

**MINUTES OF THE GOVERNANCE AND FINANCE COMMITTEE
HELD IN THE OLD COURT ROOM, THE SESSIONS HOUSE, LOUTH
ON TUESDAY 23rd OCTOBER 2018**

Present Cllr. Mrs. Eileen Ballard (EB) (in the chair).

Councillors: Mrs. D. Blakey (DB), J. Garrett (JG), C. Green (CG), D.J.E. Hall (DJEH), D. Hobson (DH), Mrs. L. Harrison-Wiseman (LHW), G.E. Horton, (GEH), R. Jackson (RJ), A. Leonard (AL), M. Locking (ML), Mrs. S.E. Locking (SEL), Mrs. J. Makinson-Sanders (JMS), Mrs. M. Ottaway (MO), F.W.P. Treanor (FWPT), D. Turner (DT), Mrs. P.F. Watson (PFW) and D.E. Wing (DEW).

Councillors not present: Mrs. S. Crew (SC) and L.M. Stephenson (LMS).

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

217. Apologies for Absence

Apologies for absence were received from Councillors: Mrs. S. Crew (SC), and L.M. Stephenson (LMS).

218. Declarations of Interest / Dispensations

Councillors DEW, AL and Mrs. JMS declared an interest in matters relating to Hubbard's Hills as members of the Hubbard's Hills Trust.

219. Minutes

Following a proposal by Cllr. Mrs. EB, seconded by Cllr. RJ it was **RESOLVED** by vote of the Committee that the notes of the last meeting held on held on 31st July 2018 be approved as the Minutes.

220. Financial Report

- a. The Committee received a recommendation from FOG:
 - i. Following a proposal by Cllr. Mrs. SEL, seconded by Cllr. AL it was **RESOLVED** to accept Cashbooks 1 and 2, Receipts and Payments from 1st July 2018 to 30th September 2018 – Months 4 to 6.
- b. Following a proposal by Cllr. AL, seconded by Cllr. Mrs. SEL it was **RESOLVED** to accept Detailed Income and Expenditure Report (Budget Variance Report) as at Month 6 to 30th September 2018.
- c. The Committee received confirmation from FOG of the following Bank Reconciliations and following a proposal by Cllr. AL, seconded by Cllr. Mrs. SEL, it was **RESOLVED** to accept them:

i. Lloyds Treasurers Account	(as at 30th September 2018)	–	£331,679.89
ii. Petty Cash	(as at 30th September 2018)	–	£109.57
iii. Lloyds Deposit Account	(as at 30th September 2018)	–	£69,438.71
iv. NSI	(as at 30th September 2018)	–	£108,861.06

221. Grants

- a. The Committee received a recommendation from FOG that the grants procedure should be launched with the following timescales, and following a proposal by Cllr. DT, seconded by Cllr. CG, it was **RESOLVED** to accept:
 - i. 23rd October 2018 – Launch (Media Release, Louth Town Council Website and Notice Boards)
 - ii. 20th November 2018 – Closing Date for applications
 - iii. 22nd November 2018 – FOG meets to validate applications and make recommendations
 - iv. 4th December 2018 – G&F Committee meets to consider and award grants
 - v. 5th December 2018 – onwards applicants informed of outcome
 - vi. Cheques to be issued to recipients with an invitation to attend the Annual Louth Town meeting to showcase their project / organisation.
- b. Following a lengthy discussion regarding the optimum and most convenient time scale for the grant process, and a proposal by Cllr. RJ, seconded by Cllr. GEH, it was **RESOLVED** to alter the grants process in future to make it three months long, two months for receipt and one month for processing.
- c. It was also noted that as Louth United Charities have a large grant fund which they administer twice a year, that Louth Town Council should promote this grant system too and the Town Clerk should also look at the way that Mablethorpe Town Council administer their grant system.

222. Budgets 2019/20

- a. The Committee received the first draft budget for the Governance and Finance Committee. Cllr. Mrs. JMS stated that 2020 would be the Anniversary of the Louth Flood and therefore a budget for this should be considered.
- b. The Council noted:
 - i. That it is not expected that Parish Councils will be subject to the referendum principles of principal authorities this year and the use of reserves, 'invest to save' schemes and transparency are being encouraged.
 - ii. That the Town Clerk will prepare a base budget for each committee based on requirements to provide services at the current level and using current arrangements, adjusted for known cost pressures where unavoidable. Committees should also consider their Ear Marked Reserves to ensure that they fit future expectations and are still valid.
 - iii. That each funded Committee should consider its requirements for the forthcoming year and highlight any special project funding. (Budget requirements to be an agenda item for all Committees at the next meeting of each). Councillors should forward individual suggestions to the Town Clerk for Committee consideration and inclusion on the agenda.

223. Next Meeting

The Council noted that the next scheduled meeting of the Governance and Finance Committee would take place on 4th December 2018.

The Meeting Closed at 8.35pm.

Signed _____ (Chairman) Dated _____