

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's Planning Committee, Governance and Finance Committee and Personnel Committee which will be held on Tuesday 6th August 2024 in The Old Court Room, The Sessions House, Eastgate, Louth at 7pm. The business to be dealt with at the meeting is listed in the agenda below.

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

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

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


Mrs. L.M. Phillips

Town Clerk

Dated this 1st Day of August 2024

AGENDA

PLANNING COMMITTEE

(Chairman: Cllr. P. Starsmore, Membership: All Cllrs.)

1. Apologies for Absence

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

2. Declarations of Interest / Dispensations

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

3. Minutes

To approve as a correct record the notes of the Planning Committee Meeting held on 16th July 2024.

4. Presentation from Louth Community Arts Centre Project

Committee to receive an update from the above on progress made in relation to the above and specifically purchase of the former Legion Hall.

5. Proposed 3G at Meridian Leisure Centre

Committee to note that an application has been received re. the above. Committee to receive an update from the Clerk re. timescales and a public meeting and resolve upon the way forward.

6. Applications received by the Local Planning Authority

To consider and make observations on all planning applications received including those listed in the schedule (PA/Schedule 08-06-24). (Attached).

7. Planning Correspondence

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

8. Bridge Street Crossing

Further to receipt by Cllrs. of details of the above by email on 31/7/24, Committee to consider approving that the suggested location for a crossing facility (in the vicinity of 34 Bridge Street) be investigated by LCC for suitability.

9. Yellow Lines

Committee to consider writing to LCC for clarification regarding the colour of the above which has recently been repainted throughout the town.

10. Sinkhole Terminology

Committee to consider writing to LCC to question their use of terminology.

11. Local Olympic Gold Medallist Congratulations

Committee to receive a proposal from Cllr. Watson to send a letter of congratulation to the above from the Council.

12. Next Meeting

Committee to note that the date of the next scheduled Planning Committee meeting is 27th August 2024.

GOVERNANCE AND FINANCE COMMITTEE
(Chairman: Cllr. Mrs. E. Ballard, Membership: All Cllrs.)

1. Apologies for Absence

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

2. Declarations of Interest / Dispensations

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

3. Minutes

To approve as a correct record the notes of the Governance and Finance Committee Meeting held on 18th June 2024.

4. Finance

Committee to receive a recommendation from FOG that the following be noted/approved/authorised:

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

i. Month 1

1. Cash Book 1	Receipts	£159,938.13	Payments	£58,691.34
2. Cash Book 2	Receipts	£250.00	Payments	£51.54

ii. Month 2

1. Cash Book 1	Receipts	£3,427.07	Payments	£24,080.90
2. Cash Book 2	Receipts	£0.00	Payments	£95.37

b) Detailed Income and Expenditure Report (Budget Variance Report) as at Month 2 to 31st May 2024.

c) Earmarked Reserves Report as at 31st May 2024.

d) Balance Sheet to 31st May 2024 and Cash Book 1 and 2 Bank Reconciliations which reconcile to account statements showing balances as follows:

- i. Lloyds Treasurers Account (balance at 31/5/24 on statement 2) – £374,956.42
- ii. Petty Cash (balance as at 31/5/24) – £ 157.17.
- iii. Lloyds Deposit Account (balance on statement 2 printed 30th July 2024) – £166,652.51
- iv. National Savings and Investment Account (shown on last statement no. 12) – £112,300.42

5. Investment Policy

Committee to receive a recommendation from FOG regarding money management.

6. Grants

Committee to note that the Council's Grant Application Process 2024/25 has now opened. Details and an application Form can be downloaded from the website.

7. Next Meeting

Committee to note that the date of the next scheduled Governance and Finance Committee meeting is 8th October 2024.

PERSONNEL COMMITTEE**(Chairman: Cllr. Mrs. J. Makinson-Sanders, Membership: Cllrs. EB, JB, HF, DH, GEH, JD)****1. Apologies for Absence**

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

2. Declarations of Interest / Dispensations

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

3. Minutes

To approve as a correct record the notes of the Personnel Committee Meeting held on 16th July 2024.

4. Local Council Award Scheme – Foundation Award – Council Action Plan

Following discussion on 16th July, receipt of ideas for inclusion on a Council Action Plan and the addition of Personnel Committee Members own ideas (to be tabled) Committee to agree upon a draft Action Plan to be presented to Town Council for adoption on 27th August 2024.

5. Next Meeting

Committee to note that the date of the next scheduled Personnel Committee meeting is 29th October 2024.

07-16-24 PLAN MINS

**MINUTES OF THE LOUTH TOWN COUNCIL PLANNING COMMITTEE
HELD IN THE OLD COURT ROOM, THE SESSIONS HOUSE, LOUTH
ON TUESDAY 16th JULY 2024**

Councillor P. Starsmore (PS) (in the chair).

Present Councillors: Mrs. E. Ballard (Mrs. EB), M. Barnes (MB), J. Baskett (JB), J. Drake (JD), H. Filer (HF), D. Hobson (DH), G.E. Horton (GEH), Mrs. J. Makinson-Sanders (Mrs. JMS), D. Moore (DM), Mrs. K. Parsons (Mrs. KP), J. Simmons (JS), D.E. Wing (DEW).

Councillors not present: L.M. Cooney (LMC).

The Town Clerk Mrs. L.M. Phillips, the Town Clerk's Assistant, Miss S. Chitaurio and Ms Claire Brown from End Domestic Abuse Now (EDAN) Lincs were also present.

Public Forum

- Cllr. JS thanked Cllrs. for their recent support.
- Cllr. JS drew Cllrs. attention to a document detailing the remit, responsibilities of and action plan of the Louth Town Plan Working Group.
- Cllr. HF gave an update on the former Royal British Legion Hall, the acquisition of which as a community asset was then briefly discussed by the Council. It was suggested that the subject be included on a future agenda.

P23. Apologies for Absence

Apologies for absence were received from Cllr. LMC.

P24. Declarations of Interest / Dispensations

The following declarations of interest were made:

- a. Cllr. DH – Items 5, 6, 7 and 8 as an East Lindsey District (ELDC) Councillor.
- b. Cllr. GEH – Items 5, 6, 7, 8 as an ELDC Councillor.
- c. Cllr Mrs. JMS – Items 5, 6, 7, 8 as an ELDC Councillor.

P25. Minutes

It was **RESOLVED** that the notes of the Planning Committee Meeting held on 18th June 2024 be approved as the minutes.

P26. Presentation from EDAN Lincs (Ending Domestic Abuse Now in Lincolnshire)

Ms Clare Brown introduced herself as a specialist domestic abuse practitioner for EDAN Lincs. She started the presentation by explaining that EDAN Lincs were a county-wide domestic abuse service, and that the Outreach service is known as the Lincolnshire Domestic Abuse Specialist Service (LDASS) which consisted of 68 employees and provided adult support with an excess of 230 active cases of people who may not need refuge but require support or signposting. Ms Brown continued that each employee held up to 25 cases, and that the support hub received in excess of 10,000 enquiries from members of the public between April 2023 and April 2024. Ms Brown explained that the Independent Domestic Abuse Advisors (IDAA's) had over 251 open cases in addition to 230 cases which were supported by the Outreach service. She informed the Committee that there was an Outreach Engagement Team which connected communities in Lincolnshire and raised awareness of the service and worked with other agencies and partners to provide positive outcomes for people who had experienced domestic abuse, and that there were 9 groups in the county who were training others to spot the signs of domestic abuse. Ms Brown told the Committee that the Refuge accommodation for Louth consisted of 5 2-bedroom self-contained flats and that there were also 4, soon to be 6, dispersed properties in the community. Over the course of the last financial year, the Louth Refuge had supported in excess of 20 families and 27 children. She disclosed that the last 2 vacancies available in Louth had up to 66 referrals, giving indication of the necessity for the service. Ms Brown acknowledged that there had been an increase in the need for specialist support which related to drugs, alcohol and mental health, and said that staff had to ensure that they could manage the risk to the individual. She told the Committee that they had been lucky to receive funding towards the hub in the Refuge, in which 1-1 support meetings could be held, residents could cook for other residents or socialise. She stated that, even though the service received social funding, the staff often raised funds outside of working hours, and that, over the summer, they were raising money for days out and activities for the children who used the service. The

floor was opened to questions from the Committee. One Councillor asked whether residents came from outside of Louth, how long they stayed at the Refuge and how successful EDAN was in keeping them away from their abusers. Ms Brown responded that they had a requirement that a referral to the service had to be from a certain distance from the Refuge, and that it could depend on the area they had applied for housing. Unfortunately, not everyone was successfully housed in Louth. She stated that the success rate was good, and support was bespoke for each resident. Ms Brown continued that the IDAA's were clear about their expectations from each resident from the point of referral. A second Councillor asked about the schooling of new residents' children, to which Ms Brown replied that Child and Young Person Workers were available to support the parent, helping them apply for a place at a local school in conjunction with Lincolnshire County Council, which was usually finalised within a week. Another Councillor expressed that the Council had invited EDAN to present to the Committee after researching a worldwide domestic abuse organisation called White Ribbon, and opined that they would like to extend support to a more local organisation. They then asked if Ms Brown was aware of the organisation, to which Ms Brown stated she was aware of it and would ask her manager for their feedback on the initiative. A Councillor asked Ms Brown how Louth Town Council could support EDAN and their work, and asked how they were funded. Ms Brown replied that any support would be greatly appreciated, and that funding was largely supplied by LCC, and that residents applied for housing benefit once they arrive at the Refuge. She further explained that each resident paid a £35 service charge and an additional £5 per child. A Councillor then asked whether there were collection points in Louth for the donation of toiletries. Ms Brown replied that there are various collection points around Lincolnshire, however there are none specifically in Louth. She said that they have previously held charity evenings and market stalls with collection buckets for donations. Ms Brown finalised by telling the Committee that if someone is concerned for someone in the community, they can contact 01522 510041, selecting option 1 to speak to Refuge or option 2 to speak to the Triage Outreach and get advice. She explained that Outreach supported those within the community who were experiencing domestic abuse but were not ready to reside at refuge. She also explained that they could call the National Domestic Abuse Hotline and the Lincolnshire Domestic Abuse Specialist Service website: <https://ldass.org.uk>. The Committee thanked Ms Brown for her presentation.

P27. Applications received by the Local Planning Authority

The Committee considered all planning applications received, including those listed in the schedule (PA/Schedule 07-16-24) and **RESOLVED** as follows.

- a. To support all applications.

P28. Planning Correspondence

The Committee noted the following planning correspondence:

a. ELDC Planning Decisions

- i. ELDC Approved – N/105/00652/24 – Planning Permission – High View, Charles Street, LN11 0LB – LTC Supported 30/04/24.
- ii. ELDC Approved – N/105/00628/24 – Outline Planning Permission – Land Adjacent to 23 Legbourne Road, Louth – LTC Supported 30/04/24.
- iii. ELDC Approved – N/105/00728/24 – Planning Permission – 5 Pasture Drive, LN11 8XA – LTC Supported 28/05/24.
- iv. ELDC Approved – N/105/00726/24 – Section 73 Application – Eversley, Bridge Street, LN11 0DR – LTC Supported 28/05/24.
- v. ELDC Approved – N/105/00682/24 – Listed Building Consent (Alterations) – 18 Westgate, LN11 9YH – LTC Supported 28/05/24.
- vi. ELDC Approved – N/105/00712/24 – Planning Permission – 41 Lee Street, LN11 9HJ – LTC Objected 28/05/24.
- vii. ELDC Approved – N/105/00750/24 – Planning Permission – 11 Mercer Row, LN11 9JG – LTC Supported 28/05/24.

b. Temporary Traffic Restrictions

- i. ORGANISATION RESPONSIBLE FOR RESTRICTION: Anglian Water
REASON FOR RESTRICTION: New water connection.
NATURE AND LOCATION OF RESTRICTION: Road Closure Order – Broadbank (Between High Holme Road and Temple Terrace).
PERIOD OF RESTRICTION: 21/07/24 – 21/07/24, 08:00 to 18:00 (Restrictions to be implemented for 1 day as and when required during this period. Signage will be displayed on site in advance).

- ii. ORGANISATION RESPONSIBLE FOR RESTRICTION: Foxhall Construction
REASON FOR RESTRICTION: Scaffold installation.
NATURE AND LOCATION OF RESTRICTION: Road Closure Order – Cisterngate (Between Broadbank and Greys Road).
PERIOD OF RESTRICTION: 22/07/24 – 05/08/24 (Restrictions to be implemented for 14 days as and when required during this period. Signage will be displayed on site in advance).
- iii. ORGANISATION RESPONSIBLE FOR RESTRICTION: Lincolnshire County Council
REASON FOR RESTRICTION: New sign installation.
NATURE AND LOCATION OF RESTRICTION: Road Closure Order – Gospelgate (Between George Street and Upgate). Suspension of One Way Order: Gospelgate.
PERIOD OF RESTRICTION: 22/07/24 – 05/08/24 (Restrictions to be implemented for 1 day as and when required during this period. Signage will be displayed on site in advance).
- iv. ORGANISATION RESPONSIBLE FOR RESTRICTION: Lincolnshire County Council
REASON FOR RESTRICTION: Sink hole investigation and repair.
NATURE AND LOCATION OF RESTRICTION: Road Closure Order – Broadbank (Between Northgate and Spout Yard Car Park).
PERIOD OF RESTRICTION: 08/07/24 – 08/07/2024, 09:00 to 17:00 (Restrictions to be implemented for 1 day as and when required during this period. Signage will be displayed on site in advance).
- v. ORGANISATION RESPONSIBLE FOR RESTRICTION: Anglian Water
REASON FOR RESTRICTION: Emergency – Leaking main.
NATURE AND LOCATION OF RESTRICTION: Emergency Road Closure Order – Charles Street (Between Millers Court and Newbridge Hill)
PERIOD OF RESTRICTION: 01/07/24 – 05/07/24 (Restrictions to be implemented for 5 days as and when required during this period. Signage to be displayed on site in advance).
- vi. ORGANISATION RESPONSIBLE FOR RESTRICTION: OCU Group
REASON FOR RESTRICTION: New electrical connection.
NATURE AND LOCATION OF RESTRICTION: Road Closure Order – Stewton Lane (Between 650m and 800m east of Hawker Drive).
PERIOD OF RESTRICTION: 29/07/24 – 02/08/24 (Restrictions to be implemented for 5 days as and when required during this period. Signage will be displayed on site in advance).
- vii. ORGANISATION RESPONSIBLE FOR RESTRICTION: Anglian Water
REASON FOR RESTRICTION: New water connection.
NATURE AND LOCATION OF RESTRICTION: Road Closure Order – Northgate (Between Eastgate and a point 40m north).
PERIOD OF RESTRICTION: 25/07/24 – 27/07/24 (Amended date), overnight 18:00 to 06:00 only (Restrictions to be implemented for 2 days as and when required during this period. Signage to be displayed on site in advance).

c. Enforcement

- i. **Location:** 174 Eastgate, LN11 9AG. **Nature of Investigation:** 1) Painting of a wall adjacent to the highway. 2) Installation of UPVC windows and a front door on a property subject to an Article 4 Direction within the Louth Conservation Area. **Conclusion:** An investigation into the above has now taken place and it has been established that no breach of planning control has taken place for either issue.

P29. Proposed Works to Trees

The Committee considered the following proposed works to trees and it was **RESOLVED** to support the following:

- a. **Location:** 6 St. Mary's Park. **Proposals:** A1 – Ash, Beech, Birch, Cedar, Chestnut, Elm, Fir Oak, Sycamore – T1 on plan (Sycamore) removal of four lower branches. **Reasons:** A1 – To improve light into the property and garden.

P30. Louth Market Place Proposed Waiting/Loading Restrictions

Following a meeting with the LCC officer who oversaw the above on 3rd July 2024, the Committee **RESOLVED** to support the proposed No Waiting/No Loading At Any Time and proposed Goods Vehicle Loading Mon – Sat 8am to 6pm restrictions on Louth Market Place.

P31. London Road – Proposed ‘No Waiting at Any Time’

The Committee received and considered the proposal for No Waiting at Any Time restrictions at London Road. It was **RESOLVED** to support the proposal.

P32. Eastgate – Proposed Goods Vehicle Loading Only 6am – 8pm

The Committee received the aforementioned proposal, and, after discussion, it was **RESOLVED** to support the proposed Goods Vehicle Loading Only 6am – 8pm at Eastgate.

P33. LCC Rights of Way Improvement Plan Survey

The Committee received a draft response to the Lincolnshire County Council Rights of Way Improvement Plan compiled by the Planning Working Group, and it was **RESOLVED** to submit the following corporate response:

- a. Question 5 – This would be best put to and answered by local groups and members of the public, such as pram users (Louth Mummies) or disabled members of the public (Euans Guide) who use the routes around the area and larger county.
- b. Question 6 – All rights of way should be protected, regardless of their current usage, high or low traffic, as future generations may require these access routes to be accessible. We would particularly support a focus on signposted circular routes of all types with appropriate surfaces and access for people with different abilities. We would also support signposting to access points for such routes starting from local car parking and village and town centres.
- c. Question 7 – As per Question 5, these groups would need to be consulted.
- d. Question 8 – 18 – N/A.

P34. Next Meeting

It was noted that the date of the next scheduled Planning Committee meeting was 6th August 2024.

The Meeting Closed at 8.24pm.

Signed _____ (Chairman)

Dated _____

Our Ref	Author-ity	Application No	Type	Applicant	Proposal	Location / Ward	Conserva-tion Area?	Previous LTC Comments	Planning Working Group Comments	Expiry Date for LTC Comments
1	ELDC	N/105/ 01084/24	Planning Permission	Mr. & Mrs. Pike	Rear extension to existing dwelling to provide additional living accommodation.	3 Buttercup Lane, Louth, LN11 0FQ - North Holme Ward	No	New	Support.	07/08/2024
2	ELDC	N/105/ 01092/24	Planning Permission	Mr. J. Stevens	Alterations to existing dwelling to provide a balcony.	14 Queen Street Place, Louth, LN11 9BD - Priory Ward	Yes	New	Support.	21/08/2024
3	ELDC	N/105/ 01095/24	Planning Permission	Ms. Postlewaite	Alterations to existing dwelling to provide replacement windows.	62 Aswell Street, Louth, LN11 9HP - Priory Ward	Yes	New	The rear of the property replacement with PVC was not really seen as an issue, as not visible within the public aspect of the Conservation area. Concern was raised with the use of PVC windows to the front of the property, and the mixing of the original wood bay window, and PVC, providing a cohesive aesthetic, and to allow this would be of detriment to the Conservation area. It was felt that some reconsideration of this application was required. Object.	16/08/2024
4	ELDC	N/105/ 01104/24	Planning Permission	Hoyle Brickwork Limited	Change of use and alterations to existing warehouse which is a Listed Building to provide 6no. apartments.	The Old Wool Mart, Kidgate, Louth, LN11 9EZ - Priory Ward	Yes	New	Not received in time for PWG to review.	21/08/2024
5	ELDC	N/105/ 01105/24	Listed Building Consent	Hoyle Brickwork Limited	Change of use and alterations to existing warehouse to provide 6no. apartments.	The Old Wool Mart, Kidgate, Louth, LN11 9EZ - Priory Ward	Yes	New	Not received in time for PWG to review.	21/08/2024
6	ELDC	N/105/ 01111/24	Planning Permission	ELDC	Creation of 3G Artificial Grass Pitch (AGP) with perimeter fencing, floodlighting, storage container, new hardstanding areas, footpath, re-surfacing of existing multi use games area (MUGA), extension of existing car park and the erection of an acoustic fence 4m in height.	Meridian Leisure Centre, Wood Lane, Louth, LN11 8SA - St. Michael's Ward	No	New	Open to the meeting.	19/08/2024

PLANNING COMMITTEE 6th AUGUST 2024
PLANNING CORRESPONDENCE TO NOTE

1. ELDC Planning Decisions

- a. ELDC Approved – N/105/00860/24 – Approval of Reserved Matters – 52 St. Mary’s Lane, Louth – LTC Supported 18/06/24.
- b. ELDC Approved – N/105/00828/24 – Planning Permission – 24 Queen Street, LN11 9AU – LTC Objected 18/06/24.
- c. ELDC Approved – N/105/00831/24 – Planning Permission – 7 Ramsgate, LN11 0NB – LTC Supported 18/06/24.
- d. ELDC Approved – N/105/00886/24 – Planning Permission – 91 St. Bernard’s Avenue, LN11 8AS – LTC Supported 16/07/24.

2. Temporary Traffic Restrictions

- a. ORGANISATION RESPONSIBLE FOR RESTRICTION: Anglian Water
REASON FOR RESTRICTION: Emergency – leaking fire hydrant.
NATURE AND LOCATION OF RESTRICTION: Emergency Road Closure Order – High Holme Road (Between Mill Lane and Hawthorn Avenue).
PERIOD OF RESTRICTION: 22/07/24 – 26/07/24 (Restrictions to be implemented for 5 days as and when required during this period. Signage will be displayed on site in advance).
- b. ORGANISATION RESPONSIBLE FOR RESTRICTION: Anglian Water
REASON FOR RESTRICTION: New water connection.
NATURE AND LOCATION OF RESTRICTION: Road Closure Order – Northgate (Between Eastgate and a point 40m North).
PERIOD OF RESTRICTION: 21/08/24 – 22/08/24 (Amended date), overnight 18:00 to 06:00 only (Restrictions to be implemented for 2 days as and when required during this period. Signage will be displayed on site in advance).
- c. ORGANISATION RESPONSIBLE FOR RESTRICTION: Anglian Water
REASON FOR RESTRICTION: Water main repairs.
NATURE AND LOCATION OF RESTRICTION: Road Closure Order – Eastgate (Between Lacey Gardens and a point 50m Southwest), Commercial Road (Between Eastgate and a point 25m Northwest).
PERIOD OF RESTRICTION: 01/09/24 – 01/09/24 (Restrictions to be implemented for 1 day as and when required during this period. Signage will be displayed on site in advance).

3. Enforcement

- a. **Location:** 13 Market Place, Louth, LN11 9PB. **Nature of Investigation:** Removal of a window from a listed building without planning permission. The matter is due to be fully investigated by an enforcement officer, who will aim to visit the location within 18 working days to establish whether of breach of planning control has taken place.

06-18-24 G&F MINS

**MINUTES OF THE LOUTH TOWN COUNCIL GOVERNANCE AND FINANCE COMMITTEE
HELD IN THE OLD COURT ROOM, THE SESSIONS HOUSE, LOUTH
ON TUESDAY 18th JUNE 2024**

Councillor Mrs. Julia Simmons (JS) (in the chair).

Present Councillors: Mrs. E. Ballard (Mrs. EB), L.M. Cooney (LMC), J. Drake (JD), H. Filer (HF), D. Hobson (DH), G.E. Horton (GEH), Mrs. J. Makinson-Sanders (Mrs. JMS), Mrs. K. Parsons (Mrs. KP), Mrs. P.F. Watson (Mrs. PFW).

Councillors not present: M. Barnes (MB), J. Baskett (JB), D. Moore (DM), D.E. Wing (DEW).

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

G1. Election of Governance and Finance Committee Chairman

It was **RESOLVED** that Cllr. Mrs. EB be elected as Chairman of the Governance and Finance Committee. Cllr. Mrs. EB took the Chair.

G2. Election of Governance and Finance Committee Vice Chairman

It was **RESOLVED** that Cllr. PS be elected as Vice Chairman of the Governance and Finance Committee.

G3. Apologies for Absence

Apologies were received from Cllrs. JB, DM and DEW.

G4. Declarations of Interest / Dispensations

There were no declarations of interest or dispensations made.

G5. Minutes

It was **RESOLVED** that the notes of the Governance and Finance Committee meeting held on 30th April 2024 be approved as the minutes.

G6. Finance

On a recommendation by FOG, it was **RESOLVED** to note/approve/authorise the following:

- a) Receipts and Payments – Cashbooks 1 and 2, Month 12

i. Cashbook 1	Receipts	£7,408.94	Payments	£29,657.09
ii. Cashbook 2	Receipts	£0.00	Payments	£21.93
- b) Detailed Income and Expenditure Report (Budget Variance Report) as at Month 12 to 31st March 2024.
- c) Earmarked Reserves Report as at 31st March 2024.
- d) Balance Sheet and Cash Book 1 and 2 Bank Reconciliations as at 31st March 2024 which reconcile to account statements showing balances as follows:
 - i. Lloyds Treasurers Account (balance on statement 76) - £294,408.46.
 - ii. Petty Cash (balance as at 31st March 2024 - £54.08.
 - iii. Lloyds Deposit Account (balance on statement 7 as at 31st March 2024) - £166,652.51.
 - iv. National Savings and Investment Account (balance on statement 10 as at 31st March 2024) - £112,300.42.

G7. Annual Governance and Accountability Return 2023/24

After receiving recommendations from FOG, it was **RESOLVED**:

- a. To receive the report of the internal auditor.
- b. To receive the Statutory Balance Sheet for the year ended 31st March 2024 and to recommend to the Town Council that it be approved and signed by the Chairman and Responsible Finance Officer.
- c. To approve the completion of the Annual Governance Statement (Section 1 of the AGAR) for the financial year 2023/24, to place ticks in all boxes except number 9 where n/a would be ticked and to recommend to the Town Council that the Chairman sign.
- d. To approve the Accounting Statements (Section 2 of the AGAR) for the financial year 2023/24 and recommend to the Town Council that the Chairman sign.
- e. It was noted that the period for the exercise of public rights needed to include the first 10 working days of July, needed to be at least 30 consecutive working days long, needed to commence as soon as reasonably

possible after approval of the AGAR and, with that in mind, recommended to Town Council that the period for the exercise of public rights should be set from Thursday 20th June 2024 to Wednesday 31st July 2024.

G8. Review of Notices, Policies and Procedures

It was noted that the following had been reviewed and it was **RESOLVED** to approve the continued use of:

- a. Cemetery Privacy Notice – No changes.
- b. Staff and Councillor Privacy Notice – Change to date of last update required within body of document.
- c. Email Contact Privacy Notice – No changes.
- d. General Privacy Notice – Change to date of last update required within body of document.
- e. Remote Meeting Privacy Notice – Change to date of last update required within body of document.
- f. Data Protection Policy – No changes.
- g. Information Security Incident Policy – No changes.
- h. Subject Access Requests Policy – No changes.
- i. Removable Media Policy – No changes.
- j. Retention of documents Policy – No changes.
- k. Secure Disposal of Information Policy – No changes.
- l. Publication Scheme – No changes.
- m. Policy on Handling of Freedom of Information Requests – No changes.
- n. LTC Vehicle Usage and Driving at Work Policy – No changes.
- o. Members Allowance Policy – No changes.

G9. Working Group

It was **RESOLVED** to re-establish the Financial Overview Group as a working group and approve the remit and membership as follows:

Membership	6 + Town Clerk
Req'd Councillors	Chairman and Vice Chairman of GF Committee + 4 others
Members 2024/25	Cllrs. Mrs. EB, PS, GEH, HF, JD, KP (The Mayor, Ex. Officio).
Officers	Town Clerk – Responsible Financial Officer (RFO)
Remit	To oversee financial transactions of LTC. Make recommendations to Council regarding the appointment of internal and external auditors. Assess and make recommendations to GF Committee regarding applications for grants. Review Standing Orders, Financial Regulations, Internal Controls and Insurance requirements. Ensure that statement of assurance on Annual Report can be approved by the Full Council.
Delegated Powers	None. Investigate and enquire with recommendations to GF Committee or Town Council.
Meetings	As required.

G10. Next Meeting

It was noted that the date of the next scheduled Governance and Finance Committee meeting was 6th August 2024.

The Meeting Closed at 7.32pm.

Signed _____ (Chairman)

Dated _____

Date 30/07/2024

Louth Town Council Current Year

Page: 389

Time 13:30

Cashbook 1

User: LMP

Lloyds TSB Current/Deposit

For Month No: 1

Receipts for Month 1

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 :		461,015.97					461,015.97	
BGC Banked 05/04/2024		1,614.00						
2271	Walkers LnCS Co op	474.00			1010	401	474.00	Inter Mackinder
2271	Walkers LnCS Co op	1,140.00			1010	401	474.00	Inter Swaby
					1012	401	666.00	2 x EXRT
FPI Banked 09/04/2024		221.00						
2264	R. Arnold Funeral Services	221.00			1010	401	221.00	Inter P. Read
FPI Banked 09/04/2024		65.00						
2265	Leakes Memorials	65.00			1011	401	65.00	Add Ins Flower
Int Banked 09/04/2024		172.13						
Int	Lloyds Bank	172.13			1190	101	172.13	Interest Received
FPI Banked 10/04/2024		1,000.00						
FPI	Cultural Solutions Art Trail	1,000.00			1002	401	1,000.00	Returned Grant Funds
FPI Banked 11/04/2024		221.00						
2265	J Bray	221.00			1010	401	221.00	Inter Smith
BGC Banked 16/04/2024		111.00						
2274	Kettles	111.00			1010	401	111.00	Inter Flower
FPI Banked 16/04/2024		164.00						
2267	Leakes Memorials	164.00			1011	401	164.00	Monument re. Wright
FPI Banked 17/04/2024		164.00						
2268	Leakes Memorials	164.00			1011	401	164.00	Monument Re. Gaskins
BGC Banked 18/04/2024		176.00						
2272	Walkers LnCS Co op	176.00			1011	401	65.00	Monument re. M. Dale
					1010	401	111.00	Inter M. Dale
BGC Banked 18/04/2024		65.00						
2269	Leakes Memorials	65.00			1011	401	65.00	Monument re. Richardson
BGC Banked 19/04/2024		154,516.00						
BGC	ELDC	154,516.00			1176	101	154,516.00	Precept 1st instal
500878 Banked 24/04/2024		262.00						
2253	Mrs. Brown	111.00			1010	401	111.00	Inter P. Brown
2254	Mr. P. Dales	151.00			1012	401	151.00	EXRT 1116
BGC Banked 25/04/2024		1,140.00						
2273	Walkers LnCS Co op	1,140.00			1010	401	474.00	Inter Gallagher
					1012	401	666.00	2 x EXRT re. Gallagher
FPI Banked 29/04/2024		47.00						
2270	H. Kennedy	47.00			1002	401	47.00	GS Ownership Transfer

Continued on Page 390

Total Receipts for Month	159,938.13	0.00	0.00	159,938.13
Cashbook Totals	<u>620,954.10</u>	<u>0.00</u>	<u>0.00</u>	<u>620,954.10</u>

Date 30/07/2024

Louth Town Council Current Year

Page: 391

Time 13:30

Cashbook 1

User: LMP

Lloyds TSB Current/Deposit

For Month No: 1

Payments for Month 1

Nominal Ledger

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
25/04/2023	Royal British Legion	9682	-45.00			4023	101	-45.00	Cancelling Cheque
09/04/2024	Mrs. R. Reeson	OP51	179.00			4520	401	179.00	Cem Supplies
09/04/2024	Mrs. J. Simmons	OP52	40.95			4102	601	40.95	Mayoral Exp
09/04/2024	KRL Group Ltd	OP53	71.77		11.96	4304	401	59.81	SH Comm
09/04/2024	The Little Cleaning Co	OP54	280.07		46.69	4285	401	233.38	Cleaning
09/04/2024	Siemens Financial Services Ltd	OP55	204.00		34.00	4304	401	170.00	Printer Lease
09/04/2024	ACB Machinery Ltd	OP56	337.65		34.18	4551	401	303.47	Cem Gen Maint
09/04/2024	John Darke Ltd	OP57	57.43		9.57	4533	401	47.86	Van Fuel
09/04/2024	Louth Building Supplies	OP58	84.59		14.10	4520	401	70.49	Cem Supplies
09/04/2024	B.A. Bush & Son Ltd	OP59	45.00		7.50	4520	401	37.50	Cem Maint
22/04/2024	Anglian Water	DDAWSH1	8.00			4303	401	8.00	SH Water
22/04/2024	Anglian Water	DDAWCEM1	37.00			4505	401	37.00	Cem Water
23/04/2024	E.ON Next	DDEONCH1	160.83		7.66	4200	401	153.17	Church Clock/Lights
26/04/2024	Allinson Print and Supplies	OP60	53.64		8.94	4020	101	44.70	Off Admin
26/04/2024	Rural Services Partnership Ltd	OP61	164.40		27.40	4026	101	137.00	Annual Membership
26/04/2024	GBM Waste Management	OP62	225.00		37.50	4532	401	187.50	Cem Waste
26/04/2024	Doerr Dallas Valuations Ltd	OP63	1,890.00		315.00	9362	603	1,575.00	EMR Civic Property Val
						362	0	-1,575.00	EMR Civic Property Val
						6000	603	1,575.00	EMR Civic Property Val
26/04/2024	Aford Awards Ltd	OP64	88.93		14.82	4100	601	74.11	Arms of the Town x 2
26/04/2024	Mrs. J. Simmons	OP65	18.00			4102	601	18.00	Mayoral Exp
26/04/2024	Hubbard's Hills Trust Ltd	OP66	24,500.00			4282	401	24,500.00	1st HH Maint Cont
26/04/2024	London Corporate Insolvency Se	OP67	967.53			4752	401	967.53	Trinity Allotment Rent
26/04/2024	Environment Agency	OP68	15,917.29			4311	601	15,917.29	Flood Alleviation Scheme
26/04/2024	KRL Group Ltd	OP69	87.16		14.53	4304	401	72.63	Copies and Helpdesk
26/04/2024	SCIS	OP70	203.29		33.88	4020	101	169.41	Anti Virus Licence Renewal
26/04/2024	The Little Cleaning Co	OP71	360.09		60.03	4285	401	300.06	Cleaning
26/04/2024	Tudor Grounds Maintenance	OP72	674.26		112.38	4530	401	561.88	Cem Grass Cutting 1
26/04/2024	Petty Cash	OP79	250.00			220		250.00	Petty Cash
26/04/2024	Information Commissioners Of	9900	40.00			4751	401	40.00	GDPR Compliance
26/04/2024	Staff Costs	OP73	2,112.34			4001	401	2,112.34	Staff Costs
26/04/2024	Staff Costs	OP74	1,657.36			4001	401	1,657.36	Staff Costs
26/04/2024	Staff Costs	OP75	2,421.43			4001	501	2,421.43	Staff Costs
26/04/2024	Staff Costs	OP76	1,271.46			4001	501	1,271.46	Staff Costs
26/04/2024	HM Revenue and Customs	OP77	2,162.86			4001	401	662.05	PAYE/NIC
						4001	501	652.26	PAYE/NIC
						4002	401	418.58	PAYE/NIC
						4002	501	429.97	PAYE/NIC
26/04/2024	LCC Pension Fund	OP78	2,081.40			4001	401	117.42	Superannuation
						4001	501	286.60	Superannuation
						4002	401	510.17	Superannuation
						4002	501	1,167.21	Superannuation
26/04/2024	EDF Energy	DDEDFCEM1	8.00			4505	401	8.00	Cem Gas
30/04/2024	Onecom Ltd	DD1COMSH1	75.61		12.60	4304	401	63.01	SH 2 x Tel and Wifi

Continued on Page 392

Date 30/07/2024

Louth Town Council Current Year

Page: 392

Time 13:30

Cashbook 1

User: LMP

Lloyds TSB Current/Deposit

For Month No: 1

Total Payments for Month	58,691.34	0.00	802.74	57,888.60
Balance Carried Fwd	562,262.76			
Cashbook Totals	<u>620,954.10</u>	<u>0.00</u>	<u>802.74</u>	<u>620,151.36</u>

Date 30/07/2024

Louth Town Council Current Year

Page: 309

Time 13:31

Cashbook 2

User: LMP

Petty Cash

For Month No: 1

Receipts for Month 1

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 :		54.08					54.08	
Banked 26/04/2024		250.00						
OP79	Lloyds TSB Current/Deposit	250.00			201		250.00	Petty Cash
Total Receipts for Month		250.00	0.00	0.00			250.00	
Cashbook Totals		304.08	0.00	0.00			304.08	

Continued on Page 310

Payments for Month 1

Nominal Ledger

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
11/04/2024	Morrisons	1	9.50			4020	101	9.50	Stationery
15/04/2024	Morrisons	2	5.11			4023	101	5.11	ATM Biscuits
24/04/2024	Morrisons	3	5.80			4020	101	5.80	Milk
29/04/2024	WHSmith retail Ltd	4	20.33			4020	101	20.33	Stationery
29/04/2024	Morrisons	5	10.80			4022	101	10.80	Stamps
Total Payments for Month			51.54	0.00	0.00			51.54	
Balance Carried Fwd			252.54						
Cashbook Totals			304.08	0.00	0.00			304.08	

Date 30/07/2024

Louth Town Council Current Year

Page: 393

Time 15:18

Cashbook 1

User: LMP

Lloyds TSB Current/Deposit

For Month No: 2

Receipts for Month 2

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 :		562,262.76					562,262.76	
FPI Banked 02/05/2024		164.00						
2277 Leakes Memorials		164.00			1011	401	164.00	Monument re. Billingham-Steele
FPI Banked 02/05/2024		164.00						
2278 Leakes Memorials		164.00			1011	401	164.00	Monument re. P. Brown
FPI Banked 02/05/2024		65.00						
FPI Leakes Memorials		65.00			1011	401	65.00	Add Ins re. Flower
Int Banked 09/05/2024		178.07						
Int Lloyds Bank		178.07			1190	101	178.07	Interest Received
FPI Banked 13/05/2024		164.00						
2279 Leakes Memorials		164.00			1011	401	164.00	Monument re. Dygas
FPI Banked 13/05/2024		65.00						
2280 Leakes Memorials		65.00			1011	401	65.00	Add Ins re. Garlick
FPI Banked 15/05/2024		65.00						
2281 Leakes Memorials		65.00			1011	401	65.00	Add ins re. Stephenson
BGC Banked 20/05/2024		111.00						
2287 Kettles		111.00			1010	401	111.00	Inter M Heywood
FPI Banked 20/05/2024		111.00						
2282 Estate of Mr. Tunncliffe		111.00			1010	401	111.00	Inter C. Tunncliffe
FPI Banked 20/05/2024		245.00						
2283 Leakes Memorials		245.00			1011	401	245.00	Monument re. J. & S. Gulley
BGC Banked 23/05/2024		400.00						
2284 ELDC		400.00			1000	401	400.00	SH Rent re PCC Election
BGC Banked 23/05/2024		703.00						
2285 Walkers Lncs Co op		703.00			1011	401	245.00	Moument re. R. Salton
					1010	401	458.00	Inter E. Dixon
500879 Banked 28/05/2024		828.00						
2261 R. Arnolds		262.00			1012	401	111.00	EXRT 1119
					1010	401	151.00	A. Blow
2263 Alpha Memorials		164.00			1011	401	164.00	Monument
2275 LANALS Louth Museum		180.00			1000	401	180.00	SH Rent 1/6/24-31/5/25
2259 Towse		111.00			1010	401	111.00	Inter S Stephenson
2262 P. Dales		111.00			1010	401	111.00	Inter J. Dales
FPI Banked 29/05/2024		164.00						
2286 Leakes Memorials		164.00			1011	401	164.00	Monument re. C. Tunncliffe

Continued on Page 394

Date 30/07/2024

Louth Town Council Current Year

Page: 394

Time 15:18

Cashbook 1

User: LMP

Lloyds TSB Current/Deposit

For Month No: 2

Total Receipts for Month	3,427.07	0.00	0.00	3,427.07
Cashbook Totals	<u>565,689.83</u>	<u>0.00</u>	<u>0.00</u>	<u>565,689.83</u>

Date 30/07/2024

Louth Town Council Current Year

Page: 395

Time 15:18

Cashbook 1

User: LMP

Lloyds TSB Current/Deposit

For Month No: 2

Payments for Month 2

Nominal Ledger

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
15/05/2024	KRL Group Ltd	OP80	6.00		1.00	4304	401	5.00	Toner Delivery
15/05/2024	DCC of St. James Louth	OP81	410.00			4023	101	410.00	ATM 23/24
15/05/2024	McFarland's of Louth	OP82	114.32		5.44	9338	603	108.88	Beacon Lighting Gas
						338	0	-108.88	Beacon Lighting Gas
						6000	603	108.88	Beacon Lighting Gas
15/05/2024	Louth Building Supplies	OP83	66.35		11.06	4520	401	31.79	Cem Supplies
						4205	401	23.50	Xmas
15/05/2024	Lincolnshire Assoc Local Council	OP84	2,772.24		39.00	4026	101	2,733.24	Annual LALC/NALC/ATS Membershi
15/05/2024	John Darke Ltd	OP85	261.30		40.70	4531	401	162.00	Cem Fuel
						4533	401	58.60	Van Fuel
15/05/2024	ACB Machinery Ltd	OP86	355.09		59.19	4520	401	295.90	Cem Maint
15/05/2024	Tudor Grounds Maintenance	OP87	674.26		112.38	4530	401	561.88	Cem Grass Cutting 2
15/05/2024	D. Hobson	OP88	63.45			4106	601	63.45	Deputy Mayor's Exp
15/05/2024	GBM Waste Management	OP89	225.00		37.50	4532	401	187.50	Cem Waste
15/05/2024	Mr. J. Nowell	OP90	60.00			4100	601	60.00	Piano Accompan't JS Civ Serv
20/05/2024	Zurich Municipal	OP91	5,623.85			4025	101	5,623.85	Insurance
20/05/2024	Anglian Water	DDAWSH2	8.00			4303	401	8.00	SH Water
20/05/2024	Anglian Water	DDAWCEM2	37.00			4505	401	37.00	Cem Water
22/05/2024	KRL Group Ltd	OP92	61.33		10.22	4304	401	51.11	Copies
22/05/2024	Lincolnshire Assoc Local Council	OP93	174.00		29.00	4027	401	145.00	JB & SC 1st Aid Training
22/05/2024	Newton Newton Flag & Banner Ma	OP94	28.80		4.80	9338	603	24.00	EMR Civic Events
						338	0	-24.00	EMR Civic Events
						6000	603	24.00	EMR Civic Events
22/05/2024	A P Services	OP95	43.20		7.20	9338	603	36.00	D-Day Beacon Safety Testing
						338	0	-36.00	D-Day Beacon Safety Testing
						6000	603	36.00	D-Day Beacon Safety Testing
22/05/2024	Mrs. J. Simmons	OP96	67.95			4102	601	67.95	Mayor's Expenses
22/05/2024	Staff Costs	OP97	2,112.34			4001	401	2,112.34	Staff Costs
22/05/2024	Staff Costs	OP98	1,657.16			4001	401	1,657.16	Staff Costs
22/05/2024	Staff Costs	OP99	2,421.23			4001	501	2,421.23	Staff Costs
22/05/2024	Staff Costs	OP100	1,271.26			4001	501	1,271.26	Staff Costs
22/05/2024	HM Revenue and Customs	OP101	2,163.46			4001	401	662.25	PAYE/NIC
						4001	501	652.66	PAYE/NIC
						4002	401	418.58	PAYE/NIC
						4002	501	429.97	PAYE/NIC
22/05/2024	LCC Pension Fund	OP102	2,081.40			4001	401	117.42	Superannuation
						4001	501	286.60	Superannuation
						4002	401	510.17	Superannuation
						4002	501	1,167.21	Superannuation
29/05/2024	E.ON Next	DDEONCH2	146.45		6.97	4200	401	139.48	Clocks/Floodlights
31/05/2024	Rialtas Business Solutions	OP103	428.40		71.40	4020	101	357.00	Finance software licence & sup
31/05/2024	The Little Cleaning Co	OP104	320.08		53.36	4285	401	266.72	Cleaning

Continued on Page 396

Date 30/07/2024

Louth Town Council Current Year

Page: 396

Time 15:18

Cashbook 1

User: LMP

Lloyds TSB Current/Deposit

For Month No: 2

Payments for Month 2

Nominal Ledger

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
31/05/2024	ACB Machinery Ltd	OP105	257.47		42.92	4520	401	214.55	Cem supplies
31/05/2024	Onecom Ltd	DD1COMSH2	75.64		12.61	4304	401	63.03	SH 2 x tel & wifi
31/05/2024	E.ON Next	DDEONCEM1	93.87		4.47	4505	401	89.40	Cem Electric
Total Payments for Month			24,080.90	0.00	549.22			23,531.68	
Balance Carried Fwd			541,608.93						
Cashbook Totals			565,689.83	0.00	549.22			565,140.61	

Receipts for Month 2

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 :		252.54					252.54	
Banked		0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		252.54	0.00	0.00			252.54	

Date 30/07/2024

Louth Town Council Current Year

Page: 312

Time 15:19

Cashbook 2

User: LMP

Petty Cash

For Month No: 2

Payments for Month 2

Nominal Ledger

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
07/05/2024	Morrisons	7	8.30			4052	601	8.30	Supplies re. German Visit
09/05/2024	Morrisons	8	4.70			4100	601	4.70	Mayor Making/Civic Sunday Supp
09/05/2024	Morrisons	9	8.00			4100	601	8.00	Biscuits for Civic Sunday
09/05/2024	Morrisons	10	36.91			4052	601	36.91	Buffet re. German Visit
10/05/2024	Co operative Group Ltd	11	4.00			4100	601	4.00	Flowers for Civic Sunday
21/05/2024	Trotters Traders	12	3.99		0.67	4020	101	3.32	SH Fluffy Duster
25/05/2024	Amazon	14	17.49		2.91	9338	603	14.58	D-Day Candles x72
27/05/2024	Tom's Bargain Centre	13	11.98			4100	601	11.98	Flags x 2
Total Payments for Month			95.37	0.00	3.58			91.79	
Balance Carried Fwd			157.17						
Cashbook Totals			252.54	0.00	3.58			248.96	

30/07/2024

Louth Town Council Current Year

Page 1

15:23

Detailed Income & Expenditure by Budget Heading 31/05/2024

Month No: 2

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
101 Governance and Finance								
1002 Miscellaneous	0	0	50	50			0.0%	
1176 Precept	0	154,516	309,032	154,516			50.0%	
1190 Interest Received	178	350	1,000	650			35.0%	
Governance and Finance :- Income	178	154,866	310,082	155,216			49.9%	0
4020 Office Administration Costs	360	610	3,500	2,890		2,890	17.4%	
4022 Postage	0	11	300	289		289	3.6%	
4023 Meeting Expenses	410	370	900	530		530	41.1%	
4024 Councillors Expenses	0	0	100	100		100	0.0%	
4025 Insurances	5,624	5,624	8,000	2,376		2,376	70.3%	
4026 Fees and Subscriptions	2,733	2,870	3,351	481		481	85.7%	
4028 Audit Fee (Internal & External)	0	0	1,000	1,000		1,000	0.0%	
4750 Contingency	0	0	400	400		400	0.0%	
Governance and Finance :- Indirect Expenditure	9,127	9,485	17,551	8,066	0	8,066	54.0%	0
Net Income over Expenditure	(8,949)	145,381	292,531	147,150				
401 Community Resources Day to Day								
1000 Property Income	580	580	2,000	1,420			29.0%	
1001 Allotment Rent Received	0	0	882	882			0.0%	
1002 Miscellaneous	0	1,047	1,500	453			69.8%	
1009 LCC Contribution (Grass)	0	0	5,747	5,747			0.0%	
1010 Interments	1,053	2,681	16,000	13,319			16.8%	
1011 Monuments	1,505	1,068	8,000	6,932			13.3%	
1012 Exclusive Burial Rights	111	1,443	16,000	14,557			9.0%	
Community Resources Day to Day :- Income	3,249	6,819	50,129	43,310			13.6%	0
4001 Salaries	4,549	9,098	58,000	48,902		48,902	15.7%	
4002 Employers Costs Super / NI	929	1,858	20,000	18,143		18,143	9.3%	
4003 Grave Digging	0	0	2,800	2,800		2,800	0.0%	
4027 Training	145	145	1,000	855		855	14.5%	
4104 Civic Property	0	0	250	250		250	0.0%	
4200 Clocks / Floodlights	139	(707)	3,000	3,707		3,707	(23.6%)	
4205 Christmas Lights / Celebrations	24	24	12,500	12,477		12,477	0.2%	
4210 Lovely Louth Competition	0	0	400	400		400	0.0%	
4220 CCTV Maintenance	0	0	4,515	4,515		4,515	0.0%	
4222 Street Furniture Maintenance	0	0	1,500	1,500		1,500	0.0%	
4223 Amenity Grass Cutting	0	0	14,000	14,000		14,000	0.0%	
4280 Floral / In Bloom	0	0	2,500	2,500		2,500	0.0%	
4282 Hubbards Hills Mtce Contrib.	0	24,500	52,500	28,000		28,000	46.7%	
4285 Minor Mtce & Cleaning Services	267	800	3,200	2,400		2,400	25.0%	

Continued over page

30/07/2024

Louth Town Council Current Year

Page 2

15:23

Detailed Income & Expenditure by Budget Heading 31/05/2024

Month No: 2

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
4302 Security / Fire	0	0	2,600	2,600		2,600	0.0%	
4303 SH Utilities	8	(5,459)	9,500	14,959		14,959	(57.5%)	
4304 SH Communications	119	485	2,100	1,615		1,615	23.1%	
4306 SH Rates	0	5,988	6,159	171		171	97.2%	
4307 SH Building Maintenance	0	0	1,500	1,500		1,500	0.0%	
4308 SH Statutory Equipment Checks	0	0	230	230		230	0.0%	
4501 Cem Rates	0	3,804	3,614	(190)		(190)	105.3%	
4505 Cem Utilities	126	171	1,800	1,629		1,629	9.5%	
4520 Cem Maintenance-Supplies	542	829	2,000	1,171		1,171	41.5%	
4530 Cem Grass Cutting / Strimming	562	1,124	6,000	4,876		4,876	18.7%	
4531 Cem Fuel - Equipment	162	162	1,100	938		938	14.7%	
4532 Cem Waste Disposal	188	375	1,850	1,475		1,475	20.3%	
4533 Cem Vehicle Running Costs	59	106	2,000	1,894		1,894	5.3%	
4540 Cem Protective Clothing	0	0	550	550		550	0.0%	
4550 Cem Plants, Shrubs, Trees etc	0	0	200	200		200	0.0%	
4551 Cem General Repairs/Maint.	0	303	3,000	2,697		2,697	10.1%	
4552 Purchase of Plaques	0	0	60	60		60	0.0%	
4600 Cem Equipment Replacement	0	0	3,000	3,000		3,000	0.0%	
4750 Contingency	0	0	2,000	2,000		2,000	0.0%	
4751 GDPR Compliance	0	40	40	0		0	100.0%	
4752 Trinity Allotment Rent	0	968	1,014	46		46	95.4%	
4754 Community Apiary	0	(833)	0	833		833	0.0%	
4757 London Road Sports P'Ship	0	0	10,000	10,000		10,000	0.0%	
Community Resources Day to Day :- Indirect Expenditure	7,818	43,780	236,482	192,702	0	192,702	18.5%	0
Net Income over Expenditure	(4,569)	(36,961)	(186,353)	(149,392)				
<u>501 Personnel Day to Day</u>								
4001 Salaries	4,632	9,264	63,000	53,737		53,737	14.7%	
4002 Employers Costs Super / NI	1,597	3,194	25,000	21,806		21,806	12.8%	
4008 Clerk Travel Expenses	0	0	200	200		200	0.0%	
4027 Training	0	0	500	500		500	0.0%	
Personnel Day to Day :- Indirect Expenditure	6,229	12,458	88,700	76,242	0	76,242	14.0%	0
Net Expenditure	(6,229)	(12,458)	(88,700)	(76,242)				
<u>601 Town Council Day to Day</u>								
4052 Tourism/promotions	45	45	1,000	955		955	4.5%	
4089 Citizens Advice Bureau	0	0	1,000	1,000		1,000	0.0%	
4090 Grants S137 Open Resource	0	0	4,000	4,000		4,000	0.0%	

Continued over page

30/07/2024

Louth Town Council Current Year

Page 3

15:23

Detailed Income & Expenditure by Budget Heading 31/05/2024

Month No: 2

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
4100 Civic Expenses	89	163	1,500	1,337		1,337	10.9%	
4102 Mayoral Allowance	68	(97)	550	647		647	(17.7%)	
4103 Mayors Serjeant Expenses	0	0	650	650		650	0.0%	
4105 Election Expenses	0	0	2,000	2,000		2,000	0.0%	
4106 Deputy Mayor's Expenses	63	63	100	37		37	63.5%	
4111 Remembrance Day Parade Grant	0	0	1,000	1,000		1,000	0.0%	
4311 Flood Schemes Maintenance	0	0	19,077	19,077		19,077	0.0%	
4312 War Memorial	0	0	100	100		100	0.0%	
Town Council Day to Day :- Indirect Expenditure	265	174	30,977	30,803	0	30,803	0.6%	0
Net Expenditure	(265)	(174)	(30,977)	(30,803)				
<u>603 Town Council EM Reserves</u>								
9338 EMR Civic Events	183	183	0	(183)		(183)	0.0%	169
9362 EMR Civic Property	0	1,575	0	(1,575)		(1,575)	0.0%	1,575
Town Council EM Reserves :- Indirect Expenditure	183	1,758	0	(1,758)	0	(1,758)		1,744
Net Expenditure	(183)	(1,758)	0	1,758				
6000 plus Transfer from EMR	169	1,744						
Movement to/(from) Gen Reserve	(15)	(15)						
Grand Totals:- Income	3,427	161,685	360,211	198,526			44.9%	
Expenditure	23,623	67,656	373,710	306,054	0	306,054	18.1%	
Net Income over Expenditure	(20,196)	94,029	(13,499)	(107,528)				
plus Transfer from EMR	169	1,744						
Movement to/(from) Gen Reserve	(20,028)	95,773						

30/07/2024

Louth Town Council Current Year

Page 1

15:22

Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
322 EMR CCTV refurbishment	10,000.00		10,000.00
327 EMR Contingency	9,243.06		9,243.06
329 EMR Quality Council / Office	4,245.00		4,245.00
338 EMR Civic Events	2,128.66	-168.88	1,959.78
340 EMR Grants 137 Reserve	3,066.00		3,066.00
346 EMR Christmas Illuminations	10,936.00		10,936.00
347 EMR Art Trail	1,000.00		1,000.00
348 EMR IT Replacement	3,479.60		3,479.60
352 EMR TCP Floral Enhancement	2,500.00		2,500.00
353 EMR Capital Expenditure	90,157.80		90,157.80
359 EMR Accommodation	6,162.21		6,162.21
360 EMR Cem External Wall	4,000.00		4,000.00
362 EMR Civic Property/Regalia	5,045.94	-1,575.00	3,470.94
363 EMR Hubbard's Hills	15,074.08		15,074.08
364 EMR Clerks Training	2,540.00		2,540.00
365 EMR Accom Office Equip / Stor	4,224.00		4,224.00
380 EMR Cem Road Maintenance	4,000.00		4,000.00
381 EMR Cem Equipment Replacement	4,247.69		4,247.69
382 EMR Cem Tree Surgery	6,380.00		6,380.00
383 EMR Cem Workshop/Lodge	4,056.24		4,056.24
385 EMR Vehicle Replacement	14,658.00		14,658.00
386 EMR Cemetery Facilities	3,825.00		3,825.00
390 EMR Accom Roof	9,136.00		9,136.00
391 EMR Accom Boiler	3,750.00		3,750.00
392 EMR Accom Structural	5,000.00		5,000.00
393 EMR Accom Car Park	2,000.00		2,000.00
394 EMR Street Signs / Furniture	15,660.00		15,660.00
395 EMR SH Internal Decorating Foy	3,000.00		3,000.00
396 EMR Speed Awareness	2,012.00		2,012.00
397 EMR Tourism	1,000.00		1,000.00
398 EMR Elections	17,610.90		17,610.90
399 EMR Funding for Sports Assets	6,000.00		6,000.00
	276,138.18	-1,743.88	274,394.30

30/07/2024

Louth Town Council Current Year

Page 1

15:22

Detailed Balance Sheet - Excluding Stock Movement**Month 2 Date 31/05/2024**

<u>A/c</u>	<u>Description</u>	<u>Actual</u>
<u>Current Assets</u>		
105	VAT Refunds	16,442
201	Lloyds TSB Current/Deposit	541,609
210	National Savings Bank	112,300
220	Petty Cash	157
Total Current Assets		670,509
<u>Represented by :-</u>		
301	Current Year Fund	94,029
310	General Reserve	302,085
322	EMR CCTV refurbishment	10,000
327	EMR Contingency	9,243
329	EMR Quality Council / Office	4,245
338	EMR Civic Events	1,960
340	EMR Grants 137 Reserve	3,066
346	EMR Christmas Illuminations	10,936
347	EMR Art Trail	1,000
348	EMR IT Replacement	3,480
352	EMR TCP Floral Enhancement	2,500
353	EMR Capital Expenditure	90,158
359	EMR Accommodation	6,162
360	EMR Cem External Wall	4,000
362	EMR Civic Property/Regalia	3,471
363	EMR Hubbard's Hills	15,074
364	EMR Clerks Training	2,540
365	EMR Accom OfficeEquip / Stor	4,224
380	EMR Cem Road Maintenance	4,000
381	EMR Cem Equipment	4,248
382	EMR Cem Tree Surgery	6,380
383	EMR Cem Workshop/Lodge	4,056
385	EMR Vehicle Replacement	14,658
386	EMR Cemetery Facilities	3,825
390	EMR Accom Roof	9,136
391	EMR Accom Boiler	3,750
392	EMR Accom Structural	5,000
393	EMR Accom Car Park	2,000
394	EMR Street Signs / Furniture	15,660
395	EMR SH Internal Decorating Foy	3,000
396	EMR Speed Awareness	2,012
397	EMR Tourism	1,000
398	EMR Elections	17,611
399	EMR Funding for Sports Assets	6,000
Total Equity		670,509

Date: 30/07/2024

Louth Town Council Current Year

Page 1

Time: 15:14

**Bank Reconciliation Statement as at 31/05/2024
for Cashbook 1 - Lloyds TSB Current/Deposit**

User: LMP

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Lloyds TSB Deposit Account	31/05/2024	2	166,652.51
Lloyds TSB Current Account	31/05/2024	2	374,956.42
			<u>541,608.93</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			541,608.93
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			541,608.93
		Balance per Cash Book is :-	541,608.93
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Date: 30/07/2024

Louth Town Council Current Year

Page 1

Time: 15:16

**Bank Reconciliation Statement as at 31/05/2024
for Cashbook 2 - Petty Cash**

User: LMP

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Petty Cash	31/05/2024	14	157.17
			<u>157.17</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			157.17
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			157.17
		Balance per Cash Book is :-	157.17
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

07-16-24 PERS MINS

**MINUTES OF THE LOUTH TOWN COUNCIL PERSONNEL COMMITTEE
HELD IN THE OLD COURT ROOM, THE SESSIONS HOUSE, LOUTH
ON TUESDAY 16th JULY 2024**

Councillor J. Simmons (JS) (in the chair).

Present Councillors: Mrs. E. Ballard (Mrs. EB), J. Baskett (JB), J. Drake (JD), H. Filer (HF), D. Hobson (DH), G.E. Horton (GEH), Mrs. J. Makinson-Sanders (Mrs. JMS).

Councillors not present:

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

H1. Election of Personnel Committee Chairman

It was **RESOLVED** that Cllr. Mrs. JMS be elected as Chairman of the Personnel Committee. Cllr. Mrs. JMS took the Chair.

H2. Election of Personnel Committee Vice Chairman

It was **RESOLVED** that Cllr. GEH be elected as Vice Chairman of the Personnel Committee.

H3. Apologies for Absence

There were no apologies for absence to note.

H4. Declarations of Interest / Dispensations

There were no declarations of interests or dispensations.

H5. Minutes

It was **RESOLVED** that the notes of the Personnel Committee meeting held on 30th April 2024 be approved as the Minutes.

H6. Local Council Award Scheme – Foundation Award

The Committee noted that the Council must have an action plan in order to meet the criteria for the above. The Committee received suggestions for inclusion on such from the Town Clerk. It was agreed that members of the Committee should submit their own suggestions for inclusion to the Town Clerk by Friday 2nd August 2024 and these would be discussed at an extraordinary Personnel meeting which it was agreed should be called on Tuesday 6th August 2024. Following which the Committee would recommend the approval of an action plan to the Town Council on 27th August 2024.

H7. Closed Session

The Committee resolved to move into closed session in accordance with the Public Bodies (Admission to Meetings) Act 1960 due to the business to be discussed in the following item, information being of a third party and confidential nature in relation to Personnel:

- a. **Appraisals** – The Committee noted that appraisals had taken place for all staff for the year 2023/24 apart from the Town Clerk, whose appraisal was to be undertaken by Cllrs. Mrs. EB and Mrs. JMS, date for which was to be set.
- b. **Holidays** – The Committee noted that 1st quarter letters confirming entitlement, when holiday must be taken by and amount left had been issued.
- c. **Sickness** – The Committee received details of sickness levels in the year to date of its staff.
- d. **Accidents** – The Committee noted that there had been no accidents in the period.

H8. Next Meeting

It was noted that the date of the next scheduled Personnel Committee meeting was 29th October 2024.

The Meeting Closed at 9.13pm.

Signed _____ (Chairman) Dated _____