

**LOUGHTON TOWN COUNCIL**

**RESOURCES AND GENERAL SERVICES COMMITTEE**

**MINUTES of the Meeting held on Wednesday 8 July 2015 at 7.45pm at 1 Buckingham Court.**

**Present:**

**Councillors:** S Pewsey (in the Chair)  
 J Angold-Stephens K Angold-Stephens (from Min No RG233)  
 J Jennings J Mahoney (until Min No RG234.2) H Mann  
 E Stacy D Wixley (as substitute for Cllr Lawrence)

**Officers:** E K Walsh (Town Clerk)  
 Shirley Haynes (Deputy Town Clerk)

**RG229 Apologies for absence**

Apologies for absence were received from Cllr Lawrence. The Town Clerk reported that Cllr Wixley had been nominated as Cllr Lawrence’s substitute for this meeting. Apologies for lateness were received for Cllr K Angold-Stephens.

**RG230 Declarations of Interest**

No declarations of interest were received.

**RG231 Confirmation of Minutes**

The Minutes of the meeting held on 8 April 2015 were CONFIRMED as a correct record and signed by the Chairman.

**RG232 Public Representations**

None were received.

Cllr K Angold-Stephens joined the meeting during the next item.

**RG233 Matters for Report**

**233.1 Strategy and Staff Group – Min no RG188.2**

The Committee noted that the Strategy and Staff Group had met on 26 June 2015. The topics discussed at that meeting included alternative office accommodation, preparation of a Neighbourhood Plan, the Green Belt Review, recruitment, Standing Orders, Star Council Awards, the Community Initiatives Fund and the website.

**233.2 Insurance – Annual Review – Min no RG215**

It was NOTED that further to the report to the Recreation Committee on 27 May 2015, the following additional insurance cover had been arranged:

Site/cover	Description	Value	Premium
Willingale Road Allotments	Equipment - various	£3,500	£61.37
All risks*	Skate ramps and trailer	£20,500	£385.69
PLI extension	It’s a Knockout event	£5m	£106.00

\*This level of cover would enable the equipment to be transported for use at other sites.

**233.3 NALC – Regenerate Seminar**

The Committee NOTED that the Town Clerk had attended a seminar at NALC's London Headquarters on 29 May 2015. The seminar, attended by several other 'quality gold award' town councils, looked at strengthening the role of parish and town councils in the changing political landscape.

**233.4 Local Government Pension Scheme**

The Committee NOTED that the Town Clerk had attended the Annual Employer Forum for the Essex LGPS in Chelmsford on 23 June 2015.

The meeting covered:

- the new governance arrangements introduced by the Public Service Pensions Act 2013, which saw the introduction of a Local Pensions Board for Essex;
- an investments report – the Essex LGPS had achieved a return of 14.8 percent for 2014/15 (above the 13.2 percent average) and a cumulative return of 8.8 percent since 1995;
- an actuarial update; and
- the new pension freedoms and flexibilities – clarification that the introduction of access to the pension pot from the age of 55 did not apply to the LGPS as it was a Defined Benefit scheme where members contribute to the Fund and did not create a personal 'pot'.

**233.5 Citizenship**

The Committee was pleased to note that the Town Mayor and Town Clerk had welcomed two groups of year 5 pupils from St John Fisher RC School to the Council Chamber for a mock council meeting. The agenda followed the normal format with a vice chairman elected by the pupils to assist the Town Mayor.

The children had learnt about the work of the Town Council and the decision making process and spoke about what they liked and disliked about the town. They also helped with the initial consultation on the refurbishment of the Traps Hill play area.

The Committee thanked the Town Mayor and Town Clerk for arranging these meetings and CONFIRMED that the opportunity would be afforded to other local schools in the future.

**233.6 Financial Regulations**

The Committee's attention was drawn to the Public Contracts Regulations 2015, which came into force on 25 February 2015.

Whilst the Town Council's Financial Regulations set the level above which tenders were required at £50,000, the Council will in future need to decide on how it would advertise any contracts over £25,000. The National Association of Local Councils (NALC) had advised that consideration should be given as to whether new contracts would need to be advertised on the Government's Contracts Finder website or 'at the very least' on the Council's website.

To assist with this, the Responsible Financial Officer had already registered the Council as a buyer on Contracts Finder and would be using this website to invite expressions of interest for the contract to refurbish the Traps Hill Play Area with its budget of £60,000.

Once NALC's Model Financial Regulations had been updated to reflect this new legislation, the Committee would be asked to undertake a review.

**233.7 Fly a Flag for the Commonwealth**

The Committee CONFIRMED that the Town Council would again participate in the celebrations next year on Monday 14 March 2016.

**233.8 Buckingham Court – Lift Repairs**

The Town Clerk reported that, following an annual lift inspection, repairs to the hydraulic ram and a new battery were required at a net cost of £1,712.00.

**RG234 Financial Assistance**

**234.1 General Applications**

It was NOTED that £5,821.00 remained in the 2015/16 budget.

The Committee RESOLVED to make the following contribution from the scheme by granting financial assistance to:

Organisation	Amount requested £	Item	Power
Yes Partnership	500.00	School conferences	<b>LGA 1972 s137</b>

The organisation would be advised that, should their other grant applications be unsuccessful, they were welcome to submit a second application to the Town Council for assistance.

**234.2 Loughton Broadway Town Centre Partnership**

Following correspondence received from the Broadway Town Centre Partnership it was AGREED that £605.00 from their financial assistance grant be transferred to the Town Council's Community Events budget for the reimbursement of the cost of the marquee hire for the Debden Day (Liber Teas) community event held on 14 June 2015.

Cllr Mahoney left the meeting.

**RG235 Finance**

**235.1 Fidelity Insurance Cover**

The Committee reviewed the end of year balances and AGREED that the level of fidelity guarantee insurance cover, currently set at £1.4 million, was sufficient for its needs.

**235.2 Banking and Investments Review**

**235.2.1 NatWest Complaint**

It was NOTED that the Financial Ombudsman had advised the Town Council that as it had more than ten full

time equivalent staff (10.77 FTE) it was not an eligible complainant. The Town Clerk reported that she was exploring other avenues for pursuing the complaint.

**235.2.2 Banking and Investments**

The Committee NOTED that the Deputy Town Clerk had undertaken a review of the banking and investment options open to local councils at this present time but was unable to make any recommendations owing to a lack of viable options on the market. The situation would be kept under review.

**235.3 Internal Financial Check**

The Committee thanked Cllr Mahoney for his work during the past year and reappointed him to carry out checks on the Council's financial transactions for 2015/16.

**235.4 Financial Position**

The Committee NOTED the end of year financial report for 2014/15 together with the transfers to and from the Committee's earmarked reserves.

A note of the Council's current bank balances and most recent reconciliations were circulated at the meeting.

**235.5 Internal Audit – Min no RG224.3**

The Committee NOTED that the final inspection by the internal auditor for 2014/15 had been carried out and a copy of his report circulated to all members of the Council on 20 May 2015. This confirmed that no significant issues had arisen during 2014/15.

**235.6 Appointment of Internal Auditor for 2015/16**

The Committee considered the options and, under the spirit of Best Value, CONFIRMED the following:

1. Auditing Solutions Ltd, were to be appointed as the Council's internal auditors for 2015/16;
2. This would be a 5-year appointment;
3. The scope of their work was AGREED as follows:
  - i. Accounting arrangements and bank reconciliations
  - ii. Corporate governance
  - iii. Review of expenditure
  - iv. Assessment and management of risk
  - v. Precept determination and budgetary control
  - vi. Income controls
  - vii. Petty cash account
  - viii. Salaries and wages
  - ix. Asset control, investments and loans
  - x. Year-end procedures

Auditing Solutions would also prepare a 5-year audit plan for this Committee's approval.

**235.7 Accounts Paid**

Payments totalling £342,838.74 as detailed on payments schedules nos 180 – 186 had been made since the report to the meeting on 8 April 2015. The schedules and accompanying invoices were available at the meeting for inspection

It was noted that details of all Council payments in excess of £250 were provided on the Council's website on the strategic documents page.

**RG236 Staffing 2015/16**

**236.1 Town and Community Development Officer – Min no RG226**

The Committee NOTED that, following a low response to the initial promotion of this new part-time post, the vacancy would be re-advertised.

**236.2 Assistant Park Warden**

The Committee CONFIRMED that, with reference to the reduction in contracted hours of the Park Warden from 36 hours per week to 21 hours effective 1 January 2016, a new post of Assistant Park Warden would be created at spinal column point 11 for 15 hours per week.

As it was intended that this post would also cover the duties of the weekend football groundsman, the post would initially be offered for 9 hours per week with effect from September 2015 increasing to 24 from January 2016.

**RG237 Health and Safety**

The Committee NOTED its obligations under the Health and Safety (Display Screen Equipment) Regulations 1992 (as amended). This required the Council to assess the risks to employees (users) and self-employed contractors (operators) who worked at employer workstations and regularly used display screen equipment like computers and laptops as a significant part of their normal work (daily for continuous periods of an hour or more).

The Council would:

- Identify what display screen equipment it had and which users and operators were covered.
- Assess all workstations to ensure they met the minimum requirements.
- Plan the work so there were breaks or changes of activity.
- On request, provide eye and eyesight tests, and special corrective spectacles if they were deemed necessary for DSE work by a qualified optician, noting that this was not applicable if the users' normal glasses were suitable for DSE work. Costs of up to £25 per eye test and £50 per pair of glasses would be met by the Council for eligible employees.
- Provide training and information.
- If they used 'hot-desking', workers would still need to check their workstation and adjust it to their requirements. A checklist of what they needed to consider could be attached to the desk or workstation.

**RG238 Emergency Plan**

The Committee carried out its annual review of the Town Council's Emergency Plan.

**RG239**    **Future Work of the Committee**  
No items were raised.

**Signed**.....  
**Date:**        **14 October 2015**

**LOUGHTON TOWN COUNCIL**

**RESOURCES AND GENERAL SERVICES COMMITTEE**

**MINUTES of the Meeting held on Wednesday 14 October 2015 at 7.45pm at 1 Buckingham Court.**

**Present:**

**Councillors:** S Pewsey (in the Chair)  
J Angold-Stephens                      K Angold-Stephens                      J Jennings  
I Lawrence                                      J Mahoney

**Also in attendance:**

**Councillors:** D Wixley

**Officers:** E K Walsh (Town Clerk)  
S Haynes (Deputy Town Clerk)

**RG240 Apologies for absence**  
No apologies for absence were received.

**RG241 Declarations of Interest**  
Cllr Mahoney declared a non-pecuniary and non-prejudicial interest in Agenda item 6, Financial Assistance – Expressions, Arts and Craft, as in his role as manager of Lopping Hall he had encouraged the group to apply.

Cllr Pewsey declared a non-pecuniary and non-prejudicial interest in Agenda item 6, Financial Assistance – Expressions, Arts and Craft, as a trustee of Lopping Hall, the venue for the activities.

Cllr Wixley declared a non-pecuniary and non-prejudicial interest in Agenda item 12, White Bridge Community Primary School Consultation, as a governor of this school.

**RG242 Confirmation of Minutes**  
The Minutes of the meeting held on 8 July 2015 were CONFIRMED as a correct record and signed by the Chairman.

**RG243 Public Representations**  
None were received.

**RG244 Matters for Report**  
**244.1 Subscriptions Review – Min no RC192**  
The Committee AGREED to become a member of the Epping Forest Positive Activities Group at an annual subscription of £25.00. It was noted that, in addition to affording partnership working opportunities, joining this Group would provide an opportunity to promote Council events to young people.

**244.2 Remembrance Service**  
The Committee AGREED to make a donation of £100.00 to the Royal British Legion in support of the Poppy Appeal and towards the cost of the wreath to be laid by the Town Mayor at the Remembrance Service on 8 November 2015. Payment was approved under Section 137 of the

Local Government Act 1972.

**244.3 Binding of Minutes**

The Committee NOTED that arrangements were in hand for the binding of the Minutes of the Council and its Committees for the period from 2004 to April 2012 at a cost of £550. It was confirmed that the Minutes for the period 2012–2016 will receive the same treatment after the elections next May.

**244.4 Annual Town Meeting**

The Committee NOTED that the 2016 Annual Town Meeting was scheduled for Wednesday 16 March 2016 commencing at 8pm in the Murray Hall.

The Committee confirmed that it wished to continue with the format of the Annual Town Meeting by inviting local organisations and voluntary groups, particularly those in receipt of Financial Assistance from the Council, to mount displays at the event to attract more public interest. The organisations successful in their grant applications for 2016/17 would also be presented with a certificate by the Town Mayor.

The decision to invite a guest speaker was deferred until the Committee's next meeting on 9 December 2015.

**244.5 Town & Community Development Officer**

The Town Clerk reported that Lorraine Gibson had now been appointed to this new role and would commence her duties in the near future.

**RG245 Financial Assistance**

**245.1 General Applications**

It was NOTED that a balance of £5,321.00 remained in the 2015/16 Financial Assistance budget.

The Committee RESOLVED to make the following contribution from the scheme by granting financial assistance to:

Organisation	Amount requested £	Item	Power
Expressions, Arts and Craft	300.00	Venue hire	LGA 1972 s145

**RG246 Finance**

**246.1 Accounts and Audit 2014/15 – Min no 209**

The Committee NOTED that confirmation had been received from PKF Littlejohn, the Council's external auditors, that they had completed the audit of the Annual Return for Loughton Town Council for the year ended 31 March 2015. A copy of Section 3 of the Annual Return, the external auditor certificate and opinion, had been provided in the Agenda. This confirmed that, in their opinion, "*the information in the annual return is in accordance with proper practices and no matters had come to their attention giving cause for concern that relevant legislation and regulatory requirements had not been met*".

The Town Clerk and her staff were thanked for their work in this regard.



It was also NOTED that:

- i. The “Notice of Conclusion of Audit and Right to Inspect the Annual Return” had been displayed on the noticeboards since 17 September 2015 and had remained in place for at least 14 days as required by the legislation.
- ii. The Accounts and Audit Regulations 2015 had made a change in the provision for electors’ rights by removing the requirement for the external auditors to set an appointed date. The Town Council must in future inform the electorate of a single period of 30 working days during which the electors’ rights to inspect the accounts may be exercised.
- iii. PKF Littlejohn had set a submission deadline for the return of the completed Annual Return and associated documents of Monday 13 June 2016.

**246.2 Internal Audit**

**246.2.1 Scope of the Internal Audit**

The Committee AGREED the scope of the internal audit shown in the 5-year audit plan as provided on the following page:

## Scope of the Internal Audit for 2015 - 2020

	2015-16	2016-17	2017-18	2018-19	2019-2020
<b>Management Arrangements</b>					
Regulatory Framework review (incl. examination of SOs, FRs & minutes)	2	2	2.5	2	2
Review of Risk Assessment process (incl. Insurance cover)	1	1	1	1	1
Asset identification & register	1	0.5	0.5	0.5	0.5
	<b>4</b>	<b>3.5</b>	<b>4</b>	<b>3.5</b>	<b>3.5</b>
<b>Expenditure</b>					
Creditor payments (incl. Tenders & Contracting)	4	3	4	3	4
Budgetary control	1	0.5	1	0.5	1
Salaries & wages	2	2.5	2	2.5	2
Petty cash	0.5	0.5	0.5	0.5	0.5
	<b>7.5</b>	<b>6.5</b>	<b>7.5</b>	<b>6.5</b>	<b>7.5</b>
<b>Income</b>					
Cash receipting & banking	2	-	1.5	0.5	1.5
Hall bookings	2	-	2	-	2
Leisure facilities	-	2.5	-	2.5	0.5
Burial grounds	-	2	-	2	-
Allotments	-	1	-	1	-
Miscellaneous income	0.5	0.5	1	-	1
	<b>4.5</b>	<b>6</b>	<b>4.5</b>	<b>6</b>	<b>5</b>
<b>Accounting records</b>					
Cash books (incl. reconciliations)	2	2	2	2	2
Ledger & Year-end Accounts	3	3	3	3	3
	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>
<b>Total hours</b>	<b>21</b>	<b>21</b>	<b>21</b>	<b>21</b>	<b>21</b>
<b>Total days</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>

**246.2.2 Interim Visit**

It was NOTED that the first interim visit of two auditors from Auditing Solutions had occurred on Monday 21 September 2015. No issues had arisen during their inspection and the report had been circulated to all members of the Council.

**246.3 Banking and Investments Review**

**246.3.1 NatWest Complaint**

Following the Financial Ombudsman's refusal to consider the Council's complaint as it was not an eligible complainant, the Town Clerk advised that other avenues were being explored.

**246.3.2 Banking and Investments**

The £500,000 one-year Business Bond invested with Santander at a gross interest rate of 1.1 per cent matured on 1 November 2015.

The Committee RESOLVED that:

- i. a 180-day notice account was to be taken out with Santander @ 1.15 per cent interest with an opening balance of £400,000.
- ii. an instant access saver account @ 1 per cent interest was to be opened with Nationwide Commercial with an opening balance of £200,000; £100,000 of this to come from the NatWest Business Reserve and £100,000 from the Santander Business Savings Account.

**246.4 Internal Financial Check**

The Committee thanked Cllr Mahoney for undertaking a financial check on 28 July 2015. His work covered the bank reconciliations and the accounting records for the card transactions using the chip and pin system. No issues had arisen and he reported that the records were very clear.

**246.5 Financial Position**

The Committee's financial position as at 30 September 2015 was NOTED together with details of the Committee's earmarked reserves. Confirmation was received that the second instalment of the 2015/16 precept, £293,550, had been paid by Epping Forest District Council on 25 September 2015.

Details of the Council's current bank balances together with a copy of the most recent bank reconciliations were circulated at the meeting.

**246.6 Accounts Paid**

The Committee NOTED that payments totalling £232,473.52 as detailed on payments schedules nos 187 – 193 had been made since the report to the meeting on 8 July 2015.

The schedules and accompanying invoices were available at the meeting for inspection.

It was also NOTED that details of all Council payments in excess of £250 were now provided on the Council's website on the strategic documents page.

**246.7 Financial Services Compensation Scheme**

It was NOTED that Loughton Town Council, with an annual budget in excess of £375,000, failed to meet the new criteria for Small Local Authorities to be included in the new compensation scheme and therefore any investments would not be afforded this protection.

**246.8 Standing Orders**

The Committee reviewed the Council's Standing Orders and agreed to RECOMMEND to the Council that the following text be added to SO no 30, Financial Regulations and Contracts, as follows:

*The procurement and award of contracts covered by the Public Contracts Regulations 2015 which have an estimated value of £25,000 or more must also satisfy the requirements of the 2015 Regulations which include use of the Contracts Finder website and other light touch rules detailed in the 2015 Regulations.*

**RG247 Members' Remuneration Scheme**

The Committee reviewed the Council's remuneration scheme and made the following recommendation to the Council;

RECOMMENDED that the amount of Parish Basic Allowance remain at £108 per annum.

**RG248 Website**

In order to progress the upgrading of the existing website, the Committee AGREED to appoint a small working party to help support the work of officers and enable a decision to be made by the Committee at its next meeting. The working party would be formed by Cllrs Beales, Davies and Pewsey.

**RG249 Audio Broadcast of Meetings**

The Committee NOTED the offer from Essex County Council to support Loughton and other large town and parish councils take advantage of the service offered by Audiominutes to webcast public meetings over the Internet and present recordings for later playback or review. Members AGREED to wait for further developments in this regard.

**RG250 White Bridge Community Primary School Consultation**

The Committee CONFIRMED the following response to the consultation:

Thank you for the opportunity to respond to this consultation.

The Town Council fully supports the proposed expansion required by the demographic evidence and notes that this will be a gradual process achieved over a six-year period.

The experience so far of all the other schools in Loughton that have expanded has been positive with smooth transitions, but we appreciate that this has meant a tremendous work commitment for those staff and governors to implement. With the Head Teacher at White Bridge already acting as the executive head of both

the Infants and Juniors, this should aid the successful management of this expansion without any undue change in the nature and ethos of the school.

Members particularly welcome the fact that the extra class per year will from the very start be homed in permanent accommodation (with six new bases to be provided in two phases of building). The separation of the early years' building makes sense and the replacement of the old temporary structures is to be welcomed.

It is understood that the school will be funded over the first six years as if the new class of thirty was full, with the normal pupil funding formula only applying at the end of the expansion programme. The Town Council asks that the County Council ensures that there is adequate funding for any necessary expansion of other core facilities and spaces.

Whilst there are bound to be comments about parking congestion as this is a common theme around schools everywhere, it appears that the parking situation is less of an issue here than at some other local schools.

In conclusion, as this increase in early years' children will obviously have implications for secondary school levels in a few years' time we trust the County Council will make adequate provision in this regard.

**RG251 Christmas & New Year Opening Times**

It was NOTED that the Town Council Offices would close on Thursday 24 December at 12 noon, reopen as normal at 9am on Tuesday 29 until Thursday 31 December at 4pm. Then close on Friday 1 January 2016. The offices would then reopen as normal from 9am on Monday 4 January 2016.

**RG252 Future Work of the Committee**

No items were raised.

**Signed.....**  
**Date: 9 December 2015**

**LOUGHTON TOWN COUNCIL**

**RESOURCES AND GENERAL SERVICES COMMITTEE**

**MINUTES of the Meeting held on Wednesday 9 December 2015 at 7.45pm at 1 Buckingham Court.**

**Present:**

**Councillors:** S Pewsey (in the Chair)  
J Angold-Stephens                      K Angold-Stephens                      J Jennings  
J Mahoney                                      D Wixley (as substitute for Cllr Lawrence)

**Officers:** E K Walsh (Town Clerk)  
S Haynes (Deputy Town Clerk)

**RG253 Apologies for absence**

Apologies for absence were received from Cllr Lawrence. The Town Clerk reported that Cllr Wixley had been nominated as Cllr Lawrence's substitute for this meeting and that Cllr Mann had been previously granted a leave of absence owing to poor health.

**RG254 Declarations of Interest**

None were received.

**RG255 Confirmation of Minutes**

The Minutes of the meeting held on 14 October 2015, amended at Min no RG246.3.2(ii) from those previously circulated to clarify that the remaining £100,000 would come from the Santander Business Savings Account, were CONFIRMED as a correct record and signed by the Chairman.

**RG256 Public Representations**

None were received.

**RG257 Matters for Report**

**257.1 Annual Town Meeting**

The Committee AGREED to invite the principal or a senior representative from Epping Forest College as the guest speaker for the 2016 Annual Town Meeting to be held on Wednesday 16 March 2016, commencing at 8pm in the Murray Hall.

**257.2 Christmas Card Competition 2015**

The Committee NOTED the report of the 2015 competition.

**257.3 Website**

The Committee NOTED that officers were considering options for a new town council site to be launched in April 2016. Once more information was available, the options would be considered by the working party and a recommendation made to this Committee.

**257.4 Lone Working Policy**

It was NOTED that officers were drafting a lone worker policy for consideration by the Committee at a future meeting.

**257.5 Audit Regime**

The Town Clerk reported that, following the abolition of the Audit Commission, the National Association of Local Councils (NALC), the Society for Local Council Clerks (SLCC) and the Association of Drainage Authorities (ADA) had received permission and start-up funding from the Government to procure authority audit services for parish and town councils from the start of the 2017/18 financial year.

Small authorities including the Town Council would be automatically opted in to the new body but had until the end of March 2016 to opt out and make their own arrangements.

More information would be provided to the Committee as it became available.

**RG258 Financial Assistance**

**258.1 General Applications**

It was NOTED that a balance of £5,021.00 remained in the 2015/16 Financial Assistance budget.

The Committee RESOLVED to make the following contribution from the scheme by granting financial assistance to:

Organisation	Amount granted £	Item	Power
Roding Road Allotments & Leisure Gardens Association	1,200.00	6 new security padlocks & keys for gates	Small Holding & Allotments Act 1908

**258.2 Applications 2016/17**

The Town Clerk reported that the shortlisting panel consisting of Cllrs Lawrence, Pewsey, and Stacey was to meet on 1 February 2016 to consider the 2016/17 applications and make recommendations for this Committee's meeting on 10 February 2016.

**RG259 Finance**

**259.1 Banking and Investments Review**

The Committee NOTED that the following two accounts had now been opened and the transfer of funds completed:

- i. a 180-day notice account with Santander @ 1.15 per cent interest with an opening balance of £400,000.
- ii. an instant access saver account @ 1 per cent interest with Nationwide Commercial with an opening balance of £200,000; £100,000 of this to come from the NatWest Business Reserve and £100,000 from the Santander Business Savings Account.

The Town Clerk reported that 180 days' notice had been given on the Santander account to allow those funds to be withdrawn without penalty and alternative investment options considered by the Committee.

**259.2 Internal Financial Check**

The Committee NOTED that Cllr Mahoney had undertaken a financial check on 1 December 2015 with his work covering hall hire invoicing records. He reported that all documents checked during his visit were correct and in good order. Cllr Mahoney was thanked for his work in this regard.

**259.3 Financial Position**

The Committee's financial position as at 30 November 2015 was NOTED. Details of the Council's current bank balances together with a copy of the most recent bank reconciliations were circulated at the meeting.

**259.4 Accounts Paid**

Payments totalling £102,758.19 as detailed on payments schedules nos 194 – 197 had been made since the report to the meeting on 14 October 2015. The schedules and accompanying invoices were available at the meeting for inspection.

It was noted that details of all Council payments in excess of £250 were provided on the Council's website on the strategic documents page.

**RG260 Subscription Review**

The Committee reviewed the current list of organisations of which it is a member and AGREED to continue to support those listed in the agenda without amendment.

**RG261 Committee Priorities**

**261.1** As part of its overall plan and to complement the budget-making process, the Committee reviewed its priority list for 2016/17 and AGREED on the following:

<b>Resources and General Services</b>		
<b>Priority</b>	<b>Main Function</b>	<b>Greater Detail/Current Position</b>
<b>Current activities</b>		
High	New council accommodation	Review and research for opportunities to improve office location for public access
High	Publicity and website	Website to be upgraded April 2016
High	Seeking external funding sources	Targeted action
Low	Honours Board	Completion 2015/16
Low	Council structure	Continuing reviews
<b>On-going activities</b>		
Medium	Banking arrangements and investments	Following the 2015 changes, to be kept under review
High	Running the Committee	
High	Admin for whole council	
High	Council and committee agendas and minutes	
High	All council finances, end of year accounts, audit etc.	
High	Management of Buckingham Crt	



High	Personnel and employment matters, staff management	Staff Handbook reviews as required
High	IT and office equipment	
High	Civic matters	Civic Service incl Citizenship Awards
High	Annual Report	Preparation and printing
High	Newsletter	Editorial, printing and distribution
High	Noticeboards	Maintenance and installation
High	Annual Town Meeting	Arrangements and admin
High	Christmas card competition	Arrangements and admin
High	Emergency Plan	Amendments and circulation
High	Financial Assistance Scheme	Admin and finance
High	New legislative requirements	
High	Policy reviews	On-going
High	Responding to consultations	Variable
High	Contract reviews	On-going
High	Training Strategy	Annual review
High	Any other matters within the committee's terms of reference	
Low	Community Forum	Arrangements and admin

**261.2** The Committee AGREED the following item for consideration by the Planning and Licensing Committee, as being suitable for a developer's Section 106 or Community Infrastructure Levy contribution should the opportunity arise.

i) Noticeboards

**RG262 Estimates for 2016/17**

**262.1** The Committee considered the estimates of income and expenditure for 2016/17.

**262.1.1 Income**

The Committee AGREED to maintain the fees and charges for the hire of the Council Chamber at Buckingham Court at the 2015/16 level.

It was further AGREED to keep the current rate of 60p per sheet of A4 for items included in the Publication Scheme.

It was NOTED that both Recreation and the Environment and Heritage Committees had recommended to the Resources and General Services Committee that the existing policy of using September's RPI figures when considering increases to fees and charges be reviewed. This would be discussed at a future meeting of this Committee.

**262.1.2 The Committee's Rolling Programme**

The Committee AGREED to the Rolling Programme as presented in the Agenda.

**262.1.3 Expenditure**

The estimates for 2016/17 as presented in the Agenda were AGREED such that the net figures were as follows:

<b>Recourses and General Services Committee</b>	<b>£</b>
Total budget expenditure (including committee recharge)**	248,270
Income	<u>10,310</u>
Net expenditure	237,960
Less income from earmarked reserves*	- <u>32,000</u>
<b>Total net expenditure</b>	<b>£202,270</b>

\*Details of transfers from earmarked reserves:

<i>Noticeboards</i>	1,000
<i>Elections</i>	31,000

\*\* **NB:** The total budget expenditure shown above currently included a service recharge of -£241,400 (the 2015/16 figure). The 2016/17 figure would be confirmed by this Committee at its next meeting and a revised budget provided if appropriate.

**262.2 General Reserves Policy**

The Committee NOTED the existing policy in which the Council maintained its General Reserves at around 75%, within the range 70 – 80% of net budgeted annual running costs.

**RG263 Future Work of the Committee**

No items were raised.

Signed.....  
Date: 13 January 2016

**LOUGHTON TOWN COUNCIL**

**RESOURCES AND GENERAL SERVICES COMMITTEE**

**MINUTES of the Meeting held on Wednesday 13 January 2016 at 7.00pm at 1 Buckingham Court.**

**Present:**

**Councillors:** S Pewsey (in the Chair)  
J Jennings J Mahoney  
C C Pond (as substitute for Cllr Lawrence)

**Also in attendance:**

**Councillors:** P Beales D Wixley

**Officers:** E K Walsh (Town Clerk)  
P Hoy (Services Manager)

**RG264 Apologies for absence**

**264.1** Apologies for absence were received from Cllrs J Angold-Stephens, K Angold-Stephens and Lawrence. The Town Clerk reported that Cllr C C Pond had been nominated as Cllr Lawrence's substitute for this meeting and that Cllr Mann had been previously granted a leave of absence owing to poor health.

**264.2 Leave of Absence**

The Committee AGREED to grant a leave of absence to Cllr Stephen Murray until the end of the current electoral term owing to poor health.

**RG265 Declarations of Interest**

None were received.

**RG266 Confirmation of Minutes**

The Minutes of the meeting held on 9 December 2015 were CONFIRMED as a correct record and signed by the Chairman.

**RG267 Public Representations**

None were received.

**RG268 Matters for Report**

**268.1 Audit Regime – Min no RG257.5**

The Committee NOTED the report that under the new legislation all councils with an annual turnover of less than £6.5 million were automatically part of the new sector led scheme unless they formally decided to opt out.

The new company was to be called "Smaller Authorities' Audit Appointments Limited". Its board had already met and expressed an intention that the audit fees would not exceed those charges in the 2014/15 financial year, i.e. £1,600 for Loughton Town Council.

The Committee AGREED to assume membership of the new scheme.

**RG269 Council-wide Priorities**

The Committee reviewed the lists of priorities from the spending committees and AGREED that the Council-wide high priority list should be as shown below:

<b>Ranking</b>	<b>Committee</b>	<b>Activity</b>
1	Resources & General Services	Council accommodation
2	Environment and Heritage / Planning and Licensing	Neighbourhood Plan and protection of green spaces
3	Recreation	Playgrounds (Traps Hill)
4	Recreation	Roding Valley Recreation Ground improvements

**RG270 Estimates for 2016/17**

The Committee considered the report and NOTED:

- a. the increase in the tax base from the 2015/16 figure of 11,938.2 to 12,090.4
- b. that the Local Council Tax Support Grant of £40,525 was still a provisional figure, which was to be confirmed by Epping Forest District Council on 21 January 2015.

After considering alternative options, the Committee AGREED that £83,000 could be taken from General Reserves to reduce the net requirement whilst leaving the General Reserves at 70.24% of the net running costs to meet the Reserves Policy.

The Committee also AGREED the following budget revisions to provide total savings of £49,000:

<b>Committee</b>	<b>Item (budget reductions)</b>	<b>£</b>
<b>Resources &amp; General Services</b>	General grants budget	2,500
<b>Recreation</b>	Kingsley and Murray Hall building sinking funds	3,750
	Van replacement budget	1,000
	Community events	1,000
<b>Environment &amp; Heritage</b>	Cemetery path repairs	2,500
	Lady Whitaker's Mead (new cemetery) earmarked reserve	38,250
	Total savings	£49,000

The Committee RECOMMENDED to Council that the precept for 2016/17 be set at £594,600 with the budget details as follows:

**Resources and General Services Committee 2015 – 2016**

<b>Committee</b>	<b>Income</b>		<b>Expenditure</b>	<b>Including re-charges</b>
	£	£	£	£
Resources and General Services	10,310		487,170	236,170
Environment and Heritage	25,064		122,055	212,055
Recreation	132,180		636,760	767,760
Planning and Licensing	0		25,500	55,500
			<b>1,271,485</b>	<b>1,271,485</b>
Interest		<b>10,000</b>		
Use from earmarked reserves				
Resources & General Services	32,000			
Environment & Heritage	34,115			
Recreation	246,685			
Planning and Licensing	25,000			
		<b>337,800</b>		
Local Council Tax Support Grant		<b>40,525</b>		
Use of General Reserves		<b>121,000</b>		
		<b>676,879</b>		
<b>Total income</b>		<b>676,879</b>		
<b>Net requirement</b>		<b>594,606</b>		
		<b>594,600</b>		(rounded)

**RG271 Meetings Schedule**

The Committee AGREED the schedule of meetings for 2016/17 as follows:

<b>2016 May</b>	18	Wednesday	Annual Council, The Murray Hall, Borders Lane **
	23	Monday	Planning and Licensing
June	6	Monday	Planning and Licensing
	15	Wednesday	Recreation
	20	Monday	Planning and Licensing
	22	Wednesday	Environment and Heritage
July	4	Monday	Planning and Licensing
	6	Wednesday	Resources and General Services
	18	Monday	Planning and Licensing
	20	Wednesday	Council
August	1	Monday	Planning and Licensing
	22	Monday	Planning and Licensing
	31	Wednesday	Recreation
September	5	Monday	Planning and Licensing
	14	Wednesday	Environment and Heritage
	19	Monday	Planning and Licensing
October	3	Monday	Planning and Licensing
	5	Wednesday	Resources and General Services
	17	Monday	Planning and Licensing
	19	Wednesday	Council
	31	Monday	Planning and Licensing
November	2	Wednesday	Recreation

	14	Monday	Planning and Licensing
	16	Wednesday	Environment and Heritage
	28	Monday	Planning and Licensing
December	7	Wednesday	Resources and General Services
	12	Monday	Planning and Licensing
	14	Wednesday	Council
<b>2017</b> January	9	Monday	Planning and Licensing
	11	Wednesday	) Resources and General Services (Budgets) (7pm) ) Recreation
	23	Monday	Planning and Licensing
	25	Wednesday	) Council (7pm) ) Environment and Heritage
February	6	Monday	Planning and Licensing
	15	Wednesday	Resources and General Services
	20	Monday	Planning and Licensing
	22	Wednesday	Council
March	6	Monday	Planning and Licensing
	8	Wednesday	Recreation
	15	Wednesday	Annual Town Meeting The Murray Hall, Borders Lane at 8pm
	20	Monday	Planning and Licensing
	22	Wednesday	Environment and Heritage
April	3	Monday	Planning and Licensing
	12	Wednesday	Resources and General Services
	24	Monday	Planning and Licensing
May	3	Wednesday	Council (approval of accounts)
	8	Monday	Planning and Licensing
	17	Wednesday	Annual Council

All meetings would be held in the Council Chamber at 7.45pm unless otherwise shown.

\*\*Venue to be confirmed

**RG272 HM The Queen's 90<sup>th</sup> Birthday Celebrations**

The Committee AGREED to take part in the national event to light a beacon on the evening of 21 April 2016 and referred the matter to the Recreation Committee for detailed consideration.

Signed.....  
Date: 10 February 2016

**LOUGHTON TOWN COUNCIL**

**RESOURCES AND GENERAL SERVICES COMMITTEE**

**MINUTES of the Meeting held on Wednesday 10 February 2016 at 7.45pm at 1 Buckingham Court.**

**Present:**

**Councillors:** S Pewsey (in the Chair)  
J Angold-Stephens                      K Angold-Stephens                      J Jennings  
I Lawrence                                      J Mahoney                                      E Stacey  
D Wixley (as substitute for Cllr Mann)

**Also in attendance:**

**Councillors:** P Beales

**Officers:** E K Walsh (Town Clerk)  
S Haynes (Deputy Town Clerk)

2 members of the public

**RG273 Apologies for absence**

Apologies for absence had been received from Cllrs J Angold-Stephens and K Angold-Stephens. The Town Clerk reported that Cllr Beales had been nominated as Cllr J Angold-Stephens' substitute and Cllr Wixley as Cllr Mann's substitute.

The Committee thanked Cllr Beales for attending the meeting as a substitute but AGREED to reinstate Cllr J Angold-Stephens as a member of the Committee. Members noted that Cllr Mann had been previously granted a leave of absence.

**RG274 Public Representations**

The Chairman reported that there were two public speakers and their presentations would be heard with the relevant agenda items.

**RG275 Declarations of Interest**

With regard to Agenda item 6, Financial Assistance, Councillors made the following declarations:

Cllrs J Angold-Stephens and K Angold-Stephens declared a non-pecuniary and non-prejudicial interest in the applications for Music@LMC, Epping Forest Reuse, Loughton Methodist Church, Loughton Youth Project, Restore Community Centre, Restore Community Church – Loughton Youth Activities, Noah's Ark Toddler Group, Spark, St Clare Hospice, St Mary's Church, The Loughton Festival, Trinity Methodist Church, and the Epping Forest Citizens Advice Bureau.

Cllr Mahoney declared a non-pecuniary and non-prejudicial interest in the applications for the 7<sup>th</sup> Epping Forest Scouting Group, Loughton Youth Project, New Vistas, Reindeer Explorer Scout Unit, Skate Loughton, The Loughton Festival, Voluntary Action Epping Forest and the Epping Forest District Citizens Advice Bureau.

Cllr Pewsey declared a non-pecuniary but prejudicial interest in the applications for Ignite, St Mary's Church and The Loughton Festival and stated that he would not take part in the discussions concerning these applications as he was involved with these organisations.

Cllr Wixley declared a non-pecuniary and non-prejudicial interest in the applications for the Epping Forest Reuse, Loughton Youth Project, Restore Community Centre, Skate Loughton, St Mary's Church, The Loughton Festival and the Epping Forest District Citizens Advice Bureau.

**RG276 Confirmation of Minutes**

The Minutes of the meeting held on 13 January 2016 were CONFIRMED as a correct record and signed by the Chairman.

**RG277 Matters for Report**

**277.1 Annual Town Meeting – Min no RG257.1**

The Committee NOTED that the guest speaker at this year's meeting had been confirmed as Brian Page, Acting Principal at Epping Forest College.

**277.2 Website – Min no RG257.3**

It was NOTED that officers had been exploring options for engaging a company to design the new website and a report had been considered by the working party, Cllrs Beales, Davies and Pewsey.

The Committee AGREED to delegate the responsibility for the appointment of a contractor to the Town Clerk in discussion with the working party.

**277.3 Estimates for 2016/17 – Min no RG270**

The Committee NOTED that the Council had approved the draft budget proposed at the last meeting on 13 January 2016. This included a reduction of £2,500 in the general grants budget bringing the total grant funding for 2016/17, including the amount ring-fenced for the Citizens Advice Bureau, to £35,500.

**277.4 HM The Queen's 90<sup>th</sup> Birthday Celebrations – Min no RG272**

It was noted that at its last meeting, the Committee agreed to take part in the national event to light a beacon on the evening of 21 April 2016 and the Recreation Committee had since confirmed the venue as Hillyfields Open Space. The Committee AGREED that the start of the Council meeting would be delayed until 8.15pm to allow members to attend the lighting ceremony.

**277.5 Binding of Minutes – Min no RG244.3**

The Committee NOTED that the binding of the Minutes of the Council and its Committees for the period from 2004 to 2012 had been completed at a net cost of £550.

The meeting was adjourned to hear representations from two members of the public regarding Agenda item 6, Financial Assistance Applications (Epping Forest District Citizens Advice Bureau and Spark).



**RG278 Financial Assistance****278.1 General Applications 2015/16**

The Committee RESOLVED to make the following contributions from the scheme by granting financial assistance to:

<b>Organisation</b>	<b>Amount granted £</b>	<b>Power</b>	<b>Purpose</b>
Music@LMC	300.00	LGA 1972 s145	Music Festival

The Chairman of Epping Forest District Citizens Advice Bureau addressed the Committee.

**278.2 Citizens Advice Bureau**

The Committee RESOLVED to grant £8,000 to the Epping Forest District Citizens Advice Bureau under the Local Government Act 1972 s142.

**278.3 General Applications 2016/17**

A representative from Spark addressed the Committee.

The Committee RESOLVED to make the following contributions from the scheme by granting financial assistance to:

<b>Organisation</b>	<b>Amount granted £</b>	<b>Power</b>	<b>Purpose</b>
Cruse Bereavement Care	<b>350.00</b>	<b>LGA 1972 s137</b>	Running costs
Epping Forest Reuse	350.00	LG(MiscProv)A1976 s19	Purchase a laptop
7 <sup>th</sup> Epping Forest Scouting Group	1,000.00	LG(MiscProv)A1976 s19	Marquee tent
Ignite *	200.00	LGA 1972 s145	Football equipment and outings
Loughton Methodist Church	1,500.00	LGA 1972 s145	The Creative Loughton Festival
Loughton Youth Project	4,000.00	LGA 1972 s145	Running costs for "The Space"
New Vistas	300.00	LGA 1972 s145	Speakers and hall rental
Reindeer Explorer Scout Unit	500.00	LG(MiscProv)A1976 s19	Subsidise camps and equipment
Restore Community Centre	4,000.00	LGA 1972 s133	Towards centre running costs
Restore CC - Loughton Youth Activities	1,250.00	LGA 1972 s145	Friday night open youth club
Restore CC – Noah's Ark Toddler Group	900.00	LGA 1972 s145	Craft material and equipment
Revitalise Respite Holidays	800.00	LGA 1972 s145	Respite breaks
Samaritans of Redbridge	<b>400.00</b>	<b>LGA 1972 s137</b>	Running costs
Spark	<b>700.00</b>	<b>LGA 1972 s137</b>	Architects fees, Post 16 project, entrance security.

St Clare Hospice	<b>600.00</b>	<b>LGA 1972 s137</b>	Running costs
The Loughton Festival *	2,000.00	LGA 1972 s145	Venue hire and insurance premium
Trinity Methodist Church	700.00	LG(MiscProv)A1976 s19	Equipment to set up a Parent and Toddler Group
Voluntary Action Epping Forest	750.00	LGA 1972 s145	Supported volunteering – transport costs
<b>Total</b>	<b>£20,300</b>		

\* Cllr Lawrence chaired the meeting for these two applications and that for St Mary's Church.

The Boheme Academy, Skate Loughton and St Mary's Church were unsuccessful with their applications.

The Chairman thanked Cllrs Lawrence and Stacey for their assistance at the meeting of the working group on 1 February 2016 and the Town Clerk and Deputy Town Clerk for their work in the financial assistance process.

## RG279 Finance

### 279.1 Internal Audit

The Committee NOTED that the Council's internal auditors, Auditing Solutions, had attended the Council Offices on 19 January 2016 for an interim visit. Their report had been circulated to all members. The report concluded that in the areas examined on the two visits to date, the Council continued to operate effective control systems to help ensure that transactions were free from material misstatement and that they would be reported accurately in the Annual Return and detailed Statement of Accounts for the financial year.

### 279.2 Payments Procedures

**279.2.1** The Committee CONFIRMED the list of direct debit payments made by the Council as follows:

Name	Gross Amount	Frequency	Due date	Purpose
Peninsula Business Services Ltd	£241.92	Monthly	4 <sup>th</sup>	HR services
Epping Forest District Council	£2,114.00	Monthly	20 <sup>th</sup>	Business rates for Buckingham Court, Kingsley & Murray Halls, RVRG & WRPF changing rooms
Worldpay (formerly Streamline)	Various	Monthly	18 <sup>th</sup>	Hire of terminal for credit/debit card payments and associated fees/charges
Total Gas & Power	Various	Quarterly	Various	Gas supplies at Kingsley Hall and Buckingham Court
Crown Gas & Power	Various	Monthly	10 days after invoice date	Gas supplies at Murray Hall

**Resources and General Services Committee 2015 – 2016**

EDF	£11.00	Monthly	15 <sup>th</sup>	Electricity at Willingale Road allotments
Orange	Various	Monthly	30 <sup>th</sup>	Mobile phones for external staff
NatWest	Various	Monthly	27 <sup>th</sup>	Credit card purchases (in full monthly)
Public Works Loan Board	£14,103.22	Half yearly	19 <sup>th</sup> Jan/July	Loan repayment Buckingham Court
Public Works Loan Board	£18,295.62	Half yearly	28 <sup>th</sup> Mar/Sept	Loan repayment Murray Hall (1)
Public Works Loan Board	£17,849.89	Half yearly	1 <sup>st</sup> June/Dec	Loan repayment Murray Hall (2)

**279.2.2** The Committee CONFIRMED the list of authorised signatures for each account as follows:

**No 1 Current Account (NatWest)**

<b>Position</b>	<b>Signatories for 15/16</b>
Town Mayor	Judy Jennings
Deputy Town Mayor	Carol Davies (awaiting set up)
Chairman of Resources & General Services	Stephen Pewsey
Chairman of Environment & Heritage	Christopher C Pond (not in conjunction with CPP)
Chairman of Recreation	David Wixley
Chairman of Planning & Licensing	Jill Angold-Stephens
Additional signatory see Min no RG160.5	Caroline P Pond (not in conjunction with CCP)

**No 2 Payroll Account (NatWest)**

Town Clerk	Enid K Walsh
Deputy Town Clerk	Shirley Haynes
Chairman of Resources & General Services	Stephen Pewsey
Town Mayor	Judy Jennings
Chairman of Environment & Heritage	Christopher C Pond
Chairman of Planning & Licensing	Jill Angold-Stephens

**No 3 NatWest Business Reserve A/C**

Transfers to no 1 account only by the Town Clerk, Deputy Town Clerk, (as on No 2 a/c), Town Mayor or Chairman of Resources Committee.

**No 4 Santander Business Reserve Account**

Chairman of Resources & General Services	Stephen Pewsey
Chairman of Environment & Heritage	Christopher C Pond (not in conjunction with CPP)
Chairman of Planning & Licensing	Jill Angold-Stephens
Additional signatory see Min no RG160.5	Caroline P Pond (not in conjunction with CCP)
Operator	Enid Walsh
Operator	Shirley Haynes

**No 5 For & on behalf of Loughton Town Council – Deposits Account**

Town Clerk	Enid Walsh
Deputy Town Clerk	Shirley Haynes
Officer	Paul Hoy

**No 6 Nationwide Business Instant Saver**

Chairman of Resources & General Services	Stephen Pewsey
Chairman of Environment & Heritage	Christopher C Pond (Not in conjunction with CPP)
Chairman of Planning & Licensing	Jill Angold-Stephens
Additional signatory see Min no RG160.5	Caroline P Pond (Not in conjunction with CCP)
Operator	Enid Walsh
Operator	Shirley Haynes

**No 7 Santander 180 Day Notice Account**

Chairman of Resources & General Services	Stephen Pewsey
Chairman of Environment & Heritage	Christopher C Pond (Not in conjunction with CPP)
Chairman of Planning & Licensing	Jill Angold-Stephens
Additional signatory see Min no RG160.5	Caroline P Pond (Not in conjunction with CCP)
Operator	Enid Walsh
Operator	Shirley Haynes

**279.2.3** The Committee CONFIRMED the limits of authority for each account signatory as follows:

Account no	Limit
1	Member signatories only - no limit, but working balance kept at around £20,000
2	Imprest account. Balance held at £35,000 to cover autopay, HMRC and pension payments. Other items subject to £150 cheque limit for officers.
3	Transfers only to no 1 Account
4	Transfers only to no 1 Account
5	Imprest account – balance held at £3,000. Security deposit refunds only - £500 cheque limit for officers.
6	Transfers only to no 1 Account
7	Transfers only to no 4 Account

**279.3 Financial Position**

The Committee's financial position as at 31 January 2016 was NOTED. Details of the Council's current bank balances together with a copy of the most recent bank reconciliations were circulated at the meeting.

**279.4 Accounts Paid**

It was NOTED that payments totalling £131,074.76 as detailed on payments schedules nos 198 – 202 had been made since the report to the meeting on 9 December 2015.

The schedules and accompanying invoices were made available at the meeting for inspection.

**RG280 Financial Regulations**  
**280.1 Annual Review**

The Committee reviewed the Financial Regulations and RECOMMENDED to Council that the following amendments be made:

- i. Item 1.4, **General section** to read:
    - 1.4 *At least once a year, prior to approving the Annual Governance Statement, the Council shall conduct a review of the effectiveness of its system of internal control, which shall be in accordance with proper practices.*
  - ii. A new item would be added to the end of the **General section** to read:
    - 1.7 *Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.*
  - iii. Additional text would be added to Section 4.3 in **Accounts and Audit**, to confirm the practice that “*the RFO shall circulate copies of the internal audit reports to all members of the Council*”.
  - iv. A new item to be added numbered 6.5 to item 6 in **Payment of Accounts** and the subsequent sections renumbered:

*A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.*
  - v. A new item to be inserted in item 12, **Contracts** as 12.3
    - 12.3 *The Public Contracts Regulations 2015*
      - a. *Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 (“the Regulations”) which is valued at £25,000 or more, the Council shall comply with the relevant requirements of the Regulations<sup>1</sup>.*
      - b. *The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)<sup>2</sup>.*
- iv. Item 16, **Risk Management**, was to be amended at 16.1 to reflect that the annual review of the Risk Assessment and Management policy was now undertaken by full Council.

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<sup>1</sup> The Regulations require councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts

<sup>2</sup> Thresholds currently applicable are:

- For public supply and public service contracts 209,000 Euros (£164,176)
- For public works contracts 5,225,000 Euros (£4,104,394)

16.1 The Council is responsible for putting in place arrangements for the management of risk. The Town Clerk shall prepare, for approval by the Council, risk management policy statements in respect of all activities of the Council. Risk policy statements and consequential risk management arrangements shall be regularly reviewed by the Council.

**280.2 Financial Limits**

The Committee CONFIRMED the financial limits below and AGREED that they were adequate as follows:

Topic	Amount	Last reviewed	Last changed
Limit of imprest on no 2 a/c	35,000	Feb 2016	April 2010
Limit of officers signing cheques on no. 2 a/c	150	Feb 2016	April 2010
Limit of imprest on Security Deposits a/c	3,000	Feb 2016	April 2006
Limit of cheques on Security Deposits a/c	none	Feb 2016	April 2006
Petty cash imprest	150	Feb 2016	
Urgent repair work etc without budgetary provision (FR 3.4)	5,000	Feb 2016	April 2008
Additional audit work of external auditor (FR 12.1)	750	Feb 2016	May 2004
Tenders to be obtained (FR 12.3, 12.6 & 12.8)	over 50,000	Feb 2016	May 2004
3 quotes to be obtained (FR 12.8)	10,000 to 50,000	Feb 2016	May 2004
3 estimates to be obtained (FR 12.8)	2,000 to 10,000	Feb 2016	May 2004
Bad debts may be written off by RFO	250	Feb 2016	Feb 2014
Credit card:			
No 1 Town Clerk	1,000	Feb 2016	Nov 2004
No 2 Services Manager	500	Feb 2016	Feb 2014

**RG281 Insurance – Annual Review**

The Committee CONFIRMED the level of cover as follows, noting that relevant items would be subject to review when the office relocation had been finalised:

1 Material damage – buildings & subsidence	15/16	16/17
Buckingham Court	504,248	505,811
Cemetery buildings	228,593	229,302
Kingsley Hall	403,399	404,650
Willingale Road Changing Room	134,467	134,884
Community Centre	2,546,456	2,554,350
Drinking fountain	47,063	47,209
RVRG changing rooms	478,205	479,687
LAC buildings	280,946	281,817
All-weather running track	41,294	41,422
War Memorial	142,325	142,766
Willingale Road Allotments	8,400	8,426

<b>2 Business Interruption</b>		
Additional expenditure (A) <i>see below</i>	100,178	100,178
Loss of revenue (B) <i>see below</i>	164,597	188,000

**(A) Business interruption (Buckingham Court):**

This cover for additional expenditure provides an indemnity for the costs incurred in an emergency relocation to alternative premises and the associated costs. The insurers have advised that the sum insured covers an indemnity period of 24 months and is index linked.

**(B) Loss of revenue (Kingsley and Murray Halls):**

In the event of an incident, this cover provides reimbursement of the amount by which the gross revenue falls short of the standard income less the cost of any business expenses saved during the indemnity period of 24 months.

	<b>15/16</b>	<b>16/17</b>
<b>3 Contents</b>		
Buckingham Court	69,000	69,000
Kingsley Hall	2,576	2,900
Murray Hall	41,832	41,832
Cemetery office & outbuildings	500	500
<b>4 Engineering</b>		
Passenger lift	500,000	500,000
<b>5 All risks</b>		
Town Mayor's Badge of Office	2,580	2,580
Silver Gilt Chain of Office and case		
Best Allotment in Loughton Cup	1,260	1,260
Silver Plated Rose Bowl		
Noticeboard at Traps Hill	1,666	1,666
Garden Machinery (Cemetery)	4,500	4,500
Garden Machinery (Willingale Road Allotments)	3,500	3,500
Skate Ramps and Associated Equipment	20,500	20,500
<b>6 Money</b>	<b>15/16 and 16/17</b>	
Loss of non-negotiable money	250,000	
Estimated annual carryings	10,000	
Loss of other money – in transit	1,000	
in the private residence of authorised employee	500	
on the premises during business hours	1,000	
on the premises outside business hours	500	
Personal injury (assault) benefits	Capital	10,000
	Weekly	100

<b>7 Public Liability</b>		10m
(incl Hirers' Liability of £2m and Environmental Statutory Clean Up Costs Cover of £1m)		
<b>8 Employer's Liability</b>		10m
(includes up to 60 salt and grit volunteers)		
<b>9 Libel and Slander</b>		500,000
<b>10 Fidelity Guarantee (Employees &amp; Members )*</b>		1.4m
* This level to be reviewed when end of year balances are known		
<b>11 Personal Accident (Employees, Members &amp; Volunteers)</b>		
Employees (Death)	Capital sum	5 x annual salary
Temp Total Disablement	Weekly sum	50% of weekly wage
Temp Partial Disablement	Weekly sum	25% of weekly wage
Members (up to age 80)*	Capital sum	50,000
Temp Total Disablement	Weekly sum	200
Temp Partial Disablement	Weekly sum	100
Volunteers (up to age 80)	Capital sum	10,000
Temp Total Disablement	Weekly sum	200
Temp Partial Disablement	Weekly sum	100
*specific arrangements available for those aged over 81		
<b>12 Legal Protection</b>		
Employment Disputes, Compensation Awards, Legal Defence, Property and Personal Injury, Tax Protection, Contract Disputes, Statutory Licence Protection Management Liability automatically included		250,000
<b>13 Business Travel</b>	– cover for all employees, council members and accompanying spouses included automatically for journeys made in connection with council business	
Medical		1m
Personal property		2,000
Money/cheques		1,000
Disruption/cancellation		2,000
Travel delay		500 max
Personal liability		2m
<b>14 Vehicle</b>	fully comprehensive, excess of £150	

The Committee AGREED to delegate the decision to award the new three-year contract, effective from 1 April 2016, to the Town Clerk in discussion with the Chairman and Vice Chairman of this Committee.

A full report would be made at the next Committee meeting on 6 April 2016.



**RG282 Retention of Documents**

The Committee NOTED the report and CONFIRMED that the minimum retention periods as shown on the National Association of Local Council's guidance met the Town Council's needs with the following caveats:

- i. Where the Limitation Act 1980 applied, the relevant documentation would be kept for the longest of the three limitation periods within which action may be taken for breaches of the law, i.e. 12 years.
- ii. Inspection documents, particularly those relating to playgrounds, were to be kept for a minimum of 21 years.

**RG283 Future Work of the Committee**

No items were raised.

Signed.....

Date: 6 April 2016

**LOUGHTON TOWN COUNCIL**

**RESOURCES AND GENERAL SERVICES COMMITTEE**

**MINUTES of the Meeting held on Wednesday 6 April 2016 at 7.45pm at 1 Buckingham Court.**

**Present:**

**Councillors:** S Pewsey (in the Chair)  
J Jennings I Lawrence J Mahoney  
P Beales (as substitute for Cllr K Angold-Stephens)  
D Wixley (as substitute for Cllr J Angold-Stephens)

**Also in attendance:**

**Councillors:** S Murray

**Officers:** E K Walsh (Town Clerk)  
S Haynes (Deputy Town Clerk)

4 members of the public

**RG284 Apologies for absence**

Apologies for absence had been received from Cllrs J Angold-Stephens and K Angold-Stephens. The Town Clerk reported that Cllrs Wixley and Beales were nominated as their respective substitutes for this meeting.

Members noted that Cllr Mann had been previously granted a leave of absence.

**RG285 Declarations of Interest**

Cllr Jennings, Mahoney, Murray, Pewsey and Wixley declared a non-pecuniary and non-prejudicial interest in Agenda item 6, Financial Assistance – Friends of Epping Forest, all being members of this organisation.

Cllr Murray stated that as his interest was significant he would take no part in the discussions on these applications.

Cllr Jennings declared a non-pecuniary and non-prejudicial interest in Agenda item 6, Financial Assistance – Loughton Arts Centre, being acquainted with the applicant.

Cllr Mahoney declared a non-pecuniary and non-prejudicial interest in Agenda item 6, Financial Assistance – Loughton Arts Centre, as the Lopping Hall Manager.

Cllr Pewsey declared a non-pecuniary interest in Agenda item 6, Financial Assistance – Loughton Arts Centre, as a trustee of Lopping Hall, but stated that as his interest was significant he would take no part in the discussion regarding this application and hand the Chair to Cllr Lawrence for this item.

**RG286 Confirmation of Minutes**

The Minutes of the meeting held on 10 February 2016 were CONFIRMED as a correct record and signed by the Chairman.

**RG287 Public Representations**

As three members of the public wished to address the Committee concerning Agenda item 6, Financial Assistance – Friends of Epping Forest, Grow Garden Project and Loughton Arts Centre, the Committee AGREED to bring this item forward.

**RG288 Financial Assistance**

**288.1 General Applications 2016/17**

Three members of the public addressed the Committee regarding their applications.

It was NOTED that a balance of £7,200.00 remained in the 2016/17 Financial Assistance budget.

The Committee RESOLVED to make the following contributions from the scheme by granting financial assistance to:

Organisation	Amount granted £	Power	Purpose
Friends of Epping Forest	581.00	LG(MiscProv)A1976 s19	Nest box camera & laptop
Grow Garden Project	5,421.00	LG(MiscProv)A1976 s19	Fencing for new community allotment (Pyrles Lane)
Loughton Arts Centre**	650.00	LGA 1972 s145	Prizes for art competition

\*\* Cllr Lawrence chaired the meeting for this item only.

**RG289 Matters for Report**

**289.1 Annual Town Meeting – Min no RG277.1**

The Committee NOTED that copies of draft minutes of the 2016 Annual Town Meeting had been circulated to members under separate cover. These would be presented for approval at the 2017 Town Meeting.

The Committee considered the questions raised at that meeting by members of the public but agreed that as most of the issues had already been addressed or were the responsibility of other organisations it was not necessary to refer these to another committee for further consideration.

**289.2 Website – Min no RG277.2**

The Committee NOTED the contract for the new website project had been awarded to Vision ICT as followed:

		£
Phase 1	Design, development, population, hosting and support	1,000
Phase 2	Training and further development	1,500
Year 2 onwards	Hosting, warranty and support, annual fee	235

Phase 1 had now been completed and a mock-up of the new website was displayed for members to view the new design.

**289.3 Insurance – Annual Review**

The Committee NOTED that, in discussion with the Chairman and Vice Chairman, officers had renewed the Council's insurance policy with its existing insurers, Aviva Insurance Limited through WPS Insurance Brokers. Taking the advantage of the savings offered again by a three-year long term agreement, the total premium for 2016/17 amounted to £8,926.09 net of VAT. This was a reduction of £327.94 on the 2015/16 premium.

The vehicle insurance premium for the Council van had also been confirmed at £540.60, which represented an increase on the 2015/16 premium of £16.80.

The Town Clerk advised that Aviva had issued an endorsement to the policy restricting tree works by employees to only minor pruning undertaken from ground level, i.e. no such work involving the use of ladders.

The Committee NOTED the confirmed insurance values for 2016/17.

**289.4 Payments Procedures – Min no RG279.2.1**

The Committee NOTED that since the report made to the last meeting of the Committee, the monthly direct debit payment to EDF for the supply of electricity at Willingale Road allotments had been cancelled as the new service contract with SSE was to be paid quarterly on invoice.

**289.5 Accounts and Audit – Min no RG246.1**

It was NOTED that the instruction letter and Annual Return for the year ending 31 March 2016 had been received from PKF Littlejohn LLP, the Town Council's appointed external auditors.

The Committee CONFIRMED the date for the public inspection period of the accounts as Monday 6 June – Friday 15 July 2016 inclusive with the approved and signed Annual Return and the notice of public rights being published no later than Sunday 5 June 2016.

**289.6 Subscriptions Review – Min no RG244.1**

It was NOTED that an annual subscription cheque of £25.00 had been returned to the Council by the Epping Forest Positive Activities Group and cancelled.

It was AGREED that membership would be reconsidered once the Group was fully operational.

**RG290 Finance**

**290.1 Section 137**

It was NOTED that the Department for Communities and Local Government had confirmed that the maximum amount per head of relevant population the Council may spend in 2016/17 was £7.42. The increase of 0.8 percent reflects the percentage increase in the retail price index between September 2014 and September 2015.

The relevant population refers to the total number of electors in the town on 1 April 2016.

### **290.2 Financial Position**

The Committee NOTED the current financial report together with details of the Committee's earmarked reserves. The end of year report would be presented to the full Council at its meeting on 21 April 2016.

A note of the Council's current bank balances and most recent bank reconciliations were circulated at the meeting.

### **290.3 Accounts Paid**

The Committee NOTED that payments totalling £159,511.22 as detailed on payments schedules nos 203 – 206 had been made since the report to the meeting on 10 February 2016. The schedules and accompanying invoices were available at the meeting for inspection.

It was also noted that details of all Council payments in excess of £250 were provided on the Council's website on the strategic documents page.

### **RG291 Asset Register – Annual review**

The Committee carried out the annual review of the Asset Register and confirmed the details as reported in the agenda.

### **RG292 Lone Worker Policy**

The Committee RESOLVED to adopt a Lone Worker policy as follows:

#### **Introduction**

A lone worker is any member of staff who works by themselves without close or direct supervision. This may be in Town Council premises, outside on site or on work related travel. Examples could include opening and closing public amenities, being based in a location away from other colleagues, working late in the office, or visiting members of the public or outside contractors.

Lone working may present a risk to the employee. Typical risk factors include having an accident, being exposed to violence, drunken or threatening behaviour, indecent exposure or coming across attempted criminal activity in progress, such as a burglary or act of vandalism.

#### **Policy Statement**

Loughton Town Council recognises its legal and moral obligation to effectively manage the risks associated with members of staff working by themselves. The Council is committed to ensuring compliance with the legal requirements as an absolute minimum and will strive to ensure a healthy and safe place of work for its employees.

This document is to be read in conjunction with the Council's main Health and Safety Policy and the Staff Handbook.

#### **Implementation**

The **Town Council** will:

- ensure that the risk of lone working is assessed in a systematic and ongoing way, and that safe systems and methods of work are put in place to reduce the risk so far as is reasonably practicable;
- provide sufficient resources for putting the policy into practice;

- raise awareness amongst all members of staff of the procedures to be followed to reduce the level of risk associated with working alone;
- ensure that appropriate training is available so that employees are able to recognise risk;
- provide advice and guidance for all staff on personal safety and security;
- introduce procedures to monitor lone workers to ensure they remain safe; and
- review the effectiveness of preventative measures through a system of reporting, investigating and recording incidents.

When a risk assessment shows that it is not possible for work to be done safely by a lone worker, arrangements for providing help or back-up will be put in place. These include:

- periodic visits by the line manager to observe people working alone;
- regular contact between the lone worker and their line manager or a nominated deputy via telephone or mobile phone;
- use of other devices designed to raise the alarm in the event of an emergency;
- checks that a lone worker has returned to their base or home on completion of a task.

**Employees** are expected to take responsibility for:

- taking reasonable care of themselves and others affected by their actions;
- co-operating by following the Council's rules and procedures designed for safe working;
- keeping their line manager up to date regarding their work programme, meeting times, location and contact details and making any amendments as soon as they occur;
- reporting in writing all incidents that may affect the health and safety of themselves or others and asking for guidance;
- taking part in any training provided and designed to meet the requirements of the policy; and
- reporting any dangers or potential dangers they identify or any concerns they might have in respect of working alone.

### **Risk Assessments**

A risk assessment should be carried out for and by all employees who are going to be working alone.

For workers working alone in a building or at a particular site this should include:

- safe access and exit points;
- risk of violence;
- safety of equipment for individual use;
- channels of communication in case of emergency (for example, mobile telephone or emergency contact details);
- site security and access to site information;
- security arrangements i.e. alarm and fire systems.

For mobile lone workers these should additionally include:

- whether there have been any changes since the last visit;
- travelling between premises and/or appointments (e.g. if using a car, what procedure is in place if there is a breakdown; is there a health and safety issue and a first aid kit on board);
- reporting and recording arrangements (e.g. address of meeting, name of person, time of appointment, approximate finish time, contact telephone number);
- communication and traceability (e.g. what method of communication is to be used and who is the lone worker going to communicate with?);
- personal safety/security;
- any health issues/concerns.

Following the completion of a risk assessment, consideration should be given to any appropriate action required.

**Review**

This policy will be subject to a biennial review by the Resources and General Services Committee, with the first review due in March 2018.

**RG293 Staffing Matters**

With the move to the library pending, the Committee CONFIRMED that a part-time doorman/caretaker may be recruited by the Town Clerk at the appropriate time to provide support for the evening meetings.

It was AGREED that the contract would be for a guaranteed 15 hours per month at Spinal Column Point 11, currently equivalent to £8.93 per hour. Terms and conditions would be as per the Council's standard contract and those set by the National Joint Council (The Green Book). It was noted that the post would fall below the threshold for auto-enrolment in the Local Government Pension Scheme.

**RG294 Future Work of the Committee**

No items were raised for future discussion.

As this was the last meeting of the Committee before the May 2016 elections, the Chairman thanked members and officers for their hard work during the past four years.

Signed.....  
Date: 6 July 2016