

**MINUTES OF THE ANNUAL MEETING OF LOUTH TOWN COUNCIL  
HELD IN THE OLD COURT ROOM, THE SESSIONS HOUSE, LOUTH  
ON TUESDAY 15<sup>TH</sup> MAY 2018**

**Present** The Mayor, Councillor Mrs. P.F. Watson (PFW), (in the chair)

**Councillors:** Mrs. E. Ballard (EB), Mrs. D. Blakey (DB), Mrs. S. Crew (SC), J. Garrett (JG), D.J.E. Hall (DJEH), Mrs. L. Harrison-Wiseman (LHW), G.E. Horton (GEH), R. Jackson (RJ), A. Leonard (AL), M. Locking (ML), Mrs. S.E. Locking (SEL), Mrs. J. Makinson-Sanders (JMS), Mrs. M. Ottaway (MO), L.M. Stephenson (LMS), F.W.P. Treanor (FWPT), D. Turner (DT) and D.E. Wing (DEW)

**Councillors not present:** C. Green (CG), D. Hobson (DH) and Mrs. J. Speed (JS)

The Town Clerk, Mrs. L.M. Phillips, the Mayor's Serjeant, Mr. G. Darnell, the Mayor's Chaplain, Rev. N. Brown, 1 member of the press and 21 members of the public were also present.

**1. Election of Town Mayor (Chairman)**

It was proposed by Cllr. Mrs. JMS, seconded by Councillor Mrs. LHW and **RESOLVED** by vote of the Council that Cllr. GEH be elected Mayor of Louth to hold office until the Annual Meeting of the Council in 2019.

**a. Declaration of Acceptance of Office**

Cllr. GEH 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 and his family and friends for their support.

**c. Vote of Thanks to Retiring Mayor**

Following a proposal by the Mayor, Cllr. GEH, seconded by Cllr. Mrs. JMS it was **RESOLVED** that a vote of thanks to the Retiring Mayor should be given. Cllr. GEH thanked the retiring Mayor, Cllr. Mrs. PFW for her hard work over the past year and congratulated her on an excellent year in office by presenting her with a replica of the Arms of the Town as a token of the Council's appreciation of her services during her mayoralty.

**d. Reply of the Retiring Mayor**

Cllr. Mrs. PFW thanked the Mayor for his kind words and gave a speech about how she had had a fantastic year. She thanked everyone for their support and then presented gifts to her Deputy Mayor's Consort, Mrs. J. Horton and her Deputy Mayor, Cllr. GEH, the Mayor's Chaplain, Rev. N. Brown, the Mayor's Serjeant, Mr. G. Darnell and the Town Clerk, Mrs. L. Phillips. She also thanked her Consort, Mr. S. Watson. Cllr. Mrs. PFW then explained that she had chosen to give a replica of the Arms of Louth to Mr. Stuart Sizer who amongst other things had been / was a teacher, a head teacher, a volunteer, a historian, a public speaker, a writer, Chairman of Governors and an editor of Louth Herald. This was in recognition of his great commitment and service to the town. Mr. Sizer accepted the shield and thanked the Council.

**e. Appointment of Chaplain**

The Mayor announced that Reverend Nick Brown had kindly agreed to act as his Chaplain. The Reverend said it was a privilege.

**2. Election of Deputy Mayor**

Following a proposal by Cllr. Mrs. MO, seconded by Cllr. Mrs. SC it was **RESOLVED** that Cllr. FWPT be elected Deputy Mayor to hold office until the Annual Meeting of the Council in 2019. Cllr. FWPT was thereby elected as Deputy Mayor and was invested with the badge of office.

**3. Apologies for Absence**

Apologies were received from Cllrs. CG and DH.

**4. Committees of the Council**

On a proposal by Cllr. GEH, seconded by Cllr. FWPT 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. GEH then informed the Council that as Mayor he would need to step down from the Personnel Committee which would leave a vacancy. Following a proposal by Cllr. Mrs. SEL, seconded by Cllr. Mrs. JMS it was **RESOLVED** that Cllr. Mrs. SEL become a member of the Personnel Committee.

**5. Louth Town Council Governance**

Following a proposal by Cllr. GEH, seconded by Cllr. Mrs. JMS 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. It was also noted that adopted policies of Louth Town Council were available to view on [www.louthtowncouncil.gov.uk](http://www.louthtowncouncil.gov.uk).

**6. Town Clerk**

Following a proposal by the Mayor, Cllr. GEH, seconded by the Deputy Mayor, Cllr. FWPT it was **RESOLVED** that the Town Clerk be granted delegated authority as contained within Standing Orders and Financial Regulations.

**7. Representation on External Bodies and Arrangements for Reporting Back**

Representation of the meetings listed below was agreed as follows:

- a. **ELDC Area Forum** – Following a proposal by Cllr. GEH, seconded by Cllr. Mrs. EB it was **RESOLVED** that representatives should be decided upon after publication of the agenda.
- b. **CCTV Partnership** – Following a proposal by Cllr. LMS, seconded by Cllr. Mrs. SEL it was **RESOLVED** that Cllr. Mrs. EB should be the Council’s CCTV representative.

**8. Council’s Membership of Other Bodies**

It was noted that the Council was a member or associate of:

- a. Lincolnshire Association of Local Councils (LALC)
- b. Historic Towns Forum (Free associate)

**9. Inventory**

Following a proposal by Cllr. Mrs. EB, seconded by Cllr. Mrs. MO it was **RESOLVED** to confirm that members had received schedules of land and assets, issued 13<sup>th</sup> March 2018.

**10. Insurance**

The Council noted that the arrangements for insurance cover of all insured risks had been reviewed by the Governance and Finance Committee on 13<sup>th</sup> March 2018.

**11. Meetings of the Council**

The Council confirmed that the dates of the meetings of Louth Town Council and Committees were as the schedule approved on 13<sup>th</sup> March 2018 and following a proposal by Cllr. Mrs. SEL, seconded by Cllr. Mrs. MO it was **RESOLVED** that the Town Clerk be authorised to issue summons accordingly.

**12. NJC Pay Scales**

Following a proposal by Cllr. LMS, seconded by Cllr. Mrs. JMS it was **RESOLVED** that the National Joint Council for Local Government Services agreed pay scales for 2018/19 should be implemented from 1<sup>st</sup> April 2018 and that back pay should be made as appropriate.

**13. Next Meeting**

Councillors noted that the date of the next scheduled meeting of Louth Town Council was Tuesday 22<sup>nd</sup> May 2018 when Chairman/Vice-Chairman and working groups of Committees would be elected /established.

The Meeting Closed at 7.32pm.

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