

# Louth Town Council

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

01507 355895

clerk@louthtowncouncil.gov.uk



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

You are hereby summoned to attend a meeting of Louth Town Council's Planning Committee, Governance and Finance Committee and Personnel Committee which will be held on Tuesday 30<sup>th</sup> April 2024 in The Old Court Room, The Sessions House, Eastgate, Louth at 7pm. The business to be dealt with at the meeting is listed in the agenda below.

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

*Please note, any public, wishing to speak in the public forum may do so on items which appear on the agenda or may 'sit in' on the meeting(s). It would be much appreciated if any member of the public wishing to speak would please contact the Town Clerk, by emailing [clerk@louthtowncouncil.gov.uk](mailto:clerk@louthtowncouncil.gov.uk) in advance of the meeting to discuss attendance arrangements. Written representation can also be considered rather than attending in person.*

Members of the public should note that they will not be allowed to speak during the formal meeting.

  
Mrs. L.M. Phillips

Town Clerk

Dated this 25<sup>th</sup> Day of April 2024

## AGENDA

### PLANNING COMMITTEE

**(Chairman: Cllr. P. Starsmore, Membership: All Cllrs.)**

#### 1. Apologies for Absence

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

#### 2. Declarations of Interest / Dispensations

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

#### 3. Minutes

To approve as a correct record the notes of the Planning Committee Meeting held on 9<sup>th</sup> April 2024.

#### 4. Applications received by the Local Planning Authority

To consider and make observations on all planning applications received including those listed in the schedule (PA/Schedule 04-30-24). (Attached).

#### 5. Planning Correspondence

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

#### 6. Proposed Works to Trees

Committee to consider the following proposed works to trees:

- a) Details circulated by email 24/4/24. **Location:** 20 Stainesway. **Proposal:** T2 – English Oak – Reduce in height from 15m to 12.5m. T3 – English Oak – Reduce in height from 14m to 10.5m and spread from 13m to 10m.
- b) Details circulated by email 24/4/24. **Location:** Ivy House, 50 James Street. **Proposal:** T1 – Ash – Fell due to overhanging roadway, low amenity value and apparent hymenoscyphus fraxineus infection. T2 – Beech – Fell due to being positioned directly behind garden gate and excessively overhanging roadway. T3 – Holly – Reduce to approximately 6m to remove fire damage to upper branches. T4 – Holly – Reduce to equal height of T3.
- c) Details circulated by email 24/4/24. **Location:** Small Wells, Bridge Street, Louth. **Proposal:** T1 - Leylandii - Reduce in height from 9m to 6m and spread from 3.5m to 2.5m. T2 - Yew - Reduce in height

from 2.5m to 1.5m and spread from 1.5m to 1m. T3 - Spruce - Reduce in height from 4.5m to 3m and spread from 2.5m to 2m. T4 - Leylandii - Reduce in height from 6m to 4m and spread from 3m to 2.5m.  
**Reasons:** T1 - Roots may cause damage to underground pipes and property wall if tree is not maintained at a manageable size. Adverse amenity value. T2 - Tree has become overgrown. T3 - Has become overgrown. Low amenity value. T4 - Has become overgrown. Low amenity value. Could damage boundary wall if roots become overgrown as tree grows in height.

- a) Details circulated by email 24/4/24. **Location:** 13 Westgate. **Proposal:** T1 – Robinia psuedoacacia – Reduce in height by 1.5m and spread by 3m, plus keyhole pruning for telephone cables. T2 – Robinia psuedoacacia – Reduce in height by 1.5m and spread by 3m plus keyhole pruning for telephone cables.

#### 7. **Proposed ‘No Waiting at Any Time’ – London Road, Louth**

Committee to consider the above (see attached) which is proposed as investigations have shown that inconsiderate and dangerous parking is occurring at the junctions, causing visibility and safety concerns for all road users.

#### 8. **Parish Council Police Engagement Session**

Committee to nominate a representative to attend the above which will take place on Thursday 27<sup>th</sup> June, 2024 by Teams.

#### 9. **Next Meeting**

Committee to note that the date of the next scheduled Planning Committee meeting is 28<sup>th</sup> May 2024.

### **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 9<sup>th</sup> April 2024.

#### 4. **Finance**

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

- a) Receipts and Payments – Cashbooks 1 and 2, Months 10 and 11
- i. Month 10
 

|    |             |          |            |          |            |
|----|-------------|----------|------------|----------|------------|
| 1. | Cash Book 1 | Receipts | £16,549.43 | Payments | £14,124.08 |
| 2. | Cash Book 2 | Receipts | £0.00      | Payments | £40.00     |
  - ii. Month 11
 

|    |             |          |           |          |            |
|----|-------------|----------|-----------|----------|------------|
| 1. | Cash Book 1 | Receipts | £5,300.00 | Payments | £30,486.53 |
| 2. | Cash Book 2 | Receipts | £0.00     | Payments | £2.10      |
- b) Detailed Income and Expenditure Report (Budget Variance Report) as at Month 11 to 29<sup>th</sup> February 2024.
- c) Earmarked Reserves Report as at 29<sup>th</sup> February 2024.
- d) Balance Sheet to 29<sup>th</sup> February 2024 and Cash Book 1 and 2 Bank Reconciliations which reconcile to account statements showing balances as follows:
- i. Lloyds Treasurers Account (balance at 29/02/24 on statement 87) – £316,656.61
  - ii. Petty Cash (balance as at 29/02/24) – £76.01
  - iii. Lloyds Deposit Account (balance on statement 11) – £166,652.51
  - iv. National Savings and Investment Account (balance on statement 12) – £111,438

#### 5. **Review of Standing Orders**

Committee to review its Standing Orders and approve for future use.

#### 6. **Next Meeting**

Committee to note that the date of the next scheduled Governance and Finance Committee meeting is 18<sup>th</sup> June 2024.

**PERSONNEL COMMITTEE****(Chairman: Cllr. Mrs. J. Makinson-Sanders, Membership: Cllrs. Ballard, Baskett, Filer, Hobson, Horton)****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 Personnel Committee Meeting held on 30<sup>th</sup> January 2024.

**4. Review of Policies and Procedures**

Committee to review the following Council policies and procedures and approve / adopt for use (amendments can be viewed with the online agenda (highlighted in yellow) grey on paper copies):

- a) Health and Safety Policy
- b) Drugs and Alcohol Policy and Procedure
- c) Councillor/Employee Protocol
- d) Sickness and Absence Policy
- e) Use of Council Email/Internet Policy and Procedure
- f) Grievance and Disciplinary Procedure
- g) Recruitment and Selection Policy
- h) Lone Worker Policy
- i) Safeguarding Children Policy (new, replaces old safeguarding policy)

**5. Closed Session**

Committee to resolve 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 items, information being of a third party and confidential nature in relation to Personnel:

- a) Appraisals
- b) Holidays
- c) Sickness
- d) Accidents

**6. Next Meeting**

Committee to note that the date of the next scheduled Personnel Committee meeting is 16<sup>th</sup> July 2024.

04-09-24 PLAN MINS

**MINUTES OF THE LOUTH TOWN COUNCIL PLANNING COMMITTEE  
HELD IN THE OLD COURT ROOM, THE SESSIONS HOUSE, LOUTH  
ON TUESDAY 9<sup>th</sup> APRIL 2024**

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

**Present Councillors:** Mrs. E. Ballard (Mrs. EB), M. Barnes (MB), J. Baskett (JB), L.M. Cooney (LMC), J. Drake (JD), H. Filer (HF), D. Hobson (DH), G.E. Horton (GEH), D. Moore (DM), Mrs. K. Parsons (KP), J. Simmons (JS), Mrs. P.F. Watson (Mrs. PFW), D.E. Wing (DEW).

**Councillors not present:** L. Frost (LF), M. Lamb (ML), Mrs. J. Makinson-Sanders (Mrs. JMS).

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

**P135. Apologies for Absence**

Apologies for absence were received from Cllrs. LF, ML and Mrs. JMS.

**P136. Declarations of Interest / Dispensations**

The following declarations of interest were made:

- a. Cllr. EB – Planning Application 4 as a patron of the premises, and Planning Application 5 as an acquaintance of the applicant.
- b. Cllr. JB – Planning Application 4 as a patron of the premises.
- c. Cllr. DH – Items 4 and 5 as a member of East Lindsey District Council (ELDC).
- d. Cllr. GEH – Planning Application 4 as Councillor for the Ward, and Planning Application 5 as an acquaintance of the applicant.

**P137. Minutes**

It was **RESOLVED** that the notes of the Planning Committee Meeting held on 19<sup>th</sup> March 2024 be approved as the minutes.

**P138. Applications received by the Local Planning Authority**

The Committee considered all planning applications received, including those listed in the schedule (PA/Schedule 04-09-24) and **RESOLVED** as follows:

- a. N/105/00382/24 – To object on the grounds that the proposals would create further parking constraints in an already overcrowded area.
- b. To support all other applications.

**P139. Planning Correspondence**

The Committee noted the following planning correspondence:

**a. ELDC Planning Decisions**

- i. ELDC Approved – N/105/02279/23 – Planning Permission – 60 Aswell Street, LN11 9HP – LTC Supported 09/01/24.
- ii. ELDC Approved – N/105/02300/23 – Planning Permission – 4 Kenwick Pastures, LN11 8EE – LTC Supported 12/12/23.
- iii. ELDC Approved – N/105/02492/23 – Planning Permission – 217 Eastfield Road, LN11 7AS – LTC Supported 09/01/24.
- iv. ELDC Approved – N/105/00119/24 – Planning Permission – 167 Eastfield Road, LN11 7AS – LTC Supported 20/02/24.
- v. ELDC Refused – N/105/01991/23 – Section 73 Application – 52a Stewton Lane, LN11 8SB – LTC Supported 20/02/24.
- vi. ELDC Approved – N/105/00102/24 – Planning Permission – 57 Ugate, LN11 9HD – LTC Supported 20/02/24.
- vii. ELDC Approved – N/105/00128/24 – Planning Permission – Ouroboros, 114 Horncastle Road, LN11 9QT – LTC Supported 19/03/24.
- viii. ELDC Approved – N/105/00230/24 – Planning Permission – 6 Waterside, LN11 0US – LTC Supported 19/03/24.
- ix. ELDC Refused – N/105/00143/24 – 25 Queen Street, LN11 9BJ – LTC Objected 19/03/24.

**b. Temporary Traffic Restrictions**

- i. ORGANISATION RESPONSIBLE FOR RESTRICTION: Anglian Water.  
REASON FOR RESTRICTION: Remedial repairs.  
NATURE AND LOCATION OF RESTRICTION: Riverhead Road (between Eastfield Road and Thames Street).  
PERIOD OF RESTRICTION: 23/04/2024 – 25/04/2024 (restrictions to be implemented for 3 days as and when required during this period. Signage will be displayed on site in advance).
- ii. ORGANISATION RESPONSIBLE FOR RESTRICTION: Anglian Water.  
REASON FOR RESTRICTION: Water main repairs.  
NATURE AND LOCATION OF RESTRICTION: Road Closure Order – Monks Dyke Road (between Almond Crescent and Millgood Close).  
PERIOD OF RESTRICTION: Restrictions to be implemented for 2 days as and when required during this period. Signage will be displayed on site in advance.

**c. Enforcement**

- i. 60 Eastgate, LN11 9PG – A complaint concerning alterations to the shop front to provide a fascia signage and roller shutters has been received about the aforementioned property. An officer will visit the location and the matter will be fully investigated to establish if a breach of planning control has taken place.
- ii. Land at Park Avenue, Louth (case reference 207/00 467/23) – A complaint concerning Land at Park Avenue has been received. An officer will visit the location and the matter will be fully investigated to establish if a breach of planning control has taken place.

**d. Committee**

- i. N/102/02375/23 – Land South of Chestnut Drive, Louth – The following application is due to be presented to the ELDC Planning Committee on 4<sup>th</sup> April 2024.

**P140. Pavement Café Licence – Caffe Nero**

The Committee noted that the above had applied for a licence for 4 tables and 8 chairs on the pavement outside 28-30 Mercer Row. The Committee considered the following comments of the Planning Working group, which had been submitted to meet Lincolnshire County Council’s deadlines in advance of the meeting: “Object. It was generally felt that given the width of the pavement, having outside seating here would be an obstruction for pavement users, especially for those in wheelchairs/mobility scooters and those with pushchairs. It was noted that chairs had been placed here before, especially during the COVID period, which at that time was unavoidable and necessary for the business to survive but given that Caffe Nero has a good internal space and given the current widths of the pavements in Louth, and on Mercer Row, it was deemed that there really isn’t sufficient space to allow.” Following discussion, it was **RESOLVED** not to ratify the aforementioned comments, and that the Town Clerk would attempt to retract the comments and instead submit comments in support of the Pavement Café Licence for the establishment.

**P141. Next Meeting**

It was noted that the date of the next scheduled Planning Committee meeting was 30<sup>th</sup> April 2024.

The Meeting Closed at 7.29pm.

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

| Our Ref | Authority | Application No    | Type                   | Applicant          | Proposal   | Location / Ward   | Conservation Area? | Previous LTC Comments |
|---------|-----------|-------------------|------------------------|--------------------|--|---|--------------------|-----------------------|
| 1       | ELDC      | N/105<br>00303/24 | Planning Permission    | Mr. M. Berryman    | Erection of 6no. dwellings and alterations to the existing vehicular access, construction of a shared access road and car parking.               | Land Adjacent 38 Alexander Drive, Louth - St. Michael's Ward    | No                 | New                   |
| 2       | ELDC      | N/105<br>00495/24 | Planning Permission    | M. Hallgarth       | Extension to existing dwelling to provide additional living accommodation. Erection of a detached single garage and coal store to be demolished. | 15 Grosvenor Road, Louth, LN11 0BE - St. Margaret's Ward        | No                 | New                   |
| 3       | ELDC      | N/105<br>00589/24 | Consent to Display     | Co-op Funeral Care | 3no. Externally illuminated fascia signs and 2no. non-illuminated fascia signs.  | Co-op Supermarket, Northgate, Louth, LN11 0LT - St. James' Ward | No                 | New                   |
| 4       | ELDC      | N/105<br>00631/24 | Section 73 Application | Mr. M. Astall      | Section 73 Application to vary condition no.2 (approved plans) as previously imposed on planning permission reference N/105/01568/22.            | Fairways, 56 Horncastle Road, Louth, LN11 9LD - St. Mary's Ward | No                 | New                   |

**PLANNING COMMITTEE 30<sup>th</sup> APRIL 2024**  
**PLANNING CORRESPONDENCE TO NOTE**

**1. ELDC Planning Decisions**

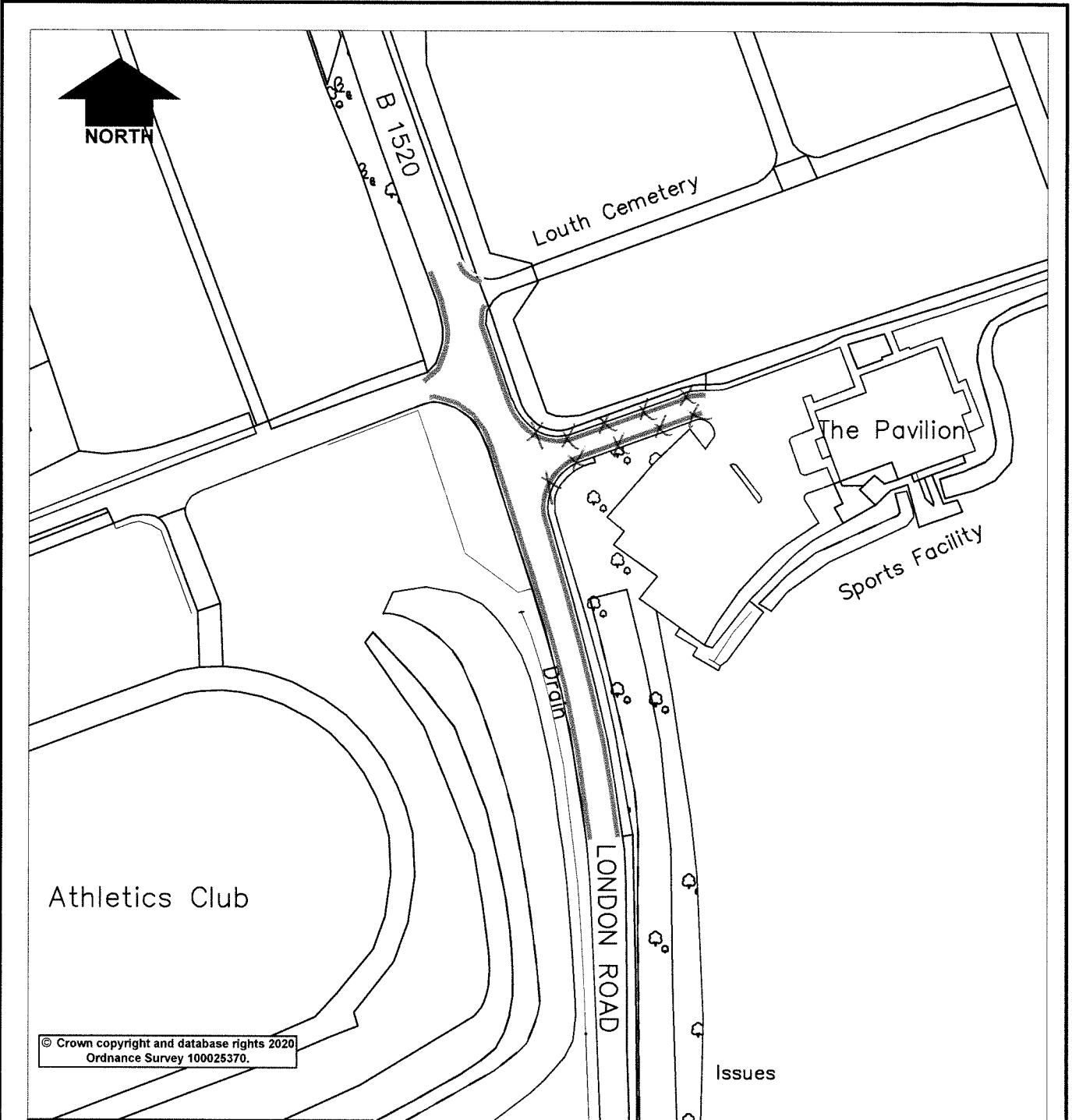
- a. ELDC Approved – N/105/00218/24 – Planning Permission – 5 Ramsgate Road, LN11 0NJ – LTC Supported 19/03/24.
- b. ELDC Approved – N/105/01450/23 – Planning Permission – 2 Cisterngate, LN11 0ER – LTC Objected 10/10/23.
- c. ELDC Approved – N/105/00014/24 – Planning Permission – 117 Church Street, LN11 9DE – LTC Objected 20/02/24.
- d. ELDC Approved – N/105/00153/24 – Planning Permission – The Glass Gables, LN11 8SB – LTC Supported 20/02/24.
- e. ELDC Approved – N/105/01723/23 – Planning Permission – Land Adj. to 58 Church Street, LN11 9BY – LTC Objected 10/10/23.
- f. ELDC Approved – N/105/00322/24 – Consent to Display an Advertisement – Co-op Supermarket, Northgate, LN11 0LT – LTC Supported 19/03/24.
- g. ELDC Approved – N/105/00308/24 – Consent to Display an Advertisement – Couplands Caravans, LN11 0YZ – LTC Supported 19/03/24.

**2. Temporary Traffic Restrictions**

- a. ORGANISATION RESPONSIBLE FOR RESTRICTION: Anglian Water  
 REASON FOR RESTRICTION: Emergency – burst main.  
 NATURE AND LOCATION OF RESTRICTION: Emergency Road Closure Order – Riverhead Road (Between Thames Street and Eastfield Road).  
 PERIOD OF RESTRICTION: 22/04/24 – 29/04/24 (Restrictions to be implemented for 5 days as and when required during this period. Signage will be displayed on site in advance).
- b. ORGANISATION RESPONSIBLE FOR RESTRICTION: Anglian Water  
 REASON FOR RESTRICTION: Emergency – leaking mains repair.  
 NATURE AND LOCATION OF RESTRICTION: Emergency Road Closure Order – Charles Street (Between Newbridge Hill and a point 50m West).  
 PERIOD OF RESTRICTION: 23/04/24 – 29/04/24 (Restrictions to be implemented for 5 days as and when required during this period. Signage will be displayed on site in advance).
- c. ORGANISATION RESPONSIBLE FOR RESTRICTION: Anglian Water  
 REASON FOR RESTRICTION: Water main repairs.  
 NATURE AND LOCATION OF RESTRICTION: Road Closure Order – Linden Walk (Closed South of Tennyson Road).  
 PERIOD OF RESTRICTION: 22/05/24 – 24/05/24 (Restrictions to be implemented for 3 days as and when required during this period. Signage will be displayed on site in advance).

**3. Withdrawn Applications**

- a. N/105/00541/24 – Cyden Homes Ltd, Land of Legbourne Road, Louth – This application was withdrawn on 11<sup>th</sup> April 2024.



**Key:**

|  |                                   |
|--|-----------------------------------|
|  | Proposed 'No Waiting at any time' |
|  | Existing 'No Waiting at any time' |

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Ordnance Survey 100025370.

| Rev. | Description | Drawn | Ch'kd | Auth | Date |
|------|-------------|-------|-------|------|------|
|------|-------------|-------|-------|------|------|

**Lincolnshire**  
COUNTY COUNCIL

**Highways Alliance**

Lancaster House  
36 Orchard Street  
Lincoln  
LN1 1XX

|                                   |             |                    |  |         |            |
|-----------------------------------|-------------|--------------------|--|---------|------------|
| Project                           |             | London Road, Louth |  | Drawn   | Date       |
|                                   |             |                    |  | KF      | 03/04/2024 |
| Status                            | Project No. | 073                |  | Ch'kd   | Date       |
|                                   |             |                    |  |         |            |
| Drawing Title                     |             |                    |  | Scale   |            |
| Proposed 'No Waiting at any time' |             |                    |  | NTS @A4 |            |
| Drawing No.                       |             |                    |  | Rev.    |            |
| H/KF/073/001                      |             |                    |  | 0       |            |

Apr 23, 2024 - 12:38pm X:\common\Traffic Regulation Orders\Schemes Master Folder\DO NOT CHANGE 23-24\1001-1000 Waiting Restrictions\073 - London Road, Louth\CAD.dwg



04-09-24 G&amp;F MINS

**MINUTES OF THE LOUTH TOWN COUNCIL GOVERNANCE AND FINANCE COMMITTEE  
HELD IN THE OLD COURT ROOM, THE SESSIONS HOUSE, LOUTH  
ON TUESDAY 9<sup>th</sup> APRIL 2024**

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

**Present Councillors:** M. Barnes (MB), J. Baskett (JB), L.M. Cooney (LMC), J. Drake (JD), H. Filer (HF), D. Hobson (DH), G.E. Horton (GEH), D. Moore (DM), Mrs. K. Parsons (Mrs. KP), J. Simmons (JS), P. Starsmore (PS), Mrs. P.F. Watson (Mrs. PFW), D.E. Wing (DEW).

**Councillors not present:** L. Frost (LF), M. Lamb (ML), Mrs. J. Makinson-Sanders (Mrs. JMS).

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

**G48. Apologies for Absence**

Apologies were received from Cllrs. LF, ML and Mrs. JMS.

**G49. Declarations of Interest / Dispensations**

The following declarations of interest were made:

- a) PS – Item 6, as his husband works for the Environment Agency.
- b) DEW – Item 7, as a Trustee on the Hubbard's Hills Trust.

**G50. Minutes**

It was **RESOLVED** that the notes of the Governance and Finance Committee meeting held on 20<sup>th</sup> February 2024 be approved as the minutes.

**G51. Review of Financial Regulations and Code of Conduct**

The Committee **RESOLVED** to approve continued use of the following documents with any amendments that had been suggested:

- a) Financial Regulations
- b) Code of Conduct

**G52. Review of Policies and Procedures**

NB: Cllr. Mrs. PFW left the room at 7.46pm and upon re-entering at 7.47pm, did not vote on the following item. The Committee **RESOLVED** as follows:

- a) To approve continued use of the Complaints Procedure.
- b) To remove inverted commas from the word 'leaked' and approve continued use of the Media Policy.
- c) To approve continued use of the Co-option Policy with amendments as suggested.

**G53. Environment Agency**

The Committee **RESOLVED** to approve the annual maintenance contribution for the Louth Flood Alleviation Scheme for the period May 2023 to May 2024 in the sum of £15,917.29.

**G54. Hubbard's Hills**

The Committee **RESOLVED** to approve the release of the 1<sup>st</sup> instalment of funds to the Hubbard's Hills Trust for 2024/25 by 30<sup>th</sup> April in the sum of £24,500 as per the Maintenance Agreement.

NB: Cllr. DEW abstained from voting on this item.

**G55. Grants**

The Committee **RESOLVED** to approve Tuesday 30<sup>th</sup> July as the live date for LTC grant applications and noon Tuesday 24<sup>th</sup> September 2024 as the closing date for applications.

**G56. Next Meeting**

It was noted that the date of the next scheduled Governance and Finance Committee meeting was 30<sup>th</sup> April 2024.

The Meeting Closed at 8.13pm.

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

Date 19/04/2024

## Louth Town Council Current Year

Page: 384

Time 15:39

## Cashbook 1

User: LMP

## Lloyds TSB Current/Deposit

For Month No: 10

## Receipts for Month 10

## Nominal Ledger Analysis

| Receipt Ref                     | Name of Payer            | £ Amnt Received   | £ Debtors     | £ VAT       | A/c  | Centre | £ Amount          | Transaction Detail |
|---------------------------------|--------------------------|-------------------|---------------|-------------|------|--------|-------------------|--------------------|
| <b>Balance Brought Fwd :</b>    |                          | <b>506,115.30</b> |               |             |      |        | <b>506,115.30</b> |                    |
| FPI Banked                      | <b>02/01/2024</b>        | <b>1.00</b>       |               |             |      |        |                   |                    |
| 2238                            | Louth Athletic Club      | 1.00              |               |             | 1000 | 401    | 1.00              | Rent               |
| FPI Banked                      | <b>08/01/2024</b>        | <b>105.00</b>     |               |             |      |        |                   |                    |
| 2239                            | Leakes Memorials         | 105.00            |               |             | 1011 | 401    | 105.00            | Add Ins Tonge      |
| FPI Banked                      | <b>08/01/2024</b>        | <b>164.00</b>     |               |             |      |        |                   |                    |
| 2240                            | Leakes Memorials         | 164.00            |               |             | 1011 | 401    | 164.00            | Mem re. Dixon      |
| Int Banked                      | <b>09/01/2024</b>        | <b>172.13</b>     |               |             |      |        |                   |                    |
| Int                             | Lloyds Bank              | 172.13            |               |             | 1190 | 101    | 172.13            | Interest Received  |
| BGC Banked                      | <b>11/01/2024</b>        | <b>328.00</b>     |               |             |      |        |                   |                    |
| 2222                            | Walkers LnCS Co op       | 164.00            |               |             | 1011 | 401    | 164.00            | Mem re. Knowles    |
| 2222                            | Walkers LnCS Co op       | 164.00            |               |             | 1011 | 401    | 164.00            | Mem re. Howard     |
| 500875                          | Banked                   | <b>23/01/2024</b> | <b>151.00</b> |             |      |        |                   |                    |
| 2223                            | Mr. P. & Mrs. E. Gurbutt | 151.00            |               |             | 1012 | 401    | 151.00            | EX/RT1106          |
| BGC Banked                      | <b>25/01/2024</b>        | <b>222.00</b>     |               |             |      |        |                   |                    |
| BGC                             | Walkers LnCS Co op       | 111.00            |               |             | 1011 | 401    | 111.00            | Mem re. Scarffe    |
| 2226                            | Walkers LnCS Co op       | 111.00            |               |             | 1010 | 401    | 111.00            | Inter re. Barnes   |
| BGC Banked                      | <b>29/01/2024</b>        | <b>15,316.30</b>  |               |             |      |        |                   |                    |
| BGC                             | HMRC                     | 15,316.30         |               |             | 105  |        | 15,316.30         | VAT Reclaim        |
| <b>Total Receipts for Month</b> |                          | <b>16,459.43</b>  | <b>0.00</b>   | <b>0.00</b> |      |        | <b>16,459.43</b>  |                    |
| <b>Cashbook Totals</b>          |                          | <b>522,574.73</b> | <b>0.00</b>   | <b>0.00</b> |      |        | <b>522,574.73</b> |                    |

Date 19/04/2024

## Louth Town Council Current Year

Page: 385

Time 15:39

## Cashbook 1

User: LMP

## Lloyds TSB Current/Deposit

For Month No: 10

## Payments for Month 10

## Nominal Ledger

| Date                            | Payee Name                     | Reference | £ Total Amnt | £ Creditors | £ VAT      | A/c  | Centre | £ Amount    | Transaction Detail         |
|---------------------------------|--------------------------------|-----------|--------------|-------------|------------|------|--------|-------------|----------------------------|
| 13/12/2022                      | Trinity Centre                 | 9594      | -500.00      |             |            | 4090 | 601    | -500.00     | Cancelled chq              |
| 08/11/2023                      | GBM Demolition                 | 9851      | -172,176.00  |             | -28,696.00 | 9990 | 103    | -143,480.00 | Reversing to correct VAT   |
| 08/11/2023                      | GBM Demolition                 | 9851      | 172,176.00   |             |            | 9990 | 103    | 172,176.00  | HH Riverbank Work          |
| 11/12/2023                      | John Darke Ltd                 | 9878      | -157.69      |             | -26.28     | 4531 | 401    | -31.26      | Spoilt Chq                 |
|                                 |                                |           |              |             |            | 4533 | 401    | -100.15     | Spoilt Chq                 |
| 08/01/2024                      | The Little Cleaning Co         | 9888      | 229.68       |             | 38.28      | 4285 | 401    | 191.40      | Cleaning                   |
| 08/01/2024                      | Allinson Print and Supplies    | 9889      | 317.34       |             | 52.89      | 4520 | 401    | 264.45      | EX/RT Books                |
| 08/01/2024                      | Onecom Ltd                     | 9890      | 70.12        |             | 11.69      | 4304 | 401    | 58.43       | 2 x tel & wifi             |
| 08/01/2024                      | KRL Group Ltd                  | 9891      | 21.38        |             | 3.56       | 4304 | 401    | 17.82       | Photocopies                |
| 08/01/2024                      | AJ Embroidery                  | 9892      | 290.76       |             | 48.46      | 4540 | 401    | 242.30      | Uniform                    |
| 08/01/2024                      | GBM Waste Management           | 9893      | 195.00       |             | 32.50      | 4532 | 401    | 162.50      | Cem Skip                   |
| 08/01/2024                      | Foxhall Construction Ltd       | 9894      | 1,104.00     |             | 184.00     | 9611 | 403    | 920.00      | OMH Fence                  |
|                                 |                                |           |              |             |            | 327  | 0      | -920.00     | OMH Fence                  |
|                                 |                                |           |              |             |            | 6000 | 403    | 920.00      | OMH Fence                  |
| 08/01/2024                      | Society of Local Council Clerk | 9895      | 208.80       |             |            | 4026 | 101    | 208.80      | SLCC Membership            |
| 08/01/2024                      | Louth Building Supplies        | 9896      | 82.33        |             | 13.72      | 4520 | 401    | 68.61       | Cem Supplies               |
| 08/01/2024                      | John Darke Ltd                 | 9897      | 217.74       |             | 36.29      | 4531 | 401    | 31.26       | Cem fuel                   |
|                                 |                                |           |              |             |            | 4533 | 401    | 150.19      | Van fuel                   |
| 18/01/2024                      | Staff Costs                    | OP1       | 1,300.68     |             |            | 4001 | 401    | 1,300.68    | Staff Costs                |
| 18/01/2024                      | Staff Costs                    | OP2       | 2,330.56     |             |            | 4001 | 401    | 2,330.56    | Staff Costs                |
| 18/01/2024                      | Staff Costs                    | OP2       | -2,330.56    |             |            | 4001 | 401    | -2,330.56   | Staff Costs                |
| 18/01/2024                      | Staff Costs                    | OP1       | -1,300.68    |             |            | 4001 | 401    | -1,300.68   | Staff Costs                |
| 18/01/2024                      | Staff Costs                    | OP1       | 1,300.68     |             |            | 4001 | 501    | 1,300.68    | Staff Costs                |
| 18/01/2024                      | Staff Costs                    | OP2       | 2,330.56     |             |            | 4001 | 501    | 2,330.56    | Staff Costs                |
| 18/01/2024                      | Staff Costs                    | OP3       | 1,637.63     |             |            | 4001 | 401    | 1,637.63    | Staff Costs                |
| 18/01/2024                      | Staff Costs                    | OP4       | 2,082.60     |             |            | 4001 | 401    | 2,082.60    | Staff Costs                |
| 18/01/2024                      | Staff Costs                    | OP5       | 2,168.76     |             |            | 4001 | 401    | 711.52      | HMRC                       |
|                                 |                                |           |              |             |            | 4002 | 401    | 418.58      | HMRC                       |
|                                 |                                |           |              |             |            | 4001 | 501    | 622.19      | HMRC                       |
|                                 |                                |           |              |             |            | 4002 | 501    | 416.47      | HMRC                       |
| 18/01/2024                      | Staff Costs                    | OP6       | 1,965.36     |             |            | 4001 | 401    | 117.42      | Pension                    |
|                                 |                                |           |              |             |            | 4001 | 501    | 280.48      | Pension                    |
|                                 |                                |           |              |             |            | 4002 | 401    | 483.86      | Pension                    |
|                                 |                                |           |              |             |            | 4002 | 501    | 1,083.60    | Pension                    |
| 22/01/2024                      | Anglian Water                  | DDAWSH10  | 8.00         |             |            | 4303 | 401    | 8.00        | SH Water                   |
| 22/01/2024                      | Anglian Water                  | DDAWCEM10 | 37.00        |             |            | 4505 | 401    | 37.00       | Cem Water                  |
| 23/01/2024                      | E.ON Next                      | DDEONCEM1 | 156.17       |             | 7.44       | 4505 | 401    | 148.73      | Cem Electric               |
| 23/01/2024                      | E.ON Next                      | DDEONCH   | 287.71       |             | 13.70      | 4200 | 401    | 274.01      | Clock/Floodlights Electric |
| 31/01/2024                      | Onecom Ltd                     | DD1COMSH2 | 70.15        |             | 11.69      | 4303 | 401    | 58.46       | 2 x Tel Line & Wifi        |
| <b>Total Payments for Month</b> |                                |           | 14,124.08    | 0.00        | -28,268.06 |      |        | 42,392.14   |                            |
| <b>Balance Carried Fwd</b>      |                                |           | 508,450.65   |             |            |      |        |             |                            |
| <b>Cashbook Totals</b>          |                                |           | 522,574.73   | 0.00        | -28,268.06 |      |        | 550,842.79  |                            |

Date 19/04/2024

## Louth Town Council Current Year

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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>118.11</b>          |                  |              |            |               | <b>118.11</b>   |                           |
|                                 | Banked                       | 0.00                   |                  |              |            |               |                 |                           |
|                                 |                              |                        | 0.00             |              |            |               |                 | 0.00                      |
| <b>Total Receipts for Month</b> |                              | 0.00                   | 0.00             | 0.00         |            |               | 0.00            |                           |
| <b>Cashbook Totals</b>          |                              | <u>118.11</u>          | <u>0.00</u>      | <u>0.00</u>  |            |               | <u>118.11</u>   |                           |

Date 19/04/2024

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## Cashbook 2

User: LMP

## Petty Cash

For Month No: 10

## Payments for Month 10

## Nominal Ledger

| <u>Date</u>                     | <u>Payee Name</u> | <u>Reference</u> | <u>£ Total Amnt</u> | <u>£ Creditors</u> | <u>£ VAT</u> | <u>A/c</u> | <u>Centre</u> | <u>£ Amount</u> | <u>Transaction Detail</u> |
|---------------------------------|-------------------|------------------|---------------------|--------------------|--------------|------------|---------------|-----------------|---------------------------|
| 08/01/2024                      | Morrisons         | 58               | 20.00               |                    |              | 4022       | 101           | 20.00           | Stamps                    |
| 23/01/2024                      | Post Office Ltd   | 59               | 20.00               |                    |              | 4022       | 101           | 20.00           | Stamps                    |
| <b>Total Payments for Month</b> |                   |                  | 40.00               | 0.00               | 0.00         |            |               | 40.00           |                           |
| <b>Balance Carried Fwd</b>      |                   |                  | 78.11               |                    |              |            |               |                 |                           |
| <b>Cashbook Totals</b>          |                   |                  | 118.11              | 0.00               | 0.00         |            |               | 118.11          |                           |

Date 22/04/2024

## 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

| Receipt Ref                     | Name of Payer            | £ Amnt Received | £ Debtors | £ VAT | A/c  | Centre | £ Amount   | Transaction Detail   |
|---------------------------------|--------------------------|-----------------|-----------|-------|------|--------|------------|----------------------|
| Balance Brought Fwd :           |                          | 508,450.65      |           |       |      |        | 508,450.65 |                      |
|                                 | FPI Banked 02/02/2024    | 65.00           |           |       |      |        |            |                      |
| 2248                            | Leakes Memorials         | 65.00           |           |       | 1011 | 401    | 65.00      | Add Ins re. Sharpley |
|                                 | BGC Banked 08/02/2024    | 111.00          |           |       |      |        |            |                      |
| 2229                            | Walkers LnCS Co op       | 111.00          |           |       | 1010 | 401    | 111.00     | Inter Bilcliffe      |
|                                 | FPI Banked 08/02/2024    | 65.00           |           |       |      |        |            |                      |
|                                 | FPI Leakes Memorials     | 65.00           |           |       | 1011 | 401    | 65.00      | Add Ins Bilcliffe    |
|                                 | Int Banked 09/02/2024    | 184.00          |           |       |      |        |            |                      |
|                                 | Int Lloyds Bank          | 184.00          |           |       | 1190 | 101    | 184.00     | Interest Received    |
|                                 | BGC Banked 12/02/2024    | 5.00            |           |       |      |        |            |                      |
| 2250                            | Magna Vitae              | 5.00            |           |       | 1000 | 401    | 5.00       | AstroTurf Site Rent  |
|                                 | 500876 Banked 21/02/2024 | 713.00          |           |       |      |        |            |                      |
| 2231                            | Alpha Memorials          | 229.00          |           |       | 1011 | 401    | 229.00     | Add Ins & Mem Perm   |
| 2224                            | Mr. Jarvis               | 151.00          |           |       | 1011 | 401    | 151.00     | EX/RT 1107           |
| 2241                            | Mr. Gray                 | 333.00          |           |       | 1012 | 401    | 333.00     | EX/RT 1108           |
|                                 | FPI Banked 21/02/2024    | 65.00           |           |       |      |        |            |                      |
| 2251                            | Leakes Memorials         | 65.00           |           |       | 1011 | 401    | 65.00      | Add Ins Barnes       |
|                                 | FPI Banked 22/02/2024    | 474.00          |           |       |      |        |            |                      |
| 2252                            | Walkers LnCS Co op       | 474.00          |           |       | 1010 | 401    | 474.00     | Inter Brader         |
|                                 | BGC Banked 27/02/2024    | 3,618.00        |           |       |      |        |            |                      |
| 2244                            | Kettles                  | 3,618.00        |           |       | 1010 | 401    | 950.00     | Inter Crean          |
|                                 |                          |                 |           |       | 1012 | 401    | 2,668.00   | EX/RT's x 4          |
| <b>Total Receipts for Month</b> |                          | 5,300.00        | 0.00      | 0.00  |      |        | 5,300.00   |                      |
| <b>Cashbook Totals</b>          |                          | 513,750.65      | 0.00      | 0.00  |      |        | 513,750.65 |                      |

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Date 22/04/2024

## Louth Town Council Current Year

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## Cashbook 1

User: LMP

## Lloyds TSB Current/Deposit

For Month No: 11

## Payments for Month 11

## Nominal Ledger

| Date       | Payee Name                     | Reference | £ Total Amnt | £ Creditors | £ VAT    | A/c  | Centre | £ Amount  | Transaction Detail           |
|------------|--------------------------------|-----------|--------------|-------------|----------|------|--------|-----------|------------------------------|
| 05/02/2024 | EDF Energy                     | DDEDFCEM6 | 32.16        |             |          | 4505 | 401    | 32.16     | Cem Gas                      |
| 07/02/2024 | CEF (Louth)                    | 60        | 2.10         |             | 0.35     | 4307 | 401    | 1.75      | Strip light starter          |
| 07/02/2024 | CEF (Louth)                    | 60        | -2.10        |             | -0.35    | 4307 | 401    | -1.75     | SH Building Mtce             |
| 14/02/2024 | GBM Waste Management           | OP7       | 275.40       |             | 45.90    | 4532 | 401    | 162.50    | Cem Waste                    |
|            |                                |           |              |             |          | 4285 | 401    | 67.00     | SH Waste                     |
| 14/02/2024 | KRL Group Ltd                  | OP8       | 44.29        |             | 7.38     | 4295 | 402    | 36.91     | Support and Copies           |
| 14/02/2024 | John Darke Ltd                 | OP9       | 120.05       |             | 20.01    | 4533 | 401    | 100.04    | Fuel                         |
| 14/02/2024 | The Little Cleaning Co         | OP10      | 382.80       |             | 63.80    | 4285 | 401    | 319.00    | Cleaning                     |
| 14/02/2024 | GRS Electrical                 | OP11      | 8,281.20     |             | 1,380.20 | 4205 | 401    | 6,901.00  | Inst, rem, st, oversee sw on |
| 14/02/2024 | ELDC                           | OP12      | 5,417.86     |             | 902.98   | 4220 | 401    | 4,514.88  | CCTV                         |
| 14/02/2024 | ACB Machinery Ltd              | OP13      | 104.85       |             | 17.48    | 4551 | 401    | 87.37     | Cem Repairs                  |
| 14/02/2024 | Louth Building Supplies        | OP14      | 25.85        |             | 4.31     | 4020 | 101    | 21.54     | Off Admin Planner            |
| 14/02/2024 | Cultural Solutions (Art Trail) | OP15      | 1,000.00     |             |          | 9347 | 403    | 1,000.00  | EMR Art Trail                |
|            |                                |           |              |             |          | 347  | 0      | -1,000.00 | EMR Art Trail                |
|            |                                |           |              |             |          | 6000 | 403    | 1,000.00  | EMR Art Trail                |
| 14/02/2024 | SCIS                           | OP16      | 425.99       |             | 71.00    | 4020 | 101    | 354.99    | Web Updates / Licences       |
| 14/02/2024 | Mrs. J. Simmons                | OP17      | 86.69        |             |          | 4205 | 401    | 61.69     | Xmas Tree Festival           |
|            |                                |           |              |             |          | 4750 | 101    | 25.00     | Contingency                  |
| 20/02/2024 | Anglian Water                  | DDAWSH11  | 8.00         |             |          | 4303 | 401    | 8.00      | SH Water                     |
| 20/02/2024 | Anglian Water                  | DDAWCEM11 | 37.00        |             |          | 4505 | 401    | 37.00     | Cem Water                    |
| 21/02/2024 | Staff Costs                    | OP18      | 1,247.68     |             |          | 4001 | 501    | 1,247.68  | Staff Costs                  |
| 21/02/2024 | Staff Costs                    | OP19      | 2,082.80     |             |          | 4001 | 401    | 2,082.80  | Staff Costs                  |
| 21/02/2024 | Staff Costs                    | OP20      | 1,637.83     |             |          | 4001 | 401    | 1,637.83  | Staff Costs                  |
| 21/02/2024 | Staff Costs                    | OP21      | 2,330.56     |             |          | 4001 | 501    | 2,330.56  | Staff Costs                  |
| 21/02/2024 | HM Revenue and Customs         | OP22      | 2,221.36     |             |          | 4001 | 401    | 711.12    | PAYE/NIC                     |
|            |                                |           |              |             |          | 4002 | 401    | 418.58    | PAYE/NIC                     |
|            |                                |           |              |             |          | 4001 | 501    | 675.19    | PAYE/NIC                     |
|            |                                |           |              |             |          | 4002 | 501    | 416.47    | PAYE/NIC                     |
| 21/02/2024 | LCC Pension Fund               | OP23      | 1,965.36     |             |          | 4001 | 401    | 117.42    | Staff Costs                  |
|            |                                |           |              |             |          | 4002 | 501    | 1,083.60  | Staff Costs                  |
|            |                                |           |              |             |          | 4002 | 401    | 483.86    | Staff Costs                  |
|            |                                |           |              |             |          | 4001 | 501    | 280.48    | Staff Costs                  |
| 21/02/2024 | Gaswise Heating Services Ltd   | OP24      | 144.00       |             | 24.00    | 4307 | 401    | 120.00    | SH Boiler Service            |
| 21/02/2024 | GBM Waste Management           | OP25      | 255.00       |             | 42.50    | 4532 | 401    | 212.50    | Cem Waste                    |
| 21/02/2024 | Siemens Financial Services Ltd | OP26      | 252.00       |             | 42.00    | 4304 | 401    | 210.00    | Copier Lease                 |
| 21/02/2024 | The Little Cleaning Co         | OP27      | 240.06       |             | 40.02    | 4285 | 401    | 200.04    | Cleaning                     |
| 21/02/2024 | GRS Signs                      | OP28      | 186.00       |             | 31.00    | 4750 | 401    | 155.00    | King's Tree - Sign board     |
| 21/02/2024 | Zurich Municipal               | OP29      | 781.13       |             |          | 4533 | 401    | 781.13    | Van Ins                      |
| 21/02/2024 | Thompson & Smith               | OP30      | 294.18       |             | 44.45    | 4533 | 401    | 249.73    | Full Service and MOT         |
| 21/02/2024 | Post Office                    | 9899      | 320.00       |             |          | 4533 | 401    | 320.00    | Van Tax                      |
| 21/02/2024 | E.ON Next                      | DDEONCH8  | 278.21       |             | 13.25    | 4200 | 401    | 264.96    | Clock/Floodlights            |
| 23/02/2024 | EDF Energy                     | DDEDFCEM7 | 8.00         |             |          | 4505 | 401    | 8.00      | Cem Gas                      |
| 29/02/2024 | Onecom Ltd                     | DD1COMSH3 | 70.34        |             | 11.72    | 4303 | 401    | 58.62     | 2 x Tel Lines and Wifi       |
| 29/02/2024 | Onecom Ltd                     | 9890      | -70.12       |             | -11.69   | 4304 | 401    | -58.43    | Cancelling chq               |

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Date 22/04/2024

**Louth Town Council Current Year**

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**Cashbook 1**

User: LMP

**Lloyds TSB Current/Deposit**

For Month No: 11

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|                                 |                   |             |                 |                   |
|---------------------------------|-------------------|-------------|-----------------|-------------------|
| <b>Total Payments for Month</b> | 30,486.53         | 0.00        | 2,750.31        | 27,736.22         |
| <b>Balance Carried Fwd</b>      | 483,264.12        |             |                 |                   |
| <b>Cashbook Totals</b>          | <u>513,750.65</u> | <u>0.00</u> | <u>2,750.31</u> | <u>511,000.34</u> |



Date 22/04/2024

## 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

| <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>78.11</b>           |                  |              |            |               | <b>78.11</b>    |                           |
|                                 | Banked                       | <b>0.00</b>            |                  |              |            |               |                 |                           |
|                                 |                              |                        | 0.00             |              |            |               | 0.00            |                           |
| <b>Total Receipts for Month</b> |                              | <b>0.00</b>            | <b>0.00</b>      | <b>0.00</b>  |            |               | <b>0.00</b>     |                           |
| <b>Cashbook Totals</b>          |                              | <b>78.11</b>           | <b>0.00</b>      | <b>0.00</b>  |            |               | <b>78.11</b>    |                           |

Date 22/04/2024

## Louth Town Council Current Year

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## Cashbook 2

User: LMP

## Petty Cash

For Month No: 11

## Payments for Month 11

## Nominal Ledger

| <u>Date</u>                     | <u>Payee Name</u> | <u>Reference</u> | <u>£ Total Amnt</u> | <u>£ Creditors</u> | <u>£ VAT</u> | <u>A/c</u> | <u>Centre</u> | <u>£ Amount</u> | <u>Transaction Detail</u> |
|---------------------------------|-------------------|------------------|---------------------|--------------------|--------------|------------|---------------|-----------------|---------------------------|
| 07/02/2024                      | CEF (Louth)       | 60               | 2.10                |                    | 0.35         | 4307       | 401           | 1.75            | Strip light starter       |
| <b>Total Payments for Month</b> |                   |                  | 2.10                | 0.00               | 0.35         |            |               | 1.75            |                           |
| <b>Balance Carried Fwd</b>      |                   |                  | 76.01               |                    |              |            |               |                 |                           |
| <b>Cashbook Totals</b>          |                   |                  | 78.11               | 0.00               | 0.35         |            |               | 77.76           |                           |

22/04/2024

## Louth Town Council Current Year

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## Detailed Income &amp; Expenditure by Budget Heading 29/02/2024

Month No: 11

## Cost Centre Report

|   | Actual<br>Current Mth | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent       | Transfer<br>to/from EMR |
|---|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|-------------------------|
| <u>101 Governance and Finance</u>                             |                       |                        |                       |                          |                          |                    |               |                         |
| 1002 Miscellaneous  | 0                     | 0                      | 50                    | 50                       |                          |                    | 0.0%          |                         |
| 1176 Precept  | 0                     | 300,082                | 300,082               | 0                        |                          |                    | 100.0%        |                         |
| 1190 Interest Received  | 184                   | 1,582                  | 300                   | (1,282)                  |                          |                    | 527.4%        |                         |
| <b>Governance and Finance :- Income</b>                       | <b>184</b>            | <b>301,664</b>         | <b>300,432</b>        | <b>(1,232)</b>           |                          |                    | <b>100.4%</b> | <b>0</b>                |
| 4020 Office Administration Costs                              | 377                   | 2,474                  | 3,500                 | 1,026                    |                          | 1,026              | 70.7%         |                         |
| 4022 Postage  | 0                     | 216                    | 500                   | 284                      |                          | 284                | 43.2%         |                         |
| 4023 Meeting Expenses   | 0                     | 76                     | 250                   | 174                      |                          | 174                | 30.4%         |                         |
| 4024 Councillors Expenses                                     | 0                     | 0                      | 100                   | 100                      |                          | 100                | 0.0%          |                         |
| 4025 Insurances   | 0                     | 5,317                  | 5,000                 | (317)                    |                          | (317)              | 106.3%        |                         |
| 4026 Fees and Subscriptions                                   | 0                     | 3,047                  | 2,805                 | (242)                    |                          | (242)              | 108.6%        |                         |
| 4028 Audit Fee (Internal & External)                          | 0                     | 840                    | 1,000                 | 160                      |                          | 160                | 84.0%         |                         |
| 4750 Contingency  | 25                    | 25                     | 400                   | 375                      |                          | 375                | 6.3%          |                         |
| <b>Governance and Finance :- Indirect Expenditure</b>         | <b>402</b>            | <b>11,995</b>          | <b>13,555</b>         | <b>1,560</b>             | <b>0</b>                 | <b>1,560</b>       | <b>88.5%</b>  | <b>0</b>                |
| <b>Net Income over Expenditure</b>                            | <b>(218)</b>          | <b>289,669</b>         | <b>286,877</b>        | <b>(2,792)</b>           |                          |                    |               |                         |
| <u>103 Governance and Finance EM Rese</u>                     |                       |                        |                       |                          |                          |                    |               |                         |
| 9990 General Reserve  | 0                     | 172,176                | 0                     | (172,176)                |                          | (172,176)          | 0.0%          |                         |
| <b>Governance and Finance EM Rese :- Indirect Expenditure</b> | <b>0</b>              | <b>172,176</b>         | <b>0</b>              | <b>(172,176)</b>         | <b>0</b>                 | <b>(172,176)</b>   |               | <b>0</b>                |
| <b>Net Expenditure</b>  | <b>0</b>              | <b>(172,176)</b>       | <b>0</b>              | <b>172,176</b>           |                          |                    |               |                         |
| <u>401 Community Resources Day to Day</u>                     |                       |                        |                       |                          |                          |                    |               |                         |
| 1000 Property Income  | 5                     | 1,684                  | 2,200                 | 516                      |                          |                    | 76.5%         |                         |
| 1001 Allotment Rent Received                                  | 0                     | 790                    | 790                   | (0)                      |                          |                    | 100.0%        |                         |
| 1002 Miscellaneous  | 0                     | 75,001                 | 1,500                 | (73,501)                 |                          |                    | 5000.1%       |                         |
| 1009 LCC Contribution (Grass)                                 | 0                     | 0                      | 4,960                 | 4,960                    |                          |                    | 0.0%          |                         |
| 1010 Interments   | 1,535                 | 11,507                 | 22,000                | 10,493                   |                          |                    | 52.3%         |                         |
| 1011 Monuments  | 575                   | 5,974                  | 12,000                | 6,026                    |                          |                    | 49.8%         |                         |
| 1012 Exclusive Burial Rights                                  | 3,001                 | 12,694                 | 12,500                | (194)                    |                          |                    | 101.6%        |                         |
| 1013 Plaques  | 0                     | 0                      | 350                   | 350                      |                          |                    | 0.0%          |                         |
| 1014 Chapel Rent  | 0                     | 0                      | 300                   | 300                      |                          |                    | 0.0%          |                         |
| <b>Community Resources Day to Day :- Income</b>               | <b>5,116</b>          | <b>107,650</b>         | <b>56,600</b>         | <b>(51,050)</b>          |                          |                    | <b>190.2%</b> | <b>0</b>                |
| 4001 Salaries   | 4,549                 | 50,475                 | 54,000                | 3,525                    |                          | 3,525              | 93.5%         |                         |
| 4002 Employers Costs Super / NI                               | 902                   | 9,110                  | 20,000                | 10,890                   |                          | 10,890             | 45.5%         |                         |
| 4003 Grave Digging  | 0                     | 1,264                  | 2,800                 | 1,536                    |                          | 1,536              | 45.1%         |                         |
| 4027 Training   | 0                     | 163                    | 1,600                 | 1,437                    |                          | 1,437              | 10.2%         |                         |
| 4104 Civic Property   | 0                     | (327)                  | 250                   | 577                      |                          | 577                | (130.8%)      |                         |

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## Louth Town Council Current Year

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## Detailed Income &amp; Expenditure by Budget Heading 29/02/2024

Month No: 11

## Cost Centre Report

|   | Actual<br>Current Mth | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent      | Transfer<br>to/from EMR |
|---|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|-------------------------|
| 4200 Clocks / Floodlights                                 | 265                   | 1,183                  | 2,400                 | 1,217                    |                          | 1,217              | 49.3%        |                         |
| 4205 Christmas Lights /Celebrations                       | 6,963                 | 10,417                 | 12,500                | 2,083                    |                          | 2,083              | 83.3%        |                         |
| 4210 Lovely Louth Competition                             | 0                     | 189                    | 400                   | 211                      |                          | 211                | 47.1%        |                         |
| 4220 CCTV Maintenance                                     | 4,515                 | 4,515                  | 4,515                 | 0                        |                          | 0                  | 100.0%       |                         |
| 4222 Street Furniture Maintenance                         | 0                     | 300                    | 1,500                 | 1,200                    |                          | 1,200              | 20.0%        |                         |
| 4223 Amenity Grass Cutting                                | 0                     | 7,000                  | 22,000                | 15,000                   |                          | 15,000             | 31.8%        |                         |
| 4280 Floral / In Bloom                                    | 0                     | 2,369                  | 2,500                 | 131                      |                          | 131                | 94.8%        |                         |
| 4282 Hubbards Hills Mtce Contrib.                         | 0                     | 49,000                 | 49,000                | 0                        |                          | 0                  | 100.0%       |                         |
| 4285 Minor Mtce & Cleaning Services                       | 586                   | 3,507                  | 3,000                 | (507)                    |                          | (507)              | 116.9%       |                         |
| 4302 Security / Fire                                      | 0                     | 1,977                  | 2,500                 | 523                      |                          | 523                | 79.1%        |                         |
| 4303 SH Utilities   | 67                    | 4,017                  | 9,500                 | 5,483                    |                          | 5,483              | 42.3%        |                         |
| 4304 SH Communications                                    | 152                   | 1,532                  | 2,000                 | 468                      |                          | 468                | 76.6%        |                         |
| 4306 SH Rates   | 0                     | 5,894                  | 5,614                 | (280)                    |                          | (280)              | 105.0%       |                         |
| 4307 SH Building Maintenance                              | 122                   | 1,171                  | 1,500                 | 329                      |                          | 329                | 78.1%        |                         |
| 4308 SH Statutory Equipment Checks                        | 0                     | 0                      | 200                   | 200                      |                          | 200                | 0.0%         |                         |
| 4501 Cem Rates  | 0                     | 3,458                  | 3,293                 | (165)                    |                          | (165)              | 105.0%       |                         |
| 4505 Cem Utilities  | 77                    | 1,528                  | 2,500                 | 972                      |                          | 972                | 61.1%        |                         |
| 4520 Cem Maintenance-Supplies                             | 0                     | 1,506                  | 2,000                 | 494                      |                          | 494                | 75.3%        |                         |
| 4530 Cem Grass Cutting / Strimming                        | 0                     | 4,270                  | 6,000                 | 1,730                    |                          | 1,730              | 71.2%        |                         |
| 4531 Cem Fuel - Equipment                                 | 0                     | 618                    | 1,100                 | 482                      |                          | 482                | 56.2%        |                         |
| 4532 Cem Waste Disposal                                   | 375                   | 1,568                  | 1,850                 | 282                      |                          | 282                | 84.7%        |                         |
| 4533 Cem Vehicle Running Costs                            | 1,451                 | 2,762                  | 2,000                 | (762)                    |                          | (762)              | 138.1%       |                         |
| 4540 Cem Protective Clothing                              | 0                     | 373                    | 550                   | 177                      |                          | 177                | 67.9%        |                         |
| 4550 Cem Plants, Shrubs, Trees etc                        | 0                     | 78                     | 200                   | 122                      |                          | 122                | 39.0%        |                         |
| 4551 Cem General Repairs/Maint.                           | 87                    | 1,394                  | 3,000                 | 1,606                    |                          | 1,606              | 46.5%        |                         |
| 4552 Purchase of Plaques                                  | 0                     | 0                      | 60                    | 60                       |                          | 60                 | 0.0%         |                         |
| 4600 Cem Equipment Replacement                            | 0                     | 333                    | 3,000                 | 2,668                    |                          | 2,668              | 11.1%        |                         |
| 4750 Contingency  | 155                   | 249                    | 2,000                 | 1,751                    |                          | 1,751              | 12.4%        |                         |
| 4751 GDPR Compliance                                      | 0                     | 40                     | 40                    | 0                        |                          | 0                  | 100.0%       |                         |
| 4752 Trinity Allotment Rent                               | 0                     | 882                    | 909                   | 27                       |                          | 27                 | 97.0%        |                         |
| 4754 Community Apiary                                     | 0                     | (833)                  | 0                     | 833                      |                          | 833                | 0.0%         |                         |
| Community Resources Day to Day :- Indirect<br>Expenditure | <b>20,266</b>         | <b>171,981</b>         | <b>226,281</b>        | <b>54,300</b>            | <b>0</b>                 | <b>54,300</b>      | <b>76.0%</b> | <b>0</b>                |
| <b>Net Income over Expenditure</b>                        | <b>(15,150)</b>       | <b>(64,331)</b>        | <b>(169,681)</b>      | <b>(105,350)</b>         |                          |                    |              |                         |
| <b>402 Community Resources Projects</b>                   |                       |                        |                       |                          |                          |                    |              |                         |
| 4002 Employers Costs Super / NI                           | 0                     | 484                    | 0                     | (484)                    |                          | (484)              | 0.0%         |                         |
| 4295 SH Emergency Lighting                                | 37                    | 37                     | 0                     | (37)                     |                          | (37)               | 0.0%         |                         |
| Community Resources Projects :- Indirect<br>Expenditure   | <b>37</b>             | <b>521</b>             | <b>0</b>              | <b>(521)</b>             | <b>0</b>                 | <b>(521)</b>       |              | <b>0</b>                |
| <b>Net Expenditure</b>                                    | <b>(37)</b>           | <b>(521)</b>           | <b>0</b>              | <b>521</b>               |                          |                    |              |                         |

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## Detailed Income &amp; Expenditure by Budget Heading 29/02/2024

Month No: 11

## Cost Centre Report

|   | Actual<br>Current Mth | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent      | Transfer<br>to/from EMR |
|---|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|-------------------------|
| <u>403 Community Resources EM Reserve</u>                 |                       |                        |                       |                          |                          |                    |              |                         |
| 9347 EMR Art Trail  | 1,000                 | 1,000                  | 0                     | (1,000)                  |                          | (1,000)            | 0.0%         | 1,000                   |
| 9371 EMR Capital Expenditure                              | 0                     | 7,044                  | 0                     | (7,044)                  |                          | (7,044)            | 0.0%         | 7,044                   |
| 9531 EMR CEM Equipment Replacement                        | 0                     | 6,389                  | 0                     | (6,389)                  |                          | (6,389)            | 0.0%         | 6,389                   |
| 9611 EMR Contingency                                      | 0                     | 2,501                  | 0                     | (2,501)                  |                          | (2,501)            | 0.0%         | 2,501                   |
| Community Resources EM Reserve :- Indirect<br>Expenditure | <u>1,000</u>          | <u>16,934</u>          | <u>0</u>              | <u>(16,934)</u>          | <u>0</u>                 | <u>(16,934)</u>    |              | <u>16,934</u>           |
| <b>Net Expenditure</b>                                    | <b>(1,000)</b>        | <b>(16,934)</b>        | <b>0</b>              | <b>16,934</b>            |                          |                    |              |                         |
| 6000 plus Transfer from EMR                               | 1,000                 | 16,934                 |                       |                          |                          |                    |              |                         |
| <b>Movement to/(from) Gen Reserve</b>                     | <b>0</b>              | <b>0</b>               |                       |                          |                          |                    |              |                         |
| <u>501 Personnel Day to Day</u>                           |                       |                        |                       |                          |                          |                    |              |                         |
| 4001 Salaries   | 4,534                 | 46,834                 | 63,000                | 16,166                   |                          | 16,166             | 74.3%        |                         |
| 4002 Employers Costs Super / NI                           | 1,500                 | 15,500                 | 25,000                | 9,500                    |                          | 9,500              | 62.0%        |                         |
| 4008 Clerk Travel Expenses                                | 0                     | 56                     | 200                   | 144                      |                          | 144                | 28.2%        |                         |
| 4027 Training   | 0                     | 50                     | 500                   | 450                      |                          | 450                | 10.0%        |                         |
| Personnel Day to Day :- Indirect Expenditure              | <u>6,034</u>          | <u>62,441</u>          | <u>88,700</u>         | <u>26,260</u>            | <u>0</u>                 | <u>26,260</u>      | <u>70.4%</u> | <u>0</u>                |
| <b>Net Expenditure</b>                                    | <b>(6,034)</b>        | <b>(62,441)</b>        | <b>(88,700)</b>       | <b>(26,260)</b>          |                          |                    |              |                         |
| <u>601 Town Council Day to Day</u>                        |                       |                        |                       |                          |                          |                    |              |                         |
| 4052 Tourism/promotions                                   | 0                     | 0                      | 1,000                 | 1,000                    |                          | 1,000              | 0.0%         |                         |
| 4089 Citizens Advice Bureau                               | 0                     | 0                      | 1,000                 | 1,000                    |                          | 1,000              | 0.0%         |                         |
| 4090 Grants S137 Open Resource                            | 0                     | 1,760                  | 4,000                 | 2,240                    |                          | 2,240              | 44.0%        |                         |
| 4100 Civic Expenses                                       | 0                     | 298                    | 1,500                 | 1,202                    |                          | 1,202              | 19.9%        |                         |
| 4102 Mayoral Allowance                                    | 0                     | 260                    | 500                   | 241                      |                          | 241                | 51.9%        |                         |
| 4103 Mayors Serjeant Expenses                             | 0                     | 325                    | 650                   | 325                      |                          | 325                | 50.0%        |                         |
| 4105 Election Expenses                                    | 0                     | 2,389                  | 2,000                 | (389)                    |                          | (389)              | 119.4%       | 389                     |
| 4106 Deputy Mayor's Expenses                              | 0                     | (32)                   | 100                   | 132                      |                          | 132                | (31.6%)      |                         |
| 4111 Remembrance Day Parade Grant                         | 0                     | 849                    | 1,000                 | 151                      |                          | 151                | 84.9%        |                         |
| 4311 Flood Schemes Maintenance                            | 0                     | 0                      | 16,446                | 16,446                   |                          | 16,446             | 0.0%         |                         |
| 4312 War Memorial   | 0                     | 0                      | 300                   | 300                      |                          | 300                | 0.0%         |                         |
| Town Council Day to Day :- Indirect Expenditure           | <u>0</u>              | <u>5,849</u>           | <u>28,496</u>         | <u>22,647</u>            | <u>0</u>                 | <u>22,647</u>      | <u>20.5%</u> | <u>389</u>              |
| <b>Net Expenditure</b>                                    | <b>0</b>              | <b>(5,849)</b>         | <b>(28,496)</b>       | <b>(22,647)</b>          |                          |                    |              |                         |
| 6000 plus Transfer from EMR                               | 0                     | 389                    |                       |                          |                          |                    |              |                         |
| <b>Movement to/(from) Gen Reserve</b>                     | <b>0</b>              | <b>(5,460)</b>         |                       |                          |                          |                    |              |                         |

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## Louth Town Council Current Year

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## Detailed Income &amp; Expenditure by Budget Heading 29/02/2024

Month No: 11

## Cost Centre Report

|  | Actual<br>Current Mth  | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent       | Transfer<br>to/from EMR |
|--|------------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|-------------------------|
| <b>603 Town Council EM Reserves</b>              |                        |                        |                       |                          |                          |                    |               |                         |
| 9338 EMR Civic Events                            | 0                      | 1,634                  | 0                     | (1,634)                  |                          | (1,634)            | 0.0%          | 1,634                   |
| 9363 EMR Hubbard's Hills                         | 0                      | 12,626                 | 0                     | (12,626)                 |                          | (12,626)           | 0.0%          | 12,626                  |
| Town Council EM Reserves :- Indirect Expenditure | <u>0</u>               | <u>14,260</u>          | <u>0</u>              | <u>(14,260)</u>          | <u>0</u>                 | <u>(14,260)</u>    |               | <u>14,260</u>           |
| <b>Net Expenditure</b>                           | <u>0</u>               | <u>(14,260)</u>        | <u>0</u>              | <u>14,260</u>            |                          |                    |               |                         |
| 6000 plus Transfer from EMR                      | 0                      | 14,260                 |                       |                          |                          |                    |               |                         |
| <b>Movement to/(from) Gen Reserve</b>            | <u>0</u>               | <u>0</u>               |                       |                          |                          |                    |               |                         |
| <b>Grand Totals:- Income</b>                     | <b>5,300</b>           | <b>409,314</b>         | <b>357,032</b>        | <b>(52,282)</b>          |                          |                    | <b>114.6%</b> |                         |
| <b>Expenditure</b>                               | <b>27,738</b>          | <b>456,157</b>         | <b>357,032</b>        | <b>(99,125)</b>          | <b>0</b>                 | <b>(99,125)</b>    | <b>127.8%</b> |                         |
| <b>Net Income over Expenditure</b>               | <u><b>(22,438)</b></u> | <u><b>(46,843)</b></u> | <u><b>0</b></u>       | <u><b>46,843</b></u>     |                          |                    |               |                         |
| plus Transfer from EMR                           | 1,000                  | 31,583                 |                       |                          |                          |                    |               |                         |
| <b>Movement to/(from) Gen Reserve</b>            | <u><b>(21,438)</b></u> | <u><b>(15,260)</b></u> |                       |                          |                          |                    |               |                         |

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**Louth Town Council Current Year**

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**Detailed Balance Sheet - Excluding Stock Movement****Month 11 Date 29/02/2024**

| <u>A/c</u>                  | <u>Description</u>             | <u>Actual</u>  |
|-----------------------------|--------------------------------|----------------|
| <i>Current Assets</i>       |                                |                |
| 105                         | VAT Refunds                    | 13,981         |
| 201                         | Lloyds TSB Current/Deposit     | 483,264        |
| 210                         | National Savings Bank          | 111,438        |
| 220                         | Petty Cash                     | 76             |
| <b>Total Current Assets</b> |                                | <b>608,759</b> |
| <i>Represented by :-</i>    |                                |                |
| 301                         | Current Year Fund              | (46,843)       |
| 310                         | General Reserve                | 373,486        |
| 322                         | EMR CCTV refurbishment         | 10,000         |
| 325                         | EMR Street Furniture           | 1,075          |
| 326                         | EMR Anniversary of Louth Flood | 302            |
| 327                         | EMR Contingency                | 8,243          |
| 329                         | EMR Quality Council / Office   | 4,245          |
| 337                         | EMR Conservation Area          | 500            |
| 338                         | EMR Civic Events               | 129            |
| 339                         | EMR War Memorial               | 8,500          |
| 340                         | EMR Grants 137 Reserve         | 3,066          |
| 346                         | EMR Christmas Illuminations    | 10,436         |
| 348                         | EMR IT Replacement             | 4,208          |
| 349                         | EMR Civic Regalia              | 2,000          |
| 352                         | EMR TCP Floral Enhancement     | 2,500          |
| 353                         | EMR Capital Expenditure        | 90,158         |
| 359                         | EMR Accommodation              | 6,162          |
| 360                         | EMR Cem External Wall          | 4,000          |
| 362                         | EMR Civic Property             | 3,046          |
| 363                         | EMR Hubbard's Hills            | 8,874          |
| 364                         | EMR Clerks Training            | 2,540          |
| 365                         | EMR Accom OfficeEquip / Stor   | 4,224          |
| 366                         | EMR Cemetery Planting Project  | 458            |
| 370                         | EMR Cemetery Gates             | 3,000          |
| 380                         | EMR Cem Road Maintenance       | 4,000          |
| 381                         | EMR Cem Equipment              | 3,248          |
| 382                         | EMR Cem Tree Surgery           | 5,380          |
| 383                         | EMR Cem Workshop/Lodge         | 8,056          |
| 385                         | EMR Vehicle Replacement        | 14,658         |
| 386                         | EMR Cemetery Facilities        | 3,825          |
| 390                         | EMR Accom Roof                 | 9,136          |
| 391                         | EMR Accom Boiler               | 3,750          |
| 392                         | EMR Accom Structural           | 5,000          |
| 393                         | EMR Accom Car Park             | 2,000          |
| 394                         | EMR Street Signs / Furniture   | 15,660         |
| 395                         | EMR SH Internal Decorating Foy | 3,000          |
| 396                         | EMR Speed Awareness            | 2,012          |
| 397                         | EMR Tourism                    | 2,115          |
| 398                         | EMR Elections                  | 17,611         |
| 399                         | EMR Funding for Sports Assets  | 5,000          |
| <b>Total Equity</b>         |                                | <b>608,759</b> |

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## Louth Town Council Current Year

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## Earmarked Reserves

| Account                            | Opening Balance   | Net Transfers     | Closing Balance   |
|------------------------------------|-------------------|-------------------|-------------------|
| 322 EMR CCTV refurbishment         | 10,000.00         |                   | 10,000.00         |
| 325 EMR Street Furniture           | 1,075.00          |                   | 1,075.00          |
| 326 EMR Anniversary of Louth Flood | 301.67            |                   | 301.67            |
| 327 EMR Contingency                | 10,743.56         | -2,500.50         | 8,243.06          |
| 329 EMR Quality Council / Office   | 4,245.00          |                   | 4,245.00          |
| 337 EMR Conservation Area          | 500.00            |                   | 500.00            |
| 338 EMR Civic Events               | 1,762.56          | -1,633.90         | 128.66            |
| 339 EMR War Memorial               | 8,500.00          |                   | 8,500.00          |
| 340 EMR Grants 137 Reserve         | 3,066.00          |                   | 3,066.00          |
| 346 EMR Christmas Illuminations    | 10,436.00         |                   | 10,436.00         |
| 347 EMR Art Trail                  | 1,000.00          | -1,000.00         | 0.00              |
| 348 EMR IT Replacement             | 4,207.87          |                   | 4,207.87          |
| 349 EMR Civic Regalia              | 2,000.00          |                   | 2,000.00          |
| 352 EMR TCP Floral Enhancement     | 2,500.00          |                   | 2,500.00          |
| 353 EMR Capital Expenditure        | 97,201.80         | -7,044.00         | 90,157.80         |
| 359 EMR Accommodation              | 6,162.21          |                   | 6,162.21          |
| 360 EMR Cem External Wall          | 4,000.00          |                   | 4,000.00          |
| 362 EMR Civic Property             | 3,045.94          |                   | 3,045.94          |
| 363 EMR Hubbard's Hills            | 21,500.00         | -12,625.92        | 8,874.08          |
| 364 EMR Clerks Training            | 2,540.00          |                   | 2,540.00          |
| 365 EMR Accommm OfficeEquip / Stor | 4,224.00          |                   | 4,224.00          |
| 366 EMR Cemetery Planting Project  | 458.00            |                   | 458.00            |
| 370 EMR Cemetery Gates             | 3,000.00          |                   | 3,000.00          |
| 380 EMR Cem Road Maintenance       | 4,000.00          |                   | 4,000.00          |
| 381 EMR Cem Equipment Replacement  | 9,637.00          | -6,389.31         | 3,247.69          |
| 382 EMR Cem Tree Surgery           | 5,380.00          |                   | 5,380.00          |
| 383 EMR Cem Workshop/Lodge         | 8,056.24          |                   | 8,056.24          |
| 385 EMR Vehicle Replacement        | 14,658.00         |                   | 14,658.00         |
| 386 EMR Cemetery Facilities        | 3,825.00          |                   | 3,825.00          |
| 390 EMR Accommm Roof               | 9,136.00          |                   | 9,136.00          |
| 391 EMR Accommm Boiler             | 3,750.00          |                   | 3,750.00          |
| 392 EMR Accommm Structural         | 5,000.00          |                   | 5,000.00          |
| 393 EMR Accommm Car Park           | 2,000.00          |                   | 2,000.00          |
| 394 EMR Street Signs / Furniture   | 15,660.00         |                   | 15,660.00         |
| 395 EMR SH Internal Decorating Foy | 3,000.00          |                   | 3,000.00          |
| 396 EMR Speed Awareness            | 2,012.00          |                   | 2,012.00          |
| 397 EMR Tourism                    | 2,115.00          |                   | 2,115.00          |
| 398 EMR Elections                  | 18,000.00         | -389.10           | 17,610.90         |
| 399 EMR Funding for Sports Assets  | 5,000.00          |                   | 5,000.00          |
|                                    | <b>313,698.85</b> | <b>-31,582.73</b> | <b>282,116.12</b> |



Date: 22/04/2024

Louth Town Council Current Year

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**Bank Reconciliation Statement as at 29/02/2024  
for Cashbook 1 - Lloyds TSB Current/Deposit**

User: LMP

| <u>Bank Statement Account Name (s)</u>     | <u>Statement Date</u> | <u>Page</u>                        | <u>Balances</u>   |
|--|-----------------------|------------------------------------|-------------------|
| Lloyds TSB Deposit Account                 | 29/02/2024            | 11                                 | 166,652.51        |
| Lloyds TSB Current Account                 | 29/02/2024            | 87                                 | 316,656.61        |
|  |                       |                                    | <u>483,309.12</u> |
| <b><u>Unpresented Payments (Minus)</u></b> |                       | <b><u>Amount</u></b>               |                   |
| 25/04/2023 9682 Royal British Legion       |                       | 45.00                              |                   |
|  |                       |                                    | <u>45.00</u>      |
|  |                       |                                    | 483,264.12        |
| <b><u>Unpresented Receipts (Plus)</u></b>  |                       |                                    |                   |
|  |                       | 0.00                               |                   |
|  |                       |                                    | <u>0.00</u>       |
|  |                       |                                    | 483,264.12        |
|  |                       | <b>Balance per Cash Book is :-</b> | <b>483,264.12</b> |
|  |                       | <b>Difference is :-</b>            | <b>0.00</b>       |

**Signatory 1:**

Name


 PAUL STARCKMORE

Signed

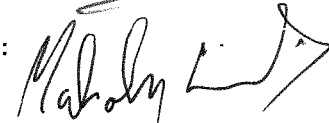

 PAUL STARCKMORE

Date

24/04/2024

**Signatory 2:**

Name


 MALCOLM LAMB

Signed

MALCOLM LAMB

Date

24/04/2024

Date: 22/04/2024

Louth Town Council Current Year

Page 1

Time: 15:13

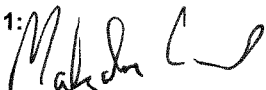
**Bank Reconciliation Statement as at 29/02/2024  
for Cashbook 2 - Petty Cash**

User: LMP

| <u>Bank Statement Account Name (s)</u> | <u>Statement Date</u> | <u>Page</u>                        | <u>Balances</u> |
|--|-----------------------|------------------------------------|-----------------|
| Petty Cash                             | 29/02/2024            | 60                                 | 76.01           |
|  |                       |                                    | <u>76.01</u>    |
| <u>Unpresented Payments (Minus)</u>    |                       | <u>Amount</u>                      |                 |
|  |                       | 0.00                               |                 |
|  |                       |                                    | <u>0.00</u>     |
|  |                       |                                    | 76.01           |
| <u>Unpresented Receipts (Plus)</u>     |                       |                                    |                 |
|  |                       | 0.00                               |                 |
|  |                       |                                    | <u>0.00</u>     |
|  |                       |                                    | 76.01           |
|  |                       | <b>Balance per Cash Book is :-</b> | <b>76.01</b>    |
|  |                       | <b>Difference is :-</b>            | <b>0.00</b>     |

Signatory 1:

Name



Signed

MALCOLM LAMB

Date

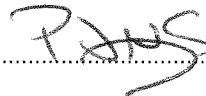
24/04/2024

Signatory 2:

Name

PAUL STARSMORE

Signed



Date

24/04/2024

# Louth Town Council



## Standing Orders

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

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## 1. RULES OF DEBATE AT MEETINGS

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

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

## 2. DISORDERLY CONDUCT AT MEETINGS

- a All Councillors shall pay due regard to the contents of the Civility and Respect Pledge which the Council has signed up to and which states that members of Louth Town Council will:
- a. Treat all councillors, clerk and all employees, members of the public, representatives of partners organisations and volunteers with civility and respect in their role.
  - b. Put in place a training programme for councillors and staff.
  - c. Sign up to Code of Conduct for councillors.
  - d. Have in place good governance arrangements including staff contracts and a Dignity at Work Policy.
  - e. Commit to seek professional help at early stages should civility and respect issues arise.
  - f. Commit to calling out bullying and harassment if and when it happens.

- g. Continue to learn from best practice in the sector and aspire to being a role model / champion council e.g., via the Local Council Award Scheme.
  - h. Support the continued lobbying for the change in legislation to support the Civility and Respect Pledge including sanctions for elected members where appropriate.
- b. No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chair of the meeting shall request such person(s) to moderate or improve their conduct.
  - c. If person(s) disregard the request of the chair of the meeting to moderate or improve their conduct, any councillor or the chair of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
  - d. If a resolution made under standing order 2(b) is ignored, the chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

### 3. MEETINGS GENERALLY

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

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.**
- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed (15) minutes unless directed by the chair of the meeting.
- g Subject to standing order 3(f), a member of the public shall not speak for more than (3) minutes.
- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given.
- i A person shall raise his/her/their hand when requesting to speak (except when a person has a disability or is likely to suffer discomfort).
- j A person who speaks at a meeting shall direct his/her/their comments to the chair of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wishes to speak, the chair of the meeting shall direct the order of speaking. There should be no heckling. No-one should interrupt or engage in break-away conversations. Such instances will be classed as disruptive and improper behaviour and may be dealt with in accordance with standing order 2.



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

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

- s Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his/her/their vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda. In order to ensure that balanced, lawful decisions are reached members acknowledge that consideration of all relevant information is required before individuals vote. Therefore, a Councillor will not be permitted to vote on a matter if they arrive at a meeting late or step out of a meeting and have not been party to the entire debate/discussion. Breaks in debate/discussion for medical or comfort reasons will be allowed and should be sought as per Standing Order 10xv.
- t The minutes of a meeting shall include an accurate record of the following:

- i. the time and place of the meeting;
- ii. the names of councillors who are present and the names of councillors who are absent. Apologies should be submitted to the Clerk **only**, at least 1 hour before the meeting commences. If these criteria are met, these will be noted but not authorised by the council / committee;
- iii. interests that have been declared by councillors and non-councillors with voting rights;
- iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
- v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
- vi. if there was a public participation session; and
- vii. the resolutions made.

● u **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his/her/their right to participate and vote on that matter.**

● v **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

*See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.*

● w **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.

x A meeting shall not exceed a period of 3 hours.

y All summons to Council meetings and agenda will be sent electronically and a paper copy will be available for collection from the office.

z Notices of Council meetings shall be published on the Council's website.

#### **4. COMMITTEES AND SUB-COMMITTEES**

a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**

b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council** or deals with staffing matters.

c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**

- d The Council may appoint standing committees or other committees as may be necessary, and:
- i. shall determine their terms of reference;
  - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
  - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
  - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
  - v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer (7) days before the meeting that they are unable to attend;
  - vi. shall, after it has appointed the members of a standing committee, appoint the chair of the standing committee;
  - vii. shall permit a committee other than a standing committee, to appoint its own chair at the first meeting of the committee;
  - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
  - ix. shall determine if the public may participate at a meeting of a committee;
  - x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
  - xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
  - xii. may dissolve a committee or a sub-committee.
  - xiii. all summons to committee meetings and agenda will be sent electronically and a paper copy will be available for collection from the office.
  - xiv. notices of committee meetings shall be published on the Council's website.

## 5. ORDINARY COUNCIL MEETINGS

- a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**
- d **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**

- e **The first business conducted at the annual meeting of the Council shall be the election of the Chair and Vice-Chair (if there is one) of the Council.**
- f **The Chair of the Council, unless he/she/they has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his/her/their successor is elected at the next annual meeting of the Council.**
- g **The Vice-Chair of the Council, if there is one, unless he/she/they resigns or becomes disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.**
- h **In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, he/she/they shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.**
- i **In an election year, if the current Chair of the Council has been re-elected as a member of the Council, he/she/they shall preside at the annual meeting until a new Chair of the Council has been elected. He/she/they may exercise an original vote in respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes.**
- j Following the election of the Chair of the Council and Vice-Chair (if there is one) of the Council at the annual meeting, the business shall normally include:
  - i. **In an election year, delivery by the Chair of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of his/her/their acceptance of office form unless the Council resolves for this to be done at a later date;**
  - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
  - iii. Receipt of the minutes of the last meeting of a committee;
  - iv. Consideration of the recommendations made by a committee;
  - v. Confirmation of review of delegation arrangements to committees, sub-committees, staff and other local authorities;
  - vi. Confirmation of review of the terms of reference for committees;
  - vii. Confirmation of appointment of members to existing committees;
  - viii. Appointment of any new committees in accordance with standing order 4;
  - ix. Confirmation of review and adoption of appropriate standing orders and financial regulations;
  - x. Confirmation of review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
  - xi. Confirmation of review of representation on or work with external bodies and arrangements for reporting back;

- xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
- xiii. Confirmation of review of inventory of land and other assets including buildings and office equipment;
- xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
- xv. Confirmation of review of the Council's and/or staff subscriptions to other bodies;
- xvi. Confirmation of review of the Council's complaints procedure;
- xvii. Confirmation of review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
- xviii. Confirmation of review of the Council's policy for dealing with the press/media;
- xix. Confirmation of review of the Council's employment policies and procedures;
- xx. Confirmation of review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- xxi. Confirmation of determination of the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

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

- a **The Chair of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chair of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
- c The chair of a committee may convene an extraordinary meeting of the committee at any time.
- d If the chair of a committee does not call an extraordinary meeting within (7) days of having been requested to do so by (3) members of the committee, any (3) members of the committee may convene an extraordinary meeting of the committee.

## **7. PREVIOUS RESOLUTIONS**

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

## **8. VOTING ON APPOINTMENTS**

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

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

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least (7) clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least (7) clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include a motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

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

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
  - i. to correct an inaccuracy in the draft minutes of a meeting;
  - ii. to move to a vote;
  - iii. to defer consideration of a motion;
  - iv. to refer a motion to a particular committee or sub-committee;
  - v. to appoint a person to preside at a meeting;

- vi. to change the order of business on the agenda;
- vii. to proceed to the next business on the agenda;
- viii. to temporarily revoke a dispensation;
- ix. to require a written report;
- x. to appoint a committee, sub-committee or working group and their members;
- xi. to extend the time limits for speaking;
- xii. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
- xiii. to not hear further from a councillor or a member of the public;
- xiv. to exclude a councillor or member of the public for disorderly conduct;
- xv. to temporarily suspend the meeting;
- xvi. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
- xvii. to adjourn the meeting; or
- xviii. to close the meeting.

## 11. MANAGEMENT OF INFORMATION

See also standing order 20.

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

## 12. DRAFT MINUTES

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

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

“The chair of this meeting does not believe that the minutes of the meeting of the ( ) held on [date] in respect of ( ) were a correct record but his/her/their view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”
- e **If the Council’s gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

## 13. CODE OF CONDUCT AND DISPENSATIONS

See also standing order 3(u).

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council, shall declare their interests accordingly and will act appropriately and in line with the Nolan Seven Principles of Public Life, which are selflessness, integrity, objectivity, accountability, openness, honesty and leadership at all times.
- b Unless he/she/they has been granted a dispensation, (the Council reserves the right to move that a dispensation be temporarily revoked) or the Council / Committee invites the person / councillor to remain, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he/she/they has a disclosable pecuniary interest / conflict of interest.



A disclosable pecuniary interest is broadly defined as including: Business interests (for example employment, trade, profession, contracts or any company with which a person is associated). Wider financial interests (for example trust funds, investments and assets including land and property). A conflict of interest is broadly defined as a situation in which a person or organisation is involved in multiple interests, financial or otherwise, and serving one interest could involve working against another. He/she/they may return to the meeting after it has considered the matter in which he/she/they had the interest.

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

#### 14. CODE OF CONDUCT COMPLAINTS

- a Upon notification by the District or Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.

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

## 15. PROPER OFFICER

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

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

- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;  
(see also standing order 23);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xv. refer a planning application received by the Council to the Chair or in his/her/their absence the Vice-Chair (if there is one) of the Planning Committee / Planning Working Group as expediently as possible to facilitate an extraordinary meeting / delegated response if the nature of a planning application requires consideration before the next ordinary meeting of the Planning committee;
- xvi. manage access to information about the Council via the publication scheme; and
- xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.  
(See also standing order 23).
- xviii. Take appropriate action in an emergency or crisis situation to protect the interests of the Council.

## 16. RESPONSIBLE FINANCIAL OFFICER

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

## 17. ACCOUNTS AND ACCOUNTING STATEMENTS

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

- ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
- iii. the balances held at the end of the quarter being reported and

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

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

## 18. FINANCIAL CONTROLS AND PROCUREMENT

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
  - i. the keeping of accounting records and systems of internal controls;
  - ii. the assessment and management of financial risks faced by the Council;
  - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
  - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
  - v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity unless it proposes to use an existing list of approved suppliers (framework agreement).**

- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
- i. a specification for the goods, materials, services or the execution of works shall be drawn up;
  - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
  - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
  - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
  - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
  - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f. **Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**
- g. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £189,330 for a public service or supply contract or in excess of £4,733,252 for a public works contract; or £663,540 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.**
- h. **A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £378,660 for a supply, services or design contract; or in excess of £4,733,252 for a works contract; or £663,540 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.**

## 19. HANDLING STAFF MATTERS

- a A matter personal to a member of staff that is being considered by a meeting of the Council or

one of its committees is subject to standing order 11.

- b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chair of the (Personnel) committee or, if he/she/they is not available, the vice-chair (if there is one) of unexpected absences.
- c The Personnel committee will discuss and agree on arrangements for a review of the performance and annual appraisal of the work of the Town Clerk.
- d Grievances shall be handled in accordance with the Council's policy on Grievances
- e Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- f In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

## 20. RESPONSIBILITIES TO PROVIDE INFORMATION

See also standing order 21.

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b *If gross annual income or expenditure (whichever is the higher) exceeds £200,000 The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.*

## 21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

Below is not an exclusive list. See also standing order 11.

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

## 22. RELATIONS WITH THE PRESS/MEDIA

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

### 23. EXECUTION AND SEALING OF LEGAL DEEDS

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

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b **Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.**

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

### 24. COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS

- a The agenda for Council meetings will be sent to the ward councillor(s) of the District and County Council OR Unitary Council representing the area of the Council.
- b A period (of 10 minutes max) will be set aside, normally before Robed Town Council meetings (not the Annual Town Council Meeting) to allow District / County Councillors feedback prior to the commencement of the meeting.

### 25. RESTRICTIONS ON COUNCILLOR ACTIVITIES

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

### 26. STANDING ORDERS GENERALLY

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

## APPENDIX 1

**Louth Town Council**

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

**01507 355895**

**clerk@louthtowncouncil.gov.uk**

**Town Clerk: Mrs. L. Phillips**



**To:** Members of Louth Town Council  
**From:** Mrs. L. Phillips, Town Clerk

**Date:** 30<sup>th</sup> April 2024  
**Subject:** Report for 040924 re. Committee Terms of Reference

**Purpose**

To approve committee structure, terms of reference and delegations to Committees.

**Planning Committee**

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

**Community Resources Committee**

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

**Governance and Finance Committee**

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

**Personnel Committee**

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



## APPENDIX 2

***Louth Town Council******The Sessions House, Eastgate,  
Louth, Lincolnshire, LN11 9AJ******01507 355895******clerk@louthtowncouncil.gov.uk******Town Clerk: Mrs. L. Phillips***

**To:** Members of Louth Town Council

**Date:** 30<sup>th</sup> April 2024

**From:** Mrs. L. Phillips, Town Clerk

**Subject:** Report for 040924 Agenda re. Officer Delegations

**Introduction and Background**

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

**Functions for Delegation**

1. Any function explicitly authorised in Standing Orders, Financial Regulations, Council Policies or set out in any minuted Council decision that is still in force.
2. Organisation of, actions and expenditure associated with Town Council events such as Civic Sunday and the Annual Town Meeting.
3. Incurring expenditure in accordance with approved budgets e.g., on day to day operational issues, renewal of memberships such as LALC, the booking of training courses, in line with Financial Regulations.
4. Responding to emergencies including the incurring of unbudgeted expenditure.
5. Actions/expenditure required in implementing any agreed Council policy, practice, protocol, contract term or other minuted decision.
6. Authority to make payment for items provided that the instructions are signed by two members and any payments are reported to the Governance and Finance Committee.
7. Placing orders.
8. Agreeing in year contracts (i.e., that are met within the current agreed annual budget).
9. Processing approved payments or those not requiring pre-approval under Financial Regulations.
10. Receiving and responding to correspondence.
11. Responding to press enquiries.
12. Actions required to ensure compliance with the law.

13. Actions required to minimise risk or financial loss.
14. Dealing with all day to day HR and Payroll issues and those otherwise set out in Personnel policies.
15. Information Manager – dealing with all issues arising under the General Data Protection Regulations and Freedom of Information Act.
16. Administration of the Council's banking arrangements.
17. Actions and decisions relating to the efficient operation of the Council's cemetery and duties as a Burial Authority.
18. Allocation of grave spaces.
19. Sale and granting/re-purchase of burial rights and deeds.
20. Granting of Cemetery Memorial Permits and Licences.
21. Granting Street Collection Licences.
22. The decision to issue Petty Cash e.g., for the purchase of postage stamps.
23. Asking third party organisations such as LCC, ELDC, the Environment Agency to investigate issues/requests.
24. Actions and decisions relating to the efficient operation of the Council's gardens, parks, verges, paths and amenity grass areas including the decision to include new areas, within the Council's responsibility, where this is lawful, can be contained within budget and does not require the appointment of additional staff resources.
25. To request the siting of an ELDC waste bin where demand and use supports this.
26. Actions, decisions and expenditure relating to the efficient operation of the Council's public property e.g., tubs, planters, benches etc.
27. To in turn delegate functions and responsibilities to other staff but remain responsible to Council.
28. Operational and time critical decisions.

01-30-24 PERS MINS

**MINUTES OF THE LOUTH TOWN COUNCIL PERSONNEL COMMITTEE  
HELD IN THE OLD COURT ROOM, THE SESSIONS HOUSE, LOUTH  
ON TUESDAY 30<sup>th</sup> JANUARY 2024**

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

**Present Councillors:** Mrs. E. Ballard (EB), J. Baskett (JB), H. Filer (HF), D. Hobson (DH) and G.E. Horton (GEH).

**Councillors not present:** None.

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

**H16. Election of Vice Chairman**

The Committee received two nominations for the election of Vice Chairman of the Personnel Committee, Cllrs. JB and GEH. It was **RESOLVED** by majority vote to elect Cllr. GEH as Vice Chairman, holding office until the Annual Town Meeting of Louth Town Council on 14<sup>th</sup> May 2024.

**H17. Apologies for Absence**

There were no apologies for absence.

**H18. Declarations of Interest / Dispensations**

There were no declarations of interest.

**H19. Minutes**

It was **RESOLVED** that the notes of the Personnel Committee meeting held on 31<sup>st</sup> October 2023 be approved as the Minutes.

**H20. Mayor's Serjeant - Uniform**

The Committee considered approving a request from the above that a winter coat be purchased for her use whilst on duty. It was **RESOLVED** that the Council would contribute up to £150 towards a coat provided that it met certain aesthetic standards.

**H21. Appraisals**

It was noted that the Town Clerk was currently undertaking appraisals for other staff, and it was **RESOLVED** that Cllrs. JMS and EB would undertake the appraisal of the Town Clerk for 2023/24.

**H22. Dignity at Work/In Council Policy**

The Committee discussed the above drafted document, and it was **RESOLVED** to approve the policy for adoption after making the following changes:

- a. Reporting Concerns – To include that Employees can report concerns to Personnel Committee Members as well as the Town Clerk if they are feeling bullied or harassed.
- b. Complaints against Councillors – To include that the council agrees with the employee reasonable measures to protect them, their health and safety and safeguard them.

**H23. Local Council Award Scheme – Foundation Award**

The Committee received an update on the above from the Town Clerk, who disclosed that Louth Town Council would qualify for the Foundation Award of the Scheme once it had publicised an Action Plan. It was **RESOLVED** that the Town Clerk would compile ideas for a possible Action Plan, the Committee would add their suggestions and then this would then be put to the Town Council for approval at a future meeting.

**H24. Closed Session**

The Committee 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 third party and confidential nature in relation to Personnel:

- a. **Holidays** – The Committee noted that 3<sup>rd</sup> quarter letters confirming entitlement, when holiday must be taken by and amount left had been issued. It was noted that the Committee had received a request from a member of staff regarding their contract and it was agreed that the member of staff should be asked to write formally with a request.
- b. **Sickness** – The Committee received details of sickness levels in the year to date of both its staff and its volunteers.
- c. **Accidents** – The Committee noted that there had been no accidents in the period.

**H25. Next Meeting**

It was noted that the date of the next scheduled Personnel Committee meeting was 9<sup>th</sup> April 2024.

The Meeting Closed at 10.20pm.

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

Dated \_\_\_\_\_

## Louth Town Council

# HEALTH AND SAFETY POLICY

### Policy Aim

The aim of this Policy is to assist Louth Town Council in providing a safe and healthy workplace and working environment for all of its employees, and to protect all other persons not employed by the Council, but who may be affected by their work activity.

### Summary

The Policy provides the framework by which the management of health and safety within the Council will be carried out, including all necessary arrangements and organisation.

Effective communication and competence throughout the organisation will be essential to the success of the Policy.

### Policy Statement

The Council is committed to meeting its responsibilities to safeguard the health, safety and welfare of its employees, elected Members, contractors, volunteers, agency staff and any other person who may be affected by its activities.

To enable the Council to carry out these responsibilities it will, so far as is reasonably practicable, take steps to:

- make the workplace safe and without risks to health where possible;
- ensure that plant and machinery are safe and that safe systems of work are set and followed;
- keep dust, fumes and noise under control;
- ensure that articles and substances are stored, moved and used safely;
- provide adequate welfare facilities;
- provide such information, instruction, training and supervision as is needed;
- provide free any protective clothing or equipment required by law and determined by suitable and sufficient risk assessments;
- report certain injuries, diseases and dangerous occurrences to the enforcing authority;
- provide adequate first aid facilities;
- consult with staff about matters affecting employees' health and safety;

The Council delegates the main responsibility for health and safety to the Town Clerk and RFO, but in order for this policy to be successful, it is the personal responsibility of each employee, elected Member, contractor, volunteer and agency staff member to:

- take reasonable care in carrying out their activities to minimise the risk to their own health, safety and welfare and that of their colleagues or others who may be affected by their actions;
- co-operate with management and colleagues in the carrying out of their duties to establish safe systems of work;
- bring to the attention of their line manager any hazards, dangerous practices, accidents or incidents of which they become aware.

On site day to day responsibility for health and safety matters relating to the Town Council Public Property Maintenance will rest with the appointed contractor(s) in relation to service delivery and facility management.

The allocation for safety matters and the particular arrangements that the Town Council will make to implement the policy are set out below. The policy will be kept up to date, particularly as the organisation changes in nature and size. This policy and the way it is operated will be reviewed annually.

This Policy will be supplemented by further policies and procedures relating to work activities.

## 1 ORGANISATION AND RESPONSIBILITIES

## 1.1 THE COUNCIL

The Council will make sure that sufficient budget is made available annually for the purposes of meeting Health and Safety obligations in relation to council activities.

The Council through the Personnel and Governance and Finance Committees will monitor Health and Safety issues and compliance with this policy.

The Committees will:

- review accident and “near miss incident” data;
- receive/consider and approve policies and procedures developed by the Town Clerk;
- receive and consider reports from the Town Clerk, Health and Safety Executive and Union/Association representatives;
- assist in the development of safety rules;
- monitor and review health, safety and welfare training.

## 1.2 TOWN CLERK AND RFO

The Council has the ultimate responsibility for ensuring that the Council fulfils its legal responsibilities, that the Policy’s objectives are achieved and that effective management is in place to secure its implementation and review as appropriate.

To these ends delegated authority is given to the Town Clerk to ensure the allocation of the resources necessary to maintain sound and efficient health and safety arrangements on an operational basis. The Town Clerk supported by her staff will:

- make sure that staff implement the requirements of the Councils health and safety policy;
- make sure assets are maintained, repaired and operated in a safe manner;
- make sure that all risk assessments are undertaken and safe systems of work established, for all tasks and places of work and that the significant outcomes of the risk assessments are made known to employees and any other parties who may need to be made aware;
- make sure all current and past risk assessments are stored using an appropriate format for recording the relevant risk assessments;
- make sure that risk assessments are reviewed regularly, or immediately after an accident / “near miss” incident or change in work process;
- make sure authorised, qualified and competent people are assigned tasks and that appropriate safe systems of work are in place with consideration to any potentially vulnerable people (e.g. expectant and nursing mothers, young persons and persons with a disability) and any appropriate levels of supervision are provided;
- report and investigate accidents, near misses, ill health and incidents of violence or abuse to the Personnel Committee and /or full Council;
- make sure that all employees accept their own health and safety responsibilities and that induction and training initiatives are developed which provide safe work practices considering hazardous operations, substances, machinery or equipment;
- make sure appropriate personal protective equipment is made available (free of charge), suitable and worn as identified by the process of risk assessment, and that records are held of this equipment and it is replaced as required;
- take appropriate action and ensure prompt attention on any representation submitted by any employee who has comments or concerns regarding health and safety;
- make sure that existing fire procedures are adhered to;
- undertake regular checks to ensure that fire exits, corridors, stairs, landings and walkways in offices are kept clear at all time;
- identify training needs through the risk assessment and performance review processes;
- ensure that the Council’s Health and Safety Policy is available to all new and temporary employees and volunteers, and that health and safety awareness is included in the Council’s induction training;
- maintain corporate accident and near miss incident sheets;
- review accident and incident data to identify trends and any appropriate remedial action as necessary;
- review contents of first aid kits annually.

### 1.3 EMPLOYEES / COUNCILLORS (WHERE APPLICABLE)

All employees have a duty to take reasonable care of their own health and safety and that of others and to co-operate with their manager on health and safety issues. All employees must ensure that they will:

- carry out all work and tasks in the prescribed manner and follow any training, information and instruction provided;
- use equipment correctly at all times and not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare (for example fire-fighting equipment, protective guards or devices, personal protective equipment, warning signs, etc.);
- familiarise themselves with the evacuation procedures on the sites that they work from or visit regularly;
- make themselves familiar with the Health and Safety policy, health and safety information and any other documents provided for their safety;
- wear or use appropriate personal protective equipment as provided;
- report immediately to the Town Clerk all accidents, incidents, unsafe acts or damage including any “near misses”;
- co-operate in the investigation of accidents with the objective of introducing methods to prevent re-occurrence;
- report any of the following to the Town Clerk:
  - incidents of any pain or discomfort arising out of the carrying out of their work activity;
  - any physical injury resulting from the carrying out of their work activity;
  - any incident of violence or abuse aimed at the employee;
  - all cases where work equipment or personal safety equipment becomes defective;
- take part in risk assessments, workplace inspections and audits when necessary;
- observe safe systems and methods of working at all times, avoiding taking short cuts which would entail unnecessary risks;
- ensure that when driving while at work that they are fit to do so and drive in a safe and proper manner.

### 1.4 CONTRACTORS

Contractors will be reminded of all their legal obligations, including the reporting of accidents and “near miss” incidents. All contractors must take reasonable care to make sure that their employees and others are safe in and about their work, and competent to undertake the work required. To fulfil these obligations the contractor must provide:

- competent employees and craftsmen who have received adequate training to enable them to safely perform the job;
- adequate supervision of untrained staff or young workers;
- safe plant, i.e. equipment and appliances in good working order;
- safe systems of work;
- adequate third party liability insurance as specified by any contract.

Any employee of the Council, who brings in a contractor to carry out works for or on behalf of the Council, is responsible for ensuring that contractor, and any sub-contractors they may appoint, are competent to undertake the necessary works. They must also ensure that suitable systems are in place before the works start to ensure the contractor undertakes work as per their own documented health and safety procedures, and that all works are carried out in a safe manner.

### 1.5 AGENCY STAFF AND VOLUNTEERS

Agency staff and volunteers will be reminded of their legal obligations, including the reporting of accidents and “near miss incidents”. All agencies and voluntary agencies (where involved) must ensure the individuals they appoint to work for us are competent to undertake the work required.

A copy of this Policy will be given to all staff, volunteers, elected Members and Contractors, as required, undertaking duties and tasks on behalf of the Town Council.

## Louth Town Council

# DRUGS AND ALCOHOL POLICY AND PROCEDURE

### Policy

The Council, as your employer, has a duty to ensure so far as is reasonably practicable, the health and safety and welfare at work of all employees and similarly you have a responsibility to yourself and your colleagues. The use of alcohol and drugs may impair the safe and efficient running of the business and/or the health and safety of employees.

If an employee has been prescribed drugs which might affect performance at work, the matter should be discussed in confidence with the line manager. Employees need not disclose to the manager why they are taking the prescribed drugs.

The effects of alcohol and drugs can be numerous:

(These are examples only and not an exhaustive list).

- a. Absenteeism (e.g. unauthorised absence, lateness, excessive levels of sickness, etc.).
- b. Higher accident levels (e.g. at work, elsewhere, driving to and from work).
- c. Work performance (e.g. difficulty in concentrating, tasks taking more time, making mistakes, etc.).

### Procedure

The use of alcohol or illegal drugs in the workplace may lead to disciplinary action that could result in your dismissal. The following rules will apply:

- a) If you are found to be consuming alcohol or deemed to be under the influence of alcohol in the workplace or in your working hours this may be treated as gross misconduct under the Council's disciplinary procedure.
- b) The possession of drugs for any reason other than medical is forbidden.
- c) We may ask you to undertake a medical examination or a random spot check if we believe you have a problem in relation to drugs and/or alcohol to assess if this is affecting your capability to work. You may be suspended from work until the problem is resolved. The Council will decide whether to treat it as a disciplinary matter.
- d) We will inform the police if we believe there has been an abuse of illicit drugs by an employee, for which criminal controls are appropriate, either in the workplace or when working on behalf of the Council when the employee is off the Council's premises.



## Louth Town Council

# COUNCILLOR/EMPLOYEE PROTOCOL

### 1. Introduction

An effective working relationship between Councillors and Employees is vital to the successful operation of the Council's business. The main aim of the Council is to deliver efficient and effective services to the residents of the Town. It is important that both Councillors and employees work together to achieve this aim and maintain confidence in the workings of the Council. Council business will be conducted more effectively if there is mutual respect and courtesy in all meetings and contacts, both formal and informal, between Councillors and employees. Given the variety and complexity of such relations, this Protocol does not seek to be either prescriptive or comprehensive. It simply offers guidance on some of the issues that most commonly arise. The Protocol should be read in conjunction with the adopted Councillors Code of Conduct, Standing Orders, Financial Regulations, the Civility and Respect Pledge, the Dignity at Work/In Council Policy, Legislation or guidance as issued by the Monitoring Officer.

### 2. The Role of Councillors and Employees

- a. Councillors and Employees of the Council are servants of the public and they are indispensable to one another, but their responsibilities are distinct.
- b. Councillors are responsible to the electorate and serve only as long as their term of office lasts (4 years or part thereof).
- c. Employees are responsible to the Council as a whole and not to individuals or any political group. The job of employees is to give advice to Council and Councillors and to carry out the Council's work under its direction or as delegated powers dictate.
- d. Councillors and Employees have a duty to conduct themselves in a professional and impartial manner, in accordance with the stated aims and requirements of the elected Council.

### 3. The Role of Councillors

- a. Collectively, Councillors are the ultimate policy-makers determining the core values of the Council and approving the authority's policy framework, strategic plans and budgets.
- b. Every elected Councillor represents the interests of, and is an advocate for their ward and constituents. Councillors represent the Council in their ward, respond to the concerns of constituents and are encouraged to serve on local bodies.
- c. Some Councillors will have roles relating to their position as Chairman of the Council or Chairmen of Substantive Committees.
- d. No individual should conduct themselves in a manner which is unfavourable to the stated interests of the Council or could be interpreted as favouring individual interests against those of the body of the Council.
- e. Individual Councillors are not authorised to instruct Employees other than:
  - i. Through the formal decision-making process;
  - ii. To request the provision of consumable resources provided by the Council for Councillors use;
  - iii. Where staff have been specifically allocated to give support to a member or group of members (i.e., Committees, working groups etc.).
  - iv. Councillors are not authorised to initiate/certify financial transactions, or to enter into any contract (written or verbal) on behalf of the Council.
  - v. Councillors must avoid taking actions that are unlawful, financially improper or likely to amount to maladministration. Members also have an obligation under the adopted code of conduct to give careful regard when making and reaching decisions, to all advice provided by the Town Clerk, representative or Monitoring Officer.

- f. Councillors should be aware that employees are constrained in the response they may make to public comment from Councillors and should not abuse officers in public or through the press nor seek to undermine their position by abuse, rudeness or ridicule. In meetings, individual Chairmen should be aware of discussions which may become abusive towards an employee and must protect that employee.

#### **4. The Role of Officers/Employees**

- a. Officers are responsible for giving advice to Councillors to enable them to fulfil their roles. In doing so, officers will take into account all available relevant and legislative factors.
- b. Officers/Employees have a duty to implement lawful decisions of the Council, committees, sub-committees, which have been properly approved in accordance with requirements of the law and the Council's adopted Standing Orders and Financial Regulations.
- c. Officers/Employees have a contractual and legal duty to be impartial. They must not allow their professional judgement and advice to be influenced by their own personal views.
- d. Officers/Employees must be alert to issues that are, or are likely to be contentious or politically sensitive and be aware of the implications for Councillors, the media or other sections of the public.
- e. Officers/Employees are required to be politically neutral in their dealings with elected Councillors and all council business activities.
- f. An Officer/Employee must not allow their interests or beliefs to conflict with their professional duty. They must not misuse their official position or information acquired in the course of their employment to further their private interest or the interests of others (including elected Members).
- g. Officers/Employees should abide by the rules of Louth Town Council about the declaration of gifts offered to or received by them by any person seeking to do business with Louth Town Council or which would benefit from a relationship with Louth Town Council. Employees should not accept benefits from a third party unless authorised to do so by the Council.

#### **5. The Relationship between Councillors and Employees: General**

- a. The conduct of Councillors and Officers/Employees should be such as to instil mutual confidence and trust. The key elements are recognition of and a respect for each other's roles and responsibilities. These should be reflected in the behaviour and attitude of each to the other, both publicly and privately being mindful of public perception.
- b. Councillors should inform the Monitoring Officer if they have a relationship which might be seen as unduly influencing their work in their respective roles.
- c. Councillors and Employees need to respect each other's roles and duties. The Town Clerk is responsible for day-to-day management and operational decisions. It is not appropriate for Councillors to intervene.
- d. Any problem relevant to the Council and referred to a Councillor by the public should firstly be passed to the Chair of the relevant committee or sub-committee and shared with the Town Clerk.
- e. Councillors should make appointments to see Employees wherever possible to ensure minimal disruption to workloads and priorities.
- f. Councillors are requested not to approach an employee direct to undertake tasks on their behalf. Requests for work should be made through the Town Clerk and Chairman of the relevant committee and discussed and agreed with all relevant parties beforehand.
- g. Employees will do their best to give timely responses to Councillors enquiries. However, Employees should not have unreasonable requests placed on them. Councillors must avoid disrupting Employees work by imposing their own priorities.
- h. Councillors will endeavour to give timely responses to enquiries from Employees.
- i. Councillors and Employees should respect each other's free (i.e., non-Council) time.
- j. Personal relationships with Employees and Councillors are inevitable. However, such relationships must not cloud the judgement of either party or lead to any preferential treatment or favouritism by either party.

**6. Meetings**

- a. When presenting reports to Committees, the Town Clerk should assume that Councillors have had sufficient time to consider written material. Reports should be concise and focused on determining the issues only along with any recommendation(s). The Town Clerk has a duty to answer any questions and advise Councillors on the implications of any particular actions, including the consequences of not accepting Officer recommendation(s).
- b. At full Council and Committee meetings, Councillors will consider the advice of Employees both in main reports and on any matter arising out of debate but it is, ultimately, the responsibility of Councillors to formulate a decision, having regard to the advice provided and any other considerations taken in respect of the issue. Once lawful decisions have been taken (by way of resolution) it is the duty of the Town Clerk or assistants to implement such decisions.

**7. Correspondence**

- a. Official letters from the Council on day-to-day matters must be sent out in the name of the Town Clerk, not individual Councillors. Letters that create obligations or give instructions must not be sent out in the name of a Councillor.

**8. Non-Adherence to the Protocol**

- a. Serious breaches of this adopted protocol by Employees should be dealt with under the Council's disciplinary and/or grievance procedures.
- b. Breaches by Councillors must be reported to the Town Clerk and the Monitoring Officer.
- c. If necessary the issue will be subject to further consideration by the Town Clerk together with the Chairman of the Personnel Committee and referred to full Council, where necessary.
- d. Should a breach of this protocol occur by either the Chairman or Vice Chairman or Town Clerk, the matters should be raised with the Monitoring Officer at ELDC who will be asked to review and submit a report containing recommendations or advice to full Council.

## Louth Town Council

# SICKNESS ABSENCE POLICY

Should you be unwell and unable to come to work, you must comply with the Town Council's sickness absence policy.

### 1. Purpose and Scope

The purpose of this policy is to ensure that the operational efficiency of the council can be maintained whilst employees are absent from work for sickness or injury related reasons. It also seeks to provide guidance, security and support to employees during periods of ill health.

### 2. Procedure

Employees who are unable to attend work through sickness, accident or personal circumstances must notify the Town Clerk of the reason for their absence as soon as possible but no later than 12 noon on the working day on which the absence first occurs. If the Town Clerk is unavailable, you should contact the Chairman of the Personnel Committee or the Chairman of the Council who must be briefed on your current workload and any urgent matters that may require attention. If possible, you should give an indication of how long you expect to be absent so that arrangements can be made for cover if required. If the Clerk is unable to attend work, he / she should contact the Chairman of the Personnel Committee or the Chairman of the Council and his / her assistant.

If the absence is for a period of 7 days or less, employees should complete a self-certification form on their return to work. For periods over 7 days (including weekends and bank holidays) a medical Statement of Fitness for Work (fit note) from a GP (or relevant medical establishment) is required.

It is the responsibility of each employee to keep the Town Clerk (or the Chairman of the Personnel Committee or the Chairman of the Council) advised of the circumstances that are preventing them from attending work, of their likely return date, action being taken to mitigate the effect of the illness (e.g. GP / medical appointments) and contact details in case of work-related queries. Employees who are absent from work due to reasons other than sickness / accident are required, wherever possible, to obtain prior permission from the Town Clerk or the Chairman of the Personnel Committee or the Chairman of the Council. Where appropriate, the Personnel Committee will consider each case of absenteeism on its merits and written evidence may be required.

Where the incapacity to work arises from a voluntary action by the employee e.g. cosmetic surgery or organ donation, then sickness absence leave and pay will be entirely at the Council's discretion and employees are strongly advised to discuss such circumstances, in confidence, with the Town Clerk (or the Chairman of the Personnel Committee or the Chairman of the Council) in advance of such a procedure.

Where absenteeism appears unreasonable or unwarranted, employees may be liable for disciplinary action for misconduct. The Town Council reserves the right to make welfare visits to the home of employees whilst they are on sick leave.

Staff members will undertake a “return to work” meeting with the Town Clerk (or the Chairman of the Personnel Committee or the Chairman of the Council) on their day of returning to work after any period of absence. This practice is to ensure that staff members are fit to work; agree a phased return to work (where appropriate); receive work related updates and prioritise workload. In the case of the Town Clerk he / she should meet with the Chairman of the Personnel Committee and the Chairman of the Council at the earliest opportunity.

### **3. Sickness Payments (SSP)**

Sick pay will be paid in accordance with your length of service as outlined in your contract of employment.

Statutory Sick Pay will be paid where applicable at the current rate.

### **4. Long Term or Frequent Short Term Absence Procedure.**

This procedure is designed to outline the process where an employee is absent due to sickness on a long-term or frequent short-term basis. Discussions and investigations will review the employee’s capability or capacity to undertake the work. The aim is to ensure fair treatment for all.

The procedure is non-contractual and does not form part of the terms and conditions of employment with the council. The procedure may be amended from time to time.

#### **4.1 Principles**

- a) Sickness absence issues will be dealt with sympathetically and sensitively, whilst also recognising the requirements of the Council and the impact of the absence on others.
- b) The Clerk (or, in the case of the Town Clerk, the Chairman of the Personnel Committee or the Chairman of the Council) will maintain periodic contact during the period of sickness absence.
- c) A full review, normally including medical reports, may be undertaken in each case.
- d) All periods of sickness absence (after the first 7 days ((self-certification period)) must be certificated by a medical practitioner (“fit note”) and in some cases the employer may request certification for periods of absence of less than 7 days, in which case it will pay the appropriate fee to the medical practitioner issuing the certificate.

- e) The employee will be consulted at each stage of the procedure, to establish the true medical position and in order that the situation can be reviewed in full.
- f) The employee will be advised if their employment may be at risk (where appropriate).
- g) Throughout the procedure, discussions should take place on any reasonable adjustments that might be considered, to enable the employee to return to work.
- h) Where possible, appropriate assistance will be provided to help the employee to return to work.
- i) In cases of long-term ill health, the Town Council will, where possible, hold employment open for up to two years.
- j) In all cases before taking a decision to terminate an employee's contract on grounds of ill health, the council will take into account:
  - any representations from employees, including additional medical information;
  - the employee's length of service;
  - the employee's most recent health situation and the likelihood of an improvement in attendance;
  - whether it is possible to hold the job open for longer and the effect of past and future absences on the Council;
  - the availability of suitable alternative work or working hours;
  - any other reasonable adjustments which could be reasonably expected to facilitate the return;
  - the impact of the Equality Act 2010 on the particular case, and whether this may have a bearing on the actions to be taken.
- k) The employee will be informed of the right of appeal against any decision taken to terminate his or her contract of employment.
- l) At all formal stages of the procedure, the employee may be accompanied by a colleague or trade union representative.
- m) Where it is clear early on that the employee will not be well enough to return to work, and after consultation with the employee, the employee's contract may be terminated prior to stage 3 of the procedure, but not before the employee's sick pay has expired.
- n) Where there is reason to believe that the employee is absent due to misconduct rather than genuine sickness, the matter will be dealt with as a disciplinary matter under the disciplinary procedure.

## 4.2 Informal Meeting

Absence levels will generally start to be of concern to the Town Clerk (or, in the case of the Town Clerk, the Chairman of the Personnel Committee or the Chairman of the Council) at the following trigger points:

- 10 absences in a 12 week period;
- 20 days intermittent absence over the past 12 months;
- 4 or more weeks continuously off sick.

Where this is the case, the Town Clerk (or, in the case of the Town Clerk, the Chairman of the Personnel Committee or the Chairman of the Council) will normally discuss absence levels with the employee.

The aim will be to encourage the employee to understand the Town Clerk's concerns and to agree ways, if possible, of improving the situation. If the employee has been off sick continuously, or if there appears to be an underlying health problem, the council shall have the right at any time to require the employee to submit to examination by an independent medical practitioner selected by the council, to obtain a confidential report on your condition from such practitioner and to discuss with such practitioner the findings of his/her examination and his/her prognosis of your likely recovery and or fitness to resume work and any recommended treatment.

### 4.3 The Procedure

#### a) Stage One: **First Formal Meeting**

A first formal meeting will be arranged where:

- in the case of long term sickness absence, there is no clear date of return;
- in the case of frequent short term sickness absence, there has been no improvement in the weeks subsequent to the informal meeting.

The Chairman of the Personnel Committee (in consultation with the Chairman of the Council) will notify the employee in writing of the meeting to discuss the employee's sickness absence. The employee will be advised of the concerns and that this is the first formal stage of the procedure. He or she will be advised of the right to be accompanied by a colleague or trade union representative and will be given the opportunity to state his or her point of view.

Medical reports may normally be reviewed to assess whether there is any underlying health problem, and if so, what this is. Alternatively, permission to access medical records may be sought at this meeting.

There will be a discussion on ways to assist the employee to return to work, where appropriate.

Unless there is a clear date for return (e.g. in the case of a broken limb), the Chairman of the Personnel Committee (in consultation with the Chairman of the Council) should advise the employee that employment cannot be held open indefinitely and will state that there will normally be two further meetings, after which the employee's contract may need to be terminated on grounds of capability (using official Town Council approved wording / stationery).

The issues discussed at the meeting will be recorded and a date set for a second formal meeting.

b) Stage Two: **Second Formal Meeting**

The employee will be informed in advance of the meeting in writing and advised that he / she may be accompanied by a colleague or union representative. At the meeting the employee's absence will be reviewed. Medical reports will be reviewed again where appropriate.

An up-to-date medical report will normally be sought prior to the second formal meeting; the report will be discussed at the meeting. If at the second formal meeting, the employee's absence is still a cause for concern, the chairman of the staffing committee should advise the employee that there will be one further meeting, after which the employee's contract may need to be terminated on grounds of capability. The issues discussed at the meeting will be recorded and a date set for a third formal meeting.

c) Stage Three: **Third Formal Meeting**

The employee will be informed of the meeting in writing and advised of his / her right to be accompanied by a colleague or union representative. The meeting will be held with the Personnel Committee and the Chairman of the Council. A letter will advise the employee that it is possible that termination of employment on the grounds of ill health may be an outcome of the meeting, but that the employee will have the opportunity to state his / her point of view, which will be fully considered.

Medical information should again be reviewed at this meeting. The employee's absence should be discussed again. An up-to-date medical report will be sought prior to the third formal meeting and the employee should be asked for his or her views. The report will be discussed at the meeting. Where there is any lack of clarity, or a dispute on the medical information, a second, independent medical report may be sought.

If absence levels have not reduced at this stage and if the Personnel Committee believes, on an assessment of medical information and after discussion with the employee, that there is no likelihood of improvement in the foreseeable future, the employee's contract will be terminated on the grounds of capability. Before taking this step, the Personnel committee must consider again, and discuss with the employee, whether any reasonable adjustments might be made, to enable the employee to return to work.

If a decision to terminate employment is taken, the employee will be provided, soon afterwards, with a letter outlining the reasons for the termination of his / her contract, the date on which the contract will terminate, and details of the right of appeal.



d) Appeal

If the employee wishes to appeal against the decision to terminate employment, he / she should write to the Town Clerk (or, in the case of the Town Clerk, the Chairman of the Personnel Committee or the Chairman of the Council), giving reasons for the appeal.

This appeal must be made within ten working days of the date of the letter confirming termination of employment.

The employee will have the right to be accompanied by a colleague or union representative at the meeting, which will be held without unreasonable delay.

The employee will be given the opportunity to state his or her point of view at the meeting.

The termination date of employment may be delayed in order for the appeal hearing to take place.

The Council's decision will be final.

## Louth Town Council

# Use of Council Email/Internet Policy and Procedure

The use of the Internet is now an essential and commonplace tool for most Employees. Those who use the internet have a responsibility to do so in a professional manner. To assist with this we are issuing the following guidelines which you are asked to read and comply with:

The Council reserves the right to access and monitor any or all areas of any computer and computer software systems which it owns (including email boxes and messages and telephone calls) from time to time for business reasons and training purposes. You should not therefore assume that any information held on the computer is private and confidential to you.

### **Email**

Your Council email address can receive emails from anyone connected to the Internet. Used correctly it is a facility that is of assistance. Inappropriate use however may cause many problems including distractions, distress to others, time wasting and legal claims.

Staff and Councillors should ensure that your correspondents know that they should not send you “humorous” or illegal attachments such as pictures or executable programs. Personal emails should not be received to your Council email address. Anyone found with offensive or pornographic material on his or her Council email account or computer will be subject to investigation, which for employees could result in disciplinary action and dismissal for gross misconduct. Councillors will be reported to the monitoring officer.

If you receive an email from an unknown source, or “junk” email you should delete this from your system immediately without opening it as it may contain a virus.

Emails may contain file attachments. These should not be opened unless they are received from a trusted source, i.e. from another known Council, employee or representative. If in doubt ask your line manager.

Emails to customers, suppliers and other business contacts should be restricted to Council business. Confidential information about or relating to the business of the Council, its customers, suppliers or contacts should not be transmitted outside the Council via email unless done so in the course of business. You should ensure there is no infringement of copyright when adding attachments to emails. Confidential information should not be left on display on an unattended device.

You should be aware that deleted emails will remain held on the system for some time and will be accessible from back up if required for investigation of complaints of systems abuse.

You must not distribute sensitive commercial data concerning the Council to competitive sources. Doing so may result in investigation and for employees disciplinary action leading to dismissal without notice for gross misconduct.

### **Guidance for appropriate use**

Email is a non-secure medium and care should be taken when composing, sending and storing messages.

Email should be regarded in the same way as any other business communication and should be treated as a Council record. You should adopt a style and content for email, in particular those sent to external recipients that present a professional image. It is recommended that you adopt the same standards for email as for letters and memos, although the style may be more informal.

Confidential information about or relating to the business of the Council, its customers, prospects, suppliers or contacts should not be transmitted outside the Council via email unless done so in the course of business and sufficient steps are taken to safeguard security.

Everyone must take reasonable steps to guard against unauthorised access to, alteration, accidental loss, disclosure or destruction of data.

### **Inappropriate use**

You must not send internally or externally or obtain material (whether in the form of text or images) which is libellous or defamatory, illegal, obscene, sexually explicit, bullying, discriminatory or disparaging of others particularly in respect of their race, national origins, sex, sexual orientation, age, disability, religious or political beliefs.

You are reminded that material that you find acceptable might be offensive to others. It is recommended that you take care and give sufficient thought to what you send. Messages can be misconstrued and should not become a substitute for "one to one" conversations. You should not send humorous material to anyone. It can frequently be misunderstood or cause offence.

Examples of inappropriate use include, but are not limited to:

1. Sending, receiving, downloading or displaying or disseminating material that insults, causes offence or harasses others.
2. Accessing pornographic, racist or other inappropriate or unlawful material.
3. Engaging in on-line chat rooms, on-line gambling sites, social networking sites or blogging.
4. Forwarding electronic chain letters or similar material.
5. Downloading or disseminating copyright materials.
6. Transmitting confidential information about the Council or its customers externally and not in the course of the Council's business.
7. Downloading or playing computer games.
8. Copying or downloading software.

Serious instances of inappropriate use may be considered gross misconduct and lead to investigation or in the case of employees, dismissal.

### **Internet access**

Internet access is granted for business reasons only during working hours. Usage is limited to work related activities. The availability and variety of information on the Internet has meant that it can be used to obtain material considered to be offensive. Anyone found to have used the Internet to access and/or distribute any kind of offensive material, or non-related employment issues, are liable to disciplinary action which could lead to dismissal.

Under no circumstances must users download files without the consent of your Line Manager.

If you wish to use the Internet out of office hours for personal purposes, please contact your Line Manager who will be able to grant you access and explain how to use this facility, if appropriate.

Anyone believed to have been visiting pornographic sites, downloading or circulating pornographic material will be subject to disciplinary action. Offences of this nature may be considered gross misconduct and lead to your dismissal, and if necessary, the police will be informed.

Please note that the main servers maintain a record of Internet access by user and these will be monitored as necessary and results forwarded to line managers and the police, if appropriate.

# Louth Town Council

## GRIEVANCES & DISCIPLINE PROCEDURE

### **1 Informal Grievances**

If a member of staff feels that they are unhappy with an element of their employment with the Council they should initially discuss the matter with the Clerk on an informal basis.

If the Employee feels uncomfortable about talking to the Town Clerk about their concerns, they should be able to approach the Chair of Personnel.

### **2 Informal Discipline - Employee Conduct / Performance**

Should the Clerk be unhappy with either the conduct or performance of an Employee, they will initially discuss their concerns with the Employee on an informal basis.

The purpose of this meeting will be to guide and support the Employee to help them address the problem and perform to a standard acceptable to Management. For this reason the Clerk will take notes during this meeting, decide what action should result from the meeting and ask the Employee to sign the notes.

Only the Clerk and Employee should attend this meeting. There will be no entitlement to be accompanied.

### **3 Mediation**

In the event that an Employee is unhappy with the outcome of the Informal Grievance Procedure, or either party do not feel that performance / conduct issues are being addressed effectively, either an Employee or Clerk can request that the matter be subjected to mediation.

This will involve the use of a third party Mediator. In its simplest form, Mediation will involve the Mediator talking to either party individually, to listen to their side of the issue. If the Mediator feels that a resolution to the problem is possible, a meeting will be arranged between all parties at which the Mediator will set out their assessment of the issues and invite both party to reach their own resolution.

The resultant action plan should have the agreement and support of both parties, be set out in writing and be signed by all involved in the Mediation process.

### **4 Formal Grievances**

In the case of Grievances not being fully resolved by the informal / mediation approach, a formal approach to the Chair of the Personnel Committee is required, preferably in writing and stating clearly that the Employee wishes the matter to be addressed as a Formal Grievance. An Employee's Formal Grievance should set out the nature of the Grievance in as much detail as reasonably possible, and state what their desired outcome would be.

As a consequence a formal meeting will be held between the Employee and a Grievance Panel to address the matter.

This meeting will be arranged as soon as reasonably possible. A letter of invitation to a Formal Grievance hearing will be sent to the Employee, usually within seven days of Management receiving the Employee's Grievance.

At this meeting Employees are entitled - and encouraged - to be accompanied by a work colleague from the Council or a trade union representative.

Employees will be informed in writing of the outcome of the meeting within seven days.

If the Employee making the grievance is unhappy with the response to the meeting, they can issue an appeal. Details of the Appeal Procedure are given below.

## **5 Formal Discipline**

If an issue regarding an Employee's conduct, behaviour or performance isn't fully addressed by informal methods / Mediation, the Management will pursue the matter through its formal Disciplinary Procedures.

Typical examples of areas of concern may be poor performance, unacceptable and unexplained absenteeism, poor conduct and behaviour at work, or lack of capability by an Employee to carry out their job.

Employees will be informed by letter that they are required to attend a formal disciplinary meeting. This letter will include details of the allegation they are to answer, the date, time and venue of the meeting, and also inform them of their right to be accompanied by a work colleague from the Council or trade union representative.

This is a four step procedure, which increases in the severity of its outcome if the issue isn't resolved at the previous step. Each step involves a formal meeting between the affected Employee and a member of the Management Team, at which the Employee will be given every opportunity to put their side of the issue.

Meetings will be conducted as soon as reasonably possible after the incident(s) which are being investigated to ensure that facts and witness statements are clear and up to date. At this meeting Employees are entitled - and encouraged - to be accompanied by a work colleague from the Council, or trade union representative.

If the allegation of misconduct is proven, the meeting may result in the following action being taken by the Council Management against the Employee:

| <b>STEP No</b> | <b>ACTION TAKEN</b>                   | <b>LIVE PERIOD</b> | <b>MANAGER RESPONSIBLE</b> |
|----------------|---------------------------------------|--------------------|----------------------------|
| 1              | Formal Oral Warning                   | Six months.        | Clerk to the Council       |
| 2              | Formal Written Warning                | Twelve months      | Clerk to the Council       |
| 3              | Final Written Warning                 | Twelve months      | Clerk to the Council       |
| 4              | Termination of Contract of Employment | N/A                | Clerk to the Council       |

Particularly severe acts of indiscipline may result in the Management bypassing Steps 1 and 2.

Employees will be informed by letter that they are required to attend a formal disciplinary meeting. This letter will include details of the allegation they are to answer, the date, time and venue of the meeting, and also inform them of their right to be accompanied by a work colleague from the Council.

## **6 Gross Misconduct**

Acts of Gross Misconduct, if proven after an appropriate investigation (*including searches of bags, coats and other personal effects, as well as cars, vehicles and any appropriate Council property*) and a Disciplinary Hearing, will result in Dismissal.

Employees accused of Gross Misconduct will be suspended on full pay and receive a written invitation to a Formal Disciplinary Hearing, giving them details of the allegation they are to answer, the date, time and venue of the meeting, and also inform them of their right to be accompanied by a work colleague from the Council or trade union representative. The letter will provide a minimum of 2 working days prior notice to the meeting.

The Management recognises the following as acts of Gross Misconduct. (This is not an exhaustive list).

1. Theft.
2. Abusive or threatening behaviour of any nature.
3. Being under the influence of alcohol or drugs.
4. Dishonesty in dealings with Management.
5. Sexist, racist or any other behaviour against an individual, which could be classed as creating a hostile, intimidating or threatening environment.
6. Breach of confidentiality.
7. Failing to carry out reasonable Management instructions.
8. Fighting and acts of aggression.
9. Deliberately damaging Council property.
10. Deliberate breaches of Council Health and Safety procedures.
11. Unauthorised access to Council computer files, software or any other such breach of confidentiality.

Employees who have been dismissed for acts of Gross Misconduct do have a right to appeal against their dismissal. Appeals should be submitted within a reasonable timescale following the dismissal, and addressed to the Chair of the Council. A reasonable timescale would normally be no longer than a week following the dismissal.

Employees submitting an appeal must make it clear that they are appealing against the decision to dismiss them, and set out the reasons for their appeal.

Once the Management have received notice of the Employee's decision to Appeal, they will follow the Appeal Procedure detailed below.

## **7 Appeal Procedure**

Employees have the right to appeal against a decision made at any stage of the Formal Disciplinary Procedure, the outcome of a Grievance Hearing, or dismissal caused by redundancy or sickness.

Appeals should be made to the Chair of the Council, preferably in writing and within a reasonable timescale following the action the Employee is appealing against. A reasonable timescale would normally be no longer than a week. Appeals made after one week will be considered if the Employee has a reasonable explanation for having taken so long.

Employees submitting an appeal must make it clear to the Chair of the Council that they are appealing against the decision affecting them, and set out the reasons for their appeal.

A Formal Appeal Hearing, involving the Employee and the Management will be held within fourteen days of receipt of the appeal request. At this meeting Employees are entitled - and encouraged - to be accompanied by a work colleague from the Council, or a trade union representative.

## Louth Town Council

# RECRUITMENT AND SELECTION POLICY

### 1. **Introduction**

1.1 Effective recruitment and selection is central and crucial to the successful functioning of Louth Town Council. It depends on finding people with the necessary skills, expertise and qualifications to deliver the Council's strategic objectives and the ability to make a positive contribution to the values and aims of the organisation.

### 2. **Advertisements**

2.1 Vacancies will generally be advertised in an appropriate newspaper or journal, and will not be confined to those media which, because of their particular source of applicants, provide only or mainly applicants of a particular group.

2.2 Advertisements will also be notified to the appropriate local job centre where this is appropriate.

2.3 Vacancies will also be posted on the Town Council website, and notice boards. Louth Town Council will also give consideration to internal promotions wherever possible as development opportunities for its staff.

2.4 Louth Town Council may, on occasions, decide to restrict advertisement to internal candidates only. Furthermore, junior posts will always be advertised internally in the first instance, to provide continuous development of existing members of staff unless the Management team agrees that this is not appropriate due to the specialist skills required for the post involved.

2.5 Employees on maternity leave will receive copies of all advertisements for posts advertised by Louth Town Council during their period of maternity leave.

### 3. **Application Form**

3.1 Candidates for all posts will, except on some occasions when a vacancy is restricted to internal recruitment, be asked to complete a standard application form, in order that they can be judged on the basis of comparable information.

3.2 In applying for posts, all candidates will be provided with a job description, details of the appropriate conditions of service and details about Louth Town Council. A brief statement about the appointment procedure will also be provided and, if possible, an indication of the date (or week) when interviews will be held. The job description will include a list of the main duties and responsibilities of the post, together with an outline of the qualifications and experience which candidates are expected to possess.

3.3 In drawing up the job description and conditions of service Louth Town Council will ensure that no job applicant receives less favourable treatment than another on the grounds of disability, gender, race, religion or belief, age, sexual orientation, marital status, parental status, caring responsibilities or hours of work, and that no applicant is placed at a disadvantage unjustifiably by requirements or conditions which have a disproportionately adverse effect on a particular group.

- 3.4 Applicants will be asked if they wish to make the Council aware of any disabilities, as defined in the Disability Discrimination Act 1995, and whether there are any reasonable adjustments needed for them to attend an interview. All applicants with a disability who meet the essential criteria for a job will be interviewed, and considered on their merits, with no regard taken of their disability.
- 3.5 Applicants will be required to supply the names and addresses of two people from whom references can be obtained, one of which should normally be the applicant's current or most recent employer.
- 3.6 Only references for short listed candidates for interview will be obtained. References will normally be sought prior to interview, unless the candidate indicates otherwise.
- 3.7 References should normally be made in writing or email, but those received by telephone will be accepted, provided that a note of the conversation is recorded and placed on file.
- 3.8 All candidates will be asked to declare on the application form whether they have ever been convicted of any criminal offence which cannot be regarded as 'spent' in terms of the Rehabilitation of Offenders Act 1974.
- 3.9 For posts that involve working with children and vulnerable adults / finance work, applicants will be asked to reveal details of 'spent' and 'unspent' convictions. Successful candidates for such posts will be required to provide the necessary documentation in order to complete a standard criminal records disclosure. Posts which require such a disclosure will be clearly indicated on the conditions of service and appointment procedure.
- 3.10 Applicants will also be required to declare if they are related to any Councillor or member of staff within the Town Council. Canvassing of members of the Town Council is not permitted. No councillor should be put into a position where he or she is asked to interview a person to whom they are related.
- 3.11 It is the Town Council's policy not to communicate further with applicants other than those who are shortlisted. A note to this effect is included in the details sent out to applicants and a date given by which they may expect to receive notification by shortlisting.
- 3.12 Applicants details will be recorded at the point of receipt. Information relating to equality and diversity will be hidden from all those involved in the recruitment and selection process. The information collected will be solely used for the purposes of equality monitoring.
- 3.13 All completed application forms are private and confidential and should only be made available to those directly involved in the recruitment and selection process.
- 3.14 All application forms will be collated by the Town Clerk and supplied to the Personnel Committee and interview panel for shortlisting purposes.



#### 4. Selection Methods

- 4.1 Interviews of short-listed applicants will be organised and held by a panel comprised of members of the Personnel Committee, ideally three persons, but a minimum of two persons, gender balanced wherever possible plus the Town Clerk. The interviewers will encourage candidates to be at ease during the interview, in order that they can give a fair and accurate impression of themselves.
- 4.2 The selection and appointment of the Town Clerk will initially be made by members of the Personnel Committee with a recommendation made to full Council and the panel will be chaired by the Mayor.
- 4.3 A set of questions will be agreed by the interview panel in advance and will be developed from the current job description for the post. The panel will seek to develop questions which ask the candidates to give examples of their previous relevant experience.
- 4.4 All candidates will be asked the same questions in the same order, and their responses rated between 1-10. The panel will each have a copy of the questions and will score independently of each other during the interview. Time is allocated between interviews for the panel to discuss each candidate and to award a total points score. Additional notes may be made by the panel during the interview, however it should be noted that candidates will have access to all information should they request it.
- 4.5 It should be remembered that an interview is a two way process, and candidates will be given every opportunity to view the offices where they will work and ask questions about the Council, to ensure that they have a full understanding of the post for which they are applying and the way the Council operates.
- 4.6 In addition to interviews, a range of other selection techniques may be used. In such circumstances reasonable notice and relevant information will be given to ensure that candidates have sufficient time and information to prepare.
- 4.7 All appointments will be made strictly on merit and related to the requirements of the job.
- 4.8 All interviewed candidates will be notified of the outcome of the selection process as soon as possible, either by telephone, email or letter.
- 4.9 All unsuccessful Interviewees' application forms and interview notes will be retained for one year from the date of interviews taking place. After this date they will be destroyed.

#### 5. Relevant Checks

- 5.1 All offers of employment will be made conditional upon satisfactory results from the following:
- two satisfactory references;
  - confirmation of the right to work in this country (if appropriate);
  - Disclosure Barring Checks (DBS) (if appropriate).

## 6. Probationary Period

- 6.1 All appointments will be made subject to a probationary period of six calendar months. After three months a review meeting will take place between the post holder and their line manager to discuss progress. At the end of the probationary period, and subject to a satisfactory report by the appropriate head of section or line manager, employees will be notified in writing that they have successfully completed their probationary period. The probationary period can be extended by a further 3 months should the individual's line manager consider this appropriate.

## 7. Recruitment Monitoring

- 7.1 Louth Town Council seeks to recruit employees on the basis of their ability and the requirements of the post.
- 7.2 Louth Town Council wants to ensure that no applicant receives less favourable treatment than another on the grounds of disability, gender, race, religion or belief, age, sexual orientation, marital status, parental status, caring responsibilities or hours of work.

## 8. Exit Interviews

- 8.1 All employees who leave the employment of the Council voluntarily may if necessary have an exit interview with their manager before their last day of employment.
- 8.2 Exit interviews provide the opportunity for departing employees to discuss their reasons for leaving. The information provided is useful in identifying trends, learning and development and evaluating the effectiveness of the Recruitment Policy and practices.
- 8.3 The appropriate line manager should receive all appropriate information, such as recommendations made for change, or significant issues raised in the questionnaire, whilst bearing in mind confidentiality issues. The exit interview questionnaire will be retained on the employee's personal file.

## Appendix 1 – Recruitment Checklist

**Management Recruitment Procedure:**

- 1 Define the vacancy to be filled.
- 2 Define the skills required by the post.
- 3 Define the responsibilities and decision making requirements of the post.
- 4 Can the job be filled internally?
- 5 Choose Job Advert media
  - 1 Newspaper advertisements
  - 2 Job Centre
  - 3 Asking current employees if they know anyone
  - 4 Agencies
- 6 Choose method of gathering information from candidates:
  - 1 Application forms
  - 2 CV's
  - 3 Skills tests
  - 4 Referees
- 7 Information to be sent to Applicants:
  - 1 Application Form – if appropriate
  - 2 Job Description
  - 3 Person Specification
  - 4 Equal Opportunities Policy and Procedure
- 8 Choose method of assessment.
 

|                    |                               |
|--------------------|-------------------------------|
| Informal interview | Name of Manager responsible - |
| Formal interview   | Name of Manager responsible - |
| Assessment Centre  | Name of Manager responsible - |
| Trial work period  | Name of Manager responsible – |

- 9 Assessment Criteria are based exclusively upon the specific Job Description for the post. The Job Description Criteria are ranked in order of priority and weighted. Individuals are then given a score against each of these criteria.
  
- 10 Information to be sent to successful applicant:
  - 1 Letter of appointment
  - 2 Health questionnaire
  - 3 Request for referees
  - 4 Personal details and contact details
  - 5 Bank details
  
- 11 Documents to be issued to New Recruit at Induction
  - 1 Written terms and conditions of employment – contract and staff handbook.
  - 3 Health and Safety Policy and procedure.
  - 4 Job Description.

## Appendix 2 – Induction checklist

|  | YES/NO |
|--|--------|
| Have you explained the profile of the organisation and identified key posts and people?                                    |        |
|  |        |
| Have you provided a copy of the Job Description?   |        |
|  |        |
| Have you provided written terms and conditions of employment and ensure that the employee fully understands them?          |        |
|  |        |
| Have you fully explained the pay arrangements and ensured you have all relevant information; e.g. P45?                     |        |
|  |        |
| Have you checked entitlement to work in the UK?  |        |
|  |        |
| Have you provided Personal Protective Equipment and explained the company's policy and procedure regarding this equipment? |        |
|  |        |
| Have you fully explained the company's Health and Safety procedure?  |        |
|  |        |
| Have you fully explained the company's Fire and Evacuation procedure?  |        |
|  |        |
| Have you fully explained the company's break procedure and shown them rest facilities / canteens?                          |        |
|  |        |
| Have you conducted a training needs assessment for the new employee?   |        |
|  |        |
| Have you discussed and agreed a training programme for the new recruit?  |        |
|  |        |
| Have you discussed the Council's pension scheme?   |        |

## Louth Town Council

# LONE WORKING POLICY

### 1. Introduction

The following policy and procedure has been written in order to minimise risks for staff working alone in their fixed base and working away from their fixed base. Under the Health and Safety Act 1974 and the Management of Health and Safety at Work Regulations 1999 it is the duty of Louth Town Council to assess risks to lone workers / volunteers and take steps to avoid or control risk where necessary.

Employees of the Council have responsibilities to take reasonable care of themselves and other people affected by their work and to co-operate with their employers in meeting their legal obligations.

### 2. Lone Working / Lone Workers

These are people who work by themselves without close or direct supervision:

- a. At a fixed base (office or other):
  - i. Only one person working on the premises
  - ii. Working separately from others
  - iii. Working outside of normal hours
- b. Away from their fixed base:
  - i. Staff member who is required to travel alone to and from a fixed base to another base or to attend meetings etc.

### 3. Potential Risks to Lone Workers

- a. Open access and unlocked doors – accessible to the public, contractors etc.
- b. Being taken ill whilst at work
- c. Lack of training regarding Health & Safety procedures
- d. Hazards in the workplace
- e. Remote areas
- f. Parking arrangements: poorly lit and isolated areas

### 4. Assessing the Risk

- a. Before drawing up and recording the assessment of risk, it must be established:
  - i. Whether the work can be done by a lone worker
  - ii. What arrangements will be in place to ensure an individual is not exposed to unnecessary and unacceptable risk
- b. When recording an assessment of risk, the following should be taken into consideration:
  - i. Environment – location, security, access / egress
  - ii. Context – nature of the task
  - iii. History – have there been any accidents / incidents in the past

All available information should be taken into account and updated as and when necessary. If there is reason for doubt about the safety of a lone worker in a given situation then consideration should be given for making other arrangements to complete the task.

### 5. Safety Guidelines

- a. For staff working in a fixed base:
  - i. Familiarise themselves with the layout of the building including fire exits and escape routes;
  - ii. Keep doors locked that allow direct access to the building/office you are working in;
  - iii. Do not open the door to unexpected visitors. In the case of contractors ask for identification. If still unsure check with the contractor's employer/head office;
  - iv. Have contact numbers at hand to be able to contact relevant person(s) immediately (should they feel ill, they suspect an intruder in the building etc.);
  - v. Park as near as they can to the building;
  - vi. Complete a risk assessment to document and mitigate potential risks;

- b. For staff working away from their fixed base:
  - i. Staff should inform relevant person(s) from the Council of their movements including the time they estimate they will be away from their base and when they will return, along with relevant information regarding where and at what time, visits will be made and to whom;
  - ii. Leave details of venues including contact numbers;
  - iii. Take mobile phone (or other communication device) with them;
  - iv. Avoid meetings in isolated places. If this cannot be avoided, ask someone to accompany them or make sure they always notify someone when they arrive and leave.

## 6. Responsibility

- a. Employees Responsibility and Personal Safety:
  - i. To take reasonable care for the health and safety of him / herself and of other persons who may be affected by his / her acts or omissions at work;
  - ii. Always maintain a line of communication on a regular basis with members of the Council to identify and minimise risk(s);
  - iii. Always inform someone as to when they leave the fixed base to perform Council tasks and inform a colleague when returning to a fixed base after relevant task completed;
  - iv. Always report an accident / incident that may occur to the Town Clerk or relevant person to allow for a full investigation to take place and assess further potential risks and identify additional safety procedures.
- b. Employers Responsibility:
  - i. To take reasonable care for the health and safety of staff by identifying and assessing potential risks to ensure that staff are safe at all times;
  - ii. Always maintain a line of communication on a regular basis with staff to identify and minimise risk(s);
  - iii. Ensure a signing in and out system is put in place;
  - iv. Ensure staff receive all relevant training and information available ;
  - v. Ensure staff are equipped with a mobile phone (or other communication instrument) to ensure a system of maintaining contact.

## 7. Exemptions

Employees and / or Volunteers are exempt from working alone in certain situations:

- a. Young persons under instruction in a fixed base (example work experience, helping with Council tasks etc.);
- b. Where activities and work with substances / machinery could be hazardous to health.

## 8. Policy Review

This policy will be reviewed regularly by the Council to ensure that it is relevant to working practice.

## Louth Town Council

# SAFEGUARDING CHILDREN POLICY

### 1. Introduction

Louth Town Council abides by the duty of care to safeguard and promote the welfare of children and is committed to safeguarding practice that reflects statutory responsibilities, government guidance and complies with the best practice requirements.

- We recognise that the welfare of children is paramount in all the work we do and in all the decisions we take.
- All children, regardless of age, disability, gender assignment, race, religion or belief, sex or sexual orientation have an equal right to protection from all types of harm and abuse.
- Some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues.
- Working in partnership with children, young people, their parents/carers and other agencies is essential in promoting children's welfare.

### 2. Purpose

Louth Town Council will:

- Protect children and young people who receive Louth Town Council's service from harm. This includes the children of adults who use our services.
- Provide staff and volunteers, as well as children and their families, with the overarching principles that guide our approach to safeguarding.

This policy applies to anyone working on behalf of Louth Town Council including senior managers, paid staff, volunteers, sessional workers, agency staff and students. Failure to comply with the policy and related procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the organisation.

### 3. Definitions

- **The Children Act 1989 definition of a child is:** anyone who has not yet reached their 18<sup>th</sup> birthday, even if they are living independently, are a member of the armed forces or is in hospital.
- **Child Abuse:** children may be vulnerable to neglect and abuse within their family or harm outside of the family. There are 4 main categories of abuse which are: sexual, physical, emotional abuse and neglect. It is important to be aware of more specific types of abuse that fall within these categories, they are:
  - a) Bullying and cyber bullying
  - b) Child sexual exploitation
  - c) Child criminal exploitation
  - d) Child trafficking
  - e) Domestic abuse
  - f) Emotional abuse
  - g) Female genital mutilation
  - h) Grooming
  - i) Neglect
  - j) Non-recent abuse
  - k) Online abuse
  - l) Physical abuse
  - m) Sexual abuse
- **Safeguarding children:** Safeguarding children is defined in Working Together to Safeguard Children 2018 as:
  - a) Protecting children maltreatment



- b) Preventing impairment of children's health or development
- c) Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care
- d) Taking action to enable all children to have the best outcome.

#### 4. Legal Framework

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England. A summary of the key legislation is available from <https://learning.nspcc.org.uk>. Legislation provides the framework for safeguarding and child protection in England. It makes clear the expectations and requirements around duties of care to children and creates accountability for these. The main legislation in England is the Children Act 1989, the Children Act 2004 and the Children and Social Work Act 2017.

#### 5. Prevent Duty

The Prevent strategy is part of the UK Counter Terrorism Strategy (CONTEST) published by the Government in 2011. Prevent has three main objectives to:

- a. respond to the ideological challenge of terrorism
- b. support vulnerable people and prevent people from being drawn into terrorism
- c. work with key sectors and institutions and address risks.

It focuses on early intervention before any illegal activity takes place. The aim is to reduce the likelihood of individuals who support a violent extremist ideology of becoming terrorists.

#### 6. Training and Awareness

Louth Town Council will ensure an appropriate level of safeguarding training is available to its employees, volunteers, and any relevant persons linked to the organisation who requires it (e.g. contractors).

For all employees who are working or volunteering with children, this requires them as a minimum to have awareness training that enables them to:

- Understand what safeguarding is and their role in safeguarding children
- Understand the difference between safeguarding children and child protection
- How to spot the signs of abuse and neglect
- How to respond to the indicators of abuse and neglect and keep children safe
- Understand dignity and respect when working with children
- Have knowledge of the Safeguarding Children Policy

#### 7. Confidentiality and Information Sharing

Louth Town Council expects all employees and volunteers to maintain confidentiality. Information will only be shared in line with the General Data Protection Regulations (GDPR) and Data Protection.

However, information should be shared with the Local Authority if a child is deemed to be at risk of significant harm or contact the police if they are in immediate danger, or a crime has been committed. For further guidance on information sharing, see Louth Town Council's Data Protection policy.

#### 8. Consent

Whilst professionals should in general discuss any concerns with their child, their parents/carers and where possible seek their agreement to making referrals to the Lincolnshire Safeguarding Children Partnership. This should only be done where such discussion and agreement-seeking will not place the child or others at increased risk of suffering significant harm.

Consent/agreement is not required for child protection referrals, however the professional referring would need to, where possible, discuss with and inform parents or carers that they are making a referral as stated above, unless alerting them would put the child or others at risk.

## 9. Recording and Record Keeping

A written record must be kept about any safeguarding concerns. This must include details of the person involved, the nature of the concern and the actions taken, the decision made and why it was made.

All records must be signed and dated. All records must be securely and confidentially stored in line with GDPR and according to Louth Town Council's Data Protection Policy.

## 10. Safe Recruitment and Selection

There is a duty under Section 11 of the Children's Act 2004 for Louth Town Council to be committed to safe employment and safe recruitment practices that reduce the risk of harm to children from people unsuitable to work with them or have contact with them.

Louth Town Council has policies and procedures which cover the recruitment of employees and volunteers such as the Recruitment and Selection Policy and the Co-option Policy

## 11. Use of Mobile Phones and Other Digital Technology

All employees, Councillors and volunteers should be aware of Louth Town Council's Use of Internet and Email Policy regarding the use of mobile phones and any digital technology and understand that it is unlawful to share images and content on any digital platform without the explicit consent of the person with parental responsibilities.

## 12. Escalation

Professionals providing services to children and their families should work co-operatively across all agencies, using their confidence, skills and experience to make a robust contribution to safeguarding children and promoting the welfare within the framework of discussions, meeting, conferences and case management.

All professionals have a responsibility to work together and to help to prevent disagreements from escalating where possible. On occasions, situations may arise where there is a professional disagreement in relation to safeguarding a child. Resolution is an integral part of professional joint working to safeguard children and if such a situation arises and the problem cannot be resolved through discussion and negotiation between professionals on a front line level then the matter should be escalated as required.

## 13. Whistleblowing

It is important people within Louth Town Council have the confidence and support to come forward and speak or act if they have concerns that have not been addressed by escalation. Additional knowledge, advice and guidance must be sought from designated safeguarding leads at all times.

Whistleblowing occurs when a person raises concerns about dangerous or illegal activity, or any wrong-doing within their organisation. This includes concerns about another employee or volunteer. There is a requirement by Louth Town Council to protect whistleblowers.

## 14. Important Contact Numbers

If you believe that a child may be a victim of neglect, abuse or cruelty call:

Children's safeguarding 01522 782111 (Mon to Fri 8am to 6pm); or  
01522 782333 (outside of office hours)

Police Emergency 999  
Non-emergency 101

NSPCC Helpline 0808 800 5000

Child sexual exploitation 116000

## Appendix 1

### Safeguarding vulnerable people from extremism

Helping to reduce the threat from terrorism and extremism and knowing how to report a concern.

The Prevent strategy is part of the UK Counter Terrorism Strategy (CONTEST) published by the Government in 2011.

Prevent has three main objectives to:

- respond to the ideological challenge of terrorism
- support vulnerable people and prevent people from being drawn into terrorism
- work with key sectors and institutions and address risks.

It focuses on early intervention before any illegal activity takes place. The aim is to reduce the likelihood of individuals who support a violent extremist ideology of becoming terrorists. Find out more about National Prevent Strategy at:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/97976/prevent-strategy-review.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/97976/prevent-strategy-review.pdf)

### Reporting concerns

Don't rely on others. Please report any concerns you have about an adult or child who you think may be vulnerable to being drawn into extremism.

**Reporting a concern:** If you are concerned about any adult or child who you think may be vulnerable to being drawn into extremist activity, please report your concern.

Call 01522 885350 or email: [prevent@lincs.pnn.police.uk](mailto:prevent@lincs.pnn.police.uk)

### Spotting the signs

There is no single profile of a person likely to become involved in extremism and the process of radicalisation is different for every individual.

Radicalisers use normal social processes such as loyalty, self-perception, and fear of exclusion to influence others.

Signs that an individual may be being groomed into extremism could be:

- vulnerable individuals becoming withdrawn and stopping participating in their usual activities
- they may express feelings of:
  - anger
  - grievance
  - injustice
- or go missing from their home, school or care setting
- a new group of friends who have an extremist ideology
- using language that supports 'us and them' thinking
- or possessing or searching for extremist literature online.

### Making a Prevent referral

How to report concerns about a child or adult at risk of extremism:

1. **Make safe**  
If emergency services are required call 999 or non-emergency call 101. Take responsible steps to ensure that there is no immediate danger.
2. **Refer**  
Refer concerns identified by members of public or professionals using the following link: <https://www.lincs.police.uk/reporting-advice/terrorism/preventing-extremism/>