

Louth Town Council

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

01507 355895

clerk@louthtowncouncil.gov.uk



To the Members of Louth Town Council:

You are hereby summoned to attend a meeting of Louth Town Council's Community Resources Committee and Governance and Finance Committee, which will be held on Tuesday 25th February 2020 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.

A handwritten signature in blue ink, appearing to read 'L.M. Phillips'.

Mrs. L.M. Phillips

Town Clerk

Dated this 20th Day of February 2020

AGENDA

COMMUNITY RESOURCES COMMITTEE (Chairman: Councillor A. Leonard, All Members)

1. Apologies for Absence

To 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. Chairman's Remarks

4. Minutes

To approve as a correct record the notes of the Community Resources Committee meeting held on 28th January 2020.

5. Tidy Louth Working Group

Committee to receive an update from the Tidy Louth Working Group and approve a request that they be authorised to launch an Environmental Award Competition.

6. Brown's Panorama

Committee to consider authorising the reproduction by Mr. Leonard of images taken of Brown's Panorama for a piece of artwork for display in the Mansion House, Louth.

7. Sessions House

Committee to receive a proposal from Cllr. Mrs. J. Makinson-Sanders that it authorise expenditure on legal advice to ensure that the Council fulfils its original intention of registering the Sessions House as an asset specifically purchased for the people of Louth, to ensure that in any future devolution 'deals' the property is not subsumed into an asset register of a larger institution.

8. Closed Session Items

Council to resolve to move into closed session in accordance with the Public Bodies (Admission to Meetings) Act 1960 due to the business to be discussed in the following item, information being of a confidential, commercial and third party nature in relation to:

- a. Old Mill House
- b. Community Apiary

GOVERNANCE AND FINANCE
(Chairman: Councillor Mrs. E. Ballard)

1. Apologies for Absence

To 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 28th January 2020.

4. Mayor and Deputy Mayor Elect 2020/21

Committee to receive nominations and resolve upon a recommendation for Deputy Mayor Elect for 2020/21.

Committee to note that:

- a. For Councillors putting themselves forward, please ensure that you have a seconder;
- b. For those proposing other Councillors please ensure that the nominee is aware and a seconder is in place.
- c. Both the Mayor (Chairman) Elect and Deputy Mayor (Vice Chairman) Elect for 2020/21 will be subject to formal election to office at the Annual Town Council meeting on the 12th May 2020.

5. Hubbard's Hills

Committee to consider a proposal by Councillor A. Cox that the following conditions be imposed on all current and future contributions to the Hubbard's Hills Trust:

- a. The council will receive full, detailed income/expenditure reports at the beginning of every annual budget proposal, for all works and day-to-day running costs of the public asset, which is managed by the trust.
- b. The council will receive full, detailed future expenditure plans, at the beginning of every budget proposal and the council will receive this as soon as possible for the year ahead, so as to ensure that the recent £45,000 awarded is appropriately spent.
- c. All future contributions to be awarded will be subject to full costings, evidence and timescales, as with any funding claimant, accurately provided by the trust, and accumulated reserves taken into consideration.
- d. All distribution of public money, not only to the Hubbard's Hills Trust, will now be open to full scrutiny, to avoid any repeat confusion.
- e. Hubbard's Hill's Trust to ensure that should the trust ever dissolve all unspent reserves, received from Louth Town Council, shall be returned.

6. Next Meeting

Committee to note that the date of the next scheduled Governance and Finance Committee meeting is 24th March 2020.

01-28-20 CR MINS

**MINUTES OF THE LOUTH TOWN COUNCIL COMMUNITY RESOURCES COMMITTEE
HELD IN THE OLD COURT ROOM, THE SESSIONS HOUSE, LOUTH
ON TUESDAY 28th JANUARY 2020**

Present Councillor A. Leonard (AL) (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), D. Hobson (DH), D. Jackman (DJ), Mrs. S.E. Locking (SEL), Mrs. J. Makinson-Sanders (JMS), K. Norman (KN), J. Simmons (JS), Mrs. P.F. Watson (PFW) and D. Wing (DEW).

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

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

Public Forum

- Cllr. Mrs. JMS reported that the roadworks to be carried out on Westgate were now taking place 27th January instead of 3rd February 2020. She further reported that she questioned the road closure on Eastgate, it being such a busy road, but had been told that it was the urgent replacement of a gas main.

323. Apologies for Absence

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

324. Chairman's Remarks

The Chairman reported:

- Work on the Sessions House roof had now been completed, with a slight increase in cost due to an extra issue found when working there.
- That further to initial enquiries made by Historic England, reported to Council and declared on the Property Information Form (supplied by solicitors during sale) that the Lodge had been given 'Listed Grade II' status.

325. Declarations of Interest / Dispensations

None.

326. Minutes

It was **RESOLVED** that the notes of the Community Resources Committee Meeting held on 22nd October 2019 be approved as the Minutes.

327. Flood Memorial

It was **RESOLVED** to go into Closed Session in accordance with the Public Bodies (Admission to Meetings) Act 1960 due to the business to be discussed in the following item, information being of a confidential, commercial, third party and sensitive nature in relation to:

Flood Memorial : It was **RESOLVED** to accept quotation 1 for the cleaning and refurbishment of the Flood Memorial and the painting of the chains and fence posts, and further, that publicity should be released reporting the refurbishment of the Memorial.

328. Next Meeting

The Committee noted that the date of the next scheduled Community Resources Committee meeting was 25th February 2020.

The Meeting Closed at 7.13pm.

Signed _____ (Chairman) Dated _____

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01-28-20 GF MINS

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

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

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

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

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

329. Apologies for Absence

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

330. Chairman's Remarks

None.

331. Declarations of Interest / Dispensations

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

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

332. Minutes

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

333. Financial Reports

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

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

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

334. Citizens Advice Bureau

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

335. Asset Inventory

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

336. Grants

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

337. Internal Audit 2019/20

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

338. Next Meeting

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

The Meeting Closed at 7.40pm.

Signed _____ (Chairman) Dated _____