

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 and its Planning Committee which will be held on Tuesday 3rd June 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. If possible, please provide written representation rather than attending in person.

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

Mrs. L.M. Phillips

Town Clerk

Dated this 29th Day of May 2025

AGENDA TOWN COUNCIL

(Chairman: Cllr. D. Hobson, 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 Annual Town Council Meeting held on 20th May 2025.

4. C.H.A.S.E

To receive a presentation, details of the above project and consider a request for funding. Please note, in addition to the documents included as part of the agenda a small business plan, 3 year strategic plan and 5-10 year strategic expansion plan are also available to view in the office. Copies will be available on the evening of 3rd June.

5. Personnel Committee

Council to receive nominations for and resolve to fill the two vacant seats on its Personnel Committee.

6. Annual Town Meeting Minutes 2024/25

To receive the notes of the Annual Town Meeting held on 22nd April 2025, consider if further action should be taken on any proposals raised by members of the public and agree that, unless there is a contentious subject that requires discussion in 2026, the Annual Town Meeting should be held at The Sessions House. (Minutes Attached).

7. Working Groups

Council to re-establish working groups which report to the Council and approve remit and membership.

8. Standing Orders

Council to approve changes to standing orders at section 3. t. ii. following resolution at the GF Committee meeting on 13th May and amendment to Appendix 1, Committee Terms of Reference, page 21.

9. Domestic Abuse

Council to receive a draft Policy Statement and discuss/resolve upon:

- a. Adoption of the draft Domestic Abuse policy statement
- b. Identification of a Lead officer
- c. To individually undertake induction training
- d. To inform ourselves of the information to make referral

10. Hubbard's Hills

To receive an update and approve draft tender document for use. (To be tabled).

11. Town Map Dispensers

To consider correspondence from Cityscape Maps.

12. Kenwick Road Bus Shelter

To note that following damage to the above by a third party the Council's insurer has agreed a settlement figure and a new bus shelter is in the process of being ordered and installed.

13. Julian Bower Resurfacing

Following previous discussion Council to receive a proposal on the above from residents and resolve upon the way forward. (To be tabled).

14. LCC

Currently, in many instances, LCC require a request for work in Louth to come from the Town Clerk through the County Councillor. This involves the Town Council making background checks and gathering evidence. Until relatively recently this was not the normal protocol, notwithstanding the fact that this does alert interested parties. However, it means that this in effect results in serious costs being passed down and incurred disproportionately by the Town Council, when County Councillors who are paid should be doing the leg work. Councillor Watson proposes that where possible Councillors on LCC and ELDC should undertake all necessary investigation to support requests for their respective Councils. In addition, townsfolk who request actions, which can only be dealt with by the District or County Council, should initially be directed by the Town Councillor to the relevant District or County Councillor without discussion or submission to the Town Clerk; otherwise we are at risk of overloading our Town Clerk and allowing Officers and Councillors of ELDC and LCC an easy ride and free use of our limited resources.

15. St. James' Church Clock

Council to note that due to synchronicity issues with the above, Smith of Derby the Clockmakers, have undertaken a site visit to determine what repairs are needed (cost £450 + VAT) and propose that the following work is required: attending, cleaning the going train, installing a PAR battery, correcting the PAR sensor, installing accurate discharge and installing additional weight will cost £2,279 plus VAT. Council to approve the expenditure on the clock and that it be taken from the EMR Capital Expenditure.

16. Review of Notices, Policies and Procedures

Committee to note that the following have been reviewed. Council to approve continued use of:

- a. Members Allowance Policy
- b. LTC Co-option Policy
- c. LTC Vehicle Usage and Driving at Work Policy

17. Closed Session

Council 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 items, information being of a third party, commercial, confidential and or legal nature with regard to:

- a. Old Mill House – to receive an update following legal correspondence and resolve upon the way forward.

18. Next Meeting

To note that the next scheduled meeting of the Town Council will take place on 24th June 2025.

PLANNING COMMITTEE
(Membership: All Cllrs.)

1. Election of Planning Committee Chairman

The Mayor will initially take the chair for this item.

Committee to receive nominations and to elect the Chairman of the Planning Committee to hold office until the Annual Meeting of Louth Town Council in 2026.

2. Election of Planning Committee Vice Chairman

Committee to receive nominations and to elect the Vice Chairman of the Planning Committee to hold office until the Annual Meeting of Louth Town Council in 2026.

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 / 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.

5. Minutes

To approve as a correct record the notes of the Planning Committee Meeting held on 6th May 2025. (Attached).

6. Applications received by the Local Planning Authority

To consider and make observations/ratify comments already submitted by the Planning Working Group to meet deadlines, on all planning applications received including those listed in the schedule (PA/Schedule 06-03-25). (Attached).

7. Planning Correspondence

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

8. Planning Working Group

Committee to re-establish the Planning Working Groups which reports to it or the Council and approve remit and membership.

9. Next Meeting

To note that the next scheduled meeting of the Planning Committee will take place on 24th June 2025.

05-20-25 ATC MINS

**MINUTES OF THE ANNUAL MEETING OF LOUTH TOWN COUNCIL
HELD IN THE OLD COURT ROOM, THE SESSIONS HOUSE, LOUTH
ON TUESDAY 20th MAY 2025**

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

Present Councillors: Mrs. E. Ballard (Mrs. EB), J. Baskett (JB), L.M. Cooney (LMC), J. Drake (JD), G.E. Horton (GEH), Mrs. J. Makinson-Sanders (Mrs. JMS), D. Moore (DM), Mrs. K. Parsons (Mrs. KP), P. Starsmore (PS).

Councillors Not Present: M. Barnes (MB), H. Filer (HF), Mrs. P.F. Watson (Mrs. PFW), D.E. Wing (DEW).

The Town Clerk, Mrs. L.M. Phillips and the Town Clerk's Assistant, Mrs. S. Chitauro-Adlard, the Mayor's Serjeant, Mrs. S. Dykes, The Mayor's Chaplain, Reverend Keith Dally, The Deputy Mayoress, Mrs. Sarah-Jayne Hobson and 13 members of the public were also present.

T1. Election of Town Mayor (Chairman)

It was proposed, seconded and **RESOLVED** by vote of the Council that Cllr. DH should be elected Mayor of Louth to hold office until the Annual Meeting of the Council in 2026.

a) Declaration of Acceptance of Office

Cllr. DH read out and signed the official Declaration of Acceptance of Office witnessed by the Town Clerk and took the Chair.

b) Mayor's Address

Cllr. DH thanked the Council for his nomination, expressing gratitude to be elected as Mayor again. He also thanked his family, friends, invited guests, the Council and the Councils staff for their support in a busy and challenging year. He shared that he would focus on the principles of unity, engagement and celebration during his time as Mayor, and assured attendees that he would serve with enthusiasm and integrity.

c) Vote of Thanks to the 2024/25 Mayor

It was proposed, seconded and **RESOLVED** that a vote of thanks be given to the Mayor of 2024/25, Cllr. JS, who had sadly passed away during her time in office. Thanks were also extended to her consort, Mr. Alan Simmons.

d) Appointment of Chaplain

The Mayor confirmed that the Reverend Keith Dally had kindly agreed to act as his Chaplain for the year 2025/26.

T2. Election of Deputy Mayor

It was proposed, seconded and **RESOLVED** that Cllr. Mrs. KP be elected Deputy Mayor to hold office until the Annual Meeting of the Council in 2026.

T3. Apologies for Absence

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

T4. Declarations of Interest / Dispensations

- a)** Cllr. DH – Items 13(k) and 13(m) as a member of East Lindsey District Council (ELDC).
- b)** Cllr. GEH – Items 13(k) and 13(m) as a member of ELDC.
- c)** Cllr. Mrs. JMS – Items 13(k) and 13(m) as a member of ELDC.

T5. Council Minutes

It was proposed, seconded and **RESOLVED** to approve as a correct record, the notes of the Council Meetings held on the 25th March 2025.

T6. Committee Minutes

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

- a)** Planning Committee – 25th February 2025
- b)** Planning Committee – 25th March 2025

- c) Planning Committee – 15th April 2025
- d) Governance and Finance Committee – 25th February 2025
- e) Community Resources Committee – 4th February 2025
- f) Personnel Committee – 4th February 2025
- g) Personnel Committee – 15th April 2025

T7. Louth Town Council Governance

It was proposed, seconded and **RESOLVED** to confirm that Governance Documents such as Standing Orders, Financial Regulations, Code of Conduct, Risk Management and Internal Controls, the Asset Register, the Council's Complaints Procedure, all policies relating to GDPR, the Handling of Freedom of Information Requests Policy, Media Policy, Employment policies, Health and Safety Policy, Sexual and General Harassment Policy and other policies and procedures were reviewed and adopted in 2024/25.

T8. Insurance

Further to previous discussions, the Council noted that the insurance review was still underway. It was proposed, seconded and **RESOLVED** to renew delegated authority to the Town Clerk, to be assisted by Cllr. DH, Cllr. Mrs. KP and Cllr. PS to progress and finalise.

T9. Committees of the Council

It was proposed, seconded and **RESOLVED** that the Council re-establish the Committees below, as Committees of Louth Town Council, confirm terms of reference and delegated authority (as contained within Standing Orders) and confirm membership:

- a) Planning Committee (P), All Members
- b) Governance and Finance Committee (G), All Members
- c) Personnel – It was noted that Cllr. DH, as Mayor, would need to stand down and that Cllr. HF wished to stand down. It was proposed, seconded and **RESOLVED**:
 - i) that those eligible previous members wishing to stand again (Cllrs. Mrs. JMS, Mrs. EB, JB, JD and GEH) should remain on the Committee.
 - ii) to defer a decision on replacements to the next meeting of the Town Council on 3rd June 2025.

T10. Town Clerk

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

T11. Representation on External Bodies and Arrangements for Reporting Back

The following representations were noted:

- a) Louth United Charities – Cllr. Mrs. JMS (whose term of office would end in January 2027 and Mr. AL whose term of office would end in June 2025).
- b) King Edward VI Almshouse School and Educational Charity of Louth – Cllrs. PS, Mrs. JMS and Mr. A. Leonard.
- c) Louth Navigation Regeneration Partnership – Cllr. Mrs. PFW.
- d) CCTV Partnership – Cllr. Mrs. EB and the Town Clerk.
- e) LALC Management Committee – the Town Clerk.
- f) Louth Transport Board – Cllr. JB, Cllr. JD and the Town Clerk.

Councillor representatives noted that they were requested to report back to the Council at least every 6 months.

T12. Council's Membership of Other Bodies

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

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

T13. Arrangements with Other Organisations

It was noted that the Council had arrangements with other organisations e.g., leases/agreements 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 grass 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 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 Magna Vitae (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 (LTC pay for clock repairs and electricity to run it and lights)
- o) War Memorial (agreement with ELDC that it will pay for electricity and LTC will maintain the asset)

T14. Meetings of the Council

It was proposed, seconded and **RESOLVED** to approve the schedule of meetings as attached to the agenda for 2025/26 and as discussed on 25th March 2025 and that the Town Clerk should issue summons by email, accordingly.

T15. Nominated Key Holders

It was noted that the nominated key holders of the Sessions House, whose role was primarily to respond to alarm call outs, were no longer required, as in accordance with the Council's Insurance Risk Assessors recommendations, a private company had now been awarded the work. Previous keyholders were asked to return their keys to the Town Clerk for safe keeping.

T16. Bank Signatories

The Council noted signatories, as follows:

Lloyds Account – Cllr. Mrs. EB, Cllr. LMC, Cllr. DH, Cllr. Mrs. JMS and Cllr. Mrs. KP. It was proposed, seconded and **RESOLVED** to add Cllr. PS as a signatory to the Lloyds Account.

NSI Account – Cllr. Mrs. EB, Cllr. LMC and Cllr. DH.

T17. Purchase of Street Hoover

Following a recommendation from the Governance and Finance Committee, it was proposed, seconded and **RESOLVED** that a street hoover and additional battery be purchased from Overton Ltd at a cost of £1933 + VAT, with funds to be taken from the EMR Capital Expenditure, and that procedures be drawn up to allow this to be used by other local organisations if needed.

T18. Date of Next Meeting

It was noted that the date of the next scheduled Town Council meeting was 3rd June 2025.

The Meeting Closed at 7.38pm

Signed _____ (Chairman)

Dated _____

Dear Members of the Council,

We are writing to respectfully request your support for a £5,000 contribution toward our live **Spacehive crowdfund**, which aims to raise **£15,122** to equip Louth's first inclusive sensory hub. This hub will serve as a vital sanctuary for children with additional needs and their families—offering sensory regulation spaces, peer support, and a place to feel seen, safe, and supported.

To date, we have secured:

- **£5,000 from the East Lindsey Community Fund**
- **£620 from our own community fundraising efforts**

Your support will not only help us meet our remaining funding target—it will demonstrate civic leadership and encourage others to pledge. Every contribution is an investment in early intervention, mental wellbeing, and community resilience.

We believe CHASE will become a proud asset to Louth—a place where families navigating complex challenges can find connection, advocacy, and hope.

We would be honoured to meet and present further details. Thank you for your time and for considering our request.

info@chaselincs.co.uk
www.chaselincs.co.uk
07848 287802

1. Executive Summary

C.H.A.S.E. (Create Hope And Safe Environments) is respectfully requesting a £5,000 contribution from Louth Town Council toward our live community crowdfund, hosted on Spacehive: <https://www.spacehive.com/sensoryhubforlouth>. This fund aims to raise £15,122 to equip our inclusive sensory hub in Louth with vital therapeutic resources and community support tools.

So far, the East Lindsey Community Fund has pledged £5,000, and our community group has independently raised £620. The Town Council's contribution would help close the remaining gap, increase campaign visibility, and inspire further community pledges.

CHASE is a grassroots, trauma-informed organisation dedicated to supporting children with additional needs and their families. This crowdfund represents a crucial step in realising our vision for a safe, inclusive, and healing community hub in Louth.

The total crowdfund amount of £15,122 covers the following:

- £10,382 for essential sensory equipment
- £3,000 for rent
- £155 for insurance
- £1,966 Spacehive Fees

2. Detailed Funding Breakdown

The requested £15,122 will directly fund three key areas of CHASE's initial development. These are critical to establishing a safe, functional, and inclusive hub for families and children in Louth. Below is a breakdown of costs based on supplier quotes and project forecasts:

1. Sensory Equipment – £10,382
2. Rent – £3,000
3. Insurance - £155

This will cover three months of rent at a reduced community rate to secure a safe, welcoming base in Louth for CHASE's inclusive hub. Securing space is essential for all sensory, support, and advocacy activities to take place in a consistent and accessible setting.

3. About CHASE: Vision, Mission & Values

C.H.A.S.E. (Create Hope And Safe Environments) is a trauma-informed, parent-led organisation dedicated to creating safe, inclusive, and non-judgmental spaces for children and families navigating additional needs. Our services are grounded in community consultation, lived experience, and national best practices.

Vision:

A CHASE hub in every UK town and city—co-created with local communities, providing inclusive and trauma-informed support.

We're building more than support services.

We're building **hope, healing, and community**—one hub at a time.

Values:

- Empathy: Prioritising emotional safety and understanding.
- Inclusion: Celebrating neurodiversity and accessibility.
- Dignity: Respecting every individual's voice and autonomy.
- Empowerment: Focusing on strengths over deficits.
- Sustainability: Building for long-term community impact.

4. Why Louth? Strategic Fit and Community Need

East Lindsey, and Louth specifically, face high levels of service deprivation. Families often travel long distances for basic therapeutic or diagnostic support, leaving many isolated and unsupported. The COVID-19 pandemic has further widened these gaps.

Local partners such as St Bernard's School have confirmed a significant need for sensory-based and community-led provision. CHASE fills this critical gap with accessible, non-diagnosis-dependent services. Our approach complements NHS and CAMHS provision by offering earlier, preventative care for families in distress.

By situating our flagship hub in Louth, we're creating a replicable local model of early intervention, co-produced with the very families it serves.

5. Financial Sustainability & Forecast

CHASE is committed to building a robust, diversified income model to ensure long-term sustainability. Our financial approach is designed to minimise reliance on any one funding stream, while maintaining transparency and strong governance.

Income Strategy (by Year 3)

- 50% from grants and trusts (e.g., Lottery, NHS, Children in Need)
- 30% from donations, community sponsorship, and patron schemes
- 20% from earned income (training, consultancy, room hire)

Projected Annual Budget (by Year 3)

- £180,000 total income
- £120,000 core operational costs (salaries, utilities, insurance)
- £35,000 innovation and development (e.g., nature-based therapies)
- £25,000 reserves (3-month operational buffer)

6. Governance & Letters of Support

C.H.A.S.E. is registered as a Community Interest Company (CIC) with Company No. 16000353. We are transitioning to full charity status in Year 1 of our development plan to improve access to multi-year funding and reinforce public trust.

We are proud to include endorsements from the following local stakeholders:

- St Bernard's Special School (Headteacher: Helen Harkness)
- Naomi's Garden (Lead Professional: Sarah-Jayne Walker)

These letters confirm the acute local need and the value of CHASE's community-based approach.

Our governance model includes:

- A diverse and skilled board of trustees (in development)
- A safeguarding lead and external financial reviewer
- Transparent reporting aligned with CIC and charity standards

7. Income & Expenditure Forecast

Below is a detailed summary of CHASE's projected expenditure for its first operational phase. This forecast reflects equipment, resource, and delivery costs identified through consultation with suppliers and partner organisations.

This forecast reflects essential costs required to establish, furnish, and launch the inclusive sensory hub in Louth. Total Estimated Expenditure: £39,230.91

8. Income & Expenditure Forecast

The following table presents CHASE's anticipated costs and corresponding funding sources for its launch and early-stage operations:

Cost Description	Estimated Cost	Funding Source
Refreshments / ongoing costs	£250.00	Coop Funeral Care
Outside area +	£2,000.00	Lottery Fund
Extra Sensory Equipment	£5,000	Louth Rotary
Labour / Builder / Plumber	£1,800	Secured & Completed (Own funds)
Paint	£0.00	Local recycling centre
Ad Hoc temporary furniture for the parents room	£0.00	Local recycling centre
Outside (base)	£1,977.95	Louth Lions (Awaiting decision)
Parents room	£4,074.44	Elif Grassroots
Refreshments	£1,000.00	Lottery Fund
General Labour ongoing maintenance	£0.00	Neighbourly, social media requests
Upgrades	£5,000.00	Screwfix
Tech resources, Ipads, visual tech.	£2,000	UNLTD
Insurances	£387.52	Part Secured (LincsCVS)
DBS Checks	£188.00	Secured (Lincs CVS)
Refreshments to start	£50.00	Local Retail Donations
Spacehive Fees	£1,966	
Sensory Equipment	£10,382.00	Spacehive Crowdfund
Rent (3 Months)	£3,000.00	Spacehive Crowdfund
Insurance	£155.00	Spacehive Crowdfund
Town Council Grant Contribution	£5,000.00	Requested
East Lindsey Community Fund Pledge	£5,000.00	Secured
Community Contributions	£620.00	Secured

ATM 04-22-25 MINS

**ANNUAL TOWN MEETING
22ND APRIL 2025**

**Held at The Sessions House, Louth
Chairman – The Deputy Mayor of Louth, Councillor D. Hobson
Present – Town and District Councillors, Members of the Public and
Members of Community Groups**

1. Welcome from the Chairman, The Deputy Mayor of Louth

Cllr. DH welcomed attendees to the meeting. He informed those present of the fire assembly points, requested that phones were turned off or to silent, and went through the order of the meeting.

2. Approval of Minutes from the 2024 Annual Town Meeting

Following a proposal from Mr. P. Starsmore, seconded by Mrs. E. Ballard, the notes of the 2024 Annual Town Meeting were approved as the minutes after a vote of those present and were signed by the Chairman.

3. Brief Report on Mayoral and Council Year

As the Council approached the end of its current year, Cllr. DH took the time to reflect on both successful and sometimes challenging times for Louth Town Council throughout 2024/25. He began by addressing the start of the 2024/25 term, when the newly re-elected Mayor of Louth, Cllr. Mrs. Julia Simmons (JS) announced that she was suffering from illness but would endeavour to do as much during the year as she was able. Ultimately, Julia passed away in December 2024, which, whilst anticipated, still came as a tremendous blow to the Council and community. It was subsequently decided that, as Deputy Mayor, Cllr. DH would fulfil the obligations of the office of Mayor for the remainder of Cllr. JS's term of office. Cllr. DH shared that it had been a privilege to speak on behalf of the Town Council at Cllr. JS's well attended funeral in January. Cllr. DH shared that he had had the pleasure to meet many of the amazing people and organisations in the community, as well as representing Louth at Civic occasions across the county. He said that the local occasions included the annual Remembrance Sunday services, Carols for All at St. James' Church and the raising of the flag on Commonwealth Day. He went on to say that he had the opportunity to meet staff, volunteers and users at a fundraising event at the St. Barnabas Wellbeing Centre and found out more regarding the services and facilities they offered. He mentioned that he had attended two concerts performed by the students of Entertaining Activities Lincs which was a local group that provided social opportunities and a place for students to express themselves in a supportive and inclusive environment. Cllr. DH then spoke of attending Louth Academy Trust's first art showcase and presentation which was held at their headquarters in the town. Cllr. DH divulged that himself and the Deputy Mayoress, Mrs. Sarah-Jayne Hobson, had had the pleasure of attending concerts including the Lincolnshire Young Musician of the Year competition, as well as those which had been organised by the Louth Male Voice Choir, the Meridian Singers and Louth Choral Society, plus BoxClever's productions at the Riverhead Theatre. He attended the Louth Run for Life presentation evening after having also participated in the inaugural Santa Run for Life which had been organised by Louth Rotary Club in conjunction with the Run for Life Team. He divulged that he had also attended the Louth Rotary Club and Louth and District Lions Club annual charter dinners. Cllr. DH reported that he had represented Louth Town Council at a number of civic services elsewhere in Greater Lincolnshire, including East Lindsey District Council, North East Lincolnshire Council, South Kesteven District Council, West Lindsey District Council, Barton upon Humber, Bourne, Gainsborough, Immingham, Kirton in Lindsey, Mablethorpe and Sleaford. He said that it was always a pleasure to hear about the hard work that goes on in other communities and talk to colleagues about what they do to celebrate their areas. Following tradition, Cllr. DH and the Deputy Mayoress visited the patients and staff on the Archer Ward at Louth Hospital on Christmas day to wish them well, followed by a customary visit to the Louth Salvation Army for their Christmas Day church service and to assist them in serving lunch to the community and providing company. Cllr. DH shared that other events had included enjoying the Louth Community Panto Group's production of Robin Hood, Endeavour Louth's annual children's Christmas party and taking part in Specsavers World Hearing Day event. He took the opportunity to thank all those who had been supportive during an unexpectedly busy year for himself and the Deputy Mayoress, granted special thanks to those across the community who gave much of their time and efforts so willingly to ensure that others had opportunities that they might not otherwise have had access to, and looked forward to meeting many of them again during the upcoming year. Cllr. DH then addressed the Town Council's year, divulging that the Council was slightly down on numbers and that there were seven vacancies. He encouraged any attendees who might be interested in joining the Council to look on the Louth Town Council website for more information and contact the Town Clerk. He continued that there had been a number of acquisitions by the Town Council over the last 12 months, the most notable being Hubbard's Hills which the

Council received back into its direct control after 15 years following the dissolution of the Hubbard's Hills Trust which had previously run the area on behalf of the Town Council. He explained that the additional responsibility of Hubbard's Hills had brought a number of challenges which the Council staff and a newly established working group had prioritised and begun dealing with. Cllr. DH said that it was the Council's desire that the well-loved and much-used recreational space remained available for continued public use for many years ahead and hoped that it would go from strength to strength. In addition, Cllr. DH shared that the Town Council had recently completed the purchase of the Trinity Lane allotment site, safeguarding its future use by current and prospective users. The allotment was another much-utilised site in the town and would continue to be managed on behalf of the Town Council by the Louth Cottage Garden and Allotment Association. Cllr. DH then disclosed that conversations had been ongoing throughout the year relating to the future of Old Mill House on Crowtree Lane. Cllr. DH addressed that it was a sensitive issue involving third parties, therefore details could not be discussed, but he reassured attendees that the matter was being dealt with by the Council's solicitor who was keeping the Council up to date with progress. Cllr. DH went on to share that the Town Council had agreed to take ownership of the electricity supply box situated in the Market Place, ensuring that the electricity supply remained available via the Council for use by the community should it be required, as well as for the town's Christmas Tree. The Council was also working with ELDC to ensure that the raised decorative streetlamp in the Market Place was fixed for the Town Council to take ownership of. Additionally, Cllr. DH imparted that Louth Town Council had committed to supporting the endeavours of other groups and organisations in the town, agreeing to assist the London Road Sports Partnership with £20,000 following Magna Vitae's decision to withdraw from the pavilion and facility on London Road at the town's southern edge. He explained that this commitment would provide much-needed financial support over the forthcoming years for those who had taken on the operation of the site for the community. Additionally, town councillors had agreed in principle to take ownership of a site off Park Avenue for development into a play park. A working group had been established to explore how it could support and assist the formation of a community group who would take the project forward. Cllr. DH reported that the Town Council had welcomed the reformation of the Louth Branch of the Royal British Legion and said that the Council looked forward to working with the newly formed committee in the coming months. Conversations had already taken place and the Council had been pleased to support the branch with advice and assistance in relation to the upcoming VE Day 80 commemorations, including help with road closures, funding to assist the event, agreeing that the Council's beacon could be lit by the British Legion on the evening of 8th May, providing propane for the beacon, providing electricity for the PA system to be used at the War Memorial and providing support from staff in tidying up afterwards. Cllr. DH said that Louth Town Council had continued to operate a grant scheme which was open to organisations and allowed groups to apply for funding towards projects. The Council had supported seven applications during the 2024/25 Council year, and, in addition, it had agreed to trial a revised version of the scheme for 2025/26 which would allow organisations to apply at any time during the year rather than within a narrow window. Cllr. DH said that the Council would be welcoming some of the organisations which they had supported during the year throughout the evening and looked forward to hearing about how they had made use of the funding received. Cllr. DH went on to share that crime and disorder continued to be at the front of the Council's mind and that reports had been provided by the local neighbourhood policing team to the Council regarding issues which were proving to be challenges within the town. He then mentioned that the Council had also begun to consider the impact on crime and disorder when assessing whether to support planning applications. He went on to say that elected members and council staff had attended emergency planning training during the last year and were working with colleagues from the Lincolnshire Resilience Forum to complete a new emergency plan for the town and provide a basis to support the community should the need arise. In order to support many of the initiatives, the Town Council took the decision to increase its precept for 2025/26 by 10.3%, having only increased it by 3.2% over the course of the previous three years. Cllr. DH explained that part of the increase would fund a new member of office-based staff which the Council had recently agreed was needed to support its existing team to deliver on the significant number of ongoing projects the Council had committed to, as well as to assist with the day-to-day operation of the Town Council to ensure its core functions could be managed effectively. He said that the Council looked forward to appointing the new member of staff to join its hardworking and dedicated team soon. Cllr. DH continued that, with local government reorganisation on the horizon in the coming years, Louth Town Council had begun to anticipate its future needs and potential additional responsibilities. It was also working towards attaining Quality Council Status which was the first step on the ladder to achieve a foundation accreditation under the Local Council Award Scheme which would ultimately benefit the community, the Council and principal authorities.

4. **Presentation: London Road Sports Partnership**

Mr. Ewan Findlay began by introducing himself, informing attendees that the London Road Sports Partnership was formed after Magna Vitae withdrew from running the London Road Sports Pavilion, explaining that the three home clubs wanted to reassure that the sporting facilities would be there for years to come. He said that East Lindsey District Council were funding the Partnership's first five years, and that there were 700 to 800 members in the hockey, football and cricket clubs. He informed attendees that the Partnership had re-negotiated utility contracts and re-decorated the Pavilion after receiving a grant which had allowed for renovations. He went on to say that they had upgraded the astroturf lighting and were redoing the interior lighting. Mr. Findlay stated that the Partnership had changed the heating using the grant provided by Louth Town Council. He went on to mention that they had also done work to the drainage. He said that they were looking into reducing the running costs for the site, as well as maintenance contracts and investigating whether they could carry out the work themselves rather than relying on contractors. Mr. Findlay disclosed that the Pavilion costs around £150-160,000 to run annually. He said that they were looking for volunteers for roles such as secretaries and tradesmen. He finalised by expressing thanks to the meeting.

Presentation: Louth and District Concert Society

Mr. Clive Rhodes introduced himself and told attendees that the Louth and District Concert Society had been running for 81 years and had brought a wide range of music to Louth. He said that it was a registered charity which used volunteers to organise between six and seven concerts a year. Mr. Rhodes explained that the Society tried to keep the atmosphere informal and friendly, and that they used spaces in the Conoco Rooms, St. James' Church and the Riverhead Theatre. He then disclosed that they were working with the church to see about using St. Michael's as a potential performance venue. He went on to say that a wide range of instruments were used, such as bagpipes and panpipes, and that local people had been helping with performances. Mr. Rhodes said that the Society were trying to be proactive, obtaining funding from charities to find new talent and that they had been gifted a violin which had been restored. He told attendees that the Council's grant contribution had helped to reduce the cost of a concert held at the Riverhead Theatre, which was well attended, and that they wanted to develop a space to use regularly and eventually acquire a grand piano. He finished by thanking the meeting.

Presentation: Spout Yard Management Trust

Ms Katie Mansfield began by explaining that Spout Yard consisted of four elements: the playground; the garden; the kiosk and the gallery. She said that the facility was run by volunteers and was founded around 25 years ago. She described it as a special place in the heart of Louth, which had been rebuilt in 2023 with new trustees and that they were working with Virginia House and St. Bernard's to provide volunteers. Ms Mansfield disclosed that they had used the Council's grant to purchase a coffee grinder for the kiosk which had allowed volunteers to serve good quality coffee. Ms Glen Bullman spoke of the Spout Yard Gallery and explained that it had been purposely built and was run by volunteers and was open for a minimum of 9 months throughout the year. She enthused that they had held some stimulating exhibitions throughout the year and informed the meeting that they were fully booked for next year, with a waiting list. She said that the new Wi-Fi (to which the Council had contributed) gave a boost to activities and enhanced learning at Spout Yard, commenting that the gallery was a valuable community resource. Ms Bullman thanked the Council for their support.

Presentation: Louth Friendship Festival

Mrs. Amanda Watts started her presentation by thanking Louth Town Council for their grant, which helped with insurance, promotional materials and children's activities. She explained that this was the third year of the Festival, which had expanded from its original venue of the Priory. She continued that the Festival was to be held at nine different venues throughout the town of Louth, including: the Priory Hotel; Spout Yard; Louth Museum; Orme Almshouses; St. James' Church; Louth Methodist Church; Hammond House Gallery and Louth Jazz and Folk Club. Mrs. Watts said that there was no charge to enter the venues on the day of the festival. She went on to share that she had worked with the museum to create a walking route with a quiz with prizes to be given which had been donated by Co-op, who were also providing refreshments to the venue. Mrs. Watts hoped that there would be something for everybody at the Festival.

Presentation: Louth Run for Life

Mr. Simon West introduced himself as the Chairman of Louth Run for Life, a position he had held for 18 years. He explained that they were a group consisting of 18 volunteers and 70 volunteer marshals which held events to raise money for cancer. He said all the money raised by entries and sponsorship went directly to Cancer Research, whilst grant money from Louth Town Council and the Sports Association went to traffic management, first aid, race medals, race numbers, water and goodie bags for runners in the Louth event. He added that they received donations of services from local businesses and had local sponsors. Mr. West informed attendees that

the first Louth Run for Life was first held in 2006 and had around 300 participants who raised around £3,000, which had increased to £12,000 in 2007. He explained that the 2012 London Olympics gave a boost to the race, which raised £40,000 and, by 2019, the total accumulative funds raised totalled £460,000. Whilst there was no Run for Life in 2020 due to Covid, Mr. West said that they still managed to raise funds of £35,000, with the run returning in 2021 raising £52,000 and £48,000 in 2022. He continued that, in 2023, they raised £160,000, including £20,000 of match funding, and shared that, in 2024, they had again raised a total of £160,000 through entries to the Run for Life race, various collection and donation stations, a charity ball, a ladies cricket tournament, a charity cycle ride, a Race for Life merchandise stall, a bucket collection, Turn Louth Pink, Louth Santa Run and Louth Tractor Run. Mr. West divulged that the total fundraising from 2006 to 2024 came to at total of £855,000 and said that they were pushing towards raising £1million. He went on to announce the dates of upcoming events, which included the main Run for Life on 29th June 2025, the Louth Santa Run, taking place on 7th December and the Louth Tractor Run, taking place on 21st December. Mr. West then shared some statistics around cancer mortality rates and treatment, urging the importance of fundraising. He finished by thanking attendees for listening.

Presentation: Louth Male Voice Choir

Mr. M. Kerridge of the Louth Male Voice choir shared that they organised the Lincolnshire Young Musician of the Year Competition which took place annually at the Louth Methodist Church on the Saturday before Armistice Day. He said that the competition had been running since 1989 and that 36 young people divided between three age groups from across Lincolnshire had competed in last year's competition, performing to an audience of around 250 attendees. Mr. Kerridge went on to thank the Deputy Mayor for presenting the trophies last year and thanked the Council for its grant award. He shared that the Louth Male Voice Choir hoped to organise something locally, holding an event for singers and instrumentalists over the last week of the summer holidays, and expressed hope that more young residents of Louth would take part, as the participants are predominantly from outside of the town. He said that all were welcome to come to the events and ended by thanking everyone.

Presentation: Endeavour Louth

Mr. M. Harrison began by informing attendees that Endeavour Louth started 18 months ago by launching Operation Lifeboat, an initiative that collected toys with the support of local businesses and community. He explained that Endeavour had also set up a wellbeing walking group sponsored by Co-op as well as a bereavement group which met once a month. He continued that, unfortunately, some of the group's funding had been withdrawn. Mr. Harrison went on to share that the group had set up an emergency foodbank initiative and started Homeless to Home, which was created to support people who needed to move suddenly, supporting them by providing basic furniture or emergency food and worked with various agencies such as Citizens Advice Bureau and Framework to do so. He expressed that Endeavour wished to start a food pantry in Louth, consisting of a shop where people would pay a small subscription in exchange for a choice of items, which would bring dignity and choice back to those in need. He went on to say that Endeavour would hopefully be signing the lease for a building on Queen Street imminently, which would have basic furnishings in one area and a pantry in another. He called on attendees for their support and thanked them for listening.

Presentation: Louth Navigation Trust

Mr. Roger Subden opened his presentation by thanking the Council for their continued support. He went on to share that the Louth Navigation Trust was founded in 1986 and was based at Riverhead, with their original intentions being to reopen the canal, protect what remained of the infrastructure of the canal and increase use of the canal for leisure activities. He said that, unfortunately, whilst they had not succeeded in reopening the canal, they had had success with protecting the infrastructure at Ticklepenny Lock, which was in the process of being restored and was in better condition. Mr. Subden went on to say that, whilst Kedlington Lock had been a failure, there was some success with reinstalling a cascade. He divulged that this year, the Navigation Trust had been awarded £100,000 to install a slipway at Austen Fen, which was now in use after being completed on time and on budget and told attendees that its official opening would be on 25th May 2025. He mentioned that they had purchased a paddleboard using the grant from Louth Town Council and that this would be available to use on the day. He went on to share that they aimed to do more at Riverhead, which needed refurbishment, and that they hoped that people would be able to canoe and paddleboard in the area but to achieve this they needed funding. Mr. Subden said that the grant from Louth Town Council would be used towards reinstating and renewing the viewing area at Riverhead to make it more a thoroughfare in the future. He mentioned that they had a low number of volunteers, around six, and finished by thanking the Council for their support.

5. Public Forum

- a. A gentleman thanked the Council and town for its support of Louth and District Help for Homeless, which was a small charity that gave loans and grants to those in desperate need, in conjunction with East Lindsey District Council and Citizens Advice Bureau. He continued that, whilst they had gift aid facilities, they had few sources of funding, relying on fundraising and grants. He asked for attendees to contact him if they wanted to set up a standing order or had any questions.
- b. A second gentleman shared his dismay at Louth often not receiving good press from local outlets, feeling that more press could benefit organisations in the town. A Councillor suggested using more social media, whilst another gentleman suggested the town started a Louth-specific communications role for the press. Another Councillor responded that there was a young journalist scheme run by East Lindsey District Council which could bring potential journalists to be signposted in the town.

6. Close Meeting

Cllr. DH ended proceedings by thanking those present at the meeting for their attendance and time helping the community.

The meeting closed at 7.45pm.

Signed _____ (Chairman) Dated _____

Attendees

Councillors: Mrs. E. Ballard (Mrs. EB), J. Baskett (JB), L.M. Cooney (LMC), J. Drake (JD), H. Filer (HF), D. Hobson (DH), Mrs. J. Makinson-Sanders (Mrs. JMS), D. Moore (DM), Mrs. K. Parsons (Mrs. KP).

Other: The Town Clerk, Mrs. L.M. Phillips, the Town Clerk's Assistant, Mrs. S. Chitauo-Adlard, Mr. E. Findlay, Mr. C. Rhodes, Ms K. Mansfield, Ms G. Bullman, Mrs. A. Watts, Mr. S. West, Mr. M. Kerridge, Mr. M. Harrison, Mr. R. Subden.

Louth Town Council Working Groups (Reporting to Town Council) 2025/26

Name of Group	Membership	Required Cllrs.	Members in 24/25	Officers	Remit	Delegated Powers	Meetings
Events	5 including Chairman and Vice Chairman of Town Council plus Town Clerk	Chairman and Vice Chairman of Town Council	Cllrs: JS (Chair TC), DH (Vice TC), PS, DM, JB, JD	Town Clerk	To make recommendations to Council regarding forthcoming events to be organised by the Town Council, as required and to be available to act as volunteers at events.	None. Investigate and enquire with recommendations to Town Council.	As required
Past Mayors	All serving past Mayor's including current Mayor who will preside as Chair.	N/A	Cllrs: Mrs. EB, JB, DH, GEH, Mrs. JMS and Mrs. PFW.	None	To meet as required resolving any issues relevant to the Mayoral role such as Mayoral protocol, civic regalia and robes	None	As required
Floral Enhancement / Lovely Louth	5 plus Town Clerk	N/A	Cllrs: KP, PS, HF, JMS, MB	Town Clerk	To arrange floral / decorative schemes for the town liaising with ELDC and LCC to obtain necessary approvals.	Delegated authority over budgets and reserves to Town Clerk under guidance of group.	As required
Speed Awareness	6 including Mayor	Mayor	Cllrs: JS (Chair TC), DH (Vice TC), PS, GEH, KP, EB, MB	None	To investigate problem areas within the town and potential traffic calming measures. To liaise with other authorities, as required.	None. Investigate and enquire with recommendations to Town Council.	As required
Asset Review	10 including Mayor and Chair of GF	Mayor and Chairman of GF Committee	Cllrs: DH (Chair CR), EB (Chair GF), HF, MB, LF, JMS, GEH, LMC, PS, DM	None	To review all Assets of Louth Town Council to ensure best use and bring recommendations back to the Community Resources Committee	None	As required
Hubbard's Hills	4 plus Town Clerk	N/A	Cllrs: Mrs. EB, JD, Mrs. KP and PS	Town Clerk	To consider governance, maintenance, management and development options and arrangements for Hubbard's Hills, bringing recommendations back to Council and assist the Town Clerk as required regarding day to day management.	Delegated Authority over budgets and reserves to Town Clerk under guidance of group.	As required
Louth Town Plan	6	N/A	Cllrs: JD (Chair), PFW, HF, PS, LMC, JMS. Group will have the opportunity to invite Councillors and Non-Councillors to meetings as required.	None	To develop an effective Louth Town Plan to provide a long-term vision for the improvement of Louth and its future by creating a coherent planning policy and bringing together interested individuals and organisations in the town to foster co-operation to create plans to improve various sectors in the town.	The Town Clerk to have delegated authority over a £500 budget taken from reserves to support the costs of room hire (where necessary), publicity and associated costs for public and stakeholder meetings, under the guidance of the group.	As required

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
Reviewed and adopted 3rd June 2025
Next review due 2025/2026

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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. Apologies should be received by the Clerk at least 1 hour before meetings. These will be noted but the Council will not resolve to excuse a member from missing a meeting unless there are exceptional circumstances e.g., long term illness or unless there are other special exceptions (see LGA 1972 s 85) such as:
 - the member is serving in the armed forces at a time of war or emergency and the Secretary of State decides they should not lose their seat due to their service
 - the member is suspended from office
 - 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, Council shall consider what, if any, action to take against them. 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 [£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. 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. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - iv. 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;
 - v. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- d. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- e. **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 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 overarching responsibility for 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

DOMESTIC ABUSE POLICY STATEMENT

Louth Town Council recognise that Domestic Abuse is everyone's business and that it is our responsibility to equip ourselves with the ability to recognise abuse and know what action to take.

As a town council we will ensure that:

- We raise awareness in our community of Domestic Abuse
- As individuals and collectively to never use, excuse or remain silent about violence against others
- Have a policy statement
- Have a Domestic Abuse lead officer
- Equip ourselves as individuals with the information to make a referral

Having the contact details for local services is a good place to start.

If you are concerned about someone, male and female being abused and want to make a referral then call:

Lincolnshire Domestic abuse Service : 01522 510041 (opt 2) email: info@ldass.org.uk

What Is Domestic Abuse?

The Home Office 2021 definition of domestic violence and abuse now states:

Behaviour of a person ("A") towards another person ("B") is "domestic abuse" if A and B are each aged 16 or over and are **personally connected*** to each other, and the behaviour is abusive.

Behaviour is "abusive" if it consists of any of the following:

- physical or sexual abuse
- violent or threatening behaviour
- controlling or coercive behaviour
- economic abuse
- psychological, emotional or other abuse

Whether the behaviour consists of a single incident or a course of conduct does not matter.

***Personally connected definition:** They are, or have been, married; civil partners; have agreed to marry one another; have entered into a civil partnership agreement; are or have been in an intimate personal relationship; they have or have had a parental relationship in relation to the same child; or are relatives.

Controlling behaviour is: a range of acts designed to make a person subordinate and/or dependent by isolating them from sources of support, exploiting their resources and capacities for personal gain, depriving them of the means needed for independence, resistance and escape and regulating their everyday behaviour.

Coercive behaviour is: an act or a pattern of acts of assault, threats, humiliation and intimidation or other abuse that is used to harm, punish, or frighten their victim.

Louth Town Council

DOMESTIC ABUSE POLICY STATEMENT

Why Does Domestic Abuse Happen?

All forms of domestic abuse come from the abuser's desire for **power and control** over other family members or intimate partners. Although every situation is unique, there are **common factors** involved. The most important factor to remember is that the survivor is **NOT** to blame for the abuse.

What Are the Signs of Domestic Abuse?

- **Destructive criticism and verbal abuse:** shouting, mocking, accusing, name calling, verbally threatening you, making you feel bad about yourself.
- **Pressure tactics:** threatening to withhold money, taking away your phone or car, threats to commit suicide or take the children away, report you to welfare agencies unless you comply with their demands.
- **Disrespect:** persistently putting you down in front of other people, not listening or responding when you talk, interrupting your telephone calls, taking money from your purse without asking, refusing to help with childcare or housework.
- **Breaking trust:** lying to you, withholding information from you, being excessively jealous, having other relationships, breaking promises and shared agreements.
- **Isolation:** monitoring or blocking your telephone calls, telling you where you can and cannot go, preventing you from seeing friends and relatives.
- **Harassment:** following you, checking up on you, opening your mail, repeatedly checking to see who has telephoned you, embarrassing you in public.
- **Threats:** making angry gestures, using physical size to intimidate, shouting you down, destroying your possessions, breaking things, punching walls, wielding a knife or a gun, threatening to kill or harm you and the children or pets and people you care about.
- **Sexual violence:** using force, threats or intimidation to make you perform sexual acts, having sex with you when you don't want to have sex, any degrading treatment based on your sexual orientation.
- **Physical violence:** punching, slapping, hitting, biting, pinching, kicking, pulling hair out, pushing, shoving, burning, strangling.
- **Denial:** saying the abuse doesn't happen, saying you caused the abusive behaviour, being publicly gentle and patient, crying and begging for forgiveness, saying it will never happen again.
- **LGBT community specific signs:** threatening/outing partner/family member, ridiculing body parts or assaulting medically altered body parts.

Louth Town Council

DOMESTIC ABUSE POLICY STATEMENT

Statistics

Here are just a few statistics to demonstrate how serious domestic abuse is:

- 1 in 4 women will experience domestic abuse in their lifetime, with 57% subjected to repeat victimisation
- 2 women a week are killed by a current or former partner
- 1 in 6 men will experience domestic abuse in their lifetime
- One incident of domestic violence is reported to the police every minute
- Jealous and controlling behaviour, harassment and stalking, sexual abuse and physical abuse are noted to be more prevalent in the LGBT+ community according to SafeLives insight report 2018

S.A.F.E Course

Lincolnshire Domestic Abuse service run a free course , S.A.F.E, which stands for Safety, Awareness, Freedom, and Empowerment, has been specifically designed for adult victims of domestic abuse. However, it is also a useful resource for anyone who wants to learn more about domestic abuse. This online e-learning course has the following learning outcomes:

It will help you to:

- Gain a better understanding of the causes and effects of domestic abuse
- Explore the different types of domestic abuse
- Understand the cycle of abuse
- Examine the behaviours in a healthy relationship
- Explore the impact domestic abuse has on children
- Look at potential warning signs for future relationships
- Identify core values, empowering you to take these values into future relationships
- Consider your overall well-being

Accessing the Course

The S.A.F.E course is currently accessed via the Lincolnshire Safeguarding Children Partnership online training system, Enable. To access the course, follow these instructions:

- Go to the LSCP website and scroll down to where it says "Login to access training" and "Register to access training".
- If you don't have an account, register to create one. This is a simple and straightforward process.
- Once you have successfully logged into Enable, click on "Learning" and scroll down to the "Available Learning" section.
- Choose one of the two S.A.F.E e-learning courses (they are identical except one version includes an extra learning module on how domestic abuse impacts children).

[Our training – LSCP \(lincolnshirescp.org.uk\)](https://lincolnshirescp.org.uk)

Louth Town Council

DOMESTIC ABUSE POLICY STATEMENT

Further resources:

White Ribbon

White Ribbon is the UK 's leading charity in engaging men and boys to prevent violence against women and girls. White Ribbon, is a Canadian based organisation, dedicated to raise organisational awareness to preventing abuse against women and girls by supporting individuals and organisations to intervene before harmful attitudes and behaviours towards women and girls can take place. This work is called primary prevention

The White Ribbon Promise is to Never, Use , excuse or remain silent about men's violence against women.

www.whiteribbon.org.uk/about-us

EDAN

EDAN Lincs is a registered charity providing support & assistance to anyone suffering or fleeing from Domestic Abuse in Lincolnshire.

www.edanlincs.org.uk

SafeLives

SafeLives is a UK-wide charity dedicated to ending domestic abuse. They provide a package of support for professionals. Click on the link below for further information.

<https://safelives.org.uk/training>

Lincolnshire County Council Professionals Hub for Domestic Abuse in Lincolnshire

www.professionals.lincolnshire.gov.uk/domestic-abuse-1

Clear Path

Awareness raising and Trauma based resources to assist professionals

<https://www.clearpathuk.org/resources>

Other Domestic Abuse Services

Lincolnshire Domestic Abuse Specialist Service (LDASS)

www.ldass.org.uk
01522 510041

National Domestic Abuse Helpline

www.nationalhelpline.org.uk
0808 2000 247

Women's Aid

www.womensaid.org.uk
helpline@womensaid.org.uk

Citizen's Advice

www.citizensadvice.org.uk
0800 144 8848

Police Non Emergency

101

Police Emergency

999

The Men's Advice Line

0808 8010 327

Louth Town Council

DOMESTIC ABUSE POLICY STATEMENT

Safe Spaces

UK Pharmacies – Boots and Superdrug

Go to these healthcare counters and ask to use the ‘Safe Space’.

Ask for Angela Scheme at participating UK Pubs and Bars

Go to the bar and ‘Ask for Angela’

Mental Health Services

Crisis Team / Single Point of Access (SPA)

0303 123 4000

Here4you Lincolnshire

0800 234 6342

Samaritans

116 123

Children’s Health

01522 843000

NHS 111 Service

111 – Select mental health option

Shout!

Text Messaging Service

Text ‘SHOUT’ to 85258

Campaign Against Living Miserably (CALM)

www.thecalmzone.net

MIND

www.mind.org.uk

0300 102 1234

Kooth App for Children

Lincolnshire Young Minds

www.lpft.nhs.uk/young-people/lincolnshire

Youngminds

www.youngminds.org.uk

Parents Helpline: 0808 802 5544

Epic Friends

www.epicfriends.co.uk

Rethink

www.rethink.org/living-with-mental-illness/young-people

0300 5000 927

Childline (NSPCC run)

0800 1111

Family Lives

www.familylives.org.uk

0808 800 2222

Teenage Health Freak

www.teenagehealthfreak.org

Child and Adolescent Mental Health Service (CAMHS)

01522 309200 (Lincolnshire)

Louth Town Council - Clerk

From: [REDACTED]@cityscapemaps.com>
Sent: 27 May 2025 15:06
To: Louth Town Council Clerk
Subject: Louth Map/Map Sites...
Attachments: Louth-pack.pdf; Untitled attachment 00627.txt

Hi Lynda,

I will keep this very straightforward, but I have recently taken the decision to semi-retire and making plans for Cityscape Maps.

With that in mind I would look to give Louth Town Council(LTC) the opportunity to utilise the existing map frames, without the map dispensers, that have proven so popular over the years with Louth's visitors.

My first option would be for us to design & implement new di-bond backboards for all of the existing map sites, these would be good for several years, at least, as well as making all the frames very visitors presentable.

We would look for LTC to contribute £3,500 to achieve this outcome. Alternatively LTC could take ownership of all the sites for a nominal costing of £5,000 (one frame would presently cost that amount to install)..with permissions to use existing Louth map artwork. I look forward to your response accordingly, Cheers [REDACTED]

Louth Town Council

MEMBERS ALLOWANCE POLICY

Payment of the prescribed rates of travelling allowance to Members of the Town Council in accordance with The Local Authorities (Members Allowances) (England) Regulations 2003:

Members may claim Allowances for an 'approved duty' which Louth Town Council has decided will include the following:

- a) The attendance at a training course, conference or meeting as approved by the Council.

1. Travelling Allowances

This allowance will only be paid for 'approved duties' as specified in section 26(1) of the Local Authorities (Members Allowances) (England) Regulations 2003. Louth Town Council has determined these approved duties to be as set out in the above paragraph a):

'The undertaking of an approved duty on behalf of the Council such action as having been previously authorised by the Council'.

Where Members travel by public transport, (not including taxi or private hire), allowances will be paid for the exact amount evidenced by a receipt submitted to Louth Town Council.

Members are expected to travel by the cheapest form of public transport to venues out of the region and where it is cheaper than the car mileage allowance reclaimable.

Members will receive the agreed travel costs and are expected to liaise with other Members attending the same training course to limit the number of claims submitted. Members will be entitled to claim a mileage allowance not exceeding the current rate set by HMRC.

Members may have use of the Council van to travel to a venue if the van is available at that time. (A copy of the Members driving licence would be required prior to use).

2. Council Employees

Employees of the Council are entitled to claim for aforesaid travel and other allowances when attending approved courses, meetings and conferences as per the agreed terms and conditions of employment.

3. Claiming Procedure

The claimant must make all claims for allowances in writing on the appropriate form available from the Town Clerk's office. Payments will be made on receipts and or claim.

4. The Office of Mayor

The Mayor shall be able to claim such travel allowance in pursuant of his/her Mayoral duties throughout their term of office subject to the completion of the appropriate form available from the Town Clerk's office. Payments will be made on receipts and or claim.

All Civic Hospitality, to include Mayor Making, Civic Service and the Christmas Hospitality shall be catered for within the parameters of the budget set by Louth Town Council. Any expense above and beyond this budget must be met by the Mayor of the day, unless previously authorised prior to the event.

Louth Town Council

CO-OPTION POLICY

1. Introduction

The preferred method of filling any vacancy is by election. However, if the requisite numbers of requests for an election are not received by the District Council by the closing date (set by the District Council) or the vacancy arises within six-months of the next ordinary election, then co-option is used to fill a vacancy.

Co-option is the process by which the Town Council selects a new Councillor and it is done as an agenda item within a meeting.

The Town Council manages the process of co-option by itself and strives to demonstrate that it is fair and equitable by following the procedure as set out below.

2. Procedure

Louth Town Council invites interested candidates to contact the Town Clerk in writing certifying that:

- a. They have read the background documentation available on the Council's website relating to the Council, the role of a Councillor and the co-option process
- b. They meet at least one of the qualifying criteria (see below)
- c. They do not meet any of the disqualifying criteria (see below)
- d. Explaining why they would like to join the Council
- e. What they could bring to the Council
- f. How they meet the Job Description/Person Specification.

Once applications have been processed, candidates who meet the criteria will be invited to attend a meeting for interview, as follows:

At the Council meeting:

- g. Candidates will be invited to verbally introduce themselves and expand on any previous experience, explain why they want to be a Councillor, what they might bring to the role, confirm how they meet the Job Description/Person Specification, confirm what they would like to achieve if they are successful and confirm whether they have any special skills which might be useful to the Council.
- h. Councillors will have the opportunity to view applications immediately prior to the meeting and ask questions of the candidates at the meeting. To ensure fairness, questions will be decided upon prior to interview and will be asked of each candidate.
- i. Each candidate will be allocated a maximum of 5 minutes.
- j. 'Interviews' will not take place in front of other candidates seeking co-option.
- k. The successful candidate will be chosen by recorded vote of the Council.
- l. Councillors will have one vote only and should no single candidate receive a majority on the first vote the candidate with the lowest number of votes will be eliminated. Voting will then take place again for the remaining candidates until one person receives a majority.
- m. The Clerk will maintain an accurate record of all votes cast.
- n. The Town Council will pass a resolution confirming the name of the person to be co-opted and that person will be invited to sign a declaration of acceptance of office form.
- o. The successful candidate will then be declared co-opted to the Council and will be asked to join the meeting.

- p. The successful candidate will begin their term as a Councillor in their own right and is no different to any other member.

It should be noted that the Town Council is not obliged to select candidates who are interviewed for co-option. If the process is unsuccessful and a candidate fails to achieve a majority supporting vote that candidate will be duly informed of clear reasons and the Town Council will rerun the co-option process.

3. Qualifying Criteria

- a. Registered as a local government elector for the Parish on the current Electoral Register
- b. Has during the whole of the previous 12 months occupied as tenant or owner of any land or other premises in the Parish.
- c. His/her principal or only place of work in the previous 12 months has been in the Parish.
- d. Has resided either in the Parish or within 3 miles thereof during the whole of the previous 12 months.

4. Disqualifying Criteria

A person may be disqualified from being elected or being a member in the following ways:

- a. If he holds a paid office or other place of profit in the gift or disposal of the council or any committee or sub-committee thereof or under a company controlled by the council.
- b. Being subject to a bankruptcy restrictions order or an interim order or a debt relief restrictions order.
- c. If he has within five years before the election or since his election been convicted in the UK, the Channel Islands or the Isle of Man of any offence and has been sentenced to not less than three months imprisonment (whether suspended or not) without the option of a fine.
- d. If he is convicted of offences involving corrupt or illegal practices; disclosable interests under the Localism Act 2011 (in England).

Louth Town Council

VEHICLE USAGE & DRIVING AT WORK POLICY

Works Vehicle

Louth Town Council provides a pool van to be used by employees and councillors for business purposes only.

The pool van is a Vauxhall Combo 2000 L1h1 Cdti S/S Sportive Panel Van. It has manual transmission and a tow bar. The vehicle registration number is FN64 AEX.

The vehicle is stored at The Sessions House when not in use.

Louth Town Council will ensure that all work vehicles are regularly inspected and strictly maintained using at least the manufacturer's recommended service schedules.

Authorised Driver

Only employees and councillors that hold a full driving licence valid for driving in the UK may drive the vehicle with the knowledge of the Town Clerk or Town Clerk's Assistant.

Anyone wishing to use the vehicle must provide the Town Clerk with a copy of their driving licence prior to driving the vehicle.

Employees and councillors must notify the Town Clerk of any changes to their driving license details as soon as possible, this includes any penalty points and the reason for the penalty, or any health conditions that may affect their ability to drive. Failure to do so could invalidate any insurance cover and may lead to disciplinary action for employees.

All employees will be required to present their driving documents every six months for inspection.

Works vehicle usage

The pool van is for use on Louth Town Council business only, not personal use. This means:

- a. Use by the Maintenance Foreman and Maintenance Assistant to carry out their job roles, or any other tasks instructed by the Town Council;
- b. Visits to conferences, meetings or training courses etc.

The pool van **MUST NOT** under any circumstances, be taken home prior to a journey unless there are special circumstances e.g., your journey starts very early, and it is not practical to travel to The Sessions House first to pick up the vehicle (express permission must be given by the Town Clerk).

The pool van **MUST** be returned to The Sessions House at the end of your journey and not taken home unless your journey ends very late and it is not practical to travel to The Sessions House to return the vehicle (express permission must be given by the Town Clerk).

Any councillors wishing to use the vehicle must notify the Town Clerk by e-mail at least 1 week before intending to use the vehicle: clerk@louthtowncouncil.gov.uk so that the journey can be logged.

Private vehicle usage

Employees and councillors may elect to use the pool van over the use of their own vehicle to undertake council duties. If the pool van is not available then they can choose to use their own vehicle and are entitled to claim travel allowance at 45p/mile (rates are subject to change) for each journey by completion of a Travelling allowance claim form.

Employees must ensure that any vehicle which is used on Town Council business is adequately insured for personal business usage.

Any vehicle used should be fit for the purpose it is being used for and vehicle safety checks should also be carried out before employees and councillors drive their own vehicles for Town Council business. Private vehicles should not be used for Town Council business in an un-roadworthy condition. Vehicles may be subject to spot checks to ensure they are road worthy.

Councillors and/or employees travelling for the same purpose should travel together in order to save costs.

Fuel

The Vauxhall Combo 2000 L1h1 Cdti S/S Sportive Panel Van is a diesel vehicle.

Louth Town Council will refuel the pool van on a regular basis as part of its checks. Councillor drivers of the vehicle should not refuel the van themselves.

Vehicle Safety

Before driving the vehicle, a Safety Checklist and Defect Form must be obtained from the Town Clerk, completed and returned to the Town Clerk. It is the driver's responsibility to ensure that the vehicle is roadworthy before every journey. The checklist must be dated and signed. Completed forms are kept in the Town Council office.

A vehicle defect form must be completed as soon as a defect is found. The completed form must be handed to the Town Clerk immediately. **Verbal reporting of a defect without completing a defect form is not acceptable.**

All reported defects will be dealt with promptly. If the works vehicle has a serious defect making it unsafe for drivers and/or members of the public it will be taken off the road immediately until a repair has been carried out.

Any damage to the pool van must be reported to the Town Clerk immediately.

Anyone using the vehicle must ensure that it is kept in good condition. This includes keeping it clean and ensuring the tyre pressures, lights, oil, water, etc., are up to the required standard.

Driver Safety

Louth Town Council has provided a driver's handbook that includes road safety guidance and sets out individual driver responsibilities, in support of the council's policies and procedures, e.g. what to do in the event of an incident.

All drivers must follow all procedures detailed in the driver handbook.

All drivers must report all at work crashes and collisions promptly having followed the procedure detailed in the driver handbook.

All drivers are required to report any road safety concerns that they have within a reasonable period of time.

Seat belts must be worn at all times when fitted.

Driver's Responsibilities

Anyone driving a vehicle on Louth Town Council business, whether it is the pool van or their own vehicle has a responsibility to drive safely and make every effort to safeguard their own safety and that of others.

Drivers have a responsibility to ensure that they are fit to drive. Any driver who may be unfit to drive must inform their line manager or the Town Clerk immediately. They must not drive.

Drivers must comply with all road traffic laws. Any speeding fines and parking tickets will be the responsibility of the person driving the vehicle when the fine was incurred, and will not be paid for by the Town Council.

Never leave valuables or possessions on show in the vehicle. Keep valuable items out of view when it is parked or unattended.

Always lock all doors and windows when leaving the vehicle.

Do not leave the vehicle unattended with the engine running.

Smoking is not allowed in any vehicle used for Town Council business.

All rubbish is to be removed from the vehicle at the end of the journey.

Journey Planning

Long road journeys will only be carried out when they are really necessary.

Louth Town Council will ensure that necessary journeys are scheduled to a realistic timetable and are planned to take into account the essential need for adequate rest periods.

Louth Town Council will monitor weather conditions and will reschedule if conditions become too dangerous for the drivers.

Drink and Drugs, including medicines

Louth Town Council operates a zero tolerance Drink and Drug Driving Policy.

All drivers must report any pending prosecutions and/or cautions immediately, regardless of whose vehicle they were driving at the time. Failure to do so will result in disciplinary action for employees, and any employee prosecuted for such offences will be subject to a serious disciplinary which may result in dismissal.

All employees are encouraged to report concerns about colleagues with regards to drink and drugs as soon as possible. This can be done anonymously if necessary.

Any driver who believes that they may be over the drink drive limit must inform their line manager or the Town Clerk. They must not drive. They may be given alternative duties if available or required to take annual leave. Should this become a regular occurrence disciplinary action may be taken. Any driver taking prescription or over the counter medicines must check that they are still fit to drive.

05-06-25 PLAN MINS

**MINUTES OF THE LOUTH TOWN COUNCIL PLANNING COMMITTEE
HELD IN THE OLD COURT ROOM, THE SESSIONS HOUSE, LOUTH
ON TUESDAY 6th MAY 2025**

Councillor P. Starsmore (PS) (in the chair).

Present Councillors: Mrs. E. Ballard (Mrs. EB), J. Baskett (JB), 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), Mrs. P.F. Watson (Mrs. PFW).

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

The Town Clerk, Mrs. L.M. Phillips, the Town Clerk's Assistant, Mrs. S. Chitaurio-Adlard and Mr. E. Clark from Louth Town Football Club were also present.

P143. Apologies for Absence

Apologies for absence were received from Cllr. DEW.

P144. Declarations of Interest / Dispensations

The following declarations of interest were made:

- a. Cllr. LMC – PA1 as an acquaintance of the applicant.
- b. Cllrs. DH, GEH and Mrs. JMS – items 5, 6 and 7 as members of East Lindsey District Council (ELDC).
- c. Cllr. Mrs. JMS – item 8a as an acquaintance of the owner.

P145. Minutes

It was proposed, seconded and **RESOLVED** that the notes of the Planning Committee Meeting held on 15th April 2025 be approved as the minutes.

P146. Refused Application for 3G Pitch at Wood Lane / Alternative Arrangements

The Committee received a short presentation from Louth Town Football Club's Mr. E. Clark, who appealed to the Council for support in progressing alternative arrangements for a 3G pitch in Louth, after the refusal of the application for a 3G pitch at Wood Lane. Mr. Clark felt that Louth was in desperate need of a 3G pitch to accommodate the popularity of football in the town, which was a sentiment shared by most Councillors. After discussion, it was proposed, seconded and **RESOLVED** that the Mayor Elect, Cllr. DH, and Deputy Mayor Elect, Cllr. Mrs. KP, should arrange to attend meetings to assist in progressing alternative arrangements for a 3G pitch in Louth, reporting back to the Town Council, who would also invite Mr. Perry, an ELDC Officer, and Mr. Marsh, an ELDC Councillor, to a future meeting discuss the matter further.

P147. Applications received by the Local Planning Authority

The Committee considered all planning applications received, including those listed in the schedule (PA/Schedule 05-06-25) and it was proposed, seconded and **RESOLVED** as follows:

- a. 00398/25/FUL – to object on the grounds that the proposed location is not appropriate for a dining facility. The site also presents parking and traffic issues, as this is a busy part of the Industrial Estate and parking here is somewhat limited, particularly during daytime hours. Additionally, the scope of the business moves away from the type of business that the Industrial Estate was designed for and this business should be located within the town centre to maintain its vitality and viability.
- b. 00396/25/FUL – to object on the grounds that the plans for the application were considered confusing and unclear. Relevant previous planning applications had been refused both in the first instance and after an appeal.
- c. To support all other applications.

NB: Cllr. Mrs. PFW left the room at 7.40pm during discussion of PA1 and PA2 and therefore did not vote on those Planning Applications. She re-entered the room at 7.44pm.

P148. Planning Correspondence

The Committee noted the following planning correspondence:

a. ELDC Planning Decisions

- i. ELDC refused – N/105/01731/24 – Planning Permission – 184 Eastgate, LN11 9AG – LTC objected 10/12/24.

- ii. ELDC approved – N/105/00043/25 – Planning Permission – Westville, Irish Hill, LN11 9YL – LTC objected 25/02/25.
- iii. ELDC refused – N/105/01111/24 – Planning Permission – Wood Lane Playing Field, Louth – LTC objected 25/03/25.
- iv. ELDC approved – 00302/25/FUL – Planning Permission – 180 Eastgate, LN11 9AG – LTC – LTC supported 25/03/25.
- v. ELDC approved – N/105/00219/25 – Planning Permission – Honda UK Racing, LN11 0WD – LTC supported 25/03/25.

b. Temporary Traffic Restrictions

- i. **Organisation Responsible for Restriction:** Anglian Water

Reason for Restriction: Meter exchange.

Nature and Location of Restriction: Road Closure Order – Church Street (between Newmarket and a point 40m North).

Period of Restriction: 14/05/25 – 15/05/25 (restrictions to be implemented for 2 days as and when required during this period. Signage will be displayed on site in advance).

- ii. **Organisation Responsible for Restriction:** Direct Traffic Management

Reason for Restriction: Foul and surface water connections.

Nature and Location of Restriction: Road Closure Order – Monks Dyke (between Almond Crescent and Millgood Close).

Period of Restriction: 26/05/25 – 30/05/25 (restrictions to be implemented for 5 days as and when required during this period. Signage will be displayed on site in advance).

c. Enforcement

- i. **Location:** 1 Freer Gardens, Louth, LN11 8AW. **Nature of Investigation:** Untidy land. The matter is due to be fully investigated by an enforcement officer, who will aim to visit the location within 18 working days to establish whether of breach of planning control has taken place

d. Committee

- i. **N/105/01545/24** – 139 Eastgate, LN11 9QQ – the following application is due to be presented to the ELDC Planning Committee Meeting on 8th May 2025.

P149. Advertisement Consent Appeal

The Committee noted that Wildstone Estates Ltd., had appealed against ELDC's refusal for 1no. internally illuminated digital poster sign at 152-154 Eastgate (N/105/01928/24). All previous comments were forwarded by ELDC to the Planning Inspector. After discussion, it was proposed, seconded and **RESOLVED** that the Committee wished to stand by and reiterate their previous comments in objection.

P150. Proposed Work to Trees

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

- a. **Location:** The Wheatsheaf Inn, Westgate. **Proposals:** T1 – Sycamore – Canopy reduction from 18m to 15m high and 18m to 12m wide. Removal of small stem growing from the base. Raise canopy to 5m. T2 – Elder – Remove to ground level. T3 – Sycamore – Remove and grind out stump. **Reasons:** T1 – to let more light into garden, reduce honey dew drip and open up view onto tennis courts. T3 – To let more light into garden, reduce honey dew drip, lifting of slabs inside garden, lifting of carpark tarmac and would like to renew damaged fence.
- b. **Location:** Elm Cottage, Stainesway. **Proposals:** G1 – Group consisting of Horse Chestnut, Sycamore, Oak, Beech, Lime, Ash, Willow, Walnut, Evergreen Oak, Bind Cherry and Mixed Evergreens – T1 on plan (Holm Oak) reduce encroachment to the south by up to 2m to suitable growth points and round into the sides and top to retain aesthetics. **Reasons:** G1 – Tree has a heavy lean to the south, works are to reduce the weight to the south to help balance the tree and mitigate the risk of future failure.

P151. Next Meeting

It was noted that the next scheduled Planning Committee meeting would take place on 3rd June 2025.

The Meeting Closed at 8.05pm.

Signed _____ (Chairman)

Dated _____

Our Ref	Author-ity	Application No	Type	Applicant	Proposal	Location / Ward	Conserv-ation Area?	Previous LTC Comments	Planning Working Group Comments	Expiry Date for LTC Comments
1	ELDC	00391/25/FUL	Planning Permission	Mr. G. McAteer	Internal and external alterations to existing building which is a listed building to include changes to the façade, removal of ATM, night safe and signage.	Natwest Bank, Market Place, Louth, LN11 9NX - Priory Ward	Yes	New	Support.	04/06/2025
2	ELDC	02250/25/LBA	Listed Building Consent	Mr. G. McAteer	Internal and external alterations to existing building to remove existing signage, nightsave and ATM and make good with brick.	Natwest Bank, Market Place, Louth, LN11 9NX - Priory Ward	Yes	New	Support.	04/06/2025
3	ELDC	02076/25/FUL	Planning Permission	Mr. S. Benson	Alterations to existing dwelling.	25 Southlands Avenue, Louth, LN11 8EW - St. Mary's Ward	No	New	Support with comment that render should be painted an off white colour to be sympathetic to the design and aesthetic of surrounding houses.	04/06/2025
4	ELDC	02191/25/FUL	Planning Permission	Mr. J. Rathbone	Erection of a garden room and garage on the site of existing garage, which is to be demolished.	9 George Street, Louth, LN11 9JU - St. Mary's Ward	Yes	New	Support.	04/06/2025
5	ELDC	02246/25/OUT	Outline Erection	Mr. S. Long	Outline erection of 1no. dwelling and detached garage with existing garage to be demolished.	76 Monks Dyke Road, Louth, LN11 8DX - Priory Ward	No	New	Support.	04/06/2025
6	ELDC	02113/25/RVC	Section 73 Application	Mrs. S. Smaller	Section 73 application to vary condition no.2 (approved plans) as previously imposed on planning permission reference N/105/02321/21 for the erection of 4no. dwellings.	Former Wallis House Site, Birch Road, Louth - St. Michael's Ward	No	New	Support.	04/06/2025
7	ELDC	02267/25/FUL	Planning Permission	Weston-super-Mare British Telecom	Alterations to existing building to provide a ventilation louvre.	Telephone Exchange, Chequergate, Louth, LN11 0LH - St. James' Ward	Yes	New	Support with comment that the building is in the Conservation Area and maintenance is urgently needed around its outside.	04/06/2025
8	ELDC	02126/25/FUL	Planning Permission		Erection of a 1.8m high fence and paving within the curtilage of a listed building.	The Woolpack Public House, 14 Riverhead Road - St. Margaret's Ward	No	New	Support.	04/06/2025
9	ELDC	00395/25/LBA	Listed Building Consent		Internal and external alterations to existing building to remove existing signage, nightsave and ATM and replace with part obscured glazing.	24 Mercer Row, LN11 9JH - Priory Ward	Yes	New	Support.	04/06/2025
10	ELDC	02263/25/LBA	Listed Building Consent	Mr. A. Salmon	Internal and external alterations and repairs to existing fireplace, staircase, exposed chimney and general repointing/repairs to external brickwork.	Old National School, Westgate, LN11 9YH - St. James' Ward	Yes	New	Support.	25/06/2025
11	ELDC	02345/25/RVC	Section 73 Application	Mr. O. Crossland	Section 73 application to vary condition 8 (restriction of hours) previously imposed on planning permission ref. no. N/105/01875/23 for change of use of shop and learning centre to form a restaurant and bar with first floor flat.	14-16 Aswell Street, Louth, LN11 9BA - Priory Ward	Yes	New	Not received in time for consideration by the PWG.	18/06/2025
12	ELDC	02291/25/FUL	Planning Permission	Mrs. A. Redaif	Erection of a car port and boundary wall with pedestrian gate to a maximum height of 2.4m.	61A Broadbank, Louth, LN11 0EW - St. James' Ward	Yes	New	Not received in time for consideration by the PWG.	19/06/2025

PLANNING COMMITTEE 3rd JUNE 2025

PLANNING CORRESPONDENCE TO NOTE

1. ELDC Planning Decisions

- a. ELDC approved – N/105/00210/25 – Planning Permission – Revenue Buildings, LN11 0LL – LTC supported 25/03/25.
- b. ELDC approved – N/105/00110/25 – Listed Building Consent – 70 Westgate, LN11 9YD – LTC supported 25/02/25.
- c. ELDC approved – N/105/00213/25 – Section 73 Application – Westfield Park Development, Grimsby Road – LTC supported 25/02/25.
- d. ELDC approved – N/105/01545/24 – Planning Permission – 139 Eastgate, LN11 9QQ – LTC objected 29/10/24.
- e. ELDC approved – 00370/25/FUL – Planning Permission – 44 Hawthorne Avenue, LN11 0LD – LTC supported 15/04/25.
- f. ELDC approved – 00280/25/FUL – Planning Permission – Land Adjacent Albion Court, Tattershall Way, Fairfield Industrial Estate – LTC objected 25/03/25.
- g. ELDC approved – 00326/25/LBA – Consent to Display – 101 Eastgate, LN11 9PL – LTC supported 25/03/25.
- h. ELDC approved – 00377/25/LBA – Listed Building Consent – Park House, 211 Eastgate, LN11 8DD – LTC supported 25/03/25.
- i. ELDC approved – 00376/25/FUL – Planning Permission – Park House, 211 Eastgate, LN11 8DD – LTC supported 25/03/25.
- j. ELCD approved – 00401/25/OUT – Outline Erection – Land at 54 West Stewton Lane, LN11 8SB – LTC supported 15/04/25.
- k. ELDC approved – 00364/25/FUL – Planning Permission – Plot 58, Bolingbroke Road, Fairfield Industrial Estate – LTC supported 15/04/25.
- l. ELDC approved – 02015/25/FUL – Planning Permission – 25 Tudor Drive, LN11 9EE – LTC supported 15/04/25.
- m. ELDC approved – 00264/25/RVC – Section 73 Application – Phase 3 Land Adjacent Playing Field, Julian Bower – LTC objected 06/05/25.
- n. ELDC approved – 02136/25/FUL – Planning Permission – 123 Crowtree Lane, LN11 0QW – LTC supported 06/05/25.

2. Temporary Traffic Restrictions

- a. **Organisation Responsible for Restriction:** Network Plus
Reason for Restriction: Gas mains replacement.
Nature and Location of Restriction: Road Closure Order – Mayfield Crescent.
Period of Restriction: 27/05/25 – 16/06/25 (restrictions to be implemented for 21 days as and when required during this period. Signage will be displayed on site in advance).
- b. **Organisation Responsible for Restriction:** Highway Safety Management Ltd
Reason for Restriction: Anglian Water drainage repairs.
Nature and Location of Restriction: Road Closure Order – Westgate (between Breakneck Lane and a point 50m northeast).
Period of Restriction: 06/05/25 – 07/05/25 (restrictions to be implemented for 2 days as and when required during this period. Signage will be displayed on site in advance).
- c. **Organisation Responsible for Restriction:** Anglian Water
Reason for Restriction: Meter exchange.
Nature and Location of Restriction: Road Closure Order – Church Street (between Newmarket and a point 40m north).
Period of Restriction: 14/05/25 – 15/05/25 *This closure has now been cancelled*
- d. **Organisation Responsible for Restriction:** Anglian Water
Reason for Restriction: Emergency – repair leak.

Nature and Location of Restriction: Emergency Road Closure Order – Priory Road (between Eastgate and a point 60m South).
Period of Restriction: 07/05/25 – 13/05/25 (restrictions to be implemented for 7 days as and when required during this period. Signage will be displayed on site in advance).

e. Organisation Responsible for Restriction: Network Plus

Reason for Restriction: Gas main replacement.

Nature and Location of Restriction: Road Closure Order – Kenwick Road (between B1200 and Southlands Avenue)

Period of Restriction: 23/06/25 – 14/07/25 (restrictions to be implemented for 16 days as and when required during this period, signage will be displayed on site in advance).

f. Organisation Responsible for Restriction: Sunbelt Rentals

Reason for Restriction: Emergency restoration of customer utilities.

Nature and Location of Restriction: Emergency Road Closure Order – Monks Dyke Road (between 99 Monks Dyke Road and approx. 80m west).

Period of Restriction: 27/05/25 – 28/05/25 (restrictions to be implemented for 2 days as when required during this period. Signage will be displayed on site in advance).

3. Café Pavement License

- a. Bar Boulevard, 14-16 Aswell Street, LN11 0BA. Notice has been given that Lincolnshire County Council has proposed to grant a café pavement licence under the powers contained in the Business and Planning Act 2020.

4. Appeals

- a. **N/105/01928/24 – Location:** 152-154 Eastgate, LN11 9AB. **Nature of Appeal:** An appeal was submitted to the Planning Inspectorate against a refusal to grant express consent for the display of an advertisement. **Outcome:** The appeal has been dismissed due to the effect of the advertisement on the amenity of the area.

5. Tree Preservation Order

- a. Notification has been received that ELDC has made a Tree Preservation Order on a tree in the grounds of the Wheatsheaf Inn, Westgate. The tree is marked T1 on the picture below.



Name of Group	Membership	Required Cllrs.	Members in 24/25	Officers	Remit	Delegated Powers	Meetings
Planning	All serving Councillors	N/A	All serving	None	To examine planning applications / proposed works to trees / appeal notices / planning correspondence and matters related to Planning, the Environment or Highways etc., as required, bringing recommendations to the Planning Committee or Town Council and making unqualified comments, as required.	To submit unqualified comments on planning matters, if required. Instances where unqualified comments may be required are: in the absence of a suitable Planning Committee meeting, where matters are urgent over the Christmas break or during times of crisis.	As required