

Louth Town Council

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

01507 355895

clerk@louthtowncouncil.gov.uk



To the Members of Louth Town Council:

You are hereby summoned to attend a meeting of Louth Town Council and its Governance and Finance Committee, which will be held on Tuesday 26th November 2019 in The Old Court Room, The Sessions House, Eastgate, Louth at 7pm. The business to be dealt with at the meeting is listed in the agenda below.

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

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

Mrs. L.M. Phillips

Town Clerk

Dated this 21st Day of November 2019

AGENDA

TOWN COUNCIL

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

1. Apologies for Absence

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

2. Chairman's Remarks

3. Declarations of Interest / Dispensations

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

4. Council Minutes

To approve as a correct record the notes of the Council Meetings held on 8th October 2019 and 22nd October 2019.

5. Committee Minutes

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

- a. Governance and Finance – 13th August 2019
- b. Community Resources – 24th September 2019
- c. Planning – 8th October 2019
- d. Personnel – 8th October 2019

6. Town Clerk's Remarks

7. Closed Session Item

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

- a. **Presentation from Sergeant L. Willoughby of Lincolnshire Police**

- 8. Community Apiary**
Council to receive an update from Mr. Hamilton on the above, discuss the way forward and approve expenditure on solicitors' fees to draw up an agreement.
- 9. LCC Draft Corporate Plan**
Further to circulation of the above on 4th November 2019 by email Council to resolve upon whether to make a corporate response.
- 10. National Express Service 448 – Horncastle to London**
Cllr. DF to propose that LTC appeals to National Express to reconsider their decision to withdraw the above service or provide a suitable alternative service.
- 11. Annual Maintenance Contribution for Louth Flood Storage Reservoirs for the 12 Months to 31st May 2019**
Council to note that as per its agreement with the Environment Agency the above is now due in the sum of £12,271.54.
- 12. Town Signs**
Council to view one refurbished Town Sign, approve the craftsmanship and authorise the refurbishment of the remaining signs.
- 13. Mayoral Regalia**
Council to note that the Social Chain will be sent for refurbishment shortly. Council to authorise the wearing of the Civic Chain, in its absence, if required.
- 14. Renewal of Parish Agreement with LCC re. Grasscutting**
Council to resolve to renew its agreement with LCC re. Grasscutting for 2020/21.
- 15. Computer Upgrade**
Council to receive a report (attached) and resolve upon the way forward.
- 16. Events Working Group – 100th Anniversary of Louth Flood**
Council to receive an update, approve plans and resolve upon the way forward.
- 17. LALC Conference and AGM**
Council to receive a tabled report from Cllr. MB.
- 18. Asset Review Working Group**
Council to consider co-opting Cllr. MB onto the Asset Review Working Group.
- 19. Closed Session Items**
Council to resolve to move into closed session in accordance with the Public Bodies (Admission to Meetings) Act 1960 due to the business to be discussed in the following item, information being of a confidential, commercial and third party nature in relation to:
 - a. Benches**
 - b. Salary Review**
 - c. Southgate Lodge**
 - d. War Memorial**
- 20. Next Meeting**
Committee to note that the next scheduled meeting of Louth Town Council will take place on 14th January 2019.

GOVERNANCE AND FINANCE COMMITTEE
(Chairman: Councillor Mrs. E. Ballard, All Members)

1. Apologies for Absence

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

2. Chairman's Remarks

3. Declarations of Interest / Dispensations

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

4. Minutes

To approve as a correct record the notes of the Community Resources Committee meeting held on 22nd October 2019.

5. Grants

Committee to receive a schedule (attached) detailing grant applications received and recommendations from FOG (who met 15th November 2019). Committee to resolve on grants to be awarded by the Town Council in 2019/20 as necessary.

Please note, full applications and supporting documents are available to view in the office, should you wish to familiarise yourselves with them prior to the meeting or they will also be available before the meeting in the members room.

6. Budget 2020/21

- a. Councillors to note that Parish Councils will not be subject to the referendum principles of principal authorities this year.
- b. Committee to receive and discuss draft budget and resolve upon a recommendation to put to Town Council on 14th January 2020.

7. Next Meeting

Committee to note that the date of the next scheduled Governance and Finance Committee meeting is 28th January 2019.

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10-08-19 TC MINS

**MINUTES OF THE EXTRAORDINARY LOUTH TOWN COUNCIL MEETING
HELD IN THE OLD COURT ROOM, THE SESSIONS HOUSE, LOUTH
ON TUESDAY 8th OCTOBER 2019**

Present The Deputy Mayor, D.E. Wing (DEW) (in the chair).

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

Councillors not present: D.J.E. Hall (DJEH) and F.W.P Treanor (FWPT)

The Town Clerk, Mrs. L.M. Phillips was also present.

As the Chairman had no Vice Chairman it was agreed that Cllr. DH should act as Vice for the meeting.

209. Apologies for Absence

Apologies for absence were received from Councillors DJEH and FWPT.

210. Declarations of Interest / Dispensations

Cllr. Mrs. JMS in agenda item 4a - as mentioned in the correspondence.

211. LALC Conference and Annual Meeting

It was **RESOLVED** that as Cllr. JB was unable to attend the above at The Bentley Hotel, Newark Road, South Hykeham on Tuesday 15th October that Cllr. MB would attend with the payment of mileage.

212. Closed Session Item

It was **RESOLVED** to go into Closed Session in accordance with the Public Bodies (Admission to Meetings) Act 1960 due to the business to be discussed in the following item, information being of a third party and sensitive nature in relation to:

- a. Correspondence from a member of the public** – The Council received a copy of the correspondence in question, a tabled report, copies of helpful documents, reinforcement of governing documents and **RESOLVED** that the Town Clerk should respond to the member of the public acknowledging receipt of their email and the contents therein.

It was **RESOLVED** that the meeting should move out of Closed Session.

213. Next Meeting

The Council noted that the date of the next scheduled Town Council meeting was 26th November 2019.

The Meeting Closed at 8.47pm.

Signed _____ (Chairman) Dated _____

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10-22-19 TC MINS

**MINUTES OF THE EXTRAORDINARY LOUTH TOWN COUNCIL MEETING
HELD IN THE OLD COURT ROOM, THE SESSIONS HOUSE, LOUTH
ON TUESDAY 22nd OCTOBER 2019**

Present The Deputy Mayor, Cllr. D.E. Wing (DEW) (in the chair).

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

Councillors not present: Mrs. S. Crew (SC) and F.W.P. Treanor (FWPT).

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

It was **RESOLVED** that Cllr. DH should act as Vice Chair for the meeting.

232. Apologies for Absence

Apologies for absence were received from Councillors Mrs. SC and FWPT.

233. Declarations of Interest / Dispensations

Cllr. Mrs. EB – Item 9 – as the President of Louth Athletic Club.

Cllr. AL – Item 8 – as the Panorama is connected to Louth Museum which is connected to his business.

Cllr. Mrs. SEL – Item 8 – as a friend of the author.

Cllrs. GEH, DJEH, AL and Mrs. JMS – Item 6 – as ELDC Councillors.

234. Chairman's Remarks

The Chairman reported that The Rotary had purchased the licence to cultivate the triangle of land at the junction of St. Mary's Lane and the B1200 and had plans to revamp the area which LCC had now passed so it was hoped that work would start imminently.

235. Minutes

It was **RESOLVED** to approve as a correct record the notes of the Council Meetings held on 17th September 2019 and 24th September 2019 and approve these as the minutes.

236. Committee Minutes

It was **RESOLVED** to confirm receipt of the minutes and adopt the resolutions contained therein of the following Committee Meetings: a. Planning – 10th September 2019, b. Personnel – 10th September 2019 and c. Community Resources – 2nd July 2019.

237. ELDC Corporate Strategy

Following a verbal report from the Town Clerk's Assistant giving an overview of the ELDC Corporate Strategy workshop that she had attended representing Louth Town Council. The Council discussed the survey and its possible answers but concluded that they were disappointed, feeling that it was a somewhat pointless exercise skewed to achieve the result that ELDC desired. They felt that the format and content were generic and structured to achieve an outcome of 10 on each one. Councillors opined that a consultation should be more than a set of prescriptive questions. They did not feel that the consultation would pinpoint a strategy and they felt that it made a mockery of the scrutiny groups that ELDC operate. The Council also felt that the information disseminated at the workshops would have been better presented as a background document accompanying the survey, available to all to assist in completing the survey. Councillors agreed that they would complete the survey individually and **RESOLVED** not to complete a corporate response to the survey but to send a letter expressing the Council's displeasure regarding the format and content of the survey.

238. St James' Christmas Tree Festival

Following an explanation about the festival from Cllr. AL, it was **RESOLVED** that the Council would enter into the festival and that Cllrs. DB and Mrs. EB would design and dress the tree this year at a cost of the tree, decorations and entry of £10.

239. Brown's Panorama

It was **RESOLVED** to grant permission to Mr. S. Sizer to use images taken of Brown's Panorama in a new book on Louth's Shipbuilders on the condition that Louth Town Council were credited in the book 'By kind permission of Louth Town Council'.

240. Louth Athletic Club (LAC)

It was **RESOLVED** to appoint Cllr. Mrs. EB as the Louth Town Council representative on the LAC Management Committee.

241. Tidy Louth Working Group Remit

Following a brief overview of how the Tidy Louth Working Group was progressing, it was **RESOLVED** that the remit of the group would now be amended to read "To investigate and enquire and report to Town Council or CR Committee on issues such as recycling, climate change, plastics, litter, waste and a green Louth." and that the group would report back to Town Council at each Robed meeting.

242. St. Bernard's Avenue – Proposed Zebra Crossing

Following discussion regarding the proposed placement of a zebra crossing it was **RESOLVED** that the Council would respond to Lincolnshire County Council suggesting that the location be moved to outside site 3 on St. Bernard's Avenue, and that the current safety barrier railings be extended as far as the zebra crossing to 'funnel' pedestrians either side to use the crossing.

243. Next Meeting

The Council noted that the date of the next scheduled Town Council meeting was 26th November 2019.

The Meeting Closed at 9.23pm.

Signed _____ (Chairman)

Dated _____

Louth Town Council

The Sessions House, Eastgate,
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Town Clerk: Mrs. L. Phillips



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

Date: 26th November 2019
Subject: Report for 112619 Agenda re. IT Upgrade

Background information

Louth Town Council currently has 2 desktop computers, 1 laptop and a server pc. The 2 desktop computers and the server computer were all purchased in 2011 when the Town Council moved to The Sessions House. The laptop was purchased in 2015. All have Windows 7 as their operating system. After 14th January 2020 Microsoft will no longer provide security updates and support for Windows 7. When support has ended all computers will still work, but as there will be no updates to the operating system, they may become more vulnerable to security risks. The current pcs are very slow and struggle with having more than one or two programmes open, time is wasted waiting for programmes to operate and files to back up. Therefore, as we have to update the operating system we have also looked at updating the hardware from intel i3 to intel i5 and the RAM memory from 4gb to 8gb. These will both make a significant difference to the speed of the pcs operating.

NB: As our files are all saved on an external drive (also uploaded to the cloud) we do not need a large hard drive, hence requesting quotes for 256gb.

Notes re. quotes

Most companies dealing with IT are either networking IT solution businesses (i.e., they deal with looking after the complete networking package of the organisation) or a retail seller of IT equipment. We did not ask for quotes on networking IT solutions, but we do need an element of this included (i.e., setting up the new hardware with all of our programmes etc., and the server computer which operates the back up of files) hence we did not receive the number of quotes we hoped for.

Currently we use a company to host our website, emails and cloud, acquire software licences and to sort IT issues when they arise, but we do not have a service level agreement with them (i.e., paying them so much a month to be on call to our requests) and so it is a 'halfway house' service. This keeps the costs down for the Council.

Item	Company 1	Company 2	Company 3
2 x HP Business Desktop ProDesk 400 G6 Desktop Computers – Core i5 i5-9500 – 8gb RAM – 256gb SSD – Windows 10 Pro 64 bit (incl. keyboard and mouse, no monitors)	£993.64	£1,019.98	Quote not provided
Installation of 2 new office computers, Office 365 (office computers currently have licenses) and all programmes on current computers installed onto new hardware, including delivery	£320	£180	Quote not provided
Total Hardware	£1,313.64	£1,199.98	Quote not provided
Windows 10 upgrade licenses for laptop and server @ £169.74 each	£339.48	Quote not provided	Quote not provided
Total Hardware and Software	£1,653.12		

NB All prices ex. VAT

Recommendation

That by resolution and in accordance with its powers under LGA 1972 s.111 the Council approve the purchase of 2 x HP Business Desktop ProDesk 400 G6 Desktop Computers – Core i5 i5-9500 – 8gb RAM – 256gb SSD – Windows 10 Pro 64 bit (incl. keyboard and mouse, no monitors) and 2 licenses (for laptop and server computer) to upgrade their operating system to Windows 10 from Company 1 at a total cost of £1,653.12. Costs to be taken from EMR IT Replacement – current balance £3,861.00.

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10-22-19 GF MINS

**MINUTES OF THE LOUTH TOWN COUNCIL GOVERNANCE AND FINANCE COMMITTEE
HELD IN THE OLD COURT ROOM, THE SESSIONS HOUSE, LOUTH
ON TUESDAY 22nd OCTOBER 2019**

Present

Mrs. E. Ballard (EB), (in the chair).

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

Councillors not present: Mrs. S. Crew (SC) and F.W.P. Treanor (FWPT).

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

225. Apologies for Absence

Apologies for absence were received from Councillors Mrs. SC and FWPT.

226. Declarations of Interest / Dispensations

Cllrs. AL and Mrs. JMS – any item relating to the Hubbard's Hills Trust – as members of the Trust.

227. Minutes

It was **RESOLVED** that the notes of the Governance and Finance Committee meeting held on 13th August 2019 be approved as the Minutes.

228. Financial Reports

The Committee considered the items listed below and **RESOLVED** to accept and approve them as follows:

a. Receipts and Payments – Cashbooks 1 and 2 – Months 4 to 6

i. Month 4 (July)	Cash Book 1	Receipts	£834.56	Payments	£27,714.77
ii. Month 5 (August)	Cash Book 1	Receipts	£4,348.95	Payments	£36,425.85
iii. Month 6 (September)	Cash Book 1	Receipts	£160,932.20	Payments	£14,449.58
iv. Month 4 (July)	Cash Book 2	Receipts	£125.00	Payments	£132.23
v. Month 5 (August)	Cash Book 2	Receipts	£50.00	Payments	£116.47
vi. Month 6 (September)	Cash Book 3	Receipts	£0.00	Payments	£114.40

b. Income and Expenditure Report (Budget Variance Report) as at Month 6 to 30th September 2019.**c. Earmarked Reserves Report as at 30th September 2019****d. Balance Sheet as at Month 6 to 30th September 2019 and Cashbook 1 and 2 Bank Reconciliations which reconcile to account statements (checked by FOG) showing balances as follows:**

- i. Lloyds Treasurers Account (balance at 30th September 2019) – £391,185.57
- ii. Petty Cash (balance as at 30th September 2019) – £32.75
- iii. Lloyds Deposit Account (balance as at 21st March 2019) – £69,439.71
- iv. National Savings and Investment Account (balance as at 1st May 2019) – £109,650.53

NB: Cllr. AL abstained from voting on this item due to a payment to the Hubbard's Hills Trust.

229. Financial Regulations

The Committee **RESOLVED** to adopt the new NALC Model Financial Regulations, updated to suit Louth Town Council, following a recommendation by FOG with the addition of pension contributions being added into point 7.1.

230. Movement of Funds

It was agreed that FOG should look further into this item, including the clarification of the protection of funds in bank accounts by the government (and how that would affect LTC's accounts) and then to bring back to the GF Committee.

231. Next Meeting

The Committee noted that the date of the next scheduled Governance and Finance Committee meeting was 26th November 2019.

The Meeting Closed at 8.14pm.

Signed _____ (Chairman) Dated _____

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LOUTH TOWN COUNCIL

2019/2020 GRANT APPLICATIONS							Application Details
No.	NAME OF APPLICANT	LTC Award 2018 £	Amount Requested 2019 £	FOG Recommendation 2019 £	LTC Award 2019 £	Use of Funds Requested	
1	Louth Run for Life	500	500	200		Event Costs	Towards running costs of the events - First Aid and Road Closures
2	Zero Degrees Festival	0	1,500	300		Lighting	To purchase stage lighting kit including miter and stands for use at events such as Party in the Pews, Comedy Nights etc.
3	The Salvation Army	0	670	200		TV & Stand	Purchase new large screen TV and stand for weekday community use
4	Louth Navigation Trust	0	750	300		Enhancement of Towpath	Provide landscaping, planting, graffiti removal and an artwork feature all to enhance the towpath for the Canal@250 Festival in Sept 2020 around the Riverhead
5	Louth Naturalists' Antiquarian and Literary Society (LINALS)	0	1,500	100		Preservation and display of plaques	Preserve and display plaques that have been taken down from Cordellux and Monk Dyke Schools, which have become part of an academy; the plaques are no longer wanted by the new administrators of the schools. The plaques are being restored and will be used for permanent display on the wall outside the museum.
6	Generations Church	0	1,000	500		Renovation of room for uniform bank	To renovate a room and make a purpose built space for the uniform bank. The room will have external access, ensuring that all families can use this free facility.
7	Shine Peer Link Worker	0	300	100		Resources	Resources for Drop In and support resources for volunteers.
8	The Louth Civic Trust	0	500	200		Educational Stall	Set up an educational stall to promote the architectural and natural heritage of Louth as part of National Civic Day 2020. Estimated costs include branded gazabo £500, public liability insurance £200, print of educational/promotional material £300.
9	Lincolnshire Refugee Doctor Project	0	500	200		Furnishings	Furnishings for Housing Association Accommodation for the Refugee Doctor
10	Spout Yard Park and Gallery	0	682	100		Signage	Provision of signage to promote the park and gallery and signpost it's whereabouts. The grant requested will fund 4 double sided sail flags with fillable bases/spikes.
11	Louth Area Autism Family Support	0	1,000	100		Promotion	To continue to provide a better quality service and to promote a much needed service to the town.
12	Louth Playgoers Society Ltd	0	1,500	100		Replace Boiler	To replace the theatre boiler system which is starting to fail and the preference is to replace before the winter.
13	1228 (Louth) Squadron Air Training Corp	0	600	300		Go-kart	Towards the purchase of parts to build a go-kart. This will enhance the existing studies on motor mechanics and aviation studies.
14	Lincolnshire Community Assistance Team	0	500	300		Replacement Trailer	To purchase/replace our events trailer. We need something bigger. We can sell the existing trailer to raise funds towards the new one.
15	Louth Swimming Club (Dolphins)	0	1,500	300		Training, Hire of pool and coach, Annual Presentation	Long course training at Loughborough (50 metre pool) - Hire of pool and coach to venue, Backstroke wedges for training and competitions x 6 (£1108.63). Annual Presentation Evening (£1470).
16	LIVES	0	4,000	500		Recruitment, Training and Equipment	Recruitment, training and equipment for 2 new responders in Louth
17	Louth and District Help for Homeless	0	500	200		New Tenancy Grant/Loan	The amount requested is equivalent to a single typical loan/grant to enable a new tenancy to begin.
Total requested			17,502	4,000	-		

Original Budget 2019/20

4,000 TOTAL

66 Add EMR

17,502 4,066

Grand Total Funds Available for Grants Exercise

-13,502 Overspend/Underspend

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**Louth Town Council Current Year
2020/21 Budget and Precept Proposals**

		Actual 2018/19	Actual 2019/20 to Month 6	Projected 2019/20	2019/20 Budget + c/f's	2020/21 Draft Precept	Notes
101	Governance and Finance						
1002	Miscellaneous	556	0	50	50	50	
1190	Interest Received	824	17	300	300	300	
	Governance and Finance :- Income	1,380	17	350	350	350	
4020	Office Administration Costs	2,366	702	2,600	2,600	2,600	Stationery, equipment, IT licences/services
4022	Postage	470	98	200	200	250	Reduced in 19/20 as agreed to receive agenda by email to save time and costs. Slight increase suggested to allow for price increases.
4023	Meeting Expenses	186	78	150	300	300	Allows for room hire for ATM and an adhoc public mtg
4024	Councillors Expenses	327	52	400	800	500	£800 allows for a claim of £38 by each Cllr. £500 = £23
4025	Insurances	5,049	5,193	5,193	6,500	5,300	In 2020/21 Council will enter into year 2 of a 3 year deal
4026	Fees and Subscriptions	2,190	2,222	2,442	2,400	2,700	LALC + NALC £2,225.55, LALC Training Scheme £165, FBCA £125, ICCM £95 (Allows for 10% increase on 19/20 prices).
4028	Audit Fee (Internal & External)	600	800	800	650	1,000	Based on Smaller Authorities Audit Appointments Scale of Fees
4750	Contingency	369	0	500	500	500	
	Governance and Finance :- Indirect Expenditure	11,557	9,144	12,285	13,950	13,150	
401	Community Resources Day to Day						
1000	Property Income	927	151	97,916	250	714	Expected yearly property income = Athletics £1, OMH £250, Wayleaves £132, MV £1, JB £150, SH Rent £180
1001	Allotment Rent Received	550	550	550	575	575	£575 in case Council decide to increase price
1002	Miscellaneous	1,206	0	5	100	100	£1,206 was higher than usual due to an insurance claim
1009	LCC Contribution (Grass)	2,969	0	4,676	2,969	4,817	Confirmed by LCC Nov 19
1010	Interments	23,115	5,408	16,708	30,000	23,000	Frequency of interments is lower so far this year. £16,708 is based on there being another 20 full burials (£458 each) and 20 ashes interments (£107 each) by 31st March 2020.
1011	Monuments	6,059	2,992	5,500	5,500	5,500	
1012	Exclusive Burial Rights	9,439	4,302	8,000	8,000	8,000	
1013	Plaques	214	107	220	220	214	
1014	Chapel Rent	728	764	764	1,000	1,000	
	Community Resources Day to Day :- Income	45,206	14,274	134,339	48,614	43,920	
4001	Salaries	34,418	18,810	38,100	40,000	42,000	Allows for 2 x 2 increases
4002	Employers Costs Super / NI	7,757	3,356	7,000	12,000	13,000	Allows for increase in employers superannuation contributions and 2 members of pension scheme.
4003	Grave Digging	1,840	600	3,000	3,900	3,100	Allows for service of external grave digger x 10 times
4005	Community Payback Team	2,470	0	2,000	3,120	3,120	
4027	Training	400	507	1,700	1,700	1,700	For Staff and Cllrs
4104	Civic Property	0	0	500	500	500	19/20 £500 towards Mayor's Social Chain refurbishment.
4200	Clocks / Floodlights	870	841	1,961	1,800	2,000	TC installed floodlights and signed agreement to pay for their running in 1965. TC also installed an electric clock winding mechanism in 1965 and now pay running cost.
4205	Christmas Lights / Celebrations	12,000	0	12,050	12,500	12,500	Annual safety testing of catenary wires, erection and dismantling of cross street lights, tree lights and crib lights, attendance of electricians at switch on, purchase of new tree lights, decorations, tree topper, banners
4210	Lovely Louth Competition	214	112	550	550	550	Summer and winter competition, awards and presentations
4220	CCTV Maintenance	3,386	0	3,386	4,515	4,515	Annual Maintenance Contribution
4222	Street Furniture Maintenance	0	0	1,000	2,880	3,000	Vire balance at year end to EMR Street Signs/Furniture
4223	Amenity Grass Cutting	10,464	8,265	23,142	16,530	23,142	Allows for 14 cuts with a cylinder mower and follow up strimming
4280	Floral / In Bloom	1,954	2,075	3,000	3,000	3,000	Town centre planting and floral enhancement
4282	Hubbards Hills Mtce Contrib.	45,000	22,500	45,000	45,000	45,000	Annual maintenance contribution. Discussed and recommended by FOG.
4285	Minor Mtce & Cleaning Services	3,594	963	4,700	4,700	4,700	Cleaning of SH and Cem Chapel/Toilets. Minor maintenance.
4302	Security / Fire	1,538	847	1,800	1,500	2,000	Fire Safety, Monitoring and Maintenance Contracts, Call outs and Minor Repairs
4303	SH Utilities	2,919	1,399	3,951	3,951	6,500	
4304	SH Communications	1,524	1,065	1,500	1,500	1,530	2 x phone lines, wifi and photocopier
4306	SH Rates	5,400	5,524	5,524	5,400	5,600	
4307	SH Building Maintenance	116	45	600	600	600	Part cost of roof repairs to be taken from here
4308	SH Statutory Equipment Checks	130	0	250	250	250	PAT testing. FOG have established that there are no regulations regarding frequency of testing, merely guidelines. Recommend stick to yearly testing.
4501	Cem Rates	2,516	678	678	2,516	1,000	
4505	Cem Utilities	2,672	944	2,500	2,500	2,800	
4506	Cem Communications	0	0	0	500	500	Current staff use their own phones. This amount left in, in case this changes in the future.
4520	Cem Maintenance-Supplies	1,133	2,196	2,196	1,800	1,800	
4530	Cem Grass Cutting / Strimming	4,616	3,712	7,000	7,000	7,000	
4531	Cem Fuel - Equipment	394	215	500	700	500	
4532	Cem Waste Disposal	960	777	1,403	1,120	1,667	Increased for 20/21 as skip prices have risen part way through 19/20.
4533	Cem Vehicle Running Costs	1,465	100	2,000	6,000	3,000	Vire balance at year end to EMR Cem Equipment Replacement
4540	Cem Protective Clothing	361	13	600	600	600	Boots. Fleece, trousers, tops etc., with logo
4550	Cem Plants, Shrubs, Trees etc	89	0	400	400	400	Plants required in roundabout and planters at cem. Replacement trees
4551	Cem General Repairs/Maint.	2,658	0	3,000	3,000	3,000	
4552	Purchase of Plaques	60	15	45	50	60	
4600	Cem Equipment Replacement	1,025	0	2,000	2,000	2,000	New mowers required in 19/20
4750	Contingency	2,292	30	2,000	2,000	2,000	Part cost of roof repairs to be taken from here
4751	GDPR Compliance	0	40	250	250	250	
NEW	Trinity Allotment Rent	0	0	4,142	0	759	Due Apr of each year. £729.68 paid in 2019. Calculated by adding RPI to the previous years costs. 4% used as a worst case scenario.
NEW	Tidy Louth	0	0	0	0	1,500	Proposed by Working Group
NEW	Community Apiary	0	0	0	0	1,000	To cover possible legal costs associated with set up
NEW	ELR50 Event	0	0	0	0		Waiting for details. Council could use reserves if it would like to organise an event
	Community Resources Day to Day :- Indirect Expenditure	156,237	75,629	189,428	196,332	208,143	
402	Community Resources Projects						
4292	Sessions House Decorating	1,300	0	0	0	0	
4296	Replacement Security Maglok	0	0	0	1,000	0	c/f balance.
	Community Resources Projects :- Indirect Expenditure	1,300	0	0	1,000	0	
501	Personnel Day to Day						
4001	Salaries	36,353	21,803	44,568	51,968	53,000	Allows for 2 x 2 increases of 2 full time staff
4002	Employers Costs Super / NI	12,774	6,527	13,396	16,500	17,000	Allows for increase in employers superannuation contributions and 2 members of pension scheme.
4004	Consultant Fees	1,200	0	0	0	0	
4008	Clerk Travel Expenses	0	0	250	250	250	Not currently claimed but kept in in case needed for new clerk in post
4027	Training	367	35	500	500	500	
	Personnel Day to Day :- Indirect Expenditure	50,695	28,364	58,714	69,218	70,750	
601	Town Council Day to Day						
4052	Tourism/promotions	1,000	0	0	1,000	1,000	Consider printing, flood walk leaflet, Brown's Panorama leaflet

4089	Citizens Advice Bureau	1,000	0	1,000	1,000	1,000	Yearly grant made
4090	Grants S137 Open Resource	4,000	0	4,000	4,000	4,000	Distributed via yearly grants giving exercise
4100	Civic Expenses	566	318	1,100	2,200	1,500	For Mayor Making, Civic Service, Christmas Get Together
4102	Mayoral Allowance	2,200	136	350	1,000	500	For mileage expenses only
4103	Mayors Serjeant Expenses	650	325	650	650	650	Paid in 2 installments
4105	Election Expenses	0	0	3,312	4,000	2,000	£3,312 = Cost of two contested wards in May 2019 elections
4106	Deputy Mayor's Expenses	0	0	100	250	200	For mileage expenses only
4111	Remembrance Day Parade Grant	600	0	800	800	800	For RBL to cover costs of road closures etc
4309	Principal Loan Repayment	20,513	10,257	20,514	20,514	20,514	Loan will be repaid in Feb 2021. Balance outstanding at 12/11/19 = £30,770.12
4311	Flood Schemes Maintenance	11,914	0	12,272	12,391	12,762	19/20 cost + RPI (4% used worst case) = 12,762
NEW	War Memorial	0	0	0	0	3,000	Could be removed depending on outcome of Town Council's discussions on 26/11/19
Town Council Day to Day :- Indirect Expenditure		42,443	11,036	44,098	47,805	47,926	
602	Town Council Projects						
4293	WWI 2018 Commemoration	285	0	0	0	0	
4294	Flood Memorial Centenary Renov	0	0	1,000	1,000	30	c/f balance to make £1,030. Leakes quote = £1,030 + VAT
Town Council Projects :- Indirect Expenditure		285	0	1,000	1,000	30	
Earmarked Reserves							
322	EMR CCTV refurbishment	0.00	0.00	0.00	9,637.00	363.00	c/f balance to make £10,000 (sinking fund for future refurbishment)
325	EMR Street Furniture	0.00	0.00	4,000.00	22,234.00	0.00	c/f balance (for renovation of Town Signs and repair of benches etc)
326	EMR Anniversary of Louth Flood	0.00	0.00	500.00	500.00	0.00	c/f balance
327	EMR Contingency	0.00	0.00	0.00	21,000.00	0.00	c/f balance
329	EMR Quality Council / Office	840.00	0.00	0.00	4,245.00	0.00	c/f balance to pay registration and accreditation fees and assist the Council in obtaining accreditation via the Local Council Award Scheme
337	EMR Conservation Area	0.00	0.00	0.00	500.00	0.00	c/f balance. Possibly use for repaint of bollards and gas lamp
338	EMR Civic Events	841.00	0.00	0.00	1,889.00	0.00	c/f balance.
339	EMR War Memorial	0.00	0.00	0.00	3,000.00	3,000.00	c/f balance to make £6,000 for cleaning and possible tree work. Leakes have quoted £2,650 to attend to and clean incl. scaffolding.
340	EMR Grants 137 Reserve	84.00	0.00	0.00	66.00	1,000.00	c/f balance to make £1,066
346	EMR Christmas Illuminations	4,126.00	0.00	0.00	4,000.00	1,000.00	c/f balance to make £5,000.
347	EMR Art Trail	0.00	0.00	0.00	1,000.00	0.00	c/f balance
348	EMR IT Replacement	0.00	0.00	2,000.00	3,861.00	500.00	c/f balance to make approx. £2,361
349	EMR Civic Regalia	0.00	0.00	649.00	649.00	1,000.00	£649 to be used towards Mayor's Social Chain.
352	EMR TCP Floral Enhancement	0.00	0.00	0.00	1,921.00	579.00	c/f balance to make £2,500. For use in floral enhancement scheme
359	EMR Accommodation	1,270.00	0.00	0.00	4,722.00	278.00	c/f balance to make £5,000
360	EMR Cem External Wall	0.00	0.00	0.00	4,000.00	0.00	c/f balance
362	EMR Civic Property	0.00	64.90	142.50	1,565.10	577.40	c/f balance to make £2,000
363	EMR Flood Alleviation Scheme	0.00	0.00	0.00	26,500.00	0.00	c/f balance
364	EMR Clerks Training	0.00	0.00	0.00	2,540.00	0.00	c/f balance
365	EMR Accom Office Equip / Stor	0.00	0.00	0.00	2,000.00	0.00	c/f balance
366	EMR Cemetery Planting Project	0.00	0.00	0.00	458.00	0.00	Vire balance at year end to EMR Cem Equipment Replacement
370	EMR Cemetery Gates	0.00	0.00	0.00	1,500.00	500.00	c/f balance to make £2,000, look to install gates feature at London Road entrance to cem
380	EMR Cem Road Maintenance	0.00	0.00	0.00	2,000.00	1,000.00	c/f balance to make £3,000. Some patching required in future to road between roundabout and location of skip
381	EMR Cem Equipment Replacement	0.00	0.00	0.00	4,434.00	0.00	c/f balance to purchase ride on mower
382	EMR Cem Tree Surgery	120.00	0.00	1,380.00	1,380.00	2,000.00	Last tree survey cost £400 and work required cost £1,650
383	EMR Cem Workshop/Lodge	3,028.00	5,417.50	8,917.50	15,598.00	0.00	£8,917.50 includes expenditure re. purchase of new storage container and on costs such as obtaining planning permission. c/f balance.
385	EMR Vehicle Replacement	5,792.00	0.00	0.00	14,658.00	0.00	c/f balance
386	EMR Cemetery Facilities	0.00	0.00	0.00	3,347.00	0.00	c/f balance
390	EMR Accom Roof	0.00	0.00	4,136.00	5,622.00	1,514.00	Part cost of SH roof repair to be taken from here. c/f balance to make £3,000
391	EMR Accom Boiler	0.00	0.00	0.00	10,000.00	0.00	c/f balance
392	EMR Accom Structural	0.00	0.00	0.00	3,860.00	1,140.00	c/f balance to make £5,000. Sinking fund for repairs
393	EMR Accom Car Park	0.00	0.00	0.00	1,000.00	1,000.00	c/f balance. Sinking fund for repairs
394	EMR Street Signs / Furniture	0.00	0.00	0.00	12,780.00	0.00	c/f balance for refurb of Town Signs and repair of street furniture
395	EMR SH Internal Decorating	0.00	0.00	0.00	1,500.00	500.00	c/f balance to make £2,000
396	EMR Speed Signs	0.00	0.00	0.00	512.00	0.00	c/f balance
397	EMR Tourism	409.00	0.00	0.00	2,115.00	0.00	c/f balance, consider producing and placing an article on Louth in the Lincolnshire Life Magazine in May 2020?
398	EMR Elections	0.00	0.00	0.00	11,000.00	3,000.00	c/f balance to make £14,000. Sinking fund for worst case election scenario
399	EMR Funding for Sports Assets	0.00	0.00	0.00	1,000.00	1,000.00	c/f balance to make £2,000. Set up in 2019/20 following request by LAC, LOB and LHC. Sinking fund to assist with maintenance of TC owned London Road sports assets, if required.
NEW	EMR Capital Expenditure*	0.00	0.00	0.00	0.00	0.00	Balance £97,201.80 = lodge proceeds after expenses
		16,510.00	5,482.40	21,725.00	208,593.10	19,951.40	
TOTAL INCOME							44,270
TOTAL EXPENDITURE							359,950
PRECEPT REQUIRED							315,680
**2020/21 Annual Cost Per Band D Property							63.22
**2019/20 Annual Cost Per Band D Property							63.79
**2020/21 Annual Increase/Decrease Per Band D Property							-0.57
**2020/21 Monthly Cost Per Band D Property							5.27
**2019/20 Monthly Cost Per Band D Property							5.32
**2020/21 Weekly Cost Per Band D Property							1.22
**2019/20 Weekly Cost Per Band D Property							1.23
**2020/21 % Increase/Decrease Per Band D Property							-0.89%

Notes

- * £97,201.80 must be earmarked for capital expenditure (money for acquiring or maintaining fixed assets, such as land, buildings, and equipment) as per LGA 2003 s.11 and cannot be absorbed into general reserve.
- ** Based on 19/20 tax base figure