

Louth Town Council

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

01507 355895

clerk@louthtowncouncil.gov.uk



To the Members of the Town Council of Louth:

You are hereby summoned to attend a meeting of Louth Town Council, its Governance and Finance Committee and Planning Committee which will be held on Tuesday 24th June 2025 in The Old Court Room, The Sessions House, Eastgate, Louth at 7pm. The business to be dealt with at the meeting is listed in the agenda below.

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

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

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


Mrs. L.M. Phillips

Town Clerk

Dated this 19th Day of June 2025

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 2026.

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 2026.

3. Apologies for Absence

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

4. Declarations of Interest / Dispensations

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

5. Minutes

To approve as a correct record the notes of the Governance and Finance Committee meeting held on 13th May 2025. (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 £16,951.36	Payments	£30,870.96
ii. Cash Book 2	Receipts £0.00	Payments	£3.60

b. Detailed Income and Expenditure Report (Budget Variance Report) as at Month 12 to 31st March 2025.

c. Earmarked Reserves Report as at 31st March 2025.

d. Statutory Balance Sheet and Cashbook 1 and 2 Bank Reconciliations as at 31st March 2025 which reconcile to account statements showing balances as follows:

i. Lloyds Treasurers Account (balance on statement 12) at 31st March 2025 – £310,476.83

- ii. Petty Cash (balance as at 31st March 2025) – £120.37
- iii. Lloyds Deposit Account (balance on statement 12 as at 31st March 2025) – £166,652.51
- iv. National Savings and Investment Account (balance on statement 14 as at 31st March 2025) – £113,426.50.

7. Annual Governance and Accountability Return (AGAR) 2024/25

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 2025 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 2024/25, 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 2024/25 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 26th June 2025 to Wednesday 6th August 2025.

8. Review of Notices, Policies and Procedures

Committee to note that the following have been reviewed and with the exception of the Publication Scheme, only date changes have been made. Committee to approve for use.

- 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 – To be tabled.
- m. Policy on Handling of Freedom of Information Requests – No changes.

9. Working Group

Committee to re-establish the Financial Overview Group as a working group and approve remit and membership as attached sheet.

10. Next Meeting

To note that the next scheduled meeting of the Governance and Finance Committee will take place on 19th August 2025.

TOWN COUNCIL

(Chairman: Cllr. D. Hobson, Membership: All Cllrs.)

1. Apologies for Absence

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

2. Declarations of Interest / Dispensations

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

3. Minutes

To approve as a correct record the notes of the Council Meetings held on 8th April 2025 and 3rd June 2025.

4. Annual Governance and Accountability Return (AGAR) 2024/25

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 2025 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 2024/25, 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 2024/25 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 26th June 2025 to Wednesday 6th August 2025.

5. Christmas Tree Festival 2025

Council to resolve upon whether it would like to take part in the 2025 St. James' Church Christmas Tree Festival. Delegated authority to be granted to the Town Clerk to incur expenditure in this regard, Mayor to lead arrangements.

6. RBL Louth Branch

Council to note that the above are to organise a VJ Day commemorative event to take place on 15th August 2025 at the War Memorial from 7.30pm. The Mayor is to be involved and Councillors are invited to attend. The event will comprise a short service and will require the closing of the roads in the vicinity. Council to consider contributing by meeting the cost of the road closures which will be approximately £360.

7. The Great Grid Upgrade: Grimsby to Walpole Stage 2

Further to circulation of details on the above by email Council to note that a public information event is being held on Friday 20th June 2025 at the London Road Pavilion from 1pm to 7pm, webinars are also being held and Louth Library has been designated as a local information point, from which consultation materials can be picked up from. Council to note that this consultation closes on 6th August 2025 and resolve upon whether to and how to make a corporate response.

8. LALC AGM

Council to note that the above will take place by zoom on Thursday 3rd July from 6.30pm and nominate a representative to attend.

9. Devolution

Council to consider its stance on the above, how best to plan for the future and resolve upon the way forward.

10. LALC Summer Conference

Council to receive information on the above and note that in addition to this Principal Authorities are also now to attend and will be available to answer questions. Council to resolve upon whether to book places at the conference, tickets are £45 + VAT each.

11. Closed Session

Council to resolve to move into closed session in accordance with the Public Bodies (Admission to Meetings) Act 1960 due to the business to be discussed in the following items, information being of a commercially confidential nature with regard to:

- a. Christmas Lights – Council to consider recommendations arising, quote for and resolve upon refurbishment of catenary wires.

12. Next Meeting

To note that the next scheduled meeting of the Town Council will take place on 22nd July 2025.

PLANNING COMMITTEE**(Chairman: Cllr. P. Starsmore, Vice Chairman: Cllr. D. Moore, 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 3rd June 2025. (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 06-24-25). (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. Next Meeting

To note that the next scheduled meeting of the Planning Committee will take place on 22nd July 2025.

05-13-25 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 13th MAY 2025**

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

Present Councillors: J. Baskett (JB), D. Hobson (DH), G.E. Horton (GEH), Mrs. J. Makinson-Sanders (Mrs. JMS), D. Moore (DM), P. Starsmore (PS).

Councillors not present: M. Barnes (MB), L.M. Cooney (LMC), J. Drake (JD), H. Filer (HF), Mrs. K. Parsons (Mrs. KP), Mrs. P.F. Watson (Mrs. PFW), D.E. Wing (DEW).

The Town Clerk, Mrs. L.M. Phillips was also present.

G48. Apologies for Absence

Apologies were received from Cllrs. LMC, JD, HF, Mrs. KP, Mrs. PFW and DEW.

G49. Declarations of Interest / Dispensations

There were no declarations of interest or dispensations made.

G50. Minutes

It was proposed, seconded and **RESOLVED** that the notes of the Governance and Finance Committee meeting held on 25th February 2025 be approved as the minutes.

G51. Finance

On a recommendation by FOG, it was proposed, seconded and **RESOLVED** to note/approve/authorise the following financial information:

a) Receipts and Payments – Cashbooks 1 and 2, Months 10 and 11

i. Month 10

1. Cash Book 1	Receipts	£2,552.54	Payments	£25,940.13
2. Cash Book 2	Receipts	£0.00	Payments	£48.86

ii. Month 11

1. Cash Book 1	Receipts	£1,736.11	Payments	£25,933.49
2. Cash Book 2	Receipts	£0.00	Payments	£37.08

b) Detailed Income and Expenditure Report (Budget Variance Report) as at Month 11 to 28th February 2025.

c) Earmarked Reserves Report as at 28th February 2025.

d) Balance Sheet to 28th February 2025 and Cash Book 1 and 2 Bank Reconciliations which reconcile to account statements showing balances as follows:

i. Lloyds Treasurers Account (balance at 28/02/25 on statement 11) - £324,396.43.

ii. Petty Cash (balance as at 28/02/25) - £123.97.

iii. Lloyds Deposit Account (balance on statement 11 printed 1st May 2025) - £166,652.51.

iv. National Savings and Investment Account (balance on last statement received (no. 12) as at 01/01/24) - £112,300.42.

G52. Review of Governance Documents

Following review and a recommendation from FOG, it was proposed, seconded and **RESOLVED** that the following be approved for use after recommendation from NALC that the amendments be made subsequent to the introduction of new procurement legislation and to better reflect Code of Conduct requirements:

a) Standing Orders, with the inclusion of a further amendment to 3(t) regarding apologies for absence.

b) Financial Regulations

G53. Review of Policies and Procedures

Following review and a recommendation from FOG, it was proposed, seconded and **RESOLVED** that the following be approved for use:

a) Complaints Procedure

b) Media Policy

G54. Mayor's Account

The Committee noted that, further to discussion on 25th March, the Mayor's Account had been closed and the

remaining funds in the sum of £208.55 had been withdrawn. It was proposed, seconded and **RESOLVED** to donate the funds to a Louth based charity which was close to the past Mayor's heart.

G55. Changes to 2025/26 Practitioners Guide

The Committee noted the above.

G56. Closed Session Item

At 7.47pm, it was proposed, seconded and **RESOLVED** to move into closed session in accordance with the Public Bodies (Admission to Meetings) Act 1960 in order to discuss confidential information from third parties in relation to Grants. After discussing each application, it was proposed, seconded and **RESOLVED** to award the following Grants:

1. Create Hope and Safe Environments (CHASE) – £0.00 – it was felt that the amount requested did not fit an application to the Council's small grant fund whose pot of funds was not large.
2. Louth and District Help for Homeless – £0.00, due to the group's large reserves. However, the group were to be encouraged to apply again, in year or in future, if the need arose.
3. Louth Town Action Group – £0.00. However, Louth Town Council were to purchase the equipment requested themselves and make arrangements to allow local organisations to use it.

The Meeting Closed at 8.23pm.

Signed _____ (Chairman) Dated _____

Date: 23/05/2025

Louth Town Council Current Year

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Time 10:04

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 :		491,048.94					491,048.94	
FPI Banked 04/03/2025		164.00						
2360 Lincolnshire Memorials Ltd		164.00			1011	401	164.00	Oldroyd Memorial
BGC Banked 06/03/2025		15,086.52						
VAT HMRC		15,086.52			105		15,086.52	VAT Refund
Int Banked 10/03/2025		127.84						
Int Lloyds Bank		127.84			1190	101	127.84	Interest Received
FPI Banked 11/03/2025		164.00						
2361 Lincolnshire Memorials Ltd		164.00			1011	401	164.00	Memorial re. Portergill
FPI Banked 13/03/2025		65.00						
2362 Leakes Memorials		65.00			1011	401	65.00	Memorial re. Aldrich
BGC Banked 14/03/2025		807.00						
2363 Kettles		807.00			1010	401	474.00	Inter Flitter
					1012	401	333.00	EX/RT Flitter
BGC Banked 21/03/2025		111.00						
2364 Kettles		111.00			1010	401	111.00	Inter Walmsley
500888 Banked 25/03/2025		315.00						
2354 Alpha Memorials		164.00			1011	401	164.00	Memorial re. Gallagher
2358 Mrs. K. Markham		151.00			1012	401	151.00	EX/RT 1152
BGC Banked 27/03/2025		111.00						
2365 Walkers Lncs Co op		111.00			1010	401	111.00	Inter Aldrich
Total Receipts for Month		16,951.36	0.00	0.00			16,951.36	
Cashbook Totals		508,000.30	0.00	0.00			508,000.30	

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Date: 23/05/2025

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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>
03/03/2025	E.ON Next	DDEONSH8	495.05		82.51	4303	401	412.54	SH Electric
05/03/2025	PHS Group	OP317	671.20		111.87	4282	401	559.33	Sanitary Waste Service
05/03/2025	Jackson Green and Preston	OP318	1,020.00		170.00	9611	403	850.00	RICS Valuation JB
						327	0	-850.00	RICS Valuation JB
						6000	403	850.00	RICS Valuation JB
05/03/2025	ACB Machinery Ltd	OP319	397.74		42.30	4600	401	355.44	Cem Supplies
05/03/2025	KRL Group Ltd	OP320	17.99		3.00	4304	401	14.99	Copier Support
05/03/2025	Wilkin Chapman Ilp	OP321	4,689.13		779.19	9611	403	3,909.94	OMH Advice & Purchase Trinity
						327	0	-3,909.94	OMH Advice & Purchase Trinity
						6000	403	3,909.94	OMH Advice & Purchase Trinity
05/03/2025	Louth Building Supplies	OP323	60.53		10.09	4600	401	50.44	Cem Supplies
05/03/2025	John Darke Ltd	OP324	206.73		34.46	4533	401	102.27	Van
						4531	401	70.00	Cem
18/03/2025	Lloyds Bank	BC MAR	10.68			4750	101	10.68	Bank Charges
19/03/2025	E.ON Next	DDEONHH3	67.16		3.20	4282	401	63.96	Hh Electric
20/03/2025	Anglian Water	DDAWSH12	8.00			4303	401	8.00	SH Water
20/03/2025	Anglian Water	DDAWCEM12	17.00			4505	401	17.00	Cem Water
20/03/2025	Anglian Water	DDAWHH2	30.00			4282	401	30.00	HH Water
21/03/2025	EDF Energy	DDEDFSH3	250.00		11.90	4303	401	238.10	SH Gas
24/03/2025	MSP Contract Seviles Ltd	OP325	756.00		126.00	4282	401	630.00	HH Bins
24/03/2025	The Little Cleaning Co	OP326	320.08		53.36	4285	401	266.72	March Cleaning
24/03/2025	SCIS	OP327	431.99		72.00	4026	101	359.99	Cllr Emails 25/26
24/03/2025	Paul Riddel Skips Ltd	OP328	300.00		50.00	4282	401	250.00	HH Skip
24/03/2025	Chubb Electronic Security	OP329	2,284.32		380.72	4307	401	1,335.00	SH Mtce
						4302	401	568.60	SH Mtce
24/03/2025	Thompson and Smith	OP330	292.44		44.16	4533	401	248.28	MOT & Repairs
24/03/2025	Foxhall Construction Ltd	OP331	720.00		120.00	4205	401	304.00	Xmas Bunting
						4750	401	296.00	Xmas Bunting
24/03/2025	GBM Waste Management	OP332	1,009.80		168.30	4750	401	841.50	Allotment Asbestos Removal
24/03/2025	Inspire Community Activities L	OP333	250.00		41.67	4222	401	208.33	Renovation of 4 benches
24/03/2025	M G Ubique	OP334	4,125.00			4282	401	4,125.00	HH tree work
24/03/2025	Allinson Print and Supplies	OP335	20.39		3.40	4020	101	16.99	Stationery
24/03/2025	Staff Costs	OP336	2,189.84			4001	401	2,189.84	Staff Costs
24/03/2025	Staff Costs	OP337	1,729.42			4001	401	1,729.42	Staff Costs
24/03/2025	Staff Costs	OP338	2,546.75			4001	501	2,546.75	Staff Costs
24/03/2025	Staff Costs	OP339	1,322.44			4001	501	1,322.44	Staff Costs
24/03/2025	HM Revenue and Customs	OP340	2,358.73			4001	401	721.25	PAYE/NIC
						4001	501	722.93	PAYE/NIC
						4002	401	448.24	PAYE/NIC
						4002	501	466.31	PAYE/NIC
24/03/2025	LCC Pension Fund	OP341	2,197.44			4001	401	123.66	Superannuation
						4001	501	302.96	Superannuation
						4002	401	537.26	Superannuation
						4002	501	1,233.56	Superannuation
31/03/2025	Onecom Ltd	DD1COMSH1	75.11		12.52	4304	401	62.59	2 x tel lines and wifi

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Date: 23/05/2025

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Time 10:04

Cashbook 1**User: LMP****Lloyds TSB Current/Deposit****For Month No: 12**

Total Payments for Month	30,870.96	0.00	2,320.65	28,550.31
Balance Carried Fwd	477,129.34			
Cashbook Totals	<u>508,000.30</u>	<u>0.00</u>	<u>2,320.65</u>	<u>505,679.65</u>

Date: 23/05/2025

Louth Town Council Current Year

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Time 10:04

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 :		123.97					123.97	
	Banked	0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		123.97	0.00	0.00			123.97	

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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>
28/03/2025	Post Office	72	3.60			4022	101	3.60	Postage
Total Payments for Month			3.60	0.00	0.00			3.60	
Balance Carried Fwd			120.37						
Cashbook Totals			123.97	0.00	0.00			123.97	

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Detailed Income & Expenditure by Budget Heading 31/03/2025

Month No: 12

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
101 Governance and Finance								
1002 Miscellaneous	0	0	50	50			0.0%	
1176 Precept	0	309,032	309,032	0			100.0%	
1190 Interest Received	1,254	3,926	1,000	(2,926)			392.6%	
Governance and Finance :- Income	1,254	312,958	310,082	(2,876)			100.9%	0
4020 Office Administration Costs	17	3,027	3,500	473		473	86.5%	
4022 Postage	4	81	300	220		220	26.8%	
4023 Meeting Expenses	0	450	900	450		450	50.0%	
4024 Councillors Expenses	0	0	100	100		100	0.0%	
4025 Insurances	0	5,624	8,000	2,376		2,376	70.3%	
4026 Fees and Subscriptions	0	3,186	3,351	165		165	95.1%	
4028 Audit Fee (Internal & External)	0	1,050	1,000	(50)		(50)	105.0%	
4750 Contingency	11	315	400	85		85	78.7%	
Governance and Finance :- Indirect Expenditure	31	13,732	17,551	3,819	0	3,819	78.2%	0
Net Income over Expenditure	1,223	299,225	292,531	(6,694)				
103 Governance and Finance EM Rese								
9348 EMR IT Replacement	0	1,217	0	(1,217)		(1,217)	0.0%	1,217
Governance and Finance EM Rese :- Indirect Expenditure	0	1,217	0	(1,217)	0	(1,217)		1,217
Net Expenditure	0	(1,217)	0	1,217				
6000 plus Transfer from EMR	0	1,217	0	(1,217)				
Movement to/(from) Gen Reserve	0	0	0	0				
401 Community Resources Day to Day								
1000 Property Income	0	2,654	2,000	(654)			132.7%	
1001 Allotment Rent Received	0	882	882	0			100.0%	
1002 Miscellaneous	0	1,047	1,500	453			69.8%	
1009 LCC Contribution (Grass)	0	12,000	5,747	(6,253)			208.8%	
1010 Interments	1,392	15,775	16,000	225			98.6%	
1011 Monuments	950	4,724	8,000	3,276			59.0%	
1012 Exclusive Burial Rights	1,302	10,997	16,000	5,003			68.7%	
Community Resources Day to Day :- Income	3,644	48,079	50,129	2,050			95.9%	0
4001 Salaries	4,764	57,170	58,000	830		830	98.6%	
4002 Employers Costs Super / NI	986	11,826	20,000	8,174		8,174	59.1%	
4003 Grave Digging	0	1,350	2,800	1,450		1,450	48.2%	
4027 Training	0	290	1,000	710		710	29.0%	

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Louth Town Council 2024/2025

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Detailed Income & Expenditure by Budget Heading 31/03/2025

Month No: 12

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4104 Civic Property	0	16	250	234		234	6.4%	
4200 Clocks / Floodlights	0	(296)	3,000	3,296		3,296	(9.9%)	
4205 Christmas Lights /Celebrations	304	12,500	12,500	(0)		(0)	100.0%	
4210 Lovely Louth Competition	0	201	400	199		199	50.1%	
4220 CCTV Maintenance	0	4,515	4,515	0		0	100.0%	
4222 Street Furniture Maintenance	208	1,305	1,500	195		195	87.0%	
4223 Amenity Grass Cutting	0	9,989	14,000	4,011		4,011	71.3%	
4280 Floral / In Bloom	0	1,243	2,500	1,257		1,257	49.7%	
4282 Hubbards Hills Mtce Contrib.	17,958	51,989	52,500	511		511	99.0%	
4285 Minor Mtce & Cleaning Services	267	3,545	3,200	(345)		(345)	110.8%	
4302 Security / Fire	569	2,604	2,600	(4)		(4)	100.1%	
4303 SH Utilities	659	(1,271)	9,500	10,771		10,771	(13.4%)	
4304 SH Communications	78	2,135	2,100	(35)		(35)	101.7%	
4306 SH Rates	0	5,988	6,159	171		171	97.2%	
4307 SH Building Maintenance	1,335	1,500	1,500	0		0	100.0%	
4308 SH Statutory Equipment Checks	0	77	230	153		153	33.3%	
4501 Cem Rates	0	3,804	3,614	(190)		(190)	105.3%	
4505 Cem Utilities	17	1,593	1,800	207		207	88.5%	
4520 Cem Maintenance-Supplies	0	2,000	2,000	0		0	100.0%	
4530 Cem Grass Cutting / Strimming	0	5,619	6,000	381		381	93.6%	
4531 Cem Fuel - Equipment	70	989	1,100	111		111	89.9%	
4532 Cem Waste Disposal	0	2,293	1,850	(443)		(443)	123.9%	
4533 Cem Vehicle Running Costs	351	2,113	2,000	(113)		(113)	105.6%	
4540 Cem Protective Clothing	0	424	550	126		126	77.1%	
4550 Cem Plants,Shrubs,Trees etc	0	0	200	200		200	0.0%	
4551 Cem General Repairs/Maint.	0	3,080	3,000	(80)		(80)	102.7%	
4552 Purchase of Plaques	0	0	60	60		60	0.0%	
4600 Cem Equipment Replacement	406	1,213	3,000	1,787		1,787	40.4%	
4750 Contingency	1,138	3,002	2,000	(1,002)		(1,002)	150.1%	
4751 GDPR Compliance	0	40	40	0		0	100.0%	
4752 Trinity Allotment Rent	0	968	1,014	46		46	95.4%	
4754 Community Apiary	833	0	0	0		0	0.0%	
4757 London Road Sports P'Ship	0	20,000	10,000	(10,000)		(10,000)	200.0%	
Community Resources Day to Day :- Indirect Expenditure	29,941	213,813	236,482	22,669	0	22,669	90.4%	0
Net Income over Expenditure	(26,297)	(165,734)	(186,353)	(20,619)				
403 Community Resources EM Reserve								
9346 EMR Christmas Illuminations	0	7,410	0	(7,410)		(7,410)	0.0%	7,410
9359 EMR Accommodation	0	1,738	0	(1,738)		(1,738)	0.0%	1,738

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Detailed Income & Expenditure by Budget Heading 31/03/2025

Month No: 12

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
9611 EMR Contingency	4,760	11,810	0	(11,810)		(11,810)	0.0%	11,810
Community Resources EM Reserve :- Indirect Expenditure	4,760	20,957	0	(20,957)	0	(20,957)		20,957
Net Expenditure	(4,760)	(20,957)	0	20,957				
6000 plus Transfer from EMR	4,760	20,957	0	(20,957)				
Movement to/(from) Gen Reserve	0	0	0	0				
501 Personnel Day to Day								
4001 Salaries	4,895	58,099	63,000	4,901		4,901	92.2%	
4002 Employers Costs Super / NI	1,700	20,148	25,000	4,852		4,852	80.6%	
4008 Clerk Travel Expenses	0	0	200	200		200	0.0%	
4027 Training	0	216	500	284		284	43.2%	
Personnel Day to Day :- Indirect Expenditure	6,595	78,463	88,700	10,237	0	10,237	88.5%	0
Net Expenditure	(6,595)	(78,463)	(88,700)	(10,237)				
601 Town Council Day to Day								
4052 Tourism/promotions	0	1,000	1,000	(0)		(0)	100.0%	
4089 Citizens Advice Bureau	1,000	1,000	1,000	0		0	100.0%	
4090 Grants S137 Open Resource	0	3,265	4,000	735		735	81.6%	
4100 Civic Expenses	0	879	1,500	621		621	58.6%	
4102 Mayoral Allowance	482	550	550	(0)		(0)	100.0%	
4103 Mayors Serjeant Expenses	325	650	650	0		0	100.0%	
4105 Election Expenses	0	0	2,000	2,000		2,000	0.0%	
4106 Deputy Mayor's Expenses	0	100	100	(0)		(0)	100.5%	
4111 Remembrance Day Parade Grant	0	848	1,000	152		152	84.8%	5
4311 Flood Schemes Maintenance	16,395	16,395	19,077	2,682		2,682	85.9%	
4312 War Memorial	0	66	100	34		34	66.0%	
Town Council Day to Day :- Indirect Expenditure	18,202	24,754	30,977	6,223	0	6,223	79.9%	5
Net Expenditure	(18,202)	(24,754)	(30,977)	(6,223)				
6000 plus Transfer from EMR	0	5	0	(5)				
Movement to/(from) Gen Reserve	(18,202)	(24,749)	(30,977)	(6,228)				
603 Town Council EM Reserves								
9329 EMR Quality Council / Office	0	50	0	(50)		(50)	0.0%	50
9338 EMR Civic Events	0	1,071	0	(1,071)		(1,071)	0.0%	1,056
9362 EMR Civic Property	0	3,226	0	(3,226)		(3,226)	0.0%	3,226
Town Council EM Reserves :- Indirect Expenditure	0	4,347	0	(4,347)	0	(4,347)		4,333
Net Expenditure	0	(4,347)	0	4,347				
6000 plus Transfer from EMR	0	4,333	0	(4,333)				

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Louth Town Council 2024/2025

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Detailed Income & Expenditure by Budget Heading 31/03/2025

Month No: 12

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Movement to/(from) Gen Reserve	0	(15)	0	15				
Grand Totals:- Income	4,898	361,037	360,211	(826)			100.2%	
Expenditure	59,529	357,284	373,710	16,426	0	16,426	95.6%	
Net Income over Expenditure	(54,631)	3,753	(13,499)	(17,252)				
plus Transfer from EMR	4,760	26,512	0	(26,512)				
Movement to/(from) Gen Reserve	(49,871)	30,265	(13,499)	(43,764)				

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Louth Town Council Current Year

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Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
322 EMR CCTV refurbishment	10,000.00		10,000.00
323 EMR Insurance	0.00	2,376.00	2,376.00
327 EMR Contingency	9,243.06	756.94	10,000.00
329 EMR Quality Council / Office	4,245.00	0.00	4,245.00
338 EMR Civic Events	2,128.66	-128.66	2,000.00
340 EMR Grants 137 Reserve	3,066.00		3,066.00
346 EMR Christmas Illuminations	10,936.00	-5,936.00	5,000.00
347 EMR Art Trail	1,000.00		1,000.00
348 EMR IT Replacement	3,479.60	-479.60	3,000.00
352 EMR TCP Floral Enhancement	2,500.00		2,500.00
353 EMR Capital Expenditure	90,157.80		90,157.80
359 EMR Accommodation	6,162.21	-1,737.50	4,424.71
360 EMR Cem External Wall	4,000.00		4,000.00
362 EMR Civic Property/Regalia	5,045.94	-45.94	5,000.00
363 EMR Hubbard's Hills	15,074.08		15,074.08
364 EMR Clerks Training	2,540.00		2,540.00
365 EMR Accommm OfficeEquip / Stor	4,224.00		4,224.00
380 EMR Cem Road Maintenance	4,000.00		4,000.00
381 EMR Cem Equipment Replacement	4,247.69	752.31	5,000.00
382 EMR Cem Tree Surgery	6,380.00	620.00	7,000.00
383 EMR Cem Workshop/Lodge	4,056.24		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 Accommm Roof	9,136.00		9,136.00
391 EMR Accommm Boiler	3,750.00		3,750.00
392 EMR Accommm Structural	5,000.00		5,000.00
393 EMR Accommm Car Park	2,000.00		2,000.00
394 EMR Street Signs / Furniture	15,660.00		15,660.00
395 EMR SH Internal Decorating Foy	3,000.00		3,000.00
396 EMR Speed Awareness	2,012.00		2,012.00
397 EMR Tourism	1,000.00		1,000.00
398 EMR Elections	17,610.90	389.10	18,000.00
399 EMR Funding for Sports Assets	6,000.00	1,000.00	7,000.00
	276,138.18	-2,433.35	273,704.83

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Louth Town Council 2024/2025

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Balance Sheet as at 31st March 2025

31st March 2024

31st March 2025

Current Assets

1,680	Debtors	1,907
15,087	VAT Refunds	18,624
9,792	Prepayments	871
461,016	Lloyds TSB Current/Deposit	477,129
112,300	National Savings Bank	113,427
54	Petty Cash	120
599,929		

612,079

599,929 Total Assets

612,079

Current Liabilities

15,917	Creditors	1,000
7,532	Accruals	30,846
23,450		

31,846

576,479 Total Assets Less Current Liabilities

580,233

Represented By

300,341	General Reserve	306,528
10,000	EMR CCTV refurbishment	10,000
0	EMR Insurance	2,376
9,243	EMR Contingency	10,000
4,245	EMR Quality Council / Office	4,245
2,129	EMR Civic Events	2,000
3,066	EMR Grants 137 Reserve	3,066
10,936	EMR Christmas Illuminations	5,000
1,000	EMR Art Trail	1,000
3,480	EMR IT Replacement	3,000
2,500	EMR TCP Floral Enhancement	2,500
90,158	EMR Capital Expenditure	90,158
6,162	EMR Accommodation	4,425
4,000	EMR Cem External Wall	4,000
5,046	EMR Civic Property/Regalia	5,000
15,074	EMR Hubbard's Hills	15,074
2,540	EMR Clerks Training	2,540
4,224	EMR Accom OfficeEquip / Stor	4,224
4,000	EMR Cem Road Maintenance	4,000
4,248	EMR Cem Equipment Replacement	5,000
6,380	EMR Cem Tree Surgery	7,000

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Louth Town Council 2024/2025

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Balance Sheet as at 31st March 2025**31st March 2024****31st March 2025**

4,056	EMR Cem Workshop/Lodge	4,056
14,658	EMR Vehicle Replacement	14,658
3,825	EMR Cemetery Facilities	3,825
9,136	EMR Accommodation Roof	9,136
3,750	EMR Accommodation Boiler	3,750
5,000	EMR Accommodation Structural	5,000
2,000	EMR Accommodation 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
1,000	EMR Tourism	1,000
17,611	EMR Elections	18,000
6,000	EMR Funding for Sports Assets	7,000
576,479		580,233

The above statement represents fairly the financial position of the authority as at 31st March 2025 and reflects its Income and Expenditure during the year.

Signed :

Chairman

Date : _____

Signed :

Responsible
Financial
Officer

Date : _____

Date: 23/05/2025

Louth Town Council Current Year

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Time: 09:51

**Bank Reconciliation Statement as at 31/03/2025
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	31/03/2025		166,652.51
Lloyds TSB Current Account	31/03/2025		310,476.83
			<u>477,129.34</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			477,129.34
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			477,129.34
		Balance per Cash Book is :-	477,129.34
		Difference is :-	0.00

Signatory 1:

Name GEORGE HOKEN Signed  Date 12.6.25

Signatory 2:

Name JM DRAKS Signed  Date 12/6/25

Date: 17/05/2025

Louth Town Council Current Year

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Time: 12:10

**Bank Reconciliation Statement as at 31/03/2025
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	31/03/2025	72	120.37
			<u>120.37</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			120.37
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			120.37
		Balance per Cash Book is :-	120.37
		Difference is :-	0.00

Signatory 1:

Name GEORGE HORTON Signed  Date 12.6.25.

Signatory 2:

Name TIM DRAKE Signed  Date 17/6/25

Louth Town Council - Internal Audit Checklist 2024/25

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	5 th June 2025		
Type of audit	Intermediate and Year-end (including AGAR)		
Council contact information	Name	Email	
Clerk	Lynda Phillips		
RFO (if different)	n/a		clerk@louthtowncouncil.gov.uk
Chairman	Cllr D Hobson		dhobso@louthtowncouncil.gov.uk
Electorate (05.01.2024)	13,402	Total number of seats	21
Quorum	7	Number of councillor vacancies	7
Precept Demand 2024/25	£ 309,032	Gross budgeted Income	n/a
Date of most recent audit	28.05.2024	Date of next audit	May / June 2026
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 2024/25	✓		
2	Financial regulations (tailored and reviewed)	Y	Reviewed and updated during 2024/25	✓		
3	Terms of reference (ToR) (committees / working groups)	Y	Reviewed and updated during 2024/25	✓		
4	Code of Conduct (elected members)	Y	Reviewed and updated during 2024/25	✓		
5	Complaints procedure (tailored and reviewed)	Y	Reviewed and updated during 2024/25	✓		
6	Insurance Cover <ul style="list-style-type: none"> • Reviewed annually • Certificate(s) viewed & valid • Employees' Liability Cover in place and published • Public Liability Cover • Employees' Fidelity Guarantee • Councilor's ages reviewed and recorded • Other e.g. vehicles, assets, equipment, volunteers ... 	Y Y Y Y Y Y Y	Renewed: April 2025	✓		

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 2024/25	✓		
10	Risk assessment (statement or review)	Y	Risk Register - Reviewed and updated during 2024/25	✓		
11	Pay policy (staffing - reviewed)	Y	No policy - Staff T&C's based on NJC / NALC / Green book	✓		
12	Spending authorised	Y	Evidenced – website / minutes	✓		
13	Procurement correctly administered	Y	No procurement during 2024/25	✓		
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	✓	
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	Accounting	Y/N	Comments & recommendations	Risk		
				Low	Med	High
25	Cashbook maintained and up to date	Y	Evidenced – Files / PC	✓		
26	Arithmetically correct (checks / balance)	Y	Evidenced – Files / PC	✓		
27	Evidence of internal control (reconciliation checked)	Y	Evidenced – Files / PC	✓		
28	VAT • 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 • 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 • Cheques • Online banking • BACS • Direct Debit • Credit or debit cards	Y Y Y Y Y Y	Evidenced – Files / PC	✓		

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

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

	Bank reconciliation	Y/N	Comments & recommendations	Risk		
				Low	Med	High
40	Regular bank statement reconciliation	Y	Evidenced – Minutes TC & FOG	✓		
41	Balancing entries (adjustments) explained	Y	No adjustments during 2024/25	✓		
42	Bank mandate up to date • Evidence of signatories		Approved at annual meeting 2024/25	✓		

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

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

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

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

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

Proper Process / Practice		Y/N	Comments & recommendations	Risk		
				Low	Med	High
62	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	Verbal / email orders placed	✓		
69	Purchasing authorised in line with Financial regs / limits	Y	Evidenced website / Fin Regs /minutes	✓		
70	Council operating within legal powers	Y	Evidenced agendas / minutes	✓		
71	Delegation to officers or committees <ul style="list-style-type: none"> • Scheme of delegation • Limits set out in financial regulations and / or standing orders; • adhered to; • reported adequately 	Y	Standing Orders Contract(s) of employment	✓		

	Y/N	Comments & recommendations	Risk		
			Low	Med	High
72	Contracts of employment for all staff	Evidenced – files	✓		
73	Written statement of particulars for all staff from day one (April 2020 onwards) Y	Evidenced – files	✓		
74	Proper procedures for payroll, PAYE & NI	Evidenced – files / financial records	✓		
75	PAYE & NI payments verified	Evidenced – files / financial records	✓		
76	Approval of salaries and increments	Evidenced – files / financial records	✓		
77	Approval of expense claims	Evidenced – files / financial records	✓		
78	Minimum wage threshold met	Evidenced – files / financial records	✓		
79	HR procedures and policies adopted / reviewed	Evidenced – files / financial records	✓		
80	Training policy and record staff /elected Members	Evidenced – files / financial records	✓		
81	Qualified Clerk <ul style="list-style-type: none"> • CiLCA 2015 or later • Level 4 Community Governance or higher 	The clerk has attended CiLCA training	✓		
82	Annual appraisal(s) undertaken	Undertaken during 2024/25	✓		
83	Job description(s) up to date / reviewed	Undertaken during 2024/25	✓		
84	Health and safety of staff workstation & PC equipment undertaken <ul style="list-style-type: none"> • Display Screen Equipment 	Undertaken during 2024/25	✓		

Transaction spot check

Check number	1	2	3	4	5	6
Invoice date	24.4.2024	19.07.2024	16.09.2024	22.10.2024	23.01.2025	07.02.2025
Company	EON	Tudor	SCIS	John Darke	LCC Pensions	GRS
Reference / Cheque number	DD	BP	FPO	FPO	FPO	FPO
Purpose	Electricity	Grounds Maintenance	Office 365 Subscriptions	Cemetery Fuel	Pension Contributions	Signs – Hubbards Hills
Delivery evidence	✓	✓	✓	✓	✓	✓
Payment minuted/reconciled	Y	Y	Y	Y	Y	Y
Invoice value (£)	160.83	1,498.32	148.32	160.05	2,1947.44	552.02
Minute value agrees	✓	✓	✓	✓	✓	✓
Payment value agrees	✓	✓	✓	✓	✓	✓
Statement value agrees	✓	✓	✓	✓	✓	✓
Timely payment	Y	Y	Y	Y	Y	Y
VAT recorded (£)	7.66	249.72	24.72	24.93	n/a	87.00
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		-	-	-

27/05/2025

Louth Town Council 2024/2025

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Balance Sheet as at 31st March 2025

31st March 2024

31st March 2025

Current Assets

1,680	Debtors	1,907
15,087	VAT Refunds	18,624
9,792	Prepayments	871
461,016	Lloyds TSB Current/Deposit	477,129
112,300	National Savings Bank	113,427
54	Petty Cash	120
599,929		

612,079

599,929 Total Assets**612,079**

Current Liabilities

15,917	Creditors	1,000
7,532	Accruals	30,846
23,450		

31,846

576,479 Total Assets Less Current Liabilities**580,233**

Represented By

300,341	General Reserve	306,528
10,000	EMR CCTV refurbishment	10,000
0	EMR Insurance	2,376
9,243	EMR Contingency	10,000
4,245	EMR Quality Council / Office	4,245
2,129	EMR Civic Events	2,000
3,066	EMR Grants 137 Reserve	3,066
10,936	EMR Christmas Illuminations	5,000
1,000	EMR Art Trail	1,000
3,480	EMR IT Replacement	3,000
2,500	EMR TCP Floral Enhancement	2,500
90,158	EMR Capital Expenditure	90,158
6,162	EMR Accommodation	4,425
4,000	EMR Cem External Wall	4,000
5,046	EMR Civic Property/Regalia	5,000
15,074	EMR Hubbard's Hills	15,074
2,540	EMR Clerks Training	2,540
4,224	EMR Accommodation/Equip / Stor	4,224
4,000	EMR Cem Road Maintenance	4,000
4,248	EMR Cem Equipment Replacement	5,000
6,380	EMR Cem Tree Surgery	7,000

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Louth Town Council 2024/2025

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Balance Sheet as at 31st March 2025**31st March 2024****31st March 2025**

4,056	EMR Cem Workshop/Lodge	4,056
14,658	EMR Vehicle Replacement	14,658
3,825	EMR Cemetery Facilities	3,825
9,136	EMR Accommodation Roof	9,136
3,750	EMR Accommodation Boiler	3,750
5,000	EMR Accommodation Structural	5,000
2,000	EMR Accommodation 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
1,000	EMR Tourism	1,000
17,611	EMR Elections	18,000
6,000	EMR Funding for Sports Assets	7,000

576,479**580,233**

The above statement represents fairly the financial position of the authority as at 31st March 2025 and reflects its Income and Expenditure during the year.

Signed :

Chairman

Date : _____

Signed :

Responsible
Financial
Officer

Date : _____

Annual Governance and Accountability Return 2024/25 Form 3

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

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2024/25

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report** **must** be completed by the authority's internal auditor.
 - **Sections 1 and 2** **must** be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2025**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2025**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2025
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2024/25

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

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

Publication Requirements

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

Before 1 July 2025 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2024/25**, approved and signed, page 4
- **Section 2 - Accounting Statements 2024/25**, approved and signed, page 5

Not later than 30 September 2025 authorities **must** publish:

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

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

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

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2024/25

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2025.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2024) equals the balance brought forward in the current year (Box 1 of 2025).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2025**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?		
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at 31 March 2025 been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

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

Annual Internal Audit Report 2024/25

Louth Town Council

www.louthtowncouncil.gov.uk

During the financial year ended 31 March 2025, 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 2024/25 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 2023/24, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2023/24 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 2024-25 AGAR period, were public rights in relation to the 2023-24 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 2023/24 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

05/06/2025

Name of person who carried out the internal audit

STEVE FLETCHER

Signature of person who carried out the internal audit



Date

05/06/2025

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

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

Section 1 – Annual Governance Statement 2024/25

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 2025, that:

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

***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:

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

and recorded as minute reference:

Chair

Clerk

www.louthtowncouncil.gov.uk

Section 2 – Accounting Statements 2024/25 for

Louth Town Council

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
1. Balances brought forward	655,602	576,479	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	300,082	309,032	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	119,183	52,005	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	133,769	147,243	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	364,619	210,040	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	576,479	580,233	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	573,370	590,676	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	1,348,979	1,716,541	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 2025 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

AM Phillips

Date

04/06/2025

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

Section 3 – External Auditor’s Report and Certificate 2024/25

In respect of

Louth Town Council

1 Respective responsibilities of the auditor and the authority

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

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

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

- summarises the accounting records for the year ended 31 March 2025; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2024/25

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

(continue on a separate sheet if required)

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

(continue on a separate sheet if required)

3 External auditor certificate 2024/25

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2025.

*We do not certify completion because:

External Auditor Name

External Auditor Signature

Date

Louth Town Council

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

01507 355895

clerk@louthtowncouncil.gov.uk

Town Clerk: Mrs. L. Phillips



CEMETERY PRIVACY NOTICE

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

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

The Councils Right to Process Information

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

Processing is with consent of the data subject, or

Processing is necessary for compliance with a legal obligation, or

Processing is necessary for the performance of a contract with the data subject or to take steps to enter into a contract

Information Security

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

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

Your Rights

Access to Information

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

Information Correction

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

Information Deletion

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

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

Right to Object

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

Rights Related to Automated Decision Making and Profiling

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

To Sum Up

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

Complaints

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

Louth Town Council

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

01507 355895

clerk@louthtowncouncil.gov.uk

Town Clerk: Mrs. L. Phillips



PRIVACY NOTICE

FOR STAFF*, COUNCILLORS AND ROLE HOLDERS**

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

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

Your personal data – what is it?

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

Who are we?

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

The council works together with:

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

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

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

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

What data do we process?

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

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

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

- Making a decision about your recruitment or appointment.
- Determining the terms on which you work for us.
- Checking you are legally entitled to work in the UK.
- Paying you and, if you are an employee, deducting tax and National Insurance contributions.
- Providing any contractual benefits to you
- Liaising with your pension provider.
- Administering the contract we have entered into with you.

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

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

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

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

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

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

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

How we use sensitive personal data

- We may process sensitive personal data relating to staff, Councillors and role holders including, as appropriate:
 - information about your physical or mental health or condition in order to monitor sick leave and take decisions on your fitness for work;
 - your racial or ethnic origin or religious or similar information in order to monitor compliance with equal opportunities legislation;

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

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

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

Information about criminal convictions

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

What is the legal basis for processing your personal data?

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

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

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

Sharing your personal data

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

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

How long do we keep your personal data?

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

Your responsibilities

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

Your rights in connection with personal data

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

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

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

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

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

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

Transfer of Data Abroad

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

Further processing

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

Changes to this notice

We keep this Privacy Notice under regular review and we will place any updates on www.louthtowncouncil.gov.uk. This notice was last updated in June 2024.

Contact Details

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

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

Louth Town Council

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

01507 355895

clerk@louthtowncouncil.gov.uk

Town Clerk: Mrs. L. Phillips



EMAIL CONTACT PRIVACY NOTICE

When you contact us

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

The Councils Right to Process Information

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

Processing is with consent of the data subject

or

Processing is necessary for compliance with a legal obligation

or

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

Information Security

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

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

Your Rights

Access to Information

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

clerk@louthtowncouncil.gov.uk

Information Correction

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

Information Deletion

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

Right to Object

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

Rights Related to Automated Decision Making and Profiling

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

To Sum Up

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

Complaints

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

Louth Town Council

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

01507 355895

clerk@louthtowncouncil.gov.uk

Town Clerk: Mrs. L. Phillips



GENERAL PRIVACY NOTICE

Your personal data – what is it?

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

Who are we?

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

Other data controllers the council works with:

- Other local authorities
- Community groups
- Charities
- Other not for profit entities
- Contractors

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

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

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

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

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

How we use sensitive personal data

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

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

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

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

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

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

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

What is the legal basis for processing your personal data?

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

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

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

Sharing your personal data

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

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

How long do we keep your personal data?

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

Your rights and your personal data

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

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

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

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

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

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

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

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

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

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

5) *The right to data portability*

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

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

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

7) *The right to lodge a complaint with the Information Commissioner's Office.*

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

Transfer of Data Abroad

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

Further processing

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

Changes to this notice

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

Contact Details

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

Louth Town Council

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

01507 355895

clerk@louthtowncouncil.gov.uk

Town Clerk: Mrs. L. Phillips



REMOTE MEETINGS

Your personal data – what is it?

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

Who are we?

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

Remote Meetings and the Recording of Meetings

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

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

Should the need return and regulations are in place to hold all meetings remotely, the following will apply:

Louth Town Council record the Zoom virtual meetings onto local hardware – the recordings are not held by any third party.

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

Changes to this notice

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

Contact Details

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

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

Email: clerk@louthtowncouncil.gov.uk

Louth Town Council

DATA PROTECTION POLICY

Introduction

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

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

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

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

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

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

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

* See definition

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

Information Commissioner – The UK Information Commissioner responsible for implementing and overseeing the Data Protection Act 1998.

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

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

Sensitive data – means data about:

- Racial or ethnic origin
- Political opinions
- Religious or similar beliefs
- Trade union membership

- Physical or mental health
- Sexual life
- Criminal record
- Criminal proceedings relating to a data subject's offences

Data Controller

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

Disclosure

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

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

These are:

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

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

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

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

Specifically, the Principles require that personal information:

1. Shall be processed fairly and lawfully and, in particular, shall not be processed unless specific conditions are met,
2. Shall be obtained only for one or more of the purposes specified in the Act, and shall not be processed in any manner incompatible with that purpose or those purposes,
3. Shall be adequate, relevant and not excessive in relation to those purpose(s)

4. Shall be accurate and, where necessary, kept up to date,
5. Shall not be kept for longer than is necessary
6. Shall be processed in accordance with the rights of data subjects under the Act,
7. Shall be kept secure by the Data Controller who takes appropriate technical and other measures to prevent unauthorised or unlawful processing or accidental loss or destruction of, or damage to, personal information,
8. Shall not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal information.

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

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

Data collection

Informed consent

Informed consent is when

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

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

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

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

Data Storage

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

Information will be stored for only as long as it is needed or required statute and will be disposed of appropriately.

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

Data access and accuracy

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

In addition, Louth Town Council will ensure that:

- It has a Data Protection Officer with specific responsibility for ensuring compliance with Data Protection,
- Everyone processing personal information understands that they are contractually responsible for following good data protection practice,
- Everyone processing personal information is appropriately trained to do so,
- Everyone processing personal information is appropriately supervised,
- Anybody wanting to make enquiries about handling personal information knows what to do,
- It deals promptly and courteously with any enquiries about handling personal information,
- It describes clearly how it handles personal information,
- It will regularly review and audit the ways it holds, manages and uses personal information

- It regularly assesses and evaluates its methods and performance in relation to handling personal information
- All staff are aware that a breach of the rules and procedures identified in this policy may lead to disciplinary action being taken against them

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

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

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INFORMATION SECURITY INCIDENT POLICY**Contents**

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1 Purpose

- 1.1 This document defines an Information Security Incident and the procedure to report an incident

2 Scope

- 2.1 This document applies to all Councillors, Committees, Departments Partners, Employees of the Council, contractual third parties and agents of the Council who have access to Information Systems or information used for Louth Town Council purposes.

3 Definition

- 3.1 An information security incident occurs when data or information is transferred or is at risk of being transferred to somebody who is not entitled to receive it, or data is at risk from corruption.

4 An Information Security Incident includes:

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

5 When to report

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

6 Action on becoming aware of the incident

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

7 How to report

- 7.1 The Data Control Officer must be contacted by email or in writing using the prescribed form. They will log the incident and forward it on to the relevant departments.
- 7.2 The Data Control Officer will require you to supply further information, the nature of which will depend upon the nature of the incident. However, the following information must be supplied:
- Contact name and number of person reporting the incident
 - The type of data or information involved
 - Whether the loss of the data puts any person or other data at risk
 - Location of the incident
 - Inventory numbers of any equipment affected
 - Date and time the security incident occurred
 - Location of data or equipment affected
 - Type and circumstances of the incident.

- 7.3 Your line manager must also be informed to enable them to investigate and confirm that the details represent a valid security incident as defined above. The outcomes of these actions are to be reported to the Data Control Officer for inclusion in the incident details for investigation.

8 What to Report

- 8.1 All Information Security Incidents must be reported.

9 Examples of Information Security / Misuse Incident Protocols

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

9.2 Malicious Incident

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

9.3 Access Violation

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

9.4 Environmental

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

9.5 Inappropriate use

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

9.6 Theft / loss Incident

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

9.7 Accidental Incident

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

9.8 Miskeying

- Receiving unauthorised information
- Sending information to wrong recipient.

10 Escalation

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

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SUBJECT ACCESS REQUESTS POLICY

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

1) Upon receipt of a SAR

The Data Control Officer will:

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

2) Responding to a SAR

The Data Control Officer will:

- a) Respond to a SAR within one month after receipt of the request.
- b) If more time is needed to respond to complex requests, an extension of another two months is permissible, provided this is communicated to the data subject in a timely manner within the first month;
- c) If the council cannot provide the information requested, it should inform the data subject on this decision without delay and at the latest within one month of receipt of the request.
- d) If a SAR is submitted in electronic form, any personal data should preferably be provided by electronic means as well.
- e) If data on the data subject is processed, make sure to include as a minimum the following information in the SAR response:
 - i) the purposes of the processing;
 - ii) the categories of personal data concerned;
 - iii) the recipients or categories of recipients to whom personal data has been or will be disclosed, in particular in third countries or international organisations, including any appropriate safeguards for transfer of data, such as Binding Corporate Rules or EU model clauses;
 - iv) where possible, the envisaged period for which personal data will be stored, or, if not possible, the criteria used to determine that period;
 - v) the existence of the right to request rectification or erasure of personal data or restriction of processing of personal data concerning the data subject or to object to such processing;
 - vi) the right to lodge a complaint with the **Information Commissioners Office ("ICO")**;
 - vii) if the data has not been collected from the data subject: the source of such data;
 - viii) the existence of any automated decision-making, including profiling and any meaningful information about the logic involved, as well as the significance and the envisaged consequences of such processing for the data subject.
 - ix) Provide a copy of the personal data undergoing processing.

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REMOVABLE MEDIA POLICY

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1 Purpose

- 1.1 This policy supports the controlled storage and transfer of information by Councillors of Louth Town Council and all employees, temporary staff and agents (contractors, consultants and others working on behalf of the Council) who have access to and use of computing equipment that is owned or leased by Louth Town Council.
- 1.2 Information is used throughout the Authority and is sometimes shared with external organisations and applicants. The use of removable media may result in the loss of the ability to access information, or interference with the integrity of information, which could have a significant effect on the efficient operation of the Authority and may result in financial loss and an inability to provide services to the public.
- 1.3 It is therefore essential for the continued operation of the Authority that the availability, integrity and confidentiality of all storage devices are maintained at a level which is appropriate to the Authority's needs.
- 1.4 The aims of the policy are to ensure that the use of removable storage devices is accomplished with due regard to:
 - 1.4.1 Enabling the correct data to be made available where it is required
 - 1.4.2 Maintaining the integrity of the data
 - 1.4.3 Preventing unintended consequences to the stability of the computer network
 - 1.4.4 Building confidence and trust in data that is being shared between systems
 - 1.4.5 Maintaining high standards of care towards data and information about individual citizens, staff or information that is exempt from disclosure
 - 1.4.6 Compliance with legislation, policies or good practice requirements

2 Scope

- 2.1 This policy sets out the principles that will be adopted by the Council in order for material to be safely stored on removable media so that the risk of loss or corruption to work data is low.
- 2.2 Removable media includes but is not limited to: USB memory sticks, memory cards, portable memory devices, CD / DVDs, diskettes and any other device that transfers data between systems, or stores electronic data separately from email or other applications.
- 2.3 Any person who intends to store Council data on removable media must abide by this Policy. This requirement devolves to Councillors, employees and agents of the Council, who may be held personally liable for any breach of the requirements of this policy.
- 2.4 Failure to comply with this policy could result in disciplinary action.

3 Advice and Assistance

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

4 **Responsibilities**

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

5 **Incident Management**

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

6 **Data Administration**

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

7 **Security**

- 7.1 All storage media must be kept in an appropriately secure and safe environment that avoids physical risk, loss or electrical corruption of the business asset. Due to their small size there is a high risk of the removable media being mislaid lost or damaged, therefore special care is required to physically protect the device and the data. Anyone using removable media to transfer data must consider the most appropriate way to transport the device and be able to demonstrate that they took reasonable care to avoid damage or loss.
- 7.2 Virus Infections must be prevented from damaging the authority's network and computers. Virus and malware checking software approved by the Data Control Officer and Clerk must be operational on both the machine from which the data is taken and the machine on to which the data is to be loaded. The data must be scanned by the virus checking software, before the media is loaded on to the receiving machine.

7.3 Any memory stick used in connection with Council equipment or to store Council material should usually be Council owned and be on the Louth Town Council approved list. However work related data from external sources can be transferred to the Council network using memory sticks that are from trusted sources and have been checked using current anti-virus software.

7.4 The Council will not provide support or administrator access for any non-council memory stick.

8 Use of removable media

8.1 Care must be taken over what data or information is transferred onto removable media. Only the data that is authorised and necessary to be transferred should be saved on to the device.

8.2 Material that is classified as RESTRICTED or higher must not be stored on removable media at any time.

8.3 Council material belongs to the Council and any equipment on which it is held should be under the control of the Council and not available to be used for other purposes that may compromise the data.

8.4 All data transferred to removable media should be in accordance with an agreed process established by the Directorate so that material can be traced.

8.5 The person arranging the transfer of data must be authorised to make use of, or process that particular data.

8.6 Whilst in transit or storage the data must be given appropriate security according to the type of data and its sensitivity.

8.7 Encryption must be applied to the data file unless there is no risk to the Council, other organisations or individuals from the data being lost whilst in transit or storage. If encryption is not available then password control must be applied if removable media must be used for the business purpose.

9 Faulty or Unneeded Storage Devices

9.1 Damaged or faulty media must not be used. The Data Control Officer and Clerk must be consulted over any damaged equipment, peripherals or media.

9.2 All unneeded or faulty storage devices must be sent to the Data Control Officer and Clerk who will securely remove the data before reallocating or disposing of the device.

10 Requests to suspend this policy

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

11 Breach procedures

11.1 Users who do not adhere to this policy will be dealt with through the Council's disciplinary process.

11.3 Where external service providers, agents or contractors breach the policy, this should be addressed through contract arrangements.

11.4 Where the public have access to the Louth Town Council system, that access will be withdrawn if there is an actual or likely breach of information security, until adequate controls are in place.

12 **Review and Revision**

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

13 **Key Messages for Staff**

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

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RETENTION OF DOCUMENTS AND RECORDS POLICY

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

DOCUMENT	MINIMUM PERIOD	REASON
Minute Books	Indefinite	Archive
Scale of fees and charges	6 years	Management
Receipt and payment account(s)	Indefinite	Archive
Receipt books of all kinds	6 years	VAT
Bank statements, including deposit/savings accounts	Last completed audit year	Audit
Bank paying-in books	Last completed audit year	Audit
Cheque book stubs	Last completed audit year	Audit
Quotations and tenders	6 years	Limitation Act 1980 (as amended)
Paid invoices	6 years	VAT
Paid cheques	6 years	Limitation act 1980 (as amended)
VAT records	6 years generally but 20 years for VAT on rents	VAT
Petty cash, postage and telephone books	6 years	Tax, VAT, Limitation Act 1980 (as amended)
Timesheets	Last completed audit year 3 years	Audit (requirement) Personal injury (best practice)
Wages books	12 years	Superannuation
Insurance policies	While valid	Management
Certificates for Insurance against liability for employees	40 years from date of which insurance commenced or was renewed	The Employer's Liability (Compulsory Insurance) Regulations 1998 (SI. 2753), Management
Investments	Indefinite	Audit, Management
Title deeds, leases, agreements, contracts	Indefinite	Audit, Management
Members allowances register	6 years	Tax, Limitation Act 1980 (as amended)
Re: Halls, Centre, Recreation Grounds		
<ul style="list-style-type: none"> Application to hire Lettings diaries Copies of bills to hire Record of tickets issued 	6 years	VAT
Re: Allotments		
<ul style="list-style-type: none"> Register and plans 	Indefinite	Audit, Management
Re: Burial Grounds		
<ul style="list-style-type: none"> Register of fees collected Register of burials Register of purchased graves Register/plan of grave spaces Register of memorials Applications for interment Applications for right to erect memorials Disposal Certificates Copy certificates of grant of exclusive right of burial 	Indefinite	Archives, Local Authorities Cemeteries Order 1977 (SI. 204)

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SECURE DISPOSAL OF INFORMATION POLICY

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

Procedures

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

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

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

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

Disposing of paper information

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

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

Disposing of electronic information

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

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

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

Secure data deletion tools

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

Equipment hard drives can be "securely wiped", such that the data is made unrecoverable.

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

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POLICY ON HANDLING OF FREEDOM OF INFORMATION REQUESTS

- Louth Town Council has produced and publicised a Publication Scheme, which makes it clear what information can already be accessed. The Publication Scheme outlines any charges which may be made in supplying any information.
- Any additional information which is not part of the Publication Scheme can be requested under the Freedom of Information Act 2000.
- A request for information must be made by letter or e-mail and should be sent to the Clerk to the Council. The request must include a contact name, an address for correspondence and state clearly what information is required.
- Responsibility for dealing with all requests for information has been delegated to the Clerk to the Council.
- The first step will be to identify whether the requested data is held by the council. If not, the applicant will be notified accordingly.
- If information is held, and is not subject to any exemption, it will normally be supplied within 20 working days unless there is a fee to pay, or further clarification must be sought.
- If the request for information is unclear, the Clerk to the Council will contact the applicant to clarify what data is being sought. If clarification of a request is needed, the 20 working day period will commence on receipt of the additional information.
- If the information is not held by the Council, but the Council is aware of another public body which may hold the information, the request will either be forwarded to the third party concerned, or the applicant will be given details of which public authority is believed to hold the information.
- Where information cannot be provided, a refusal notice will be issued explaining which exemption applies, and advising of any right to appeal, if applicable.
- Where information is subject to a 'qualified exemption' under the FOI Act, there may be an extension to the 20 day period whilst further consideration is given to applying the public interest test, to determine whether any information should be withheld or disclosed.
- Where any complaint is received about the processing of any request for information, this will be referred on to full Council for attention.
- Where any correspondence is received from the Information Commissioner's Office in relation to any Freedom of Information matter, this will be referred on to full Council for attention.

Louth Town Council Working Groups (Reporting to Governance and Finance Committee and Town Council) 2025/26

Name of Group	Membership	Required Cllrs.	Members in 24/25	Officers	Remit	Delegated Powers	Meetings
Financial Overview (FOG)	6 including Chairman and Vice Chairman of GF plus Town Clerk	Chairman and Vice Chairman of GF Committee plus 4 others	Cllrs. Mrs. EB (Chair), PS (Vice Chair), GEH, HF, JD and KP	Town Clerk	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.	None. Investigate and enquire with recommendations to GF Committee or Town Council.	As required

04-08-25 TC MINS

**MINUTES OF THE EXTRAORDINARY MEETING OF LOUTH TOWN COUNCIL
HELD IN THE OLD COURT ROOM, THE SESSIONS HOUSE, LOUTH
ON TUESDAY 8th APRIL 2025**

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

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

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

The Town Clerk, Mrs. L.M. Phillips, the Town Clerk's Assistant, Mrs. S. Chitauro-Adlard, Mrs. E. Maddison, East Lindsey District (ELDC) Cllr. R. Jackson, and 11 members of the public were also present.

Public Forum

- A lady addressed the Council as a resident and teacher advocating the proposed project to install a play park off Park Avenue. She said that local councils are tasked with delivering services to meet resident's needs, represent the community and improve the quality of life and community wellbeing, and thanked the Council for its continued commitment to the local area and the project.
- A second lady representing EDAN Lincs expressed her support of the proposed project believing it would be beneficial to all children in the area, including those who resided in the refuge situated close to Park Avenue.
- Mrs. E. Maddison, who previously presented the project to the Council at a meeting held 25th March 2025, thanked the Council's Working Group and the Councillors who attended a virtual meeting regarding the project. She stated the factors and benefits of the Council taking on the project, including the transferring of the land, planning permissions, the funding and the Town Council being a reputable body with knowledge and access to resources, which, would make the Town Council the ideal vehicle to take the project to fruition. She updated the Council, confirming with Mr. Saul Farrell, Senior Program Manager for Local Growth and Grant Funding, South and East Lincolnshire Councils Partnership, that the solicitor's fees for the transfer of ownership of the land could be included within the grant application along with up to 18 months of public liability insurance and maintenance safety checks. She informed the Council that she had received information regarding tenancies of Platform Housing in each ward, many of which were in the Trinity Ward. Mrs. Maddison said that the equipment had been thoroughly researched with all ages and abilities and durability in mind. She finalised by asking the Town Council to take on the project and stating that a shared partnership would also be considered.
- ELDC Cllr. R. Jackson spoke in favour of the Park Avenue project and felt that it was important the Town Council assisted with the project as the deadline for considerable grant funding was to open at the end of April and could close soon after. She disclosed that demand for grant funding was very high and expressed concern that the community would suffer from the loss of investment. Cllr. Jackson believed that establishing a community group to oversee the running of the park would take time and reiterated the importance of the Town Council assisting with the project.
- Cllr. Mrs. JMS provided an update regarding the London Road Sports Partnership and London Road Pavillion.

T94. Apologies for Absence

Apologies for absence were received from Cllr. Mrs. PFW.

T95. Declarations of Interest / Dispensations

There were no declarations of interest or dispensations made.

T96. Proposed Project to Install a Play Park on land off Park Avenue

Cllr. DM began by providing the Council with an update from the Working Group, which had attended a site meeting at the land off Park Avenue, followed by a virtual meeting attended by the Working group, Mrs. Maddison, the Land Director of Gleasons, who owned the land at Park Avenue, and ELDC Cllr. R. Jackson. He explained that Gleasons had assured them that they were in favour of giving the land to Louth Town Council or a community group and would be flexible with their timescales. Cllr. DM imparted that the general view of the Working Group was that the project would be best run by a community group as there would be more funding available to a community group and the community's investment in the project would ensure that the park was better looked after. Cllr. JD expressed that he was happy to accept the Working Groups recommendation, affirming that Louth Town Council would provide assistance to the community group but believed that the ultimate goal should be for the park to be overseen by the community group itself.

Cllr. HF agreed that a community group would be best served to maintain the park long-term but voiced concern that initial funding opportunities could be missed if the Council did not support the project now. She stressed that Louth needed resources and facilities for young people. She said that, if a community group was formed, Louth Town Council needed to provide support and resources for the group to be successful.

Cllr. LMC said that she had spoken to Mr. Saul Farrell who had indicated that funding was not guaranteed. She said that the area was a wasteland and that it was dangerous due to antisocial activities, affirming that something needed to be done with the area but shared concerns that the area was in its current condition due to Gleasons not being able to do anything to it. LMC informed the meeting that she had researched Grassroots Scheme funding and UKSPF Funding, confirming that funding was indeed available. She suggested that the Council could potentially secure the land in the short-term, maintaining it as a green space, then later establishing and working with a community group and transferring the land to them at a later date for play equipment to be installed.

Cllr. Mrs. EB expressed concerns regarding the cost of maintaining and replacing play parks and their equipment.

Cllr. JB said that an estate would usually set up a management company which the surrounding residents would pay to maintain a communal area and asked whether this was an option for the park due to the facility benefiting everyone in the area. He supported the idea of the park and felt it was desperately needed but also expressed concerns about the cost and complexities of maintaining and insuring a safe play park. Whilst unsure that the Council was the right mechanism for the project in the long term, Cllr. JB reiterated his overall support for the play park and felt that Louth Town Council could support a community group by providing expertise and grants.

Cllr. KP informed the Council that it was her understanding from the virtual meeting that Gleasons would not maintain the land off Park Avenue, they would only maintain the attenuation pond and fencing and that the maintenance would be the responsibility of whoever owned the land. She agreed that an open space would be an invaluable resource for Louth and that there could be mileage in a shared partnership but ultimately felt that a community group should be the ones to oversee the project which should be facilitated by Louth Town Council.

Cllr. PS expressed his support for the project, stating that Louth was fighting for green space. He shared his concerns about the immediacy of the proposals and felt that the project needed to be carried out slowly to ensure that the asset was secure for the local community and for future generations. He disclosed that, whilst Gleasons had confirmed that they would give the land, the land had no value, which was a concern for match funding. He said that if the land had no value, the Council would have nothing to match in terms of the value of funds it would apply for, however he acknowledged that other funding schemes could be applied for. He said that there were no doubt members of the Council who would independently set up a group to help with the transferal and securing of the land imminently and would set up a focus group to get the project in motion. Cllr. PS remembered that the land had once been used for car boot sales which could also provide income to a community group. He continued that there were many ways to draw funding and felt that the Council should not be pressured into one option as there was no guarantee that the funding would be obtained regardless of how likely it may seem. He said that Louth Town Council should first focus on securing the land for the community, and that equipment and insurance would not be cheap and would need to be worked towards. Cllr. PS concluded that he was sure that the Council could offer money to facilitate the transfer of land and could indeed have a hand in its operation but believed that it needed to be approached steadily to ensure it was delivered correctly.

Cllr. GEH stated that he believed the scheme was a good idea as the nearest play area to Park Avenue was some distance away at Mount Pleasant, however he expressed concerns around the cost of maintaining the park, particularly as there was uncertainty surrounding the future of the existence of the District Council, which could lead to Louth Town Council having more responsibilities. He disclosed that, whilst he liked the idea of a community group, he was unsure of how the project would take off when the future is uncertain.

Cllr. Mrs. JMS divulged that she had asked Gleasons as to why they had not provided a play park on the land themselves, to which they responded that it was not big enough to accommodate one. She continued that ELDC had funding readily available and that there would also be other funding opportunities in the future. She believed that the process needed to be taken slowly and properly to ensure a positive result for the community and future generations.

Cllr. DM spoke of his concerns regarding the cost of legal fees, believing that the legal fees spent on the transferring of land would be better spent on the park itself. He disclosed that he had researched play park maintenance and found that there were several companies who would set up, maintain and service the park annually. He agreed with Cllr. PS that the project needed to be approached slowly and thoughtfully.

Cllr. JD informed the Council that he had previously been the Chairman of Trustees at Spout Yard Park which was entirely community run and received funding from various sources. He explained that the land was owned by ELDC for which the Trust paid a yearly peppercorn rent. He continued that the total yearly expenditure for Spout Yard Park was around £6,000 including all insurance and maintenance, and that to raise £6,000 through the precept would be around half a penny per week. He felt that Louth Town Council could acquire the land at Park Avenue and let it to a community group, allowing the Council to have the final say on what happens to the land and its future, preserving it if the community if the group failed. He continued that the Council could help to subsidise the group's initial costs and would support the group in its formation. He concluded that, whilst Louth Town Council would have more responsibilities if ELDC ceased to exist in the future, it would also have access to more funding.

Cllr. JMS told the Council that LCVS was a service funded by ELDC which would assist with the establishment of a community group and provide guidance. She disclosed that the land at Park Avenue was in perpetuity and earmarked for sport and leisure meaning that it could not be built on or used for other purposes. She believed that community groups would have access to funding that was not available to the Council and felt that the project would be more successful if it was led by the community and volunteers.

The Town Clerk clarified that, before the Council acquired the land it would be better to ensure that there was an appetite for the community to establish a group who would install the play park and oversee its running and maintenance, as Louth Town Council did not have the funds or staffing to oversee the project long term which could result in the land going to waste. She suggested that the Town Council could take ownership of the land and lease it to the community group after an agreement between the two was made.

It was proposed, seconded and **RESOLVED** after a recorded vote to secure the site and ownership of land contingent to the establishment of a community group who would undertake the day-to-day running of the land, with the Working Group to assist with the establishment of the community group and confirm its set-up with the Council.

The recorded vote took place as follows:

Cllr. Mrs. EB	For
Cllr. JB	For
Cllr. JD	For
Cllr. HF	For
Cllr. GEH	For
Cllr. DH	For
Cllr. Mrs. JMS	For
Cllr. DM	For
Cllr. Mrs. KP	For
Cllr. PS	For

The Meeting Closed at 8.02pm.

Signed _____ (Chairman)

Dated _____

06-03-25 TC MINS

**MINUTES OF THE MEETING OF LOUTH TOWN COUNCIL
HELD IN THE OLD COURT ROOM, THE SESSIONS HOUSE, LOUTH
ON TUESDAY 3rd JUNE 2025**

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

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

Councillors Not Present: M. Barnes (MB), H. Filer (HF), Mrs. J. Makinson-Sanders (Mrs. JMS), D.E. Wing (DEW).

The Town Clerk, Mrs. L.M. Phillips, the Town Clerk's Assistant, Mrs. S. Chitauru-Adlard, Mr. J. Ward from C.H.A.S.E and Ms Chamberlain from Clear Path UK were also present.

Public Forum:

- Ms Chamberlain, founder of Clear Path UK, gave a short presentation about the groups work supporting people affected by domestic violence. She informed the Council that Clear Path had supported 4,000 people nationwide, 400 of whom were from Louth. She went on to explain that Clear Path UK provided prevention programmes to children, adults, businesses, police and service providers, and wanted to provide more resources in Louth, particularly in the area's schools where Ms Chamberlain hoped to deliver a 12-week programme. The Council asked her to submit a plan detailing the costings for the 12-week plan and 12-page information docket for Council to consider subsidising.

T19. Apologies for Absence

Apologies for absence were received from Cllrs. HF and Mrs. JMS.

T20. Declarations of Interest / Dispensations

There were no declarations of interest or dispensations made.

T21. Minutes

It was proposed, seconded and **RESOLVED** that the notes of the Annual Town Meeting held on 20th May 2025 be approved as the minutes.

T22. C.H.A.S.E

Mr. J. Ward of Create Hope and Safe Environments (C.H.A.S.E) presented to the Council, explaining that the group was created for parents and carers of children with additional needs and to provide a safe environment for those children. Mr. Ward felt that resources for parents, carers and children with additional needs were non-existent in Louth and therefore asked the Council to consider pledging £5,000 towards the project through their crowdfunding appeal for the development of a centre to be run by C.H.A.S.E which would feature two fully equipped sensory rooms, an area for parents and carers to relax and a garden with play equipment. He said that the centre would be accessible to all, with the aim of helping as many families as possible. After discussion, it was proposed, seconded and **RESOLVED** that the Council should pledge £5,000 to the C.H.A.S.E. crowdfunding page and offer the help and support of its Councillors, many of whom were keen to assist.

T23. Personnel Committee

It was proposed, seconded and **RESOLVED** that membership of the Personnel Committee for 2025/26 should be as follows: Cllr Mrs. JMS, GEH, JB, JD, with Cllrs. PS and Mrs. KP taking the two vacant seats.

T24. Annual Town Meeting Minutes 2024/25

The Committee received the notes of the Annual Town Meeting held on 22nd April 2025. After review, it was proposed, seconded and **RESOLVED** to approve the minutes, with the amendment of the addition of Cllr. PS in attendance. It was then subsequently agreed that, unless there was a contentious subject that required discussion in 2026, the Annual Town Meeting would be held at the Sessions House. Cllr. Mrs KP said that she was looking into item 5b of the Annual Town Meeting minutes and agreed to bring back her findings for discussion.

T25. Working Groups

Councillors received a schedule containing the terms of reference for the previous years' Working Groups, it was then proposed, seconded and **RESOLVED** to re-establish the Working Groups as per the schedule with the following amendments:

- a. Events**
 - i. Members in 2025/26: Cllrs. DH (Chair TC), Mrs. KP (Vice Chair TC), PS, DM, JB
- b. Past Mayors**
 - i. Members in 2025/26: Cllrs. Mrs. EB, JB, DH, GEH, Mrs. JMS, Mrs. PFW, DEW
- c. Floral Enhancement / Lovely Louth**
 - i. Members in 2025/26: Mrs. KP, PS and the Town Clerk
- d. Speed Awareness**
 - i. Members in 2025/26: PS, Mrs. KP, DM, MB, DH
- e. Asset Review**
 - i. Members in 2025/26: DH, Mrs. EB, PS, GEH, DM
 - ii. Remit: to be amended to confirm that it should bring recommendations to Town Council.
- f. Hubbard's Hills**
 - i. Members in 2025/26: Mrs. EB, Mrs. KP, JD, PS and the Town Clerk

T26. Standing Orders

After review, it was proposed, seconded and **RESOLVED** to approve changes to Standing Orders at section 3. t. ii. following resolution at the Governance and Finance Meeting held 13th May 2025 and amendment to Appendix 1, Committee Terms of Reference, page 21 to remove reference to the community resources committee.

T27. Domestic Abuse

The Council received a draft Domestic Abuse Policy Statement. After discussion it was proposed, seconded and **RESOLVED**:

- a.** To adopt the policy statement for use, with the addition of 'or in the same household' to 'personally connected definition'.
- b.** To identify Cllr. Mrs. KP as the lead officer.
- c.** That Councillors would individually undertake induction training.
- d.** That Councillors would inform themselves of the information to make a referral.

T28. Hubbard's Hills

The Council received an update from the Hubbard's Hills working group, along with a draft tender document. It was proposed, seconded and **RESOLVED** to use the draft tender for bin emptying at Hubbard's Hills.

T29. Town Map Dispensers

The Council received correspondence from Cityscape Maps containing two options for the Council to consider regarding the town map dispensers. Cllr. JD proposed a third option to approach Cityscape Maps with the offer of £100 per board for the Council to put a map in each or Cityscape Maps do the same at their cost and then do not have to pay for removal. The proposal was seconded and it was **RESOLVED** to move forward with option three.

T30. Kenwick Road Bus Shelter

The Council noted that, following damage to the above by a third party, the council's insurer had agreed a settlement figure and a new bus shelter was in the process of being ordered and installed.

T31. Julian Bower Resurfacing

Following previous discussions, the Council received a proposal from the residents of Julian Bower regarding the resurfacing of the road. It was proposed, seconded and **RESOLVED** that Louth Town Council would pay £2,168 towards the resurfacing, which was to be directly invoiced to the Council, and that a time limit would be set for when residents could approach the Council for assistance with future roadworks.

NB: Cllr. Mrs. PFW disagreed with the ratio of costs and the amount that Louth Town Council was to pay and voted in objection to the proposal.

NB: Three Councillors abstained from voting on this item.

T32. Lincolnshire County Council (LCC)

Cllr. Watson proposed that, where possible Councillors on LCC and ELDC should undertake all necessary investigations to support requests for their respective Councils, and, in addition, townsfolk who request actions that can only be dealt with by District or County Councils should initially be directed by the Town Councillor to the relevant District or County Councillor without discussion or submission to the Town Clerk, who was at risk of being overloaded with work meant for Officers and Councillors at District and County levels. The proposal was seconded, and it was **RESOLVED** to enforce the proposal, where possible.

T33. St. James' Clock

The Council noted that due to synchronicity issues with the above, Smith of Derby the Clockmakers had undertaken a site visit to determine what repairs were needed (cost £450 + VAT), proposing that the following work was required: attending, cleaning the going train, installing a PAR battery, correcting the PAR sensor, installing accurate discharge and installing additional weight, totaling £2,279 + VAT. It was proposed, seconded and **RESOLVED** to proceed with the work required and make payment of £2,279 + VAT.

T34. Review of Notices, Policies and Procedures

The Council noted that the following had been reviewed, and it was proposed, seconded and **RESOLVED** to approve their continued use:

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

T35. Closed Session

At 9.33pm upon a proposal from Cllr. PS, seconded by Cllr. DM, it was **RESOLVED** to move into closed session in accordance with the Public Bodies (Admission to Meetings) Act 1960 due to the business to be discussed in the following items, the information being of a third party, commercial, confidential and/or legal nature in regard to:

- a. Old Mill House
 - i. The Council noted the lease holders right to buy (previously confirmed by the Barrister), risk of court proceedings and the potential financial burden that that might bring and that dependent upon the Barrister's advice the Council might be forced to proceed with sale of the freehold at the value previously calculated by the District Valuer.
 - ii. It was proposed, seconded and **RESOLVED** to approve payment of Wilkin Chapman's fees in the sum of £2,000 plus VAT.
 - iii. It was proposed, seconded and **RESOLVED**, to ratify the actions of the Town Clerk and Mayor in approving expenditure in the sum of £2,250 plus VAT with the Barrister.
 - iv. Dependent on the Barrister's advice it was proposed, seconded and **RESOLVED** that the Town Clerk should progress the freehold sale of the building unless the Barrister was able to offer a cast iron option for retention.
 - v. It was proposed, seconded and **RESOLVED** that the Town Clerk be granted delegated power to progress the matter and incur expenditure as required.

NB: Cllr. EB abstained from voting on this item.

At 9.55pm it was proposed, seconded and **RESOLVED** to move out of closed session.

T36. Next Meeting

It was noted that the date of the next scheduled Town Council meeting would take place on 24th June 2024.

The Meeting Closed at 9.55pm.

Signed _____ (Chairman) Dated _____

Louth Town Council - Internal Audit Checklist 2024/25

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	5 th June 2025		
Type of audit	Intermediate and Year-end (including AGAR)		
Council contact information	Name	Email	
Clerk	Lynda Phillips	clerk@louthtowncouncil.gov.uk	
RFO (if different)	n/a		
Chairman	Cllr D Hobson	dhobso@louthtowncouncil.gov.uk	
Electorate (05.01.2024)	13,402	Total number of seats	21
Quorum	7	Number of councillor vacancies	7
Precept Demand 2024/25	£ 309,032	Gross budgeted Income	n/a
Date of most recent audit	28.05.2024	Date of next audit	May / June 2026
	Y/N	Comments	
Has the internal auditor seen previous audit reports including the most recent?	Y	Undertaken by same auditor	
Is there evidence that previous internal and external audit reports have been acted upon?	Y	n/a	

Key governance review		Y/N	Comments & recommendations	Risk		
				Low	Med	High
1	Standing orders (tailored and reviewed)	Y	Reviewed and updated during 2024/25	✓		
2	Financial regulations (tailored and reviewed)	Y	Reviewed and updated during 2024/25	✓		
3	Terms of reference (ToR) (committees / working groups)	Y	Reviewed and updated during 2024/25	✓		
4	Code of Conduct (elected members)	Y	Reviewed and updated during 2024/25	✓		
5	Complaints procedure (tailored and reviewed)	Y	Reviewed and updated during 2024/25	✓		
6	Insurance Cover <ul style="list-style-type: none"> • Reviewed annually • Certificate(s) viewed & valid • Employees' Liability Cover in place and published • Public Liability Cover • Employees' Fidelity Guarantee • Councilor's ages reviewed and recorded • Other e.g. vehicles, assets, equipment, volunteers ... 	Y Y Y Y Y Y Y	Renewed: April 2025	✓		

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 2024/25	✓		
10	Risk assessment (statement or review)	Y	Risk Register - Reviewed and updated during 2024/25	✓		
11	Pay policy (staffing - reviewed)	Y	No policy - Staff T&C's based on NJC / NALC / Green book	✓		
12	Spending authorised	Y	Evidenced – website / minutes	✓		
13	Procurement correctly administered	Y	No procurement during 2024/25	✓		
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	✓	
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	Accounting	Y/N	Comments & recommendations	Risk		
				Low	Med	High
25	Cashbook maintained and up to date	Y	Evidenced – Files / PC	✓		
26	Arithmetically correct (checks / balance)	Y	Evidenced – Files / PC	✓		
27	Evidence of internal control (reconciliation checked)	Y	Evidenced – Files / PC	✓		
28	VAT <ul style="list-style-type: none"> • evidence of recording • evidence of reclaiming 	Y	Evidenced – Files / PC	✓		
29	All payments supported by authorised, minuted invoices	Y	Evidenced – Files / PC	✓		
30	s.137 <ul style="list-style-type: none"> • Recorded separately within accounts • Within legal threshold limits for the current year • Spend in accordance with legislation 	Y	Evidenced – Files / PC	✓		
31	Payments made in accordance with financial regs <ul style="list-style-type: none"> • Cheques • Online banking • BACS • Direct Debit • Credit or debit cards 	Y Y Y Y Y Y	Evidenced – Files / PC	✓		

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

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

Bank reconciliation		Y/N	Comments & recommendations	Risk		
				Low	Med	High
40	Regular bank statement reconciliation	Y	Evidenced – Minutes TC & FOG	✓		
41	Balancing entries (adjustments) explained	Y	No adjustments during 2024/25	✓		
42	Bank mandate up to date • Evidence of signatories		Approved at annual meeting 2024/25	✓		

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

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

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

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

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

Proper Process / Practice		Y/N	Comments & recommendations	Risk		
				Low	Med	High
62	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	Verbal / email orders placed	✓		
69	Purchasing authorised in line with Financial regs / limits	Y	Evidenced website / Fin Regs /minutes	✓		
70	Council operating within legal powers	Y	Evidenced agendas / minutes	✓		
71	Delegation to officers or committees <ul style="list-style-type: none"> • Scheme of delegation • Limits set out in financial regulations and / or standing orders; • adhered to; • reported adequately 	Y	Standing Orders Contract(s) of employment	✓		

		Y/N	Comments & recommendations	Risk		
				Low	Med	High
72	Contracts of employment for all staff	Y	Evidenced – files	✓		
73	Written statement of particulars for all staff from day one (April 2020 onwards) Y	Y	Evidenced – files	✓		
74	Proper procedures for payroll, PAYE & NI	Y	Evidenced – files / financial records	✓		
75	PAYE & NI payments verified	Y	Evidenced – files / financial records	✓		
76	Approval of salaries and increments	Y	Evidenced – files / financial records	✓		
77	Approval of expense claims	Y	Evidenced – files / financial records	✓		
78	Minimum wage threshold met	Y	Evidenced – files / financial records	✓		
79	HR procedures and policies adopted / reviewed	Y	Evidenced – files / financial records	✓		
80	Training policy and record staff /elected Members	Y	Evidenced – files / financial records	✓		
81	Qualified Clerk <ul style="list-style-type: none"> CiLCA 2015 or later Level 4 Community Governance or higher 	n/a	The clerk has attended CiLCA training	✓		
82	Annual appraisal(s) undertaken	Y	Undertaken during 2024/25	✓		
83	Job description(s) up to date / reviewed	Y	Undertaken during 2024/25	✓		
84	Health and safety of staff workstation & PC equipment undertaken <ul style="list-style-type: none"> Display Screen Equipment 	Y	Undertaken during 2024/25	✓		

Transaction spot check

Check number	1	2	3	4	5	6
Invoice date	24.4.2024	19.07.2024	16.09.2024	22.10.2024	23.01.2025	07.02.2025
Company	EON	Tudor	SCIS	John Darke	LCC Pensions	GRS
Reference / Cheque number	DD	BP	FPO	FPO	FPO	FPO
Purpose	Electricity	Grounds Maintenance	Office 365 Subscriptions	Cemetery Fuel	Pension Contributions	Signs – Hubbards Hills
Delivery evidence	✓	✓	✓	✓	✓	✓
Payment minuted/reconciled	Y	Y	Y	Y	Y	Y
Invoice value (£)	160.83	1,498.32	148.32	160.05	2,1947.44	552.02
Minute value agrees	✓	✓	✓	✓	✓	✓
Payment value agrees	✓	✓	✓	✓	✓	✓
Statement value agrees	✓	✓	✓	✓	✓	✓
Timely payment	Y	Y	Y	Y	Y	Y
VAT recorded (£)	7.66	249.72	24.72	24.93	n/a	87.00
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		-	-	-

27/05/2025

Louth Town Council 2024/2025

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Balance Sheet as at 31st March 2025

31st March 2024

31st March 2025

Current Assets

1,680	Debtors	1,907
15,087	VAT Refunds	18,624
9,792	Prepayments	871
461,016	Lloyds TSB Current/Deposit	477,129
112,300	National Savings Bank	113,427
54	Petty Cash	120
599,929		612,079

599,929 Total Assets**612,079**

Current Liabilities

15,917	Creditors	1,000
7,532	Accruals	30,846
23,450		31,846

576,479 Total Assets Less Current Liabilities**580,233**

Represented By

300,341	General Reserve	306,528
10,000	EMR CCTV refurbishment	10,000
0	EMR Insurance	2,376
9,243	EMR Contingency	10,000
4,245	EMR Quality Council / Office	4,245
2,129	EMR Civic Events	2,000
3,066	EMR Grants 137 Reserve	3,066
10,936	EMR Christmas Illuminations	5,000
1,000	EMR Art Trail	1,000
3,480	EMR IT Replacement	3,000
2,500	EMR TCP Floral Enhancement	2,500
90,158	EMR Capital Expenditure	90,158
6,162	EMR Accommodation	4,425
4,000	EMR Cem External Wall	4,000
5,046	EMR Civic Property/Regalia	5,000
15,074	EMR Hubbard's Hills	15,074
2,540	EMR Clerks Training	2,540
4,224	EMR Accom OfficeEquip / Stor	4,224
4,000	EMR Cem Road Maintenance	4,000
4,248	EMR Cem Equipment Replacement	5,000
6,380	EMR Cem Tree Surgery	7,000

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Louth Town Council 2024/2025

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Balance Sheet as at 31st March 2025**31st March 2024****31st March 2025**

4,056	EMR Cem Workshop/Lodge	4,056
14,658	EMR Vehicle Replacement	14,658
3,825	EMR Cemetery Facilities	3,825
9,136	EMR Accommodation Roof	9,136
3,750	EMR Accommodation Boiler	3,750
5,000	EMR Accommodation Structural	5,000
2,000	EMR Accommodation 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
1,000	EMR Tourism	1,000
17,611	EMR Elections	18,000
6,000	EMR Funding for Sports Assets	7,000

576,479**580,233**

The above statement represents fairly the financial position of the authority as at 31st March 2025 and reflects its Income and Expenditure during the year.

Signed :

Chairman

Date : _____

Signed :

Responsible
Financial
Officer

Date : _____

Annual Governance and Accountability Return 2024/25 Form 3

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

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to **certify** themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2024/25

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report** **must** be completed by the authority's internal auditor.
 - **Sections 1 and 2** **must** be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2025**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2025**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2025
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2024/25

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

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

Publication Requirements

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

Before 1 July 2025 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2024/25**, approved and signed, page 4
- **Section 2 - Accounting Statements 2024/25**, approved and signed, page 5

Not later than 30 September 2025 authorities **must** publish:

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

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

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

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2024/25

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2025.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2024) equals the balance brought forward in the current year (Box 1 of 2025).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2025**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?		
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at 31 March 2025 been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

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

Annual Internal Audit Report 2024/25

Louth Town Council

www.louthtowncouncil.gov.uk

During the financial year ended 31 March 2025, 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 2024/25 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 2023/24, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2023/24 AGAR tick "not covered")</i>			✓
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 <i>(during the 2024-25 AGAR period, were public rights in relation to the 2023-24 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set)</i> .	✓		
N. The authority has complied with the publication requirements for 2023/24 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .	✓		
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

05/06/2025

Name of person who carried out the internal audit

STEVE FLETCHER

Signature of person who carried out the internal audit



Date

05/06/2025

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

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

Section 1 – Annual Governance Statement 2024/25

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 2025, that:

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

www.louthtowncouncil.gov.uk

Section 2 – Accounting Statements 2024/25 for

Louth Town Council

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
1. Balances brought forward	655,602	576,479	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	300,082	309,032	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	119,183	52,005	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	133,769	147,243	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	364,619	210,040	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	576,479	580,233	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	573,370	590,676	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	1,348,979	1,716,541	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 2025 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

04/06/2025

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

Section 3 – External Auditor’s Report and Certificate 2024/25

In respect of

Louth Town Council

1 Respective responsibilities of the auditor and the authority

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

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

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

- summarises the accounting records for the year ended 31 March 2025; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2024/25

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

(continue on a separate sheet if required)

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

(continue on a separate sheet if required)

3 External auditor certificate 2024/25

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2025.

*We do not certify completion because:

External Auditor Name

External Auditor Signature

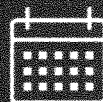
Date



2025

Summer Conference

Come and network with like-minded councils



16 July 2025



9:30 - 16:00



Website www.lalc.co.uk



Location Epic Centre, Lincs Showground,
LN2 2NA



£45 plus VAT per delegate

Conference Programme

There will be thirteen Talking Tables covering different topics, with presenters who will provide an interactive session using discussion, scenarios, case studies, quizzes, demonstrations and shared problem-solving. Delegates will have the opportunity to attend five of these sessions during the day, selecting specific topics of interest. Talking Tables sessions will be strictly controlled to 50 minutes to manage movement between tables.

9.00

Registration with refreshments

9.30

Welcome

9.45 - 10.35

Talking Tables session 1

10.45 - 11.35

Talking Tables session 2

11.35 - 12.00

Refreshments and networking

12.00 - 12.50

Talking Tables session 3

12.50 - 14.00

Lunch and chance to visit exhibitors

14.00 - 14.50

Talking Tables session 4

15.00 - 15.50

Talking Tables session 5

16.00

Wrap up and close

Trade Stands include:

Clear Insurance

LCC Highways

Worknest

LALC Webmaster

Amberol

Unity Trust

Hinkley & Rugby Building Society

CCLA

Breakthrough Communications

Westcotec (Traffic safety solutions)

CloudyIT

Kompan

CDS Group - Cemetery design

Lincs Fire & Rescue/Emergency Planning Team

Talking Tables

Choose five tables
to attend

- 1: Clear Insurance**
- 2: Worknest - Health & Safety**
- 3: Worknest - Employment matters**
- 4: Unity Trust - Banking with Unity**
- 5: Paul Drury & Mablethorpe Town Council - Armed Forces Friendly Councils**
- 6: Breakthrough Communications**
- 7: Andrew Towler - Making effective planning comments**
- 8: CCLA - Making your cash work harder for you**
- 9: CloudyIT - GovAssist**
- 10: Lincs Fire & Rescue/Emergency Planning Team - Societal Resilience**
- 11: LCC Highways**
- 12: CDS Group - Cemetery design**
- 13: Skegness Town Council - Asset transfer**

06-03-25 PLAN MINS

**MINUTES OF THE LOUTH TOWN COUNCIL PLANNING COMMITTEE
HELD IN THE OLD COURT ROOM, THE SESSIONS HOUSE, LOUTH
ON TUESDAY 3rd JUNE 2025**

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

Present Councillors: Mrs. E. Ballard (Mrs. EB), J. Baskett (JB), J. Drake (JD), D. Moore (DM), Mrs. K. Parsons (Mrs. KP), P. Starsmore (PS), Mrs. P.F. Watson (Mrs. PFW).

Councillors not present: M. Barnes (MB), L.M. Cooney (LMC), H. Filer (HF), G.E. Horton (GEH), Mrs. J. Makinson-Sanders (Mrs. JMS), D.E. Wing (DEW).

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

P1. Election of Planning Committee Chairman

It was proposed, seconded and **RESOLVED** that Cllr. PS be elected as Chairman of the Planning Committee for the year 2025/26. Cllr. PS took the Chair.

P2. Election of Planning Committee Vice Chairman

It was proposed, seconded and **RESOLVED** that Cllr. DM be elected as the Vice Chairman of the Planning Committee for the year 2025/26.

P3. Apologies for Absence

Apologies for absence were received from Cllrs. LMC, HF, GEH and Mrs. JMS.

P4. Declarations of Interest / Dispensations

The following declarations of interest were made:

- a. JD – Planning Application 12 as a neighbour of the applicant.
- b. DH – items 6 and 7 as a member of East Lindsey District Council (ELDC).
- c. DM – Planning Application 12 as a neighbour of the applicant.

P5. Minutes

It was proposed, seconded and **RESOLVED** that the notes of the Planning Committee Meeting held on 6th May 2025 be approved as the minutes.

P6. Applications received by the Local Planning Authority

The Committee considered all planning applications received, including those listed in the schedule (PA/Schedule 06-03-25) and it was proposed, seconded and **RESOLVED** as follows:

- a. 02246/25/OUT - to object on the grounds that this application constitutes garden grabbing and will destroy biodiversity in the area, both of which the Council cannot agree with. Further, the Council does not believe that an outline application is sufficient in this case, details are required as to exact proposals as this road is already congested and hazardous for users. Generating traffic and adding to access and highway safety problems in an area heavily used by pedestrians, especially children, travelling to and from the 3 schools located on the road is not acceptable.
- b. To support all other applications.

P7. Planning Correspondence

The Committee noted the following planning correspondence:

a. ELDC Planning Decisions

- i. ELDC approved – N/105/00210/25 – Planning Permission – Revenue Buildings, LN11 0LL – LTC supported 25/03/25.
- ii. ELDC approved – N/105/00110/25 – Listed Building Consent – 70 Westgate, LN11 9YD – LTC supported 25/02/25.
- iii. ELDC approved – N/105/00213/25 – Section 73 Application – Westfield Park Development, Grimsby Road – LTC supported 25/02/25.

- iv. ELDC approved – N/105/01545/24 – Planning Permission – 139 Eastgate, LN11 9QQ – LTC objected 29/10/24.
- v. ELDC approved – 00370/25/FUL – Planning Permission – 44 Hawthorne Avenue, LN11 0LD – LTC supported 15/04/25.
- vi. ELDC approved – 00280/25/FUL – Planning Permission – Land Adjacent Albion Court, Tattershall Way, Fairfield Industrial Estate – LTC objected 25/03/25.
- vii. ELDC approved – 00326/25/LBA – Consent to Display – 101 Eastgate, LN11 9PL – LTC supported 25/03/25.
- viii. ELDC approved – 00377/25/LBA – Listed Building Consent – Park House, 211 Eastgate, LN11 8DD – LTC supported 25/03/25.
- ix. ELDC approved – 00376/25/FUL – Planning Permission - Park House, 211 Eastgate, LN11 8DD – LTC supported 25/03/25.
- x. ELCD approved – 00401/25/OUT – Outline Erection – Land at 54 West Stewton Lane, LN11 8SB – LTC supported 15/04/25.
- xi. ELDC approved – 00364/25/FUL – Planning Permission – Plot 58, Bolingbroke Road, Fairfield Industrial Estate – LTC supported 15/04/25.
- xii. ELDC approved – 02015/25/FUL – Planning Permission – 25 Tudor Drive, LN11 9EE – LTC supported 15/04/25.
- xiii. ELDC approved – 00264/25/RVC – Section 73 Application – Phase 3 Land Adjacent Playing Field, Julian Bower – LTC objected 06/05/25.
- xiv. ELDC approved – 02136/25/FUL – Planning Permission – 123 Crowtree Lane, LN11 0QW – LTC supported 06/05/25.

b. Temporary Traffic Restrictions

- i. **Organisation Responsible for Restriction:** Network Plus
Reason for Restriction: Gas mains replacement.
Nature and Location of Restriction: Road Closure Order – Mayfield Crescent.
Period of Restriction: 27/05/25 – 16/06/25 (restrictions to be implemented for 21 days as and when required during this period. Signage will be displayed on site in advance).
- ii. **Organisation Responsible for Restriction:** Highway Safety Management Ltd
Reason for Restriction: Anglian Water drainage repairs.
Nature and Location of Restriction: Road Closure Order – Westgate (between Breakneck Lane and a point 50m northeast).
Period of Restriction: 06/05/25 – 07/05/25 (restrictions to be implemented for 2 days as and when required during this period. Signage will be displayed on site in advance).
- iii. **Organisation Responsible for Restriction:** Anglian Water
Reason for Restriction: Meter exchange.
Nature and Location of Restriction: Road Closure Order – Church Street (between Newmarket and a point 40m north).
Period of Restriction: 14/05/25 – 15/05/25 *This closure has now been cancelled*
- iv. **Organisation Responsible for Restriction:** Anglian Water
Reason for Restriction: Emergency – repair leak.
Nature and Location of Restriction: Emergency Road Closure Order – Priory Road (between Eastgate and a point 60m South).
Period of Restriction: 07/05/25 – 13/05/25 (restrictions to be implemented for 7 days as and when required during this period. Signage will be displayed on site in advance).
- v. **Organisation Responsible for Restriction:** Network Plus
Reason for Restriction: Gas main replacement.
Nature and Location of Restriction: Road Closure Order – Kenwick Road (between B1200 and Southlands Avenue)
Period of Restriction: 23/06/25 – 14/07/25 (restrictions to be implemented for 16 days as and when required during this period, signage will be displayed on site in advance).
- vi. **Organisation Responsible for Restriction:** Sunbelt Rentals
Reason for Restriction: Emergency restoration of customer utilities.
Nature and Location of Restriction: Emergency Road Closure Order – Monks Dyke Road (between 99 Monks Dyke Road and approx. 80m west).
Period of Restriction: 27/05/25 – 28/05/25 (restrictions to be implemented for 2 days as when required during this period. Signage will be displayed on site in advance).

c. Café Pavement Licence

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

d. Appeals

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

e. Tree Preservation Order

- i. Notification has been received that ELDC has made a Tree Preservation Order on a tree in the grounds of the Wheatsheaf Inn, Westgate.

P8. Planning Working Group

It was proposed, seconded and **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:

a. Membership: all serving Councillors.

Required Councillors: N/A

Officers: none

Remit: to examine planning applications / proposed works to trees / appeal notices / planning correspondence and matters related to Planning, the Environment or Highways etc., as required bringing recommendations to the Planning Committee or Town Council and making unqualified comments, as required.

Delegated Powers: to submit unqualified comments on planning matters, if required. Instances where unqualified comments may be required are: in the absence of a suitable Planning Committee meeting, where matters are urgent over the Christmas break or during times of crisis.

Meetings: as required.

P9. Next Meeting

It was noted that the next scheduled Planning Committee meeting would take place on 24th June 2025.

The Meeting Closed at 10.25pm.

Signed _____ (Chairman)

Dated _____

Our Ref	Author-ity	Application No	Type	Applicant	Proposal	Location / Ward	Conservation Area?	Previous LTC Comments	Planning Working Group Comments	Expiry Date for LTC Comments
1	ELDC	02379/25/ADV	Consent to Display	B&M	1no. non illuminated fascia sign, 1no. non illuminated double sided hanging sign, 1no. non illuminated information sign and 2no. non illuminated window vinyls (works completed).	124 Eastgate, Louth, LN11 9AA - Priory Ward	Yes	New	Object on the grounds that proposed materials are not in keeping with the conservation area.	25/06/2025
2	ELDC	00396/25/FUL	Planning Permission	Mrs N. Siddle	Extension to dwelling to provide additional living accommodation. Amendment - French doors removed from proposal and plans revised to show a single story extension from the principle elevation.	94 Mount Pleasant, Louth, LN11 9DJ - St. Michael's Ward	No	LTC objected on 6th May 2025 on the grounds that the plans for the extension considered confusing and unclear. Relevant previous planning applications had been refused both in the first instance and after an appeal	Object relating previous grounds as this amendment does not clear any confusion	19/06/2025 - extension was requested and refused, therefore PWG comments are to be submitted in time for the expiry date and ratified at the Planning Committee Meeting 24/06/25
3	ELDC	02285/25/RVC	Section 73 Application	Cyden Homes Ltd	Section 73 application to vary condition no 1 (approved plans), condition no 2 (materials) and condition no 3 (means of enclosure and Leap) previously imposed on planning permission ref. no. N105/00909/16 for the erection of 107 no. dwellings.	Land rear of 64 Kenwick Road, Louth - St. Mary's Ward	No	New	Object, on the grounds of traffic generation. This development is on the edge of town and the Nipper will not be able to access the development, as there is no direct access. The roads encourage more car journeys into the town centre to shop and use amenities.	02/07/2025
4	ELDC	02392/25/FUL	Planning Permission	Mr. M. Pinder	Erection of a holiday cabin with the construction of vehicular access and parking.	Cusae and Pond, Legbourne Road, Louth - St. Mary's Ward	No	New	Object on the grounds that this location is inappropriate for a Holiday Let style development, with poor access into the local town centre. There are no footpaths to connect currently and the area is also prone to flood risk.	03/07/2025
5	ELDC	02394/25/FUL	Planning Permission	Mr. and Mrs. Bomer	Extension to existing dwelling to provide additional living accommodation and the extension of existing outbuilding to provide an indoor swimming pool and gym.	The Glass Gables, Stewton Lane, Louth, LN11 8BB - St. Michael's Ward	No	New	Support	03/07/2025
6	ELDC	02327/25/FUL	Planning Permission	Mr. G. Allinson	Change of use of existing shop to provide 1no. flat.	53 Aswell Street, Louth, LN11 9HW - Priory Ward	Yes	New	Support	03/07/2025
7	ELDC	02126/25/FUL	Planning Permission	George Bateman & Son Ltd	Construction of a timber planter, erection of 1.3-1.5m high close boarded fence and replacement of existing paving within the curtilage of a listed building. Amendment - amended plan and supporting statement to provide a timber planter instead of a section of fence and the area of paving has been reduced.	The Woodcock Public House, 14 Riverhead Road, Louth, LN11 0DA - St. Margaret's Ward	No	03/06/25 - Support	Support	19/06/2025 - extension was requested and refused, therefore PWG comments are to be submitted in time for the expiry date and ratified at the Planning Committee Meeting 24/06/25
8	ELDC	02435/25/LBA	Listed Building Consent	George Bateman & Son Ltd	Internal and external alterations to existing public house to install an extraction flue and air intake grill (works already completed).	The Woodcock Public House, 14 Riverhead Road, Louth, LN11 0DA - St. Margaret's Ward	No	New	Object on the grounds that being a listed building, correct procedure should have been adhered to.	07/07/2025
9	ELDC	02398/25/FUL	Planning Permission	Mr. K. Riley	Change of use of ground floor shop to create a bike store in connection with flat.	24 Queen Street, Louth, LN11 9AU - Priory Ward	Yes	New	Open to Planning Committee	25/06/2025
10	ELDC	02399/25/ADV	Consent to Display	TPS Visual Communications	Consent to display 2no. non-illuminated fascia signs.	24 Market Place, Louth, LN11 9PD - Priory Ward	Yes	New	Support on the proviso that the correct materials are used in the conservation area.	07/07/2025
11	ELDC	02444/25/ADV	Consent to Display	Drayton Motors Autohub	Consent to display 1no. externally illuminated double sided totem sign.	Drayton Motors Autohub, Gimby Road, Louth, LN11 0ST - North Holme Ward	No	New	Support with the condition that lights be switched off at 9.30pm.	07/07/2025
12	LCC	PL0027/25	County Council Development - Waste Development	LCC	For installation of new fire suppression system with external pumphouse and water storage tank. Adaptations to store food waste separately, with external drainage tank to collect leachate and cleaning water	Louth Waste Transfer Station, Bolingbroke Road, Louth - North Holme Ward	No	New	Support	09/07/2025

PLANNING COMMITTEE 24th JUNE 2025
PLANNING CORRESPONDENCE TO NOTE

1. ELDC Planning Decisions

- a. ELDC approved – 02063/25/FUL – Planning Permission – 32 Kidgate, LN11 9HN – LTC supported 15/04/25.
- b. ELDC approved – 02159/25/FUL – Planning Permission – 22 Horncastle Road, LN11 9LD – LTC supported 06/05/25.
- c. ELDC approved – 02171/25/ADV – Consent to Display – Louth Jazz Club, 51 Queen Street, LN11 9BJ – LTC supported 06/05/25.
- d. ELDC approved – 00402/25/LBA – Listed Building Consent – 10 Cornmarket, LN11 9PY – LTC supported 15/04/25.
- e. ELDC refused – 02095/25/FUL – Planning Permission – 127 Church Street, LN11 9DE – LTC supported 06/05/25.

2. Temporary Traffic Restrictions

- a. **Organisation Responsible for Restriction:** Bonsers Nottingham Limited

Reason for Restriction: Building Works

Nature and Location of Restriction: Burnt Hill Lane (between Eastgate and No.5 Burnt Hill Lane)

Period of Restriction: 30/05/25 – 18/06/25 (restrictions to be implemented for 20 days as and when required during this period. Signage will be displayed on site in advance).

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

Reason for Restriction: Emergency – repair water leak.

Nature and Location of Restriction: Emergency Road Closure Order – Riverhead Road (between Eastfield Road and Thames Street).

Period of Restriction: 30/05/25 – 05/06/25 (restrictions to be implemented for 7 days 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: Tree and fencing maintenance.

Nature and Location of Restriction: Road Closure Order – Spaw Lane (between Gray's Court and Broadbank).

Period of Restriction: 14/07/25 – 20/07/25 (restrictions to be implemented for 3 days as and when required during this period. Signage will be displayed on site in advance).

- d. **Organisation Responsible for Restriction:** East Lindsey District Council

Reason for Restriction: Emergency – embankment repairs.

Nature and Location of Restriction: Emergency Public Right of Way Closure Order – Louth PROW 1/1 (between Louth PROW 534 and Ticklepenney Walk Foot Bridge).

Period of Restriction: 16/06/25 – 23/06/25 (restrictions to be implemented for 7 days as and when required during this period. Signage will be displayed on site in advance).

- e. **Organisation Responsible for Restriction:** Network Plus

Reason for Restriction: Gas mains replacement.

Nature and Location of Restriction: Road Closure Order – Stewton Lane (between Wood Lane and a point 335m southeast).

Period of Restriction: 21/07/25 – 18/08/25 (restrictions to be implemented for 29 days as and when required during this period. Signage will be displayed on site in advance).

3. Withdrawn Planning Applications

- a. **02113/25/RVC – Location:** Former Wallis House Site, Birch Road, Louth. **Proposal:** Section 73 Application to vary condition no.2 (approved plans) as previously imposed on planning permission reference N/105/02321/21 for the erection of 47no. dwellings. This application was withdrawn 04/06/25.

4. Enforcement

- a. **Location:** 58 Church Street, Louth, LN11 9BY. **Nature of Investigation:** Development not in accordance with approved details N/105/01723/23 and N/105/01055/24/DC concerning the materials used. The matter is due to be fully investigated by an enforcement officer who will aim to visit the location within 18 working days to establish whether a breach of planning control has taken place.