



RESOURCES AND GENERAL SERVICES COMMITTEE

Members of the Resources and General Services Committee
are summoned to attend a Meeting at **7.45pm** on

Wednesday 30 June 2021

at Loughton Library and Town Hall, Traps Hill, Loughton IG10 1HD
to transact the business shown in the agenda.

**Mark Squire
Town Clerk**

23 June 2021

**Councillor J Jennings (Chairman)
Councillor M Owen (Vice Chairman)**

Councillors

R Brookes
S Murray

B Cohen
M Stubbings

W Kauffman

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 7 April 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 Training and Conferences**
On the 23 June the Town Clerk, the two Assistant Town Clerks and Halls & Booking Officer attended a half day training session on RBS Rialtas Bookkeeping.

To receive and note
- 7 Finance**
 - 7.1 Current Financial Position**
 - * The current financial position is attached together with details of the funds available from earmarked reserves. (See attached pages 4-5).
 - * A note of the Council's current bank balances and most recent reconciliations are attached (see pages 6-9)
 - 7.2 Accounts Paid**

Payments totalling £254,813.42 as detailed on payment schedules no. 327-330 until 16 June 2021 have been made and entered on the accounts system, since the report to the meeting on 7 April 2021 (see pages 10-12). 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 'Finance and Transparency/ Schedule of Payments section on the Town Council's website.
- 8 Precept**
The Committee is asked to NOTE that the first instalment of the 2021/22 Precept, £391,338, was received into the Council's Santander bank account on 30 April 2021.
- 9 Internal Financial Check**
The Committee is asked to confirm if it wishes to continue the best practice of appointing a councillor to carry out checks on the Council's financial transactions

and, if so, to make an appointment. Cllr Jogia undertook this responsibility during 2020/21.

10 Internal Audit

The Committee is asked to NOTE the internal auditor visited the offices on 7 May 2021, specifically to review accounting entries to 31 March 2021 and Year End Accounts. Our accounts were found to be in order.
(See attached report pages 13-15)

To receive and note.

11 Annual Governance and Accountability Return (AGAR) 2020/21

The AGAR was submitted to the external auditors PKF Littlejohn LLP on 11 June 2021 and the completed confirmation of dates for provision of public rights form has been displayed on our noticeboards and posted on our Town Council website.

12 Financial Assistance

General Applications 2021/22

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The following request for financial assistance has been received. A copy of the application form and supporting information is provided on pages 16–20.

Members wishing to examine the complete set of the supporting papers are asked to contact the office. Information about the person making the application is supplied to the Council but not reproduced on the agenda for reasons of data protection.

For information, there is currently a balance of £11,424.00 of unallocated general grants in the 2021/22 Financial Assistance budget. This consists of a balance of £6,900.00 (including a grant offer of £2,000.00 returned from Willingale Community Gardens as the scheme is closing) plus a sum of £4,524.00 held over from the previous year and currently held in Earmarked Reserves.

Organisation	Amount requested £	Item	Power
UpStage Theatre Company	4,630.45	Production of the Loughton Pantomime	General Power of Competence

13 Flag Flying

For information, the Town Council marked Coronation Day by flying the Union flag on Wednesday 2 June 2021. Official Celebration of Her Majesty's Birthday on Saturday 12 June 2021 and Birthday of the Duke of Cambridge on Monday 21st June 2021. The Town Council will mark Armed Forces Day 2021 on Saturday 26 June 2021 by flying the special flag outside the Library for the preceding week.

The Town Council will mark the occasion of the Birthday of the Duchess of Cornwall on Saturday 17 July 2021 and the Birthday of the Princes Royal on Sunday 15 August 2021. The Town Council will also mark the occasion of Merchant Navy Day, on Friday 3 September 2021 by flying the Red Ensign to help raise public awareness of our island nation's reliance on seafarers and shipping.

To receive and note.

- 14 * **Christmas Card Competition 2021**
To note that this year's competition will be launched before the autumn meeting of this Committee, members are asked if they wish to continue with the current format. (See page 21)
- 15 **Local Council Awards**
The reapplication for Foundation, Quality and Gold Awards has stalled due to the covid pandemic and the ensuing disruption to staff resources. It is envisaged that appropriate applications will be made over the next three months.
- 16 **Policies Review**
Members are asked to review the following policies. In view of the volume of paperwork, members are requested to look at the document section on the Town council website or view via the links below .
- 16.1 – Data Protection Policy** - Recommend next review June 2023
[data protection policy - 2018 - Updated Oct 2020 WA.pdf \(loughton-tc.gov.uk\)](#)
- 16.2 – Code of Conduct** - Recommend next review June 2022, as new recommended National Policy will be available soon
[Code of Conduct 2016 - updated 2019 Review 2021.pdf \(loughton-tc.gov.uk\)](#)
- 16.3 – Code of Conduct Annexe 3 Complaints Procedure** - Recommend next review June 2022,.
[Code of Conduct - Complaints Procedure.pdf \(loughton-tc.gov.uk\)](#)
- 16.4 – Freedom of Information Publication Scheme** - Recommend next review June 2023
[Freedom of Information publication scheme - Updated Oct 20 WA.pdf \(loughton-tc.gov.uk\)](#)
- 16.5 – Health and Safety** - Recommend next review June 2024
[Policies required \(loughton-tc.gov.uk\)](#)
- 16.6 – Training Strategy** - Recommend next review June 2024.
[Training – A Statement of Intent \(loughton-tc.gov.uk\)](#)
- 17 **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 and/or staffing matters.
- 18 **Buckingham Court – Min no RGS 336**
See report attached.
- 19 **Town Council's Water Supplier – Min no RGS 337**
See report attached
- 20 **Town Council's Banking Arrangements**
See report attached
- 21 **Strategy and Staff Group meeting 28 June 2021**
The Town Clerk will provide a brief oral report.

Mark Squire
TOWN CLERK
23 June 2021

Agenda item 7.1
Current Financial Position

Loughton Town Council
Summary Income & Expenditure by Budget Heading 16/06/2021
Resources and General Services Committee Report

Month No: 3

		Actual Last Year	Actual Year To Date	Current Annual Budget	Variance Annual Total	Funds Available	% of Budget
Resources and General Services							
Communication	Expenditure	13,352	4,725	19,495	14,770	14,770	24.2%
Office Expenses	Expenditure	21,714	3,354	11,550	8,196	8,196	29%
Audit (1)	Expenditure	2,710	-1,960	2,400	4,360	4,360	-81.7%
Central Personnel	Expenditure	305,409	77,224	342,000	264,776	264,776	22.6%
Council Expenses	Expenditure	20,913	9,139	16,150	7,011	7,011	56.6%
	Income	10,000	150	782,675	782,525		0%
Other Services (RGS) (2)	Expenditure	57	25,145	4,000	-21,145	-21,145	628.6%
Members' Expenses	Expenditure	2010	0	2,660	2,660	2,660	0%
Buckingham Court	Expenditure	22,977	0	34,380	20,000	33,151	0%
	Income	35,095	10,201	20,000	25,314		28.7%
Service Re-charge (3)	Expenditure	-278,000	0	-283,000	0	0	0.0%
Library	Expenditure	11,768	5,850	14,000	8,150	8,150	41.8%
Grants	Expenditure	30,976	0	35,500	35,500	35,500	0%

INCOME – EXPENDITURE TOTALS

R & G S Expenditure	162,263	124,704	199,135	357,525	257,431	25.9%
Income	22,977	150	802,675	802,525		0%
Net Expenditure over Income	139,287	124,554	603,540	-445,094		

Notes:

- (1) Audit expenses are shown as a negative as the funds are paid this financial year but belong to last year's budget. The negative £1,960 will clear in due course.
- (2) The Other services budget include elections and funds put away each year to cover elections. We have paid £25,145.19 for this May 2021 elections. These funds have now been transferred out of Earmarked Reserves, leaving a balance of £9,854.81.
- (3) The Service Recharge will be applied at the year-end but will currently be £70,500 i.e. 25%.

Agenda item 7.1

Current Financial Position cont'd

Earmarked Reserves for 2021/2022:

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	01.04.21
Elections	9,854.81
Buckingham Court maintenance fund	2,000.00
Buckingham Court Rent Deposit	8,125.00
Financial Assistance Grants 2020/21	4,524.00
Total	24,503.81

Agenda item 7.1

Current Financial Position cont'd

Date: 07/06/2021

Loughton Town Council

Page 1

Time: 12:11

Bank Reconciliation Statement as at 31/05/2021 for Cashbook 1 - No 1 Current Account

User: BS

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Nat West no. 1 account	31/05/2021	993	97,301.84
			97,301.84
Unpresented Cheques (Minus)		Amount	
03/03/2021	10301	Willingale Community Project	1,318.00
03/03/2021	10280	Heelis & Lodge	375.00
23/03/2021	10340	South Loughton Cricket Club	1,000.00
30/04/2021	10356	Essex Playing Fields Associati	40.00
30/04/2021	10357	Friends of Historic Essex	12.00
30/04/2021	10358	AM Garden Machinery Ltd	46.90
30/04/2021	10362	TBS Hygiene Ltd	96.00
30/04/2021	10370	Accredited Locksmith Services	91.00
30/04/2021	10371	Away With It Waste Management	120.00
30/04/2021	P10	Royal British Legion	100.00
26/05/2021	10373	Gracelands CMS Ltd	156.00
26/05/2021	10374	James Clayton Stone Limited	650.00
26/05/2021	10375	TBS Hygiene Ltd	90.00
26/05/2021	10376	Scott Dryden	1,575.00
26/05/2021	10377	Docendo Ltd	1,099.55
26/05/2021	10378	Glyn Hopkin Ltd	609.10
26/05/2021	10379	Heelis & Lodge	375.00
26/05/2021	10380	Viking	595.31
26/05/2021	10381	Clarke Hillyer	778.44
26/05/2021	10382	Regional Waste Recycling Comme	1,124.40
26/05/2021	10383	TownsWeb Archiving Ltd	306.60
26/05/2021	10384	Arbtec Tree Services	456.00
26/05/2021	10385	Loughton Gardens & Landscapes	80.00
26/05/2021	10386	Craigdene Ltd	50.00
26/05/2021	10387	Castle Water Ltd	70.22
26/05/2021	10388	Grangewood Plastic Packaging L	172.08
26/05/2021	10389	Essex Wildlife Trust	90.00
26/05/2021	10390	Open Spaces Society	50.00
26/05/2021	10391	Direct-tec UK Ltd	131.02
26/05/2021	10392	Accredited Locksmith Services	200.00
26/05/2021	10393	Skyguard Ltd	816.48
26/05/2021	10394	Pinnacle Essex	600.00
26/05/2021	10395	EALC	84.00
29/05/2021	DDWR040521	SSE	22.91
30/05/2021	DDKG040521	SSE	14.73
30/05/2021	DDWRt04/21	First Business Water Limited	237.11
			13,632.85
			83,668.99
Receipts not Banked/Cleared (Plus)			
27/05/2021	R30		68.77
28/05/2021	R26		176.00

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Current Financial Position cont'd

Date: 07/06/2021

Loughton Town Council


Page 2

Time: 12:11

Bank Reconciliation Statement as at 31/05/2021
for Cashbook 1 - No 1 Current Account

User: BS

Amount	Balances
	244.77
	83,913.76
Balance per Cash Book is :-	83,913.76
Difference is :-	0.00

*Reconciled to bank
Statement 07/06/2021*


Date: 07/06/2021

Loughton Town Council

Page 1

Time: 12:18

Bank Reconciliation Statement as at 31/05/2021
for Cashbook 2 - No 2 Current Account

User: BS

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Nat West no. 2 account	31/05/2021	288	53,639.18
			53,639.18
Unpresented Cheques (Minus)		Amount	
31/05/2021 757	HMRC only 120PW00111168	6,615.98	
31/05/2021 758	Essex Pension Fund	7,023.20	
			13,639.18
			40,000.00

Receipts not Banked/Cleared (Plus)

0.00

0.00


40,000.00

Balance per Cash Book is :-

40,000.00

Difference is :-

0.00

*Reconciled to Bank
Statement 07/06/2021*


Agenda item 7.1

Current Financial Position cont'd

Date: 07/06/2021 Loughton Town Council Page 1
 Time: 12:25 Bank Reconciliation Statement as at 31/05/2021 User: BS
 for Cashbook 3 - NatWest Business Reserve Acc

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
NatWest Business Reserve Acc	31/05/2021	52021	100,490.33
			<u>100,490.33</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			100,490.33
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			100,490.33
		Balance per Cash Book is :-	100,490.33
		Difference is :-	0.00

*Reconciled to bank
 Statement 07/06/2021
 [Signature]*

Date: 14/06/2021 Loughton Town Council Page 1
 Time: 09:24 Bank Reconciliation Statement as at 31/05/2021 User: BS
 for Cashbook 4 - Santander Business Reserve Acc

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Santander	31/05/2021	62021	668,015.94
			<u>668,015.94</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			668,015.94
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			668,015.94
		Balance per Cash Book is :-	668,015.94
		Difference is :-	0.00

*Reconciled to bank
 Statement 14/06/21
 [Signature]*

Agenda item 7.1

Current Financial Position cont'd

Date: 07/06/2021

Loughton Town Council

Page 1

Time: 12:27

Bank Reconciliation Statement as at 31/05/2021
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	31/05/2021	5202	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
07/06/2021
[Signature]*

Date: 07/06/2021

Loughton Town Council

Page 1

Time: 15:51

Bank Reconciliation Statement as at 31/05/2021
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	31/05/2021	67	103,514.31
			<u>103,514.31</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			103,514.31
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			103,514.31
		Balance per Cash Book is :-	103,514.31
		Difference is :-	0.00

*Reconciled to bank
statement
07/06/2021
[Signature]*

Agenda item 7.2

Accounts Paid

Loughton Town Council Current Account						Page no 1
List of Payments made between 26th March and the 31st March 2021						
Invoice No.	Date Paid	Payee Name	Cheq No	Paid	Transaction Detail	Year
	31/03/2021	Epping Forest District CA	10343	8,500.00	P600 Financial Assistance Grant	2020/21
	31/03/2021	James Todd & Co Limited	10344	375.66	P601 Salaries Admin	2020/21
	31/03/2021	James Clayton Stone Ltd	10345	650.00	P602 Cleaning Kingsley Hall	2020/21
	31/03/2021	DirectTec UK Ltd	10346	100.24	P5603 Photocopies	2020/21
		Total		9,625.90		

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

J. ANGOLD-STEPHENS

Signed

Print name

STELLA. MURPHY

Schedule no.

327

Date reported
to RGS Cttee

Loughton Town Council Current Account						Page no 1
List of Payments made between 1st April 2021 and 30th April 2021						
Invoice No.	Date Paid	Payee Name	Cheq No	Paid	Transaction Detail	Year
	30/04/2021			529.00	P1 Vehicle Insurance 2021/22	2020/21
	30/04/2021	James Hallam Ltd	10347	6,021.68	P2 General Insurance 2021/22	2020/21
	30/04/2021			422.70	P3 Engineering Insurance MH Lift	2020/21
	30/04/2021	SLCC Enterprises Ltd	10348	54.00	P4 Staff Training	2020/21
	30/04/2021	Everbrite Cleaning Services Ltd	10349	125.63	P5 Window Cleaning MH External	2020/21
	30/04/2021	EALC	10350	2,471.41	P6 EALC & NALC Affiliation Fees	2020/21
	30/04/2021	Sign of the Times Ltd	10351	347.50	P7 Heritage - Blue Plaque	2020/21
	30/04/2021	ICCM	10352	95.00	P8 Inst. Of Cemetery & Crem - Subs	2020/21
	30/04/2021	Rural Community Council of Essex	10353	72.00	P9 RCCE Subscription	2020/21
	30/04/2021	Royal British Legion Loughton Branch	10354	100.00	P10 Poppy Wreath November 2020 Essex	2020/21
	30/04/2021	Essex Playing Fields Association	10356	30.00	P11 Essex Playing Fields Subscription	2020/21
	30/04/2021			10.00	P12 EPF - Competition Entry	2020/21
	30/04/2021	Friends of Historic Essex	10357	12.00	P13 FOHE subscription	2020/21
	30/04/2021	A.M. Garden Machinery	10358	46.90	P14 Repair to Allotment Equip.	2020/21
	30/04/2021	M J Anderson	10359	413.79	P15 Repair to Pipes at WR Allotments	2020/21
	30/04/2021	Epping Forest District Council	10360	140,453.82	P16 Grounds Maintenance LTC 20/21	2020/21
	30/04/2021	Garth Griffith	10361	525.00	P17 Green Hill Gardening - Gardening LTC	2020/21
	30/04/2021	TBS Hygiene Ltd	10362	24.00	P18 Remove Rubbish RVRG	2020/21
	30/04/2021			72.00	P19 Dog Bins at RVRG & WRPf - March	2020/21
	30/04/2021	L & J Hall Digging Services Ltd	10363	450.00	P20 Grave Digging at Cemetery	2020/21
	30/04/2021	James Todd & Co Ltd	10364	328.86	P21 Payroll Services 2020/21	2020/21
	30/04/2021	Tormax Automatic	10365	344.40	P22 Doors Maint Contract MH	2020/21
	30/04/2021	Trevor Muller		880.00	P23 Annual Playground Inspection	2020/21
	30/04/2021	Playground Inspections Ltd	10366	160.00	P24 Annual Gym Inspection	2020/21
	30/04/2021			105.00	P25 Annual Football Pitch Inspection	2020/21
	30/04/2021	Pinnacle Group	10367	600.00	P26 April - Monthly Ground Maint. WRPf	2020/21
	30/04/2021	H20 Nationwide Ltd	10368	108.00	P27 KH Quarterly Maint. Inspection	2020/21
	30/04/2021	CPRE	10369	36.00	P28 Cap. Protec. Rural Eng - Yearly Subs.	2020/21
	30/04/2021	Accredited Locksmith Services Ltd	10370	91.00	P29 Repair Locks at WRPf	2020/21
	30/04/2021	Away with it Waste Management Ltd	10371	120.00	P30 Removal Rubbish at Willingale Road	2020/21
	30/04/2021	Epping Forest Foodbank	10303	-3,000.00	P31 - Cancel Grant Cheque - lost in post	2020/21
	30/04/2021	Epping Forest Foodbank	10372	3,000.00	P32 Financial Assistance Grant	2020/21
	09/04/2021	Peninsula	D/D	241.11	P33 HR Services April 2021-22	2020/21
	19/04/2021	Crown Gas & Power	D/D	324.41	P34 Gas for Kingsley Hall	2020/21
	19/04/2021	Crown Gas & Power	D/D	808.10	P35 Gas for Murray Hall	2020/21
	20/04/2021	Epping Forest District Council	D/D	1,018.66	P36 Rates LTC	2020/21
	23/04/2021	SSE	D/D	1,747.99	P37 Electricity Murray Hall	2020/21
	26/04/2021	SSE	D/D	16.68	P38 Electricity Willingale Road PF	2020/21
	01/04/2021	First Business Water	D/D	1,097.73	P39 Feb 21 Water Rates Various Sites	2020/21
	30/04/2021	First Business Water	D/D	243.22	P40 March 21 Water Rates Various Sites	2020/21
	20/04/2021	Worldpay	D/D	51.90	P41 March 21 Chip & Pin	2020/21
	21/04/2021	The Comms Guys	D/D	161.78	P42 H.O. Phones & B/Band March 2021	2020/21
	25/03/2021	NatWest	D/D	904.84	P43 Credit Card - Various	2020/21
		Total		161,666.11		

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

J. ANGOLD-STEPHENS

Signed

Print name

STELLA MURPHY

Schedule no.

328

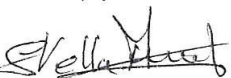

Date reported
to RGS Cttee

Agenda item 7.2

Accounts Paid cont'd

Loughton Town Council Current Account List of Payments made between 1st May 2021 and 31st May 2021						Page no 1
Invoice No.	Date Paid	Payee Name	Cheq No	Paid	Transaction Detail	Year
	26/05/2021	Gracelands Complete Main.Serv.	10373	156.00	P48 MH Boiler Maintenance	2020/21
	26/05/2021	James Clayton Stone Ltd	10374	650.00	P49 Cleaning Kingsley Hall	2020/21
	26/05/2021	TBS Hygiene Ltd	10375	90.00	P50 Dog Bins RVRG & WRPF April	2020/21
	26/05/2021	Scott Dryden Design	10376	1,575.00	P51 Summer Think Loughton Design	2020/21
	26/05/2021	Docendo Ltd	10377	951.00	P52 Computer Maintenance 2nd Q	2020/21
	26/05/2021			148.55	P53 Server Cloud Backup 1st Q 21/22	2020/21
	26/05/2021	Glyn Hopkins Ltd	10378	609.10	P54 Van Repairs	2020/21
	26/05/2021	Heelis & Lodge	10379	375.00	P55 Year End Internal Audit	2020/21
	26/05/2021			220.34	P56 Stationary Head Office	2020/21
	26/05/2021			9.44	P57 Stationery Head Office	2020/21
	26/05/2021	Viking	10380	228.51	P58 Stationery Head Office	2020/21
	26/05/2021			43.84	P79 Stationery Head Office	2020/21
	26/05/2021			49.46	P80 Stationery Head Office	2020/21
	26/05/2021			43.72	P81 Stationery Head Office	2020/21
	26/05/2021	Clarke Hillyer	10381	595.31	P59 Buckingham Court Serv. Charge	2020/21
	26/05/2021			778.44	P60 Bins Cemetery March	2020/21
	26/05/2021			369.60	P61 Bins Cemetery March- Credit Note	2020/21
	26/05/2021			-18.00	P62 Bins Kingsley Hall March	2020/21
	26/05/2021	Regional Waste		60.00	P63 Bins Murray Hall - March	2020/21
	26/05/2021	Recycling Ltd	10382	168.00	P64 Bins Cemetery April	2020/21
	26/05/2021			362.40	P65 Bins Kingsley Hall April	2020/21
	26/05/2021			48.00	P66 Bins Murray Hall April	2020/21
	26/05/2021			134.40	P67 Hosting & Support Cemetery Website	2020/21
	26/05/2021	TownWeb Archiving	10383	306.60	P68 Tree Work at RVRG	2020/21
	26/05/2021	Arbtec Tree Services	10384	456.00	P69 Installing Benches at RVRG	2020/21
	26/05/2021	Loughton Gardens and Landscapes	10385	80.00	P70 Site meeting at RVRG	2020/21
	26/05/2021	Play Area Project Mang. & Cons.	10386	50.00	P71 Water Rates for RVRG Block 2 Dec 20-J	2020/21
	26/05/2021	Castle Water Ltd	10387	70.22	P72 Refuse Sacks for LTC Various	2020/21
	26/05/2021	Grangewood Plastic Packaging	10388	172.08	P73 Annual Subscription	2020/21
	26/05/2021	Essex Wildlife Trust	10389	90.00	P74 Annual Subscription	2020/21
	26/05/2021	Open Spaces Society	10390	50.00	P75 HO Photocopier	2020/21
	26/05/2021	Direct-tec UK Ltd	10391	131.02	P76 Murray H Door Repairs	2020/21
	26/05/2021	Accredited Locksmith Services Ltd	10392	200.00	P77 Mandown Alarm Yearly Subscription	2020/21
	26/05/2021	Skyguard Ltd	10393	816.48	P78 Garden Main - WRPF - May	2020/21
	26/05/2021	Pinnacle Group	10394	600.00	P82 Staff Training MS - Playground Web	2020/21
	26/05/2021			48.00	P83 Staff Training DT - Allotment Web.	2020/21
	26/05/2021	EALC	10395	36.00	P84 HR Services April 2021-22	2020/21
	05/05/2021	Peninsula	D/D	241.11	P85 April 21 Chip & Pin	2020/21
	19/05/2021	Worldpay	D/D	48.97	P86 Gas for Kingsley Hall April 21	2020/21
	17/05/2021	Crown Gas & Power	D/D	286.14	P87 Gas for Murray Hall April 21	2020/21
	17/05/2021	Crown Gas & Power	D/D	763.70	P88 Rates LTC May 21	2020/21
	04/05/2021	Epping Forest District Council	D/D	1,012.00	P89 Mobile Phones April 21	2020/21
	04/05/2021	EE	D/D	38.64	P90 H.O. Phones & B/Band April 2021	2020/21
	19/05/2021	The Comms Guys	D/D	165.55	P91 Credit Card - Various	2020/21
	17/05/2021	NatWest	D/D	371.15	P92 Electricity War Memorial - March 21	2020/21
	04/05/2021	SSE	D/D	14.73	P93 Electricity Kingsley Hall Jan-April 21	2020/21
	10/05/2021	SSE	D/D	231.44	P94 Electricity Cemetery Feb-April 21	2020/21
	10/05/2021	SSE	D/D	218.68	P95 Electricity Willingale Rd Allot. Feb-April 21	2020/21
	10/05/2021	SSE	D/D	51.12	P96 Electricity RVRG Feb-April 21	2020/21
	17/05/2021	SSE	D/D	38.82	P97 Electricity Murray Hall April 21	2020/21
	27/05/2021	SSE	D/D	1,656.82	P98 Electricity Willingale Road PF	2020/21
	29/05/2021	SSE	D/D	22.91	P99 Electricity War Memorial - April 21	2020/21
	30/05/2021	SSE	D/D	14.73	P100 April 21 Water Rates Various Sites	2020/21
	30/05/2021	First Business Water	D/D	237.11		
		Total		15,572.82		

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 **STELLA MURPHY** Print name **POND**

Schedule no.	329
Date reported to RGS Cttee	

Agenda item 7.2

Accounts Paid cont'd

Loughton Town Council Current Account List of Payments made between 1st June 2021 and 21st June 2021						Page no 1
Invoice No.	Date Paid	Payee Name	Cheq No	Paid	Transaction Detail	Year
	16/06/2021	Regional Waste Recycling		134.40	P106 Refuse Collection MH	2021/22
	21/06/2021	Regional Waste Recycling	10397	48.00	P107 Refuse Collection KH	2021/22
	21/06/2021	Regional Waste Recycling		284.40	P108 Refuse Collection Cemetery	2021/22
	21/06/2021	Sign of the Times	10398	637.80	P109 Heritage Plaque Sir Leonard Hill FRS	2021/22
	21/06/2021	National Assoc of Civic Officers	10399	50.00	P110 Staff Trg - Pippa Bryce	2021/22
	21/06/2021	Total Media Marketing	10400	937.00	P111 Think Loughton Summer Ed & Ann Rep	2021/22
	21/06/2021	Accredited Locksmith Services	10401	170.00	P112 x 2 lock changes at MH	2021/22
	21/06/2021	Direct-tec UK Ltd	10402	266.17	P113 Pcopying May 2021	2021/22
	21/06/2021	James Clayton Stone Ltd	10403	650.00	P114 Cleaning KH May 2021	2021/22
	01/06/2021	PWLB	D/D	17,849.89	P115 Public Works Loan 2 MH	2021/22
	01/06/2021	Pitney Bowes	D/D	314.77	P116 Postage	2021/22
	20/06/2021	Epping Forest District Council	D/D	1,012.00	P117 Rates LTC	2021/22
	04/06/2021	EE	D/D	38.64	P118 Mobile Phones June 2021	2021/22
	14/06/2021	NatWest	D/D	746.27	P119 Credit Card various	2021/22
	21/06/2021	Worldpay	D/D	48.82	P120 Chip & Pin	2021/22
	14/06/2021	Crown Gas & Power	D/D	134.52	P121 Gas KH	2021/22
	14/06/2021	Crown Gas & Power	D/D	754.83	P122 Gas MH	2021/22
	06/06/2021	Penninsula	D/D	241.11	P123 HR Services June 2021	2021/22
	08/06/2021	Carole Stokes	C&P	245.10	P124 Refund of hall hire deposit	2021/22
	16/06/2021	Rialtas		672.00	P125 Year end online closedown	2021/22
	16/06/2021	Rialtas	10404	-240.00	P126 Adjustment to year end closedown	2021/22
	16/06/2021	Earth Anchors	10405	1,168.80	P127 Installation of memorial bench	2021/22
	10/06/2021	Pitney Bowes	D/D	235.64	P128 Postage	2021/22
	22/06/2021	Accredited Locksmith Services	10401	104.95	P129 Supply and fit new door lock at MH	2021/22
	02/06/2021	Epping Forest District Council	10406	25,145.19	P130 Fees for Town council elections	2021/22
	16/06/2021	M J Anderson		149.75	P131 Gents WC - MH	2021/22
	16/06/2021	MJ Anderson		40.00	P132 Investigate a leak at MH	2021/22
	16/06/2021	M J Anderson	10407	46.34	P133 Pipework on tank at Allotments	2021/22
	24/06/2021	SSE	D/D	1,768.11	P134 Electricity MH	2021/22
	26/06/2021	SSE	D/D	19.72	P135 Electricity Willingale Rd	2021/22
	27/06/2021	SSE	D/D	14.73	P135A Electricity Kings Green	2021/22
	16/06/2021	Forest Casual & Schoolwear	10408	44.40	P136 Supply & embroider fleece	2021/22
	02/07/2021	Royal Mail Group Ltd	10409	1,814.42	P137 Think Loughton May Door to Door	2021/22
	16/06/2021	Arbtec		420.00	P138 Tree work in Cemetery	2021/22
	16/06/2021	Arbtec	10410	1920.00	P139 Cut down brash wood - WRP/LWM	2021/22
	11/06/2021	Away With It Waste Mgt Ltd	10411	295.00	P140 Waste clearance Willingale Rd	2021/22
	16/06/2021	Epping Forest District Council	10412	42.00	P141 Removal of dead fox	2021/22
	16/06/2021	Lambert Smith Hampton	10413	2,925.00	P142 Rent & service charges for Library	2021/22
	16/06/2021	Blachere Illumination UK Ltd	10414	6,552.05	P143 Christmas Lights installation	2021/22
	24/06/2021	Castle Water	DD	246.77	P144 Water Rates Various Sites - May	2021/22
Total				67,948.59		

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.	330
Print name CAROLINE POND	Print name CC POND	Date reported to RGS Cttee	

Agenda Item 10
Internal Audit

HEELIS & LODGE

Local Council Services • Internal Audit

Year End Internal Audit Report for Loughton Town Council – 2020/2021

The following Internal Audit was carried out on the adequacy of systems of control and should be read in conjunction with the Interim Internal Audit report dated 23/2/2021. The following recommendations/comments have been made:

Income: £859,038 Expenditure: £854,002 Reserves: £702,489

AGAR Completion:

Section One: [No](#)

Section Two: [Yes – draft figures available](#)

Annual Internal Audit Report 2020/2021: [Yes](#)

Certificate of Exemption: [No](#)

Financial regulations Standing Orders and Financial Regulations
Tenders
Appropriate payment controls including acting within the legal framework with reference to council minutes
Identifying VAT payments and reclamation
Cheque books, paying in books and other relevant documents

Financial Regulations in place: [Yes](#)

Reviewed: [8/7/2020 \(Ref: 319.4\) and 10/2/2021 \(Ref: RG312.1\)](#)

Risk Assessment Appropriate procedures in place for the activities of the council
Compliance with Data Protection regulations

Risk Assessment document in place: [Yes](#)

[Payment procedures were reviewed and approved at a meeting held on 10/2/2021 \(Ref: RG312.3\).](#)

[The annual review of insurance took place on 10/2/2021 \(Ref: RG314\).](#)

[The Council reviewed the effectiveness of the system of Internal Control at a meeting held on 7/4/2021 \(Ref: RG331.1.2\).](#)

[The Council reviewed the Risk Assessment at a meeting held on 7/4/2021 \(Ref: RG331.2\)](#)

Agenda Item 10
Internal Audit cont'd

Under **The Accounts & Audit Regulations 2015 15(15)**
councils must publish on their website:

Annual Governance Statement
2020 Annual Return, Section One Published – Yes

Accounting Statements
2020 Annual Return, Section Two Published – Yes

External audit report
2020 Annual Return, Section Three Published – Yes

Period of Exercise of Public Rights *Yes*

Start Date: *27/7/2020* End Date: *7/9/2020*

The Council have complied with the publication requirements for the 2019-2020 AGAR.

Payroll controls

PAYE and NIC in place where necessary.
Compliance with Inland Revenue procedures
Records relating to contracts of employment

PAYE System in place: *Yes*
Employer PAYE Reference: *120/L22613*

The Council continue to operate RTI in accordance with HMRC regulations. Payroll is outsourced. All supporting paperwork is in place and P60s have been produced as part of the year end process. An examination of payroll from January to March 2020-2021 was undertaken, cross referencing payslips, timesheets (where applicable) against supporting paperwork. All were found in order.

Asset control

Inspection of asset register and checks on existence of assets
Cross checking on insurance cover

A separate asset register is in place and was reviewed by the Council at a meeting held on 10/2/2021 (Ref: RG315). Values are recorded at cost value/insurance value. The total value of assets are recorded at £761,659. The figure in the asset register corresponds with the figure in Section 2, Box 9 of the AGAR.

Bank Reconciliation

Regularly completed and cash books reconcile with bank statements

All were in order. Bank Reconciliations are carried out regularly. The bank statements reconciled with the end of year accounts and bank reconciliations for all accounts.

Agenda Item 10

Internal Audit cont'd

Bank Balances at 31 March were confirmed as:

NatWest Current	xxxx3922	£121,624.34
NatWest Current	xxxx9955	£7,924.42
NatWest Reserve	xxxx5249	£100,488.73
Santander Savings	xxxx5910	£526,677.94
NatWest Business Current	xxxx7124	£1,800.00
(29/1/2021)		
Nationwide BS	xxxx6269	£103,505.66

Reserves

General Reserves are reasonable for the activities of the Council
Earmarked Reserves are identified

The Council have adequate general reserves (£338,378) and have identified earmarked reserves (£364,111) in their year end accounts.

Year-end procedures

Appropriate accounting procedures are used and can be followed through from working papers to final documents
Verifying sample payments and income
Checking creditors and debtors where appropriate.

End of year accounts are prepared on an Income & Expenditure basis. Creditors and Debtors are identified within the year end accounts. All were found to be in order.

Internal Audit Procedures

The 2020-2021 Interim Internal Audit report was considered by the Council at a meeting held on 7/4/2021 (Ref: RG330).

A further review of the effectiveness of the Internal Audit was carried out on 7/4/2021 (Ref: RG331.1.1).

Additional Comments/Recommendations

- There are no additional comments/recommendations to make in relation to this audit.
- I would like to record my appreciation to the Town Clerk and Assistant Town Clerk for their assistance during the course of the audit work



Heather Heelis

HEELIS&LODGE

7 May 2021

Agenda item 12
Financial Assistance

SCHEME OF GRANTING FINANCIAL ASSISTANCE

APPLICATION FORM

Please complete the form clearly in black ink and keep the writing within the boxes.
 Continue on another sheet of paper if necessary.

YOUR ORGANISATION	
Name of organisation (please give location, if different from correspondence address on back page)	UpStage Theatre Company
Summary of aims and objectives We created UpStage TC with one very clear goal in mind: bringing high quality, affordable, accessible and inclusive theatre experiences to all! It can be expensive going to the theatre or being part of a show. Our Directors believe it is our duty to keep membership and ticket prices as low as possible. Nobody should be forced out because they can't afford to join in! We produce the Loughton Pantomime at Lopping Hall each year.	
Age groups specifically catered for, if any	Children and Adults aged 8+ in the company. Audiences of all ages!
Is the organisation a non-profit making body?	Yes
Is the organisation a Registered Charity? (if so, please give registration number)	No
Number of members in the organisation	40 in company. Thousands of our local community members have attended our shows since we began 5 years ago
Number of members resident in Loughton	35 in company. Thousands that have attended our performances so far.
Is membership restricted in any way?	We don't accept cast members under 8yrs old.
Do you charge a membership fee, or charge for access to your activities? Please give details	No membership fees. Ticket prices to attend the Loughton Panto are £6 for children, £8 for concessions and £9 for adults. We offer discounts and family booking rates also.
DETAILS OF GRANT APPLIED FOR	

Agenda item 12
Financial Assistance cont'd

Purpose for which the grant is required including how your organisation will benefit together with details of the proposed expenditure (include copies of quotations/estimates where appropriate).

UpStage TC used to be a project I ran as part of the Red Balloon Foundation. Unfortunately due to the financial difficulties the pandemic has caused RBF, they've had to streamline their charity and dismantle their creative arts department. They've been very supportive in helping us form our own non-profit company though, so we can keep the Loughton Panto alive! However, all the money the previous show made (which should have funded this year's show) has stayed with RBF. As such, we are starting again with £0 in the bank! We've been able to fundraise a few hundred pounds so far, and are working hard to produce this year's show with very limited budget. Nevertheless, it isn't looking as though we'll make our minimum necessary target.

If we can fund this year's show, our previous accounts with RBF show that the takings from this year will fund the following (and will keep us self-sustainable). The problem is just being able to raise enough for year 1...

Our biggest concern is rehearsal/performance space. Without the necessary funds up front to hire Lopping Hall space, we will not be able to run a children's chorus this year. In order to work to our safeguarding policies, we need a permanent and safe weekly rehearsal space. Lopping Hall's fees for Sept-Jan (including rehearsals and performance hire) will cost £3262.00. Without this funding, we definitely cannot open up the cast to under 16s, and possibly won't be able to afford a performance space at all. Lopping Hall is increasing their hire fees by 20% this year (hence the increase from previous years in the accounts).

We're also asking for a small amount necessary for the actual production costs. We have reduced what we need and are not planning on spending as much as normal. However, in order to make money selling refreshments etc, we'd need funds ahead of time to purchase them. We also need a small amount for production costs (i.e. marketing/printing, set building, costumes) Much of these costs have been reduced from previous years to just essentials. More details are laid out in our estimates in the annual accounts for this year.

Without this grant, it is not certain that UpStage and the Loughton Pantomime will be back this year. We have worked hard to fundraise, but lockdowns have made it difficult to run events. We will have to introduce membership fees to try and cover costs needed ahead of time, but this in itself won't be enough to cover everything. As such, even if we do go ahead with the show, we won't be able to offer everything that our community loves and has come to expect.

With the help of this grant, our group can continue safe in the knowledge that we can provide suitable rehearsal space for our children's chorus and adults. We can continue supporting local young people with backstage theatre experiences (detailed in next section). We can also continue offering this wonderful event to Loughton (which the Town Council themselves raved about last year! 'Oh Aldi' anyone...?!). As well as all of this, our secured future will allow us to continue championing other local groups with our annual events and publicity prints.

Agenda item 12

Financial Assistance cont'd

Explain how Loughton residents will benefit from this project?

The Loughton Pantomime has quickly become a vibrant community staple in our town. Each year we have had to increase the number of performances and size of our cast/audience to meet demand. We regularly get feedback from audiences thanking us for producing a local pantomime which is affordable to attend! Our ticket prices are half the cost (or more!) of similar productions in the area, and our aim is to keep it this way. We started our journey as a charity group, and have worked hard to make the project self-sustainable so that we can continue offering this great local event. This year has caused unprecedented financial difficulties, but we are confident that if we can receive the support from LTC to push through this year, we will be able to continue bringing family-fun to Loughton's Christmas season! Pre-pandemic we were also beginning to organise free events for local families to attend throughout the year, such as our Summer/Christmas fetes. We are now organising these in partnership with Lopping Hall to help raise awareness and funds for their charity as well as the other community groups which use Lopping Hall.

As well as our audiences, we have also made amazing strides with Loughton-based theatre lovers in the cast/crew. Given the high production-value we offer on stage, we have been able to offer many young people and adults the opportunity to learn how theatre productions work backstage. Currently our Technical crew, production assistants and costume department are populated with young people from the local high schools who are learning new skills through The Loughton Pantomime. Often you need to pay membership fees to join in with this type of company, which can stop young people in particular from being able to access these kinds of experiences.

We are also really proud to offer our Junior chorus weekly rehearsals by themselves, which has grown year after year. During these rehearsals they not only practice for the show, but also learn valuable performance/life skills and build confidence through drama games and workshops run by our Professional Theatre Directors and Youth Workers (who volunteer their time for us).

Are you making this application as part of the annual round of grant applications? (closing date 31 December)?

No

If No, please explain the circumstances to justify this emergency application (please see point 2 of the scheme before completing this section).

Our departure from The Red Balloon Foundation was not expected, and the future of UpStage TC was uncertain for a time. We have been setting up our own company since last year, and have only just heard about the funding grant from LTC. This is our last desperate hope that we can secure our future with The Loughton Pantomime, and bring the same great event from Sept-Jan this year in Loughton.

Total cost of project	£5444.08
Amount of grant requested	£4630.45
Funds available from organisation's own resources	£589.51
Funds granted from other bodies (please give details)	£333.00 (donation from RBF)
If there is a shortfall in these figures, how do you propose to fund the deficiency?	

Agenda item 12
Financial Assistance cont'd

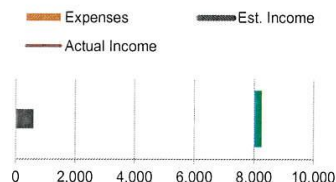
PREVIOUS APPLICATIONS			
Please give details of all grant applications made by your organisation to the Town Council, whether successful or not, in the last five years.			
Financial Year	Amount	Purpose	Successful
1.4.19 – 31.3.20			Yes / No
1.4.18 – 31.3.19			Yes / No
1.4.17 – 31.3.18			Yes / No
1.4.16 – 31.3.17			Yes / No
1.4.15 – 31.3.16			Yes / No
ACCOUNTS & CONSTITUTION			
You are required to send a copy of your constitution and most recent audited or independently verified accounts and balance sheet with this application together with copies of quotations/estimates for the project expenditure. NB: If you are part of a national or county-wide organisation, the accounts must be Loughton branch specific. If you are a new organisation without past accounts, please attach a copy of your budget for the year.			

Agenda item 12
Financial Assistance cont'd



The Loughton Panto budget - 2021/22

Budget Summary	Summary of Expenses and Income	
Total Expenses	Expenses	
£0.00	Location	£0.00
Total Actual Income	Performance	£0.00
£589.51	FOH	£0.00
Balance	Company	£0.00
£589.51	Other	£0.00
	Total	£0.00



Expenses						
description	category	unit cost	estimate qty	estimate amt	actual qty	actual amount
Lopping Hall Hire	Location	3262.00		3,262.00		-
Tech Hire	Performance	0.00		-		-
Production Costs	Performance	500.00		500.00		-
Marketing	Other	60.00		60.00		-
Bar Stock	FOH	600.00		600.00		-
Programme Print	FOH	75.20		75.20		-
Kids Packs	FOH	77.00		77.00		-
Printing Costs	Other	56.25		56.25		-
Website/Email	Company	117.63		117.63		-
Insurance	Company	333.00		333.00		-
Companies House	Company	13.00		13.00		-
Willingale Road Storage	Company	350.00		350.00		-
				-		-
Estimated Total				£ 5,444.08	Total	£0.00

Income / Funding					
description	unit cost	estimate qty	estimate amt	actual qty	actual amount
FOH Cash/Card takings	1,000.00		1,000.00	0	-
Ticket Sales	5,000.00		5,000.00	0	-
Sponsorship	100.00		100.00	0	-
Donations			-		-
Fundraising Events	543.57		543.57		543.57
Easy Fundraising	45.94		45.94		45.94
Membership	1,000.00		1,000.00	0	-
Bucket Collection	50.00		50.00	0	-
JC Fees			-		-
RBF Subsidy	393.04		393.04		393.04
Estimated Total			£ 8,132.55	Total	£ 589.51

Agenda item 14
Christmas Card Competition 2021

COMPETITION RULES

1. The competition is open to those who live, work or attend school/college in Loughton.
2. Photocopied entry forms are acceptable.
3. Submitting your entry will confirm your agreement to the rules.
4. Entries not in accordance with the rules will not be judged.
5. Size of paper used must be A5 (148mm x 210mm).
6. Designs may be landscape or portrait orientation.
7. Entries must be your own design and artwork, including text. The original work must be submitted, not a copy.
8. Colour or monochrome, illuminated script, drawing, photograph, picture, illuminated poem or any other artistic style may be used.
9. A 1cm-wide plain white border must be left around the design edge.
10. Entries must be suitable for copying and printing.
11. Receipt of entries will not be acknowledged and no responsibility for entries is accepted.
12. The overall winning entry and its copyright remain the property of the Town Council.
13. Entries will not be returned unless they are accompanied by a stamped addressed envelope.
14. The judges' decision is final.
15. The following judging criteria will be used to select the winners of the competition:
 - * Overall artistic appeal
 - * Creativity and originality
 - * Quality of execution
 - * Suitability for printing as a greeting card