

Louth Town Council

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

01507 355895

clerk@louthtowncouncil.gov.uk



To the Members of the Town Council of Louth:

You are hereby summoned to attend a meeting of Louth Town Council's Governance and Finance and Personnel Committees which will be held on Tuesday 22nd March 2022 in The Old Court Room, The Sessions House, Eastgate, Louth at 7pm. The business to be dealt with at the meeting is listed in the agenda below.

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

Any public, wishing to speak on an agenda item or 'sit in' on the meeting(s) please contact the Town Clerk, using the above email address, in advance, 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 17th Day of March 2022

AGENDA

GOVERNANCE AND FINANCE COMMITTEE

(Chairman: Cllr. Mrs. E. Ballard, Vice Chairman: Cllr. Mrs. J. Simmons, Membership: All Cllrs.)

1. **Apologies for Absence**
To receive and note apologies where valid reasons for absence have been given to the Town Clerk at least one hour prior to the meeting.
2. **Declarations of Interest / Dispensations**
To receive declarations of interest in accordance with the Localism Act, 2011 – being any pecuniary interest in agenda items not previously recorded on Members' Register of Interests and any written requests for dispensation received by the proper officer under section 22 of the Localism Act.
3. **Minutes**
To approve as a correct record the notes of the Governance and Finance Committee meeting held on 22nd February 2022.
4. **Insurance**
Committee to receive an update and resolve upon the way forward.
5. **Risk Management**
Committee to review and approve the attached Risk Management document.
6. **Asset register**
Committee to review and approve the attached Asset Register.
7. **Financial Regulations and Code of Conduct**
Committee to approve continued use of the above with no amendment other than to review date only.
8. **Sessions House Key Holders**
Due to resignation, Committee to nominate another member to hold keys for the Sessions House who would be on the call out list for emergencies.
9. **Next Meeting**
Committee to note that the date of the next scheduled Governance and Finance meeting is 10th May 2022.

PERSONNEL COMMITTEE

**(Chairman: Cllr. Mrs. J. Makinson-Sanders, Vice Chairman: Cllr. Mrs. S. Crew,
Membership: Cllrs. EB, JB, JS, GEH, DEW)**

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. Chairman's Remarks**3. 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.

4. Minutes

To approve as a correct record the notes of the Personnel Committee meeting held on 25th January 2022.

5. NJC Pay Scales

Council to note that the National Joint Council for Local Government Services (NJC) has reached agreement on the new pay scales for 2021/22, to be implemented from 1st April 2021.

6. Safeguarding Policy

Committee to review its attached policy.

7. Next Meeting

Council to note that the date of the next scheduled Personnel Committee meeting is 10th May 2022.

02-22-22 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 22ND FEBRUARY 2022**

Present Councillor Mrs. J Simmons (JS), (in the chair).

Councillors: J. Baskett (JB), M. Bellwood (MB), L. Cooney (LMC), D. Ford (DF), D.J.E. Hall (DJEH), G. Horton (GEH), A. Leonard (AL), Mrs. S.E. Locking (SEL), Mrs. J. Makinson-Sanders (JMS), K. Norman (KN), J. Simmons (JS) and Mrs. P.F. Watson (PFW).

Councillors not present: Mrs. E. Ballard (EB), S. Crew (SC), H. Filer (HF), J. Garrett (JG), F.W.P. Treanor (FWPT) and D.E. Wing (DEW).

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

It was **RESOLVED** that Cllr. Mrs. SEL would act as Vice Chairman for the meeting.

G23. Apologies for Absence

Apologies for absence were received from: Cllrs. Mrs. EB, SC, HF, JG, FWPT and DEW.

G24. Declarations of Interest / Dispensations

- a. Cllr. Mrs. JMS – items connected to Hubbard's Hills Trust.
- b. Cllr. AL – items connected to Hubbard's Hills Trust.

G25. Minutes

It was **RESOLVED** that the notes of the Governance and Finance Committee Meeting held on 7th December 2021 be approved as the Minutes.

G26. Finance

It was **RESOLVED** to approve and authorise the following: Receipts and Payments – Cashbooks 1 and 2 – Months 7 - 9

i. Month 7

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

ii. Month 8

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

iii. Month 9

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

- b. Detailed Income and Expenditure Report (Budget Variance Report) as at Month 9 to 31st December 2021.
- c. Earmarked Reserves Report as at 31st December 2021.
- d. Balance Sheet to 31st December 2021 and Cash Book 1 and 2 Bank Reconciliations which reconciled to account statements showing balances as follows:
 - i. Lloyds Treasurers Account (balance on statement 61) – £421,237.03
 - ii. Petty Cash (balance as at 31st December 2021) – £22.50
 - iii. Lloyds Deposit Account (balance last obtained 25th May 2021) – £166,650.51
 - iv. National Savings and Investment Account (balance on statement 9) – £111,323.47

G27. Insurance

The Council noted that valuations of Council properties for insurance purposes had now been undertaken and that the replacement valuations were substantially higher than values currently listed. The Clerk advised the Council that this being the case, the cost of the insurance premium for the council (new term due shortly) might be substantially higher and may be higher than the budget set.

G28. Next Meeting

The Committee noted that the date of the next scheduled Governance and Finance Committee meeting would be on 22nd March 2022.

The Meeting Closed at 8.42pm.

Signed _____ (Chairman)

Dated _____

UNAPPROVED

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 of 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.

LOUTH TOWN COUNCIL
RISK MANAGEMENT AND INTERNAL CONTROLS

Aim	Risk	Method to Minimise Risk	Current Risk Level (likelihood x Consequence)	Managed Risk Level	Timescale to Achieve	Status	Responsible	Review Date
Acts , Regulations and Policies								
To ensure compliance with the Acts of Parliament, Council's financial regulations and code of conduct	Lack of knowledge of regulations and codes.	<ul style="list-style-type: none"> a)Experienced Town Clerk/Staff. b)Knowledge of new and updated regulations. c)All Councillors to have access to relevant training. New Councillors to attend Councillor training course within first 6 months. d)Ensure that all Councillors have access to relative Acts, Code of Conduct, Financial Regulations and Standing Orders. e)Give Councillors access to 'Good Councillor Guide'. f)Highlight essential parts and provide training where possible. 	2x3=6	2x3=6	Initial timescale September 2021 then ongoing	✓	Town Clerk, Staff, Cllrs	Mar-22
	Standing Orders out of date	Include in next TC meeting or call an emergency meeting. Ensure Councillors understand new Standing Orders. SO to be reviewed at least once a year.	1x3=3	1x3=3	Initial timescale December 2021 then ongoing	✓	Town Clerk, Staff, Cllrs	Mar-22
	Actions by the TC outside of its powers as set out by Parliament.	Include in next TC meeting for ratification or call an emergency meeting. Councillors to ensure they understand powers of Parliamentary Acts.	2x4=8	1x4=4	Initial timescale July 2022 then ongoing	✓	Town Clerk, Cllrs and Staff	Mar-22
	Lack of commitment to regulations and procedures.	<ul style="list-style-type: none"> 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. 	2x4=8	1x3=3	Initial timescale December 2021 then ongoing	✓	Town Clerk, Staff, Cllrs	Mar-22

<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>1x3=3</p>	<p>1x3=3</p>	<p>Ongoing each year</p>	<p>✓</p>	<p>Town Clerk</p>	<p>Mar-22</p>
<p>Risk Management</p>	<p>Maintained by Town Clerk and approved by Council. Reviewed annually. See complete Policy Schedule.</p>	<p>1x3=3</p>	<p>1x3=3</p>	<p>Ongoing each year</p>	<p>✓</p>	<p>Town Clerk</p>	<p>Mar-22</p>

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

Aim	Risk	Method to Minimise Risk	Current Risk Level (likelihood x Consequence)	Managed Risk Level	Timescale to Achieve	Status	Responsible	Review Date
COVID 19 Risk Assessment								
Following the pandemic procedures were put into place as per government legislation.	Risk to staff catching Covid 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. 	2x3=6	2x3=6	As required	✓	Town Clerk, staff, Cllrs	Mar-22
Virtual meetings	Council being unable to operate due to staff illness	<ul style="list-style-type: none"> a) Purchase Zoom conference software b) All agendas and supporting papers available via email links to website c) Staff to aid Councillors in using Zoom d) Members of public and press able to join in zoom meetings 	2x1=2	2x1=2	As required	✓	Town Clerk, staff, Cllrs	Mar-22
Member of Staff tests positive for COVID	Risk to rest of staff catching virus	<ul style="list-style-type: none"> a) Mayor and Chair of Personnel made aware of situation b) Office staff revert to working from home or alternately in office so never in office at same time. c) Cemetery staff sign in remotely d) Cancel any contractors or cleaners 	3x2=6	3x2=6	As required	✓	Town Clerk, staff, Cllrs	Mar-22

<p>Carry out Covid 19 Risk Assessment - work places</p>	<p>Sessions House - Risk of virus to members of staff and visitors to Sessions House</p>	<p>a) Office created in reception so two office staff not sharing same office. b) Anti bac in all offices. c) Separate toilets for members of staff. d) Cleaning products in toilets. e) Cleaning products in kitchen. f) Cleaning products in foyer to clean handles and lights etc on a regular basis. g) Paper cups for non regular staff to use for coffee/tea. h) Masks to be worn when outside companies visiting ie cleaners and contractors.</p>	<p>4x2=8</p>	<p>4x2=8</p>	<p>As required</p>	<p>✓</p>	<p>Town Clerk, staff,</p>	<p>Mar-22</p>
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**LOUTH TOWN COUNCIL
RISK MANAGEMENT AND INTERNAL CONTROLS**

Aim	Risk	Method to Minimise Risk	Current Risk Level (likelihood x Consequence)	Managed Risk Level	Timescale to Achieve	Status	Responsible	Review Date
Accounts								
To ensure that year end accounts are prepared on the correct accounting basis, on time, and supported by an adequate audit trail.	Lack of knowledge of Council regulations and procedures. Late or non-submission of annual accounts. Year end accounts not prepared, inaccurate, or not in accordance with Council requirements. Inadequate audit trail from records to final accounts.	a) Financial Regulations included in Standing Orders. b) Appropriate accounting package used. c) Training taken / attended where available. d) Assistant to Town Clerk to have emergency access to finance package. e) End of year accounts overview / check by accounting package specialist f) Checks undertaken by Internal Auditor.	2x2=4	2x2=4	End of July 2021 and then ongoing	✓	Town Clerk and G&F Comte	Mar-22
	Inadequate internal controls regarding expenditure	a) Checks by Responsible Finance Officer and Internal Auditor b) Summary of finance submitted to Council with payment information.	2x3=6	2x3=6	End of May 2021 and then ongoing	✓	Town Clerk and G&F Comte	Mar-22
Monitoring Expenditure effectively	National pay awards increase staff salary budget above budget.	a) Town Clerk to be aware of any potential salary rises above inflation. b) Earmarked reserve to be nominated to transfer funds from should (a) be the case.	1x3=3	1x2=2	End of May 2021 then ongoing	✓	Town Clerk and G&F Comte	Mar-22
	Transfer of Funds	Transfer requests signed by two authorised signatories prior to transfer.	1x3=3	1x3=3	Ongoing	✓	RFO	Mar-22
Efficient payments procedure in place								

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 cheque recorded on pro-forma and filed in grant-aid file.</p>	1x3=3	1x3=3	Ongoing	✓	Town Clerk, Staff, Clirs	Mar-22
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	Ongoing	✓	Town Clerk and Staff	Mar-22
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	Ongoing	✓	Town Clerk and Staff	Mar-22
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	Set up more detailed calendar of all expected payments for 2021/22 by June 21	✓	Town Clerk and Staff	Mar-22

Administration of payment into bank account	Paying in book not completed correctly	Clerk to check with quarterly monitoring. Internal audit check.	3x1+3	3x1+3	Ongoing	✓	Town Clerk and Staff	Mar-22
Cheque book signatory process	Signatory leaves or is not re-elected	Add item in TC agenda or be prepared to call an emergency meeting before relevant Councillor(s) retires/leaves to add/change signatories	1x3=3	1x3=3	Ongoing	✓	Town Clerk and Staff	Mar-22
Proper electronic payments process	Lack of paperwork for direct credits	a)Recorded electronically in computerised accounting system. b)Receipt raised and kept (or copy kept) in accounts file. c)Complies with Financial Regulations.	1x3=3	1x3=3	Ongoing	✓	Town Clerk and Staff	Mar-22
Effective bank reconciliation	Ensuring correct Bank Reconciliation	a)Monthly bank statements checked against all payments/receipts entered on accounting system. b)Kept in accounts file and reconciled by Town Clerk. c)Endorsed by FOG (financial Overview Group).	1x3=3	1x3=3	Ongoing	✓	Town Clerk, Staff and FOG	Mar-22
Proper petty cash procedure	Keeping petty cash for stamps/diesel etc	a)Cash - small float kept in container in locked cabinet. b)Transactions entered in petty cash account on electronic accounting system. c)Receipts filed in petty cash file. d)No more than £250 to be kept in Petty Cash. e)Town Clerk, Assistant or Bank Signatories can cash petty cash cheque at the bank.	1x3=3	1x3=3	Ongoing	✓	Town Clerk and Staff	Mar-22

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

Aim	Risk	Method to Minimise Risk	Current Risk Level (likelihood x Consequence)	Managed Risk Level	Timescale to Achieve	Status	Responsible	Review Date
Salaries								
To ensure that salaries paid to employees and amounts paid to contractors are paid in line with council regulations, and are adequately monitored.	Town Clerk Town Clerk's Assistant Cemetery Staff x 2 are not paid correctly or on time.	a)Salaries set annually by NJC agreement and vote of Personnel Committee. b)Income tax, N.I. deducted as per HMRC real-time software. c)All details recorded electronically on computerised accounting system and backed up. d)Superannuation /pension contributions deducted and remitted to relevant bodies monthly. e)Ensure employee regulations are available and understood by Clerk. f)Records checked by internal auditor.	1x3=3	1x3=3	Ongoing	✓	Town Clerk	Mar-22

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

Aim	Risk	Method to Minimise Risk	Current Risk Level (likelihood x Consequence)	Managed Risk Level	Timescale to Achieve	Status	Responsible	Review Date
Budget								
To ensure that the annual precept is applied for and requirement results from an adequate budgetary process; progress against the budget is regularly monitored; and reserves are appropriate.	Annual Budget - Lack of knowledge of budgetary process and Council regulations. Lack of commitment to budgetary process. Inadequate consideration of requirements for annual precept.	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.	1x3=3	1x3=3	Ongoing	✓	Town Clerk and Cllrs	Mar-22

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

Aim	Risk	Method to Minimise Risk	Current Risk Level (likelihood x Consequence)	Managed Risk Level	Timescale to Achieve	Status	Responsible	Review Date
Property								
To carry out adequate safety checks on all buildings, properties and equipment for which the Council is responsible.	Sessions House could suffer damage if checks are not made - ie fire or flood	a)Condition monitored by employees with routine daily/weekly inspection. b)Monthly testing of Fire Alarm system, monthly Emergency Lights. c)Contractor carries out regular alarm, emergency lights and fire extinguisher checks d)All alarms externally monitored with 3 nominated councillor keyholders. e)Risk assessments carried out. f)Fire and Rescue assessment carried out. g)Limit to number of occupants adhered to. h)Small building maintenance issues dealt with by Town Clerk on nominated contractor basis. i)Periodic inspections adhered to. j)Contingency for business continuation short term - home working/hire of meeting places/other authorities, medium term rental of office premises/meeting places	1x4=4	1x3=3	Ongoing		Town Clerk and Staff	Mar-22
	Cemetery Chapel could suffer damage if checks are not made - ie damp, fire or flood	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 in Cemetery to prevent arson attacks d)On report Community Resources Committee effect any necessary repairs and improvements where resolved.	2x3=	1x3=	Ongoing	✓	Town Clerk and Cemetery Staff	Mar-22

	Cemetery Chapel - St. Aethelheards could suffer damage if checks are not made - ie damp, fire or flood	<p>a)Chapel used exclusively by Orthodox Christian community (5 year agreement) who pay rent and are charged for electricity used by Town Council.</p> <p>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.</p> <p>c)Internal condition monitored by Orthodox Minister and attended to as with external repairs and improvements subject to negotiated contribution from Orthodox Community.</p>	1x3=3	1x3=3	Ongoing	✓	Town Clerk and Cemetery Staff	Mar-22
Town signs/seats/bins/speed signs	Town Council equipment could suffer damage or cause an accident	<p>a)Condition checked and repairs instigated as required.</p> <p>b)Photos taken of items.</p> <p>c)Rolling programme of repair, or replacement as necessary.</p>	2x3=6	2x3=6	Ongoing	✓	Town Clerk, Staff and Councillors	Mar-22
Gravestone Safety and Topple Testing	Gravestone could fall onto member of public or be a trip hazard	<p>a)Rolling programme of routine checks implemented and documented</p> <p>b)Photographs taken</p> <p>c)Paperwork completed</p> <p>d)Hazardous stones laid flat, hazard tape used and notice of action taken put on headstone</p>	1x3=3	1x3=3	Ongoing	✓	Town Clerk and Staff	Mar-22
Keys	Keys are lost or unavailable	<p>a)To Sessions House Accommodation Nominated Key Holders, Town Clerk, Assistant and Mayor.</p> <p>b)Cemetery Staff and Town Clerk assorted cemetery keys.</p> <p>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.</p> <p>d)All other keys ie for notice boards kept in office.</p>	1x3=3	1x3=3	Ongoing	✓	Town Clerk, Staff and Cllrs keyholders	Mar-22

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

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

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. b) Tree currently given free of charge by local business 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. d) Specialist contractors used to carry out catenary wire load test e) Electrical contractors erect overhead lights. f) Electrical contractors add lights and decorations to tree. g) 12 foot barriers x 4 secure Christmas tree and metal sheaf which trunk is installed into. h) Crib erected by LTC staff. i) 4 banners cover barriers which are attached by staff. j) Removal of tree and light carried out by contractors in reverse.</p>	2x4=8	2x4=8	Ongoing	✓	Town Clerk Cllrs and Assistant	Mar-22
Financial Investment	That investments be insecure. That investments are not receiving a good rate of return.	<p>a) All deposit accounts to be reviewed every 3 years by FOG. b) Ensure that excessive funds are transferred to the deposit accounts annually.</p>	2x3=6	1x3=3	Ongoing	↑	Town Clerk and FOG	Mar-22
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	<p>a) Review the costs of charges made with regards to all assets each year - initially by FOG.</p>	3x2=6	2x2=4	Ongoing	↑	Town Clerk and FOG	Mar-22
Ensure contractors have public liability insurance	That the council would be liable for accidents caused by contractors therefore a risk to our assets	Contractors public liability insurance requested annually and a copy kept on file	2x3=6	2x3=6	Ongoing annually	✓	Town Clerk and staff	Mar-22
Keep full list of all assets and stock	Full inventory cataloging all items at Sessions House in case of risk of fire	Digitalised inventory of all items with photos at Sessions House	1x4=4	1x4=4	Ongoing annually	✓	Town Clerk and staff	Mar-22

<p>Ensure contractors have risk assessment in place</p>		<p>Risk Assessment requested annually</p>	<p>3x3+9</p>	<p>2x3=6</p>	<p>Ongoing</p>	<p>✓</p>	<p>Town Clerk and staff</p>	<p>Mar-22</p>
<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>Ongoing annually</p>	<p>✓</p>	<p>Town Clerk and staff</p>	<p>Mar-22</p>

LOUTH TOWN COUNCIL
RISK MANAGEMENT AND INTERNAL CONTROLS

Aim	Risk	Method to Minimise Risk	Current Risk Level (likelihood x Consequence)	Managed Risk Level	Timescale to Achieve	Status	Responsible	Review Date
Staffing								
Continuation of services and procedure	Administration sustainability should member of staff absent	Preparation of procedure notes to cover all tasks performed to create an LTC manual.	1x3=3	1x3=3	Ongoing each year	✓	Town Clerk	Mar-22
	Loss of senior staff. What are the provisions for training replacements or hiring interim staff?	a) Operating procedures to be documented. b) Personnel Committee to review training. c) Deputy Town Clerk to be appointed. d) LALC provide interim advice and access to relief staff on request.	1x3=3	1x3=3	Ongoing each year	✓	Town Clerk	Mar-22
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. b) Councillors cannot speak to press/organisations on behalf of the Council without consent by the Council. c) Any press statements to be checked with/ given out by the Town Clerk d) Adherence to Code of Conduct. e) Councillors to adhere to meeting rules as per Standing Orders f) Advice given by Monitoring Officer to Councillors.	3x2=6	3x2=6	Ongoing - but needs further work	✓	Town Clerk, Mayor, Cllrs and staff	Mar-22
Staff safety at Cemetery	Staff working alone have accident or are ill	Lone Working policy - Staff working alone are checked on every hour.	3x2=6	3x2=6	Ongoing	✓	Town Clerk and staff	Mar-22
Staff safety	Staff attacked in main offices	Magna lock on reception door with video camera and speaker. Also see Lone Worker Policy	1x3=3	1x3=3	Ongoing each year	✓	Town Clerk and staff	Mar-22

Staff mental health	Workload due to inadequate staffing causes mental health issues and staff resignations/illness	a) Consider overall resources and impact on staff when considering new projects. b) Allow for additional staff hours in times of potential risk. c) Monitor that staff are coping with new projects/time. d) Staff annual reviews undertaken.	2x3=6	1x3=3	Money for minimal extra hours included in 2022/23 budget	↑	Town Clerk and Pers Comte	Mar-22
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 all attended a first aid course - Ensure staff attend refresher courses.	3x2=6	2x2=4	Ensure staff attend courses regularly.	↑	Town Clerk, Mayor, Cllrs and staff	Mar-22

LOUTH TOWN COUNCIL
RISK MANAGEMENT AND INTERNAL CONTROLS

Aim	Risk	Method to Minimise Risk	Current Risk Level (likelihood x Consequence)	Managed Risk Level	Timescale to Achieve	Status	Responsible	Review Date
IT and Records								
Council's networking and IT system is safe	IT system is breached.	a) Council uses networking company from Lincoln. b) Anti virus on all Council pcs and laptop. c) Storage is backed up on separate hard drive (to be encrypted in March 2021) d) Storage is backed up on UK Cloud hosting. e) Website is UK cloud hosting. f) Copies of passwords kept in two different safe places. g) Council email passwords must not be changed by councillors / staff unless authorised. h) Councillors to report any breached email addresses.	2x3=6	2x3=6	Ongoing	✓	Town Clerk, staff and Cllrs	Mar-22
Accessing files if working from home	Unable to access files in crisis	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.	2x2=4	2x2=4	Ongoing	✓	Town Clerk and staff	Mar-22

Website accessibility and efficiency	Website is not available to use or is out of date	<p>a) Hosting on UK servers (Lincoln based company) with cared for hosting so that plugins and software up updated to ensure site is not compromised</p> <p>b) Wordpress system is used worldwide with Elementor page builder</p> <p>c) Accessibility for WCAG 2.0 undertaken in 2021.</p> <p>d) Both staff know how to update. TC Assistant built the site and so understands it well.</p>	2x2=4	2x2=4	Ongoing	✓	Town Clerk and staff	Mar-21
GDPR	Old information relating to personal details are still on the digital system	<p>a) Follow the GDPR Policy.</p>	2x2=4	2x2=4	Ongoing	✓	Town Clerk, Councillors and staff	Mar-21
Hard copy files and records	<p>Ensure hard copy files, especially those such as grave records, leases and finance are kept in a safe environment should Sessions House be compromised</p>	<p>a) Leases are kept in the safe.</p> <p>b) Leases photographed/scanned and kept digitally also</p> <p>c) Photos taken of the grave books.</p> <p>d) Most burial registers were digitalised some years ago, though current one is still being added to. Some records missing from digital files. Current registers have had photos taken of all pages and kept in digital format in the interim.</p> <p>e) Photos required of old grave sale books.</p> <p>f) Accounts for last 7 years are backed up on cloud.</p>	2x3=6	2x2=4	Digitalise current register to be completed by September 2021. Digitise missing records by end September 2022	↑	Town Clerk and staff	Mar-21

LOUTH TOWN COUNCIL
RISK MANAGEMENT AND INTERNAL CONTROLS

Aim	Risk	Method to Minimise Risk	Current Risk Level (likelihood x Consequence)	Managed Risk Level	Timescale to Achieve	Status	Responsible	Review Date
Sundry								
	<p>This means things that might happen in future that LTC can't control: pandemic, population growth, an ageing population, climate change, external government policy, financial changes. These are things that might be tracked through statistics to predict where they're going.</p>	<p>a) To work with East Lindsey Area Forums, Lincolnshire Resilience Forum etc. b) To receive and disseminate information required from local authority and central government. c) Ensure wide circulation of information through social media and website.</p>	3x2=6	3x2=6	Ongoing through	✓	Town Clerk and staff	Mar-22
	Address Flood Risk Issues	<p>a) Flood alert warning information to Office phone b) LTC payment to maintain Flood alleviation scheme</p>	3x2=6	3x2=6	Ongoing	✓	Town Clerk, staff and Cllrs	Mar-22
"Over the horizon" challenges	Treasury management. Are funds invested safely and at a decent rate of return.	Reviewed annually by FOG and recommendations to Council via Governance and Finance Committee.	2x2=4	2x2=4	Ongoing	✓	Town Clerk and FOG	Mar-22
	Elections and high councillor turnover, resulting in having new councillors with little experience in Local Council.	Training and reserve funds created for election costs.	2x2=4	2x2=4	Ongoing	✓	Town Clerk and Councillors	Mar-22

	Long term effects of how Brexit will impact the Town Council e.g., through devolution.	Monitor local government networks and announcements.	3x2=6	3x2=6	Ongoing	✓	Town Clerk and Cllrs	Mar-22
	Reduction of funding on public sector partners.	a) Monitor payments awarded to private organisations b) Be aware of updates from ELDC and LCC. c) Monitor precept ceiling whitepaper.	3x3=9	3x2=6	Ongoing	✓	Town Clerk and Cllrs	Mar-22
Arrangements with 3rd party resource / service partners	Resilience and quality of arrangements with 3rd party partners e.g., HH and CCTV.	a) Request of annual (at least) overview and financial reports to be received b) Accounts of grant applicants and Hubbard's Hills scrutinised annually by G&F before funding awarded. c) Bring to the attention of the Council any concerns regarding partners.	3x3=9	3x2=6	Ongoing	✓	Town Clerk and Cllrs	Mar-22

Asset Inventory as at 22nd March 2022

Description	Category	Cost to LTC of Acquisition	Location	Date of Acquisition	Size	Notes	Price Per Unit	Proxy value	Value	Sub Total	Cost of Replacement after RICs Valuation
The Old Mill House	Buildings and Land	-	Crowtree Lane	1974	0.59 acres	LTC own. Handed over from Louth Borough Council in 1974. Leased to private occupiers.		1.00	300,000.00		
The Sessions House	Buildings and Land	200,000.00	Eastgate	2011	310.5 sq m	LTC own. Loan paid off 2021. Office and Land.			200,000.00		1,100,000.00
St. Aethelheard's Chapel	Buildings and Land	-	London Road Cemetery	1974	48.63 sq m	LTC own. Built in 1855. Handed over from Louth Borough Council in 1974. Occupation Agreement with St. As's renewed 3 years ago.		1.00	60,104.00		600,000.00
Multi-denominational Chapel	Buildings and Land	-	London Road Cemetery	1974	48.63 sq m	LTC own. Built in 1855. Handed over from Louth Borough Council in 1974.		1.00	60,104.00		600,000.00
Toilet Block	Buildings and Land	-	London Road Cemetery	1974	9 sq m	LTC own. Built in the 1960's. Flat concrete roof surfaced in asphalt.					40,000.00
Cemetery	Buildings and Land	-	London Road Cemetery	1974	20 acres	LTC own. Land originally purchased in 1853 at a cost of £1,260. Handed over from Louth Borough Council in 1974. Value based on AHDB lowest 2018 cost per hectare of pasture land			104,000.00		
Hubbard's Hills	Buildings and Land	-	Off Crowtree Lane	1907		LTC own. Gifted to the people of Louth from Alfred Pahud Estate on 1/8/1907 for use as pleasure grounds and gardens.		1.00	1.00		
Toilet Block	Buildings and Land	-	Off Crowtree Lane	N/A	36 sq m	Privately owned and used by public with kind permission. Built in the 1990's of brick construction with hipped clay tile roof. Maintained by HH Trust. Insured by LTC.					135,000.00
War Memorial	Buildings and Land	-	Eastgate	1921		LTC are the custodian. Paid for by public subscription. Originally cost £1,106 to make. ELDC pay for the electricity.		1.00	1.00		
Mount Olivet Allotments	Buildings and Land	-	Mount Olivet	1936	0.498 acres	LTC own. Allotment land. Community long term asset. Lease with Louth Cottage Garden and Allotment Association signed in 1936. Handed over from Louth Borough Council in 1974.					
London Road Allotments	Buildings and Land	-	London Road	1953	5 acres	LTC own. Allotment land. Community long term asset. Lease with Louth Cottage Garden and Allotment Association signed in 1936. Handed over from Louth Borough Council in 1974.					
Land at Julian Bower	Buildings and Land	-	Julian Bower off London Road	1953	4.57 acres	LTC own. Purchased 19/1/1953 from Lindsey County Council. Handed over from Louth Borough Council in 1974.			80,000.00		
Land at London Road - Astro turf	Buildings and Land	-	London Road		4 acres	LTC own. Originally formed part of the cemetery. Now part of the London Road Pavilion site, developed and upgraded with new astro turf in 2021 at a cost to ELDC of £180,000, leased by Maona Vitae			80,000.00	884,210.00	
Hedge trimmer		310.00		Oct-18		LTC own. Husqvarna 228HD60S	310.00		310.00		
Brushcutter		545.00		Oct-18		LTC own. (Strimmer) Husqvarna 545RX	545.00		545.00		
Blower		170.00		Oct-18		LTC own. Husqvarna 525BX	170.00		170.00		
Ride on Mower		5,700.00		Feb-20		LTC own. Husqvarna R316TsX AWD	5,700.00		5,700.00		
Pedestrian Mower		560.00		Feb-20		LTC own. Husqvarna LB553S	560.00		560.00		
Small Pedestrian Mower		212.50		Jul-20		LTC own. Husqvarna LC140S	212.50		212.50		
Brushcutter		270.83		Jul-20		LTC own. Husqvarna 525RX	270.83		270.83		
High Reach Hedge trimmer		450.00		Oct-20		LTC own. Husqvarna 325HE4X	450.00		450.00		
Brushcutter		625.00		Dec-20		LTC own. Husqvarna 555RXT	625.00		625.00		
Container		3,300.00		May-20		LTC own. 10ft new.	3,300.00		3,300.00		
Pole Saw		499.00		Feb-22		LTC own. 525PT5S	499.00		499.00	12,642.33	
Desks etc		512.00		May-11		LTC own. x 2 one left hand radial, one right hand radial	256.00		512.00		
Laptop		583.00		Jun-15		LTC own. HP	583.00		583.00		
Desk Top Computers		3,513.00		May-11		x 3 HP harddrives (one for server) and x 2 LG LTC own. Monitors. From purchase schedule 2011	1,171.00		3,513.00		
Desk Top Computers		993.64		Dec-19		LTC own. 2 x harddrives	496.82		993.64		
Hoover		250.00		Mar-20		LTC own. Sebo x7 epower cleaner	250.00		250.00		
White Goods		100.00		Aug-07		LTC own. Fridge	100.00		50.00	5,901.64	
Christmas Illuminations	Misc.	3,574.00		2012		LTC own. Stored at SH, erected on catenary wires by local contractor			3,574.00		
Crib Figures	Misc.					LTC own. x 10 figures	300.00		3,000.00		
Illuminated Star Xmas Tree Topper	Misc.	132.00		Dec-19		LTC own. Bought from Blachere Illuminations Dec 19. Price ex. VAT.	132.00		132.00		
Xmas Tree Baubles	Misc.	249.00		Oct-19		LTC own. Christmas Red Shatterproof Bauble - 14cm 022262 x 55, Pack of 4 x 10cm Red Shatterproof Baubles 022167 x 25, 10cm Matt Christmas Red Baubles x 100	£1.80, £3.00, £0.75		249.00		
4 x Banners	Misc.	134.00		Nov-19		LTC own. For use around Xmas Tree	33.50		134.00		
Xmas Tree Baubles	Misc.	219.00		Nov-20		LTC own. 176 x 10cm gold, 55 x 14cm gold	£0.68, £1.80		219.00		
4 x Banners	Misc.	172.00		Nov-20		LTC own. For use around Xmas Tree	£43		172.00		
CCTV	Misc.	23,000.00		2021		LTC own. Maintained in partnership with ELDC. Revalued in 2021 following upgrade to 4G in partnership with ELDC. 1 further camera to be added, not accounted for here.	2,300.00		23,000.00		
Railway Station Clock	Misc.	2,782.00		1995		LTC own. Purchased 1995	2,782.00		2,782.00		
Town Signs	Misc.	25,153.00		1967 / 2020/21		LTC own. x 7 unique oak signs, originally hand carved by Harry Carter depicting Louth's religious, historic and agricultural background, refurbished 2020/21	3,593.29		25,153.00		
Paintings / Documents / Object d'art	Misc.	330,000.00				LTC own. Art work, Charters, Memorabilia. Market Valuation. Handed over the Louth Borough Council.			330,000.00		
Civic Regalia	Misc.	7,052.00				LTC own. Mayoral Chains of Office, Maces, Robes. Handed over by Louth Borough Council.			7,052.00		
Court Room Furniture	Misc.	3,315.00		Jun-17		LTC own. 11 no. tables and 40 no. chairs			3,315.00		
Pool Van	Misc.	5,791.67		Mar-19		LTC own. Purchased from Thompson and Smith	5,791.67		5,791.67	404,573.67	
Interactive Speed Signs and Brackets	Street Furniture	4,940.00		2016		LTC own. Lamp column mounted speed signs x2.	2,470.00		4,940.00		
Notice Board	Street Furniture	1,654.00	Aswell Street	2014		LTC own.	1,654.00		1,654.00		
Bus Shelter	Street Furniture	2,748.00	Kenwick Road	2014		LTC own.	2,748.00		2,748.00		
Planters	Street Furniture		Mkt Pl, C'mkt, WM, R'gate, Aswell St, Q St, Cem	Various		LTC own. 6 x rectangular. 1 x 6 tiered, 4 x octagonal, 30 x half up the pole.	500-1,000		9,000.00		
Benches	Street Furniture	1.00	30+ Town wide			LTC own. Wooden, Metal and Recycled Plastic.	500.00		15,000.00	33,342.00	
									1,340,669.64	1,340,669.64	

25-01-22 PERS MINS

**MINUTES OF THE LOUTH TOWN COUNCIL PERSONNEL COMMITTEE
HELD IN THE OLD COURT ROOM, THE SESSIONS HOUSE, LOUTH
ON TUESDAY 25th JANUARY 2022**

Present Mrs. J. Makinson-Sanders (JMS), (in the chair).

Councillors: J. Baskett (JB), Mrs. S. Crew (SC), G.E. Horton (GEH) and J. Simons (JS).

Councillors not present: Mrs. E. Ballard (EB) and D. Wing (DEW).

The Town Clerk, Mrs. L.M. Phillips, the Town Clerk's Assistant, Mrs. M. Vincent and Cllr. AL were also in attendance.

H23. Apologies for Absence
Cllrs. Mrs. EB and DEW.

H24. Declarations of Interest / Dispensations
None.

H25. Minutes
It was **RESOLVED** that the notes of the Personnel Committee Meeting held on 9th November 2021 be approved as the Minutes following the correction of the spelling of Simmons.

H26. Town Clerk's Remarks
The Town Clerk reported that the bench sited at the cemetery in thanks to the volunteer who had put in so much time there, was now in place. The bench was made of recycled composite materials and would not require annual maintenance. Alpha Memorials had (for no charge) drilled the slabs on which to locate the bench.

H27. Policies and Procedures for Review
The Committee reviewed and **RESOLVED** to approve for use, the following policies:

- a. Drugs and Alcohol Policy and Procedure
- b. Grievance and Disciplinary Procedure
- c. Health and Safety Policy
- d. Lone Working Policy
- e. Protocol Officer / Councillor Relationships
- f. Recruitment and Selection Policy
- g. Sickness and Absence Policy
- h. Use of Internet Policy and Procedure

It was noted that the Sickness Policy had been updated amending the number of days that staff could self-certificate for, bringing it in line with new legislation. It was **RESOLVED** that all staff would be sent a copy of the Health and Safety Policy to read and sign on an annual basis. The Town Clerk confirmed: that in a staff grievance process, the member of staff would receive a copy of notes from the meeting; that when a mediator was used they were from outside the Council, (usually from an independent HR company); that the employee could bring a representative with them to any meetings or hearing.

H28. Closed Item
It was **RESOLVED** to move into Closed Session in accordance with the Public Bodies (Admission to Meetings) Act 1960 due to the business to be discussed in the following item, information being of a confidential and sensitive nature in relation to personnel matters. The Committee considered a request to pay a member of staff for some of their unused holiday and it was **RESOLVED** to approve this. Going forward, staff would receive a letter every quarter detailing the number of days holiday they had remaining and when this should be taken by.

The Committee acknowledged that no member of staff had taken any days off sick since April 2021 and thanked them for their hard work and diligence.

It was **RESOLVED** to come out of Closed Session.

H29. Next Meeting

The Committee noted that the date of the next scheduled Personnel Committee meeting was 22nd March 2022.

The Meeting Closed at 9:26pm.

Signed _____ (Chairman)

Dated _____

UNAPPROVED

Louth Town Council

SAFEGUARDING POLICY

Policy Statement

In the interests of child protection and the welfare and protection of vulnerable adults, Louth Town Council is committed to ensuring that children and vulnerable adults are protected and kept safe from harm whilst they are engaged in any activity associated with the Town Council within the parish.

Policy Objective

- To ensure that where possible all facilities and activities offered by the Town Council are designed and maintained to limit risk to children and vulnerable adults.
- To promote the general welfare, health and development of children by being aware of child protection issues.
- To provide, staff, volunteers and councillors with overarching principles that guide our approach to safeguarding.
- As the Town Council does not directly provide care or supervision services to children and vulnerable adults, it expects all children and vulnerable adults using its facilities to do so with the consent and the necessary supervision of a parent, carer or other responsible adult.

Policy Statement

Abuse is a violation of an individual's human and civil rights by any other person(s) or group of people. Abuse may be single or repeated acts. It can be:

Physical: for example, hitting, slapping, burning, pushing, restraining or giving the wrong medication.

Psychological and emotional: for example, shouting, swearing, frightening, blaming, ignoring or humiliating a person, threats of harm or abandonment, intimidation, verbal abuse.

Financial: including the illegal or unauthorised use of a person's property, money, pension book or other valuables, pressure in connection with wills, property or inheritance.

Sexual: for example, forcing a person to take part in any sexual activity without his or her informed consent – this can occur in any relationship.

Discriminatory: for example, racist or sexist remarks based on a person's disability, age or illness, and other forms of harassment, slurs or similar treatment. This also includes stopping someone from being involved in religious or cultural activity, services or support networks.

Neglect and acts of omission: for example, ignoring medical or physical care needs. These can be deliberate or unintentional, amounting to abuse by a carer or self-neglect by the vulnerable person, e.g., where a person is deprived of food, heat, clothing, comfort or essential medication, or failing to provide access to appropriate health or social care services.

How Might We Notice Abuse?

Concerns about or evidence of abuse can come to us through:

1. A direct disclosure by the child, young person or vulnerable adult.
2. A complaint or expression of concern by another member of staff, a volunteer, another service user, a carer, a member of the public or relative.
3. An observation of the behaviour of the child, young person or vulnerable adult by the volunteer, member of staff or carer.

Our Commitment

To support children, young people or vulnerable adults who are experiencing, or at risk from abuse, Louth Town Council is committed to:

- Identifying the abuse of children, young people or vulnerable adults where it is occurring.
- Responding effectively to any circumstances giving grounds for concern, or where formal complaints or expressions of anxiety are expressed.
- Ensuring the active participation of individuals, families, groups and communities wherever possible and appropriate.

- Raising awareness of the extent of abuse on vulnerable adults and its impact on them.
- Promoting and supporting work designed to reduce abuse and the fear of abuse as experienced by children, young people or vulnerable adults

Prevention and Confidentiality

A Safeguarding Officer will be appointed from within the Town Council for any events organised by the Town Council. His/her role will be:

- Ensure that before any Town Council organised event with children or vulnerable persons, they as the appointed Child Protection Officer, brief all participants appropriately;
- Ensure that Members are aware of the risk they may face in certain circumstances whilst carrying out their duties;
- Ensure that whilst Council members are unlikely to be involved with children during the performance of their duties they are mindful of the risk(s) they face;
- Ensure that before any volunteers or paid members of staff are recruited to work with children and vulnerable persons, they are interviewed and two written references taken up

Decisions on whether any person should be DBS checked will be made by the Council or the Chairman after consultation with the Clerk.

- All staff, volunteers and Councillors will be requested to read Louth Town Council's Safeguarding Policy.
- Councillor will adhere to the 'List of Recommended Behaviour' namely:
 - A minimum of two adults present when supervising children
 - Not to play physical contact games
 - Adults to wear appropriate clothing at all times
 - Ensure that accidents are recorded in an accident book
 - Never do anything of a personal nature for a young person.
- Keep records in an incident book of any allegations a young person may make to any council related person.
- Any organisation which may make contact with children or vulnerable adults shall be required to show proof of its own appropriate Safeguarding Policy before being allowed to participate in the use of any council owned facilities.

Louth Town Council will work with children, young people or vulnerable adults in a way that meets all the aspects of confidentiality in our different policies, but where abuse to a child or vulnerable person is alleged, suspected, reported or concerns are raised, the Safeguarding Procedure must be followed. The confidentiality of the vulnerable person will be respected wherever possible and their consent obtained to share information. The vulnerable person should be made aware that staff cannot ignore issues around abuse and that steps will be taken to deal with them in as sensitive a manner as possible. The welfare of the individual is paramount.

High Level Procedure

1. You think abuse has or may have occurred. Act immediately. Make sure the person is safe. Inform your line manager immediately. Contact the police if it is thought a crime has just been committed. Record details of the allegation in the incident book.
2. Bringing the concern to the attention of Your Manager who in turn will contact Lincolnshire Social Services or the Police. Your manager discusses the concerns with the local authority referral agency or the police straight away.
3. Social Services will coordinate an investigation. They might decide to call the police. You might need to give a statement to Social Services or the police. Social services or the police will decide what to do next. In accordance with the law, the Council will refer to the Disclosure and Barring Service (DBS) any member of staff
 - a. Who was dismissed because they harmed a child or adult;
 - b. Who was dismissed or remove from working in a regulated activity because they might have harmed a child or adult;
 - c. Who would have been dismissed for either of these reasons, but they resigned first; or
 - d. Who works with children or vulnerable adults in a regulated activity and has been cautioned or convicted for a relevant offence.

Safeguarding concerns and allegations relating to Councillors will also be referred to the Monitoring Officer and dealt with in accordance with the Code of Conduct of Members of the Council.