



RESOURCES AND GENERAL SERVICES COMMITTEE

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

Tuesday 5 October 2021

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

**Mark Squire
Town Clerk
29 September 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 30 June 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 18 September 2021 Cllr Rainbow attended a 'Zoom' Councillor training Day run by the Essex Association of Local Councils (EALC).

On the 23 September Cllr Wixley and the Town clerk attended the EALC AGM via zoom.

Via the EALC, Cllr Murray and the Burial Clerk have been booked into a zoom Garden of Remembrance Course on 21 October 2021, run by the Institute of Cemetery & Crematorium management (ICCM).

Cllr Fontenelle has been booked on a Climate Crisis Course webinar. The 7 module course will span between September 2021 to September 2022 and will cover the following topic areas; Waste, Community Engagement, Energy, Land Use and Green Infrastructure, Transport, Build Environment and Green Growth and Finance.

To receive and note
- 7 Appointment of Deputy Town Clerk & Responsible Financial Officer (RFO)**
Pleased to announce that Mrs Kim Lumb has been appointed as the new Deputy Town Clerk & Responsible Financial Officer (RFO) and will join the Town Council on Monday 1 November 2021.

The Town Clerk will provide further background information.

To receive and note
- 8 Finance & Office Assistant**
Interviews for potential candidates are taking place on Monday 4 October 2021. The Town Clerk will be able to provide a further update at the meeting. To receive and note.

9 Loughton Town Council (LTC) Organisation Structure

To receive and note the new LTC staffing organigram. (See page 5).

10 Christmas Closedown Arrangements

In line with the existing Town Council policy agreed in February 2008, the office is operational with 'skeleton staffing' and reduced hours. This Christmas period would therefore be :-

Friday 24 December	Closed 12 noon
Monday 27 December	Closed
Tuesday 28 December	Closed
Wednesday 29 December	10am – 4pm
Thursday 30 December	10am – 4pm
Friday 31 December	10am - 12.45pm
Monday 3 January	Closed

In view of the short opening 'window', members may wish to consider closing the office during the whole Christmas period.

11 The Queen's Platinum Celebrations – 2 to 5 June 2022

The Committee to review whether they wish to / how to best mark these anniversary celebrations. The Town Clerk will expand on some initial thoughts.

Possibilities:

(i) Lighting a beacon on the evening of Thursday 2 June 2021. May need an attraction to draw crowds.eg. piper, music group, children's choir? (See page 6).

(ii) Purchase of 'Queens platinum Jubilee mugs for local school children? (See pages 7).

Members to submit further suggestions.

12 Citizens Awards

The Committee is asked to reaffirm its commitment to the annual Citizen Awards, the cut-off date for entries being 31 January 2022. Community groups and local schools will be approached and social media publicity will be used to further promote the awards. The award presentations to be made again at the next Annual Town meeting in March 2022.

13 Annual Town Meeting

The 2022 Annual Town Meeting is scheduled for Wednesday 16 March 2022 commencing at 8pm in the Murray Hall. Whilst this is not a council meeting, all town councillors are expected to attend. The Committee is asked if it wishes to continue with the format used at last year's meeting by inviting local organisations and voluntary groups, particularly those in receipt of Financial Assistance from the Council, to mount displays at the event to attract more public interest. The organisations successful in their grant applications for 2021/22 would also be presented with a certificate by the Town Mayor. The meeting is usually concluded with refreshments and an opportunity for members of the public to speak informally with their councillors.

14 Buckingham Court

The Town Clerk will provide an oral update on the current situation.

15 Finance

15.1 Current Financial Position

- * The current financial position is attached together with details of the funds available from earmarked reserves. (See attached pages 8-9).
- * A note of the Council's current bank balances and most recent reconciliations are attached (see pages 10-15)

15.2 Accounts Paid

Payments totalling £61,895.94 as detailed on payment schedules no. 331-333 until 21 July 2021 have been made and entered on the accounts system, since the report to the meeting on 30 June 2021 (see pages 16-18). 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.

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

The external auditors PKF Littlejohn LLP have now returned the section 3 (signed off page 19) dated 28 August 2021, without further comment.

Notice of the 'Conclusion of Audit' dated 31 August 2021 has been posted on the Town Council noticeboards and website.

To receive and note.

17 Request for Credit Card limit increase

Currently there are two Town Council credit cards, with the following limits for the Town Clerk £1,000 and Services Manager £500.

The cards are typically used for urgent equipment / services but there are also regular payments, e.g. 'Skyguard services' which result in these limits being frequently reached, cause problems with our banking arrangements.

Members are requested to agree to an increase in credit card limits to £1,500 for the Town Clerk and £1,000 for the Services Manager.

18 Remembrance Service

The Town Council annually makes a donation of £100 to the Royal British Legion in support of the Poppy Appeal and towards the cost of the wreath laid by the Town Mayor at the annual Remembrance Service held in November. The Committee is asked to confirm that it wishes to make a similar donation this year. Payment will need to be approved under the General Power of Competence.

**19 Financial Assistance
General Applications 2021/22**

- * The following request for financial assistance has been received. A copy of the application form and supporting information is provided on pages 20-32.

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
Restore Community Oakwood Hill Grow Garden	2,500	Equipment, Marketing and Staff costs	General Power of Competence
Christian Drama Resource Centre	4,000	(a) implement a Database, (b) commission key new Costume Stock and Props, and (c) create a Digital Directory of our Inventory.	General Power of Competence

20 Exclusion of the Press and Public

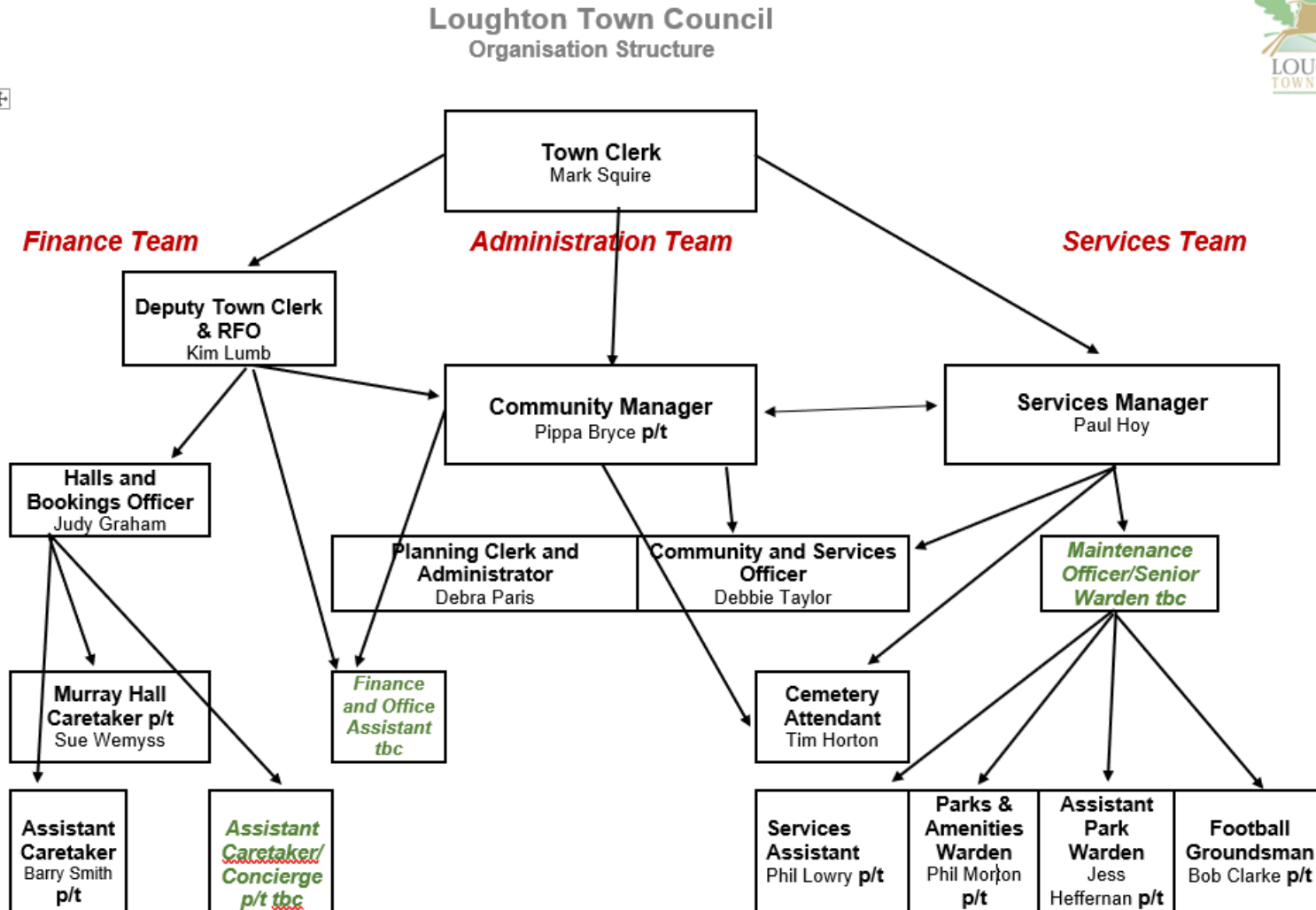
The Committee is asked to RESOLVE to exclude the press and public from the following item in accordance with the Public Bodies (Admission to Meetings) Act 1960, as they contain confidential information relating to contractual and/or staffing matters.

21 Strategy and Staff Group (SSG) meeting 15 July 2021

The Town Clerk will provide a brief update on this meeting and subsequent staffing developments. (See page 33).

Mark Squire
TOWN CLERK
29 September 2021

Agenda Item 9
Loughton Town Council (LTC) Organisation Structure



p/t = part time position
tbc = position not appointed yet

Data/Vacancies/Organisation Chart-Staff Structure - 2021

Agenda Item 11

The Queen's Platinum Celebrations – 2 to 5 June 2022

Dear previous participant,

Further to our previous correspondence with you encouraging you to take part in The Queen's Platinum Jubilee Beacons by lighting a Beacon on 2nd June next year in celebration of The Queen's Platinum Jubilee, I have pleasure in confirming the following.

- (1) The **third** edition of the Guide To Taking Part in this special tribute to Her Majesty The Queen is available to view and download from www.queensjubileebeacons.com and will continue to be updated on this site at the end of each month through to June next year as more and more communities join the event over the coming months.
- (2) From the Guide, you will see the enormous amount of individuals, communities and organisations etc, within the United Kingdom, Channel Islands, Isle of Man, UK Overseas Territories and the Commonwealth that have already agreed to take part, especially as it is likely that this will be the last chain of Beacons being lit during The Queen's reign.
- (3) As previously outlined, we are also encouraging those that already have permanent Beacon Brazier in place to light them on the night too. It is important however, they register their involvement by going to page **10** of the Guide and provide the information requested in **Step 1** as soon as possible to enable us to list your involvement in the Guide during one of its monthly updates.
- (4) If you go to pages **11 - 14** you will see the various styles of Beacons being used for this occasion. However, pages 11 and 12 show the two styles of gas-fuelled Beacons that are available for this event. They proved extremely popular when used for The Queen's 90th Birthday and Diamond Jubilee Beacons in 2016 and 2012, so if you are considering purchasing one of these, please contact the companies as soon as possible.
- (5) We do hope that you will take part again by lighting a Beacon as part of this unique Jubilee, and would be grateful if you would register your involvement as soon as possible, or by no later than 1st June next year to enable us to send your further important information over the next ten months, and wish you all with your planning.

My warmest regards,

Bruno Peek

Bruno Peek LVO OBE OPR
Pageantmaster
The Queen's
Platinum Jubilee Beacons



Agenda Item 11

The Queen's Platinum Celebrations – 2 to 5 June 2022

WWW.CLERKSANDCOUNCILSDIRECT.CO.UK

SPECIAL READER OFFER

CELEBRATE

The Queen's PLATINUM Jubilee 2-5 June 2022

Unique commemorative mugs
with YOUR Council's
name printed in RED

Only £5.55
or £5.30 over 216 mugs
or £4.95 over 540 mugs
plus P&P + VAT
box of 36 mugs minimum

20 - 22
THE PLATINUM JUBILEE
OF
HER MAJESTY QUEEN ELIZABETH II
THE OFFICIAL
YOUR TOWN, PARISH OR COMMUNITY
COUNCIL NAME GOES HERE
COMMEMORATIVE MUG
CELEBRATING
THE 70TH ANNIVERSARY
OF HER REIGN
1952 - 2022

HRH Queen Elizabeth II, Platinum Jubilee
Celebrations is a UK-wide four-day event
2nd June-5th June 2022

Oh and best of all . . .
"The Price is RIGHT!!"
ORDER YOUR MUGS NOW.

Hold it up to the light and see
the quality of English bone
china from Cornwall, fit for our
Queen's Jubilee.
76mm diameter 84mm high
Dishwasher proof.
Ideal for children 5-105 years
Please allow 28 days for
delivery

See order form overleaf or download from www.clerksandcouncilsdirect.co.uk.
Please post you order to:
Platinum Jubilee, CommuniCorp, Micklefields, Stanton Bury St Edmunds IP31 2XF.
Enclose a cheque payable to **CommuniCorp** or phone for BACS details: 01359 254149
You will receive a receipted vat invoice as confirmation of your order.

CLERKS & COUNCILS
Direct

MAY 2021 • CLERKS & COUNCILS DIRECT 23

Agenda Item 15.1
Current Financial Position

Summary Income & Expenditure by Budget Heading as of 31/07/2021
Month No: 4 Resources and General Services Committee Report

		Actual Last Year	Actual Year To Date	Current Annual Budget	Variance Annual Total	Funds Available	% of Budget
<u>Resources and General Services</u>							
Communication	Expenditure	13,352	5,225	19,495	14,270	14,270	26.8%
Office Expenses	Expenditure	21,714	5,211	11,550	6,339	6,339	45.1%
Audit (1)	Expenditure	2,710	-1,960	2,400	4,360	4,360	-81.7%
Central Personnel	Expenditure	305,409	121,854	342,000	220,146	220,146	35.6%
Council Expenses	Expenditure	20,913	9,831	16,150	6,319	6,319	60.9%
	Income	10,000	150	0	0		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	20%
Buckingham Court (3)	Income	22,977	4,002	20,000	15,998	0	0%
(4)	Expenditure	31,354	17,988	34,380	16,392	16,392	52.3%
Service Re-charge (5)	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	2,400	35,500	35,500	33,100	6.8%

INCOME – EXPENDITURE TOTALS

R & G S Expenditure	162,263	191,544	482,135	250,591	250,591	39.7%
Income	22,977	4,152	20,000	15,848		20.8%
Net Expenditure over Income	139,287	187,392	462,135	274,743		

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, accrued each year to cover elections. We have paid £25,145.19 for the May 2021 elections. These funds have now been transferred out of Earmarked Reserves, leaving a balance of £9,854.81.
- (3) There will be a shortfall in 2021/22 income budget unless the building is used.
- (4) Expenditure likely to exceed budget at Year End due to refurbishment costs.
- (5) The Service Recharge will be applied at the year-end. Pro rata would be £94,333 as of 31.7.21

Agenda item 15.1
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	01.08.21
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 15.1

Current Financial Position cont'd

Date: 06/08/2021	Loughton Town Council	Page 1
Time: 16:12	Bank Reconciliation Statement as at 06/08/2021 for Cashbook 1 - No 1 Current Account	User: BS


Bank Statement Account Name (s)	Statement Date	Page No	Balances
Nat West no. 1 account	30/07/2021	4	181,212.94
			<u>181,212.94</u>
Unpresented Cheques (Minus)		Amount	
03/03/2021 10301	Willingale Community Project	1,318.00	
23/03/2021 10340	South Loughton Cricket Club	1,000.00	
26/05/2021 10385	Loughton Gardens & Landscapes	80.00	
26/05/2021 10393	Skyguard Ltd	816.48	
30/06/2021 10418	TBS Hygiene Ltd	72.00	
13/07/2021 10431	TBS Hygiene Ltd	72.00	
13/07/2021 10432	James Todd & Co. Ltd.	328.86	
13/07/2021 10439	Castle Water Ltd	120.00	
21/07/2021 10447	The City of London Corp.Guild.	10.00	
21/07/2021 104445	Chubb Fire & Security Ltd	51.80	
			<u>3,869.14</u>
			177,343.80
Receipts not Banked/Cleared (Plus)			
29/07/2021 R64		80.00	
			<u>80.00</u>
			177,423.80
Balance per Cash Book is :-			177,423.80
Difference is :-			0.00

RECONCILED TO BANK
STATEMENT
06/08/21
JG MW

Agenda item 15.1
Current Financial Position cont'd

Date: 06/08/2021	Loughton Town Council	Page 1
Time: 11:16	Bank Reconciliation Statement as at 31/07/2021 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	31/07/2021	290	20,913.61
			<u>20,913.61</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
30/07/2021 761 HMRC only 120PW00111168		6,609.80	
30/07/2021 762 Essex Pension Fund		7,101.05	
			<u>13,710.85</u>
			7,202.76
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			7,202.76
		Balance per Cash Book is :-	7,202.76
		Difference is :-	0.00


 RECONCILED TO BANK
 STATEMENT
 06/08/21



Agenda item 15.1
Current Financial Position cont'd

Date: 06/08/2021

Loughton Town Council

Page 1

Time: 13:34

Bank Reconciliation Statement as at 31/07/2021
 for Cashbook 3 - NatWest Business Reserve Acc

User: JG

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
NatWest Business Reserve Acc	30/06/2021	55	100,491.24
			<u>100,491.24</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	<u>0.00</u>
			100,491.24
<u>Receipts not Banked/Cleared (Plus)</u>			
30/07/2021 R68		0.83	<u>0.83</u>
			100,492.07
		Balance per Cash Book is :-	100,492.07
		Difference is :-	0.00

Reconciled to bank
 Statement
 06/08/21

JG

M

Agenda item 15.1
Current Financial Position cont'd

Date: 12/08/2021

Loughton Town Council

Page 1

Time: 14:43

Bank Reconciliation Statement as at 31/07/2021
for Cashbook 4 - Santander Business Reserve Acc

User: JG

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Santander	31/07/2021	72021	528,015.94
			<u>528,015.94</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			528,015.94
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			528,015.94
		Balance per Cash Book is :-	528,015.94
		Difference is :-	0.00

Reconciled to bank
Statement
06/08/dg



Agenda item 15.1
Current Financial Position cont'd

Date: 06/08/2021

Loughton Town Council

Page 1

Time: 13:27

Bank Reconciliation Statement as at 30/06/2021
for Cashbook 5 - Security Deposits Current a/c

User: JG

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Security Deposits Current a/c	30/06/2021	62021	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
06/08/21
JG

M

Agenda item 15.1

Current Financial Position cont'd

Date: 06/08/2021	Loughton Town Council	Page 1
Time: 13:01	Bank Reconciliation Statement as at 06/08/2021 for Cashbook 6 - Nationwide Instant Saver Acc	User: JG

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Nationwide Instant Saver Acc	31/07/2021	69	103,522.96
			<hr/> 103,522.96
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			103,522.96
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			103,522.96
		Balance per Cash Book is :-	103,522.96
		Difference is :-	0.00

Reconciled to Bank
JG Statement
06/08/21

[Signature]

Agenda item 15.2

Accounts Paid

Loughton Town Council Current Account List of Payments made between 21st June 2021 and 30th June 2021						Page no 1
Invoice No.	Date Paid	Payee Name	Cheq No	Paid	Transaction Detail	Year
	30/06/2021	Chubb Fire & Security Ltd	10415	104.02	P149 Routine inspection of fire alarm - KH	2021/22
	30/06/2021	Castle Water	10416	56.75	P150 Waste Water RVRG Dec 20-June 21	2021/22
	30/06/2021	Simon Tilbey	10417	30.00	P151 Refund of allotment key deposit - WR	2021/22
	30/06/2021	TBS Hygiene Ltd	10418	72.00	P152 Dog bins RVRG & WRPF May 21	2021/22
	30/06/2021	Viking Direct	10419	165.28	P153 HO Stationery	2021/22
	30/06/2021	Accredited Locksmith Services	10420	181.50	P154 Lock replacement KH	2021/22
	30/06/2021			180.00	P154A Repairs to seized padlock	2021/22
	30/06/2021	Clarke Hillyer	10421	25.00	P155 External windows cleaned Jan 2021	2021/22
	30/06/2021	British Telecommunications plc	10422	116.40	P156 Line charges MH June-Aug 2021	2021/22
	30/06/2021	PHS Group	10423	576.58	P157 Hanging baskets - Old Station Rod	2021/22
				1624.90	P158 Hanging baskets - High Road	2021/22
				1,991.81	P159 Hanging basket - The Broadway	2021/22
	30/06/2021	Direct-tec UK Ltd	10424	110.03	P160 HO Photocopying	2021/22
	30/06/2021	Rialtas Business Solutions Ltd	10426	240.00	P161 Staff trg - MS/BS/JG/PB	2021/22
	30/06/2021	PHS Group	10427	93.06	P162 Servicing of hygiene bins at MH	2021/22
				-87.36	P163 Price adjustment to above invoice	2021/22
				84.24	P164 Servicing of hygiene bins at MH	2021/22
	01/07/2021	EE	DD	38.64	P165 Mobile Phones June 2021	2021/22
	21/06/2021	The Comms Guys	DD	165.26	P166 HO phones and broadband May 2021	2021/22
	30/06/2021	Lucking Utility Services Ltd	10428	8500.00	P167 Replacement of water pipes	2021/22
	30/06/2021	Pinnacle Group	10429	600.00	P168 Monthly Ground Maint - WRPF June	2021/22
Total				14,863.11		

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

Signed

Print name


Schedule no.	331
Date reported to RGS Cttee	

Agenda item 15.2

Accounts Paid cont'd

Loughton Town Council Current Account List of Payments made between 1st July 2021 and 20th July 2021						Page no 1
Invoice No.	Date Paid	Payee Name	Cheq No	Paid	Transaction Detail	Year
	13/07/2021	Greenbarnes Ltd	10430	1,383.76	P169 New Noticeboard at RVRG	2021/22
	13/07/2021	TBS Hygiene Ltd	10431	72.00	P170 Dog Bin Emptying RVRG & WRPf	2021/22
	13/07/2021	James Todd & Co Ltd	10432	328.86	P171 Payroll Services April - June 21	2021/22
	13/07/2021	James Clayton Stone Limited	10433	650.00	P172 Cleaning Kingley Hall - June 21	2021/22
	13/07/2021	Ever Brite Cleaning Services Ltd	10434	125.63	P173 Window Cleaning at Murray Hall	2021/22
	13/07/2021	Greenhill Gardening Services	10435	1,335.00	P174 Garden Maintenance Various Sites	2021/22
	13/07/2021	Pinnacle Group	10436	1,834.80	P175 Pitch Marking at WRPf	2021/22
	13/07/2021	Graceland CMS Ltd	10437	84.00	P176 Annual Boiler Maint. Buckingham Court	2021/22
	13/07/2021	Petty Cash	10438	104.16	P177 Petty Cash April - July	2021/22
	13/07/2021	Castle Water Ltd	10439	80.00	P178 Water Rates RVRG Block 2	2021/22
	13/07/2021	Castle Water Ltd		40.00	P179 Water Rates RVRG Block 1	2021/22
	07/07/2021	Peninsula Bus. Serv.	D/D	241.11	P180 HO Personnel Services July	2021/22
	20/07/2021	World Pay	D/D	54.63	P181 Chip and Pin Machine	2021/22
	16/07/2021	Crown Gas & Power	D/D	51.80	P182 Kingley Hall Gas - June	2021/22
	16/07/2021	Crown Gas & Power	D/D	516.43	P183 Murray Hall Gas - June	2021/22
	20/07/2021	SSE	D/D	1,812.81	P184 Murray Hall Electricity - June	2021/22
	20/07/2021	EFDC	D/D	1,012.00	P185 LTC Rates - July	2021/22
	15/07/2021	NatWest	D/D	445.74	P186 Credit Cards - June	2021/22
	13/07/2021	Viking	10440	153.14	P187 Stationery for Head Office	2021/22
	13/07/2021	Signs of the Times Ltd	10441	347.50	P188 Blue Plaque - Millican Dalton	2021/22
		Total		10,673.37		

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

Signed 
Print name

STELLA. MURPHY

D. J. WIXLEY

Schedule no.	332
Date reported to RGS Cttee	

Agenda item 15.2

Accounts Paid

Loughton Town Council						Page no 1
Current Account						
List of Payments made between 21st July 2021 and 31st July 2021						
Invoice No.	Date Paid	Payee Name	Cheq No	Paid	Transaction Detail	Year
	21/07/2021	Lucking Utility Services	10442	18,750.00	P189 2nd Inst. Repairs to Water Pipes - Cemetery	2021/22
✓	21/07/2021	UpStage Theatre Company Ltd	10443	1,800.00	P190 Financial Assistance grant	2021/22
✓	21/07/2021	Accredited Locksmith Services Ltd	10444	466.50	P191 Repair Gate Locks at Willingale Rd Allotment	2021/22
✓	21/07/2021	Accredited Locksmith Services Ltd	10444	40.00	P192 Repair Gate Locks at Willingale Rd Allotment	2021/22
✓	21/07/2021	Chubb Fire and Security Ltd	10445	54.34	P193 Services F Equip WRPf	2021/22
✓	21/07/2021	Chubb Fire and Security Ltd	10445	-2.54	P194 Credit Note for Inv. P149	2021/22
✓	21/07/2021	M J Anderson Maint.	10446	45.38	P195 Repair Water leak WRPf	2021/22
✓	21/07/2021	M J Anderson Maint.	10446	40.00	P196 Fit new Notice Board RVRG	2021/22
✓	21/07/2021	City of London Corp.	10447	10.00	P197 Street Name Plate 'Dragons Path'	2021/22
	07/07/2021	First Business Water	D/D	249.05	P198 LTC Water Rates - June	2021/22
	20/07/2021	The Comms Guys Ltd	D/D	165.29	P199 H.O. Phones and Broadband June	2021/22
	16/07/2021	SSE	D/D	20.18	P200 WRPf Electricity - June	2021/22
	16/07/2021	SSE	D/D	13.04	P201 Xmas Lights/War Mem Elec. June	2021/22
	20/07/2021	PWLB	D/D	14,103.22	P202 Buckingham Court Public Works Loan	2021/22
	21/07/2021	Pinnacle	10448	600.00	P203 Monthly Ground Maintenance WRPf July	2021/23
		Total		36,354.46		

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

Signed

Print name

Schedule no.	333
Date reported to RGS Cttee	

Agenda Item 16

Annual Governance and Accountability Return (AGAR) 2020/21

Section 3 – External Auditor Report and Certificate 2020/21

In respect of

LOUGHTON TOWN COUNCIL – EX0166

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2021; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2020/21

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with *Proper Practices* and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None.

3 External auditor certificate 2020/21

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2021.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

Paul Littlejohn

Date

28/08/2021

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Agenda item 19
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)

Restore Community
 Oakwood Hill Grow Garden

Summary of aims and objectives

Restore Community is a Christian charity with the objective of promoting social inclusion, relieving the needs of those people who are socially excluded and assisting them to integrate into society.

Restore Community Church has now been the leaseholder of the Oakwood Hill Community Hall since October 2018 and Restore Community is the charity that delivers the projects in the hall.

Our aim remains to use the hall for the benefit of those living on the Oakwood Hill Estate and in the wider Loughton area by providing opportunities for groups to meet, people to volunteer and use their skills, and one to one meetings to take place. We aim to work in response to changing and felt needs and ideas of the community, to be informed by relevant data, and to work collaboratively with other organisations. As we plan our return to fully opening the centre to all long established and new groups to meet, we will continue to build on our good reputation and the connections that we have maintained.

One of the new groups that we are planning is a Grow Garden at Oakwood Hill, this is aligned to the initiative from Epping Forest District Council looking to improve the look, feel and lived experience of the estate.

It will be on a much smaller scale that we currently have at Grow but will supply the start up resources with some raised beds so to attract all members of the community. Focusing on food poverty and good nutrition we will be planting vegetables for use by those volunteering on the project.

Age groups specifically catered for, if any	All- age
Is the organisation a non-profit making body?	Yes
Is the organisation a Registered Charity? (if so, please give registration number)	Yes Registered charity number: 1165654
Number of members in the organisation	There is no formal membership at Restore Community.
Number of members resident in Loughton	The majority of our regular volunteers residents in Loughton and services delivered are targeted to the estate and surrounding communities.

Is membership restricted in any way?	No
Do you charge a membership fee, or charge for access to your activities? Please give details	No

DETAILS OF GRANT APPLIED FOR

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).

We are applying for funding for the following aspects of our work:

Creating a vegetable garden at Oakwood Hill Estate as part of our project delivery.

We would like to install some raised vegetable beds on the site as part of the Epping Forest District Councils initiative to improve the spaces that residents in the district live in.

Our aim is for it to be an inclusive space for everyone in the local community at Oakwood Hill encouraging people of all ages to get involved in growing the vegetables that they can then use for their own personal use. We see this as a small step in combatting food poverty in the area and providing lessons with regards to healthy eating and the reduction of the reliance on processed foods.

We have the expertise as part of the Grow Garden on Pyrles Lane and anticipate an initial budget of £2,500 cover the wood required to construct the raised beds along with the seedlings and other consumables needed. The funding will also contribute to the cost of marketing the project on the estate along with the recruitment of local volunteers and any training needed as well as staff costs.

Explain how Loughton residents will benefit from this project?

The benefits of this project to Loughton residents are as follows:

Building community and wellbeing

We intend for the project to replicate on a smaller scale the impact that we have at Grow Garden which is helping to strengthen the community in Oakwood Hill as local residents work together on a project that benefits the community. We will provide a safe, supportive place where people are valued and where friendships and social connections can be developed. This helps to develop community cohesion and strengthens the connections between people in the local area. This is especially important for people with disabilities or people who experience social isolation or vulnerability who may lack opportunities to connect with others in a supportive space.

Encouraging healthy and active lifestyles

We intend for the garden to provide opportunities for the people who come to our garden to undertake a range of gardening or construction tasks in line with their physical abilities. The activity of working in the garden will help to promote fitness and a more active lifestyle whilst the access to fresh vegetables will promote healthy food choices and food sustainability.

Support good mental health and emotional wellbeing in the community.

The garden as with all of our projects will be an inclusive project where we welcome people of all abilities regardless of their gardening experience. This will mean that local residents can work and learn alongside our more experienced volunteers in an informal and supportive

Agenda item 19

Financial Assistance cont'd

environment, whilst connecting with others in community especially in an outdoor space which helps to build emotional wellbeing and resilience. This is particularly so for people who experience anxiety, isolation or depression in the local community.

Sustainable environment

Organic food growing contributes to sustainable soil health and reduce risks to water, air and soil contamination. It is also help preserve local wildlife, birds and small animals, which supports biodiversity in the area.

As with at Grow Garden we will undertake many different forms of recycling including composting green waste and collecting autumn leaves to create leaf mulch. This reduces landfill and improves soil quality. We would also like to implement a water harvesting system to conserve local water resources.

Growing food locally reduces the need for transportation over great distances. This will assist in reducing carbon emissions necessary to tackle climate change. While growing herbs and vegetables increases the oxygen content in the local area, contributing to good air quality.

In summary, we believe that the local community will benefit from having an ecologically sustainable, inclusive community food growing project that welcomes people from all backgrounds to join together to make a difference locally.

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).

We are aware that there is additional funding available and would like to start this project before the end of the financial year.

Total cost of project	£8,300 (12 months costs)
Amount of grant requested	We are requesting a total of £2,500. This total is made up of: <ul style="list-style-type: none"> • £1,700 for consumables & Equipment • £800 will contribute to the marketing, volunteer recruitment & staff costs.
Funds available from organisation's own resources	£2500
Funds granted from other bodies (please give details)	None as yet.
If there is a shortfall in these figures, how do you propose to fund the deficiency?	We will be applying to EFDC for £3,300 as part of their initiative to improve the aesthetics of the local community.

Agenda item 19**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
1.4.21 – 31.3.22	£3,000	Centre Running costs	Yes
1.4.20 – 31.3.21	£2,500	Centre Running costs	Yes
1.4.19 – 31.3.20	£2,000	Centre Running costs	Yes
1.4.18 – 31.3.19	£2,000	Centre Running costs	Yes
1.4.17 – 31.3.18	£4,000	Centre Running costs	Yes

RESTORE COMMUNITY (FORMERLY KNOWN AS BEYOND OURSELVES)**BALANCE SHEET**

Company number: 09666871

AT 31 DECEMBER 2019

	Notes	2019 £	2018 £
Fixed assets			
Tangible fixed assets	11	12,470	3,009
Current assets			
Debtors	12	5,093	39,745
Cash at bank and in hand		251,600	216,169
		<u>256,693</u>	<u>255,914</u>
Liabilities			
Creditors: Amounts falling due within one year	13	(5,696)	(11,679)
Net current assets		<u>250,997</u>	<u>244,235</u>
Net assets		<u>263,467</u>	<u>247,244</u>
Funds			
Unrestricted reserve	14	16,039	5,877
Restricted funds		247,428	241,367
Total funds		<u>263,467</u>	<u>247,244</u>

The notes on pages 9 to 19 form part of these financial statements.

In approving these financial statements as trustees, and directors, of the company we hereby confirm the following:

For the period to 31 December 2018 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476;

The trustees / directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

The financial statements have been prepared in accordance with the provisions in Part 15 of Companies Act 2006 applicable to companies subject to the small companies' regime.

The accounts were approved by the board of trustees on 13 July 2020.

Agenda item 19

Financial Assistance cont'd

RESTORE COMMUNITY (FORMERLY KNOWN AS BEYOND OURSELVES)

STATEMENT OF FINANCIAL ACTIVITIES (including the Income and Expenditure Account)

FOR THE YEAR ENDING 31 DECEMBER 2019

	Note	Unrestricted Funds £	Restricted Funds £	Total 2019 £	Total 2018 £
Income from:					
Donations	3	47,746	275,050	322,796	367,969
Other		4	311	315	25,092
Total income		47,750	275,361	323,111	393,061
Expenditure on:					
Charitable activities	4	6,971	299,917	306,888	324,767
Total expenditure		6,971	299,917	306,888	324,767
Net income / (expenditure)		40,779	(24,556)	16,223	68,294
Transfers between funds		(30,617)	30,617	-	-
Net movement in funds		10,162	6,061	16,223	68,294
Reconciliation of funds:					
Total funds brought forward		5,877	241,367	247,244	178,950
Total funds carried forward		16,039	247,428	263,467	247,244

The statement of financial activities includes all gains and losses recognised in the year.
All income and expenditure derive from continuing activities.

RESTORE COMMUNITY (FORMERLY KNOWN AS BEYOND OURSELVES)

STATEMENT OF FINANCIAL ACTIVITIES (including the Income and Expenditure Account)

FOR THE YEAR ENDING 31 DECEMBER 2018

	Note	Unrestricted Funds £	Restricted Funds £	Total 2018 £
Income from:				
Donations	3	54,141	313,828	367,969
Other		2,321	22,771	25,092
Total income		56,462	336,599	393,061
Expenditure on:				
Charitable activities	4	29,710	295,057	324,767
Total expenditure		29,710	295,057	324,767
Net income / (expenditure)		26,752	41,542	68,294
Transfers between funds		(29,100)	29,100	-
Net movement in funds		(2,348)	70,642	68,294
Reconciliation of funds:				
Total funds brought forward		8,225	170,725	178,950
Total funds carried forward		5,877	241,367	247,244

The statement of financial activities includes all gains and losses recognised in the year.
All income and expenditure derive from continuing activities.

Agenda item 19
Financial Assistance cont'd

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)	Christian Drama Resource Centre
Summary of aims and objectives To make drama resources (costumes, props, scripts, storytelling teams etc.) more available and affordable to the community via schools, creative groups, churches and community organisations. As a charity we want to be able to advance faith (through storytelling, volunteering and script hire), empower creative arts in all areas especially the youth and disadvantaged groups, and we aim to enhance education via primary, secondary and FE institutes (whether through history, drama, theatre, English literature and language, performing arts, costume, fashion or RE).	
Age groups specifically catered for, if any	Aged 4 and upwards.
Is the organisation a non-profit making body?	Yes
Is the organisation a Registered Charity? (if so, please give registration number)	Yes. 1061265
Number of members in the organisation	We have 16 Volunteers, 1 Staff member on payroll, 6 Trustees, 28 charity friends, a Patron and a Chaplain. We don't really have members, as such, as everybody is welcome to use the service.
Number of members resident in Loughton	80% of our service provision benefits local residents. 2500 people used us during 2018 to 2019.
Is membership restricted in any way?	We do not hire out for fancy dress, but other than that our theatrical resources can be hired by parents, pupils, teachers, drama groups, churches, community and more.
Do you charge a membership fee, or charge for access to your activities? Please give details	We request a donation. To enable the Charity to continue, we encourage users to make a donation for using our resources. Although we suggest a minimum donation we sometimes have clients who really value the service and give us more and we also have clients who can't afford even the minimum contribution and whom we nevertheless help.
DETAILS OF GRANT APPLIED FOR	

Agenda item 19
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).

We have been serving the community for over 40 years and looking forward to the future we need your help to: (a) implement a Database, (b) commission key new Costume Stock and Props, and (c) create a Digital Directory of our Inventory.

Client and Inventory Hire Database

A database would help us to (a) list, account for and monitor stock levels, (b) manage overdue returns, (c) locate hired out items, (d) download hire statistics for our charity impact reporting, (e) record Gift Aiders and service users and keep in contact with them (subject to compliance with data protection and GDPR), (f) automate our donor giving, invoicing, and more.

New Costumes & Props

We are seeking funds to grow, refresh and replace our costume and props stock to meet current and expected demand. When we hire to parents and schools, we have found gaps in our provision that we would like to fill. We have been asked for children's sizes of Space wear, Buggy type suits, and other adult characters (like policemen, Greatest Showman), which may have to be specially made. Tin hats for military scenes and parades is also another gap in provision. Top Hats for Victorian era is a very popular request that we have difficulty in providing enough hats for.

Online Catalogue of our Inventory

Users, through our website digital directory, will be able to see costumes and props available for hire to give them an idea. Good photography always helps illustrate the resources we can supply for a production or event. Clients will be able to access this via our website. Clients can use this catalogue to trigger ideas for their productions and performances.

Agenda item 19

Financial Assistance cont'd

<p>Explain how Loughton residents will benefit from this project?</p> <p>CDRC is a unique charity. We make hiring drama resources affordable and, in certain circumstances, free, where low income households are concerned. We predominantly serve the Loughton, Epping Forest and East London communities and wider when asked. We work with schools including Alderton Juniors, Staples Road, Lambourne Primary, Davenant, Debden Park High, Thomas Willingale, Roding Valley, White Bridge, St Johns Buckhurst Hill, St John Fisher, Braeside, Bancroft's, Woodbridge High, E15 and more. We work with town councils, charitable organisations, theatre and arts groups and many local churches.</p> <p>Hiring costumes or buying them from supermarkets and online stores like Amazon can cost £15-£40. For example, the National Theatre charges £45 to hire a flapper dress. With end of school year productions, history days or world book days this would be an expensive undertaking for the average parent and/or school. We make way for memorable and interactive learning that will be unforgettable in the lives of many. When you look the part, you feel the part. Empowering arts, education, and community outreach and engagement is a one of our key objectives and our passionate team of volunteers strives to make theatrical dreams and educational plans a reality. Acquiring key pieces to add to our collection will help us to expand our offerings.</p> <p>A database will allow for our customers to be better informed of our service updates. CDRC will be able to provide a better service knowing the user history of our clients and what they've hired from us in the past. A database will eliminate the need to keep asking for all their contact details at the point of every enquiry. A database will allow us to remind clients of overdue hires and trigger a conversation to encourage swift returns and prevent loss of our assets.</p> <p>An online directory will allow parents, schools, groups and churches to search our catalogue of costumes, props and scripts. This will alleviate the pressure when clients ask us exactly what we've got for a particular show.</p>	
<p>Are you making this application as part of the annual round of grant applications? (closing date 31 December)?</p> <p style="text-align: center;">Yes / No</p> <p>If No, please explain the circumstances to justify this emergency application (please see point 2 of the scheme before completing this section).</p> <p>For the purposes of Covid-19 restrictions the charity was deemed as a non-essential service and had to close during lockdown. We were therefore closed during the period for preparing a funding request to comply with the Council's normal deadline. However, we used this enforced closure to work on improving our 'infrastructure': 'four of our volunteers worked behind the scenes labelling unique codes on costumes in preparation for a comprehensive database. The latter would enable us to provide an improved service to a greater number of clients.</p> <p>Having re-opened after Easter, we were elated to find that many schools still called on us for curriculum and production resources. We have found that the service is still valued and very much needed. We urgently need to update our service provision and found a database developer that can help us to implement our database with bespoke functions built in. We are also in need of certain costumes and props to fill the gaps we have in provision. Your kind attention to this would be a God send!</p>	
Total cost of project	£5500
Amount of grant requested	£4000
Funds available from organisation's own resources	£1500

Agenda item 19
Financial Assistance cont'd

Funds granted from other bodies (please give details)		-	
If there is a shortfall in these figures, how do you propose to fund the deficiency?		Fundraise for the remaining amount – through Coffee Mornings, etc and other funders.	
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	£0		Yes / No
1.4.18 – 31.3.19	£0		Yes / No
1.4.17 – 31.3.18	£0		Yes / No
1.4.16 – 31.3.17	£0		Yes / No
1.4.15 – 31.3.16	£0		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 19
Financial Assistance cont'd

SAMANTHA CHURCHILL
ABBEY PERFORMING ARTS
CLASS/SHOW VENUE - THE TOWN HALL
WALTHAM ABBEY
ESSEX EN9

07921859981/01992 769113
JAN 2020.

Dear Epping Forest district Council,

RE: CHRISTIAN DRAMA RESOURCE CENTRE GRANT AID APPLICATION.

I am writing to recommend the CDRC for your grant aid to enable them to continue their valuable support to the local community and the surrounding areas.

We have utilised CDRC costumes over the past 5 years for our shows twice a year – without them we would not be able to create the shows of any standard as costumes would be far too expensive, which means a knock on effect to the price for parents in an already financially challenged area.

At CDRC they go above and beyond to facilitate all our costume needs, and have even made costumes to for our show. To be involved with performing arts is confidence building for every student that uses our service.

Our students in Waltham abbey are offered affordable performing arts, therefore allowing the classes to be inclusive to all. We operate an open door policy and have many students with special needs. We use Waltham Abbey Town council building for our shows and for our classes. Therefore engaging local amenities for local people.

The positives of this activity for children and young adults has proven to help in all areas of a healthier lifestyle both physically and mentally. I know that this must be the case for numerous schools and groups that use their service and have enjoyed the positivity it generates.

The knock – on effect CDRC have to our classes and show and to the outcomes of the students experience is second to none. To have this catalogue of every type of costume on demand is invaluable. If you require any more information please do not hesitate to contact me.

Regards,

SAMANTHA CHURCHILL

Agenda item 19
Financial Assistance cont'd

Independent Roding Ward
District and Town Councillor Stephen Murray
1,Avondale Court,Avondale Drive,
Loughton,Essex. IG10 3BT
Telephone Number : 020 8 508 7548
Stephen.w.murray@hotmail.com

To whom it might concern,

I write to support this application for grant funding.

The Christian Drama Resource Centre (CDRC) is a well established purely local charity which I know very well. Currently I serve as its patron , just as both my late father and then my late mother did. This means that I am very well aware of its development over the years and the marvellous way its has supported our local community.

The CDRC lends costumes , props , scripts and storytelling teams to community groups throughout the Epping Forest area.

The CRDC has , to my personal knowledge , helped through its work with local community groups to bring alive key historic anniversaries ,Town days ,youth projects and fundraising activities.

It's work has involved supporting local churches ,local drama groups , youth groups and particularly local school productions (a quick look at their website , cdrc.co.uk , gallery page would illustrate this).

For local schools they have also supported , assemblies , school plays ,book & science weeks , history & world days among other events.

CDRC was established just over 40 years ago , is purely local and now has an independent home as part of the Loughton Methodist Church buildings.

It has sound governance with a board of trustees , employs a part time centre manager and has been a registered charity since 1996 (charity number 1061265).

This grant application to help them organise a Catwalk Throwback fashion event would help to ensure their continued ability to support this very wide range of local community groups in their artistic/dramatic endeavours.

As a local councillor for many years it has been a joy and privilege to witness their contribution to our local community here in Loughton and further a field throughout the Epping Forest area.

This application has my full support.

Stephen Murray
Councillor Stephen Murray

Agenda item 19
Financial Assistance cont'd

March 2020

To whom it may concern

We run iTheatre Arts based in Epping, a theatre school for children and young adults.
The Christian drama resource centre have been an amazing facility for us and have provided us with many fantastic costumes for our productions. Their staff are friendly and helpful and we will continue to use them in the future.

With that in mind we recommend highly them for the Grant awards.

Kind regards
Angela and Helen
Principals
iTheatre Arts

	2019/2020	2018/2019	Budget 2019-20	Budget 2020-21
Income				
Donations for costume usage	4,008.37 (2)	7,358.07 (1)	7,100	1,000
Donation for costume usage from schools/churches etc	2,114.00			1,000
Sale of costumes	94.02	42.00		
Gift Aided Donations	2,121.90 (2)	2,218.43 (1)	2,500	2,000
Collecting Boxes	2.71	6.53		
Fund Raising	433.15	517.48	600	0
Coffee Mornings				
Crafts	28.70			
Easter Chicks	55.63			
Interest from Bank / Building Society	44.22	44.11	10	44
Gift Aid tax refunds		2,301.20	761	2,298
Furlough grant (assumed 3months of salary)				3,500
Donation for database development	1,250.00			
Total Income	10,152.70	12,887.06	10,971	6,342
Expenses				
Costumes		(49.47)	(200)	
Cost of Employing Manager		(8,573.68)	(8,900)	(8,700)
Salary Cost - PAYE	(8,566.56)			
Salary Cost - Employer's NI	(1.44)	(23.76)		
Payroll management	(126.00)	(120.00)		
LMC Usage donation	(4,000.00)	(4,000.00)	(4,000)	(2,000)
Insurance	(574.43)	(565.56)	(570)	(580)
Premises maintenance		(60.00)		
Gutter clearing				
Companies House / membership (Radius + VAEF)	(33.00)	(31.00)	(40)	(33)
New assets		(585.33)	(400)	
Printer / telephone				
Marketing to schools and churches	(216.00)		(250)	(500)
Web site development / usage	(82.99)	(108.17)	(250)	
Software costs		-	(120)	(450)
Storage	(25.50)	(142.43)	(300)	
Stationery / postage / photocopying / logo design etc	(98.35)	(782.29)	(550)	(250)
Newsletter copying	(156.63)	-	(300)	(150)
Phone - BT	(568.51)	(759.13)	(850)	(400)
Miscellaneous Expenses	(186.42)	(72.08)	(250)	(150)
Total expenses	(14,635.83)	(15,872.90)	(16,980)	(13,213)
Added to reserves / (withdrawn from reserves) for year	(4,483.13)	(2,985.84)	(6,009)	(6,871)
Note (1): HMRC Gift Aid (including GIASD) in 2018-19 has generated	766.09			
Note (2): HMRC Gift Aid (including GIASD) in 2019-20 is expected to generate	1,532.56			
			will be received in 2020-21 accounts	will be received in 2020-21 accounts
Balance at start of period:	1 March 2019			
Cash	15.13			
Barclays Bank	3,862.74			
Barclays Bank Higher Interest	22,362.97			
Total	26,241.84			
Balance at end of period:	28 February 2020			
Cash	2.73			
Barclays Bank	4,047.79			
Barclays Bank Higher Interest	17,708.19			
Total	21,758.71			

In connection with my examination, no matter has come to my attention:

- 1) which gives me reasonable cause to believe that in any material respect the requirements
 - to keep accounting records in accordance with section 41 of the Charities Act 1993; and
 - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Act have not been met; or
- 2) to which, in my opinion, attention should have been drawn in order to enable a proper understanding of the accounts to be reached.

Signature:
 Name: Martin Howarth
 Address: 16 Marjorams Avenue Loughton IG10 1PT
 Date: 28 March 2020

Prepared by Martin Howarth 20/04/2020

This Page is left
blank