



# Lutterworth Town Council

Coventry Road  
Lutterworth  
Leicestershire  
LE17 4SH

**Carol Mobbs**

*Town Clerk*

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6<sup>th</sup> June 2022

Dear Councillors,

You are hereby **Summoned** to attend the meeting of Lutterworth Town Council on Tuesday 14<sup>th</sup> June 2022 at **7pm** to be held at the Council Offices.

**Members are reminded that apologies for absence for all council meetings should be reported to the Town Council Office to ensure that they are correctly recorded.**

The purpose of the meeting is:

**22/20. TO RECEIVE AND APPROVE APOLOGIES FOR ABSENCE.**

**22/21. TO RECEIVE ANY DECLARATIONS OF INTEREST AND TO CONSIDER REQUESTS FOR DISPENSATIONS FROM MEMBERS ON MATTERS IN WHICH THEY HAVE A DISCLOSABLE PECUNIARY INTEREST.**

**22/22. TO APPROVE AS A CORRECT RECORD THE MINUTES OF THE TOWN COUNCIL MEETING HELD ON 10<sup>th</sup> MAY 2021. (Pages 7 – 11)**

**22/23. TO APPROVE AS A CORRECT RECORD THE MINUTES OF THE EVENTS COMMITTEE MEETING HELD ON 9<sup>TH</sup> MAY 2022 AT 7PM AND TO APPROVE THE 3 RECOMMENDATIONS CONTAINED HEREIN. (Pages 13 – 14)**

**22/24. THE ADMINISTRATION, FINANCE AND DEVELOPMENT COMMITTEE MEETING HELD ON 11<sup>TH</sup> MAY 2022 WAS CANCELLED.**

**22/25. THE SECTION 106 WORK PARTY MEETING HELD ON 12<sup>TH</sup> MAY 2022 WAS CANCELLED.**

**22/26. TO APPROVE AS A CORRECT RECORD THE MINUTES OF THE ANNUAL TOWN COUNCIL MEETING DATED 17<sup>TH</sup> MAY 2022 HELD AT 7PM. (Pages 15 – 17)**

**22/27. TO APPROVE AS A CORRECT RECORD THE MINUTES OF THE STAFFING COMMITTEE MEETING HELD ON 19<sup>TH</sup> MAY 2022 AT 7.30PM AND TO APPROVE THE 5 RECOMMENDATIONS CONTAINED HEREIN. (Pages 19 – 20)**

**22/28. THE EAST LUTTERWORTH COMMITTEE MEETING HELD ON 23<sup>rd</sup> MAY 2022 WAS CANCELLED.**

**22/29. TO APPROVE AS A CORRECT RECORD THE MINUTES OF THE ADMINISTRATION, FINANCE AND DEVELOPMENT COMMITTEE MEETING HELD ON 24<sup>TH</sup> MAY 2022 AT 7.30PM AND TO APPROVE THE 10 RECOMMENDATIONS CONTAINED HEREIN. (Pages 21 – 23)**

**22/30. TO APPROVE AS A CORRECT RECORD THE MINUTES OF THE GRANTS PANEL MEETING HELD ON 7<sup>th</sup> JUNE 2022 AT 6.45PM AND TO APPROVE THE RECOMMENDATION(S) CONTAINED HEREIN.**

Please note the minutes will follow on Wednesday 8th June 2022.

**22/31. TO APPROVE AS A CORRECT RECORD THE MINUTES OF THE PLANNING & HIGHWAYS COMMITTEE MEETING HELD ON 7<sup>th</sup> JUNE 2022 AT 7PM AND TO APPROVE THE RECOMMENDATION(S) CONTAINED HEREIN.**

Please note the minutes will follow on Wednesday 8th June 2022.

**22/30. TO RECEIVE THE TOWN MAYOR'S ANNOUNCEMENT.**

**22/31. TO RECEIVE REPORTS FROM COUNTY AND DISTRICT COUNCILLORS.**

**22/32. TO RECEIVE REPORTS FROM MEMBERS WHO HAVE ATTENDED MEETINGS ON BEHALF OF THE TOWN COUNCIL.**

**22/33. TO RECEIVE COMMENTS FROM THE PUBLIC.**

**22/34. TO CONSIDER THE CLERKS REPORT:**

**a. FINANCE.**

Accounts to be Paid for months 3 BACS totalling £46139.32.

Ratified Payments for month two.

(Pages 25 – 44)

**22/35. PLANNING APPLICATIONS.**

22/01123/FUL Erection of a dwelling | Land Adj Calbourne House Rugby Road Lutterworth

22/01122/FUL Erection of a garage to side elevation, front porch and new access | Calbourne House Rugby Road Lutterworth Leicestershire LE17 4HN

**22/36. ANNUAL GOVERNANCE AND ACCOUNTABILITY 2021-2022 ANNUAL INTERNAL AUDIT REPORT.**

To receive and note the internal auditors (JM) report for 2021-2022.

He brings to the Town Councils attention that he completed his audit remotely and thanked the Town Clerk/RFO for her timely responses to his queries. (Reports attached)

(Pages 45 – 56)

**22/37. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2020-21 (SECTION 1) ACCOUNTING STATEMENTS 2021-2022.**

To approve the Annual Governance Statement Section 1 for the financial year ended 31<sup>st</sup> March 2022.

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**22/38. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2020-21 (SECTION 2) ACCOUNTING STATEMENTS 2020-21.**

To approve the Annual Governance Statement Section 2 for the financial year ended 31<sup>st</sup> March 2022. (Reports attached)

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**22/39. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2020-21 ANNUAL INTERNAL AUDIT REPORT  
ITEM L – EXERCISE OF RIGHTS.**

Please find the attached completed notice of period for the Exercise of Rights form for AGAR 2021-2022. This form had been completed in connection with the regulations of at least thirty working days before the date appointed in item (d) of the form being 30<sup>th</sup> July 2022. (Report attached).

Please be advised that the latest date for the submission of the AGAR 2021-22 to PKF Littlejohn is no later than Friday 1<sup>st</sup> July 2022.

(Pages 61 – 62)

**22/40. TERMS OF REFERENCE FOR COMMITTEES AND WORKING PARTIES.**

Members are requested to review the Terms of Reference and approve the adoption of them.

(Pages 63 – 68)

**22/41. TO APPROVE THE ASSET REGISTER.**

Members are requested to note the Asset Register is still undergoing updating and referencing and will be added to the Town Council agenda in July for signing off and adoption.

**22/42. TO APPROVE THE FINANCIAL REGULATIONS.**

Members are asked to note the Financial Regulations and to approve its adoption.

(Pages 69 – 85)

**22/43. TO APPROVE THE STANDING ORDERS.**

Councillors are requested to note that this agenda item will be deferred until the changes contained within the Councillors Code of Conduct have been investigated and the Standing Orders have been amended to consider these changes together with the adoption of the new Register of Members Interests.

The Town Clerk is hopeful to have this completed for the next Town Council meeting in July 2022 and it is requested that the Town Council consider accepting training from LRALC at a cost of £250 per session (councils with 10 or more councillors) plus travel costs in respect of the changes to the Councillors Code to Conduct and Register of Members Interests.

**22/44. UKRANIAN GUESTS.**

The Rotary Club have been in touch with the families based in Lutterworth who are hosting the Ukrainian guests. The guest were invited to the Misterton Plant Fayre where the guests were able to meet the president and vice president of the society.

There is so much that they require assistance with, and the Rotary club have decided to sponsor a barbeque which will bring the hosts and guests together and they will also help with the language difficulties as the Rotary club have offered to teach English as two of their members are retired teachers.

It is requested that the Town Council could look at offering their support but would need to consider the implications of what type of help can be achieved. The hosts and guest are being offered financial assistance and have been offered jobs within the vicinity especially from Magna Park as well as having coordinators within HDC and LCC to assist with housing, benefits, and other issues.

There have been a few suggestions as follows:

- a bench could be purchased and placed at one of the Open Spaces for guest to meet and talk or offer the use of the Pavilion as a place for them all to meet.
- Ask the volunteer transport group if they can provide transport to take the guests and families to a day at the Seaside at the expense of the Town Council. (We have been made aware that the total number of guests could be in the region of fifty adults plus children for the area of Lutterworth town only. And the guest have not fully arrived so this would need to be co-ordinated once the numbers for Lutterworth have been agreed).
- Assist with the cost of a Bio-Metric Passport – cost of an adult passport £91.50 and a child’s passport £65.00.

The Town Clerk advises that caution needs to be given with the offering of any assistance as it would need to be done not to offend either the host’s, guest’s or residents and it might be worthwhile contacting the County and district co-ordinators and ask what they would suggest.

We have received some advice from LRALC as follows:

“Some councils have jumped straight in and started helping but this has usually just caused confusion or duplication as the BC/DCs have responsibility for this, and receive funding for it too, and are at a far more advanced stage than is realised due to it being such a rapidly changing environment.

You may prefer to contact HDC and ask how LTC can practically help, and it may be better to contact the officers directly. You could consider contacting VASL in Market Harborough and see if they need any assistance in this too.”

The Town Clerk has contacted the districts co-ordinator and is awaiting a reply.

#### **22/45. JUBILEE GRANT.**

Members are to note that the Deputy Clerk has contacted local play equipment companies to gain their ideas for the Coventry Road Children’s play area refurbishment as we need to send in three quotes in connection with the Jubilee Grant application which has a closing date of 31<sup>st</sup> July 2022.

Once the information/quoted have been received they will be presented to the relevant committees for their input which should then allow the Section 106 Work Party to apply for further funding, if necessary and then Town Council should be in a position to agree their choice and approve the application.

#### **22/46. TOWN ESTATES CHARITY TRUSTEE.**

The Town Estates Charities has confirmed that the tenure for Cllr Bill Zilberts has been completed and they want to thank him for his attendance and involvement during the last 4 years. They wish to request that he consider being the Town Council’s representative to the Town Estate Charities for a further 4-year term commencing with an immediate effect.

#### **22/47. LUTTERWORTH TOWN BOWLING CLUB.**

Lutterworth Town Bowling Club wishes members to note that they held an Open Day on Saturday 23<sup>rd</sup> April 2022 and they had 18 visitors plus they had a further 17 people to the two Big Bowls Weekend sessions that we held last weekend.

To date 4 of these people have joined and we're expecting more to join in the coming weeks, hopefully another 6 will join which would bring our recruitment total this season to 19.

**22/48. NEXT MEETING**

The date of the next meeting will be Tuesday 12<sup>th</sup> July 2022 at 7 pm.

A handwritten signature in blue ink, appearing to read 'Carol Mobbs', with a long horizontal stroke at the end.

**Carol Mobbs**

Town Clerk

Lutterworth Town Council

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