

# Louth Town Council

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

01507 355895

clerk@louthtowncouncil.gov.uk



## To the Members of the Town Council of Louth:

You are hereby summoned to attend a meeting of Louth Town Council's Planning Committee and Governance and Finance Committee which will be held on Tuesday 12<sup>th</sup> October 2021 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.**

Any public, wishing to speak on an agenda item or 'sit in' on the meeting(s) please contact the Town Clerk, using the above email address, in advance 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.

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 7<sup>th</sup> Day of October 2021

## Safety Precautions due to COVID-19:

Louth Town Council continue to take precautionary measures to uphold its legal responsibility to protect its officers, elected members and others from risk to their health and safety. As a minimum these will include • ventilation, • socially distanced seating, • no tables and asking that attendees: • please do not touch items other than their own, • please bring their own pen and paper, • please take their own items/rubbish home with them, • please bring their own drink, • please do not come to the meeting if they have any symptoms or have been in contact with someone who is sick. • please inform the Town Clerk as far in advance of the meeting as possible if you will not be able to attend. • please note that the rules of debate as prescribed within Standing Orders will be adhered to. If Cllrs. wish to speak during the meeting, they will need to raise their hand, the Chairman will note this and will call upon people in the order he has noted. When asked to speak, Cllrs. should stand and speak loudly or make their way to the microphone. • Please note hand sanitising and the use of masks are also still encouraged.

## AGENDA

### PLANNING COMMITTEE

(Chairman: Cllr. Mrs. S. Crew, Membership: All Cllrs.)

#### 1. Apologies for Absence

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

#### 2. Declarations of Interest / Dispensations

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

### 3. Minutes

To approve as a correct record the notes of the Planning Committee meeting held on 14<sup>th</sup> September 2021.

### 4. Applications received by the Local Planning Authority

- a. To consider and make observations on all planning applications received including those listed in the schedule (PA/Schedule 10-12-21). (Attached).

### 5. Planning Correspondence

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

### 6. Proposed Works to Trees

- a. Committee to consider the following:

- i. **Location:** 18 Meridian View. **Proposals:** T22 – Horse Chestnut – Removal or cutting back of branches as highlighted in photographs supplied and prune all around by 2-3m. **Reasons:** T22 – Tree is leaning to one side with the weight of many of the main branches located to one side of the tree, with a large wound in the main trunk. Pruning for balance. (Details circulated 6/10/21).
- ii. **Location:** 3 St. Mary's Lane. **Proposals:** T1 – Conifer/Spruce – Reduce in height and in width by 2.5m. T2 – Weeping Pear – Remove branches overhanging boundary hedge into No. 3. T3 – Juniper – Estimated height 8-9m; reduce by 4-4.5m. T4 – Conifer – Estimated height 5.5-6m; remove. T5 – Conifer – Remove northern and southern forks. T7 – Yew – Fell (intertwined with T8). T8 – Yew – Estimated height 6m; reduce by 3m. (Details circulated 6/10/21).

- b. Committee to ratify the Planning Working Groups decision to support the following:

- i. **Location:** 153B Eastgate. **Proposals:** T1 – Cherry – Current height approximately 20ft, reduce by up to 5ft. Current spread approximately 25-30ft, reduce spread on east side by up to 12ft and on west side by up to 3ft. T2 – Cherry – Current height approximately 15ft, reduce by up to 6ft. Current spread approximately 5ft, reduce by no more than 2ft. G1 – 4 no. Ash – approximately 35-40ft in height with an overall spread of approximately 25ft, remove tree second from the left when viewed from the roadside and reduce remaining trees by up to 10ft. **Reasons:** T1 – to give clearance to neighbouring garage and footpath. T2 – To bring back into shape. G1 – Tee is encroaching onto the wall. (Details circulated 4/10/21).

### 7. Next Meeting

Committee to note that the date of the next scheduled Planning Committee meeting is 9<sup>th</sup> November 2021.

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

**1. Apologies for Absence**

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

**2. Declarations of Interest / Dispensations**

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

**3. Minutes**

To approve as a correct record the notes of the Governance and Finance Committee meeting held on 20<sup>th</sup> July 2021.

**4. Finance**

Committee to note/approve/authorise the following:

**a. Receipts and Payments – Cashbooks 1 and 2 – Months 1 - 3**

**i. Month 1**

1.	Cash Book 1	Receipts	£140,882.05	Payments	£49,607.84
2.	Cash Book 2	Receipts	£0.00	Payments	£150.16

**ii. Month 2**

1.	Cash Book 1	Receipts	£4,705.42	Payments	£21,151.37
2.	Cash Book 2	Receipts	£250.00	Payments	£184.16

**iii. Month 3**

1.	Cash Book 1	Receipts	£1,317.37	Payments	£17,744.25
2.	Cash Book 2	Receipts	£250.00	Payments	£413.36

**b. Detailed Income and Expenditure Report (Budget Variance Report) as at Month 3 to 30<sup>th</sup> June 2021.**

**c. Earmarked Reserves Report as at 30<sup>th</sup> June 2021.**

**d. Balance Sheet to 30<sup>th</sup> June 2021 and Cash Book 1 and 2 Bank Reconciliations which reconcile to account statements showing balances as follows:**

- i. Lloyds Treasurers Account (balance on statement 55) – £369,483.29
- ii. Petty Cash (balance as at 30<sup>th</sup> June 2021) – £-55.38
- iii. Lloyds Deposit Account (balance on statement 5) – £166,650.51
- iv. National Savings and Investment Account (balance on statement 9) – £111,323.47

**5. Standing Orders**

Committee to agree to adopt updated Standing Orders and instigate with immediate effect.

**6. Next Meeting**

Committee to note that the next scheduled meeting of the Governance and Finance Committee will be held on 9<sup>th</sup> November 2021.

09-14-21 PLAN MINS

**MINUTES OF THE LOUTH TOWN COUNCIL PLANNING COMMITTEE  
HELD IN THE OLD COURT ROOM, THE SESSIONS HOUSE, LOUTH  
ON TUESDAY 14<sup>th</sup> SEPTEMBER 2021**

**Present** Councillor S. Crew (SC) (in the chair)

**Councillors:** J Baskett (JB), M. Bellwood (MB), H. Filer (HF), D. Ford (DF), J. Garrett (JG), D.J.E. Hall (DJEH), D. Hobson (DH), D. Jackman (DJ), A. Leonard (AL), Mrs. S.E. Locking (SEL), Mrs. J. Makinson-Sanders (JMS), K. Norman (KN), J. Simmons (JS), F.W.P. Treanor (FWPT) and D.E. Wing (DEW).

**Councillors not present:** Mrs. E. Ballard (EB), L. Cooney (LMC), A. Cox (AC), G. Horton (GEH) and Mrs. P.F. Watson (PFW).

NB: Cllr. DJ left the meeting at 8:47pm.

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

**P26. Apologies for Absence**

Apologies for absence were received from Councillors: Cllrs. Mrs. EB, LMC, AC, GEH and Mrs PFW.

**P27. Declarations of Interest / Dispensations**

The following declarations of interest were made:

- a. Cllr. Mrs. JMS - items 4, 5 and 6, as a member of ELDC.
- b. Cllr. AL - items 4, 5 and 6, as a member of ELDC.
- c. Cllr. DJEH - items 4, 5 and 6, as a member of ELDC and its Planning Committee.

**P28. Minutes**

It was **RESOLVED** that the notes of the Planning Committee meeting held on 17<sup>th</sup> August 2021 be approved as the Minutes.

**P29. Applications received by the Local Planning Authority**

The Committee considered all planning applications received, including those listed on the schedule (PA/Schedule 09-14-21) and **RESOLVED** as follows:

- a. N/159/00281/21 - Thorpe Hall - continued to strongly object to this application on 14th September 2021 on the grounds that this application is totally inappropriate for a Grade II\* listed property. The gardens were laid down in 1906 by Gertrude Jekyll the famous and celebrated garden designer, the rest is a "Deer Park" of renown. This is one of the most important houses in Louth. It is very close to the roundabout in a 60mph speed limit so could have very poor access problems. The Civic Trust strongly object. There has been no historical assessment. The Environment Agency and the Council are concerned that there are no drainage plans. It can be seen that the land drains downhill towards the river Lud, details of the proposed drainage scheme are a necessity. The property is in the AONB and within the curtilage of the Gertrude Jekyll gardens. The Council is not against progress but feel that this sort of venture needs to be good quality and has got to be the right development in the right place. The Council wants the town to flourish, nothing stays the same, everything changes but it is looking after its heritage for the generations to come. Thorpe Hall has been in existence since the 1600's and it is really important that it is ensured that it be there for future generations and the grounds are integral to the house and history of the site.
- b. A letter was read out by the Town Clerk from a member of the public who objected to planning application N/105/01561/21 - Land west of Grimsby Road. The application was supported by Louth Town Council.
- c. All other applications were supported.

**P30. Planning Correspondence**

The Committee noted the following planning correspondence:

**a. ELDC Planning Decisions**

- i. Approved – N/105/ 01422/21 – Listed Building Consent – 69 Eastgate –LTC Supported
- ii. Approved– N/105/01360/21– Planning Permission – 20 Mill Lane – LTC Supported
- iii. Approved – N105/01398/21– Planning Permission – 11 Stainesway – LTC Supported

- iv. Approved – N/105/01674/21– Planning Permission – Couplands Caravans – LTC Supported
- v. Approved – N/105/01419/21– Consent to Display – 27 Market Place – LTC objected

**b. Enforcement**

- i. 20 Elm Drive – Untidy Land – notice of investigation
- ii. 14 Market Place – Untidy listed building – breach has been resolved
- iii. 32-34 Mercer Row – Untidy land and building – Section 215 Notice has been issued
- iv. 32-34 Mercer Row – Untidy land and building – Details of Section 215 Notice
- v. Hallam’s Close, Julian Bower, LN11 9QN – Change of use of land for Llama trekking business – formal enforcement action is to be taken

**c. Notice To Interested Parties**

- i. Formal notice – Tree Preservation Order to be imposed on a False Acacia at Deighton Close
- ii. Tree Preservation Order has been imposed covering The Land at 2, Old Mill Park, Louth

**d. Traffic Regulation Order**

Organisation responsible for restriction: Louth Independent Traders

Reason for restriction: To Enable Social Distancing (COVID-19) Pavement Café

Location and nature of restriction: Road Closure Order in place on: Cornmarket

Period of restriction: Monday, Tuesday, Thursday & Sunday every week between 29/3/2021 & 3/10/2021

Closures now extended to finish 28/9/2022

(Restrictions to be implemented as & when required during this period, signage detailing accurate dates & times will be displayed on site in advance)

Organisation responsible for restriction: Sunbelt Rentals UK

Reason for restriction: Gas Connection

Location and nature of restriction: Road Closure Order in place on: Horncastle Road (Between Edward Street and Vanessa Road)

Period of restriction: 25/10/2021 to 29/10/2021 (Restrictions to be implemented as & when required during this period, signage detailing accurate dates & times will be displayed on site in advance)

**NB:** Councillor DJ left during this item at 8:47pm.

Following this item there was a lengthy discussion regarding the continuation of the road closure in place for the Cornmarket. It was **RESOLVED** that the Town Clerk would send a letter to Lincolnshire County Council noting Louth Town Council’s concerns that the Cornmarket was remaining closed to traffic for the benefit of just a couple of traders, which was not ideal, and to request that Louth Town Council be included in the decision making process for this road closure.

**P31. Proposed Works to Trees Protected by a Tree Preservation Order**

The following proposed Tree Works were noted:

**a. Proposals within the Conservation Area**

**Location:** 82 Westgate. **Proposals:** T1 – Leylandii – Fell. **Reasons:** T1 – Tree is obscuring the light and view of neighbouring properties.

**b. Proposals affecting trees under TPO (G1)**

**Location:** 10 Old Mill Park. **Proposals:** G1 – Sycamore, Lime, Elm and Chestnut – T1 – on plan (Sycamore) – fell. T2 – on plan (Himalayan Birch) – side prune to suitable growth points. T3 – on plan (Sycamore) – Crown lift to approximately 3m-3.5m on all sides. **Reasons:** G1 – T1 – Crown dieback and evidence of decay. T2 – To clear building by approximately 1m-1.5m. T3 – To clear overhanging branches to neighbouring property.

**P32. Lincolnshire Riparian Process Consultation**

It was **RESOLVED** to ratify the response on the above, made on behalf of the Council by the Planning Working Group, to meet LCC’s deadlines.

**P33. Next Meeting**

The Committee noted that the date of the next scheduled Planning Committee meeting was 12th October 2021.

The Meeting Closed at 8:58pm.

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

Our Ref	Author-ity	Application No	Type	Applicant	Proposal	Location / Ward	Conserva-tion Area?	Previous LTC Comments	WG Recommendations	Expiry Date for LTC
1	ELDC	N/105/ 01822/21	Planning Permission	Miss. H. Saugent	Alterations to provide replacement windows and doors, replacement roof and provision of a pergola.	1A Little South Street, LN11 9JR - St. Mary's Ward	Yes	8th Oct 2015 an application was made to replace upc windows and the Council supported the application	Not enough detail.	13/10/2021
2	ELDC	N/159/ 01823/21	Planning Permission	Mr. J. Ramsden	Erection of 2no. detached houses and construction of a vehicular access	Land Off Homcastle Road, LN11 9QT - St. Mary's Ward	No	New	Object. Site outside of Louth Boundary but in AONB. Precedent set by refusal of houses directly opposite on Golf Course Land, field grabbing, 2 nearby landowners objections.	13/10/2021
3	ELDC	N/159/ 01903/21	Planning Permission	Mr. Jones	Extension to existing dwelling to provide additional living accommodation	5 Stutte Close, LN11 8YN - St. Michael's Ward	No	New	Support.	13/10/2021
4	ELDC	N/105/ 01930/21	Planning Permission	Mr. R. Jobb,	Conversion of and rear extensions and alterations to existing dwelling to form 2no. dwellings.	105 Church Street, LN11 9DE - Priory Ward	Yes	New	Support.	13/10/2021
5	ELDC	N/105/ 01945/21	Planning Permission	Mr. D. & Mrs. G. Boldy	Internal and external alterations to the existing dwelling which a listed building and erection of timber access gates	25 Westgate, LN11 9YQ - St. Mary's Ward	Yes	New	Support.	13/10/2021
6	ELDC	N/105/ 01946/21	Listed Building Consent	Mr. D. & Mrs. G. Boldy	Internal and external alterations to the existing dwelling and erection of timber access gates	25 Westgate, LN11 9YQ - St. Mary's Ward	Yes	New	Support.	13/10/2021
7	ELDC	N/105/ 01678/21	Planning Permission	Mr. M. Atack	Provision of an external metal staircase to existing flat	125A Eastgate, LN11 9QE - St. James Ward	Yes	New	Support.	15/10/2021
8	ELDC	N/105/ 02008/21	Planning Permission	Mr. N. Sykes,	Extension and alterations to the existing dwelling to provide additional living accommodation and construction of a vehicular access	82 Newmarket, LN11 9EQ - St. Mary's Ward	Yes	New	Object on the grounds of garden grabbing and digging out for parking. Opposite a very busy junction. No turning space so no option of turning to come out in a forward direction.	19/10/2021
9	ELDC	N/105/ 02035/21	Planning Permission	Mr. Smith	Alterations to existing dwelling to provide replacement windows.	10 Casual Close, LN11 0FH - St. Margaret's Ward	No	New	Support.	20/10/2021
10	ELDC	N/105/ 01970/21	Planning Permission	Mr. D. Shunn	Construction of a vehicular access.	92 Kidgate, LN11 9BX - Priory Ward	Yes	New		13/10/2021

PLANNING CORRESPONDENCE TO NOTE

**1. ELDC Planning Decisions**

- |  |   |                 |
|--|---|-----------------|
| a. Approved – N/105/01014/21 – Planning Permission     | – 2-4 Nicol Hill                        | – LTC Supported |
| b. Approved – N/105/01357/21 – Planning Permission     | – Pear Tree Lodge High Holme Road       | – LTC Objected  |
| c. Approved – N/105/01015/21 – Listed Building Consent | – 2-4 Nicol Hill                        | – LTC Supported |
| d. Approved – N/105/01578/21 – Planning Permission     | – Whistling Straits, 54 Horncastle Road | – LTC Supported |
| e. Approved – N/105/01641/21 – Planning Permission     | – 73 Eastgate                           | – LTC objected  |
| f. Approved – N/105/01556/21 – Planning Permission     | – 33 Newmarket                          | – LTC Supported |

**2. Traffic Regulation Orders**

Organisation responsible for restriction: Anglian Water

Reason for restriction: Sluice Valve Works

Location and nature of restriction: Mount Pleasant – between Robinson Lane and Mount Pleasant Avenue

Mount Pleasant Avenue (Closed at Junction with Mount Pleasant)

Period of restriction: 01/11/2021 to 03/11/2021 (Restrictions to be implemented as & when required during this period, signage detailing accurate dates & times will be displayed on site in advance)

Alternative Route/Access – Diversion routes and vehicle/pedestrian access arrangements will be signposted.

Organisation responsible for restriction: Anglian Water

Reason for restriction: Replace cover and frame on fire hydrant

Location and nature of restriction: Burnt Hill Lane, between Queen Street and Eastgate

Period of restriction: 01/11/2021 to 03/11/2021 (Restrictions to be implemented as & when required during this period, signage detailing accurate dates & times will be displayed on site in advance)

Alternative Route/Access – Diversion routes and vehicle/pedestrian access arrangements will be signposted.

07-20-21 G&amp;F MINS

**MINUTES OF THE LOUTH TOWN COUNCIL GOVERNANCE AND FINANCE COMMITTEE  
HELD IN THE OLD COURT ROOM, THE SESSIONS HOUSE, LOUTH  
ON TUESDAY 20<sup>TH</sup> JULY 2021**

**Present** Councillor Mrs. E. Ballard (EB), (in the chair).

**Councillors:** J Baskett (JB), M. Bellwood (MB), L. Cooney (LMC), S. Crew (SC), H. Filer (HF), 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:** A. Cox (AC), D. Jackman (DJ), F.W.P. Treanor (FWPT).

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

**G7. Apologies for Absence**

Apologies for absence were received from Cllr. FWPT.

**G8. Declarations of Interest / Dispensations**

Cllrs. AL and DEW – matters relating to Hubbard's Hills.

**G9. Minutes**

It was **RESOLVED** that the notes of the Governance and Finance Committee Meeting held on 6<sup>th</sup> May 2021 be approved as the Minutes.

**G10. Review of Notices, Policies and Procedures**

It was **RESOLVED** to approve use of the following:

- a. Cemetery Privacy Notice
- b. Staff and Councillor Privacy Notice
- c. Email Contact Privacy Notice
- d. General Privacy Notice
- e. Remote Meeting Privacy Notice
- f. Data Protection Policy.
- g. Information Security Incident Policy
- h. Subject Access Requests Policy
- i. Removeable Media Policy.
- j. Retention of Documents Policy
- k. Secure Disposal of Information Policy
- l. Publication Scheme
- m. Policy on Handling of Freedom of Information Requests
- n. Co-option Policy
- o. LTC Vehicle Usage and Driving at Work Policy
- p. Members Allowance Policy

**G11. Next Meeting**

The Committee noted that the next scheduled Governance and Finance Committee meeting would take place on 12<sup>th</sup> October 2021.

The Meeting Closed at 7.40pm.

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

Dated \_\_\_\_\_



Date: 28/09/2021

## Louth Town Council Current Year

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Time: 14:15

## Cashbook 1

User: LMP

## Lloyds TSB Current/Deposit

For Month No: 1

## Receipts for Month 1

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
<b>Balance Brought Fwd :</b>		<b>461,632.48</b>					<b>461,632.48</b>	
Int	Banked: 09/04/2021	1.42						
Int	Lloyds Bank	1.42			1190	101	1.42	Interest Received
<b>BGC Banked: 13/04/2021</b>		<b>137,834.00</b>						
BGC	East Lindsey District Council	137,834.00			1176	101	137,834.00	Precept
500191	Banked: 14/04/2021	1,888.63						
500191	Waltham Funeral Services	1,102.00			1010	401	458.00	Interment
					1012	401	644.00	2x EX/RT
1992	Leakes Memorials	158.00			1011	401	158.00	2020030
1993	Chalkley	146.00			1012	401	146.00	EX/RT
1994	St Aethelheards Church	482.63			1000	401	482.63	Electric
<b>BGC Banked: 14/04/2021</b>		<b>158.00</b>						
BGC	Walkers LnCS Co op	158.00			1011	401	158.00	Monuments
<b>BGC Banked: 19/04/2021</b>		<b>1,000.00</b>						
BGC	East Lindsey District Council	1,000.00			1002	401	1,000.00	Cllr. Community Grant
<b>Total Receipts for Month</b>		<b>140,882.05</b>	<b>0.00</b>	<b>0.00</b>			<b>140,882.05</b>	
<b>Cashbook Totals</b>		<b>602,514.53</b>	<b>0.00</b>	<b>0.00</b>			<b>602,514.53</b>	

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Date: 28/09/2021

## Louth Town Council Current Year

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Time: 14:15

## Cashbook 1

User: LMP

## Lloyds TSB Current/Deposit

For Month No: 1

## Payments for Month 1

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
26/11/2019	Louth Men's Shed	8564	-32.50			4551	401	-32.50	Cancelled Cheque
29/06/2020	Louth Men's Shed	8775	-30.00			4520	401	-30.00	Cancelled Cheque
15/03/2021	Trade-Ability	9006	-125.00			4027	401	-125.00	Cancelled cheque
14/04/2021	KRL Group Ltd	9030	17.99		3.00	4304	401	14.99	Photocopier Support
14/04/2021	Information Commissioners Of	9031	40.00			4751	401	40.00	Annual Reg Fee
14/04/2021	ISA re: L. Singh	9032	762.84			4752	401	762.84	Trinity Allotment Rent
14/04/2021	ELDC	9033	5,613.75			4306	401	5,613.75	SH Business Rates
14/04/2021	ELDC	9034	911.21			4501	401	911.21	Cem Business Rates
14/04/2021	Lincolnshire Assoc Local Counc	9035	2,501.96			4026	101	204.00	Training scheme
						4026	101	2,297.96	Annual membership
14/04/2021	Came and Company	9036	5,326.10			4025	101	5,326.10	Insurance
14/04/2021	Hubbards Hills Trust	9037	22,500.00			4282	401	22,500.00	1st Installment 21/22
14/04/2021	ICCM	9038	95.00			4026	101	95.00	Annual Memberhip
14/04/2021	Staff Costs	9039	1,514.65			4001	401	1,514.65	Staff Costs
14/04/2021	Staff Costs	9040	1,345.35			4001	401	1,345.35	Staff Costs
14/04/2021	Staff Costs	9041	1,059.36			4001	501	1,059.36	Staff Costs
14/04/2021	Staff Costs	9042	1,988.98			4001	501	1,988.98	Staff Costs
14/04/2021	HM Revenue and Customs	9043	1,793.18			4001	401	463.12	PAYE/NIC
						4002	501	711.53	PAYE/NIC
						4002	401	268.32	PAYE/NIC
						4002	501	350.21	PAYE/NIC
14/04/2021	LCC Pension Fund	9044	1,619.07			4001	401	95.21	Superannuation
						4001	501	251.88	Superannuation
						4002	401	369.34	Superannuation
						4002	501	902.64	Superannuation
14/04/2021	E.ON Next	9045	25.91		1.23	4200	401	24.68	E.ON Next
14/04/2021	Lincolnshire Assoc Local Counc	9035	-2,501.96			4026	101	-2,501.96	Writing back to amend VAT
14/04/2021	Lincolnshire Assoc Local Counc	9035	2,501.96		34.00	4026	101	2,297.96	LALC Membership
						4026	101	170.00	LALC Annual Training Scheme
19/04/2021	Corona Energy	DD	374.58		62.43	4303	401	312.15	SH Gas
21/04/2021	Anglian Water	DD	8.00			4303	401	8.00	SH Water
23/04/2021	Onecom Ltd	9046	88.91		14.82	4304	401	74.09	2 x Phone & wifi
23/04/2021	KRL Group Ltd	9047	27.20		4.53	4304	401	22.67	Photocopies
23/04/2021	A P Services	9048	74.40		12.40	4285	401	62.00	SH Boiler Repair
23/04/2021	GBM Waste Management	9049	125.00		20.83	4532	401	104.17	Cem Skip
23/04/2021	E.ON Next	9050	141.19		6.72	4505	401	134.47	Cem Electric
23/04/2021	Allinson Print and Supplies	9051	10.13		1.69	4020	101	8.44	Stationery
23/04/2021	British Gas	9052	33.23		1.58	4505	401	31.65	Cem Gas
23/04/2021	Chubb Fire	9053	1,797.35		299.56	9359	403	1,497.79	Emergency Light Replacements
						359	0	-1,497.79	Emergency Light Replacements
						6000	403	1,497.79	Emergency Light Replacements

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**Cashbook 1**

User: LMP

**Lloyds TSB Current/Deposit**

For Month No: 1

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<b>Total Payments for Month</b>	49,607.84	0.00	462.79	49,145.05
<b>Balance Carried Fwd</b>	552,906.69			
<b>Cashbook Totals</b>	<u>602,514.53</u>	<u>0.00</u>	<u>462.79</u>	<u>602,051.74</u>

Date: 28/09/2021

## Louth Town Council Current Year

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Cashbook 2

User: LMP

Petty Cash

For Month No: 1

## Receipts for Month 1

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	192.30					192.30	
	Banked:	0.00						
			0.00				0.00	
<b>Total Receipts for Month</b>		0.00	0.00	0.00			0.00	
<b>Cashbook Totals</b>		<u>192.30</u>	<u>0.00</u>	<u>0.00</u>			<u>192.30</u>	

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Date: 28/09/2021

## Louth Town Council Current Year

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## Cashbook 2

User: LMP

## Petty Cash

For Month No: 1

## Payments for Month 1

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
06/04/2021	John Darke Ltd	1	20.00		3.33	4531	401	16.67	Van
06/04/2021	John Darke Ltd	2	50.01		8.34	4531	401	41.67	Van
06/04/2021	John Darke Ltd	2	-50.01		-8.34	4531	401	-41.67	Writing back to correct coding
06/04/2021	John Darke Ltd	2	50.01		8.34	4533	401	41.67	Van
07/04/2021	John Darke Ltd	3	20.02		3.34	4531	401	16.68	Cem
14/04/2021	Wilkinsons	4	20.12		0.33	4022	101	18.12	Stamps
						4020	101	1.67	Envs
15/04/2021	John Darke Ltd	5	20.00		3.33	4531	401	16.67	Cem
26/04/2021	John Darke Ltd	6	20.01		3.34	4531	401	16.67	Cem
<b>Total Payments for Month</b>			150.16	0.00	22.01			128.15	
<b>Balance Carried Fwd</b>			42.14						
<b>Cashbook Totals</b>			192.30	0.00	22.01			170.29	

Date: 29/09/2021

## Louth Town Council Current Year

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## Cashbook 1

User: LMP

## Lloyds TSB Current/Deposit

For Month No: 2

## Receipts for Month 2

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
<b>Balance Brought Fwd :</b>		<b>552,906.69</b>					<b>552,906.69</b>	
Int	Banked: 10/05/2021	1.42						
Int	Lloyds Bank	1.42			1190	101	1.42	Interest Received
BGC	Banked: 12/05/2021	869.00						
1998	Walkers Lnco Co op	869.00			1010	401	565.00	Inter
					1012	401	146.00	EX/RT
					1011	401	158.00	Memorial
FPI	Banked: 12/05/2021	1,562.00						
2003	R. Arnold Funeral Dirs	1,562.00			1010	401	918.00	Inter
					1012	401	644.00	EX/RT
500192	Banked: 13/05/2021	2,020.00						
1997	Kettles	1,562.00			1010	401	918.00	Inter
					1012	401	644.00	EX/RT
1997	Kettles	458.00			1010	401	458.00	Inter
500192	Banked: 13/05/2021	253.00						
1996	Scott	107.00			1010	401	107.00	Inter
1999	Porter	146.00			1012	401	146.00	EX/RT
<b>Total Receipts for Month</b>		<b>4,705.42</b>	<b>0.00</b>	<b>0.00</b>			<b>4,705.42</b>	
<b>Cashbook Totals</b>		<b>557,612.11</b>	<b>0.00</b>	<b>0.00</b>			<b>557,612.11</b>	

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## Cashbook 1

User: LMP

## Lloyds TSB Current/Deposit

For Month No: 2

## Payments for Month 2

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
05/05/2021	Tudor Grounds Maintenance	9054	2,288.20		381.37	4530	401	474.24	Cem
						4223	401	1,432.59	Amenity
05/05/2021	Easy Clean Marshchapel Ltd	9055	265.20		44.20	4285	401	221.00	Cleaning
05/05/2021	Trade-Ability	9056	350.00			4027	401	350.00	Training
05/05/2021	KRL Group Ltd	9057	17.99		3.00	4304	401	14.99	Photocopier
05/05/2021	Chubb Fire	9058	207.17		34.53	4307	401	172.64	Fire extinguishers
05/05/2021	SCIS	9059	36.00		6.00	4020	101	30.00	IT Assistance
05/05/2021	Allinson Print and Supplies	9060	38.27		6.38	4020	101	31.89	Stationery
05/05/2021	AJ Embroidery	9061	120.00		20.00	4540	401	100.00	Uniform
05/05/2021	Rialtas Business Solutions	9062	312.00		52.00	4020	101	260.00	Licence, Support, Maintenance
13/05/2021	Louth Tractors	9063	5.84		0.97	4520	401	4.87	Cem Supplies
13/05/2021	Louth Building Supplies	9065	148.64		24.77	4520	401	123.87	Cem Supplies
13/05/2021	Petty Cash	9064	250.00			220		250.00	Petty Cash
13/05/2021	Wilkin Chapman llp	9066	2,880.00		480.00	9611	403	2,400.00	OMH
13/05/2021	Staff Costs	9067	0.00						Spoiled/Cancelled Cheque
13/05/2021	Staff Costs	9068	1,345.35			4001	401	1,345.35	Staff Costs
13/05/2021	Staff Costs	9069	2,066.38			4001	501	2,066.38	Staff Costs
13/05/2021	Staff Costs	9070	1,050.76			4001	501	1,050.76	Staff Costs
13/05/2021	HM Revenue and Customs	9071	1,724.58			4001	401	463.32	PAYE/NIC
						4001	501	642.73	PAYE/NIC
						4002	401	268.32	PAYE/NIC
						4002	501	350.21	PAYE/NIC
13/05/2021	LCC Pension Fund	9072	1,271.98			4002	401	369.34	Superannuation
						4002	501	902.64	Superannuation
13/05/2021	Staff Costs	9073	1,514.45			4001	401	1,514.45	Staff Costs
13/05/2021	GBM Waste Management	9074	125.00		20.83	4532	401	104.17	Cem Skip
13/05/2021	Wilkin Chapman llp	9066	-2,880.00		-480.00	9611	403	-2,400.00	Reversing entry OMH
13/05/2021	Wilkin Chapman llp	9066	2,880.00		480.00	9611	403	2,400.00	OMH
						327	0	-2,400.00	OMH
						6000	403	2,400.00	OMH
20/05/2021	LCC Pension Fund	9075	347.09			4001	401	95.21	Superannuation
						4001	501	251.88	Superannuation
20/05/2021	E.ON Next	9076	59.22		2.82	4505	401	56.40	Cem Electric
20/05/2021	Onecom Ltd	9077	89.11		14.85	4304	401	74.26	2 x phone and wifi
20/05/2021	E.ON Next	9078	24.99		1.19	4200	401	23.80	St. James Church Clock Electri
20/05/2021	Corona Energy	DD	221.55		10.55	4303	401	211.00	SH Gas
21/05/2021	Anglian Water	DD	8.00			4303	401	8.00	SH Water
24/05/2021	British Gas	DD	16.62		0.79	4505	401	15.83	Cem Gas
25/05/2021	R. Johnson	9079	340.00			4003	401	340.00	Gravedigging
25/05/2021	Chubb Fire	9080	4,005.60		667.60	9359	403	3,338.00	New Alarm System
						359	0	-3,338.00	New Alarm System
						6000	403	3,338.00	New Alarm System
25/05/2021	KRL Group Ltd	9081	21.38		3.56	4304	401	17.82	Photocopies

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**Cashbook 1****User: LMP****Lloyds TSB Current/Deposit****For Month No: 2**

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<b>Total Payments for Month</b>	21,151.37	0.00	1,775.41	19,375.96
<b>Balance Carried Fwd</b>	536,460.74			
<b>Cashbook Totals</b>	557,612.11	0.00	1,775.41	555,836.70

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Date: 29/09/2021

**Louth Town Council Current Year**

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**Cashbook 2**

User: LMP

**Petty Cash**

For Month No: 2

**Receipts for Month 2****Nominal Ledger Analysis**

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	<b>Balance Brought Fwd :</b>	<b>42.14</b>					<b>42.14</b>	
	<b>Banked: 13/05/2021</b>	<b>250.00</b>						
9064	Lloyds TSB Current/Deposit	250.00			201		250.00	Petty Cash
<b>Total Receipts for Month</b>		250.00	0.00	0.00			250.00	
<b>Cashbook Totals</b>		<u>292.14</u>	<u>0.00</u>	<u>0.00</u>			<u>292.14</u>	

Date: 29/09/2021

## Louth Town Council Current Year

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## Cashbook 2

User: LMP

## Petty Cash

For Month No: 2

## Payments for Month 2

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
04/05/2021	John Darke Ltd	7	20.00		3.33	4533	401	16.67	Van
04/05/2021	John Darke Ltd	8	25.01		4.17	4531	401	20.84	Cem
05/05/2021	McColl's	9	18.12			4022	101	18.12	Stamps
13/05/2021	John Darke Ltd	11	20.00		3.33	4531	401	16.67	Cem
17/05/2021	John Darke Ltd	10	40.01		6.67	4533	401	33.34	Van
18/05/2021	Wilkinsons	12	21.02		1.33	4022	101	13.02	Stamps
						4020	101	6.67	Stationery
24/05/2021	John Darke Ltd	13	20.00		3.33	4531	401	16.67	Cem
28/05/2021	John Darke Ltd	14	20.00		3.33	4531	401	16.67	Cem
<b>Total Payments for Month</b>			184.16	0.00	25.49			158.67	
<b>Balance Carried Fwd</b>			107.98						
<b>Cashbook Totals</b>			292.14	0.00	25.49			266.65	

Date: 01/10/2021

## Louth Town Council Current Year

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## Cashbook 1

User: LMP

## Lloyds TSB Current/Deposit

For Month No: 3

## Receipts for Month 3

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
<b>Balance Brought Fwd :</b>		<b>536,460.74</b>					<b>536,460.74</b>	
Int	Banked: 09/06/2021	1.37						
Int	Lloyds Bank	1.37			1190	101	1.37	Interest Received
500193	Banked: 10/06/2021	1,209.00						
2002	Emberson	1,102.00			1010	401	458.00	Inter
					1012	401	644.00	EX/RT x 2
2001	Robinson	107.00			1012	401	107.00	EX/RT
BGC	Banked: 23/06/2021	107.00						
2007	Lincs Coop Boston	107.00			1010	401	107.00	Inter
<b>Total Receipts for Month</b>		<b>1,317.37</b>	<b>0.00</b>	<b>0.00</b>			<b>1,317.37</b>	
<b>Cashbook Totals</b>		<b>537,778.11</b>	<b>0.00</b>	<b>0.00</b>			<b>537,778.11</b>	

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## Louth Town Council Current Year

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## Cashbook 1

User: LMP

## Lloyds TSB Current/Deposit

For Month No: 3

## Payments for Month 3

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
09/06/2021	KRL Group Ltd	9082	17.99		3.00	4304	401	14.99	Photocopies
09/06/2021	Tudor Grounds Maintenance	9083	1,719.11		286.52	4223	401	1,432.59	Amenity Grasscutting
09/06/2021	Easy Clean Marshchapel Ltd	9084	249.60		41.60	4285	401	208.00	Cleaning
09/06/2021	Louth Tractors	9085	22.39		3.73	4520	401	18.66	Cem Supplies
09/06/2021	GBM Waste Management	9087	175.00		29.17	4532	401	145.83	Cem Skip
09/06/2021	Petty Cash	9086	250.00			220		250.00	Petty Cash
09/06/2021	Anglian Water	9088	69.24			4505	401	69.24	Cem Water
09/06/2021	Lincolnshire County Council	9089	232.80			4223	401	232.80	Replacement Tree
15/06/2021	E.ON Next	DD	25.76		1.23	4200	401	24.53	St. James' Church Clock
15/06/2021	E.ON Next	DD	57.31		2.73	4505	401	54.58	Cem Electric
16/06/2021	Tudor Grounds Maintenance	9090	1,138.18		189.70	4530	401	948.48	Cem Grasscutting x 2
16/06/2021	Maria Vincent	9091A	24.99		4.17	4020	101	20.82	Office Supplies
16/06/2021	Maria Vincent	9091B	2.99		0.50	4020	101	2.49	Office Supplies
16/06/2021	Maria Vincent	9091C	124.80		20.80	4020	101	104.00	Office Supplies
16/06/2021	Maria Vincent	9091D	14.99		2.50	4020	101	12.49	Office Supplies
16/06/2021	Maria Vincent	9091E	5.76		0.96	4020	101	4.80	Office Supplies
16/06/2021	Staff Costs	9092	1,514.65			4001	401	1,514.65	Staff Costs
16/06/2021	Staff Costs	9093	1,345.35			4001	401	1,345.35	Staff Costs
16/06/2021	Staff Costs	9094	2,027.58			4001	501	2,027.58	Staff Costs
16/06/2021	Staff Costs	9095	1,054.96			4001	501	1,054.96	Staff Costs
16/06/2021	HM Revenue and Customs	9096	1,758.98			4001	401	463.12	PAYE/NIC
						4001	501	677.33	PAYE/NIC
						4002	401	268.32	PAYE/NIC
						4002	501	350.21	PAYE/NIC
16/06/2021	LCC Pension Fund	9097	1,619.07			4001	401	95.21	Superannuation
						4001	501	251.88	Superannuation
						4002	401	369.34	Superannuation
						4002	501	902.64	Superannuation
16/06/2021	Onecom Ltd	9098	67.02		11.17	4304	401	55.85	2 x phone and wifi
16/06/2021	R. Johnson	9099	340.00			4003	401	340.00	Gravedigging
16/06/2021	G. Darnell	9100	325.00			4103	601	325.00	Mayor's Serjeant
17/06/2021	Corona Energy	DD	157.32		7.49	4303	401	149.83	SH Gas
22/06/2021	Anglian Water	DD	8.00			4303	401	8.00	SH Water
28/06/2021	British Gas	DD	46.73		2.22	4505	401	44.51	Cem Gas
29/06/2021	Allinson Print and Supplies	9101	177.00		4.50	4052	601	150.00	Flood leaflets
						4020	101	22.50	Stationery
29/06/2021	Siemens Financial Services Ltd	9102	204.00		34.00	4304	401	170.00	Photocopier
29/06/2021	Louth Tractors	9103	167.03		27.84	4551	401	139.19	Cem Repairs
29/06/2021	KRL Group Ltd	9104	21.38		3.56	4304	401	17.82	Photocopies
29/06/2021	Louth Building Supplies	9105	144.85		24.14	4520	401	120.71	Cem Supplies
29/06/2021	GBM Waste Management	9106	175.00		29.17	4532	401	145.83	Cem Skip
29/06/2021	H. Lyon	9107	197.86		31.19	4550	401	166.67	Cem Planting
29/06/2021	Tudor Grounds Maintenance	9108	2,126.20		354.37	4530	401	384.24	Cem
						4223	401	1,387.59	Amenity
29/06/2021	SCIS	9109	135.36		22.56	4020	101	112.80	IT Software

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**Louth Town Council Current Year**

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**Cashbook 1**

User: LMP

**Lloyds TSB Current/Deposit**

For Month No: 3

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<b>Total Payments for Month</b>	17,744.25	0.00	1,138.82	16,605.43
<b>Balance Carried Fwd</b>	520,033.86			
<b>Cashbook Totals</b>	537,778.11	0.00	1,138.82	536,639.29

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Date: 01/10/2021

## Louth Town Council Current Year

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## Cashbook 2

User: LMP

## Petty Cash

For Month No: 3

## Receipts for Month 3

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
<b>Balance Brought Fwd :</b>		<b>107.98</b>					<b>107.98</b>	
	Banked: 09/06/2021	<b>250.00</b>						
9086	Lloyds TSB Current/Deposit	250.00			201		250.00	Petty Cash
<b>Total Receipts for Month</b>		250.00	0.00	0.00			250.00	
<b>Balance Carried Fwd</b>		55.38						
<b>Cashbook Totals</b>		<u>413.36</u>	<u>0.00</u>	<u>0.00</u>			<u>413.36</u>	

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## Louth Town Council Current Year

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## Cashbook 2

User: LMP

## Petty Cash

For Month No: 3

## Payments for Month 3

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
03/05/2021	Millets	16	3.00			4020	101	3.00	Torch
01/06/2021	John Darke Ltd	17	20.00		3.33	4531	401	16.67	Cem
03/06/2021	John Darke Ltd	15	59.99		10.00	4531	401	16.66	cem
						4533	401	33.33	van
07/06/2021	John Darke Ltd	19	25.01		4.17	4531	401	20.84	Cem
08/06/2021	Boyes	20	6.99			4020	101	6.99	Office Supplies
10/06/2021	Wilkinsons	18	1.00		0.17	4020	101	0.83	Office Supplies
10/06/2021	John Darke Ltd	21	26.36		4.39	4531	401	21.97	Cem
14/06/2021	Amazon	29	3.99		0.67	4020	101	3.32	Office Supplies
15/06/2021	Morrisons	22	40.12		3.67	4020	101	36.45	Office Supplies
15/06/2021	John Darke Ltd	23	25.01		4.17	4531	401	20.84	Cem
16/06/2021	John Darke Ltd	24	25.01		4.17	4531	401	20.84	Cem
21/06/2021	John Darke Ltd	25	80.01		13.34	4531	401	16.68	Cem
						4533	401	49.99	Van
23/06/2021	Louth Garden Centre	26	10.00		1.67	4550	401	8.33	Compost
23/06/2021	Louth Garden Centre	27	10.00		1.67	4550	401	8.33	Compost
24/06/2021	John Darke Ltd	28	25.01		4.17	4531	401	20.84	Cem
24/06/2021	Louth Garden Centre	30	9.99		1.66	4020	101	8.33	Office Supplies
29/06/2021	Louth Garden Centre	31	15.00		2.49	4280	401	12.51	Floral Supplies
30/06/2021	John Darke Ltd	32	26.87		4.48	4531	401	22.39	Cem
<b>Total Payments for Month</b>			413.36	0.00	64.22			349.14	
<b>Cashbook Totals</b>			413.36	0.00	64.22			349.14	

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## Louth Town Council Current Year

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## Detailed Income &amp; Expenditure by Budget Heading 30/06/2021

Month No: 3

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>101 Governance and Finance</b>								
1002 Miscellaneous	0	0	50	50			0.0%	
1176 Precept	0	137,834	275,668	137,834			50.0%	
1190 Interest Received	1	4	300	296			1.4%	
<b>Governance and Finance :- Income</b>	<b>1</b>	<b>137,838</b>	<b>276,018</b>	<b>138,180</b>			<b>49.9%</b>	<b>0</b>
4020 Office Administration Costs	339	677	4,500	3,823		3,823	15.1%	
4022 Postage	0	49	300	251		251	16.4%	
4023 Meeting Expenses	0	0	300	300		300	0.0%	
4024 Councillors Expenses	0	0	500	500		500	0.0%	
4025 Insurances	0	5,326	5,300	(26)		(26)	100.5%	
4026 Fees and Subscriptions	0	2,563	2,750	187		187	93.2%	
4028 Audit Fee (Internal & External)	0	0	1,000	1,000		1,000	0.0%	
4750 Contingency	0	0	500	500		500	0.0%	
<b>Governance and Finance :- Indirect Expenditure</b>	<b>339</b>	<b>8,616</b>	<b>15,150</b>	<b>6,534</b>	<b>0</b>	<b>6,534</b>	<b>56.9%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(337)</b>	<b>129,222</b>	<b>260,868</b>	<b>131,646</b>				
<b>401 Community Resources Day to Day</b>								
1000 Property Income	0	483	1,000	517			48.3%	
1001 Allotment Rent Received	0	0	550	550			0.0%	
1002 Miscellaneous	0	1,000	200	(800)			500.0%	
1009 LCC Contribution (Grass)	0	0	4,864	4,864			0.0%	
1010 Interments	565	3,989	17,000	13,011			23.5%	
1011 Monuments	0	474	6,000	5,526			7.9%	
1012 Exclusive Burial Rights	751	3,121	12,000	8,879			26.0%	
1013 Plaques	0	0	214	214			0.0%	
1014 Chapel Rent	0	0	407	407			0.0%	
<b>Community Resources Day to Day :- Income</b>	<b>1,316</b>	<b>9,067</b>	<b>42,235</b>	<b>33,168</b>			<b>21.5%</b>	<b>0</b>
4001 Salaries	3,418	10,255	46,000	35,745		35,745	22.3%	
4002 Employers Costs Super / NI	638	1,913	13,000	11,087		11,087	14.7%	
4003 Grave Digging	340	680	3,600	2,920		2,920	18.9%	
4005 Community Payback Team	0	0	3,120	3,120		3,120	0.0%	
4027 Training	0	225	1,700	1,475		1,475	13.2%	
4104 Civic Property	0	0	500	500		500	0.0%	
4200 Clocks / Floodlights	25	(327)	2,400	2,727		2,727	(13.6%)	
4205 Christmas Lights / Celebrations	0	0	12,500	12,500		12,500	0.0%	
4210 Lovely Louth Competition	0	0	550	550		550	0.0%	
4220 CCTV Maintenance	0	0	4,515	4,515		4,515	0.0%	
4222 Street Furniture Maintenance	0	0	3,000	3,000		3,000	0.0%	
4223 Amenity Grass Cutting	3,053	4,486	23,500	19,014		19,014	19.1%	

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## Louth Town Council Current Year

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## Detailed Income &amp; Expenditure by Budget Heading 30/06/2021

Month No: 3

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4280 Floral / In Bloom	13	13	3,000	2,987		2,987	0.4%	
4282 Hubbards Hills Mtce Contrib.	0	22,500	35,000	12,500		12,500	64.3%	
4285 Minor Mtce & Cleaning Services	208	491	4,700	4,209		4,209	10.4%	
4302 Security / Fire	0	0	8,000	8,000		8,000	0.0%	
4303 SH Utilities	158	697	6,500	5,803		5,803	10.7%	
4304 SH Communications	259	477	1,530	1,053		1,053	31.2%	
4306 SH Rates	0	5,614	5,650	36		36	99.4%	
4307 SH Building Maintenance	0	173	2,000	1,827		1,827	8.6%	
4308 SH Statutory Equipment Checks	0	0	250	250		250	0.0%	
4501 Cem Rates	0	911	1,000	89		89	91.1%	
4505 Cem Utilities	168	407	2,000	1,593		1,593	20.3%	
4506 Cem Communications	0	0	500	500		500	0.0%	
4520 Cem Maintenance-Supplies	139	238	2,000	1,762		1,762	11.9%	
4530 Cem Grass Cutting / Strimming	1,333	1,807	7,000	5,193		5,193	25.8%	
4531 Cem Fuel - Equipment	178	315	650	335		335	48.5%	
4532 Cem Waste Disposal	292	500	1,750	1,250		1,250	28.6%	
4533 Cem Vehicle Running Costs	83	175	2,000	1,825		1,825	8.8%	
4540 Cem Protective Clothing	0	100	600	500		500	16.7%	
4550 Cem Plants, Shrubs, Trees etc	183	183	400	217		217	45.8%	
4551 Cem General Repairs/Maint.	139	107	3,000	2,893		2,893	3.6%	
4552 Purchase of Plaques	0	0	60	60		60	0.0%	
4600 Cem Equipment Replacement	0	0	3,000	3,000		3,000	0.0%	
4750 Contingency	0	0	3,000	3,000		3,000	0.0%	
4751 GDPR Compliance	0	40	250	210		210	16.0%	
4752 Trinity Allotment Rent	0	763	790	27		27	96.6%	
4753 Tidy Louth	0	0	1,500	1,500		1,500	0.0%	
4754 Community Apiary	0	0	1,000	1,000		1,000	0.0%	
4755 Speed Awareness	0	0	8,000	8,000		8,000	0.0%	
Community Resources Day to Day :- Indirect Expenditure	<b>10,626</b>	<b>52,742</b>	<b>219,515</b>	<b>166,773</b>	<b>0</b>	<b>166,773</b>	<b>24.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(9,310)</b>	<b>(43,675)</b>	<b>(177,280)</b>	<b>(133,605)</b>				
<b>403 Community Resources EM Reserve</b>								
9359 EMR Accommodation	0	4,836	0	(4,836)		(4,836)	0.0%	4,836
9611 EMR Contingency	0	2,400	0	(2,400)		(2,400)	0.0%	2,400
Community Resources EM Reserve :- Indirect Expenditure	<b>0</b>	<b>7,236</b>	<b>0</b>	<b>(7,236)</b>	<b>0</b>	<b>(7,236)</b>		<b>7,236</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(7,236)</b>	<b>0</b>	<b>7,236</b>				
6000 plus Transfer from EMR	0	7,236						
<b>Movement to/(from) Gen Reserve</b>	<b>0</b>	<b>0</b>						

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## Louth Town Council Current Year

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## Detailed Income &amp; Expenditure by Budget Heading 30/06/2021

Month No: 3

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>501 Personnel Day to Day</b>								
4001 Salaries	4,012	11,324	53,500	42,176		42,176	21.2%	
4002 Employers Costs Super / NI	1,253	4,470	17,000	12,530		12,530	26.3%	
4008 Clerk Travel Expenses	0	0	250	250		250	0.0%	
4027 Training	0	0	500	500		500	0.0%	
Personnel Day to Day :- Indirect Expenditure	<b>5,265</b>	<b>15,794</b>	<b>71,250</b>	<b>55,456</b>	<b>0</b>	<b>55,456</b>	<b>22.2%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(5,265)</b>	<b>(15,794)</b>	<b>(71,250)</b>	<b>(55,456)</b>				
<b>601 Town Council Day to Day</b>								
4052 Tourism/promotions	150	150	2,000	1,850		1,850	7.5%	
4089 Citizens Advice Bureau	0	0	1,000	1,000		1,000	0.0%	
4090 Grants S137 Open Resource	0	0	6,000	6,000		6,000	0.0%	
4100 Civic Expenses	0	0	1,500	1,500		1,500	0.0%	
4102 Mayoral Allowance	0	0	500	500		500	0.0%	
4103 Mayors Serjeant Expenses	325	325	650	325		325	50.0%	
4105 Election Expenses	0	0	2,000	2,000		2,000	0.0%	
4106 Deputy Mayor's Expenses	0	0	200	200		200	0.0%	
4111 Remembrance Day Parade Grant	0	0	800	800		800	0.0%	
4311 Flood Schemes Maintenance	0	0	12,890	12,890		12,890	0.0%	
4312 War Memorial	0	0	500	500		500	0.0%	
Town Council Day to Day :- Indirect Expenditure	<b>475</b>	<b>475</b>	<b>28,040</b>	<b>27,565</b>	<b>0</b>	<b>27,565</b>	<b>1.7%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(475)</b>	<b>(475)</b>	<b>(28,040)</b>	<b>(27,565)</b>				
<b>Grand Totals:- Income</b>	<b>1,317</b>	<b>146,905</b>	<b>318,253</b>	<b>171,348</b>			<b>46.2%</b>	
<b>Expenditure</b>	<b>16,705</b>	<b>84,862</b>	<b>333,955</b>	<b>249,093</b>	<b>0</b>	<b>249,093</b>	<b>25.4%</b>	
<b>Net Income over Expenditure</b>	<b>(15,387)</b>	<b>62,042</b>	<b>(15,702)</b>	<b>(77,744)</b>				
plus Transfer from EMR	0	7,236						
<b>Movement to/(from) Gen Reserve</b>	<b>(15,387)</b>	<b>69,278</b>						

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## Louth Town Council Current Year

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## Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
320 Earmarked Reserves	0.00		0.00
321 EMR Flood Memorial	0.00		0.00
322 EMR CCTV refurbishment	10,000.00		10,000.00
325 EMR Street Furniture	1,075.00		1,075.00
326 EMR Anniversary of Louth Flood	301.67		301.67
327 EMR Contingency	14,127.00	-2,400.00	11,727.00
329 EMR Quality Council / Office	4,245.00		4,245.00
337 EMR Conservation Area	500.00		500.00
338 EMR Civic Events	1,889.00		1,889.00
339 EMR War Memorial	6,000.00	2,500.00	8,500.00
340 EMR Grants 137 Reserve	1,066.00		1,066.00
346 EMR Christmas Illuminations	8,364.00		8,364.00
347 EMR Art Trail	1,000.00		1,000.00
348 EMR IT Replacement	4,207.87		4,207.87
349 EMR Civic Regalia	1,000.00	1,000.00	2,000.00
352 EMR TCP Floral Enhancement	2,500.00		2,500.00
353 EMR Capital Expenditure	97,201.80		97,201.80
359 EMR Accommodation	7,890.00	-3,835.79	4,054.21
360 EMR Cem External Wall	4,000.00		4,000.00
362 EMR Civic Property	2,045.94	1,000.00	3,045.94
363 EMR Flood Alleviation Scheme	26,500.00		26,500.00
364 EMR Clerks Training	2,540.00		2,540.00
365 EMR Accom OfficeEquip / Stor	4,224.00		4,224.00
366 EMR Cemetery Planting Project	458.00		458.00
370 EMR Cemetery Gates	2,000.00	1,000.00	3,000.00
380 EMR Cem Road Maintenance	3,000.00	1,000.00	4,000.00
381 EMR Cem Equipment Replacement	8,637.00		8,637.00
382 EMR Cem Tree Surgery	3,380.00		3,380.00
383 EMR Cem Workshop/Lodge	8,056.24		8,056.24
384 EMR Cemetery Facilities	0.00		0.00
385 EMR Vehicle Replacement	14,658.00		14,658.00
386 EMR Cemetery Facilities	3,825.00		3,825.00
390 EMR Accom Roof	7,136.00	1,000.00	8,136.00
391 EMR Accom Boiler	10,000.00	2,000.00	12,000.00
392 EMR Accom Structural	5,000.00		5,000.00
393 EMR Accom Car Park	2,000.00		2,000.00
394 EMR Street Signs / Furniture	15,660.00		15,660.00
395 EMR SH Internal Decorating Foy	2,000.00		2,000.00
396 EMR Speed Signs	512.00	1,000.00	1,512.00
397 EMR Tourism	2,115.00		2,115.00
398 EMR Elections	16,000.00		16,000.00
399 EMR Funding for Sports Assets	2,000.00	1,000.00	3,000.00
	<b>307,114.52</b>	<b>5,264.21</b>	<b>312,378.73</b>

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Louth Town Council Current Year

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**Detailed Balance Sheet - Excluding Stock Movement****Month 3 Date 30/06/2021**

<u>A/c</u>	<u>Description</u>	<u>Actual</u>
<i>Current Assets</i>		
105	VAT Refunds	21,598
201	Lloyds TSB Current/Deposit	520,034
210	National Savings Bank	111,323
220	Petty Cash	(55)
<b>Total Current Assets</b>		<b>652,900</b>
<i>Represented by :-</i>		
301	Current Year Fund	62,042
310	General Reserve	278,479
322	EMR CCTV refurbishment	10,000
325	EMR Street Furniture	1,075
326	EMR Anniversary of Louth Flood	302
327	EMR Contingency	11,727
329	EMR Quality Council / Office	4,245
337	EMR Conservation Area	500
338	EMR Civic Events	1,889
339	EMR War Memorial	8,500
340	EMR Grants 137 Reserve	1,066
346	EMR Christmas Illuminations	8,364
347	EMR Art Trail	1,000
348	EMR IT Replacement	4,208
349	EMR Civic Regalia	2,000
352	EMR TCP Floral Enhancement	2,500
353	EMR Capital Expenditure	97,202
359	EMR Accommodation	4,054
360	EMR Cem External Wall	4,000
362	EMR Civic Property	3,046
363	EMR Flood Alleviation Scheme	26,500
364	EMR Clerks Training	2,540
365	EMR Accom OfficeEquip / Stor	4,224
366	EMR Cemetery Planting Project	458
370	EMR Cemetery Gates	3,000
380	EMR Cem Road Maintenance	4,000
381	EMR Cem Equipment Replacement	8,637
382	EMR Cem Tree Surgery	3,380
383	EMR Cem Workshop/Lodge	8,056
385	EMR Vehicle Replacement	14,658
386	EMR Cemetery Facilities	3,825
390	EMR Accom Roof	8,136
391	EMR Accom Boiler	12,000
392	EMR Accom Structural	5,000
393	EMR Accom Car Park	2,000
394	EMR Street Signs / Furniture	15,660
395	EMR SH Internal Decorating Foy	2,000
396	EMR Speed Signs	1,512
397	EMR Tourism	2,115
398	EMR Elections	16,000
399	EMR Funding for Sports Assets	3,000
<b>Total Equity</b>		<b>652,900</b>

Date: 01/10/2021

Louth Town Council Current Year

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Time: 19:24

**Bank Reconciliation Statement as at 30/06/2021  
for Cashbook 1 - Lloyds TSB Current/Deposit**

User: LMP

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Lloyds TSB Deposit Account	31/03/2021	5	166,650.51
Lloyds TSB Current Account	30/06/2021	55	369,483.29
			<u>536,133.80</u>
<b><u>Unpresented Cheques (Minus)</u></b>			<b><u>Amount</u></b>
13/05/2020 8733	RBL Poppy Appeal		17.00
15/03/2021 9003	Environment Agency		12,394.26
16/06/2021 9099	R. Johnson		340.00
29/06/2021 9101	Allinson Print and Supplies		177.00
29/06/2021 9102	Siemens Financial Services Ltd		204.00
29/06/2021 9103	Louth Tractors		167.03
29/06/2021 9104	KRL Group Ltd		21.38
29/06/2021 9105	Louth Building Supplies		144.85
29/06/2021 9106	GBM Waste Management		175.00
29/06/2021 9107	H. Lyon		197.86
29/06/2021 9108	Tudor Grounds Maintenance		2,126.20
29/06/2021 9109	SCIS		135.36
			<u>16,099.94</u>
			520,033.86
<b><u>Receipts not Banked/Cleared (Plus)</u></b>			
			0.00
			<u>0.00</u>
			520,033.86
		<b>Balance per Cash Book is :-</b>	<b>520,033.86</b>
		<b>Difference is :-</b>	<b>0.00</b>

Date: 01/10/2021

Louth Town Council Current Year

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Time: 19:50

**Bank Reconciliation Statement as at 30/06/2021  
for Cashbook 2 - Petty Cash**

User: LMP

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty Cash	30/06/2021	32	-55.38
			<hr/> -55.38
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			-55.38
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			-55.38
		<b>Balance per Cash Book is :-</b>	<b>-55.38</b>
		<b>Difference is :-</b>	<b>0.00</b>

# Louth Town Council



## Standing Orders

Adopted 18th May 2012  
Reviewed and adopted 26th June 2012  
Reviewed and adopted October 2014  
Reviewed and adopted April 2015  
Reviewed and adopted March 2018  
Reviewed and adopted July 2018  
Reviewed and adopted March 2019  
Reviewed and adopted March 2020  
Reviewed and adopted February 2021  
Reviewed and adopted October 2021  
Next review due 2022

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## RULES OF DEBATE AT MEETINGS

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chairman of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chairman of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chairman of the meeting, is expressed in writing to the chairman.
- h A councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chairman of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chairman of the meeting.
- k One or more amendments may be discussed together if the chairman of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the chairman of the meeting, a councillor may speak once in the debate on a motion except:
  - i. to speak on an amendment moved by another councillor;
  - ii. to move or speak on another amendment if the motion has been amended since he last spoke;
  - iii. to make a point of order;

- iv. to give a personal explanation; or
  - v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q A point of order shall be decided by the chairman of the meeting and his decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
- i. to amend the motion;
  - ii. to proceed to the next business;
  - iii. to adjourn the debate;
  - iv. to put the motion to a vote;
  - v. to ask a person to be no longer heard or to leave the meeting;
  - vi. to refer a motion to a committee or sub-committee for consideration;
  - vii. to exclude the public and press;
  - viii. to adjourn the meeting; or
  - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed (2) minutes without the consent of the chairman of the meeting.

## 1. DISORDERLY CONDUCT AT MEETINGS

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chairman of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chairman of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include

temporarily suspending or closing the meeting.

## 2. MEETINGS GENERALLY

Full Council meetings ●

Committee meetings ●

Sub-committee meetings ●

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice OR [The minimum three clear days' public notice of a meeting does not include the day on which the notice was issued or the day of the meeting].**
- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed (15) minutes unless directed by the chairman of the meeting.
- g Subject to standing order 3(f), a member of the public shall not speak for more than (3) minutes.
- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.
- i A person shall ~~stand when requesting to speak and when speaking (except when a person has a disability or is likely to suffer discomfort)]~~ OR [A person shall raise his hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The chairman of the meeting may at any time permit a person to be seated when speaking.

- j A person who speaks at a meeting shall direct his comments to the chairman of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking. There should be no heckling. No-one should interrupt or engage in break-away conversations. Such instances will be classed as disruptive and improper behaviour.
- l **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting *whilst the meeting is open to the public*. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present. Councillor’s mobile phones should be switched to silent during meetings and only urgent messages dealt with.**
  - m **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
  - n **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
  - o **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in his absence be done by, to or before the Vice-Chairman of the Council (if there is one).**
  - p **The Chairman of the Council, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman of the Council (if there is one) if present, shall preside. If one or both the Chairman and the Vice-Chairman are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
  - q **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**
  - r **The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.**

*See standing orders 5(h) and (i) for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the Council.*

- s **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present**

**and voting gave his vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda. **A Councillor will not be permitted to vote on a matter when they have not been party to the entire debate/discussion.**

- t The minutes of a meeting shall include an accurate record of the following:
- i. the time and place of the meeting;
  - ii. the names of councillors who are present and the names of councillors who are absent. **Apologies should be received by the Clerk only, at least 1 hour before the meeting commences. These will be noted but not authorised by the council / committee;**
  - iii. interests that have been declared by councillors and non-councillors with voting rights;
  - iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
  - v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
  - vi. if there was a public participation session; and
  - vii. the resolutions made.

- u **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.**

- v **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

*See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.*

- w **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.

x A meeting shall not exceed a period of **(3)** hours.

y **All summons to Council meetings and agenda will be sent electronically and a paper copy will be available for collection from the office.**

z **Notices of Council meetings shall be published on the Council's website.**

### 3. COMMITTEES AND SUB-COMMITTEES

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The Council may appoint standing committees or other committees as may be necessary, and:
  - i. shall determine their terms of reference;
  - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
  - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
  - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
  - v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer (7) days before the meeting that they are unable to attend;
  - vi. shall, after it has appointed the members of a standing committee, appoint the chairman of the standing committee;
  - vii. shall permit a committee other than a standing committee, to appoint its own chairman at the first meeting of the committee;
  - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
  - ix. shall determine if the public may participate at a meeting of a committee;
  - x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
  - xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
  - xii. may dissolve a committee or a sub-committee.
  - xiii. all summons to committee meetings and agenda will be sent electronically and a paper copy will be available for collection from the office.

xiv. notices of committee meetings shall be published on the Council's website.

#### 4. ORDINARY COUNCIL MEETINGS

- a In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.
- b In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.
- c If no other time is fixed, the annual meeting of the Council shall take place at 6pm.
- d In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.
- e The first business conducted at the annual meeting of the Council shall be the election of the Chairman and Vice-Chairman (if there is one) of the Council.
- f The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.
- g The Vice-Chairman of the Council, if there is one, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.
- h In an election year, if the current Chairman of the Council has not been re-elected as a member of the Council, he shall preside at the annual meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but shall give a casting vote in the case of an equality of votes.
- i In an election year, if the current Chairman of the Council has been re-elected as a member of the Council, he shall preside at the annual meeting until a new Chairman of the Council has been elected. He may exercise an original vote in respect of the election of the new Chairman of the Council and shall give a casting vote in the case of an equality of votes.
- j Following the election of the Chairman of the Council and Vice-Chairman (if there is one) of the Council at the annual meeting, the business shall normally include:
  - i. In an election year, delivery by the Chairman of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of his acceptance of office form unless the Council resolves for this to be done at a later date;
  - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
  - iii. Receipt of the minutes of the last meeting of a committee;
  - iv. Consideration of the recommendations made by a committee;

- v. Confirmation of review of delegation arrangements to committees, sub-committees, staff and other local authorities;
- vi. Confirmation of review of the terms of reference for committees;
- vii. Confirmation of appointment of members to existing committees;
- viii. Appointment of any new committees in accordance with standing order 4;
- ix. Confirmation of review and adoption of appropriate standing orders and financial regulations;
- x. Confirmation of review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
- xi. Confirmation of review of representation on or work with external bodies and arrangements for reporting back;
- xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
- xiii. Confirmation of review of inventory of land and other assets including buildings and office equipment;
- xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
- xv. Confirmation of review of the Council's and/or staff subscriptions to other bodies;
- xvi. Confirmation of review of the Council's complaints procedure;
- xvii. Confirmation of review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
- xviii. Confirmation of review of the Council's policy for dealing with the press/media;
- xix. Confirmation of review of the Council's employment policies and procedures;
- xx. Confirmation of review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- xxi. Confirmation of determination of the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

## **5. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES**

- a The Chairman of the Council may convene an extraordinary meeting of the Council at any time.**
- b If the Chairman of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public**



**notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**

- c The chairman of a committee may convene an extraordinary meeting of the committee at any time.
- d If the chairman of a committee does not call an extraordinary meeting within (7) days of having been requested to do so by (3) members of the committee, any (3) members of the committee may convene an extraordinary meeting of the committee.

## **6. PREVIOUS RESOLUTIONS**

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least (3) councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

## **7. VOTING ON APPOINTMENTS**

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chairman of the meeting.

## **8. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER**

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least (7) clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least (7) clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the

agenda or rejected.

- f The decision of the Proper Officer as to whether or not to include a motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

## **9. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE**

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
  - i. to correct an inaccuracy in the draft minutes of a meeting;
  - ii. to move to a vote;
  - iii. to defer consideration of a motion;
  - iv. to refer a motion to a particular committee or sub-committee;
  - v. to appoint a person to preside at a meeting;
  - vi. to change the order of business on the agenda;
  - vii. to proceed to the next business on the agenda;
  - viii. to temporarily revoke a dispensation;
  - ix. to require a written report;
  - x. to appoint a committee, sub-committee or working group and their members;
  - xi. to extend the time limits for speaking;
  - xii. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
  - xiii. to not hear further from a councillor or a member of the public;
  - xiv. to exclude a councillor or member of the public for disorderly conduct;
  - xv. to temporarily suspend the meeting;
  - xvi. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
  - xvii. to adjourn the meeting; or
  - xviii. to close the meeting.

## 10. MANAGEMENT OF INFORMATION

See also standing order 20.

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

## 11. DRAFT MINUTES

- Full Council meetings ●
- Committee meetings ●
- Sub-committee meetings ●

- a If the draft minutes of a preceding meeting have been served on councillors with an agenda they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The chairman of this meeting does not believe that the minutes of the meeting of the ( ) held on [date] in respect of ( ) were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”

- e **If the Council's gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

## 12. CODE OF CONDUCT AND DISPENSATIONS

See also standing order 3(u).

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council, shall declare their interests accordingly and will act appropriately and in line with the Nolan Seven Principles of Public Life, which are selflessness, integrity, objectivity, accountability, openness, honest and leadership at all times.
- b Unless he has been granted a dispensation the Council / committee invites the person / councillor to remain. A disclosable pecuniary interest is broadly defined as including: Business interests (for example employment, trade, profession, contracts or any company with which a person is associated). Wider financial interests (for example trust funds, investments and assets including land and property). A conflict of interest is broadly defined as a situation in which a person or organisation is involved in multiple interests, financial or otherwise, and serving one interest could involve working against another. He may return to the meeting after it has considered the matter in which he had the interest.
- c Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the Council's code of conduct. He may return to the meeting after it has considered the matter in which he had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made ~~by the Proper Officer~~ OR by a meeting of the Council, or committee or sub-committee for which the dispensation is required] **and that decision is final.**
- f A dispensation request shall confirm:
  - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
  - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
  - iii. the date of the meeting or the period (not exceeding four years) for which the

dispensation is sought; and

- iv. an explanation as to why the dispensation is sought.
- g. Subject to standing orders 13(d) and (f), a dispensation request shall be considered **[by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required] OR [at the beginning of the meeting of the Council, or committee or sub-committee for which the dispensation is required].**
- h. **A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
  - i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
  - ii. **granting the dispensation is in the interests of persons living in the Council's area; or**
  - iii. **it is otherwise appropriate to grant a dispensation.**

### 13. CODE OF CONDUCT COMPLAINTS

- a. Upon notification by the District or Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.
- b. Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of Council of this fact, and the Chairman shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d).
- c. The Council may:
  - i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
  - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d. **Upon notification by the District or Unitary Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**

#### 14. PROPER OFFICER

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
- i. **at least three clear days before a meeting of the council, a committee or a sub-committee,**
    - **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
    - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

*See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;*

- ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least (5) days before the meeting confirming his withdrawal of it;
- iii. **convene a meeting of the Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office;**
- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;  
(*see also standing order 23*);

- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xv. refer a planning application received by the Council to the Chairman or in his absence the Vice-Chairman (if there is one) of the Planning Committee / Planning Working Group Council] OR [Chairman or in his absence Vice-Chairman (if there is one) of the (—) Committee] within two working days of receipt as expediently as possible to facilitate an extraordinary meeting / delegated response if the nature of a planning application requires consideration before the next ordinary meeting of the Planning committee;
- xvi. manage access to information about the Council via the publication scheme; and
- xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.  
(see also standing order 23).

## 15. RESPONSIBLE FINANCIAL OFFICER

- a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

## 16. ACCOUNTS AND ACCOUNTING STATEMENTS

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
  - i. the Council's receipts and payments (or income and expenditure) for each quarter;
  - ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
  - iii. the balances held at the end of the quarter being reported and
 which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
  - i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
  - ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for

consideration and approval.

- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors **at least 14 days** prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

## 17. FINANCIAL CONTROLS AND PROCUREMENT

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
- i. the keeping of accounting records and systems of internal controls;
  - ii. the assessment and management of financial risks faced by the Council;
  - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
  - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
  - v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity unless it proposes to use an existing list of approved suppliers (framework agreement).**
- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
- i. a specification for the goods, materials, services or the execution of works shall be drawn up;
  - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;



- iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
  - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
  - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
  - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £189,330 for a public service or supply contract or in excess of £4,733,252 for a public works contract; or £663,540 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.**
- g. **A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £378,660 for a supply, services or design contract; or in excess of £4,733,252 for a works contract; or £663,540 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.**

## 18. HANDLING STAFF MATTERS

- a. A matter personal to a member of staff that is being considered by a meeting of [the Council] OR [the ( ) committee] OR [the ( ) sub-committee] or one of its committees is subject to standing order 11.
- b. Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chairman of the (Personnel) committee ] OR [the ( ) sub-committee] or, if he is not available, the vice-chairman (if there is one) of [the ( ) committee] OR [the ( ) sub-committee] of unexpected absences occasioned by illness or other reason and that person shall report such absence to [the ( ) the Personnel committee] OR [the ( ) sub-committee] at its next meeting.
- c. The Personnel committee will discuss and agree on arrangements for chairman of [the ( ) committee] OR [the ( ) sub-committee] or in his absence, the vice-chairman shall upon a resolution conduct a review of the performance and annual appraisal of the work of the Town Clerk [the member of staff's job title]. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by [the ( ) committee] OR [the ( ) sub-committee].

- d Grievances shall be handled in accordance with the Council's policy on Grievances **Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the chairman of [the ( ) committee] OR [the ( ) sub-committee] or in his absence, the vice chairman of [the ( ) committee] OR [the ( ) sub-committee] in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of [the ( ) committee] OR [the ( ) sub-committee].**
- e ~~Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by [the member of staff's job title] relates to the chairman or vice chairman of [the ( ) committee] OR [the ( ) sub-committee], this shall be communicated to another member of [the ( ) committee] OR [the ( ) sub-committee], which shall be reported back and progressed by resolution of [the ( ) committee] OR [the ( ) sub-committee].~~
- f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- g In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

## 19. RESPONSIBILITIES TO PROVIDE INFORMATION

See also standing order 21.

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b. ~~**[If gross annual income or expenditure (whichever is higher) does not exceed £25,000] The Council shall publish information in accordance with the requirements of the Smaller Authorities (Transparency Requirements) (England) Regulations 2015.**~~

**OR**

**[If gross annual income or expenditure (whichever is the higher) exceeds £200,000] The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

## 20. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

Below is not an exclusive list. See also standing order 11.

- a The Council may appoint a Data Protection Officer.
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**

- d The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.
- e The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.
- f The Council shall maintain a written record of its processing activities.

## 21. RELATIONS WITH THE PRESS/MEDIA

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

## 22. EXECUTION AND SEALING OF LEGAL DEEDS

See also standing orders 15(b)(xii) and (xvii).

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.

~~b [Subject to standing order 23(a), the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two councillors who shall sign the deed as witnesses.]~~

~~*The above is applicable to a Council with a common seal.*~~

**OR**

**[Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.]**

*The above is applicable to a Council without a common seal.*

## 23. COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS

- a The agenda for Council meetings will be sent to the ward councillor(s) of the District and County Council OR Unitary Council representing the area of the Council.
- b A period (of 10 minutes max) will be set aside, normally before Robed Town Council meetings to allow District / County Councillors feedback prior to the commencement of the meeting.

~~a Unless the Council determines otherwise, a copy of each letter sent to the District and County Council OR Unitary Council shall be sent to the ward councillor(s) representing the area of the Council.~~

## 24. RESTRICTIONS ON COUNCILLOR ACTIVITIES

- a Unless duly authorised no councillor shall:
  - i inspect any land and/or premises which the Council has a right or duty to inspect; or

- ii. issue orders, instructions or directions.

## **25. STANDING ORDERS GENERALLY**

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least (3) councillors to be given to the Proper Officer in accordance with standing order 9.
- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.

## APPENDIX 1

**Louth Town Council**

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

*01507 355895*

*clerk@louthtowncouncil.gov.uk*

*Town Clerk: Mrs. L. Phillips*



**To:** Members of Louth Town Council  
**From:** Mrs. L. Phillips, Town Clerk

**Date:** 24<sup>th</sup> March 2020  
**Subject:** Report for 032420 re. Committee Terms of Reference

**Purpose**

To approve committee structure, terms of reference and delegations to Committees.

**Planning Committee**

Membership: All members  
Quorum: 7  
Frequency: As required to meet deadlines  
Remit: Delegated responsibility for all items relating to planning, make comments on planning applications, traffic regulation orders, proposed works to trees, street naming, planning enforcements and planning appeals. Note planning decisions, other correspondence received e.g., temporary road closures and consideration of matters relating to road safety and enforcement complaints.  
Budget responsibility: None

**Community Resources Committee**

Membership: All members  
Quorum: 7  
Frequency: Minimum of 5 meetings per year  
Remit: Responsibility for all inspection / maintenance / refurbishment / terms and conditions / regulations and charges re. Louth Town Council owned or 'responsible for' assets e.g. Church Clock or 'default' assets e.g. war memorial.  
Budget responsibility: All direct supporting budgets

**Governance and Finance Committee**

Membership: All members  
Quorum: 7  
Frequency: Minimum of 5 meetings per year  
Remit: Responsibility for the collation and production of annual budgets and recommendations to the Town Council, to oversee financial transactions of LTC. To approve the auditing arrangements of the Council. To oversee the Council's formal grant giving process, assess and make resolutions on applications received. To review Financial Regulations, Standing Orders, the Code of Conduct, Internal Controls and other matters as required. To ensure that all statements of the AGAR can be approved by the Full Council. To develop general policies and strategies on behalf of the Council for implementation.  
Budget Responsibility: All direct supporting budgets

**Personnel Committee**

Membership: 5 members (not to include the Mayor)  
Quorum: 3  
Frequency: Minimum of 4 meetings per year  
Remit: Responsibility to oversee all staffing matters in conjunction with the Town Clerk e.g., staffing structures, salaries, wages, employment contracts, policies and procedures, recruitment, appointments, compilation of job descriptions and person specifications.  
Budget Responsibility: All direct supporting budgets

## APPENDIX 2

***Louth Town Council******The Sessions House, Eastgate,  
Louth, Lincolnshire, LN11 9AJ******01507 355895******clerk@louthtowncouncil.gov.uk******Town Clerk: Mrs. L. Phillips***

**To:** Members of Louth Town Council

**Date:** 24<sup>th</sup> March 2020

**From:** Mrs. L. Phillips, Town Clerk

**Subject:** Report for 032420 Agenda re. Officer Delegations

**Introduction and Background**

As part of the effective, efficient and timely administration of the Council, many functions and operational decisions are delegated to the Town Clerk in addition to those prescribed in law under the roles of Proper Officer and Responsible Financial Officer. Some delegated functions are set out in the Council's governing documents e.g., Standing Orders. Some functions cannot be delegated e.g., setting the precept. Some delegations fall as a consequence of undertaking tasks required of the Town Clerk and some occur where the Council specifically delegate a direct function. While the Town Clerk may in turn delegate functions and responsibilities to other staff, he/she remains responsible to the Council, must operate within the governing documents of the Council and must ensure that significant occurrences are reported to Council especially if financial consequences occurring outside of Council approved budgets (e.g., expenditure on an emergency) are incurred.

**Functions for Delegation**

1. Any function explicitly authorised in Standing Orders, Financial Regulations, Council Policies or set out in any minuted Council decision that is still in force.
2. Organisation of, actions and expenditure associated with Town Council events such as Civic Sunday and the Annual Town Meeting.
3. Incurring expenditure in accordance with approved budgets e.g., on day to day operational issues, renewal of memberships such as LALC, the booking of training courses, in line with Financial Regulations.
4. Responding to emergencies including the incurring of unbudgeted expenditure.
5. Actions/expenditure required in implementing any agreed Council policy, practice, protocol, contract term or other minuted decision.
6. Authority to make payment for items provided that the instructions are signed by two members and any payments are reported to the Governance and Finance Committee.
7. Placing orders.
8. Agreeing in year contracts (i.e., that are met within the current agreed annual budget).
9. Processing approved payments or those not requiring pre-approval under Financial Regulations.

10. Receiving and responding to correspondence.
11. Responding to press enquiries.
12. Actions required to ensure compliance with the law.
13. Actions required to minimise risk or financial loss.
14. Dealing with all day to day HR and Payroll issues and those otherwise set out in Personnel policies.
15. Information Manager – dealing with all issues arising under the General Data Protection Regulations and Freedom of Information Act.
16. Administration of the Council's banking arrangements.
17. Actions and decisions relating to the efficient operation of the Council's cemetery and duties as a Burial Authority.
18. Allocation of grave spaces.
19. Sale and granting of burial rights and deeds.
20. Granting of Cemetery Memorial Permits and Licences.
21. Granting Street Collection Licences.
22. The decision to issue Petty Cash e.g., for the purchase of postage stamps.
23. Asking third party organisations such as LCC, ELDC, the Environment Agency to investigate issues/requests.
24. Actions and decisions relating to the efficient operation of the Council's gardens, parks, verges, paths and amenity grass areas including the decision to include new areas, within the Council's responsibility, where this is lawful, can be contained within budget and does not require the appointment of additional staff resources.
25. To request the siting of an ELDC waste bin where demand and use supports this.
26. Actions and decisions relating to the efficient operation of the Council's public property e.g., tubs, planters, benches etc.
27. To in turn delegate functions and responsibilities to other staff but remain responsible to Council.
28. Operational and time critical decisions.