

Louth Town Council

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

01507 355895

clerk@louthtowncouncil.gov.uk



To the Members of the Town Council of Louth:

You are hereby summoned to attend a meeting of Louth Town Council's Planning Committee, Governance and Finance Committee and an extraordinary meeting of the Town Council which will be held on Tuesday 9th June 2026 in The Old Court Room, The Sessions House, Eastgate, Louth at 7pm. The business to be dealt with at the meeting is listed in the agenda below.

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

Please note, any public, wishing to speak in the public forum may do so on items which appear on the agenda or may 'sit in' on the meeting(s). It would be much appreciated if any member of the public wishing to speak would please contact the Town Clerk, by emailing clerk@louthtowncouncil.gov.uk in advance of the meeting to discuss attendance arrangements. If possible, please provide written representation rather than attending in person.

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

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

Town Clerk

Dated this 4th Day of June 2026

AGENDA

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 2027.

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 2027.

3. Apologies for Absence

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

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 12th May 2026. (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 05-12-26). (Attached).

7. Planning Correspondence

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

8. Proposed Works to Trees

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

- a. Proposals:** T1 – Cherry – Reduce height by 3m, reduce width from car park by 3m. Reduce remaining quadrants by 2m, ensuring no surface wounds exceed 100mm, all works in accordance to BS3998:2010.
Location: 14 George Street, LN11 9JU. **Reasons:** T1 has previously been reduced 5-6 years ago and regenerated with an extended canopy towards neighbouring property.

9. Planning Working Group

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

Membership	All Councillors
Remit	To examine planning applications / proposed works to trees / appeal notices / planning correspondence etc., and bring recommendations to the Planning Committee or make unqualified comments, as required.
Delegated Powers	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.
Meetings	As required.

10. Eastern Green Link 5 (EGL 5) – Stage 2 Statutory Consultation (Attached)

Committee to ratify comments of the Planning Working Group which are: No objection. The continuation of the infrastructure being underground is as desired by most locals when consulted and will reduce the aesthetic damage to the visual amenity of the Wolds.

11. Conservation Area Appraisal

Committee to receive a recommendation from the Planning Working Group that Councillors be asked to consider the documentation (attached) and compile ideas for inclusion in a corporate response on the areas highlighted (see extract from email below) for discussion at the next Planning Committee meeting.

“We are beginning with an initial “fact-finding” phase to better understand the character of the conservation area and to identify any issues, concerns, or opportunities. We are especially seeking views on how the conservation area and its heritage assets contribute to the local sense of place, including the way people experience and value the local environment.

In particular, we would welcome your thoughts on:

- a. Heritage assets, buildings, spaces, or character areas that you feel are particularly important to the conservation area
- b. Places that positively contribute to the way people experience the area, for example locations that evoke a sense of peace, tranquillity, or wellbeing
- c. The benefits of living in or being associated with a conservation area
- d. Any challenges or problems that may arise from living in or managing property within a conservation area
- e. Pressures for change or development affecting the area
- f. Buildings or spaces of local importance
- g. Areas that may have deteriorated or improved since the last appraisal
- h. Any mapping inaccuracies or boundary considerations.”

12. Use of uPVC in the Conservation Area

To consider the comments of the Planning Working group who discussed the intricacies of a policy/ approach to uPVC windows within the conservation area on 2nd June 2026 and resolve upon the way forward. (Attached).

13. Next Meeting

To note that the next scheduled meeting of the Planning Committee will take place on 30th June 2026.

GOVERNANCE AND FINANCE COMMITTEE**(Membership: All Cllrs.)****1. Election of Governance and Finance Committee Chairman**

The Mayor will initially take the chair for this item. Committee to receive nominations and to elect the Chairman of the Governance and Finance Committee to hold office until the Annual Meeting of Louth Town Council in 2027.

2. Election of Governance and Finance Committee Vice Chairman

Committee to receive nominations and to elect the Vice Chairman of the Governance and Finance Committee to hold office until the Annual Meeting of Louth Town Council in 2027.

3. Apologies for Absence

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

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 Governance and Finance Committee meeting held on 12th May 2026. (Attached).

6. Working Group

Committee to re-establish the Financial Overview Group (FOG) which reports to it or the Town Council, as a working group and approve remit and membership:

Membership	7 + Town Clerk
Req'd Councillors	Chairman and Vice Chairman of GF Committee + 5 others
Membership 2025/26	Cllrs. Mrs. EB, Mrs. KP, JD, GEH, JB, PS, DM
Officers	Town Clerk – Responsible Financial Officer (RFO)
Remit	To oversee financial transactions of LTC. Make recommendations regarding the appointment of internal and external auditors. Assess and make recommendations to GF Committee regarding applications for grants. Review policies of the Council, Standing Orders, Financial Regulations, Internal Controls and Insurance requirements, if/as required. Ensure that the statement of assurance on the Annual Report can be approved by the Full Council.
Delegated Powers	None. Investigate and enquire with recommendations to GF Committee or Town Council.
Meetings	As required.

7. Review of Policies, Privacy Notices, and Procedures

Council to note that the following policies, privacy notices and procedures have been reviewed (GDPR policies and privacy notices in conjunction with Cllr. H. Hunt, Information Security Risk Professional) and approve for continued use/discontinue:

- a. Cemetery Privacy Notice (no amendments)
- b. Data Protection Policy (amendments)

- c. Email Contact Privacy Notice (no amendments)
- d. General Privacy Notice (amendments)
- e. Policy on Handling of Freedom of Information Requests (amendments)
- f. Information Security Incident Policy (amendments)
- g. Remote Meetings (recommend discontinue)
- h. Removable Media Policy (amendments)
- i. Retention of Documents and Records Policy (amendments)
- j. Secure Disposal of Information Procedure (amendments)
- k. Staff and Councillor Privacy Notice (amendments)
- l. Subject Access Requests Policy (amendments)
- m. GDPR Security Compliance Checklist (New)
- n. Vehicle Usage and Driving at Work Policy (no amendments)
- o. Members Allowance Policy (no amendments)
- p. Publication Scheme (amendments)
- q. Domestic Abuse Policy Statement (amendments)

8. Next Meeting

To note that the next scheduled meeting of the Governance and Finance Committee will take place on 25th August 2026.

EXTRAORDINARY TOWN COUNCIL

(Chairman: Cllr. Mrs. K. Parsons, 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 Council Meeting held on 26th May 2026.

4. Annual Governance and Accountability Return (AGAR) 2025/26

On the recommendation of FOG, Council:

- a. To receive a report from the Town Clerk (Attached).
- b. To receive the report of the internal auditor (see page 3 of 6 within the AGAR and Checklist. (Attached).
- c. To approve the completion of the Annual Governance Statement (Section 1 of the AGAR) for the financial year 2025/26, placing ticks in all yes boxes except number 9 where n/a should be ticked and approve signing by the Chairman and the Town Clerk. (Attached).
- d. To receive the Statutory Balance Sheet for the year ended 31st March 2026 and authorise signing by the Chairman and Responsible Financial Officer.
- e. To note the Income and Expenditure Account for the year ended 31st March 2026 (previously received and approved by the Governance and Finance Committee on 12th May 2026).
- f. To note the Asset Register for the year ended 31st March 2026 (previously received and approved by Council on 24th March 2026).
- g. To receive and approve the bank reconciliation required for submission with the AGAR for the year ended 31st March 2026 (bank balances at 31st March 2026 previously noted by the Governance and Finance Committee on 12th May 2026).

- h. To consider and approve the Accounting Statements (Section 2 of the AGAR) for the financial year 2025/26 and authorise signing by the Chairman.
- i. To note that the period for the exercise of public rights must include the first 10 working days of July, must be at least 30 consecutive working days long, must commence as soon as reasonably possible after approval of the AGAR and with this in mind approve that the period for the exercise of public rights should be set from Thursday 11th June 2026 to Wednesday 22nd July 2026.

5. LALC AGM

Council to note that the above will take place by zoom on Thursday 9th July from 6.30pm by Zoom. The evening will commence with guest speaker, Cllr. Sean Matthews, Leader of LCC addressing delegates. Council to nominate a representative to attend.

6. LALC Summer Conference

Council to note that LALC's Summer Conference will take place on Tuesday 14th July at the Epic Centre, Lincolnshire Showground from 9.30am to 4pm. This event offers the opportunity to network with colleagues, attend 5 from 20 talking tables and visit up to 18 trade stands (see attached). There will also be representatives from some of the Principal Authorities in attendance allowing you to raise local issues with them. Council to resolve upon whether to book places at the conference, tickets are £45 + VAT each.

7. Next Meeting

To note that the next scheduled meeting of the Town Council will take place on 30th June 2026.

05-12-26 PLAN MINS

**MINUTES OF THE LOUTH TOWN COUNCIL PLANNING COMMITTEE
HELD IN THE OLD COURT ROOM, THE SESSIONS HOUSE, LOUTH
ON TUESDAY 12th MAY 2026**

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

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

Councillors not present: D.E. Wing (DEW).

The Town Clerk, Mrs. L.M. Phillips, the Town Clerk's Assistant, Mrs. S. Chitauro-Adlard, LCC Cllr. T. Catton and one member of the public were also present.

Public Forum

- LCC Cllr. T. Catton informed the Council that he would be attending a review with LCC Highways on 13th May 2026 and encouraged Cllrs. to share their suggestions of public areas for discussion.

Before the commencement of the meeting, Cllrs received a tabled report from East Lindsey District Council Cllr. R. Jackson.

A minute's silence was held for LTC Cllr. Mrs. Pauline Watson who had sadly passed away on 8th May.

P111. Apologies for Absence

There were no apologies for absence received.

P112. Declarations of Interest / Dispensations

The following declarations of interest were made:

- a. Cllr. Mrs. EB – PA1 as a board member of the Golf Club which neighbours the property.
- b. Cllr. DH – Items 4, 5, 6, and 7 as a member of ELDC and PA1 as an acquaintance of the applicant.
- c. Cllr. GEH – Items 4, 5, 6 and 7 as a member of ELDC.
- d. Cllr. Mrs. JMS – Items 4, 5, 6 and 7 as a member of ELDC.

P113. Minutes

It was proposed, seconded and **RESOLVED** that the notes of the Planning Committee Meeting held on 14th April 2026 be approved as the minutes.

P114. Applications received by the Local Planning Authority

The Committee considered all planning applications received, including those listed in the schedule (PA/Schedule 05-12-26) and it was proposed, seconded and **RESOLVED** as follows:

- a. 00513/26/FUL – to object on the grounds that the proposals at this location will cause issues with traffic. The location has no parking, and the road is a bottleneck where turning around is difficult
- b. To support all other applications.

NB: Cllr. DH left the room at 7.05pm during discussions of PA1 and returned at 7.11pm after voting took place.

NB: Cllr. Mrs. EB abstained from voting on PA1.

NB: Cllrs DH, GEH and Mrs. JMS abstained from voting on PA2.

P115. Planning Correspondence

The Committee noted the following planning correspondence:

a. **ELDC Planning Decisions**

- i. ELDC approved – 00217/26/FUL – Planning Permission – 18 Tudor Drive, LN11 9EE – LTC supported 24/03/26.
- ii. ELDC approved – 03593/25/RVC – Section 73 Application – Land Adj. to 58 Church Street, LN11 9BY – LTC objected 09/12/25.

- iii. ELDC approved – 00300/26/FUL – Planning Permission – McDonald’s, Lincoln Way, Fairfield Industrial Estate, LN11 0LS – LTC supported 24/03/26

b. **Temporary Traffic Restrictions**

- i. **Organisation Responsible for Restriction:** Cadent Gas.
Reason for Restriction: Emergency – gas escape repairs.
Nature and Location of Restriction: Emergency Road Closure Order – Eastgate (closed westbound only between Priory Road and Orme Lane).
Period of Restriction: 09/04/26 – 10/04/26 (restrictions to be implemented for 2 days as and when required during this period. Signage will be displayed on site in advance).
- ii. **Organisation Responsible for Restriction:** Anglian Water.
Reason for Restriction: Fire hydrant install.
Nature and Location of Restriction: Road Closure Order – School House Lane (between Gospelgate and a point 40m north). School House Lane (between Westgate and a point 40m south).
Period of Restriction: 26/05/26 – 27/05/26 (restrictions to be implemented for 2 days as and when required during this period. Signage will be displayed on site in advance).
- iii. **Organisation Responsible for Restriction:** Lincolnshire County Council.
Reason for Restriction: Emergency – repairs to collapsed or displaced ironworks.
Nature and Location of Restriction: Emergency Road Closure Order – Church Street (between Eastgate and B1200 Newmarket).
Period of Restriction: 02/04/26 – 22/04/26, 20:00 to 06:00 (restrictions to be implemented for various nights and/or days as and when required during this period. Signage detailing accurate dates and times will be displayed on site in advance).
- iv. **Organisation Responsible for Restriction:** Anglian Water.
Reason for Restriction: Emergency – burst water main.
Nature and Location of Restriction: Emergency Road Closure Order – High Holme Road (between 40m and 90m northeast of Broadbank).
Period of Restriction: 16/04/26 – 22/04/26 (restrictions to be implemented for 7 days as and when required during this period. Signage will be displayed on site in advance).
- v. **Organisation Responsible for Restriction:** Anglian Water.
Reason for Restriction: Installation of fire hydrant.
Nature and Location of Restriction: Road Closure Order – Schoolhouse Lane (between Westgate and a point 50m south).
Period of Restriction: 28/05/26 – 29/05/26 (restrictions to be implemented for 2 days as and when required during this period. Signage will be displayed on site in advance).
- vi. **Organisation Responsible for Restriction:** Anglian Water.
Reason for Restriction: Emergency – repair leak.
Nature and Location of Restriction: Emergency Road Closure Order – Northgate (between Vickers Lane and a point 40m west).
Period of Restriction: 21/04/26 – 27/04/26 (restrictions to be implemented for 7 days as and when required during this period. Signage will be displayed on site in advance).
- vii. **Organisation Responsible for Restriction:** Anglian Water.
Reason for Restriction: Emergency – repair leak.
Nature and Location of Restriction: Emergency Road Closure Order – Northgate (between Cannon Street and Vickers Lane).
Period of Restriction: 28/04/26 – 29/04/26, 19:00 to 06:00 (restrictions to be implemented for 2 days as and when required during this period. Signage will be displayed on site in advance).
- viii. **Organisation Responsible for Restriction:** Anglian Water.
Reason for Restriction: Water main repairs.
Nature and Location of Restriction: Road Closure Order – B1520 Upgate (between Gospelgate and Saws Mews).
Period of Restriction: 08/06/26 – 26/06/26 (date amendment) (restrictions to be implemented for 18 days as and when required during this period. Signage will be displayed on site in advance).
- ix. **Organisation Responsible for Restriction:** Anglian Water.

Reason for Restriction: Emergency – repair leak.

Nature and Location of Restriction: Emergency Road Closure Order – Commercial Road (between Eastgate and a point 20m northwest); Eastgate (between 20m northeast and 20m southwest of Commercial Road).

Period of Restriction: 29/04/26 – 30/04/26, 19:00 to 06:00 (restrictions to be implemented for 2 days as and when required during this period. Signage will be displayed on site in advance).

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

Reason for Restriction: Emergency – repair leak.

Nature and Location of Restriction: Emergency Road Closure Order – Kidgate (between Upgate and a point 50m east).

Period of Restriction: 29/04/26 – 30/04/26, 20:00 to 06:00 (restrictions to be implemented for 2 days as and when required during this period. Signage will be displayed on site in advance).

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

Reason for Restriction: Emergency – repair leak.

Nature and Location of Restriction: Emergency Road Closure Order – South Street (between property numbers 25 and 27).

Period of Restriction: 27/04/26 – 28/04/26, 19:00 to 06:00 (restrictions to be implemented for 2 days as and when required during this period. Signage will be displayed on site in advance).

c. **Enforcement**

- i. **Location:** 58 Church Street, LN11 9BY. **Nature of Investigation:** Development not in accordance with approved details of N/105/01723 and N/105/01055/24/Dc concerning the materials used. The recent approval of 03593/25/RVC has confirmed that the breach of planning control referred to above has now been resolved. As such, no further action is to be taken by the planning department.

d. **Withdrawn**

- i. 00505/26/LBA – 12A Market Place, LN11 9PB – Internal and external alterations to the existing building to include the installation of a fibre internet cable. Application was withdrawn 30/04/26.

P116. Proposed Work to Trees

It was proposed, seconded and **RESOLVED** to object the following proposed works to trees in the Conservation Area:

- a. **Proposals:** T6 – Remove. T7 – Remove. T9 – Remove. G1 – Removed all except Monkey Puzzle.
Location: 63 Crowtree Lane, LN11 0QW. **Reasons:** None provided.

P117. Eastern Green Link 3 (EGL 3) and Eastern Green Link 4 (EGL 4) and Grimsby to Walpole – Targeted Statutory Consultation under Section 42 of the Planning Act 2008

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

P118. Next Meeting

It was noted that the next scheduled Planning Committee meeting would take place on 9th June 2026.

The Meeting closed at 7.52pm.

Signed _____ (Chairman) Dated _____

Our Ref	Author-ity	Application No	Type	Applicant	Proposal	Location / Ward	Conservation Area?	Previous LTC Comments	Planning Working Group Comments	Expiry Date for LTC Comments
1	ELDC	00587/26/LBA	Listed Building Consent	Mr. P. Chester	Internal and external alterations to the listed building including blocking up of ATM and night safe, insertion of new entrance doors, internal reconfiguration across basement, ground, first and second floors to facilitate café and restaurant use, installation of kitchen, bar and WC facilities, provision of plant and associated servicing, and assisted works. AMENDMENT - description updated to better reflect proposed development.	Natwest Bank, Market Place, Louth, LN11 9NX - Priory Ward	Yes	Louth Town Council supported this application 12th May 2026.	Support	10/06/2026
2	ELDC	00693/26/FUL	Planning Permission	Mr. R. Hobson	Erection of a dwelling and alterations to existing office, which is to be used as an attached annexe with attached garage.	Former the Old Dairy, Stewart Lane, Louth, LN11 8SB - St. Michael's Ward	No	New	Support	18/06/2026
3	ELDC	00709/26/FUL	Planning Permission	Mrs. D. Harness	Extension to existing dwelling to provide additional living accommodation.	35 Broadley Crescent, Louth, LN11 8AN - Trinity Ward	No	New	Support	10/06/2026
4	ELDC	00715/26/FUL	Planning Permission	Mrs. N. Paradowski	Extension and alterations to existing dwelling to provide additional living accommodation.	5 Seymour Avenue, Louth, LN11 9EW - St. Mary's Ward	No	New	Support	10/06/2026
5	ELDC	00717/26/FUL	Planning Permission	Mr. J. Macdonald	Rear extension to existing shop to provide a store and demolition of existing storage building.	113 - 115 Eastgate, Louth, LN11 9QE - St. James' Ward	Yes	New	Support	11/06/2026
6	ELDC	00744/26/FUL	Planning Permission	Mrs. Jewitt	Erection of a dormer bungalow with integrated double garage.	37 Stewart Lane, Louth, LN11 8SB - St. Michael's Ward	No	New	Support	10/06/2026
7	ELDC	00771/26/FUL	Planning Permission	Mr. Harvey	Erection of a timber fence on a bridge within the curtilage of a listed building (works completed).	48 Westgate, Louth, LN11 9YD - St. James' Ward	Yes	New	Object to such a structure being erected on the bridge. Planning permission should have been obtained prior to installation so a full assessment could have been made.	12/06/2026
8	ELDC	00772/26/LBA	Listed Building Consent	Mr. Harvey	Erection of a timber fence on a bridge (works completed).	48 Westgate, Louth, LN11 9YD - St. James' Ward	Yes	New	Object to such a structure being erected on the bridge. Planning permission should have been obtained prior to installation so a full assessment could have been made.	12/06/2026

PLANNING COMMITTEE 9th JUNE 2026
PLANNING CORRESPONDENCE TO NOTE

1. ELDC Planning Decisions

- a. ELDC approved – 00110/26/OUT – Outline Erection – 42 Stewton Lane, LN11 8SB – LTC objected 14/04/26.
- b. ELDC approved – 00414/26/FUL – Planning Permission – 30 Elm Drive, LN11 0DQ – LTC supported 14/04/26.
- c. ELDC approved – 00467/26/FUL – Planning Permission – 135 Eastgate, LN11 9QE – LTC supported 14/04/26.
- d. ELDC approved – 00361/26/FUL – Planning Permission – The Bett Business Centre, LN11 0WA – LTC supported 14/04/26.
- e. ELDC approved – 000195/26/LBA – Listed Building Consent – 17 Cornmarket, LN11 9QA – LTC supported 14/04/26.

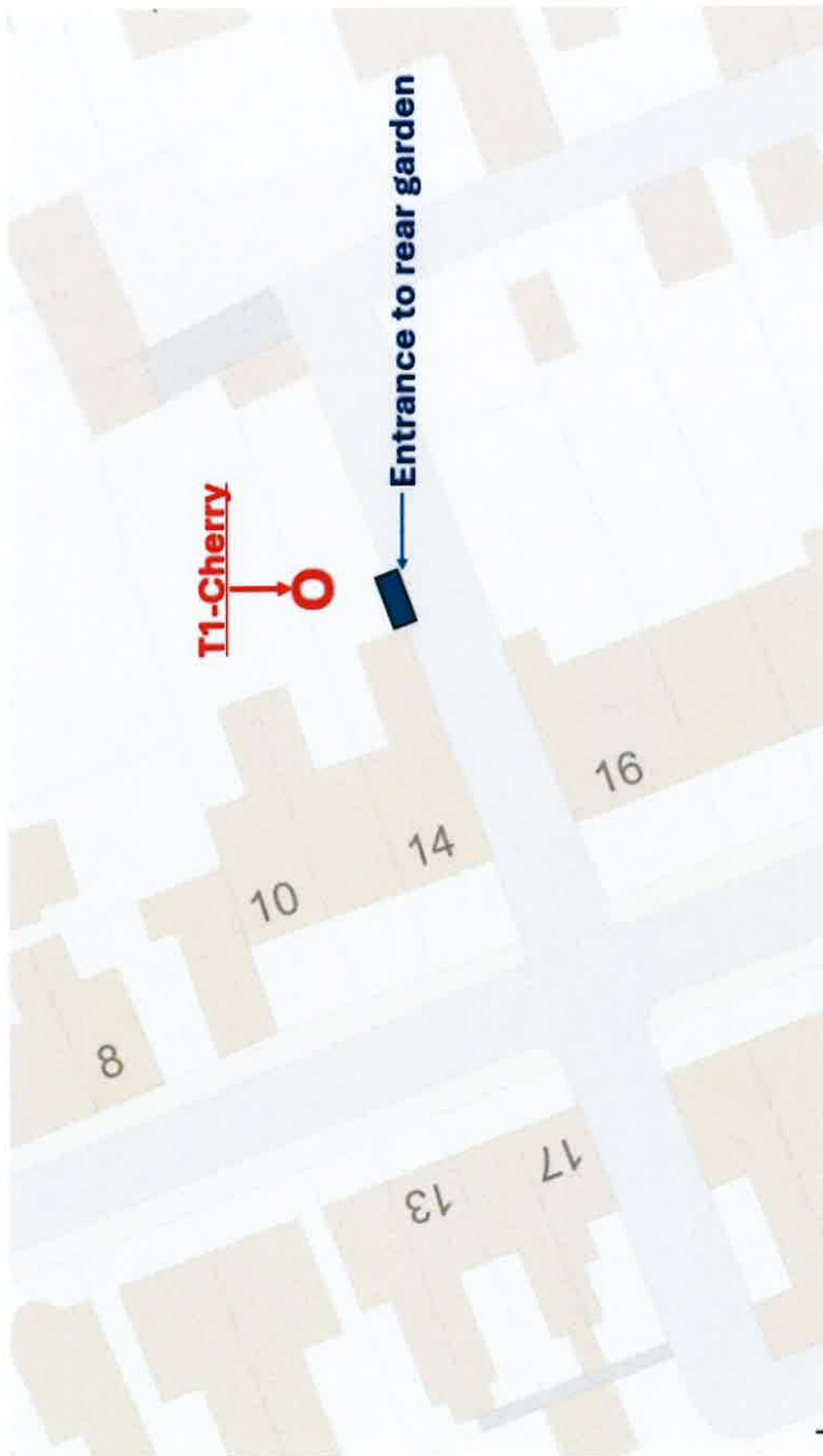
2. Temporary Traffic Restrictions

- a. **Organisation Responsible for Restriction:** Cadent Gas Ltd.
Reason for Restriction: Gas mains replacement.
Nature and Location of Restriction: Link Footway Closure Order – link footway between St. Bernard’s Avenue and Virginia Drive.
Period of Restriction: 22/06/26 – 13/07/26 (restrictions to be implemented for 16 days as and when required during this period. Signage will be displayed in advance).
- b. **Organisation Responsible for Restriction:** Anglian Water.
Reason for Restriction: Emergency – burst water main.
Nature and Location of Restriction: Emergency Road Closure Order – Eastfield Road (between the riverbank and Eastfield Road).
Period of Restriction: 15/05/26 – 21/05/26 (restrictions to be implemented for 7 days as and when required during this period. Signage will be displayed in advance).
- c. **Organisation Responsible for Restriction:** TLF Utilities.
Reason for Restriction: BT telegraph pole installation.
Nature and Location of Restriction: Road Closure Order – Alvingham Road (between 120m and 290m east of Lydon Way).
Period of Restriction: 30/06/26 – 30/02/26, 06:00 to 18:00 (restrictions to be implemented for 1 day as and when required during this period. Signage will be displayed in advance).
- d. **Organisation Responsible for Restriction:** Anglian Water.
Reason for Restriction: Emergency – repair leak.
Nature and Location of Restriction: Emergency Road Closure Order – Edward Street (between Crowtree Lane and a point 40m south).
Period of Restriction: 20/05/26 – 27/05/26 (restrictions to be implemented for 8 days as and when required during this period. Signage will be displayed in advance).
- e. **Organisation Responsible for Restriction:** Lincolnshire County Council.
Reason for Restriction: Streetlighting installation.
Nature and Location of Restriction: Road Closure Order – Northgate (between Broadbank and Chequergate/Nichol Hill).
Period of Restriction: 05/07/26 – 05/07/26, 06:00 to 14:00 (restrictions to be implemented for 1 day as and when required during this period. Signage will be displayed in advance).
- f. **Organisation Responsible for Restriction:** Anglian Water.
Reason for Restriction: Emergency – repair leak.
Nature and Location of Restriction: Emergency Road Closure Order – Monks Dyke Road (between property numbers 67 and 69).
Period of Restriction: 28/05/26 – 03/06/26 (restrictions to be implemented for 7 days as and when required during this period. Signage will be displayed on site in advance).

3. Enforcement

- a. **Location:** New Orleans Jazz Club, 51 Queen Street, Louth, LN11 9BJ. **Nature of Investigation:** Untidy building within the Conservation Area. 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 a breach of planning control has taken place.

PROPOSED WORKS TO TREES - 14 GEORGE STREET



Lynda Phillips

From: National Grid - Eastern Green Link 5 (EGL 5)
<mail@communications.nationalgrid.com>
Sent: 29 May 2026 10:21
To: Lynda Phillips
Subject: Eastern Green Link 5 (EGL 5) – Stage 2 Statutory Consultation
Attachments: EGL 5 Consultation Poster.pdf; EGL 5 Stage 2 Community Newsletter.pdf; EGL 5 Section 48 Notice.pdf



Eastern Green Link 5 (EGL 5) – Stage 2 Statutory Consultation under Section 42 of the Planning Act 2008 and the Infrastructure Planning (Applications: Prescribed Forms and Procedures) Regulations 2009 (the APFP Regulations), as amended by The Infrastructure Planning (Miscellaneous Provisions) Regulations 2024.

Dear Parish Clerk,

Eastern Green Link 5 (EGL 5) – Stage 2 Statutory Consultation under Section 42 of the Planning Act 2008 and the Infrastructure Planning (Applications: Prescribed Forms and Procedures) Regulations 2009 (the APFP Regulations), as amended by The Infrastructure Planning (Miscellaneous Provisions) Regulations 2024.

Notification under Regulation 13 of the Infrastructure Planning (Environmental Impact Assessment) Regulations 2017 (the EIA Regulations).

At 12pm noon on **Friday 29 May 2026**, National Grid Electricity Transmission plc (NGET) will be opening a Statutory Consultation in accordance with Sections 42 and 47 of the Planning Act 2008 (“the Act”) for our proposed EGL 5 project. The consultation will run for a period of eight weeks, closing at 11:59pm on **Friday 24 July 2026**.

The EGL 5 Project

EGL 5 is a proposed primarily marine high voltage electricity link between Scotland and England, with a converter station and associated onshore infrastructure, which will provide an additional 2 GW of

transmission capacity to the electricity network. This Statutory Consultation is in relation to the elements of EGL 5 in England and English waters only (referred to as "the Project").

NGET is seeking your feedback on detailed proposals for the Project, which we have developed using feedback from our Stage 1 (non-statutory) consultation and the results of environmental assessments and technical surveys.

Our proposals include onshore infrastructure located in the district of East Lindsey and subsea infrastructure in English waters.

The onshore infrastructure includes underground cables running together for approximately 8 km from landfall at Anderby Creek to the EGL 5 converter station in the vicinity of the proposed 400 kV Lincolnshire connection substation B (LCS-B) being consented as part of the Applicant's Grimsby to Walpole Project.

The proposed marine elements in English waters include high voltage direct current (HVDC) subsea cables. EGL 5's subsea cables would extend from Peterhead in Scotland, to a landfall at Anderby Creek on the Lincolnshire coastline. We will be seeking permission for the Project's marine proposals in English waters together with the onshore elements in England.

NGET is proposing a new converter station near Bilsby, East Lindsey.

EGL 5 would, on completion, transport enough home-grown, clean energy from Scotland to power up to two million homes in the Midlands and the South of England. EGL 5 would help to meet Government targets to reduce carbon emissions, increase our country's energy security, and carry cleaner and more affordable energy to where it is needed.

You can learn more about the Project by visiting nationalgrid.com/egl5

On 14 May 2025, the Secretary of State for Energy Security and Net Zero issued a direction pursuant to Section 35 of the Act that confirmed that the Project should be treated as a development for which development consent is required. The development consent being sought will include a number of other provisions, including those which authorise the compulsory acquisition of land and rights over land, if necessary, to construct and maintain the Project.

We are contacting you because you are a Prescribed Consultee in accordance with Section 42(1) of the Act and Schedule 1 of the Infrastructure Planning (Applications: Prescribed Forms and Procedure) Regulations 2009, as amended by The Infrastructure Planning (Miscellaneous Provisions) Regulations 2024. This is therefore a formal notice that we are holding a Consultation under the Act.

In advance of our application for development consent, this Consultation is required under Section 42 and 47 of the Act. Concurrent with the Section 42 Consultation, we are undertaking consultation with the public under Section 47 of the Act and in accordance with a Statement of Community Consultation (SoCC) that is available for inspection by the public on the Project website from Wednesday 20 May 2026 and notice of the publication of which has been published in local and national newspapers.

We are also consulting on the potential environmental effects of the proposals. This information is detailed in the Preliminary Environmental Information Report (PEIR). An Environmental Statement will be produced subsequently in accordance with the EIA Regulations and will accompany the application for development consent. The Scheme is an "EIA development" for the purposes of the EIA Regulations. Regulation 13 requires NGET to send your organisation a copy of the notice which is being published in accordance with Section 48 of the Act, and this is enclosed/attached.

Our Stage 2 (statutory) consultation for EGL 5

Our Stage 2 (statutory) consultation will open at 12pm noon Friday 29 May 2026 and will close at 11:59pm Friday 24 July 2026 and is an opportunity to share your views on our proposals for EGL 5.

Between May and June 2025, we held an initial Stage 1 consultation, known as a non-statutory consultation, on our early proposals. Feedback from this consultation, alongside the outcome of technical and environmental studies, has helped to shape our updated proposals.

During this Stage 2 consultation, we hope to engage with as many residents and stakeholders as possible and will be publicising our consultation and holding in-person and virtual consultation events. More information on how we intend to consult the community can be found in our Statement of Community Consultation (SoCC) which can be viewed on our Project website.

We will also continue to communicate with and update landowners and occupiers who are potentially impacted by our updated proposals. Our lands suppliers Ardent will be assisting us with this and have dedicated communications channels for any queries landowners may have – egl5@ardent-management.com and **0203 105 0989**.

Other NGET Projects in the region

The grid is a national network, and we have to plan its reinforcement as a whole. EGL 5 is one of a series of proposed new grid developments. These include:

- Grimsby to Walpole, a new voltage electricity transmission line and associated works. Project website here: nationalgrid.com/g-w
- Eastern Green Link 3 (EGL 3) and Eastern Green Link 4 (EGL 4), two new primarily marine high voltage electricity links. Projects website here: nationalgrid.com/egl3and4
- Weston Marsh to East Leicestershire, a new high voltage overhead line and two new substations, as well as upgrading existing overhead line. Project website here: nationalgrid.com/wmel

You can find more information on these projects, and the stages they are at in their development, on their respective Project websites.

If you are a prescribed consultee for these projects, you will be notified in writing.

Digital poster

Please find attached a consultation newsletter and a poster that you can share via your networks. These documents include details of all our in-person events, as well as our contact details. If you would like to request hard copies of the community newsletter or poster, please do so by replying to this email (contactegl5@nationalgrid.com).

Where to find information

Documents which provide further details of this Consultation and our proposals can be viewed online via the document library on our website at nationalgrid.com/egl5

Reference copies of the SoCC and other key consultation materials will also be available to view free of charge from Friday 29 May 2026 for the duration of the Consultation at the following locations in the vicinity of the project:

Location	Opening hours
Alford Library and Focal Point, 6 South Market Place, Alford, LN13 9AF	Monday, Wednesday and Thursday - Closed Tuesday - 10am-1pm Friday - 10am-1pm and 2pm-5pm Saturday - 10am-1pm Sunday - Closed

Ingoldmells Community Library, Skegness Road, Skegness, PE25 1NL	Monday, Tuesday, Wednesday and Thursday - 10am-12pm Friday, Saturday and Sunday - Closed
Sutton on Sea Library and Community Centre, Broadway, Sutton on Sea, Mablethorpe, Lincolnshire, LN12 2JN	Monday, Friday and Saturday - 10am-1pm Wednesday - 1pm-4pm Tuesday, Thursday and Sunday - Closed
Alford Town Council offices, 1st Floor, South Market Place, Alford, Lincolnshire, LN13 9AF	Monday, Tuesday, Wednesday, Thursday and Friday - 9am to 1pm Saturday and Sunday - Closed

Prior to attending these locations, it is advised that opening times are checked

Digital and paper copies (including alternative format copy) of consultation materials and documents can be provided on request by contacting us by email at (contactegl5@nationalgrid.com) or by telephone at **0800 358 4817**. Please note that paper copies will be subject to a reasonable copying charge.

Offer of a briefing

As a Parish Council that would host or neighbour our proposed infrastructure, we would also like to invite you to a short in-person briefing on the project.

The briefing will take place shortly before our first public information event.

- **Date:** Saturday 6 June 2026
- **Time:** 10:25am onwards
- **Location:** Alford Corn Exchange, 9 Market Place, Alford, LN13 9EB

Attendees are asked to arrive by 10:25am. The presentation will begin at 10:30am and will include:

- a short overview of the project
- information on our updated proposals
- a summary of the Stage 2 consultation.

The presentation will end at approximately 10:50am. You will then be able to view the consultation materials and speak directly with members of the project team. We will be opening the doors to the wider public at 11am and the event will end at 4pm.

This session is intended for Parish Council representatives.

If you would like to attend, please confirm your attendance by contacting the project team at contactegl5@nationalgrid.com

Share your views

We would welcome your feedback on our proposals. You can provide feedback by emailing contactegl5@nationalgrid.com, sending a letter to **Freepost EGL 5** or via online and hard copy feedback forms.

The deadline to provide feedback is **11:59pm on Friday 24 July 2026**.

We will review the proposals for the project in light of the feedback we receive as part of this consultation and will consider if changes are needed to further reduce the effects on communities and the local area, before we make our application for development consent.

We look forward to hearing from you.

Yours sincerely,

Stephen Mathers,

Project Director, Eastern Green Link 5 (EGL 5)

Stephen Mathers

Contact us

If you have any questions you can get in touch by:

Email: contactegl5@nationalgrid.com

Phone: 0800 358 4817 (Lines are open 9am-5:30pm, Monday to Friday)



If you do not wish to receive further emails from us, please click here to [unsubscribe](#).

For information on how we collect and process your data, please see our [privacy policy](#).

SENT BY **Tractivity**

From: [IPC YourView](#)
To: [Lynda Phillips](#)
Subject: Louth Conservation Area Appraisal
Date: 13 May 2026 15:42:32
Attachments: [IPC YourView Footer.png](#)
[Conservation Area Map Louth.pdf](#)

For the attention of the Town Clerk - Louth Town Council

Dear Lynda,

Irving Patrick Consulting has been commissioned by East Lindsey District Council to review and update the Conservation Area Appraisal and Management Plan in your area.

As part of this process, we are carrying out two rounds of consultation and are keen to engage with the parish council, local stakeholders, landowners, community organisations, and other interested parties at this early stage.

Spring 2026 – Fact-Finding

We are beginning with an initial “fact-finding” phase to better understand the character of the conservation area and to identify any issues, concerns, or opportunities. We are especially seeking views on how the conservation area and its heritage assets contribute to the local sense of place, including the way people experience and value the local environment.

In particular, we would welcome your thoughts on:

- Heritage assets, buildings, spaces, or character areas that you feel are particularly important to the conservation area
- Places that positively contribute to the way people experience the area, for example locations that evoke a sense of peace, tranquillity, or wellbeing
- The benefits of living in or being associated with a conservation area
- Any challenges or problems that may arise from living in or managing property within a conservation area
- Pressures for change or development affecting the area
- Buildings or spaces of local importance
- Areas that may have deteriorated or improved since the last appraisal
- Any mapping inaccuracies or boundary considerations.

We are very keen to keep this stage flexible and accessible. You are welcome to provide feedback in whichever way suits you best:

- Written comments (email is perfectly acceptable)
- A telephone conversation
- A meeting in person
- An online meeting via Microsoft Teams

We are keen to ensure this is an open and inclusive process and welcome contributions from all those who wish to comment.

In addition, we intend to hold informal public drop-in sessions which will be advertised locally and via social media. These sessions will provide a further opportunity for residents and interested parties to share their views.

Autumn/Winter 2026 – Draft Document Review

Following the preparation of the draft Conservation Area Appraisal and Management Plan, there

will be a second, more formal consultation period when the draft documents will be circulated for feedback and comment.

At this early stage, we would greatly appreciate your input and would also welcome suggestions of any other individuals, groups, organisations or landowners who you feel should be consulted.

If you would like to arrange a conversation or provide initial comments, please do not hesitate to get in touch.

We look forward to hearing from you.

Yours sincerely,

Director

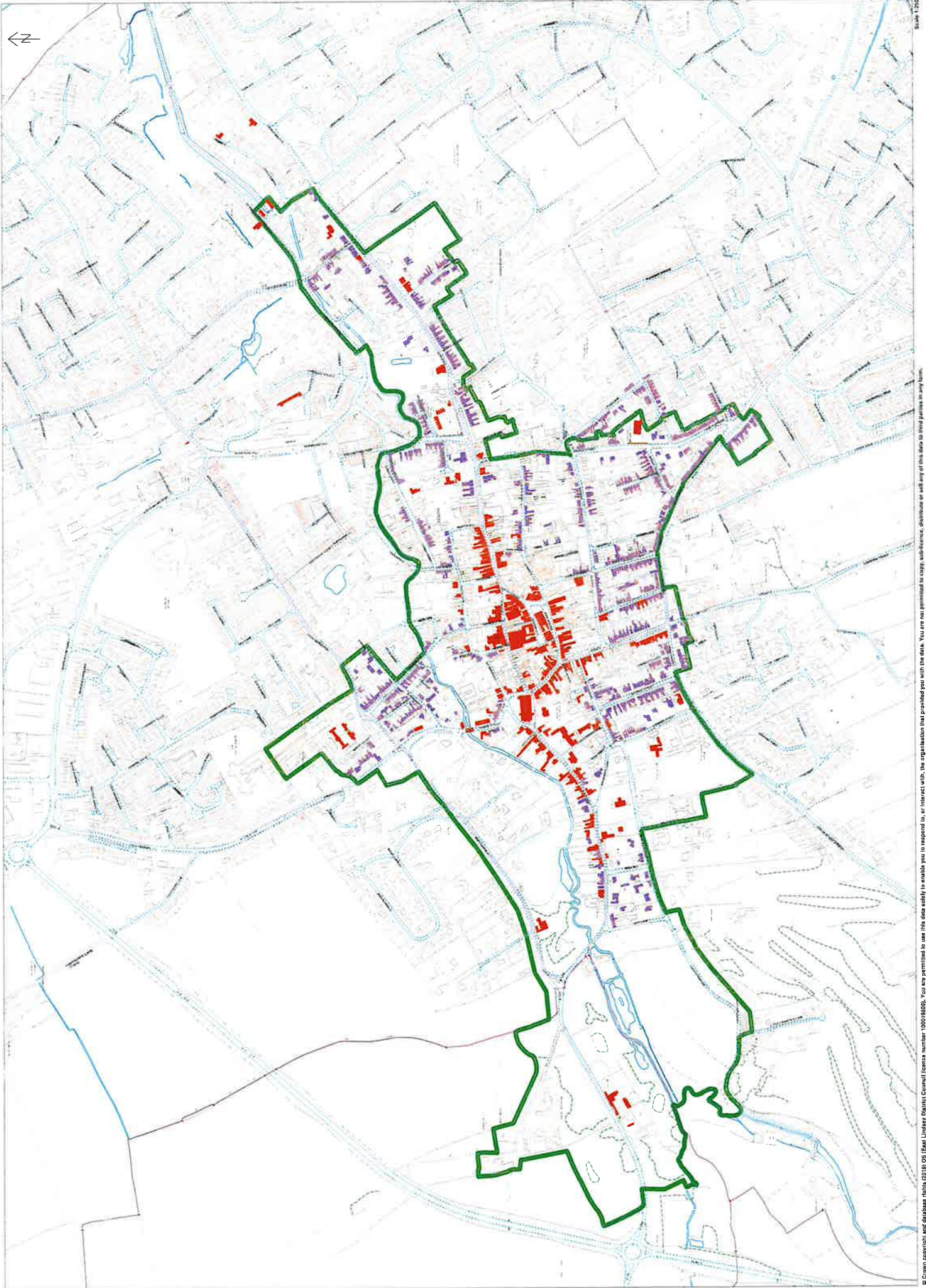


01522 452254
YourView@IrvingPatrick.co.uk
13 Beaumont Fee, Lincoln, LN1 1UH
IrvingPatrick.co.uk

Heritage Consultancy | Project Management | Fundraising Strategies & Bid Writing | Heritage Statements | Evaluation & Impact Reporting | Activity Planning & Delivery | Archival Research | Feasibility Studies & Options Appraisals | Business & Operational Planning



Irving Patrick Consulting Ltd is a company registered in England and Wales No. 12935774
This email and any attachments to it may be confidential and are intended solely for the use of the individual to whom it is addressed. Any views or opinions expressed are solely those of the author and do not necessarily represent those of Irving Patrick Consulting Ltd. If you are not the intended recipient of this email, you must neither take any action based upon its contents, nor copy or show it to anyone. Please contact the sender if you believe you have received this email in error.



Use of uPVC in the Louth Conservation Area

Louth Town Council's Planning Working Group discussed the intricacies of a policy/ approach to uPVC windows within the conservation area on 2nd June 2026.

The following was noted:

- a.** It is the role of the ELDC Conservation officer to determine the validity of the request. If the application is for a like for like replacement (Wood for wood / uPVC for uPVC) the Council cannot make comment, unless what is detailed is a substantial change, which by definition, this should not be the case.
- b.** If an application is submitted which changes the material from traditional wooden frames to an alternative material, LTC should state that if the aesthetic retains the appearance of the original windows. Sash windows for example, no trickle vents, and in all appearances does not look dissimilar to that which is being replaced. LTC would not oppose the replacement proposal in an alternate material, uPVC for example. This again would be for the conservation officer to make this determination, as some buildings within the conservation area may have a strict historical design that cannot be re-created.
- c.** It was raised as a concern that some residents do not repair/replace windows due to the costs of Wooden Frame replacement within the conservation area. Although uPVC Heritage styles may cost a little more than standard uPVC design, this approach may open this as a possibility but again must be at the discretion of the conservation officer applying both rules and consistency in a given area.

05-12-26 G&F MINS

**MINUTES OF THE LOUTH TOWN COUNCIL GOVERNANCE AND FINANCE COMMITTEE
HELD IN THE OLD COURT ROOM, THE SESSIONS HOUSE, LOUTH
ON TUESDAY 12th MAY 2026**

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

Councillors present: T. Ball (TB), J. Baskett (JB), J. Drake (JD), H. Filer (HF), D. Hobson (DH), G.E. Horton (GEH), Mrs. H. Hunt (Mrs. HH), Mrs. J. Makinson-Sanders (Mrs. JMS), D. Moore (DM), Mrs. K. Parsons (Mrs. KP), P. Starsmore (PS), H. Steer (HS), T. Tapsfield (TT).

Councillors not present: D.E. Wing (DEW).

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

G41. Apologies for Absence

There were no apologies received.

G42. Declarations of Interest / Dispensations

There were no declarations of interest made.

G43. Minutes

It was proposed, seconded and **RESOLVED** that the notes of the Governance and Finance Committee meeting held on 3rd March 2026 be approved as the minutes.

G44. Finance

a. The Governance and Finance Committee reviewed Cashbooks 1 and 2, months 11 and 12 and it was proposed, seconded and **RESOLVED** to note/approve/authorise the following financial information:

i. Month 11

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

ii. Month 12

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

b. The Town Clerk brought the meetings attention to the tabled minutes of a recent FOG meeting and the variables detailed in the Income and Expenditure Report (Budget Variance Report) as at Month 12 31st March 2026 and clarified the reason for the differences, after which, it was proposed, seconded and **RESOLVED** to note/approve/authorise the detailed Income and Expenditure Report (Budget Variance Report) as at Month 12 to 31st March 2026.

c. It was proposed, seconded and **RESOLVED** to approve the Earmarked Reserves Report as at 31st March 2026.

d. It was proposed, seconded and **RESOLVED** to approve the Balance Sheet and Cashbook 1 and 2 Bank Reconciliations as at 31st March 2026 which reconciled to account statements showing the balances as follows, the reports for which were signed by the Chairman, Cllr. Mrs. EB and Vice Chairman, Cllr. GEH:

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

G45. Media Policy

The Committee noted that the above policy had been reviewed and that no changes had been made. It was proposed, seconded and **RESOLVED** to approve the document for continued use.

G46. Review of Effectiveness of Internal Controls for 2025/26

The Committee reviewed the above document, and it was proposed, seconded and **RESOLVED** to approve the document after minor amendment.

G47. Smaller Authorities Proper Practices Panel – Practitioners’ Guide

The Committee noted that the above publication, which supported smaller authorities in England in preparing statutory annual accounting and governance statements found in the Annual Governance and Accountability Return, could be viewed on the Council’s website on the Council Documents page.

G48. Next Meeting

It was noted that the next scheduled Governance and Finance meeting would take place on 9th June 2026.

The Meeting Closed at 8.28pm.

Signed _____ (Chairman)

Dated _____

UNAPPROVED

Louth Town Council

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

01507 355895

clerk@louthtowncouncil.gov.uk

Town Clerk: Mrs. L. Phillips



CEMETERY PRIVACY NOTICE

When you purchase the reserve of an Exclusive Right to a single or joint cemetery plot, arrange an interment or request permission for a memorial:

The information you provide (personal information such as name, address, email address, phone number) will be processed and stored so that it is possible to contact you and to respond to your correspondence, provide information, send invoices and receipts relating to your burial plot/s. Your personal information will not be shared with any third party without your prior consent unless it is in relation to the grave, for example a Funeral Director or Memorial Mason).

The Councils Right to Process Information

GDPR Article 6 (1) (a) (b) and (c)

Processing is with consent of the data subject, or
Processing is necessary for compliance with a legal obligation, or
Processing is necessary for the performance of a contract with the data subject or to take steps to enter into a contract

Information Security

Louth Town Council cares to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and relevant policies.

We will only keep your data for the purpose it was collected for and only for as long as is necessary. After which electronic details will be deleted. Please note: The GDPR only applies to information which relates to an identifiable living individual. Information relating to a deceased person does not constitute personal data and therefore is not subject to the GDPR.

Your Rights

Access to Information

You have the right to request access to the information we have on you. You can do this by contacting the Data Control Officer: clerk@louthtowncouncil.gov.uk

Information Correction

If you believe that the information we have about you is incorrect, you may contact us so that we can update it and keep your data accurate. Please contact: clerk@louthtowncouncil.gov.uk

Information Deletion

If you wish Louth Town Council to delete the information about you, please contact: clerk@louthtowncouncil.gov.uk

Please note: Louth Town Council has a legal obligation to retain the personal details of owners of Exclusive Rights and Registrar consent for burial. This also includes cemetery information detailing the names of those buried or to be buried in the future within its burial grounds.

Right to Object

If you believe that your data is not being processed for the purpose it has been collected for, you may object: Please contact clerk@louthtowncouncil.gov.uk

Rights Related to Automated Decision Making and Profiling

Louth Town Council does not use automated decision making or profiling of personal data.

To Sum Up

In accordance with the law, we only collect a limited amount of information about you that is necessary for correspondence, information and service provision. We do not use profiling, we do not sell or pass your data to third parties (unless it is to a Funeral Director or Memorial Mason in relation to a grave). We do not use your data for purposes other than those specified. We make sure your data is stored securely. We delete all information deemed to be no longer necessary. We constantly review our Privacy Policies to keep them up to date in protecting your data.

Complaints

If you have a complaint regarding the way your personal data has been processed you may make a complaint to Louth Town Council: clerk@louthtowncouncil.gov.uk and the Information Commissioners Office <https://ico.org.uk/global/contact-us/> Tel: 0303 123 1113.

Louth Town Council

DATA PROTECTION POLICY

Introduction

Louth Town Council needs to collect and use certain types of information about the Data Subjects who come into contact with it in order to carry on our work. This personal information must be collected and dealt with appropriately— whether on paper, in a computer, or recorded on other material - and there are safeguards to ensure this under the ~~Data Protection Act 1998~~ UK General Data Protection Regulation (GDPR) and Data Protection Act 2018.

“Personal data” is any information about a living individual which allows them to be identified from that data (for example a name, photographs, videos, email address, or address). Identification can be directly using the data itself or by combining it with other information which helps to identify a living individual (e.g. a list of staff may contain personnel ID numbers rather than names but if you use a separate list of the ID numbers which give the corresponding names to identify the staff in the first list then the first list will also be treated as personal data).

The following list of definitions of the technical terms we have used is intended to aid understanding of this policy.

Data Controller – The person who (either alone or with others) decides what personal information Louth Town Council will hold and how it will be held or used.

Data Protection Act 1998 2018 – The UK legislation that provides a framework for responsible behaviour by those using personal information.

Data Protection Officer – The person(s) responsible for ensuring that it follows its data protection policy and complies with the Data Protection Act 1998 2018

Data Subject/Service User – The individual whose personal information is being held or processed by Louth Town Council (for example: a client, an employee, a supporter)

‘Explicit’ consent – is a freely given, specific and informed agreement by a Data Subject (see definition) to the processing* of personal information* about her/him. Explicit consent is needed for processing sensitive* data

* See definition

Notification – Notifying the Information Commissioner about the data processing activities of Louth Town Council as certain activities may be exempt from notification.

Information Commissioner – The UK Information Commissioner responsible for implementing and overseeing the Data Protection Act 1998 2018. Also known as the ICO.

Processing – means collecting, amending, handling, storing or disclosing personal information

Personal Information – Information about living individuals that enables them to be identified – e.g. name and address. It does not apply to information about organisations, companies and agencies but applies to named persons, such as individual volunteers or employees within Louth Town Council.

Sensitive data – means data about:

- Racial or ethnic origin
- Political opinions
- Religious or similar beliefs
- Trade union membership
- Physical or mental health
- Sexual life
- Criminal record
- Criminal proceedings relating to a data subject's offences

Data Controller

Louth Town Council is the Data Controller under the Act, which means that it determines what purposes personal information held will be used for. It is also responsible for notifying the Information Commissioner of the data it holds or is likely to hold, and the general purposes that this data will be used for.

Disclosure

Louth Town Council may share data with other agencies such as the local authority, funding bodies and other voluntary agencies.

The Data Subject will be made aware in most circumstances how and with whom their information will be shared. There are circumstances where the law allows Louth Town Council to disclose data (including sensitive data) without the data subject's consent.

These are:

1. Carrying out a legal duty or as authorised by the Secretary of State
2. Protecting vital interests of a Data Subject or other person
3. The Data Subject has already made the information public
4. Conducting any legal proceedings, obtaining legal advice or defending any legal rights
5. Monitoring for equal opportunities purposes – i.e. race, disability or religion
6. Providing a confidential service where the Data Subject's consent cannot be obtained or where it is reasonable to proceed without consent: e.g. where we would wish to avoid forcing stressed or ill Data Subjects to provide consent signatures.

Louth Town Council regards the lawful and correct treatment of personal information as very important to successful working, and to maintaining the confidence of those with whom we deal.

Louth Town Council intends to ensure that personal information is treated lawfully and correctly.

To this end, Louth Town Council will adhere to the Principles of Data Protection, as detailed in the Data Protection Act 1998 2018.

Specifically, the Principles require that personal information:

1. **Lawfulness** – data shall be processed fairly and lawfully and, in particular, shall not be processed unless specific conditions are met,
2. **Purpose limitation** – data shall be obtained only for one or more of the purposes specified in the Act, and shall not be processed in any manner incompatible with that purpose or those purposes,
3. **Data minimisation** – data shall be adequate, relevant and not excessive in relation to those purpose(s)
4. **Accuracy** – data shall be accurate and, where necessary, kept up to date,
5. **Storage minimisation** – data shall not be kept for longer than is necessary
6. **Processing** – data shall be processed in accordance with the rights of data subjects under the Act,
7. **Integrity and confidentiality (security)** – data shall be kept secure by the Data Controller who takes appropriate technical and other measures to prevent unauthorised or unlawful processing or accidental loss or destruction of, or damage to, personal information,
8. **Accountability** – data shall not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal information.

Louth Town Council will, through appropriate management, strict application of criteria and controls:

- Observe fully conditions regarding the fair collection and use of information,
- Meet its legal obligations to specify the purposes for which information is used,
- Collect and process appropriate information, and only to the extent that it is needed to fulfil its operational needs or to comply with any legal requirements,
- Ensure the quality of information used,
- Ensure that the rights of people about whom information is held, can be fully exercised under the Act. These include:
 - The right to be informed that processing is being undertaken,
 - The right of access to one's personal information
 - The right to prevent processing in certain circumstances and
 - The right to correct, rectify, block or erase information which is regarded as wrong information),
- Take appropriate technical and organisational security measures to safeguard personal information,
- Ensure that personal information is not transferred abroad without suitable safeguards,
- Treat people justly and fairly whatever their age, religion, disability, gender, sexual orientation or ethnicity when dealing with requests for information,
- Set out clear procedures for responding to requests for information.

Data collection

Informed consent

Informed consent is when

- A Data Subject clearly understands why their information is needed, who it will be shared with, the possible consequences of them agreeing or refusing the proposed use of the data
- and then gives their consent.

Louth Town Council will ensure that data is collected within the boundaries defined in this policy. This applies to data that is collected in person, or by completing a form.

When collecting data, Louth Town Council will ensure that the Data Subject:

- Clearly understands why the information is needed
- Understands what it will be used for and what the consequences are should the Data Subject decide not to give consent to processing
- As far as reasonably possible, grants explicit consent, either written or verbal for data to be processed
- Is, as far as reasonably practicable, competent enough to give consent and has given so freely without any duress
- Has received sufficient information on why their data is needed and how it will be used

Data Storage

Information and records relating to service users will be stored securely and will only be accessible to authorised staff and volunteers.

Information will be securely kept at the Louth Town Council office and is not available for public access. All data stored on the Louth Town Council computers are password protected. Information is stored for only as long as it is needed or required statute and will be disposed of appropriately.

It is Louth Town Council's responsibility to ensure all personal and company data is non-recoverable from any computer system previously used within the organisation, which has been passed on/sold to a third party.

For more information, please refer to our Data Retention Policy and Secure Disposal of Information Policy.

Data access and accuracy

All Data Subjects have the right to access the information Louth Town Council holds about them Louth Town Council will also take reasonable steps ensure that this information is kept up to date by asking data subjects whether there have been any changes.

In addition, Louth Town Council will ensure that:

- It has a Data Protection Officer with specific responsibility for ensuring compliance with Data Protection,
- Everyone processing personal information understands that they are contractually responsible for following good data protection practice,
- Everyone processing personal information is appropriately trained to do so,

- Everyone processing personal information is appropriately supervised,
- Anybody wanting to make enquiries about handling personal information knows what to do,
- It deals promptly and courteously with any enquiries about handling personal information,
- It describes clearly how it handles personal information,
- It will regularly review and audit the ways it holds, manages and uses personal information
- It regularly assesses and evaluates its methods and performance in relation to handling personal information
- All staff are aware that a breach of the rules and procedures identified in this policy may lead to disciplinary action being taken against them

Data Breaches

GDPR defines a personal data breach as “a breach of security leading to accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data transmitted, stored or otherwise processed”. Examples include:

- Access by an unauthorised third party
- Deliberate or accidental action (or inaction) by a controller or processor
- Sending personal data to an incorrect recipient
- Computing devices containing personal data being lost or stolen
- Alteration of personal data without permission
- Loss of availability of personal data

If the data breach is likely to result in a risk to the rights and freedoms of the individual, the breach must be reported to the individual and ICO without undue delay and, where feasible, not later than 72 hours after having become aware of the breach. The Data Protection Officer must be informed immediately so they are able to report the breach to the ICO in the 72 hour timeframe. If the ICO is not informed within 72 hours, Louth Town Council via the Data Protection Officer must give reasons for the delay when they report the breach.

When notifying the ICO of a breach, Louth Town Council must:

- Describe the nature of the breach including the categories and approximate number of data subjects concerned and the categories and approximate number of personal data records concerned.
- Communicate the name and contact details of the DPO
- Describe the likely consequences of the breach
- Describe the measures taken or proposed to be taken to address the personal data breach including measures to mitigate its possible adverse effects.

When notifying the individual affected by the breach, Louth Town Council must provide the individual with the above.

Louth Town Council would not need to communicate with an individual if the following applies:

- It has implemented appropriate technical and organizational measures (i.e. encryption) so those measures have rendered the personal data unintelligible to any person not authorised to access it;
- It has taken subsequent measures to ensure that the high risk to rights and freedoms of individuals is no longer likely to materialise, or
- It would involve a disproportionate effort.

However, the ICO must still be informed even if the above measures are in place.

If a data processor (i.e. payroll provider) becomes aware of a personal data breach, it must notify Louth Town Council without undue delay. It is then Louth Town Council's responsibility to inform the ICO, it is not the data processors responsibility to notify the ICO.

All data breaches must be recorded whether or not they are reported to individuals. To report a data breach, use the ICO online system:

<https://ico.org.uk/for-organisations/report-a-breach/>

Data Protection Impact Assessment (DPIA)

Under UK GDPR, a DPIA is an assessment of the impact of the envisaged processing operations on the protection of personal data. A DPIA must be completed before the processing of personal data which is likely to result in a high risk to the rights and freedoms of an individual. Processing that is likely to result in high risk includes, but is not limited to:

- Systematic and extensive profiling or automated decision-making and processing activities
- Large scale processing of special categories of data or personal data relating to criminal convictions, offences or health data
- Using new technologies (for example, surveillance systems)

A DPIA must take into account the nature, scope, context and purposes of the processing when deciding whether or not it is likely to result in high risk to the individuals' rights and freedoms. It also allows bodies to make informed decisions about the acceptability of data protection risks and communicate with the individuals affected.

A DPIA must contain:

- A general description of processing operations and the purposes
- An assessment of the risks to the rights and freedoms of individuals
- The measures envisaged to address those risks
- The safeguards, security measures and mechanisms in place to ensure that personal data is protected, and
- A demonstration of compliance with Part 3 of the Data Protection Act.

If a DPIA does not identify mitigating safeguards against risks, the Data Protection Commissioner must be consulted. If Louth Town Council conducts a DPIA which identifies a high risk but cannot take any measures to reduce the risk, the Council will be required to consult the ICO who will respond within six weeks. Whilst not all risks can be eliminated, a DPIA can help to identify and mitigate risks.

This policy will be updated **annually or** as necessary to reflect best practice in data management, security and control and to ensure compliance with any changes or amendments made to the Data Protection Act **1998 2018**.

In case of any queries or questions in relation to this policy please contact the Louth Town Clerk.

Louth Town Council

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

01507 355895

clerk@louthtowncouncil.gov.uk

Town Clerk: Mrs. L. Phillips



EMAIL CONTACT PRIVACY NOTICE

When you contact us

The information you provide (personal information such as name, address, email address, phone number, organisation) will be processed and stored so that it is possible to contact you and respond to your correspondence, provide information and/or access our facilities and services. Your personal information will be not shared or provided to any other third party.

The Councils Right to Process Information

GDPR Article 6 (1) (a) (b) and (e)

Processing is with consent of the data subject

or

Processing is necessary for compliance with a legal obligation

or

Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller

Information Security

Louth Town Council cares to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and appropriate policies.

We will only keep your data for the purpose it was collected for and only for as long as is necessary. After which it will be deleted.

Your Rights

Access to Information

You have the right to request access to the information we have on you. You can do this by contacting our Data Control Officer: Mrs. L. Phillips at The Sessions House, Eastgate, Louth LN11 9AJ or email:

clerk@louthtowncouncil.gov.uk

Information Correction

If you believe that the information we have about you is incorrect, you may contact us so that we can update it and keep your data accurate. Please contact: clerk@louthtowncouncil.gov.uk

Information Deletion

If you wish Louth Town Council to delete the information about you please contact:
clerk@louthtowncouncil.gov.uk

Right to Object

If you believe that your data is not being processed for the purpose it has been collected for, you may object:
Please contact clerk@louthtowncouncil.gov.uk

Rights Related to Automated Decision Making and Profiling

Louth Town Council does not use automated decision making or profiling of individual personal data.

To Sum Up

In accordance with the law, we only collect a limited amount of information about you that is necessary for correspondence, information and service provision. We do not use profiling, we do not sell or pass your data to third parties. We do not use your data for purposes other than those specified. We make sure your data is stored securely. We delete all information deemed to be no longer necessary. We constantly review our Privacy Policies to keep them up to date in protecting your data.

Complaints

If you have a complaint regarding the way your personal data has been processed you may make a complaint to Louth Town Council Data Information Officer: clerk@louthtowncouncil.gov.uk and/or the Information Commissioners Office <https://ico.org.uk/global/contact-us/> Tel: 0303 123 1113.

Louth Town Council

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

01507 355895

clerk@louthtowncouncil.gov.uk

Town Clerk: Mrs. L. Phillips



GENERAL PRIVACY NOTICE

Your personal data – what is it?

“Personal data” is any information about a living individual which allows them to be identified from that data (for example a name, photographs, videos, email address, or address). Identification can be directly using the data itself or by combining it with other information which helps to identify a living individual (e.g. a list of staff may contain personnel ID numbers rather than names but if you use a separate list of the ID numbers which give the corresponding names to identify the staff in the first list then the first list will also be treated as personal data). The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the General Data Protection Regulation (the “GDPR”) and other legislation relating to personal data and rights such as the Human Rights Act.

Who are we?

This Privacy Notice is provided to you by the Louth Town Council which is the data controller for your data.

Other data controllers the council works with:

- Other local authorities
- Community groups
- Charities
- Other not for profit entities
- Contractors
- Banks and payment processors
- Government agencies or departments

We may need to share your personal data we hold with them so that they can carry out their responsibilities to the council. If we and the other data controllers listed above are processing your data jointly for the same purposes, then the council and the other data controllers may be “joint data controllers” which mean we are all collectively responsible to you for your data. Where each of the parties listed above are processing your data for their own independent purposes then each of us will be independently responsible to you and if you have any questions, wish to exercise any of your rights (see below) or wish to raise a complaint, you should do so directly to the relevant data controller.

A description of what personal data the council processes and for what purposes is set out in this Privacy Notice.

The council will process some or all of the following personal data where necessary to perform its tasks:

- Names, titles, and aliases, photographs;
- Contact details such as telephone numbers, addresses, and email addresses;
- Where they are relevant to the services provided by a council, or where you provide them to us, we may process information such as gender, age, marital status, nationality, education/work history, academic/professional qualifications, hobbies, family composition, and dependants;

- Where you pay for activities such as use of a council hall, financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers, policy numbers, and claim numbers;
- The personal data we process may include sensitive or other special categories of personal data such as criminal convictions, racial or ethnic origin, mental and physical health, details of injuries, medication/treatment received, political beliefs, trade union affiliation, genetic data, biometric data, data concerning and sexual life or orientation.

How we use sensitive personal data

- We may process sensitive personal data including, as appropriate:
 - information about your physical or mental health or condition in order to monitor sick leave and take decisions on your fitness for work;
 - your racial or ethnic origin or religious or similar information in order to monitor compliance with equal opportunities legislation;
 - in order to comply with legal requirements and obligations to third parties.
- These types of data are described in the GDPR as “Special categories of data” and require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal data.
- We may process special categories of personal data in the following circumstances:
 - In limited circumstances, with your explicit written consent.
 - Where we need to carry out our legal obligations.
 - Where it is needed in the public interest.
- Less commonly, we may process this type of personal data where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else’s interests) and you are not capable of giving your consent, or where you have already made the information public.

Do we need your consent to process your sensitive personal data?

- In limited circumstances, we may approach you for your written consent to allow us to process certain sensitive personal data. If we do so, we will provide you with full details of the personal data that we would like and the reason we need it, so that you can carefully consider whether you wish to consent.

The council will comply with data protection law. This says that the personal data we hold about you must be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept and destroyed securely including ensuring that appropriate technical and security measures are in place to protect your personal data to protect personal data from loss, misuse, unauthorised access and disclosure.

We use your personal data for some or all of the following purposes:

- To deliver public services including to understand your needs to provide the services that you request and to understand what we can do for you and inform you of other relevant services;
- To confirm your identity to provide some services;
- To contact you by post, email, telephone or social media (Facebook, WhatsApp);
- To help us to build up a picture of how we are performing;
- To prevent and detect fraud and corruption in the use of public funds and where necessary for the law enforcement functions;
- To enable us to meet all legal and statutory obligations and powers including any delegated functions;
- To carry out comprehensive safeguarding procedures (including due diligence and complaints handling) in accordance with best safeguarding practice from time to time with the aim of ensuring that all children and adults-at-risk are provided with safe environments and generally as necessary to protect individuals from harm or injury;
- To promote the interests of the council;
- To maintain our own accounts and records;
- To seek your views, opinions or comments;
- To notify you of changes to our facilities, services, events and staff, councillors and other role holders;
- To send you communications which you have requested and that may be of interest to you. These may include information about campaigns, appeals, other new projects or initiatives;
- To process relevant financial transactions including grants and payments for goods and services supplied to the council
- To allow the statistical analysis of data so we can plan the provision of services.
- Our processing may also include the use of CCTV systems for the prevention and prosecution of crime.

What is the legal basis for processing your personal data?

The council is a public authority and has certain powers and obligations. Most of your personal data is processed for compliance with a legal obligation which includes the discharge of the council's statutory functions and powers. Sometimes when exercising these powers or duties it is necessary to process personal data of residents or people using the council's services. We will always take into account your interests and rights. This Privacy Notice sets out your rights and the council's obligations to you.

We may process personal data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract. An example of this would be processing your data in connection with the use of sports facilities, or the acceptance of an allotment garden tenancy.

Sometimes the use of your personal data requires your consent. We will first obtain your consent to that use.

Sharing your personal data

This section provides information about the third parties with whom the council may share your personal data. These third parties have an obligation to put in place appropriate security measures and will be responsible to you directly for the manner in which they process and protect your personal data. It is likely that we will need to share your data with some or all of the following (but only where necessary):

- The data controllers listed above under the heading "Other data controllers the council works with";
- Our agents, suppliers and contractors. For example, we may ask a commercial provider to publish or distribute newsletters on our behalf, or to maintain our database software;
- On occasion, other local authorities or not for profit bodies with which we are carrying out joint ventures e.g. in relation to facilities or events for the community.

How long do we keep your personal data?

We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time. For example, it is currently best practice to keep financial records for a minimum period of 8 years to support HMRC audits or provide tax information. We may have legal obligations to retain some data in connection with our statutory obligations as a public authority. The council is permitted to retain data in order to defend or pursue claims. In some cases the law imposes a time limit for such claims (for example 3 years for personal injury claims or 6 years for contract claims). We will retain some personal data for this purpose as long as we believe it is necessary to be able to defend or pursue a claim. In general, we will endeavour to keep data only for as long as we need it. This means that we will delete it when it is no longer needed.

Your rights and your personal data

You have the following rights with respect to your personal data:

When exercising any of the rights listed below, in order to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights.

1) *The right to access personal data we hold on you*

- At any point you can contact us to request the personal data we hold on you as well as why we have that personal data, who has access to the personal data and where we obtained the personal data from. Once we have received your request we will respond within one month.
- There are no fees or charges for the first request but additional requests for the same personal data or requests which are manifestly unfounded or excessive may be subject to an administrative fee.

2) *The right to correct and update the personal data we hold on you*

- If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.

3) *The right to have your personal data erased*

- If you feel that we should no longer be using your personal data or that we are unlawfully using your personal data, you can request that we erase the personal data we hold.
- When we receive your request we will confirm whether the personal data has been deleted or the reason why it cannot be deleted (for example because we need it for to comply with a legal obligation).

4) *The right to object to processing of your personal data or to restrict it to certain purposes only*

- You have the right to request that we stop processing your personal data or ask us to restrict processing. Upon receiving the request we will contact you and let you know if we are able to comply or if we have a legal obligation to continue to process your data.

5) *The right to data portability*

- You have the right to request that we transfer some of your data to another controller. We will comply with your request, where it is feasible to do so, within one month of receiving your request.

6) *The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained*

- You can withdraw your consent easily by telephone, email, or by post (see Contact Details below).

- 7) ***The right to lodge a complaint with the Information Commissioner's Office.***
- You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

Transfer of Data Abroad

Any personal data transferred to countries or territories outside the European Economic Area (“EEA”) will only be placed on systems complying with measures giving equivalent protection of personal rights either through international agreements or contracts approved by the European Union. Our website is also accessible from overseas so on occasion some personal data (for example in a newsletter) may be accessed from overseas.

Further processing

If we wish to use your personal data for a new purpose, not covered by this Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

Changes to this notice

We keep this Privacy Notice under regular review and we will place any updates on www.louthtowncouncil.gov.uk. This notice was last updated in June 2025.

Contact Details

Please contact us if you have any questions about this Privacy Notice or the personal data we hold about you or to exercise all relevant rights, queries or complaints at:

The Data Control Officer, Louth Town Council, The Sessions House, Eastgate, Louth, LN11 9AJ.
Email: clerk@louthtowncouncil.gov.uk

Louth Town Council

POLICY ON HANDLING OF FREEDOM OF INFORMATION REQUESTS

- Louth Town Council has produced and publicised a Publication Scheme, which makes it clear what information can already be accessed. The Publication Scheme outlines any charges which may be made in supplying any information.
- Any additional information which is not part of the Publication Scheme can be requested under the Freedom of Information Act 2000.
- A request for information can be made from anywhere in the world and must be made by letter or e-mail and should be sent to the Clerk to the Council. The request must include a contact name, an address for correspondence and state clearly what information is required.
- Responsibility for dealing with all requests for information has been delegated to the Clerk to the Council, who is required to respond to the request by law under the Freedom of Information Act 2000.
- The first step will be to identify whether the requested data is held by the council. If not, the applicant will be notified accordingly.
- If information is held, and is not subject to any exemption, it will normally be supplied within 20 working days unless there is a fee to pay, or further clarification must be sought.
- If the request for information is unclear, the Clerk to the Council will contact the applicant to clarify what data is being sought. If clarification of a request is needed, the 20 working day period will commence on receipt of the additional information.
- If the information is not held by the Council, but the Council is aware of another public body which may hold the information, the request will either be forwarded to the third party concerned, or the applicant will be given details of which public authority is believed to hold the information.
- Where information cannot be provided, a refusal notice will be issued explaining which exemption applies, and advising of any right to appeal, if applicable.
- Where information is subject to a 'qualified exemption' under the FOI Act, there may be an extension to the 20 day period whilst further consideration is given to applying the public interest test, to determine whether any information should be withheld or disclosed.
- Where any complaint is received about the processing of any request for information, this will be referred on to full Council for attention.
- Where any correspondence is received from the Information Commissioner's Office in relation to any Freedom of Information matter, this will be referred on to full Council for attention.
- Freedom of Information Requests are free, however Louth Town Council may seek to recover communication costs, such as photocopying, printing or postage. Louth Town Council is not obliged to deal with requests if the costs of finding the information exceed a set amount known as the appropriate limit.
- Under the Freedom of Information Act, Louth Town Council reserves the right to refuse a Freedom of Information Request if it is repetitive (i.e. the applicant has requested the same, or substantially similar information as previously requested, without reasonable time passing between requests) or vexatious (i.e. likely to cause disproportionate or unjustifiable level of distress, disruption or irritation).

Louth Town Council

INFORMATION SECURITY INCIDENT POLICY**Contents**

1	Purpose	2
2	Scope	2
3	Definition	2
4	An Information Security Incident includes:	2
5	When to report	2
6	Action on becoming aware of the incident	2
7	How to report	3
8	What to Report	3
9	Examples of Information Security / Misuse Incident Protocols	3
9.2	Malicious Incident	3
9.3	Access Violation	3
9.4	Environmental	4
9.6	Theft / loss Incident	4
9.7	Accidental Incident	4
9.8	Miskeying	4
10	Escalation	4

1 Purpose

- 1.1 This document defines an Information Security Incident and the procedure to report an incident. Louth Town Council believes all incidents are preventable, and this policy is in place to prevent and minimise the risk of damage to the integrity and security of Council data and information, and outlines how the Council will assist in the recovery process.

2 Scope

- 2.1 This document applies to all Councillors, Committees, Working Groups, Departments Partners, Employees of the Council, contractual third parties and agents of the Council who have access to Information Systems or information used for Louth Town Council purposes.
- 2.2 It is also the responsibility of all parties identified within the above to ensure that all policies and procedures dealing with the integrity and security of information and data are followed.

3 Definition

- 3.1 ~~An information security incident occurs when data or information is transferred or is at risk of being transferred to somebody who is not entitled to receive it, or data is at risk from corruption.~~ An information security incident is any event that threatens or compromises the confidentiality (where an unauthorised individual may gain access to sensitive or private data), integrity (where unauthorised modification, deletion or destruction of information occurs) or availability (disruptions that prevent authorised users from accessing critical systems or data occurs) of an organisations information or computer systems. These events can be intentional (e.g. a cyber attack) or accidental (e.g. human error) and can include near misses (any fact or event that has happened, or may have happened, but no compromise occurs) and suspected incidents (a situation where initial information is sparse and perhaps uncertain as to whether an actual incident has taken place, but a compromise of confidentiality, integrity and/or availability is suspected).
- 3.2 A Security Incident differs from an event. An event is any observable occurrence in a system which only becomes an incident when that event threatens business operations or breaches security policy.

4 An Information Security Incident includes:

- The loss or theft of data or information
- The transfer of data or information to those who are not entitled to receive that information
- Attempts (either failed or successful) to gain unauthorised access to data or information storage or a computer system
- Changes to information or data or system hardware, firmware, or software characteristics without the council's knowledge, instruction, or consent
- Unwanted disruption or denial of service to a system
- The unauthorised use of a system for the processing or storage of data by any person.

5 When to report

- 5.1 All events that result in the actual or potential loss of data, breaches of confidentiality, unauthorised access or changes to systems should be reported as soon as they happen.

6 Action on becoming aware of the incident

- 6.1 Follow the information security procedure, according to the type of incident.

7 How to report

- 7.1 The Data Control Officer (the Town Clerk) must be contacted by email or in writing using the prescribed form. They will log the incident and forward it on to the relevant departments.
- 7.2 The Data Control Officer will require you to supply further information, the nature of which will depend upon the nature of the incident. However, the following information must be supplied:
- Contact name and number of person reporting the incident
 - The type of data or information involved
 - Whether the loss of the data puts any person or other data at risk
 - Location of the incident
 - Inventory numbers of any equipment affected
 - Date and time the security incident occurred
 - Location of data or equipment affected
 - Type and circumstances of the incident.
- 7.3 Your line manager must also be informed to enable them to investigate and confirm that the details represent a valid security incident as defined above. The outcomes of these actions are to be reported to the Data Control Officer for inclusion in the incident details for investigation.

8 What to Report

- 8.1 All Information Security Incidents must be reported.

9 Examples of Information Security / Misuse Incident Protocols

- 9.1 Information Security Incidents are not limited to this list, which contains examples of some of the most common incidents.

9.2 Malicious Incident

- Computer infected by a Virus or other malware, (for example spyware or adware)
- An unauthorised person changing data
- Receiving and forwarding chain letters – Including virus warnings, scam warnings and other emails which encourage the recipient to forward onto others.
- Social engineering - Unknown people asking for information which could gain them access to council data (e.g. a password or details of a third party).
- Unauthorised disclosure of information electronically, in paper form or verbally.
- Falsification of records, Inappropriate destruction of records
- Denial of Service, for example
- Damage or interruption to Louth Town Council equipment or services caused deliberately e.g. computer vandalism
- Connecting non-council equipment to the council network
- Unauthorised Information access or use
- Giving information to someone who should not have access to it - verbally, in writing or electronically
- Printing or copying confidential information and not storing it correctly or confidentially.

9.3 Access Violation

- Disclosure of logins to unauthorised people

- Disclosure of passwords to unauthorised people e.g. writing down your password and leaving it on display
- Accessing systems using someone else's authorisation e.g. someone else's user id and password
- Inappropriately sharing security devices such as access tokens
- Other compromise of user identity e.g. access to network or specific system by unauthorised person
- Allowing Unauthorised Physical access to secure premises e.g. server room, scanning facility, dept area.

9.4 Environmental

- Loss of integrity of the data within systems and transferred between systems
- Damage caused by natural disasters e.g. fire, burst pipes, lighting etc
- Deterioration of paper records
- Deterioration of backup tapes
- Introduction of unauthorised or untested software
- Information leakage due to software errors.

9.5 Inappropriate use

- Accessing inappropriate material on the internet
- Sending inappropriate emails
- Personal use of services and equipment in work time
- Using unlicensed Software
- Misuse of facilities, e.g. phoning premium line numbers.

9.6 Theft / loss Incident

- Theft / loss of data – written or electronically held
- Theft / loss of any Louth Town Council equipment including computers, monitors, mobile phones, Memory sticks, CDs or external harddrives.

9.7 Accidental Incident

- Sending an email containing sensitive information to 'all staff' by mistake
- Receiving unsolicited mail of an offensive nature, e.g. containing pornographic, obscene, racist, sexist, grossly offensive or violent material
- Receiving unsolicited mail which requires you to enter personal data.

9.8 Miskeying

- Receiving unauthorised information
- Sending information to wrong recipient.

10 Containment and Recovery

10.1 The Data Control Officer will first determine if the breach is still occurring. If so, together with a member from the Council's chosen IT support company (forming the Response Team), the appropriate steps will be taken immediately to minimise the breach.

10.2 The role of the Council's chosen IT support company is to provide technical support and advice where required. Responsibility for determining whether a breach is reportable, making notifications

to the ICO, affected individuals, insurers or other third parties, and approving any formal response would remain with the Council.

- 10.3 The initial assessment will be made by the Response Team to establish the severity of the breach and whether there is anything that can be done to recover any losses and limit the damage of the breach. That group will also establish who may need to be notified as part of the initial containment and will inform the Chairman of the Council and, where appropriate, the police.

11 Investigation and Risk Assessment

- 11.1 An investigation will be undertaken as soon as reasonably possible, but, generally, within 24hrs of the breach being discovered or reported.

- 11.2 The investigation will focus on the cause of the breach, the risks associated with it, and will consider:

- The type of personal data involved
- Its sensitivity
- The protections in place (e.g. encryptions)
- What happened to the data, whether it has been lost or stolen
- Whether the data can be put into any illegal or inappropriate use
- The affected individuals, and the potential adverse consequences to them (including how serious/substantial these consequences could be and the likelihood of occurrence)
- Whether there are wider consequences to the breach
- Other relevant considerations

12 Notification

- 12.1 The Response Team will determine who needs to be notified about the breach. Every incident will be assessed in regard to notification on a case-by-case basis, including consideration of the following:

- Are there any legal/contractual notification requirements.
- Will notification assist the individuals affected, can they take actions in relation to the information to mitigate risks
- Will notification help prevent the unauthorised or unlawful use of personal data
- Will notification help the Town Council to meet its obligations under data protection law
- If many individuals are affected or the consequences are very serious, does the ICO need to be notified

- 12.2 If the Response Team discovers a personal data security breach that poses a risk to the rights and freedoms of an individual, it will report it to the ICO within 72hrs of discovery.

- 12.3 Notification to the individuals whose personal data has been affected by the incident will include a description of how and when the breach occurred and the data involved. To the extent feasible, specific and clear advice will be given on what they can do to protect themselves, including what actions have already been taken to mitigate the risks. Individuals will also be provided with the contact details to allow them to contact Louth Town Council for further information or to ask the questions on what has occurred.

- 12.4 The Response Team must also consider notifying third parties such as the police, insurers, banks, etc. This would be appropriate where illegal activity is known or is believed to have occurred, or where there is a risk that illegal activity might occur in the future. The Response Team must also consider whether it is appropriate to issue communications to other interested parties.

12.5 All actions will be recorded by the Town Clerk.

13 Evaluation and Response

13.1 Once the initial incident is contained, the Response Team will carry out a full review of the causes of the breach, the effectiveness of the response and whether any changes to systems, policies or procedures are required.

13.2 Existing controls will be reviewed to determine their adequacy and whether any corrective actions should be taken to minimise the risks of similar incidents occurring.

The review will consider:

- Where and how personal data is held, stored and secured
- Where the biggest risks lie, including any further potential weak points within the existing systems or data protection framework
- Whether methods of transmission are secure and compliant with the principle of data minimisation (only sharing the minimum amount of data necessary)
- Identifying weak points within existing security measures
- Staff awareness and training
- Implementing a personal data breach plan and identifying individuals or functions responsible for reacting to reported breaches of security

13.3 Any report recommending changes to systems, policies and procedures relating to personal data protection will be considered and approved, as appropriate, by the Council.

14 Escalation

14.1 Serious incidents will be escalated via the national WARP scheme if determined to be of national value.

Louth Town Council

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

01507 355895

clerk@louthtowncouncil.gov.uk

Town Clerk: Mrs. L. Phillips



REMOTE MEETINGS

Your personal data – what is it?

“Personal data” is any information about a living individual which allows them to be identified from that data (for example a name, photographs, videos, email address, or address). Identification can be directly using the data itself or by combining it with other information which helps to identify a living individual (e.g. a list of staff may contain personnel ID numbers rather than names but if you use a separate list of the ID numbers which give the corresponding names to identify the staff in the first list then the first list will also be treated as personal data). The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the General Data Protection Regulation (the “GDPR”) and other legislation relating to personal data and rights such as the Human Rights Act.

Who are we?

This Remote Meetings Privacy Notice is provided to you by the Louth Town Council which is the data controller for your data.

Remote Meetings and the Recording of Meetings

Louth Town Council started holding remote meetings in May 2020 as part of its range of measures to ensure it complies with Regulations made under The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020. During the Coronavirus pandemic, the Government temporarily removed the legal requirement for local authorities to hold public meetings in person. Although these powers are now not in place this policy will be kept so that the Council is ready, in the event that these powers are ever re-introduced.

Working Groups can still be held via remote means, i.e., using video or telephone conferencing technology. No formal decisions can be made at these meetings, any decisions (i.e., planning comments) must be ratified at the next Committee meeting. Members of the public do not have the automatic right to join the working group meetings and should contact the Town Clerk, should they wish to make an arrangement to do so.

Should the need return and regulations are in place to hold all meetings remotely, the following will apply:
Louth Town Council record the Zoom virtual meetings onto local hardware – the recordings are not held by any third party.

Members of the public are entitled to speak during the Public Forum (held before the meeting) on agenda items and can contact the Town Clerk at least 2 hours before the meeting for an invitation. Members of the public wishing to speak are also politely requested to register their intention with the Town Clerk before the meeting. The audio and, where practicable, the video recording of any meeting (including that of any member of the public joining the meeting) can be made available to any member of the public up to the date when the minutes of that meeting are agreed as correct at the relevant Committee / Council Meeting.

Changes to this notice

We keep this Privacy Notice under regular review and we will place any updates on www.louthtowncouncil.gov.uk. This Notice was updated in June 2025.

Contact Details

Please contact us if you have any questions about this Privacy Notice or the personal data we hold about you or to exercise all relevant rights, queries or complaints at:

Louth Town Council, The Sessions House, Eastgate, Louth, LN11 9AJ.

Email: clerk@louthtowncouncil.gov.uk

Louth Town Council

REMOVABLE MEDIA POLICY

Contents

1	Purpose	2
2	Scope	2
3	Advice and Assistance	3
4	Responsibilities	3
5	Incident Management	3
6	Data Administration	3
7	Security	3
8	Use of removable media	4
9	Faulty or Unneeded Storage Devices	4
10	Requests to suspend this policy	4
11	Breach procedures	5
12	Review and Revision	5
13	Key Messages for Staff	5

1 Introduction

- 1.1 This policy supports the controlled storage and transfer of information by Councillors of Louth Town Council and all employees, temporary staff and agents (contractors, consultants and others working on behalf of the Council) who have access to and use of computing equipment that is owned or leased by Louth Town Council.
- 1.2 Information is used throughout the Authority and is sometimes shared with external organisations and applicants. The use of removable media may result in the loss of the ability to access information, or interference with the integrity of information, which could have a significant effect on the efficient operation of the Authority and may result in financial loss and an inability to provide services to the public.
- 1.3 It is therefore essential for the continued operation of the Authority that the availability, integrity and confidentiality of all storage devices are maintained at a level which is appropriate to the Authority's needs.
- 1.4 Removable media includes but is not limited to: USB memory sticks, memory cards, portable memory devices, CD / DVDs, diskettes and any other device that transfers data between systems, or stores electronic data separately from email or other applications.
- 1.5 Any person who intends to store Council data on removable media must abide by this Policy. This requirement devolves to Councillors, employees and agents of the Council, who may be held personally liable for any breach of the requirements of this policy.
- 1.6 Failure to comply with this policy could result in disciplinary action.

2 Purpose

- 2.4 The aims of the policy are to ensure that the use of removable storage devices is accomplished with due regard to:
- 2.4.1 ~~Enabling the correct data to be made available where it is required~~ The secure use, management and disposal of removable media to protect Council data from unauthorised access, loss or modification.
- 2.4.2 ~~Maintaining the integrity of the data~~
- 2.4.3 ~~Preventing unintended consequences to the stability of the computer network~~
- 2.4.4 ~~Building confidence and trust in data that is being shared between systems~~
- 2.4.5 Maintaining high standards of care towards data and information about individual citizens, staff or information that is exempt from disclosure
- 2.4.6 Compliance with legislation, policies or good practice requirements

3 Scope

- 3.1 ~~This policy sets out the principles that will be adopted by the Council in order for material to be safely stored on removable media so that the risk of loss or corruption to work data is low. This policy applies to all staff (including employees, workers, agency staff and those retained on a temporary or permanent basis), volunteers, contractors, agents and other role holders within the Council including former staff and former Councillors.~~
- 3.2 ~~Removable media includes but is not limited to: USB memory sticks, memory cards, portable memory devices, CD / DVDs, diskettes and any other device that transfers data between systems, or stores electronic data separately from email or other applications.~~
- 3.3 ~~Any person who intends to store Council data on removable media must abide by this Policy. This requirement devolves to Councillors, employees and agents of the Council, who may be held personally liable for any breach of the requirements of this policy.~~
- 3.4 ~~Failure to comply with this policy could result in disciplinary action.~~

4 Advice and Assistance

- 4.1 The Data Control Officer and Clerk will ensure that everyone that is authorised to access the Authority's information systems is aware of their obligations arising from this policy.
- 4.2 The Data Control Officer and Clerk should be consulted over any hardware or system issues. The training section should be approached for advice and guidance on using software packages.
- 4.3 Should this policy appear to conflict with any other approved Council policy, then contact the Data Control Officer and Clerk for guidance.

5 Responsibilities

- 5.1 Chief Officers are responsible for enforcing this policy and for having arrangements in place to identify the location of all data used in connection with Council business.
- 5.2 Users of removable media must have adequate Records Management / Information Security training so that relevant policies are implemented.

6 Incident Management

- 6.1 It is the duty of all employees and agents of the Council to ~~not allow storage media to be compromised in any way~~ keep storage media secure whilst in their care or under their control. There must be immediate reporting of any misuse or irresponsible actions that affect work data or information, any loss of material, or actual, or suspected breaches in information security to the Data Control Officer and Clerk.
- 6.2 It is the duty of all Councillors to report any actual or suspected breaches in information security to the Town Clerk.

7 Data Administration

- 7.1 Removable media should not be the only place where data created or obtained for work purposes is held, as data that is only held in one place and in one format is at much higher risk of being unavailable through loss, destruction or malfunction of equipment, than data which is routinely backed up.
- 7.2 Where removable media is used to transfer material between systems then copies of the data should also remain on the source system or computer, until the data is successfully transferred to another computer or system.
- 7.3 Where there is a business requirement to distribute information to third parties, then removable media must only be used when the file cannot be sent or is too large to be sent by email or other secure electronic means.
- 7.4 Transferring material to removable media is a snapshot of the data at the time it was saved to the media. Adequate labelling must be undertaken so as to easily identify the version of the data, as well as its content.
- 7.5 Files must be deleted from removable media, or the removable media destroyed, when the operational use of the material has been completed. The Council's retention and disposition schedule must be implemented by Councillors, employees, contractors and agents for all removable media.

8 Security

- 8.1 All storage media must be kept in an appropriately secure and safe environment that avoids physical risk, loss or electrical corruption of the business asset. Due to their small size there is a high risk of

the removable media being mislaid lost or damaged, therefore special care is required to physically protect the device and the data. Anyone using removable media to transfer data must consider the most appropriate way to transport the device and be able to demonstrate that they took reasonable care to avoid damage or loss.

- 8.2 Virus Infections must be prevented from damaging the authority's network and computers. Virus and malware checking software approved by the Data Control Officer and Clerk must be operational on both the machine from which the data is taken and the machine on to which the data is to be loaded. The data must be scanned by the virus checking software, before the media is loaded on to the receiving machine.
- 8.3 Any memory stick used in connection with Council equipment or to store Council material should usually be Council owned and be on the Louth Town Council approved list. However, work related data from external sources can be transferred to the Council network using memory sticks that are from trusted sources and have been checked using current anti-virus software.
- 8.4 The Council will not provide support or administrator access for any non-council memory stick.

9 Use of removable media

- 9.1 Care must be taken over what data or information is transferred onto removable media. Only the data that is authorised and necessary to be transferred should be saved on to the device.
- 9.2 Material that is classified as RESTRICTED or higher must not be stored on removable media at any time.
- 9.3 Council material belongs to the Council and any equipment on which it is held should be under the control of the Council and not available to be used for other purposes that may compromise the data.
- 9.4 All data transferred to removable media should be in accordance with an agreed process established by the Directorate so that material can be traced.
- 9.5 The person arranging the transfer of data must be authorised to make use of, or process that particular data.
- 9.6 Whilst in transit or storage the data must be given appropriate security according to the type of data and its sensitivity.
- 9.7 Encryption must be applied to the data file unless there is no risk to the Council, other organisations or individuals from the data being lost whilst in transit or storage. If encryption is not available then password control must be applied if removable media must be used for the business purpose.

10 Faulty or Unneeded Storage Devices

- 10.1 Damaged or faulty media must not be used. The Data Control Officer and Clerk must be consulted over any damaged equipment, peripherals or media.
- 10.2 All unneeded or faulty storage devices must be sent to the Data Control Officer and Clerk who will securely remove the data before reallocating or disposing of the device.

11 Requests to suspend this policy

- 11.1 This Policy is designed to protect Council business data and to accommodate the needs of users. However, should aspects of this policy interfere with a valid business requirement; an application can be made to the Data Control Officer and Clerk for an amendment to this policy. An outline risk assessment should be submitted with the application.

12 Breach procedures

- 12.1 Users who do not adhere to this policy will be dealt with through the Council's disciplinary process.
- 12.2 Where external service providers, agents or contractors breach the policy, this should be addressed through contract arrangements.
- 12.3 Where the public have access to the Louth Town Council system, that access will be withdrawn if there is an actual or likely breach of information security, until adequate controls are in place.

12 Review and Revision

- 12.1 This policy will be reviewed annually by the Data Control Officer and Clerk and revised according to developments in legislation, guidance, accepted good practice and operational use.

13 Key Messages for Staff

- 13.1 Data and information are valuable and must be protected.
- 13.2 Do not use removable media for material that is marked 'restricted' or above.
- 13.3 Only transfer data onto removable media, if you have the authority to do so.
- 13.4 All transfer arrangements carry a risk to the data.
- 13.5 Run the virus checking programme on the removable media each time it is connected to a computer.
- 13.6 Only use approved products for Council data.
- 13.7 Activate encryption on removable media wherever it is available and password protection if not available
- 13.8 Data should be available for automatic back up and not solely saved to removable media.
- 13.9 Delete files from removable media, or destroy the media, after the material has been used for its purpose.
- 13.10 Ask your manager if you are unsure.

Related Policies

IT Policy
Data Protection Policy

Louth Town Council

RETENTION OF DOCUMENTS AND RECORDS POLICY

Introduction

This policy details the minimum retention time required for Council documents before disposal in order for the council to comply with the Freedom of Information Act 2000 Publication Scheme. Where variable times are indicated the Council will review storage after the minimum period has elapsed. ~~This document has been compiled using NALC Legal Topic Note 40.~~

Louth Town Council recognises that the efficient management of its records is necessary to comply with its legal regulatory obligations and to contribute to the effective overall management of the association. All documents retained by Louth Town Council are stored securely at the Louth Town Council offices.

Scope

This policy applies to all records created, received or maintained by Louth Town Council in the course of carrying out its functions. Records are defined as all those documents which facilitate the business carried out by Louth Town Council and which are thereafter retained (for a set period) to provide evidence of its transactions or activities. These records may be created, received or maintained in hard copy or electronically. Some of Louth Town Council's records may be selected for permanent preservation as part of the Council's archives and for historical research.

Responsibilities

Louth Town Council has a corporate responsibility to maintain its records and record management systems in accordance with the regulatory environment. The person with overall responsibility for this policy is the Clerk. The person responsible for records management will give guidance for good records management practice and will promote compliance with this policy so that the information will be retrieved easily, appropriately and timely. Individual staff and employees must ensure that records for which they are responsible are accurate and are maintained and disposed of in accordance with Louth Town Council's records management guidelines.

Retention Schedule

The below retention schedule refers to record series regardless of the media in which they are stored.

DOCUMENT	MINIMUM PERIOD	REASON
Minute Books	Indefinite	Archive
Audio recordings of meetings	Until minutes of meeting recorded are approved	Management
Scale of fees and charges	6 years	Management
Receipt and payment account(s)	Indefinite	Archive
Receipt books of all kinds	6 years	VAT
Bank statements, including deposit/savings accounts	Last completed audit year	Audit
Bank paying-in books	Last completed audit year	Audit
Cheque book stubs	Last completed audit year	Audit
Quotations and tenders	6 years	Limitation Act 1980 (as amended)
Paid invoices	6 years	VAT
Paid cheques	6 years	Limitation act 1980 (as amended)
VAT records	6 years generally but 20 years for VAT on rents	VAT
Petty cash, postage and telephone books	6 years	Tax, VAT, Limitation Act 1980 (as amended)
Internet banking – councillor mandate	Whilst still valid	Management
Internet banking – receiving payments	Indefinite	Management
Timesheets	Last completed audit year 3 years	Audit (requirement)

		Personal injury (best practice)
Wages books, payroll and pension	12 years	Superannuation
Job applications	6 months	Management, legal requirement
Employment contracts	6 years	Management, legal requirement
Insurance policies	While valid	Management
Certificates for Insurance against liability for employees	40 years from date of which insurance commenced or was renewed	The Employer's Liability (Compulsory Insurance) Regulations 1998 (SI. 2753), Management
Investments	Indefinite	Audit, Management
Title deeds, leases, agreements, contracts	Indefinite	Audit, Management
Contractor quotes and tenders	6 years	Management
Members allowances register	6 years	Tax, Limitation Act 1980 (as amended)
Councillor register of interests, acceptance of office and contact details	Term of office	Legal requirement
Mayoral invitations	As long as necessary	Management
Planning applications, works to trees, appeals, enforcement	Until completed	Consultation
Grant applications	3 years	Management
Emergency Plan	1 year (until after review)	Public Service
Competition entries	As long as necessary/until actioned	Public service
Hubbard's Hills memorial tree planting applications	Indefinite	Management
Electoral roll	2 years	Management
Re: Halls, Centre, Recreation Grounds		
<ul style="list-style-type: none"> • Application to hire • Lettings diaries • Copies of bills to hire • Record of tickets issued 	6 years	VAT
Re: Allotments		
<ul style="list-style-type: none"> • Register and plans 	Indefinite	Audit, Management
Re: Burial Grounds		
<ul style="list-style-type: none"> • Register of fees collected • Register of burials • Register of purchased graves • Register/plan of grave spaces • Register of memorials • Applications for interment • Applications for right to erect memorials • Disposal Certificates • Copy certificates of grant of exclusive right of burial 	Indefinite	Archives, Local Authorities Cemeteries Order 1977 (SI. 204)

This document has been compiled using NALC Legal Topic Note 40 and LALC's Records Retention Policy.

Louth Town Council

SECURE DISPOSAL OF INFORMATION **POLICY** **PROCEDURE**

Confidential electronic and paper information must be disposed of securely to minimise the risk of unwanted disclosure. Staff and Councillors must be sure to handle information securely. Achieving and demonstrating good standards of information handling is particularly important. Confidential information is information which if improperly disclosed or lost could cause harm or distress. This includes personal data as defined by the Data Protection act, i.e. information about a living individual from which that individual could be identified, and other valuable or sensitive information not in the public domain.

Procedures

Appropriate procedures must be followed when disposing of information, whether it is in paper or electronic form, to minimise the risk of unwanted disclosure.

Precautions must be taken when control of a device that may have information stored locally is to be reassigned to someone else. (Such devices include: computers, mobile phones, USB drives, cameras, rewritable CDs/DVDs etc.)

When devices that store confidential information are to be repaired, then that information should first be removed. However, if removal of the information prior to repair is not possible the work should be carried out by a company subject to a suitable agreement.

In general, locally installed licensed software should be removed from IT equipment before disposal or transfer of control. Not doing so may breach the terms of the licence.

Disposing of paper information

Dispose of unwanted paper documents that do not contain any confidential information by recycling.

Where documents contain confidential information, assess whether the disclosure of the information could cause harm. If so, or if you are uncertain, place the documents in a shredding bag and store the bag securely pending shredding **and appropriate disposal thereafter.**

Disposing of electronic information

In general, Councillors and staff are advised not to save any documents relating to Council business on their devices. Copies of 'live' documents should be available on the Council's website, for perusal.

However, Councillors and staff should ensure that locally stored confidential information is removed as appropriate before a device is reassigned to another person. This should be done routinely using a secure file or drive level deletion tool – see below.

In the case of Louth Town Council owned Councillor email accounts, upon a Councillor ceasing service with Louth Town Council, control of these will be taken back by the Data Control Officer who will ensure that data is deleted, as required, before reallocation of the email account.

Secure data deletion tools

The standard method of deleting a data file, on many types of system, may leave its contents recoverable. This is helpful if a mistake has been made, however, it is insecure if the intention is to prevent anyone else being able to "un-delete" and read the file. (Tools for recovering files deleted in the standard way are available for various systems.)

Equipment hard drives can be "securely wiped", such that the data is made unrecoverable. **This process will be completed by LTC's chosen IT support provider.**

However, whilst some Councillors and staff may feel confident to obtain / use secure data deletion tools others needing to ensure that confidential data has been deleted are advised to seek assistance from the Data Control Officer.

Louth Town Council

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

01507 355895

clerk@louthtowncouncil.gov.uk

Town Clerk: Mrs. L. Phillips



PRIVACY NOTICE

FOR STAFF*, COUNCILLORS AND ROLE HOLDERS**

*“Staff” means employees, workers, agency staff and those retained on a temporary or permanent basis

**Includes, volunteers, contractors, agents, and other role holders within the council including former staff*and former Councillors. This also includes applicants or candidates for any of these roles.

This notice explains how Louth Town Council collects, holds and processes the personal data of staff, councillors and role holders. It is intended to ensure transparency, support legal compliance, and clarify both the Council’s approach and your responsibilities in relation to personal data.

Your personal data – what is it?

“Personal data” is any information about a living individual which allows them to be identified from that data (for example a name, photograph, video, email address, or address). Identification can be directly using the data itself or by combining it with other information which helps to identify a living individual (e.g. a list of staff may contain personnel ID numbers rather than names but if you use a separate list of the ID numbers which give the corresponding names to identify the staff in the first list then the first list will also be treated as personal data). The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the General Data Protection Regulation (the “GDPR”) and other legislation relating to personal data and rights such as the Human Rights Act.

Who are we?

This Privacy Notice is provided to you by Louth Town Council which is the data controller for your data.

The council works together with:

- Other data controllers, such as local authorities, public authorities, central government and agencies such as HMRC and DVLA
- Staff pension providers
- Former and prospective employers
- DBS services suppliers
- Payroll services providers
- Recruitment Agencies
- Credit reference agencies

We may need to share personal data we hold with them so that they can carry out their responsibilities to the council and our community. The organisations referred to above will sometimes be “joint data controllers”. This means we are all responsible to you for how we process your data where for example two or more data controllers are working together for a joint purpose. If there is no joint purpose or collaboration then the data controllers will be independent and will be individually responsible to you.

The council will comply with data protection law. This says that the personal data we hold about you must be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept and destroyed securely including ensuring that appropriate technical and security measures are in place to protect your personal data to protect personal data from loss, misuse, unauthorised access and disclosure.

What data do we process?

- Names, titles, and aliases, photographs, video.
- Start date / leaving date.
- Contact details such as telephone numbers, addresses, and email addresses.
- Where they are relevant to our legal obligations, or where you provide them to us, we may process information such as gender, age, date of birth, marital status, nationality, education/work history, academic/professional qualifications, employment details, hobbies, family composition, and dependants.
- Non-financial identifiers such as passport numbers, driving licence numbers, vehicle registration numbers, taxpayer identification numbers, staff identification numbers, tax reference codes, and national insurance numbers.
- Financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers, policy numbers, and claim numbers.
- Financial information such as National Insurance number, pay and pay records, tax code, tax and benefits contributions, expenses claimed.
- Other operational personal data created, obtained, or otherwise processed in the course of carrying out our activities, including but not limited to, CCTV footage, recordings of telephone conversations, IP addresses and website visit histories, logs of visitors, and logs of accidents, injuries and insurance claims.
- Next of kin and emergency contact information .
- Recruitment information (including copies of right to work documentation, references and other information included in a CV or cover letter or as part of the application process and referral source (e.g. agency, staff referral))
- Location of employment or workplace.
- Other staff data (not covered above) including; level, performance management information, languages and proficiency; licences/certificates, immigration status; employment status; information for disciplinary and grievance proceedings; and personal biographies.
- CCTV footage and other information obtained through electronic means such as swipecard records.
- Information about your use of our information and communications systems.

We use your personal data for some or all of the following purposes:

Please note: We need all the categories of personal data in the list above primarily to allow us to perform our contract with you and to enable us to comply with legal obligations.

- Making a decision about your recruitment or appointment.
- Determining the terms on which you work for us.
- Checking you are legally entitled to work in the UK.
- Paying you and, if you are an employee, deducting tax and National Insurance contributions.

- Providing any contractual benefits to you
- Liaising with your pension provider.
- Administering the contract we have entered into with you.
- Management and planning, including accounting and auditing.
- Conducting performance reviews, managing performance and determining performance requirements.
- Making decisions about salary reviews and compensation.
- Assessing qualifications for a particular job or task, including decisions about promotions.
- Conducting grievance or disciplinary proceedings.
- Making decisions about your continued employment or engagement.
- Making arrangements for the termination of our working relationship.
- Education, training and development requirements.
- Dealing with legal disputes involving you, including accidents at work.
- Ascertaining your fitness to work.
- Managing sickness absence.
- Complying with health and safety obligations.
- To prevent fraud.
- To monitor your use of our information and communication systems to ensure compliance with our IT policies.
- To ensure network and information security, including preventing unauthorised access to our computer and electronic communications systems and preventing malicious software distribution.
- To conduct data analytics studies to review and better understand employee retention and attrition rates.
- Equal opportunities monitoring.
- To undertake activity consistent with our statutory functions and powers including any delegated functions.
- To maintain our own accounts and records.
- To seek your views or comments.
- To process a job application.
- To administer Councillors' interests.
- To provide a reference.

Our processing may also include the use of CCTV systems for monitoring purposes.

Some of the above grounds for processing will overlap and there may be several grounds which justify our use of your personal data.

We will only use your personal data when the law allows us to. Most commonly, we will use your personal data in the following circumstances:

- Where we need to perform the contract we have entered into with you.
- Where we need to comply with a legal obligation.

We may also use your personal data in the following situations, which are likely to be rare:

- Where we need to protect your interests (or someone else's interests).
- Where it is needed in the public interest [or for official purposes].

How we use sensitive personal data

- We may process sensitive personal data relating to staff, Councillors and role holders including, as appropriate:
 - information about your physical or mental health or condition in order to monitor sick leave and take decisions on your fitness for work;

- your racial or ethnic origin or religious or similar information in order to monitor compliance with equal opportunities legislation;
- in order to comply with legal requirements and obligations to third parties.
- These types of data are described in the GDPR as “Special categories of data” and require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal data.
- We may process special categories of personal data in the following circumstances:
 - In limited circumstances, with your explicit written consent.
 - Where we need to carry out our legal obligations.
 - Where it is needed in the public interest, such as for equal opportunities monitoring or in relation to our pension scheme.
 - Where it is needed to assess your working capacity on health grounds, subject to appropriate confidentiality safeguards.
- Less commonly, we may process this type of personal data where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else’s interests) and you are not capable of giving your consent, or where you have already made the information public.

Do we need your consent to process your sensitive personal data?

- We do not need your consent if we use your sensitive personal data in accordance with our rights and obligations in the field of employment and social security law.
- In limited circumstances, we may approach you for your written consent to allow us to process certain sensitive personal data. If we do so, we will provide you with full details of the personal data that we would like and the reason we need it, so that you can carefully consider whether you wish to consent.
- You should be aware that it is not a condition of your contract with us that you agree to any request for consent from us

Information about criminal convictions

- We may only use personal data relating to criminal convictions where the law allows us to do so. This will usually be where such processing is necessary to carry out our obligations and provided we do so in line with our data protection policy.
- Less commonly, we may use personal data relating to criminal convictions where it is necessary in relation to legal claims, where it is necessary to protect your interests (or someone else’s interests) and you are not capable of giving your consent, or where you have already made the information public.
- We will only collect personal data about criminal convictions if it is appropriate given the nature of the role and where we are legally able to do so. Where appropriate, we will collect personal data about criminal convictions as part of the recruitment process or we may be notified of such personal data directly by you in the course of you working for us.

What is the legal basis for processing your personal data?

Some of our processing is necessary for compliance with a legal obligation.

We may also process data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract.

We will also process your data in order to assist you in fulfilling your role in the council including administrative support or if processing is necessary for compliance with a legal obligation.

Sharing your personal data

Your personal data will only be shared with third parties including other data controllers where it is necessary for the performance of the data controllers' tasks or where you first give us your prior consent. It is likely that we will need to share your data with:

- Our agents, suppliers and contractors. For example, we may ask a commercial provider to manage our HR/ payroll functions, or to maintain our database software.
- Other persons or organisations operating within local community.
- Other data controllers, such as local authorities, public authorities, central government and agencies such as HMRC and DVLA.
- Staff pension providers.
- Former and prospective employers.
- DBS services suppliers.
- Payroll services providers.
- Recruitment Agencies.
- Credit reference agencies.
- Professional advisors.
- Trade unions or employee representatives.

How long do we keep your personal data?

We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time. For example, it is currently best practice to keep financial records for a minimum period of 8 years to support HMRC audits or provide tax information. We may have legal obligations to retain some data in connection with our statutory obligations as a public authority. The council is permitted to retain data in order to defend or pursue claims. In some cases the law imposes a time limit for such claims (for example 3 years for personal injury claims or 6 years for contract claims). We will retain some personal data for this purpose as long as we believe it is necessary to be able to defend or pursue a claim. In general, we will endeavour to keep data only for as long as we need it. This means that we will delete it when it is no longer needed.

Your responsibilities

It is important that the personal data we hold about you is accurate and current. Please keep us informed if your personal data changes during your working relationship with us.

Your rights in connection with personal data

You have the following rights with respect to your personal data: -

When exercising any of the rights listed below, in order to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights.

1. *The right to access personal data we hold on you*

- At any point you can contact us to request the personal data we hold on you as well as why we have that personal data, who has access to the personal data and where we obtained the personal data from. Once we have received your request we will respond within one month.
- There are no fees or charges for the first request but additional requests for the same personal data or requests which are manifestly unfounded or excessive may be subject to an administrative fee.

2. *The right to correct and update the personal data we hold on you*

- If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.
3. ***The right to have your personal data erased***
 - If you feel that we should no longer be using your personal data or that we are unlawfully using your personal data, you can request that we erase the personal data we hold.
 - When we receive your request we will confirm whether the personal data has been deleted or the reason why it cannot be deleted (for example because we need it for to comply with a legal obligation).
 4. ***The right to object to processing of your personal data or to restrict it to certain purposes only***
 - You have the right to request that we stop processing your personal data or ask us to restrict processing. Upon receiving the request we will contact you and let you know if we are able to comply or if we have a legal obligation to continue to process your data.
 5. ***The right to data portability***
 - You have the right to request that we transfer some of your data to another controller. We will comply with your request, where it is feasible to do so, within one month of receiving your request.
 6. ***The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained***
 - You can withdraw your consent easily by telephone, email, or by post (see Contact Details below).
 7. ***The right to lodge a complaint with the Information Commissioner's Office.***
 - You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

Transfer of Data Abroad

Any personal data transferred to countries or territories outside the European Economic Area (“EEA”) will only be placed on systems complying with measures giving equivalent protection of personal rights either through international agreements or contracts approved by the European Union. Our website is also accessible from overseas so on occasion some personal data (for example in a newsletter) may be accessed from overseas.

Further processing

If we wish to use your personal data for a new purpose, not covered by this Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing, if we start to use your personal data for a purpose not mentioned in this notice.

Changes to this notice

We keep this Privacy Notice under regular review and we will place any updates on www.louthtowncouncil.gov.uk. This notice was last updated in June 2025.

Contact Details

Please contact us if you have any questions about this Privacy Notice or the personal data we hold about you or to exercise all relevant rights, queries or complaints at: Louth Town Council, The Sessions House, Eastgate, Louth, LN11 9AJ or email: clerk@louthtowncouncil.gov.uk.

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

Louth Town Council

SUBJECT ACCESS REQUESTS POLICY

All Subject Access Requests (SARs) must be received in writing and should be forwarded immediately to the Data Control Officer and Clerk.

Introduction

Individuals have the right to access and receive a copy of their personal data and other supplementary information held by the Council. This is commonly referred to as a Subject Access Request (SAR).

The following procedure is to be followed when an individual contacts Louth Town Council to request access to their personal information held by the Council.

An individual may make a SAR verbally or in writing, including via social media. A third party can also make a SAR on behalf of another individual. The SAR should be forwarded immediately to the Data Control Officer and Clerk.

In most cases, a SAR will be provided free of charge, however a 'reasonable fee' may be implemented when a request is manifestly unfounded or excessive, particularly if it is repetitive.

1) Upon receipt of a SAR

The Data Control Officer will:

- a) Verify whether Louth Town Council is the controller of the data subject's personal data. If Louth Town Council is not the controller, but merely a processor, Louth Town Council will inform the data subject and refer them to the actual controller.
- b) Verify the identity of the data subject; if needed, request any further evidence on the identity of the data subject.
- c) Verify the identity of the individual making the SAR by checking valid ID such as a passport or driving licence, along with confirmation of their address (such as a utility bill or bank statement).
- d) Verify the access request; is it sufficiently substantiated? Is it clear to the data controller what personal data is requested? If not: request additional information.
- e) Verify whether requests are unfounded or excessive (in particular because of their repetitive character); if so, you may refuse to act on the request or charge a reasonable fee.
- f) Promptly acknowledge receipt of the SAR and inform the data subject of any costs involved in the processing of the SAR.
- g) Verify whether Louth Town Council process the data requested. If it does not process any data, inform the data subject accordingly.
- h) At all times make sure the internal SAR policy is followed and progress can be monitored.
- i) Ensure data will not be changed as a result of the SAR. Routine changes as part of the processing activities concerned are permitted.
- j) Verify whether the data requested also involves data on other data subjects and make sure this data is filtered before the requested data is supplied to the data subject; if data cannot be filtered, ensure that other data subjects have consented to the supply of their data as part of the SAR.

2) Responding to a SAR

The Data Control Officer will:

- a) Respond to a SAR within one month after receipt of the request.
- b) If more time is needed to respond to complex requests, an extension of another two months is permissible, provided this is communicated to the data subject in a timely manner within the first month;
- c) If the council cannot provide the information requested, it should inform the data subject on this decision without delay and at the latest within one month of receipt of the request.
- d) If a SAR is submitted in electronic form, any personal data should preferably be provided by electronic means as well.
- e) If data on the data subject is processed, make sure to include as a minimum the following information in the SAR response:

- i) the purposes of the processing;
- ii) the categories of personal data concerned;
- iii) the recipients or categories of recipients to whom personal data has been or will be disclosed, in particular in third countries or international organisations, including any appropriate safeguards for transfer of data, such as Binding Corporate Rules or EU model clauses;
- iv) where possible, the envisaged period for which personal data will be stored, or, if not possible, the criteria used to determine that period;
- v) the existence of the right to request rectification or erasure of personal data or restriction of processing of personal data concerning the data subject or to object to such processing;
- vi) the right to lodge a complaint with the **Information Commissioners Office** (“ICO”);
- vii) if the data has not been collected from the data subject: the source of such data;
- viii) the existence of any automated decision-making, including profiling and any meaningful information about the logic involved, as well as the significance and the envisaged consequences of such processing for the data subject.
- ix) Provide a copy of the personal data undergoing processing.

Louth Town Council

GDPR SECURITY COMPLIANCE CHECKLIST

Introduction

This checklist sets out how Louth Town Council adheres to the General Data Protection Regulation (GDPR) requirements, protecting the various forms of personal and sensitive data that it collects from its staff, councillors, volunteers, the public, and any other third parties as a responsible data processor and controller.

Steps to Ensure Compliance

STEP	DESCRIPTION	ACHIEVED
Conduct a data audit	Identify all personal data that LTC processes	Completion of a data map which is updated as necessary.
Document processing activities	Maintaining detailed records of data flow and storage locations	Completion of data map which is updated as necessary, DPIA's and the Appropriate Policy Document.
Appointment of a Data Protection Officer (DPO)	Designate a DPO, if necessary	Not required of Council's but the Town Clerk acts as a Data Control Officer, as required.
Update privacy policies	Ensure privacy policies are clear, accessible and GDPR compliant	Privacy policies are updated and reviewed on an annual basis or as necessary, in line with current legislation.
Protect individual rights	Enable access, correction, erasure and other individual rights	LTC implements a Data Protection Policy, an Email Privacy Notice, a General Privacy Notice, a Cemetery Privacy Notice, an FOI Request Policy, a Secure Disposal of Information Procedure and a Subject Access Request Policy detailing individual's rights to accessing, managing or requesting erasure of their information held by the Council.
Implement data security	Adopt appropriate technical and organisational security measures	<p>LTC implements an Information Security Incident Policy, a Data Protection policy, a Secure Disposal of Information Policy and a Data Retention Policy.</p> <p>Computers and relevant individual IT folders are password protected.</p> <p>IT files are held in three locations to guard against the risk of loss.</p> <p>All data held by the Council (physical and technical) is kept in the Council offices which are locked by key, have passwords to enter/require a key fob to gain entry, have maglocks. Building is guarded by a Fire and Security system which is monitored remotely 24/7.</p>

		<p>Important documents are held in the office in a locked, fireproof safe. Keys are held as per insurance assessment instructions.</p> <p>Staff and members are/have access to training.</p>
Conduct data protection impact assessments (DPIA's), if necessary	Assess and mitigate risks for high-risk processing activities	DPIA's carried out, if necessary, in line with LTC's Data Protection Policy.
Report data breaches promptly	Notify the relevant authority within 72 hours of a breach	<p>Data breaches are to be reported to the ICO in line with LTC's Data Protection Policy.</p> <p>Information Security Incident's are to be reported and dealt with in line with LTC's Information Security Incident Policy.</p>
Regular compliance audits	Review policies, practices and systems regularly to stay compliant	All policies, practices and systems are reviewed and/or updated at least once annually or as necessary to comply with current legislation.

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 55p/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.

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

PUBLICATION SCHEME

This publication scheme has been prepared and approved by the Information Commissioner for use by parish/town councils.

This publication scheme commits Louth Town to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the Council. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits Louth Town Council:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the Council and falls within the classifications below
- To specify the information which is held by the Council and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statement contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the Council makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.
- To publish any dataset held by the Council that has been requested, and any updated versions it holds, unless the Council is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19. (The term ‘dataset’ is defined in section 11(5) of the Freedom of Information Act. The term ‘relevant copyright work’ is defined in section 19(8) of that Act)

Classes of information

- Who we are and what we do
Organisational information, locations and contacts, constitutional and legal governance.
- What we spend and how we spend it
Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.
- What our priorities are and how we are doing
Strategy and performance information, plans, assessments, inspections and reviews.
- How we make decisions
Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.
- Our policies and procedures
Current written protocols for delivering our functions and responsibilities.
- Lists and registers
Information held in registers required by law and other lists and registers relating to the functions of the authority.
- The services we offer
Advice and guidance, booklets and leaflets, transactions and media releases.
A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

The method by which information published under this scheme will be made available

- The Council will indicate clearly to the public what information is covered by this scheme and how it can be obtained.
- Where it is within the capability of the Council, information will be provided on their website.
- Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, the Council will indicate how information can be obtained by other means and provide it by those means.
- In exceptional circumstances some information may be available only by viewing in person.
- Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.
- Information will be provided in the language in which it is held or in such other language that is legally required.
- Where an authority is legally required to translate any information, it will do so. Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.
- Charges which may be made for information published under this scheme. The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the Council for routinely published material will be justified and transparent and kept to a minimum.
- Material which is published and accessed on a website will be provided free of charge.

Charges and fees

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- Photocopying
- Postage and packaging
- The costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

Written requests

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

Requests for information should be made to the Town Clerk by email clerk@louthtowncouncil.gov.uk or in writing by post to Louth Town Council, The Sessions House, Eastgate, Louth, LN11 9AJ.

**Information Available from Louth Town Council
Under the Freedom of Information Act Model Publication Scheme**

This guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as such in the table.

Information to be published	How the information can be obtained
<p>Class 1 - Who we are and what we do</p> <p>(Organisational information, structures, locations and contacts)</p> <p>Current information only</p>	
List of Council members and their responsibilities as well a list of Council Committees	Hard copy and website, link(s) below: Councillors The Council
Details of any representation on local public bodies	
Postal and email address	
Contact details for Parish Clerk and Council members	Hard copy and website, link(s) below: Contact Information Councillors
Where possible, provide named contacts including contact phone numbers and email addresses	
Location of main Council office and accessibility details	Hard copy and website, link(s) below: Contact Information
Staffing structure	Hard copy and website, link(s) below: LTC Staff Organisation Chart
<p>Class 2 – What we spend and how we spend it</p> <p>(Financial information about projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>	
Statement of accounts and internal audit report in the format included in the Annual Return form	Hard copy and website, link(s) below: Audit and Annual Return
Finalised budget	Hard copy and website, link(s) below: 2026/27 Budget - approved 20th January 2026
Precept	Hard copy and website, link(s) below: 2026/27 Budget - approved 20th January 2026
Borrowing Approval letter	No borrowing outstanding.
All items of expenditure above £100	Hard copy and website, link(s) below: Finance
Financial Standing Orders and Regulations	Hard copy and website, link(s) below: Standing Orders Financial Regulations
Grants given and received	Hard copy and website, link(s) below: Grants
List of current contracts awarded and value of contract	Hard copy and website, link(s) below: Transparency
Members' allowances and expenses	Hard copy and website, link(s) below: Members Allowance Policy

Class 3 – What our priorities are and how we are doing	
(Strategies and plans, performance indicators, audits, inspections and reviews)	
Current and previous year as a minimum	
Annual governance statement in format included in the Annual Return form	Hard copy and website, link(s) below: Annual Return
Parish Plan	Hard copy and website, link(s) below: Louth Town Action Plan 2026/27
Annual Report to Parish or Community Meeting	Hard copy and website, link(s) below: Annual Town Meeting Minutes
Quality status	LCAS Bronze Award
Local charters drawn up in accordance with DLUHC's guidelines	N/A
Class 4 – How we make decisions	
(Decision making processes and records of decisions)	
Current and previous council year as a minimum	
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Hard copy and website, link(s) below: 2026/27 Meetings Schedule
Agendas of meetings (as above)	Website, link(s) below: Council Meetings 2026/27 (see Agendas)
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	Website, link(s) below: Council Meetings 2026/27 (see Minutes)
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	Hard copy and website, link(s) below: Council Meetings 2026/27 (see Agendas)
Responses to consultation papers	Hard copy and website, link(s) below: Consultation Responses
Responses to planning applications	Website, link(s) below: Council Meetings 2026/27 (see Planning Minutes for responses.) Also available on ELDC website
Bye-laws	N/A
Class 5 – Our policies and procedures	
(Current written protocols, policies and procedures for delivering our services and responsibilities)	
Current information only	
Policies and procedures for the conduct of Council business: <ul style="list-style-type: none"> • Procedural standing orders • Committee and sub-committee terms of reference (See Standing Orders) • Delegated authority in respect of officers (See Standing Orders) • Code of Conduct • Policy statements 	Hard copy and website, link(s) below: Council Documents
Policies and procedures for the provision of services and about the employment of staff: <ul style="list-style-type: none"> • Internal instructions to staff and policies relating to the delivery of services • Health and safety policy • Recruitment policies and details of current vacancies • Policies and procedures for handling requests for information • Complaints procedures (including those covering requests for information and operating the publication scheme) 	
Records management, personal data and access to information policies	Hard copy and website, link(s) below:

Include information security policies, records retention, destruction and archive policies, and data protection policies	General Privacy Notice Data Protection Policy Information Security Incident Policy Retention of Documents Policy Subject Access Request Policy
Class 6 – Lists and Registers	
Currently maintained lists and registers only. (Some information may only be available by inspection)	
Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)	Available by inspection
Assets register, including details of public land and building assets	Hard copy and website, link(s) below: Asset Register as of March 2026
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice	Hard copy
Register of members' interests	Website, link(s) below: Register of Interests as of April 2026 (available to view from Councillors page)
Register of gifts and hospitality	N/A
Class 7 – The services we offer	
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	
Current information only (Some information may only be available by inspection)	
Allotments	Website, link(s) below: Allotments
Burial grounds and closed churchyards	Hard copy and website, link(s) below: Cemetery Table of Fees
Community centres and village halls	N/A
Parks, playing fields and recreational facilities	Website, link(s) below: Council Assets and Services
Seating, litter bins, clocks, memorials and lighting	Website, link(s) below: Council Assets and Services
Bus shelters	Website, link(s) below: Council Assets and Services
Markets	N/A
Public conveniences	N/A
Agency agreements	N/A
Services for which we are entitled to recover a fee and details of those fees (e.g., burial fees)	Hard copy and website, link(s) below: Cemetery Fees

Schedule of charges

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying A4 @ 15p per sheet (black & white)	Actual cost incurred
	Photocopying A4 @ 20p per sheet (colour)	Actual cost incurred
	Postage	Actual cost of Royal Mail standard 2 nd class

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** or female, being abused and want to make a referral then call:

Lincolnshire Domestic Abuse Service Phone: 01522 510041 (opt 2). Email: info@ldass.org.uk

ldass.referral@edanlines.cjism.net

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; are relatives or in the same household.

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://www.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 <https://www.rethink.org/>
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) Lincolnshire Mental Health and Learning Disability Services (LPFT)
01522 309200

05-26-26 ATC MINS

**MINUTES OF THE ANNUAL MEETING OF LOUTH TOWN COUNCIL
HELD IN THE OLD COURT ROOM, THE SESSIONS HOUSE, LOUTH
ON TUESDAY 26th MAY 2026**

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

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

Councillors Not Present: H. Steer (HS), D.E. Wing (DEW).

The Town Clerk, Mrs. L.M. Phillips, the Town Clerk's Assistant, Mrs. S. Chitauro-Adlard, the Front Desk Administrator, Miss A. Crook, the Mayor's Serjeant, Mrs. S. Dykes, the retiring Mayoress, Mrs. S.J. Hobson, the retiring Mayor's Chaplain, Reverend K. Dally, the 2026/27 Mayor's Consort, Mr. J. Parsons, the 2026/27 Deputy Mayor's Consort, Mr. B. Starsmore, the 2026/27 Mayor's Chaplain, Reverend R. Mansfield, Mr. T. Marris, LCC Cllrs. Catton and Hastings 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. Mrs. KP should be elected Mayor of Louth to hold office until the Annual Meeting of the Council in 2027.

a) Declaration of Acceptance of Office

Cllr. Mrs. KP read aloud and signed the official Declaration of Acceptance of Office witnessed by the Town Clerk and took the Chair.

b) Mayor's Address

The Mayor, Cllr. Mrs. KP felt honoured to take on the role of Mayor and thanked her fellow Councillors for trusting her to lead the Council and serve the community over the next year. She thanked her husband for his support, her parents for the guidance they had provided over the years, and finally thanked her friends, family and neighbours.

c) Vote of Thanks to the 2025/26 Mayor

It was proposed, seconded and **RESOLVED** that a vote of thanks be given to the Mayor of 2025/26, Cllr. DH, along with thanks to his wife, Mayoress, Mrs. S.J. Hobson. Cllr. Mrs. KP presented the replica of the Arms of the Town to Cllr. DH.

d) Reply of the Retiring Mayor

Cllr. DH felt privileged to have been Mayor, serve the community and represent the Council. He reflected on the many highlights he'd experienced and had thoroughly enjoyed seeing the amazing work of the incredible citizens of Louth. He appreciated the ongoing support from his fellow Councillors, particularly those who had offered additional support during times of personal challenge. Cllr. DH felt that being Mayor was a pleasure but acknowledged that the role could not be fulfilled without a support network, particularly those in the office who had helped behind the scenes. He thanked Rev. K. Dally and was grateful for the Reverend's work as his Chaplain, especially at his recent Civic Service, and thanked his wife, the retiring Mayoress Mrs. S.J. Hobson for her unwavering support. Cllr. DH finally gave thanks to Mrs. S. Dykes, who was appearing as the Mayor's Serjeant for the final time before retiring from the role. Cllr. DH spoke of Mrs. Dykes' supportive, kindhearted, dedicated and enthusiastic service and said that she would be sorely missed. Mrs. Dykes thanked everyone for their support and was honoured to have held the title of the country's first and only female Mayor's Serjeant, adding that she had thoroughly enjoyed her time in the role. Cllr. DH presented her with a token of his and the Council's appreciation. He announced that he would like to present a replica of the Arms of the Town to Mr. T. Marris for his 45 years of work in the community which started in 1981 after opening his shop in Louth town centre, leading him to become a part of the Louth Chamber of Businesses for over 25 years and serving as the organisation's president for 13 years. Mr. Marris had been pivotal in establishing and organising many events which remained eagerly anticipated in Louth's annual calendar, such as the Christmas Market and Classic Car Show. Additionally, Mr. Marris had also been involved in the Louth Regeneration Partnership, chairing the organisation for 16 years, as well as serving time on the Council and acting as the Mayor of Louth twice in the years 2003/04 and 2010/11. Cllr. DH shared that Mr. Marris had worked tirelessly over the course of 16 years alongside the United Lincolnshire Hospital Trust to raise funds for an MRI scanner at Louth hospital, which had completed over 42,500 patient scans. He thanked Mr. Marris for his years of contributions to the

community of Louth, acknowledging that Mr. Marris had directly played a part in improving the quality of life of thousands of residents in and around the town. In his response, Mr. Marris said that it was an honour to serve as Louth's Mayor twice, as well as receiving the award, and thanked his wife for her support throughout the years. He said that, without the support and involvement of the community, he would not have been able to raise the funds for the MRI scanner. Mr. Marris thanked Cllr. DH for his service as Mayor over the years, particularly during the difficult Covid times, and thanked the Council and all others who had trusted and supported him, believing that he could not have achieved his success without them.

e) Appointment of Chaplain

The Mayor confirmed that the Reverend Robert Mansfield had kindly agreed to act as her Chaplain for the year 2026/27.

T2. Election of Deputy Mayor

It was proposed, seconded and **RESOLVED** that Cllr. PS be elected Deputy Mayor to hold office until the Annual Meeting of the Council in 2027.

T3. Apologies for Absence

Apologies for absence were received from Cllrs. HS and DEW.

T4. Declarations of Interest / Dispensations

- a) Cllr. DH – Item 12 as a member of East Lindsey District Council (ELDC).
- b) Cllr. GEH – Item 12 as a member of ELDC.
- c) Cllr. Mrs. JMS – Item 12 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 Meeting held on the 14th April 2026.

T6. Committee Minutes

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

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

T7. Committees of the Council

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

- a) Planning Committee (P), all members.
- b) Governance and Finance Committee (G), all members.
- c) Personnel Committee (H), 7 members (not to include Mayor). It was proposed, seconded and **RESOLVED** to elect Cllrs. JB, Mrs. EB, JD, GEH, DM, JMS, and PS to the Personnel Committee for the 2026/27 Council year.

T8. Louth Town Council Governance

It was proposed, seconded and **RESOLVED** to confirm that the Council's Governance Documents, e.g. Standing Orders, Financial Regulations, Code of Conduct and all of its other policies and procedures, particularly those relating to Risk Management, GDPR, Freedom of Information, Complaints and Employment, had been reviewed in year, as per the attached schedule.

T9. Town Clerk

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

T10. Representation on External Bodies and Arrangements for Reporting Back

The following representations were noted:

- a) Louth United Charities – 2 Cllrs each with a 4 year term – Cllrs. Mrs. KP and Mrs. JMS.
- b) King Edward VI Almshouse School and Educational Charity of Louth – Cllrs. PS and Mrs. JMS.
- c) Louth Navigation Regeneration Partnership – Cllr. JD

- d) CCTV Partnership – Cllr. Mrs. EB and the Town Clerk.
 - e) LALC Management Committee – the Town Clerk.
- Councillor representatives noted that reports back to the Council were requested.

T11. 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)

T12. 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 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).
- p) Market Place Electricity Box (transferred from ELDC. LTC responsible for all supply energy costs, all statutory testing and public safety).

T13. Register of Assets

It was proposed, seconded and **RESOLVED** to confirm that schedules of land and assets were reviewed and adopted by Town Council on 24th March 2026.

T14. Insurance

Council noted that its arrangements for insurance cover for 2025/26, of all insured risks were reviewed and resolved upon at the meeting held 20th May 2025.

T15. Meetings of the Council

It was proposed, seconded and **RESOLVED** to confirm that the dates of the meetings of Louth Town Council and its Committees for 2026/27 were as reviewed and adopted on 10th February 2026 and authorise the Town Clerk to issue summons accordingly.

T16. Bank Signatories

The Council noted signatories as follows:

- a) Lloyds Account – Cllrs. Mrs. EB, Mrs. KP, DH, JMS, PS.

It was proposed, seconded and **RESOLVED** to approve the following Cllrs. as NS and I Account signatories:

- b) NS and I Account – Cllrs. Mrs. EB, Mrs. KP, DH, JMS, PS.

T17. Financial Matters

- a) Bank balances

Council noted its bank balances were as follows:

- i. Lloyds Treasurers Account (balance on statement 1 at 30th April 2026) - £377,533.03.
 - ii. Lloyds Deposit Account (balance on statement 1 at 30th April 2026) - £166,652.51.
 - iii. NS and I Account (balance on last statement, numbered 15 as at 18th February 2026) - £144,560.77.
- b) Orders for payment**
It was proposed, seconded and **RESOLVED** to approve the list of tabled payments made in April 2026.

T18. Date of Next Meeting

It was noted that the date of the next scheduled Town Council's Planning and Governance and Finance Committees would take place on Tuesday 9th June 2026 when the Chairmen/Vice Chairmen and working groups of those Committees would be elected/established.

The Meeting Closed at 7.56pm

Signed _____ (Chairman)

Dated _____

Louth Town Council

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

01507 355895

clerk@louthtowncouncil.gov.uk



To: Members of the Governance and Finance Committee of Louth Town Council
From: Mrs. L. Phillips, Town Clerk
Subject: Report for TC 060926 Agenda re. Annual Governance and Accountability Return (AGAR) 2025/26
Date: 4th June 2026

The purpose of this report is to explain the Annual Governance and Accountability Return 2025/26 (AGAR) and related documents which are presented here for approval before they are made available for public inspection and sent to the external auditor. Please note that the following documents provide background information pertinent to the completion of the Council's accounts and AGAR and Councillors should familiarise themselves with the contents:

1. The Practitioners' Guide <https://www.nalc.gov.uk/resource/practitioners-guide-2025.html>
2. The Local Audit and Accountability Act 2014 https://www.pkf-l.com/wp-content/uploads/2020/09/local_audit_and_accountability_act_20142_0.pdf
3. The Accounts and Audit Regulations 2015 https://www.pkf-l.com/wp-content/uploads/2020/09/the_accounts_and_audit_regulations_2015.pdf
4. The Local Government Act 1972 <https://www.legislation.gov.uk/ukpga/1972/70/contents>
5. The Local Government and Finance Act 1992 <https://www.legislation.gov.uk/ukpga/1992/14/contents>
6. The Localism Act 2011 <https://www.legislation.gov.uk/ukpga/2011/20/contents>
7. The Data Protection Act 2018 <https://www.legislation.gov.uk/ukpga/2018/12/contents/enacted>
8. The Freedom of Information Act 2000 <https://www.legislation.gov.uk/ukpga/2000/36/contents>

Annual Internal Audit Report 2025/26

The Council is required to appoint an independent and competent person to undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes. The Council's internal auditor completed their review of Louth Town Council on 1st June 2026. They have completed the relevant section of the AGAR (see page 3 of 6 of the AGAR) and have supplied the attached report which details the checks that were undertaken and their findings. No matters of concern were highlighted.

Section 1 - Annual Governance Statement

The Accounts and Audit Regulations 2015 require smaller authorities to conduct a review of the effectiveness of its systems of internal control annually. Section 1 of the AGAR allows the Council to publicly report on its arrangements for ensuring that its business is conducted in accordance with the law, regulations and proper practices and that public money is safeguarded and properly accounted for. Section 1 contains a number of statements (1 to 10), known as assertions, to which the Council needs to answer 'Yes' or 'No'. Assertion 9 on the return is not applicable as the Council is not a managing trustee. The Council should read each statement in turn and consider whether it can answer 'Yes' to each question based on the criteria set out in The Practitioners' Guide 2025 (TPG). Council can have confidence in answering 'Yes' to assertions 1, 2, 3, 4, 5, 6, 7, 8, 10 as its Financial Overview Group (FOG) has already considered them against the TPG and would recommend this course of action and Council reviewed the effectiveness of its system of internal control for 2025/26 on 12th May 2026, reviewed its Risk Management Policy on 21st October 2025, reviewed its Risk Management Register on 3rd March 2026 and Councillors were reminded on 12th May 2026 that a copy of the TPG could be viewed on the Council's website on the Document page.

Section 1 of the AGAR must be considered and minuted before consideration is given to Section 2 - Annual Accounting Statements.

Section 2 – Annual Account Statements

The Local Audit and Accountability Act 2014 and the Accounts and Audit Regulations 2015 require the Council to prepare a statement of accounts for each financial year in accordance with proper practices. TPG sets out the proper practices that Council is expected to follow. All figures in Section 2 of the AGAR need to agree to the authority's accounting records. This is evidenced as follows:

- Box 1 £580,233 is the same as the previous year's figure at box 7 and that on the Balance Sheet (attached).
- Box 2 £349,919 is the same as the amount recorded on the Income and Expenditure Account (attached).
- Box 3 £66,711 is the amount of total income for the year £416,630 (taken from the Income and Expenditure Account) less the precept.
- Box 4 £150,572 is the total of expenditure or payments made to and on behalf of all employees. Evidenced from the Income and Expenditure Account.
- Box 5 £0 the Council currently has no loans.
- Box 6 £321,001 is the total expenditure for the year £471,573 taken from the Income and Expenditure Account less staff costs (box 4).
- Box 7 £525,290 is the total balances and reserves at the end of the year as evidenced by the Balance Sheet.
- Box 8 £494,804 is the sum of all current and deposit bank accounts at 31st March. This is evidenced by the bank reconciliation (attached).
- Box 9 £1,775,553 is the value of all the property the Council owns. This figure is taken from the Council's Asset Register, previously approved by Council on 24th March 2026 and attached here for information.
- Box 10 £0 the Council currently has no outstanding balance on loans from third parties.
- Box 11 Yes the Council is not a sole managing trustee and it must therefore answer 'Yes'.

FOG and the Governance and Finance Committee have reviewed the Council's accounting records to 31st March 2026 periodically throughout the year and the yearend figures on 6th May 2026 and 12th May 2026 respectively.

Once approved the accounts will be sent to the external auditor and will be open for public inspection, publicised on the website before 1st July 2026.

Recommendations

Council is recommended:

1. To receive the report of the internal auditor and note that there are no areas of concern highlighted. (Attached).
2. To approve the completion of the Annual Governance Statement (Section 1 of the AGAR) for the financial year 2025/26, placing ticks in all yes boxes except number 9 where n/a should be ticked and approve signing by the Chairman and the Town Clerk. (Attached).
3. To receive the Statutory Balance Sheet for the year ended 31st March 2026 and authorise signing by the Chairman and Responsible Financial Officer.
4. To receive the Income and Expenditure Account for the year ended 31st March 2026 (previously received and approved by the Governance and Finance Committee on 12th May 2026).
5. To note the Asset Register for the year ended 31st March 2026 (previously received and approved by Council on 24th March 2026).
6. To receive and approve the bank reconciliation required for submission with the AGAR for the year ended 31st March 2026 (bank balances at 31st March 2026 previously noted by the Governance and Finance Committee on 12th May 2026).
7. To consider and approve the Accounting Statements (Section 2 of the AGAR) for the financial year 2025/26 and authorise signing by the Chairman.
8. To note that the period for the exercise of public rights must include the first 10 working days of July, must be at least 30 consecutive working days long, must commence as soon as reasonably possible after approval of the AGAR and with this in mind approve that the period for the exercise of public rights should be set from Thursday 11th June 2026 to Wednesday 22nd July 2026.

Annual Governance and Accountability Return 2025/26 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £15 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2025/26

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.

2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**

- The **Annual Internal Audit Report** must be completed by the authority's internal auditor.
- **Sections 1 and 2** must be completed and approved by the authority.
- **Section 3** is completed by the external auditor and will be returned to the authority.

3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2026**.

4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2026** Reminder letters will incur a charge of £40 +VAT:

- the Annual Governance and Accountability Return Sections 1 and 2, together with
- a bank reconciliation as at 31 March 2026
- an explanation of any significant year on year variances in the accounting statements
- notification of the commencement date of the period for the exercise of public rights
- Annual Internal Audit Report 2025/26

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability Return **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities **must** publish the following information on the authority website/webpage:

Before 1 July 2026 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2025/26** approved and signed, page 4
- **Section 2 - Accounting Statements 2025/26** approved and signed, page 5

Not later than 30 September 2026 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review. It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2025/26

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments **must** be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2026
- The Annual Governance Statement (Section 1) **must** be approved before the Accounting Statements (Section 2) and evidenced by the agenda or minute references, even where approved on the same day.
- The Responsible Financial Officer (RFO) **must** certify the accounts (Section 2) before they are presented to the authority for approval. The authority **must** in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period which **must** be a single period of 30 working days for inspection (this excludes weekends and public holidays) which **must** include the first 10 working days of July.
- You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor **must** be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- Additional costs may be incurred if additional audit work is required.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2025) equals the balance brought forward in the current year (Box 1 of 2026).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights which **must** be a single period of 30 working days for inspection (this excludes weekends and public holidays) which **must** include the first 10 working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2026**

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?		
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at 31 March 2026 been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

***Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk**

Annual Internal Audit Report 2025/26

LOUTH TOWN COUNCIL

WWW.LOUTHOWNCOUNCIL.GOV.UK ABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2026, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2025/26 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Cash payments were properly supported by receipts, all cash expenditure was approved and VAT appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H. Asset and investments registers were complete and accurate and properly maintained.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I. Periodic bank account reconciliations were properly carried out during the year.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K. If the authority certified itself as exempt from a limited assurance review in 2024/25, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2024/25 AGAR tick "not covered")	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2025/26 AGAR period, were public rights in relation to the 2024-25 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N. The authority has complied with the publication requirements for 2024/25 AGAR (see AGAR Page 1 Guidance Notes).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
O. The authority has complied with laws, regulations & proper practices relating to digital and data compliance.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
P. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

01/06/2026

DD/MM/YYYY

DD/MM/YYYY

ENTER STEVE FLETCHER AUDITOR

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date

01/06/2026

***If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).**

****Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).**

Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

E L O U T H T O W N C O U N C I L

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2026, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We have assured ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A <i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.			<i>has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.</i>

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

WWW.LOUTH TOWN COUNCIL.GOV.UK LABEL WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2025/26 for

ELOUTH TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	
1. Balances brought forward	576,479	580,233	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	309,032	349,919	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	52,005	66,711	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	147,243	150,572	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	210,040	321,001	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	580,233	525,290	Total balances and reserves at the end of the year. must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	590,676	494,804	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	1,716,541	1,775,553	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
For Local Councils Only	Yes	No	
11 Do the figures in the accounting statements above exclude any trust transactions?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.

I certify that for the year ended 31 March 2026 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval.

EM Phillips **SIGNED**

Date

27/05/2026

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Section 3 – External Auditor’s Report and Certificate 2025/26

In respect of

E LOUTH TOWN COUNCILTY

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2026 and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2025/26

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2025/26

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2026

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YYYY

Louth Town Council - Internal Audit Checklist 2025/26

Name of Parish or Town Council		Louth Town Council	
Parish Council website		https://www.louthtowncouncil.gov.uk/	
Name of internal auditor		Steve Fletcher	
Date of audit		1 st June 2026	
Type of audit		Intermediate and Year-end (including AGAR)	
Council contact information		Name	Email
Clerk		Lynda Phillips	clerk@louthtowncouncil.gov.uk
RFO (if different)		n/a	
Chairman		Clr D Hobson	dhobson@louthtowncouncil.gov.uk
Electorate	13,622	Total number of seats	21
Quorum	7	Number of councillor vacancies <small>(at the time of latest audit)</small>	6
Precept Demand 2025/26	£ 349918	Gross budgeted Income	n/a
Date of most recent audit	05.06.2025	Date of next audit	May / June 2027
		Y/N	Comments
Has the internal auditor seen previous audit reports including the most recent?		Y	Undertaken by same auditor
Is there evidence that previous internal and external audit reports have been acted upon?		Y	n/a

Key governance review		Y/N	Comments & recommendations	Risk		
				Low	Med	High
1	Standing orders* (tailored and reviewed)	Y	Reviewed and updated during 2025/26	✓		
2	Financial regulations* (tailored and reviewed)	Y	Reviewed and updated during 2025/26	✓		
3	Terms of reference (ToR) (committees / working groups)	Y	Reviewed and updated during 2025/26	✓		
4	Code of Conduct* (elected members)	Y	Reviewed and updated during 2025/26	✓		
5	Complaints procedure (tailored and reviewed)	Y	Reviewed and updated during 2025/26	✓		
6	Insurance Cover <ul style="list-style-type: none"> • Reviewed annually • Certificate(s) viewed & valid • Employees' Liability Cover in place and published • Public Liability Cover • Employees' Fidelity Guarantee • Councilor's ages reviewed and recorded • Other e.g. vehicles, assets, equipment, volunteers ... 	Y Y Y Y Y Y Y	Renewed: April 2026	✓		

Transparency		Y/N	Comments & recommendations	Risk		
				Low	Med	High
7	Internal controls (statement or review)	Y	Policy – annual review / updates	✓		
8	Investment strategy	N	Ongoing process due to internal matters.	✓		
9	Publication scheme (reviewed)	Y	Reviewed and updated during 2025/26	✓		
10	Risk assessment (statement or review)	Y	Risk Register - Reviewed and updated during 2025/26	✓		
11	Pay policy (staffing - reviewed)	Y	No policy - Staff T&C's based on NJC / NALC / Green book	✓		
12	Spending authorised	Y	Evidenced – website / minutes	✓		
13	Procurement correctly administered	Y	No procurement during 2025/26	✓		
14	Land and assets (reviewed)	Y	Part of insurance review process	✓		
15	Adequate GDPR policy / procedures in place	Y	Evidenced – website	✓		
16	Arrangement for inspection of public records adequate*	Y	Certificate displayed on website	✓		
Transparency codes mandatory for councils with turnover under £25k and over £200k – Best Practice for all councils						
17	All items of expenditure above £100 published by 1 July	Y	Evidenced – website / minutes	✓		
18	End of year accounts published by 1 July*	Y	Evidenced - website	✓		
19	Annual Governance statement published by 1 July	Y	Evidenced - website	✓		
20	Internal audit report published by 1 July*	Y	Evidenced - website	✓		
21	Councillor responsibilities published by 1 July	Y	Evidenced - website	✓		
22	Asset register published by 1 July*	Y	Evidenced - website	✓		
23	Agendas and meeting papers published within three clear days*	Y	Evidenced - website	✓		

24	Draft minutes published within one month of the meeting	Y	Evidenced - website	✓		
Accounting						
		Y/N	Comments & recommendations	Low	Med	High
25	Cashbook maintained and up to date	Y	Evidenced – Files / PC	✓		
26	Arithmetically correct (checks / balance)	Y	Evidenced – Files / PC	✓		
27	Evidence of internal control (reconciliation checked)	Y	Evidenced – Files / PC	✓		
28	VAT <ul style="list-style-type: none"> evidence of recording evidence of reclaiming 	Y	Evidenced – Files / PC	✓		
29	All payments supported by authorised, minuted invoices	Y	Evidenced – Files / PC	✓		
30	s.137 <ul style="list-style-type: none"> Recorded separately within accounts Within legal threshold limits for the current year Spend in accordance with legislation 	Y	Evidenced – Files / PC	✓		
31	Payments made in accordance with financial regs <ul style="list-style-type: none"> Cheques Online banking BACS Direct Debit Credit or debit cards 	Y Y Y Y Y n/a	Evidenced – Files / PC	✓		

Budget		Y/N	Comments & recommendations	Risk		
				Low	Med	High
32	Annual budget in support of precept	Y	Evidenced – website / minutes	✓		
33	Precept demand properly minuted	Y	Evidenced – website / minutes	✓		
34	Earmarked reserves reviewed	Y	Reviewed Quarterly FOG / TC	✓		
35	Budget is monitored regularly with variances reported to council in line with Financial regulations	Y	Evidenced – website / files / PC	✓		

Income control		Y/N	Comments & recommendations	Risk		
				Low	Med	High
36	Income properly recorded and banked promptly	Y	Evidenced – website / files / PC	✓		
37	Precept income received in bank account	Y	Evidenced – website / files / bank statements	✓		
38	Effective security of cash and cash transactions	Y	Petty Cash / minimal physical 'cash' income	✓		
39	Effective security of card transactions	n/a		–	–	–

Bank reconciliation		Y/N	Comments & recommendations	Risk		
				Low	Med	High
40	Regular bank statement reconciliation	Y	Evidenced – Minutes TC & FOG	✓		
41	Balancing entries (adjustments) explained	Y	No adjustments during 2025/26	✓		
42	Bank mandate up to date • Evidence of signatories		Approved at annual meeting 2025/26	✓		

Petty cash		Y/N	Comments & recommendations	Risk		
				Low	Med	High
43	Petty cash account used/authorised	Y	Evidenced – files / minutes	✓		
44	Petty cash spending supported by VAT receipt(s)	Y	Evidenced – files / minutes	✓		
45	Petty cash reported to Council	Y	Evidenced – files / minutes	✓		
46	Petty cash float reconciled/reimbursed	Y	Evidenced – files / minutes	✓		

Year-end process		Y/N	Comments & recommendations	Risk		
				Low	Med	High
47	Accounting according to <ul style="list-style-type: none"> Income and expenditure Receipts and payments 	Y	Reviewed by FOG / TC	✓		
48	Bank statements reconcile to ledger	Y	Evidenced files	✓		
49	Robust audit trail evident	Y	Evidenced files	✓		
50	Debtors and creditors recorded	Y	Evidenced files	✓		

Asset control		Y/N	Comments & recommendations	Risk		
				Low	Med	High
51	Register of assets <ul style="list-style-type: none"> Reviewed Up to date 	Y	Evidenced – minutes	✓		
52	Assets inspected and Health & Safety issues considered <ul style="list-style-type: none"> Play equipment Street furniture Fire safety Defibrillators Other - Buildings 	Y n/a Y Y n/a Y	Evidenced – website and supporting documentation.	✓		

	Risk management	Y/N	Comments & recommendations	Risk		
				Low	Med	High
53	Evidence of unusual activity from minutes	Y	None evident	✓		
54	Annual risk assessment undertaken as a minimum	Y	Evidenced – website / files	✓		
55	Financial controls and procedures documented	Y	Evidenced – website / files	✓		
56	Regular financial reporting to Council in line with financial regulations	Y	Evidenced – website / files	✓		
57	Reporting of bank balances minuted	Y	Evidenced – website / files	✓		
58	Grants ratified and minuted according to policy	Y	Evidenced – website / files	✓		

	General	Y/N	Comments & recommendations	Risk		
				Low	Med	High
59	Back up of files adequate	Y	Back-up server / cloud and hard drive	✓		
60	Storage of files (paper and electronic) adequate	Y	Evidenced – website / files Effective storage of [original] burial records now in fireproof cabinet.	✓		
61	Local Council Award Scheme <ul style="list-style-type: none"> • Foundation • Quality • Quality Gold 	N	Ongoing consideration	✓		

	Proper Process / Practice	Y/N	Comments & recommendations	Risk		
				Low	Med	High
62	<p>Employee posts properly recorded</p> <ul style="list-style-type: none"> • Proper Officer (Clerk) • RFO • Deputy Clerk • Admin assistant • Site staff • Other 	Y	NALC / NJC Contracts of employment	✓		
63	<p>List of Members' interests*</p> <ul style="list-style-type: none"> • displayed on website • reviewed regularly 	Y	Evidenced website	✓		
64	<p>Declarations of acceptance of office*</p> <ul style="list-style-type: none"> • New councillor • Chairman 	Y	Evidenced – website (agenda) / files	✓		
65	Co-options according to policy	Y	Evidenced – website	✓		
66	Agenda documents correct and published*	Y	Evidenced – website / files	✓		
67	Minutes correct / signed and published*	Y	Evidenced – files	✓		
68	Purchase order system used/correct	n/a	Verbal / email orders placed	✓		
69	Purchasing authorised in line with Financial regs / limits	Y	Evidenced website / Fin Regs /minutes	✓		
70	Council operating within legal powers	Y	Evidenced agendas / minutes	✓		
71	<p>Delegation to officers or committees</p> <ul style="list-style-type: none"> • Scheme of delegation • Limits set out in financial regulations and / or standing orders; • adhered to; • reported adequately 	Y	Standing Orders Contract(s) of employment	✓		

	Y/N	Comments & recommendations	Risk		
			Low	Med	High
72	Y	Contracts of employment for all staff	✓		
73	Y	Written statement of particulars for all staff from day one (April 2020 onwards)	✓		
74	Y	Proper procedures for payroll, PAYE & NI	✓		
75	Y	PAYE & NI payments verified	✓		
76	Y	Approval of salaries and increments	✓		
77	Y	Approval of expense claims	✓		
78	Y	Minimum wage threshold met	✓		
79	Y	HR procedures and policies adopted / reviewed	✓		
80	Y	Training policy and record staff /elected Members	✓		
81	n/a	Qualified Clerk <ul style="list-style-type: none"> • CiLCA 2015 or later • Level 4 Community Governance or higher 	✓		
82	Y	Annual appraisal(s) undertaken	✓		
83	Y	Job description(s) up to date / reviewed	✓		
84	Y	Health and safety of staff workstation & PC equipment undertaken <ul style="list-style-type: none"> • Display Screen Equipment 	✓		
85	Y	Registered with The Pensions Regulator**	✓		

Transaction spot check 2025/26

Check number	1	2	3	4	5	6
Invoice date	01.04.2025	25.05.2025	29.07.2025	22.09.2025	26.11.2025	27.02.2026
Company	ICCM	DST Holdings Ltd	SLCC	PKF Littlejohn	Louth Building Supplies	Zurich
Reference / Cheque number	OP 352	DC 6	DC 10	OP 499	OP 571	OP 631
Purpose	Subscription	Extension Lead	CILCA Fees	External Auditor Fees	General Supplies	Cemetery Vehicle Insurance
Delivery evidence	✓	✓	✓	✓	✓	✓
Payment minuted/reconciled	Y	Y	Y	Y	Y	Y
Invoice value (£)	105.00	19.99	450.00	1008.00	328.46	567.05
Minute value agrees	✓	✓	✓	✓	✓	✓
Payment value agrees	✓	✓	✓	✓	✓	✓
Statement value agrees	✓	✓	✓	✓	✓	✓
Timely payment	Y	Y	Y	Y	Y	Y
VAT recorded (£)	n/a	3.33	n/a	168.00	54.74	n/a
S137 recorded in ledger	n/a	n/a	n/a	n/a	n/a	n/a
S137 minuted	n/a	n/a	n/a	n/a	n/a	n/a
Notes						

Year End Process		Y/N	Comments & recommendations	Risk		
				Low	Med	High
98	Accounting method correctly applied <ul style="list-style-type: none"> Income and expenditure – mandatory over £200k for 3 years Receipts and payments 	Y	Satisfactorily evidenced	✓		
99	Bank statement opening and closing balances reconcile to cash book / ledger.	Y	Satisfactorily evidenced	✓		
100	Robust audit trail evident	Y	Satisfactorily evidenced	✓		
101	Debtors and Creditors recorded (I&E accounting method only)	Y	Satisfactorily evidenced	✓		
102	Asset register updated for current and previous year balances	Y	Satisfactorily evidenced	✓		
103	Borrowing – ensure appropriate DMO approval in place and full year accounting is accurate and checked against balance at 31 st March on DMO website. (TPG5.70) <i>Arrangement fees are treated as administrative expenses in year of receipt.</i>	n/a	n/a	–	–	–
104	Lending <i>-check if any lending has taken place and is accounted for as specified in TPG.</i>	n/a	n/a	–	–	–
105	Explanation of Variances completed in sufficient detail	Y	Satisfactorily evidenced	✓		
106	Intermediate audit recommendations implemented	Y	Satisfactorily evidenced	✓		
107	Annual Accounting Statement rounding applied/adds up	Y	Satisfactorily evidenced	✓		
108	Trust Funds – ensure account filing responsibilities are up to date and not included in AGAR figures	n/a	n/a			
109	Previous year 'Restatements' correctly identified	Y	Satisfactorily evidenced	✓		
110	Auditor's recommendations for completion of the Annual Governance Statement (<i>if applicable</i>) and narrative report needed to explain IA Annual Statement's 'No' entries.	n/a	n/a	–	–	–

Appendix: additional areas for audit

	Allotments (externally managed)	Y/N	Comments & Recommendations	Risk		
				Low	Med	High
A1	Income for allotment rentals balance	Y		✓		
A2	Fees charged in accordance with approved rates	Y		✓		
A3	Up to date occupancy details kept and securely retained	n/a	Externally managed	-	-	-
A4	Agreements/licences issued to all plot holders	n/a		-	-	-

	Burials	Y/N	Comments & Recommendations	Risk		
				Low	Med	High
B1	Cemetery accounts balance	Y		✓		
B2	Fees charged in accordance with approved rates	Y		✓		
B3	All interred ashes have certificates of cremation	Y		✓		
B4	Permits properly documented and stored	Y	Fireproof container purchased - (note: cemetery records are also held electronically)	✓		
B5	Cemetery regulations adopted and up to date	Y		✓		
B6	Registers of burials and purchased graves completed correctly and stored safely	Y		✓		
B7	Burial certificates issued correctly	Y		✓		
B8	Green slips returned appropriately to Registrar	Y		✓		
B9	Legible cemetery burial plan up to date <ul style="list-style-type: none"> backed up if appropriate 	Y		✓		
B10	Business rates exemptions correctly applied	n/a		✓		

	Charities	Y/N	Comments & Recommendations	Risk		
				Low	Med	High
C1	Accounted for separately	n/a		-	-	-
C2	Independently audited	n/a		-	-	-
C3	Returns filed within legal time limits	n/a		-	-	-

	Community buildings	Y/N	Comments & Recommendations	Risk		
				Low	Med	High
Cb1	n/a	n/a	-	-	-	

	Market s	Y/N	Comments & Recommendations	Risk		
				Low	Med	High
M1	n/a	n/a	-	-	-	

	Other	Y/N	Comments & Recommendations	Risk		
				Low	Med	High
O1	n/a	n/a	-	-	-	

Endnotes

High and medium risk items may lead to the internal auditor stating that the Council does not comply with one or more assertions on the AGAR form at the end of the financial year.

High risk – these items should be dealt with as a **high priority** because they may affect one or more of the following – statutory and must be done, high financial risk which could reveal the council to losses, not compliant with Proper Practices in the Practitioners' Guide, high risk of reputational damage, failure to comply may lead to penalties, prosecution or legal action.

Medium risk – these items need to be improved to meet one or more of the following – statutory requirements, support internal control, reduce the risk of financial loss and reputational damage, improve governance, improve compliance with proper practices in the Practitioners' Guide, and to improve procedures that should be in place.

Low risk – these items are usually **best practice** to improve governance, internal control, transparency, efficiency and effectiveness.

*-Asterisked items are statutory requirements and should be in place where applicable.

29/04/2026

Louth Town Council 2025/2026

14:52

Balance Sheet as at 31st March 2026

31st March 2025

31st March 2026

31st March 2025		31st March 2026	
Current Assets			
1,907	Debtors	15,662	
18,624	VAT Refunds	33,134	
871	Prepayments	0	
477,129	Lloyds TSB Current/Deposit	380,210	
113,427	National Savings Bank	114,561	
120	Petty Cash	34	
<u>612,079</u>		<u>543,600</u>	
612,079	Total Assets	543,600	
Current Liabilities			
1,000	Creditors	17,477	
30,846	Accruals	833	
<u>31,846</u>		<u>18,311</u>	
580,233	Total Assets Less Current Liabilities	525,290	
Represented By			
306,528	General Reserve	290,713	
10,000	EMR CCTV refurbishment	10,000	
2,376	EMR Insurance	2,376	
10,000	EMR Contingency	0	
0	EMR Temp Staff	10,000	
4,245	EMR Quality Council / Office	4,165	
2,000	EMR Civic Events	2,000	
3,066	EMR Grants 137 Reserve	3,066	
5,000	EMR Christmas Illuminations	5,000	
1,000	EMR Art Trail	1,000	
3,000	EMR IT Replacement	3,000	
2,500	EMR TCP Floral Enhancement	2,500	
90,158	EMR Capital Expenditure	62,184	
4,425	EMR Accommodation	4,408	
4,000	EMR Cem External Wall	4,000	
5,000	EMR Civic Property/Regalia	5,000	
15,074	EMR Hubbard's Hills	15,074	
2,540	EMR Clerks Training	2,540	
4,224	EMR Accom OfficeEquip / Stor	621	
4,000	EMR Cem Road Maintenance	4,000	
5,000	EMR Cem Equipment Replacement	5,000	

29/04/2026

Louth Town Council 2025/2026

14:52

Balance Sheet as at 31st March 2026**31st March 2025****31st March 2026**

7,000	EMR Cem Tree Surgery	7,000
4,056	EMR Cem Workshop/Lodge	4,056
14,658	EMR Vehicle Replacement	14,658
3,825	EMR Cemetery Facilities	3,825
9,136	EMR Accom Roof	9,136
3,750	EMR Accom Boiler	1,650
5,000	EMR Accom Structural	5,000
2,000	EMR Accom Car Park	2,000
15,660	EMR Street Signs / Furniture	10,305
3,000	EMR SH Internal Decorating Foy	3,000
2,012	EMR Speed Awareness	2,012
1,000	EMR Tourism	1,000
18,000	EMR Elections	18,000
7,000	EMR Funding for Sports Assets	7,000

580,233**525,290**

The above statement represents fairly the financial position of the authority as at 31st March 2026 and reflects its Income and Expenditure during the year.

Signed :
Chairman

Date : _____

Signed :
Responsible
Financial

Date : _____

29/04/2026

Louth Town Council 2025/2026

Page 1

15:56

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

Month No: 12

Cost Centre Report

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

Continued over page

29/04/2026

Louth Town Council 2025/2026

Page 2

15:56

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

Month No: 12

Cost Centre Report

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

Continued over page

29/04/2026

Louth Town Council 2025/2026

Page 3

15:56

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

Month No: 12

Cost Centre Report

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

Asset Inventory as at 31st March 2026

Location	Description	Category	Cost to LTC of Acquisition	Date of Acquisition	Size	Notes	Price Per Unit	Proxy value	Value	Sub Total	Cost of Replacement after RICs Valuation	Present Use
Crowtree Lane	The Old Mill House	Buildings and Land	1.00	1974	0.59 acres	LTC own. Handed over from Louth Borough Council in 1974. Leased to private occupiers.		1.00	300,000.00		1,020,000.00	Residential
Eastgate	The Sessions House	Buildings and Land	200,000.00	2011	310.5 sq m	LTC own. Loan paid off 2021. Office and Land.			200,000.00		1,100,000.00	Office Use/Storage
London Road Cemetery	St. Aethelheard's Chapel	Buildings and Land	1.00	1974	48.63 sq m	LTC own. Built in 1855. Handed over from Louth Borough Council in 1974. Occupation Agreement with St. A's renewed 5 yearly.		1.00	60,104.00		600,000.00	Used by St. Aethelheard's
London Road Cemetery	Multi-denominational Chapel	Buildings and Land	1.00	1974	48.63 sq m	LTC own. Built in 1855. Handed over from Louth Borough Council in 1974.		1.00	60,104.00		600,000.00	Mult Use
London Road Cemetery	Toilet Block	Buildings and Land	1.00	1974	9 sq m	LTC own. Built in the 1960's. Flat concrete roof surfaced in asphalt.					40,000.00	Public Toilet
London Road Cemetery	Cemetery	Buildings and Land	1.00	1974	20 acres	LTC own. Land originally purchased in 1853 at a cost of £1,260. Handed over from Louth Borough Council in 1974. Value based on AHDB lowest 2018 cost per hectare of pasture land			104,000.00			Cemetery
Off Crowtree Lane	Hubbard's Hills	Buildings and Land	Gifted	1907		LTC own. Gifted to the people of Louth from Alfred Pahud Estate on 1/8/1907 for use as pleasure grounds and gardens.		1.00				Public Enjoyment
Off Crowtree Lane	Toilet Block HH	Buildings and Land	Gifted	N/A	36 sq m	LTC own. Built in the 1990's of brick construction with hipped clay tile roof. Maintained and insured by LTC.					135,000.00	Public Toilet
Eastgate	War Memorial	Buildings and Land	-	1921		LTC are the custodian. Paid for by public subscription. Originally cost £1,106 to make. ELDC pay for the electricity.		1.00				Commemoration
Mount Olivet	Mount Olivet Allotments	Buildings and Land	1.00	1936	0.498 acres	LTC own. Allotment land. Community long term asset. Lease with Louth Cottage Garden and Allotment Association signed in 1936. Handed over from Louth Borough Council in 1974.						Allotment land

Location	Description	Category	Cost to LTC of Acquisition	Date of Acquisition	Size	Notes	Price Per Unit	Proxy value	Value	Sub Total	Cost of Replacement after RICs Valuation	Present Use
London Road	London Road Allotments	Buildings and Land	1.00	1953	5 acres	LTC own. Allotment land. Community long term asset. Lease with Louth Cottage Garden and Allotment Association signed in 1936. Handed over from Louth Borough Council in 1974.						Allotment land
Trinity Lane	Trinity Lane Allotments	Buildings and Land	30,000.00	May-25	1.592 acres	LTC own. Allotment land. Community long term asset. Lease with Louth Cottage Garden and Allotment Association signed in 1936.			30,000.00			Allotment land
Julian Bower off London Road	Land at Julian Bower	Buildings and Land	1.00	1953	4.57 acres	Field. LTC own. Purchased 19/1/1953 from Lindsey County Council. Handed over from Louth Borough Council in 1974. Bottom of field leased to Louth Athletics Association and their pavilion is built there.			90,000.00			Used for grazing.
London Road	Land at London Road - Astro turf	Buildings and Land	-		4 acres	LTC own. Originally formed part of the cemetery. Now part of the London Road Pavilion site. developed and upgraded with new astro turf in 2021 at a cost to ELDC of £180,000. Magna Vitae surrendered lease in March 2026. Currently leased by London Road Sports Partnership.			80,000.00			Now astro turf. Leased by LRSP
Market Place	Electricity Box	Buildings and Land	-	Oct-25		Transferred from ELDC. Located in the Market Place on land owned by LCC. LTC are responsible for all supply energy costs, all statutory testing and public safety.				924,208.00		Powers Christmas Lights for Tree and can be used by arrangement by other organisation at community events.
London Road Cemetery	Hedge trimmer	Maintenance Equipment	310.00	Oct-18		LTC own. Husqvarna 322HD60	310.00		310.00			Maintenance
London Road Cemetery	Blower	Maintenance Equipment	280.63	Jun-25		LTC own. Husqvarna 525X	280.63		280.63			Maintenance
London Road Cemetery	Ride on Mower	Maintenance Equipment	6,343.59	Nov-23		LTC own. Husqvarna R316TsX AWD	6343.59		6,343.59			Maintenance
London Road Cemetery	Pedestrian Mower	Maintenance Equipment	807.50	Feb-25		LTC own. Husqvarna LB553SQE	807.50		807.50			Maintenance

Location	Description	Category	Cost to LTC of Acquisition	Date of Acquisition	Size	Notes	Price Per Unit	Proxy value	Value	Sub Total	Cost of Replacement after RICs Valuation	Present Use
London Road Cemetery	Small Pedestrian Mower	Maintenance Equipment	212.50	Jul-20		LTC own. Husqvarna LC140S	212.50		212.50			Maintenance
London Road Cemetery	Brushcutter	Maintenance Equipment	270.83	Jul-20		LTC own. Husqvarna 525RX	270.83		270.83			Maintenance
London Road Cemetery	High Reach Hedgetrimmer	Maintenance Equipment	450.00	Oct-20		LTC own. Husqvarna 325HE4X	450.00		450.00			Maintenance
London Road Cemetery	Brushcutter	Maintenance Equipment	625.00	Dec-20		LTC own. Husqvarna 555RXT	625.00		625.00			Maintenance
London Road Cemetery	Container	Maintenance Equipment	3,300.00	May-20		LTC own. 10ft new.	3300.00		3,300.00			Maintenance
London Road Cemetery	Pole Saw	Maintenance Equipment	499.00	Feb-22		LTC own. 525PT5S	499.00		499.00			Maintenance
Sessions House	Litter Collector	Maintenance Equipmet	1,933.00	Jul-25		LTC own. Predominantly used by Louth Town Action Group.	1933.00		1,933.00	15,032.05		Maintenance
Sessions House	Desks etc	Office Equipment	512.00	May-11		LTC own. x 2 one left hand radial, one right hand radial	256.00		512.00			Administration
Sessions House	Laptop	Office Equipment	583.00	Jun-15		LTC own. HP	583.00		583.00			Administration
Sessions House	Laptop	Office Equipment	685.36	Aug-24		HP ProBook 450 G10 Notebook 16GB 256GB Intel Core i5 - 1335U Windows 11 Professional/15.6"	685.36		685.36			Administration
Sessions House	Desk Top Computers	Office Equipment	3,513.00	May-11		1 x HP harddrive and monitor (server) and 1 x Data Drive (backup). Originally purchased 2011, upgraded 2019 and 2024.	1756.50		3,513.00			Administration

Location	Description	Category	Cost to LTC of Acquisition	Date of Acquisition	Size	Notes	Price Per Unit	Proxy value	Value	Sub Total	Cost of Replacement after RICs Valuation	Present Use
Sessions House	Desk Top Computers	Office Equipment	993.64	Dec-19		LTC own. 2 x HP harddrives	496.82		993.64			Administration
Sessions House	Monitors	Office Equipment	458.74	Oct-23		3 x monitors.	153.00		458.74			Administration
Sessions House	Hoover	Office Equipment	250.00	Mar-20		LTC own. Sebo x7 epower cleaner	250.00		250.00			Administration
Sessions House	White Goods	Office Equipment	100.00	Aug-07		LTC own. Fridge	100.00		50.00			Administration
Sessions House	Safe	Office Equipment	3,150.00	Jan-23		Purchased from Safe Security Ltd.	3150.00		3,150.00			Administration
Sessions House	Reception Computer	Office Equipment	689.82	Jun-25		1 x Benq 24" IPS LED Monitor £127.66 & HP400G9 SFF 1513500 16gb/256gb W11P £562.16	689.82		689.82			
Sessions House	Reception Furniture	Office Equipment	1,570.00	May-25		Purchased from Global Office Furniture Solutions	1570.00		1,570.00	12,455.56		Administration
Sessions House	Christmas Illuminations	Misc.	3,574.00	2012		LTC own. Stored at SH, erected on catenary wires by local contractor			3,574.00			Town Centre Illuminations
Sessions House	Crib Figures	Misc.	1.00			LTC own. x 10 figures	500.00		5,000.00			Town Centre Decorations
Sessions House	Illuminated Star Xmas Tree Topper	Misc.	132.00	Dec-19		LTC own. Bought from Blachere Illuminations Dec 19. Price ex. VAT.	132.00		132.00			Town Centre Illuminations
Sessions House	Xmas Tree Baubles	Misc.	249.00	Oct-19		LTC own. Christmas Red Shatterproof Bauble - 14cm 022262 x 55, Pack of 4 x 10cm Red Shatterproof Baubles 022167 x 25, 10cm Matt Christmas Red Baubles x 100	1.80, 3.00, 0.75		249.00			Town Centre Decorations
Sessions House	4 x Banners	Misc.	134.00	Nov-19		LTC own. For use around Xmas Tree	33.50		134.00			Town Centre Decorations
Sessions House	Xmas Tree Baubles	Misc.	219.00	Nov-20		LTC own. 176 x 10cm gold, 55 x 14cm gold,	0.68, 1.80		219.00			Town Centre Decorations
Sessions House	Xmas Tree Baubles	Misc.	502.80	Sep-22		LTC own. 55 x 14cm and 144 10cm wool white baubles.	2.60, 1.18		502.80			Town Centre Decorations
Sessions House	Xmas Trees Bows	Misc.	100.00	Feb-23		LTC own. 50 x red bows.	100.00		2.00			Town Centre Decorations

Location	Description	Category	Cost to LTC of Acquisition	Date of Acquisition	Size	Notes	Price Per Unit	Proxy value	Value	Sub Total	Cost of Replacement after RICS Valuation	Present Use
Sessions House	4 x Banners	Misc.	172.00	Nov-20		LTC own. For use around Xmas Tree	43.00		172.00			Town Centre Decorations
Sessions House	Xmas Illuminations	Misc.	3,861.00	Oct-24		Purchased from Blachere Illuminations UK Ltd. 27 LED Braids Duo - 7.5m - 230v	143.00		3,861.00			Town Centre Decorations
Sessions House	Xmas Illuminations	Misc.	3,549.00	Oct-24		Purchased from Blachere Illuminations UK Ltd. 13 Roman Uit Warm White Slowflash Stars (H1m x w0.86m) 5kg 21w	273.00		3,549.00			Town Centre Decorations
x 12 around town centre	CCTV	Misc.	23,000.00	2021		LTC own. Maintained in partnership with ELDC. Revalued in 2021 following upgrade to 4G in partnership with ELDC. 1 further camera to be added, not accounted for here as ELDC met cost	2300.00		23,000.00			CCTV
Sessions House	Court Room Furniture	Misc.	3,315.00	Jun-17		LTC own. 11 no. tables and 40 no. chairs			3,315.00			Everyday use
Sessions House	Pool Van	Misc.	5,791.67	Mar-19		LTC own. Purchased from Thompson and Smith	5791.67		5,791.67			Everyday use
Sessions House	Boiler, Repressurisation Unit, Pumps	Misc.	12,101.67	Feb-25		LTC own. Purchased from Gaswise Heating Services Ltd. New heating system for Sessions House building.	12101.67		12,101.67			Everyday use
Main entrances to Louth.	Town Signs	Misc.	25,153.00	1967 / 2020/21		LTC own. x 7 unique oak signs, originally hand carved by Harry Carter depicting Louth's religious, historic and agricultural background, refurbished 2020/21	3593.29		25,153.00	86,756.14		Signage
Sessions House	Brown's Panorama	Pictures	1.00		2 9ft x 6ft panels	Painted by William Brown in 1847. Sketched from the spire of St James', detailing a 360 degree depiction of Louth town. Is the definitive image of Louth. Twin panels 9ft x 6ft.			500,000.00			Display
Sessions House	North West View of Louth	Pictures	1.00		39 X 55 cm	The North West View of the Town of Louth by Thomas Espin. Hand coloured engraving by B. Howlett	150.00		150.00			Display
Sessions House	North West View of Louth	Pictures	1.00		40 X 55 cm	The North West View of the Town of Louth by Thomas Espin. Engraving by B. Howlett	150.00		150.00			Display
Sessions House	The Bridges over Mills over the River Lud	Pictures	1.00		24 12 x 17cm sketches	A collection of 24 individually mounted watercolour and pencil sketches by T.M. Wallis			2,000.00			Display

Location	Description	Category	Cost to LTC of Acquisition	Date of Acquisition	Size	Notes	Price Per Unit	Proxy value	Value	Sub Total	Cost of Replacement after RICs Valuation	Present Use
Sessions House	The Lion and the Unicorn	Pictures	1.00		122 x 141cm	Oil on canvas by John William Tacey			8,000.00			Display
Sessions House	Beach Scene	Pictures	1.00		61 x 146cm	By James Webb dated 1886. Oil on panel.			2,000.00			Display
Sessions House	Elizabeth I	Pictures	1.00		103 x 71cm	By William Segar. In the style of the Ermine Portrait. Probably 20th Century. Oil on panel			500.00	512,800.00		Display
Sessions House	Louth Railway Station Clock	Clocks and Barometers	1.00	1995	H 74cm	LTC Own, purchased 1995. Surmounted by a classic Roman pediment above a moulded triangular case, the ceramic dial with painted roman numerals and surrounded by minute track, with signature Great Northern Railway and poire hands. With moulded plinth base.			3,000.00			Display
Sessions House	19th Century Mahogany Wall Clock	Clocks and Barometers	1.00			By Samuel of Louth. Of circular form with brass moulded bezel, the dial with painted Roman numerals surrounded by minute track, with winding aperture and blued poire hands.			1,200.00			Display
Sessions House	George V Pocket Watch	Clocks and Barometers	1.00		50mm diameter	18ct gold full hunter top wind. Chased with Louth arms and monogrammed, the enamel dial having painted Roman numerals and surrounded by minute track, with seconds subsidiary dial to six o'clock and with blued poire hands.			1,000.00	5,200.00		Display
Sessions House	Robes	Civic Regalia	1.00			2 x red Mayoral robes, tricorn and bicorn hat, Town Clerk's black robe and wig.			8,000.00			Civic Use and Display
Sessions House	Small Mace	Civic Regalia	1.00		L 88cm	Mace of the Borough of Louth (Victoria) having a large crown head with chased ring reading Jubilee Year of the Reign of her Majesty Queen Victoria 1887. Presented to the Burgesses of the Borough of Louth by James Fowler FRIBA, Birmingham 1886 by Thomas and John Perry. Silver gilt			15,000.00			Civic Use
Sessions House	Large Mace	Civic Regalia	1.00		L 132cm	Mace of the Borough of Louth (George V) having a large crown head with enamelled Louth plaque, motto scroll and plaque. Presented to the burgesses of Louth on the coronation of his Imperial Majesty George V June 22nd 1911 by Cllr. Thomas Geis Thorpe. Birmingham 1910 by Vaughan & Sons. Silver gilt.			25,000.00			Civic Use and Display

Location	Description	Category	Cost to LTC of Acquisition	Date of Acquisition	Size	Notes	Price Per Unit	Proxy value	Value	Sub Total	Cost of Replacement after RICs Valuation	Present Use
Sessions House	Louth Social Chain	Civic Regalia	1.00		Medallion W 6.5cm	Having a Queen Elizabeth II silver gilt medallion plaque depicting the arms of Louth with ribbon title and motto, engraved to verso. Upon a thin link chain with intertwined C type sections mounted on a velvet collar. London 1958 - Toye, Kenning & Spencer.			5,000.00			Civic Use
Sessions House	Louth Deputy Mayor's Badge	Civic Regalia	1.00			Having a George V 9ct yellow gold plaque medallion, surmounted with sheaf of corn above a coronet, with laurel wreath, rose gold detailed with Borough of Louth 1836. Upon an associated watch chain fastening with blue ribbon. By Thomas Fattorini 1932. 93.6 grams			4,000.00			Civic Use
Sessions House	Louth Mayoresses Chain	Civic Regalia	1.00		Pendant W 4.5cm	Having George V silver moulded quatrefoil pendant, surmounted by coronet with enamelled decorative plaques, the main chain having similar quatrefoil ciphers interspersed with Tudor stylised roses with slender links. Birmingham 1931 - Toye, Kenning & Spencer.			5,000.00			Civic Use and Display
Sessions House	Louth Civic Chain	Civic Regalia	1.00		Plaque 8cm wide	Constructed from 18ct yellow gold, yellow metal and white metal marked as silver, with circular plaque with moulded motto ribbon and floral bouquet, surrounded by beaded rim, attached with Maltese style cross, upon a tripartite circular link with 62 individual named plaques.			40,000.00			Civic Use
Sessions House	Louth Mayor's Consort Chain	Civic Regalia	1.00		W 4cm	Having Queen Elizabeth II silver gilt moulded plaque medallion, with enamelled ring and decoration. Thomas Fattorini - Birmingham 1989.			1,500.00			Civic Use and Display
Sessions House	Other Civic Regalia	Civic Regalia	1.00			Hats, Ruffs, Gloves, Neck Ties, Deputy Mayoress' Chain etc.			2,000.00	105,500.00		Civic Use
Sessions House	Elizabeth I Charter of Louth	Books and Manuscripts	1.00		59 x 72cm	Dated 29th May 1564. Missing original seal.			20,000.00			Display
Sessions House	Queen Elizabeth II Charter of Louth	Books and Manuscripts	1.00		36 x 51cm	1954. With three original seals.			2,000.00			Display

Location	Description	Category	Cost to LTC of Acquisition	Date of Acquisition	Size	Notes	Price Per Unit	Proxy value	Value	Sub Total	Cost of Replacement after RICs Valuation	Present Use
Sessions House	James I Charter of Louth	Books and Manuscripts	1.00		56 x 73cm	Dated 13th April 1605. With original seal.			10,000.00			Display
Sessions House	James I Charter of Louth	Books and Manuscripts	1.00		68 x 73cm	Dated 25th January 1608. With original seal.			10,000.00			Display
Sessions House	George IV Charter of Louth	Books and Manuscripts	1.00		45 x 74cm	Dated 23rd April 1830. With original seal.			5,000.00			Display
Sessions House	Queen Victoria Charter of Louth	Books and Manuscripts	1.00		47 x 60cm	Dated 29th July 1837. With original seal.			5,000.00			Display
Sessions House	Queen Victoria Charter of Louth	Books and Manuscripts	1.00		42 x 59cm	Dated 31st November 1837. With original seal.			5,000.00			Display
Sessions House	Thomas Espin Book	Books and Manuscripts	1.00			By Thomas Espin. The Survey and Particulars of the Estates Belonging to The Warden and Six Assistants of the Town of Louth and Free School of King Edward the Sixth in the Parish of Louth, in the County of Lincoln. Within boards and central gilt tooled plaque. Published January 1817.			3,000.00	60,000.00		Display
Sessions House	Louth Town Plan	Maps	1.00		60 x 90cm	The Louth Town Plan by Thomas Espin, dated 1797. Detailing early street plans, with losses and damage.			3,000.00	3,000.00		Display
Sessions House	Lincolnshire Regiment Cup	Silver	1.00		H 19cm	Looked after by LTC for the Lincolnshire Regiment. Elkington and Company - London 1874. A Victorian silver loving cup of circular form with moulded rim leading to tripartite arrangement of handles. With twin engravings and dedication to Colonel C. Barlow. Seated on a circular graduated foot. Approx. 36.20ozt			5,000.00			Safe keeping

Location	Description	Category	Cost to LTC of Acquisition	Date of Acquisition	Size	Notes	Price Per Unit	Proxy value	Value	Sub Total	Cost of Replacement after RICs Valuation	Present Use
Sessions House	Victorian Silver Salver	Silver	1.00		W 75cm	Of oval form and central inscription. Approx. 140ozt			6,000.00			Display
Sessions House	Louth Car Badge	Silver	1.00		W 9.5cm	A 20th century chromium plated Louth car badge of circular form with composite base upon an ebonised base.			100.00	11,100.00		Display
Sessions House or around town	Interactive Speed Signs and Brackets	Street Furniture	7,035.00	2016 x2 & Mar 2022		LTC own. Lamp column mounted speed signs x3.	2470.00		4,940.00			Traffic calming
SH, Stewton Lane, Railway Walk	Bins	Street Furniture	1,979.70	Mar-22		LTC own. 6 x Bins purchased from Broxap of which 4 currently in store (stock), 1 in Stewton Lane, 1 in Railway Walk.			1,979.70			Public Service
Queen Street/Aswell Street	Notice Board	Street Furniture	1,654.00	2014		LTC own.	1654.00		1,654.00			Display
Legbourne Road	Bus Shelter	Street Furniture	5,355.00	Jun-25		LTC own.	5355.00		5,355.00			Travel and Tourism
Mkt Pl, Crnkt, WM, R'gate, Aswell St, Q St, Cem, Legbourne Rd Bus Stop	Planters	Street Furniture		Various		LTC own. 6 x rectangular black and gold. 2 x rectangular grey. 1 x 6 tiered, 6 x octagonal, 30 x half up the pole.	50-1000		10,000.00			Public Enjoyment, Tourism
St. James' Church Green	Platinum Jubilee Bench	Street Furniture	572.90	May-23		Balmoral Commemorative - Queen's Platinum Jubilee Bench (Teak) and ground anchors. Purchased from Corido.	572.90		572.90			Public Enjoyment
30+ Town wide	Benches	Street Furniture	1.00	Various		LTC own. Wooden, Metal and Recycled Plastic.	500.00		15,000.00	39,501.60		Public Enjoyment
									1,775,553.35	1,775,553.35		

Disposals during 2025/26			
Legbourne Road	Bus Shelter	Street Furniture	2,748.00

Location	Description	Category	Cost to LTC of Acquisition	Date of Acquisition	Size	Notes	Price Per Unit	Proxy value	Value	Sub Total	Cost of Replacement after RICs Valuation	Present Use
London Road Cemetery	Blower	Maintenance Equipment	170.00	Oct-18		LTC own. Husqvarna 525BX						

Bank reconciliation

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **must** agree to Box 8 in the column headed "Year ending 31 March 2026" in Section 2 of the AGAR – and will also agree to Box 7 where the accounts are prepared on a receipts and payments basis. Please complete the highlighted boxes, remembering that unpresented cheques should be entered as negative figures.

Name of smaller authority: Louth Town Council

County area (local councils and parish meetings only): Lincolnshire

Financial year ending 31 March 2026

Prepared by (Name and Role): Mrs. L.M. Phillips

Date: 29/05/2026

	£	£
Balance per bank statements as at 31/3/2026:		
Lloyds Current Account	213,557.6	
Lloyds Deposit Account	166,652.5	
National Savings and Investment Account	114,580.8	
		494,770.9
Petty cash float		33.6
Less: any unpresented cheques as at 31/3/2026 (enter these as negative numbers)		
N/A	-	
Add: any un-banked cash as at 31/3/2026		
N/A	-	
Net balances as at 31/3/2026 (Box 8)		494,804.5

LALC Non-Core training: Not included within our Annual Training Scheme

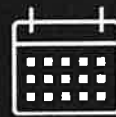


Lincolnshire Association
of Local Councils

2026

Summer Conference

Come and network with like-minded councils



14 July 2026



9:30 - 16:00



Website www.lalc.co.uk



Location Epic Centre, Lincs Showground,
LN2 2NA

£45 plus VAT per delegate

LALC Non-Core training: Not included within our Annual Training Scheme

Talking Tables

Choose five tables
to attend

1	Active Travel - Benefits for communities of walk & cycle paths
2	Aubergine - Web & domain compliance (Assertion 10), using the council's website for community engagement
3	Breakthrough Communications - topic to be confirmed
4	CCLA - How to make your money work as hard as you do!
5	Cloudy IT - Where technology gets decoded - the plan guide to modern working
6	LCC Highways - Meet the LCC Highways Management Team
7	Lincolnshire Emergency Planning & Business Continuity - Introduction to Community Resilience, from plan to practice
8	LCC Flood Resilience Programme - Ground Water Telemetry devices being installed around the county
9	Unity Trust - Transactional and online banking and ease of switching
10	Worknest - Health & Safety workshop

LALC Non-Core training: Not included within our Annual Training Scheme

Talking Tables

Choose five tables
to attend

11	Worknest - HR workshop
12	Lincolnshire Local Access Forum - Encouraging communities and councils to be proactive in managing and developing their local networks
13	Lincolnshire Armed Forces Friendly Councils - How to become an Armed Forces Friendly Council, and the benefits of this
14	Principal Authorities Elections Team - Preparing for elections 2027
15	Principal Authorities Monitoring Officers - The role of the Monitoring Officer
16	SAAA (Smaller Authorities Audit Appointments) - Introducing the digital AGAR
17	Helping Lincolnshire Councils to enhance their environmental portfolio - From Green Spaces to Thriving Places: What a Biodiversity Action Plan Can Do for Your Community
18	YMCA - Why should village halls be at the heart of a community?

LALC Non-Core training: Not included within our Annual Training Scheme

Trade Stands

Active Travel	Aubergine
Breakthrough Communications	CCLA
Cloudy IT	LCC Highways
Lincolnshire Emergency Planning & Business Continuity	LCC Flood Resilience Programme – Ground Water
Unity Trust	Worknest
Eibe Play Ltd	Lincolnshire Fire & Rescue - Community Fire Prevention
Online Playgrounds	Hinckley & Rugby Building Society
Kompan	Lincolnshire Youth Association
Anglian Water	