

286.2 Think Loughton – Min no RG213

The Committee AGREED to extend the contracts for the delivery of the Council's quarterly newsletter with the Royal Mail's Door To Door Service beyond the Summer 2012 Olympics' edition, as this service gave a higher percentage of guaranteed delivery than the alternatives. A further review of the newsletter would be held in due course.

286.3 Internal Audit – Min no RG272

The Committee NOTED that the final visit of the Council's internal auditor for the financial year 2010/11 was carried out on 4th May 2011 and, as reported to full Council, the auditor had completed and signed Section 4, the Annual Internal Audit Report, on the Annual Statement of Accounts. The Town Clerk confirmed that once his detailed written report had been received it would be circulated to all Town Councillors and presented to the next meeting of this Committee.

286.4 Banking and Investments – Min no RG277

The police had been asked to provide an update on investigations into the attempted fraud on the Council's current account but to date no report had been received.

Cllr Brookes left the meeting

RG287 Financial Assistance**287.1 Christmas Lights**

The Committee RESOLVED to grant £4,000.00 to the Loughton Broadway Town Centre Partnership under the Local Government Act 1972 s145.

Cllr Brookes rejoined the meeting during the next item.

RG288 Financial Position

The end of year financial position report and receipt of the first instalment of the 2011/2012 precept was NOTED. Information was issued showing current bank balances.

RG289 Councillor Checks on Finances

289.1 It was NOTED that Cllr J Angold-Stephens had inspected the petty cash account on 1st April 2011 and that no issues had arisen. The Committee thanked Cllr J Angold-Stephens for her work in this regard.

289.2 The Committee AGREED to continue the practise of appointing a councillor to carry out periodic checks of the Council's financial transactions and appointed Cllr Richardson to undertake this task.

RG290 Councillors' Notification Under The Data Protection Act 1998

The Committee NOTED that the Information Commissioner's Office was seeking to make councillors more aware of their legal responsibilities when holding and handling personal data. It was AGREED that the Town Clerk should seek further information from the Essex Association of Local Councils and report back to Committee's next meeting on 31st August 2011.

RG291 Complaints Procedure

The Committee AGREED to refer the drafting of a complaints policy to the Strategy and Staff Group for detailed consideration so that the procedure may be approved at the Committee's next meeting on 31st August 2011.

RG292 Review of Polling Districts, Polling Places and Polling Stations

The Committee NOTED the list of polling stations for Loughton's Parliamentary Constituency but did not wish to comment under this review.

RG293 Training Policy Review

The Committee reviewed the Training Statement of Intent and considered that no amendments were necessary. A Training Needs Assessment Form for members would be prepared to assist in developing an annual training plan.

The Committee NOTED that Cllr Thomas would be attending the Code of Conduct and Planning training sessions and Cllr C Harper the Code of Conduct training session on Saturday 11th June 2011 at the Civic Centre in Epping.

RG294 Communication

The Committee NOTED that improvements were shortly to be carried out on the office computer system and broadband service.

It was AGREED to register a new domain name of loughton.gov.uk with the existing address, loughton-tc.gov.uk to continue and automatically redirect visitors to the new site. The Committee would review the current registration of loughton-tc.gov.uk before it ended in March 2013.

RG295 Accounts Paid

It was NOTED that payments totalling £312,679.60 in accordance with payment schedules nos 82 to 85, had been made since the report to the meeting on 13th April 2011 and the schedules and accompanying invoices were available at the meeting for inspection.

RG296 Future Work of the Committee

No items were raised.

Signed.....
Date: 31st August 2011

RG301 Financial Assistance

Cllrs Pewsey and Wixley left the meeting during the consideration of the application from the Loughton Film Society.

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

Organisation	Amount granted £	Power
Loughton Film Society	500.00	LGA 1972 s145
Norway House Stakeholder Partnership	100.00	LGA 1972 s145
Victim Support	100.00	LGA 1972 s137

RG302 Matters for Report**302.1 Strategy & Staff Group – Min no RG206.3**

The Committee NOTED that topics discussed at the meeting held on 1st August 2011 included public representations at meetings, promotion of the May 2012 elections, councillor training, staffing, the Code of Conduct, cost savings for the 2012/13 budget, Think Loughton and Financial Transparency.

It was further NOTED that as part of the budget process, the funding committees would each be asked to prepare a priority list of projects to enable the Planning and Licensing Committee, when considering large scale development applications that may be suitable for S106 agreements, to submit such projects for consideration by the District Council.

302.2 Annual Civic Service and Citizenship Awards – Min no RG175.1

The Committee NOTED that the date of the 2012 Civic Service had been confirmed as Sunday 4th March at 3pm in the Loughton Methodist Church. Nominations were now invited for the 2012 Citizenship Awards; the nomination forms were available from the Council Offices or the Town Council website.

302.3 Christmas Card Competition 2011 – Min no RG253

The Committee NOTED the report and Cllrs J and K Angold-Stephens, Brookes, Frankland, Richardson, and Wixley volunteered to distribute entry forms and promote the competition in local schools.

302.4 Internal Audit – Min no RG272

The Committee NOTED the report of the final visit of the Council's internal auditor for the financial year 2010/11 which had been sent to all Councillors on 17th June 2011.

302.5 Complaints Procedure – Min no RG291

The Committee RESOLVED to adopt the new Complaints Procedure and AGREED to recommend to Full Council that the members of the Strategy and Staff Group should form the Complaints Committee. If any complaint refers to the work or decisions of a specific committee, any members of that committee will be excluded from the respective Complaints Committee meeting.

302.6 Communication – Min no RG294

The Committee NOTED that attempts to register the domain name loughton.gov.uk had been unsuccessful owing to the current government policy and the use of loughton-tc.gov.uk would continue for the foreseeable future.

RG303 Financial Position

The financial position at 16th August 2011 was NOTED. Information had been issued at the meeting showing the current bank balances.

RG304 Councillor Checks on Finances

It was NOTED that Cllr Richardson had carried out a financial check on 9th August 2011 and had inspected the hall hire and cemetery records; no issues had arisen. Cllr Richardson was thanked for her work in this regard and the office staff for their cooperation.

RG305 Public Works Loans – reference from Council Min no 212.3

The Committee NOTED the report regarding the implications of an early repayment of a Public Works Loan and thanked the Town Clerk and Deputy Town Clerk for their work in this regard.

RG306 Budget 2012/13

The Committee AGREED the Strategy and Staff Group Recommendations for cost savings opportunities as follows:

- i agendas and minutes would be sent out electronically for a six months' trial period commencing on 1st September 2011. This will be subject to review by this Committee at its meeting on 8th February 2012. Members unable to receive council papers by this method would continue to receive paper copies through the post. Committee members would be sent a paper copy of the agenda and minutes for their meeting and similarly for Full Council.
- ii the Parish Basic Allowance would in future be paid in March, annually in arrears. Expenses would continue to be paid quarterly.

RG307 Olympics 2012 and Queen's Diamond Jubilee

The report from the 2012 Working Party was NOTED. Cllr Pewsey, the Working Party and the Town Clerk were thanked for their work in this regard.

Cllr Pewsey confirmed that a meeting of arts organisations in the town would be convened in the late autumn to highlight their 2012 activities.

Committees were reminded to include a 2012/13 budget allowance for any projects/events they wished to undertake as part of the celebrations.

RG308 Remembrance Service

The Committee AGREED to make a donation of £100 to the Royal British Legion in support of the Poppy Appeal and towards the cost of the wreath laid by the Town Mayor at the Remembrance service in November 2011. Payment was approved under Section 137 of the Local Government Act 1972.

RG309 Christmas Opening Hours

The Committee AGREED that the Town Council Offices would be closed from midday on Friday 23rd December 2011, reopening as normal on Wednesday and Thursday, 28th and 29th December, and then closed from midday on 30th December until 9am on Tuesday 3rd January 2012.

RG310 Accounts Paid

It was NOTED that payments totalling £165,717.76 in accordance with payment schedules nos 86 – 91 had been made since the report to the meeting on 8th June 2011 and the schedules and accompanying invoices were available at the meeting for inspection.

RG311 Future Work of the Committee

No items were raised.

RG312 Annual Staffing Review

312.1 Work Experience

The Committee endorsed the Council's participation in the new Government scheme "Get Britain Working" by taking on unemployed 18 – 24 year olds for periods of work experience of between 2 and 8 weeks with effect from September 2011.

312.2 Exclusion of the Press and Public

The Committee RESOLVED 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 contained confidential information relating to staffing.

The Committee AGREED to suspend Standing Order number 1.4 and AGREED to conclude the meeting by 9.40pm.

312.3 Staffing Report

The Committee AGREED the amendments to the Terms and Conditions of the Service Manager's contract as detailed in the Strategy and Staff Group report.

Signed.....

Date: 26th October 2011

LOUGHTON TOWN COUNCIL

RESOURCES AND GENERAL SERVICES COMMITTEE

MINUTES of the Meeting held on Wednesday 26th October 2011 at 7.45 p.m. at 1 Buckingham Court.

Present:

Councillors: J W Angold-Stephens (in the Chair)
 R E Brookes (from Min no RG317.2.3) B Glassman
 C A Harper P House S Pewsey
 C P Pond P Richardson (from Min no RG317.2)

Also in attendance:

Councillors: K E Angold-Stephens
 D J Wixley

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

RG313 Apologies for absence

Apologies were received from Cllr Frankland.

RG314 Confirmation of Minutes

The Minutes of the meeting of the Resources and General Services Committee held on Wednesday 31st August 2011 were CONFIRMED as a correct record and signed by the Chairman.

RG315 Public Representations

None were received.

RG316 Declarations of Interest

Cllr J Angold-Stephens declared a personal and prejudicial interest in Agenda item 6.2, the Financial Assistance application for Epping Forest Citizens Advice Bureau as she was the Council's representative on the management committee. Cllr J Angold-Stephens advised that she would withdraw from the meeting when the application was discussed.

Cllrs Glassman and C Harper declared a personal but non-prejudicial interest in Agenda item 6.2, the Financial Assistance application for Epping Forest Citizens Advice Bureau as they were acquainted with someone who worked for the Bureau.

Cllrs K Angold-Stephens, C P Pond and Wixley declared a personal but non-prejudicial interest in Agenda item 5.3, Olympics 2012 and Queen's Diamond Jubilee, as members of Epping Forest District Council.

RG317 Matters for Report

317.1 Accounts and Audit 2010/11 – Council Min no 212

The Committee NOTED the copy of the External Auditor's Certificate and Opinion following the Audit Commission's review of the Council's Accounts for 2010/11. The Town Clerk reported that the Council had received an unqualified audit report. The Committee congratulated the officers for their work in this regard.

Cllr Richardson joined the meeting.

317.2 Local Government Pension Scheme – Min no RG256

317.2.1 Pension Deficit Payments

The Committee NOTED the report detailing the amendments to the Pension Deficit payments which have resulted in savings for the Council during the financial years 2011/12 and 2012/13.

317.2.2 Consultation paper on proposed increases in employee pension contributions

The Committee NOTED the report and the two options proposed for a phased increase in employee contributions to the LGPS and the rate at which pensions accrue.

Cllr Brookes joined the meeting during the next item.

317.2.3 Olympics 2012 and Queen's Diamond Jubilee – Min no RG307

It was NOTED that the meeting of arts organisations will take place on Tuesday 15th November 2011 in the Council Chamber to discuss 2012 activities in the town.

The Committee CONSIDERED the invitation from Mr John Gilbert, Head of Environmental Services at Epping Forest District Council, to join the District Council in celebrating the 2012 Olympics by taking advantage of a funding package to provide "Look and Feel" dressing for the town. It was AGREED to defer reaching a decision until Agenda item 12.2, the Committee's Rolling Programme.

RG318 Financial Assistance

318.1 Report of the Epping Forest Citizens Advice Bureau AGM

The Committee NOTED the report and thanked Cllr J Angold-Stephens for her work in this regard. It was AGREED that the information should also be reported to the Council meeting.

318.2 Financial Assistance Application

Cllr J Angold-Stephens left the meeting during the consideration of the application from the Epping Forest Citizens Advice Bureau.

Cllr Pewsey took the Chair for this item only.

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

Organisation	Amount requested £	Power
Epping Forest District Citizens Advice Bureau	£150.00	LGA 1972 s142

RG319 Financial Position

The financial position as at 18th October 2011 and receipt of the second and final instalment of the 2011/12 precept totalling £320,600 was NOTED. Information had been issued at the meeting showing the current bank balances.

RG320 Parish Basic Allowance

The Committee reviewed the level of Parish Basic Allowance and AGREED to recommend to the Council that there should be no increase to the current level of £108 per annum.

RG321 Subscriptions review

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

RG322 Committee Priorities

322.1 As part of its overall plan and to complement the budget-making process, the Committee reviewed its priority list for 2012/13 and AGREED on the following:

Priority	Main Function	Greater Detail/Current Position
Current activities		
High	Staffing – employment and Health and Safety policies and procedures; Fire Risk Assessments; employee handbook	H&S policy in place, fire and risk assessments undertaken, Staff Handbook completed – annual review required
High	Seeking external funding sources	Targeted action
High	Council accommodation	Review and research for opportunities to improve office location for public access
High	2012 Celebrations	Planning stage
Medium	Investigate bank alternatives	Deposit account improved but no further action on current account
Low	Honours Board	2009/10 project
Low	Fairtrade	Churches together in Loughton to take forward
Low	Council structure	Continuing reviews
Low	Noticeboards	Maintenance and installation
On-going activities		
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 matters, staff management	
High	IT and office equipment	
High	Publicity and website	Website to be upgraded
High	Civic matters	Civic Service reinstated including Citizenship Awards

High	Annual Report	Preparation and printing
High	Newsletter	Editorial, printing and distribution
High	Annual Town Meeting	Arrangements and admin
High	Christmas card competition	Arrangements and admin
High	Emergency Plan	Amendments and circulation (carried out through digest)
High	Grants	Admin and finance
High	New legislative requirements	
High	Responding to consultations	Variable
High	Policy reviews	TBC
High	Responding to consultations	Variable
High	Contract reviews	On-going
High	Any other matters within the committee's terms of reference	
Low	Community Forum	Arrangements and admin

322.2 The Committee AGREED that the following item should be drawn to the attention of the Planning and Licensing Committee for consideration as deserving of a Section 106 contribution should the opportunity arise.

- 1) Noticeboards

RG323 Exclusion of the Press and Public

323.1 The Committee RESOLVED to exclude the press and public from the next item under the Public Bodies (Admission to Meetings) Act 1960 as it contains confidential information relating to staffing.

323.2 Staffing Report

The Committee RESOLVED to allow the recruitment of a Project Officer, 15 hours per week for a 3-month short term contract, SCP 29 (£25,129 pro rata) at a net cost of £3,200, including on costs, to be met from within the 2011/12 budget subject to the agreement of the Environment and Heritage Committee at its next meeting. If that Committee deems it inexpedient to go ahead with the employment of the officer because of continuing uncertainties over the village green protection process, then funds from the 2011/12 personnel budget should be transferred to an earmarked reserve to allow further consideration of the recruitment of a dedicated Project Officer in 2012/13 when the parameters for such items as Neighbourhood Plans have been clarified.

RG324 Estimates for 2012/13

324.1 Income – Fees and Charges

The Committee AGREED the fees and charges should increase in line with the rate of inflation of 5.2% for the following:

- 1) Hire of Council Chamber at Buckingham Court

It was further AGREED to keep the current rate of 60p per sheet of A4 for items on the Publication Scheme as photocopier costs had reduced.

324.2 Rolling Programme

The Committee AGREED to the Rolling Programme as presented in the Agenda with the following additional item for 2012/13.

- 1) £10,000 for the 2012 Celebrations of which £1,000 would be allocated to join the District Council in the 2012 Olympics "Look and Feel" dressing for the town with the purchase of 12 lamp column banners.

324.3 Estimates for 2012/13

The estimates for 2012/13 as presented in the Agenda were AGREED such that the net figures were as follows:

	£
Total budget expenditure (excluding committee recharge)	457,100
Income	<u>310</u>
Net expenditure	456,790
Less income from earmarked reserves*	-28,300
Total net expenditure	£428,490

*Details of transfers from earmarked reserves:

<i>Noticeboards</i>	1,000
<i>Stationery, office equipment & maintenance</i>	5,000
<i>Election expenses</i>	22,000
<i>2012 celebrations</i>	<u>300</u>
	£28,300

RG325 Annual Town Meeting – Wednesday 14th March 2012

The Committee AGREED to continue with the format of the Annual Town Meeting and invite 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. It was also AGREED to invite a representative from the National Health Service as the guest speaker with the Chief Constable of Essex Police as a reserve. The meeting is to conclude with refreshments and an opportunity for members of the public to speak informally with their councillors. Local businesses which have supported the local community will also be invited.

RG326 Accounts Paid

It was NOTED that payments totalling £103,474.84 in accordance with payment schedules nos 92 – 95 had been made since the report to the meeting on 31st August 2011 and the schedules and accompanying invoices were available at the meeting for inspection.

RG327 Future Work of the Committee

No items were raised

Signed.....
Date: 23rd November 2011

LOUGHTON TOWN COUNCIL

RESOURCES AND GENERAL SERVICES COMMITTEE

MINUTES of the Meeting held on Wednesday 23rd November 2011 at 7.45 p.m. at 1 Buckingham Court.

Present:

Councillors: J W Angold-Stephens (in the Chair)
 R E Brookes (from Min no RG332.3) T Frankland
 C A Harper P House S Pewsey
 C P Pond P Richardson (from Min no RG334)

Also in attendance:

Councillor: D J Wixley

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

RG328 Apologies for absence

Apologies were received from Cllr Glassman.

RG329 Confirmation of Minutes

The Minutes of the meeting of the Resources and General Services Committee held on Wednesday 26th October 2011 were CONFIRMED as a correct record and signed by the Chairman.

RG330 Public Representations

None were received.

RG331 Declarations of Interest

None were received.

RG332 Matters for Report

332.1 Christmas Card Competition 2011 – Min no RG302.3

The Committee NOTED that over ninety entries had been received this year and presentations to the winners would take place at the start of the Council meeting on 14th December 2011.

332.2 Councillor Checks on Finances – Min no RG304

The Chairman advised that Cllr Richardson had undertaken a routine inspection of the Council's financial records on Monday 21st November 2011 and confirmed there were no issues to report. Cllr Richardson was thanked for her work in this regard. It was NOTED that the Council's internal auditors were at the Council offices on Wednesday and Thursday, 23rd and 24th November 2011.

Cllr Brookes joined the meeting during the next item.

332.3 Olympics 2012 and Queen's Diamond Jubilee – Min no RG317.2.3

It was NOTED that the meeting of local organisations to discuss plans for 2012 activities in Loughton took place on Tuesday 15th November 2011 in the Council Chamber and a second meeting would be held in January 2012.

RG333 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:

Ranking	Committee	Activity
1	Environment & Heritage	Registration of Village Greens
2	Recreation	Skateboard facility
3	Recreation	Playgrounds
4	Environment & Heritage	War Memorial, Kings Green
5	Resources & General Services	2012 Celebrations
6	Resources & General Services	Staffing – employment and Health & Safety policies and procedures; Fire Risk Assessments; employee handbook

Cllr Richardson joined the meeting during the next item.

RG334 Estimates for 2012/13

The Committee considered the agenda report and NOTED that a further review of the items included in the core running costs shown in the first columns of the Committees' Rolling programmes had been undertaken and the 2011/12 forecast and 2012/13 budget income figures for Kingsley Hall had been adjusted.

The Committee AGREED that:

- £82,500 would be taken from General Reserves to set against the net requirement and reduce the precept, leaving the General Reserves at 70.01% of the net running costs.
- The additional new funding requested by the Recreation Committee for the Roding Valley Recreation Ground improvement works would be reduced from £25,000 to £12,000.
- A precept of £643,200 would be recommended to the Council on 14th December 2011.

Committee	Income	Expenditure inc recharges
	£	£
Resources and General Services	310	215,500
Environment and Heritage	23,355	168,875
Recreation	91,120	546,570
Planning and Licensing	0	42,100
Total	114,785	973,045
Interest	20,000	
Use from earmarked reserves		
Resource and General Services	28,300	
Environment & Heritage	20,760	
Recreation	48,500	
Planning and Licensing	15,000	
Use from general reserves	82,500	
Total	195,060	
	Total income	329,845
Council Precept		£643,200

The Committee noted that the proposed rise in the Precept from £641,200 should not affect the 2011/12 council tax Band D charge of £49.18 as the provisional tax base for 2012/13 had increased to 13,077.4.

The Committee thanked the Chairman, Vice Chairman and Town Clerk for their work in this regard.

RG335 Data Transparency

The Committee AGREED that the new Code would be considered in more detail by the Strategy and Staff Group at its next meeting.

RG336 Code of Conduct

The Committee NOTED the legal briefing received from the National Association of Local Councils on the future of standards of conduct for members of local authorities in England had been sent to members and a further update on the new code would be provided when available.

RG337 Accounts Paid

It was NOTED that payments totalling £60,765.10 in accordance with payment schedules nos 96 – 98 had been made since the report to the meeting on 26th October 2011 and the schedules and accompanying invoices were available at the meeting for inspection.

RG338 Future Work of the Committee

No items were raised.

Signed.....
Date: 8th February 2012

LOUGHTON TOWN COUNCIL

RESOURCES AND GENERAL SERVICES COMMITTEE

MINUTES of the Meeting held on Wednesday 8th February 2012 at 7.45 p.m. at 1 Buckingham Court.

Present:

Councillors: J W Angold-Stephens (in the Chair)
 R E Brookes (from Min no RG344) T Frankland
 C A Harper S Pewsey C P Pond
 P Richardson S M Harper (as Cllr House's substitute)

Also in attendance:

Councillors: K E Angold-Stephens
 D J Wixley

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

19 members of the public

RG339 Apologies for absence

Apologies were received from Cllrs Glassman and House. The Town Clerk reported that Cllr S Harper had been nominated as Cllr House's substitute for this meeting.

RG340 Confirmation of Minutes

The Minutes of the meeting of the Resources and General Services Committee held on Wednesday 23rd November 2011 were CONFIRMED as a correct record and signed by the Chairman.

The Committee AGREED to consider Agenda item 3, Public Representations, and item 6, Financial Assistance, immediately after Agenda item 4, Declarations of Interest, as members of the public wished to address the Committee regarding their applications.

RG341 Declarations of Interest

With regard to Agenda item 6, Financial Assistance, councillors declared the following interests:

Cllr J Angold-Stephens declared a personal but non-prejudicial interest in the applications for:

- i. Restore Community Church, as family members attended this church; and
- ii. Loughton Street Pastors, as she was acquainted with the applicant.

Cllr J Angold-Stephens also declared a personal and prejudicial interest in the applications for:

- i. Home-Start Epping Forest, as wife of the Chairman of the District Council who had this organisation as his nominated charity; and
- ii. Agenda item 6.2, the Financial Assistance application for the Epping Forest District Citizens Advice Bureau, as she was the Town Council's representative on the management committee

and advised that she would withdraw from the meeting when these two applications were discussed.

Cllr Pewsey declared a personal but non-prejudicial interest in the applications for:

- i. Love Loughton;
- ii. Techni-Crew Theatre Company;
- iii. Loughton Club; and
- iv. Loughton Youth Project

as he was acquainted with the applicants.

Cllr Pewsey also declared a personal and prejudicial interest in the applications for;

- i. Loughton Festival, as a member of its organising committee;
- ii. Loughton Film Society as a committee member; and
- iii. Loughton Arts Centre as the Town Council's representative on the Lopping Endowment charity responsible for the building which housed the Arts Centre.

Cllr Pewsey advised that he would withdraw from the meeting when those three applications were discussed.

Cllr Wixley declared a personal but non-prejudicial interest in the applications for:

- i. Debden Horticultural & Allotment Society
- ii. Ignite
- iii. Loughton Arts Centre
- iv. Loughton Club
- v. Loughton Festival
- vi. Loughton Youth Project
- vii. Love Loughton and
- viii. Restore Community Church

as he was acquainted with members of these organisations.

Cllr Wixley also declared a personal and prejudicial interest in the application for the Loughton Film Society as a member of the committee and advised that he would withdraw from the meeting when this application was discussed.

Cllr C P Pond declared a personal but non-prejudicial interest in the applications for

- i. Loughton Festival as she knew the organiser;
- ii. Loughton Street Pastors and
- iii. Love Loughton as she was a member of the Loughton Methodist Church which supported both these activities.

Cllr C P Pond also declared a personal and prejudicial interest in the application for the Loughton Arts Centre as she was well acquainted with the trustees and advised that she would withdraw from the meeting when this application was discussed.

Cllr K Angold-Stephens declared a personal but non-prejudicial interest in the applications for:

- i. Loughton Youth Project, as he was acquainted with the applicant;
- ii. Love Loughton, as he was acquainted with the applicant;
- iii. Restore Community Church, as family members attended this church; and
- iv. South Loughton Cricket Club as he was an honorary member.

Cllr K Angold-Stephens also declared a personal and prejudicial interest in the applications for:

- i. the Broadway Town Centre Partnership, being the Council's representative on its committee; and
- ii. Home-Start Epping Forest, as this organisation was his nominated charity in his role as Chairman of Epping Forest District Council.

and advised that he would withdraw from the meeting when these two applications were discussed.

Cllr S Harper declared a personal but non-prejudicial interest in the applications for:

- i. Loughton Arts Centre being acquainted with the organiser;
- ii. Loughton Club as the wife of a member;
- iii. Restore Community Church, as a family member attended this church;
- iv. Loughton Youth Project as she knew the speakers through council business and;
- v. Voluntary Action Epping Forest as she was acquainted with a former Treasurer of the charity.

Cllr S Harper also declared a personal and prejudicial interest in the application for:

- i. 41st Epping Forest Scout Group as family members were scout leaders in the group,

and advised that she would withdraw from the meeting when this application was discussed.

Cllr C Harper declared a personal but non-prejudicial interest in the applications for:

- i. Loughton Arts Centre being acquainted with the organiser;
- ii. Loughton Club as a member;
- iii. Restore Community Church, as a family member attended this church; and
- iv. Voluntary Action Epping Forest as he was acquainted with a former Treasurer of the charity.

Cllr C Harper also declared a personal and prejudicial interest in the application for:

- i. 41st Epping Forest Scout Group as family members were scout leaders in the group,

and advised that he would withdraw from the meeting when this application was discussed.

Cllr Richardson declared a personal but non-prejudicial interest in the applications for:

- i. Broadway Town Centre Partnership;
- ii. Loughton Festival; and
- iii. Loughton Youth Project

as she was acquainted with members of these organisations.

Cllr Frankland declared a personal but non-prejudicial interest in the application for:

- i. Loughton Youth Project as he was acquainted with the applicant.

The Committee agreed to take Agenda item 6.2 and the related public representation.

RG342 Public Representations

The meeting was adjourned to hear a representation from the Epping Forest District Citizens Advice Bureau.

RG343 Financial Assistance – Citizens Advice Bureau

Cllr J Angold-Stephens left the meeting during the consideration of this application. Cllr Pewsey took the Chair for this item.

The Committee RESOLVED to grant £6,000 to the Epping Forest Citizens Advice Bureau under the Local Government Act 1972 s142.

Cllr Brookes joined the meeting during the next item

RG344 Public Representations

The meeting was adjourned to hear representations from twelve members of the public regarding Agenda item 6, Financial Assistance applications. Organisations represented included the Alzheimer's Society, Debden Horticultural & Allotments Society, Ignite, Loughton Film Society, Loughton Street Pastors, Loughton Youth Project, Love Loughton, Restore Community Church, Techni-Crew Theatre Company, Together: Working for Wellbeing and Voluntary Action Epping Forest.

RG345 Financial Assistance – General Applications

Cllr Brookes declared a personal but non-prejudicial interest in Agenda item 6.1, the Financial Assistance application for Restore Community Church as she had worked closely with the organisation.

Cllr Wixley declared a personal but non-prejudicial interest in Agenda item 6.1, the Financial Assistance application for the South Loughton Cricket Club as he was acquainted with some of its members.

The Committee AGREED that the remaining balance of £198.50 would be held in earmarked reserves for use in the 2012/13 General Grants budget.

Cllrs C and S Harper left the meeting during the consideration of the application for the 41st Epping Forest Scout Group.

Cllr J Angold-Stephens left the meeting during the consideration of the application for Home-Start Epping Forest. In her absence, Cllr Pewsey took the Chair.

Cllr K Angold-Stephens left the meeting during the consideration of the applications for Home-Start Epping Forest and Loughton Broadway Town Centre Partnership.

Cllr C P Pond left the meeting during the consideration of the application for the Loughton Arts Centre.

Cllr Pewsey left the meeting during the consideration of the applications for the Loughton Arts Centre, Loughton Festival, Loughton Film Society and Love Loughton.

Cllr Wixley left the meeting during the consideration of the application for the Loughton Film Society.

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

Organisation	Amount granted £	Power
Alzheimer's Society Epping Forest Office	1,500.00	LGA 1972 s145
Debden Horticultural & Allotments Society	365.00	LG(Misc Prov)A 1976 s19
Epping Forest Sportability Club	1,000.00	LG(Misc Prov)A 1976 s19
Epping Forest Youth For Christ	400.00	LG(Misc Prov)A 1976 s19
41st Epping Forest Scout Group	1,000.00	LGA 1972 s145
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 Festival	1,500.00	LGA 1972 s145
Loughton Film Society	750.00	LGA 1972 s145
Loughton Street Pastors	750.00	LGA 1972 s137
Loughton Women's Institute	250.00	LGA 1972 s145
Loughton Youth Project	4,000.00	LGA 1972 s145
Love Loughton	800.00	LGA 1972 s145
Restore Community Church	5,000.00	LGA 1972 s145 & LG(Misc Prov)A1976 S19
Samaritans of Redbridge	300.00	LGA 1972 s137
South Loughton Cricket Club	300.00	LG(Misc Prov)A 1976 s19
Techni-Crew Theatre Company	700.00	LGA 1972 s145
Together: Working for Wellbeing	500.00	LG(Misc Prov)A 1976 s19
Voluntary Action Epping Forest	500.00	LGA 1972 s145
Total	£23,060.00	

The following organisations were unsuccessful in their applications this year:

Cruse Bereavement EF Branch, Freedom Charity, Loughton & E F Amateur Radio Society, Support 4 Sight, Victim Support; and Vitalise.

The Committee AGREED to suspend Standing Order number 1.4. and AGREED to conclude the meeting by 10.00 pm.

RG346 Matters for Report

346.1 Christmas Card Competition 2011 – Min no RG302.3

The Committee NOTED the report and AGREED that the closing date of the competition would be extended by at least one week to give the opportunity for more entries to be received in the time period.

346.2 Councillor Checks on Finances – Min no RG304

It was NOTED that Cllr Richardson had undertaken a routine inspection of the Council's financial records on Monday 30th January 2012 and that no issues had arisen. The Committee thanked Cllr Richardson for her work in this regard.

346.3 Internal Audit – Min no RG332.2

The Committee NOTED the report of the Council's internal auditors from their interim visits on 23rd and 24th November 2011, which had been circulated to all members. It was AGREED that the uncleared cheques procedure as presented in the agenda should be adopted by the Town Council.

346.4 Annual Town Meeting – Min no RG325

The Committee NOTED that the guest speaker for the 2012 Annual Town Meeting to be held on Wednesday 14th March in the Murray Hall would be Dr Kamal Bishai representing the West Essex National Health Service.

Dr Bishai would comment on forthcoming changes to the provision of healthcare services.

RG347 Financial Position

The financial position report as at 31st January 2012 was NOTED. Information had been circulated at the meeting showing the current bank balances.

RG348 Accounts Paid

It was NOTED that payments totalling £239,951.86 in accordance with payment schedules nos 98 to 102, had been made since the report to the meeting on 23rd November 2011 and the schedules and accompanying invoices were available at the meeting for inspection.

The Committee AGREED to suspend Standing Order number 1.4. and AGREED to conclude the meeting by 10.15 pm.

RG349 Olympics 2012 and Queen's Diamond Jubilee

The Committee AGREED to defer detailed discussions on this item until the next meeting.

The Town Clerk was authorised to purchase a beacon and the ancillary equipment at a cost of £360 to enable an event on the Hillyfields open space to proceed on the evening of Monday 4th June 2012 in celebration of the Queen's Diamond Jubilee. This would be part of the international scheme to commemorate Her Majesty The Queen's 60 year reign over the UK and as head of the Commonwealth.

RG350 Exclusion of the Press and Public

The Committee RESOLVED 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 contained confidential information relating to the Council's properties.

RG351 Insurance – Annual Review

The Committee reviewed the insurance cover as laid out in the report and confirmed its adequacy with the exception of the following items:

- i. The Loss of Revenue level of cover for the Murray and Kingsley Halls would be increased to £70,000.00 with effect from 1st April 2012.
- ii. The level of Contents cover for 1 Buckingham Court would be increased to £47,000.00 with immediate effect.
- iii. The All Risks level of cover for the Town Mayor's Badge of Office would be increased to £850.00 from 1st April 2012.
- iv. The All Risks level of cover for the Silver Gilt Chain of Office and case would be increased to £1,610 effect from 1st April 2012.

The Committee recorded its thanks to the Deputy Town Clerk for her work in this regard.

RG352 Future Work of the Committee

No items were raised.

Signed.....
Date: 4th April 2012

LOUGHTON TOWN COUNCIL

RESOURCES AND GENERAL SERVICES COMMITTEE

MINUTES of the Special Meeting held on Wednesday 22nd February 2012 at 7 p.m. at 1 Buckingham Court.

Present:

Councillors: J W Angold-Stephens (in the Chair)
 T Frankland P House S Pewsey
 C P Pond P Richardson
 C C Pond (as substitute for Cllr C Harper)
 D J Wixley (as substitute for Cllr Brookes)

Also in attendance:

Councillors: K E Angold-Stephens
 L Howe
 T Owen (from Min no RG355)

Officers: E K Walsh (Town Clerk)

RG353 Apologies for absence

Apologies were received from Cllrs Brookes, Glassman and C Harper. The Town Clerk reported that Cllr C C Pond had been nominated as Cllr C Harper's substitute and Cllr Wixley for Cllr Brookes for this meeting.

RG354 Public Representations

None were received.

RG355 Declarations of Interest

None were received.

Cllr Owen joined the meeting during the next item.

RG356 Olympics 2012 and Queen's Diamond Jubilee

Members NOTED the report and discussed the options for marking the Queen's Diamond Jubilee in Loughton.

It was AGREED to:

- i. offer all schools in the town a commemorative tree and plaque. For schools not wishing to accept a tree, they would be offered a donation of up to £200 towards a bench or other significant item for the school.
- ii. hold a Jubilee themed digital photographic competition for all local residents with four prizes of £25 gift vouchers.
- iii. provide advice to residents on holding street parties and offer limited supplies of Union Jack bunting to those wishing to organise such events.
- iv. hold a small scale event for the lighting of the Jubilee Beacon on Hillyfields. More details would be submitted to the Committee at its next meeting.

A proposal for a house/shop window Jubilee decoration competition would be passed to the Environment and Heritage Committee for consideration.

A proposal for the planting of six oak trees on the QEII fields sites in Loughton would be considered by the Recreation Committee.

The Town Clerk was authorised to purchase a framed portrait of Queen Elizabeth II to be placed on display in the Council Chamber. The cost of this would be met from the Town Mayor's expenses budget.

Signed.....
Date: 4th April 2012

THESE MINUTES NOT YET CONFIRMED

LOUGHTON TOWN COUNCIL

RESOURCES AND GENERAL SERVICES COMMITTEE

MINUTES of the Meeting held on Wednesday 4th April 2012 at 7.45 p.m. at 1 Buckingham Court.

Present:

Councillors: J W Angold-Stephens (in the Chair)
 R E Brookes (from Min no RG360) T Frankland
 B Glassman C A Harper P House
 C P Pond P Richardson (from Min no RG360)

Also in attendance:

Councillors: K E Angold-Stephens
 T G Owen (until Min no RG364.1)
 D J Wixley

Officers: S Haynes (Deputy Town Clerk)
 J M Innis (Committee Clerk)

2 members of the public

RG357 Apologies for absence

None were received.

RG358 Confirmation of Minutes

The Minutes of the meetings of the Resources and General Services Committee held on Wednesday 8th and 22nd February 2012 were CONFIRMED as a correct record and signed by the Chairman.

The Committee AGREED to bring forward Agenda items 5.7, Olympics 2012 and Queen's Diamond Jubilee and 6.1, Financial Assistance, General Applications, after the Declarations of Interest had been received, as members of the public were interested in these items.

RG359 Declarations of Interest

Cllr K Angold-Stephens declared a personal but non-prejudicial interest in Agenda item 5.7, Olympics 2012 and Queen's Diamond Jubilee as he was one of the Town Council's representatives on the Loughton Broadway Town Centre Partnership and also attended meetings of the High Road Town Centre Partnership.

Cllr Owen declared a personal but non-prejudicial interest in Agenda item 5.7, Olympics 2012 and Queen's Diamond Jubilee as he was a Town Council representative on the Loughton Broadway Town Centre Partnership.

Cllr Pewsey declared a personal but non-prejudicial interest in Agenda item 5.7, Olympics 2012 and Queen's Diamond Jubilee as he was the Town Council's representatives on the Loughton High Road Town Centre Partnership and a member of the Love Loughton committee.

Cllr Wixley declared a personal but non-prejudicial interest in Agenda item 5.7, Olympics 2012 and Queen's Diamond Jubilee as he attended meetings of the Loughton High Road Town Centre Partnership and the HOWZAT event.

Cllrs Brookes and Richardson joined the meeting during the next item.

RG360 Public Representations (1)

The meeting was adjourned to hear representations from a member of the public regarding Agenda item 5.7, Olympics 2012 and Queen's Diamond Jubilee.

RG361 Olympics 2012 and Queen's Diamond Jubilee – Min no RG356

The Committee AGREED that the Town Council should donate Union Jack bunting to the Broadway and High Road Town Centre Partnerships to be used as part of the Queen's Diamond Jubilee celebrations.

The remainder of this agenda report was to be considered at its original place in the agenda.

RG362 Public Representations (2)

The meeting was adjourned to hear representations from one member of the public regarding Agenda item 6.1, Financial Assistance application for the Alzheimer's Society.

RG363 Financial Assistance General Applications

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

Organisation	Amount requested £	Power
Alzheimer's Society	2,264.00	LGA 1972 s145

Cllr Owen left the meeting during the next item.

RG364 Matters for Report

364.1 Strategy and Staff Group – Min no RG302.1

The Committee NOTED the items discussed at the Strategy and Staff Group meeting held on 22nd March 2012. The Committee shared the concern regarding the nature and increase in the number of Freedom of Information requests received by the Council and asked for the Town Clerk to clarify whether apparently sensitive information could be withheld.

364.2 Annual Civic Service and Citizenship Awards – Min no RG302.2

The Committee NOTED the 2012 Civic Service had been held at the Loughton Methodist Church on Sunday 4th March 2012 and that the recipient of the Citizenship Award, Mrs Rose Bruce had requested her award money be added to the budget for the Council's scheme for granting financial assistance.

Members noted the suggested improvements to the wording of the award nomination form but asked for further consideration to be given and a report made to the Committee at a future meeting.

364.3 Annual Town Meeting 2012 – Min no RG346.4

It was NOTED that copies of the draft minutes of the Annual Town Meeting held on 14th March 2012 had been circulated to members and the document was now available on the Town Council website.

364.4 Internal Audit – Min no RG346.3

It was NOTED that the end of year visit by the internal auditor had been scheduled for Monday 16th May 2012.

364.5 Data Transparency – Min no RG335

The Committee NOTED that the Strategy and Staff Group had confirmed that the Council met the Government Guidance as regards to the minimum of data publicly held on the Council's website.

364.6 Insurance – Annual Review – Min no RG351

It was NOTED that the insurance premium for 2012/13 had been confirmed at £11,465.87 net of VAT, with a further £392 for vehicle insurance. The Deputy Town Clerk advised that the Business Interruption sum insured, previously reported on 8th February 2012 as £55,531, had now been reduced to £50,000 as the insurance company had incorrectly applied index linking to this item. The Town Clerk was asked to check if this would result in a decrease of the premium.

364.7 Olympics 2012 and Queen's Diamond Jubilee – Min no RG356

The Committee CONFIRMED the financial report as provided in the Supplementary Agenda with the addition of the purchase of celebration bunting as agreed in Minute no RG361 above, and, where necessary, delegated responsibility to officers to enable the activities to be progressed in a timely manner.

RG365 Financial Assistance Christmas Lights 2012

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

Organisation	Amount requested £	Power
Loughton High Road Town Centre Partnership	4,000.00	LGA 1972 s145

RG366 Financial Position

The financial position report as at 28th March 2012 was NOTED. This is not the final end of year position. Information had been issued at the meeting showing the current bank balances.

RG367 Councillor Checks on Finances

The report of Cllr Richardson's inspection was NOTED and that the balance of the petty cash account stood at £150 as at 30th March 2012. The Committee thanked Cllr Richardson for her work in this regard.

RG368 Electronic Agendas and Minutes

The Committee AGREED that the system trialled of sending out agendas and minutes electronically should continue on a permanent basis. Committee members would be sent a paper copy of the agenda and minutes for their meeting and all members receive the papers for full Council. Members unable to receive council papers by this method would continue to receive paper copies through the post. Other members requiring paper copies should make a specific request to the Council Office.

RG369 Standing Orders

The Committee confirmed that the current document met its needs at the present time pending a further review later in 2012, except that item 12 from this Committee's Terms of Reference in Appendix A, "To approve the annual accounts" had become obsolete since the Audit Commission's procedural change requiring the annual accounts approval to be carried out by full council.

RG370 Financial Regulations Annual Review

370.1 The Committee CONFIRMED that the Financial Regulations met the Council's requirements at the present time.

370.2 Financial Limits

No changes were made to the financial limits which remained as follows:

Topic	Amount	Last reviewed	Last changed
Limit of imprest on no. 2 a/c	35,000	April 2012	April 2010
Limit of officers signing cheques on no. 2 a/c	150	April 2012	April 2010
Limit of imprest on Security Deposits a/c	3,000	April 2012	April 2006
Limit of cheques on Security Deposits a/c	none	April 2012	April 2006
Petty cash imprest	150	April 2012	
Urgent repair work etc without budgetary provision (FR 3.4)	5,000	April 2012	April 2008
Additional audit work of external auditor (FR 12.1)	750	April 2012	May 2004
Tenders to be obtained (FR 12.3, 12.6 & 12.8)	over 50,000	April 2012	May 2004
3 quotes to be obtained (FR 12.8)	10,000 to 50,000	April 2012	May 2004
3 estimates to be obtained (FR 12.8)	2,000 to 10,000	April 2012	May 2004
Bad debts may be written off by RFO	100	April 2012	Oct 1998
Credit card:			
No 1 Town Clerk	1,000	April 2012	Nov 2004
No 2 Services Manager	500	April 2012	Feb 2005

RG371 Risk Assessment and Management

The Committee considered the document and approved the risk assessment and management arrangements as presented.

RG372 Internal Audit – Report and Annual Review**372.1 Annual Review of Effectiveness of System of Internal Audit**

The Committee NOTED that under Regulations 6 (3) of the Accounts and Audit (England) Regulations 2011 only larger relevant bodies (with expenditure or income over £6.5 million) were required to conduct an annual review of the effectiveness of the system of internal audit but considered it good practice to continue the process.

Members considered the detailed report and reviewed the effectiveness of the system of internal audit, including the current system of internal audit, the independence and competence of the internal auditors, the scope of the internal audit and audit planning and reporting systems.

The Committee AGREED that the system of internal audit was satisfactory

as presented in the agenda with one amendment to item no 7 to read as follows:

- 7 sending a copy of the full electronic report to all members of the Resources and General Services Committee with a paper copy to those councillors who do not have this facility. Other councillors may ask to see the report if they wish.

372.2 Review of the Effectiveness of the system of Internal Control

The Committee considered the detailed report and reviewed the effectiveness of the system of internal control.

The Committee AGREED the following **Statement of Internal Control**:

1 Scope and Responsibility

Loughton Town Council (hereafter called "the Council") is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively.

In discharging this overall responsibility, the Council is also responsible for ensuring that there is a sound system of internal control which facilitates the effective exercise of the Council's functions and which includes arrangements for the management of risk.

2 Purpose of the System of Internal Control

The system of internal control is designed to manage risk at a reasonable level rather than to eliminate all risks of failure to achieve policies, aims and objectives; it can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of the Council's policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them effectively and economically.

The system of internal control has been in place at the Council for the year ended 31st March 2012.

3 The Internal Control Environment

The system of internal control is based on a framework consisting of the Code of Conduct, internal regulations (including but not limited to financial regulations) and administrative procedures. It is further enhanced by the regular provision of management and financial information as appropriate to fit the Council's policy of delegation and responsibility. The system is constantly monitored by members as well as officers within the Council. In particular the system incorporates:

- comprehensive budgeting systems, project evaluation and management appraisal
- regular reports of service delivery and project performance
- preparation and dissemination of regular financial reports measuring actual expenditure against forecasts for both revenue and capital projects
- regular review of such reports by officers, and by members in committee and full council.

4 Review of Effectiveness

The authority has responsibility for conducting, at least annually, a review of the effectiveness of the system of internal control. The review of the effectiveness of the system of internal control is informed by the work of

- the Council and its committees, especially Resources and General Services Committee
- the Town Clerk/Responsible Financial Officer and other staff
- the internal auditor
- the external auditor
- any other review agencies and inspectorates in their reports.

372.3 Appointment of Internal Auditors for 2012/13

The Committee AGREED to appoint Auditing Solutions as the Council's internal auditors for 2012/13 at a cost of £390 per visit. This will include two interim visits during the year with a final end of year visit to inspect the annual accounts.

The Town Clerk was asked to consider whether local auditors with similar experience and qualifications were available for the following financial year.

RG373 Annual Review of the Asset Register

The Register of Assets and Properties was AGREED as presented in the Agenda. The Town Clerk was asked to consider whether it was appropriate to include the recently refurbished tennis and multi games courts as a separate entry in the Register.

RG374 Meetings Schedule

The Committee AGREED the schedule of meetings for 2012/13 as follows:

2012	May	16	Wednesday	Annual Council
		21	Monday	Planning and Licensing
		30	Wednesday	Recreation
	June	6	Wednesday	Environment and Heritage
		11	Monday	Planning and Licensing
		20	Wednesday	Resources and General Services
		25	Monday	Planning and Licensing
	July	4	Wednesday	Council
		9	Monday	Planning and Licensing
		18	Wednesday	Recreation
		23	Monday	Planning and Licensing
	August	1	Wednesday	Environment and Heritage
		6	Monday	Planning and Licensing
		29	Wednesday	Resources and General Services
	September	3	Monday	Planning and Licensing
		12	Wednesday	Council
		17	Monday	Planning and Licensing

	26	Wednesday	Recreation
October	1	Monday	Planning and Licensing
	10	Wednesday	Environment and Heritage
	15	Monday	Planning and Licensing
	24	Wednesday	Resources and General Services
	29	Monday	Planning and Licensing
November	12	Monday	Planning and Licensing
	14	Wednesday	Resources and General Services (Budgets)
	26	Monday	Planning and Licensing
December	5	Wednesday	Council
	10	Monday	Planning and Licensing
2013 January	7	Monday	Planning and Licensing
	9	Wednesday	Recreation
	21	Monday	Planning and Licensing
	23	Wednesday	Environment and Heritage
February	4	Monday	Planning and Licensing
	6	Wednesday	Resources and General Services
	18	Monday	Planning and Licensing
	20	Wednesday	Council
March	4	Monday	Planning and Licensing
	6	Wednesday	Recreation
	18	Monday	Planning and Licensing
	20	Wednesday	Annual Town Meeting, The Murray Hall, Borders Lane at 8pm
	27	Wednesday	Environment and Heritage
April	3	Wednesday	Resources and General Services
	8	Monday	Planning and Licensing
	17	Wednesday	Council (approval of accounts)
	22	Monday	Planning and Licensing
May	7	Tuesday	Planning and Licensing
	8	Wednesday	Annual Council

RG375 Accounts Paid

It was NOTED that payments totalling £137,302.72 as detailed on payment schedules nos 103 – 106 had been made since the report to the meeting on 8th February 2012 and the schedules and accompanying invoices were available at the meeting for inspection.

RG376 Future Work of the Committee

No items were raised.

Signed.....

Date: 20 June 2012