

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 which will be held on Tuesday 29th June 2021 in The Old Court Room, The Sessions House, Eastgate, Louth at 7pm. The business to be dealt with at the meeting is listed in the agenda below.

Please note, there will be a 15 minute public

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

Any public, wishing to speak on an agenda item or 'sit in' on the meeting(s) please contact the Town Clerk, using the above email address, in advance to discuss attendance arrangements. If possible, please provide written representation rather than attending in person. Please note, members of the public will also be able to join the meeting using Zoom.

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 24th Day of June 2021

Safety Precautions due to COVID-19:

Louth Town Council has a legal responsibility to protect its officers, elected members and others from risk to their health and safety, including from the risks of COVID-19. Therefore, in line with government guidance, the following measures have been implemented.

- In order to keep the meeting length as short as possible, items on the agenda have been limited.
- Please wear a face mask at all times, unless you have an exemption. If you have an exemption, please send proof of this to the Town Clerk at least one day before the meeting.
- Those attending should ensure to socially distance at all times.
- If you are able, please consider walking to the meeting, the car park layout has been changed to assist social distancing and therefore parking spaces are limited.
- Please do not congregate in groups in the car park or on the drive.
- Please join the queuing system which will be in place to gain entry into the building.
- Please follow the one-way system within the building to enter and exit.
- Upon arrival please allow your temperature to be taken.
- Please sanitise your hands.
- Please check in using the NHS Test and Trace App or enter your details on the track and trace form.
- Please enter the Old Court Room when you are asked, take the next available seat which will be indicated to you by a member of staff.
- Please do not touch items other than your own.
- Please note that there will be no tables available at the meeting. If you wish to take notes, please bring paper, a pen and a clipboard.
- Do not share any items.
- All papers etc., must be taken away with you.
- No drinks will be available. Please bring a bottle of water with you, if required.
- If you have received a letter to inform you that you are extremely clinically vulnerable (you may have been asked to shield in the past), please inform the Town Clerk by email well in advance of the meeting.
- Please do not come to the meeting if you have any symptoms or have been in contact with someone who is sick.
- Please inform the Town Clerk as far in advance of the meeting as possible if you will not be able to attend.
- Please dress warmly if the weather is inclement as the Old Court Room will be well ventilated.
- Please note that the rules of debate as prescribed within Standing Orders will be adhered to. If you wish to speak during the meeting, you will need to raise your hand, the Chairman will note this and you will be called to make your way to the microphone when it is your turn. You should keep your mask on at all times and avoid touching surfaces, if possible.

AGENDA

TOWN COUNCIL

(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. **Council Minutes**

To approve as a correct record the notes of the Council Meeting held on 6th May 2021. (Attached).

4. **Finance**

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

- a. Receipts and Payments – Cashbooks 1 and 2 – Month 12
 - i. Cash Book 1 Receipts £10,302.33 Payments £37,067.19
 - ii. Cash Book 2 Receipts £100.00 Payments £143.10
- b. Detailed Income and Expenditure Report (Budget Variance Report) as at Month 12 to 31st March 2021.
- c. Earmarked Reserves Report as at 31st March 2021.
- d. Cashbook 1 and 2 Bank Reconciliations which reconcile to account statements showing balances as follows:
 - i. Lloyds Treasurers Account (balance on statement 52) – £314,829.37
 - ii. Petty Cash (balance as at 31st March 2020) – £192.30
 - iii. Lloyds Deposit Account (balance on statement 5) – £166,650.51
 - iv. National Savings and Investment Account (balance on statement 9) – £111,323.47

5. **Annual Governance and Accountability Return (AGAR) 2020/21**

- a. To receive and note the report of the internal auditor. (Attached).
- b. To receive the Balance Sheet for the year ended 31st March 2021 and approve signing by the Chairman and Responsible Financial Officer (RFO). (Attached).
- c. To approve the Annual Governance Statement (Section 1 of the AGAR) for the financial year 2020/21 and authorise signing by the Chairman and the Town Clerk. (Attached).
- d. To approve the Accounting Statements (Section 2 of the AGAR) for the financial year 2020/21 as certified by the RFO and authorise signing by the Chairman. (Attached).
- e. To approve the dates for public inspection these being 1st July 2021 to 11th August 2021.

6. **Working Group**

Council to establish the following working group as a working group to the Council and approve name and remit, suggestion below and confirm membership.

Name: Louth Environment Working Group. **Remit:** To focus attention on the wider environment in Louth and address issues relating to the environment and sustainability where relevant to Louth Town Council's broader remit.

7. **Committees of the Council**

Following correspondence received in accordance with Standing Orders, Council to reconsider the resolution made at Town Council on 6th May 2021 under minute no. T8, specifically to consider increasing the membership of the Personnel Committee by two and confirm those two.

8. **Louth United Charities**

Council to note that Cllr. AL's term of office with the above will expire in August 2021. He would like to stand again. Council to elect a representative.

9. **King Edward VI Almshouse, School and Educational Charities**

Council to note that Cllr. Mrs. EB's term of office with the above will expire in August 2021. She would like to stand again. Council to elect a representative.

10. **Business Rate Relief**

Council to consider delegating authority to the Town Clerk to sign the Louth Navigation Trust's application to ELDC for Business Rate Relief on behalf of the Town Council to confirm the Town Council's support for such.

**MINUTES OF THE ANNUAL MEETING OF LOUTH TOWN COUNCIL
HELD ONLINE BY ZOOM VIDEO CONFERENCE
ON THURSDAY 6TH MAY 2021**

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

Councillors: Mrs. E. Ballard (EB), J Baskett (JB), M. Bellwood (MB), L. Cooney (LMC), A. Cox (AC) S. Crew (SC), D. Ford (DF), H. Filer (HF), J. Garrett (JG), D.J.E. Hall (DJEH), G. Horton (GEH), D. Jackman (DJ), A. Leonard (AL), Mrs. S.E. Locking (SEL), Mrs. J. Makinson-Sanders (JMS), K. Norman (KN), J. Simmons (JS), F.W.P. Treanor (FWPT) and Mrs. P.F. Watson (PFW).

NB: Cllr. AC arrived at 7:20pm during item T10.

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

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

T1. Election of Town Mayor (Chairman)

It was **RESOLVED** by vote of the Council that Cllr. DH be elected Mayor of Louth to hold office until the Annual Meeting of the Council in 2022, that Cllr. DH accepted the Office and would sign the Declaration of acceptance of Office on the following morning in the presence of the Town Clerk. The Mayor made a short speech thanking the current Deputy Mayor, Mayor's Sergeant, members of the Council and Louth Town Council staff for their support over the previous year. Cllr. EB gave a vote of thanks to the Retiring Mayor for his hard work over the previous year and welcomed the new Mayor.

T2. Election of Deputy Mayor

It was **RESOLVED** that Cllr. JB be elected Deputy Mayor to hold office until the Annual Meeting of the Council in 2022.

T3. Apologies for Absence

Apologies for absence were received from Cllr. DEW.

T4. Declarations of Interest / Dispensations

None.

T5. Council Minutes

It was **RESOLVED** to approve as a correct record, the notes of the Council Meeting held on the on 30th March 2021.

T6. Committee Minutes

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

- a) Planning – 16th March 2021
- b) Governance and Finance – 16th March 2021
- c) Community Resources – 2nd March 2021

T7. Louth Town Council Governance

It was **RESOLVED** to confirm that Governance Documents such as Standing Orders, Financial Regulations, Risk Management and Internal Controls, the Asset Register, Insurance arrangements, the Council's Complaints Procedure, all policies relating to GDPR, the Handling Freedom of Information Requests Policy, Media Policy and other policies and procedures were reviewed and adopted in 2020/21.

T8. Committees of the Council

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

- a) Planning Committee (P), All Members

- b) Governance and Finance Committee (G), All Members
- c) Community Resources Committee (C), All Members; and
- d) Personnel (H) Committee, 5 Members, (Existing: JMS, SC, EB, GEH, DEW)

T9. Town Clerk

It was **RESOLVED** to confirm delegated authority to the Town Clerk as contained within Standing Orders and Financial Regulations and as previously approved on 30th March 2021.

T10. Representation on External Bodies and Arrangements for Reporting Back

It was **RESOLVED** to agree on the following representation at meetings and reporting back:

- a) Louth United Charities – Cllrs. Mrs. SEL, Mrs. JMS, DEW, SC, JS and AL. (Cllr. Mrs. SEL being voted back on as her term of office was to expire in May 2021).
- b) King Edward VI Almshouse School and Educational Charity of Louth – Cllrs. AL, Mrs. EB and SC
- c) Louth Navigation Regeneration Partnership – Cllr. Mrs. PFW and Cllr. JS to substitute when required.
- d) CCTV Partnership – Cllr. Mrs. EB, Cllr. AC and Town Clerk.

T11. Council's Membership of Other Bodies

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

- a) Lincolnshire Association of Local Councils (LALC).
- b) National Association of Local Councils (NALC).
- c) LALC Annual Training Scheme.
- d) Historic Towns Forum (Free associate).
- e) The Federation of Burial and Cremation Authorities.
- f) The Information Commissioners Office.
- g) The Institute of Cemetery and Crematorium Management.

T12. Meetings of the Council

It was **RESOLVED** to confirm the following:

- a) That future meetings be held as per the schedule of Louth Town Council and Committees. These to be physical meetings unless legislation allows and Covid permitting.
- b) The Town Clerk to issue summons accordingly.

T13. Working Groups

It was **RESOLVED** to re-establish the following working groups, to approve the remit (as per the schedule attached to the agenda) and confirm the membership as follows:

- a) **Events Group**
Cllrs: MB, HF, LMC, DF, DHEH, DH (Chair TC) JS, JB (Vice TC) and FWPT.
- b) **Past Mayors**
Cllrs: Mrs. EB, DH, GEH, AL, Mrs. SEL, Mrs. JMS, FWPT, Mrs PFW and DEW.
- c) **Speed Awareness Working Group**
Cllrs: JB, MB, SC, DF, DJEH, GEH and DH (Mayor).

T14. Nominated Key Holders

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

T15. Cheque Signatories

The Council noted signatories, as follows:

- Lloyds Account – Mrs. EB, Mrs. SEL, Mrs. JMS, AL and DEW.
- NSI Account – SC, Mrs. EB, Mrs. SEL, DH and AL.

The Meeting Closed at 7.46pm.

Signed _____ (Chairman) Dated _____

Date: 20/05/2021

Louth Town Council Current Year

Page: 302

Time: 09:44

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 :		488,397.34					488,397.34	
50189	Banked: 02/03/2021	1,934.00						
1980	St Aethelheards Church	300.00			1014	401	300.00	Rent
1981	Howard	146.00			1012	401	146.00	EX/RT
1983	Kettles	458.00			1010	401	458.00	Inter
1984	Manders	322.00			1012	401	322.00	EX/RT
1979	Mashfords	458.00			1010	401	458.00	Interment
1982	OMH	250.00			1000	401	250.00	OMH Rent
	Int Banked: 09/03/2021	1.28						
	Int Lloyds	1.28			1190	101	1.28	Interest Received
	BGC Banked: 16/03/2021	4,864.05						
2020026	LCC	4,864.05			1009	401	4,864.05	Grasscutting Contribution
	BGC Banked: 17/03/2021	1,278.00						
	BGC Walkers LnCS Co op	1,278.00			1010	401	918.00	Inter Rance
					1010	401	107.00	Inter Gould
					1010	401	107.00	Inter Hutson
					1012	401	146.00	EX/RT Hutson
500190	Banked: 31/03/2021	987.00						
1987	Kettles	458.00			1010	401	458.00	Inter
1986	Ladds	292.00			1012	401	292.00	Ashes EX/RT
1990	Serenity Memorials	237.00			1011	401	237.00	Monument
	BGC Banked: 31/03/2021	1,238.00						
028/030	Walkers LnCS Co op	1,238.00			1010	401	916.00	Inter Wheelband / O'Loughlin
					1012	401	322.00	EX/RT
Total Receipts for Month		10,302.33	0.00	0.00			10,302.33	
Cashbook Totals		498,699.67	0.00	0.00			498,699.67	

Date: 20/05/2021

Louth Town Council Current Year

Page: 303

Time: 09:44

Cashbook 1

User: LMP

Lloyds TSB Current/Deposit

For Month No: 12

Payments for Month 12

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
15/03/2021	KRL Group Ltd	8993	39.37		6.56	4304	401	32.81	Printer
15/03/2021	GBM Waste Management	8994	125.00		20.83	4532	401	104.17	Skip
15/03/2021	GRS Electrical	8995	153.12		25.52	4308	401	127.60	PATs Testing
15/03/2021	Anglian Water	8996	55.76			4505	401	55.76	Cem Water
15/03/2021	Rialtas Business Solutions	8997	432.00		72.00	4027	401	360.00	End of Year Training
15/03/2021	Lincolnshire Assoc Local Counc	8998	204.00		34.00	4027	401	170.00	Annual Training Scheme
15/03/2021	Easy Clean Marshchapel Ltd	8999	124.80		20.80	4285	401	104.00	Cleaning
15/03/2021	ELDC	9000	4,514.88			4220	401	4,514.88	CCTV
15/03/2021	Thompson and Smith	9001	400.30		62.55	4533	401	337.75	Thompson and Smith
15/03/2021	Louth Building Supplies	9002	110.23		18.37	4551	401	91.86	Cem Equipment
15/03/2021	Environment Agency	9003	12,394.26			4311	601	12,394.26	Flood Scheme Maintenance
15/03/2021	Zurich Municipal	9004	740.10			4533	401	740.10	Van Insurance
15/03/2021	E.on Next	9005	23.54		1.12	4200	401	22.42	Clock Electricity
15/03/2021	Trade-Ability	9006	125.00			4027	401	125.00	Training
15/03/2021	SCIS	9007	821.98		137.00	4020	101	354.99	Website
						4020	101	30.00	IT Assistance
						4750	101	299.99	.gov Emails
15/03/2021	Staff Costs	9008	1,488.93			4001	401	1,488.93	Staff Costs
15/03/2021	Staff Costs	9009	1,323.11			4001	401	1,323.11	Staff Costs
15/03/2021	Staff Costs	9010	1,951.67			4001	501	1,951.67	Staff Costs
15/03/2021	Staff Costs	9011	1,042.95			4001	501	1,042.95	Staff Costs
15/03/2021	HM Revenue and Customs	9012	1,735.88			4001	401	445.87	PAYE/NIC
						4001	501	689.19	PAYE/NIC
						4002	401	260.44	PAYE/NIC
						4002	501	340.38	PAYE/NIC
15/03/2021	LCC Pension Fund	9013	1,586.60			4001	401	93.34	Superannuation
						4002	401	362.10	Superannuation
						4001	501	246.78	Superannuation
						4002	501	884.38	Superannuation
15/03/2021	KRL Group Ltd	9014	21.38		3.56	4304	401	17.82	Photocopying
15/03/2021	GBM Waste Management	9015	125.00		20.83	4520	401	104.17	Skip
15/03/2021	Onecom Ltd	9016	85.09		14.18	4303	401	70.91	2 x Phone and wifi
15/03/2021	British Gas	9017	31.16		1.48	4505	401	29.68	Cem Gas
15/03/2021	Allinson Print and Supplies	9018	27.91		4.65	4020	101	23.26	Stationery
15/03/2021	SAFE AND SOUND	9019	180.00		30.00	4750	101	150.00	Repair to SH CCTV
15/03/2021	Citizen's Advice Lindsey	9020	1,000.00			4089	601	1,000.00	Citizen's Advice Lindsey
22/03/2021	Corona Energy	DD	391.31		65.22	4303	401	326.09	SH Gas
30/03/2021	Siemens Financial Services Ltd	9021	204.00		34.00	4750	101	170.00	Photocopier
30/03/2021	Louth Tractors	9022	320.55		43.43	4540	401	149.98	Protective equip
						4551	401	127.14	Cem Supplies
30/03/2021	Petty Cash	9023	100.00			220		100.00	Petty Cash
31/03/2021	The Valuation Office Agency	9024	1,200.00		200.00	9611	403	1,000.00	OMH
						327	0	-1,000.00	OMH
						6000	403	1,000.00	OMH
31/03/2021	Easy Clean Marshchapel Ltd	9025	312.00		52.00	4285	401	260.00	Cleaning
31/03/2021	Glendale Countryside Ltd	9026	1,983.60		330.60	4223	401	1,653.00	Amenity Grasscutting
31/03/2021	Louth Building Supplies	9027	240.43		40.07	4551	401	200.36	Cem Supplies
31/03/2021	Wilkin Chapman llp	9028	840.00		140.00	9611	403	700.00	JBA

Continued on Page 304

Date: 20/05/2021

Louth Town Council Current Year

Page: 304

Time: 09:44

Cashbook 1

User: LMP

Lloyds TSB Current/Deposit

For Month No: 12

Payments for Month 12

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
						327	0	-700.00	JBA
						6000	403	700.00	JBA
31/03/2021	Npower	9029	611.28		29.11	4303	401	582.17	SH Elec
Total Payments for Month			37,067.19	0.00	1,407.88			35,659.31	
Balance Carried Fwd			461,632.48						
Cashbook Totals			498,699.67	0.00	1,407.88			497,291.79	

Date: 20/05/2021

Louth Town Council Current Year

Page: 241

Time: 10:06

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 :	235.40					235.40	
	Banked: 30/03/2021	100.00						
9023	Lloyds TSB Current/Deposit	100.00			201		100.00	Petty Cash
Total Receipts for Month		100.00	0.00	0.00			100.00	
Cashbook Totals		335.40	0.00	0.00			335.40	

Continued on Page 242

Date: 20/05/2021

Louth Town Council Current Year

Page: 242

Time: 10:06

Cashbook 2

User: LMP

Petty Cash

For Month No: 12

Payments for Month 12

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
31/01/2021	Sainsbury's	83	13.02			4022	101	13.02	Stamps
21/02/2021	Sainsbury's	84	21.96			4022	101	21.96	Stamps
04/03/2021	John Darke Ltd	81	20.00		3.33	4530	401	16.67	Fuel Cem
08/03/2021	John Darke Ltd	82	50.00		8.33	4533	401	41.67	Fuel Van
15/03/2021	McColl's	85	18.12			4022	101	7.00	Stamps
						4750	101	11.12	Stamps
25/03/2021	John Darke Ltd	86	20.00			4530	401	20.00	Fuel Cem
Total Payments for Month			143.10	0.00	11.66			131.44	
Balance Carried Fwd			192.30						
Cashbook Totals			335.40	0.00	11.66			323.74	

27/05/2021

Louth Town Council Current Year

Page 1

15:46

Detailed Income & Expenditure by Budget Heading 31/03/2021

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
101 Governance and Finance							
1002 Miscellaneous	0	50	50			0.0%	
1176 Precept	315,680	315,680	0			100.0%	
1190 Interest Received	839	300	(539)			279.7%	
Governance and Finance :- Income	316,519	316,030	(489)			100.2%	0
4020 Office Administration Costs	2,515	2,600	85		85	96.7%	
4022 Postage	250	250	(0)		(0)	100.1%	
4023 Meeting Expenses	0	300	300		300	0.0%	
4024 Councillors Expenses	0	500	500		500	0.0%	
4025 Insurances	5,166	5,300	134		134	97.5%	
4026 Fees and Subscriptions	2,592	2,700	108		108	96.0%	
4028 Audit Fee (Internal & External)	1,000	1,000	0		0	100.0%	
4750 Contingency	631	500	(131)		(131)	126.2%	
Governance and Finance :- Indirect Expenditure	12,154	13,150	996	0	996	92.4%	0
Net Income over Expenditure	304,365	302,880	(1,485)				
103 Governance and Finance EM Rese							
9348 EMR IT Replacement	0	500	500		500	0.0%	
9349 EMR Civic Regalia	0	1,000	1,000		1,000	0.0%	
Governance and Finance EM Rese :- Indirect Expenditure	0	1,500	1,500	0	1,500	0.0%	0
Net Expenditure	0	(1,500)	(1,500)				
401 Community Resources Day to Day							
1000 Property Income	2,252	714	(1,538)			315.4%	
1001 Allotment Rent Received	550	575	25			95.7%	
1002 Miscellaneous	0	100	100			0.0%	
1009 LCC Contribution (Grass)	4,864	4,817	(47)			101.0%	
1010 Interments	21,639	23,000	1,362			94.1%	
1011 Monuments	6,108	5,500	(608)			111.1%	
1012 Exclusive Burial Rights	17,354	8,000	(9,354)			216.9%	
1013 Plaques	0	214	214			0.0%	
1014 Chapel Rent	407	1,000	593			40.7%	
Community Resources Day to Day :- Income	53,174	43,920	(9,254)			121.1%	0
4001 Salaries	41,097	42,000	903		903	97.8%	
4002 Employers Costs Super / NI	7,592	13,000	5,408		5,408	58.4%	
4003 Grave Digging	3,400	3,400	0		0	100.0%	
4005 Community Payback Team	0	3,120	3,120		3,120	0.0%	

Continued over page

27/05/2021

Louth Town Council Current Year

Page 2

15:46

Detailed Income & Expenditure by Budget Heading 31/03/2021

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4027 Training	855	1,700	845		845	50.3%	
4104 Civic Property	15	500	485		485	3.0%	
4200 Clocks / Floodlights	2,144	2,000	(144)		(144)	107.2%	
4205 Christmas Lights /Celebrations	10,480	13,844	3,364		3,364	75.7%	
4210 Lovely Louth Competition	225	550	325		325	41.0%	
4220 CCTV Maintenance	4,515	4,515	0		0	100.0%	
4222 Street Furniture Maintenance	842	3,000	2,158		2,158	28.1%	
4223 Amenity Grass Cutting	16,530	23,142	6,612		6,612	71.4%	
4280 Floral / In Bloom	1,896	3,735	1,839		1,839	50.8%	
4282 Hubbards Hills Mtce Contrib.	45,000	45,000	0		0	100.0%	
4285 Minor Mtce & Cleaning Services	2,476	4,700	2,224		2,224	52.7%	
4302 Security / Fire	1,822	2,000	178		178	91.1%	
4303 SH Utilities	5,232	6,500	1,268		1,268	80.5%	
4304 SH Communications	1,509	1,530	21		21	98.7%	
4306 SH Rates	5,614	5,600	(14)		(14)	100.2%	
4307 SH Building Maintenance	70	600	530		530	11.7%	
4308 SH Statutory Equipment Checks	266	250	(16)		(16)	106.5%	
4501 Cem Rates	792	1,000	208		208	79.2%	
4505 Cem Utilities	1,257	2,800	1,543		1,543	44.9%	
4506 Cem Communications	0	500	500		500	0.0%	
4520 Cem Maintenance-Supplies	1,467	1,800	333		333	81.5%	
4530 Cem Grass Cutting / Strimming	4,876	8,104	3,228		3,228	60.2%	
4531 Cem Fuel - Equipment	523	500	(23)		(23)	104.5%	
4532 Cem Waste Disposal	1,625	1,667	42		42	97.5%	
4533 Cem Vehicle Running Costs	1,868	3,000	1,132		1,132	62.3%	
4540 Cem Protective Clothing	480	600	120		120	80.0%	
4550 Cem Plants, Shrubs, Trees etc	400	400	0		0	100.0%	
4551 Cem General Repairs/Maint.	1,430	3,000	1,570		1,570	47.7%	
4552 Purchase of Plaques	0	60	60		60	0.0%	
4600 Cem Equipment Replacement	1,288	2,000	713		713	64.4%	
4750 Contingency	2,000	2,000	0		0	100.0%	
4751 GDPR Compliance	40	250	210		210	16.0%	
4752 Trinity Allotment Rent	752	759	7		7	99.0%	
4753 Tidy Louth	0	1,500	1,500		1,500	0.0%	
4754 Community Apiary	809	1,000	192		192	80.8%	
Community Resources Day to Day :- Indirect Expenditure	171,186	211,626	40,440	0	40,440	80.9%	0
Net Income over Expenditure	(118,013)	(167,706)	(49,693)				

Continued over page

27/05/2021

Louth Town Council Current Year

Page 3

15:46

Detailed Income & Expenditure by Budget Heading 31/03/2021

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
402 Community Resources Projects							
4296 Replacement Security Maglok	0	1,000	1,000		1,000	0.0%	
Community Resources Projects :- Indirect Expenditure	<u>0</u>	<u>1,000</u>	<u>1,000</u>	<u>0</u>	<u>1,000</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>(1,000)</u>	<u>(1,000)</u>				
403 Community Resources EM Reserve							
9322 EMR CCTV Refurbishment	0	363	363		363	0.0%	
9325 EMR Street Furniture	18,178	0	(18,178)		(18,178)	0.0%	18,178
9339 EMR War Memorial	0	3,000	3,000		3,000	0.0%	
9346 EMR Christmas Illuminations	0	1,000	1,000		1,000	0.0%	
9352 EMR TCP Floral Enhancement	0	579	579		579	0.0%	
9359 EMR Accommodation	0	278	278		278	0.0%	
9370 EMR Cem Gates	0	500	500		500	0.0%	
9380 EMR Cem Road Maintenance	0	1,000	1,000		1,000	0.0%	
9534 EMR CEM Tree Surgery	0	2,000	2,000		2,000	0.0%	
9536 EMR CEM Cemetery Facilities	2,750	0	(2,750)		(2,750)	0.0%	2,750
9600 EMR Accom Roof	0	1,514	1,514		1,514	0.0%	
9602 EMR Accom Structural	0	1,140	1,140		1,140	0.0%	
9603 EMR Accom Car Park	0	1,000	1,000		1,000	0.0%	
9608 EMR SH Internal Decorating Foy	0	500	500		500	0.0%	
9611 EMR Contingency	11,740	0	(11,740)		(11,740)	0.0%	11,740
Community Resources EM Reserve :- Indirect Expenditure	<u>32,668</u>	<u>12,874</u>	<u>(19,794)</u>	<u>0</u>	<u>(19,794)</u>	<u>253.8%</u>	<u>32,668</u>
Net Expenditure	<u>(32,668)</u>	<u>(12,874)</u>	<u>19,794</u>				
6000 plus Transfer from EMR	32,668						
6001 less Transfer to EMR	23,048						
Movement to/(from) Gen Reserve	<u>(23,048)</u>						
501 Personnel Day to Day							
4001 Salaries	47,168	53,000	5,832		5,832	89.0%	
4002 Employers Costs Super / NI	14,697	17,000	2,303		2,303	86.5%	
4008 Clerk Travel Expenses	0	250	250		250	0.0%	
4027 Training	0	500	500		500	0.0%	
Personnel Day to Day :- Indirect Expenditure	<u>61,865</u>	<u>70,750</u>	<u>8,885</u>	<u>0</u>	<u>8,885</u>	<u>87.4%</u>	<u>0</u>
Net Expenditure	<u>(61,865)</u>	<u>(70,750)</u>	<u>(8,885)</u>				

Continued over page

27/05/2021

Louth Town Council Current Year

Page 4

15:46

Detailed Income & Expenditure by Budget Heading 31/03/2021

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
601 Town Council Day to Day							
4052 Tourism/promotions	0	2,000	2,000		2,000	0.0%	
4089 Citizens Advice Bureau	1,000	1,000	0		0	100.0%	
4090 Grants S137 Open Resource	1,200	4,000	2,800		2,800	30.0%	
4100 Civic Expenses	0	1,500	1,500		1,500	0.0%	
4102 Mayoral Allowance	0	500	500		500	0.0%	
4103 Mayors Serjeant Expenses	650	650	0		0	100.0%	
4105 Election Expenses	0	2,000	2,000		2,000	0.0%	
4106 Deputy Mayor's Expenses	0	200	200		200	0.0%	
4111 Remembrance Day Parade Grant	274	800	526		526	34.2%	
4309 Principal Loan Repayment	20,513	20,514	1		1	100.0%	
4311 Flood Schemes Maintenance	12,394	12,762	368		368	97.1%	
4312 War Memorial	0	3,000	3,000		3,000	0.0%	
Town Council Day to Day :- Indirect Expenditure	36,031	48,926	12,895	0	12,895	73.6%	0
Net Expenditure	(36,031)	(48,926)	(12,895)				
602 Town Council Projects							
4294 Flood Memorial Centenary Renov	0	30	30		30	0.0%	
Town Council Projects :- Indirect Expenditure	0	30	30	0	30	0.0%	0
Net Expenditure	0	(30)	(30)				
603 Town Council EM Reserves							
9340 EMR Grants S137 Reserve	0	1,000	1,000		1,000	0.0%	
9362 EMR Civic Property	0	577	577		577	0.0%	
9607 EMR Election Expenses	0	3,000	3,000		3,000	0.0%	
9609 EMR Funding for Sports Assets	0	1,000	1,000		1,000	0.0%	
9610 EMR Anniversary of Louth Flood	198	0	(198)		(198)	0.0%	198
Town Council EM Reserves :- Indirect Expenditure	198	5,577	5,379	0	5,379	3.6%	198
Net Expenditure	(198)	(5,577)	(5,379)				
6000 plus Transfer from EMR	198						
6001 less Transfer to EMR	97,202						
Movement to/(from) Gen Reserve	(97,202)						
Grand Totals:- Income	369,693	359,950	(9,743)			102.7%	
Expenditure	314,103	365,433	51,330	0	51,330	86.0%	
Net Income over Expenditure	55,589	(5,483)	(61,072)				
plus Transfer from EMR	32,866						
less Transfer to EMR	120,250						
Movement to/(from) Gen Reserve	(31,794)						

27/05/2021

Louth Town Council Current Year

Page 1

15:38

Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
320 Earmarked Reserves	0.00		0.00
321 EMR Flood Memorial	0.00		0.00
322 EMR CCTV refurbishment	9,637.00	363.00	10,000.00
325 EMR Street Furniture	19,253.00	-18,178.00	1,075.00
326 EMR Anniversary of Louth Flood	500.00	-198.33	301.67
327 EMR Contingency	16,135.00	-2,008.00	14,127.00
329 EMR Quality Council / Office	4,245.00		4,245.00
337 EMR Conservation Area	500.00		500.00
338 EMR Civic Events	1,889.00		1,889.00
339 EMR War Memorial	3,000.00	3,000.00	6,000.00
340 EMR Grants 137 Reserve	66.00	1,000.00	1,066.00
346 EMR Christmas Illuminations	4,000.00	4,364.00	8,364.00
347 EMR Art Trail	1,000.00		1,000.00
348 EMR IT Replacement	2,207.87	2,000.00	4,207.87
349 EMR Civic Regalia	0.00	1,000.00	1,000.00
352 EMR TCP Floral Enhancement	1,921.00	579.00	2,500.00
353 EMR Capital Expenditure	0.00	97,201.80	97,201.80
359 EMR Accommodation	6,612.00	1,278.00	7,890.00
360 EMR Cem External Wall	4,000.00		4,000.00
362 EMR Civic Property	1,468.54	577.40	2,045.94
363 EMR Flood Alleviation Scheme	26,500.00		26,500.00
364 EMR Clerks Training	2,540.00		2,540.00
365 EMR Accommm OfficeEquip / Stor	2,000.00	2,224.00	4,224.00
366 EMR Cemetery Planting Project	458.00		458.00
370 EMR Cemetery Gates	1,500.00	500.00	2,000.00
380 EMR Cem Road Maintenance	2,000.00	1,000.00	3,000.00
381 EMR Cem Equipment Replacement	8,637.00		8,637.00
382 EMR Cem Tree Surgery	1,380.00	2,000.00	3,380.00
383 EMR Cem Workshop/Lodge	8,056.24		8,056.24
384 EMR Cemetery Facilities	0.00		0.00
385 EMR Vehicle Replacement	14,658.00		14,658.00
386 EMR Cemetery Facilities	3,347.00	478.00	3,825.00
390 EMR Accommm Roof	5,622.00	1,514.00	7,136.00
391 EMR Accommm Boiler	10,000.00		10,000.00
392 EMR Accommm Structural	3,860.00	1,140.00	5,000.00
393 EMR Accommm Car Park	1,000.00	1,000.00	2,000.00
394 EMR Street Signs / Furniture	15,660.00		15,660.00
395 EMR SH Internal Decorating Foy	1,500.00	500.00	2,000.00
396 EMR Speed Signs	512.00		512.00
397 EMR Tourism	2,115.00		2,115.00
398 EMR Elections	11,000.00	5,000.00	16,000.00
399 EMR Funding for Sports Assets	1,000.00	1,000.00	2,000.00
	199,779.65	107,334.87	307,114.52

Date: 19/05/2021

Louth Town Council Current Year

Page 1

Time: 17:15

**Bank Reconciliation Statement as at 31/03/2021
for Cashbook 1 - Lloyds TSB Current/Deposit**

User: LMP

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Lloyds TSB Deposit Account	17/12/2019	5	166,650.51
Lloyds TSB Current Account	31/03/2021	52	314,829.37
			481,479.88
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
26/11/2019 8564 Louth Men's Shed		32.50	
13/05/2020 8733 RBL Poppy Appeal		17.00	
29/06/2020 8775 Louth Men's Shed		30.00	
15/02/2021 8971 AJ Embroidery		66.24	
15/03/2021 9003 Environment Agency		12,394.26	
15/03/2021 9006 Trade-Ability		125.00	
15/03/2021 9014 KRL Group Ltd		21.38	
15/03/2021 9015 GBM Waste Management		125.00	
15/03/2021 9016 Onecom Ltd		85.09	
15/03/2021 9017 British Gas		31.16	
15/03/2021 9018 Allinson Print and Supplies		27.91	
15/03/2021 9019 SAFE AND SOUND		180.00	
15/03/2021 9020 Citizen's Advice Lindsey		1,000.00	
30/03/2021 9021 Siemens Financial Services Ltd		204.00	
30/03/2021 9022 Louth Tractors		320.55	
31/03/2021 9024 The Valuation Office Agency		1,200.00	
31/03/2021 9025 Easy Clean Marshchapel Ltd		312.00	
31/03/2021 9026 Glendale Countryside Ltd		1,983.60	
31/03/2021 9027 Louth Building Supplies		240.43	
31/03/2021 9028 Wilkin Chapman llp		840.00	
31/03/2021 9029 Npower		611.28	
			19,847.40
			461,632.48
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			0.00
			461,632.48
		Balance per Cash Book is :-	461,632.48
		Difference is :-	0.00

Date: 20/05/2021

Louth Town Council Current Year

Page 1

Time: 10:06

**Bank Reconciliation Statement as at 31/03/2021
for Cashbook 2 - Petty Cash**

User: LMP

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty Cash	31/03/2021	86	192.30
			<u>192.30</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			192.30
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			192.30
		Balance per Cash Book is :-	192.30
		Difference is :-	0.00

Annual Internal Audit Report 2020/21

LOUTH TOWN COUNCIL

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During the financial year ended 31 March 2021, 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 2020/21 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 2019/20, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2019/20 AGAR tick "not covered")			✓
L. If the authority has an annual turnover not exceeding £25,000, it publishes information on a website/webpage up to date at the time of the internal audit in accordance with the Transparency code for smaller authorities.			✓
M. The authority, during the previous year (2019-20) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2019/20 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

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

Date(s) internal audit undertaken

17/06/2021

Name of person who carried out the internal audit

MR STEVE FLETCHER

Signature of person who carried out the internal audit

Date

17/06/2021

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

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

Louth Town Council

INTERNAL AUDIT REPORT 2020/21

Internal Auditor: **Steve Fletcher**

Date of Audit: **17th June 2021**

Internal Control	Findings, Recommendations & Notes to Town Council and Town Clerk & RFO
Proper Book Keeping	<p>The RBS Rialtas Suite system is used to record payments and receipts and is used as the basis of the cashbook</p> <p>Controls appear adequate for cash receipts and cheque payments.</p> <p>A sample check of items and summary totals of payments approved by Council agrees with the cashbook totals and balances.</p> <p>A sample check of cash reconciliation shows correct procedures have been undertaken throughout the financial year.</p> <p>S.137 expenditure has been properly identified in the accounts.</p>
Standing Orders & Payment Controls	<p>Financial regulations and other Town Council Policies have been reviewed and changes approved by Council during the 2020/21 financial year.</p> <p>From a sample of payments in the cashbook, payments appear to be properly supported by invoices and these are approved each month by Council.</p> <p>VAT statements are produced from the RBS Financial software system and appear to be in order.</p>
Risk Management & Risk Assessment	<p>Following an in depth review of the Town Council minutes and financial documentation, they are presented in a 'user friendly' way and there is no evidence of any unusual financial activities.</p> <p>A risk assessment and asset assessment has been undertaken and approved by the Council during the financial year 2020/21.</p> <p>Insurance provision appears to be adequate with payment to insurance provider shown on bank statement and in the cashbook.</p>
Budget Controls	<p>A budget has been prepared that supports the precept demand for financial year 2021/22 and was duly approved by the Town Council (19.01.2021 – via Zoom).</p>

Internal Controls	Internal budgetary control measures appear robust and adequate and the appointment of an internal auditor was resolved by the Town Council during the financial year 2020/21.
Income Controls	Controls for minimal income and receipting/recording of such appear adequate.
Loans	From the sample reconciliation of the Public Works Loan Board information sums within correspond and balance. It is noted that this loan has been fully repaid during this financial year.
Petty Cash	From a sample check of the petty cash and summary totals of payments, sums within the cashbook balance and supporting receipts confirm amounts spent. The petty-cash float held within the office balances with receipts at year end - (note: balance £125.49 as at 17.06.2021). Satisfactory controls and risk assessments are in place in relation to the management and reconciliation of the petty-cash account.
Payroll	Payments pertaining to the payroll for all staff of the Town Council were approved by Council during the Financial year 2020/21 and all PAYE and NI calculations and payments have been duly authorised and made.
Asset Controls	The Town Council has a comprehensive asset register which clearly identifies council assets and their individual and combined values.
Bank Reconciliation	Bank reconciliations are complete for the financial year 2020/21 and supported by payment and receipt entries within the cashbook and corresponding bank statements.
Year End Procedures	I am satisfied that all year end procedures have been duly undertaken and completed in an appropriate way and the form in support of the accounts to the External Auditor has been completed to this effect.

Internal Auditors Comment:

I recommend that the Town Clerk & RFO be congratulated on providing continued excellent administration support and comprehensive financial records on behalf of Louth Town Council.

Steve Fletcher

Steve Fletcher – 17th June 2021

LOUTH TOWN COUNCIL**Internal Audit: Visit 17th June 2021.****Financial Period: 1st April 2020 to 31st March 2021.**

CONTROL	TEST	Y/N	COMMENTS / RECOMMENDATIONS
Assets	Asset Register	Y	Reviewed during 2020/21 period
	Updated	Y	Updated and approved at GF Committee (26.04.20 – via Zoom)
	Valuations	n/a	
	Zero Balances	n/a	
Attendance Register	Elected Members	Y	Evidenced in minutes folder
Budget	Process Followed	Y	Final budget 2020/21 agreed at full Council (15.12.20 – via Zoom)
	Reports to Council	Y	Evidence: Reported to full Council at meetings
	Variances	n/a	As above
Cash Book	Up to date	Y	Evidence: in bank reconciliation folder
	Balanced	Y	As above
	Discrepancies	N	None
Cash	Records Kept	Y	Evidence: Reported to full Council at meetings
Credit Card	Records Kept	Y	Evidence: in bank reconciliation folder
Petty Cash	Records Kept	Y	Identified in Financial Regulations
	Balances	Y	£125.49 (as at 17.06.21)
Cheque Books	Completed / countersigned	Y	Cheque Stubs 008714 to 009023
Cancelled Cheques	Procedure	Y	Evidenced within bank reconciliation folder
Direct Debits / Credits	Approved by Council	Y/N	Council has ratified payments by DC/DD.
Financial Regulations	Updated / Approved	Y	Reviewed and adopted February 2021
Income	Properly Received	Y	Evidenced in accounts / receipt books / bank statements
	Promptly Banked	Y	Evidenced in minutes, Paying in Slips 500176 to 500190
	Anticipated	Y	Evidenced in minutes
	Received	Y	Evidenced in receipt books / bank statements
Internal Auditor	Appointment of	Y	Evidenced in minutes / financial regulations
Payment Controls	Invoices	Y	Evidenced in bank reconciliation folder
	Recorded	Y	Evidenced in minutes

	VAT Payments	Y	VAT Payments are offset against reclaims
	VAT Reclaimed	Y	VAT refunds duly claimed
	S. 137	Y	A separate record of S.137 spend is recorded
Payroll	In House	Y	SAGE Payroll System used
	Salaries Approved	Y	Evidenced in Council minutes and payment schedules signed
	PAYE Correct	Y	Calculated and submitted in accordance with proper practice
	NI Correct	Y	Calculated and submitted in accordance with proper practice
	Pension Contributions	Y	Calculated and submitted in accordance with proper practice
	Cllr Allowances	N	
Reconciliation	All Accounts	Y	Evidenced in bank reconciliation
	Up to date	Y	As above
	Balanced to statements	Y	As above
Risk Management	Approved	Y	Reviewed by full Council
	Unusual Activities	N	n/a
	Insurance Cover	Y	Minutes refer to insurance cover
	Reviewed	Y	As above
	Controls	n/a	n/a
Standing Orders	Updated / Approved	N	Reviewed and adopted February 2021
Internal Audit 2020/21	Accounts Agree	Y	Internal Auditor report evidenced
	Audit trail Adequate	Y	Excellent Audit trail; financial records / documents supplied

Steve Fletcher

Mr S Fletcher
IMO; Dip Ed (MA); CILCA; MILCM; PSLCC

27/05/2021

Louth Town Council Current Year

15:52

Balance Sheet as at 31st March 2021

31st March 2020

31st March 2021

31st March 2020		31st March 2021
	Current Assets	
17,041	VAT Refunds	18,109
407,509	Lloyds TSB Current/Deposit	461,632
110,528	National Savings Bank	111,323
191	Petty Cash	192
535,268		591,258
535,268	Total Assets	591,258
	Current Liabilities	
0	Creditors	400
0		400
535,268	Total Assets Less Current Liabilities	590,858
	Represented By	
335,489	General Reserve	283,743
9,637	EMR CCTV refurbishment	10,000
19,253	EMR Street Furniture	1,075
500	EMR Anniversary of Louth Flood	302
16,135	EMR Contingency	14,127
4,245	EMR Quality Council / Office	4,245
500	EMR Conservation Area	500
1,889	EMR Civic Events	1,889
3,000	EMR War Memorial	6,000
66	EMR Grants 137 Reserve	1,066
4,000	EMR Christmas Illuminations	8,364
1,000	EMR Art Trail	1,000
2,208	EMR IT Replacement	4,208
0	EMR Civic Regalia	1,000
1,921	EMR TCP Floral Enhancement	2,500
0	EMR Capital Expenditure	97,202
6,612	EMR Accommodation	7,890
4,000	EMR Cem External Wall	4,000
1,469	EMR Civic Property	2,046
26,500	EMR Flood Alleviation Scheme	26,500
2,540	EMR Clerks Training	2,540
2,000	EMR Accom OfficeEquip / Stor	4,224
458	EMR Cemetery Planting Project	458
1,500	EMR Cemetery Gates	2,000

27/05/2021

Louth Town Council Current Year

15:52

Balance Sheet as at 31st March 2021**31st March 2020****31st March 2021**

2,000	EMR Cem Road Maintenance	3,000
8,637	EMR Cem Equipment Replacement	8,637
1,380	EMR Cem Tree Surgery	3,380
8,056	EMR Cem Workshop/Lodge	8,056
14,658	EMR Vehicle Replacement	14,658
3,347	EMR Cemetery Facilities	3,825
5,622	EMR Accommm Roof	7,136
10,000	EMR Accommm Boiler	10,000
3,860	EMR Accommm Structural	5,000
1,000	EMR Accommm Car Park	2,000
15,660	EMR Street Signs / Furniture	15,660
1,500	EMR SH Internal Decorating Foy	2,000
512	EMR Speed Signs	512
2,115	EMR Tourism	2,115
11,000	EMR Elections	16,000
1,000	EMR Funding for Sports Assets	2,000

535,268**590,858**

The above statement represents fairly the financial position of the authority as at 31st March 2021 and reflects its Income and Expenditure during the year.

Signed :
Chairman

_____ Date : _____

Signed :
Responsible
Financial
Officer

_____ Date : _____

Section 1 – Annual Governance Statement 2020/21

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 2021, that:

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

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

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

DATE:

SIGNATURE:

and recorded as minute reference:

MINUTE REFERENCE:

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

Chairman:

Clerk:

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Section 2 – Accounting Statements 2020/21 for

LOUTH TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
1. Balances brought forward	386,920	RESTATED 535,268	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	318,525	315,680	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	137,289	54,013	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	101,822	110,554	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	20,513	20,513	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	185,130	183,036	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	535,269	590,858	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	518,228	573,148	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	1,320,546	1,322,631	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	19,955	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
		✓	N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2021 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

R.M. Phillips

Date

24/06/21

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

as recorded in minute reference:

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