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**LOUGHTON TOWN COUNCIL**
**RESOURCES AND GENERAL SERVICES COMMITTEE**

**MINUTES of the Meeting held on Wednesday 20 June 2012 at 7.45pm at 1 Buckingham Court.**

**Present:**

**Councillors:** S Pewsey (in the Chair)  
 P Abraham J Jennings (until Min no RG12)  
 I Lawrence J Mahoney S W Murray  
 E Stacey C C Pond (as substitute for Cllr J Angold-Stephens)  
 D J Wixley (as substitute for Cllr H Mann)

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

In the absence of the Chairman, Cllr Pewsey took the chair.

**RG1 Apologies for absence**

Apologies for absence were received from Cllrs J Angold-Stephens and H Mann. The Town Clerk reported that Cllrs C C Pond and D Wixley had been nominated as their substitutes for this meeting.

**RG2 Confirmation of Minutes**

The Minutes of the meeting of the Resources and General Services Committee held on Wednesday 4 April 2012 were CONFIRMED as a correct record and signed by the Chairman.

**RG3 Public Representations**

None were received.

**RG4 Declarations of Interest**

Cllrs Mahoney, Pewsey and C C Pond declared a personal but non-prejudicial interest in Agenda item 5.1, Financial Assistance, as they had been involved with the Loughton Festival.

Cllr Murray declared a personal but non-prejudicial interest in Agenda items involving any reference to Epping Forest District Council as a member of that Council. Cllr Murray also declared a personal but non-prejudicial interest in Agenda item 5.1, Financial Assistance, as a friend of Sue Taylor, organiser of the Loughton Festival.

Cllr C C Pond declared a personal but non-prejudicial interest in Agenda item 12, Code of Conduct, as a member of the Standards Committees for Epping Forest District Council and Essex County Council and as a delegate for the Epping Forest Branch of the Association of Local Councils' discussions with the Monitoring and Deputy Monitoring Officers of the District Council.

Cllr Wixley declared a personal but non-prejudicial interest in Agenda items 12, Code of Conduct, and 13, Emergency Plan – Community Resilience, as a member of Epping Forest District Council.

The Committee AGREED to bring forward Agenda item 6, Committee Responsibilities and Priorities for 2012/13, to receive an overview prior to detailed discussions on the items.

**RG5 Committee Responsibilities and Priorities for 2012/13**

The Chairman provided an introduction to the Committee's areas of responsibility.

**RG6 Matters for Report****6.1 Financial Assistance**

The Committee NOTED that Sue Taylor, organiser of the Loughton Festival, had asked for it to be recorded that, without the Town Council's financial assistance, several events from the successful 2012 programme would have been withdrawn and that the 2012 Festival had raised £3,000 for the Haven House Children's Hospice.

**6.2 Insurance – Annual Review – Min no RG364.6**

It was NOTED that the reduction in the Business Interruption sum insured, reported at the last meeting, had not resulted in a decrease of the premium, which had been quoted after the invitation to renew had been issued.

A low claims rebate of £370.71 had been received from the Council's insurance company, Aviva, for the year 2011/12.

**6.3 Olympics 2012 and Queen's Diamond Jubilee – Min no RG364.7**

**6.3.1** The Committee NOTED the response from Buckingham Palace to the congratulations sent to Her Majesty Queen Elizabeth II, on behalf of the Council and the residents of Loughton, on the occasion of her Diamond Jubilee.

**6.3.2** A copy of the event calendar and an updated financial report were received. The Chairman offered to provide a more detailed event calendar to provide an historic record of the local 2012 celebrations.

**RG7 Financial Position**

The end of year financial report for 2011/12, together with details of the Committee's transfers to and from earmarked reserves, was NOTED.

Confirmation was received that the first instalment of the 2012/13 precept, £321,600, had been paid by Epping Forest District Council on 27 April 2012.

It was reported that the May 2012 election costs, invoiced by Epping Forest District Council, amounted to £25,839.69 and would be met from the 2012/13 budget, which included an amount from the earmarked reserves built up over the past four year period.

A note of the Council's current bank balances was circulated at the meeting.

**RG8 Internal Audit Report 2011/12**

The written report of the Council's internal auditor for the financial year 2011/12 from his final visit on 16 May 2012 was NOTED and that no significant issues had arisen.

During his visit, the auditor had completed and signed page 4 of the Annual Statement of Accounts.

**RG9 Councillor Checks on Finances**

The Committee AGREED to continue the practice of appointing a councillor to carry out checks on the Council's financial transactions and appointed Cllr Lawrence to undertake this work during 2012/13.

**RG10 Appointment of External Auditor**

The Committee NOTED the Audit Commission's proposal to appoint Littlejohn LLP as the Council's external auditor for the five years from 2012/13.

The revised scale of external audit fees was NOTED.

**RG11 Local Government Pension Scheme**

The report on the proposed changes to the Local Government Pension Scheme, scheduled to take effect from 1 April 2014, was NOTED.

Cllr Jennings left the meeting during the next item.

**RG12 Code of Conduct**

The agenda report was NOTED and Cllr C C Pond provided an update on the draft arrangements for a new Code of Conduct as discussed by the Epping Forest Branch of the Association of Local Councils at its meeting on 13 June 2012.

The Committee made the following RECOMMENDATIONS:

- i. The Code proposed by the Public Law Partnership (PLP) be adopted by the Town Council, noting this will provide continuity across the tiers of local government in Essex thereby promoting public confidence.
- ii. The Town Council affiliates to a Joint Standards Committee for parish/town councils within the Epping Forest District, with the costs of any investigation under the Code being met by the relevant local council.
- iii. The Town Council adopts a Complaints Procedure as proposed by the PLP.

**RG13 Emergency Plan – Community Resilience**

The Emergency Plan had been circulated to all members of the Council. The Committee provided suggestions for additions and amendments to the document prior to its submission to Epping Forest District Council.

**RG14 Accounts Paid**

It was NOTED that payments totalling £239,286.65, as detailed on payments schedules nos 107 to 110, had been made since the report to the meeting on 4 April 2012. The schedules and accompanying invoices were available at the meeting for inspection.

**RG15 Future Work of the Committee****(i) Localising Support for Council Tax in England**

As the Government's proposals for local schemes of support for Council Tax, replacing Council Tax Benefit, would have a significant impact on precepting by parish and town councils, the Committee requested a presentation by Mr Bob

Palmer, Director of Finance at Epping Forest District Council, be arranged for all members.

**(ii) Standing Orders**

The Town Clerk informed members that a review of the Council's Standing Orders would be undertaken, initially by the Strategy and Staff Group, once the new Code of Conduct arrangements had been agreed by Council.

**Signed.....**

**Date: 29 August 2012**

**LOUGHTON TOWN COUNCIL**

**RESOURCES AND GENERAL SERVICES COMMITTEE**

**MINUTES of the Meeting held on Wednesday 29 August 2012 at 7.45pm at 1 Buckingham Court.**

**Present:**

**Councillors:** J Angold-Stephens (in the Chair)  
 J Jennings I Lawrence J Mahoney  
 S W Murray (from Min no RG20) S Pewsey  
 K Angold-Stephens (as substitute for Cllr P Abraham)

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

**RG16 Apologies for absence**

Apologies for absence were received from Cllrs Abraham, Mann and Stacey. The Town Clerk reported that Cllr K Angold-Stephens had been nominated as Cllr Abraham's substitute for this meeting. It was also reported that Cllr Murray had sent apologies for his late arrival following his attendance at a meeting of the District Council.

**RG17 Confirmation of Minutes**

The Minutes of the meeting of the Resources and General Services Committee held on Wednesday 20 June 2012 were CONFIRMED as a correct record and signed by the Chairman.

**RG18 Public Representations**

None were received.

**RG19 Declarations of Interest**

Cllr K Angold-Stephens declared a non-pecuniary interest in Agenda item 7, Financial Assistance, as the Council's representative on the Broadway Town Centre Partnership.

Cllr Murray joined the meeting during the next item.

**RG20 Matters for Report**

**20.1 Annual Civic Service and Citizenship Awards – Min no RG364.2**

The Town Clerk was asked to confirm the date for the 2013 Civic Service with Revd Tony Morling at the Loughton Methodist Church.

Members considered the nomination form for the Citizenship Awards' scheme and noted the closing date of 31 January 2013.

**20.2 Christmas Card Competition 2012 – Min no RG346.1**

The Committee NOTED the closing date for entries this year was Wednesday, 14 November 2012 with presentations to the winners to be made prior to the Council meeting on 5 December 2012. Councillors volunteered to deliver the entry forms and posters for this annual competition into local schools.

**20.3 Olympics 2012 and Queen's Diamond Jubilee – Min non RG6.3**  
The Committee NOTED the report on the response from schools to the Council's offer to provide a commemorative tree or a donation of up to £200 for a significant item to mark Her Majesty's Diamond Jubilee. Members requested more details from the schools that had requested a donation.

**20.4 Code of Conduct 2012 – Min non RG12**  
The new guide for councillors, "Openness and transparency on personal interests" that provides basic practical information about disclosable pecuniary and other interests, had been circulated to members.

**20.5 Localising Support for Council Tax in England – Min no RG15.1**  
The Committee NOTED the report on the impact of the Government's proposals for welfare reform and, in particular, the likely impact on council tax bills. The Town Clerk reported that there were indications that ministers were reviewing the proposals requiring individual billing authorities to draw up local schemes and reconsidering a national scheme.

It was also noted that the Strategy and Staff Group would be asked to consider whether the Council should review its Reserves Policy which currently required the general financial reserves to be maintained at around 75%, within the range 70 to 80%, of net budgeted annual running costs, excluding growth items and items on which expenditure will be met by use of earmarked reserves.

**20.6 Meetings Schedule – Min no RG374**  
The Government's proposed changes to the funding arrangements for Council Tax (see Min no RG20.5) suggested that the tax base figure used by the Town Council in the calculation of the precept would not be confirmed by the District Council until mid-December at the earliest.

To allow detailed discussion of the 2013/14 budget and precept by this Committee, it was AGREED to add two special meetings to the 2012/13 calendar as follows:

Wednesday, 16 January 2013 at 7.45pm Resources and General Services  
Wednesday, 23 January 2013 at 7.00pm\* Council

\*This meeting would precede the Environment and Heritage Committee meeting already scheduled for 7.45pm on the same evening.

**RG21 Finance**  
**21.1**

**Accounts and Audit 2011/12 – Council Min no 269**  
The receipt of the External Audit Certificate for 2011/12 confirming that, "*on the basis of the Audit Commission's review, in their opinion the information in the Annual Return submitted by the Town Council was 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*" was NOTED.

The Town Clerk confirmed that the Conclusion of the Audit and the Right to Inspect the Annual Return would now be advertised on the Council's notice boards for a period of at least fourteen days.

**21.2 Financial Position**

The Committee's financial position as at 22 August 2012 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.

**21.3 Investments**

The Committee considered the report and AGREED to invest £500,000 in a twelve-month Fixed Rate Deposit Account with NatWest, noting that the rates in force for the next issue of this type of account would not be confirmed until its launch on 4 September 2012 but were anticipated to be three per cent.

**21.4 Councillor Checks on Finances**

The Committee thanked Cllr Lawrence for her comprehensive report following the first of her internal financial checks in the Council Office undertaken on 3 August 2012. Cllr Lawrence reported that her check had been completed satisfactorily and she had found a well organised office with appropriate documentation and filing/retrieval.

The Town Clerk confirmed that Cllr Lawrence's recommendation to introduce and record an annual review of the internal financial policies and procedures, where this was not already undertaken by the Committee, would be implemented.

**21.5 Payments Procedures**

The Government's consultation on the proposed removal of Section 150(5) of the Local Government Act 1972, the statutory rule requiring cheques and other orders for the payment of money by parish and town councils to be signed by two councillors, was NOTED.

**21.6 New Guidance on Payments Procedures (England and Wales)**

A copy of the Joint Practitioners Advisory Group's new guidance for local councils on Safeguarding Public Money to support the anticipated repeal of the requirement that all cheques and other orders for the payment of money are to be signed by two members of the council was received (see also Min no RG21.5).

It was NOTED that item 36 in the JPAG guidance had already been implemented, in that a copy of the latest bank reconciliations had been circulated to members and this practice would be continued at all future meetings of this Committee (see Min no RG21.2). Further consideration of any necessary improvements to the existing checks and balances would be given in the forthcoming review of the Council's Financial Regulations.

**21.7 Publication of Payments**

It was NOTED that the Department for Communities and Local Government now published details of all monthly spending data over £250 (previously £500) and that as other Government Agencies were expected to follow suit there was speculation that this new level would be applied to all tiers of local government, including parish and town councils, in the near future.

**RG22 Financial Assistance – Christmas Lights**

Cllr Murray declared a non pecuniary interest in this item because of his association with the Broadway Town Centre Partnership.



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

Organisation	Amount requested £	Power
Loughton Broadway Town Centre Partnership	4,000	LGA 1972 s145

**RG23 Quality Council Status** – *“A commitment to excellence for the community”*

The Committee AGREED to seek reaccreditation of its Quality Council Status at the end of 2012 at a net cost of £200, payable to NALC, noting that the panel meeting to consider applications was scheduled for 8 March 2013.

**RG24 Accounts Paid**

It was NOTED that payments totalling £646,476.76 as detailed on payments schedules nos 111 to 115 had been made since the report to the meeting on 20 June 2012. The schedules and accompanying invoices were available at the meeting for inspection.

**RG25 Future Work of the Committee**

No items were raised.

Signed.....

Date: 24 October 2012

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**LOUGHTON TOWN COUNCIL**

**RESOURCES AND GENERAL SERVICES COMMITTEE**

**MINUTES of the Meeting held on Wednesday 24 October 2012 at 7.45pm at 1 Buckingham Court.**

**Present:**

**Councillors:** J Angold-Stephens (in the Chair)  
 P Abraham I Lawrence J Mahoney  
 S Pewsey C C Pond (as substitute for Cllr J Jennings)  
 C P Pond (as substitute for Cllr H Mann)

**Also in attendance:**

**Councillors:** K Angold-Stephens  
 P Beales  
 D Wixley

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

**RG26 Apologies for absence**

Apologies for absence were received from Cllrs Jennings, Mann, Murray and Stacey. The Town Clerk reported that Cllr C C Pond had been nominated as Cllr Jennings' substitute and Cllr C P Pond as Cllr Mann's substitute for this meeting.

**RG27 Confirmation of Minutes**

The Minutes of the meeting of the Resources and General Services Committee held on Wednesday 29 August 2012 were amended at item 20.1 to read in the second paragraph "Citizenship Award scheme". The Minutes were CONFIRMED as a correct record and signed by the Chairman.

**RG28 Public Representations**

None were received.

**RG29 Declarations of Interest**

None were received.

**RG30 Matters for Report**

**30.1 Christmas Opening Hours – Min no RG309**

The Committee NOTED that the Christmas 2012 opening hours for the Council Offices would be as follows:

Friday 21 December	9am - 4.45pm
Christmas Eve, 24 December	Closed
Christmas Day, 25 December	Closed
Boxing Day, 26 December	Closed
Thursday 27 December	9am – 5pm
Friday 28 December	9am – 4.45pm
Monday 31 December	9am – 4pm
New Year's Day, 1 January	Closed

**30.2 Training Policy Review – Min no RG293****30.2.1 Annual Training Award**

It was NOTED that the Council was a joint winner in the Annual Training Award sponsored by the Essex Association of Local Councils. A framed certificate and a £150 training voucher had been presented to the Town Clerk at the recent Making the Links event at the Foakes Hall in Great Dunmow.

**30.2.2 Statement of Intent Review**

The Committee noted that it would be asked to undertake the annual review of the Training Statement of Intent at its next meeting.

**30.3 Strategy & Staff Group – Min no RG302.1**

The Committee NOTED the items discussed at the Strategy and Staff Group meeting held on 8 October 2012 and in particular that plans for a redesign of the website and arrangements for managing the updating of information on the site would be considered in 2013/14.

**30.4 Remembrance Service – Min no 308**

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 in November 2012. Payment was approved under Section 137 of the Local Government Act 1972.

**30.5 Annual Town Meeting – Min no RG364.3**

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. Local businesses which have supported the local community would also be invited.

It was also AGREED to invite the Chief Constable of Essex Police, Jim Barker-McCardle as the guest speaker with the new Police Commissioner to be elected on 15 November 2012 as a reserve.

The meeting will conclude with refreshments and an opportunity for members of the public to speak informally with their councillors.

**30.6 Insurance – Min no RG6.2**

It was noted that the long term agreement with the Council's current insurers ends on 31 March 2013 and the Deputy Town Clerk had recently commenced work on the available options for insurance cover for 2013/14.

The Committee NOTED the level of cash balances as at 31 March 2012 and AGREED that the Council's current level of fidelity guarantee cover should be increased to £1.4m with immediate effect at an increased gross annual premium of £316.09 (pro rata).

**30.7 Annual Civic Service and Citizenship Awards – Min no RG20.1**

The Committee NOTED that the 2013 Civic Service would take place at 3pm on Sunday 3 March 2013 at the Loughton Methodist Church.

**30.8 Olympics 2012 and Queen's Diamond Jubilee – Min no RG20.3****30.8.1 Jubilee Community Award**

The Committee NOTED that the Council had won the prestigious Community Jubilee Award for its work to celebrate Her Majesty the Queen's Diamond Jubilee this year. The Town Clerk had been presented with a silver plated rose bowl at the Making the Links event organised by the Essex Association of Local Councils. The Committee congratulated Cllr Pewsey and the Town Clerk for their work in this regard.

The Committee AGREED that the bowl should be presented to the winner of the annual Citizenship Award in the over 25 category, to hold for 11 months together with a small replica to keep.

**30.8.2 Jubilee Oak Trees**

It was NOTED that arrangements for the purchase and planting of the oak trees on the Hillyfields Open Space had been progressed with assistance from Mr Chris Neilan, Landscape Officer at Epping Forest District Council.

The Committee confirmed the arrangements for a small informal planting ceremony as follows:

- It would be combined with the dedication of the open space as a QEII playing field and the publication of the Loughton Tree Strategy.
- Past and existing town councillors would be invited to attend.
- Other interested parties to be invited including the Chairman of the Tree Council, Tricia Moxey and John Price.

The Committee NOTED that the trust deed for the dedication of the open space as a QEII playing field would now be signed by the Chairman and Vice Chairman of the Recreation Committee.

**30.8.3 Jubilee Gifts to Local Schools**

The Committee NOTED the report on the responses from schools to the Council's offer to provide a commemorative tree or up to £200 for a significant item to mark Her Majesty's Diamond Jubilee.

**30.9 Code of Conduct 2012 – Min no RG20.4**

Cllr C C Pond updated members on the arrangements for the new Joint Parish Standards Committee. Twelve town and parish councils in the District had affiliated to the Joint Parish Standards Committee.

The first meeting of this Standards Committee was scheduled for 31 October 2012 at Buckingham Court, when a Chairman would be elected. The Town Clerk had offered to clerk this first meeting only but arrangements for the future clerking would be considered at that meeting.

**30.10 Financial Assistance – Min no RG22**

It was NOTED that, in view of the increasing number of applications received from local charities, groups and organisations, in future prior consideration would be given to the applications with a recommendation made to this Committee on whether grants should be awarded and the level of those grants.

The Committee AGREED the following procedure:

- i. Officers would continue to check the applications on receipt for completeness.
- ii. A working group of three councillors consisting of the Chairman and Vice Chairman of this Committee with the Town Mayor would be convened to consider the applications in detail and prepare recommendations for the Resources and General Services Committee. In this instance, as the Vice Chairman was also the Town Mayor, the Chairman would invite Cllr S Murray to complete the group.
- iii. The first meeting of the working group would be held at Buckingham Court on 22 January 2013.
- iv. The judging criteria would be as follows:
  - How well the project met the needs of the local community and provided a positive benefit to a significant number of Loughton residents.
  - How effectively the group would use the grant.
  - Whether the costs were appropriate and realistic.
  - What level of contributions had been, or would be, raised locally.
  - Whether the organisation or group should reasonably have been expected to obtain sufficient funding from another, perhaps more appropriate source.
  - How the organisation or group was managed, as indicated by its constitution.
  - For larger projects, was the proposal sustainable in the long term.

### **30.11 Investments – Min no RG21.3 and Council Min no 29**

The Town Clerk confirmed that the twelve-month Fixed Rate Business Bond with Santander UK PLC had been opened on 12 October 2012 with a maturity date of 1 October 2013 with an interest rate (gross) of 3.2 per cent. During this period, the £500,000 deposit would earn interest of £15,543.48.

### **30.12 Quality Council Status – Min no RG23**

The Committee NOTED that the national Quality Parish Scheme steering group had recently announced a freeze of the Quality Parish status of those councils whose current accreditation was due to end from 1 September 2012. This included Loughton Town Council. Once the scheme was re-launched those councils whose status would have lapsed during the period of the freeze would be given at least 3 months in which to reaccredit.

## **RG31 Finance**

### **31.1 Financial Position**

The Committee's financial position as at 30 September 2012 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.

### **31.2 Accounts Paid**

It was NOTED that payments totalling £109,357.21 as detailed on payments schedules nos 116 to 119 had been made since the report to the meeting on 29 August 2012. The schedules and accompanying invoices were available at the meeting for inspection.

**31.3 Payments Procedures**

The Committee AGREED the following list of on-going payments to be made by direct debit and noted that the mandates for these payments were completed by two councillor signatories:

Payee	Amount	Frequency
Peninsula Business Services Ltd	£302.40	Monthly
Epping Forest District Council	£1,972.00	Monthly
Select Business Equipment Ltd	£243.60	Quarterly
British Gas	Various	Monthly
Streamline	Various	Monthly
NatWest Credit Card Services	Various	Monthly in full
Total Gas & Power	Various	Quarterly
Southern Electricity	Various	Quarterly
Public Works Loan Board	£14,103.22	Half yearly
Public Works Loan Board	£18,295.62	Half yearly
Public Works Loan Board	£17,849.89	Half yearly

**RG32 Parish Basic Allowance**

The Committee reviewed the level of Parish Basic Allowance and RECOMMENDED to the Council there should be no increase to the current level of £108 per annum for 2013/14.

**RG33 Subscriptions 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.

**RG34 Committee Priorities**

**34.1** As part of its overall plan and to complement the budget-making process, the Committee reviewed its priority list for 2013/14 and AGREED on the following:

Priority	Main Function	Greater Detail/Current Position
<b>Current activities</b>		
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

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
<b>On-going activities</b>		
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 2013/14
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	Training Strategy	Annual review
High	Any other matters within the committee's terms of reference	
Low	Community Forum	Arrangements and admin

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

- i Noticeboards

**RG35 Staffing Review****35.1 Exclusion of the Press and Public**

The Committee RESOLVED to exclude the press and public from the next item only under the Public Bodies (Admission to Meetings) Act 1960, as it contained confidential information relating to personnel matters.

**35.2 Staffing Review**

The Committee AGREED the recommendations of the Strategy and Staff Group as follows:

1. That the current Planning Committee Clerk/Admin Assistant be awarded two additional spinal column points, one additional SCP to be added with immediate effect and the second on passing the CiLCA exam in recognition of the increased responsibility of her role and her level of experience.
2. Bookings Clerk / Administrative Assistant:  
That, on the retirement of the current post holder scheduled for March 2013, the post be amended to "Halls and Bookings Administrator" at SCP19 – 23 with the flexibility for the Town Clerk to appoint to a scale point which would reflect the experience of the successful applicant. The person appointed would be responsible for the bookings for hall hire (Buckingham Court, Kingsley and Murray Halls) and football, the day to day management/maintenance of the Murray Hall building and a minimum of three caretaking staff.
3. That a new part-time permanent post (20 hours per week) of Finance Assistant be created at SCP 14 – 17.
4. That Loughton Town Council becomes a Living Wage Employer ensuring that the minimum wage paid to any council employee would currently not be less than £7.20 per hour. This amount was reviewed and published annually by the Centre for Research in Social Policy at Loughborough University.

**RG36 Estimates for 2013/14****36.1 Income – Fees and Charges**

The Committee AGREED the fees and charges would increase by 3% from 1 April 2013 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.

**36.2 Rolling Programme**

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

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



**36.3** The estimates for 2013/14 as presented in the Agenda were AGREED such that the net figures were as follows:

	£
Total budget expenditure (including committee recharge)**	196,350
Income	<u>320</u>
Net expenditure	196,030
Less income from earmarked reserves*	-9,100
<b>Total net expenditure</b>	<b>£186,930</b>

\*Details of transfers from earmarked reserves:

<i>Noticeboards</i>	1,000
<i>Website improvements</i>	1,100
<i>Office equipment</i>	2,000
<i>Internal redecoration</i>	<u>5,000</u>
	9,100

\*\* **NB:** The total budget expenditure currently included a service recharge of -£241,600 (the 2012/13 figure). The 2013/14 figure would be confirmed by this Committee at its meeting on 14 November 2012 and a revised budget provided if appropriate.

**RG37 Reference from Environment and Heritage Committee**

It was NOTED that at its meeting on 10 October, the Environment and Heritage Committee had expressed concern that a Notice to Quit had been issued to an allotment tenant, who had addressed the Committee under "Public Representations" at the 1 August 2012 meeting.

After consideration of this matter, the Committee asked officers to draft a set of guidelines for public speakers for consideration at the next meeting.

**RG38 Future Work of the Committee**

No items were raised.

Signed.....  
Date: 14 November 2012

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**LOUGHTON TOWN COUNCIL**

**RESOURCES AND GENERAL SERVICES COMMITTEE**

**MINUTES of the Meeting held on Wednesday 14 November 2012 at 7.45pm at 1 Buckingham Court.**

**Present:**

**Councillors:** J Angold-Stephens (in the Chair)  
 P Abraham J Jennings J Mahoney  
 H Mann S W Murray E Stacey  
 S Pewsey C C Pond (as substitute for Cllr Lawrence)

**Also in attendance:**

**Councillors:** K Angold-Stephens (from Min no RG46)  
 C P Pond  
 D Wixley

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

**RG39 Apologies for absence**

Apologies for absence were received from Cllr Lawrence. The Town Clerk reported that Cllr C C Pond had been nominated as Cllr Lawrence's substitute.

**RG40 Confirmation of Minutes**

The Minutes of the meeting of the Resources and General Services Committee held on Wednesday 24 October 2012 were CONFIRMED as a correct record and signed by the Chairman.

**RG41 Public Representations**

None were received.

**RG42 Declarations of Interest**

None were received.

**RG43 Matters for Report**

**43.1 Standing Orders – Min no RG15**

It was NOTED that following the meeting of the Strategy and Staff Group on 8 October 2012, Cllr C C Pond had progressed the drafting of the Council's new Standing Orders based on the National Association of Local Council's Model Code. Once detailed checks had been completed the draft would be forwarded to Councillors and presented to this Committee at its meeting on 16 January 2013.

**43.2 Councillor Checks on Finances – Min no RG21.4**

The Committee NOTED that Cllr Lawrence had undertaken a routine inspection of the Council's financial records on 30 October 2012 and that her report would be presented at the next meeting of this Committee. Members recorded their thanks to Cllr Lawrence for her work in this regard.

It was noted that the Council's internal auditors would be in attendance at the Council offices on Wednesday 21 November 2012. It was agreed that the auditors should inspect the records as they saw fit.

### 43.3 **Training Policy Review – Min no RG30.2.2**

The Committee carried out the annual review and AGREED the Statement of Intent as follows:

#### **Training – Statement of Intent**

##### 1 **General**

The Council has a strong commitment to learning and development by encouraging its councillors and staff to undertake training and so strive for continuous improvement in their knowledge and skills.

The Council recognises the importance of continuous development in enabling it to meet the future needs and aspirations of the local community.

##### 2 **Identifying Training Needs**

###### **Councillors:**

A comprehensive training programme for Councillors will be drawn up by the Town Clerk for the start of each new term of office and reviewed annually thereafter.

This will include an induction course for each new council member held prior to the first Annual Meeting of the new Council.

Councillors will be encouraged to attend a variety of courses to support their role within the Council.

Flexible solutions will be provided to any Councillors with particular needs.

###### **Staff:**

The Council supports relevant training for staff, both one-off and qualification courses.

Training needs will be identified at the initial induction meetings held with all new employees and then reviewed at their annual "Review and Development Meetings".

Staff will be encouraged to undertake training both relevant to their specific roles and to extend their skills.

###### **Funding:**

The Council will provide for the cost of training fees and the expense of attending courses for both councillors and staff from within the annual budget.

### 3 **Resources**

The Council will ensure that training requirements are built into the annual budget process to support the training strategy.

In addition to in-house training, the following is a non-exclusive list of training and conference providers to be considered, which will be reviewed annually:

- Essex Association of Local Councils
- Epping Forest District Council
- Society of Local Council Clerks
- East of England Local Government Association
- National Association of Local Councils
- Rural Community Council for Essex

### **Impact of training**

#### 4 Training will:

- help maintain, enhance and expand the quality and range of services offered by the Council
- prepare members for their future roles within the Council
- assist members to adapt to meet the changing needs of the Council and community
- allow staff to acquire more confidence in their work
- ensure the legal requirements are met

### 5 **Review**

Staff will have the opportunity to review the impact of their training at the annual Review and Development meeting and informal discussions throughout the year.

Areas that may prompt additional training are

- changes in legislation
- new or revisions to existing council services
- introduction of new qualifications
- accidents or incidents at work
- complaints
- specific requests from staff

### 6 **Members' requirements**

Training opportunities for Councillors will be identified by the Town Clerk and attendance considered through the agenda process.

### 7 **Council development**

In the event of new legislation being introduced or an issue arising which requires the attention of all members, the Town Clerk will provide or arrange for a suitable training event to be held.

### 8 **Update and information**

The Council recognises the need to invest in the future by ensuring that its information source is current. This will be achieved through:

- access to free information whether through literature or the use of research on the internet.
- annual subscriptions to relevant publications
- membership of relevant organisations

### 9 **The Council will support its members by:**

- i. Being a member of the Essex Association of Local Councils

**The Council will support its officers by:**

- i. Supporting the Town Clerk and Deputy Town Clerk's membership of the Society of Local Council Clerks by paying their subscriptions
- ii. Encouraging and supporting the Town Clerk and Deputy Town Clerk to become members of the Institute of Local Council Management and to pay their subscriptions.

10

**Annual review**

This Statement will be reviewed annually by the Resources & General Services Committee.

**43.4 Annual Town Meeting – Min no RG30.5**

The Committee was pleased to note that Mr Barker-McCardle, the Chief Constable of Essex Police, had accepted the Town Council's invitation to speak at the 2013 Annual Town Meeting to be held at 8pm on Wednesday 20 March 2013 in the Murray Hall.

**43.5 Insurance – Min no RG30.6**

It was NOTED that the Council's current level of fidelity guarantee cover had been increased to £1.4m with effect from 25 October 2012 and the additional premium for the period to 31 March 2013 amounted to £136.82 inclusive of IPT.

**43.6 Code of Conduct 2012 – Min no RG30.9**

The Committee noted the draft minutes of the inaugural meeting of the Joint Standards Committee (JSC) together with a copy of its Constitution.

It was also NOTED that the local Monitoring Officer, Colleen O'Boyle had confirmed that by signing up to the Constitution of the JSC, member councils had committed to paying their share of the costs for any investigation under the Code of Conduct involving one of their own members.

The Committee RESOLVED on behalf of the Council to undertake to pay any such costs relating to investigations under the Code of Conduct promptly.

The Committee also CONFIRMED that the Town Clerk would, for the duration of Cllr C C Pond's chairmanship of the JSC, undertake clerking duties for the annual and ordinary meetings of the JSC under her existing contract of employment. It was reported that alternative arrangements for the clerking of any additional investigation meetings held under the Code of Conduct were being finalised.

**43.7 Staffing Review – Min no RG35.2**

The Committee NOTED that as a Living Wage Employer, the hourly rate set by the Centre for Research in Social Policy at Loughborough University for areas outside of London had been increased from £7.20 to £7.45 with effect from November 2012.

**43.8 Guidance for Public Speakers – Min no RG37**

A set of guidelines for public speakers wishing to address Council or Committee meetings was AGREED as follows:

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## **INFORMATION FOR MEMBERS OF THE PUBLIC WISHING TO ADDRESS A COMMITTEE**

### **Are the meetings open to the public?**

Yes, all our meetings are open for you to attend. Only in special circumstances are the public excluded.

### **When and where is the meeting?**

All meetings are usually held at 7.45pm in the Council Chamber at 1 Buckingham Court, Rectory Lane, Loughton, IG10 2QZ. Committee members are shown on the front page of the agenda.

### **Can I speak?**

You may address a committee regarding any item on that meeting's agenda. If the matter you wish to raise does not appear on the agenda, please contact the council with details of your concerns.

**You must notify Loughton Town Council of your wish to speak, including anyone who has volunteered to speak on your behalf, by 3pm at the latest, on the day of the meeting.** This can be done in writing, in person or by e-mail, fax or telephone. You must state the agenda item you wish to address and give the name of the person/s speaking.

### **Who can speak?**

Anyone can speak regarding any item on that meeting's agenda.

### **What can I say?**

You will have a maximum of 3 minutes in which to give your comments. Please note that this is not intended as a question and answer session or a discussion period but an opportunity for you to express your views on a specific issue.

Your representation should be factual and relevant to the issue to be discussed. Please be aware that public speakers are not afforded any special privilege or protection through the action of addressing the Council and a verbal or written statement subsequently found to be false or malicious and one that may damage somebody's reputation could result in that person taking action against you.

### **What time shall I arrive?**

Please arrive in the Council Chamber at least 5 minutes before the start of the meeting at 7.45pm as public representations are heard soon after the start of the meeting. It will not be possible to delay this item if you are late. If you are not present when the public representations are heard or the item is considered, the committee will determine the item nevertheless.

### **How are the items considered?**

The committee will consider items in the agenda order, although this may be varied to ensure the smooth running of the meeting.

When all public representations have been received the Chairman will reconvene the meeting and no further public comments will be received.

### **For Planning Committee meetings only - Public representations**

#### **Who can speak?**

A maximum of two speakers: one in support (maybe on behalf of a group) and one objecting to a particular item are permitted and must address the committee in that order.

If there is more than one speaker for a particular item, you will be encouraged to elect a representative to speak on your behalf to avoid duplication of views. This can be done immediately prior to the meeting when the Committee Clerk will have a list of potential speakers, two of which must be nominated by members of the public present at the meeting. Speakers must be nominated before the meeting commences.

#### **What time shall I arrive?**

Please note that you will be invited to speak immediately prior to the particular application which interests you.

#### **For Planning Committee meetings only – Written Representations**

In addition to your rights to make representations to Epping Forest District Council, letters either in support of or against a planning application can be submitted to the Planning Committee Clerk at Loughton Town Council by 3pm on the day of the meeting. This can be done by email, fax or sent by post. The Planning Clerk advises the committee of any written comments immediately prior to the application being discussed at the meeting.

#### **Further information?**

If you would like any further information, please do not hesitate to contact the Council Office at the address shown below.

Loughton Town Council  
1 Buckingham Court, Rectory Lane, Loughton, IG10 2QZ  
Telephone: 020 8508 4200  
Email: [contact@loughton-tc.gov.uk](mailto:contact@loughton-tc.gov.uk)

#### **43.9 Remembrance Service – Min no RG30.4**

The Town Clerk reported that, further to the well attended 2012 Remembrance Service, she would shortly be attending a debriefing meeting together with the Town Mayor and representatives from the Royal British Legion and Churches Together in Loughton, to discuss arrangements for the 2013 service.

#### **RG44 Finance**

##### **44.1 Accounts Paid**

It was NOTED that payments totalling £54,223.24 as detailed on payments schedules nos 120 to 121 had been made since the report to the meeting on 10 October 2012. The schedules and accompanying invoices were available at the meeting for inspection.

#### **RG45 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	<i>Environment &amp; Heritage</i>	<i>Registration of Village Greens</i>
2	<i>Recreation</i>	<i>Skateboard facility</i>
3	<i>Recreation</i>	<i>Playgrounds</i>

- |   |   |  |
|---|---|--|
| 4 | <i>Environment &amp; Heritage</i>       | <i>War Memorial, Kings Green</i>   |
| 5 | <i>Resources &amp; General Services</i> | <i>Staffing – employment and Health &amp; Safety policies and procedures; Fire Risk Assessments; employee handbook</i> |

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



**RG46 Estimates for 2013/14**

The Committee considered the agenda report and NOTED that

- i. the Murray Hall income had been increased by £11,000 to correct the adjustment made for the prepayment of hire fees for 2013/14; and
- ii. the income for the playgrounds' budget heading had been increased by £8,640 to reflect the new grant confirmed from the Aiming High for Disabled Children scheme towards the improvement works at the Colebrook Lane play area.

The summary of the Committees' Estimates were NOTED as follows:

<b>Committee</b>	<b>Income</b>	<b>Expenditure</b>	<b>Including recharges</b>
	£	£	
Resources and General Services	320	437,950	192,950
Environment and Heritage	20,358	103,200	181,200
Recreation	100,370	421,270	561,270
Planning and Licensing	0	15,500	42,500
	<b>121,048</b>	<b>977,920</b>	<b>977,920</b>
<b>Interest</b>	<b>20,000</b>		
Use from earmarked reserves			
Resources & General Services	9,100		
Environment & Heritage	26,170		
Recreation	49,500		
Planning and Licensing	15,000		
	<b>99,770</b>		
Total income	<b>240,818</b>		
<b>Net requirement</b>		<b>737,102</b>	

The Town Clerk reported that finance officers at Epping Forest District Council had again confirmed that the Council Tax Base for 2013/14 would not be set until much later this year. The Government was to issue new regulations and only once these had been received, and other decisions formalised around Local Council Tax Support, would the District Council be able to calculate the figures.

The Committee AGREED to defer further discussions on the level of Precept for 2013/14 until its meeting on 16 January 2013 when the tax base figure should be confirmed.

Signed.....  
Date: 16 January 2013

THESE MINUTES NOT YET CONFIRMED

**LOUGHTON TOWN COUNCIL**

**RESOURCES AND GENERAL SERVICES COMMITTEE**

**MINUTES of the Meeting held on Wednesday 16 January 2013 at 7.45pm at 1 Buckingham Court.**

**Present:**

**Councillors:** J Angold-Stephens (in the Chair)  
P Abraham S Pewsey  
C C Pond (as substitute for Cllr Lawrence)

**Also in attendance:**

**Councillors:** P Beales

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

**RG47 Apologies for absence**

Apologies for absence were received from Cllrs Jennings, Lawrence, Mahoney and Murray. The Town Clerk reported that Cllr C C Pond had been nominated as Cllr Lawrence's substitute for this meeting.

**RG48 Confirmation of Minutes**

The Minutes of the meeting of the Resources and General Services Committee held on Wednesday 14 November 2012 amended from those circulated to show that Cllr C P Pond had been in attendance were CONFIRMED as a correct record and signed by the Chairman.

**RG49 Public Representations**

None were received.

**RG50 Declarations of Interest**

No Declarations of Interest were received.

**RG51 Matters for Report**

**51.1 Internal Audit – Min no RG8**

Following the inspection carried out by a representative from Auditing Solutions Ltd on 21 November 2012, the Committee was pleased to note that the Clerk and her staff continued to operate effective control over the Council's finances and that no significant issues had been identified in the areas examined. Members thanked the Town Clerk for her work in this regard.

The Committee NOTED:

1. The Internal Auditor's report;
2. The written confirmation received from the Deputy Monitoring Officer that, under the Code of Conduct adopted by this Council, it was not necessary for members to declare a Disclosable Pecuniary Interest for the purpose of budget setting or agreeing a precept; and

3. The second internal audit inspection for 2012/13 was carried out on Monday 14 January 2013.

**51.2 Christmas Card Competition 2012 – Min no RG20.2**

The report was NOTED.

**51.3 Councillor Checks on Finances – Min no RG21.4**

The Committee thanked Cllr Lawrence for her report on the second of her internal financial checks in the Council Office undertaken on 30 October 2012 and NOTED that the check had been completed satisfactorily.

**RG52 Meetings Schedule**

The Committee AGREED the schedule of meetings for 2013/14 as follows:

<b>2013</b> May	8	Wednesday	Annual Council
	20	Monday	Planning and Licensing
	22	Wednesday	Recreation
June	3	Monday	Planning and Licensing
	5	Wednesday	Environment and Heritage
	17	Monday	Planning and Licensing
	19	Wednesday	Resources and General Services
July	1	Monday	Planning and Licensing
	3	Wednesday	Council
	15	Monday	Planning and Licensing
	17	Wednesday	Recreation
	29	Monday	Planning and Licensing
	31	Wednesday	Environment and Heritage
August	12	Monday	Planning and Licensing
September	2	Monday	Planning and Licensing
	4	Wednesday	Resources and General Services
	16	Monday	Planning and Licensing
	18	Wednesday	Council
	30	Monday	Planning and Licensing
October	9	Wednesday	Recreation
	14	Monday	Planning and Licensing
	23	Wednesday	Environment and Heritage
	28	Monday	Planning and Licensing
November	6	Wednesday	Resources and General Services
	11	Monday	Planning and Licensing
	20	Wednesday	Resources and General Services (Budgets)
	25	Monday	Planning and Licensing
December	4	Wednesday	Council
	9	Monday	Planning and Licensing

2014 January	6	Monday	Planning and Licensing
	15	Wednesday	Recreation
	20	Monday	Planning and Licensing
	29	Wednesday	Environment and Heritage
February	3	Monday	Planning and Licensing
	12	Wednesday	Resources and General Services
	17	Monday	Planning and Licensing
	26	Wednesday	Council
March	3	Monday	Planning and Licensing
	12	Wednesday	Recreation
	17	Monday	Planning and Licensing
	19	Wednesday	Annual Town Meeting, The Murray Hall, Borders Lane at 8pm
	26	Wednesday	Environment and Heritage
	31	Monday	Planning and Licensing
April	9	Wednesday	Resources and General Services
	14	Monday	Planning and Licensing
	16	Wednesday	Council (approval of accounts)
	28	Monday	Planning and Licensing
May	12	Monday	Planning and Licensing
	14	Wednesday	Annual Council

All meetings would be held at 1 Buckingham Court, Rectory Lane, Loughton, at 7.45pm unless otherwise shown.

### **RG53 Finance**

#### **53.1 Accounts Paid**

It was NOTED that payments totalling £199,080.64, as detailed on payments schedules nos 120 to 125, had been made since the report to the meeting on 14 November 2012. The schedules and accompanying invoices were available at the meeting for inspection.

### **RG54 Estimates for 2013/14**

The Committee considered the report and, in particular, NOTED:

- a. the reduction in the tax base from the 2012/13 figure of 13,077.4 to 11,682.8;
- b. the Local Council Tax Support Grant of £69,526 to be received from Epping Forest District Council when the Precept was paid to the Town Council.

The Chairman informed members she would not be using her original vote on the motion.

The Committee AGREED that:

1. at the end of the current financial year, a virement of £8,000 would be made from the Environment and Heritage Committee's earmarked reserve for Lady Whitaker's Mead/new cemetery site to general reserves to increase that forecast fund to £456,431.

2. £93,000 would be taken from General Reserves to set against the net requirement thus reducing the precept and leaving the General Reserves at 70.09% of the net running costs to meet the Reserves Policy.
3. a precept of £574,600 would be recommended to the Council on 23 January 2013.
4. The budget for 2013/14 would be as follows:

<b>Committee</b>	<b>Income</b>	<b>Expenditure including recharges</b>
	£	£
Resources and General Services	320	192,950
Environment and Heritage	20,358	181,200
Recreation	100,370	561,270
Planning and Licensing	0	42,500
	<b>121,048</b>	<b>977,920</b>
Interest	<b>20,000</b>	
Use from earmarked reserves		
Resources & General Services	9,100	
Environment & Heritage	26,170	
Recreation	49,500	
Planning and Licensing	15,000	
	<b>99,770</b>	
Use from general reserves	<b>93,000</b>	
LCTS grant (from EFDC)	<b>69,526</b>	
Total income	<b>403,344</b>	
<b>Council Precept Rounding</b>		<u>574,576</u>
		<b>574,600</b>

It was NOTED that the proposed Precept should not affect the 2012/13 council tax Band D charge of £49.18.

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

#### **RG55 Bad Debts**

##### **55.1 Exclusion of the Press and Public**

The Committee RESOLVED to exclude the press and public from the next item under the Public Bodies (Admission to Meetings) Act 1960 as the following item contained confidential information relating to a hirer of the Murray Hall.

##### **55.2 Outstanding Invoice**

The Committee considered the report and, with regard to the outstanding amount of £192.78 on invoice no C1196, AGREED to write off the debt.

#### **RG56 Future Work of the Committee**

The Committee suggested the following topics for future consideration:

- i. A review of the Bad Debt Policy.

Signed.....  
Date: 6 February 2013

## LOUGHTON TOWN COUNCIL

### RESOURCES AND GENERAL SERVICES COMMITTEE

**MINUTES of the Meeting held on Wednesday 6 February 2013 at 7.45pm at 1 Buckingham Court.**

**Present:**

**Councillors:** J Angold-Stephens (in the Chair)  
 J Jennings (until Min No RG65) I Lawrence  
 J Mahoney H Mann S Pewsey  
 K Angold-Stephens (as substitute for Cllr Abraham)

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

9 members of the public

**RG57 Apologies for absence**

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

**RG58 Confirmation of Minutes**

The Minutes of the meeting of the Resources and General Services Committee held on Wednesday 16 January 2013 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, as members of the public wished to address the Committee regarding their applications.

**RG59 Declarations of Interest**

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

Cllr K Angold-Stephens declared a non-pecuniary interest in the applications for the Broadway Town Centre Partnership, Loughton Festival, Loughton Youth Project and the South Loughton Cricket Club. He also declared a non-pecuniary interest in the application for Loughton Memorial Garden Project Group but, as the applicant, advised that he would withdraw from the meeting when this application was discussed.

Cllr Mahoney declared a non-pecuniary interest in the applications for the Loughton Festival, Loughton Film Society, Reindeer Explorer Scout Unit, Scout Active Support Group, Techni-Crew Theatre Company, Voluntary Action Epping Forest and Epping Forest District Citizens Advice Bureau.

Cllr Jennings declared a non-pecuniary interest in the applications for the Loughton Festival and Epping Forest District Citizens Advice Bureau.

Cllr Pewsey declared a non-pecuniary interest in the applications for the Loughton Festival and Love Loughton, and a pecuniary interest in the application for the Loughton Film Society.

Cllr J Angold-Stephens declared a non-pecuniary interest in the application for the Epping Forest District Citizens Advice Bureau as the Council's representative and advised that she would remain in the meeting but would not take part in the discussions or voting on this application. In the event that a casting vote was required, she would leave the meeting.

#### **RG60 Public Representations**

The meeting was adjourned to hear representations from seven members of the public regarding Agenda item 6, Financial Assistance applications, for the Alzheimer's Society Epping Forest Office, Epping Forest Sportability Club, Loughton Film Society, Reindeer Explorer Scout Unit, Restore Community Church, Together For Mental Wellbeing and Epping Forest District Citizens Advice Bureau.

#### **RG61 Financial Assistance**

##### **61.1 General Applications 2012/13**

It was NOTED that the balance remaining in the 2012/13 budget was £1,731.12.

The Committee RESOLVED to grant £300.00 to Music@LMC (Loughton Methodist Church) under the Local Government Act 1972 s145.

**61.2** It was RESOLVED that the remaining balance in the 2012/13 budget of £1,431.12 would be placed in an earmarked reserve to be used to fund applications in 2013/14.

##### **61.3 General Applications 2013/14**

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>
Alzheimer's Society EF Office	1,000.00	LGA 1972 s145
Associates of Epping Forest Field Centre	200.00	LG(Misc Prov)A 1976 s19
Cruse Bereavement EF Branch	<b>200.00</b>	<b>LGA 1972 s137</b>
Debden Horticultural & Allotments Society	750.00	LG(Misc Prov)A 1976 s19
Epping Forest Sportability Club	600.00	LG(Misc Prov)A 1976 s19
Home-Start Epping Forest	500.00	LGA 1972 s145
Loughton Baptist Church (dishwasher)	500.00	LGA 1972 s133
Loughton Baptist Church (toilet refurbishment)	500.00	LGA 1972 s133
Loughton Broadway TCP	<b>1,600.00</b>	<b>LGA 1972 s137 &amp; s145</b>
Loughton Festival	1,000.00	LGA 1972 s145
Loughton Film Society	500.00	LGA 1972 s145
Loughton Memorial Garden Project Group	800.00	LG(Misc Prov)A 1976 s19
Loughton Youth Project	4,000.00	LGA 1972 s145

Love Loughton	500.00	LGA 1972 s145
Reindeer Explorer Scout Unit	500.00	LG(MiscProv)A 1976 S19
Restore Community Church	2,000.00	LGA 1972 s133
Restore CC Loughton Youth Activities	800.00	LGA 1972 s145
Restore CC Noah's Ark Toddler Group	800.00	LGA 1972 s145
Samaritans of Redbridge	<b>300.00</b>	<b>LGA 1972 s137</b>
Scout Active Support Group	800.00	LG(Misc Prov)A 1976 s19
Shiners Football Club**	200.00	LG(Misc Prov)A 1976 s19
South Loughton Cricket Club	400.00	LG(Misc Prov)A 1976 s19
Techni-Crew Theatre Company**	400.00	LGA 1972 s145
Together For Mental Wellbeing	300.00	LGA 1972 s145
Vitalise	100.00	LGA 1972 s145
Voluntary Action Epping Forest	500.00	LGA 1972 s145
West Essex Alcohol & Drugs Service	<b>2,500.00</b>	<b>LGA 1972 s137</b>
	<b>£22,250.00</b>	

\*\*subject to the receipt of audited accounts

The Loughton Baptist Church (pre-school equipment) and the Silkworth Trust were unsuccessful in their applications this year.

Cllr Pewsey left the meeting whilst the Loughton Film Society application was discussed and upon return took no part in the discussions or vote for the Loughton Festival and Love Loughton applications.

Cllr K Angold-Stephens left the meeting for the discussions on the Loughton Memorial Garden Project Group application.

#### **61.4 Citizens Advice Bureau**

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

The Chairman took no part in the discussions on this application and did not vote.

### **RG62 Matters for Report**

#### **62.1 Internal Audit – Min no RG8**

It was NOTED that the second internal audit inspection for 2012/13 had been carried out on Monday 14 January 2013. The Town Clerk was pleased to report that no issues had been raised in the draft report. The final report would be circulated to all members once it had been received from the auditors.

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

### **RG63 Standing Orders**

The Committee considered a draft of the new Standing Orders, based on the National Association of Local Councils' Model Standing Orders for Local Councils.



It was AGREED to RECOMMEND the draft of the new Standing Orders to full Council, with the following amendments:

- i. Page 1 (index): add "*In these Standing Orders he shall be read so as to mean s/he*".
- ii. Section 1(r): Delete the brackets so as to read "*Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is not permitted without the Council's prior written consent*".

Cllr C C Pond and the Town Clerk were thanked for their work in preparing this document.

## **RG64 Financial Regulations Annual Review**

### **64.1 Financial Regulations**

The Committee reviewed the Financial Regulations and confirmed that they met the Council's requirements.

### **64.2 Bad Debt Policy**

The Committee reviewed the policy and AGREED to increase the maximum limit of bad debts that may be written off by the Responsible Financial Officer to £250.

### **64.3 Financial Limits:**

The limits were confirmed as follows:

<b>Topic</b>	<b>Amount</b>	<b>Last reviewed</b>	<b>Last changed</b>
Limit of imprest on no 2 a/c	35,000	Feb 2013	April 2010
Limit of officers signing cheques on no 2 a/c	150	Feb 2013	April 2010
Limit of imprest on Security Deposits a/c	3,000	Feb 2013	April 2006
Limit of cheques on Security Deposits a/c	none	Feb 2013	April 2006
Petty cash imprest	150	Feb 2013	
Urgent repair work etc without budgetary provision (FR 3.4)	5,000	Feb 2013	April 2008
Additional audit work of external auditor (FR 12.1)	750	Feb 2013	May 2004
Tenders to be obtained (FR 12.3, 12.6 & 12.8)	over 50,000	Feb 2013	May 2004
3 quotes to be obtained (FR 12.8)	10,000 to 50,000	Feb 2013	May 2004
3 estimates to be obtained (FR 12.8)	2,000 to 10,000	Feb 2013	May 2004
Bad debts may be written off by RFO	250	Feb 2013	Feb 2013
Credit card:			
No 1 Town Clerk	1,000	Feb 2013	Nov 2004
No 2 Services Manager	500	Feb 2013	Feb 2005

## **RG65 Finance**

### **65.1 Financial Position**

The Committee's financial position as at 6 February 2013 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.

**65.2 Earmarked Reserves**

It was AGREED to remove the reference to Fairtrade from the Committee's priority list and transfer the £100 in earmarked reserves for this item to general reserves.

**65.3 Accounts Paid**

It was NOTED that payments totalling £5,591.13 as detailed on payments schedule no 126 had been made since the report to the meeting on 16 January 2013. The schedule and accompanying invoices were available at the meeting for inspection.

Cllr Jennings left the meeting.

**RG66 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.

**RG67 Insurance – Annual Review**

The Committee reviewed the insurance cover as laid out in the report and confirmed its adequacy. However, officers were asked to investigate whether the legal expenses cover of £250,000 cover was sufficient.

**RG68 Future Work of the Committee**

No items were raised.

Signed.....

Date: 3 April 2013

*THESE MINUTES NOT YET CONFIRMED*

**LOUGHTON TOWN COUNCIL**

**RESOURCES AND GENERAL SERVICES COMMITTEE**

**MINUTES of the Meeting held on Wednesday 3 April 2013 at 7.45pm at 1 Buckingham Court.**

**Present:**

**Councillors:** J Angold-Stephens (in the Chair)

P Abraham	I Lawrence	H Mann
S Murray (from Min no RG72)		S Pewsey
K Angold-Stephens (as substitute for Cllr Mahoney)		

**Officers:**

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

**RG69 Apologies for absence**

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

**RG70 Confirmation of Minutes**

The Minutes of the meeting of the Resources and General Services Committee held on Wednesday 6 February 2013 were CONFIRMED as a correct record and signed by the Chairman.

**RG71 Declarations of Interest**

No declarations of interest were received.

Cllr Murray joined the meeting.

**RG72 Public Representations**

None were received.

**RG73 Matters for Report**

**73.1 Website**

The Committee AGREED to increase the webmaster's honorarium to £1,300 per annum with effect from 1 April 2013 in recognition of the quality of service received.

**73.2 Subscriptions Review – Min no RG33**

The Committee NOTED the Campaign to Protect Rural England (CPRE) consultation on the proposed changes to the membership package available to parish and town councils and the increase in membership fees from £29 to £36 (in line with the rate of membership for an individual).

**73.3 Internal Audit – Min no RG62**

Following the inspection carried out by a representative from Auditing Solutions Ltd on 14 January 2013, the Committee NOTED the report which

confirmed that no significant issues had been identified in the areas examined and that the Town Clerk and her staff continued to operate effective control over the Council's finances.

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

The report of the 2013 Civic Service held at the Loughton Methodist Church on Sunday 3 March was NOTED and that the recipient of the Citizenship Award, Mrs Molly Carter, had requested that her £250 charity award be added to the Council's financial assistance budget. Members asked for this amount to be associated with an appropriate charity in further recognition of her voluntary work over the years.

**73.5 Insurance – Annual Review – Min no RG67**

The Committee NOTED that, following the review and report to the last meeting, the policy with the Council's existing insurers, Aviva Insurance Limited through WPS Insurance Brokers, had been renewed with a three year long term agreement. The premium for 2013/14 amounted to £8,621.61 net of VAT, with a further rebate of £400.84 to be paid three months into the renewal period if no new claims had been submitted.

The Committee thanked officers for securing the substantial saving of £2,844 on last year's premium, achieved due to market competition.

Members also noted the level of cover as detailed in the agenda and that the vehicle insurance premium for 2013/14 on the new vehicle was confirmed at £391.60, with no increase on that of 2012/13.

**73.6 Annual Town Meeting – Min no RG43.4**

Copies of draft minutes of the 2013 Annual Town Meeting had been circulated to members.

The Committee asked the Recreation Committee to issue an invitation to Inspector Marc Jordan, of Essex Police, to its next meeting to discuss the issues raised at the Town Meeting by members of the public.

**RG74 Asset Register – Annual review**

The Register of Assets and Properties was considered and AGREED as presented in the Agenda.

**RG75 Risk Assessment and Management**

The Committee carried out the annual review of the Risk Assessment and Management document and made several amendments such that the document was AGREED as follows:

### RISK ASSESSMENT AND MANAGEMENT

As agreed by Finance and General Policy Committee on 10 November 2004  
and reviewed by the Resources and General Services Committee on 3 April 2013

Nature of risk	Hazard	Probability	Severity of impact	Risk rating	Control measures
<b>Councillors</b>	Acting illegally, criminally, improperly, without authority, breach of confidentiality, inappropriate behaviour	L	L-H	2	Code of Conduct Register of Interests Declaration of personal and/or prejudicial interests Standing Orders Officers advise if any proposed action would not be legal Training
	Insufficient councillors to operate council due to unforeseen circumstances e.g. mass resignation, barred due to prejudicial interests, any other reasons	L	H	3	Seek advice/dispensation from EFDC Monitoring Officer Officers maintain day-to-day activities
	Failure to complete/maintain/ update their Register of Interests/Gifts Failure to declare interests	L-M	M	3	Ensure all members are aware of their responsibilities Training/information/guidance Maintain Registers/inform EFDC Monitoring Officer
	Disorder/slandorous statements in public meetings	L	M	2	Effective chairman of meeting Standing Orders Code of Conduct Insurance (but does not cover all instances)
	Insufficient notice given of meetings	L	M	2	Meetings are programmed and notices sent out in good time Meeting can be re-called if necessary
	Improper claims for allowances/expenses	L	M	2	Formal scheme for payment Comprehensive claim form Procedures for payment

<b>Corporate/ Strategic</b>	Legal action against the council Councillor or employee commits an offence against a member of the public for which the council is liable	L	L-H	2	Take all measures possible to protect council from legal action Seek legal advice Insurance against liability Legal expenses insurance
	Health and Safety (all council activities, councillors, officers, members of public etc)	M	L-H	4	Health and Safety Policy Health and Safety Risk Assessments High level of health and safety awareness Regular inspections Preventative action Proactive maintenance Swift response to identified hazards Insurance: Public Liability, Personal Injury, Employer's
	Adverse public comment on council activities	M	M	4	Respond to major factual inaccuracies
	Users of council premises/facilities – unsuitable use, damage etc	M	M	4	Users and proposed use are checked Policies on acceptable use Conditions of hire, Damage deposits Material damage insurance
	Poor relationship with principal authorities	M	M-H	5	Maintain good lines of communication
	Projects fail leaving significant contingent liabilities	L	M-H	2.5	Project management, monitor projects Build-in checks to reduce the possibility of failure Mitigate the effects of failure Be aware of potential risk factors when commencing new projects, acquiring new properties, responsibilities, etc.
	Lack of forward planning/council lacks sense of direction	M	M	4	Committees set priorities for matters under their control and review these regularly and when new items are proposed

<b>Corporate/ Strategic cont'd</b>	Council not re-awarded <i>QUALITY</i> status ( <i>reaccreditation delayed by review</i> )	M	M	4	Strive to continue to meet criteria for <i>QUALITY</i> status
	Major disaster locally affecting the work of the council	L	L-H	2	Business continuity plan React as appropriate at the time
	Failure to respond to consultations	M	M	4	Topic assessed for relevance, deadlines Put to meeting if possible or invite comments from members and ratify officer response. Acceptance that it is not always possible/desirable to respond to all consultations
<b>Meetings</b>	Failure to meet statutory requirements e.g. public access, notice, quorum, public minutes	L	M	2	Knowledge of requirements Ensure they are met Training Advice from other agencies if necessary
	Standing Orders do not meet council/statutory requirements	L	M-H	2.5	Regular review of Standing Orders Revision if necessary to comply with legislation
<b>Precept</b>	Amount insufficient or excessive	L	H	3	Careful consideration of budgets at all stages Figure of precept recommended by RGS Committee Figure determined by Council meeting
	Precept claim not submitted	L	H	3	Town Clerk ensures claim is submitted to EFDC within legal time limits
	Precept not paid	L	H	3	Officers check bank statements to ensure payment received

<b>Finance</b>	Fraudulent use of council funds (officers or members)	L	H	3	Financial Regulations covering all council financial activities Tight controls on financial transactions Internal audit checks Additional councillor checks on finance Fidelity Guarantee insurance - level reviewed annually
	Insufficient funds for council's programme of planned activities	L	M	2	Budgeting process accounts for future cost of existing commitments and desired improvements. Budgets are set on a prudent basis Compliance with reserves policy to ensure adequate levels of reserves are maintained to deal with unforeseen items of reasonable cost
	Committees overspend budgets	L	M	2	Income and expenditure are monitored and regular reports made to spending committees
	Fees and charges for council facilities set too low	L	M	2	Annual review of fees and charges
	Unexpected financial liability arises	L	M-H	2.5	Maintain adequate general reserves
	Council overspends and goes into deficit	L	H	3	Monitoring of spend versus budgets. Corrective measures
	Amount of money in general reserves departs from (above or below) level specified in Financial Regulations	M	L	2	Review general reserves annually when setting the amount of the precept
	Excessive/insufficient earmarked reserves	L	L	1	Report amounts in earmarked reserves annually with end-of-year reports to spending committees Maintain earmarked reserves for anticipated projects or requirements Consider earmarked reserves when



					setting budgets
<b>Finance cont'd</b>	Expenditure made outside legal power (including grants)	L	H	3	Officers identify if any proposed expenditure would not be legal Legal powers for grants are identified for each application
	Insufficient cheque signatories due to councillors refusing to divulge personal details to bank	L	H	2	Revise Financial Regulations if necessary
	Proper accounting records not maintained	L	H	3	RFO appointed, responsible for records Financial Regulations Documented procedures Internal audit and checks
	Poor security of investments	L	H	3	Investment policy Training Monitoring guidance from Audit Commission, CIPFA & FSA
	Low returns on investments	M-H	M	5	Budget preparation Investment policy Prudent reserves policy to ensure services maintained Continual review of investment placing and interest rates
<b>Council offices and administration</b>	Total destruction, fire, break-in, flood	L	H	2	Fire and security precautions Business Interruption and Buildings insurance
	Short term failure of supply of power, water, telephones, broadband, etc	M	M	4	Close office for duration of interruption if necessary Work off-site
	Complete computer failure Loss of data	L	H	3	Modern equipment used – rolling programme of maintenance/replacement Daily back-ups kept on-and off-site
	Illegal (external) access to computers	M	H	5	Security systems in place
	Improper use by employees	L	M	2	Security systems

					Disciplinary rules and procedures
<b>Council offices and administration cont'd</b>	Failure to respond to request made under Freedom of Information Act 2000	L	M	2	Maintenance of FOI Act Publication Scheme Procedure for dealing with requests Information Management Policy and procedures Good document control
	Infringement of Data Protection Act 1998	L	M	2	Notification to Information Commissioner Procedures for dealing with information Training
<b>Other council premises and facilities</b>	Destruction e.g. fire, flood, break-in etc	L	H	3	Appropriate security and fire precautions Buildings insurance Business Interruption insurance
	Physical deterioration	M	M	4	Regular inspection and maintenance Improvements as required Adequate budgets for necessary work
<b>Physical Assets</b>	Council unaware of its assets	L	H	3	Maintenance of Asset Register; (minimum) annual review
	Loss or damage	M	M	4	Protection measures where possible Annual and rolling programme of maintenance/improvements Insurance where appropriate Adequate funds for "self-insured" items
	Over- or under-insurance or no insurance	L	M	2	Annual insurance review (see insurance file for details) Insurance adjusted in respect of acquisitions and disposals Insured with reputable company
	Loss of, damage to, abuse of civic regalia	L	M	2	Insurance Maintenance of items Instructions as to protocol, security etc

<b>Physical Assets cont'd</b>	Loss of legal documents e.g. property deeds	L	M-H	2.5	Kept in locked container in office Restricted access, lists of contents
<b>Employees</b>	All staff absent from office due to unforeseen circumstances (short term)	L	M	2	Maintain adequate staff cover
	All staff absent from office due to unforeseen circumstances (long term)	L	H	3	Respond as appropriate at the time
	Long-term absence or death of key officer	L	M-H	2.5	Adequate staffing to allow cover by other officers of essential tasks; revision of task priorities Well documented procedures etc Employment of temporary staff
	Staff establishment unsuitable for council requirements	M	M-H	5	Regular staffing review
	Staff acting outside council instructions/policies Incompetent staff	L	L-H	2	Supervision of work Standing Orders and Financial Regulations lay down certain requirements Training
	Non-compliance with legal requirements	L	L-H	2	Awareness of legislation (officers and members) Membership of relevant bodies for advice etc Training
	Legal action against council	L	M-H	2.5	Policies and procedures in place
<b>All Risks</b>	More detailed level than included in this assessment	Various	Various		More detailed risk assessment carried out by officers

**RG76 Internal Audit – Annual Review**

Members NOTED that this review formed part of the preparation work for the completion of Section 2 of the Annual Governance Statement, to be considered by the Council at its next meeting.

**76.1 Annual Review of Effectiveness of System of Internal Audit**

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, which had been in place during 2012-13, was satisfactory with one amendment to item 5, the insertion of the word “ensuring” so as to read:

5. *Ensuring work covered during the visits is wide-ranging and includes checking the proper treatment of receipts and payments; bank reconciliations; payroll; petty cash; adherence to statutory requirements; financial procedures, systems and regulations; insurance; assets; risk management; budget setting and monitoring, VAT etc.*

**76.2 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:

**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 on-going 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 had been in place at the Council for the year ended 31 March 2013.

### **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.

#### **76.3 Appointment of Internal Auditor for 2013/14**

The Committee confirmed the appointment of Auditing Solutions as the Council's internal auditors for 2013/14, noting the current cost was £390 per day and that there will be two visits during the financial year with a final end of year visit to inspect the annual accounts.

## **RG77 Finance**

### **77.1 Financial Position**

The Committee's financial position as at 25 March 2013 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.

### **77.2 Petty Cash**

The Chairman, Cllr J Angold-Stephens had inspected the petty cash on Monday 25 March and confirmed the balance stood at £150.

### **77.3 Accounts Paid**

It was NOTED that payments totalling £160,121.57 as detailed on payments schedules nos 127 I-  
- 130 had been made since the report to the meeting on 6 February 2013. The schedule and accompanying invoices were available at the meeting for inspection.

**RG78 Dementia Friendly Communities**

The Committee welcomed the proposal by Cllr Mann and expressed its general support for the national programme to develop dementia friendly towns. Cllr Mann was asked to provide more information and regular reports on his work with the local Alzheimer's Society in this regard.

**RG79 Future Work of the Committee**

No items were raised.

As this was the last meeting of the municipal year, the Chairman thanked the members of the Committee for their attendance and support during this year.

**Signed**.....  
**Date:** 19 June 2013