

Louth Town Council

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

01507 355895

clerk@louthtowncouncil.gov.uk



Annual Meeting - Election of Mayor

To the Members of the Town Council of Louth:

You are hereby summoned to attend the Annual Meeting of Louth Town Council which will be held on Tuesday 26th May 2026 in The Old Court Room, The Sessions House, Eastgate, Louth at 7pm. The business to be dealt with at the meeting is listed in the agenda below.

There will be no public forum.

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

Town Clerk

Dated this 20th Day of May 2026

AGENDA

ROBED TOWN COUNCIL

1. Election of Mayor (Chairman)

Council to receive nominations and to elect the Mayor of Louth (Chairman) to hold office until the Annual Meeting of Louth Town Council in 2027 followed by:

- a) Declaration of Acceptance of Office by the Mayor
- b) Mayor's Address - The Mayor to address and thank the Council
- c) Vote of Thanks to Retiring Mayor
 - i. A vote of thanks to the retiring Mayor
 - ii. The Mayor will present a replica of the Arms of the Town to the retiring Mayor.
- d) Reply of the Retiring Mayor
Councillor Darren Hobson will reply, and confirm his recipient of the Arms, for Services to the Town.
- e) Appointment of Chaplain, The Mayor will announce the arrangements for the Mayor's Chaplain.

2. Election of Deputy Mayor

Council to receive nominations and to elect Deputy Mayor (Vice Chairman) to hold office until the Annual Meeting of Louth Town Council in 2027.

- a) Deputy Mayor to sign the Declaration of Acceptance of Office

3. 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.

4. Declarations of Interest

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.

5. Council Minutes

To approve as a correct record the notes of the Council Meetings held on 14th April 2026.

6. Committee Minutes

To confirm receipt of the minutes and adopt resolutions contained therein of the following Committee Meetings:

- a) Planning Committee meeting held on 24th March 2024.
- b) Governance and Finance Committee held on 3rd March 2026
- c) Personnel Committee meeting held on 10th February 2026.

7. Committees of the Council

On a proposal by the Mayor, seconded by the Deputy Mayor, Council to re-establish Committees, as Committees of Louth Town Council and confirm membership, terms of reference and delegated authority as contained within Standing Orders:

- a) Planning Committee (P), All Members
- b) Governance and Finance Committee (G), All Members; and
- c) Personnel (H) Committee, 7 Members (not to include the Mayor), (2025/26: JMS, EB, GEH, JB, JD, PS, KP).

8. Louth Town Council Governance

Council to confirm that it's Governance Documents e.g., Standing Orders, Financial Regulations, Code of Conduct and all of its other policies and procedures especially those relating to Risk Management, GDPR, FoI, Complaints and Employment have been reviewed in year, as per the attached schedule. (Policies available to view on the website or in the office).

9. Town Clerk

On a proposal by the Mayor, seconded by the Deputy Mayor, Council to confirm delegated authority to the Town Clerk as contained within Standing Orders and Financial Regulations.

10. Representation on External Bodies and Arrangements for Reporting Back

Council to note it has representation as follows:

- a) Louth United Charities – 2 Cllrs. with a 4 year term each - Cllrs. KP and JMS
- b) King Edward VI Almshouse School and Educational Charity of Louth – Cllrs. PS and JMS
- c) Louth Navigation Regeneration Partnership – new representative to be elected
- d) CCTV Partnership – Cllr. Mrs. EB and Town Clerk
- e) LALC Management Committee – Town Clerk

Representatives to note that reports back to Council are requested.

11. Council's Membership of Other Bodies

Council to note that Louth Town Council or it's Clerk is a subscriber to / associate of / registered with:

- a) Lincolnshire Association of Local Councils (LALC)
- b) National Association of Local Councils (NALC)
- c) LALC Annual Training Scheme
- d) Historic Towns Forum (Free associate)
- e) The Information Commissioners Office
- f) The Institute of Cemetery and Crematorium Management
- g) Rural Market Towns Group
- h) Society of Local Council Clerks (SLCC)

12. Arrangements with other organisations

Council to note that it has arrangements with other organisations e.g., leases/agreements which can be viewed in the office, in respect of:

- a) Old Mill House (lease with private tenants/their mortgage company)
- b) Wayleave (with Northern Powergrid re. poles located on Council land at Julian Bower)
- c) Grasscutting (agreement with LCC that the Council will cut amenity verges in the town)
- d) Legal representation (letters of engagement with Wilkin Chapman Rollits)
- e) Land off London Road (lease with Louth Athletics Club)
- f) Julian Bower Field (grazing licence with private individual)
- g) St. Aethelheard's Chapel (occupation agreement with local branch of the Greek Orthodox Church)
- h) Sessions House (agreement with LNALS re. storage space at SH)
- i) Flood Alleviation Scheme (agreement with Environment Agency to contribute financially annually)
- j) Trinity Lane, London Road, Mount Pleasant Allotments (Lease with Louth Cottage Garden and Allotments Assoc.)
- k) Land off London Road - Astro Turf Site (Lease with LRSP)
- l) London Road Sports Partnership (agreement that Council will contribute annually to a maximum of £20,000)
- m) CCTV (maintenance contract with ELDC)
- n) St. James' Church - clock and external lights (payment of clock repair costs and electricity to run it and lights)
- o) War Memorial (agreement with ELDC that ELDC will pay for electricity and LTC will maintain the asset)
- p) Market Place Electric Box (transferred from ELDC. LTC responsible for all supply energy costs, all statutory testing and public safety)

13. Register of Assets

Council to confirm that schedules of land and assets were reviewed and adopted by Town Council on 24/03/26.

14. Insurance

Council to note that its arrangements for insurance cover, of all insured risks was reviewed and resolved upon on 20/5/25.

15. Meetings of the Council

Council to confirm that the dates of the meetings of Louth Town Council and Committees for 2026/27 were reviewed and adopted on 10th February 2026 and authorise the Town Clerk to issue summons accordingly. A schedule of meeting dates can be viewed on the website.

16. Bank Signatories

Council to note signatories on its accounts are as follows, approve and nominate another three members for addition to its approved NSI signatories:

- a) Lloyds Account – EB, KP, DH, JMS, PS
- b) NSI Account – EB, DH

17. Financial Matters:**a) Bank Balances**

Council to note bank balances as follows:

- i. Lloyds Treasurers Account (balance on statement 1 at 30th April 2026) – £377,533.03
- ii. Lloyds Deposit Account (balance on statement 1 as at 30th April 2026) – £166,652.51
- iii. NS and I Account (balance on last statement, numbered 15 as at 18th February 2026) – £114,560.77.

b) Orders for Payment

Council to approve the attached list of payments made in April 2026.

18. Next Meeting

Council to note that the date of the next scheduled meeting of Louth Town Council's Planning and Governance and Finance Committees will take place on Tuesday 9th June 2026 when Chairmen / Vice Chairmen and working groups of those Committees will be elected / established.

04-14-26 TC MINS

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

The Mayor, Cllr. D. Hobson (DH) (in the chair).

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

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

The Town Clerk, Mrs. L.M. Phillips, the Town Clerk's Assistant, Mrs. S. Chitauru-Adlard, the Mayor's Serjeant, Mrs. S. Dykes, the Mayor's Chaplain, Reverend K. Dally and two members of the public were also present.

The Council received the following report from elected Members of East Lindsey District Council (ELDC):

- Cllr. Mrs. JMS informed attendees that ELDC's parking scrutiny was coming to a close and that she would be recommending that parishes be consulted on future parking decisions. She then notified the Council that ELDC had created a team to look into the issues caused by caravans in the area.

Prior to the commencement of the formal meeting, Rev. K. Dally said prayers.

T169. Apologies for Absence

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

T170. Declarations of Interest / Dispensations

The following declarations of interest were made:

- a. Cllr. DH – Item 7 as a member of ELDC.
- b. Cllr. GEH – Item 7 as a member of ELDC.
- c. Cllr. Mrs. JMS – Item 7 as a member of ELDC.

T171. Town Clerk's Remarks

The Town Clerk informed the Council that:

- The Deed of Surrender and new lease for the London Road Astro Turf site had been signed by all parties.
- The Council's £1,000 grant from the ELIF fund had been received and new signage had been installed at Hubbard's Hills.
- Following the decision made at the meeting held 24th March 2026 that she would write to ELDC and request their arrangements for 1 or 2 hours free parking in Louth Town Centre be reviewed, the Town Clerk had now received a response from ELDC confirming that they would investigate the impact that changes to these arrangements might have on their figures and would come back to the Town Clerk as to whether there were any viable options.
- She had recently received a request to renovate the flood marker, which was a stone high up on a wall on Eastgate, roughly opposite the entrance to Espin Walk. Investigation had shown that the wall was a retaining wall and privately owned. The Town Clerk informed the Council that, whilst the owner was happy for the stone to be renovated, they would prefer that it was not removed from the wall due to fear of destabilising the wall and they did not wish to bear any of the renovation cost. The Clerk went on to share that she had contacted Leakes Masonry who explained that it would be difficult and costly to renovate the old stone in situ due to its height and the nature of the renovation that was required, (scaffolding was required, the stone would need hand carving in situ, the surface of the stone would need to be smoothed). Leakes had seemed keen to assist in renovating the stone for the community and had suggested that they would look into whether a brass plaque could be installed but warned that this might be difficult if it was to be screwed to the potentially crumbly stone.
- She was to meet with LCC Officers and LCC Councillors T. Catton and N. Hastings at Hubbard's Hills in the coming weeks to see whether LCC would be able to assist in providing labour and expertise via their partners Balfour Beatty through their Councillor Volunteer Scheme in undertaking work to repair and renovate the ramped access near the toilets at Hubbard's Hills.
- The flags on the poles erected on the front of some of the businesses in the town centre had now been taken down due to their poor condition. She explained to Council that the flags were originally the idea of the

Independent Traders and that the Council assisted the group by purchasing some of the flags and replacing those up in the town once the Independent Traders group ceased. The Town Clerk said that the Council had no more flags, therefore, if Council wanted to reinstate the flags, they would need to purchase new flags, poles and blocks for their erection, along with engaging a contractor to fit them. Cllr. JMS suggested erecting Louth Flags and submitting an application to the National Lottery Awards for All grant to cover the purchase of the flags. It was agreed that the Town Centre Retail Working Group would investigate options.

- Communications around Old Mill House were ongoing.

T172. Minutes

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

T173. Committee Minutes

It was proposed, seconded and **RESOLVED** to confirm receipt of the minutes and adopt the resolutions contained therein of the following Committee Meetings:

- Planning Committee – 10th February 2026
- Planning Committee – 3rd March 2026
- Personnel Committee – 4th November 2025

T174. Mayor's Announcements

Council received a tabled schedule of the Mayor's, Cllr. DH's, recent events. Cllr. DH said a highlight had been attending the Louth Run for Life Presentation hosted at the Sessions House, where a generous benefactor kindly donated enough money for the charity to reach £1million in overall funds raised since their inception 20 years ago. Cllr. DH had also enjoyed facilitating Utterby Primary Academy's visit to the Sessions House, in which they learned about aspects of the Council. He went on to say that he and the Mayoress had a busy few weeks ahead supporting the opening of new businesses and attending civic events, and thanked Councillors for their continued support.

T175. Play Parks

Council received a report from Lincolnshire World which discussed government funding up to £270,000 available to district councils to improve play parks, along with a letter to ELDC drafted by Cllr. HF requesting Louth Town Council be considered for the funding due to the town's lack of existing play park facilities. It was proposed, seconded and **RESOLVED** to submit the letter to the relevant parties at ELDC, with an additional point to be included regarding Louth's lack of play facilities for disabled children.

T176. Julian Bower

The Town Clerk informed the Council that research into the installation of solar panels, as previously discussed was ongoing. She then confirmed that the current licensee wished to renew the grazing licence held at Julian Bower. It was proposed, seconded and **RESOLVED** to renew the licence.

T177. Co-option

Council considered an application for co-option from Mr. Tristram Tapsfield. After interview and discussion it was proposed, seconded and **RESOLVED** that Mr. T. Tapsfield (TT) should be co-opted onto Louth Town Council onto Priory Ward. Mr. Tapsfield signed the Declaration of Acceptance of Office and joined the Council meeting.

T178. Next Meeting

It was noted that the date of the next scheduled Town Council meeting was 26th May 2026.

The Meeting Closed at 7.53pm.

Signed _____ (Chairman) Dated _____

LTC Policy Document Schedule

NAME OF DOCUMENT	DATE ADOPTED	LOCATION	LAST REVIEWED	SUGGESTED NEXT REVIEW	BY
Data Protection Policy	May 2018	Web and office	13/05/25	By end June 2026	TC
Information Security Incident Policy	May 2018	Web and office	01/06/25	By end June 2026	TC
Removable Media Policy	May 2018	Office	01/06/25	By end June 2026	TC
Retention of Documents Policy	May 2018	Web and office	01/06/25	By end June 2026	TC
Secure Disposal of Information Policy	May 2018	Office	01/06/25	By end June 2026	TC
Subject Access Requests Policy	May 2018	Web and office	01/06/25	By end June 2026	TC
Data Map and Appropriate Document Policy	March 2026	Web and office	24/03/26	By end March 2027	TC
Policy on Handling Freedom of Information Requests	May 2018	Web and office	18/06/25	By end June 2026	TC
Biodiversity Policy	March 2025	Web and office	24/03/26	By end March 2027	TC
Complaints Procedure	September 2025	Web and office	09/09/25	By end Sept 2026	TC
Co-option Policy	October 2018	Web and office	03/06/25	By end June 2026	TC
Disciplinary Procedure	November 2025	Web and office	18/11/25	By end Nov 2026	PERS
Dignity at Work Policy	January 2024	Web and office	24/03/26	By end March 2027	TC
Domestic Abuse Policy Statement	June 2025	Web and office	03/06/25	By end June 2026	TC
Drugs and Alcohol Policy and Procedure	April 2014	Web and office	14/04/26	By end April 2027	PERS
Equality and Diversity Policy	July 2025	Web and office	22/07/25	By end July 2026	TC
Grievance Procedure	November 2025	Web and office	18/11/25	By end Nov 2026	PERS
Health and Safety Policy	March 2018	Web and office	14/04/26	By end April 2027	PERS
Hubbard's Hills Memorial Trees and Plaques	March 2025	Web and office	25/03/25	By end March 2030	TC/GF
Investment Policy	August 2024	Web and office	10/02/26	By end Feb 2027	TC
IT Policy	March 2026	Web and office	24/03/26	By end March 2027	TC
Lone Working Policy	March 2018	Web and office	14/04/26	By end April 2027	PERS
LTC Action Plan	August 2024	Web and office	24/03/26	By end March 2027	TC
Media Policy	June 2011	Web and office	12/05/26	By end May 2027	TC/GF
Members Allowance Policy	June 2011	Web and office	03/06/25	By end June 2026	TC/GF
Model Publication Scheme	June 2024	Web and office	18/06/25	By end June 2026	TC/GF
Protocol Officer / Councillor Relationships	February 2020	Office	14/04/26	By end April 2027	PERS
Recruitment and Selection Policy	April 2014	Web and office	14/04/26	By end April 2027	PERS
Risk Management and Internal Controls	March 2018	Office	25/02/25	By end Feb 2027	TC/GF
Risk Management Policy	October 2025	Web and office	21/10/25	By end October 2026	TC/GF
Reserves Policy	October 2024	Web and office	24/03/26	By end October 2026	TC
Safeguarding Policy	March 2018	Web and office	24/03/26	By end March 2027	TC
Sexual and General Harrassment Policy	October 2024	Web and office	01/10/25	By end October 2026	PERS
Sickness and Absence Policy	April 2014	Web and office	14/04/26	By end April 2027	PERS
Vehicle Usage and Driving at Work Policy	June 2019	Office	03/06/25	By end June 2026	TC
Training and Development Policy	August 2023	Web and office	14/04/26	By end March 2027	TC
Code of Conduct	February 2023 (NALC update)	Web and office	25/02/25	By end April 2027	TC/GF
Financial Regs	March 2025 (NALC update)	Web and office	13/05/25	By end April 2027	TC/GF
Standing Orders	March 2025 (NALC update)	Web and office	03/06/25	By end April 2027	TC/GF
Cemetery Privacy Notice	May 2018	Web and office	01/06/25	By end June 2026	TC
Email Contact Privacy Notice	May 2018	Web and office	01/06/25	By end June 2026	TC
General Privacy Notice	May 2018	Web and office	01/06/25	By end June 2026	TC
Staff and Councillor Privacy Notice	May 2018	Web and office	01/06/25	By end June 2026	TC
Remote Meetings Privacy Notice	May 2018	Web and office	01/06/25	By end June 2026	TC
Accessibility Statement	January 2025	Website	20/01/2026	By end January 2027	TC
LTC Emergency Plan	2025	Web and office	20/01/2026	2026/27	TC

LTC Payments

April 2026

Payment Ref	Supplier/Payee	Description	Payment Total	Date Paid
OP669	Wilkin Chapman LLP	Legal advice	2,409.00	14/04/26
OP670	Sylvester Keal Ltd	Cleaning supplies	4.31	14/04/26
OP671	John Darke Ltd	Fuel	109.85	14/04/26
OP672	The Flag Shop	Bunting	568.35	14/04/26
OP673	Rialtas Business Solutions Ltd	Finance support	735.60	14/04/26
OP674	SCIS UK Limited	IT assistance	48.00	14/04/26
OP675	ICCM	Subscription 26/27	110.00	14/04/26
OP676	Rural Services Partnership Ltd	Subscription 26/27	181.25	14/04/26
OP677	MG Ubique Ltd	HH tree work	900.00	14/04/26
OP678	East Lindsey District Council	Business rates 26/27	5,304.00	14/04/26
OP679	East Lindsey District Council	Business rates 26/27	4,243.20	14/04/26
OP680	ICO Registration	Subscription 26/27	52.00	14/04/26
OP681	LALC	Subs 26/27/ATS 26/27		
		Cllr training	3,062.98	14/04/26
OP682	Louth Training Corps 1228	Grant	200.00	14/04/26
OP683	Louth Fun and Friendship	Grant	250.00	14/04/26
OP684	Louth Run For Life	Grant	400.00	14/04/26
OP685	Spout Yard Management Trust	Grant	500.00	14/04/26
OP686	Far Welter'd Society	Grant	1,000.00	14/04/26
OP687	Community Plus Project Louth	Grant	465.00	14/04/26
OP688	Wilkin Chapman LLP	Legal advice	1,884.60	14/04/26
DDEONCEM1	E.On Next Ltd	Cem Electric	201.03	17/04/26
DDAWSH1	Anglian Water Business	SH Water	8.00	20/04/26
DDAWCEM1	Anglian Water Business	Cem Water	36.00	20/04/26
DDEDFSH1	EDF Energy	SH Gas	171.22	20/04/26
DDAWHH1	Anglian Water	HH Water	403.00	20/04/26
SC	Lloyds	Service charge	14.03	20/04/26
DDEDFCEM1	EDF Energy	Cem Gas	14.75	22/04/26
DDEONHH1	E.On Next	HH Electric	65.57	22/04/26
DDEONCH1	E.On Next	St. James' Electric	169.73	22/04/26
DDEONSH1	E.On Next	SH Electric	435.02	22/04/26
OP689	Allinson Print Ltd	Stationery	88.48	24/04/26
OP690	Warwood Interments Ltd	Gravedigging	900.00	24/04/26
OP691	Giraffe Distillers Ltd	Civic expenses	210.00	24/04/26
OP692	Sylvester Keal Ltd	HH cleaning	377.57	24/04/26
OP693	The Little Cleaning Co	SH cleaning	356.16	24/04/26
OP694	Glendale Countryside Ltd	HH Grass	1,759.50	24/04/26
OP695	Rodden and Cooper Ltd	Town signs	798.00	24/04/26
OP696	Louth Men's Shed	Grave markers	49.50	24/04/26
OP697	The Little Grazing Company	Civic expenses	680.00	24/04/26
OP698-701	Staff payments	Staff payments	6,943.53	24/04/26
OP702	HMRC	Tax	2,239.44	24/04/26
OP703	LCC Pension Fund	Pensions	2,207.23	24/04/26
PC3	Cash Withdrawal	Petty Cash	240.00	27/04/26
DDTEMKT1	Total Energies	Mkt P1 Electric	25.55	29/04/26
DD1COMSH1	Onecom	SH Phone & Wifi	87.10	30/04/26