

Agenda

- 1 Apologies for absence**
To RECEIVE any apologies for absence.
- 2 Confirmation of Minutes**
To CONFIRM the minutes of the meeting held on 23rd November 2011.
- 3 Public Representations**
To adjourn the meeting to hear any representations from members of the public who have registered a request to address the committee in accordance with no. 5, Appendix C, of the Standing Orders.
- 4 Declarations of Interest**
Councillors to declare any personal and/or prejudicial interest in any items on the agenda.
- 5 Matters for Report**
To REPORT any further significant information on matters which have been previously discussed, in addition to those which may already be included on the agenda.

5.1 Christmas Card Competition 2011 – Min no RG302.3

* See attached report (page 5).

5.2 Councillor Checks on Finances – Min no RG304

Cllr Richardson undertook a routine inspection of the Council's financial records on Monday 30th January 2012. Areas covered included the Council's insurance documents, loan repayments file and purchase orders. No issues arose and Cllr Richardson's written report commented that all questions had been answered satisfactorily.

5.3 Internal Audit - Min no RG332.2

The report of the Council's internal auditors from their interim visits on 23rd and 24th November 2011 was circulated to all members.

The following is an extract from the report:

We are pleased to report that the Clerk and her staff continue to operate effective control over the Council's finances and that no significant issues have been identified in the areas examined to date. One relatively minor matter has been noted relating to potentially "out-of-date" cheques and is duly recorded as a recommendation in the Action Plan appended to the report.

The internal auditors have recommended that the Council should implement appropriate measures to ensure that any long-standing uncleared cheques are investigated and either replaced where the original is lost or written back if no longer required.

A draft procedure is provided for consideration by the Committee.

* See attached report (page 6).

5.4 Annual Town Meeting – Min no RG325

The guest speaker for the 2012 Annual Town Meeting to be held on Wednesday 14th March in the Murray Hall representing the West Essex National Health Service will be Dr Kamal Bishai. Dr Bishai is a member of the West Essex Clinical Commissioning Group and on the Executive of the North Essex Primary Care Trust. He is also a board member of One Epping Forest, the Local Strategic Partnership. Dr Bishai will comment on forthcoming changes to the provision of healthcare services.

6 Financial Assistance**6.1 General Applications**

Due to the high volume of applications received, copies of the grant applications for 2012/13 are provided in a [supplementary agenda](#) document together with extracts from accounts and annual reports. Members wishing to examine the complete set of the supporting papers are asked to contact the office prior to the meeting. Information about the person making the application is supplied to the Council but not reproduced on the agenda for reasons of data protection. The amount available in the budget for 2012/13 is £25,000.

N.B. The sum of £198.50 remains available from the 2011/12 budget.

Members' attention is drawn to the Council's policy that up to 90% of the grants budget will be allocated as part of the annual round of awards so that at least 10% of the budget can be retained for emergency applications throughout the remainder of the year.

Organisation	Amount requested £	Power
Alzheimer's Society EF Office	6,929.00	LGA 1972 s145
Cruse Bereavement EF Branch	500.00	LGA 1972 s137
Debden Horticultural & Allotments Society	365.00	LG(Misc Prov)A 1976 s19
Epping Forest Sportability Club	3,000.00	LG(Misc Prov)A 1976 s19
Epping Forest Youth For Christ	800.00	LG(Misc Prov)A 1976 s19
41st Epping Forest Scout Group	2,100.00	LGA 1972 s145
Freedom Charity	3,600.00	LGA 1972 s137
Home-Start Epping Forest	500.00	LGA 1972 s145
Ignite	500.00	LGA 1972 s145
Loughton Arts Centre	445.00	LGA 1972 s145
Loughton Broadway Town Centre Partnership	1,500.00	LGA 1972 s137
Loughton Club	500.00	LG(Misc Prov)A 1976 s19
Loughton & E F Amateur Radio Society	600.00	LGA 1972 s145
Loughton Festival	2,250.00	LGA 1972 s145
Loughton Film Society	950.00	LGA 1972 s145
Loughton Street Pastors	1,000.00	LGA 1972 s137
Loughton Women's Institute	750.00	LGA 1972 s145
Loughton Youth Project	5,000.00	LGA 1972 s145

Love Loughton	1,000.00	LGA 1972 s145
Restore Community Church	8,298.00	LGA 1972 s145 & LG(Misc Prov)A1976 S19
Samaritans of Redbridge	600.00	LGA 1972 s137
South Loughton Cricket Club	400.00	LG(Misc Prov)A 1976 s19
Support 4 Sight	250.00	LGA 1972 s137
Techni-Crew Theatre Company	1,278.75	LGA 1972 s145
Together: Working for Wellbeing	550.00	LG(Misc Prov)A 1976 s19
Victim Support	200.00	LGA 1972 s137
Vitalise	186.00	LG(Misc Prov)A 1976 s19
Voluntary Action Epping Forest	750.00	LGA 1972 s145
Total	44,801.75	

6.2 Citizens Advice Bureau

In 2005/06 the Finance and General Policy Committee decided to include a separate budget item for a grant provision to the Citizens' Advice Bureau. The budget for 2012/13 has increased to £6,000. Details of this application are also provided in the supplementary agenda.

Organisation	Amount requested £	Power
Epping Forest District Citizens Advice Bureau	6,000.00	LGA 1972 s144

7 Financial Position

- * The current financial report is attached (see pages 7 – 8).
A note of the council's current bank balances will be circulated at the meeting.

8 Accounts Paid

Payments totalling £239,951.86 as detailed on payment schedules nos 98 – 102 have been made since the report to the meeting on 26th October 2011. The schedules and accompanying invoices will be available at the meeting for inspection.

9 Olympics 2012 and Queen's Diamond Jubilee

There have now been two well-attended "2012 Celebrations" meetings for representatives from a wide variety of local organisations. These took place in November 2011 and January 2012 in the Council Chamber. Cllr Pewsey with the Town Clerk led the discussions on plans for 2012 activities in Loughton. A full calendar of events is being compiled with the intention to maximise publicity opportunities.

The Council has agreed a 2012/13 budget of £10,000 for use in connection with 2012 celebrations. There is also £300 start-up funding in this year's budget. The Committee is now asked to consider the attached report so that officers may progress arrangements where these are time sensitive.

N.B. The Council has already committed £1,000 towards twelve street lighting column banners for the Olympic period.

- * See attached report (page 9).

10 Exclusion of the Press and Public

The Committee is asked to RESOLVE to exclude the press and public from the remainder of the meeting under the Public Bodies (Admission to Meetings) Act 1960 as the following item contains confidential information relating to the Council's properties.

11 Insurance – Annual Review

* See attached report (pages 10 – 12)

12 Future Work of the Committee

The opportunity for members to suggest topics to be considered by the Committee at a future meeting, subject to the Committee's agreement.

Note: No substantive discussion may take place under this item as the required statutory notice of the topics will not have been given.

Enid K Walsh
TOWN CLERK
2nd February 2012

Agenda item 5.1**2011 Christmas Card Competition**

A total of 90 entries were received for the competition in 2011, slightly lower than in 2010. Owing to the late delivery of entry packs to three schools (Hereward Primary, Oaklands and Thomas Willingale), the closing date of 3rd November was extended for almost two weeks to allow for late entries. A total of 50 late entries were subsequently received.

The number of entries received for the following categories were as follows:

Category	No of entries 2011	No of entries 2010
1 Infants – years 0/1/2	20	34
2 Juniors – years 3/4/5/6	65	35
3 Secondary – years 7/8/9/10/11	3	31
4 Adult – year 12 +	2	3
Total	90	103

Of these entries the following schools supported the competition, and submitted multiple entries as follows:

Alderton Infant (5), Hereward Primary (18), Oaklands (6), Thomas Willingale (14), White Bridge Junior (25) and Woodcroft (3).

The closing date for the competition has normally been during the first school week after the autumn half term holiday. However, Oaklands, an independent school, takes a two-week break and so does not return until the following week.

RECOMMENDED that the closing date of the competition be extended by at least one week.

Competition Rules (provided for information)

1. The competition is open to those who live, work or attend school or college in Loughton.
2. Photocopied entry forms are acceptable.
3. Submitting your entry will confirm your agreement to the rules.
4. Entries not in accordance with the rules will not be judged.
5. Size of paper used must be A5 (148mm x 210mm).
6. Designs may be landscape or portrait orientation.
7. Entries must be your own design and artwork, including text. The original work must be submitted, not a copy.
8. Colour or monochrome, illuminated script, drawing, photograph, picture, illuminated poem or any other artistic style may be used.
9. A 1cm-wide plain white border must be left around the design edge.
10. Entries must be suitable for copying and printing.
11. Receipt of entries will not be acknowledged and no responsibility for entries is accepted.
12. The overall winning entry and its copyright remain the property of the Town Council.
13. Entries will not be returned unless they are accompanied by a stamped addressed envelope.
14. The judges' decision is final.

Contributing Officer: Vivienne Messenger, Administrative Assistant

Agenda item 5.3**Internal Audit**

This is a draft procedure for consideration by the Committee to ensure that any long-standing uncleared cheques are investigated and either replaced where the original is lost or written back if no longer required. A more detailed procedure is provided for officers on the Financial Procedures File in the office.

Uncleared Cheques Procedure

Cheques are valid for six months from the date of issue, after which they become out of date and must be cancelled, written off, and / or re-issued. This procedure also applies to the replacement of lost cheques.

Instructions:

- 1) At the end of the monthly bank reconciliation, identify any cheques that remain uncleared for more than one month.
- 2) Contact the payee to confirm that cheque has been received and remind them to bank the cheque at the earliest opportunity.
- 3) If a cheque is reported lost, obtain written / email confirmation from the payee.
- 4) Contact the Council's business bank manager and issue instructions that a stop is to be placed on the cheque as it has been lost. There should be no fee incurred for this service.
- 5) Wait for written confirmation from the Bank before proceeding.
- 6) Amend the original documentation to record that the cheque has been cancelled.
- 7) Issue a replacement cheque if required.
- 8) Make the necessary adjustments to the computer accounts.
- 9) In the case of cheques remaining uncashed at the end of the six month period or where it is not possible to contact the payee, follow the procedure above from item 2.

Summary Income & Expenditure by Budget Heading 31/01/2012

Month No: 10

Resources and General Services Committee Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Funds Available	% of Budget
Communication	Expenditure	18,174	13,940	19,200	5,260	5,260	72.6 %
Office Expenses (1)	Expenditure	9,588	17,393	12,400	-4,993	-4,993	140.3 %
Audit	Expenditure	3,630	780	3,800	3,020	3,020	20.5 %
Central Personnel	Expenditure	254,172	216,083	274,800	58,717	58,717	78.6 %
Council Expenses	Expenditure	10,689	9,103	11,900	2,797	2,797	76.5 %
	Income	961	0	0	0		0.0 %
Other Services (2)	Expenditure	254	0	10,550	10,550	10,550	0.0 %
Members' Expenses	Expenditure	1,652	408	2,900	2,492	2,492	14.1 %
Buckingham Court	Expenditure	51,195	44,895	52,750	7,855	7,855	85.1 %
	Income	3,321	294	300	-6		98.0 %
Service Re-charge (3)	Expenditure	-247,000	0	-244,000	-244,000	-244,000	0.0 %
Grants (4)	Expenditure	32,787	29,770	33,000	3,230	3,230	90.2 %
<u>INCOME - EXPENDITURE TOTALS</u>							
	Expenditure	135,141	332,372	177,300	-155,072	-155,072	187.5 %
	Income	4,282	294	300	-6		98.0 %
	Net Expenditure over Income	130,859	332,077	177,000	-155,077		

NOTES

- (1) This apparent overspend includes the purchase of new office equipment. This will be offset by a transfer from earmarked reserves.
- (2) The Other Services' budget includes £8,000 for election expenses and £1,000 as a contingency.
- (3) Service Recharge for 2011/12 is £244,000. Position as at 31.01.12 is £203,333.
- (4) The 2011/12 grant budget of £33,000 was supplemented by £543.50 (the amount remaining in the 10/11 budget) and £500 (from the 2011 Citizenship Awards recipients). The total amount granted to organisations to date (including the CAB and Town Centre Partnerships) is £33,845 leaving a balance of £198.50 available.

Agenda item 7 cont'd**Earmarked Reserves:**

A summary of the Committee's reserves showing the amounts available from reserves in this current financial year is provided below:

	Balance at 31/3/11
Elections	14,541
Noticeboards	2,400
Office expenses	14,386
Communication	1,000
Council expenses	3,444
Accommodation	15,000
Buckingham Court maintenance fund	9,000
Honours board	700
Fairtrade	100
Financial Assistance (Citizenship award 2011)	500
Total	£61,071

Agenda item 9 – Olympics 2012 and Queen’s Diamond Jubilee

The Committee is asked to consider the following proposals and agreed a way forward:

	Event	Proposals for discussion	Cost implications
2 - 5 June	Diamond Jubilee weekend		
June/July		A commemorative gift to be presented to all junior school children in Loughton; or A presentation gift to all schools	<ul style="list-style-type: none"> • Mugs @ £2.50 • Medals in presentation case @ £2.25 • Bookmarks @ £0.27 + art work £40 • Feature trees @ £150/£200 • Benches / sundials TBC • Frames royal portrait @ £220
Sun 3 June	The Big Lunch www.thebiglunch.com Street parties in Loughton	The Town Council supports this national celebration through: <ol style="list-style-type: none"> 1) promotion 2) providing bunting 3) running a photographic competition 	Union Jack bunting 10m @ £3 Prizes 4 x £25 gift vouchers
Mon 4 Jun	Diamond Jubilee Beacons http://www.diamondjubileebeacons.co.uk	The Town Council holds a short ceremonial event on Hillyfields open space with the lighting of the beacon ceremony at 10pm	Beacon - £299** Propane cylinder - £60 TENs - £21

** Sponsorship offered by Mr I Matharu, RK Group, Langston Road

Other items for information (including those that fall under the responsibilities for other committees):

- Shop window dressing competition
- Art / Music Trail
- Jubilee tree planting www.woodlandtrust.org.uk/en/jubilee-woods
- Maypole Dancing
- QEII Fields dedication events (Recreation Committee)
- Heritage Open Days (Environment & Heritage Committee)