

Louth Town Council

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

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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.

L.M. Phillips
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 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 or resolve upon representation as follows:

- 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 the dates of its meetings on 10th May 2022, these to be physical meetings unless legislation allows. The Town Clerk to issue summons 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: FWPT, DH, SC, JB.

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.

04-05-22 TC MINS

**MINUTES OF THE MEETING OF LOUTH TOWN COUNCIL
HELD IN THE OLD COURT ROOM, THE SESSIONS HOUSE, LOUTH
ON TUESDAY 22ND FEBRUARY 2022**

Present The Mayor, Cllr. D. Hobson (DH) (in the chair).

Councillors: Mrs. E. Ballard (EB), J. Baskett (JB), M. Bellwood (MB), L. Cooney (LMC), S. Crew (SC), H. Filer (HF), D. Ford (DF), J. Garrett (JG), D.J.E. Hall (DJEH), G. Horton (GEH), M. Lamb (ML), Mrs. S.E. Locking (SEL), Mrs. J. Makinson-Sanders (JMS), K. Norman (KN), B. O'Brien (BB), J. Simmons (JS) and D.E. Wing (DEW).

Councillors not present: A. Leonard (AL), F.W.P. Treanor (FWPT) and Mrs. P.F. Watson (PFW)

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

T105. Apologies for Absence

Apologies were received from Cllrs: Mrs. PFW, AL and FWPT.

T106. Declarations of Interest / Dispensations

Cllr. Mrs. EB – Agenda item 5 as applicant knows one of candidates.

Cllr. Mrs. JMS – Agenda item 11 as member of Hubbard's Hills Trust.

Cllr. DEW – Agenda item 11 as member of Hubbard's Hills Trust.

Cllr. SC – Agenda item 5 as knows one of candidates.

T107. Council Minutes

It was **RESOLVED** to approve as a correct record, the notes of the Council Meeting held on the 22nd February 2022.

T108. Committee Minutes

It was **RESOLVED** to adopt the resolutions contained within the following Committee Meeting minutes:

- a. Personnel – 25th January 2022
- b. Planning – 8th February 2022
- c. Governance and Finance – 22nd February 2022

T109. Co-option of Councillor to Vacancy on Priory Ward and St. Margaret's Ward

It was **RESOLVED** to co-op two new members for Louth Town Council on the Priory Ward and St. Margaret's Ward as follows:

Cllr. Malcolm Lamb (A) – Priory Ward

Cllr Brendan O'Brien (B) – St. Margaret's Ward

It was a recorded vote as follows:

Priory Ward	A	B	C
	EB, JB, MB, LMC, SC, DF, JG, DJEH, DH, SEL, JMS, JS, DEW.	KN	HF, GEH

St Margaret's Ward	B	C
	JB, LMC, HF, DF, JG, DJEH, KN, JS,	MB, SC, DH, GEH, SEL, JMS, DEW

EB abstained from the second vote.

Following this item there was a short break (7:50pm to 7:58pm) to allow new co-opted members to sign their Declaration of Acceptance of Office, following which Cllrs. ML and BB joined the meeting as Councillors.

T110. Meeting Dates 2022/23

Following concerns regarding the number of weeks in between planning meetings and instances where G&F and CR meetings were on the same night, it was **RESOLVED** to accept the months of May and June's meetings but ask that the Town Clerk revisit the schedule for the rest of the meeting calendar year.

T111. Tribute to Keyworkers

It was noted that four benches had been ordered for use around the town to be paid for by Welcome Back Funding. It was **RESOLVED** that one of these benches would be placed by the canal, replacing a metal bench already in existence which is deteriorating, with a plaque including the wording: *In sincere appreciation of the people of Louth, who gave such committed and dedicated service to their community during the Covid pandemic. From Louth Town Council.*

T112. Insurance

Discussion on this item included whether property owned by the Town Council but rented out/part of a management agreement should be included within the insurance policy. However, it was decided that no changes should be made but that the issue should be considered again before the next review. Following a recommendation by FOG it was **RESOLVED** to enter into a three year, long term agreement with Zurich at a cost of £4,630.60 per year.

T113. Church Lights

A request was noted from the Treasurer of St. James' Church for the council to pay for new LED external lights for the church at a cost of £10,000. Further it was noted that in 1965 the Council (Louth Borough Council at the time) had requested and paid for lights be installed and that LTC continues to pay for the electricity to run them. As the Town Clerk was still waiting for a reply from St. James' Treasurer regarding the detail of costs and other pertinent questions, it was **RESOLVED** that this item be deferred to a forthcoming meeting when all the information had been received.

T114. Louth United Charities

It was **RESOLVED** to agree that Cllr. SC's term of office as a representative on the Louth United Charities be agreed for a further term.

T115. Closed Session Item

Following the request from Hubbard's Hills Trust for payment of Louth Town Council's contractual contribution of £22,500 (first of two instalments), towards the maintenance of Hubbard's Hills, it was **RESOLVED** to authorise this payment.

NB: Cllr. DEW left the room at 8:57pm due to a Declaration of Interest.

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 item, information being of a legal nature in relation to Hubbard's Hills.

Councillors read a confidential report and following this it was **RESOLVED** to defer the item until a forthcoming meeting where the Chairman of Hubbard's Hills Trust could be present to answer any questions, further, that the Council's solicitor be sent a copy of the report before that meeting to feed back to the Council with any legal advice.

Cllr. Mrs. JMS wished it noted that she always declared an interest in Hubbard's Hills agenda items and never entered the discussion.

It was **RESOLVED** to move out of Closed Session.

T116. Next Meeting

The Council noted that the date of the next scheduled Town Council meeting would be 17th May 2022.

The Meeting Closed at 9:15 pm.

Signed _____ (Chairman) Dated _____