

# Louth Town Council

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

01507 355895

clerk@louthtowncouncil.gov.uk



## To the Members of Louth Town Council:

You are hereby summoned to attend a meeting of Louth Town Council and its Community Resources Committee, which will be held on Tuesday 24<sup>th</sup> September 2019 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.

**Please note, 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.**

From 7pm a maximum of ten minutes will be set aside for the meeting to receive reports from the Police and a further maximum of 10 minutes will be set aside for the meeting to receive reports of elected Members of Lincolnshire County Council and East Lindsey District Council.

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

Mrs. L.M. Phillips

Town Clerk

Dated this 19<sup>th</sup> Day of September 2019

## AGENDA

### TOWN COUNCIL

(Chairman: Councillor F.W.P. Treanor)

#### 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. Chairman's Remarks

#### 3. 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.

#### 4. Council Minutes

To approve as a correct record the notes of the Council Meeting held on 13<sup>th</sup> August 2019. (Attached).

#### 5. Committee Minutes

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

- a. Personnel – 21<sup>st</sup> May 2019
- b. Governance and Finance – 21<sup>st</sup> May 2019
- c. Planning – 16<sup>th</sup> July 2019
- d. Planning – 13<sup>th</sup> August 2019

#### 6. Town Clerk's Report / Update

#### 7. Presentation from Ian Rushby of Extinction Rebellion

Council to receive a presentation and Cllr. AC to propose that Louth Town Council declare a Climate Emergency and aim to be carbon neutral as soon as possible. (Report attached).



**8. Correspondence**

Council to note that the following correspondence has been received and is available to view in the office:

- a. LALC Annual Report 2018/19
- b. Clerks and Councils Direct (September 2019 Issue)
- c. Notification of the 95<sup>th</sup> Federation of Burial and Cremation Authorities AGM

**9. Traffic Management Proposals**

As per LCC policy, Council to consider supporting requests to LCC via the relevant County Councillor to:

- a. Place double yellow lines on Wellington Street to assist residents whose access is regularly blocked (requested by a member of the public).
- b. Take action re. on-street parking to enable refuse lorries to access side streets to collect rubbish on the appointed day. (Requested by Cllr. Mrs. JMS).
- c. Consider traffic safety issues at St. Bernard's School and possible implementation of a one-way system, as a traffic calming measure. (Requested by Cllr. LMC).
- d. Place a disabled parking bay outside the dentists on Eastgate, on the north side of the street where there is an existing row of ordinary street parking bays. (Requested by ELDC Cllr. R. Jackson).

**10. Bus Shelter on Park Avenue**

Council to receive report (attached) and discuss the way forward.

**11. LALC County Committee Nomination Form**

Further to circulation of details of the above by email on 2<sup>nd</sup> September 2019, Council to consider nominating a member to serve for a four-year period.

**12. LALC Conference and Annual Meeting**

Council to consider nominating a member(s) to attend the above at The Bentley Hotel, Newark Road, South Hykeham on Tuesday 15<sup>th</sup> October. Conference from 9am to 3pm. AGM from 3pm to close. Cost: £20 per delegate (inclusive of buffet lunch). Council also to consider authorising payment of mileage.

**13. Annual Governance and Accountability Return (AGAR)**

- a. Council to note that the Council's External Auditor has completed its limited assurance review of Louth Town Council for the year ended 31<sup>st</sup> March 2019.
- b. Council to receive and approve the Notice of Conclusion of Audit.
- c. Council to receive Section 3 – External Auditor Report and Certificate 2018/19, note the external auditor's comment and resolve upon any action that should be taken, if any required.
- d. Council to note that the official period for inspection of its financial records expired on 2<sup>nd</sup> August 2019.

**14. Tidy Louth Working Group**

Council to receive an update and consider the co-option of Cllrs. HF and AC onto the above working group.

**15. Unofficial Parking / Parking on Green Spaces**

Cllr. GEH to raise residents concerns over potential illegal parking on green spaces. Council to consider if it can take any action.

**16. Amenity Grass Cutting**

- a. Council to consider undertaking a survey of each ward to ascertain whether there are any additional areas that it would like to approach LCC with, with a view to inclusion on the amenity grass cutting schedule.
- b. Council to resolve upon its amenity grass cutting requirements for 2020/21 to enable the Town Clerk to obtain quotes and budget appropriately.

**17. Christmas**

Council to consider the kind offer of a free Christmas Tree from a local Christmas Tree Producer and also consider lights provision.

**18. Budget Setting**

Councillors to put forward their ideas for future projects.



**19. Electricity Supply**

Council to delegate authority to FOG to undertake a review of its utility suppliers and change them as necessary.

**20. Closed Session Items**

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 item, information being of a confidential, commercial, third party and sensitive nature in relation to:

- a. **Cemetery Storage** – Council to receive quotes and resolve upon the way forward.
- b. **FoI** – Council to consider legal advice and resolve upon the way forward.
- c. **Julian Bower** – On a proposal by Cllrs. Mrs. JMS, GEH and AL Council to reconsider its position and resolve upon the way forward.
- d. **War Memorial** – Council to discuss preparations for Remembrance Events.
- e. **Southgate Lodge** – Council to receive an update and resolve as necessary.

**21. Next Meeting**

Council to note that the next scheduled meeting of Louth Town Council will take place on 26<sup>th</sup> November 2019.

**COMMUNITY RESOURCES COMMITTEE**  
**(Chairman: Councillor A. Leonard, All Members)**

**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. Chairman's Remarks****3. 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.

**4. Minutes**

To approve as a correct record the notes of the Community Resources Committee meeting held on 2<sup>nd</sup> July 2019.

**5. Closed Session Item**

Committee 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 item, information being of a confidential, commercial, third party and sensitive nature in relation to:

- a. **Mayors Social Chain**

Council to receive an update, quotes and consider the way forward.

**6. Next Meeting**

Committee to note that the date of the next scheduled Community Resources Committee meeting is 22<sup>nd</sup> October 2019.



08-13-19 TC MINS

**MINUTES OF THE EXTRA-ORDINARY LOUTH TOWN COUNCIL TOWN MEETING  
HELD IN THE OLD COURT ROOM, THE SESSIONS HOUSE, LOUTH  
ON TUESDAY 13<sup>th</sup> AUGUST 2019**

**Present**

The Mayor, Cllr. F.W.P. Treanor (FWPT) (in the chair).

**Councillors:**

Mrs. E. Ballard (EB), J. Baskett (JB), M. Bellwood (MB), L. Cooney (LMC), A. Cox (AC), S. Crew (SC), D. Ford (DF), J. Garrett (JG), D.J.E. Hall (DJEH), D. Hobson (DH), G. Horton (GEH), A. Leonard (AL), Mrs. S.E. Locking (SEL), Mrs. J. Makinson-Sanders (JMS), K. Norman (KN), J. Simmons (JS), Mrs. P.F. Watson (PFW) and D.E. Wing (DEW).

**Councillors not present:** H. Filer (HF) and D. Jackman (DJ).

The Town Clerk, Mrs. L.M. Phillips, the Town Clerk's Assistant, Mrs. M. Vincent, Mr. M. Burnett and 8 members of the public were also present.

**Public Forum**

- A member of the public reported his concerns regarding the state of the pavements in the town not being swept and weeds not being killed off in all areas, even though the LCC contractor is seen in the town on a quad bike. The member of the public continued that he had reported this a number of times to both ELDC and LCC but received a generic answer in return. Cllr. JG agreed that there had been a person spraying the weeds but they were only spraying some of them.
- A member of the public representing Go RYTE and a young person taking part in the scheme wished to make a presentation to the Council regarding an environmental project that the young people had been working on to alleviate dog fouling in parts of the town where it is an issue (results of a survey). The young person circulated the device designed which contained dog poo bags that could be attached to posts in public areas for dog owners to make use of. Cllr. Mrs. JMS congratulated the young person on their initiative and suggested that they speak with the Dog Warden at ELDC.
- A member of the public requested (along with others who had written to the council) that Louth Town Council should consider declaring an environmental emergency, which was a cross-party initiative. It was reported that Lincoln City and Lincolnshire County Council had each declared this. Cllr. AC requested that this be put on a future agenda.
- Cllr. GEH reported that there was an increasing issue with people parking on green spaces in residential areas which meant that the grass contractors cannot cut the grass. He continued that he had been advised that unless there was a No Parking sign, that is was not a police matter. Cllr. GEH requested that this be put on a future agenda to form an action plan.

**129. Apologies for Absence**

Apologies for absence were received from Councillors HF and DJ.

**130. Chairman's Remarks**

None.

**131. Declarations of Interest / Dispensations**

Cllr. JS – Item 7 – related to the person making the presentation – would not comment or take part in any vote.  
Cllr. DJEH – Item 7 – as a member of ELDC  
Cllr. DH – Item 7 – as a Director of another Academy in Louth  
Cllr. EB – item 7 – as a member of the appeals panel for MAT (Multi Academy Trust)  
Cllr. PFW – item 7 (declared during item).

**132. Council Minutes**

It was **RESOLVED** to approve as a correct record, the notes of the Council Meetings held on the 2nd July 2019, 8th July 2019 and 16th July 2019 with the correction (already made on the copy to be signed) DEW being in attendance on 16<sup>th</sup> July 2019.



**133. Committee Minutes**

It was **RESOLVED** to confirm receipt of the minutes and adopt the resolutions contained therein of the Community Resources Committee meeting held on 21st May 2019 and the Planning Committee meeting held on 18th June 2019.

**134. Town Clerks Report**

The Town Clerk drew Councillors attention to her tabled report. Cllr. Mrs. JMS reported that she had spoken to the Allotment Association (ref point 99) and the Assistant Chief Executive at ELDC regarding this matter. The Town Clerk reminded Councillors that the Council had **RESOLVED** to take the legal advice given by its solicitor and so any change to this action would require three Councillors to write to the Town Clerk to revisit the subject at the relevant Council meeting.

**135. Presentation by Mr. Burnett of Burnett Global Education Ltd., on the formation of Louth and District College**

Following a presentation by Mr. Burnett and a lengthy discussion by Councillors regarding the need for a college in Louth providing apprenticeship courses, it was **RESOLVED** that Cllr. Mrs. JMS would support Mr. Burnett in finding the relevant information from East Lindsey District Council. (During this presentation Cllr. GEH left the room between 7:45 and 7:48pm).

**136. Christmas Tree**

Following receipt of Cllr. Mrs. JMS' report (produced after visiting the supplier with Cllr. AL to view the tree and discuss any concerns), a tabled report from the Christmas Lights Working Group and a verbal report from Cllr. MB, a lengthy discussion ensued thereon. Following a request by Cllr. GEH for a recorded vote, the Council **RESOLVED** to continue with the purchase of the artificial tree with a vote of 10 for, 8 against and 1 abstention.

For Artificial Tree	Against Artificial Tree	Abstain
MB, AC, LMC, SC, DF, JG, DJEH, KN, JS, JB	EB, DH, GEH, AL, JMS, FWPT, PFW, DEW	SEL

**137. Closed Session Item**

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 item, information being of a confidential commercial third party and sensitive nature in relation to:

a. **Badges** - Further to receipt of a quote for Council lanyards and ID badges from ELDC and comparative quotes for magnetic badges it was **RESOLVED** that no badges should be purchased.

b. **Southgate Lodge**

The Council received an update on the sale of the lodge and legal advice with regard to an FoI request. The Council **RESOLVED** to accept the advice of its solicitor and delegate authority to the Town Clerk and Town Clerk's Assistant to liaise with the Council's solicitors and move the FoI matter forward, as necessary.

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

**138. Next Meeting**

The Council noted that the date of the next scheduled Town Council meeting was 24<sup>th</sup> September 2019.

The Meeting Closed at 9.15pm.

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

Dated \_\_\_\_\_



## **Louth Town Council to Declare a Climate Emergency - (Carbon Neutral As Soon As Possible)**

Louth Town Council was formed in a time when there was a different expectation of the role of a Council in taking climate action. This context has changed. Today we are clear there is a Climate Emergency which will require immediate and effective action. With the environment being a current topic for concern by all Councillors and residents of Louth, I ask you all to join together united and vote for this unprecedented proposal.

We believe based on the facts we know today, it would be a breach of our duties as elected representatives of the public to continue as though there is not a Climate Emergency. Expert opinion is that Co2 in the air has to be reduced rapidly if civilisation is to survive.

This Declaration requires that the strategy of Louth Town Council be urgently rethought in the context of a Climate Emergency. This includes a commitment to Carbon Neutrality as soon as possible.

We must seek to apply the declaration through actions within a transition team. The challenge is to make sure this declaration is more than just words. This will be the already established 'Tidy Louth' Working Group, in the context of a total commitment to doing what is required by the Climate Emergency.

There are actions we will apply but not limited to:

- Tree planting, (fruit and other)
- Planting wild flowers where possible, beneficial for insects and wildlife
- Environmentally focussed engagement with schools and a wide range of local groups
- Plastic free Louth, engagement with businesses to ban single use plastics
- Ban on single use plastics within Louth Town Council (e.g. single use plastic cups)
- The Council should have a principled approach to proposed tree felling. Any proposed tree felling should be subject to a report from the tree officer and only be carried out after every other avenue has first been tried
- The Council will commit to supporting low carbon households
- The Council will commit to supporting sustainable transport
- Seek further expert advice from any relevant environmental campaigning groups

As a Council, by declaring Climate Emergency we not only commit to taking local environment action, but set a precedent for other Councils and communities to follow in our path towards one common goal.



## **TC Meeting 24<sup>th</sup> September 2019 Agenda item 10**

### **Report re. Bus Shelter on Park Avenue**

#### **Origin of item**

Following receipt of an email from ELDC Councillor R. Jackson detailing her concern that the above defunct bus shelter was attracting antisocial behaviour and requesting that Louth Town Council (LTC) look into arranging its demolition, Council are asked to consider the future of the above bus shelter and any action that it can take.

#### **Background**

##### **East Lindsey District Council (ELDC)**

ELDC have confirmed that it holds an old archived note on its Property Management System which refers to a licence agreement between ELDC and Louth Town Council for the siting of a bus shelter off Park Avenue commencing on 18<sup>th</sup> November 1991.

The land on which the bus shelter is sited was transferred to the Housing Association, now known as Waterloo Housing on 1<sup>st</sup> March 1999, as part of the Housing Stock Transfer. Therefore, ELDC say that any agreement relating to this site would have transferred to the Housing Association. ELDC no longer holds any records/agreements relating to this site.

##### **Waterloo Housing (WH)**

WH have confirmed that the land on which the shelter is stood was formerly owned by ELDC and it may be that the original agreement was never passed across to what was East Lindsey Partnership Housing as they have no documentation concerning it. WH have checked with their Asset Maintenance Team and can also advise that WH (and its predecessors) have never carried out any maintenance or repairs to this shelter. If the shelter is no longer used they would have the expectation that the Town Council should arrange for removal and make good the base. They advise that if LTC obtain quotes perhaps ELDC or WH may be in a position to contribute to costs.

##### **Louth Town Council (LTC)**

LTC have searched the relevant minute books and its archives but can find no mention of the bus shelter or copy of the agreement. The Town Clerk has checked with her predecessor, who was in post from 2007, she confirmed that to her knowledge the bus shelter was not LTC's responsibility.

#### **Recommendation**

That by resolution the Town Council consider budgeting for this expense in 2020/21 by obtaining quotes for the shelters removal and making good of the base, liaise with ELDC and WH re. contributing to the project and obtain permissions from LCC, ELDC and WH as appropriate.

## Louth Town Council

### Notice of conclusion of audit

#### Annual Governance & Accountability Return for the year ended 31 March 2019

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Accounts and Audit Regulations 2015 (SI 2015/234)

<p>1. The audit of accounts for <b>Louth Town Council</b> for the year ended 31 March 2019 has been completed and the accounts have been published.</p> <p>2. The Annual Governance &amp; Accountability Return is available for inspection by any local government elector of the area of <b>Louth Town Council</b> on application to:</p> <p>(a) <u>MRS. L. PHILLIPS, TOWN CLERK,</u>  <u>LOUTH TOWN COUNCIL, THE SESSIONS</u>  <u>HOUSE, EASTGATE, LOUTH, LN11 9AJ</u>  <u>CLERK@LOUTHTOWNCOUNCIL.GOV.UK</u></p> <p>(b) <u>10AM TO 1PM MONDAY TO FRIDAY</u>  <u>_____</u>  <u>_____</u></p> <p>3. Copies will be provided to any person on payment of <u>£1.00</u> (c) for each copy of the Annual Governance &amp; Accountability Return.</p> <p>Announcement made by: (d) <u>LYNDA PHILLIPS, TOWN CLERK</u></p> <p>Date of announcement: (e) <u>24/9/19</u></p>	<p>Notes</p> <p>This notice and Sections 1, 2 &amp; 3 of the AGAR must be published by 30 September. <b>This must include publication on the smaller authority's website.</b></p> <p>(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR</p> <p>(b) Insert the hours during which inspection rights may be exercised</p> <p>(c) Insert a reasonable sum for copying costs</p> <p>(d) Insert the name and position of person placing the notice</p> <p>(e) Insert the date of placing of the notice</p>
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## LOUTH TOWN COUNCIL - LINCOLNSHIRE

## Section 1 – Annual Governance Statement 2018/19

We acknowledge as the members of:

LOUTH TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2019, that:

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

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

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

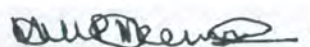
18/06/19

and recorded as minute reference:

70 (c)

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

Chairman



Clerk



Other information required by the Transparency Codes (not part of Annual Governance Statement)  
Authority web address

WWW.LOUGHTOWNCOUNCIL.GOV.UK



## LOUTH TOWN COUNCIL - LINCOLNSHIRE

## Section 2 – Accounting Statements 2018/19 for

## LOUTH TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2018 £	31 March 2019 £	
1. Balances brought forward	314,947	354,926	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	243,084	269,286	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	37,882	46,587	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	80,502	91,303	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	20,513	20,513	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	139,972	172,062	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	354,926	386,920	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	350,679	368,713	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	1,282,863	1,301,218	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	57,725	39,188	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
		✓	N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2019 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

*EM Phillips*

Date

06/06/19

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

18/06/19

as recorded in minute reference:

70 (d)

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

*[Signature]*



## Section 3 – External Auditor Report and Certificate 2018/19

In respect of

Louth Town Council – LI0231

### 1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2019; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

### 2 External auditor report 2018/19

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with *Proper Practices* and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

### 3 External auditor certificate 2018/19

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2019.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

12/09/2019

\* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2018/19 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website ([www.nao.org.uk](http://www.nao.org.uk))



07-02-19 CR MINS

**MINUTES OF THE LOUTH TOWN COUNCIL COMMUNITY RESOURCES COMMITTEE  
HELD IN THE OLD COURT ROOM, THE SESSIONS HOUSE, LOUTH  
ON TUESDAY 2<sup>nd</sup> JULY 2019**

**Present** Councillor A. Leonard (AL) (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), J. Garrett (JG), D.J.E. Hall (DJEH), D. Hobson (DH), G.E. Horton (GEH), D. Jackman (DJ), Mrs. J. Makinson-Sanders (JMS), K. Norman (KN), J. Simmons (JS), F. Treanor (FWPT), Mrs. P.F. Watson (PFW) and D. Wing (DEW).

**Councillors not present:** Mrs. SEL

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

**101. Apologies for Absence**

Apologies for absence was received from Cllr. Mrs SEL.

**102. Chairman's Remarks**

None

**103. Declarations of Interest / Dispensations**

GEH – Item 5 as knows two directors of Interskill.

**104. Minutes**

It was **RESOLVED** that the notes of the Community Resources Committee Meeting held on 21st May 2019 be approved as the Minutes.

**105. Benches**

The Committee received a report on work required to benches. It was noted that historically the Council had always worked with Interskill to undertake remedial work to or replace benches and that their estimation of the costs involved in the remedial work currently required represented very good value for money. It was **RESOLVED** to authorise a rolling programme of bench refurbishment with Interskill in accordance with Financial Regulations 11.1 iv) as a continuation of its historical contract with the organisation and its commitment to the promotion of community inclusion. Programme to commence with those benches closest to the Town Centre or in need of urgent attention and work outwards as budget allowed. Costs to be taken from the day to day budget: Street Furniture Maintenance.

**106. Sessions House**

The Committee received a report on emergency work required to the Sessions House. They noted that Financial Regulation 11.1 (c) allowed the waiving of financial regulations to enable a price to be negotiated without competition and that to accept the quote presented to them they would need to consider using this and waiving financial regulation 11.1 (h) the reason for this being the urgent need to tackle the problems as soon as possible to ensure that further damage to the interior of the building was halted/prevented and due to the complex nature of the problems, there being insufficient time and resources to undertake a full procurement process. It was **RESOLVED** to waive Financial Regulation 11.1 (h) with reference to Financial Regulation 11.1 (c) and to authorise the undertaking of the tabled quotation to repair the small hipped roof, central valley, chimney above boiler and to remove tree in chimney pot and repair while noting that the work was urgently required due to damage being caused by water ingress which was also near to electrical conduits and the danger of dislodged brickwork presented by the tree growing from the chimney pot.

**107. Next Meeting**

The Committee noted that the date of the next scheduled Community Resources Committee meeting was 24th September 2019.

The Meeting Closed at 9.35pm.

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