

Louth Town Council

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

01507 355895

clerk@louthtowncouncil.gov.uk



To the Members of the Town Council of Louth:

You are hereby summoned to attend a meeting of Louth Town Council's Governance and Finance Committee which will be held on Tuesday 13th May 2025 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. Written representation can also be considered rather than attending in person.

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

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

Town Clerk

Dated this 8th Day of May 2025

AGENDA

GOVERNANCE AND FINANCE COMMITTEE

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

1. Apologies for Absence

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

2. Declarations of Interest / Dispensations

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

3. Minutes

To approve as a correct record the notes of the Governance and Finance Committee Meeting held on 25th February 2025.

4. Finance

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

a) Receipts and Payments – Cashbooks 1 and 2, Months 10 and 11

i. Month 10

1. Cash Book 1	Receipts	£2,552.54	Payments	£25,940.13
2. Cash Book 2	Receipts	£0.00	Payments	£48.86

ii. Month 11

1. Cash Book 1	Receipts	£1736.11	Payments	£25,933.49
2. Cash Book 2	Receipts	£0.00	Payments	£37.08

b) Detailed Income and Expenditure Report (Budget Variance Report) as at Month 11 to 28th February 2025.

c) Earmarked Reserves Report as at 28th February 2025.

d) Balance Sheet to 28th February 2025 and Cash Book 1 and 2 Bank Reconciliations which reconcile to account statements showing balances as follows:

- Lloyds Treasurers Account (balance at 28/2/25 on statement 11) – £324,396.43.
- Petty Cash (balance as at 28/2/25) – £123.97.
- Lloyds Deposit Account (balance on statement 11 printed 1st May 2025) – £166,652.51
- NS and I Account (balance on last statement received (no. 12) as at 1/1/24) – £112,300.42

5. Review of Governance Documents

Committee to receive a recommendation from FOG that the following be approved for use, after recommendation from NALC that amendments be made subsequent to the introduction of new procurement legislation and to better reflect Code of Conduct requirements:

- a) Standing Orders
- b) Financial Regulations

6. Review of Policies and Procedures

Committee to receive a recommendation from FOG that the following be approved for use:

- a) Complaints Procedure
- b) Media Policy

7. Mayor's Account

Committee to note that further to discussion on 25th March the Mayor's Account has now been closed. Remaining funds in the sum of £208.55 have been withdrawn. Committee to consider treatment of these.

8. Changes to 2025/26 Practitioners' Guide

Committee to note the above (attached).

9. Closed Session Item

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 confidential, commercial and third party nature in relation to:

- a) Grants – Committee to consider grant applications received, receive recommendations from FOG and resolve upon the way forward.

Cllrs. are STRONGLY urged to familiarise themselves with the grant applications online or in hard copy at the office prior to discussion.

02-25-25 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 25th FEBRUARY 2025**

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

Present Councillors: L.M. Cooney (LMC), J. Drake (JD), H. Filer (HF), D. Hobson (DH), G.E. Horton (GEH), Mrs. J. Makinson-Sanders (Mrs. JMS), D. Moore (DM), Mrs. K. Parsons (Mrs. KP), P. Starsmore (PS), Mrs. P.F. Watson (Mrs. PFW).

Councillors not present: J. Baskett (JB), M. Barnes (MB), D.E. Wing (DEW).

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

G37. Apologies for Absence

Apologies were received from Cllr. JB.

G38. Declarations of Interest / Dispensations

There were no declarations of interest or dispensations made.

G39. Minutes

It was proposed, seconded and **RESOLVED** that the notes of the Governance and Finance Committee meeting held on 10th December 2024 be approved as the minutes.

G40. Finance

On a recommendation by FOG, it was proposed, seconded and **RESOLVED** to note/approve/authorise the following financial information in relation to Months 7, 8 and 9:

- i. Month 7

1. Cash Book 1	Receipts	£15,715.78	Payments	£28,350.68
2. Cash Book 2	Receipts	£250.00	Payments	£24.99
- ii. Month 8

1. Cash Book 1	Receipts	£4,381.67	Payments	£27,826.69
2. Cash Book 2	Receipts	£0.00	Payments	£150.29
- iii. Month 9

1. Cash Book 1	Receipts	£4,197.20	Payments	£36,912.65
2. Cash Book 2	Receipts	£250.00	Payments	£271.55
- b) Detailed Income and Expenditure Report (Budget Variance Report) as at Month 9 to 31st December 2024.
- c) Earmarked Reserves Report as at 31st December 2024.
- d) Balance Sheet to 31st December 2024 and Cash Book 1 and 2 Bank Reconciliations which reconcile to account statements showing balances as follows:
 - i. Lloyds Treasurers Account (balance at 31/12/24 on statement 9) - £371,981.40.
 - ii. Petty Cash (balance as at 31/12/24 - £209.91).
 - iii. Lloyds Deposit Account (balance on statement 9 printed 12th February 2025) - £166,652.51.
 - iv. National Savings and Investment Account (balance on last statement received (no. 12) as at 01/01/24) - £112,300.42.

G41. Deputy Mayor Elect 2025/26

The Committee **RESOLVED** that Cllr. Mrs. KP be elected as Deputy Mayor Elect for 2025/26. It was noted that the position of Deputy Mayor for 2025/26 was subject to a formal election at the Annual Town Meeting taking place on 20th May 2025.

G42. Strengthening the Standards and Conduct Framework for Local Authorities in England 2025

The Committee received a draft corporate response produced by members at an informal meeting held on Wednesday 19th February. A recorded vote was requested, and, as per resolution made on 4th February 2025 it was proposed, seconded and **RESOLVED** to approve the draft response for submission as follows:

	For	Against	Abstained
Cllr.	Mrs. EB, LMC, JD, HF, DH, Mrs. KP, PS		GEH, Mrs. JMS, DM, Mrs. PFW

Date: 01/05/2025

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Cashbook 1

User: LMP

Lloyds TSB Current/Deposit

For Month No: 10

Receipts for Month 10

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		538,633.91					538,633.91	
FPI Banked 02/01/2025		1.00						
FPI Louth Athletics Club		1.00			1000	401	1.00	Rent
FPI Banked 08/01/2025		164.00						
2346 F. Dayn		164.00			1011	401	164.00	Memorial re. Kliszewicz
Int Banked 09/01/2025		141.54						
Int Lloyds Bank		141.54			1190	101	141.54	Interest Received
BGC Banked 20/01/2025		5.00						
2347 Magna Vitae		5.00			1000	401	5.00	London Road Rent
BGC Banked 23/01/2025		1,140.00						
2348 Walkers Lncs Co op		1,140.00			1010	401	474.00	Inter Williamson
					1012	401	666.00	EX/RT's 309 36 & 42
500887 Banked 29/01/2025		151.00						
2340 Mr. Oldroid		151.00			1012	401	151.00	EX/RT 1144
BGC Banked 30/01/2025		950.00						
13022025 Walkers Lncs Co op		950.00			1010	401	950.00	Inter Dykes
Total Receipts for Month		2,552.54	0.00	0.00			2,552.54	
Cashbook Totals		541,186.45	0.00	0.00			541,186.45	

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Date: 01/05/2025

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Cashbook 1

User: LMP

Lloyds TSB Current/Deposit

For Month No: 10

Payments for Month 10

Nominal Ledger

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
02/01/2025	E.ON Next	DDEONSH6	495.05		23.57	4303	401	471.48	SH Electric
09/01/2025	Chubb Electronic Security	OP270	1,313.64		218.94	4302	401	1,094.70	Annual Fire Contract
09/01/2025	Lincolnshire Assoc Local Counc	OP271	156.00		26.00	4027	501	130.00	Training
09/01/2025	Society of Local Council Clerk	OP272	17.46		1.58	4027	501	15.88	Training
09/01/2025	AJ Embroidery	OP273	291.96		48.66	4540	401	243.30	Cem clothing
09/01/2025	The Little Cleaning Co	OP274	240.06		40.02	4285	401	200.04	Cleaning
09/01/2025	Rodden and Cooper Ltd	OP275	492.00		82.00	9611	403	410.00	EMR Contingency
						327	0	-410.00	EMR Contingency
						6000	403	410.00	EMR Contingency
09/01/2025	KRL Group Ltd	OP276	43.90		7.32	4304	401	36.58	Copies and Support
09/01/2025	GBM Waste Management	OP277	225.00		37.50	4532	401	163.00	Cem Waste
						4750	401	24.50	Cem Waste
09/01/2025	John Darke Ltd	OP278	60.05		10.01	4533	401	50.04	Van Fuel
09/01/2025	Louth Building Supplies	OP279	272.42		31.35	4540	401	84.31	Cem Boots
						4551	401	156.76	Cem Supplies
20/01/2025	Anglian Water	DDAWSH10	8.00			4303	401	8.00	SH Water
20/01/2025	Anglian Water	DDAWCEM10	17.00			4505	401	17.00	Cem Water
21/01/2025	E.ON Next	DDEONCH10	22.34		1.06	4200	401	21.28	Clocks/Floodlights
23/01/2025	E.ON Next	DDEONHH1	138.46		6.59	4282	401	131.87	HH Electric
24/01/2025	Staff Costs	OP280	2,189.64			4001	401	2,189.64	Staff Costs
24/01/2025	Staff Costs	OP281	1,729.62			4001	401	1,729.62	Staff Costs
24/01/2025	Staff Costs	OP282	2,546.75			4001	501	2,546.75	Staff Costs
24/01/2025	Staff Costs	OP283	1,322.24			4001	501	1,322.24	Staff Costs
24/01/2025	HM Revenue and Customs	OP284	2,358.93			4001	401	721.25	PAYE/NIC
						4002	401	448.24	PAYE/NIC
						4002	501	466.31	PAYE/NIC
						4001	501	723.13	PAYE/NIC
24/01/2025	LCC Pension Fund	OP285	2,197.44			4001	401	123.66	Superannuation
						4002	401	537.26	Superannuation
						4001	501	302.96	Superannuation
						4002	501	1,233.56	Superannuation
24/01/2025	GBM Waste Management	OP286	20.00		3.33	4285	401	16.67	SH Waste
24/01/2025	KRL Group Ltd	OP287	39.37		6.56	4304	401	32.81	Copies & Support
24/01/2025	GRS Electrical	OP288	8,638.25		1,439.71	4205	401	7,198.54	Xmas Lights ins, on, remove
24/01/2025	MG Ubique Ltd	OP289	750.00			4750	401	750.00	Cem Tree Work
24/01/2025	Siemens Financial Services Ltd	OP290	252.00		42.00	4020	101	210.00	Copier Rental
28/01/2025	Amazon	DC1	27.44		2.25	4020	101	25.19	Office Supplies
31/01/2025	Onecom Ltd	DD1COMSH1	75.11		12.52	4304	401	62.59	2 x tel & wifi
Total Payments for Month			25,940.13	0.00	2,040.97			23,899.16	
Balance Carried Fwd			515,246.32						
Cashbook Totals			541,186.45	0.00	2,040.97			539,145.48	

Date: 01/05/2025

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Cashbook 2

User: LMP

Petty Cash

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
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Balance Brought Fwd :		209.91					209.91	
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Banked		0.00						
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			0.00					
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Total Receipts for Month		0.00	0.00	0.00			0.00	
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Cashbook Totals		209.91	0.00	0.00			209.91	
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Cashbook 2

User: LMP

Petty Cash

For Month No: 10

Payments for Month 10

Nominal Ledger

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
02/01/2025	boyes	63	1.99			4020	101	1.99	Office Admin
07/01/2025	Boyes	64	1.50			4551	401	1.50	Cem Gen Repairs
10/01/2025	Morrisons	65	24.89			4020	101	24.89	Office Admin
14/01/2025	Morrisons	66	2.50			4285	401	2.50	Bin Bags
23/01/2025	Yorkshire Trading Co.	67	7.98		1.33	4285	401	6.65	Feather Dusters
23/01/2025	WHSmith retail Ltd	68	10.00			4020	101	10.00	Envelopes

Total Payments for Month

48.86

0.00

1.33

47.53

Balance Carried Fwd

161.05

Cashbook Totals

209.91

0.00

1.33

208.58

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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 :		515,246.32					515,246.32	
BGC Banked 06/02/2025		474.00						
2355 Walkers LnCS Co op		474.00			1010	401	474.00	Inter Simmons
FPI Banked 07/02/2025		47.00						
2356 A. Woods		47.00			1012	401	47.00	EX/RT 303 Change of Owners
Int Banked 10/02/2025		146.11						
Int Lloyds Bank		146.11			1190	101	146.11	Interest Received
FPI Banked 18/02/2025		151.00						
2350 J. Gray		151.00			1012	401	151.00	EX/RT 1151
FPI Banked 18/02/2025		111.00						
2351 J. Gray		111.00			1010	401	111.00	Inter P. Gray
BGC Banked 24/02/2025		245.00						
2357 Kettles		245.00			1011	401	245.00	Memorial re. Aylmore
500887 Banked 24/02/2025		300.00						
2353 St Aethelheards Church		300.00			1000	401	300.00	Rent
500887 Banked 24/02/2025		262.00						
2352 Mr. Oldroyd		111.00			1010	401	111.00	Inter L. Oldroyd
2344 Mr. D. Ward		151.00			1012	401	151.00	EX/RT 1148
Total Receipts for Month		1,736.11	0.00	0.00			1,736.11	
Cashbook Totals		516,982.43	0.00	0.00			516,982.43	

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Cashbook 1

User: LMP

Lloyds TSB Current/Deposit

For Month No: 11

Payments for Month 11

Nominal Ledger

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
03/02/2025	E.ON Next	DDEONSH7	495.05		82.51	4303	401	412.54	SH Electric
03/02/2025	E.ON Next	DDEONSH7	-495.05		-82.51	4303	401	-412.54	Correcting Error
03/02/2025	E.ON Next	DDEONSH7	495.05		82.51	4303	401	412.54	SH Electric
06/02/2025	Allinson Print and Supplies	OP291	123.97		20.66	4020	101	103.31	Stationery
06/02/2025	GBM Waste Management	OP292	530.40		88.40	4532	401	442.00	2 x skip & Duty of Care Charge
06/02/2025	The Little Cleaning Co	OP293	320.08		53.36	4285	401	266.72	Cleaning
06/02/2025	ACB Machinery Ltd	OP294	1,505.95		250.99	4551	401	724.00	Cem Gen Repairs
						4750	401	530.96	Cem Gen Repairs
06/02/2025	GRS Signs	OP295	522.02		87.00	4282	401	435.02	HH New Signs
06/02/2025	MSP Contract Sevices Ltd	OP296	846.00		141.00	4282	401	705.00	HH
06/02/2025	KRL Group Ltd	OP297	17.99		3.00	4304	401	14.99	Copier Support
06/02/2025	John Darke Ltd	OP298	70.03		11.67	4531	401	58.36	Van Fuel
06/02/2025	Louth Building Supplies	OP299	149.34		24.89	4750	401	124.45	Cem Supplies
06/02/2025	SCIS	OP300	48.00		8.00	4020	101	40.00	IT Support
18/02/2025	E.ON Next	DDEONCH11	23.10		1.10	4200	401	22.00	Clock/Lights
18/02/2025	E.ON Next	DDEONHH2	65.60		3.12	4282	401	62.48	HH Electric
20/02/2025	Anglian Water	DDAWSH11	8.00			4303	401	8.00	SH Water
20/02/2025	Anglian Water	DDAWCEM11	17.00			4505	401	17.00	Cem Water
20/02/2025	Anglian Water	DDAWHH1	30.00			4282	401	30.00	HH Water
20/02/2025	EDF Energy	DDEDFSH2	250.00		41.67	4303	401	208.33	SH Gas
26/02/2025	SCIS	OP301	425.99		71.00	4020	101	354.99	Website Software Subs
26/02/2025	SCIS	OP301	-425.99		-71.00	4020	101	-354.99	Correcting Error
26/02/2025	SCIS	OP301	593.99		99.00	4020	101	494.99	Website Software/Domain Subs
26/02/2025	KRL Group Ltd	OP302	96.58		16.09	4304	401	80.49	Photocopier
26/02/2025	Wilkin Chapman llp	OP303	480.00		80.00	9611	403	400.00	GDPR Assistance
						327	0	-400.00	GDPR Assistance
						6000	403	400.00	GDPR Assistance
26/02/2025	Louth Building Supplies	OP304	93.94		15.66	4551	401	78.28	Cem Gen Repairs
26/02/2025	Gaswise Heating Services Ltd	OP305	144.00		24.00	4308	401	76.70	Boiler Service
						4285	401	43.30	Boiler Service
26/02/2025	AJ Embroidery	OP306	42.00		7.00	4540	401	35.00	Cem Protective Clothing
26/02/2025	B A Bush & Son Ltd	OP307	147.88		24.64	4533	401	123.24	Vehicle Costs
26/02/2025	ELDC	OP308	5,417.86		902.98	4220	401	4,514.88	CCTV Maint
26/02/2025	The Little Cleaning Co	OP309	320.08		53.36	4285	401	266.72	Cleaning Feb
26/02/2025	Zurich Municipal	OP310	819.90			4533	401	819.90	Van Insurance
26/02/2025	Staff Costs	OP311	2,189.64			4001	401	2,189.64	Staff Costs
26/02/2025	Staff Costs	OP312	1,729.62			4001	401	1,729.62	Staff Costs
26/02/2025	Staff Costs	OP313	2,546.55			4001	501	2,546.55	Staff Costs
26/02/2025	Staff Costs	OP314	1,322.44			4001	501	1,322.44	Staff Costs
26/02/2025	HMRC	OP315	2,358.93			4001	401	721.25	PAYE/NIC
						4001	501	723.13	PAYE/NIC
						4002	401	448.24	PAYE/NIC
						4002	501	466.31	PAYE/NIC
26/02/2025	LCC Pension Fund	OP316	2,197.44			4001	401	123.66	Superannuation
						4002	401	537.26	Superannuation
						4001	501	302.96	Superannuation
						4002	501	1,233.56	Superannuation

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Date: 01/05/2025

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Cashbook 1

User: LMP

Lloyds TSB Current/Deposit

For Month No: 11

Payments for Month 11

Nominal Ledger

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
27/02/2025	DVLA	DC2	335.00			4533	401	335.00	Vehicle Tax
28/02/2025	Onecom Ltd	DD1COMSH1	75.11		12.52	4304	401	62.59	2 x tel lines & wifi

Total Payments for Month	25,933.49	0.00	2,052.62	23,880.87
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Balance Carried Fwd	491,048.94
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Cashbook Totals	516,982.43	0.00	2,052.62	514,929.81
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Date: 01/05/2025

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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 :		161.05					161.05	
	Banked	0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		161.05	0.00	0.00			161.05	

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Cashbook 2

User: LMP

Petty Cash

For Month No: 11

Payments for Month 11

Nominal Ledger

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
03/02/2025	Specsavers	71	25.00			4020	101	25.00	SC Eye Test
04/02/2025	Bargain Buys	69	2.00		0.33	4020	101	1.67	Bin Liners
04/02/2025	Louth Auctions	70	10.08			4020	101	10.08	Office Admin
Total Payments for Month			37.08	0.00	0.33			36.75	
Balance Carried Fwd			123.97						
Cashbook Totals			161.05	0.00	0.33			160.72	

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Louth Town Council Current Year

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Detailed Income & Expenditure by Budget Heading 28/02/2025

Month No: 11

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
101 Governance and Finance								
1002 Miscellaneous	0	0	50	50			0.0%	
1176 Precept	0	309,032	309,032	0			100.0%	
1190 Interest Received	146	2,672	1,000	(1,672)			267.2%	
Governance and Finance :- Income	146	311,704	310,082	(1,622)			100.5%	0
4020 Office Administration Costs	675	3,010	3,500	490		490	86.0%	
4022 Postage	0	77	300	223		223	25.6%	
4023 Meeting Expenses	0	450	900	450		450	50.0%	
4024 Councillors Expenses	0	0	100	100		100	0.0%	
4025 Insurances	0	5,624	8,000	2,376		2,376	70.3%	
4026 Fees and Subscriptions	0	3,186	3,351	165		165	95.1%	
4028 Audit Fee (Internal & External)	0	1,050	1,000	(50)		(50)	105.0%	
4750 Contingency	0	304	400	96		96	76.0%	
Governance and Finance :- Indirect Expenditure	675	13,701	17,551	3,850	0	3,850	78.1%	0
Net Income over Expenditure	(529)	298,003	292,531	(5,472)				
103 Governance and Finance EM Rese								
9348 EMR IT Replacement	0	1,217	0	(1,217)		(1,217)	0.0%	1,217
9349 EMR Civic Regalia	(1,651)	0	0	0		0	0.0%	
Governance and Finance EM Rese :- Indirect Expenditure	(1,651)	1,217	0	(1,217)	0	(1,217)		1,217
Net Expenditure	1,651	(1,217)	0	1,217				
6000 plus Transfer from EMR	(1,651)	1,217	0	(1,217)				
Movement to/(from) Gen Reserve	0	0	0	0				
401 Community Resources Day to Day								
1000 Property Income	300	2,654	2,000	(654)			132.7%	
1001 Allotment Rent Received	0	882	882	0			100.0%	
1002 Miscellaneous	0	1,047	1,500	453			69.8%	
1009 LCC Contribution (Grass)	0	12,000	5,747	(6,253)			208.8%	
1010 Interments	696	14,383	16,000	1,617			89.9%	
1011 Monuments	245	3,774	8,000	4,226			47.2%	
1012 Exclusive Burial Rights	349	9,695	16,000	6,305			60.6%	
Community Resources Day to Day :- Income	1,590	44,435	50,129	5,694			88.6%	0
4001 Salaries	4,764	52,406	58,000	5,594		5,594	90.4%	
4002 Employers Costs Super / NI	986	10,841	20,000	9,159		9,159	54.2%	
4003 Grave Digging	0	1,350	2,800	1,450		1,450	48.2%	

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Louth Town Council Current Year

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Detailed Income & Expenditure by Budget Heading 28/02/2025

Month No: 11

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4027 Training	0	1,539	1,000	(539)		(539)	153.9%	
4104 Civic Property	0	16	250	234		234	6.4%	
4200 Clocks / Floodlights	22	(296)	3,000	3,296		3,296	(9.9%)	
4205 Christmas Lights /Celebrations	0	12,196	12,500	304		304	97.6%	
4210 Lovely Louth Competition	0	201	400	199		199	50.1%	
4220 CCTV Maintenance	4,515	4,515	4,515	0		0	100.0%	
4222 Street Furniture Maintenance	0	1,097	1,500	403		403	73.1%	
4223 Amenity Grass Cutting	0	8,740	14,000	5,260		5,260	62.4%	
4280 Floral / In Bloom	0	1,243	2,500	1,257		1,257	49.7%	
4282 Hubbards Hills Mtce Contrib.	1,233	34,030	52,500	18,470		18,470	64.8%	
4285 Minor Mtce & Cleaning Services	577	3,278	3,200	(78)		(78)	102.4%	
4302 Security / Fire	0	2,035	2,600	565		565	78.3%	
4303 SH Utilities	629	(1,929)	9,500	11,429		11,429	(20.3%)	
4304 SH Communications	158	2,058	2,100	42		42	98.0%	
4306 SH Rates	0	5,988	6,159	171		171	97.2%	
4307 SH Building Maintenance	0	165	1,500	1,335		1,335	11.0%	
4308 SH Statutory Equipment Checks	77	77	230	153		153	33.3%	
4501 Cem Rates	0	3,804	3,614	(190)		(190)	105.3%	
4505 Cem Utilities	17	1,576	1,800	224		224	87.6%	
4520 Cem Maintenance-Supplies	0	2,000	2,000	0		0	100.0%	
4530 Cem Grass Cutting / Strimming	0	5,619	6,000	381		381	93.6%	
4531 Cem Fuel - Equipment	58	919	1,100	181		181	83.5%	
4532 Cem Waste Disposal	442	2,293	1,850	(443)		(443)	123.9%	
4533 Cem Vehicle Running Costs	1,278	1,762	2,000	238		238	88.1%	
4540 Cem Protective Clothing	35	424	550	126		126	77.1%	
4550 Cem Plants, Shrubs, Trees etc	0	0	200	200		200	0.0%	
4551 Cem General Repairs/Maint.	802	3,080	3,000	(80)		(80)	102.7%	
4552 Purchase of Plaques	0	0	60	60		60	0.0%	
4600 Cem Equipment Replacement	0	808	3,000	2,193		2,193	26.9%	
4750 Contingency	655	1,865	2,000	135		135	93.2%	
4751 GDPR Compliance	0	40	40	0		0	100.0%	
4752 Trinity Allotment Rent	0	968	1,014	46		46	95.4%	
4754 Community Apiary	0	(833)	0	833		833	0.0%	
4757 London Road Sports P'Ship	0	20,000	10,000	(10,000)		(10,000)	200.0%	
Community Resources Day to Day :- Indirect Expenditure	16,248	183,872	236,482	52,610	0	52,610	77.8%	0
Net Income over Expenditure	(14,658)	(139,437)	(186,353)	(46,916)				

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Louth Town Council Current Year

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Detailed Income & Expenditure by Budget Heading 28/02/2025

Month No: 11

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
403 Community Resources EM Reserve								
9346 EMR Christmas Illuminations	0	7,410	0	(7,410)		(7,410)	0.0%	7,410
9359 EMR Accommodation	0	1,738	0	(1,738)		(1,738)	0.0%	1,738
9611 EMR Contingency	400	7,050	0	(7,050)		(7,050)	0.0%	7,050
Community Resources EM Reserve :- Indirect Expenditure	400	16,198	0	(16,198)	0	(16,198)		16,198
Net Expenditure	(400)	(16,198)	0	16,198				
6000 plus Transfer from EMR	400	16,198	0	(16,198)				
Movement to/(from) Gen Reserve	0	0	0	0				
501 Personnel Day to Day								
4001 Salaries	4,895	53,204	63,000	9,796		9,796	84.5%	
4002 Employers Costs Super / NI	1,700	18,448	25,000	6,552		6,552	73.8%	
4008 Clerk Travel Expenses	0	0	200	200		200	0.0%	
4027 Training	0	216	500	284		284	43.2%	
Personnel Day to Day :- Indirect Expenditure	6,595	71,868	88,700	16,832	0	16,832	81.0%	0
Net Expenditure	(6,595)	(71,868)	(88,700)	(16,832)				
601 Town Council Day to Day								
4052 Tourism/promotions	0	1,000	1,000	(0)		(0)	100.0%	
4089 Citizens Advice Bureau	0	0	1,000	1,000		1,000	0.0%	
4090 Grants S137 Open Resource	0	3,265	4,000	735		735	81.6%	
4100 Civic Expenses	0	879	1,500	621		621	58.6%	
4102 Mayoral Allowance	0	68	550	482		482	12.4%	
4103 Mayors Serjeant Expenses	0	325	650	325		325	50.0%	
4105 Election Expenses	0	0	2,000	2,000		2,000	0.0%	
4106 Deputy Mayor's Expenses	0	100	100	(0)		(0)	100.5%	
4111 Remembrance Day Parade Grant	0	848	1,000	152		152	84.8%	5
4311 Flood Schemes Maintenance	0	0	19,077	19,077		19,077	0.0%	
4312 War Memorial	0	66	100	34		34	66.0%	
Town Council Day to Day :- Indirect Expenditure	0	6,552	30,977	24,425	0	24,425	21.2%	5
Net Expenditure	0	(6,552)	(30,977)	(24,425)				
6000 plus Transfer from EMR	0	5	0	(5)				
Movement to/(from) Gen Reserve	0	(6,547)	(30,977)	(24,430)				

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Louth Town Council Current Year

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Detailed Income & Expenditure by Budget Heading 28/02/2025

Month No: 11

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>603 Town Council EM Reserves</u>								
9329 EMR Quality Council / Office	0	50	0	(50)		(50)	0.0%	50
9338 EMR Civic Events	0	1,071	0	(1,071)		(1,071)	0.0%	1,056
9362 EMR Civic Property	1,651	3,226	0	(3,226)		(3,226)	0.0%	3,226
Town Council EM Reserves :- Indirect Expenditure	1,651	4,347	0	(4,347)	0	(4,347)		4,333
Net Expenditure	(1,651)	(4,347)	0	4,347				
6000 plus Transfer from EMR	1,651	4,333	0	(4,333)				
Movement to/(from) Gen Reserve	0	(15)	0	15				
Grand Totals:- Income	1,736	356,139	360,211	4,072			98.9%	
Expenditure	23,918	297,755	373,710	75,955	0	75,955	79.7%	
Net Income over Expenditure	(22,182)	58,384	(13,499)	(71,883)				
plus Transfer from EMR	400	21,752	0	(21,752)				
Movement to/(from) Gen Reserve	(21,782)	80,136	(13,499)	(93,635)				

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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
327 EMR Contingency	9,243.06	-7,050.00	2,193.06
329 EMR Quality Council / Office	4,245.00	-50.00	4,195.00
338 EMR Civic Events	2,128.66	-1,061.15	1,067.51
340 EMR Grants 137 Reserve	3,066.00		3,066.00
346 EMR Christmas Illuminations	10,936.00	-7,410.00	3,526.00
347 EMR Art Trail	1,000.00		1,000.00
348 EMR IT Replacement	3,479.60	-1,216.94	2,262.66
352 EMR TCP Floral Enhancement	2,500.00		2,500.00
353 EMR Capital Expenditure	90,157.80		90,157.80
359 EMR Accommodation	6,162.21	-1,737.50	4,424.71
360 EMR Cem External Wall	4,000.00		4,000.00
362 EMR Civic Property/Regalia	5,045.94	-3,226.37	1,819.57
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		4,224.00
380 EMR Cem Road Maintenance	4,000.00		4,000.00
381 EMR Cem Equipment Replacement	4,247.69		4,247.69
382 EMR Cem Tree Surgery	6,380.00		6,380.00
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		3,750.00
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	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	17,610.90		17,610.90
399 EMR Funding for Sports Assets	6,000.00		6,000.00
	276,138.18	-21,751.96	254,386.22

02/05/2025

Louth Town Council Current Year

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Detailed Balance Sheet - Excluding Stock Movement**Month 11 Date 28/02/2025**

<u>A/c</u>	<u>Description</u>	<u>Actual</u>
<u>Current Assets</u>		
105	VAT Refunds	31,390
201	Lloyds TSB Current/Deposit	491,049
210	National Savings Bank	112,300
220	Petty Cash	124
Total Current Assets		634,864
<u>Represented by :-</u>		
301	Current Year Fund	58,384
310	General Reserve	322,093
322	EMR CCTV refurbishment	10,000
327	EMR Contingency	2,193
329	EMR Quality Council / Office	4,195
338	EMR Civic Events	1,068
340	EMR Grants 137 Reserve	3,066
346	EMR Christmas Illuminations	3,526
347	EMR Art Trail	1,000
348	EMR IT Replacement	2,263
352	EMR TCP Floral Enhancement	2,500
353	EMR Capital Expenditure	90,158
359	EMR Accommodation	4,425
360	EMR Cem External Wall	4,000
362	EMR Civic Property/Regalia	1,820
363	EMR Hubbard's Hills	15,074
364	EMR Clerks Training	2,540
365	EMR Accom OfficeEquip / Stor	4,224
380	EMR Cem Road Maintenance	4,000
381	EMR Cem Equipment	4,248
382	EMR Cem Tree Surgery	6,380
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	3,750
392	EMR Accom Structural	5,000
393	EMR Accom Car Park	2,000
394	EMR Street Signs / Furniture	15,660
395	EMR SH Internal Decorating Foy	3,000
396	EMR Speed Awareness	2,012
397	EMR Tourism	1,000
398	EMR Elections	17,611
399	EMR Funding for Sports Assets	6,000
Total Equity		634,864

Date: 01/05/2025

Louth Town Council Current Year

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Time: 15:06

**Bank Reconciliation Statement as at 28/02/2025
for Cashbook 1 - Lloyds TSB Current/Deposit**

User: LMP

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Lloyds TSB Deposit Account	28/02/2025	11	166,652.51
Lloyds TSB Current Account	28/02/2025	11	324,396.43
			<u>491,048.94</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			491,048.94
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			491,048.94
		Balance per Cash Book is :-	491,048.94
		Difference is :-	0.00

Signatory 1:

Name ELLEN STUART Signed Ellen Stuart Date 6 May 2025

Signatory 2:

Name PAUL STARSMORE Signed Paul Starsmore Date 6/05/2025

Date: 01/05/2025

Louth Town Council Current Year

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Time: 13:45

**Bank Reconciliation Statement as at 28/02/2025
for Cashbook 2 - Petty Cash**

User: LMP

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Petty Cash	28/02/2025	71	123.97
			<u>123.97</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			123.97
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			123.97
		Balance per Cash Book is :-	123.97
		Difference is :-	0.00

Signatory 1:

Name

Eileen Ballance

Signed

Eileen Ballance
6 May

Date

6 MAY 2025

Signatory 2:

Name

PAUL STARMORE

Signed

PJS

Date

06/05/2025

Louth Town Council



Standing Orders

Adopted 18th May 2012
Reviewed and adopted 26th June 2012
Reviewed and adopted October 2014
Reviewed and adopted April 2015
Reviewed and adopted March 2018
Reviewed and adopted July 2018
Reviewed and adopted March 2019
Reviewed and adopted March 2020
Reviewed and adopted February 2021
Reviewed and adopted October 2021
Reviewed and adopted February 2023
Reviewed and adopted April 2024
Reviewed and adopted February 2025
Reviewed and adopted 13th May 2025
Next review due 2025/2026

LOUTH TOWN COUNCIL STANDING ORDERS

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1. RULES OF DEBATE AT MEETINGS

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

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

2. DISORDERLY CONDUCT AT MEETINGS

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chair of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chair of the meeting to moderate or improve their conduct, any councillor or the chair of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. MEETINGS GENERALLY

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

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

- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chair of the meeting shall direct the order of speaking. There should be no heckling. No-one should interrupt or engage in break-away conversations. Such instances will be classed as disruptive and improper behaviour and may be dealt with in accordance with standing order 2.
- l **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- m **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- n **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- o **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in his/her/their absence be done by, to or before the Vice-Chair of the Council (if there is one).**
- p **The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council (if there is one) if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- q **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**
- r **The chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his/her/their casting vote whether or not he/she/they gave an original vote.**

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

- s **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his/her/their vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda. In order to ensure that balanced, lawful decisions are reached members acknowledge that consideration of all relevant information is required before individuals vote. Therefore, a Councillor will not be permitted to vote on a matter if they have not been party to the entire debate/discussion on an item, whether by late arrival or the need to step out of the meeting. Breaks in

debate/discussion for medical or comfort reasons will be allowed and should be formally sought as per Standing Order 10xv.

- t The minutes of a meeting shall include an accurate record of the following:
 - i. the time and place of the meeting;
 - ii. the names of councillors who are present and the names of councillors who are absent;
 - iii. interests that have been declared by councillors and non-councillors with voting rights;
 - iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
 - v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
 - vi. if there was a public participation session; and
 - vii. the resolutions made.

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

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

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

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

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

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

4. COMMITTEES AND SUB-COMMITTEES

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The Council may appoint standing committees or other committees as may be necessary, and:
 - i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
 - v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer (5¹) days before the meeting that they are unable to attend;
 - vi. shall, after it has appointed the members of a standing committee, appoint the chair of the standing committee;
 - vii. shall permit a committee other than a standing committee, to appoint its own chair at the first meeting of the committee;
 - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
 - ix. shall determine if the public may participate at a meeting of a committee;
 - x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
 - xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
 - xii. may dissolve a committee or a sub-committee.

¹ Throughout these Standing Orders, where there is reference to a 'notice' period such as that highlighted above e.g., (5) days, this should be taken to mean 5 working days not including weekends or public holidays.

5. ORDINARY COUNCIL MEETINGS

- a In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.
- b In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.
- c If no other time is fixed, the annual meeting of the Council shall take place at 6pm.
- d In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.
- e The first business conducted at the annual meeting of the Council shall be the election of the Chair and Vice-Chair (if there is one) of the Council.
- f The Chair of the Council, unless he/she/they has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his/her/their successor is elected at the next annual meeting of the Council.
- g The Vice-Chair of the Council, if there is one, unless he/she/they resigns or becomes disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.
- h In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, he/she/they shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.
- i In an election year, if the current Chair of the Council has been re-elected as a member of the Council, he/she/they shall preside at the annual meeting until a new Chair of the Council has been elected. He/she/they may exercise an original vote in respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes.
- j Following the election of the Chair of the Council and Vice-Chair (if there is one) of the Council at the annual meeting, the business shall include:
 - i. In an election year, delivery by the Chair of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of his/her/their acceptance of office form unless the Council resolves for this to be done at a later date;
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
 - iii. Receipt of the minutes of the last meeting of a committee;
 - iv. Consideration of the recommendations made by a committee;
 - v. Confirmation of review of delegation arrangements to committees, sub-committees, staff and other local authorities;
 - vi. Confirmation of review of the terms of reference for committees;
 - vii. Confirmation of appointment of members to existing committees;

- viii. Appointment of any new committees in accordance with standing order 4;
- ix. Confirmation of review and adoption of appropriate standing orders and financial regulations;
- x. Confirmation of review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
- xi. Confirmation of review of representation on or work with external bodies and arrangements for reporting back;
- xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
- xiii. Confirmation of review of inventory of land and other assets including buildings and office equipment;
- xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
- xv. Confirmation of review of the Council's and/or staff subscriptions to other bodies;
- xvi. Confirmation of review of the Council's complaints procedure;
- xvii. Confirmation of review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
- xviii. Confirmation of review of the Council's policy for dealing with the press/media;
- xix. Confirmation of review of the Council's employment policies and procedures;
- xx. Confirmation of review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- xxi. Confirmation of determination of the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

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

- a **The Chair of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chair of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
- c The chair of a committee [or a sub-committee] may convene an extraordinary meeting of the committee [or the sub-committee] at any time.
- d If the chair of a committee [or a sub-committee] does not call an extraordinary meeting within (5) days of having been requested to do so by (3) members of the committee [or the sub-committee], any (3) members of the committee [or the sub-committee] may convene an extraordinary meeting of the committee [or a sub-committee].

7. PREVIOUS RESOLUTIONS

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

8. VOTING ON APPOINTMENTS

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

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

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least (5) clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least (5) clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

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

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
- i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to move to a vote;
 - iii. to defer consideration of a motion;
 - iv. to refer a motion to a particular committee or sub-committee;
 - v. to appoint a person to preside at a meeting;
 - vi. to change the order of business on the agenda;
 - vii. to proceed to the next business on the agenda;
 - viii. to require a written report;
 - ix. to appoint a committee or sub-committee and their members;
 - x. to extend the time limits for speaking;
 - xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
 - xii. to not hear further from a councillor or a member of the public;
 - xiii. to exclude a councillor or member of the public for disorderly conduct;
 - xiv. to temporarily suspend the meeting;
 - xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
 - xvi. to adjourn the meeting; or
 - xvii. to close the meeting.

11. MANAGEMENT OF INFORMATION

See also standing order 20.

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**

- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

12. DRAFT MINUTES

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

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

“The chair of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but his/her/their view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”

- e **If the Council's gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13. CODE OF CONDUCT AND DISPENSATIONS

See also standing order 3(u).

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

14. CODE OF CONDUCT COMPLAINTS

- a Upon notification by the District or Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, ~~the Proper Officer shall, subject to standing order 11, report this to the Council~~ the Council shall consider what, if any, action to take against them. Such action excludes disqualification or suspension from office.
- b ~~Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chair of Council of this fact, and the Chair shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d).~~
- c ~~The Council may:~~
- i. ~~provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;~~
 - ii. ~~seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;~~
- d ~~Upon notification by the District or Unitary Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.~~

15. PROPER OFFICER

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

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

- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;
(see also standing order 23);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xv. refer a planning application received by the Council to the [Chair or in his/her/their absence the Vice-Chair (if there is one) of the Council] OR [Chair or in his/her/their absence Vice-Chair (if there is one) of the () Committee] within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of [the Council] OR [() committee];
- xvi. manage access to information about the Council via the publication scheme; and

retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.
(see also standing order 23).
- xvii. Take appropriate action in an emergency or crisis situation to protect the interests of the Council.

16. RESPONSIBLE FINANCIAL OFFICER

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

17. ACCOUNTS AND ACCOUNTING STATEMENTS

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

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

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

- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
 - ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

18. FINANCIAL CONTROLS AND PROCUREMENT

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below **£25,000** [£60,000] due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- ~~c. A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds referred to in standing order 18(f) is subject to the "light touch" arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 unless it proposes to use an existing list of approved suppliers (framework agreement).~~
- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;

- ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. ~~the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;~~
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f. **Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the ~~Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply,~~ contract is subject to the requirements of the current procurement legislation and, if so, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**

19. HANDLING STAFF MATTERS

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

20. RESPONSIBILITIES TO PROVIDE INFORMATION

See also standing order 21.

- a **In accordance with freedom of information legislation, the Council shall publish information in**

accordance with its publication scheme and respond to requests for information held by the Council.

- b **The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

(Below is not an exclusive list).

See also standing order 11.

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

22. RELATIONS WITH THE PRESS/MEDIA

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

23. EXECUTION AND SEALING OF LEGAL DEEDS

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

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.

[Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.]

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

24. COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS

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

commencement of the meeting.

- c Unless the Council determines otherwise, a copy of each letter sent to the District and County Council OR Unitary Council shall be sent to the ward councillor(s) representing the area of the Council.

25. RESTRICTIONS ON COUNCILLOR ACTIVITIES

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

26. STANDING ORDERS GENERALLY

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

APPENDIX 1

Committee Terms of Reference

Planning Committee

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

Community Resources Committee

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

Governance and Finance Committee

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

Personnel Committee

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

Town Council

Membership:	All Councillors
Quorum:	7
Frequency:	Minimum of 6 meetings per year
Remit:	Responsibility for matters as required by statute e.g., setting of precept, approving of AGAR etc., and any and all other matters as required.
Budget Responsibility:	All budgets

APPENDIX 2

Officer Delegations

Introduction and Background

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

Functions for Delegation

1. Any function explicitly authorised in Standing Orders, Financial Regulations, Council Policies or set out in any minuted Council decision that is still in force.
2. Organisation of, actions and expenditure associated with Town Council events such as Civic Sunday, Remembrance Sunday and the Annual Town Meeting.
3. Incurring expenditure in accordance with approved budgets e.g., on day to day operational issues, renewal of memberships such as LALC, the booking of training courses, in line with Financial Regulations.
4. Responding to emergencies including the incurring of unbudgeted expenditure.
5. Actions/expenditure required in implementing any agreed Council policy, practice, protocol, contract term or other minuted decision.
6. Authority to make payment for items provided that the instructions are signed by two members and any payments are reported to the Governance and Finance Committee.
7. Placing orders.
8. Agreeing in year contracts (i.e., that are met within the current agreed annual budget).
9. Processing approved payments or those not requiring pre-approval under Financial Regulations.
10. Receiving and responding to correspondence.
11. Responding to press enquiries.
12. Actions required to ensure compliance with the law.
13. Actions required to minimise risk or financial loss.
14. Dealing with all day to day HR and Payroll issues and those otherwise set out in Personnel policies.
15. Information Manager – dealing with all issues arising under the General Data Protection Regulations and Freedom of Information Act.
16. Administration of the Council's banking arrangements.
17. Actions and decisions relating to the efficient operation of the Council's cemetery and duties as a Burial Authority.
18. Allocation of grave spaces.
19. Sale and granting/re-purchase of burial rights and deeds.
20. Granting of Cemetery Memorial Permits and Licences.

21. Granting Street Collection Licences.
22. The decision to issue Petty Cash e.g., for the purchase of postage stamps.
23. Asking third party organisations such as LCC, ELDC, the Environment Agency to investigate issues/requests.
24. Actions and decisions relating to the efficient operation of the Council's gardens, parks, verges, paths and amenity grass areas including the decision to include new areas, within the Council's responsibility, where this is lawful, can be contained within budget and does not require the appointment of additional staff resources.
25. To request the siting of and expenditure on additional waste bins where ELDC approve and demand and use supports this.
26. Actions, decisions and expenditure relating to the efficient operation of the Council's public property e.g., tubs, planters, benches etc.
27. To in turn delegate functions and responsibilities to other staff but remain responsible to Council.
28. Operational and time critical decisions.
29. Approving use of Civic Regalia outside of The Sessions House at events not already approved, (these being Remembrance Sunday, Civic Sunday, Carols for All) in line with insurance requirements.
30. To authorise room hire and rental of The Sessions House in accordance with agreed guidelines and insurance requirements.
31. To use the Town Council debit card for expenditure where necessary.

Louth Town Council



Financial Regulations

Adopted 24th March 2015
Revised 19th March 2019
New NALC Model Adopted 22nd October 2019
Revised 31st March 2020
Revised 2nd February 2020
Reviewed 22nd March 2022
Reviewed 21st February 2023
Reviewed 9th April 2024
Adopted new template 25th February 2025
Reviewed 13th May 2025
Next review due 2025/26

LOUTH TOWN COUNCIL FINANCIAL REGULATIONS

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These Financial Regulations were adopted by the council at its meeting held on 25th February 2025.

1. General

- 1.1. These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.
- 1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.
- 1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.
- 1.4. In these Financial Regulations:
 - 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
 - "Approve" refers to an online action, allowing an electronic transaction to take place.
 - "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
 - 'Proper practices' means those set out in *The Practitioners' Guide*
 - *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
 - 'Must' and **bold text** refer to a statutory obligation the council cannot change.
 - 'Shall' refers to a non-statutory instruction by the council to its members and staff.
- 1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. The Clerk has been appointed as RFO and these regulations apply accordingly. The RFO;
 - acts under the policy direction of the council;
 - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
 - determines on behalf of the council its accounting records and control systems;
 - ensures the accounting control systems are observed;
 - ensures the accounting records are kept up to date;
 - seeks economy, efficiency and effectiveness in the use of council resources; and
 - produces financial management information as required by the council.

1.6. **The council must not delegate any decision regarding:**

- **setting the final budget or the precept (council tax requirement);**
- **the outcome of a review of the effectiveness of its internal controls**
- **approving accounting statements;**
- **approving an annual governance statement;**
- **borrowing;**
- **declaring eligibility for the General Power of Competence; and**
- **addressing recommendations from the internal or external auditors**

1.7. In addition, the council or a duly delegated Committee shall:

- determine and regularly review the bank mandate for all council bank accounts;
- authorise any grant or single commitment in excess of [£5,000]; and

2. Risk management and internal control

2.1. **The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**

2.2. The Clerk/RFO shall prepare, for approval by the council or a duly delegated committee, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be at least annually.

2.3. When considering any new activity, the Clerk/RFO shall prepare a draft risk assessment including risk management proposals for consideration by the council.

2.4. **At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**

2.5. **The accounting control systems determined by the RFO must include measures to:**

- **ensure that risk is appropriately managed;**
- **ensure the prompt, accurate recording of financial transactions;**
- **prevent and detect inaccuracy or fraud; and**
- **allow the reconstitution of any lost records;**
- **identify the duties of officers dealing with transactions and**
- **ensure division of responsibilities.**

2.6. On a regular basis and at each financial year end, a member other than the Chair shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the Finance Committee.

2.7. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall

put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

3. Accounts and audit

- 3.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.
- 3.2. **The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonably accuracy at any time. In particular, they must contain:**
 - **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
 - **a record of the assets and liabilities of the council;**
- 3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.
- 3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.
- 3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**
- 3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.
- 3.7. The internal auditor shall be appointed by the council and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.
- 3.8. The council shall ensure that the internal auditor:
 - is competent and independent of the financial operations of the council;
 - reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
 - can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - has no involvement in the management or control of the council

3.9. Internal or external auditors may not under any circumstances:

- perform any operational duties for the council;
- initiate or approve accounting transactions;
- provide financial, legal or other advice including in relation to any future transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.

3.11. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.

3.12. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

4. Budget and precept

4.1. **Before setting a precept, the council must calculate its [council tax (England)/budget (Wales)] requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**

4.2. Budgets for salaries and wages, including employer contributions shall be reviewed at least annually for the following financial year and the final version shall be evidenced by a hard copy schedule/minutes signed by the Clerk and the Chair of the Council or relevant committee.

4.3. No later than December each year, the RFO shall prepare a draft budget with detailed estimates of all income and expenditure for the following financial year, taking account of the lifespan of assets and cost implications of repair or replacement.

4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year without the approval of Council.

4.5. The draft budget including any recommendations for the use or accumulation of reserves, shall be considered by the finance committee and a recommendation made to the council.

4.6. Having considered the proposed budget the council shall determine its council tax (England) requirement by setting a budget. The council shall set a precept for this amount to meet the appropriate deadlines of the precept authority for the ensuing financial year.

- 4.7. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must disclose at the start of the meeting that Section 106 applies to them.**
- 4.8. The RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.
- 4.9. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.
- 4.10. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the council or relevant committee.

5. Procurement

- 5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.
- 5.3. Every contract shall comply with these the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.
- 5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Procurement Act 2023 and The Procurement Regulations 2024 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**
- 5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 6.12) obtain prices as follows:
- 5.6. For contracts estimated to exceed £60,000 including VAT, the Clerk shall seek formal tenders from at least three suppliers OR advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation. Tenders shall be invited in accordance with Appendix 1.
- 5.7. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation¹ regarding the advertising invitations and notices of contract opportunities and the publication of notices about the award of contracts.**

¹ The Regulations require councils to use the Contracts Finder website if they advertise contract opportunities and also to publicise the award of contracts over £30,000 including VAT, regardless of whether they were advertised.

- 5.8. For contracts greater than £3,000 excluding VAT the Clerk/RFO shall seek at least 3 fixed-price quotes;
- 5.9. where the value is between £500 and £3,000 excluding VAT, the Clerk/RFO shall try to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers.
- 5.10. For smaller purchases, the clerk shall seek to achieve value for money.
- 5.11. **Contracts must not be split into smaller lots to avoid compliance with these rules.**
- 5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:
- i. specialist services, such as legal professionals acting in disputes;
 - ii. repairs to, or parts for, existing machinery or equipment;
 - iii. works, goods or services that constitute an extension of an existing contract;
 - iv. goods or services that are only available from one supplier or are sold at a fixed price.
- 5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council {or relevant committee}. Avoidance of competition is not a valid reason.
- 5.14. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- 5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:
- [the Clerk], under delegated authority, for any items identified in the budget approval process (for the avoidance of doubt this includes all budgeted day to day/operational annual expenditure and approved projects).
 - the Clerk, in consultation with the Chair of the Council or Chair of the appropriate committee, for any items between £1,000 and £5,000.
 - the council or duly delegated committee for all items over £5,000;
- Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.
- 5.16. No individual member, or informal group of members may issue an official order unless instructed to do so in advance by a resolution of the council or make any contract on behalf of the council.
- 5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council or a duly delegated committee acting within its Terms of Reference except in an emergency.

- 5.18. In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to £5,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to the council or relevant committee as soon as practicable thereafter.
- 5.19. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless the council is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.
- 5.20. An official order or letter shall be issued for all work, goods and services above £250 excluding VAT unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.
- 5.21. Any ordering system can be misused and access to them shall be controlled by the Clerk/RFO.

6. Banking and payments

- 6.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with Lloyds. The arrangements shall be reviewed annually for security and efficiency.
- 6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.
- 6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by the Clerk/RFO. The Clerk may under delegated authority pay all invoices received and which are in order, and present these for authorisation at a Finance Committee meeting.
- 6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.
- 6.5. All payments shall be made by online banking/cheque, in accordance with a resolution of the council or duly delegated committee or a delegated decision by an officer, unless it is resolved to use a different payment method.
- 6.6. For each financial year the RFO may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and

similar items), which the council or a duly delegated committee may authorise in advance for the year}.

- 6.7. A copy of this schedule of regular payments shall be signed by two members on each and every occasion when payment is made - to reduce the risk of duplicate payments.
- 6.8. A list of such payments shall be reported to the next appropriate meeting of the council or Finance Committee for information only.
- 6.9. The Clerk and RFO shall have delegated authority to authorise payments only in the following circumstances:
 - i. any payments of up to £5,000 excluding VAT, within an agreed budget.
 - ii. any payments previously authorised by the council or a duly delegated committee.
 - iii. payments of up to £5,000 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.
 - iv. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 {or to comply with contractual terms}, where the due date for payment is before the next scheduled meeting of [the council], where the [Clerk/RFO] certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council {or finance committee}.
 - v. Fund transfers within the councils banking arrangements up to the sum of [£10,000], provided that a list of such payments shall be submitted to the next appropriate meeting of council [or finance committee].
- 6.10. The RFO shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, to the council or finance committee. The council or committee shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. The authorised schedule shall be initialled immediately below the last item by the person chairing the meeting.

7. Electronic payments

- 7.1. Where internet banking arrangements are made with any bank, the Clerk/RFO shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify [a number of] councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process. The Clerk may be an authorised signatory, but no signatory should be involved in approving any payment to themselves.
- 7.2. All authorised signatories shall have access to view the council's bank accounts online.
- 7.3. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.

- 7.4. The Service Administrator shall set up all items due for payment online. Two authorised signatories will attend the Sessions House to go through the invoices, approve the list of payments and sign any cheques/approve any online payments or in exceptional circumstances a list of payments for approval, together with copies of the relevant invoices, shall be sent by email to two authorised signatories for approval.
- 7.5. In the prolonged absence of the Service Administrator an authorised signatory shall set up any payments due before the return of the Service Administrator.
- 7.6. Two councillors who are authorised signatories shall check the payment details against the invoices before approving each payment using the online banking system.
- 7.7. Evidence shall be retained showing which members approved the payment online and, if possible, a printout of the transaction confirming that the payment has been made shall be appended to the invoice for audit purposes}.
- 7.8. A full list of all payments made in a month shall be provided to the next Finance Committee meeting.
- 7.9. With the approval of [the council] in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit. The approval of the use of each variable direct debit shall be reviewed by the council at least every two years. The review and approval of Financial Regulations will be deemed to satisfy this requirement.
- 7.10. Payment may be made by BACS or CHAPS by resolution of the council provided that each payment is approved online by two authorised bank signatories, evidence is retained and any payments are reported to the council at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 7.11. If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed or approved online by two members, evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by the council at least every two years.
- 7.12. Account details for suppliers may only be changed upon written notification by the supplier verified by [two of] the Clerk/RFO and a member. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every two years.
- 7.13. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.
- 7.14. Remembered password facilities {other than secure password stores requiring separate identity verification} should not be used on any computer used for council banking.

8. Cheque payments

- 8.1. Cheques or orders for payment in accordance with a resolution or delegated decision shall be signed by two members.
- 8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.
- 8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.
- 8.4. Any signatures obtained away from council meetings shall be presented to the council or Finance Committee at the next appropriate meeting for approval.

9. Payment cards

- 9.1. Any Debit Card issued for use will be specifically restricted to the Clerk/RFO and will also be restricted to a single transaction maximum value of £500 unless authorised by council or finance committee in writing before any order is placed.
- 9.2. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the council. Transactions and purchases made will be reported to the council and authority for topping-up shall be at the discretion of the council.
- 9.3. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk/RFO and any balance shall be paid in full each month.
- 9.4. Personal credit or debit cards of councillors or staff shall not be used.

10. Petty Cash

- 10.1. The council will maintain a petty cash float/imprest account of £250 and may provide petty cash to officers for the purpose of defraying operational and other expenses.
 - a) Vouchers for payments made from petty cash shall be kept, along with receipts to substantiate every payment.
 - b) Cash income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
 - c) Payments to maintain the petty cash float shall be shown separately on any schedule of payments presented for approval.}

11. Payment of salaries and allowances

- 11.1. **As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**
- 11.2. **Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.**
- 11.3. Salary rates shall be agreed by the council, or a duly delegated committee. No changes shall be made to any employee's gross pay (other than by way of contractual increments or national pay awards), emoluments, or terms and conditions of employment without the prior consent of the council or relevant committee.

- 11.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, by the dates stipulated in employment contracts.
- 11.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.
- 11.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. Payroll reports will be reviewed by [the finance committee] to ensure that the correct payments have been made.
- 11.7. Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.
- 11.8. Before employing interim staff, the council must consider a full business case.

12. Loans and investments

- 12.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.
- 12.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report on the value for money of the proposed transaction.
- 12.3. The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 12.4. All investment of money under the control of the council shall be in the name of the council.
- 12.5. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 12.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

13. Income

- 13.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 13.2. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report

of the Clerk. The Clerk/RFO shall be responsible for the collection of all amounts due to the council.

- 13.3. Any sums found to be irrecoverable and any bad debts shall be reported to the council by the Clerk/RFO and shall be written off in the year. The council's approval shall be shown in the accounting records.
- 13.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.
- 13.5. Personal cheques shall not be cashed out of money held on behalf of the council.
- 13.6. The RFO shall ensure that VAT is correctly recorded in the council's accounting software and that any VAT Return required is submitted from the software by the due date.
- 13.7. Where significant sums of cash are regularly received by the council, the RFO shall ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control record such as ticket issues, and that appropriate care is taken for the security and safety of individuals banking such cash.
- 13.8. Any income that is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting.

14. Payments under contracts for building or other construction works

- 14.1. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.
- 14.2. Any variation of, addition to or omission from a contract must be authorised by [the Clerk] to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

15. Stores and equipment

- 15.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 15.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 15.3. Stocks shall be kept at the minimum levels consistent with operational requirements.
- 15.4. The RFO shall be responsible for periodic checks of stocks and stores, at least annually.

16. Assets, properties and estates

- 16.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.
- 16.2. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.
- 16.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.
- 16.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).

No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one item does not exceed £500. In each case a written report shall be provided to council with a full business case.

17. Insurance

- 17.1. The RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.
- 17.2. The Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 17.3. The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to the council at the next available meeting. The RFO shall negotiate all claims on the council's insurers in consultation with the Clerk.
- 17.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council, or duly delegated committee.

18. Charities

- 18.1. Where the council is sole managing trustee of a charitable body the Clerk/RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The

Clerk/RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.

19. Suspension and revision of Financial Regulations

- 19.1. The council shall review these Financial Regulations annually and following any change of clerk/RFO. The Clerk shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.
- 19.2. The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.
- 19.3. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

Appendix 1 - Tender process

- 1) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
- 2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
- 3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- 4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
- 5) Any invitation to tender issued under this regulation shall be subject to Standing Order 18 and shall refer to the terms of the Bribery Act 2010.
- 6) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

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

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.

Changes to 2025-26 Practitioners' Guide

During the 2025-26 financial year (1/4/2025 to 31/3/26) all parish and town councils must put the following in place in order to be able to sign of their AGAR.

1.47 Email management - Every authority must have a generic email account hosted on an authority owned domain, for example clerk@abcparishcouncil.gov.uk or clerk@abcparishcouncil.org.uk rather than abcparishclerk@gmail.com or abcparishclerk@outlook.com for example.

1.48 All smaller authorities (excluding parish meetings) must meet legal requirements for all existing websites regardless of what domain is being used.

1.49 All websites must meet the Web Content Accessibility Guidelines 2.2 AA and the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018 (where applicable).

1.50 All websites must include published documentation as specified in the Freedom of Information Act 2000 and the Transparency code for smaller authorities (where applicable).

1.51 All smaller authorities, including parish meetings, must follow both the General Data Protection Regulation (GDPR) 2016 and the Data Protection Act (DPA) 2018.

1.52 All smaller authorities, including parish meetings, must process personal data with care and in line with the principles of data protection.

1.53 The DPA 2018 supplements the GDPR and classifies an authority as both a Data Controller and a Data Processor.

1.54 All smaller authorities (excluding parish meetings) must also have an IT policy. This explains how everyone - clerks, members and other staff - should conduct authority business in a secure and legal way when using IT equipment and software. This relates to the use of authority-owned and personal equipment.

GRANT APPLICATIONS 2025/6

Name of Applicant Date application received Date reviewed by GF Committee	Create Hope And Safe Environments (C.H.A.S.E) 25/04/2025 13/05/2025	Louth and District Help for Homeless 30/04/2025 13/05/2025	Louth Town Action Group CIC 08/05/2025 13/05/2025
What does the organisation do?	CHASE is a grassroots community support organisation dedicated to creating a safe, inclusive and non-judgemental space for children, young adults, parents, carers and educators - particularly those navigating additional needs and mental health challenges. We offer practical and emotional support, a sensory-friendly respite space, and structured wellbeing programs designed to foster resilience, enhance learning and build community connections.	Prevention of homelessness	Anything that makes Louth a better place to live e.g., weeding and litter picking.
Amount awarded 2024	N/A	£0.00	£0.00
Amount requested 2025	£20,000.00	£2,000.00	£2,040.00
Use of funds requested	£20,000 will help to cover the initial setup and launch of our inclusive support facility in Louth. This fund will directly contribute to three key areas of our project: £14,000 toward essential sensory equipment to create calming, interactive environments that meet the diverse needs of children and young adults with additional needs; £3,000 to cover three months of rental costs, ensuring we can operate in a consistent, accessible space during the critical launch period; £3,000 allocated to the development of an accessible outdoor area, providing inclusive play and movement opportunities for children of all abilities.	At least four deposits for tenancies or alleviating arrears in some possession actions.	Purchase of street vacuum.
Has a written quotation been provided?	Costs for outdoor area equipment and sensory equipment itemised.	No	Yes
Membership of organisation	8	7	3
How many members live in Louth?	7	3	2
How many of Louth's people will benefit?	At least 150 in year one.	4+	All
What age range are the beneficiaries?	Our services are primarily designed to support children and young adults aged 4-25 with additional needs, alongside their parents and carers, typically adults aged 25-60+.	Birth to old age.	0-100
What legacy to Louth is provided?	The grant will lay the foundation for a long-term, sustainable community resource that addresses a critical gap in inclusive, sensory-friendly support services for families in Louth. By funding the initial set up of CHASE, LTC will help create a space that continues to evolve and serve future generations. Over the next 10 years, we anticipate supporting at least 1,000 families, including children, young people and their parents/carers. As awareness of our service grows, so too will the number of people benefiting from the safe, responsive environment that we are building. The legacy will also extend beyond direct service users. By leading on inclusive practice and sensory accessibility, CHASE will set an example for other towns and services - positioning Louth as a pioneering community that prioritises the mental health, inclusion and well-being of its residents.	Four people and their families will be able to stay in Louth and work and live here.	If the CIC folds, the CIC will ensure that the machine is placed with owners who will continue to use it for the benefit of Louth.
Accounts provided?	No - As CHASE is a newly formed organisation, we do not yet have audited accounts. We are currently in the pre-launch phase and are relying on grant funding, donations and start-up support to establish our services. A basic income and expenditure review is available upon request.	Yes - 2024.	No. Organisation has just completed one year in operation and accounts are being prepared. Organisation has instead provided a copy of their bank statement.
FOG recommendation	£0. 'Given amount requested FOG felt that the application was beyond the remit of the small grants scheme. Suggest group need to develop a business plan showing how it will be sustainable and could then present it and their ideas/requests to Council. Other sources of funding also need investigation.	£0. Organisation has a reasonable level of reserves. Suggest these be tapped into and if need arises a further application be submitted.	Not seen by FOG.
LTC award 2025			
Notes (For use by Cllrs)			