

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 12th May 2026 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 in advance of the meeting to discuss attendance arrangements. If possible, please provide written representation rather than attending in person.

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


Mrs. L.M. Phillips

Town Clerk

Dated this 7th Day of May 2026

AGENDA

PLANNING COMMITTEE

(Chairman: Cllr. P. Starsmore, Vice Chairman: Cllr. D. Moore, 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 Planning Committee Meeting held on 14th April 2026. (Attached).

4. Applications received by the Local Planning Authority

To consider and make observations/ratify comments already submitted by the Planning Working Group to meet deadlines, on all planning applications received including those listed in the schedule (PA/Schedule 05-12-26). (Attached).

5. Planning Correspondence

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

6. Proposed Works to Trees

Committee to consider commenting on the following proposed works to trees:

a. Proposals: T6 – Remove. T7 – Remove. T9 – Remove. G1 – Removed all except Monkey Puzzle.

Location: 63 Crowtree Lane, LN11 0QW. **Reasons:** None supplied.

7. Eastern Green Link 3 (EGL 3) and Eastern Green Link 4 (EGL 4) and Grimsby to Walpole - Targeted Statutory Consultation under Section 42 of the Planning Act 2008

Committee to ratify comments submitted to the above by the Planning Working Group in order to meet deadlines: It was agreed that the plans indicated that the cable will run from Scotland to the Lincolnshire Coast, and then become underground cabling down to the Substation in Norfolk. There were no reasons to object, as this sits in line with what residents were concerned about with reference to Pylons. It was noted though, that there may yet be further development to come, and this may not present the 'Full Picture', but at this point, the group felt that it would support this proposal. **Result: Support**

8. Next Meeting

To note that the next scheduled meeting of the Planning Committee will take place on 9th June 2026.

GOVERNANCE AND FINANCE COMMITTEE

(Chairman: Cllr. Mrs. E. Ballard, Vice Chairman: Cllr. G.E. Horton, 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 9th December 2025. (Attached).

4. Finance

Committee to note/approve/authorise the following:

a. Receipts and Payments – Cashbooks 1 and 2 – Months 11 and 12

i. Month 11

i.	Cash Book 1	Receipts	£23,181.38	Payments	£47,166.71
ii.	Cash Book 2	Receipts	£0.00	Payments	£19.00

ii. Month 12

i.	Cash Book 1	Receipts	£3,555.71	Payments	£92,044.78
ii.	Cash Book 2	Receipts	£0.00	Payments	£60.15

b. Detailed Income and Expenditure Report (Budget Variance Report) as at Month 12 to 31st March 2026.

c. Earmarked Reserves Report as at 31st March 2026.

d. Balance Sheet and Cashbook 1 and 2 Bank Reconciliations as at 31st March 2026 which reconcile to account statements showing balances as follows:

- i.** Lloyds Treasurers Account (balance on statement 12) at 31st March 2026 – £213,557.59
- ii.** Petty Cash (balance as at 31st March 2026) – £33.62
- iii.** Lloyds Deposit Account (balance on statement 12 as at 31st March 2026) – £166,652.51
- iv.** NS and I Account (balance on last statement, numbered 15 as at 18th February 2026) – £114,560.77.

5. Media Policy

Committee to note that the above policy has been reviewed and no changes have been made. Committee consider approving the above for continued use.

6. Review of Effectiveness of Internal Controls

Committee to consider approving the attached statement of the effectiveness of internal control.

7. Smaller Authorities Proper Practices Panel – Practitioners' Guide

Councillors to note that the above publication, which supports smaller authorities in England in preparing the statutory annual accounting and governance statements found in the Annual Governance and Accountability Return, can be viewed on the Council's website on the Documents page.

6. Next Meeting

To note that the next scheduled meeting of the Governance and Finance Committee will take place on 9th June 2026.

PERSONNEL COMMITTEE

(Membership: Cllrs. Mrs. JMS, Mrs. EB, GEH, JB, JD, PS, Mrs. KP)

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 14th April 2026. (Attached).

4. 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 item, information being of a third party and confidential nature in relation to Personnel:

- a) Vacancy for Maintenance Assistant/Gravedigger

Committee to consider applications received and resolve upon interview arrangements.

9. Next Meeting

To note that the next meeting of the Personnel Committee will take place on Thursday 28th May 2026.

04-14-26 PLAN MINS

**MINUTES OF THE LOUTH TOWN COUNCIL PLANNING COMMITTEE
HELD IN THE OLD COURT ROOM, THE SESSIONS HOUSE, LOUTH
ON TUESDAY 14th APRIL 2026**

Chairman, Cllr. P. Starsmore (PS) (in the chair).

Present Councillors: T. Ball (TB), Mrs. E. Ballard (Mrs. EB), J. Baskett (JB), J. Drake (JD), H. Filer (HF), D. Hobson (DH), G.E. Horton (GEH), Mrs. H. Hunt (Mrs. HH), Mrs. J. Makinson-Sanders (Mrs. JMS), D. Moore (DM), T. Tapsfield (TT).

Councillors not present: Mrs. K. Parsons (Mrs. KP), H. Steer (HS), Mrs. P.F. Watson (Mrs. PFW), D.E. Wing (DEW).

One member of the public, the Town Clerk, Mrs. L.M. Phillips and the Town Clerk's Assistant, Mrs. S. Chitauro-Adlard were also present.

P104. Apologies for Absence

Apologies for absence were received from Cllrs. Mrs. KP, HS, Mrs. PFW and DEW.

P105. Declarations of Interest / Dispensations

The following declarations of interest were made:

- a. Cllr. Mrs. JMS – Items 4, 5, 6 and 7 as a member of East Lindsey District Council (ELDC).
- b. Cllr. DH – Items 4, 5, 6, and 7 as a member of ELDC.
- c. Cllr. GEH – Items 4, 5, 6 and 7 as a member of ELDC.

P106. Minutes

It was proposed, seconded and **RESOLVED** that the notes of the Planning Committee Meeting held on 24th March 2026 be approved as the minutes.

P107. Applications received by the Local Planning Authority

The Committee considered all planning applications received, including those listed in the schedule (PA/Schedule 04-14-26) and it was proposed, seconded and **RESOLVED** as follows:

- a. 00240/26/FUL – to make no comment but leave to the Conservation Officer.
- b. 00110/26/OUT – to object on the grounds that the width of the road at this point and onwards is not wide enough to safely accommodate the increase in traffic that this development will generate. The Council is also concerned about flooding. It is likely that run-off will further exacerbate flooding issues at neighbouring properties as it will have to go into the local land drains / Stewton Beck which are unable to cope with current levels.
- c. 0364/26/FUL – to make comment of the Committee's concerns about the overbearing nature of the proposal and its effect on neighbours.
- d. To support all other applications.

P108. Planning Correspondence

The Committee noted the following planning correspondence:

a. **Temporary Traffic Restrictions**

- i. **Organisation Responsible for Restriction:** Anglian Water.
Reason for Restriction: Emergency – leak repair.
Nature and Location of Restriction: Emergency Road Closure Order – Broadley Crescent (between Monks Dyke Road and a point 40m north).
Period of Restriction: 19/03/26 – 25/03/26 (restrictions to be implemented for 7 days as and when required during this period. Signage will be displayed on site in advance).
- ii. **Organisation Responsible for Restriction:** Lincolnshire County Council.
Reason for Restriction: Emergency – repairs to collapsed or displaced ironworks.
Nature and Location of Restriction: Emergency Road Closure Order – Church Street (between Eastgate and B1200 Newmarket).
Period of Restriction: 02/04/26 – 03/04/26, 20:00 to 06:00 (restrictions to be implemented for 1 day as and when required during this period. Signage will be displayed on site in advance).

- iii. **Organisation Responsible for Restriction:** Lincolnshire County Council.
Reason for Restriction: Emergency – carriageway edge repairs.
Nature and Location of Restriction: Emergency 40mph Speed Limit Order – A16 Louth Bypass (between A157/B1200 roundabout and B1520 roundabout).
Period of Restriction: 31/03/26 – 01/04/26, 09:00 to 15:00 (restrictions to be implemented for 2 days as and when required during this period. Signage will be displayed on site in advance).
- iv. **Organisation Responsible for Restriction:** OCU Group.
Reason for Restriction: New electric connection.
Nature and Location of Restriction: Road Closure Order – B1520 Upgate (between B1200 South Street and Quarryside).
Period of Restriction: 18/05/26 – 22/05/26 (restrictions to be implemented for 5 days as and when required during this period. Signage will be displayed on site in advance).
- v. **Organisation Responsible for Restriction:** Lincolnshire County Council.
Reason for Restriction: Streetlight replacement.
Nature and Location of Restriction: No Waiting and No Loading at Any Time Order – Church Street (between property numbers 33 and 45).
Period of Restriction: 19/05/26 – 19/05/26, 08:00 to 15:00 (restrictions to be implemented for 1 day as and when required during this period. Signage will be displayed on site in advance).
- b. **Enforcement**
- i. **Location:** 24a Christopher Close, LN11 0BT. **Nature of Investigation:** Without planning permission, erection of a timber fence and posts exceeding 1.00m in height above ground level adjacent to a highway. An enforcement notice was served requiring the removal of the fence or reduction in height. Whilst the requirements of the notice have not been complied with, the Local Planning Authority has worked with the owner to marginally reduce the fence in height and set the fence back from the pavement edge. This revised arrangement satisfactorily addresses the visual harm and the case is now closed.

P109. Proposed Work to Trees

It was proposed, seconded and **RESOLVED** to support the following proposed works to trees:

- a. **Proposals:** 1no (G6) – Deodar Cedar – crown lift to 2m. **Location:** 29 St. Mary’s Park. **Reasons:** Lower branches drooping over public path. Trim/tidy up drooping branches higher up.

It was proposed, seconded and **RESOLVED** to submit comments of concern regarding the nature and extent of the following proposed work to trees, the Committee felt it could not support it without evidence of the danger to 139 Eastgate.

- b. **Proposals:** T1 Sycamore – hortlink 212 pruning with biannual reductions to maintain reduced dimensions (30% linear reduction equating to 70% of crown volume). T2 Lime (common) – fell and treat stump with eco plugs (broadleaved). T3 Ash (common) – fell and treat stump with eco plugs (broadleaved). T4 Sycamore – fell and treat stump with eco plugs (broadleaved). T5 Sycamore – fell and treat stump with eco plugs (broadleaved). T6 Horse Chestnut – hortlink 212 pruning with biannual reductions to maintain reduced dimensions (30% linear reduction equating to 70% of crown volume). **Location:** 137 Eastgate. **Reasons:** T1 Sycamore, T2 Lime (common), T3 Ash (common), T4 Sycamore, T5 Sycamore, T6 Horse Chestnut – to combat subsidence damage to Forrester Boyd and Co, Waynflete House, 139 Eastgate.

P110. Next Meeting

It was noted that the next scheduled Planning Committee meeting would take place on 12th May 2026.

The Meeting closed at 8.43pm.

Signed _____ (Chairman)

Dated _____

Our Ref	Author-ity	Application No	Type	Applicant	Proposal	Location / Ward	Conserv-ation Area?	Previous LTC Comments	Planning Working Group Comments	Expiry Date for LTC Comments
1	ELDC	00513/26/FUL	Planning Permission	Mrs. H. Chicon-Bail	Erection of a walk in café.	125 Crowfree Lane, Louth, LN11 0QW - St. Mary's Ward	No	New	Object - Concern that the location and facility may cause issues with traffic.	15/05/2026
2	ELDC	00563/26/RVC	Section 73 Application	BHD Louth Ltd	Section 73 application to vary condition no.6 (compliance with plans) previously imposed on planning permission ref. no. N/105/01/183/23 for the outline erection of 2no. warehouse/industrial buildings and full planning permission for the erection of a retail food store and retail warehouse unit, drive-thru restaurant, commercial units, warehouse and industrial development with associated infrastructure, access and servicing, car parking and landscaping.	Land at Northfields, Grimsby Road, Louth - North Holme Ward	No	New	Support - Amendments to the layout, landscaping and building design would likely be an improvement of the site.	15/05/2026
3	ELDC	00563/26/FUL	Planning Permission	Mr. P. Chester	Change of use and alterations to existing vacant bank, which is a listed building, to form a ground floor café and first floor restaurant.	Natwest Bank, Market Place, Louth, LN11 9NX - Priory Ward	Yes	New	Support - With comment that keeping the Nightsafe as it is a significant part of the buildings history might be important.	19/05/2026
4	ELDC	00567/26/LBA	Listed Building Consent	Mr. P. Chester	Alterations to existing vacant bank to block up ATM and night safe and provision of 2no. entrance doors.	Natwest Bank, Market Place, Louth, LN11 9NX - Priory Ward	Yes	New	Support - With comment that keeping the Nightsafe as it is a significant part of the buildings history might be important.	19/05/2026
5	ELDC	00364/26/FUL	Planning Permission	Mr. & Mrs. Cooper	Extension and alterations to existing dwelling to provide additional living accommodation. Existing conservatory and garage to be demolished. Amendment - amended plans received. Alterations to the roof. Section showing heights in relation to dwelling and neighbours. Supporting statement received.	82 Eastfield Road, Louth, LN11 7AR - Trinity Ward	No	Louth Town Council considered this application on 14th April 2026 and has concerns about the overbearing nature of the proposal and its effect on the neighbours.	Support	13/05/2026
6	ELDC	00496/26/LBA	Listed Building Consent	Mr. C. Nickerson	Alterations to the existing former school hall to provide a dwelling including stud walls and a mezzanine level floor, which are amendments to the previously approved application N/105/01256/19.	Former Assembly Hall, Westgate, Louth, LN11 9YE - St. Mary's Ward	Yes	New	Support	21/05/2026
7	ELDC	00505/26/LBA	Listed Building Consent	Mr. B. Gledhill	Internal and external alterations to the existing building to include the installation of a fibre internet cable.	12A Market Place, Louth, LN11 9PB - Priory Ward	Yes	New	Support	22/05/2026
8	ELDC	00568/26/FUL	Planning Permission	Mr. E. Sellick	Extension and alterations to existing dwelling to provide additional living accommodation (works commenced).	101 Uppage, Louth, LN11 9HF - St. Mary's Ward	No	New	Support	16/05/2026
9	ELDC	00619/26/FUL	Planning Permission	Mrs. C. Waites	Erection of a dwelling with detached single garage and construction of a vehicular access.	The Paddock, 23 Orchard Close, Louth, LN11 0BS - St. James' Ward	No	New	Support	27/05/2026
10	ELDC	00588/26/RVC	Section 73 Application	Hoyle Brickwork Limited	Section 73 application to vary condition no.2 (compliance with plans), no.3 (doors), no.6 (written scheme of investigation, no.7 (site work), no.8 (report findings) and to remove condition no.4 (landscaping) previously imposed on planning permission ref. no. N/105/01104/24 for the change of use and alterations to existing warehouse which is a listed building to provide 6no. apartments.	The Old Wool Mart, Kidgate, Louth, LN11 9EZ - Priory Ward	Yes	New	Support	27/05/2026

Our Ref	Authority	Application No	Type	Applicant	Proposal	Location / Ward	Conservation Area?	Previous LTC Comments	Planning Working Group Comments	Expiry Date for LTC Comments
11	ELDC	00589/26/RVC	Section 19 Application	Hoyle Brickwork Limited	Section 19 application to vary condition no.2 (compliance with plans), no.3 (historic building record) and no.4 (materials) previously imposed on planning permission ref. no. N/105/01/105/24 for the change of use and alterations to existing warehouse to provide 6.no apartments.	The Old Wool Mart, Kidgate, Louth, LN11 9EZ - Priority Ward	Yes	New	Support	27/05/2026

PLANNING COMMITTEE 12th MAY 2026
PLANNING CORRESPONDENCE TO NOTE

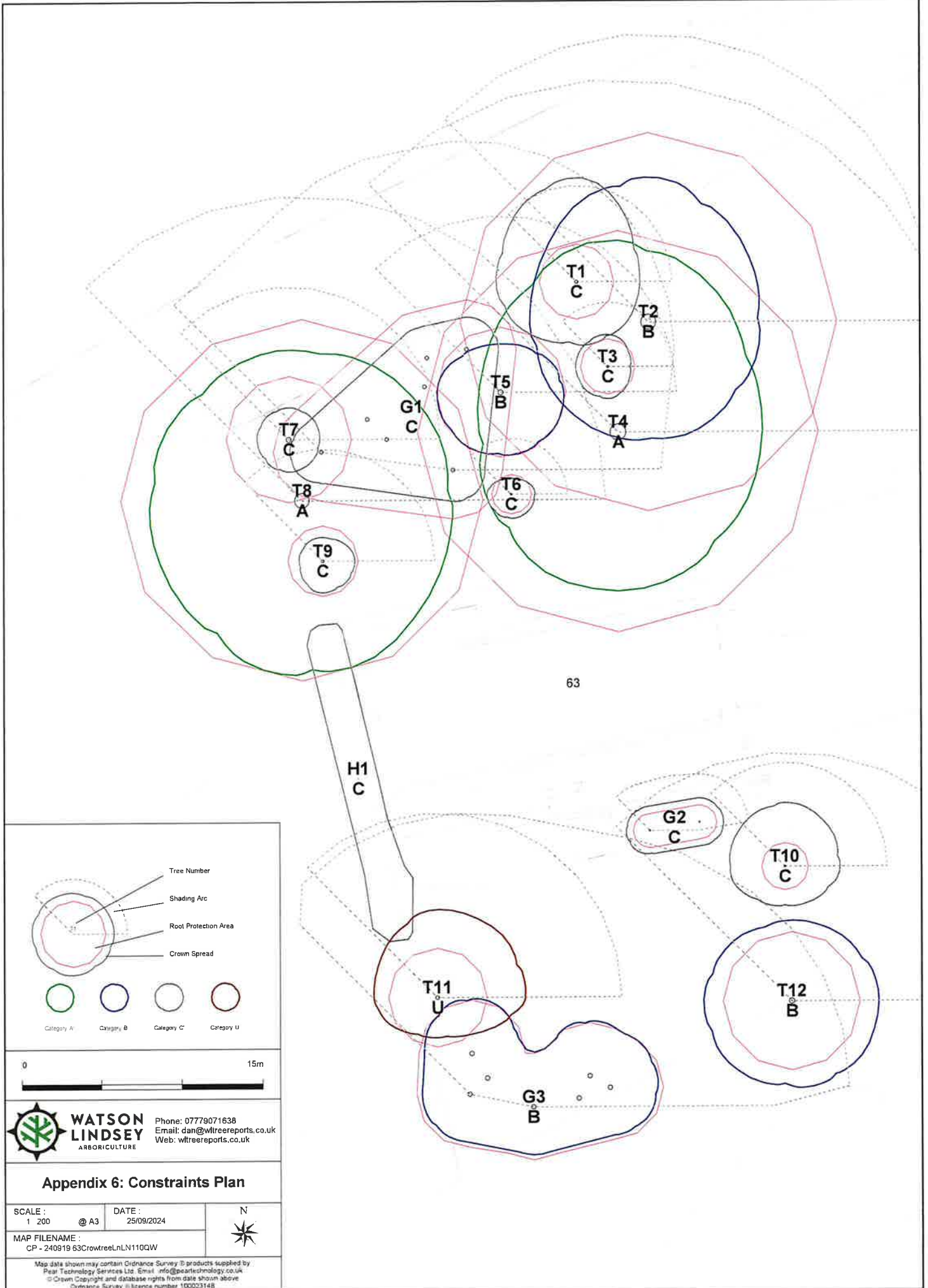
1. ELDC Planning Decisions

- a. ELDC approved – 00217/26/FUL – Planning Permission – 18 Tudor Drive, LN11 9EE – LTC supported 24/03/26.
- b. ELDC approved – 03593/25/RVC – Section 73 Application – Land Adj. to 58 Church Street, LN11 9BY – LTC objected 09/12/25.
- c. ELDC approved – 00300/26/FUL – Planning Permission – McDonald’s, Lincoln Way, Fairfield Industrial Estate, LN11 0LS – LTC supported 24/03/26.

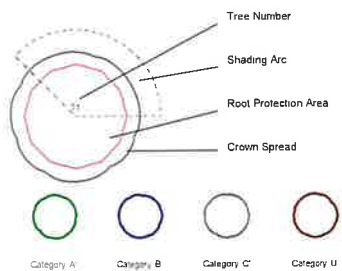
2. Temporary Traffic Restrictions

- a. **Organisation Responsible for Restriction:** Cadent Gas.
Reason for Restriction: Emergency – gas escape repairs.
Nature and Location of Restriction: Emergency Road Closure Order – Eastgate (closed westbound only between Priory Road and Orme Lane).
Period of Restriction: 09/04/26 – 10/04/26 (restrictions to be implemented for 2 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: Fire hydrant install.
Nature and Location of Restriction: Road Closure Order – School House Lane (between Gospelgate and a point 40m north). School House Lane (between Westgate and a point 40m south).
Period of Restriction: 26/05/26 – 27/05/26 (restrictions to be implemented for 2 days as and when required during this period. Signage will be displayed on site in advance).
- c. **Organisation Responsible for Restriction:** Lincolnshire County Council.
Reason for Restriction: Emergency – repairs to collapsed or displaced ironworks.
Nature and Location of Restriction: Emergency Road Closure Order – Church Street (between Eastgate and B1200 Newmarket).
Period of Restriction: 02/04/26 – 22/04/26, 20:00 to 06:00 (restrictions to be implemented for various nights and/or days as and when required during this period. Signage detailing accurate dates and times will be displayed on site in advance).
- d. **Organisation Responsible for Restriction:** Anglian Water.
Reason for Restriction: Emergency – burst water main.
Nature and Location of Restriction: Emergency Road Closure Order – High Holme Road (between 40m and 90m northeast of Broadbank).
Period of Restriction: 16/04/26 – 22/04/26 (restrictions to be implemented for 7 days as and when required during this period. Signage will be displayed on site in advance).
- e. **Organisation Responsible for Restriction:** Anglian Water.
Reason for Restriction: Installation of fire hydrant.
Nature and Location of Restriction: Road Closure Order – Schoolhouse Lane (between Westgate and a point 50m south).
Period of Restriction: 28/05/26 – 29/05/26 (restrictions to be implemented for 2 days as and when required during this period. Signage will be displayed on site in advance).
- f. **Organisation Responsible for Restriction:** Anglian Water.
Reason for Restriction: Emergency – repair leak.
Nature and Location of Restriction: Emergency Road Closure Order – Northgate (between Vickers Lane and a point 40m west).
Period of Restriction: 21/04/26 – 27/04/26 (restrictions to be implemented for 7 days as and when required during this period. Signage will be displayed on site in advance).

- g. Organisation Responsible for Restriction:** Anglian Water.
Reason for Restriction: Emergency – repair leak.
Nature and Location of Restriction: Emergency Road Closure Order – Northgate (between Cannon Street and Vickers Lane).
Period of Restriction: 28/04/26 – 29/04/26, 19:00 to 06:00 (restrictions to be implemented for 2 days as and when required during this period. Signage will be displayed on site in advance).
- h. Organisation Responsible for Restriction:** Anglian Water.
Reason for Restriction: Water main repairs.
Nature and Location of Restriction: Road Closure Order – B1520 Uppgate (between Gospelgate and Saws Mews).
Period of Restriction: 08/06/26 – 26/06/26 (date amendment) (restrictions to be implemented for 18 days as and when required during this period. Signage will be displayed on site in advance).
- i. Organisation Responsible for Restriction:** Anglian Water.
Reason for Restriction: Emergency – repair leak.
Nature and Location of Restriction: Emergency Road Closure Order – Commercial Road (between Eastgate and a point 20m northwest); Eastgate (between 20m northeast and 20m southwest of Commercial Road).
Period of Restriction: 29/04/26 – 30/04/26, 19:00 to 06:00 (restrictions to be implemented for 2 days as and when required during this period. Signage will be displayed on site in advance).
- j. Organisation Responsible for Restriction:** Anglian Water.
Reason for Restriction: Emergency Road Closure Order – Kidgate (between Uppgate and a point 50m east).
Nature and Location of Restriction:
Period of Restriction: 29/04/26 – 30/04/26, 20:00 to 06:00 (restrictions to be implemented for 2 days as and when required during this period. Signage will be displayed on site in advance).
- k. Organisation Responsible for Restriction:** Anglian Water.
Reason for Restriction: Emergency – repair leak.
Nature and Location of Restriction: Emergency Road Closure Order – South Street (between property numbers 25 and 27).
Period of Restriction: 27/04/26 – 28/04/26, 19:00 to 06:00 (restrictions to be implemented for 2 days as and when required during this period. Signage will be displayed on site in advance).
- 3. Enforcement**
- a. Location:** 58 Church Street, LN11 9BY. **Nature of Investigation:** Development not in accordance with approved details of N/105/01723 and N/105/01055/24/Dc concerning the materials used. The recent approval of 03593/25/RVC has confirmed that the breach of planning control referred to above has now been resolved. As such, no further action is to be taken by the planning department.
- 4. Withdrawn**
- a.** 00505/26/LBA – 12A Market Place, LN11 9PB – Internal and external alterations to the existing building to include the installation of a fibre internet cable. Application was withdrawn 30/04/26.



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WATSON LINDSEY ARBORICULTURE
 Phone: 07779071638
 Email: dan@wltreereports.co.uk
 Web: wltreereports.co.uk

Appendix 6: Constraints Plan

SCALE : 1 : 200 @ A3	DATE : 25/09/2024	N ↑
MAP FILENAME : CP - 240919 63CrowtreeLnLN110QW		

Map data shown may contain Ordnance Survey © products supplied by Pearl Technology Services Ltd. Email: info@pearltechnology.co.uk
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03-03-26 G&F MINS

**MINUTES OF THE LOUTH TOWN COUNCIL GOVERNANCE AND FINANCE COMMITTEE
HELD IN THE OLD COURT ROOM, THE SESSIONS HOUSE, LOUTH
ON TUESDAY 3rd MARCH 2026**

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

Present Councillors: T. Ball (TB), J. Baskett (JB), D. Hobson (DH), G.E. Horton (GEH), Mrs. J. Makinson-Sanders (Mrs. JMS), D. Moore (DM), Mrs. K. Parsons (Mrs. KP), P. Starsmore (PS).

Councillors not present: J. Drake (JD), H. Filer (HF), H. Steer (HS), P.F. Watson (Mrs. PFW), D.E. Wing (DEW).

One member of the public, the Town Clerk, Mrs. L.M. Phillips and the Town Clerk's Assistant, Mrs. S. Chिताuro-Adlard, were also present.

G32. Apologies for Absence

Apologies were received from Cllrs. JD, HF, HS, Mrs. PFW and DEW.

G33. Declarations of Interest / Dispensations

The following declarations of interest were made:

- a. Cllr. DH – Item 4a for a payment made to the Council for the reservation of two graves.
- b. Cllr. PS – Item 4a due to his partner working at the Environment Agency.

G34. Minutes

It was proposed, seconded and **RESOLVED** that the notes of the Governance and Finance Committee meeting held on 9th December 2025 be approved as the minutes.

G35. Finance

- a. The Governance and Finance Committee reviewed Cashbooks 1 and 2, months 7 to 10 and it was proposed, seconded and **RESOLVED** to note/approve/authorise the following financial information:

- i. Month 7

1.	Cash Book 1	Receipts	4,523.49	Payments	£49,154.97
2.	Cash Book 2	Receipts	£00.00	Payments	£46.98

- ii. Month 8

1.	Cash Book 1	Receipts	£3,324.27	Payments	£23,067.30
2.	Cash Book 2	Receipts	£400.00	Payments	£291.63

- iii. Month 9

1.	Cash Book 1	Receipts	£2,540.96	Payments	£25,542.64
2.	Cash Book 2	Receipts	£200.00	Payments	£150.98

- iv. Month 10

1.	Cash Book 1	Receipts	£4,773.08	Payments	£19,967.77
2.	Cash Book 2	Receipts	£0.00	Payments	£64.69

- b. The Town Clerk brought the meetings attention to the detailed Income and Expenditure Report (Budget Variance Report) as at Month 10 to 31st January 2026. She reported that the 1002 Miscellaneous income budget had received more income than expected due to an insurance payout of £5,437.00 for the bus shelter damaged on Legbourne Road. She then referred to the 4003 Grave Digging indirect expenditure budget which was overspent by £4,790.00, confirming that this was due to the necessary outsourcing of gravedigging support for 18 burials as there was only one member of staff at the Cemetery. The Town Clerk went on to inform the Committee that the 4200 Clocks/Floodlights budget had an overspend of £4,681.00, due to a reduction in the 2025/26 budget to accommodate the installation of LED lights at St. James' Church which Council believed would reduce energy costs. However, the energy provider had appeared to estimate usage and issued a large, balancing invoice. There were also four instances of repairs to the clock totaling £2,904.00 which had been paid for from the budget and another repair was expected. The Town Clerk then explained that, whilst the 4220 CCTV Maintenance budget of £4,515 had not been spent as of month 10, she was expecting an invoice for the entirety of the budget imminently. She then drew Cllrs. attention to the 4222 Street Furniture budget of £1,500, which also appeared unspent as of month 10. She said that she had recently commissioned a local contractor to clean and refurbish the Louth town signs, and that payment would be taken from the aforementioned budget. The Town Clerk then discussed the 4280 Floral/In Bloom budget, informing Cllrs. that the budget had been increased significantly for 2025/26 to accommodate more planting and hanging baskets in the town centre, but, because the Council had been lucky in finding a local contractor to complete works at a reduced cost, only

33.2% of the budget had been used as of month 10. Similarly, the 4282 Hubbard's Hills Maintenance budget showed only a 35.9% spend as of month 10. The Town Clerk explained that this was due to the significant increase of budget for 2025/26, as well as some of the 2024/25 budget being carried over to accommodate necessary tree work ordered in the previous year. The Town Clerk then discussed the Earmarked Reserves, informing Cllrs. that the EMR Street Furniture budget of £5,355.00 had been spent on the new bus shelter at Legbourne Road, which was then reimbursed by the Council's insurance. She said that the £17 spend of the 9359 EMR Accommodation budget had been for an extension lead, and that the 9371 EMR Capital Expenditure budget had been allocated to a street hoover, the Council's contribution to the resurfacing of Julian Bower road and repairs to the Cemetery toilet roof, resulting in a total spend of £4,960.00. The £1,980.00 spend against the EMR Accommodation Boiler budget was used for the purchase of a new re-pressurisation unit for the Sessions House, and the EMR Office Equipment spend of £3,603.00 had been spent on new reception furniture, IT equipment, a new Microsoft 365 account and the upgrading of IT equipment at the Sessions House. The Town Clerk went on to explain that the entirety of the £10,372.00 9611 EMR Contingency budget had been spent on legal fees, and that the budget was overspent by £372.00 with more expenditure expected. She then brought Cllrs. attention to the 4052 Tourism/Promotions budget, of which only 3.8% had been spent. The Town Clerk said that she was expecting to receive some invoices for bunting / from the Christmas period and that payment would be made from the aforementioned budget. The Town Clerk then confirmed that the 4089 Citizen's Advice budget of £1,050.00 had not yet been spent, and that, unfortunately, Citizen's Advice Bureau had not provided the requested information for Council to consider before releasing the funds. She then discussed the 4090 Grants S137 Open Resource budget which was overspent by £3,132.00, mainly due to a grant of £5,000.00 made at the start of 2025/26 to CHASE, along with four further grants given throughout the year. The Town Clerk went on to inform the Committee that the 4100 Civic Expenses budget was currently showing no expenditure; however, the Mayor's Civic Service was not due to take place until April, therefore the budget would be carried forward to 2026/27. The £19,865 Floods Maintenance budget had not yet been spent as of month 10, but the Town Clerk had since been informed that this year's invoice for the Flood Maintenance Scheme would total £17,099.79 and would be expected shortly. It was proposed, seconded and **RESOLVED** to note/approve/authorise the detailed Income and Expenditure Report (Budget Variance Report) as at Month 10 to 31st January.

- c. It was proposed, seconded and **RESOLVED** to note/approve/authorise the Earmarked Reserves Report as at 31st January 2026.
- d. It was proposed, seconded and **RESOLVED** to note/approve/authorise the Statutory Balance Sheet and Cashbook 1 and 2 Bank Reconciliations as at 31st January 2026 which reconciled to account statements showing the balances as follows, the reports for which were signed by the Chairman, Cllr. Mrs. EB and Vice Chairman, Cllr. GEH and which showed the following balances:
 - i. Lloyds Treasurers Account (balance on statement 10) as at 31st January 2026 - £326,031.99.
 - ii. Petty Cash (balance as at 31st January 2026) - £112.77.
 - iii. Lloyds Deposit Account (balance on statement 10 as at 31st January 2026) - £166,652.51.
 - iv. National Savings and Investment Account (balance on statement 14 as at 31st January 2026) - £113,426.50.

G36. Citizen's Advice Lincoln and Lindsey – Funding Contribution

The Committee noted that it approved the amount of £1,050 in the 2025/26 budget for release to the above, as per the Council's powers under s142(2A) of the Local Government Act 1972. As Citizen's Advice had not provided an update as to how the organisation was faring, it was proposed, seconded and **RESOLVED** to defer releasing the funds until the next scheduled meeting on 24th March 2026.

G37. Review of Governance Documents

The Committee studied the below documents, noting that a review had taken place and no amendments were required by NALC. It was proposed, seconded and **RESOLVED** to approve the documents for continued use.

- a. Standing Orders – amendments made to Appendix 2, page 22 and Appendix 3 added.
- b. Financial Regulations – no amendments.
- c. Code of Conduct – no amendments.

G38. Risk Management Register

The Committee discussed the updates made to the risk management register. It was proposed, seconded and **RESOLVED** to approve the document for use.

G39. Closed Session

At 9.20pm upon a proposal by Cllr. DH, seconded by Cllr. PS, 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 items, the information being of a confidential, commercial and third-party nature in regard to grants. It was proposed, seconded and **RESOLVED** to award the following:

- a. 1228 (Loth Squadron Air Training Corps – £200.
- b. Louth Friendship Festival – £250.
- c. Louth Run For Life – £400.
- d. Spout Yard Management Trust Ltd – £500.
- e. East Lincs Dialect Society – £1,000.
- f. Community Plus Project – £465.

NB: Cllr. GEH abstained from voting on c.

At 9.50pm it was proposed, seconded and **RESOLVED** to move out of closed session.

G40. Next Meeting

It was noted that the next scheduled Governance and Finance meeting would take place on 12th May 2026.

The Meeting Closed at 9.50pm.

Signed _____ (Chairman) Dated _____

Date: 06/03/2026

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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 :		492,684.50					492,684.50	
	BGC Banked: 05/02/2026	491.00						
2474	Walkers LnCS Co op	491.00			1010	401	491.00	Inter Rodden
	FPI Banked: 06/02/2026	310.00						
2475	L. Gwinnutt	310.00			1000	401	310.00	E. Pelham HH Memorial Tree
	INT Banked: 09/02/2026	89.49						
	INT Lloyds Bank	89.49			1190	101	89.49	Interest Received
	BGC Banked: 12/02/2026	441.00						
2476	Walkers LnCS Co op	441.00			1010	401	115.00	Inter Vickers
					1012	401	156.00	EXRT 1193
					1010	401	170.00	Inter Merrikin (PP)
	FPI Banked: 13/02/2026	712.49						
2472	BA Hodgson	712.49			1000	401	712.49	St. A. Electricity
	FPI Banked: 13/02/2026	300.00						
2471	BA Hodgson	300.00			1000	401	300.00	St. A. Rent 2026-27
	BGC Banked: 23/02/2026	18,624.40						
2477	HMRC	18,624.40			105		18,624.40	VAT Refund
	FPI Banked: 23/02/2026	156.00						
2473	M. Goddard	156.00			1012	401	156.00	EXRT 1192
	FPI Banked: 24/02/2026	1,526.00						
2479	Waltham Dignity Funerals	1,526.00			1010	401	491.00	Inter Wilson
					1012	401	345.00	EXRT 1194
					1012	401	345.00	EXRT 1195
					1012	401	345.00	EXRT 1196
	FPI Banked: 24/02/2026	49.00						
2478	L. Barnes	49.00			1012	401	49.00	Stat Dec EXRT 497
	FPI Banked: 24/02/2026	170.00						
2480	Leakes Memorials	170.00			1011	401	170.00	Memorial Lowe
	DEP Banked: 25/02/2026	312.00						
2456	Mrs. J. Johnson	312.00			1012	401	156.00	EXRT 1198
					1012	401	156.00	EXRT 1190
Total Receipts for Month		23,181.38	0.00	0.00			23,181.38	
Cashbook Totals		515,865.88	0.00	0.00			515,865.88	

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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
13/02/2026	R. Johnson	OP602	450.00			4003	401	450.00	Grave digging re. Wilson
13/02/2026	IT@Spectrum Ltd	OP603	39.37		6.56	4304	401	32.81	Photocopies & Support
13/02/2026	Glendale Countryside Ltd	OP604	1,759.50		293.25	4282	401	1,466.25	Jan HH Maintenance
13/02/2026	ELDC	OP605	5,417.86		902.98	4220	401	4,514.88	CCTV Maintenance Contr
13/02/2026	PHS Group	OP606	673.55		112.26	4282	401	561.29	HH Sanitary Service 26/27
13/02/2026	Lincolnshire Assoc Local Counc	OP607	90.00		15.00	4027	401	75.00	LMP, TB, HS Training
13/02/2026	Gaswise Heating Services Ltd	OP608	2,246.00		374.33	9371	403	1,871.67	Boiler Pumps X2 replacement
						353	0	-1,871.67	Boiler Pumps X2 replacement
						6000	403	1,871.67	Boiler Pumps X2 replacement
13/02/2026	Louth Building Supplies	OP609	151.49		25.25	4520	401	126.24	Cem Supplies
13/02/2026	SCIS UK Ltd	OP610	473.99		79.00	4020	101	394.99	Support & Web SW Lic/upgrade
13/02/2026	Louth Male Voice Choir	OP611	1,000.00			4090	601	1,000.00	Grant
13/02/2026	GRS Electrical	OP612	3,950.47		658.41	4205	401	3,292.06	Catenary Wire Safety Testing
13/02/2026	MG Ubique Ltd	OP613	5,850.00		975.00	4282	401	4,875.00	HH Tree Work
13/02/2026	Green Mile Trees	OP614	801.00		133.50	4282	401	667.50	Memorial Trees for HH
13/02/2026	The Little Cleaning Co	OP615	344.64		57.44	4285	401	287.20	Feb Cleaning
13/02/2026	GBM Waste Management	OP616	420.00		70.00	4532	401	350.00	Cem 2 x Skips
17/02/2026	E.ON Next	DDEONCEM10	138.41		6.59	4505	401	131.82	Cem Electricity
17/02/2026	E.ON Next	DDEONCH8	198.69		9.46	4200	401	189.23	St. James Electricity
17/02/2026	E.ON Next	DDEONSH9	654.37		109.06	4303	401	545.31	SH Electric
17/02/2026	Lloyds	SC11	10.30			4750	101	10.30	Bank Service Charge
18/02/2026	E.ON Next	DDEONHH11	80.45		3.83	4282	401	76.62	HH Electric
20/02/2026	Anglian Water	DDAWSH11	8.00			4303	401	8.00	SH Water
20/02/2026	Anglian Water	DDAWCEM11	36.00			4505	401	36.00	Cem Water
20/02/2026	EDF Energy	DDEDFSH11	171.22		28.54	4303	401	142.68	SH Gas
20/02/2026	Anglian Water	DDAWHH11	403.00			4282	401	403.00	HH Water
20/02/2026	D. Hobson	OP617	257.18		14.74	4102	601	168.75	Mileage Claim
						4205	401	73.69	Xmas Tree for Festival
20/02/2026	N. Flitter	OP618	100.00			4550	401	100.00	Reimbursement re. 2 x wreaths
20/02/2026	R. Johnson	OP619	450.00			4003	401	450.00	Grave Digging re. Merrikin
20/02/2026	MG Ubique Ltd	OP620	5,970.00		995.00	4282	401	4,975.00	HH Tree Work
20/02/2026	Peac	OP621	538.51		89.75	4304	401	448.76	Photocopier Lease
20/02/2026	NALC	OP622	96.00		16.00	9329	403	80.00	LCAS Fee
						329	0	-80.00	LCAS Fee
						6000	403	80.00	LCAS Fee
20/02/2026	ACB Machinery Ltd	OP623	1,013.96		169.00	4551	401	844.96	Cem Equip Service / Repairs
20/02/2026	Staff Costs	OP624-627	6,695.33			4001	401	1,925.00	Staff Costs
						4001	501	4,770.33	Staff Costs
20/02/2026	HM Revenue and Customs	OP628	2,126.72			4001	401	356.52	Staff costs
						4001	501	771.86	Staff costs
						4002	401	300.75	Staff costs

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Cashbook 1

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Lloyds TSB Current/Deposit

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>
						4002	501	697.59	Staff costs
20/02/2026	LCC Pension Fund	OP629	2,713.95			4001	401	140.48	Superannuation
						4001	501	359.40	Superannuation
						4002	401	644.25	Superannuation
						4002	501	1,569.82	Superannuation
24/02/2026	EDF Energy	DDEDFCEM11	14.78		0.70	4505	401	14.08	Cem Gas
27/02/2026	Onecom Ltd	DD1COMSH11	79.92		13.32	4304	401	66.60	SH 2x Tel and Wifi
27/02/2026	DVLA	DC17	345.00			4533	401	345.00	12 Months Tax
28/02/2026	Wilkin Chapman llp	OP630	830.00			9611	403	830.00	Land Registry Charge re. OMH
						327	0	-830.00	Land Registry Charge re. OMH
						6000	403	830.00	Land Registry Charge re. OMH
28/02/2026	Zurich Municipal	OP631	567.05			4533	401	567.05	Van Insurance
Total Payments for Month			47,166.71	0.00	5,158.97			42,007.74	
Balance Carried Fwd			468,699.17						
Cashbook Totals			<u>515,865.88</u>	<u>0.00</u>	<u>5,158.97</u>			<u>510,706.91</u>	

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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 :	112.77					112.77	
	Banked:	0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		<u>112.77</u>	<u>0.00</u>	<u>0.00</u>			<u>112.77</u>	

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Cashbook 2

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Petty Cash

For Month No: 11

Payments for Month 11

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
11/02/2026	Yorkshire Trading Co	73	2.93			4285	401	2.93	Bin liners
26/02/2026	TG Jones	74	4.29			4020	101	4.29	Stationery
27/02/2026	Boyes	75	11.73		1.95	4020	101	9.78	Treasury Tags
28/02/2026	Yorkshire Trading Co	73	-2.93			4285	401	-2.93	Correction re. Bin Liners
28/02/2026	Yorkshire Trading Co	73	2.98			4285	401	2.98	Bin Liners
Total Payments for Month			19.00	0.00	1.95			17.05	
Balance Carried Fwd			93.77						
Cashbook Totals			112.77	0.00	1.95			110.82	

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Cashbook 1

User: LMP

Lloyds TSB Current/Deposit

For Month No: 12

Receipts for Month 12

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		468,699.17					468,699.17	
	FPI Banked: 06/03/2026	115.00						
2481	Mr. N. Rickett	115.00			1010	401	115.00	Inter Rickett
	BGC Banked: 06/03/2026	229.00						
2485	Kettles	229.00			1010	401	229.00	Inter Markham
	INT Banked: 09/03/2026	76.71						
	INT Lloyds Bank	76.71			1190	101	76.71	Interest Recieved
	FPI Banked: 12/03/2026	690.00						
2482	Mrs. K. Horne	690.00			1012	401	690.00	EXRT 1197
	FPI Banked: 24/03/2026	67.00						
2486	Leakes Memorials	67.00			1011	401	67.00	Memorial Clay
	BGC Banked: 26/03/2026	115.00						
2487	Walkers Lnccs Co op	115.00			1010	401	115.00	Inter Goddard
	BGC Banked: 26/03/2026	1,000.00						
2488	East Lindsey District Council	1,000.00			1002	401	1,000.00	ELIF Grant
	BGC Banked: 27/03/2026	115.00						
2489	Kettles	115.00			1010	401	115.00	Inter Clay
	FPI Banked: 27/03/2026	690.00						
2484	Mr. D. Hobson	690.00			1012	401	690.00	EXRT 1198 & 1199
500889	Banked: 30/03/2026	458.00						
2483	Mrs. D. Ellis	458.00			1010	401	229.00	Inter G. Ellis
					1010	401	229.00	Inter B. Ellis
Total Receipts for Month		3,555.71	0.00	0.00			3,555.71	
Cashbook Totals		472,254.88	0.00	0.00			472,254.88	

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Cashbook 1

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Lloyds TSB Current/Deposit

For Month No: 12

Payments for Month 12

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
16/03/2026	IT@Spectrum Ltd	OP632	217.82		36.31	4304	401	181.51	Copies Jan-May and Helpdesk
16/03/2026	ACB Machinery Ltd	OP633	686.30		114.37	4520	401	571.93	Cem Maintenance
16/03/2026	SLCC	OP634	63.00			4026	101	63.00	Annual Membership
16/03/2026	B.A. Bush & Son Ltd	OP635	149.11		24.85	4533	401	124.26	Tyres and Tracking
16/03/2026	Mrs. S. Dykes	OP636	325.00			4103	601	325.00	Mayor's Serjeant Expenses
16/03/2026	SCIS	OP637	585.46		97.58	4020	101	487.88	30 x Emails, Adobe, Repair
16/03/2026	R. Johnson	OP638	900.00			4003	401	900.00	Grave Digging 23 & 31/3
16/03/2026	John Darke Ltd	OP639	86.56		13.48	4533	401	59.92	Van Fuel
						4531	401	13.16	Cem Fuel
16/03/2026	Glendale Countryside Ltd	OP640	1,759.50		293.25	4282	401	1,466.25	Feb HH Bins & Grass
16/03/2026	Louth Building Supplies	OP641	13.22		2.20	4520	401	11.02	Cem Supplies
16/03/2026	MG Ubique Ltd	OP642	2,700.00		450.00	4282	401	2,250.00	HH Tree Work
16/03/2026	JD & KE Parsons	OP643	21.60			4106	601	21.60	Deputy Mayor's Exp
16/03/2026	GRS Signs Ltd	OP644	3,177.70		529.63	4282	401	2,648.07	HH Signs
16/03/2026	Paul Riddel Skips Ltd	OP645	275.00		45.83	4282	401	229.17	HH Skip
16/03/2026	Rodden and Cooper Ltd	OP646	25,371.50		4,228.58	9371	403	21,142.92	SH Repairs
						353	0	-21,142.92	SH Repairs
						6000	403	21,142.92	SH Repairs
16/03/2026	Chris Fairburn MOT Centre	OP647	49.50			4533	401	49.50	Van MOT
16/03/2026	GRS Electrical	OP648	9,816.88		1,636.15	4205	401	7,507.44	Xmas lights, decs, crib
						4285	401	336.64	Change lights in Recep
						4282	401	168.32	Fix Lights in HH Toilets
						4312	601	100.00	Fix Lights at War Memorial
						4551	401	68.33	Fix Lights Cem Toilets
17/03/2026	E.ON Next	DDEONCH9	160.66		7.65	4200	401	153.01	St. James Clock/Floodlights
17/03/2026	E.ON Next	DDEONSH10	442.54		73.76	4303	401	368.78	SH Electric
17/03/2026	Lloyds	SC12	14.52			4750	101	14.52	Bank Service Charge
18/03/2026	E.ON Next	DDEONHH12	63.46		3.02	4282	401	60.44	HH Electric
20/03/2026	Anglian Water	DDAWSH12	8.00			4303	401	8.00	SH Water
20/03/2026	Anglian Water	DDAWCEM12	36.00			4505	401	36.00	Cem Water
20/03/2026	E.ON Next	DDEONCEM11	109.71		5.22	4505	401	104.49	Cem Electric
20/03/2026	EDF Energy	DDEDFSH12	171.22		28.54	4303	401	142.68	SH Gas
20/03/2026	Anglian Water	DDAWHH12	403.00			4282	401	403.00	HH Water
24/03/2026	EDF Energy	DDEDFCEM12	13.35		0.64	4505	401	12.71	Cem Gas
24/03/2026	Total Energies	DDTEMKT01	21.55			4303	401	21.55	Market Place Electricity Box
26/03/2026	The Little Cleaning Co	OP649	430.80		71.80	4285	401	246.00	March Cleaning
						4750	401	113.00	March Cleaning
26/03/2026	Foxhall Construction Ltd	OP650	1,170.00		195.00	4282	401	975.00	Replace Drains
26/03/2026	SWAT Total Pest Control	OP651	216.00		36.00	4750	401	180.00	SH Rats
26/03/2026	Citizens Advice East Lindsey	OP652	1,050.00			4089	601	1,050.00	Grant
26/03/2026	Inspire Community Activities L	OP653	520.00		86.67	4222	401	183.33	New Bench
						4280	401	250.00	Town Centre Planters
26/03/2026	R. Johnson	OP654	900.00			4003	401	900.00	Grave Digging 30/3 & 9/4
26/03/2026	Gaswise Heating Services Ltd	OP655	144.00		24.00	9601	403	120.00	Boiler Service

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Cashbook 1

User: LMP

Lloyds TSB Current/Deposit

For Month No: 12

Payments for Month 12

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>
						391	0	-120.00	Boiler Service
						6000	403	120.00	Boiler Service
26/03/2026	Hampshire Flag Co. Ltd	OP656	1,194.00		199.00	4052	601	995.00	Louth Flag Bunting
26/03/2026	GBM Waste Management	OP657	210.00		35.00	4532	401	175.00	Cem Skip
26/03/2026	Environment Agency	OP658	17,099.79			4311	601	17,099.79	Flood Scheme Maint 25/26
26/03/2026	Zurich Municipal	OP659	7,264.99			4025	101	7,264.99	Insurance 26/27
26/03/2026	Staff Costs	OP660-663	6,719.24			4001	401	1,924.80	Staff Costs
						4001	501	4,794.44	Staff Costs
26/03/2026	HM Revenue and Customs	OP664	2,130.52			4001	401	356.72	PAYE/NIC
						4001	501	771.66	PAYE/NIC
						4002	401	300.75	PAYE/NIC
						4002	501	701.39	PAYE/NIC
26/03/2026	LCC Pension Fund	OP665	2,722.07			4001	401	140.48	Superannuation
						4001	501	360.79	Superannuation
						4002	401	644.25	Superannuation
						4002	501	1,576.55	Superannuation
30/03/2026	MG Ubique Ltd	OP666	2,016.00		336.00	4282	401	1,680.00	HH Tree Work
30/03/2026	Ken Damms	OP667	510.00			4282	401	510.00	Plumbing repairs to HH Toilets
30/03/2026	Allinson Print Limited	OP668	23.98		4.00	4020	101	19.98	Stationery
31/03/2026	Onecom Ltd	DD1COMSH12	81.23		13.54	4304	401	67.69	2x Tel Lines & Wifi
Total Payments for Month			92,044.78	0.00	8,592.07			83,452.71	
Balance Carried Fwd			380,210.10						
Cashbook Totals			472,254.88	0.00	8,592.07			463,662.81	

Date: 29/04/2026

Louth Town Council Current Year

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Time: 13:52

Cashbook 2

User: LMP

Petty Cash

For Month No: 12

Receipts for Month 12

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 :		93.77					93.77	
	Banked:	0.00						
			0.00					0.00
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		93.77	0.00	0.00			93.77	

Date: 29/04/2026

Louth Town Council Current Year

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Time: 13:52

Cashbook 2

User: LMP

Petty Cash

For Month No: 12

Payments for Month 12

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>
02/03/2026	B&M	76	6.00			4020	101	6.00	Office Supplies
11/03/2026	Morrisons	77	13.60			4022	101	13.60	Stamps
11/03/2026	Morrisons	78	6.15			4020	101	6.15	Office Supplies
11/03/2026	TG Jones	79	13.50			4020	101	13.50	Stationery
11/03/2026	Boyes	80	5.87		0.98	4020	101	4.89	Stationery
11/03/2026	Post Office	81	3.60			4022	101	3.60	1st Class Postage
19/03/2026	Post Office	82	9.45			4022	101	9.45	1st Class Postage HH Cert x3
19/03/2026	B&M	83	1.98			4020	101	1.98	Bin Liners
Total Payments for Month			60.15	0.00	0.98			59.17	
Balance Carried Fwd			33.62						
Cashbook Totals			<u>93.77</u>	<u>0.00</u>	<u>0.98</u>			<u>92.79</u>	

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Louth Town Council 2025/2026

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Detailed Income & Expenditure by Budget Heading 31/03/2026

Month No: 12

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
101 Governance and Finance								
1000 Property Income	0	150	0	(150)			0.0%	
1002 Miscellaneous	0	5,437	0	(5,437)			0.0%	
1176 Precept	0	349,919	349,918	(1)			100.0%	
1190 Interest Received	1,211	2,414	2,020	(394)			119.5%	
Governance and Finance :- Income	1,211	357,919	351,938	(5,981)			101.7%	0
4020 Office Administration Costs	540	3,409	3,605	196		196	94.6%	
4022 Postage	27	135	200	65		65	67.5%	
4023 Meeting Expenses	0	12	500	488		488	2.5%	
4024 Councillors Expenses	0	0	100	100		100	0.0%	
4025 Insurances	7,265	13,308	11,000	(2,308)		(2,308)	121.0%	
4026 Fees and Subscriptions	63	3,546	3,560	14		14	99.6%	
4028 Audit Fee (Internal & External)	0	840	1,050	210		210	80.0%	
4750 Contingency	15	193	400	207		207	48.2%	
Governance and Finance :- Indirect Expenditure	7,910	21,444	20,415	(1,029)	0	(1,029)	105.0%	0
Net Income over Expenditure	(6,699)	336,475	331,523	(4,952)				
401 Community Resources Day to Day								
1000 Property Income	0	2,580	2,000	(580)			129.0%	
1001 Allotment Rent Received	0	968	968	0			100.0%	
1002 Miscellaneous	1,000	1,185	1,500	315			79.0%	
1009 LCC Contribution (Grass)	12,207	12,207	12,008	(199)			101.7%	
1010 Interments	2,941	20,850	13,500	(7,350)			154.4%	
1011 Monuments	923	6,169	7,500	1,331			82.3%	
1012 Exclusive Burial Rights	2,070	14,752	12,000	(2,752)			122.9%	
Community Resources Day to Day :- Income	19,141	58,711	49,476	(9,235)			118.7%	0
4001 Salaries	2,422	41,697	64,000	22,303		22,303	65.2%	
4002 Employers Costs Super / NI	945	12,587	20,000	7,414		7,414	62.9%	
4003 Grave Digging	1,800	10,490	3,000	(7,490)		(7,490)	349.7%	
4027 Training	25	704	1,500	796		796	46.9%	
4104 Civic Property	0	120	250	130		130	48.0%	
4200 Clocks / Floodlights	153	5,624	600	(5,024)		(5,024)	937.3%	
4205 Christmas Lights / Celebrations	7,507	11,324	12,500	1,176		1,176	90.6%	
4210 Lovely Louth Competition	0	0	400	400		400	0.0%	
4220 CCTV Maintenance	0	4,515	4,515	0		0	100.0%	
4222 Street Furniture Maintenance	848	848	1,500	652		652	56.6%	
4223 Amenity Grass Cutting	1,325	10,600	14,000	3,400		3,400	75.7%	
4280 Floral / In Bloom	250	2,406	6,500	4,094		4,094	37.0%	
4282 Hubbards Hills Mtce	18,779	67,708	100,000	32,292		32,292	67.7%	

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Detailed Income & Expenditure by Budget Heading 31/03/2026

Month No: 12

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
4285 Minor Mtce & Cleaning Services	583	4,000	4,000	0		0	100.0%	
4302 Security / Fire	0	2,561	2,600	39		39	98.5%	
4303 SH Utilities	976	8,064	9,500	1,436		1,436	84.9%	
4304 SH Communications	249	2,864	3,500	636		636	81.8%	
4306 SH Rates	0	5,988	6,167	179		179	97.1%	
4307 SH Building Maintenance	0	1,494	1,500	6		6	99.6%	
4308 SH Statutory Equipment Checks	0	153	180	27		27	85.2%	
4501 Cem Rates	0	4,391	4,185	(206)		(206)	104.9%	
4505 Cem Utilities	153	1,591	1,500	(91)		(91)	106.1%	
4520 Cem Maintenance-Supplies	1,183	2,544	2,200	(344)		(344)	115.6%	
4530 Cem Grass Cutting / Strimming	562	5,433	6,500	1,067		1,067	83.6%	
4531 Cem Fuel - Equipment	112	629	1,500	871		871	41.9%	
4532 Cem Waste Disposal	175	2,467	2,600	133		133	94.9%	
4533 Cem Vehicle Running Costs	234	1,872	2,500	628		628	74.9%	
4540 Cem Protective Clothing	0	90	550	460		460	16.4%	
4550 Cem Plants, Shrubs, Trees etc	0	100	200	100		100	50.0%	
4551 Cem General Repairs/Maint.	68	1,255	3,200	1,945		1,945	39.2%	
4552 Purchase of Plaques	0	0	60	60		60	0.0%	
4600 Cem Equipment Replacement	0	281	3,000	2,719		2,719	9.4%	
4750 Contingency	293	1,234	2,000	766		766	61.7%	
4751 GDPR Compliance	0	52	55	3		3	94.5%	
4752 Trinity Allotment Rent	0	32,560	30,998	(1,562)		(1,562)	105.0%	
4754 Community Apiary	833	0	0	0		0	0.0%	
4757 London Road Sports P'Ship	0	20,000	20,000	0		0	100.0%	
Community Resources Day to Day :- Indirect Expenditure	39,476	268,245	337,260	69,015	0	69,015	79.5%	0
Net Income over Expenditure	(20,335)	(209,534)	(287,784)	(78,250)				
403 Community Resources EM Reserve								
9325 EMR Street Furniture	0	5,355	0	(5,355)		(5,355)	0.0%	5,355
9329 EMR Quality Council / Office	0	80	0	(80)		(80)	0.0%	80
9359 EMR Accommodation	0	17	0	(17)		(17)	0.0%	17
9371 EMR Capital Expenditure	21,143	27,974	0	(27,974)		(27,974)	0.0%	27,974
9601 EMR Accomm Boiler	120	2,100	0	(2,100)		(2,100)	0.0%	2,100
9604 EMR Accomm Office Equip / Stor	0	3,603	0	(3,603)		(3,603)	0.0%	3,603
9611 EMR Contingency	2,409	13,611	0	(13,611)		(13,611)	0.0%	11,202
Community Resources EM Reserve :- Indirect Expenditure	23,672	52,739	0	(52,739)	0	(52,739)		50,330
Net Expenditure	(23,672)	(52,739)	0	52,739				
6000 plus Transfer from EMR	21,263	50,330	0	(50,330)				
Movement to/(from) Gen Reserve	(2,409)	(2,409)	0	2,409				

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Louth Town Council 2025/2026

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Detailed Income & Expenditure by Budget Heading 31/03/2026

Month No: 12

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
501 Personnel Day to Day								
4001 Salaries	5,927	69,503	74,000	4,497		4,497	93.9%	
4002 Employers Costs Super / NI	2,278	26,786	27,000	214		214	99.2%	
4008 Clerk Travel Expenses	0	0	200	200		200	0.0%	
4027 Training	0	450	500	50		50	90.0%	
Personnel Day to Day :- Indirect Expenditure	8,205	96,739	101,700	4,961	0	4,961	95.1%	0
Net Expenditure	(8,205)	(96,739)	(101,700)	(4,961)				
601 Town Council Day to Day								
4052 Tourism/promotions	2,464	2,579	3,000	421		421	86.0%	
4089 Citizens Advice Bureau	1,050	1,050	1,050	0		0	100.0%	
4090 Grants S137 Open Resource	0	8,132	4,000	(4,132)		(4,132)	203.3%	
4100 Civic Expenses	1,500	1,500	1,500	0		0	100.0%	
4102 Mayoral Allowance	0	(155)	550	705		705	(28.2%)	
4103 Mayors Serjeant Expenses	325	650	650	0		0	100.0%	
4105 Election Expenses	0	0	2,000	2,000		2,000	0.0%	
4106 Deputy Mayor's Expenses	22	22	100	78		78	21.6%	
4111 Remembrance Day Parade	0	1,428	1,600	172		172	89.3%	
4311 Flood Schemes Maintenance	17,100	17,100	19,865	2,765		2,765	86.1%	
4312 War Memorial	100	100	100	0		0	100.0%	
Town Council Day to Day :- Indirect Expenditure	22,560	32,406	34,415	2,009	0	2,009	94.2%	0
Net Expenditure	(22,560)	(32,406)	(34,415)	(2,009)				
Grand Totals:- Income	20,352	416,630	401,414	(15,216)			103.8%	
Expenditure	101,823	471,573	493,790	22,217	0	22,217	95.5%	
Net Income over Expenditure	(81,471)	(54,943)	(92,376)	(37,433)				
plus Transfer from EMR	21,263	50,330	0	(50,330)				
Movement to/(from) Gen Reserve	(60,208)	(4,613)	(92,376)	(87,763)				

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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
323 EMR Insurance	2,376.00		2,376.00
327 EMR Contingency	10,000.00	-10,000.00	0.00
328 EMR Temp Staff	0.00	10,000.00	10,000.00
329 EMR Quality Council / Office	4,245.00	-80.00	4,165.00
338 EMR Civic Events	2,000.00		2,000.00
340 EMR Grants 137 Reserve	3,066.00		3,066.00
346 EMR Christmas Illuminations	5,000.00		5,000.00
347 EMR Art Trail	1,000.00		1,000.00
348 EMR IT Replacement	3,000.00		3,000.00
352 EMR TCP Floral Enhancement	2,500.00		2,500.00
353 EMR Capital Expenditure	90,157.80	-27,974.26	62,183.54
359 EMR Accommodation	4,424.71	-16.66	4,408.05
360 EMR Cem External Wall	4,000.00		4,000.00
362 EMR Civic Property/Regalia	5,000.00		5,000.00
363 EMR Hubbard's Hills	15,074.08		15,074.08
364 EMR Clerks Training	2,540.00		2,540.00
365 EMR Accom OfficeEquip / Stor	4,224.00	-3,602.51	621.49
380 EMR Cem Road Maintenance	4,000.00		4,000.00
381 EMR Cem Equipment Replacement	5,000.00		5,000.00
382 EMR Cem Tree Surgery	7,000.00		7,000.00
383 EMR Cem Workshop/Lodge	4,056.24		4,056.24
385 EMR Vehicle Replacement	14,658.00		14,658.00
386 EMR Cemetery Facilities	3,825.00		3,825.00
390 EMR Accom Roof	9,136.00		9,136.00
391 EMR Accom Boiler	3,750.00	-2,100.00	1,650.00
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	-5,355.00	10,305.00
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	1,000.00		1,000.00
398 EMR Elections	18,000.00		18,000.00
399 EMR Funding for Sports Assets	7,000.00		7,000.00
	273,704.83	-39,128.43	234,576.40

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Louth Town Council 2025/2026

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Detailed Balance Sheet - Excluding Stock Movement**Month 12 Date 31/03/2026**

A/c	Description	Actual
<i>Current Assets</i>		
101	Debtors	15,662
105	VAT Refunds	33,134
201	Lloyds TSB Current/Deposit	380,210
210	National Savings Bank	114,561
220	Petty Cash	34
Total Current Assets		543,600
<i>Current Liabilities</i>		
501	Creditors	17,477
510	Accruals	833
Total Current Liabilities		18,311
Net Current Assets		525,290
Total Assets less Current Liabilities		525,290

Represented by :-

301	Current Year Fund	(66,144)
310	General Reserve	356,858
322	EMR CCTV refurbishment	10,000
323	EMR Insurance	2,376
328	EMR Temp Staff	10,000
329	EMR Quality Council / Office	4,165
338	EMR Civic Events	2,000
340	EMR Grants 137 Reserve	3,066
346	EMR Christmas Illuminations	5,000
347	EMR Art Trail	1,000
348	EMR IT Replacement	3,000
352	EMR TCP Floral Enhancement	2,500
353	EMR Capital Expenditure	62,184
359	EMR Accommodation	4,408
360	EMR Cem External Wall	4,000
362	EMR Civic Property/Regalia	5,000
363	EMR Hubbard's Hills	15,074
364	EMR Clerks Training	2,540
365	EMR Accom OfficeEquip / Stor	621
380	EMR Cem Road Maintenance	4,000
381	EMR Cem Equipment Replacement	5,000
382	EMR Cem Tree Surgery	7,000
383	EMR Cem Workshop/Lodge	4,056
385	EMR Vehicle Replacement	14,658
386	EMR Cemetery Facilities	3,825
390	EMR Accom Roof	9,136
391	EMR Accom Boiler	1,650
392	EMR Accom Structural	5,000
393	EMR Accom Car Park	2,000
394	EMR Street Signs / Furniture	10,305
395	EMR SH Internal Decorating Foy	3,000
396	EMR Speed Awareness	2,012
397	EMR Tourism	1,000
398	EMR Elections	18,000
399	EMR Funding for Sports Assets	7,000

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Louth Town Council 2025/2026

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Detailed Balance Sheet - Excluding Stock Movement**Month 12 Date 31/03/2026**

<u>A/c</u>	<u>Description</u>	<u>Actual</u>
	Total Equity	525,290

Date:28/04/2026

Louth Town Council Current Year

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Time: 12:01

**Bank Reconciliation Statement as at 31/03/2026
for Cashbook 1 - Lloyds TSB Current/Deposit**

User: LMP

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Lloyds TSB Deposit Account	31/03/2026	12	166,652.51
Lloyds TSB Current Account	31/03/2026	12	213,557.59
			<u>380,210.10</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			380,210.10
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			380,210.10
		Balance per Cash Book is :-	380,210.10
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Date:28/04/2026

Louth Town Council Current Year

Page 1

Time: 12:07

**Bank Reconciliation Statement as at 31/03/2026
for Cashbook 2 - Petty Cash**

User: LMP

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty Cash	31/03/2026	83	33.62
			<u>33.62</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			33.62
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			33.62
		Balance per Cash Book is :-	33.62
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

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.

**Statement of the Effectiveness
of Louth Town Council's
System of Internal Control**

Introduction and Statutory Requirements

Smaller authorities are required by the Accounts and Audit Regulations 2015 to conduct a review of the effectiveness of their system of internal control each financial year and to prepare an Annual Governance Statement. The review of the effectiveness of the system of internal control must be used to inform the preparation and approval of the Annual Governance Statement. This review will provide the Council with the assurance it needs to approve the Annual Governance Statement when this is presented in June 2026 by explaining how the Council has met the requirements of the Accounts and Audit Regulations 2015 in relation to undertaking an annual review of the effectiveness of the Council's system of internal control.

Part 2 of The Accounts and Audit Regulations 2015 require the Council to have in place:

'a sound system of internal control which facilitates the effective exercise of its functions and the achievement of its aims and objectives, ensures that the financial and operational management of the Council is effective, and includes effective arrangements for the management of risk'

To ensure that the Council exercises its function and services in compliance with relevant laws, acts, regulations and proper practices it has in place a system of internal control which includes the cultures, strategies, policies, management systems and structures and procedures that are in place within the Council.

The system of internal control is designed to manage risk of failure through use of a series of controls. However, it does not eliminate all risk and can therefore only provide a reasonable and not an absolute assurance of effectiveness. The system of internal control also helps to promote the economic, efficient and effective use of public money, safeguards the Council's assets and interests, and controls the way the Council accounts to, engages with and leads its community, formulates its priorities and objectives, and delivers services in a way that meets those objectives.

The system of internal control is centred around the establishment of the Council's priorities and objectives and effective performance management via the Action Plan, a scheme of administration supported by robust financial regulations, standing orders, policies and procedures, good officer and member relations and conduct, appropriate segregation of duties, a sound system of management supervision, financial management and internal audit, successful risk management, and a relevant system of delegation, authorisation and accountability.

Responsibility for the System of Internal Control

The Council is ultimately responsible for establishing and overseeing the development of an effective system of internal control and for reviewing the effectiveness of this system on an annual basis. The RFO is responsible for maintaining and developing the system of internal control. The RFO, Governance and Finance Committee, as assisted by the independent review of the Internal Auditor, is responsible for reviewing its effectiveness, and monitoring and ensuring compliance with the various requirements and making recommendations to Council in respect of improvements and changes required.

It is the responsibility of the Town Clerk and RFO to ensure on behalf of the authority that the financial control systems are observed and that the accounting records of the authority are kept up to date. The Town Clerk and RFO is supported by the Town Clerk's Assistant and together they ensure sound internal control arrangements are in place and being followed in relation to their individual areas of responsibility, and that these meet the requirements of the Financial Regulations and all supporting financial policies and procedures.

The Louth Town Council System of Internal Control

Louth Town Council's system of internal control includes the following specific features:

Internal Control	Status	Notes
Establishment of the Council's overall vision within the LTC Action Plan	Reviewed (Rev) by Council 03/26	Begin regular monitoring, rev and update in 2026/27
Establishment of strategic aims, objectives and deliverables	These are set out in the LTC Action Plan	Monitor, rev and update regularly in 2026/27
Consultation and engagement with the community in accordance with the LTC Action Plan	Website, Social Media, Notice Board, Public Forum, ATM	
Maintenance and annual review of the Council's Constitution including	<ul style="list-style-type: none"> <li data-bbox="119 817 558 862">• Standing Orders (SO) Rev by Council 03/26 <li data-bbox="119 862 558 907">• Financial Regulations Rev by Council 03/26 <li data-bbox="119 907 558 952">• Scheme of Delegation Part of SOs. Rev by Council 03/26 <li data-bbox="119 952 558 1030">• Committee structure, powers and duties Part of SOs. Rev by Council 03/26 and at the ATC Meeting 	
Working group structure, powers and duties	Rev annually at first meeting of relevant committee	Amended as/if required in year, by resolution
Council policies that are regularly reviewed in accordance with the nature of the policy	Published on website. Policy register kept and updated monthly	
The report of the Internal Auditor as reported to Governance and Finance and Council	Last report received June 2025 No issues found	Next report due June 2026
Regular finance reports (including budgetary monitoring) produced for review by FOG and the Governance and Finance Committee, of which all Councillors are members.	FOG and Governance and Finance meet 6 times per year	Present monthly payment schedules to Council in 2026/27
The implementation of effective risk management principles across the Council including the annual update of the Risk Management Policy, reviews and updates of the risk register, and undertaking of new risk assessments as and when necessary.	Rev 10/25 Rev 03/26	

Internal Control	Status	Notes
The investigation of complaints from members of the public.	Complaints Procedure Rev by Council 09/25	
Effective and regularly reviewed insurance arrangements.	Rev by Council 03/26	
Formal IT policy	Published on website and rev annually by Council	
Effective employment policies and procedures	Published on website and rev at least annually by Personnel Committee	
Sound financial procedures managed and maintained by the RFO and staff.	Scrutinised by FOG and Governance and Finance Committee	
Supporting financial policies including the Investment Strategy Policy and Reserves Policy.	Published on website and rev at least annually. Rev 02/26 and 10/25 respectively	
A commitment to staff and member development and training via the Training and Development Policy and training budget.	Budget in place. All appraisals completed. Policy rev 04/26	
The consideration of policy, staffing, financial and risk implications in reports and motions presented to the Council or its committees		Begin implementing in 26/27

Annual Review of Effectiveness

The Accounts and Audit Regulations 2015 dictate that at least annually Louth Town Council should conduct a review of the effectiveness of its system of internal control.

Annually, the Council is internally audited and a report from its Internal Auditor is presented for consideration.

The Internal Auditor is responsible for ensuring the areas of significant risk are reviewed annually and that the expected internal financial controls are in place and operating effectively. The Internal Auditor will make comments where necessary in relation to identified weaknesses in internal control arrangements during audit reviews, and will make recommendations for improvements and report these.

The RFO, has responsibility for the development, maintenance and review of the system of internal control.

The annual review of the effectiveness of the system of internal control is significantly informed by the work of the Internal Auditor.

Reliance has also been placed upon the work of Officers, who are responsible for ensuring that the system of internal control is maintained on a day-to-day basis with appropriate separation of duties where needed to support assurance.

04-14-26 PERS MINS

**MINUTES OF THE LOUTH TOWN COUNCIL PERSONNEL COMMITTEE
HELD IN THE OLD COURT ROOM, THE SESSIONS HOUSE, LOUTH
ON TUESDAY 14th APRIL 2026**

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

Present Councillors: Mrs. E. Ballard (Mrs. EB), J. Baskett (JB), J. Drake (JD), G.E. Horton (GEH), P. Starsmore (PS).

Councillors not present: Mrs. K. Parsons (Mrs. KP).

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

H29. Apologies for Absence

Apologies for absence were received from Cllr. Mrs. KP.

H30. Declarations of Interest / Dispensations

There were no declarations of interest or requests for dispensations made.

H31. Minutes

It was proposed, seconded and **RESOLVED** that the notes of the Personnel Committee meeting held on 10th February 2026 be approved as the minutes.

H32. Review of Policies and Procedures

The Committee received the following procedures, and it was proposed, seconded and **RESOLVED** to approve the following documents for use:

- a. Health and Safety Policy – with the tabled amendments.
- b. Drugs and Alcohol Policy and Procedure – with the addition of ‘controlled’ to Procedure at b.
- c. Councillor/Employee Protocol – no amendments.
- d. Sickness and Absence Policy – no amendments.
- e. Recruitment and Selection Policy – no amendments.
- f. Lone Worker Policy – no amendments.
- g. Training and Development Policy – with tabled amendments.

H33. Closed Session Item

At 9.03pm upon a proposal by Cllr. Mrs. JMS, seconded by Cllr. Mrs. EB, it was **RESOLVED** to move into closed session in accordance with the Public Bodies (Admission to Meetings) Act 1960 in order to discuss confidential information relating to a third parties in relation to Personnel:

- a. Holidays – the Committee noted that letters confirming staff entitlement, when holiday must be taken and the amount left as at 31st March 2026 had been sent and were informed how much holiday each staff member had left to carry forward. It noted that each staff members was able to carry forward a maximum of 5 days.
- b. Sickness – the Committee received details of how many sick days had been taken in 2025/26 and in the period 1st January 2026 to 31st March 2026 specifically.
- c. Accidents – the Committee noted that there had been no accidents in the period 1st January 2026 to 31st March 2026.
- d. Appraisals – the Committee noted that the Town Clerk had undertaken the appraisals of her staff and received a report on these. It was proposed, seconded and **RESOLVED** that Cllrs. Mrs. JMS and Mrs. EB should undertake the appraisal of the Town Clerk on Thursday 23rd April at 9.30am. It was also **RESOLVED** that the Town Clerk should look to extend the deadline by which the CiLCA qualification needed to be completed by, if possible.
- e. Acting Maintenance Foreman/Cemetery Superintendent – the Committee received an update on progress noting that the Acting Maintenance Foreman/Cemetery Superintendents 6 month trial would be over on 5th May. The Committee reviewed the appointment, noting that he had evidenced his ability to plan work, risk assess and undertake supervisor training, successfully completing a Managing Safely course validated by the Institute of Occupational Safety and Health. It was proposed, seconded and **RESOLVED** that he should be formally promoted to Maintenance Foreman/Cemetery Superintendent.

- f. Temporary cover and vacancy – The Town Clerk updated the Committee on progress with acquiring a temporary maintenance assistance while recruitment was ongoing. It was also proposed, seconded and **RESOLVED** that £10,000 should be moved from the day to day CR Salaries budget into a new earmarked reserve for temp staff and that the Town Clerk should continue to pursue acquiring assistance from an agency or local contractor. The Committee considered the current vacancy, and it was proposed, seconded and **RESOLVED** that the vacancy should be advertised as per the documentation, recommended salary and timetable, as tabled.

At 9.52 it was proposed, seconded and **RESOLVED** to move back into open session.

H34. Next Meeting

It was noted that the next Personnel Committee meeting would be called on 12th May 2026.

The Meeting Closed at 9.53pm.

Signed _____ (Chairman) Dated _____