

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 robed meeting of Louth Town Council, it's Planning Committee and it's Personnel Committee which will be held on Tuesday 9th September 2025 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. If possible, please provide written representation rather than attending in person.

Just prior to the commencement of the meeting at 7pm there will be prayers or other religious observance, which will last for approximately 5 minutes. Anyone not wishing to participate may leave the room at this time.

From 7pm a maximum of ten minutes will be set aside for the meeting to receive reports from elected Members of Lincolnshire County Council and East Lindsey District Council.

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 4th Day of September 2025

AGENDA

TOWN COUNCIL

(Chairman: Cllr. D. Hobson, Vice Chairman: Cllr. Mrs. K. Parsons, Membership: All Cllrs.)

1. Apologies for Absence

To receive 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 Council Meeting held on 19th August 2025. (Attached).

4. Committee Minutes

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

- a. Planning Committee - 22nd July 2025
- b. Governance and Finance Committee – 24th June 2025
- c. Personnel Committee – 6th May 2025

5. Mayor's Announcements

6. Presentation from Reverend M. Croft

Council to receive an update from Rev. M. Croft on the emerging vision for the Church of England in Louth.

7. Allotment Rent

Council to review the above following recent purchase of the Trinity Allotments.

8. Complaints Procedure

Council to review the above. (Attached).

9. IT Policy

Council to consider adopting an IT Policy which is required by the updated SAPP Small Authorities' Proper Practices Panel in order for the Council to be able to sign off the new Assertion 10 on its Annual Governance and Accountability Return (AGAR) going forwards. (Attached).

10. Budget

Councillors to note that they should submit details to the Clerk, of projects that they would like to see included in the next budget, together with costings by 31st October.

11. Next Meeting

To note that the next scheduled meeting of the Town Council will take place on 30th September 2025.

PLANNING COMMITTEE

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

1. Apologies for Absence

To receive 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 19th August 2025. (Attached).

4. Applications received by the Local Planning Authority

To consider and make observations/ratify comments already submitted by the Planning Working Group to meet deadlines, on all planning applications received including those listed in the schedule (PA/Schedule 09-09-25). (Attached).

5. Planning Correspondence

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

6. Proposed Work to Trees

Committee to consider the following proposed works to trees (no location plans supplied):

- a. Proposals:** T1 – Conifer –fell. T2 – Ash – fell. T3 – Conifer – reduce in height to circa 15-18m finished height (just below where tree splits into co-dominant stems). **Location:** Riverhead House, Stainsway, LN11 0DE. **Reasons:** T1 – following the failure of the top half of the tree during a storm, the remaining stem needs removing. T2 – tree is a poor specimen with considerable die back and many cracks and splits throughout. Given the failure of the conifer beside it, the ash will now be subject to increased wind loading and poses a risk to both dwelling and vehicle from the conifer failure. T3 – the tree splits into co-dominant stems circa 15-18m up which poses a high risk of failure. It naturally has a conical shape to this point so reduction in height would not affect its aesthetics but would mitigate the risk of failure.

7. Conservation Area

Committee to consider requesting clarification from ELDC's Conservation Officer on ELDC's stance on planning issues in the Conservation Area such as uPVC windows, signage materials etc.

8. Next Meeting

To note that the next scheduled meeting of the Planning Committee will take place on 30th September 2025.

PERSONNEL COMMITTEE

(Chairman: Cllr. Mrs. J. Makinson-Sanders, Vice Chairman: Cllr. J. Baskett, Membership: All Cllrs.)

1. Apologies for Absence

To receive 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 22nd July 2025. (Attached).

4. Grievance and Disciplinary Procedure

Committee to review the above. (Attached).

5. Closed Session

Council to resolve 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 items, information being of a confidential and third party nature in relation to Personnel:

- a. **Newest employee** – to receive an update following 3 month review
- b. **Vacancy** – to resolve upon way forward

6. Next Meeting

To note that the next scheduled meeting of the Personnel Committee will take place on 21st October 2025.

08-19-25 TC MINS

**MINUTES OF THE MEETING OF LOUTH TOWN COUNCIL
HELD IN THE OLD COURT ROOM, THE SESSIONS HOUSE, LOUTH
ON TUESDAY 19th AUGUST 2025**

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

Present Councillors: J. Drake (JD), G.E. Horton (GEH), Mrs. J. Makinson-Sanders (Mrs. JMS), D. Moore (DM), Mrs. K. Parsons (Mrs. KP), P. Starsmore (PS), Mrs. P.F. Watson (Mrs. PFW).

Councillors Not Present: Mrs. E. Ballard (Mrs. EB), M. Barnes (MB), J. Baskett (JB), H. Filer (HF), D.E. Wing (DEW).

Mr. P. Drury, NKDC Lincolnshire Armed Forces Community Covenant Officer, East Lindsey District Councillor, R. Jackson, three members of the public, The Town Clerk, Mrs. L.M. Phillips and the Town Clerk's Assistant, Mrs. S. Chitauro-Adlard were also present.

Public Forum

- E. Maddison of the Friends of Park Avenue Play Park group gave a short update on the groups progress.
- East Lindsey District Councillor R. Jackson imparted that there were discussions taking place regarding the Local Government reshuffle, and that ELDC Councillor grants were still open, encouraging community groups and Councils to apply.
- In her capacity as an ELDC Councillor, Mrs. JMS informed the Council that Louth Transport Board had been dissolved. She then shared that she was the Chairman of Parking Scrutiny and welcomed any comments or suggestions and disclosed that there had been some changes to staff at ELDC.

T62. Apologies for Absence

Apologies for absence were received from Cllrs Mrs. EB, JB and DEW.

T63. Declarations of Interest / Dispensations

The following declarations of interest were made:

- a. Cllr. Mrs. JMS – Item 10a as an acquaintance of one of the tender applicants.
- b. Cllr. PS – Item 7 due to his partner working for the Environment Agency.

T64. Minutes

It was proposed, seconded and **RESOLVED** that the notes of the Council Meetings held on 22nd July 2025 be approved as the minutes.

T65. Town Clerk's Remarks

The Town Clerk informed the Council that:

- The Cemetery Superintendent/Maintenance Foreman had recently handed his notice in and his last day of employment at the Council would be 31st August 2025. She confirmed that a Personnel meeting was to be called to discuss recruitment.
- She had received feedback from the Local Council Award Scheme who had assessed the Council's application for the Bronze Award. She confirmed that they were happy to award Bronze pending some minor changes, which would be implemented as soon as possible.
- Following previous discussion of the lease for the Astro Turf site at London Road, the requested timeframe for dealing with a breach had been reduced.
- The newest member of staff was organising a coffee morning in aid of MacMillan Cancer Support which was to take place on Friday 26th September at the Sessions House from 10.30am. Councillors were asked to attend.

T66. Committee Minutes

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

- a. Planning Committee – 6th May 2025
- b. Planning Committee – 3rd June 2025
- c. Planning Committee – 24th June 2025
- d. Governance and Finance Committee – 13th May 2025
- e. Personnel Committee – 15th April 2025

T67. Presentation from Mr. P. Drury on Becoming an Armed Forces Friendly Council

The Council received a presentation from Mr. P. Drury on the details of becoming an Armed Forces Friendly Council and noted that to become an Armed Forces Friendly Council it would be required to a) sign the armed forces covenant, b) identify a number of Councillors that would be it's 'champions', c) attend 4 training sessions (SSAFA, DWP, Veteran Support Services, Armed Forces Overview), d) amend it's website to demonstrate its commitment, e) be prepared to introduce people to services; and f) champion the armed forces community in Louth. After the presentation, it was proposed, seconded and **RESOLVED** that Louth Town Council should sign up to become Armed Forces Friendly and request further information on how to do so, with Cllrs JD, GEH, DM, Mrs. KP and PS volunteering themselves as 'champions'.

T68. Flood Alleviation Scheme

The Council received a Statement of Maintenance Costs for the financial year 2024/25 from the Environment Agency. After discussion, it was agreed that FOG would review the lease agreement and present their findings to Council, with the possibility of formally requesting the Environment Agency to attend a meeting before May when the next payment for the Scheme was due.

T69. Christmas

It was proposed, seconded and **RESOLVED** that the Town Clerk be given delegated authority to make arrangements along the same lines as in previous years, provided that the costs were contained within the budget and to accept the kind offer of a free real tree from Mr. Strawson.

T70. Julian Bower

The Council were notified that the current grazing license was due to expire on 31st August 2025 and that the current license holder had indicated to the Town Clerk that he wished to renew the license. It was proposed, seconded and **RESOLVED** to renew the license and issue a separate confirmation letter reiterating

T71. the terms in the license which restrict access through the field and use, and that Councillors of St. Mary's Ward would regularly review the area.

T72. Closed Session

At 8.19pm upon a proposal by Cllr. Mrs. JMS, seconded by Cllr. PS, it was **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 items, the information being of a third party, commercially confidential nature in regard to:

- a. Hubbard's Hills
 - i. Council received quotes and a recommendation from the Hubbard's Hills Working Group regarding the awarding of Grass Cutting and Bin Emptying work. It was proposed, seconded and **RESOLVED** to award both the Grass Cutting and Bin Emptying to Glendale.
- b. Park Avenue Play Park
 - i. The Council received correspondence from the Friends of Park Avenue Play Park and draft Heads of Terms from the landowners. It was proposed, seconded and **RESOLVED** that LTC would maintain its original resolution to take no further action until a) the Park Avenue Play Park group had successfully achieved charity status; and b) the group had successfully received funding. Further, it was **RESOLVED** that the Council should seek confirmation from the landowners, through the group, that they would fulfil their promise of completing the necessary work to the land and when all of the above were achieved the draft Heads of Terms should be revisited.

At 8.46pm it was proposed, seconded and **RESOLVED** to move out of closed session.

T73. Next Meeting

It was noted that:

- a. The date of the next scheduled Town Council meeting would take place on 9th September 2025; and
- b. This meeting would be robed and that a Council photograph would be taken before its start.

The Meeting Closed at 8.46pm.

Signed _____ (Chairman) Dated _____

Louth Town Council

COMPLAINTS PROCEDURE

1. Introduction and Context

- 1.1. This procedure is designed to ensure that Louth Town Council (“the Council”) can investigate all complaints and escalate them as is reasonably deemed necessary. All complaints will be taken seriously and in conjunction with this policy.
- 1.2. The Town Council does not consider formal complaints against councillors. These are dealt with in accordance with the Town Council’s adopted Code of Conduct, by East Lindsey District Council’s Monitoring Officer.
- 1.3. All other complaints should be addressed to the Town Clerk and will be dealt with promptly.
- 1.4. Should the complaint be about the Town Clerk, it should be addressed to the Chair of the Personnel Committee.
- 1.5. The Council will seek to resolve all complaints informally prior to a formal complaint being lodged.
- 1.6. An informal complaint is made to the Town Clerk who will liaise with the complainant and relevant members/officers to seek resolution. Should it not be possible to resolve a complaint informally the complainant may escalate the complaint to a formal complaint.
- 1.7. The Town Clerk shall maintain logs of informal complaints about staff and the Council.
- 1.8. There is no defined process for an informal complaint; but full records will be kept of any communications and attempts at resolution.
- 1.9. 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.

2. Formal Complaints

- 2.1. Where possible, the Town Council will endeavour to solve any complaint informally prior to a formal complaint being lodged.
- 2.2. All formal complaints shall be dealt with using the timescales outlined in section 7 below.

Louth Town Council

COMPLAINTS PROCEDURE

3. Formal Complaints about Councillors

- 3.1. The Town Council does not consider formal complaints about its members. Members are required to comply with an adopted Code of Conduct.
- 3.2. A formal complaint about a member should be addressed to the Monitoring Officer of East Lindsey District Council who will arrange the investigation of the complaint.

4. Formal Complaints about Officers/Employees

- 4.1. Formal complaints about an employee of the Council must be made in writing to the Town Clerk setting out the reasons for the complaint and providing any supplementary information that will assist an investigation.
- 4.2. Complaints about the Town Clerk must be made in writing to the Chair of the Personnel Committee, setting out the reasons for the complaint and providing any supplementary information that will assist an investigation. The Chair of the Personnel Committee will refer the complaint to the Personnel Committee for consideration.
- 4.3. The complainant will be informed that the complaint will be progressed under the council's disciplinary policy and at the end of that process will receive a response to the complaint.

5. Formal Complaints about the Council, Committees or Decisions

- 5.1. Complaints about the activity or decisions of the council should be made to the Town Clerk in writing, providing any additional information that will enable the complaint to be investigated.
- 5.2. The complaint shall first be considered by the Town Clerk. Should the complainant be dissatisfied with the response from the Town Clerk, the complainant can request the complaint be referred to full Council. The complainant will be invited to address the Council if they would like to and will be offered the opportunity to be accompanied by a representative, if required.

5.2.1. At the meeting

- 5.2.1.1. 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 considering any duties to safeguard personal data as under (4) above.

Louth Town Council

COMPLAINTS PROCEDURE

- 5.2.1.2. The Chairman will introduce everyone at the meeting and explain the procedure to be followed.
- 5.2.1.3. 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.
- 5.2.1.4. 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 of the Council.
- 5.2.1.5. The complainant will be offered the opportunity to summarise their position.
- 5.2.1.6. The Clerk will be offered the opportunity to summarise the position on behalf of the Council.
- 5.2.1.7. The complainant will be asked to leave the room whilst members decide whether grounds for the complaint have been made. If a point of clarification is necessary, the complainant will be invited back.
- 5.2.1.8. 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 the arrangements in place to communicate the decision to them (see 7.4 below).
- 5.2.1.9. The Council's decision on the matter is final and no further appeal process will be offered.

6. Vexatious complaints

- 6.1. A vexatious complainant is one who persists unreasonably with their complaints or makes complaints to inconvenience the Council rather than genuinely resolve an issue. This may include making serial complaints about different issues or continuing to raise the same or similar matters repeatedly.
- 6.2. If such complaints affect the Council's ability to undertake its work and provide its services to others, the Town Clerk may alter the way that complaints are dealt with by not acknowledging or responding to vexatious complaints. Complaints will still be read in case they contain new information.
- 6.3. If a complainant is to be classified as vexatious, they shall be informed so and given a timescale of how long this will remain the case.

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COMPLAINTS PROCEDURE

- 6.4. Should a vexatious complainant make a new complaint about new issues these will be treated on their merits.

7. Time Limits for the Council's Response

- 7.1. The Council will always try to deal with complaints as quickly as possible, as it recognises that failure to respond can make a problem worse and harder to resolve. However, it is important that it is thorough in its investigation of a complaint, and this can sometimes mean that it is unable to respond as quickly as it would like.
- 7.2. If the complaint is straightforward the Council will offer an assurance of remedial action, or advise the complainant that no action is required, within 7 working days.
- 7.3. Formal complaints or those which cannot be resolved immediately will be acknowledged either by telephone, letter or email within 7 working days and the Town Clerk will endeavour to provide a full response within 21 working days of receipt of the complaint.
- 7.4. If a complaint is to be considered by full Council or the Personnel Committee, the date of that meeting will be confirmed with the complainant. The complainant will be given the opportunity to attend and wait for the outcome, or the outcome of that meeting will be communicated to the complainant within 7 working days of the meeting. The Council's decision on the matter is final, and no further appeal process will be offered.

Louth Town Council

IT Policy

Louth Town Council recognises the importance of effective and secure information technology and email usage in supporting its business, operations and communications. The use of the Internet is now an essential and commonplace tool for most Employees. Those who use the internet have a responsibility to do so in a professional manner. To assist with this, we are issuing the following guidelines and responsibilities for the appropriate use of IT resources and email by council members, employees, volunteers and contractors, which you must read and comply with.

This policy applies to all individuals who use Louth Town Council's IT resources, including computers, networks, software, devices, data and email accounts. All staff and councillors are responsible for the safety and security of Louth Town Council's IT and email systems. By adhering to this policy, Louth Town Council aims to create a secure and efficient IT environment that supports its missions and goals.

The Council reserves the right to access and monitor any or all areas of any computer and computer software systems which it owns (including email boxes and messages and telephone calls) from time to time for business reasons and training purposes. You should not therefore assume that any information held on the computer is private and confidential to you.

Email

Whilst your council email address can receive emails from anyone connected to the Internet, email accounts provided by Louth Town Council are for official communication only. Used correctly it is a facility that is of assistance. Inappropriate use however may cause many problems including distractions, distress to others, time wasting and legal claims.

Staff and Councillors should ensure that your correspondents know that they should not send you "humorous" or illegal attachments such as pictures or executable programs. Personal emails should not be received to your Council email address. Anyone found with offensive or pornographic material on his or her Council email account or computer will be subject to investigation, which for employees could result in disciplinary action and dismissal for gross misconduct. Councillors will be reported to the monitoring officer.

If you receive a suspicious email, from an unknown source, "junk" email or "scam" email you should forward it to report@phishing.gov.uk to the National Cyber Security Centre (NCSC) for investigation. **Do not click on any links or open any attachments** in suspicious emails, as they may lead to phishing attempts. Once reported, please delete from your system immediately without opening it as it may contain a virus.

Emails may contain file attachments. These should not be opened unless they are received from a trusted source, i.e. from another known Council, employee or representative. If in doubt, ask your line manager.

Emails to customers, suppliers and other business contacts should be restricted to Council business. Confidential information about or relating to the business of the Council, its customers, suppliers or contacts should not be transmitted outside the Council via email unless done so in the course of business. You should ensure there is no infringement of copyright when adding attachments to emails. Confidential information should not be left on display on an unattended device.

Emails should be retained and archived in accordance with legal and regulatory requirements. Regularly review and delete unnecessary emails to maintain an organised inbox. You should be aware that deleted emails will remain held on the system for some time and will be accessible from back up if required for investigation of complaints of systems abuse.

Louth Town Council

IT Policy

You must not distribute sensitive commercial data concerning the Council to competitive sources. Doing so may result in investigation and for employees disciplinary action leading to dismissal without notice for gross misconduct.

Louth Town Council reserves the right to monitor email communications to ensure compliance with this policy and relevant laws. Monitoring will be conducted in accordance with the Data Protection Act and GDPR.

Guidance for appropriate use

Louth Town Council IT resources and email accounts are to be used for official council-related activities and tasks. Limited personal use is permitted, provided it does not interfere with work responsibilities or violate any part of this policy. All users must adhere to ethical standards, respect copyright and intellectual property rights, and avoid accessing inappropriate or offensive content.

Email is a non-secure medium, and care should be taken when composing, sending and storing messages.

Email should be regarded in the same way as any other business communication and should be treated as a Council record. You should adopt a style and content for email, particularly those sent to external recipients that presents a professional image. It is recommended that you adopt the same standards for email as for letters and memos, although the style may be more informal.

Confidential information about or relating to the business of the Council, its customers, prospects, suppliers or contacts should not be transmitted outside the Council via email unless done so in the course of business, with permission and sufficient steps are taken to safeguard security.

Everyone must take reasonable steps to guard against unauthorised access to, alteration, accidental loss, disclosure or destruction of data.

Inappropriate use

You must not send internally or externally or obtain material (whether in the form of text or images) which is libellous or defamatory, illegal, obscene, sexually explicit, bullying, discriminatory or disparaging of others particularly in respect of their race, national origins, sex, sexual orientation, age, disability, religious or political beliefs.

You are reminded that material that you find acceptable might be offensive to others. It is recommended that you take care and give sufficient thought to what you send. Messages can be misconstrued and should not become a substitute for "one to one" conversations. You should not send humorous material to anyone. It can frequently be misunderstood or cause offence.

Examples of inappropriate use include, but are not limited to:

1. Sending, receiving, downloading or displaying or disseminating material that insults, causes offence or harasses others.
2. Accessing pornographic, racist or other inappropriate or unlawful material.
3. Engaging in on-line chat rooms, on-line gambling sites, social networking sites or blogging.
4. Forwarding electronic chain letters or similar material.
5. Downloading or disseminating copyright materials.
6. Transmitting confidential information about the Council or its customers externally and not in the course of the Council's business.
7. Downloading or playing computer games.
8. Copying or downloading software.

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Serious instances of inappropriate use may be considered gross misconduct and lead to investigation or in the case of employees, dismissal.

Internet access

Louth Town Council's network and internet connections should be used responsibly and efficiently for official purposes. Internet access is granted for business reasons only during working hours. The availability and variety of information on the Internet has meant that it can be used to obtain material considered to be offensive. Anyone found to have used the Internet to access and/or distribute any kind of offensive material, or non-related employment issues, are liable to disciplinary action which could lead to dismissal.

Under no circumstances must users download files without the consent of your Line Manager.

Downloading and sharing copyrighted material without proper authorisation is prohibited.

If you wish to use the Internet out of office hours for personal purposes, please contact your Line Manager who will be able to grant you access and explain how to use this facility, if appropriate.

Anyone believed to have been visiting pornographic sites, downloading or circulating pornographic material will be subject to disciplinary action. Offences of this nature may be considered gross misconduct and lead to your dismissal, and if necessary, the police will be informed.

Please note that the main servers maintain a record of Internet access by user and these will be monitored as necessary and results forwarded to line managers and the police, if appropriate.

Device and software usage

Where possible, authorised devices, software and applications will be provided by Louth Town Council for work-related tasks. Unauthorised installation of software on authorised devices, including personal software, is strictly prohibited due to security reasons.

Data management, protection and security

This policy will be enforced in conjunction and in accordance with Louth Town Council's Data Protection Policy. All sensitive and confidential council data should be stored and transmitted securely using approved methods. Regular data backups should be performed to prevent data loss, and secure data destruction methods should be used when necessary.

Passwords and account security

Louth Town Council users are responsible for maintaining the security of their accounts and passwords. Passwords should be strong and not shared with others. Employees should ensure that they log out of their computer account when leaving their desk to ensure security is maintained.

Mobile devices and remote work

Mobile devices provided by Louth Town Council should be secured with passcodes and/or biometric authentication. When working remotely, users should follow the same security practices as if they were in the office.

Reporting security incidents

All suspected breaches or incidents should be reported immediately to the appointed Data Control Officer (Town Clerk) for investigation and resolution, as per the Information Security Incident Policy. Also, report any email related security incidents or breaches to the Town Clerk immediately.

Louth Town Council

IT Policy

Training and awareness

Louth Town Council will provide the opportunity for regular training and resources to educate users about IT security best practices, privacy concerns, technology updates and best practices.

Compliance and consequences

Breach of this IT Policy may result in the suspension of IT privileges and further consequences if deemed appropriate.

Policy review

This policy will be reviewed annually to ensure its relevance and effectiveness. Updates may be made to address emerging technology trends and security measures.

Contacts

For IT related enquiries or assistance, users should contact the Town Clerk.

08-19-25 PLAN MINS

**MINUTES OF THE LOUTH TOWN COUNCIL PLANNING COMMITTEE
HELD IN THE OLD COURT ROOM, THE SESSIONS HOUSE, LOUTH
ON TUESDAY 19th AUGUST 2025**

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

Present Councillors: J. Drake (JD), D. Hobson (DH), G.E. Horton (GEH), Mrs. J. Makinson-Sanders (Mrs. JMS), D. Moore (DM), Mrs. K. Parsons (Mrs. KP), Mrs. P.F. Watson (Mrs. PFW).

Councillors not present: Mrs. E. Ballard (Mrs. EB), M. Barnes (MB), J. Baskett (JB), H. Filer (HF), D.E. Wing (DEW).

The Town Clerk, Mrs. L.M. Phillips and the Town Clerk's Assistant, Mrs. S. Chitauru-Adlard were also present.

P26. Apologies for Absence

Apologies for absence were received from Cllrs. Mrs. EB, JB and DEW.

P27. Declarations of Interest / Dispensations

The following declarations of interest were made:

- a. Cllr. DH - Item 4, 5, 6 and 8 as a member of East Lindsey District Council (ELDC).
- b. Cllr. GEH - Item 4, 5, 6 and 8 as a member of ELDC.
- c. Cllr. Mrs. JMS – Item 4, 5, 6 and 8 as a member of ELDC.

P28. Minutes

It was proposed, seconded and **RESOLVED** that the notes of the Planning Committee Meeting held on 22nd July 2025 be approved as the minutes.

P29. Applications received by the Local Planning Authority

The Committee considered all planning applications received, including those listed in the schedule (PA/Schedule 08-19-25) and it was proposed, seconded and **RESOLVED** as follows:

- a. 02747/25/LBA – to object on the grounds that the proposed materials are not in keeping with the Conservation Area.
- b. 02748/25/ADV – to object on the grounds that the proposed materials are not in keeping with the Conservation Area.
- c. 02854/25/RVC – to object on the grounds of inadequate amenity as per para 130g National Planning Policy Framework. Louth Town Council supports the officer's original decision.
- d. 02828/25/RVC – to object as the proposed designs are not in keeping with the surrounding houses. Louth Town Council are also concerned about the issue of overlooking and overshadowing as well as the layout and density of the proposed buildings and feel that the trees must be preserved.
- e. 02389/25/FUL – to object on the grounds stated by the Heritage Officer, that the current windows contribute positively to the character of the area.
- f. To support all other applications.

NB: Cllr. GEH left the meeting at 9.03pm during discussions of PA6 and subsequently did not vote on PA6. He re-entered the meeting at 9.04, before discussions on PA7 commenced. Cllr. GEH abstained from voting on PA7.

NB: Cllr. JD left the meeting at 9.04pm after discussions on PA6 and re-entered the meeting at 9.05 before discussions on PA7.

P30. Planning Correspondence

The Committee noted the following planning correspondence:

- a. **ELDC Planning Decisions**
 - i. ELDC approved – 02345/25/RVC – Section 73 Application – 14-16 Aswell Street, LN11 9BA – LTC supported 03/06/25.
 - ii. ELDC approved – 02394/25/FUL – Planning Permission – The Glass Gables, Stewton Lane, LN11 8SB – LTC supported 24/06/25.

- iii. ELDC approved – 00353/25/FUL – Planning Permission – 4-6 Mercer Row, LN11 9JQ – LTC supported 25/03/25.
- iv. ELDC approved – 00354/25/LBA – Listed Building Consent – 4-6 Mercer Row, LN11 9JQ – LTC supported 25/03/25.
- v. ELDC approved – 02388/25/FUL – Planning Permission – 24 Queen Street, LN11 9AU – LTC supported 24/06/25.
- vi. ELDC approved – 02433/25/FUL – Planning Permission – Unit A-B, North Holme Road, LN11 0HQ – LTC supported 22/07/25.
- vii. ELDC approved – 021418/25/RVC – Section 73 Application – 154 Horncastle Road, LN11 9QT – LTC 22/07/25
- viii. ELDC approved – 02256/25/FUL – Planning Permission – 9 Alexander Drive, LN11 8QG – LTC supported 22/07/25.
- ix. ELDC refused – 02471/25/FUL – Planning Permission – 35 Trinity Lane, LN11 8DL – LTC supported 22/04/25.
- x. ELDC refused – N/105/01896/24 – Planning Permission – 52 Broadbank, LN11 0EW – LTC supported 14/01/25.
- xi. LCC approved – PL/0027/25 – Planning Permission – Louth Waste Transfer Station – LTC supported 24/06/25.

b. Temporary Traffic Restrictions

- i. **Organisation Responsible for Restriction:** Lincolnshire County Council.
Reason for Restriction: Emergency – Carriage resurfacing.
Nature and Location of Restriction: Emergency Road Closure Order – Wood Lane (between St Bernards Avenue & a point 30m East).
Period of Restriction: 11/08/2025 – 17/08/2025 (restrictions to be implemented for 7 days as and when required during this period. Signage will be displayed on site in advance).
- ii. **Organisation Responsible for Restriction:** Anglian Water.
Reason for Restriction: Emergency – Collapsed sewer repair
Nature and Location of Restriction: Emergency Road Closure Order – Lee Street.
Period of Restriction: 01/08/2025 – 01/08/2025 07:30 to 17:30 (restrictions to be implemented for 1 days as and when required during this period. Signage will be displayed on site in advance).
- iii. **Organisation Responsible for Restriction:** Network Plus
Reason for Restriction: Gas mains replacement.
Nature and Location of Restriction: Road Closure Order – Kenwick Road (between B1200 and Southlands Avenue).
Period of Restriction: 26/08/25 – 10/09/25 (date amendment) (restrictions to be implemented for 16 days 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: Bollard installation for public safety.
Nature and Location of Restriction: Road Closure Order – Stewton Lane (between 600m and 1500m east of Hawker Drive).
Period of Restriction: 06/09/2025 – 06/09/25 (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 – repair leak.
Nature and Location of Restriction: Emergency Road Closure Order – Church Street (between 30m and 70m north of Monks Dyke Road).
Period of Restriction: 24/07/25 – 30/07/25 (restrictions to be implemented for 7 days as and when required during this period. Signage will be displayed on site in advance).
- vi. **Organisation Responsible for Restriction:** Lincolnshire County Council.
Reason for Restriction: Surfacing remedial repairs.
Nature and Location of Restriction: Road closure order – A157 (between A16/B1200 Roundabout & a point 650m West); A631 (between A157 & a point 200m Northwest).

- Period of Restriction:** 01/09/2025 – 14/09/2025 (restrictions to be implemented for 3 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: Water mains repair.
Nature and Location of Restriction: Road Closure Order – Union Street (between High Holme Road and a point 50m southeast).
Period of Restriction: 08/09/25 – 10/09/25 (restrictions to be implemented for 3 days as and when required during this period. Signage will be displayed on site in advance).
- viii. **Organisation Responsible for Restriction:** Lincolnshire County Council
Reason for Restriction: Cyclic Maintenance.
Nature and Location of Restriction: Road Closure Order – A16 Louth Bypass (between B1520 roundabout and A157 roundabout); A16 Louth Bypass (between A157 roundabout and A153); A16 Louth Bypass (between A153 and B1520 London Road).
Period of Restriction: 15/09/25 – 29/09/25, 19:00 to 06:00 (restrictions to be implemented for 3 days as and when required during this period. Signage will be displayed on site in advance).
- ix. **Organisation Responsible for Restriction:** Lincolnshire County Council
Reason for Restriction: Carriageway resurfacing works.
Nature and Location of Restriction: Road Closure Order – North Holme Road
Period of Restriction: 18/08/25 – 04/09/25, 22:00pm to 06:00am (restrictions to be implemented for 18 days as and when required during this period. Signage will be displayed on site in advance).
- x. **Organisation Responsible for Restriction:** Lincolnshire County Council
Reason for Restriction: Carriageway resurfacing works.
Nature and Location of Restriction: Road Closure Order – Eastfield Road.
Period of Restriction: 07/08/25 – 19/08/25, 20:00pm to 06:00am (restrictions to be implemented for 13 days as and when required during this period. Signage will be displayed on site in advance).
- xi. **Organisation Responsible for Restriction:** Lincolnshire County Council
Reason for Restriction: Road Improvements Scheme – Traffic Signals Refurbishment
Nature and Location of Restriction: Two-way temporary signals with pedestrian crossing facilities – North Holme Road (between High Holme Road and Louth Academy)
Period of Restriction: 19/8/25 (restrictions to be implemented for 3 days as and when required during this period. Signage will be displayed on site in advance).
- c. **Withdrawn Planning Application**
- i. 02044/25/FUL – Location: 2 Field Drive, Louth, LN11 8GR. Proposal: Alterations to vehicular access. This planning application was withdrawn 11th August 2025.

P31. Proposed Works to Trees

In regard to the proposed work to trees below, it was proposed, seconded and **RESOLVED** to defer the decision to ELDC's arborist as to whether the Western Red Cedar trees were of low amenity value, but make comment that it would prefer the trees to be pollarded if possible but, in the event of felling, would rather laurel was not used.

- a. **Proposals:** T1 – Western Red Cedar – Fell. T2 – Western Red Cedar – Fell. **Location:** Ivy House, 50 James Street. **Reasons:** T1 and T2 to be replaced with hornbeam or laurel. Overgrown and of low amenity value.

P32. Proposed 'No Waiting at Any Time' – Linden Walk, Louth

The Committee received details of the above proposal. After discussion, it was proposed, seconded and **RESOLVED** to support the proposals.

P33. LCC – Shaping Greater Lincolnshire Survey

The Committee received the drafted corporate response and it was proposed, seconded and **RESOLVED** to ratify.

P34. Next Meeting

It was noted that the next scheduled Planning Committee meeting would take place on 9th September 2025.

The Meeting Closed at 9.34pm.

Signed _____ (Chairman)

Dated _____

DRAFT

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	02637/25/FUL	Planning Permission	Mr. H. Ahmad	Installation of 3no. security roller shutters on the shop front of a listed building.	52a Uppgate, Louth, LN11 9EX - St. Mary's Ward	Yes	New	Object on the grounds that shutters are not allowed in the Conservation Area.	10/09/2025
2	ELDC	02638/25/ADV	Consent to Display	Mr. H. Ahmad	1no. Non-illuminated fascia sign and 1no. internally illuminated video board sign. Amendment - plans amended to reflect the restoration of the unauthorised shop front to the original which has now been completed on the site.	52a Uppgate, Louth, LN11 9EX - St. Mary's Ward	Yes	Louth Town Council objected to this application on 22nd July 2025 on the grounds that the building is in breach of planning as no application has been submitted for the alterations undertaken to the shop front and until such time as this is rectified/enforcement action is taken to rectify, LTC will not support other changes which might be construed as approval of the changes to the shop front.	Object as placement of the wooden sign is described as sitting on the housing for the shutters that they have applied for.	10/09/2025
3	ELDC	02940/25/LBA	Listed Building Consent	Mr. H. Ahmad	Installation of 3no. security roller shutters to shop front.	52a Uppgate, Louth, LN11 9EX - St. Mary's Ward	Yes	New	Object on the grounds that shutters are not allowed in the Conservation Area and installation of such will have a negative effect on a listed building.	10/09/2025
4	ELDC	02974/25/LBA	Listed Building Consent	Stonegate Group	Alterations to existing public house to provide new signage.	The Packhorse Inn, 65-67 Eastgate, LN11 9PL - St. James' Ward	Yes	New	Open to the Committee	10/09/2025
5	ELDC	02976/25/ADV	Consent to Display	Stonegate Group	Consent to display 1no. externally illuminated double-sided hanging sign, 1no. externally illuminated fascia sign, 1no. externally illuminated double-sided free-standing sign, 3no. non-illuminated double-sided free-standing signs, 8no. non-illuminated fascia signs, 1no. black lantern and 4no. LED floodlights ancillary to existing listed building.	The Packhorse Inn, 65-67 Eastgate, Louth, LN11 9PL - St. James' Ward	Yes	New	Not seen by PWG	24/09/2025
6	ELDC	02942/25/FUL	Planning Permission	Mr. O. Cartledge	Change of use and conversion of existing office building, which is a listed building, to provide 2no. first and second floor flats.	1 Queen Street, Louth, LN11 9AU - Priory Ward.	Yes	New	Support.	10/09/2025

PLANNING COMMITTEE 9th SEPTEMBER 2025
PLANNING CORRESPONDENCE TO NOTE

1. **ELDC Planning Decisions**
 - a. ELDC approved – 02369/25/ADV – Consent to Display – 24 Market Place, LN11 9PD – LTC objected 22/07/25.
 - b. ELDC approved – 02291/25/FUL – Planning Permission – 61a Broadbank, LN11 0EW – LTC supported 03/06/35.
 - c. ELDC approved – 02295/25/RVC – Section 73 Application – Land Rear of 64 Kenwick Road – LTC objected 24/06/25.
 - d. ELDC refused – 02107/25/FUL – Planning Permission – 15 Bridge Street, LN11 0DR – LTC supported 19/08/25.

2. **Temporary Traffic Restrictions**
 - a. **Organisation Responsible for Restriction:** Anglian Water
Reason for Restriction: Emergency – burst main.
Nature and Location of Restriction: Emergency Road Closure Order – Love Lane (between 50m and 100m north of Crowtree Lane).
Period of Restriction: 15/08/25 – 21/08/25 (restrictions to be implemented for 7 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: Emergency – repair damaged fire hydrant.
Nature and Location of Restriction: Emergency Road Closure Order – George Street (between Gospelgate and a point 40m southeast).
Period of Restriction: 27/08/25 – 02/09/25 (restrictions to be implemented for 7 days as and when required during this period. Signage will be displayed on site in advance).

3. **Enforcement**
 - i. **Location:** 24a Christopher Close, Louth. **Nature of Investigation:** Without planning permission, erection of a timber fence and posts exceeding 1.00 metre in height above ground level adjacent to a highway. The Planning Enforcement department has now issued an Enforcement Notice in respect of the unauthorised development, the requirements for which takes effect on 13th September 2025 and must be complied with by 8th November 2025, or face legal action.

07-22-25 PERS MINS

**MINUTES OF THE LOUTH TOWN COUNCIL PERSONNEL COMMITTEE
HELD IN THE OLD COURT ROOM, THE SESSIONS HOUSE, LOUTH
ON TUESDAY 22nd JULY 2025**

The Deputy Mayor, Cllr. Mrs. K. Parsons (Mrs. KP) (in the chair).

Present Councillors: J. Baskett (JB), J. Drake (JD), G.E. Horton (GEH), Mrs. J. Makinson-Sanders (Mrs. JMS), P. Starsmore (PS).

Councillors not present: None.

The Town Clerk, Mrs. L.M. Phillips, and the Town Clerk's Assistant, Mrs. S. Chitauro-Adlard, were also present.

H1. Election of Personnel Committee Chairman

It was proposed, seconded and **RESOLVED** that Cllr. Mrs. JMS be elected as Chairman of the Planning Committee for the year 2025/26. Cllr. Mrs. JMS took the Chair.

H2. Election of Personnel Committee Vice Chairman

It was proposed, seconded and **RESOLVED** that Cllr. JB be elected as the Vice Chairman of the Planning Committee for the year 2025/26.

H3. Apologies for Absence

There were no apologies for absence.

H4. Declarations of Interest / Dispensations

There were no declarations of interest or requests for dispensations.

H5. Minutes

It was proposed, seconded and **RESOLVED** that the notes of the Personnel Committee meeting held on 6th May 2025 be approved as the Minutes.

H6. Closed Session Item

At 10.23pm upon a proposal by Cllr. GEH, seconded by Cllr. JB, it was **RESOLVED** to move into closed session in accordance with the Public Bodies (Admission to Meetings) Act 1960 in order to discuss confidential information relating to a third party in relation to Personnel:

- a. Holidays – the Committee noted that the first quarterly letters confirming entitlement and amount left had been issued.
- b. Sickness – the Committee received details of sickness absences for the first quarter period for its staff.
- c. Accidents – the Committee noted that no accidents had been reported in the first quarter period for its staff.
- d. New employee – the Committee received an update on the new employee.

At 10.40pm it was proposed, seconded and **RESOLVED** to move into open session.

H7. Next Meeting

It was noted that the next scheduled Personnel Committee meeting would take place on 21st October 2025.

The Meeting Closed at 10.41pm.

Signed _____ (Chairman)

Dated _____

Louth Town Council

GRIEVANCES & DISCIPLINE PROCEDURE

1 Informal Grievances

If a member of staff feels that they are unhappy with an element of their employment with the Council they should initially discuss the matter with the Clerk on an informal basis.

If the Employee feels uncomfortable about talking to the Town Clerk about their concerns, they should be able to approach the Chair of Personnel.

2 Informal Discipline - Employee Conduct / Performance

Should the Clerk be unhappy with either the conduct or performance of an Employee, they will initially discuss their concerns with the Employee on an informal basis.

The purpose of this meeting will be to guide and support the Employee to help them address the problem and perform to a standard acceptable to Management. For this reason the Clerk will take notes during this meeting, decide what action should result from the meeting and ask the Employee to sign the notes.

Only the Clerk and Employee should attend this meeting. There will be no entitlement to be accompanied.

3 Mediation

In the event that an Employee is unhappy with the outcome of the Informal Grievance Procedure, or either party do not feel that performance / conduct issues are being addressed effectively, either an Employee or Clerk can request that the matter be subjected to mediation.

This will involve the use of a third party Mediator. In its simplest form, Mediation will involve the Mediator talking to either party individually, to listen to their side of the issue. If the Mediator feels that a resolution to the problem is possible, a meeting will be arranged between all parties at which the Mediator will set out their assessment of the issues and invite both party to reach their own resolution.

The resultant action plan should have the agreement and support of both parties, be set out in writing and be signed by all involved in the Mediation process.

4 Formal Grievances

In the case of Grievances not being fully resolved by the informal / mediation approach, a formal approach to the Chair of the Personnel Committee is required, preferably in writing and stating clearly that the Employee wishes the matter to be addressed as a Formal Grievance. An Employee's Formal Grievance should set out the nature of the Grievance in as much detail as reasonably possible, and state what their desired outcome would be.

As a consequence a formal meeting will be held between the Employee and a Grievance Panel to address the matter.

This meeting will be arranged as soon as reasonably possible. A letter of invitation to a Formal Grievance hearing will be sent to the Employee, usually within seven days of Management receiving the Employee's Grievance.

At this meeting Employees are entitled - and encouraged - to be accompanied by a work colleague from the Council or a trade union representative.

Employees will be informed in writing of the outcome of the meeting within seven days.

If the Employee making the grievance is unhappy with the response to the meeting, they can issue an appeal. Details of the Appeal Procedure are given below.

5 Formal Discipline

If an issue regarding an Employee's conduct, behaviour or performance isn't fully addressed by informal methods / Mediation, the Management will pursue the matter through its formal Disciplinary Procedures.

Typical examples of areas of concern may be poor performance, unacceptable and unexplained absenteeism, poor conduct and behaviour at work, or lack of capability by an Employee to carry out their job. Employees will be informed by letter that they are required to attend a formal disciplinary meeting. This letter will include details of the allegation they are to answer, the date, time and venue of the meeting, and also inform them of their right to be accompanied by a work colleague from the Council or trade union representative.

This is a four step procedure, which increases in the severity of its outcome if the issue isn't resolved at the previous step. Each step involves a formal meeting between the affected Employee and a member of the Management Team, at which the Employee will be given every opportunity to put their side of the issue.

Meetings will be conducted as soon as reasonably possible after the incident(s) which are being investigated to ensure that facts and witness statements are clear and up to date. At this meeting Employees are entitled - and encouraged - to be accompanied by a work colleague from the Council, or trade union representative.

If the allegation of misconduct is proven, the meeting may result in the following action being taken by the Council Management against the Employee:

STEP No	ACTION TAKEN	LIVE PERIOD	MANAGER RESPONSIBLE
1	Formal Oral Warning	Six months.	Clerk to the Council
2	Formal Written Warning	Twelve months	Clerk to the Council
3	Final Written Warning	Twelve months	Clerk to the Council
4	Termination of Contract of Employment	N/A	Clerk to the Council

Particularly severe acts of indiscipline may result in the Management bypassing Steps 1 and 2.

Employees will be informed by letter that they are required to attend a formal disciplinary meeting. This letter will include full details of the allegation they are to answer, copies of any written evidence, which may include redacted witness statements – as much information about the alleged misconduct or poor performance and its possible consequences to enable the employee to prepare to answer the case, the date, time and venue of the meeting, and also inform them of their right to be accompanied by a work colleague from the Council.

The Town Clerk will oversee all above matters unless they are the subject of the issue, in which case the Chairman of the Personnel Committee will take charge and obtain Town Council approval of potential disciplinary action.

6 Gross Misconduct

Acts of Gross Misconduct, if proven after an appropriate investigation (*including searches of bags, coats and other personal effects, as well as cars, vehicles and any appropriate Council property*) and a Disciplinary Hearing, will result in Dismissal.

Employees accused of Gross Misconduct will be suspended on full pay and receive a written invitation to a Formal Disciplinary Hearing, giving them details of the allegation they are to answer, the date, time and venue of the meeting, and also inform them of their right to be accompanied by a work colleague from the Council or trade union representative. The letter will provide a minimum of 2 working days prior notice to the meeting.

The Management recognises the following as acts of Gross Misconduct. (This is not an exhaustive list).

1. Theft.
2. Abusive or threatening behaviour of any nature.
3. Being under the influence of alcohol or drugs.
4. Dishonesty in dealings with Management.
5. Sexist, racist or any other behaviour against an individual, which could be classed as creating a hostile, intimidating or threatening environment.
6. Breach of confidentiality.
7. Failing to carry out reasonable Management instructions.
8. Fighting and acts of aggression.
9. Deliberately damaging Council property.
10. Deliberate breaches of Council Health and Safety procedures.
11. Unauthorised access to Council computer files, software or any other such breach of confidentiality.

Employees who have been dismissed for acts of Gross Misconduct do have a right to appeal against their dismissal. Appeals should be submitted within a reasonable timescale following the dismissal, and addressed to the Chair of the Council. A reasonable timescale would normally be no longer than a week following the dismissal.

Employees submitting an appeal must make it clear that they are appealing against the decision to dismiss them, and set out the reasons for their appeal.

Once the Management have received notice of the Employee's decision to Appeal, they will follow the Appeal Procedure detailed below.

7 Appeal Procedure

Employees have the right to appeal against a decision made at any stage of the Formal Disciplinary Procedure, the outcome of a Grievance Hearing, or dismissal caused by redundancy or sickness.

Appeals should be made to the Chair of the Council, preferably in writing and within a reasonable timescale following the action the Employee is appealing against. A reasonable timescale would normally be no longer than a week. Appeals made after one week will be considered if the Employee has a reasonable explanation for having taken so long.

Employees submitting an appeal must make it clear to the Chair of the Council that they are appealing against the decision affecting them, and set out the reasons for their appeal.

A Formal Appeal Hearing, involving the Employee and the Management will be held within fourteen days of receipt of the appeal request. At this meeting Employees are entitled - and encouraged - to be accompanied by a work colleague from the Council, or a trade union representative.