

# Louth Town Council

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

01507 355895

[clerk@louthtowncouncil.gov.uk](mailto:clerk@louthtowncouncil.gov.uk)

Office Open Hours: Mon-Fri 10am to 1pm



## To the Members of the Town Council of Louth:

You are hereby summoned to attend a meeting of Louth Town Council which will be held on Tuesday 27<sup>th</sup> February 2024 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](mailto: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 22<sup>nd</sup> Day of February 2024

## AGENDA TOWN COUNCIL

**(Chairman: Cllr. Mrs. J. Simmons, Membership: All Cllrs.)**

### 1. Apologies for Absence

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

### 2. Declarations of Interest/Dispensations

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

### 3. Presentation from Environment Agency (EA) Officers, Mr. Paul Arnold, Catchment Engineer Operations Lincolnshire and Mr. Steven Coe, Flood and Coastal Risk Management Advisor

Councillors to receive a presentation on the operation of Louth's flood attenuation scheme (reservoir) and EA representatives to answer questions.

### 4. Deputy Mayor 2023/24 (Mayor Elect 2024/25)

Following the sad passing of its Deputy Mayor for 2023/24, Council to receive nominations and resolve upon a recommendation to fill the Deputy Mayor position in 2023/24. Council to note that:

- a. The Deputy Mayor historically ascends to the position of Mayor in the following Mayoral year (commencing 14<sup>th</sup> May 2024).
- 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 for 2023/24, 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 Mayor for 2024/25 will be subject to a formal election at the Annual Town Council meeting on 14<sup>th</sup> May 2024.

**5. Deputy Mayor Elect 2024/25**

Council to receive nominations and resolve upon a recommendation to fill the Deputy Mayor position in 2024/25. As above, Council to note that:

- a. The Deputy Mayor historically ascends to the position of Mayor in the following Mayoral year (May 2025).
- 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 2024/25, 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 2024/25 will be subject to a formal election at the Annual Town Council meeting on 14<sup>th</sup> May 2024.

**6. National Grid Electricity Transmission – Grimsby to Walpole**

Following discussions on 12<sup>th</sup> February by the Planning Working group and 20<sup>th</sup> February 2024 by the Planning Committee, Council to consider an amended draft corporate response (to be tabled), suggest other amendments arising from the public session held by National Grid at the London Road Pavilion on Thursday 22<sup>nd</sup> February and resolve upon a final corporate response for submission.

**7. Next Meeting**

Council to note that the date of the next scheduled Town Council Meeting is 19<sup>th</sup> March 2024.

## LOUTH TOWN COUNCIL

## MAYOR/CHAIRMAN JOB DESCRIPTION

**Appointment:** Elected by the members of Louth Town Council at the Annual Town Council Meeting, following a year first serving as the Deputy Mayor.

**Overall**

**Responsibilities:** First person of Louth, Chairman of Louth Town Council, principal ambassador/key spokesperson on behalf of Louth Town Council.

**Specific**

**Responsibilities:** (This is not intended to be an exhaustive list but is indicative of the type and level of duties that the post holder will be expected to undertake):

1. To preside, as Head and Chairman of Louth Town Council, over meetings (and call them if required) of Louth Town Council, the public forum and any public meetings or informal meetings organised by Louth Town Council.
2. To make the time-consuming commitment that is required to fulfil the obligations and duties of the Mayoral Year which includes large amounts of daytime, evening and weekend work.
3. To perform the many and varied duties of the Mayor (i.e., attending, hosting and speaking at a wide range of functions, attending at Louth Hospital and the Salvation Army on Christmas Day, attending as many Civic Sunday Church Services within the County as possible and hosting their own Civic Sunday Church Service, Remembrance events, wearing Mayoral Regalia as required etc., ) on a day to day basis throughout the Mayoral Year. For which research may need to be undertaken and speeches will need to be written.
4. To accept as many invitations, within the parish of Louth, as possible.
5. To represent and promote Louth Town Council as an effective and efficient civil local authority.
6. To conduct themselves in a professional and impartial manner, in accordance with the stated aims and requirements of the elected Council.
7. To liaise with the media as required, expressing the Council's corporate views.
8. To act as Louth's principal ambassador and key spokesman, supporting and promoting Louth generally, working closely with LCC and ELDC and the Committees of Louth Town Council and the Chairmen of those Committees.
9. To act as host to visiting dignitaries and others.
10. To promote and encourage the continuation of Mayoral traditions within Louth Town Council and the Town of Louth.
11. To attend and work closely with Churches in the town, as invited/required.
12. To endeavour to raise money for the Mayor's Charity Fund for distribution to good causes at the end of the Mayoral Year.
13. To act as a main key holder for the Sessions House, opening and closing the building, attending alarm call outs, as required.
14. To work closely with the Town Clerk to ensure that all aspects of Council administration is done efficiently and effectively and supports the agreed aims and objectives of the Council.
15. To liaise regularly with the office regarding all aspects of Mayor and Chairman duties.
16. To work closely with the Mayor's Serjeant and remain in regular contact therewith.
17. To ensure, in conjunction with the Mayor's Serjeant, that all Mayoral Regalia is properly cared for, cleaned and kept safely.
18. To be punctual, arriving early to all Council organised events in order to check the arrangements and welcome members, the public and any visiting speakers.
19. To brief themselves and prepare fully for meetings – study all relevant information and anticipate the needs and interests of the members.
20. To conduct meetings properly: checking there is a quorum, calling the meeting to order and declaring it open, welcoming attendees, introducing standard agenda items, introducing other agenda items and ensuring that all members know what they have to achieve and how they might do it, ensuring everyone has a chance to express their views freely (in accordance with Standing Orders), keeping members aware of objectives, maintaining focus, guiding and progressing discussion towards objectives, managing conflict, being fair and balanced, remaining apolitical and impartial, preserving order, enforcing the rules of procedure, ruling on disputed matters. Participating but not dominating, asking questions, clarifying misunderstandings, correcting mistakes, rejecting irrelevancies, and stopping the meeting from going off at a tangent. Co-ordinating the views of members, giving information if needed, summarising the meeting's views and conclusions and confirming what has been decided/voted on, listening and analysing the meaning and relevance of members' contributions, leading the council, planning, organising, controlling discussion, developing harmonious relationships. In the event of an equality of votes on any matter using the Chairman's casting vote. Signing the minutes and initialling all other pages as well.

Notes: There are financial implications to carrying out the Office of Mayor. For example, Louth Town Council provides a small Mayoral Budget which is used to meet travel costs incurred in pursuit of Mayoral Duties (outside of the Parish), primarily attending Civic Sunday Church Services. In addition, there is a Civic Event Budget which meets the cost of Mayor Making, Civic Sunday and Christmas Hospitality. The Mayor is likely to make further contributions from their own private resources towards the cost of the Mayoral Year for such things as alcohol, (if provided at Mayoral events), Christmas cards and postage, donations at Church and travel.