

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, its Governance and Finance and Planning Committees which will be held on Tuesday 14th June 2022 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.

Please note, 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.

Any public, wishing to speak on an agenda item or 'sit in' on the meeting(s) please contact the Town Clerk, using the above email address, in advance to discuss attendance arrangements.

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 9th Day of June 2022

AGENDA

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 2023.

2. Election of Governance and Finance Committee Vice Chairman

Committee to receive nominations and to elect Vice Chairman to hold office until the Annual Meeting of Louth Town Council in 2023.

3. Apologies for Absence

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

4. Declarations of Interest / Dispensations

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

5. Committee Minutes

To approve as a correct record the notes of the Governance and Finance Committee Meeting held on 10th May 2022. (Attached).

6. Finance

On a recommendation by FOG, Committee to note/approve/authorise the following:

a) Receipts and Payments – Cashbooks 1 and 2 – Month 12

i.	Cash Book 1	Receipts	£3,748.28	Payments	£53,764.74
ii.	Cash Book 2	Receipts	£200.00	Payments	£155.87

b) Detailed Income and Expenditure Report (Budget Variance Report) as at Month 12 to 31st March 2022.

c) Earmarked Reserves Report as at 31st March 2022.

d) Cashbook 1 and 2 Bank Reconciliations which reconcile to account statements showing balances as follow

- i. Lloyds Treasurers Account (balance on statement 64) – £332,592.23

- ii. Petty Cash (balance as at 31st March 2020) – £198.92
- iii. Lloyds Deposit Account – £166,650.51
- iv. National Savings and Investment Account (balance on statement 10) – £111,334.60

7. **Annual Governance and Accountability Return (AGAR) 2021/22**

- a) To receive the Balance Sheet for the year ended 31st March 2022 and recommend to Town Council that it be approved and signed by the Chairman and Responsible Financial Officer. (Attached).
- b) On the recommendation of FOG to approve the completion of the Annual Governance Statement (Section 1 of the AGAR) for the financial year 2021/22, placing ticks in all boxes except number 9 where n/a should be placed and recommend to Town Council signing by the Chairman and the Town Clerk. (Attached).
- c) To consider and approve the Accounting Statements (Section 2 of the AGAR) for the financial year 2021/22 and recommend to Town Council signing by the Chairman. (Attached).
- d) 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 possible after approval of the AGAR and with this in mind, recommend to Town Council that the period for the exercise of public rights should be set from Wednesday 15th June 2022 to Tuesday 26th July 2022.

8. **Review of Notices, Policies and Procedures**

Council to note that the following have been reviewed. Documents which required more than a date change within the body of the text are attached here for your information. Other documents are available to view on the Councils website or by request from the Town Clerk. Council to approve use of:

- a) Cemetery Privacy Notice – Changes.
- b) Staff and Councillor Privacy Notice – Change to date of last update required within body of document.
- c) Email Contact Privacy Notice – Changes.
- d) General Privacy Notice – Changes.
- e) Remote Meeting Privacy Notice – Changes.
- f) Data Protection Policy – No changes.
- g) Information Security Incident Policy – No changes.
- h) Subject Access Requests Policy – No changes.
- i) Removeable Media Policy – No changes.
- j) Retention of Documents Policy – No changes.
- k) Secure Disposal of Information Policy – No changes.
- l) Publication Scheme – No changes.
- m) Policy on Handling of Freedom of Information Requests – No changes.
- n) Co-option Policy – No changes.
- o) LTC Vehicle Usage and Driving at Work Policy – No changes.
- p) Members Allowance Policy – No changes.

9. **Working Group**

Committee to re-establish the Financial Overview Group as a working group to the Committee and approve remit and membership. (To be tabled).

10. **Next Meeting**

To note that the next scheduled meeting of the Governance and Finance Committee will take place on 26th July 2022.

TOWN COUNCIL

(Chairman: Cllr. J. Baskett, 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 17th May 2022. (Attached).

4. **Presentation of Arms of the Town to former Mayor of Louth, Councillor D. Hobson (20/21 and 21/22)**

5. **Annual Governance and Accountability Return (AGAR) 2021/22**
 - a) To receive the report of the internal auditor. (Attached).
 - b) To receive the Balance Sheet for the year ended 31st March 2022 and approve signing by the Chairman and Responsible Financial Officer. (Attached).
 - c) On the recommendation of the Governance and Finance Committee to approve the completion of the Annual Governance Statement (Section 1 of the AGAR) for the financial year 2021/22, placing ticks in all boxes except number 9 where n/a should be placed and approve signing by the Chairman and the Town Clerk. (Attached).
 - d) To consider and approve the Accounting Statements (Section 2 of the AGAR) for the financial year 2021/22 and authorise signing by the Chairman. (Attached).
 - e) 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 possible after approval of the AGAR and with this in mind, receive a recommendation from the Governance and Finance Committee that the period for the exercise of public rights should be set from Wednesday 15th June 2022 to Tuesday 26th July 2022.
6. **Annual Town Meeting Minutes 2022**
To receive the notes of the Annual Town Meeting held on 26th April 2022 and note that no proposals were raised by members of the public.
7. **Working Groups**
Council to re-establish working groups to the Council and approve remit and membership. (To be tabled).
8. **Grants**
Council to approve a go live date for the LTC grant application form 2022/23 of Tuesday 9th August and closing date for applications of noon on Tuesday 4th October 2022.
9. **Christmas**
Committee to delegate authority to the Town Clerk to make arrangements, along the same lines as in previous years, provided that costs are contained within budget and to accept the kind offer of a free real tree from Mr. Strawson.
10. **YMCA**
Council to receive a letter from the above and resolve upon the way forward.
11. **Tribute to Keyworkers**
Council to authorise the Town Clerk to obtain permission from the Church to install a plaque paying tribute to keyworkers at St. James' and incur expenditure to expedite the same. Funds to be limited and taken from earmarked reserve contingency.
12. **London Road Hockey Pitch**
Cllr. Mrs. J. Makinson-Sanders to report.
13. **Charles Street Recreation Ground/Fishing Pond**
Council to consider sending a formal letter to ELDC requesting that it be kept abreast of any discussions, actions, decisions etc., which take place in regard to the above and approve in principle looking into taking ownership of the assets should the District Council see their only course of action to be closure.
14. **Land at Julian Bower**
Council to approve entering into a new and longer grazing licence with a previous user.
15. **Sessions House Key Holder**
Council to nominate a keyholder for the Sessions House, which role involves opening/closing up of Sessions House as required and being on call to deal with Chubb Fire and Security in the event of the building's alarm being activated overnight or at weekends.
16. **Closed Session Items**
Council to resolve to move into closed session in accordance with the Public Bodies (Admission to Meetings) Act 1960 due to the business to be discussed in the following items, information being of a third party, commercial, confidential and or legal nature.
 - a) Land at Julian Bower
 - b) Hubbard's Hills
17. **Next Meeting**
To note that the next scheduled meeting of the Town Council will take place on 20th September 2022.

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 Governance and Finance Committee to hold office until the Annual Meeting of Louth Town Council in 2023.
2. **Election of Planning Committee Vice Chairman**
 Committee to receive nominations and to elect Vice Chairman to hold office until the Annual Meeting of Louth Town Council in 2023.
3. **Apologies for Absence**
 To receive and note apologies where valid reasons for absence have been given to the Town Clerk at least one hour prior to the meeting.
4. **Declarations of Interest / Dispensations**
 To receive declarations of interest in accordance with the Localism Act, 2011 – being any pecuniary interest in agenda items not previously recorded on Members' Register of Interests and any written requests for dispensation received by the Proper Officer under section 22 of the Localism Act.
5. **Minutes**
 To approve as a correct record the notes of the Planning Committee Meeting held on 10th May 2022. (Attached).
6. **Active Travel Scheme**
 - a) To receive an update regarding the organisation of a public meeting and resolve upon the way forward.
 - b) To resolve upon a corporate stance to the above / resolve upon future action.
7. **Applications received by the Local Planning Authority**
 To consider and make observations on all planning applications received including those listed in the schedule (PA/Schedule 06-14-22). (Attached).
8. **Planning Correspondence**
 Committee to receive planning decisions, enforcement complaints, appeal decisions, temporary road closures etc., as advised by the District and County Council. (Attached).
9. **Proposed Works to Trees**
 Committee to consider the following proposed works to protected trees (details circulated by email 6th June 2022):
 - a) **Location:** Brook House, 65 James Street **Proposal:** T1 – Willow – Reduce back to previous pollard points. **Reasons:** T1 – to let light back into the back garden.
 - b) **Location:** 63 James Street, **Proposal:** T1 – Willow – Pollard to previous points, a reduction in height of approximately 3m from a current height of 10-12m. Remove branches overhanging the River Lud. **Reasons:** T1 – Maintenance work requested by the Environment Agency. Tree is also blocking light to neighbouring properties.
 - c) **Location:** Trinity Lodge. **Proposal:** T1 – Birch – Reduce in height from 8m to 6m. **Reasons:** None supplied.
10. **Street Naming**
 Committee to note that further to consultation with the Planning Working Group the following extra street name suggestions were put forward in relation to Phase 2 of the Land South of the Chestnut Drive development: Cherry, Larch, Hornbeam, Blackthorn.
11. **Traffic Proposals re. Waiting Restrictions on Monks Dyke Road**
 Committee to receive correspondence from LCC (attached) and resolve upon a corporate response.
11. **Working Group**
 Committee to re-establish the Planning Working Group as a working group to the Committee and approve remit and membership. (To be tabled.).
12. **Next Meeting**
 Committee to note that the date of the next scheduled Planning Committee meeting is 5th July 2022.

05-10-22 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 10TH MAY 2022**

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

Councillors: J. Baskett (JB), M. Bellwood (MB), S. Crew (SC), D. Ford (DF), D.J.E. Hall (DJEH), D. Hobson (DH), G. Horton (GEH), M. Lamb (ML), A. Leonard (AL), Mrs. S.E. Locking (SEL), Mrs. J. Makinson-Sanders (JMS), B. O'Brien (BO), J. Simmons (JS) and Mrs. P.F. Watson (PFW).

Councillors not present: L.M Cooney (LMC), H. Filer (HF), J. Garrett (JG), K Norman (KN), F.W.P. Treanor (FWPT) and D.E. Wing (DEW).

The Town Clerk, Mrs. L.M. Phillips and the Town Clerk's Assistant, Mrs. M.C. Vincent were also present.

G38. Apologies for Absence

Apologies for absence were received from: Cllrs. LMC, JG, KN, FWPT and DEW.

G39. Declarations of Interest / Dispensations

- a. Cllr. Mrs. JMS – any item relating to Hubbard's Hills.
- b. Cllr. AL – any item relating to Hubbard's Hills.

G40. Minutes

It was **RESOLVED** that the notes of the Governance and Finance Committee Meeting held on 22nd March 2022 be approved as the Minutes.

G41. Financial Reports

It was **RESOLVED** to approve and authorise the following:

- a. Receipts and Payments - Cash Books 1 and 2 - Months 10 and 11. (Attached).

i. Month 10 (Jan)	Cash Book 1	Receipts	£2,728.46	Payments	£13,136.75
ii. Month 10 (Jan)	Cash Book 2	Receipts	£350.00	Payments	£118.58
iii. Month 11 (Feb)	Cash Book 1	Receipts	£11,115.74	Payments	£55,771.24
iv. Month 11 (Feb)	Cash Book 2	Receipts	£150.00	Payments	£149.13
- b. Detailed Income and Expenditure Report (Budget Variance Report) as at Month 11 to 28th February 2022.
- c. Earmarked Reserves report as at 28th February 2022.
- d. Balance Sheet as at Month 11 to 28th February 2022 and Cashbook 1 and 2 Bank Reconciliations which reconcile to account statements showing balances as follows:
 - i. Lloyds Treasurers Account (Balance at 28th February 2022) - £326,077.87
 - ii. Petty Cash (balance as at 28th February 2022) - £104.79
 - iii. Lloyds Deposit Account (balance as at 31st March 2021) - £166,650.51
 - iv. National Savings and Investment Account (balance as at 1st January 2021) - £111,323.47

G42. Meeting Dates

Following a review, it was **RESOLVED** to approve the draft schedule of meetings for 2022/23.

G43. Policy/Procedure Review

It was **RESOLVED** to approve the Complaints Procedure and Media Policy with a change to the Computer and Telephone Misuse Policy making point 1 read "This document formalises how ICT and associated equipment should be used by anyone e.g., those employed by External Agencies, Councillors and those working for Louth Town Council etc". It was also **RESOLVED** that the Town Clerk would remind Councillors that if they were expressing a personal opinion and not a Town Council decision, then they should make it clear that it was their own opinion and their Town Council email address should only be used for Town Council business.

G44. Next Meeting

The Committee noted that the date of the next scheduled Governance and Finance Committee meeting was 14th June 2022.

The Meeting Closed at 8.29pm.

Signed _____ (Chairman)

Dated _____

Date: 06/05/2022

Louth Town Council Current Year

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Time: 11:53

Cashbook 1

User: LMP

Lloyds TSB Current/Deposit

For Month No: 12

Receipts for Month 12

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		527,486.95					527,486.95	
Int	Banked: 09/03/2022	1.28						
Int	Lloyds Bank	1.28			1190	101	1.28	Interest Received
BGC	Banked: 21/03/2022	107.00						
2080	Kettles	107.00			1010	401	107.00	Inter Briggs
500854	Banked: 30/03/2022	3,482.00						
2050	Alpha Memorials	158.00			1011	401	158.00	Monument
2067	Alpha Memorials	158.00			1011	401	158.00	Monument
2078	Fawcett	292.00			1012	401	292.00	EX/RT Fawcett
2077500854	Dignity Funerals	780.00			1010	401	458.00	Inter Kirsop
					1012	401	322.00	EX/RT Parker
2076	Snowden	146.00			1012	401	146.00	EX/RT Snowden
2075	St. Aethelheard's	300.00			1014	401	300.00	Rent
2081	Alpha Memorials	101.00			1011	401	101.00	Add Ins Manders
2083	Alpha Memorials	221.00			1011	401	221.00	Snowden and McDonald Memorials
2084	Maxfield	214.00			1010	401	214.00	Interment Maxfield
2069	Addison	644.00			1012	401	644.00	2 x EX/RT
2079500854	Ward	322.00			1012	401	322.00	EX/RT
2082	Ward	146.00			1012	401	146.00	EX/RT
FPI	Banked: 31/03/2022	158.00						
FPI	Leakes Memorials	158.00			1011	401	158.00	Kinsella Mem
Total Receipts for Month		3,748.28	0.00	0.00			3,748.28	
Cashbook Totals		531,235.23	0.00	0.00			531,235.23	

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Date: 06/05/2022

Louth Town Council Current Year

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Cashbook 1

User: LMI

Lloyds TSB Current/Deposit

For Month No: 1.

Payments for Month 12

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
04/03/2022	British Gas	DD	32.21		1.53	4505	401	30.68	Cem
08/03/2022	Hi-Lite Signs	9322	813.96		135.66	4756	401	678.30	WBF
08/03/2022	A P Services	9323	42.00		7.00	4307	401	35.00	Boiler check
08/03/2022	Citizens Advice Lindsey	9324	1,000.00			4089	601	1,000.00	Grant
08/03/2022	GBM Waste Management	9325	175.00		29.17	4532	401	145.83	Skip
08/03/2022	Louth Building Supplies	9326	15.30		2.55	4540	401	12.75	Protective Clothing
08/03/2022	Clark Weightman Ltd	9327	3,000.00		500.00	9611	403	2,500.00	Property Valuations
						327	0	-2,500.00	Property Valuations
						6000	403	2,500.00	Property Valuations
08/03/2022	KRL Group Ltd	TRANS	17.99		3.00	4020	101	14.99	Copier support
08/03/2022	SCIS	9329	84.00		14.00	4020	101	70.00	Domain name renewal
08/03/2022	Glendale Countryside Ltd	9330	1,686.00		281.00	4756	401	1,405.00	TC Weeding
08/03/2022	Rochdale Signs Ltd	9331	71.82		11.97	4755	401	59.85	Speed Awareness
08/03/2022	Unipart Rail Ltd	9332	2,514.00		419.00	4755	401	2,095.00	Reactive speed sign
08/03/2022	M. Bellwood	9333	59.78		9.96	4280	401	49.82	Plants
17/03/2022	Rubine Creative Ltd	9334	170.00			4756	401	170.00	BP Trail Printing
17/03/2022	SCIS	9335	359.99		60.00	4020	101	299.99	30 x email mailboxes
17/03/2022	Tudor Grounds Maintenance	9336	569.09		94.85	4530	401	474.24	Cem Grass
17/03/2022	Louth Tractors	9337	1,336.72		222.77	4551	401	1,113.95	Cem Maint
17/03/2022	Hi-Lite Signs	9338	342.96		57.16	4756	401	285.80	Cem info boards
17/03/2022	Petty Cash	9339	100.00			220		100.00	Petty Cash
17/03/2022	Staff Costs	9340	0.00						Cancelled cheque
17/03/2022	Staff Costs	9341	0.00						Cancelled cheque
17/03/2022	Staff Costs	9342	2,389.22			4001	501	2,389.22	Staff Costs
17/03/2022	Staff Costs	9343	1,224.24			4001	501	1,224.24	Staff Costs
17/03/2022	LCC Pension Fund	9344	0.00						Cancelled cheque
17/03/2022	HM Revenue and Customs	9345	0.00						Cancelled cheque
17/03/2022	Staff Costs	9346	3,038.55			4001	401	3,038.55	Staff Costs
17/03/2022	Staff Costs	9347	1,587.57			4001	401	1,587.57	Staff Costs
17/03/2022	LCC Pension Fund	9348	1,969.99			4001	401	117.39	Superannuation
						4002	401	455.40	Superannuation
						4001	501	304.82	Superannuation
						4002	501	1,092.38	Superannuation
17/03/2022	HM Revenue and Customs	9349	3,332.27			4001	401	1,298.57	PAYE/NIC
						4001	501	936.72	PAYE/NIC
						4002	401	630.40	PAYE/NIC
						4002	501	466.58	PAYE/NIC
18/03/2022	E.ON Next	DD	85.18		4.06	4200	401	81.12	Church Clock
21/03/2022	Npower	DD	227.24		10.82	4303	401	216.42	SH
21/03/2022	Corona Energy	DD	1,263.68		210.61	4303	401	1,053.07	SH
22/03/2022	Anglian Water	DD	29.00			4505	401	29.00	Cem
22/03/2022	Anglian Water	DD	8.00			4303	401	8.00	SH
25/03/2022	Rubine Creative	9350	330.00			4756	401	330.00	BP Trail Leaflets
25/03/2022	TDP Ltd	9351	2,494.50		415.75	4756	401	2,078.75	WBF
25/03/2022	The Mansion House	9352	1,040.00			4100	601	1,040.00	Civic Sunday
25/03/2022	Onecom Ltd	9353	77.11		12.85	4020	101	64.26	Office Admin
25/03/2022	ACB Machinery & Servicing Ltd	9354	928.10		154.68	4600	401	773.42	Cem Repairs
25/03/2022	Little Cleaning Co	9355	232.00			4285	401	232.00	Cleaning

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Date: 06/05/2022

Louth Town Council Current Year

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Cashbook 1

User: LM

Lloyds TSB Current/Deposit

For Month No: 1

Payments for Month 12

Payments for Month 12				Nominal Ledger Analysis						
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail	
25/03/2022	KRL Group Ltd	9356	25.46		4.24	4020	101	21.22	Photocopies/printing	
25/03/2022	Hampshire Flag Company Ltd	9357	1,432.50		238.75	4756	401	1,193.75	Bunting	
25/03/2022	Wellers Law Group	9358	960.00		160.00	9611	403	800.00	HH	
						327	0	-800.00	HH	
						6000	403	800.00	HH	
25/03/2022	The Flag Shop	9359	1,354.75		225.79	4756	401	1,128.96	Flags and bunting	
25/03/2022	Hubbards Hills Trust	9360	2,415.00		402.50	4756	401	2,012.50	Trees x 7	
25/03/2022	Broxap Ltd	9361	2,375.64		395.94	4756	401	1,979.70	Bins	
25/03/2022	Siemens Financial Services Ltd	9362	204.00		34.00	4020	101	170.00	Photocopier Lease	
25/03/2022	OFFICE POWER LTD	9363	87.88		14.65	4020	101	73.23	Stationery	
25/03/2022	Dave Skells TM Ltd	9364	797.88		132.98	4756	401	664.90	Erection of info boards	
25/03/2022	The Mansion House	9352	-1,040.00			4100	601	-1,040.00	Cancelled cheque	
25/03/2022	The Mansion House	9352	-1,040.00			4100	601	-1,040.00	Spoiled Cheque	
31/03/2022	The Flag Shop Ltd	9365	633.05		105.51	4756	401	527.54	Flags	
31/03/2022	Woodthorpe Hall GC Ltd	9366	1,600.00		266.67	4756	401	1,333.33	50 x planted hanging baskets	
31/03/2022	Georgian Ventures Ltd	9367	1,040.00			4100	601	1,040.00	Civic Expenses	
31/03/2022	Petty Cash	9368	100.00			220		100.00	Petty Cash	
31/03/2022	D. Hobson	9369	68.40			4102	601	68.40	Mileage	
31/03/2022	Foxhall Construction Ltd	9370	2,280.00		380.00	4756	401	1,900.00	Put up/down flags and bunting	
31/03/2022	GRS Electrical	9371	1,293.60		215.60	4756	401	1,078.00	Solar lights mkt pl & maint	
31/03/2022	Tudor Grounds Maintenance	9372	1,719.11		286.52	4223	401	1,432.59	Amenity Grasscutting	
31/03/2022	Mick Dean Groundworks	9373	650.00			4750	401	650.00	Groundworks	
31/03/2022	Capital Garden Products	9374	621.00		103.50	4280	401	517.50	Planters	
31/03/2022	Capital Garden Products	9375	2,499.00		416.50	4756	401	2,082.50	Planters	
31/03/2022	The Mansion House	9352	1,040.00			4100	601	1,040.00	Amending double entry	
Total Payments for Month			53,764.74	0.00	6,041.54			47,723.20		
Balance Carried Fwd			477,470.49							
Cashbook Totals			531,235.23	0.00	6,041.54			525,193.69		

Date: 06/05/2022

Louth Town Council Current Year

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Cashbook 2

User: LMP

Petty Cash

For Month No: 12

Receipts for Month 12

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		254.79					254.79	
Banked: 17/03/2022		100.00						
9339	Lloyds TSB Current/Deposit	100.00			201		100.00	Petty Cash
Banked: 31/03/2022		100.00						
9368	Lloyds TSB Current/Deposit	100.00			201		100.00	Petty Cash
Total Receipts for Month		200.00	0.00	0.00			200.00	
Cashbook Totals		454.79	0.00	0.00			454.79	

Continued on Page 266

Date: 06/05/2022

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Cashbook 2

User: LMP

Petty Cash

For Month No: 12

Payments for Month 12

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
01/03/2022	John Darke Ltd	116	60.00		10.00	4551	401	50.00	Van
09/03/2022	Wilkinsons	117	3.70		0.62	4020	101	3.08	Office Supplies
10/03/2022	McColl's	118	15.84			4022	101	15.84	Stamps
11/03/2022	Boyes	119	10.99			4020	101	10.99	Office Supplies
23/03/2022	John Darke Ltd	120	30.00		5.00	4551	401	25.00	Cem
25/03/2022	Post Office	121	28.49			4020	101	28.49	stamps
25/03/2022	Post Office	122	6.85			4022	101	6.85	Stamps
Total Payments for Month			155.87	0.00	15.62			140.25	
Balance Carried Fwd			298.92						
Cashbook Totals			454.79	0.00	15.62			439.17	

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Louth Town Council Current Year

Page 1

Detailed Income & Expenditure by Budget Heading 31/03/2022

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								
1002 Miscellaneous	0	12	50	38			23.5%	
1176 Precept	0	275,668	275,668	0			100.0%	
1190 Interest Received	12	28	300	272			9.3%	
Governance and Finance :- Income	12	275,708	276,018	310			99.9%	0
4020 Office Administration Costs	756	2,517	4,500	1,983		1,983	55.9%	
4022 Postage	23	293	300	7		7	97.5%	
4023 Meeting Expenses	0	0	300	300		300	0.0%	
4024 Councillors Expenses	0	0	500	500		500	0.0%	
4025 Insurances	0	5,326	5,300	(26)		(26)	100.5%	
4026 Fees and Subscriptions	0	2,723	2,750	27		27	99.0%	
4028 Audit Fee (Internal & External)	0	800	1,000	200		200	80.0%	
4750 Contingency	0	0	500	500		500	0.0%	
Governance and Finance :- Indirect Expenditure	779	11,659	15,150	3,491	0	3,491	77.0%	0
Net Income over Expenditure	(767)	264,048	260,868	(3,180)				
401 Community Resources Day to Day								
1000 Property Income	0	2,157	1,000	(1,157)			215.7%	
1001 Allotment Rent Received	0	0	550	550			0.0%	
1002 Miscellaneous	0	1,194	200	(994)			597.0%	
1009 LCC Contribution (Grass)	0	4,925	4,864	(61)			101.3%	
1010 Interments	779	25,796	17,000	(8,796)			151.7%	
1011 Monuments	796	6,172	6,000	(172)			102.9%	
1012 Exclusive Burial Rights	1,872	14,065	12,000	(2,065)			117.2%	
1013 Plaques	0	0	214	214			0.0%	
1014 Chapel Rent	300	300	407	107			73.7%	
Community Resources Day to Day :- Income	3,747	54,609	42,235	(12,374)			129.3%	0
4001 Salaries	6,042	46,597	46,000	(597)		(597)	101.3%	
4002 Employers Costs Super / NI	1,086	8,559	13,000	4,441		4,441	65.8%	
4003 Grave Digging	0	4,040	5,160	1,120		1,120	78.3%	
4005 Community Payback Team	0	0	1,560	1,560		1,560	0.0%	
4027 Training	0	495	1,700	1,205		1,205	29.1%	
4104 Civic Property	0	0	500	500		500	0.0%	
4200 Clocks / Floodlights	1,280	2,312	2,400	88		88	96.3%	
4205 Christmas Lights / Celebrations	0	10,370	12,500	2,130		2,130	83.0%	
4210 Lovely Louth Competition	0	69	550	481		481	12.5%	
4220 CCTV Maintenance	0	4,515	4,515	0		0	100.0%	
4222 Street Furniture Maintenance	0	1,045	3,000	1,955		1,955	34.8%	
4223 Amenity Grass Cutting	1,433	14,159	23,500	9,341		9,341	60.2%	

Continued over page

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Detailed Income & Expenditure by Budget Heading 31/03/2022

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
4280 Floral / In Bloom	567	2,220	3,000	780		780	74.0%	
4282 Hubbards Hills Mtce Contrib.	0	45,000	35,000	(10,000)		(10,000)	128.6%	
4285 Minor Mtce & Cleaning Services	232	2,195	4,700	2,505		2,505	46.7%	
4302 Security / Fire	264	2,482	8,000	5,518		5,518	31.0%	
4303 SH Utilities	1,277	7,892	6,500	(1,392)		(1,392)	121.4%	
4304 SH Communications	0	1,716	1,530	(186)		(186)	112.1%	
4306 SH Rates	0	5,614	5,650	36		36	99.4%	
4307 SH Building Maintenance	35	208	2,000	1,792		1,792	10.4%	
4308 SH Statutory Equipment Checks	208	208	250	42		42	83.3%	
4501 Cem Rates	0	911	1,000	89		89	91.1%	
4505 Cem Utilities	(327)	2,431	2,000	(431)		(431)	121.5%	
4506 Cem Communications	0	0	500	500		500	0.0%	
4520 Cem Maintenance-Supplies	(39)	1,642	2,000	358		358	82.1%	
4530 Cem Grass Cutting / Strimming	474	6,901	7,000	99		99	98.6%	
4531 Cem Fuel - Equipment	0	641	650	9		9	98.6%	
4532 Cem Waste Disposal	146	1,537	1,750	213		213	87.8%	
4533 Cem Vehicle Running Costs	0	2,016	2,000	(16)		(16)	100.8%	
4540 Cem Protective Clothing	13	138	600	462		462	23.0%	
4550 Cem Plants, Shrubs, Trees etc	0	183	400	217		217	45.8%	
4551 Cem General Repairs/Maint.	1,189	2,740	3,000	260		260	91.3%	
4552 Purchase of Plaques	0	0	60	60		60	0.0%	
4600 Cem Equipment Replacement	773	1,272	3,000	1,728		1,728	42.4%	
4750 Contingency	650	650	3,000	2,350		2,350	21.7%	
4751 GDPR Compliance	0	40	250	210		210	16.0%	
4752 Trinity Allotment Rent	0	763	790	27		27	96.6%	
4753 Tidy Louth	0	0	1,500	1,500		1,500	0.0%	
4754 Community Apiary	833	833	1,000	167		167	83.3%	
4755 Speed Awareness	2,155	2,155	8,000	5,845		5,845	26.9%	
4756 Welcome Back Fund	12,517	12,629	0	(12,629)		(12,629)	0.0%	
Community Resources Day to Day :- Indirect Expenditure	30,810	197,177	219,515	22,338	0	22,338	89.8%	0
Net Income over Expenditure	(27,063)	(142,568)	(177,280)	(34,712)				
403 Community Resources EM Reserve								
9359 EMR Accommodation	0	4,836	0	(4,836)		(4,836)	0.0%	4,836
9611 EMR Contingency	3,300	8,883	0	(8,883)		(8,883)	0.0%	8,883
Community Resources EM Reserve :- Indirect Expenditure	3,300	13,719	0	(13,719)	0	(13,719)		13,719
Net Expenditure	(3,300)	(13,719)	0	13,719				
6000 plus Transfer from EMR	3,300	13,719						
Movement to/(from) Gen Reserve	0	0						

Continued over page

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Louth Town Council Current Year

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Detailed Income & Expenditure by Budget Heading 31/03/2022

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	4,855	48,273	53,500	5,227		5,227	90.2%	
4002 Employers Costs Super / NI	1,559	16,052	17,000	948		948	94.4%	
4008 Clerk Travel Expenses	0	0	250	250		250	0.0%	
4027 Training	0	0	500	500		500	0.0%	
Personnel Day to Day :- Indirect Expenditure	6,414	64,325	71,250	6,925	0	6,925	90.3%	0
Net Expenditure	(6,414)	(64,325)	(71,250)	(6,925)				
601 Town Council Day to Day								
4052 Tourism/promotions	0	390	2,000	1,610		1,610	19.5%	
4089 Citizens Advice Bureau	1,000	1,000	1,000	0		0	100.0%	
4090 Grants S137 Open Resource	0	4,593	6,000	1,407		1,407	76.5%	
4100 Civic Expenses	1,040	1,055	1,500	445		445	70.3%	
4102 Mayoral Allowance	68	284	500	217		217	56.7%	
4103 Mayors Serjeant Expenses	0	379	650	271		271	58.3%	
4105 Election Expenses	0	0	2,000	2,000		2,000	0.0%	
4106 Deputy Mayor's Expenses	0	0	200	200		200	0.0%	
4111 Remembrance Day Parade Grant	0	500	800	300		300	62.5%	
4311 Flood Schemes Maintenance	0	12,803	12,890	87		87	99.3%	
4312 War Memorial	0	2	500	499		499	0.3%	
Town Council Day to Day :- Indirect Expenditure	2,108	21,004	28,040	7,036	0	7,036	74.9%	0
Net Expenditure	(2,108)	(21,004)	(28,040)	(7,036)				
Grand Totals:- Income	3,759	330,317	318,253	(12,064)			103.8%	
Expenditure	43,412	307,885	333,955	26,070	0	26,070	92.2%	
Net Income over Expenditure	(39,652)	22,432	(15,702)	(38,134)				
plus Transfer from EMR	3,300	13,719						
Movement to/(from) Gen Reserve	(36,352)	36,151						

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Louth Town Council Current Year

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Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
320 Earmarked Reserves	0.00		0.00
321 EMR Flood Memorial	0.00		0.00
322 EMR CCTV refurbishment	10,000.00		10,000.00
325 EMR Street Furniture	1,075.00		1,075.00
326 EMR Anniversary of Louth Flood	301.67		301.67
327 EMR Contingency	14,127.00	-8,883.44	5,243.56
329 EMR Quality Council / Office	4,245.00		4,245.00
337 EMR Conservation Area	500.00		500.00
338 EMR Civic Events	1,889.00		1,889.00
339 EMR War Memorial	6,000.00	2,500.00	8,500.00
340 EMR Grants 137 Reserve	1,066.00		1,066.00
346 EMR Christmas Illuminations	8,364.00		8,364.00
347 EMR Art Trail	1,000.00		1,000.00
348 EMR IT Replacement	4,207.87		4,207.87
349 EMR Civic Regalia	1,000.00	1,000.00	2,000.00
352 EMR TCP Floral Enhancement	2,500.00		2,500.00
353 EMR Capital Expenditure	97,201.80		97,201.80
359 EMR Accommodation	7,890.00	-3,835.79	4,054.21
360 EMR Cem External Wall	4,000.00		4,000.00
362 EMR Civic Property	2,045.94	1,000.00	3,045.94
363 EMR Flood Alleviation Scheme	26,500.00		26,500.00
364 EMR Clerks Training	2,540.00		2,540.00
365 EMR Accommm OfficeEquip / Stor	4,224.00		4,224.00
366 EMR Cemetery Planting Project	458.00		458.00
370 EMR Cemetery Gates	2,000.00	1,000.00	3,000.00
380 EMR Cem Road Maintenance	3,000.00	1,000.00	4,000.00
381 EMR Cem Equipment Replacement	8,637.00		8,637.00
382 EMR Cem Tree Surgery	3,380.00		3,380.00
383 EMR Cem Workshop/Lodge	8,056.24		8,056.24
384 EMR Cemetery Facilities	0.00		0.00
385 EMR Vehicle Replacement	14,658.00		14,658.00
386 EMR Cemetery Facilities	3,825.00		3,825.00
390 EMR Accommm Roof	7,136.00	1,000.00	8,136.00
391 EMR Accommm Boiler	10,000.00	2,000.00	12,000.00
392 EMR Accommm Structural	5,000.00		5,000.00
393 EMR Accommm Car Park	2,000.00		2,000.00
394 EMR Street Signs / Furniture	15,660.00		15,660.00
395 EMR SH Internal Decorating Foy	2,000.00		2,000.00
396 EMR Speed Signs	512.00	1,000.00	1,512.00
397 EMR Tourism	2,115.00		2,115.00
398 EMR Elections	16,000.00		16,000.00
399 EMR Funding for Sports Assets	2,000.00	1,000.00	3,000.00
	307,114.52	-1,219.23	305,895.29

Date: 04/05/2022

Louth Town Council Current Year

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Time: 12:26

**Bank Reconciliation Statement as at 31/03/2022
for Cashbook 1 - Lloyds TSB Current/Deposit**

User: LMP

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Lloyds TSB Deposit Account	31/03/2021	5	166,650.51
Lloyds TSB Current Account	31/03/2022	64	332,592.23
			<u>499,242.74</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
15/02/2022 9306 D. Hobson		25.20	
08/03/2022 9330 Glendale Countryside Ltd		1,686.00	
08/03/2022 9331 Rochdale Signs Ltd		71.82	
17/03/2022 9337 Louth Tractors		1,336.72	
25/03/2022 9356 KRL Group Ltd		25.46	
25/03/2022 9357 Hampshire Flag Company Ltd		1,432.50	
25/03/2022 9358 Wellers Law Group		960.00	
25/03/2022 9359 The Flag Shop		1,354.75	
25/03/2022 9361 Broxap Ltd		2,375.64	
31/03/2022 9365 The Flag Shop Ltd		633.05	
31/03/2022 9366 Woodthorpe Hall GC Ltd		1,600.00	
31/03/2022 9367 Georgian Ventures Ltd		1,040.00	
31/03/2022 9368 Petty Cash		100.00	
31/03/2022 9369 D. Hobson		68.40	
31/03/2022 9370 Foxhall Construction Ltd		2,280.00	
31/03/2022 9371 GRS Electrical		1,293.60	
31/03/2022 9372 Tudor Grounds Maintenance		1,719.11	
31/03/2022 9373 Mick Dean Groundworks		650.00	
31/03/2022 9374 Capital Garden Products		621.00	
31/03/2022 9375 Capital Garden Products		2,499.00	
			<u>21,772.25</u>
			477,470.49
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			477,470.49
		Balance per Cash Book is :-	477,470.49
		Difference Excluding Adjustments is :-	0.00
<u>Adjustments to Reconciliation</u>			
17/03/2022 9340 Staff Costs		0.00	
17/03/2022 9341 Staff Costs		0.00	
17/03/2022 9344 LCC Pension Fund		0.00	
17/03/2022 9345 HM Revenue and Customs		0.00	
			<u>0.00</u>
		Unreconciled Difference is :-	0.00

Date: 04/05/2022

Louth Town Council Current Year

Page 1

Time: 14:10

**Bank Reconciliation Statement as at 31/03/2022
for Cashbook 2 - Petty Cash**

User: LMP

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty Cash	31/03/2022	122	198.92
			<u>198.92</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			198.92
<u>Receipts not Banked/Cleared (Plus)</u>			
31/03/2022 9368		100.00	
			<u>100.00</u>
			298.92
		Balance per Cash Book is :-	298.92
		Difference is :-	0.00

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Louth Town Council Current Year

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Balance Sheet as at 31st March 2022

31st March 2021

31st March 2022

31st March 2021		31st March 2022	
Current Assets			
18,109	VAT Refunds	19,973	
0	Prepayments	6,718	
461,632	Lloyds TSB Current/Deposit	477,470	
111,323	National Savings Bank	111,335	
192	Petty Cash	299	
591,258			615,795
591,258	Total Assets		615,795
Current Liabilities			
400	Creditors	1,200	
0	Accruals	1,306	
400			2,506
590,858	Total Assets Less Current Liabilities		613,289
Represented By			
283,743	General Reserve		307,394
10,000	EMR CCTV refurbishment		10,000
1,075	EMR Street Furniture		1,075
302	EMR Anniversary of Louth Flood		302
14,127	EMR Contingency		5,244
4,245	EMR Quality Council / Office		4,245
500	EMR Conservation Area		500
1,889	EMR Civic Events		1,889
6,000	EMR War Memorial		8,500
1,066	EMR Grants 137 Reserve		1,066
8,364	EMR Christmas Illuminations		8,364
1,000	EMR Art Trail		1,000
4,208	EMR IT Replacement		4,208
1,000	EMR Civic Regalia		2,000
2,500	EMR TCP Floral Enhancement		2,500
97,202	EMR Capital Expenditure		97,202
7,890	EMR Accommodation		4,054
4,000	EMR Cem External Wall		4,000
2,046	EMR Civic Property		3,046
26,500	EMR Flood Alleviation Scheme		26,500
2,540	EMR Clerks Training		2,540
4,224	EMR Accom OfficeEquip / Stor		4,224

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Louth Town Council Current Year

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Balance Sheet as at 31st March 2022**31st March 2021****31st March 2022**

458	EMR Cemetery Planting Project	458
2,000	EMR Cemetery Gates	3,000
3,000	EMR Cem Road Maintenance	4,000
8,637	EMR Cem Equipment Replacement	8,637
3,380	EMR Cem Tree Surgery	3,380
8,056	EMR Cem Workshop/Lodge	8,056
14,658	EMR Vehicle Replacement	14,658
3,825	EMR Cemetery Facilities	3,825
7,136	EMR Accom Roof	8,136
10,000	EMR Accom Boiler	12,000
5,000	EMR Accom Structural	5,000
2,000	EMR Accom Car Park	2,000
15,660	EMR Street Signs / Furniture	15,660
2,000	EMR SH Internal Decorating Foy	2,000
512	EMR Speed Signs	1,512
2,115	EMR Tourism	2,115
16,000	EMR Elections	16,000
2,000	EMR Funding for Sports Assets	3,000
590,858		613,289

The above statement represents fairly the financial position of the authority as at 31st March 2022 and reflects its Income and Expenditure during the year.

Signed :
Chairman

Date : _____

Signed :
Responsible
Financial

Date : _____

Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

LOUTH TOWN COUNCIL

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 2022, that:

	Agreed		
	Yes	No*	'Yes' means that this authority:
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 took all reasonable steps to assure 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>

*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:

and recorded as minute reference:

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

Chairman

Clerk

Section 2 – Accounting Statements 2021/22 for

LOUTH TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2021 £	31 March 2022 £	
1. Balances brought forward	535,268	590,858	<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i> 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	315,680	275,668	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	54,013	54,649	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	110,554	119,481	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	20,513	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	183,036	188,405	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	590,858	613,289	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	573,148	589,104	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	1,322,631	1,340,670	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).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	N/A
			✓
			The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2022 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

DM Phillips

Date 30/5/22

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

as recorded in minute reference:

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

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 (which for the reservation of an Exclusive Right is usually 60 years). 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

*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.

Children

We will not process any data relating to a child (under 13) without the express parental/ guardian consent of the child concerned.

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*

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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

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 or telephone;
- 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 2022.

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

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 in place should the pandemic return and these powers be re-introduced.

Working Groups can still be held via remote means, ie using video or telephone conferencing technology. No formal decisions can be made at these meetings, any decisions (ie planning comments) must be ratified at the next Committee meeting.

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 join the meeting either by using the details included on the agenda or by contacting 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 2022.**

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

05-18-22 ATC MINS

**MINUTES OF THE ANNUAL MEETING OF LOUTH TOWN COUNCIL
HELD IN THE OLD COURT ROOM, THE SESSIONS HOUSE, LOUTH
ON TUESDAY 18TH MAY 2022**

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

Councillors: Mrs. E. Ballard (EB), J Baskett (JB), M. Bellwood (MB), L. Cooney (LMC), S. Crew (SC), H. Filer (HF), J. Garrett (JG), D.J.E. Hall (DJEH), G. Horton (GEH), M. Lamb (ML), Mrs. S.E. Locking (SEL), K. Norman (KN), B. O'Brien (BO), J. Simmons (JS) and Mrs. P.F. Watson (PFW).

Councillors not present: D. Ford (DF), A. Leonard (AL), Mrs. J. Makinson-Sanders (JMS), F.W.P. Treanor (FWPT), D.E. Wing (DEW).

The Town Clerk, Mrs. L.M. Phillips and the Town Clerk's Assistant, Mrs. M. Vincent and five members of the public were also present.

T1. Election of Town Mayor (Chairman)

It was **RESOLVED** by vote of the Council that Cllr. JB should be elected Mayor of Louth to hold office until the Annual Meeting of the Council in 2023.

a) Declaration of Acceptance of Office

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

b) Mayor's Address

The Mayor thanked fellow Councillors for their support in his election, especially in this the Queen's Platinum Jubilee year and that he looked forward to promoting Louth, strongly supported by his wife Bridget, the Mayoress.

c) Vote of Thanks to Retiring Mayor

It was **RESOLVED** that a vote of thanks be given to the Retiring Mayor. Cllr. JB thanked the retiring Mayor, Cllr. DH for his hard work over the past two years, also for the fundraising for new defibrillators. He continued that at this point he would have presented the Retiring Mayor with a replica of the Arms of the Town as a token of the Council's appreciation of his services during his mayoralty, but that this had not yet arrived and so suggested that this would take place at the next Town Council meeting.

d) Reply of the Retiring Mayor

Cllr. DH thanked the Mayor and spoke of how it had been the single biggest honour to have been elected Mayor in May 2020 and then the following year too and that given the situation at the time amidst the pandemic; he had needed to be creative to make the position his own as there were only a very limited number of engagements, and so forging links with people had been crucial. He continued that some might think the role of Mayor was outdated, but he felt that it was a part of our heritage, it was not just about 'dressing up' and turning up for buffets, but keeping on top of the current situation/news in the town. Both he and the Mayoress had thoroughly enjoyed their time and had made many friends throughout the two years. He thanked his Chaplain, Fr. James, (who had been present to say prayers) with whom he had organised his Civic Service and who had always been there to talk. He thanked the staff at Sessions House with whom he had worked as a team, and thanked his family for their support, especially Sarah-Jayne who had rose to the challenge of Mayoress alongside her busy job vaccinating thousands of people. He concluded by thanking the Councillors for their support and faith in him and hoped that they had felt he had been fair and given them a voice.

e) Appointment of Chaplain

The Mayor confirmed that the Rev'd Cameron Watt had kindly agreed to act as his Chaplain but had been unavailable to attend that evening.

T2. Election of Deputy Mayor

It was **RESOLVED** that Cllr. Mrs. JS be elected Deputy Mayor to hold office until the Annual Meeting of the Council in 2023. Cllr. Mrs. JS was thereby elected as Deputy Mayor and was invested with the badge of office.

T3. Apologies for Absence

Apologies for absence were received from Cllrs. DF, AL, JMS, FWPT and DEW.

T4. Declarations of Interest / Dispensations

None.

T5. Council Minutes

It was **RESOLVED** to approve as a correct record, the notes of the Council Meeting held on the 5th April 2022.

T6. Committee Minutes

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

- a) Planning – 8th March 2022 and 5th April 2022
- b) Governance and Finance – 22nd March 2022
- c) Community Resources – 8th March 2022

T7. Louth Town Council Governance

It was **RESOLVED** to confirm that Governance Documents such as Standing Orders, Financial Regulations, Risk Management and Internal Controls, the Asset Register, Insurance arrangements, the Council's Complaints Procedure, all policies relating to GDPR, the Handling of Freedom of Information Requests Policy, Media Policy and other policies and procedures were reviewed and adopted in 2021/22.

T8. Committees of the Council

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

- a) Planning Committee (P), All Members
- b) Governance and Finance Committee (G), All Members
- c) Community Resources Committee (C), All Members; and
- d) Personnel (H) Committee, 7 Members (not to include the Mayor), (Existing: JMS, SC, EB, GEH, DEW, JS, JB).
RESOLVED membership in 2022/23: JMS, SC, EB, GEH, DEW, JS, DH

T9. Town Clerk

It was **RESOLVED** to confirm delegated authority to the Town Clerk as contained within Standing Orders and Financial Regulations and as previously approved on 12th October 2021.

T10. Representation on External Bodies and Arrangements for Reporting Back

The following representation at meetings and reporting back was noted:

- a) Louth United Charities – Cllrs. Mrs. SEL, Mrs. JMS, DEW, SC, JS and AL.
- b) King Edward VI Almshouse School and Educational Charity of Louth – Cllrs. AL, DH and SC.
- c) Louth Navigation Regeneration Partnership – Cllr. Mrs. PFW with Cllrs. Mrs. JS to substitute, as required.
- d) CCTV Partnership – Cllr. Mrs. EB and Town Clerk.

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) The Federation of Burial and Cremation Authorities
- f) The Information Commissioners Office
- g) The Institute of Cemetery and Crematorium Management

T12. Meetings of the Council

It was **RESOLVED** to confirm that the Council approved its schedule of meetings for 2022/23 on 10th May 2022. The Town Clerk to issue summons by email, accordingly.

T13. Nominated Key Holders

It was **RESOLVED** to confirm that the four Councillors JB, DH, SC, FWPT continue to be key holders of The Sessions House, which role involves opening/closing up of Sessions House as required and being on call to deal with Chubb Fire and Security in the event of the building's alarm being activated overnight or at weekends.

T14. Cheque Signatories

The Council noted signatories, as follows:

Lloyds Account – Mrs. EB, Mrs. SEL, Mrs. JMS, AL and DEW.

NSI Account – SC, Mrs. EB, Mrs. SEL, DH and AL.

T15. Date of Next Meeting

It was noted that the date of its next scheduled meeting is 14th June 2022.

The Meeting Closed at 7.41pm.

Signed _____ (Chairman)

Dated _____

UNAPPROVED

Annual Internal Audit Report 2021/22

LOUTH TOWN COUNCIL

WWW.LOUTH.TOWNCOUNCIL.GOV.UK

During the financial year ended 31 March 2022, 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 2021/22 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.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored ; and reserves were appropriate .	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
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.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
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 .	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2020/21, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")			✓
L. The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements	✓		
M. The authority, during the previous year (2020-21) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2020/21 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

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

17/06/2021 30/05/2022

Name of person who carried out the internal audit

STEVE FLETCHER

Signature of **person** who carried out the internal audit



Date

30/05/2022

*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**).

Louth Town Council - Internal Audit Checklist 2021/22

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	30 th to 31 st May 2022		
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	Cllr Jeremy Baskett	jbaskett@louthtowncouncil.gov.uk	
Electorate	13123	Total number of seats	21
Quorum	7	Number of councillor vacancies	n/a
Precept Demand 2021/22	£ 275,668	Gross budgeted Income	331,951
Date of most recent audit	17.06.21	Date of next audit	TBC
	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 October 2021 https://www.louthtowncouncil.gov.uk/wp-content/uploads/Standing-Orders.pdf	✓		
2	Financial regulations (tailored and reviewed)	Y	Reviewed and updated March 2022 https://www.louthtowncouncil.gov.uk/wp-content/uploads/Louth-Town-Council-Financial-Regulations.pdf	✓		
3	Terms of reference (ToR) (committees / working groups)	Y	Reviewed and updated October 2021 https://www.louthtowncouncil.gov.uk/wp-content/uploads/Standing-Orders.pdf	✓		
4	Code of Conduct (elected members)	Y	Reviewed and updated March 2022 https://www.louthtowncouncil.gov.uk/wp-content/uploads/Code-of-Conduct.pdf	✓		
5	Complaints procedure (tailored and reviewed)	Y	Reviewed and updated May 2022 https://www.louthtowncouncil.gov.uk/louth/complaints-procedure/	✓		
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 • Councillors' ages reviewed and recorded • Other e.g. vehicles, assets, equipment, volunteers ... 	Y Y Y Y Y Y Y	Renewal date: April 2023 https://www.louthtowncouncil.gov.uk/wp-content/uploads/InsuranceCertificate.pdf Evidenced – Files / PC	✓		

Transparency		Y/N	Comments & recommendations	Risk		
				Low	Med	High
7	Internal controls (statement or review)	Y	Policy – annual review / updates	✓		
8	Investment strategy	N	Council may consider Investment Strategy for dealing with future budgets / reserves. https://www.louthtowncouncil.gov.uk/wp-content/uploads/Louth-Town-Council_Publication_Scheme_Guide-to-Information.pdf	✓		
9	Publication scheme (reviewed)	Y		✓		
10	Risk assessment (statement or review)	Y	Risk Register - Evidenced	✓		
11	Pay policy (staffing - reviewed)	N	Staff T&C's – NALC / Green book	✓		
12	Spending authorised	Y	Evidenced – website / minutes	✓		
13	Procurement correctly administered	Y	Grass Tender 2021/22	✓		
14	Land and assets (reviewed)	Y	Part of insurance review process	✓		
15	Adequate GDPR policy / procedures in place	Y	https://www.louthtowncouncil.gov.uk/louth/data-protection-policy/	✓		
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	Risk		
				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 n/a 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	n/a		-	-	-
42	Bank mandate up to date • Evidence of signatories		Approved at annual meeting 2021/22	✓		

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	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 www.louthtowncouncil.gov.uk/louth/minutes-of-the-governance-and-finance-committee-meeting-22nd-march-2022/	✓		
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 – minutes www.louthtowncouncil.gov.uk/louth/minutes-of-the-governance-and-finance-committee-meeting-22nd-march-2022/	✓		

Risk management		Y/N	Comments & recommendations	Risk		
				Low	Med	High
53	Evidence of unusual activity from minutes	N	Evidenced – website / files	✓		
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	P	Evidenced – website / files Effective storage of [original] burial records necessary (fireproof cabinet)		✓	
61	Local Council Award Scheme <ul style="list-style-type: none"> • Foundation • Quality • Quality Gold 	N	Clerk booked onto NALC presentation to gain further information for Council	✓		

Proper Process / Practice		Y/N	Comments & recommendations	Risk		
				Low	Med	High
62	Employee posts properly recorded <ul style="list-style-type: none"> • Proper Officer (Clerk) • RFO • Deputy Clerk • Admin assistant • Site staff • Other 	Y	NALC / NJC Contracts of employment	✓		
63	List of Members' interests <ul style="list-style-type: none"> • displayed on website • reviewed regularly 	Y	Evidenced website	✓		
64	Declarations of acceptance of office <ul style="list-style-type: none"> • New councillor • Chairman 	Y	Evidenced – website (agenda) / files	✓		
65	Co-options according to policy	Y	https://www.louthtowncouncil.gov.uk/louth/co-option-policy/ 05.04.22	✓		
66	Agenda documents correct	Y	Evidenced – website / files	✓		
67	Minutes correct / signed	Y	Evidenced – files	✓		
68	Purchase order system used/correct	n/a		–	–	–
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	Delegation to officers or committees <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	Contracts of employment for all staff	Y	Evidenced – files	✓		
73	Written statement of particulars for all staff from day one (April 2020 onwards)	Y	Evidenced – files	✓		
74	Proper procedures for payroll, PAYE & NI	Y	Evidenced – files / financial records	✓		
75	PAYE & NI payments verified	Y	Evidenced – files / financial records	✓		
76	Approval of salaries and increments	Y	Evidenced – files / financial records	✓		
77	Approval of expense claims	Y	Evidenced – files / financial records	✓		
78	Minimum wage threshold met	Y	Evidenced – files / financial records	✓		
79	HR procedures and policies adopted / reviewed	Y	Evidenced – files / financial records	✓		
80	Training policy and record staff /elected Members	Y	Evidenced – files / financial records	✓		
81	Qualified Clerk <ul style="list-style-type: none"> • CiLCA 2015 or later • Level 4 Community Governance or higher 	N		✓		
82	Annual appraisal(s) undertaken	Y	Undertaken during 2021/22	✓		
83	Job description(s) up to date / reviewed	Y	Undertaken during 2021/22	✓		
84	Health and safety of staff workstation & PC equipment undertaken <ul style="list-style-type: none"> • Display Screen Equipment 	N	Scheduled – summer 2022		✓	

Transaction spot check

Check number	1	2	3	4	5	6
Ledger date	14.04.2021	05.05.2021	16.06.2021	30.11.2021	05.01.2022	25.03.2022
Item / budget heading	ICO	Tudor	LCC Pensions	1228 ATC	Cash	The Flag Shop
Reference / Cheque number	9030	9054	9097	9249	9274	9359
Order minute reference						
Delivery evidence	Cheque	Cheque	Cheque	Cheque	Cheque	Cheque
Payment minute reference						
Invoice value	40.00	2288.20	1619.07	1750.00	250.00	1354.75
Minute value	40.00	2288.20	1619.07	1750.00	250.00	1354.75
Payment value	40.00	2288.20	1619.07	1750.00	250.00	1354.75
Statement value	40.00	2288.20	1619.07	1750.00	250.00	1354.75
Timely payment	Y	Y	Y	Y	Y	Y
VAT recorded	n/a	Y 381.37	n/a	n/a	n/a	Y 225.79
S137 recorded in ledger	n/a	n/a	n/a	Y	n/a	Y
S137 minuted	n/a	n/a	n/a	Y	n/a	Y
Notes					Checked against petty cash account	

Appendix: additional areas for audit

	Allotments (ext 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	Part	Fireproof container recommended – duty to store safely – (note: cemetery records 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 • 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		-	-	-
Cb2		n/a		-	-	-
Cb3		n/a		-	-	-

	Markets	Y/N	Comments & Recommendations	Risk		
				Low	Med	High
M1	Income for stall hire balances	n/a		-	-	-
M2	Fees charged in accordance with approved rates	n/a		-	-	-
M3	Up to date occupancy details kept and securely retained	n/a		-	-	-
M4	Statutory records kept / stored safely	n/a		-	-	-
M5	Agreements/licences issued to all stall holders	n/a		-	-	-
M6	Other	n/a		-	-	-

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

09/05/2022

Louth Town Council Current Year

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Balance Sheet as at 31st March 2022

31st March 2021

31st March 2022

Current Assets

18,109	VAT Refunds	19,973
0	Prepayments	6,718
461,632	Lloyds TSB Current/Deposit	477,470
111,323	National Savings Bank	111,335
192	Petty Cash	299

591,258

615,795

591,258 Total Assets

615,795

Current Liabilities

400	Creditors	1,200
0	Accruals	1,306

400

2,506

590,858 Total Assets Less Current Liabilities

613,289

Represented By

283,743	General Reserve	307,394
10,000	EMR CCTV refurbishment	10,000
1,075	EMR Street Furniture	1,075
302	EMR Anniversary of Louth Flood	302
14,127	EMR Contingency	5,244
4,245	EMR Quality Council / Office	4,245
500	EMR Conservation Area	500
1,889	EMR Civic Events	1,889
6,000	EMR War Memorial	8,500
1,066	EMR Grants 137 Reserve	1,066
8,364	EMR Christmas Illuminations	8,364
1,000	EMR Art Trail	1,000
4,208	EMR IT Replacement	4,208
1,000	EMR Civic Regalia	2,000
2,500	EMR TCP Floral Enhancement	2,500
97,202	EMR Capital Expenditure	97,202
7,890	EMR Accommodation	4,054
4,000	EMR Cem External Wall	4,000
2,046	EMR Civic Property	3,046
26,500	EMR Flood Alleviation Scheme	26,500
2,540	EMR Clerks Training	2,540
4,224	EMR Accommodation Office Equip / Stor	4,224

09/05/2022

Louth Town Council Current Year

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Balance Sheet as at 31st March 2022**31st March 2021****31st March 2022**

458	EMR Cemetery Planting Project	458
2,000	EMR Cemetery Gates	3,000
3,000	EMR Cem Road Maintenance	4,000
8,637	EMR Cem Equipment Replacement	8,637
3,380	EMR Cem Tree Surgery	3,380
8,056	EMR Cem Workshop/Lodge	8,056
14,658	EMR Vehicle Replacement	14,658
3,825	EMR Cemetery Facilities	3,825
7,136	EMR Accommodation Roof	8,136
10,000	EMR Accommodation Boiler	12,000
5,000	EMR Accommodation Structural	5,000
2,000	EMR Accommodation Car Park	2,000
15,660	EMR Street Signs / Furniture	15,660
2,000	EMR SH Internal Decorating Foy	2,000
512	EMR Speed Signs	1,512
2,115	EMR Tourism	2,115
16,000	EMR Elections	16,000
2,000	EMR Funding for Sports Assets	3,000

590,858**613,289**

The above statement represents fairly the financial position of the authority as at 31st March 2022 and reflects its Income and Expenditure during the year.

Signed :

Chairman

Date : _____

Signed :

Responsible

Financial

Date : _____

Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

LOUTH TOWN COUNCIL

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 2022, that:

	Agreed		
	Yes	No*	'Yes' means that this authority:
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			prepared its accounting statements in accordance with the Accounts and Audit Regulations .
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure 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.			has only done what it has the legal power to do and has complied with Proper Practices in doing so.
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.			during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
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.			considered and documented the financial and other risks it faces and dealt with them properly .
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems .			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.
7. We took appropriate action on all matters raised in reports from internal and external audit.			responded to matters brought to its attention by internal and external audit.
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.			disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
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

*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:

and recorded as minute reference:

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

Chairman

Clerk

Section 2 – Accounting Statements 2021/22 for

Louth Town Council

	Year ending		Notes and guidance	
	31 March 2021 £	31 March 2022 £		
1. Balances brought forward	535,268	590,858	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	315,680	275,668	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.	
3. (+) Total other receipts	54,013	54,649	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	110,554	119,481	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	20,513	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).	
6. (-) All other payments	183,036	188,405	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).	
7. (=) Balances carried forward	590,858	613,289	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	573,148	589,104	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	1,322,631	1,340,670	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).	
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	N/A	The Council , as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
			✓	N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2022 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**

EW Phillips

Date

30/5/22

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

as recorded in minute reference:

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

ATM 04/26/22 MINS

ANNUAL TOWN MEETING 26TH APRIL 2022**Held at the Royal British Legion Hall****Chairman – The Mayor of Louth, Councillor Darren Hobson****Present – Town and District Councillors, Members of the Public and Members of Community Groups. Total 31.**

1. The Chairman, Councillor Darren Hobson, welcomed all present to the meeting as the representative of Louth Town Council and explained how the evening would run. He reported that over the last year he had attended many events and met a host of interesting people. He continued that usually, at the Annual Town Meeting, the Mayor would hand out cheques to his chosen charities, but that this year he had raised £2,000 which he would use to fund some additional defibrillators for the town.
2. Following a proposal by Councillor AL, seconded by Councillor Mrs. JMS and a vote of those present, the notes of the 2021 Annual Town Meeting were approved as the minutes to be signed by the Chairman forthwith.

3. **Annual Report of the Town Council 2021/22**

- I. **The Town Council**

The Chairman of the Council and Mayor of Louth, Councillor Darren Hobson reported that:

- a. The Town Council is made up of 21 councillors representing the town comprising of three Councillors for each of the seven wards. There are currently no vacancies.
- b. Meetings were held on 18 separate occasions in 2021/22.
- c. Attendances for the last year (to 5th April 2022) were 77% a decrease of 10% on 20/21 with three councillors missing no meetings at all. During the year there have been 10 Town Council Meetings, 11 Planning Committee, 7 Governance and Finance Committee, 6 Personnel Committee, and 5 Community Resources Committee Meetings.
- d. Councillors and officers also attended online meetings of working groups, with other authorities and associations and meetings related to representatives on charitable trust boards.
- e. **Town Council Routine activities**
 - i. Hosted Public Forums at scheduled meetings receiving comments mainly on planning issues.
 - ii. Attended the Lincolnshire Association of Local Councils (LALC) AGM, attended the ICCM Annual Meeting and ICCM information and training sessions. Both staff and Councillors also attended training sessions through LALC.
 - iii. Supported the work of the Hubbard's Hills Trust funding operational costs.
 - iv. Provided storage facilities under agreement for LANALS.
 - v. Celebrated National events and anniversaries, flew the Union flag all through the year and hoisted special flags for other events such as Commonwealth Day.
 - vi. Approved the Budgets and Precept for 2022/23 and submitted the request to ELDC.
- f. **Major topics / events for the year which the Town Council promoted**
 - i. 100th Anniversary of the War Memorial – a service of rededication.
 - ii. Organised the Lovely Louth competition and awarded winners.
 - iii. Organised the Festive Window competition and awarded winners.
 - iv. Organised the Fab and Festive competition and awarded winners.
 - v. Compiled a Christmas Shopping leaflet containing vouchers for use in participating Town Centre shops and delivered it to households town wide.
 - vi. Organised and participated in Louth's Remembrance Sunday Parade and Church Service.

- vii. Organised a service of thanksgiving to commemorate the current Mayor of Louth's year in office.
- viii. Discussed / responded to various consultations including Public Space Protection Order, Louth Academy Admissions Policy, Active Travel Scheme.
- ix. Supported residents' requests for Litter Bins.
- x. Agreed to pay tribute to key workers in the town by placing a bench with suitably worded plaque near the canal.
- xi. Agreed to look into restoring an historical metal gate removed by LCC.
- xii. Agreed to light the Beacon for the Queen's Platinum Jubilee.
- xiii. Formed a working group to carry forward projects which met the criteria for help from Government Welcome Back Funding these included the Brown's Panorama Trail, the War Memorial information boards and tourism leaflets and to come is weeding in the town centre, two new planters for the market place, solar lighting in the market place trees, 50 planted up hanging baskets to be issued to town centre businesses for free, the purchase of and erection of new flags and bunting through the town centre, 4 new benches for use as a stock/to replace some of those existing around the town which are in a state of disrepair and one to be used to form a tribute to key workers, 6 new bins for use as a stock/to solve already identified litter problem areas in the town (working in conjunction with ELDC), 7 new trees to be planted in Hubbard's Hills as part of national guidelines to commemorate the Queen's Platinum Jubilee,
- xiv. Met with Magna Vitae and ELDC representatives to discuss concerns surrounding Magna Vitae's withdrawal from the management of London Road Pavilion.
- xv. Wrote to ELDC to object to proposals to increase the cost to residents of green waste collections.
- xvi. Wrote to the areas MP re. the cancellation of some public transport services in the town.
- xvii. Agree to support an application to ELDC by Louth Navigation Trust for Business Rate Relief.
- xviii. Wrote to the Clinical Commissioning Trust, Lincolnshire Community Health Service and United Lincolnshire Hospitals to express grave concern over the unexpected and sudden permanent closure of Cawthorpe Ward at Louth County Hospital.
- xix. Wrote to Lincolnshire County Council to implore them to review the issues affecting Louth bypass, including surface dressing, drainage, pedestrian access (affected by overhanging vegetation) and risk.
- xx. Wrote to ELDC to raise concern with their proposals to place a new 3G football pitch on the site of an existing grass football pitch at Meridian Leisure Centre.
- xxi. Wrote to Lincolnshire County Council to raise concern over traffic in the town and damage caused to buildings and parked cars when vehicles of a large size and/or weight use unsuitable roads/residential areas. Requested a review of 1) signage and 2) increased enforcement of inappropriate use of roads, 3) ways to reduce/deter speeding in the town, 4) ways to increase environmentally friendly transport in the town.

II. **Planning Committee**

The Chairman of the Planning Committee, Councillor Sue Crew reported:

- a. The Planning Committee has delegated responsibility for all items relating to planning, make comments on planning applications, traffic regulation orders, proposed works to trees, street naming, planning enforcements and planning appeals. We note planning decisions, other correspondence received e.g., temporary road closures and consideration of matters relating to road safety and enforcement complaints.
- b. We commented on 161 planning applications (to 5/04/2022) and amendments following recommendations from the Planning Working Group who meet prior to Committee meetings. This was a substantial increase on last year (2019/20) due to Covid (135), the number of considered in 2018/19 also being 161.

There is quite a list of recorded variances of planning consultation responses where our opinion was different to the ELDC outcome including N/105/00653/21 – 3 Trinity Lane, N/105/00722/21 – 73 Eastgate, N/105/00704/21 Land off Kenwick Gardens, N/105/01419/21 27 Market Place, N/105/01641/21 73 Eastgate, N/105/01357/21 - Pear Tree Lodge High Holme Road, N/105/01361/21 - St Mary's Lane, N/105/02010/20– Land off Legbourne Road, N/105/02137/21– Land to the north of Julian Bower, N/105/02176/21 – Louth Golf Club, N/105/01426/21 – Brackenfreya Woods, PL0161/21 –Keily House, Gresley Road, N/105/00046/22 – 10 Davey Close, N/105/02149/21 – Land at Grimsby Road, N/105/00045/22 – Brackenborough Arms.

- c. We considered 24 'Proposed Works' to trees (to 5/4/22).
- d. We received 24 Temporary Traffic Restrictions/Closure notices.
- e. We consulted on one street naming proposal at a development for land off Brackenborough Road.
- f. With regards to Notable Planning Application Consultations, some of these were attended by a representative of LTC at ELDC Planning Committee: Louth Llama Trekking – change of use of land to be used for Llama Trekking at Hallam's Close, Julian Bower.

III. Governance and Finance Committee

The Chairman of the Governance and Finance Committee, Councillor Mrs. Eileen Ballard reported that:

- a. All of the members on the Town Council sit on the Governance and Finance Committee. We all share responsibility for the financial management of the Council although the finances are administered by the Responsible Financial Officer, who is the Town Clerk.
- b. We ensure that the Responsible Financial Officer acts properly and that the Council avoids the risk of fraud, bad debts or carelessness. It is incumbent upon us to ensure that our accounts have been properly prepared and approved, that we have an effective system of internal controls, that we comply with the law, that we have assessed all possible risks to public money and that we have appointed a competent and independent internal auditor. We make sure that the accounts are publicised for general inspection and that there are no hidden issues, (such as impending claims against the Council) and also that any significant differences in the figures from previous years can be explained. Louth Town Council received an unqualified external audit for 2020/2021.
- c. A group of Councillors sit on the Finance Overview Group which meets prior to the Governance and Finance Committee meetings to make recommendations to the committee members, such as risk management policy statements in respect of all activities of the Council. It has recently carried out a risk management review, adding to internal controls accordingly. It has also reviewed governance documents (Standing Orders and Financial Regulations) and insurances, and have prepared and adopted a number of new policies and procedures during the year.
- d. As Chair of the Governance and Finance Committee I keep an eye on the arrangements for financial management and check financial documents such as the Cheque Schedules regularly.
- e. The Governance and Finance Committee are responsible for the collation and production of the annual budgets and recommendations to the Town Council, and to oversee financial transactions of Louth Town Council. The Committee also oversees the Council's formal grant giving process, assessing and making resolutions on applications received.
- f. The Committee reviews financial regulations, Standing Orders, the Code of Conduct, internal controls and any other matters required. It has to ensure that all statements of the AGAR (annual governance and accountability return), can be approved by the Full Council. Its responsibility is to develop general policies and strategies on behalf of the Council, for implementation.
- g. Louth Town Council participate in a quadripartite internal audit arrangement with three other local councils, Skegness, Mablethorpe and Alford.

- h. We have carried out a thorough examination of the Council's income and expenditure and undertook a budget setting exercise.

Expenditure 2021/22 included:

1. Hubbard's Hills £45,000 maintenance expenditure.
 2. Cemetery Net Cost (to 8th Feb 2022) £14,126.
 3. Christmas Tree and lights including safety checks, repairs, installation, Market Place tree and rental and installation etc., £10,480.
 4. Louth Town Council awarded grants to the following organisations: £1,000 – Awarded to Lindsey Citizens Advice as allowed under the LGA 1972, S142(2A) and £1,200 Help for the Homeless under the LGA 1972 S137 and a further £2,000 was awarded to Louth Playgoers under the LGA 1972 S145 Power to give to a theatre. Under Section 137 of the Local Government Act 1972 grants were awarded: £301.70 was awarded to Louth Thirteen Plus; £100 to Lincs Wold Community Trust
 5. £704 to Louth Navigational Trust, £500 to Louth Run For Life, £200 to Louth and District Concert Society and £1,750 to 1228 Air Training Corp
 6. Flood Alleviation Scheme – Payments towards maintenance of the structure which was completed in 2017 and is located near the Hallington end of Hubbard's Hills, as agreed with the Environment Agency commenced this year and required the Council to contribute £12,394.26.
- i. The Mayor continued to receive no honorary payment for undertaking the Mayoral Role, and only received mileage expenses when travelling to official events.
- j. We also ensure that public notice requirements are complied with.

IV. **Personnel Committee**

The Chairman of the Personnel Committee, Councillor Mrs. J. Makinson-Sanders thanked the Town Council' staff for their hard work throughout the year – the Town Clerk and her assistant in the office and the two staff at the cemetery. She also thanked the Council's volunteer for his voluntary work at the cemetery and thanked the recently retired Mayor's Sergeant (and were now looking for a replacement). She then reported that the Personnel Committee was a small group that had responsibility to oversee staffing matters, policies, procedures and supported officers and councillors attending training courses throughout the year. The committee also ensured that the Council complied with its statutory Pension Scheme requirements.

V. **Community Resources Committee**

The Chairman and Community Resources Committee, Councillor Andrew Leonard reported that the committee has responsibility for all inspection / maintenance / refurbishment / terms and conditions / regulations and charges re. Louth Town Council owned or 'responsible for' assets e.g. Church Clock or 'default' assets e.g. war memorial.

- i. Council Premises – The Sessions House – now owned by the Town Council, is usually used as follows but has been subject to restrictions due to the pandemic.
1. Provides office accommodation for the Town Clerk and office based staff.
 2. Hosts council, working group and public meetings.
 3. Instils Civic Pride by Flying Flag(s).
 4. Councillors are nominated keyholders.
 5. Hosts visits from schools, twinning groups, art groups and charity events.
 6. Hosts Action Group Meetings.
 7. Hosts award ceremonies.
 8. Provides storage facilities for LANALS.
 9. Stores the Town Council/Borough Council archives along with the Town Charters and Mayoral Robes and Maces.
 10. Brown's Panorama hangs in the Court Room.

ii. London Road Cemetery:

11. In total the Town Council has responsibility for 29,503 burials since 1855 as at 31st March 2022.
12. 65 interments took place in 2021/22 made up of 38 full burials and 27 sets of ashes.
13. We welcomed back the Community Payback Team following an absence due to Covid.
14. We continue to enjoy the assistance of 2 volunteers at the Cemetery who assist horticulturally and with grave enquiries, photography and research etc.
15. We continue to cultivate the Meridian Meadow area and the Meridian Orchard, a community initiative (which contains 26 apple trees all species native to Lincolnshire, 2 blackcurrant bushes and a mulberry bush) in conjunction with the Lincolnshire Wildlife Trust Officer.
16. We support biodiversity by allowing the growth of the wildflower meadow and other set aside areas.
17. Following a comprehensive tree survey we continue to carry out works as recommended by the report.
18. Following contact from LCC we cut back the canopy of trees both on the Cemetery lining London Road and in Mount Olivet Allotments lining Grimsby Road to ensure that street lights were unobstructed so to safeguard members of the public in those areas.
19. One Chapel located at the Cemetery is rented by St. Aethelherd's Greek Orthodox Church.

iii. Louth Allotments

The five sites are managed by The Louth Cottage Garden and Allotment Association.

- iv. Civic Pride in the Town – The Council organised the Lovely Louth, Fab and Festive Louth and Festive Window Display Competitions and organised the erection of the Town's Christmas Tree, Nativity and Town Lights. The town's planters and troughs were replenished throughout the spring and summer. Upkeep of the War Memorial and decoration with poppy garlands and wreaths for Remembrance Sunday was undertaken and the Council has some litter picking equipment available for use.
- v. Pay for the running costs of the Parish Clock and external lights at St. James' Church.

4. **Presentation:** *Sarah-Jane Mills Director of Service Development and Delivery of NHS Lincolnshire Clinical Commissioning Group who hold the funds for Health Care Services across Lincolnshire (Hospital, Community and Primary Care) and ultimately make decisions as to what services are provided in each area. Sarah-Jane will explain the New Health Service set up and how services will be decided for Louth under the new NHS arrangements*

Sarah-Jane introduced herself to the meeting and explained that the NHS was about to embark on a change called the Integrated Care System, in Lincolnshire this is to be called 'Better Lives Lincolnshire'. With this change, all those organisations that can improve the health and care of people in Lincolnshire will work together in a partnership to look at how patients can get better access to their healthcare, and to help them recover from illness; the current system was fragmented with many different organisations. She continued to explain that although the organisations worked together, they were reactive and so now they were looking to make changes so that they could help those struggling, and to help people who found it difficult to access the help, services, transport and to access to appointments.

Services are relevant to the different areas in the county, so Louth had different requirements to Lincoln due to the primary age group of residents. There are also a number of issues with the IT services in that they don't work together, so they want all providers to be able to access the information be it a community pharmacy, GP or hospital; also, they hope then that the person a patient does see can offer varied assistance instead of patients being passed from person to person. In Lincolnshire, she explained, we have one County Council, 7 District Councils and 3 Trusts with a

really strong voluntary sector. The Covid pandemic gave a great example of what we can achieve in Lincolnshire, our service reach was one of the best which is a testament to those working, as well as living in the community who came forward. When we all pull together we can achieve great things.

Presentation: *Dean Odell Contract Manager for Healthwatch Lincolnshire whose primary role is to find out what matters to the public and help to make sure those views shape the support provided.*

Dean Odell explained that Lincolnshire Healthwatch was one of 150 Healthwatches along with Healthwatch England. The main function of the organisation is to signpost information and services available and to report monthly. Healthwatch aim to join up all the care community based services, the community trust, Lincolnshire United Hospital and mental health etc. He requested that people could help Healthwatch; they wanted to hear from those who access multiple services and for them to tell Healthwatch how they worked together; they were particularly looking at MS, ME, epilepsy and fibromyalgia, they also are looking to form focus groups and to hear from system leaders to share their aspirations. Along with complaints there are also complements and so Healthwatch encourage those to share their good experiences. Morale is low and so positive comments are appreciated. Survey and feedback forms were available.

A number of questions were raised including:

Q. Most people are signposted to PAL not Healthwatch with complaints.

A. D.O. Yes PAL are for individual cases and we signpost to that, Healthwatch is more for general reporting purposes or to pick up if there were many complaints referring to a single surgery or hospital.

Q The area covered by yourselves is Lincolnshire, many residents in the town are signposted to Grimsby which doesn't fall under that area.

A. S-J.M Yes this falls under a different region and integrated care section.

Q. Why does it take so long to get test results and why are waiting lists so high in a rural area.

A. S-J.M Some test results need to be analysed by expert clinicians and so this can delay results be reported back. We are now looking to make sure if something of concern is seen on say an X-ray, that a patient would be booked in with an referral appointment straight away. Waiting lists vary across different departments often it is due to workforce availability. In an area like Louth we are likely to require far more orthopaedics and so we do try to plan to the population's needs. We are also looking at accessing diagnostic centres so that patients don't have to travel so far.

Q. How confident are you that the new IT systems will talk to each other?

A. S-J.M The NHS is not efficient, and everyone in the NHS is frustrated as we want people back in their own homes. People are working differently to improve efficiency and over Easter those in the Health Service were making sure all those who could get home from hospital could. We make sure that when someone is at 'end of life' there is a plan in place, so whoever needs it can access that information. This has not happened before due to governance and organisations having different systems, but the new integrated care system will ensure that we work together.

Community pharmacies are now offering more services such as urine infection testing and we need to get across to the residents how to access these services. We are also looking at the manner in which we write to groups such as diabetics and we will try to make communications more friendly and easy to understand.

Q. I am concerned about the 111 call system, that following giving symptoms we were referred to Grimsby Hospital and not Louth, even though we knew Louth treated this issue.

A. S-J.M The 111 service works using algorithms and therefore depending on how you answer a question the referral will be signposted a certain way. Those responding on 111 cannot change the signposting, they must pass on to the caller those directions.

Q. Are they going to downgrade Louth hospital?

A. S-J.M Louth Urgent Treatment Centre is really important, and it is going to be more important as we continue to look at our urgent treatment centres.

Q. I know you are looking at putting a diagnostic hub at Grimsby Hospital, how can we as Town Councillors be involved? 23% of the workload to Grimsby is from the East Lindsey area, so what is the future for Louth Hospital. Are they looking to do more operations or urgent care. If you stay in hospital for 10 weeks you are likely never to be returned home without assisted care.

A. S-J.M The Primary Care Network is about bringing people together to know what is right for the population, how to get the better pathways to get people home. Our aim is to always keep people in their own homes. At Louth we are trying to make the best and most efficient elective care; we are looking at day surgery for Louth.

Q. We have to visit three different hospitals for my son's treatment, and I have to get the hospital appointments integrated and so I welcome the changes you speak of. We are currently waiting for hip and knee surgery and so orthopaedics is not just for older people.

A. S-J.M Thank you, you are just the people we are looking for to feedback to us.

Q. What provision is in place for refugees? How do they register?

A. S-J.M This depends on who the individual is. We have a number of refugees in Skegness, on a temporary basis they can access services and we put on additional support. From our perspective we work from a health point, but there is also the Home Office side. If the refugees then settle in the community then they can access healthcare in the same way that you and I do. In terms of registration, there will be plan for those coming from the Ukraine and I will send that information through to you.

Q. With ever increasing waiting lists, there is pressure to use private companies, so what are the plans in place to use our hospitals instead of private companies?

A. S-J.M As long as I have done this job we have always worked with private companies. In the short term (next two years) we will work with them to increase capacity. Nationally we are trying to reduce waiting lists and so will use private companies for this reason and the partnership with them means we can plan that.

Q. The breast screening services stopped in Louth and I want to ask you to push to get the screening service back to Louth. Please feedback to us and don't forget about us.

A. S-J.M The breast screening services are developed by Public Health England and Healthwatch has already been in contact with us about that. D.O We are looking to go to more rural locations and would appreciate your support.

5. There were no further remarks from the floor.
6. The Mayor Cllr. DH thanked Sarah-Jane Mills and Dean Odell for attending and answering questions. He also thanked those who set up their displays around the room and everybody else for attending and closed the meeting.

The meeting finished at 8:55pm

Signed _____ (Chairman) Dated _____

YMCA LINCOLNSHIRE



Cllr Julia Simmons
Louth Town Council
201 Eastfield Road

Louth
LN11 7AS

E jsimmons@louthtowncouncil.gov.uk

The Showroom
Tritton Road
Lincoln
Lincolnshire
LN6 7QY

M 07803 858181

T 01522 508360

E chris.kirkwood@lincsymca.co.uk

31st May 2022

Dear Cllr Julia Simmons

I am writing to you ahead of the anticipated launch of the Government's Youth Investment Fund later in the year. The fund will see close to £300m of capital investment nationally in the building of new youth club facilities in targeted communities across England.

We are writing to you as your parish or ward has been identified as one of 38 places in Lincolnshire eligible for such funding. We are a locally run and governed charity that aims to provide opportunity to all.

As the largest charitable provider of youth work in the county we are keen to develop partnerships with local leaders such as yourselves to maximise the opportunity that the Youth Investment Fund offers. We have expertise built over 150+ years in delivering high quality in depth opportunities for young people in Lincolnshire, and our ambition is to extend and grow that offer across the county.

We are enquiring as to whether, within your parish you have land that you wish to develop or any disused/derelict buildings that could be ripe for redevelopment. If so, we would really welcome the chance to come and talk with you about collaborating on a bid to the Youth Investment Fund for a new youth facility in your area – one that we at YMCA Lincolnshire would commit to managing for the benefit of young people and families living in your parish.

Please do not hesitate to get in touch to discuss further. We are committed to the best opportunities for young people in our county, so would be delighted to work with you on this, or indeed any other government funding that may be relevant to your parish or ward. We look forward to hearing from you.

Yours sincerely

Chris Kirkwood
Director of Community Development

SUPPORT & ADVICE

ACCOMMODATION

FAMILYWORK

HEALTH & WELL BEING

YMCA enables people to develop their full potential in mind, body and spirit. Inspired by, and faithful to, our Christian values, we create supportive, inclusive and energising communities, where young people can truly belong, contribute and thrive.

National Council of Young Men's Christian Associations (Incorporated). A limited company registered in London no. 734870 Registered office: YMCA Lincolnshire, St Rumbold's Street, Lincoln LN2 5AR. Charity no. 243017.

05-10-22 PLAN MINS

**MINUTES OF THE LOUTH TOWN COUNCIL PLANNING COMMITTEE
HELD IN THE OLD COURT ROOM, THE SESSIONS HOUSE, LOUTH
ON TUESDAY 10th MAY 2022**

Present Councillor S. Crew (SC) (in the chair)

Councillors: Mrs. E. Ballard (EB), J. Baskett (JB), M. Bellwood (MB), D. Ford (DF), D.J.E. Hall (DJEH), D. Hobson (DH), G.E. Horton (GEH), M. Lamb (ML), A. Leonard (AL), Mrs. S.E. Locking (SEL), Mrs. J. Makinson-Sanders (JMS), B. O'Brien (BB), J. Simmons (JS), and Mrs. P.F. Watson (PFW).

Councillors not present: L. Cooney (LMC), H. Filer (HF), J. Garrett (JG), K. Norman (KN), F.W.P. Treanor (FWPT) and D.E. Wing (DEW).

The Town Clerk, Mrs. L.M. Phillips, the Town Clerk's Assistant, Mrs. M.C. Vincent and two members of the public were also present.

Public Forum

A member of public spoke to the Council regarding a planning application for 1 Grosvenor Road, and how they felt strongly that this should not go ahead. They reported that originally a planning application for a house on the site had been refused but now the application was for a bungalow with an apex roof. They understood that it was going to be a separate dwelling but with garage doors and accommodation behind, which they thought was not in keeping and was garden grabbing. The windows to the build would also look out onto the side of their garage.

It was **RESOLVED** that Cllr. Mrs. SEL act as the Chairman's assistant as the Vice Chairman was not present.

P85. Apologies for Absence

Apologies for absence were received from Councillors: Cllrs. LMC, JG, KN, FWPT and DEW.

P86. Declarations of Interest / Dispensations

The following declarations of interest were made:

- a. Cllr. Mrs. JMS – items 4, 5 and 6 as a member of ELDC
- b. Cllr. AL – items – items 4, 5 and 6 as a member of ELDC and planning applications 7 and 8 as business neighbours, 11 as a residential neighbour, and 12 and 20 as known to him.
- c. Cllr. DJEH – items 4, 5 and 6 relating to ELDC and its Planning Committee
- d. Cllr. DH – planning application 14 as a Director of Kidgate Primary Academy. Having been involved in the application, he would leave the room when discussed.

P87. Minutes

It was **RESOLVED** that the notes of the Planning Committee meeting held on 5th April 2022 be approved as the Minutes.

P88. Applications received by the Local Planning Authority

The Committee considered all planning applications received, including those listed on the schedule (PA/Schedule 05-10-22) and **RESOLVED** as follows:

- a. N/105/00342/22, Willberry, 35 Stewton Lane - objected to this application on the grounds that it had concerns about flooding and access and highway safety. It noted that the adjacent balancing ponds are higher than the site and these have never been maintained, the mechanisms now not working as they are overgrown. Further, it considered that the drainage and surface water plans are not clear and the access allows very poor visibility onto Stewton Lane raising concerns for pedestrians and other road users. Finally, the Council wondered why, when management agreements come to an end or development companies fold, does responsibility for management of these ponds not fall back on ELDC as the planning authority?
- b. N/105/00613/22, 1 Grosvenor Road - objected to this application the grounds that the proposals overcrowd such a small tight space and are overbearing, constituting over-intensification and garden grabbing. The Council asks that the ELDC Ward Councillor, Chris Green, please call the application in.
- c. N/105/00614/22, 31 Edward Street - objected on the grounds that these proposals constitute garden grabbing and the access on a very poor unadopted private road or onto South Street is very bad. Further,

the Council felt that the garden should be preserved with the house which is located in a very prominent area and is highly visual in the West curtilage of Louth.

- d. N/105/00806/22, Lindsay House, Westgate - supported this application but was concerned that some or all of the parking spaces should not be allowed to be used commercially by people working in the town instead of by residents. The Council did not wish to see this commercial type of use in this special area of the town in the conservation area. Further, it wished it be ensured that any vehicles exiting the site should do so in a forward gear and it felt strongly that any permission granted should be augmented with a condition limiting the use of the spaces to residents and their visitors only.
- e. N/105/00805/22, The Limes, Westgate - supported this application but was concerned that some or all of the parking spaces should not be allowed to be used commercially by people working in the town instead of by residents. The Council did not wish to see this commercial type of use in this special area of the town in the conservation area. Further, it wished it be ensured that any vehicles exiting the site should do so in a forward gear and it felt strongly that any permission granted should be augmented with a condition limiting the use of the spaces to residents and their visitors only.
- f. N/105/00820/22 Land to north of Julian Bower - objected to this application as it felt that conditions are imposed on planning applications for a reason and these should not be allowed to be varied.
- g. All other applications were supported.

NB: Cllr. DH left the meeting during the discussion for PA14 7:25pm returning at 7:26pm.

P89. Planning Correspondence

The Council noted the following planning correspondence:

a. ELDC Planning Decisions

- i. Approved – N/105/00248/22 Planning Permission 125 Eastfield Road – LTC supported with concerns
- ii. Approved – N/105/ 002036/21 Planning Permission – 31 Stewton Lane - LTC supported
- iii. Approved – N/105/00270/22 Planning Permission – 12 Seymour Avenue - LTC supported
- iv. Approved – N/105/ 00290/22 Planning Permission – 6 High Holme Road - LTC supported
- v. Approved – N/105/00297/22 Planning Permission – 50 Little Lane - LTC supported
- vi. Approved – N/105/00095/22 Consent to Display – 26-27 Market Place - LTC supported
- vii. Approved – N/105/00094/22 Planning Permission – 26-27 Market Place - LTC supported
- viii. Approved – N/105/00309/22 Listed Building Consent - 28 Westgate - LTC supported
- ix. Approved – N/105/00308/22 Planning Permission - 28 Westgate - LTC supported
- x. Approved - N/105/00324/22 Planning Permission – 1 Lydon Way – LTC supported
- xi. Approved - N/105/01310/20 Planning Permission – Eastfield House – LTC objected
- xii. Approved - N/105/02571/21 Listed Building Consent – 3 Market Place – LTC objected
- xiii. Approved - N/105/00071/22 Planning Permission – 53a Victoria Road – LTC supported
- xiv. Approved - N/105/02656/21 Listed Building Consent – 10 Cornmarket – LTC supported
- xv. Approved - N/105/00400/22 Planning Permission – 76 Monk's Dyke Road – LTC supported
- xvi. Approved – N/10500424/22 Planning Permission – Land adjacent pumping station – LTC supported

b. Temporary Traffic Restrictions

- i. **Location and Nature:** Northern Powergrid, Road closure - Kedlington Road/Alvingham Road between 80m & 200m East of Lyndon Way). From 16/5/22-20/5/22
- ii. **Location and Nature:** ELDC weekly markets – Butcher Lane, Cornmarket, Market Place Car Park, The Shambles 16/5/22-31/12/22 5:30- 19:00 Wednesday and 05:30 Friday to 19:00 Saturday.
- iii. **Location and Nature :** Anglian Water Road Closed – Wellington Street between Woodlands and Taverners Court 29/4/22 to 30/4/22

c. Enforcement

Notice of appeal enforcement now complied with – 3 Trinity Lane

P90. Proposed Works to Trees

The following tree work was noted:

- a. **Location:** The Sycamores, 23 Westgate. **Proposal:** G1 – 8 no. Leylandii – Remove broken limb and fell damaged tree (as per photos supplied) and fell and remove other trees. **Reasons:** G1 – storm damage and risk of further damage due to location, height and condition.
- b. **Location:** The Rectory, 49 Westgate. **Proposals:** T1 – Sycamore – Remove limb on north-east over the footpath. T2 – Spruce – Remove to ground level. **Reasons:** T1 – Cambium damage evident. T2 – Poor

specimen.

- c. **Location:** 189A Eastgate. **Proposal:** T1 – Ash – Repollard 2m past previous pollarding cuts to leave a finished height of 8m. Remove north-west limb back to main trunk to give an upright, finished pollard.

P91. Street Naming

Following a request by the developer to name three new roads on phase 2 of the Land South of Chestnut Drive development, as follows: Oak Road, Maple Close, Cedar Avenue it was **RESOLVED** to suggest instead: Mulberry Close, Juniper Road and Rowan Avenue as there were already similar roads in the town to those suggested or those suggested were not native British trees.

P92. Next Meeting

The Committee noted that the date of the next scheduled Planning Committee meeting was 14th June 2022.

The Meeting Closed at 8:03pm.

Signed _____ (Chairman)

Dated _____

Our Ref	Author-ity	Application No	Type	Applicant	Proposal	Location / Ward	Conservation Area?	Previous LTC Comments	Planning Working Group Recommendations	Expiry Date for LTC Comments
1	ELDC	N/105/00874/22	Planning Permission	Lincolnshire Conservation Ltd	Planning Permission - Change of use, conversion of and alterations to existing buildings, comprising of commercial and residential which are listed buildings to provide a house and 3no. self contained flats.	2-4 Nichol Hill & 35A Eastgate, LN11 9NQ - St James Ward	Yes	Slightly different application - supported this application on 20th July 2021.	Support	15/06/2022
2	ELDC	N/105/00875/22	Listed Building Consent	Lincolnshire Conservation Ltd	Listed Building Consent - Internal and external alterations to existing buildings, comprising of commercial and residential to restore and convert to provide a house and 3no. Flats	2-4 Nichol Hill & 35A Eastgate, LN11 9NQ - St James Ward	Yes	Slightly different application - supported this application on 20th July 2021.	Support	15/06/2022
3	ELDC	N/105/00758/22	Planning Permission	Miss C Dunlop	Planning Permission - Construction of a vehicular access	49 Eastfield Road, LN11 7AJ - Trinity Ward	No	none	Support but request permeable surface	15/06/2022
4	ELDC	N/105/00905/22	Planning Permission	Mr. King	Planning Permission - Extension to existing dwelling to provide additional living accommodation to include an integral single garage. I	171 Eastfield Road, LN11 7AS - Trinity Ward	no	none	Object. Extension on land boundary, overshadowing and loss of light for neighbour at 169.	15/06/2022
5	ELDC	N/105/00804/22	Planning Permission	Mr Z Majid	Planning Permission - Change of use, conversion of and alterations to existing residential accommodation to provide an extension to the existing dental practice.	20A-20D Uppate - St. Mary's Ward	Yes	supported listed building consent on 10th May 2022	Support	15/06/2022
6	ELDC	N/105/00920/22	Planning Permission	Mr. K. Enderby,	Section 73 application in relation to condition no. 5 (surface water run-off) previously approved under planning permission ref. no. N/105/0763/19 for the erection of a house	54 Brackenborough Road - St. Margaret's Ward	No		Support	15/06/2022
7	ELDC	N/105/00803/22	Planning Permission	Mr P Marshall	Change of use of existing industrial storage unit	UNITS 15 and 16, Nottingham Court, Nottingham Road, Fairfield Industrial Estate, LN11 0WP - North Holme Ward	No	none	Support	15/06/2022
8	ELDC	N/105/00970/22	Planning Permission	Mr R Pockington	Planning Permission - Alterations to existing outbuildings to increase the living accommodation all in connection to the main dwelling	1 Kenwick Road, LN11 8EF - St. Michael's Ward	No	none	Support	17/06/2022
9	ELDC	N/105/00423/22	Consent to Display	Masons and Partners LLP	Consent to Display - 2no. LCD Screens in each front window to display property information and 1no. internally illuminated fascia sign with uplighters.	23 Conmarket, LN11 9QD - Priory Ward	Yes	none	Support	17/06/2022
10	ELDC	N/105/00427/22	Listed Building Consent	Masons and Partners LLP	Listed Building Consent -Alterations to include the installation of replacement shop signage.	23 Conmarket, LN11 9QD - Priory Ward	Yes	none	Support	17/06/2022

Our Ref	Author-ity	Application No		Type	Applicant	Proposal	Location / Ward	Conservation Area?	Previous LTC Comments	Planning Working Group Recommendations	Expiry Date for LTC Comments
11	LCC	PL/	00617/22	Planning Permission	Mr. R. Bloomer,	Planning Permission - Extensions to existing dwelling to provide additional living accommodation	50 Stewton Lane, LN11 8SB St. Michael's Ward	No	None	Support	17/06/2022

PLANNING COMMITTEE 14th JUNE 2022

PLANNING CORRESPONDENCE TO NOTE

ELDC Planning Decisions

Approved – N/105/00446/22 – Planning Permission – The Lodge 5 Crowtree Lane – LTC supported.
 Approved – N/105/02501/21 – Planning Permission – 11 Line Grove – LTC supported.
 Approved – N/105/00346/22 – Planning Permission – 69 Broadbank – LTC supported.
 Approved – N/105/02655/21 – Planning Permission – 10 Cornmarket – LTC supported.
 Approved – N/105/02668/21 – Planning Permission – Site of former 179 Newmarket – LTC supported.
 Approved – N/105/00425/22 – Planning Permission – 16 Little Lane – LTC supported.
 Approved – N/105/00227/22 – Planning Permission – 46 Buttercup Lane – LTC supported.
 Approved – N/105/00419/22 – Planning Permission – 2 Swallow Drive – LTC supported.
 Refused – N/105/00411/22 – Planning Permission – 31 Northgate – LTC supported

LCC Planning Permission

N/105/00808/22 - PL/0053/22 – Planning Permission – Demolition and building of new construction Children's Home – LTC supported

Planning Enforcement

Land Adjacent Playing Field, Julian Bower, Breach of condition 12 on planning permission reference – letter of confirmation of receipt of complaint
 Land Adjacent Playing Field, Julian Bower, Removal of hedging and construction of a staircase without planning permission – letter of confirmation of receipt of complaint
 Hallam Close, Julian Bower – use of land for a music event. – letter of confirmation of receipt and complaint.

Appeals

Appeal Decision – 30 Trinity Lane, Appeal Ref: APP/D2510/D/22/3295420 – The appeal is dismissed insofar as it relates to the existing front bay window to be replaced with UPVC, allowed insofar as it relates to the existing front wall to be shortened in length.

Appeal Decision – Land off Horncastle Road Louth Appeal ref APP/D2510/W/22/3291656 – the appeal is dismissed.

Costs decision – Land off Horncastle Road Louth Appeal ref APP/D2510/W/22/3291656 – application for award of costs is refused.

Withdrawn Application

N/105/00344/22 – 4 Cistemgate – withdrawn on 1st June 2022

Temporary Road Closures

ORGANISATION RESPONSIBLE FOR RESTRICTION: LCC

REASON FOR RESTRICTION: Classic Car Show

LOCATION & NATURE OF RESTRICTION: 40mph speed limit order – A16 Bypass (between A16 Grimsby Road/North Holme Road roundabout to A157/B1200 roundabout, No right turn order from Deighton Close Farm entrance onto the A16 bypass northbound, from A16 bypass northbound into Deighton Close Farm entrance
PERIOD OF RESTRICTION: 3/6/22 9.00-18.00

ORGANISATION RESPONSIBLE FOR RESTRICTION: Anglian Water

REASON FOR RESTRICTION: Emergency communication pipe repair

LOCATION & NATURE OF RESTRICTION: Wellington Street between Woodlands and Taverners Court

PERIOD OF RESTRICTION: 13/5/22 – 19/5/22

ORGANISATION RESPONSIBLE FOR RESTRICTION: LCC**REASON FOR RESTRICTION** Outfields Festival

LOCATION & NATURE OF RESTRICTION: Road Closure B1520 Ugate, London Road, Tennyson Road (westbound between Newmarket and Linden Walk) Linden Walk (northbound between Tennyson Road and Newmarket. No right turn from Tennyson Road to Linden Walk, From Newmarket into Tennyson Road, from Linden Walk onto Newmarket and Hill Terrace onto Linden Walk. No left turn from Quarry Road onto Linden Walk, and Newmarket onto Tennyson Road.

PERIOD OF RESTRICTION: 18/6/22 10:00-23:59

ORGANISATION RESPONSIBLE FOR RESTRICTION: Event organiser**REASON FOR RESTRICTION** Street Party

LOCATION & NATURE OF RESTRICTION: Hawthorne Avenue

PERIOD OF RESTRICTION: 5/6/22 – Diversions signposted.

ORGANISATION RESPONSIBLE FOR RESTRICTION: Event organiser**REASON FOR RESTRICTION** Street Party

LOCATION & NATURE OF RESTRICTION: Abbey Road

PERIOD OF RESTRICTION: 5/6/22 – Diversions signposted.

ORGANISATION RESPONSIBLE FOR RESTRICTION: Event organiser**REASON FOR RESTRICTION** Street Party

LOCATION & NATURE OF RESTRICTION: Linden Walk

PERIOD OF RESTRICTION: 5/6/22 – Diversions signposted

ORGANISATION RESPONSIBLE FOR RESTRICTION: Event organiser**REASON FOR RESTRICTION** Street Party

LOCATION & NATURE OF RESTRICTION: Westgate

PERIOD OF RESTRICTION: 5/6/22 – Diversions signposted

ORGANISATION RESPONSIBLE FOR RESTRICTION: LCC**REASON FOR RESTRICTION** KEVIGS Open Evening

LOCATION & NATURE OF RESTRICTION: Road Closure Order: Crowtree Lane, Irish Hill, The Paddock: No waiting and loading at any time order: Crowtree Lane, Irish Hill, The Paddock

PERIOD OF RESTRICTION: 7/7/22 16:00-21:00

ORGANISATION RESPONSIBLE FOR RESTRICTION: Northern Powergrid**REASON FOR RESTRICTION** Connections for new flat development

LOCATION & NATURE OF RESTRICTION: Road Closure order on Northgate between Eastgate and James Street)

PERIOD OF RESTRICTION: 12/6/22 7:00-19:00



Ref: TRO/H/LS/622

Date: 5th May 2022

Lincolnshire County Council
Place Directorate
Asset Management
Minor Works and Traffic
Lancaster House
36 Orchard St
Lincoln LN1 1XX

Tel: 01522 782070
TRO@lincolnshire.gov.uk

Dear Sir/Madam

SUBJECT: Proposed Restriction Changes – Monks Dyke Road, Louth

Lincolnshire County Council recently received a request to review waiting restrictions in the vicinity of Monks Dyke Road, Louth.

Investigations have shown that vehicles are experiencing difficulties in this area due to inconsiderate parking at school pick up and drop off times. Visibility is impaired with both vehicles and pedestrians experiencing issues.

Please see plan H/KF/662/001 enclosed. We are looking to propose revoking the current double yellow lines in the layby outside Lacey Gardens Junior School to allow parking but still maintaining the school entrance. We are also looking at proposing double yellow lines on Monks Dyke Road to allow better visibility around the bend and to protect the junctions of Almond Crescent and Trinity Lane.

Before proceeding further, I wish to consider the views of parties who may be interested in this matter. If your comments are in the form of an objection to the proposal and if they cannot be resolved, they will be reported through the County Council's procedures at the appropriate time.

Any observations on these proposals should reach me in writing or via email by Monday 13th June 2022.

Yours faithfully

Minor Works and Traffic



--- Existing double yellow lines

— Proposed double yellow lines to be removed



Highways Alliance

Lancaster House, 36 Orchard Street, Lincoln, LN1 1YZ

Louth Monks Dyke Road

Proposed revocation of double yellow lines

D/142080/2

Rev	Description	Drawn	Chkd	Auth	Date
0		DON			
Project		Drawn			
Stage		Chkd			
Project No.					
Drawing Title					
Drawing No.					
Rev	0	APRIL 2020			
Scale	1:1000 @A4				