



RESOURCES AND GENERAL SERVICES COMMITTEE

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

Wednesday 8 December 2021

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

**Mark Squire
Town Clerk
1 December 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 5 October 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.

The Town Clerk will provide an oral update on
 - a. Local Council Awards
 - b. general staffing matters
 - c. banking arrangements
 - d. Buckingham Court
- 6 Training and Conferences**
Via the EALC, Cllr Murray and the Burial Clerk attended a 'zoom' Garden of Remembrance Course on 21 October 2021, run by the Institute of Cemetery & Crematorium management (ICCM).

The Town Clerk chaired the Essex Branch of the Society of Local Council Clerks (SLCC) AGM on the 10 November 2021.

The Deputy Town Clerk and Finance & Office Assistant will be attending via zoom a budget / precept course, organised by the Essex Association of Local Councils (EALC), on the 9 December 2021.

To receive and note
- 7 Appointment of Finance and Office Assistant**
Mr Jonathon Glynn has been appointed as the new Finance and Office Assistant. He joined Loughton Town Council (LTC) on Monday 1 November 2021.

To receive and note
- 8 The Queen's Platinum Celebrations – 2 to 5 June 2022**
National guidelines are being followed for the preparations. A Piper (who will play a specific piece of music) and a Town Crier have been booked and confirmation of a school choir's participation is awaited. A potential bugler or cornet player is another possibility that is being investigated.

To receive and note

9 Annual Citizens Awards

Publicity for the awards has commenced via a press release , LTC website, noticeboards and Facebook page. The cut-off date for entries is 31 January 2022. The Town Clerk; Town Mayor; Deputy Town Mayor and Chairman of the Resources & General Services Committee will be invited to judge nominations, with the award presentations to be made again at the next Annual Town meeting in March 2022.

To receive and note

10 Christmas Card Competition

See attached report page 6.

11 Policies Review

The Town Clerk will provide background information

i. Investment Strategy and Policy

To review and diarise for further review in December 2024. Please note that in the current financial climate, interest on any investments is extremely low.
(see page 7)

ii. Procedure to fill a Casual Vacancy

To review and diarise for further review in December 2024. (see page 8)

iii. Member's Remuneration Scheme

To review and diarise for further review in December 2024. (see pages 9 – 15)

12 Finance

12.1 Current Financial Position

* The current financial position as at 31 October 2021 is attached together with details of the funds available from earmarked reserves. (See attached pages 16 – 17).

* A note of the Council's current bank balances and most recent reconciliations as at 31 October 2021 are attached (see pages 18 – 24).

To receive and note

12.2 Accounts Paid

Payments totalling £367,762.61 as detailed on payment schedules no. 334 - 340 until 25 November 2021 have been made and entered on the accounts system, since the report to the meeting on 5 October 2021 (see pages 25-31). Schedules and accompanying invoices are available at the council offices for inspection.

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.

To receive and note

13 Internal Financial Check

Councillor Murray will be visiting the office on 16 December 2021 to undertake an internal finance inspection.

To receive and note

14 Internal Audit

The interim internal audit from Healis & Lodge will take place in January 2022.

To receive and note

15 Financial Assistance General Applications 2021/22

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The following new requests for financial assistance have been received. For Members information a list of grants awarded to date in 2021/22 is also listed below. A copy of the application forms and supporting information are provided on pages 32 – 57.

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

For information, there is currently a balance of £5,624.00 of unallocated general grants in the 2021/22 Financial Assistance budget. This consists of a balance of £1,100.00 plus a sum of £4,524.00 held over from the previous year and currently held in Earmarked Reserves.

Whilst appreciative that is preferable to make the allocations in one go, members may wish to consider allocating a cut-off date (e.g. end of September / October) as a deadline for that particular year's allocations mindful of holding back a modest sum in case of emergencies.

Members to recommend a way forward

Organisations who have been awarded grants in 2021/22	Amount awarded £	Item	Power General Power of Competence (GPC)
Affordable Counselling Epping Forest (ACEF)	400.00	Counselling Sessions	GPC
Alfie James Productions – the Womens Unscene Project	200.00	Performance Skills Workshop	GPC
Epping Forest ReUse	200.00	Tools	GPC
Grow Community Garden (Restore Community)	4,000.00	Mobility Path & Running Costs	GPC
Noah's Ark Play Group (Restore Community)	2,500.00	Crafts, Toys & Running Costs	GPC
Oakwood Hill Community Centre (Restore Community)	3,000.00	Operational Costs	GPCE
Oakwood Hill Youth Club (Restore Community Church)	2,000.00	Running & Development Costs	GPC

Loughton Voluntary Care Association	450.00	Running Costs & Hyacinth Bulbs	G PC
Rotary Club of Loughton – 3Food4U	2,500.00	Venue Rent	GPC
Samaritans – Redbridge Branch	600.00	Running Costs	GPC
St Michael & All Angels Church Loughton	2,000.00	Play area	GPC
Tinder Sticks CIC	750.00	Outreach Events	GPC
Upstage Theatre Company Ltd	1,800.00	Christmas Pantomime	GPC
Voluntary Action Epping Forest	1,500.00	Providing Benefits Advice	GPC
Christian Drama Resource Centre	2,000.00	Implement a database, new costume stock & props; create a digital directory for their inventory	GPC
Restore Community Oakwood Hill Grow Garden	2,000	Equipment; Marketing & Staff Costs	GPC
Total awarded to date 2021/22	25,900		

New Financial Assistance Applications Received

Organisation	Amount requested £	Item	Power
BASICS Essex (Accident Rescue Service)	1,000	Assistance towards equipping a new doctor	GPC
Loughton Chigwell & District Synagogue	As much as can be spared	Supply of a weekly food parcels	GPC

16 Staff Salaries 2021/2022

No news has yet been communicated on the outcome of any statutory annual salary pay scale increase for 2021/2022. Further updates are awaited via the National Association of Local Councils (NALC) which are unlikely to be forthcoming until the New Year.

To receive and note

- 17 Parish Basic Allowance**
The Committee is asked to consider a recommendation to full Council on the level of Parish Basic Allowance that members may claim in 2022/23. This is currently set at £120 per annum.
- 18 Subscription Review**
The Committee is asked to review the list of organisations of which it is currently a member and confirm that it wishes to support those listed in 2022/23, without amendment (see page 58).
- 19 Committee Priorities**
The Committee is requested to review its priority list for 2022/23. The list was last considered on 2 December 2020 (see page 59).
- 20 Estimates 2022 / 2023**
The Committee is asked to consider and confirm the estimates of income and expenditure and levels of earmarked funds for 2022/23 (see pages 60 – 63).
- 21 Future Work of the Committee**
The opportunity for members to suggest topics to be considered by the Committee at a future meeting, subject to the Committee's agreement.

Note: No substantive discussion may take place under this item as the required statutory notice of the topics will not have been given.

Mark Squire
TOWN CLERK
1 December 2021

Agenda item 10
Christmas Card Competition 2021

This year's Christmas card competition received 78 entries, down on last year's total of 147. Although Roding Valley School reported that their entries were down fairly substantially due to Covid related illnesses suffered by staff and students, so this may reflect on other local schools too. Multiple entries were again received from Hereward Primary and Roding Valley High School; along with entries from The Mellows and Woodland Grove Care Homes. The competition was promoted exactly as in previous years, with reminder emails being sent to the schools and care homes.

Judging of the competition was again undertaken by the Town Mayor and Deputy Town Mayor. The winning Junior entry, and overall winner, attends Thomas Willingale School. The secondary winning and runner-up entries were submitted from Roding Valley High School students. The winner in the adult category is a resident of Woodland Grove Care Home.

It is planned to hold an exhibition of entries this year at Loughton library following the award presentation, which takes place at the Council meeting in December, until the New Year. The Library Manager has advised against transferring the exhibition to Debden Library, due to Covid and they are receiving very few visitors in the current circumstances.

The winners will be presented with their certificates and gift cards by the Town Mayor at the Council meeting on 15 December 2021.

The results of the competition are as detailed below:

INFANT SCHOOL CATEGORY	
Winner	Georgia Thornhill
Runner-up	Scarlett Roberts-Rhodes
JUNIOR SCHOOL CATEGORY	
Winner & Overall Winner	Freya Smith (Thomas Willingale School)
Runner-up	Luca Montalbano
SECONDARY SCHOOL CATEGORY	
Winner	Evie Twyford (RVHS)
Runner-up	Asya Kara (RVHS)
ADULT CATEGORY	
Winner	Sharma Prem (Woodland Grove Care Home)
Runner-up	Sandra Oliver

Report by
Debra Paris
Administrative Officer
30/11/2021

Agenda item 11

Policies Review - Investment Strategy and Policy



INVESTMENT STRATEGY AND POLICY

This Council acknowledges the responsibility of prudently investing the temporarily surplus funds held on behalf of the community as part of its fiduciary duty.

1 STRATEGY

The Local Government Act 2003 Section 12 provides the Power to Invest (a) for any purpose relevant to its functions under any enactment or (b) for the purpose of the prudent management of its financial affairs. Section 15(1) of the Act requires a local authority to have regard to guidance issued by the Secretary of State.

In accordance with Section 15(1) of the Local Government Act 2003 Act, the Council will have regard (a) to such guidance as the Secretary of State may issue, and (b) to such other guidance as the Secretary of State may by regulations specify.

The Council's investment priorities are:

- i. the security of its reserves, and
- ii. the adequate liquidity of its investments, and
- iii. the return on investment - the Council will aim to achieve the optimum return on its investments commensurate with proper levels of security and liquidity.

2 POLICY

- (i) To retain not less than three months' average working capital requirement in current and deposit accounts giving immediate access.
- (ii) To place any other funds on deposit of up to one year's duration, depending on the prevailing interest rates and forecast cash flow requirements, noting that long term investments are defined in the Guidance as any greater than 12 months.
- (iii) All investments will be made in sterling.
- (iv) Funds only to be deposited or invested with:
 - (a) UK clearing banks or their subsidiaries, together with those former major building societies now banks subject to their being assigned a credit rating of 'BBB+' or above from Standard and Poor's, Moody's *Investors Services Ltd* or *Fitch Ratings Ltd*.
 - (b) UK Government stocks
 - (c) UK local authority stocks or bonds.

Last reviewed by full Council on 14 December 2016

Agenda item 11

Policies Review – Procedure to fill a Casual Vacancy

Procedure to fill a casual vacancy occurring on the Town Council

- 1 If a casual vacancy should arise on the Council due to
 - a) a member's failure to make his/her Declaration of Acceptance of Office within the proper time;
 - b) resignation; or
 - c) death,then the Town Clerk will normally start the proceedings to fill the vacancy without further recourse to a meeting of the Town Council or a committee.
- 2 If a casual vacancy arises for any other reason e.g. disqualification due to six months' absence from meetings or other reason for disqualification, then the Town Clerk on behalf of the authority shall declare the office vacant and start the proceedings to fill the vacancy without further recourse to a meeting of the Town Council or a committee.
- 3 If a casual vacancy arises within six months of the day when the councillor whose office is declared vacant would ordinarily have retired then no by-election may be demanded. As the council is permitted either to advertise the vacancy for co-option or to leave the office vacant until the date of the next ordinary election, the Council will be asked at its next suitable meeting which option it wishes to pursue.
- 4 Except in the circumstances described in (3) above, notice of the vacancy will be issued by the Town Council in consultation with the Electoral Services section of Epping Forest District Council; notices will normally be placed on the council's noticeboards in the ward where the vacancy has arisen and on the council's web site.
- 5 If a by-election is called, Electoral Services will inform the Town Council and will then make all the necessary arrangements for the by-election. Poll cards for the by-election will be issued by Electoral Services; poll cards are optional and the town council will incur a cost for issuing them.
- 6 If no by-election is called, Electoral Services will inform the Town Council and the Town Council can co-opt a new member. Normally the Town Clerk will invoke the procedure to do this immediately without recourse to a meeting of the Council or committee.
- 7 Applications for co-option will be considered at the next suitable meeting of the Council.
- 8 Casual vacancies will be advertised on the council's noticeboards and through any other medium which the Council or the Town Clerk consider suitable.
- 9 Applicants for co-option will be asked to submit information about themselves and must confirm their eligibility for the position of councillor within the statutory rules. They will be invited to give a presentation of up to two minutes to the Council meeting at which the co-option will be considered.
- 10 At the meeting there will be no further discussion following the presentations. The Council shall vote upon the applicant(s). The Council will suspend Standing Order 10.1 (first sentence) and agree to conduct the vote by signed ballot. Ballot papers will be distributed and the Council will proceed immediately to a vote. The Council reserves the right not to make a co-option.
- 11 Voting will be according to the statutory requirements i.e. by a clear majority of those present and voting.
- 12 The successful applicant will execute the Declaration of Acceptance of Office within the specified time limit after the decision has been made and will thereafter receive summonses to meetings of the council and may act as a member of the council.

Agenda item 11
Policies Review –Member’s Remuneration Scheme



MEMBERS' REMUNERATION SCHEME

Mileage rates are those in force at 1.4.16.

In this scheme "he" shall be read so as to mean "s/he".

Loughton Town Council, in exercise of the powers conferred by the Local Authorities (Members' Allowances) Regulations 2003 and having considered a report of the Parish Remuneration Panel for the Epping Forest District, hereby makes the following scheme:

1. This scheme may be cited as the Loughton Town Council Members' Remuneration Scheme and shall have effect for the period from 1st April 2008 until further notice.
2. **In this scheme:**
"Councillor" means a member of the Loughton Town Council who is an elected Councillor.
3. **Parish Basic Allowance**
Subject to paragraph 7, with effect from 1 April 2019 a parish basic allowance of £120 per annum shall be payable to all councillors.
4. **Renunciation**
A councillor may by notice in writing given to the Town Clerk elect to forego all or any part of his entitlement to an allowance under this scheme.
5. **Part-year Entitlements**
 - (1) The provisions of this paragraph shall have the effect of regulating the entitlements of a councillor to parish basic allowance where, in the course of a year, this scheme is amended or that councillor becomes, or ceases to be, a councillor.
 - (2) If an amendment to this scheme changes the amount to which a councillor is entitled by way of a basic allowance then in relation to each of the periods:
 - (a) beginning with the year and ending with the day before that on which the first amendment in that year takes effect; or
 - (b) beginning with the day on which an amendment takes effect and ending with the day before that on which the next amendment takes effect, or (if none) with the end of the year;

the entitlement to such an allowance shall be to the payment of such part of the amount of the allowance under this scheme as has effect during the relevant period as bears to the whole the same proportion as the number of the days in the period bears to the number of days in the year. The Council further reserves the right to backdate the payment of the allowance to the commencement of the year in question.

- (3) Where the term of office of a councillor begins or ends otherwise than at the beginning or end of a year, the entitlement of that councillor to a basic allowance shall be to the payment to such part of the basic allowance as bears to the whole the same proportion as the number of days during which his term of office subsists bears to the number of days in that year.
- (4) Where this scheme is amended as mentioned in sub-paragraph (2), and the term of office of a councillor does not subsist throughout the period mentioned in sub-paragraph (2)(a), the entitlement of any such councillor to a parish basic allowance shall be to the payment of such part of the basic allowance referable to each such period (ascertained in accordance with that sub-paragraph) as bears to the whole of the same proportion as the number of days during which his term of office as a councillor subsists bears to the number of days in that period.
- (5) Where a member is suspended or partially suspended from his responsibilities or duties as a member of the Council, in accordance with Part III of the Local Government Act 2000 or regulations made under that part, any parish basic allowance payable in respect of the duties from which he is suspended or partially suspended, may be withheld by the Council.
- (6) Where payment of a parish basic allowance has been made in respect of any period during which the member concerned is:
 - (a) suspended or partially suspended from his or her responsibilities or duties as a member of the Council under Part III of the Local Government Act 2000
 - (b) ceases to be a member of the Council
 - (c) is in any other way not entitled to receive the allowances in respect of that period

the Council may require that such part of the allowance as relates to the period concerned be repaid to the authority.

6. Parish Travelling and Subsistence Allowance

- (1) The Council will pay to its members allowances in respect of travelling and subsistence ("parish travelling and subsistence allowance"), including an allowance in respect of travel by bicycle or by any other non-motorised form of transport, undertaken or incurred in connection with the performance of any duty within one or more of the following categories -
 - (a) the attendance at a meeting of the Council or of any committee or sub-committee of the authority, or of any other body to which the Council makes appointments or nominations, or of any committee or sub-committee of such a body;

- (b) the attendance at a meeting of any association of authorities of which the Council is a member;
 - (c) the performance of any duty in pursuance of any standing order made by the Council under section 135 of the Local Government Act 1972 requiring a member or members to be present while tender documents are opened;
 - (d) the performance of any duty in connection with the discharge of any function of the authority conferred by or under any enactment and empowering or requiring the authority to inspect or authorise the inspection of premises; and
 - (e) the carrying out of any other duty approved in advance by the Council, or any duty of a class so approved, for the purpose of, or in connection with, the discharge of the functions of the authority or of any of its committees or sub-committees.
- (2) Where a member is suspended or partially suspended from his responsibilities or duties as a member of an authority in accordance with Part III of the Local Government Act 2000 or regulations made under that Part, any parish travelling and subsistence allowance payable to him in respect of the responsibilities or duties from which he is suspended or partially suspended may be withheld by the Council.
- (3) The Council may require that where payment of travelling and subsistence allowance has already been made in respect of any period during which the member concerned is -
- (a) suspended or partially suspended from his responsibilities or duties as a member of the authority in accordance with Part III of the Local Government Act 2000 or regulations made under that Part;
 - (b) ceases to be a member of the authority; or
 - (c) is in any other way not entitled to receive the allowance in respect of that period;
- such part of the allowance as relates to any such period shall be repaid to the authority.
- (4) The maximum rates for parish travel and subsistence allowance shall be the same as are paid by Epping Forest District Council to its councillors; current rates are as set out in Appendix 1 to this scheme.

7. Claims and Payments

- (1) Parish Basic Allowance will be paid annually in arrears in March each year.
- (2)
 - (a) Claims for payment in respect of travelling and subsistence expenses shall be made quarterly (1 April – 30 June, etc) in the form prescribed by the Council.
 - (b) Claims submitted within five days of the end of the quarter to which they refer will be processed for payment within that month.

- (c) Claims submitted more than five days after but within 28 days of the end of the quarter to which they refer will be held over and processed for payment with claims for the following quarter.
 - (d) Claims should not be submitted more than 28 days after the end of the quarter to which they refer. Claims submitted outside this time limit will be referred to the Chairman of Resources and General Services Committee (or, in his/her absence, the Vice Chairman) and will only be authorised for payment if there are extenuating circumstances for the late submission.
- (3) The Council will deduct from the payments as necessary any amounts due in respect of income tax, National Insurance contributions, etc.
 - (4) A member of the Council who is also a member of another Council may not claim or receive payments of allowances from more than one Council in respect of the same duties.

8. Uprating for Inflation

- (1) The maximum rates of allowances for travel and subsistence specified in the scheme will be increased each year in line with any increases implemented by Epping Forest District Council.
- (2) The parish basic allowance will be reviewed each year in the autumn by the Resources and General Services Committee. A recommendation for change, if any, will be made to the meeting of the Council which sets the Council's precept for the following financial year.
- (3) Any such adjustments shall only be applied for a maximum of 4 years from the date of commencement of this scheme. Continuation beyond 4 years shall be dependent upon consideration of a report of the Parish Remuneration Panel.

9. Amendment and Revocation of Scheme

- (1) This scheme may be amended at any time and uprating for inflation shall not be deemed to be an amendment.
- (2) This scheme may only be revoked with effect from the beginning of a year.
- (3) For the purpose of revoking this scheme, a year shall be deemed to be any period of 12 months ending on 31st March of any subsequent year.

Appendix 1

PART 1

Rates of Travelling Allowances and Provisions Relating Thereto

1. (1) The rate for **travel by public transport** shall not exceed the amount of the ordinary fare or any available cheap fare, and where more than one class of fare is available the rate shall be determined, in the case of travel by ship by reference to first class fares, and in any other case by reference to second class fares unless the body determines, either generally or specifically, that first class fares shall be substituted.

(2) The rate specified in the preceding sub-paragraph may be increased by supplementary allowances not exceeding expenditure actually incurred:
 - (a) on Pullman Car or similar supplements, reservation of seats and deposit or portage of luggage; and
 - (b) on sleeping accommodation engaged by the member for an overnight journey, subject, however, to reduction by one-third of any subsistence allowance payable for that night.
2. (1) **The amount payable shall be the lesser of the rates below or the maximum amount allowed by the Inland Revenue before the allowance becomes taxable** (currently 45p a mile).

(2) The rate for **travel by a member's own solo motor cycle** or one provided for his/her use, shall not exceed:
 - (a) for the use of a solo motor cycle of cylinder capacity
 - (i) not exceeding 150cc, 8.5p a mile;
 - (ii) exceeding 150cc but not exceeding 500cc, 12.3p a mile;
 - (iii) exceeding 500cc, 16.5p per mile.
 - (3) The rate for **travel by a member's own private motor vehicle**, or one belonging to a member of his/her family or otherwise provided for his use, other than a solo motor cycle, shall not exceed:
 - (a) for the use of a motor car of cylinder capacity
 - (i) not exceeding 999cc, 46.9 p a mile;
 - (ii) exceeding 999cc but not exceeding 1199cc, 52.2p a mile;
 - (iii) exceeding 1199cc, 65p a mile;
 - (4) The rates specified in sub-paragraphs (1) and (2) may be increased
 - (a) in respect of the carriage of passengers to whom a travelling allowance would otherwise be payable under any enactment by not more than 3p a mile for the first passenger and 2p per mile for the second and subsequent passengers;

- (b) by not more than the amount of any expenditure incurred on tolls, ferries or parking fees, including overnight garaging;
- (5) For the purpose of this paragraph, the cylinder capacity shall be that entered in the vehicle registration book or document by the Secretary of State under the Vehicles (Excise) Act 1971.
3. The rate for **travel by taxi-cab or cab** shall not exceed:
- (a) in cases of urgency or where no public transport is reasonably available, the amount of the actual fare and any reasonable gratuity paid; and
- (b) in any other case, the amount of the fare for travel by appropriate public transport.
4. The rate for **travel by a hired motor vehicle other than a taxi-cab** shall not exceed the rate which would have been applicable had the vehicle belonged to the member who hired it; provided that where the body so approves the rate may be increased to an amount not exceeding the actual cost of hiring.
5. The rate for **travel by air** shall not exceed the rate applicable to travel by appropriate alternative means of transport together with an allowance equivalent to the amount of any saving in attendance allowance or financial loss allowance, and subsistence allowance consequent on travel by air;
- provided that where the body resolves, either generally or specifically, that the saving in time is so substantial as to justify payment of the fare for travel by air, there may be paid an amount not exceeding:
- (a) the ordinary fare or any available cheap fare for travel by regular air service; or
- (b) where no such service is available or in case of urgency, the fare actually paid by the member.
6. The rate for **travel by a member's own bicycle**, or one belonging to a member of his/her family or otherwise provided for his/her use, shall not exceed the lower of 55.8p per mile or the maximum amount permitted by the Inland Revenue before the allowance becomes taxable.
7. For travel outside the county of Essex (including Southend and Thurrock) the cost of travel by private motor vehicle or taxi or taxi-cab will normally only be reimbursed up to the cost of travel by public transport, unless the body determines otherwise.

PART 2

Rates of Subsistence Allowance and Provisions Relating Thereto

1. (1) The rate of subsistence allowance shall not exceed:
- (a) in the case of an absence, not involving an absence overnight from the usual place of residence:
- (i) **Breakfast** allowance (more than 4 hours or, where the authority permits, a lesser period, before 11.00 a.m.) £3;

(ii) **Lunch** allowance (more than 4 hours or, where the authority permits, a lesser period, including the lunchtime between 12 noon and 2.00 p.m.) £1.50;

(iii) **Tea** allowance (more than 4 hours or, where the authority permits, a lesser period, including the period 3.00 p.m. to 6.00 p.m.) £3.67;

(iv) **Evening meal** allowance (more than 4 hours or, where the authority permits, a lesser period, ending after 7.00 p.m.) £8.27.

(b) in the case of an **absence overnight** from the usual place of residence, £79.82 and for such an absence overnight in London or for the purposes of attendance at an annual conference (including or not including an annual meeting) of the National Association of Local Councils or such other association or body as the Secretaries of State may for the time being approve for the purpose, £91.04.

(2) For the purposes of this paragraph, London means the City of London and the London Boroughs of Camden, Greenwich, Hackney, Hammersmith and Fulham, Islington, Kensington and Chelsea, Lambeth, Lewisham, Southwark, Tower Hamlets, Wandsworth and Westminster.

2. Any rate determined under Paragraph 1 (b) above shall be deemed to cover a continuous period of absence of 24 hours.

3. The rates specified in Paragraph 1 above shall be reduced by an appropriate amount in respect of **any meal provided free of charge** by an authority or body in respect of the meal or the period to which the allowance relates.

4. When **main meals (i.e. a full breakfast, lunch or dinner) are taken on trains** during a period for which there is an entitlement to day subsistence, the reasonable cost of meals (including V.A.T.) may be reimbursed in full within the limits set out below. In such circumstances reimbursement for the reasonable cost of a meal would replace the entitlement to the day subsistence allowance for the appropriate meal period.

(i) for breakfast, absence of more than 4 hours or, where the authority permits, a lesser period, before 11.00 a.m.;

(ii) for lunch, absence of more than 4 hours or, where the authority permits, a lesser period, including the lunchtime between 12 noon and 2.00 p.m.;

(iii) for dinner, an absence of more than 4 hours or, where the authority permits, a lesser period, ending after 7.00 p.m.

Agenda Item 12.1
Current Financial Position

Summary Income & Expenditure by Budget Heading as of 31/10/2021
Month No: 7 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	8,907	19,495	10,588	10,588	45.7%
Office Expenses	Expenditure	21,714	6,128	11,550	5,422	5,422	53.1%
Audit (1)	Expenditure	2,710	-1,005	2,400	3,405	3,405	-41.9%
Central Personnel	Expenditure	305,409	173,584	342,000	168,416	168,416	50.8%
Council Expenses	Expenditure	20,913	10,779	16,150	5,371	5,371	66.7%
	Income	10,000	150	0	0		0%
Other Services (RGS) (2)	Expenditure	57	25,210	4,000	-21,210	-21,210	630.2%
Members' Expenses	Expenditure	2010	0	2,660	2,660	2,660	0%
Buckingham Court (3)	Income	22,977	4,002	20,000	15,998	0	20%
(4)	Expenditure	31,354	21,122	34,380	13,258	13,258	61.4%
Service Re-charge (5)	Expenditure	-278,000	0	-283,000	0	0	0.0%
Library	Expenditure	11,768	8,775	14,000	5,225	5,225	62.7%
Grants	Expenditure	30,976	3,650	35,500	31,850	31,850	10.3%

INCOME – EXPENDITURE TOTALS

R & G S Expenditure	162,263	257,150	482,135	224,985	224,985	53.3%
Income	22,977	4,152	20,000	15,848		20.8%
Net Expenditure over Income	139,287	252,998	462,135	209,137		

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 £1,005 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 may exceed budget at Year End due to refurbishment costs.
- (5) The Service Recharge will be applied at the financial year-end.

Agenda item 12.1
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	31.10.21
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 12.1

Reconciliations as at 31 October 2021

Date: 25/11/2021		Loughton Town Council		Page 1
Time: 14:48		Bank Reconciliation Statement as at 18/11/2021 for Cashbook 1 - No 1 Current Account		User: JCG
Bank Statement Account Name (s)		Statement Date	Page No	Balances
Nat West no. 1 account		31/10/2021	23	99,622.56
				99,622.56
Unpresented Cheques (Minus)		Amount		
13/07/2021	10439	Castle Water Ltd	120.00	
21/07/2021	10447	The City of London Corp.Guild.	10.00	
25/08/2021	10466	British Gas Lite	77.08	
14/09/2021	DD P288	SSE	20.79	
20/10/2021	10504 P304	Signway Supplies Ltd	333.60	
21/10/2021	10506 P306	Vaughtons	351.00	
21/10/2021	10508 P308	EALC	120.00	
21/10/2021	10508 P308	EALC	120.00	
21/10/2021	10509 P309	M J Anderson Maintenance Contr	40.00	
21/10/2021	10509 P309	M J Anderson Maintenance Contr	48.37	
21/10/2021	10511 P311	DCK Accounting Solutions	1,146.00	
21/10/2021	10513 P312	Pinnacle Housing Ltd	600.00	
21/10/2021	10512 P313	Farm & Country Supplies Ltd	852.00	
21/10/2021	10514 P314	TownsWeb Archiving Ltd	324.00	
21/10/2021	10516 P316	Loughton Landscapes Limited	528.00	
21/10/2021	10519 P319	EALC	126.00	
21/10/2021	10520 P320	Moore's Catering Engineers	150.00	
21/10/2021	10521 P321	James Todd & Co Limited	328.86	
21/10/2021	10522 P322	National Society of Allotment	66.00	
21/10/2021	10523 P323	Essex Security Services Ltd	168.00	
21/10/2021	10525 P325	Think Business Support Ltd	710.40	
21/10/2021	10527 P327	Ever Brite Cleaning Services L	156.00	
21/10/2021	10528 P328	TBS Hygiene Ltd	72.00	
21/10/2021	10529 P329	Arbtec Tree Services	1,140.00	
21/10/2021	10529 P330	Arbtec Tress Services	720.00	
21/10/2021	10530 P331	Away With It Waste Management	750.00	
21/10/2021	10531 P332	Huck Nets (UK) Ltd	220.80	
21/10/2021	10533 P334	Gillett & Johnson Ltd	550.50	
21/10/2021	10533 P335	Gillett & Johnson Ltd	202.80	
21/10/2021	10534 P336	EDF	120.67	
21/10/2021	10535 P337	Regional Waste Recycling	665.60	
21/10/2021	10535 P338	Regional Waste Recycling	52.00	
21/10/2021	10535 P339	Regional Waste Recycling	145.60	
21/10/2021	10536 P340	Bush Wheeler Services Ltd	720.00	
21/10/2021	10538 P342	Terry Tew Sound & Light Ltd	387.00	
21/10/2021	10539 P343	Anatoli Todorov	30.00	
21/10/2021	10540 P344	Screwfix/M Squires	143.96	
21/10/2021	10540 P345	Royal British Legion	100.00	
21/10/2021	10543 P346	Tinder Sticks CIC	750.00	
21/10/2021	10515 P315	Cemetery Memorials Trade	1,920.00	
21/10/2021	10542 P348	Petty Cash	150.00	
21/10/2021	10505 P305	Viking Direct	124.78	

Agenda item 12.1 Cont/...

Date: 25/11/2021	Loughton Town Council	Page 2
Time: 14:48	Bank Reconciliation Statement as at 18/11/2021 for Cashbook 1 - No 1 Current Account	User: JCG

	<u>Amount</u>	<u>Balances</u>
31/10/2021 T14 No 2 Current Account	30,477.84	
		45,839.65
		<u>53,782.91</u>
<u>Receipts not Banked/Cleared (Plus)</u>		
28/10/2021 R108	30.00	
		<u>30.00</u>
		53,812.91
	Balance per Cash Book is :-	53,812.91
	Difference is :-	0.00


 25/11/21

Agenda item 12.1 Cont/...

Date: 25/11/2021		Loughton Town Council		Page 1
Time: 12:14		Bank Reconciliation Statement as at 16/11/2021 for Cashbook 2 - No 2 Current Account		User: JCG
Bank Statement Account Name (s)	Statement Date	Page No	Balances	
Nat West no. 2 account	31/10/2021	293	22,399.81	
			0.00	
			22,399.81	
Unpresented Cheques (Minus)		Amount		
31/10/2021 000767 HMRC		6,354.80		
31/10/2021 000768 P34 Essex Pensions Fund		6,522.49		
			12,877.29	
			9,522.52	
Receipts not Banked/Cleared (Plus)				
31/10/2021 T14		30,477.84		
			30,477.84	
			40,000.36	
		Balance per Cash Book is :-	40,000.36	
		Difference is :-	0.00	

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 25/11/21

Agenda item 12.1 Cont/...

Date: 25/11/2021	Loughton Town Council	Page 1
Time: 12:11	Bank Reconciliation Statement as at 25/11/2021 for Cashbook 3 - NatWest Business Reserve Acc	User: JCG

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
NatWest Business Reserve Acc	31/10/2021	57	100,494.58
			<u>100,494.58</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			100,494.58
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			100,494.58
		Balance per Cash Book is :-	100,494.58
		Difference is :-	0.00

[Redacted Signature] 25/11/21

Agenda item 12.1 Cont/...

Date: 25/11/2021

Loughton Town Council

Page 1

Time: 12:01

Bank Reconciliation Statement as at 25/11/2021
for Cashbook 4 - Santander Business Reserve Acc

User: JCC

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Santander	31/10/2021	112021	849,352.94
			849,352.94
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			849,352.94
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			0.00
			849,352.94
		Balance per Cash Book is :-	849,352.94
		Difference is :-	0.00



25/11/21

Agenda item 12.1 Cont/...

Date: 25/11/2021	Loughton Town Council	Page 1
Time: 11:58	Bank Reconciliation Statement as at 31/10/2021 for Cashbook 5 - Security Deposits Current a/c	User: JCG

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Security Deposits Current a/c	31/10/2021	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

[Redacted Signature] 25/11/21

Agenda item 12.1 Cont/...

Date: 25/11/2021		Loughton Town Council		Page 1
Time: 11:53		Bank Reconciliation Statement as at 16/11/2021 for Cashbook 6 - Nationwide Instant Saver Acc		User: JCG
<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>	
Nationwide Instant Saver Acc	31/10/2021	72	103,536.01	
			103,536.01	
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>		
		0.00		
			0.00	
			103,536.01	
<u>Receipts not Banked/Cleared (Plus)</u>				
		0.00		
			0.00	
			103,536.01	
		Balance per Cash Book is :-	103,536.01	
		Difference is :-	0.00	



25/11/21

Agenda item 12.2

Accounts Paid

Loughton Town Council						Page no 1
Current Account						
List of Payments made between 1st August 2021 and 16th August 2021						
Invoice No.	Date Paid	Payee Name	Cheq No	Paid	Transaction Detail	Year
	06/08/2021	Skyguard Ltd T/A Peoplesafe	-	-816.48	P208 Cancelling Lost Cheque - Paid by C/Card	2021/22
	06/08/2021	Willingale Com. Project -Restore	-	-1,318.00	P209 Cancelling Lost Grant Cheque	2021/22
	06/08/2021	H2O Nationwide	10449	108.00	P210 Boiler Maintenance at Kingsley Hall	2021/22
	06/08/2021	Apogee Corp. Ltd	10450	155.16	P211 H.O. Photocopier	2021/22
	06/08/2021	Restore Community - B/H Will Com.	10451	1,318.00	P212 Reissuing Will. Comm. Grant Cheque	2021/22
	06/08/2021	Greenworks Cont. Envir.	10452	168.00	P213 Service A/C at Buckingham Court	2021/22
	06/08/2021	M.J. Anderson Maint.	10453	40.00	P214 Repair Toilet at Cemetery	2021/22
	06/08/2021	James Clayton Stone Ltd	10454	728.00	P215 Cleaning at Kingsley Hall - July	2021/22
	06/08/2021	W. Larkins Ltd	10455	70.00	P216 Annual Lighting Cond. Test Cemetery	2021/22
	06/08/2021	Chubb Fire & Security	10456	84.14	P217 Extinguishers Willingale Rd Allotments	2021/22
	06/08/2021	EALC	10457	216.00	P218 Members Training at EALC	2021/22
	06/08/2021	EALC	10457	216.00	P219 Members Training at EALC	2021/22
	06/08/2021	Deltagate Ltd	10458	130.00	P220 Repair Light at Kingsley Hall	2021/22
	06/08/2021	Wicksteed Leisure Ltd	10459	1,538.22	P221 Playground Repairs - Newmans & Hillyfields	2021/22
	06/08/2021	Wicksteed Leisure Ltd	10460	3,106.80	P222 Playground Repairs - RVGR Gym	2021/22
	07/08/2021	Peninsula	D/D	241.11	P223 HO Personnel Services August	2021/22
	15/08/2021	SSE	D/D	40.95	P224 WRA Electricity Supply May-July	2021/22
	15/08/2021	SSE	D/D	39.27	P225 Kingsley Hall Electricity Supply May - July	2021/23
	15/08/2021	SSE	D/D	56.43	P226 Cemetery Electricity Supply May - July	2021/22
	02/08/2021	EE	D/D	38.64	P227 Mobile Phones July 2021	2021/22
	06/08/2021	Loughton Landscapes Ltd	10461	78.00	P228 Repair Bench at Willingale Road	2021/22
	06/08/2021	Ernest Doe & Sons Ltd	10462	91.95	P229 Fuel for Cemetery Machinery	2021/22
	06/08/2021	Arbtec Tree Services	10463	1,536.00	P230 Tree Work at RVGR	2021/22
	06/08/2021	Accredited Locksmith Services	10464	80.00	P231 Reinstate Locks at Murray Hall	2021/22
		Total		7,946.19		

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 

CC: POND STELLA MURPHY

Schedule no.	334
Date reported to RGS Cttee	

Agenda item 12.2 Cont/...

Loughton Town Council Current Account List of Payments made between 16 August 2021 and 30th August 2021						Page no 1
Invoice No.	Date Paid	Payee Name	Cheq No	Paid	Transaction Detail	Year
✓	25/08/2021	Phoenix Lifting Systems Ltd	10465	354.00	P232 Initial lift service at Buckingham Court	2021/22
✓	25/08/2021	G C Johnson Ltd	10466	18.10	P233 Hammerite paint for playground maint	2021/22
✓	25/08/2021	TBS Hygiene Ltd	10467	90.00	P234 Dog bins RVRG & WRPf July '21	2021/22
✓	25/08/2021	Regional Waste Recycling Ltd	351.60		P235 Refuse collection - Cemetery July '21	2021/22
✓	25/08/2021	Regional Waste Recycling Ltd	49.20		P236 Refuse collection - KH July '21	2021/22
✓	25/08/2021	Regional Waste Recycling Ltd	10468	537.60	P237 Refuse collection - MH July '21	2021/22
✓	25/08/2021	M J Anderson Maintenance Ltd	10469	80.00	P238 Work to gents toilet in Cemetery	2021/22
✓	25/08/2021	Docendo Ltd	156.00		P239 Upgrade to office PC	2021/22
✓	25/08/2021	Docendo Ltd	951.00		P240 Maint contract 3rd instalment	2021/22
✓	25/08/2021	Docendo Ltd	10470	1,207.55	P241 Online daily updates July-Sept '21	2021/22
✓	25/08/2021	Chubb Fire & Security Ltd	10471	80.81	P242 Fire extinguishers Buck Court	2021/22
✓	25/08/2021	Viking Payments	10472	184.56	P243 Office stationery	2021/22
✓	25/08/2021	Loughton & Epping WEA Day Sch	10473	122.58	P244 Refund of hire deposit - MH	2021/22
✓	25/08/2021	Restore Community	10474	60.00	P245 Refund of key deposit W Rd Allotmts	2021/22
✓	25/08/2021	Samaritans Redbridge	10475	600.00	P246 Grant payment	2021/22
✓	25/08/2021	Island Flooring	2,016.00		P247 Floor works at KH	2021/22
✓	25/08/2021	Island Flooring	10476	4,065.60	P248 Flooring works at MH	2021/22
✓	25/08/2021	Clarke Hillyer	10477	778.44	P249 Service charge Buck Ct Sept-Nov '21	2021/22
✓	25/08/2021	Epping Forest District Council	10478	90.00	P250 Talk at EF museum 04/08/21	2021/22
✓	16/08/2021	Pitney Bowes	DD	205.41	P251 Postage for franking machine	2021/22
✓	17/08/2021	Crown Gas & Power	DD	496.68	P252 Gas charges for MH - July '21	2021/22
✓	17/08/2021	Crown Gas & Power	DD	53.37	P253 Gas charges for KH - July '21	2021/22
✓	21/08/2021	SSE	DD	38.82	P254 Electricity WRPf July '21	2021/22
✓	23/08/2021	SSE	DD	1,704.76	P255 Electricity MH July '21	2021/22
✓	30/08/2021	SSE	DD	14.73	P256 Electricity Kings Green July '21	2021/22
✓	19/08/2021	Worldpay	DD	10.00	P257 Chip & pin charges July '21	2021/22
✓	20/08/2021	Epping Forest District Council	DD	2,019.59	P258 Rates various sites	2021/22
✓	31/08/2021	EE	DD	38.64	P259 Mobile Phones - August '21	2021/22
✓	25/08/2021	British Gas	10479	77.08	P261 Electricity Buck Ct July '21	2021/22
✓	25/08/2021	EDF Energy	10480	345.93	P262 Gas Buck Ct June-July '21	2021/22

Total 15,393.78

4 + 0.67

15,394.45

Mean

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

TELLA MURPHY

24/08/21

Signed

Print name

D.J. WIXLEY

Schedule no.	335
Date reported to RGS Cttee	

P252 should be £496.68 keyed in incorrectly on Excel spreadsheet correct figure entered onto Omega

dg

24/08/21

Agenda item 12.2 Cont/...

Loughton Town Council						Page no 1
Current Account						
List of Payments made between 1 September and 14th September						
Invoice No.	Date Paid	Payee Name	Cheq No	Paid	Transaction Detail	Year
✓	14/09/2021	Castle Water	10481	17.98	P266 Waste water RVRG Block 1	2021/22
✓	14/09/2021	Everbrite	10482	125.63	P267 External windows MH & LYC	2021/22
✓	14/09/2021	M J Anderson Maintenance Ltd	10483	50.00	P268 Repairs to water tank WRA	2021/22
✓	14/09/2021	Hobart UK	10484	260.65	P269 Repairs to MH dishwasher	2021/22
✓	14/09/2021	James Clayton Stone Ltd	10485	336.00	P270 Cleaning at KH - August 2021	2021/22
✓	14/09/2021	Chubb Fire & Security Ltd		136.74	P271 Emergency Lights Buck Ct	2021/22
				252.47	P272 Service Fire Alarm Buck Ct	2021/22
				177.56	P273 Service Fire Alarm MH	2021/22
✓	14/09/2021	Essex Security Services Ltd	10486	174.00	P274 Service Intruder Alarm Buck Ct	2021/22
✓	14/09/2021	Voluntary Action Epping Forest	10488	1,500.00	P275 Financial Asst VAEF	2021/22
✓	14/09/2021	Lambert Smith Hampton	10489	2,925.00	P276 Rent & Service Charge Oct-Dec 2021	2021/22
✓	14/09/2021	Pinnacle Essex	10490	600.00	P277 Monthly Ground Maint - August 2021	2021/22
✓	14/09/2021	Terry Tew Sound & Light	10491	96.00	P278 Service of Induction Loop Buck Ct	2021/22
✓	14/09/2021	Royal Mail Group Ltd	10492	1559.95	P279 Think Loughton Delivery Sept 2021	2021/22
✓	14/09/2021	EDF Energy	10493	47.10	P280 Gas charges Buck Ct August 2021	2021/22
✓	14/09/2021	Charlotte Harman	10494	80.00	P281 Refund of plot & key deposits for WRd	2021/22
✓	14/09/2021	Scott Dryden Design	10495	1260.00	P282 Think Loughton Design - Autumn Edn	2021/22
✓	14/09/2021	Total Media Marketing	10496	345.00	P283 Think Loughton Printing - Autumn Edn	2021/22
✓	22/09/2021	NatWest	DD	19.90	P294 NatWest Autopay Online Sept 2021	2021/22
✓	14/09/2021	Apogee	10497	87.00	P295 Photocopy charges August 2021	2021/22
✓	17/09/2021	Crown Gas & Power	DD	496.68	P286 Gas charges for MH - August 2021	2021/22
✓	17/09/2021	Crown Gas & Power	DD	53.70	P287 Gas charges for KH - August 2021	2021/22
✓	24/09/2021	SSE	DD	20.79	P288 Electricity WRPF July 2021	2021/22
✓	24/09/2021	SSE	DD	1,704.76	P289 Electricity MH August 2021	2021/22
✓	19/09/2021	The Comms Guys	DD	164.35	P290 Telephone July 2021	2021/22
✓	14/09/2021	Peninsula	DD	241.11	P291 Employment Services Sept 2021	2021/22
✓	28/09/2021	PWLB	DD	18,295.62	P292 Public Works Loan Sept 2021	2021/22
✓	14/09/2021	NatWest Business Card	DD	704.43	P293 NatWest Credit Card August 2021	2021/22
✓	22/09/2021	Natwest Autopay	DD	19.90	P294 NatWest Autopay Online Sept 2021	2021/22
✓	14/09/2021	Apogee	10497	87.00	P295 Photocopy charges August 2021	2021/22
✓	14/09/2021	TBS Hygiene Ltd	10498	72.00	P296 Dog bins RVRG & WRPF August 2021	2021/22
✓	14/09/2021	Epping Forest District Council	10499	720.00	P284 Summer '21 Play in the park sessions	2021/22
✓	14/09/2021	Project Solver Ltd	10500	315.60	P285 Supply & instalment fire extinguishers V	2021/22
✓	14/09/2021	Regional Waste		289.20	P297 Waste Collection at Cemetery Aug '21	2021/22
✓	14/09/2021	Regional Waste		168.00	P298 Waste Collection MH Aug '21	2021/22
✓	14/09/2021	Regional Waste	10501	60.00	P299 Waste Collection KH Aug '21	2021/22
Total				33,753.32		

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

Print name

STELLA MURPHY

D. J. WILKIN



Schedule no.	336
Date reported to RGS Cttee	

Agenda item 12.2 Cont/...

Loughton Town Council Current Account List of Payments made between 15 September and 1 October						Page no 1
Invoice No.	Date Paid	Payee Name	Cheq No	Paid	Transaction Detail	Year
	14/09/2021	James Clayton Stone Ltd	10503	336.00	P300 replacmt chq KH cleaning Aug 21	2021/22
Total				336.00		

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: 
D.J. WIXLEY

Schedule no.	337
Date reported to RGS Cttee	

Agenda item 12.2 Cont/...

Loughton Town Council Current Account List of Payments made between 4 October and 20 October 2021				Page no 1
Date Paid	Payee Name	Cheq No	Paid	Transaction Detail
21/10/2021	Signway Supplies (Datchet) Ltd	10504	333.00	P304 Street Name Plates - Dragons Path
21/10/2021	Viking	10505	124.78	P305 Office Stationery
21/10/2021	Vaughtons	10506	351.00	P306 Reprint Dep Tn Mayor's Jewel
21/10/2021	Greenhill Gardening Services	10507	1,400.00	P307 Gardening various sites
21/10/2021	EALC	10508	240.00	P308 Clr Trg Days 1& 2 Kevin Rainbow
21/10/2021	M J Anderson Contractors Ltd	10509	40.00	P309 Repair to tank no. 5 W Rd Allotments
			48.37	P309 Repair to tank no. 6 W Rd Allotments
21/10/2021	BT	10510	133.80	P310 MH Telephone Sept-Nov 2021
21/10/2021	DCK Accounting Solutions	10511	1,146.00	P311 VAT preparation 31/03/2021
21/10/2021	Pinnacle Essex	10513	600.00	P312 Mthly ground maint fee - Sept 2021
21/10/2021	Farm & Country Supplies Ltd	10512	852.00	P313 Repl tubular fencing Cranleigh Gdns
21/10/2021	Towns Web Archiving	10514	324.00	P314 Update of CLS adding section K
21/10/2021	Cemetery Memorials Trade	10515	1,920.00	P315 Repairs to Grave 192
21/10/2021	Loughton Landscapes Ltd	10516	528.00	P316 Supply and install fence W Rd Allotments
21/10/2021	Detlagate Ltd	10517	195.00	P317 Replace faulty emergency light
21/10/2021	TIMJ Projects	10518	295.00	P318 Replacent handdryer MH
21/10/2021	EALC	10519	126.00	P319 Climate Crisis Course S. Fontenelle
21/10/2021	Moore's Catering Engineers	10520	150.00	P320 Service water heater at MH
21/10/2021	James Todd & Co	10521	328.85	P321 Monthly payroll services - Oct 2021
21/10/2021	The National Allotment Society	10522	66.00	P322 Annual mbrship renewal 2021/22
21/10/2021	Essex Security Services Ltd	10523	168.00	P323 Repairs to door entry at Buck Ct
21/10/2021	PHS Group	10524	91.80	P324 Annual duty of care 2021/22
21/10/2021	Think Business Support Ltd	10525	710.40	P325 Cleaning at KH August 2021
21/10/2021	Total Media	10526	90.00	P326 Winter 2021/22 Edn Issue 95
21/10/2021	Ever Brite	10527	156.00	P327 Carpet clean at MH
21/10/2021	TBS Hygiene	10528	72.00	P328 Bins at RVRG/WRP
	V2021 Artec Tree Services	10529	1,140.00	P329 Crown reduction to Holm Oak
			720.00	P330 Cutting back at RVRG
21/10/2021	Away With It Waste Mgt Ltd	10530	750.00	P331 Remove waste at W Rd Allotments
21/10/2021	Huck Nels (UK) Ltd	10531	220.80	P332 Repl Goal posts RVRG
21/10/2021	Playfix Ltd	10532	3,877.00	P333 Repairs to various Playground sites
21/10/2021	Gillett & Johnston	10533	202.80	P334 Annual service of clock at Lopping Hall
21/10/2021	Gillett & Johnston	10533	550.50	P335 Additional work reqd to clock
21/10/2021	EDF Energy	10534	120.67	P336 Gas for Buck Court - Sept 2021
21/10/2021	Regional Waste Recycling Ltd	10535	665.80	P337 Refuse collection Cemetery Sept 21
			52.00	P338 Refuse collection KH Sept 2021
			145.80	P339 Refuse collection MH Sept 2021
21/10/2021	Bush Wheeler Services Ltd	10536	720.00	P340 Clear pathway at Lady Whitakers Mead
21/10/2021	Electrical & Mechanical Controls Ltd	10537	2,752.28	P341 Supply & instal thermostat controller - M
21/10/2021	Terry Tew Sound & Light	10538	357.00	P342 Repl CD player and annual service chec
21/10/2021	Anatoli Todorov	10539	30.00	P343 Refund of key deposit - plot 40
21/10/2021	Mark Squire	10540	149.96	P344 Refund pedlocks to secure gates RVRG
21/10/2021	Royal British Legion	10541	100.00	P345 Poppy Wreath November 2021
21/10/2021	Tinder Sticks	10543	750.00	P346 Financial Assistance Grant
21/10/2021	HMRC	767	6,354.80	P347 Tax & NI
21/10/2021	Potty Cash	10542	150.00	P348 Top up of Petty Cash float
21/10/2021	ECC Pensions	768	6,522.49	P349 Pension contributions
31/10/2021	NatWest transfer	T14	30,477.84	T14 Transfer from No1 a/c to No2
25/09/2021	First Business Water	00	288.49	P350 Water charges various sites August 2021
24/10/2021	First Business Water	00	213.49	P351 Water charges various sites Sept 2021
04/10/2021	Penninsula	00	241.11	P352 Employment Services Oct 2021
08/10/2021	Pitney Bowes	00	1.88	P353 Royal mail underpayment
18/10/2021	Crown Gas & Power	00	51.82	P354 Gas KH Sept 2021
18/10/2021	Crown Gas & Power	00	346.13	P355 Gas MH Sept 2021
13/09/2021	The Comm Guys	00	162.46	P356 Office telephones August 2021
21/10/2021	The Comm Guys	00	164.99	P357 Office telephones Sept 2021
21/10/2021	Worldpay	00	45.71	P358 Transaction charges
19/10/2021	Worldpay	00	96.74	P359 Transaction charges
20/09/2021	EFDC	00	2,016.00	P360 Rates for various sites - Sept 2021
20/10/2021	EFDC	00	2,016.00	P361 Rates for various sites - Oct 2021
26/09/2021	SSE	00	21.24	P362 Electricity Kings Green - August 2021
26/09/2021	SSE	00	20.18	P363 Electricity RVRG - August 2021
28/10/2021	SSE	00	20.18	P364 Electricity RVRG - Sept 2021
26/10/2021	SSE	00	2,818.85	P365 Electricity MH Sept 2021
22/10/2021	NatWest	00	19.55	P366 AutoPlay Online October 2021
14/09/2021	NatWest Credit Card	00	704.43	P367 Credit card transactions August 2021
15/10/2021	NatWest Credit Card	00	1,342.03	P368 Credit card transactions Sept 2021
Total			77,724.23	

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.	338
Print name	Caroline Pons	Print name	D.O. Wixley	Date reported to RGS Chief	



Agenda item 12.2 Cont/...

Page no 1

Loughton Town Council
Current Account
List of Payments made between 21 October and 19 November 2021

Invoice No.	Date Paid	Payee Name	Cheq No	Paid	Transaction Detail
47388	11/11/2021	Gristwood & Toms	10544	634.80	P371 Works at RVRG for October 2021
427094	11/11/2021	Gopak Ltd	10545	817.66	P372 Large Table Trolley
5754	11/11/2021	Delagato Limited		95.00	P373 Debdon Broadway Electrical Test and installa
5755			10546	240.00	P374 KG Electrical Test and inspection for Xmas L
21	11/11/2021	Loughton Landscapes Limited		240.00	P375 Dragon Path alleyway plate installation
22				720.00	P376 WR/LWM replacement chain fence
36			10547	240.00	P377 KG work on War Memorial
31584	11/11/2021	Project Solver Ltd		315.00	P378 Buck Court Fire Extinguisher check
31585			10548	358.80	P378 PAT testing at WR All, MH, KH, Cemetery, O
33382	11/11/2021	Oliver's Limited	10549	23,532.22	P380 KH Supply & install new windows
58634	11/11/2021	Farm & Country Supplies Ltd	10550	8,148.00	P381 RVRG Height & Barrier Gate
12421855	11/11/2021	A.M Garden Machinery	10551	299.00	P382 Cemetery Petrol Strimmer
4189642	11/11/2021	Pinnacle Housing Ltd	10552	600.00	P383 Willingale PF Grounds maintenance for Octob
343087	11/11/2021	H2O Nationwide Limited	10553	108.00	P384 KH October 2021 monitoring & testing work
39000	11/11/2021	Ever Brite Cleaning Services Limited	10554	125.63	P385 MH Window Cleaning
1701033	11/11/2021	Scott Dryden	10555	1,260.00	P386 Think Loughton No 95 issue
P240282	11/11/2021	City of London	10556	10.00	P387 Rent Wayleave 07/07/21 - 06/07/22
5822511426	11/11/2021	PKF Littlejohn LLP	10557	1,920.00	P388 Annual Audit for Year end March 2021
5822511426	11/11/2021	EDF	10558	176.50	P389 Buck Court Electricity October 2021
1430	11/11/2021	Playfix Limited	10559	775.40	P390 Repairs to Playground, VAT missed in payme
47018	11/11/2021	James Todd & Co Limited	10560	109.62	P391 October 2021 Payroll
5025485	11/11/2021	Rafas Business Services Ltd		70.80	P392 MTD for VAT Return Annual Support
5025482	11/11/2021		10562	878.40	P393 Omega bookkeeping system support 12 mths
	11/11/2021	South Loughton Cricket Club	10561	1,000.00	P394 Assistance Grant replacement cheq
		Epping Forest Re-Use	10563	200.00	P395 Assistance Grant
5025916	08/11/2021	Piney Bowles	DD	0.29	P396 Insufficient funds overlimit fee
1103886	18/11/2021	Crown Gas & Power		138.25	P398 KH Gas for October 2021
1103889			DD	380.27	P397 MH Gas for October 2021
1062517157	04/11/2021	Peninsula Business Service	DD	241.11	P399 Employment Services Nov 2021
	01/12/2021	UK Debt Management Office	DD	17,849.89	P400 PWLB Loan repayment
	08/11/2021	SSE	DD	346.44	P401 KH Electricity October 2021
	07/11/2021	SSE	DD	58.71	P402 Cemetery Electricity October 2021
	07/11/2021	SSE	DD	45.50	P403 WR Akstone Electricity October 2021
	11/11/2021	SSE		-21.24	P404 KG War Memorial Electricity Sept 2021
			DD	14.73	P404 KG War Memorial Electricity Sept 2021
			DD	14.73	P404 KG War Memorial Electricity Oct 2021
	13/11/2021	SSE	DD	8.22	P404 KG War Memorial Electricity Oct 2021
	22/11/2021	SSE	DD	38.82	P405 RVRG Electricity October 2021
	15/11/2021	Netwest Credit Card	DD	2,235.33	P406 MH Electricity October 2021
			DD	404.49	P407 Credit card transaction for October 2021
Total				64,554.35	

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 paying as named on the schedule.



Signed:  Signed: 
 Print name: D.J. Wixley Print name: Stella Murphy

Schedule no.	339
Date reported to RGS Clerk	

Agenda item 12.2 Cont/...

Loughton Town Council Current Account List of Payments made between 11 November and 25 November 2021					Page no 1
Invoice No.	Date Paid	Payee Name	Cheq No	Paid	Transaction Detail
1071045	26/11/2021	Apogee Corporation Ltd		370.13	P409 Printer/photocopy Sept/Oct
1071050	"	"	10565	158.19	P410 Printer/photocopy Oct/Nov
1066012	26/11/2021	Viking	10566		P411 Stationery
14646	26/11/2021	EALC		84.00	P412 Crd Remem course PB
14646	"	"	10567	84.00	P413 Crd Remem course SM
1475	26/11/2021	TBS Hygiene Ltd	10568		P414 Dog Bins at parks
3265	26/11/2021	Docendo Limited		166.55	P415 Online Daily Backup
3267	"	"	10569	951.00	P416 Maintenance 4th instalment
06030023	26/11/2021	PHS Group		1,624.90	P417 Flower Displays
06030026	"	"		1,991.81	P418 Flower Displays
06030027	"	"	10570	575.58	P419 Flower Displays
11060999	26/11/2021	Total Media	10571		P420 Winter Think Loughton 2021/22
06030070	26/11/2021	Royal Mail Group Ltd	10572		P421 Postage for Think Loughton Winter 2021/22
71091	26/11/2021	Gracelands Complete Maintenance Services		108.00	P422 MH Boiler Fault Repair
71090	26/11/2021	Gracelands Complete Maintenance	10573		P423 Inspect AHU fault
06030070	26/11/2021	TownWeb Archiving Ltd	10574		P424 Annual Book viewing software
06030070	26/11/2021	PPL PRS Ltd	10575		P425 PPL, PRS Licence for 2021
0110016	26/11/2021	Pinnacle Housing Ltd	10576		P426 Nov 21 Grds Maintenance
20216	26/11/2021	P&L Signs Ltd via Signs Express (Hi	10577		P435 Car Park signs RVRG
0321403	26/11/2021	Regional Waste Recycling Ltd		665.59	P436 Cem Refuse collection Oct 21
0321407	"	"		52.00	P437 KH Refuse collection Oct 21
0321408	"	"		145.60	P438 MH Refuse collection Oct 21
0321404	"	"		665.59	P439 Cem Refuse collection Nov 21
0321406	"	"		52.00	P440 KH Refuse collection Nov 21
0321407	"	"		145.60	P441 MH Refuse collection Nov 21
03408760	"	"	10578		P442 Cem overcharge on Green bins emptied
03408760	26/11/2021	Barker Associates (Essex) Ltd	10579		P443 Contract admin on KH window replacements
	26/11/2021	Essex Pension Funds	769		P444 Pension Contributions Nov
	26/11/2021	HMRC	770		P445 PAYE & NIC payment Nov
0110000171	01/10/2021	EE	00		P368a Mobile Phones for September
0110000001	01/11/2021	EE	00		P427 Mobile Phones for October
01100070 0010	29/11/2021	SSE Southern Electric	00		P428 WRPF Pavilion Electric
011000007 0010	29/11/2021	SSE Southern Electric	00		P429 Kings Green Electric
00007	26/11/2021	First Business Water	00		P430 Water charges various Oct 2021
011000132	18/11/2021	Worldpay	00		P431 Chip & Pin charges Oct 2021
30190	18/11/2021	The Comms Guys	00		P432 Office phones Oct 2021
7300427	23/11/2021	Natwest Autopay	00		P433 Autopay charge Oct 2021
0000910	20/10/2021	Piney Bowes Prepay	00		P434 Postage franking refill
	27/10/2021	Information Commissioner's Office	00		P408a 2021/22 Annual Subscription
	19/11/2021	Autopay	00		P446 Salaries Nov
	11/11/2021	Transfer	CHAPS	80,000.00	T15 Transfer from Santander to Natwest No.1
	30/11/2021	Transfer	CHAPS	37,300.79	T16 Transfer from Natwest 1 Acct to Natwest 2 Ac
Total				168,053.87	

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 ~~payed~~ ^{paid} as named on the schedule.

Signed:  Signed: 
 Print name: D. J. WIXLEY Print name: STELLA MURPHY

Schedule no.	340
Date reported to RGS Cttee	

Agenda item 15 Financial Assistance
General Applications 2021/22 – BASICS Essex

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)	BASICS Essex (Accident Rescue Service) Moulsham Mill, Parkway, Chelmsford, Essex. CM2 7PX
Summary of aims and objectives The relief of persons suffering injury or illness, by the provision of Immediate Medical Care. To advance the study of Immediate Medical Care, by the provision of Training.	
Age groups specifically catered for, if any	Our voluntary emergency medical care is not age specific. Potentially a person of any age within your community may benefit from our emergency medical care, should they find themselves unfortunate enough to be suffering a critical illness or become seriously injured in an accident.
Is the organisation a non-profit making body?	Yes
Is the organisation a Registered Charity? (if so, please give registration number)	Yes Charity Registration Number : 1142313
Number of members in the organisation	28
Number of members resident in Loughton	Previously we have had clinicians who have responded to emergency care situations within your community from outside of Loughton, but I am delighted to say, that in 2022 we shall have a new Doctor join us who will be covering Loughton as his area.
Is membership restricted in any way?	Membership to BASICS Essex is restricted by the scheme policy. All clinicians have undertaken extensive specialist training, in the complex and challenging arena of pre-hospital medical care and have experience and knowledge above that of Ambulance Service paramedics.
Do you charge a membership fee, or charge for access to your activities? Please give details	BASICS Essex charity do not charge a membership fee, due to the fact that our clinicians give their time voluntarily to respond 24/7 to our emergency calls.

DETAILS OF GRANT APPLIED FOR

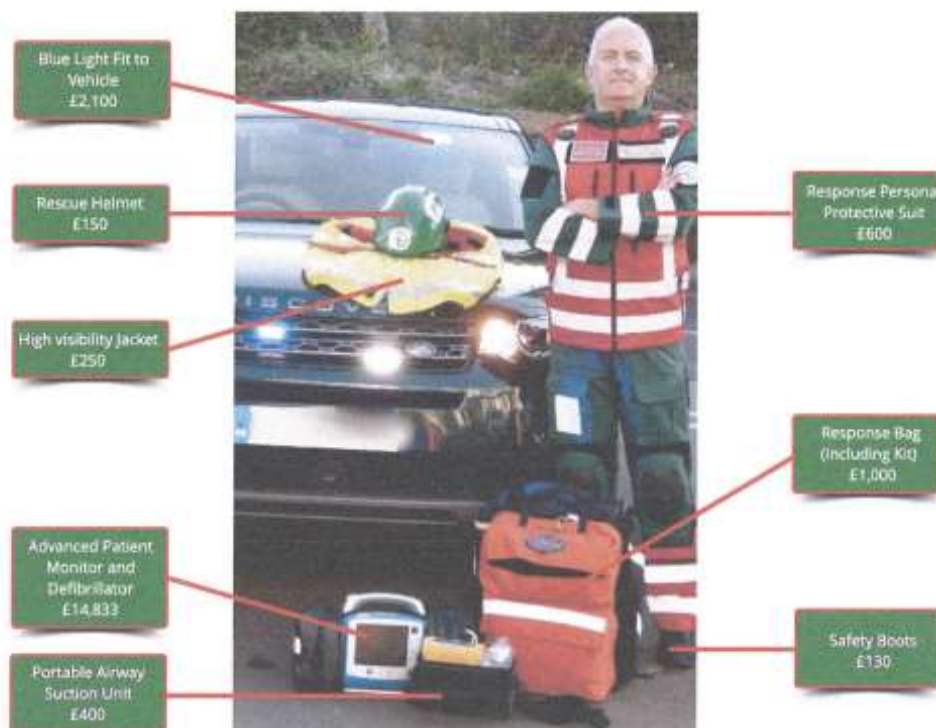
Purpose for which the grant is required including how your organisation will benefit together with details of the proposed expenditure (include copies of quotations/estimates where appropriate).

BASICS Essex would like the board to consider financial assistance towards the equipping of a new doctor joining us in 2022, whos' area of emergency response will be Loughton.

Our charity will benefit by being able to equip our new doctor to enable him to lack neither the opportunity nor the equipment, to save further lives within your community.

Please see below the itemised costs to purchase essential emergency response equipment and PPE for our doctor. This clinician will respond to patients who are critically ill, or seriously injured within the Loughton area. We need to raise these funds to ensure our doctors' safety and a greater chance of positive outcome for patients via our voluntary emergency medical treatment and care...

Full kit carried by our autonomous responders



Explain how Loughton residents will benefit from this project?

In the past 12 months BASICS Essex have responded to 5 emergency medical situations within Loughton. Please see below one anonymised case study which evidences the need for immediate medical response from BASICS Essex, by providing our advanced level of pre-hospital emergency life saving work within the communities of Loughton. The treatment and care provided by BASICS Essex, is beyond the level of the NHS Ambulance Service personnel.

Case Study - Loughton

In the summer of 2021, BASICS Essex were activated to respond to an elderly patient in Loughton, who had fallen sustaining what appeared to be a fractured femur. The patient was in extreme pain due to their leg being deformed.

On the scene the ambulance paramedics had given the patient some morphine, but this was not allowing them to move the leg and get it into the right position. On arrival our doctor and paramedic car team assessed the patient and administered stronger medicines to induce sedation. The patient was comfortable following BASICS Essex intervention and treatment with the advanced drugs, this then allowed them to place the patients leg into a traction splint.

The splint provided pain relief and allowed the leg to be realigned into the right position which reduced shock and bleeding. Our team went with the patient to hospital providing additional pain relief on route to ensure the patient was comfortable.

Without the intervention of our advanced clinicians, the treatment and transport would have been more challenging and more painful for the patient.

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

Yes

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

N/A

Total cost of project	£ 19,463
Amount of grant requested	£ 1,000
Funds available from organisation's own resources	£ ? Funds will need to be made available from reserves to kit out our new responder if enough funds are not secured in 2022 from the London Marathon and Trusts and Foundation work.
Funds granted from other bodies (please give details)	£ 1,000 – Secured from Tesco Bags of Help Fund.
If there is a shortfall in these figures, how do you propose to fund the deficiency?	Funds raised via our London Marathon bond place runners and applications to Trusts and Foundations.

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	£ 250	Contribution to a Laerdal Suction Unit	Yes
1.4.18 – 31.3.19	£ 200	General Operational Costs	Yes
1.4.17 – 31.3.18	£ 500	General Operational Costs	Yes
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.

Name of person making grant application	Lisa Thomas
Address for correspondence	Moulsham Mill Parkway Chelmsford Essex CM2 7PX
Email address	lisa.thomas@basicsessex.org.uk
Tel. No.	Day 07910 018874 Evening. 07910 018874

DECLARATION


I confirm that I am authorised to make this application on behalf of the organisation named.

I certify that the information provided is correct.

I enclose the following documents in support of this application:

a) a copy of our constitution b) most recent set of audited accounts c) quotations/estimates.

I undertake on behalf of the organisation that any financial assistance offered will only be used for the purpose for which it was granted, and will be returned to the Town Council if it is not required for that purpose.

 Signed	Date 2 November 2021
---	----------------------

Name (please print). Lisa D Thomas

Capacity in which signed: Trust and Grants Officer for BASICS Essex on behalf of Chairman

<p>If your application is successful please indicate the name to which the cheque should be made payable.</p> <p><i>N.B. Cheques can only be made payable to the name of the organisation's bank account not an individual.</i></p>	<p>BASICS Essex Accident Rescue Service</p>
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DATA PRIVACY NOTICE

Loughton Town Council only undertakes the processing of personal data necessary to perform the contract for services with you. Our Data Privacy Notice forms part of this agreement and includes the binding obligations on us covering the duration, nature and purpose of the processing and your rights; copies are available on request from the Town Council or available on our website: <https://tinyurl.com/y8sxohqs>

When you apply for Financial Assistance, the information you provide (personal information such as name, address, email address, phone number) will be processed and stored so that it is possible to contact you and respond to your correspondence and provide information relating to your application. Your personal information will not be shared with any third party without your prior consent.

The application form with supporting information should be returned to:
 Loughton Town Council, Loughton Library & Town Hall, Traps Hill, Loughton IG10 1HD
 (Please ensure the correct postage is applied for the size of the envelope used)

For office use only:

Acknowledged		Decision	
Statutory power		Informed	
Committee date		Date paid and Payment Ref	

Basics Essex Accident Rescue Service

known as BASICS Essex

Statement of Financial Activities for the Year Ended 31 December 2020

	Note	Unrestricted £	Restricted £	Total 2020 £	Total 2019 £
Income and Endowments from:					
Donations, grants and legacies	2	57,110	44,150	101,260	139,597
Investment income	3	90	-	90	194
Total Income		57,200	44,150	101,350	139,791
Expenditure on:					
Raising funds	4	35,567	-	35,567	42,574
Charitable activities	5	22,684	2,939	25,623	22,641
Other expenditure	6	20,707	-	20,707	14,798
Total Expenditure		78,958	2,939	81,897	80,013
Net (expenditure) income		(21,758)	(41,211)	(19,453)	(59,778)
Gross transfers between funds		40,193	(40,193)	-	-
Net movement in funds		18,435	1,018	19,453	(59,778)
Reconciliation of funds					
Total funds brought forward		176,880	52,900	229,780	170,002
Total funds carried forward	17	195,315	53,918	249,233	229,780

All of the charity's activities derive from continuing operations during the above two periods.

Basics Essex Accident Rescue Service

known as BASICS Essex

(Registration number: 1142313)

Balance Sheet as at 31 December 2020

	Note	2020 £	2019 £
Tangible assets	12	101,371	60,969
Current assets			
Stocks	13	4,000	-
Debtors	14	13,350	15,231
Cash at bank and in hand	15	137,108	155,739
		154,458	170,970
Creditors: Amounts falling due within one year	16	(6,596)	(2,159)
Net current assets		147,862	168,811
Net assets		249,233	229,780
Funds of the charity:			
Restricted income funds			
Restricted funds	17	55,918	52,980
Unrestricted income funds			
Unrestricted funds		193,315	176,800
Total funds	17	249,233	229,780

The financial statements on pages 3 to 15 were approved by the trustees, and authorised for issue on 7th June 2021 and signed on their behalf by:



Mr P J Gates
Trustee

Basics Essex Accident Rescue Service

known as BASICS Essex

Notes to the Financial Statements for the Year Ended 31 December 2020

1 Accounting policies

Statement of compliance

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

Basis of preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)) and the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

Basics Essex Accident Rescue Service meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

Exemption from preparing a cash flow statement

The charity is not required to include a cash flow statement in these financial statements due to the level of income reported.

Going concern

The financial statements have been prepared on a going concern basis.

The trustees assess whether the use of going concern is appropriate i.e. whether there are any material uncertainties related to events or conditions that may cast significant doubt on the ability of the charity to continue as a going concern. The trustees make this assessment in respect of a period of one year from the date of approval of the financial statements.

Judgements

Apart from those judgements involving estimations, the management team have not made any judgements in the process of applying the entity's accounting policies that have significant effect on the amounts recognised in the accounts.

Key sources of estimation uncertainty

There are no key assumptions concerning the future or other key sources of estimation uncertainty at the reporting date that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next reporting period.

Income and endowments

Voluntary income including donations, gifts, legacies and grants that provide core funding or are of a general nature is recognised when the Charity has entitlement to the income, it is probable that the income will be received and the amount can be measured with sufficient reliability.

Donations and legacies

Donations and legacies are recognised on a receivable basis when receipt is probable, the charity has entitlement and the amount can be reliably measured.

Basics Essex Accident Rescue Service

known as BASICS Essex

Notes to the Financial Statements for the Year Ended 31 December 2020

Investment income

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the bank.

Expenditure

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources.

Raising funds

These are costs incurred in attracting voluntary income from donors.

Charitable activities

Charitable expenditure comprises those costs incurred by the Charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Support costs

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources.

Governance costs

These include the costs attributable to the Charity's compliance with constitutional and statutory requirements.

Tangible fixed assets

Individual fixed assets costing £150 or more are initially recorded at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

Depreciation and amortisation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

Asset class	Depreciation method and rate
Medical equipment	3 years, 5 years and 10 years straight line
Motor vehicles	25% reducing balance
Computer equipment	2 and 3 years straight line

Stock

Stock is valued at the lower of cost and estimated selling price less costs to complete and sell, after due regard for obsolete and slow moving stocks. Cost is determined using the first-in, first-out (FIFO).

Trade creditors

Creditors are recognised when the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors are normally recognised at their settlement amount after allowing for any trade discounts due.

Fund structure

Unrestricted income funds are general funds that are available for use at the trustees' discretion in furtherance of the objectives of the charity.

Basics Essex Accident Rescue Service

known as BASICS Essex

Notes to the Financial Statements for the Year Ended 31 December 2020

Restricted income funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

2 Income from donations and legacies

	Unrestricted		Total 2020	Total 2019
	General £	Restricted £	£	£
Donations, grants and legacies:				
Donations, grants and legacies	57,110	44,150	101,260	139,597
	<u>57,110</u>	<u>44,150</u>	<u>101,260</u>	<u>139,597</u>

3 Investment income

	Unrestricted		Total 2020	Total 2019
	General £	Restricted £	£	£
Interest receivable and similar income:				
Interest receivable on bank deposits	90	-	90	194
	<u>90</u>	<u>-</u>	<u>90</u>	<u>194</u>

4 Expenditure on raising funds

a) Costs of generating donations and legacies

	Unrestricted funds	Total 2020	Total 2019
	General £	£	£
London Marathon entry costs	2,434	2,434	10,375
Fundraising costs	33,133	33,133	32,199
	<u>35,567</u>	<u>35,567</u>	<u>42,574</u>

Basics Essex Accident Rescue Service
known as BASICS Essex

Notes to the Financial Statements for the Year Ended 31 December 2020

5 Expenditure on charitable activities

Note	Unrestricted		Total 2020 £	Total 2019 £
	General £	Restricted £		
Pharmaceutical supplies	581	-	581	107
Medical consumables	4,543	825	5,368	2,671
Call-out expenses	4,982	2,035	7,017	5,509
Office expenses	809	-	809	1,958
Printing, postage and stationery	130	-	130	634
Basics fees	2,117	-	2,117	3,884
Sundry expenses	723	79	802	1,381
Insurance	3,825	-	3,825	3,063
Website consultancy	1,950	-	1,950	501
Course fees	780	-	780	1,865
Governance costs	2,244	-	2,244	1,128
	<u>22,684</u>	<u>2,939</u>	<u>25,623</u>	<u>22,641</u>

6 Other expenditure

	Unrestricted funds General £	Restricted funds £	Total 2020 £	Total 2019 £
Depreciation, amortisation and other similar costs	20,707	-	20,707	14,798
	<u>20,707</u>	<u>-</u>	<u>20,707</u>	<u>14,798</u>

Basics Essex Accident Rescue Service

known as BASICS Essex

Notes to the Financial Statements for the Year Ended 31 December 2020

7 Analysis of governance and support costs

Governance costs

	Unrestricted General £	Total 2020 £	Total 2019 £
Independent examiner fees			
Examination of the financial statements	2,244	2,244	1,128
	<u>2,244</u>	<u>2,244</u>	<u>1,128</u>

8 Net incoming/outgoing resources

Net incoming resources for the year include:

	2020 £	2019 £
Depreciation of fixed assets	20,707	14,798

9 Trustees remuneration and expenses

No trustees, nor any persons connected with them, have received any remuneration from the charity during the year.

No trustees have received any other benefits from the charity during the year.

10 Independent examiner's remuneration

	2020 £	2019 £
Examination of the financial statements	2,244	1,128

11 Taxation

The charity is a registered charity and is therefore potentially exempt from taxation provided its funds are spent for charitable purposes.

Basics Essex Accident Rescue Service

known as BASICS Essex

Notes to the Financial Statements for the Year Ended 31 December 2020

12. Tangible fixed assets

	Computer equipment £	Motor vehicles £	Medical equipment £	Total £
Cost				
At 1 January 2020	1,849	25,740	141,834	169,423
Additions	-	-	61,109	61,109
At 31 December 2020	1,849	25,740	202,943	230,532
Depreciation				
At 1 January 2020	462	17,105	90,887	108,454
Charge for the year	637	2,159	17,911	20,707
At 31 December 2020	1,099	19,264	108,798	129,161
Net book value				
At 31 December 2020	750	6,476	94,145	101,371
At 31 December 2019	1,387	8,635	50,947	60,969

13. Stock

	2020 £	2019 £
Stocks	4,000	-

14. Debtors

	2020 £	2019 £
Prepayments	12,850	15,231
Accrued income	500	-
	13,350	15,231

15. Cash and cash equivalents

	2020 £	2019 £
Cash at bank	137,108	155,739

16. Creditors; amounts falling due within one year

	2020 £	2019 £
Trade creditors	5,096	1,229
Accruals	1,500	930
	6,596	2,159

Basics Essex Accident Rescue Service

known as BASICS Essex

Notes to the Financial Statements for the Year Ended 31 December 2020

17 Funds

	Balance at 1 January 2020 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 December 2020 £
Unrestricted funds					
<i>General</i>					
Unrestricted income fund	176,880	48,200	(69,958)	40,193	195,315
National Lottery	-	9,000	(9,000)	-	-
	<u>176,880</u>	<u>57,200</u>	<u>(78,958)</u>	<u>40,193</u>	<u>195,315</u>
Restricted funds					
Lucas 2	1,727	-	-	(899)	828
Vehicle Purchase	9,100	(9,999)	-	899	-
The Graysroots Charity	5	-	-	-	5
Friends of Braintree Community Hospital	4,000	-	-	(3,420)	580
George Bairdow Charitable Trust	5,000	-	(79)	(3,549)	1,372
The Frank Fitchfield General Charitable Trust	1,000	-	-	-	1,000
HELP Appeal	31,210	-	(2,035)	(3,890)	25,285
Leeds Building Society	800	-	-	-	800
Thriplow Charitable Trust	58	-	-	-	58
Stansted Airport Community Trust	-	800	-	-	800
Malden Town Council	-	100	-	-	100
Loughton Town Council	-	250	-	-	250
Hudson Charitable Trust	-	500	-	-	500
London Southend Community Trust	-	800	-	(779)	21
Harlow Health Centres Trust	-	15,000	-	(12,671)	2,329
Essex Community Foundation	-	5,400	-	(4,228)	1,172
Walter Farthing (Trust) Ltd.	-	1,800	(325)	(1,077)	398
The Foyle Foundation	-	2,699	-	(2,699)	-
Tesco Bag of Help	-	500	(500)	-	-
Friends of Braintree Community Hospital 2	-	7,500	-	(1,380)	5,920
Ladbroke's Coral Trust	-	6,500	-	(6,500)	-
Colechester Catalyst Charity	-	10,000	-	-	10,000
Essex Freemasons' Community Fund	-	2,000	-	-	2,000
The Red Arrows Trust	-	500	-	-	500
Total restricted funds	<u>52,900</u>	<u>44,150</u>	<u>(2,939)</u>	<u>(40,193)</u>	<u>53,918</u>
Total funds	<u>229,780</u>	<u>101,350</u>	<u>(81,897)</u>	<u>-</u>	<u>249,733</u>

Basics Essex Accident Rescue Service

known as BASICS Essex

Notes to the Financial Statements for the Year Ended 31 December 2020

	Balance at 1 January 2019 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 December 2019 £
Unrestricted funds					
<i>General</i>					
Unrestricted income fund	147,222	63,152	(72,419)	39,925	176,880
Restricted					
Lucas 2	8,758	-	-	(17,031)	1,227
Vehicle Purchase	9,100	-	-	-	9,100
Birketts Charitable Fund	4,922	-	(3,009)	(1,913)	-
LP 15 monitor and defibrillator grants	-	27,500	-	(27,500)	-
The Grassroots Charity	-	800	-	(795)	5
Friends of Braintree Community Hospital	-	4,000	-	-	4,000
Lions Club of Braintree	-	250	(339)	89	-
George Bairstow Charitable Trust	-	5,000	-	-	5,000
The Frank Litchfield General Charitable Trust	-	1,000	-	-	1,000
HFLP Appeal	-	31,210	-	-	31,210
Leeds Building Society	-	800	-	-	800
Thriplow Charitable Trust	-	2,000	(1,942)	-	58
Stansted Airport Community Trust	-	4,079	(1,504)	(2,775)	-
Total restricted funds	22,780	76,639	(6,594)	(39,925)	52,900
Total funds	170,002	139,791	(80,013)	-	229,780

Basics Essex Accident Rescue Service

known as BASICS Essex

Notes to the Financial Statements for the Year Ended 31 December 2020

The unrestricted income fund relates to general funds that are available for use at the trustees' discretion in furtherance of the objectives of the charity.

The National Lottery have awarded £9,000 toward the Core Costs of the Charity in 2020. This money has all been spent in a effort to recover after COVID-19.

There is a restricted fund held in respect of the purchase of a Lucas 2, an automatic chest compression device. The Lucas 2 was acquired in the previous year and is currently in fixed assets. There is a residual amount on the Lucas 2 fund, which has yet to be spent.

In the previous year there was a restricted fund held in respect of the purchase of a vehicle which was due to be spent. The Charity decided that a vehicle was not needed, and refunded the money to the National Lottery.

The Grassroots Charity awarded £800 in 2019 for the purchase of a portable suction unit during the year, which was purchased in September 2019. Due to the item being a fixed asset, there are no costs in the fund note, instead a transfer to unrestricted funds due to the nature of the asset purchased. The small balance is due to an underspend on the fund.

Friends of Braintree Community Hospital granted £4,000 for the purchase of a ventilator for 'Enhanced Car Care' in 2019. This grant has been spent on a ventilator in 2020, and due to the item being a fixed asset, there are no costs in the fund note, instead a transfer to unrestricted funds due to the nature of the asset purchased. The Charity has written to the donor asking them if they are able to repurpose the remaining balance towards the new X Series Campaign.

George Bairstow Charitable Trust awarded £5,000 to the Charity during 2019 for new PPE and badges. This grant has been spent on new PPE during the year, and due to the item being a fixed asset, there is a transfer to unrestricted funds due to the nature of the asset purchased. The donor has agreed the remaining balance can be repurposed in 2021.

The Frank Litchfield General Charitable Trust awarded £1,000 to the Charity in 2019 as a contribution towards new PPE. This grant will be spent in the following year.

The HELP appeal was granted in 2019 to enable the Charity to upgrade/install new equipment into their vehicles. The grant has partially been spent on the vehicles in the year and due to some of those purchases being fixed assets, there is a transfer to unrestricted funds due to the nature of the asset purchased.

The Leeds Building Society granted £800 in 2019 to the Charity for a new portable suction unit. This grant will be spent in the following year.

Thriplow Charitable Trust granted £2,000 in 2019 to contribute towards the training costs of the Charity. The donor has agreed that the remaining balance will be available for use against the purchase of defibrillators in the future.

During the year, grants have been awarded for the purpose of purchasing new Laerdal Suction Units. These grants have been awarded by the following: Stansted Airport Community Trust (£800), Maldon Town Council (£100), Loughton Town Council (£250) and Hudson Charitable Trust (£500). This grant will be spent in the following year.

London Southend Community Fund donated £800 towards the purchase of a new Laerdal Suction Unit which was purchased in the year for £779. Due to the item being a fixed asset, there are no costs in the fund note, instead a transfer to unrestricted funds due to the nature of the asset purchased. The remaining balance of £21 has been agreed with the donor to be repurposed to buy additional equipment in the following year.

The Harlow Health Centres Trust granted £15,000 during the year to purchase a new Zoll X Series monitor and Defibrillator and Video Laryngoscope. The Video Laryngoscope has been purchased in 2021, and the remaining balance has been agreed with the donor to be repurposed towards future equipment.

Essex Community Foundation has granted £5,400 from the Yellow Car Charitable Fund in 2020. The grant has been spent on Laryngoscopes in the year and due to the item being a fixed asset, there are no costs in the fund note, instead a transfer to unrestricted funds due to the nature of the asset purchased. The donor has agreed that the remaining balance will be available to spend on the new X Series Campaign.

Basics Essex Accident Rescue Service

known as BASICS Essex

Notes to the Financial Statements for the Year Ended 31 December 2020

Walter Farthing (Trust) Ltd has granted £1,800 to the Charity in 2020. The grant has been spent on Laryngoscopes and blades in the year and due to one of the items being a fixed asset, there is a transfer to unrestricted funds due to the nature of the asset purchased. The donor has agreed that the remaining balance will be available to spend on the new X Series Campaign and new uniforms.

The Foyle Foundation has granted £5,000 to the Charity in 2020, of which £2,699 is restricted. The grant has been spent on Video Laryngoscopes and blades in the year and due to one of the items being a fixed asset, there is a transfer to unrestricted funds due to the nature of the asset purchased.

Tesco's have awarded £500 from their Bags of Help COVID-19 Communities Fund and this has been spent on equipment during the year.

Friends of Braintree Community Hospital have awarded a grant of £7,300 in the year to purchase equipment needed for the new Volunteer Doctor in Braintree. During the year, kit bags have been purchased which have been allocated to fixed assets, therefore there is a transfer of this amount to unrestricted funds in the year due to the nature of the asset purchased.

Ladbrokes Coral Trust have awarded £6,500 in 2020 towards the cost of a new Zoll X Series monitor and Defibrillator. The grant has been spent in the year and due to the item being a fixed asset, there are no costs in the fund note, instead a transfer to unrestricted funds due to the nature of the asset purchased.

Colchester Catalyst Charity has awarded £10,000 to the Charity during the year towards medical equipment they require. This grant will be spent in the following year.

Essex Freemasons' Community Trust has awarded £2,000 during the year towards PAX bags, which are yet to be ordered.

The Red Arrows have awarded £500 in the year towards a new Zoll X Series monitor and Defibrillator. This grant will be spent in the following year.

Basics Essex Accident Rescue Service

known as BASICS Essex

Notes to the Financial Statements for the Year Ended 31 December 2020

18 Analysis of net assets between funds

	Unrestricted funds General £	Restricted funds £	Total funds at 31 December 2020 £
Tangible fixed assets	101,371	-	101,371
Current assets	100,540	53,918	154,458
Current liabilities	(6,596)	-	(6,596)
Total net assets	195,315	53,918	249,233
	Unrestricted funds General £	Restricted funds £	Total funds at 31 December 2019 £
Tangible fixed assets	60,969	-	60,969
Current assets	118,070	52,900	170,970
Current liabilities	(2,159)	-	(2,159)
Total net assets	176,880	52,900	229,780

19 Related party transactions

There were no related party transactions in the year.

Agenda item 15 Financial Assistance
General Applications 2021/22 – Loughton Chigwell & District Synagogue

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)	Loughton Chigwell & District Synagogue Borders Lane Loughton IG10 1TE
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Summary of aims and objectives

The dispensing of charitable aid in the form of the supply of a weekly food parcel comprising of freshly made chicken soup, a savoury dish, bread, cake, fruit and more to 170 frail, disabled, aged, lonely, penniless persons/families in Loughton and immediate surrounding districts

Age groups specifically catered for, if any	The majority of our recipients are in their 80's and 90's
Is the organisation a non-profit making body?	Yes
Is the organisation a Registered Charity? (if so, please give registration number)	Yes - number 1188590
Number of members in the organisation	150 families mainly living in Loughton
Number of members resident in Loughton	100
Is membership restricted in any way?	no
Do you charge a membership fee, or charge for access to your activities? Please give details	There is an annual synagogue membership fee which can also cover the costs of burial. The cost varies according to the ages of the members

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). The "made with love chicken soup run" started shortly after the start of the pandemic. The number of recipients has steadily grown. In fact last week was a record -170 persons/ families took delivery of our goody bags filled with soup, a savoury dish, fresh bread, cake, fresh fruit salad. Our team of volunteers from the general community has now grown to over 30 persons, getting in the food, preparing it, packing each bag on a Thursday and deliveries all day Fridays. The service we provide has been a real lifeline to many of our recipients and their plight has worsened due to the reduction in Universal Credit. We need to expand our kitchen and cooking facilities to cater for the increase in demand – estimated cost of £ 12,000. It costs us between £ 350 and £ 400 per week to provide the service. We receive donations from our members, we run fund raising walks and fundraising evenings and activities

Explain how Loughton residents will benefit from this project?

I believe that this is self evident from above

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

Yes

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

Total cost of project. £ 12,000 for capital expenditure and about £ 17,000 per annum	
Amount of grant requested	As much as you can spare. Anything will be appreciated.
Funds available from organisation's own resources	We are having to continuously raise funding
Funds granted from other bodies (please give details)	£ 7,800 last year from Essex Community. And £ 5,000 this year from Wolfson Foundation
If there is a shortfall in these figures, how do you propose to fund the deficiency?	By constant fund raising activities – fun runs, bingo, card evenings, lectures etc

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
1.4.20 – 31.3.21	We have not made any previous applications		Yes / No
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


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-

Name of person making grant application	Michael Goldstone
Address for correspondence	4 Claybury Hall, Regents Drive, Woodford green IG8 8RW
Email address	michael@goldenhomesltd.com
Tel. No.	Day 07803 295 377 and 020 8500 8928 Evening. same

DECLARATION

I confirm that I am authorised to make this application on behalf of the organisation named.
 I certify that the information provided is correct.
 I enclose the following documents in support of this application:
 a) a copy of our constitution b) most recent set of audited accounts c) quotations/estimates.
 I undertake on behalf of the organisation that any financial assistance offered will only be used for the purpose for which it was granted, and will be returned to the Town Council if it is not required for that purpose.

Signed 	Date 15 th November 2021
--	-------------------------------------

Name (please print). Michael Goldstone
--

Capacity in which signed. Trustee and Financial Representative
--

If your application is successful please indicate the name to which the cheque should be made payable. <i>N.B. Cheques can only be made payable to the name of the organisation's bank account not an individual.</i>
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Loughton Chigwell & District Synagogue
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DATA PRIVACY NOTICE

Loughton Town Council only undertakes the processing of personal data necessary to perform the contract for services with you. Our Data Privacy Notice forms part of this agreement and includes the binding obligations on us covering the duration, nature and purpose of the processing and your rights; copies are available on request from the Town Council or available on our website: <https://tinyurl.com/y8sxohqs>

When you apply for Financial Assistance, the information you provide (personal information such as name, address, email address, phone number) will be processed and stored so that it is possible to contact you and respond to your correspondence and provide information relating to your application. Your personal information will not be shared with any third party without your prior consent.

The application form with supporting information should be returned to:
 Loughton Town Council, Loughton Library & Town Hall, Traps Hill, Loughton IG10 1HD
 (Please ensure the correct postage is applied for the size of the envelope used)

For office use only:

Acknowledged		Decision	
Statutory power		Informed	
Committee date		Date paid and Payment Ref	

Loughton Chigwell & District Synagogue

A ccountsFor The Year To

31st December 2020

Loughton Chigwell & District Synagogue

Profit & Loss Account

Year Ended 31st December 2020

	2020	2019
Income:		
Membership Contribution	65,383	60,053
Government Grant	11,158	0
Federation Burial fees	16,342	15,446
Cheder Donations	6,180	8,499
Gift Aid	24,827	19,115
High Holy Day Donations	16,366	11,930
Soup Run Grants	4,555	0
Soup Run Donations	8,786	0
Donations Received	19,955	23,155
Windows Project Income	0	500
Calendar Donations	1,655	1,810
Security Grant	4,800	4,810
Sundry Income	0	1,050
Kiddish Donations	4,171	2,325
Shabbat UK	0	3,601
Loughton Shabbaton	3,452	3,905
	<u>187,630</u>	<u>156,199</u>

Loughton Chigwell & District Synagogue

Profit & Loss Account

Year Ended 31st December 2020

	2020	2019
Income:		
Membership Contribution	65,383	60,053
Government Grant	11,158	0
Federation Burial fees	16,342	15,446
Cheder Donations	6,180	8,499
Gift Aid	24,827	19,115
High Holy Day Donations	16,366	11,930
Soup Run Grants	4,555	0
Soup Run Donations	8,786	0
Donations Received	19,955	23,155
Windows Project Income	0	500
Calendar Donations	1,655	1,810
Security Grant	4,800	4,810
Sundry Income	0	1,050
Kiddish Donations	4,171	2,325
Shabbat UK	0	3,601
Loughton Shabbaton	3,452	3,905
	<u>187,630</u>	<u>156,199</u>

Loughton Chigwell & District Synagogue

Profit & Loss Account (Continued)

Year Ended 31st December 2020

	2020	2019
Exceptional Items:		
Alderton Close Improvements	1,200	1,344
Synagogue Improvements	4,206	10,293
	5,406	11,637
Profit/-Loss for the Year	8,925	-359

Loughton Chigwell & District Synagogue

Balance Sheet

31st December 2020

	2020	2019
Fixed Assets		
Freehold Property	450,000	450,000
Torah Scrolls	57,376	57,376
	<u>507,376</u>	<u>507,376</u>
Current Assets		
Overdue Fees	12,367	16,226
Prepayments	0	907
Cash & Bank	35,504	9,187
	<u>47,871</u>	<u>26,320</u>
Current Liabilities		
Deferred Soup Grant	-11,199	0
Deferred High Holiday Projects Income	-8,000	0
PAYE & Social Security	-1,030	-1,350
Loans	-397,000	-405,000
Accruals	-5,223	-3,476
	<u>-422,452</u>	<u>-409,826</u>
Net Assets	<u>132,795</u>	<u>123,870</u>
Represented By:		
Capital Account		
Balance brought forward	123,870	124,229
Profit for the year	8,925	-359
Balance carried forward	<u>132,795</u>	<u>123,870</u>

Agenda item 18**Subscriptions Review**

The following table shows the list of subscriptions to be paid by the Council during the current financial year 2022/23.

The Committee is asked to consider membership of these organisations and decide whether it wishes to make any additions or deletions for the next financial year.

ORGANISATION	£
Campaign to Protect Rural England (CPRE)	36.00
Essex Association of Local Councils (includes NALC fees)	2,471.41
Essex Heritage Trust*	25.00
Essex Playing Fields Association (EPFA)	30.00
Essex Wildlife Trust	75.00
Friends of Historic Essex	12.00
Information Commissioner's Office (ICO)	55.00
Institute of Cemetery & Crematorium Management (ICCM)	95.00
Open Spaces Society	50.00
National Society of Allotment & Leisure Gardeners	55.00
Rural Community Council Essex (RCCE)	60.00
Society of Local Council Clerks (SLCC)*	719.00
Voluntary Action Epping Forest (VAEF)	12.00
New Total	£3,695.41
<i>21/22 Budget</i>	<i>£3,500.00</i>
Recommended budget for 22/23	£4,000.00

* These subscriptions are due in December 2021 so are only an estimate at this stage. SLCC subscription is for both the Town Clerk and Deputy Town Clerk. Other subscriptions are yet to be revised.

Agenda item 19
Committee Priorities

Resources and General Services		
Priority	Main Function	Greater Detail/Current Position
Current activities		
High	Queens Platinum Jubilee Beacon Lighting	Preparations for June 2022 celebrations
Low	Council structure	Continuing reviews
On-going activities		
High	Seeking external funding sources	Targeted action
High	Banking arrangements and investments	Kept under review
High	Running the Committee	
High	Admin for whole council	
High	Council and committee agendas and minutes	
High	All council finances, end of year accounts, audit etc.	
High	Management of Buckingham Crt	
High	Personnel and employment matters, staff management	Staff Handbook reviews as required
High	IT and office equipment	
High	Civic matters	Civic Celebrations incl Citizenship Awards
High	Annual Report	Preparation and printing
High	Newsletter	Editorial, printing and distribution
High	Noticeboards	Maintenance and installation
High	Publicity and website	
High	Annual Town Meeting	Arrangements and admin
High	Christmas card competition	Arrangements and admin
High	Emergency Plan	Amendments and circulation
High	Financial Assistance Scheme	Admin and finance
High	New legislative requirements	
High	Policy reviews	On-going
High	Responding to consultations	Variable
High	Contract reviews	On-going
High	Training Strategy	Annual review
High	Any other matters within the Committee's terms of reference	
Low	Community Forum	Arrangements and admin

Agenda item 20
Estimates 2022/2023

RESOURCES & GENERAL SERVICES COMMITTEE	2020/2021 BUDGET EXPENSE	2020/2021 ACTUAL EXPENSE	2020/2021 BUDGET INCOME	2020/2021 ACTUAL INCOME	2021/2022 BUDGET EXPENSE	2021/2022 YTD 31.10.21 EXPENSE	2021/2022 PROJECTED 31.3.22	2021/2022 BUDGET INCOME	2021/2022 ytd 31.10.21 INCOME	2021/2022 PROJECTED 31.3.22	2022.23 EXPENSE	2022.23 INCOME
Communication												
Postage	£1,800	£685			£1,700	£1,027	£1,700				£1,750	
Telephone (landline)	£1,340	£1,979			£1,850	£862	£1,850				£1,900	
Website (design and maintenance)	£1,300	£300			£1,300	£0	£500				£1,300	
Annual Report (printing)	£612	£0			£630	£592	£592				£630	
Annual Report (design)	£325	£315			£325	£315	£315				£325	
General expenses	£100	£0			£100	£0	£50				£100	
Newsletter (design)	£5,250	£5,040			£5,200	£2,520	£5,040				£5,200	
Newsletter (delivery)	£5,970	£4,788			£6,000	£2,812	£5,500				£6,000	
Newsletter (printing)	£1,490	£245			£1,490	£780	£1,490				£1,550	
Noticeboard	£1,000	£0			£1,000	£0	£1,000				£1,000	
Sub Total	£19,187	£13,352	£0	£0	£19,595	£8,908	£18,037	£0	£0	£0	£19,755	£0
Office Expenses												
General income				£8								
Stationery	£1,648	£598			£1,600	£1,042	£1,600				£1,650	
Photocopying	£1,545	£937			£1,500	£624	£1,500				£1,500	
Binding minutes	£150	£0			£150	£0	£150				£150	
Books & publications	£100	£127			£100	£0	£100				£100	
Office equipment & maintenance	£3,000	£13,667			£3,000	£945	£3,000				£3,000	
Server and equipment maintenance	£3,000	£5,296			£3,000	£2,538	£3,000				£3,000	
Chip and pin	£3,000	£599			£2,000	£374	£1,000				£1,800	
General expenses	£200	£490			£200	£604	£700					
Sub Total	£12,643	£21,714	£0	£0	£11,550	£6,127	£11,050	£0	£0	£0	£11,200	£0
Audit												
Internal audit	£1,365	£750			£750	£0	£750				£750	
External Audit	£1,650	£1,600			£1,650	£0	£1,650				£1,700	
RBS Year End		£360				£0	£360				£360	
Sub Total	£3,015	£2,710	£0	£0	£2,400	£0	£2,400	£0	£0	£0	£2,810	£0

RESOURCES & GENERAL SERVICES COMMITTEE	2020/2021 BUDGET EXPENSE	2020/2021 ACTUAL EXPENSE	2020/2021 BUDGET INCOME	2020/2021 ACTUAL INCOME	2021/2022 BUDGET EXPENSE	2021/2022 YTD 31.10.21 EXPENSE	2021/2022 PROJECTED 31.3.22	2021/2022 BUDGET INCOME	2021/2022 ytd 31.10.21 INCOME	2021/2022 PROJECTED 31.3.22	2022/23 EXPENSE	2022/23 INCOME
Central Personal												
Salaries	£175,000	£167,295			£187,000	£93,355	£187,000				£195,000	
Tax & National Insurance	£67,000	£64,040			£72,000	£37,326	£72,000				£76,000	
Pensions	£68,000	£69,679			£76,000	£39,995	£76,000				£80,000	
Staff Travel	£2,000	£728			£2,000	£468	£1,500				£1,800	
Other staff costs	£5,000	£3,667			£5,000	£2,440	£5,000				£5,100	
Sub Total	£317,000	£305,409	£0	£0	£342,000	£173,584	£341,500	£0	£0	£0	£357,900	£0
Council Expenses												
General income				£450					£150			
Press and advertising	£100	£0			£100	£0	£100			£100	£100	
Subscriptions	£3,400	£3,385			£3,500	£2,939	£3,500				£4,000	
Insurance -general	£5,600	£5,501			£5,700	£6,022	£6,500				£6,500	
Training / conferences -Councillors	£1,000	£50			£1,000	£673	£1,000				£1,100	
Training /conferences -Staff	£1,000	£1,649			£1,000	£365	£1,000				£1,100	
Legal	£4,000	£80			£4,000	£141	£3,000				£4,000	
Town Mayors expenses	£750	£147			£750	£639	£750				£800	
Christmas card competition	£100	£100			£100	£0	£100				£100	
Queens Platinum Jubilee Beacon											£500	
Sub Total	£15,950	£10,912	£0	£450	£16,150	£10,779	£15,950	£0	£0	£100	£18,200	£0
Other Services (RGS)												
Election expenses	£2,000	£0			£2,000	£25,145	£25,145					
Contingency	£1,000	£0			£1,000	£0	£1,000				£1,000	
Citizenship awards	£1,000	£56			£1,000	£0	£500				£1,000	
Sub Total	£4,000	£56	£0	£0	£4,000	£25,145	£26,645	£0	£0	£0	£2,000	£0
Members' Expenses												
Members travel & subsistence	£500	£0			£500	£0	£300				£400	
Parish basic allowance	£2,160	£1,698			£2,160	£0	£2,160				£2,160	
Tax & National Insurance	£0	£312										
Sub Total	£2,660	£2,010	£0	£0	£2,660	£0	£2,460	£0	£0	£0	£2,560	£0

RESOURCES & GENERAL SERVICES COMMITTEE	2020/2021 BUDGET EXPENSE	2020/2021 ACTUAL EXPENSE	2020/2021 BUDGET INCOME	2020/2021 ACTUAL INCOME	2020/2021 BUDGET EXPENSE	2021/2022 YTD 31.10.21 EXPENSE	2021/2022 PROJECTED 31.3.22	2021/2022 BUDGET INCOME	2020/2021 ytd 31.10.21 INCOME	2021/2022 PROJECTED 31.3.22	2022/23 EXPENSE	2022/23 INCOME
Buckingham Court												
Buckingham Court rental income			£32,500	£20,252				£20,000	£4,002	£5,000		£10,000
General income			£3,015	£2,724				£0	£0	£0		
Agents fees	£850	£850			£875	£213	£875				£875	
Service charge	£2,595	£1,946			£2,595	£1,297	£2,595				£2,650	
Rates	£0	£0			£300	£3,016	£9,000				£10,000	
Electricity	£0	£0			£300	£73	£300				£300	
Gas	£0	£0			£0	£570	£800				£800	
Insurance - specific allocation	£115	£352			£118	£368	£400				£400	
Cleaning	£0	£0			£200	£25	£200				£200	
Building maintenance	£2,000	£0			£2,000	£1,162	£2,000				£2,000	
Lift inspection and service	£515				£530	£295	£530				£550	
Loan repayments -capital	£19,962	£21,235			£19,762	£11,017	£19,762				£22,034	
Loan repayments - interest	£8,244	£6,971			£7,700	£3,086	£7,700				£7,300	
Sub Total	£34,281	£31,354	£35,515	£22,976	£34,380	£21,122	£44,162	£20,000	£4,002	£5,000	£47,109	£10,000
Library												
General expenses	£2,000	£67			£2,000	£0	£200				£1,000	
Rent	£7,200	£7,200			£7,200	£5,400	£7,200				£7,200	
Service charge	£4,500	£4,500			£4,500	£3,375	£4,500				£3,375	
Insurance specific allocation	£300	£0			£300	£0	£300				£300	
Sub Total	£14,000	£11,767	£0	£0	£14,000	£8,775	£12,200	£0	£0	£0	£11,875	£0
Grants												
Grants- general	£27,000	£22,476			£27,000	£3,650	£20,000				£27,000	
Grants -Citizens Advice (CA)	£8,500	£8,500			£8,500	£0	£8,500				£8,500	
Sub Total	£35,500	£30,976	£0	£0	£35,500	£3,650	£28,500	£0	£0	£0	£35,500	£0
Service Recharge	-£278,000	-£278,000			-£283,000	£0	-£283,000				-£285,000	
Sub total	-£278,000	-£278,000	£0	£0	-£283,000	£0	-£283,000	£0	£0	£0	-£285,000	£0
TOTALS	£180,236	£152,260	£35,515	£23,426	£199,235	£258,090	£219,904	£20,000	£4,002	£5,100	£223,909	£10,000

EARMARKED RESERVES

RESOURCES AND GENERAL SERVICES COMMITTEE

	1.4.21	During year Less	Recommended New Additions	31.3.22
ELECTION COSTS	£35,000	-£25,145	£5,000	£14,855
BUCKINGHAM COURT MAINTENANCE FUND	£2,000			£2,000
BUCKINGHAM COURT RENT DEPOSIT	£8,125			£8,125
GRANT FUNDING HELD OVER	£4,524			£4,524
TOTAL	£49,649	-£25,145	£5,000	£0 £29,504

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