

# Louth Town Council

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

01507 355895

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

You are hereby summoned to attend an extraordinary meeting of Louth Town Council and scheduled meetings of its Planning Committee, its Governance and Finance Committee and its Personnel Committee which will be held on Tuesday 21<sup>st</sup> October 2025 in The Old Court Room, The Sessions House, Eastgate, Louth at 7pm. The business to be dealt with at the meeting is listed in the agenda below.

**There will be a 15 minute public forum between 6.45pm and 7.00pm when members of the public may ask questions or make short statements to the Council, and your attendance is requested during this period.**

*Please note, any public, wishing to speak in the public forum may do so on items which appear on the agenda or may 'sit in' on the meeting(s). It would be much appreciated if any member of the public wishing to speak would please contact the Town Clerk, by emailing [clerk@louthtowncouncil.gov.uk](mailto:clerk@louthtowncouncil.gov.uk) in advance of the meeting to discuss attendance arrangements. If possible, please provide written representation rather than attending in person.*

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 16<sup>th</sup> Day of October 2025

## AGENDA

### TOWN COUNCIL

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

#### 1. Apologies for Absence

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

#### 2. Declarations of Interest / Dispensations

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

#### 3. Town Clerk's Remarks

#### 4. Minutes

To approve as a correct record the notes of the Council Meeting held on 30<sup>th</sup> September 2025.

#### 5. Flood Alleviation Agreement with the Environment Agency (EA)

Council to note that as resolved FOG have considered the above and confirm that it covers only routine maintenance to the two earth embankments constructed to create two flood storage areas and associated flow structures to protect Louth. Council to approve a recommendation from FOG that its members arrange with representatives from the EA, a walk-through of the river and informal discussion of issues. Results to be brought back to Council.

#### 6. Closed Session

Council to resolve to move into closed session in accordance with the Public Bodies (Admission to Meetings) Act 1960 due to the business to be discussed in the following items, information being of a commercially confidential nature with regard to:

- a. Old Mill House – to receive an update from Council's legal advisors and resolve upon the way forward.

#### 7. Next Meeting

To note that the next scheduled meeting of the Town Council will take place on 18<sup>th</sup> November 2025.

**PLANNING COMMITTEE**

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

**1. Apologies for Absence**

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

**2. Declarations of Interest / Dispensations**

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

**3. Minutes**

To approve as a correct record the notes of the Planning Committee Meeting held on 30<sup>th</sup> September 2025. (Attached).

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

To consider and make observations/ratify comments already submitted by the Planning Working Group to meet deadlines, on all planning applications received including those listed in the schedule (PA/Schedule 10-21-25). (Attached).

**5. Planning Correspondence**

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

**6. Proposed Work to Trees**

Committee to consider the following proposed works to trees:

- a. Proposals:** T1 – Poplar spp – Crown reduce height from 7.5m to 5.5m, reduce lateral width from 4m to 3m.  
T2 – Incense Cedar – Fell. **Location:** 155 Eastgate, LN11 8DB. **Reasons:** T2 – Dead.

**7. Next Meeting**

To note that the next scheduled meeting of the Planning Committee will take place on 9<sup>th</sup> September 2025.

**GOVERNANCE AND FINANCE COMMITTEE**

**(Chairman: Cllr. Mrs. E. Ballard, Vice Chairman: Cllr. G.E. Horton, Membership: All Cllrs.)**

**1. Apologies for Absence**

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

**2. Declarations of Interest / Dispensations**

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

**3. Minutes**

To approve as a correct record the notes of the Governance and Finance Committee meeting held on 19<sup>th</sup> August 2025. (Attached).

**4. Finance**

Committee to note/approve/authorise the following:

- a. Receipts and Payments – Cashbooks 1 and 2 – Months 1-4**

**i. Month 1**

<b>i.</b>	Cash Book 1	Receipts	£179,733.29	Payments	£93,461.42
<b>ii.</b>	Cash Book 2	Receipts	£0.00	Payments	£61.08

**ii. Month 2**

<b>i.</b>	Cash Book 1	Receipts	£10,356.56	Payments	£36,252.67
<b>ii.</b>	Cash Book 2	Receipts	£50.00	Payments	£67.06

**iii. Month 3**

<b>i.</b>	Cash Book 1	Receipts	£2,730.10	Payments	£38,762.21
<b>ii.</b>	Cash Book 2	Receipts	£0.00	Payments	£33.57

**iv. Month 4**

<b>i.</b>	Cash Book 1	Receipts	£3,401.58	Payments	£41,975.88
<b>ii.</b>	Cash Book 2	Receipts	£0.00	Payments	£23.48

- b.** Detailed Income and Expenditure Report (Budget Variance Report) as at Month 4 to 31<sup>st</sup> July 2025.
- c.** Earmarked Reserves Report as at 31<sup>st</sup> July 2025.
- d.** Balance Sheet and Cashbook 1 and 2 Bank Reconciliations as at 31<sup>st</sup> July 2025 which reconcile to account statements showing balances as follows:
- i.** Lloyds Treasurers Account (balance on statement 4) at 31<sup>st</sup> July 2025 – £296,246.18
  - ii.** Petty Cash (balance as at 31<sup>st</sup> July 2025) – £-14.82
  - iii.** Lloyds Deposit Account (balance on statement 4 as at 31<sup>st</sup> July 2025) – £166,652.51
  - iv.** NS and I Account (balance on last statement, numbered 14 as at 21<sup>st</sup> May 2025) – £113,426.50.

**5. Risk Management Policy**

Committee to receive and approve the above for use on a recommendation by FOG.

**6. Reserves Policy**

Committee to review the above and approve for use on a recommendation by FOG.

**7. Budget Setting**

Councillors to note that ideas for inclusion in the budget for 2026/27 should be submitted to the Town Clerk by 31<sup>st</sup> October 2025 along with costings.

**8. Closed Session**

Council to resolve to move into closed session in accordance with the Public Bodies (Admission to Meetings) Act 1960 due to the business to be discussed in the following items, information being of a confidential, commercial and third party nature with regard to:

- a. London Road Sports Partnership** – Committee to consider documentation received (as previously specified, see attached) in support of a request for funding in 2025/26 in the sum of £20,000 and resolve upon the way forward.
- b. Grants** – Committee to consider a grant application received (precis attached), receive recommendations from FOG and resolve upon the way forward.

**Cllrs. are STRONGLY urged to familiarise themselves with the grant applications online or in hard copy at the office prior to discussion.**

**9. Next Meeting**

To note that the next scheduled meeting of the Governance and Finance Committee will take place on 9<sup>th</sup> December 2025.

**PERSONNEL COMMITTEE**

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

**1. Apologies for Absence**

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

**2. Declarations of Interest / Dispensations**

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

**3. Minutes**

To approve as a correct record the notes of the Personnel Committee meeting held on 9<sup>th</sup> September 2025. (Attached).

**4. Local Government Services Pay Agreement from 1<sup>st</sup> April 2025**

Committee to note that agreement has been reached on the above. Amendments to pay scales have been implemented and backpay issued.

**5. Closed Session**

Council to resolve to move into closed session in accordance with the Public Bodies (Admission to Meetings) Act 1960 due to the business to be discussed in the following items, information being of a confidential and third party nature in relation to Personnel:

- a. **Newest employee** – to receive an update and resolve upon the way forward as the end of the 6-month probation period approaches
- b. **Vacancy** – to consider applications received and resolve upon interview arrangements
- c. **Staff**
  - i. Holidays
  - ii. Sickness
  - iii. Accidents

**6. Next Meeting**

To note that the next scheduled meeting of the Personnel Committee will take place on 10<sup>th</sup> February 2026.

09-30-25 TC MINS

**MINUTES OF THE MEETING OF LOUTH TOWN COUNCIL  
HELD IN THE OLD COURT ROOM, THE SESSIONS HOUSE, LOUTH  
ON TUESDAY 30<sup>th</sup> SEPTEMBER 2025**

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

**Present Councillors:** Mrs. E. Ballard (Mrs. EB), J. Baskett (JB), G.E. Horton (GEH), H. Filer (HF), Mrs. J. Makinson-Sanders (Mrs. JMS), Mrs. K. Parsons (Mrs. KP) and P. Starsmore (PS).

**Councillors Not Present:** M. Barnes (MB), J. Drake (JD), D. Moore (DM), Mrs. P.F. Watson (Mrs. PFW) and D.E. Wing (DEW).

One member of the public and the Town Clerk, Mrs. L.M. Phillips were also present.

**Public Forum**

- A gentleman disclosed proposals and timescales for the local government reshuffle plans.
- A lady informed the meeting that residents of Louth would start receiving their post three times a week as part of a new trial.
- A gentleman addressed the Council regarding his objections to a planning application for Fanthorpe Lane.

**T85. Apologies for Absence**

Apologies for absence were received from Cllrs. DM, Mrs. PFW, DEW and JD, who would be leaving the meeting early.

**T86. Declarations of Interest / Dispensations**

The following declarations of interest were made:

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

**T87. Minutes**

It was proposed, seconded and **RESOLVED** that the notes of the Council Meeting held on 9<sup>th</sup> September 2025 be approved as the minutes.

**T88. Committee Minutes**

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

- a. Planning Committee – 19<sup>th</sup> August 2025
- b. Personnel Committee – 22<sup>nd</sup> July 2025

**T89. Rate Relief Application**

The Council received an application to ELDC made by the London Road Sports Partnership for rate relief. It was proposed, seconded and **RESOLVED** to approve the application and authorise signing by the Town Clerk.

**T90. Annual Governance and Accountability Return (AGAR) 2024/25**

- a. The Council noted that the Council's external auditor had completed its limited assurance review of Louth Town Council for the year ended 31<sup>st</sup> March 2025.
- b. The Council received the Notice of Conclusion of Audit and noted that it had been posted on the Council's website and noticeboards to meet legislative deadlines.
- c. The Council received and noted Section 3 – External Auditors Report and Certificate 2024/25 and noted the external auditor's comments which were that "The AGAR was not accurately completed before submission for review. The smaller authority has not restated the prior year figure when revaluing assets in Section 2, Box 9. Please note that the Practitioners' Guide allows smaller authorities to use any reasonable valuation method, provided that the prior year figure is restated for consistency and comparability." It was proposed, seconded and **RESOLVED** to note the external auditor's comments and in future ensure that members of FOG, the Governance and Finance Committee and the Town Council be reminded to check the AGAR against the guidance contained in the Smaller Authorities Practitioners' Guide and that this document should be made available on the Town Council website.

**T91. Internal Audit**

It was proposed, seconded and **RESOLVED** to approve continuation of the quadripartite arrangement for the Council's internal audit, agreeing that the internal auditors were independent, suitably qualified and competent to act as internal auditors for LTC and that the scope of the internal audit was suitable.

**T92. Town Centre Retail**

Cllr. Mrs. KP addressed the Council with her concerns regarding Louth's town centre, which had several business premises up for sale. It was proposed, seconded and **RESOLVED** to hold an informal, standalone meeting for Councillors to discuss how to move forward in assisting and supporting local businesses and the town centre in sustainability and development.

**T93. Hubbard's Hills**

The Council received and noted a report detailing works completed at Hubbard's Hills since February 2025.

**T94. Budget Setting**

Councillors noted that they should submit details of projects that they would like to see included in the next budget for 2026/27, together with costings, to the Town Clerk by 31<sup>st</sup> October 2025.

**T95. Sexual and General Harassment**

Following the introduction of new legislation in 2024 which placed greater responsibilities and legal requirements on all employers (including Councillors) to take proactive steps to prevent sexual harassment at work and undertake related training on an annual basis, Councillors:

- a. Reviewed the Sexual and General Harassment policy and it was proposed, seconded and **RESOLVED** to approve for use.
- b. Watched a short training video regarding the above.

**T96. Next Meeting**

It was noted that the date of the next scheduled Town Council meeting would take place on 18<sup>th</sup> November 2025.

The Meeting Closed at 8.10pm.

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

Dated \_\_\_\_\_

09-30-25 PLAN MINS

**MINUTES OF THE LOUTH TOWN COUNCIL PLANNING COMMITTEE  
HELD IN THE OLD COURT ROOM, THE SESSIONS HOUSE, LOUTH  
ON TUESDAY 30<sup>th</sup> SEPTEMBER 2025**

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

**Present Councillors:** Mrs. E. Ballard (Mrs. EB), J. Baskett (JB), D. Hobson (DH), G.E. Horton (GEH), H. Filer (HF), Mrs. J. Makinson-Sanders (Mrs. JMS) and Mrs. K. Parsons (Mrs. KP).

**Councillors not present:** M. Barnes (MB), J. Drake (JD), D. Moore (DM), Mrs. P.F. Watson (Mrs. PFW) and D.E. Wing (DEW).

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

Before the commencement of the meeting, it was proposed, seconded and **RESOLVED** that Cllr. DH act as Vice Chair for the duration of the meeting.

**P43. Apologies for Absence**

Apologies for absence were received from Cllrs. DM, Mrs. PFW and DEW.

**P44. Declarations of Interest / Dispensations**

The following declarations of interest were made:

- a. Cllr. EB – Planning application 1 as a board member of Louth Golf Club.
- b. Cllr. DH – Items 4, 5, 6 and 7 as a member of East Lindsey District Council (ELDC).
- c. Cllr. GEH – Items 4, 5, 6 and 7 as a member of ELDC.
- d. Cllr. Mrs. JMS – Items 4, 5, 6 and 7 as a member of ELDC, and planning applications 5 and 6 as an acquaintance of the applicants.
- e. Cllr. PS – Planning application 2 as a resident of Fanthorpe Lane.

**P45. Minutes**

It was proposed, seconded and **RESOLVED** that the notes of the Planning Committee Meeting held on 9<sup>th</sup> September 2025 be approved as the minutes.

**P46. Applications received by the Local Planning Authority**

The Committee considered all planning applications received, including those listed in the schedule (PA/Schedule 09-30-25) and it was proposed, seconded and **RESOLVED** as follows:

- a. 03013/25/FUL – the Committee considered this application, including an amendment to its description, and it was resolved to support with the condition that any lighting be extinguished by 9pm.
- b. 03090/25/OUT – Due to unforeseen circumstances, the Committee was unable to resolve upon comments to submit. The following is the comments of the Council's Planning Working Group, who considered this application on 23/9/25: Object on the grounds of 1) Access and Highway Safety - A restriction meaning that Fanthorpe Lane (an unadopted country lane maintained by its residents) cannot be used as an access point must be imposed. Two accesses must be provided as a single point of access poses dangerous risks if the road is blocked and emergency services require access. 2) Traffic generation. 3) Overbearing nature of the proposal. 4) Layout and density of buildings. 5) Flood risk from surface water run-off, especially at the well-used A16/Grimsby Road roundabout. 6) No biodiversity gain evident. 7) Insufficient infrastructure in the town to support e.g., too few schools, GP surgeries etc., and the Louth water treatment works will struggle to accommodate as it is already beyond capacity. 8) Wellbeing of residents. The noise from the bypass to residents of the proposed properties will be intolerable. During discussion on 30/9 the following was raised: 1) the attenuation pond is in the wrong position - water cannot flow uphill. 2) An archaeological survey should be conducted before any work begins. Any artifacts found should be examined/identified by a suitably qualified person. 3) Grimsby Rd doesn't have an adequate footpath to accommodate the increased number of pedestrians this will generate. 4) the adjacent Westfield Park estate suffers terribly as it only has one access and residents, parking in the area of the access, reduce the road to a single-track making traffic movement difficult and sometimes

impossible, when an accident occurs, blocking the road. NB: LTC's Planning Committee will be asked to ratify the above at its next meeting on 21/10/25.

- c. 03178/25/FUL – to object on the grounds of garden grabbing and concern regarding the extra traffic that this will generate exiting the site onto the already busy Horncastle Road.
- d. 02463/25/RVC – to object on the grounds that the application is premature until the other conditions imposed on the original planning permission N/105/01921/23 have been complied with e.g., finishing off all roads, installation of a play park, fencing around attenuation ponds.

Planning applications 5 and 6 were not discussed as Cllr. Mrs. JMS' declaration of interest for both applications rendered the Committee inquorate. It was agreed to defer making comments to the next Planning Working Group meeting.

NB: Cllr. DH took the chair for discussions of PA2.

NB: Cllr. PS abstained from voting on PA2.

NB: Cllr. GEH left the meeting at 8.27pm during discussions of PA2.

#### **P47. Planning Correspondence**

The Committee noted the following planning correspondence:

##### **a. ELDC Planning Decisions**

- i. ELDC approved – 02748/25/ADV – Consent to Display – 55-57 Eastgate, LN11 9PL – LTC objected 19/08/25.
- ii. ELDC approved – 02747/25/LBA – Listed Building Consent – 55-57 Eastgate, LN11 9PL – LTC objected 19/08/25.
- iii. ELDC approved – 02076/25/FUL – Planning Permission – 25 Southlands Avenue, LN11 8EW – LTC supported 03/06/25.
- iv. ELDC approved – 02888/25/RVC – Section 19 Application – 252 Eastgate, LN11 8DJ – LTC supported 19/08/25.
- v. ELDC refused – 02638/25/ADV – Consent to Display – 52a Ugate, LN11 9EX – LTC objected 22/07/25.

##### **b. Temporary Traffic Restrictions**

- i. **Organisation Responsible for Restriction:** Network Plus  
**Reason for Restriction:** Gas main replacement.  
**Nature and Location of Restriction:** Road Closure Order – Kenwick Road (between B1200 and Southlands Avenue)  
**Period of Restriction:** 26/08/25 – 12/10/25 (restrictions to be implemented for 55 days as and when required during this period. Signage will be displayed on site in advance).
- ii. **Organisation Responsible for Restriction:** Anglian Water  
**Reason for Restriction:** Water mains repair.  
**Nature and Location of Restriction:** Road Closure Order – Cinder Lane (between 70m and 110m north of Newmarket B1200).  
**Period of Restriction:** 20/10/25 – 22/10/25 (restrictions to be implemented for 3 days as and when required during this period. Signage will be displayed on site in advance).
- iii. **Organisation Responsible for Restriction:** Anglian Water  
**Reason for Restriction:** Emergency – leak on main.  
**Nature and Location of Restriction:** Emergency Road Closure Order – Keddington Road (between 10m and 40m west of Elm Drive).  
**Period of Restriction:** 16/09/25 – 22/09/25 (restrictions to be implemented for 5 days as and when required during this period. Signage will be displayed on site in advance).
- iv. **Organisation Responsible for Restriction:** Anglian Water  
**Reason for Restriction:** Emergency – leaking main.  
**Nature and Location of Restriction:** Emergency Road Closure Order – Eastfield Road (between 30m and 60m east of the riverbank).  
**Period of Restriction:** 18/09/25 – 24/09/25 (restrictions to be implemented for 7 days as and when required during this period. Signage will be displayed on site in advance).
- v. **Organisation Responsible for Restriction:** Lincolnshire County Council  
**Reason for Restriction:** Jetpatcher repairs.  
**Nature and Location of Restriction:** No Waiting and No Loading at Any Time Order – Abbey

Road (between 20m northwest and 20m southeast of Park Avenue).

**Period of Restriction:** 28/10/25 – 28/10/25, 07:00 to 15:00 (restrictions to be implemented for 1 day as and when required during this period. Signage will be displayed on site in advance).

vi. **Organisation Responsible for Restriction:** Lincolnshire County Council

**Reason for Restriction:** Road improvements.

**Nature and Location of Restriction:** Traffic signal refurbishment, including implementation of two-way temporary traffic signal with pedestrian crossing facilities – North Holme Road (between High Holme Road and Louth Academy).

**Period of Restriction:** 27/10/25 – 31/10/25, 08:00 to 17:00 (restrictions to be implemented for 5 days as and when required during this period).

c. **Enforcement**

- i. **Location:** 58 Church Street, Louth, LN11 9BY. **Nature of Investigation:** Development not in accordance with approved details N/105/01723/23 and N/105/01055/24/DC concerning the materials used. An officer has now investigated the matter and advised the owner of the property to submit a planning application for the altered wall details within the next 28 days for the Council's consideration. If the planning application is refused, it is possible that formal enforcement action will commence against the breach of planning control. If an application is not submitted, a further visit to the location will be made to assist the situation. If the breach of planning control has been resolved, the Council will take no further action, and the matter will be closed.

**P48. Proposed Works to Trees**

The Council discussed the below proposed work to trees. It was subsequently proposed, seconded and **RESOLVED** to support the following work, provided the felled trees were replaced with appropriate species:

- a. **Proposals:** T1 – Mixed Broad/Conifers – Felling. **Location:** 18 Lee Street, LN11 9HJ. **Reasons:** T1 – blocking light and compromising telephone lines.

**P49. Next Meeting**

It was noted that the next scheduled Planning Committee meeting would take place on 21<sup>st</sup> October 2025.

The Meeting Closed at 8.44pm.

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

Dated \_\_\_\_\_

Our Ref	Authority	Application No	Type	Applicant	Proposal	Location / Ward	Conservation Area?	Previous LTC Comments	Planning Working Group Comments	Expiry Date for LTC Comments
1	ELDC	02854/25/FUL	Planning Permission	Mr. I. Walker	Alterations to existing dwelling, which is a listed building, to provide a self contained annexe in the basement to use as a holiday let and replace 2no. windows on the rear elevation. <b>AMENDMENT - description of development and application type amended.</b>	252 Eastgate, Louth, LN11 8DJ - Priory Ward	Yes	Louth Town Council objected on 19th August 2025 on the grounds of inadequate amenity as per para 130g National Planning Policy Framework. Louth Town Council supports the officers original decision.	Object.	27/10/2025
2	ELDC	03090/25/OUT	Outline Erection	Snapo Properties Ltd	Outline erection of 49no. dwellings (with means of access and landscaping to be considered).	Land at Fanthorpe Lane, Louth - North Holme Ward	No		<p><b>NB: the following comments have been submitted and require ratification:</b> Louth Town Council discussed this application on 30/9/25. Due to unforeseen circumstances it was unable to resolve upon comments to submit. Please find below the comments of the Council's Planning Working Group, who considered this application on 23/9/25. NB these comments are unratified by the Council, at present:</p> <p>Object on the grounds of 1) Access and Highway Safety - A restriction meaning that Fanthorpe Lane (an unadopted country lane maintained by its residents) cannot be used as an access point must be imposed. Two accesses must be provided as a single point of access poses dangerous risks if the road is blocked and emergency services require access. 2) Traffic generation. 3) Overbearing nature of the proposal. 4) Layout and density of buildings. 5) Flood risk from surface water run off, especially at the well used A16/Grimbsy Road roundabout. 6) No biodiversity gain evident. 7) Insufficient infrastructure in the town to support e.g., too few schools, GP surgeries etc. and the Louth water treatment works will struggle to accommodate as it is already beyond capacity. 8) Wellbeing of residents. The noise from the bypass to residents of the proposed properties will be intolerable.</p> <p>Further, during discussion on 30/9 the following was raised: 1) the attenuation pond is in the wrong position. Water cannot flow uphill. 2) An archaeological survey should be conducted before any work begins. Any artifacts found should be examined/identified by a suitably qualified person. 3) Grimbsy Rd doesn't have an adequate footpath to accommodate the increased number of pedestrians this will generate. 4) the adjacent Westfield Park estate suffers terribly as it only has one access and residents, parking in the area of the access, reduce the road to a single track making traffic movement difficult and sometimes impossible, when an accident occurs, blocking the road.</p>	01/10/2025
3	ELDC	03181/25/FUL	Planning Permission	Mr. and Mrs. Hardcastle	Alterations to existing dwelling, which is a listed building, to provide replacement windows and doors to south and west elevations and resurfacing of existing courtyard.	45 Westgate, Louth, LN11 9YE - St. Mary's Ward	Yes		<p>Louth Town Council's Planning Working Group considered this application on 14th October. The following comments have been submitted to meet ELDC's deadlines and now require ratification:</p> <p>Remain neutral but would recommend that the proposals be considered by the Conservation/Heritage officer.</p>	22/10/2025
4	ELDC	03182/25/LBA	Listed Building Consent	Mr. and Mrs. Hardcastle	Internal and external alterations to existing dwelling.	45 Westgate, Louth, LN11 9YE - St. Mary's Ward	Yes		<p>Louth Town Council's Planning Working Group considered this application on 14th October. The following comments have been submitted to meet ELDC's deadlines and now require ratification:</p> <p>Remain neutral but would recommend that the proposals be considered by the Conservation/Heritage officer.</p>	22/10/2025

Our Ref	Authority	Application No	Type	Applicant	Proposal	Location / Ward	Conservation Area?	Previous LTC Comments	Planning Working Group Comments	Expiry Date for LTC Comments
5	ELDC	03243/25/FUL	Planning Permission	ERJ Investments Ltd	Installation of 2no. padel courts with fencing and floodlighting.	Louth Tennis Centre, Scarborough Road, Fairfield Industrial Estate, Louth, LN11 0WD - North Holme Ward	No	New	Support.	22/10/2025
6	ELDC	03329/25/FUL	Planning Permission	Ms. R. Diamond	Replacement of first and second floor windows of existing property on the front and side elevations.	18 Chequergate, Louth, LN11 0LH - St. James' Ward	Yes	New	Remain neutral but would recommend that the proposals be considered by the Conservation/Heritage Officer.	30/10/2025
7	ELDC	03335/25/FUL	Planning Permission	Mr. J. Hand	Extension to existing dwelling to provide additional living accommodation.	2 Jubilee Crescent, Louth, LN11 0AJ - St. Margaret's Ward	No	New	Support.	30/10/2025
8	ELDC	02828/25/RVC	Section 73 Application	J & M Casswell Farms	Section 73 Application to vary condition no.2 (approved plans) and condition no.4 (arboricultural report) as previously imposed on planning permission reference N/105/00753/17 for the erection of 9no. dwellings. <b>AMENDMENT - amended house type for plot 9.</b>	31 Homcastle Road, Louth, LN11 9LH - St. Mary's Ward	No	Louth Town Council considered this application on 19th August 2025 and object on the grounds that the design is not in keeping with the surrounding houses. Overshadowing. Layout and density of buildings and would request that it is ensured that all trees on the site are preserved.	Object on the grounds that the proposals are not in keeping with the area and are of an overbearing nature which will overlook neighbours.	03/11/2025

## PLANNING COMMITTEE 21<sup>ST</sup> OCTOBER 2025 PLANNING CORRESPONDENCE TO NOTE

### 1. ELDC Planning Decisions

- a. ELDC approved – 02389/25/FUL – Planning Permission – 200 Eastgate, LN11 9AG – LTC objected 19/08/25.
- b. ELDC approved – 02974/25/LBA – Listed Building Consent – The Packhorse Inn, 65-67 Eastgate, LN11 9PL – LTC supported 09/09/25.
- c. ELDC approved – 02976/25/ADV – Consent to Display – The Packhorse Inn, 65-67 Eastgate, LN11 9PL – LTC supported 09/09/25.
- d. ELDC refused – 02637/25/FUL – Planning Permission – 52a Ugate, LN11 9EX – LTC objected 09/09/25.
- e. ELDC refused – 02940/25/LBA – Listed Building Consent – 52a Ugate, LN11 9EX – LTC objected 09/09/25.

### 2. Temporary Traffic Restrictions

- a. **Organisation Responsible for Restriction:** Anglian Water

**Reason for Restriction:** Emergency – repair leak.

**Nature and Location of Restriction:** Emergency Road Closure Order – Spaw Lane (between Broadbank and a point 40m south).

**Period of Restriction:** 03/10/25 – 09/10/25 (restrictions to be implemented for 7 days as and when required during this period. Signage will be displayed on site in advance).

- b. **Organisation Responsible for Restriction:** Anglian Water

**Reason for Restriction:** Emergency – collapsed sewer repair.

**Nature and Location of Restriction:** Emergency Road Closure Order – Lee Street

**Period of Restriction:** 09/10/25 – 12/10/25 (restrictions to be implemented for 4 days as and when required during this period. Signage will be displayed on site in advance).

- c. **Organisation Responsible for Restriction:** Cadent Gas Ltd

**Reason for Restriction:** Gas mains replacement.

**Nature and Location of Restriction:** Link footway closure order – Link Footway between St Bernards Avenue & Virginia Drive.

**Period of Restriction:** 17/11/25 – 01/12/25 (restrictions to be implemented for 15 days as and when required during this period. Signage will be displayed on site in advance).

- d. **Organisation Responsible for Restriction:** Cadent Gas Ltd

**Reason for Restriction:** Laying new gas service.

**Nature and Location of Restriction:** Road Closure Order – George Street.

**Period of Restriction:** 24/11/25 – 27/11/25 (restrictions to be implemented for 4 days as and when required during this period. Signage will be displayed on site in advance).

### 3. Enforcement

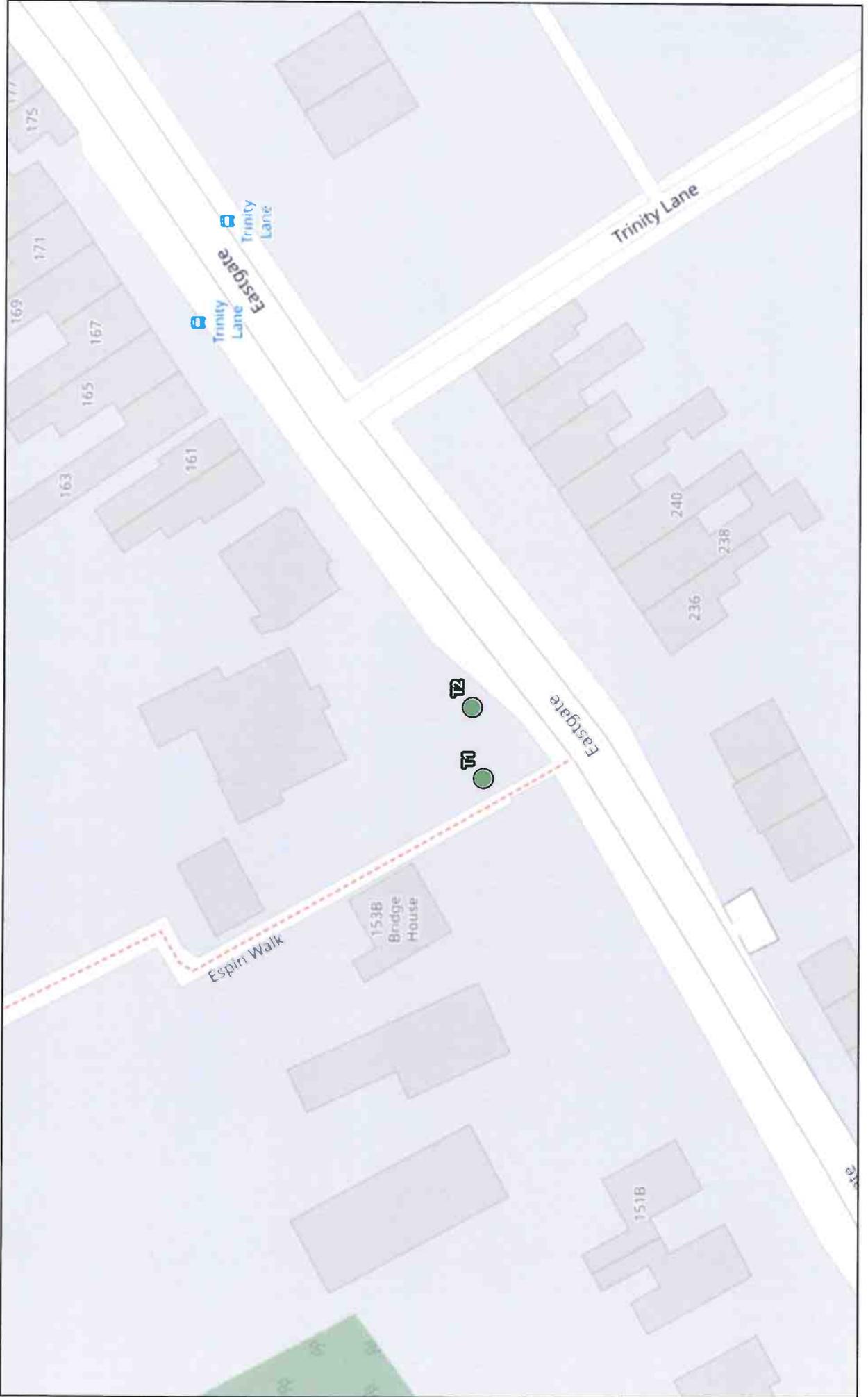
- a. **Location:** 15 Ramsgate Road, LN11 0NJ. **Nature of Investigation:** Untidy land and building. An officer has conducted a recent inspection of the site and has confirmed that improvements had been made to the rear above the property. Although the front of the site requires some improvement, it has been determined that it is not suitable for action to be taken under Section 215 of the Town and County Planning Act 1990. An officer has written to the owner of the property to advise them to maintain and improve the condition of the building and land.

### 4. Appeals

- a. **Location:** 94 Mount Pleasant Avenue, LN11 9DJ. **Proposal:** 00396/25/FUL – extension to existing dwelling to provide additional living accommodation. An appeal was made for the aforementioned planning application on 25<sup>th</sup> September 2025 to the Secretary of State against the decision of ELDC to refuse planning permission. The Planning Inspectorate aims to deal with appeals within 8 weeks of the appeal start date. There is no opportunity to comments further. LTC's comments objecting have been forwarded to the Planning Inspectorate.

**Tree Locations**

**155 Eastgate, Louth LN11 8DB**



08-19-25 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 19<sup>th</sup> AUGUST 2025**

Vice Chairman, Cllr. G.E. Horton (GEH) (in the chair).

**Present Councillors:** J. Drake (JD), D. Hobson (DH), Mrs. J. Makinson-Sanders (Mrs. JMS), D. Moore (DM), Mrs. K. Parsons (Mrs. KP), P. Starsmore (PS), Mrs. P.F. Watson (Mrs. PFW).

**Councillors not present:** Mrs. E. Ballard (Mrs. EB), M. Barnes (MB), J. Baskett (JB), H. Filer (HF), D.E. Wing (DEW).  
The Town Clerk, Mrs. L.M. Phillips and the Town Clerk's Assistant, Mrs. S. Chitauro-Adlard, were also present.

Before the commencement of the meeting, it was proposed, seconded and **RESOLVED** that Cllr. JD act as Vice Chair for the duration of the meeting.

**G11. Apologies for Absence**

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

**G12. Declarations of Interest / Dispensations**

Cllr. JD – Item 5 grant applications submitted by Waveform Arts and Zero Degrees due to having associations with the groups.

**G13. Minutes**

It was proposed, seconded and **RESOLVED** that the notes of the Governance and Finance Committee meeting held on 24<sup>th</sup> June 2025 be approved as the minutes.

**G14. Online Banking**

After a short discussion, it was proposed, seconded and **RESOLVED** to grant the Town Clerk's assistant her own access to the Council's online banking facility with Lloyds, allowing her to set up payments for authorisation by other signatories.

**G15. Closed Session**

At 9.37pm upon a proposal by Cllr. Mrs. JMS, seconded by Cllr. PS, it was **RESOLVED** to move into closed session in accordance with the Public Bodies (Admission to Meetings) Act 1960 due to the business to be discussed in the following items, the information being of a confidential, commercial and third-party nature in regard to:

- a. Grants – after discussing each application, it was proposed, seconded and **RESOLVED** to award the following Grants:
  - i. Waveform Arts – £632.10.
  - ii. 1228 (Louth) Squadron Royal Air Force Cadets – £0.00, as it was noted that the group received the majority of funds for their project from Councillors of East Lindsey District Council.
  - iii. Zero Degrees Festival – £500.00.

NB: Cllr. JD did not partake in discussions or vote for grant applications submitted from Waveform Arts and Zero Degrees Festival.

At 9.51pm it was proposed, seconded and **RESOLVED** to move out of closed session.

**G16. Next Meeting**

It was noted that the next scheduled Governance and Finance meeting would take place on 21<sup>st</sup> October 2025.

The Meeting Closed at 9.51pm.

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

Date: 30/09/2025

## Louth Town Council Current Year

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Time: 12:53

## 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>477,129.34</b>					<b>477,129.34</b>	
BGC Banked: 03/04/2025		<b>1,252.00</b>						
2373	Walkers LnCS Co op	1,252.00			1010	401	111.00	Inter Hewson
					1012	401	667.00	EXRT 1158
					1010	401	474.00	Inter Lidgett
FPI Banked: 04/04/2025		<b>111.00</b>						
2374	Mr. P. Kemp	111.00			1010	401	111.00	Inter Kemp
FPI Banked: 08/04/2025		<b>254.00</b>						
2375	Lincolnshire Memorials	254.00			1011	401	254.00	Memorial Rusby
FPI Banked: 08/04/2025		<b>254.00</b>						
FPI	Leakes Memorials	254.00			1011	401	254.00	Memorial Wade
INT Banked: 09/04/2025		<b>136.97</b>						
INT	Lloyds Bank	136.97			1190	101	136.97	Interest Received
FPI Banked: 11/04/2025		<b>333.00</b>						
2366	Mr. N. Flitter	333.00			1012	401	333.00	EXRT 1155
FPI Banked: 11/04/2025		<b>67.00</b>						
2377	Leakes Memorials	67.00			1011	401	67.00	Memorial Lidgett
FPI Banked: 11/04/2025		<b>170.00</b>						
2378	Leakes Memorials	170.00			1011	401	170.00	Memorial Mackinder
BGC Banked: 16/04/2025		<b>221.00</b>						
2379	Kettles	221.00			1010	401	221.00	Inter Aylmore
BGC Banked: 17/04/2025		<b>537.00</b>						
2380	Walkers LnCS Co op	537.00			1010	401	111.00	Inter Grant
					1010	401	111.00	Inter Walker
					1012	401	151.00	EXRT 1159
					1011	401	164.00	Memorial Walker
FPI Banked: 22/04/2025		<b>170.00</b>						
2381	William Kent Memorials	170.00			1011	401	170.00	Memorial Simmons
BGC Banked: 23/04/2025		<b>667.00</b>						
2382	Kettles	667.00			1010	401	667.00	Inter Gustard
BGC Banked: 25/04/2025		<b>111.00</b>						
2383	Walkers LnCS Co op	111.00			1010	401	111.00	Inter Riggall
FPI Banked: 25/04/2025		<b>170.00</b>						
2384	Leakes Memorials	170.00			1011	401	170.00	Memorial Greenfield
BGC Banked: 28/04/2025		<b>174,959.32</b>						
ELDC	East Lindsey District Council	174,959.32			1176	101	174,959.32	First Installment
500889 Banked: 28/04/2025		<b>156.00</b>						
2359	J. Markham	156.00			1012	401	156.00	EXRT 1153
500889 Banked: 28/04/2025		<b>164.00</b>						

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Date: 30/09/2025

## Louth Town Council Current Year

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## 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>
2367	Alpha Memorials	164.00			1011	401	164.00	Memorial Tacey
<b>Total Receipts for Month</b>		179,733.29	0.00	0.00			179,733.29	
<b>Cashbook Totals</b>		<u>656,862.63</u>	<u>0.00</u>	<u>0.00</u>			<u>656,862.63</u>	

Date: 30/09/2025

## Louth Town Council Current Year

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## Cashbook 1

User: LMP

## Lloyds TSB Current/Deposit

For Month No: 1

## Payments for Month 1

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/04/2025	Leomay Ltd	DC3	29.98		5.00	4307	401	24.98	2 x Heavy Duty Lincs Flags
01/04/2025	JW Plant - The Flag Company	DC4	44.80		7.47	4111	601	37.33	VE Day 80 Flag
01/04/2025	E.ON Next	DDEONSH01	495.05		13.13	4303	401	481.92	SH Electric
04/04/2025	EDF Energy	DDEDFCEM1	59.39		2.83	4505	401	56.56	Cem Gas
04/04/2025	John Darke Ltd	OP342	116.55		19.43	4533	401	54.18	Van fuel
						4531	401	42.94	Cem fuel
04/04/2025	Louth Men's Shed	OP343	100.00			4551	401	100.00	Cem Gate Repairs
04/04/2025	Wilkin Chapman Ip	OP344	32,560.00			4752	401	32,560.00	Purchase of Trinity Allotments
04/04/2025	KRL Group Ltd	OP345	75.25		12.54	4304	401	62.71	Photocopier toner and support
04/04/2025	Citizen's Advice	OP346	1,000.00			4089	601	1,000.00	CAB Grant 24/25
04/04/2025	Lincolnshire Assoc Local Counc	OP347	2,914.98		41.00	4026	101	2,668.98	Membership LALC & NALC
						4026	101	205.00	ATS
04/04/2025	ELDC	OP348	5,988.00			4306	401	5,988.00	SH Rates 25/26
04/04/2025	ELDC	OP349	4,391.20			4501	401	4,391.20	Cem Rates 25/26
04/04/2025	Siemens Financial Services Ltd	OP350	204.00		34.00	4304	401	170.00	Photocopier Lease
04/04/2025	Louth Building Supplies	OP351	129.43		16.36	4540	401	31.25	Safety Boots
						4520	401	81.82	Cem Supplies
04/04/2025	ICCM	OP352	105.00			4026	101	105.00	Annual Membership
04/04/2025	MSP Contract Sevices Ltd	OP353	3,360.00		560.00	4282	401	2,800.00	HH Fencing
04/04/2025	GBM Waste Management	OP354	225.00		37.50	4532	401	187.50	Skip
17/04/2025	E.ON Next	DDEONCH1	1,077.79		51.32	4200	401	1,026.47	St. James Clock/Floodlights
22/04/2025	EDF Energy	DDEDFCEM2	7.62		0.36	4505	401	7.26	Cem Gas
22/04/2025	Anglian Water	DDAWCEM1	17.00			4505	401	17.00	Cem Water
22/04/2025	Anglian Water	DDAWHH1	30.00			4282	401	30.00	HH Water
22/04/2025	E.ON Next	DDEONCH2	184.26		8.78	4200	401	175.48	St. James Clocks/Floodlights
22/04/2025	EDF Energy	DDEDFSH1	250.00		41.67	4303	401	208.33	SH Utilities
22/04/2025	Lloyds Bank	SC1	12.55			4750	101	12.55	Service Charge
23/04/2025	E.ON Next	DDEONHH1	64.84		3.09	4282	401	61.75	HH Electricity
25/04/2025	D. Hobson	OP355	124.90			4102	601	124.90	Mayor's Travel Exp
25/04/2025	MG Ubique Ltd	OP356	9,750.00			4282	401	9,750.00	Emergency Tree Work
25/04/2025	GBM Waste Management	OP357	90.41		15.07	4532	401	75.34	Cem Waste
25/04/2025	Allinson Print and Supplies	OP358	50.71		8.45	4020	101	42.26	Stationery
25/04/2025	GRS Electrical	OP359	183.96		30.66	4308	401	153.30	PAT's testing 2025
25/04/2025	Comprehensive Fire & Security	OP360	120.00		20.00	4302	401	100.00	Keyholding/Alarm Response
25/04/2025	The Little Cleaning Co	OP361	429.60		71.60	4285	401	358.00	Cleaning April
25/04/2025	KRL Group Ltd	OP362	58.94		9.82	4304	401	49.12	Photocopying March and April
25/04/2025	Rural Services Partnership Ltd	OP363	172.62		28.77	4026	101	143.85	Annual Membership
25/04/2025	Rialtas Business Solutions	OP364	454.80		75.80	4020	101	379.00	Annual Licence
25/04/2025	McFarlands of Louth Ltd	OP365	121.19		5.77	4052	601	115.42	Gas for VE Day Beacon
25/04/2025	MSP Contract Sevices Ltd	OP366	324.00		54.00	4282	401	270.00	Bins
25/04/2025	Foxhall Construction Ltd	OP367	360.00		60.00	4282	401	300.00	Emerg Tree Road Closur
25/04/2025	Lincolnshire County Council	OP368	697.00			4282	401	697.00	Emerg Tree Road Clo Permission
25/04/2025	Environment Agency	OP369	16,394.81			4311	601	16,394.81	Annual Contribution

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Date: 30/09/2025

## Louth Town Council Current Year

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## 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>
25/04/2025	Staff Costs	OP370	2,221.59			4001	401	2,221.59	Staff Costs
25/04/2025	Staff Costs	OP371	1,752.53			4001	401	1,752.53	Staff Costs
25/04/2025	Staff Costs	OP372	2,546.75			4001	501	2,546.75	Staff Costs
25/04/2025	HM Revenue and Customs	OP374	2,686.04			4001	401	742.50	Staff Costs
						4001	501	729.48	Staff Costs
						4002	401	601.24	Staff Costs
						4002	501	612.82	Staff Costs
25/04/2025	ICO	9902	52.00			4751	401	52.00	GDPR - ICO Reg
25/04/2025	Staff Costs	OP400	1,338.96			4001	501	1,338.96	Staff Costs
30/04/2025	Anglian Water	DDAWSH1	8.00			4303	401	8.00	SH Water
30/04/2025	Onecom Ltd	DD1COMSH1	79.92		13.32	4304	401	66.60	SH Tel Lines and Wifi
<b>Total Payments for Month</b>			93,461.42	0.00	1,247.74			92,213.68	
<b>Balance Carried Fwd</b>			563,401.21						
<b>Cashbook Totals</b>			656,862.63	0.00	1,247.74			655,614.89	

Date: 30/09/2025

## 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>
<b>Balance Brought Fwd :</b>		<b>120.37</b>					<b>120.37</b>	
	Banked:	0.00						
			0.00					0.00
<b>Total Receipts for Month</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>			<b>0.00</b>	
<b>Cashbook Totals</b>		<b>120.37</b>	<b>0.00</b>	<b>0.00</b>			<b>120.37</b>	

Date: 30/09/2025

## 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>
02/04/2025	Morrisons	1	13.20			4022	101	13.20	Postage
10/04/2025	WHSmith retail Ltd	2	17.28			4020	101	17.28	Office Administration Costs
12/04/2025	Louth Auctions	3	6.72			4020	101	6.72	Office Administration Costs
16/04/2025	Morrisons	4	4.50			4285	401	4.50	Minor Mtce & Cleaning
22/04/2025	Boyes of Louth	5	1.98			4023	101	1.98	Meeting Expenses
22/04/2025	Morrisons	6	7.67			4023	101	7.67	Meeting Expenses
22/04/2025	Morrisons	7	2.75			4023	101	2.75	Meeting Expenses
29/04/2025	Louth Garden Centre	8	3.99		0.67	4280	401	3.32	Floral/In Bloom
29/04/2025	Yorkshire Trading Co	9	2.99		0.50	4280	401	2.49	Floral/In Bloom
<b>Total Payments for Month</b>			61.08	0.00	1.17			59.91	
<b>Balance Carried Fwd</b>			59.29						
<b>Cashbook Totals</b>			<u>120.37</u>	<u>0.00</u>	<u>1.17</u>			<u>119.20</u>	

Date: 06/10/2025

## 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>563,401.21</b>					<b>563,401.21</b>	
BGC Banked: 08/05/2025		170.00						
2388	Walkers LnCS Co op	170.00			1011	401	170.00	Memorial Price
FPI Banked: 09/05/2025		170.00						
2389	Leakes Memorials	170.00			1011	401	170.00	Memorial Petersen
INT Banked: 09/05/2025		125.56						
INT	Lloyds Bank	125.56			1190	101	125.56	Interest
BGC Banked: 15/05/2025		176.00						
2390	Walkers LnCS Co op	176.00			1011	401	109.00	Memorial Dykes
					1011	401	67.00	Memorial Grant
FPI Banked: 19/05/2025		156.00						
2372	K. Maddison	156.00			1012	401	156.00	EXRT 1157
FPI Banked: 21/05/2025		164.00						
2391	Leakes Memorials	164.00			1011	401	164.00	Memorial Tallentire
FPI Banked: 22/05/2025		65.00						
2392	Leakes Memorials	65.00			1011	401	65.00	Memorial Overton
FPI Banked: 28/05/2025		158.00						
2393	Cherish Memorials	158.00			1011	401	158.00	Memorial Harley
BGC Banked: 29/05/2025		1,213.00						
2394	Walkers LnCS Co op	1,213.00			1010	401	111.00	Inter Morley
					1012	401	151.00	EXRT 1161
					1010	401	115.00	Inter Riggall
					1010	401	491.00	Inter Muggeson
					1012	401	345.00	EXRT 1172
FPI Banked: 29/05/2025		5,427.00						
	Zurich Insurance	5,427.00			1002	101	5,427.00	Bus Shelter Payment
FPI Banked: 30/05/2025		164.00						
2395	Alpha Memorials	164.00			1011	401	164.00	Memorial Gray
500889 Banked: 30/05/2025		2,368.00						
2368	Alpha Memorials	245.00			1011	401	245.00	Memorial Crean
2369	Walkers LnCS Co op	491.00			1010	401	491.00	Inter Wedgner
2370	LANALS Louth Museum	180.00			1000	401	180.00	2025-26 Storage Rent
2371	Mrs. Gibson	690.00			1012	401	690.00	EXRT 1156
2385	Waltham Funeral	491.00			1010	401	491.00	Inter Siddall
2386	R Arnolds	271.00			1010	401	271.00	Inter Ladley
<b>Total Receipts for Month</b>		10,356.56	0.00	0.00			10,356.56	
<b>Cashbook Totals</b>		<b>573,757.77</b>	<b>0.00</b>	<b>0.00</b>			<b>573,757.77</b>	

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Date: 06/10/2025

## Louth Town Council Current Year

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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
01/05/2025	E.ON Next	DDEONSH1	495.05		23.57	4303	401	471.48	SH Electric
13/05/2025	E.ON Next	DDEONCH3	14.16		0.67	4200	401	13.49	St James Clock/Floodlights
13/05/2025	LCC Pension Fund	OP375	2,314.68			4001	401	125.63	Staff Costs
						4001	501	304.31	Staff Costs
						4002	401	576.16	Staff Costs
						4002	501	1,308.58	Staff Costs
13/05/2025	MSP Contract Sevices Ltd	OP376	1,830.00		305.00	4282	401	1,525.00	Bins April
13/05/2025	Louth Building Supplies	OP377	32.50		5.42	4520	401	27.08	Cem Supplies
13/05/2025	Sylvester Keal Ltd	OP378	493.19		82.20	4282	401	410.99	HH
13/05/2025	Jackson, Green & Preston	OP379	180.00		30.00	4750	401	150.00	Insurance Valuation
13/05/2025	Paul Riddel Skips Ltd	OP380	275.00		45.83	4282	401	229.17	HH Skip
13/05/2025	John Darke Ltd	OP381	182.89		30.48	4533	401	58.33	Van Fuel
						4531	401	94.08	Cem Fuel
13/05/2025	GBM Waste Management	OP382	225.00		37.50	4532	401	187.50	Cem Skip
13/05/2025	KRL Group Ltd	OP383	17.99		3.00	4304	401	14.99	Photocopier support
13/05/2025	SCIS UK Ltd	OP384	186.60		31.10	4020	101	155.50	Anti-Virus Licences
13/05/2025	MG Ubique Ltd	OP385	5,065.00			4282	401	5,065.00	Emergency Tree Works
13/05/2025	Global Office Furniture Soluti	OP386	1,884.00		314.00	9604	403	1,570.00	Recep Furniture
						365	0	-1,570.00	Recep Furniture
						6000	403	1,570.00	Recep Furniture
13/05/2025	Hindson & Collier	OP387	900.00		150.00	9611	403	750.00	OMH Insurance Assessment
						327	0	-750.00	OMH Insurance Assessment
						6000	403	750.00	OMH Insurance Assessment
13/05/2025	Richard Plaskitt	OP388	120.00			4282	401	120.00	Signpost repair/replace
19/05/2025	E.ON Next	DDEONHH2	50.26		2.39	4282	401	47.87	Hubbards Hills Electric
19/05/2025	Lloyds	SC2	11.38			4750	101	11.38	Service Charge
20/05/2025	Anglian Water	DDAWSH2	8.00			4303	401	8.00	SH Water
20/05/2025	Anglian Water	DDAWCEM2	17.00			4505	401	17.00	Cem Water
20/05/2025	Anglian Water	DDAWHH2	30.00			4282	401	30.00	Hubbards Hills Water
20/05/2025	EDF Energy	DDEDFSH2	250.00		11.90	4303	401	238.10	SH Gas
20/05/2025	EDF Energy	DDEDFCEM3	7.89		0.38	4505	401	7.51	Cem Gas
22/05/2025	E.ON Next	DDEONCEM1	487.12		23.20	4505	401	463.92	Cem Electric
22/05/2025	Glendale Countryside Ltd	OP389	3,854.40		642.40	4530	401	562.00	Cem Grass
						4223	401	2,650.00	Amenity Grass
22/05/2025	R. Johnson	OP390	900.00			4003	401	450.00	R. White
						4003	401	450.00	E. Siddall
22/05/2025	MG Ubique Ltd	OP391	1,800.00		300.00	4282	401	1,500.00	HH Emergency Tree Work
22/05/2025	SCIS	OP392	291.60		48.60	4020	101	243.00	Adobe
22/05/2025	Paul Riddel Skips Ltd	OP393	275.00		45.83	4282	401	229.17	HH Skip
22/05/2025	The Little Cleaning Co	OP394	343.68		57.28	4285	401	286.40	Cleaning
22/05/2025	D. Hobson	OP395	33.30			4102	601	33.30	Mayor's Expenses
22/05/2025	Mrs. S. Dykes	OP396	325.00			4103	601	325.00	Mayor's Serjeant Exp
22/05/2025	Mrs. S. Dykes	OP396A	325.00			4103	601	325.00	Mayor's Serjeant Exp 1s 25-26
22/05/2025	Staff Costs	OP397	2,221.39			4001	401	2,221.39	Staff Costs
22/05/2025	Staff Costs	OP398	1,752.53			4001	401	1,752.53	Staff Costs

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## Louth Town Council Current Year

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## Cashbook 1

User: LMP

## Lloyds TSB Current/Deposit

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>
22/05/2025	Staff Costs	OP399	2,546.75			4001	501	2,546.75	Staff Costs
22/05/2025	Staff Costs	OP400A	1,338.96			4001	501	1,338.96	Staff Costs
22/05/2025	HMRC	OP401	2,686.24			4001	401	742.70	PAYE/NIC
						4001	501	729.48	PAYE/NIC
						4002	401	601.24	PAYE/NIC
						4002	501	612.82	PAYE/NIC
22/05/2025	LCC Pension Fund	OP402	2,314.55			4001	401	125.63	Superannuation
						4001	501	304.31	Superannuation
						4002	401	576.16	Superannuation
						4002	501	1,308.45	Superannuation
25/05/2025	DST Holdings Ltd	DC6	19.99		3.33	9359	403	16.66	Switched SP Extension Lead
						359	0	-16.66	Switched SP Extension Lead
						6000	403	16.66	Switched SP Extension Lead
30/05/2025	Onecom Ltd	DD1COMSH2	80.59		13.43	4304	401	67.16	SH Tel Lines and Wifi
31/05/2025	Petty Cash	13	50.00			220		50.00	Petty Cash
31/05/2025	YTC	DC5	15.98		2.67	1007	401	13.31	Mkt Place Trees
<b>Total Payments for Month</b>			36,252.67	0.00	2,210.18			34,042.49	
<b>Balance Carried Fwd</b>			537,505.10						
<b>Cashbook Totals</b>			573,757.77	0.00	2,210.18			571,547.59	

Date: 06/10/2025

## 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>59.29</b>					<b>59.29</b>	
	Banked: 31/05/2025	50.00						
13	Lloyds TSB Current/Deposit	50.00			201		50.00	Petty Cash
<b>Total Receipts for Month</b>		50.00	0.00	0.00			50.00	
<b>Cashbook Totals</b>		<u>109.29</u>	<u>0.00</u>	<u>0.00</u>			<u>109.29</u>	

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## 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>
15/05/2025	Louth Garden Centre	10	14.00		2.34	4280	401	11.66	Floral/In Bloom
23/05/2025	Morrisons	11	13.60			4020	101	13.60	Office Administration
30/05/2025	WHSmith retail Ltd	12	23.46			4020	101	23.46	Office Administration Costs
31/05/2025	Louth Market	14	16.00			4280	401	16.00	Floral/In Bloom
<b>Total Payments for Month</b>			67.06	0.00	2.34			64.72	
<b>Balance Carried Fwd</b>			42.23						
<b>Cashbook Totals</b>			109.29	0.00	2.34			106.95	

Date: 07/10/2025

## 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>537,505.10</b>					<b>537,505.10</b>	
BGC Banked: <b>05/06/2025</b>		<b>1,212.00</b>						
2397	Dignity Funerals	1,212.00			1010	401	1,212.00	Inter Riley
Int Banked: <b>09/06/2025</b>		<b>125.10</b>						
Int	Lloyds Bank	125.10			1190	101	125.10	Interest Received
FPI Banked: <b>18/06/2025</b>		<b>67.00</b>						
2398	Alpha Memorials	67.00			1011	401	67.00	Memorial Margarson
BGC Banked: <b>23/06/2025</b>		<b>229.00</b>						
2399	Kettles	229.00			1010	401	229.00	Inter Good
BGC Banked: <b>25/06/2025</b>		<b>491.00</b>						
2400	Kettles	491.00			1010	401	491.00	Inter Collins
BGC Banked: <b>26/06/2025</b>		<b>491.00</b>						
2401	Walkers Lncs Co op	491.00			1010	401	491.00	Inter White
500889 Banked: <b>26/06/2025</b>		<b>115.00</b>						
2387	Mr. Ward	115.00			1010	401	115.00	Inter Ward
<b>Total Receipts for Month</b>		<b>2,730.10</b>	<b>0.00</b>	<b>0.00</b>			<b>2,730.10</b>	
<b>Cashbook Totals</b>		<b>540,235.20</b>	<b>0.00</b>	<b>0.00</b>			<b>540,235.20</b>	

Date: 07/10/2025

## 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

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
02/06/2025	E.ON Next	DDEONSH2	495.05		23.57	4303	401	471.48	SH Utilities
10/06/2025	Amazon	DC7	24.95		4.16	4020	101	20.79	Stationery
10/06/2025	Amazon	DC8	4.99		0.83	4020	101	4.16	Stationery
17/06/2025	E.ON Next	DDEONCEM2	33.48		1.59	4505	401	31.89	Cem Utilites
17/06/2025	Lloyds Bank	SC3	12.73			4750	101	12.73	GF Contingency
18/06/2025	E.ON Next	DDEONHH3	50.85		2.42	4282	401	48.43	Hubbards Hills Mtc Contrib
20/06/2025	Anglian Water	DDAWSH3	8.00			4303	401	8.00	SH Utilities
20/06/2025	EDF Energy	DDEDFCEM4	8.14		0.39	4505	401	7.75	Cem Utilities
20/06/2025	Anglian Water	DDAWCEM3	31.00			4505	401	31.00	Cem Utilities
20/06/2025	EDF Energy	DDEDFSH3	355.13		16.91	4303	401	338.22	SH Utilities
20/06/2025	Anglian Water	DDAWHH3	385.00			4282	401	385.00	Hubbards Hills Mtce Contrib
26/06/2025	Zurich Municipal	OP403	5,013.56			4025	101	5,013.56	Insurance
26/06/2025	ACE Shelters Ltd	OP404	6,426.00		1,071.00	9325	403	5,355.00	Replacement Bus Shelte
						394	0	-5,355.00	Replacement Bus Shelte
						6000	403	5,355.00	Replacement Bus Shelte
26/06/2025	Smith of Derby	OP405	540.00		90.00	4200	401	450.00	St. James' Clock Repairs
26/06/2025	Smith of Derby	OP405A	1,093.92		182.32	4200	401	911.60	Clocks
26/06/2025	R. Johnson	OP406	900.00			4003	401	900.00	Grave Digging x 2
26/06/2025	ACB Machinery Ltd	OP407	485.50		80.92	4520	401	123.95	Cem Maintenance
						4600	401	280.63	New Leaf Blower
26/06/2025	MSP Contract Sevices Ltd	OP408	3,150.00		525.00	4282	401	1,275.00	HH Bins May
						4282	401	1,350.00	HH Tree Work
26/06/2025	John Darke Ltd	OP409	114.93		17.90	4531	401	31.18	Cem Fuel
						4533	401	58.33	Van Fuel
						4750	401	7.52	Service Charge
26/06/2025	Rialtas Business Solutions	OP410	1,094.40		182.40	4020	101	912.00	Financial Y/E Closedown
26/06/2025	MG Ubique Ltd	OP411	900.00		150.00	4282	401	750.00	HH Emergency Tree Work
26/06/2025	Paul Riddell Skips	OP412	550.00		91.67	4282	401	458.33	HH Skip x 2
26/06/2025	Allinson Print and Supplies	OP413	20.39		3.40	4020	101	16.99	Stationery
26/06/2025	Foxhall Construction Ltd	OP414	114.00		19.00	4280	401	95.00	Bracket Installation
26/06/2025	Louth Building Supplies	OP415	41.15		6.86	4520	401	34.29	Cem Maintenance Supplies
26/06/2025	The Little Cleaning Co	OP416	344.64		57.44	4285	401	287.20	Cleaning June
26/06/2025	KRL Group Ltd	OP417	142.43		23.74	4304	401	5.00	Toner
						4304	401	113.69	Photocopies
26/06/2025	Inspire Community Activities	OP418	300.00		50.00	4280	401	250.00	Hanging Baskets x 30
26/06/2025	SCIS	OP419	1,007.78		167.96	9604	403	839.82	Recep Computer Equip
						365	0	-839.82	Recep Computer Equip
						6000	403	839.82	Recep Computer Equip
26/06/2025	D Salkeld	OP420	80.00			4280	401	80.00	Planter watering
26/06/2025	Glendale Countryside Ltd	OP421	674.40		112.40	4530	401	562.00	Cem Grass Cutting
26/06/2025	Lincolnshire Assoc Local Counc	OP422	280.80		46.80	4027	401	234.00	3 x First Aid
26/06/2025	Staff Costs	OP423	2,221.39			4001	401	2,221.39	Staff Costs
26/06/2025	Staff Costs	OP424	1,752.53			4001	401	1,752.53	Staff Costs
26/06/2025	Staff Costs	OP425	2,546.55			4001	501	2,546.55	Staff Costs
26/06/2025	Staff Costs	OP426	1,338.96			4001	501	1,338.96	Staff Costs
26/06/2025	Staff Costs	OP427	801.56			4001	501	801.56	Staff Costs

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Date: 07/10/2025

## 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					
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
26/06/2025	HM Revenue and Customs	OP428	2,751.12			4001	401	742.70	PAYE/NIC
						4002	401	601.24	PAYE/NIC
						4001	501	729.68	PAYE/NIC
						4002	501	677.50	PAYE/NIC
26/06/2025	LCC Pension Fund	OP429	2,586.96			4001	401	125.63	Superannuation
						4002	401	576.16	Superannuation
						4001	501	350.96	Superannuation
						4002	501	1,534.21	Superannuation
30/06/2025	Onecom Ltd	DD1COMSH3	79.92		13.32	4304	401	66.60	SH Communications
<b>Total Payments for Month</b>			38,762.21	0.00	2,942.00			35,820.21	
<b>Balance Carried Fwd</b>			501,472.99						
<b>Cashbook Totals</b>			540,235.20	0.00	2,942.00			537,293.20	

Date: 07/10/2025

## 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>42.23</b>					<b>42.23</b>	
	Banked:	<b>0.00</b>						
			0.00				0.00	
<b>Total Receipts for Month</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>			<b>0.00</b>	
<b>Cashbook Totals</b>		<b>42.23</b>	<b>0.00</b>	<b>0.00</b>			<b>42.23</b>	

Date: 07/10/2025

## 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>
03/06/2025	Morrisons	15	1.69			4285	401	1.69	Minor Mtce & Cleaning
06/06/2025	Morrisons	16	4.50			4285	401	4.50	Minor Mtce & Cleaning
13/06/2025	WHSmith retail Ltd	17	4.29			4020	101	4.29	Office Administration
17/06/2025	Morrisons	18	13.60			4022	101	13.60	Postage
24/06/2025	Morrisons	19	6.20			4020	101	6.20	Office Supplies
27/06/2025	WHSmith retail Ltd	20	3.29			4020	101	3.29	Office Supplies
<b>Total Payments for Month</b>			33.57	0.00	0.00			33.57	
<b>Balance Carried Fwd</b>			8.66						
<b>Cashbook Totals</b>			42.23	0.00	0.00			42.23	

Date: 07/10/2025

## Louth Town Council Current Year

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## Cashbook 1

User: LMP

## Lloyds TSB Current/Deposit

For Month No: 4

## Receipts for Month 4

## 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>501,472.99</b>					<b>501,472.99</b>	
BGC	Banked: 03/07/2025	400.00						
2406	East Lindsey District Council	400.00			1000	401	400.00	Election 1st May
BGC	Banked: 03/07/2025	710.00						
2407	Walkers LnCS Co op	170.00			1011	401	170.00	Memorial Riggall
BGC	Walkers LnCS Co op	540.00			1010	401	540.00	Inter Crew and Chapman
FPI	Banked: 03/07/2025	170.00						
2408	Leakes Memorials	170.00			1011	401	170.00	Memorial Wedgner
BGC	Banked: 04/07/2025	491.00						
2409	Kettles	491.00			1010	401	491.00	Inter Siddle
INT	Banked: 09/07/2025	109.58						
INT	Lloyds Bank	109.58			1190	101	109.58	Interest Received
BGC	Banked: 10/07/2025	836.00						
2410	Kettles	491.00			1010	401	491.00	Inter Freeland
2410	Kettles	345.00			1012	401	345.00	EXRT 1165
FPI	Banked: 11/07/2025	170.00						
2411	Leakes Memorials	170.00			1011	401	170.00	Memorial Gilliatt
FPI	Banked: 17/07/2025	170.00						
2412	Lincolnshire Memorials	170.00			1011	401	170.00	Memorial Ward
500889	Banked: 31/07/2025	345.00						
2396	Mrs. Tallentire	345.00			1012	401	345.00	EXRT 1163
<b>Total Receipts for Month</b>		<b>3,401.58</b>	<b>0.00</b>	<b>0.00</b>			<b>3,401.58</b>	
<b>Cashbook Totals</b>		<b>504,874.57</b>	<b>0.00</b>	<b>0.00</b>			<b>504,874.57</b>	

Date: 07/10/2025

## Louth Town Council Current Year

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## Cashbook 1

User: LMP

## Lloyds TSB Current/Deposit

For Month No: 4

## Payments for Month 4

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/07/2025	E.ON Next	DDEONSH3	495.05		23.57	4303	401	471.48	SH Electricity
16/07/2025	E.ON Next	DDEONHH4	50.52		2.41	4282	401	48.11	Hubbards Hills Electricit
17/07/2025	E.ON Next	DDEONCEM3	33.08		1.58	4505	401	31.50	Cem Electricity
21/07/2025	Anglian Water	DDAWSH4	8.00			4303	401	8.00	Sessions House Water
21/07/2025	Anglian Water	DDAWCEM4	31.00			4505	401	31.00	Cemetery Water
21/07/2025	EDF Energy	DDEDFSH4	355.13		16.91	4303	401	338.22	Sessions House Gas
21/07/2025	Anglian Water	DDAWHH4	385.00			4282	401	385.00	Hubbards Hills Water
21/07/2025	Lloyds	SC4	8.50			4750	101	8.50	Service Charge
25/07/2025	KRL Group Ltd	OP430	169.04		28.18	4304	401	14.99	Photocopier support Jur
						4304	401	63.58	Photocopies June
						4304	401	47.30	Photocopies July
						4304	401	14.99	Photocopier support Jul
25/07/2025	Paul Riddell Skips Ltd	OP431	850.00		141.66	4282	401	708.34	HH Skips x 3
25/07/2025	Louth Building Supplies	OP432	116.16		19.36	4520	401	96.80	Cem Supplies
25/07/2025	John Darke Ltd	OP433	155.94		24.29	4533	401	41.71	Van Fuel
						4750	401	10.20	Service Charge
						4531	401	79.74	Cem Fuel
25/07/2025	Wilkin Chapman llp	OP434	6,900.00		1,150.00	9611	403	5,750.00	OMH
						327	0	-5,750.00	OMH
						6000	403	5,750.00	OMH
25/07/2025	Overton (UK) Ltd	OP435	2,319.60		386.60	9371	403	1,933.00	Street Hoover
						353	0	-1,933.00	Street Hoover
						6000	403	1,933.00	Street Hoover
25/07/2025	Allinson Print and Supplies	OP436	34.69		5.78	4020	101	28.91	Stationery
25/07/2025	D Salkeld	OP437	160.00			4280	401	160.00	Planter Watering
25/07/2025	SCIS	OP438	444.96		74.16	4020	101	370.80	Office 365 Licences
25/07/2025	SCIS	OP438A	986.27		164.38	4020	101	821.89	IT repair, migrate & upgrade
25/07/2025	Siemens Financial Services Ltd	OP439	204.00		34.00	4304	401	170.00	Photocopier Lease
25/07/2025	MSP Contract Sevices Ltd	OP440	3,750.00		625.00	4282	401	3,125.00	HH toil,bins, signs, mem
25/07/2025	GBM Waste Management	OP441	235.00		39.17	4532	401	195.83	Cem Skip
25/07/2025	Chubb Electronic Security	OP442	1,173.80		195.63	4302	401	978.17	Annual Contract - Security
25/07/2025	ACB Machinery Ltd	OP443	190.32		31.72	4551	401	158.60	Cem Gen Repairs
25/07/2025	Sylvester Keal Ltd	OP444	522.47		87.08	4282	401	435.39	HH Toilet & Cleaning Supplies
25/07/2025	Glendale Countryside Ltd	OP445	2,264.40		377.40	4530	401	562.00	Cem Grass Cutting
						4223	401	1,325.00	Amenity Grass Cutting
25/07/2025	Lincolnshire Assoc Local Counc	OP446	30.00		5.00	4027	401	25.00	AC GDPR Training
25/07/2025	Lincolnshire Assoc Local Counc	OP446A	84.00		14.00	4027	401	70.00	SC Cem Man & Comp Training
25/07/2025	Lincolnshire Assoc Local Counc	OP446B	108.00		18.00	4027	401	90.00	DM/GEH LALC Conference
25/07/2025	The Little Cleaning Co	OP447	429.60		71.60	4285	401	358.00	Cleaning July
25/07/2025	Chase CIC	OP448	5,000.00			4090	601	5,000.00	Grant
25/07/2025	Staff Costs	OP449	2,221.39			4001	401	2,221.39	Staff Costs
25/07/2025	Staff Costs	OP450	1,752.53			4001	401	1,752.53	Staff Costs
25/07/2025	Staff Costs	OP451	2,546.75			4001	501	2,546.75	Staff Costs
25/07/2025	Staff Costs	OP452	1,338.96			4001	501	1,338.96	Staff Costs
25/07/2025	Staff Costs	OP453	755.22			4001	501	755.22	Staff Costs

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Date: 07/10/2025

## Louth Town Council Current Year

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## Cashbook 1

User: LMP

## Lloyds TSB Current/Deposit

For Month No: 4

## Payments for Month 4

## 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>
25/07/2025	HM Revenue and Customs	OP454	2,743.56			4001	401	742.70	PAYE/NIC
						4002	401	601.24	PAYE/NIC
						4001	501	729.48	PAYE/NIC
						4002	501	670.14	PAYE/NIC
25/07/2025	LCC Pension Fund	OP455	2,571.21			4001	401	125.63	Superannuation
						4002	401	576.16	Superannuation
						4001	501	348.26	Superannuation
						4002	501	1,521.16	Superannuation
25/07/2025	Send It By Ltd	DC9	21.81		3.64	4020	101	18.17	Stationery
29/07/2025	SLCC	DC10	450.00			4027	501	450.00	CiLCA Enrollment
31/07/2025	Onecom Ltd	DD1COMSH4	79.92		13.32	4304	401	66.60	SH 2x Tel Lines & Wifi
<b>Total Payments for Month</b>			41,975.88	0.00	3,554.44			38,421.44	
<b>Balance Carried Fwd</b>			462,898.69						
<b>Cashbook Totals</b>			504,874.57	0.00	3,554.44			501,320.13	

Date: 07/10/2025

## Louth Town Council Current Year

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## Cashbook 2

User: LMP

## Petty Cash

For Month No: 4

## Receipts for Month 4

## 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>8.66</b>					<b>8.66</b>	
	Banked:	<b>0.00</b>						
			0.00				0.00	
<b>Total Receipts for Month</b>		0.00	0.00	0.00			0.00	
<b>Balance Carried Fwd</b>		14.82						
<b>Cashbook Totals</b>		<u>23.48</u>	<u>0.00</u>	<u>0.00</u>			<u>23.48</u>	

Date: 07/10/2025

## Louth Town Council Current Year

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## Cashbook 2

User: LMP

## Petty Cash

For Month No: 4

## Payments for Month 4

## 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>
01/07/2025	Louth Garden Centre	21	15.00		2.49	4280	401	12.51	Compost
14/07/2025	Boyes	22	3.98			4020	101	3.98	Stationery
31/07/2025	B&M	23	4.50			4285	401	4.50	Cleaning Supplies
<b>Total Payments for Month</b>			23.48	0.00	2.49			20.99	
<b>Cashbook Totals</b>			23.48	0.00	2.49			20.99	

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## Louth Town Council Current Year

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## Detailed Income &amp; Expenditure by Budget Heading 31/07/2025

Month No: 4

## 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	5,427	0	(5,427)			0.0%	
1176 Precept	0	174,959	349,918	174,959			50.0%	
1190 Interest Received	110	497	2,020	1,523			24.6%	
<b>Governance and Finance :- Income</b>	<b>110</b>	<b>180,884</b>	<b>351,938</b>	<b>171,054</b>			<b>51.4%</b>	<b>0</b>
4020 Office Administration Costs	1,244	3,092	3,605	513		513	85.8%	
4022 Postage	0	27	200	173		173	13.4%	
4023 Meeting Expenses	0	12	500	488		488	2.5%	
4024 Councillors Expenses	0	0	100	100		100	0.0%	
4025 Insurances	0	5,014	11,000	5,986		5,986	45.6%	
4026 Fees and Subscriptions	0	3,483	3,560	77		77	97.8%	
4028 Audit Fee (Internal & External)	0	0	1,050	1,050		1,050	0.0%	
4750 Contingency	9	45	400	355		355	11.3%	
<b>Governance and Finance :- Indirect Expenditure</b>	<b>1,252</b>	<b>11,673</b>	<b>20,415</b>	<b>8,742</b>	<b>0</b>	<b>8,742</b>	<b>57.2%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(1,143)</b>	<b>169,211</b>	<b>331,523</b>	<b>162,313</b>				
<b>401 Community Resources Day to Day</b>								
1000 Property Income	400	580	2,000	1,420			29.0%	
1001 Allotment Rent Received	0	0	968	968			0.0%	
1002 Miscellaneous	0	0	1,500	1,500			0.0%	
1007 Floral Sponsorship	0	(13)	0	13			0.0%	
1009 LCC Contribution (Grass)	0	0	12,008	12,008			0.0%	
1010 Interments	1,522	7,251	13,500	6,249			53.7%	
1011 Monuments	680	3,079	7,500	4,421			41.1%	
1012 Exclusive Burial Rights	690	2,521	12,000	9,479			21.0%	
<b>Community Resources Day to Day :- Income</b>	<b>3,292</b>	<b>13,418</b>	<b>49,476</b>	<b>36,058</b>			<b>27.1%</b>	<b>0</b>
4001 Salaries	4,842	19,369	64,000	44,631		44,631	30.3%	
4002 Employers Costs Super / NI	1,177	4,710	20,000	15,290		15,290	23.5%	
4003 Grave Digging	0	1,800	3,000	1,200		1,200	60.0%	
4027 Training	185	419	1,500	1,081		1,081	27.9%	
4104 Civic Property	0	0	250	250		250	0.0%	
4200 Clocks / Floodlights	0	2,577	600	(1,977)		(1,977)	429.5%	
4205 Christmas Lights / Celebrations	0	0	12,500	12,500		12,500	0.0%	
4210 Lovely Louth Competition	0	0	400	400		400	0.0%	
4220 CCTV Maintenance	0	0	4,515	4,515		4,515	0.0%	
4222 Street Furniture Maintenance	0	0	1,500	1,500		1,500	0.0%	
4223 Amenity Grass Cutting	1,325	3,975	14,000	10,025		10,025	28.4%	
4280 Floral / In Bloom	173	631	6,500	5,869		5,869	9.7%	
4282 Hubbards Hills Mtce Contrib.	4,702	19,735	100,000	80,265		80,265	19.7%	

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## Louth Town Council Current Year

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## Detailed Income &amp; Expenditure by Budget Heading 31/07/2025

Month No: 4

## 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
4285 Minor Mtce & Cleaning Services	363	1,305	4,000	2,695		2,695	32.6%	
4302 Security / Fire	978	1,078	2,600	1,522		1,522	41.5%	
4303 SH Utilities	818	3,051	9,500	6,449		6,449	32.1%	
4304 SH Communications	377	993	3,500	2,507		2,507	28.4%	
4306 SH Rates	0	5,988	6,167	179		179	97.1%	
4307 SH Building Maintenance	0	25	1,500	1,475		1,475	1.7%	
4308 SH Statutory Equipment Checks	0	153	180	27		27	85.2%	
4501 Cem Rates	0	4,391	4,185	(206)		(206)	104.9%	
4505 Cem Utilities	63	702	1,500	798		798	46.8%	
4520 Cem Maintenance-Supplies	97	364	2,200	1,836		1,836	16.5%	
4530 Cem Grass Cutting / Strimming	562	1,686	6,500	4,814		4,814	25.9%	
4531 Cem Fuel - Equipment	80	248	1,500	1,252		1,252	16.5%	
4532 Cem Waste Disposal	196	646	2,600	1,954		1,954	24.9%	
4533 Cem Vehicle Running Costs	42	213	2,500	2,287		2,287	8.5%	
4540 Cem Protective Clothing	0	31	550	519		519	5.7%	
4550 Cem Plants, Shrubs, Trees etc	0	0	200	200		200	0.0%	
4551 Cem General Repairs/Maint.	159	259	3,200	2,941		2,941	8.1%	
4552 Purchase of Plaques	0	0	60	60		60	0.0%	
4600 Cem Equipment Replacement	0	281	3,000	2,719		2,719	9.4%	
4750 Contingency	10	168	2,000	1,832		1,832	8.4%	
4751 GDPR Compliance	0	52	55	3		3	94.5%	
4752 Trinity Allotment Rent	0	32,560	30,998	(1,562)		(1,562)	105.0%	
4754 Community Apiary	0	(833)	0	833		833	0.0%	
4757 London Road Sports P'Ship	0	0	20,000	20,000		20,000	0.0%	
Community Resources Day to Day :- Indirect Expenditure	<b>16,147</b>	<b>106,576</b>	<b>337,260</b>	<b>230,684</b>	<b>0</b>	<b>230,684</b>	<b>31.6%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(12,855)</b>	<b>(93,158)</b>	<b>(287,784)</b>	<b>(194,626)</b>				
<b>403 Community Resources EM Reserve</b>								
9325 EMR Street Furniture	0	5,355	0	(5,355)		(5,355)	0.0%	5,355
9359 EMR Accommodation	0	17	0	(17)		(17)	0.0%	17
9371 EMR Capital Expenditure	1,933	1,933	0	(1,933)		(1,933)	0.0%	1,933
9604 EMR Accom Office Equip / Stor	0	2,410	0	(2,410)		(2,410)	0.0%	2,410
9611 EMR Contingency	5,750	6,500	0	(6,500)		(6,500)	0.0%	6,500
Community Resources EM Reserve :- Indirect Expenditure	<b>7,683</b>	<b>16,214</b>	<b>0</b>	<b>(16,214)</b>	<b>0</b>	<b>(16,214)</b>		<b>16,214</b>
<b>Net Expenditure</b>	<b>(7,683)</b>	<b>(16,214)</b>	<b>0</b>	<b>16,214</b>				
6000 plus Transfer from EMR	7,683	16,214	0	(16,214)				
<b>Movement to/(from) Gen Reserve</b>	<b>0</b>	<b>0</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 31/07/2025

Month No: 4

## 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	5,719	21,325	76,000	54,675		54,675	28.1%	
4002 Employers Costs Super / NI	2,191	8,246	25,000	16,754		16,754	33.0%	
4008 Clerk Travel Expenses	0	0	200	200		200	0.0%	
4027 Training	450	450	500	50		50	90.0%	
Personnel Day to Day :- Indirect Expenditure	<b>8,360</b>	<b>30,021</b>	<b>101,700</b>	<b>71,679</b>	<b>0</b>	<b>71,679</b>	<b>29.5%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(8,360)</b>	<b>(30,021)</b>	<b>(101,700)</b>	<b>(71,679)</b>				
<b>601 Town Council Day to Day</b>								
4052 Tourism/promotions	0	115	3,000	2,885		2,885	3.8%	
4089 Citizens Advice Bureau	0	0	1,050	1,050		1,050	0.0%	
4090 Grants S137 Open Resource	5,000	5,000	4,000	(1,000)		(1,000)	125.0%	
4100 Civic Expenses	0	0	1,500	1,500		1,500	0.0%	
4102 Mayoral Allowance	0	(324)	550	874		874	(58.9%)	
4103 Mayors Serjeant Expenses	0	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	100	100		100	0.0%	
4111 Remembrance Day Parade Grant	0	37	1,600	1,563		1,563	2.3%	
4311 Flood Schemes Maintenance	0	0	19,865	19,865		19,865	0.0%	
4312 War Memorial	0	0	100	100		100	0.0%	
Town Council Day to Day :- Indirect Expenditure	<b>5,000</b>	<b>5,154</b>	<b>34,415</b>	<b>29,261</b>	<b>0</b>	<b>29,261</b>	<b>15.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(5,000)</b>	<b>(5,154)</b>	<b>(34,415)</b>	<b>(29,261)</b>				
Grand Totals:- Income	<b>3,402</b>	<b>194,301</b>	<b>401,414</b>	<b>207,113</b>			<b>48.4%</b>	
Expenditure	<b>38,442</b>	<b>169,639</b>	<b>493,790</b>	<b>324,151</b>	<b>0</b>	<b>324,151</b>	<b>34.4%</b>	
<b>Net Income over Expenditure</b>	<b>(35,041)</b>	<b>24,663</b>	<b>(92,376)</b>	<b>(117,039)</b>				
plus Transfer from EMR	<b>7,683</b>	<b>16,214</b>	<b>0</b>	<b>(16,214)</b>				
<b>Movement to/(from) Gen Reserve</b>	<b>(27,358)</b>	<b>40,877</b>	<b>(92,376)</b>	<b>(133,253)</b>				

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## Louth Town Council Current Year

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## Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
322 EMR CCTV refurbishment	10,000.00		10,000.00
323 EMR Insurance	2,376.00		2,376.00
327 EMR Contingency	10,000.00	-6,500.00	3,500.00
329 EMR Quality Council / Office	4,245.00		4,245.00
338 EMR Civic Events	2,000.00		2,000.00
340 EMR Grants 137 Reserve	3,066.00		3,066.00
346 EMR Christmas Illuminations	5,000.00		5,000.00
347 EMR Art Trail	1,000.00		1,000.00
348 EMR IT Replacement	3,000.00		3,000.00
352 EMR TCP Floral Enhancement	2,500.00		2,500.00
353 EMR Capital Expenditure	90,157.80	-1,933.00	88,224.80
359 EMR Accommodation	4,424.71	-16.66	4,408.05
360 EMR Cem External Wall	4,000.00		4,000.00
362 EMR Civic Property/Regalia	5,000.00		5,000.00
363 EMR Hubbard's Hills	15,074.08		15,074.08
364 EMR Clerks Training	2,540.00		2,540.00
365 EMR Accommm OfficeEquip / Stor	4,224.00	-2,409.82	1,814.18
380 EMR Cem Road Maintenance	4,000.00		4,000.00
381 EMR Cem Equipment Replacement	5,000.00		5,000.00
382 EMR Cem Tree Surgery	7,000.00		7,000.00
383 EMR Cem Workshop/Lodge	4,056.24		4,056.24
385 EMR Vehicle Replacement	14,658.00		14,658.00
386 EMR Cemetery Facilities	3,825.00		3,825.00
390 EMR Accommm Roof	9,136.00		9,136.00
391 EMR Accommm Boiler	3,750.00		3,750.00
392 EMR Accommm Structural	5,000.00		5,000.00
393 EMR Accommm Car Park	2,000.00		2,000.00
394 EMR Street Signs / Furniture	15,660.00	-5,355.00	10,305.00
395 EMR SH Internal Decorating Foy	3,000.00		3,000.00
396 EMR Speed Awareness	2,012.00		2,012.00
397 EMR Tourism	1,000.00		1,000.00
398 EMR Elections	18,000.00		18,000.00
399 EMR Funding for Sports Assets	7,000.00		7,000.00
	<b>273,704.83</b>	<b>-16,214.48</b>	<b>257,490.35</b>

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**Louth Town Council Current Year**

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**Detailed Balance Sheet - Excluding Stock Movement****Month 4 Date 31/07/2025**

<u>A/c</u>	<u>Description</u>	<u>Actual</u>
<i>Current Assets</i>		
105	VAT Refunds	28,585
201	Lloyds TSB Current/Deposit	462,899
210	National Savings Bank	113,427
220	Petty Cash	(15)
<b>Total Current Assets</b>		<b>604,895</b>
<i>Represented by :-</i>		
301	Current Year Fund	24,663
310	General Reserve	322,742
322	EMR CCTV refurbishment	10,000
323	EMR Insurance	2,376
327	EMR Contingency	3,500
329	EMR Quality Council / Office	4,245
338	EMR Civic Events	2,000
340	EMR Grants 137 Reserve	3,066
346	EMR Christmas Illuminations	5,000
347	EMR Art Trail	1,000
348	EMR IT Replacement	3,000
352	EMR TCP Floral Enhancement	2,500
353	EMR Capital Expenditure	88,225
359	EMR Accommodation	4,408
360	EMR Cem External Wall	4,000
362	EMR Civic Property/Regalia	5,000
363	EMR Hubbard's Hills	15,074
364	EMR Clerks Training	2,540
365	EMR Accom OfficeEquip / Stor	1,814
380	EMR Cem Road Maintenance	4,000
381	EMR Cem Equipment Replacement	5,000
382	EMR Cem Tree Surgery	7,000
383	EMR Cem Workshop/Lodge	4,056
385	EMR Vehicle Replacement	14,658
386	EMR Cemetery Facilities	3,825
390	EMR Accom Roof	9,136
391	EMR Accom Boiler	3,750
392	EMR Accom Structural	5,000
393	EMR Accom Car Park	2,000
394	EMR Street Signs / Furniture	10,305
395	EMR SH Internal Decorating Foy	3,000
396	EMR Speed Awareness	2,012
397	EMR Tourism	1,000
398	EMR Elections	18,000
399	EMR Funding for Sports Assets	7,000
<b>Total Equity</b>		<b>604,895</b>

Date: 07/10/2025

Louth Town Council Current Year

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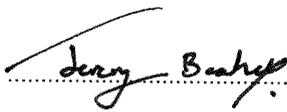
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**Bank Reconciliation Statement as at 31/07/2025  
for Cashbook 1 - Lloyds TSB Current/Deposit**

User: LMP

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Lloyds TSB Deposit Account	31/07/2025	4	166,652.51
Lloyds TSB Current Account	31/07/2025	4	296,246.18
			<u>462,898.69</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			462,898.69
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			462,898.69
		<b>Balance per Cash Book is :-</b>	<b>462,898.69</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Signatory 1:**

Name JEREMY BASKETT Signed  Date 13<sup>th</sup> OCT 25

**Signatory 2:**

Name KAREN PARSONS Signed  Date 13/10/25

Date: 07/10/2025

Louth Town Council Current Year

Page 1

Time: 15:11

**Bank Reconciliation Statement as at 31/07/2025  
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	31/07/2025	23	-14.82
			<u>-14.82</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			-14.82
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			-14.82
		<b>Balance per Cash Book is :-</b>	<b>-14.82</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Signatory 1:**

Name JEREMY BASHNETT Signed Jeremy Bashnett Date 13<sup>th</sup> Oct 25

**Signatory 2:**

Name Karen Parsons Signed Karen Parsons Date 13.10.25

## Louth Town Council

# RISK MANAGEMENT POLICY

### 1. Objectives

The aims and objectives of this policy are to comprehensively help Louth Town Council to identify, evaluate and control risk, beginning with the need to develop risk management beyond health and safety. To:

- Integrate risk management into the culture of the organisation.
- Embed risk management through ownership and management of risk as part of all decision-making processes.
- Manage risk in accordance with best practice.
- To minimise losses, injury and damage, and reduce the cost of risk.
- To ensure appropriate actions are taken to address identified risks.

### 2. Introduction – Risk Management Policy Statement

Louth Town Council recognises that, in addition to its statutory duties, there are significant economic and ethical reasons to take all reasonable and practicable measures to safeguard the people that it works with and provides services for; and to protect the natural and built environments for which it is responsible for.

This policy document first establishes:

- a) What is risk management?
- b) Why the Council needs a risk management policy?
- c) The reasoning behind the risk management procedures of Louth Town Council.
- d) What the Risk Management process is.
- e) Operations for control of risks.
- f) Risk monitoring.
- g) Roles and responsibilities; and
- h) Future monitoring.

#### a) What is Risk Management

Risk management is essential to good governance. The Council recognises the definition of risk as that contained in the Audit Commission's management paper 'Worth the Risk: Improving Risk Management in Local Government':

'Risk is the threat that an event or action will adversely affect an organisation's ability to achieve its objective and to successfully execute its strategies. Risk management is the process by which risks are identified, evaluated and controlled. It is a key element of the framework of governance together with community focus, structures and processes, standards of conduct and service delivery arrangements.'

Louth Town Council is more likely to achieve its objectives if it manages risk properly. It is critical to recognise that risk management applies to every aspect of the Council's work and is not just about health and safety.

Risks can be classified into various types, but it is important to recognise that for all categories the direct financial losses may have less impact than the indirect costs such as disruption of normal working.

Not all these risks are insurable and for some the premiums may not be cost-effective. Even where insurance is available, money may not be an adequate recompense. The emphasis should always be on eliminating or reducing risk, before costly steps to transfer risk to another party are considered.

Risk is not restricted to potential threats but can be connected with opportunities. Good risk management can facilitate proactive, rather than merely defensive responses.

Measures to manage adverse risks are likely to help with managing positive ones. The examples below are high profile but not exhaustive:

**Health and Safety Risk** – the Council will adhere to the requirements of the Health and Safety at Work Act 1974; the Regulatory Reform (Fire Safety) Order 2005; the Management of Health and Safety at Work Regulations 1999; and other relevant health and safety legislation and codes of practice. The Council’s policy is comprehensively detailed in the Health and Safety Policy.

**Strategic Risk** – long-term adverse impacts from poor decision-making or poor implementation. Risks damage to the reputation of the Council, loss of public confidence and, in the worst-case scenario, government intervention.

**Compliance Risk** – failure to comply with legislation, laid down procedures or the lack of documentation to prove compliance. Risks exposure to prosecution, judicial review, employment tribunals, increased Best Value inspection and inability to enforce contracts.

**Financial Risk** – fraud and corruption, waste, excess demand for services, bad debts. Risk of additional audit investigation, objection to accounts, reduced service delivery, dramatically increased Council tax levels/impact on Council reserves.

**Operating Risk** - failure to deliver services effectively, malfunctioning equipment, hazards to service users, the general public or staff, damage to property. Risk of insurance claims, higher insurance premiums and lengthy recovery processes.

**b) Why the Council Needs a Risk Management Policy?**

Risk management will strengthen the ability of the Council to achieve its objectives and enhance the value of services required. Risk management will help ensure that all committees/sections within the Council have an understanding of ‘risk’ and that the Council adopts a uniform approach to identifying and prioritising risks. This should in turn lead to conscious choices as to the most appropriate method of dealing with each risk, be it elimination, reduction, transfer or acceptance.

Strategic risk management is also an integral part of the Best Value process and, as such, is an important element in demonstrating continuous service improvement. There is an Audit requirement under the Accounts and Audit Regulations 2015 to establish and maintain a systematic strategy, framework and process for managing risk.

**c) Why Risk Management?**

Whilst it is acknowledged that risk cannot be totally eliminated, it is accepted that much can be done to reduce the extent of injury, damage and financial loss. Therefore, Louth Town Council is committed to identifying, reducing or eliminating the risks to both people and the natural and built environments.

The Council will carry insurance in such amounts and in respect of such perils as will provide protection against significant losses, where insurance is required by law or contract and in other circumstances where risks are insurable and premiums cost effective.

The Council will seek to embed effective risk management into its culture, processes and structure to ensure that opportunities are maximised. All members of the Council and staff are encouraged to identify, assess and manage risks.

**d) What is the Risk Management Process?**

Implementing the Policy involves identifying, analysing/prioritising, managing and monitoring risks.

**Risk Identification** – identifying and understanding the hazards and risks facing Louth Town Council is crucial if informed decisions are to be made about policies or service delivery methods. The risks associated with these decisions can then be effectively managed.

**Risk Analysis** – once risks have been identified they need to be systematically and accurately assessed using proven techniques. Analysis should make full use of any available data on the potential frequency of events and their consequences. If a risk is seen to be unacceptable, then steps need to be taken to control it or respond to it.

**Risk Prioritisation** – an assessment should be undertaken of the impact and likelihood of risks occurring, with impact and likelihood being scored low, medium or high. High scoring risks will be subject to detailed consideration and the preparation of a contingency/action plan to appropriately control the risk.

**Risk Control** – risk control is the process of taking action to minimise the likelihood of the risk event occurring and/or reducing the severity of the consequences should it occur. Typically, risk control requires the identification and implementation of revised operating procedures, but in exceptional cases more drastic action may be required to reduce the risk to an acceptable level.

**e) Operation for Control of Risks**

**Elimination** – the circumstances from which the risk arises are ceased so that the risk no longer exists.

**Reduction** – loss control measures are implemented to reduce the impact/likelihood of the risk occurring.

**Transfer** – where the financial impact is passed to others, e.g. by revising contractual terms.

**Sharing** – sharing the risk with another party or parties.

**Insuring** – insuring against some or all of the risk to mitigate financial impact.

**Acceptance** – documenting a conscious decision after assessment of the areas where the Council accepts or tolerates a particular risk.

**f) Risk monitoring**

The risk management process does not finish with putting any risk control procedures in place. Their effectiveness in controlling risk must be monitored and reviewed. It is also important to assess whether the nature of any risk has changed over time.

The information generated from applying the risk management process will help to ensure that risks can be avoided or minimised in the future. It will also inform judgements on the nature and extent of insurance cover and the balance to be reached between self-insurance and external protection

**g) Roles and Responsibilities**

It is important that risk management becomes embedded into the everyday culture and performance management process of the Town Council. The roles and responsibilities set out below are designed to ensure that risk is managed effectively across the Council and its operations, and responsibility for risk is located in the right place. Those who best know the risks to a particular service and those responsible for it. The process must be driven from the top but must also involve staff throughout the Council.

**Elected Members**

Risk management is seen as a key part of the Elected Member's stewardship role and there is an expectation that Elected Members will lead and monitor risk management. This will include:

- Approval of the Risk Management Policy.
- Analysis of key risks in reports on major projects, ensuring that all future projects and services undertaken are adequately risk managed.
- Consideration, and if appropriate, endorsement of the Annual Statement of Internal Control.
- Assessment of risks whilst setting the budget, including any bids for resources to tackle specific issues.

**Members of Staff**

Members of staff will act as the risk champion for their service area, assisting with identifying all risks in their area. Members of staff will manage risk effectively in all service areas or projects and report how threats and risks have been managed to the Town Clerk. This includes identifying, analysing, prioritising, monitoring and reporting on service risks and any control actions taken.

**Town Clerk**

The Town Clerk and RFO will act as the Lead Officer on Risk Management, overseeing the implementation of the detail of the Risk Management Strategy and will

- Provide advice as to the legality of policy and service delivery choices.
- Provide advice on the implications of potential service actions for the Council's corporate aims, objectives and best value targets.
- Update Council and service areas on the implication of new or revised legislation.
- Assist in handling any litigation claims.

- Provide advice on any human resource issues relating to strategic policy options or the risks associated with operational decisions and assist in handling cases of work-related illness or injury.
- Advise on any health and safety implications of the chosen or proposed arrangements for the service delivery.
- Report progress to Council.
- Ensure that Risk Management is an integral part of any service review process.
- Ensure that recommendations for risk control are detailed in service review reports.

### **Responsible Finance Officer**

The Town Clerk as the Council's Responsible Finance Officer will:

- Assess and implement the Council's Insurance requirements.
- Assess the financial implications of strategic policy options.
- Provide assistance and advice on budgetary planning and control.
- Ensure that the Financial Information Systems allows effective budgetary control and informs financial decisions made by the Council.

### **Staff Members**

Staff members will undertake their jobs to the best of their ability to reduce risks, ensuring that the skills and knowledge that they have acquired and that have been passed to them are used effectively. All employees will maintain an awareness of the impact of costs and risks. They will work to control risks or threats within their jobs, monitor progress and report on job related risks to the Town Clerk.

### **Role of Internal Audit**

The Independent Internal Auditor provides an important scrutiny role carrying out audits to provide independent assurance to the Town Council via the Governance and Finance Committee that the necessary risk management systems are in place and all significant business risks are being managed effectively.

Internal Audit assists the Council in identifying both its financial and operational risks and seeks to assist the Council in developing and implementing proper arrangements to manage them, including adequate and effective systems of internal control to reduce or eliminate the likelihood of errors or fraud.

The Internal Audit Report, and any recommendations contained within it, will help to shape the operation of the Council.

In addition to the roles and responsibilities set out above, the Council is keen to promote an environment within which individuals or groups are encouraged to report adverse incidents promptly and openly.

The adoption of a sound risk management approach should achieve many benefits for the Council. It will assist in demonstrating that the Council is committed to continuous service improvement and demonstrating effective corporate governance.

## **h) Future Monitoring and Evaluation of this Policy**

The progress of the Policy will be measured on:

- Adjustments to the way in which services are delivered.
- Greater satisfaction of members, staff, volunteers, customers and visitors with the provisions made by the Council.
- Improvements to the provisions made by the Council for its buildings and open spaces.

## B R I E F I N G

worth the  
riskimproving risk  
management in  
local government**Why does risk  
management matter?**

1. Risk is one of life's certainties for local authorities. It is the threat that an event or action will adversely affect an organisation's ability to achieve its objectives and to execute its strategies successfully. Good risk management is necessary in all organisations, and in local government it is important for delivering public services effectively and ensuring that a council is well run.
2. Successful risk management can make a council more flexible and responsive to new pressures and external demands. It allows an authority to be better able to deliver services and to meet the needs and expectations of its community in what is a fast changing and dynamic environment. Real benefits can result from effective risk analysis and management [EXHIBIT 1, overleaf].

**Why now more than at  
any other time?**

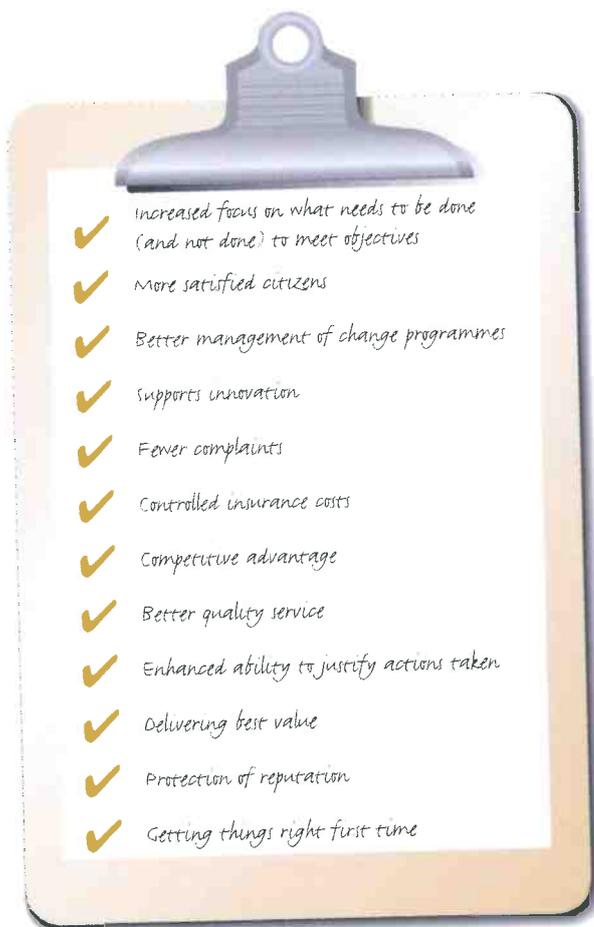
3. It is unlikely that councils will need to start from scratch as many features of risk management will already be in place. But there may be a need to adapt, improve and codify existing processes. The importance of looking afresh at risk comes in the wake of a more demanding society, bold initiatives and more challenge when things go wrong. It also arises because of the significant changes taking place as a result of the Government's modernising agenda, including, for example, creating new leadership structures within councils. Local authorities currently face pressures that potentially give rise to a range of new and complex risks and which suggest that risk management is more important now than at any other time [EXHIBIT 2, overleaf].

4. The introduction of the statutory duty of best value reinforces the need for good risk management. Best value is designed to bring about change and continuous improvement in local authorities. A council that avoids risk is unlikely to be a good performer. What is required is flair, innovation and the ability to take informed risks and to manage them effectively to optimise business results. Without good risk management processes, authorities are unlikely to achieve excellent performance in the best value regime. Effective risk managers will be able to deliver:
  - an appropriate balance between risk and control;
  - more effective decision making;
  - better use of limited resources; and
  - greater innovation.

## EXHIBIT 1

**The benefits of good risk management**

A proper focus on risk management can help to bring considerable benefits



Source: Audit Commission

5. There are already examples in local government where good corporate governance processes exist and effective risk identification and management takes place. The existing specific roles for financial and statutory monitoring are important aspects of the current arrangements, but risk management requires a much broader view. As new leadership structures are implemented, authorities need to build robust arrangements for effective risk management within both executive and scrutiny roles.

## BRIEFING • WORTH THE RISK

### Who has responsibility for risk management?

6. Members are ultimately responsible for risk management because risks threaten the achievement of policy objectives. As a minimum, members should:

- exercise leadership;
- adopt an implementation strategy; and
- support and monitor risk management **processes**.

### Leadership

7. Elected members need to take the lead in order to set the right tone initially. They must ensure that risk awareness and management are part of the culture of the authority in order to help to achieve the council's objectives.

Members should:

- **not delay implementation** as risk management is of critical importance now;

- **agree on the member and officer structures** for planning and monitoring risk management across the authority;
- **correctly position risk management** – it should be embedded in existing processes and presented as an operational tool to help members and officers to meet the new challenges and demands facing them, rather

#### EXHIBIT 2

#### The need for improved risk management

New pressures are acting as drivers for good risk management



Source: Audit Commission

## BRIEFING • WORTH THE RISK

than as a mere compliance exercise;

- **promote the desired mindset and attitude** that is essential for successful implementation and robust, ongoing risk management processes;
- **view risk management as an ongoing process rather than as a one-off event** – there is no quick-fix solution and the right level of resources will need to be committed to implementation and training over the medium term;
- **ensure that a top-down approach is adopted**, ensuring that members focus on issues of corporate significance, drawing on, rather than being dominated by, the bottom-up risk analysis that focuses on more detailed operational risks; and
- **aim for continual improvement** on a longer-term basis.

### Adopting an implementation strategy

8. Members need to approve and adopt a strategy explaining how risk management will be implemented throughout the council, including, for example:

- the key tasks to be undertaken;
- the respective roles of members, senior officers and other officers;
- the identification of nominated risk champions;
- responsibilities and reporting lines;

- the process for identifying critical success factors and significant risks, and linking these with agreed strategic objectives;
- a timetable for implementation; and
- the allocation of resources.



### Supporting and monitoring risk management

9. Members should support and monitor both the initial implementation and the ongoing risk management processes. They should:

- embrace risk management in a positive way to:
  - drive service and organisational improvement;
  - promote the achievement of council objectives;
  - ensure that management decisions are taken with relevant risks acknowledged; and
  - minimise the likelihood of things going wrong and their potential impact, and provide a framework to meet the new challenges;
- promote the right management culture on an ongoing basis – most threats that an organisation typically faces are people-based, and they arise through a failure to apply management processes rather than through weaknesses in systems;
- receive formal reports at least annually on the management of risk; and

- approve, with leading officers, a statement to be published annually on the risk management processes in place and their ongoing effectiveness. This statement will be a public assurance statement and should be evidence-based. Where improvements are needed, or risks remain without the appropriate controls, then these should be disclosed to the public, together with a summary of how they will be addressed in the future. In this way, the public and other stakeholders will be able to see clearly where the council has reached on its risk management agenda.

### What officers can do

10. The chief executive should be the figurehead for the risk management process, and should appoint the most appropriate person to lead the risk management implementation and improvement process. Other people throughout the organisation should also be tasked with taking clear responsibility for appropriate aspects of risk management in their area of responsibility. In addition, internal audit has a vital role to play in reviewing the established risk management processes, challenging risk identification and evaluation, and, more fundamentally, in providing assurance to officers and members on the effectiveness of controls. This important role should, however, be separated from the activity of establishing and operating risk management processes and control structures. These should remain the responsibility of line management.

## BRIEFING • WORTH THE RISK

11. When implementing more formalised risk management systems, officers should take account of the following:

- **Be pragmatic:** recognise that the process is not intended to eliminate risk and that not all identified risks can be addressed immediately. Furthermore, risks will still exist that have not been identified. What is important is a culture of continuous learning, with risk management processes being adapted according to lessons learned.
- **Do not make the processes overly complex:** in particular, there is an important need to avoid risk overload. The risks that are identified should make common sense and should be linked to members' top priorities and concerns. The focus should be on those risks that are significant in the context of the council's objectives and reputation.
- **Ensure that the process to be followed fits in with local circumstances and culture:** officers need to decide on practices that are appropriate to their circumstances.

### About this management paper

12. The management paper has been prepared as a practical guide for use by elected members and officers. It includes advice on how to establish new, or improve existing, risk management structures and processes. The paper highlights the pitfalls to be aware of and includes an implementation checklist to help to support the development of effective risk management.

If you want to know more, the full management paper, **Worth the Risk: Improving Risk Management in Local Government**, looks at these issues in more detail and includes **background information, case studies and specific guidance.**

Audit Commission, **Worth the Risk: Improving Risk Management in Local Government** (management paper)

ISBN 1 86240 271 X

£15

Copies of this report are available from:  
**Audit Commission Publications**

PO Box 99

Wetherby

LS23 7JA

**Freephone 0800 502030**

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BRIEFING STOCK CODE: LEB1776

# Louth Town Council

## RESERVES POLICY

This policy sets out how the Council will ensure that an appropriate level of reserves is maintained.

### INTRODUCTION

Louth Town Council (the Council) is required to maintain sufficient financial reserves to meet the needs of the organisation. By statute it should have regard, when setting its budget, for:

- a. the financial reserves which the authority estimates it will be appropriate to raise in the year for meeting its estimated future expenditure; and
- b. such financial reserves as are sufficient to meet so much of the amount estimated by the authority to be a revenue account deficit for any earlier financial year as has not already been provided for.

The Joint Panel on Accountability and Governance (JPAG) Practitioners' Guide specifies that:

“The authority needs to have regard to the need to put in place a General Reserves Policy and have reviewed the level and purpose of all Earmarked Reserves”

There are two types of reserves:

#### General Reserves

The general reserve of an authority comprises its cash flow and contingency funds to cover unexpected inflation, unforeseen events and unusual circumstances. The generally accepted recommendation with regard to the appropriate minimum level of a smaller authority's general reserve is that this should be maintained at between three and twelve months of net revenue expenditure. The reason for the wide range is to cater for the large variation in activity level between individual authorities. The smaller the authority, the closer the figure may be to 12 months expenditure, the larger the authority, the nearer to 3 months. In practice, any authority with income and expenditure in excess of £200,000 should plan towards 3 months equivalent general reserve. In all of this it is important that each authority adopt, as a general reserve policy, the level appropriate to their size, situation, risks and plan their budget so as to ensure that the adopted level is maintained. Consideration of the minimum level of reserves requires not only consideration of the level of income and expenditure but also the risks to that income. Authorities with significant self-generated income (other than the precept or levy) should take into account situations that may lead to a loss in revenue as well as increased costs and adapt their general reserve accordingly.

#### Earmarked Reserves

Those reserves that are set aside for a specific purpose or to counter a specific known risk. Saving for a specific project could be managed through an earmarked reserve. None of the above in any way affects the level of earmarked and/or capital receipts reserves that an authority may or should hold. There is, in practice, no upper or lower limit to EMR/CRRs save only that they must be held for genuine and identifiable purposes and projects, and their level should be subject to regular review and justification (at least annually and at budget setting), and should be separately identified and enumerated. Significant levels of EMRs, in particular, may give rise to enquiries from internal and/or external auditors.

### POLICY STATEMENT

The Council will not allow its general reserve to fall below the minimum requirement of 3 months running costs plus 10%, calculated using the current annual precept figure or the previous year's net running costs (whichever is the highest).

In 2024/25 net running costs totalled £362,590.87. The annual precept in 2025/26 was £349,918.64.

It follows that one month's average running costs total £30,215.91. 3 months average running costs total £90,647.72. 10% of which equals £9,064.77.

Therefore, in 2025/26 the Council will ensure that the level of its general reserve remains above £99,712.49.

Checks will be undertaken by the Town Clerk who will report to the Governance and Finance Committee if this figure is not met.

## **Louth Town Council**

### **Commitment to London Road Sports Partnership**

#### **2024 Onwards**

Louth Town Council (the Council) is committed to supporting sport in Louth and as such it pledges to make an ongoing annual financial contribution to the London Road Sports Partnership (LRSP) to assist it in delivering sporting services such as hockey, football and cricket for the benefit of the residents of Louth, at the site in Louth known as the London Road Sports Ground and Pavilion.

Henceforth, the Council agrees to prepare its budget and make provision for a maximum annual contribution to the LRSP of £20,000, should it be needed.

The Council confirms that in the first year (2024/25) a minimum contribution of £10,000 will be released by 31<sup>st</sup> December 2024 and an amount up to £20,000 will be considered for release providing that a need is demonstrated by information supplied, as detailed below.

Annually, the actual total amount to be awarded will be agreed by the Council following receipt of a request for funding from the LRSP. The request should detail the amount the LRSP wish to be released that year and it should be received by the Council in October each year.

To support the LRSP's request for funding a copy of the LRSP's Income and Expenditure account for the six months to the end of September of the current financial year should be supplied and this should include a column showing the previous year's figures for comparison (from October 2025). It should also include a column forecasting spend to the end of the financial year / notes on any significant expected expenditure.

Please email these documents to [clerk@louthtowncouncil.gov.uk](mailto:clerk@louthtowncouncil.gov.uk) or supply a hard copy to the address above.

Upon receipt of the above the Council will consider this information at the next relevant opportunity, will confirm with the LRSP the outcome of its meeting and will endeavour to release funds to the LRSP by the 31<sup>st</sup> December each year.

It should be noted that this arrangement may be ended by the Council or the LRSP giving at least one year's notice in writing to cease financial assistance.

## GRANT APPLICATIONS 2025/26

<b>Name of Applicant</b>	<b>Louth and District Concert Society</b>
<b>Date application received</b>	11/09/2025
<b>Date reviewed by GF Committee</b>	21/10/2025
<b>What does the organisation do?</b>	<p>LDCS, a registered charity, exists to bring high quality classical music to the people of Louth and the surrounding area. It does so by putting on concerts throughout the year.</p> <p>During 2026, subject to sufficient financing, we plan to stage five events made up of guitar; solo piano; harp and two ensembles - a string quartet and a mixed trio of piano, cello and clarinet. Although serious, the concerts are not elitist - the music combines popular classics with lesser known pieces and some work by contemporary composers.</p> <p>The emphasis is on enjoying the music.</p>
<b>Amount awarded 2024</b>	£400.00
<b>Amount requested 2025</b>	£500.00
<b>Use of funds requested</b>	<p>The grant is sought to be enable LDCS to continue to put on high quality concerts. Costs, particularly the cost of engaging musicians, have risen considerably since Covid. The costs of hiring venues have also increased, especially so in the case of the Studio at the Riverhead Theatre in Louth, which is a high quality venue. We have been able to negotiate a favourable arrangement with the Treasurer of the parish church of St. James' for summer events. Other venues which we consider are the Conoco Room and the Salvation Army Hall. Nearly all classical music events in the UK are underwritten to some degree and there is no question that we are seeking a form of subsidy. In particular, a grant would assist greatly in bringing the two ensembles (the Isla string quartet and the Delphine Trio) to Louth during 2026. It is rare to be able to hear the quality of music provided by established ensembles outside major cities.</p>
<b>Has a written quotation been provided?</b>	No
<b>Membership of organisation</b>	<p>LDCS has no formal membership. Pre-Covid, "members" of LDCS were the individuals who bought a season ticket for six concerts and could, for example, vote at the AGM. During Covid, it was impossible to justify selling season tickets (although we were able to put on live classical music) and subsequently the constitution was revised. The true membership of LDCS can be counted as people who attend the concerts. This can vary between 40-50 (for poorly attended events) to around 180 as at the Carlos Bonell concert in March 2023. Because some people come to different concerts during the year, the "constituency" might be calculated at around 250 people, perhaps many more. Apart from a few people who belong to regional music societies with whom Louth has reciprocal arrangements, almost all of this number live in Louth or within 10 miles of the town. People who have expressed an interest in LDCS' activities and have provided contact details are known as "friends of the society". The friends mailing list consists of close to 200 names - increased substantially over the past couple of years. The day to day running of LDCS is in the hands of an organising committee that consists of four trustees and five volunteer advisors. The legacy over a period as long as 10 years is difficult to quantify but we aim to expand the audience base. An important part of this membership drive is a new and much improved website: <a href="http://www.louthconcertsociety.uk">www.louthconcertsociety.uk</a> that will stand the test of time.</p>
<b>How many members live in Louth?</b>	See above.

<p><b>How many of Louth's people will benefit?</b></p>	<p>"Legacy" is hard to determine when there is no tangible dimension to the project. We work to entertain local people with classical music and, in a relaxed way, explain it. Our literature and introductions on the night help with this. We have very generous concessions on ticket prices for young people with the hope that they retain an interest in music throughout their lives. All venues bar the Riverhead main theatre (which is too expensive to hire) have a ceiling on audience numbers. Our normal audience numbers are about 60. Given that on any one night people with have other commitments, we estimate that around 3-400 people are involved with LDCS outside of its formal organisation. Over the past two years we believe we have increased this number.</p>
<p><b>What age range are the beneficiaries?</b></p>	<p>Music is for all. Inevitably, given the demographic of Louth, most of the audience are mature. We make efforts to attract younger people through concessionary prices and contacting schools. In the past this has had limited success - probably because emphasis on examinations means that schools are abandoning some extra-mural activities, but we intend to persevere. All commercial events during 2026 will include a proportion of free tickets for under-18s. Ukranian refugees have been provided with free tickets for recent recitals.</p>
<p><b>What legacy to Louth is provided?</b></p>	<p>"Legacy" is hard to determine when there is no tangible dimension to the project. We work to entertain local people with classical music and, in a relaxed way, explain it. Our literature and introductions on the night help with this. We have very generous concessions on ticket prices for young people with the hope that they retain an interest in music throughout their lives. All venues bar the Riverhead main theatre (which is too expensive to hire) have a ceiling on audience numbers. Our normal audience numbers are about 60. Given that on any one night people with have other commitments, we estimate that around 3-400 people are involved with LDCS outside of its formal organisation. Over the past two years we believe we have increased this number.</p>
<p><b>Accounts provided?</b></p>	<p>Yes</p>
<p><b>FOG recommendation</b></p>	<p>£500</p>
<p><b>LTC award 2025</b></p>	
<p><b>Notes (For use by Cllrs)</b></p>	

09-09-25 PERS MINS

**MINUTES OF THE LOUTH TOWN COUNCIL PERSONNEL COMMITTEE  
HELD IN THE OLD COURT ROOM, THE SESSIONS HOUSE, LOUTH  
ON TUESDAY 9<sup>th</sup> SEPTEMBER 2025**

The Chairman, Cllr. Mrs. J. Makinson-Sanders (Mrs. JMS) (in the chair).

**Present Councillors:** Mrs. E. Ballard (Mrs. EB), J. Drake (JD), G.E. Horton (GEH), Mrs. K. Parsons (Mrs. KP), P. Starsmore (PS).

**Councillors not present:** J. Baskett (JB).

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

**H8. Apologies for Absence**

Apologies for absence were received from Cllr. JB.

**H9. Declarations of Interest / Dispensations**

There were no declarations of interest or requests for dispensations.

**H10. Minutes**

It was proposed, seconded and **RESOLVED** that the notes of the Personnel Committee meeting held on 22<sup>nd</sup> July 2025 be approved as the Minutes, after a handwritten amendment to include Cllr. Mrs. EB as present at the meeting.

**H11. Grievance and Disciplinary Procedure**

The Committee reviewed the updated Grievance and Disciplinary Procedure Policy. It was proposed, seconded and **RESOLVED** to approve the policy for use.

**H12. Closed Session Item**

At 8.42pm upon a proposal by Cllr. Mrs. KP, seconded by Cllr. PS, it was **RESOLVED** to move into closed session in accordance with the Public Bodies (Admission to Meetings) Act 1960 in order to discuss confidential information relating to a third party in relation to Personnel:

- a. **Newest employee** – the Committee received an update on the newest employee following their 3-month review.
- b. **Vacancy** – the Committee discussed the current vacancy, and it was proposed, seconded and **RESOLVED** that the vacancy should be advertised as per the documentation and recommended salary tabled.

At 9.09pm it was proposed, seconded and **RESOLVED** to move into open session.

**H13. Next Meeting**

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

The Meeting Closed at 9.09pm.

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

Dated \_\_\_\_\_