



ANNUAL COUNCIL MEETING

Members are summoned to attend a Meeting
of the Town Council to be held at **7.45pm** on

Wednesday 19 May 2021

At Loughton Library & Town Hall, Traps Hill, Loughton IG10 1HD

to transact the business as shown in the agenda.

Mark Squire

Town Clerk

12 May 2021

Cllr P Abraham
Cllr C Davies
Cllr J Jennings
Cllr S Murray
Cllr K Rainbow
Cllr G Wiskin

Cllr P Beales
Cllr T Downing
Cllr W Kauffman
Cllr M Owen
Cllr J Riley
Cllr D Wixley

Cllr R Brookes
Cllr S Fontenelle
Cllr N MacKinnon
Cllr C C Pond
Cllr M Stubbings

Cllr B Cohen
Cllr L House
Cllr S Murphy
Cllr C P Pond
Cllr K Valentine

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 Election of the Town Mayor for 2021/22

To receive brief remarks from the retiring Mayor about her year of office, and short appreciations from Members.

The retiring Mayor, Cllr Stella Murphy will call for nominations and put them to the vote. This will be followed by:

- i the signing of the Declaration of Acceptance of Office by the Town Mayor for 2021/22;
- ii the presentation of the Chain of Office and Lord Citrine's ABC of Chairmanship;
- iii the new Town Mayor's acceptance speech;
- iv the presentation of the past Town Mayor's badge to the retiring Mayor.

2 Appointment of Deputy Town Mayor for 2021/22

To appoint the Deputy Town Mayor for 2021/22 and present the badge.

3 Apologies for Absence

To receive any apologies for absence.

4 Declarations of Interest

For Councillors to declare any pecuniary or non-pecuniary interest in any items on the Agenda.

Members are reminded that if their interests change they must, within 28 days of becoming aware of the change, complete a new register of members' interests form and return it to the Town Clerk for submission to the Monitoring Officer.

5 Confirmation of Minutes

To confirm the minutes of the meeting held on 28 April 2021.

6 Appointment of Members, and Election of Chairman and Vice Chairman, of Council Committees for 2021/22

- 6.1** Planning and Licensing Committee
- 6.2** Recreation Committee
- 6.3** Environment and Heritage Committee
- 6.4** Resources and General Services Committee

All committees consist of seven members.

- 6.5** Nomination of up to three persons per political group authorised to make substitutions in accordance with Standing Order 5e.

7 Nomination of Council Representatives for 2021/22

- 7.1** To nominate Council representatives to outside bodies for 2021/22 and, where appropriate, substitutes.

Council representatives on outside organisations are reminded that depending on the status of the organisation, e.g. charity, company, etc. by joining the board they could become liable if the organisation failed. The Council's insurance would not cover them.

- * A list of organisations and current representatives, where appropriate, is attached (see page 4).

A number of these organisations are open to members of the public. Any non-council representatives attending these meetings should ensure they make it clear to the organisation that they are there in a personal capacity.

7.2 To review arrangements for reporting back on the activities of outside bodies

Representatives are requested to provide a written report, which is attached to the next Council agenda, on meetings which they have attended. A verbal report can be made on meetings attended within ten days of the Council meeting. Members are also requested to provide an annual report for the final Council meeting of the municipal year.

The Council is asked to confirm these arrangements.

7.3 Joint Standards Committee

To appoint a representative and a substitute to the Joint Standards Committee for 2021/22.

7.4 Grievance Hearing and Disciplinary Appeal Panels

To nominate a third member (not the Town Mayor or Deputy Town Mayor, a Committee Chairman nor the Vice Chairman of Resources and General Services Committee) to sit on the Grievance Hearing Panel, and one to sit on the Disciplinary Appeal Panel.

8 Membership of Internal Council Groups

To confirm or amend the membership of the following internal groups:

8.1 Strategy and Staff Group (includes the Complaints Panel)

Membership: Town Mayor, Deputy Town Mayor and the chairman of each of the committees. Exceptionally, one or two additional members if specially required may be appointed by the Council if there is a special reason to include that person/those people. There must be a clear rationale stated for inclusion.

Note: It is always open to the group to invite a member to a particular meeting if special knowledge, etc. is required.

8.2 Financial Assistance Working Group

Membership: Chairman and Vice Chairman of the Resources and General Services Committee and one additional member.

The Group usually meets in January to consider the annual round of applications.

8.3 Roding Valley Recreation Ground Improvements Project Working Group

Membership: Chairman and Vice Chairman of the Recreation Committee and one additional member.

9 General Power of Competence

To agree to use the General Power of Competence in the forthcoming Civic Year. S1.1 of the Localism Act 2011 states 'A local authority has power to do anything that individuals generally do'. The essence is that if a proposed action fits this, eligible councils do not need to look for another power. i.e. a power of first resort.

- 10 Confirmation of Standing Orders**
To receive and confirm the Town Council's Standing Orders (sent separately).
- 11 Confirmation of Financial Regulations**
To receive and confirm the Town Council's Financial Regulations (sent separately).
- 12 Year End Financials 2020/21**
To receive and approve
- 12.1 Annual Governance and Accountability Return (AGAR) for the year ending 31 March 2021, including**
- (i) AGAR (Section 1) for the Year ended 31 March 2021 (see page 5).
 - (ii) AGAR (Section 2) for the Year ended 31 March 2021 (see page 6).
 - (iii) AGAR – to NOTE that the internal auditor has completed and signed the Annual Internal Audit Report on page 3 of the Annual Governance and Accountability Return 2020/21 (see page 7).
- 12.2 Annual Accounts**
To receive and approve the Annual Accounts for the Year ended 31 March 2021 (see pages 8-11). This statement of accounts has been prepared in accordance with the Local Audit and Accountability Act 2014 and the Accounts and Audit Regulations 2015, i.e. on an income and expenditure basis with a statement of balances and complies with Proper Practices in completing Sections 1 and 2 of the Annual Governance and Accountability Return.
- 13 Town Mayor's / Town Clerk's Report**
To report (for discussion only) on any further significant information/matters that may be of interest to Town Council members.
- 14 Loughton Town Council's 25 Years**
To note Loughton Town Council's 25 years since inauguration in 1996.

Mark Squire
TOWN CLERK
12 May 2021

Agenda item 7**7.1 Nomination of Council Representatives for 2021/22**

Details of the representatives for the past year may be found in the Council minutes for the meeting held on 15 May 2019.

Organisation	Past 20/21 representative(s)
Lopping Endowment	J. Jogia
Loughton Parochial Charities*	Is this still required?
Essex Association of Local Councils (EALC) – Epping Forest Branch	Cllrs CC Pond and Wixley
Local Councils' Liaison Committee	Cllrs CC Pond and Wixley
EALC - Larger Local Councils Forum	Cllr Wixley
ECC Parish Passenger Transport Meeting	Cllrs Abraham and CC Pond)
Tree Wardens (appointed by Epping Forest Countrycare) *	Cllrs Cohen, Davies and Wixley
Loughton 1st (High Road Town Centre Partnership)	Disbanded – Any requirement?
Loughton Broadway Town Centre Partnership**	Cllrs Jogia, Latchford, and Owen Substitutes?
Citizens Advice Epping Forest District – Management Committee	Cllr Jill Angold-Stephens
Essex Police local community meetings**	Cllrs Mahoney, Omer and Wixley
Debden Tenants' Panel Meeting (Alderton, Broadway and Fairmead Ward Councillors)	Cllrs Abraham, Beales, Cohen, Davies, Jennings, Jogia, Latchford, Mahoney, Murphy, Omer, Owen and Stubbings
Roding Valley Nature Reserve Consultative Group	Cllr Wixley

* *On-going appointments.*

** *Whilst the Council has not been invited by Essex Police to nominate official representatives, it is best practice to ensure the Town Council has a presence at the local meetings in Loughton, Buckhurst Hill and Chigwell.*

Agenda item 12

12.1 Annual Governance and Accountability Return (AGAR) for the year ending 31 March 2021

Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

LOUGHTON TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2021, that:

	Agreed		*Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.			responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

and recorded as minute reference:

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk

www.loughton-tc.gov.uk

Agenda item 12

12.1 Annual Governance and Accountability Return (AGAR) for the year ending 31 March 2021

Section 2 – Accounting Statements 2020/21 for

LOUGHTON TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
1. Balances brought forward	671,737	697,453	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	719,000	756,445	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	192,190	102,593	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	385,125	384,534	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	100,497	100,497	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	399,852	368,971	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	697,453	702,489	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	699,731	814,910	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	761,649	761,649	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	575,801	504,246	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.
		✓	

I certify that for the year ended 31 March 2021 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

Mal Jervis
07/05/21

Date

I confirm that these Accounting Statements were approved by this authority on this date:

as recorded in minute reference:

Signed by Chairman of the meeting where the Accounting Statements were approved

Agenda item 12

12.1 Annual Governance and Accountability Return (AGAR) for the year ending 31 March 2021 continued

Annual Internal Audit Report 2020/21

LOUGHTON TOWN COUNCIL

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During the financial year ended 31 March 2021, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2020/21 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2019/20, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2019/20 AGAR tick "not covered")			✓
L. If the authority has an annual turnover not exceeding £25,000, it publishes information on a website/webpage up to date at the time of the internal audit in accordance with the Transparency code for smaller authorities.			✓
M. The authority, during the previous year (2019-20) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2019/20 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

07/05/2021 23/02/2021

Name of person who carried out the internal audit

H. HEELIS (on behalf of Heelis & Lodge)

Signature of person who carried out the internal audit

Date

07/05/2021

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Agenda item 12
12.2 Annual Accounts

Loughton Town Council		
Income and Expenditure Account for Year Ended 31st March 2021		
31st March 2020		31st March 2021
	Income Summary	
719,000	Precept	756,445
719,000	Sub Total	756,445
	Operating Income	
8	Office Expenses	0
0	Central Personnel	(10,000)
450	Council Expenses	10,000
35,095	Buckingham Court	22,977
39,941	Kingsley Hall	23,497
82,157	The Murray Hall	19,641
10,329	Roding Valley Recreation Grnd	9,006
235	Open Spaces	7,600
12,593	Cemetery (Church Lane)	16,166
0	Street Furniture	100
3,301	Allotments	3,374
1,233	Will. Rd. Playing Field	128
6,847	Other Costs and Income	104
911,190	Total Income	859,038
	Running Costs	
18,132	Communication	13,352
12,053	Office Expenses	21,714
2,765	Audit	2,710
302,071	Central Personnel	305,409
15,689	Council Expenses	20,913
0	Other Services (RGS)	57
2,223	Members' Expenses	2,010
31,721	Buckingham Court	31,354
(278,000)	Service Re-charge (RGS)	(278,000)
11,826	Library	11,768
367	Christmas Best Dressed Window	0
34,161	Grants	30,976
22,110	Kingsley Hall	14,006
141,134	The Murray Hall	134,575
5,867	Other Services (Rec)	1,074
146,000	Service Re-charge (Rec)	148,000
127,901	Roding Valley Recreation Grnd	127,088
27,722	Open Spaces	22,055
51,677	Cemetery (Church Lane)	51,090
23,187	Playgrounds	23,116
26,684	Street Furniture	26,728
8,161	Allotments	1,417
924	Cemetery (Debden Lane)	580
14,540	Will. Rd. Playing Field	11,711
6	Other services (EH)	0
97,000	Service Re-charge (EH)	97,000
35,000	Service Re-charge (PL)	33,000
4,553	Other Services (PLC)	299
0	Van	0
885,474	Total Expenditure	854,002

Agenda item 12.2 /cont'd...

Loughton Town Council		
Income and Expenditure Account for Year Ended 31st March 2021		
31st March 200		31st March 2021
	General Fund Analysis	
277,235	Opening Balance	333,251
911,190	Plus : Income for Year	859,038
1,188,425		1,192,288
885,474	Less : Expenditure for Year	854,002
302,951		338,287
(30,300)	Transfers TO / FROM Reserves	(91)
333,251	Closing Balance	338,378

Agenda item 12.2 /cont'd...

11/05/2021		Loughton Town Council			
13:54		Balance Sheet as at 31st March 2021			
31st March 200		31st March 2021			
Net Value	Fixed Assets	Cost of Asset	Depreciation	Net Value	
0		0	0	0	
	Current Assets				
3,841	Debtors	17,965			
0	Other Debtors (non Sales Led)	4,002			
29,098	Vat Refunds	8,579			
2,925	Prepayments	3,138			
0	Current Account	74,364			
7,622	No 2 Current Account	7,924			
100,448	Capital Reserve	100,489			
560,208	Santander Business Reserve	526,678			
1,550	Security Deposits Current a/c	1,800			
103,443	Nationwide Building Society	103,506			
150	Petty Cash	150			
809,284			848,594		
	809,284 Total Assets			848,594	
	Current Liabilities				
73,690	Current Account	0			
8,838	Accruals	124,021			
21,389	Receipts in Advance	15,910			
2,900	Security deposits	2,550			
1,910	Key deposits	1,940			
3,104	Booking Deposits	1,684			
111,831			146,106		
	697,453 Total Assets Less Current Liabilities			702,489	
	Long Term Liabilities				
0			0		
	697,453 Total Assets Less Long Term Liabilities			702,489	
	Represented By				
333,251	General Reserve			338,378	
51,000	EMR Murray Hall/Kingsley Hall			40,000	
15,000	EMR Charles Moules Bridge			15,000	

Agenda item 12.2 /cont'd...

11/05/2021

Loughton Town Council

13:54

Balance Sheet as at 31st March 2021

31st March 200		31st March 2021
	500 EMR Cycling measures	0
	10,500 EMR Computers/server	0
	200 EMR Design Awards Scheme	0
	0 EMR Hillyfields Maintenance	7,600
	0 EMR Grant Funding	4,524
	110,000 EMR Roding Valley Recreation G	70,000
	34,000 EMR Playgrounds	80,000
	9,000 EMR Van Replacement	10,000
	5,850 EMR Street furniture	3,000
	1,000 EMR Christmas Lights	600
	1,000 EMR Community Toilet scheme	0
	27,265 EMR Cemetery	40,000
	8,262 EMR Cemetery Plot Endowment R	8,262
	20,000 EMR Lady Whitaker's Mead	20,000
	500 EMR Tree Strategy	0
	30,000 EMR Elections	35,000
	10,000 EMR Central Personnel - Appren	0
	2,000 EMR Buckingham Court-Maint Fun	2,000
	8,125 EMR Buckingham Court Rent Dep	8,125
	20,000 EMR Local/Neighbourhood Plan	20,000
	697,453	702,489

The above statement represents fairly the financial position of the authority as at 31st March 2021 and reflects its Income and Expenditure during the year.

Signed :
Chairman

Date : _____

Signed :
Responsible
Financial
Officer

Date : _____