

Louth Town Council

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

01507 355895

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 Planning Committee and Governance and Finance Committee which will be held on Tuesday 10th December 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.

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. Written representation can also be considered rather than attending in person.

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


Mrs. L.M. Phillips

Town Clerk

Dated this 5th Day of December 2024

AGENDA

PLANNING COMMITTEE

(Chairman: Cllr. P. Starsmore, 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 Planning Committee Meeting held on 19th November 2024.

4. Applications received by the Local Planning Authority

To consider and make observations on all planning applications received including those listed in the schedule (PA/Schedule 12-10-24). (Attached).

5. Planning Correspondence

Committee to note planning decisions, enforcement complaints, appeal decisions, temporary road closures etc., as advised by the District and County Council. (Attached).

6. New Footway – Wood Lane, Louth

Committee to receive details of the above. (Attached).

7. Proposed No Waiting At Any Time – Lacey Gardens, Louth

Committee to receive details of the above and consider supporting. (Attached).

8. Town and Parish Council Survey – details originally circulated with agenda for 19th November 2024.

Draft corporate response to be tabled, compiled as previously resolved. Committee to ratify this for submission.

9. Next Meeting

Committee to note that the date of the next scheduled Planning Committee meeting is 14th January 2025.

GOVERNANCE AND FINANCE COMMITTEE
(Chairman: Cllr. Mrs. E. Ballard, 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 8th October 2024.

4. Finance

Committee to receive a recommendation from FOG that the following be noted/approved/authorised:

a) Receipts and Payments – Cashbooks 1 and 2

i. Month 6

1. Cash Book 1	Receipts	£157,470.54	Payments	£31,215.49
2. Cash Book 2	Receipts	£0.00	Payments	£38.14

b) Detailed Income and Expenditure Report (Budget Variance Report) as at Month 6 to 30th September 2024.

c) Earmarked Reserves Report as at 30th September 2024.

d) Balance Sheet to 30th September 2024 and Cash Book 1 and 2 Bank Reconciliations which reconcile to account statements showing balances as follows:

- i. Lloyds Treasurers Account (balance at 30/9/24 on statement 6) – £440,776.77
- ii. Petty Cash (balance as at 30/9/24) – £156.74
- iii. Lloyds Deposit Account (balance on statement 6 printed 25th November 2024) – £166,652.51
- iv. NS and I Account (balance on last statement received (no. 12) as at 1/1/24) – £112,300.42

5. Budget 2025/26

On a recommendation by FOG, Committee to receive and discuss the draft budget for 2025/26 and resolve upon a recommendation to put to Town Council on 14th January 2025.

6. Local Government Services Pay Agreement from 1st April 2024

Committee to note that agreement has been reached on the above. Amendments to pay scales have been implemented and backpay issued.

7. Closed Session Item

Committee to resolve 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 third party and confidential nature in relation to the following:

- a) Our Hall Louth

8. Next Meeting

Committee to note that the date of the next scheduled Governance and Finance Committee meeting is 25th February 2025.

11-19-24 PLAN MINS

**MINUTES OF THE LOUTH TOWN COUNCIL PLANNING COMMITTEE
HELD IN THE OLD COURT ROOM, THE SESSIONS HOUSE, LOUTH
ON TUESDAY 19th NOVEMBER 2024**

Councillor P. Starsmore (PS) (in the chair).

Present Councillors: Mrs. E. Ballard (Mrs. EB) J. Baskett (JB), L.M. Cooney (LMC), J. Drake (JD), D. Hobson (DH), Mrs. J. Makinson-Sanders (Mrs. JMS), D. Moore (DM), Mrs. K. Parsons (Mrs. KP), Mrs. P.F. Watson (Mrs. PFW).

Councillors not present: M. Barnes (MB), H. Filer (HF), G.E. Horton (GEH), J. Simmons (JS), D.E. Wing (DEW).

The Town Clerk, Mrs. L.M. Phillips and the Town Clerk's Assistant, Miss S. Chitauru were also present.

P82. Apologies for Absence

Apologies for absence were received from Cllrs. MB, HF, GEH, JS and DEW.

P83. Declarations of Interest / Dispensations

The following declarations of interest were made:

- a. Cllr. DH – Items 4 and 5 as a member of East Lindsey District Council (ELDC) and Planning Application 5 as an acquaintance of the applicant.
- b. Cllr. Mrs. JMS – Items 4 and 5 as a member of ELDC.

P84. Minutes

It was proposed, seconded and **RESOLVED** that the notes of the Planning Committee Meeting held on 29th October 2024 be approved as the minutes.

P85. Applications received by the Local Planning Authority

The Committee considered all planning applications received, including those listed in the schedule (PA/Schedule 11-19-24) and it was proposed, seconded and **RESOLVED** as follows:

- a. N/105/01566/24 – To object on the grounds of overlooking, loss of privacy, overbearing nature of proposal, design and appearance.
- b. N/105/01737/24 – To object on the grounds of access and highway safety. The Council felt that it would not be appropriate to burden Pleasant Place with more traffic as it is already extremely difficult to navigate due to it being a very narrow, terrace lined cul-de-sac and the sheer volume of parked cars which congest it on a daily basis, especially when 137 Eastgate already has a perfectly serviceable entrance/exit onto Eastgate.
- c. To support all other applications.

NB: Cllrs. Mrs. KP and Mrs. JMS abstained from voting on Planning Application 4.

P86. Planning Correspondence

The Committee noted the following planning correspondence:

a. ELDC Planning Decisions

- i. ELDC Approved – N/105/01366/24 – Planning Permission – 38 St. Michael's Road, LN11 9DA – LTC supported 08/10/24.
- ii. ELDC Approved – N/105/01186/24 – Section 73 Application – All Weather Sports Pitches, London Road – LTC supported 08/10/24.
- iii. ELDC Approved – N/105/01169/24 – Planning Permission – Phase 2 Land Adjacent 82, Eastfield Road – LTC supported 27/08/24.
- iv. ELDC Approved – N/105/01418/24 – Planning Permission – 17 Mercer Row, LN11 9JG – LTC supported 08/10/24.
- v. ELDC Approved – N/105/01419/24 – Listed Building Consent – 17 Mercer Row, LN11 9JG – LTC supported 08/10/24.

b. Temporary Traffic Restrictions

- i. ORGANISATION RESPONSIBLE FOR RESTRICTION: Lincolnshire County Council.

REASON FOR RESTRICTION: Event – RAE000262 – Victorian Christmas Event.
 NATURE AND LOCATION OF RESTRICTION: Road Closure Order – Mercer Row (between B1520 Ugate and Market Place), Market Place (between Mercer Row and Eastgate), Eastgate (between Cannon Street and Northgate), Burnt Hill Lane and Cornmarket.
 PERIOD OF RESTRICTION: 24/11/24 – 24/11/24, 05:00 to 20:00 (restrictions to be implemented for 1 day as and when required during this period. Signage will be displayed on site in advance).

- ii. ORGANISATION RESPONSIBLE FOR RESTRICTION: Anglian Water.
 REASON FOR RESTRICTION: Emergency – Repair leak.
 NATURE AND LOCATION OF RESTRICTION: Emergency Road Closure Order – Northgate (between Cannon Street and Vickers Lane).
 PERIOD OF RESTRICTION: 04/11/24 – 08/11/24 (restrictions to be implemented for 5 days as and when required during this period. Signage will be displayed on site in advance).
- iii. ORGANISATION RESPONSIBLE FOR RESTRICTION: Lincolnshire County Council.
 REASON FOR RESTRICTION: Resurfacing after pedestrian crossing installation.
 NATURE AND LOCATION OF RESTRICTION: Road Closure Order – Newbridge Hill (between Keddington Road and Ramsgate).
 PERIOD OF RESTRICTION: 09/12/24 – 20/12/24, 19:00 to 07:00 (restrictions to be implemented for 10 days as and when required during this period. Signage will be displayed on site in advance).

c. Committee

- i. N/105/01181/24 – Land at Northfields, Grimsby Road, Louth. This application was presented to the ELDC Planning Committee on 7th November 2024 and was approved. Cllr. Drake attended for LTC.

d. Enforcement

- i. Land at Park Avenue, Louth. A recent inspection of the site has confirmed that a previous breach of planning control has now been resolved.

NB: Cllr. LMC left the meeting at 10.39pm.

P87. Proposed Goods Vehicle Loading Only 6am – 8pm – Eastgate, Louth

The Committee received details of the above from Lincolnshire County Council and after discussion it was proposed, seconded and **RESOLVED**, to support the proposed goods vehicle loading bay on Eastgate.

P88. Next Meeting

It was noted that the next scheduled Planning Committee meeting would take place on 10th December 2024.

The Meeting Closed at 10.44pm.

Signed _____ (Chairman) Dated _____

Our Ref	Author-ity	Application No	Type	Applicant	Proposal	Location / Ward	Conserva-tion Area?	Previous LTC Comments	Planning Working Group	Expiry Date for LTC Comments
1	ELDC	N/105	01111/24	ELDC	<p>Creation of 3G Artificial Grass Pitch (AGP) with perimeter fencing, floodlighting, storage container, new hardstanding areas, footpath, re-surfacing of existing multi-use games area (MUGA), extension of existing car park and the erection of an acoustic fence 4.5m in height.</p> <p>AMENDMENTS:- Proposal amended and the following additional and amended documents have been received: 29/11/24 - Design and Access Management Plan, 28/11/24 - BNG Metric; Noise Impact Assessment; Proposed Car Park Extension; Transport Assessments; BNG Metric Cover Report; and Site Location Plan. 15/11/24 - Preliminary Ecology Appraisal; Drainage Strategy; and Aborcultural Impact Assessment. 04/11/24 - Proposed Site Plan; Proposed ATP Plan; Proposed Elevation; Floodlighting Scheme; Feasibility Study and Framework Leisure Travel Plan.</p>	Wood Lane Playing Field, Wood Lane, Louth - St. Michael's Ward	No	<p>Louth Town Council considered application reference N/105/0111/24 for Planning Permission - Creation of 3G Artificial Grass Pitch (AGP) with perimeter fencing, floodlighting, storage container, new hardstanding areas, footpath, re-surfacing of existing multi use games area (MUGA), extension of existing car park and the erection of an acoustic fence 4m in height at Wood Lane Playing Field, Wood Lane, Louth on 27th August 2024 and object on the following grounds:</p> <p>Loss of free, open, public green space. Loss of ecological habitats. Adequacy of drainage. Access and highway safety. Traffic generation, Noise and disturbance from the scheme, Loss of Privacy</p> <p>The proposed development of the Wood Lane Playing Field includes the removal of 14 trees and this coupled with the loss of the playing field, a free, public, open green space to make way for a 3G pitch and 95 new parking spaces will seriously impact the residents and the environment. It will result in the loss of availability of a much loved and much used free, public, open green space which has been enjoyed informally by all for many years in the pursuit of many activities such as football, cricket, rounders, catch, frisbee, running, picnics etc. This has allowed those who are not members of sports clubs to have an area for activities and has allowed the larger population an ability to engage in outdoor fitness on an ad hoc basis. Failure to provide these free, public, open green spaces is detrimental to the larger population who are not members of sports groups and cannot afford to be members. It does not promote inclusivity. ELDC has not proposed to replace these facilities, as per national planning policy and its loss will disadvantage many who live in the surrounding area, which is recognised as a deprived area and whose residents may not own cars or have any other access to free, public, open green space. This will lead to children being forced to find other areas to play in which will be more secluded than the Wood Lane Playing Field and which raises other concerns for their safety. The redevelopment of green spaces for building is creating a situation where there will be almost no green space within the centre of Louth. ELDC has an obligation to ensure these spaces are available to the local population to ensure its wellbeing. Further, the use of materials which have been proven to have carcinogenic properties in the 3G pitch brings health concerns which cannot be overlooked. The adoption of EU REACH by the European Commission which will see a restriction placed on the sale of the rubber infill used for 3G AGPs may also make the maintenance of these pitches difficult with raises concerns about the sustainability of the proposed 3G pitch. Furthermore, the proposals may result in reduced air quality as a result of an increase in carbon emissions caused by additional traffic and less vegetation to counteract that, increased flood risk due to displacement of surface water and a decline in biodiversity as habitats are lost. It will have a negative effect on the local ecosystem, destroying habitats and disrupting wildlife living in the local area e.g. of birds, squirrels and insects of which there are many in the vicinity.</p> <p>The installation of a 3G pitch and 95 new parking spaces will generate a significant increase in the amount of vehicular traffic using St. Bernard's Avenue which turns into Wood Lane (the only access and exit road). This road already services an enormous number of residents whose abodes are located on it or just off it. It is well used currently by pedestrians as the only route for many children to and from their schools, all located off this road (Eastfield Infants' and Nursery Academy, Lacey Gardens Junior Academy, Louth Academy Upper Campus (years 9, 10 and 11), St. Michael's Church of England Primary School and the Limes Play and Learn nursery school) it is also a main thoroughfare dissecting the town which many use to cut from one side of town to the other and which is used as such by both vehicles and pedestrians. It already suffers from highway safety problems which can only be exacerbated by this development. The current problems are created by cars parked on-street (a necessity for many local residents as they have no driveway) and by drivers travelling along the road using excessive speed. It is also a main bus route. It is questionable that this transportation infrastructure would be capable of accommodating the increased strain placed upon it by the increase in traffic which would be generated by this development. The ensuing congestion caused by the increase in traffic and the increase in pedestrians/children walking to/from and around the new installation would greatly increase highway safety risks. The increase in traffic, both pedestrian and vehicular would also have a detrimental impact on the quality of life of residents: the danger, infringement of privacy, noise and light created being unacceptable. Noise and light pollution created by the development, which it is proposed will be operated on a 7 day a week basis from 8am to 10pm, will lead to the loss of enjoyment of previously darker skies by residents, will disrupt the sleep of nearby children and this might have a negative knock-on effect on their education and everyone's mental condition. It is inevitable that disruption will also not cease at 10pm as users will take time to leave the car park (from which the sound of them talking and slamming doors etc., will still escape as there is no sound proofing in this area) past that time and lighting will not be switched off until staff are able to leave. The above concerns would increase stress levels for all nearby residents and this deterioration in the overall quality of life/violation of human rights is quite intolerable.</p> <p>The Council would like to stress that it is not against the installation of a 3G pitch in Louth. In fact, it recognises that Louth really needs this facility and would welcome it. BUT, having facilitated a public meeting for residents to voice their opinions, at which most attendees were opposed to the application, it cannot support it in this location. In view of the above and the lack of plans to re-provide both trees and free public open space the Council would urge ELDC to reconsider. The Council feels that the provision of free, public, open green space is as equally essential as the provision of quality sports facilities.</p>	Object.	16/12/2024

10th December 2024

PLANNING AND ENVIRONMENT COMMITTEE MEETING

APPLICATIONS TO LOCAL PLANNING AUTHORITY

Our Ref	Author-ity	Application No	Type	Applicant	Proposal	Location / Ward	Conserva-tion Area?	Previous LTC Comments	Planning Working Group	Expiry Date for LTC Comments
2	ELDC N/105	01545/24	Planning Permission	Forrester Boyd	Rear extension and alterations to existing offices. AMENDMENT: Transport Statement and Construction Method Statement received.	139 Eastgate, Louth, LN11 9QQ - St. James' Ward	Yes	Louth Town Council objected to this application on 29th October 2024 on the grounds of adequate parking and servicing. The Council were concerned that the proposed extension will necessitate the loss of half of the existing car park which may push users to park on-street in the area resulting in inconvenience for residents. The Council felt that it was not acceptable to cause a loss of amenity to existing residents by further burdening their area, predominantly consisting of narrow streets and terraced houses with no parking of their own, where on-street parking is already an issue.	PWG undecided	24/12/2024
3	ELDC N/105	01602/24	Listed Building Consent	Louth Vision Centre Ltd	External alterations to existing building to include repainting window frames and provision of a replacement awning.	4 Market Place, Louth, LN11 9NR - Priory Ward	Yes	New	Support.	11/12/2024
4	ELDC N/105	01645/24	Planning Permission	Mr. R. Newton	Change of use and alterations to existing office to provide a restaurant and associated car park.	Powerguard House, Grimsby Road, Louth, LN11 0SX - North Holme Ward	No	New	Support with possible condition regarding flooding.	11/12/2024
5	ELDC N/105	01690/24	Planning Permission	Mr. P. Matthews	Construction of a vehicular access and provision of a driveway.	94 Kidgate, Louth, LN11 9BX - Priory Ward	Yes	New	Support.	11/12/2024
6	ELDC N/105	01731/24	Planning Permission	Mr. P. Gale	Alterations to existing dwelling to provide replacement windows and french doors.	184 Eastgate, Louth, LN11 9AG - Priory Ward	Yes	New	Support.	11/12/2024
7	ELDC N/105	01804/24	Planning Permission	Mr. J. Graves	Erection of a garden office.	The Meadows, 65 Horncastle Road, LN11 9LH, St. Mary's Ward	No	New	Support.	20/12/2024

PLANNING COMMITTEE 10th DECEMBER 2024
PLANNING CORRESPONDENCE TO NOTE

1. ELDC Planning Decisions

- a. ELDC Approved – N/105/01403/24 – Listed Building Consent – 137 Eastgate, LN11 9QE – LTC supported 08/10/24.
- b. ELDC Approved – N/105/01436/24 – Planning Permission – Couplands Caravans, LN11 0YZ – LTC supported 08/10/24.
- c. ELDC Approved – N/105/0107/24 – Reserved Matters – Land Off Riverhead Road – LTC supported 27/08/24.
- d. ELDC Approved – N/105/01421/24 – Planning Permission – 50 Crowtree Lane, LN11 9LN – LTC outlined concerns 08/10/24.
- e. ELDC Approved – N/105/01310/24 – Planning Permission – 12 Market Place, LN11 9PB – LTC supported 17/09/24.
- f. ELDC Approved – N/105/01311/24 – Listed Building Consent – 12 Market Place, LN11 9PB – LTC supported 17/09/24.
- g. ELDC Approved – N/105/01460/24 – Consent to Display – Drayton Motors Kia, LN11 0HQ – LTC supported 29/10/24.
- h. ELDC Approved – N/105/01509/24 – Planning Permission – 63 Crowtree Lane, LN11 0QW – LTC objected 29/10/24.
- i. ELDC Approved – N/105/01160/24 – Planning Permission – 14 Ashley Road, LN11 9DB – LTC objected 28/08/24.
- j. ELDC Approved – N/105/01516/24 – Planning Permission – 125 Eastgate, LN11 9QE – LTC supported 29/10/24.
- k. ELDC Approved – N/105/01511/24 – Planning Permission – Land Adjacent to Raithby Water Treatment Works – LTC objected 29/10/24.

2. Temporary Traffic Restrictions

- a. ORGANISATION RESPONSIBLE FOR RESTRICTION: Lincolnshire County Council.
 REASON FOR RESTRICTION: Event – RAE000435 – Santa Run.
 NATURE AND LOCATION OF RESTRICTION: Road Closure Order – Schoolhouse Lane, Kidgate (between Church Street and B1520 Upgate), Mercer Row, Market Place, Commarket, Eastgate (between Market Place and Church Street), Church Street (between Eastgate and Queen Street), Queen Street (between Mercer Row and Church Street), Aswell Street (between Kidgate and Queen Street), B1520 Upgate (between St. Mary’s Lane and B1200 South Street/Newmarket), Gospelgate (between B1200 Edward Street and B1520 Upgate), Westgate (between B1200 Breakneck Lane and B1520 Upgate).
 PERIOD OF RESTRICTION: 08/12/24 – 08/12/24, 08:00 to 13:00 (restrictions to be implemented for one day as and when required during this period. Signage to be displayed on site in advance).
- b. ORGANISATION RESPONSIBLE FOR RESTRICTION: Lincolnshire County Council.
 REASON FOR RESTRICTION: Resurfacing after pedestrian crossing installation.
 NATURE AND LOCATION OF RESTRICTION: Newbridge Hill (between Keddington Road and Ramsgate).
 PERIOD OF RESTRICTION: 09/12/24 – 20/12/24 (restrictions to be implemented for 10 days, 24/7 as and when required. Signage will be displayed on site in advance).
- c. ORGANISATION RESPONSIBLE FOR RESTRICTION: Anglian Water.
 REASON FOR RESTRICTION: Emergency – repair leak.
 NATURE AND LOCATION OF RESTRICTION: Emergency Road Closure Order – Mount Pleasant (between Mount Pleasant Avenue and Robinson Lane).
 PERIOD OF RESTRICTION: 03/12/24 – 09/12/24 (restrictions to be implemented for 7 days as and when required during this period. Signage will be displayed on site in advance).
- d. ORGANISATION RESPONSIBLE FOR RESTRICTION: Anglian Water.
 REASON FOR RESTRICTION: Emergency – repair leak.
 NATURE AND LOCATION OF RESTRICTION: Emergency Road Closure Order – Eastgate (between Burnt Hill Lane and Northgate).
 PERIOD OF RESTRICTION: 02/12/24 – 06/12/24 (restrictions to be implemented for 5 days as and when required during this period. Signage will be displayed on site in advance).

Louth Town Council - Clerk

From: [Redacted]
Sent: 25 November 2024 16:28
To: clerk@louthtowncouncil.gov.uk
Cc: Holly Man
Subject: New Footway - Louth, Wood Lane
Attachments: WIP 1024-LCC-HWY-EL-10-DE-RDS-02100-Landscape.pdf

Good afternoon, Mrs Phillips,

I would like to inform you that there are planned works for a new footway due to take place on Wood Lane, Louth, as per the attached drawing.

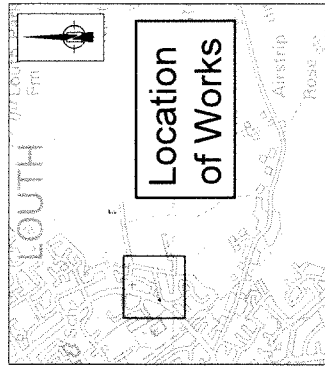
The works are due to start in mid-February 2025 and likely to last around three weeks, subject to the normal caveats with regards the weather. Once I have obtained the exact start date, I will inform you prior to letters being sent out to the residents and stakeholders.

There will be a road closure in place but access to the neighbouring school and residents will be maintained. Information and diversion routes are available on One Network (<https://one.network/>).

If you require any further information, then please do not hesitate to contact me.

I hope this information is of assistance.

Kind Regards



Location Plan
Scale 1:xxxx

01

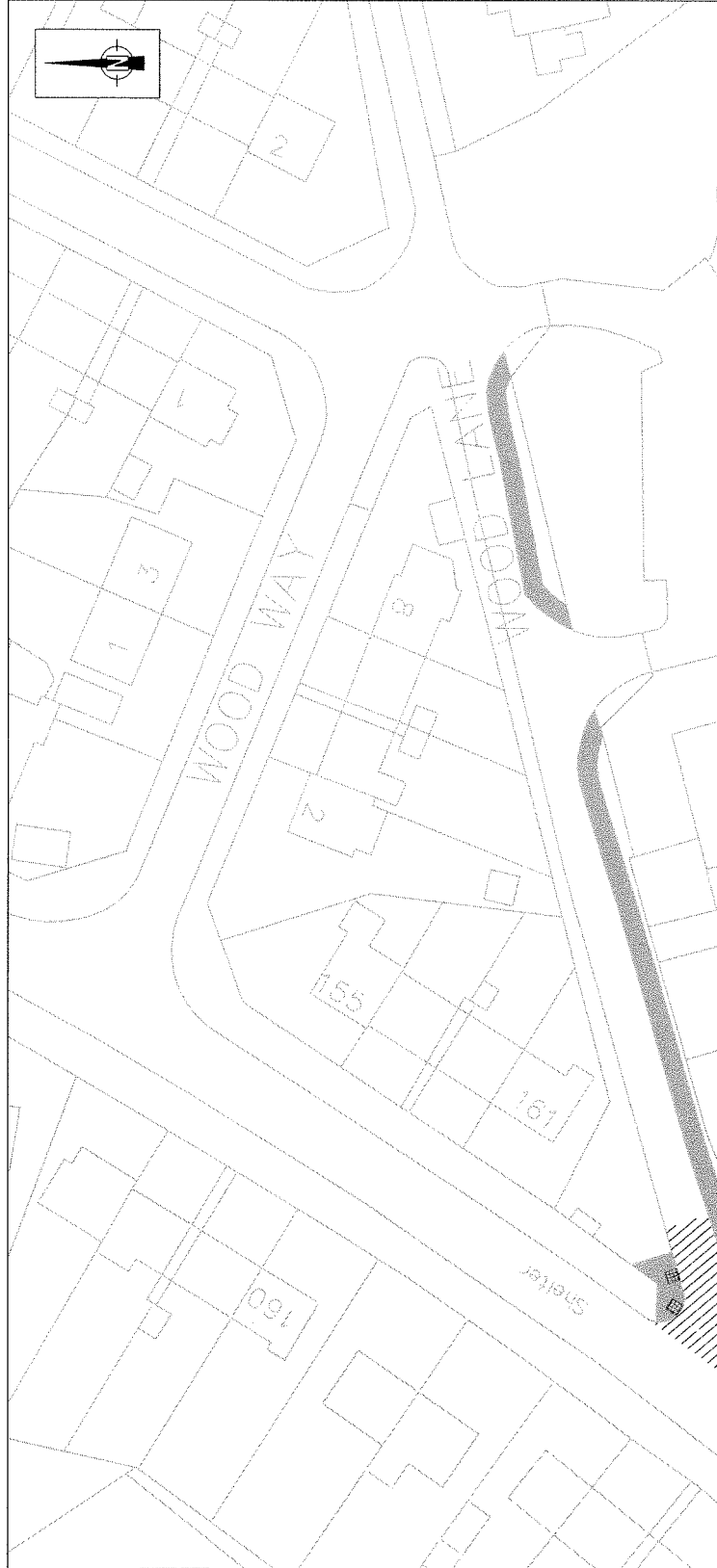
RESIDUAL DESIGN HAZARDS	
Ref.	Hazard / Risk
01	Example: See Term Contract Hazard Information
02	XXXXXXXXXX

Work in Progress

FOR THIRD PARTY USE THIS DRAWING SHALL BE DEEMED CURRENT ONLY AT THE DATE OF APPROVAL - PLEASE CHECK FOR AMENDMENTS BEFORE USE

Project No	1024-LCC-HWY-EL-10-DE-RDS-02100
Revision	01
Drawn by	
Checked by	
Approved by	
Date	
Scale	N/A
Original Size	A3
Structure No	
Description	WOOD LANE LOUTH TREATMENT

Drawing Reference Number	1024-LCC-HWY-EL-10-DE-RDS-02100
Purpose	Work in Progress
Revision	PO1.1
Salability	S0



Treatment key:

- Carriageway Construction:
 - 40mm HRA with 60PSV chip
 - 100mm AC20 Binder Course
- Footway construction to SD/11/4:
 - With 25mm SC
 - 100mm binder
 - 150mm T1SB
- Tactile Construction

Lincolnshire County Council
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Lincolnshire County Council
Place Directorate
Highways Services
Minor Works & Traffic Team
County Offices
Newland
Lincoln LN1 1YL

Ref: TF/272 FAO Tina Featherstone
Date: 29 November 2024

Tel: 01522 782070
Email: TRO@lincolnshire.gov.uk

Dear Sir/Madam

RE: LOUTH, LACEY GARDENS – PROPOSED NO WAITING AT ANY TIME

Lincolnshire County Council recently reviewed the waiting restrictions at the above location.

The school crossing patrol at the junction of Lacey Gardens and Eastgate is to be relocated to the northern side of the junction, supported by some sections of railings to guide pedestrians to this point. The existing double yellow lines on Lacey Gardens is to be extended southwards to improve visibility of school children crossing to access the patrol.

The proposal is shown on the attached plan, and I look forward to receiving any comments you may wish to make. If I do not receive a response by 20 December 2024, I will assume that you have no objections to the proposal.

Yours faithfully

For Programme Leader Minor Works & Traffic



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Ordnance Survey 100025370.

KEY

- Proposed No Waiting at Any Time
- Existing No Waiting at Any Time

Lincolnshire
COUNTY COUNCIL

Highways Alliance
Lancaster House, 36 Orchard Street, Lincoln, LN1 1YZ

Project Louth - Lacey Gardens

Status Project No.

Drawing Title Proposed No Waiting at Any Time

Drawing No. TF/272/001

Rev.	Description	Drawn	Chk'd	Auth	Date
0		TF			Nov 24

Drawn	Chkd	Auth	Traced	Scale
				NTS @A4

10-08-24 G&F MINS

**MINUTES OF THE LOUTH TOWN COUNCIL GOVERNANCE AND FINANCE COMMITTEE
HELD IN THE OLD COURT ROOM, THE SESSIONS HOUSE, LOUTH
ON TUESDAY 8th OCTOBER 2024**

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

Present Councillors: J. Baskett (JB), L.M. Cooney (LMC), J. Drake (JD), H. Filer (HF), G.E. Horton (GEH), D. Hobson (DH), Mrs. J. Makinson-Sanders (Mrs JMS), D. Moore (DM), Mrs. K. Parsons (Mrs. KP), J. Simmons (JS), P. Starsmore (PS), Mrs. P.F. Watson (Mrs. PFW).

Councillors not present: M. Barnes (MB), D.E. Wing (DEW).

The Town Clerk, Mrs. L.M. Phillips and the Town Clerk's Assistant, Miss S. Chitauro were also present.

G18. Apologies for Absence

Apologies were received from Cllr. DEW.

G19. Declarations of Interest / Dispensations

The following declarations of interests / dispensations were made:

- a. Cllr. GEH – Grant Application 4 as an acquaintance of the organisers.

G20. Minutes

It was proposed, seconded and **RESOLVED** that the notes of the Governance and Finance Committee meeting held on 6th August 2024 be approved as the minutes.

G21. Finance

On a recommendation by FOG, it was proposed, seconded and **RESOLVED** to note/approve/authorise the following:

- i. Month 3

1.	Cash Book 1	Receipts	£1,592.94	Payments	£23,833.00
2.	Cash Book 2	Receipts	£0.00	Payments	£76.60
- ii. Month 4

1.	Cash Book 1	Receipts	£4,383.36	Payments	£26,468.42
2.	Cash Book 2	Receipts	£0.00	Payments	£32.79
- iii. Month 5

1.	Cash Book 1	Receipts	£2,422.83	Payments	£18,533.41
2.	Cash Book 2	Receipts	£250.00	Payments	£102.90
- b) Detailed Income and Expenditure Report (Budget Variance Report) as at Month 5 to 31st August 2024.
- c) Earmarked Reserves Report as at 31st August 2024.
- d) Balance Sheet and Cash Book 1 and 2 Bank Reconciliations as at 31st August 2024 which reconcile to account statements showing balances as follows:
 - i. Lloyds Treasurers Account (balance at 31/05/24 on statement 2) - £314,521.72.
 - ii. Petty Cash (balance as at 31/08/24 - £194.88.
 - iii. Lloyds Deposit Account (balance on statement 5 printed 1st October 2024) - £166,652.51.
 - iv. National Savings and Investment Account (balance on last statement received (no. 12) as at 01/01/24) - £112,300.42.

G22. Reserves Policy

The Committee received a draft Reserves Policy, detailing that the Council would not allow its general reserve to fall below the minimum requirement of 3 months running costs plus 10%, which would be calculated using the annual precept figure or the previous year's net running costs (whichever was the highest), with checks regarding the figure to be undertaken by the Town Clerk. After receiving a recommendation from FOG, it was proposed, seconded and **RESOLVED** to adopt the policy.

G23. Budget Setting

It was noted that ideas for inclusion in the budget for 2025/26 should be submitted to the Town Clerk by 31st October 2024 along with costings.

G24. Council Debit Card

The Committee received details regarding applying for a Council debit card and, following a recommendation from FOG, it was proposed, seconded and **RESOLVED** that the Council should obtain a debit card.

G25. Annual Governance and Accountability Return (AGAR) 2023/24

- a. The Committee noted that the Council's External Auditor had completed its limited assurance review of Louth Town Council for the year ended 31st March 2024.
- b. The Committee received and noted the Notice of Conclusion of Audit.
- c. The Committee received and noted Section 3 – External Auditor Report and Certificate 2023/24 and noted that the Council had received an unqualified audit, with the external auditor finding no issues on which to make comment.

G26. Internal Audit 2024/25

It was proposed, seconded and **RESOLVED** to continue the current quadripartite internal audit arrangement.

G27. Closed Session Item

It was proposed, seconded and **RESOLVED** to move into closed session in accordance with the Public Bodies (Admission to Meetings) Act 1960 in order to discuss confidential information from third parties in relation to Grants. After discussing each application, it was proposed, seconded and **RESOLVED** to award the following Grants:

1. Louth and District Help for Homeless – £0.00.
2. Louth and District Concert Society – £400.00.
3. Louth Male Voice Choir – £1,000.
4. Louth Community Pantomime Club – £0.00 **(NB: GEH abstained from voting on this item)**.
5. Spout Yard Management Trust – £339.98.
6. Louth Run for Life – £500.
7. Louth Friendship Festival – £300.
8. Louth Navigation Trust – £480.

G28. Next Meeting

It was noted that the date of the next scheduled Governance and Finance Committee meeting was 10th December 2024.

The Meeting Closed at 9.40pm.

Signed _____ (Chairman)

Dated _____

10-08-24 G&F MINS

**MINUTES OF THE LOUTH TOWN COUNCIL GOVERNANCE AND FINANCE COMMITTEE
HELD IN THE OLD COURT ROOM, THE SESSIONS HOUSE, LOUTH
ON TUESDAY 8th OCTOBER 2024**

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

Present Councillors: J. Baskett (JB), L.M. Cooney (LMC), J. Drake (JD), H. Filer (HF), G.E. Horton (GEH), D. Hobson (DH), Mrs. J. Makinson-Sanders (Mrs JMS), D. Moore (DM), Mrs. K. Parsons (Mrs. KP), J. Simmons (JS), P. Starsmore (PS), Mrs. P.F. Watson (Mrs. PFW).

Councillors not present: M. Barnes (MB), D.E. Wing (DEW).

The Town Clerk, Mrs. L.M. Phillips and the Town Clerk's Assistant, Miss S. Chitauro were also present.

G18. Apologies for Absence

Apologies were received from Cllr. DEW.

G19. Declarations of Interest / Dispensations

The following declarations of interests / dispensations were made:

- a. Cllr. GEH – Grant Application 4 as an acquaintance of the organisers.

G20. Minutes

It was proposed, seconded and **RESOLVED** that the notes of the Governance and Finance Committee meeting held on 6th August 2024 be approved as the minutes.

G21. Finance

On a recommendation by FOG, it was proposed, seconded and **RESOLVED** to note/approve/authorise the following:

- i. Month 3

1.	Cash Book 1	Receipts	£1,592.94	Payments	£23,833.00
2.	Cash Book 2	Receipts	£0.00	Payments	£76.60
- ii. Month 4

1.	Cash Book 1	Receipts	£4,383.36	Payments	£26,468.42
2.	Cash Book 2	Receipts	£0.00	Payments	£32.79
- iii. Month 5

1.	Cash Book 1	Receipts	£2,422.83	Payments	£18,533.41
2.	Cash Book 2	Receipts	£250.00	Payments	£102.90
- b) Detailed Income and Expenditure Report (Budget Variance Report) as at Month 5 to 31st August 2024.
- c) Earmarked Reserves Report as at 31st August 2024.
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6. Louth Run for Life – £500.
7. Louth Friendship Festival – £300.
8. Louth Navigation Trust – £480.

G28. Next Meeting

It was noted that the date of the next scheduled Governance and Finance Committee meeting was 10th December 2024.

The Meeting Closed at 9.40pm.

Signed _____ (Chairman) Dated _____

Louth Town Council - Clerk

From: James, Rebecca <Rebecca.James@e-lindsey.gov.uk>
Sent: 12 November 2024 12:53
Subject: A LETTER TO ALL TOWN AND PARISH COUNCILS / MEETINGS IN EAST LINDSEY
Attachments: TOWN AND PARISH COUNCIL SURVEY.docx

Good Afternoon,

My name is Rebecca James and I run the Scrutiny Panels here at East Lindsey District Council. We currently have a scrutiny panel looking to undertake a "Review of support for Towns and Parishes across East Lindsey".

With that in mind, the panel, made up of 7 district councillors, have asked me to contact all Towns and Parishes across East Lindsey and ask their Council / Meeting to answer a few questions. This will not only help the District Councillors in their work, but it will also help them understand what the needs and concerns of the towns and parishes across the district are.

The questions are for everyone involved in running the town and parish council meetings, councillors, and clerks. You may wish to either add the questions to your next meeting agenda to answer collectively, or alternatively forward on to all town and parish councillors so they can answer individually.

Please find attached the survey with 6 short questions. We would like the answers back by **Monday 6th January 2025** please, to enable us to review them and discover common themes / areas of concern etc.

Thank you very much in advance. If you have any further questions, please do not hesitate to contact me.

Kind Regards,

Rebecca

Rebecca James

Scrutiny & Policy Officer | South & East Lincolnshire Councils Partnership

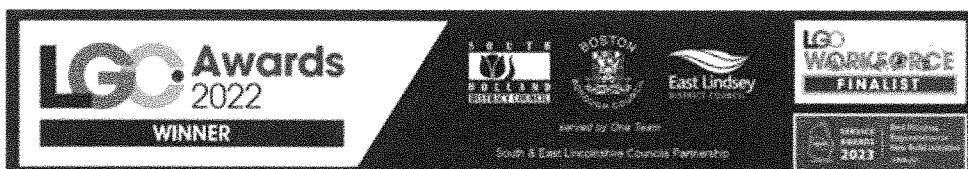
T: 01507 613410

M: 07766 421653

E: rebecca.james@e-lindsey.gov.uk

www.sholland.gov.uk | www.boston.gov.uk

www.e-lindsey.gov.uk



The Council issues a regular newsletter by email to residents. It's free and keeps you informed on the Council work and that of its partners. If you'd like to subscribe to receive this please sign up at www.e-lindsey.gov.uk/messenger

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TOWN AND PARISH COUNCIL SURVEY

1	Do you feel your Town or Parish Council has all the tools it needs to run properly and be successful?
2	Do you undertake any training for the role? If so, what was the best training you undertook and what other training would help support you in carrying out your role?
3	How supported do you feel generally as a parish / town council to fulfil your role?
4	Do you believe you get sufficient support from East Lindsey District Council to support you in being successful? What else can ELDC do to help you succeed in your roles?
5	What is your Town/Parish most affected by (most complaints or concerns)? Do you feel you have sufficient knowledge in the matter to help resolve these concerns?
6	Do you have any further comments / issues you would like to raise?

Date: 25/11/2024

Louth Town Council Current Year

Page: 405

Time 13:50

Cashbook 1

User: LMP

Lloyds TSB Current/Deposit

For Month No: 6

Receipts for Month 6

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		481,174.23					481,174.23	
BGC Banked 05/09/2024		715.00						
2316	Walkers LnCS Co op	715.00			1011	401	65.00	Add Ins re. Brader
					1010	401	474.00	Inter Davidson
					1011	401	65.00	Add Ins re. Endean
					1010	401	111.00	Inter Endean
FPI Banked 05/09/2024		245.00						
2317	Leakes Memorials	245.00			1011	401	245.00	Memorial re. Wylie
Int Banked 09/09/2024		141.54						
Int	Lloyds Bank	141.54			1190	101	141.54	Interest Received
BGC Banked 17/09/2024		154,516.00						
Prec	East Lindsey District Council	154,516.00			1176	101	154,516.00	Precept 2nd Instal
FPI Banked 17/09/2024		105.00						
2318	Leakes Memorials	105.00			1011	401	105.00	Add Ins re. Clark
BGC Banked 19/09/2024		807.00						
2319	Walkers LnCS Co op	807.00			1012	401	333.00	EXRT re. Smith
					1010	401	474.00	Inter Smith
BGC Banked 23/09/2024		333.00						
2320	Kettles	333.00			1012	401	333.00	EX/RT re. Petersen
BGC Banked 26/09/2024		164.00						
2321	Walkers LnCS Co op	164.00			1011	401	164.00	Add Ins re. Davidson
FPI Banked 26/09/2024		111.00						
2313	Mrs. K. Parrinder	111.00			1010	401	111.00	Inter Fisher
500882 Banked 30/09/2024		333.00						
2309	A. Summons	333.00			1012	401	333.00	EXRT re. Summons
Total Receipts for Month		157,470.54	0.00	0.00			157,470.54	
Cashbook Totals		638,644.77	0.00	0.00			638,644.77	

Continued on Page 406

Date: 25/11/2024

Louth Town Council Current Year

Page: 406

Time 13:50

Cashbook 1

User: LMP

Lloyds TSB Current/Deposit

For Month No: 6

Payments for Month 6

Nominal Ledger

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
02/09/2024	E.ON Next	DDEONSH2	495.05		23.57	4303	401	471.48	SH Electric
02/09/2024	E.ON Next	DDEONCH6	25.43		1.21	4200	401	24.22	Clock/Floodlights Electricity
02/09/2024	Anglian Water	DDAWSH6	8.00			4303	401	8.00	SH Water
16/09/2024	D Salkeld	OP175	340.00			4280	401	340.00	Watering
16/09/2024	KRL Group Ltd	OP176	45.37		7.56	4304	401	14.99	Copier support
						4304	401	17.82	Copies
						4304	401	5.00	Toner
16/09/2024	GBM Waste Management	OP177	225.00		37.50	4532	401	187.50	Cem Skip
16/09/2024	Tudor Grounds Maintenance	OP178	2,846.84		474.48	4223	401	1,248.60	Amenity cut 5
						4530	401	1,123.76	Cem Cuts 7&8
16/09/2024	Alan Wood & Ptrns	OP179	2,085.00		347.50	9359	403	1,737.50	SH Building Survey
						359	0	-1,737.50	SH Building Survey
						6000	403	1,737.50	SH Building Survey
16/09/2024	The Little Cleaning Co	OP180	320.08		53.36	4285	401	266.72	Cleaning
16/09/2024	John Darke Ltd	OP181	138.77		21.62	4533	401	59.55	Van Fuel
						4531	401	57.60	Cem Fuel
16/09/2024	AJ Embroidery	OP182	84.66		14.11	4210	401	70.55	Engraving & New Trophies
16/09/2024	Real Christmas Trees Ltd	OP183	236.34		39.39	4205	401	196.95	Baubles
16/09/2024	Louth Building Supplies	OP184	47.78		7.96	4520	401	39.82	Cem Supplies
16/09/2024	SCIS	OP185	148.32		24.72	4020	101	123.60	Office Admin
16/09/2024	PKF Littlejohn LLP	OP186	1,260.00		210.00	4028	101	1,050.00	External Audit
16/09/2024	Hubbards Hills Trust	OP187	8,166.00			4282	401	8,166.00	2nd Installment
16/09/2024	Allinson Print and Supplies	OP189	53.64		8.94	4020	101	44.70	Stationery
16/09/2024	Lincolnshire Assoc Local Counc	OP190	87.00		14.50	4027	401	72.50	Training
20/09/2024	Anglian Water	DDAWCEM6	17.00			4505	401	17.00	Cem Water
25/09/2024	LCC Pension Fund	OP191	2,081.40			4001	401	117.42	Superannuation
						4002	401	510.17	Superannuation
						4001	501	286.60	Superannuation
						4002	501	1,167.21	Superannuation
25/09/2024	HM Revenue and Customs	OP192	2,163.26			4001	401	662.05	PAYE/NIC
						4002	401	418.58	PAYE/NIC
						4001	501	652.66	PAYE/NIC
						4002	501	429.97	PAYE/NIC
25/09/2024	Tudor Grounds Maintenance	OP193	1,498.32		249.72	4027	401	1,248.60	Amnity Grass Cut 6
25/09/2024	Lincolnshire Assoc Local Counc	OP194	87.00		14.50	4027	401	72.50	Memorial Management
25/09/2024	GBM Waste Management	OP195	225.00		37.50	4532	401	187.50	Cem Waste
25/09/2024	KRL Group Ltd	OP196	71.88		11.98	4304	401	59.90	Copies
25/09/2024	Siemens Financial Services Ltd	OP197	204.00		34.00	4304	401	170.00	Printer Lease
25/09/2024	The Little Cleaning Co	OP198	320.08		53.36	4285	401	266.72	Cleaning
25/09/2024	ACB Machinery Ltd	OP199	396.97		66.16	4520	401	330.81	Cem Mtce
25/09/2024	Staff Costs	OP200	2,112.34			4001	401	2,112.34	Staff Costs
25/09/2024	Staff Costs	OP201	1,657.36			4001	401	1,657.36	Staff Costs
25/09/2024	Staff Costs	OP202	2,421.23			4001	501	2,421.23	Staff Costs
25/09/2024	Staff Costs	OP203	1,271.26			4001	501	1,271.26	Staff Costs
30/09/2024	Onecom Ltd	DD1COMSH6	75.11		12.52	4304	401	62.59	2 x Tel & wifi

Continued on Page 407

Date: 25/11/2024

Louth Town Council Current Year**Page: 407**

Time 13:50

Cashbook 1**User: LMP****Lloyds TSB Current/Deposit****For Month No: 6**

Total Payments for Month	31,215.49	0.00	1,766.16	29,449.33
Balance Carried Fwd	607,429.28			
Cashbook Totals	<u>638,644.77</u>	<u>0.00</u>	<u>1,766.16</u>	<u>636,878.61</u>

Date: 25/11/2024

Louth Town Council Current Year

Page: 319

Time 13:50

Cashbook 2

User: LMP

Petty Cash

For Month No: 6

Receipts for Month 6

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :	194.88					194.88	
	Banked	0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		<u>194.88</u>	<u>0.00</u>	<u>0.00</u>			<u>194.88</u>	

Date: 25/11/2024

Louth Town Council Current Year

Page: 320

Time 13:50

Cashbook 2

User: LMP

Petty Cash

For Month No: 6

Payments for Month 6

Nominal Ledger

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
02/09/2024	Post Office	37	1.55			4022	101	1.55	Postage
06/09/2024	The Range	38	9.99			4020	101	9.99	Stationery
06/09/2024	Morrisons	39	6.80			4022	101	6.80	Stamps
19/09/2024	WHSmith retail Ltd	40	6.00			4020	101	6.00	Stationery
24/09/2024	Morrisons	41	3.00			4285	401	3.00	Bin Liners
24/09/2024	Morrisons	42	10.80			4022	101	10.80	Stamps
Total Payments for Month			38.14	0.00	0.00			38.14	
Balance Carried Fwd			156.74						
Cashbook Totals			194.88	0.00	0.00			194.88	

25/11/2024

Louth Town Council Current Year

Page 1

13:50

Detailed Income & Expenditure by Budget Heading 30/09/2024

Month No: 6

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
101 Governance and Finance								
1002 Miscellaneous	0	0	50	50			0.0%	
1176 Precept	154,516	309,032	309,032	0			100.0%	
1190 Interest Received	142	1,019	1,000	(19)			101.9%	
Governance and Finance :- Income	154,658	310,051	310,082	31			100.0%	0
4020 Office Administration Costs	184	1,738	3,500	1,762		1,762	49.7%	
4022 Postage	19	65	300	235		235	21.8%	
4023 Meeting Expenses	0	450	900	450		450	50.0%	
4024 Councillors Expenses	0	0	100	100		100	0.0%	
4025 Insurances	0	5,624	8,000	2,376		2,376	70.3%	
4026 Fees and Subscriptions	0	2,970	3,351	381		381	88.6%	
4028 Audit Fee (Internal & External)	1,050	1,050	1,000	(50)		(50)	105.0%	
4750 Contingency	0	204	400	196		196	51.0%	
Governance and Finance :- Indirect Expenditure	1,253	12,102	17,551	5,449	0	5,449	69.0%	0
Net Income over Expenditure	153,404	297,949	292,531	(5,418)				
103 Governance and Finance EM Rese								
9348 EMR IT Replacement	0	734	0	(734)		(734)	0.0%	734
9349 EMR Civic Regalia	0	1,651	0	(1,651)		(1,651)	0.0%	1,651
Governance and Finance EM Rese :- Indirect Expenditure	0	2,385	0	(2,385)	0	(2,385)		2,385
Net Expenditure	0	(2,385)	0	2,385				
6000 plus Transfer from EMR	0	2,385						
Movement to/(from) Gen Reserve	0	0						
401 Community Resources Day to Day								
1000 Property Income	0	1,136	2,000	864			56.8%	
1001 Allotment Rent Received	0	882	882	0			100.0%	
1002 Miscellaneous	0	1,047	1,500	453			69.8%	
1009 LCC Contribution (Grass)	0	0	5,747	5,747			0.0%	
1010 Interments	1,170	6,634	16,000	9,366			41.5%	
1011 Monuments	644	2,579	8,000	5,421			32.2%	
1012 Exclusive Burial Rights	999	5,227	16,000	10,773			32.7%	
Community Resources Day to Day :- Income	2,813	17,505	50,129	32,624			34.9%	0
4001 Salaries	4,549	27,295	58,000	30,705		30,705	47.1%	
4002 Employers Costs Super / NI	929	5,573	20,000	14,427		14,427	27.9%	
4003 Grave Digging	0	900	2,800	1,900		1,900	32.1%	

Continued over page

25/11/2024

Louth Town Council Current Year

Page 2

13:50

Detailed Income & Expenditure by Budget Heading 30/09/2024

Month No: 6

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4027 Training	1,394	1,539	1,000	(539)		(539)	153.9%	
4104 Civic Property	0	16	250	234		234	6.4%	
4200 Clocks / Floodlights	24	(406)	3,000	3,406		3,406	(13.5%)	
4205 Christmas Lights /Celebrations	197	220	12,500	12,280		12,280	1.8%	
4210 Lovely Louth Competition	71	101	400	299		299	25.1%	
4220 CCTV Maintenance	0	0	4,515	4,515		4,515	0.0%	
4222 Street Furniture Maintenance	0	977	1,500	523		523	65.1%	
4223 Amenity Grass Cutting	1,249	6,243	14,000	7,757		7,757	44.6%	
4280 Floral / In Bloom	340	900	2,500	1,600		1,600	36.0%	
4282 Hubbards Hills Mtce Contrib.	8,166	32,666	52,500	19,834		19,834	62.2%	
4285 Minor Mtce & Cleaning Services	536	1,909	3,200	1,291		1,291	59.7%	
4302 Security / Fire	0	941	2,600	1,659		1,659	36.2%	
4303 SH Utilities	479	(4,476)	9,500	13,976		13,976	(47.1%)	
4304 SH Communications	330	1,442	2,100	658		658	68.7%	
4306 SH Rates	0	5,988	6,159	171		171	97.2%	
4307 SH Building Maintenance	0	165	1,500	1,335		1,335	11.0%	
4308 SH Statutory Equipment Checks	0	0	230	230		230	0.0%	
4501 Cem Rates	0	3,804	3,614	(190)		(190)	105.3%	
4505 Cem Utilities	17	255	1,800	1,545		1,545	14.2%	
4520 Cem Maintenance-Supplies	371	1,875	2,000	125		125	93.7%	
4530 Cem Grass Cutting / Strimming	1,124	4,495	6,000	1,505		1,505	74.9%	
4531 Cem Fuel - Equipment	58	654	1,100	446		446	59.4%	
4532 Cem Waste Disposal	375	1,313	1,850	538		538	70.9%	
4533 Cem Vehicle Running Costs	60	274	2,000	1,726		1,726	13.7%	
4540 Cem Protective Clothing	0	0	550	550		550	0.0%	
4550 Cem Plants, Shrubs, Trees etc	0	0	200	200		200	0.0%	
4551 Cem General Repairs/Maint.	0	1,076	3,000	1,924		1,924	35.9%	
4552 Purchase of Plaques	0	0	60	60		60	0.0%	
4600 Cem Equipment Replacement	0	808	3,000	2,193		2,193	26.9%	
4750 Contingency	0	375	2,000	1,625		1,625	18.8%	
4751 GDPR Compliance	0	40	40	0		0	100.0%	
4752 Trinity Allotment Rent	0	968	1,014	46		46	95.4%	
4754 Community Apiary	0	(833)	0	833		833	0.0%	
4757 London Road Sports P'Ship	0	0	10,000	10,000		10,000	0.0%	
Community Resources Day to Day :- Indirect Expenditure	20,268	97,093	236,482	139,389	0	139,389	41.1%	0
Net Income over Expenditure	(17,455)	(79,588)	(186,353)	(106,765)				

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Detailed Income & Expenditure by Budget Heading 30/09/2024

Month No: 6

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
403 Community Resources EM Reserve								
9359 EMR Accommodation	1,738	1,738	0	(1,738)		(1,738)	0.0%	1,738
9611 EMR Contingency	0	6,240	0	(6,240)		(6,240)	0.0%	6,240
Community Resources EM Reserve :- Indirect Expenditure	1,738	7,978	0	(7,978)	0	(7,978)		7,978
Net Expenditure	(1,738)	(7,978)	0	7,978				
6000 plus Transfer from EMR	1,738	7,978						
Movement to/(from) Gen Reserve	0	0						
501 Personnel Day to Day								
4001 Salaries	4,632	27,791	63,000	35,210		35,210	44.1%	
4002 Employers Costs Super / NI	1,597	9,583	25,000	15,417		15,417	38.3%	
4008 Clerk Travel Expenses	0	0	200	200		200	0.0%	
4027 Training	0	0	500	500		500	0.0%	
Personnel Day to Day :- Indirect Expenditure	6,229	37,374	88,700	51,326	0	51,326	42.1%	0
Net Expenditure	(6,229)	(37,374)	(88,700)	(51,326)				
601 Town Council Day to Day								
4052 Tourism/promotions	0	45	1,000	955		955	4.5%	
4089 Citizens Advice Bureau	0	0	1,000	1,000		1,000	0.0%	
4090 Grants S137 Open Resource	0	0	4,000	4,000		4,000	0.0%	
4100 Civic Expenses	0	879	1,500	621		621	58.6%	
4102 Mayoral Allowance	0	(86)	550	636		636	(15.6%)	
4103 Mayors Serjeant Expenses	0	325	650	325		325	50.0%	
4105 Election Expenses	0	0	2,000	2,000		2,000	0.0%	
4106 Deputy Mayor's Expenses	0	63	100	37		37	63.5%	
4110 Civic Events	0	5	0	(5)		(5)	0.0%	5
4111 Remembrance Day Parade Grant	0	0	1,000	1,000		1,000	0.0%	
4311 Flood Schemes Maintenance	0	0	19,077	19,077		19,077	0.0%	
4312 War Memorial	0	66	100	34		34	66.0%	
Town Council Day to Day :- Indirect Expenditure	0	1,298	30,977	29,679	0	29,679	4.2%	5
Net Expenditure	0	(1,298)	(30,977)	(29,679)				
6000 plus Transfer from EMR	0	5						
Movement to/(from) Gen Reserve	0	(1,293)						

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Louth Town Council Current Year

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Detailed Income & Expenditure by Budget Heading 30/09/2024

Month No: 6

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
603 Town Council EM Reserves								
9338 EMR Civic Events	0	1,071	0	(1,071)		(1,071)	0.0%	1,056
9362 EMR Civic Property	0	1,575	0	(1,575)		(1,575)	0.0%	1,575
Town Council EM Reserves :- Indirect Expenditure	0	2,646	0	(2,646)	0	(2,646)		2,631
Net Expenditure	0	(2,646)	0	2,646				
6000 plus Transfer from EMR	0	2,631						
Movement to/(from) Gen Reserve	0	(15)						
Grand Totals:- Income	157,471	327,556	360,211	32,655			90.9%	
Expenditure	29,487	160,875	373,710	212,835	0	212,835	43.0%	
Net Income over Expenditure	127,983	166,681	(13,499)	(180,180)				
plus Transfer from EMR	1,738	12,999						
Movement to/(from) Gen Reserve	129,721	179,680						

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Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
322 EMR CCTV refurbishment	10,000.00		10,000.00
327 EMR Contingency	9,243.06	-6,240.00	3,003.06
329 EMR Quality Council / Office	4,245.00		4,245.00
338 EMR Civic Events	2,128.66	-1,061.15	1,067.51
340 EMR Grants 137 Reserve	3,066.00		3,066.00
346 EMR Christmas Illuminations	10,936.00		10,936.00
347 EMR Art Trail	1,000.00		1,000.00
348 EMR IT Replacement	3,479.60	-733.94	2,745.66
349 EMR Civic Regalia	0.00	-1,651.37	-1,651.37
352 EMR TCP Floral Enhancement	2,500.00		2,500.00
353 EMR Capital Expenditure	90,157.80		90,157.80
359 EMR Accommodation	6,162.21	-1,737.50	4,424.71
360 EMR Cem External Wall	4,000.00		4,000.00
362 EMR Civic Property/Regalia	5,045.94	-1,575.00	3,470.94
363 EMR Hubbard's Hills	15,074.08		15,074.08
364 EMR Clerks Training	2,540.00		2,540.00
365 EMR Accom OfficeEquip / Stor	4,224.00		4,224.00
380 EMR Cem Road Maintenance	4,000.00		4,000.00
381 EMR Cem Equipment Replacement	4,247.69		4,247.69
382 EMR Cem Tree Surgery	6,380.00		6,380.00
383 EMR Cem Workshop/Lodge	4,056.24		4,056.24
385 EMR Vehicle Replacement	14,658.00		14,658.00
386 EMR Cemetery Facilities	3,825.00		3,825.00
390 EMR Accom Roof	9,136.00		9,136.00
391 EMR Accom Boiler	3,750.00		3,750.00
392 EMR Accom Structural	5,000.00		5,000.00
393 EMR Accom Car Park	2,000.00		2,000.00
394 EMR Street Signs / Furniture	15,660.00		15,660.00
395 EMR SH Internal Decorating Foy	3,000.00		3,000.00
396 EMR Speed Awareness	2,012.00		2,012.00
397 EMR Tourism	1,000.00		1,000.00
398 EMR Elections	17,610.90		17,610.90
399 EMR Funding for Sports Assets	6,000.00		6,000.00
	276,138.18	-12,998.96	263,139.22

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Louth Town Council Current Year

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Detailed Balance Sheet - Excluding Stock Movement**Month 6 Date 30/09/2024**

<u>A/c</u>	<u>Description</u>	<u>Actual</u>
<i>Current Assets</i>		
105	VAT Refunds	23,273
201	Lloyds TSB Current/Deposit	607,429
210	National Savings Bank	112,300
220	Petty Cash	157
Total Current Assets		743,160
<i>Represented by :-</i>		
301	Current Year Fund	166,681
310	General Reserve	313,340
322	EMR CCTV refurbishment	10,000
327	EMR Contingency	3,003
329	EMR Quality Council / Office	4,245
338	EMR Civic Events	1,068
340	EMR Grants 137 Reserve	3,066
346	EMR Christmas Illuminations	10,936
347	EMR Art Trail	1,000
348	EMR IT Replacement	2,746
349	EMR Civic Regalia	(1,651)
352	EMR TCP Floral Enhancement	2,500
353	EMR Capital Expenditure	90,158
359	EMR Accommodation	4,425
360	EMR Cem External Wall	4,000
362	EMR Civic Property/Regalia	3,471
363	EMR Hubbard's Hills	15,074
364	EMR Clerks Training	2,540
365	EMR Accom OfficeEquip / Stor	4,224
380	EMR Cem Road Maintenance	4,000
381	EMR Cem Equipment	4,248
382	EMR Cem Tree Surgery	6,380
383	EMR Cem Workshop/Lodge	4,056
385	EMR Vehicle Replacement	14,658
386	EMR Cemetery Facilities	3,825
390	EMR Accom Roof	9,136
391	EMR Accom Boiler	3,750
392	EMR Accom Structural	5,000
393	EMR Accom Car Park	2,000
394	EMR Street Signs / Furniture	15,660
395	EMR SH Internal Decorating Foy	3,000
396	EMR Speed Awareness	2,012
397	EMR Tourism	1,000
398	EMR Elections	17,611
399	EMR Funding for Sports Assets	6,000
Total Equity		743,160

Date: 25/11/2024

Louth Town Council Current Year

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Time: 13:43

**Bank Reconciliation Statement as at 30/09/2024
for Cashbook 1 - Lloyds TSB Current/Deposit**

User: LMP

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Lloyds TSB Deposit Account	30/09/2024	6	166,652.51
Lloyds TSB Current Account	30/09/2024	6	440,776.77
			<u>607,429.28</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			607,429.28
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			607,429.28
		Balance per Cash Book is :-	607,429.28
		Difference is :-	0.00

Signatory 1:

Name EILEEN BALLARD Signed *Eileen Ballard* Date 4.12.24

Signatory 2:

Name PAUL STARSMORE Signed *[Signature]* Date 4/12/24

Date: 25/11/2024

Louth Town Council Current Year

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Time: 13:49

**Bank Reconciliation Statement as at 30/09/2024
for Cashbook 2 - Petty Cash**

User: LMP

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Petty Cash	30/09/2024	42	156.74
			<u>156.74</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			156.74
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			156.74
		Balance per Cash Book is :-	156.74
		Difference is :-	0.00

Signatory 1:

Name EILEEN BALLARD Signed Eileen Ballard Date 4.12.24

Signatory 2:

Name PAUL STARSMORE Signed [Signature] Date 4/12/24

BUDGET PROPOSAL 25/26

For GF 10th December 2024

	Actual Spend / Income 2022/23	Actual Spend / Income Last Year (2023/24)	Actual Spend / Income this year to 30/9/24 (2024/25)	Current Annual Budget (2024/25)	Projected Spend / Income 2024/25	Proposed Budget 2025/26	Of which Precepted for	Of which taken from General Reserve	Notes
101 Governance and Finance									
1002 Miscellaneous	2.00	-	-	50.00	50.00	20.00			
1190 Interest Received	420.00	2,628.00	1,019.00	1,000.00	2,000.00	2,000.00			
Governance and Finance : Income	422.00	2,628.00	1,019.00	1,050.00	2,050.00	2,020.00			
4020 Office Administration Costs	3,464.00	3,266.00	1,738.00	3,500.00	3,500.00	3,605.00	3,605.00	-	Suggested increase of 3%
4022 Postage	243.00	230.00	65.00	300.00	130.00	200.00	200.00	-	
4023 Meeting Expenses	300.00	76.00	450.00	900.00	900.00	500.00	500.00	-	25/26 ATM to be held in the SH, allows for one other public meeting.
4024 Councillors Expenses	141.00	-	-	100.00	50.00	100.00	100.00	-	
4025 Insurances	4,631.00	5,317.00	5,624.00	8,000.00	5,624.00	11,000.00	5,624.00	5,376.00	Council will need to enter into a new agreement in 2025. Valuations have now been undertaken of some of the Council's more unique possessions. If the Council wishes to ensure these for their value this will increase costs significantly. A risk assessor is to visit in January and may insist that enhanced security measures are adopted as well as insuring that less use is made of Civic items outside of the Sessions House.
4026 Fees and Subscriptions	2,586.00	3,047.00	2,970.00	3,351.00	3,351.00	3,560.00	3,560.00	-	24/25: LALC, NALC & ATS: 2,970.24, ICCM: 100, RMTG: £137, SLCC: 216. Suggested increase of 4%.
4028 Audit Fee (Internal & External)	800.00	840.00	1,050.00	1,000.00	1,050.00	1,050.00	1,050.00	-	External Audit Fees to 26/27 as notified by PKF
4750 Contingency	233.00	145.00	204.00	400.00	400.00	400.00	400.00	-	
Governance and Finance : Indirect Expenditure	12,398.00	12,921.00	12,101.00	17,551.00	15,005.00	20,415.00	15,039.00	5,376.00	
401 Community Resources Day to Day									
1000 Property Income	1,461.00	2,031.00	1,136.00	2,000.00	2,000.00	2,000.00			Includes such things as SH Rent from Museum, SH use by ELDG as a polling station, JB Grazing Licence, rent from Athletics Club, rent from OMH, rent from Astro Turf, Electric used by St. A's and rent from St. A's
1001 Allotment Rent Received	550.00	790.00	882.00	882.00	882.00	968.00	968.00	-	Increased to 882 in 24/25. Increases by previous year's RPI annually.
1002 Miscellaneous	1,015.00	75,001.00	1,047.00	1,500.00	1,500.00	1,500.00	1,500.00	-	
1009 LCC Contribution (Grass)	5,151.00	5,607.00	-	5,747.00	12,008.08	12,008.00			Based on 24/25 rates of 0.058 for 3 cuts
1010 Interments	15,809.00	12,368.00	6,634.00	16,000.00	13,000.00	13,500.00			
1011 Monuments	7,458.00	7,262.00	2,579.00	8,000.00	7,500.00	7,500.00			
1012 Exclusive Burial Rights	10,914.00	13,496.00	5,227.00	16,000.00	12,000.00	12,000.00			
1013 Plaques	-	-	-	-	-	-			
1014 Chapel Rent	-	-	-	-	-	-			
1015 Welcome Back Fund	23,014.00	-	-	-	-	-			
Community Resources Day to Day : Income	65,372.00	116,555.00	17,505.00	50,129.00	48,890.08	49,476.00			
4001 Salaries	50,740.00	54,590.00	27,295.00	58,000.00	58,000.00	64,000.00	64,000.00	-	Allows for uplift by one SCP on 1/4 as agreed at PERS and accounts for new pay rates, if agreed by NJC in 25/26.
4002 Employers Costs Super / NI	9,050.00	10,871.00	5,573.00	20,000.00	14,000.00	20,000.00	20,000.00	-	Allows for both employees to be a part of the LGPS and an increase in NIC rates.
4003 Grave Digging	900.00	1,264.00	900.00	2,800.00	2,800.00	3,000.00	3,000.00	-	Allows for 6 single graves
4027 Training	710.00	163.00	1,539.00	1,000.00	1,539.00	1,500.00	1,500.00	-	Allows for training of staff and Cllts
4104 Civic Property	500.00	151.00	16.00	250.00	250.00	250.00	250.00	-	Allows for inscription of mayor's board and minor repairs to other property.
4200 Clocks / Floodlights	2,400.00	2,368.00	406.00	3,000.00	-	600.00	600.00	-	Based on costs being £50 per month

		Actual Spend / Income 2022/23	Actual Spend / Income Last Year (2023/24)	Actual Spend / Income this year to 30/9/24 (2024/25)	Current Annual Budget (2024/25)	Projected Spend / Income 2024/25	Proposed Budget 2025/26	Of which Precepted for	Of which taken from General Reserve	Notes
4205	Christmas Lights /Celebrations	10,928.00	10,417.00	220.00	12,500.00	12,500.00	12,500.00	12,500.00	-	Annual safety testing of catenary wires, erection and dismantling of cross street lights, tree and crib lighting. Attendance by electricians at switch on, purchase of decorations, banners and assistance erecting the tree, knitted bollard covers.
4210	Lovely Louth Competition	381.00	189.00	101.00	400.00	250.00	400.00	400.00	-	Summer flower competition and festive window competition at Xmas
4220	CCTV Maintenance	4,515.00	4,515.00	-	4,515.00	4,515.00	4,515.00	4,515.00	-	May change in 25/26 but amounts not confirmed.
4222	Street Furniture Maintenance	700.00	300.00	977.00	1,500.00	1,500.00	1,500.00	1,500.00	-	Repair and replacement of bins, benches, signs etc.
4223	Amenity Grass Cutting	13,176.00	7,710.00	6,243.00	14,000.00	8,243.00	14,000.00	12,000.00	2,000.00	Allows for 7 cuts at an increased cost of 2000 each. 7 cuts managed in 24/25.
4280	Floral / In Bloom	1,422.00	2,459.00	900.00	2,500.00	2,500.00	6,500.00	6,500.00	-	4000 added by RP for the provision of 50 planted hanging baskets, 50 brackets and installation.
4282	Hubbards Hills Mtce Contrib.	40,000.00	49,000.00	32,666.00	52,500.00	52,500.00	100,000.00	52,500.00	47,500.00	Includes annual running costs 44000, tree work £42000, budget for promotion, development, events 14000
4285	Minor Mtce & Cleaning Services	3,513.00	3,507.00	1,909.00	3,200.00	3,200.00	4,000.00	4,000.00	-	Minor repairs, cleaning at SH and Cem and toilets.
4302	Security / Fire	2,578.00	1,977.00	941.00	2,600.00	2,600.00	2,600.00	2,600.00	-	Fire safety, alarm monitoring and maintenance contracts, call outs, repairs to system.
4303	SH Utilities	11,510.00	9,500.00	4,476.00	9,500.00	-	9,500.00	4,000.00	5,500.00	Gas, Electric, Water
4304	SH Communications	1,668.00	1,676.00	1,442.00	2,100.00	2,884.00	3,500.00	3,500.00	-	2 x phone lines and wifi, photocopier costs
4306	SH Rates	5,614.00	5,894.00	5,988.00	6,159.00	5,988.00	6,167.64	6,167.64	-	Suggested increase of 3%
4307	SH Building Maintenance	1,367.00	1,171.00	165.00	1,500.00	1,500.00	1,500.00	1,500.00	-	Day to day repairs.
4308	SH Statutory Equipment Checks	69.00	145.00	-	230.00	230.00	180.00	180.00	-	Average yearly spend in region of £150, allows for increase in electrical items to be checked.
4501	Cem Rates	3,293.00	3,458.00	3,804.00	3,614.00	3,804.00	4,185.00	4,185.00	-	Increased current spend by 10%
4505	Cem Utilities	1,625.00	2,207.00	255.00	1,800.00	1,800.00	1,500.00	1,500.00	-	Gas, Electric, Water
4520	Cem Maintenance-Supplies	1,864.00	1,547.00	1,875.00	2,000.00	2,000.00	2,200.00	2,200.00	-	Suggested increase of 10%
4530	Cem Grass Cutting / Strimming	5,613.00	6,000.00	4,495.00	6,000.00	6,000.00	6,500.00	6,500.00	-	Allows for 10 cuts at an est. increased cost of £650.
4531	Cem Fuel - Equipment	658.00	819.00	654.00	1,100.00	1,100.00	1,500.00	1,500.00	-	
4532	Cem Waste Disposal	1,747.00	1,730.00	1,313.00	1,850.00	2,447.00	2,600.00	2,600.00	-	Allows for 13 skips at an est. increased cost of 200.
4533	Cem Vehicle Running Costs	1,917.00	2,331.00	274.00	2,000.00	2,350.00	2,500.00	2,500.00	-	Insurance, MOT, service, replacement parts and labour
4540	Cem Protective Clothing	577.00	381.00	-	550.00	550.00	550.00	550.00	-	Boots, uniform, protective clothing (gloves, head gear, glasses, overalls etc).
4550	Cem Plants, Shrubs, Trees etc	-	78.00	-	200.00	200.00	200.00	200.00	-	
4551	Cem General Repairs/Maint.	2,317.00	2,074.00	1,076.00	3,000.00	3,000.00	3,200.00	3,200.00	-	
4552	Purchase of Plaques	19.00	-	-	60.00	60.00	60.00	60.00	-	
4600	Cem Equipment Replacement	297.00	333.00	808.00	3,000.00	3,000.00	3,000.00	3,000.00	-	Rolling programme of replacement.
4750	Contingency	1,857.00	202.00	375.00	2,000.00	2,000.00	2,000.00	2,000.00	-	
4751	GDPR Compliance	40.00	40.00	40.00	40.00	40.00	55.00	55.00	-	Fee increase proposed by ICO
4752	Trinity Allotment Rent	790.00	882.00	968.00	1,014.00	968.00	30,998.00	998.00	30,000.00	Rent due April each year. Figure due calculated by adding RPI to the previous years costs. 3.1% used in this calculation. £30,000 shown being taken from General Reserve for purchase of site, if possible.
4754	Community Apiary	-	-	833.00	-	833.00	-	-	-	£833 c/f from 23/24. C/f again if required.
4755	Speed Awareness	-	-	-	-	-	-	-	-	
4756	Welcome Back Fund	6,332.00	-	-	-	-	-	-	-	
4757	London Road Sports P'Ship	-	-	-	10,000.00	20,000.00	20,000.00	20,000.00	-	
	Community Resources Day to Day - Indirect	190,687.00	189,949.00	97,097.00	236,482.00	225,151.00	337,260.64	252,260.64	85,000.00	

		Actual Spend / Income 2022/23	Actual Spend / Income Last Year (2023/24)	Actual Spend / Income this year to 30/9/24 (2024/25)	Current Annual Budget (2024/25)	Projected Spend / Income 2024/25	Proposed Budget 2025/26	Of which Precepted for	Of which taken from General Reserve	Notes
501	Personnel Day to Day									
4001	Salaries	47,348.00	51,308.00	27,791.00	63,000.00	63,000.00	76,000.00	-	-	Allows for 3 office employees, 1ft, 2pt time. Allows for uplift of existing employees by one SCP on 1/4 as agreed at PERS and accounts for new pay rates, if agreed by NIC in 25/26.
4002	Employers Costs Super / NI	15,915.00	17,000.00	9,583.00	25,000.00	25,000.00	25,000.00	-	-	Allows for 3 employees to be members of the LGPS and an increase in pension and NIC contributions.
4008	Clerk Travel Expenses	70.00	56.00	-	200.00	200.00	200.00	-	-	
4027	Training	132.00	50.00	-	500.00	500.00	500.00	-	-	
	Personnel Day to Day : Indirect Expenditure	63,465.00	68,414.00	37,374.00	88,700.00	88,700.00	101,700.00	101,700.00	-	
601	Town Council Day to Day									
4052	Tourism/promotions	93.00	-	45.00	1,000.00	1,000.00	3,000.00	1,000.00	2,000.00	Could be spent on revamping the current Louth Map dispensers, retrain, reprint and refilling
4089	Citizens Advice Bureau	1,000.00	1,000.00	-	1,000.00	1,000.00	1,050.00	1,050.00	-	Yearly contribution. Agree in Feb 24 to increase by 50 yearly.
4090	Grants S137 Open Resource	5,174.00	1,760.00	-	4,000.00	3,264.98	4,000.00	4,000.00	-	Currently distributed yearly following grant giving exercise. Proposed that in 25/26 this be open year round for applications.
4100	Civic Expenses	931.00	298.00	879.00	1,500.00	1,000.00	1,500.00	1,500.00	-	For Mayor Making Buffer, Civic Service, Christmas Get Together
4102	Mayoral Allowance	156.00	500.00	86.00	550.00	250.00	550.00	550.00	-	Increased expenses of Deputy Mayor to be taken from this budget in 24/25
4103	Mayor's Sergeant Expenses	325.00	325.00	325.00	650.00	650.00	650.00	650.00	-	Paid in 2 instalments
4105	Election Expenses	-	2,389.00	-	2,000.00	-	2,000.00	2,000.00	-	
4106	Deputy Mayor's Expenses	62.00	32.00	63.00	100.00	100.00	100.00	100.00	-	For mileage expenses outside of the Parish to Civic Sunday's only.
4110	Civic Events	-	-	5.00	-	5.00	-	-	-	
4111	Remembrance Day Parade Grant	565.00	849.00	-	1,000.00	1,000.00	1,600.00	1,600.00	-	Road closures, PA system, marshalls, adhoc items
4311	Flood Schemes Maintenance	13,405.00	15,917.00	-	19,077.00	19,077.00	19,865.00	19,865.00	-	Previous year's budget increased by RPI yearly. 4% used.
4312	War Memorial	-	-	66.00	100.00	100.00	100.00	100.00	-	
	Town Council Day to Day : Indirect Expenditure	21,711.00	23,006.00	1,297.00	30,977.00	27,446.98	34,415.00	32,415.00	2,000.00	
	Total Income						51,496.00	51,496.00		
	Total Expenditure						493,790.64	401,414.64	92,376.00	Supplement day to day budget with 92,376 from general reserve
	Precept				309,032.00		442,294.64	349,918.64		
	2025/26 Annual Cost Per Band D Property						77.59	61.38		Figures calculated using 24/25 tax base figures
	2024/25 Annual Cost Per Band D Property						54.22	54.22		
	2025/26 Annual Increase/Decrease Per Band D Property						23.37	7.16		
	2025/26 Monthly Cost Per Band D Property						6.47	5.12		
	2024/25 Weekly Cost Per Band D Property						1.04	1.04		
	2025/26 Weekly Cost per Band D Property						1.49	1.18		

Total Income 51,496.00

Total Expenditure 493,790.64

Precept 442,294.64

2025/26 Annual Cost Per Band D Property 77.59

2024/25 Annual Cost Per Band D Property 54.22

2025/26 Annual Increase/Decrease Per Band D Property 23.37

2025/26 Monthly Cost Per Band D Property 6.47

2024/25 Weekly Cost Per Band D Property 1.04

2025/26 Weekly Cost per Band D Property 1.49

Supplement day to day budget with 92,376 from general reserve

Figures calculated using 24/25 tax base figures

Louth Town Council
Budget Proposal 2025/26

Earmarked Reserves - (Ring fenced funds/sinking funds)

					Opening Balance + Transfers 24/25	Actual Balance at 30/9/24	Proposed Budget 25/26	Of which Precepted for	Of which taken from General Reserve	Notes
322	EMR CCTV refurbishment			10,000.00	10,000.00	10,000.00	-	-	C/f balance (sinking fund for future refurbishment)	
327	EMR Contingency			9,243.06	3,003.06	10,000.00	-	10,000.00	The figure to be taken from reserves may change dependent upon the balance of the EMR at year end	
329	EMR Quality Council/Office			4,245.00	4,245.00	4,245.00	-	-	C/f balance (sinking fund for use in enhancing the office/obtaining quality council status)	
338	EMR Civic Events			2,128.66	1,067.51	2,000.00	-	932.49	C/f balance and add funds to make balance 2000. Sinking fund for Civic Events such as National Anniversaries.	
340	EMR Grants S137 Reserve			3,066.00	3,066.00	3,066.00	-	-	C/f balance.	
346	EMR Christmas Illuminations			10,936.00	10,936.00	5,000.00	-	1,474.00	C/f balance and add funds to make balance 5000	
347	EMR Art Trail			1,000.00	1,000.00	1,000.00	-	-	C/f balance.	
348	EMR IT Replacement			3,479.60	2,745.66	3,000.00	-	254.34	C/f balance and add funds to make balance 3000	
349	EMR Civic Regalia			-	1,651.37	-	-	-	Close budget	
352	EMR TCP Floral Enhancement			2,500.00	2,500.00	2,500.00	-	-	C/f balance.	
353	EMR Capital Expenditure			90,157.80	90,157.80	90,157.80	-	-	C/f balance. Use funds to make repairs to SH, expected in the first year to total around £30,000. Funds could also be used on HH.	
359	EMR Accommodation			6,162.21	4,424.71	4,424.71	-	-	C/f balance, possibly use in revamp of reception area.	
360	EMR Cem External Wall			4,000.00	4,000.00	4,000.00	-	-	C/f balance.	
362	EMR Civic Property/Regalia			5,045.94	3,470.94	5,000.00	-	1,529.06	C/f balance and add funds to make balance 5000	
363	EMR Hubbard's Hills			15,074.08	15,074.08	15,074.08	-	-	C/f balance. For use on HH if required.	
364	EMR Clerks Training			2,540.00	2,540.00	2,540.00	-	-	C/f balance. Funds to be used to assist the Clerk in obtaining the CLCA qualification.	
365	EMR Accom Office Equip/Stor			4,224.00	4,224.00	4,224.00	-	-	C/f balance. Funds could be used to revamp the reception area.	
380	EMR Cem Road Maintenance			4,000.00	4,000.00	4,000.00	-	-	C/f balance	
381	EMR Cem Equipment Replacement			4,247.69	4,247.69	5,000.00	-	752.31	C/f balance and add funds to make balance 5000.	
382	EMR Cem Tree Surgery			6,380.00	6,380.00	7,000.00	-	620.00	C/f balance and add funds to make balance 7000.	
383	EMR Cem Workshop/Lodge			4,056.24	4,056.24	4,056.24	-	-	C/f balance	
385	EMR Vehicle Replacement			14,658.00	14,658.00	14,658.00	-	-	C/f balance	
386	EMR Cemetery Facilities			3,825.00	3,825.00	3,825.00	-	-	C/f balance	
390	EMR Accom Roof			9,136.00	9,136.00	9,136.00	-	-	C/f balance	
391	EMR Accom Boiler			3,750.00	3,750.00	3,750.00	-	-	C/f balance	
392	EMR Accom Structural			5,000.00	5,000.00	5,000.00	-	-	C/f balance	
393	EMR Accom Car Park			2,000.00	2,000.00	2,000.00	-	-	C/f balance	
394	EMR Street Signs/Furniture			15,660.00	15,660.00	15,660.00	-	-	C/f balance	
395	EMR SH Internal Decorating Foyer			3,000.00	3,000.00	3,000.00	-	-	C/f balance	
396	EMR Speed Awareness			2,012.00	2,012.00	2,012.00	-	-	C/f balance	
397	EMR Tourism			1,000.00	1,000.00	1,000.00	-	-	C/f balance	
398	EMR Elections			17,610.90	17,610.90	18,000.00	-	389.10	C/f balance and add funds to make balance 18000.	
399	EMR Funding for Sports Assets			6,000.00	6,000.00	7,000.00	-	1,000.00	C/f balance and add funds to make balance 7000.	
				276,138.18	263,139.22	271,328.83			16,951.30	

Propose no funds be precepted for to top up EMR's. Instead ring fence 16,951.30 of general reserve, as above.

Total amount of general reserve to be used to supplement 2025/26 budget: 109,327.30

Council Reserves - at 30th September 2024

The Council is required, under statute, to maintain adequate financial reserves in order to meet the needs of the organisation. Section 50 of the Local Government Finance Act 1992 requires local precepting authorities to have regard to the level of reserves needed for meeting estimated future expenditure when calculating the budget requirement. Reserves comprise two types:

General Reserve: The General Reserve comprises its cash flow and contingency funds to cover unexpected and unbudgeted events or emergencies such as inflation, unforeseen events and unusual circumstances. The generally accepted recommendation with regard to the appropriate minimum level of a smaller authority's general reserve is that this should be maintained at between three and twelve months of net revenue expenditure. The reason for the wide range is to cater for the large variation in activity level between individual authorities. Louth Town Council's current Reserves Policy is that it will not allow its general reserve to fall below the minimum requirement of 3 months running costs plus 10%, calculated using the annual precept figure or the previous year's net running costs (whichever is the highest) which in 2024/25 equates to £131,440.97.

Earmarked Reserves: Those reserves that are set aside for a specific purpose or to counter a specific known risk. Saving for a specific project could be managed through an earmarked reserve. These budgets help focus minds on some of the issues which may require expenditure in the future. None of the above affects the level of earmarked and/or capital receipts reserves that an authority may or should hold. There is, in practice, no upper or lower limit to EMR/CRRs save only that they must be held for genuine and identifiable purposes and projects, and their level should be subject to regular review and justification (at least annually at budget setting).

Individual Earmarked Reserve Explanation:

CCTV Refurbishment: £10,000.00 currently held. This is a sinking fund for the refurbishment of Council owned CCTV cameras around the town. Suggest balance be carried forward.

Contingency: Current balance: £3,003.06. This is a contingency fund which allows for unforeseen expenses and expenditure on legal advice. Previously, this has been topped up annually to contain in the region of £10,000.00. Suggest balance be carried forward and funds be added to top to £10,000.

Quality Council/Office: £4,245.00 currently held. This is a fund to finance efforts to obtain a Quality Award for the Council, preparations for which have now commenced and to finance training for the Clerk to become CILCA qualified. Which will enable the Council to adopt and use the General Power of Competence should it also be able to meet other criteria. Suggest balance be carried forward.

Civic Events: £1,067.51 currently held. These are funds used to finance Civic Events like the recent Beacon Lightings to mark 80 years since the D-Day landings. Suggest balance be carried forward and funds be added to make the balance £2,000.

Grants s.137 Reserve: Current balance: £3,066.00. The Town Council is able to spend, in a single financial year, up to a prescribed limit for any purpose which, in its opinion, is in the interests of or would directly benefit the area or its inhabitants, or part of it or some of them and for which it does not have another power to spend. This was known as the Free Resource (but was not free money, it still came from the precept) or s.137. The limit is set annually per head of the number of local government electors for the locality on 1st January before the commencement of the financial year and the limit rises in accordance with the movement of the RPI. The Council also holds a similar day to day budget. These funds have historically been used to award grants to organisations. This fund has primarily been used to back up the day to day budget when the Council receives Grant Applications and wish to allocate more money than is contained within the day to day budget. Suggest balance be carried forward.

Christmas Illuminations: Balance at 30th September was £10,436.00 but there has been significant expenditure since then to purchase more Christmas lights. This is a sinking fund intended for use when the current Christmas Lights require replacement. Suggest balance be carried forward and funds continue to be added to make the balance at year end £5,000.

Art Trail: £1,000.00 currently held. A grant application from the Louth Art Trail Group is expected imminently. Which could mean this budget is emptied. If so, delete?

IT Replacement: £2,745.66 currently held. This is a sinking fund intended for use when office equipment needs replacement. New desktop computers were last purchased in 2019 and so are approaching 5 years old. A new laptop has been purchased in year and a new server. If another member of office staff is to be taken on funds could be used from here to purchase new equipment for them. Suggest balance be carried forward and funds added to make the balance £3,000.00.

TCP Floral Enhancement: £2,500.00 held. It is believed that this fund was originally created to provide funds to the Town Centre Partnership who were to provide floral displays throughout the town. Although the name has not changed its purpose most recently has been as a back up to the day to day budget held for Floral Enhancement. Suggest balance be carried forward.

Capital Expenditure: Current balance £90,157.80. This budget was created in 2019. It holds the funds accrued from the sale of the Cemetery Lodge. It was required that they be held in a separate reserve and that it be clear that they can only be spent on capital expenditure. It was thought that they could be used in conjunction with other budgets to develop the cemetery chapel, new cremation plot area and new burial area as well as also being used to carry out repairs to the Sessions House. A report, compiled by a Chartered Surveyor, has been presented to Council recently which details the work required and which suggests that in the first year expenditure will be in the region of £30,000. Most recently this budget has been used to finance repairs to the Church Clock. The Council should also be mindful that the Old Mill House may also require funds for repairs and this budget could be used to finance some work to Hubbard's Hills. Suggest balance be carried forward.

Accommodation: Current balance £4,424.71. This is a sinking fund to assist in financing any expenditure required on Council owned assets such as the Sessions House, Cemetery Chapel and Old Mill House. Suggest it is left as is and current balance is carried forward.

Cem External Wall: £4,000.00 held. This is a sinking fund to assist in work which may be required to the cemetery wall (which runs the length of the cemetery along London Road) to make it safe. Suggest balance be carried forward.

Civic Property/Regalia: £3,470.94 held. This is a sinking fund to assist with any repairs that may be required to the Mayor's Robes, Mace etc. Suggest balance be carried forward and funds be added to bring the balance to £5,000.00.

Hubbard's Hills: Balance £15,074.08. This is a sinking fund for works which may be required in Hubbard's Hills. Suggest balance be carried forward.

Clerk's Training: Balance £2,540.00. These are funds held to finance Clerk's Training for the CiLCA. Suggest balance be carried forward.

Accommodation Office Equipment/Storage: Current balance £4,224.00. This fund is specifically for use on expenditure which may be required to Office facilities at the Sessions House. If a new member of office staff is to be taken on these funds could be used to revamp the reception area. Suggest balance be carried forward.

Cemetery Road Maintenance: £4,000.00 held. This is a sinking fund to assist with repairing the tarmac road through cemetery, as and when required. Suggest balance be carried forward.

Cemetery Equipment Replacement: Balance £4247.69. This is a sinking fund for the purchase of more expensive cemetery equipment such a ride on mower. It is imperative that this budget be topped up yearly to ensure that funds are available for larger purchases, when they are needed. Suggest balance be carried forward and funds be added to make the balance £5,000.00.

Cemetery Tree Surgery: £6,380.00 currently held. The cemetery is home to a large number of trees and routine maintenance is undertaken. The last commissioned tree report identified that those trees standing on the bank of the road which leads down to the lodge are nearing the end of their life. The report before that identified that the Lime Trees which are planted in a line across the cemetery were diseased and required substantial pollarding and work to protect them as much as possible going forward. This is a sinking fund for any such work. Suggest balance be carried forward and funds be added to make the balance £7,000.00.

Cemetery Workshop Lodge: £4,056.24 held. This was a sinking fund for work to the cemetery workshop and lodge. The Council no longer owns the lodge, the workshop was badly damaged in an arson attack and was demolished this year due to safety issues. However, there is ongoing work in that area to cordon the greenhouse off which has suffered from vandalism this year and which will require some TLC or demolition. Suggest balance be carried forward and a change of name of the EMR be considered?

Vehicle Replacement: £14,658.00 held. The Council purchased a pool van in 2019 in order to make itself self sufficient and ensure that it would not have to be at the mercy of contractors or rely on the goodwill of staff, following difficulties with both staff and contractors. Any member of the Council may use the van for Council business. Suggest that it is imperative that this be left as is. Suggest balance be carried forward.

Cemetery Facilities: £3,825.00 currently held. This is a sinking fund for use on such things as the cemetery toilets. Suggest balance be carried forward.

Accommodation Roof: £9,136.00 currently held. This is a sinking fund to assist in financing repairs to the Sessions House, Cemetery Chapels and Old Mill House roofs. It is currently known that there is a problem on one wall of the stairs and in the corner of the court room at the Sessions House where paint is peeling from the wall. It is thought that these issues may be due to a problem with the roof. Quotes have been sought for work identified in a Chartered Surveyor's report. Suggest balance be carried forward.

Accommodation Boiler: £3,750.00 held. This is a sinking fund to assist predominantly in the replacement of the Sessions House Boiler. The majority of funds contained here were used in 2023 when the boiler broke in 2022, could not be fixed and was subsequently replaced. Suggest balance be carried forward.

Accommodation Structural: balance £5,000.00. This is a sinking fund for structural works required to Council assets. Suggest balance be carried forward.

Car Park: £2,000.00 held. This is a sinking fund for works which may be required in the Sessions House car park e.g., to the surrounding walls, remaking the surface, lining the surface. Suggest balance be carried forward.

Street Signs/Furniture: £15,660.00 currently held. This is a sinking fund for works which may be required to signs or street furniture. In 2020 work was undertaken to completely renovate all 7 of the hand painted wooden signs which stand at each entrance to the town, this cost in the region of £21,000. The Council has responsibility for over 30 benches in the town which require periodic maintenance/renewal and as ELDC will not currently purchase any new bins for the town, this falls to the Town Council, if ELDC will agree to include them in its emptying schedule. Suggest balance be carried forward.

Sessions House Internal Decorating/Foyer: £3,000.00 currently held. This is a sinking fund for use on rejuvenation of the inside of the Sessions House. Suggest balance be carried forward.

Speed Awareness: £2,012.00 currently held. This is a sinking fund for use on repairing/renewing the Council's existing reactive speed signs or other speed related activities. Suggest balance be carried forward.

Tourism: Balance £1,000.00. This is a sinking fund for items of expenditure related to tourism and is used as a backup to the day to day budget. Suggest balance be carried forward.

Elections: £17,610.90 held. This is a sinking fund to cover the worst case scenario cost of elections since ELDC stopped meeting the cost of these themselves in 2019. In 2019 they confirmed the following:

- For a combined Parish and District Election at the next full term elections in 2019 – approx. £9,800
 - For a Parish Standalone or By-Election:
 - Louth Town Council - North Holme Ward 3082.59
 - Louth Town Council - Priory Ward 3211.70
 - Louth Town Council - St James Ward 3262.21
 - Louth Town Council - St Margarets Ward 2959.83
 - Louth Town Council - St Marys Ward 3684.87
 - Louth Town Council - St Michaels Ward 3855.67
 - Louth Town Council - Trinity Ward 3160.59
 - For an uncontested Parish Election in 2019 or an uncontested Parish By-Election - £48.50 per Parish Ward
- Suggest balance be carried forward and funds added to make balance £18,000.

Funding for Sports Assets: £6,000.00 held. Following disclosure in 2018 that the Astro Turf pitch at London Road required replacement and neither Magna Vitae nor ELDC had a sinking fund to cover such an eventuality the Council created this EMR with the intention of adding £1,000.00 to it yearly for use on any sports related assets that it owns such as the land on which the astro turf on London Road is situated and the land at Louth Athletics Club on which their clubhouse is built. Suggest, £1,000.00 be added and balance be carried forward.