

Louth Town Council

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

01507 355895

clerk@louthtowncouncil.gov.uk



To the Members of the Town Council of Louth:

You are hereby summoned to attend a meeting of Louth Town Council and its Governance and Finance Committee and Planning Committee which will be held on Tuesday 18th June 2024 in The Old Court Room, The Sessions House, Eastgate, Louth at 7pm. The business to be dealt with at the meeting is listed in the agenda below.

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

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

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

L.M. Phillips

Mrs. L.M. Phillips

Town Clerk

Dated this 13th Day of June 2024

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 2025.
2. **Election of Governance and Finance Committee Vice Chairman**
Committee to receive nominations and to elect the Vice Chairman of the Governance and Finance Committee to hold office until the Annual Meeting of Louth Town Council in 2025.
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 Governance and Finance Committee meeting held on 30th April 2024. (Attached).
6. **Finance**
Committee to note/approve/authorise the following:
 - a. Receipts and Payments – Cashbooks 1 and 2 – Month 12

| | | | | |
|-----------------|----------|-----------|----------|------------|
| i. Cash Book 1 | Receipts | £7,408.94 | Payments | £29,657.09 |
| ii. Cash Book 2 | Receipts | £0.00 | Payments | £21.93 |
 - b. Detailed Income and Expenditure Report (Budget Variance Report) as at Month 12 to 31st March 2024.
 - c. Earmarked Reserves Report as at 31st March 2024.
 - d. Balance Sheet and Cashbook 1 and 2 Bank Reconciliations as at 31st March 2024 which reconcile to account statements showing balances as follows:
 - i. Lloyds Treasurers Account (balance on statement 76) – £294,408.46
 - ii. Petty Cash (balance as at 31st March 2024) – £54.08

- iii. Lloyds Deposit Account (balance on statement 7 as at 31st March 2024) – £166,652.51
- iv. National Savings and Investment Account (balance on statement 10 as at 31st March 2024) – £112,300.42

7. Annual Governance and Accountability Return (AGAR) 2023/24

On a recommendation by FOG:

- a. To receive the report of the internal auditor. (Attached).
- b. To receive the Statutory Balance Sheet for the year ended 31st March 2024 and recommend to Town Council that it be approved and signed by the Chairman and Responsible Financial Officer. (Attached).
- c. To approve the completion of the Annual Governance Statement (Section 1 of the AGAR) for the financial year 2023/24, placing ticks in all boxes except number 9 where n/a should be ticked and recommend to Town Council 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 2023/24 and recommend to Town Council for 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 reasonably 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 Thursday 20th June 2024 to Wednesday 31st July 2024.

8. Review of Notices, Policies and Procedures

Committee 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 continued use of:

- a. Cemetery Privacy Notice – No changes.
- b. Staff and Councillor Privacy Notice – Change to date of last update required within body of document.
- c. Email Contact Privacy Notice – No changes.
- d. General Privacy Notice – Change to date of last update required within body of document.
- e. Remote Meeting Privacy Notice – Change to date of last update required within body of document.
- 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. LTC Vehicle Usage and Driving at Work Policy – No changes.
- o. Members Allowance Policy – No changes.

9. Working Group

Committee to re-establish the Financial Overview Group as a working group and approve remit and membership as follows:

Financial Overview Group (FOG) – Reports to Governance and Finance Committee / Town Council

| | |
|-------------------|---|
| Membership | 6 + Town Clerk |
| Req'd Councillors | Chairman and Vice Chairman of GF Committee + 4 others |
| Members 2023/24 | Cllrs. Mrs. EB, LF, JD, PS, HF, ML. (The Mayor, Ex. Officio). |
| Officers | Town Clerk – Responsible Financial Officer (RFO) |
| Remit | To oversee financial transactions of LTC. Make recommendations to Council regarding the appointment of internal and external auditors. Assess and make recommendations to GF Committee regarding applications for grants. Review Standing Orders, Financial Regulations, Internal Controls and Insurance requirements. Ensure that statement of assurance on Annual Report can be approved by the Full Council. |
| Delegated Powers | None. Investigate and enquire with recommendations to GF Committee or Town Council. |
| Meetings | As required. |

10. Next Meeting

To note that the next scheduled meeting of the Governance and Finance Committee will take place on 6th August 2024.

TOWN COUNCIL

(Chairman: Cllr. J. Simmons, 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. **Town Clerk’s Remarks**
4. **Minutes**
To approve as a correct record the notes of the Council Meeting held on 14th May 2024.
5. **Committee Minutes**
To confirm receipt of the minutes and adopt resolutions contained therein of the following Committee Meetings:
 - a. Planning Committee – 30th April 2024
 - b. Community Resources Committee – 19th March 2024
6. **Annual Governance and Accountability Return (AGAR) 2023/24**
On the recommendation of FOG:
 - a. To receive the report of the internal auditor. (Attached).
 - b. To receive the Statutory Balance Sheet for the year ended 31st March 2024 and approve signing by the Chairman and Responsible Financial Officer. (Attached).
 - c. To approve the completion of the Annual Governance Statement (Section 1 of the AGAR) for the financial year 2023/24, 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 2023/24 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 reasonably 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 Thursday 20th June 2024 to Wednesday 31st July 2024.
7. **Annual Town Meeting Minutes 2023/24**
To receive the notes of the Annual Town Meeting held on 16th April 2024, consider if further action should be taken on proposals raised by members of the public and agree that, unless there is a contentious subject that requires discussion in 2025, the Annual Town Meeting should be held at The Sessions House. (Minutes Attached).
8. **Working Groups**
Council to re-establish working groups to the Council and approve remit and membership.
9. **Christmas Tree Festival 2024**
Council to resolve upon whether it would like to take part in the 2024 St. James’ Church Christmas Tree Festival which will run from 5th December to 11th December. Delegated authority to be granted to the Town Clerk to incur expenditure in this regard, Mayor to lead arrangements.
10. **Hubbard’s Hills Future Management**
To receive papers from the Hubbard’s Hills Working Group compiled from comments submitted by Councillors and resolve upon the way forward.
11. **Louth Town Plan**
On a proposal by Cllr. JD, Council to consider setting up a working group to develop an effective Louth Town Plan to provide a long-term vision for the improvement of Louth and its future by:
 - a. Creating a coherent planning policy for the Town Council, perhaps following neighbourhood planning principles (and drawing down funding); and

- b. Bringing together interested individuals and organisations in the town to foster co-operation to create plans to improve:
 - i. Conservation Area
 - ii. Business (Town Centre and Industrial Estate)
 - iii. Transport
 - iv. Open Space (Greenspace including Hubbard's Hills and Sports and Play areas)
 - v. Arts and Culture
 - vi. Community support including Food Banks, Baby and Uniform Banks, Repair Café, Citizens' Advice.
 - vii. Promotion and communication, including tourism and branding.

12. Next Meeting

To note that the next scheduled meeting of the Town Council will take place on 27th August 2024.

PLANNING COMMITTEE

(Chairman: Cllr. P. Starsmore, 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 Planning Committee Meeting held on 28th May 2024. (Attached).

4. Applications received by the Local Planning Authority

To consider and make observations/ratify comments already submitted by the Planning Working Group to meet deadlines, on all planning applications received including those listed in the schedule (PA/Schedule 06-18-24). (Attached).

5. Planning Correspondence

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

6. Proposed No Waiting and No Loading At Any Time Restriction and Goods Vehicle Loading Only Bay – Market Place, Louth

Further to discussion on the above on 28th May 2024 when it was resolved that the Council objected to the above proposal as it was felt that the area should be left as is and that there should be increased enforcement, Committee to receive the response from LCC and an update from representatives on the Louth Transport Board and consider changing its original stance.

7. LCC Rights of Way Improvement Plan Survey

Further to circulation of details of the above by email on 7th June 2024 Committee to resolve upon whether to make a corporate response. Survey questions attached.

8. Proposed Works to Trees

Committee to consider the following proposed works to trees in the Conservation Area (details circulated by email 12/6/24) and resolve as required:

- a. **Location:** 209 Eastgate. **Proposal:** T1 – Magnolia. Reduce canopy from 6m high to 5m and 8m in diameter to 6m. **Reasons:** None supplied.

9. Proposed 30mph Speed Limit – Brackenborough Road, Louth

Committee to receive a letter and map from LCC regarding the above and resolve upon whether to make a corporate response.

10. Next Meeting

To note that the next scheduled meeting of the Planning Committee will take place on 16th July 2024.

04-30-24 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 30th APRIL 2024**

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

Present Councillors: Mrs. E. Ballard (Mrs. EB), J. Baskett (JB), J. Drake (JD), L. Frost (LF), D. Hobson (DH), G.E. Horton (GEH), M. Lamb (ML), Mrs. J. Makinson-Sanders (Mrs. JMS), D. Moore (DM), Mrs. K. Parsons (Mrs. KP) and Mrs. P.F. Watson (Mrs. PFW).

Councillors not present: M. Barnes (MB), L.M. Cooney (LMC), H. Filer (HF), J. Simmons (JS) and D.E. Wing (DEW).
The Town Clerk, Mrs. L.M. Phillips and the Town Clerk's Assistant, Miss S. Chitauro were also present.

G57. Apologies for Absence

Apologies were received from Cllrs. LMC, HF, JS and DEW.

G58. Declarations of Interest / Dispensations

The following declarations of interest were made:

- a) Cllr. Mrs. JMS – Item 4 as a member of the Hubbard's Hills Trust.

G59. Minutes

It was **RESOLVED** that the notes of the Governance and Finance Committee meeting held on 9th April 2024 be approved as the minutes.

G60. Finance

It was **RESOLVED** to note/approve/authorise the following:

- a) Receipts and Payments – Cashbooks 1 and 2, Months 10 and 11
- i. Month 10

| | | | | |
|----------------|----------|------------|----------|------------|
| 1. Cash Book 1 | Receipts | £16,549.43 | Payments | £14,124.08 |
| 2. Cash Book 2 | Receipts | £0.00 | Payments | £40.00 |
 - ii. Month 11

| | | | | |
|----------------|----------|-----------|----------|------------|
| 1. Cash Book 1 | Receipts | £5,300.00 | Payments | £30,486.53 |
| 2. Cash Book 2 | Receipts | £0.00 | Payments | £2.10 |
- b) Detailed Income and Expenditure Report (Budget Variance Report) as at Month 11 to 29th February 2024.
c) Earmarked Reserves Report as at 29th February 2024.
d) Balance Sheet to 29th February 2024 and Cash Book 1 and 2 Bank Reconciliations which reconcile to account statements showing balances as follows:
- i. Lloyds Treasurers Account (balance at 29/02/24 on statement 87) - £316,656.61.
 - ii. Petty Cash (balance as at 29/02/24) - £76.01.
 - iii. Lloyds Deposit Account (balance on statement 11) - £166,652.51.
 - iv. National Savings and Investment Account (balance on statement 12) - £111,438.

G61. Review of Standing Orders

The Committee received an amended copy of its Standing Orders and, after discussion, it was **RESOLVED** to approve for use with the amendments plus an amendment to section 24 Communicating with District and County or Unitary Councillors, subsection a.

G62. Next Meeting

It was noted that the date of the next scheduled Governance and Finance Committee meeting was 18th June 2024.

The Meeting Closed at 8.38pm.

Signed _____ (Chairman) Dated _____

Date 20/05/2024

Louth Town Council Current Year

Page: 389

Time 13:24

Cashbook 1

User: LMP

Lloyds TSB Current/Deposit

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 : | | 483,264.12 | | | | | 483,264.12 | |
| BGC Banked 05/03/2024 | | 5,606.94 | | | | | | |
| BGC LCC | | 5,606.94 | | | 4223 | 401 | 5,606.94 | Amenity Grass Contribution |
| FPI Banked 07/03/2024 | | 164.00 | | | | | | |
| FPI2255 Leakes Memorials | | 164.00 | | | 1011 | 401 | 164.00 | Mem re. Shotten |
| Int Banked 11/03/2024 | | 184.00 | | | | | | |
| Int Lloyds Bank | | 184.00 | | | 1190 | 101 | 184.00 | Interest Received |
| FPI Banked 13/03/2024 | | 164.00 | | | | | | |
| 2256 Leakes Memorials | | 164.00 | | | 1011 | 401 | 164.00 | Mem re M Waumsley |
| BGC Banked 21/03/2024 | | 372.00 | | | | | | |
| 2257 Walkers Lnccs Co op | | 372.00 | | | 1010 | 401 | 221.00 | Inter N. Gulley |
| | | | | | 1012 | 401 | 151.00 | EXRT 196/29 |
| 500877 Banked 26/03/2024 | | 807.00 | | | | | | |
| 500877 St. Aethelheard's | | 300.00 | | | 1000 | 101 | 300.00 | St. A Rent |
| 2245 Mr. Shotten | | 262.00 | | | 1010 | 401 | 111.00 | Inter Mrs. Shotten |
| | | | | | 1012 | 401 | 151.00 | EXRT 1114 |
| 2246 Mrs. Brown | | 151.00 | | | 1012 | 401 | 151.00 | EXRT 1115 |
| 2242 Mr. Barnes | | 47.00 | | | 1012 | 401 | 47.00 | Transfer of ownership |
| 2247 The Dales | | 47.00 | | | 1000 | 401 | 47.00 | GS Renunciation |
| FPI Banked 27/03/2024 | | 111.00 | | | | | | |
| 2258 R. Arnold Funeral Services | | 111.00 | | | 1010 | 401 | 111.00 | Inter J Richardson |
| Total Receipts for Month | | 7,408.94 | 0.00 | 0.00 | | | 7,408.94 | |
| Cashbook Totals | | 490,673.06 | 0.00 | 0.00 | | | 490,673.06 | |

Continued on Page 390

Date 20/05/2024

Louth Town Council Current Year

Page: 390

Time 13:24

Cashbook 1

User: LMP

Lloyds TSB Current/Deposit

For Month No: 12

Payments for Month 12

Nominal Ledger

| <u>Date</u> | <u>Payee Name</u> | <u>Reference</u> | <u>£ Total Amnt</u> | <u>£ Creditors</u> | <u>£ VAT</u> | <u>A/c</u> | <u>Centre</u> | <u>£ Amount</u> | <u>Transaction Detail</u> |
|---------------------------------|--------------------------------|------------------|---------------------|--------------------|--------------|------------|---------------|-----------------|----------------------------|
| 19/03/2024 | Mrs. J. Simmons | OP31 | 16.65 | | | 4102 | 601 | 16.65 | Civic Mileage |
| 19/03/2024 | John Darke Ltd | OP32 | 237.57 | | 37.01 | 4531 | 401 | 200.56 | Cem & Van Fuel |
| 19/03/2024 | Citizens Advice Lincoln & Lind | OP33 | 1,000.00 | | | 4089 | 601 | 1,000.00 | Financial Cont |
| 19/03/2024 | SCIS | OP34 | 1,784.42 | | 297.40 | 4020 | 101 | 278.76 | Adobe |
| | | | | | | 9348 | 103 | 728.27 | Z:/ memory ext, repair |
| | | | | | | 348 | 0 | -728.27 | Z:/ memory ext, repair |
| | | | | | | 6000 | 103 | 728.27 | Z:/ memory ext, repair |
| | | | | | | 4020 | 101 | 359.99 | 30 Mailboxes & space |
| | | | | | | 4020 | 101 | 120.00 | IT Maintenance |
| 19/03/2024 | Tudor Grounds Maintenance | OP35 | 816.00 | | 136.00 | 4551 | 401 | 680.00 | Hedge Cutting |
| 19/03/2024 | GBM Waste Management | OP36 | 195.00 | | 32.50 | 4532 | 401 | 162.50 | Cem Skip |
| 19/03/2024 | KRL Group Ltd | OP37 | 57.36 | | 9.56 | 4304 | 401 | 47.80 | Copies and Helpdesk |
| 19/03/2024 | Louth Building Supplies | OP38 | 58.40 | | 9.73 | 4540 | 401 | 7.90 | Gloves |
| | | | | | | 4520 | 401 | 40.77 | Supplies |
| 19/03/2024 | Mrs. L. Phillips | OP39 | 25.00 | | | 4020 | 101 | 25.00 | Eye Test |
| 19/03/2024 | D Skells TM Ltd | OP40 | 2,928.00 | | 488.00 | 4530 | 401 | 1,730.00 | Cem Grass |
| | | | | | | 4223 | 401 | 710.00 | Cem Grass |
| 19/03/2024 | GRS Electrical | OP41 | 173.88 | | 28.98 | 4308 | 401 | 144.90 | PATs Testing |
| 19/03/2024 | ELDC | OP42 | 3,803.88 | | | 4501 | 401 | 3,803.88 | Cem Rates |
| 19/03/2024 | ELDC | OP43 | 5,988.00 | | | 4306 | 401 | 5,988.00 | SH Rates |
| 19/03/2024 | JD & KE Parsons | OP44 | 102.90 | | 13.51 | 4280 | 401 | 89.39 | Floral Enhancement |
| 19/03/2024 | Staff Costs | OP45 | 2,082.80 | | | 4001 | 401 | 2,082.80 | Staff Costs |
| 19/03/2024 | Staff Costs | OP46 | 1,637.63 | | | 4001 | 401 | 1,637.63 | Staff Costs |
| 19/03/2024 | Staff Costs | OP47 | 2,330.56 | | | 4001 | 501 | 2,330.56 | Staff Costs |
| 19/03/2024 | Staff Costs | OP48 | 1,247.68 | | | 4001 | 501 | 1,247.68 | Staff Costs |
| 19/03/2024 | HM Revenue and Customs | OP49 | 2,221.56 | | | 4001 | 401 | 711.32 | Staff Costs |
| | | | | | | 4002 | 401 | 418.58 | Staff Costs |
| | | | | | | 4001 | 501 | 675.19 | Staff Costs |
| | | | | | | 4002 | 501 | 416.47 | Staff Costs |
| 19/03/2024 | LCC Pension Fund | OP50 | 1,965.36 | | | 4001 | 401 | 117.42 | Staff Costs |
| | | | | | | 4002 | 401 | 483.86 | Staff Costs |
| | | | | | | 4001 | 501 | 280.48 | Staff Costs |
| | | | | | | 4002 | 501 | 1,083.60 | Staff Costs |
| 20/03/2024 | Anglian Water | DDAWSH12 | 8.00 | | | 4303 | 401 | 8.00 | SH Water |
| 20/03/2024 | Anglian Water | DDAWCEM12 | 37.00 | | | 4505 | 401 | 37.00 | Cem Water |
| 21/03/2024 | E.ON Next | DDEONCH9 | 194.75 | | 9.28 | 4200 | 401 | 185.47 | Church Clock & Floodlights |
| 21/03/2024 | E.ON Next | DDEONCEM1 | 665.85 | | 31.71 | 4505 | 401 | 634.14 | Cem Electric |
| 26/03/2024 | EDF Energy | DDEDFCEM8 | 8.00 | | | 4505 | 401 | 8.00 | Cem gas |
| 28/03/2024 | Onecom Ltd | DD1COMSH4 | 70.84 | | 11.81 | 4304 | 401 | 59.03 | 2 x Tel & wifi |
| Total Payments for Month | | | 29,657.09 | 0.00 | 1,105.49 | | | 28,551.60 | |
| Balance Carried Fwd | | | 461,015.97 | | | | | | |
| Cashbook Totals | | | 490,673.06 | 0.00 | 1,105.49 | | | 489,567.57 | |

Date 20/05/2024

Louth Town Council Current Year

Page: 309

Time 13:25

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 : | 76.01 | | | | | 76.01 | |
| | Banked | 0.00 | | | | | | |
| | | | 0.00 | | | | | 0.00 |
| Total Receipts for Month | | 0.00 | 0.00 | 0.00 | | | 0.00 | |
| Cashbook Totals | | <u>76.01</u> | <u>0.00</u> | <u>0.00</u> | | | <u>76.01</u> | |

Continued on Page 310

Date 20/05/2024

Louth Town Council Current Year

Page: 310

Time 13:25

Cashbook 2

User: LMP

Petty Cash

For Month No: 12

Payments for Month 12

Nominal Ledger

| <u>Date</u> | <u>Payee Name</u> | <u>Reference</u> | <u>£ Total Amnt</u> | <u>£ Creditors</u> | <u>£ VAT</u> | <u>A/c</u> | <u>Centre</u> | <u>£ Amount</u> | <u>Transaction Detail</u> |
|---------------------------------|--------------------|------------------|---------------------|--------------------|--------------|------------|---------------|-----------------|---------------------------|
| 20/03/2024 | Post Office | 61 | 2.80 | | | 4022 | 101 | 2.80 | Stamps |
| 21/03/2024 | Post Office | 62 | 11.15 | | | 4022 | 101 | 11.15 | Postage |
| 26/03/2024 | WHSmith retail Ltd | 63 | 7.98 | | | 4020 | 101 | 7.98 | Stationery |
| Total Payments for Month | | | 21.93 | 0.00 | 0.00 | | | 21.93 | |
| Balance Carried Fwd | | | 54.08 | | | | | | |
| Cashbook Totals | | | 76.01 | 0.00 | 0.00 | | | 76.01 | |

22/05/2024

Louth Town Council 2023/2024

Page 1

11:58

Detailed Income & Expenditure by Budget Heading 31/03/2024

Month No: 12

Cost Centre Report

| | 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 | 50 | 50 | | | 0.0% | |
| 1176 Precept | 300,082 | 300,082 | 0 | | | 100.0% | |
| 1190 Interest Received | 2,628 | 300 | (2,328) | | | 876.1% | |
| Governance and Finance :- Income | 302,710 | 300,432 | (2,278) | | | 100.8% | 0 |
| 4020 Office Administration Costs | 3,266 | 3,500 | 234 | | 234 | 93.3% | |
| 4022 Postage | 230 | 500 | 270 | | 270 | 46.0% | |
| 4023 Meeting Expenses | 76 | 250 | 174 | | 174 | 30.4% | |
| 4024 Councillors Expenses | 0 | 100 | 100 | | 100 | 0.0% | |
| 4025 Insurances | 5,317 | 5,000 | (317) | | (317) | 106.3% | |
| 4026 Fees and Subscriptions | 3,047 | 2,805 | (242) | | (242) | 108.6% | |
| 4028 Audit Fee (Internal & External) | 840 | 1,000 | 160 | | 160 | 84.0% | |
| 4750 Contingency | 145 | 400 | 255 | | 255 | 36.3% | |
| Governance and Finance :- Indirect Expenditure | 12,921 | 13,555 | 634 | 0 | 634 | 95.3% | 0 |
| Net Income over Expenditure | 289,789 | 286,877 | (2,912) | | | | |
| 103 Governance and Finance EM Rese | | | | | | | |
| 9348 EMR IT Replacement | 728 | 0 | (728) | | (728) | 0.0% | 728 |
| 9990 General Reserve | 172,176 | 0 | (172,176) | | (172,176) | 0.0% | |
| Governance and Finance EM Rese :- Indirect Expenditure | 172,904 | 0 | (172,904) | 0 | (172,904) | | 728 |
| Net Expenditure | (172,904) | 0 | 172,904 | | | | |
| 6000 plus Transfer from EMR | 728 | | | | | | |
| Movement to/(from) Gen Reserve | (172,176) | | | | | | |
| 401 Community Resources Day to Day | | | | | | | |
| 1000 Property Income | 2,031 | 2,200 | 169 | | | 92.3% | |
| 1001 Allotment Rent Received | 790 | 790 | (0) | | | 100.0% | |
| 1002 Miscellaneous | 75,001 | 1,500 | (73,501) | | | 5000.1% | |
| 1009 LCC Contribution (Grass) | 5,607 | 4,960 | (647) | | | 113.0% | |
| 1010 Interments | 12,368 | 22,000 | 9,632 | | | 56.2% | |
| 1011 Monuments | 7,262 | 12,000 | 4,738 | | | 60.5% | |
| 1012 Exclusive Burial Rights | 13,496 | 12,500 | (996) | | | 108.0% | |
| 1013 Plaques | 0 | 350 | 350 | | | 0.0% | |
| 1014 Chapel Rent | 0 | 300 | 300 | | | 0.0% | |
| Community Resources Day to Day :- Income | 116,555 | 56,600 | (59,955) | | | 205.9% | 0 |
| 4001 Salaries | 54,590 | 54,000 | (590) | | (590) | 101.1% | |

Continued over page

22/05/2024

Louth Town Council 2023/2024

Page 2

11:58

Detailed Income & Expenditure by Budget Heading 31/03/2024

Month No: 12

Cost Centre Report

| | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|-------------------------|
| 4002 Employers Costs Super / NI | 10,871 | 20,000 | 9,129 | | 9,129 | 54.4% | |
| 4003 Grave Digging | 1,264 | 2,800 | 1,536 | | 1,536 | 45.1% | |
| 4027 Training | 163 | 1,600 | 1,437 | | 1,437 | 10.2% | |
| 4104 Civic Property | 151 | 250 | 99 | | 99 | 60.4% | |
| 4200 Clocks / Floodlights | 2,368 | 2,400 | 32 | | 32 | 98.7% | |
| 4205 Christmas Lights /Celebrations | 10,417 | 12,500 | 2,083 | | 2,083 | 83.3% | |
| 4210 Lovely Louth Competition | 189 | 400 | 211 | | 211 | 47.1% | |
| 4220 CCTV Maintenance | 4,515 | 4,515 | 0 | | 0 | 100.0% | |
| 4222 Street Furniture Maintenance | 300 | 1,500 | 1,200 | | 1,200 | 20.0% | |
| 4223 Amenity Grass Cutting | 7,710 | 22,000 | 14,290 | | 14,290 | 35.0% | |
| 4280 Floral / In Bloom | 2,459 | 2,500 | 41 | | 41 | 98.4% | |
| 4282 Hubbards Hills Mtce Contrib. | 49,000 | 49,000 | 0 | | 0 | 100.0% | |
| 4285 Minor Mtce & Cleaning Services | 3,507 | 3,000 | (507) | | (507) | 116.9% | |
| 4302 Security / Fire | 1,977 | 2,500 | 523 | | 523 | 79.1% | |
| 4303 SH Utilities | 9,500 | 9,500 | 0 | | 0 | 100.0% | |
| 4304 SH Communications | 1,676 | 2,000 | 324 | | 324 | 83.8% | |
| 4306 SH Rates | 5,894 | 5,614 | (280) | | (280) | 105.0% | |
| 4307 SH Building Maintenance | 1,171 | 1,500 | 329 | | 329 | 78.1% | |
| 4308 SH Statutory Equipment Checks | 145 | 200 | 55 | | 55 | 72.5% | |
| 4501 Cem Rates | 3,458 | 3,293 | (165) | | (165) | 105.0% | |
| 4505 Cem Utilities | 2,207 | 2,500 | 293 | | 293 | 88.3% | |
| 4520 Cem Maintenance-Supplies | 1,547 | 2,000 | 453 | | 453 | 77.3% | |
| 4530 Cem Grass Cutting / Strimming | 6,000 | 6,000 | 0 | | 0 | 100.0% | |
| 4531 Cem Fuel - Equipment | 819 | 1,100 | 281 | | 281 | 74.5% | |
| 4532 Cem Waste Disposal | 1,730 | 1,850 | 120 | | 120 | 93.5% | |
| 4533 Cem Vehicle Running Costs | 2,331 | 2,000 | (331) | | (331) | 116.6% | |
| 4540 Cem Protective Clothing | 381 | 550 | 169 | | 169 | 69.3% | |
| 4550 Cem Plants, Shrubs, Trees etc | 78 | 200 | 122 | | 122 | 39.0% | |
| 4551 Cem General Repairs/Maint. | 2,074 | 3,000 | 926 | | 926 | 69.1% | |
| 4552 Purchase of Plaques | 0 | 60 | 60 | | 60 | 0.0% | |
| 4600 Cem Equipment Replacement | 333 | 3,000 | 2,668 | | 2,668 | 11.1% | |
| 4750 Contingency | 202 | 2,000 | 1,798 | | 1,798 | 10.1% | |
| 4751 GDPR Compliance | 40 | 40 | 0 | | 0 | 100.0% | |
| 4752 Trinity Allotment Rent | 882 | 909 | 27 | | 27 | 97.0% | |
| Community Resources Day to Day :- Indirect Expenditure | 189,948 | 226,281 | 36,333 | 0 | 36,333 | 83.9% | 0 |
| Net Income over Expenditure | (73,393) | (169,681) | (96,288) | | | | |
| <u>403 Community Resources EM Reserve</u> | | | | | | | |
| 9347 EMR Art Trail | 1,000 | 0 | (1,000) | | (1,000) | 0.0% | 1,000 |

Continued over page

22/05/2024

Louth Town Council 2023/2024

Page 3

11:58

Detailed Income & Expenditure by Budget Heading 31/03/2024

Month No: 12

Cost Centre Report

| | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|-------------------------|
| 9371 EMR Capital Expenditure | 7,044 | 0 | (7,044) | | (7,044) | 0.0% | 7,044 |
| 9531 EMR CEM Equipment Replacement | 6,389 | 0 | (6,389) | | (6,389) | 0.0% | 6,389 |
| 9611 EMR Contingency | 2,501 | 0 | (2,501) | | (2,501) | 0.0% | 2,501 |
| Community Resources EM Reserve :- Indirect Expenditure | 16,934 | 0 | (16,934) | 0 | (16,934) | | 16,934 |
| Net Expenditure | (16,934) | 0 | 16,934 | | | | |
| 6000 plus Transfer from EMR | 16,934 | | | | | | |
| Movement to/(from) Gen Reserve | 0 | | | | | | |
| 501 Personnel Day to Day | | | | | | | |
| 4001 Salaries | 51,308 | 63,000 | 11,692 | | 11,692 | 81.4% | |
| 4002 Employers Costs Super / NI | 17,000 | 25,000 | 8,000 | | 8,000 | 68.0% | |
| 4008 Clerk Travel Expenses | 56 | 200 | 144 | | 144 | 28.2% | |
| 4027 Training | 50 | 500 | 450 | | 450 | 10.0% | |
| Personnel Day to Day :- Indirect Expenditure | 68,414 | 88,700 | 20,286 | 0 | 20,286 | 77.1% | 0 |
| Net Expenditure | (68,414) | (88,700) | (20,286) | | | | |
| 601 Town Council Day to Day | | | | | | | |
| 4052 Tourism/promotions | 0 | 1,000 | 1,000 | | 1,000 | 0.0% | |
| 4089 Citizens Advice Bureau | 1,000 | 1,000 | 0 | | 0 | 100.0% | |
| 4090 Grants S137 Open Resource | 1,760 | 4,000 | 2,240 | | 2,240 | 44.0% | |
| 4100 Civic Expenses | 298 | 1,500 | 1,202 | | 1,202 | 19.9% | |
| 4102 Mayoral Allowance | 500 | 500 | (0) | | (0) | 100.0% | |
| 4103 Mayors Serjeant Expenses | 325 | 650 | 325 | | 325 | 50.0% | |
| 4105 Election Expenses | 2,389 | 2,000 | (389) | | (389) | 119.4% | 389 |
| 4106 Deputy Mayor's Expenses | (32) | 100 | 132 | | 132 | (31.6%) | |
| 4111 Remembrance Day Parade Grant | 849 | 1,000 | 151 | | 151 | 84.9% | |
| 4311 Flood Schemes Maintenance | 15,917 | 16,446 | 529 | | 529 | 96.8% | |
| 4312 War Memorial | 0 | 300 | 300 | | 300 | 0.0% | |
| Town Council Day to Day :- Indirect Expenditure | 23,007 | 28,496 | 5,489 | 0 | 5,489 | 80.7% | 389 |
| Net Expenditure | (23,007) | (28,496) | (5,489) | | | | |
| 6000 plus Transfer from EMR | 389 | | | | | | |
| Movement to/(from) Gen Reserve | (22,618) | | | | | | |
| 603 Town Council EM Reserves | | | | | | | |
| 9338 EMR Civic Events | 1,634 | 0 | (1,634) | | (1,634) | 0.0% | 1,634 |
| 9363 EMR Hubbard's Hills | 12,626 | 0 | (12,626) | | (12,626) | 0.0% | 12,626 |
| Town Council EM Reserves :- Indirect Expenditure | 14,260 | 0 | (14,260) | 0 | (14,260) | | 14,260 |
| Net Expenditure | (14,260) | 0 | 14,260 | | | | |
| 6000 plus Transfer from EMR | 14,260 | | | | | | |

Continued over page

22/05/2024

Louth Town Council 2023/2024

Page 4

11:58

Detailed Income & Expenditure by Budget Heading 31/03/2024

Month No: 12

Cost Centre Report

| | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---------------------------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------|-------------------------|
| Movement to/(from) Gen Reserve | <u>0</u> | | | | | | |
| Grand Totals:- Income | 419,265 | 357,032 | (62,233) | | | 117.4% | |
| Expenditure | 498,388 | 357,032 | (141,356) | 0 | (141,356) | 139.6% | |
| Net Income over Expenditure | <u>(79,123)</u> | <u>0</u> | <u>79,123</u> | | | | |
| plus Transfer from EMR | 32,311 | | | | | | |
| Movement to/(from) Gen Reserve | <u>(46,812)</u> | | | | | | |

22/05/2024

Louth Town Council Current Year

Page 1

10:57

Earmarked Reserves

| Account | Opening Balance | Net Transfers | Closing Balance |
|------------------------------------|-------------------|-------------------|-------------------|
| 322 EMR CCTV refurbishment | 10,000.00 | | 10,000.00 |
| 325 EMR Street Furniture | 1,075.00 | -1,075.00 | 0.00 |
| 326 EMR Anniversary of Louth Flood | 301.67 | -301.67 | 0.00 |
| 327 EMR Contingency | 10,743.56 | -1,500.50 | 9,243.06 |
| 329 EMR Quality Council / Office | 4,245.00 | | 4,245.00 |
| 337 EMR Conservation Area | 500.00 | -500.00 | 0.00 |
| 338 EMR Civic Events | 1,762.56 | 366.10 | 2,128.66 |
| 339 EMR War Memorial | 8,500.00 | -8,500.00 | 0.00 |
| 340 EMR Grants 137 Reserve | 3,066.00 | | 3,066.00 |
| 346 EMR Christmas Illuminations | 10,436.00 | 500.00 | 10,936.00 |
| 347 EMR Art Trail | 1,000.00 | 0.00 | 1,000.00 |
| 348 EMR IT Replacement | 4,207.87 | -728.27 | 3,479.60 |
| 349 EMR Civic Regalia | 2,000.00 | -2,000.00 | 0.00 |
| 352 EMR TCP Floral Enhancement | 2,500.00 | | 2,500.00 |
| 353 EMR Capital Expenditure | 97,201.80 | -7,044.00 | 90,157.80 |
| 359 EMR Accommodation | 6,162.21 | | 6,162.21 |
| 360 EMR Cem External Wall | 4,000.00 | | 4,000.00 |
| 362 EMR Civic Property/Regalia | 3,045.94 | 2,000.00 | 5,045.94 |
| 363 EMR Hubbard's Hills | 21,500.00 | -6,425.92 | 15,074.08 |
| 364 EMR Clerks Training | 2,540.00 | | 2,540.00 |
| 365 EMR Accom Office Equip / Stor | 4,224.00 | | 4,224.00 |
| 366 EMR Cemetery Planting Project | 458.00 | -458.00 | 0.00 |
| 370 EMR Cemetery Gates | 3,000.00 | -3,000.00 | 0.00 |
| 380 EMR Cem Road Maintenance | 4,000.00 | | 4,000.00 |
| 381 EMR Cem Equipment Replacement | 9,637.00 | -5,389.31 | 4,247.69 |
| 382 EMR Cem Tree Surgery | 5,380.00 | 1,000.00 | 6,380.00 |
| 383 EMR Cem Workshop/Lodge | 8,056.24 | -4,000.00 | 4,056.24 |
| 385 EMR Vehicle Replacement | 14,658.00 | | 14,658.00 |
| 386 EMR Cemetery Facilities | 3,825.00 | | 3,825.00 |
| 390 EMR Accom Roof | 9,136.00 | | 9,136.00 |
| 391 EMR Accom Boiler | 3,750.00 | | 3,750.00 |
| 392 EMR Accom Structural | 5,000.00 | | 5,000.00 |
| 393 EMR Accom Car Park | 2,000.00 | | 2,000.00 |
| 394 EMR Street Signs / Furniture | 15,660.00 | | 15,660.00 |
| 395 EMR SH Internal Decorating Foy | 3,000.00 | | 3,000.00 |
| 396 EMR Speed Awareness | 2,012.00 | | 2,012.00 |
| 397 EMR Tourism | 2,115.00 | -1,115.00 | 1,000.00 |
| 398 EMR Elections | 18,000.00 | -389.10 | 17,610.90 |
| 399 EMR Funding for Sports Assets | 5,000.00 | 1,000.00 | 6,000.00 |
| | 313,698.85 | -37,560.67 | 276,138.18 |

12/06/2024

Louth Town Council 2023/2024

Page 1

13:30

Detailed Balance Sheet - Excluding Stock Movement**Month 12 Date 31/03/2024**

| <u>A/c</u> | <u>Description</u> | <u>Actual</u> |
|--|----------------------------|----------------------|
| <i><u>Current Assets</u></i> | | |
| 101 | Debtors | 1,680 |
| 105 | VAT Refunds | 15,087 |
| 110 | Prepayments | 9,792 |
| 201 | Lloyds TSB Current/Deposit | 461,016 |
| 210 | National Savings Bank | 112,300 |
| 220 | Petty Cash | 54 |
| Total Current Assets | | 599,929 |
| <i><u>Current Liabilities</u></i> | | |
| 501 | Creditors | 15,917 |
| 510 | Accruals | 7,532 |
| Total Current Liabilities | | 23,450 |
| Net Current Assets | | 576,479 |
| Total Assets less Current Liabilities | | 576,479 |

Represented by :-

| | | |
|-----|--------------------------------|----------|
| 301 | Current Year Fund | (73,874) |
| 310 | General Reserve | 374,215 |
| 322 | EMR CCTV refurbishment | 10,000 |
| 327 | EMR Contingency | 9,243 |
| 329 | EMR Quality Council / Office | 4,245 |
| 338 | EMR Civic Events | 2,129 |
| 340 | EMR Grants 137 Reserve | 3,066 |
| 346 | EMR Christmas Illuminations | 10,936 |
| 347 | EMR Art Trail | 1,000 |
| 348 | EMR IT Replacement | 3,480 |
| 352 | EMR TCP Floral Enhancement | 2,500 |
| 353 | EMR Capital Expenditure | 90,158 |
| 359 | EMR Accommodation | 6,162 |
| 360 | EMR Cem External Wall | 4,000 |
| 362 | EMR Civic Property/Regalia | 5,046 |
| 363 | EMR Hubbard's Hills | 15,074 |
| 364 | EMR Clerks Training | 2,540 |
| 365 | EMR Accommm OfficeEquip / Stor | 4,224 |
| 380 | EMR Cem Road Maintenance | 4,000 |
| 381 | EMR Cem Equipment | 4,248 |
| 382 | EMR Cem Tree Surgery | 6,380 |
| 383 | EMR Cem Workshop/Lodge | 4,056 |
| 385 | EMR Vehicle Replacement | 14,658 |
| 386 | EMR Cemetery Facilities | 3,825 |
| 390 | EMR Accommm Roof | 9,136 |
| 391 | EMR Accommm Boiler | 3,750 |
| 392 | EMR Accommm Structural | 5,000 |
| 393 | EMR Accommm Car Park | 2,000 |
| 394 | EMR Street Signs / Furniture | 15,660 |
| 395 | EMR SH Internal Decorating Foy | 3,000 |
| 396 | EMR Speed Awareness | 2,012 |
| 397 | EMR Tourism | 1,000 |
| 398 | EMR Elections | 17,611 |

12/06/2024

Louth Town Council 2023/2024

Page 2

13:30

Detailed Balance Sheet - Excluding Stock Movement**Month 12 Date 31/03/2024**

| <u>A/c</u> | <u>Description</u> | <u>Actual</u> | |
|-------------------|-------------------------------|----------------------|----------------|
| 399 | EMR Funding for Sports Assets | 6,000 | |
| | Total Equity | | 576,479 |

Date: 21/05/2024

Louth Town Council Current Year

Page 1

Time: 15:13

**Bank Reconciliation Statement as at 31/03/2024
for Cashbook 1 - Lloyds TSB Current/Deposit**

User: LMP

| <u>Bank Statement Account Name (s)</u> | <u>Statement Date</u> | <u>Page</u> | <u>Balances</u> |
|--|-----------------------|------------------------------------|----------------------|
| Lloyds TSB Deposit Account | 31/03/2024 | 12 | 166,652.51 |
| Lloyds TSB Current Account | 31/03/2024 | 88 | 294,408.46 |
| | | | <u>461,060.97</u> |
| <u>Unpresented Payments (Minus)</u> | | | <u>Amount</u> |
| 25/04/2023 9682 | Royal British Legion | 45.00 | |
| | | | <u>45.00</u> |
| | | | 461,015.97 |
| <u>Unpresented Receipts (Plus)</u> | | | |
| | | 0.00 | |
| | | | <u>0.00</u> |
| | | | 461,015.97 |
| | | Balance per Cash Book is :- | 461,015.97 |
| | | Difference is :- | 0.00 |

Signatory 1:

Name EILEEN BALLARD Signed *Eileen Ballard* Date 12.6.24

Signatory 2:

Name PAUL STARSMORE Signed *Paul* Date 12/06/2024

Date: 20/05/2024

Louth Town Council Current Year

Page 1

Time: 13:18

**Bank Reconciliation Statement as at 31/03/2024
for Cashbook 2 - Petty Cash**

User: LMP

| <u>Bank Statement Account Name (s)</u> | <u>Statement Date</u> | <u>Page</u> | <u>Balances</u> |
|--|-----------------------|------------------------------------|-----------------|
| Petty Cash | 31/03/2024 | 63 | 54.08 |
| | | | <u>54.08</u> |
| <u>Unpresented Payments (Minus)</u> | | <u>Amount</u> | |
| | | 0.00 | |
| | | | <u>0.00</u> |
| | | | 54.08 |
| <u>Unpresented Receipts (Plus)</u> | | | |
| | | 0.00 | |
| | | | <u>0.00</u> |
| | | | 54.08 |
| | | Balance per Cash Book is :- | 54.08 |
| | | Difference is :- | 0.00 |

Signatory 1:

Name ELLEN BAUNARD Signed Ellen Baunard Date 12.6.24

Signatory 2:

Name PAUL STARSMORE Signed PJS Date 12/06/2024

Annual Internal Audit Report 2023/24

LOUTH TOWN COUNCIL

WWW.LOUTH.TOWN.COUNCIL.GOV.UK

During the financial year ended 31 March 2024, 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 2023/24 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 2022/23, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered") | | | ✓ |
| L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation. | ✓ | | |
| M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2023-24 AGAR period, were public rights in relation to the 2022-23 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set). | ✓ | | |
| N. The authority has complied with the publication requirements for 2022/23 AGAR (see AGAR Page 1 Guidance Notes). | ✓ | | |
| O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee. | | | ✓ |

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

30/05/2024

Name of person who carried out the internal audit

STEVE FLETCHER

Signature of person who carried out the internal audit



Date

30/05/2024

***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 2023/24

| | | | |
|--|------------|---|--|
| 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 May 2024 | |
| 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 | | Clfr J Simmons | jsimmons@louthtowncouncil.gov.uk |
| Electorate (05.01.2024) | 13,402 | Total number of seats | 21 |
| Quorum | 7 | Number of councillor vacancies | 5 |
| Precept Demand 2021/22 | £ 300,082 | Gross budgeted Income | n/a |
| Date of most recent audit | 15.06.2023 | Date of next audit | May / June 2025 |
| Has the internal auditor seen previous audit reports including the most recent? | | Y/N | Comments |
| | | Y | Undertaken by same auditor |
| Is there evidence that previous internal and external audit reports have been acted upon? | | Y | n/a |

| | Key governance review | Y/N | Comments & recommendations | Risk | | |
|---|---|---------------------------------|---|------|-----|------|
| | | | | Low | Med | High |
| 1 | Standing orders (tailored and reviewed) | Y | Reviewed and updated during 2023/24 | ✓ | | |
| 2 | Financial regulations (tailored and reviewed) | Y | Reviewed and updated during 2023/24 Note: NALC issued updated Model Financial Regulations in April 2024 | ✓ | | |
| 3 | Terms of reference (ToR) (committees / working groups) | Y | Reviewed and updated during 2023/24 | ✓ | | |
| 4 | Code of Conduct (elected members) | Y | Reviewed and updated during 2023/24 | ✓ | | |
| 5 | Complaints procedure (tailored and reviewed) | Y | Reviewed and updated during 2023/24 | ✓ | | |
| 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 | Renewed: April 2024 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 | Ongoing process due to internal matters. | ✓ | | |
| 9 | Publication scheme (reviewed) | Y | Reviewed and updated during 2023/24 | ✓ | | |
| 10 | Risk assessment (statement or review) | Y | Risk Register - Reviewed and updated during 2023/24 | ✓ | | |
| 11 | Pay policy (staffing - reviewed) | N | No policy - Staff T&C's based on NJC / NALC / Green book | ✓ | | |
| 12 | Spending authorised | Y | Evidenced – website / minutes | ✓ | | |
| 13 | Procurement correctly administered | Y | Grass Tender 2023/24 | ✓ | | |
| 14 | Land and assets (reviewed) | Y | Part of insurance review process | ✓ | | |
| 15 | Adequate GDPR policy / procedures in place | Y | Evidenced – website | ✓ | | |
| 16 | Arrangement for inspection of public records adequate | Y | Certificate displayed on website | ✓ | | |
| Transparency codes mandatory for councils with turnover under £25k and over £200k – Best Practice for all councils | | | | | | |
| 17 | All items of expenditure above £100 published by 1 July | Y | Evidenced – website / minutes | ✓ | | |
| 18 | End of year accounts published by 1 July | Y | Evidenced - website | ✓ | | |
| 19 | Annual Governance statement published by 1 July | Y | Evidenced - website | ✓ | | |
| 20 | Internal audit report published by 1 July | Y | Evidenced - website | ✓ | | |
| 21 | Councillor responsibilities published by 1 July | Y | Evidenced - website | ✓ | | |
| 22 | Asset register published by 1 July | Y | Evidenced - website | ✓ | | |
| 23 | Agendas and meeting papers published within three clear days | Y | Evidenced - website | ✓ | | |

| | | | | | | |
|-------------------|--|------------|---------------------------------------|-------------|-----|-----|
| 24 | Draft minutes published within one month of the meeting | Y | Evidenced - website | ✓ | | |
| Accounting | | Y/N | Comments & recommendations | Risk | | |
| 25 | Cashbook maintained and up to date | Y | Evidenced – Files / PC | ✓ | Low | Med |
| 26 | Arithmetically correct (checks / balance) | Y | Evidenced – Files / PC | ✓ | Low | Med |
| 27 | Evidence of internal control (reconciliation checked) | Y | Evidenced – Files / PC | ✓ | Low | Med |
| 28 | VAT <ul style="list-style-type: none"> • evidence of recording • evidence of reclaiming | Y | Evidenced – Files / PC | ✓ | Low | Med |
| 29 | All payments supported by authorised, minuted invoices | Y | Evidenced – Files / PC | ✓ | Low | Med |
| 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 | ✓ | Low | Med |
| 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 | Evidenced – Files / PC | ✓ | Low | Med |
| | | Y | | ✓ | Low | Med |

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

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

| | Bank reconciliation | Y/N | Comments & recommendations | Risk | | |
|-----------|--|------------|--|-------------|------------|-------------|
| | | | | Low | Med | High |
| 40 | Regular bank statement reconciliation | Y | Evidenced – Minutes TC & FOG | ✓ | | |
| 41 | Balancing entries (adjustments) explained | Y | 1 x adjustment <£1 due to bank error. Explained to Council | ✓ | | |
| 42 | Bank mandate up to date • Evidence of signatories | | Approved at annual meeting 2023/24 | ✓ | | |

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

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

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

| 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 | Y | Evidenced – website / files Effective storage of [original] burial records now in fireproof cabinet. | ✓ | | |
| 61 | Local Council Award Scheme <ul style="list-style-type: none"> • Foundation • Quality • Quality Gold | N | Ongoing consideration | ✓ | | |

| | Proper Process / Practice | Y/N | Comments & recommendations | Risk | | |
|----|--|-----|---|------|-----|------|
| | | | | Low | Med | High |
| 62 | 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 | Evidenced – website | ✓ | | |
| 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 | Y | Contracts of employment for all staff Evidenced – files | ✓ | | |
| 73 | Y | Written statement of particulars for all staff from day one (April 2020 onwards) Evidenced – files | ✓ | | |
| 74 | Y | Proper procedures for payroll, PAYE & NI Evidenced – files / financial records | ✓ | | |
| 75 | Y | PAYE & NI payments verified Evidenced – files / financial records | ✓ | | |
| 76 | Y | Approval of salaries and increments Evidenced – files / financial records | ✓ | | |
| 77 | Y | Approval of expense claims Evidenced – files / financial records | ✓ | | |
| 78 | Y | Minimum wage threshold met Evidenced – files / financial records | ✓ | | |
| 79 | Y | HR procedures and policies adopted / reviewed Evidenced – files / financial records | ✓ | | |
| 80 | Y | Training policy and record staff /elected Members Evidenced – files / financial records | ✓ | | |
| 81 | N | Qualified Clerk • CILCA 2015 or later • Level 4 Community Governance or higher | ✓ | | |
| 82 | Y | Annual appraisal(s) undertaken Undertaken during 2023/24 | ✓ | | |
| 83 | Y | Job description(s) up to date / reviewed Undertaken during 2023/24 | ✓ | | |
| 84 | Y | Health and safety of staff workstation & PC equipment undertaken • <u>Display Screen Equipment</u> Undertaken during 2023/24 | ✓ | | |

Transaction spot check

| Check number | 1 | 2 | 3 | 4 | 5 | 6 |
|----------------------------|------------------|-------------------|----------------|------------|-------------|--------------------|
| Ledger date | 02.05.2023 | 20.07.2023 | 20.11.2023 | 18.01.2024 | 19.03.2024 | 26.03.2024 |
| Company | Alford Awards | E-on | Anglian Water | HMRC | J Darke Ltd | E-on |
| Reference / Cheque number | 9686 | DD | DD | FPO | FPO | DD |
| Purpose | Arms of the Town | Electricity | Water/Sewerage | PAYE / NI | Misc | Electricity |
| Delivery evidence | Cheque | DD | DD | FPO | FPO | DD |
| Payment minuted/reconciled | Y | Y | Y | Y | Y | Y |
| Invoice value (£) | 95.92 | 147.15 | 8.00 | 2,168.76 | 237.57 | 665.85 |
| Minute value agrees | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Payment value agrees | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Statement value agrees | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Timely payment | Y | Y | Y | Y | Y | Y |
| VAT recorded (£) | Y 15.99 | Y 7.01 (5%) | n/a | n/a | Y 39.60 | Y 31.71 (5%) |
| S137 recorded in ledger | n/a | n/a | n/a | n/a | n/a | n/a |
| S137 minuted | n/a | n/a | n/a | n/a | n/a | n/a |
| Notes | | | | | | |

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 | Y | Fireproof container purchased– (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 | | | | |

22/05/2024

Louth Town Council Current Year

11:04

Balance Sheet as at 31st March 2024

31st March 2023

31st March 2024

| Current Assets | | | |
|----------------------------|--|----------------|----------------|
| 1,920 | Debtors | 1,680 | |
| 15,316 | VAT Refunds | 15,087 | |
| 0 | Prepayments | 9,792 | |
| 534,102 | Lloyds TSB Current/Deposit | 461,016 | |
| 111,438 | National Savings Bank | 112,300 | |
| 155 | Petty Cash | 54 | |
| <u>662,932</u> | | <u>599,929</u> | |
| 662,932 | Total Assets | | 599,929 |
| Current Liabilities | | | |
| 0 | Creditors | 15,917 | |
| 7,330 | Accruals | 7,532 | |
| <u>7,330</u> | | <u>23,450</u> | |
| 665,602 | Total Assets Less Current Liabilities | | 576,479 |
| Represented By | | | |
| 341,904 | General Reserve | | 300,341 |
| 10,000 | EMR CCTV refurbishment | | 10,000 |
| 1,075 | EMR Street Furniture | | 0 |
| 302 | EMR Anniversary of Louth Flood | | 0 |
| 10,744 | EMR Contingency | | 9,243 |
| 4,245 | EMR Quality Council / Office | | 4,245 |
| 500 | EMR Conservation Area | | 0 |
| 1,763 | EMR Civic Events | | 2,129 |
| 8,500 | EMR War Memorial | | 0 |
| 3,066 | EMR Grants 137 Reserve | | 3,066 |
| 10,436 | EMR Christmas Illuminations | | 10,936 |
| 1,000 | EMR Art Trail | | 1,000 |
| 4,208 | EMR IT Replacement | | 3,480 |
| 2,000 | EMR Civic Regalia | | 0 |
| 2,500 | EMR TCP Floral Enhancement | | 2,500 |
| 97,202 | EMR Capital Expenditure | | 90,158 |
| 6,162 | EMR Accommodation | | 6,162 |
| 4,000 | EMR Cem External Wall | | 4,000 |
| 3,046 | EMR Civic Property/Regalia | | 5,046 |
| 21,500 | EMR Hubbard's Hills | | 15,074 |

22/05/2024

Louth Town Council Current Year

11:04

Balance Sheet as at 31st March 2024

31st March 2023

31st March 2024

| | | |
|--------|--------------------------------|--------|
| 2,540 | EMR Clerks Training | 2,540 |
| 4,224 | EMR Accom OfficeEquip / Stor | 4,224 |
| 458 | EMR Cemetery Planting Project | 0 |
| 3,000 | EMR Cemetery Gates | 0 |
| 4,000 | EMR Cem Road Maintenance | 4,000 |
| 9,637 | EMR Cem Equipment Replacement | 4,248 |
| 5,380 | EMR Cem Tree Surgery | 6,380 |
| 8,056 | EMR Cem Workshop/Lodge | 4,056 |
| 14,658 | EMR Vehicle Replacement | 14,658 |
| 3,825 | EMR Cemetery Facilities | 3,825 |
| 9,136 | EMR Accom Roof | 9,136 |
| 3,750 | EMR Accom Boiler | 3,750 |
| 5,000 | EMR Accom Structural | 5,000 |
| 2,000 | EMR Accom Car Park | 2,000 |
| 15,660 | EMR Street Signs / Furniture | 15,660 |
| 3,000 | EMR SH Internal Decorating Foy | 3,000 |
| 2,012 | EMR Speed Awareness | 2,012 |
| 2,115 | EMR Tourism | 1,000 |
| 18,000 | EMR Elections | 17,611 |
| 5,000 | EMR Funding for Sports Assets | 6,000 |

655,602

576,479

The above statement represents fairly the financial position of the authority as at 31st March 2024 and reflects its Income and Expenditure during the year.

Signed :
Chairman

_____ Date : _____

Signed :
Responsible
Financial
Officer

_____ Date : _____

Section 1 – Annual Governance Statement 2023/24

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 2024, that:

| | Agreed | | |
|---|--------|-----|--|
| | Yes | No* | |
| 1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements. | | | <i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i> |
| 2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness. | | | <i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i> |
| 3. We 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 Chair and Clerk of the meeting where approval was given:

Chair

Clerk

Section 2 – Accounting Statements 2023/24 for

LOUTH TOWN COUNCIL

| | Year ending | | Notes and guidance |
|---|-----------------------|-----------------------|---|
| | 31 March 2023 £ | 31 March 2024 £ | |
| 1. Balances brought forward | 613289 | 655602 | 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 | 283063 | 300082 | Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received. |
| 3. (+) Total other receipts | 65794 | 119183 | 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 | 123052 | 133769 | Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments. |
| 5. (-) Loan interest/capital repayments | 0 | 0 | Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any). |
| 6. (-) All other payments | 183492 | 364619 | Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5). |
| 7. (=) Balances carried forward | 655602 | 576479 | 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 | 645696 | 573370 | 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 | 1344324 | 1348979 | The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March. |
| 10. Total borrowings | 0 | 0 | The outstanding capital balance as at 31 March of all loans from third parties (including PWLB). |

| For Local Councils Only | Yes | No | N/A | |
|--|-----|----|-----|---|
| 11a. Disclosure note re Trust funds (including charitable) | | ✓ | | The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets. |
| 11b. Disclosure note re Trust funds (including charitable) | | | ✓ | The figures in the accounting statements above exclude any Trust transactions. |

I certify that for the year ended 31 March 2024 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

Date

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

as recorded in minute reference:

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

05-14-24 ATC MINS

**MINUTES OF THE ANNUAL MEETING OF LOUTH TOWN COUNCIL
HELD IN THE OLD COURT ROOM, THE SESSIONS HOUSE, LOUTH
ON TUESDAY 14th MAY 2024**

The Mayor, Cllr. Mrs. Julia Simmons (JS) (in the chair).

Present Councillors: M.R. Barnes (MRB), L.M. Cooney (LMC), J. Drake (JD), H. Filer (HF), L. Frost (LF), D. Hobson (DH), G.E. Horton (GEH), M. Lamb (ML), Mrs. J. Makinson-Sanders (Mrs. JMS), D. Moore (DM), P. Starsmore (PS), Mrs. P.F. Watson (Mrs. PFW) and D.E. Wing (DEW).

Councillors Not Present: Mrs. E. Ballard (Mrs. EB) and Mrs. K. Parsons (Mrs. KP).

The Town Clerk, Mrs. L.M. Phillips and the Town Clerk's Assistant, Miss S. Chitauru, the Mayor's Serjeant, Mrs. S. Dykes, The Mayor's Chaplain, Reverend Robert Mansfield, The Mayor's Consort, Mr. Alan Simmons, The Deputy Mayoress, Mrs. Sarah-Jayne Hobson, Mr. Richard Gurnham and 6 members of the public were also present.

T1. Election of Town Mayor (Chairman)

It was **RESOLVED** by vote of the Council that Cllr. JS should be elected Mayor of Louth to hold office until the Annual Meeting of the Council in 2025.

a) Declaration of Acceptance of Office

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

b) Mayor's Address

Cllr. JS reflected upon her time as Mayor and the many events she had attended and people she had met. She thanked her husband, the Town Council employees, the Councillors, the Mayor's Serjeant, and Reverend Mansfield. Cllr. JS then remembered Deputy Mayor Sue Crew. She finished by thanking the people of Louth, expressing that it was a privilege to serve the town.

c) Vote of Thanks to the 2023/24 Mayor

It was **RESOLVED** that a vote of thanks be given to the Mayor. Cllr. JS was presented with a replica of the Arms of the Town on behalf of the Council.

d) Reply of the 2023/24 Mayor

Cllr. JS once again thanked the staff of the Town Council, the Mayor's Serjeant, Reverend Mansfield, her consort, and Deputy Mayor and Mayoress, Cllr. DH and Mrs. S. Hobson. She presented the Arms of the Town to Doctor Richard Gurnham, telling attendees of his work for the town, that Dr. Gurnham had lived in Louth since 1977 and had taught history and politics at King Edward VI Grammar School. He had also worked part time as an adult educational lecturer. A man of the community, Cllr. JS informed attendees that Dr. Gurnham belonged to local groups such as the Louth Museum, the Choral Society and the Civic Trust. Cllr. JS spoke of Dr. Gurnham's astounding knowledge of Louth and its history, and how he had published several books on local history that had positively promoted Louth and supported the community. Dr. Gurnham received the Arms and thanked the Mayor and attendees.

e) Appointment of Chaplain

The Mayor confirmed that the Reverend Robert Mansfield had kindly agreed to act as her Chaplain for the year 2024/25.

T2. Election of Deputy Mayor

It was **RESOLVED** that Cllr. DH be elected Deputy Mayor to hold office until the Annual Meeting of the Council in 2025.

T3. Apologies for Absence

Apologies for absence were received from Cllrs. Mrs. EB and Mrs. KP.

T4. Declarations of Interest / Dispensations

Cllrs. Mrs. JMS and DEW declared interests in item 12(g) as members of the Hubbard's Hills Trust.

T5. Council Minutes

It was **RESOLVED** to approve as a correct record, the notes of the Council Meetings held on the 19th March 2024.

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 – 20th February 2024, 19th March 2024 and 9th April 2024
- b) Governance and Finance – 20th February 2024 and 9th April 2024
- c) Community Resources – 30th January 2024
- d) Personnel – 30th January 2024

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 had been reviewed and adopted in 2023/24.

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). It was **RESOLVED** membership in 2024/25 should consist of: Mrs. JMS, Mrs. EB, GEH, DH, HF, JB and JD.

T9. Town Clerk

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

T10. Representation on External Bodies and Arrangements for Reporting Back

The following representation at meetings and reporting back was noted:

- a) Louth United Charities – Cllrs. DEW and Mrs. JMS
- b) King Edward VI Almshouse School and Educational Charity of Louth – Mr. A. Leonard and Cllrs. DH and Mrs. JMS
- c) Louth Navigation Regeneration Partnership – Cllr. Mrs. PFW with JS to substitute, as required.
- d) CCTV Partnership – Cllr. Mrs. EB and the 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) Information Commissioners Office
- f) The Institute of Cemetery and Crematorium Management
- g) Rural Market Towns Group
- h) Society of Local Council Clerks (SLCC)

T12. Arrangements with Other Organisations

It was noted that the Council had arrangements with other organisations e.g., leases/agreements in respect of:

- a) Trinity Allotments
- b) Old Mill House
- c) Land off London Road (Louth Athletics Club)
- d) Julian Bower Field
- e) St. Aethelherd's Chapel
- f) Sessions House
- g) Hubbard's Hills
- h) Flood Alleviation Scheme
- i) London Road and Mount Pleasant Allotments

j) Land off London Road (Astro Turf Site)

T13. Meetings of the Council

It was **RESOLVED** to confirm that the Council approved its schedule of meetings for 2024/25 on 19th March 2024 and that the Town Clerk should issue summons by email, accordingly.

T14. Nominated Key Holders

It was **RESOLVED** to confirm that Cllrs. JB, DH, JD and JS were to be key holders of The Sessions House. Which role involves opening / closing 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.

T15. Bank Signatories

The Council noted signatories, as follows:

Lloyds Account – Cllrs. Mrs. EB, Mrs. JMS, LMC, JS, KP and DH.

NSI Account – Cllrs. Mrs. EB, LMC, JS and DH.

T16. Date of Next Meeting

It was noted that the date of the next scheduled Town Council meeting was 18th June 2024.

The Meeting Closed at 7.41pm.

Signed _____ (Chairman) Dated _____

Annual Internal Audit Report 2023/24

LOUTH TOWN COUNCIL

WWW.LOUTH.TOWN.COUNCIL.GOV.UK

During the financial year ended 31 March 2024, 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 2023/24 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 2022/23, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered") | | | ✓ |
| L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation. | ✓ | | |
| M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2023-24 AGAR period, were public rights in relation to the 2022-23 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set). | ✓ | | |
| N. The authority has complied with the publication requirements for 2022/23 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

30/05/2024

Name of person who carried out the internal audit

STEVE FLETCHER

Signature of person who carried out the internal audit



Date

30/05/2024

*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 2023/24

| | | | |
|--|---|--|----------------------------|
| 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 May 2024 | | |
| 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 | jsimmons@louthtowncouncil.gov.uk | |
| Chairman | Cllr J Simmons | | |
| Electorate (05.01.2024) | 13,402 | Total number of seats | 21 |
| Quorum | 7 | Number of councillor vacancies | 5 |
| Precept Demand 2021/22 | £ 300,082 | Gross budgeted Income | n/a |
| Date of most recent audit | 15.06.2023 | Date of next audit | May / June 2025 |
| Has the internal auditor seen previous audit reports including the most recent? | Y | Comments | Undertaken by same auditor |
| Is there evidence that previous internal and external audit reports have been acted upon? | Y | Comments | n/a |

| Key governance review | Y/N | Comments & recommendations | Risk | | |
|---|---------------------------------|---|------|-----|------|
| | | | Low | Med | High |
| 1 Standing orders (tailored and reviewed) | Y | Reviewed and updated during 2023/24 | ✓ | | |
| 2 Financial regulations (tailored and reviewed) | Y | Reviewed and updated during 2023/24 Note: NALC issued updated Model Financial Regulations in April 2024 | ✓ | | |
| 3 Terms of reference (ToR) (committees / working groups) | Y | Reviewed and updated during 2023/24 | ✓ | | |
| 4 Code of Conduct (elected members) | Y | Reviewed and updated during 2023/24 | ✓ | | |
| 5 Complaints procedure (tailored and reviewed) | Y | Reviewed and updated during 2023/24 | ✓ | | |
| 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 | Renewed: April 2024 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 | Ongoing process due to internal matters. | ✓ | | |
| 9 | Publication scheme (reviewed) | Y | Reviewed and updated during 2023/24 | ✓ | | |
| 10 | Risk assessment (statement or review) | Y | Risk Register - Reviewed and updated during 2023/24 | ✓ | | |
| 11 | Pay policy (staffing - reviewed) | N | No policy - Staff T&C's based on NJC / NALC / Green book | ✓ | | |
| 12 | Spending authorised | Y | Evidenced – website / minutes | ✓ | | |
| 13 | Procurement correctly administered | Y | Grass Tender 2023/24 | ✓ | | |
| 14 | Land and assets (reviewed) | Y | Part of insurance review process | ✓ | | |
| 15 | Adequate GDPR policy / procedures in place | Y | Evidenced – website | ✓ | | |
| 16 | Arrangement for inspection of public records adequate | Y | Certificate displayed on website | ✓ | | |
| Transparency codes mandatory for councils with turnover under £25k and over £200k – Best Practice for all councils | | | | | | |
| 17 | All items of expenditure above £100 published by 1 July | Y | Evidenced – website / minutes | ✓ | | |
| 18 | End of year accounts published by 1 July | Y | Evidenced - website | ✓ | | |
| 19 | Annual Governance statement published by 1 July | Y | Evidenced - website | ✓ | | |
| 20 | Internal audit report published by 1 July | Y | Evidenced - website | ✓ | | |
| 21 | Councillor responsibilities published by 1 July | Y | Evidenced - website | ✓ | | |
| 22 | Asset register published by 1 July | Y | Evidenced - website | ✓ | | |
| 23 | Agendas and meeting papers published within three clear days | Y | Evidenced - website | ✓ | | |

| | | | | | | | |
|-------------------|--|------------|---------------------------------------|-------------|-----|-----|------|
| 24 | Draft minutes published within one month of the meeting | Y | Evidenced - website | ✓ | | | |
| Accounting | | Y/N | Comments & recommendations | Risk | | | |
| 25 | Cashbook maintained and up to date | Y | Evidenced – Files / PC | ✓ | Low | Med | High |
| 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 | Evidenced – Files / PC | ✓ | | | |
| | | Y | | n/a | | | |

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

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

| | Bank reconciliation | Y/N | Comments & recommendations | Risk | | |
|----|--|-----|--|------|-----|------|
| | | | | Low | Med | High |
| 40 | Regular bank statement reconciliation | Y | Evidenced – Minutes TC & FOG | ✓ | | |
| 41 | Balancing entries (adjustments) explained | Y | 1 x adjustment <£1 due to bank error. Explained to Council | ✓ | | |
| 42 | Bank mandate up to date • Evidence of signatories | | Approved at annual meeting 2023/24 | ✓ | | |

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

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

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

| | 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 | Y | Evidenced – website / files Effective storage of [original] burial records now in fireproof cabinet. | ✓ | | |
| 61 | Local Council Award Scheme <ul style="list-style-type: none"> • Foundation • Quality • Quality Gold | N | Ongoing consideration | ✓ | | |

| | Proper Process / Practice | Y/N | Comments & recommendations | Risk | | |
|----|--|-----|--|------|-----|------|
| | | | | Low | Med | High |
| 62 | 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 | Evidenced – website | ✓ | | |
| 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 | Y | Contracts of employment for all staff | ✓ | | |
| 73 | Y | Written statement of particulars for all staff from day one (April 2020 onwards) | ✓ | | |
| 74 | Y | Proper procedures for payroll, PAYE & NI | ✓ | | |
| 75 | Y | PAYE & NI payments verified | ✓ | | |
| 76 | Y | Approval of salaries and increments | ✓ | | |
| 77 | Y | Approval of expense claims | ✓ | | |
| 78 | Y | Minimum wage threshold met | ✓ | | |
| 79 | Y | HR procedures and policies adopted / reviewed | ✓ | | |
| 80 | Y | Training policy and record staff /elected Members | ✓ | | |
| 81 | N | Qualified Clerk <ul style="list-style-type: none"> • CilCA 2015 or later • Level 4 Community Governance or higher | ✓ | | |
| 82 | Y | Annual appraisal(s) undertaken | ✓ | | |
| 83 | Y | Job description(s) up to date / reviewed | ✓ | | |
| 84 | Y | Health and safety of staff workstation & PC equipment undertaken <ul style="list-style-type: none"> • Display Screen Equipment | ✓ | | |

Transaction spot check

| Check number | 1 | 2 | 3 | 4 | 5 | 6 |
|----------------------------|------------------|-------------------|----------------|------------|-------------|--------------------|
| Ledger date | 02.05.2023 | 20.07.2023 | 20.11.2023 | 18.01.2024 | 19.03.2024 | 26.03.2024 |
| Company | Alford Awards | E-on | Anglian Water | HMRC | J Darke Ltd | E-on |
| Reference / Cheque number | 9686 | DD | DD | FPO | FPO | DD |
| Purpose | Arms of the Town | Electricity | Water/Sewerage | PAYE / NI | Misc | Electricity |
| Delivery evidence | Cheque | DD | DD | FPO | FPO | DD |
| Payment minuted/reconciled | Y | Y | Y | Y | Y | Y |
| Invoice value (£) | 95.92 | 147.15 | 8.00 | 2,168.76 | 237.57 | 665.85 |
| Minute value agrees | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Payment value agrees | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Statement value agrees | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Timely payment | Y | Y | Y | Y | Y | Y |
| VAT recorded (£) | Y 15.99 | Y 7.01 (5%) | n/a | n/a | Y 39.60 | Y 31.71 (5%) |
| S137 recorded in ledger | n/a | n/a | n/a | n/a | n/a | n/a |
| S137 minuted | n/a | n/a | n/a | n/a | n/a | n/a |
| Notes | | | | | | |

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 | Y | Fireproof container purchased – (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 | | - | - | - |

22/05/2024

Louth Town Council Current Year

11:04

Balance Sheet as at 31st March 2024

31st March 2023

31st March 2024

| 31st March 2023 | | 31st March 2024 | |
|----------------------------|--|-----------------|--|
| Current Assets | | | |
| 1,920 | Debtors | 1,680 | |
| 15,316 | VAT Refunds | 15,087 | |
| 0 | Prepayments | 9,792 | |
| 534,102 | Lloyds TSB Current/Deposit | 461,016 | |
| 111,438 | National Savings Bank | 112,300 | |
| 155 | Petty Cash | 54 | |
| <u>662,932</u> | | <u>599,929</u> | |
| 662,932 | Total Assets | 599,929 | |
| Current Liabilities | | | |
| 0 | Creditors | 15,917 | |
| 7,330 | Accruals | 7,532 | |
| <u>7,330</u> | | <u>23,450</u> | |
| 665,602 | Total Assets Less Current Liabilities | 576,479 | |
| Represented By | | | |
| 341,904 | General Reserve | 300,341 | |
| 10,000 | EMR CCTV refurbishment | 10,000 | |
| 1,075 | EMR Street Furniture | 0 | |
| 302 | EMR Anniversary of Louth Flood | 0 | |
| 10,744 | EMR Contingency | 9,243 | |
| 4,245 | EMR Quality Council / Office | 4,245 | |
| 500 | EMR Conservation Area | 0 | |
| 1,763 | EMR Civic Events | 2,129 | |
| 8,500 | EMR War Memorial | 0 | |
| 3,066 | EMR Grants 137 Reserve | 3,066 | |
| 10,436 | EMR Christmas Illuminations | 10,936 | |
| 1,000 | EMR Art Trail | 1,000 | |
| 4,208 | EMR IT Replacement | 3,480 | |
| 2,000 | EMR Civic Regalia | 0 | |
| 2,500 | EMR TCP Floral Enhancement | 2,500 | |
| 97,202 | EMR Capital Expenditure | 90,158 | |
| 6,162 | EMR Accommodation | 6,162 | |
| 4,000 | EMR Cem External Wall | 4,000 | |
| 3,046 | EMR Civic Property/Regalia | 5,046 | |
| 21,500 | EMR Hubbard's Hills | 15,074 | |

22/05/2024

Louth Town Council Current Year

11:04

Balance Sheet as at 31st March 2024

31st March 2023

31st March 2024

| | | |
|--------|--------------------------------|--------|
| 2,540 | EMR Clerks Training | 2,540 |
| 4,224 | EMR Accom OfficeEquip / Stor | 4,224 |
| 458 | EMR Cemetery Planting Project | 0 |
| 3,000 | EMR Cemetery Gates | 0 |
| 4,000 | EMR Cem Road Maintenance | 4,000 |
| 9,637 | EMR Cem Equipment Replacement | 4,248 |
| 5,380 | EMR Cem Tree Surgery | 6,380 |
| 8,056 | EMR Cem Workshop/Lodge | 4,056 |
| 14,658 | EMR Vehicle Replacement | 14,658 |
| 3,825 | EMR Cemetery Facilities | 3,825 |
| 9,136 | EMR Accom Roof | 9,136 |
| 3,750 | EMR Accom Boiler | 3,750 |
| 5,000 | EMR Accom Structural | 5,000 |
| 2,000 | EMR Accom Car Park | 2,000 |
| 15,660 | EMR Street Signs / Furniture | 15,660 |
| 3,000 | EMR SH Internal Decorating Foy | 3,000 |
| 2,012 | EMR Speed Awareness | 2,012 |
| 2,115 | EMR Tourism | 1,000 |
| 18,000 | EMR Elections | 17,611 |
| 5,000 | EMR Funding for Sports Assets | 6,000 |

655,602

576,479

The above statement represents fairly the financial position of the authority as at 31st March 2024 and reflects its Income and Expenditure during the year.

Signed :
Chairman

Date : _____

Signed :
Responsible
Financial
Officer

Date : _____

Section 1 – Annual Governance Statement 2023/24

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 2024, that:

| | Agreed | | *Yes* means that this authority: |
|---|--------|-----|---|
| | Yes | No* | |
| 1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements. | | | 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 |
| | | | |
| | | | has met all of its responsibilities where, as a body corporate , it is a sole managing trustee of a local trust or trusts. |

***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:

DATE

and recorded as minute reference:

MINUTE REFERENCE

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

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

DATE

Section 2 – Accounting Statements 2023/24 for

LOUTH TOWN COUNCIL

| | Year ending | | Notes and guidance |
|---|-----------------------|-----------------------|---|
| | 31 March 2023 £ | 31 March 2024 £ | |
| 1. Balances brought forward | 613289 | 655602 | 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 | 283063 | 300082 | Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received. |
| 3. (+) Total other receipts | 65794 | 119183 | 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 | 123052 | 133769 | Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments . |
| 5. (-) Loan interest/capital repayments | 0 | 0 | Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any). |
| 6. (-) All other payments | 183492 | 364619 | Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5). |
| 7. (=) Balances carried forward | 655602 | 576479 | 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 | 645696 | 573370 | 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 | 1344324 | 1348979 | The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March. |
| 10. Total borrowings | 0 | 0 | The outstanding capital balance as at 31 March of all loans from third parties (including PWLB). |

| For Local Councils Only | Yes | No | N/A | |
|--|-----|----|-----|---|
| 11a. Disclosure note re Trust funds (including charitable) | | ✓ | | The Council , as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets. |
| 11b. Disclosure note re Trust funds (including charitable) | | | ✓ | The figures in the accounting statements above exclude any Trust transactions. |

I certify that for the year ended 31 March 2024 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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

EM Phillips

Date

13/06/2024

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

DOMINIC

as recorded in minute reference:

MINUTE REFERENCE

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

MINUTE REFERENCE

ANNUAL TOWN MEETING 16TH APRIL 2024

Held at St. James' Church, Louth
Chairman – The Mayor of Louth, Councillor Mrs. Julia Simmons
Present – Town and District Councillors, Members of the Public and
Members of Community Groups

1. Welcome from the Chairman, The Mayor of Louth

Councillor JS warmly welcomed attendees to the 2023/24 Annual Town Meeting of Louth, informing attendees that the evening would consist of approving the minutes of the 2023 Annual Town Meeting, a brief update on the Council's year, presentations from local community groups and finally opening the floor to attendees to put forward their suggestions for the future or to discuss any concerns.

2. Approval of Minutes from the 2023 Annual Town Meeting

Following a proposal by Mrs. EB, seconded by PS, and a vote of those present, the notes of the 2023 Annual Town Meeting were approved as the minutes to be signed by the Chairman forthwith.

3. Brief Report on Mayor's and Council's Year

Cllr. JS opened by expressing that that it had been an absolute privilege and honour to have served as Mayor of Louth for the past year, being able to give something back to the town in which she was born and educated and held dear to her heart. She told attendees that, by the time her term in office closed, she would have attended 133 events, which had all been a joy and pleasure to be a part of. She also told of the fantastic support she had received from her husband and Consort Alan. She recounted some the engagements that stood out in her mind, from releasing butterflies in memory of loved ones at St. Barnabas' Hospice to supporting a local circus, proposing an oak tree to mark the Coronation of King Charles III that the Lord Lieutenant planted in Westgate Fields, visiting the theatre which was her passion and organising events to raise money for local causes, alongside casework in her Trinity Ward. Cllr. JS shared that many events had been held with the aim of raising money for various charities and that she had been astonished at the number of groups and organisations abound in Louth and throughout the county, at the heart of which were the people who gave their time freely and made an enormous contribution to the community. She continued that, as they had travelled around, they had the opportunity so support the local economy and businesses whilst promoting Louth as a fantastic place to live, work and visit, and that, when she had met and spoken to residents, the overriding opinion had been that Louth had so much to offer and that residents should be rightly proud of its uniqueness and friendly atmosphere. Cllr. JS added that, naturally, there was always room for improvement and that the town could collectively aim to do so as and when the need arose in order to continually thrive. She expressed that she had been overcome with the kindness and support shown by the people of Louth that she had gratefully received, along with that of the Council staff and fellow Councillors, and that in uncertain times, both globally and nationally, the community spirit in Louth had remained a constant and true inspiration. Cllr. JS continued that she had been overcome by the people of Louth, their kindness and their support, and that the strength of local communities behind the scenes had been truly amazing. Cllr. JS went on to speak of the unexpected loss of Cllr. Sue Crew in January, stating that she was well known throughout the town as a good and kind friend who was a member of many organisations, and a prominent member of some such as the Louth Lions. She furthered that Cllr. Crew was a valued Councillor who unfailingly volunteered her time and assistance with any and all Town Council events, sharing that, amongst many things, Cllr. Crew was the longstanding Chair of the Council's Planning Committee and would personally visit almost all application sites to view first-hand how proposals would impact the area. She was also the Chair of the Floral Enhancement Working Group, through which she helped to plant all the troughs throughout the town and helped to run the Lovely Louth and Festive Window Competitions. Cllr. JS added that Cllr. Crew was the Deputy Mayor for 2023/24 and was thoroughly looking forward to her time as Mayor, expressing that Cllr. Crew was sadly missed by many people. Cllr. JS proceeded to inform attendees of the Council's year, advising that a full Council was comprised of 21 Councillors who worked across the town, which was divided into 7 wards with 3 Councillors for each ward. She informed that Town Councillors do not receive any financial reward and gave their time freely, stating that Councillors work hard in the background and that she wished to thank them for the work they had done over the year and in the past. She said that the Council worked closely with other local authorities such as East Lindsey District Council (ELDC), Lincolnshire County Council (LCC), The Environment Agency (EA), and that Councillors were widely involved in all aspects of the community, representatives of many local groups and organisations, such as Louth United Charities, the KEVIGS Foundation, Louth Navigation Regeneration Partnership, and the Rural Market Towns Group among others. Cllr. JS continued that the Council held its meetings on Tuesday evenings and that the full Town Council had met 8 times, the Planning Committee

had met 15 times, the Community Resources Committee had met 6 times, the Governance and Finance Committee had met 6 times and the Personnel Committee had met 3 times over the 2023/24 period, most of which were preceded by a public forum which gave the opportunity for members of the public to speak on agenda items. Councillors and officers also attended both in person and online at meetings of working groups, meetings with other authorities, charities, and other associations. Cllr. JS shared that the Council was there to represent the people of Louth which had reached a population of over 17,000, making the Council work closely with ELDC and LCC who generally had the responsibility for the bigger issues in the town. She went on to inform attendees that the Town Council operated from the Sessions House which it purchased in 2011, providing office accommodation for the Council staff and a venue for Council and working group meetings. She continued that the building housed the Council's flag poles where various flags were flown when required, as well as other treasures such as archives, Town Charters, Mayoral Robes and works of art, and that the building had been used for hosting award ceremonies and visited by schools, twinning groups, art groups and local organisations to soak up its history. Cllr. JS told of the Town Council's responsibilities across Louth. It leased the land on which the Astro Turf pitch was located at London Road to Magna Vitae, who were in the process of relinquishing their lease for both the Astro Turf and with ELDC for the rest of the site, for a peppercorn rent. She explained that, after the lease was relinquished, responsibility of management would be given to a new group called the London Road Sports Partnership (LRSP) which had been formed by the 3 main users of the site: Louth Football Club, Louth Hockey Club and Louth Cricket Club. The Town Council had been in the process of preparing a new lease between itself and LRSP and was committed to supporting sport in Louth. As such, Cllr. JS divulged that the Council had pledged to make an ongoing annual financial contribution to LRSP to assist it in delivering sporting services for the benefit of the residents of Louth at London Road Sports Ground and Pavilion, agreeing to make a provision in its budget for a maximum annual contribution to LRSP of £20,000, should it be needed. Cllr. JS continued that, in the first year (2024/25), a minimum contribution of £10,000 would be released by 31st December 2024 and an amount up to £20,000 would be considered for release providing that a need was demonstrated. Cllr. JS informed attendees that the Council provided Allotment sites around Louth, including London Road, Mount Olivet and Trinity Lane. It looked after the War Memorial and organised the Remembrance Parade each year, which, historically, was a much revered and well attended event that no one wished to see diminished or disappear. Cllr. JS explained that the format of 2023's event had been slightly altered following concerns expressed by contingent commanders and local health professionals. Contingents felt that, unless measures were put in place to mitigate their concerns, they would be unable to participate. Therefore, changes were implemented in order to streamline the event and cut down on the amount of time that paraders were required to stand, thereby reducing the risk of injury to those who fainted or fell backwards. Cllr. JS shared that contingents had been pleased with the changes and assured that the processes would be reviewed for the 2024 event in order to fine tune and further improve proceedings. She continued that the Town Council owns or assists with the upkeep of many litter bins, benches, information boards and bus shelters around the town and owns the 7 hand carved town signs which stood at the entrances to Louth. Cllr. JS told attendees that, each year, the Town Council ensured that the town has a Christmas tree, Christmas lights and the Christmas crib. It also planted summer bedding plants in planters that were located throughout the town centre and ensured that bulbs were developing, or primroses were seen. In 2023/24, the Council replaced two of the planters in the Marketplace for ones which were more in keeping with the Conservation Area and heritage of the town. The Council also changed the plants in the planters, adopting a classing colour scheme of simple green and white, using myrtle bushes topiarised into balls and Euonymus Harlequin plants with the intention of providing a beautiful eye-catching display throughout the year. Cllr. JS explained that the Council funded CCTV cameras throughout the town centre and liaised with ELDC and other towns and parishes on a quarterly basis regarding the upkeep of the cameras. She then disclosed that the Council had once again undertaken grass cutting of the amenity verges around the town, which was an area in the region of 68,966m², on behalf of LCC. Cllr. JS went on to explain that the Town Council was now the custodian of Hubbard's Hills and had met maintenance costs to the sum of £49,000 for day to day running in 2023/24, £12,626 on repairs and the installation of new custom made bridges and £172,176 on work to the riverbanks, which covered the entire length of the Hills to shore them up, make them safe, clear the channel and assist the flow of the river. The Council provided storage facilities for the Louth Naturalists' Antiquarian and Literary Society (LNALS) and the Louth Museum and took part in celebrating and commemorating national events and anniversaries, flew the Union flag throughout the year and hoisted special flags for other events such as Commonwealth Day. The Council had once again organised the Lovely Louth competition to help beautify the town and awarded winners and organised the Festive Shop Window competition to encourage shoppers in the town over Christmas, awarding the winners. Cllr. JS shared that the Council was in the process of organising a church service to commemorate her year as Mayor in office and had discussed and responded to various consultations throughout the year, the most prominent being that of the Active Travel Scheme and the National Grid with regard to proposals to install pylons from Grimsby to Walpole. The Council had met with Magna Vitae, ELDC and LRSP representatives to discuss concerns surrounding Magna Vitae's

withdrawal from the management of London Road Pavilion and had met with the EA to discuss Louth's Flood Alleviation Scheme and its performance in the storm events during the year. The Council had also met with representatives of ELDC to discuss the future of Charles Street Recreation Ground, and Cllr. JS confirmed that she was pleased to report that the Fishing Pond had been leased by a newly formed, local, independent fishing group who would run and maintain the pond at the grounds, whilst discussions regarding bringing the other facilities on the site back into regular community use were still underway. Cllr. JS explained that the Council had liaised with members of the public and ELDC over concerns with their proposals to place a new 3G football pitch on the site of the existing grass football pitch at the Meridian Leisure Centre, and that it had also received a presentation from Morrisons regarding their plan for a new store in Louth, subsequently supporting the application in principle but requested that the concerns of the local residents be taken into consideration. The Council commented on 169 planning applications and numerous traffic regulation orders, 27 proposed works to trees, 8 street naming proposals and planning enforcements and appeals. Cllr. JS then confirmed that the Council had ensured that properly prepared and approved accounts had been submitted and assessed the risk to the public's money, appointing a competent, independent internal auditor and ensured that the figures were made available for inspection by the general public. The Council had also collated annual budgets ensuring that the portion of funds collected from the public for its use would increase minimally in 2024/25 by 0.3%. Cllr. JS went on to divulge that the Council had given grants to a number of organisations as part of the Council's formal grant giving process, where it assessed and made resolutions on applications received, and that it had contributed £1,000 to Citizens Advice Lincoln and Lindsey to assist them in their work. The Council continued to host the Community Payback Team and had continued to cultivate the Meridian Meadow area and the Meridian Orchard, which was a community initiative (containing 26 apple trees, all species native to Lincolnshire, 2 blackcurrant bushes and a mulberry bush) and promoted biodiversity in conjunction with the Lincolnshire Wildlife Trust Officer. The Council had also continued to pay for the running costs of the Parish Clock and external lights at St. James' Church and endeavoured to support the Church and its efforts in the community wherever possible. Cllr. JS stated that in 2024/25, the Council looked forward to welcoming new members and that the Council had 4 vacancies which could be filled by co-opting members who could email the Town Clerk at clerk@louthtowncouncil.gov.uk if they were interested in becoming a Town Councillor. Cllr. JS explained that the Council would continue to cut Louth's amenity grass and liaise with LCC on the Active Travel Scheme and other issues such as highways, bus services and libraries, and that it would also continue to work with ELDC's Vital and Viable team to enhance Louth's town centre and other departments for the benefit of the town. Cllr. JS continued that Council would continue to represent the people of Louth and their opinions and concerns and reiterated that the local ward Town Councillors were always there for their residents and told attendees that they should not hesitate to contact Councillors. Cllr. JS finalised by recognising that the coming year would bring many challenges to the community, especially with the rising cost of living, but reassured that the Council would continue to work for the benefit of residents to ensure that improvements are made to serve them.

Cllr. JS introduced the first of the presenters.

4. **Presentation: Amanda Watts – Louth Friendship Festival**

Amanda Watts of Louth Friendship Festival began by giving background on the Friendship Festival, which began in 2023 on a shoestring. Ms Watts told the attendees that by receiving a grant from Louth Town Council, they had been able to make the 2024 event more professional, use publicity to open the event to more people and buy a banner which was erected at Newmarket. Ms Watts explained that they would be raising money throughout the year, and that the 2024 Louth Friendship Festival would be held on Sunday 5th May at the Priory Hotel. They had printed 1,000 leaflets containing a QR code and the artwork had been provided free of charge by Priory Hotel supporters. Ms Watts shared that the idea behind the festival was to get as many community clubs, organisations, charities, and support groups together as possible so that people could interact with each other and so that local people, people who were new to the area, or who may want their children to join a club could be made aware of what they could participate in. Ms Watts continued that the festival also allowed people who were shy to make new connections and gave people who experience problems a way of contacting organisations, charities, or support groups. She explained that they were in the process of creating a pocket guide that would list the clubs, charities, support groups and organisations that were attending the festival and that the guide would be updated yearly and would be available on social media. Ms Watts finished by thanking the attendees for listening and that she hoped to see them at the next event.

Presentation: Rev. Mike Croft

Reverend Mike Croft started by expressing his joy at moving to Louth, that he was astonished at the range of things happening in the town and that he was glad to be working in partnership with the Town Council and others. He explained where he hoped the church would be headed in terms of commitments with two visual aids. The

first was the St. James' Church itself, of which he stated had been the most significant building for many miles for hundreds of years. He continued that he considered it the people's duty to keep the Church as an expression of God's grace, and that it belonged to the people. He then presented a processional cross, stating that it belonged to the people of Louth and was a commentary on the history of the place. The Reverend went on to consider 3 themes for the Church of England Churches in Louth to reflect on, the first being excellence and deducing what the people of Louth can do together well and celebrate. Rev. Croft explained that Louth was a diverse and rich place where there must be partnership and collaboration. The second theme was pilgrimage. He told attendees how St. James was the patron saint of pilgrimage, and that he wanted St. James' to be developed as a place for pilgrimage, where people could learn and grow together. The third theme was prophecy, listening to the voice of God in communities and finding hope in it. Rev. Croft finalised by expressing that the Church of England, St. James' Church and the Council working in partnership would bear fruit. He thanked the attendees.

Presentation: Clive Rhodes – Louth and District Concert Society

Mr. Rhodes began by thanking the Mayor for inviting him to speak and to Rev. Croft for allowing the use of the Church for the meeting. He explained the Louth and District Concert Society brought music of all types to the people of Louth. It was celebrating 80 years of establishment in 2024 and was a registered charity wholly dependent on volunteers, elaborating that the organisers offer accommodation and transport which artists could take advantage of. Mr. Rhodes stated that the aim of the Society was to offer a broad spectrum of music in an informal atmosphere, and offered engagement to local artists, some of which were preeminent. He told attendees that the Society tried to maintain links with schools, retirement homes and the Ukrainian expat community in Louth. He said that they were proactive in society and had retained subsidies from music charities who specialised in new talent, and that they had recently held a concert in St. James' Church featuring the music of Bach to raise money for musicians whose careers had been jeopardised by the pandemic. Mr. Rhodes expressed that they were honoured to receive grants from the Town Council in the past and had recently received £300. He said that they were always conscious of the pressures on local authorities and stressed that the Louth and District Concert Society operates on very slender reserves. He finished by advising the attendees to get in contact with him if they were interested in helping, volunteering, or attending any performances.

Presentation: Andrew North and Malcom Kerridge – Louth Male Voice Choir

Mr. North introduced himself and informed attendees that the Louth Male Voice Choir had been established for 50 years and was a registered charity with the objective of the advancement of public knowledge and appreciation of choral music by means of concerts and other performances. Mr. North said that this was achieved in a number of ways, with the group usually performing in 12 concerts a year in Louth and the surrounding areas, most of which were to raise funds for other organisations. Mr. North explained that the Louth Male Voice Choir had sung in Holland and maintained a friendship with the Albatross Choir and was hoping to travel to celebrate their 50th anniversary. Mr. North continued that the Choir met on a Tuesday evening at 7.30pm at the Town Hall and that all were welcome regardless of experience and background. He informed attendees that, at the time, there were 37 members, whose total years of membership added up to over 800 years. He explained that the Choir usually raised money for other organisations but held a concert in St. James' Church to raise money for themselves to cover the bulk of the annual costs for the Choir. Mr. North told attendees that, whilst there was not a definitive record of funds raised for organisations over the years, he estimated it to be around £500,000. He informed the meeting that the group had an emphasis on young people, and usually oversaw three main events; one in St. James' Church, which would next take place on 22nd June 2024, its Young Musician of the Year event and its Children in Need Event, which he stated they had raised around £7,000 for since they began in 2017. Mr. Kerridge introduced himself and told attendees that the major event for the Louth Male Voice Choir was its Young Musician of the Year competition which usually took place on Armistice Day and was held at the Methodist Church. He said that the competition started in 1987 as a district competition but was opened to the whole of Lincolnshire 3 years ago. He continued that the competition was divided into vocalists and instrumentalists which were then divided into three age groups: under 11's, intermediates, and seniors. Mr. Kerridge informed the meeting that the 2023 competition had 46 participants who each performed 2 pieces, meaning that a total of 96 pieces of music were played from when the competition began at 9.30am to when it closed at 9.30pm. He thanked the Town Council for the grant they awarded last year as it helped to pay for the medals and certificates issued to all the young participants in order to make the competition a friendly and positive experience for them. He mentioned that Magna Vitae and Specsavers had also sponsored the Choir. Mr. Kerridge said that Louth benefited from the event as it brought visitors to the town, and that, when he had been interviewed on BBC Radio Lincolnshire, the presenter had referred to Louth as the 'music capital of Lincolnshire'. He then told attendees that there would be another Young Musician of the Year event held on 9th November and that he hoped there would be even more participants. He finished by thanking the Town Council

for their support on behalf of all the members of the Louth Male Voice Choir.

Presentation: Molly Amour – Louth Community Arts Centre Project (LCACP)

Ms Amour introduced herself and began by informing attendees that she had recently started supporting the LCACP, which was steered by local professionals who wished to transform the disused Royal British Legion (RBL) building in Louth. She said that the LCACP was an ambitious project to revitalise the hall and transform it into a thriving community and arts centre, explaining that the hall had been a focal point of Louth for over 160 years but had fallen into disrepair. She went on to say that the LCACP recognised the importance of preserving the hall as a community asset and had already had the building listed as an asset of community value after receiving over 1,200 signatures, allowing 6 months to raise funds for purchase. She explained that the LCACP's vision for the hall was to create a vibrant and inclusive space to bring people together, to foster creativity and celebrate community and to be a place where people of all ages and backgrounds could connect, collaborate and contribute to the social and cultural fabric of Louth. She stated that the group's first objective was to preserve the heritage of the hall as a community space and that they would undertake extensive renovations to the hall to address structural issues, the upgrading of facilities and ensuring that the hall would be accessible to all. Their second objective was community engagement, and that the active involvement of the local community was central to the project. Ms Amour continued that the hall would offer a diverse range of artistic programming, including classes, performances, exhibitions and events from visual arts to musical theatre, dance and varied workshops. Ms Amour stated that the LCACP's last objective was sustainability and hoped to retrofit the building with energy efficient and sustainable materials using eco-friendly practices. She affirmed that the RBL hall would serve as a hub of activity that offered a wide range of services to meet the diverse needs of the community and that its unique offerings would include visual arts and music education, workshops and classes, performing spaces for showcases, flexible rental options of meeting spaces and offices for businesses, organisations and individuals, space for therapy and a large indoor area for markets, rehearsals and more. Ms Amour went on to say that, to support their mission and long-term sustainability of the project, the group were to form a charitable organisation to oversee the management and operation of the hall and would be responsible for fundraising, governance and strategic planning as well as engaging stakeholders and the wider community to ensure the hall would continue to meet the needs of its users. Regarding budgeting and finance, Ms Amour explained that, to realise the groups vision for the hall, they would need to obtain funding for various expenses including renovating, programming, staffing and operational costs. She continued that they had explored grants, donations, sponsorships and community shares, and that they had received support from local business and Louth Town Council, for which she thanked them for their grant awarded to the LCACP. Ms Amour concluded by stating that the revitalisation of the RBL hall represented a unique opportunity to breathe new life into a cherished community asset and that, by forming a charity to support their mission, they could ensure that the hall would continue to thrive.

Presentation: Alison Eades – Louth Navigation Trust

Ms Eades introduced herself and thanked the meeting for allowing her the opportunity to speak as many people in the town were unaware that Louth had a canal. She explained that the Louth Navigation Trust was a charity limited by guarantee with 8 trustees who worked on projects and held monthly committees at the Navigation Warehouse, often in partnership with organisations within the town and the Town Council. Ms Eades told attendees that their biggest partnership was with the Louth Navigation Regeneration Partnership, but that they also worked with East Lindsey District Council, Louth Town Council, Louth Drainage Board and the Environment Agency. She continued that the canal was complex and that there were many people, such as stakeholders, involved. Therefore, the more people were aware of the canal, the better, as it led to results quicker. Ms Eades told attendees that East Lindsey District Council bought the Navigation Warehouse a few years ago and expressed thanks to them for doing this. She said that the Louth Navigation Trust's general aim was to open up the canals water, towpath and warehouse for greater community use. She informed the meeting that they regularly ran 'work parties' in which they complete work such as installing information boards and clearing pathways. Ms Eades explained that Louth Navigation Trust oversaw work parties, which were regular gatherings in which volunteers completed work such as installing information boards and clearing paths. She told attendees that the LNT also partook in walks, talks in schools and held regular fundraising and music events in July and September, which were often held in partnership with other organisations. Ms Eades reported that, last year, the Trust consulted with a canal expert with regard to strengthening the canals infrastructure, and that the expert had helped them to divide the canal into 4 major projects which were lock restoration and renovation, particularly Ticklepenny lock at Keddington, riverhead renewal, a towpath which could potentially be turned into a multiuser path and the 7 mile level, where they hoped to add a slip way into a 7 mile stretch of canal that had been unused for 100 years in the hope of it coming back into usage. Ms Eades finished by reminding attendees that the Navigation Trust needed volunteers and said that the canal could be used to boost Louth's economy.

Presentation: Paul Snowden and Mike Benton – Louth Athletics Club

Mr. Paul Snowden introduced himself as the chair of the Louth Athletics Club, and informed attendees that the organisation was run solely by volunteers and comprised of 60 members aged between 8 and 74 years old, 2/3 of which lived in Louth. He explained that the Athletics Club funded themselves through annual subscriptions and fundraising events, and that they were based at London Road which was home to a track, a cross country course and a clubhouse. Mr. Snowden stated that the Louth Athletics Club's primary objective was to encourage participation in amateur athletics in the community. He said that they held weekly training sessions for junior athletes which were provided by qualified athletics coaches and that they encouraged all members to participate in competitions. Over the last 12 years, several athletes had represented at County events. Mr. Snowden continued that the Louth Athletics Club hosted the annual Lincolnshire Schools Cross Country Championship and had also hosted county championship and county league matches. He disclosed that all events were organised by the Athletics Club themselves and volunteers. He said that they competed in road races, track and field events, ultra-marathons and offroad and on-road events, and informed attendees that the Athletics Club was nearing completion of their new long jump pit and shotput circle, which was built and funded by themselves, volunteers and donations. Mr. Snowden explained that Louth Athletics Club held their annual 8 week 'Couch to 5k' event which was for non-members to prepare for the Louth Run for Life. He continued that the Club strived for physical and mental wellbeing and that he had felt supported by the Club when going through stressful times. Mr. Snowden informed attendees of the midweek running events open to all members of the public, one of which was held at Hubbard's Hills every 2nd Wednesday of the month. He also mentioned the Boxing Day and Easter Sunday run held at Hubbard's Hills. Mr. Mike Benton then introduced himself as secretary to the Louth Athletics Club. He thanked Louth Town Council for their grant award of £310.00 which the Club used to purchase 10 trophies to be presented annually to the winners and runners up of the Wolds Dash Series. He then presented a trophy to attendees. Mr. Benton went on to inform attendees that the Louth Athletics Club held twice weekly runs for all adults on Tuesday and Thursday evenings and stated that there was no obligation for those who attended to become members. He relayed that the runs during the winter months were held in town and that they were held in the countryside surrounding Louth in the summer months. Mr. Snowden spoke of the challenges that the Louth Athletics Group faced, including increasing compliance of protocols from the government such as welfare and safeguarding. He also spoke of financial constraints and indicated that there had been a recent incident out of the Club's control which had cost them £3,500.00. Mr. Snowden continued that the Louth Athletics Club also had issues with access to parking areas, but assured attendees that they were working with the nearby allotments and London Road Sports Pavilion to alleviate issues for car users and pedestrians. Regarding future plans for the Louth Athletics Club, Mr. Snowden stated that they intended to continue to further development of athletics in the community for people of all ages and further develop the facilities on offer at the Club. He finished by thanking Louth Town Council for their support and attendees.

5. Public Forum

- a. One man commented on the lack of tourist information centre in town. He explained that he volunteered at the Louth Museum and people often enquired as to where the tourist information centre for Louth was. He asked why the tourist information centre closed and urged Councillors to consider opening a new tourist information centre. Rev. Mike Croft responded by saying that he similarly had 3 different people ask about tourist information recently at St. James' Church and stated that people would often come to the Church for tourist information. He continued that St. James' was a public space for information and divulged that the Church was looking into how the estate and property of St. James' could be developed into a tourist information centre.

6. Close Meeting

Cllr. JS thanked all for attending and supporting the meeting, thanked presenters, and wished attendees a safe journey home.

The meeting closed at 8.10pm.

Signed _____ (Chairman) Dated _____

Working Groups 2023/24**Events Group – Reports to Town Council**

| | |
|----------------------|--|
| Membership | 7 + Chairman and Vice Chairman of Town Council |
| Required Councillors | Chairman and Vice Chairman of Town Council |
| Members in 2023/24 | Cllrs: JS (Chair TC), SC (Vice TC), PS, DH, ML, JD and JB. |
| Officers | Town Clerk |
| Remit | To make recommendations to Council regarding forthcoming events to be organised by the Town Council, as required and to be available to act as volunteers at events. |
| Delegated Powers | None. Investigate and enquire with recommendations to Town Council. |
| Meetings | As required. |

Past Mayors – Reports to Town Council

| | |
|--------------------|---|
| Membership | Current Mayor and all current serving past Mayors |
| Members in 2023/24 | Cllrs: Mrs. EB, JB, DH, GEH, Mrs. JMS, JS and Mrs PFW. |
| Remit | To meet as required resolving any issues relevant to the Mayoral role such as Mayoral protocol, civic regalia and robes |
| Delegated Powers | None. |
| Meetings | As required. |

Floral Enhancements / Lovely Louth – Reports to Town Council and Community Resources Committee

| | |
|--------------------|---|
| Membership | 5 |
| Members in 2023/24 | Cllrs: SC, KP, PS, ML and MB |
| Officers | Town Clerk |
| Remit | To arrange floral / decorative schemes for the town liaising with ELDC and LCC to obtain necessary approvals. |
| Delegated Powers | Delegated Authority of budgets and reserves to Town Clerk under guidance of group. |
| Meetings | As required. |

Speed Awareness Working Group - Reports to Town Council

| | |
|--------------------|---|
| Membership | 6 + Mayor |
| Members in 2023/24 | Cllrs: JS (Chair TC), SC (Vice TC), PS, MB, LF, ML, GEH and Mrs. EB. |
| Remit | To investigate problem areas within the town and potential traffic calming measures. To liaise with other authorities, as required. |
| Delegated Powers | None. Investigate and enquire with recommendations to CR Committee or Town Council. |
| Meetings | As required. |

Create New Trust

| Positives | | Negatives | |
|---|--|--|--------------------------------------|
| Factor | Cost/Impact | Factor | Cost/Impact |
| Familiarity: Arrangements could be exactly as present. | | May have similar relationship issues to previous trust arrangements. | |
| New management arrangements could be made to suit the Council better (but more importantly the people of Louth) | | New management contract requires significant effort to formulate. | Council time |
| Simplicity: possibility of establishing with similar governing docs and policies | minimal | Cost of legal advice on both sides of contract. | £2k |
| Potentially little input required from Council once running. No need to spend time commissioning services | Saves council time | Council has little control day to day | |
| May have sources of funding not available to council | | If not VAT registered, will not be able to claim back VAT on contracts and purchases | £10k |
| New Trust might bring in new ideas and experience from new trustees. | Change things in ways we don't imagine | New Trust would be inexperienced, have to build a team and acquire expertise. Might be hard to find people with time to commit | Slow to start and potential mistakes |
| | | May not allow sufficient democratic control or citizen input | |

Take Into Council Control

| Positives | | Negatives | |
|---|--|---|--------------|
| Factor | Cost/Impact | Factor | Cost/Impact |
| Gives democratic control over expenditure | | Council time in setting up processes, contractors and procedures such as preferred suppliers, insurance, fault reporting. | £10 inc time |
| Can claim VAT back on purchases and contracts (but not staff). | £10k p.a. extra financial resource | Current staff insufficient for extra workload. Council time in employing and managing extra staff | £30k + pa. |
| Possibility to integrate additional staff with other existing green space like cemeteries (and to take on others), and to coordinate with improvements around town. | Probable savings in efficient resource utilisation | Need to create systems for ongoing management and decision making | |
| Enable better council budget planning | | May require a raise in precept: would need to be open about this with electorate | |
| Possible increased involvement of Louth residents in management and activity | | Resident involvement could lead to conflicts between different interest groups. | |
| Potential to bring in partners with extra expertise such as wildlife trust, leisure groups, Lions etc. | | | |
| Council can develop greater understanding of issues to inform future developments and/or transfer of responsibilities | | Council may be surprised by the nature and amount of work involved in running HH effectively | |
| Can easily change option, eg change to trust or commission external provider | | Some funding sources less likely to donate to local government body. | |
| Council can plan for more events if desired | | | |

Put Out to Tender

| Positives | | Negatives | |
|---|-------------|---|-------------|
| Factor | Cost/Impact | Factor | Cost/Impact |
| Potential organisations include major bodies with National profile eg: https://thelandtrust.org.uk/ https://www.woodlandtrust.org.uk/ https://www.wildlifetrusts.org/ | | Will require significant expenditure outside Council control. Maybe more than in-house cost | £50k? pa |
| Could bring significant expertise, depending on organisation winning contract | | Would require contract period of years depending on contract details | |
| Potential additional source of volunteer resources | | Initial tendering process time consuming and requiring careful consideration | |
| Once set up will need little management | | Cost of legal documentation | £5-10k ? |
| | | May not allow sufficient democratic control or citizen input | |

05-28-24 PLAN MINS

**MINUTES OF THE LOUTH TOWN COUNCIL PLANNING COMMITTEE
HELD IN THE OLD COURT ROOM, THE SESSIONS HOUSE, LOUTH
ON TUESDAY 28th MAY 2024**

Councillor J. Simmons (in the chair).

Present Councillors: Mrs. E. Ballard (Mrs. EB), J. Baskett (JB), L.M. Cooney (LMC), J. Drake (JD), H. Filer (HF), L. Frost (LF), D. Hobson (DH), G.E. Horton (GEH), M. Lamb (ML), Mrs. J. Makinson-Sanders (Mrs. JMS), D. Moore (DM), Mrs. K. Parsons (Mrs. KP), Mrs. P.F. Watson (Mrs. PFW) and D.E. Wing (DEW).

Councillors not present: M. Barnes (MB).

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

P1. Election of Planning Committee Chairman

It was **RESOLVED** that Cllr. PS be elected as Chairman of the Planning Committee. Cllr. PS took the Chair.

P2. Election of Planning Committee Vice Chairman

It was **RESOLVED** that Cllr. JD be elected as Vice Chairman of the Planning Committee.

P3. Apologies for Absence

There were no apologies for absence to note.

P4. Declarations of Interest / Dispensations

The following declarations of interest were made:

- a. Cllr. Mrs. EB – PA10 as a member of the neighbouring Golf Club.
- b. Cllr. DH – Items 7 and 8 as a member of East Lindsey District Council (ELDC).
- c. Cllr. GEH – Items 7 and 8 as a member of ELDC.
- d. Cllr. Mrs. JMS – Items 7 and 8 as a member of ELDC.

P5. Minutes

It was **RESOLVED** that the notes of the Planning Committee Meeting held on 30th April 2024 be approved as the minutes.

P6. Presentation from Ms Davis, Fundraising and Communication Coordinator at EDAN Lincs, Ending Domestic Abuse Now in Lincolnshire

The Committee noted that Ms Davis was unable to attend the meeting and that the Clerk would try to rearrange.

P7. Applications received by the Local Planning Authority

The Committee considered all planning applications received, including those listed in the schedule (PA/Schedule 05-28-24) and **RESOLVED** as follows.

- a. N/092/02375/23 – To object on the grounds of traffic generation, access and highway safety. It was noted that the layout of the development would mean that the Nipper bus service would not be able to turn around and therefore it would not travel that route which would have a detrimental effect on the Town's vitality and viability as shoppers would not easily have access to public transport into the town centre.
- b. N/105/00461/24 – To object to the front window proposals on the grounds of design and appearance and the negative effect they would have on the surrounding conservation area. The Council felt that the rear window and door proposals were acceptable.
- c. N/105/00712/24 – Louth Town Council objected to this application on 28th May 2024. It felt that the application was not detailed enough. The Council had concerns about how a charging cable would cross the public footpath and felt that until the impact of the proposals on the public footpath were explained it could not support. It also recognised Lee Street as one of the most challenging streets in the town for parking and for traversing. It being a direct route for pedestrians from the car parks located on Newmarket into the Town Centre and also being exceedingly busy with parked cars (residents parking) and VERY narrow. Further, from experience on other older, small streets in the town many knew the chances of being able to park outside their own house on a regular basis were reasonably slim and

therefore they wanted to know how the applicant intended to overcome this so that they could use the facilities.

- d. N/105/01181/23 – To object to this application. Louth Town Council reiterated its previous comments and objections these being in summary: Comments: The Council recognises that many will support these proposals and it acknowledges that many will find this kind of development more convenient and welcome it. Nevertheless, as has been seen in many other towns, edge of town developments do contribute to the death of existing town centres and Louth Town Council must make all attempts to protect Louth. **Objections:** 1) Louth Town Council is concerned that the proposed development is not conducive with preserving the town centre and will negatively impact the vitality and viability of the town. 2) An S.106 agreement is needed to provide monies for a free shuttle bus from the Northfields site into the Town Centre and back. 3) Traffic Generation / Access and Highway Safety especially for pedestrians and cycle users. 4) Design and Appearance. 5) Surveys regarding traffic, access and highway safety need carrying out and acceptable mitigations need to be agreed before approval given. Further the Council is concerned: 1) That there have been prehistoric finds in the proposed development area and would request that an archaeological survey also be undertaken. 2) Loss of ecological habitats. The Council is aware that there is currently a large well established hedgerow running along the length of the site (on the Fanthorpe Lane side). The original plans indicated that this was to be kept but amendments do not and the Council feels that it is imperative that this must be protected.
- e. To support all other applications.

NB: Cllr. Mrs. EB abstained from voting on PA N/105/00631/2410.

NB: Cllr. LF left the meeting at 7.48pm and re-entered at 7.51pm.

P8. Planning Correspondence

The Committee noted the following planning correspondence:

a. ELDC Planning Decisions

- i. ELDC Approved – N/105/00370/24 – Planning Permission – Co-op Supermarket, Northgate, LN11 0LT – LTC Supported 09/04/24.
- ii. ELDC Approved – N/105/00242/24 – Planning Permission – 16 Westgate, LN11, 9YH – LTC Objected 19/03/24.
- iii. ELDC Refused – N/105/00382/24 – Planning Permission – Kenwick News, 23 Kenwick Road, LN11 8EH – LTC Objected 09/04/24.
- iv. ELDC Approved – N/105/00451/24 – Planning Permission – 179 Newmarket, Louth – LTC Supported 09/04/24.
- v. ELDC Approved – N/105/01409/23 – Planning Permission – Morrisons Supermarket, LN11 9AB – LTC Supported 08/08/23.
- vi. ELDC Approved – N/105/1410/23 – Relevant Demolition in a Conservation Area – Morrisons Supermarket, LN11 9AB – LTC Supported 08/08/23.

b. Temporary Traffic Restrictions

- i. ORGANISATION RESPONSIBLE FOR RESTRICTION: Anglian Water
REASON FOR RESTRICTION: Emergency – repair leak
NATURE AND LOCATION OF RESTRICTION: Emergency Road Closure Order – B1520 Bridge Street (Between Westgate and a point 100m North).
PERIOD OF RESTRICTION: 01/05/2024 – 08/05/2024 (Restrictions to be implemented for 5 days as and when required during this period. Signage will be displayed on site in advance).
- ii. ORGANISATION RESPONSIBLE FOR RESTRICTION: Lincolnshire County Council
REASON FOR RESTRICTION: RAE000089 – Louth Classic Car Show
NATURE AND LOCATION OF RESTRICTION: 40mph Speed Limit Order – A16 Louth Bypass (Between A157 Roundabout and B1520 Grimsby Road Roundabout); No Right Turn Order – From A16 Louth Bypass into the event field.
PERIOD OF RESTRICTION: 02/06/2024 – 02/06/2024 (Restrictions to be implemented for 1 day as and when required during this period. Signage will be displayed on site in advance).
- iii. ORGANISATION RESPONSIBLE FOR RESTRICTION: OCU Group
REASON FOR RESTRICTION: New electrical connection

NATURE AND LOCATION OF RESTRICTION: Road Closure Order – Eastgate (Between Cannon Street and a point 70m East).

PERIOD OF RESTRICTION: 03/06/24 – 11/06/24 (Restrictions to be implemented for 7 days as and when required during this period. Signage will be displayed on site in advance).

- iv. ORGANISATION RESPONSIBLE FOR RESTRICTION: Lincolnshire County Council
REASON FOR RESTRICTION: Event – RAE000158 – Memorial Event
NATURE AND LOCATION OF RESTRICTION: Road Closure Order – Eastgate (Between Church Street and Orme Lane); Ramsgate (Between Pleasant Place and Eastgate, opposite Morrisons).
PERIOD OF RESTRICTION: 06/06/2024 – 06/06/2024, 20:00 to 23:00 (Restrictions to be implemented for 1 day as and when required during this period. Signage will be displayed on site in advance).
- v. ORGANISATION RESPONSIBLE FOR RESTRICTION: Gleeson Homes on behalf of Lincolnshire County Council
REASON FOR RESTRICTION: Offsite highway improvement works
NATURE AND LOCATION OF RESTRICTION: Providing a link road with footway/cycleway between Brackenborough Road and Bolingbroke Road.
PERIOD OF RESTRICTION: Two-way lights to be installed on Bolingbroke Road for one week commencing 03/06/2024 until 21/06/2024, then Brackenborough Road 17/06/24 until 21/06/24. Further restrictions could be implemented for up to 8 weeks as and when required (Signage will be displayed on site in advance).
- vi. ORGANISATION RESPONSIBLE FOR RESTRICTION: Gleeson Homes on behalf of Lincolnshire County Council
REASON FOR RESTRICTION: Offsite highway improvement works
NATURE AND LOCATION OF RESTRICTION: Widening of Brackenborough Road South to provide off-street parking adjacent to the Post Office.
PERIOD OF RESTRICTION: 01/07/2024 – 05/08/2024 (Restrictions to be implemented for up to 6 weeks as and when required during this period. Signage will be displayed on site in advance).
- vii. ORGANISATION RESPONSIBLE FOR RESTRICTION: Gleeson Homes on behalf of Lincolnshire County Council
REASON FOR RESTRICTION: Offsite highway improvement works
NATURE AND LOCATION OF RESTRICTION: Provision of tactile crossings at the junctions of Willow Drive, Anthony Crescent, Fulmar Drive and Jubilee Crescent.
PERIOD OF RESTRICTION: 12/08/2024 – 23/08/2024 (Restrictions to be implemented for 2 weeks as and when required during this period. Signage will be displayed on site in advance).
- viii. ORGANISATION RESPONSIBLE FOR RESTRICTION: Gleeson Homes on behalf of Lincolnshire County Council
REASON FOR RESTRICTION: Offsite highway improvement works
NATURE AND LOCATION OF RESTRICTION: Surface Water sewer connection into existing Anglian Water sewer.
PERIOD OF RESTRICTION: 26/08/2024 – 13/09/2024 (Restrictions to be implemented for 3 weeks as and when required during this period. Signage will be displayed on site in advance).

c. Committee

- i. N/105/01409/23 – Morrisons Supermarket, 156-158 Eastgate, Louth, LN11 9AB – The aforementioned application was presented to the ELDC Planning Committee Meeting on 9th May 2024.

P9. Proposed No Waiting and No Loading At Any Time Restriction and Goods Vehicle Loading Only Bay – Market Place, Louth

The Committee discussed the No Waiting and No Loading At Any Time Restriction and Goods Vehicle Loading Only Bay proposed for the Market Place, Louth and it was **RESOLVED** to object to the proposal. The Committee felt that the area should be left as is and that enforcement should be increased.

P10. Proposed 40mph Speed Limit – Louth, A16 Grimsby Road

The Committee noted that Lincolnshire County Council (LCC) and the Lincolnshire Road Safety Partnership had reviewed the speed limit at the above location and felt that a reduction of the limit had been justified against the criteria set out in LCC's speed limit policy. After discussion, it was **RESOLVED** to support the proposal.

P11. Planning Working Group.

It was **RESOLVED** to re-establish the Planning Working Group as a working group to the Committee, approve its remit and membership as all Councillors and as below:

| | |
|------------------|--|
| Membership | All Councillors |
| Remit | To examine planning applications / proposed works to trees / appeal notices / planning correspondence / traffic regulation orders / highways issues / planning issues etc., and bring recommendations to the Planning Committee or make unqualified comments, as required to meet deadlines. |
| Delegated Powers | To submit unqualified comments, if required, to meet deadlines. Instances where unqualified comments may be required are: in the absence of a suitable Planning Committee meeting, where matters are urgent over the Christmas break or during times of crisis. |
| Meetings | As required. |

P12. Next Meeting

It was noted that the date of the next scheduled Planning Committee meeting was 18th June 2024.

The Meeting Closed at 8.36pm.

Signed _____ (Chairman) Dated _____

| Our Ref | Authority | Application No | Type | Applicant | Proposal | Location / Ward | Conservation Area? | Previous LTC Comments | Planning Working Group | Expiry Date for LTC Comments |
|---------|-----------|--------------------|------------------------|--|---|--|--------------------|-----------------------|------------------------|------------------------------|
| 1 | ELDC | N/105/ 00715/24 | Section 73 Application | Mr. O. Crossland | Section 73 Application to vary condition no.8 (business hours) as previously imposed on planning permission reference N/105/01975/23 for the change of use to existing shop and education and training centre into a ground floor bar and restaurant and a first floor for use as managers accommodation. | 14-16 Aswell Street, Louth, LN11 9BA - Priory Ward. | Yes | New | Support. | 19/06/2024 |
| 2 | ELDC | N/105/ 00828/24 | Planning Permission | Mr. K. Riley | Change of use, conversion of and alterations of existing building comprising of a ground floor retail unit and upper floor flat, to provide a (reduced sized) retail unit at ground floor and flat across all three floors. | 24 Queen Street, Louth, LN11 9AU - Priory Ward | Yes | New | Object. | 26/06/2024 |
| 3 | ELDC | N/105/ 00831/04 | Planning Permission | Mrs. L. Costa Jackson | Replacement of 2no. windows on the first floor on the front elevation of existing property. | 7 Ramsgate, Louth, LN11 0NB - St. James' Ward | Yes | New | Support. | 26/06/2024 |
| 4 | ELDC | N/105/ 00860/24 | Detailed Particulars | Mr. W and Mrs. J. O'Flynn and Williams | Detailed particulars relating to the erection of 1no. dwelling (outline planning permission reference no. N/105/00547/20 outline erection of 1no. dwelling granted 12/06/2020). | Land opposite 50 St. Mary's Lane, Louth - North Holme Ward | No | New | Support. | 26/06/2024 |

**PLANNING COMMITTEE 18th JUNE 2024
PLANNING CORRESPONDENCE TO NOTE**

- 1. ELDC Planning Decisions**
 - a. ELDC Approved – N/105/00589/24 – Consent to Display and Advertisement – Co-op Supermarket, Northgate, LN11 0LT – LTC Supported 30/04/24.
 - b. ELDC Approved – N/105/00631/24 – Section 73 Approval – Fairways, 56 Horncastle Road, LN11 9DL – LTC Supported 28/05/24.
- 2. Temporary Traffic Restrictions**
 - a. ORGANISATION RESPONSIBLE FOR RESTRICTION: Anglian Water
REASON FOR RESTRICTION: New water connection.
NATURE AND LOCATION OF RESTRICTION: Road Closure Order – Northgate (Between Eastgate and a point 40m North).
PERIOD OF RESTRICTION: 26/06/2024 – 28/06/2024, overnight 18:00 to 06:00 only (Restrictions to be implemented for 3 days as and when required during this period. Signage will be displayed on site in advance).
 - b. ORGANISATION RESPONSIBLE FOR RESTRICTION: Lincolnshire County Council
REASON FOR RESTRICTION: Event – RAE000156 – Run for Life
NATURE AND LOCATION OF RESTRICTION: Road Closure Order – Commarket, Mercer Row, Upgate, Gospelgate, Edward Street, George Street, Breakneck Lane, Crowtree Lane (Between Edward Street and Love Lane). No Right Turn Order – From Kidgate onto Upgate.
PERIOD OF RESTRICTION: 30/06/2024 – 30/06/2024, 09:00 to 14:00 (Restrictions to be implemented for 1 day as and when required during this period. Signage will be displayed on site in advance).
 - c. ORGANISATION RESPONSIBLE FOR RESTRICTION: Lincolnshire County Council
REASON FOR RESTRICTION: Event – RAE000245 – School Event
NATURE AND LOCATION OF RESTRICTION: Road Closure Order – Crowtree Lane (Between B1200 Edward Street and Irish Hill).
PERIOD OF RESTRICTION: 04/07/2024 – 04/07/2024, 16:00 to 21:00 (Restrictions to be implemented for 1 day as and when required during this period. Signage will be displayed on site in advance).
- 3. Enforcement**
 - a. 33 Aswell Street, LN11 9BA – After inspection with a conservation officer, it was determined that the small window installed into the rear wall of the property does not adversely affect the setting of the conservation area, the repairs to the flat roof were considered to be maintenance and there was no change of use to the building, therefore, no formal action would be taken against a breach of planning control.
 - b. 174 Eastgate, LN11 9AG – An investigation as to whether there has been a breach of planning control due to the painting of a wall adjacent to the highway and the installation of UPVC windows and a front door on a property subject to an Article 4 Direction within the Louth Conservation Area will take place within 18 working days from 5th June 2024.
- 4. Committee**
 - a. N/102/02375/23 – Land South of Chestnut Drive, Louth – The following application is due to be presented to the ELDC Planning Committee Meeting on 6th June 2024.

Louth Town Council - Clerk

From: BSPlaceHighways <BSPlaceHighways@lincolnshire.gov.uk>
Sent: 06 June 2024 13:01
To: 'clerk@louthtowncouncil.gov.uk'
Subject: Louth Market Place Proposed Waiting/Loading Restrictions

Dear Mrs Phillips,

Thank you for your email dated 29th May regarding the above proposals.

This matter was discussed with some of the members of the Town Council at the Transport Board meeting last Tuesday.

I believe that there has been some misinterpretation of the consultation documents relating to this scheme and I apologise if the rationale behind it has not been made clear. Currently we are unable to issue PCNs to Blue Badge holders parked on the yellow lines as they are permitted to do so for up to 3 hours. The proposed loading restrictions will prohibit such parking and therefore enable us to enforce, which should deter current parking in the area which obstructs traffic flow. The new loading bay will assist businesses who may be affected by the new restrictions.

This being the case, please can you confirm if your council will be willing to review its response to the scheme and withdraw its objection so that it may proceed to public advertisement.

Yours sincerely,

For Programme Leader - Traffic
Lincolnshire County Council, Place Directorate,
Lancaster House, 36 Orchard St, Lincoln LN1 1XX

Customer Service Centre: 01522 782070
Email: cschighways@lincolnshire.gov.uk
Website: www.lincolnshire.gov.uk

Lincolnshire
COUNTY COUNCIL
Working for a better future

LCC Rights of Way Improvement Plan Survey

Consultation Closes 16th July 2024

| | Question | Answer |
|---|--|--|
| 1 | Please tell us in what capacity you are responding. Please select the most relevant if more than one applies. | Parish/town council |
| 2 | If you would like to, please tell us your name | Lynda Phillips |
| 3 | If relevant, please provide your organisation name | Louth Town Council |
| 4 | Please leave your email address. This is for contacting you to discuss your responses if clarification is required (optional) | clerk@louthtowncouncil.gov.uk |
| 5 | From your perspective, what are the current and likely future needs of the public from the perspective of the following: | |
| | Walkers | |
| | Runners | |
| | Disabled users | |
| | Horse riders | |
| | Cyclists | |
| | Carriage drivers | |
| | Off road motorcycling | |
| | Off road vehicle users | |
| 6 | What are the improvements you feel the ROWIP 2025 should focus on? | |
| 7 | Are there any specific user groups you feel we should be consulting? Please provide their organisation name and contact information, if known. | |

Potential Impacts

The Equality Act 2010 was set by the UK government. It says we, the council, must think about how changes might affect people with 'protected characteristics'. It also says we must think what can be done to reduce or stop negative impact(s). In Lincolnshire we include others we think should be part of this process too.

Does the current rights of way management have an impact on you or individuals your organisation represents because of any of the following:

| | | | |
|----|--|---|--|
| 8 | Age: | Positive Impact Negative Impact N/A | |
| 9 | Disability | Positive Impact Negative Impact N/A | |
| 10 | Gender | Positive Impact Negative Impact N/A | |
| 11 | Gender Reassignment | Positive Impact Negative Impact N/A | |
| 12 | Marriage/civil p'ship | Positive Impact Negative Impact N/A | |
| 13 | Pregnancy/maternity | Positive Impact Negative Impact N/A | |
| 14 | Race | Positive Impact Negative Impact N/A | |
| 15 | Religion | Positive Impact Negative Impact N/A | |
| 16 | Sexual Orientation | Positive Impact Negative Impact N/A | |
| 17 | Rural residents | Positive Impact Negative Impact N/A | |
| 18 | Those living in poverty | Positive Impact Negative Impact N/A | |
| 19 | <p>If you think there might be a negative effect, please use this space to tell us:</p> <ul style="list-style-type: none"> • To which protected characteristic(s) you are referring • How the option we're suggesting might affect you • How those negative effects could be reduced or stopped | | |



Lincolnshire County Council
Place Directorate
Highways Services
Minor Works & Traffic Team
County Offices
Newland
Lincoln LN1 1YL

Ref: RG/2101 FAO Roxanne Greaves
Date: 03/06/24

Tel: 01522 782070
Email: TRO@lincolnshire.gov.uk

Dear Sir/Madam

RE: LOUTH, BRACKENBOROUGH ROAD – PROPOSED 30MPH SPEED LIMIT

Lincolnshire County Council recently received a request to review the speed limits at the above location.

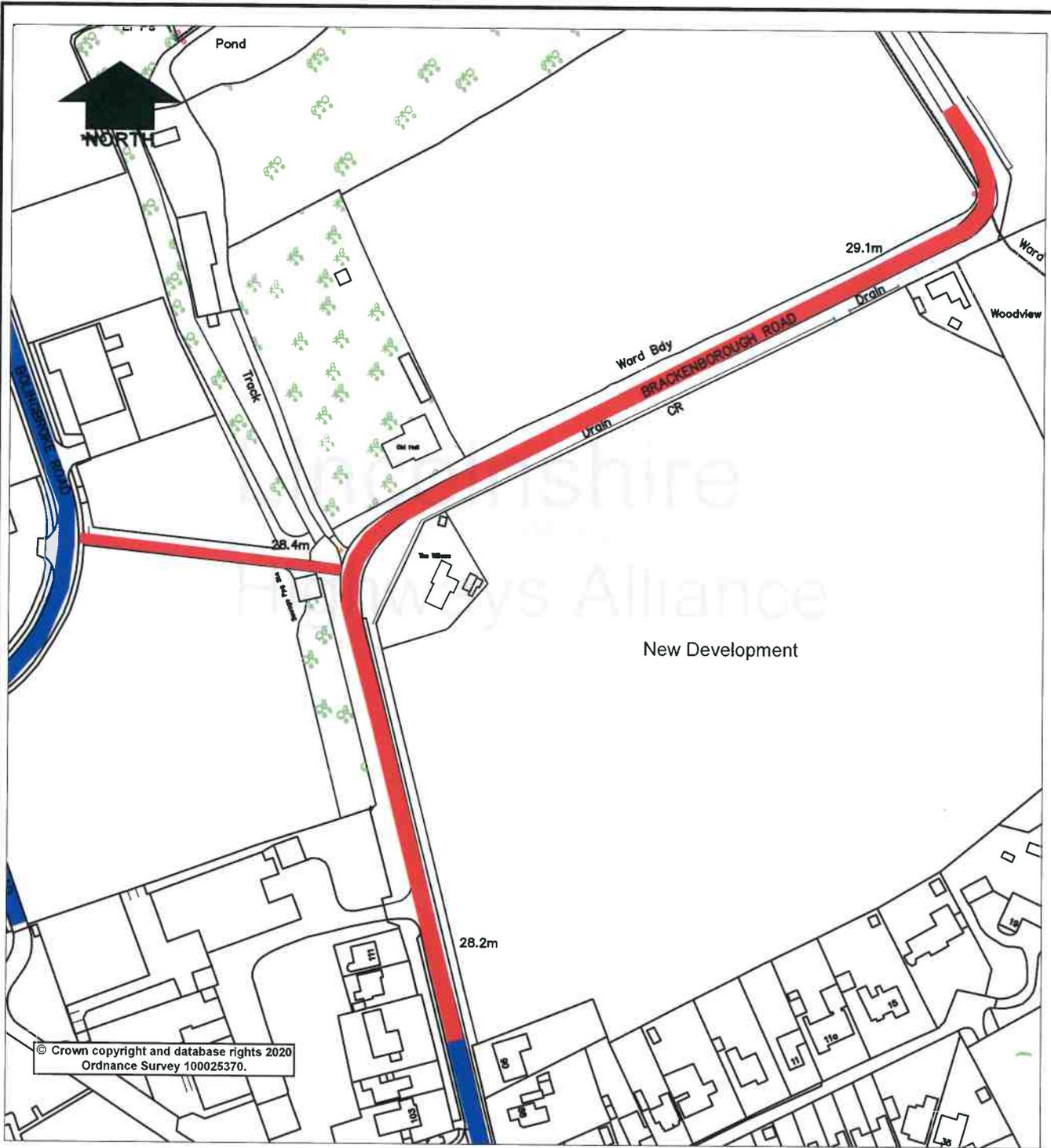
The proposed reduction in speed limit, to 30mph as shown on the attached plan has been justified against the criteria set out in the council's speed limit policy.

I look forward to receiving any comments you may wish to make. If I do not receive a response by **1st July 2024** I will assume that you have no objections to the proposal.

Yours faithfully

R Greaves

For Programme Leader Minor Works & Traffic



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Ordnance Survey 100025370.

Key

- Proposed 30mph speed limit
- Existing 30mph speed limit

Lincolnshire
COUNTY COUNCIL
Highways Alliance

Lancaster House
36 Orchard Street
Lincoln
LN1 1XX

| Rev. | Description | Drawn | Ch'kd | Auth | Date |
|------|-----------------------------|-------|-------|----------|-------|
| | Project | Drawn | | Date | |
| | Louth - Brackenborough Road | RG | | May 2024 | |
| | Status | Ch'kd | | Date | |
| | Project No. | Auth | | Traced | |
| | 2101 | | | | |
| | Drawing Title | | | | Scale |
| | Proposed 30mph Speed Limit | | | | NTS |
| | Drawing No. | | | | Rev. |
| | RG/2101/001 | | | | 0 |

May 16, 2024 - 1:14 pm X:\Common\Traffic Regulation Orders\Schemas Master Folder\DO NOT CHANGE 23-24\1000-3000 Speed Limits\2101 - Brackenborough Road, Louth\CAD\CAD.dwg