

Louth Town Council

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

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clerk@louthtowncouncil.gov.uk



To the Members of the Town Council of Louth:

You are hereby summoned to attend a meeting of Louth Town Council's Governance and Finance Committee which will be held on Tuesday 3rd January 2023 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.

There will be a 15 minute public forum between 6.45pm and 7.00pm when members of the public may ask questions or make short statements to the Council, and your attendance is requested during this period.

Please note, any public, wishing to speak in the public forum may do so on items which appear on the agenda or may 'sit in' on the meeting(s). It would be much appreciated if any member of the public wishing to speak would please contact the Town Clerk, by emailing clerk@louthtowncouncil.gov.uk in advance of the meeting to discuss attendance arrangements. If possible, please provide written representation rather than attending in person.

Members of the public should note that they will not be allowed to speak during the formal meeting.

A handwritten signature in black ink, appearing to read 'L.M. Phillips'.

Mrs. L.M. Phillips

Town Clerk

Dated this 29th Day of December 2022

AGENDA

GOVERNANCE AND FINANCE COMMITTEE

(Chairman: Cllr. Mrs. E. Ballard, Vice Chairman: Mrs. L.M. Cooney, Membership: All Cllrs)

1. 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.

2. Declarations of Interest / Dispensations

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.

3. Minutes

To approve as a correct record the notes of the Governance and Finance Committee meeting held on 22nd November 2022.

4. Budget 2023/24

Committee to receive and discuss draft budget and resolve upon a recommendation from FOG to put to Town Council on 10th January 2023.

5. Next Meeting

Committee to note that the next scheduled meeting of the Governance and Finance Committee will be held on 21st February 2023.

**MINUTES OF THE LOUTH TOWN COUNCIL GOVERNANCE AND FINANCE COMMITTEE
HELD IN THE OLD COURT ROOM, THE SESSIONS HOUSE, LOUTH
ON TUESDAY 22nd NOVEMBER 2022**

Present Councillor Mrs. E. Ballard (EB) (in the chair).

Councillors: J. Baskett (JB), Bellwood (MB), L. Cooney (LMC), S. Crew (SC), D.J.E. Hall (DJEH), D. Hobson (DH), G. Horton (GEH), M. Lamb (ML), A. Leonard (AL), Mrs. S.E. Locking (SEL), K. Norman (KN), B. O'Brien (BO), J. Simmons (JS) and Mrs. P.F. Watson (PFW).

Councillors not present: H. Filer (HF), D. Ford (DF), J. Garrett (JG), Mrs. J. Makinson-Sanders (JMS) and D. Wing (DEW).

The Town Clerk, Mrs. L.M. Phillips, the Town Clerk's Assistant, Mrs. M.C. Vincent were also present.

G11. Apologies for Absence

Apologies for absence were received from Cllrs: HF, DF, JG, Mrs. JMS and DEW.

G12. Declarations of Interest / Dispensations

Cllr. AL – Any item as a Member of Hubbard's Hills Trust.

Cllr. JB – Item 8 as wife is a volunteer at the Trinity Centre.

Cllr. BO - Item 8 as wife is a volunteer at the Trinity Centre.

Cllr. DJEH – Item 8 as a group member which hires the 13+ building.

G13. Committee Minutes

It was **RESOLVED** that the notes of the Governance and Finance Committee Meeting held on 14th June 2022 be approved as the Minutes.

G14. Finance

Following a recommendation by FOG, it was **RESOLVED** to approve/authorise the following:

a. Receipts and Payments – Cashbooks 1 and 2 – Months 1 - 6

i. Month 1

1.	Cash Book 1	Receipts	£170,288.11	Payments	£31,579.53
2.	Cash Book 2	Receipts	£0.00	Payments	£291.35

ii. Month 2

1.	Cash Book 1	Receipts	£2,942.28	Payments	£18,894.38
2.	Cash Book 2	Receipts	£250.00	Payments	£213.29

iii. Month 3

1.	Cash Book 1	Receipts	£2,789.07	Payments	£19058.19
2.	Cash Book 2	Receipts	£500.00	Payments	£229.00

iv. Month 4

1.	Cash Book 1	Receipts	£1,796.46	Payments	£16,757.84
2.	Cash Book 2	Receipts	£0.00	Payments	£178.09

v. Month 5

1.	Cash Book 1	Receipts	£2,129.52	Payments	£15,859.93
2.	Cash Book 2	Receipts	£250.00	Payments	£182.13

vi. Month 6

1.	Cash Book 1	Receipts	£145,496.58	Payments	£17,103.01
2.	Cash Book 2	Receipts	£250.00	Payments	£243.83

b. Detailed Income and Expenditure Report (Budget Variance Report) as at Month 6 to 30th September 2022.

c. Earmarked Reserves Report as at 30th September 2022.

d. Balance Sheet to 30th September 2022 and Cash Book 1 and 2 Bank Reconciliations which reconcile to account statements showing balances as follows:

i. Lloyds Treasurers Account (balance at 30/9/22 on statement 55) – £524,724.74

ii. Petty Cash (balance as at 30th September 2022) – £211.23

iii. Lloyds Deposit Account (balance on statement 5) – £166,650.51

iv. National Savings and Investment Account (balance on statement 10) – £111,334.60

G15. Amenity Grass Cutting

It was **RESOLVED** to renew the Council's agreement with LCC regarding amenity grass cutting in 2023/24.

G16. Budget Setting

Councillors noted that ideas for inclusion in the budget for 2023/24 should be submitted to the Town Clerk by 2nd December 2022 along with costings.

G17. Internal Audit 2022/23

It was **RESOLVED** to approve the continuation of current quadripartite arrangement.

G18. Closed Session Item

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 confidential, commercial and third party nature in relation to Grants.

It was **RESOLVED** that grants be awarded as follows:

1. Lincolnshire Wolds Riding for the Disabled £250
2. Louth Run for Life Committee £500
3. Lighthouse £1000
4. Louth Athletic Club £1000
5. Spectrum Arts £200
6. 1228 (Louth) Squadron ATC £800
7. Trinity Centre £500
8. Louth Navigation Trust £474
9. Louth 13+ Youth and Community Centre £450
10. Louth and District Help for the Homeless £0
11. Limes Play and Learn Ltd £0
12. Louth Radio Control Car Club £0

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

G19. Next Meeting

It was noted that the next scheduled meeting of the Governance and Finance Committee would take place on 21st February 2022.

The Meeting Closed at 9:40pm.

Signed _____ (Chairman)

Dated _____

Draft Budget for Presentation 3rd January 2023

	Actual Spend/ Income Last Year	Actual Spend/ Income to 30/9/22	Current Annual Bud	Projected Spend/ Income 2022/23	Proposed Budget 2023/24	Notes
101 Governance and Finance						
Miscellaneous	12	1	50	50	50	
Interest Received	28	18	300	300	300	
Governance and Finance : Income	40	19	350	350	350	
Office Administration Costs	2,517	2,175	3,500	3,500	3,500	
Postage	293	149	400	400	500	Reduced in 18/19 originally to save time and costs. Cllrs. agree to receive summons and agenda by email. Increase suggested to take account of prices rises.
Meeting Expenses	0	59	300	550	250	Allows for ATM and an adhoc public meeting
Councillors Expenses	0	141	100	200	100	
Insurances	5,326	4,631	6,000	4,631	5,000	
Fees and Subscriptions	2,723	2,586	2,805	2,789	2,805	LALC, NALC, LALC Training Scheme, ICCM (drop membership of FBCA)
Audit Fee (Internal & External)	800	800	1,000	800	1,000	
Contingency	0	64	500	500	400	
Governance and Finance: Expenditure	11,659	10,605	14,605	13,370	13,555	
401 Community Resources Day to Day						
Property Income	2,157	978	1,500	2,000	2,200	
Allotment Rent Received	0	550	550	550	790	£790 to be increased annually by RPI thereafter. As resolved CR 300822
Miscellaneous	1,194	1,010	200	1,500	1,500	
LCC Contribution (Grass)	4,925	0	4,960	4,960	4,960	
Interments	25,796	9,188	20,000	20,000	22,000	
Monuments	6,172	4,915	6,000	6,200	12,000	
Exclusive Burial Rights	14,065	5,706	14,500	10,000	12,500	
Plaques	0	0	214	214	350	
Chapel Rent	300	0	214	214	300	
Welcome Back Fund	0	23,014	0	0	0	
Community Resources Day to Day :- Income	54,609	45,361	48,138	45,638	56,600	
Salaries	46,597	23,445	49,500	50,740	54,000	Allows for 2 increases of 2 SCP's each
Employers Costs Super / NI	8,559	4,460	16,500	10,000	20,000	Allows for 2 employees and increase in Pension Cont's
Grave Digging	4,040	400	4,000	4,000	2,800	Allows for 7 single graves
Community Payback Team	0	0	0	0	0	
Training	495	263	1,700	1,700	1,600	Training for staff and cllrs. outside of LALC ATS
Civic Property	0	85	500	500	250	Repairs to Civic Regalia/inscription of Mayor's Board
Clocks / Floodlights	2,312	-752	2,400	2,400	2,400	£1,200 carried forward to account for bills not received in 2021/22
Christmas Lights /Celebrations	10,370	419	12,500	11,000	13,000	Annual safety testing of catenary wires, erection and dismantling of cross street lights, tree and crib light. Attendance by electricians at switch on, purchase of tree decorations and banners, assistance erecting the tree
Lovely Louth Competition	69	181	500	500	400	Summer and winter competitions, awards and presentation
CCTV Maintenance	4,515	0	4,515	4,515	4,515	ELDC have yet to confirm cost in 2023/24
Street Furniture Maintenance	1,045	0	1,500	1,500	1,500	Repair and replacement of benches, bins, signs etc.
Amenity Grass Cutting	14,159	8,784	23,000	10,500	22,000	Allows for 10 cuts if current price per cut increased to £2,200 each
Floral / In Bloom	2,220	859	3,000	3,000	2,500	Town centre planting, watering and floral enhancement
Hubbards Hills Mtce Contrib.	45,000	0	40,000	45,000	49,000	£49,000 agreed for 23/24 28/9/22 to be increased by CPI annually
Minor Mtce & Cleaning Services	2,195	1,344	4,700	2,688	3,000	Minor repairs, cleaning at SH and Cem and toilets.
Security / Fire	2,482	805	2,500	2,500	2,500	Fire safety, alarm monitoring and maintenance contracts, call outs, repairs to system. £264.11 c/f from 21/22 to 23/24
SH Utilities	7,892	4,299	6,000	8,600	9,500	Gas, Electric, Water
SH Communications	1,716	1,014	1,600	1,600	2,000	2 x phone lines and wifi
SH Rates	5,614	5,614	5,614	5,614	5,614	
SH Building Maintenance	208	35	2,000	2,000	1,500	Day to day repairs
SH Statutory Equipment Checks	208	-86	250	250	200	PATs testing etc. 208 c/f from 21/22 to 22/23
Cem Rates	911	3,293	1,000	3,293	3,293	Cem has come to the end of a 5 year relief scheme
Cem Utilities	2,431	801	2,500	2,500	2,500	Gas, Electric, Water
Cem Maintenance-Supplies	1,642	1,574	2,000	2,000	2,000	
Cem Grass Cutting / Strimming	6,901	4,368	6,000	6,000	6,000	
Cem Fuel - Equipment	641	500	800	1,000	1,100	
Cem Waste Disposal	1,537	754	1,750	1,750	1,850	
Cem Vehicle Running Costs	2,016	225	2,000	2,000	2,000	Insurance, MOT, service, replacement parts and labour
Cem Protective Clothing	138	215	600	600	550	Boots, uniform, protective clothing
Cem Plants, Shrubs, Trees etc	183	0	200	200	200	
Cem General Repairs/Maint.	2,740	1,986	3,000	3,000	3,000	
Purchase of Plaques	0	19	60	60	60	
Cem Equipment Replacement	1,272	206	3,000	3,000	3,000	Rolling programme of replacement
Contingency	650	349	2,000	2,000	2,000	
GDPR Compliance	40	40	100	100	40	Registration with ICO
Trinity Allotment Rent	763	790	802	790	909	Due April each year. Figure due calculated by adding RPI to the previous years costs. 15% used as a worst case scenario.
Tidy Louth	0	0	500	500	0	

Community Apiary	833	-833	0	833	0	£833 c/f from 21/22, C/f again if required
Speed Awareness	2,155	0	0	0	0	
Welcome Back Fund	12,629	6,332	0	0	0	
Community Resources Day to Day	197,178	71,788	208,591	198,233	226,781	
Personnel Day to Day						
Salaries	48,273	24,492	59,250	58,050	63,000	Allows for 3 employees, 1FT, 2 sharing 40hrs between them and 3 x increases of 2 SCP each
Employers Costs Super / NI	16,052	7,828	23,500	18,000	25,000	Allows for 3 employees and increase in Pension Cont's
Clerk Travel Expenses	0	70	250	140	200	
Training	0	12	500	500	500	
Personnel Day to Day	64,325	32,402	83,500	76,690	88,700	
Town Council Day to Day						
Tourism/promotions	390	93	1,000	1,000	1,000	Leaflet printing, advertising
Citizens Advice Bureau	1,000	0	1,000	1,000	1,000	Yearly contribution
Grants S137 Open Resource	4,593	0	4,000	5,174	4,000	Distributed via yearly grants giving exercise. Increase EMR
Civic Expenses	1,055	174	1,500	1,500	1,500	For Mayor Making buffet, Civic Service, Christmas Get Together
Mayoral Allowance	284	0	500	500	500	For Mayor's mileage expenses outside of the parish only
Mayors Serjeant Expenses	379	325	650	650	650	Paid in 2 instalments
Election Expenses	0	0	2,000	0	2,000	Vire any unspent monies to EMR Elections before year end
Deputy Mayor's Expenses	0	0	100	100	100	For mileage expenses outside of the parish only
Remembrance Day Parade	500	0	800	800	1,000	Road closures, PA system, adhoc items
Flood Schemes Maintenance	12,803	0	13,405	14,301	16,446	Previous year's payment increased by RPI yearly. 15% used as a worst case scenario.
War Memorial	2	0	300	300	300	For repairs/decorations
Town Council Day to Day	21,006	592	25,255	25,325	28,496	
Total Income					56,950	
Total Expenditure					357,532	
Precept Required					300,582	
2023/24 Annual Cost Per Band D Property					54.14	
2022/23 Annual Cost Per Band D Property					52.44	
2023/24 Annual Increase/Decrease Per Band D Property					1.70	
2023/24 Monthly Cost Per Band D Property					4.51	
2022/23 Monthly Cost Per Band D Property					4.37	
2023/24 Weekly Cost Per Band D Property					1.04	
2022/23 Weekly Cost Per Band D Property					1.01	
2023/24 % Increase/Decrease Per Band D Property					3.24%	

Louth Town Council
Draft Budget 2023/24
Earmarked Reserves - (Ring fenced funds/sinking funds)

	Opening Balance + Transfers 22/23	Actual Balance At 30/9/22	Proposed Budget 23/24	
321 EMR Flood Memorial	-	-	-	
322 EMR CCTV refurbishment	10,000.00	10,000.00	-	C/f £10,000 balance (sinking fund for future refurbishment)
325 EMR Street Furniture	1,075.00	1,075.00	-	C/f £1,075 balance
326 EMR Anniversary of Louth Flood	301.67	301.67	-	C/f £301.67 balance (use to reprint flood leaflet)
327 EMR Contingency	10,243.56	10,243.56	2,000.00	C/f balance
329 EMR Quality Council/Office	4,245.00	4,245.00	-	C/f balance
337 EMR Conservation Area	500.00	500.00	-	C/f balance
338 EMR Civic Events	1,889.00	1,762.56	-	C/f balance (use re. Coronation of King Charles if required)
339 EMR War Memorial	8,500.00	8,500.00	-	C/f balance (originally for cleaning, use on tree work)
340 EMR Grants S137 Reserve	1,066.00	1,066.00	2,000.00	Will be overspent by £108 top up
346 EMR Christmas Illuminations	8,364.00	8,364.00	-	C/f balance Vire underspend in day to day
347 EMR Art Trail	1,000.00	1,000.00	-	C/f balance
348 EMR IT Replacement	4,207.87	4,207.87	-	C/f balance
349 EMR Civic Regalia	2,000.00	2,000.00	-	C/f balance
352 EMR TCP Floral Enhancement	2,500.00	2,500.00	-	C/f balance (use re. Covid Tribute)
353 EMR Capital Expenditure	97,201.80	97,201.80	-	C/f balance (use to undertake cem development and repairs to SH)
359 EMR Accommodation	9,572.21	9,312.21	-	C/f balance
360 EMR Cem External Wall	4,000.00	4,000.00	-	C/f balance
362 EMR Civic Property	3,045.94	3,045.94	-	C/f balance
363 EMR Hubbard's Hills	26,500.00	26,500.00	-	C/f balance
364 EMR Clerks Training	2,540.00	2,540.00	-	C/f balance
365 EMR Accom Office Equip/Stor	4,224.00	4,224.00	-	C/f balance
366 EMR Cemetery Planting Project	458.00	458.00	-	C/f balance
370 EMR Cemetery Gates	3,000.00	3,000.00	-	C/f balance
380 EMR Cem Road Maintenance	4,000.00	4,000.00	-	C/f balance
381 EMR Cem Equipment Replacement	8,637.00	8,637.00	1,000.00	C/f balance (sinking fund for new mower)
382 EMR Cem Tree Surgery	4,380.00	4,380.00	1,000.00	C/f balance and add £1,000
383 EMR Cem Workshop/Lodge	8,056.24	8,056.24	-	C/f balance (use to look into restoration and heating at Chapel)
385 EMR Vehicle Replacement	14,658.00	14,658.00	-	C/f balance
386 EMR Cemetery Facilities	3,825.00	3,825.00	-	C/f balance
390 EMR Accom Roof	9,136.00	9,136.00	-	C/f balance (also use EMR 353)
391 EMR Accom Boiler	12,000.00	12,000.00	-	C/f balance (also use EMR 353)
392 EMR Accom Structural	5,000.00	5,000.00	-	C/f balance (also use EMR 353)
393 EMR Accom Car Park	2,000.00	2,000.00	-	C/f balance (also use EMR 353)
394 EMR Street Signs/Furniture	15,660.00	15,660.00	-	C/f balance
395 EMR SH Internal Decorating Foyer	2,000.00	2,000.00	1,000.00	C/f balance
396 EMR Speed Awareness	2,012.00	2,012.00	-	C/f balance. Change name of EMR
397 EMR Tourism	2,115.00	2,115.00	-	C/f balance
398 EMR Elections	18,000.00	18,000.00	-	C/f balance and vire £2,000 from day to day budget to make £20,000
399 EMR Funding for Sports Assets	4,000.00	4,000.00	1,000.00	C/f balance and add £1,000 (sinking fund for emg)
	321,913.29	321,526.85	8,000.00	

Ring fence a further £8,000 of general reserve, as above.