

# 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 14<sup>th</sup> May 2024 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.

*L.M. Phillips*  
Mrs. L.M. Phillips

Town Clerk

Dated this 9<sup>th</sup> Day of May 2024

## 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 2025, followed by:

- a) Mayor to sign the Declaration of Acceptance of Office
- b) Mayor's Address - The Mayor to address and thank the Council.
- c) Vote of Thanks to the 2023/24 Mayor. (The Council will offer a vote of thanks to the Mayor for 2023/24 and the Town Clerk will present a replica of the Arms of the Town to the 2023/24 Mayor, on behalf of the Council).
- d) Reply of the 2023/24 Mayor. (Cllr. Mrs. JS will reply, giving thanks to her Consort, Deputy Mayor, Council staff Mayor's Chaplain, Mayor's Serjeant and others and present the Arms, for Services to the Town, to her chosen recipient.
- e) Appointment of Chaplain, The Mayor for 2024/25 will announce the arrangements they have made.

### 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 2025.

### 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 19<sup>th</sup> March 2024.

### 6. Committee Minutes

To confirm receipt of the minutes and adopt resolutions contained therein of the following Committee Meetings:

- a) Planning – 20<sup>th</sup> February 2024, 19<sup>th</sup> March 2024 and 9<sup>th</sup> April 2024
- b) Governance and Finance – 20<sup>th</sup> February 2024 and 9<sup>th</sup> April 2024
- c) Community Resources – 30<sup>th</sup> January 2024
- d) Personnel – 30<sup>th</sup> January 2024

### 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 of Freedom of Information Requests Policy, Media Policy and other policies and procedures were reviewed and adopted in 2023/24. (Available to view in the office).

## 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 membership, terms of reference and delegated authority as contained within Standing Orders:

- a) Planning Committee (P), All Members
- b) Governance and Finance Committee (G), All Members
- c) Community Resources Committee (C), All Members; and
- d) Personnel Committee (H), 7 Members (not to include the Mayor), (2023/24: JMS, SC, EB, GEH, DH, HF, 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.

## 10. Representation on External Bodies and Arrangements for Reporting Back

Council to note representation as follows:

- a) Louth United Charities – Cllrs. Mrs. JS and DEW.
- b) King Edward VI Almshouse School and Educational Charity of Louth – Cllr. DH.
- 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 Information Commissioners Office
- f) The Institute of Cemetery and Crematorium Management
- g) Rural Market Towns Group
- h) Society of Local Council Clerks (SLCC)

## 12. Arrangements with other organisations

Council to note that it has arrangements with other organisations e.g., leases/agreements in respect of:

- a) Trinity Allotments
- b) Old Mill House
- c) Land off London Road (Louth Athletics Club)
- d) Julian Bower Field
- e) St. Aethelheard's Chapel
- f) Sessions House
- g) Hubbard's Hills
- h) Flood Alleviation Scheme
- i) London Road and Mount Pleasant Allotments
- j) Land off London Road (Astro Turf Site)

## 13. Meetings of the Council

On a proposal by the Mayor, seconded by the Deputy Mayor, Council to confirm that it approved its schedule of meetings for 2024/25 on 19<sup>th</sup> March 2024, these to be physical meetings unless legislation allows. The Town Clerk to issue summons by email, accordingly.

## 14. 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. Keyholders are currently as follows: Cllrs. JB, DH, JD, JS.

## 15. Bank Signatories

Council to note signatories on its accounts are as follows:

Lloyds Account – EB, JMS, LMC, JS, KP, DH. NSI Account – EB, LMC, JS, DH

## 16. Date of Next Meeting

Council to note that the date of the next scheduled Town Council meeting is 18<sup>th</sup> June 2024.

03-19-24 TC MINS

**MINUTES OF THE MEETING OF LOUTH TOWN COUNCIL  
HELD IN THE OLD COURT ROOM, THE SESSIONS HOUSE, LOUTH  
ON TUESDAY 19<sup>th</sup> MARCH 2024**

The Mayor, Cllr. J. Simmons (JS) (in the chair).

**Present Councillors:** Mrs. E. Ballard (Mrs. EB), J. Baskett (JB), L.M. Cooney (LMC), J. Drake (JD), H. Filer (HF), D. Hobson (DH), G.E. Horton (GEH), M. Lamb (ML), Mrs. J. Makinson-Sanders (Mrs. JMS), D. Moore (DM), Mrs. K. Parsons (Mrs. KP), P. Starsmore (PS) and D.E. Wing (DEW).

**Councillors not present:** M. Barnes (MB), L. Frost (LF) and Mrs. P.F. Watson (Mrs. PFW).

The Town Clerk, Mrs. L.M. Phillips, the Town Clerk's Assistant, Miss S. Chitauro, ELDC Cllr. D.J.E Hall and two members of the public were also present.

**Public Forum**

- The Mayor, Cllr. JS, confirmed that the Easter eggs donated by Cllrs. would be distributed to the Endeavour food bank ASAP.

**T82. Apologies for Absence**

Apologies for absence were received from Cllrs. LF and Mrs. PFW.

**T83. Declarations of Interest/Dispensations**

The following declarations were made:

- a. Cllr. Mrs. EB – Item 14 as a warden of the King Edward VI Almhouse School and Educational Charity.
- b. Cllr. Mrs. JMS – Item 13 as a member of the Hubbard's Hills Trust, and Item 14 as a member of the Independent Party.

**T84. Minutes**

It was **RESOLVED** to approve the minutes of the Council Meeting held on the 6<sup>th</sup> February 2024 and 27<sup>th</sup> February as a correct record.

**T85. Committee Minutes**

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

- a. Planning Committee – 12<sup>th</sup> December 2023
- b. Planning Committee – 9<sup>th</sup> January 2024
- c. Planning Committee – 30<sup>th</sup> January 2024
- d. Governance and Finance Committee – 12<sup>th</sup> December 2023
- e. Community Resources Committee – 31<sup>st</sup> October 2023
- f. Personnel Committee – 31<sup>st</sup> October 2023

**T86. Co-option**

Cllr. JS read out letters of application from applicants hoping to be co-opted onto the Council. Councillors then received presentations from the two applicants. It was **RESOLVED** to move into closed session to discuss confidential details of a personal nature. After moving back into open session, it was **RESOLVED** that Mr. D.E. Wing (DEW), and Mr. D. Moore (DM) should both be co-opted onto Louth Town Council into St. Margaret's Ward. The two signed a Declaration of Acceptance of Office and joined the Council meeting.

**T87. Cheque Signatories**

It was **RESOLVED** that Cllr Mrs. KP would be added as a signatory to the Council's mandate at Lloyds bank.

**T88. Sessions House Key Holder**

It was **RESOLVED** that Cllr. JD should become a new keyholder for the Sessions House.

**T89. King Edward VI Almshouse School and Educational Charity at Louth**

It was **RESOLVED** that the Council would elect Cllr. Mrs. JMS to the above body.

**NB: Cllrs. Mrs. EB, ML and DM abstained from voting.**

**T90. Meeting Dates**

The Council **RESOLVED** to approve the schedule of meeting dates for 2024/25.

**T91. Insurance**

The Council noted that the payment for the 3<sup>rd</sup> year of its 3 year insurance agreement with Zurich would shortly become due and it was **RESOLVED** that the Clerk should make payment of this when necessary.

**T92. Payment for Trinity Allotments 2023/24**

The Council **RESOLVED** to send payment of £967.53 for the annual rent of the Trinity Allotments, the calculation for which was based on the 2023 payment of £881.98 plus 9.7% RPI for 2023.

**T93. White Ribbon Initiative**

The Council considered supporting the above initiative by becoming a White Ribbon Supporter Organisation and committing to seven actions, including raising awareness about ending violence against women in their communities; inspiring people to become changemakers; signposting people to find help; and hosting fundraising events for White Ribbon UK. After discussion, it was **RESOLVED** that the Town Clerk would circulate a brochure from the initiative to Councillors and Cllrs. Mrs. KP, HF and LMC would work together to create a plan of recommendation to present to the Council at a future date.

**T94. Hubbard's Hills Working Group**

The Council received an update from members of the Hubbard's Hills Working Group, who confirmed that there would be further updates at a later date.

**T95. Civility and Respect Pledge**

The Council **RESOLVED** to sign up to the civility and respect pledge and to amend governance documents to reflect the pledge, to demonstrate its commitment to treating Councillors, clerks, employees, members of the public, representatives of partner organisations and volunteers with civility and respect in their respective roles.

**T96. Next Meeting**

It was noted that the next scheduled meeting of the Town Council would take place on 14<sup>th</sup> May 2024.

The Meeting Closed at 8.35pm.

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

Dated \_\_\_\_\_