

# Louth Town Council

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

01507 355895

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

You are hereby summoned to attend a scheduled meeting of Louth Town Council's Planning Committee and its Governance and Finance Committee which will be held on Tuesday 9<sup>th</sup> December 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 4<sup>th</sup> Day of December 2025

## AGENDA

### 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 18<sup>th</sup> November 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 12-09-25). (Attached).

#### 5. Planning Correspondence

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

#### 6. Next Meeting

To note that the next scheduled meeting of the Planning Committee will take place on 20<sup>th</sup> January 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 21<sup>st</sup> October 2025. (Attached).

**4. Finance**

Committee to note/approve/authorise the following:

**a. Receipts and Payments – Cashbooks 1 and 2 – Months 5 and 6****i. Month 5**

<b>i.</b>	Cash Book 1	Receipts	£3,279.73	Payments	£29,462.70
<b>ii.</b>	Cash Book 2	Receipts	£250.00	Payments	£29.95

**ii. Month 6**

<b>i.</b>	Cash Book 1	Receipts	£178,965.30	Payments	£20,425.37
<b>ii.</b>	Cash Book 2	Receipts	£0.00	Payments	£138.18

**b. Detailed Income and Expenditure Report (Budget Variance Report) as at Month 6 to 30<sup>th</sup> September 2025.****c. Earmarked Reserves Report as at 30<sup>th</sup> September 2025.****d. Balance Sheet and Cashbook 1 and 2 Bank Reconciliations as at 30<sup>th</sup> September 2025 which reconcile to account statements showing balances as follows:**

**i.** Lloyds Treasurers Account (balance on statement 6) at 30<sup>th</sup> September 2025– £428,603.14

**ii.** Petty Cash (balance as at 30<sup>th</sup> September 2025) – £67.05

**iii.** Lloyds Deposit Account (balance on statement 6 as at 30<sup>th</sup> September 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. Budget 2026/27**

Committee to receive and discuss the draft budget 26/27 alongside reviewing the level and purpose of its Earmarked Reserves (attached) and resolve upon a recommendation to put forward to Town 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 confidential, commercial and third party nature with regard to:

- a. Grants** – Committee to consider grant applications 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.**

**2. Next Meeting**

To note that the next scheduled meeting of the Governance and Finance Committee will take place on 3<sup>rd</sup> March 2025.

11-18-25 PLAN MINS

**MINUTES OF THE LOUTH TOWN COUNCIL PLANNING COMMITTEE  
HELD IN THE OLD COURT ROOM, THE SESSIONS HOUSE, LOUTH  
ON TUESDAY 18<sup>th</sup> NOVEMBER 2025**

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

**Present Councillors:** J. Baskett (JB), J. Drake (JD), D. Hobson (DH), G.E. Horton (GEH), Mrs. J. Makinson-Sanders (Mrs. JMS), D. Moore (DM), Mrs. K. Parsons (Mrs. KP), Mrs. P.F. Watson (Mrs. PFW).

**Councillors not present:** M. Barnes (MB), Mrs. E. Ballard (Mrs. EB), H. Filer (HF), D.E. Wing (DEW).

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

**P57. Apologies for Absence**

Apologies for absence were received from Cllrs. Mrs. EB, MB, HF and DEW.

**P58. Declarations of Interest / Dispensations**

The following declarations of interest were made:

- a. Cllr. DH – Items 4, 5 and 6 as a member of East Lindsey District Council (ELDC), and Planning Application 4 as an acquaintance of the applicant.
- b. Cllr. GEH – Items 4, 5 and 6 as a member of ELDC.
- c. Cllr. Mrs. JMS – Items 4, 5 and 6 as a member of ELDC.

**P59. Minutes**

It was proposed, seconded and **RESOLVED** that the notes of the Planning Committee Meeting held on 21<sup>st</sup> October 2025 be approved as the minutes.

**P60. Applications received by the Local Planning Authority**

The Committee considered all planning applications received, including those listed in the schedule (PA/Schedule 11-18-25) and it was proposed, seconded and **RESOLVED** as follows:

- a. 03453/25/FUL – to object on the grounds of noise pollution. The Council noted that by the applicants own admission the air source heat pump failed noise tests and is therefore too noisy to be sited directly facing the neighbour's property. The application should be revisited and the air source heat pump moved to an alternative location.
- b. 03335/25/FUL – to object on the grounds that a roadside facing fence should not exceed 3 feet in height.
- c. 03387/25/FUL – to remain neutral, deferring to the Conservation Officer's judgement.
- d. To support all other applications.

**P61. Planning Correspondence**

The Committee noted the following planning correspondence:

**a. ELDC Planning Decisions**

- i. ELDC approved – 02435/25/LBA – Listed Building Consent – The Woolpack Inn, 14 Riverhead Road, LN11 0DA – LTC supported 24/06/25.
- ii. ELDC approved – 02474/25/FUL – Planning Permission – The Woolpack Inn, 14 Riverhead Road, LN11 0DA – LTC supported 19/08/25.
- iii. ELDC approved – 02941/25/LBA – Listed Building Consent – 1 Queen Street, LN11 9AU – LTC supported 19/08/25.
- iv. ELDC approved – 03243/25/FUL – Planning Permission – Louth Tennis Centre, LN11 0WD – LTC supported 21/10/25.
- v. ELDC approved – 02854/25/FUL – Planning Permission – 252 Eastgate, LN11 8DJ – LTC objected 19/08/25.

**b. Temporary Traffic Restrictions**

- i. **Organisation Responsible for Restriction:** Anglian Water  
**Reason for Restriction:** Emergency – repair leak.

**Nature and Location of Restriction:** Emergency Road Closure Order – Stewton Lane (between 180m and 230m southeast of Hawker Drive).

**Period of Restriction:** 21/10/25 – 27/10/25 (restrictions to be implemented for 7 days as and when required during this period. Signage will be displayed on site in advance).

- ii. **Organisation Responsible for Restriction:** Lincolnshire County Council (LCC)

**Reason for Restriction:** Carriageway patching works.

**Nature and Location of Restriction:** Road Closure Order – Crowtree Lane (from a point 30m east to 110m east of Hubbard’s Hills Café).

**Period of Restriction:** 28/11/25 – 29/11/25 (restrictions to be implemented for 2 days as and when required during this period. Signage will be displayed on site in advance).

- iii. **Organisation Responsible for Restriction:** Sunbelt Rentals UK Ltd

**Reason for Restriction:** Emergency – cable renewal to restore service.

**Nature and Location of Restriction:** Emergency Road Closure Order – B1200 Newmarket (between 112m and 80m east of South Street); Aswell Street (between Newmarket and a point 42m north).

**Period of Restriction:** 10/11/25 – 12/11/25, 21:00 to 06:00 (restrictions to be implemented for 2 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 – repair burst.

**Nature and Location of Restriction:** Emergency Road Closure Order – Queen Street (between Aswell Street and Spring Gardens).

**Period of Restriction:** 10/11/25 – 14/11/25 (restrictions to be implemented for 4 days as and when required during this period. Signage will be displayed on site in advance).

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

**Reason for Restriction:** Emergency – burst main.

**Nature and Location of Restriction:** Emergency Road Closure Order – Monks Dyke Road (between Orme Lane and Priory Road).

**Period of Restriction:** 10/11/25 – 11/11/25 (restrictions to be implemented for 2 days as and when required during this period. Signage will be displayed on site in advance).

**c. Enforcement**

- i. **Location:** 1 Freer Gardens, LN11 8AW. **Nature of Investigation:** Untidy land. The Planning Enforcement department has now issued an Enforcement Notice in respect of the unauthorised development. The notice requires: 1) Cut down to ground level and remove all the overgrowth of weeds, grass, brambles and any other vegetation on the land (front and rear); 2) Removal of all overgrowth back to the boundary line and 3) Remove all items from the land (except ELDC bin). The requirements of the Notice must be complied with no later than 26/01/26 or face legal action.
- ii. **Location:** Luda Brewing Co., Ugate, LN11 9HD. **Nature of Investigation:** Change of use of a public house to include a brewery. Following Luda Lincs Ltd. vacating the aforementioned premises, the breach of planning control has now been resolved, and no further action is to be taken.

**P62. Proposed Works to Trees**

It was proposed, seconded and **RESOLVED** to ratify comments of ‘no objections, leave to ELDC Tree Officer’ to the following proposed works to trees:

- a. **Proposals:** T1 – Lime – Canopy lift to between 4.5-5m agl. Lower growth on tree is overgrown epicormic growth. **Location:** 4 St. Mary’s Park, LN11 0EF. **Reasons:** T1 – Lime – It is proposed to remove epicormic growth up to and slightly above the first main branch union, as well as lifting some of the tops to level the lower canopy leaving a finished height of 4.5-5m agl. Currently, the growth is completely shadowing the dwelling blocking most of the light to the front of the property.

**P63. Review of Waiting Restrictions at Schoolhouse Lane**

The Committee received details of the above and it was proposed, seconded and **RESOLVED** to submit comments to LCC stating that the Committee were unaware that there were issues in the area that required a

review of waiting restrictions, and enquire as to what triggered the review as they felt the proposals were unnecessary.

**P64. Review of Waiting Restrictions at Warwick Road**

The Committee received details of the above and it was proposed, seconded and **RESOLVED** to support the proposals with comment that a review of waiting and parking restrictions was needed throughout the Industrial Estate and especially on its junctions.

**P65. Review of Waiting Restrictions at Victoria Road**

The Committee received details of the above and it was proposed, seconded and **RESOLVED** to submit comments to LCC asking what triggered the above proposals and whether there were any figures from the Road Safety Partnership available to support the need for the restrictions, as the Committee felt that the proposed waiting restrictions were unnecessary.

**P66. Café/Bar Pavement Licence**

The Committee noted that details of the above re. 601 Café Bar had been circulated to all members but that as only two responses had been received by the deadline one in support, one opposing, no corporate response had been submitted.

**P67. Next Meeting**

It was noted that the next scheduled Planning Committee meeting would take place on 9<sup>th</sup> December 2025.

The Meeting Closed at 8.50pm.

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

Our Ref	Author-ity	Application No	Type	Applicant	Proposal	Location / Ward	Conserva-tion Area?	Previous LTC Comments	Planning Working Group Comments	Expiry Date for LTC Comments
1	ELDC	03578/25/RES	Reserved Matters	Mr. J. Sharpley	Reserved matters application relating to the erection of 2no houses and detached double garages (outline planning permission reference N/105/136/21 for the erection of 2no dwellings, granted on 29th November 2021).	32 St. Mary's Lane, Louth, LN11 9DT - North Holme Ward	No	New	Support.	11/12/2025
2	ELDC	03600/25/RVC	Section 73 Application	Mr. W. O'Flynn and Mrs. J. Williams	Section 73 application to vary condition no.1 (approved plans) as previously imposed on reserved matters reference N/105/00860/24 for the erection of 1no dwelling.	Rosemary Cottage, 52b St. Mary's Lane, Louth, LN11 9DT - North Holme Ward	No	New	Support.	11/12/2025
3	ELDC	03582/25/FUL	Planning Permission	Mr. and Mrs. Smith	Erection of a single storey dwelling with associated access driveway.	3 St. Mary's Lane, Louth, LN11 0DU - St. James' Ward	Yes	New	Support.	11/12/2025
4	ELDC	03658/25/RVC	Section 73 Application	J & M Casswell Farms	Section 73 application to vary condition no.2 (approved plans) previously imposed on planning permission reference N/105/000753/17 for the erection of 9no. dwellings.	31 Horncastle Road, Louth, LN11 9LH - St. Mary's Ward	No	New	Object, this further change to the submitted plans is not aesthetically in keeping with the surrounding established residences. Concern was raised that bungalows are needed in Louth and outline applications are being passed/supported by residents because they are on offer but then developers are changing the housing type and scale of the development in the later stages of planning and this is not right. If plans are submitted and approved at the outline stage, rather than just permission to build on the area being sought, these should be adhered to more strictly.	15/12/2025
5	ELDC	03593/25/RVC	Section 73 Application	Mr. W. Lingard	Section 73 application to vary condition no.2 (approved plans) as previously imposed on planning permission reference N/105/01723/23.	Land adj. to 58 Church Street, Louth, LN11 9BY - Priory Ward	Yes	New	The building design has changed from the initial application, from a 2 storey modern build with a flat roof, to a single storey with a pitch roof. The PWG considered this design to be superior to the original application. However, the retaining wall which was built (an is currently in situ) is also part of this application. Its usage of materials is completely inappropriate to the aesthetic of the area, and although the functionality of such a retainer is not opposed, a more suitable material brick face in keeping with local surroundings should have been used. The application cannot be split in two, therefore the PWG objected with the grounds being the retainer wall which faced on Church Street. This wall needs to be replaced with a more suitable brick type.	16/12/2025

**PLANNING COMMITTEE 9<sup>th</sup> DECEMBER 2025**  
**PLANNING CORRESPONDENCE TO NOTE**

**1. ELDC Planning Decisions**

- a. ELDC approved – 03335/25/FUL – Planning Permission – 2 Jubilee Crescent, LN11 0AJ – LTC supported 21/10/25.
- b. ELDC approved – 03418/25/FUL – Planning Permission – Microclean, Lincoln Way, LN11 0LS – LTC supported 18/11/25.

**2. Temporary Traffic Restrictions**

- a. **Organisation Responsible for Restriction:** Lincolnshire County Council

**Reason for Restriction:** All events and markets 2026. Restrictions in various locations (listed below) will only be implemented for specific events/markets as and when required during the year.

**Nature and Location of Restriction:** Road Closure Order – B1200 Lincoln Road (between A16 roundabout and St. Mary’s Lane); B1520 Bridge Street/Upgate (between B1521 St. Mary’s Lane and B1200 Newmarket); B1520 Upgate (between Newmarket and London Road); B1520 London Road (between Upgate and A16 Louth Bypass); Aswell Street; Breakneck Lane, Burnt Hill Lane; Butcher Lane; Church Street; Commarket; Crowtree Lane; Eastgate; Edward Street; George Street; Gospelgate; Irish Hill; Kidgate; Linden Walk; Market Place; Market Place Car Park; Mercer Row; Ramsgate; Schoolhouse Lane; Shambles; Tennyson Road; The Paddock; Upgate; Queen Street; Westgate. No Waiting and No Loading at Any Time Order – A157 (between A16 roundabout and a point 200m west); A16 (between B1200 roundabout and a point 1200m north); A16 (between B1200 roundabout and a point 200m south); A16/B1200 (entire roundabout); B1200 (between A16 roundabout and St. Mary’s Lane); B1200 Elkington Road; Crowtree Lane; Eastgate; Irish Hill; Market Place; Mercer Row; Queen Street; The Paddock. No Right Turn Order – From A16 Louth Bypass into the event field 250m north of B1200 Roundabout; From B1520 Upgate onto Mercer Row; From Hill Terrace onto Linden Walk; From Julian Bower onto B1520 London Road; From Kidgate onto Upgate; From Linden Walk onto Newmarket; From Meridian View onto B1520 London Road; From Newmarket onto Tennyson Road; From Quarryside onto B1520 London Road; From Queen Street onto Market Place; From Tennyson Road onto Linden Walk. No Left Turn Order – From B1520 Upgate onto Mercer Row; From Newmarket onto Tennyson Road; From Primrose Hollow onto B1520 London Road; From Quarry Road onto Linden Walk. 40mph Speed Limit Order – A16 Louth Bypass (between A157 roundabout and B1520 roundabout). 30mph Speed Limit Order – B1520 London Road (between permanent 30mph terminal point and a point 400m south of Louth Cricket Club entrance); A16 Louth Bypass (between A157 roundabout and B1520 roundabout).  
**Period of Restriction:** 01/01/26 – 31/12/26 (restrictions to be implemented for various nights and/or days as and when required during this period. Signage will be displayed on site in advance).

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

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

**Nature and Location of Restriction:** Road Closure Order – Keddington Road (between Brackenborough Road and a point 60m east).

**Period of Restriction:** 09/12/25 – 24/12/25 (restrictions to be implemented for 15 days as and when required during this period. Signage will be displayed on site in advance).

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

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

**Nature and Location of Restriction:** Emergency Road Closure Order – Nichol Hill (between Chequergate and a point 40m south).

**Period of Restriction:** 19/11/25 – 25/11/25 (restrictions to be implemented for 7 days as and when required during this period. Signage will be displayed on site in advance).

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

**Reason for Restriction:** Water mains repairs.

**Nature and location of restriction:** Road Closure Order – Stewton Lane (between 710m and 760m southeast of Wood Lane).

**Period of Restriction:** 12/01/26 – 14/01/26 (restrictions to be implemented for 3 days as and when required during this period. Signage will be displayed on site in advance).

**3. The Wheatsheaf Inn, Westgate, Louth – 2025 (105.35) Tree Preservation Order**

ELDC has decided NOT to confirm the above. It is therefore no longer in force and the protection it afforded the tree(s) listed within the Order has been lifted. Please note that this tree is situated within the Louth Conservation Area and is subject to statutory protection under the relevant conservation area legislation.

**4. Appeals**

- a. **00396/25/FUL – Location:** 94 Mount Pleasant, LN11 9DJ. **Nature of Appeal:** An appeal was submitted to the Planning Inspectorate against a refusal for planning permission sought for an extension to the living room beneath a canopy across the frontage of the aforementioned property. The extension was the same depth as the existing porch and would have extended to the shared boundary with No. 96. Permission was refused on the grounds of harm to the character and appearance of the area. **Outcome:** The appeal has been dismissed.

10-21-25 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 21<sup>st</sup> OCTOBER 2025**

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

**Present Councillors:** J. Baskett (JB), J. Drake (JD), G.E. Horton (GEH), Mrs. J. Makinson-Sanders (Mrs. JMS), D. Moore (DM), Mrs. K. Parsons (Mrs. KP), P. Starsmore (PS), Mrs. P.F. Watson (Mrs. PFW), D.E. Wing (DEW).

**Councillors not present:** M. Barnes (MB), H. Filer (HF), D. Hobson (DH).

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

**G17. Apologies for Absence**

Apologies were received from Cllrs. HF and DH.

**G18. Declarations of Interest / Dispensations**

There were no declarations of interest or dispensations made.

**G19. Minutes**

It was proposed, seconded and **RESOLVED** that the notes of the Governance and Finance Committee meeting held on 19<sup>th</sup> August 2025 be approved as the minutes.

**G20. Finance**

On a recommendation by FOG, it was proposed, seconded and **RESOLVED** to note/approve/authorise the following financial information:

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

i. Month 1

1. Cash Book 1	Receipts	£179,733.29	Payments	£93,461.42
2. Cash Book 2	Receipts	£0.00	Payments	£61.08

ii. Month 2

1. Cash Book 1	Receipts	£10,356.56	Payments	£36,252.67
2. Cash Book 2	Receipts	£50.00	Payments	£67.06

iii. Month 3

1. Cash Book 1	Receipts	£2,730.10	Payments	£38,762.21
2. Cash Book 2	Receipts	£0.00	Payments	£33.57

iv. Month 4

1. Cash Book 1	Receipts	£3,401.58	Payments	£41,975.88
2. 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. Statutory Balance Sheet and Cashbook 1 and 2 Bank Reconciliations as at 31<sup>st</sup> July 2025 which reconcile to account statements showing the balances as follows:

i. Lloyds Treasurers Account (balance on statement 4) as 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. National Savings and Investment Account (balance on statement 14 as at 21<sup>st</sup> May 2025) - £113,426.50.

**G21. Risk Management Policy**

The Committee reviewed the above policy, and it was proposed, seconded and **RESOLVED** to approve for use.

**G22. Reserves Policy**

Upon review of the above policy, it was proposed, seconded and **RESOLVED** to approve for use.

**G23. Closed Session**

At 8.48pm upon a proposal by Cllr. PS, seconded by Cllr. GEH, it was **RESOLVED** to move into closed session

10-21-25 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 21<sup>ST</sup> OCTOBER 2025**

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

**Present Councillors:** J. Baskett (JB), J. Drake (JD), G.E. Horton (GEH), Mrs. J. Makinson-Sanders (Mrs. JMS), D. Moore (DM), Mrs. K. Parsons (Mrs. KP), P. Starsmore (PS), Mrs. P.F. Watson (Mrs. PFW), D.E. Wing (DEW).

**Councillors not present:** M. Barnes (MB), H. Filer (HF), D. Hobson (DH).

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

**G17. Apologies for Absence**

Apologies were received from Cllrs. HF and DH.

**G18. Declarations of Interest / Dispensations**

There were no declarations of interest or dispensations made.

**G19. Minutes**

It was proposed, seconded and **RESOLVED** that the notes of the Governance and Finance Committee meeting held on 19<sup>th</sup> August 2025 be approved as the minutes.

**G20. Finance**

On a recommendation by FOG, it was proposed, seconded and **RESOLVED** to note/approve/authorise the following financial information:

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

i. Month 1

1. Cash Book 1	Receipts	£179,733.29	Payments	£93,461.42
2. Cash Book 2	Receipts	£0.00	Payments	£61.08

ii. Month 2

1. Cash Book 1	Receipts	£10,356.56	Payments	£36,252.67
2. Cash Book 2	Receipts	£50.00	Payments	£67.06

iii. Month 3

1. Cash Book 1	Receipts	£2,730.10	Payments	£38,762.21
2. Cash Book 2	Receipts	£0.00	Payments	£33.57

iv. Month 4

1. Cash Book 1	Receipts	£3,401.58	Payments	£41,975.88
2. 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. Statutory Balance Sheet and Cashbook 1 and 2 Bank Reconciliations as at 31<sup>st</sup> July 2025 which reconcile to account statements showing the balances as follows:

i. Lloyds Treasurers Account (balance on statement 4) as 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. National Savings and Investment Account (balance on statement 14 as at 21<sup>st</sup> May 2025) - £113,426.50.

**G21. Risk Management Policy**

The Committee reviewed the above policy, and it was proposed, seconded and **RESOLVED** to approve for use.

**G22. Reserves Policy**

Upon review of the above policy, it was proposed, seconded and **RESOLVED** to approve for use.

**G23. Closed Session**

At 8.48pm upon a proposal by Cllr. PS, seconded by Cllr. GEH, 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. London Road Sports Partnership - The Committee received financial documentation from the London Road Sports Partnership in support of their request for funding and, after consideration, it was proposed, seconded and **RESOLVED** to grant the full sum of £20,000 requested.
- a. Grants – The Committee discussed an application from the Louth and District Concert Society and it was proposed, seconded and **RESOLVED** to award them a grant of £500.00.

At 9.00pm it was proposed, seconded and **RESOLVED** to move out of closed session.

**G24. Next Meeting**

It was noted that the next scheduled Governance and Finance meeting would take place on 9<sup>th</sup> December 2025.

The Meeting Closed at 9.01pm.

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

Dated \_\_\_\_\_

Date: 24/10/2025

## Louth Town Council Current Year

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Time: 13:28

## Cashbook 1

User: LMP

## Lloyds TSB Current/Deposit

For Month No: 5

## Receipts for Month 5

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
<b>Balance Brought Fwd :</b>		<b>462,898.69</b>					<b>462,898.69</b>	
BGC	Banked: 07/08/2025	836.00						
2415	Walkers LnCS Co op	345.00			1012	401	345.00	EXRT 1166
2415	Walkers LnCS Co op	491.00			1010	401	491.00	Inter Brown
FPI	Banked: 07/08/2025	10.00						
FPI	Zurich Insurance	10.00			1002	101	10.00	Insurance Repay
INT	Banked: 11/08/2025	120.54						
INT	Lloyds Bank	120.54			1190	101	120.54	Interest
FPI	Banked: 22/08/2025	113.19						
FPI	Wilkin Chapman	113.19			1002	401	113.19	Reimbursement
BGC	Banked: 26/08/2025	182.00						
2416	Kettles	115.00			1010	401	115.00	Inter Cheeseman
2416	Kettles	67.00			1011	401	67.00	Memorial Cheeseman
CSH	Banked: 27/08/2025	345.00						
2402	Mr. Clarke	345.00			1012	401	345.00	EXRT 1164
BGC	Banked: 28/08/2025	1,673.00						
2417	Kettles	690.00			1012	401	690.00	EXRT 1167
2417	Kettles	983.00			1010	401	983.00	Inter Turnham
<b>Total Receipts for Month</b>		<b>3,279.73</b>	<b>0.00</b>	<b>0.00</b>			<b>3,279.73</b>	
<b>Cashbook Totals</b>		<b>466,178.42</b>	<b>0.00</b>	<b>0.00</b>			<b>466,178.42</b>	

Date: 24/10/2025

## Louth Town Council Current Year

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## Cashbook 1

User: LMP

## Lloyds TSB Current/Deposit

For Month No: 5

## Payments for Month 5

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
08/08/2025	Amazon	DC11	8.99			4750	101	8.99	Erroneous Prime Paymer
15/08/2025	Amazon	DC12	4.99			4750	101	4.99	GF Contingency
19/08/2025	E.ON Next	DDEONCEM4	34.52		1.64	4505	401	32.88	Cem Electric
19/08/2025	E.ON Next	DDEONHH5	46.75		2.23	4282	401	44.52	HH Electric
19/08/2025	Lloyds	SC5	10.30			4750	101	10.30	Service Charge
20/08/2025	Anglian Water	DDAWSH5	8.00			4303	401	8.00	SH Water
20/08/2025	Anglian Water	DDAWCEM5	31.00			4505	401	31.00	Cem Water
20/08/2025	EDF Energy	DDEDFSH5	355.13		16.91	4303	401	338.22	SH Gas
20/08/2025	Anglian Water	DDAWHH5	385.00			4282	401	385.00	HH Water
21/08/2025	Mr. R. Johnson	OP456	900.00			4003	401	900.00	Grave Digging x 2
21/08/2025	GBM Waste Management	OP457	325.00		54.17	4532	401	220.83	Cem Skip
						4285	401	50.00	Office Waste
21/08/2025	KRL Group Ltd	OP458	78.70		13.12	4304	401	14.99	Support
						4304	401	50.59	Photocopies
21/08/2025	Glendale Countryside Ltd	OP459	4,528.80		754.80	4530	401	1,124.00	Cem Grass Cutting
						4223	401	2,650.00	Amenity Grass Cutting
21/08/2025	John Darke Ltd	OP460	182.77		30.46	4533	401	55.98	Van Fuel
						4531	401	96.33	Cem Fuel
21/08/2025	ACB Machinery Ltd	OP461	99.43		16.57	4551	401	82.86	Cem Gen Repairs
21/08/2025	Chubb Electronic Security	OP462	265.20		44.20	4302	401	221.00	SH Emergency Lighting Repair
21/08/2025	D Salkeld	OP463	320.00			4280	401	320.00	Planter Watering
21/08/2025	Smith of Derby Ltd	OP464	1,640.88		273.48	4200	401	1,367.40	St. James' Clock Repair
21/08/2025	Paul Riddel Skips	OP465	275.00		45.83	4282	401	229.17	HH Skip
21/08/2025	Paul Riddel Skips	OP465A	275.00		45.83	4282	401	229.17	HH Skip
21/08/2025	Louth Building Supplies	OP466	225.34		37.56	4282	401	161.60	Waders for HH
						4520	401	26.18	Cem Supplies
21/08/2025	Sylvester Keal Ltd	OP467	642.58		107.10	4282	401	535.48	HH Toilet & Cleaning Supplies
21/08/2025	MSP Contract Sevices Ltd	OP475	1,830.00		305.00	4282	401	1,525.00	HH Bins and Grass - July
21/08/2025	Staff Costs	OP468	2,591.47			4001	401	2,591.47	Staff Costs
21/08/2025	Staff Costs	OP469	2,032.72			4001	401	2,032.72	Staff Costs
21/08/2025	Staff Costs	OP470	2,979.17			4001	501	2,979.17	Staff Costs
21/08/2025	Staff Costs	OP471	1,539.23			4001	501	1,539.23	Staff Costs
21/08/2025	Staff Costs	OP472	851.92			4001	501	851.92	Staff Costs
21/08/2025	HM Revenue and Customs	OP473	3,548.53			4001	401	998.30	PAYE/NIC
						4002	401	740.74	PAYE/NIC
						4001	501	982.40	PAYE/NIC
						4002	501	827.09	PAYE/NIC
21/08/2025	LCC Pension Fund	OP474	3,048.34			4001	401	149.76	Superannuation
						4002	401	686.81	Superannuation
						4001	501	412.28	Superannuation
						4002	501	1,799.49	Superannuation
21/08/2025	E.ON Next	DDEONCH4	68.02		3.24	4200	401	64.78	St. James Electric
27/08/2025	Petty Cash	25	250.00			220		250.00	Petty Cash
29/08/2025	Onecom Ltd	DD1COMSH5	79.92		13.32	4304	401	66.60	SH 2x Tel and Wifi

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Date: 24/10/2025

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**Cashbook 1****User: LMP****Lloyds TSB Current/Deposit****For Month No: 5**

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<b>Total Payments for Month</b>	29,462.70	0.00	1,765.46	27,697.24
<b>Balance Carried Fwd</b>	436,715.72			
<b>Cashbook Totals</b>	466,178.42	0.00	1,765.46	464,412.96

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Date: 24/10/2025

## Louth Town Council Current Year

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## Cashbook 2

User: LMP

## Petty Cash

For Month No: 5

## Receipts for Month 5

## 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>
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	Banked: 27/08/2025	250.00						
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25	Lloyds TSB Current/Deposit	250.00			201		250.00	Petty Cash
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<b>Total Receipts for Month</b>		250.00	0.00	0.00			250.00	
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<b>Cashbook Totals</b>		<u>250.00</u>	<u>0.00</u>	<u>0.00</u>			<u>250.00</u>	
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Date: 24/10/2025

## Louth Town Council Current Year

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## Cashbook 2

User: LMP

## Petty Cash

For Month No: 5

## Payments for Month 5

## 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>
<b>Balance Brought Fwd :</b>			<b>14.82</b>					<b>14.82</b>	
27/08/2025	Morrisons	24	14.19			4022	101	13.60	Stamps
						4020	101	0.59	Office Supplies
28/08/2025	WHSmith retail Ltd	26	10.29			4020	101	10.29	Stationery
28/08/2025	Card Factory	27	1.49			4020	101	1.49	Stationery
28/08/2025	Automate	28	3.98		0.66	4533	401	3.32	Van Bulb
<b>Total Payments for Month</b>			<b>29.95</b>	<b>0.00</b>	<b>0.66</b>			<b>29.29</b>	
<b>Balance Carried Fwd</b>			<b>205.23</b>						
<b>Cashbook Totals</b>			<b>250.00</b>	<b>0.00</b>	<b>0.66</b>			<b>249.34</b>	

Date: 27/10/2025

## Louth Town Council Current Year

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## Cashbook 1

User: LMP

## Lloyds TSB Current/Deposit

For Month No: 6

## Receipts for Month 6

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
<b>Balance Brought Fwd :</b>		<b>436,715.72</b>					<b>436,715.72</b>	
BGC	Banked: <b>04/09/2025</b>	<b>1,097.00</b>						
2422	Walkers LnCS Co op	491.00			1010	401	491.00	Inter Dixon
2422	Walkers LnCS Co op	115.00			1010	401	115.00	Inter Johnson
2422	Walkers LnCS Co op	491.00			1010	401	491.00	Inter Lambord
FPI	Banked: <b>09/09/2025</b>	<b>690.00</b>						
2423	K. Witney	690.00			1012	401	690.00	EXRT 1173
INT	Banked: <b>09/09/2025</b>	<b>105.47</b>						
INT	Lloyds Bank	105.47			1190	101	105.47	Interest Received
BGC	Banked: <b>11/09/2025</b>	<b>67.00</b>						
2424	Kettles	67.00			1011	401	67.00	Memorial Archer
FPI	Banked: <b>19/09/2025</b>	<b>345.00</b>						
2420	N. Osborne	345.00			1012	401	345.00	EXRT 1169
500889	Banked: <b>22/09/2025</b>	<b>150.00</b>						
2414	J. Tacey	150.00			1000	101	150.00	Julian Bower Rent 25/26
500894	Banked: <b>22/09/2025</b>	<b>1,312.53</b>						
2418	Louth Cottage Gdns and Allots	967.53			1001	401	967.53	Allotment Rent 25/26
2419	Mrs. Drake	345.00			1012	401	345.00	EXRT 1168
FPI	Banked: <b>25/09/2025</b>	<b>221.00</b>						
2425	R. Tooth	221.00			1010	401	221.00	Inter Tooth
BGC	Banked: <b>26/09/2025</b>	<b>174,959.32</b>						
Pre	East Lindsey District Council	174,959.32			1190	101	174,959.32	Precept
FPI	Banked: <b>30/09/2025</b>	<b>8.99</b>						
2426	L. Phillips	8.99			1002	401	8.99	Aug Prime Repay
FPI	Banked: <b>30/09/2025</b>	<b>8.99</b>						
2427	L. Phillips	8.99			1002	401	8.99	Sept Prime Repay
<b>Total Receipts for Month</b>		<b>178,965.30</b>	<b>0.00</b>	<b>0.00</b>			<b>178,965.30</b>	
<b>Cashbook Totals</b>		<b>615,681.02</b>	<b>0.00</b>	<b>0.00</b>			<b>615,681.02</b>	

Date: 27/10/2025

## Louth Town Council Current Year

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## Cashbook 1

User: LMP

## Lloyds TSB Current/Deposit

For Month No: 6

## Payments for Month 6

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
08/09/2025	Amazon	DC13	8.99			4750	101	8.99	Erroneous Prime Paymer
11/09/2025	EDF Energy	DDEDFCEM5	17.00		0.81	4505	401	16.19	Cem Gas
12/09/2025	D Salkeld	OP476	320.00			4280	401	320.00	Planter Watering
12/09/2025	MSP Contract Sevices Ltd	OP477	1,830.00		305.00	4282	401	1,525.00	HH Bins Aug
12/09/2025	Paul Riddel Skips Ltd	OP478	275.00		45.83	4282	401	229.17	HH Skip Aug
12/09/2025	The Little Cleaning Co	OP479	257.76		42.96	4285	401	214.80	Cleaning Aug
12/09/2025	KRL Group Ltd	OP480	17.99		3.00	4304	401	14.99	Photocopier support
12/09/2025	Comp Fire and Security Sols	OP481	72.00		12.00	4302	401	60.00	Alarm Response 31/8
12/09/2025	John Darke Ltd	OP482	168.75		28.12	4533	401	68.97	Van fuel
						4531	401	71.66	Cem fuel
12/09/2025	SCIS UK Ltd	OP483	96.00		16.00	4020	101	80.00	IT Assistance
12/09/2025	SWAT Total Pest Control	OP484	90.00		15.00	4520	401	75.00	Wasp Nest Removal
12/09/2025	Louth Building Supplies	OP485	38.48		6.41	4520	401	32.07	Cem supplies
12/09/2025	Foxhall Construction Ltd	OP486	360.00		60.00	4750	401	300.00	VJ Day Road Closure
12/09/2025	MG Ubique Ltd	OP487	384.00		64.00	4282	401	320.00	Emg removal of fallen tree
12/09/2025	Smith of Derby Ltd	OP488	210.00		35.00	4200	401	175.00	Clock repair
12/09/2025	Waveform Arts	OP489	632.10			4090	601	632.10	Grant
12/09/2025	Zero Degrees Festival	OP490	500.00			4090	601	500.00	Grant
12/09/2025	NALC	OP491	42.00		7.00	4027	401	35.00	Asset Management
12/09/2025	GBM Waste Management	OP492	235.00		39.17	4532	401	195.83	Cem Skip
12/09/2025	Louth Men's Shed	OP493	27.00			4520	401	27.00	Cem Supplies
12/09/2025	R. Johnson	OP494	450.00			4003	401	450.00	Grave Digging
12/09/2025	MGC Websites Ltd	OP495	30.00			4020	101	30.00	Website accessibility check
17/09/2025	E.ON Next	DDEONCEM5	37.15		1.77	4505	401	35.38	Cem Electric
17/09/2025	E.ON Next	DDEONSH4	106.80		5.08	4303	401	101.72	SH Electric
19/09/2025	E.ON Next	DDEONHH6	57.14		2.72	4282	401	54.42	HH Electric
19/09/2025	Lloyds	SC6	12.72			4750	101	12.72	Service Charge
22/09/2025	Anglian Water	DDAWSH6	8.00			4303	401	8.00	SH Water
22/09/2025	Anglian Water	DDAWCEM6	31.00			4505	401	31.00	Cem Water
22/09/2025	EDF Energy	DDEDFSH6	355.13		16.91	4303	401	338.22	SH Gas
22/09/2025	Anglian Water	DDAWHH6	385.00			4282	401	385.00	HH Water
23/09/2025	EDF Energy	DDEDFCEM6	8.14		0.39	4505	401	7.75	Cem Gas
26/09/2025	The Little Cleaning Co	OP496	430.80		71.80	4285	401	359.00	Cleaning
26/09/2025	Rialtas Business Solutions	OP497	184.90		30.82	4020	101	154.08	Finance Licence User Increase
26/09/2025	KRL Group Ltd	OP498	66.92		11.16	4304	401	55.76	Photocopies
26/09/2025	PKF Littlejohn LLP	OP499	1,008.00		168.00	4028	101	840.00	External Audit
26/09/2025	D. Salkeld Ltd	OP500	320.00			4280	401	320.00	Planter Watering
26/09/2025	Staff Costs	OP501	1,799.29			4001	401	1,799.29	Staff Costs
26/09/2025	Staff Costs	OP502	2,618.63			4001	501	2,618.63	Staff Costs
26/09/2025	Staff Costs	OP503	1,372.51			4001	501	1,372.51	Staff Costs
26/09/2025	Staff Costs	OP504	779.39			4001	501	779.39	Staff Costs
26/09/2025	HM Revenue and Customs	OP505	2,048.39			4001	401	306.39	PAYE/NIC
						4002	401	272.75	PAYE/NIC
						4001	501	771.66	PAYE/NIC
						4002	501	697.59	PAYE/NIC
26/09/2025	LCC Pension Fund	OP506	2,653.47			4001	401	129.65	LCC Pension Fund
						4001	501	359.40	LCC Pension Fund

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Date: 27/10/2025

## Louth Town Council Current Year

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## Cashbook 1

User: LMP

## Lloyds TSB Current/Deposit

For Month No: 6

## Payments for Month 6

## 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>
						4002	401	594.60	LCC Pension Fund
						4002	501	1,569.82	LCC Pension Fund
30/09/2025	Onecom Ltd	DD1COMSH6	79.92		13.32	4304	401	66.60	SH 2x Tel & Wifi
<b>Total Payments for Month</b>			20,425.37	0.00	1,002.27			19,423.10	
<b>Balance Carried Fwd</b>			595,255.65						
<b>Cashbook Totals</b>			615,681.02	0.00	1,002.27			614,678.75	

Date: 27/10/2025

## Louth Town Council Current Year

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## Cashbook 2

User: LMP

## Petty Cash

For Month No: 6

## Receipts for Month 6

## 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>205.23</b>					<b>205.23</b>	
	Banked:	<b>0.00</b>						
			0.00				0.00	
<b>Total Receipts for Month</b>		0.00	0.00	0.00			0.00	
<b>Cashbook Totals</b>		<u>205.23</u>	<u>0.00</u>	<u>0.00</u>			<u>205.23</u>	

Date: 27/10/2025

## Louth Town Council Current Year

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## Cashbook 2

User: LMP

## Petty Cash

For Month No: 6

## Payments for Month 6

## 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>
03/09/2025	Halfords	29	4.99		0.83	4533	401	4.16	Replacement Part
10/09/2025	Post Office	30	20.40			4022	101	20.40	Stamps
22/09/2025	Post Office	31	6.80			4022	101	6.80	Stamps
26/09/2025	Louth Garden Centre	32	96.00			4280	401	96.00	Winter WM Planting
29/09/2025	Louth Garden Centre	33	9.99			4280	401	9.99	Planter Mat
<b>Total Payments for Month</b>			138.18	0.00	0.83			137.35	
<b>Balance Carried Fwd</b>			67.05						
<b>Cashbook Totals</b>			205.23	0.00	0.83			204.40	

04/12/2025

## Louth Town Council Current Year

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## Detailed Income &amp; Expenditure by Budget Heading 30/09/2025

Month No: 6

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>101 Governance and Finance</b>								
1000 Property Income	150	150	0	(150)			0.0%	
1002 Miscellaneous	0	5,437	0	(5,437)			0.0%	
1176 Precept	174,959	349,919	349,918	(1)			100.0%	
1190 Interest Received	105	723	2,020	1,297			35.8%	
Governance and Finance :- Income	<b>175,215</b>	<b>356,229</b>	<b>351,938</b>	<b>(4,291)</b>			<b>101.2%</b>	<b>0</b>
4020 Office Administration Costs	264	3,369	3,605	236	236		93.4%	
4022 Postage	27	68	200	132	132		33.8%	
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)	840	840	1,050	210	210		80.0%	
4750 Contingency	22	91	400	309	309		22.8%	
Governance and Finance :- Indirect Expenditure	<b>1,153</b>	<b>12,876</b>	<b>20,415</b>	<b>7,539</b>	<b>0</b>	<b>7,539</b>	<b>63.1%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>174,062</b>	<b>343,353</b>	<b>331,523</b>	<b>(11,830)</b>				
<b>401 Community Resources Day to Day</b>								
1000 Property Income	0	580	2,000	1,420			29.0%	
1001 Allotment Rent Received	968	968	968	0			100.0%	
1002 Miscellaneous	18	131	1,500	1,369			8.7%	
1007 Floral Sponsorship	0	(13)	0	13			0.0%	
1009 LCC Contribution (Grass)	0	0	12,008	12,008			0.0%	
1010 Interments	1,318	10,158	13,500	3,342			75.2%	
1011 Monuments	67	3,213	7,500	4,287			42.8%	
1012 Exclusive Burial Rights	1,380	5,281	12,000	6,719			44.0%	
Community Resources Day to Day :- Income	<b>3,751</b>	<b>20,317</b>	<b>49,476</b>	<b>29,159</b>			<b>41.1%</b>	<b>0</b>
4001 Salaries	2,235	27,377	64,000	36,623	36,623		42.8%	
4002 Employers Costs Super / NI	867	7,005	20,000	12,996	12,996		35.0%	
4003 Grave Digging	450	3,150	3,000	(150)	(150)		105.0%	
4027 Training	35	454	1,500	1,046	1,046		30.3%	
4104 Civic Property	0	0	250	250	250		0.0%	
4200 Clocks / Floodlights	175	4,184	600	(3,584)	(3,584)		697.4%	
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	0	6,625	14,000	7,375	7,375		47.3%	
4280 Floral / In Bloom	746	1,697	6,500	4,803	4,803		26.1%	

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04/12/2025

## Louth Town Council Current Year

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## Detailed Income &amp; Expenditure by Budget Heading 30/09/2025

Month No: 6

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4282 Hubbards Hills Mtce Contrib.	2,514	25,358	100,000	74,642		74,642	25.4%	
4285 Minor Mtce & Cleaning Services	574	1,929	4,000	2,071		2,071	48.2%	
4302 Security / Fire	60	1,359	2,600	1,241		1,241	52.3%	
4303 SH Utilities	448	3,845	9,500	5,655		5,655	40.5%	
4304 SH Communications	137	1,263	3,500	2,237		2,237	36.1%	
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	90	857	1,500	643		643	57.1%	
4520 Cem Maintenance-Supplies	134	524	2,200	1,676		1,676	23.8%	
4530 Cem Grass Cutting / Strimming	0	2,810	6,500	3,690		3,690	43.2%	
4531 Cem Fuel - Equipment	72	416	1,500	1,084		1,084	27.7%	
4532 Cem Waste Disposal	196	1,063	2,600	1,537		1,537	40.9%	
4533 Cem Vehicle Running Costs	73	345	2,500	2,155		2,155	13.8%	
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.	0	341	3,200	2,859		2,859	10.7%	
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	300	468	2,000	1,532		1,532	23.4%	
4751 GDPR Compliance	0	52	55	3		3	94.5%	
4752 Trinity Allotment Rent	0	32,560	30,998	(1,562)		(1,562)	105.0%	
4754 Community Apiary	0	(833)	0	833		833	0.0%	
4757 London Road Sports P'Ship	0	0	20,000	20,000		20,000	0.0%	
Community Resources Day to Day :- Indirect Expenditure	<b>9,106</b>	<b>133,717</b>	<b>337,260</b>	<b>203,543</b>	<b>0</b>	<b>203,543</b>	<b>39.6%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(5,356)</b>	<b>(113,400)</b>	<b>(287,784)</b>	<b>(174,384)</b>				
<u>403 Community Resources EM Reserve</u>								
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	0	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	0	6,500	0	(6,500)		(6,500)	0.0%	6,500
Community Resources EM Reserve :- Indirect Expenditure	<b>0</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>0</b>	<b>(16,214)</b>	<b>0</b>	<b>16,214</b>				
6000 plus Transfer from EMR	0	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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04/12/2025

## Louth Town Council Current Year

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## Detailed Income &amp; Expenditure by Budget Heading 30/09/2025

Month No: 6

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>501 Personnel Day to Day</b>								
4001 Salaries	5,902	33,992	76,000	42,008		42,008	44.7%	
4002 Employers Costs Super / NI	2,267	13,140	25,000	11,860		11,860	52.6%	
4008 Clerk Travel Expenses	0	0	200	200		200	0.0%	
4027 Training	0	450	500	50		50	90.0%	
Personnel Day to Day :- Indirect Expenditure	<b>8,169</b>	<b>47,582</b>	<b>101,700</b>	<b>54,118</b>	<b>0</b>	<b>54,118</b>	<b>46.8%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(8,169)</b>	<b>(47,582)</b>	<b>(101,700)</b>	<b>(54,118)</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	1,132	6,132	4,000	(2,132)		(2,132)	153.3%	
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>1,132</b>	<b>6,286</b>	<b>34,415</b>	<b>28,129</b>	<b>0</b>	<b>28,129</b>	<b>18.3%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(1,132)</b>	<b>(6,286)</b>	<b>(34,415)</b>	<b>(28,129)</b>				
<b>Grand Totals:- Income</b>	<b>178,965</b>	<b>376,546</b>	<b>401,414</b>	<b>24,868</b>			<b>93.8%</b>	
<b>Expenditure</b>	<b>19,560</b>	<b>216,676</b>	<b>493,790</b>	<b>277,114</b>	<b>0</b>	<b>277,114</b>	<b>43.9%</b>	
<b>Net Income over Expenditure</b>	<b>159,405</b>	<b>159,871</b>	<b>(92,376)</b>	<b>(252,247)</b>				
plus Transfer from EMR	0	16,214	0	(16,214)				
<b>Movement to/(from) Gen Reserve</b>	<b>159,405</b>	<b>176,085</b>	<b>(92,376)</b>	<b>(268,461)</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 Accom 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 Accom Roof	9,136.00		9,136.00
391 EMR Accom Boiler	3,750.00		3,750.00
392 EMR Accom Structural	5,000.00		5,000.00
393 EMR Accom Car Park	2,000.00		2,000.00
394 EMR Street Signs / Furniture	15,660.00	-5,355.00	10,305.00
395 EMR SH Internal Decorating Foy	3,000.00		3,000.00
396 EMR Speed Awareness	2,012.00		2,012.00
397 EMR Tourism	1,000.00		1,000.00
398 EMR Elections	18,000.00		18,000.00
399 EMR Funding for Sports Assets	7,000.00		7,000.00
	<b>273,704.83</b>	<b>-16,214.48</b>	<b>257,490.35</b>

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**Louth Town Council Current Year**

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**Detailed Balance Sheet - Excluding Stock Movement****Month 6 Date 30/09/2025**

<b><u>A/c</u></b>	<b><u>Description</u></b>	<b><u>Actual</u></b>
<i>Current Assets</i>		
105	VAT Refunds	31,354
201	Lloyds TSB Current/Deposit	595,256
210	National Savings Bank	113,427
220	Petty Cash	67
<b>Total Current Assets</b>		<b>740,103</b>
<i>Represented by :-</i>		
301	Current Year Fund	159,871
310	General Reserve	322,742
322	EMR CCTV refurbishment	10,000
323	EMR Insurance	2,376
327	EMR Contingency	3,500
329	EMR Quality Council / Office	4,245
338	EMR Civic Events	2,000
340	EMR Grants 137 Reserve	3,066
346	EMR Christmas Illuminations	5,000
347	EMR Art Trail	1,000
348	EMR IT Replacement	3,000
352	EMR TCP Floral Enhancement	2,500
353	EMR Capital Expenditure	88,225
359	EMR Accommodation	4,408
360	EMR Cem External Wall	4,000
362	EMR Civic Property/Regalia	5,000
363	EMR Hubbard's Hills	15,074
364	EMR Clerks Training	2,540
365	EMR Accom OfficeEquip / Stor	1,814
380	EMR Cem Road Maintenance	4,000
381	EMR Cem Equipment Replacement	5,000
382	EMR Cem Tree Surgery	7,000
383	EMR Cem Workshop/Lodge	4,056
385	EMR Vehicle Replacement	14,658
386	EMR Cemetery Facilities	3,825
390	EMR Accom Roof	9,136
391	EMR Accom Boiler	3,750
392	EMR Accom Structural	5,000
393	EMR Accom Car Park	2,000
394	EMR Street Signs / Furniture	10,305
395	EMR SH Internal Decorating Foy	3,000
396	EMR Speed Awareness	2,012
397	EMR Tourism	1,000
398	EMR Elections	18,000
399	EMR Funding for Sports Assets	7,000
<b>Total Equity</b>		<b>740,103</b>

Date: 27/10/2025

Louth Town Council Current Year

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Time: 13:59

**Bank Reconciliation Statement as at 30/09/2025  
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	30/09/2025	6	166,652.51
Lloyds TSB Current Account	30/09/2025	6	428,603.14
			<u>595,255.65</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			595,255.65
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			595,255.65
		<b>Balance per Cash Book is :-</b>	<b>595,255.65</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Signatory 1:**

Name ..... Signed ..... Date .....

**Signatory 2:**

Name ..... Signed ..... Date .....

Date: 27/10/2025

Louth Town Council Current Year

Page 1

Time: 14:01

**Bank Reconciliation Statement as at 30/09/2025  
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	30/09/2025	33	67.05
			<hr/> 67.05
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			67.05
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<hr/> 0.00
			67.05
		<b>Balance per Cash Book is :-</b>	<b>67.05</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Signatory 1:**

Name ..... Signed ..... Date .....

**Signatory 2:**

Name ..... Signed ..... Date .....

BUDGET PROPOSAL 2026/27

For GF 9/12/25

		Actual Spend / Income (2023/24)	Actual Spend / Income (2024/25)	Actual Spend / Income this year to 30/9/25 (2025/26)	Current Annual Budget (2025/26)	Proposed Budget (2026/27)	Of Which Precepted For	Of Which Taken From General Reserve	Notes
<b>101</b>	<b>Governance and Finance</b>								
1000	Property Income	-	-	150.00	-	-			
1002	Miscellaneous	-	-	5,437.00	20.00	20.00			This C/Y balance due to Insurance payout
1190	Interest Received	2,628.00	3,926.00	723.00	2,000.00	2,000.00			
	<b>Governance and Finance : Income</b>	<b>2,628.00</b>	<b>3,926.00</b>	<b>6,310.00</b>	<b>2,020.00</b>	<b>2,020.00</b>			
4020	Office Administration Costs	3,266.00	3,027.00	3,369.00	3,605.00	3,800.00	3,605.00	195.00	5% increase
4022	Postage	230.00	81.00	68.00	200.00	200.00	-	200.00	
4023	Meeting Expenses	76.00	450.00	12.00	500.00	500.00	-	500.00	26/27 Atm to be held at SH, allows for one other public meeting.
4024	Councillors Expenses	-	-	-	100.00	100.00	-	100.00	
4025	Insurances	5,317.00	5,624.00	6,043.78	11,000.00	7,000.00	5,000.00	2,000.00	Suggest increase by 5%
4026	Fees and Subscriptions	3,047.00	3,186.00	3,483.00	3,560.00	3,773.74	3,773.74	-	25/26: TV Licence: £176, LALC, NALC & AFS: 2,914.99, ICCM: 105, RMTG: £172.62, SLCC: £260. Suggested increase of 4%.
4028	Audit Fee (Internal & External)	840.00	1,050.00	840.00	1,050.00	840.00	840.00	-	External Audit Fees as notified by PKF
4750	Contingency	145.00	315.00	91.00	400.00	500.00	-	500.00	
* New	Bank Charges	-	-	-	-	120.00	-	120.00	Charge for having and using a bank a/c
	<b>Governance and Finance : Expenditure</b>	<b>12,921.00</b>	<b>13,732.00</b>	<b>12,876.00</b>	<b>20,415.00</b>	<b>16,833.74</b>	<b>13,218.74</b>	<b>3,615.00</b>	
<b>401</b>	<b>Community Resources Day to Day</b>								
1000	Property Income	2,031.00	2,654.00	580.00	2,000.00	2,000.00			Includes such things as SH Rent from Museum, SH use by ELDC as a polling station, JB Grazing Licence, rent from Athletics Club, rent from OMH, rent from Astro Turf, Electric used by St. A's and rent from St. A's
1001	Allotment Rent Received	790.00	882.00	968.00	968.00	995.59			Increased to 968 in 25/26. Increases by previous year's RPI annually.
1002	Miscellaneous	75,001.00	1,047.00	131.00	1,500.00	1,500.00			
1007	Floral Sponsorship	-	-	(13)	-	-			
1009	LCC Contribution (Grass)	5,607.00	12,000.00	-	12,008.00	12,206.98			
1010	Interments	12,368.00	15,775.00	10,158.00	13,500.00	13,500.00			
1011	Monuments	7,262.00	4,724.00	3,213.00	7,500.00	7,500.00			
1012	Exclusive Burial Rights	13,496.00	10,997.00	5,281.00	12,000.00	12,000.00			
	<b>Community Resources Day to Day : Income</b>	<b>116,555.00</b>	<b>48,079.00</b>	<b>20,317.00</b>	<b>49,476.00</b>	<b>49,702.57</b>			

			Actual Spend / Income (2023/24)	Actual Spend / Income (2024/25)	Actual Spend / Income this year to 30/9/25 (2025/26)	Current Annual Budget (2025/26)	Proposed Budget (2026/27)	Of Which Precepted For	Of Which Taken From General Reserve	Notes
4001	Salaries	54,590.00	57,170.00	27,377.00	64,000.00	66,000.00	-	-	Allows for uplift by one SCP on 1/4 as per contracts and accounts for new pay rates, if agreed by NIC in 26/27.	
4002	Employers Costs Super / NI	10,871.00	11,826.00	7,005.00	20,000.00	25,000.00	-	-	Allows for two employees to be a part of the LOPS.	
4003	Grave Digging	1,264.00	1,350.00	3,150.00	3,000.00	3,500.00	-	-	Allows for 7 single graves at an increased rate.	
4027	Training	163.00	290.00	454.00	1,500.00	1,500.00	-	-	Allows for training of staff and Cllrs	
4104	Civic Property	151.00	16.00	-	250.00	250.00	100.00	100.00	Allows for inscription of mayor's board and minor repairs to other property.	
4200	Clocks / Floodlights	2,368.00	3,296.00	4,184.00	600.00	5,000.00	4,000.00	1,000.00	Allows for electricity and repairs	
4205	Christmas Lights / Celebrations	10,417.00	12,500.00	-	12,500.00	13,500.00	-	-		
4210	Lovely Louth Competition	189.00	201.00	-	400.00	150.00	-	150.00	Festive Window Competition Prizes	
4220	CCTV Maintenance	4,515.00	4,515.00	-	4,515.00	4,515.00	-	-	May change in 26/27 but amounts not confirmed.	
4222	Street Furniture Maintenance	300.00	1,305.00	-	1,500.00	1,500.00	-	-	Repair, replacement, renovation of bins, benches, signage etc.	
4223	Amenity Grass Cutting	7,710.00	9,989.00	6,625.00	14,000.00	14,000.00	12,000.00	2,000.00	Allows for 7 cuts at an increased cost of 2000 each. 6 cuts managed in 25/26 to end September.	
4280	Floral / In Bloom	2,459.00	1,243.00	1,697.00	6,500.00	2,500.00	-	-		
4282	Hubbards Hills Mtce Contrib.	49,000.00	51,989.00	25,358.00	100,000.00	80,000.00	52,500.00	27,500.00	Includes annual running costs, tree work, budget for promotion, development, events	
4285	Minor Mtce & Cleaning Services	3,507.00	3,545.00	1,929.00	4,000.00	4,500.00	4,500.00	-	Minor repairs, cleaning at SH and Cem and toilets.	
4302	Security / Fire	1,977.00	2,604.00	1,359.00	2,600.00	3,100.00	3,100.00	-	Fire safety, alarm monitoring and maintenance contracts, Keyholding Alarm Response Service, call outs, repairs to system.	
4303	SH Utilities	9,500.00	(1,271)	3,845.00	9,500.00	9,500.00	6,000.00	3,500.00	Gas, Electric, Water	
4304	SH Communications	1,676.00	2,135.00	1,263.00	3,500.00	3,500.00	3,500.00	-	2 x phone lines and wifi, photocopyer costs	
4306	SH Rates	5,894.00	5,988.00	5,988.00	6,167.00	6,167.00	6,167.00	-		
4307	SH Building Maintenance	1,171.00	1,500.00	25.00	1,500.00	1,500.00	-	-		
4308	SH Statutory Equipment Checks	145.00	77.00	153.00	180.00	180.00	-	180.00		
4501	Cem Rates	3,458.00	3,804.00	4,391.00	4,185.00	4,523.00	4,523.00	-	Suggest increase by 3%	
4505	Cem Utilities	2,207.00	1,593.00	857.00	1,500.00	1,714.00	1,714.00	-	Gas, Electric, Water	
4520	Cem Maintenance-Supplies	1,547.00	2,000.00	524.00	2,200.00	2,350.00	2,350.00	-		
4530	Cem Grass Cutting / Strimming	6,000.00	5,619.00	2,810.00	6,500.00	7,000.00	7,000.00	-	Allows for 10 cuts at an est. increased cost of £650 or less grass cuts and a hedge cut along Linden Walk	
4531	Cem Fuel - Equipment	819.00	989.00	416.00	1,500.00	1,600.00	1,500.00	100.00		
4532	Cem Waste Disposal	1,730.00	2,293.00	1,063.00	2,600.00	2,665.00	2,665.00	-	Allows for 13 skips at an est. increased cost of 205.	
4533	Cem Vehicle Running Costs	2,331.00	2,113.00	345.00	2,500.00	2,500.00	2,500.00	-		
4540	Cem Protective Clothing	361.00	424.00	31.00	550.00	550.00	550.00	-		
4550	Cem Plants, Shrubs, Trees etc	78.00	-	-	200.00	200.00	200.00	-		
4551	Cem General Repairs/Maint.	2,074.00	3,080.00	341.00	3,200.00	3,350.00	3,350.00	-		
4552	Purchase of Plaques	-	-	-	60.00	60.00	-	60.00		
4600	Cem Equipment Replacement	333.00	1,213.00	281.00	3,000.00	4,000.00	4,000.00	-		
4750	Contingency	202.00	3,002.00	468.00	2,000.00	3,000.00	3,000.00	-		
4751	GDPR Compliance	40.00	40.00	52.00	55.00	52.00	52.00	-		
4752	(Trinity Allotment) Allotment Contingency	882.00	968.00	32,560.00	30,998.00	2,000.00	500.00	1,500.00		
4754	Community Apiary	-	-	(633)	-	-	-	-		
4757	London Road Sports P'Ship	-	20,000.00	-	20,000.00	20,000.00	20,000.00	-		
*NEW	Market Place Electric	-	-	-	-	1,000.00	1,000.00	-		
*NEW	Other Asset Maintenance	-	-	-	-	1,500.00	-	1,500.00		
	<b>Community Resources Day to Day - Indirect</b>	<b>189,949.00</b>	<b>218,677.00</b>	<b>133,717.00</b>	<b>337,260.00</b>	<b>303,926.00</b>	<b>266,336.00</b>	<b>37,590.00</b>		

		Actual Spend / Income (2023/24)	Actual Spend / Income (2024/25)	Actual Spend / Income this year to 30/9/25 (2025/26)	Current Annual Budget (2025/26)	Proposed Budget (2026/27)	Of Which Precepted For	Of Which Taken From General Reserve	Notes
<b>501</b>	<b>Personnel Day to Day</b>								
4001	Salaries	51,308.00	58,099.00	33,992.00	76,000.00	78,000.00	78,000.00	-	Allows for 3 office employees, 1ft, 2pt time. Allows for uplift of existing employees by one SCP on 1/4 as per contracts and accounts for new pay rates, if agreed by NIC in 26/27.
4002	Employers Costs Super / NI	17,000.00	20,148.00	13,140.00	25,000.00	31,500.00	31,500.00	-	Allows for 3 employees to be members of the LGPS
4008	Clerk Travel Expenses	56.00	-	-	200.00	200.00	-	200.00	
4027	Training	50.00	216.00	450.00	500.00	1,000.00	1,000.00	-	To allow for extra training e.g., DBS
*NEW	Contingency	-	-	-	-	200.00	-	200.00	
	<b>Personnel Day to Day : Indirect Expenditure</b>	<b>68,414.00</b>	<b>78,463.00</b>	<b>47,582.00</b>	<b>101,700.00</b>	<b>110,900.00</b>	<b>110,500.00</b>	<b>400.00</b>	
<b>601</b>	<b>Town Council Day to Day</b>								
4052	Tourism/promotions	-	1,000.00	115.00	3,000.00	3,000.00	3,000.00	-	To be spent on reprinting leaflets
4089	Citizens Advice Bureau	1,000.00	1,000.00	-	1,050.00	1,100.00	1,100.00	-	Yearly contribution. Agree in Feb 24 to increase by 50 yearly.
4090	Grants S137 Open Resource	1,760.00	3,265.00	6,132.00	4,000.00	4,000.00	4,000.00	-	Open year round for applications.
4100	Civic Expenses	298.00	879.00	-	1,500.00	1,500.00	1,500.00	-	For Mayor Making Buffet, Civic Service, Christmas Get Together
4102	Mayoral Allowance	500.00	550.00	(324)	550.00	550.00	550.00	-	For reimbursing mileage undertaken by the Mayor to Civic Sunday Services
4103	Mayors Serjeant Expenses	325.00	650.00	325.00	650.00	650.00	650.00	-	Paid in 2 instalments
4105	Election Expenses	2,389.00	-	-	2,000.00	2,000.00	2,000.00	-	
4106	Deputy Mayor's Expenses	32.00	100.00	-	100.00	100.00	-	100.00	For mileage expenses outside of the Parish to Civic Sunday's only.
4111	Remembrance Day Parade Grant	849.00	848.00	37.00	1,600.00	2,200.00	2,200.00	-	Road closures, PA system, marshalls, medical cover, adhoc items
4311	Flood Schemes Maintenance	15,917.00	16,395.00	-	19,865.00	20,758.00	20,758.00	-	Previous year's budget increased by RPI yearly. 4.5% used.
4312	War Memorial	-	66.00	-	100.00	3,000.00	3,000.00	-	For repairs and removal of trees
	<b>Town Council Day to Day : Indirect Expenditure</b>	<b>23,006.00</b>	<b>24,753.00</b>	<b>6,286.00</b>	<b>34,415.00</b>	<b>38,858.00</b>	<b>38,758.00</b>	<b>100.00</b>	

Total Income	51,722.57	51,722.57
Total Expenditure	470,517.74	428,812.74
Precept	418,795.17	377,090.17
	349,918.64	
	41,705.00	Supplement day to day budget with 41,705 from general reserve

	If whole amount precepted for	If 41,705 taken from Gen Res
2026/27 Annual Cost Per Band D Property	71.58	64.45
2025/26 Annual Cost Per Band D Property	54.22	54.22
2026/27 Annual Increase/Decrease Per Band D Property	17.36	10.23
2026/27 Monthly Cost Per Band D Property	5.97	5.37
2025/26 Weekly Cost Per Band D Property	1.04	1.04
2026/27 Weekly Cost per Band D Property	1.38	1.24
2026/27 % Increase/Decrease Per Band D Property	32%	19%

- 5261 21/22
- 5397 22/23
- 5551 23/24
- 5700 24/25
- 5850 25/26 tax base figure



## Council Reserves at 30<sup>th</sup> September 2025

The Council is required, under statute, to maintain adequate financial reserves in order to meet the needs of the organisation. Section 50 of the Local Government Finance Act 1992 requires local precepting authorities to have regard to the level of reserves needed for meeting estimated future expenditure when calculating the budget requirement. Reserves comprise two types:

**General Reserve:** The General Reserve comprises its cash flow and contingency funds to cover unexpected and unbudgeted events or emergencies such as 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. Louth Town Council's current Reserves Policy is that it will not allow its general reserve to fall below the minimum requirement of 3 months running costs plus 10%, calculated using the annual precept figure or the previous year's net running costs (whichever is the highest). In 2025/26 the 3 months running costs are calculated based on the total net running costs for 2024/25, these being higher than the precept in 2025/26. 3 months running costs equals £99,712.49.

**Earmarked Reserves:** Earmarked Reserves are those funds 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. These budgets help focus minds on some of the issues which may require expenditure in the future. None of the above 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 at budget setting).

### Individual Earmarked Reserve Explanation:

**CCTV Refurbishment:** £10,000.00 currently held. This is a sinking fund for the refurbishment of Council owned CCTV cameras around the town. Suggest balance be carried forward.

**Insurance:** Current balance £2,376.00. This is fund was set up in 2024/25 to assist meeting increased insurance costs which were expected. However, it was not required. Suggest balance be returned to General Reserve and EMR be deleted.

**Contingency:** Current balance: £3,500.00. This is a contingency fund which allows for unforeseen expenses and expenditure on legal advice. Previously, this has been topped up annually to contain in the region of £10,000.00. Suggest balance be carried forward and funds be added to top to £10,000.

**Quality Council/Office:** £4,245.00 currently held. This is a fund to finance improvements to the office and efforts to obtain a Quality Award for the Council, preparations for which have now commenced and to finance training for the Clerk to become CILCA qualified. Which will enable the Council to adopt and use the General Power of Competence should it also be able to meet other criteria. Suggest balance be carried forward.

**Civic Events:** £2,000.00 currently held. These are funds used to finance Civic Events like National Events. Suggest balance be carried forward.

**Grants s.137 Reserve:** Current balance: £3,066.00. The Town Council is able to spend, in a single financial year, up to a prescribed limit for any purpose which, in its opinion, is in the interests of or would directly benefit the area or its inhabitants, or part of it or some of them and for which it does not have another power to spend. This was known as the Free Resource (but was not free money, it still came from the precept) or s.137. The limit is set annually per head of the number of local government electors for the locality on 1st January before the commencement of the financial year and the limit rises in accordance with the movement of the RPI. The Council also holds a similar day to day budget. These funds have historically been used to award grants to organisations. This fund has primarily been used to back up the day to day budget when the Council receives Grant Applications and wish to allocate more money than is contained within the day to day budget. Suggest balance be carried forward.

**Christmas Illuminations:** Balance at 30<sup>th</sup> September was £5,000.00 but significant expenditure is expected on refurbishing the cross street apparatus which holds the Christmas lights. This is a sinking fund intended for use when the current Christmas Lights require replacement or on anything related to Christmas. Suggest balance at year end be carried forward and funds be added to make the balance at year end £5,000.00.

**Art Trail:** £1,000.00 currently held. Suggest balance at year end by carried forward.

**IT Replacement:** £3,000.00 currently held. This is a sinking fund intended for use when office equipment needs replacement. New desktop computers were last purchased in 2019 and so are approaching 5 years old. A new laptop was purchased in 2024/25 and a new server. Suggest balance be carried forward at year end and £1,000.00 added to make the balance £4,000.00.

**TCP Floral Enhancement:** £2,500.00 held. It is believed that this fund was originally created to provide funds to the Town Centre Partnership who were to provide floral displays throughout the town. Suggest name be changed to TC Enhancement and this be used as a sinking fund to finance Town Centre Enhancement and furthering the work recently detailed in a grant application to ELDC. Suggest balance be carried forward.

**Capital Expenditure:** Current balance £88,224.80. This budget was created in 2019. It holds the funds accrued from the sale of the Cemetery Lodge. It was required that they be held in a separate reserve and that it be clear that they can only be spent on capital expenditure. It was thought that they could be used in conjunction with other budgets to develop the cemetery chapel, new cremation plot area and new burial area as well as also being used to carry out repairs to the Sessions House. It could also be used to finance repairs to the Church Clock and other Council assets, if required. Suggest balance be carried forward.

**Accommodation:** Current balance £4,408.05. This is a sinking fund, set up prior to the creation of the Capital Expenditure EMR, to assist in financing any expenditure required on Council owned assets such as the Sessions House, Cemetery Chapel and Old Mill House. Suggest it is left as is and current balance is carried forward.

**Cem External Wall:** £4,000.00 held. This is a sinking fund to assist in work which may be required to the cemetery wall (which runs the length of the cemetery along London Road) to make it safe. Suggest balance be carried forward.

**Civic Property/Regalia:** £5,000.00 held. This is a sinking fund to assist with any repairs that may be required to the Mayor's Robes, Mace etc. Suggest balance be carried forward.

**Hubbard's Hills:** Balance £15,074.08. This is a sinking fund for works which may be required in Hubbard's Hills. Suggest balance be carried forward.

**Clerk's Training:** Balance £2,540.00. These are funds held to finance Clerk's Training for the CiLCA. Suggest balance be carried forward.

**Accommodation Office Equipment/Storage:** Current balance £1,814.18. This fund is specifically for use on expenditure which may be required to Office facilities at the Sessions House. Suggest balance be carried forward and funds added to make the balance £2,000.00.

**Cemetery Road Maintenance:** £4,000.00 held. This is a sinking fund to assist with repairing the tarmac road through the cemetery, as and when required. Suggest balance be carried forward.

**Cemetery Equipment Replacement:** Balance £5,000.00. This is a sinking fund for the purchase of more expensive cemetery equipment such a ride on mower. It is imperative that this budget be topped up yearly to ensure that funds are available for larger purchases, when they are needed. Suggest balance be carried forward and funds be added to make the balance £6,000.00.

**Cemetery Tree Surgery:** £7,000.00 currently held. The cemetery is home to a large number of trees and routine maintenance is undertaken. The last commissioned tree report identified that those trees standing on the bank of the road which leads down to the lodge are nearing the end of their life. This is a sinking fund for any such work. Suggest balance be carried forward.

**Cemetery Workshop Lodge:** £4,056.24 held. This was a sinking fund for work to the cemetery workshop and lodge. The Council no longer owns the lodge, the workshop was badly damaged in an arson attack and was demolished this year due to safety issues. This area has now been cordoned off and work is to commence to ascertain whether the greenhouse can be fixed (suffered from vandalism last year). Suggest balance be carried forward and a change of name of the EMR to Cemetery be considered?

**Vehicle Replacement:** £14,658.00 held. The Council purchased a pool van in 2019 in order to make itself self sufficient and ensure that it would not have to be at the mercy of contractors or rely on the goodwill of staff, following difficulties with both staff and contractors. Any member of the Council may use the van for Council business. Suggest that it is imperative that this be left as is. Suggest balance be carried forward.

**Cemetery Facilities:** £3,825.00 currently held. This is a sinking fund for use on such things as the cemetery toilets. Expenditure is expected (which could be taken from here or the budget below) on work to re-roof the toilets (undertaken as an emergency due to leaking) and possibly re-decorate in the future. Suggest balance be carried forward.

**Accommodation Roof:** £9,136.00 currently held. This is a sinking fund to assist in financing repairs to the Sessions House, Cemetery Chapels and Old Mill House roofs. It is currently known that there is a problem on one wall of the stairs and in the corner of the court room at the Sessions House where paint is peeling from the wall. It is thought that these issues may be due to a problem with the roof. Suggest balance be carried forward.

**Accommodation Boiler:** £3,750.00 held. This is a sinking fund to assist predominantly in the replacement of the Sessions House Boiler. The majority of funds contained here were used in 2023 when the boiler broke in 2022, could not be fixed and was subsequently replaced. Suggest balance be carried forward.

**Accommodation Structural:** balance £5,000.00. This is a sinking fund for structural works required to Council assets. Suggest balance be carried forward.

**Car Park:** £2,000.00 held. This is a sinking fund for works which may be required in the Sessions House car park e.g., to the surrounding walls, remaking the surface, lining the surface. Suggest balance be carried forward.

**Street Signs/Furniture:** £15,660.00 currently held. This is a sinking fund for works which may be required to signs or street furniture. In 2020 work was undertaken to completely renovate all 7 of the hand painted wooden signs which stand at each entrance to the town, this cost in the region of £21,000. The Council has responsibility for over 30 benches in the town which require periodic maintenance/renewal and as ELDC will not currently purchase any new bins for the town, this falls to the Town Council, if ELDC will agree to include them in its emptying schedule. This budget could also be used to further work recently detailed in a grant application to ELDC. Suggest balance be carried forward.

**Sessions House Internal Decorating/Foyer:** £3,000.00 currently held. This is a sinking fund for use on rejuvenation of the inside of the Sessions House. Suggest balance be carried forward.

**Speed Awareness:** £2,012.00 currently held. This is a sinking fund for use on repairing/renewing the Council's existing reactive speed signs or other speed related activities. Suggest balance be carried forward.

**Tourism:** Balance £1,000.00. This is a sinking fund for items of expenditure related to tourism and is used as a backup to the day to day budget. It could also be used to further work recently detailed in a grant application to ELDC. Suggest balance be carried forward.

**Elections:** £18,000.00 held. This is a sinking fund to cover the worst case scenario cost of elections since ELDC stopped meeting the cost of these themselves in 2019. In 2019 they confirmed the following:

- For a combined Parish and District Election at the next full term elections in 2019 – approx. £9,800
  - For a Parish Standalone or By-Election:
    - Louth Town Council - North Holme Ward 3082.59
    - Louth Town Council - Priory Ward 3211.70
    - Louth Town Council - St James Ward 3262.21
    - Louth Town Council - St Margarets Ward 2959.83
    - Louth Town Council - St Marys Ward 3684.87
    - Louth Town Council - St Michaels Ward 3855.67
    - Louth Town Council - Trinity Ward 3160.59
  - For an uncontested Parish Election in 2019 or an uncontested Parish By-Election - £48.50 per Parish Ward
- Suggest balance be carried forward.

**Funding for Sports Assets:** £7,000.00 held. Following disclosure in 2018 that the Astro Turf pitch at London Road required replacement and neither Magna Vitae nor ELDC had a sinking fund to cover such an eventuality the Council created this EMR with the intention of adding £1,000.00 to it yearly for use on any sports related assets that it owns such as the land on which the astro turf on London Road is situated and the land at Louth Athletics Club on which their clubhouse is built. Suggest, £1,000.00 be added and balance be carried forward.

**\*NEW Events:** Suggest a new EMR be created to assist with financing events such as an Easter event, proposed by Cllr. HF, the town's Christmas Market (whose future after 25/26 is under threat) and other new events. Suggest that £7,500.00 be added.

## GRANT APPLICATIONS 2025/26

Name of Applicant	Louth Male Voice Choir	Hope for Tomorrow	Waveform Arts
Date application received	16/10/2025	16/10/2025	12/11/2025
Date reviewed by GF Committee	09/12/2025	09/12/2025	09/12/2025
What does the organisation do?	The constitutional and charitable aim of Louth Male Voice Choir is to 'advance the public knowledge and appreciation of choral music by means of concerts and other public performances'.	Hope for Tomorrow builds, maintains and provides mobile cancer care units to NHS trusts across England enabling them to bring cancer services closer to home. The units save patients long, regular and often disruptive journeys to hospital.	Waveform provides a wide range of arts and music based community workshops, education and training sessions and free/reduced rate P.A (sound) services. We also devise and present local community heritage projects.
Amount awarded 2024	£1,000.00	N/A	LTC awarded Waveform a grant of £632.10 in June 2025.
Amount requested 2025	£1,000.00	£500.00	£878.97
Use of funds requested	<p>This grant will be used to support the costs of delivering a Young Musician of the Year competition and the new LN11 Singing and Playing Festival for junior pupils by the Louth Male Voice Choir. The grant requested seeks a contribution towards covering the £2,750 cost of delivering the competition in November. The Young Musician's competition and the LN11 Festival seeks to encourage young people in and around Louth to pursue their studies of music and musical instruments. It provides an opportunity for live performance, constructive feedback from professionally qualified music teachers and a live, 'in attendance' audience for their work. Importantly, this is a safe environment in which to perform where all are encouraged and confidence can be developed. This years competition/festival will offer separate categories for voice and instrumental performances at all age groups thus increasing the number of prizes offered. Any grant received from the Council will be put towards the £2,050 prize monies offered to the winners. The prizes offered are: Seniors (under 18) Instrumentalists: 1st prize £400; 2nd prize £150; 3rd prize £75. Seniors Voice: 1st prize £400; 2nd prize £150; 3rd prize £75. Intermediate (under 14) Instrumentalist: 1st prize £250; 2nd prize £100; 3rd prize £50. Intermediate Voice: 1st prize £250; 2nd prize £100; 3rd prize £50. LN11 Festival (under 11): no financial prize but all will receive medals and certificates. Overall Young Musician of the Year supplement £50. These prizes are vitally important to participants, not least to contribute to the costs of further music tuition (particularly as the state this grant will be used to support the costs of delivering a Young Musician of the Year competition and the new LN11 Singing and Playing Festival for junior pupils by the Louth Male Voice Choir. The grant requested seeks a contribution towards covering the £2,750 cost of delivering the competition in November. The Young Musician's competition and the LN11 Festival seeks to encourage young people in and around Louth to pursue their studies of music and musical instruments. It provides an opportunity for live performance, constructive feedback from professionally qualified music teachers and a live, 'in attendance' audience for their work. Importantly, this is a safe environment in which to perform where all are encouraged and confidence can be developed. This years competition/festival will offer separate categories for voice and instrumental performances at all age groups thus increasing the number of prizes offered. Any grant received from the Council will be put towards the £2,050 prize monies offered to the winners. The prizes offered are: Seniors (under 18) Instrumentalists: 1st prize £400; 2nd prize £150; 3rd prize £75. Seniors Voice: 1st prize £400; 2nd prize £150; 3rd prize £75. Intermediate (under 14) Instrumentalist: 1st prize £250; 2nd prize £100; 3rd prize £50. Intermediate Voice: 1st prize £250; 2nd prize £100; 3rd prize £50. LN11 Festival (under 11): no financial prize but all will receive medals and certificates. Overall Young Musician of the Year supplement £50. These prizes are vitally important to participants, not least to contribute to the costs of further music tuition (particularly as the state school provision of these activities has been affected by a sustained period of austerity and school provision of</p>	<p>This grant will enable us to keep the wheels turning of your local care unit, Elaine, running for over 2 days. It costs £190 a day/£69,174 a year to keep the unit on the road. Our units have supported thousands of patients across England during some of the toughest times of their lives.</p>	<p>Audio and sound equipment to replace old and damaged equipment and upgrade our existing resources/equipment for use in community music workshops and community P.A (sound) system. Please note that the reason we are applying for this grant is because Waveform Arts does not have sufficient financial reserves to replace and upgrade equipment of this quality and cost. Buying cheaper equipment is always an option, but ultimately this creates a false economy</p>
Has a written quotation been provided?	No	No	Yes
Membership of organisation	45	8	3
How many members live in Louth?	33	Our mobile cancer unit carried out 1,000 treatments in Louth during 2024/25.	3
How many of Louth's people will benefit?	<p>The Young Musician of the Year competition has four elements as described in question 16. It is difficult to predict the number of entries to be received, but we would hope for 10-15 entries per category. Entries themselves are not the limit of the numbers that benefit from the competition however, because the event helps support others involved in music education for young people (e.g. music teachers, voice coaches, accompanists, adjudicators, etc) who might collectively be described as the 'infrastructure' of musical education in and around the Louth area. Finally, for those who apply from other parts of Greater Lincolnshire, their attendance at events generates expenditure in the local economy, particularly hospitality, that would otherwise not occur.</p>	1,000	3 (Waveform Arts members).
What age range are the beneficiaries?	Young people up to age 18.	Adults and senior citizens.	People of all ages with special emphasis on young people, children and cross-generational work.
What legacy to Louth is provided?	<p>Several former participants and winners have subsequently gone on to study music in further and higher education and some into a career in the music industry. The LMVC seek to run this competition and the LN11 Festival annually, and through the fact that some participants enter the different categories of the competition, it is clear that the competition provides encouragement for continued study. As part of marketing the competition we encourage applications through local schools and music teachers and by raising awareness of these opportunities and providing them year on year, we hope to encourage not just the current generation of young musicians, but future generations as well. In addition, we help to maintain the infrastructure needed not just for those musically active now, but the musical careers of future generations.</p>	<p>2,574 treatments were delivered in Lincolnshire, 1,000 of which were in Louth. For each treatment received on board the unit, patients save on average 2.6 hours in time, around £7.60 in travel costs and an average of 16.7 miles in travel.</p>	<p>The grant will allow us to continue with and improve the range of music, audio and sound services we offer to the community in and around Louth. We estimate 2,000+ people would benefit in terms of workshop participants and audiences.</p>
Accounts provided?	Yes	Yes	Income and expenditure report provided
FOG recommendation	£1,000	£500	£0