

Louth Town Council

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

01507 355895

clerk@louthtowncouncil.gov.uk



Your Ref:

Our Ref: A/2 LMP

The following Accounting Statements as published are unaudited and may be subject to change.

Signed: *DM Phillips*
Town Clerk and Responsible Financial Officer

10th June 2026

Annual Governance and Accountability Return 2025/26 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £15 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2025/26

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report** **must** be completed by the authority's internal auditor.
 - **Sections 1 and 2** **must** be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2026**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2026** Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2026
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2025/26

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability Return **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities **must** publish the following information on the authority website/webpage:

Before 1 July 2026 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2025/26** approved and signed, page 4
- **Section 2 - Accounting Statements 2025/26** approved and signed, page 5

Not later than 30 September 2026 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review. It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2025/26

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments **must** be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2026
- The Annual Governance Statement (Section 1) **must** be approved before the Accounting Statements (Section 2) and evidenced by the agenda or minute references, even where approved on the same day.
- The Responsible Financial Officer (RFO) **must** certify the accounts (Section 2) before they are presented to the authority for approval. The authority **must** in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period which **must** be a single period of 30 working days for inspection (this excludes weekends and public holidays) which **must** include the first 10 working days of July.
- You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor **must** be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- Additional costs may be incurred if additional audit work is required.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2025) equals the balance brought forward in the current year (Box 1 of 2026).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights which **must** be a single period of 30 working days for inspection (this excludes weekends and public holidays) which **must** include the first 10 working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2026**

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	✓	
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?	✓	
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	✓	
Section 1	For any statement to which the response is 'no', has an explanation been published?	N/A	
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?	✓	
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?	✓	
	Has an explanation of significant variations been published where required?	✓	
	Has the bank reconciliation as at 31 March 2026 been reconciled to Box 8?	✓	
	Has an explanation of any difference between Box 7 and Box 8 been provided?	✓	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.	N/A	

***Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk**

Annual Internal Audit Report 2025/26

LOUTH TOWN COUNCIL

WWW.LOUTH TOWN COUNCIL.GOV.UK LABEL WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2026, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2025/26 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Cash payments were properly supported by receipts, all cash expenditure was approved and VAT appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H. Asset and investments registers were complete and accurate and properly maintained.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I. Periodic bank account reconciliations were properly carried out during the year.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K. If the authority certified itself as exempt from a limited assurance review in 2024/25, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2024/25 AGAR tick "not covered")	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2025/26 AGAR period, were public rights in relation to the 2024-25 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N. The authority has complied with the publication requirements for 2024/25 AGAR (see AGAR Page 1 Guidance Notes).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
O. The authority has complied with laws, regulations & proper practices relating to digital and data compliance.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
P. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

01/06/2026

DD/MM/YYYY

DD/MM/YYYY

ENTER STEVE FLETCHER AUDITOR

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date

01/06/2026

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

ELOUTH TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2026, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We have assured ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.	✓		has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

09/06/2026

and recorded as minute reference:

MIT22.REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

Karen Parsons

Clerk

Sam Phillips

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Section 2 – Accounting Statements 2025/26 for

ELOUTH TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	
1. Balances brought forward	576,479	580,233	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	309,032	349,919	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	52,005	66,711	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	147,243	150,572	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	210,040	321,001	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	580,233	525,290	Total balances and reserves at the end of the year. must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	590,676	494,804	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	1,716,541	1,775,553	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	
11 Do the figures in the accounting statements above exclude any trust transactions?	✓		For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.

I certify that for the year ended 31 March 2026 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval.

EM Phillips REQUIRED

Date

27/05/2026

I confirm that these Accounting Statements were approved by this authority on this date:

09/06/2026

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

Rachel Parsons

Section 3 – External Auditor’s Report and Certificate 2025/26

In respect of

E LOUTH TOWN COUNCIL

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2026 and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2025/26

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2025/26

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2026

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YYYY

CONFIRMATION OF THE DATES OF THE PERIOD FOR THE EXERCISE OF PUBLIC RIGHTS

This form is only for use by smaller authorities subject to a review and should not be published on your website

Please submit this form to PKF Littlejohn LLP with the AGAR Form 3 and other requested documentation

Name of smaller authority: Louth Town Council

County Area (local councils and parish meetings only): Lincolnshire

On behalf of the smaller authority, I confirm that the dates set for the period for the exercise of public rights are as follows:

Commencing on Thursday 11th June 2026

and ending on Wednesday 22nd July 2026

(Please enter the dates set by the smaller authority as appropriate which must be 30 working days (i.e. Monday – Friday only, and not Bank Holidays) inclusive and must include the first 10 working days of July 2026 (i.e. Wednesday 1 July – Tuesday 14 July). The period should not commence before the approval of the AGAR.)

We have suggested the following dates: Wednesday 3 June – Tuesday 14 July 2026 The latest possible dates that comply with the statutory requirements are Wednesday 1 July – Tuesday 11 August 2026.)

Signed: 

Role: TOWN CLERK + RFO

Bank reconciliation

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **must** agree to Box 8 in the column headed "Year ending 31 March 2026" in Section 2 of the AGAR – and will also agree to Box 7 where the accounts are prepared on a receipts and payments basis. Please complete the highlighted boxes, remembering that un-presented cheques should be entered as negative figures.

Name of smaller authority:

Louth Town Council

County area (local councils and parish meetings only):

Lincolnshire

Financial year ending 31 March 2026

Prepared by (Name and Role):

Mrs. L.M. Phillips

Date:

29/05/2026

	£	£
Balance per bank statements as at 31/3/2026:		
Lloyds Current Account	213,557.6	
Lloyds Deposit Account	166,652.5	
National Savings and Investment Account	114,500.8	
		494,770.9
Petty cash float		33.6
Less: any un-presented cheques as at 31/3/2026 (enter these as negative numbers)		
N/A		
Add: any un-banked cash as at 31/3/2026		
N/A		
Net balances as at 31/3/2026 (Box 8)		<u>494,804.5</u>

Explanation of variances

Name of smaller authority: **South Tyneside Council**
 County area (local councils are): **North East**

Insert figures from Section 2 of the AG48. In all Blue highlighted boxes

Next, please provide full explanations, including numerical values, for the following that will be flagged in the

- green boxes where relevant;
- variances of more than 15% between totals for individual boxes (except variances of less than £200);
- variances of £100,000 or more require explanation regardless of the % variation year on year;
- New from 2025/26 onwards:** variances of £500,000 or more in Box 3 require explanation regardless of the % variation year on year for smaller authorities with income and/or expenditure exceeding £6,500,000.

	2024/25 £	2025/26 £	Variance £	Variance %	Explanation Required?	Explanation from smaller authority (must include narrative and supporting figures)
1 Balances Brought Forward	576,479	580,233				
2 Precept or Rates and Levies	309,032	349,919	40,887	13.23%	NO	
3 Total Other Receipts	52,005	66,711	14,706	28.28%	YES	The value of total other receipts has increased in 2025/26 as the amount of income received in respect of property increased by £150, the amount of miscellaneous income increased by £13, the amount of income received for the interment of remains increased by £5,075, the amount of income received from memorials increased by £1,445, the amount of income received in relation to allotment rent increased by £96, the contribution received from Lincolnshire County Council for amenity grass verge cutting increased by £207 and in 2025/26 an insurance claim in the sum of £5,437 was also received in relation to a bus shelter which a member of the public crashed into. Conversely, the amount of interest received reduced by £1,512. When these amounts are totalled and offset against each other they explain £14,656 of the difference, which leaves £50 unexplained or 0.3%.
4 Staff Costs	147,243	150,572	3,329	2.26%	NO	
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO	
6 All Other Payments	210,040	321,001	110,961	52.83%	YES	The value of all other payments increased in 2025/26 as one of the Council's Cemetery employees left at the end of August and consequently external contractors were needed to dig graves while the vacancy remained, this resulted in an increase in grave digging costs of £9,140. In 2026 the Council's insurance costs rose by £7,684. The amount spent on tourism rose by £1,579. The Council gave out £4,867 more in grants than in 24/25. Costs for its Remembrance Parade rose by £800. Costs for waste removal at the Cemetery increased by £174. A number of repairs were required to the Town Council's clock which is located in the spire of the Town's Church which increased costs on 24/25 by £5,920. Maintenance costs at a Council owned local beauty spot increased by £15,719 due to a significant amount of tree work being required. The Council purchased land for use as allotments at a cost of £31,592. The Council was required to undertake improvement work to a number of its assets e.g., resurfacing of a road, repairs to cemetery toilet roof, replacement of boiler pumps and some rejuvenation work to its offices which totalled £33,677. These added together total £110,932 which leaves a difference of £29 unexplained or 0.03%.
7 Balances Carried Forward	580,233	525,290				VARIANCE EXPLANATION NOT REQUIRED
8 Total Cash and Short Term Investments	590,676	494,894				VARIANCE EXPLANATION NOT REQUIRED
9 Total Fixed Assets plus Other Long Term Investments and	1,171,541	59,012		3.44%	NO	
10 Total Borrowings	0	0	0	0.00%	NO	

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable

BOX 10 VARIANCE EXPLANATION NOT REQUIRED IF CHANGE CAN BE EXPLAINED BY BOX 5 (CAPITAL PLUS INTEREST PAYMENT)

Reconciliation between Box 7 and Box 8 in Section 2

(applies to Accounting Statements prepared on an income and expenditure basis only)

Please complete the highlighted boxes.

Name of smaller authority:

Louth Town Council

County area (local councils and parish meetings only):

Lincolnshire

There should only be a difference between Box 7 and Box 8 where the Accounting Statements (Section 2 of the AGAR) have been prepared on an income and expenditure basis and there have been adjustments for debtors/prepayments and creditors/receipts in advance at the year end. Please provide details of the year end adjustments, showing how the net difference between them is equal to the difference between Boxes 7 and 8.

	£	£
Box 7: Balances carried forward		525,290.00
Deduct: Debtors (enter these as negative numbers)		
VAT Claim	(33,133.94)	
LCC Amenity Grass Contribution for 25/26	(12,206.98)	
Interments	(1,909.00)	
Monuments	(856.00)	
EX/RT's	(690.00)	
	<u>(48,795.92)</u>	
Deduct: Payments made in advance (prepayments) (enter these as negative numbers)		
N/A		
Total deductions		<u>(48,795.92)</u>
Add:		
Creditors (must not include community infrastructure levy (CIL) receipts)		
Civic Expenses	1,500.00	
HH Maintenance	8,388.43	
Cem Grass Cutting	562.00	
Tourism	1,468.62	
Street Furniture Maintenance	665.00	
Legal Fees	2,409.00	
Training	25.00	
Cem Fuel	99.23	
Cem Maintenance	600.00	
Amenity Grass Cutting	1,325.00	
SH Utilities	435.02	
Apiary	833.33	
	<u>18,310.63</u>	
Add:		
Receipts in advance (must not include deferred grants/loans received)		
N/A		
Total additions		<u>18,310.63</u>
Box 8: Total cash and short term investments		<u><u>494,804.71</u></u>

Contact details

Name of smaller authority: Louth Town Council

County Area (local councils and parish meetings only): Lincolnshire

Please complete this form and send it back to us with the AGAR or exemption certificate

	Clerk/RFO (Main contact)	Chair
Name	Mrs. Lynda Phillips	Cllr. Mrs. Karen Parsons
Address	Louth Town Council The Sessions House Eastgate Louth LN11 9AJ	12 Legbourne Road Louth LN11 8ER
Daytime telephone number	01507 355895	07946300852
Mobile telephone number	07887480834	07946300852
Email address	clerk@louthtowncouncil.gov.uk	kparsons@louthtowncouncil.gov.uk

**MINUTES OF THE MEETING OF LOUTH TOWN COUNCIL
HELD IN THE OLD COURT ROOM, THE SESSIONS HOUSE, LOUTH
ON TUESDAY 30th SEPTEMBER 2025**

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

Present Councillors: Mrs. E. Ballard (Mrs. EB), J. Baskett (JB), G.E. Horton (GEH), H. Filer (HF), Mrs. J. Makinson-Sanders (Mrs. JMS), Mrs. K. Parsons (Mrs. KP) and P. Starsmore (PS).

Councillors Not Present: M. Barnes (MB), J. Drake (JD), D. Moore (DM), Mrs. P.F. Watson (Mrs. PFW) and D.E. Wing (DEW).

One member of the public and the Town Clerk, Mrs. L.M. Phillips were also present.

Public Forum

- A gentleman disclosed proposals and timescales for the local government reshuffle plans.
- A lady informed the meeting that residents of Louth would start receiving their post three times a week as part of a new trial.
- A gentleman addressed the Council regarding his objections to a planning application for Fanthorpe Lane.

T85. Apologies for Absence

Apologies for absence were received from Cllrs. DM, Mrs. PFW, DEW and JD, who would be leaving the meeting early.

T86. Declarations of Interest / Dispensations

The following declarations of interest were made:

- a. Cllr. DH – Item 5 as a member of East Lindsey District Council (ELDC).
- b. Cllr. GEH – Item 5 as a member of ELDC.
- c. Cllr. Mrs. JMS – Item 5 as a member of ELDC.

T87. Minutes

It was proposed, seconded and **RESOLVED** that the notes of the Council Meeting held on 9th September 2025 be approved as the minutes.

T88. Committee Minutes

It was proposed, seconded and **RESOLVED** to confirm receipt of the minutes and adopt the resolutions contained therein of the following Committee Meetings:

- a. Planning Committee – 19th August 2025
- b. Personnel Committee – 22nd July 2025

T89. Rate Relief Application

The Council received an application to ELDC made by the London Road Sports Partnership for rate relief. It was proposed, seconded and **RESOLVED** to approve the application and authorise signing by the Town Clerk.

T90. Annual Governance and Accountability Return (AGAR) 2024/25

- a. The Council noted that the Council's external auditor had completed its limited assurance review of Louth Town Council for the year ended 31st March 2025.
- b. The Council received the Notice of Conclusion of Audit and noted that it had been posted on the Council's website and noticeboards to meet legislative deadlines.
- c. The Council received and noted Section 3 – External Auditors Report and Certificate 2024/25 and noted the external auditor's comments which were that "The AGAR was not accurately completed before submission for review. The smaller authority has not restated the prior year figure when revaluing assets in Section 2, Box 9. Please note that the Practitioners' Guide allows smaller authorities to use any reasonable valuation method, provided that the prior year figure is restated for consistency and comparability." It was proposed, seconded and **RESOLVED** to note the external auditor's comments and in future ensure that members of FOG, the Governance and Finance Committee and the Town Council be reminded to check the AGAR against the guidance contained in the Smaller Authorities Practitioners' Guide and that this document should be made available on the Town Council website.

T91. Internal Audit

It was proposed, seconded and **RESOLVED** to approve continuation of the quadripartite arrangement for the Council's internal audit, agreeing that the internal auditors were independent, suitably qualified and competent to act as internal auditors for LTC and that the scope of the internal audit was suitable.

T92. Town Centre Retail

Cllr. Mrs. KP addressed the Council with her concerns regarding Louth's town centre, which had several business premises up for sale. It was proposed, seconded and **RESOLVED** to hold an informal, standalone meeting for Councillors to discuss how to move forward in assisting and supporting local businesses and the town centre in sustainability and development.

T93. Hubbard's Hills

The Council received and noted a report detailing works completed at Hubbard's Hills since February 2025.

T94. Budget Setting

Councillors noted that they should submit details of projects that they would like to see included in the next budget for 2026/27, together with costings, to the Town Clerk by 31st October 2025.

T95. Sexual and General Harassment

Following the introduction of new legislation in 2024 which placed greater responsibilities and legal requirements on all employers (including Councillors) to take proactive steps to prevent sexual harassment at work and undertake related training on an annual basis, Councillors:

- a. Reviewed the Sexual and General Harassment policy and it was proposed, seconded and **RESOLVED** to approve for use.
- b. Watched a short training video regarding the above.

T96. Next Meeting

It was noted that the date of the next scheduled Town Council meeting would take place on 18th November 2025.

The Meeting Closed at 8.10pm.

Signed  (Chairman)

Dated 21.10.25