

Louth Town Council

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

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clerk@louthtowncouncil.gov.uk



Annual Meeting - Election of Mayor

To the Members of the Town Council of Louth:

You are hereby summoned to attend the Annual Meeting of Louth Town Council which will be held on Tuesday 14th May 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.

There will be no public forum.

L.M. Phillips

Mrs. L.M. Phillips

Town Clerk

Dated this 8th Day of May 2019

AGENDA

ROBED TOWN COUNCIL

1. Election of Mayor (Chairman)

Council to receive nominations and to elect the Mayor of Louth (Chairman) to hold office until the Annual Meeting of Louth Town Council in 2020 followed by:

- a) Declaration of Acceptance of Office by the Mayor
- b) Mayor's Address - The Mayor to address and thank the Council
- c) Vote of Thanks to Retiring Mayor
 - i. A vote of thanks to the retiring Mayor
 - ii. The Mayor will present a replica of the Arms of the Town to the retiring Mayor.
- d) Reply of the Retiring Mayor
Councillor George Horton will reply, and confirm recipient of the Arms, for Services to the Town.
- e) Appointment of Chaplain, The Mayor will announce the arrangements for the Mayor's Chaplain.

2. Election of Deputy Mayor

Council to receive nominations and to elect Deputy Mayor (Vice Chairman) to hold office until the Annual Meeting of Louth Town Council in 2020.

3. Councillors Declarations of Acceptance of Office and Council Vacancies

Town Clerk to confirm any Council vacancies and that signed Declarations of Acceptance of Office have been received from all Councillors. Council to approve timescales for co-option. Suggested: Advertise – 15/05/19, Closing Date – 25/06/19, Interviews – 02/07/19.

4. 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.

5. Declarations of Interest

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.

6. Council Minutes

To approve as a correct record the notes of the Council Meetings held on 16th April 2019.

7. Committee Minutes

To confirm receipt of the minutes and adopt resolutions contained therein of the Planning Committee meeting held on 2nd April 2019.

8. Committees of the Council

On a proposal by the Mayor, seconded by the Deputy Mayor, Council to re-establish Committees, as Committees of Louth Town Council and confirm members, terms of reference and delegated authority:

- a) Planning Committee (P), All Members,
- b) Governance and Finance Committee (GF), All Members,
- c) Community Resources Committee (CR), All Members; and
- d) Personnel (PERS) Committee (5 members)

9. Louth Town Council Governance

Council to confirm that Standing Orders, Financial Regulations and Code of Conduct were reviewed and adopted by Town Council on 19/03/19. Council to note that other adopted policies of Louth Town Council are available to view at www.louthtowncouncil.gov.uk

10. Town Clerk

On a proposal by the Mayor, seconded by the Deputy Mayor, Council to confirm delegated authority to the Town Clerk as contained within Standing Orders and Financial Regulations.

11. Representation on External Bodies and Arrangements for Reporting Back

Council to confirm representation and agree on arrangements for reporting back from:

- a) Louth United Charities – Mrs. MO and Cllrs. Mrs. SEL, Mrs. JMS, DEW, Mrs. SC
- b) KEVIGS Foundation – Cllrs. AL, Mrs. EB and Mrs. SC
- c) Louth Navigation Regeneration Partnership – Cllr. Mrs. PFW
- d) Carers Contact – Cllr. Mrs. JMS
- e) CCTV Partnership – Cllr. Mrs. EB and Town Clerk

12. Council's Membership of Other Bodies

Council to note that Louth Town Council is a subscriber to / associate of / registered with:

- a) Lincolnshire Association of Local Councils (LALC)
- b) National Association of Local Councils (NALC)
- c) LALC Annual Training Scheme
- d) Historic Towns Forum (Free associate)
- e) The Federation of Burial and Cremation Authorities
- f) The Information Commissioners Office

13. Register of Assets

Council to confirm that schedules of land and assets were reviewed and adopted by Town Council on 19/03/19.

14. Insurance

Council to note that the arrangement for insurance cover, of all insured risks was reviewed and resolved upon on 19/3/19.

15. Meetings of the Council

Council to confirm that the dates of the meetings of Louth Town Council and Committees were reviewed and adopted on 16th April 2019 and authorise the Town Clerk to issue summons accordingly.

16. Nominated Key Holders

Council to nominate 4 Councillors to be key holders of The Sessions House, which role involves opening/closing up of Sessions House as required and being on call to deal with Chubb Fire and Security in the event of the building's alarm being activated overnight or at weekends.

17. Cheque Signatories

Council to nominate replacements for signatories, as follows:

- a) Lloyds Account – L. Stephenson
- b) NSI Account – L. Stephenson and C. Green

18. Other Annual Council Business

To approve deferral of other Annual Council Business to the Council's next meeting on 18/6/19.

19. Next Meeting

The date of the next scheduled meeting of Louth Town Council's Committees will take place on Tuesday 21st May 2019 when Chairmen / Vice Chairmen and working groups of Committees will be elected / established.

04-16-19 TC MINS

**MINUTES OF THE MEETING OF LOUTH TOWN COUNCIL
HELD IN THE OLD COURT ROOM, THE SESSIONS HOUSE, LOUTH
ON TUESDAY 16th APRIL 2019**

Present The Mayor, Councillor G.E. Horton, (GEH) (in the chair).

Councillors: Mrs. E. Ballard (EB), Mrs. D. Blakey (DB), Mrs. S. Crew (SC), D. Ford (DF), J. Garrett (JG), D.J.E. Hall (DJEH), Mrs. L. Harrison-Wiseman (LHW), D. Hobson (DH), R. Jackson (RJ), A. Leonard (AL), M. Locking (ML), Mrs. S.E. Locking (SEL), Mrs. J. Makinson-Sanders (JMS), Mrs. M. Ottaway (MO), F.W.P. Treanor (FWPT), Mrs. P.F. Watson (PFW) and D.E. Wing (DEW).

Councillors not present: C. Green (CG), L.M. Stephenson (LMS), D. Turner (DT), Mrs. P.F. Watson (PFW)

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

403. Apologies for Absence

No apologies for absence were received.

Cllr. Mrs. PFW arrived at 7.03pm.

404. Declarations of Interest / Dispensations

Councillors declared the following personal interests, unless otherwise stated:

Mrs. EB - item 7 – pecuniary interest - as serves on an independent appeals panel for schools for which payment is received.

Mrs. PFW - items relating to ELDC – as a member of ELDC.

RJ - items 8 and 10 - as a member of ELDC.

Mrs. JMS - items 8 and 10 - as a member of ELDC.

AL - item 7 - as an acquaintance of Mr. Hampson.

GEH - item 8 - as knows a member of Brocklebank Reclaims Ltd; item 11 – pecuniary interest - as a business associate.

FWPT - item 10, as a member of ELDC.

405. Council Minutes

Council Minutes were received and it was **RESOLVED** by vote of the Council to approve them as follows:

- a. Town Council Meeting held on 5th March 2019 – with the alteration of DH to DF on the Pie Day item.
- b. Town Council Meeting held on 19th March 2019.

406. Committee Minutes

Committee Minutes were received and it was **RESOLVED** by vote of the Council to adopt them as follows:

- a. Community Resources – 15th January 2019
- b. Personnel – 5th February 2019
- c. Planning – 5th March 2019

407. Town Clerk's Report

The Clerk drew the Council's attention to a tabled report of Actions Emanating.

408. Schedule of Meetings 2019/20

The Council received and **RESOLVED** to approve the schedule of meeting dates for 2019/20.

409. Louth 6th Form Options

Cllr. Mrs. EB left the room during this item, having declared a pecuniary interest.

- a. The Council discussed making a response to Louth Academy's Consultation – Proposal to change the age range from 11-18 to 11-16 (details circulated on 14/3/19 by email) and **RESOLVED** that the Clerk should write a strongly worded objection, this to be circulated to Councillors for comment, prior to submission.

- b. Following a lengthy discussion regarding concerns that Louth and its children would suffer following the withdrawal of the 6th Form at the Louth Academy, and understanding that the Louth Academy representative had refused to attend a public meeting, it was **RESOLVED** to attempt to arrange a public meeting with MP Victoria Atkin, and representatives from Lincolnshire County Council and the Lincolnshire Enterprise Partnership. Costs incurred in organising the meeting e.g., room hire were approved. Following the end of this item Cllr. Mrs. EB returned to the meeting.

410. Keddington Lock

Cllr. Mrs. PFW reported that she had attended a meeting, as a nominated representative of Louth Town Council, regarding the Lock, those present had included the Environment Agency, ELDC and Lindsey Marsh Drainage Board. From this meeting she had learned that Keddington Lock was not Listed as the others are. The result of the meeting was that remedial works would be instigated imminently and Brocklebank Reclaims Ltd would remove lock components.

411. Annual Town Meeting

It was **RESOLVED** that the Council would hold the Annual Town Meeting on 30th April 2019. Grant receiving Community Groups would give a display regarding their organisations and the progress of their projects which Louth Town Council had provided funds towards and Mr. W. Goodwin, Community Speed Watch Area Coordinator for East Lindsey and Boston would give a presentation. Members of the Zero Degrees Show Chorus would also put on a short performance. The Council would hold a short planning meeting incorporated on the evening to accommodate urgent planning applications from 6pm – 6.30pm in order to allow stands to set up at 6.45pm and Annual Meeting start at 7.30pm. Expenditure on hospitality provision and room hire was approved under s.111 – Local Government Act 1972.

412. Southgate Lodge Council Tax

It was **RESOLVED** to enter into an agreement with ELDC whereby payment of Council Tax on Southgate Lodge would be made following sale and the amount would be based on due date to date of sale.

413. Closed Session Item

It was **RESOLVED** to move into closed session in accordance with the Public Bodies (Admission to Meetings) Act 1960 due to the information to be discussed being of a confidential commercial third party and sensitive nature in relation to:

a. Southgate Lodge

Cllr. GEH left the room due to his pecuniary interest in this item. Cllr. FWPT took the chair.

- i) Complaint – The Council conducted a review of the case and **RESOLVED** to uphold the original decision.
- ii) Legal update – The Council received legal advice and **RESOLVED** to follow this.

Cllr. GEH returned to the room.

- b. Security** – It was **RESOLVED** to authorise the Clerk to investigate and invest in security equipment for the Cemetery buildings.

It was **RESOLVED** to move out of closed session.

414. Next Meeting

Cllr. GEH thanked Councillors for their attendance and the Council noted that the next scheduled meeting of Louth Town Council would take place on 14th May 2019.

The Meeting Closed at 9.06pm.

Signed _____ (Chairman) Dated _____