

Louth Town Council

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

01507 355895

clerk@louthtowncouncil.gov.uk



To the Members of the Town Council of Louth:

You are hereby summoned to attend a meeting of Louth Town Council, its Governance and Finance Committee and its Personnel Committee which will be held on Tuesday 8th September 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 advise the Town Clerk, using the above email address, in advance and may 'join' the meeting using the following details:

To join by computer:

<https://us02web.zoom.us/j/82858913229?pwd=N3NwWjhSNGZuUkYwOENmczg5Z0k2dz09>

Meeting ID: 828 5891 3229, Passcode: 272267

To join by telephone: +44 203 901 7895, +44 131 460 1196, +44 203 051 2874, +44 203 481 5237, +44 203 481 5240. Meeting ID: 828 5891 3229, Passcode: 272267

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

A handwritten signature in blue ink, appearing to read 'L.M. Phillips'.

Mrs. L.M. Phillips

Town Clerk

Dated this 3rd Day of September 2020

AGENDA

TOWN COUNCIL

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

1. Apologies for Absence

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

2. Declaration 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 following Council Meetings:

- a. 14th July 2020.
- b. 28th July 2020.

4. Committee Minutes

To confirm receipt of the minutes and adopt resolutions contained therein of the following Committee Meetings:

- a. Planning Committee 2nd June 2020
- b. Planning Committee 30th June 2020
- c. Planning Committee 28th July 2020

5. Town Clerk's Report / Update

6. Personnel Committee Member

Council to note that Cllr. Mrs. SEL has resigned from the Personnel Committee. Council to receive nominations and elect a replacement.

7. Minute Numbers

Council to note that a change to the way in which minutes are numbered is required. Council to resolve that from the start of the new Council year in 2021 each Committee will require a prefix before each minute number e.g., PL for planning and minutes will be numbered consecutively within committees rather than consecutively across all committees.

8. Hubbard's Hills

Council to confirm that the second 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 put forward the Trust's request for funds from the Town Council in 2021/22 and explain how that money might be spent.

9. Next Meeting

Council to note that the date of the next scheduled Town Council meeting is 6th October.

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 14th July 2020.

4. Annual Review of Notices and Policies Required Under the General Data Protection Regulations

Committee to note that the following policies and procedures have been produced/reviewed by the Town Clerk and her Assistant and where more than minor changes (e.g., to dates) have been required the document is attached to this agenda for perusal otherwise a copy can be found on the Town Council's website or can be requested from the Town Clerk. Committee to authorise the following:

- a. Cemetery Privacy Notice. (Attached).
- b. Email Contact Privacy Notice. (Web).
- c. General Privacy Notice. (Web).
- d. Staff and Councillor Privacy Notice. (Web).
- e. Data Protection Policy. (Web).
- f. Information Security Incident Policy. (Web).
- g. Removable Media Policy. (Request).
- h. Retention of Documents Policy. (Web).
- i. Secure Disposal of Information Policy. (Request).
- j. Subject Access Requests Policy. (Request).
- k. Remote Meetings Privacy Notice (NEW Attached).

5. **Annual Review of Complaint's Procedure**
Committee to authorise use of the attached Complaint's Procedure (one change made, final point added).
6. **Annual Review of Policy on Handling of Freedom of Information Requests**
Committee to authorise continued use of the attached Policy on the Handling of Freedom of Information Requests (no changes made).
7. **Internal Audit 2020/21**
Committee to approve continuation of current quadripartite arrangement.
8. **Next Meeting**
Committee to note that the date of the next scheduled Governance and Finance Committee meeting is 3rd November 2020.

PERSONNEL COMMITTEE

(Chairman: Cllr. Mrs. J. Makinson-Sanders, Membership: Cllrs. Mrs. EB, SC, DEW, +1)

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 30th June 2020.
4. **NJC Pay Scales and Holiday Entitlement**
Committee to note that the National Joint Council for Local Government Services (NJC) has reached agreement on the new pay scales for 2020/21, to be implemented from 1st April 2020 and have agreed that holiday entitlement for employees with less than 5 years' service will increase from 21 to 22 days.
5. **Lincolnshire Pension Fund – Exit Credit Policy and Funding Strategy Statement**
Committee to note, and comment if required, on the attached Lincolnshire Pension Fund – Exit Credit Policy and Funding Strategy Statement. For information, the policy sets out the general guidelines that the Lincolnshire Pension Fund will follow when determining the amount of an exit credit payable, if any, to a ceasing employer in line with Regulation 64 of the Local Government Pension Scheme Regulations 2013. The document also contains an update to be included in the Funding Strategy Statement. Please note that the policy contains guidelines only and the fund will also consider any other factors that are relevant or presented to them on a case by case basis.
6. **Next Meeting**
Committee to note that the date of the next scheduled Personnel Committee meeting is 17th November 2020.

**MINUTES OF THE LOUTH TOWN COUNCIL MEETING
HELD ONLINE USING THE ZOOM CONFERENCING PLATFORM
ON TUESDAY 14th JULY 2020**

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

Councillors: Mrs. E. Ballard (EB), J. Baskett (JB), M. Bellwood (MB), A. Cox (AC), S. Crew (SC), H. Filer (HF), D. Ford (DF), J. Garrett (JG), D.J.E. Hall (DJEH), G.E. Horton (GEH), 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: L.M. Cooney (LMC) and D. Jackman (DJ).

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

- 61. Apologies for Absence**
Apologies for absence were received from Councillor LMC.
- 62. Declarations of Interest / Dispensations**
Cllr. AL, item 7 – (not Appendix B) and any item related to ELDC.
Cllr. Mrs. JMS, item 7.
Cllr. DEW, item 7.
Cllr. DJEH, any item related to ELDC.
- 63. Minutes**
It was **RESOLVED** to approve as a correct record the notes of the Council Meetings held on 30th June 2020 and approve these as the minutes.
- 64. Annual Governance and Accountability Return (AGAR) 2019/20**
 - a. It was **RESOLVED** to receive the report from the internal auditor.
 - b. It was **RESOLVED** to receive the Balance Sheet for the year ended 31st March 2020 and approve its signature by the Chairman and Responsible Financial Officer.
 - c. It was **RESOLVED** to approve the Annual Governance Statement (Section 1 of the AGAR) for the financial year 2019/20 and approve signature by the Chairman and the Town Clerk.
 - d. It was **RESOLVED** to approve the Accounting Statements (Section 2 of the AGAR) for the financial year 2019/20 and approve signature by the Chairman.
- 65. Public Works Loan Board**
The Council noted that the next (6 monthly) instalment of the Council's Public Works Loan was due on 31st July 2020. The amount due was £10,256.71 (£9,885.55 Principal and £371.16 Interest). The Council also noted that the last payment due for this loan would be in January 2021.
- 66. Working Groups**
The Council received a paper noting working groups, their remit and past membership and resolved as follows:
 - a. **Financial Overview Group (FOG)**
It was **RESOLVED** that the remit of this group remain unaltered and as per the paper received, membership be as follows:
Cllrs: Mrs. EB, MB, AC, JS and DEW and the Town Clerk.
 - b. **Asset Working Group**
It was **RESOLVED** that the remit of this group remain unaltered and as per the paper received, membership be as follows: Cllrs: AL (Chair CR), Mrs. EB (Chair G&F), MB, SC, HF, Mrs. SEL and Mrs JMS.

c. Floral Enhancements / Lovely Louth

It was **RESOLVED** that the remit of this group remain unaltered and as per the paper received, membership be as follows: Cllrs: MB, SC, HF, DF, FWPT and the Town Clerk.

d. Christmas Lights Group

It was **RESOLVED** to disband the Christmas Lights Group as the Town Clerk had been given delegated authority to make arrangements.

e. Town Signs/Street Furniture

It was **RESOLVED** to disband the Town Signs/Street Furniture Group as the Town Clerk had been given delegated authority to repair benches and the town signs were already in hand.

f. Events Group

It was **RESOLVED** that the remit of this group remain unaltered and as per the paper received, membership be as follows: Cllrs: MB, JB, DF, DH (Chair TC) JS, Mrs. JMS (Vice TC), FWPT and the Town Clerk.

g. Flood Liaison Group

It was **RESOLVED** that the remit of this group remain unaltered and as per the paper received, membership be as follows: Cllrs: DH and Mrs. PFW.

h. Award Group

It was **RESOLVED** to disband the Award Group and reform if required.

i. Past Mayors

It was **RESOLVED** that the remit of this group remain unaltered and as per the paper received, membership be as follows: Cllrs: Mrs. EB, GEH, AL, Mrs. SEL, Mrs. JMS, FWPT, Mrs PFW and DEW.

j. Tidy Louth

It was **RESOLVED** that the remit of this group remain unaltered and as per the paper received but that the membership be increased by one and to be as follows: Cllrs: AC, MB, JB, DF, JS and Mrs. JMS.

67. Hubbard's Hills

Mr. A. Leonard, as Chairman of the Hubbard's Hills Trust was invited to update the Council on projects undertaken in 2019/20, the current situation with vandalism and future expectations. The Council **RESOLVED** (recorded vote) to confirm that the first instalment of the Hubbard's Hills Maintenance Contribution, in the sum of £22,500, may be released.

NB: During this item Cllrs: AC left the meeting at 21:35, HF left at 21:40, KN left at 21:47 and therefore they did not vote on this item. Cllrs: AL, Mrs. JMS and DEW did not vote as are Trustees of the Hubbard's Hills Trust.

For	Against
Mrs. EB, JB, MB, SC, DF, JG, DJEH, DH, GEH, Mrs. SEL, JS, FWPT and Mrs. PFW.	None.

68. Deferment of Agenda Items

As the hour was getting late and the duration of the meeting was approaching the limit specified in Standing Orders, it was **RESOLVED** to defer the following items and call an extraordinary Town Council meeting on 28th July 2020 to enable a fuller discussion:

- Consultation on Model Code of Conduct
- Tribute to Key Workers
- Grant Applications
- Next Meeting

The Meeting Closed at 10:04pm.

Signed _____ (Chairman) Dated _____

**MINUTES OF THE LOUTH TOWN COUNCIL MEETING
HELD ONLINE USING THE ZOOM CONFERENCING PLATFORM
ON TUESDAY 28th JULY 2020**

Present

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

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

Councillors not present: J. Garrett (JG), D. Jackman (DJ), Mrs. P.F. Watson (PFW) and D. Wing (DEW).

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

76. Apologies for Absence

Apologies for absence were received from Councillors: JG, Mrs. PFW and DEW.

77. Declarations of Interest / Dispensations

None given.

78. Consultation on Model Code of Conduct

The Council went through a questionnaire written by the Local Government Association consulting on a new model code of conduct. It was **RESOLVED** to agree on the following answers to the questionnaire:

1) To a great extent. 1a) To be clear on social media past, present and future. 2) Yes 3) Use passive tense 4) To a great extent for all 5) Not exerting undue influence by using their position. When using social media, make it clear when speaking as a councillor 6) Each specific obligation followed by guidance 7) To a great extent 7a) alternative word would be respect 8) To a great extent 8a) N/A 9) To a great extent 9a) N/A 10) No 10a) Integrated into the Code 10b) The use of social media is a very important issue and covers such a wide spectrum, much more guidance is required to provide clarity. 11) To a moderate extent 11a) This is for the moral judgement of each individual. If the current requirement is changed any guidance should not include use of the term extended family, guidance will need to be specific. 12) In the main body of the Code 12a) The ramifications of someone not declaring should be made clear and that it could bounce back on the Council and bring the Council into disrepute. 13) To a great extent on all points. 13a) N/A 14) To a great extent 14a) N/A 15) Yes 16) in order of most important: Supplementary guidance that focuses on specific areas e.g., social media, Improvement support materials, such as training and e-learning packages, Explanatory guidance on the code, Case studies and examples of good practice, Regularly updated examples of case law. 16a) N/A 17) The Code once implemented should be adjudicated by the Monitoring Officer and higher officials at District level.

NB During this item Cllr. AC left at 8:28pm. At the end of this item Cllr. GEH left at 20:39 for five minutes and then returned.

79. Tribute to Key Workers

Councillors discussed ways to pay tribute to all local key workers who had assisted the town during the Covid-19 crisis. Councillors supported the idea of paying tribute in principle but wished to have more time to consider an appropriate way and budget for the expense. They also felt that with the danger not entirely over the time was not quite right to move forward. It was **RESOLVED** to withdraw this item and bring back at a later date.

80. Grant Applications

The Council received a report from the Town Clerk with recommendations from her and FOG. It was **RESOLVED** to agree all recommendations (listed below) and then review at budget time if the grant scheme should be abolished due to the work generated for such a small benefit.

- a) 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.

- b) 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.
- c) 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.
- d) 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.
- e) That the Town Clerk be given delegated authority to amend the application form as required, including C, D, and E of the report.
- f) Applications to be available to download from the website or collect from the office from 3rd August 2020.
- g) Closing date for receipt of completed applications – noon on Monday 5th October 2020

81. It was **RESOLVED** to go 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 confidential, commercial, third party and sensitive nature in relation to:

a. Old Mill House

The Mayor reminded Councillors of the background to this item. It was **RESOLVED** to

- i) Note that the Council has an obligation to ensure that it complies with the LGA 1972.
- ii) Note the situation, timeframes and ramifications regarding correspondence served on the Council's solicitors
- iii) Confirm the Council's acceptance that the Notice of Claim is valid and that there is an entitlement to acquire.
- iv) Agree that correspondence held in relation to a disclaimer be disclosed along with the points addressed by the barrister in his recent advice re. validity, as required.
- v) Authorise expenditure on further advice from the barrister, if required. Fee estimate ranging from £500 + VAT to £1,250 + VAT.
- vi) Engage the services of the District Valuer cost estimated to be in the region of £1,000 + VAT.
- vii) Note the Solicitors legal advice.
- viii) Give delegated authority to the Town Clerk and her Assistant to progress matters in line with the resolutions above and in conjunction with the Mayor and Chairman of the Community Resources Committee, as required.

It was **RESOLVED** to come out of Closed Session.

82. Next Meeting

The Council noted that the date of the next scheduled Council Meeting was 8th September 2020.

The Meeting Closed at 9:46pm.

Signed _____ (Chairman) Dated _____

ACTIONS EMANATING 2020/21

Minute No	Cttee	Date	Agenda Item	Resolution	Action Required By:	Actioned	Date
15	TC	19/05/2020	Cheque Signatories	To nominate signatories, as follows: a. Lloyds Account – Mrs. EB, Mrs. SEL, Mrs. JMS, AL and DEW. b. NSI Account – SC, Mrs. EB, Mrs. SEL, DH and AL.	Clerk	Ongoing	02/09/2020
16	TC	19/05/2020	Boston Borough and East Lindsey Councils Alliance	That the Council would: a. Hold an informal meeting to discuss the questions they would like to ask Cllr. Leyland in relation to the proposed Alliance. b. Arrange a Zoom meeting with Cllr. Leyland and ask this list of questions. c. Once Cllr. Leyland had left the meeting, Councillors to then discuss and confirm the contents of a written letter to ELDC. Deadline for completion July 1st 2020.	Clerk	✓	03/06/2020
25	PL	02/06/2020	Proposed Works to Trees	To note proposed tree work at El Dio, Stewton Lane	Clerk	✓	02/06/2020
32	PL	30/06/2020	Proposed Works to Trees	To note proposed tree work at El Dio, Stewton Lane, 1 Temple Terrace, 6 Westgate and 143 Eastgate	Clerk	✓	16/07/2020
33	PL	30/06/2020	Street Naming	To agree to name the road serving the development comprising of 1 no. new road and 10 no. new dwellings (Phase 2) on land adjacent playing field, Julian Bower as Roman Way.	Clerk	✓	16/07/2020
38	TC	30/06/2020	Vital and Viable Louth	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.	Clerk	Ongoing	01/07/2020
39	TC	30/06/2020	Christmas Arrangements	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.	Clerk	Ongoing	21/07/2020
46	CR	30/06/2020	Brown's Panorama/Thomas Espin's Map of Louth	To grant permission to Dr. Gurnham to take images of the above for use in the third volume of his not for profit history of the town on the condition that a credit be included to Louth Town Council with it noted that the paintings can be viewed at Sessions House by appointment.	Clerk	✓	21/07/2020
67	TC	14/07/2020	Hubbard's Hills	RESOLVED (recorded vote) to confirm that the first instalment of the Hubbard's Hills Maintenance Contribution, in the sum of £22,500, may be released. NB: During this item Cllrs: AC left the meeting at 21:35, HF left at 21:40, KN left at 21:47 and therefore did not vote on this item. Cllrs: AL, Mrs. JMS and DEW did not vote as are Trustees of the Hubbard's Hills Trust. For: Mrs. EB, JB, MB, SC, DF, JG, DJEH, DH, GEH, Mrs. SEL, JS, FWPT and Mrs. PFW. Against: None	Clerk	✓	16/07/2020

ACTIONS EMANATING 2020/21

Minute No	Cttee	Date	Agenda Item	Resolution	Action Required By:	Actioned	Date
78	TC	28/07/2020	Consultation on Model Code of Conduct	<p>To agree on the following answers to the consultation for the Model Code of Conduct:</p> <p>1) To a great extent. 1a) To be clear on social media past, present and future. 2) Yes 3) Use passive tense 4) To a great extent for all 5) Not exerting undue influence by using their position. When using social media, make it clear when speaking as a councillor 6) Each specific obligation followed by guidance 7) To a great extent 7a) alternative word would be respect 8) To a great extent 8a) N/A 9) To a great extent 9a) N/A 10) No 10a) Integrated into the Code 10b) The use of social media is a very important issue and covers such a wide spectrum, much more guidance is required to provide clarity. 11) To a moderate extent 11a) This is for the moral judgement of each individual. If the current requirement is changed any guidance should not include use of the term extended family, guidance will need to be specific. 12) In the main body of the Code 12a) The ramifications of someone not declaring should be made clear and that it could bounce back on the Council and bring the Council into disrepute. 13) To a great extent on all points. 13a) N/A 14) To a great extent 14a) N/A 15) Yes 16) in order of most important: Supplementary guidance that focuses on specific areas e.g., social media, Improvement support materials, such as training and e-learning packages, Explanatory guidance on the code, Case studies and examples of good practice, Regularly updated examples of case law. 16a) N/A 17) The Code once implemented should be adjudicated by the Monitoring Officer and higher officials at District level.</p>	Clerk	✓	09/08/2020
79	TC	28/07/2020	Tribute to Key Workers	To withdraw this item until a later date.	Clerk	Ongoing	02/09/2020
80	TC	28/07/2020	Grant Applications	<p>To agree all the recommendations below and then review at budget time if the grant scheme should be abolished due to the work generated for a small budget.</p> <p>a) 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. b) 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. c) 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. d) 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. e) That the Town Clerk be given delegated authority to amend the application form as required, including C, D, and E above. f) Applications to be available to download from the website or collect from the office from 3rd August 2020. g) Closing date for receipt of completed applications – noon on Monday 5th October 2020</p>	Clerk	Ongoing	29/07/2020

ACTIONS EMANATING 2020/21

Minute No	Cttee	Date	Agenda Item	Resolution	Action Required By:	Actioned	Date
81	TC	28/07/2020	Closed Session Item	<p>To</p> <p>i) Note that the Council has an obligation to ensure that it complies with the LGA 1972. ii) Note the situation, timeframes and ramifications regarding correspondence served on the Council's solicitors iii) Confirm the Council's acceptance that the Notice of Claim is valid and that there is an entitlement to acquire. iv) Agree that correspondence held in relation to a disclaimer be disclosed along with the points addressed by the barrister in his recent advice re. validity, as required. v) Authorise expenditure on further advice from the barrister, if required. Fee estimate ranging from £500 + VAT to £1,250 + VAT. vi) Engage the services of the District Valuer cost estimated to be in the region of £1,000 + VAT. vii) Note the Solicitors legal advice. viii) Give delegated authority to the Town Clerk and her Assistant to progress matters in line with the resolutions above and in conjunction with the Mayor and Chairman of the Community Resources Committee, as required.</p>	Clerk	Ongoing	29/07/2020
88	PL	25/08/2020	Proposed Works to Trees	To note proposed work to trees at 133 Eastgate and 64 Broadbank.	Clerk	✓	26/08/2020
89	PL	25/08/2020	St. Bernard's Avenue Pedestrian Crossing	To write to Lincolnshire County Council Highways and the County Cllrs. for Louth and formally request that work be undertaken on the new crossing as soon as possible to ensure its safe operation in relation to: top part of lights not installed and not working, the surrounding trees have not been trimmed to improve visibility and no warning signs have yet been installed.	Clerk	Ongoing	28/08/2020
90	PL	25/08/2020	Footpath Review	That a letter should be sent to LCC (as the authority responsible for Highways) and the Louth County Cllrs. to formally request that Lincolnshire County Council undertake a review of Louth's footpaths. Louth Town Cllrs. to be as involved as possible and take part in a walkaround, if one could be organised so that they be provided an opportunity to point out and discuss issues.	Clerk	Ongoing	28/08/2020

**MINUTES OF THE LOUTH TOWN COUNCIL GOVERNANCE AND FINANCE COMMITTEE
HELD ONLINE USING THE ZOOM PLATFORM
ON TUESDAY 14TH JULY 2020**

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

Councillors: Mrs. E. Ballard (EB), J. Baskett (JB), M. Bellwood (MB), A. Cox (AC), S. Crew (SC), H. Filer (HF), D. Ford (DF), J. Garrett (JG), D.J.E. Hall (DJEH), G.E. Horton (GEH), 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: Cllr. L.m. Cooney (LMC) and Cllr. D. Jackman (DJ).

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

54. Election of Governance and Finance Committee Chairman

It was **RESOLVED** that Cllr. Mrs. EB be elected as Chairman. Cllr. Mrs. EB took the Chair.

55. Election of Community Resources Vice Chairman

It was **RESOLVED** that Cllr. JS should be elected as Vice Chairman.

56. Apologies for Absence

Apologies for absence were received from Cllr. LMC.

57. Declarations of Interest / Dispensations

Cllrs. AL, Mrs. JMS and DEW – Item 6 – Hubbard's Hills

A heated discussion ensued regarding the type of declarations made above and whether the respective Councillors should declare an interest under Appendix B of the Code of Conduct. Cllr. Mrs. PFW pointed out that it was not for the Council to tell members what type of interest they must declare but rather this was a personal choice by members, who would ultimately be the ones who would have to defend their decision if challenged. She finished by confirming that the Council could satisfy itself that it was not to blame by virtue of having had the debate.

58. Minutes

It was **RESOLVED** that the notes of the Governance and Finance Committee Meeting held on 25th February 2020 be approved as the Minutes.

59. Finance

It was **RESOLVED** to 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 31st March 2020.

c. Earmarked Reserves Report as at 31st March 2020.

d. Balance Sheet as at Month 12 to 31st 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 31st 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

60. Next Meeting

The Committee noted that the date of the next scheduled Governance and Finance Committee meeting was 8th September 2020.

The Meeting Closed at 8.09pm.

Signed _____ (Chairman) Dated _____

Louth Town Council

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

01507 355895

clerk@louthtowncouncil.gov.uk

Town Clerk: Mrs. L. Phillips



CEMETERY PRIVACY NOTICE

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

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

The Councils Right to Process Information

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

Processing is with consent of the data subject, or

Processing is necessary for compliance with a legal obligation, or

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

Information Security

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

We will only keep your data for the purpose it was collected for and only for as long as is necessary (which for the reservation of an Exclusive Right is usually 60 years). After which electronic details will be deleted. Please note: The GDPR only applies to information which relates to an identifiable living individual. Information relating to a deceased person does not constitute personal data and therefore is not subject to the GDPR.

Your Rights

Access to Information

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

Information Correction

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

Information Deletion

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

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

Right to Object

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

Rights Related to Automated Decision Making and Profiling

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

To Sum Up

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

Complaints

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

Louth Town Council

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

01507 355895

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Town Clerk: Mrs. L. Phillips



REMOTE MEETINGS

Your personal data – what is it?

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

Who are we?

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

Remote Meetings and the Recording of Meetings

Louth Town Council started holding remote meetings in May 2020 as part of its range of measures to ensure it complies with Regulations made under The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.

During the Coronavirus pandemic, the Government has temporarily removed the legal requirement for local authorities to hold public meetings in person. This means that councils have new powers to hold public meetings virtually by using video or telephone conferencing technology. Such decision making meetings must be accessible by the public and to facilitate this Louth Town Council holds its remote meetings using the video conferencing platform Zoom.

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

Members of the public are entitled to speak during the Public Forum (held before the meeting) on agenda items and can join the meeting either by using the details included on the agenda or by contacting the Town Clerk at least 2 hours before the meeting for an invitation. Members of the public wishing to speak are also politely requested to register their intention with the Town Clerk before the meeting.

The audio and, where practicable, the video recording of any meeting (including that of any member of the public joining the meeting) can be made available to any member of the public up to the date when the minutes of that meeting are agreed as correct at the relevant Committee / Council Meeting.

Changes to this notice

We keep this Privacy Notice under regular review and we will place any updates on www.louthtowncouncil.gov.uk. This Notice was approved in September 2020.

Contact Details

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

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

Email: clerk@louthtowncouncil.gov.uk

Louth Town Council

COMPLAINTS PROCEDURE

To determine whether a complaint procedure is appropriate:

- 1) It will not be appropriate to deal with all complaints from members of the public under a complaints procedure. The Council will need to refer to or use other procedures / bodies in respect of the following types of complaint:

<i>Individual member's conduct alleged to breach the Code of Conduct adopted by the Council</i>	<i>The relevant principal authority Monitoring Officer should be contacted – East Lindsey District Council has responsibility for such matters</i>
<i>Alleged financial irregularity</i>	<i>Local electors have a statutory right to object to a Council's audit of accounts (Audit Commission Act 1998 s.16)</i>
<i>Alleged criminal activity</i>	<i>The Police</i>

- 2) A member of the public may also consider a criticism about a service (e.g. an untidy park area or unclean public toilet) or a fee (e.g. the level of charge for an allotment) to be a complaint, but these do not fall within the formal complaints procedure unless the Council has acted improperly and should be treated as normal service requests.
- 3) It is to be noted that staff members are not responsible for any works or maintenance carried out by any Town Council appointed contractor(s); such complaints must be made in writing to the Council. Person(s) who make such complaints 'personal' against staff members may be subject to restrictions within other Town Council Policies.

Before the meeting

1. Any complaint about the Council's procedures or administration should be made in writing to the Clerk to the Council at The Sessions House, Eastgate, Louth, LN11 9AJ
2. If the complainant does not wish to make the complaint via the Clerk to the Council, it should be marked confidential and addressed to the Chairman (Mayor) of the Council.
3. The Clerk to the Council/Chairman will acknowledge receipt of the complaint and advise when the matter will be considered by either the Council or a nominated Committee working on behalf of the Council.
4. Please be aware that any complaint will be treated as confidential, and that the council is obliged to comply with its duties under the Data Protection Act 1998 at all times to safeguard against the unlawful disclosure of personal data.
5. The complainant will be invited to attend the meeting at which the complaint will be considered, and be offered the opportunity to be accompanied by a representative, if required.
6. Seven clear working days prior to the meeting, the complainant is required to provide the Council with copies of any documentation or other items on which the complaint is based.
7. The Council will provide the complainant with copies of any documentation upon which it wishes to rely at the meeting and shall do so promptly, allowing the opportunity to read all material in good time for the meeting.

Louth Town Council

COMPLAINTS PROCEDURE

At the meeting

1. The council shall exclude the public and press whilst discussion of the matter takes place. Any decision on a complaint shall subsequently be announced at a meeting in public, whilst taking into account any duties to safeguard personal data as under (4) above.
2. The Chairman will introduce everyone at the meeting, and explain the procedure to be followed.
3. The complainant will be asked to outline the grounds for the complaint, and thereafter, questions may be asked by (i) the Clerk and (ii) members of the Council.
4. The Clerk to the Council will then have an opportunity to explain the Council's position and questions may be asked by (i) the complainant and then (ii) members.
5. The complainant will be offered the opportunity to summarise their position.
6. The Clerk will be offered the opportunity to summarise the position on behalf of the Council.
7. The Clerk and complainant will both be asked to leave the room whilst members decide whether or not the grounds for the complaint have been made. If a point of clarification is necessary, both parties shall be invited back.
8. The complainant will be given the opportunity to await the outcome but if a decision is unlikely to be finalised quickly, will be advised when a decision is likely to be made and communicated to them.

After the meeting

1. Any decision will be confirmed to the complainant within seven working days, together with details of any further action to be taken.
2. The Council's decision on the matter will be final, and no further appeal process will be offered.

POLICY ON HANDLING OF FREEDOM OF INFORMATION REQUESTS

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

**MINUTES OF THE LOUTH TOWN COUNCIL PERSONNEL COMMITTEE
HELD ONLINE USING THE ZOOM PLATFORM
ON TUESDAY 30TH JUNE 2020**

Present The Mayor, Councillor D. Hobson (DW) (in the chair).

Councillors: Mrs. E. Ballard (EB), Mrs. J. Makinson-Sanders (JMS), Mrs. S.E. Locking (SEL), Mrs. S Crew (SC) and D. Wing (DEW).

Councillors not present: None.

The Town Clerk, Mrs. L.M. Phillips, the Town Clerk's Assistant, Mrs. M. Vincent, and Louth Town Councillors (not members of the Personnel Committee) were also in attendance.

48. Election of Personnel Committee Chairman

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

49. Election of Personnel Vice Chairman

It was **RESOLVED** that Cllr. SC should be elected as Vice Chairman.

50. Apologies for Absence

None.

51. Declarations of Interest / Dispensations

None.

52. Minutes

It was **RESOLVED** that the notes of the Personnel Committee Meeting held on 11th February 2020 be approved as the Minutes.

53. Next Meeting

The Committee noted that the date of the next scheduled Personnel Committee meeting was 8th September 2020.

The Meeting Closed at 8.32pm.

Signed _____ (Chairman)

Dated _____

Exit Credit Policy

The below sets out the general guidelines that the Lincolnshire Pension Fund ("the Fund") will follow when determining the amount of an exit credit payable, if any, to a ceasing employer in line with Regulation 64 of the Local Government Pension Scheme Regulations 2013 ("the Regulations"). **Please note that these are guidelines only and the Fund will also consider any other factors that are relevant, or presented to them, on a case-by-case basis.**

Admitted bodies:

- a) No exit credit will be payable in respect of admissions who joined the Fund before 14 May 2018 unless it is subject to a risk sharing arrangement as per paragraph c) below. Prior to this date, the payment of an exit credit was not permitted under the Regulations and this will have been reflected in the commercial terms agreed between the admission body and the letting authority/awarding authority/ceding employer. This will also apply to any pre-14 May 2018 admission which has been extended or 'rolled over' beyond the initial expiry date and on the same terms that applied on joining the Fund, and those admissions who joined the Fund after September 2020 and chose to become admitted through the Funds former standard admission route.
- b) No exit credit will be payable to any admission body who participates in the Fund via the default pass through approach (effective from September 2020) as set out in this Funding Strategy Statement. For the avoidance of doubt, whether an exit credit is payable to any admission body who participates in the Fund via the "Letting employer retains pre-contract risks" route is subject to its risk sharing arrangement, as per paragraph c) below.
- c) The Fund will make an exit credit payment in line with any contractual or risk sharing agreements which specifically covers the ownership of exit credits/cessation surpluses or if the admission body and letting authority have agreed any alternative approach (which is consistent with the Regulations and any other legal obligations). This information, which will include which party is responsible for which funding risk, must be presented to the Fund in a clear and unambiguous document with the agreement of both the admission body and the letting authority/awarding authority/ceding employer and within one month (or such longer time as may be agreed with the Administering Authority) of the admission body ceasing participation in the Fund.
- d) In the absence of this information or if there is any dispute from either party with regards to the interpretation of contractual or risk sharing agreements as outlined in c), the Fund will withhold payment of the exit credit until such disputes are resolved and the information is provided to the Administering Authority.

- e) Where a guarantor arrangement is in place, but no formal risk-sharing arrangement exists, the Fund will consider how the approach to setting contribution rates payable by the admission body during its participation in the Fund reflects which party is responsible for funding risks. This decision will inform the determination of the value of any exit credit payment.
- f) If the admission agreement ends early, the Fund will consider the reason for the early termination, and whether that should have any relevance on the Fund's determination of the value of any exit credit payment. In these cases, the Fund will consider the differential between employers' contributions paid (including investment returns earned on these monies), the total assets of the employer and the size of any cessation surplus.
- g) If an admitted body leaves on a gilts cessation basis (because no guarantor is in place), then any exit credit will normally be paid to the employer.
- h) The decision of the Fund is final in interpreting how any arrangement described under c), e), f) and g) applies to the value of an exit credit payment.

Scheduled bodies and resolution bodies

- a) Where a guarantor arrangement is in place, but no formal risk-sharing arrangement exists, the Fund will consider how the approach to setting contribution rates payable by the employer during its participation in the Fund reflects which party is responsible for funding risks. This decision will inform the determination of the value of any exit credit payment.
- b) Where no formal guarantor or risk-sharing arrangement exists, the Fund will consider how the approach to setting contribution rates payable by the employer during its participation in the Fund reflects the extent to which it is responsible for funding risks. This decision will inform the determination of the value of any exit credit payment.
- c) The decision of the Fund is final in interpreting how any arrangement described under a) and b) applies to the value of an exit credit payment.
- d) If a scheduled body or resolution body becomes an exiting employer due to a reorganisation, merger or take-over, then no exit credit will be paid.
- e) If a scheduled body or resolution body leaves on a gilts cessation basis (because no guarantor is in place), then any exit credit will normally be paid to the employer.

General

- a) The Fund will advise the exiting employer as well as the letting authority and/or other relevant scheme employers of its decision to make an exit credit determination under Regulation 64.

- b) Subject to any risk sharing or other arrangements and factors discussed above, when determining the cessation funding position the Fund will generally make an assessment based on the value of contributions paid by the employer during their participation, the assets allocated when they joined the Fund and the respective investment returns earned on both.
- c) The Fund will also factor in if any contributions due or monies owed to the Fund remain unpaid by the employer at the cessation date. If this is the case, the Fund's default position will be to deduct these from any exit credit payment.
- d) The final decision will be made by the Head of Pensions, in conjunction with advice from the Fund's Actuary and/or legal advisors where necessary, in consideration of the points held within this policy.
- e) The Fund accepts that there may be some situations that are bespoke in nature and do not fall into any of the categories above. In these situations the Fund will discuss its approach to determining an exit credit with all affected parties. The decision of the Fund in these instances is final.
- f) Where there is an exit credit payable, the Fund will advise the exiting employer of the amount due to be repaid and seek to make the payment within six months of the exit date or such longer time as the administering authority and the exiting employer may agree. In order to meet the six-month timeframe, the Fund requires prompt notification of an employer's exit and all data and relevant information as requested. The Fund is unable to make any exit credit payment until it has received all data and information requested.
- g) The guidelines above at point e) in the 'Admitted Bodies' section, and at points a) and b) in the 'Scheduled bodies and resolution bodies' section, make reference to the Fund 'considering the approach to setting contribution rates during the employer's participation'. The different funding approaches, including the parameters used and how these can vary based on employer type, are covered in detail in Section 3 of this document. Considering the approach taken when setting contribution rates of the exiting employer may help the Fund to understand the extent to which the employer is responsible for funding the underlying liabilities on exit. For example, if contribution rates have been based on ongoing assumptions then this may suggest that these are also appropriate assumptions for exit credit purposes (subject to the other considerations outlined in Section 3.3). Equally, a shorter than usual funding time horizon or lower than usual likelihood of success parameter may reflect underlying commercial terms about how responsibility for pension risks is split between the employer and its guarantor. For the avoidance of doubt, each exiting employer will be considered in the round alongside the other factors mentioned above.

To add into FSS main body (3.3 note j - Admitted bodies ceasing) with the policy above as an appendix

In circumstances where there is a surplus, the Administering Authority will determine, at its sole discretion, the amount of exit credit (if any) to be paid to the Admission Body.

The Administering Authority's entitlement to determine whether exit credits are payable in accordance with these provisions shall apply to all Admission Bodies ceasing their participation in the Fund after 14 May 2018. This provision therefore is retrospectively effective to the same extent as provisions of the Local Government Pension Scheme (Amendment) Regulations 2020.

The Administering Authority may determine the amount of exit credit payable to be zero, however, in making a determination, the Administering Authority will take into account the following factors;

- a) the extent to which there is an excess of assets in the fund relating to the employer over and above the liabilities specified;
- b) the proportion of the excess of assets which has arisen because of the value of the employer's contributions;
- c) any representations to the Administering Authority made by the exiting employer, guarantor or Scheme Employer or by someone who owns, funds or controls the exiting employer; or in some cases, the Secretary of State; and
- d) any other relevant factors.

Disputes

In the event of any dispute or disagreement on the amount of any exit credit paid and the process by which that has been considered, the appeals and adjudication provisions contained in Regulations 74-78 of the LGPS Regulations 2013 would apply.

Please refer to appendix F for the Fund's policy on exit credits.