

**MINUTES OF THE ANNUAL MEETING OF LOUTH TOWN COUNCIL
HELD IN THE OLD COURT ROOM, THE SESSIONS HOUSE, LOUTH
ON TUESDAY 14TH MAY 2019**

Present The Mayor, Councillor George Horton (GEH), (in the chair)

Councillors: Mrs. E. Ballard (EB), M. Bellwood (MB), L. Cooney (LC), A. Cox (AC) Mrs. S. Crew (SC), H. Filer (HF), D. Ford (DF), J. Garrett (JG), D.J.E. Hall (DJEH), D. Hobson (DH), D. Jackman (DJ), A. Leonard (AL), Mrs. S.E. Locking (SEL), Mrs. J. Makinson-Sanders (JMS), K. Norman (KN), J. Simmons (JS), F.W.P. Treanor (FWPT), Mrs. P.F. Watson (PFW) and D.E. Wing (DEW)

Councillors not present: None

The Town Clerk, Mrs. L.M. Phillips, the Town Clerk's Assistant, Mrs. M.C. Vincent, the Mayor's Serjeant, Mr. G. Darnell, the new Mayor's Chaplain, Fr. J. Younger, 1 member of the press and 15 members of the public were also present.

1. Election of Town Mayor (Chairman)

It was **RESOLVED** by vote of the Council that Cllr. FWPT be elected Mayor of Louth to hold office until the Annual Meeting of the Council in 2020.

a. Declaration of Acceptance of Office

Cllr. FWPT read out and signed the official Declaration of Acceptance of Office witnessed by the Town Clerk and took the Chair.

b. Mayor's Address

The Mayor thanked fellow Councillors for their support in his election.

c. Vote of Thanks to Retiring Mayor

It was **RESOLVED** that a vote of thanks be given to the Retiring Mayor. Cllr. FWPT thanked the retiring Mayor, Cllr. GEH for his hard work over the past year and presented him with a replica of the Arms of the Town as a token of the Council's appreciation of his services during his mayoralty.

d. Reply of the Retiring Mayor

Cllr. GEH thanked the Mayor for his kind words and spoke of how honoured he had been to have been the Mayor for the year, meeting so many volunteers, without whom, Louth would be a lesser place. He continued that one of the tireless volunteers he had known for many years through the Royal British Legion was Mr. Andrew Warne, and was delighted to present to him the Arms of the Town. Mr. Warne accepted the shield and thanked the Council. Cllr. GEH then thanked everyone for their support and presented gifts to the Town Clerk, Mrs. L. Phillips, the Assistant Town Clerk, Mrs. M.C. Vincent, Cllr. FWPT and Mayoress Mrs. J. Treanor who had served as Deputy Mayor and Deputy Mayoress during his term of office, the Mayor's Serjeant, Mr. G. Darnell and Cllr. Mrs. JMS who had acted as Consort when the Mayoress was unavailable. He gave thanks to his wife, the Mayoress for all her support and to the Mayor's Chaplain, Rev. N. Brown (who had been unable to attend and who he would deliver his gift personally to).

e. Appointment of Chaplain

The Mayor announced that Fr. John Younger had kindly agreed to act as his Chaplain. Fr. Younger addressed the Council and gave a brief history of his childhood and family connections with Louth having moved back to Louth eight years ago after working in the Diocese of Nottingham.

2. Election of Deputy Mayor

It was **RESOLVED** that Cllr. DEW be elected Deputy Mayor to hold office until the Annual Meeting of the Council in 2020. Cllr. DEW was thereby elected as Deputy Mayor and was invested with the badge of office.

3. Councillor Declarations of Acceptance of Office and Council Vacancies

The Town Clerk confirmed that all Council Declarations of Acceptance of Office had been signed by all Councillors and that there was a vacancy on St. Michael's Ward. The Council **RESOLVED** to approve timescales for co-option of: Advertise – 15/05/19, Closing Date – 25/06/19, Interviews – 02/07/19.

4. Apologies for Absence

None.

5. **Declarations of Interest**
None.
6. **Council Minutes**
Council Minutes were received and it was **RESOLVED** by vote of the Council to approve as a correct record the Minutes of the Council Meetings held on 16th April 2019.
7. **Committee Minutes**
Committee Minutes were received and it was **RESOLVED** by vote of the Council to adopt the resolutions contained therein of the Planning Committee meeting held 2nd April 2019.
8. **Committees of the Council**
It was **RESOLVED** that the Planning Committee, Governance and Finance Committee, Community Resources Committee and Personnel Committee should be re-established as Committees of Louth Town Council and that their terms of reference, delegated authority and membership (all members on all Committees except Personnel which has a membership of 5) should be confirmed. Cllr. FWPT then informed the Council that as Mayor he would need to step down from the Personnel Committee which would leave a vacancy. It was **RESOLVED** that Cllr. Mrs. SC become a member of the Personnel Committee.
9. **Louth Town Council Governance**
It was **RESOLVED** to confirm that Standing Orders, Financial Regulations and the Code of Conduct had been received by members and had been correctly adopted/reviewed on 19th March 2019. It was also noted that adopted policies of Louth Town Council were available to view on www.louthtowncouncil.gov.uk.
10. **Town Clerk**
It was **RESOLVED** that the Town Clerk be granted delegated authority as contained within Standing Orders and Financial Regulations.
11. **Representation on External Bodies and Arrangements for Reporting Back**
It was **RESOLVED** to agree on the following representation at meetings:
 - Louth United Charities – Mrs. MO and Cllrs. Mrs. SEL, Mrs. JMS, DEW, Mrs. SC
 - KEVIGS Foundation – Cllrs. AL, Mrs. EB and Mrs. SC
 - Louth Navigation Regeneration Partnership – Cllr. Mrs. PFW
 - Carers Contact – Cllr. Mrs. JMS
 - CCTV Partnership – Cllr. Mrs. EB and Town Clerk
12. **Council's Membership of Other Bodies**
It was noted that the Council was a member or associate of:
 - Lincolnshire Association of Local Councils (LALC)
 - National Association of Local Councils (NALC)
 - LALC Annual Training Scheme
 - Historic Towns Forum (Free associate)
 - The Federation of Burial and Cremation Authorities
 - The Information Commissioners Office
13. **Register of Assets**
It was **RESOLVED** to confirm that that schedules of land and assets were reviewed and adopted by Town Council on 19/03/19.
14. **Insurance**
The Council noted that the arrangements for insurance cover of all insured risks had been reviewed and resolved upon on 19/3/19.
15. **Meetings of the Council**
It was **RESOLVED** that the dates of the meetings of Louth Town Council and Committees were as the schedule which was reviewed and adopted on 16th April 2019 and that the Town Clerk be authorised to issue summons accordingly.
16. **Nominated Key Holders**
The Council **RESOLVED** 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. Nominated Councillors: FWPT, DJ, Mrs. SC and DH.

17. Cheque Signatories

Following the recent election and the loss of two bank signatories the Council **RESOLVED** to nominate replacement signatories, as follows:

Lloyds Account – Cllr. AL

NSI Account – Cllrs. AL and DJEH

18. Other Annual Council Business

It was **RESOLVED** to approve the deferral of other Annual Council Business to the Council's next meeting on 18th June 2019.

19. Next Meeting

Councillors noted that the date of the next scheduled Louth Town Council and Committee meetings would take place on Tuesday 21st May 2019 when Chairmen / Vice Chairmen and working groups would be elected / established.

The Meeting Closed at 7.45pm.

Signed _____ (Chairman)

Dated _____