

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 an extraordinary meeting of Louth Town Council and scheduled meetings of its Planning Committee and its Governance and Finance Committee which will be held on Tuesday 3rd March 2026 in The Old Court Room, The Sessions House, Eastgate, Louth at 7pm. The business to be dealt with at the meeting is listed in the agenda below.

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

Please note, any public, wishing to speak in the public forum may do so on items which appear on the agenda or may 'sit in' on the meeting(s). It would be much appreciated if any member of the public wishing to speak would please contact the Town Clerk, by emailing clerk@louthtowncouncil.gov.uk in advance of the meeting to discuss attendance arrangements. If possible, please provide written representation 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 26th Day of February 2026

AGENDA

TOWN COUNCIL

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

1. Apologies for Absence

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

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. Park Avenue Play Park

a. Following discussion on 20th January 2026 when Council resolved:

“to defer the final decision of LTC’s position until Tuesday 3rd March 2026 and, in the interim, contact ELDC to request clarification of their conditions, Cllr. Mrs. EB to research CCTV, possibly revisit the draft Heads of Terms, invite Gleesons to the next meeting to be held Tuesday 10th February 2026 to discuss the possibility of Gleeson’s having an ongoing commitment to the land, ask whether they would consider doing the honourable thing, or if an arrangement could be made re. management of the site and if so how much this might cost and what kind of terms that might be on.”

Council to receive an update and recommendation from its Park Avenue Play Park Working Group and resolve upon whether to agree it will assume responsibility for the ongoing management and maintenance of the site and associated assets once the project is completed.

b. Council to consider adding Cllr. T. Ball to the membership of its Park Avenue Play Park Working Group, as one of the ward Councillors for the area in which it is proposed.

4. Next Meeting

To note that the next scheduled meeting of the Town Council will take place on 24th March 2026.

PLANNING COMMITTEE

(Chairman: Cllr. P. Starsmore, Vice Chairman: Cllr. D. Moore, Membership: All Cllrs.)

1. Apologies for Absence

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

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 10th February 2026. (Attached).

4. Applications received by the Local Planning Authority

To consider and make observations/ratify comments already submitted by the Planning Working Group to meet deadlines, on all planning applications received including those listed in the schedule (PA/Schedule 03-03-26). (Attached).

5. Planning Correspondence

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

6. Proposed Works to Trees

Committee to consider commenting on the following proposed works to trees:

- a. **Proposals:** T1 – Silver Birch – Removal. T2 – Sycamore – Pollard leaving it a height of 5m. **Location:** 7 St. Mary's Lane, LN11 0DU. **Reasons:** T1 – Silver Birch – Tree is in decline and has been for some time. T2 – Sycamore – Tree has been poorly pruned previously.
- b. **Proposals:** T1 – Hornbeam – Repollard to previous pollard points leaving a height of 5m. T2 – Lawson Cypress – Reduce height from 24m leaving a height of 19m. Single main stem splitting into 3 stems each main union has included bark. T3 – Cedar – Reduce the lateral spread only from 11m leaving an overall canopy spread of 8m from the main stem. **Location:** 5 St. Mary's Lane, LN11 0DU. **Reasons:** T1 – Hornbeam – Tree has passed its 5 year cycle. T2 – Lawson Cypress – Reducing the height will limit the wind sail and relieve pressure from the unions. Hi risk targets within failing zones. T3 – Cedar – Some limbs are over extending and carry a lot of weight. Tree is heavily weighted in the direction of lean.

7. Proposed Waiting Restrictions

a. Newmarket

Committee to consider correspondence received from LCC and resolve upon comments to submit.

b. Eastfield Road

Committee to consider correspondence received from LCC and resolve upon comments to submit.

8. Next Meeting

To note that the next scheduled meeting of the Planning Committee will take place on 24th March 2026.

GOVERNANCE AND FINANCE COMMITTEE

(Chairman: Cllr. Mrs. E. Ballard, Vice Chairman: Cllr. G.E. Horton, Membership: All Cllrs.)

1. Apologies for Absence

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

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 9th December 2025. (Attached).

4. Finance

Committee to note/approve/authorise the following:

a. Receipts and Payments – Cashbooks 1 and 2 – Months 7 to 10

i. Month 7

i.	Cash Book 1	Receipts	£4,523.49	Payments	£49,154.97
ii.	Cash Book 2	Receipts	£0.00	Payments	£46.98

ii. Month 8

i.	Cash Book 1	Receipts	£3,324.27	Payments	£23,067.30
ii.	Cash Book 2	Receipts	£400.00	Payments	£291.63

iii. Month 9

i.	Cash Book 1	Receipts	£2,540.69	Payments	£25,542.64
ii.	Cash Book 2	Receipts	£200.00	Payments	£150.98

iv. Month 10

i.	Cash Book 1	Receipts	£4,773.08	Payments	£19,967.77
ii.	Cash Book 2	Receipts	£0.00	Payments	£64.69

b. Detailed Income and Expenditure Report (Budget Variance Report) as at Month 10 to 31st January 2026.

c. Earmarked Reserves Report as at 31st January 2026.

d. Balance Sheet and Cashbook 1 and 2 Bank Reconciliations as at 31st January 2026 which reconcile to account statements showing balances as follows:

- i. Lloyds Treasurers Account (balance on statement 10) at 31st January 2026 – £326,031.99
- ii. Petty Cash (balance as at 31st January 2026) – £112.77
- iii. Lloyds Deposit Account (balance on statement 10 as at 31st January 2026) – £166,652.51
- iv. NS and I Account (balance on last statement, numbered 14 as at 21st May 2025) – £113,426.50.

5. Citizen's Advice Lincoln and Lindsey – Funding Contribution

Committee to note that it approved an amount of £1,050 in the 2025/26 budget for release to the above, as per the Council's powers under s142(2A) of the LGA 1972. Committee to receive an update on how the organisation is faring, to be tabled if available. Committee to approve the release of funds.

6. Review of Governance Documents

Committee to approve the following for continued use, noting that a review has taken place and no amendments are required by NALC:

- a. Standing Orders – amendments made to Appendix 2, page 22 and Appendix 3 added.
- b. Financial Regulations – no amendments.
- c. Code of Conduct – no amendments.

7. Risk Management Register

Committee to review and approve the attached risk arrangements.

8. Closed Session

Members of the public should note that Council may resolve to move into closed session at this point, in accordance with the Public Bodies (Admission to Meetings) Act 1960 due to the business to be discussed in the following items, information being of a confidential, commercial and third party nature with regard to:

- a. **Grants** – Committee to consider grant applications and FOG recommendations (présis attached), and resolve upon the way forward.

Cllrs. are STRONGLY urged to familiarise themselves with the grant applications online or in hard copy at the office prior to discussion.

6. Next Meeting

To note that the next scheduled meeting of the Governance and Finance Committee will take place on 12th May 2026.

02-10-26 PLAN MINS

**MINUTES OF THE LOUTH TOWN COUNCIL PLANNING COMMITTEE
HELD IN THE OLD COURT ROOM, THE SESSIONS HOUSE, LOUTH
ON TUESDAY 10th FEBRUARY 2026**

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

Present Councillors: T. Ball (TB), Mrs. E. Ballard (EB), J. Baskett (JB), J. Drake (JD), D. Hobson (DH), G.E. Horton (GEH), Mrs. J. Makinson-Sanders (Mrs. JMS), D. Moore (DM), Mrs. K. Parsons (Mrs. KP), D.E. Wing (DEW).

Councillors not present: H. Filer (HF), H. Steer (HS), Mrs. P.F. Watson (Mrs. PFW).

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

P81. Apologies for Absence

Apologies for absence were received from Cllrs. HS and Mrs. PFW.

P82. Declarations of Interest / Dispensations

The following declarations of interest were made:

- a. Cllr. Mrs. JMS – Items 4, 5, 6 and 7 as a member of East Lindsey District Council (ELDC).
- b. Cllr. DH – Items 4, 5, 6, and 7 as a member of ELDC.
- c. Cllr. GEH – Items 4, 5, 6 and 7 as a member of ELDC.
- d. Cllr. PS – Planning Application 1 as a resident of Fanthorpe Lane.

P83. Minutes

It was proposed, seconded and **RESOLVED** that the notes of the Planning Committee Meeting held on 20th January 2026 be approved as the minutes.

P84. Applications received by the Local Planning Authority

The Committee considered all planning applications received, including those listed in the schedule (PA/Schedule 02-10-26) and it was proposed, seconded and **RESOLVED** as follows:

- a. 03090/25/OUT – to **STRONGLY object**, as previously but would add that: The application states 'access to be determined' and would confirm that Fanthorpe Lane is unadopted and maintained by its residents, therefore, access is not available along it and the plans state a disconnect from the lane. The number of houses, increasing with this development, from a single point of access is concerning, for reasons of safety of the residents within, should an incident block the entry and exit to the estate. This needs to be resolved prior to any extension of the estate or indeed an application. This site is believed to be the site of a neolithic burial ground, which could yield significant finds, not just for Louth but for Lincolnshire and so an archaeological survey is imperative. There have been two accidents in the area in recent weeks, due to the already significant amount of traffic. One fatal and one where significant facial injuries were sustained. Access to be determined is a key factor. All roads in the area are extremely overpopulated with traffic and to add more is irresponsible. Louth Town Council request that this application is called in for a decision by ELDC's Planning Committee.
- b. To support all other applications.

NB: Cllr DM took the chair for discussion of PA1.

P85. Planning Correspondence

The Committee noted the following planning correspondence:

- a. **ELDC Planning Decisions**
 - i. ELDC approved – 03777/25/OUT – Outline Erection – 52 St. Mary's Lane, LN11 0DT – LTC supported 20/01/26.
 - ii. ELDC approved – 03795/25/FUL – Planning Permission – The Glass Gables, Stewton Lane, LN11 8SB – LTC supported 20/01/26.
 - iii. ELDC approved – 03578/25/FUL – Reserved Matters – 32 St. Mary's Lane, LN11 0DT – LTC supported 09/12/26.
 - iv. ELDC approved – 03637/25/FUL – Planning Permission – 4 Crown Mills, Ramsgate Road, LN11 0NJ – LTC supported 20/01/26.

- v. ELDC approved – 03734/25/FUL – Planning Permission – 114 Kidgate, LN11 9BX – LTC objected 20/01/26.
- b. **Temporary Traffic Restrictions**
- i. **Organisation Responsible for Restriction:** OCU Utility Services.
Reason for Restriction: Emergency – Northern Power Grid power fault repair.
Nature and Location of Restriction: Emergency Road Closure Order – Broadbank (between Northgate and Northgate Court).
Period of Restriction: 15/01/26 – 21/01/26 (restrictions to be implemented for 6 days as and when required during this period. Signage will be displayed on site in advance).
 - ii. **Organisation Responsible for Restriction:** Anglian Water.
Reason for Restriction: Water main repairs.
Nature and Location of Restriction: Road Closure Order – B1520 Upgate (between Gospelgate and Shaws Mews)
Period of Restriction: 02/03/26 – 20/03/26 (restrictions to be implemented for various nights and/or days as and when required during this period. Accurate dates and times will be displayed on site in advance).
 - iii. **Organisation Responsible for Restriction:** Cadent Gas Ltd.
Reason for Restriction: Emergency – gas escape repair.
Nature and Location of Restriction: Emergency Road Closure Order – Kidgate (between Lee Street and Aswell Street)
Period of Restriction: 29/01/26 – 04/02/26 (restrictions to be implemented for 7 days as and when required during this period. Signage will be displayed on site in advance).
 - iv. **Organisation Responsible for Restriction:** Anglian Water.
Reason for Restriction: Emergency – stop tap replacement.
Nature and Location of Restriction: Emergency Road Closure Order – B1520 Upgate (between property numbers 17a and 23).
Period of Restriction: 02/02/26 – 03/02/26, 19:00 to 06:00 (restrictions to be implemented for 2 days as and when required during this period. Signage will be displayed on site in advance).
 - v. **Organisation Responsible for Restriction:** Anglian Water.
Reason for Restriction: Emergency – stop tap repairs.
Nature and Location of Restriction: Emergency Road Closure Order – Church Street (between Newmarket and a point 50m northwest).
Period of Restriction: 03/02/26 – 04/02/26, 22:00 to 06:00 (restrictions to be implemented for 2 days as and when required during this period. Signage will be displayed on site in advance).

P86. Proposed Work to Trees

It was proposed, seconded and **RESOLVED** to ratify comments submitted by the Planning Working Group in relation to the below applications:

- a. **Proposals:** Group 1 – Sycamore – dismantle to approx. 6ft for carving, Walnut – dismantle to approx. 6ft for carving, 2x Hollies – dismantle, Laburnum – dismantle. **Location:** 26 Westgate. **Reasons:** None provided. **Comments:** Object. Tree officer should visit to assess the size, health and vitality of these trees before a decision is made. Removal of healthy trees which pose no problems or risks is not supported.
- b. **Proposals:** T1 – Beech – canopy reduction – reduce height from 18m leaving a height of 14m. Reduce canopy radius from 8m to 5m from the main stem cutting back to viable secondary growth points and following natural flow of lines. Height will be left above historic pruning points. Remove dead wood. Tree has included bark at numerous locations on the main stem. **Location:** 38 Westgate. **Reasons:** T1 – Beech – it is now a lot of wind sale and past its pruning cycle. It is also outgrowing its current location. **Comments:** Support.

P87. Next Meeting

It was noted that the next scheduled Planning Committee meeting would take place on 3rd March 2026.

The Meeting Closed at 9.08pm.

Signed _____ (Chairman)

Dated _____

Our Ref	Authority	Application No	Type	Applicant	Proposal	Location / Ward	Conser- vation Area?	Previous LTC Comments	Planning Working Group Comments	Expiry Date for LTC Comments
1	ELDC	00005/26/FUL	Planning Permission	Mr. R. Penrose	Alterations to existing dwelling to include cladding and rendering, re-roofing, replacement windows and doors and the erection of a 2.5m high boundary fence.	48 St. Mary's Lane, Louth, LN11 0DT - North Holme Ward	No	New	Support with an expression of concern regarding the 2.5m fence to the south of the property, which faces onto the access lane. 2m would normally be acceptable but it could be construed as too high, given it is onto a driveway for other property access.	04/03/2026
2	ELDC	03860/25/FUL	Planning Permission	London Road Sports Partnership	Erection of outdoor padel court with floodlighting and cricket practice nets.	The Pavilion, London Road, Louth, LN11 9QP - St. Mary's Ward	No	New	Support.	12/03/2026

**PLANNING COMMITTEE 3rd MARCH 2026
PLANNING CORRESPONDENCE TO NOTE**

1. ELDC Planning Decisions

- a. ELDC approved – 03810/25/FUL – Planning Permission – Land adjacent to 38 Stewton Lane, LN11 8SB – LTC supported 20/01/26.
- b. ELDC approved – 03582/25/FUL – Planning Permission – 3 St. Mary’s Lane, LN11 0DU – LTC supported 09/12/26.
- c. ELDC approved – 03181/25/FUL – Planning Permission – 45 Westgate, LN11 9YE – LTC remained neutral 21/10/25.
- d. ELDC approved – 03182/25/LBA – Listed Building Consent – 45 Westgate, LN11 9YE – LTC remained neutral 21/10/25.
- e. ELDC approved – 03600/25/RVC – Section 73 Application – Rosemary Cottage, 52b St. Mary’s Lane, LN11 0DT – LTC supported 09/12/25.

2. Temporary Traffic Restrictions

- a. **Organisation Responsible for Restriction:** Anglian Water.

Reason for Restriction: Emergency – repair leak.

Nature and Location of Restriction: Emergency Road Closure Order – High Holme Road (between Broadbank and Union Street).

Period of Restriction: 16/02/26 – 18/02/26 (restrictions to be implemented for 3 days as and when required during this period. Signage will be displayed on site in advance).

- b. **Organisation Responsible for Restriction:** Anglian Water.

Reason for Restriction: Water main repairs.

Nature and Location of Restriction: Road Closure Order – Commercial Road (between 30m and 80m southeast of Riverhead Road).

Period of Restriction: 07/04/26 – 09/04/26 (restrictions to be implemented for 3 days as and when required during this period. Signage will be displayed on site in advance).

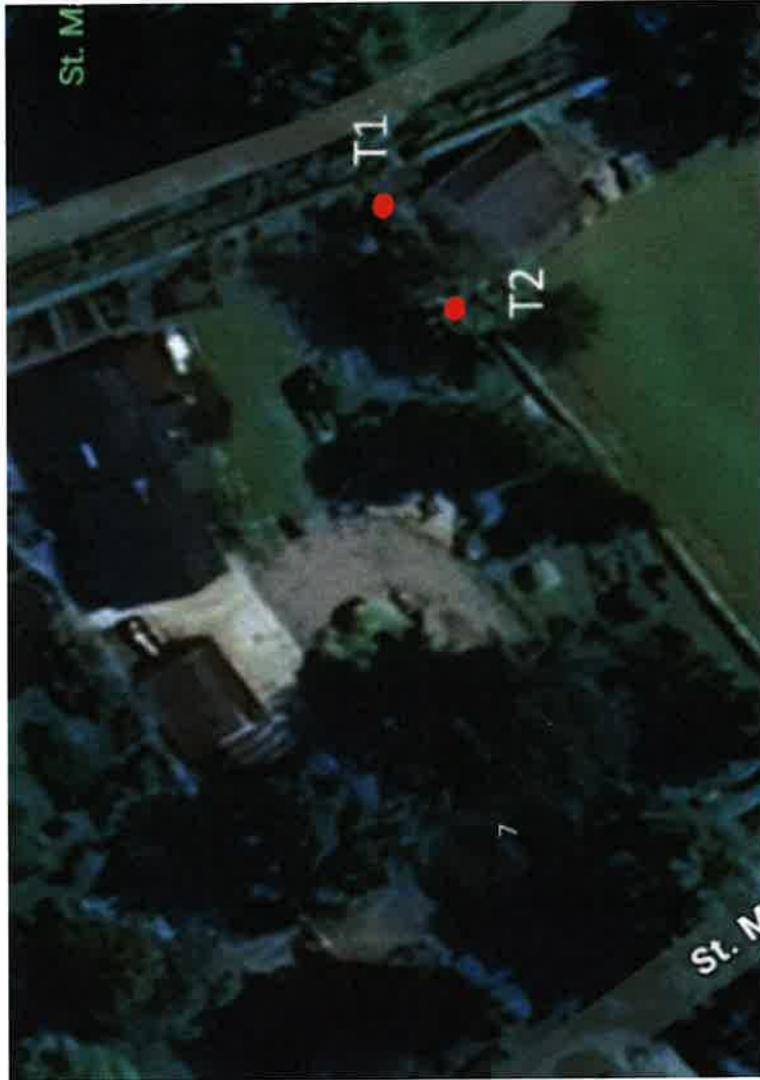
- c. **Organisation Responsible for Restriction:** Anglian Water.

Reason for Restriction: Emergency – leak repair.

Nature and Location of Restriction: Emergency Road Closure Order – Stewton Lane (between No. 44 and No. 48)

Period of Restriction: 24/02/26 – 02/03/26 (restrictions to be implemented for 7 days as and when required during this period. Signage will be displayed on site in advance).

7 St. Mary's Lane.



5 St. Mary's Lane.





Lincolnshire County Council
Place Directorate
Highways Services
Minor Works & Traffic Team
County Offices
Newland
Lincoln LN1 1YL

Our Ref: 460/FAO Lauren Sheehan
Date: 19th February 2026

Tel: 01522 782070
Email: TRO@lincolnshire.gov.uk

Dear Sir/Madam,

RE: NEWMARKET, LOUTH – PROPOSED WAITING RESTRICTIONS

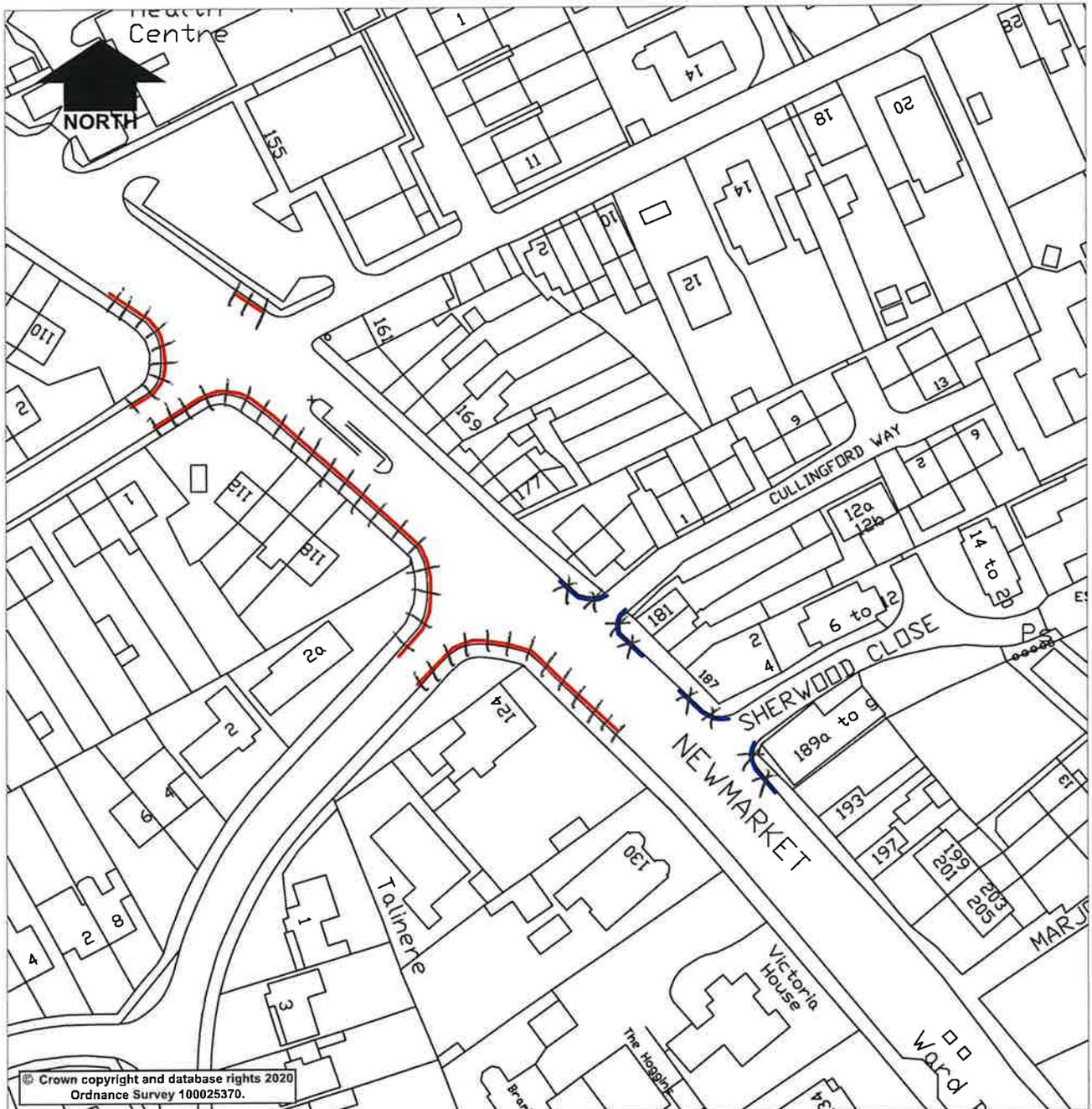
Lincolnshire County Council recently received a request to review the waiting restrictions at the above location.

Investigations have shown that inconsiderate and dangerous parking is occurring at the junctions, causing visibility and safety concerns for all road users.

The proposal is shown on the attached plan, and I look forward to receiving any comments you may wish to make. If I do not receive a response by **Thursday 19th March 2026**, I will assume that you have no objections to the proposal.

Yours Faithfully

For Programme Leader – Traffic Regulation Team



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Ordnance Survey 100025370.

Key:
 Proposed No Waiting at Any Time
 Existing No Waiting at Any Time



Lancaster House, 36 Orchard Street,
Lincoln, LN1 1XX

Rev.	Description	Drawn	Ch'kd	Auth	Date
		LS			Feb 26
Project		Newmarket, Louth			
Status	Project No.	Auth	Traced		
	460				
Drawing Title				Scale	
Proposed Waiting Restrictions				NTS	
Drawing No				Rev	
TRO/LS/460/001				0	

Feb 16, 2026 - 1:20pm G:\Common\Traffic Regulation Orders\Schemes Master Folder\DO NOT CHANGE 23-24\001-1000 Wiring Restrictions\460 Newmarket & Cullingford Way, Louth\CAD\CAD Plan.dwg



Lincolnshire County Council
Place Directorate
Highways Services
Minor Works & Traffic Team
County Offices
Newland
Lincoln LN1 1YL

Our Ref: 446/ FAO Lauren Sheehan
Date: 25th February 2026

Tel: 01522 782070
Email: TRO@lincolnshire.gov.uk

Dear Sir/Madam,

RE: LOUTH, EASTFIELD ROAD – PROPOSED WAITING RESTRICTIONS

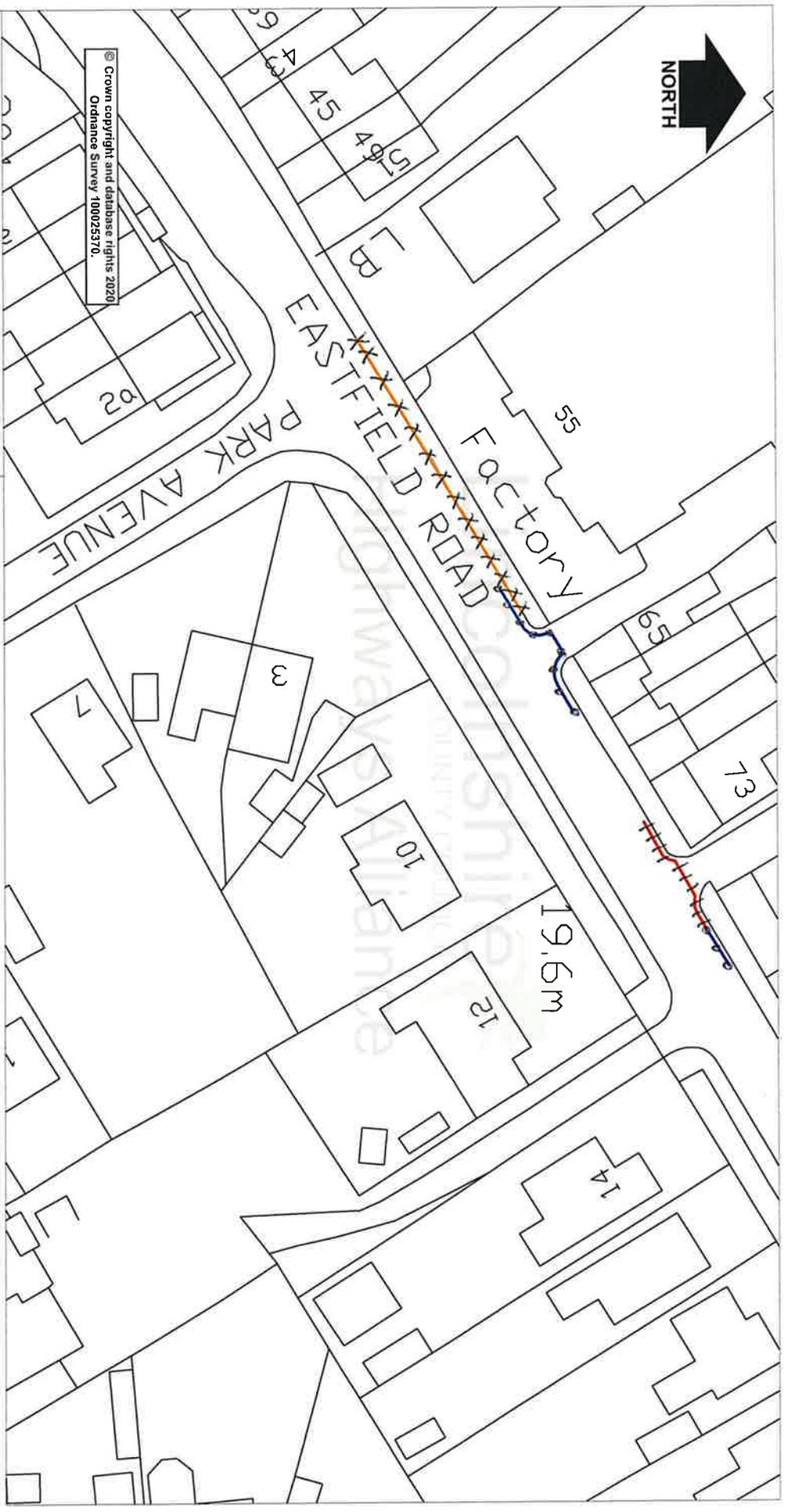
Lincolnshire County Council recently received a request to review the waiting restrictions at the above location.

Investigations have shown that inconsiderate and dangerous parking is occurring within close proximity of the junctions, causing visibility and safety concerns for all road users.

The proposal is shown on the attached plan, and I look forward to receiving any comments you may wish to make. If I do not receive a response by **Wednesday 25th March 2026**, I will assume that you have no objections to the proposal.

Yours Faithfully

For Programme Leader Minor Works & Traffic



Lincolnshire
COUNTY COUNCIL

Highways Alliance

Lancaster House, 36 Orchard Street, Lincoln, LN1 1YZ

Project	Louth - Eastfield Road		Rev	LS		Drawn	CHK'd	Auth	Date
Scale	446		Description						OCT 25
Drawing Title	Proposed Waiting Restrictions		Drawn	LS					
Drawing No.	LS/446/001		Rev	0	Scale	NTS			

A4

12-09-25 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 9th DECEMBER 2025**

Chairman, Cllr. Mrs. E. Ballard (Mrs. EB) (in the chair).

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

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

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

G25. Apologies for Absence

Apologies were received from Cllrs. DM and Mrs. PFW.

G26. Declarations of Interest / Dispensations

There were no declarations of interest or dispensations made.

G27. Minutes

It was proposed, seconded and **RESOLVED** that the notes of the Governance and Finance Committee meeting held on 21st October 2025 be approved as the minutes.

G28. Finance

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

a. Receipts and Payments – Cashbooks 1 and 2, Months 5 and 6.

i. Month 5

1. Cash Book 1	Receipts	£3,279.73	Payments	£29,562.70
2. Cash Book 2	Receipts	£250.00	Payments	£29.95

ii. Month 6

1. Cash Book 1	Receipts	£178,965.30	Payments	£20,425.37
2. Cash Book 2	Receipts	£0.00	Payments	£138.18

b. Detailed Income and Expenditure Report (Budget Variance Report) as at Month 6 to 30th September 2025.

c. Earmarked Reserves Report as at 30th September 2025.

d. Statutory Balance Sheet and Cashbook 1 and 2 Bank Reconciliations as at 30th September 2025 which reconcile to account statements showing the balances as follows, the reports for which were signed by the Chairman, Mrs. EB and Vice Chairman, GEH:

i. Lloyds Treasurers Account (balance on statement 6) as at 30th September 2025 - £428,603.14.

ii. Petty Cash (balance as at 30th September 2025) – £67.05.

iii. Lloyds Deposit Account (balance on statement 6 as at 30th September 2025) - £166,652.51.

iv. National Savings and Investment Account (balance on statement 14 as at 21st May 2025) - £113,426.50.

G29. Budget 2026/27

The Committee received a recommendation from FOG to approve the draft budget 2026/27, including Earmarked Reserves. After discussion, it was proposed, seconded and **RESOLVED** to:

- a. Accept the draft budget and recommend to Town Council the precept of 377,090.17, an increase of 19% per Band D Property or a weekly cost to a band D property of £1.24 (using 2024/25 tax base rates), with £41,705 to be taken from General Reserves.
- b. Accept the draft Earmarked Reserves and recommend to Town Council the Earmarked Reserves which were to be topped up by £24,685.82 from General Reserves.

G30. Closed Session

It was proposed, seconded and **RESOLVED** to stay in open session to discuss grant applications. After consideration of each application, it was proposed, seconded and **RESOLVED** to award the following:

- a. Louth Male Voice Choir – £1,000.
- b. Hope For Tomorrow – £500.
- c. Waveform Arts – £0.

G31. Next Meeting

It was noted that the next scheduled Governance and Finance meeting would take place on 3rd March 2026.

The Meeting Closed at 8.32pm.

Signed _____ (Chairman)

Dated _____

UNAPPROVED

Date: 16/02/2026

Louth Town Council Current Year

Page: 436

Time: 14:56

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 :		595,255.65					595,255.65	
BGC	Banked: 02/10/2025	491.00						
2431	Walkers Lncs Co op	491.00			1010	401	491.00	Inter Rodden
FPI	Banked: 09/10/2025	67.00						
2432	Alpha Memorials	67.00			1011	401	67.00	Memorial Gustard
INT	Banked: 09/10/2025	95.88						
INT	Lloyds Bank	95.88			1190	101	95.88	Interest
DEP	Banked: 13/10/2025	690.00						
2421	Mrs. A. Waller	345.00			1012	401	345.00	EXRT 1170
2421	Mrs. A. Waller	345.00			1012	401	345.00	EXRT 1171
FPI	Banked: 13/10/2025	67.00						
2433	Lincolnshire Memorials Ltd	67.00			1011	401	67.00	Memorial Collins
FPI	Banked: 15/10/2025	394.00						
2428	Mr. Ball	49.00			1012	401	49.00	EXRT 1174 Exchange
FPI	Mr. Ball	345.00			1012	401	345.00	Cem Fees
BGC	Banked: 16/10/2025	229.00						
2434	Walkers Lncs Co op	229.00			1010	401	229.00	Inter Storr
BGC	Banked: 22/10/2025	542.00						
2435	Kettles	229.00			1010	401	229.00	Inter Derrick
2435	Kettles	313.00			1012	401	313.00	EXRT 1178
FPI	Banked: 22/10/2025	836.00						
2436	R. Arnold Funeral Services	345.00			1012	401	345.00	EXRT 1179
2436	R Arnold Funeral Services	491.00			1010	401	491.00	Inter Smith
FPI	Banked: 23/10/2025	170.00						
2437	Leakes Memorials	170.00			1011	401	170.00	Memorial Hobson
FPI	Banked: 24/10/2025	4.99						
2439	Mrs L Phillips	4.99			1002	401	4.99	Sept Prime/Paramount Repay
BGC	Banked: 27/10/2025	115.00						
2438	Kettles	115.00			1010	401	115.00	Inter Osborne
FPI	Banked: 28/10/2025	690.00						
2430	Mr D & C Hobson	345.00			1012	401	345.00	EXRT 1176
2430	Mr D and Mrs C Hobson	345.00			1012	401	345.00	EXRT 1177
500889	Banked: 29/10/2025	131.62						
2429	Northern Power Grid	131.62			1000	401	131.62	Wayleave 25/26
Total Receipts for Month		4,523.49	0.00	0.00			4,523.49	
Cashbook Totals		599,779.14	0.00	0.00			599,779.14	

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Cashbook 1

User: LMP

Lloyds TSB Current/Deposit

For Month No: 7

Payments for Month 7

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
07/10/2025	ACB Machinery Ltd	OP507	414.07		69.01	4520	401	345.06	Cem Maint/Supplies
07/10/2025	Foxhall Construction Ltd	OP508	2,312.00		385.33	4282	401	120.00	HH Resiting Stepping Stones
						9371	403	1,806.67	Resurfacing JB
						353	0	-1,806.67	Resurfacing JB
						6000	403	1,806.67	Resurfacing JB
07/10/2025	Inspire Community Activities L	OP509	435.00		72.50	4280	401	362.50	Winter Planting
07/10/2025	Wilkin Chapman Iip	OP510	4,633.80		762.30	9611	403	3,871.50	OMH
						327	0	-3,871.50	OMH
						6000	403	3,871.50	OMH
07/10/2025	Gaswise Heating Services	OP511	2,376.00		396.00	9601	403	1,980.00	Heating Re-pressurisation Unit
						391	0	-1,980.00	Heating Re-pressurisation Unit
						6000	403	1,980.00	Heating Re-pressurisation Unit
07/10/2025	Zurich	OP512	1,029.78			4025	101	1,029.78	Brown's Panorama Insurance
07/10/2025	Allinson Print and Supplies	OP513	192.00		32.00	4020	101	160.00	Paper
07/10/2025	KRL Group Ltd	OP514	17.99		3.00	4304	401	14.99	Photocopier Support
07/10/2025	John Darke Ltd	OP515	53.84		8.97	4531	401	44.87	Cem Fuel
07/10/2025	Glendale Countryside Ltd	OP516	2,264.40		377.40	4530	401	562.00	Cem Grass
						4223	401	1,325.00	Amenity Grass
07/10/2025	John Aron Photography	OP517	100.00			4104	401	100.00	Council Photograph
17/10/2025	E.ON Next	DDEONCEM6	45.10		2.15	4505	401	42.95	Cem Electric
20/10/2025	Anglian Water	DDAWSH7	8.00			4303	401	8.00	SH Water
20/10/2025	Anglian Water	DDAWCEM7	31.00			4505	401	31.00	Cem Water
20/10/2025	EDF Energy	DDEDFSH7	355.13		16.91	4303	401	338.22	SH Gas
20/10/2025	Anglian Water	DDAWHH7	385.00			4282	401	385.00	HH Water
20/10/2025	Lloyds	SC7	10.56			4750	101	10.56	Bank Service Charge
21/10/2025	EDF Energy	DDEDFCEM7	12.92		0.61	4505	401	12.31	Cem Gas
21/10/2025	E.ON Next	DDEONHH7	59.49		2.83	4282	401	56.66	HH Electric
21/10/2025	E.ON Next	DDEONSH5	250.08		11.91	4303	401	238.17	SH Electric
24/10/2025	Foxhall Construction Ltd	OP518	1,242.00		207.00	4282	401	1,035.00	HH Repairs
24/10/2025	RBL Poppy Appeal	OP519	57.00		9.50	4111	601	47.50	2 x wreaths
24/10/2025	GBM Waste Management	OP520	235.00		39.17	4532	401	195.83	Cem Waste
24/10/2025	Louth Building Supplies	OP521	63.35		10.56	4520	401	52.79	Cem Supplies
24/10/2025	AJ Embroidery	OP522	70.92		11.82	4540	401	59.10	Uniform
24/10/2025	KRL Group Ltd	OP523	56.80		9.46	4304	401	47.34	Photocopies
24/10/2025	The Little Cleaning Co	OP524	344.64		57.44	4285	401	287.20	October Cleaning
24/10/2025	GRS Electrical	OP525	247.50		41.25	4307	401	206.25	Replace Light in Back Mtg Room
24/10/2025	Staff Costs	OP526-529	6,569.62			4001	401	1,799.09	Staff Costs
						4001	501	4,770.53	Staff Costs
24/10/2025	HM Revenue and Customs	OP530	2,048.59			4001	501	771.66	PAYE/NIC
						4001	401	306.59	PAYE/NIC
						4002	401	272.75	PAYE/NIC
						4002	501	697.59	PAYE/NIC
24/10/2025	LCC Pension Fund	OP531	2,653.47			4001	401	129.65	Superannuation
						4001	501	359.40	Superannuation
						4002	501	1,569.82	Superannuation

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Lloyds TSB Current/Deposit

For Month No: 7

Payments for Month 7

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
						4002	401	594.60	Superannuation
24/10/2025	L&D Concert Society	OP532	500.00			4090	601	500.00	Grant
24/10/2025	LRSP	OP533	20,000.00			4757	401	20,000.00	LRSP Support
31/10/2025	Onecom Ltd	DD1COMSH7	79.92		13.32	4304	401	66.60	SH 2x Tel Lines & Wifi
Total Payments for Month			49,154.97	0.00	2,540.44			46,614.53	
Balance Carried Fwd			550,624.17						
Cashbook Totals			599,779.14	0.00	2,540.44			597,238.70	

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Cashbook 2

User: LMP

Petty Cash

For Month No: 7

Receipts for Month 7**Nominal Ledger Analysis**

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	67.05					67.05	
	Banked:	0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		<u>67.05</u>	<u>0.00</u>	<u>0.00</u>			<u>67.05</u>	

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Cashbook 2

User: LMP

Petty Cash

For Month No: 7

Payments for Month 7

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
01/10/2025	Screwfix Direct Ltd	34	11.99		2.00	4302	401	9.99	Fire Blanket
01/10/2025	Halfords	35	15.00		2.50	4302	401	12.50	Fire Extinguisher
02/10/2025	B&M	36	3.00			4020	101	3.00	Stationery
02/10/2025	Bargain Buys	37	1.00		0.17	4285	401	0.83	Bin liners
06/10/2025	Boyes	38	6.00			4020	101	6.00	Stationery
16/10/2025	B&M	39	5.00			4285	401	5.00	Cleaning Supplies
16/10/2025	Morrisons	40	2.00			4020	101	2.00	Office Supplies
21/10/2025	YTC	41	2.99			4520	401	2.99	Tools
Total Payments for Month			46.98	0.00	4.67			42.31	
Balance Carried Fwd			20.07						
Cashbook Totals			67.05	0.00	4.67			62.38	

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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 :		550,624.17					550,624.17	
BGC	Banked: 06/11/2025	346.00						
2444	Walkers Lncs Co op	346.00			1010	401	115.00	Inter Craven
					1011	401	67.00	Memorial Craven
					1010	401	115.00	Inter P. Turner
					1010	401	49.00	Inter H. Turner
FPI	Banked: 10/11/2025	690.00						
2441	A. Boardman	690.00			1012	401	690.00	EXRT 1180 & 1181
INT	Banked: 10/11/2025	102.27						
INT	Lloyds Bank	102.27			1190	101	102.27	Interest Received
FPI	Banked: 11/11/2025	170.00						
2445	Leakes Memorials	170.00			1011	401	170.00	Memorial Crew & Chapman
FPI	Banked: 19/11/2025	345.00						
2442	W. Freeman	345.00			1012	401	345.00	EXRT 1182
BGC	Banked: 20/11/2025	762.00						
2446	Walkers Lncs Co op	762.00			1010	401	115.00	Inter Darbyshire
					1012	401	156.00	EXRT 1185
					1010	401	491.00	Inter Hobson
FPI	Banked: 20/11/2025	690.00						
2443	M. Smith	690.00			1012	401	690.00	EXRT 1183 & 1184
BGC	Banked: 27/11/2025	170.00						
2447	Walkers Lncs Co op	170.00			1011	401	170.00	Memorial Darbyshire
500889	Banked: 27/11/2025	49.00						
2440	S. Weir	49.00			1002	401	49.00	Statutory Declaration EXRT 252
Total Receipts for Month		3,324.27	0.00	0.00			3,324.27	
Cashbook Totals		553,948.44	0.00	0.00			553,948.44	

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Cashbook 1

User: LMP

Lloyds TSB Current/Deposit

For Month No: 8

Payments for Month 8

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
06/11/2025	Petty Cash	44	200.00			220		200.00	Petty Cash
06/11/2025	Halfords	DC14	10.00		1.65	4205	401	8.35	Replacement Red Tree Bows
10/11/2025	Trotters Traders	DC15	115.71			4205	401	115.71	29 x Candy Canes for Tree
11/11/2025	Glendale Countryside Ltd	OP534	2,264.40		377.40	4530	401	562.00	Cem Grass
						4223	401	1,325.00	Amenity Grass
11/11/2025	Gaswise Heating Services Ltd	OP535	270.00		45.00	4307	401	225.00	Installation Cost RPU
11/11/2025	Allinson Print and Supplies	OP536	19.18		3.20	4020	101	15.98	Pink paper
11/11/2025	GBM Waste Management	OP537	235.00		39.17	4532	401	195.83	Cem Waste
11/11/2025	Sylvester Keal Ltd	OP538	317.80		52.97	4282	401	264.83	HH Supplies
11/11/2025	John Darke Ltd	OP539	126.64		21.11	4533	401	60.78	Van
						4531	401	44.75	Cem
11/11/2025	ACB Machinery Ltd	OP540	161.98		27.00	4520	401	134.98	Strimmer cord
11/11/2025	Louth Building Supplies	OP541	91.47		15.25	4205	401	55.59	Bauble cable ties
						4520	401	20.63	Cem supplies
11/11/2025	KRL Group Ltd	OP542	17.99		3.00	4304	401	14.99	Photocopier support
11/11/2025	Simon Rance	OP543	20.00			4104	401	20.00	Mayor's Board
11/11/2025	R. Johnson	OP544	590.00			4003	401	590.00	Grave Digging x 2
11/11/2025	Siemens Financial Services Ltd	OP545	204.00		34.00	4304	401	170.00	Photocopier Lease
11/11/2025	Inspire Community Activities L	OP546	48.00		8.00	4282	401	40.00	Repair bench at HH
11/11/2025	C. Worrell Plumbing & Heating	OP547	194.75		32.46	4307	401	162.29	Repair to upstairs toilet
11/11/2025	Foxhall Construction Ltd	OP548	912.00		152.00	4111	601	760.00	Remembrance Traffic Man
11/11/2025	Onyx Event Management Ltd	OP549	427.68		71.28	4111	601	356.40	Remembrance Security
18/11/2025	E.ON Next	DDEONHH8	40.87		1.95	4282	401	38.92	HH Electric
18/11/2025	E.ON Next	DDEONCEM7	47.83		2.28	4505	401	45.55	Cem Electric
18/11/2025	E.ON Next	DDEONSH6	268.34		12.78	4303	401	255.56	SH Electric
18/11/2025	Lloyds	SC8	10.67			4750	101	10.67	Bank Service Charge
20/11/2025	Anglian Water	DDAWSH8	8.00			4303	401	8.00	SH Water
20/11/2025	Anglian Water	DDAWCEM8	31.00			4505	401	31.00	Cem Water
20/11/2025	EDF Energy	DDEDFSH8	355.13		16.91	4303	401	338.22	SH Gas
20/11/2025	Anglian Water	DDAWHH8	385.00			4282	401	385.00	HH Water
21/11/2025	EDF Energy	DDEDFCEM8	14.70		0.70	4505	401	14.00	Cem Gas
27/11/2025	Petty Cash	57	200.00			220		200.00	Petty Cash
27/11/2025	SCIS UK Ltd	OP550	72.00		12.00	4020	101	60.00	Disk Space
27/11/2025	Keith Angel	OP551	200.00			4111	601	200.00	Remembrance Sound
27/11/2025	R. Johnson	OP552	900.00			4003	401	900.00	Grave Digging x 2
27/11/2025	Foxhall Construction Ltd	OP553	48.00		8.00	4205	401	40.00	Xmas
27/11/2025	The Little Cleaning Co	OP554	258.48		43.08	4285	401	215.40	Nov Cleaning
27/11/2025	Glendale Countryside Ltd	OP555	1,759.50		293.25	4282	401	1,466.25	HH 1/12 Bins and Grass
27/11/2025	Lincolnshire Assoc Local Counc	OP556	30.00		5.00	4027	401	25.00	Training
27/11/2025	MG Ubique	OP557	456.00		76.00	4282	401	380.00	HH Fallen Tree Over Stream
27/11/2025	Staff Costs	OP558-561	6,678.48			4001	401	1,908.15	Staff Costs
						4001	501	4,770.33	Staff Costs
27/11/2025	HM Revenue and Customs	OP562	2,116.40			4001	401	349.93	PAYE/NIC
						4001	501	771.86	PAYE/NIC
						4002	401	297.02	PAYE/NIC
						4002	501	697.59	PAYE/NIC

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Cashbook 1

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Lloyds TSB Current/Deposit

For Month No: 8

Payments for Month 8

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
27/11/2025	LCC Pension Fund	OP563	2,705.88			4001	401	139.03	Superannuation
						4001	501	359.40	Superannuation
						4002	401	637.63	Superannuation
						4002	501	1,569.82	Superannuation
27/11/2025	TV Licensing	CHQ9903	174.50			4307	401	174.50	TV Licence
28/11/2025	Onecom Ltd	DD1COMSH8	79.92		13.32	4304	401	66.60	SH 2x Tel & Wifi
Total Payments for Month			23,067.30	0.00	1,368.76			21,698.54	
Balance Carried Fwd			530,881.14						
Cashbook Totals			553,948.44	0.00	1,368.76			552,579.68	

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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 :	20.07					20.07	
	Banked: 06/11/2025	200.00						
44	Lloyds TSB Current/Deposit	200.00			201		200.00	Petty Cash
	Banked: 27/11/2025	200.00						
57	Lloyds TSB Current/Deposit	200.00			201		200.00	Petty Cash
Total Receipts for Month		400.00	0.00	0.00			400.00	
Cashbook Totals		<u>420.07</u>	<u>0.00</u>	<u>0.00</u>			<u>420.07</u>	

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Petty Cash

For Month No: 8

Payments for Month 8

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
05/11/2025	RBL Poppy Appeal	42	25.00		4.17	4111	601	20.83	RBL Poppy Appeal
05/11/2025	Morrisons	43	6.83			4020	101	6.83	Office supplies
06/11/2025	Boyes	45	1.99			4020	101	1.99	Stationery
07/11/2025	YTC	46	3.49			4280	401	3.49	Planter
10/11/2025	Halfords	60	33.49		5.58	4533	401	27.91	Jump Leads
12/11/2025	Boyes	47	147.09			4205	401	147.09	Wool
12/11/2025	B&M	48	4.29			4020	101	4.29	Office supplies
12/11/2025	Morrisons	49	1.90			4020	101	1.90	Stationery
14/11/2025	B&M	50	9.00			4020	101	9.00	Heater timer
17/11/2025	Morrisons	51	13.60			4022	101	13.60	Stamps
18/11/2025	B&M	52	1.00			4205	401	1.00	Crib accessory
18/11/2025	Jameson Shoe Repairs	53	6.00			4307	401	6.00	Fire door key
18/11/2025	TG Jones	54	12.99			4020	101	12.99	Laminator pouches
24/11/2025	Halfords	55	12.49		2.08	4533	401	10.41	Van accessory
25/11/2025	Bargain Buys	56	8.97		1.50	4205	401	7.47	Lamppost bows
27/11/2025	B&M	58	2.50			4205	401	2.50	Wreath batteries
28/11/2025	Bargain Buys	59	1.00		0.17	4205	401	0.83	Bows for wreath
Total Payments for Month			291.63	0.00	13.50			278.13	
Balance Carried Fwd			128.44						
Cashbook Totals			420.07	0.00	13.50			406.57	

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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 :		530,881.14					530,881.14	
BGC Banked: 08/12/2025		836.00						
2449	Kettles	836.00			1010	401	491.00	Inter Townsend
					1012	401	345.00	EXRT 1186
BGC Banked: 09/12/2025		345.00						
2450	Ministry of Justice	345.00			1012	401	345.00	EXRT 1187
INT Banked: 09/12/2025		92.69						
INT	Lloyds Bank	92.69			1190	101	92.69	Interest Received
FPI Banked: 10/12/2025		170.00						
2451	Leakes Memorials	170.00			1011	401	170.00	Memorial Pounds
DEP Banked: 16/12/2025		115.00						
2448	Mr. S. Weir	115.00			1010	401	115.00	Inter Weir
BGC Banked: 17/12/2025		491.00						
2452	Kettles	491.00			1010	401	491.00	Inter Banks
BGC Banked: 29/12/2025		491.00						
2454	Kettles	491.00			1010	401	491.00	Inter Boardman
Total Receipts for Month		2,540.69	0.00	0.00			2,540.69	
Cashbook Totals		533,421.83	0.00	0.00			533,421.83	

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Cashbook 1

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Lloyds TSB Current/Deposit

For Month No: 9

Payments for Month 9

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
08/12/2025	Wetherspoons		90.00			4750	401	90.00	x3 Staff Christmas Voucher
08/12/2025	Wetherspoons		-90.00			4750	401	-90.00	x3 Staff Christmas Vouchers
12/12/2025	Petty Cash		200.00			220		200.00	Petty Cash
16/12/2025	E.ON Next	DDEONHH9	57.90		2.76	4282	401	55.14	HH Electric
17/12/2025	Chubb Electronic Security	OP564	1,414.77		235.80	4302	401	1,178.97	Fire Contract & Ext Replacemen
17/12/2025	John Darke Ltd	OP565	82.07		12.78	4533	401	58.51	Van Fuel
						4531	401	10.78	Cem Fuel
17/12/2025	R. Johnson	OP566	1,800.00			4003	401	1,800.00	Grave Digging x 4
17/12/2025	Trilbeck Ltd	OP567	834.00		139.00	4307	401	695.00	SH Asbestos Survey
17/12/2025	IT@Sprectrum Ltd	OP568	158.27		26.38	4304	401	131.89	Photocopies and Toner
17/12/2025	Allinson Print and Supplies	OP569	81.00		13.50	4280	401	67.50	Planter Branding
17/12/2025	Foxhall Construction Ltd	OP570	1,464.00		244.00	4750	401	1,220.00	Cem Toilet Roof
17/12/2025	Louth Building Supplies	OP571	328.46		54.74	4285	401	107.16	SH Supplies
						4111	601	6.43	Sand Bags
						4205	401	40.44	Xmas
						4520	401	119.69	Cem Supplies
17/12/2025	GBM Waste Management	OP572	235.00		39.17	4532	401	195.83	Cem Waste
17/12/2025	MG Ubique Ltd	OP573	384.00		64.00	4750	401	320.00	Tree Work @ JB
17/12/2025	Chris Fairburn MOT Centre	OP574	203.33		33.89	4533	401	169.44	Spring and Strut Repair
17/12/2025	ACB Machinery Ltd	OP575	41.39		6.90	4520	401	34.49	Cem Maint
17/12/2025	The Little Cleaning Co	OP576	344.64		57.44	4285	401	287.20	Cleaning December
17/12/2025	Hope for Tomorrow	OP577	500.00			4090	601	500.00	Grant
17/12/2025	Staff Costs	OP578-581	6,695.53			4001	401	1,925.00	Staff Costs
						4001	501	4,770.53	Staff Costs
17/12/2025	HM Revenue and Customs	OP582	2,126.52			4001	401	356.52	PAYE/NIC
						4001	501	771.66	PAYE/NIC
						4002	401	300.75	PAYE/NIC
						4002	501	697.59	PAYE/NIC
17/12/2025	LCC Pension Fund	OP583	2,713.95			4001	401	140.48	Superannuation
						4001	501	359.40	Superannuation
						4002	401	644.25	Superannuation
						4002	501	1,569.82	Superannuation
17/12/2025	Glendale Countryside Ltd	OP584	3,519.00		586.50	4282	401	2,932.50	HH 2/12 Bins & Grass
17/12/2025	E.ON Next	DDEONSH7	430.01		71.67	4303	401	358.34	SH Electric
19/12/2025	E.ON Next	DDEONCH5	967.27		46.06	4200	401	921.21	St. James Clock/Floodlights
19/12/2025	Lloyds	SC9	16.34			4750	101	16.34	Bank Service Charge
22/12/2025	E.ON Next	DDEONCH6	5.88		0.28	4200	401	5.60	St. James Clock/Floodlight
22/12/2025	Anglian Water	DDAWSH9	8.00			4303	401	8.00	SH Water
22/12/2025	Anglian Water	DDAWCEM9	31.00			4505	401	31.00	Cem Utilities
22/12/2025	EDF Energy	DDEDFSH9	355.13		16.91	4303	401	338.22	SH Gas
22/12/2025	Anglian Water	DDAWHH9	385.00			4282	401	385.00	HH Water
23/12/2025	EDF Energy	DDEDFCEM9	14.27		0.68	4505	401	13.59	Cem Gas
29/12/2025	E.ON Next	DDEONCEM8	65.99		3.14	4505	401	62.85	Cem Utilities
31/12/2025	Onecom Ltd	DD1COMSH9	79.92		13.32	4304	401	66.60	SH Tel x2 & Wifi

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Cashbook 1**User: LMP****Lloyds TSB Current/Deposit****For Month No: 9**

Total Payments for Month	25,542.64	0.00	1,668.92	23,873.72
Balance Carried Fwd	507,879.19			
Cashbook Totals	<u>533,421.83</u>	<u>0.00</u>	<u>1,668.92</u>	<u>531,752.91</u>

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Cashbook 2

User: LMP

Petty Cash

For Month No: 9

Receipts for Month 9

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		128.44					128.44	
	Banked: 12/12/2025	200.00						
65	Lloyds TSB Current/Deposit	200.00			201		200.00	Petty Cash
Total Receipts for Month		200.00	0.00	0.00			200.00	
Cashbook Totals		<u>328.44</u>	<u>0.00</u>	<u>0.00</u>			<u>328.44</u>	

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Cashbook 2

User: LMP

Petty Cash

For Month No: 9

Payments for Month 9

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
05/12/2025	B&M	67	4.00			4285	401	4.00	Cleaning Supplies
08/12/2025	Wetherspoons	61	90.00			4750	401	90.00	3x Staff Christmas Voucher
08/12/2025	601 Club Cafe Bar	62	30.00			4750	401	30.00	x1 Staff Christmas Voucher
08/12/2025	Louth Garden Centre	63	15.00		2.49	4280	401	12.51	Compost
09/12/2025	Bargain Buys	64	3.28		0.54	4285	401	2.74	Cleaning Supplies
22/12/2025	Boyes	66	8.70		1.45	4205	401	7.25	Batteries for Wreath
Total Payments for Month			150.98	0.00	4.48			146.50	
Balance Carried Fwd			177.46						
Cashbook Totals			<u>328.44</u>	<u>0.00</u>	<u>4.48</u>			<u>323.96</u>	

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Louth Town Council Current Year

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Cashbook 1

User: LMP

Lloyds TSB Current/Deposit

For Month No: 10

Receipts for Month 10

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 :		507,879.19					507,879.19	
BGC Banked: 02/01/2026		67.00						
2458	Walkers LnCS Co op	67.00			1011	401	67.00	Memorial Dixon
FPI Banked: 02/01/2026		1.00						
2459	Louth Athletic Club	1.00			1000	401	1.00	Louth Athletic Club Rent
BGC Banked: 08/01/2026		491.00						
2460	Walkers LnCS Co op	491.00			1010	401	491.00	Inter Thornton
INT Banked: 09/01/2026		99.08						
INT	Lloyds Bank	99.08			1190	101	99.08	Interest Received
BGC Banked: 15/01/2026		983.00						
2461	Kettles	983.00			1010	401	983.00	Inter Batty
FPI Banked: 20/01/2026		254.00						
2462	Alpha Memorials	254.00			1011	401	254.00	Memorial Hempstock
DEP Banked: 22/01/2026		345.00						
2453	Mrs. S. Jenkinson	345.00			1012	401	345.00	EXRT 1188
FPI Banked: 26/01/2026		170.00						
2463	Leakes Memorials	170.00			1011	401	170.00	Memorial Turner
FPI Banked: 26/01/2026		170.00						
2464	Leakes Memorials	170.00			1011	401	170.00	Memorial Turner
BGC Banked: 27/01/2026		491.00						
2465	Kettles	491.00			1010	401	491.00	Inter Papworth
BGC Banked: 29/01/2026		254.00						
2466	Walkers LnCS Co op	254.00			1011	401	254.00	Memorial Salton
FPI Banked: 29/01/2026		345.00						
2457	Mrs. D. Benton	345.00			1012	401	345.00	EXRT 1191
FPI Banked: 29/01/2026		310.00						
2467	Mrs. C. Tonge	310.00			1000	401	310.00	Grundy HH Memorial Tree
FPI Banked: 29/01/2026		235.00						
2468	Miss C. Haywood	235.00			1000	401	235.00	Haywood HH Memorial Tree
BGC Banked: 30/01/2026		67.00						
2469	Kettles	67.00			1011	401	67.00	Memorial Papworth
BP Banked: 30/01/2026		491.00						
2470	R H Turner	491.00			1010	401	491.00	Inter Hewson
Total Receipts for Month		4,773.08	0.00	0.00			4,773.08	
Cashbook Totals		512,652.27	0.00	0.00			512,652.27	

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Cashbook 1

User: LMP

Lloyds TSB Current/Deposit

For Month No: 10

Payments for Month 10

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
19/01/2026	HSQE Ltd	DC16	150.00		25.00	4027	401	125.00	Training
19/01/2026	Lloyds	SC10	10.31			4750	101	10.31	Bank Service Charge
20/01/2026	The Friends of St. James' Ch	OP585	25.00			4205	401	25.00	Xmas Tree Festival Ent
20/01/2026	John Darke Ltd	OP586	64.32		10.02	4533	401	54.30	Van Fuel
20/01/2026	Allinson Print and Supplies	OP587	34.82		5.80	4750	101	29.02	Contingency
20/01/2026	Louth Building Supplies	OP588	26.77		4.46	4282	401	22.31	HH Graffiti Removal
20/01/2026	Siemens Financial Services Ltd	OP589	204.00		34.00	4304	401	170.00	Photocopier Lease
20/01/2026	R. Johnson	OP590	1,350.00			4003	401	1,350.00	Grave Digging x 3
20/01/2026	Glendale Countryside Ltd	OP591	3,717.90		619.65	4530	401	937.00	Cem Hedge
						4282	401	695.00	HH River Bank
						4282	401	1,466.25	HH 1/12 Bins and Gras
20/01/2026	MG Ubique Ltd	OP592	456.00		76.00	4282	401	380.00	HH Clear fallen tree ove rive
20/01/2026	GBM Waste Management	OP593	350.40		58.40	4532	401	292.00	Cem Waste
20/01/2026	IT@Sprectrum Ltd	OP594	65.33		10.89	4304	401	54.44	Photocopies and Suppc
20/01/2026	The Little Cleaning Co	OP595	344.64		57.44	4285	401	287.20	Cleaning January
20/01/2026	Staff Costs	OP596-599	6,767.25			4001	401	1,925.00	Staff Costs
						4001	501	4,842.25	Staff Costs
20/01/2026	HM Revenue and Customs	OP600	2,137.91			4001	401	356.52	PAYE/NIC
						4001	501	771.66	PAYE/NIC
						4002	401	300.75	PAYE/NIC
						4002	501	708.98	PAYE/NIC
20/01/2026	LCC Pension Fund	OP601	2,738.32			4001	401	140.48	Superannuation
						4001	501	363.58	Superannuation
						4002	401	644.25	Superannuation
						4002	501	1,590.01	Superannuation
20/01/2026	Anglian Water	DDAWSH10	8.00			4303	401	8.00	SH Water
20/01/2026	Anglian Water	DDAWCEM10	31.00			4505	401	31.00	Cem Water
20/01/2026	E.ON Next	DDEONHH10	55.90		2.66	4282	401	53.24	HH Electric
20/01/2026	E.ON Next	DDEONCEM9	73.99		3.52	4505	401	70.47	Cem Electric
20/01/2026	EDF Energy	DDEDFSH10	171.22		28.54	4303	401	142.68	SH Gas
20/01/2026	E.ON Next	DDEONCH7	178.76		8.51	4200	401	170.25	St. James Clock/Floodlights
20/01/2026	Anglian Water	DDAWHH10	385.00			4282	401	385.00	HH Water
20/01/2026	E.ON Next	DDEONSH8	526.24		87.71	4303	401	438.53	SH Electric
22/01/2026	EDF Energy	DDEDFCEM10	14.77		0.70	4505	401	14.07	Cem Gas
30/01/2026	Onecom Ltd	DD1COMSH10	79.92		13.32	4303	401	66.60	SH Tel x2 & Wifi
Total Payments for Month			19,967.77	0.00	1,046.62			18,921.15	
Balance Carried Fwd			492,684.50						
Cashbook Totals			512,652.27	0.00	1,046.62			511,605.65	

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Cashbook 2

User: LMP

Petty Cash

For Month No: 10

Receipts for Month 10

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 :		177.46					177.46	
	Banked:	0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		177.46	0.00	0.00			177.46	

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Petty Cash

For Month No: 10

Payments for Month 10

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
05/01/2026	Colourgrafix	68	17.99		3.00	4750	401	14.99	Photo Frame
13/01/2026	B&M	69	1.50			4285	401	1.50	Bin Bags
14/01/2026	Post Office	70	27.20			4022	101	27.20	Stamps x2
21/01/2026	Jameson Shoe Repairs	71	6.00			4750	401	6.00	Contingency
28/01/2026	Jameson Shoe Repairs	72	12.00			4750	401	12.00	Keys
Total Payments for Month			64.69	0.00	3.00			61.69	
Balance Carried Fwd			112.77						
Cashbook Totals			177.46	0.00	3.00			174.46	

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Louth Town Council Current Year

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Detailed Income & Expenditure by Budget Heading 31/01/2026

Month No: 10

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>101 Governance and Finance</u>								
1000 Property Income	0	150	0	(150)			0.0%	
1002 Miscellaneous	0	5,437	0	(5,437)			0.0%	
1176 Precept	0	349,919	349,918	(1)			100.0%	
1190 Interest Received	99	1,113	2,020	907			55.1%	
Governance and Finance :- Income	99	356,619	351,938	(4,681)			101.3%	0
4020 Office Administration Costs	0	2,460	3,605	1,145		1,145	68.2%	
4022 Postage	27	108	200	92		92	54.2%	
4023 Meeting Expenses	0	12	500	488		488	2.5%	
4024 Councillors Expenses	0	0	100	100		100	0.0%	
4025 Insurances	0	6,043	11,000	4,957		4,957	54.9%	
4026 Fees and Subscriptions	0	3,483	3,560	77		77	97.8%	
4028 Audit Fee (Internal & External)	0	840	1,050	210		210	80.0%	
4750 Contingency	39	168	400	232		232	42.0%	
Governance and Finance :- Indirect Expenditure	67	13,115	20,415	7,300	0	7,300	64.2%	0
Net Income over Expenditure	33	343,504	331,523	(11,981)				
<u>401 Community Resources Day to Day</u>								
1000 Property Income	546	1,258	2,000	742			62.9%	
1001 Allotment Rent Received	0	968	968	0			100.0%	
1002 Miscellaneous	0	185	1,500	1,315			12.3%	
1009 LCC Contribution (Grass)	0	0	12,008	12,008			0.0%	
1010 Interments	2,456	16,642	13,500	(3,142)			123.3%	
1011 Monuments	982	5,076	7,500	2,424			67.7%	
1012 Exclusive Burial Rights	690	10,974	12,000	1,026			91.5%	
Community Resources Day to Day :- Income	4,674	35,102	49,476	14,374			70.9%	0
4001 Salaries	2,422	36,853	64,000	27,147		27,147	57.6%	
4002 Employers Costs Super / NI	945	10,697	20,000	9,304		9,304	53.5%	
4003 Grave Digging	1,350	7,790	3,000	(4,790)		(4,790)	259.7%	
4027 Training	125	604	1,500	896		896	40.3%	
4104 Civic Property	0	120	250	130		130	48.0%	
4200 Clocks / Floodlights	170	5,281	600	(4,681)		(4,681)	880.2%	
4205 Christmas Lights / Celebrations	25	451	12,500	12,049		12,049	3.6%	
4210 Lovely Louth Competition	0	0	400	400		400	0.0%	
4220 CCTV Maintenance	0	0	4,515	4,515		4,515	0.0%	
4222 Street Furniture Maintenance	0	0	1,500	1,500		1,500	0.0%	
4223 Amenity Grass Cutting	0	9,275	14,000	4,725		4,725	66.3%	
4280 Floral / In Bloom	0	2,156	6,500	4,344		4,344	33.2%	
4282 Hubbards Hills Mtce Contrib.	3,002	35,904	100,000	64,096		64,096	35.9%	

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Louth Town Council Current Year

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Detailed Income & Expenditure by Budget Heading 31/01/2026

Month No: 10

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4285 Minor Mtce & Cleaning Services	289	3,127	4,000	873		873	78.2%	
4302 Security / Fire	0	2,561	2,600	39		39	98.5%	
4303 SH Utilities	656	6,392	9,500	3,108		3,108	67.3%	
4304 SH Communications	224	2,066	3,500	1,434		1,434	59.0%	
4306 SH Rates	0	5,988	6,167	179		179	97.1%	
4307 SH Building Maintenance	0	1,494	1,500	6		6	99.6%	
4308 SH Statutory Equipment Checks	0	153	180	27		27	85.2%	
4501 Cem Rates	0	4,391	4,185	(206)		(206)	104.9%	
4505 Cem Utilities	116	1,256	1,500	244		244	83.8%	
4520 Cem Maintenance-Supplies	0	1,235	2,200	965		965	56.1%	
4530 Cem Grass Cutting / Strimming	937	4,871	6,500	1,629		1,629	74.9%	
4531 Cem Fuel - Equipment	0	516	1,500	984		984	34.4%	
4532 Cem Waste Disposal	292	1,942	2,600	658		658	74.7%	
4533 Cem Vehicle Running Costs	54	726	2,500	1,774		1,774	29.1%	
4540 Cem Protective Clothing	0	90	550	460		460	16.4%	
4550 Cem Plants, Shrubs, Trees etc	0	0	200	200		200	0.0%	
4551 Cem General Repairs/Maint.	0	341	3,200	2,859		2,859	10.7%	
4552 Purchase of Plaques	0	0	60	60		60	0.0%	
4600 Cem Equipment Replacement	0	281	3,000	2,719		2,719	9.4%	
4750 Contingency	33	941	2,000	1,059		1,059	47.0%	
4751 GDPR Compliance	0	52	55	3		3	94.5%	
4752 Trinity Allotment Rent	0	32,560	30,998	(1,562)		(1,562)	105.0%	
4754 Community Apiary	0	(833)	0	833		833	0.0%	
4757 London Road Sports P'Ship	0	20,000	20,000	0		0	100.0%	
Community Resources Day to Day :- Indirect Expenditure	10,640	199,283	337,260	137,977	0	137,977	59.1%	0
Net Income over Expenditure	(5,966)	(164,181)	(287,784)	(123,603)				
403 Community Resources EM Reserve								
9325 EMR Street Furniture	0	5,355	0	(5,355)		(5,355)	0.0%	5,355
9359 EMR Accommodation	0	17	0	(17)		(17)	0.0%	17
9371 EMR Capital Expenditure	0	4,960	0	(4,960)		(4,960)	0.0%	4,960
9601 EMR Accom Boiler	0	1,980	0	(1,980)		(1,980)	0.0%	1,980
9604 EMR Accom Office Equip / Stor	0	3,603	0	(3,603)		(3,603)	0.0%	3,603
9611 EMR Contingency	0	10,372	0	(10,372)		(10,372)	0.0%	10,372
Community Resources EM Reserve :- Indirect Expenditure	0	26,285	0	(26,285)	0	(26,285)		26,285
Net Expenditure	0	(26,285)	0	26,285				
6000 plus Transfer from EMR	0	26,285	0	(26,285)				
Movement to/(from) Gen Reserve	0	0	0	0				

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Louth Town Council Current Year

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Detailed Income & Expenditure by Budget Heading 31/01/2026

Month No: 10

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
501 Personnel Day to Day								
4001 Salaries	5,977	57,674	76,000	18,326		18,326	75.9%	
4002 Employers Costs Super / NI	2,299	22,241	25,000	2,759		2,759	89.0%	
4008 Clerk Travel Expenses	0	0	200	200		200	0.0%	
4027 Training	0	450	500	50		50	90.0%	
Personnel Day to Day :- Indirect Expenditure	8,276	80,365	101,700	21,335	0	21,335	79.0%	0
Net Expenditure	(8,276)	(80,365)	(101,700)	(21,335)				
601 Town Council Day to Day								
4052 Tourism/promotions	0	115	3,000	2,885		2,885	3.8%	
4089 Citizens Advice Bureau	0	0	1,050	1,050		1,050	0.0%	
4090 Grants S137 Open Resource	0	7,132	4,000	(3,132)		(3,132)	178.3%	
4100 Civic Expenses	0	0	1,500	1,500		1,500	0.0%	
4102 Mayoral Allowance	0	(324)	550	874		874	(58.9%)	
4103 Mayors Serjeant Expenses	0	325	650	325		325	50.0%	
4105 Election Expenses	0	0	2,000	2,000		2,000	0.0%	
4106 Deputy Mayor's Expenses	0	0	100	100		100	0.0%	
4111 Remembrance Day Parade Grant	0	1,428	1,600	172		172	89.3%	
4311 Flood Schemes Maintenance	0	0	19,865	19,865		19,865	0.0%	
4312 War Memorial	0	0	100	100		100	0.0%	
Town Council Day to Day :- Indirect Expenditure	0	8,677	34,415	25,738	0	25,738	25.2%	0
Net Expenditure	0	(8,677)	(34,415)	(25,738)				
Grand Totals:- Income	4,773	391,721	401,414	9,693			97.6%	
Expenditure	18,983	327,726	493,790	166,064	0	166,064	66.4%	
Net Income over Expenditure	(14,210)	63,996	(92,376)	(156,372)				
plus Transfer from EMR	0	26,285	0	(26,285)				
Movement to/(from) Gen Reserve	(14,210)	90,281	(92,376)	(182,657)				

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Louth Town Council Current Year

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Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
322 EMR CCTV refurbishment	10,000.00		10,000.00
323 EMR Insurance	2,376.00		2,376.00
327 EMR Contingency	10,000.00	-10,371.50	-371.50
329 EMR Quality Council / Office	4,245.00		4,245.00
338 EMR Civic Events	2,000.00		2,000.00
340 EMR Grants 137 Reserve	3,066.00		3,066.00
346 EMR Christmas Illuminations	5,000.00		5,000.00
347 EMR Art Trail	1,000.00		1,000.00
348 EMR IT Replacement	3,000.00		3,000.00
352 EMR TCP Floral Enhancement	2,500.00		2,500.00
353 EMR Capital Expenditure	90,157.80	-4,959.67	85,198.13
359 EMR Accommodation	4,424.71	-16.66	4,408.05
360 EMR Cem External Wall	4,000.00		4,000.00
362 EMR Civic Property/Regalia	5,000.00		5,000.00
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	-3,602.51	621.49
380 EMR Cem Road Maintenance	4,000.00		4,000.00
381 EMR Cem Equipment Replacement	5,000.00		5,000.00
382 EMR Cem Tree Surgery	7,000.00		7,000.00
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	-1,980.00	1,770.00
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	-5,355.00	10,305.00
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	18,000.00		18,000.00
399 EMR Funding for Sports Assets	7,000.00		7,000.00
	273,704.83	-26,285.34	247,419.49

18/02/2026

Louth Town Council Current Year

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Detailed Balance Sheet - Excluding Stock Movement**Month 10 Date 31/01/2026**

<u>A/c</u>	<u>Description</u>	<u>Actual</u>
	<u>Current Assets</u>	
105	VAT Refunds	38,004
201	Lloyds TSB Current/Deposit	492,685
210	National Savings Bank	113,427
220	Petty Cash	113
	Total Current Assets	644,228
	<u>Represented by :-</u>	
301	Current Year Fund	63,996
310	General Reserve	332,813
322	EMR CCTV refurbishment	10,000
323	EMR Insurance	2,376
327	EMR Contingency	(372)
329	EMR Quality Council / Office	4,245
338	EMR Civic Events	2,000
340	EMR Grants 137 Reserve	3,066
346	EMR Christmas Illuminations	5,000
347	EMR Art Trail	1,000
348	EMR IT Replacement	3,000
352	EMR TCP Floral Enhancement	2,500
353	EMR Capital Expenditure	85,198
359	EMR Accommodation	4,408
360	EMR Cem External Wall	4,000
362	EMR Civic Property/Regalia	5,000
363	EMR Hubbard's Hills	15,074
364	EMR Clerks Training	2,540
365	EMR Accom OfficeEquip / Stor	621
380	EMR Cem Road Maintenance	4,000
381	EMR Cem Equipment Replacement	5,000
382	EMR Cem Tree Surgery	7,000
383	EMR Cem Workshop/Lodge	4,056
385	EMR Vehicle Replacement	14,658
386	EMR Cemetery Facilities	3,825
390	EMR Accom Roof	9,136
391	EMR Accom Boiler	1,770
392	EMR Accom Structural	5,000
393	EMR Accom Car Park	2,000
394	EMR Street Signs / Furniture	10,305
395	EMR SH Internal Decorating Foy	3,000
396	EMR Speed Awareness	2,012
397	EMR Tourism	1,000
398	EMR Elections	18,000
399	EMR Funding for Sports Assets	7,000
	Total Equity	644,228

Date: 18/02/2026

Louth Town Council Current Year

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Time: 15:54

**Bank Reconciliation Statement as at 31/01/2026
for Cashbook 1 - Lloyds TSB Current/Deposit**

User: LMP

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Lloyds TSB Deposit Account	31/01/2026	10	166,652.51
Lloyds TSB Current Account	31/01/2026	10	326,031.99
			<u>492,684.50</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			492,684.50
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			492,684.50
		Balance per Cash Book is :-	492,684.50
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Date: 18/02/2026

Louth Town Council Current Year

Page 1

Time: 15:55

**Bank Reconciliation Statement as at 31/01/2026
for Cashbook 2 - Petty Cash**

User: LMP

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty Cash	31/01/2026	72	112.77
			<u>112.77</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			112.77
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			112.77
		Balance per Cash Book is :-	112.77
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

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
Reviewed and adopted February 2025
Reviewed and adopted 13th May 2025
Reviewed and adopted 3rd June 2025
Reviewed and adopted 3rd March 2026
Next review due 2026/2027

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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 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. Apologies should be received by the Clerk at least 1 hour before meetings. These will be noted but the Council will not resolve to excuse a member from missing a meeting unless there are exceptional circumstances e.g., long term illness or unless there are other special exceptions (see LGA 1972 s 85) such as:
 - the member is serving in the armed forces at a time of war or emergency and the Secretary of State decides they should not lose their seat due to their service
 - the member is suspended from office
 - 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 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 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 a councillor or non-councillor with voting rights has breached the Council's code of conduct, Council shall consider what, if any, action to take against them. 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 [£60,000] 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. 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. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - iv. 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;
 - v. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- d. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- e. **Where the value of a contract is likely to exceed the threshold specified by the Government from time to time, the Council must consider whether the contract is subject to the requirements of the current procurement legislation and, if so, 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, if he/she/they is not available, the vice-chair (if there is one) of the Personnel committee of absence occasioned by illness or other reason and that person shall report such absence to the Personnel committee at its next meeting.
- c 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 report back.
- d Grievances shall be handled in accordance with the Council's policy on Grievances.
- e 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.
- f 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 **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.

[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

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 overarching responsibility for 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 Hubbard's Hills.
27. Actions, decisions and expenditure relating to the efficient operation of the Sessions House.
28. Actions, decisions and expenditure relating to the efficient operation of the Council's public property e.g., tubs, planters, benches etc.
29. To in turn delegate functions and responsibilities to other staff but remain responsible to Council.
30. Operational and time critical decisions.
31. 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.
32. To authorise room hire and rental of The Sessions House in accordance with agreed guidelines and insurance requirements.
33. To use the Town Council debit card for expenditure where necessary.

APPENDIX THREE

Councillor Qualification and Disqualification

As per Section 79 (1) of the Local Government Act 1972, a person shall only be qualified to be elected or be a member of a local authority if:

- They are a qualifying citizen of the Commonwealth, the Republic of Ireland or the European Union; and
- They are 18 years or over; and
- They are a local government elector for the area of the authority; or
- During the whole twelve months preceeding their election they have occupied as owner of tenant any land or other premises in that area; or
- Their principle or only place of work during that twelve months has been in that area; or
- During the whole of those twelve months have resided in that area; or
- In the case of a member of a parish or community council, they have during the whole of those twelve months resided either in the parish or community or within three miles of it.

Under Section 80 of the Local Government Act 1972, a person shall be disqualified from being elected or being a member in the following ways:

- If they are in the paid employment of the local authority or are employed by a company which is under the control of the local authority;
- If they are the subject of a bankruptcy restrictions order or a debt relief restrictions order;
- If they have within five years before the day of election or since their election been convicted in the UK, Channel Islands or Isle of Man of any offence and have been sentenced to not less than three months' imprisonment (suspended or not) without the option of a fine;
- If they are convicted of offences involving corrupt or illegal practices;
- If they have been convicted for failure to register or declare disclosable interests under the Localism Act 2011.

Section 85 of the Local Government Act 1972 states that, if a member of a local authority fails throughout a period of six consecutive months from the date of his last attendance to attend any meeting of the authority, they shall, unless the failure was due to a reason approved by the authority before the expiry of that period, cease to be a member of that authority. However, attendance as a member at a meeting of any committee or sub-committee of the authority, or at a meeting of any joint committee, joint board or other body by whom for the time being any of the functions of the authority are being discharged, or who were appointed to advise the authority on any matter relating to the discharge of their functions, and attendance as representative of the authority at a meeting of any body of persons, shall be deemed for the purposes of subsection (1) above to be attendance at a meeting of the authority. For the avoidance of doubt, attendance at remote meetings does not count, until such time as legislation is changed.

Under Section 34(4) of the Localism Act 2011, a court may disqualify an elected member if said member is convicted of an offence of failing to notify the Monitoring Officer of a disclosable pecuniary interest (DPI) within 28 days, failing to disclose an unregistered DPI at a meeting, or of participating in a discussion or voting on a matter in which they have a DPI. However, it should be noted that, whilst failing to notify or disclose a DPI is an offence, only the Crown Prosecution Service can prosecute and only the court can disqualify. Subsequently, if a councillor has a DPI and have committed an offence, unless they are convicted and disqualified by the court, they shall remain a full member of the council.

As of the Elections Act 2022, a court may make a disqualification order preventing a person from being nominated for or holding elective office for five years if they are convicted of the offences listed in Part 9 of Section 30 of the Act, and that offence is aggravated by hostility towards a campaigner, candidate or holder of elective office.

Section 81a of the Local Government Act (Disqualification) Act 2022 states that a person shall also be disqualified from being elected or a member of a local authority if they are subject to a sexual offences order or notification.

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
Adopted new template 25th February 2025
Reviewed 13th May 2025
Reviewed 3rd March 2026
Next review due 2026/27

LOUTH TOWN COUNCIL FINANCIAL REGULATIONS

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These Financial Regulations were adopted by the council at its Governance and Finance meeting held on 3rd March 2026.

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 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 each financial year end, a member other than the Chair 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 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 reasonable 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 at least annually 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.

4.3. No later than December each year, the RFO shall prepare a draft budget with detailed estimates of all income and expenditure for the following financial year, 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.

4.5. The draft budget including any recommendations for the use or accumulation of reserves, shall be considered by the finance committee and a recommendation made to the council.

4.6. Having considered the proposed budget the council shall determine its council tax (England) requirement by setting a budget. The council shall set a precept for this amount to meet the appropriate deadlines of the precept authority for the ensuing financial year.

- 4.7. **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 disclose at the start of the meeting that Section 106 applies to them.**
- 4.8. 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.
- 4.9. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.
- 4.10. 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 Procurement Act 2023 and The Procurement Regulations 2024 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 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 Legislation-regarding the invitations and notices 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 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).
- 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.
- 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 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. 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. 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 resolved 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 £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 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, 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.

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.
- 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. 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 or 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.
- 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. Any signatures obtained away from council meetings shall be presented to the council or Finance Committee at the next appropriate 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 any balance shall be paid in full each month.
- 9.4. Personal credit or debit cards of councillors or staff shall not be used.

10. Petty Cash

- 10.1. The council will 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 (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.
- 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 18 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



COUNCILLOR CODE OF CONDUCT

Adopted	21 st February 2023
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Reviewed	3 rd March 2026
Next review due	2026/27

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

GRANT APPLICATIONS 2025/26

Name of Applicant	1228 (Louth) Squadron Air Training Corps (ATC)	Louth and District Help for Homeless	Lincolnshire Music Service
Date application received	08/12/2025	17/12/2025	19/12/2025
Date reviewed by GF Committee	03/03/2026	03/03/2026	03/03/2026
What does the organisation do?	Promotes a practical interest in aviation and Royal Air Force, develop qualities of leadership and good citizenship, encourage spirit of adventure.	We pay sums to individuals and families to ward off homelessness e.g. by rent arrears/domestic violence.	Provides music opportunities for children and young people.
Amount awarded 2024/25	£0	£0	N/A
Amount requested 2025/26	£900 Note: 1228 (Louth) Squadron Royal Air Force Cadets requested a grant of £2,015 from LTC in June 2025.	£3,000 Note: Louth and District Help for Homeless requested a grant of £2,000 in April 2025.	£920
Use of funds requested	The purchase of a new flight simulator comprising the latest software and hardware including improved 'out the window' displays, cockpit controls and instrumentation (new PC already purchased).	Facilitating accommodation for five or six people who would otherwise be homeless.	Hiring of St James' Church, daytime and evening.
Has a written quotation been provided?	Yes	No	Yes
Membership of organisation	35	7	5 in East Lindsey.
How many members live in Louth?	27	4	1
How many of Louth's people will benefit?	30	Five or six.	200+
What age range are the beneficiaries?	Youths 12-18 years and adult staff aged 21.	Children to pensioner.	Young people.
What legacy to Louth is provided?	Young people of Louth will gain insight regarding possibilities of a career in aviation and engineering and will be able to learn from practical application of STEM subjects.	Five or six individuals and their families would avoid eviction and/or be enabled to set up a tenancy.	Promoting choral music and singing within Louth. Aimed at primary schools and younger generations to feed into local choirs over the next 10-20 years. All primary schools in Louth invited to take part.
Accounts provided?	Yes	Yes	No accounts included in application as our accounts are held by LCC and it is policy not to hand these out.
FOG recommendation	£200	£0	£0
LTC award 2025/26			

GRANT APPLICATIONS 2025/26

Name of Applicant	Louth Friendship Festival	Louth Run For Life	Spout Yard Park Management Trust Ltd
Date application received	08/12/2026	02/02/2026	10/02/2026
Date reviewed by GF Committee	03/03/2026	03/03/2026	03/03/2026
What does the organisation do?	Involves the town in a festival to bring together and highlight local clubs, organisations, charities and support groups.	We are a local fundraising group who organise runs and other events to benefit the local community.	The Park and attached Art Gallery offers a safe, attractive place for relaxation and play for all members of the community, in the centre of Louth plus providing opportunities for cultural and educational events and the promotion of social cohesion.
Amount awarded 2024/25	£300	£300	£399.98
Amount requested 2025/26	£250	£500	£1,100
Use of funds requested	Promotional flyers, posters and banners	The grant will be used to help fund items such as road closure and first aid costs.	a. Professional gardening input to replace past volunteer work. This will include pruning shrubs, clearing paths and preparing flower beds. Spout Yard volunteers will continue to attend to the flower beds and non-heavy work. Volunteers from Louth District Lions and Co-op Funeral Services will also contribute to a spring clean up and rose pruning b. Maintenance of play equipment - a recent ROSPA inspection made recommendations for non-urgent repairs and upgrades. Low risk issues have already been addressed. Lovell Homes volunteers will also contribute to pressure washing play surfaces and fences. This is necessary to maintain safely for children and to promote durability of the equipment now almost 20 years old.
Has a written quotation been provided?	Yes	Yes	Yes
Membership of organisation	2 plus 6 volunteers.	1,500 - 2,000 entrants.	4 trustees, 12 volunteers
How many members live in Louth?	2 plus 6 volunteers.	Approx 1,300.	2 trustees, all volunteers
How many of Louth's people will benefit?	Can potentially affect every person living in Louth and surrounds as all ages and interests are catered for and the event is inclusive to all.	Approx 1,300.	Exact numbers of Louth users are difficult to measure but will be in the majority. An exact overall number of users is difficult to assess but will be over 100 on a quiet week and many more in the summer. Again, most will be members of the local community or work or go to school in Louth.
What age range are the beneficiaries?	All ages.	From 6 months to 90+ years	All ages.
What legacy to Louth is provided?	Can potentially affect every person living in Louth and surrounds as all ages and interests are catered for and the event is inclusive to all.	The grant will assist the continuation of the event in its 20th year and will help keep a real community feel as well as keeping the community active.	The park is in constant use daily, even during the winter months, frequented by local families for play activities and family contacts. Other residents come to relax and meet with friends and family, lunchtime picnics etc. Cultural and other community events, mostly free of costs, attract residents and those from further afield. An exact number of users is difficult to assess but will be over a 100 on a quiet week and many more in the summer. This grant will support Spout Yard's future and ongoing success.
Accounts provided?	No, but bank statement provided.	No, as a local group of CRUK, we do not have audited accounts as this forms part of the charities accounts (available online)	Yes
FOG recommendation	£250.00	£400.00	£500.00
LTC award 2025/26			

GRANT APPLICATIONS 2025/26

Name of Applicant	East Lincolnshire Dialect Society (Far Welter'd)	Louth and District Community Charity	Community Plus Project
Date application received	12/02/2026	17/02/2026	17/02/2026
Date reviewed by GF Committee	03/03/2026	03/03/2026	03/03/2026
What does the organisation do?	Celebrate and promote Lincs dialect by holding regular meetings to enjoy dialect readings. We give presentations all over the country. In 2015 we published 'Under Ends' (book and CD). In 2020 we presented a programme on BBC Radio 4 in the 'Tongue and Talk' series.	Louth and District Community Charity supports residents of Louth and the surrounding district by providing practical assistance to individuals and families experiencing hardship. Our work includes emergency food parcel delivery, furniture provision for households moving from emergency accommodation, and supporting vulnerable residents through partnership working with ELDG, Platform Housing, Framework, Job Centre, Citizens Advice, schools, churches, St Barnabas, Salvation Army and Louth Baby Bank. Any surplus funding is given to local clubs and associations in our district that are on our funding circle. To name a few, there are: Louth Mens Shed, LNT, Louth FC, Louth Hockey Club, Louth Guides, 1st Alford Scout Group, Alford Girls and Boys Brigade, Aulhorpe Hedgehog Rescue and many more. We are a fully volunteer-led organisation with no paid staff, committed to improving wellbeing, reducing hardship and strengthening community support across Louth.	The Community Plus Project manages the Youth and Community Centre on Park Avenue, Louth, delivering inclusive activities that promote social connection, wellbeing, learning and community cohesion. A key strand of our work is the 55+ Community Group, which provides a welcoming, supportive environment for older residents to reduce isolation, improve physical and mental wellbeing, and remain active members of the local community.
Amount awarded 2024/25	N/A	N/A	N/A
Amount requested 2025/26	£1,000	£778.97	£3,937
Use of funds requested	To pay for the production and design of a touchscreen unit housing digital hardware and software, plus the annual maintenance and licence fee for the interface for a period of 10 years.	The grant will support the opening of a Community Café at our Queen Street premises in Louth. Funding will be used for: installation of two hand-wash basins (required for food hygiene compliance); purchase and installation of a hot water boiler; necessary electrical works to safely operate catering equipment; initial food and beverage stock required to open the café. The café will operate as a low-cost, community-focused social space, providing affordable refreshments in the town centre. Hot drinks will be available at £2 or below, ensuring accessibility for all residents, particularly those experiencing financial hardship. Our simple, affordable menu will focus on: homemade savoury and sweet pies; savoury and sweet pancakes; jacket potatoes; tea, coffee and basic refreshments. The café will prioritise affordability, community connection and inclusion. It will not operate as a commercial venture and will not serve fast food such as chips.	The grant will contribute towards the annual running costs of the Community Plus Project 55+ Group including: contribution to session delivery staff costs - 48 sessions @ £30 (£1,440); contribution to centre running costs - 48 sessions @ £15 (£720); professionally-led health and wellbeing sessions including meditation, chair-based exercise and arts and crafts - 6 sessions @ £40 (£240); development of a promotional plan to widen reach across Louth, including posters, flyers and local press promotion; community enhancement projects including improvements to a previously rejuvenated bus stop, creating seating and expanded community art displays (£225). Any additional costs above the grant-supported amount will be met through our group fundraising activities and centre income.
Has a written quotation been provided?	Yes	Yes	Costs provided.
Membership of organisation	53	The community.	60-150
How many members live in Louth?	39	The majority.	Most, if not all members.
How many of Louth's people will benefit?	An innovative and engaging installation that will help to attract more people to the museum and library. More importantly, a raised awareness of an important part of our cultural heritage. It is difficult to estimate the number of users, hopefully hundreds, but the unit will register and record each and every user.	We estimate 1,500 to 3,000 Louth residents per year will benefit from the Community Café through social engagement, affordable refreshments and community support.	Approx. 25-30 people directly with a further 100-150 residents benefiting indirectly through community events and public improvements.
What age range are the beneficiaries?	All ages.	The café will serve all age groups, including: elderly residents; individuals experiencing loneliness or isolation; low-income households; families; vulnerable adults and general members of the Louth community.	Group is aimed at adults 55 or over.
What legacy to Louth is provided?	An innovative and engaging installation that will help to attract more people to the museum and library. More importantly, a raised awareness of an important part of our cultural heritage. It is difficult to estimate the number of users, hopefully hundreds, but the unit will register and record each and every user.	The Community Café will provide a long-term, sustainable social space within Louth where residents can access affordable refreshments, reduce isolation and connect with their community. Over the next 10 years, the café will support thousands of residents by providing a safe, welcoming and inclusive social environment; offering affordable food and drink during ongoing cost-of-living pressures; reducing loneliness and social isolation; strengthening community cohesion and volunteer involvement and; supporting vulnerable individuals through an accessible town-centre hub. The project will become a lasting community asset for Louth.	The project provides long-term social and health benefits for older residents of Louth by reducing isolation, improving wellbeing and encouraging continued community participation. Over the next 10 years the project will continue to support hundreds of older residents, creating sustained friendships, improved confidence and stronger neighbourhood connections. The physical improvements made to community spaces will provide a visible, lasting benefit to the wider town.
Accounts provided?	Yes	Yes	Yes
FOG recommendation	£0	£0	£465
LTC award 2025/26			

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

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	2	3	4
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.

LTC RISK MANAGEMENT AND INTERNAL CONTROLS
Acts, Regulations and Policies

Aim	Risk	Method to Minimise Risk	Current Risk Level (likelihood x Consequence)	Managed Risk Level	Status	Responsible
	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	✓	Town Clerk, Staff, Cllrs
	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	✓	Town Clerk, Staff, Cllrs
	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	✓	Town Clerk, Cllrs and Staff

LTC RISK MANAGEMENT AND INTERNAL CONTROLS
Acts, Regulations and Policies

<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>✓</p>	<p>Town Clerk, Staff, Cllrs</p>
<p>Lack of commitment to regulations and procedures.</p>	<p>a) Regular reference to appropriate regulations in agenda items. b) Chairman of TC and Committees (as relevant) to be briefed on any known issues. c) No delegation of responsibilities to individual Councillors.</p>	<p>2x4=8</p>	<p>1x3=3</p>	<p>✓</p>	<p>Town Clerk, Staff, Cllrs</p>	

LTC RISK MANAGEMENT AND INTERNAL CONTROLS
Acts, Regulations and Policies

<p>To comply with appropriate Government legislation regarding disability, racial equality, safeguarding, Health and Safety etc.</p>	<p>Health and Safety. How is it managed, and how are staff and councillors advised on this? Responsibility for safeguarding children, young people and vulnerable adults. Information governance and management. Complying with Data Protection, FOI requests and possibly RIPA. Equal Opportunities. Lone Communications. Lone Worker.</p>	<p>Produce and adopt relevant policies. Review at least annually.</p>	<p>1x3=3</p>	<p>1x3=3</p>		<p>Town Clerk</p>
<p>To influence other Council departments and Government organisations to fulfil the requirements of the town population.</p>	<p>Risk Management</p> <p>Lack of effective lines of communication with parishioners.</p> <p>Lack of preparation on subjects requiring influence.</p>	<p>Maintained by Town Clerk and approved by Council. Reviewed annually. See complete Policy Schedule.</p> <p>a) Publicise role of Town Council. b) Effective use of notice boards. c) Use website and Council's Social Media to publicise Town Council's work. d) Use key issues to raise profile of Town Council and to test parishioner's views. e) Look to create a Town Council Action Plan and seek parishioners views on vision and aims. f) Hold surveys to collect parishioners views on local issues on the Council's website, where appropriate. g) Publish the Council's responses to consultations on the Council's website.</p> <p>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.</p>	<p>1x3=3</p> <p>4x4=16</p> <p>3x3=9</p>	<p>1x3=3</p> <p>1x4=4</p> <p>1x3=3</p>	<p>✓</p> <p>↑</p> <p>↑</p>	<p>Town Clerk</p> <p>Town Clerk and Staff</p> <p>Town Clerk and Councillors</p>

LTC RISK MANAGEMENT AND INTERNAL CONTROLS
Acts, Regulations and Policies

	Personal lack of experience of Town Councillors	<ul style="list-style-type: none"> a) Experienced Councillors to assist newcomers to establish essential contacts b) Attend Councillor Training c) Speak with the Town Clerk 	3x3=9	1x3=3	 	Town Clerk and Cllrs
To ensure that all Councillors are aware of their responsibilities and possible liabilities.	Lack of education of Councillors regarding responsibility and liability.	<ul style="list-style-type: none"> a) Experienced Councillors to assist newcomers (protocol agreed). b) Attend any training courses available. c) Attend training on Financial Management and Responsibilities. d) Read all documentation, as advised by the Town Clerk 	4x2=8	1x2=2	 	All Cllrs
	Inadequate insurance cover taken out - property, personal liability, employers liability.	<ul style="list-style-type: none"> a) Keep under review and especially whenever significant operational changes. 	3x4=12	1x3=4	 	Town Clerk, Staff and Cllrs

RISK MANAGEMENT AND INTERNAL CONTROLS
Virus Risk

Aim	Risk	Method to Minimise Risk	Current Risk Level (likelihood x Consequence)	Managed Risk Level	Status	Responsible
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	✓	Town Clerk, staff, Cllrs
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	✓	Town Clerk, staff, Cllrs
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	✓	Town Clerk, staff, Cllrs
Carry out Risk Assessment - work places	Sessions House - Risk of virus to members of staff and visitors to Sessions House	<ul style="list-style-type: none"> 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. 	4x2=8	4x2=8	✓	Town Clerk, staff,

LTC RISK MANAGEMENT AND INTERNAL CONTROLS
Accounts

Aim	Risk	Method to Minimise Risk	Current Risk Level (likelihood x consequence)	Managed Risk Level	Status	Responsible
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.	<ul style="list-style-type: none"> 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	✓	Town Clerk and G&F Comite
Monitoring Expenditure effectively	Inadequate internal controls regarding expenditure	<ul style="list-style-type: none"> a) Checks by Responsible Finance Officer and Internal Auditor b) Summary of finance submitted to Council with payment information. 	2x3=6	2x3=6	✓	Town Clerk and G&F Comite
Efficient payments procedure in place	National pay awards increase staff salary budget above budget.	<ul style="list-style-type: none"> 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	✓ ↑	Town Clerk and G&F Comite
	Transfer of Funds	Transfer requests signed by two authorised signatories prior to transfer.	1x3=3	1x3=3	✓	RFO
	Cheque book payment procedure not carried out correctly	<ul style="list-style-type: none"> a) All cheques signed by 2 authorised signatories (all Councillors). b) Keep signatories to a minimum but consistent with practicalities. c) Usually keep no blank cheques signed, but in emergencies such as Covid and Lockdown, any blank cheques to be kept in the safe. Photos of these processed cheques then sent to Councillors and kept on file. d) Online banking to be set up. 	2x2=4	2x2=4	✓	RFO

LTC RISK MANAGEMENT AND INTERNAL CONTROLS

Accounts

	Payments made without adequate control	<p>a) Ensure all payments are approved in Council meetings and recorded in the minutes.</p> <p>b) Record all payments made electronically on computerised accounting system.</p> <p>c) Record the cheque number on the relevant hard copy invoice and invoice is retained on file with its relevant signed cheque schedule.</p> <p>d) Random checks carried out by FOG Chairman.</p> <p>e) Keep cash payments to a minimum for sundry items but avoid if possible. (see petty cash).</p> <p>f) No cash payment can be made for approved sundry item without a receipt (VAT where applicable).</p> <p>g) Direct Debits to be set up for Utility Service payments.</p>	3x1=3	3x1=3	✓	Town Clerk and G&F Comite
	Town Clerk taken ill or leaves without immediate replacement	<p>a) Ensure that Assistant to the Clerk has knowledge of electronic Accounting Software.</p> <p>b) Ensure when online banking is set up that Assistant Clerk has authority as a user.</p> <p>c) Ensure all written procedures and instructions are documented and kept up to date.</p>	2x2=4	1x2=2	↑	Town Clerk and Assistant to Town Clerk
Administering Grants correctly	Administering Grants incorrectly	<p>a) Requests for grant-aid have to be submitted on standard pro-forma together with balance sheet or supporting data.</p> <p>b) Applications to comply to given criteria for grants.</p> <p>c) Application included as agenda item at special grant consideration meeting.</p> <p>d) If approved payment made following approval.</p> <p>e) Details of minute number and payment/cheque recorded on pro-forma and filed in grant-aid file.</p>	1x3=3	1x3=3	✓	Town Clerk, Staff, Cllrs
Administering Loans correctly	Administering Loans incorrectly	Ensure Investment Policy is adhered to and appropriate advice taken where necessary.	2x4=8	1x4=4	✓	Town Clerk, Staff, Cllrs.

LTC RISK MANAGEMENT AND INTERNAL CONTROLS

Accounts

Making VAT Claim	VAT claim not properly accounted for, resulting in loss of VAT return	<p>a) Ensure all receipts have VAT number and VAT value recorded where applicable.</p> <p>b) Record VAT electronically in computerised accounting system and reclaim annually.</p> <p>c) Copy of claim filed in VAT file, with payment slip.</p> <p>d) Payment recorded electronically in accounting system.</p> <p>e) Paid by Direct Credit.</p> <p>f) Ensure appropriate publications held and that Clerk has good knowledge of regulations.</p>	2x3=6	1x3=3	<p>✓</p> <p>↑</p>	Town Clerk and Staff
Correct procedure of receiving payments	Receiving cash payments - difficult audit trail	<p>a) Avoid cash payments and receipts if possible.</p> <p>b) Where unavoidable bank after validation.</p> <p>c) Enter in bank paying-in book with receipt number.</p> <p>d) Credit entered electronically into computerised accounting system.</p> <p>e) Records presented to council.</p> <p>f) Complies with Financial Regulations.</p>	2x3=6	1x3=3	<p>✓</p>	Town Clerk and Staff
Securing income sources	Income revenues not received or followed up for non payment, or potential income not pursued.	<p>a) Keep records of regular annual income streams.</p> <p>b) Ensure all burial records are cross checked for payments made and invoices sent.</p> <p>c) Keep regular check on all invoices sent out and cross check payments made.</p>	3x2=6	2x2=4	<p>✓</p>	Town Clerk and Staff
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	<p>✓</p>	Town Clerk and Staff
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	<p>✓</p>	Town Clerk and Staff
Proper electronic payments process	Lack of paperwork for direct credits	<p>a) Recorded electronically in computerised accounting system.</p> <p>b) Receipt raised and kept (or copy kept) in accounts file.</p> <p>c) Complies with Financial Regulations.</p>	1x3=3	1x3=3	<p>✓</p>	Town Clerk and Staff
Effective bank reconciliation	Ensuring correct Bank Reconciliation	<p>a) Monthly bank statements checked against all payments/receipts entered on accounting system.</p> <p>b) Kept in accounts file and reconciled by Town Clerk.</p> <p>c) Endorsed by FOG (financial Overview Group).</p>	1x3=3	1x3=3	<p>✓</p>	Town Clerk, Staff and FOG

LTC RISK MANAGEMENT AND INTERNAL CONTROLS

Accounts

Proper petty cash procedure	Keeping petty cash for stamps/diesel etc	<p>a) Cash - small float kept in container in locked cabinet.</p> <p>b) Transactions entered in petty cash account on electronic accounting system.</p> <p>c) Receipts filed in petty cash file.</p> <p>d) No more than £250 to be kept in Petty Cash.</p> <p>e) Petty Cash to be topped up using card to withdraw cash from account.</p>	1x3=3	1x3=3	✓	Town Clerk
	Town Clerk paying money into the wrong account, for the wrong amount or to the wrong recipient.	<p>a) Two signatories verify all payments before they are made, reviewing evidence for reason for payment.</p>	2x2=4	1x2=2	✓	Town Clerk, Staff, Signatories, G&F Comm
Secure Online Banking	Approved Councillor signatories making payments incorrectly using the Town Council bank account.	<p>a) User ID's and individual ID Card Readers are kept in office safe.</p> <p>b) Councillors can only log into the account in the office in front of witnesses.</p>	2x2=4	1x2=2	✓	Town Clerk, Staff, Clrs and G&F Comm
	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	✓	Town Clerk, Staff, Clrs
	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	✓	Town Clerk, Staff

LTC RISK MANAGEMENT AND INTERNAL CONTROLS

Accounts

<p>To ensure correct use of Town Council Debit Card</p>	<p>Incorrect usage of card, payments made by unauthorised user</p>	<p>a) Only the Town Clerk to be given authorisation to use card. b) When not in use, the card is to be kept in a locked safe which only the Town Clerk has access to. c) Card to be kept on office premises at all times when not in use. d) Contactless payment limit on card to be set in accordance with Financial Regulations. e) Town Clerk can only use card to make larger payments when explicitly authorised by resolution of Town Council, unless given delegated authority. f) Statement to be checked by FOG and G&F when received.</p>	<p>2x4=8</p>	<p>1x2=2</p>	<p>✓</p>	<p>Town Clerk,</p>
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LTC RISK MANAGEMENT AND INTERNAL CONTROLS

Salaries

Aim	Risk	Method to Minimise Risk	Current Risk Level (likelyhood x Consequence)	Managed Risk Level	Status	Responsible
<p>To ensure that salaries paid to employees and amounts paid to contractors are paid in line with council regulations, and are adequately monitored.</p>	<p>Town Clerk, Office Staff and Cemetery Staff are not paid correctly or on time.</p>	<p>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.</p>	<p>1x3=3</p>	<p>1x3=3</p>	<p>✓</p>	<p>Town Clerk</p>

LTC RISK MANAGEMENT AND INTERNAL CONTROLS

Budget

Aim	Risk	Method to Minimise Risk	Current Risk Level (likelihood x Consequence)	Managed Risk Level	Status	Responsible
<p>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.</p>	<p>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>	<p>a) Precept, calculation and increase/decrease approved by Council. b) Council approves submission of the application for the Precept by the Town Clerk. c) All Councillors involved in budgetary process. d) Budget discussed annually by committee and FOG and recommended to Full Council. e) Running total of expenditure against budget heads maintained by Town Clerk and presented to Committee. f) Expenditure recorded in minutes, complies with Financial Regulations and delegated authority defined as required.</p>	<p>1x3=3</p>	<p>1x3=3</p>	<p>✓</p>	<p>Town Clerk and Clrns</p>

LTC RISK MANAGEMENT AND INTERNAL CONTROLS
Property

Aim	Risk	Method to Minimise Risk	Current Risk Level (Likelihood x Consequence)	Managed Risk Level	Status	Responsible
	Sessions House could suffer damage if checks are not made - ie fire or flood	<ul style="list-style-type: none"> 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. 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. l) Alarm activations are attended by an independent company, as per insurance stipulations. 	1x4=4	1x3=3	✓	Town Clerk and Staff

LTC RISK MANAGEMENT AND INTERNAL CONTROLS

Property

<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 style="text-align: center;"></p>	<p>Town Clerk, all staff, Cllrs</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 style="text-align: center;"></p>	<p>Town Clerk and Cemetery Staff</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 style="text-align: center;"></p>	<p>Town Clerk and Cemetery Staff</p>
<p>Town signs/seats/bins/speed signs</p>	<p>Town Council equipment could suffer damage or cause an accident</p>	<p>a)Condition checked and repairs instigated as required. b)Photos taken of items. c)Rolling programme of repair, or replacement as necessary.</p>	<p>2x3=6</p>	<p>2x3=6</p>	<p style="text-align: center;"></p>	<p>Town Clerk, Staff and Councillors</p>

LTC RISK MANAGEMENT AND INTERNAL CONTROLS
Property

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	✓	Town Clerk and Staff
Keys	Keys are lost or unavailable	a)To Sessions House Accommodation - Town Clerk, Assistant and Mayor. 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	✓	Town Clerk, Staff and Cllrs keyholders
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	✓	Town Clerk and Assistant

LTC RISK MANAGEMENT AND INTERNAL CONTROLS
Assets

Aim	Risk	Method to Minimise Risk	Current Risk Level (likelihood x Consequence)	Managed Risk Level	Status	Responsible
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.	<p>a) Asset Register established and maintained by Town Clerk.</p> <p>b) Register includes assets, values and insurance values and is used as the basis for the insurance review process.</p> <p>c) Asset register updated as and when required, but at least once a year.</p> <p>d) Leases of assets kept in the safe, and now acquiring electronic file copies.</p> <p>e) The L TC Pool Van to be maintained, kept road-worthy and checked regularly by staff as per policy.</p> <p>f) High value assets are kept in safe and safe keys are kept off-site or in secure location, as per Insurance advice.</p>	1x3=3	1x3=3	✓	Town Clerk and Assistant
Valuations	Ensure evaluation of all Louth Town Council properties every 5 years	Contract a RICs 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	✓	Town Clerk and Staff
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	✓	Town Clerk Cllrs and Assistant

LTC RISK MANAGEMENT AND INTERNAL CONTROLS

Assets

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	2x4=8	✓	Town Clerk Clifs and Assistant
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	2x3=6	1x3=3	✓	Town Clerk and FOG
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	2x2=4	↑	Town Clerk and FOG
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	2x3=6	✓	Town Clerk and staff
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	1x4=4	✓	Town Clerk and staff
Ensure contractors have risk assesment in place	Risk Assessment requested annually	Risk Assessment requested annually	3x3=9	2x3=6	2x3=6	✓	Town Clerk and staff

LTC RISK MANAGEMENT AND INTERNAL CONTROLS

Assets

<p>Ensure funeral masons are member of NAMM/ BRAMM</p>	<p>Masons not installing headstones correctly to the latest H&S specification therefore a risk to LTC assets</p>	<p>Associations body for masons, sign up for the latest installation of H&S - there membership or certificate is requested annually</p>	<p>2x3=6</p>	<p>2x3=6</p>	<p>✓</p>	<p>Town Clerk and staff</p>
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LTC RISK MANAGEMENT AND INTERNAL CONTROLS
Staffing

Aim	Risk	Method to Minimise Risk	Current Risk Level (likelihood x Consequence)	Managed Risk Level	Status	Responsible
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	✓	Town Clerk
	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	✓ ↑	Town Clerk
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	✓	Town Clerk, Mayor, Cllrs and staff
Staff safety at Cemetery	Staff working alone have accident or are ill	Lone Working policy - Staff working alone are checked on.	3x2=6	3x2=6	✓	Town Clerk and staff
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	✓	Town Clerk and staff

LTC RISK MANAGEMENT AND INTERNAL CONTROLS
Staffing

Staff mental health	Workload due to inadequate staffing causes mental health issues and staff resignations/illness	<ul style="list-style-type: none"> 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	↑	Town Clerk and Pers Comite
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	↑	Town Clerk, Mayor, Cllrs and staff

LTC RISK MANAGEMENT AND INTERNAL CONTROLS
Sundry

Aim	Risk	Method to Minimise Risk	Current Risk Level (likelihood x Consequence)	Managed Risk Level	Status	Responsible
"Over the horizon" challenges	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.	<ul style="list-style-type: none"> 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. 	3x2=6	3x2=6	✓	Town Clerk and staff
	Address Flood Risk issues	<ul style="list-style-type: none"> a) Flood alert warning information to Office phone b) LTC payment to maintain Flood alleviation scheme c) Activate Emergency Plan when necessary 	3x2=6	3x2=6	✓	Town Clerk, staff and Cllrs
	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	✓	Town Clerk and FOG
	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	✓	Town Clerk and Councillors
	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	✓	Town Clerk and Cllrs
	Reduction of funding on public sector partners.	<ul style="list-style-type: none"> 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	✓	Town Clerk and Cllrs

LTC RISK MANAGEMENT AND INTERNAL CONTROLS

Sundry

Arrangements with 3rd party resource / service partners	Devolution	Monitor local government networks and announcements. Attend training where possible.	1x4= 4	1x4=4	✓	Town Clerk and Clrfs
	Resilience and quality of arrangements with 3rd party partners e.g. CCTV.	<ul style="list-style-type: none"> 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	✓	Town Clerk and Clrfs

LTC RISK MANAGEMENT AND INTERNAL CONTROLS
IT and Records

Aim	Risk	Method to Minimise Risk	Current Risk Level (likelihood x Consequence)	Managed Risk Level	Status	Responsible
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 PC's 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	✓	Town Clerk, staff and Clr's
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 for Clerk. 	2x2=4	2x2=4	✓	Town Clerk and staff
Website accessibility and efficiency	Website is not available to use or is out of date	<ul style="list-style-type: none"> 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 b) Wordpress system is used worldwide with Elementor page builder c) Ensure website checked for accessibility regularly. d) Office staff know how to update. 	2x2=4	2x2=4	✓	Town Clerk and staff

LTC RISK MANAGEMENT AND INTERNAL CONTROLS
IT and Records

GDPR	Old information relating to personal details are still on the digital system	a) Follow the GDPR Policies.	2x2=4	2x2=4	✓	Town Clerk, Councillors and staff
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	<ul style="list-style-type: none"> a) Leases are kept in the safe. b) Leases photographed/scanned and kept digitally also c) Photos taken of the grave books. 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. e) Photos required of old grave sale books. f) Accounts for last 7 years are backed up on cloud. 	2x3=6	2x2=4	<ul style="list-style-type: none"> ✓ ↑ 	Town Clerk and staff