

# Louth Town Council

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

01507 355895

clerk@louthtowncouncil.gov.uk



## To the Members of the Town Council of Louth:

You are hereby summoned to attend a meeting of Louth Town Council and its Governance and Finance Committee which will be held on Tuesday 14<sup>th</sup> July 2020 by Zoom Video Conference at 7pm. The business to be dealt with at the meeting is listed in the agenda below.

Please note that the meeting will begin at 7pm unless there is a need to hold a public forum. Any public, wishing to speak on an agenda item or 'sit in' on the meeting(s) should contact the Town Clerk in advance of the meeting on the email above for joining instructions. 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 9<sup>th</sup> Day of July 2020

## 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 Community Resources Committee to hold office until the Annual Meeting of Louth Town Council in 2021.
2. **Election of Governance and Finance Committee Vice Chairman**  
Committee to receive nominations and to elect Vice Chairman to hold office until the Annual Meeting of Louth Town Council in 2021.
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 25<sup>th</sup> February 2020.
6. **Finance**  
Committee to receive and authorise the following:
  - a. Receipts and Payments – Cashbooks 1 and 2 – Months 10 to 12
 

i. Month 10 (January)	Cash Book 1	Receipts	23,837.20	Payments	£62,526.75
ii. Month 11 (February)	Cash Book 1	Receipts	£4,637.31	Payments	£29,411.07
iii. Month 12 (March)	Cash Book 1	Receipts	£101,822.19	Payments	£29,900.62
iv. Month 10 (January)	Cash Book 2	Receipts	£100	Payments	£115.64
v. Month 11 (February)	Cash Book 2	Receipts	£200	Payments	£116.34
vi. Month 12 (March)	Cash Book 2	Receipts	£150	Payments	£132.14
  - b. Income and Expenditure Report (Budget Variance Report) as at Month 12 to 31<sup>st</sup> March 2020.
  - c. Earmarked Reserves Report as at 31<sup>st</sup> March 2020.



- d. Balance Sheet as at Month 12 to 31<sup>st</sup> March 2020 and Cashbook 1 and 2 Bank Reconciliations which reconcile to account statements showing balances as follows:
  - i. Lloyds Treasurers Account (balance on statement 36) – £252,229.36
  - ii. Petty Cash (balance as at 31<sup>st</sup> March 2020) – £191.04
  - iii. Lloyds Deposit Account (balance on statement 5) – £166,650.51
  - iv. National Savings and Investment Account (balance on statement 8) – £110,527.73

**7. Next Meeting**

Committee to note that the date of the next scheduled Governance and Finance meeting is 8<sup>th</sup> September 2020.

**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 30<sup>th</sup> June 2020. (Attached).

**4. Annual Governance and Accountability Return (AGAR) 2019/20**

- a. To receive the report of the internal auditor. (Attached).
- b. To receive the Balance Sheet for the year ended 31<sup>st</sup> March 2020 and approve signing by the Chairman and Responsible Financial Officer. (Attached).
- c. To approve the Annual Governance Statement (Section 1 of the AGAR) for the financial year 2019/20 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 2019/20 and authorise signing by the Chairman. (Attached).

**5. Public Works Loan Board**

Council to note that the next (6 monthly) installment of the Council's Public Works Loan falls due on 31<sup>st</sup> July in the amount of £10,256.71. (£9,885.55 Principal and £371.16 Interest). Last payment due January 2021.

**6. Working Groups**

Council to re-establish working groups and approve remit and members. (Attached).

**7. Hubbard's Hills**

Council to confirm that the first instalment of the Hubbard's Hills Maintenance Contribution, in the sum of £22,500, may be released. Mr. A. Leonard, as Chairman of the Hubbard's Hills Trust to be invited to update Council on projects undertaken in 2019/20 and future expectations.

**8. Consultation on Model Code of Conduct**

Council to receive a new model member code of conduct produced by the Local Government Association (LGA) and resolve upon making a corporate response. (Attached).

**9. Tribute to Key Workers**

- a. Councillor Mrs. JS to propose that Louth Town Council purchase a bench and/or a brass plaque with appropriate wording to pay tribute to all key workers who have assisted the town during the Covid-19 crisis.
- b. If agreed, Council to resolve upon the wording and placement and from which budget expenditure should be taken.

**10. Grant Applications**

Councillors to receive a report and resolve as necessary. (Attached).

**11. Next Meeting**

Council to note that the date of the next scheduled Council meeting is 8<sup>th</sup> September 2020.



02-25-20 GF MINS

**MINUTES OF THE LOUTH TOWN COUNCIL GOVERNANCE AND FINANCE COMMITTEE  
HELD IN THE OLD COURT ROOM, THE SESSIONS HOUSE, LOUTH  
ON TUESDAY 25<sup>th</sup> FEBRUARY 2020**

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

**Councillors:** J. Baskett (JB), M. Bellwood (MB), L. Cooney (LMC), A. Cox (AC), S. Crew (SC), D. Ford (DF), J. Garrett (JG), D.J.E. Hall (DJEH), D. Hobson (DH), G.E. 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), Mrs. P.F. Watson (PFW) and D. Wing (DEW).

**Councillors not present:** H. Filer (HF).

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

**363. Apologies for Absence**

Apologies for absence were received from Councillor H. Filer.

**364. Declarations of Interest / Dispensations**

Cllr. AL – Item 5 as a Trustee of Hubbard's Hills.

Cllr. Mrs. JMS – Item 5 as a Trustee of Hubbard's Hills.

Cllr DEW – Item 5 as a Trustee of Hubbard's Hills.

**365. Minutes**

It was **RESOLVED** that the notes of the Governance and Finance Committee meeting held on 28th January 2020 be approved as the Minutes.

**366. Mayor and Deputy Mayor Elect 2020/21**

The Committee discussed and **RESOLVED** as follows:

- a. Following a secret vote, that Cllr. Darren Hobson was elected as the Deputy Mayor Elect for 2020/21.
- b. It was noted that both the Mayor (Chairman) Elect and Deputy Mayor (Vice Chairman) Elect for 2020/21 would be subject to formal election to office at the Annual Town Council meeting on the 12th May 2020.

**367. Hubbard's Hills**

Following a verbal report by Cllrs. AL and Mrs. JMS and a lengthy discussion it was **RESOLVED** that the Hubbard's Hills Trust would bring a report to Louth Town Council that would include a 'shopping list' of items of possible expenditure within the next year and beyond.

**368. Next Meeting**

The Committee noted that the date of the next scheduled Governance and Finance Committee meeting is 24<sup>th</sup> March 2020.

The Meeting Closed at 9.45pm.

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

Date: 30/04/2020

## Louth Town Council Current Year

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## Cashbook 1

User: LMP

## Lloyds TSB Current/Deposit

For Month No: 10

## Receipts for Month 10

## 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 :		399,050.51					399,050.51	
500170	Banked: 09/01/2020	1,691.85						
1888	Npower	193.85			1002	401	193.85	Credit from workshop
1889	Leakes Memorials	158.00			1011	401	158.00	Dodge Memorial
1890	Mr. Slingsby	214.00			1010	401	214.00	Slingsby Ashes Inter
1891	Kettles	1,126.00			1010	401	80.00	Inter Dodge
					1012	401	322.00	EX/RT Dodge
					1010	401	80.00	Inter Ball
					1012	401	644.00	EX/RT Ball
VAT	Banked: 10/01/2020	18,207.27						
VAT	HMRC VTR	18,207.27			105		18,207.27	VAT Refund
500171	Banked: 21/01/2020	1,562.00						
1893	Mashfords	1,562.00			1010	401	918.00	Axe Inter
					1012	401	644.00	Axe EX/RT
FP	Banked: 21/01/2020	1.00						
FP	Louth Athletic Club	1.00			1000	401	1.00	Rent
BGC	Banked: 29/01/2020	2,368.00						
BGC	Walkers Lncs Co op	2,368.00			1011	401	379.00	Monuments
					1010	401	1,023.00	Interments
					1012	401	966.00	EX/RT'S
Int	Banked: 31/01/2020	7.08						
Int	Lloyds Bank	7.08			1190	101	7.08	Interest
Total Receipts for Month		23,837.20	0.00	0.00			23,837.20	
Cashbook Totals		422,887.71	0.00	0.00			399,050.51	

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Date: 30/04/2020

## Louth Town Council Current Year

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## Cashbook 1

User: LMP

## Lloyds TSB Current/Deposit

For Month No: 10

## Payments for Month 10

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
14/01/2020	Hubbards Hills Trust	8608	22,500.00			4282	401	22,500.00	1/2 Annual Maintenance Cont
14/01/2020	Petty Cash	8609	100.00			220		100.00	Petty Cash
14/01/2020	Louth Tractors	8610	197.05		32.86	4551	401	164.19	Equipment Service
14/01/2020	FBCA	8611	173.20		23.20	4026	101	150.00	Annual Membership
14/01/2020	Siemens Financial Services Ltd	8612	204.32		34.05	4020	101	170.27	Photocopier Lease
14/01/2020	Lincolnshire Assoc Local Counc	8613	36.00		6.00	4027	501	30.00	Training
14/01/2020	KRL Group Ltd	8614	79.07		13.18	4020	101	65.89	Photocopying
14/01/2020	Mayor's Serjeant	8615	325.00			4103	601	325.00	Expenses
14/01/2020	Pastdue Credit Solutions Ltd	8616	389.92			9535	403	389.92	Lodge Elec
						383	0	-389.92	Lodge Elec
						6000	403	389.92	Lodge Elec
14/01/2020	Louth Building Supplies	8617	21.48		3.58	4551	401	17.90	Cem Supplies
14/01/2020	SCIS	8618	1,983.75		330.62	9348	103	1,653.13	Computer Upgrade
						348	0	-1,653.13	Computer Upgrade
						6000	103	1,653.13	Computer Upgrade
14/01/2020	Easy Clean Marshchapel Ltd	8619	244.80		40.80	4285	401	204.00	Cleaning December
14/01/2020	PKF Littlejohn LLP	8620	960.00		160.00	4028	101	800.00	External Audit
14/01/2020	Pubic Works Loan Board	8621	10,256.71			4309	601	10,256.71	SH Loan
14/01/2020	GBM Waste Management	8622	185.00		30.83	4551	401	154.17	Cem Skip
14/01/2020	Cllr. Treanor	8623	57.60			4102	601	57.60	Mayor's Travel Expenses
14/01/2020	Macdonald Engineers	8624	805.76		134.29	9535	403	671.47	Reinforcing Chapel Gates
						383	0	-671.47	Reinforcing Chapel Gates
						6000	403	671.47	Reinforcing Chapel Gates
14/01/2020	Allinson Print and Supplies	8625	35.58		5.93	4020	101	29.65	Stationery
14/01/2020	Staff Costs	8626	1,425.11			4001	401	1,425.11	Staff Costs
14/01/2020	Staff Costs	8627	1,267.67			4001	401	1,267.67	Staff Costs
14/01/2020	Staff Costs	8628	1,861.01			4001	501	1,861.01	Staff Costs
14/01/2020	Staff Costs	8629	991.10			4001	501	991.10	Staff Costs
14/01/2020	HM Revenue and Customs	8630	1,621.82			4002	401	242.82	PAYE/NIC
						4002	501	316.25	PAYE/NIC
						4001	401	415.75	PAYE/NIC
						4001	501	647.00	PAYE/NIC
14/01/2020	LCC Pension Fund	8631	1,456.90			4001	401	89.06	Superannuation
						4001	501	230.56	Superannuation
						4002	401	331.67	Superannuation
						4002	501	805.61	Superannuation
14/01/2020	Little Poppets Party Food	8632	225.00			4102	601	225.00	Maypor's Buffet
14/01/2020	PKF Littlejohn LLP	8503	-960.00		-160.00	4028	101	-800.00	Cheq Cancelled - Lost in post
14/01/2020	Staff Costs	8627	-0.01			4001	401	-0.01	Correction
14/01/2020	Louth Building Supplies	8633	17.30		2.88	4551	401	14.42	Cem Supplies
14/01/2020	Npower	8634	286.60		47.77	4020	101	238.83	SH Elec
14/01/2020	AJ Embroidery	8635	6.24		1.04	4210	401	5.20	Lovely Louth Supplies
14/01/2020	Onecom Ltd	8636	77.06		12.84	4304	401	64.22	2 x Phone line and wifi
14/01/2020	R Johnson	8637	300.00			4003	401	300.00	Gravedigging
14/01/2020	Corona Energy	DD	521.51		86.92	4303	401	434.59	SH Gas

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Date: 30/04/2020

## Louth Town Council Current Year

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## Cashbook 1

User: LMP

## Lloyds TSB Current/Deposit

For Month No: 10

## Payments for Month 10

## 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>
28/01/2020	A P Services	8638	42.00		7.00	4285	401	35.00	SH Boiler Repair
28/01/2020	Louth Building Supplies	8639	132.00		22.00	4551	401	110.00	Cem Supplies
28/01/2020	Louth Tractors	8640	5,700.00		950.00	4600	401	2,000.00	Mower
						9531	403	2,750.00	Mower
						381	0	-2,750.00	Mower
						6000	403	2,750.00	Mower
28/01/2020	Foxhall Construction Ltd	8641	8,875.20		1,479.20	4307	401	555.00	SH Roof Repairs
						4750	401	1,970.00	SH Roof Repairs
						9600	403	4,871.00	SH Roof Repairs
28/01/2020	GBM Waste Management	8642	125.00		20.83	4532	401	104.17	Cem Skip
Total Payments for Month			62,526.75	0.00	3,285.82			59,240.93	
Balance Carried Fwd			360,360.96						
Cashbook Totals			422,887.71	0.00	3,285.82			419,601.89	

Date: 26/05/2020

## Louth Town Council Current Year

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## Cashbook 1

User: LMP

## Lloyds TSB Current/Deposit

For Month No: 11

## Receipts for Month 11

## 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 :		360,360.96					360,360.96	
500172	Banked: 06/02/2020	1,510.00						
1895	St Aethelheards Church	300.00			1014	401	300.00	Rent
1898	Mashfords	644.00			1012	401	644.00	EXRT
1899	Leakes Memorials	158.00			1011	401	158.00	Memorial
18100	Leakes Memorials	158.00			1011	401	158.00	Memorial
1894	Old Mill House	250.00			1000	401	250.00	Rent
500173	Banked: 06/02/2020	1,238.00						
500173	Kettles	780.00			1010	401	458.00	Interment
					1010	401	322.00	EXRT
1901	Kettles	458.00			1010	401	458.00	Interment
	Int Banked: 10/02/2020	7.31						
	Int Lloyds	7.31			1190	101	7.31	Interest Received
BGC	Banked: 12/02/2020	1,882.00						
1902	Walkers Lncs Co op	1,882.00			1010	401	916.00	Interments
					1012	401	966.00	EX/RTs
Total Receipts for Month		4,637.31	0.00	0.00			4,637.31	
Cashbook Totals		364,998.27	0.00	0.00			360,360.96	

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Date: 26/05/2020

## Louth Town Council Current Year

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## Cashbook 1

User: LMP

## Lloyds TSB Current/Deposit

For Month No: 11

## Payments for Month 11

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
11/02/2020	Allinson Print Ltd	8643	25.93		4.32	4020	101	21.61	Stationery
11/02/2020	ICCM	8644	95.00			4026	101	95.00	Membership
11/02/2020	Zurich Municipal	8646	726.31			4533	401	726.31	Van Insurance
11/02/2020	Glendale Countryside Ltd	8647	652.80		108.80	4530	401	544.00	Cem Hedge Cutting
11/02/2020	Citizens Advice Lindsey	8648	1,000.00			4089	601	1,000.00	Grant
11/02/2020	Thomas Fattorini Ltd	8649	1,440.67		240.11	4104	401	470.00	Thomas Fattorini Ltd
						9349	103	649.00	Thomas Fattorini Ltd
						349	0	-649.00	Thomas Fattorini Ltd
						6000	103	649.00	Thomas Fattorini Ltd
						9362	603	81.56	Thomas Fattorini Ltd
						362	0	-81.56	Thomas Fattorini Ltd
						6000	603	81.56	Thomas Fattorini Ltd
11/02/2020	GBM Waste Management	8650	125.00		20.83	4551	401	104.17	Cem Skip
11/02/2020	Rodden and Cooper Ltd	8651	3,577.20		596.20	9325	403	2,981.00	Town Sign
						325	0	-2,981.00	Town Sign
						6000	403	2,981.00	Town Sign
11/02/2020	GRS Electrical	8652	78.00		13.00	4285	401	65.00	WM Lighting Check
11/02/2020	Npower	8653	109.31		5.21	4505	401	104.10	Cem Electricity
11/02/2020	KRL Group Ltd	8654	53.98		9.00	4020	101	44.98	Copier Suport
11/02/2020	Easy Clean Marshchapel Ltd	8655	547.20		91.20	4285	401	456.00	SH Cleaning x 2 months
11/02/2020	Petty Cash	8656	200.00			220		200.00	Petty Cash
11/02/2020	Staff Costs	8657	1,424.91			4001	401	1,424.91	Staff Costs
11/02/2020	Staff Costs	8658	1,267.66			4001	401	1,267.66	Staff Costs
11/02/2020	Staff Costs	8659	1,861.21			4001	501	1,861.21	Staff Costs
11/02/2020	Staff Costs	8660	991.30			4001	501	991.30	Staff Costs
11/02/2020	HM Revenue and Customs	8661	1,621.62			4002	401	242.82	PAYE/NIC
						4002	501	316.25	PAYE/NIC
						4001	401	415.95	PAYE/NIC
						4001	501	646.60	PAYE/NIC
11/02/2020	LCC Pension Fund	8662	1,456.90			4001	401	89.06	Superannuation
						4002	401	331.67	Superannuation
						4001	501	230.56	Superannuation
						4002	501	805.61	Superannuation
1/02/2020	R Johnson	8663	300.00			4003	401	300.00	Gravedigging
1/02/2020	Post Office	8664	260.00			4533	401	260.00	Van Tax
1/02/2020	Heritage Lincolnshire	8665	48.00			4027	401	48.00	Training
4/02/2020	Corona Energy	DD	525.58		87.60	4303	401	437.98	SH Gas
5/02/2020	R Johnson	8666	300.00			4003	401	300.00	Grave Digging
5/02/2020	Forward Planning Consultancy	8667	350.00			9535	403	350.00	Cem Planning App
						383	0	-350.00	Cem Planning App
						6000	403	350.00	Cem Planning App
5/02/2020	Mrs. L. Phillips	8668	142.00		4.17	9535	403	137.83	ELDC Planning App Fee
						383	0	-137.83	ELDC Planning App Fee
						6000	403	137.83	ELDC Planning App Fee
5/02/2020	Anglian Water Business	8669	19.15			4303	401	19.15	SH Water
5/02/2020	Onecom Ltd	8670	77.92		12.99	4304	401	64.93	2 x Phone & wifi
5/02/2020	Louth Tractors	8671	706.00		117.67	4551	401	28.33	Cem Supplies

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Date: 26/05/2020

## Louth Town Council Current Year

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## Cashbook 1

User: LMP

## Lloyds TSB Current/Deposit

For Month No: 11

## Payments for Month 11

## 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>
						9531	403	560.00	Push Mower
						381	0	-560.00	Push Mower
						6000	403	560.00	Push Mower
25/02/2020	GRS Electrical	8672	7,920.00		1,320.00	4205	401	6,600.00	Xmas Lights
25/02/2020	GBM Waste Management	8673	125.00		20.83	4551	401	104.17	Cem Skip
25/02/2020	Npower	8674	810.74		135.12	4200	401	675.62	St. James Floodlights
25/02/2020	Npower	8675	275.93		13.14	4505	401	262.79	Cem Electric
25/02/2020	Npower	8676	73.21		3.49	4200	401	69.72	St. James Clock
25/02/2020	Louth Building Supplies	8677	6.00		1.00	4540	401	5.00	Protective clothing
25/02/2020	Thompson and Smith	8678	187.74		27.12	4533	401	160.62	Van Service & MOT
28/02/2020	Louth Building Supplies	8645	28.80		4.80	4540	401	24.00	Protective Clothing
<b>Total Payments for Month</b>			29,411.07	0.00	2,836.60			26,574.47	
<b>Balance Carried Fwd</b>			335,587.20						
<b>Cashbook Totals</b>			364,998.27	0.00	2,836.60			362,161.67	

Date: 30/06/2020

## Louth Town Council Current Year

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## 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 :		335,587.20					335,587.20	
	Banked: 07/10/2019	97,201.80						
	Wilkin Chapman	97,201.80			1000	401	97,201.80	Lodge Balance
	Banked: 17/12/2019	9.00						
	Wilkin Chapman	9.00			1002	401	9.00	Return of fees not incurred
500174	Banked: 02/03/2020	1,218.00						
1903	Kettles	918.00			1010	401	918.00	Interment
1904	Leakes Memorials	237.00			1011	401	237.00	Memorial
1905	Leakes Memorials	63.00			1011	401	63.00	Memorial
	Int Banked: 09/03/2020	6.39						
	Int Lloyds Bank	6.39			1190	101	6.39	Interest Received
500175	Banked: 12/03/2020	616.00						
1907	Funeral Services	458.00			1010	401	458.00	Interment Wade
1908	Leakes Memorials	158.00			1011	401	158.00	Memorial
BGC	Banked: 25/03/2020	2,771.00						
BGC	Walkers Lnco Co op	2,771.00			1010	401	107.00	Ashes Inter
					1010	401	1,376.00	Full Inter
					1012	401	1,288.00	EX/RT's
Total Receipts for Month		101,822.19	0.00	0.00			101,822.19	
Cashbook Totals		437,409.39	0.00	0.00			437,409.39	

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Date: 30/06/2020

## Louth Town Council Current Year

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## 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
03/03/2020	Wilkin Chapman llp	8679	1,200.00		200.00	9611	403	1,000.00	Legal Advice re. OMH
						327	0	-1,000.00	Legal Advice re. OMH
						6000	403	1,000.00	Legal Advice re. OMH
03/03/2020	Easy Clean Marshchapel Ltd	8680	244.80		40.80	4285	401	204.00	Cleaning
03/03/2020	Chubb Fire	8681	1,107.29		184.55	4285	401	922.74	Emergency lights repair
03/03/2020	HLNYCRC Ltd	8682	630.00			4005	401	630.00	Payback team Sep to Jan
03/03/2020	Louth Tractors	8683	6.24		1.04	4551	401	5.20	Cem supplies
03/03/2020	Louth Building Supplies	8684	119.60		19.93	4551	401	99.67	Cem supplies
03/03/2020	F. Treanor	8685	71.10			4102	601	71.10	Mayor's Mileage
10/03/2020	Wilkin Chapman llp	8686	3,000.00		500.00	9611	403	2,500.00	Legal Advice re. OMH
						327	0	-2,500.00	Legal Advice re. OMH
						6000	403	2,500.00	Legal Advice re. OMH
10/03/2020	Faulkners (Louth) Ltd	8687	299.00		50.00	4285	401	249.00	SH Hoover
10/03/2020	R Johnson	8688	600.00			4003	401	600.00	Grave Digging
10/03/2020	Petty Cash	Petty Cash	150.00			220		150.00	Petty Cash
10/03/2020	Anglian Water	8690	31.43			4505	401	31.43	Cem Water
10/03/2020	Staff Costs	8691	1,424.91			4001	401	1,424.91	Staff Costs
10/03/2020	Staff Costs	8692	1,267.66			4001	401	1,267.66	Staff Costs
10/03/2020	Staff Costs	8693	1,861.01			4001	501	1,861.01	Staff Costs
10/03/2020	Staff Costs	8694	991.10			4001	501	991.10	Staff Costs
10/03/2020	HM Revenue and Customs	8695	1,622.02			4001	401	415.95	PAYE/NIC
						4001	501	647.00	PAYE/NIC
						4002	401	242.82	PAYE/NIC
						4002	501	316.25	PAYE/NIC
10/03/2020	LCC Pension Fund	8696	1,456.90			4001	401	89.06	Superannuation
						4001	501	230.56	Superannuation
						4002	401	331.67	Superannuation
						4002	501	805.61	Superannuation
10/03/2020	Faulkners (Louth) Ltd	8687A	0.99			4285	401	0.99	Correction
19/03/2020	Corona Energy	DD	474.41		79.07	4303	401	395.34	SH Gas
24/03/2020	Royal British Legion Louth Bra	8697	600.00			4111	601	600.00	Remembrance Road Closures
24/03/2020	Onecom Ltd	8698	77.04			4304	401	77.04	Phone x2 and wifi
24/03/2020	AJ Embroidery	8699	184.80		30.80	4540	401	154.00	Protective clothing
24/03/2020	ELDC	8700	4,514.88			4220	401	4,514.88	CCTV
24/03/2020	R Johnson	8701	900.00			4003	401	900.00	Grave Digging
24/03/2020	Wilkin Chapman llp	8702	1,638.00		273.00	9611	403	1,365.00	Legal Advice re. Apiary
						327	0	-1,365.00	Legal Advice re. Apiary
						6000	403	1,365.00	Legal Advice re. Apiary
24/03/2020	British Gas	8703	95.56		4.55	4505	401	91.01	Cem Gas
24/03/2020	Allinson Print and Supplies	8704	52.12		8.69	4020	101	43.43	Stationery
24/03/2020	Leakes Masonry	8705	1,236.00		206.00	4294	602	1,030.00	Flood Memorial Restoration
31/03/2020	GBM Waste Management	8706	80.40		13.40	4551	401	67.00	Waste
31/03/2020	Glendale Countryside Ltd	8707	2,628.84		438.14	4223	401	1,653.00	Grass Cutting
						4530	401	537.70	Grass Cutting
31/03/2020	SCIS	8708	359.99		60.00	4751	401	210.00	.gov email hosting
						4020	101	89.99	.gov email hosting

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Date: 30/06/2020

## Louth Town Council Current Year

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## 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>
1/03/2020	KRL Group Ltd	8709	102.02		17.00	4304	401	85.02	Photocopying
1/03/2020	R Johnson	8710	300.00			4003	401	300.00	Grave Digging
1/03/2020	Npower	8711	324.20		54.03	4200	401	270.17	Floodlights St James
1/03/2020	Easy Clean Marshchapel Ltd	8712	230.40		38.40	4285	401	192.00	Cleaning
1/03/2020	Npower	8713	17.91		0.85	4200	401	17.06	Clock
<b>Total Payments for Month</b>			29,900.62	0.00	2,220.25			27,680.37	
<b>Balance Carried Fwd</b>			407,508.77						
<b>Cashbook Totals</b>			437,409.39	0.00	2,220.25			435,189.14	



Date: 30/04/2020

## Louth Town Council Current Year

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## Cashbook 2

User: LMP

## Petty Cash

For Month No: 10

## Receipts for Month 10

## 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 :		105.16					105.16	
	Banked: 14/01/2020	100.00						
8609	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		205.16	0.00	0.00			105.16	

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Date: 30/04/2020

## Louth Town Council Current Year

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## Cashbook 2

User: LMP

## Petty Cash

For Month No: 10

## Payments for Month 10

## 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>
09/01/2020	McColls	60	4.20			4022	101	4.20	Stamps
14/01/2020	Royal Mail	61	2.00			4022	101	2.00	Postage fee
14/01/2020	McColls	62	15.72			4022	101	15.72	Stamps
17/01/2020	Spar Fairfield Blakemore Retl	63	14.00			4102	601	14.00	Limousine Fuel
21/01/2020	Wilkinsons	64	7.32			4022	101	7.32	Stamps
21/01/2020	Wilkinsons	65	3.00		0.50	4020	101	2.50	SH Supplies
24/01/2020	ELDC	66	1.00			4020	101	1.00	Parking
28/01/2020	Wilkinsons	67	8.40			4022	101	8.40	Stamps
28/01/2020	John Darke Ltd	68	40.00		6.67	4533	401	33.33	Fuel - Van
28/01/2020	John Darke Ltd	69	20.00		3.33	4531	401	16.67	Fuel - Cem
<b>Total Payments for Month</b>			115.64	0.00	10.50			105.14	
<b>Balance Carried Fwd</b>			89.52						
<b>Cashbook Totals</b>			205.16	0.00	10.50			194.66	



Date: 26/05/2020

## Louth Town Council Current Year

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## Cashbook 2

User: LMP

## Petty Cash

For Month No: 11

## Receipts for Month 11

## 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 :		89.52					89.52	
Banked: 11/02/2020		200.00						
8656	Lloyds TSB Current/Deposit	200.00			201		200.00	Petty Cash
Total Receipts for Month		200.00	0.00	0.00			200.00	
Cashbook Totals		289.52	0.00	0.00			89.52	

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Date: 26/05/2020

## Louth Town Council Current Year

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## Cashbook 2

User: LMP

## Petty Cash

For Month No: 11

## Payments for Month 11

## 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>
04/02/2020	Euro Garage Newmarket	70	26.47		4.41	4533	401	22.06	Cem Fuel
10/02/2020	Euro Garage Newmarket	71	20.04		3.34	4533	401	16.70	Cem Fuel
12/02/2020	WHSmith retail Ltd	72	7.32			4022	101	7.32	Stamps
12/02/2020	John Darke Ltd	73	20.00		3.33	4531	401	16.67	Cem Fuel
14/02/2020	Wilkinsons	74	2.50		0.42	4020	101	2.08	Office Supplies
25/02/2020	Euro Garage Newmarket	75	20.00		3.33	4531	401	16.67	Cem Fuel
26/02/2020	Euro Garage Newmarket	76	20.01		3.34	4533	401	16.67	Van Fuel
Total Payments for Month			116.34	0.00	18.17			98.17	
Balance Carried Fwd			173.18						
Cashbook Totals			289.52	0.00	18.17			271.35	



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## Louth Town Council Current Year

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## Cashbook 2

User: LMP

## Petty Cash

For Month No: 12

## Receipts for Month 12

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		173.18					173.18	
	Banked: 10/03/2020	150.00						
Petty Cash	Lloyds TSB Current/Deposit	150.00			201		150.00	Petty Cash
Total Receipts for Month		150.00	0.00	0.00			150.00	
Cashbook Totals		323.18	0.00	0.00			323.18	

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Date: 30/06/2020

## Louth Town Council Current Year

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## Cashbook 2

User: LMP

## Petty Cash

For Month No: 12

## Payments for Month 12

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
02/03/2020	Morrisons	77	13.95		0.17	4023	101	13.78	Mtg Supplies
02/03/2020	WHSmith retail Ltd	78	15.72			4020	101	15.72	Office Supplies
02/03/2020	Post Office	79	6.36			4020	101	6.36	Office Supplies
03/03/2020	Euro Garage Newmarket	80	30.11		5.02	4531	401	16.72	Cem Fuel
						4533	401	8.37	Van Fuel
04/03/2020	City Of Lincoln Council	81	6.00			4027	501	6.00	Car Parking
11/03/2020	Euro Garage Newmarket	82	20.00		3.33	4533	401	16.67	Van Fuel
19/03/2020	Euro Garage Newmarket	83	40.00		6.67	4533	401	33.33	Van fuel
<b>Total Payments for Month</b>			132.14	0.00	15.19			116.95	
<b>Balance Carried Fwd</b>			191.04						
<b>Cashbook Totals</b>			323.18	0.00	15.19			307.99	



30/06/2020

## Louth Town Council Current Year

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## Detailed Income &amp; Expenditure by Budget Heading 31/03/2020

Month No: 12

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>101 Governance and Finance</b>								
1002 Miscellaneous	0	16	50	34			32.8%	
1176 Precept	0	318,525	318,525	0			100.0%	
1190 Interest Received	884	932	300	(632)			310.8%	
<b>Governance and Finance :- Income</b>	<b>884</b>	<b>319,473</b>	<b>318,875</b>	<b>(599)</b>			<b>100.2%</b>	<b>0</b>
4020 Office Administration Costs	156	1,877	2,600	723		723	72.2%	
4022 Postage	0	195	200	5		5	97.5%	
4023 Meeting Expenses	14	91	300	209		209	30.5%	
4024 Councillors Expenses	0	245	800	555		555	30.7%	
4025 Insurances	0	5,193	6,500	1,307		1,307	79.9%	
4026 Fees and Subscriptions	0	2,467	2,400	(67)		(67)	102.8%	
4028 Audit Fee (Internal & External)	0	800	650	(150)		(150)	123.1%	
4750 Contingency	0	60	500	440		440	12.0%	
<b>Governance and Finance :- Indirect Expenditure</b>	<b>169</b>	<b>10,928</b>	<b>13,950</b>	<b>3,022</b>	<b>0</b>	<b>3,022</b>	<b>78.3%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>714</b>	<b>308,545</b>	<b>304,925</b>	<b>(3,621)</b>				
<b>103 Governance and Finance EM Rese</b>								
9348 EMR IT Replacement	0	1,653	0	(1,653)		(1,653)	0.0%	1,653
9349 EMR Civic Regalia	0	649	0	(649)		(649)	0.0%	649
<b>Governance and Finance EM Rese :- Indirect Expenditure</b>	<b>0</b>	<b>2,302</b>	<b>0</b>	<b>(2,302)</b>	<b>0</b>	<b>(2,302)</b>		<b>2,302</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(2,302)</b>	<b>0</b>	<b>2,302</b>				
6000 plus Transfer from EMR	0	2,302						
<b>Movement to/(from) Gen Reserve</b>	<b>0</b>	<b>0</b>						
<b>401 Community Resources Day to Day</b>								
1000 Property Income	97,202	97,743	250	(97,493)			39097.0	
1001 Allotment Rent Received	0	550	575	25			95.7%	
1002 Miscellaneous	9	203	100	(103)			202.8%	
1009 LCC Contribution (Grass)	0	4,676	2,969	(1,707)			157.5%	
1010 Interments	2,859	15,351	30,000	14,649			51.2%	
1011 Monuments	458	5,760	5,500	(260)			104.7%	
1012 Exclusive Burial Rights	1,288	10,566	8,000	(2,566)			132.1%	
1013 Plaques	0	214	220	6			97.3%	
1014 Chapel Rent	0	1,278	1,000	(278)			127.8%	
<b>Community Resources Day to Day :- Income</b>	<b>101,816</b>	<b>136,340</b>	<b>48,614</b>	<b>(87,726)</b>			<b>280.5%</b>	<b>0</b>
4001 Salaries	3,198	37,870	40,000	2,130		2,130	94.7%	
4002 Employers Costs Super / NI	574	6,773	12,000	5,227		5,227	56.4%	

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## Louth Town Council Current Year

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## Detailed Income &amp; Expenditure by Budget Heading 31/03/2020

Month No: 12

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4003 Grave Digging	1,800	3,600	3,900	300		300	92.3%	
4005 Community Payback Team	630	1,230	1,230	0		0	100.0%	
4027 Training	0	564	564	0		0	100.0%	
4104 Civic Property	0	500	500	0		0	99.9%	
4200 Clocks / Floodlights	287	2,320	1,800	(520)		(520)	128.9%	
4205 Christmas Lights /Celebrations	0	11,156	12,500	1,344		1,344	89.2%	
4210 Lovely Louth Competition	0	262	550	288		288	47.7%	
4220 CCTV Maintenance	4,515	4,515	4,515	0		0	100.0%	
4223 Amenity Grass Cutting	1,653	14,877	16,530	1,653		1,653	90.0%	
4280 Floral / In Bloom	0	2,265	3,000	735		735	75.5%	
4282 Hubbards Hills Mtce Contrib.	0	45,000	45,000	0		0	100.0%	
4285 Minor Mtce & Cleaning Services	1,569	4,213	4,700	487		487	89.6%	
4302 Security / Fire	0	1,500	1,500	0		0	100.0%	
4303 SH Utilities	395	3,147	3,951	804		804	79.7%	
4304 SH Communications	162	1,499	1,500	1		1	100.0%	
4306 SH Rates	0	5,524	5,400	(124)		(124)	102.3%	
4307 SH Building Maintenance	0	600	600	0		0	100.0%	
4308 SH Statutory Equipment Checks	0	0	250	250		250	0.0%	
4501 Cem Rates	0	678	678	(0)		(0)	100.0%	
4505 Cem Utilities	122	1,734	2,500	766		766	69.4%	
4506 Cem Communications	0	0	500	500		500	0.0%	
4520 Cem Maintenance-Supplies	0	2,196	1,800	(396)		(396)	122.0%	
4530 Cem Grass Cutting / Strimming	538	5,896	7,000	1,104		1,104	84.2%	
4531 Cem Fuel - Equipment	17	307	700	393		393	43.8%	
4532 Cem Waste Disposal	0	1,089	1,120	31		31	97.2%	
4533 Cem Vehicle Running Costs	58	1,461	1,461	0		0	100.0%	
4540 Cem Protective Clothing	154	395	600	206		206	65.8%	
4550 Cem Plants, Shrubs, Trees etc	0	0	400	400		400	0.0%	
4551 Cem General Repairs/Maint.	172	2,234	3,000	766		766	74.5%	
4552 Purchase of Plaques	0	30	50	20		20	60.0%	
4600 Cem Equipment Replacement	0	2,000	2,000	0		0	100.0%	
4750 Contingency	0	2,000	2,000	0		0	100.0%	
4751 GDPR Compliance	210	250	250	0		0	100.0%	
Community Resources Day to Day :- Indirect Expenditure	16,054	167,682	184,049	16,367	0	16,367	91.1%	0
<b>Net Income over Expenditure</b>	<b>85,761</b>	<b>(31,342)</b>	<b>(135,435)</b>	<b>(104,093)</b>				
<u>402 Community Resources Projects</u>								
4296 Replacement Security Maglok	0	0	1,000	1,000		1,000	0.0%	
Community Resources Projects :- Indirect Expenditure	0	0	1,000	1,000	0	1,000	0.0%	0
<b>Net Expenditure</b>	<b>0</b>	<b>0</b>	<b>(1,000)</b>	<b>(1,000)</b>				

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## Louth Town Council Current Year

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## Detailed Income &amp; Expenditure by Budget Heading 31/03/2020

Month No: 12

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>403 Community Resources EM Reserve</b>								
9325 EMR Street Furniture	0	2,981	5,000	2,019		2,019	59.6%	2,981
9346 EMR Christmas Illuminations	0	0	4,000	4,000		4,000	0.0%	
9359 EMR Accommodation	0	0	1,890	1,890		1,890	0.0%	
9531 EMR CEM Equipment Replacement	0	3,310	7,513	4,203		4,203	44.1%	3,310
9534 EMR CEM Tree Surgery	0	0	650	650		650	0.0%	
9535 EMR CEM Workshop / Lodge	0	8,342	0	(8,342)		(8,342)	0.0%	8,342
9537 EMR CEM Vehicle Replacement	0	0	1,000	1,000		1,000	0.0%	
9600 EMR Accom Roof	0	4,871	0	(4,871)		(4,871)	0.0%	
9606 EMR Street Signs / Furniture	0	0	2,880	2,880		2,880	0.0%	
9611 EMR Contingency	4,865	4,865	21,000	16,135		16,135	23.2%	4,865

Community Resources EM Reserve :- Indirect Expenditure	4,865	24,369	43,933	19,564	0	19,564	55.5%	19,498
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<b>Net Expenditure</b>	<b>(4,865)</b>	<b>(24,369)</b>	<b>(43,933)</b>	<b>(19,564)</b>
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6000 plus Transfer from EMR	4,865	19,498
-----------------------------	-------	--------

6001 less Transfer to EMR	12,283	12,283
---------------------------	--------	--------

<b>Movement to/(from) Gen Reserve</b>	<b>(12,283)</b>	<b>(17,154)</b>
---------------------------------------	-----------------	-----------------

**501 Personnel Day to Day**

4001 Salaries	3,730	43,989	51,968	7,979		7,979	84.6%	
4002 Employers Costs Super / NI	1,122	13,191	16,500	3,309		3,309	79.9%	
4008 Clerk Travel Expenses	0	0	250	250		250	0.0%	
4027 Training	6	71	500	430		430	14.1%	

Personnel Day to Day :- Indirect Expenditure	4,858	57,250	69,218	11,968	0	11,968	82.7%	0
----------------------------------------------	-------	--------	--------	--------	---	--------	-------	---

<b>Net Expenditure</b>	<b>(4,858)</b>	<b>(57,250)</b>	<b>(69,218)</b>	<b>(11,968)</b>
------------------------	----------------	-----------------	-----------------	-----------------

**601 Town Council Day to Day**

4052 Tourism/promotions	0	0	1,000	1,000		1,000	0.0%	
4089 Citizens Advice Bureau	0	1,000	1,000	0		0	100.0%	
4090 Grants S137 Open Resource	0	4,000	4,000	0		0	100.0%	
4100 Civic Expenses	0	768	2,200	1,432		1,432	34.9%	50
4102 Mayoral Allowance	71	504	1,000	496		496	50.4%	
4103 Mayors Serjeant Expenses	0	650	650	0		0	100.0%	
4105 Election Expenses	0	3,312	4,000	688		688	82.8%	
4106 Deputy Mayor's Expenses	0	0	250	250		250	0.0%	
4111 Remembrance Day Parade Grant	600	789	800	11		11	98.6%	
4309 Principal Loan Repayment	0	20,513	20,514	1		1	100.0%	
4311 Flood Schemes Maintenance	0	12,272	12,391	119		119	99.0%	

Town Council Day to Day :- Indirect Expenditure	671	43,808	47,805	3,997	0	3,997	91.6%	50
-------------------------------------------------	-----	--------	--------	-------	---	-------	-------	----

<b>Net Expenditure</b>	<b>(671)</b>	<b>(43,808)</b>	<b>(47,805)</b>	<b>(3,997)</b>
------------------------	--------------	-----------------	-----------------	----------------

6000 plus Transfer from EMR	0	50
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<b>Movement to/(from) Gen Reserve</b>	<b>(671)</b>	<b>(43,758)</b>
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Continued over page

30/06/2020

## Louth Town Council Current Year

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## Detailed Income &amp; Expenditure by Budget Heading 31/03/2020

Month No: 12

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>602 Town Council Projects</b>								
4294 Flood Memorial Centenary Renov	1,030	1,030	1,000	(30)		(30)	103.0%	
Town Council Projects :- Indirect Expenditure	1,030	1,030	1,000	(30)	0	(30)	103.0%	0
<b>Net Expenditure</b>	<b>(1,030)</b>	<b>(1,030)</b>	<b>(1,000)</b>	<b>30</b>				
<b>603 Town Council EM Reserves</b>								
9362 EMR Civic Property	0	97	0	(97)		(97)	0.0%	97
9363 EMR Flood Aleviation Scheme	0	0	534	534		534	0.0%	
9384 Sp Project Speed Signs	0	0	500	500		500	0.0%	
9605 EMR Tourism	0	0	1,000	1,000		1,000	0.0%	
9607 EMR Election Expenses	0	0	3,000	3,000		3,000	0.0%	
9609 EMR Funding for Sports Assets	0	0	1,000	1,000		1,000	0.0%	
9610 EMR Anniversary of Louth Flood	0	0	500	500		500	0.0%	
Town Council EM Reserves :- Indirect Expenditure	0	97	6,534	6,437	0	6,437	1.5%	97
<b>Net Expenditure</b>	<b>0</b>	<b>(97)</b>	<b>(6,534)</b>	<b>(6,437)</b>				
6000 plus Transfer from EMR	0	97						
6001 less Transfer to EMR	0	6,534						
<b>Movement to/(from) Gen Reserve</b>	<b>0</b>	<b>(6,534)</b>						
<b>Grand Totals:- Income</b>	<b>102,699</b>	<b>455,813</b>	<b>367,488</b>	<b>(88,325)</b>			<b>124.0%</b>	
<b>Expenditure</b>	<b>27,647</b>	<b>307,465</b>	<b>367,488</b>	<b>60,023</b>	<b>0</b>	<b>60,023</b>	<b>83.7%</b>	
<b>Net Income over Expenditure</b>	<b>75,052</b>	<b>148,348</b>	<b>0</b>	<b>(148,348)</b>				
plus Transfer from EMR	4,865	21,946						
less Transfer to EMR	12,283	18,817						
<b>Movement to/(from) Gen Reserve</b>	<b>67,634</b>	<b>151,478</b>						



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## Louth Town Council Current Year

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## Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
320 Earmarked Reserves	157,237.00	-157,237.00	0.00
321 EMR Flood Memorial	0.00	0.00	0.00
322 EMR CCTV refurbishment	0.00	9,637.00	9,637.00
325 EMR Street Furniture	0.00	19,253.00	19,253.00
326 EMR Anniversary of Louth Flood	0.00	500.00	500.00
327 EMR Contingency	0.00	16,135.00	16,135.00
329 EMR Quality Council / Office	0.00	4,245.00	4,245.00
337 EMR Conservation Area	0.00	500.00	500.00
338 EMR Civic Events	0.00	1,889.00	1,889.00
339 EMR War Memorial	0.00	3,000.00	3,000.00
340 EMR Grants 137 Reserve	0.00	66.00	66.00
346 EMR Christmas Illuminations	0.00	4,000.00	4,000.00
347 EMR Art Trail	0.00	1,000.00	1,000.00
348 EMR IT Replacement	0.00	2,207.87	2,207.87
349 EMR Civic Regalia	0.00	0.00	0.00
352 EMR TCP Floral Enhancement	0.00	1,921.00	1,921.00
359 EMR Accommodation	0.00	6,612.00	6,612.00
360 EMR Cem External Wall	0.00	4,000.00	4,000.00
362 EMR Civic Property	0.00	1,468.54	1,468.54
363 EMR Flood Alleviation Scheme	0.00	26,500.00	26,500.00
364 EMR Clerks Training	0.00	2,540.00	2,540.00
365 EMR Accom Office Equip / Stor	0.00	2,000.00	2,000.00
366 EMR Cemetery Planting Project	0.00	458.00	458.00
370 EMR Cemetery Gates	0.00	1,500.00	1,500.00
380 EMR Cem Road Maintenance	0.00	2,000.00	2,000.00
381 EMR Cem Equipment Replacement	0.00	8,637.00	8,637.00
382 EMR Cem Tree Surgery	0.00	1,380.00	1,380.00
383 EMR Cem Workshop/Lodge	0.00	8,056.24	8,056.24
384 EMR Cemetery Facilities	0.00	0.00	0.00
385 EMR Vehicle Replacement	0.00	14,658.00	14,658.00
386 EMR Cemetery Facilities	0.00	3,347.00	3,347.00
390 EMR Accom Roof	0.00	5,622.00	5,622.00
391 EMR Accom Boiler	0.00	10,000.00	10,000.00
392 EMR Accom Structural	0.00	3,860.00	3,860.00
393 EMR Accom Car Park	0.00	1,000.00	1,000.00
394 EMR Street Signs / Furniture	0.00	15,660.00	15,660.00
395 EMR SH Internal Decorating Foy	0.00	1,500.00	1,500.00
396 EMR Speed Signs	0.00	512.00	512.00
397 EMR Tourism	0.00	2,115.00	2,115.00
398 EMR Elections	0.00	11,000.00	11,000.00
399 EMR Funding for Sports Assets	0.00	1,000.00	1,000.00
	<b>157,237.00</b>	<b>42,542.65</b>	<b>199,779.65</b>

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Louth Town Council Current Year

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**Detailed Balance Sheet - Excluding Stock Movement****Month 12 Date 31/03/2020**

<u>A/c</u>	<u>Description</u>	<u>Actual</u>
<u>Current Assets</u>		
105	VAT Refunds	17,041
201	Lloyds TSB Current/Deposit	407,509
210	National Savings Bank	110,528
220	Petty Cash	191
<b>Total Current Assets</b>		<b>535,268</b>
<u>Represented by :-</u>		
301	Current Year Fund	148,348
310	General Reserve	187,140
322	EMR CCTV refurbishment	9,637
325	EMR Street Furniture	19,253
326	EMR Anniversary of Louth Flood	500
327	EMR Contingency	16,135
329	EMR Quality Council / Office	4,245
337	EMR Conservation Area	500
338	EMR Civic Events	1,889
339	EMR War Memorial	3,000
340	EMR Grants 137 Reserve	66
346	EMR Christmas Illuminations	4,000
347	EMR Art Trail	1,000
348	EMR IT Replacement	2,208
352	EMR TCP Floral Enhancement	1,921
359	EMR Accommodation	6,612
360	EMR Cem External Wall	4,000
362	EMR Civic Property	1,469
363	EMR Flood Alleviation Scheme	26,500
364	EMR Clerks Training	2,540
365	EMR Accommodation Office Equip / Stor	2,000
366	EMR Cemetery Planting Project	458
370	EMR Cemetery Gates	1,500
380	EMR Cem Road Maintenance	2,000
381	EMR Cem Equipment Replacement	8,637
382	EMR Cem Tree Surgery	1,380
383	EMR Cem Workshop/Lodge	8,056
385	EMR Vehicle Replacement	14,658
386	EMR Cemetery Facilities	3,347
390	EMR Accommodation Roof	5,622
391	EMR Accommodation Boiler	10,000
392	EMR Accommodation Structural	3,860
393	EMR Accommodation Car Park	1,000
394	EMR Street Signs / Furniture	15,660
395	EMR SH Internal Decorating Foy	1,500
396	EMR Speed Signs	512
397	EMR Tourism	2,115
398	EMR Elections	11,000
399	EMR Funding for Sports Assets	1,000
<b>Total Equity</b>		<b>535,268</b>



06-30-20 TC MINS

**MINUTES OF THE LOUTH TOWN COUNCIL MEETING  
HELD ONLINE USING THE ZOOM CONFERENCING PLATFORM  
ON TUESDAY 30th JUNE 2020**

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

**Councillors:** Mrs. E. Ballard (EB), J. Baskett (JB), L. Cooney (LMC), A. Cox (AC), S. Crew (SC), H. Filer (HF), D. Ford (DF), D.J.E. Hall (DJEH), G.E. 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), Mrs. P.F. Watson (PFW) and D. Wing (DEW).

**Councillors not present:** J. Garrett (JG), M. Bellwood (MB).

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

NB: In a change to the publicised agenda and following a majority vote of those present it was decided that, as a number of Town Councillors were delayed in attending the Town Council meeting as they were attending an extraordinary online ELDC meeting, that the Louth Town Council meeting be deferred and the agenda order altered to bring forward and hold first the Planning Committee meeting.

**35. Apologies for Absence**

Apologies for absence were received from Councillors JG.

**36. Declarations of Interest / Dispensations**

Councillors DJEH, GEH, AL and Mrs. JMS declared an interest in item 4, Vital and Viable Louth, as Members of ELDC.

**37. Minutes**

It was **RESOLVED** to approve as a correct record the notes of the Council Meetings held on 19<sup>th</sup> May 2020 and approve these as the minutes.

**38. Vital and Viable Louth**

It was noted that ELDC had been awarded funds from the Governments Re-opening the High Street Safely Fund and proposed to devolve some of it to Town Councils, for use as outlined by the fund. It was **RESOLVED** to give delegated authority to the Town Clerk, in conjunction with the Mayor and Deputy Mayor to bid for and use the funding, if required.

**39. Christmas Arrangements**

It was **RESOLVED** to give delegated authority to the Town Clerk to make the Christmas arrangements along the same lines as in previous years, provided that the costs were contained within budget and to accept the kind offer of a free real tree from Mr. Strawson made in 2019 to run for a period of ten years.

**40. Next Meeting**

The Council noted that the date of the next scheduled Town Council meeting was 14th July 2020.

The Meeting Closed at 8:17pm.

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



## Annual Internal Audit Report 2019/20

LOUTH TOWN COUNCIL

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation **during** the financial year ended 31 March 2020.

The internal audit for 2019/20 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	Agreed? Please choose one of the following		
	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 and year-end bank account reconciliations were properly carried out.	✓		
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 2018/19, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2018/19 AGAR tick "not covered")			✓
L. The authority has demonstrated that during summer 2019 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.	✓		
<b>M. (For local councils only)</b> 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

07/07/20

Name of person who carried out the internal audit

STEVE FLETCHER

Signature of person who carried out the internal audit



Date

07/07/20

\*If the response is 'no' you must include a note to 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).



03/07/2020

Louth Town Council Current Year

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**Detailed Balance Sheet - Excluding Stock Movement****Month 12 Date 31/03/2020**

<u>A/c</u>	<u>Description</u>	<u>Actual</u>
<u>Current Assets</u>		
105	VAT Refunds	17,041
201	Lloyds TSB Current/Deposit	407,509
210	National Savings Bank	110,528
220	Petty Cash	191
<b>Total Current Assets</b>		<b>535,268</b>
<u>Represented by :-</u>		
301	Current Year Fund	148,348
310	General Reserve	187,140
322	EMR CCTV refurbishment	9,637
325	EMR Street Furniture	19,253
326	EMR Anniversary of Louth Flood	500
327	EMR Contingency	16,135
329	EMR Quality Council / Office	4,245
337	EMR Conservation Area	500
338	EMR Civic Events	1,889
339	EMR War Memorial	3,000
340	EMR Grants 137 Reserve	66
346	EMR Christmas Illuminations	4,000
347	EMR Art Trail	1,000
348	EMR IT Replacement	2,208
352	EMR TCP Floral Enhancement	1,921
359	EMR Accommodation	6,612
360	EMR Cem External Wall	4,000
362	EMR Civic Property	1,469
363	EMR Flood Alleviation Scheme	26,500
364	EMR Clerks Training	2,540
365	EMR Accom OfficeEquip / Stor	2,000
366	EMR Cemetery Planting Project	458
370	EMR Cemetery Gates	1,500
380	EMR Cem Road Maintenance	2,000
381	EMR Cem Equipment Replacement	8,637
382	EMR Cem Tree Surgery	1,380
383	EMR Cem Workshop/Lodge	8,056
385	EMR Vehicle Replacement	14,658
386	EMR Cemetery Facilities	3,347
390	EMR Accom Roof	5,622
391	EMR Accom Boiler	10,000
392	EMR Accom Structural	3,860
393	EMR Accom Car Park	1,000
394	EMR Street Signs / Furniture	15,660
395	EMR SH Internal Decorating Foy	1,500
396	EMR Speed Signs	512
397	EMR Tourism	2,115
398	EMR Elections	11,000
399	EMR Funding for Sports Assets	1,000
<b>Total Equity</b>		<b>535,268</b>

03/07/2020

## Louth Town Council Current Year

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## Balance Sheet as at 1st April

31st March 2019

31st March 2020

**Current Assets**

18,207	VAT Refunds	17,041
258,904	Lloyds TSB Current/Deposit	407,509
109,651	National Savings Bank	110,528
159	Petty Cash	191

386,920

535,268

386,920 **Total Assets**

535,268

**Current Liabilities**

0

0

386,920 **Total Assets Less Current Liabilities**

535,268

**Represented By**

229,683	General Reserve	335,489
157,237	Earmarked Reserves	0
0	EMR CCTV refurbishment	9,637
0	EMR Street Furniture	19,253
0	EMR Anniversary of Louth Flood	500
0	EMR Contingency	16,135
0	EMR Quality Council / Office	4,245
0	EMR Conservation Area	500
0	EMR Civic Events	1,889
0	EMR War Memorial	3,000
0	EMR Grants 137 Reserve	66
0	EMR Christmas Illuminations	4,000
0	EMR Art Trail	1,000
0	EMR IT Replacement	2,208
0	EMR TCP Floral Enhancement	1,921
0	EMR Accommodation	6,612
0	EMR Cem External Wall	4,000
0	EMR Civic Property	1,469
0	EMR Flood Alleviation Scheme	26,500
0	EMR Clerks Training	2,540
0	EMR Accom Office Equip / Stor	2,000
0	EMR Cemetery Planting Project	458
0	EMR Cemetery Gates	1,500
0	EMR Cem Road Maintenance	2,000
0	EMR Cem Equipment Replacement	8,637



03/07/2020

## Louth Town Council Current Year

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## Balance Sheet as at 1st April

31st March 2019

31st March 2020

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

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**386,920**


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**535,268**


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The above statement represents fairly the financial position of the authority as at 1st April and reflects its Income and Expenditure during the year.

Signed :  
Chairman

Date : \_\_\_\_\_

Signed :  
Responsible  
Financial  
Officer

Date : \_\_\_\_\_

## Section 1 – Annual Governance Statement 2019/20

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 2020, that:

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

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

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

and recorded as minute reference:

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

Chairman

Clerk

### Other information required by the Transparency Codes (not part of Annual Governance Statement)

Authority web address

www.loouthtowncouncil.gov.uk



## Section 2 – Accounting Statements 2019/20 for

LOUTH TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
1. Balances brought forward	354,926	386,920	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	269,286	318,525	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	46,587	137,289	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	91,303	101,822	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	172,062	185,130	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	386,920	535,269	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	368,713	518,228	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	1,301,218	1,320,546	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	39,188	19,955	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 2020 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

08/07/20

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

as recorded in minute reference:

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



## **LOUTH TOWN COUNCIL WORKING GROUPS FOR APPROVAL 2020**

### **Financial Overview Group (FOG)**

Membership	5 + Town Clerk
Required Councillors	Chairman and Vice Chairman of GF Committee + 3 others
Members in 2019/20	Cllrs. Mrs. EB, Mrs. SEL, DJ, AC, MB,
Officers	Town Clerk – Responsible Financial Officer (RFO)
Remit	To oversee financial transactions of LTC. Make recommendations to Council regarding the appointment of internal and external auditors. Assess and make recommendations to GF Committee regarding applications for grants. Review Standing Orders, Financial Regulations, Internal Controls and Insurance requirements. Ensure that statement of assurance on Annual Report can be approved by the Full Council.
Delegated Powers	None. Investigate and enquire with recommendations to GF Committee or Town Council.
Meetings	As required.

### **Asset Review Group**

Membership	7
Required Councillors	Chairman CR and GF Committees + 5 others
Members in 2019/20	Cllrs. AL, Mrs. EB, MB, KN, HF, JMS, JS
Remit	To review all Assets of Louth Town Council to ensure best use and bring recommendations back to the Community Resources Committee.
Delegated Powers	None.
Meetings	As required.

### **Floral Enhancements / Lovely Louth**

Membership	5 + Town Clerk
Members in 2019/20	Cllrs. Mrs. SC, MB, DJ, HF, DF
Officers	Town Clerk
Remit	To arrange floral / decorative schemes for the town liaising with ELDC and LCC to obtain necessary approvals.
Delegated Powers	Delegated Authority of budgets and reserves to Town Clerk under guidance of group.
Meetings	As required.

### **Christmas Lights Group – Disband in 2020/21, TC has delegated authority to make arrangements. Reform when need arises.**

Membership	5 + Town Clerk
Required Councillors	Chairman and Vice Chairman CR Committee + 3 others
Members in 2019/20	Cllrs. AL, DJEH, MB, HF, DF
Non-Councillors	N. Brown
Officers	Town Clerk
Remit	To review provision of Christmas Lights / Celebrations and bring recommendations to council for consideration.
Delegated Powers	None.
Meetings	As required.

### **Town Signs / Street Furniture – Disband, TC has delegated authority to repair benches. Town signs in hand.**

Membership	7 + Town Clerk
Required Councillors	Chair and Vice CR, Chair GF Committees + 5 others
Members in 2019/20	Cllrs. DJEH, MB, AL, SC, EB, DF, JS
Officers	Town Clerk
Remit	To review provision / condition of signs and street furniture and make recommendations
Delegated Powers	None.
Meetings	As required.



**Events Group**

Membership	7 + Town Clerk
Required Councillors	Chairman and Vice Chairman of Town Council
Members in 2019/20	Cllrs. DJEH, FWPT, MB, DJ, HF, LC, JS
Officers	Town Clerk
Remit	To make recommendations to Council / Committees regarding forthcoming events to be organised by the Town Council, as required and to be available to act as volunteers at events.
Delegated Powers	None. Investigate and enquire with recommendations to Town Council.
Meetings	As required.

**Flood Liaison Group – Disband due to Flood Alleviation Measures now being active?**

Current Membership	8 + Mayor + Town Clerk
Councillors	Cllrs. PFW, DH, (LMS)
Non Councillors	EA Lead Member, P. Davenport EA, Members of the public including Mrs. S. Dodge, Mrs. B. Evaradson, Mr. K. Ball, Mr. M. Beaumont.
Officers	Town Clerk (Nominated Flood Project Board Representative)
Remit	To receive reports from the Environment Agency regarding river maintenance work carried out, and project updates. Monitoring of flood scheme maintenance costs. Multi Agency partnership working on surface water issues.
Delegated Powers	None. Reporting only to Town Council.
Meetings	As required.

**Award Group – Disband and reform when need arises**

Current Membership	5 + Town Clerk and Mayor (ex officio)
Councillors	Cllrs. MB, KN, HF, SC, DEW,
Non Councillors	None
Officers	Town Clerk
Remit	To investigate all criteria required to achieve quality awards for Louth Town Council. Incorporating a Sub group for Town Guide / Newsletters
Delegated Powers	None. Investigate and enquire only. Reports to Town Council
Meetings	As required

**Past Mayors**

Membership	Current Mayor and all current serving past Mayors
Members in 2019/20	FWPT, SEL, AL, PFW, JMS, DEW, EB, GEH
Remit	To meet as required resolving any issues relevant to the Mayoral role such as Mayoral protocol, civic regalia and robes
Delegated Powers	None.
Meetings	As required.

**Tidy Louth**

Membership	5
Members in 2019/20	KN, HF, DF, JS, AC
Non-Councillors	As and when required by the group, to draw on expert opinion within the town of Louth
Remit	To investigate and enquire and report to Town Council or CR Committee
Delegated Powers	None.
Meetings	As required.

**NB** – The Mayor has a right to attend all working group meetings (ex. Officio) and, therefore, should be invited to all meetings of workings groups as a matter of course.

# **Local Government Association Model Member Code of Conduct**



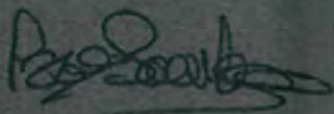
# Introduction

The Local Government Association (LGA) is providing this Model Member Code of Conduct as part of its work on supporting the sector to continue to aspire to high standards of leadership and performance.

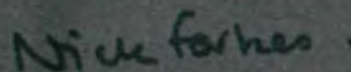
The role of councillor in all tiers of local government is a vital part of our country's system of democracy. In voting for a local councillor, the public is imbuing that person and position with their trust. As such, it is important that as councillors we can be held accountable and all adopt the behaviours and responsibilities associated with the role. The conduct of an individual councillor affects the reputation of all councillors. We want the role of councillor to be one that people aspire to and want to participate with. We want to continue to attract individuals from a range of backgrounds and circumstances who understand the responsibility they take on and are motivated to make a positive difference to their local communities.

All councils are required to have a local Member Code of Conduct. This Model Member Code of Conduct has been developed in consultation with the sector and is offered as a template for councils to adopt in whole and/or with local amendments. The LGA will undertake an annual review of the Code to ensure it continues to be fit-for-purpose, particularly with respect to advances in technology, social media and any relevant changes in legislation. The LGA can also offer support, training and mediation to councils and councillors on the application of the Code, whilst the National Association of Local Councils (NALC) and the county associations of local councils can offer advice and support to town and parish councils.

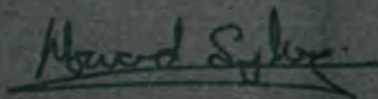
As a councillor we all represent local residents, work to develop better services and deliver local change. The public have high expectations of us and entrust us to represent everyone (in our ward/town/parish), taking decisions fairly, openly, transparently and with civility. Councillors should also be treated with civility by members of the public, other councillors and council employees. Members have both individual and collective responsibility to maintain these standards, support expected behaviour and challenge behaviour which falls below expectations. This Code, therefore, has been designed to protect our democratic role, encourage good conduct and safeguard the public's trust in local government.



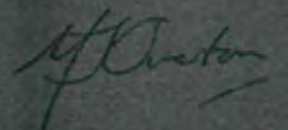
**Councillor Izzi Seccombe OBE**  
Leader, LGA Conservative Group



**Councillor Nick Forbes CBE**  
Leader, LGA Labour Group



**Councillor Howard Sykes MBE**  
Leader, LGA Liberal Democrats Group



**Councillor Marianne Overton MBE**  
Leader, LGA independent Group



## Purpose

The purpose of this Code of Conduct is to assist councillors in modelling the behaviour that is expected of them, to provide a personal check and balance, and to set out the type of conduct against which appropriate action may be taken. It is also to protect yourself, the public, fellow councillors, council officers and the reputation of local government. It sets out the conduct expected of all members and a minimum set of obligations relating to conduct. The overarching aim is to create and maintain public confidence in the role of member and local government.

## Application of the Code

The Code of Conduct applies to you when you are acting [or claiming or giving the impression that you are acting]<sup>1</sup> in [public or in]<sup>2</sup> your capacity as a member or representative of your council, although you are expected to uphold high standards of conduct and show leadership at all times. The Code applies to all forms of member communication and interaction, including written, verbal, non-verbal, electronic and via social media, [including where you could be deemed to be representing your council or if there are potential implications for the council's reputation.] Model conduct and expectations is for guidance only, whereas the specific obligations set out instances where action will be taken.

## The seven principles of public life

Everyone in public office at all levels – ministers, civil servants, members, council officers – all who serve the public or deliver public services should uphold the seven principles of public life. This Code has been developed in line with these seven principles of public life, which are set out in appendix A.

## Model member conduct

In accordance with the public trust placed in me, on all occasions I will:

- act with integrity and honesty
- act lawfully
- treat all persons with civility; and
- lead by example and act in a way that secures public confidence in the office of councillor

In undertaking my role, I will:

- impartially exercise my responsibilities in the interests of the local community
- not improperly seek to confer an advantage, or disadvantage, on any person
- avoid conflicts of interest
- exercise reasonable care and diligence; and
- ensure that public resources are used prudently and in the public interest

## Specific obligations of general conduct

This section sets out the minimum requirements of member conduct. Guidance is included to help explain the reasons for the obligations and how they should be followed. These obligations must be observed in all situations where you act [or claim or give the impression that you are acting] as a councillor [or in public], including representing your council on official business and when using social media.



## As a councillor I commit to:

### Civility

1. **Treating other councillors and members of the public with civility.**
2. **Treating council employees, employees and representatives of partner organisations and those volunteering for the councils with civility and respecting the role that they play.**

Civility means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a councillor you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a civil manner. You should not subject individuals, groups of people or organisations to unreasonable or excessive personal attack.

In your contact with the public you should treat them courteously. Rude and offensive behaviour lowers the public's expectations and confidence in its elected representatives.

In return you have a right to expect courtesy from the public. If members of the public are being abusive, threatening or intimidatory you are entitled to close down any conversation in person or online, refer them to the council, any social media provider or if necessary, the police. This also applies to members, where action could then be taken under the Member Code of Conduct.

### Bullying and harassment

3. **Not bullying or harassing any person.**

Bullying may be characterised as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. The bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and not always be obvious or noticed by others.

The Equality Act 2010 defines harassment as 'unwanted conduct related to a relevant protected characteristic, which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual'. The relevant protected characteristics are age, disability, gender reassignment, race, religion or belief, sex, and sexual orientation.

### Impartiality of officers of the council

4. **Not compromising, or attempting to compromise, the impartiality of anyone who works for, or on behalf of, the council.**

Officers work for the council as a whole and must be politically neutral (unless they are political assistants). They should not be coerced or persuaded to act in a way that would undermine their neutrality. Although you can question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

### Confidentiality and access to information

5. **Not disclosing information given to me in confidence or disclosing information acquired by me which I believe is of a confidential nature, unless I have received the consent of a person authorised to give it or I am required by law to do so.**
6. **Not preventing anyone getting information that they are entitled to by law.**

Local authorities must work openly and transparently, and their proceedings and



printed materials are open to the public except in certain circumstances. You should work on this basis but there will be times when it is required by law that discussions, documents and other information relating to or held by the council are treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

## Disrepute

### **7. Not bringing my role or council into disrepute.**

Behaviour that is considered dishonest and/or deceitful can bring your council into disrepute. As a member you have been entrusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on other councillors and/or your council.

## Your position

### **8. Not using, or attempting to use, my position improperly to the advantage or disadvantage of myself or anyone else.**

Your position as a member of the council provides you with certain opportunities, responsibilities and privileges. However, you should not take advantage of these opportunities to further private interests.

## Use of council resources and facilities

### **9. Not misusing council resources.**

You may be provided with resources and facilities by the council to assist you in carrying out your duties as a councillor. Examples include office support, stationery and equipment such as phones, and computers and transport. These are given

to you to help you carry out your role as a councillor more effectively and not to benefit you personally.

## Interests

### **10. Registering and declaring my interests.**

You need to register your interests so that the public, council employees and fellow members know which of your interests might give rise to a conflict of interest. The register is a document that can be consulted when (or before) an issue arises, and so allows others to know what interests you have, and whether they might give rise to a possible conflict of interest. The register also protects you. You are responsible for deciding whether or not you should declare an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise.

It is also important that the public know about any interest that might have to be declared by you or other members, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained. Discuss the registering and declaration of interests with your Monitoring Officer/Town or Parish Clerk and more detail is set out in appendix B.

## Gifts and hospitality

### **11. Not accepting significant gifts or hospitality from persons seeking to acquire, develop or do business with the council or from persons who may apply to the council for any permission, licence or other significant advantage.**

### **12. Registering with the monitoring officer any gift or hospitality with an estimated value of at least £25 within 28 days of its receipt.**

You should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you



because you are a member. However, you do not need to register gifts and hospitality which are not related to your role as a member, such as Christmas gifts from your friends and family, or gifts which you do not accept. However, you may wish to notify your monitoring officer of any significant gifts you are offered but refuse which you think may have been offered to influence you.

Note – items in square brackets [x] refer to recommendations made by the Committee on Standards in Public Life and may be part of a future Government consultation. This includes possible future sanctions and appeals processes.

## Breaches of the Code of Conduct

Most councillors conduct themselves appropriately and in accordance with these standards. Members have both individual and collective responsibility to maintain these standards, support expected behaviour and challenge behaviour which falls below expectations.

Section 27 of the Localism Act 2011 requires relevant authorities to promote and maintain high standards of conduct by members and co-opted members of the authority. Each local authority must publish a code of conduct, and it must cover the registration of pecuniary interests, the role of an 'independent person', and sanctions to be imposed on any councillors who breach the Code.

The 2011 Act also requires local authorities to have mechanisms in place to investigate allegations that a member has not complied with the Code of Conduct, and arrangements under which decisions on allegation may be made.

Failure to comply with the requirements to register or declare disclosable pecuniary interests is a criminal offence. Taking part in a meeting or voting, when prevented from doing so by a conflict caused by disclosable pecuniary interests, is also a criminal offence.

Political parties may have its own internal standards and resolution procedures in addition to the Member Code of Conduct that members should be aware of.



# Example

## LGA guidance and recommendations

### Internal resolution procedure

Councils must have in place an internal resolution procedure to address conduct that is in breach of the Member Code of Conduct. The internal resolution process should make it clear how allegations of breaches of the Code of Conduct are to be handled, including the role of an Independent Person, the appeals process and can also include a local standards committee. The internal resolution procedure should be proportionate, allow for members to appeal allegations and decisions, and allow for an escalating scale of intervention. The procedure should be voted on by the council as a whole.

In the case of a non-criminal breach of the Code, the following escalating approach can be undertaken.

If the breach is confirmed and of a serious nature, action can be automatically escalated.

1. an informal discussion with the monitoring officer or appropriate senior officer
2. an informal opportunity to speak with the affected party/ies
3. a written apology
4. mediation
5. peer support
6. requirement to attend relevant training
7. where of a serious nature, a bar on chairing advisory or special committees for up to two months
8. where of a serious nature, a bar on attending committees for up to two months.

Where serious misconduct affects an employee, a member may be barred from contact with that individual; or if it relates to a specific responsibility of the council, barred from participating in decisions or information relating to that responsibility.

## Endnotes

1. CSPL recommend that "Section 27(2) of the Localism Act 2011 should be amended to state that a local authority's code of conduct applies to a member when they claim to act, or give the impression they are acting, in their capacity as a member or as a representative of the local authority".
2. CSPL recommend that "councillors should be presumed to be acting in an official capacity in their public conduct, including statements on publicly accessible social media. Section 27(2) of the Localism Act 2011 should be amended to permit local authorities to presume so when deciding upon code of conduct breaches."
3. Subject to footnotes 1 and 2 above
4. See CSPL website for further details [www.gov.uk/government/news/the-principles-of-public-life-25-years](http://www.gov.uk/government/news/the-principles-of-public-life-25-years)
5. ACAS's definition of bullying



# Appendices

## Code Appendix A

The principles are :

### **Selflessness**

Holders of public office should act solely in terms of the public interest.

### **Integrity**

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

### **Objectivity**

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

### **Accountability**

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

### **Openness**

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

### **Honesty**

Holders of public office should be truthful.

### **Leadership**

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

## Code Appendix B

### **Registering interests**

1. Within 28 days of this Code of Conduct being adopted by the council or your election or appointment to office (where that is later) you must register with the Monitoring Officer the interests which fall within the categories set out in Table 1 (Disclosable Pecuniary Interests) and Table 2 (Other Registerable Interests).
2. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest in Table 1 or 2, or of any change to a registered interest, notify the Monitoring Officer.

### **Declaring interests**

3. Where a matter arises at a meeting which directly relates to an interest in Table 1, you must declare the interest, not participate in any discussion or vote on the matter and must not remain in the room unless granted a dispensation. If it is a 'sensitive interest', you do not have to declare the nature of the interest.
4. Where a matter arises at a meeting which directly relates to an interest in Table 2, you must declare the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to declare the nature of the interest.

5. Where a matter arises at a meeting which directly relates to your financial interest or well-being (and is not a Disclosable Pecuniary Interest) or a financial interest or well-being of a relative or close associate, you must declare the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to declare the nature of the interest.
6. Where a matter arises at a meeting which affects –
  - a. your own financial interest or well-being;
  - b. a financial interest or well-being of a friend, relative, close associate; or
  - c. a body covered by table 1 below
 you must disclose the interest.
7. Where the matter affects the financial interest or well-being to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest you must declare the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to declare the nature of the interest.



Table 1: Disclosable Pecuniary Interests

Subject	Description
<b>Employment, office, trade, profession or vocation</b>	Any employment, office, trade, profession or vocation carried on for profit or gain. [Any unpaid directorship.]
<b>Sponsorship</b>	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the <b>Trade Union and Labour Relations (Consolidation) Act 1992</b> .
<b>Contracts</b>	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council — (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
<b>Land and Property</b>	Any beneficial interest in land which is within the area of the council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (alone or jointly with another) a right to occupy or to receive income.
<b>Licences</b>	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer.
<b>Corporate tenancies</b>	Any tenancy where (to the councillor's knowledge)— (a) the landlord is the council; and (b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.
<b>Securities</b>	Any beneficial interest in securities* of a body where— (a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and (b) either— (i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

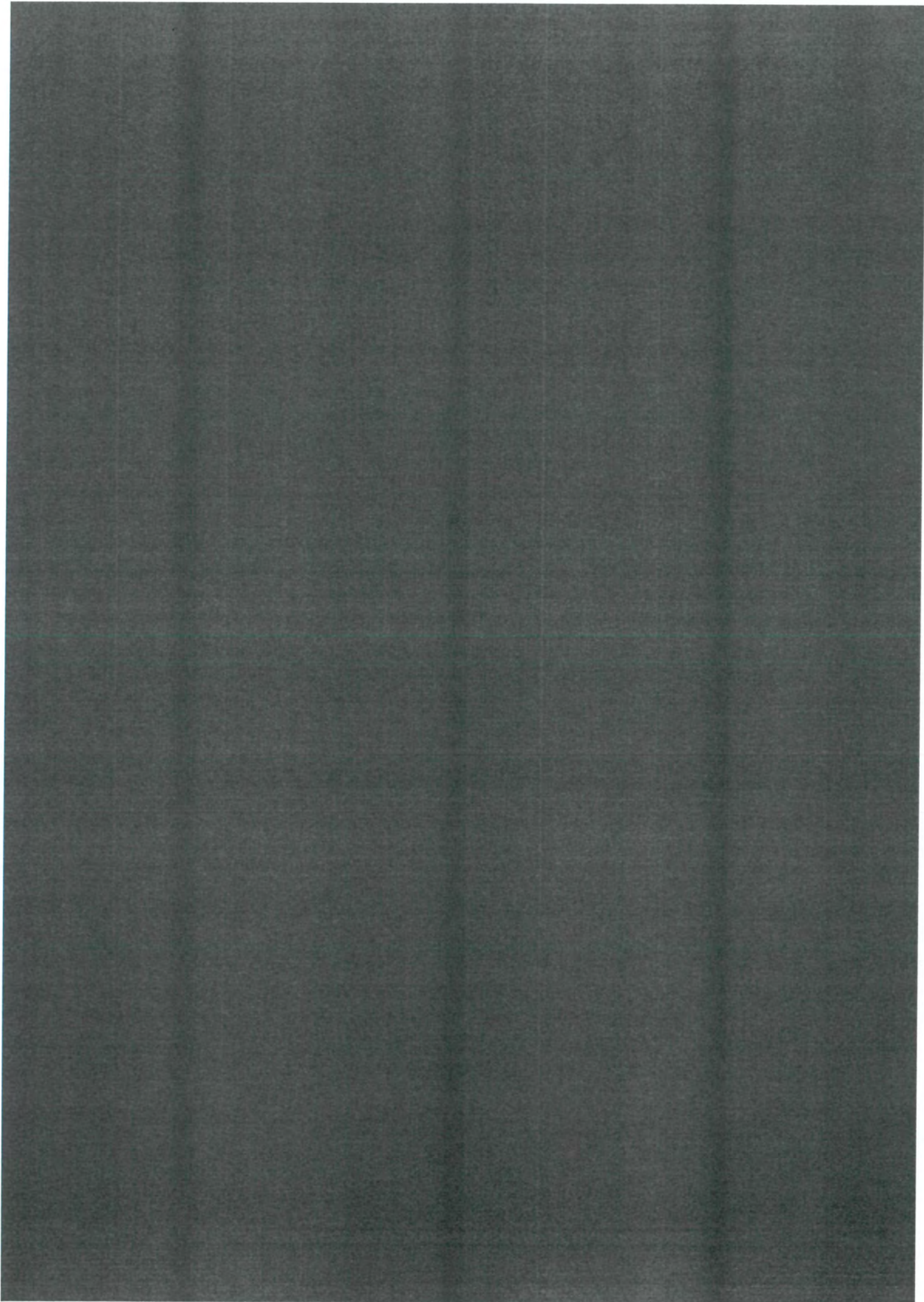
\*'director' includes a member of the committee of management of an industrial and provident society.

\*'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

**Table 2: Other Registerable Interests**

<b>Any Body of which you are a member or in a position of general control or management and to which you are appointed or nominated by the council;</b>	
Any Body—	(a) exercising functions of a public nature;
	(b) directed to charitable purposes; or
	(c) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)
of which you are a member or in a position of general control or management.	







**Local Government Association**

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[www.local.gov.uk](http://www.local.gov.uk)

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For a copy in Braille, larger print or audio,  
please contact us on 020 7664 3000.  
We consider requests on an individual basis.

REF 11.197



**THIS FORM IS FOR INFORMATION ONLY - DO NOT COMPLETE**  
**PLEASE USE THE ONLINE SURVEY FORM TO SUBMIT YOUR RESPONSE**

## **LGA Consultation on Draft Model Member Code of Conduct**

Thank you for taking the time to complete this consultation. This Model Member Code of Conduct [[Model Member Code of Conduct.pdf](#)] aims to be concise, written in plain English and be understandable to members, officers and the public. The Model Member Code is designed to aid members in all tiers of local government model the behaviours and high standards that anyone would expect from a person holding public office. Equally, it articulates behaviour which falls below the standards that would be expected of council members. It is designed to help set a framework for public and councillor interaction, emphasising the importance of civility and that councillors should be protected from bullying, intimidation and abuse.

The LGA has reviewed the existing Model Member Code of Conduct and updated it here incorporating the recommendations from the Committee on Standards in Public Life's recommendations on Local Government Ethical Standards and the representation from its membership. Part of the Committee's recommendations were the introduction of sanctions for breaches of the code, alongside an appeals process. This aspect is out of scope of this consultation, as it requires legislative changes by Government, but the LGA has sought to reflect some of the possible changes by using square brackets where legal changes would be necessary. The LGA is continuing to take soundings from the sector on the issue of sanctions in anticipation of a Government response to the Committee's recommendations.

This consultation addresses key areas that the LGA would like a view on to help finalise the Code. It is aimed at councillors and officers from all tiers of local government. If you would like a wider discussion about the code, please do sign up to one of the forthcoming Webinars the LGA are holding as part of this consultation. Details will be posted on our [LGA events website](#).

### **Instructions and privacy notice**

You can navigate through the questions using the buttons at the bottom of each page. Use the 'previous' button at the bottom of the page if you wish to amend your response to an earlier question.

All responses will be treated confidentially. Information will be aggregated, and no individual or authority will be identified in any publications without your consent. Identifiable information may be used internally within the LGA but will only be held and processed in accordance with our [privacy policy](#). We are undertaking this consultation to aid the legitimate interests of the LGA in supporting and representing authorities.

Please complete your response in one go - if you exit before submitting your response your answers may be lost. If you would like to see an overview of the questions before completing the consultation online, you can access a PDF [here](#).

## About you

Your name \_\_\_\_\_

### Are you...

- ☐ A councillor
- ☐ An officer
- ☐ Answering on behalf of a whole council (Please provide council name below)

\_\_\_\_\_

- ☐ Other (please specify below)

\_\_\_\_\_

### Please indicate your council type

- ☐ Community/Neighbourhood/Parish/Town
- ☐ District/Borough
- ☐ County
- ☐ Metropolitan/Unitary/London Borough
- ☐ Other (please specify below)

\_\_\_\_\_

### Application of the Code

Under the Localism Act 2012, the Code of Conduct applies to councillors only when they are acting in their capacity as a member. The LGA believes that because councillors are elected by the public and widely recognised by the public, it makes sense for them to continue to model these behaviours when they are making public comment, are identifying as a councillor and when it would be reasonable for the public to identify them as acting or speaking as a councillor. The Committee on Standards in Public Life supported this approach in their report into Local Government Ethical Standards. Whilst the LGA is waiting for Government's response to these recommendations the option has been added in square brackets as it would need changes in legislation.



**Q1. To what extent do you support the proposal that councillors demonstrate the behaviours set out in the Code when they are publicly acting as, identifying as, and/or giving the impression that they are acting as a councillor, including when representing their council on official business and when using social media?**

- ☐ To a great extent
- ☐ To a moderate extent
- ☐ To a small extent
- ☐ Not at all
- ☐ Don't know/prefer not to say

**Q1a. If you would like to elaborate on your answer please do so here:**

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**Q2. Is it sufficiently clear which parts of the Model Code are legal requirements, which are obligations, and which are guidance?**

- ☐ Yes
- ☐ No
- ☐ Don't know

**Q3. Do you prefer the use of the personal tense, as used in the Code, or would you prefer the passive tense?**

- ☐ Personal tense ("I will")
- ☐ Passive tense ("Councillors should")
- ☐ No preference

### **Specific obligations**

The Code lists 12 specific obligations – these set out a minimum standard councillors are asked to adhere to.

Each obligation or group of obligations is put into a wider context to explain why that particular obligation is important.

**Q4. To what extent to you support the 12 specific obligations?**

	To a great extent	To a moderate extent	To a small extent	Not at all	Don't know / Prefer not to say
1. Treating other councillors and members of the public with civility.					
2. Treating council employees, employees and representatives of partner organisations and those volunteering for the councils with civility and respecting the role that they play.					
3. Not bullying or harassing any person.					
4. Not compromising, or attempting to compromise, the impartiality of anyone who works for, or on behalf of, the council.					
5. Not disclosing information given to me in confidence or disclosing information acquired by me which I believe is of a confidential nature, unless I have received the consent of a person authorised to give it or I am required by law to do so.					
6. Not preventing anyone getting information that they are entitled to by law.					
7. Not bringing my role or council into disrepute.					
8. Not using, or attempting to use, my position improperly to the advantage or disadvantage of myself or anyone else.					



9. Not misusing council resources.

10. Registering and declaring my interests.

11. Not accepting significant gifts or hospitality from persons seeking to acquire, develop or do business with the council or from persons who may apply to the council for any permission, licence or other significant advantage.

12. Registering with the monitoring officer any gift or hospitality with an estimated value of at least £25 within 28 days of its receipt.

**Q5. If you would like to propose additional or alternative obligations, or would like to provide more comment on a specific obligation, please do so here:**

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**Q6. Would you prefer to see the obligations as a long list followed by the guidance, or as it is set out in the current draft, with the guidance after each obligation?**

- ☐ As a list
- ☐ Each specific obligation followed by its relevant guidance
- ☐ No preference

**Q7. To what extent do you think the concept of 'acting with civility' is sufficiently clear?**

- ☐ To a great extent
- ☐ To a moderate extent
- ☐ To a small extent
- ☐ Not at all
- ☐ Don't know/prefer not to say

**Q7a. If you would like to suggest an alternative phrase that captures the same meaning, or would like to provide a comment on this concept, please do so here:**

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**Q8. To what extent do you think the concept of 'bringing the council into disrepute' is sufficiently clear?**

- ☐ To a great extent
- ☐ To a moderate extent
- ☐ To a small extent
- ☐ Not at all
- ☐ Don't know/prefer not to say

**Q8a. If you would like to suggest an alternative phrase that captures the same meaning, or would like to provide a comment on this concept, please do so here:**

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**Q9. To what extent do you support the definition of bullying and harassment used in the code in a local government context?**

- ☐ To a great extent
- ☐ To a moderate extent
- ☐ To a small extent
- ☐ Not at all
- ☐ Don't know/prefer not to say

**Q9a. If there are other definitions you would like to recommend, please provide them here.**

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**Q10. Is there sufficient reference to the use of social media?**

- ☐ Yes
- ☐ No
- ☐ Don't know/prefer not to say

**Q10a. Should social media be covered in a separate code or integrated into the overall code of conduct?**

- ☐ Separate code
- ☐ Integrated into the code
- ☐ Don't know/prefer not to say

**Q10b. If you would like to make any comments or suggestions in relation to how the use of social media is covered in the code please do so here:**

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## Registration and declarations of interests

The law at present requires, as a minimum, registration and declaration of 'Disclosable Pecuniary Interests' - that is matters which directly relate to the councillor and their partner if applicable.

The LGA is proposing that all councillors are required to declare interests where matters also relate to or affect other family members or associates. The LGA has broadened the requirement to declare interests beyond this current statutory minimum in line with a recommendation from the Committee on Standards in Public Life. These specific provisions are set out in **Appendix B** of the Code.

**Q11. To what extent to you support the code going beyond the current requirement to declare interests of the councillor and their partner?**

- ☐ To a great extent
- ☐ To a moderate extent
- ☐ To a small extent
- ☐ Not at all
- ☐ Don't know/prefer not to say

**Q11a. If you would like to elaborate on your answer please do so here:**

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**Q12. Should the requirement to declare interests be in the main body of the code or in the appendix where the draft model code currently references it?**

- ☐ In the main body of the code
- ☐ In the appendix
- ☐ Other (please specify below)
- ☐ Don't know/prefer not to say



**Q12a.** If you would like to make any comments or suggestions in relation to how the requirement to declare interests is covered in the code please do so here:

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It is also suggested that more outside interests should be registered than is the current statutory minimum. These are set out in **Table 2 of the Appendix** and are designed to demonstrate to the community transparency about other bodies with which the councillor is engaged.

**Q13. To what extent do you support the inclusion of these additional categories for registration?**

	To a great extent	To a moderate extent	To a small extent	Not at all	Don't know / Prefer not to say
Any organisation, association, society or party of which you are a member or in a position of general control or management and to which you are appointed or nominated by the council					
Any organisation, association, society or party that exercises functions of a public nature of which you are a member or in a position of general control or management					
Any organisation, association, society or party directed to charitable purposes					
Any organisation, association, society or party of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)					

**Q13a.** If you would like to propose additional or alternative **categories** for registration, please provide them here:

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**Q14. To what extent to you support the proposed requirement that councillors do not accept significant gifts as set out in Obligation 11?**

- ☐ To a great extent
- ☐ To a moderate extent
- ☐ To a small extent
- ☐ Not at all
- ☐ Don't know/prefer not to say

Q14a. If you would like to elaborate on your answer please do so here:

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**Q15. The draft code proposes £25 as the threshold for registering gifts and hospitality. Is this an appropriate threshold?**

- ☐ Yes
- ☐ Yes, but the amount should be reviewed annually with the code's review
- ☐ No, it should be lower (please specify amount) \_\_\_\_\_
- ☐ No, it should be higher (please specify amount) \_\_\_\_\_
- ☐ Don't know/prefer not to say

**Q16. The LGA will be producing accompanying guidance to the code. Which of the following types of guidance would you find most useful? Please rank 1-5, with 1 being the most useful.**

- \_\_\_\_\_ Regularly updated examples of case law
- \_\_\_\_\_ Explanatory guidance on the code
- \_\_\_\_\_ Case studies and examples of good practice
- \_\_\_\_\_ Supplementary guidance that focuses on specific areas, e.g., social media
- \_\_\_\_\_ Improvement support materials, such as training and e-learning packages



**Q16a. If you would like to suggest any other accompanying guidance please do so here:**

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**Q17. If you would like to make any further comments about the code please do here:**

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Once you press the 'Submit' button below, you will have completed your response.

Many thanks for taking the time to respond to this consultation. You are in control of any personal data that you have provided to us in your response. You can contact us at all times to have your information changed or deleted. You can find our full privacy policy here: [click here to see our privacy policy](#)

For information only - Do not complete

# Louth Town Council

The Sessions House, Eastgate,  
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Town Clerk: Mrs. L. Phillips



**To:** Members of Louth Town Council  
**Date:** 14<sup>th</sup> July 2020  
**From:** Mrs. L. Phillips, Town Clerk  
**Subject:** Report for 071420 Agenda re. Grant Applications

## Background

Councillors will remember that the Council's Grant Application Form and procedure was discussed at Governance and Finance on 28<sup>th</sup> January 2020 and it was agreed that Councillors would each review the current Grant Application criteria/governance and submit their ideas for inclusion/changes to myself by 24<sup>th</sup> February 2020.

In March FOG looked at the current grant application form and the suggestions for improvement that were received from Councillors. I note below the suggestions along with comments from FOG:

	SUGGESTIONS	FOG COMMENTS
A	An up to date balance sheet should be provided.	Current application already asks that a set of the organisation's latest Audited Accounts be provided.
B	A statement explaining why the grant is requested and who will benefit should be provided.	What will the grant be used for is already asked in the current application form and how many people in Louth do you estimate will be receiving help from the grant is also asked.
C	A written quotation for goods or services should be provided.	This might not be applicable to every application, but a suitably worded request could be included.
D	An invoice when the work or goods have been purchased should be provided.	This might not be applicable to every application, but a suitably worded request could be included.
E	What is the legacy the grant will give to Louth and how many people could go on to gain from this grant over the next 10 years.	These questions could be included.

## Recommendations from FOG:

- Following the deadline for receipt of applications, FOG meet to go through the applications and at this meeting they compile a schedule which details who has applied, what they have asked for, how much they would like, what funds they have etc., etc.
- When this has been compiled, a special meeting of the GF Committee is called to discuss the applications. All applications will be available to view at the meeting.
- This meeting will go into closed session while discussion of each organisation's individual circumstances and finances takes place and amounts to be awarded are debated.
- When each application has been discussed individually a resolution on each amount to be awarded will be made, this to be done in open session.
- That the Town Clerk be given delegated authority to amend the application form as required, including C, D, and E above.

## Recommendations from the Town Clerk:

- Applications to be available to download from the website or collect from the office from 3<sup>rd</sup> August 2020.
- Closing date for receipt of completed applications – noon on Monday 5<sup>th</sup> October 2020