



RESOURCES AND GENERAL SERVICES COMMITTEE

Members of the Resources a General Services Committee
are summoned to attend a Meeting

**which is to be held by ZOOM (digital meeting platform)
on Wednesday, 10 February 2021 at 7.15pm**

in order to transact the business as shown in the agenda.

**Mark Squire
Town Clerk**

3 February 2021

**Councillor J Jennings (Chairman)
Councillor J Angold-Stephens (Vice Chairman)**

Councillors

M Dalton	J Jogia	J Mahoney
S Murray	A Omer	

Note to Councillors:
If you are unable to attend the meeting,
please phone your apologies to the office on 020 8508 4200.

A G E N D A

- 1 Apologies for absence**
To RECEIVE any apologies for absence.
- 2 Declarations of Interest**
Councillors to declare any pecuniary or non-pecuniary interest in any items on the agenda.
- 3 Confirmation of Minutes**
To CONFIRM the minutes of the meeting held on 6 January 2021.
- 4 Public Representations**
To hear any representations from members of the public who have registered a request to address the Committee in accordance with no 5, Appendix C, of the Standing Orders.
- 5 Town Clerk's / Chairman's Report**
To report (for discussion only) on any further significant information / matters that may be of interest to Committee members
- 6 Meetings Schedule**
To NOTE - Normally at this time of year we would review the meetings schedule for the next Town Council year. Dates are chosen to avoid clashes with the provisional meeting dates of the Epping Forest District Council's EFDC Area Planning Sub-Committee South and the District Development Control Committees. To date EFDC's schedule of meetings has not been forthcoming, which means we cannot as yet complete our own schedule of meetings. If we do receive notice in time our own schedule will be submitted as a separate document to this committee. However in these circumstances it is more likely that this schedule will be presented to the next Town Council meeting.
- 7 Epping Forest Car Park Consultation**
The Epping Forest and Commons Committee have taken the decision to introduce car parking charges from Spring 2021.
The full document may be viewed at <https://www.cityoflondon.gov.uk/things-to-do/green-spaces/epping-forest/whats-new-in-epping-forest/car-park-charging>

The Committee is asked TO REVIEW and agree whether or not to support this view and prepare a response to the consultation. The proposal sets out it's aims
 1. to generate income to offset part of the significant cost of continued car park provision so that the charity's limited resources can be spent on protecting the Forest and improving the visitor experience;
 2. to reduce the impact of non-Forest users on Forest car parks to free space for genuine Forest users;
 3. to better protect the Forest's ecologically sensitive areas by influencing where visitors visit;
 4. to encourage more sustainable access to the Forest, e.g. travel by public transport or bicycle, to reduce the impact of harmful vehicle emissions.
To REVIEW and agree whether or not to support this development and prepare a response to the consultation accordingly.

8 Annual Town Meeting

The Committee is asked to review whether it is practical given the ongoing Covid pandemic for the Town Council to hold the Annual Town Meeting scheduled for 10 March 2021. Committee Members to AGREE a way forward.
See attached report (pages 6 – 7).

9 Laptops

- (i) School laptops
See attached report page 8.
- (ii) Office laptops
See attached report page 8.

10 Financial Assistance Applications 2021/22**10.1 General Applications**

Due to the volume of applications received, copies of the grant applications for 2021/22 are provided separately in Appendix A. Members wishing to examine the complete set of the supporting papers are asked to contact the Assistant Town Clerk prior to the meeting. Information about the person making the application is supplied to the Council but not reproduced on the agenda for reasons of data protection.

The amount available for general applications in the budget for 2021/22 is £27,000, although it is Council policy to withhold 10% in case of emergency applications during the year.

The Committee is asked to consider the applications for 2021/22 together with the recommendations of the Working Group and confirm the amounts to be granted.

* See attached report (pages 9 - 10) and Appendix A.

10.2 Citizens Advice – Epping Forest District

In 2005/06 the Finance and General Policy Committee decided to include a separate budget item for a grant provision to Citizens' Advice.

The budget for 2021/22 is £8,500. Details of this application are also provided in the supplementary agenda.

The Committee is asked to CONFIRM the level of grant to be awarded for 2021/22

Organisation	Amount requested £	Power
Citizens Advice – Epping Forest District	8,500.00	General Power of Competence

11 Financial Regulations**11.1 Annual Review**

The Committee is asked to note that the annual review of the Financial Regulations was APPROVED by Loughton Town Council, on 8 July 2020 as per minute RG240.

NB Any recommendations to amend the Regulations will need to be agreed by full Council.

The current regulations may be found on the Council's website at <https://tinyurl.com/ya4q29vf> Paper copies are available on request to the Council Office.

11.2 Financial Limits

The Committee is asked to review the financial limits below and decide if they are adequate.

Topic	Amount £	Last reviewed	Last changed
Limit of imprest on no 2 a/c	40,000	Feb 2020	July 2018
Limit of officers signing cheques on no 2 a/c Except for Salary/Autopay – Essex Pensions - HMRC Other items subject to £150 cheque limit for officers	150	Feb 2020	April 2010
Limit of imprest on Security Deposits a/c	3,000	Feb 2020	April 2006
Limit of cheques on Security Deposits a/c	none	Feb 2020	April 2006
Petty cash imprest	150	Feb 2020	-
Urgent repair work etc without budgetary provision (FR 3.4)	5,000	Feb 2020	April 2008
Additional audit work of external auditor (FR 12.1)	750	Feb 2020	May 2004
Tenders to be obtained (FR 12.3, 12.6 & 12.8)	over 50,000	Feb 2020	May 2004
3 quotes to be obtained (FR 12.8)	10,000 to 50,000	Feb 2020	May 2004
3 estimates to be obtained (FR 12.8)	2,000 to 10,000	Feb 2020	May 2004
Public Contracts Regulations 2015 apply	over £25,000	Feb 2020	Feb 2016
Bad debts may be written off by RFO	250	Feb 2020	Feb 2014
Credit card:			
No 1 Town Clerk	1,000	Feb 2020	Nov 2004
No 2 Services Manager	1,000	Feb 2020	Feb 2020

11.3 Payments Procedures

The Committee is asked to review the following list of **direct debit payments** currently made by the Council, noting that all instructions and the direct debit mandates have been previously approved by the Council and the mandates authorised by two councillor signatures:

Name	Gross Amount	Frequency	Due date	Purpose
Peninsula Business Services	£241.11	Monthly	4 th	HR services
Epping Forest District Council	£ 1012.00	Monthly	20 th	Business rates for Kingsley & Murray Halls, RVRG & WRPf changing rooms
World Pay (formerly Streamline)	Various	Monthly	18 th	Hire of terminal for credit/debit card payments and associated fees/charges

Crown Gas & Power	Various	Quarterly	10 days after invoice date	Gas supply at Murray Hall and Kingsley Hall
SSE	Various	Monthly	Various	Electricity supply at RVRG, Cemetery, Murray Hall, Kingsley Hall, WRPF and Kings Green
First Business Water	Various	Monthly	End of Month	Water Supply at Cemetery, Murray Hall, Kingsley Hall, WR Pavilion, WR Allotments.
The Comms Guys	Various	Monthly	20 th of Month	Phones and Broadband at Head Office
Pitney Bowes	Various	Monthly	Various	Postage: Franking Machine at Head Office
EE	Various	Monthly	30 th	Mobile phones for external staff
NatWest	Various	Monthly	27 th	Credit card purchases (in full, monthly)
Public Works Loan Board	£14,103.22	Half yearly	19 th Jan/July	Loan repayment Buckingham Court
Public Works Loan Board	£18,295.62	Half yearly	28 th Mar/Sept	Loan repayment Murray Hall (1)
Public Works Loan Board	£17,849.89	Half yearly	1 st June/Dec	Loan repayment Murray Hall (2)
ICO	£55.00	Annually	Sept	Subscription

12 Finance

12.1 Current Financial Position

- * The current financial position is attached together with details of the funds available from earmarked reserves (see page 11 - 12).
- * A note of the Council's current bank balances and most recent reconciliations are attached (see pages 13 - 19).

12.2 Accounts Paid

Payments totalling £217,927.51 as detailed on payment schedules no. 321-323 until 31 January 2021 have been made and entered on the accounts system, since the report to the meeting on 2 December 2020 (see pages 20 – 22). Schedules and accompanying invoices will be available at the council offices for inspection once the office is open to the public. Copies will have been sent to both the Chairman and Vice Chairman of this Committee.

For information, details of all Council payments in excess of £500 are provided on the Council's website on the strategic documents page.

13 Insurance – Annual Review

- * See attached report (pages 23 – 25)

14 Asset Register

- * See attached report (pages 26 – 33).

15 Essex County Council – Micro Grant Communication & Technology Support Fund

- * See attached report (pages 34 – 35).

16 Exclusion of the Press and Public

The Committee is asked to RESOLVE to exclude the press and public from the following item in accordance with the Public Bodies (Admission to Meetings) Act 1960, as they contain confidential information relating to contractual matters.

17 Buckingham Court – Min no RGS 290

An oral update will be provided.

18 Councils Water Supplier – Min no RGS 271

An oral update will be provided.

Mark Squire

TOWN CLERK

3 February 2021

Agenda item 8

Annual Town Meeting

Last year you may recall that the Annual Town Meeting (ATM) was held (with social distancing) on the cusp of the first Covid-19 outbreak.

We are currently in 'Covid-19 lockdown 3' and it is highly unlikely that we would be able to meet other than on a virtual media platform such as ZOOM. N.B. the usual Murray Hall venue is to be used as an NHS vaccination centre over the coming months.

Problems

- Not all residents are conversant with or have access to ZOOM/TEAMS
- Given the large numbers in attendance, will a ZOOM meeting be a practical way forward?

As regards our statutory obligation to hold an ATM – see from Society of Local Council Clerks (SLCC) below:

The requirement for parish councils to hold an annual meeting in each year has been disapplied (as the Principal Regulations are currently drafted to only apply to meetings that are required to be held, or held, before 7th May 2021, as matters currently stand this will still mean there will still be a legal requirement to hold an annual meeting on or after 7th May 2021).

The requirement to fix, at least three clear days before a meeting of a parish council, a time and place notice in some conspicuous place in the parish (aka 'the walk of death requirement') has been disapplied.

The requirements for parish meetings to assemble annually between 1 March and 1 June every year, or twice yearly where there is no separate parish council, and no earlier than 1800 hrs, have all been disapplied (again, because the Principal Regulations apply only to meetings that are required to be held, or held before 7th May 2021, this may leave a relatively short window of 22 days in which to hold a parish meeting: this may of course change, but in any event, with the changes regarding public and press access, it is anticipated that this will not make such meetings an impossibility).

A further update from the SLCC is that they say that they were due to discuss this ATM issue with Jonathan Owen – NALC's CEO, last Friday but the meeting was postponed at short notice. SLCC are acutely aware of this issue and the problems it raises so it's very much on SLCC's agenda. They will keep us advised of developments but be assured that we are working on it.

It would appear that you don't have to call a meeting of electors although the problem for 2021 is that at present these regulations run out on 7 May 2021 and if not renewed means that there will be a short period in which to call the meeting. i.e. 31 May 2021. Note LTC elections due on 6 May 21.

Way forward

1. The ATM could be cancelled for now pending a Local Government directive. It could be that we are directed to hold an ATM between 7 May and 31 May although this would seem unreasonable.
2. Hold the ATM on a more low key and limited basis via the ZOOM platform. However the basis of the ATM is to encourage as many local residents to participate as possible.
3. Whichever way forward is decided it would be sensible for Committee Chairmen to prepare their committee reports for the year for the next edition of 'Think Loughton' the Town Council newsletter.

On balance option 1 may be the best way forward. N.B. See overleaf

The above SLCC wording leans toward the Annual Council meeting (i.e. LTC internal council meeting as opposed to the Annual Town Meeting (public gathering)). My view and understanding is that either meeting may be called and held online PROVIDED it is before 7 May.

Further clarification has been sought from the SLLC which hopefully will be forthcoming before the meeting itself.

MS. 3.2.21

Agenda Item 9

Laptops report

School Laptops

Councillor Philip Beales has requested that Loughton Town Council (LTC) consider raising some funds for 'Chromebook' computers for Loughton's secondary schools. There are a considerable number of children who receive free school meals, but a considerable shortfall in comparison of laptops provision by the Department of Education. Very basic laptops are apparently quite cheap (£75 each from Argos).

A limited number of students have no access to laptops and some share them. It is far from ideal that some students will try to work exclusively from a mobile phone screen.

Could we grant a limited number based on the respective Head's recommendations in the region of £300 to £400? A grant application may be the solution.

TO REVIEW and recommend a way forward.

Office laptops

Pre Covid-19, the office had the use of one old laptop that was not functioning properly.

At the outset of the initial Covid-19 lockdown, this was replaced and given to the Planning & Licencing Clerk who continues to successfully work from home. Another laptop was purchased for general use by other office colleagues, which is now primarily used by the Halls Bookings Officer, in her capacity now as assisting with finance matters (again working from home).

Whilst the above was envisaged to be only a temporary measure, the ongoing Covid-19 pandemic and 'working from home guidelines' has proved otherwise, for fast approaching a year now.

A number of my colleagues continue to work from home, either on failing ancient laptops or inadequate tablet devices. It is difficult and at times near impossible to work at home with such equipment.

Whilst laptops consummate to the workload/expectations of LTC can be quite expensive, they also need to be connected / linked to LTC programmes and data which adds to the expense.

- Working from home may continue to be the norm for a considerable time.
- Additional laptops may also prove useful, if we have to vacate Loughton library.

The Town Clerk will provide further background information.

RECOMMEND the purchase and installation of two further laptops up to £2,000.

MS 3.2.21

Agenda item 10.1
Financial Assistance Applications 2021/22

As previously agreed, a Working Group of three councillors, the Chairman Cllr Jennings with Cllrs Angold-Stephens and Murray, will have met via Zoom with the Assistant Clerk Finance on 5 February 2021 to consider the applications in detail and prepare recommendations for consideration by this Committee.

In line with Council policy, at least ten per cent of the general grant budget would not be allocated as this is held back for emergency applications during the year.

Declarations of Interest – Will be provided to the committee prior to the meeting

Judging criteria – the following principles were used in preparing these recommendations:

- 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.

The table on the following page shows the details of the grants applied for presented to the Working Group.

The provisional amounts recommended by the Working Group will be provided prior to the meeting.

Please note, these are only provisional amounts and the Committee is asked to review them.

Members' attention is also drawn to:

1. recent guidance issued by NALC regarding the 1984 Local Government Act which prohibits councils' involvement in 'property relating to the affairs of the church', e.g. the maintenance or improvement of the buildings or land or contributing to the costs. There is an absence of case law, which may have clarified whether later legislation overrides this 1984 specific provision. The Council should therefore, when considering a grant to a church, decide whether this is a prudent course of action.

FINANCIAL ASSISTANCE APPLICATIONS 2021/22

Application	Purpose	Amount £
Affordable Counselling Epping Forest (ACEF)	Counselling Sessions	500.00
Alfie James Productions	Performance Skills Workshop	400.00
Epping Forest Re-Use	Tools	200.00
*Grow (Restore Comm.)	Mobility Path & Running Costs	6,862.40
*Noah's Ark Play Group (Restore Comm.)	Crafts, Toys & Running Costs	5,756.00
*Oakwood Hill Community Centre (Restore Comm.)	Operational Costs	8,000.00
*Oakwood Hill Youth Club (Restore Comm.)	Supplies & Crafts	3,470.00
*Willingale Community Garden (Restore Comm.)	Activities & New Shed	3,000.00
*Restore Comm. Accounts for above applicants.		
Loughton Voluntary Care Association	Running Costs & Hyacinth Bulbs	450.00
Rotary Club of Loughton - 3Food4u	Venue Rent	4,000.00
Samaritans – Redbridge Branch	Running Costs	800.00
St Michael & All Angels Church Loughton	Play Area	3,140.00
Tinder Sticks CIC	Outreach Events	1,500.00
Voluntary Action Epping Forest (VAEF)	Providing Benefits Advice	2,000.00
	AVAILABLE £24,750 (£2,750 held for emergencies)	<u>40,078.40</u>
Citizens Advice – EF District	Running Costs	8,500.00

Agenda item 12.1

Loughton Town Council
Summary Income & Expenditure by Budget Heading 01/12/2020

Month No: 8

Resources and General Services Committee Report

		Actual Last Year	Actual Year To Date	Current Annual Budget	Variance Annual Total	Funds Available	% of Budget
Resources and General Services							
Communication	Expenditure	18,132	8,185	19,187	11,002	11,002	42.7.%
Office Expenses (1)	Expenditure	12,053	18,351	12,643	-5,708	-5,708	145.1%
	Income	8	0	0	0		0.0%
Audit	Expenditure	2,765	0	3,015	3,015	3,015	0.0%
Central Personnel	Expenditure	302,071	203,383	317,000	113,617	113,617	64.2%
Council Expenses	Expenditure	15,689	9,892	15,950	6,058	6,058	62.0%
	Income	450	378,240	756,445	378,205		50%
Other Services (RGS)(2)	Expenditure	0	57	4,000	3,943	3,943	1.4%
Members' Expenses	Expenditure	2,223	90	2,660	2,570	2,570	3.4%
Buckingham Court (3)	Expenditure	31,721	2,287	34,281	31,994	31,994	6.7%
(4)	Income	35,095	10,201	35,515	25,314		28.7 %
Service Re-charge (5)	Expenditure	-278,000	0	0	0	0	0.0%
Library	Expenditure	11,826	11,768	14,000	2,232	2,232	84.1%
Grants (6)	Expenditure	34,161	7,550	35,500	27,950	27,950	21.3%

INCOME – EXPENDITURE TOTALS

R & G S Expenditure	152,640	261,563	458,236	196,673	196,673	57.1%
Income	35,553	388,440	791,960	403,520		49.0%
Net Expenditure over Income	-117,087	126,877	333,724	206,847	0	0

Notes:

- (1) Office Expenses is over budget this year as we have purchased new computers and a server, but funds will be transferred from our earmarked reserves to compensate this.
- (2) Other Services includes, £1,000 for the Citizenship Awards and Civic Celebration plus £1,000 for contingencies.
- (3) Buckingham Court Expenditure includes the Public Work Loan of £28,208 p.a. and insurances.
- (4) Income for Buckingham Court is low due to a rent break for the 1st Quarter due to Covid 19, The second 2nd Quarters rent was received.
- (5) The Service Recharge will be applied at the year-end but will currently be £185,333 i.e. 65.9%.
- (6) The Council awarded grants of £31,076, up to 31/03/2021 £7,550 has been claimed and we have now received four more claim applications totalling £4,126.00 pending approval and payment.

Agenda item 12.1 cont'd**Earmarked Reserves for 2020/2021:**

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

Resources and General Services Committee	03.02.21
Elections	30,000
Buckingham Court maintenance fund	2,000
Buckingham Court Rent Deposit	8,125
Total	40,125

Agenda item 12.1 cont'd

Date: 23/12/2020

Loughton Town Council

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Time: 01:45

**Bank Reconciliation Statement as at 30/11/2020
for Cashbook 1 - No 1 Current Account**

User: BS

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Nat West no. 1 account	30/11/2020	969	100,258.69
			100,258.69
<u>Unpresented Cheques (Minus)</u>	<u>Amount</u>		
31/03/2020 10004 Giant Imaging Ltd	83.27		
31/03/2020 10005 Giant Imaging Ltd	65.68		
24/06/2020 DD SSE	-73.06		
16/07/2020 DD 07/20 SSE	60.93		
16/07/2020 DD Jul-20 SSE	53.68		
18/07/2020 DD Crown Gas & Power	52.14		
04/08/2020 DD July 20 EE Ltd	38.87		
01/10/2020 10153 Voluntary Action Epping Forest	1,000.00		
01/10/2020 C/CARD Daisy Catucuamba	330.90		
30/10/2020 10158 St Mary's PCC	350.00		
30/10/2020 10159 Rotary Club of Loughton	4,000.00		
30/10/2020 10179 Poyal British Legion Loughton	100.00		
30/10/2020 10180 Belmont Juniors FC	326.87		
30/10/2020 10173 Away With It Waste Management	100.00		
30/10/2020 DDEE09/20 EE Ltd	38.22		
30/11/2020 10207 Petty Cash	102.28		
30/11/2020 10205 Alfie James Productions	200.00		
30/11/2020 10201 St Mary's PCC	400.00		
30/11/2020 10184 Akeel Khan	294.12		
30/11/2020 C/CARD Mrs Elif Akser	250.00		
30/11/2020 10185 Skyguard Ltd	116.64		
30/11/2020 10186 Ernest Doe & Sons Ltd	17.04		
30/11/2020 10187 EALC	36.00		
30/11/2020 10188 Project Solver Ltd	315.60		
30/11/2020 10189 Chubb Fire & Security Ltd	693.23		
30/11/2020 10190 Regional Waste Recycling Comme	490.80		
30/11/2020 10191 Direct-tec UK Ltd	129.32		
30/11/2020 10192 Apollo Janitorial Supplies Ltd	10.07		
30/11/2020 10193 Rialtas Business Solutions Ltd	878.40		
30/11/2020 10194 Pinnacle Essex	582.00		
30/11/2020 10195 M J Anderson Maintenance Contr	80.00		
30/11/2020 10196 Lambert Smith Hampton	2,925.00		
30/11/2020 10197 Huck Nets (UK) Ltd	1,850.95		
30/11/2020 10198 AtoZ Supplies	87.55		
30/11/2020 10199 Royal Mail Group Ltd	1,618.80		
30/11/2020 10200 Blachere Illumination UK Ltd	8,567.78		
30/11/2020 10201 H2O Nationwide Ltd	108.00		
30/11/2020 10203 Clarke Hillyer	778.44		
30/11/2020 10204 PKF Littlejohn LLP	1,920.00		
30/11/2020 10206 Ever Brite Cleaning Services L	125.63		
30/11/2020 10208 Away With It Waste Management	50.00		
30/11/2020 10209 TBS Hygiene Ltd	90.00		

Date: 23/12/2020

Loughton Town Council

Page 2

Time: 01:45

**Bank Reconciliation Statement as at 30/11/2020
for Cashbook 1 - No 1 Current Account**

User: BS

	<u>Amount</u>	<u>Balances</u>
30/11/2020 DDloanMH2 GBS- Re Public Works Loans	17,849.89	
		<u>47,095.04</u>
		53,163.65
<u>Receipts not Banked/Cleared (Plus)</u>		
19/06/2020 R14	132.45	
		<u>132.45</u>
		53,296.10
Balance per Cash Book is :-		53,296.10
Difference is :-		0.00

*Reconciled to
Bank Statement
23/12/2020*

Agenda item 12.1 cont'd

Date: 23/12/2020

Loughton Town Council

Page 1

Time: 01:46

**Bank Reconciliation Statement as at 30/11/2020
for Cashbook 2 - No 2 Current Account**

User: BS

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Nat West no. 2 account	30/11/2020	282	21,220.34
			<u>21,220.34</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
30/11/2020 745 HMRC only 120PW00111168		6,482.75	
30/11/2020 746 Essex Pension Fund		6,844.18	
			<u>13,326.93</u>
			7,893.41
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			7,893.41
		Balance per Cash Book is :-	7,893.41
		Difference is :-	0.00

*Reconciled to
Bank statement
23/12/2020*

Agenda item 12.1 cont'd

Date: 23/12/2020

Loughton Town Council

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Time: 01:48

**Bank Reconciliation Statement as at 30/11/2020
for Cashbook 3 - NatWest Business Reserve Acc**

User: BS

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
NatWest Business Reserve Acc	30/11/2020	112020	100,485.40
			<u>100,485.40</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			100,485.40
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			100,485.40
		Balance per Cash Book is :-	100,485.40
		Difference is :-	0.00

*Reconciled to
Bank Statement
23/12/2020*

Agenda item 12.1 cont'd

Date: 23/12/2020

Loughton Town Council

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Time: 01:49

**Bank Reconciliation Statement as at 30/11/2020
for Cashbook 4 - Santander Business Reserve Acc**

User: BS

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Santander	30/11/2020	122020	796,677.94
			<u>796,677.94</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			796,677.94
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			796,677.94
		Balance per Cash Book is :-	796,677.94
		Difference is :-	0.00

*Reconciled to
Bank Statement
23/12/2020*

Agenda item 12.1 cont'd

Date: 23/12/2020

Loughton Town Council

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Time: 01:49

Bank Reconciliation Statement as at 30/11/2020
for Cashbook 5 - Security Deposits Current a/c

User: BS

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Security Deposits Current a/c	30/10/2020	112020	1,800.00
			<u>1,800.00</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			1,800.00
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			1,800.00
		Balance per Cash Book is :-	1,800.00
		Difference is :-	0.00

*Reconciled to
Bank statement
23/12/2020*

Agenda item 12.1 cont'd

Date: 23/12/2020

Loughton Town Council

Page 1

Time: 01:50

**Bank Reconciliation Statement as at 30/11/2020
for Cashbook 6 - Nationwide Instant Saver Acc**

User: BS

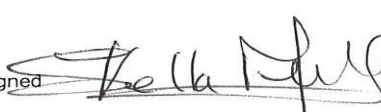

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Nationwide Instant Saver Acc	30/11/2020	61	103,488.50
			<u>103,488.50</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			103,488.50
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			103,488.50
		Balance per Cash Book is :-	103,488.50
		Difference is :-	0.00

*Reconciled to
Bank Statement
23/12/2020*

Agenda item 12.2

Loughton Town Council Current Account List of Payments made between 01 October 2020 and 30 November 2020					Page no 1
Date Paid	Payee Name	Cheq No	Paid	Transaction Detail	Year
25/09/2020	Number 2 current account	T12	35,123.63	T12 from No 1a/c to No2 a/c	2020/21
11/11/2020	Number 2 current account	T14	32,362.57	T14 from No 1a/c to No2 a/c	2020/21
25/11/2020	David Stanton	Debit card	2,097.27	P327 Refunded payment for cancelled	2020/21
30/11/2020	Akeel Khan	10184	294.12	P328 Refund of Holding deposit for M.Hall cancelled due to Covid.	2020/21 ✓
30/11/2020	Elif Akser	Debit card	250.00	P329 Refund Deposit payment Cheque lost and cancelled, agreed to refund Debit Card.	2020/21
30/11/2020	Elif Akser	216 No 5 Account	-250.00	P329A Cancelling Deposit payment Cheque lost, agreed to refund Debit Card.	2020/21
30/11/2020	Skyguard	10185	116.64	P330 Annual Contract for lone worker	2020/21 ✓
30/11/2020	Ernest Doe & Sons Ltd	10186	17.04	P331 2 Stoke oil - Cemetery Machinery	2020/21 ✓
30/11/2020	EALC	10187	36.00	P332 Allotmen training for D. Taylor	2020/21 ✓
30/11/2020	Project Solver Ltd	10188	315.60	P333 Replavce Fire Extinguisher at Ce	2020/21 ✓
30/11/2020	Chubb	10189	101.48	P334 - KH Fire Alarm Contract	2020/21 ✓
30/11/2020			128.59	P335 - KH Emergency Light Contract	2020/21 ✓
30/11/2020			173.23	P336 - MH Fire Alarm Contract	2020/21 ✓
30/11/2020			289.93	P337 - KH Emergency Light Contract	2020/21 ✓
30/11/2020			304.80	P338 Refuse Cemetery	2020/21 ✓
30/11/2020	Regional Waste Recycling	10190	136.80	P339 Refuse MH	2020/21 ✓
30/11/2020			49.20	P340 Refuse KH	2020/21 ✓
30/11/2020	Direct Tec Group	10191	129.32	P341 Photocopying November	2020/21 ✓
30/11/2020	Apollo Janitorial Supplies Ltd	10192	10.07	P342 Glass Cleaner for MH	2020/21 ✓
30/11/2020	Rialtas Business Solutions	10193	807.60	P343 Accounting Software Support	2020/21 ✓
30/11/2020			70.80	P344 Making Tax Digital VAT	2020/21 ✓
30/11/2020	Pinnacle Essex	10194	582.00	P345 Garden work WRPF November	2020/21 ✓
30/11/2020	M J Anderson	10195	80.00	P346 Water Leak in KH	2020/21 ✓
30/11/2020	Lambert Smith Hampton	10196	2,925.00	P347 Rent & Serv for Library	2020/21 ✓
30/11/2020	Huck Nets	10197	1,850.95	P348 Goal Post replacement RVRG	2020/21 ✓
30/11/2020	A to Z Supplies	10198	87.55	P349 Supplies MH & Head Office	2020/21 ✓
30/11/2020	Royal Mail Group Ltd	10199	1,618.80	P350 Newsletter Distribution Winter	2020/21 ✓
30/11/2020	Blachere Illuminations UK Ltd	10200	8,567.78	P351 Installing Christmas Lights	2020/21 ✓
30/11/2020	H2O Nationwide Ltd	10201	108.00	P352 Boiler Inspection KH	2020/21 ✓
30/11/2020	St Mary's Church	10202	400.00	P353 St Marys Xmas Lights	2020/21 ✓
30/11/2020	Clarke Hillyer	10203	778.44	P354 Buck. Crt. Service Charge	2020/21 ✓
30/11/2020	PKF Littlejohn LLP	10204	1,920.00	P355 Accounting Services	2020/21 ✓
30/11/2020	Alfie James Production	10205	200.00	P356 Financial Assistance Grant	2020/21 ✓
30/11/2020	Ever Brite Cleaning Serv. Ltd	10206	125.63	P357 Ext Windows Cleaning October	2020/21 ✓
30/11/2020	Cash	10207	102.28	P358 Petty Cash	2020/21 ✓
30/11/2020	Away With It Waste Management	10208	50.00	P359 Remove Waste RVRG	2020/21 ✓
30/11/2020	TBS Hygiene Ltd	10209	90.00	P360 Dog Bin Collection October	2020/21 ✓
30/11/2020	Worldpay	D/D	54.47	P361 Chip & Pin	2020/21
30/11/2020	Crown Gas	D/D	163.35	P362 Gas KH October	2020/21
30/11/2020	Crown Gas	D/D	747.31	P363 Gas MH October	2020/21
30/11/2020	First Business Water	D/D	323.48	P364 Water Supply October	2020/21
30/10/2020	The Comms Guys	D/D	165.76	P365 Telephone & Broadband October	2020/21
30/11/2020	SSE	D/D	20.79	P366 electricity War Memorial October	2020/21
30/11/2020	SSE	D/D	60.93	P367 electricity WRPF Jun - Sept	2020/21
30/11/2020	EE	D/D	38.22	P368 mobile phone Oct	2020/21
30/11/2020	PWLB	D/D	17,849.89	P369 Loan 2 Murray Hall	2020/21
30/11/2020	EFDC	D/D	1,012.00	P370 Rates November	2020/21
30/11/2020	Natwest	D/D	630.19	P371 Credit Card October	2020/21
30/11/2020	Peninsula	D/D	241.11	P372 personnel services November	2020/21
Total			113,358.62		

We certify that this schedule lists the details of the cheques, transfers and other orders for payment we have signed, drawn at the value shown and payees as named on the schedule.

Signed 	Signed 	Schedule no.	321
Print name STELLA MURPHY	Print name MRS J. ANGOLD-SCOTENS	Date reported to RGS Cttee	
	1/12/20		

Agenda item 12.2 cont'd

Loughton Town Council Current Account List of Payments made between 01 December 2020 and 31 December 2020						Page no 1
Invoice No.	Date Paid	Payee Name	Cheq No	Paid	Transaction Detail	Year
	14/12/2020	Essex Heritage Trust	10210	25.00	P373 Subscription for Heritage Trust	2020/21 ✓
	14/12/2020	Scott Dryden Design	10211	1,260.00	P374 Production & Design of Think Loughton	2020/21 ✓
	14/12/2020	Essex Stationary Limited	10212	19.93	P375 office satationary	2020/21 ✓
	14/12/2020	Gareth Griffith	10213	560.00	P376 Garden works	2020/21 ✓
	14/12/2020	EALC	10214	10,000.00	P377 Local Service Fund Grant Refund	2020/21 ✓
	14/12/2020	Docendo Limited	10215	951.00	P378 Maintenance contract	2020/21 ✓
	14/12/2020	Direct-tec UK Ltd	10216	73.28	P379 Printer	2020/21 ✓
	14/12/2020	Rialtas Business Solutions Ltd.	10217	355.20	P380 Software support & maintenance	2020/21 ✓
	14/12/2020	Ever Brite Cleaning Serv. Ltd	10218	88.20	P381 War memorial clean	2020/21 ✓
	14/12/2020	Greenbarnes Ltd	10219	25.13	P382 Replacement keys for noticeboard	2020/21 ✓
	14/12/2020	TBS Hygiene Ltd	10220	72.00	P383 Bin collection	2020/21 ✓
	14/12/2020			58.80	P384 Refuse KH	2020/21 ✓
	14/12/2020	Regional Waste Recycling	10221	134.40	P385 Refuse MH	2020/21 ✓
	14/12/2020			333.60	P386 Refuse LC	2020/21 ✓
	14/12/2020	Cash	10222	149.03	P387 Petty cash	2020/21 ✓
	15/12/2020	Voluntary Action Epping Forest	10153	-1,000.00	P388 Cancelled cheque for financial assistance grant	2020/21 ✓
	15/12/2020	Voluntary Action Epping Forest	10223	1,000.00	P389 Grant cheque re-issued for financial assistance grant	2020/21 ✓
	15/12/2020	Peninsula	D/D	241.11	P390 Personal services December	2020/21 ✓
	15/12/2020	Crown Gas	D/D	254.43	P391 Gas KH November	2020/21 ✓
	15/12/2020	Crown Gas	D/D	783.71	P392 Gas MH November	2020/21 ✓
	15/12/2020	SSE	D/D	2,574.30	P393 MH Electricity	2020/21 ✓
	15/12/2020	Natwest	D/D	328.94	P394 Credit Card November	2020/21 ✓
	15/12/2020	Number 2 current account	T15	32,106.59	T15 From No 1 a/c to No 2 a/c	2020/21 ✓
			Total	50,394.65		

We certify that this schedule lists the details of the cheques, transfers and other orders for payment we have signed, drawn at the value shown and payees as named on the schedule.

Signed

Print name

MRS J. ANGOLD-STEPHENS

Signed

Print name

STELLA MURPHY

Schedule no.	322
Date reported to RGS Cttee	

Agenda item 12.2 cont'd

Loughton Town Council
Current Account

Page no 1

List of Payments made between 15th December 2020 and 18th January 2021

Date Paid	Payee Name	Cheq No		Paid	Transaction Detail	Year
18/01/2021	Blachere	10224	2,640.18		P395 Removal & Storage of Xmas Lights	2020/21
18/01/2021			510.00	3,150.18	P396 Maintenance to Xmas Lights	2020/21
18/01/2021	James Clayton Stone Ltr	10225	650.00		P397 Cleaning Kingsley Hall November	2020/21
18/01/2021			650.00	1,300.00	P398 Cleaning Kingsley Hall December	2020/21
18/01/2021	Chubb	10226		60.64	P399 Service Fire Exh. Kingsley Hall	2020/21
18/01/2021	TBS Hygiene Ltd	10227		72.00	P400 Refuse/Dog Bins RVRG & WRPF	2020/21
18/01/2021	M J Anderson	10228	40.00		P401 Cut Water Supply to Fountain	2020/21
18/01/2021			80.00	120.00	P402 Maintenance to RVRG Drain	2020/21
18/01/2021	CDA Technology	10229		201.72	P403 Warden Supplies PPE	2020/21
18/01/2021	Mullocks	10230		255.00	P404 Agent fees Buckingham Court	2020/21
18/01/2021	BT	10231		190.56	P405 Telephone Charges Murray Hall	2020/21
18/01/2021	Everbrite Cleaning	10232		125.63	P406 Window Cleaning Murray Hall	2020/21
18/01/2021	Roliam Services Ltd	10233		249.06	P407 Repairs to Van	2020/21
18/01/2021	Directtec	10234		58.35	P408 Photocopying	2020/21
18/01/2021	James Todd	10235		328.86	P409 Payroll Company	2020/21
18/01/2021	L & J Hall	10236		945.00	P410 Grave Digging	2020/21
18/01/2021	SLCC	10237		379.00	P411 Annual Subscription - Membership	2020/21
18/01/2021	Land Registry - AN1	10238		40.00	P412 Legal Fees for Loughton Cricket	2020/21
18/01/2021	Land Registry - RX1	10239		40.00	P413 Legal Fees for Loughton Cricket	2020/21
18/01/2021	Epping Forest Foodbank	10240		5,000.00	P414 Mayor Charity Fund Donation	2020/21
18/01/2021	3food4U	10241		5,000.00	P415 Mayor Charity Fund Donation	2020/21
18/01/2021			412.80		P416 Refuse Collection LC	2020/21
18/01/2021	Regional Waste Recycli	10242	121.20		P417 Refuse Collection MH	2020/21
18/01/2021			38.40	572.40	P418 Refuse Collection KH	2020/21
18/01/2021	Pinnacle	10243		582.00	P426 WRPF Grounds Maint. December	2020/21
18/01/2021	Arbtec	10244		228.00	P427 Tree Work at RVRG	2020/21
18/01/2021			95.00		P428 Christmas Lights Maintenance	2020/21
18/01/2021	Deltagate	10245	90.00	185.00	P429 Repair Lights at Kingsley Hall	2020/21
26/12/2021	SSE	D/D		20.02	P430 Electricity War Memorial	2020/21
21/12/2020	EFDC	D/D		1,012.00	P419 Rates	2020/21
21/12/2020	The Comms Guys	D/D		161.05	P420 HO Broadband & Telecommunications	2020/21
21/12/2020	Worldpay	D/D		48.82	P421 Chip & Pin	2020/21
31/12/2020	EE	D/D		38.87	P422 Mobile Phones	2020/21
04/01/2021	Peninsula	D/D		241.11	P423 Personal Services December	2020/21
29/12/2020	First Business Water	D/D		298.96	P424 Waters Rates	2020/21
18/01/2021	Natwest	D/D		442.10	P425 Credit Card December	2020/21
18/01/2021	Number 2 current account	T17		32,827.91	T17 From No 1 a/c to No 2 a/c	2020/21
Total				54,174.24		

We certify that this schedule lists the details of the cheques, transfers and other orders for payment we have signed, drawn at the value shown and payees as named on the schedule.

Signed

Signed

Print name

J. ANGOLD-STEPHENS
18/1/21

Print name

C. POND

Schedule no.	323
Date reported to RGS Cttee	

Agenda item 13**Insurance – Annual Review**

The Council has been insured by Royal & Sun Alliance Insurance Plc, through WPS Insurance Brokers (specialists in local council insurance) since April 2019. The current three-year long term insurance agreement with this company expires on 31 March 2022.

The Council's current level of cover is summarised below. The majority of the sums insured will be index linked unless marked with asterisks**.

The Committee is asked to:

- i. Review and confirm the level of cover.

Current levels of Cover

1 Material damage – buildings & subsidence	2021/22
Buckingham Court	561,481
Cemetery buildings	176,085
Kingsley Hall	365,460
Willingale Road Changing Room	105,209
Community Centre	2,350,021
Drinking fountain	24,363
RVRG changing rooms	407,544
LAC buildings	239,211
All-weather running track	200,000
War Memorial	70,877
Willingale Road Allotments	101,886
2 Business Interruption	
Additional expenditure (A) <i>see below</i>	100,000
Loss of revenue (B) <i>see below</i>	450,000

(A) Loss of Rent Cover (Landlord rent guarantee for Buckingham Court):

This cover for additional expenditure provides an indemnity for the loss of rent incurred in an emergency at Buckingham Court for a 36 month period.

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

In the event of an incident, this cover provides reimbursement of the amount by which the gross revenue falls short of the standard income less the cost of any business expenses saved during the indemnity period of 36 months.

	2021/22
3 Contents	
Library	73,123
Kingsley Hall	3,105
Murray Hall	44,788
Cemetery office & outbuildings	5,232

4 Engineering**	
Passenger lift	500,000
5 All risks	
Town Mayor's Badge of Office	2,713
Silver Gilt Chain of Office and case	
Best Allotment in Loughton Cup	1,325
Silver Plated Rose Bowl	
Noticeboard at Traps Hill	3,000
Garden Machinery (Cemetery)	5,250
Garden Machinery (Willingale Road Allotments)	
Skate Ramps and Associated Equipment	21,987
6 Money**	
Loss of non-negotiable money	250,000
Loss of other money – in transit	1,000
in the private residence of authorised employee	500
on the premises during business hours	2,000
on the premises outside business hours	500
Personal injury (assault) benefits Capital	20,000
Weekly	200
7 Public Liability**	15m
(incl Hirers' Liability of £2m and Environmental Statutory Clean Up Costs Cover of £1m)	
8 Employer's Liability**	10m
(includes up to 60 salt and grit volunteers)	
9 Libel and Slander**	250,000
10 Fidelity Guarantee (Employees & Members) to be reviewed when the end of year figures are confirmed.	1.2m
11 Personal Accident ** (Employees, Members & Volunteers)	
Employees (Death) Capital sum	5 x annual salary
Temp Total Disablement Weekly sum	50% of weekly wage
Temp Partial Disablement Weekly sum	25% of weekly wage
Members (up to age 80)* Capital sum	20,000
Temp Total Disablement Weekly sum	400
Temp Partial Disablement Weekly sum	200
Volunteers (up to age 80) Capital sum	20,000
Temp Total Disablement Weekly sum	400
Temp Partial Disablement Weekly sum	104
*specific arrangements available for those aged over 81	

12	Legal Protection**	
	Employment Disputes, Compensation Awards, Legal Defence, Property and Personal Injury, Tax Protection, Contract Disputes, Statutory Licence Protection Management Liability automatically included	1,000,000
13	Business Travel** – cover for all employees, council members and accompanying spouses included automatically for journeys made in connection with council business	
	Medical	5m
	Personal property	2,000
	Money/cheques	1,000
	Disruption/cancellation	2,000
	Travel delay	50
	Personal liability	5m
14	Vehicle – fully comprehensive, excess of £100	

Agenda Item 14

**LOUGHTON TOWN COUNCIL
REGISTER OF ASSETS AND PROPERTIES AS AT 31 JANUARY 2021**

Asset	Date of acquisition	Method of acquisition	Owner if not town council	Nature of town council interest	Cost of acquisition £	Current Value £	Basis of current valuation	Insurance value 20/21 to be updated	Date of disposal	Method of disposal
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Open Spaces, playing fields and recreational areas

The Lindens open space	9.9.99	Transfer from EFDC		Freehold	nil	nil	Community asset			
Hillyfields open space (incorporating Millennium Remembrance Grove)	30.10.00	Transfer from EFDC	NPA has an interest registered on the Deed	Freehold	nil	nil	Community asset			
Lady Whitaker's Mead	15.3.02	Purchase		Freehold	135,000 (for this and WRPF)	nil	Community asset			
Willingale Road Playing Field (including changing room)	15.3.02	Purchase	NPA has an interest registered on the Deed	Freehold	see above	nil	Community asset	105,209		
Kings Green, Standard Green, School Green and part of Hillyfields	15.8.01	Management agreement with City of London	City of London (formerly Corporation)	Legal management agreement	n/a	n/a	n/a			

War Memorial on Kings Green	n/a	Assumed responsibility	unknown	responsible for	n/a	n/a	n/a	70,877		
Roding Valley Recreation Ground	1.4.97	Transfer from EFDC		Leasehold wef 10/01/08	nil	nil	Community asset	407,544		
							LAC buildings only	239,211		
Open space adjacent to Willingale Road allotment site	6.9.05	Transfer from EFDC		Freehold	nil	nil	Community asset			
Memorial Rose Garden, Roding Road	November 15	Lease	St Michael's Church	Leasehold - Chelmsford Diocesan & St Michael's PCC	nil	nil	Community asset			
Loughton Cricket Club, Traps Hill	13/5/2019	Transfer from LCC Trust		Freehold	nil	230,000	Community asset			

Street Furniture

Bus shelter, Jessel Drive	April 2007	Purchase		Ownership	3,280	nil	Community asset			
Bus shelter, Borders Lane	June 2011	Purchase		Ownership	3,222	nil	Community asset			
Bus shelter, Jessel Drive/Colebrook Lane	June 2011	Purchase		Ownership	3,398	nil	Community asset			

Bus shelter, Traps Hill	May 2018	Purchase		Ownership	4,436	nil	Community asset			
Noticeboard, library wall, Traps Hill	Oct 1998	Purchase		Ownership	570	nil	Community asset	3,000		
Noticeboard in Longcroft Rise	3.3.02.	Purchase		Ownership	610	nil	Community asset	not insured		
Noticeboards on the Roding Valley Recreation Ground	01/04/2016	Purchase		Ownership	5,630	nil	Community asset	not insured		
Xmas lights, King's Green	Oct 2011	Purchase		Ownership	3,985	nil	Community asset	not insured		
Xmas lights, King's Green	Oct 2012	Purchase		Ownership	502	nil	Community asset	not insured		
Blue Heritage plaques - see file for details of locations	various	Purchase		Ownership	various	nil	Community asset	not insured		
Salt/grit bins; locations as per file	2003	Purchase		Ownership	385 each	nil	Community asset	not insured		
Drinking Fountain	3.2.05	Assignment of lease from EFDC		Leasehold	nil	nil	Community asset	24,363		
Civilian war memorial	May 2005	Purchase		Ownership	1,800	nil	Community asset	not insured		
Highways seats (outside town centres) see list for details of locations etc	June 2005	Exchange of letters with EFDC		Ownership	nil	nil	Community asset	not insured		

Alleyway name plates see list for details of locations etc	April 2006	Purchase		Ownership	various	nil	Community asset	not insured		
Flower baskets (High Road) x 31 see list for details of locations etc	June 2008	Purchase		Ownership	201 each	nil	Community asset	not insured		
Flower baskets (Broadway) x 38 see list for details of locations etc	June 2010	Purchase		Ownership	36 each	nil	Community asset	not insured		
Flower baskets (Station Road) x 11 see list for details of locations etc	April 2015	Purchase		Ownership	£225 each	nil	Community asset	not insured		
Oak interpretation board (Pump Hill)	October 2015	Purchase		Ownership	1,372	nil	Community asset	not insured		

Playgrounds

Playground equipment, Roding Valley Recreation Ground	Summer 1997	Purchase		Ownership	6,722	nil	Community asset	not insured		
Playground in Felstead Road	4.1.02	Transfer from EFDC		Freehold	nil	nil	Community asset	not insured		
Playground equipment on Felstead Road playground	Feb/Mar 03	Purchase		Ownership	25,200	nil	Community asset	not insured		
Traps Hill playground additional item of equipment	18.05.04 November 2008	Transfer from EFDC		Freehold	nil 890	nil	Community asset	not insured	July 2016	Scrap

Playgrounds at Colebrook Lane, Newman's Lane, Westall Road, Hillyfields, & Oakwood Hill (aka Monksgrove)	21.1.02	Management agreement with EFDC		Management agreement	n/a	n/a	n/a	not insured		
Monksgrove playground	Oct 2012	Purchase		Ownership	15,600	nil	Community asset	not insured		
Newman's Lane refurbishment (2 new items of equipment)	November 2008	Purchase		Ownership	19,000	nil	Community asset	not insured		
Westall Road play area equipment	November 2009	Purchase		Ownership	64,000	nil	Community asset	not insured		
Westall Road play area new swings	April 2011	Purchase		Ownership	4,750	nil	Community asset	not insured		
Colebrook Lane replacement of play equipment (swings)	September 2010	Purchase		Ownership	6,386	nil	Community asset	not insured		
Colebrook Lane replacement multi-play unit and springer	March/April 2014	Purchase		Ownership	20,385	nil	Community asset	not insured		
Hillyfields play area refurbishment	March 2011	Purchase		Ownership	17,895	nil	Community asset	not insured		
Outdoor gym, Roding Valley Recreation Ground	June 2011	Purchase		Ownership	21,517	nil	Community asset	not insured		
Outdoor gym, Willingale Road playing field	1 April 2014	Purchase		Ownership	17,000	nil	Community asset	not insured		
Skateboarding equipment and trailer	May 2015	Purchase		Ownership	8,000	nil	Community asset	21,987		

Traps Hill playground	July 2016	Purchase		Ownership	80,000	nil	Community asset	not insured		
Traps Hill Playground Trampoline					-1,700				June 18	Scrapped
Traps Hill playground Seesaw	July 18	Purchase		Ownership	3,396	nil	Community asset	not insured		
Outdoor table tennis tables x 2	April 2017	Purchase		Ownership	3,000	nil	Community asset	not insured		1 table scrapped

Allotments

Allotment silver trophy and silver rose bowl	01.07.11	Gift		Ownership	nil	800	Cost (no change from 11/12)	1,325		
Pyrles Lane Allotments	26.11.99	Transfer from EFDC		Freehold	nil	nil	Community asset			
Roding Road Allotments	26.11.99	Transfer from EFDC		Freehold	nil	nil	Community asset			
Access licences to Roding Road allotments	various	Grant of licences by LTC				see debt register	n/a			
Willingale Road allotments	6.9.05	Transfer from EFDC		Freehold	nil	nil	Community asset	101,886		

Cemetery

Loughton Cemetery (including buildings)	23.12.99	Transfer from EFDC		Freehold	nil	nil	Community asset	176,085		
Loughton Cemetery Furniture and equipment	various	Purchase		Ownership	various	various <£1K	n/a	5,232		

Community Hall										
Kingsley Hall	27.10.00	Transfer from EFDC		Freehold	nil	nil	Community asset	365,460		
Kingsley Hall contents	various	Purchase		Ownership	various	various <£1K	n/a	3,105		
Office premises										
1 Buckingham Court	26.3.01	Freehold purchase		Freehold	395,000	517,400	Fixed from 08/09	561,481		
Furniture and equipment at Town Hall and Loughton Library; see inventory for details	various	Purchase		Ownership	various	various <£1K	Cost	73,123		
Chairmen's name board, Loughton Urban District Council	5.6.03	Loan from Epping Forest Museum; requires annual renewal		Loan	nil	Unknown	Community asset	included above		
Town Mayor's regalia	May 2008	Purchase		Ownership	1,250	1,454	Cost (08/09)	2,713		
Community and Youth Centre										
106 Borders Lane (the whole site)	5.8.02	Purchase		Freehold	825,000 (land purchase)	nil	Community asset			
Community and Youth Centre building	25.5.06 (practical completion)	Purchase	.	Freehold	735,667 net	nil	Community asset	2,350,021		

The Murray Hall contents	various	Purchase		Ownership	various	various <£1K	Cost	44,788		
Youth centre	(quarter day before) 25.5.06 (date of practical completion)	LTC agreement to lease to ECC		lease to ECC, 99 years, ends 24.5.2105	432000 (one-off premium; no rent)		N/A	n/a		

Vehicles

N.B. Items with a value of less than £1,000 are not recorded in this main asset register but detailed in the inventories for each facility

For reporting purposes, the book value of fixed assets will usually stay constant until disposal.

Agenda Item 15

Micro-Grant Fund Communication and Technology 2020-2021 - Guidance Notes

Due to the current COVID-19 crisis, the criteria for the Micro Grant has been reviewed by Essex County Council to incorporate the support that will be required by local Communities in response to this pandemic.

Micro-grants are available up to the value of £500 to support grassroots organisations responding to the pandemic who rely largely on volunteers to deliver their offer and have no infrastructure to support communications and technology. The grants will be awarded twice a month, on a continuous engagement basis and are one-time-only grant award that are available to for example; community groups, foodbanks, clothes banks, community kitchens and cafes that would have outcomes that generally reduce social isolation, improve wellbeing and support better connected communities. The communication and technology micro-grants are available to help improve promotion, community reach and access to their offer/service.

Examples of how the grant could be used include and not exclusively.

- Designing and printing costs for leaflets that provide key information to the community who may not have access to social media
- Distribution of literature/leaflets
- Paid for advertisements in local papers
- Building or improving websites
- Improving social media presence and reach
- technological expertise and training

Applicants must provide their bank account details on headed paper. If you do not have access to a business bank account, then the EALC can look at local Voluntary Sector Organisations who can act as a broker to arrange payment.

Fund Administration

The administration of the 2020-2021 Microgrants will be undertaken by the Essex Association of Local Councils (EALC) on behalf of Essex County Council.

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Micro Grant: Communications & Technology Support

Alongside the Community Chest Micro Grant, Essex County Council have introduced the Micro-Grant Communication & Technology Support Fund.

Applicants can apply for up to £500.

This grant supports grassroots organisations responding to the pandemic who rely largely on volunteers to deliver their projects & have no infrastructure to support communications & technology.

Examples of Projects:

- Designing and printing costs for leaflets which provide key information to the community who may not have access to social media
- Distribution of literature/leaflets
- Paid for advertisements in local papers
- Building or improving websites
- Improving social media presence and reach technological expertise and training

You must have your own bank account, whether this is in your organisations name or via an alternative source, who are willing to act as a broker.

The application form is available to download from our website. Please call Louise Gambardella on 07495 915912 or email her at louise.gambardella@ealc.gov.uk if you have any more questions.

