

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 meeting of Louth Town Council's Planning Committee and Governance and Finance Committee which will be held on Tuesday 25th February 2025 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 representation can also be considered rather than attending in person.

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 20th Day of February 2025

AGENDA

PLANNING COMMITTEE

(Chairman: Cllr. P. Starsmore, 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 Planning Committee Meeting held on 4th February 2025.

4. Applications received by the Local Planning Authority

To consider and make observations on all planning applications received including those listed in the schedule (PA/Schedule 02-25-25). (Attached).

5. Planning Correspondence

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

6. Proposed Works to Trees

Committee to consider supporting the following proposed works to trees:

Location: Riverdale, Love Lane **Proposals:** T1 – Holly – Trim and reshape to leave a finished height of 7m and spread of 3.5m. T2 – Conifer – Trim and reshape to leave a finished height of 9m and spread of 5m. T3 – Holly – Trim and reshape to leave a finished height of 7m and spread of 3.5m. T4 – Conifer – Trim and reshape to leave a finished height of 9m and spread of 5m. T5 – Holly – Trim and reshape to leave a finished height of 7m and spread of 3.5m. T6 – Conifer – Reduce new growth from the top and reshape the sides to leave a finished height of 7m and spread of 5m. T7 – Conifer – Remove snapped out limb (goes into Holly).

7. Proposed Waiting Restrictions – Louth, Market Place

Committee to consider supporting the attached amended proposals from LCC following discussion by LTC previously.

8. National Highways and Transport Survey (NHT)

Committee to approve the attached corporate response for submission, drafted by the Planning Working Group, as resolved on 4th February 2025.

9. Nuclear Waste Services, Geological Disposal Facility

To receive information regarding the above proposals in our area and consider the way forward. To note, more information can be obtained at a drop in event being held on 21st February at Louth Town Football Club, Saltfleetby from 3pm to 7pm or at a webinar which will be held on Monday, February 24 12pm-1.30pm. Joining details for these will be available on the Nuclear Waste Services UK website on the day.

10. Next Meeting

Committee to note that the date of the next scheduled Planning Committee meeting is 25th March 2025.

GOVERNANCE AND FINANCE COMMITTEE
(Chairman: Cllr. Mrs. E. Ballard, 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 10th December 2024.

4. Finance

Committee to receive a recommendation from FOG that the following be noted/approved/authorised:

a) Receipts and Payments – Cashbooks 1 and 2, Months 7, 8 and 9

i. Month 7

1. Cash Book 1	Receipts	£15,715.78	Payments	£28,350.68
2. Cash Book 2	Receipts	£250.00	Payments	£24.99

ii. Month 8

1. Cash Book 1	Receipts	£4,381.67	Payments	£27,826.69
2. Cash Book 2	Receipts	£0.00	Payments	£150.29

iii. Month 9

1. Cash Book 1	Receipts	£4,197.20	Payments	£36,912.65
2. Cash Book 2	Receipts	£250.00	Payments	£271.55

b) Detailed Income and Expenditure Report (Budget Variance Report) as at Month 9 to 31st December 2024.c) Earmarked Reserves Report as at 31st December 2024.d) Balance Sheet to 31st December 2024 and Cash Book 1 and 2 Bank Reconciliations which reconcile to account statements showing balances as follows:

- i. Lloyds Treasurers Account (balance at 31/12/24 on statement 9) – £371,981.40.
- ii. Petty Cash (balance as at 31/12/24) – £209.91.
- iii. Lloyds Deposit Account (balance on statement 9 printed 12th February 2025) – £166,652.51
- iv. NS and I Account (balance on last statement received (no. 12) as at 1/1/24) – £112,300.42

5. Deputy Mayor Elect 2025/26

Council to receive nominations and resolve upon a recommendation to fill the Deputy Mayor position in 2025/26.

As above, Council to note that:

- a) The Deputy Mayor historically ascends to the position of Mayor in the following Mayoral year (May 2026).
- b) Candidates are expected to fulfil the role of Mayor as per the attached Job Specification.
- c) Councillors putting themselves forward for the position of Deputy Mayor Elect for 2025/26, please ensure, in advance, that you have a seconder;
- d) For those proposing other Councillors please ensure, in advance, that the nominee wishes to stand and a seconder is in place.
- e) The position of Deputy Mayor for 2025/26 will be subject to a formal election at the Annual Town Council meeting on 20th May 2025.

6. Strengthening the Standards and Conduct Framework for Local Authorities in England 2025

Committee to approve the attached corporate response for submission, drafted by members at an informal meeting held on Wednesday 19th February, as resolved on 4th February 2025.

7. Review of Governance Documents

Committee to receive a recommendation from FOG that the following be approved for use:

- a) Code of Conduct
- b) Standing Orders
- c) Financial Regulations

8. Risk Management Register

Committee to receive a recommendation from FOG that the attached risk arrangements be approved.

9. Investment Policy

Committee to receive a recommendation from FOG that the attached policy be approved for continued use with date changes only.

10. Cemetery Fees

Committee to receive a recommendation from FOG that Cemetery Fees be raised from 1st April 2025 by 3.5%.

11. Next Meeting

Committee to note that the date of the next scheduled Governance and Finance Committee meeting is 6th May 2025.

02-04-25 PLAN MINS

**MINUTES OF THE LOUTH TOWN COUNCIL PLANNING COMMITTEE
HELD IN THE OLD COURT ROOM, THE SESSIONS HOUSE, LOUTH
ON TUESDAY 4th FEBRUARY 2025**

Councillor P. Starsmore (PS) (in the chair).

Present Councillors: Mrs. E. Ballard (Mrs. EB), J. Drake (JD), H. Filer (HF), G.E. Horton (GEH), D. Hobson (DH), Mrs. J. Makinson-Sanders (Mrs. JMS), D. Moore (DM), Mrs. P.F. Watson (Mrs. PFW).

Councillors not present: M. Barnes (MB), J. Baskett (JB), L.M. Cooney (LMC), Mrs. K. Parsons (KP), D.E. Wing (DEW).

The Town Clerk, Mrs. L.M. Phillips, the Town Clerk's Assistant, Miss S. Chitauro, East Lindsey District Councillors D. Hall and R. Jackson, and a member of the public were also present.

Public Forum

- R. Jackson of East Lindsey District Council (ELDC) said that she had been in contact with a lady to discuss bringing the space behind the shops at Park Avenue back into use as a child's play area.
- R. Jackson went on to inform the Council that the Louth branches of Lloyds and Natwest banks would be closing soon and that there was useful information in the Louth Post Office about the banking services that they offered.
- A lady expressed her grave concerns regarding dogs being allowed off their leads in Hubbard's Hills.
- Deputy Mayor, Cllr. DH informed the Council that the memorial variety show in memory of Mayor, Cllr. Julia Simmons was to be held on 4th May 2025 at the Riverhead Theatre from 2.30pm.

P107. Apologies for Absence

Apologies for absence were received from Cllrs. MB, JB, LMC and Mrs. KP.

P108. Declarations of Interest / Dispensations

The following declarations of interest were made:

- a. Cllr. Mrs. EB – Planning application 3 as a client of the applicant.
- b. Cllr. DH – Items 4, 5, 6 and 7 as a member of ELDC and item 7a as an acquaintance of the applicant.
- c. Cllr. GEH – Items 4, 5, 6 and 7 as a member of ELDC.
- d. Cllr. Mrs. JMS – Items 4, 5, 6 and 7 as a member of ELDC.
- e. Cllr. DM – Planning application 7 as an acquaintance of the applicant.
- f. Cllr. PS – Planning application 11 as a local resident of the applicant.
- g. Cllr. Mrs. PFW – Planning application 11 as an acquaintance of the applicant.

P109. Minutes

It was proposed, seconded and **RESOLVED** that the notes of the Planning Committee Meeting held on 14th January 2025 be approved as the minutes.

P110. Applications received by the Local Planning Authority

The Committee considered all planning applications received, including those listed in the schedule (PA/Schedule 02-04-25) and it was proposed, seconded and **RESOLVED** as follows:

- a. N/105/00957/24 – to object on the grounds of 1) Loss of ecological habitats. It is known that there are shrews living in the field and other wildlife such as pheasants, bats, birds including birds of prey and the occasional deer also frequent the area. Their environs and population should be protected. 2) Adequate parking and servicing. Fanthorpe Lane is a narrow, unadopted, grass edged lane which has been maintained by the residents since it was cut in half by the A16. The character of this lane and its essential components such as the grass edge, must be protected. It should be conditioned that upon completion of the development the developer make good the road surface. 3) Design and appearance. This is an ancient trackway into Louth and the proposed houses are not in keeping with those in existence. Concern was raised about the vicinity of the proposed development to the bypass. Councillors thought that there should be a buffer zone between the bypass and any development, which has not been accounted for here, as the noise from the bypass will be intolerable for residents. Finally, this is an historic area and there should be an archaeological survey.

- b. N/105/01111/24 – to object on the same grounds as previously (see below) as it was felt that the amendments to the plans do not materially change the situation and are not sufficient to allay the fears of residents: Loss of free, open, public green space; Loss of trees; Loss of ecological habitats; Adequacy of drainage; Access and highway safety; Traffic generation; Noise and disturbance from the scheme; Loss of privacy. The proposed development of the Wood Lane Playing Field includes the removal of 14 trees and this coupled with the loss of the playing field, a free, public, open green space to make way for a 3G pitch and 95 new parking spaces will seriously impact the residents and the environment. It will result in the loss of availability of a much loved and much used free, public, open green space which has been enjoyed informally by all for many years in the pursuit of many activities such as football, cricket, rounders, catch, frisbee, running, picnics etc. This has allowed those who are not members of sports clubs to have an area for activities and has allowed the larger population an ability to engage in outdoor fitness on an ad hoc basis. Failure to provide these free, public, open green spaces is detrimental to the larger population who are not members of sports groups and cannot afford to be members. It does not promote inclusivity. ELDC has not proposed to replace these facilities, as per national planning policy and its loss will disadvantage many who live in the surrounding area, which is recognised as a deprived area and whose residents may not own cars or have any other access to free, public, open green space. This will lead to children being forced to find other areas to play in which will be more secluded than the Wood Lane Playing Field and which raises other concerns for their safety. The redevelopment of green spaces for building is creating a situation where there will be almost no green space within the centre of Louth. ELDC has an obligation to ensure these spaces are available to the local population to ensure its wellbeing. Further, the use of materials which have been proven to have carcinogenic properties in the 3G pitch brings health concerns which cannot be overlooked. The adoption of EU REACH by the European Commission which will see a restriction placed on the sale of the rubber infill used for 3G AGPs may also make the maintenance of these pitches difficult which raises concerns about the sustainability of the proposed 3G pitch. Furthermore, the proposals may result in reduced air quality as a result of an increase in carbon emissions caused by additional traffic and less vegetation to counteract that, increased flood risk due to displacement of surface water and a decline in biodiversity as habitats are lost. It will have a negative effect on the local ecosystem, destroying habitats and disrupting wildlife living in the local area e.g., of birds, squirrels and insects of which there are many in the vicinity. The installation of a 3G pitch and 95 new parking spaces will generate a significant increase in the amount of vehicular traffic using St. Bernard's Avenue which turns into Wood Lane (the only access and exit road). This road already services an enormous number of residents whose abodes are located on it or just off it. It is well used currently by pedestrians as the only route for many children to and from their schools, all located off this road (Eastfield Infants' and Nursery Academy, Lacey Gardens Junior Academy, Louth Academy Upper Campus (years 9, 10 and 11), St. Michael's Church of England Primary School and the Limes Play and Learn nursery school) it is also a main thoroughfare dissecting the town which many use to cut from one side of town to the other and which is used as such by both vehicles and pedestrians. It already suffers from highway safety problems which can only be exacerbated by this development. The current problems are created by cars parked on-street (a necessity for many local residents as they have no driveway) and by drivers travelling along the road using excessive speed. It is also a main bus route. It is questionable that this transportation infrastructure would be capable of accommodating the increased strain placed upon it by the increase in traffic which would be generated by this development. The ensuing congestion caused by the increase in traffic and the increase in pedestrians/children walking to/from and around the new installation would greatly increase highway safety risks. The increase in traffic, both pedestrian and vehicular would also have a detrimental impact on the quality of life of residents: the danger, infringement of privacy, noise and light created being unacceptable. Noise and light pollution created by the development, which it is proposed will be operated on a 7 day a week basis from 8am to 10pm, will lead to the loss of enjoyment of previously darker skies by residents, will disrupt the sleep of nearby children and this might have a negative knock-on effect on their education and everyone's mental condition. It is inevitable that disruption will also not cease at 10pm as users will take time to leave the car park (from which the sound of them talking and slamming doors etc., will still escape as there is no sound proofing in this area) past that time and lighting will not be switched off until staff are able to leave. The above concerns would increase stress levels for all nearby residents and this deterioration in the overall quality of life/violation of human rights is quite intolerable. The Council

would like to stress that it is not against the installation of a 3G pitch in Louth. In fact, it recognises that Louth really needs this facility and would welcome it. BUT, having facilitated a public meeting for residents to voice their opinions, at which most attendees were opposed to the application, it cannot support it in this location. In view of the above and the lack of plans to re-provide both trees and free public open space the Council would urge ELDC to reconsider. The Council feels that the provision of free, public, open green space is as equally essential as the provision of quality sports facilities.

- c. N/105/01545/24 – to comment that Louth Town Council has grave concerns about parking. While it supports the extension it would like to see Forrester Boyd provide parking or access to work, for ALL staff by alternative means so that on-street parking does not hinder emergency access in the surrounding area. It feels that the cumulative effect of proposals in this application and that for 137 Eastgate (N/105/01707/24) are such that they should be looked at in tandem by Planning Officers.
- d. N/105/01645/24 – to object on the grounds of Vitality and viability of the Town Centre. It feels that with the closure or imminent closure of 3 banks in the town centre another out of town development should not be encouraged as it will not support the town centre but will assist in creating another 'mini town centre' on the outskirts. It feels that the proposed location on a dangerous roundabout where the volume of traffic and therefore risk will only increase, due to other already planned developments in the area and where there is no adequate footpath for pedestrian residents of the town to use to and from it, is unacceptable.
- e. N/105/01731/24 – to make no comment.
- f. N/105/00051/25 – to object. 1) It feels that conditions are imposed for a reason and these should not be changed or removed. 2) It noted that increasing the size of properties will thereby increase the cost to purchasers and it wondered what affordable housing will be made available in the area? 3) What s106 contribution is to be made as a result of this development? If the size of properties is increased the Town Council feels strongly that the s106 contribution should also increase, inline.
- g. To support all other applications.

NB: Cllr Mrs. EB abstained from voting on planning application 3.

NB: Cllr Mrs. JMS abstained from voting on planning application 6.

P111. Planning Correspondence

The Committee noted the following planning correspondence:

a. ELDC Planning Decisions

- i. ELDC Approved – N/105/01092/24 – Planning Permission – 14 Queen Street, LN11 9BD – LTC supported 06/08/24.
- ii. ELDC Approved – N/105/01700/24 – Consent to Display – Milford Court, Warwick Road, Fairfield Industrial Estate – LTC supported 14/01/25.

b. Temporary Traffic Restrictions

- i. ORGANISATION RESPONSIBLE FOR RESTRICTION: Anglian Water
REASON FOR RESTRICTION: Water main repairs.
NATURE AND LOCATION OF RESTRICTION: Road Closure Order – Richmond Road.
PERIOD OF RESTRICTION: 17/02/25 – 19/02/25 (restrictions to be implemented for 3 days as and when required during this period. Signage to be displayed on site in advance).
- ii. ORGANISATION RESPONSIBLE FOR RESTRICTION: Direct Traffic Management
REASON FOR RESTRICTION: Foul and surface water connections.
NATURE AND LOCATION OF RESTRICTION: Road Closure Order – Monks Dyke Road (between Almond Crescent and Millgood Close).
PERIOD OF RESTRICTION: 17/02/25 – 21/02/25 (restrictions to be implemented for 5 days as and when required during this period. Signage will be displayed on site in advance).
- iii. ORGANISATION RESPONSIBLE FOR RESTRICTION: O'Connor Group
REASON FOR RESTRICTION: Highway defect repair.
NATURE AND LOCATION OF RESTRICTION: Road Closure Order – Chequergate
PERIOD OF RESTRICTION: 22/02/25 – 22/02/25 (restrictions to be implemented for 1 day 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: Emergency – mains fittings repairs.

NATURE AND LOCATON OF RESTRICTION: Emergency Road Closure Order – Broadbank (between Northgate and a point 50m north).

PERIOD OF RESTRICTION: 29/01/25 – 31/01/25, 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).

c. Enforcement

- i. **Location:** Land South of Chestnut Drive, Louth. **Nature of Investigation:** Flag poles and flags in situ following expiry of temporary planning permission reference N/092/01428/19 which granted Advertisement Consent from the date 1st November 2019 to 31st October 2024. As the term for the display of advertisements has ended the flagpole advertisements that are still in situ are unauthorised. An officer has written to the owner to inform them that permission is required for advertising in this manner and has invited them to submit an application for Advertisement Consent to retain the flagpole advertisements. If an application is not applied for with in 28 days, a further visit to the location will be made to assess whether the breach of planning control is continuing.
- ii. **Location:** Phone Link, 60 Eastgate, Louth, LN11 9PG. **Nature of Investigation:** Alterations to shop front to provide roller shutters. A recent site inspection has confirmed that the aforementioned breach of planning control has now been resolved. The plastic sign is class 13 approved and, as such, no further action is to be taken by the planning department.

P112. Town and Country Planning Act 1990 Appeal under S78 Against Refusal of a Householder Application

The Committee noted that an appeal had been made to the Secretary of State against the decision of ELDC to refuse planning permission – extension to existing dwelling to provide additional living accommodation at 94 Mount Pleasant Avenue. It was noted that if the Committee wished to withdraw its previous comments it was required to do so by 13th February 2025 and that there was no opportunity to submit further comments.

P113. Proposed Work to Trees

It was proposed, seconded and **RESOLVED** to support the following work to trees in the Conservation Area:

- a. **Location:** 10 Grays Court. **Proposals:** T1 – Sycamore – Fell. T2 – Sycamore – Fell. **Reasons:** T1 and T2 growing too big for location.

NB: Cllr. DH left the meeting at 7.52pm before the commencement of discussion of the proposed work to trees, therefore abstaining from the vote, and re-entered the meeting at 7.53pm after discussion and voting had taken place.

P114. Proposed Restricted Parking Zone, Louth Market Place

The Committee received correspondence from Lincolnshire County Council (LCC) regarding the proposed restricted parking zone in Louth Market Place. After consideration, it was proposed, seconded and **RESOLVED** to submit comments in favour of the proposed restrictions, but to also comment that the Committee felt there were too many signs in the proposal, some of which would obstruct the town Christmas Tree.

P115. National Highways and Transport (NHT) Survey

The Committee received details of the above and it was proposed, seconded and **RESOLVED** to formulate a draft corporate response in conjunction with the Committees previous submission to the 2023 NHT survey at the next Planning Working Group meeting for ratification and submission at the next Planning Committee meeting on 25th February 2025.

P116. Next Meeting

It was noted that the next scheduled Planning Committee meeting would take place on 25th February 2025.

The Meeting Closed at 8.04pm.

Signed _____ (Chairman) Dated _____

Our Ref	Authority	Application No	Type	Applicant	Proposal	Location / Ward	Conservation Area?	Previous L.T.C Comments	Planning Working Group	Expiry Date for L.T.C Comments
1	ELDC	N/105/ 01750/24	Listed Building Consent	Butterfly Hospice Trust	External alterations to include repainting of part of existing shop front and provision of a replacement door.	14 Mercer Row, Louth, LN11 9UJ - Priory Ward	Yes	New	No recommendation. The PWG appreciated that these proposals would improve the town centre but there were concerns about the proposed colour. Some felt that something more in keeping with the town centre aesthetic would be more appropriate.	11/03/2025
2	ELDC	N/105/ 01915/24	Section 73 Application	Mr. C. Dudley	Section 73 Application to vary condition no.2 (approved plans) as previously imposed on planning permission reference N/105/01813/23 for the extensions to existing dwelling to provide additional living accommodation and extension to existing vehicular access.	10 Southlands Avenue, Louth, LN11 8EW - St. Mary's Ward	No	New	Support.	11/03/2025
3	ELDC	N/105/ 00043/25	Planning Permission	Mr. R. Patch	Extensions and alterations to existing dwelling to provide additional living accommodation and to include a pitched roof over an existing flat roof.	Westville, Irish Hill, Louth, LN11 9YL - St. Mary's Ward	Yes	New	The PWG expressed concerns about the choice of material being used within the Conservation Area. It felt that the application of Solar Panels to the roof, the use of concrete roof tiles and UPVC would be very obvious. However, it did not reach a conclusion.	26/02/2025
4	ELDC	N/105/ 00110/25	Listed Building Consent	Mrs. S. Hawson	Re-roofing of existing dwelling and structural repairs to parapet.	70 Westgate, Louth, LN11 9YD - St. James' Ward	Yes	New	Support as long as the plans submitted are adhered to. The PWG felt that the use of lead to seal the parapet would be acceptable but noted a recommendation from the builder to use Cap Stones which it was felt were not acceptable as they would constitute a material change to the building.	06/03/2025
5	ELDC	N/105/ 00197/25	Section 73 Application	Mr. & Mrs. G. Sykes	Section 73 Application to vary condition no.2 (approved plans) and condition no.3 (schedule of materials) as previously imposed on planning permission reference N/105/01509/24 for the erection of 1no. dwelling.	63 Crowtree Lane, Louth, LN11 0QW - St. Mary's Ward	Yes	New	Not received in time for consideration by the PWG.	12/03/2025
6	ELDC	N/105/ 00201/25	Planning Permission	Mr. I. Corby	Alterations to existing dwelling to provide a detached garage.	Granchester, Siewton Lane, Louth, LN11 8SB - St. Michael's Ward	No	New	Not received in time for consideration by the PWG.	11/03/2025
7	ELDC	N/105/ 00213/25	Section 73 Application	Snape Properties Ltd	Section 73 Application to vary condition no.1 (approved plans) previously imposed on planning permission ref. no. N/105/01921/23 (reserved matters) application for the erection of 90 dwellings with associated garages, access roads, drainage features and landscaping).	Westfield Park Development, Grimsby Road, Louth - North Holme Ward	No	New	Support.	11/03/2025
8	ELDC	N/105/ 00222/25	Section 73 Application	Mr. S. Lawson	Section 73 Application to vary condition 11 (air conditioning units) previously imposed on planning permission ref. no. N/105/01079/15 for change of use, conversion of and alterations to part of the existing nightclub with flat over to provide 3no. self contained flats and erection of 4no. terrace houses.	Land at 76a Eastgate, Louth - Priory Ward	Yes	New	Not received in time for consideration by the PWG.	12/03/2025

PLANNING COMMITTEE 25th FEBRUARY 2025
PLANNING CORRESPONDENCE TO NOTE

1. ELDC Planning Decisions

- a. ELDC Refused – N/105/01809/24 – Planning Permission – 146 St. Bernards Avenue, LN11 8BJ – LTC objected 14/01/25.
- b. ELDC Approved – N/105/01852/24 – Planning Permission – Couplands Caravans, LN11 0YZ – LTC supported 14/01/25.
- c. ELDC Refused – N/105/01928/24 – Consent to Display – 152-154 Eastgate, LN11 9AB – LTC objected 14/01/25.
- d. ELDC Approved – N/105/01645/24 – Planning Permission – Powerguard House, LN11 0SX – LTC objected 04/02/25.
- e. ELDC Approved – N/105/01978/24 – Planning Permission – 1 St. Mary’s Lane, LN11 0DU – LTC supported 14/01/25.

2. Temporary Traffic Restrictions

- a. ORGANISATION RESPONSIBLE FOR RESTRICTION: DSTM Ltd

REASON FOR RESTRICTION: Filming.

NATURE AND LOCATION OF RESTRICTION: Road Closure Order – Westgate; Schoolhouse Lane; Gospelgate; George Street.

PERIOD OF RESTRICTION: 18/02/25 – 27/02/25 (restrictions to be implemented for 10 days as and when required during this period. Signage to be displayed on site in advance) – *Please note that filming has now been postponed until further notice.*

- b. ORGANISATION RESPONSIBLE FOR RESTRICTION: Anglian Water

REASON FOR RESTRICTION: New water connection.

NATURE AND LOCATION OF RESTRICTION: Road Closure Order – Mercer Row (between Upgate and Butcher Lane).

PERIOD OF RESTRICTION: 03/03/25 – 05/03/25, 18:00 to 06:00 (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: Water main repairs.

NATURE AND LOCATION OF RESTRICTION: Road Closure Order – Richmond Road.

PERIOD OF RESTRICTION: 18/02/25 – 20/02/25 (restrictions to be implemented for 3 days as and when required during this period. Signage will be displayed on site in advance).

- d. ORGANISATION RESPONSIBLE FOR RESTRICTION: Anglian Water

REASON FOR RESTRICTION: Emergency – repair leak.

NATURE AND LOCATION OF RESTRICTION: Emergency Road Closure Order – Gospelgate (between George Street and Upgate).

PERIOD OF RESTRICTION: 10/02/25 – 14/02/25 (restrictions to be implemented for 5 days as and when required during this period. Signage will be displayed on site in advance).

3. Enforcement

- a. **Location:** Land South of Chestnut Drive, Louth. **Nature of Investigation:** Flag poles and flags in situ following expiry of temporary planning permission reference N/092/01428/19. The matter has been investigated and was established that no breach of planning control has taken place. Advertisements displayed after the expiry of express consent have deemed consent under Class 14 of Schedule 3 to the regulations. The Council would only require the removal of an advertisement immediately at the end of the express consent period, if a condition was attached to the consent by the local planning authority. There was no condition requiring the removal imposed on N/092/01428/19, therefore the adverts can remain in situ until completion of the development. No further action will be taken.

b. Location: 15 Ramsgate, Louth, LN11 0NB. **Nature of Investigation:** Untidy land and building. The matter is due to be fully investigated by an enforcement officer, who will aim to visit the location within 18 working days to establish whether of breach of planning control has taken place.

4. Appeals

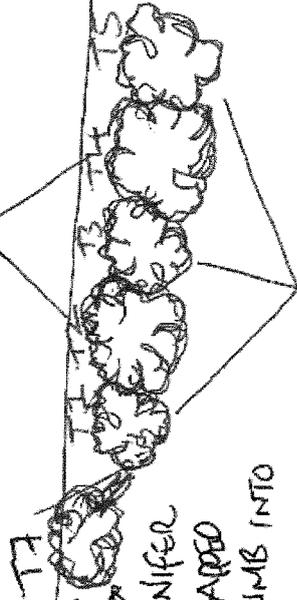
a. Planning Application Reference: N/105/00143/24. **Location:** 25 Queen Street, Louth, LN11 9BJ. **Nature of Appeal:** An appeal was made under section 78 of the Town and Country Planning Act 1990 (as amended) against the refusal to grant planning permission to change the existing timber windows and entrance door to the front elevation only of property to UPVC traditional style sash windows as like for like replacement. **Decision:** The Planning Inspectorate determined that the main issue of the proposed work was the effect of the replacement front windows on the character and appearance of the Louth Conservation Area. Subsequently, the Planning Inspectorate dismissed the appeal.

LOVE LANE

LIMBS
DON'T
TOUGH.

T7
CONIFER
SNAPPED
LIMB INTO
HOLLY,
REMOVE LIMB.

CONIFERS



HOLLY

RIVERDALE.

about 10'

DRIVE WAY.

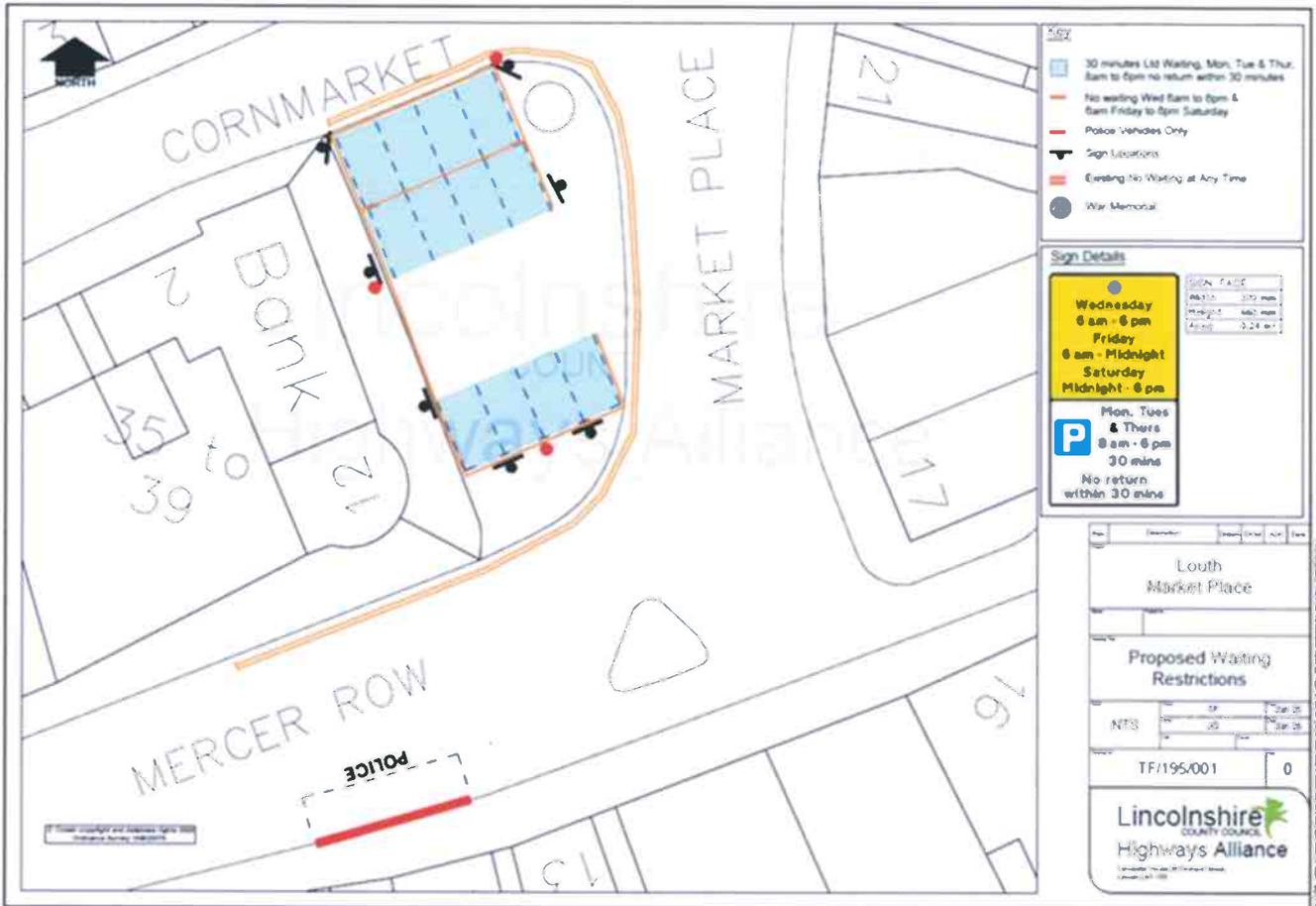
CONIFER.



Proposed Waiting Restrictions – Louth, Market Place

Amendments following Council’s suggestion that the number of signs should be reduced:

Reduce number of signs to 3. ● = Proposed position of reduced signage.



NHT Public Representative Survey 2025

LCC need help with a survey that will give it vital information about the Lincolnshire road network. Historically, this survey has been issued to a sample of residents within Lincolnshire (approximately 3000) but this year it is also targeting an additional response from Councillors and Parish / Town Councils as separate groups.

It will use the results to improve its Highways and Transport services. The information provided to the survey is hugely important and will tell LCC vital details about what it has done right, and what it can do better. In a time where unprecedented funding pressures are faced, it wants to ensure it is delivering as much as it can and with the available funding.

QUESTION 1.

How important, if at all, do you consider each of the following?

Good pavements

Very Important	Fairly Important	Not Very Important	Not at All Important	Does Not Apply
-----------------------	------------------	--------------------	----------------------	----------------

Good cycle routes/lanes

Very Important	Fairly Important	Not Very Important	Not at All Important	Does Not Apply
----------------	-------------------------	--------------------	----------------------	----------------

Good Local bus services

Very Important	Fairly Important	Not Very Important	Not at All Important	Does Not Apply
-----------------------	------------------	--------------------	----------------------	----------------

Good local taxi (or mini cab) services

Very Important	Fairly Important	Not Very Important	Not at All Important	Does Not Apply
----------------	-------------------------	--------------------	----------------------	----------------

Community Transport, e.g. not-for-profit transport for particular groups or communities

Very Important	Fairly Important	Not Very Important	Not at All Important	Does Not Apply
----------------	-------------------------	--------------------	----------------------	----------------

Demand Responsive Transport, i.e. bus services using flexible routes/timetables

Very Important	Fairly Important	Not Very Important	Not at All Important	Does Not Apply
----------------	-------------------------	--------------------	----------------------	----------------

Safe Roads

Very Important	Fairly Important	Not Very Important	Not at All Important	Does Not Apply
-----------------------	------------------	--------------------	----------------------	----------------

Low levels of traffic congestionVery
Important**Fairly
Important**Not Very
ImportantNot at All
ImportantDoes Not
Apply**Low levels of local traffic pollution**Very
Important**Fairly
Important**Not Very
ImportantNot at All
ImportantDoes Not
Apply**Good Street lighting****Very
Important**Fairly
ImportantNot Very
ImportantNot at All
ImportantDoes Not
Apply**Roads being in good condition****Very
Important**Fairly
ImportantNot Very
ImportantNot at All
ImportantDoes Not
Apply**A good Rights of Way network (Rights of Way are paths or bridleways in the countryside/towns which the public are legally allowed to use as pedestrians or cyclists)****Very
Important**Fairly
ImportantNot Very
ImportantNot at All
ImportantDoes Not
Apply**QUESTION 2.**

Thinking about roads and transport locally, how satisfied or dissatisfied are you with the following?

PavementsVery
SatisfiedFairly
SatisfiedNeither
NorFairly
Dissatisfied**Very
Dissatisfied**Does Not
Apply**Cycle routes/lanes**Very
SatisfiedFairly
SatisfiedNeither
Nor**Fairly
Dissatisfied**Very
DissatisfiedDoes Not
Apply**Local bus services**Very
SatisfiedFairly
SatisfiedNeither
Nor**Fairly
Dissatisfied**Very
DissatisfiedDoes Not
Apply

Local taxi (or mini cab) services

Very Satisfied	Fairly Satisfied	Neither Nor	Fairly Dissatisfied	Very Dissatisfied	Does Not Apply
----------------	------------------	--------------------	---------------------	-------------------	----------------

Community Transport, e.g. not-for-profit transport for particular groups or communities

Very Satisfied	Fairly Satisfied	Neither Nor	Fairly Dissatisfied	Very Dissatisfied	Does Not Apply
----------------	------------------	--------------------	---------------------	-------------------	----------------

Demand Responsive Transport. i.e. bus services using flexible routes/timetables

Very Satisfied	Fairly Satisfied	Neither Nor	Fairly Dissatisfied	Very Dissatisfied	Does Not Apply
----------------	------------------	--------------------	---------------------	-------------------	----------------

Safety on roads

Very Satisfied	Fairly Satisfied	Neither Nor	Fairly Dissatisfied	Very Dissatisfied	Does Not Apply
----------------	------------------	-------------	---------------------	--------------------------	----------------

Traffic congestion

Very Satisfied	Fairly Satisfied	Neither Nor	Fairly Dissatisfied	Very Dissatisfied	Does Not Apply
----------------	------------------	--------------------	---------------------	-------------------	----------------

Levels of local traffic pollution

Very Satisfied	Fairly Satisfied	Neither Nor	Fairly Dissatisfied	Very Dissatisfied	Does Not Apply
----------------	------------------	--------------------	---------------------	-------------------	----------------

Street lighting

Very Satisfied	Fairly Satisfied	Neither Nor	Fairly Dissatisfied	Very Dissatisfied	Does Not Apply
----------------	------------------	-------------	---------------------	--------------------------	----------------

The condition of roads

Very Satisfied	Fairly Satisfied	Neither Nor	Fairly Dissatisfied	Very Dissatisfied	Does Not Apply
----------------	------------------	-------------	---------------------	--------------------------	----------------

The local Rights of Way network

Very Satisfied	Fairly Satisfied	Neither Nor	Fairly Dissatisfied	Very Dissatisfied	Does Not Apply
----------------	------------------	-------------	----------------------------	-------------------	----------------

And taking everything into account, how satisfied or dissatisfied are you overall with transport and highways services?

Very Satisfied	Fairly Satisfied	Neither Nor	Fairly Dissatisfied	Very Dissatisfied	Does Not Apply
----------------	------------------	-------------	---------------------	--------------------------	----------------

QUESTION 3.

Still thinking about the local situation and about the last few years or so, do you think that each of the following has got better, got worse or stayed about the same?

Pavements

Got a Lot Better	Got a Little Better	Stayed the Same	Got a Little Worse	Got a Lot Worse	Doesn't Apply Or Don't Know
------------------	---------------------	-----------------	--------------------	------------------------	-----------------------------

Cycle routes/lanes

Got a Lot Better	Got a Little Better	Stayed the Same	Got a Little Worse	Got a Lot Worse	Doesn't Apply Or Don't Know
------------------	---------------------	------------------------	--------------------	-----------------	-----------------------------

Local bus services

Got a Lot Better	Got a Little Better	Stayed the Same	Got a Little Worse	Got a Lot Worse	Doesn't Apply Or Don't Know
------------------	----------------------------	-----------------	--------------------	-----------------	-----------------------------

Local taxi (or mini cab) services

Got a Lot Better	Got a Little Better	Stayed the Same	Got a Little Worse	Got a Lot Worse	Doesn't Apply Or Don't Know
------------------	---------------------	-----------------	---------------------------	-----------------	-----------------------------

Community Transport, e.g. not-for-profit transport for particular groups or communities

Got a Lot Better	Got a Little Better	Stayed the Same	Got a Little Worse	Got a Lot Worse	Doesn't Apply Or Don't Know
------------------	---------------------	------------------------	--------------------	-----------------	-----------------------------

Demand Responsive Transport, i.e. bus services using flexible routes/timetables

Got a Lot Better	Got a Little Better	Stayed the Same	Got a Little Worse	Got a Lot Worse	Doesn't Apply Or Don't Know
------------------	----------------------------	-----------------	--------------------	-----------------	-----------------------------

Safety on roads

Got a Lot Better	Got a Little Better	Stayed the Same	Got a Little Worse	Got a Lot Worse	Doesn't Apply Or Don't Know
------------------	---------------------	-----------------	---------------------------	-----------------	-----------------------------

Traffic congestion

Got a Lot Better	Got a Little Better	Stayed the Same	Got a Little Worse	Got a Lot Worse	Doesn't Apply Or Don't Know
------------------	---------------------	-----------------	---------------------------	-----------------	-----------------------------

Levels of local traffic pollution

Got a Lot Better	Got a Little Better	Stayed the Same	Got a Little Worse	Got a Lot Worse	Doesn't Apply Or Don't Know
------------------	---------------------	------------------------	--------------------	-----------------	-----------------------------

Street lighting

Got a Lot Better	Got a Little Better	Stayed the Same	Got a Little Worse	Got a Lot Worse	Doesn't Apply Or Don't Know
------------------	---------------------	-----------------	---------------------------	-----------------	-----------------------------

The condition of roads

Got a Lot Better	Got a Little Better	Stayed the Same	Got a Little Worse	Got a Lot Worse	Doesn't Apply Or Don't Know
------------------	---------------------	-----------------	--------------------	------------------------	-----------------------------

The local Rights of Way network

Got a Lot Better	Got a Little Better	Stayed the Same	Got a Little Worse	Got a Lot Worse	Doesn't Apply Or Don't Know
------------------	---------------------	------------------------	--------------------	-----------------	-----------------------------

QUESTION 4.

In principle, do you think the Council should spend more, less, or about the same on each of the following in the next few years?

Pavements

Spend a Lot More	Spend a Little More	Spend The Same	Spend a Little Less	Spend a Lot Less	Doesn't Apply Or Don't Know
------------------	----------------------------	----------------	---------------------	------------------	-----------------------------

Cycle routes/lanes

Spend a Lot More	Spend a Little More	Spend The Same	Spend a Little Less	Spend a Lot Less	Doesn't Apply Or Don't Know
------------------	---------------------	-----------------------	---------------------	------------------	-----------------------------

Local bus services

Spend a Lot More	Spend a Little More	Spend The Same	Spend a Little Less	Spend a Lot Less	Doesn't Apply Or Don't Know
------------------	----------------------------	----------------	---------------------	------------------	-----------------------------

Local taxi (or mini cab) services

Spend a Lot More	Spend a Little More	Spend The Same	Spend a Little Less	Spend a Lot Less	
------------------	---------------------	----------------	---------------------	------------------	--

Doesn't Apply Or Don't Know

Community Transport, e.g. not-for-profit transport for particular groups or communities

Spend a Lot More	Spend a Little More	Spend The Same	Spend a Little Less	Spend a Lot Less	
------------------	---------------------	----------------	---------------------	------------------	--

Doesn't Apply Or Don't Know

Demand Responsive Transport, i.e. bus services using flexible routes/timetables

Spend a Lot More	Spend a Little More	Spend The Same	Spend a Little Less	Spend a Lot Less	
------------------	---------------------	-----------------------	---------------------	------------------	--

Doesn't Apply Or Don't Know

Safety on roads

Spend a Lot More	Spend a Little More	Spend The Same	Spend a Little Less	Spend a Lot Less	
-------------------------	---------------------	----------------	---------------------	------------------	--

Doesn't Apply Or Don't Know

Traffic congestion

Spend a Lot More	Spend a Little More	Spend The Same	Spend a Little Less	Spend a Lot Less	
------------------	---------------------	-----------------------	---------------------	------------------	--

Doesn't Apply Or Don't Know

Levels of local traffic pollution

Spend a Lot More	Spend a Little More	Spend The Same	Spend a Little Less	Spend a Lot Less	
------------------	---------------------	-----------------------	---------------------	------------------	--

Doesn't Apply Or Don't Know

Street lighting

Spend a Lot More	Spend a Little More	Spend The Same	Spend a Little Less	Spend a Lot Less	
-------------------------	---------------------	----------------	---------------------	------------------	--

Doesn't Apply Or Don't Know

The condition of roads

Spend a Lot More	Spend a Little More	Spend The Same	Spend a Little Less	Spend a Lot Less	
-------------------------	---------------------	----------------	---------------------	------------------	--

Doesn't Apply Or Don't Know

The local Rights of Way network

Spend a Lot More	Spend a Little More	Spend The Same	Spend a Little Less	Spend a Lot Less	
------------------	---------------------	-----------------------	---------------------	------------------	--

Doesn't Apply Or Don't Know

QUESTION 5.

Thinking about the local area, how satisfied or dissatisfied are you with each of these?

The provision of pavements where these are needed

Very Satisfied	Fairly Satisfied	Neither Nor	Fairly Dissatisfied	Very Dissatisfied	Does Not Apply
----------------	------------------	-------------	----------------------------	-------------------	----------------

The condition of pavements

Very Satisfied	Fairly Satisfied	Neither Nor	Fairly Dissatisfied	Very Dissatisfied	Does Not Apply
----------------	------------------	-------------	---------------------	--------------------------	----------------

Speed of repair to damaged pavements

Very Satisfied	Fairly Satisfied	Neither Nor	Fairly Dissatisfied	Very Dissatisfied	Does Not Apply
----------------	------------------	-------------	----------------------------	-------------------	----------------

Quality of repair to damaged pavements

Very Satisfied	Fairly Satisfied	Neither Nor	Fairly Dissatisfied	Very Dissatisfied	Does Not Apply
----------------	------------------	-------------	---------------------	--------------------------	----------------

Weed killing on pavements

Very Satisfied	Fairly Satisfied	Neither Nor	Fairly Dissatisfied	Very Dissatisfied	Does Not Apply
----------------	------------------	-------------	---------------------	--------------------------	----------------

The cleanliness of pavements

Very Satisfied	Fairly Satisfied	Neither Nor	Fairly Dissatisfied	Very Dissatisfied	Does Not Apply
----------------	------------------	-------------	---------------------	--------------------------	----------------

Direction signposts for pedestrians

Very Satisfied	Fairly Satisfied	Neither Nor	Fairly Dissatisfied	Very Dissatisfied	Does Not Apply
----------------	------------------	-------------	---------------------	--------------------------	----------------

Provision of safe crossing points

Very Satisfied	Fairly Satisfied	Neither Nor	Fairly Dissatisfied	Very Dissatisfied	Does Not Apply
----------------	------------------	-------------	---------------------	--------------------------	----------------

Drop kerb crossing points (e.g. for pushchairs or wheelchairs)

Very Satisfied	Fairly Satisfied	Neither Nor	Fairly Dissatisfied	Very Dissatisfied	Does Not Apply
----------------	------------------	-------------	---------------------	--------------------------	----------------

Pavements being kept clear of obstructions (e.g. parked cars, advertising boards)

Very Satisfied	Fairly Satisfied	Neither Nor	Fairly Dissatisfied	Very Dissatisfied	Does Not Apply
----------------	------------------	-------------	----------------------------	-------------------	----------------

QUESTION 6.**How satisfied or dissatisfied are you with each of these locally?****Condition of road surfaces**

Very Satisfied	Fairly Satisfied	Neither Nor	Fairly Dissatisfied	Very Dissatisfied	Does Not Apply
----------------	------------------	-------------	---------------------	--------------------------	----------------

Cleanliness of roads

Very Satisfied	Fairly Satisfied	Neither Nor	Fairly Dissatisfied	Very Dissatisfied	Does Not Apply
----------------	------------------	-------------	---------------------	--------------------------	----------------

Condition of road markings (e.g. white lines)

Very Satisfied	Fairly Satisfied	Neither Nor	Fairly Dissatisfied	Very Dissatisfied	Does Not Apply
----------------	------------------	-------------	---------------------	--------------------------	----------------

Condition of road signs

Very Satisfied	Fairly Satisfied	Neither Nor	Fairly Dissatisfied	Very Dissatisfied	Does Not Apply
----------------	------------------	-------------	---------------------	--------------------------	----------------

Cleanliness of road signs

Very Satisfied	Fairly Satisfied	Neither Nor	Fairly Dissatisfied	Very Dissatisfied	Does Not Apply
----------------	------------------	-------------	---------------------	--------------------------	----------------

The provision of street lighting where this is needed

Very Satisfied	Fairly Satisfied	Neither Nor	Fairly Dissatisfied	Very Dissatisfied	Does Not Apply
----------------	------------------	-------------	---------------------	--------------------------	----------------

Speed of repair to street light

Very Satisfied	Fairly Satisfied	Neither Nor	Fairly Dissatisfied	Very Dissatisfied	Does Not Apply
----------------	------------------	-------------	---------------------	--------------------------	----------------

Speed of repair to damaged roads

Very Satisfied	Fairly Satisfied	Neither Nor	Fairly Dissatisfied	Very Dissatisfied	Does Not Apply
----------------	------------------	-------------	---------------------	--------------------------	----------------

Quality of repair to damaged roads

Very Satisfied	Fairly Satisfied	Neither Nor	Fairly Dissatisfied	Very Dissatisfied	Does Not Apply
----------------	------------------	-------------	---------------------	--------------------------	----------------

Maintenance of highway verges, trees and shrubs

Very Satisfied	Fairly Satisfied	Neither Nor	Fairly Dissatisfied	Very Dissatisfied	Does Not Apply
----------------	------------------	-------------	----------------------------	-------------------	----------------

Weed killing on roads

Very Satisfied	Fairly Satisfied	Neither Nor	Fairly Dissatisfied	Very Dissatisfied	Does Not Apply
----------------	------------------	-------------	----------------------------	-------------------	----------------

The provision of drains along the sides of roads where these are needed

Very Satisfied	Fairly Satisfied	Neither Nor	Fairly Dissatisfied	Very Dissatisfied	Does Not Apply
----------------	------------------	-------------	---------------------	--------------------------	----------------

Keeping drains clear and working

Very Satisfied	Fairly Satisfied	Neither Nor	Fairly Dissatisfied	Very Dissatisfied	Does Not Apply
----------------	------------------	-------------	---------------------	--------------------------	----------------

QUESTION 7.

Still thinking about the local area...

7a.

Would you say that compared to a year ago there are more potholes and damaged roads, there are fewer, or has there been no change in the number?

More

No Change

Fewer

Don't Know

7b.

From what you know or have heard and compared to a year ago, would you say that the Council is doing more to repair local roads, doing less, or about the same?

More

About the Same

Less

Don't Know

QUESTION 8.

How satisfied or dissatisfied are you with the way the Council...

Deals with potholes and damaged roads

Very Satisfied	Fairly Satisfied	Neither Nor	Fairly Dissatisfied	Very Dissatisfied	Does Not Apply
----------------	------------------	-------------	---------------------	--------------------------	----------------

Undertakes cold weather gritting (salting)

Very Satisfied	Fairly Satisfied	Neither Nor	Fairly Dissatisfied	Very Dissatisfied	Does Not Apply
----------------	-------------------------	-------------	---------------------	-------------------	----------------

Undertakes snow clearance

Very Satisfied	Fairly Satisfied	Neither Nor	Fairly Dissatisfied	Very Dissatisfied	Does Not Apply
----------------	------------------	-------------	----------------------------	-------------------	----------------

Provides information to residents on cold weather gritting (salting) and snow clearance)

Very Satisfied	Fairly Satisfied	Neither Nor	Fairly Dissatisfied	Very Dissatisfied	Does Not Apply
----------------	------------------	--------------------	---------------------	-------------------	----------------

Cuts back overgrown/overhanging hedges or trees next to roads and pavements

Very Satisfied	Fairly Satisfied	Neither Nor	Fairly Dissatisfied	Very Dissatisfied	Does Not Apply
----------------	------------------	-------------	---------------------	--------------------------	----------------

Deals with mud on the roads

Very Satisfied	Fairly Satisfied	Neither Nor	Fairly Dissatisfied	Very Dissatisfied	Does Not Apply
----------------	------------------	-------------	---------------------	--------------------------	----------------

Deals with flooding on roads and pavements

Very Satisfied	Fairly Satisfied	Neither Nor	Fairly Dissatisfied	Very Dissatisfied	Does Not Apply
----------------	------------------	-------------	---------------------	--------------------------	----------------

QUESTION 9.

How well informed, if at all, do you feel about the following?

Local transport highways services in general

Very Well Informed	Fairly Well Informed	Not Very Well Informed	Not at All Informed	Does Not Apply
--------------------	----------------------	-------------------------------	---------------------	----------------

Public transport servicesVery Well
Informed**Fairly Well
Informed**Not Very Well
InformedNot at All
InformedDoes Not
Apply**The transport and highways services provided by the Council**Very Well
InformedFairly Well
Informed**Not Very Well
Informed**Not at All
InformedDoes Not
Apply**The actions the Council is taking to maintain or improve the condition of local roads**Very Well
InformedFairly Well
Informed**Not Very Well
Informed**Not at All
InformedDoes Not
Apply**The quality of air alongside local roads**Very Well
InformedFairly Well
InformedNot Very Well
Informed**Not at All
Informed**Does Not
Apply**QUESTION 10.****How well informed, if at all, do you feel about the following?****Climate change – sometimes known as global warming**Very Well
InformedFairly Well
InformedNot Very Well
Informed**Not at All
Informed**Does Not
Apply**The level of pollution caused by traffic in the local area**Very Well
InformedFairly Well
InformedNot Very Well
Informed**Not at All
Informed**Does Not
Apply**The actions the Council is taking to help tackle climate change**Very Well
InformedFairly Well
InformedNot Very Well
Informed**Not at All
Informed**Does Not
Apply**The actions you can take personally to help tackle climate change**Very Well
InformedFairly Well
Informed**Not Very Well
Informed**Not at All
InformedDoes Not
Apply

General comments – if you have any specific comments you would like to pass on, please comment below.

The general feeling, is that generally, most things are in decline, and not very good, and money needs to be spent to bring amenities up to a standard that is acceptable.

There is also concern about the usage of scooters in the town area, although an important device for mobility, some clarification on pavement usage could be considered.

With relation to specific questions:-

Question 2

- **Local Bus Services.**

Planning Issue. Ensure new larger estates have a circular system to ensure bus services can be incorporated.

- **Community Transport**

A lack of knowledge of the available services that exist.

- **Traffic Congestion**

Stewton Lane onto Newmarket is becoming more of an issue with congestion.

- **Street Lighting**

The Town Centre is poorly illuminated, and streets could be better illuminated for late night safety.

Question 3

- **Local Bus Services**

Further expansion of bus services to connect the villages to Louth Town Centre. Some improvement in this area has occurred, but further work required.

- **Local Taxi (or mini cab) services**

School runs performed by local taxi firms has change availability at key times, and changed the dynamic of usage.

Question 4

- **Local Taxi (or mini Cab) services**

These are private businesses, it would seem difficult to affect their operation.

- **Community Transport**

These are managed by Private Organisations, again difficult to affect their operation.

Question 5

- **Provision Of Pavements**

Louth Garden Centre needs to be connected to the pavement network. Too many people are observed walking along the road.

Question 8

- **Undertakes snow clearance**

Snow clearance dissatisfaction is based on historical experience, though for our specific area it has not been required for recent winters.



Identifying Areas of Focus within the Theddlethorpe Search Area

Finding a suitable site for a Geological Disposal Facility



Nuclear Waste Services

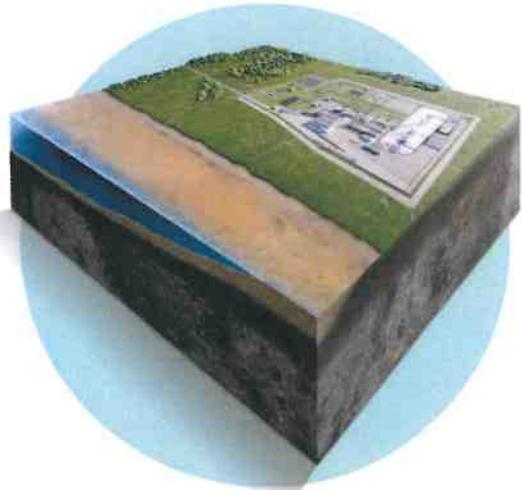
01

Introduction to Government Policy and the Siting Process

Nuclear Waste Services (NWS) is delivering a GDF as the safe, secure, and long-term solution for the most hazardous radioactive waste. It is one of the largest environmental protection programmes in the UK and ensures we remove the costs and burden of having to keep the waste safe and secure in surface storage facilities for many thousands of years. The UK Government's Policy for a GDF requires NWS to find two things – a suitable site and a willing community. A GDF cannot go forward without both being in place. At this stage in the Programme, there are three Community Partnerships: South Copeland; Mid Copeland; and Theddlethorpe. These areas have potentially suitable geology, yet we are some years away from being able to confirm whether a site is actually suitable. The purpose of this document is to explain how NWS has identified Areas of Focus within the existing Search Area and adjacent inshore area, to enable us to focus Site Evaluation studies and determine the potential suitability of the areas to host a GDF.



Simon Hughes
**Siting and Communities
Director**



NWS needs to identify both a suitable site and a willing community to host a Geological Disposal Facility (GDF). The key documents which set out this framework are the UK Policy Framework for Managing Radioactive Substances and Nuclear Decommissioning (the Policy) and Site Evaluation: How we will evaluate sites in England (the Site Evaluation document). NWS also undertakes an assessment of key siting decisions against factors relating to the overall GDF Programme. This includes consideration of NWS' Programme Deliverability, alongside technical and community considerations. Each of these three perspectives informs NWS' decision-making.

The Policy

The Policy puts a framework in place to ensure NWS works in partnership with communities to build trust and understanding of a GDF before any commitment to host a GDF is required. The Policy does not identify preferred sites or locations; it relies on communities working with NWS throughout the siting process and NWS undertaking the necessary technical analysis to assess the suitability of the areas under consideration. The Policy recognises that either a community or NWS may choose to withdraw from the siting process, ending the participation of the area in the GDF siting process.

The Siting Process

Site Evaluation: finding a suitable site

The Site Evaluation document establishes six 'siting factors' (and 26 associated 'evaluation considerations') against which we will assess site suitability throughout the siting process.



Safety &
Security



Community



Environment



Engineering
feasibility



Transport



Value for
money

GDF Programme Deliverability

The mission of the GDF Programme is to deliver a permanent solution for the disposal of the UK's most hazardous radioactive waste through the design, construction, operation and closure of a GDF. When we take a decision, we need to understand how that decision impacts on our mission. We do this by considering Programme Deliverability, where (in addition to technical and community matters) we look at factors such as land access and acquisition, policy and legal considerations, permits, consents and licensing, Government and Programme stakeholders, operations and sustainability, and how the decision tends to perform against our Programme Objectives.

In order to deliver on this mission, our GDF Programme Objectives are:

- to build trust and work in partnership with one or more communities to gain consent and support to host a GDF;
- to facilitate economic benefits and growth, delivering regional jobs and skills and a positive legacy;
- to deliver a permanent solution for the safe disposal of the UK's most hazardous radioactive waste through the safe, sustainable, and cost-effective design, construction, operation and closure of a GDF;
- to enable the timely retirement of the significant and currently enduring financial liability and risk associated with above ground storage of the most hazardous radioactive waste, that would persist for thousands of years if a disposal solution was not developed.

02

Suitable Site and Willing Community

Under the Policy, a GDF will only be built where there is a suitable site with a willing community.



Willing Community

We started the process by engaging with people, groups, and organisations across the country to help them learn about the GDF Programme, so they could begin to consider whether their community might be interested.

The next stage of the process involves the formation of a Working Group.

The Working Group's role is to open up engagement with the community, begin the work to understand the local area, and identify an initial Search Area for further consideration. The adjacent inshore area may also be considered.

The Working Group identifies initial members of a Community Partnership – which must include at least one relevant Principal Local Authority (rPLA) from the Search Area and will also include NWS – to take over from the Working Group and provide a longer-term platform for community engagement and involvement in the siting process.

Formation of a Community Partnership also triggers the availability of up to £1 million per year of Community Investment Funding. This funding is available for projects and initiatives that support economic development opportunities, improve community wellbeing, or enhance the local environment (including cultural and natural heritage). This Community Investment Funding will increase to up to £2.5 million per year if the community progresses to the next stage of the process, when deep borehole investigations are undertaken in that area.

As part of the Community Partnership, NWS will also work closely with communities to develop a positive and inclusive vision for the future of their area, should they ultimately decide to host a GDF. Significant Additional Investment would be made available in a community that hosts a GDF. This investment could include improved local education and skills capacity, enhanced transport infrastructure, or improved recreational facilities.

Onshore and inshore areas where a GDF and associated facilities may be located

Onshore (the area on dry land), the Search Area is the geographical area encompassing all the electoral wards within which we were able to search for potential sites.

The term 'inshore area' is used to refer to the area under the sea out to a maximum of 22km off the coast.



When ready, and once the community has had time to ask questions and learn about a GDF through community engagement, the rPLA on the Community Partnership will decide on a timeframe for determining the willingness of the Potential Host Community for a proposed GDF development through a Test of Public Support. A Test of Public Support will be taken in the Potential Host Community. If the residents of the Potential Host Community do not return a positive Test of Public Support, then the GDF Programme cannot progress in that location.

A decision to withdraw from the siting process can be taken at any time up until a Test of Public Support and must be agreed between the rPLAs on a Community Partnership. NWS can also choose to withdraw from the process in particular communities as our investigations continue and we narrow the options towards a final location.

Suitable Site

Alongside our community engagement, we also need to find a suitable site. Detailed studies and investigations of site suitability will be conducted to ensure a GDF can be constructed, operated, and closed safely and securely.

NWS evaluates each potential area to establish whether it is suitable for a GDF based on Six Siting Factors: safety and security, community, environment, engineering feasibility, transport, and value for money.

We carry out initial high-level evaluations of Search Areas and the adjacent inshore area, including non-intrusive activities such as geophysical surveys and desk studies of existing data such as geology, transport infrastructure, and power supply. Much of the information gathered as part of initial technical assessments may subsequently support the Development Consent Order process and the Environmental Permit applications required for Site Characterisation.

Site Characterisation is the further investigative work, including drilling deep boreholes to understand more about the geology deep below the surface where a GDF could be built.

The information gathered from these studies will also be essential for applications to secure the necessary regulatory permissions to build a GDF and will be key in the development of a GDF design and safety case.

Certain decisions, specifically the decisions on which communities to progress to deep borehole investigation and the final site selection, will require approval from the Secretary of State.

03

Areas of Focus

A key starting point in the siting process is identifying the Search Areas. The Search Areas are the geographical areas on land within which NWS considers potential sites for a GDF. Search Areas are defined by electoral ward boundaries. However, the boundaries are not fixed and as NWS' investigations progress, the Community Partnership may review and refine the Search Area, as it identifies areas that it would prefer to be ruled out of consideration, or brings in additional areas that were not initially part of the Search Area.

Equally important is understanding the adjacent inshore area (the area beyond the coast out to a maximum of 22km). The Sub-surface parts of the GDF may be constructed in the rocks deep under the seabed in the inshore area.

What are Areas of Focus?

Large, varied Search Areas and adjacent inshore areas make it challenging to undertake appropriately detailed and proportionate work to understand the feasibility of delivering a GDF.

We have sought to identify smaller areas within the Search Area and inshore as the first step in the process of determining potentially suitable locations for the GDF as a whole. Specifically, we focused on three distinct types of Areas of Focus: Surface, Sub-surface, and Accessways. These smaller areas will guide more detailed Site Evaluation studies and help prioritise resources for assessing the potential of each area to safely host a GDF.

The process we have followed in identifying Areas of Focus is similar to the approach taken by other large infrastructure projects. We have identified areas, based on current information, that may have the potential to host project infrastructure, taking into account potential constraints such as areas with environmental protection, close to settlements, or areas of flood risk.

Some studies and investigations will continue across the Search Area and beyond – for example, to understand the wider geology and the potential benefits and impacts of a GDF.



Geological Disposal Facility for the most hazardous radioactive waste

1. Sub-surface
2. Surface
3. Accessways

Tunnels connecting surface site to disposal area

Illustrative example of a GDF

A GDF is formed of three elements

A GDF will comprise three main elements – the right Sub-surface geological environment deep underground for the disposal area, a Surface location, and the ability to connect the two with Accessways. NWS needs to identify potentially suitable locations for the three key components of the GDF:



Step 1 – Identifying Sub-surface Areas of Focus

At the initial stage, NWS uses the outputs of the National Geological Screening, alongside other existing geological data and information, to identify the areas that are more likely to have the characteristics to host a GDF.



Step 2 – Identifying the Surface Areas of Focus

Once a Sub-surface Area of Focus has been identified, NWS considers surface locations within the Search Area, that have the potential to host the surface facilities of a GDF. NWS identifies land-use constraints based on the assessment principles, 'impact topics' and decision-making criteria set out in the National Policy Statement for Geological Disposal Infrastructure.



Step 3 – Identification of Accessway Areas of Focus

Once potential Sub-surface and Surface Areas of Focus have been defined, NWS identifies a potential accessway area using community considerations and geological characteristics – a corridor within which the surface site could be connected to the Sub-surface. This could consist of inclined tunnels linking to a surface portal, or shafts with connecting tunnels below ground, or a combination of both.

Further considerations in identifying Areas of Focus

- We review potential Areas of Focus against our Six Siting Factors and consider relevant information from technical studies to date, including the proximity and viability of routes to transport networks, e.g. the road and rail networks, the design and assessment of which will follow subsequently; other nearby major development/project plans and the stage to which they have progressed; and the relative accessway distances between various areas under consideration.
- We also review the potential suitability of both the Sub-surface and Accessway Areas of Focus from a community and programme delivery perspective.
- We undertake a desktop review of land close to the boundaries of the potential Surface Areas of Focus to consider their inclusion.

This review process ensures that we look at the Areas of Focus to see whether they are realistically viable areas to carry out Site Evaluation studies. All Areas of Focus (Sub-surface, Surface and Accessway) are larger than required to allow for flexibility as we progress with the studies into design. The current estimate of the size of the surface site during the operational phase is about 1km², although this size could vary during construction. In some instances where there may be some constraints (for example flood risk areas), we may seek to still include that area and do more work to find out whether we can work within the constraints.

Areas of Focus going forward

As NWS' Site Evaluation work progresses and engagement activities continue to provide a better picture of the potential of the area to host a GDF, revisions to the Areas of Focus may be necessary.

As such, the Areas of Focus that NWS has identified are not irreversible. They are also not a formal refinement of the Search Area, where wider feasibility studies will also continue.

Areas of Focus will support further investigative and technical studies to inform NWS' decision on which areas to take forward to Site Characterisation.

How we identified Areas of Focus in the Theddlethorpe Search Area

The Search Area was established by the Theddlethorpe GDF Working Group and taken forward by the Theddlethorpe GDF Community Partnership. It includes

the Withern & Theddlethorpe and Mablethorpe electoral wards.

The Working Group agreed that the focus for the Sub-surface part of a GDF – where the waste would be disposed of – would be in the deep geology beneath the inshore area up to 22km beyond the coast of the Search Area.

Our early work, which is available in the Initial Evaluation Report and subsequent Search Area Evaluation Report, confirmed the potential suitability of this Search Area and inshore area to host a GDF. These reports are available on the Community Partnership website.

NWS then applied its methodology for identifying Areas of Focus to define the Sub-surface, Surface and Accessway Areas of Focus in the Theddlethorpe Search Area and adjacent inshore area. The methodology looks at a range of factors such as geological characteristics, protected areas, environmental constraints and community considerations.





- ▭ Search Area Boundary
- ▨ Sub-surface Area of Focus*
- Inshore Area

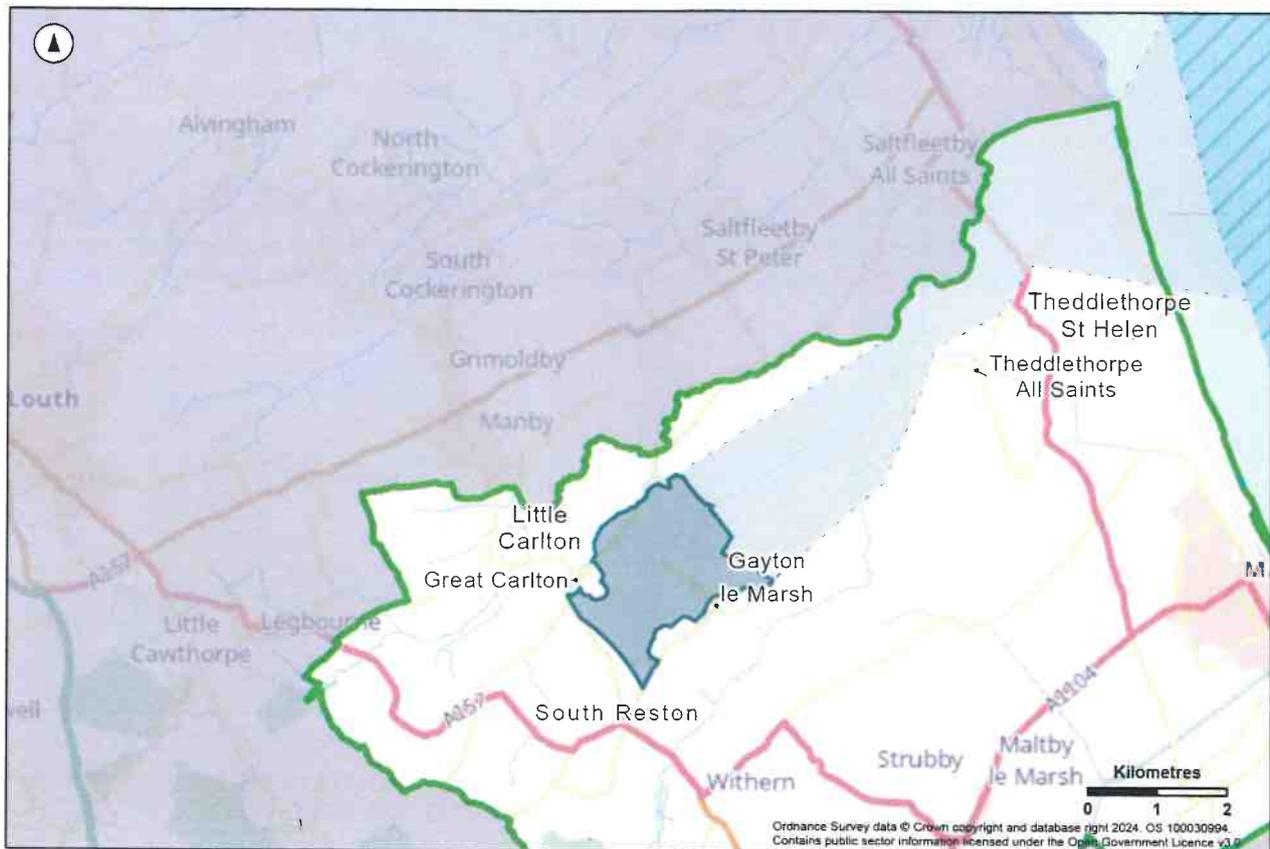
* Area of Focus shown is 460km²; however, it is currently estimated the sub-surface will be between 20km² – 50km².

Figure 1: East Lincolnshire – Sub-surface Area of Focus – showing Theddlethorpe Search Area, and the Sub-surface Area of Focus

Sub-surface Area of Focus

Alongside the National Geological Screening data for Theddlethorpe Search Area, NWS examined existing legacy seismic and geological data for the area. This indicates that there is likely to be a volume of rock (the Ancholme Group) with suitable geological characteristics to host a GDF. Further studies will continue to develop our understanding of this sub-surface area as a potential host geology.

The Sub-surface Area of Focus is approximately 460km². The full area would not be needed, yet at this early stage, looking at a larger volume of rock gives us flexibility in the design and location of the underground vaults and tunnels.



- ▭ Search Area Boundary
- ▭ Surface Area of Focus
- ▭ Accessway Area of Focus*
- ▭ Sub-surface Area of Focus

* it is currently estimated the final accessway will be between 250-500m wide. The accessway avoids passing directly beneath Theddlethorpe All Saints and Theddlethorpe St Helen.

Figure 2: East Lincolnshire – Land between Gayton le Marsh and Great Carlton Surface Area of Focus

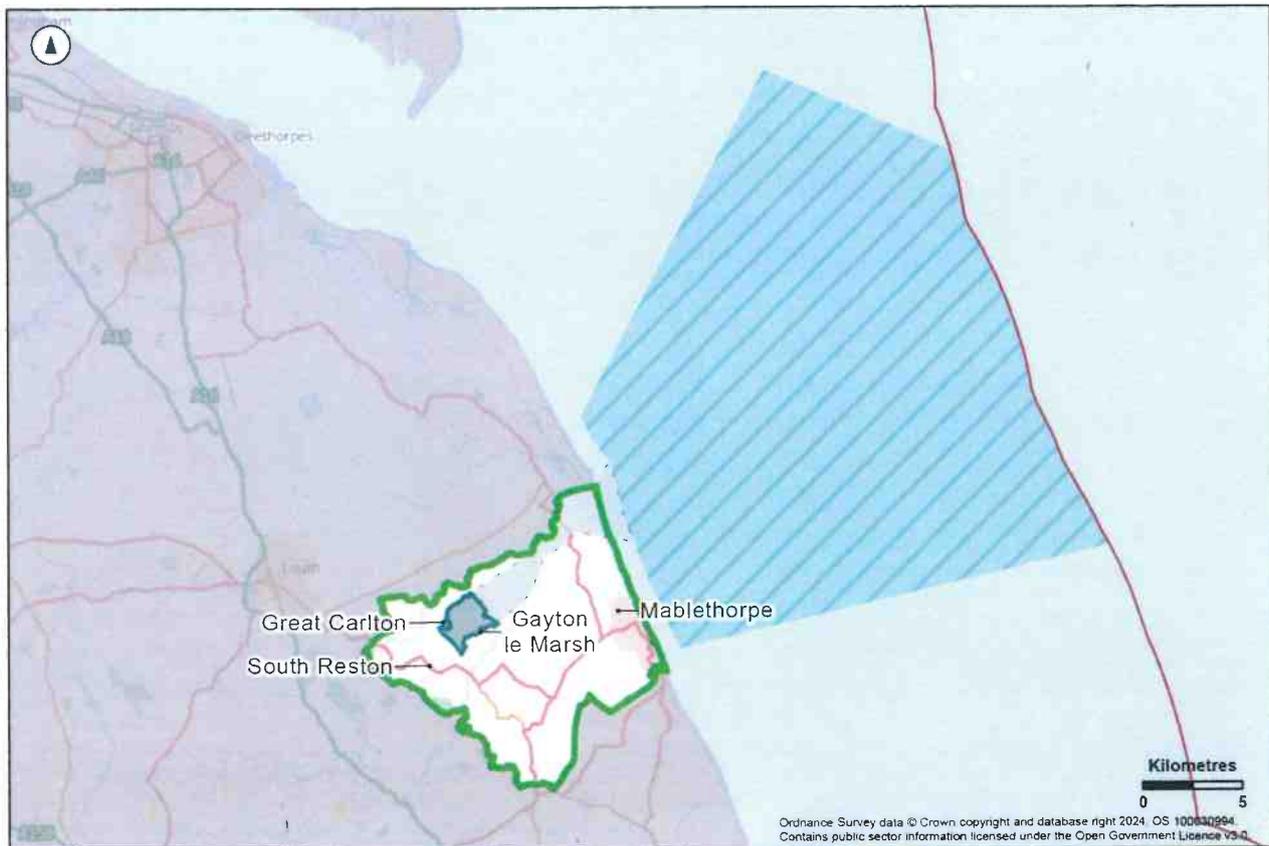
Surface Area of Focus

Through the application of the Areas of Focus methodology, a number of potentially suitable and less constrained areas were identified in the Theddlethorpe Search Area. Further consideration of these areas that took into account NWS' Siting Factors, as well as community and programme considerations, resulted in the identification of one Surface Area of Focus in East Lincolnshire that NWS will prioritise and consider further at this time.

Land between Gayton le Marsh and Great Carlton

The Surface Area of Focus is to the north of the A157, south-west of Gayton wind farm, between the villages of Gayton le Marsh and Great Carlton. Whilst maintaining the feasibility of the Surface Area of Focus, we have sought to minimise the number of included residential properties. The land is approximately 3.8km².

This Surface Area of Focus has been identified to help NWS consider the feasibility of delivering a GDF in the Search Area. It is located away from the coast so it has a lower risk of coastal flooding compared with some other parts of the Search Area.



- Search Area Boundary
- Surface Area of Focus
- Accessway Area of Focus*
- Sub-surface Area of Focus
- Inshore Area

*It is currently estimated the final accessway will be between 250-500m wide. The accessway avoids passing directly beneath Theddlethorpe All Saints and Theddlethorpe St Helen.

Figure 3: East Lincolnshire – Accessway with Sub-surface and Surface Areas of Focus

Accessway Area of Focus

Applying the Areas of Focus methodology, we have identified a potential accessway within which the connection tunnels could be constructed joining the Sub-surface Area of Focus to the Surface Area of Focus. This is significantly wider than will be required to allow for flexibility; it is currently estimated the final accessway will be between 250-500m wide. For the onshore part of the accessway, we have avoided passing directly beneath Mablethorpe, Theddlethorpe All Saints and Theddlethorpe St Helen.

Other areas NWS considered in the Search Area

Three other areas were looked at; however, at this stage, NWS is not prioritising these areas for the following reasons:

1. Former Gas Terminal site and adjacent land

The search for a suitable site for a GDF was initially focussed on the former gas terminal. Over the past year, competing interests at the gas terminal site have matured and additional interests have also emerged. In light of this, we have concluded that there is unlikely to be sufficient land to accommodate dual use of the former gas terminal site for both the surface elements of a GDF and other

interests. There are also other constraints currently associated with developing a GDF at the former gas terminal site, and the areas around it. These for example include the area being at higher risk from coastal flooding than areas further inland.

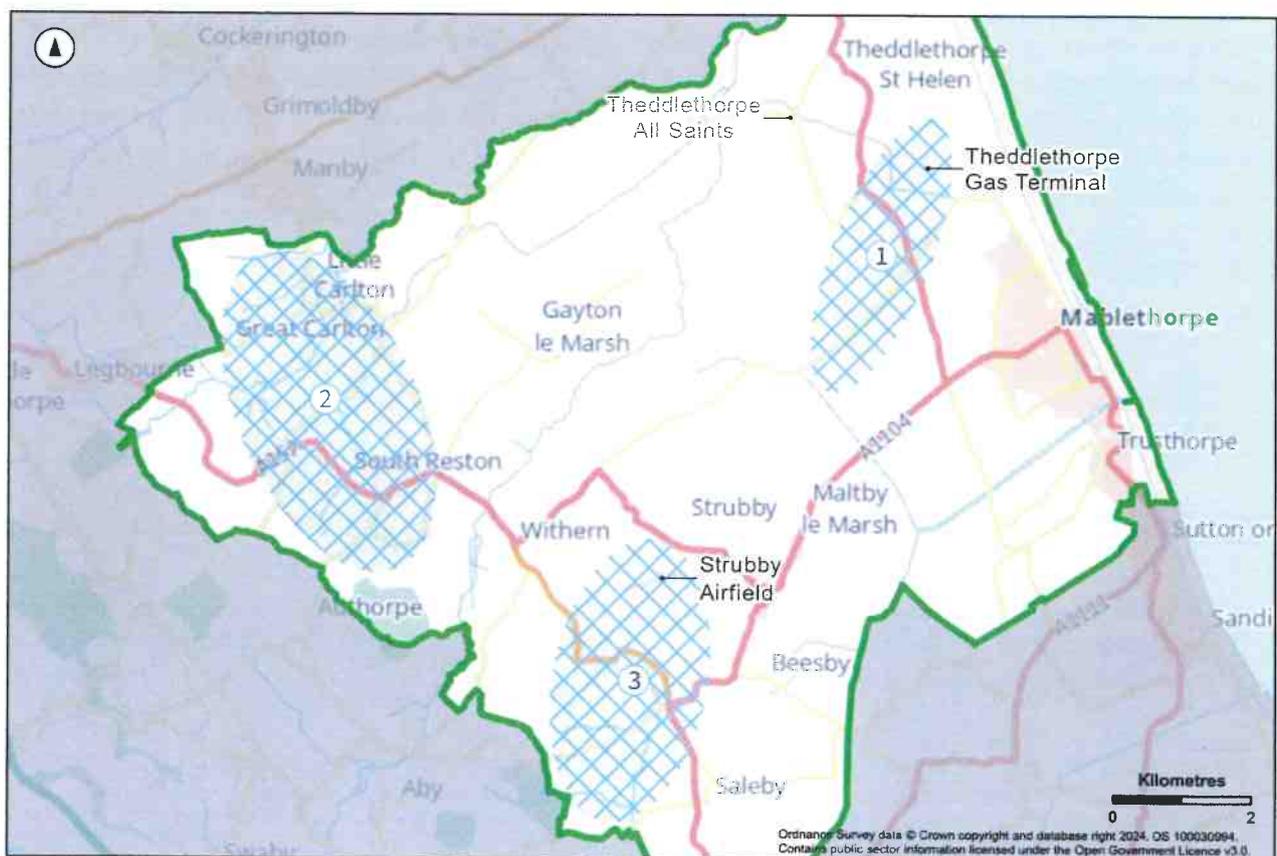
2. Reston and adjacent land

NWS applied the Areas of Focus methodology and identified this general area as a potential Surface Area of Focus that is relatively free of constraints, such as environmental designations, flood zones and built-up areas. Further reviews, however, highlighted a number of constraints and developing interests that currently make this area more challenging than elsewhere in the Search Area. This area includes the settlement of South Reston and contains cultural heritage features, including scheduled monuments and listed buildings. This area also contains the proposed corridor for the Grimsby to Walpole National Grid upgrade.

3. Strubby Airfield and adjacent land

NWS applied the Areas of Focus methodology and identified this general area as a potential Surface Area of Focus that is relatively free of constraints, such as environmental designations, flood zones and built-up areas. Further reviews, however, highlighted a number of constraints and developing interests that currently make this area more challenging than elsewhere in the Search Area.

This area includes Strubby Airfield and the settlement of Woodthorpe with associated businesses and leisure facilities. It is also adjacent to the settlements of Withern and Maltby le Marsh. This area also contains a number of competing interests including the proposed corridors for the Grimsby to Walpole National Grid upgrade and Greenlink 3 and 4 project.



- Search Area Boundary
- Areas Not Prioritised

Figure 4: Other areas considered but not prioritised

04

Community

Theddlethorpe GDF Community Partnership

Theddlethorpe GDF Community Partnership was formed in June 2022. The Partnership members come from different sectors and reflect the community. They bring a range of skills, knowledge, and experience to enable them to respond to, and address, local questions and concerns.

The Community Partnership has hosted events in the area, including a series of Big Picture events, providing a selection of short films and Q&A sessions with NWS experts about geological disposal.

The engagement team, on behalf of the Community Partnership, are offering a weekly drop-in at the Coastal Centre and knocking on residents' doors and talking to people about a GDF, how they want to be involved, and where to find information.

Due to the importance of tourism in the area, the team has conducted holidaymaker and visitor engagement. This is to speak with tourists to find out if a GDF would affect their decision to visit the area. The aim is to understand what people know and think about a GDF and the discussions on doorsteps with local people and holidaymakers will continue.

The Partnership has established a regular newspaper providing accessible information delivered to households in the Search Area and surrounding villages. The aim is to understand the information needs and increase awareness and understanding of geological disposal and the siting process.

Members of the Partnership have increased their knowledge of geological disposal through talks with international GDF programmes, a trip to Andra in France and a visit to the British Geological Survey.

Community Investment Funding

The GDF programme provides up to £1 million per year in funding for communities which form a Community Partnership, and which are engaging in the siting process (Community Investment Funding).

Since forming, the Community Partnership has awarded £2 million to a variety of local community projects. Eight projects were awarded funding in the first year, and at the end of the second year, in June 2024, a further 16 projects benefitted from the funding for community facilities and services. A food bank, an advice service for the visually impaired, a school playground extension, village hall improvements and local events are some examples of the projects benefitting from the GDF programme funding.

Community Vision

The Partnership is working towards the creation of a long-term community vision. It is initially considering what this vision could look like to benefit the local area, should a GDF be hosted in East Lincolnshire.

As part of the GDF programme, NWS will work with communities engaged in the process to help develop a positive and inclusive vision for the future.

This will involve the Partnership asking the community what matters to them to help generate ideas and consider what they would like to see being developed. Significant Additional Investment will be made in a community that hosts a GDF, to enhance the economic benefits that are inherent in hosting a Nationally Significant Infrastructure Project and to recognise the commitment from the community. This could include improved local education and skills capacity, enhanced transport infrastructure, or improved recreational facilities.

To support this, the Community Partnership has agreed:

- a Programme of Activities with a visioning workstream;
- the formation of a vision subgroup – with Community Partnership members, rPLAs and NWS;
- alignment of the vision with Local Authority Strategic Plans;
- extensive engagement with communities, businesses, and stakeholders. Between July and December 2024, this engagement included information distributed to households and properties, online feedback opportunities and face-to-face events. This will help to identify 'what needs to change to make this a good place to live for future generations', which will support the creation of an advance vision;
- the procurement of services from a contractor specialising in visioning and planning; and
- the creation of an advanced report by March 2025.



05

What is the Timescale for the GDF Programme?

Timescales and Next Steps

This is an overview of the GDF programme, with a focus on activities over the next few years to deliver deep borehole investigations – also called “Site Characterisation”.

Site Characterisation

We anticipate that the majority of new sub-surface information from techniques such as seismic surveys, shallow and deep boreholes, down-hole testing and sampling etc., will be generated during the Site Characterisation work that we will undertake.

Site Characterisation is a critical step for the GDF programme because the information obtained from the deep borehole drilling work will enable NWS to further design and develop the necessary safety cases for a GDF in that location.

What is a Development Consent Order?

Within the GDF programme, the drilling of deep boreholes, and any subsequent development of the GDF itself, are separate Nationally Significant Infrastructure Projects. Each requires a separate Development Consent Order (DCO), as well as environmental permits.

A DCO is the planning consent required to progress developments categorised as Nationally Significant Infrastructure Projects, defined in the Planning Act 2008. DCOs are examined by the Planning Inspectorate and granted by the Secretary of State.

Environmental permits establish conditions which projects must meet in order to protect people and the environment. Permits are granted and regulated by the Environment Agency in England.

For the GDF itself, we will also require a nuclear site licence. The regulatory powers which come with the nuclear site licence ensure the safe construction, commissioning, operation and eventual decommissioning of a nuclear site. It is granted by the Office for Nuclear Regulation. No nuclear site licence is required for the deep boreholes.

NWS has started preparatory work on DCO applications for the drilling of deep boreholes in the areas engaged in the siting process, although the decision on which areas to take forward will be subject to approval by the Secretary of State.

NWS will engage and consult widely on the evolving information which will support its DCO applications. Even once a DCO application has been submitted, there are multiple opportunities for the public to continue to participate in the process – both in writing and also in person at hearings. It's important that everyone involved and interested is able to see the information on NWS' proposals, ask questions and have an opportunity to have their say during development of the proposals.

In parallel to preparing and submitting its DCO applications, NWS will work with the Environment Agency to prepare and submit its application for the environmental permit which is also required before the drilling of deep boreholes can begin. The Environment Agency will consult with the public on applications for environmental permits.

Only once NWS has all the necessary consents can Site Characterisation work begin. The Site Characterisation stage is a long period of time, and it may result in NWS finding reasons why an area is not suitable and withdrawing from that community.

After the Site Characterisation work is completed, NWS will move to the next major phase of selecting a site and seeking approvals for the GDF itself. Before NWS can seek the regulatory approvals required for the GDF (including a new DCO and environmental permit, as well as a nuclear site licence), there must first have been a positive Test of Public Support in the relevant community.

The current planning assumption is that a GDF will be available for intermediate level waste emplacement in the 2050s and high-level waste and spent fuel from 2075. Construction, operation and closure of a GDF is expected to take around 150 years and will run into the next century.

Site Suitability Phase:

Evaluating the suitability of an area to safely host a GDF

Desk-based studies, ground surveys, environmental assessment, consultation and engagement leading to DCO and Environmental Permit applications for borehole and other investigations that we need to develop our GDF design and safety case. Approximately 10yrs of Site Characterisation works to enable development of our safety case and a potential GDF design. It is possible that during this phase we could find reasons why an area wouldn't work and take it out of the process.

GDF Development Phase

If an area is considered suitable to safely host a GDF, we would progress our design proposals for the surface facilities, accessways and a disposal area within the Area of Focus. Development of the GDF design would include desk-based studies, ground surveys, environmental assessment, consultation and engagement to DCO, Environmental Permit and Nuclear Site Licence applications.

WORKING GROUPS/
COMMUNITY PARTNERSHIPS

SITE EVALUATION

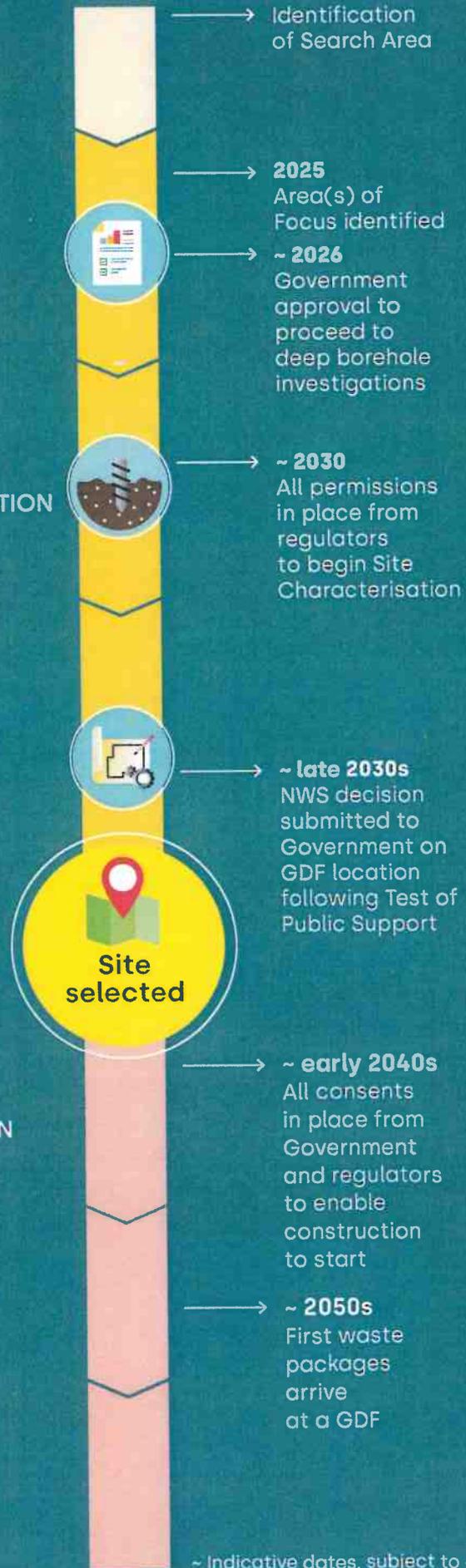
SITE CHARACTERISATION

DESIGN

CONSTRUCTION

OPERATION

CLOSURE



~ Indicative dates, subject to change

What happens next?

(The following dates are indicative and subject to change).

Ongoing

Ongoing assessment of Area of Focus – there will be a range of desktop studies and on-the-ground surveys, as well as engagement with landowners, to collectively ensure we fully understand the potential of an area to host a GDF.

December 2025 - Spring 2026

We expect to submit a decision on the communities to take forward in the process to deep boreholes to enable more detailed investigations to DESNZ in December 2025, to enable Secretary of State approval, which is expected in spring 2026.

Autumn/Winter 2028

Where relevant, we expect to move from multiple Areas of Focus (for example, where we may be looking at two separate potential surface areas) in a community to identification of a single Area of Focus. This decision is expected to be taken in accordance with our Decision-Making Framework process – date autumn/winter 2028.

Spring 2025 - Spring 2028

Preparation of consents to enable the delivery of Site Characterisation – while the exact location of the Site Characterisation works is not yet known, they will be both inshore (within territorial waters) and onshore (on land). It will take a number of years to prepare the applications to obtain the various consents; we will be publishing more information including opportunities for public engagement next year on this programme of activity – date spring 2025 – spring 2028.

Spring/Summer 2028

Current estimated date for submission of consents for Site Characterisation – once we have prepared the applications, they are submitted for approval to regulators – date spring/summer 2028.

2030

Current estimate for commencement of Site Characterisation – assuming the required consents are granted, this is when we would commence characterisation activities, both at sea and on land, to supplement our understanding of an area's potential to host a GDF – date 2030.



 nuclearwasteservices.uk

 info@nuclearwasteservices.uk

NWS Helpdesk

 0300 369 0000

 info@nuclearwasteservices.uk

 Freepost NUCLEAR WASTE SERVICES

Follow us:

 Nuclear Waste Services

 @Nuclear_WS

 Nuclear Waste Services



12-10-24 G&F MINS

**MINUTES OF THE LOUTH TOWN COUNCIL GOVERNANCE AND FINANCE COMMITTEE
HELD IN THE OLD COURT ROOM, THE SESSIONS HOUSE, LOUTH
ON TUESDAY 10th DECEMBER 2024**

Councillor Mrs. E. Ballard (Mrs. EB) (in the chair).

Present Councillors: J. Baskett (JB), J. Drake (JD), H. Filer (HF), G.E. Horton (GEH), D. Hobson (DH), 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), L.M. Cooney (LMC), D.E. Wing (DEW).

The Town Clerk, Mrs. L.M. Phillips and the Town Clerk's Assistant, Miss S. Chitauru were also present.

G29. Apologies for Absence

Apologies were received from Cllrs. MB, LMC and DEW.

G30. Declarations of Interest / Dispensations

There were no declarations of interest or dispensations made.

G31. Minutes

It was proposed, seconded and **RESOLVED** that the notes of the Governance and Finance Committee meeting held on 8th October 2024 be approved as the minutes.

G32. Finance

On a recommendation by FOG, it was proposed, seconded and **RESOLVED** to note/approve/authorise the following financial information in relation to Month 6:

- | | | | | | | |
|----|----|-------------|----------|-------------|----------|------------|
| a) | 1. | Cash Book 1 | Receipts | £157,470.54 | Payments | £31,215.49 |
| | 2. | Cash Book 2 | Receipts | £0.00 | Payments | £38.14 |
- b) Detailed Income and Expenditure Report (Budget Variance Report) as at Month 6 to 30th September 2024.
c) Earmarked Reserves Report as at 30th September 2024.
d) Balance Sheet and Cash Book 1 and 2 Bank Reconciliations as at 30th September 2024 which reconcile to account statements showing balances as follows:
- i. Lloyds Treasurers Account (balance at 30/09/24 on statement 6) - £440,776.77.
 - ii. Petty Cash (balance as at 30/09/24 - £156.74.
 - iii. Lloyds Deposit Account (balance on statement 6 printed 25th November 2024) - £166,652.51.
 - iv. National Savings and Investment Account (balance on last statement received (no. 12) as at 01/01/24) - £112,300.42.

G33. Budget 2025/26

The Committee received and discussed the draft budget 2025/26. After reviewing and receiving a recommendation from FOG, it was proposed, seconded and **RESOLVED** to recommend the budget to the next Town Council meeting on 14th January 2025.

G34. Local Government Services Pay Agreement from 1st April 2024

The Committee noted that agreement on the above had been reached, that amendments to pay scales had been implemented and backpay had been issued.

G35. Closed Session Item

Following a proposal by Cllr. Mrs. PFW, which was seconded by Cllr. Mrs. JMS, it was **RESOLVED** to move into closed session at 9.30pm in accordance with the Public Bodies (Admission to Meetings) Act 1960 in order to discuss information regarding a third party in relation to Our Hall Louth. After the discussion, it was proposed, seconded and **RESOLVED** to move out of closed session at 9.40pm.

G36. Next Meeting

It was noted that the date of the next scheduled Governance and Finance Committee meeting was 25th February 2025.

The Meeting Closed at 9.40pm.

Signed _____ (Chairman) Dated _____

Date: 11/02/2025

Louth Town Council Current Year

Page: 408

Time 14:55

Cashbook 1

User: LMP

Lloyds TSB Current/Deposit

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>
Balance Brought Fwd :		607,429.28					607,429.28	
FPI Banked	04/10/2024	65.00						
FPI Leakes Memorials		65.00			1011	401	65.00	Add Ins Greenfield
FPI Banked	04/10/2024	221.00						
2315 Kennedy		221.00			1010	401	221.00	Inter Pollard
Int Banked	09/10/2024	136.97						
Int Lloyds Bank		136.97			1190	101	136.97	Interest Received
BGC Banked	10/10/2024	695.00						
2327 Walkers LnCS Co op		695.00			1010	401	695.00	Inter Price and Greenfield
FPI Banked	15/10/2024	164.00						
2328 Leakes Memorials		164.00			1011	401	164.00	Memorial re. Fisher
500883 Banked	24/10/2024	111.00						
2324 Alpha Memorials		111.00			1010	401	111.00	Inter Tacey
500883 Banked	24/10/2024	594.73						
2314 Alpha Memorials		164.00			1011	401	164.00	Memorial re. Milson 2314
2322 Northern Power Grid		128.73			1000	401	128.73	Wayleave
2323 Mrs. Springthorpe		302.00			1012	401	302.00	EX/RT 1140
BGC Banked	28/10/2024	1,617.00						
2329 Ministry of Justice		1,617.00			1010	401	950.00	Inter Wade
					1012	401	667.00	EX/RT
BGC Banked	28/10/2024	12,000.08						
2330 LCC		12,000.08			1009	401	12,000.08	LCC Amenity Grass Cont
BGC Banked	31/10/2024	111.00						
2331 Walkers LnCS Co op		111.00			1010	401	111.00	Inter Spittlehouse
Total Receipts for Month		15,715.78	0.00	0.00			15,715.78	
Cashbook Totals		623,145.06	0.00	0.00			623,145.06	

Continued on Page 409

Date: 11/02/2025

Louth Town Council Current Year

Page: 409

Time 14:55

Cashbook 1

User: LMP

Lloyds TSB Current/Deposit

For Month No: 7

Payments for Month 7

Nominal Ledger

<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>
01/10/2024	E.ON Next	DDEONSH3	495.05		23.57	4303	401	471.48	SH Electric
10/10/2024	D Salkeld	OP204	300.00			4280	401	300.00	Floral
10/10/2024	ACB Machinery Ltd	OP205	248.50		41.42	4520	401	125.00	Cem maintenance/Supplies
						4551	401	82.08	Cem maintenance/Supplies
10/10/2024	John Darke Ltd	OP206	160.05		24.93	4533	401	50.12	Van Fuel
						4531	401	74.53	Cem Fuel
						4533	401	5.23	Cem SC
						4531	401	5.24	Van SC
10/10/2024	KRL Group Ltd	OP207	17.99		3.00	4304	401	14.99	Photocopier support
10/10/2024	SCIS	OP208	579.60		96.60	9348	103	483.00	Router replacement
						348	0	-483.00	Router replacement
						6000	103	483.00	Router replacement
10/10/2024	Blachere Illumination UK Ltd	OP209	8,892.00		1,482.00	9346	403	7,410.00	New Xmas Lights
						346	0	-7,410.00	New Xmas Lights
						6000	403	7,410.00	New Xmas Lights
10/10/2024	Tudor Grounds Maintenance	OP210	2,172.58		362.10	4223	401	1,248.60	Amenity Grass Cut 7
						4530	401	561.88	Cem Grass Cut 9
10/10/2024	Mr. J.D. and Mrs. K.E. Parsons	OP211	51.00		8.47	4280	401	42.53	Plants and Bulbs
10/10/2024	D. Hobson	OP212	107.10			4106	601	37.00	Deputy/Mayor's Mayor's Exp
						4102	601	70.10	Deputy/Mayor's Exp
10/10/2024	GBM Waste Management	OP213	225.00		37.50	4532	401	187.50	Cem Skip
10/10/2024	Louth and District Concert Soc	OP214	400.00			4090	601	400.00	Grant
10/10/2024	Louth Male Voice Choir	OP215	1,000.00			4090	601	1,000.00	Grant
10/10/2024	Spout Yard Man Trust	OP216	339.98			4090	601	339.98	Grant
10/10/2024	Louth Run For Life	OP217	500.00			4090	601	500.00	Grants
10/10/2024	Louth Fun and Friendship Fest	OP218	300.00			4090	601	300.00	Grants
10/10/2024	Louth Navigation Trust Ltd	OP219	480.00			4090	601	480.00	Grants
10/10/2024	Staff Costs	OP220	2,112.34			4001	401	2,112.34	Staff Costs
10/10/2024	Staff Costs	OP221	1,657.16			4001	401	1,657.16	Staff Costs
10/10/2024	Staff Costs	OP222	2,421.23			4001	501	2,421.23	Staff Costs
10/10/2024	Staff Costs	OP223	1,271.46			4001	501	1,271.46	Staff Costs
10/10/2024	HMRC	OP224	2,163.26			4001	401	662.25	PAYE/NIC
						4002	401	418.58	PAYE/NIC
						4001	501	652.46	PAYE/NIC
						4002	501	429.97	PAYE/NIC
10/10/2024	LCC Pension Fund	OP225	2,081.39			4001	401	117.42	Superannuation
						4001	501	286.60	Superannuation
						4002	401	510.17	Superannuation
						4002	501	1,167.20	Superannuation
16/10/2024	E.ON Next	DDEONCH7	24.88		1.18	4200	401	23.70	Church Clocks/Lights
18/10/2024	Petty Cash	OP241	250.00			220		250.00	Petty Cash
21/10/2024	Anglian Water	DDAWSH7	8.00			4303	401	8.00	SH Water
21/10/2024	Anglian Water	DDAWCEM7	17.00			4505	401	17.00	Cem Water
31/10/2024	Onecom Ltd	DD1COMSH7	75.11		12.52	4304	401	62.59	2 x Tel and Wifi

Continued on Page 410

Date: 11/02/2025

Louth Town Council Current Year**Page: 410**

Time 14:55

Cashbook 1**User: LMP****Lloyds TSB Current/Deposit****For Month No: 7**

Total Payments for Month	28,350.68	0.00	2,093.29	26,257.39
Balance Carried Fwd	594,794.38			
Cashbook Totals	<u>623,145.06</u>	<u>0.00</u>	<u>2,093.29</u>	<u>621,051.77</u>

Date: 11/02/2025

Louth Town Council Current Year

Page: 321

Time 14:56

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>
Balance Brought Fwd :		156.74					156.74	
	Banked 18/10/2024	250.00						
OP241	Lloyds TSB Current/Deposit	250.00			201		250.00	Petty Cash
Total Receipts for Month		250.00	0.00	0.00			250.00	
Cashbook Totals		<u>406.74</u>	<u>0.00</u>	<u>0.00</u>			<u>406.74</u>	

Continued on Page 322

Date: 11/02/2025

Louth Town Council Current Year

Page: 322

Time 14:56

Cashbook 2

User: LMP

Petty Cash

For Month No: 7

Payments for Month 7

Nominal Ledger

<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>
02/10/2024	Halfords	43	20.00		3.30	4205	401	16.70	Bows
31/10/2024	WHSmith retail Ltd	44	4.99			4020	101	4.99	Stationery
Total Payments for Month			24.99	0.00	3.30			21.69	
Balance Carried Fwd			381.75						
Cashbook Totals			<u>406.74</u>	<u>0.00</u>	<u>3.30</u>			<u>403.44</u>	

Date: 11/02/2025

Louth Town Council Current Year

Page: 411

Time 16:08

Cashbook 1

User: LMP

Lloyds TSB Current/Deposit

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>
Balance Brought Fwd :		594,794.38					594,794.38	
BGC Banked 04/11/2024		474.00						
2333 Kettles		474.00			1010	401	474.00	Inter Archer
FPI Banked 07/11/2024		100.00						
2334 J Stewart		100.00			1012	401	100.00	EX/RT 1141
FPI Banked 07/11/2024		567.00						
2334 J Stewart		567.00			1012	401	567.00	EX/RT 1141
Int Banked 11/11/2024		150.67						
Int Lloyds Bank		150.67			1190	101	150.67	Interest Received
FPI Banked 13/11/2024		474.00						
2335 R. Arnold Funerals		474.00			1010	401	474.00	Inter Gilliat
BGC Banked 14/11/2024		474.00						
2336 Walkers LnCS Co op		474.00			1010	401	474.00	Inter Pounds
FPI Banked 15/11/2024		164.00						
2337 Lincolnshire Memorials Ltd		164.00			1011	401	164.00	Memorial re. Hempstock
BGC Banked 21/11/2024		1,757.00						
2338 Walkers LnCS Co op		950.00			1010	401	950.00	Inter Salton
2338 Walkers LnCS Co op		807.00			1010	401	474.00	Inter Ringer
					1012	401	333.00	EX/RT Ringer
500884 Banked 27/11/2024		221.00						
2332 Mr. & Mrs. Dalton		221.00			1010	401	221.00	Inter E. Hempstock
Total Receipts for Month		4,381.67	0.00	0.00			4,381.67	
Cashbook Totals		599,176.05	0.00	0.00			599,176.05	

Continued on Page 412

Date: 11/02/2025

Louth Town Council Current Year

Page: 412

Time 16:08

Cashbook 1

User: LMP

Lloyds TSB Current/Deposit

For Month No: 8

Payments for Month 8

Nominal Ledger

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/11/2024	E.ON Next	DDEONSH4	495.05		23.57	4303	401	471.48	SH Electric
06/11/2024	E.ON Next	DDEONCEM2	1,268.78		60.42	4505	401	1,208.36	CEM Electric
18/11/2024	Louth Building Supplies	OP226	455.27		70.88	4540	401	29.99	Cem Protective Clothing
						4551	401	354.40	Cem Gen Repairs/Maint
18/11/2024	KRL Group Ltd	OP227	83.61		13.94	4304	401	69.67	SH Comm
18/11/2024	ACB Machinery Ltd	OP228	237.02		39.50	4551	401	197.52	Cem Maint
18/11/2024	Tudor Grounds Maintenance	OP229	2,172.58		362.10	4223	401	1,248.60	Amenity Grass Cut 8
						4530	401	561.88	Cem Grass Cut 10
18/11/2024	The Little Cleaning Co	OP230	400.10		66.70	4285	401	333.40	Cleaning
18/11/2024	John Darke Ltd	OP231	127.58		19.87	4533	401	50.00	Van Fuel
						4531	401	49.36	Cem Fuel
						4533	401	4.17	Van Fuel
						4531	401	4.18	Cem Fuel
18/11/2024	Keith Angel	OP232	200.00			4111	601	200.00	Rememb Sound
18/11/2024	Louth Men's Shed	OP233	45.00			4111	601	45.00	Rememb Sign
18/11/2024	GRS Electrical	OP234	4,132.80		688.80	4205	401	3,444.00	Xmas Lights Wire Test
18/11/2024	Rubine Creative	OP235	1,490.00			4052	601	955.00	Xmas/Tourism
						4205	401	535.00	Xmas/Tourism
18/11/2024	SLCC	OP236	216.00			4026	101	216.00	Annual Membership Fee
18/11/2024	Friends of St. James' Church	OP237	25.00			4205	401	25.00	Xmas Tree Festival Entry
18/11/2024	Foxhall Construction Ltd	OP238	144.00		24.00	4222	401	120.00	Bin near Lacey Fields
18/11/2024	D. Hobson	OP239	83.70			4102	601	83.70	Deputy Mayor's Exp
18/11/2024	H. Lyon	OP240	97.77		16.30	4111	601	81.47	Planting at WM
18/11/2024	Allinson Print and Supplies	OP242	83.56		13.93	4020	101	69.63	Stationery
18/11/2024	Staff Costs	OP243	2,731.34			4001	401	2,731.34	Staff Costs
18/11/2024	Staff Costs	OP244	2,236.48			4001	401	2,236.48	Staff Costs
18/11/2024	Staff Costs	OP245	2,995.73			4001	501	2,995.73	Staff Costs
18/11/2024	Staff Costs	OP246	1,680.10			4001	501	1,680.10	Staff Costs
18/11/2024	HMRC	OP247	3,466.92			4001	401	1,134.05	PAYE/NIC
						4001	501	1,044.83	PAYE/NIC
						4002	401	655.94	PAYE/NIC
						4002	501	632.10	PAYE/NIC
18/11/2024	LCC Pension Fund	OP248	2,806.23			4001	401	167.30	Superannuation
						4001	501	375.75	Superannuation
						4002	401	726.89	Superannuation
						4002	501	1,536.29	Superannuation
19/11/2024	E.ON Next	DDEONCH8	22.84		1.09	4200	401	21.75	Clocks/Floodlights
19/11/2024	E.ON Next	DDEONCEM3	29.12		1.39	4505	401	27.73	Cem Electric
20/11/2024	Anglian Water	DDAWSH8	8.00			4303	401	8.00	SH Water
20/11/2024	Anglian Water	DDAWCEM8	17.00			4505	401	17.00	Cem Water
29/11/2024	Onecom Ltd	DD1COMSH8	75.11		12.52	4304	401	62.59	2 x Tel and Wifi
Total Payments for Month			27,826.69	0.00	1,415.01			26,411.68	
Balance Carried Fwd			571,349.36						
Cashbook Totals			599,176.05	0.00	1,415.01			597,761.04	

Date: 11/02/2025

Louth Town Council Current Year

Page: 323

Time 16:08

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>
Balance Brought Fwd :		381.75					381.75	
	Banked	0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		<u>381.75</u>	<u>0.00</u>	<u>0.00</u>			<u>381.75</u>	

Date: 11/02/2025

Louth Town Council Current Year

Page: 324

Time 16:08

Cashbook 2

User: LMP

Petty Cash

For Month No: 8

Payments for Month 8

Nominal Ledger

<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>
05/11/2024	Boots UK Ltd	45	8.10			4020	101	8.10	Office Supplies
05/11/2024	Morrisons	46	16.60			4111	601	16.60	Refreshments
14/11/2024	M & G Designs	47	45.69			4205	401	45.69	Wool
20/11/2024	Buckets	48	9.50			4205	401	9.50	Straw for Crib
21/11/2024	Halfords	49	4.00		0.66	4205	401	3.34	Bows
21/11/2024	Boyes	50	3.98			4205	401	3.98	Stationery
21/11/2024	Louth Garden Centre	51	9.98		1.66	4205	401	8.32	Xmas Lights w/Timer
21/11/2024	Louth Garden Centre	52	4.99		0.83	4205	401	4.16	Xmas Lights w/Timer
21/11/2024	Louth Garden Centre	54	34.97		5.83	4205	401	29.14	Wreaths x 2
22/11/2024	WHSmith retail Ltd	55	12.48			4020	101	12.48	Stationery
Total Payments for Month			150.29	0.00	8.98			141.31	
Balance Carried Fwd			231.46						
Cashbook Totals			381.75	0.00	8.98			372.77	

Date: 12/02/2025

Louth Town Council Current Year

Page: 413

Time 16:11

Cashbook 1

User: LMP

Lloyds TSB Current/Deposit

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>
Balance Brought Fwd :		571,349.36					571,349.36	
FPI Banked 02/12/2024		65.00						
2341	Leakes Memorials	65.00			1011	401	65.00	Add Ins re. Kennedy
BP Banked 09/12/2024		1,140.00						
2342	R.H. Turner & Son	1,140.00			1010	401	474.00	Inter Foss
					1012	401	666.00	x2 EX/RT re. Foss
Int Banked 09/12/2024		127.84						
Int	Lloyds Bank	127.84			1190	101	127.84	Interest Received
500885 Banked 17/12/2024		1,083.36						
2339	St. Aethelheards	1,083.36			1000	401	1,083.36	St. A's Electricity
BGC Banked 30/12/2024		1,781.00						
2343BGC	Walkers LnCs Co op	1,781.00			1011	401	164.00	Memorial re. Morley
					1190	101	950.00	Inter Docherty
					1012	401	667.00	EX/RT re. Docherty
Total Receipts for Month		4,197.20	0.00	0.00			4,197.20	
Cashbook Totals		575,546.56	0.00	0.00			575,546.56	

Continued on Page 414

Date: 12/02/2025

Louth Town Council Current Year

Page: 414

Time 16:11

Cashbook 1

User: LMP

Lloyds TSB Current/Deposit

For Month No: 9

Payments for Month 9

Nominal Ledger

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
02/12/2024	E.ON Next	DDEONSH5	495.05		23.57	4303	401	471.48	SH Electric
11/12/2024	John Darke Ltd	OP249	148.34		24.72	4533	401	50.19	Van Fuel
						4531	401	73.43	Cem Fuel
11/12/2024	The Little Cleaning Co	OP250	280.07		46.69	4285	401	233.38	Cleaning
11/12/2024	GBM Waste Management	OP251	225.00		37.50	4532	401	187.50	Cem Skip
11/12/2024	Macdonald Engineers	OP252	354.30		59.05	4551	401	295.25	Cem Gen Maint
11/12/2024	SCIS	OP253	72.00		12.00	4020	101	60.00	AV Software Renewal
11/12/2024	Foxhall Construction Ltd	OP254	1,320.00		220.00	4205	401	600.00	Bunting
						4111	601	500.00	Rememb Traffic Management
11/12/2024	Louth Building Supplies	OP255	175.04		29.17	4540	401	31.64	Cem Protective Clothing
						4551	401	114.23	Cem Gen Maint
11/12/2024	LALC	OP256	84.00		14.00	4027	501	70.00	SC & LMP Training
11/12/2024	NALC	OP257	60.00		10.00	9329	601	50.00	LCA Scheme Registration
						329	0	-50.00	LCA Scheme Registration
						6000	601	50.00	LCA Scheme Registration
11/12/2024	Endeavour Louth Ltd	OP258	245.00			4090	601	245.00	Grant
11/12/2024	London Road Sports Partnership	OP259	20,000.00			4757	401	20,000.00	Grant
11/12/2024	D. Hobson	OP260	52.60			4205	401	52.60	Xmas Tree Festival Decs
11/12/2024	KRL Group Ltd	OP261	63.83		10.64	4304	401	53.19	P'copier copies toner support
11/12/2024	Staff Costs	OP262	2,189.64			4001	401	2,189.64	Staff Costs
11/12/2024	Staff Costs	OP263	1,729.62			4001	401	1,729.62	Staff Costs
11/12/2024	Staff Costs	OP264	2,546.55			4001	501	2,546.55	Staff Costs
11/12/2024	Staff Costs	OP265	1,322.44			4001	501	1,322.44	Staff Costs
11/12/2024	HMRC	OP266	2,358.93			4001	401	721.25	PAYE/NIC
						4002	401	448.24	PAYE/NIC
						4001	501	723.13	PAYE/NIC
						4002	501	466.31	PAYE/NIC
11/12/2024	LCC Pension Fund	OP267	2,197.44			4001	401	123.66	Superannuation
						4001	501	302.96	Superannuation
						4002	401	537.26	Superannuation
						4002	501	1,233.56	Superannuation
11/12/2024	Petty Cash	OP268	250.00			220		250.00	Petty Cash
11/12/2024	R. Johnson	OP269	450.00			4003	401	450.00	Grave Digging
11/12/2024	TV Licensing	9901	169.50			4020	101	169.50	TV Licence
18/12/2024	E.ON Next	DDEONCH9	23.19		1.10	4200	401	22.09	Clocks/Floodlights
20/12/2024	Anglian Water	DDAWSH9	8.00			4303	401	8.00	SH Water
20/12/2024	Anglian Water	DDAWCEM9	17.00			4505	401	17.00	Cem Water
31/12/2024	Onecom Ltd	DD1COMSH9	75.11		12.52	4304	401	62.59	2 x Tel & Wifi
Total Payments for Month			36,912.65	0.00	500.96			36,411.69	
Balance Carried Fwd			538,633.91						
Cashbook Totals			575,546.56	0.00	500.96			575,045.60	

Date: 12/02/2025

Louth Town Council Current Year

Page: 325

Time 12:51

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>
	Balance Brought Fwd :	231.46					231.46	
	Banked 11/12/2024	250.00						
OP268	Lloyds TSB Current/Deposit	250.00			201		250.00	Petty Cash
Total Receipts for Month		250.00	0.00	0.00			250.00	
Cashbook Totals		<u>481.46</u>	<u>0.00</u>	<u>0.00</u>			<u>481.46</u>	

Continued on Page 326

Date: 12/02/2025

Louth Town Council Current Year

Page: 326

Time 12:51

Cashbook 2

User: LMP

Petty Cash

For Month No: 9

Payments for Month 9

Nominal Ledger

<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>
09/12/2024	Post Office	56	11.55			4022	101	11.55	Stamps
09/12/2024	All Occasions	57	40.00			4750	101	40.00	Condolence Flowers
09/12/2024	Cllr. K. Parsons	58	100.00			4210	401	100.00	Festive Window Comp Prizes
09/12/2024	Morrisons	59	30.00			4750	101	30.00	Staff Xmas Vouchers
09/12/2024	Greggs	60	30.00			4750	401	30.00	Staff Xmas Voucher
09/12/2024	Wetherspoons	61	60.00			4750	401	30.00	Staff Xmas Voucher
						4750	101	30.00	Staff Xmas Voucher
Total Payments for Month			271.55	0.00	0.00			271.55	
Balance Carried Fwd			209.91						
Cashbook Totals			<u>481.46</u>	0.00	0.00			<u>481.46</u>	

12/02/2025

Louth Town Council Current Year

Page 1

16:10

Detailed Income & Expenditure by Budget Heading 31/12/2024

Month No: 9

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
101 Governance and Finance								
1002 Miscellaneous	0	0	50	50			0.0%	
1176 Precept	300,082	309,032	309,032	0			100.0%	
1190 Interest Received	2,628	2,384	1,000	(1,384)			238.4%	
Governance and Finance :- Income	302,710	311,416	310,082	(1,334)			100.4%	0
4020 Office Administration Costs	3,266	2,063	3,500	1,437		1,437	58.9%	
4022 Postage	230	77	300	223		223	25.6%	
4023 Meeting Expenses	76	450	900	450		450	50.0%	
4024 Councillors Expenses	0	0	100	100		100	0.0%	
4025 Insurances	5,317	5,624	8,000	2,376		2,376	70.3%	
4026 Fees and Subscriptions	3,047	3,186	3,351	165		165	95.1%	
4028 Audit Fee (Internal & External)	840	1,050	1,000	(50)		(50)	105.0%	
4750 Contingency	145	304	400	96		96	76.0%	
Governance and Finance :- Indirect Expenditure	12,921	12,754	17,551	4,797	0	4,797	72.7%	0
Net Income over Expenditure	289,789	298,662	292,531	(6,131)				
103 Governance and Finance EM Rese								
9348 EMR IT Replacement	728	1,217	0	(1,217)		(1,217)	0.0%	1,217
9349 EMR Civic Regalia	0	1,651	0	(1,651)		(1,651)	0.0%	1,651
9990 General Reserve	172,176	0	0	0		0	0.0%	
Governance and Finance EM Rese :- Indirect Expenditure	172,904	2,868	0	(2,868)	0	(2,868)		2,868
Net Expenditure	(172,904)	(2,868)	0	2,868				
6000 plus Transfer from EMR	728	2,868						
Movement to/(from) Gen Reserve	(172,176)	0						
401 Community Resources Day to Day								
1000 Property Income	2,031	2,348	2,000	(348)			117.4%	
1001 Allotment Rent Received	790	882	882	0			100.0%	
1002 Miscellaneous	75,001	1,047	1,500	453			69.8%	
1009 LCC Contribution (Grass)	5,607	12,000	5,747	(6,253)			208.8%	
1010 Interments	12,368	12,263	16,000	3,737			76.6%	
1011 Monuments	7,262	3,365	8,000	4,635			42.1%	
1012 Exclusive Burial Rights	13,496	8,529	16,000	7,471			53.3%	
Community Resources Day to Day :- Income	116,555	40,434	50,129	9,695			80.7%	0
4001 Salaries	54,590	42,878	58,000	15,122		15,122	73.9%	
4002 Employers Costs Super / NI	10,871	8,870	20,000	11,130		11,130	44.3%	

Continued over page

12/02/2025

Louth Town Council Current Year

Page 2

16:10

Detailed Income & Expenditure by Budget Heading 31/12/2024

Month No: 9

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4003 Grave Digging	1,264	1,350	2,800	1,450		1,450	48.2%	
4027 Training	163	1,539	1,000	(539)		(539)	153.9%	
4104 Civic Property	151	16	250	234		234	6.4%	
4200 Clocks / Floodlights	2,368	(339)	3,000	3,339		3,339	(11.3%)	
4205 Christmas Lights /Celebrations	10,417	4,998	12,500	7,502		7,502	40.0%	
4210 Lovely Louth Competition	189	201	400	199		199	50.1%	
4220 CCTV Maintenance	4,515	0	4,515	4,515		4,515	0.0%	
4222 Street Furniture Maintenance	300	1,097	1,500	403		403	73.1%	
4223 Amenity Grass Cutting	7,710	8,740	14,000	5,260		5,260	62.4%	
4280 Floral / In Bloom	2,459	1,243	2,500	1,257		1,257	49.7%	
4282 Hubbards Hills Mtce Contrib.	49,000	32,666	52,500	19,834		19,834	62.2%	
4285 Minor Mtce & Cleaning Services	3,507	2,476	3,200	724		724	77.4%	
4302 Security / Fire	1,977	941	2,600	1,659		1,659	36.2%	
4303 SH Utilities	9,500	(3,038)	9,500	12,538		12,538	(32.0%)	
4304 SH Communications	1,676	1,768	2,100	332		332	84.2%	
4306 SH Rates	5,894	5,988	6,159	171		171	97.2%	
4307 SH Building Maintenance	1,171	165	1,500	1,335		1,335	11.0%	
4308 SH Statutory Equipment Checks	145	0	230	230		230	0.0%	
4501 Cem Rates	3,458	3,804	3,614	(190)		(190)	105.3%	
4505 Cem Utilities	2,207	1,542	1,800	258		258	85.7%	
4520 Cem Maintenance-Supplies	1,547	2,000	2,000	0		0	100.0%	
4530 Cem Grass Cutting / Strimming	6,000	5,619	6,000	381		381	93.6%	
4531 Cem Fuel - Equipment	819	861	1,100	239		239	78.2%	
4532 Cem Waste Disposal	1,730	1,688	1,850	163		163	91.2%	
4533 Cem Vehicle Running Costs	2,331	434	2,000	1,566		1,566	21.7%	
4540 Cem Protective Clothing	381	62	550	488		488	11.2%	
4550 Cem Plants, Shrubs, Trees etc	78	0	200	200		200	0.0%	
4551 Cem General Repairs/Maint.	2,074	2,120	3,000	880		880	70.7%	
4552 Purchase of Plaques	0	0	60	60		60	0.0%	
4600 Cem Equipment Replacement	333	808	3,000	2,193		2,193	26.9%	
4750 Contingency	202	435	2,000	1,565		1,565	21.8%	
4751 GDPR Compliance	40	40	40	0		0	100.0%	
4752 Trinity Allotment Rent	882	968	1,014	46		46	95.4%	
4754 Community Apiary	0	(833)	0	833		833	0.0%	
4757 London Road Sports P'Ship	0	20,000	10,000	(10,000)		(10,000)	200.0%	
Community Resources Day to Day :- Indirect Expenditure	189,948	151,101	236,482	85,381	0	85,381	63.9%	0
Net Income over Expenditure	(73,393)	(110,666)	(186,353)	(75,687)				

Continued over page

12/02/2025

Louth Town Council Current Year

Page 3

16:10

Detailed Income & Expenditure by Budget Heading 31/12/2024

Month No: 9

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
403 Community Resources EM Reserve								
9346 EMR Christmas Illuminations	0	7,410	0	(7,410)		(7,410)	0.0%	7,410
9347 EMR Art Trail	1,000	0	0	0		0	0.0%	
9359 EMR Accommodation	0	1,738	0	(1,738)		(1,738)	0.0%	1,738
9371 EMR Capital Expenditure	7,044	0	0	0		0	0.0%	
9531 EMR CEM Equipment Replacement	6,389	0	0	0		0	0.0%	
9611 EMR Contingency	2,501	6,240	0	(6,240)		(6,240)	0.0%	6,240
Community Resources EM Reserve :- Indirect Expenditure	16,934	15,388	0	(15,388)	0	(15,388)		15,388
Net Expenditure	(16,934)	(15,388)	0	15,388				
6000 plus Transfer from EMR	16,934	15,388						
Movement to/(from) Gen Reserve	0	0						
501 Personnel Day to Day								
4001 Salaries	51,308	43,414	63,000	19,586		19,586	68.9%	
4002 Employers Costs Super / NI	17,000	15,049	25,000	9,952		9,952	60.2%	
4008 Clerk Travel Expenses	56	0	200	200		200	0.0%	
4027 Training	50	70	500	430		430	14.0%	
Personnel Day to Day :- Indirect Expenditure	68,414	58,532	88,700	30,168	0	30,168	66.0%	0
Net Expenditure	(68,414)	(58,532)	(88,700)	(30,168)				
601 Town Council Day to Day								
4052 Tourism/promotions	0	1,000	1,000	(0)		(0)	100.0%	
4089 Citizens Advice Bureau	1,000	0	1,000	1,000		1,000	0.0%	
4090 Grants S137 Open Resource	1,760	3,265	4,000	735		735	81.6%	
4100 Civic Expenses	298	879	1,500	621		621	58.6%	
4102 Mayoral Allowance	500	68	550	482		482	12.4%	
4103 Mayors Serjeant Expenses	325	325	650	325		325	50.0%	
4105 Election Expenses	2,389	0	2,000	2,000		2,000	0.0%	
4106 Deputy Mayor's Expenses	(32)	100	100	(0)		(0)	100.5%	
4111 Remembrance Day Parade Grant	849	848	1,000	152		152	84.8%	5
4311 Flood Schemes Maintenance	15,917	0	19,077	19,077		19,077	0.0%	
4312 War Memorial	0	66	100	34		34	66.0%	
Town Council Day to Day :- Indirect Expenditure	23,007	6,552	30,977	24,425	0	24,425	21.2%	5
Net Expenditure	(23,007)	(6,552)	(30,977)	(24,425)				
6000 plus Transfer from EMR	389	5						
Movement to/(from) Gen Reserve	(22,618)	(6,547)						

Continued over page

12/02/2025

Louth Town Council Current Year

Page 4

16:10

Detailed Income & Expenditure by Budget Heading 31/12/2024

Month No: 9

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
603 Town Council EM Reserves								
9329 EMR Quality Council / Office	0	50	0	(50)		(50)	0.0%	50
9338 EMR Civic Events	1,634	1,071	0	(1,071)		(1,071)	0.0%	1,056
9362 EMR Civic Property	0	1,575	0	(1,575)		(1,575)	0.0%	1,575
9363 EMR Hubbard's Hills	12,626	0	0	0		0	0.0%	
Town Council EM Reserves :- Indirect Expenditure	14,260	2,696	0	(2,696)	0	(2,696)		2,681
Net Expenditure	(14,260)	(2,696)	0	2,696				
6000 plus Transfer from EMR	14,260	2,681						
Movement to/(from) Gen Reserve	0	(15)						
<hr/>								
Grand Totals:- Income	419,265	351,851	360,211	8,360			97.7%	
Expenditure	498,388	249,891	373,710	123,819	0	123,819	66.9%	
Net Income over Expenditure	(79,123)	101,960	(13,499)	(115,459)				
plus Transfer from EMR	32,311	20,942						
Movement to/(from) Gen Reserve	(46,812)	122,902						

12/02/2025

Louth Town Council Current Year

Page 1

16:12

Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
322 EMR CCTV refurbishment	10,000.00		10,000.00
327 EMR Contingency	9,243.06	-6,240.00	3,003.06
329 EMR Quality Council / Office	4,245.00	-50.00	4,195.00
338 EMR Civic Events	2,128.66	-1,061.15	1,067.51
340 EMR Grants 137 Reserve	3,066.00		3,066.00
346 EMR Christmas Illuminations	10,936.00	-7,410.00	3,526.00
347 EMR Art Trail	1,000.00		1,000.00
348 EMR IT Replacement	3,479.60	-1,216.94	2,262.66
349 EMR Civic Regalia	0.00	-1,651.37	-1,651.37
352 EMR TCP Floral Enhancement	2,500.00		2,500.00
353 EMR Capital Expenditure	90,157.80		90,157.80
359 EMR Accommodation	6,162.21	-1,737.50	4,424.71
360 EMR Cem External Wall	4,000.00		4,000.00
362 EMR Civic Property/Regalia	5,045.94	-1,575.00	3,470.94
363 EMR Hubbard's Hills	15,074.08		15,074.08
364 EMR Clerks Training	2,540.00		2,540.00
365 EMR Accom OfficeEquip / Stor	4,224.00		4,224.00
380 EMR Cem Road Maintenance	4,000.00		4,000.00
381 EMR Cem Equipment Replacement	4,247.69		4,247.69
382 EMR Cem Tree Surgery	6,380.00		6,380.00
383 EMR Cem Workshop/Lodge	4,056.24		4,056.24
385 EMR Vehicle Replacement	14,658.00		14,658.00
386 EMR Cemetery Facilities	3,825.00		3,825.00
390 EMR Accom Roof	9,136.00		9,136.00
391 EMR Accom Boiler	3,750.00		3,750.00
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	3,000.00		3,000.00
396 EMR Speed Awareness	2,012.00		2,012.00
397 EMR Tourism	1,000.00		1,000.00
398 EMR Elections	17,610.90		17,610.90
399 EMR Funding for Sports Assets	6,000.00		6,000.00
	276,138.18	-20,941.96	255,196.22

12/02/2025

Louth Town Council Current Year

Page 1

16:12

Detailed Balance Sheet - Excluding Stock Movement**Month 9 Date 31/12/2024**

<u>A/c</u>	<u>Description</u>	<u>Actual</u>
<u>Current Assets</u>		
105	VAT Refunds	27,295
201	Lloyds TSB Current/Deposit	538,634
210	National Savings Bank	112,300
220	Petty Cash	210
Total Current Assets		678,439
<u>Represented by :-</u>		
301	Current Year Fund	101,960
310	General Reserve	321,283
322	EMR CCTV refurbishment	10,000
327	EMR Contingency	3,003
329	EMR Quality Council / Office	4,195
338	EMR Civic Events	1,068
340	EMR Grants 137 Reserve	3,066
346	EMR Christmas Illuminations	3,526
347	EMR Art Trail	1,000
348	EMR IT Replacement	2,263
349	EMR Civic Regalia	(1,651)
352	EMR TCP Floral Enhancement	2,500
353	EMR Capital Expenditure	90,158
359	EMR Accommodation	4,425
360	EMR Cem External Wall	4,000
362	EMR Civic Property/Regalia	3,471
363	EMR Hubbard's Hills	15,074
364	EMR Clerks Training	2,540
365	EMR Accommm OfficeEquip / Stor	4,224
380	EMR Cem Road Maintenance	4,000
381	EMR Cem Equipment	4,248
382	EMR Cem Tree Surgery	6,380
383	EMR Cem Workshop/Lodge	4,056
385	EMR Vehicle Replacement	14,658
386	EMR Cemetery Facilities	3,825
390	EMR Accommm Roof	9,136
391	EMR Accommm Boiler	3,750
392	EMR Accommm Structural	5,000
393	EMR Accommm Car Park	2,000
394	EMR Street Signs / Furniture	15,660
395	EMR SH Internal Decorating Foy	3,000
396	EMR Speed Awareness	2,012
397	EMR Tourism	1,000
398	EMR Elections	17,611
399	EMR Funding for Sports Assets	6,000
Total Equity		678,439

Date: 12/02/2025

Louth Town Council Current Year

Page 1

Time: 12:48

**Bank Reconciliation Statement as at 31/12/2024
for Cashbook 1 - Lloyds TSB Current/Deposit**

User: LMP

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Lloyds TSB Deposit Account	31/12/2024	9	166,652.51
Lloyds TSB Current Account	31/12/2024	9	371,981.40
			<u>538,633.91</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			538,633.91
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			538,633.91
		Balance per Cash Book is :-	538,633.91
		Difference is :-	0.00

Signatory 1:

Name EILEEN BULLARD Signed [Redacted] Date 18.2.25

Signatory 2:

Name PAUL STARRSMORE Signed [Redacted] Date 18/02/2025

Date: 12/02/2025

Louth Town Council Current Year

Page 1

Time: 12:50

**Bank Reconciliation Statement as at 31/12/2024
for Cashbook 2 - Petty Cash**

User: LMP

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Petty Cash	31/12/2024	62	209.91
			<hr/> 209.91
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			209.91
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<hr/> 0.00
			209.91
		Balance per Cash Book is :-	209.91
		Difference is :-	0.00

Signatory 1:

Name EILEEN BAUARD Signed  Date 18.2.25

Signatory 2:

Name PAUL STARSMORE Signed  Date 18/02/2025

Strengthening the Standards and Conduct Framework for Local Authorities in England 2025

This consultation seeks views on introducing a mandatory minimum code of conduct for local authorities in England and measures to strengthen the standards and conduct regime in England and ensure consistency of approach amongst councils investigating serious breaches of their member codes of conduct, including the introduction of the power of suspension.

Specific proposals being consulted upon for legislative change include:

- the introduction of a mandatory minimum code of conduct for local authorities in England
- a requirement that all principal authorities convene formal standards committees to make decisions on code of conduct breaches, and publish the outcomes of all formal investigations
- the introduction of the power for all local authorities (including combined authorities) to suspend councillors or mayors found in serious breach of their code of conduct and, as appropriate, interim suspension for the most serious and complex cases that may involve police investigations
- a new category of disqualification for gross misconduct and those subject to a sanction of suspension more than once in a 5-year period
- a role for a national body to deal with appeals

In addition, the consultation seeks views on how to empower victims affected by councillor misconduct to come forward and what additional support would be appropriate to consider.

Question 1

In what capacity are you responding to this consultation?

- An elected member of a council body
- A council officer
- A council body
- A member of the public
- A local government sector body

Mandatory minimum prescribed Code of Conduct

The government proposes to legislate for the introduction of a mandatory minimum code of conduct which would seek to ensure a higher minimum standard of consistency in setting out the behaviours expected of elected members. The Government will likely set out the mandatory code in regulations to allow flexibility to review and amend in future, this will also provide the opportunity for further consultation on the detail.

Codes of conduct play an important role in prescribing and maintaining high standards of public service, integrity, transparency, and accountability. At their best, they establish clear guidelines for behaviour and expectations that members always act ethically in the public's best interest. Currently, there is significant variation between adopted codes, ranging from those who choose

to adopt the LGA's full model code to those who simply conform with the minimum requirement of restating the Nolan principles.

A prescribed model code which covers important issues such as discrimination, bullying, and harassment, social media use, public conduct when claiming to represent the council, and use of authority resources could help to uphold consistently high standards of public service in councils across the country and convey the privileged position of public office. It could also provide clarity for the public on the consistent baseline of ethical behaviour they have a right to expect.

We would be interested in understanding whether councils consider there should be flexibility to add to the prescribed code to reflect individual authorities' circumstances. They would not be able to amend the mandatory provisions.

Question 2

Do you think the government should prescribe a mandatory minimum code of conduct for local authorities in England?

- Yes
- No

If no, why not?

Question 3

If yes, do you agree there should be scope for local authorities to add to a mandatory minimum code of conduct to reflect specific local challenges?

- Yes – it is important that local authorities have flexibility to add to a prescribed code
- No – a prescribed code should be uniform across the country
- Unsure

Question 4

Do you think the government should set out a code of conduct requirement for members to cooperate with investigations into code breaches?

- Yes
- No
- Unsure

Standards Committees

Currently, there is no requirement for local authorities to constitute a formal standards committee. The only legal requirement is for local authorities to have in place “arrangements” to investigate and make decisions on allegations of misconduct.

The Government believes that all principal authorities should be required to convene a standards committee. Formal standards committees would support consistency in the handling of misconduct allegations, applying the same standards and procedures to all cases and providing a formal route to swiftly identify and address vexatious complainants. Furthermore, having a formal standards committee in place could support the development of expertise in handling allegations of misconduct, leading to more informed decision-making. Removing the scope for less formal and more ad hoc arrangements would also enhance transparency and demonstrate to the public that standards and conduct issues will always be dealt with in a structured and consistent way.

This section of the consultation seeks views on two specific proposals to enhance the fairness and objectivity of the standards committee process. Firstly, it considers whether standards committee membership would be required to include at least one Independent Person, as well as (where applicable) at least one co-opted member from a parish or town council. Secondly, it seeks views on whether standards committees should be chaired by the Independent Person.

Question 5

Does your local authority currently maintain a standards committee?

- Yes
- No

Any further comments

Question 6

Should all principal authorities be required to form a standards committee?

- Yes
- No

Any further comments

Question 7

In most principal authorities, code of conduct complaints are typically submitted in the first instance to the local authority Monitoring Officer to triage, before referring a case for full investigation. Should all alleged code of conduct breaches which are referred for investigation be heard by the relevant principal authority's standards committee?

- Yes, decisions should only be heard by standards committees
- No, local authorities should have discretion to allow decisions to be taken by full council
- Unsure

Question 8

Do you agree that the Independent Person and co-opted members should be given voting rights?

- Yes – this is important for ensuring objectivity
- No – only elected members of the council in question should have voting rights
- Unsure

Question 9

Should standards committees be chaired by the Independent Person?

- Yes
- No
- Unsure

Question 10

If you have further views on ensuring fairness and objectivity and reducing incidences of vexatious complaints, please use the free text box below.

Members of the standards committee must be impartial, and all conflicts of interest should be declared, both personal and prejudicial.

Publishing Investigation Outcomes

To enhance transparency, local authorities should, subject to data protection obligations, be required to publish a summary of code of conduct allegations, and any investigations and decisions. This will be accompanied with strong mechanisms to protect victims' identity to ensure complainants are not dissuaded from coming forward for fear of being identified.

There may be a range of views on this, as publishing the outcome of an investigation that proves there is no case to answer could still be considered damaging to the reputation of the individuals concerned, or it could be considered as helpful in exposing instances of petty and vexatious complaints.

Question 11

Should local authorities be required to publish annually a list of allegations of code of conduct breaches, and any investigation outcomes?

- Yes - the public should have full access to all allegations and investigation outcomes
- No - only cases in which a member is found guilty of wrongdoing should be published
- Other views (add comments)

Requiring the Completion of Investigations if a Member Stands Down

In circumstances where a member stands down during a live code of conduct investigation, councils should be required to conclude that investigation and publish the findings. The Government is proposing this measure to ensure that, whilst the member in question will no longer be in office and therefore subject to any council sanction, for the purposes of accountability and transparency there will still be full record of any code of conduct breaches during their term of office.

Question 12

Should investigations into the conduct of members who stand down before a decision continue to their conclusion, and the findings be published?

- Yes
- No
- Unsure

Empowering Individuals Affected by Councillor Misconduct to Come Forward

The Government appreciates that it can often be difficult for those who experience misconduct on the part of elected members, such as bullying and harassment, to feel that it is safe and worthwhile to come forward and raise their concerns. If individuals believe there is a likelihood that their complaint will not be addressed or handled appropriately, the risk is that victims will

not feel empowered to come forward, meaning misconduct continues without action. We recognise that standing up to instances of misconduct takes an emotional toll, particularly in unacceptable situations where the complaints processes are protracted and do not result in meaningful action. We are committed to ensuring that those affected by misconduct are supported in the right way and feel empowered to come forward. This section seeks feedback from local authorities with experience of overseeing council complaints procedures, or sector bodies and individuals with views on how this might be carried out most effectively. We are also keen to hear from those who work, or have worked, in local government, and who have either witnessed, or been the victim of, member misconduct.

Question 13

If responding as a local authority, what is the average number of complaints against elected members that you receive over a 12-month period?

Number of complaints

0

Question 13a

For the above, where possible, please provide a breakdown for complaints made by officers, other elected members, the public, or any other source:

Complaints made by officers

N/A

Complaints made by other elected members

N/A

Complaints made by the public

N/A

Complaints made by any other source

N/A

Question 14

If you currently work, or have worked, within a local authority, have you ever been the victim of (or witnessed) an instance of misconduct by an elected member and felt that you could not come forward?

- Yes
- No

Please give reasons if you feel comfortable doing so.

As a body, we cannot answer due to the ambiguous nature of the question.

Question 15

If you are an elected member, have you ever been subject to a code of conduct complaint?

- Yes
- No

If so, did you feel you received appropriate support to engage with the investigation?

As a body, we cannot answer due to the ambiguous nature of the question.

Question 16

If you did come forward as a victim or witness, what support did you receive, and from whom? Is there additional support you would have liked to receive?

As a body, we cannot answer due to the ambiguous nature of the question.

Question 17

In your view, what measures would help to ensure that people who are the victims of, or witness, serious councillor misconduct feel comfortable coming forward and raising a complaint?

Implementing clear policies and procedures which explain the process of reporting and handling misconduct and complaints should be given to all councillors at the point of joining the council.

Introducing the Power of Suspension With Related Safeguards

The Government believes that local authorities should have the power to suspend councillors for serious code of conduct breaches for a maximum of six months, with the option to withhold allowances and institute premises and facilities bans where deemed appropriate. This section of the consultation explores these proposed provisions in greater detail.

While the law disqualifies certain people from being, or standing for election as, a councillor (e.g. on the grounds of bankruptcy, or receipt of a custodial sentence of three months or more, or it subject to the notification requirements of the Sexual Offences Act 2003 - meaning on the sex offenders register) councillors cannot currently be suspended or disqualified for breaching their code of conduct.

Feedback from the local government sector in the years since the removal of the power to suspend councillors has indicated that the current lack of meaningful sanctions means local authorities have no effective way of dealing with more serious examples of member misconduct.

The most severe sanctions currently used, such as formally censuring members, removing them from committees or representative roles, and requiring them to undergo training, may prove ineffective in the cases of more serious and disruptive misconduct. This may particularly be the case when it comes to tackling repeat offenders.

The Government recognises that it is only a small minority of members who behave badly, but the misconduct of this small minority can have a disproportionately negative impact on the smooth running of councils. We also appreciate the frustration members of the public and councillors can feel both in the inability to deal decisively with cases of misconduct, and the fact that offending members can continue to draw allowances.

Question 18

Do you think local authorities should be given the power to suspend elected members for serious code of conduct breaches?

- Yes – authorities should be given the power to suspend members
- No - authorities should not be given the power to suspend members
- Unsure

Question 19

Do you think that it is appropriate for a standards committee to have the power to suspend members, or should this be the role of an independent body?

- Yes – the decision to suspend for serious code of conduct breaches should be for the standards committee
- No – a decision to suspend should be referred to an independent body
- Unsure

Add your comments

A totally independent body would be preferred to prevent any potential familiarities and should be used to check decisions made by the standards committee.

Question 20

Where it is deemed that a suspension is an appropriate response to a code of conduct breach, should local authorities be required to nominate an alternative point of contact for constituents during their absence?

- Yes – councils should be required to ensure that constituents have an alternative point of contact during a councillor’s suspension
- No – it should be for individual councils to determine their own arrangements for managing constituents’ representation during a period of councillor suspension
- Unsure

The Length of Suspension

The Committee on Standards in Public Life recommended in their 2019 Local Government Ethical Standards (CSPL) report that the maximum length of suspension, without allowances, should be six months and the Government agrees with this approach. The intent of this proposal would be that non-attendance at council meetings during a period of suspension would be disregarded for the purposes of section 85 of the Local Government Act 1972, which states that a councillor ceases to be a member of the local authority if they fail to attend council meetings for six consecutive months.

The Government believes that suspension for the full six months should be reserved for only the most serious breaches of the code of conduct, and considers that there should be no minimum length of suspension to facilitate the proportionate application of this strengthened sanction.

Question 21

If the government reintroduced the power of suspension, do you think there should be a maximum length of suspension?

- Yes – the government should set a maximum length of suspension of 6 months
- Yes – however the government should set a different maximum length (please specify)
- No – I do not think the government should set a maximum length of suspension
- Unsure

If you think the government should set a different disqualification period, what should this be, in months?

Question 22

If yes, how frequently do you consider councils would be likely to make use of the maximum length of suspension?

- Infrequently – likely to be applied only to the most egregious code of conduct breaches
- Frequently – likely to be applied in most cases, with some exceptions for less serious breaches
- Almost always – likely to be the default length of suspension for code of conduct breaches
- Unsure

Withholding Allowances and Premises and Facilities Bans

Giving councils the discretion to withhold allowances from members who have been suspended for serious code of conduct breaches in cases where they feel it is appropriate to do so could act as a further deterrent against unethical behaviour. Holding councillors financially accountable during suspensions also reflects a commitment to ethical governance, the highest standards of public service, and value for money for local residents.

Granting local authorities the power in legislation to ban suspended councillors from local authority premises and from using council equipment and facilities could be beneficial in cases of behavioural or financial misconduct, ensuring that suspended councillors do not misuse resources or continue egregious behaviour. Additionally, it would demonstrate that allegations of serious misconduct are handled appropriately, preserving trust in public service and responsible stewardship of public assets.

These measures may not always be appropriate and should not be tied to the sanction of suspension by default. The government also recognises that there may be instances in which one or both of these sanctions is appropriate but suspension is not. It is therefore proposed that both the power to withhold allowances and premises and facilities bans represent standalone sanctions in their own right.

Question 23

Should local authorities have the power to withhold allowances from suspended councillors in cases where they deem it appropriate?

- Yes – councils should have the option to withhold allowances from suspended councillors
- No – suspended councillors should continue to receive allowances
- Unsure

Question 24

Do you think it should be put beyond doubt that local authorities have the power to ban suspended councillors from council premises and to withdraw the use of council facilities in cases where they deem it appropriate?

- Yes – premises and facilities bans are an important tool in tackling serious conduct issues
- No – suspended councillors should still be able to use council premises and facilities
- Unsure

Question 25

Do you agree that the power to withhold members allowances and to implement premises and facilities bans should also be standalone sanctions in their own right?

- Yes
- No
- Unsure

Interim Suspension

Some investigations into serious code of conduct breaches may be complex and take time to conclude, and there may be circumstances when the misconduct that has led to the allegation is subsequently referred to the police to investigate. In such cases, the Government proposes that there should be an additional power to impose interim suspensions whilst and until a serious or complex case under investigation is resolved.

A member subject to an interim suspension would not be permitted to participate in any council business or meetings, with an option to include a premises and facilities ban.

We consider that members should continue to receive allowances whilst on interim suspension and until an investigation proves beyond doubt that a serious code of conduct breach has occurred or a criminal investigation concludes. The decision to impose an interim suspension would not represent a pre-judgement of the validity of an allegation.

We suggest that:

Interim suspensions should initially be for up to a maximum of three months. After the expiry of an initial interim suspension period, the relevant council's standards committee should review the case to decide whether it is in the public interest to extend.

As appropriate, the period of time spent on interim suspension may be deducted from the period of suspension a standards committee imposes.

Question 26

Do you think the power to suspend councillors on an interim basis pending the outcome of an investigation would be an appropriate measure?

- Yes, powers to suspend on an interim basis would be necessary
- No, interim suspension would not be necessary

Any further comments

Question 27

Do you agree that local authorities should have the power to impose premises and facilities bans on councillors who are suspended on an interim basis?

- Yes – the option to institute premises and facilities bans whilst serious misconduct cases are investigated is important
- No – members whose investigations are ongoing should retain access to the council premises and facilities
- Unsure

Question 28

Do you think councils should be able to impose an interim suspension for any period of time they deem fit?

- Yes
- No

Any further comments

An interim suspension should only last for the period of time it takes to investigate.

Question 29

Do you agree that an interim suspension should initially be up to a maximum of 3 months, then subject to review?

- Yes
- No

Any further comments

An interim suspension should only last for the period of time it takes to investigate.

Question 30

If following a 3-month review of an interim suspension, a standards committee decided to extend, do you think there should be safeguards to ensure a period of interim extension is not allowed to run unchecked?

- Yes – there should be safeguards
- No – councils will know the details of individual cases and should be trusted to act responsibly

Question 30a

If you answered yes to the above question, what safeguards do you think might be needed to ensure that unlimited suspension is not misused?

Policies and procedures should be implemented and followed to ensure that the powers of suspension are not misused.

Disqualification for Multiple Breaches and Gross Misconduct

When councillors repeatedly breach codes of conduct, it undermines the integrity of the council and erodes public confidence. To curb the risk of repeat offending and continued misconduct once councillors return from a suspension, the Government considers that it may be beneficial to introduce disqualification for a period of five years for those members for whom the sanction of suspension is invoked on more than one occasion within a five-year period.

This measure underlines the Government's view that the sanction of suspension should only be used in the most serious code of conduct breaches, because in effect a decision to suspend more than once in a five-year period would be a decision to disqualify an elected member. However, we consider this measure would enable councils to signal in the strongest terms that repeated instances of misconduct will not be tolerated and would act as a strong deterrent against the worst kind of behaviours becoming embedded.

Currently a person is disqualified if they have been convicted of any offence and have received a sentence of imprisonment (suspended or not) for a period of three months or more (without the option of a fine) in the five-year period before the relevant election. Disqualification also covers sexual offences, even if they do not result in a custodial or suspended sentence.

Question 31

Do you think Councillors should be disqualified if subject to suspension more than once?

- Yes – twice within a 5-year period should result in disqualification for 5 years
- Yes – but for a different length of time and/or within a different timeframe (please specify)
- No – the power to suspend members whenever they breach codes of conduct is sufficient

If you think councillors should be disqualified if subject to suspension more than once over a period different to 5 years, what should this be, in years?

If you think the government should set a different disqualification period, what should this be, in years?

Any other comments

Question 32

Is there a case for immediate disqualification for gross misconduct, for example, in instances of theft or physical violence impacting the safety of other members and/or officers, provided there has been an investigation of the incident and the member has had a chance to respond before a decision is made?

- Yes
- No
- Unsure

Any other comments

Appeals

The Government proposes that:

- A right of appeal be introduced for any member subject to a decision to suspend them.
- Members should only be able to appeal any given decision to suspend them once.
- An appeal should be invoked within five working days of the notification of suspension; and
- Following receipt of a request for appeal, arrangements should be made to conduct the appeal hearing within 28 working days.

The Government believes that were the sanction of suspension to be introduced (and potentially disqualification if a decision to suspend occurs a second time within a five-year period) it would be essential for such a punitive measure to be underpinned by a fair appeals process.

A right of appeal would allow members to challenge decisions that they believe are unjust or disproportionate and provides a safeguard to ensure that the sanction of suspension is applied fairly and consistently.

We consider that it would be appropriate to either create a national body, or to vest the appeals function in an existing appropriate national body, and views on the merits of that are sought at questions 38 and 39 below. Firstly, the following questions test opinion on the principle of providing a mechanism for appeal.

Question 33**Should members have the right to appeal a decision to suspend them?**

- Yes – it is right that any member issued with a sanction of suspension can appeal the decision
- No – a council’s decision following consideration of an investigation should be final
- Unsure

Question 34**Should suspended members have to make their appeal within a set timeframe?**

- Yes – within 5 days of the decision is appropriate to ensure an efficient process
- Yes – but within a different length of time (please specify)
- No – there should be no time limit for appealing a decision

If you think the government should set a different appeals timeframe, what should this be, in days?

Question 35**Do you consider that a complaint should have a right of appeal when a decision is taken not to investigate their complaint?**

- Yes
- No
- Unsure

Question 36**Do you consider that a complaint should have a right of appeal when an allegation of misconduct is not upheld?**

- Yes
- No
- Unsure

Question 37

If you answered yes to either of the previous two questions, please use the free text box below to share views on what you think is the most suitable route of appeal for either or both situations.

N/A

Potential for a national appeals body

There is a need to consider whether appeals panels should be in-house within local authorities, or whether it is right that this responsibility sits with an independent national body. Whereas an in-house appeals process would potentially enable quicker resolutions by virtue of a smaller caseload, empowering a national body to oversee appeals from suspended members and complainants could reinforce transparency and impartiality and help to ensure consistency of decision-making throughout England, setting precedents for the types of cases that are heard.

Question 38

Do you think there is a need for an external national body to hear appeals?

- Yes – an external appeals body would help to uphold impartiality
- No – appeals cases should be heard by an internal panel

Any further comments

Question 39

If you think there is a need for an external national appeals body, do you think it should:

- Be limited to hearing elected member appeals
- Be limited to hearing complaint appeals
- Both of the above should be in scope

Please explain your answer

N/A

Public Sector Equality Duty**Question 40**

In your view, would the proposed reforms to the local government standards and conduct framework particularly benefit or disadvantage individuals with protected characteristics, for example those with disabilities or caring responsibilities?

Please choose an option below

- It would benefit individuals with protected characteristics
- It would disadvantage individuals with protected characteristics
- Neither

Please use the text box below to make any further comment on this question

As long as the process adheres to the laws that safeguard people with protected characteristics.

Louth Town Council



COUNCILLOR CODE OF CONDUCT

Adopted	21 st February 2023
Reviewed and adopted	April 2024
Reviewed	25 th February 2025
Next review due	2025/26

Preface

The role of councillors across all tiers of local government is a vital part of our country's system of democracy. It is important that as councillors we can be held accountable and all adopt the behaviours and responsibilities associated with the role. Our conduct as an individual councillor affects the reputation of all councillors. We want the role of councillor to be one that people aspire to. We also want individuals from a range of backgrounds and circumstances to be putting themselves forward to become councillors.

As councillors, we represent local residents, work to develop better services and deliver local change. The public have high expectations of us and entrust us to represent our local area, taking decisions fairly, openly, and transparently. We have both an individual and collective responsibility to meet these expectations by maintaining high standards and demonstrating good conduct, and by challenging behaviour which falls below expectations.

Importantly, we should be able to undertake our role as a councillor without being intimidated, abused, bullied, or threatened by anyone, including the general public. This Code has been designed to protect our democratic role, encourage good conduct and safeguard the public's trust in local government.

Introduction

The Local Government Association (LGA) has developed this Model Councillor Code of Conduct, in association with key partners and after extensive consultation with the sector, as part of its work on supporting all tiers of local government to continue to aspire to high standards of leadership and performance.

All councils are required to have a local Councillor Code of Conduct.

The LGA will undertake an annual review of this Code to ensure it continues to be fit-for purpose, incorporating advances in technology, social media and changes in legislation. The LGA can also offer support, training and mediation to councils and councillors on the application of the Code and the National Association of Local Councils (NALC) and the county associations of local councils can offer advice and support to town and parish councils.

Definitions

For the purposes of this Code of Conduct, a “councillor” means a member or co-opted member of a local authority or a directly elected mayor. A “co-opted member” is defined in the Localism Act 2011 Section 27(4) as “a person who is not a member of the authority but who:

- a) is a member of any committee or sub-committee of the authority, or;
- b) is a member of, and represents the authority on, any joint committee or joint sub-committee of the authority;

and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee”.

For the purposes of this Code of Conduct, “local authority” includes county councils, district councils, London borough councils, parish councils, town councils, fire and rescue authorities, police authorities, joint authorities, economic prosperity boards, combined authorities and National Park authorities.

Purpose of the Code of Conduct

The purpose of this Code of Conduct is to assist you, as a councillor, in modelling the behaviour that is expected of you, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against you. It is also to protect you, the public, fellow councillors, local authority officers and the reputation of local government. It sets out general principles of conduct expected of all councillors and your specific obligations in relation to standards of conduct. The LGA encourages the use of support, training and mediation prior to action being taken using the Code. The fundamental aim of the Code is to create and maintain public confidence in the role of councillor and local government.

General principles of councillor conduct

Everyone in public office at all levels; all who serve the public or deliver public services, including ministers, civil servants, councillors and local authority officers; should uphold the Seven Principles of Public Life, at Appendix A, also known as the Nolan Principles.

Building on these principles, the following general principles have been developed specifically for the role of councillor.

In accordance with the public trust placed in me, on all occasions:

- I act with integrity and honesty
- I act lawfully
- I treat all persons fairly and with respect; and
- I lead by example and act in a way that secures public confidence in the role of councillor.

In undertaking my role:

- I impartially exercise my responsibilities in the interests of the local community
- I do not improperly seek to confer an advantage, or disadvantage, on any person
- I avoid conflicts of interest
- I exercise reasonable care and diligence; and
- I ensure that public resources are used prudently in accordance with my local authority's requirements and in the public interest.

Application of the Code of Conduct

This Code of Conduct applies to you as soon as you sign your declaration of acceptance of the office of councillor or attend your first meeting as a co-opted member and continues to apply to you until you cease to be a councillor.

This Code of Conduct applies to you when you are acting in your capacity as a councillor which may include when:

- you misuse your position as a councillor
- Your actions would give the impression to a reasonable member of the public with knowledge of all the facts that you are acting as a councillor; The Code applies to all forms of communication and interaction, including:
 - at face-to-face meetings
 - at online or telephone meetings
 - in written communication
 - in verbal communication
 - in non-verbal communication
 - in electronic and social media communication, posts, statements and comments.

You are also expected to uphold high standards of conduct and show leadership at all times when acting as a councillor.

Your Monitoring Officer has statutory responsibility for the implementation of the Code of Conduct, and you are encouraged to seek advice from your Monitoring Officer on any matters that may relate to the Code of Conduct. Town and parish councillors are encouraged to seek advice from their Clerk, who may refer matters to the Monitoring Officer.

Standards of councillor conduct

This section sets out your obligations, which are the minimum standards of conduct required of you as a councillor. Should your conduct fall short of these standards, a complaint may be made against you, which may result in action being taken.

Guidance is included to help explain the reasons for the obligations and how they should be followed.

General Conduct

1. Respect

As a councillor:

1.1. I treat other councillors and members of the public with respect.

1.2. I treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.

Respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a councillor, you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.

In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in councillors.

In return, you have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and report them to the local authority, the relevant social media provider or the police. This also applies to fellow councillors, where action could then be taken under the Councillor Code of Conduct, and local authority employees, where concerns should be raised in line with the local authority's councillor officer protocol.

2. Bullying, harassment and discrimination

As a councillor:

2.1. I do not bully any person.

2.2. I do not harass any person.

2.3. I promote equalities and do not discriminate unlawfully against any person.

The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.

The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can include repeated attempts

to impose unwanted communications and contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.

Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The Equality Act 2010 places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

3. Impartiality of officers of the council

As a councillor:

3.1. I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the local authority.

Officers work for the local authority as a whole and must be politically neutral (unless they are political assistants). They should not be coerced or persuaded to act in a way that would undermine their neutrality. You can question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written. However, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

4. Confidentiality and access to information

As a councillor:

4.1. I do not disclose information:

- a given to me in confidence by anyone**
- b acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless**
 - i I have received the consent of a person authorised to give it;**
 - ii I am required by law to do so;**
 - iii the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or**
 - iv the disclosure is:**
 - 1 reasonable and in the public interest; and**
 - 2 made in good faith and in compliance with the reasonable requirements of the local authority; and**
 - 3 I have consulted the Monitoring Officer prior to its release.**

4.2. I do not improperly use knowledge gained solely as a result of my role as a councillor for the advancement of myself, my friends, my family members, my employer or my business interests.

4.3. I do not prevent anyone from getting information that they are entitled to by law.

Local authorities must work openly and transparently, and their proceedings and printed materials are open to the public, except in certain legally defined circumstances. You should work on this basis, but there will be times when it is required by law that discussions, documents and other information relating to or held by the local authority must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

5. Disrepute

As a councillor:

5.1. I do not bring my role or local authority into disrepute.

As a Councillor, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on you, other councillors and/or your local authority and may lower the public's confidence in your or your local authority's ability to discharge your/its functions. For example, behaviour that is considered dishonest and/or deceitful can bring your local authority into disrepute.

You are able to hold the local authority and fellow councillors to account and are able to constructively challenge and express concern about decisions and processes undertaken by the council whilst continuing to adhere to other aspects of this Code of Conduct.

6. Use of position

As a councillor:

6.1. I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.

Your position as a member of the local authority provides you with certain opportunities, responsibilities, and privileges, and you make choices all the time that will impact others. However, you should not take advantage of these opportunities to further your own or others' private interests or to disadvantage anyone unfairly.

7. Use of local authority resources and facilities

As a councillor:

7.1. I do not misuse council resources.

7.2. I will, when using the resources of the local authority or authorising their use by others:

- a act in accordance with the local authority's requirements; and
- b ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the local authority or of the office to which I have been elected or appointed.

You may be provided with resources and facilities by the local authority to assist you in carrying out your duties as a councillor.

Examples include:

- office support
- stationery
- equipment such as phones, and computers
- transport
- access and use of local authority buildings and rooms.

These are given to you to help you carry out your role as a councillor more effectively and are not to be used for business or personal gain. They should be used in accordance with the purpose for which they have been provided and the local authority's own policies regarding their use.

8. Complying with the Code of Conduct

As a Councillor:

- 8.1. I will undertake Code of Conduct training if provided by my local authority.
- 8.2. I cooperate with any Code of Conduct investigation and/or determination.
- 8.3. I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.
- 8.4. I comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.

It is extremely important for you as a councillor to demonstrate high standards, for you to have your actions open to scrutiny and for you not to undermine public trust in the local authority or its governance. If you do not understand or are concerned about the local authority's processes in handling a complaint you should raise this with your Monitoring Officer.

Protecting your reputation and the reputation of the local authority

9. Interests

As a councillor:

- 9.1. I register and disclose my interests.

Section 29 of the Localism Act 2011 requires the Monitoring Officer to establish and maintain a register of interests of members of the authority.

You need to register your interests so that the public, local authority employees and fellow councillors know which of your interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises. The register also protects you by allowing you to demonstrate openness and a willingness to be held accountable. You are personally responsible for deciding whether or not you should disclose an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might have to be disclosed by you or other councillors when making or taking part in decisions, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

You should note that failure to register or disclose a disclosable pecuniary interest as set out in **Table 1**, is a criminal offence under the Localism Act 2011.

Appendix B sets out the detailed provisions on registering and disclosing interests. If in doubt, you should always seek advice from your Monitoring Officer.

10. Gifts and hospitality

As a councillor:

- 10.1. I do not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for any permission, licence or other significant advantage.**
- 10.2. I register with the Monitoring Officer any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.**
- 10.3. I register with the Monitoring Officer any significant gift or hospitality that I have been offered but have refused to accept.**

In order to protect your position and the reputation of the local authority, you should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a councillor. The presumption should always be not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult if it is seen as rudeness in which case you could accept it but must ensure it is publicly registered. However, you do not need to register gifts and hospitality which are not related to your role as a councillor, such as Christmas gifts from your friends and family. It is also important to note that it is appropriate to accept normal expenses and hospitality associated with your duties as a councillor. If you are unsure, do contact your Monitoring Officer for guidance.

Appendices

Appendix A – The Seven Principles of Public Life

The principles are:

Selflessness

Holders of public office should act solely in terms of the public interest.

Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must disclose and resolve any interests and relationships.

Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

Holders of public office should be truthful.

Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Appendix B – Registering interests

Within 28 days of becoming a member or your re-election or re-appointment to office you must register with the Monitoring Officer the interests which fall within the categories set out in **Table 1 (Disclosable Pecuniary Interests)** which are as described in “The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012”. You should also register details of your other personal interests which fall within the categories set out in **Table 2 (Other Registerable Interests)**.

“**Disclosable Pecuniary Interest**” means an interest of yourself, or of your partner if you are aware of your partner's interest, within the descriptions set out in Table 1 below.

“**Partner**” means a spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.

1. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.
2. A ‘sensitive interest’ is as an interest which, if disclosed, could lead to the councillor, or a person connected with the councillor, being subject to violence or intimidation.
3. Where you have a ‘sensitive interest’ you must notify the Monitoring Officer with the reasons why you believe it is a sensitive interest. If the Monitoring Officer agrees they will withhold the interest from the public register.

Non participation in case of disclosable pecuniary interest

4. Where a matter arises at a meeting which directly relates to one of your Disclosable Pecuniary Interests as set out in **Table 1**, you must disclose the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a ‘sensitive interest’, you do not have to disclose the nature of the interest, just that you have an interest. Dispensation may be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.
5. [Where you have a disclosable pecuniary interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it]

Disclosure of Other Registerable Interests

6. Where a matter arises at a meeting which **directly relates** to the financial interest or wellbeing of one of your Other Registerable Interests (as set out in **Table 2**), you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a ‘sensitive interest’, you do not have to disclose the nature of the interest.

Disclosure of Non-Registerable Interests

7. Where a matter arises at a meeting which directly relates to your financial interest or well-being (and is not a Disclosable Pecuniary Interest set out in Table 1) or a financial interest or well-being of a relative or close associate, you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise, you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.
8. Where a matter arises at a meeting which **affects** –
 - a. your own financial interest or well-being;
 - b. a financial interest or well-being of a relative or close associate; or
 - c. a financial interest or wellbeing of a body included under Other Registerable Interests as set out in **Table 2**

You must disclose the interest. In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied

9. Where a matter (referred to in paragraph 8 above) **affects** the financial interest or well-being:
 - a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
 - b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest.

You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise, you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

10. [Where you have an Other Registerable Interest or Non-Registerable Interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it]

Table 1: Disclosable Pecuniary Interests

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land and Property	Any beneficial interest in land which is within the area of the council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners (alone or jointly with another) a right to occupy or to receive income.
Licenses	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer.
Corporate tenancies	Any tenancy where (to the councillor's knowledge)— (a) the landlord is the council; and (b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.
Securities	Any beneficial interest in securities* of a body where— (a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and (b) either— (i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were, spouses/civil partners have a beneficial interest exceeds one hundredth of the total issued share capital of that class.

* 'director' includes a member of the committee of management of an industrial and provident society.

* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Table 2: Other Registrable Interests

You must register as an Other Registrable Interest:

- a. any unpaid directorships
- b. any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority
- c. any body
 - i. exercising functions of a public nature
 - ii. directed to charitable purposes or
 - iii. one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)

of which you are a member or in a position of general control or management

Louth Town Council



Standing Orders

Adopted 18th May 2012
Reviewed and adopted 26th June 2012
Reviewed and adopted October 2014
Reviewed and adopted April 2015
Reviewed and adopted March 2018
Reviewed and adopted July 2018
Reviewed and adopted March 2019
Reviewed and adopted March 2020
Reviewed and adopted February 2021
Reviewed and adopted October 2021
Reviewed and adopted February 2023
Reviewed and adopted April 2024
Next review due 2024/2025

LOUTH TOWN COUNCIL STANDING ORDERS

1. RULES OF DEBATE AT MEETINGS	3
2. DISORDERLY CONDUCT AT MEETINGS	4
3. MEETINGS GENERALLY	5
4. COMMITTEES AND SUB-COMMITTEES	8
5. ORDINARY COUNCIL MEETINGS	9
6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES.....	10
7. PREVIOUS RESOLUTIONS	11
8. VOTING ON APPOINTMENTS	11
9. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER.....	11
10. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE	12
11. MANAGEMENT OF INFORMATION	12
12. DRAFT MINUTES	13
13. CODE OF CONDUCT AND DISPENSATIONS	14
14. CODE OF CONDUCT COMPLAINTS.....	15
15. PROPER OFFICER	15
16. RESPONSIBLE FINANCIAL OFFICER.....	16
17. ACCOUNTS AND ACCOUNTING STATEMENTS	16
18. FINANCIAL CONTROLS AND PROCUREMENT.....	17
19. HANDLING STAFF MATTERS	18
20. RESPONSIBILITIES TO PROVIDE INFORMATION <i>See also standing order 21</i>	19
21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION.....	19
22. RELATIONS WITH THE PRESS/MEDIA.....	19
23. EXECUTION AND SEALING OF LEGAL DEEDS	20
24. COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS	20
25. RESTRICTIONS ON COUNCILLOR ACTIVITIES	20
26. STANDING ORDERS GENERALLY	20
27. APPENDIX 1	20
28. APPENDIX 2	20

1. RULES OF DEBATE AT MEETINGS

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chair of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chair of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chair of the meeting, is expressed in writing to the chair.
- h A councillor may move an amendment to his/her/their own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chair of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chair of the meeting.
- k One or more amendments may be discussed together if the chair of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the chair of the meeting, a councillor may speak once in the debate on a motion except:
 - i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since he/she/they last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. to exercise a right of reply.

- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he/she/they considers has been breached or specify the other irregularity in the proceedings of the meeting he/she/they is concerned by.
- q A point of order shall be decided by the chair of the meeting and his/her/their decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
- i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his/her/their right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed (1) minutes without the consent of the chair of the meeting.

2. DISORDERLY CONDUCT AT MEETINGS

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chair of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chair of the meeting to moderate or improve their conduct, any councillor or the chair of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. MEETINGS GENERALLY

Full Council meetings	●
Committee meetings	●
Sub-committee meetings	●

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice OR [The minimum three clear days' public notice of a meeting does not include the day on which the notice was issued or the day of the meeting].**
- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed (15) minutes unless directed by the chair of the meeting.
- g Subject to standing order 3(f), a member of the public shall not speak for more than (3) minutes.
- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given.
- i ~~[A person shall stand when requesting to speak and when speaking (except when a person has a disability or is likely to suffer discomfort)]~~ OR [A person shall raise his/her/their hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort)]. The chair of the meeting may at any time permit a person to be seated when speaking.
- j A person who speaks at a meeting shall direct his/her/their comments to the

chair of the meeting.

k Only one person is permitted to speak at a time. If more than one person wants to speak, the chair of the meeting shall direct the order of speaking. **There should be no heckling. No-one should interrupt or engage in break-away conversations. Such instances will be classed as disruptive and improper behaviour and may be dealt with in accordance with standing order 2**

- l **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- m **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- n **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- o **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in his/her/their absence be done by, to or before the Vice-Chair of the Council (if there is one).**
- p **The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council (if there is one) if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- q **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**
- r **The chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his/her/their casting vote whether or not he/she/they gave an original vote.**

See standing orders 5(h) and (i) for the different rules that apply in the election of the Chair of the Council at the annual meeting of the Council.

- s **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his/her/their vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda. **In order to ensure that balanced, lawful decisions are reached members acknowledge that consideration of all relevant information is required before individuals vote. Therefore, a Councillor will not be permitted to vote on a matter if they have not been party to the entire debate/discussion on an item,****

whether by late arrival or the need to step out of the meeting. Breaks in debate/discussion for medical or comfort reasons will be allowed and should be formally sought as per Standing Order 10xv.

- t The minutes of a meeting shall include an accurate record of the following:
- i. the time and place of the meeting;
 - ii. the names of councillors who are present and the names of councillors who are absent;
 - iii. interests that have been declared by councillors and non-councillors with voting rights;
 - iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
 - v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
 - vi. if there was a public participation session; and
 - vii. the resolutions made.
- u **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his/her/their right to participate and vote on that matter.**
- v **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**
- See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.*
- w **If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.**
- x A meeting shall not exceed a period of (3) hours.
- y **All summons to Council meetings and agenda will be sent electronically and a paper copy will be available for collection from the office.**

4. COMMITTEES AND SUB-COMMITTEES

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The Council may appoint standing committees or other committees as may be necessary, and:
 - i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
 - v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer (5¹) days before the meeting that they are unable to attend;
 - vi. shall, after it has appointed the members of a standing committee, appoint the chair of the standing committee;
 - vii. shall permit a committee other than a standing committee, to appoint its own chair at the first meeting of the committee;
 - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
 - ix. shall determine if the public may participate at a meeting of a committee;
 - x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
 - xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
 - xii. may dissolve a committee or a sub-committee.

¹ Throughout these Standing Orders, where there is reference to a 'notice' period such as that highlighted above e.g., (5) days, this should be taken to mean 5 working days not including weekends or public holidays.

5. ORDINARY COUNCIL MEETINGS

- a In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.
- b In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.
- c If no other time is fixed, the annual meeting of the Council shall take place at 6pm.
- d In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.
- e The first business conducted at the annual meeting of the Council shall be the election of the Chair and Vice-Chair (if there is one) of the Council.
- f The Chair of the Council, unless he/she/they has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his/her/their successor is elected at the next annual meeting of the Council.
- g The Vice-Chair of the Council, if there is one, unless he/she/they resigns or becomes disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.
- h In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, he/she/they shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.
- i In an election year, if the current Chair of the Council has been re-elected as a member of the Council, he/she/they shall preside at the annual meeting until a new Chair of the Council has been elected. He/she/they may exercise an original vote in respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes.
- j Following the election of the Chair of the Council and Vice-Chair (if there is one) of the Council at the annual meeting, the business shall include:
 - i. In an election year, delivery by the Chair of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of his/her/their acceptance of office form unless the Council resolves for this to be done at a later date;
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
 - iii. Receipt of the minutes of the last meeting of a committee;
 - iv. Consideration of the recommendations made by a committee;
 - v. Confirmation of review of delegation arrangements to committees, sub-committees, staff and other local authorities;
 - vi. Confirmation of review of the terms of reference for committees;
 - vii. Confirmaton of appointment of members to existing committees;

- viii. Appointment of any new committees in accordance with standing order 4;
- ix. Confirmation of review and adoption of appropriate standing orders and financial regulations;
- x. Confirmation of review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
- xi. Confirmation of review of representation on or work with external bodies and arrangements for reporting back;
- xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
- xiii. Confirmation of review of inventory of land and other assets including buildings and office equipment;
- xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
- xv. Confirmation of review of the Council's and/or staff subscriptions to other bodies;
- xvi. Confirmation of review of the Council's complaints procedure;
- xvii. Confirmation of review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
- xviii. Confirmation of review of the Council's policy for dealing with the press/media;
- xix. Confirmation of review of the Council's employment policies and procedures;
- xx. Confirmation of review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- xxi. Confirmation of determination of the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES

- a **The Chair of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chair of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
- c The chair of a committee [or a sub-committee] may convene an extraordinary meeting of the committee [or the sub-committee] at any time.
- d If the chair of a committee [or a sub-committee] does not call an extraordinary meeting within (5) days of having been requested to do so by (3) members of the committee [or the sub-committee], any (3) members of the committee [or the sub-committee] may convene an extraordinary meeting of the committee [or a sub-committee].

7. PREVIOUS RESOLUTIONS

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least (3) councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

8. VOTING ON APPOINTMENTS

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chair of the meeting.

9. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least (5) clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least (5) clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

10. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
- i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to move to a vote;
 - iii. to defer consideration of a motion;
 - iv. to refer a motion to a particular committee or sub-committee;
 - v. to appoint a person to preside at a meeting;
 - vi. to change the order of business on the agenda;
 - vii. to proceed to the next business on the agenda;
 - viii. to require a written report;
 - ix. to appoint a committee or sub-committee and their members;
 - x. to extend the time limits for speaking;
 - xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
 - xii. to not hear further from a councillor or a member of the public;
 - xiii. to exclude a councillor or member of the public for disorderly conduct;
 - xiv. to temporarily suspend the meeting;
 - xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
 - xvi. to adjourn the meeting; or
 - xvii. to close the meeting.

11. MANAGEMENT OF INFORMATION

See also standing order 20.

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**

- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d **Councillors, staff, the Council’s contractors and agents shall not disclose confidential information or personal data without legal justification.**

12. DRAFT MINUTES

- Full Council meetings ●
- Committee meetings ●
- Sub-committee meetings ●

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he/she/they shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The chair of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but his/her/their view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”

- e **If the Council’s gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13. CODE OF CONDUCT AND DISPENSATIONS

See also standing order 3(u).

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless he/she/they has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he/she/they has a disclosable pecuniary interest. He/she/they may return to the meeting after it has considered the matter in which he/she/they had the interest.
- c Unless he/she/they has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he/she/they has another interest if so required by the Council's code of conduct. He/she/they may return to the meeting after it has considered the matter in which he/she/they had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made ~~[by the Proper Officer]~~ OR [by a meeting of the Council, or committee or sub-committee for which the dispensation is required] and that decision is final.
- f A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f), a dispensation request shall be considered ~~[by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required]~~ OR [at the beginning of the meeting of the Council, or committee or sub-committee for which the dispensation is required].
- h **A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
 - i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
 - ii. **granting the dispensation is in the interests of persons living in the Council's area; or**
 - iii. **it is otherwise appropriate to grant a dispensation.**

14. CODE OF CONDUCT COMPLAINTS

- a Upon notification by the District or Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.
- b Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chair of Council of this fact, and the Chair shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d).
- c The Council may:
 - i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d **Upon notification by the District or Unitary Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**

15. PROPER OFFICER

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
 - i. **at least three clear days before a meeting of the council, a committee or a sub-committee,**
 - **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
 - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;
 - ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least (5) days before the meeting confirming his/her/their withdrawal of it;
 - iii. **convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in his/her/their office;**
 - iv. **facilitate inspection of the minute book by local government electors;**
 - v. **receive and retain copies of byelaws made by other local authorities;**
 - vi. hold acceptance of office forms from councillors;

- vii. hold a copy of every councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;
(see also standing order 23);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xv. refer a planning application received by the Council to the [Chair or in his/her/their absence the Vice-Chair (if there is one) of the Council] OR [Chair or in his/her/their absence Vice-Chair (if there is one) of the () Committee] within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of [the Council] OR [() committee];
- xvi. manage access to information about the Council via the publication scheme; and

retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.
(see also standing order 23).
- xvii. Take appropriate action in an emergency or crisis situation to protect the interests of the Council.

16. RESPONSIBLE FINANCIAL OFFICER

- a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17. ACCOUNTS AND ACCOUNTING STATEMENTS

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
 - i. the Council's receipts and payments (or income and expenditure) for each quarter;
 - ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;

iii. the balances held at the end of the quarter being reported and

which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.

- d. As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
- i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
 - ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e. The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

18. FINANCIAL CONTROLS AND PROCUREMENT

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
- i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds referred to in standing order 18(f) is subject to the "light touch" arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 unless it proposes to use an existing list of approved suppliers (framework agreement).**
- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
- i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the

- tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
- iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f. **Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**

19. HANDLING STAFF MATTERS

- a A matter personal to a member of staff that is being considered by a meeting of the Council or one of its committees is subject to standing order 11.
- b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chair of [the (Personnel) committee] OR [the () sub-committee] or, if he/she/they is not available, the vice-chair (if there is one) of [the (Personnel) committee] OR [the () sub-committee] of absence occasioned by illness or other reason and that person shall report such absence to [the (Personnel) committee] OR [the () sub-committee] at its next meeting.
- e The chair of [the (Personnel) committee] will discuss and agree on arrangements for a review of the performance and annual appraisal of the work of the Town Clerk and reporting back. OR [the () sub-committee] or in his/her/their absence, the vice chair shall upon a resolution conduct a review of the performance and annual appraisal of the work of [the member of staff's job title]. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by [the () committee] OR [the () sub-committee].
- d Grievances shall be handled in accordance with the Council's policy on Grievances. Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the chair of [the () committee] OR [the () sub-committee] or in his/her/their absence, the vice chair of [the () committee] OR [the () sub-committee] in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of [the () committee] OR [the () sub-committee].
- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by [the member of staff's job title] relates to the chair or vice chair of [the () committee] OR [the () sub-committee], this shall be communicated to another member of [the () committee] OR [the () sub-committee], which shall be reported back and progressed by resolution of

~~[the () committee] OR [the () sub-committee].~~

- f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- g In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

20. RESPONSIBILITIES TO PROVIDE INFORMATION

See also standing order 21.

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**

- ~~b. **[If gross annual income or expenditure (whichever is higher) does not exceed £25,000] The Council shall publish information in accordance with the requirements of the Smaller Authorities (Transparency Requirements) (England) Regulations 2015.**~~

OR

~~**[If gross annual income or expenditure (whichever is the higher) exceeds £200,000] The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**~~

21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

(Below is not an exclusive list).

See also standing order 11.

- a The Council may appoint a Data Protection Officer.
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his/her/their personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**

22. RELATIONS WITH THE PRESS/MEDIA

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

23. EXECUTION AND SEALING OF LEGAL DEEDS

See also standing orders 15(b)(xii) and (xvii).

a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.

~~b [Subject to standing order 23(a), the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two councillors who shall sign the deed as witnesses.]~~

The above is applicable to a Council with a common seal.

OR

[Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.]

The above is applicable to a Council without a common seal.

24. COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council OR Unitary Council representing the area of the Council.
- b A period (of 10 minutes max) will be set aside, normally before Robed Town Council meetings (not the Annual Town Council Meeting) to allow District / County Councillors to feedback prior to the commencement of the meeting.
- c Unless the Council determines otherwise, a copy of each letter sent to the District and County Council OR Unitary Council shall be sent to the ward councillor(s) representing the area of the Council.

25. RESTRICTIONS ON COUNCILLOR ACTIVITIES

- a. Unless duly authorised no councillor shall:
 - i. inspect any land and/or premises which the Council has a right or duty to inspect; or
 - ii. issue orders, instructions or directions.

26. STANDING ORDERS GENERALLY

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least (3) councillors to be given to the Proper Officer in accordance with standing order 9.
- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d The decision of the chair of a meeting as to the application of standing orders at the meeting shall be final.

APPENDIX 1

Committee Terms of Reference

Planning Committee

Membership:	All members
Quorum:	7
Frequency:	As required to meet deadlines
Remit:	Delegated responsibility for all items relating to planning, environment and highways, make comments on planning applications, traffic regulation orders, proposed works to trees, street naming, planning enforcements and planning appeals. Note planning decisions, other correspondence received e.g., temporary road closures and consideration of matters relating to road safety and enforcement complaints.
Budget responsibility:	None

Community Resources Committee

Membership:	All members
Quorum:	7
Frequency:	Minimum of 5 meetings per year
Remit:	Responsibility for all inspection / maintenance / refurbishment / terms and conditions / regulations and charges re. Louth Town Council owned or 'responsible for' assets e.g. Church Clock or 'default' assets e.g. war memorial
Budget responsibility:	All direct supporting budgets

Governance and Finance Committee

Membership:	All members
Quorum:	7
Frequency:	Minimum of 5 meetings per year
Remit:	Responsibility for the collation and production of annual budgets and recommendations to the Town Council, to oversee financial transactions of LTC. To approve the auditing arrangements of the Council. To oversee the Council's formal grant giving process, assess and make resolutions on applications received. To review Financial Regulations, Standing Orders, the Code of Conduct, Internal Controls and other matters as required. To ensure that all statements of the AGAR can be approved by the Full Council. To develop general policies and strategies on behalf of the Council for implementation.
Budget Responsibility:	All direct supporting budgets

Personnel Committee

Membership:	7 members (not to include the Mayor)
Quorum:	3
Frequency:	Minimum of 4 meetings per year
Remit:	Responsibility to oversee all staffing matters in conjunction with the Town Clerk e.g., staffing structures, salaries, wages, employment contracts, policies and procedures, recruitment, appointments, compilation of job descriptions and person specifications.
Budget Responsibility:	All direct supporting budgets

Town Council

Membership:	All Councillors
Quorum:	7
Frequency:	Minimum of 6 meetings per year
Remit:	Responsibility for matters as required by statute e.g., setting of precept, approving of AGAR etc., and any and all other matters as required.
Budget Responsibility:	All budgets

APPENDIX 2

Officer Delegations

Introduction and Background

As part of the effective, efficient and timely administration of the Council, many functions and operational decisions are delegated to the Town Clerk in addition to those prescribed in law under the roles of Proper Officer and Responsible Financial Officer. Some delegated functions are set out in the Council's governing documents e.g., Standing Orders. Some functions cannot be delegated e.g., setting the precept. Some delegations fall as a consequence of undertaking tasks required of the Town Clerk and some occur where the Council specifically delegate a direct function. While the Town Clerk may in turn delegate functions and responsibilities to other staff, he/she/they remain responsible to the Council, must operate within the governing documents of the Council and must ensure that significant occurrences are reported to Council especially if financial consequences occurring outside of Council approved budgets (e.g., expenditure on an emergency) are incurred.

Functions for Delegation

1. Any function explicitly authorised in Standing Orders, Financial Regulations, Council Policies or set out in any minuted Council decision that is still in force.
2. Organisation of, actions and expenditure associated with Town Council events such as Civic Sunday, Remembrance Sunday and the Annual Town Meeting.
3. Incurring expenditure in accordance with approved budgets e.g., on day to day operational issues, renewal of memberships such as LALC, the booking of training courses, in line with Financial Regulations.
4. Responding to emergencies including the incurring of unbudgeted expenditure.
5. Actions/expenditure required in implementing any agreed Council policy, practice, protocol, contract term or other minuted decision.
6. Authority to make payment for items provided that the instructions are signed by two members and any payments are reported to the Governance and Finance Committee.
7. Placing orders.
8. Agreeing in year contracts (i.e., that are met within the current agreed annual budget).
9. Processing approved payments or those not requiring pre-approval under Financial Regulations.
10. Receiving and responding to correspondence.
11. Responding to press enquiries.
12. Actions required to ensure compliance with the law.
13. Actions required to minimise risk or financial loss.
14. Dealing with all day to day HR and Payroll issues and those otherwise set out in Personnel policies.
15. Information Manager – dealing with all issues arising under the General Data Protection Regulations and Freedom of Information Act.
16. Administration of the Council's banking arrangements.
17. Actions and decisions relating to the efficient operation of the Council's cemetery and duties as a Burial Authority.
18. Allocation of grave spaces.
19. Sale and granting/re-purchase of burial rights and deeds.
20. Granting of Cemetery Memorial Permits and Licences.

21. Granting Street Collection Licences.
22. The decision to issue Petty Cash e.g., for the purchase of postage stamps.
23. Asking third party organisations such as LCC, ELDC, the Environment Agency to investigate issues/requests.
24. Actions and decisions relating to the efficient operation of the Council's gardens, parks, verges, paths and amenity grass areas including the decision to include new areas, within the Council's responsibility, where this is lawful, can be contained within budget and does not require the appointment of additional staff resources.
25. To request the siting of and expenditure on additional waste bins where ELDC approve and demand and use supports this.
26. Actions, decisions and expenditure relating to the efficient operation of the Council's public property e.g., tubs, planters, benches etc.
27. To in turn delegate functions and responsibilities to other staff but remain responsible to Council.
28. Operational and time critical decisions.
29. Approving use of Civic Regalia outside of The Sessions House at events not already approved, (these being Remembrance Sunday, Civic Sunday, Carols for All) in line with insurance requirements.
30. To authorise room hire and rental of The Sessions House in accordance with agreed guidelines and insurance requirements.
31. To use the Town Council debit card for expenditure where necessary.

Louth Town Council



Financial Regulations

Adopted 24th March 2015
Revised 19th March 2019
New NALC Model Adopted 22nd October 2019
Revised 31st March 2020
Revised 2nd February 2020
Reviewed 22nd March 2022
Reviewed 21st February 2023
Reviewed 9th April 2024
Reviewed 25th February 2025
Next review due 2025/26

LOUTH TOWN COUNCIL FINANCIAL REGULATIONS

Contents

1. General.....	3
2. Risk management and internal control.....	4
3. Accounts and audit.....	5
4. Budget and precept.....	6
5. Procurement.....	7
6. Banking and payments.....	9
7. Electronic payments.....	11
8. Cheque payments.....	12
9. Payment cards.....	12
10. Petty Cash.....	13
11. Payment of salaries and allowances.....	13
12. Loans and investments.....	13
13. Income.....	14
14. Payments under contracts for building or other construction works.....	15
15. Stores and equipment.....	15
16. Assets, properties and estates.....	15
17. Insurance.....	16
18. [Charities].....	16
19. Suspension and revision of Financial Regulations.....	16
Appendix 1 - Tender process.....	17

These Financial Regulations were adopted by the council at its meeting held on 25th February 2025.

1. General

- 1.1. These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.
- 1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.
- 1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.
- 1.4. In these Financial Regulations:
 - 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
 - "Approve" refers to an online action, allowing an electronic transaction to take place.
 - "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
 - 'Proper practices' means those set out in *The Practitioners' Guide*
 - *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
 - 'Must' and **bold text** refer to a statutory obligation the council cannot change.
 - 'Shall' refers to a non-statutory instruction by the council to its members and staff.
- 1.5. **The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. [The Clerk has been appointed as RFO and these regulations apply accordingly.]** The RFO;
 - acts under the policy direction of the council;
 - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
 - determines on behalf of the council its accounting records and control systems;
 - ensures the accounting control systems are observed;
 - ensures the accounting records are kept up to date;
 - seeks economy, efficiency and effectiveness in the use of council resources; and
 - produces financial management information as required by the council.

1.6. **The council must not delegate any decision regarding:**

- **setting the final budget or the precept (council tax requirement);**
- **the outcome of a review of the effectiveness of its internal controls**
- **approving accounting statements;**
- **approving an annual governance statement;**
- **borrowing;**
- **declaring eligibility for the General Power of Competence; and**
- **addressing recommendations from the internal or external auditors**

1.7. In addition, the council or a duly delegated Committee shall:

- determine and regularly review the bank mandate for all council bank accounts;
- authorise any grant or single commitment in excess of [£5,000]; and

2. Risk management and internal control

2.1. **The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**

2.2. The Clerk/RFO shall prepare, for approval by [the council or a duly delegated committee], a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.

2.3. When considering any new activity, the Clerk/RFO shall prepare a draft risk assessment including risk management proposals for consideration by the council.

2.4. **At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**

2.5. **The accounting control systems determined by the RFO must include measures to:**

- **ensure that risk is appropriately managed;**
- **ensure the prompt, accurate recording of financial transactions;**
- **prevent and detect inaccuracy or fraud; and**
- **allow the reconstitution of any lost records;**
- **identify the duties of officers dealing with transactions and**
- **ensure division of responsibilities.**

2.6. On a regular basis and at least [once in each quarter], and at each financial year end, a member other than the Chair [or a cheque signatory] shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the council [Finance Committee].

- 2.7. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

3. Accounts and audit

- 3.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.
- 3.2. **The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonably accuracy at any time. In particular, they must contain:**
- **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
 - **a record of the assets and liabilities of the council;**
- 3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual {Governance and Accountability} Return.
- 3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual {Governance and Accountability} Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.
- 3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**
- 3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.
- 3.7. The internal auditor shall be appointed by [the council] and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.
- 3.8. The council shall ensure that the internal auditor:
- is competent and independent of the financial operations of the council;
 - reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
 - can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and

- has no involvement in the management or control of the council
- 3.9. Internal or external auditors may not under any circumstances:
- perform any operational duties for the council;
 - initiate or approve accounting transactions;
 - provide financial, legal or other advice including in relation to any future transactions; or
 - direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.
- 3.11. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.
- 3.12. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.
- 4. Budget and precept**
- 4.1. **Before setting a precept, the council must calculate its [council tax (England)/budget (Wales)] requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**
- 4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by [the council] at least annually in [October] for the following financial year and the final version shall be evidenced by a hard copy schedule/minutes signed by the Clerk and the [Chair of the Council or relevant committee]. ~~{The RFO will inform committees of any salary implications before they consider their draft their budgets.}~~
- 4.3. No later than [month December] each year, the RFO shall prepare a draft budget with detailed estimates of all [receipts and payments/income and expenditure] for the following financial year ~~{along with a forecast for the following [three financial years]}~~, taking account of the lifespan of assets and cost implications of repair or replacement.
- 4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year without the approval of Council. ~~{Unspent funds for partially completed projects may only be carried forward (by placing them in an earmarked reserve) with the formal approval of the full council.}~~
- ~~4.5. Each committee (if any) shall review its draft budget and submit any proposed amendments to the council {finance committee} not later than the end of [December] each year.~~

- 4.6. The draft budget ~~{with any committee proposals and [three-year]} forecast~~, including any recommendations for the use or accumulation of reserves, shall be considered by the ~~{finance committee and a recommendation made to the}~~ council.
- 4.7. Having considered the proposed budget ~~and [three-year] forecast~~, the council shall determine its [council tax (England)/budget (Wales)] requirement by setting a budget. The council shall set a precept for this amount to ~~meet the appropriate deadlines of the precept authority no later than [the end of January]~~ for the ensuing financial year.
- 4.8. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must and must disclose at the start of the meeting that Section 106 applies to them.**
- 4.9. The RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.
- 4.10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.
- 4.11. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the council ~~{or relevant committee}~~.

5. Procurement

- 5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.
- 5.3. Every contract shall comply with these the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.
- 5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Public Contracts Regulations 2015 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**
- 5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 6.12) obtain prices as follows:
- 5.6. For contracts estimated to exceed [£60,000] including VAT, the Clerk shall ~~{seek formal tenders from at least [three] suppliers agreed by [the council]}~~ OR ~~{advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation}~~. Tenders shall be invited in accordance with Appendix 1.

- 5.7. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation¹ regarding the advertising of contract opportunities and the publication of notices about the award of contracts.**
- 5.8. For contracts greater than [£3,000] excluding VAT the Clerk/RFO shall seek at least [3] fixed-price quotes;
- 5.9. where the value is between [£500] and [£3,000] excluding VAT, the Clerk/RFO shall try to obtain 3 estimates {which might include evidence of online prices, or recent prices from regular suppliers.}
- 5.10. For smaller purchases, [the clerk] shall seek to achieve value for money.
- 5.11. **Contracts must not be split into smaller lots to avoid compliance with these rules.**
- 5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:
- i. specialist services, such as legal professionals acting in disputes;
 - ii. repairs to, or parts for, existing machinery or equipment;
 - iii. works, goods or services that constitute an extension of an existing contract;
 - iv. goods or services that are only available from one supplier or are sold at a fixed price.
- 5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council {or relevant committee}. Avoidance of competition is not a valid reason.
- 5.14. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- 5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:
- [the Clerk], under delegated authority, for any items identified in the budget approval process (for the avoidance of doubt this includes all budgeted day to day/operational annual expenditure and approved projects). below [£500] excluding VAT.
 - the Clerk, in consultation with the Chair of the Council {or Chair of the appropriate committee}, for any items between £1,000 and £5,000 below [£2,000] excluding VAT.
 - [a duly delegated committee of the council for all items of expenditure within their delegated budgets for items under [£5,000] excluding VAT]

¹ The Regulations require councils to use the Contracts Finder website if they advertise contract opportunities and also to publicise the award of contracts over £30,000 including VAT, regardless of whether they were advertised.

- ~~{in respect of grants, a duly authorised committee within any limits set by council and in accordance with any policy statement agreed by the council.}~~
- the council or duly delegated committee for all items over [£5,000];

Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.

- 5.16. No individual member, or informal group of members may issue an official order ~~{unless instructed to do so in advance by a resolution of the council}~~ or make any contract on behalf of the council.
- 5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council ~~{or a duly delegated committee acting within its Terms of Reference}~~ except in an emergency.
- 5.18. In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to [£5,000~~2,000~~] excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to [the council or relevant committee] as soon as practicable thereafter.
- 5.19. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless [the council] is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.
- 5.20. An official order or letter shall be issued for all work, goods and services {above [£250] excluding VAT} unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.
- 5.21. Any ordering system can be misused and access to them shall be controlled by the Clerk/RFO.

6. Banking and payments

- 6.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with [Lloyds ~~name bank~~]. The arrangements shall be reviewed [annually] for security and efficiency.
- 6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.
- 6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by the Clerk/RFO. ~~{Where the certification of~~

invoices is done as a batch, this shall include a statement by the RFO that all invoices listed have been 'examined, verified and certified' by the RFO. The Clerk may under delegated authority pay all invoices received and which are in order, and present these for authorisation at a Finance Committee meeting.

- 6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.
- 6.5. All payments shall be made by [online banking/cheque], in accordance with a resolution of the council {or duly delegated committee} or a delegated decision by an officer}, unless [it is the council] resolves to use a different payment method.
- 6.6. {For each financial year [the RFO] may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the council {or a duly delegated committee} may authorise in advance for the year}.
- 6.7. {A copy of this schedule of regular payments shall be signed by [two members] on each and every occasion when payment is made - to reduce the risk of duplicate payments.}
- 6.8. {A list of such payments shall be reported to the next appropriate meeting of the council or Finance Committee} for information only.
- 6.9. The Clerk and RFO shall have delegated authority to authorise payments {only} in the following circumstances:
 - i. {any payments of up to [£5000£5,000] excluding VAT, within an agreed budget}.
 - ii. any payments previously authorised by the council or a duly delegated committee.
 - iii. payments of up to [£5,000£2,000] excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.
 - iv. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 {or to comply with contractual terms}, where the due date for payment is before the next scheduled meeting of [the council], where the [Clerk/RFO] certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council {or finance committee}.
 - v. Fund transfers within the councils banking arrangements up to the sum of [£10,000], provided that a list of such payments shall be submitted to the next appropriate meeting of council [or finance committee].
- 6.10. The RFO shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, together with the relevant invoices, to the council {or finance committee}. The council {or committee} shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. The

authorised schedule shall be initialled immediately below the last item by the person chairing the meeting. ~~A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting.~~

7. Electronic payments

- 7.1. Where internet banking arrangements are made with any bank, the Clerk/RFO shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify [a number of] councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process. ~~{The Clerk may be an authorised signatory, but no signatory should be involved in approving any payment to themselves.}~~
- 7.2. All authorised signatories shall have access to view the council's bank accounts online.
- 7.3. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.
- 7.4. The Service Administrator shall set up all items due for payment online. **Two authorised signatories will attend the Sessions House to go through the invoices, approve the list of payments and sign any cheques/approve any online payments or in exceptional circumstances** a list of payments for approval, together with copies of the relevant invoices, shall be sent by email to two authorised signatories for approval.
- 7.5. In the prolonged absence of the Service Administrator [an authorised signatory] shall set up any payments due before the return of the Service Administrator.
- 7.6. Two [councillors who are] authorised signatories shall check the payment details against the invoices before approving each payment using the online banking system.
- 7.7. Evidence shall be retained showing which members approved the payment online ~~{and, if possible, a printout of the transaction confirming that the payment has been made shall be appended to the invoice for audit purposes}.~~
- 7.8. A full list of all payments made in a month shall be provided to the next [Finance Committee] meeting ~~{and appended to the minutes}.~~
- 7.9. With the approval of [the council] in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, ~~provided that the instructions are [signed/approved online] by [two authorised members].~~ The approval of the use of each variable direct debit shall be reviewed by [the council] at least every two years. **The review and approval of Financial Regulations will be deemed to satisfy this requirement.**
- 7.10. Payment may be made by BACS or CHAPS by resolution of [the council] provided that each payment is approved online by [two authorised bank signatories], evidence is retained and any payments are reported to [the council] at the next

meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.

- 7.11. If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed {for approved online} by [two members], evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by [the council] at least every two years.
- 7.12. Account details for suppliers may only be changed upon written notification by the supplier verified by [two of] the Clerk/RFO and a member. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every [two years].
- 7.13. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.
- 7.14. Remembered password facilities {other than secure password stores requiring separate identity verification} should not be used on any computer used for council banking.

8. Cheque payments

- 8.1. Cheques or orders for payment in accordance with a resolution or delegated decision shall be signed by [two members]. {and countersigned by the Clerk}.
- 8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.
- 8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.
- 8.4. {Cheques or orders for payment shall not normally be presented for signature other than at, or immediately before or after a council {or committee} meeting}. Any signatures obtained away from council meetings shall be presented reported to the council {or Finance Committee} at the next appropriate convenient meeting for approval.

9. Payment cards

- 9.1. Any Debit Card issued for use will be specifically restricted to the Clerk/RFO and will also be restricted to a single transaction maximum value of [£500] unless authorised by council or finance committee in writing before any order is placed.
- 9.2. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by [the council]. Transactions and purchases made will be reported to [the council] and authority for topping-up shall be at the discretion of [the council].
- 9.3. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk/RFO {and RFO} {specify other officers} and any balance shall be paid in full each month.

- 9.4. Personal credit or debit cards of members or staff shall not be used. ~~{under any circumstances.}~~ OR ~~{except for expenses of up to [£250] including VAT, incurred in accordance with council policy.}~~

10. Petty Cash

- 10.1. ~~{The council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the Clerk [or RFO] (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly.}~~ OR ~~{The RFO shall maintain a petty cash [float/imprest account] of [£250] and may provide petty cash to officers for the purpose of defraying operational and other expenses.~~
- a) Vouchers for payments made from petty cash shall be kept, along with receipts to substantiate every payment.
 - b) Cash income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
 - c) Payments to maintain the petty cash float shall be shown separately on any schedule of payments presented for approval.}

11. Payment of salaries and allowances

- 11.1. **As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**
- 11.2. **Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.**
- 11.3. Salary rates shall be agreed by the council, or a duly delegated committee. No changes shall be made to any employee's gross pay ~~{other than by way of contractual increments or national pay awards}~~, emoluments, or terms and conditions of employment without the prior consent of the council ~~{or relevant committee}~~.
- 11.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, by the dates stipulated in employment contracts.
- 11.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.
- 11.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. Payroll reports will be reviewed by [the finance committee] to ensure that the correct payments have been made.
- 11.7. Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.
- 11.8. Before employing interim staff, the council must consider a full business case.

12. Loans and investments

- 12.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.
- 12.2. Any financial arrangement which does not require formal borrowing approval from the [Secretary of State/Welsh Assembly Government] (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report on the value for money of the proposed transaction.
- 12.3. The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 12.4. All investment of money under the control of the council shall be in the name of the council.
- 12.5. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 12.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

13. Income

- 13.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 13.2. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Clerk. The Clerk/RFO shall be responsible for the collection of all amounts due to the council.
- 13.3. Any sums found to be irrecoverable and any bad debts shall be reported to the council by the Clerk/RFO and shall be written off in the year. The council's approval shall be shown in the accounting records.
- 13.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.
- 13.5. Personal cheques shall not be cashed out of money held on behalf of the council.
- 13.6. {The RFO shall ensure that VAT is correctly recorded in the council's accounting software and that any VAT Return required is submitted from the software by the due date.}. OR {Any repayment claim under section 33 of the VAT Act 1994 shall be made {quarterly where the claim exceeds [£100] and} at least annually at the end of the financial year.}
- 13.7. {Where significant sums of cash are regularly received by the council, the RFO shall ensure that more than one person is present when the cash is counted in the first

instance, that there is a reconciliation to some form of control record such as ticket issues, and that appropriate care is taken for the security and safety of individuals banking such cash.}

- 13.8. {Any income that is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting.}

14. Payments under contracts for building or other construction works

- 14.1. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.
- 14.2. Any variation of, addition to or omission from a contract must be authorised by [the Clerk] to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

15. Stores and equipment

- 15.1. {[The officer in charge of each section] shall be responsible for the care and custody of stores and equipment [in that section].}
- 15.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 15.3. {Stocks shall be kept at the minimum levels consistent with operational requirements.}
- 15.4. {The RFO shall be responsible for periodic checks of stocks and stores, at least annually.}

16. Assets, properties and estates

- 16.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.
- 16.2. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.
- 16.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.
- 16.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters

such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).

No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one item does not exceed [£500]. In each case a written report shall be provided to council with a full business case.

17. Insurance

- 17.1. The RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.
- 17.2. The Clerk shall give prompt notification to [the RFO] of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 17.3. The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to [the council] at the next available meeting. The RFO shall negotiate all claims on the council's insurers {in consultation with the Clerk}.
- 17.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined [annually] by the council, or duly delegated committee.

18. [Charities]

- 18.1. Where the council is sole managing trustee of a charitable body the Clerk/RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk/RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.]

19. Suspension and revision of Financial Regulations

- 19.1. The council shall review these Financial Regulations [annually] and following any change of clerk/RFO. The Clerk shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.
- 19.2. The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.
- 19.3. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

Appendix 1 - Tender process

- 1) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
- 2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
- 3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- 4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
- 5) Any invitation to tender issued under this regulation shall be subject to Standing Order [insert reference of the council's relevant standing order] and shall refer to the terms of the Bribery Act 2010.
- 6) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

Louth Town Council

INVESTMENT POLICY

6. LIQUIDITY OF INVESTMENTS

The Governance and Finance Committee in consultation with the Responsible Finance Officer will determine the maximum periods for which funds may prudently be committed so as not to compromise liquidity.

Investments will be regarded as commencing on the date the commitment to invest is entered rather than the date on which the funds are paid over to the counterparty.

7. LONG TERM INVESTMENTS

Long Term Investments are defined in Guidance as being greater than 36 months. Any investment greater than 36 months will be subject to specific consideration and approval by full Council.

8. INVESTMENT STRATEGY 2025 - 2026

In the year 2025/26, the Town Council will seek to invest as much of its balance as possible in a low risk product to achieve its investment objectives.

The Town Council is mindful of the need to make the administration, monitoring and reporting of investments as simple as possible, especially when considering current low rates of return and administration costs associated with managing multiple accounts or creating new accounts.

The following have been identified using Moody's and Fitch Ratings* as being suitably secure in the following scenarios:

- a. For day to day banking including current account a high degree of liquidity is required with suitable banking arrangements [easy] access for both deposit and withdrawal.

This condition has limited the practical choice to [local] "High Street" banks.

Louth Town Council has an ongoing long-term relationship with Lloyds Bank.

- i. The Business Current Account will continue to be held at Lloyds Bank for actual year finances plus 20% of the annual budget for cash flow purposes. Funds to be managed so as to avoid the balance ever dropping below £150,000.
- ii. A Business Deposit Account with another high street bank will be investigated and funds therein will not exceed £100,000 (amount covered by the Financial Services Compensation Scheme plus 17.6% for cashflow purposes).

The Council is aware that it will be required to incur expenditure going forwards on its assets (e.g., Hubbard's Hills, Old Mill House, Sessions House, Cemetery) and there are large projects within the community that it may wish to become involved with and liquidity of funds remains a higher priority than return on investment especially when the differential in rates of interest are very modest and limited.

For general investment of reserves and other funds an interest earning account that pays a competitive return is sufficient.

The Council will maintain an Investment Account with National Savings and Investments. This will be for all balances not held in the Current/Deposit Account (Earmarked Reserves and any remaining General Reserve not allocated to the current account)

The Responsible Finance Officer shall have delegated authority to make all necessary transfers between the accounts from time to time to meet the annual investment strategy.

Louth Town Council

INVESTMENT POLICY

9. REGULAR AND END OF YEAR INVESTMENT REPORT

Investment forecasts will be accounted for when budgets are prepared. The Responsible Finance Officer will report on investment activity (as appropriate) to the Governance and Finance Committee within budget (income /expenditure) reports.

10. REVIEW AND AMENDMENT OF REGULATIONS

The Annual Investment Strategy must be reviewed annually and revised if considered necessary. The Council reserves the right to make variations to the Investment Strategy at any time subject to the approval of Council. All variations will be made available to the public.

Key

	Completed or always ongoing
	Task still to complete

Risk Level Matrix

Likelihood	
1	Unlikely to happen, once in 20 years or more
2	Unlikely to happen, once in 10 years or more
3	Likely to happen, once in 4 years or more
4	Very likely to happen, once a year or happend recently

Impact	
1	Temporary or minor impact on Council (finance or reputation) and impact lasts less than a month
2	Some impact on Council (finance or reputation) and impact lasts less than three months
3	Substantial impact on Council with consequences (finance or reputation) with impact up to a year
4	Significant impact on Council with consequences (finance or reputation)with impact over a year

Likelihood x impact					
1	1	2	3	4	
2	2	4	6	8	
3	3	6	9	12	
4	4	8	12	16	

Risk	Measures
1-4	Overall risk is low, regular monitoring but action not urgent
6-9	Overall risk is medium, monitoring essential and action required to mitigate risks
12-16	Overall risk is high, essential action is required immediately to manage risk.

**LOUTH TOWN COUNCIL
RISK MANAGEMENT AND INTERNAL CONTROLS**

Aim	Risk	Method to Minimise Risk	Current Risk Level (likelihood x Consequence)	Managed Risk Level	Timescale to Achieve	Status	Responsible	Review Date
Acts , Regulations and Policies								
	Lack of knowledge of regulations and codes.	a)Experienced Town Clerk/Staff. b)Knowledge of new and updated regulations. c)All Councillors to have access to relevant training. New Councillors to attend Councillor training course within first 6 months. d)Ensure that all Councillors have access to relative Acts, Code of Conduct, Financial Regulations and Standing Orders. e)Give Councillors access to 'Good Councillor Guide'. f)Highlight essential parts and provide training where possible.	2x3=6	2x3=6	Initial timescale September 2021 then ongoing	✓	Town Clerk, Staff, Cllrs	May-25
	Standing Orders out of date	Include in next TC meeting or call an emergency meeting. Ensure Councillors understand new Standing Orders. SO to be reviewed at least once a year.	1x3=3	1x3=3	Initial timescale December 2021 then ongoing	✓	Town Clerk, Staff, Cllrs	May-25
	Actions by the TC outside of its powers as set out by Parliament.	Include in next TC meeting for ratification or call an emergency meeting. Councillors to ensure they understand powers of Parliamentary Acts.	2x4=8	1x4=4	Initial timescale July 2022 then ongoing	✓	Town Clerk, Cllrs and Staff	May-25

<p>To ensure compliance with the Acts of Parliament, Council's financial regulations and code of conduct</p>	<p>A Cllr or staff member breaches confidentiality/closed session protocol</p>	<p>a) Relevant legislation for closed session is noted on the agenda which Cllrs and staff have access to three days before meeting. b) Ensure everyone is given access to the Code of Conduct and Standing Orders, which are reviewed and approved for use by Council annually. c) Chairman of TC and Committees to be briefed on any known issues if relevant before commencement of meeting. d) Chairman of the Committee to make all Cllrs and staff in attendance aware of closed session protocol before entering closed session. e) Ensure sensitive materials for closed session are printed on pink paper (where possible) and are handed back to the Town Clerk at the end of the meeting. If on the Members Area of the website, ensure that they are removed after the meeting. Chairman of meeting to make it known to all Cllrs and members of staff that these documents, and anything else discussed in closed session, must not be discussed outside of closed session. f) Chairman to make everyone in the meeting aware of potential consequences for themselves and the Council as a whole if confidentiality/closed session protocol is breached. Consequences can include loss of confidence from the public in Cllrs as individuals and as a Council, appearing unreliable, appearing untrustworthy and being reported to the monitoring officer.</p>	<p>2x3=9</p>	<p>1x3=3</p>	<p>Ongoing</p>	<p>✓</p>	<p>Town Clerk, Staff, Cllrs May-25</p>
--	--	---	--------------	--------------	----------------	----------	---

requirements of the town population.	Lack of preparation on subjects requiring influence.	a) Ensure that all councillors are aware of need for careful research and are guided as to where to obtain relevant information on issues under discussion. b) Expectation by Chair and colleagues that Councillors have read and understood any supporting documents or an agenda item prior to meeting with any issues raised with the Office prior to the meeting.	3x3=9	1x3=3	To be re-iterated Council/Committee ongoing	↑	Town Clerk and Councillors	May-25
	Personal lack of experience of Town Councillors	a) Experienced Councillors to assist newcomers to establish essential contacts b) Attend Councillor Training c) Speak with the Town Clerk	3x3=9	1x3=3	Ongoing	↑ ✓	Town Clerk and Cllrs	May-25
	Lack of education of Councillors regarding responsibility and liability.	a) Experienced Councillors to assist newcomers (protocol agreed). b) Attend any training courses available. c) Attend annual training on Financial Management and Responsibilities.	4x2=8	1x2=2	Ongoing, in-house training to be considered.	↑ ✓	All Cllrs	May-25
	Inadequate insurance cover taken out - property, personal liability, employers liability.	a) Keep under review and especially whenever significant operational changes.	3x4=12	1x3=4	Ongoing	↑ ✓	Town Clerk, Staff and Cllrs	May-25
To ensure that all Councillors are aware of their responsibilities and possible liabilities.								

**LOUTH TOWN COUNCIL
RISK MANAGEMENT AND INTERNAL CONTROLS**

Aim	Risk	Method to Minimise Risk	Current Risk Level (likelihood x Consequence)	Managed Risk Level	Timescale to Achieve	Status	Responsible	Review Date
Virus Risk Assessment								
Follow government pandemic procedures .	Risk to staff catching virus from members of the public or contractors	<ul style="list-style-type: none"> a) Visitors encouraged to ring and book appointment b) Where possible, only one extra visitor/contractor on the premises at any time c) Visitors encouraged to wear a mask and use the anti bac liquid on entry. d) Have test kits available for use by staff 	2x3=6	2x3=6	As required	✓	Town Clerk, staff, Cllrs	May-25
Virtual meetings	Council being unable to operate due to staff illness	<ul style="list-style-type: none"> a) Purchase Zoom conference software b) All agendas and supporting papers available via email links to website c) Staff to aid Councillors in using Zoom d) Members of public and press able to join in zoom meetings 	2x1=2	2x1=2	As required	✓	Town Clerk, staff, Cllrs	May-25
Member of Staff tests positive for COVID	Risk to rest of staff catching virus	<ul style="list-style-type: none"> a) Mayor and Chair of Personnel made aware of situation b) Office staff revert to working from home or alternately in office so never in office at same time. c) Cemetery staff sign in remotely d) Cancel any contractors or cleaners 	3x2=6	3x2=6	As required	✓	Town Clerk, staff, Cllrs	May-25

<p>Carry out Risk Assessment - work places</p>	<p>Sessions House - Risk of virus to members of staff and visitors to Sessions House</p>	<p>a) Separate office spaces created so two office staff not sharing same office. b) Anti bac in all offices. c) Separate toilets for members of staff. d) Cleaning products in toilets. e) Cleaning products in kitchen. f) Cleaning products in foyer to clean handles and lights etc on a regular basis. g) Paper cups for non regular staff to use for coffee/tea. h) Masks to be worn when outside companies visiting ie cleaners and contractors.</p>	<p>4x2=8</p>	<p>4x2=8</p>	<p>As required</p>	<p>✓</p>	<p>Town Clerk, staff,</p>	<p>May-25</p>
--	--	--	--------------	--------------	--------------------	----------	---------------------------	---------------

**LOUTH TOWN COUNCIL
RISK MANAGEMENT AND INTERNAL CONTROLS**

Aim	Risk	Method to Minimise Risk	Current Risk Level (likelihood x Consequence)	Managed Risk Level	Timescale to Achieve	Status	Responsible	Review Date
Accounts								
To ensure that year end accounts are prepared on the correct accounting basis, on time, and supported by an adequate audit trail.	Lack of knowledge of Council regulations and procedures. Late or non-submission of annual accounts. Year end accounts not prepared, inaccurate, or not in accordance with Council requirements. Inadequate audit trail from records to final accounts.	a) Financial Regulations included in Standing Orders. b) Appropriate accounting package used. c) Training taken / attended where available. d) Assistant to Town Clerk to have emergency access to finance package. e) End of year accounts overview / check by accounting package specialist f) Checks undertaken by Internal Auditor.	2x2=4	2x2=4	End of July 2021 and then ongoing	✓	Town Clerk and G&F Comte	May-25
	Monitoring Expenditure effectively	Inadequate internal controls regarding expenditure	a) Checks by Responsible Finance Officer and Internal Auditor b) Summary of finance submitted to Council with payment information.	2x3=6	2x3=6	End of May 2021 and then ongoing	✓	Town Clerk and G&F Comte
Efficient payments procedure in place	National pay awards increase staff salary budget above budget.	a) Town Clerk to be aware of any potential salary rises above inflation. b) Earmarked reserve to be nominated to transfer funds from should (a) be the case.	1x3=3	1x2=2	End of May 2021 then ongoing	✓ ↑	Town Clerk and G&F Comte	May-25
	Transfer of Funds	Transfer requests signed by two authorised signatories prior to transfer.	1x3=3	1x3=3	Ongoing	✓	RFO	May-25

Administering Grants correctly	Administering Grants incorrectly	a)Requests for grant-aid have to be submitted on standard pro-forma together with balance sheet or supporting data. b)Applications to comply to given criteria for grants. c)Application included as agenda item at special grant consideration meeting. d)If approved payment made following approval. e)Details of minute number and cheque recorded on pro-forma and filed in grant-aid file.	1x3=3	1x3=3	Ongoing	✓	Town Clerk, Staff, Cllrs	May-25
Making VAT Claim	VAT claim not properly accounted for, resulting in loss of VAT return	a)Ensure all receipts have VAT number and VAT value recorded where applicable. b)Record VAT electronically in computerised accounting system and reclaim annually. c)Copy of claim filed in VAT file, with payment slip. d)Payment recorded electronically in accounting system. e)Paid by Direct Credit. f)Ensure appropriate publications held and that Clerk has good knowledge of regulations.	2x3=6	1x3=3	Ongoing	✓ ↑	Town Clerk and Staff	May-25
Correct procedure of receiving payments	Receiving cash payments - difficult audit trail	a)Avoid cash payments and receipts if possible. b)Where unavoidable bank after validation. c)Enter in bank paying-in book with receipt number. d)Credit entered electronically into computerised accounting system. e)Records presented to council. f)Complies with Financial Regulations.	2x3=6	1x3=3	Ongoing	✓	Town Clerk and Staff	May-25
Securing income sources	Income revenues not received or followed up for non payment, or potential income not pursued.	a) Keep records of regular annual income streams. b) Ensure all burial records are cross checked for payments made and invoices sent. c) Keep regular check on all invoices sent out and cross check payments made.	3x2=6	2x2=4	Ongoing	✓	Town Clerk and Staff	May-25

Administration of payment into bank account	Paying in book not completed correctly	Clerk to check with quarterly monitoring. Internal audit check.	3x1+3	3x1+3	Ongoing	✓	Town Clerk and Staff	May-25
Cheque book signatory process	Signatory leaves or is not re-elected	Add item in TC agenda or be prepared to call an emergency meeting before relevant Councillor(s) retires/leaves to add/change signatories	1x3=3	1x3=3	Ongoing	✓	Town Clerk and Staff	May-25
Proper electronic payments process	Lack of paperwork for direct credits	a)Recorded electronically in computerised accounting system. b)Receipt raised and kept (or copy kept) in accounts file. c)Complies with Financial Regulations.	1x3=3	1x3=3	Ongoing	✓	Town Clerk and Staff	May-25
Effective bank reconciliation	Ensuring correct Bank Reconciliation	a)Monthly bank statements checked against all payments/receipts entered on accounting system. b)Kept in accounts file and reconciled by Town Clerk. c)Endorsed by FOG (financial Overview Group).	1x3=3	1x3=3	Ongoing	✓	Town Clerk, Staff and FOG	May-25
Proper petty cash procedure	Keeping petty cash for stamps/diesel etc	a)Cash - small float kept in container in locked cabinet. b)Transactions entered in petty cash account on electronic accounting system. c)Receipts filed in petty cash file. d)No more than £250 to be kept in Petty Cash. e)Petty Cash to be topped up using card to withdraw cash from account.	1x3=3	1x3=3	Ongoing	✓	Town Clerk	May-25
Secure Online Banking	Town Clerk paying money into the wrong account, for the wrong amount or to the wrong recipient.	a) Two signatories verify all payments before they are made, reviewing evidence for reason for payment.	2x2=4	2x2=4	Ongoing	✓	Town Clerk, Staff, Signatories, G&F Comm	May-25
	Approved Councillor signatories making payments incorrectly using the Town Council bank account.	a) User ID's and individual ID Card Readers are kept in office safe. b) Councillors can only log into the account in the office in front of witnesses.	2x2=4	2x2=4	Ongoing	✓	Town Clerk, Staff, Cllrs and G&F Comm	May-25

	Bank account being 'hacked' electronically.	<p>a) Secure passwords used for online banking to be changed or updated if/when necessary.</p> <p>b) Passwords not to be shared outside of signatories or specified individuals and must not be remembered or saved on devices used for Council business.</p>	2x3=6	2x2=4	Ongoing	✓	Town Clerk, Staff, Cllrs	May-25
	Internet fraud	<p>a) Council will ensure that anti-virus, anti-spyware and firewall software are installed with automatic updates.</p> <p>b) Internet banking accounts to be accessed directly and not through search engine or emailed links.</p> <p>c) Passwords not to be shared or remembered/saved on devices.</p>	2x3=6	2x2=4	Ongoing	✓	Town Clerk, Staff	May-25
To ensure correct use of Town Council Debit Card	Incorrect usage of card, payments made by unauthorised user	<p>a) Only the Town Clerk to be given authorisation to use card.</p> <p>b) When not in use, the card is to be kept in a locked safe which only the Town Clerk has access to.</p> <p>c) Card to be kept on office premises at all times when not in use.</p> <p>d) Contactless payment limit on card to be set in accordance with Financial Regulations.</p> <p>e) Town Clerk can only use card to make larger payments when explicitly authorised by resolution of Town Council, unless given delegated authority.</p> <p>f) Statement to be checked by FOG and G&F when received.</p>	2x4=8	1x2=2	Ongoing	✓	Town Clerk,	May-25

**LOUTH TOWN COUNCIL
RISK MANAGEMENT AND INTERNAL CONTROLS**

Aim	Risk	Method to Minimise Risk	Current Risk Level (likelihood x Consequence)	Managed Risk Level	Timescale to Achieve	Status	Responsible	Review Date
Salaries								
To ensure that salaries paid to employees and amounts paid to contractors are paid in line with council regulations, and are adequately monitored.	Town Clerk Town Clerk's Assistant Cemetery Staff x 2 are not paid correctly or on time.	<ul style="list-style-type: none"> a)Salaries set annually by NJC agreement and as per contracts. b)Income tax, N.I. deducted as per HMRC real-time software. c)All details recorded electronically on computerised accounting system and backed up. d)Superannuation /pension contributions deducted and remitted to relevant bodies monthly. e)Ensure employee regulations are available and understood by Clerk. f)Records checked by internal auditor. 	1x3=3	1x3=3	Ongoing	✓	Town Clerk	May-25

**LOUTH TOWN COUNCIL
RISK MANAGEMENT AND INTERNAL CONTROLS**

Aim	Risk	Method to Minimise Risk	Current Risk Level (likelihood x Consequence)	Managed Risk Level	Timescale to Achieve	Status	Responsible	Review Date
Budget								
To ensure that the annual precept is applied for and requirement results from an adequate budgetary process; progress against the budget is regularly monitored; and reserves are appropriate.	Annual Budget - Lack of knowledge of budgetary process and Council regulations. Lack of commitment to budgetary process. Inadequate consideration of requirements for annual precept.	<p>a)Precept, calculation and increase/decrease approved by Council.</p> <p>b)Council approves submission of the application for the Precept by the Town Clerk.</p> <p>c)All Councillors involved in budgetary process.</p> <p>d)Budget discussed annually by committee and FOG and recommended to Full Council.</p> <p>e)Running total of expenditure against budget heads maintained by Town Clerk and presented to Committee.</p> <p>f)Expenditure recorded in minutes, complies with Financial Regulations and delegated authority defined as required.</p>	1x3=3	1x3=3	Ongoing	✓	Town Clerk and Cllrs	May-25

**LOUTH TOWN COUNCIL
RISK MANAGEMENT AND INTERNAL CONTROLS**

Aim	Risk	Method to Minimise Risk	Current Risk Level (likelihood x Consequence)	Managed Risk Level	Timescale to Achieve	Status	Responsible	Review Date
Property								
	<p>Sessions House could suffer damage if checks are not made - ie fire or flood</p>	<p>a)Condition monitored by employees and Asset Working Group with routine daily/weekly inspection. b)Monthly testing of Fire Alarm system, monthly Emergency Lights. c)Contractor carries out regular alarm, emergency lights and fire extinguisher checks d)All alarms externally monitored with 3 nominated councillor keyholders. e)Risk assessments carried out. f)Fire and Rescue assessment carried out. g)Limit to number of occupants adhered to. h)Small building maintenance issues dealt with by Town Clerk on nominated contractor basis. i)Periodic inspections adhered to. j)Contingency for business continuation short term - home working/hire of meeting places/other authorities, medium term rental of office premises/meeting places k)Be aware that the car park at Sessions House is used by the neighbouring property for access, and that they are obligated to keep the area safe for councillors/staff/public accessing the area.</p>	1x4=4	1x3=3	Ongoing	✓	Town Clerk and Staff	May-25

<p>To carry out adequate safety checks on all buildings, properties and equipment for which the Council is responsible.</p>	<p>Hubbard's Hills could suffer damage if checks are not made</p>	<p>a) Checks to be made regularly by Cllrs and staff on walk-throughs, who should notify the Town Clerk of any issues. b) HH exclusive phone-line set up in office for public to report any issues. c) Tree surveys to be taken periodically to ensure tree safety. d) Condition of bins, signs and benches to be monitored and kept in photo inventory. e) Toilets to be checked and cleaned daily. f) HH Working Group to assist Town Clerk in management</p>	<p>2x3=6</p>	<p>1x3=3</p>	<p>Ongoing</p>	<p>➔</p>	<p>Town Clerk, all staff, Cllrs</p>	<p>May-25</p>
	<p>Cemetery Chapel could suffer damage if checks are not made - ie damp, fire or flood</p>	<p>a)Condition constantly monitored internally and externally by Cemetery Staff. b)Gates now with mesh wire to prevent combustible material setting wooden doors alight c)Combustible materials kept out of general view and in container in Cemetery to prevent arson attacks d)On report Community Resources Committee effect any necessary repairs and improvements where resolved.</p>	<p>2x3=6</p>	<p>1x3=3</p>	<p>Ongoing</p>	<p>✓</p>	<p>Town Clerk and Cemetery Staff</p>	<p>May-25</p>
	<p>Cemetery Chapel - St. Aethelheards could suffer damage if checks are not made - ie damp, fire or flood</p>	<p>a)Chapel used exclusively by Orthodox Christian community (5 year agreement) who pay rent and are charged for electricity used by Town Council. b)Exterior monitored constantly by both Orthodox Minister and Cemetery Staff on whose report the Community Resources Committee effect any necessary repairs and improvements where resolved. c)Internal condition monitored by Orthodox Minister and attended to as with external repairs and improvements subject to negotiated contribution from Orthodox Community.</p>	<p>1x3=3</p>	<p>1x3=3</p>	<p>Ongoing</p>	<p>✓</p>	<p>Town Clerk and Cemetery Staff</p>	<p>May-25</p>

Town signs/seats/bins/speed signs	Town Council equipment could suffer damage or cause an accident	a)Condition checked and repairs instigated as required. b)Photos taken of items. c)Rolling programme of repair, or replacement as necessary.	2x3=6	2x3=6	Ongoing	✓	Town Clerk, Staff and Councillors	May-25
Gravestone Safety and Topple Testing	Gravestone could fall onto member of public or be a trip hazard	a)Rolling programme of routine checks implemented and documented b)Photographs taken c)Paperwork completed d)Hazardous stones laid flat, hazard tape used and notice of action taken put on headstone	1x3=3	1x3=3	Ongoing	✓	Town Clerk and Staff	May-25
Keys	Keys are lost or unavailable	a)To Sessions House Accommodation - Nominated Key Holders, Town Clerk, Assistant, Mayor and 3 others. b)Cemetery Staff and Town Clerk assorted cemetery keys. c)Van keys (x2) kept in office overnight unless Town Clerk is away and then one set of keys kept by Senior Cemetery Staff member. d)All other keys ie for notice boards kept in office.	1x3=3	1x3=3	Ongoing	✓	Town Clerk, Staff and Cllrs keyholders	May-25
Safe	Security of the safe is compromised	a)Safe to be locked and keys for the safe are to be kept off site (as suggested by Zurich Risk Assessor) out of office hours.	1x3=3	1x3=3	Ongoing	✓	Town Clerk and Assistant	May-25

**LOUTH TOWN COUNCIL
RISK MANAGEMENT AND INTERNAL CONTROLS**

Aim	Risk	Method to Minimise Risk	Current Risk Level (likelihood x Consequence)	Managed Risk Level	Timescale to Achieve	Status	Responsible	Review Date
Assets								
To identify, value and maintain all assets of the Town Council and ensure that asset registers are complete, accurate and properly maintained.	Lack of knowledge of assets of Town Council. Assets lost or misappropriated. Inadequate or inaccurate valuation of the Council's assets. Asset register inadequately maintained.	a)Asset Register established and maintained by Town Clerk. b)Register includes assets, values and insurance values and is used as the basis for the insurance review process. c)Asset register updated as and when required, but at least once a year. d)Leases of assets kept in the safe, and now acquiring electronic file copies. e)The LTC Pool Van to be maintained, kept road-worthy and checked regularly by staff as per policy.	1x3=3	1x3=3	All leases to be digitalised	✓	Town Clerk and Assistant	May-25
Valuations	Ensure evaluation of all Louth Town Council properties every 5 years	Contract a R/Cs Surveyor to evaluate the cost of rebuilding each property, including demolition work (not land) for insurance purposes. Sessions House, 2 chapels, cemetery toilets, storage building at cemetery, Hubbard's Hills toilets, Old Mill House,	1x3=3	1x3=3	Last undertaken in Feb 22 (except Old Mill House due to illness) which should be undertaken as soon as available	✓	Town Clerk and Staff	May-25
To identify those assets which have out dated valuations	Inadequate or inaccurate valuation of the Council's assets.	a)Assets to be regularly re-assessed every 5 years	1x3=3	1x3=3	Ongoing	✓	Town Clerk Cllrs and Assistant	May-25

Christmas Decorations erected in the town centre	Decorations not erected or erected in such a manner that it is detrimental to people or property	<p>a) H&S assessment undertaken prior to erection of tree.</p> <p>b) Tree currently given free of charge by local business</p> <p>c) Contractors used to erect tree. LTC staff on hand during erection. Carried out very early in morning before traffic and people become an issue.</p> <p>d) Specialist contractors used to carry out catenary wire load test</p> <p>e) Electrical contractors erect overhead lights.</p> <p>f) Electrical contractors add lights and decorations to tree.</p> <p>g) Barriers secure Christmas tree and metal sheaf which trunk is installed into.</p> <p>h) Crib erected by LTC staff.</p> <p>i) 4 banners cover barriers which are attached by staff.</p> <p>j) Removal of tree and lights carried out by contractors in reverse.</p>	2x4=8	2x4=8	Ongoing	✓	Town Clerk Cllrs and Assistant	May-25
Financial Investment	That investments be insecure. That investments are not receiving a good rate of return.	a) Council have adopted an investment policy. This to be reviewed annually and adhered to.	2x3=6	1x3=3	Ongoing	✓	Town Clerk and FOG	May-25
Ensure cost of charges keeps in line with inflation	If fees do not increase in line with inflation then the cost of the precept will have to increase to raise the budget	a) Review the costs of charges made with regards to all assets each year - initially by FOG.	3x2=6	2x2=4	Ongoing	➔	Town Clerk and FOG	May-25
Ensure contractors have public liability insurance	That the council would be liable for accidents caused by contractors therefore a risk to our assets	Contractors public liability insurance requested annually and a copy kept on file	2x3=6	2x3=6	Ongoing annually	✓	Town Clerk and staff	May-25
Keep full list of all assets and stock	Full inventory cataloging all items at Sessions House in case of risk of fire	Digitalised inventory of all items with photos at Sessions House	1x4=4	1x4=4	Ongoing annually	✓	Town Clerk and staff	May-25

Ensure contractors have risk assessment in place		Risk Assessment requested annually	3x3+9	2x3=6	Ongoing	✓	Town Clerk and staff	Mar-25
Ensure funeral masons are member of NAMM/ BRAMM	Masons not installing headstones correctly to the latest H&S specification therefore a risk to LTC assets	Associations body for masons, sign up for the latest installation of H&S - there membership or certificate is requested annually	2x3=6	2x3=6	Ongoing annually	✓	Town Clerk and staff	May-25

**LOUTH TOWN COUNCIL
RISK MANAGEMENT AND INTERNAL CONTROLS**

Aim	Risk	Method to Minimise Risk	Current Risk Level (likelihood x Consequence)	Managed Risk Level	Timescale to Achieve	Status	Responsible	Review Date
Staffing								
Continuation of services and procedure	Administration sustainability should member of staff be absent	Preparation of procedure notes to cover all tasks performed to create an LTC manual.	1x3=3	1x3=3	Ongoing each year	✓	Town Clerk	May-25
	Loss of senior staff. What are the provisions for training replacements or hiring interim staff?	a) Operating procedures to be documented. b) Training Policy adopted. c) Consideration be given to appointment of Deputy Town Clerk. d) LALC provide interim advice and access to relief staff on request. e) Succession plan.	1x3=3	1x3=3	Ongoing each year	✓ ↑	Town Clerk	May-25
Liability of officers/councillor statements or actions	Damage to the council's reputation via the actions or statements by councillors or officers.	a) See Media Policy. Councillors should be aware that their behaviour in public and on social media impacts on the reputation of the Town Council as a whole. b) Councillors cannot speak to press/organisations on behalf of the Council without consent by the Council. c) Any press statements to be checked with/ given out by the Town Clerk d) Adherence to Code of Conduct. e) Councillors to adhere to meeting rules as per Standing Orders f) Advice given by Monitoring Officer to Councillors.	3x2=6	3x2=6	Ongoing - but needs further work	✓	Town Clerk, Mayor, Cllrs and staff	May-25
		Lone Working policy - Staff working alone are checked on.	3x2=6	3x2=6	Ongoing	✓	Town Clerk and staff	May-25
Staff safety	Staff attacked in main offices	Mag lock on reception door with video camera and speaker. Also see Lone Worker Policy	1x3=3	1x3=3	Ongoing each year	✓	Town Clerk and staff	May-25

Staff mental health	Workload due to inadequate staffing causes mental health issues and staff resignations/illness	a) Consider overall resources and impact on staff when considering new projects. b) Allow for additional staff hours in times of potential risk. c) Monitor that staff are coping with new projects/time. d) Staff annual reviews undertaken.	2x3=6	1x3=3	Money for minimal extra hours included in 2022/23 budget	↑	Town Clerk and Pers Comte	May-25
Staff has basic first aid training should other staff or members of public require help	That member of staff is very ill or has an accident on site and other members of staff are unable to assist	a) Staff have attended a first aid course - Ensure staff attend refresher courses.	3x2=6	2x2=4	Ensure staff attend courses regularly.	↑	Town Clerk, Mayor, Cllrs and staff	May-25

**LOUTH TOWN COUNCIL
RISK MANAGEMENT AND INTERNAL CONTROLS**

Aim	Risk	Method to Minimise Risk	Current Risk Level (likelihood x Consequence)	Managed Risk Level	Timescale to Achieve	Status	Responsible	Review Date
IT and Records								
Council's networking and IT system is safe	IT system is breached.	<ul style="list-style-type: none"> a) Council uses networking company from Lincoln. b) Anti virus on all Council pcs and laptop. c) Storage is backed up on separate hard drive (encrypted in March 2021) d) Storage is backed up on UK Cloud hosting. e) Website is UK cloud hosting. f) Copies of passwords kept in two different safe places. g) Council email passwords must not be changed by councillors / staff unless authorised. h) Councillors to report any breached email addresses. 	2x3=6	2x3=6	Ongoing	✓	Town Clerk, staff and Cllrs	May-25
Accessing files if working from home	Unable to access files in crisis	<ul style="list-style-type: none"> a) Cloud can be accessed and downloaded from but not uploaded to due to expense of the system to do this. b) Check system weekly to make sure it has not logged out. c) Live drive account now added so files when working from home can be uploaded and shared between staff – only current files shared. d) Remote access to desktop available. 	2x2=4	2x2=4	Ongoing	✓	Town Clerk and staff	May-25

Website accessibility and efficiency	Website is not available to use or is out of date	<p>a) Hosting on UK servers (Lincoln based company) with cared for hosting so that plugins and software up updated to ensure site is not compromised</p> <p>b) Wordpress system is used worldwide with Elementor page builder</p> <p>c) Accessibility for WCAG 2.0 undertaken in 2021.</p> <p>d) Both staff know how to update.</p>	2x2=4	2x2=4	Ongoing	✓	Town Clerk and staff	May-25
GDPR	Old information relating to personal details are still on the digital system	<p>a) Follow the GDPR Policy.</p>	2x2=4	2x2=4	Ongoing	✓	Town Clerk, Councillors and staff	May-25
Hard copy files and records	Ensure hard copy files, especially those such as grave records, leases and finance are kept in a safe environment should Sessions House be compromised	<p>a) Leases are kept in the safe.</p> <p>b) Leases photographed/scanned and kept digitally also</p> <p>c) Photos taken of the grave books.</p> <p>d) Most burial registers were digitalised some years ago, though current one is still being added to. Some records missing from digital files. Current registers have had photos taken of all pages and kept in digital format in the interim.</p> <p>e) Photos required of old grave sale books.</p> <p>f) Accounts for last 7 years are backed up on cloud.</p>	2x3=6	2x2=4	Digitalise current register to be completed by September 2021. Digitise missing records by end September 2022. Ongoing.	✓ ↑	Town Clerk and staff	May-25

**LOUTH TOWN COUNCIL
RISK MANAGEMENT AND INTERNAL CONTROLS**

Aim	Risk	Method to Minimise Risk	Current Risk Level (likelihood x Consequence)	Managed Risk Level	Timescale to Achieve	Status	Responsible	Review Date
Sundry								
	<p>This means things that might happen in future that LTC can't control: pandemic, population growth, an ageing population, climate change, external government policy, financial changes. These are things that might be tracked through statistics to predict where they're going.</p>	<p>a) To work with East Lindsey Area Forums, Lincolnshire Resilience Forum etc. b) To receive and disseminate information required from local authority and central government. c) Ensure wide circulation of information through social media and website.</p>	3x2=6	3x2=6	Ongoing through	✓	Town Clerk and staff	May-25
	Address Flood Risk Issues	<p>a) Flood alert warning information to Office phone b) LTC payment to maintain Flood alleviation scheme</p>	3x2=6	3x2=6	Ongoing	✓	Town Clerk, staff and Cllrs	May-25
"Over the horizon" challenges	Treasury management. Are funds invested safely and at a decent rate of return.	Reviewed annually by FOG and recommendations to Council via Governance and Finance Committee.	2x2=4	2x2=4	Ongoing	✓	Town Clerk and FOG	May-25
	Elections and high councillor turnover, resulting in having new councillors with little experience in Local Council.	Training and reserve funds created for election costs.	2x2=4	2x2=4	Ongoing	✓	Town Clerk and Councillors	May-25

	Long term effects of how Brexit will impact the Town Council e.g., through devolution.	Monitor local government networks and announcements.	3x2=6	3x2=6	Ongoing	✓	Town Clerk and Cllrs	May-25
	Reduction of funding on public sector partners.	a) Monitor payments awarded to private organisations b) Be aware of updates from ELDC and LCC. c) Monitor precept ceiling whitepaper.	3x3=9	3x2=6	Ongoing	✓	Town Clerk and Cllrs	May-25
	Devolution	Monitor local government networks and announcements. Attend training where possible.	1x4= 4	1x4=4	Ongoing	✓	Town Clerk and Cllrs	May-25
Arrangements with 3rd party resource / service partners	Resilience and quality of arrangements with 3rd party partners e.g. CCTV.	a) Request of annual (at least) overview and financial reports to be received b) Accounts of grant applicants scrutinised annually by G&F before funding awarded. c) Bring to the attention of the Council any concerns regarding partners.	3x3=9	3x2=6	Ongoing	✓	Town Clerk and Cllrs	May-25

Louth Town Council

INVESTMENT POLICY

This policy establishes formal objectives, practice and reporting arrangements for the effective management and control of the Council's financial management activities and associated risks

1. INTRODUCTION

Louth Town Council acknowledges its duty to carefully manage precept payers' money and the importance of investing any temporary surplus funds held on behalf of its community safely.

This Strategy complies with the revised requirements set out in the Department of Communities and Local Government Guidance on Local Government Investments and takes into account:

- a. Section 15 (1) (a) of the Local Government Act 2003
- b. Statutory Guidance on Local Government Investments (3rd Edition)
- c. Guidance within Governance and Accountability for Smaller Authorities Practitioner's Guide March 2024.

The Local Government Act 2003 states that a local authority may invest:

- a. for any purpose relevant to its functions under any enactment;
- b. for the purpose of prudent management of its financial affairs;

The Council defines its financial management activities as:

“the management of the Council's cash flows, its banking and money market transactions, the effective control of the risks associated with those activities, and the pursuit of best value performance consistent with those risks.”

2. INVESTMENT OBJECTIVES

The Council's investment priorities are:

- a. security of its reserves (both general and earmarked) to ensure that money held is protected and in order to minimise loss;
- b. adequate liquidity of its investments to ensure money is available when it is needed and not locked away for lengthy periods with or without financial penalty;
- c. return on investment – the Council aims to obtain and achieve the best rates of interest on any investment whilst ensuring that the investment is low risk and easy to access

All investments will be made in pounds sterling (£).

The Department for Communities and Local Government maintains that the borrowing of money purely to invest or to lend and make a return is unlawful and the Council will not engage in such activity.

The Council will monitor the risk of loss on investments by review of credit ratings on a regular basis. The Council will only invest in institutions of high credit quality – based on information from credit rating agencies (e.g. Standard & Poor's, Moody's Investors Service Ltd; and Fitch Ratings Ltd).

Investments will be distributed over more than one provider or more than one portfolio (where appropriate) in order to minimise risk of financial loss.

Louth Town Council

INVESTMENT POLICY

3. SPECIFIED INVESTMENTS

Specified investments are those offering high security and high liquidity, made in sterling and with a maturity of no more than a year. Such short-term investments made with the UK Government or a Local Authority (as defined) or a Town/Parish Council will automatically be Specified Investments.

The Council for the sensible effective and prudent management of its treasury balances may use:

- a. Treasury Deposits with UK clearing banks
- b. Local Authorities or other Public Authorities
- c. Local Authority Investment Schemes - Local Authority Investment Trust (LAMIT)
- d. Other approved public sector investment funds (i.e. CCLA)

The choice of institution and length of deposit will be at the approval of the Governance and Finance Committee, ratified by full Council.

The Council will aim to achieve the optimum return on its investments commensurate with the proper levels of security and liquidity.

4. NON-SPECIFIED INVESTMENTS

These investments have greater potential risk – examples include investment of funds in:

- a. the money market
- b. stocks and shares

Given the unpredictability and uncertainty surrounding such investments, the Council will generally not use this type of investment.

Any such investment will be subject to specific consideration and approval by full Council.

5. LOCAL INVESTMENTS (Lending by Local Councils)

The Town Council may loan funds to local enterprises, local third sector bodies, wholly owned companies and joint ventures as part of a wider strategy for local economic growth even though those loans may not all be seen as prudent if adopting a narrow definition of prioritising security and liquidity.

When considering security and liquidity of such loans the Council will set limits for their total exposure and apply the expected loss model in line with the requirements of International Financial Reporting Standards 9 Financial Instruments.

Local investments are often a convenient method of investing surplus funds within the community. The Town Council may lend money, on any terms which may be mutually agreed, for the benefit of its inhabitants and such loans are often made interest free. However, the Council will demonstrate that:

- a. Total financial exposure to these type of loans is proportionate;
- b. They have used an allowed “expected credit loss” model for loans and receivables as set out in International Financial Reporting Standard (IFRS) 9 Financial Instruments as adopted by proper practices to measure the credit risk of their loan portfolio;
- c. They have appropriate credit control arrangements to recover overdue repayments in place; and
- d. The local authority has formally agreed the total level of loans by type that it is willing to make and their total loan book is within their self-assessed limit.

Louth Town Council

INVESTMENT POLICY

6. LIQUIDITY OF INVESTMENTS

The Governance and Finance Committee in consultation with the Responsible Finance Officer will determine the maximum periods for which funds may prudently be committed so as not to compromise liquidity.

Investments will be regarded as commencing on the date the commitment to invest is entered rather than the date on which the funds are paid over to the counterparty.

7. LONG TERM INVESTMENTS

Long Term Investments are defined in Guidance as being greater than 36 months. Any investment greater than 36 months will be subject to specific consideration and approval by full Council.

8. INVESTMENT STRATEGY 2025 - 2026

In the year 2025/26, the Town Council will seek to invest as much of its balance as possible in a low risk product to achieve its investment objectives.

The Town Council is mindful of the need to make the administration, monitoring and reporting of investments as simple as possible, especially when considering current low rates of return and administration costs associated with managing multiple accounts or creating new accounts.

The following have been identified using Moody's and Fitch Ratings* as being suitably secure in the following scenarios:

- a. For day to day banking including current account a high degree of liquidity is required with suitable banking arrangements [easy] access for both deposit and withdrawal.

This condition has limited the practical choice to [local] "High Street" banks.

Louth Town Council has an ongoing long-term relationship with Lloyds Bank.

- i. The Business Current Account will continue to be held at Lloyds Bank for actual year finances plus 20% of the annual budget for cash flow purposes. Funds to be managed so as to avoid the balance ever dropping below £150,000.
- ii. A Business Deposit Account with another high street bank will be investigated and funds therein will not exceed £100,000 (amount covered by the Financial Services Compensation Scheme plus 17.6% for cashflow purposes).

The Council is aware that it will be required to incur expenditure going forwards on its assets (e.g., Hubbard's Hills, Old Mill House, Sessions House, Cemetery) and there are large projects within the community that it may wish to become involved with and liquidity of funds remains a higher priority than return on investment especially when the differential in rates of interest are very modest and limited.

For general investment of reserves and other funds an interest earning account that pays a competitive return is sufficient.

The Council will maintain an Investment Account with National Savings and Investments. This will be for all balances not held in the Current/Deposit Account (Earmarked Reserves and any remaining General Reserve not allocated to the current account)

The Responsible Finance Officer shall have delegated authority to make all necessary transfers between the accounts from time to time to meet the annual investment strategy.

Louth Town Council

INVESTMENT POLICY

9. **REGULAR AND END OF YEAR INVESTMENT REPORT**

Investment forecasts will be accounted for when budgets are prepared. The Responsible Finance Officer will report on investment activity (as appropriate) to the Governance and Finance Committee within budget (income /expenditure) reports.

10. **REVIEW AND AMENDMENT OF REGULATIONS**

The Annual Investment Strategy must be reviewed annually and revised if considered necessary. The Council reserves the right to make variations to the Investment Strategy at any time subject to the approval of Council. All variations will be made available to the public.

Louth Town Council Cemetery Fees
Effective 1st April 2025

Category	Section	Compartments	Group	Parishioner Fee 2024 £	Proposed Parishioner Fee £	Non Parishioner Fee 2024 £	Proposed Non Parishioner Fee £
Grave Purchase / Reservation	A, C-I	1 - 84	Non Available	n/a	n/a	n/a	n/a
Grave Purchase / Reservation	All Other	121 - 336	All	333	345	667	690
Ashes Plot Purchase / Reservation	GOR	GOR	Cannot be reserved	n/a	n/a	n/a	n/a
Ashes Plot Purchase / Reservation	Cremation Plots	CP	All	151	156	302	313
Grave Digging	A-I	1 - 84	0 - 15 years	0	0	215	223
Grave Digging	A-I	1 - 84	Over 16 years	644	667	1,288	1,333
Grave Digging	A-I	1 - 84	Double Depth	965	999	1,929	1,997
Grave Digging	J-P	121 - 336	0 - 15 years	0	0	259	268
Grave Digging	J-P	121 - 336	Over 16 years	474	491	950	983
Ashes Interment	GOR (B)	GOR	All	111	115	221	229
Ashes Interment	Cremation Plots (B)	CP	All	111	115	221	229
Ashes Interment	All burial plots (A -P excl Childrens Section)	1 - 336	All	111	115	221	229

Category	Section	Compartments	Group	Parishioner Fee 2024 £	Proposed Parishioner Fee £	Non Parishioner Fee 2024 £	Proposed Non Parishioner Fee £
Memorial Permission	All	All	All	164	170	245	254
Additional Inscription	All	All	All	65	67	105	109
Brass Plaque	GOR	GOR	All	111	115	173	179
Chapel (Hire of)	N/A	N/A	N/A	111	115	221	229
Cemetery Administration Fee	All	All	All	47	49	47	49
Reserved Grave Repurchase	All	All	All	41	42	41	42

Abbreviations

Garden of Remembrance	GOR	Capacity	1
Cremation Plots	CP	Capacity	2

*The definition of a resident for the purposes of calculating charges is:

- a. A person on the Louth electoral register at death
- b. A person under 18 whose parents appear on the Louth electoral register
- c. A person who immediately prior to moving to a care/nursing home outside of Louth town (no longer than 24 months prior to death), resided at an address on the Louth electoral register for more than 24 months.

If a person lived in Louth but does not appear on the Louth electoral register, then they will need to send proof of being a resident in Louth.