

# 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 Committee which will be held on Monday 26<sup>th</sup> April 2021 by Zoom Video Conference at 12pm. The business to be dealt with at the meeting is listed in the agenda below.

Please note that the meeting will begin at 12pm unless there is a need to hold a public forum. Any public, wishing to speak on an agenda item or 'sit in' on the meeting(s) should advise the Town Clerk, using the above email address, in advance and may 'join' the meeting using the following details:

<https://www.louthtowncouncil.gov.uk/louth/zoom-meetings/>

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 20<sup>th</sup> Day of April 2021

## AGENDA

### GOVERNANCE AND FINANCE COMMITTEE

**(Chairman: Cllr. Mrs. E. Ballard, Membership: All Cllrs.)**

#### 1. **Apologies for Absence**

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

#### 2. **Declarations of Interest / Dispensations**

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

#### 3. **Minutes**

To approve as a correct record the notes of the Governance and Finance Committee meeting held on 16<sup>th</sup> March 2021.

#### 4. **Financial Reports**

Committee to receive a recommendation from FOG regarding the authorisation of:

- a. Receipts and Payments - Cash Books 1 and 2 - Months 10 and 11. (Attached).
  - i. Month 10 (Jan)    Cash Book 1    Receipts    £4,517.51    Payments    £21,746.34
  - ii. Month 10 (Jan)    Cash Book 2    Receipts    £100.00    Payments    £136.32
  - iii. Month 11 (Feb)    Cash Book 1    Receipts    £1,108.32    Payments    £24,083.37
  - iv. Month 11 (Feb)    Cash Book 2    Receipts    £100.00    Payments    £50.00
- b. Detailed Income and Expenditure Report (Budget Variance Report) as at Month 11 to 28<sup>th</sup> February 2021 (Attached).
- c. Earmarked Reserves report as at 28<sup>th</sup> February 2021.
- d. Balance Sheet as at Month 11 to 28<sup>th</sup> February 2021 and Cashbook 1 and 2 Bank Reconciliations which reconcile to account statements showing balances as follows:
  - i. Lloyds Treasurers Account (Balance at 28<sup>th</sup> February 2021) - £326,112.16

- ii. Petty Cash (balance as at 28<sup>th</sup> February 2021) - £135.40
- iii. Lloyds Deposit Account (balance as at 17<sup>th</sup> December 2019) - £166,650.51
- iv. National Savings and Investment Account (balance as at 1<sup>st</sup> January 2021) - £111,323.47

**5. Earmarked Reserves**

Committee to receive a recommendation from FOG that all Earmarked Reserve balances from 2020/21 be carried forward to 2021/22.

**6. Day to Day Budgets**

Committee to receive a recommendation from FOG to approve the following:

- a. That the Town Clerk be given delegated authority to carry forward unspent exceptional day to day item balances to 2021/22, if required or move surplus funds in 2020/21 day to day budgets to Earmarked Reserves at year end as required, to include but not be exclusively limited to the following:
- b. To move any remaining balance at year end in the 2020/21 day to day Community Payback and Amenities Grasscutting budgets to EMR Contingency.
- c. To move any remaining balance at year end in the 2020/21 day to day Cem Grasscutting budget to EMR Cem Facilities
- d. To move any remaining balance at year end in the 2020/21 day to day Security Maglok budget to EMR Accommodation (as agreed at budget setting).
- e. To move any remaining balance at year end in the 2020/21 day to day budget Election Expenses to EMR Elections (as agreed at budget setting).
- f. To move any remaining balance at year end in the 2020/21 day to day budget Tidy Louth to EMR IT Replacement

**7. Policy Review**

To review and approve the following policies:

- a. Media Policy
- b. Computer and Telephone Misuse Policy

**8. Risk Management**

Committee to review and receive a recommendation from FOG to approve the attached Risk Management document.

**9. Asset register**

Committee to review and receive a recommendation from FOG to approve the attached Asset Register.

**10. Next Meeting**

Committee to note that the date of the next scheduled Governance and Finance Committee meeting is 11<sup>th</sup> May 2021.

03-16-21 GF MINS

**MINUTES OF THE LOUTH TOWN COUNCIL GOVERNANCE AND FINANCE COMMITTEE  
HELD ONLINE USING THE ZOOM PLATFORM  
ON TUESDAY 16<sup>th</sup> MARCH 2021**

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

**Councillors:** J. Baskett (JB), M. Bellwood (MB), A. Cox (AC), S. Crew (SC), D. Ford (DF), J. Garrett (JG), D.J.E. Hall (DJEH), D Hobson (DH), G.E. Horton (GEH), A. Leonard (AL), Mrs. S.E. Locking (SEL), Mrs. J. Makinson-Sanders (JMS), K. Norman (KN), J. Simmons (JS) F.W.P. Treanor (FWPT) and Mrs. P.F. Watson (PFW).

**Councillors not present:** L. Cooney (LMC), H. Filer (HF), D. Jackman (DJ) and D. Wing (DEW).

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

**293. Apologies for Absence**

Apologies for absence were received from Cllrs. LMC and DEW.

**294. Declarations of Interest / Dispensations**

Cllrs. Mrs. JMS and AL – item 4 as members of the Hubbard's Hills Trust.

**295. Minutes**

It was **RESOLVED** that the notes of the Governance and Finance Committee Meeting held on 2<sup>nd</sup> February 2021 be approved as the Minutes.

**296. Financial Reports**

The Committee **RESOLVED** to receive and authorise the following financial reports:

- a. Receipts and Payments – Cashbooks 1 and 2 – Months 7 to 9.
  - i) Month 7 (October) Cash Book 1 Receipts £7,956.37 Payments £21,047.84
  - ii) Month 7 (October) Cash Book 2 Receipts £200.00 Payments £219.24
  - iii) Month 8 (November) Cash Book 1 Receipts £2,340.25 Payments £20,678.65
  - iv) Month 8 (November) Cash Book 2 Receipts £0.00 Payments £136.92
  - v) Month 9 (December) Cash Book 1 Receipts £2,954.37 Payments £28,468.68
  - vi) Month 9 (December) Cash Book 2 Receipts £350.00 Payments £205.95
- b. Detailed Income and Expenditure Report (Budget Variance Report) as at Month 9 to 31<sup>st</sup> December 2020.
- c. Earmarked Reserves Report as at 31<sup>st</sup> December 2020.
- d. Balance Sheet as at Month 9 to 31<sup>st</sup> December 2020 and Cashbook 1 and 2 Bank Reconciliations which reconcile to account statements showing balances as follows:
  - i) Lloyds Treasurers Account (balance at 31<sup>st</sup> December 2020) – £362,359.24
  - ii) Petty Cash (balance as at 31<sup>st</sup> December 2020) – £121.72
  - iii) Lloyds Deposit Account (balance as at 17<sup>th</sup> December 2019) – £166,650.51
  - iv) National Savings and Investment Account (balance as at 31<sup>st</sup> December 2020) – £110,527.73.

**NB:** Cllr. AC left the meeting at 8:25pm due to issues with his laptop but re-joined at 8:30pm.

**297. Next Meeting**

The Committee noted that the date of the next scheduled Governance and Finance Committee meeting was 11<sup>th</sup> May 2021.

The Meeting Closed at 8.38pm.

Signed \_\_\_\_\_ (Chairman) Dated \_\_\_\_\_

Date: 09/03/2021

**Louth Town Council Current Year**

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Time: 12:11

**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>
<b>Balance Brought Fwd :</b>		<b>528,601.22</b>					<b>528,601.22</b>	
FPI Banked: 04/01/2021		<b>1.00</b>						
FPI Louth Athletic Club		1.00			1000	401	1.00	LAC Rent
Int Banked: 11/01/2021		<b>1.51</b>						
Int Lloyds Bank		1.51			1190	101	1.51	Interest received
BGC Banked: 13/01/2021		<b>2,219.00</b>						
BGC Walkers Lncs Co op		2,219.00			1010	401	1,834.00	Interments
					1012	401	322.00	EXRT
					1011	401	63.00	Monument
500187 Banked: 14/01/2021		<b>2,296.00</b>						
5001871976 Northern Power Grid		1,080.00			1000	401	1,080.00	Payment re repair to LAC drain
1973 Kettles		916.00			1010	401	916.00	2 x interments
1974 Alpha Memorials		63.00			1011	401	63.00	Monuments
1975 Alpha Memorials		237.00			1011	401	237.00	Monuments
<b>Total Receipts for Month</b>		<b>4,517.51</b>	<b>0.00</b>	<b>0.00</b>			<b>4,517.51</b>	
<b>Cashbook Totals</b>		<b>533,118.73</b>	<b>0.00</b>	<b>0.00</b>			<b>533,118.73</b>	

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Date: 09/03/2021

## Louth Town Council Current Year

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## Cashbook 1

User: LMP

## Lloyds TSB Current/Deposit

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>
12/01/2021	S. Crew	8942	100.00			4210	401	100.00	Xmas Lights Prizes
12/01/2021	R. Johnson	8943	640.00			4003	401	360.00	Gravedigging
						4520	401	280.00	Gravedigging
12/01/2021	GBM Waste Management	8944	20.00		3.33	4285	401	16.67	Bin Bags
12/01/2021	Easy Clean Marshchapel Ltd	8945	331.20		55.20	4285	401	276.00	Cleaning
12/01/2021	KRL Group Ltd	8946	72.59		12.10	4304	401	60.49	Photopying
12/01/2021	AJ Embroidery	8947	12.48		2.08	4210	401	10.40	Xmas Comp Baubles
12/01/2021	Louth Tractors	8948	149.33		24.89	4551	401	124.44	Cem Supplies
12/01/2021	Staff Costs	8949	1,487.93			4001	401	1,487.93	Staff Costs
12/01/2021	Staff Costs	8950	1,323.11			4001	401	1,323.11	Staff Costs
12/01/2021	Staff Costs	8951	1,951.67			4001	501	1,951.67	Staff Costs
12/01/2021	Staff Costs	8952	1,037.15			4001	501	1,037.15	Staff Costs
12/01/2021	HM Revenue and Customs	8953	1,742.68			4001	401	446.87	PAYE/NIC
						4001	501	694.99	PAYE/NIC
						4002	401	260.44	PAYE/NIC
						4002	501	340.38	PAYE/NIC
12/01/2021	LCC Pension Fund	8954	1,586.60			4001	401	93.34	Superannuation
						4001	501	246.78	Superannuation
						4002	401	362.10	Superannuation
						4002	501	884.38	Superannuation
21/01/2021	GBM Waste Management	8955	125.00		20.83	4532	401	104.17	Skip
21/01/2021	Louth Building Supplies	8956	15.00		2.50	4520	401	12.50	Cem Supplies
21/01/2021	British Gas	8957	32.20		1.53	4505	401	30.67	Cem Gas
21/01/2021	Eon Next	8958	100.48		4.78	4505	401	95.70	Cem Elec
21/01/2021	Allinson Print and Supplies	8959	81.46		13.58	4020	101	67.88	Stationery
21/01/2021	Onecom Ltd	8960	90.80		15.13	4304	401	75.67	2 x Telephone & Wifi
21/01/2021	Petty Cash	8961	100.00			220		100.00	Petty Cash
21/01/2021	Public Works Loan Board	8962	10,256.70			4309	601	10,256.70	SH Loan
21/01/2021	Corona Energy	DD	489.96		81.66	4303	401	408.30	SH Gas
<b>Total Payments for Month</b>			21,746.34	0.00	237.61			21,508.73	
<b>Balance Carried Fwd</b>			511,372.39						
<b>Cashbook Totals</b>			533,118.73	0.00	237.61			532,881.12	

Date: 09/03/2021

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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>
<b>Balance Brought Fwd :</b>		<b>221.72</b>					<b>221.72</b>	
Banked: 21/01/2021		<b>100.00</b>						
8961	Lloyds TSB Current/Deposit	100.00			201		100.00	Petty Cash
<b>Total Receipts for Month</b>		100.00	0.00	0.00			100.00	
<b>Cashbook Totals</b>		<u>321.72</u>	<u>0.00</u>	<u>0.00</u>			<u>321.72</u>	

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## Cashbook 2

User: LMP

## 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>
21/12/2020	John Darke Ltd	78	60.00		10.00	4533	401	50.00	Fuel Van
11/01/2021	Morrisons	76	4.30		0.72	4020	101	3.58	SH Supplies
14/01/2021	Wilkinsons	77	22.02		0.65	4022	101	18.12	Stamps
						4020	101	3.25	Office supplies
22/01/2021	John Darke Ltd	79	50.00		8.33	4533	401	41.67	Fuel Van
<b>Total Payments for Month</b>			136.32	0.00	19.70			116.62	
<b>Balance Carried Fwd</b>			185.40						
<b>Cashbook Totals</b>			321.72	0.00	19.70			302.02	

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## Louth Town Council Current Year

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## Cashbook 1

User: LMP

## Lloyds TSB Current/Deposit

For Month No: 11

## Receipts for Month 11

## 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 :		511,372.39					511,372.39	
BGC Banked: 01/02/2021		5.00						
BGC Magna Vitae		5.00			1000	401	5.00	London Road Rent
Int Banked: 09/02/2021		1.32						
Int Lloyds Bank		1.32			1190	101	1.32	Interest Received
BGC Banked: 10/02/2021		458.00						
BGC Mashfords		458.00			1010	401	458.00	Interment
500188 Banked: 15/02/2021		644.00						
1977 R. Johnson		644.00			1012	401	644.00	EXRT
Total Receipts for Month		1,108.32	0.00	0.00			1,108.32	
Cashbook Totals		512,480.71	0.00	0.00			512,480.71	

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## Cashbook 1

User: LMP

## Lloyds TSB Current/Deposit

For Month No: 11

## Payments for Month 11

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
02/02/2021	Fed of Burial & Crem Auth	8963	173.20		23.20	4026	101	150.00	Membership Fee
02/02/2021	Siemens Financial Services Ltd	8964	204.00		34.00	4020	101	170.00	Photocopier
02/02/2021	GRS Electrical	8965	7,938.88		1,323.15	4205	401	6,615.73	Xmas Lights
02/02/2021	SCIS	8966	84.00		14.00	4020	101	70.00	.gov domain renewal
02/02/2021	Louth Building Supplies	8967	21.33		3.56	4551	401	17.77	Cem Supplies
02/02/2021	KRL Group Ltd	8968	53.98		9.00	4304	401	44.98	Photocopier
02/02/2021	Easy Clean Marshchapel Ltd	8969	265.20		44.20	4285	401	221.00	Cleaning
15/02/2021	M. Bellwood	8970	28.90		4.15	4280	401	24.75	Floral Enhancement
15/02/2021	AJ Embroidery	8971	66.24		11.04	4540	401	55.20	Waterproof trousers and unifor
15/02/2021	Louth Building Supplies	8972	6.91		1.15	4540	401	5.76	Gloves
15/02/2021	GBM Waste Management	8973	205.40		34.23	4532	401	171.17	Cem Waste
15/02/2021	Wilkin Chapman llp	8974	2,400.00		400.00	9611	403	2,000.00	Legal Advice OMH
15/02/2021	Onecom Ltd	8975	84.78		14.13	4304	401	70.65	2 x Telephone & Wifi
15/02/2021	Anglian Water	8976	17.54			4303	401	17.54	SH Water
15/02/2021	Allinson Print and Supplies	8977	24.54		4.09	4551	401	10.63	Soap Dispenser
						4020	101	9.82	Stationery
15/02/2021	Post Office	8978	265.00			4533	401	265.00	Van Tax
15/02/2021	Louth Playgoers	8979	2,000.00			4750	401	2,000.00	Funding
15/02/2021	Staff Costs	8980	1,499.13			4001	401	1,499.13	Staff Costs
15/02/2021	Staff Costs	8981	1,323.31			4001	401	1,323.31	Staff Costs
15/02/2021	Staff Costs	8982	1,951.87			4001	501	1,951.87	Staff Costs
15/02/2021	Staff Costs	8983	1,101.35			4001	501	1,101.35	Staff Costs
15/02/2021	HM Revenue and Customs	8984	1,666.88			4001	401	435.47	PAYE/NIC
						4001	501	630.59	PAYE/NIC
						4002	401	260.44	PAYE/NIC
						4002	501	340.38	PAYE/NIC
15/02/2021	LCC Pension Fund	8985	1,586.60			4001	401	93.34	Superannuation
						4002	401	362.10	Superannuation
						4001	501	246.78	Superannuation
						4002	501	884.38	Superannuation
15/02/2021	Eon Next	8986	66.78		3.18	4200	401	63.60	Church Clock
15/02/2021	Eon Next	8987	64.59		3.08	4505	401	61.51	Cem Elec
15/02/2021	Petty Cash	8988	100.00			220		100.00	Petty Cash
15/02/2021	Wilkin Chapman llp	8974A	-2,400.00		-400.00	9611	403	-2,000.00	Legal Advice
15/02/2021	Wilkin Chapman llp	8974B	2,400.00		400.00	9611	403	2,000.00	Legal Advice OMH
						327	0	-2,000.00	Legal Advice OMH
						6000	403	2,000.00	Legal Advice OMH
18/02/2021	Corona Energy	DD	434.75		72.46	4303	401	362.29	SH Gas
24/02/2021	Npower	8989	373.72		17.80	4303	401	355.92	SH Elec
24/02/2021	British Gas	8990	29.08		1.38	4505	401	27.70	Cem Gas
24/02/2021	Louth Building Supplies	8991	19.84		3.31	4520	401	16.53	Cem Supplies
24/02/2021	KRL Group Ltd	8992	25.57		4.26	4304	401	21.31	Photopier
Total Payments for Month			24,083.37	0.00	2,025.37			22,058.00	
Balance Carried Fwd			488,397.34						
Cashbook Totals			512,480.71	0.00	2,025.37			510,455.34	

Date: 09/03/2021

## Louth Town Council Current Year

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## Cashbook 2

User: LMP

## Petty Cash

For Month No: 11

## Receipts for Month 11

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
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Balance Brought Fwd :		185.40						
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							185.40	
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Banked: 15/02/2021		100.00						
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8988	Lloyds TSB Current/Deposit	100.00			201		100.00	Petty Cash
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Total Receipts for Month		100.00	0.00	0.00			100.00	
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Cashbook Totals		285.40	0.00	0.00			285.40	
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## Cashbook 2

User: LMP

## Petty Cash

For Month No: 11

## Payments for Month 11

## 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>
11/02/2021	John Darke Ltd	80	50.00		8.33	4533	401	41.67	Fuel Van
<b>Total Payments for Month</b>			50.00	0.00	8.33			41.67	
<b>Balance Carried Fwd</b>			235.40						
<b>Cashbook Totals</b>			285.40	0.00	8.33			277.07	

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## Louth Town Council Current Year

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## Detailed Income &amp; Expenditure by Budget Heading 28/02/2021

Month No: 11

## 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
<b>101 Governance and Finance</b>								
1002 Miscellaneous	0	0	50	50			0.0%	
1176 Precept	0	315,680	315,680	0			100.0%	
1190 Interest Received	1	838	300	(538)			279.3%	
<b>Governance and Finance :- Income</b>	<b>1</b>	<b>316,518</b>	<b>316,030</b>	<b>(488)</b>			<b>100.2%</b>	<b>0</b>
4020 Office Administration Costs	250	2,106	2,600	494		494	81.0%	
4022 Postage	0	208	250	42		42	83.3%	
4023 Meeting Expenses	0	0	300	300		300	0.0%	
4024 Councillors Expenses	0	0	500	500		500	0.0%	
4025 Insurances	0	5,166	5,300	134		134	97.5%	
4026 Fees and Subscriptions	150	2,592	2,700	108		108	96.0%	
4028 Audit Fee (Internal & External)	0	1,000	1,000	0		0	100.0%	
4750 Contingency	0	0	500	500		500	0.0%	
<b>Governance and Finance :- Indirect Expenditure</b>	<b>400</b>	<b>11,073</b>	<b>13,150</b>	<b>2,077</b>	<b>0</b>	<b>2,077</b>	<b>84.2%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(399)</b>	<b>305,445</b>	<b>302,880</b>	<b>(2,565)</b>				
<b>103 Governance and Finance EM Rese</b>								
9348 EMR IT Replacement	0	0	500	500		500	0.0%	
9349 EMR Civic Regalia	0	0	1,000	1,000		1,000	0.0%	
<b>Governance and Finance EM Rese :- Indirect Expenditure</b>	<b>0</b>	<b>0</b>	<b>1,500</b>	<b>1,500</b>	<b>0</b>	<b>1,500</b>	<b>0.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>0</b>	<b>(1,500)</b>	<b>(1,500)</b>				
<b>401 Community Resources Day to Day</b>								
1000 Property Income	5	2,002	714	(1,288)			280.4%	
1001 Allotment Rent Received	0	550	575	25			95.7%	
1002 Miscellaneous	0	0	100	100			0.0%	
1009 LCC Contribution (Grass)	0	0	4,817	4,817			0.0%	
1010 Interments	458	18,217	23,000	4,784			79.2%	
1011 Monuments	0	5,871	5,500	(371)			106.7%	
1012 Exclusive Burial Rights	644	16,126	8,000	(8,126)			201.6%	
1013 Plaques	0	0	214	214			0.0%	
1014 Chapel Rent	0	107	1,000	893			10.7%	
<b>Community Resources Day to Day :- Income</b>	<b>1,107</b>	<b>42,872</b>	<b>43,920</b>	<b>1,048</b>			<b>97.6%</b>	<b>0</b>
4001 Salaries	3,351	37,746	42,000	4,254		4,254	89.9%	
4002 Employers Costs Super / NI	623	6,970	13,000	6,030		6,030	53.6%	
4003 Grave Digging	0	3,400	3,400	0		0	100.0%	
4005 Community Payback Team	0	0	3,120	3,120		3,120	0.0%	
4027 Training	0	200	1,700	1,500		1,500	11.8%	

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## Louth Town Council Current Year

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## Detailed Income &amp; Expenditure by Budget Heading 28/02/2021

Month No: 11

## 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
4104 Civic Property	0	15	500	485		485	3.0%	
4200 Clocks / Floodlights	64	1,722	2,000	278		278	86.1%	
4205 Christmas Lights /Celebrations	6,616	10,480	13,844	3,364		3,364	75.7%	
4210 Lovely Louth Competition	0	225	550	325		325	41.0%	
4220 CCTV Maintenance	0	0	4,515	4,515		4,515	0.0%	
4222 Street Furniture Maintenance	0	842	3,000	2,158		2,158	28.1%	
4223 Amenity Grass Cutting	0	14,877	23,142	8,265		8,265	64.3%	
4280 Floral / In Bloom	25	1,896	3,735	1,839		1,839	50.8%	
4282 Hubbards Hills Mtce Contrib.	0	45,000	45,000	0		0	100.0%	
4285 Minor Mtce & Cleaning Services	221	2,112	4,700	2,588		2,588	44.9%	
4302 Security / Fire	0	1,822	2,000	178		178	91.1%	
4303 SH Utilities	736	4,253	6,500	2,247		2,247	65.4%	
4304 SH Communications	137	1,459	1,530	71		71	95.3%	
4306 SH Rates	0	5,614	5,600	(14)		(14)	100.2%	
4307 SH Building Maintenance	0	70	600	530		530	11.7%	
4308 SH Statutory Equipment Checks	0	139	250	111		111	55.4%	
4501 Cem Rates	0	792	1,000	208		208	79.2%	
4505 Cem Utilities	89	1,171	2,800	1,629		1,629	41.8%	
4506 Cem Communications	0	0	500	500		500	0.0%	
4520 Cem Maintenance-Supplies	17	1,363	1,800	437		437	75.7%	
4530 Cem Grass Cutting / Strimming	0	4,839	8,104	3,265		3,265	59.7%	
4531 Cem Fuel - Equipment	0	523	500	(23)		(23)	104.5%	
4532 Cem Waste Disposal	171	1,521	1,667	146		146	91.3%	
4533 Cem Vehicle Running Costs	307	749	3,000	2,251		2,251	25.0%	
4540 Cem Protective Clothing	61	330	600	270		270	55.0%	
4550 Cem Plants, Shrubs, Trees etc	0	400	400	0		0	100.0%	
4551 Cem General Repairs/Maint.	28	1,010	3,000	1,990		1,990	33.7%	
4552 Purchase of Plaques	0	0	60	60		60	0.0%	
4600 Cem Equipment Replacement	0	1,288	2,000	713		713	64.4%	
4750 Contingency	2,000	2,000	2,000	0		0	100.0%	
4751 GDPR Compliance	0	40	250	210		210	16.0%	
4752 Trinity Allotment Rent	0	752	759	7		7	99.0%	
4753 Tidy Louth	0	0	1,500	1,500		1,500	0.0%	
4754 Community Apiary	0	809	1,000	192		192	80.8%	
Community Resources Day to Day :- Indirect Expenditure	14,444	156,426	211,626	55,200	0	55,200	73.9%	0
<b>Net Income over Expenditure</b>	<b>(13,337)</b>	<b>(113,554)</b>	<b>(167,706)</b>	<b>(54,152)</b>				
<b>402 Community Resources Projects</b>								
4296 Replacement Security Maglok	0	0	1,000	1,000		1,000	0.0%	
Community Resources Projects :- Indirect Expenditure	0	0	1,000	1,000	0	1,000	0.0%	0
<b>Net Expenditure</b>	<b>0</b>	<b>0</b>	<b>(1,000)</b>	<b>(1,000)</b>				

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## Louth Town Council Current Year

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## Detailed Income &amp; Expenditure by Budget Heading 28/02/2021

Month No: 11

## 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
<b>403 Community Resources EM Reserve</b>								
9322 EMR CCTV Refurbishment	0	0	363	363		363	0.0%	
9325 EMR Street Furniture	0	18,178	0	(18,178)		(18,178)	0.0%	18,178
9339 EMR War Memorial	0	0	3,000	3,000		3,000	0.0%	
9346 EMR Christmas Illuminations	0	0	1,000	1,000		1,000	0.0%	
9352 EMR TCP Floral Enhancement	0	0	579	579		579	0.0%	
9359 EMR Accommodation	0	0	278	278		278	0.0%	
9370 EMR Cem Gates	0	0	500	500		500	0.0%	
9380 EMR Cem Road Maintenance	0	0	1,000	1,000		1,000	0.0%	
9534 EMR CEM Tree Surgery	0	0	2,000	2,000		2,000	0.0%	
9536 EMR CEM Cemetery Facilities	0	2,750	0	(2,750)		(2,750)	0.0%	2,750
9600 EMR Accom Roof	0	0	1,514	1,514		1,514	0.0%	
9602 EMR Accom Structural	0	0	1,140	1,140		1,140	0.0%	
9603 EMR Accom Car Park	0	0	1,000	1,000		1,000	0.0%	
9608 EMR SH Internal Decorating Foy	0	0	500	500		500	0.0%	
9611 EMR Contingency	2,000	10,040	0	(10,040)		(10,040)	0.0%	10,040
Community Resources EM Reserve :- Indirect Expenditure	<b>2,000</b>	<b>30,968</b>	<b>12,874</b>	<b>(18,094)</b>	<b>0</b>	<b>(18,094)</b>	<b>240.5%</b>	<b>30,968</b>
<b>Net Expenditure</b>	<b>(2,000)</b>	<b>(30,968)</b>	<b>(12,874)</b>	<b>18,094</b>				
6000 plus Transfer from EMR	2,000	30,968						
<b>Movement to/(from) Gen Reserve</b>	<b>0</b>	<b>0</b>						
<b>501 Personnel Day to Day</b>								
4001 Salaries	3,931	43,237	53,000	9,763		9,763	81.6%	
4002 Employers Costs Super / NI	1,225	13,473	17,000	3,527		3,527	79.3%	
4008 Clerk Travel Expenses	0	0	250	250		250	0.0%	
4027 Training	0	0	500	500		500	0.0%	
Personnel Day to Day :- Indirect Expenditure	<b>5,155</b>	<b>56,710</b>	<b>70,750</b>	<b>14,040</b>	<b>0</b>	<b>14,040</b>	<b>80.2%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(5,155)</b>	<b>(56,710)</b>	<b>(70,750)</b>	<b>(14,040)</b>				
<b>601 Town Council Day to Day</b>								
4052 Tourism/promotions	0	0	2,000	2,000		2,000	0.0%	
4089 Citizens Advice Bureau	0	0	1,000	1,000		1,000	0.0%	
4090 Grants S137 Open Resource	0	1,200	4,000	2,800		2,800	30.0%	
4100 Civic Expenses	0	0	1,500	1,500		1,500	0.0%	
4102 Mayoral Allowance	0	0	500	500		500	0.0%	
4103 Mayors Serjeant Expenses	0	650	650	0		0	100.0%	
4105 Election Expenses	0	0	2,000	2,000		2,000	0.0%	
4106 Deputy Mayor's Expenses	0	0	200	200		200	0.0%	

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## Louth Town Council Current Year

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## Detailed Income &amp; Expenditure by Budget Heading 28/02/2021

Month No: 11

## 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
4111 Remembrance Day Parade Grant	0	274	800	526		526	34.2%	
4309 Principal Loan Repayment	0	20,513	20,514	1		1	100.0%	
4311 Flood Schemes Maintenance	0	0	12,762	12,762		12,762	0.0%	
4312 War Memorial	0	0	3,000	3,000		3,000	0.0%	
Town Council Day to Day :- Indirect Expenditure	0	22,637	48,926	26,289	0	26,289	46.3%	0
<b>Net Expenditure</b>	<b>0</b>	<b>(22,637)</b>	<b>(48,926)</b>	<b>(26,289)</b>				
<b>602 Town Council Projects</b>								
4294 Flood Memorial Centenary Renov	0	0	30	30		30	0.0%	
Town Council Projects :- Indirect Expenditure	0	0	30	30	0	30	0.0%	0
<b>Net Expenditure</b>	<b>0</b>	<b>0</b>	<b>(30)</b>	<b>(30)</b>				
<b>603 Town Council EM Reserves</b>								
9340 EMR Grants S137 Reserve	0	0	1,000	1,000		1,000	0.0%	
9362 EMR Civic Property	0	0	577	577		577	0.0%	
9607 EMR Election Expenses	0	0	3,000	3,000		3,000	0.0%	
9609 EMR Funding for Sports Assets	0	0	1,000	1,000		1,000	0.0%	
9610 EMR Anniversary of Louth Flood	0	198	0	(198)		(198)	0.0%	198
Town Council EM Reserves :- Indirect Expenditure	0	198	5,577	5,379	0	5,379	3.6%	198
<b>Net Expenditure</b>	<b>0</b>	<b>(198)</b>	<b>(5,577)</b>	<b>(5,379)</b>				
6000 plus Transfer from EMR	0	198						
6001 less Transfer to EMR	0	97,202						
<b>Movement to/(from) Gen Reserve</b>	<b>0</b>	<b>(97,202)</b>						
<b>Grand Totals:- Income</b>	<b>1,108</b>	<b>359,390</b>	<b>359,950</b>	<b>560</b>			<b>99.8%</b>	
<b>Expenditure</b>	<b>22,000</b>	<b>278,013</b>	<b>365,433</b>	<b>87,420</b>	<b>0</b>	<b>87,420</b>	<b>76.1%</b>	
<b>Net Income over Expenditure</b>	<b>(20,891)</b>	<b>81,378</b>	<b>(5,483)</b>	<b>(86,861)</b>				
plus Transfer from EMR	2,000	31,166						
less Transfer to EMR	0	97,202						
<b>Movement to/(from) Gen Reserve</b>	<b>(18,891)</b>	<b>15,342</b>						

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## Louth Town Council Current Year

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## Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
320 Earmarked Reserves	0.00		0.00
321 EMR Flood Memorial	0.00		0.00
322 EMR CCTV refurbishment	9,637.00	363.00	10,000.00
325 EMR Street Furniture	19,253.00	-18,178.00	1,075.00
326 EMR Anniversary of Louth Flood	500.00	-198.33	301.67
327 EMR Contingency	16,135.00	-10,040.00	6,095.00
329 EMR Quality Council / Office	4,245.00		4,245.00
337 EMR Conservation Area	500.00		500.00
338 EMR Civic Events	1,889.00		1,889.00
339 EMR War Memorial	3,000.00	3,000.00	6,000.00
340 EMR Grants 137 Reserve	66.00	1,000.00	1,066.00
346 EMR Christmas Illuminations	4,000.00	1,000.00	5,000.00
347 EMR Art Trail	1,000.00		1,000.00
348 EMR IT Replacement	2,207.87	500.00	2,707.87
349 EMR Civic Regalia	0.00	1,000.00	1,000.00
352 EMR TCP Floral Enhancement	1,921.00	579.00	2,500.00
353 EMR Capital Expenditure	0.00	97,201.80	97,201.80
359 EMR Accommodation	6,612.00	278.00	6,890.00
360 EMR Cem External Wall	4,000.00		4,000.00
362 EMR Civic Property	1,468.54	577.40	2,045.94
363 EMR Flood Alleviation Scheme	26,500.00		26,500.00
364 EMR Clerks Training	2,540.00		2,540.00
365 EMR Accom OfficeEquip / Stor	2,000.00		2,000.00
366 EMR Cemetery Planting Project	458.00		458.00
370 EMR Cemetery Gates	1,500.00	500.00	2,000.00
380 EMR Cem Road Maintenance	2,000.00	1,000.00	3,000.00
381 EMR Cem Equipment Replacement	8,637.00		8,637.00
382 EMR Cem Tree Surgery	1,380.00	2,000.00	3,380.00
383 EMR Cem Workshop/Lodge	8,056.24		8,056.24
384 EMR Cemetery Facilities	0.00		0.00
385 EMR Vehicle Replacement	14,658.00		14,658.00
386 EMR Cemetery Facilities	3,347.00	-2,750.00	597.00
390 EMR Accom Roof	5,622.00	1,514.00	7,136.00
391 EMR Accom Boiler	10,000.00		10,000.00
392 EMR Accom Structural	3,860.00	1,140.00	5,000.00
393 EMR Accom Car Park	1,000.00	1,000.00	2,000.00
394 EMR Street Signs / Furniture	15,660.00		15,660.00
395 EMR SH Internal Decorating Foy	1,500.00	500.00	2,000.00
396 EMR Speed Signs	512.00		512.00
397 EMR Tourism	2,115.00		2,115.00
398 EMR Elections	11,000.00	3,000.00	14,000.00
399 EMR Funding for Sports Assets	1,000.00	1,000.00	2,000.00
	<b>199,779.65</b>	<b>85,986.87</b>	<b>285,766.52</b>



09/03/2021

Louth Town Council Current Year

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**Detailed Balance Sheet - Excluding Stock Movement****Month 11 Date 28/02/2021**

<u>A/c</u>	<u>Description</u>	<u>Actual</u>
<u>Current Assets</u>		
105	VAT Refunds	16,690
201	Lloyds TSB Current/Deposit	488,397
210	National Savings Bank	111,323
220	Petty Cash	235
<b>Total Current Assets</b>		<b>616,646</b>
<u>Represented by :-</u>		
301	Current Year Fund	81,378
310	General Reserve	249,502
322	EMR CCTV refurbishment	10,000
325	EMR Street Furniture	1,075
326	EMR Anniversary of Louth Flood	302
327	EMR Contingency	6,095
329	EMR Quality Council / Office	4,245
337	EMR Conservation Area	500
338	EMR Civic Events	1,889
339	EMR War Memorial	6,000
340	EMR Grants 137 Reserve	1,066
346	EMR Christmas Illuminations	5,000
347	EMR Art Trail	1,000
348	EMR IT Replacement	2,708
349	EMR Civic Regalia	1,000
352	EMR TCP Floral Enhancement	2,500
353	EMR Capital Expenditure	97,202
359	EMR Accommodation	6,890
360	EMR Cem External Wall	4,000
362	EMR Civic Property	2,046
363	EMR Flood Alleviation Scheme	26,500
364	EMR Clerks Training	2,540
365	EMR Accommodation Office Equip / Stor	2,000
366	EMR Cemetery Planting Project	458
370	EMR Cemetery Gates	2,000
380	EMR Cem Road Maintenance	3,000
381	EMR Cem Equipment Replacement	8,637
382	EMR Cem Tree Surgery	3,380
383	EMR Cem Workshop/Lodge	8,056
385	EMR Vehicle Replacement	14,658
386	EMR Cemetery Facilities	597
390	EMR Accommodation Roof	7,136
391	EMR Accommodation Boiler	10,000
392	EMR Accommodation Structural	5,000
393	EMR Accommodation Car Park	2,000
394	EMR Street Signs / Furniture	15,660
395	EMR SH Internal Decorating Foy	2,000
396	EMR Speed Signs	512
397	EMR Tourism	2,115
398	EMR Elections	14,000
399	EMR Funding for Sports Assets	2,000
<b>Total Equity</b>		<b>616,646</b>

Date: 09/03/2021

Louth Town Council Current Year

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Time: 13:58

**Bank Reconciliation Statement as at 28/02/2021  
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	17/12/2019	5	166,650.51
Lloyds TSB Current Account	28/02/2021	51	326,112.16
			<u>492,762.67</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
26/11/2019 8564 Louth Men's Shed		32.50	
13/05/2020 8733 RBL Poppy Appeal		17.00	
29/06/2020 8775 Louth Men's Shed		30.00	
15/02/2021 8971 AJ Embroidery		66.24	
15/02/2021 8975 Onecom Ltd		84.78	
15/02/2021 8979 Louth Playgoers		2,000.00	
15/02/2021 8985 LCC Pension Fund		1,586.60	
15/02/2021 8988 Petty Cash		100.00	
24/02/2021 8989 Npower		373.72	
24/02/2021 8990 British Gas		29.08	
24/02/2021 8991 Louth Building Supplies		19.84	
24/02/2021 8992 KRL Group Ltd		25.57	
			<u>4,365.33</u>
			488,397.34
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			488,397.34
		<b>Balance per Cash Book is :-</b>	<b>488,397.34</b>
		<b>Difference is :-</b>	<b>0.00</b>

Date: 09/03/2021

Louth Town Council Current Year

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Time: 14:01

**Bank Reconciliation Statement as at 28/02/2021  
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	28/02/2021	80	135.40
			<u>135.40</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			135.40
<u>Receipts not Banked/Cleared (Plus)</u>			
15/02/2021 8988		100.00	
			<u>100.00</u>
			235.40
		<b>Balance per Cash Book is :-</b>	<b>235.40</b>
		<b>Difference is :-</b>	<b>0.00</b>

# Louth Town Council

## MEDIA POLICY

**Aims:** Louth Town Council aims to build and maintain a positive reputation and will have a proactive approach to dealing with the media with enquiries being dealt with, wherever possible, within two working days. This approach will ensure an open and transparent approach which is helpful to the media and is positive and honest.

**Objectives:** 1) To improve residents' understanding of the work of the Council and to provide public information. 2) To enhance the reputation of Louth Town Council by promoting and celebrating success and the achievements of the Council and its partners. 3) To ensure a co-ordinated response from a single point of communication, the Town Clerk (or her assistant in her absence). 4) Reduce the risk of negative publicity resulting from non-response to enquiries. 5) To defend the Council from unfounded criticism by ensuring the public are properly informed of all relevant facts. 6) Adhere to the Code of Recommended Practice on Local Authority publicity.

**Roles and Responsibilities:** The Council's policy is to deal with all media enquiries centrally through the Town Clerk. This will ensure that a consistent message is given. Any statements given by the Town Clerk must not be party political.

**Meeting Privacy:** The press is free to attend all meetings, except for any part which is in Closed Session. Recordings are taken of each meeting by the Town Clerk. Councillors and the press are permitted to record meetings (unless Closed Session), but it is courteous to inform the Town Clerk if a person wishes to independently record it. All matters discussed in Closed Session during Council Meetings must remain confidential and should not be leaked in any form to the media. If notes are taken during Closed Session these should be left behind (face to face meetings) and all pink papers handed in. In online conferencing meetings, notes taken during Closed Sessions should be immediately shredded and any pink papers either shredded if printed or removed from your device if in electronic file format. When meeting online, please ensure that no other person can either hear or see your screen during Closed Sessions items. In both types of meetings, mobile phones and any type of recording device must be switched off during Closed Session items.

**Disciplinary action will be considered if Councillors are found to have "leaked" any confidential information.**

**Press, Radio and Television Interviews:** All elected members should be sensitive to the fact that they are perceived to be speaking on behalf of the Council. If Councillors are making comments or statements that are not in accordance with Council Policy, they should make it clear that it is their own personal view and not that of the Council's. This being the case they should not use the prefix of Councillor. Out of courtesy, the Town Clerk should be informed of any radio or television interviews/statements/comments made by Councillors so that she can be aware of the situation.

**Management of Negative Publicity:** It is important that this is done well and points adhered to. Inaccurate reporting in the media should be discussed by the Town Clerk and the Mayor (along with those Councillors invited to give their views where appropriate) before a course of action is decided on. Any press statement will be written by the Town Clerk.

**Social Media:** Louth Town Council has its own Facebook page. Any official information or statements regarding the Council will be posted on that page. Councillors and staff should remember that all social media sites are a public forum and that they are personally responsible for the content published. It must be made clear by Councillors that any comments or statements they make (unless quoting council policy) are their own personal views and not that of the Council. This being the case they should not use the prefix of Councillor. No defamatory, derogatory or offensive comments should be posted on the internet about colleagues or matters which have come in front of the Council. Anyone acting in contravention of this protocol may be subject to misconduct and disciplinary action.

**Equal Opportunities and Diversity:** These must be respected and adhered to at all times, when dealing with any form of media. The Town Council shall not publish any material which in whole, or in part, appears to be designed to support a political party.

**Embargoes:** To be used where deemed necessary and, all press releases should carry the embargoed logo on the top sheet. The Town Clerk, the Mayor and Councillors will convene a meeting to decide on a course of action should any media break the Council's stated embargo.

**Press Conferences:** Can be convened in the event of a major incident or an emergency in the town. Any press conferences held need to be pre-planned so that press statements can be prepared. All press conferences should be run to an agreed framework.

### **Election Years**

During an election year, from the issue of the Notice of Election until the day following the election, only the Town Clerk should issue press releases.

## Louth Town Council

# COMPUTER AND TELEPHONE MISUSE POLICY

### **1.0 Purpose**

This document formalises how ICT and associated equipment should be used by people employed by External Agencies, working for Louth Town Council.

### **2.0 Scope**

Computer equipment, software, data access and services provided by Louth Town Council for use in conducting Council business is supplied on the following terms and conditions as set out below.

### **3.0 General**

- 3.1 These Conditions of Use may be modified from time to time, in response to changing circumstances of an operational, legislative or technological nature.
- 3.2 Periodic checks may be made by Internal Audit or staff to ensure compliance with these conditions. Where required to do so you must disclose passwords for this purpose.

### **4.0 Ownership**

- 4.1 The computer equipment, software, data access, telephones and services provided are the property of Louth Town Council. The equipment shall be recorded in the inventory of IT equipment and software, which is maintained by the Clerk. They are provided for the duration of your work with the Authority.
- 4.2 At the end of that period services provided will be terminated and computer equipment and software must be returned to Louth Town Council in full working condition.
- 4.3 If equipment has been lost or damaged whilst on loan, a charge may be made for its replacement or repair.

### **5.0 Installation**

- 5.1 The equipment, telephone, software and services will be prepared for your use by an officer of Louth Town Council.
- 5.2 Louth Town Council will be responsible for supplying the equipment and any leads necessary to operate the equipment.

### **6.0 Training**

- 6.1 It is the responsibility of the Town Clerk to ensure that every member of staff working on Louth Town Council Systems has been given sufficient training to use the computer and telephone systems.

## **7 Use of Computer Equipment, Software and Services**

- 7.1 The equipment, software and services are provided for use in respect of Louth Town Council business. In making use of the facilities provided you are required to comply with Louth Town Council policy and guidelines with respect to the use of Information Communications Technology. The relevant policies are available at [www.louthtowncouncil.gov.uk](http://www.louthtowncouncil.gov.uk).
- 7.3 Private use of the ICT and telephone facilities provided is allowable within the guidelines indicated above.
- 7.4 Louth Town Council accepts no liability for any consequences (including financial or other loss) which may arise through private use of the facilities provided. You should also note that the security of private information and data is your responsibility. You are advised that simply deleting files does not permanently remove them from a computer.
- 7.5 Access to the Internet may be provided by Louth Town Council. You should be aware that the Internet contains potentially offensive material.
- 7.6 Louth Town Council accepts no liability for any offence, injury or consequences that may result from your use of the Internet and its associated facilities. See section 8 for more detail.
- 7.7 You are also reminded of your responsibility of probity (see section 9 below).

## **8.0 Legal Implications**

- 8.1 Louth Town Council must comply with all UK legislation with respect to the use of ICT. In using Louth Town Council facilities you must do likewise. You may be held personally liable for any breach of current legislation and any future legislation that may be enacted:
- 8.2 Examples of current legislation include, but are not limited to:
  - 8.2.1 Data Protection Act 1998
  - 8.2.2 General Data Protection Regulations
  - 8.2.3 Copyright Designs and Patents Act 1988
  - 8.2.4 Computer Misuse Act 1990
  - 8.2.5 Obscene Publications Act 1959
  - 8.2.6 Freedom of Information Act 2000
- 8.3 It is your responsibility to ensure that your use of any personal information complies with the provisions of the Data Protection legislation.
- 8.4 The transmission of personal information contained within electronic mail or as an attachment to electronic mail is also subject to the provisions of the Data Protection Act.
- 8.5 Personal information must not be sent over the internet without consent.
- 8.6 Printed reports must be disposed of with regard to the sensitivity of the information concerned and all material making reference to personal data must be disposed of in accordance with Louth Town Council's policies and procedures.
- 8.7 All recordable media (e.g. recordable CDs, DVDs, memory sticks and external portable hard drives) must be returned to The Data Control Officer and Clerk, Mrs. Lynda Phillips for disposal or reformatting.
- 8.8 Please also be aware that no unauthorised disclosure of information is permitted and all requests for access to personal data must be referred to the Town Clerk.
- 8.9 The use, or possession, of unlicensed copies or "pirated" versions of software is illegal and is expressly prohibited.
- 8.10 The use of equipment must be in compliance with all relevant legislation.

## **9.0 Computer Security**

- 9.1 The Information Security Policy must be complied with at all times.
- 9.2.1 All Passwords should conform to the password policy contained within the Information Security policy. Passwords must not be changed to easy to remember phrases.
- 9.2.2 Information concerning Louth Town Council's computer security arrangements and access methodologies must not be divulged to unauthorised persons.
- 9.2.3 The use of all media (e.g. CDs, DVDs, memory sticks and external portable hard drives) must conform to the removable media policy, and must be checked for viruses before use.
- 9.2.4 Where a virus is suspected/detected, the matter must be reported to the Data Control Officer and Clerk, Mrs. Lynda Phillips immediately. Until virus repair is affected, an infected PC must not be used.
- 9.2.5 When a phishing email or hacked email account is suspected, this must be reported straight away to the Data Control Officer and Clerk.
- 9.2.6 Software or programs (including screen savers and wallpaper), must not be downloaded from the Internet or installed from removable media. This includes programs or software available for trial purposes or those that are free of charge.
- 9.2.7 No software can be loaded onto Louth Town Council ICT equipment, unless with the express permission of the Data Control Officer and Clerk, Mrs. Lynda Phillips.
- 9.2.8 Data stored on portable IT equipment must be backed-up on a regular basis. A network connection will be provided to facilitate this.
- 9.2.9 The data on networked PCs should only be saved to designated areas on the network. Data must not be saved onto the C: drive of any PC.
- 9.2.10 Where information is kept on portable media, such as memory sticks, then such media must be kept securely when not in use.
- 9.2.11 Where stolen equipment and/or software are recovered; or where it is suspected that equipment or software have been tampered with, they must be returned to the Data Control Officer and Clerk, Mrs. Lynda Phillips for testing prior to re-use.

## **10.0 Risk Management And Insurance**

- 10.1 As part of its risk management and risk financing arrangements, the Council maintains insurance on the equipment provided to you, including cover against the perils of theft, accidental damage, malicious damage and fire.
- 10.2 All computer equipment must be secured from theft or unauthorised use as far as is practical.
- 10.3 If you travel with a laptop or other equipment, it should not be left in an unattended vehicle unless there is no other option, in which case it should be secured out of sight in the boot. There is no insurance cover for losses arising from unlocked vehicles, hotel rooms or other unsecured situations. Therefore, you should be especially careful when taking a laptop away from Council offices, as you will be liable for any such loss.
- 10.4 Any loss of, or damage to, the equipment should be reported as soon as possible to your Head of Service in the first instance and any criminal damage should be reported to the Police.
- 10.5 Any loss of personal data as the result of loss or theft of equipment shall be reported to the Council and Information Commissioners Office (ICO)

## **11 Internet Access and Electronic Mail**

- 11.1 Internet access, electronic mail, electronic diaries and associated services may be made available for your use, if required in connection with Council business.
- 11.2 The policy for Acceptable use of the Internet must be adhered to at all times.
- 11.3 If required, email will be provided using the corporate email service. You will be provided with an official Council electronic mail address. You are requested to monitor and manage your electronic mail and calendar on a regular basis, preferably daily.
- 11.4 While the corporate electronic mail system is provided primarily for official business, personal use is permitted provided it complies with the Council's policies and guidelines, and such use does not hamper or conflict with official business.
- 11.5 In accordance with the Telecommunications (lawful business practice) Interception of communications regulations, the Council may lawfully view and monitor all email created, sent, forwarded, received or saved on the corporate email system without prior notice, and reserves the right to do so. You are therefore advised to think carefully before the facilities provided are used to communicate personal or sensitive information. The nature and content of electronic mail should be considered carefully and treated in the same way you would conventional mail.
- 11.6 The Council may also lawfully view and monitor all internet access, and reserves the right to do so.
- 11.7 You are reminded that Council facilities may only be used for lawful purposes. Viewing or transmission of any material which may be regarded as offensive or in violation of any UK law or legislation is not permitted. Such material may include copyright material, material judged to be threatening, pornographic, obscene or sexually explicit and material protected by trade secret.

## **12 Probity**

- 12.1 All officers and members are reminded that you are bound by the National Code of Local Government Conduct and that the general principles contained within the Code also apply to specific instances, such as the use of the Internet, Intranet or e-mail. You should ensure that your conduct accords with the requirements of the National Code and that of Louth Town Council's Code of Conduct. Other people who work in council offices will be expected to act in a manner that complies with these codes.
- 12.2 Any allegations of breach of the Code will be referred to the Head of Service for investigation.

## **13 Support**

- 13.1 Any computer equipment or software problems which occur should be reported to the Data Control Officer and Clerk, Mrs. Lynda Phillips during normal working hours. This will ensure that the problem is tracked and concluded as quickly as possible.
- 13.2 No support will usually be provided outside of normal working hours.
- 13.3 In the event that the equipment suffers a complete hardware malfunction, Louth Town Council will be responsible for putting the equipment back to the condition in which it was first supplied. Louth Town Council will also reinstate, in so far as is reasonable and possible, information and data secured from the most recent back-up.



**14 Health and Safety**

- 14.1 In the interests of health and safety, you are advised to adhere to the following recommendations for the safe use of personal computer equipment:
- 15.1.1 Sit in a chair that gives you good back support to avoid backache
  - 15.1.2 Position the screen in front of you to avoid twisting
  - 15.1.3 Regularly look away from the screen to reduce eye strain
- 14.2 If you have been provided with a “laptop” computer, you should avoid using it on a low table or on your lap as both of these positions will increase strain on your neck and lower back.
- 14.3 If you have any concerns relating to the safe use of your computer equipment, please contact the Health and Safety Officer.

**15 Data Use**

- 15.1 Any data that is available to be accessed must only be used for Louth Town Council purposes and must not be transferred to any third party or other employers without the explicit agreement of the relevant Head of Service.

**16 Schedule Of Equipment Software And Services**

Equipment:

Software:

Services:

**17 DECLARATION**

I confirm that:

I have received the equipment, software and services specified above and I agree to abide by the terms and conditions of use as set out above.

**Signed** ..... **Date** .....

Name (please print) .....

	Task still to complete
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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				
2				
3				
4				

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
<b>Acts , Regulations and Policies</b>								
To ensure compliance with the Acts of Parliament, Council's financial regulations and code of conduct	Lack of knowledge of regulations and codes.	a) Experienced Town Clerk/Staff. b) Knowledge of new and updated regulations. c) All Councillors to receive training on a regular basis. 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-21
	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-21
	Actions by the TC outside of its powers as set out by Parliament.	Include in next TC meeting or call an emergency meeting. Councillors to ensure they understand powers of Parliamentary Acts.	2x4=8	1x4=4	Initial timescale December 2021 then ongoing	➔	Town Clerk, Cllrs and Staff	Mar-21
	Lack of commitment to regulations and procedures.	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-21

To comply with appropriate Government legislation regarding disability, racial equality, safeguarding, Health and Safety etc.	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.	Produce and adopt relevant policies. Review at least annually.	1x3=3	1x3=3	Ongoing each year	Town Clerk	Mar-21
	Risk Management	Maintained by Town Clerk and approved by Council. Reviewed annually. See complete Policy Schedule.	1x3=3	1x3=3	Ongoing each year	Town Clerk	Mar-21

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

<b>Aim</b>	<b>Risk</b>	<b>Method to Minimise Risk</b>	<b>Current Risk Level (likelihood x Consequence)</b>	<b>Managed Risk Level</b>	<b>Timescale to Achieve</b>	<b>Status</b>	<b>Responsible</b>	<b>Review Date</b>
<b>COVID 19 Risk Assessment</b>								
Following the pandemic procedures were put into place as per government legislation.	Risk to staff catching Covid from members of the public or contractors	a) ALL visitors to ring and book appointment b) Where possible, only one extra visitor/contractor on the premises at any time c) All visitors to sign into the track and trace book or use the scan code. d) All visitors must wear a mask and use the anti bac liquid on entry.	2x3=6	2x3=6	Ongoing	✓	Town Clerk, staff, Cllrs	Mar-21
Legislation in place to meet via virtual council meetings	Requirement to continue Council meetings during restrictions and lockdown. Council risks not operating well	a) Zoom conference software purchased 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 e) Meeting Schedule kept following initial 3 month full lockdown	2x1=2	2x1=2	Ongoing	✓	Town Clerk, staff, Cllrs	Mar-21
Member of Staff tests positive for COVID	Risk to rest of staff catching virus	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	Ongoing	✓	Town Clerk, staff, Cllrs	Mar-21

Covid Restrictions at Cemetery	Risk to staff catching Covid from members of the public or contractors	<ul style="list-style-type: none"> <li>a) Only staff now allowed into Chapel Office</li> <li>b) Anti bac and cleaning products in place</li> <li>c) Attendance at cremation burial and full interments restricted to that allowed by government legislation.</li> </ul>	3x2=6	3x2=6		Ongoing	✓	Town Clerk, staff,	Mar-21
Carry out Covid 19 Risk Assessment - work places	Sessions House - Risk of virus to members of staff and visitors to Sessions House	<ul style="list-style-type: none"> <li>a) Office created in reception so two office staff not sharing same office.</li> <li>b) Anti bac in all offices.</li> <li>c) Separate toilets for members of staff.</li> <li>d) Cleaning products in toilets.</li> <li>e) Cleaning products in kitchen.</li> <li>f) Cleaning products in foyer to clean handles and lights etc on a regular basis.</li> <li>g) Paper cups for non regular staff to use for coffee/tea.</li> <li>h) Masks to be worn when outside companies visiting ie cleaners and contractors.</li> </ul>	4x2=8	4x2=8		Ongoing	✓	Town Clerk, staff,	Mar-21

Comply with face to face meetings If legislation is not extended	<p>After a year of no face to face meetings, we need to put in place procedures to ensure the safety of staff, public and councillors should we have to meeting face to face.</p>	<p>a) Maximum meeting numbers in Court Room to comply with current recommendations – if this does not allow to facilitate using Sessions House, then book another meeting hall.  b) Members of public and press should book prior to meeting so numbers can be monitored.  c) No one who has had contact with any person infected with COVID within 14 days should enter.  d) Face masks to be worn.  e) Temperature to be taken (electronic gun type)  f) Hand sanitizer to be used.  g) Staggered entry to meeting so no queues  h) No drinks given out.  i) All agendas and supporting papers to be removed, EXCEPT pink paper which should be put straight into the shredder.  j) Reduce time spent in meetings to 1 hour – any items which may require long discussion should be carried out on virtual meeting prior and then outcome formalised face to face.  k) All working groups should continue to meet on Zoom.  l) On leaving each person leaves with a 10 second gap – no congregating to talk.  m) Advise that no councillors share cars to meeting.</p>	4x2=8		Yet to be implemented	↑	Town Clerk, staff and Cllrs	Mar-21
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**LOUTH TOWN COUNCIL**  
**RISK MANAGEMENT AND INTERNAL CONTROLS**

<b>Aim</b>	<b>Risk</b>	<b>Method to Minimise Risk</b>	<b>Current Risk Level (likelihood x Consequence)</b>	<b>Managed Risk Level</b>	<b>Timescale to Achieve</b>	<b>Status</b>	<b>Responsible</b>	<b>Review Date</b>
<b>Accounts</b>								
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-21
	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-21
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-21
Efficient payments procedure in place	Transfer of Funds	Transfer requests signed by two authorised signatories prior to transfer.	1x3=3	1x3=3	Ongoing	✓	RFO	Mar-21



	Cheque book payment procedure not carried out correctly	<p>a) All cheques signed by 2 of 4 authorised signatories (all Councillors).</p> <p>b) Keep signatories to a minimum but consistent with practicalities.</p> <p>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.</p> <p>d) Online banking to be set up purely so in place should further emergency measures be taken with the pandemic.</p>	2x2=4	2x2=4	End of May 2021 then ongoing	✓	RFO	Mar-21
	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	Ongoing	✓	Town Clerk and G&F Comte	Mar-21
	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	End November 2021	➡	Town Clerk and Assistant to Town Clerk	Mar-21

Administering Grants correctly	Administering Grants incorrectly	a)Requests for grant-aid have to be submitted on standard pro-forma together with balance sheet or supporting data. b)Applications to comply to given criteria for grants. c)Application included as agenda item at special grant consideration meeting. d)If approved payment made following approval. e)Details of minute number and cheque recorded on pro-forma and filed in grant-aid file.	1x3=3	1x3=3	Ongoing	✓	Town Clerk, Staff, Cllrs	Mar-21
Making VAT Claim	VAT claim not properly accounted for, resulting in loss of VAT return	a)Ensure all receipts have VAT number and VAT value recorded where applicable. b)Record VAT electronically in computerised accounting system and reclaim annually. c)Copy of claim filed in VAT file, with payment slip. d)Payment recorded electronically in accounting system. e)Paid by Direct Credit. f)Ensure appropriate publications held and that Clerk has good knowledge of regulations.	2x3=6	1x3=3	Ongoing	✓	Town Clerk and Staff	Mar-21
Correct procedure of receiving payments	Receiving cash payments - difficult audit trail	a)Avoid cash payments and receipts if possible. b)Where unavoidable bank after validation. c)Enter in bank paying-in book with receipt number. d)Credit entered electronically into computerised accounting system. e)Records presented to council. f)Complies with Financial Regulations.	2x3=6	1x3=3	Ongoing	✓	Town Clerk and Staff	Mar-21
Securing income sources	Income revenues not received or followed up for non payment, or potential income not pursued.	a) Keep records of regular annual income streams. b) Ensure all burial records are cross checked for payments made and invoices sent. c) Keep regular check on all invoices sent out and cross check payments made.	3x2=6	2x2=4	Set up more detailed calendar of all expected payments for 2021/22 by June 21	➔	Town Clerk and Staff	Mar-21

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-21
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-21
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-21
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-21
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-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
<b>Salaries</b>								
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-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
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-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
<b>Property</b>								
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	Fire assessment to be carried out before end of May 2021	↑	Town Clerk and Staff	Mar-21
	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-21





	Cemetery Chapel - St. Aethelreds could suffer damage if checks are not made - ie damp, fire or flood	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.	1x3=3	1x3=3	Ongoing	✓	Town Clerk and Cemetery Staff	Mar-21
Town signs/seats/bins/speed signs	Town Council equipment could suffer damage or cause an accident	a)Condition checked by suitably qualified contractor/handyman service. b)Photos taken of items. c)Rolling programme of repair, or replacement as necessary.	2x3=6	2x3=6	Ongoing	✓	Town Clerk, Staff and Councillors	Mar-21
Gravestone Safety and Topple Testing	Gravestone could fall onto member of public or be a trip hazard	a)Rolling programme of routine checks implemented and documented b)Photographs taken c)Paperwork completed d)Hazardous stones laid flat, hazard tape used and notice of action taken put on headstone	1x3=3	1x3=3	Ongoing	✓	Town Clerk and Staff	Mar-21
Keys	Keys are lost or unavailable	a)To Sessions House Accommodation Nominated Key Holders, 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	Ongoing	✓	Town Clerk, Staff and Cllrs keyholders	Mar-21



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

<b>Aim</b>	<b>Risk</b>	<b>Method to Minimise Risk</b>	<b>Current Risk Level (likelihood x Consequence)</b>	<b>Managed Risk Level</b>	<b>Timescale to Achieve</b>	<b>Status</b>	<b>Responsible</b>	<b>Review Date</b>
<b>Assets</b>								
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 by November 2021	✓	Town Clerk and Assistant	Mar-21
To identify those assets which have out dated valuations	Inadequate or inaccurate valuation of the Council's assets.	a)Asses to be regularly re-assessed every 5 years	1x3=3	1x3=3	Ongoing	✓	Town Clerk Clirs and Assistant	Mar-21



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&amp;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) 12 foot barriers x 4 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 light carried out by contractors in reverse.</p>	2x4=8	2x4=8	Ongoing		Town Clerk Clifs and Assistant	Mar-21
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.</p> <p>b) Ensure that excessive funds are transferred to the deposit accounts annually.</p>	2x3=6	1x3=3	All accounts to be reviewed by November 2021		Town Clerk and FOG	Mar-21
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	Review of charges for all services by end October 2021		Town Clerk and FOG	Mar-21
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-21

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-21
Ensure contractors have risk assesment in place		Risk Assemsment requested annually	3x3=9	2x3=6	All RA to be rechecked by September 2021	↑	Town Clerk and staff	Mar-21
Ensure funeral masons are member of NAMM/ BRAMM	Masons not installing headstones correctly to the latest H&S specification therefore a risk to LTC assets	Associations body for masons, sign up for the latest installation of H&S - there membership or certificate is requested annually	2x3=6	2x3=6	Ongoing annually	✓	Town Clerk and staff	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
<b>Staffing</b>								
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-21
	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-21
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-21
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-21
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-21

Staff mental health	Workload due to inadequate staffing causes mental health issues and staff resignations/illness	<p>a) Consider overall resources and impact on staff when considering new projects.</p> <p>b) Allow for additional staff hours in times of potential risk.</p> <p>c) Monitor that staff are coping with new projects/time.</p> <p>d) Staff annual reviews undertaken.</p>	2x3=6	1x3=3	Consider staffing review by budget setting time 2021	↑	Town Clerk and Pers Comte	Mar-21
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	<p>a) Staff have all attended a first aid course - Ensure staff attend refresher courses.</p>	3x2=6	2x2=4	Check dates staff attended and look for online course refreshers by end September 2021	↑	Town Clerk, Mayor, Cllrs 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								
"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.	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	Ongoing through Covid	✓	Town Clerk and staff	Mar-21
	Address Flood Risk Issues	a) Flood alert warning information to Office phone b) LTC payment to maintain Flood alleviation scheme	3x2=6	3x2=6	Ongoing	✓	Town Clerk, staff and Cllrs	Mar-21
	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-21
	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-21

	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-21
	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-21
	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-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
<b>IT and Records</b>								
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-21
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-21

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	a) Follow the GDPR Policy.	2x2=4	2x2=4	Ongoing	✓	Town Clerk, Councillors and staff	Mar-21
Hard copy files and records	Ensure hard copy files, especially those such as grave records, leases and finance are kept in a safe environment should Sessions House be compromised	<p>a) Leases are kept in the safe.</p> <p>b) Leases photographed/scanned and kept digitally also</p> <p>c) Photos taken of the grave books.</p> <p>d) Most burial registers were digitalised some years ago, though current one is still being added to. Some records missing from digital files. Current registers have had photos taken of all pages and kept in digital format in the interim.</p> <p>e) Photos required of old grave sale books.</p> <p>f) Accounts for last 7 years are backed up on cloud.</p>	2x3=6	2x2=4	Digitalise current register to be completed by September 2021. Digitise missing records by end September 2022	↑	Town Clerk and staff	Mar-21



Description	Cost of Acquisition	Location	Date of Acquisition	Size	Insurance Cover	Notes	Price Per Unit	Proxy value	Value	Sub Total	Cost of Replacement
The Old Mill House	1.00	Crowtree Lane	1974	0.59 acres		Handed over from Louth Borough Council		1.00	300,000.00		
The Sessions House	200,000.00	Eastgate	2011			Office and Land			200,000.00		250,000.00
St. Aethelheard's Chapel	1.00	London Road Cemetery	1974			Handed over from Louth Borough Council		1.00	60,104.00		100,000.00
Multi-denominational Chapel	1.00	London Road Cemetery	1974			Handed over from Louth Borough Council		1.00	60,104.00		100,000.00
Cemetery	1,260.00	London Road Cemetery	1853	20 acres		Value based on AHDB lowest 2018 cost per hectare of pasture land			104,000.00		150,000.00
Hubbard's Hills	1.00	Off Crowtree Lane	1907			Gifted to the people of Louth from Alfred Pahud Estate		1.00	1.00		
War Memorial	1.00	Eastgate	1921			Paid for by public subscription		1.00	1.00		
Mount Olivet Allotments	1.00	Mount Olivet	1936	0.498 acres		Allotment land. Community long term asset. Lease with Louth Cottage Garden and Allotment Association signed in 1936					
London Road Allotments	1.00	London Road	1953	5 acres		Allotment land. Community long term asset. Lease with Louth Cottage Garden and Allotment Association signed in 1936					
Land at Julian Bower	1.00	Julian Bower off London Road	1953	4.57 acres		Purchased 19/1/1953 from Lindsey County Council.			80,000.00		
Land at London Road - Astro turf	1.00	London Road		4 acres		Now astro turf, leased by Magna Vitae.			80,000.00	884,210.00	
Hedge trimmer	310.00		Oct-18			Husqvarna 226HD60S	310.00		310.00		350.00
Brushcutter	545.00		Oct-18			(Strimmer) Husqvarna 545RX	545.00		545.00		570.00
Blower	170.00		Oct-18			Husqvarna 525BX	170.00		170.00		200.00
Ride on Mower	5,700.00		Feb-20			Husqvarna R316TsX AWD	5,700.00		5,700.00		6,500.00
Pedestrian Mower	560.00		Feb-20			Husqvarna LB563S	560.00		560.00		580.00
Small Pedestrian Mower	212.50		Jul-20			Husqvarna LC140S	212.50		212.50		230.00
Brushcutter	270.83		Jul-20			Husqvarna 525RX	270.83		270.83		600.00
High Reach Hedge trimmer	450.00		Oct-20			Husqvarna 325HE4X	450.00		450.00		475.00
Brushcutter	625.00		Dec-20			Husqvarna 555RXT	625.00		625.00	8,843.33	650.00
Desks etc	512.00		May-11			x 2 one left hand radial, one right hand radial	256.00		512.00		600.00
Laptop	583.00		Jun-15			HP	583.00		583.00		600.00
Desk Top Computers	3,513.00		May-11			x 3 HP harddrives (one for server) and x 2 LG monitors. From purchase schedule 2011	1,171.00		3,513.00		4,000.00
Desk Top Computers	993.64		Dec-19			2 x harddrives	496.82		993.64		
Hoover	250.00		Mar-20			Sebo x7 epower cleaner	250.00		250.00		300.00
White Goods	100.00		Aug-07			Fridge	100.00		50.00	5,901.64	150.00
Christmas Illuminations	3,574.00		2012			Stored at SH, erected on catenary wires by local contractor			3,574.00		4,000.00
Crib Figures						x 10 figures	300.00		3,000.00		3,000.00
Illuminated Star Xmas Tree Topper	132.00		Dec-19			Bought from Blachere Illuminations Dec 19. Price ex. VAT.	132.00		132.00		150.00
Xmas Tree Baubles	249.00		Oct-19			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		250.00
4 x Banners	134.00		Nov-19			For use around Xmas Tree	33.50		134.00		150.00
Xmas Tree Baubles	219.00		Nov-20			176 x 10cm gold, 55 x 14cm gold	£0.68, £1.80		219.00		230.00
4 x Banners	172.00		Nov-20			For use around Xmas Tree	£43		172.00		200.00
CCTV	20,004.00		2018/19			Revalued in 2019 from £20,004 due to upgrade to digital in partnership with ELDC.	2,730.00		32,760.00		35,000.00
Railway Station Clock	2,782.00		1995			Purchased 1995	2,782.00		2,782.00		
Town Signs	25,153.00		1967 / 2020/21			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		28,000.00
Paintings / Documents / Object d'art	330,000.00					Art work, Charters, Memorabilia. Market Valuation			330,000.00		
Civic Regalia	7,052.00					Mayoral Chains of Office, Maces, Robes			7,052.00		10,000.00
Court Room Furniture	3,315.00		Jun-17			11 no. tables and 40 no. chairs			3,315.00		3,500.00
Pool Van	5,791.67		Mar-19			Purchased from Thompson and Smith	5,791.67		5,791.67	414,333.67	
Interactive Speed Signs and Brackets	4,940.00		2016			Lamp column mounted speed signs	2,470.00		4,940.00		5,000.00
Notice Board	1,654.00		2014				1,654.00		1,654.00		2,000.00
Bus Shelter	2,748.00		2014				2,748.00		2,748.00		3,000.00
Benches	1.00							1.00		9,342.00	10,000.00
									1,322,630.64	1,322,630.64	

Disposals during 2020/21											
Brushcutter	575.00		Mar-18			(Strimmer) Husqvarna 545xt	575.00		575.00		600.00
Hoover	350.00		May-11			Sebo Hoover	350.00		100.00		400.00