W.P. Treanor (FWPT) and D.E. Wing (DEW).

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

**Public Forum**

A resident addressed the Town Council regarding his concerns about the planning application (Planning agenda) for the Louth Golf Club. The resident reported that the local residents were never kept informed of any plans that may affect them as neighbours and detailed some of the issues that they had including: the increasing extra use of Little Crowtree Lane by Golf Club traffic, (an unadopted road); the safety of people reversing out of this lane into the busy Crowtree Lane; the close proximity of the driving range to the residential properties and issues that both they and neighbours had experienced golf balls being hit into their residential boundaries. Cllr. Mrs. PFW thought that the issues regarding increased use of the unadopted road could be a civil matter. Cllr. SC confirmed she had checked and the Club did have the right of access to the lane. The resident reported that though the lane should be used by a limited number of vehicles, in reality, many cars used it to access the driving range area.

**T85. Apologies for Absence**

Apologies were received from Cllrs: HF, JG, GEH, KN, FWPT and DEW.

**T86. Declarations of Interest / Dispensations**

Cllr. Mrs EB – Agenda item 6 as a warden and Chair of KEVIASEC.

Cllr. Mrs. JMS – Agenda item 5 as a member of ELDC and 6 as a member of the academy.

Cllr. DJEH – Agenda item 5 as a member of ELDC.

Cllr. AL – Agenda item 5 as a member of ELDC.

**T87. Council Minutes**

It was **RESOLVED** to approve as a correct record, the notes of the Council Meeting held on the 7<sup>th</sup> December 2021 and 17<sup>th</sup> December 2021.

**T88. Committee Minutes**

It was **RESOLVED** to adopt the resolutions contained within the following Committee Meetings:  
Planning – 9/11/21 and Governance & Finance – 9/11/21.

**T89. Increase in Green Waste Bin Collection Fee**

Following lengthy discussion, it was **RESOLVED** that the Clerk would write to ELDC to register the Town Council's objections to the increase in Green Waste Bin Collection costs for 2022/23, and that they considered that this would lead further to an increase in fly-tipping. NB: Cllr. Mrs. JMS voted against this resolution.

**T90. KEVIGS – Member of the Academy**

Councillors discussed at length whether the Council should accept the invitation that the Mayor of Louth should become a Member of the Academy. Councillors were concerned that this would be a constitutional change and **RESOLVED** to vote against the proposition. NB: Cllr. Mrs. JMS and DF abstained from the vote.

**T91. Cancellation of the Hunts 8 Bus Service**

Further to the above (details circulated by email), Councillors discussed the issues with current public transport levels in the town, and it was **RESOLVED** that the Town Clerk should write to the two Ward Lincolnshire County Councillors and request that they liaise with LCC to ascertain if any government funding has been forthcoming from the Department of Transport, and if so, detail where this has been spent. If funding has not been forthcoming urge LCC to request this as a matter of urgency and ask for feedback from the recent Local Transport consultation. Further, the Town Clerk to write to the local MP, registering the Council's concern and ask that she contact the Department of Transport to request government funding for public transport services be given to LCC post-haste and/or ascertain details of where funding has already been used to benefit Louth.

**T92. Next Meeting**

The Council noted that the date of the next scheduled Town Council meeting would be 22<sup>nd</sup> February 2022.

The Meeting Closed at 8:20 pm.

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

Dated \_\_\_\_\_

UNAPPROVED

## Louth Town Council - Clerk

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**From:** [REDACTED]  
**Sent:** 03 February 2022 13:29  
**To:** clerk@louthtowncouncil.gov.uk  
**Subject:** Louth Panorama

Hi Linda,

I was given your contact details by Andrew Leonard re: seeking the town council's blessing regarding duplicating the Louth Panorama for a wall in my house on Westgate (replicating what Andrew has done in the Mansion House).

Please advise if this is possible and if so, what are the required steps/fees etc?

many thanks

[REDACTED]

**Louth Town Council - Clerk**

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**From:** Cllr. Sue Locking <slocking@louthtowncouncil.gov.uk>  
**Sent:** 10 February 2022 20:42  
**To:** Clerk  
**Subject:** Browns Panorama Bookmark images

Hi, Lyn,

As discussed, I would like to reproduce selected parts\* of the Brown's Panorama on Magnetic Bookmarks with Tassels. These will be professionally produced, and encapsulated in a biodegradable sleeve. I would also like to include some information about the Panorama on the bookmarks which will make them more interesting.

These will be for sale, and a donation will be made to various local charities for each one sold, including Louth Museum.

I will also be asking the Museum to sell them, so visitors to the town can take away a little information about our marvellous artworks.

I should be grateful if you could include this on the next available agenda, and I can bring some sample bookmarks which I have made using my own artwork so that fellow Councillors can inspect the quality.

\* for example, the Royal Mail Coach, the children bowling, the Town crier, etc.

Thanks.

Regards

Sue

## Citizens Advice Lindsey: Report for Louth Town Council, February 2022

Date: 16<sup>th</sup> Feb 2022

Report: To Louth Town Council

Report drafted by: Jenny Barnett, CEO

Accompany reports: M3c East Lindsey, Q1-Q3, 2021/22 (April 21-Dec 2021) Ward Dashboard

M3e East Lindsey Q1-Q3, 2021/22 (April 21- Dec 2021) Constituency Dashboard

### Citizens Advice Lindsey Services

We deliver services by telephone, webchat and Face2Face appointments to all residents across East & West Lindsey including those in Louth and surrounds. We have skilled supervisors, advisers and caseworkers on the phones every day and also located at our Louth Offices for Face2Face appointments. Staff are skilled to provide excellent quality telephone and webchat advice on complex issues such as but not limited to generalist advice, debt, benefits including Personal Independence Payment, Employment Support Allowance, Housing, Universal Credit and are able to talk clients through complex matters. Meaning telephone advice provides little or no barriers for many clients.

### Funding

We receive core funding from East Lindsey District Council, although there has been no increase in more than a decade but we are very appreciative of the support they offer and we maintain a good working relationship with them. This contributes to delivering a service in Louth. We also receive funding from Lincolnshire County Council which contributes towards our Advice Line telephone services. Our funding from West Lindsey District Council supports West Lindsey residents. Other funders are detailed below and services are available (unless otherwise detailed) to Louth residents. Costs are associated with staffing, approx. 80% of our overall budget is associated with staff costs and we of course continue to have premises costs including our Louth office.

The attached 'Dashboard' reports evidences the demand for our services across East Lindsey including Louth wards and in the Louth & Horncastle Constituency. The reports excludes simple client queries (where we might refer clients), anonymous clients and clients with an invalid post code.

Our services are available for the residents and communities at Louth as detailed below, 'Advice opening times and contact details and nature of the advice available' and further information under 'Information about services provided to residents and communities across East & West Lindsey'.

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### **Advice opening times and contact details and nature of the advice available**

For help and advice we offer:

**Adviceline: 0808 278 7904 - Mon-Fri, 9 am-5pm Free phone**

--- Provides a first point of contact for clients for information and guidance on a wide range of matters. For more in-depth advice (e.g. debt, welfare benefits and housing) advice staff will book an appointment with the relevant caseworker.

**Help to Claim (Universal Credit support): 0800 144 8 444 - Mon-Fri, 8am-6pm Freephone**

--- We can support clients to make a new claim for Universal Credit, from opening their account to receiving your first full payment.



Consumer service: **0808 223 1133** - Mon-Fri, 9am-5pm **Freephone**

--- We can help clients with advice on issues with goods and services they've bought, reporting problems to Trading Standards on their behalf.

We can help clients to get advice with online scams: **0808 250 5050** - Mon-Fri, 9am-5pm **Freephone**

We offer a Polish helpline: **03444 847 6128**

Webchat: <https://www.citizensadvice.org.uk> Mon-Fri, 10am-4pm

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## **Information about services provided to residents and communities across East & West Lindsey including residents and communities in Louth.**

### Advice Line

We provide a telephone service through Advice Line, administered by Citizens Advice centrally. Advice Line is made up of groups of local Citizens Advice working together to provide a telephone advice service over a defined geographic area. Delivering quality telephone services is a priority given the rural nature of our districts.

### Generalist Advice Services

From the initial assessment on Advice Line, clients will be offered where appropriate a generalist appointment or an appointment with a caseworker on one of our projects detailed below.

### Financial First Aid

Funded by East Lindsey District Council, the project focuses on helping clients maximise their income by claiming the welfare benefits to which they are entitled. It helps clients with their Universal Credit claim and to manage their day to day living costs. Clients are advised on fuel poverty and helped with switching providers and offered support to manage finances better, e.g.; budgeting; setting up a bank account; managing benefits; paying off debts. The project supports clients with their day to day financial situation as part of a Covid 19 recovery package.

### Homelessness Prevention Project

Our homeless prevention project, funded by East Lindsey District Council, offers valuable support to vulnerable clients and those threatened with homelessness in East Lindsey. It supports clients with their housing issues, including preventing homelessness and assisting those that are homeless to access accommodation.

### Coastal Advice

Our Coastal Advice project supports local residents in Skegness and Mablethorpe as the project requirement is to deliver along defined coastal areas. Our caseworker will offer detailed welfare benefits advice and/or casework support with a focus on vulnerable and disabled clients.

### Advice in Mablethorpe and Sutton on Sea

Funded by Lincolnshire Community Foundation (for Coastal Community Challenge), the project focuses on helping clients maximise their income by claiming the welfare benefits to which they are entitled. It helps clients with their Universal Credit claim and to manage their day to day living costs. Clients are advised on fuel poverty and helped with switching providers and offered support to manage finances better, e.g.; budgeting; setting up a bank account; managing benefits; paying off debts.

### Money Advice Service Project

Funded by East Midlands Money Advice and delivered across the Lindsey area, the project aims to deliver face to face and telephone debt advice and casework to socially excluded, hard to reach,

vulnerable adults. Referrals are taken from the generalist service as well as key partners in the community. The casework can be extremely complex and can include bankruptcy, debt relief orders and dealing with bailiffs. The caseworkers advise and support clients with complex debt issues including priority and non-priority debt.

#### Consumer Service

Our Consumer Service, funded by National Citizens Advice through the Department for Business, Energy & Industrial Strategy, provides practical and impartial advice on how to resolve a consumer problem around goods and services advising about which law applies to the situation and passes relevant information onto Trading Standards.

#### Universal Credit Help to Claim Service

Our Universal Credit Help to Claim Service, funded by National Citizens Advice through DWP, is a telephone and webchat service and supports people making a new claim for Universal Credit, from opening their account to receiving their first full payment.

#### Help through Hardship Project

Our Help through Hardship Project, funded by National Citizens Advice, provides help for people who cannot afford food and helps them get an e-voucher for a local food parcel. It also provides information and advice on the issues that are causing financial hardship in order to help move the client forward.

#### Research and Campaigns

Our work on Research and Campaigns means we advocate on our clients' behalf. Citizens Advice has a closer understanding of the problems that people experience than any other organisation. Our local Citizens Advice know which policies are working and spot emerging problems early and this gives us insight into wider social and economic trends.

#### Equality

We monitor our delivery, projects, policies and programmes to make sure they do not discriminate against people with protected characteristics and, where possible, improve or advance equality. Our aim is to ensure we put inclusivity and accessibility at the forefront of our service.

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Citizens Advice Lindsey is a registered charity and a company limited by guarantee.

Charity number 1099145.

Company number 4740511 England and Wales.

Citizens Advice Lindsey holds the Advice Quality Standard, meeting the requirements of the Advice Service Alliance Standard for advice, casework in welfare benefits and debt and telephone services.

We are accredited by the Money and Pension Service and authorised and regulated by the Financial Conduct Authority - FRN: 617595. This means we are authorised to support clients with 'Breathing Space'. The Debt Respite Scheme (Breathing Space Moratorium and Mental Health Crisis Moratorium) (England and Wales) Regulations 2020. Breathing Space will give someone in problem debt the right to legal protections from their creditors. Breathing Space can only be started by debt advice providers who are authorised by the Financial Conduct Authority (FCA) to offer debt counselling, or a local authority where they provide debt advice to residents.

We hold full insurance through Allianz Insurance and ADS via National Citizens Advice. This includes but is not limited to:

Public liability, £10,000,000

Business interruption insurance, £50,000



# Ward Dashboard

More than one ward

### In this Ward we helped

Clients	2,396
Issues all	10,456

### Top Issues

Benefits & tax credits	2,399
Benefits Universal Credit	1,786
Debt	1,727
Financial services & capability	1,158
Housing	869

### Top 5 benefit issues

21 Personal independence payment	931
01 Initial claim	847
99 Other benefits issues	305
19 Employment Support Allowance	216
03 Housing element	194

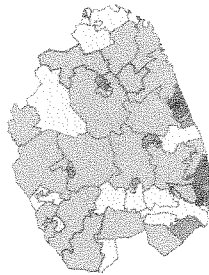
### Top 5 debt issues

49 Debt Relief Order	295
04 Fuel debts	231
99 Other Debt	183
09 Council tax arrears	174
13 Credit, store & charge card debts	112

### Homelessness

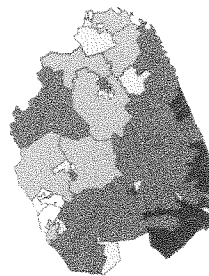
03 Threatened homelessness	100
02 Actual homelessness	46

### Clients seen



© 2022 Mapbox © OpenStreetMap

### Index of multiple deprivation



© 2022 Mapbox © OpenStreetMap

The darker colours on the IMD map show higher levels of deprivation

### Gender



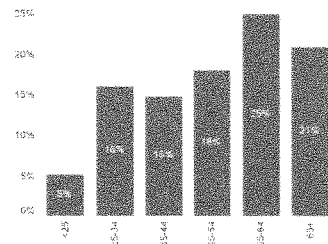
### Ethnicity



### Disabled or Long term health



### Age group



# Constituency Dashboard

## Louth and Horncastle

Start date: 01/04/2021  
End date: 31/12/2021



### In this constituency we helped

Clients	1,542
Issues all	7,005

### Top Issues

Benefits & tax credits	1,567
Benefits Universal Credit	1,343
Debt	1,173
Financial services & capability	648
Housing	546

### Top 5 benefit issues

01 Initial claim	648
21 Personal independence payment	606
99 Other benefits issues	178
19 Employment Support Allowance	163
04 Limited capability for work elements	151

### Top 5 debt issues

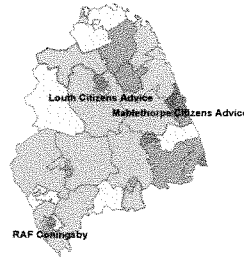
49 Debt Relief Order	166
04 Fuel debts	154
09 Council tax arrears	121
99 Other Debt	119
13 Credit, store & charge card debts	90

### Homelessness

03 Threatened homelessness	49
02 Actual homelessness	33

### Clients seen

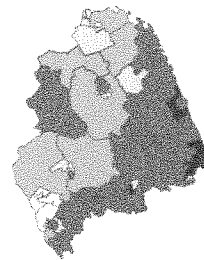
6 64



© 2022 Mapbox © OpenStreetMap  
 Manotype (group)  
 Office  
 Outreach

### Index of multiple deprivation

306 77,143



© 2022 Mapbox © OpenStreetMap  
 The darker colours on the IMD map show higher levels of deprivation

### Gender



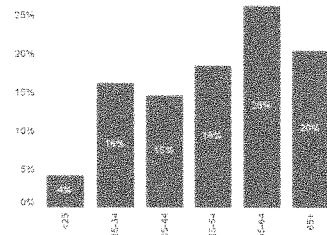
### Ethnicity



### Disabled or Long term health



### Age group



## Events Working Group – Proposals for Council

### Queen's Platinum Jubilee – Beacon Lighting – 2<sup>nd</sup> June 2022

The Events Working Group met on 31<sup>st</sup> January to discuss the above which the Council agreed it wished to participate in and which is a Nationwide event.

Programme of Events as per the guide to taking part:

1. 9.35pm piper plays piece especially written for the occasion
2. 9.40pm bugler plays piece especially written for the occasion
3. 9.45pm beacon is lit
4. 9.45pm song for the commonwealth a song specially written for the occasion is sung by a choir

The group discussed locations and favoured 2, St. James' Church (the site of the lighting which took place in 2018 to commemorate the end of World War I) and the Market Place, if a Market could be arranged in conjunction. It was agreed that the Town Clerk should contact the organisers of the Sunday Craft Markets in Louth to see whether they would be willing to work in partnership. Failing that, Town Clerk to contact St. James' Church. Initial contact with Tyme Flyes seemed positive. They thought they would want to start setting up at 12pm for a 4pm start, market to finish at 10pm and clearing up to be finished around 1am. However, further enquiries proved there was little interest from stall holders. Therefore, the Town Clerk contacted St. James' Church. St. James' Church have confirmed that they would be more than happy to host the event. They will open the Church and their refreshments kiosk for use and they have asked the bell ringers if they could ring the bells at the end of the event.

Proposals for approval:

1. A piper or other similar musician should be engaged to play.
2. A bugler or other similar musician should be asked to play.
3. Lighting of the Beacon
  - a. The Cemetery staff should ensure that all parts of the beacon are present and correct etc.
  - b. A gas contractor should be engaged to:
    - i. safety check the beacon
    - ii. be present on the evening to assemble equipment and oversee the lighting
  - c. Purchases could be made to ensure (safe) lighting e.g., fire blanket, sandbags, pegs, gas bottles, safety checks, stakes etc.,
4. Beacon should be lit by the Mayor at St. James' Church.
5. Rev. C. Watt should arrange for St. James' to ring the bells.
6. Arrangements for appropriate background music to be played at appropriate points in the proceedings should be made.
7. Church kiosk should be open if the ladies were willing to run it. Rev. C. Watt to arrange.
8. A Choir to be engaged to perform.
9. Decoration and Lighting
  - a. Purchase bunting
  - b. Purchase battery operated lights
10. Site clearance. Councillors to ensure that the Church grounds be left as they had been found by taking down decorations, removing beacon and cordoning and litter picking.
11. Town Clerk to complete and implement Event Notification Form, Lost Child Policy, Risk Assessments.
12. Cllrs. to volunteer to marshal the event.
13. Delegated authority be given to the Town Clerk to make arrangements and incur expenditure (to be contained within the Civic Events budget) as necessary.

12-07-21 G&amp;F MINS

**MINUTES OF THE LOUTH TOWN COUNCIL GOVERNANCE AND FINANCE COMMITTEE  
HELD IN THE OLD COURT ROOM, THE SESSIONS HOUSE, LOUTH  
ON TUESDAY 7<sup>th</sup> DECEMBER 2021**

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

**Councillors:** J. Baskett (JB), L. Cooney (LMC), S. Crew (SC), D. Ford (DF), D.J.E. Hall (DJEH), D. Hobson (DH), A. Leonard (AL), Mrs. S.E. Locking (SEL), Mrs. J. Makinson-Sanders (JMS), K. Norman (KN), F.W.P. Treanor (FWPT) and Mrs. P.F. Watson (PFW).

**Councillors not present:** M. Bellwood (MB), H. Filer (HF), J. Garrett (JG), G.E. Horton (GEH), D. Jackman (DJ), J. Simmons (JS) and D.E. Wing (DEW).

The Town Clerk, Mrs. L.M. Phillips and the Town Clerk's Assistant, Mrs. M.C. Vincent were also present.

It was **RESOLVED** that the Mayor, Cllr. DH act as Vice Chairman for this meeting as the actual Vice Chairman was not present.

**G23. Apologies for Absence**

Apologies for absence were received from: Cllrs. MB, HF, JG, GEH, DJ, JS and DEW.

**G24. Declarations of Interest / Dispensations**

- a. Cllr. Mrs. JMS – items 4 and 5 as a member of Hubbard's Hills Trust.
- b. Cllr. AL – items 4 and 5 as a member of Hubbard's Hills Trust.

**G25. Minutes**

It was **RESOLVED** that the notes of the Governance and Finance Committee Meeting held on 9<sup>th</sup> November 2021 be approved as the Minutes.

**N.B:** It was **RESOLVED** to suspend Standing Orders point 3x so that the meeting could continue after 10pm.

**G26. Finance**

It was **RESOLVED** to approve and authorise the following:

**a. Receipts and Payments – Cashbooks 1 and 2 – Months 4 - 6**

**i. Month 4**

1. Cash Book 1	Receipts	4,892.37	Payments	£21,047.57
2. Cash Book 2	Receipts	£400.00	Payments	£313.45

**ii. Month 5**

1. Cash Book 1	Receipts	£7,594.19	Payments	£12,816.51
2. Cash Book 2	Receipts	£350.00	Payments	£253.11

**iii. Month 6**

1. Cash Book 1	Receipts	£161,275.92	Payments	£41,760.85
2. Cash Book 2	Receipts	£450.00	Payments	£366.45

- b. Detailed Income and Expenditure Report (Budget Variance Report) as at Month 6 to 30<sup>th</sup> September 2021.
- c. Earmarked Reserves Report as at 30<sup>th</sup> September 2021.
- d. Balance Sheet to 30<sup>th</sup> September 2021 and Cash Book 1 and 2 Bank Reconciliations which reconcile to account statements showing balances as follows:
  - i. Lloyds Treasurers Account (balance on statement 58) – £489,769.57
  - ii. Petty Cash (balance as at 30<sup>th</sup> September 2021) – £211.61
  - iii. Lloyds Deposit Account (balance on statement 5) – £166,650.51
  - iv. National Savings and Investment Account (balance on statement 9) – £111,323.47

**G27. Budget 2022/23**

It was **RESOLVED** upon a recommendation from FOG to put the tabled draft budget to the Town Council with a proposed precept request for 2022/23 of £283,063.

**G28. Next Meeting**

The Committee noted that the date of the next scheduled Governance and Finance Committee meeting would be on 8<sup>th</sup> February 2022.

The Meeting Closed at 10.30pm.

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

Dated \_\_\_\_\_

UNAPPROVED

Date: 10/02/2022

## Louth Town Council Current Year

Page: 322

Time: 10:18

## Cashbook 1

User: LMP

## Lloyds TSB Current/Deposit

For Month No: 7

## Receipts for Month 7

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		618,171.41					618,171.41	
FPI Banked: 04/10/2021		194.00						
2056	Tudor Grounds Maintenance	194.00			1002	401	194.00	Replacement Tree
Int Banked: 11/10/2021		1.46						
Int	Lloyds Bank	1.46			1190	101	1.46	Interest received
BGC Banked: 27/10/2021		537.00						
2040	Walkers Lncs Co op	537.00			1011	401	158.00	Chamberlain mem
					1011	401	158.00	Larder Crem plaq
					1011	401	63.00	Bourne Add Ins
					1011	401	158.00	Bell Crem plaq
BGC Banked: 28/10/2021		565.00						
BGC	Kettles	565.00			1010	401	565.00	Inter Boothman & Harrison
500198 Banked: 29/10/2021		1,072.00						
2030	Tacey	80.00			1000	401	80.00	Mowing Licence
2029	Reeve	253.00			1010	401	253.00	Ashes Int
2032	Leakes Memorials	158.00			1011	401	158.00	Kingswood Mem
2033500198	Alpha Memorials	158.00			1011	401	158.00	McCabe Mem
2034	Leakes Memorials	63.00			1011	401	63.00	Overton Add Ins
2035	Hill	146.00			1012	401	146.00	EX/RT
2036	Tunbridge	214.00			1010	401	214.00	2 x Ashes
500199 Banked: 29/10/2021		134.83						
2037	Northern Electric	134.83			1000	401	134.83	Wayleave
<b>Total Receipts for Month</b>		2,504.29	0.00	0.00			2,504.29	
<b>Cashbook Totals</b>		620,675.70	0.00	0.00			620,675.70	

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Date: 10/02/2022

## Louth Town Council Current Year

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## Cashbook 1

User: LMP

## Lloyds TSB Current/Deposit

For Month No: 7

## Payments for Month 7

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/10/2021	British Gas	DD	32.20		1.53	4505	401	30.67	Cem Gas
12/10/2021	Valuation Office Agency	9199	940.13		156.69	9611	403	783.44	Interim Payment re advice OMH
						327	0	-783.44	Interim Payment re advice OMH
						6000	403	783.44	Interim Payment re advice OMH
12/10/2021	Louth Tractors	9200	32.40		5.40	4520	401	27.00	Cem Supplies
12/10/2021	Allinson Print and Supplies	9201	36.53		6.09	4020	101	30.44	Office supplies
12/10/2021	D Salkeld	9202	255.00			4280	401	255.00	Watering
12/10/2021	Wilkin Chapman llp	9203	2,880.00		480.00	9611	403	2,400.00	OMH
						327	0	-2,400.00	OMH
						6000	403	2,400.00	OMH
12/10/2021	KRL Group Ltd	9204	17.99		3.00	4304	401	14.99	Photocopier Support
12/10/2021	Louth Building Supplies	9205	9.98		1.66	4520	401	8.32	Cem Supplies
12/10/2021	D Hobson	9206	67.50			4102	601	67.50	Travel Claim
12/10/2021	Staff Costs	9207	1,779.05			4001	401	1,779.05	Staff Costs
12/10/2021	Staff Costs	9208	1,366.14			4001	401	1,366.14	Staff Costs
12/10/2021	Staff Costs	9209	2,027.58			4001	501	2,027.58	Staff Costs
12/10/2021	Staff Costs	9210	1,054.96			4001	501	1,054.96	Staff Costs
12/10/2021	HM Revenue and Customs	9211	1,952.03			4001	401	597.95	PAYE/NIC
						4001	501	677.33	PAYE/NIC
						4002	401	326.54	PAYE/NIC
						4002	501	350.21	PAYE/NIC
12/10/2021	LCC Pension Fund	9212	1,628.36			4001	401	97.11	Superannuation
						4001	501	251.88	Superannuation
						4002	501	902.64	Superannuation
						4002	401	376.73	Superannuation
18/10/2021	Corona Energy	DD	105.53		5.03	4303	401	100.50	SH Gas
20/10/2021	Npower	DD	297.72			4303	401	297.72	SH Electricity
21/10/2021	Anglian Water	DD	8.00			4303	401	8.00	SH Water
21/10/2021	Anglian Water	DD	21.00			4505	401	21.00	Cem Water
21/10/2021	Npower	DD	158.07		7.53	4303	401	150.54	SH Electric
22/10/2021	E.ON Next	DD	22.10		1.05	4200	401	21.05	Electric
26/10/2021	Onecom Ltd	9213	77.15		12.86	4304	401	64.29	2 x phone & wifi
26/10/2021	Tudor Grounds Maintenance	9214	2,698.18		449.70	4530	401	948.48	Cem x 2
						4223	401	1,300.00	Amenity
26/10/2021	Petty Cash	9215	150.00			220		150.00	Petty Cash
26/10/2021	KRL Group Ltd	9216	40.82		6.80	4304	401	34.02	Copying/Printing
26/10/2021	H. Lyon	9217	78.98		13.16	4280	401	65.82	Planting at War Memorial
26/10/2021	KRN Houseplants	9218	630.60		105.10	4280	401	525.50	KRN Houseplants
<b>Total Payments for Month</b>			18,368.00	0.00	1,255.60			17,112.40	
<b>Balance Carried Fwd</b>			602,307.70						
<b>Cashbook Totals</b>			620,675.70	0.00	1,255.60			619,420.10	

Date: 10/02/2022

## Louth Town Council Current Year

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## Cashbook 2

User: LMP

## Petty Cash

For Month No: 7

## Receipts for Month 7

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	<b>Balance Brought Fwd :</b>	<b>211.61</b>					<b>211.61</b>	
	<b>Banked: 26/10/2021</b>	<b>150.00</b>						
9215	Lloyds TSB Current/Deposit	150.00			201		150.00	Petty Cash
<b>Total Receipts for Month</b>		<b>150.00</b>	<b>0.00</b>	<b>0.00</b>			<b>150.00</b>	
<b>Cashbook Totals</b>		<b>361.61</b>	<b>0.00</b>	<b>0.00</b>			<b>361.61</b>	

Date: 10/02/2022

## Louth Town Council Current Year

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## Cashbook 2

User: LMP

## Petty Cash

For Month No: 7

## Payments for Month 7

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
06/10/2021	Louth Sorting Office	74	1.50			4020	101	1.50	Postage
06/10/2021	Boyes	75	12.00			4020	101	12.00	Black Net
07/10/2021	John Darke Ltd	76	50.05		8.34	4533	401	41.71	Fuel
12/10/2021	John Darke Ltd	77	20.00		3.33	4531	401	16.67	Fuel
15/10/2021	Wilkinsons	78	9.50		1.58	4520	401	7.92	Cem Supplies
22/10/2021	John Darke Ltd	79	25.02		4.17	4520	401	20.85	Cem
27/10/2021	John Darke Ltd	80	20.00		3.33	4533	401	16.67	Van
28/10/2021	John Darke Ltd	81	20.01		3.34	4520	401	16.67	Cem
28/10/2021	Trotters Traders	82	1.99			4020	101	1.99	Office Supplies
28/10/2021	RBL Poppy Appeal	83	37.00			4090	601	37.00	2 x Wreaths
<b>Total Payments for Month</b>			197.07	0.00	24.09			172.98	
<b>Balance Carried Fwd</b>			164.54						
<b>Cashbook Totals</b>			361.61	0.00	24.09			337.52	

Date: 11/02/2022

## Louth Town Council Current Year

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## Cashbook 1

User: LMP

## Lloyds TSB Current/Deposit

For Month No: 8

## Receipts for Month 8

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
<b>Balance Brought Fwd :</b>		<b>602,307.70</b>					<b>602,307.70</b>	
BGC Banked: 03/11/2021		<b>925.00</b>						
2041	Walkers LnCS Co op	925.00			1010	401	107.00	Inter Nutt
					1012	401	146.00	EX/RT Nutt
					1010	401	458.00	Inter Kinsella
					1010	401	214.00	Inter Manders
Int Banked: 09/11/2021		<b>1.32</b>						
Int	Lloyds TSB	1.32			1190	101	1.32	Inteest Received
FPI Banked: 15/11/2021		<b>1,562.00</b>						
2053	Armstrong & Sons	1,562.00			1010	401	918.00	Inter
					1012	401	644.00	EX/RT
500200 Banked: 19/11/2021		<b>1,612.00</b>						
2042	Phillips	322.00			1012	401	322.00	EX/RT
2048	Dignity Funerals	918.00			1010	401	918.00	Interment
2045	Hilton	107.00			1010	401	107.00	Inter
2046	Alpha Memorials	158.00			1011	401	158.00	Memorial
2044	Bushell	107.00			1010	401	107.00	Inter
500200 Banked: 19/11/2021		<b>214.00</b>						
2038	Webb	214.00			1010	401	214.00	Inter
500200 Banked: 19/11/2021		<b>-214.00</b>						
2038	Webb	-214.00			1010	401	-214.00	Declined cheque
<b>Total Receipts for Month</b>		<b>4,100.32</b>	<b>0.00</b>	<b>0.00</b>			<b>4,100.32</b>	
<b>Cashbook Totals</b>		<b>606,408.02</b>	<b>0.00</b>	<b>0.00</b>			<b>606,408.02</b>	

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## Louth Town Council Current Year

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## Cashbook 1

User: LMP

## Lloyds TSB Current/Deposit

For Month No: 8

## Payments for Month 8

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/11/2021	British Gas	DD	31.16		1.48	4505	401	29.68	Cem Gas
09/11/2021	Tudor Grounds Maintenance	9219	1,719.11		286.52	4223	401	1,432.59	Amenity
09/11/2021	Louth Building Supplies	9220	70.41		11.73	4520	401	58.68	Cem supplies
09/11/2021	R. Johnson	9221	340.00			4003	401	340.00	Gravedigging
09/11/2021	Louth Tractors	9223	6.24		1.04	4520	401	5.20	Cem Supplies
09/11/2021	Petty Cash	9222	150.00			220		150.00	Petty Cash
09/11/2021	Allinson Print and Supplies	9224	46.88		7.81	4020	101	39.07	Office Supplies
09/11/2021	KRL Group Ltd	9225	0.00						Spoiled Cheque
09/11/2021	KRL Group Ltd	9226	17.99		3.00	4304	401	14.99	Photocopier/printer support
16/11/2021	Onecom Ltd	9227	77.42		12.90	4304	401	64.52	2 x phone lines & wifi
16/11/2021	Tudor Grounds Maintenance	9228	569.09		94.85	4530	401	474.24	Cem
16/11/2021	SCIS	9229	72.00		12.00	4020	101	60.00	Disk space
16/11/2021	D Hobson	9230	67.50			4102	601	67.50	Travel claim
16/11/2021	Staff Costs	9231	1,779.25			4001	401	1,779.25	Staff Costs
16/11/2021	Staff Costs	9232	1,366.34			4001	401	1,366.34	Staff Costs
16/11/2021	Staff Costs	9233	2,027.58			4001	501	2,027.58	Staff Costs
16/11/2021	Staff Costs	9234	1,055.16			4001	501	1,055.16	Staff Costs
16/11/2021	HM Revenue and Customs	9235	1,951.43			4001	401	597.55	PAYE/NIC
						4001	501	677.13	PAYE/NIC
						4002	401	326.54	PAYE/NIC
						4002	501	350.21	PAYE/NIC
16/11/2021	LCC Pension Fund	9236	1,628.36			4001	401	97.11	Superannuation
						4002	401	376.72	Superannuation
						4001	501	251.88	Superannuation
						4002	501	902.65	Superannuation
16/11/2021	A P Services	9237	84.00		14.00	4285	401	70.00	SH Boiler Service
19/11/2021	Npower	DD	169.65		8.08	4303	401	161.57	SH Electric
23/11/2021	Anglian Water	DD	8.00			4303	401	8.00	SH Water
23/11/2021	Anglian Water	DD	21.00			4505	401	21.00	Cem Water
24/11/2021	E.ON Next	DD	23.36			4200	401	23.36	Clock
29/11/2021	Corona Energy	DD	545.28		90.88	4303	401	454.40	SH Gas
30/11/2021	GBM Waste Management	9238	175.00		29.17	4532	401	145.83	Skip
30/11/2021	KRL Group Ltd	9239	61.42		10.24	4304	401	51.18	Photocopying/printing
30/11/2021	The Little Cleaning Company	9240	116.00			4285	401	116.00	Cleaning
30/11/2021	Spire Window Systems Ltd	9241	150.00		25.00	4222	401	125.00	Bench repairs
30/11/2021	L&D Help for the Homeless	9242	500.00			4090	601	500.00	Grant
30/11/2021	Louth Playgoers Soc Ltd	9243	500.00			4090	601	500.00	Grant
30/11/2021	Louth Thirteen Plus Project	9244	301.70			4090	601	301.70	Grant
30/11/2021	Lincs Wolds Community Trust	9245	100.00			4090	601	100.00	Grant
30/11/2021	Louth Navigation Trust	9246	704.00			4090	601	704.00	Grant
30/11/2021	Louth Run For Life	9247	500.00			4090	601	500.00	Grant
30/11/2021	Louth & District Concert Soc	9248	200.00			4090	601	200.00	Grant
30/11/2021	1228 Air Training Corps	9249	1,750.00			4090	601	1,750.00	Grant
30/11/2021	Glendale Countryside Ltd	9251	984.00		164.00	4530	401	820.00	Flail cem/ JB hedges, JB Grass
30/11/2021	Petty Cash	9250	100.00			220		100.00	Petty Cash

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Date: 11/02/2022

**Louth Town Council Current Year**

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**Cashbook 1**

User: LMP

**Lloyds TSB Current/Deposit**

For Month No: 8

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<b>Total Payments for Month</b>	19,969.33	0.00	772.70	19,196.63
<b>Balance Carried Fwd</b>	586,438.69			
<b>Cashbook Totals</b>	606,408.02	0.00	772.70	605,635.32

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Date: 11/02/2022

## Louth Town Council Current Year

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Time: 15:42

## Cashbook 2

User: LMP

## Petty Cash

For Month No: 8

## Receipts for Month 8

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
<b>Balance Brought Fwd :</b>		<b>164.54</b>					<b>164.54</b>	
	Banked: 09/11/2021	150.00						
9222	Lloyds TSB Current/Deposit	150.00			201		150.00	Petty Cash
	Banked: 30/11/2021	100.00						
9250	Lloyds TSB Current/Deposit	100.00			201		100.00	Petty Cash
<b>Total Receipts for Month</b>		<b>250.00</b>	<b>0.00</b>	<b>0.00</b>			<b>250.00</b>	
<b>Cashbook Totals</b>		<b>414.54</b>	<b>0.00</b>	<b>0.00</b>			<b>414.54</b>	

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Date: 11/02/2022

## Louth Town Council Current Year

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## Cashbook 2

User: LMP

## Petty Cash

For Month No: 8

## Payments for Month 8

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
03/11/2021	Lychee Ltd	84	15.89		2.65	4020	101	13.24	Remembrance
09/11/2021	John Darke Ltd	85	40.01		6.67	4533	401	33.34	Fuel
11/11/2021	Louth Garden Centre	86	10.00		1.66	4280	401	8.34	Compost
17/11/2021	McColl's	87	10.20			4022	101	10.20	Stamps
17/11/2021	Wilkinsons	88	7.92			4022	101	7.92	Stamps
17/11/2021	Boyes	94	7.00			4205	401	7.00	Xmas Supplies
18/11/2021	Yorkshire Trading	89	2.99		0.50	4205	401	2.49	Xmas Supplies
18/11/2021	WHSmith retail Ltd	90	10.09			4022	101	10.09	Stamps
19/11/2021	Wilkinsons	91	15.50		2.58	4520	401	12.92	Cem splies
19/11/2021	Wilkinsons	92	0.50		0.08	4533	401	0.42	Cem supplies
19/11/2021	Yorkshire Trading	93	5.49		0.91	4205	401	4.58	Yorkshire Trading
24/11/2021	Yorkshire Trading	95	4.99		0.83	4205	401	4.16	Xmas Supplies
25/11/2021	B&Q	96	13.50			4020	101	13.50	Office Supplies
29/11/2021	John Darke Ltd	98	59.99		10.00	4533	401	49.99	Van
30/11/2021	Wilkinsons	97	28.84		0.47	4020	101	28.37	Office Supplies
<b>Total Payments for Month</b>			232.91	0.00	26.35			206.56	
<b>Balance Carried Fwd</b>			181.63						
<b>Cashbook Totals</b>			414.54	0.00	26.35			388.19	



Date: 15/02/2022

## Louth Town Council Current Year

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## Cashbook 1

User: LMP

## Lloyds TSB Current/Deposit

For Month No: 9

## Receipts for Month 9

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
<b>Balance Brought Fwd :</b>		<b>586,438.69</b>					<b>586,438.69</b>	
	FPI Banked: 06/12/2021	237.00						
2062	Leakes Memorials	237.00			1011	401	237.00	Memorial re. Horton
	Int Banked: 09/12/2021	1.37						
	Int Lloyds Bank	1.37			1190	101	1.37	Interest Received
	BGC Banked: 09/12/2021	1,374.00						
2051	Kettles	1,374.00			1010	401	1,374.00	Inter Wright, Addison, Markham
	500851 Banked: 14/12/2021	801.00						
2047	Alpha Memorials	158.00			1011	401	158.00	Memorial
2038	Web	214.00			1010	401	214.00	Inter
2048	Whomsley	322.00			1012	401	322.00	EX/RT
2049	Hill	107.00			1010	401	107.00	Inter
	FPI Banked: 31/12/2021	1,137.00						
2060 2061	Leakes Memorials	1,137.00			1011	401	1,137.00	Monuments
<b>Total Receipts for Month</b>		<b>3,550.37</b>	<b>0.00</b>	<b>0.00</b>			<b>3,550.37</b>	
<b>Cashbook Totals</b>		<b>589,989.06</b>	<b>0.00</b>	<b>0.00</b>			<b>589,989.06</b>	

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## Louth Town Council Current Year

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## Cashbook 1

User: LMP

## Lloyds TSB Current/Deposit

For Month No: 9

## Payments for Month 9

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
13/05/2020	RBL Poppy Appeal	8733	-17.00			4020	101	-17.00	VE Day
15/03/2021	Environment Agency	9003	-12,394.26			4311	601	-12,394.26	Writing back cheque
13/07/2021	Louth Men's Shed	9119	-50.00			4520	401	-50.00	Cem supplies
02/12/2021	British Gas	DD	31.16		1.48	4505	401	29.68	Cem Gas
14/12/2021	GBM Waste Management	9252	175.00		29.17	4532	401	145.83	Skip
14/12/2021	KRL Group Ltd	9253	17.99		3.00	4304	401	14.99	Photocopier/printer support
14/12/2021	Rodden and Cooper Ltd	9254	1,104.00		184.00	4222	401	920.00	Bench repairs
14/12/2021	Chubb Electronic Security	9255	1,597.76		266.29	4302	401	1,331.47	Security & Fire Alarm Repairs
14/12/2021	B.A. Bush & Son Ltd	9256	10.80		1.80	4551	401	9.00	Inner tube
14/12/2021	GRS Electrical	9257	4,132.80		688.80	4205	401	3,444.00	Catenary Load Testing
14/12/2021	Louth Building Supplies	9258	140.97		23.50	4520	401	117.47	Cem supplies
14/12/2021	The Little Cleaning Co	9259	174.00			4285	401	174.00	Cleaning
14/12/2021	Foxhall Construction Ltd	9260	600.00		100.00	4111	601	500.00	Remembrance Traffic Management
14/12/2021	Petty Cash	9261	150.00			220		150.00	Petty Cash
14/12/2021	D. Hobson	9262	54.90			4102	601	54.90	Travel Claim
14/12/2021	Staff Costs	9263	1,779.05			4001	401	1,779.05	Staff Costs
14/12/2021	Staff Costs	9264	1,366.14			4001	401	1,366.14	Staff Costs
14/12/2021	Staff Costs	9265	2,027.58			4001	501	2,027.58	Staff Costs
14/12/2021	Staff Costs	9266	1,054.96			4001	501	1,054.96	Staff Costs
14/12/2021	HM Revenue and Customs	9267	1,952.03			4001	401	597.95	PAYE/NIC
						4001	501	677.33	PAYE/NIC
						4002	401	326.54	PAYE/NIC
						4002	501	350.21	PAYE/NIC
14/12/2021	LCC Pension Fund	9268	1,628.36			4001	401	97.11	Superannuation
						4001	501	251.88	Superannuation
						4002	401	376.72	Superannuation
						4002	501	902.65	Superannuation
16/12/2021	Corona Energy	DD	853.43		142.24	4303	401	711.19	SH Gas
21/12/2021	Anglian Water	DD	8.00			4303	401	8.00	SH Water
21/12/2021	Anglian Water	DD	21.00			4505	401	21.00	Cem Water
21/12/2021	E.ON Next	DD	23.50		1.12	4303	401	22.38	SH Electric
21/12/2021	E.ON Next	DD	-23.50		-1.12	4303	401	-22.38	Coded wrongly
21/12/2021	E.ON Next	DD	23.50		1.12	4200	401	22.38	Clock Electric
31/12/2021	E.ON Next	DD	996.15		47.44	4200	401	948.71	Floodlights
<b>Total Payments for Month</b>			7,438.32	0.00	1,488.84			5,949.48	
<b>Balance Carried Fwd</b>			582,550.74						
<b>Cashbook Totals</b>			589,989.06	0.00	1,488.84			588,500.22	

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## Cashbook 2

User: LMP

## Petty Cash

For Month No: 9

## Receipts for Month 9

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	<b>Balance Brought Fwd :</b>	<b>181.63</b>					<b>181.63</b>	
	Banked: 14/12/2021	150.00						
9261	Lloyds TSB Current/Deposit	150.00			201		150.00	Petty Cash
<b>Total Receipts for Month</b>		150.00	0.00	0.00			150.00	
<b>Cashbook Totals</b>		<u>331.63</u>	<u>0.00</u>	<u>0.00</u>			<u>331.63</u>	

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## Louth Town Council Current Year

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## Cashbook 2

User: LMP

## Petty Cash

For Month No: 9

## Payments for Month 9

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
01/12/2021	St. James' Church	99	10.00			4205	401	10.00	Xmas Festival
09/12/2021	Louth Garden Centre	100	19.99		3.33	4520	401	16.66	Cem supplies
14/12/2021	Wilkinsons	101	21.12		0.50	4022	101	18.12	Postage
						4020	101	2.50	Diary
16/12/2021	Wilkinsons	102	100.00			4280	401	100.00	Festive Window Prizes
16/12/2021	GRS Signs	103	18.00		3.00	4520	401	15.00	Plaque
17/12/2021	John Darke Ltd	104	40.02		6.67	4533	401	33.35	Van
20/12/2021	S. Crew	105	100.00			4280	401	100.00	Prizes
<b>Total Payments for Month</b>			309.13	0.00	13.50			295.63	
<b>Balance Carried Fwd</b>			22.50						
<b>Cashbook Totals</b>			331.63	0.00	13.50			318.13	

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## Louth Town Council Current Year

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## Detailed Income &amp; Expenditure by Budget Heading 31/12/2021

Month No: 9

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>101 Governance and Finance</b>								
1002 Miscellaneous	0	12	50	38			23.5%	
1176 Precept	0	275,668	275,668	0			100.0%	
1190 Interest Received	1	13	300	287			4.2%	
<b>Governance and Finance :- Income</b>	<b>1</b>	<b>275,692</b>	<b>276,018</b>	<b>326</b>			<b>99.9%</b>	<b>0</b>
4020 Office Administration Costs	(15)	1,267	4,500	3,233		3,233	28.2%	
4022 Postage	18	205	300	95		95	68.3%	
4023 Meeting Expenses	0	0	300	300		300	0.0%	
4024 Councillors Expenses	0	0	500	500		500	0.0%	
4025 Insurances	0	5,326	5,300	(26)		(26)	100.5%	
4026 Fees and Subscriptions	0	2,563	2,750	187		187	93.2%	
4028 Audit Fee (Internal & External)	0	800	1,000	200		200	80.0%	
4750 Contingency	0	0	500	500		500	0.0%	
<b>Governance and Finance :- Indirect Expenditure</b>	<b>4</b>	<b>10,161</b>	<b>15,150</b>	<b>4,989</b>	<b>0</b>	<b>4,989</b>	<b>67.1%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(2)</b>	<b>265,531</b>	<b>260,868</b>	<b>(4,663)</b>				
<b>401 Community Resources Day to Day</b>								
1000 Property Income	0	1,901	1,000	(901)			190.1%	
1001 Allotment Rent Received	0	0	550	550			0.0%	
1002 Miscellaneous	0	1,194	200	(994)			597.0%	
1009 LCC Contribution (Grass)	0	0	4,864	4,864			0.0%	
1010 Interments	1,695	20,814	17,000	(3,814)			122.4%	
1011 Monuments	1,532	4,255	6,000	1,745			70.9%	
1012 Exclusive Burial Rights	322	8,857	12,000	3,143			73.8%	
1013 Plaques	0	0	214	214			0.0%	
1014 Chapel Rent	0	0	407	407			0.0%	
<b>Community Resources Day to Day :- Income</b>	<b>3,549</b>	<b>37,021</b>	<b>42,235</b>	<b>5,214</b>			<b>87.7%</b>	<b>0</b>
4001 Salaries	3,840	32,875	46,000	13,125		13,125	71.5%	
4002 Employers Costs Super / NI	703	6,067	13,000	6,933		6,933	46.7%	
4003 Grave Digging	0	4,040	3,600	(440)		(440)	112.2%	
4005 Community Payback Team	0	0	3,120	3,120		3,120	0.0%	
4027 Training	0	495	1,700	1,205		1,205	29.1%	
4104 Civic Property	0	0	500	500		500	0.0%	
4200 Clocks / Floodlights	971	779	2,400	1,621		1,621	32.5%	
4205 Christmas Lights / Celebrations	3,454	3,472	12,500	9,028		9,028	27.8%	
4210 Lovely Louth Competition	0	69	550	481		481	12.5%	
4220 CCTV Maintenance	0	0	4,515	4,515		4,515	0.0%	
4222 Street Furniture Maintenance	920	1,045	3,000	1,955		1,955	34.8%	
4223 Amenity Grass Cutting	0	12,726	23,500	10,774		10,774	54.2%	

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## Louth Town Council Current Year

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## Detailed Income &amp; Expenditure by Budget Heading 31/12/2021

Month No: 9

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4280 Floral / In Bloom	200	1,652	3,000	1,348		1,348	55.1%	
4282 Hubbards Hills Mtce Contrib.	0	45,000	35,000	(10,000)		(10,000)	128.6%	
4285 Minor Mtce & Cleaning Services	174	1,399	4,700	3,301		3,301	29.8%	
4302 Security / Fire	1,331	2,093	8,000	5,907		5,907	26.2%	
4303 SH Utilities	719	3,404	6,500	3,096		3,096	52.4%	
4304 SH Communications	15	1,209	1,530	321		321	79.0%	
4306 SH Rates	0	5,614	5,650	36		36	99.4%	
4307 SH Building Maintenance	0	173	2,000	1,827		1,827	8.6%	
4308 SH Statutory Equipment Checks	0	0	250	250		250	0.0%	
4501 Cem Rates	0	911	1,000	89		89	91.1%	
4505 Cem Utilities	51	2,646	2,000	(646)		(646)	132.3%	
4506 Cem Communications	0	0	500	500		500	0.0%	
4520 Cem Maintenance-Supplies	99	1,319	2,000	681		681	65.9%	
4530 Cem Grass Cutting / Strimming	0	5,947	7,000	1,053		1,053	85.0%	
4531 Cem Fuel - Equipment	0	641	650	9		9	98.6%	
4532 Cem Waste Disposal	146	1,099	1,750	651		651	62.8%	
4533 Cem Vehicle Running Costs	33	617	2,000	1,383		1,383	30.9%	
4540 Cem Protective Clothing	0	100	600	500		500	16.7%	
4550 Cem Plants, Shrubs, Trees etc	0	183	400	217		217	45.8%	
4551 Cem General Repairs/Maint.	9	1,419	3,000	1,581		1,581	47.3%	
4552 Purchase of Plaques	0	0	60	60		60	0.0%	
4600 Cem Equipment Replacement	0	0	3,000	3,000		3,000	0.0%	
4750 Contingency	0	0	3,000	3,000		3,000	0.0%	
4751 GDPR Compliance	0	40	250	210		210	16.0%	
4752 Trinity Allotment Rent	0	763	790	27		27	96.6%	
4753 Tidy Louth	0	0	1,500	1,500		1,500	0.0%	
4754 Community Apiary	0	0	1,000	1,000		1,000	0.0%	
4755 Speed Awareness	0	0	8,000	8,000		8,000	0.0%	
Community Resources Day to Day :- Indirect Expenditure	<b>12,666</b>	<b>137,797</b>	<b>219,515</b>	<b>81,718</b>	<b>0</b>	<b>81,718</b>	<b>62.8%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(9,117)</b>	<b>(100,776)</b>	<b>(177,280)</b>	<b>(76,504)</b>				
<b>403 Community Resources EM Reserve</b>								
9359 EMR Accommodation	0	4,836	0	(4,836)		(4,836)	0.0%	4,836
9611 EMR Contingency	0	5,583	0	(5,583)		(5,583)	0.0%	5,583
Community Resources EM Reserve :- Indirect Expenditure	<b>0</b>	<b>10,419</b>	<b>0</b>	<b>(10,419)</b>	<b>0</b>	<b>(10,419)</b>		<b>10,419</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(10,419)</b>	<b>0</b>	<b>10,419</b>				
6000 plus Transfer from EMR	0	10,419						
<b>Movement to/(from) Gen Reserve</b>	<b>0</b>	<b>0</b>						

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## Louth Town Council Current Year

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## Detailed Income &amp; Expenditure by Budget Heading 31/12/2021

Month No: 9

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>501 Personnel Day to Day</b>								
4001 Salaries	4,012	35,394	53,500	18,106		18,106	66.2%	
4002 Employers Costs Super / NI	1,253	11,987	17,000	5,013		5,013	70.5%	
4008 Clerk Travel Expenses	0	0	250	250		250	0.0%	
4027 Training	0	0	500	500		500	0.0%	
Personnel Day to Day :- Indirect Expenditure	<b>5,265</b>	<b>47,381</b>	<b>71,250</b>	<b>23,869</b>	<b>0</b>	<b>23,869</b>	<b>66.5%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(5,265)</b>	<b>(47,381)</b>	<b>(71,250)</b>	<b>(23,869)</b>				
<b>601 Town Council Day to Day</b>								
4052 Tourism/promotions	0	340	2,000	1,660		1,660	17.0%	
4089 Citizens Advice Bureau	0	0	1,000	1,000		1,000	0.0%	
4090 Grants S137 Open Resource	0	4,593	6,000	1,407		1,407	76.5%	
4100 Civic Expenses	0	15	1,500	1,485		1,485	1.0%	
4102 Mayoral Allowance	55	190	500	310		310	38.0%	
4103 Mayors Serjeant Expenses	0	379	650	271		271	58.3%	
4105 Election Expenses	0	0	2,000	2,000		2,000	0.0%	
4106 Deputy Mayor's Expenses	0	0	200	200		200	0.0%	
4111 Remembrance Day Parade Grant	500	500	800	300		300	62.5%	
4311 Flood Schemes Maintenance	(12,394)	(12,394)	12,890	25,284		25,284	(96.2%)	
4312 War Memorial	0	2	500	499		499	0.3%	
Town Council Day to Day :- Indirect Expenditure	<b>(11,839)</b>	<b>(6,377)</b>	<b>28,040</b>	<b>34,417</b>	<b>0</b>	<b>34,417</b>	<b>(22.7%)</b>	<b>0</b>
<b>Net Expenditure</b>	<b>11,839</b>	<b>6,377</b>	<b>(28,040)</b>	<b>(34,417)</b>				
Grand Totals:- Income	<b>3,550</b>	<b>312,713</b>	<b>318,253</b>	<b>5,540</b>			<b>98.3%</b>	
Expenditure	<b>6,095</b>	<b>199,382</b>	<b>333,955</b>	<b>134,573</b>	<b>0</b>	<b>134,573</b>	<b>59.7%</b>	
<b>Net Income over Expenditure</b>	<b>(2,545)</b>	<b>113,331</b>	<b>(15,702)</b>	<b>(129,033)</b>				
plus Transfer from EMR	<b>0</b>	<b>10,419</b>						
<b>Movement to/(from) Gen Reserve</b>	<b>(2,545)</b>	<b>123,750</b>						

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## Louth Town Council Current Year

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## Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
320 Earmarked Reserves	0.00		0.00
321 EMR Flood Memorial	0.00		0.00
322 EMR CCTV refurbishment	10,000.00		10,000.00
325 EMR Street Furniture	1,075.00		1,075.00
326 EMR Anniversary of Louth Flood	301.67		301.67
327 EMR Contingency	14,127.00	-5,583.44	8,543.56
329 EMR Quality Council / Office	4,245.00		4,245.00
337 EMR Conservation Area	500.00		500.00
338 EMR Civic Events	1,889.00		1,889.00
339 EMR War Memorial	6,000.00	2,500.00	8,500.00
340 EMR Grants 137 Reserve	1,066.00		1,066.00
346 EMR Christmas Illuminations	8,364.00		8,364.00
347 EMR Art Trail	1,000.00		1,000.00
348 EMR IT Replacement	4,207.87		4,207.87
349 EMR Civic Regalia	1,000.00	1,000.00	2,000.00
352 EMR TCP Floral Enhancement	2,500.00		2,500.00
353 EMR Capital Expenditure	97,201.80		97,201.80
359 EMR Accommodation	7,890.00	-3,835.79	4,054.21
360 EMR Cem External Wall	4,000.00		4,000.00
362 EMR Civic Property	2,045.94	1,000.00	3,045.94
363 EMR Flood Alleviation Scheme	26,500.00		26,500.00
364 EMR Clerks Training	2,540.00		2,540.00
365 EMR Accom OfficeEquip / Stor	4,224.00		4,224.00
366 EMR Cemetery Planting Project	458.00		458.00
370 EMR Cemetery Gates	2,000.00	1,000.00	3,000.00
380 EMR Cem Road Maintenance	3,000.00	1,000.00	4,000.00
381 EMR Cem Equipment Replacement	8,637.00		8,637.00
382 EMR Cem Tree Surgery	3,380.00		3,380.00
383 EMR Cem Workshop/Lodge	8,056.24		8,056.24
384 EMR Cemetery Facilities	0.00		0.00
385 EMR Vehicle Replacement	14,658.00		14,658.00
386 EMR Cemetery Facilities	3,825.00		3,825.00
390 EMR Accom Roof	7,136.00	1,000.00	8,136.00
391 EMR Accom Boiler	10,000.00	2,000.00	12,000.00
392 EMR Accom Structural	5,000.00		5,000.00
393 EMR Accom Car Park	2,000.00		2,000.00
394 EMR Street Signs / Furniture	15,660.00		15,660.00
395 EMR SH Internal Decorating Foy	2,000.00		2,000.00
396 EMR Speed Signs	512.00	1,000.00	1,512.00
397 EMR Tourism	2,115.00		2,115.00
398 EMR Elections	16,000.00		16,000.00
399 EMR Funding for Sports Assets	2,000.00	1,000.00	3,000.00
	<b>307,114.52</b>	<b>2,080.77</b>	<b>309,195.29</b>



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**Louth Town Council Current Year**

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**Detailed Balance Sheet - Excluding Stock Movement****Month 9 Date 31/12/2021**

<u>A/c</u>	<u>Description</u>	<u>Actual</u>
<i><u>Current Assets</u></i>		
105	VAT Refunds	10,292
201	Lloyds TSB Current/Deposit	582,551
210	National Savings Bank	111,323
220	Petty Cash	23
<b>Total Current Assets</b>		<b>704,189</b>
<i><u>Represented by :-</u></i>		
301	Current Year Fund	113,331
310	General Reserve	281,662
322	EMR CCTV refurbishment	10,000
325	EMR Street Furniture	1,075
326	EMR Anniversary of Louth Flood	302
327	EMR Contingency	8,544
329	EMR Quality Council / Office	4,245
337	EMR Conservation Area	500
338	EMR Civic Events	1,889
339	EMR War Memorial	8,500
340	EMR Grants 137 Reserve	1,066
346	EMR Christmas Illuminations	8,364
347	EMR Art Trail	1,000
348	EMR IT Replacement	4,208
349	EMR Civic Regalia	2,000
352	EMR TCP Floral Enhancement	2,500
353	EMR Capital Expenditure	97,202
359	EMR Accommodation	4,054
360	EMR Cem External Wall	4,000
362	EMR Civic Property	3,046
363	EMR Flood Alleviation Scheme	26,500
364	EMR Clerks Training	2,540
365	EMR Accom OfficeEquip / Stor	4,224
366	EMR Cemetery Planting Project	458
370	EMR Cemetery Gates	3,000
380	EMR Cem Road Maintenance	4,000
381	EMR Cem Equipment Replacement	8,637
382	EMR Cem Tree Surgery	3,380
383	EMR Cem Workshop/Lodge	8,056
385	EMR Vehicle Replacement	14,658
386	EMR Cemetery Facilities	3,825
390	EMR Accom Roof	8,136
391	EMR Accom Boiler	12,000
392	EMR Accom Structural	5,000
393	EMR Accom Car Park	2,000
394	EMR Street Signs / Furniture	15,660
395	EMR SH Internal Decorating Foy	2,000
396	EMR Speed Signs	1,512
397	EMR Tourism	2,115
398	EMR Elections	16,000
399	EMR Funding for Sports Assets	3,000
<b>Total Equity</b>		<b>704,189</b>

Date: 15/02/2022

Louth Town Council Current Year

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Time: 10:51

**Bank Reconciliation Statement as at 31/12/2021  
for Cashbook 1 - Lloyds TSB Current/Deposit**

User: LMP

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Lloyds TSB Deposit Account	31/03/2021	5	166,650.51
Lloyds TSB Current Account	31/12/2021	61	421,237.03
			<u>587,887.54</u>
<b><u>Unpresented Cheques (Minus)</u></b>		<b><u>Amount</u></b>	
30/11/2021 9245 Lincs Wolds Community Trust		100.00	
14/12/2021 9254 Rodden and Cooper Ltd		1,104.00	
14/12/2021 9257 GRS Electrical		4,132.80	
			<u>5,336.80</u>
			582,550.74
<b><u>Receipts not Banked/Cleared (Plus)</u></b>			
		0.00	
			<u>0.00</u>
			582,550.74
		<b>Balance per Cash Book is :-</b>	<b>582,550.74</b>
		<b>Difference is :-</b>	<b>0.00</b>

Date: 15/02/2022

Louth Town Council Current Year

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**Bank Reconciliation Statement as at 31/12/2021  
for Cashbook 2 - Petty Cash**

User: LMP

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty Cash	20/12/2021	105	22.50
			<u>22.50</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			22.50
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			22.50
		<b>Balance per Cash Book is :-</b>	<b>22.50</b>
		<b>Difference is :-</b>	<b>0.00</b>