

**MINUTES OF THE GOVERNANCE AND FINANCE COMMITTEE  
HELD IN THE OLD COURT ROOM, THE SESSIONS HOUSE, LOUTH  
ON TUESDAY 31<sup>ST</sup> JULY 2018**

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

**Councillors:** Mrs. D. Blakey (DB), Mrs. S. Crew (SC), J. Garrett (JG), C. Green (CG), D. Hobson (DH), Mrs. L. Harrison-Wiseman (LHW), G.E. Horton (GEH), R. Jackson (RJ), A. Leonard (AL), M. Locking (ML), Mrs. S.E. Locking (SEL), Mrs. J. Makinson-Sanders (JMS), Mrs. M. Ottaway (MO), F.W.P. Treanor (FWPT), Mrs. P.F. Watson (PFW) and D.E. Wing (DEW)

**Councillors not present:** Mrs. J. Speed (JS), D. Turner (DT), L.M. Stephenson (LMS) and D.J.E. Hall (DJEH),

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

**122. Apologies for Absence**

Apologies for absence were received from Cllrs. DT, LMS and DJEH.

**123. Declarations of Interest / Dispensations**

The following declarations of interest were made:

- a. Cllrs. Mrs. JMS, AL and DEW – agenda item 8 a. i. – as members of Hubbard’s Hills Trust.

**124. Minutes**

Following a proposal by Cllr. Mrs. EB, seconded by Cllr. RJ it was **RESOLVED** by vote of the Committee that the notes of the last meeting held on 22nd May 2018 be approved as the Minutes.

**125. Annual Return**

The Committee noted that the Annual Return had been submitted to the External Auditors with completed schedules to explain variances and additional supporting documents. They also noted that the period for the Exercise of Public Rights had commenced on 4th June 2018 and finished on 13th July 2018. The Town Clerk also reported that the external auditors had experienced an IT problem between 10<sup>th</sup> and 16<sup>th</sup> May and were in the process of recovering LTC’s data which had been submitted on 16<sup>th</sup> May.

**126. Internal Audit Arrangements 2018/19**

Following a proposal by Cllr. CG, seconded by Cllr. RJ it was **RESOLVED** to confirm the Council’s current quadripartite internal audit arrangements with Mablethorpe, Skegness and Alford Town Councils for 2018/19 but that enquiries should be made with the other Council’s regarding a possible change/swap of auditors in future.

**127. Standing Orders**

Upon a recommendation by FOG and following a proposal by Cllr. Mrs. SEL, seconded by Cllr. Mrs. LHW it was **RESOLVED** to adopt the new NALC Model Standing Orders, as amended to suit Louth Town Council. (Draft copy circulated on 19/7/18 by email and also available to view at [www.louthtowncouncil.gov.uk](http://www.louthtowncouncil.gov.uk)).

**128. Financial Reports**

- a. The Committee received a recommendation from FOG and **RESOLVED** to authorise the following:

- i. Receipts and Payments (Appendix A attached) – proposed by Cllr. AL, seconded by Cllr. Mrs. SEL:

1.	Month 1 (April)	Cash Book 1	Receipts	£139,646.95	Payments	£46,165.83
2.	Month 1 (April)	Cash Book 2	Receipts	£200.00	Payments	£62.37
3.	Month 2 (May)	Cash Book 1	Receipts	£1,834.85	Payments	£14,530.43
4.	Month 2 (May)	Cash Book 2	Receipts	£200.00	Payments	£311.28
5.	Month 3 (June)	Cash Book 1	Receipts	£6,749.24	Payments	£11,531.95
6.	Month 3 (June)	Cash Book 2	Receipts	£200.00	Payments	£133.52

- ii. Detailed Income and Expenditure Report (Budget Variance Report) as at Month 3 to 30th June 2018 (Appendix B attached) – proposed by Cllr. Mrs. SEL, seconded by Cllr. AL.

- b. The Committee received confirmation from FOG of the following Bank Reconciliations:
- i. Lloyds Treasurers Account (as at 29<sup>th</sup> June 2018) – £251,504.16
  - ii. Petty Cash (as at 26<sup>th</sup> June 2018) – £204.15
  - iii. Lloyds Deposit Account (as at 16<sup>th</sup> April 2018) – £69,438.71
  - iv. NSI (as at 1<sup>st</sup> January 2018) – £108,861.06

**129. Electricity and Gas Supplies**

Following a proposal by Cllr. Mrs. SC, seconded by Cllr. Mrs. SEL it was **RESOLVED** that delegated authority be given to FOG to investigate, consolidate or change the Council's gas and electricity suppliers/contracts.

**130. Closed Session Items**

Following a proposal by Cllr. Mrs. JMS, seconded by Cllr. AL it was **RESOLVED** that the meeting should move into closed session in accordance with the Public Bodies (Admission to Meetings) Act 1960 due to the commercially confidential nature of the business to be discussed in relation to the following matters:

- a. Consider quotes re. purchase of container / security alarm system.  
The Council discussed costs for the above and following a proposal by Cllr. AL, seconded by Cllr. JG it was **RESOLVED** that costs etc., of a van vault in conjunction with an alarm be looked into.
- b. Replacement of Equipment  
Following a proposal by Cllr. JG, seconded by Cllr. GEH it was **RESOLVED** that a claim should be made on the Council's Insurance to replace the recently stolen cemetery equipment.
- c. Consider quotes re. obtaining revised structural reports for the cemetery lodge and archway.  
Following a proposal by Cllr. JG, seconded by Cllr. Mrs. MO it was **RESOLVED** that delegated authority be given to Cllr. AL to action the two structural reports for the cemetery lodge and archway at a cost of approximately £850 and £825 each (these costs to be met from reserves) and to look into build costs.
- d. Consider quotes re. external painting of Sessions House.  
Following a proposal by Cllr. Mrs. SEL, seconded by Cllr. Mrs. MO it was **RESOLVED** that the Town Clerk should engage Simon Rance to carry out the repainting of the woodwork at the Sessions House at a cost of £1,240 which should be met from the budget head '4292 CR Sessions House Decorating', current balance £1,500.

Following a proposal by Cllr. AL, seconded by Cllr. Mrs. SEL it was **RESOLVED** that the meeting should move back into open session.

**131. Next Meeting**

The Committee noted that the next scheduled meeting of the Governance and Finance Committee would take place on 23<sup>rd</sup> October 2018.

The Meeting Closed at 9.30pm.

Signed \_\_\_\_\_ (Chairman)                      Dated \_\_\_\_\_