

# 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, Governance and Finance Committee and Community Resources Committees which will be held on Tuesday 10<sup>th</sup> May 2022 in The Old Court Room, The Sessions House, Eastgate, Louth at 7pm. The business to be dealt with at the meeting is listed in the agenda below.

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

Any public, wishing to speak on an agenda item or 'sit in' on the meeting(s) please contact the Town Clerk, using the above email address, in advance, to discuss attendance arrangements. If possible, please provide written representation rather than attending in person.

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

*L.M. Phillips*  
Mrs. L.M. Phillips

Town Clerk

Dated this 5<sup>th</sup> Day of May 2022

## AGENDA

### PLANNING COMMITTEE

**(Chairman: Cllr. Mrs. S. Crew, Vice Chairman: Cllr. K. Norman, 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 5<sup>th</sup> April 2022.

#### 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 05-10-22). (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 protected trees details circulated by email (a. and b. on 29<sup>th</sup> April and c. on 5<sup>th</sup> May 2022):

- a. **Location:** The Sycamores, 23 Westgate. **Proposal:** G1 – 8 no. Leylandii – Remove broken limb and fell damaged tree (as per photos supplied) and fell and remove other trees. **Reasons:** G1 – storm damage and risk of further damage due to location, height and condition.
- b. **Location:** The Rectory, 49 Westgate. **Proposals:** T1 – Sycamore – Remove limb on north-east over the footpath. T2 – Spruce – Remove to ground level. **Reasons:** T1 – Cambium damage evident. T2 – Poor specimen.
- c. **Location:** 189A Eastgate. **Proposal:** T1 – Ash – Repollard 2m past previous pollarding cuts to leave a finished height of 8m. Remove north-west limb back to main trunk to give an upright, finished pollard.

#### 7. Street Naming

Committee to consider a request to name three new roads on phase 2 of the Land South of Chestnut Drive

development, as follows: Oak Road, Maple Close, Cedar Avenue which the developer feels ties in with naming undertaken on phase 1 of the development.

## 8. Next Meeting

Committee to note that the date of the next scheduled Planning Committee meeting is 14<sup>th</sup> June 2022.

### **GOVERNANCE AND FINANCE COMMITTEE**

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

## 1. Apologies for Absence

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

## 2. Declarations of Interest / Dispensations

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

## 3. Minutes

To approve as a correct record the notes of the Governance and Finance Committee meeting held on 22<sup>nd</sup> March 2022.

## 4. Financial Reports

Committee to authorise the following:

- a. Receipts and Payments - Cash Books 1 and 2 - Months 10 and 11. (Attached).
 

i. Month 10 (Jan)	Cash Book 1	Receipts	£2,728.46	Payments	£13,136.75
ii. Month 10 (Jan)	Cash Book 2	Receipts	£350.00	Payments	£118.58
iii. Month 11 (Feb)	Cash Book 1	Receipts	£11,115.74	Payments	£55,771.24
iv. Month 11 (Feb)	Cash Book 2	Receipts	£150.00	Payments	£149.13
- b. Detailed Income and Expenditure Report (Budget Variance Report) as at Month 11 to 28<sup>th</sup> February 2022 (Attached).
- c. Earmarked Reserves report as at 28<sup>th</sup> February 2022.
- d. Balance Sheet as at Month 11 to 28<sup>th</sup> February 2022 and Cashbook 1 and 2 Bank Reconciliations which reconcile to account statements showing balances as follows:
  - i. Lloyds Treasurers Account (Balance at 28<sup>th</sup> February 2022) - £326,077.87
  - ii. Petty Cash (balance as at 28<sup>th</sup> February 2022) - £104.79
  - iii. Lloyds Deposit Account (balance as at 31<sup>st</sup> March 2021) - £166,650.51
  - iv. National Savings and Investment Account (balance as at 1<sup>st</sup> January 2021) - £111,323.47

## 5. Meeting Dates 2022/23

Committee to review and approve the attached draft schedule of meetings for 2022/23.

## 6. Policy / Procedure Review

Committee to approve the following for continued use or suggest changes:

- a. Complaints Procedure, b. Computer and Telephone Misuse Policy, c. Media Policy

## 7. Next Meeting

Council to note that the date of the next scheduled Governance and Finance Committee meeting is 14<sup>th</sup> June 2022.

### **COMMUNITY RESOURCES COMMITTEE**

**(Chairman: Cllr. A. Leonard, Vice Chairman: Cllr. M. Bellwood, Membership: All Cllrs.)**

## 1. Apologies for Absence

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

## 2. Declarations of Interest / Dispensations

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

## 3. Minutes

To approve as a correct record the notes of the Community Resources Committee meeting held on 8<sup>th</sup> March 2022.

04-05-22 PLAN MINS

**MINUTES OF THE LOUTH TOWN COUNCIL PLANNING COMMITTEE  
HELD IN THE OLD COURT ROOM, THE SESSIONS HOUSE, LOUTH  
ON TUESDAY 5<sup>th</sup> APRIL 2022**

**Present** Councillor S. Crew (SC) (in the chair)

**Councillors:** Mrs. E. Ballard (EB), J. Baskett (JB), M. Bellwood (MB), L. Cooney (LMC), D. Ford (DF), D.J.E. Hall (DJEH), D. Hobson (DH), G.E. Horton (GEH), Mrs. S.E. Locking (SEL), Mrs. J. Makinson-Sanders (JMS), K. Norman (KN), B. O'Brien (BB) and J. Simmons (JS).

**Councillors not present:** H. Filer (HF), J. Garrett (JG), M. Lamb (ML), A. Leonard (AL), F.W.P. Treanor (FWPT) Mrs. P.F. Watson (PFW) and D.E. Wing (DEW).

The Town Clerk's Assistant, Mrs. M.C. Vincent was also present.

**P77. Apologies for Absence**

Apologies for absence were received from Councillors: Cllrs. HF, JG, ML, AL, FWPT, PFW and DEW.

**P78. Declarations of Interest / Dispensations**

The following declarations of interest were made:

- a. Cllr. Mrs. JMS – items 5, 6 and 7 as a member of ELDC
- b. Cllr. DJEH – items 5 & 6 relating to ELDC and its Planning Committee
- c. Cllr. Mrs. EB – PA 18,19 & 21 as member of Louth Arts Trail group, PA14 as Chair and Warden of KEVIASEC
- d. Cllr. Mrs SEL – PA 14 as a Warden of KEVIASEC.

**P79. Minutes**

It was **RESOLVED** that the notes of the Planning Committee meeting held on 8th March 2022 be approved as the Minutes.

**P80. Active Travel Scheme**

Following a lengthy debate regarding the current situation on Mercer Row, which was impacting on Eastgate, Cornmarket and the Market Place, correspondence received from LCC and representations made to Louth Town Council by members of the public, it was **RESOLVED** that Louth Town Council should call a Public Meeting to facilitate the discussion of public opinion on the matter with relevant authority members, as follows:

- a. Lincolnshire County Council officers, Louth ward Councillors and portfolio holders,
- b. East Lindsey District Council officers, portfolio holders, and Louth ward Councillors
- c. Local business/ shop representatives,
- d. Parish Councils within a 7 mile radius
- e. Members of the public.

**NB:** Cllr. GEH left following this item at 9:42.

**P81. Applications received by the Local Planning Authority**

The Committee considered all planning applications received, including those listed on the schedule (PA/Schedule 04-05-22) and **RESOLVED** as follows:

- a. **N105/00461/22** – Westview, 97 Little Crowtree Lane - objected on the grounds that the road surface of Little Crowtree Lane is very poor and the road is unadopted. The Council considered these proposals to constitute garden grabbing, which it does not favour. The proposals have poor access for services e.g., waste collection lorries.  
Further development of the area will exacerbate existing problems in the road concerning bottlenecks etc.
- b. **N105/00442/22** - 11a Broadbank - to leave to the Conservation Officer to decide.
- c. **N/105/00511/22 & 00512/22** 19 Upgate and **N/105/00509/22** - 21 Upgate - Support but to comment that LTC are disappointed that these two shops still haven't been completed are still unoccupied and request an update on progress of the buildings.
- d. All other applications were supported.

**P82. Planning Correspondence**

The Council noted the following planning correspondence:

**a. ELDC Planning Decisions**

- i. Approved – N/105/02614/21 – Consent to Display – Land at Lincoln Way – LTC supported with concerns
- ii. Refused- N/105/02665/21 – Planning Permission 30 Trinity Lane – It noted enforcement action concerns about the use of UPVC in the Conservation Area.
- iii. Approved – N/105/02673 & 74/21 – 46 Westgate – LTC supported
- iv. Approved – N/105/00046/22 – 10 Davey Close – LTC continued to object
- v. Approved – N/105/00020/22 – 190 Eastgate – LTC supported
- vi. Approved – N/105/02613/21 – Land at Lincoln Way – LTC supported with concerns
- vii. Approved – N/105/02149/21 – Land at Grimsby Road – LTC objected
- viii. Approved – N/105/00096/22 – 16 Kidgate – LTC supported
- ix. Approved – N/105/00055/22 – 96-98 Eastgate – LTC supported
- x. Approved – N/105/02375/22 – 14 Gospelgate – LTC supported
- xi. Approved – N/105/02625/21 – Land at Lincoln – LTC supported with conditions
- xii. Approved – N/105/00045/22 – Brackenborough Arms – LTC objected
- xiii. Approved – N/105/02495/21 – Plots 61 and 62 Bolingbroke Road – LTC supported
- xiv. Approved – N/105/00076/22 – 1 Brackeborough Road – LTC supported

**NB:** During this item, Standing Orders were suspended due to the duration of the meeting continuing for longer than the restriction of 3 hours.

**b. Temporary Traffic Restrictions**

- i. Location and Nature: Anglian Water, Emergency water connection - Eastgate 95 m west of Trinity Lane – 13/3/22-13/3/22 8am-6pm. Diversion and pedestrian access signposted.
- ii. Location and Nature: Highways Safety Management, Poling Works – St Michael's Road – 13/4/22 - Diversion and pedestrian access signposted.
- iii. Location and Nature: Event Organiser, Cocktail bar opening – Cornmarket and Butcher Lane – 16/4/22 - Diversion and pedestrian access signposted.
- iv. Location and Nature: Lincolnshire County Council – Carriage way structural patching – A153 (between A16 louth bypass and A158 East Street Horncastle – 19/4/22-20/4/22 7am-6pm Diversion and pedestrian access signposted.

**c. Enforcement**

Notice of appeal dismissal – Hallam's Close, Julian Bower

**d. ELDC Planning Committee**

Notice that N/105/02036/21 – Erection of a detached garage at 31 Stewton Lane will be presented to the ELDC Planning Committee on 7th April 2022. LTC supported this application on 9th November 2021 subject to any conditions that ELDC might impose.

**P83. Proposed Works to Trees**

The following tree work was noted: **Location:** 61 Horncastle Road **Proposal:** G5 – 5 Oak and 2 Sycamore – Dismantle and remove 3 no. Sycamore marked on plan. **Reasons:** G5 – to provide more light and space for Oak trees to prosper.

**P84. Next Meeting**

The Committee noted that the date of the next scheduled Planning Committee meeting was 10<sup>th</sup> May 2022.

The Meeting Closed at 10:10pm.

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

Our Ref	Author-ity	Application No	Type	Applicant	Proposal	Location / Ward	Conservation Area?	Previous LTC Comments	Planning Working Group Recommendations	Expiry Date for LTC Comments
1	ELDC	N/105/ 00631/22	Planning Permission	Mr. S. Tekin	Planning Permission - Change of use and alterations of existing shops and office premises into a ground floor restaurant and a first floor flat	14-16 Aswell Street, LN11 9BA - Priory Ward	Yes	None	Support	11/05/2022
2	ELDC	N/105/ 00342/22	Planning Permission	L. Tetley	Planning Permission - Erection of a detached dormer bungalow and garage.	Willberry, 35 Stewton Lane, LN11 8SB- St. Michael's Ward	No	ORIGINAL APPLICATION WITHDRAWN Louth Town Council's Planning Working Group objected to this application on 22nd June 2021. It had concerns about flooding, the proposal being of an overbearing nature and access and highway safety. Flooding: the adjacent balancing ponds are higher than the site. The ponds have never been maintained and do not work as overgrown and the mechanisms are not working. Drainage and surface water plans are not clear. Overbearing nature of the proposal: very large footprint house which overwhelms the site. Access and highways safety: Access road has poor visibility onto Stewton Lane when exiting the site. Working Group were concerned about the safety of pedestrians and other road users.	Object. As previously. In flood zone, access to road a tight angle.	11/05/2022
3	ELDC	N/105/ 00617/22	Planning Permission	Mr. R. Bloomer,	Planning Permission - Extensions to existing dwelling to provide additional living accommodation	50 Stewton lane, LN11 8SB - St Michael's Ward	No	None	Support	11/05/2022
4	ELDC	N/105/ 00505/22	Planning Permission	SLS Property	Planning Permission - Erection of 3 no. pairs of semi-detached houses, (6 total) and construction of vehicular accesses.	113 Brackenborough Road, LN11 0AD - North Holme Ward	No	28th August 2014 - Louth Town Council - OBJECT on the grounds of poor design and over-intensive layout of the site, limited parking provision which will impact on Brackenborough Road (On street parking).	Support	11/05/2022
5	ELDC	N/105/ 00613/22	Planning Permission	Mr. P. Bentley	Planning Permission - Erection of a detached bungalow and alterations to existing vehicular and pedestrian access. Existing garage to be demolished.	1 Grosvenor Road, LN11 0BB - St. Margaret's Ward	No	Comments were with regards to a detached house and not bungalow - Louth Town Council objected to this application on 20th July 2021 on the grounds that the proposals are overbearing on such a small site, constitute garden grabbing, will overshadow neighbouring properties gardens and will, due to the size and proximity to the neighbours, detrimentally impact the neighbours in terms of overlooking and loss of privacy.	Object, as previously, plus tiny bungalow in very tight space, overcrowding.	12/05/2022
6	ELDC	N/105/ 00575/22	Planning Permission	Mr. Gower	Planning Permission - Extensions and alterations to existing dwelling to provide additional living accommodation	49 Keddington Road, LN11 0BA - St. Margaret's Ward	No	None	Support	14/05/2022

Our Ref	Author-ity	Application No	Type	Applicant	Proposal	Location / Ward	Conserva-tion Area?	Previous LTC Comments	Planning Working Group Recommendations	Expiry Date for LTC Comments
7	ELDC	N/105/ 00336/22	Planning Permission	Mr. M. Bashir	Planning Permission - Change of use, conversion of, extension and alterations to existing commercial units, residential dwelling and outbuildings, which are listed buildings to provide 4no. residential dwellings and an enlarged commercial unit for no. 19. Demolition of existing first floor timber sun room	19 & 21 Upgate, LN11 9ER - Priory Ward	Yes	None	Support	14/05/2022
8	ELDC	N/105/ 00337/22	Listed Building Consent	Mr. M. Bashir	Listed Building Consent - Conversion of, extension and alterations to existing commercial units, residential dwelling and outbuildings to provide 4no. residential dwellings and an enlarged commercial unit for no. 19. Demolition of existing first floor timber sun room.	19 & 21 Upgate, LN11 9ER - Priory Ward	Yes	None	Support	14/05/2022
9	ELDC	N/105/ 00614/22	Outline Erection	Ms. Heywood	Outline erection of 1no. dwelling.	31 Edward Street, LN11 9LA - St. Mary's Ward	Yes	None	Support	17/05/2022
10	LCC	PL/ 0053/22	Planning Permission	Lincolnshire County Council	Planning Permission - Demolition of former Pilgrim School building and construction of a new children's home	The Pilgrim Community Special School, Victoria Road, Louth - St Margaret's Ward	No	None	No comment.	17/05/2022
11	ELDC	N/105/ 00755/22	Planning Permission	Mr & Mrs L Cocke	Planning Permission - Two storey extension to existing dwelling to provide additional living accommodation and increase the height of part of the existing boundary wall.	13 Westgate, LN11 9YJ - St. Mary's Ward	Yes	None	Support	20/05/2022
12	ELDC	N/105/ 00802/22	Listed Building Consent	Mr Z Majid	Listed Building Consent - Internal alterations to the existing building to provide an extension to the existing dental practice.	20A-D Upgate, LN11 9ET - St. Mary's Ward	Yes	None	Support	20/05/2022
13	ELDC	N/105/ 00748/22	Planning Permission	Coveris Louth Ltd	Provision of hardstanding to be used for an external storage area	101 Brackenborough Road, LN11 0AX - North Holme Ward	No	None	Support	24/05/2022
14	ELDC	N/105/ 00813/22	Planning Permission	Kidgate Primary Academy	Extension and alterations to existing school reception building and provision of a new access ramp and steps with wall, rails and gate.	Kidgate Primary Academy, Kidgate, LN11 9BX - Priory Ward	yes	None	Support but request artwork on the grass near new development is retained.	24/05/2022

Our Ref	Author-ity	Application No		Type	Applicant	Proposal	Location / Ward	Conserva-tion Area?	Previous LTC Comments	Planning Working Group Recommendations	Expiry Date for LTC Comments
15	ELDC	N/105/	00806/22	Section 73	Mr C Nickerson	Section 73 application in relation to condition no. 2 (approved plans) and condition no. 8 (car parking) as imposed on planning permission reference no. N/105/01254/19 which was for Change of use, conversion of and alterations to the existing former school hall (which is a listed building) to provide a dwelling.	Lindsay House, 43 Westgate, LN11 9YE - St. Mary's Ward	Yes	On original application - LTC supported this application on 10th September 2019	Support	25/05/2022
16	ELDC	N/105/	00805/22	Section 73	Mr C Nickerson	Section 73 application in relation to condition no. 2 (approved plans) and condition no. 9 (parking and manoeuvring) as imposed on planning permission reference no. N/105/02311/16 which was for change of use, conversion of extension and alterations to former school buildings which are listed buildings to provide 4no. houses and 2no. flats.	The Limes, 41 Westgate, LN11 9YE - St. Mary's Ward	Yes	On original application - 01 Dec 2016 LTC supported this application	Support	25/05/2022
17	ELDC	N/105/	00819/22	Planning Permission	Mr R O'Connor	Erection of a replacement domestic outbuilding.	21 Southlands Avenue, LN11 8EW - St. Mary's Ward	No	None	Support	25/05/2022
18	ELDC	N/105/	0216/22	Planning Permission	Mrs. Turner	Two storey extension to existing dwelling to provide additional living accommodation. Removal of existing garage and car port.	10 Legbourne Road, LN11 8ER - St. Michael's Ward	No	None	Not seen by PWG	28/05/2022
19	ELDC	N/105/	00828/22	Planning Permission	M. Preston	Replace first floor windows on the front elevation of existing flat.	49 Ramsgate, LN11 ONG - St. James' Ward	No	None	Not seen by PWG	26/05/2022
20	ELDC	N/105/	00820/22	Section 73 App	Mr. J. Fairburn	Application to vary condition no. 2 (approved plans), condition no. 3 (scheme of archaeological investigation), condition no. 4 (archaeological site work), condition no. 5 (construction management plan), condition no. 6 (arboricultural impact assessment and tree protection plan), condition no. 8 (surface water drainage scheme), condition 10 (landscaping), condition no. 21 (footpath link) as imposed on planning permission reference no. N/105/01436/18 which was for the erection of 14 no. dwellings.	Land to the North of Julian Bower - St. Mary's Ward	No	None	Not seen by PWG	26/05/2022

PLANNING CORRESPONDENCE

**a. ELDC Planning Decisions**

- i. Approved – N/105/00248/22 Planning Permission 125 Eastfield Road – LTC supported with concerns
- ii. Approved – N/105/ 002036/21 Planning Permission – 31 Stewton Lane - LTC supported
- iii. Approved – N/105/00270/22 Planning Permission – 12 Seymour Avenue - LTC supported
- iv. Approved – N/105/ 00290/22 Planning Permission – 6 High Holme Road - LTC supported
- v. Approved – N/105/00297/22 Planning Permission – 50 Little Lane - LTC supported
- vi. Approved – N/105/00095/22 Consent to Display – 26-27 Market Place - LTC supported
- vii. Approved – N/105/00094/22 Planning Permission – 26-27 Market Place - LTC supported
- viii. Approved – N/105/00309/22 Listed Building Consent - 28 Westgate - LTC supported
- ix. Approved – N/105/00308/22 Planning Permission - 28 Westgate - LTC supported
- x. Approved - N/105/00324/22 Planning Permission – 1 Lydon Way – LTC supported
- xi. Approved - N/105/01310/20 Planning Permission – Eastfield House – LTC objected
- xii. Approved - N/105/02571/21 Listed Building Consent – 3 Market Place – LTC objected
- xiii. Approved - N/105/00071/22 Planning Permission – 53a Victoria Road – LTC supported
- xiv. Approved - N/105/02656/21 Listed Building Consent – 10 Cornmarket – LTC supported
- xv. Approved - N/105/00400/22 Planning Permission – 76 Monk’s Dyke Road – LTC supported
- xvi. Approved – N/10500424/22 Planning Permission – Land adjacent pumping station – LTC supported

**b. Temporary Traffic Restrictions**

- i. **Location and Nature:** Northern Powergrid, Road closure - Keddington Road/Alvingham Road between 80m & 200m East of Lyndon Way). From 16/5/22-20/5/22
- ii. **Location and Nature:** ELDC weekly markets – Butcher Lane, Cornmarket, Market Place Car Park, The Shambles 16/5/22-31/12/22 5:30- 19:00 Wednesday and 05:30 Friday to 19:00 Saturday.
- iii. **Location and Nature :** Anglian Water Road Closed – Wellington Street between Woodlands and Taverners Court 29/4/22 to 30/4/22

**c. Enforcement**

Notice of appeal enforcement now complied with – 3 Trinity Lane



03-22-22 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 22<sup>ND</sup> MARCH 2022**

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

**Councillors:** J. Baskett (JB), M. Bellwood (MB), L. Cooney (LMC), S. Crew (SC), D. Ford (DF), D.J.E. Hall (DJEH), D. Hobson (DH), G. Horton (GEH), 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), J. Garrett (JG), G.E. Horton (GEH) and F.W.P. Treanor (FWPT).

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

**G29. Apologies for Absence**

Apologies for absence were received from: Cllrs. HF, JG and FWPT.

**G30. Declarations of Interest / Dispensations**

- a. Cllr. Mrs. JMS – item 7 Code of Conduct as member of ELDC.
- b. Cllr. AL – item 7 Code of Conduct as member of ELDC and items connected to Hubbard's Hills Trust.
- c. Cllr DEW - items connected to Hubbard's Hills

**G31. Minutes**

It was **RESOLVED** that the notes of the Governance and Finance Committee Meeting held on 22<sup>nd</sup> February 2022 be approved as the Minutes with the addition of Cllr DH added to those present.

**G32. Insurance**

It was **RESOLVED** that following analysis and recommendation by FOG that the Council accept one of the quotes already received, and that a formal appraisal/valuation be sought on key value objects and then the cover be amended at that point (with either a further charge or conversely refund be appropriated).

**G33. Risk Management**

Following discussion of the Risk Management documents, it was **RESOLVED** to accept it with slight alterations/additions namely to a) vehicle maintenance b) Councillor liability regarding the Council's reputation and c) Care in the car park and other public places managed by the Town Council.

**G34. Asset Register**

It was **RESOLVED** to approve the updated Asset Register.

**G35. Financial Regulations and Code of Conduct**

It was **RESOLVED** to approve continued use of the above with no amendment other than to review date only.

**G36. Sessions House Key Holders**

It was **RESOLVED** that Cllr. JB would be a new key holder for the Sessions House who would be on the call out list for emergencies. This would be in addition to Cllr FWPT, DH and SC.

**G37. Next Meeting**

The Committee noted that the date of the next scheduled Governance and Finance Committee meeting was 10<sup>th</sup> May 2022.

The Meeting Closed at 8.02pm.

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

Dated \_\_\_\_\_

Date: 27/04/2022

## Louth Town Council Current Year

Page: 329

Time: 12:13

## 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
Balance Brought Fwd :		582,550.74					582,550.74	
FPI Banked: 04/01/2022		1.00						
FPI Louth Athletic Club		1.00			1000	401	1.00	Louth Athletics Club Rent
Int Banked: 10/01/2022		1.46						
Int Lloyds TSB		1.46			1190	101	1.46	Interest Received
BGC Banked: 12/01/2022		780.00						
BGC Kettles		780.00			1010	401	458.00	Inter
					1012	401	322.00	EX/RT
500852 Banked: 13/01/2022		1,725.00						
2054 Richardson		253.00			1010	401	107.00	Ashes Inter
					1012	401	146.00	EX/RT
2055 Alpha Memorials		158.00			1011	401	158.00	Memorial Permission
500852 Skegness Funerals		918.00			1010	401	918.00	Inter Non Res
2057 McCue		250.00			1000	401	250.00	Rent OMH
2059 Hill		146.00			1012	401	146.00	EX/RT Crem
FPI Banked: 20/01/2022		158.00						
FPI Leakes Masonry		158.00			1011	401	158.00	Memorial Permission
FPI Banked: 21/01/2022		63.00						
FPI Leakes Memorials		63.00			1011	401	63.00	Add Ins Waumsley
Total Receipts for Month		2,728.46	0.00	0.00			2,728.46	
Cashbook Totals		585,279.20	0.00	0.00			585,279.20	

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Date: 27/04/2022

## Louth Town Council Current Year

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## Cashbook 1

User: LMP

## Lloyds TSB Current/Deposit

For Month No: 10

## Payments for Month 10

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
05/01/2022	KRL Group Ltd	9269	39.37		6.56	4304	401	32.81	Copies, Prints and Support
05/01/2022	Siemens Financial Services Ltd	9270	252.00		42.00	4304	401	210.00	Copier Lease
05/01/2022	GBM Waste Management	9271	215.00		35.83	4532	401	145.83	Skip
						4285	401	33.34	Sacks
05/01/2022	Louth Tractors	9272	102.86		17.14	4520	401	85.72	Cem Supplies
05/01/2022	Onecom Ltd	9273	77.17		12.86	4304	401	64.31	2 x Phone and Wifi
05/01/2022	Petty Cash	9274	250.00			220		250.00	Petty Cash
05/01/2022	John Aron Photography	9275	50.00			4052	601	50.00	Remembrance Publicity Photo's
05/01/2022	Louth Building Supplies	9276	26.77		4.46	4520	401	22.31	Cem Supplies
05/01/2022	Fed of Burial & Crem Auth	9277	185.20		25.20	4026	101	160.00	Annual Subs
05/01/2022	Chubb Fire & Security	9278	150.00		25.00	4302	401	125.00	Work to alarm
05/01/2022	Staff Costs	9279	1,779.05			4001	401	1,779.05	Staff Costs
05/01/2022	Staff Costs	9280	1,366.14			4001	401	1,366.14	Staff Costs
05/01/2022	Staff Costs	9281	2,027.58			4001	501	2,027.58	Staff Costs
05/01/2022	Staff Costs	9282	1,054.96			4001	501	1,054.96	Staff Costs
05/01/2022	HM Revenue and Customs	9283	1,952.03			4001	501	677.33	PAYE/NIC
						4001	401	597.95	PAYE/NIC
						4002	401	326.54	PAYE/NIC
						4002	501	350.21	PAYE/NIC
05/01/2022	LCC Pension Fund	9284	1,628.36			4001	501	251.88	Superannuation
						4002	501	902.64	Superannuation
						4001	401	97.11	Superannuation
						4002	401	376.73	Superannuation
05/01/2022	British Gas	DD	32.20		1.53	4505	401	30.67	Cem
20/01/2022	E.ON Next	DD	112.15		5.34	4200	401	106.81	St. James' Lights
20/01/2022	Corona Energy	DD	1,223.57		203.93	4303	401	1,019.64	SH
20/01/2022	Anglian Water	DD	8.00			4303	401	8.00	SH
21/01/2022	Anglian Water	DD	21.00			4505	401	21.00	Cem
21/01/2022	E.ON Next	DD	24.14		1.15	4200	401	22.99	St. James' Clock
25/01/2022	Louth Building Supplies	9285	103.66		17.28	4520	401	86.38	Cem Supplies
25/01/2022	Little Cleaning Co	9286	232.00			4285	401	232.00	Cleaning Jan
25/01/2022	Onecom Ltd	9287	77.16		12.86	4304	401	64.30	2 x Telephone & Wifi
25/01/2022	Louth Tractors	9288	25.00			4540	401	25.00	Protective Clothing
25/01/2022	KRL Group Ltd	9289	21.38		3.56	4304	401	17.82	Copies/printing
25/01/2022	Petty Cash	9290	100.00			220		100.00	Petty Cash
Total Payments for Month			13,136.75	0.00	414.70			12,722.05	
Balance Carried Fwd			572,142.45						
Cashbook Totals			585,279.20	0.00	414.70			584,864.50	

Date: 27/04/2022

## 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>
Balance Brought Fwd :		22.50					22.50	
Banked: 05/01/2022		250.00						
9274	Lloyds TSB Current/Deposit	250.00			201		250.00	Petty Cash
Banked: 25/01/2022		100.00						
9290	Lloyds TSB Current/Deposit	100.00			201		100.00	Petty Cash
Total Receipts for Month		350.00	0.00	0.00			350.00	
Cashbook Totals		372.50	0.00	0.00			372.50	

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## Louth Town Council Current Year

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## Cashbook 2

User: LMP

## Petty Cash

For Month No: 10

## Payments for Month 10

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
07/01/2022	Wilkinsons	106	2.00			4020	101	2.00	Office Supplies
10/01/2022	Wilkinsons	107	5.50		0.92	4551	401	4.58	Cem Supplies
10/01/2022	John Darke Ltd	108	20.00		3.33	4533	401	16.67	Van
13/01/2022	McColl's	109	26.04			4022	101	26.04	Stamps
18/01/2022	John Darke Ltd	110	65.04		10.84	4533	401	33.37	Van
						4551	401	20.83	Cem
<b>Total Payments for Month</b>			118.58	0.00	15.09			103.49	
<b>Balance Carried Fwd</b>			253.92						
<b>Cashbook Totals</b>			372.50	0.00	15.09			357.41	

Date: 28/04/2022

## Louth Town Council Current Year

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## Cashbook 1

User: LMP

## Lloyds TSB Current/Deposit

For Month No: 11

## Receipts for Month 11

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		572,142.45					572,142.45	
BGC Banked: 02/02/2022		2,662.00						
BGC Walkers LnCS Co op		2,662.00			1010	401	1,374.00	Inter Wilkins, West, Wain
					1012	401	1,288.00	EX/RT Wilkins x 2, Wain x 2
500853 Banked: 04/02/2022		755.00						
2064 Alpha Memorials		395.00			1011	401	395.00	Memorial Permission
2063 Milson		146.00			1012	401	146.00	EX/RT
2065 Milson		214.00			1010	401	214.00	Ashes inter
FPI Banked: 07/02/2022		158.00						
2072 Leakes Memorials		158.00			1011	401	158.00	Richardson Mem Perm
Banked: 08/02/2022		2,206.00						
2068 Kettles		2,206.00			1010	401	918.00	Inter Loftus
					1012	401	1,288.00	EX/RT x 2
BGC Banked: 08/02/2022		126.00						
2070 Walkers LnCS Co op		126.00			1011	401	126.00	Add Ins
Int Banked: 09/02/2022		1.37						
Int Lloyds Bank		1.37			1190	101	1.37	Interest Received
BGC Banked: 10/02/2022		4,925.37						
BGC LCC		4,925.37			1009	401	4,925.37	Amenity Grass
FPI Banked: 10/02/2022		63.00						
2072 Leakes Memorials		63.00			1011	401	63.00	Add Ins
BGC Banked: 14/02/2022		5.00						
2071 Magna Viate		5.00			1000	401	5.00	Rent Land West of Linden Walk
BGC Banked: 23/02/2022		214.00						
2073 Walkers LnCS Co op		214.00			1010	401	214.00	Inter Ashes
Total Receipts for Month		11,115.74	0.00	0.00			11,115.74	
Cashbook Totals		583,258.19	0.00	0.00			583,258.19	

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Date: 28/04/2022

## 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 Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/02/2022	British Gas	DD	32.20		1.53	4505	401	30.67	Cem
07/02/2022	Npower	DD	237.05		11.29	4303	401	225.76	SH
08/02/2022	OFFICE POWER LTD	9291	114.69		19.13	4020	101	95.56	Office Supplies
08/02/2022	KRL Group Ltd	9292	17.99		3.00	4304	401	14.99	Copies/Printing
08/02/2022	Zurich Municipal	9293	0.00						Zurich Municipal
08/02/2022	Zurich Municipal	9293	731.12			4533	401	731.12	Van Insurance
08/02/2022	Environment Agency	9294	12,394.26			4311	601	12,394.26	Flood Alleviation Cont
08/02/2022	GRS Electrical	9295	8,276.77		1,379.46	4205	401	6,897.31	Xmas Lights
08/02/2022	Environment Agency	9296	12,803.27			4311	601	12,803.27	Flood Alleviation Cont 20-21
08/02/2022	GBM Waste Management	9297	80.40		13.40	4285	401	67.00	Waste Disposal
08/02/2022	ELDC	9298	5,417.86		902.98	4220	401	4,514.88	CCTV Maintenance Cont
08/02/2022	Dave Skells TM Ltd	9299	576.00		96.00	4530	401	480.00	Hedge Cutting JB
08/02/2022	GBM Waste Management	9300	175.00		29.17	4532	401	145.83	Skip
08/02/2022	Louth Tractors	9301	5.20			4520	401	5.20	Cem Maintenance
08/02/2022	SCIS	9302	425.99		71.00	4020	101	354.99	Website
08/02/2022	Louth Building Supplies	9303	53.62		8.94	4551	401	44.68	Cem Supplies
15/02/2022	Thompson and Smith	9304	346.66		53.61	4533	401	293.05	Van
15/02/2022	Louth Tractors	9305	46.03		7.67	4520	401	38.36	Cem Supplies
15/02/2022	D. Hobson	9306	25.20			4102	601	25.20	Mayoral Mileage
15/02/2022	Post Office	9307	275.00			4533	401	275.00	Van Tax
15/02/2022	OFFICE POWER LTD	9308	49.81		8.30	4020	101	41.51	Office Supplies
15/02/2022	Staff Costs	9309	1,779.25			4001	401	1,779.25	Staff Costs
15/02/2022	Staff Costs	9310	1,366.14			4001	401	1,366.14	Staff Costs
15/02/2022	Staff Costs	9311	2,027.58			4001	501	2,027.58	Staff Costs
15/02/2022	Staff Costs	9312	1,054.96			4001	501	1,054.96	Staff Costs
15/02/2022	HM Revenue and Customs	9313	1,951.83			4001	401	597.75	PAYE/NIC
						4002	401	326.54	PAYE/NIC
						4001	501	677.33	PAYE/NIC
						4002	501	350.21	PAYE/NIC
15/02/2022	LCC Pension Fund	9314	1,628.36			4001	401	97.11	Superannuation
						4002	401	376.72	Superannuation
						4001	501	251.88	Superannuation
						4002	501	902.65	Superannuation
17/02/2022	E.ON Next	DD	104.53		4.98	4200	401	99.55	Floodlights
17/02/2022	Corona Energy	DD	2,157.00		359.50	4303	401	1,797.50	SH
21/02/2022	Npower	DD	159.02		7.57	4303	401	151.45	SH
22/02/2022	GC & P Blanchard	9315	68.20			4520	401	68.20	EX/RT Refund
22/02/2022	Petty Cash	9316	150.00			220		150.00	Petty Cash
22/02/2022	The Little Cleaning Co	9317	232.00			4285	401	232.00	The Little Cleaning Co
22/02/2022	Onecom Ltd	9318	77.12		12.85	4304	401	64.27	Wifi & 2 x tel
22/02/2022	Louth Tractors	9319	66.86		11.14	4520	401	55.72	Cem Supplies
22/02/2022	Louth Tractors	9319A	624.08		104.01	4600	401	499.00	Pole Saw
						4551	401	21.07	Cem Supplies
22/02/2022	KRL Group Ltd	9320	45.18		7.53	4304	401	37.65	Copies and printing
22/02/2022	Hi-Lite Signs	9321	133.56		22.26	4756	401	111.30	Hi-Lite Signs
22/02/2022	Anglian Water	DD	8.00			4303	401	8.00	SH
22/02/2022	Anglian Water	DD	29.00			4505	401	29.00	Cem
22/02/2022	E.ON Next	DD	24.45		1.16	4200	401	23.29	Church Clock

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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>	55,771.24	0.00	3,136.48	52,634.76
<b>Balance Carried Fwd</b>	527,486.95			
<b>Cashbook Totals</b>	583,258.19	0.00	3,136.48	580,121.71

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Date: 28/04/2022

## 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>
Balance Brought Fwd :		253.92					253.92	
Banked: 22/02/2022		150.00						
9316	Lloyds TSB Current/Deposit	150.00			201		150.00	Petty Cash
Total Receipts for Month		150.00	0.00	0.00			150.00	
Cashbook Totals		403.92	0.00	0.00			403.92	

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Date: 28/04/2022

## 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 Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
04/02/2022	McColl's	111	18.12			4022	101	18.12	Stamps
07/02/2022	John Darke Ltd	112	60.00		10.00	4533	401	50.00	Van
14/02/2022	John Darke Ltd	113	25.00		4.17	4551	401	20.83	Cem
17/02/2022	McColl's	114	20.94			4022	101	20.94	Stamps
24/02/2022	John Darke Ltd	115	25.07		4.18	4551	401	20.89	Cem
<b>Total Payments for Month</b>			149.13	0.00	18.35			130.78	
<b>Balance Carried Fwd</b>			254.79						
<b>Cashbook Totals</b>			403.92	0.00	18.35			385.57	

28/04/2022

## Louth Town Council Current Year

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## Detailed Income &amp; Expenditure by Budget Heading 28/02/2022

Month No: 11

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>101 Governance and Finance</b>								
1002 Miscellaneous	0	12	50	38			23.5%	
1176 Precept	0	275,668	275,668	0			100.0%	
1190 Interest Received	1	15	300	285			5.1%	
<b>Governance and Finance :- Income</b>	<b>1</b>	<b>275,695</b>	<b>276,018</b>	<b>323</b>			<b>99.9%</b>	<b>0</b>
4020 Office Administration Costs	492	1,761	4,500	2,739		2,739	39.1%	
4022 Postage	39	270	300	30		30	90.0%	
4023 Meeting Expenses	0	0	300	300		300	0.0%	
4024 Councillors Expenses	0	0	500	500		500	0.0%	
4025 Insurances	0	5,326	5,300	(26)		(26)	100.5%	
4026 Fees and Subscriptions	0	2,723	2,750	27		27	99.0%	
4028 Audit Fee (Internal & External)	0	800	1,000	200		200	80.0%	
4750 Contingency	0	0	500	500		500	0.0%	
<b>Governance and Finance :- Indirect Expenditure</b>	<b>531</b>	<b>10,880</b>	<b>15,150</b>	<b>4,270</b>	<b>0</b>	<b>4,270</b>	<b>71.8%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(530)</b>	<b>264,815</b>	<b>260,868</b>	<b>(3,947)</b>				
<b>401 Community Resources Day to Day</b>								
1000 Property Income	5	2,157	1,000	(1,157)			215.7%	
1001 Allotment Rent Received	0	0	550	550			0.0%	
1002 Miscellaneous	0	1,194	200	(994)			597.0%	
1009 LCC Contribution (Grass)	4,925	4,925	4,864	(61)			101.3%	
1010 Interments	2,720	25,017	17,000	(8,017)			147.2%	
1011 Monuments	742	5,376	6,000	624			89.6%	
1012 Exclusive Burial Rights	2,722	12,193	12,000	(193)			101.6%	
1013 Plaques	0	0	214	214			0.0%	
1014 Chapel Rent	0	0	407	407			0.0%	
<b>Community Resources Day to Day :- Income</b>	<b>11,114</b>	<b>50,862</b>	<b>42,235</b>	<b>(8,627)</b>			<b>120.4%</b>	<b>0</b>
4001 Salaries	3,840	40,555	46,000	5,445		5,445	88.2%	
4002 Employers Costs Super / NI	703	7,473	13,000	5,527		5,527	57.5%	
4003 Grave Digging	0	4,040	3,600	(440)		(440)	112.2%	
4005 Community Payback Team	0	0	3,120	3,120		3,120	0.0%	
4027 Training	0	495	1,700	1,205		1,205	29.1%	
4104 Civic Property	0	0	500	500		500	0.0%	
4200 Clocks / Floodlights	123	1,032	2,400	1,368		1,368	43.0%	
4205 Christmas Lights / Celebrations	6,897	10,370	12,500	2,130		2,130	83.0%	
4210 Lovely Louth Competition	0	69	550	481		481	12.5%	
4220 CCTV Maintenance	4,515	4,515	4,515	0		0	100.0%	
4222 Street Furniture Maintenance	0	1,045	3,000	1,955		1,955	34.8%	
4223 Amenity Grass Cutting	0	12,726	23,500	10,774		10,774	54.2%	

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## Louth Town Council Current Year

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## Detailed Income &amp; Expenditure by Budget Heading 28/02/2022

Month No: 11

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4280 Floral / In Bloom	0	1,652	3,000	1,348		1,348	55.1%	
4282 Hubbards Hills Mtce Contrib.	0	45,000	35,000	(10,000)		(10,000)	128.6%	
4285 Minor Mtce & Cleaning Services	299	1,963	4,700	2,737		2,737	41.8%	
4302 Security / Fire	0	2,218	8,000	5,782		5,782	27.7%	
4303 SH Utilities	2,183	6,614	6,500	(114)		(114)	101.8%	
4304 SH Communications	117	1,716	1,530	(186)		(186)	112.1%	
4306 SH Rates	0	5,614	5,650	36		36	99.4%	
4307 SH Building Maintenance	0	173	2,000	1,827		1,827	8.6%	
4308 SH Statutory Equipment Checks	0	0	250	250		250	0.0%	
4501 Cem Rates	0	911	1,000	89		89	91.1%	
4505 Cem Utilities	60	2,757	2,000	(757)		(757)	137.9%	
4506 Cem Communications	0	0	500	500		500	0.0%	
4520 Cem Maintenance-Supplies	167	1,681	2,000	319		319	84.0%	
4530 Cem Grass Cutting / Strimming	480	6,427	7,000	573		573	91.8%	
4531 Cem Fuel - Equipment	0	641	650	9		9	98.6%	
4532 Cem Waste Disposal	146	1,391	1,750	359		359	79.5%	
4533 Cem Vehicle Running Costs	1,349	2,016	2,000	(16)		(16)	100.8%	
4540 Cem Protective Clothing	0	125	600	475		475	20.8%	
4550 Cem Plants, Shrubs, Trees etc	0	183	400	217		217	45.8%	
4551 Cem General Repairs/Maint.	107	1,552	3,000	1,448		1,448	51.7%	
4552 Purchase of Plaques	0	0	60	60		60	0.0%	
4600 Cem Equipment Replacement	499	499	3,000	2,501		2,501	16.6%	
4750 Contingency	0	0	3,000	3,000		3,000	0.0%	
4751 GDPR Compliance	0	40	250	210		210	16.0%	
4752 Trinity Allotment Rent	0	763	790	27		27	96.6%	
4753 Tidy Louth	0	0	1,500	1,500		1,500	0.0%	
4754 Community Apiary	0	0	1,000	1,000		1,000	0.0%	
4755 Speed Awareness	0	0	8,000	8,000		8,000	0.0%	
4756 Welcome Back Fund	111	111	0	(111)		(111)	0.0%	
Community Resources Day to Day :- Indirect Expenditure	21,597	166,367	219,515	53,148	0	53,148	75.8%	0
<b>Net Income over Expenditure</b>	<b>(10,483)</b>	<b>(115,505)</b>	<b>(177,280)</b>	<b>(61,775)</b>				
<b>403 Community Resources EM Reserve</b>								
9359 EMR Accommodation	0	4,836	0	(4,836)		(4,836)	0.0%	4,836
9611 EMR Contingency	0	5,583	0	(5,583)		(5,583)	0.0%	5,583
Community Resources EM Reserve :- Indirect Expenditure	0	10,419	0	(10,419)	0	(10,419)		10,419
<b>Net Expenditure</b>	<b>0</b>	<b>(10,419)</b>	<b>0</b>	<b>10,419</b>				
6000 plus Transfer from EMR	0	10,419						
<b>Movement to/(from) Gen Reserve</b>	<b>0</b>	<b>0</b>						

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## Detailed Income &amp; Expenditure by Budget Heading 28/02/2022

Month No: 11

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>501 Personnel Day to Day</b>								
4001 Salaries	4,012	43,418	53,500	10,082		10,082	81.2%	
4002 Employers Costs Super / NI	1,253	14,493	17,000	2,507		2,507	85.3%	
4008 Clerk Travel Expenses	0	0	250	250		250	0.0%	
4027 Training	0	0	500	500		500	0.0%	
Personnel Day to Day :- Indirect Expenditure	<u>5,265</u>	<u>57,911</u>	<u>71,250</u>	<u>13,339</u>	<u>0</u>	<u>13,339</u>	<u>81.3%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>(5,265)</u>	<u>(57,911)</u>	<u>(71,250)</u>	<u>(13,339)</u>				
<b>601 Town Council Day to Day</b>								
4052 Tourism/promotions	0	390	2,000	1,610		1,610	19.5%	
4089 Citizens Advice Bureau	0	0	1,000	1,000		1,000	0.0%	
4090 Grants S137 Open Resource	0	4,593	6,000	1,407		1,407	76.5%	
4100 Civic Expenses	0	15	1,500	1,485		1,485	1.0%	
4102 Mayoral Allowance	25	215	500	285		285	43.0%	
4103 Mayors Serjeant Expenses	0	379	650	271		271	58.3%	
4105 Election Expenses	0	0	2,000	2,000		2,000	0.0%	
4106 Deputy Mayor's Expenses	0	0	200	200		200	0.0%	
4111 Remembrance Day Parade Grant	0	500	800	300		300	62.5%	
4311 Flood Schemes Maintenance	25,198	12,803	12,890	87		87	99.3%	
4312 War Memorial	0	2	500	499		499	0.3%	
Town Council Day to Day :- Indirect Expenditure	<u>25,223</u>	<u>18,896</u>	<u>28,040</u>	<u>9,144</u>	<u>0</u>	<u>9,144</u>	<u>67.4%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>(25,223)</u>	<u>(18,896)</u>	<u>(28,040)</u>	<u>(9,144)</u>				
Grand Totals:- Income	11,116	326,557	318,253	(8,304)			102.6%	
Expenditure	52,616	264,473	333,955	69,482	0	69,482	79.2%	
<b>Net Income over Expenditure</b>	<u>(41,500)</u>	<u>62,084</u>	<u>(15,702)</u>	<u>(77,786)</u>				
plus Transfer from EMR	0	10,419						
<b>Movement to/(from) Gen Reserve</b>	<u>(41,500)</u>	<u>72,503</u>						

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## Louth Town Council Current Year

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## Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
320 Earmarked Reserves	0.00		0.00
321 EMR Flood Memorial	0.00		0.00
322 EMR CCTV refurbishment	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	14,127.00	-5,583.44	8,543.56
329 EMR Quality Council / Office	4,245.00		4,245.00
337 EMR Conservation Area	500.00		500.00
338 EMR Civic Events	1,889.00		1,889.00
339 EMR War Memorial	6,000.00	2,500.00	8,500.00
340 EMR Grants 137 Reserve	1,066.00		1,066.00
346 EMR Christmas Illuminations	8,364.00		8,364.00
347 EMR Art Trail	1,000.00		1,000.00
348 EMR IT Replacement	4,207.87		4,207.87
349 EMR Civic Regalia	1,000.00	1,000.00	2,000.00
352 EMR TCP Floral Enhancement	2,500.00		2,500.00
353 EMR Capital Expenditure	97,201.80		97,201.80
359 EMR Accommodation	7,890.00	-3,835.79	4,054.21
360 EMR Cem External Wall	4,000.00		4,000.00
362 EMR Civic Property	2,045.94	1,000.00	3,045.94
363 EMR Flood Alleviation Scheme	26,500.00		26,500.00
364 EMR Clerks Training	2,540.00		2,540.00
365 EMR Accom OfficeEquip / Stor	4,224.00		4,224.00
366 EMR Cemetery Planting Project	458.00		458.00
370 EMR Cemetery Gates	2,000.00	1,000.00	3,000.00
380 EMR Cem Road Maintenance	3,000.00	1,000.00	4,000.00
381 EMR Cem Equipment Replacement	8,637.00		8,637.00
382 EMR Cem Tree Surgery	3,380.00		3,380.00
383 EMR Cem Workshop/Lodge	8,056.24		8,056.24
384 EMR Cemetery Facilities	0.00		0.00
385 EMR Vehicle Replacement	14,658.00		14,658.00
386 EMR Cemetery Facilities	3,825.00		3,825.00
390 EMR Accom Roof	7,136.00	1,000.00	8,136.00
391 EMR Accom Boiler	10,000.00	2,000.00	12,000.00
392 EMR Accom Structural	5,000.00		5,000.00
393 EMR Accom Car Park	2,000.00		2,000.00
394 EMR Street Signs / Furniture	15,660.00		15,660.00
395 EMR SH Internal Decorating Foy	2,000.00		2,000.00
396 EMR Speed Signs	512.00	1,000.00	1,512.00
397 EMR Tourism	2,115.00		2,115.00
398 EMR Elections	16,000.00		16,000.00
399 EMR Funding for Sports Assets	2,000.00	1,000.00	3,000.00
	<b>307,114.52</b>	<b>2,080.77</b>	<b>309,195.29</b>

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Louth Town Council Current Year

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**Detailed Balance Sheet - Excluding Stock Movement****Month 11 Date 28/02/2022**

<u>A/c</u>	<u>Description</u>	<u>Actual</u>
<u>Current Assets</u>		
105	VAT Refunds	13,876
201	Lloyds TSB Current/Deposit	527,487
210	National Savings Bank	111,323
220	Petty Cash	255
<b>Total Current Assets</b>		<b>652,942</b>
<u>Represented by :-</u>		
301	Current Year Fund	62,084
310	General Reserve	281,662
322	EMR CCTV refurbishment	10,000
325	EMR Street Furniture	1,075
326	EMR Anniversary of Louth Flood	302
327	EMR Contingency	8,544
329	EMR Quality Council / Office	4,245
337	EMR Conservation Area	500
338	EMR Civic Events	1,889
339	EMR War Memorial	8,500
340	EMR Grants 137 Reserve	1,066
346	EMR Christmas Illuminations	8,364
347	EMR Art Trail	1,000
348	EMR IT Replacement	4,208
349	EMR Civic Regalia	2,000
352	EMR TCP Floral Enhancement	2,500
353	EMR Capital Expenditure	97,202
359	EMR Accommodation	4,054
360	EMR Cem External Wall	4,000
362	EMR Civic Property	3,046
363	EMR Flood Alleviation Scheme	26,500
364	EMR Clerks Training	2,540
365	EMR Accommodation Office Equip / 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 Replacement	8,637
382	EMR Cem Tree Surgery	3,380
383	EMR Cem Workshop/Lodge	8,056
385	EMR Vehicle Replacement	14,658
386	EMR Cemetery Facilities	3,825
390	EMR Accommodation Roof	8,136
391	EMR Accommodation Boiler	12,000
392	EMR Accommodation Structural	5,000
393	EMR Accommodation Car Park	2,000
394	EMR Street Signs / Furniture	15,660
395	EMR SH Internal Decorating Foy	2,000
396	EMR Speed Signs	1,512
397	EMR Tourism	2,115
398	EMR Elections	16,000
399	EMR Funding for Sports Assets	3,000
<b>Total Equity</b>		<b>652,942</b>

## 2022/23 Louth Town Council Meetings Schedule

W/C Tuesday	Start Time 7pm (unless otherwise stated)	Town Council (T), Robed (R)	Planning (P)	Community Resources (C)	Governance and Finance (G)	Personnel (H)	Notes
2021/2022							
26/04/2022	6pm						2021/22 Annual Town Meeting
3rd May 2022							
10 May 2022			P	C	G		
2022/2023							
17 May 2022		R					2022/23 Annual Town Council Meeting
24 May 2022							
31 May 2022							
07 June 2022							
14 June 2022		T	P		G		
21 June 2022							
28 June 2022							
05 July 2022			P	C		H	
12 July 2022							
19 July 2022							
26 July 2022			P		G		
02 August 2022							
09 August 2022							
16 August 2022							
23 August 2022							
30 August 2022			P	C			
06 September 2022							
13 September 2022							
20 September 2022		R	P				
27 September 2022							
04 October 2022							
11 October 2022			P		G		
18 October 2022							
25 October 2022							
01 November 2022			P	C		H	
08 November 2022							
15 November 2022							
22 November 2022			P		G		
29 November 2022							
06 December 2022							
13 December 2022		T	P				
20 December 2022							
27 December 2022							
2023							
03 January 2023							
10 January 2023		R	P				
17 January 2023							
24 January 2023							
31 January 2023			P	C		H	
07 February 2023							
14 February 2023							
21 February 2023			P		G		
28 February 2023							
07 March 2023							
14 March 2023			P		G		
21 March 2023							
28 March 2023							
04 April 2023			P	C		H	
11 April 2023							
18 April 2023	6pm						Annual Town Meeting
25 April 2023		T	P				
02 May 2023							
09 May 2023							
16 May 2023		R					2023/24 Annual Town Council Meeting
Total		7	15	5	6	4	



## Louth Town Council

# COMPLAINTS PROCEDURE

### **To determine whether a complaint procedure is appropriate:**

- 1) It will not be appropriate to deal with all complaints from members of the public under a complaints procedure. The Council will need to refer to or use other procedures / bodies in respect of the following types of complaint:

<i>Individual member's conduct alleged to breach the Code of Conduct adopted by the Council</i>	<i>The relevant principal authority Monitoring Officer should be contacted – East Lindsey District Council has responsibility for such matters</i>
<i>Alleged financial irregularity</i>	<i>Local electors have a statutory right to object to a Council's audit of accounts (Audit Commission Act 1998 s.16)</i>
<i>Alleged criminal activity</i>	<i>The Police</i>

- 2) A member of the public may also consider a criticism about a service (e.g. an untidy park area or unclean public toilet) or a fee (e.g. the level of charge for an allotment) to be a complaint, but these do not fall within the formal complaints procedure unless the Council has acted improperly and should be treated as normal service requests.
- 3) It is to be noted that staff members are not responsible for any works or maintenance carried out by any Town Council appointed contractor(s); such complaints must be made in writing to the Council. Person(s) who make such complaints 'personal' against staff members may be subject to restrictions within other Town Council Policies.

### **Before the meeting**

1. Any complaint about the Council's procedures or administration should be made in writing to the Clerk to the Council at The Sessions House, Eastgate, Louth, LN11 9AJ
2. If the complainant does not wish to make the complaint via the Clerk to the Council, it should be marked confidential and addressed to the Chairman (Mayor) of the Council.
3. The Clerk to the Council/Chairman will acknowledge receipt of the complaint and advise when the matter will be considered by either the Council or a nominated Committee working on behalf of the Council.
4. Please be aware that any complaint will be treated as confidential, and that the council is obliged to comply with its duties under the Data Protection Act 1998 at all times to safeguard against the unlawful disclosure of personal data.
5. The complainant will be invited to attend the meeting at which the complaint will be considered, and be offered the opportunity to be accompanied by a representative, if required.
6. Seven clear working days prior to the meeting, the complainant is required to provide the Council with copies of any documentation or other items on which the complaint is based.
7. The Council will provide the complainant with copies of any documentation upon which it wishes to rely at the meeting and shall do so promptly, allowing the opportunity to read all material in good time for the meeting.

## Louth Town Council

# COMPLAINTS PROCEDURE

### **At the meeting**

1. The council shall exclude the public and press whilst discussion of the matter takes place. Any decision on a complaint shall subsequently be announced at a meeting in public, whilst taking into account any duties to safeguard personal data as under (4) above.
2. The Chairman will introduce everyone at the meeting, and explain the procedure to be followed.
3. The complainant will be asked to outline the grounds for the complaint, and thereafter, questions may be asked by (i) the Clerk and (ii) members of the Council.
4. The Clerk to the Council will then have an opportunity to explain the Council's position and questions may be asked by (i) the complainant and then (ii) members.
5. The complainant will be offered the opportunity to summarise their position.
6. The Clerk will be offered the opportunity to summarise the position on behalf of the Council.
7. The Clerk and complainant will both be asked to leave the room whilst members decide whether or not the grounds for the complaint have been made. If a point of clarification is necessary, both parties shall be invited back.
8. The complainant will be given the opportunity to await the outcome but if a decision is unlikely to be finalised quickly, will be advised when a decision is likely to be made and communicated to them.

### **After the meeting**

1. Any decision will be confirmed to the complainant within seven working days, together with details of any further action to be taken.
2. The Council's decision on the matter will be final, and no further appeal process will be offered.

## Louth Town Council

# COMPUTER AND TELEPHONE MISUSE POLICY

### **1.0 Purpose**

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

### **2.0 Scope**

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

### **3.0 General**

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

### **4.0 Ownership**

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

### **5.0 Installation**

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

### **6.0 Training**

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

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

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

## **8.0 Legal Implications**

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

## **9.0 Computer Security**

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

## **10.0 Risk Management And Insurance**

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

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

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

## **12 Probity**

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

## **13 Support**

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

## **14 Health and Safety**

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

## **15 Data Use**

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

# Louth Town Council

## MEDIA POLICY

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

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

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

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

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

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

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

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

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

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

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

### **Election Years**

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

03-08-22 CR MINS

**MINUTES OF THE LOUTH TOWN COUNCIL COMMUNITY RESOURCES COMMITTEE  
HELD IN THE OLD COURT ROOM, THE SESSIONS HOUSE, LOUTH  
ON TUESDAY 8<sup>th</sup> MARCH 2022**

**Present** Councillor A. Leonard (AL), (in the chair).

**Councillors:** Mrs. E. Ballard (EB), J Baskett (JB), L. Cooney (LMC), D. Ford (DF), D.J.E. Hall (DJEH), D. Hobson (DH), G. Horton (GEH), Mrs. S.E. Locking (SEL), Mrs. J. Makinson-Sanders (JMS), K. Norman (KN), J. Simmons (JS) and Mrs. P.F. Watson (PFW).

**Councillors not present:** M. Bellwood (MB), S. Crew (SC), H. Filer (HF), J. Garrett (JG), F.W.P. Treanor (FWPT) and D.E. Wing (DEW).

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

It was **RESOLVED** that Cllr. KN would act as the Chairman's assistant as Cllr. MB was not present.

**C28. Apologies for Absence**

Apologies for absence were received from Cllrs. MB, SC, JG, FWPT and DEW.

**C29. Chairman's Remarks**

None.

**C30. Declarations of Interest / Dispensations**

Cllr. Mrs. JMS – items 5 and 6 as a member of ELDC.

Cllr. Mrs. EB – item 5 as a Warden and Chair of KEVAEC.

**C31. Minutes**

It was **RESOLVED** that the notes of the Community Resources Committee Meeting held on 25th January 2022 be approved as the Minutes.

**C32. London Road Pavilion and Sportsground**

After a lengthy discussion and having referred to the relevant contract in place with Magna Vitae, it was **RESOLVED** that the Town Clerk would write to Magna Vitae stating Louth Town Council's objection to any transfer of the management of the London Road Pavilion and Sportsground taking place without LTC being part of discussions as a landowner. Further, the Town Clerk would list the concerns of the Town Council (ref agenda report by Cllr. GEH) and request that Magna Vitae attend a meeting of all Louth Town Councillors to address their concerns. Cllr. JB wished it noted that he disagreed with this approach.

**C33. CCTV**

The Council noted that further to the informal zoom meeting held with Mr. J. Challen (ELDC) on 28th February 2022, the Service Manager for Safer Communities at ELDC and Sergeant Kelly Palmer of Louth Neighbourhood Policing Team it had been agreed, at Sergeant Palmer's suggestion, that placement of a new CCTV camera in the vicinity of Northgate, covering Vickers Lane and along Northgate past the Millers Daughter should be investigated. The Town Clerk reported that she had spoken to Mr. J. Challen at the beginning of March who had reported that the owner of the building on the corner of Vickers Lane and Northgate had informally agreed to have a camera mounted on the exterior wall and this would cover the view up Vickers Lane and Northgate towards the Millers Daughter. Formal permissions were to be sought. Further she reported that there was now 4G at the Gatherums and so ELDC were confident that a camera could now operate there. Finally, it was hoped that another monitoring system would be set up at a nearer location to Louth than the current location at Boston.



**C34. Closed Session Item**

It was **RESOLVED** to move into Closed Session in accordance with the Public Bodies (Admission to Meetings) Act 1960 due to the business to be discussed in the following item, information being of a confidential, third party and commercial nature in relation to grass cutting.

- a. It was **RESOLVED** that company 4, Tudor Ground Maintenance be awarded the amenity grass cutting contract for 2022/23.
- b. It was **RESOLVED** that company 4, Tudor Ground Maintenance be awarded the cemetery grass cutting contract for 2022/23.

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

**C35. Next Meeting**

The Committee noted that the date of the next scheduled Community Resources meeting was 10th May 2022.

The Meeting Closed at 9.05pm.

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