

**MINUTES OF THE ANNUAL MEETING OF LOUTH TOWN COUNCIL
HELD ONLINE BY ZOOM VIDEO CONFERENCE
ON TUESDAY 19th MAY 2020**

Present The Mayor, Cllr. F.W.P. Treanor (FWPT) (in the chair).

Councillors: Mrs. E. Ballard (EB), J Baskett (JB), L. Cooney (LMC), A. Cox (AC) S. Crew (SC), D. Ford (DF), J. Garrett (JG), D.J.E. Hall (DJEH), D. Hobson (DH), G. Horton (GEH), D. Jackman (DJ), A. Leonard (AL), Mrs. S.E. Locking (SEL), Mrs. J. Makinson-Sanders (JMS), K. Norman (KN), J. Simmons (JS), Mrs. P.F. Watson (PFW) and D.E. Wing (DEW).

Councillors not present: H. Filer (HF) and M. Bellwood (MB).

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

1. Election of Town Mayor (Chairman)

It was **RESOLVED** by vote of the Council that Cllr. DH be elected Mayor of Louth to hold office until the Annual Meeting of the Council in 2021, that Cllr. DH accepted the Office and would sign the Declaration of Acceptance of Office on the following morning in the presence of the Town Clerk.

2. Election of Deputy Mayor

It was **RESOLVED** that Cllr. Mrs JMS be elected Deputy Mayor to hold office until the Annual Meeting of the Council in 2021.

3. Apologies for Absence

Apologies for absence were received from Cllr. HF.

4. Declarations of Interest / Dispensations

Cllr. Mrs. JMS – Item 16, as a member of ELDC and item 11f as a member of the Hubbard's Hills Trust.

Cllr. GEH – Item 16, as a member of ELDC.

Cllr. AL – Item 16, as a member of ELDC and Item 11f as a member of the Hubbard's Hills Trust.

5. Council Minutes

It was **RESOLVED** to approve as a correct record, the notes of the Council Meetings held on the on 14th January 2020 with an amendment of Minute 302 to read that Cllr. Mrs. PFW declared an interest as a member of the LGPS (Local Government Pension Scheme).

6. Committee Minutes

It was **RESOLVED** to confirm receipt of the minutes and adopt the resolutions contained therein of the Community Resources – 22nd October 2019,

Personnel – 22nd October 2019 and 10th December 2019,

Governance and Finance – 26th November 2019.

7. Ratification of Actions Taken to Date During Covid-19 Lockdown

It was **RESOLVED** to formally ratify the actions taken to date during the Covid-19 Lockdown (report circulated with agenda).

8. Committees of the Council

It was **RESOLVED** that the Planning Committee, Governance and Finance Committee, Community Resources Committee and Personnel Committee should be re-established as Committees of Louth Town Council and that their terms of reference, delegated authority and membership (all members on all Committees except Personnel which has a membership of 5 (Cllrs. JMS, SEL, EB, DEW, SC)) should be confirmed.

9. Louth Town Council Governance

It was **RESOLVED** to confirm that Standing Orders, Financial Regulations, the Code of Conduct, Risk Management and Internal Controls, the Publication Scheme, the Asset Register, Insurance arrangements, the Council's Complaints Procedure, and other policies and procedures had been reviewed and adopted.

10. Town Clerk

It was **RESOLVED** to confirm delegated authority to the Town Clerk as contained within Standing Orders and Financial Regulations.

11. Representation on External Bodies and Arrangements for Reporting Back

It was **RESOLVED** to agree on the following representation at meetings and reporting back:

- a. Louth United Charities – Cllrs. Mrs. SEL, Mrs. JMS, DEW, Mrs. SC and AL.
- b. King Edward VI Almshouse School and Educational Charity of Louth – Cllrs. AL, Mrs. EB and Mrs. SC (re-affirmed with a new term of office).
- c. Louth Navigation Regeneration Partnership – Cllr. Mrs. PFW (LTC to ask LNRP if it could have a second representative in Cllr. JS).
- d. Carers Contact – (to be removed as not used since 2009).
- e. CCTV Partnership – Cllr. Mrs. EB, Cllr. AC and Town Clerk.

It was **RESOLVED** to defer item f. Hubbard’s Hills Trust – Cllr. AL, JMS, DEW (1 other required) until the Town Clerk had received relevant documentation from the Trust.

N.B: Cllr. DJEH left the meeting at that point (8pm) as his internet connection was dropping out.

12. Council’s Membership of Other Bodies

It was noted that the Council was a subscriber/member or associate of:

- a. Lincolnshire Association of Local Councils (LALC).
- b. National Association of Local Councils (NALC).
- c. LALC Annual Training Scheme.
- d. Historic Towns Forum (Free associate).
- e. The Federation of Burial and Cremation Authorities.
- f. The Information Commissioners Office.
- g. The Institute of Cemetery and Crematorium Management.

13. Meetings of the Council

It was **RESOLVED** to confirm the following:

- a. The Council purchase a subscription to remote meetings platform ‘Zoom’ through LALC at a cost of £7.99 per month (payable annually).
- b. The dates for future physical meetings of Louth Town Council and Committees be as per the schedule circulated with the agenda.
- c. That until advised otherwise, remote meetings be held as required (not necessarily adhering to the physical meetings schedule, but ensuring minimum 4 TC per year) and as per new legislation.
- d. That the Town Clerk issue a summons to meetings accordingly.

14. Nominated Key Holders

It was **RESOLVED** to confirm that the four Councillors FWPT, DJ, SC and DH continue to be key holders of The Sessions House, which role involves opening/closing up of Sessions House as required and being on call to deal with Chubb Fire and Security in the event of the building’s alarm being activated overnight or at weekends.

15. Cheque Signatories

It was **RESOLVED** to nominate signatories, as follows:

- a. Lloyds Account – Mrs. EB, Mrs. SEL, Mrs. JMS, AL and DEW.
- b. NSI Account – SC, Mrs. EB, Mrs. SEL, DH and AL.

16. Boston Borough and East Lindsey Councils Alliance

It was **RESOLVED** that the Council would:

- a. Hold an informal meeting to discuss the questions they would like to ask Cllr. Leyland in relation to the proposed Alliance.
- b. Arrange a Zoom meeting with Cllr. Leyland and ask this list of questions.
- c. Once Cllr. Leyland had left the meeting, Councillors to then discuss and confirm the contents of a written letter to ELDC. Deadline for completion July 1st 2020.

The Meeting Closed at 8.15pm.

Signed _____ (Chairman) Dated _____