

# Louth Town Council

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

01507 355895

[clerk@louthtowncouncil.gov.uk](mailto:clerk@louthtowncouncil.gov.uk)



## 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 it's Planning Committee, it's Governance and Finance Committee and it's 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 it's 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

|     |             |          |             |          |            |
|-----|-------------|----------|-------------|----------|------------|
| i.  | Cash Book 1 | Receipts | £179,733.29 | Payments | £93,461.42 |
| ii. | Cash Book 2 | Receipts | £0.00       | Payments | £61.08     |

#### ii. Month 2

|     |             |          |            |          |            |
|-----|-------------|----------|------------|----------|------------|
| i.  | Cash Book 1 | Receipts | £10,356.56 | Payments | £36,252.67 |
| ii. | Cash Book 2 | Receipts | £50.00     | Payments | £67.06     |

**iii. Month 3**

|     |             |          |           |          |            |
|-----|-------------|----------|-----------|----------|------------|
| i.  | Cash Book 1 | Receipts | £2,730.10 | Payments | £38,762.21 |
| ii. | Cash Book 2 | Receipts | £0.00     | Payments | £33.57     |

**iv. Month 4**

|     |             |          |           |          |            |
|-----|-------------|----------|-----------|----------|------------|
| i.  | Cash Book 1 | Receipts | £3,401.58 | Payments | £41,975.88 |
| ii. | 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 (précis 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 | Author-ity | 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        | Snap 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/Grimbsby 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) Grimbsby 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                | New                                                                                                                                                                                                   | <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                | New                                                                                                                                                                                                   | <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 Horncastle 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.

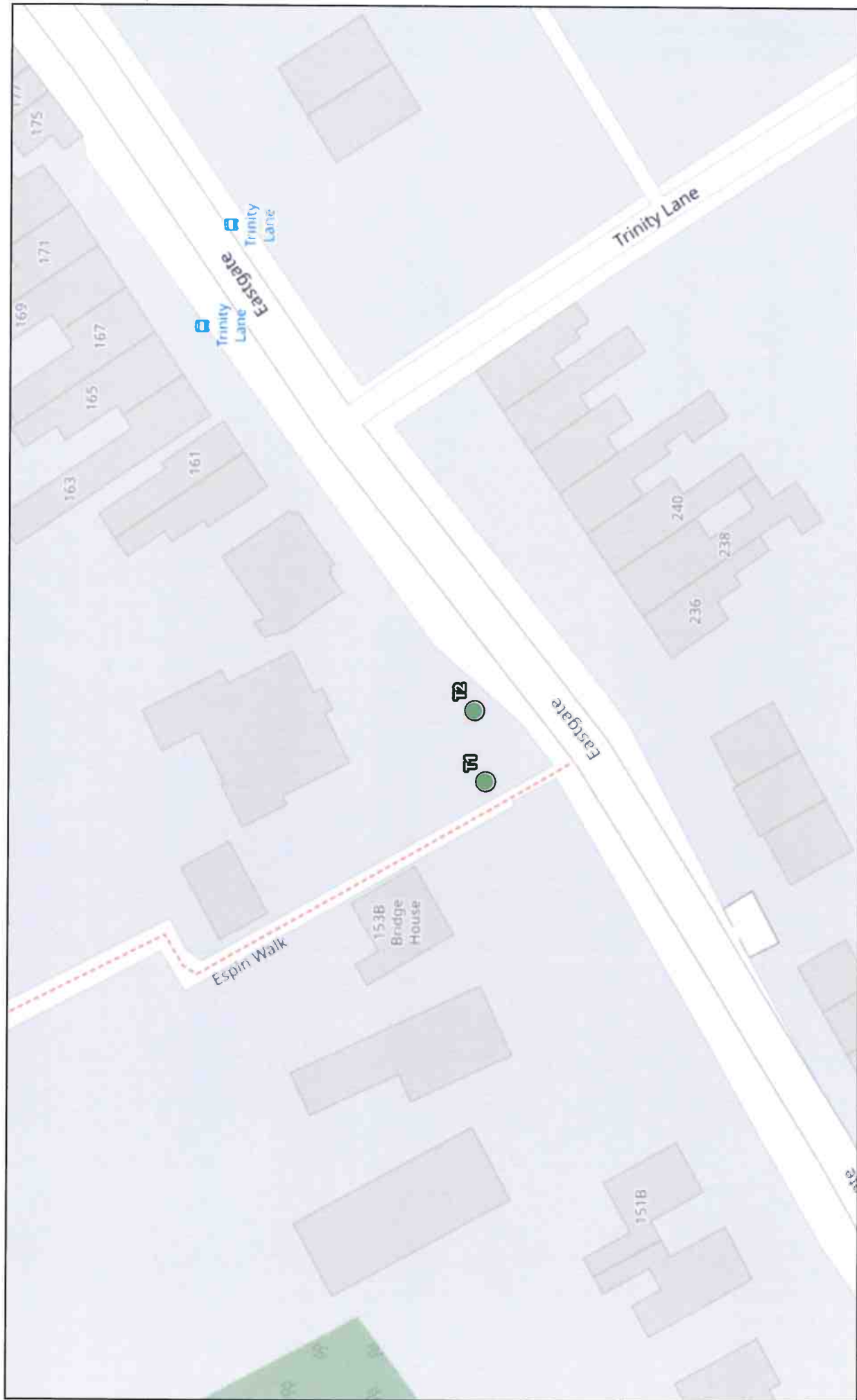
**Period of Restriction:** 24/11/25 – 27/11/25 (restrictions to be implemented for 4 days as and when required during this period. Signage will be displayed on site in advance).

### 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.



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

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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

| Receipt Ref | Name of Payer | £ Amnt Received | £ Debtors | £ VAT | A/c | Centre | £ Amount | Transaction Detail |
|-------------|---------------|-----------------|-----------|-------|-----|--------|----------|--------------------|
|-------------|---------------|-----------------|-----------|-------|-----|--------|----------|--------------------|

|      |                 |        |  |  |      |     |        |                |
|------|-----------------|--------|--|--|------|-----|--------|----------------|
| 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> |  | 656,862.63 | 0.00 | 0.00 |  |  | 656,862.63 |  |
|------------------------|--|------------|------|------|--|--|------------|--|

Continued on Page 422

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>      |
|-------------|--------------------------------|------------------|---------------------|--------------------|--------------|------------|---------------|-----------------|--------------------------------|
| 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 llp             | 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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Time: 12:54

## Cashbook 2

User: LMP

## Petty Cash

For Month No: 1

## Receipts for Month 1

## Nominal Ledger Analysis

| Receipt Ref | Name of Payer | £ Amnt Received | £ Debtors | £ VAT | A/c | Centre | £ Amount | Transaction Detail |
|-------------|---------------|-----------------|-----------|-------|-----|--------|----------|--------------------|
|-------------|---------------|-----------------|-----------|-------|-----|--------|----------|--------------------|

Balance Brought Fwd : 120.37

120.37

Banked: 0.00

0.00

0.00

Total Receipts for Month

0.00

0.00

0.00

0.00

Cashbook Totals

120.37

0.00

0.00

120.37

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>          |                      |                  | 120.37              | 0.00               | 1.17         |            |               | 119.20          |                             |

Date: 06/10/2025

## Louth Town Council Current Year

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Time: 15:09

## 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         |                           |

**Cashbook Totals**      573,757.77      0.00      0.00      573,757.77

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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<br>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<br>Assessment      |
|            |                                |           |              |             |        | 327  | 0      | -750.00   | OMH Insurance<br>Assessment      |
|            |                                |           |              |             |        | 6000 | 403    | 750.00    | OMH Insurance<br>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<br>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<br>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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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

| <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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Time: 15:09

## Cashbook 2

User: LMP

## Petty Cash

For Month No: 2

## Receipts for Month 2

## Nominal Ledger Analysis

| Receipt Ref | Name of Payer | £ Amnt Received | £ Debtors | £ VAT | A/c | Centre | £ Amount | Transaction Detail |
|-------------|---------------|-----------------|-----------|-------|-----|--------|----------|--------------------|
|-------------|---------------|-----------------|-----------|-------|-----|--------|----------|--------------------|

Balance Brought Fwd : 59.29

59.29

Banked: 31/05/2025 50.00

|    |                            |       |  |  |     |  |       |            |
|----|----------------------------|-------|--|--|-----|--|-------|------------|
| 13 | Lloyds TSB Current/Deposit | 50.00 |  |  | 201 |  | 50.00 | Petty Cash |
|----|----------------------------|-------|--|--|-----|--|-------|------------|

|                          |  |       |      |      |  |  |       |  |
|--------------------------|--|-------|------|------|--|--|-------|--|
| Total Receipts for Month |  | 50.00 | 0.00 | 0.00 |  |  | 50.00 |  |
|--------------------------|--|-------|------|------|--|--|-------|--|

|                 |  |        |      |      |  |  |        |  |
|-----------------|--|--------|------|------|--|--|--------|--|
| Cashbook Totals |  | 109.29 | 0.00 | 0.00 |  |  | 109.29 |  |
|-----------------|--|--------|------|------|--|--|--------|--|

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Date: 06/10/2025

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

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## Louth Town Council Current Year

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## Cashbook 1

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## Lloyds TSB Current/Deposit

For Month No: 3

## Payments for Month 3

## Nominal Ledger Analysis

| <u>Date</u> | <u>Payee Name</u>                | <u>Reference</u> | <u>£ Total Amnt</u> | <u>£ Creditors</u> | <u>£ VAT</u> | <u>A/c</u> | <u>Centre</u> | <u>£ Amount</u> | <u>Transaction Detail</u>   |
|-------------|----------------------------------|------------------|---------------------|--------------------|--------------|------------|---------------|-----------------|-----------------------------|
| 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 Council | 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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## Louth Town Council Current Year

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## Cashbook 1

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## Lloyds TSB Current/Deposit

For Month No: 3

## Payments for Month 3

## Nominal Ledger Analysis

| <u>Date</u>                     | <u>Payee Name</u>      | <u>Reference</u> | <u>£ Total Amnt</u> | <u>£ Creditors</u> | <u>£ VAT</u> | <u>A/c</u> | <u>Centre</u> | <u>£ Amount</u> | <u>Transaction Detail</u> |
|---------------------------------|------------------------|------------------|---------------------|--------------------|--------------|------------|---------------|-----------------|---------------------------|
| 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      |                           |

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## Cashbook 2

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## 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> |
|--------------------------|----------------------|------------------------|------------------|--------------|------------|---------------|-----------------|---------------------------|
| Balance Brought Fwd :    |                      | 42.23                  |                  |              |            |               | 42.23           |                           |
| Banked:                  |                      | 0.00                   |                  |              |            |               |                 |                           |
|                          |                      |                        | 0.00             |              |            |               | 0.00            |                           |
| Total Receipts for Month |                      | 0.00                   | 0.00             | 0.00         |            |               | 0.00            |                           |
| Cashbook Totals          |                      | 42.23                  | 0.00             | 0.00         |            |               | 42.23           |                           |

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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> |                               | 3,401.58               | 0.00             | 0.00         |            |               | 3,401.58          |                           |
| <b>Cashbook Totals</b>          |                               | 504,874.57             | 0.00             | 0.00         |            |               | 504,874.57        |                           |

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## Louth Town Council Current Year

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## Cashbook 1

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## 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 Ilp             | 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 Seviles 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

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## 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

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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> |
|--------------------------|----------------------|------------------------|------------------|--------------|------------|---------------|-----------------|---------------------------|
| Balance Brought Fwd :    |                      | 8.66                   |                  |              |            |               | 8.66            |                           |
| Banked:                  |                      | 0.00                   |                  |              |            |               |                 |                           |
|                          |                      |                        | 0.00             |              |            |               | 0.00            |                           |
| Total Receipts for Month |                      | 0.00                   | 0.00             | 0.00         |            |               | 0.00            |                           |
| Balance Carried Fwd      |                      | 14.82                  |                  |              |            |               |                 |                           |
| Cashbook Totals          |                      | 23.48                  | 0.00             | 0.00         |            |               | 23.48           |                           |

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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<br>Current Mth | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent      | Transfer<br>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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## Detailed Income &amp; Expenditure by Budget Heading 31/07/2025

Month No: 4

## Cost Centre Report

|                                                           | Actual<br>Current Mth | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent      | Transfer<br>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<br>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<br>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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## Detailed Income &amp; Expenditure by Budget Heading 31/07/2025

Month No: 4

## Cost Centre Report

|                                                 | Actual<br>Current Mth | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent      | Transfer<br>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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**Detailed Balance Sheet - Excluding Stock Movement****Month 4 Date 31/07/2025**

| <u>A/c</u>                  | <u>Description</u>             | <u>Actual</u>  |
|-----------------------------|--------------------------------|----------------|
| <u>Current Assets</u>       |                                |                |
| 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> |
| <u>Represented by :-</u>    |                                |                |
| 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 Office Equip / 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

Page 1

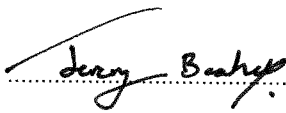
Time: 15:08

**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          |
|                                        |                       |                                    | <hr/> -14.82    |
| <u>Unpresented Payments (Minus)</u>    |                       | <u>Amount</u>                      |                 |
|                                        |                       | 0.00                               |                 |
|                                        |                       |                                    | <hr/> 0.00      |
|                                        |                       |                                    | -14.82          |
| <u>Unpresented Receipts (Plus)</u>     |                       |                                    |                 |
|                                        |                       | 0.00                               |                 |
|                                        |                       |                                    | <hr/> 0.00      |
|                                        |                       |                                    | -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 [Signature] Date 13<sup>th</sup> Oct 25

**Signatory 2:**

Name Karen Parsons Signed [Signature] 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  
risk

## improving 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?

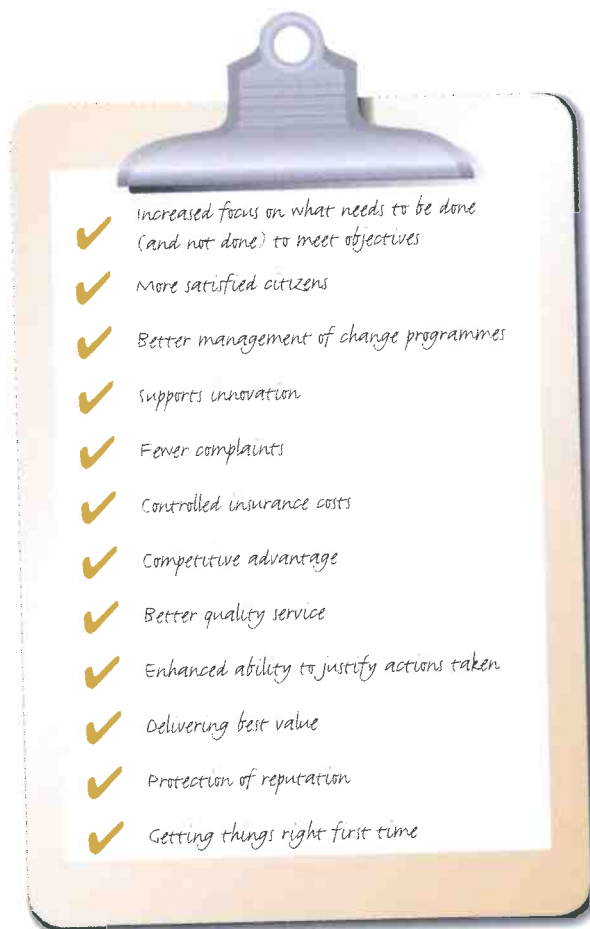
3. It is unlikely that councils will need to start from scratch as many features of risk management will already be in place. But there may be a need to adapt, improve and codify existing processes. The importance of looking afresh at risk comes in the wake of a more demanding society, bold initiatives 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.

## BRIEFING • WORTH THE RISK

## EXHIBIT 1

**The benefits of good risk management**

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



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.

Source: Audit Commission

## 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:

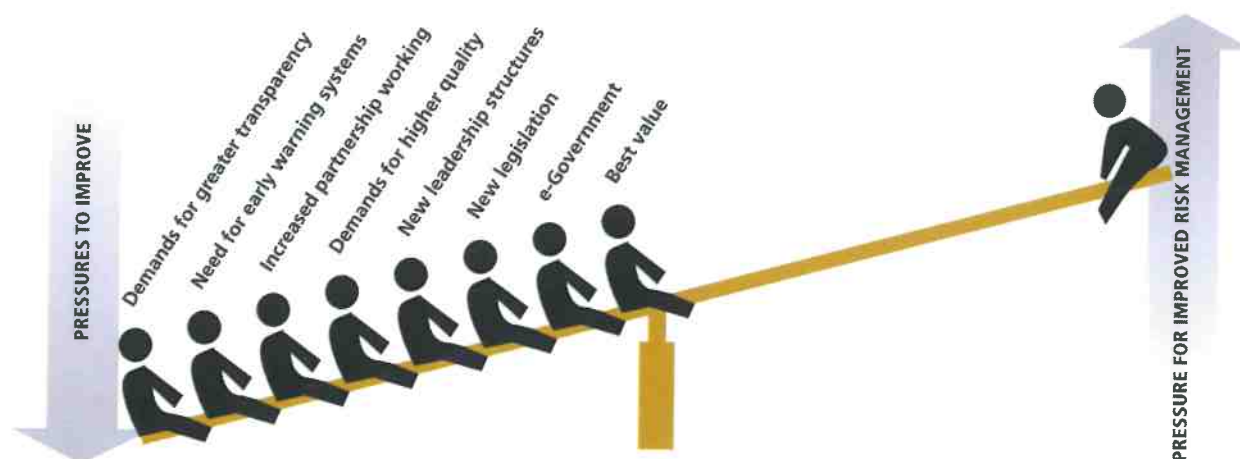
- **not delay implementation** as risk management is of critical importance now;

- **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.



## BRIEFING • WORTH THE RISK

**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**

**Stating** STOCK CODE: LMP1775

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. 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<br/>(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 \_\_\_\_\_