

Louth Town Council

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

01507 355895

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 17th May 2022 in the Old Court Room, The Sessions House, Eastgate, Louth at 7pm. The business to be dealt with at the meeting is listed in the agenda below.

Please note there will be no public forum. Prayers will precede the start of the meeting.


Mrs. L.M. Phillips

Town Clerk

Dated this 12th Day of May 2022

AGENDA

ROBED TOWN COUNCIL (Membership: All Cllrs.)

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 2023, followed by:

- a) Mayor to sign the Declaration of Acceptance of Office
- b) Vote of Thanks to Retiring Mayor
- c) Appointment of Chaplain, The Mayor will announce the arrangements he would like to make.

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 2023.

3. 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.

4. 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.

5. Council Minutes

To approve as a correct record the notes of the Council Meeting held on 5th April 2022. (Attached).

6. Committee Minutes

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

- a) Planning – 8th March 2022
- b) Planning – 5th April 2022
- c) Governance and Finance – 22nd March 2022
- d) Community Resources – 8th March 2022

7. Louth Town Council Governance

Council to confirm that Governance Documents such as Standing Orders, Financial Regulations, Risk Management and Internal Controls, the Asset Register, Insurance arrangements, the Council's Complaints Procedure, all policies relating to GDPR, the Handling of Freedom of Information Requests Policy, Media Policy and other policies and procedures were reviewed and adopted in 2021/22. (Available to view from the office or print at www.louthtowncouncil.gov.uk).

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 terms of reference / delegated authority as contained within Standing Orders and reconfirm membership:

- a) Planning Committee (P), All Members
- b) Governance and Finance Committee (G), All Members
- c) Community Resources Committee (C), All Members; and
- d) Personnel (H) Committee, 7 Members (not to include the Mayor), (Existing: JMS, SC, EB, GEH, DEW, JS, JB).

9. 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 and as previously approved on 12th October 2021.

10. Representation on External Bodies and Arrangements for Reporting Back

Council to note representation as follows or resolve if required:

- a) Louth United Charities – Cllrs. Mrs. SEL, Mrs. JMS, DEW, Mrs. SC, Mrs. JS and AL.
- b) King Edward VI Almshouse School and Educational Charity of Louth – Cllrs. AL, Mrs. EB, DH and Mrs. SC.
- c) Louth Navigation Regeneration Partnership – Cllr. Mrs. PFW with Cllrs. Mrs. JS to substitute, as required.
- d) CCTV Partnership – Cllr. Mrs. EB and Town Clerk

11. 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
- g) The Institute of Cemetery and Crematorium Management

12. Meetings of the Council

On a proposal by the Mayor, seconded by the Deputy Mayor, Council to confirm that it approved its schedule of meetings for 2022/23 on 10th May 2022, these to be physical meetings unless legislation allows. The Town Clerk to issue summons by email, accordingly.

13. Nominated Key Holders

Council to note nominated 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. Current key holders: JB, DH, SC, FWPT.

14. Cheque Signatories

Council to note signatories, as follows:

- a) Lloyds Account – EB, SEL, JMS, AL, DEW
- b) NSI Account – SC, EB, Mrs. SEL, DH and AL

15. Date of Next Meeting

Council to note that the date of its next scheduled meeting is 14th June 2022.