



RESOURCES AND GENERAL SERVICES COMMITTEE

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

Wednesday 9 February 2022

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

Mark Squire
Town Clerk
2 February 2022

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 meetings held on 12 January 2022.
- 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 Annual Town Meeting**
The meeting will be held at 8pm at The Murray Hall on Wednesday 16 March 2022. The Covid situation at the time of writing would suggest that the meeting should be held in the traditional format, inviting community groups and presentation of awards, albeit with adequate social distancing and other necessary precautions in place. Members to review and advocate a way forward. Should the Covid situation deteriorate in the meantime, it may be prudent to delegate a final decision by Monday 14 February 2022 to the Chairman and Vice Chairman of this Committee and the Town Clerk, as sufficient advance notice needs to be given to members of the public. As a follow on from the last meeting held two years ago, it would be useful to have two working microphones as opposed to one.
- 6 Staffing**
A new Part-Time Assistant Caretaker / Concierge has been appointed, and is set to join Loughton Town Council on Monday 7 February 2022.
- 7 Staff Salaries**
There has still been no communication received via the National Association of Local Councils (NALC), on the outcome of any staff statutory annual salary pay increases for 2021/22.
- 8 Meetings Schedule**
Epping Forest District Council's (EFDC) meetings calendar for 2022/23 has not yet been confirmed. EFDC's Council meeting on 16 December 2021 deferred the agenda item. It is envisaged that the EFDC timetable will go back to their Council meeting on 24 February 2022 and published in mid-March 2022. Councillors are asked to AGREE to delegate the draft timetable to the Clerk, subject to email consultation with members, and to ratify at the first appropriate Town Council meeting.
- 9 Financial Assistance Applications 2022/23**
 - 9.1 General Applications**
Due to the high volume of applications received, copies of the grant applications for 2022/23 are provided separately in Appendix 1. Members wishing to examine the complete set of the supporting papers are asked to contact the Deputy Town Clerk prior to the meeting. Information about the person making the application is supplied to the Council but not reproduced on the agenda for reasons of data protection.

The amount available for general applications in the budget for 2022/23 is £30,000. To NOTE it is Council policy to withhold 10% in case of emergency applications during the year.

The final residue from the 2021/22 budget still to be confirmed. The Committee to consider and AGREE if any surplus funds remaining at the end of 2021/22 financial year are to be carried over to 2022/23.

The Committee is asked to consider and AGREE the applications for 2022/23 together with the recommendations of the Working Group and confirm the amounts to be granted.

* See attached report (page 6) and Appendix 1.

9.2 Citizens Advice – Epping Forest District

In 2005/06 the Finance and General Policy Committee decided to include a separate budget item for a grant provision to Citizens' Advice. The budget for 2022/23 is £8,500. Details of this application are also provided in the supplementary agenda.

The Committee is asked to CONFIRM the level of grant to be awarded for 2022/23.

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

10 Financial Limits

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

Topic	Amount £	Last reviewed	Last changed
Limit of imprest on no 2 a/c	40,000	Feb 2021	July 2018
Limit of officers signing cheques on no 2 a/c Except for Salary/Autopay – Essex Pensions - HMRC Other items subject to £150 cheque limit for officers	150	Feb 2021	April 2010
Limit of imprest on Security Deposits a/c	3,000	Feb 2021	April 2006
Limit of cheques on Security Deposits a/c	none	Feb 2021	April 2006
Petty cash imprest	150	Feb 2021	-
Urgent repair work etc without budgetary provision (FR 3.4)	5,000	Feb 2021	April 2008
Additional audit work of external auditor (FR 12.1)	750	Feb 2021	May 2004
Tenders to be obtained (FR 12.3, 12.6 & 12.8)	over 50,000	Feb 2021	May 2004
3 quotes to be obtained (FR 12.8)	10,000 to 50,000	Feb 2021	May 2004
3 estimates to be obtained (FR 12.8)	2,000 to 10,000	Feb 2021	May 2004

Public Contracts Regulations 2015 apply	over £25,000	Feb 2021	Feb 2016
Bad debts may be written off by RFO	250	Feb 2021	Feb 2014
Credit card:			
No 1 Town Clerk	1,500	Oct 2021	Oct 2021
No 2 Services Manager	1,000	Oct 2021	Feb 2020

11 Payments Procedures

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

Name	Gross Amount	Frequency	Due date	Purpose
Peninsula Business Services	£241.11	Monthly	4 th	HR services
Epping Forest District Council	£2016.00	Monthly	20 th	Business rates for Kingsley & Murray Halls, RVRG & WRPF changing rooms
World Pay (formerly Streamline)	Various	Monthly	18 th	Hire of terminal for credit/debit card payments and associated fees/charges
Crown Gas & Power	Various	Quarterly	10 days after invoice date	Gas supply at Murray Hall and Kingsley Hall
SSE	Various	Monthly	Various	Electricity supply at RVRG, Cemetery, Murray Hall, Kingsley Hall, WRPF and Kings Green
First Business Water	Various	Monthly	End of Month	Water Supply at Cemetery, Murray Hall, Kingsley Hall, WR Pavillion, WR Allotments
The Comms Guys	Various	Monthly	20 th of Month	Phones and Broadband at Head Office
Pitney Bowes	Various	Monthly	Various	Postage: Franking Machine at Head Office
EE	Various	Monthly	30 th	Mobile phones for external staff
NatWest	Various	Monthly	27 th	Credit card purchases (in full, monthly)
Public Works Loan Board	£14,103.22	Half yearly	19 th Jan/July	Loan repayment Buckingham Court
Public Works Loan Board	£18,295.62	Half yearly	28 th Mar/Sept	Loan repayment Murray Hall (1)
Public Works Loan Board	£17,849.89	Half yearly	1 st June/Dec	Loan repayment Murray Hall (2)
ICO	£55.00	Annually	Oct	Subscription

- 12 Finance**
- 12.1 Current Financial Position**
- * The current financial position as at 31 December 2021 is attached together with details of the funds available from earmarked reserves (see pages 7-8).
 - * A note of the Council's current bank balances and most recent reconciliations as at 31 December 2021 are attached (see pages 9-16).
- 12.2 Accounts Paid**
- Payments totalling £183,508.54 as detailed on payment schedules nos 341- 342 have been made since the report to the meeting on 8 December 2021. 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 under the 'Finance and Transparency / Schedule of Payments section.
- 13 Internal Auditor**
- 13.1 Interim Internal Audit Report**
- To NOTE the Council's clean interim audit report (see pages 17-22).
- 13.2 Bank Accounts**
- A No 1 Current Account is currently operated for day to day income and expenses and a No 2 Account designated for salaries, tax & NI and pension, payments. Each month a bank transfer is made between the two accounts to top up the No 2 A/C which involves administration time and serves no apparent purpose. During the internal audit the Town Clerk asked the internal Auditor whether there was any legal (or otherwise) reason to continue this process. She was satisfied that there was no reason why this methodology needs to be continued.
- RECOMMEND merger of these two accounts, in due course, as part of the general overhaul project of our banking arrangements.
- 14 Insurance – Annual Review**
- * See attached report (pages 23-25).
- 15 Asset Register**
- * See attached report (pages 26-33).
- 16 Essex Pension Fund's Draft Administration Strategy for Employers Consultation.**
- Members are asked to review and comment. Any comments, concerns or issues you would like to raise, need to be sent to compliance.team@essex.gov.uk by close of play Friday 25 February 2022. The Town Clerk will provide some further background information.
- * See attached Appendix II.
- 17 Exclusion of the Press and Public**
- This committee is asked to RESOLVE to exclude the press and public from the following item in accordance with the Public Bodies (Admission to Meetings) Act 1960, as they contain confidential information relating to contractual matters.

- 18** **Buckingham Court**
Committee Members and the Town Clerk to review and recommend a way forward. The Town Clerk will provide an oral update.

Mark Squire
TOWN CLERK
2 February 2022

Agenda item 9.1
Financial Assistance Applications 2022/23

As previously agreed, a Working Group of three councillors, the Committee Chairman Cllr Jennings with Cllrs Owen and Murray, met with the Deputy Clerk on 31 January 2022 to consider the applications in detail and prepare recommendations for consideration by this Committee.

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

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

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

- How well the project met the needs of the local community and provided a positive benefit to a significant number of Loughton residents.
- How effectively the group would use the grant.
- Whether the costs were appropriate and realistic.
- What level of contributions had been, or would be, raised locally?
- Whether the organisation or group should reasonably have been expected to obtain sufficient funding from another, perhaps more appropriate source.
- How the organisation or group was managed, as indicated by its constitution.
- For larger projects, was the proposal sustainable in the long term.

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

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

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

Members' attention is also drawn to:

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

Agenda Item 12.1
Current Financial Position

Summary Income & Expenditure by Budget Heading as of 31/12/2021
Month No: 9 Resources and General Services Committee Report

		Actual Last Year	Actual Year To Date	Current Annual Budget	Variance Annual Total	Funds Available	% of Budget
Resources and General Services							
Communication	Expenditure	13,352	12,419	19,495	7,076	7,076	63.7%
Office Expenses	Expenditure	21,714	9,138	11,550	2,412	2,412	79.1%
Audit	Expenditure	2,710	955	2,400	1,445	1,445	39.8%
Central Personnel	Expenditure	305,409	233,476	342,000	108,524	108,524	68.3%
Council Expenses	Expenditure	20,913	11,315	16,150	4,835	4,835	70.1%
	Income	10,000	150	0	0		0%
Other Services (RGS) (1)	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 (2)	Income	22,977	4,002	20,000	15,998	0	20%
(3)	Expenditure	31,354	39,211	34,380	-4,831	-4831	114.1%
Service Re-charge (4)	Expenditure	-278,000	0	-283,000	0	0	0.0%
Library	Expenditure	11,768	11,700	14,000	2,300	2,300	83.6%
Grants	Expenditure	30,976	4,850	35,500	30,650	30,650	13.7%

INCOME – EXPENDITURE TOTALS

R & G S Expenditure	162,263	348,274	482,135	133,861	133,861	72.2%
Income	22,977	4,152	20,000	15,848		20.8%
Net Expenditure over Income	139,287	344,122	462,135	118,013		

Notes:

- (1) 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.
- (2) There will be a shortfall in 2021/22 income budget.
- (3) Expenditure will exceed budget at Year End due to rent, maintenance and refurbishment costs.
- (4) 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	25.01.22
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 12.2
Accounts Paid

Loughton Town Council Current Account List of Payments made between 26 November and 20 December 2021						Page no 1
Invoice No.	Date Paid	Payee Name	Cheq No	Paid	Transaction Detail	Year
1008	16/12/2021	PlayFix Limited	10582	1,176.00	P447 Remove & repair plg equipment MG/Col	2021/22
40	16/12/2021	CB Sound Video Light	10583	276.00	P448 Light up Life Ceremony	2021/22
M0001307922	16/12/2021	Epping Forest District Council	10584	504.00	P449 WRA meadow & path clearance	2021/22
39530	16/12/2021	Ever Brite Cleaning Services Limited	10585	84.00	P450 KG memorial clean fro remembrance	2021/22
50872	16/12/2021	The Play Inspection Company Ltd	10586	667.20	P451 Multiple Site Annual Inspection	2021/22
97485306	16/12/2021	AtoZ Supplies	10587	101.95	P452 PPE supplies for MH	2021/22
2545	16/12/2021	Bespoke Medics	10588	300.00	P453 Medical cover remembrance	2021/22
7485	16/12/2021	Forest Casual & Schoolwear	10589	50.40	P454 Fleeces	2021/22
1565	16/12/2021	TBS Hygiene Ltd	10590	72.00	P455 Dog waste collection	2021/22
9077521	16/12/2021	Chubb Fire & Security Ltd		68.89	P456 KH Extinguishers repair	2021/22
9081245	16/12/2021	Chubb Fire & Security Ltd		104.02	P457 KH Service contract	2021/22
9081284	16/12/2021	Chubb Fire & Security Ltd	10591	156.14	P458 MH Services contract	2021/22
113	16/12/2021	Clarke Hillyer		778.44	P459 Service charge	2021/22
2	16/12/2021	Clarke Hillyer	10592	25.00	P460 Window cleaning	2021/22
SM24688	16/12/2021	Rialtas Business Solutions Ltd	10593	355.20	P461 Bookkeeping software	2021/22
48004	16/12/2021	James Todd & Co Limited	10594	109.62	P462 Nov Payroll Service	2021/22
14969	16/12/2021	Essex Association of Local Councils		84.00	P463 Budget/Precept course - KL	2021/22
14970	16/12/2021	Essex Association of Local Councils	10595	84.00	P464 Budget/Precept course - JCG	2021/22
359	16/12/2021	Gareth Griffith Greenhill Gardening & Maintenance Ltd	10597	660.00	P465 MH Gardening & Mem Garden	2021/22
	16/12/2021	M J Anderson Maintenance Contractors Ltd		91.34	P466 WRA water tanks check/repairs	2021/22
	16/12/2021	M J Anderson Maintenance Contract	10598	99.60	P467 Tap replaced at MH	2021/22
	16/12/2021	Essex Heritage Trust	10600	25.00	P468 Essex Heritage subscription 2022	2021/22
129537	16/12/2021	Glyn Hopkins Ltd	10601	150.67	P469 Key Programme	2021/22
296384	16/12/2021	Essex Security Services	10602	174.00	P470 Door Entry System Buck Crt maint	2021/22
	16/12/2021	Apogee Corporation Ltd	10603	163.88	P471 Photocopying for Nov	2021/22
	16/12/2021	Building Repairs Solutions	10605	250.00	P472 Insurance excess work at MH	2021/22
	16/12/2021	EDF Energy Customers Ltd	10604	287.71	P481 Buck Court Gas Nov 2021	2021/22
V01934698754	01/12/2021	EE	DD	38.64	P473 Dec Mobile bills	2021/22
10658867		Pitney Bowes	DD	215.82	P474 Ink Cartridge	2021/22
	15/12/2021	Natwest Credit Card	DD	466.22	P475 Nov Credit Card bill	2021/22
182377362	21/12/2021	Worldpay	DD	74.81	P476 Nov Card machine	2021/22
1174134	18/12/2021	Crown Gas & Power		301.14	P477 KH Nov Gas	2021/22
1174136	18/12/2021	Crown Gas & Power		626.18	P478 MH Nov Gas	2021/22
U002977412	07/12/2021	Peninsula	DD	241.11	P479 Personal Services	2021/22
39164	16/12/2021	The Comms Guys	DD	171.29	P480 Phone call & charges Nov	2021/22
	22/11/2021	EFDC	DD	2,016.00	P446a Nov rates for various sites	2021/22
	09/12/2021	Transfer	TRF	60,000.00	T17 Trf from Santander to Natwest No2 Salaries	2021/22
						2021/22
						2021/22
Total				71,050.27		

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: [Redacted]
Print name: STEPHEN MURRAY

Signed: [Redacted]
Print name: STELLA MURPHY

Schedule no.	341
Date reported to RGS Cttee	

Agenda item 12.2
Accounts Paid

Loughlin Town Council Current Account List of Payments made between 21 December 2021 and 14 January 2022					
Invoice No.	Date Paid	Payee Name	Cheq No	Paid	Transaction Detail
1058887	22/11/2021	Piney Bowes	10606	215.82	P474 Ink for franking machine
14439	15/12/2021	Lambert Smith Hampton	10607	2,925.00	P482 Rent & Service charge 25/12/21 - 24/03/22
83832810039	14/12/2021	EDF Energy	R	-164.43	P483 BCrt Gas refund Nov
8694271	17/12/2021	Blaichers Illumination UK Ltd	10608	11,207.96	P484 Xmas Lights installation/removal/storage
31642	16/12/2021	Gracelands Complete Maintenance		156.00	P485 MH inspect plant, reset boiler equipment
31931	06/01/2022	Gracelands Complete Maintenance	10609	186.95	P539 Fix boiler not working
3544	14/12/2021	M J Anderson Maintenance Contractors Ltd		847.00	P486 WRA Guttering on KG/Toilet block
3588	01/12/2021	M J Anderson Maintenance Contrac	10610	64.25	P538 Fit bolts to storage block doors
86991	31/10/2021	Think Business Support Ltd		593.48	P487 KH Cleaning October
88108	30/11/2021	Think Business Support Ltd		643.92	P488 KH Cleaning November
88408	31/12/2021	Think Business Support Ltd	10611	577.20	P541 KH Cleaning Dec
9248	19/12/2021	BT	10612		P499 MH Landline phone Sep-Nov Qtr
8223317	13/12/2021	Regional Waste Recycling Ltd		145.60	P500 MH Bins collection Dec
8223316	13/12/2021	Regional Waste Recycling Ltd		52.00	P501 KH Bins collection Dec
8223314	13/12/2021	Regional Waste Recycling Ltd	10613	665.59	P501a Cemetery Bins collection Dec
121897	13/09/2021	Skyguard Ltd		77.76	P502 Monthly skyguard
0326428	17/09/2021	Skyguard Ltd		-15.98	P503 Balance adjustment
0326424	17/09/2021	Skyguard Ltd		-565.99	P504 Credit against customer renewal
121896	13/10/2021	Skyguard Ltd		77.76	P505 Monthly Skyguard
125437	13/11/2021	Skyguard Ltd		77.76	P506 Monthly Skyguard
127426	13/12/2021	Skyguard Ltd	R	77.76	P507 Monthly Skyguard
1171482	16/12/2021	Pinnacle Housing Ltd	10614	600.00	P513 Grass cutting
8707	14/12/2021	Debagate Limited	10615	300.00	P514 BC Electrical test/inspection
88441	20/12/2021	Farm & Country Supplies Ltd	10616	1,296.00	P521 RVRG Ball court repairs
158626	17/12/2021	Parther Security Systems Ltd	10617	234.00	P522 MH Replace PSU unit
479	21/12/2021	Grangewood Plastic Packaging Ltd	10618	186.48	P523 Black Sacks
824	20/12/2021	W Larkins Ltd	10619	95.00	P526 MH test/inspect lightning conductor system
8691258	30/11/2021	Repro@96	10620	134.00	P529 Christmas Cards printing
868	08/12/2021	L&J Hail Digging Services Ltd	10621	900.00	P530 Grave digging
41624	31/12/2021	Ever Brite Cleaning Services Ltd	10622	125.63	P531 MH Window Cleaning
49723	31/12/2021	James Todd & Co.	10623	109.62	P532 Dec Payroll
127563	04/01/2022	Apogee	10624	9.00	P533 Toners
1714	31/12/2021	TBS Hygiene Ltd	10625	90.00	P540 Park Dog Bins
	18/01/2022	Cash	10626	120.00	P546 Petty cash replenish
For information:					
748716	01/12/2021	Natwest Bank	DD	20.25	P489 Autopay online
831824709311	07/12/2021	SSE	DD	2,465.32	P490 MH Electricity Nov
978830762011	09/12/2021	SSE	DD	20.18	P491 WRRPF Electricity Nov
948292070917	09/12/2021	SSE	DD	16.96	P492 KGWM Electric Nov
831824709304	10/12/2021	SSE		-2,618.85	P493 MH Electric refund Sept
831824709303	10/12/2021	SSE		-2,235.33	P494 MH Electric refund Oct
831824709302	10/12/2021	SSE		-2,465.32	P495 MH Electric refund Nov
831824709305	10/12/2021	SSE	DD	902.72	P496 MH Electric Sept
831824709306	10/12/2021	SSE	DD	771.67	P497 MH Electric Oct
831824709307	10/12/2021	SSE	DD	850.23	P498 MH Electric Nov
		EFDC	DD	99.00	P508 KH Rates Dec
		EFDC	DD	170.00	P509 RVRG Rates Dec
		EFDC	DD	78.00	P510 WRRPF Rates Dec
		EFDC	DD	665.00	P511 MH Rates Dec
		EFDC	DD	1,004.00	P512 BC Rates Dec
80488193	22/12/2021	PWLB	DD	14,103.22	P515 BC loan repayment
167472	13/09/2021	British Gas	DD	68.23	P516 BC Electric August
1488	08/10/2021	British Gas	DD	89.21	P517 BC Electric Sept
3026	12/11/2021	British Gas	DD	85.90	P518 BC Electric Oct
128880	13/12/2021	British Gas	DD	63.37	P519 BC Electric Nov
121544048274	23/12/2021	EE	DD	38.64	P520 Mobile Phones
10889047	29/12/2021	Piney Bowes	DD	56.65	P524 Inkjet Digital meter
	14/01/2022	Natwest Credit Card	DD	771.34	P527 Credit card payments
8180	17/12/2021	Fist Business Water	DD	196.36	P528 Water rates Nov
103020880	04/01/2022	Peninsula Business Serv.	DD	241.11	P534 Employment Services
116726	17/01/2022	Crown Gas & Power	DD	292.01	P542 KH Gas Dec 21
118216	17/01/2022	Crown Gas & Power	DD	720.78	P543 MH Gas Dec 21
8178269	06/01/2022	Piney Bowes	DD	0.28	P544 Over limit funds postage
18884438	31/12/2021	Workday	DD	55.92	P545 Chip & Pin costs Dec 21
For information:					
	17/12/2021	Autopay Salaries	BACS	21,295.42	P635 Dec Salaries
	31/12/2021	D Wixley	773	18.90	P635 Clr Wixley Mileage Exp
	31/12/2021	Essex Pensions Fund	772	7,892.46	P636 Dec Pensions payment
	31/12/2021	HMRC	771	7,560.39	P537 Dec HMRC PAYENIC
	11/01/2022	Tf to Current Acct 2	Tr	36,787.42	T18 Transfer salaries from No.1 to No.2 Acct
Total				112,458.27	

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: [Redacted] [Redacted]

Print name: [Redacted] [Redacted]

STELLA MURPHY

D. J. WIXLEY

Schedule no.	342
Date reported to RGS Cttee	

Date: 17/01/2022 Loughton Town Council Page 1
 Time: 12:22 **Bank Reconciliation Statement as at 17/01/2022** User: JCG
for Cashbook 1 - No 1 Current Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Nat West no. 1 account	31/12/2021	33	92,384.99
			92,384.99
<u>Unpresented Cheques (Minus)</u>			<u>Amount</u>
13/07/2021 10439	Castle Water Ltd		120.00
25/08/2021 10466	British Gas Lite		77.08
14/09/2021 DD P288	SSE		20.79
21/10/2021 10520 P320	Moore's Catering Engineers		150.00
21/10/2021 10525 P325	Think Business Support Ltd		710.40
21/10/2021 10539 P343	Anatoli Todorov		30.00
21/10/2021 10540 P345	Royal British Legion		100.00
11/11/2021 P394	South Loughton CC		1,000.00
15/12/2021 10605 P472	Building Repair Solutions		250.00
20/12/2021 10582 P447	PlayFix Limited		1,176.00
20/12/2021 10583 P448	CB Sound Video Light Ltd		276.00
20/12/2021 10585 P450	Ever Brite Cleaning Services L		84.00
20/12/2021 10586 P451	The Play Inspection Company Lt		667.20
20/12/2021 10587 P452	AtoZ Supplies		101.95
20/12/2021 10588	RAMSS LTD		300.00
20/12/2021 10589 P454	Forest Casual & Schoolwear		50.40
20/12/2021 10590 P455	TBS Hygiene Ltd		72.00
20/12/2021 10591 P458	Chubb Fire & Security Ltd		329.05
20/12/2021 10592 P459	Clarke Hillyer		803.44
20/12/2021 10593 P461	Rialtas Business Solutions Ltd		355.20
20/12/2021 10594 P462	James Todd & Co. Ltd.		109.62
20/12/2021 10595	Essex Association of Local Cou		168.00
20/12/2021 10600	Essex Heritage Trust		25.00
20/12/2021 10601 P469	Glyn Hopkin Ltd		150.67
20/12/2021 10602 P470	Essex Security Services Ltd		174.00
20/12/2021 10603 P471	Apogee Corporation Ltd		163.88
20/12/2021 10604 P481	EDF Energy Ltd		287.71
			7,752.39
			84,632.60
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			0.00
			84,632.60
		Balance per Cash Book is :-	84,632.60
		Difference is :-	0.00

K
17/1/22

Date: 17/01/2022

Loughton Town Council

Page 1

Time: 10:50

**Bank Reconciliation Statement as at 17/01/2022
for Cashbook 2 - No 2 Current Account**

User: JCG

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Nat West no. 2 account	30/11/2021	295	18,685.04
			0.00
			<u>18,685.04</u>
<u>Unpresented Cheques (Minus)</u>			<u>Amount</u>
31/12/2021 773 P535 Mr D J Wixley			18.90
31/12/2021 772 P536 Essex Pensions Fund			7,892.46
31/12/2021 771 P537 HMRC			7,560.39
			<u>15,471.75</u>
			3,213.29
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			3,213.29
		Balance per Cash Book is :-	3,213.29
		Difference is :-	0.00

*KEW
17/1/22*

Date: 17/01/2022

Loughton Town Council

Page 1

Time: 10:43

**Bank Reconciliation Statement as at 17/01/2022
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	30/11/2021	58	100,496.31
			<u>100,496.31</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			100,496.31
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			100,496.31
		Balance per Cash Book is :-	100,496.31
		Difference is :-	0.00

Handwritten signature
17/1/22

Date: 17/01/2022
Time: 10:32

Loughton Town Council

Page 1
User: JCG

**Bank Reconciliation Statement as at 17/01/2022
for Cashbook 4 - Santander Business Reserve Acc**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Santander	30/11/2021	12022	709,352.94
			<u>709,352.94</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			709,352.94
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			709,352.94
		Balance per Cash Book is :-	709,352.94
		Difference is :-	0.00

Handwritten signature
17/1/22

Date: 01/02/2022

Loughton Town Council

Page 1

Time: 11:31

Bank Reconciliation Statement as at 17/01/2022
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	31/12/2021	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

*K -
1/2/22*

Date: 17/01/2022

Loughton Town Council

Page 1

Time: 10:25

**Bank Reconciliation Statement as at 17/01/2022
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	30/11/2021	74	103,544.66
			103,544.66
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			103,544.66
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			0.00
			103,544.66
		Balance per Cash Book is :-	103,544.66
		Difference is :-	0.00

R
17/1/22

Agenda item 13.1
Interim Internal Audit Report

HEELIS & LODGE

Local Council Services • Internal Audit

Interim Internal Audit Report for Loughton Town Council – 2021/2022

The following Internal Audit was carried out on the adequacy of systems of control. The following recommendations/comments have been made:

Proper book-keeping Cash Book, regular reconciliation of books and bank statements. Supporting vouchers, invoices and receipts

The Council hold the General Power of Competence and LGAs137 does not apply. The cashbook is referenced providing a clear audit trail. Supporting paperwork is in place and well referenced providing a clear audit trail. The Council uses the RBS Omega accounting system. Further detail of the processes and examinations undertaken are contained within this report.

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

Standing Orders in place: Yes
Reviewed: 19/5/2021 (Ref: 10)
Financial Regulations in place: Yes
Reviewed: 19/5/2021 (Ref: 11)

VAT reclaimed during the year: Yes Registered: Yes (Reg: 718 7217 23)

VAT returns have been submitted for the following periods:

01/04/2021 – 30/06/2021
01/07/2021 – 30/09/2021
01/10/2021 – 31/12/2021

General Power of Competence: Yes (Adopted May 2019)

The Council have an effective committee system in place. It is noted that the Planning and Licensing Committee currently operate under delegated powers due to the Covid restrictions. Councillors declare interests, which are duly minuted as pecuniary or non-pecuniary.

The Council have a comprehensive suite of policies in place

The Investment Strategy and Policy has been reviewed and approved at a meeting held on 8/12/2021 (Ref: RG53.i).

The following policies were reviewed and approved at a meeting held on 30/6/2021 (Ref: RG16):

- *Data Protection*
- *Code of Conduct*
- *Complaints Procedure*
- *Freedom of Information Publication Scheme*
- *Health & Safety*
- *Training Strategy*

The following policies were approved at a meeting held on 7/4/2021 (Ref: RG333 and RG334):

- *Laptop*
- *Staff Absence*

There were no tenders during the year that exceeded the £25,000 Public Contract Regulations threshold.

Risk Assessment

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

Risk Assessment document in place: Yes
Data Protection registration: Yes (Ref: Z1870535)

Data Protection

The General Data Protection Regulations have changed and the new Regulations came into force on 25 May 2018. It is likely that this will affect the way in which the Council handles its data. Due to the financial risk associated with the General Data Protection Regulations, the Council have included this in their Risk Assessment.

Privacy Policy published: Yes

Insurance was in place for the year of audit. Separate cover for motor insurance is in place. The Risk Assessment, was reviewed and approved at a meeting held on 7/4/2021 (Ref: RG331.2).

A review of the effectiveness of the system of Internal Control was held on 7/4/2021 (Ref: 331.1.2).

The Council have effective internal financial controls in place. The Clerk provides financial reports to council meetings. Councillors are provided with information to enable them to make informed decisions.

In addition to the Internal and External Audits, the Council undertake additional safeguards through regular internal financial checks carried out by a councillor. The last check was carried out on 16/12/2021 (Ref: 12/1/2022 – item RG69).

The Council uses a purchase order system which provides an excellent audit trail from order to payment. Purchase Orders are authorised by the Town Clerk. A random sample of payments were examined from April – December 2021 and all were found to be in order.

Fidelity Cover: £1,200,000

The level of Fidelity cover is within the recommended guidelines of year end balances plus 50% of the precept.

Transparency

Under the **Transparency code for smaller authorities**, smaller councils with income/expenditure under £25,000 should publish on their website from 1 April 2015:

Smaller Council: No

Website: www.loughton-tc.gov.uk

The Council is not subject to the requirements of the Transparency Code for smaller Councils. The Transparency Code for Councils with a turnover exceeding £200,000 is not covered as part of the Internal Audit.

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

External audit report

2021 Annual Return, Section One Published – Yes

2021 Annual Return, Section Two Published – Yes

2021 Annual Return, Section Three Published – Yes

Under **The Accounts & Audit Regulations 2015 15(2b)** councils must publish on their website:

Notice of period for the exercise of public rights

Published – Yes

Period of Exercise of Public Rights

Start Date 14/6/2021

End Date 23/7/2021

The Council have complied with the 2021 publication requirements.

Budgetary controls Verifying the budgetary process with reference to council minutes and supporting documents

Precept: £782,675 (2021-2022) Date: 26/1/2021 (Ref: 349)

The council have sound and effective budgetary procedures in place and a recommended precept figure for 2022-2023 of £829,663 would be put to the full council (Ref: 12/1/2022 – item 72.7). The 2021-2022 precept was agreed in full council and the precept decision and amount has been clearly minuted. The Clerk ensures the council are aware of responsibilities, commitments, forward planning and the need for adequate reserves. Budget papers are prepared to ensure councillors have sufficient information to make informed decisions. Budgets are monitored during the year.

Income controls Precept and other income, including credit control mechanisms

All were found to be in order. Income controls were checked and income received and banked cross referenced with the Cash Book and bank statements.

Petty Cash Associated books and established system in place

A satisfactory petty cash system is in place with supporting paperwork. A sample of receipts were examined from April to December 2020 and cross referenced with vouchers and the cash book. The limit for petty cash is £150 (Ref: FR.7.1).

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

PAYE System in place: [Yes](#)
Employer's Reference: [120/L22613](#)

The Council continue to operate RTI in accordance with HMRC regulations. Payroll is outsourced. All supporting paperwork is in place. An examination of payroll from April 2021 to January 2022 was undertaken, cross referencing payslips, timesheets (where applicable) against supporting paperwork. All were found in order.

The Council are with the Essex Pension Fund.

A further examination will take place at the year end audit.

Asset control	<p>Inspection of asset register and checks on existence of assets Cross checking on insurance cover</p> <p><i>A separate asset register is in place. Values are recorded at cost value/insurance value. A further examination of the asset register will take place at the year end Internal Audit which will include confirmation that the figure in the asset register corresponds with the figure in Section 2, Box 9 of the AGAR.</i></p>																					
Bank Reconciliation	<p>Regularly completed and cash books reconcile with bank statements</p> <p><i>All were in order. Bank Reconciliations are carried out regularly. The bank statements reconciled with the end of year accounts and bank reconciliations for all accounts.</i></p> <p><i>Bank Balances at 31/12/2021 were confirmed as:</i></p> <table border="0" style="margin-left: 40px;"> <tr> <td><i>NatWest Current</i></td> <td><i>xxxx3922</i></td> <td><i>£92,384.99</i></td> </tr> <tr> <td><i>NatWest Current</i></td> <td><i>xxxx9955</i></td> <td><i>£18,685.04</i></td> </tr> <tr> <td><i>NatWest Reserve</i></td> <td><i>xxxx5249</i></td> <td><i>£100,496.31</i></td> </tr> <tr> <td><i>Santander Savings</i></td> <td><i>xxxx5910</i></td> <td><i>£709,352.94</i></td> </tr> <tr> <td><i>NatWest Business Current</i></td> <td><i>xxxx7124</i></td> <td><i>£1,800.00</i></td> </tr> <tr> <td><i>(29/1/2021)</i></td> <td></td> <td></td> </tr> <tr> <td><i>Nationwide BS</i></td> <td><i>xxxx6269</i></td> <td><i>£103,544.66</i></td> </tr> </table> <p><i>Bank reconciliations were examined from April – December 2021. All were found to be in order.</i></p>	<i>NatWest Current</i>	<i>xxxx3922</i>	<i>£92,384.99</i>	<i>NatWest Current</i>	<i>xxxx9955</i>	<i>£18,685.04</i>	<i>NatWest Reserve</i>	<i>xxxx5249</i>	<i>£100,496.31</i>	<i>Santander Savings</i>	<i>xxxx5910</i>	<i>£709,352.94</i>	<i>NatWest Business Current</i>	<i>xxxx7124</i>	<i>£1,800.00</i>	<i>(29/1/2021)</i>			<i>Nationwide BS</i>	<i>xxxx6269</i>	<i>£103,544.66</i>
<i>NatWest Current</i>	<i>xxxx3922</i>	<i>£92,384.99</i>																				
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<i>NatWest Business Current</i>	<i>xxxx7124</i>	<i>£1,800.00</i>																				
<i>(29/1/2021)</i>																						
<i>Nationwide BS</i>	<i>xxxx6269</i>	<i>£103,544.66</i>																				
Reserves	<p>General Reserves are reasonable for the activities of the Council Earmarked Reserves are identified</p> <p><i>To be carried out at the year end audit.</i></p>																					
Year-end procedures	<p>Appropriate accounting procedures are used and can be followed through from working papers to final documents Verifying sample payments and income Checking creditors and debtors where appropriate.</p> <p><i>To be carried out at the year end audit.</i></p>																					
Sole Trustee	<p>The Council has met its responsibilities as a trustee</p> <p><i>The Council is not a sole trustee.</i></p>																					

**Internal Audit
Procedures**

The Year End 2021 Internal Audit report was considered by the Council at a meeting held on 30/6/2021 (Ref: RG11) and the 2020-2021 Interim report considered on 7/4/2021 (Ref: RG330).

A review of the effectiveness of the Internal Audit was carried out on 7/4/2021 (Ref: 331.1.1).

External Audit

The Council formally approved the AGAR at a meeting of the full Council held on 19/5/2021 (Ref: 12.1).

The External Auditor's report was considered at a meeting held on 5/10/2021 (Ref: RG38).

There were no matters arising from the External Audit.

Additional Comments/Recommendations

- The Annual Town Council meeting was held on 19/5/2021. The first item of business was the Election of Town Mayor, in accordance with Standing Orders.
- There are no additional comments/recommendations to make in relation to this audit.
- I would like to record my appreciation to the Clerk to the Council and his staff for their assistance during the course of the audit work

Heather Heelis

HEELIS&LODGE

20 January 2022

Agenda item 14

Insurance – Annual Review

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

For information, whilst we are currently insured by Royal Sun Alliance, WPS have negotiated a new facility with Aviva moving forward.

The Council's current level of cover is summarised below.

The Deputy Clerk is in discussion with WPS to discuss the level of cover provided by Royal Sun Alliance and is also seeking alternative quotes from other companies that specialise in local councils' insurance. It is unlikely that these 3 quotes will all be available by the time of this Committee meeting.

The Committee is asked to:

- i. Review and confirm the level of cover below; and
- ii. Delegate the decision on which company to place the Council's insurance with to the Town Clerk and Deputy Town Clerk in discussion with the Committee Chairman.

Current levels of Cover

1 Material damage – buildings & subsidence	2021/22
Buckingham Court	573,322
Cemetery buildings	179,798
Kingsley Hall	373,168
Willingale Road Changing Room	107,428
Community Centre	2,339,583
Drinking fountain	24,876
RVRG changing rooms	416,139
LAC buildings	244,256
All-weather running track	204,218
War Memorial	72,372
Willingale Road Allotments	104,034
2 Business Interruption	
Additional expenditure (A) <i>see below</i>	100,000
Loss of revenue (B) <i>see below</i>	450,000

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

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

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

	2021/22
3 Contents	
Library	74,591
Kingsley Hall	3,168
Murray Hall	45,687
Cemetery office & outbuildings	5,337
4 Engineering**	
Passenger lift	500,000
5 All risks	
Town Mayor's Badge of Office	2,768
Silver Gilt Chain of Office and case	
Best Allotment in Loughton Cup	1,352
Silver Plated Rose Bowl	
Noticeboards x 9	6,090
Garden Machinery (Cemetery)	5,335
Garden Machinery (Willingale Road Allotments)	
Skate Ramps and Associated Equipment	22,428
6 Money	
Money in the Policyholder's Premises during Working Hours or in transit / in all other locked safes or strongrooms at the Policyholder's Premises	2,000
Money in the Policyholder's Premises out of working hours not in a safe	500
Money in the residence of Employees/Policyholder's Officials/Council members	500
7 Public Liability**	15m
(incl Hirers' Liability of £2m; Environmental Statutory Clean Up Costs Cover of £1m; and Advertising Injury/Libel & Slander committed during period of insurance £250k)	
8 Employer's Liability**	10m
Any one event arising directly or indirectly out of Terrorism	5m
9 Legal Defence Costs	250,000
10 Fidelity Guarantee (Employees & Members)	1.2m
11 Legal Expense Insurance	
Any one event	100,000

All claims and legal proceeding notified during any period of insurance	1m
---	----

12 Personal Accident		
Employees	Capital sum	20,000
Temp Total Disablement	Weekly sum	400
Temp Partial Disablement	Weekly sum	200
Benefit period (weeks)		104

Members	Capital sum	20,000
Temp Total Disablement	Weekly sum	400
Temp Partial Disablement	Weekly sum	200
Benefit period (weeks)		104
Volunteers (60 volunteers)	Capital sum	20,000
Temp Total Disablement	Weekly sum	200
Temp Partial Disablement	Weekly sum	100
Benefit period (weeks)		104

12 Legal Protection	1m
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13 Business Travel** – cover for all employees & council members

Medical	5m
Personal property	2,000
Money/cheques	1,000
Disruption/cancellation	2,000
Travel delay	50
Personal liability	5m

14 Vehicle – fully comprehensive, excess of £100

Agenda item 15
Asset Register

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

Asset	Date of acquisition	Method of acquisition	Owner if not town council	Nature of town council interest	Cost of acquisition £	Current Value £	Basis of current valuation	Insurance value 19/20 to be updated	Date of disposal	Method of disposal
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Open Spaces, playing fields and recreational areas

The Lindens open space	9.9.99	Transfer from EFDC		Freehold	nil	1.00	Community asset			
Hillyfields open space (incorporating Millennium Remembrance Grove)	30.10.00	Transfer from EFDC	NPA has an interest registered on the Deed	Freehold	nil	1.00	Community asset			
Lady Whitaker's Mead	15.3.02	Purchase		Freehold	135,000 (for this and WRPF)	nil	Community asset			
Willingale Road Playing Field (including changing room)	15.3.02	Purchase	NPA has an interest registered on the Deed	Freehold	see above	nil	Community asset	105,209		

Resources and General Services Committee 9 February 2022

Kings Green, Standard Green, School Green and part of Hillyfields	15.8.01	Management agreement with City of London	City of London (formerly Corporation)	Legal management agreement	n/a	nil	n/a			
War Memorial on Kings Green	n/a	Assumed responsibility	unknown	responsible for	n/a	nil	n/a	70,877		
Roding Valley Recreation Ground	1.4.97	Transfer from EFDC		Leasehold wef 10/01/08	nil	1.00	Community asset	407,544		
							LAC buildings only	239,211		
Open space adjacent to Willingale Road allotment site	6.9.05	Transfer from EFDC		Freehold	nil	1.00	Community asset			
Memorial Rose Garden, Roding Road	November 15	Lease	St Michael's Church	Leasehold - Chelmsford Diocesan & St Michael's PCC	nil	nil	Community asset			
Loughton Cricket Club, Traps Hill	13/5/2019	Transfer from LCC Trust		Freehold	nil	1.00	Community asset			

Street Furniture

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

Resources and General Services Committee 9 February 2022

Bus shelter, Jessel Drive/Colebrook Lane	June 2011	Purchase		Ownership	3,398	nil	Community asset		
Bus shelter, Traps Hill	May 2018	Purchase		Ownership	4,436	nil	Community asset		
Noticeboard, library wall, Traps Hill	Oct 1998	Purchase		Ownership	570	nil	Community asset	3,000	
Noticeboard in Longcroft Rise	3.3.02.	Purchase		Ownership	610	nil	Community asset	not insured	
Noticeboards on the Roding Valley Recreation Ground	01/04/2016	Purchase		Ownership	5,630	nil	Community asset	not insured	
Xmas lights, King's Green	Oct 2011	Purchase		Ownership	3,985	nil	Community asset	not insured	
Xmas lights, King's Green	Oct 2012	Purchase		Ownership	502	nil	Community asset	not insured	
Blue Heritage plaques - see file for details of locations	various	Purchase		Ownership	various	nil	Community asset	not insured	
Salt/grit bins; locations as per file	2003	Purchase		Ownership	385 each	nil	Community asset	not insured	
Drinking Fountain	3.2.05	Assignment of lease from EFDC		Leasehold	nil	nil	Community asset	24,363	
Civilian war memorial	May 2005	Purchase		Ownership	1,800	nil	Community asset	not insured	
Highways seats (outside town centres) see list for details of locations etc	June 2005	Exchange of letters with EFDC		Ownership	nil	nil	Community asset	not insured	

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

Playgrounds

Playground equipment, Roding Valley Recreation Ground	Summer 1997	Purchase		Ownership	6,722	nil	Community asset	not insured		
Playground in Felstead Road	4.1.02	Transfer from EFDC		Freehold	nil	nil	Community asset	not insured		
Playground equipment on Felstead Road playground	Feb/Mar 03	Purchase		Ownership	25,200	nil	Community asset	not insured		
Traps Hill playground additional item of equipment	18.05.04 November 2008	Transfer from EFDC		Freehold	nil 890	1.00	Community asset	not insured	July 2016	Scrap

Resources and General Services Committee 9 February 2022

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

Resources and General Services Committee 9 February 2022

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

Allotments

Allotment silver trophy and silver rose bowl	01.07.11	Gift		Ownership	nil	800	Cost (no change from 11/12)	1,325		
Pyrles Lane Allotments	26.11.99	Transfer from EFDC		Freehold	nil	1.00	Community asset			
Roding Road Allotments	26.11.99	Transfer from EFDC		Freehold	nil	1.00	Community asset			
Access licences to Roding Road allotments	various	Grant of licences by LTC				see debt register	n/a			
Willingale Road allotments	6.9.05	Transfer from EFDC		Freehold	nil	1.00	Community asset	101,886		

Cemetery

Loughton Cemetery (including buildings)	23.12.99	Transfer from EFDC		Freehold	nil	1.00	Community asset	176,085		
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Resources and General Services Committee 9 February 2022

Loughton Cemetery Furniture and equipment	various	Purchase		Ownership	various	various <£1K	n/a	5,232		
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Community Hall

Kingsley Hall	27.10.00	Transfer from EFDC		Freehold	nil	1.00	Community asset	365,460		
Kingsley Hall contents	various	Purchase		Ownership	various	various <£1K	n/a	3,105		

Office premises

1 Buckingham Court	26.3.01	Freehold purchase		Freehold	395,000	517,400	Fixed from 08/09	561,481		
Furniture and equipment at Town Hall and Loughton Library; see inventory for details	various	Purchase		Ownership	various	various <£1K	Cost	73,123		
Chairmen's name board, Loughton Urban District Council	5.6.03	Loan from Epping Forest Museum; requires annual renewal		Loan	nil	Unknown	Community asset	included above		
Town Mayor's regalia	May 2008	Purchase		Ownership	1,250	1,454	Cost (08/09)	2,713		

Community and Youth Centre										
106 Borders Lane (the whole site)	5.8.02	Purchase		Freehold	825,000 (land purchase)	nil	Community asset			
Community and Youth Centre building	25.5.06 (practical completion)	Purchase	.	Freehold	735,667 net	nil	Community asset	2,350,021		
The Murray Hall contents	various	Purchase		Ownership	various	various <£1K	Cost	44,788		
Youth centre	(quarter day before) 25.5.06 (date of practical completion)	LTC agreement to lease to ECC		lease to ECC, 99 years, ends 24.5.2105	432000 (one-off premium; no rent)		N/A	n/a		

Vehicles										
Primastar Van	1.3.13	Purchase		Ownership		11,995	Cost	14,394		
						531,660				

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

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