



RESOURCES AND GENERAL SERVICES COMMITTEE

Members of the Resources and General Services Committee
are summoned to attend a Meeting at **7.30pm** on

Tuesday, 5 July 2022

at Loughton Library and Town Hall, Traps Hill, Loughton IG10 1HD

to transact the business as shown in the agenda.

**Mark Squire
Town Clerk**

28 June 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 meeting held on 13 April 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 Town Clerk's / Chairman's Report**
To report (for discussion only) on any further significant information / matters that may be of interest to Committee members
- 6 Training and Conferences**
The Town Clerk and Deputy Town Clerk/RFO attended the Society of Local Council Clerks (SLCC) Essex Branch AGM and Training Day on Thursday 16 June 2022. This was the first face to face meeting since the start of the pandemic, following the lifting of restrictions.

Following cancellation of the EALC "Cemetery Exclusive Rights of Burial" training due to lack of attendees booking the course, the Halls and Booking Officer will be attending an ICCM (institute of Cemetery and Crematorium Management) "Exclusive Rights of Burial" course via Zoom on 16 and 17 August 2022. She will be providing cover for the cemetery administration, in the absence of the Cemetery Officer.

To receive and note.
- 7 Work Experience**
A local sixth form student will be undertaking work experience with the Town Clerk and Officers from Monday 18 July 2022 – Friday 22 July 2022.
- 8 Finance**
 - 8.1 Current Financial Position**
 - * The current financial position as at 30 April 2022 is attached together with details of the funds available from earmarked reserves (see attached pages 6-7).
 - * A note of the Council's current bank balances and most recent reconciliations are attached (see pages 8-14).
 - 8.2 Accounts Paid**
Payments totalling £409,951.55 as detailed on payment schedules no. 349-352 have been made since the report to the meeting on 13 April 2022 (see pages 15-18). 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.

9 Precept

The Committee is asked to NOTE that the first instalment of the 2022/23 Precept, £414,832.00, was received into the Council's Santander bank account of 29 April 2022.

10 Internal Financial Check

The Committee is asked to confirm if it wishes to continue the best practice of appointing a Councillor to carry out checks on the Council's financial transactions and, if so, to make an appointment. Cllr Murray undertook this responsibility during 2021/22.

11 Internal Audit

The Committee is asked to NOTE the internal auditor visited the offices on 12 May 2022, specifically to review the accounting entries to 31 March 2022 and Year End Accounts. Our accounts were found to be in order, and a clear audit, with no recommendations made, was received (see attached report pages 19-22).

12 Annual Governance and Accountability Return (AGAR) 2021/22

The AGAR was submitted to the external auditors PKF Littlejohn LLP on 21 June 2022 and the completed confirmation of dates for the provision of public rights form has been displayed on our noticeboards and posted on our Town Council website.

13 Financial Assistance

General Applications 2022/23

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The following two new requests for financial assistance have been received. For Members information a list of grants awarded to date in 2022/23 is also listed below. A copy of the application forms and supporting information are provided on pages 23-43.

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

For information, as at 30 April 2022 there is currently a balance of £8,924.02 of unallocated general grants in the 2022/23 Financial Assistance budget.

There is also £7,624.00 held in Earmarked Reserves. The Committee is also asked to NOTE that in the Recreation meeting on 7 June 22, minute number RC106, the Recreation Committee AGREED to earmark the bank balance funds of £3,346.32 donated to the Council by Loughton Film Club following the club ceasing to operate, to Grant funding.

This brings an overall total balance remaining in the 2022/23 budget, including earmarked reserves and donation as at end of June 2022, of £19,984.34.

Members are reminded it is Council policy to withhold 10% (£3,000 for 2022/23 budget) in case of emergency applications during the year, and that the £8,500 awarded to Citizens Advice – Epping Forest District for 2022/23 is budgeted separately.

Organisation	Amount Granted £	Purpose of Grant
Alfie James Productions	200.00	Performance skills workshop
Affordable Counselling	500.00	Counselling sessions
Basics Essex	1,000.00	Assistance towards equipping a new doctor
Epping Forest ReUSE	484.98	Operational Costs (safety boots/uniform)
Lopping Hall Art c/o Lopping Hall	300.00	Hire of display boards for exhibition
Loughton Chigwell & District Synagogue	500.00	Supply of weekly food parcels
Loughton Voluntary Care Association	391.00	Phone bill and premises rental
Restore Grow Community Garden	2,500.00	Running Costs
Restore Community Noah's Ark	3,000.00	Crafts, toys and running costs
Restore Community Oakwood Hill Community Centre	3,000.00	Operational Costs
Restore Community Oakwood Hill Youth Club Project	2,000.00	Operational costs and equipment
Samaritans Redbridge Branch	700.00	Running Costs
Spark a branch of Worth Unlimited	1,500.00	'Complex cases' counselling service
3Food4U	3,500.00	Rent of foodbank venue
Voluntary Action Epping Forest	1,500.00	Operational Costs
Total awarded	£21,075.98	

New Financial Assistance Application Received
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Organisation	Amount requested £	Item	Power
The Lopping Endowment Corporate Trustee Limited	As much as LTC can support	Defibrillator – at least £1,300 +VAT	General Power of Competence (GPC)
Grant A Smile CIC	2,500.00	The One Community Project - a community wide one day even celebrating diversity and culture	General Power of Competence (GPC)

14 PC Upgrades

Office staff have a variety of older and newer computers which are not performing as well as they should due to insufficient memory capacity. The new computers would benefit from RAM (Computer Random Access Memory) upgrades due to the heavy nature of latest Microsoft update requirements to help them perform more efficiently. Newer computers would be in the form of two 16Gb Ram upgrades at approximately £180 + VAT. Existing computers would benefit from SSD (solid state drive) & RAM upgrades. Cost approximately £360 + VAT. These are essential upgrades.

Recommend approval at total cost of c£550 +VAT.

15 Flag Flying

For information, the Town Council marked the following by flying the:

Union Flag on 6 February 2022 - Her Majesty's Accession.
Commonwealth Flag on 14 March 2022 - Commonwealth Day.
Union Flag on 21 April – Birthday of Her Majesty The Queen.
St George Cross Flag on 23 April 2022 – St George's Day.
Union Flag from 2 June 2022 – 20 June 2022 – Coronation Day; Official celebration of Her Majesty's Birthday and Platinum Jubilee - 2 June.
Armed Forces Flag from 20 June 2022 – 27 June 2022 – Armed Forces Day 25 June 2022, flying the special flag outside the Library for the preceding week.

The Town Council will mark the following by flying:

Red Ensign on 3 September 2022, to help raise public awareness of our island nation's reliance on seafarers and shipping.
Union Flag from 11 November 2022 – 15 November 2022 - Remembrance Commemoration and the birthday of the Prince of Wales on 14 November.

The Ukrainian flag is being flown regularly in support of Ukraine.

To receive and note.

16 Christmas Card Competition 2022

To note that this year's competition will be launched before the autumn meeting of this Committee, members are asked to AGREE if they wish to continue with the current format (see page 44).

17 Policies Review

Members are asked to review the following policies, for which there are no changes to be made. In view of the volume of paperwork, members are requested to look at the document section on the Town Council website or view via the links below.

17.1 Code of Conduct – Recommended next review June 2024.

[Code of Conduct 2016 - updated 2019 Review 2022.pdf \(loughton-tc.gov.uk\)](#)

17.2 Code of Conduct Annexe 3 Complaints Procedure – Recommended next Review June 2024.

[Code of Conduct - Complaints procedure 2012 - Reviewed June 2021.pdf \(loughton-tc.gov.uk\)](#)

18 Local Government Boundary Commission

The Committee to consider and AGREE the recommended response drafted by the Environment and Heritage Committee at their meeting on 22 June 2022 (see attached page 45) in order to meet the 18 July 2022 deadline for responses set by EFDC.

19 Civic Service / Citizenship 2023 award

The Committee to consider and AGREE if the Town Mayor may hold a Civic Service, and if so, whether to incorporate the Citizenship 2023 award into this, as done historically. The last weekend in February 2023 is recommended.

20 Buckingham Court

- The Town Clerk has informed Essex County Council (ECC) of the Town Council's decision to move from Loughton Library
- A working party has been set up amongst office staff to meet the anticipated move back to Buckingham Court by the week commencing 10 October 2022.
- Officers now meet regularly to work through the lengthy TO DO list
- Initial priorities are to redecorate the two floors (minor work only required and for new carpet tiles for the ground floor)
- The Services Manager recently met with our IT Consultant to run through work needed for the building. Although there are sufficient cable points for the computers, a further 8 – 10 points will be needed to cover the phones, as these are now VOIP phones rather than the analogue ones we used to have, the last time that the Town Council occupied that office. A rough estimate would be approximately £700 plus VAT for these works.

The Town Clerk will provide further background details. Members are asked to receive and note and to delegate authority to the office to carry out this necessary work.

21 Office photocopier

The printing quality of our existing photocopier, has markedly deteriorated over the last six months or so. The company that is currently used is effectively the third along the chain, as various company buyouts and mergers have occurred over the years.

A new photocopier is required with leasing as the preferred option, so that the copier can be changed in line with new technology and developments. Subject to obtaining quotes, we request that the office is delegated to pursue the new arrangements, subject to the approval of the Chairman and Vice Chairman of this Committee. As there are only a few Council meetings in August, it would make practical sense to install the new machine at Buckingham Court in readiness for the move in the autumn, rather than set up at the Library and then subsequently move again.

Members are asked to receive and note and to delegate authority to the office to carry out these arrangements as the next Resources and General Services meeting is not until 5 October 2022.

22 Essex Wildlife Trust (EWT) annual subscription fees

At the Environment and Heritage Committee meeting on 22 June 22, (minutes to follow) members decided unanimously to cancel (subject to referral to this Committee) the annual membership fees which have increased from £75 plus VAT to £250 plus VAT.

Members are requested to approve (or otherwise) this recommendation.

Mark Squire
TOWN CLERK
28 June 2022

Agenda item 8.1

Loughton Town Council
Summary Income & Expenditure by Budget Heading 30/04/2022
Month No: 1 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	17,146	7	19,155	19,148	19,148	0%
Office Expenses (1)	Expenditure	15,166	583	13,700	13,117	13,117	4.3%
Audit	Expenditure	3,745	-2,415	3,010	5,425	5,425	-80.2%
Central Personnel	Expenditure	327,181	30,759	374,800	344,041	344,041	8.2%
Council Expenses	Expenditure	12,565	12,291	16,650	4,359	4,359	73.8%
	Income	150	0	0	0		
Other Services (RGS) (2)	Expenditure	25,588	40	2,500	2,460	2,460	1.6%
Members' Expenses	Expenditure	1,680	0	2,760	2,760	2,760	0%
Buckingham Court (3)	Expenditure	44,292	3,738	45,231	41,493	41,493	8.3%
(4)	Income	4,442	0	10,000	10,000		0%
Service Re-charge (5)	Expenditure	-283,000	0	-285,000	0	0	0.0%
Library	Expenditure	11,700	2,925	11,875	8,950	8,950	24.6%
Grants	Expenditure	32,400	0	38,500	38,500	38,500	0%

INCOME – EXPENDITURE TOTALS

R&GS Expenditure	208,463	47,928	243,181	195,253	195,253	19.7%
Income	4,592	0	10,000	10,000		0%
Net Expenditure over Income	203,871	47,928	233,181	185,253		

Notes:

- (1) Audit – “Actual Year To Date” – funds accrued to pay year end 2021/2022 invoices.
- (2) Council Expenses – “Actual Year To Date” – includes the Town Council annual Insurance.
- (3) The Service Recharge will be applied at the financial year-end.

Agenda item 8.1 cont'd
Earmarked Reserves for 2022/2023:

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	31.05.22
Elections	14,854.81
Buckingham Court maintenance fund	2,000.00
Buckingham Court Rent Deposit	5,000.00
Financial Assistance Grants 2020/21	7,624.00
Total	29,478.81

Agenda item 8.1 cont'd Current Financial Position cont'd.

Date: 16/05/2022	Loughton Town Council	Page 1
Time: 14:32	Bank Reconciliation Statement as at 16/05/2022 for Cashbook 1 - No 1 Current Account	User: JCG

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Nat West no. 1 account	30/04/2022	58	71,012.20
			71,012.20
Unpresented Cheques (Minus)			Amount
31/03/2022 10706 P703	Mrs N Eze		500.00
31/03/2022 10688 P677	Regional Waste Recycling Comme		488.79
31/03/2022 1069 P696	James Todd & Co. Ltd.		109.62
31/03/2022 10707 P704	AM Garden Machinery Ltd		178.00
31/03/2022 10720 P733	Cllr M Stubbings		96.00
31/03/2022 10728 P743	James Todd & Co. Ltd.		164.04
31/03/2022 10730 P756	City Of London	2,400.00	
31/03/2022 10732 P758	Gristwood & Toms Ltd		655.20
31/03/2022 10734 P759	Mrs N Eze		500.00
31/03/2022 10731 P757	P & L Signs Ltd t/a Signs Expr	1,520.40	
24/04/2022 SD18	Maria Deschamp		250.00
28/04/2022 SD16	Deborah Matthams		250.00
28/04/2022 SD17	Laurn Berlin		250.00
30/04/2022 10737 P3	Nisbets PLC		95.00
30/04/2022 10738 P4	MA ASSIST LTD		918.11
30/04/2022 10739 P5	Viking		294.37
30/04/2022 10740 P6	EDF Energy Ltd		535.01
30/04/2022 10741 P7	Portable Toilet Hire (London)		420.00
30/04/2022 10742 P8	ICCM		95.00
30/04/2022 10743 P9	Essex Association of Local Cou	2,449.85	
30/04/2022 10744 P10	M Perkins	3,940.00	
30/04/2022 10745 P11	Gracelands Complete Maintenanc		299.04
30/04/2022 10746 P12	Arbtec Tree Services		216.00
30/04/2022 10747 P13	Deltagate Ltd	1,875.00	
30/04/2022 10748 P14	Apogee Corporation Ltd		194.51
30/04/2022 10749 P15	Trevor Muller Playground Inspe	1,145.00	
30/04/2022 10750 P18	Loughton Gardens & Landscapes		540.00
30/04/2022 10751 P19	AM Garden Machinery Ltd		822.21
04/05/2022 10752 P42	KBL	1,831.50	
11/05/2022 SD19	Robin Childs		704.80
11/05/2022 T3	No 2 Current Account	39,205.39	
11/05/2022 SD21	Shazista Sheikh		350.00
			63,292.84
			7,719.36
Receipts not Banked/Cleared (Plus)			
31/03/2022 P703 CANX		500.00	
28/04/2022 R11		42.00	
28/04/2022 R11		200.00	
05/05/2022 T2		50,000.00	

Agenda item 8.1 cont'd
Current Financial Position cont'd.

Date: 16/05/2022	Loughton Town Council	Page 2
Time: 14:32	Bank Reconciliation Statement as at 16/05/2022 for Cashbook 1 - No 1 Current Account	User: JCG

<u>Amount</u>	<u>Balances</u>
	50,742.00
	58,461.36
Balance per Cash Book is :-	58,461.36
Difference is :-	0.00

10

Agenda item 8.1 cont'd
Current Financial Position cont'd.

Date: 16/05/2022	Loughton Town Council	Page 1
Time: 15:07	Bank Reconciliation Statement as at 30/04/2022 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	30/04/2022	59	100,505.77
			<hr/> 100,505.77
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			100,505.77
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			100,505.77
		Balance per Cash Book is :-	100,505.77
		Difference is :-	0.00

Agenda item 8.1 cont'd
Current Financial Position cont'd.

Date: 12/05/2022		Loughton Town Council		Page 1
Time: 11:55		Bank Reconciliation Statement as at 30/04/2022 for Cashbook 4 - Santander Business Reserve Acc		User: JCG
<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>	
Santander	30/04/2022	52022	734,394.88	
			<u>734,394.88</u>	
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>		
		0.00		
			<u>0.00</u>	
			734,394.88	
<u>Receipts not Banked/Cleared (Plus)</u>				
		0.00		
			<u>0.00</u>	
			734,394.88	
			Balance per Cash Book is :-	734,394.88
			Difference is :-	0.00

Agenda item 8.1 cont'd
Current Financial Position cont'd.

Date: 12/05/2022

Loughton Town Council

Page 1

Time: 11:12

Bank Reconciliation Statement as at 09/05/2022
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	30/04/2022	94	1,331.79
			<u>1,331.79</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	<u>0.00</u>
			1,331.79
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	<u>0.00</u>
			1,331.79
		Balance per Cash Book is :-	1,331.79
		Difference is :-	0.00

Agenda item 8.1 cont'd
Current Financial Position cont'd.

Date: 12/05/2022	Loughton Town Council	Page 1
Time: 11:23	Bank Reconciliation Statement as at 09/05/2022 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	30/04/2022	78	103,561.68
			<u>103,561.68</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			103,561.68
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			103,561.68
		Balance per Cash Book is :-	103,561.68
		Difference is :-	0.00

Agenda item 8.2

Accounts Paid

Loughton Town Council
Current Account
List of Payments made between 1 April to 7 April 2022

Page no 1

Invoice No.	Date Paid	Payee Name	Cheq No	Paid	P No.	Transaction Detail
✓	31/03/2022	Greenhill Gardening Services	10723	900.00	P737	Work at MH, WRA & WRPF
✓	31/03/2022	Pather Security Systems Ltd	10724	142.36	P738	MH Alarm maintenance
✓	31/03/2022	Apogee Corporation Ltd	10725	268.19	P739	Printing & Photocopy Feb/Mar
✓	31/03/2022	Gracelands Complete Maintenance		109.00	P740	Disabled toilet leak fixed
✓	31/03/2022	Gracelands Complete Maintenance	10726	156.00	P741	Quarterly check filters and air handling units
✓	31/03/2022	AtoZ Supplies	10727	67.10	P742	MH Mops
✓	31/03/2022	James Todd & Co	10728	164.04	P743	March Payroll
✓	31/03/2022	Viking Payments		166.76	P744	March stationary order
✓	31/03/2022	Viking Payments	10729	-29.88	P745	Wrongly ordered folders returned
✓	07/04/2022	Zurich Municipal	10736	9,811.99	P1	2022/23 insurance payment
✓	07/04/2022	Cash	10736	196.55	P2	Cash Impress to top up

For information: Direct Debits

For information: Account Transfers

For information: No. 2 Account

Total	11,951.11
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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

D.J. WIXLEY

Signed

Print name

STELLA MURPHY

Schedule no.	349
Date reported to RGS Cttee	

Agenda item 8.2

Accounts Paid cont'd.

Loughton Town Council Current Account List of Payments made between 31 March to 30 April 2022						Page no 1	
Invoice No.	Date Paid	Payee Name	Cheq No	Paid	P No.	Transaction Detail	Year
	31/03/2022	City of London	10730	2,400.00	P758	Contribution towards trail signs station to forest	2021/22
	31/03/2022	P&L Signs Ltd	10731	1,520.40	P757	Signs for station to forest trail	2021/22
	31/03/2022	Gristwood and Toms Limited	10732	655.20	P758	Plants Maintain tree for Queen Canopy	2021/22
	31/03/2022	Mrs N Eze	10734	500.00	P759	Replaces cheq 10708 that went missing	2021/22
2462 4128	30/04/2022	Nisbets	10737	95.00	P3	MH Toilets rolls March	2022/23
9110199	30/04/2022	MA Assist Ltd	10738	918.11	P4	VAT Only invoice Insurance claim MH 2021/22	2022/23
8740792	30/04/2022	Viking Payments	10739	294.37	P5	Stationery for office March	2022/23
6558202 618935	30/04/2022	EDF Energy	10740	535.01	P6	B. Crt Gas for March	2022/23
4784	30/04/2022	Portable Toilet Hire (London) Limited	10741	420.00	P7	Toilet for Jessel Green Day	2022/23
4247020602103	30/04/2022	ICCM	10742	95.00	P8	2022/23 Institute of Cemetery Management Subs	2022/23
15416	30/04/2022	EALC	10743	2,448.65	P9	2022/23 subs for EALC/NALC	2022/23
	30/04/2022	M T Perkins	10744	3,940.00	P10	Decorating/repair work KH	2022/23
22233	30/04/2022	Gracelands Complete Maintenance	10745	299.04	P11	Fan repaired at B.Crt	2022/23
	30/04/2022	Airtec Tree Services	10746	216.00	P12	Remove tree at RVRG	2022/23
3014	30/04/2022	Delegata Limited	10747	1,875.00	P13	B.Crt electrical check	2022/23
1399508	30/04/2022	Apogee Corporation Ltd	10748	194.51	P14	Office printing/photocopying April	2022/23
1542		TMPI Ltd		680.00	P15	Annual inspection for playgrounds	2022/23
1544				180.00	P16	Annual inspection outdoor gyms RVRG/WRPF	2022/23
1543	30/04/2022		10749	1,145.00	P17	Annual inspection tennis courts football RVRG	2022/23
78	30/04/2022	Loughton Landscapes Limited	10750	540.00	P18	WRPF Remove trolleys and digger to trench	2022/23
337829		APS t/a AM Ltd		180.88	P19	MH Law mower service	2022/23
337829				126.68	P20	Hedge cutter cemetery service	2022/23
337825				137.89	P21	Wardens leaf blower service	2022/23
337814				115.84	P22	Cemetery petrol trimmer service	2022/23
339169				143.64	P23	WRA rotary mower service	2022/23
337823	30/04/2022		10751	117.50	P41	Wardens leaf blower service	2022/23
	04/05/2022	KBL Event Hire	10752	1,831.50	P42	Jessel Green Rides and Inflatables	2022/23
For information: Direct Debits							
	21/03/2022	EFDC	DD	99.00	P748	KH Rates	2021/22
	21/03/2022	EFDC	DD	170.00	P749	RVRG Rates	2021/22
	21/03/2022	EFDC	DD	78.00	P750	WRPF Rates	2021/22
	21/03/2022	EFDC	DD	685.00	P751	MH Rates	2021/22
	21/03/2022	EFDC	DD	1,004.00	P751	B.Crt Rates	2021/22
	31/03/2022	EE Mobile	DD	38.84	P752a	Mobile phone bill for march	2021/22
	14/03/2022	Natwest Credit Card	DD	892.52	P753	Credit Card Bill March	2021/22
	20/04/2022	Worldpay	DD	153.21	P754	PDQ machine March	2021/22
	19/04/2022	SSE	DD	14.73	P755	KG War mem Electric Feb	2021/22
	28/04/2022	SSE	DD	15.23	P24	WRPF Electric March	2022/23
	28/04/2022	SSE	DD	21.70	P25	KG War mem Electric March	2022/23
	30/04/2022	SSE	DD	191.88	P26	Cemetery Electric Feb-March	2022/23
	29/04/2022	SSE	DD	2,208.84	P27	MH Electric March	2022/23
	01/05/2022	First Business Water	DD	193.06	P28	Water rates for March	2022/23
	28/04/2022	The Comms Guys	DD	184.88	P29	Telephone etc March	2022/23
		Tesco Mobile	DD	28.00	P30	Mobile phone bill for march	2022/23
	19/04/2022	Crown Gas & Power	DD	349.80	P31	Murray Hall March Gas	2022/23
	18/04/2022	Crown Gas & Power	DD	248.32	P32	Kingsley Hall March Gas	2022/23
	04/04/2022	Peninsula	DD	241.11	P33	Staff personnel services April	2022/23
	20/04/2022	EFDC	DD	90.13	P34	KH Rates April	2022/23
	20/04/2022	EFDC	DD	175.90	P35	RVRG Rates April	2022/23
	20/04/2022	EFDC	DD	77.83	P36	WRPF Rates April	2022/23
	20/04/2022	EFDC	DD	689.00	P37	MH Rates April	2022/23
	20/04/2022	EFDC	DD	1,216.00	P38	B.Crt Rates April	2022/23
For information: Account Transfers							
	07/04/2022	Transfer	BACS	80,000.00	T1	Transfer from Santander to Natwest acct top up	2022/23
For information: No. 2 Account							
	01/05/2022	HMRC	780	8,353.80	P39	NIC & PAYE April	
	01/05/2022	ECC Pensions	781	8,361.28	P40	Staff Pensions April	
Total				126,424.64			

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.

Sign  Print 

D.J. WIXLEY STELLA MURPHY

Schedule no.	350
Date reported to RGS Cttee	

Agenda item 8.2

Accounts Paid cont'd.

Loughborough Town Council Current Account List of Payments made between 1 May 2022 to 30 May 2022						Page no 1
Invoice No.	Date Paid	Payee Name	Cheq No	Paid	P. No.	Transaction Detail
40220-0218	20/05/2022	TownsWeb Archiving Ltd	10753	325.22	P48	Cemetery registers digi Host/support 2022/23
1216	20/05/2022	Playfix Limited	10754	474.00	P47	Remove/Repair Spring play unit Colebrook Pldg
E234102		Regional Waste Recycling (Commercial) Ltd		291.20	P48	Cemetery refuse collection April
E234104		Regional Waste Recycling (Commercial) Ltd		52.00	P49	KH refuse collection April
E234105		Regional Waste Recycling (Commercial) Ltd		145.60	P50	MH Refuse collection April
E234107		Regional Waste Recycling (Commercial) Ltd		43.20	P51	Cemetery green bin collection April
E234108		Regional Waste Recycling (Commercial) Ltd		52.00	P52	KH refuse collection May
E234109		Regional Waste Recycling (Commercial) Ltd		145.60	P53	MH Refuse collection May
E234104	20/05/2022	Regional Waste Recycling (Comme	10755	291.20	P54	Cemetery bin collection May
2184	20/05/2022	TBS Hygiene Ltd	10756	90.00	P55	Dog Waste collection April
8166175	20/05/2022	H2O Nationwide Limited	10757	108.00	P56	KH Routine tests and works
43545	20/05/2022	James Todd & Co	10758	109.62	P57	Payroll for April
43006	20/05/2022	Everbrite Cleaning Services Limited	10759	125.63	P58	MH Window Cleaning April
05642008		PHS Group		84.24	P59	MH Hygiene bins collection Dec 21 - May 22
05642005	20/05/2022	PHS Group	10760	84.24	P60	MH Hygiene bins collection June 22 - Nov 22
3338		Docendo Limited		1,047.00	P61	Computer/server maintenance contract 2nd install
3339	20/05/2022	Docendo Limited	10761	116.51	P62	Online daily backup
1152841	20/05/2022	Heelis & Lodge	10762	375.00	P63	Year end internal audit March 2022
3359		Arbtec Tree Services		1,416.00	P64	Tree work at WRPFF and Lady Whit Mead
3873	20/05/2022	Arbtec Tree Services	10763	144.00	P65	Grind stump at Mem. Rose Garden
512554	20/05/2022	Glyn Hopkin Ltd	10764	252.00	P66	Fuel gauge repaired
1307194		Apogee Corporation Ltd		9.00	P67	Black toner
1307168		Apogee Corporation Ltd		9.00	P68	Colour toners
1301166	20/05/2022	Apogee Corporation Ltd	10765	9.00	P69	Waste toner box
2821	20/05/2022	Delegata Limited	10766	1,095.00	P70	Supply/install emergency bulkhead B.Crt
37271		Think Business Support Ltd		577.20	P71	KH Cleaning March
37660		Think Business Support Ltd		627.37	P72	KH Cleaning April & Bk sacks
38703	20/05/2022	Think Business Support Ltd	10767	710.40	P325	KH Cleaning Creditor bal bit 2021/22
22184		Gracelands Complete Maintenance Services		174.36	P73	Repair leaking boiler MH
22187	20/05/2022	Gracelands Complete Maintenance	10768	245.94	P74	Connect new supply to washing machine MH
43006	20/05/2022	Gopak Ltd	10769	2,024.83	P75	MH New tables *14
26688	20/05/2022	Rattas Business Solutions Ltd	10770	528.00	P76	2022 Year end
51632618091	20/05/2022	EDF Energy Customers Ltd	10771	344.33	P96	B.Crt Gas April 2022
	20/05/2022	Mr P Houghlan (Anywhere Deck Ch	10772	160.00	P95	Deck Chair deposit for Jessell Green
	20/05/2022	Essex Playing Fields Association	10773	40.00	P97	EPF membership & Best Kept entry
	20/05/2022	KBL Event Hire	10774	232.50	P98	Jessell Green Marquee deposit
	20/05/2022	SLCC Essex	10775	50.00	P99	SLCC Branch AGM/Training MS&L
For information: Direct Debits						
0217372010621	12/05/2022	SSE	DD	203.49	P77	KH Electric Feb - April
947565795020	09/05/2022	SSE	DD	36.82	P78	RVRG Electric Feb- April
4516816060029	18/05/2022	SSE	DD	52.18	P79	WR Allot Jan - Apr
50105790078	30/04/2022	EE	DD	42.18	P80	Old mobile phone contract April
134608	15/05/2022	Skyguard Ltd	DD	77.76	P81	Security alarm for staff April
0003346003	05/05/2022	Peninsula	DD	241.11	P82	Employment services May
134109776358	Acot in credit	Tesco Mobile	N/A	28.00	P83	Mobile phone bill April
7442681	24/05/2022	Natwest Autopay	DD	20.86	P84	Autopay charge April
088734	01/06/2022	PWLB	DD	17,849.89	P85	MH Loan repayment
1298771	16/05/2022	Crown Gas & Power	DD	141.70	P86	KH Gas April
1298373	16/05/2022	Crown Gas & Power	DD	298.12	P87	MH Gas April
3877089	25/05/2022	Solihull Gas	DD	111.63	P88	B. Crt Electric April
128828	Acot in credit	Skyguard Ltd	DD	77.76	P89	Skyguard Personal protect alarm
Am82	16/05/2022	Natwest Credit Card	DD	506.21	P90	Natwest Credit card April various
41735	22/05/2022	The Comms guys	DD	166.66	P91	Office telephone April
For information: Account Transfers						
	20/05/2022	From Natwest 1 to Natwest 2		38,401.14	T4	Tf1 monst from current for salaries payment
For information: No. 2 Account						
May-22	20/05/2022	HMRC	782	6,190.06	P82	May PAYE/NI Tax
May-22	20/05/2022	ECC Pensions	783	6,223.08	P83	May ECC Pensions contribution
May-22	20/05/2022	Staff Autopay	DD	21,967.00	P84	May staff salaries
Total				109,541.73		

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.

Sign: [Signature]

Print name: STELLA MURPHY

Print name: [Signature]

D.J. WIXLEY

Schedule no.	351
Date reported to RGS Cdae	

Agenda item 8.2

Accounts Paid cont'd.

Loughton Town Council Current Account List of Payments made between 1 May 2022 to 13 June 2022					Page no 1
Invoice No.	Date Paid	Payee Name	Cheq No	Paid	P No. Transaction Detail
69030724		PHS Group		853.40	P100 Old Station Rd planted displays June 2022 - Nov 2
69030736		PHS Group		1,841.40	P101 Traps Hill planted displays June 2022 - Nov 2022
69030737		PHS Group	10776	2,257.20	4,752.00 P102 Broadway planted displays June 2022 - Nov 2022
14891		Lambert Smith Hampton	10777		2,925.00 P103 Rent July - Sept -
1314176		Apogee		9.00	P104 Coloured toner
1210256		Apogee	10778	196.44	205.44 P105 Printing and photocopying May
Ts 07/06/22		Total Media Marketing	10779		1,073.00 P106 Think Loughton summer issue 97
33		Clarke Hilyer	10780		778.44 P107 SCrt service charge June - Aug
14472		Cranbrook Electronics Ltd	10781		19.20 P108 MH Light bulbs square pins
5080		Arbtec Tree Services	10782		2,216.00 P109 Cemetery tree crowns reduced
003169		Pinnacle Housing	10783		800.00 P110 Ground maintenance May
523		Peter Houghton (Anywhere Decking)	10784		480.00 P111 Deckchairs for Jessell Green
86/9240		Viking		212.78	P112 Stationary order May
2014474		Viking	10785	-32.39	180.37 P113 Refund for undelivered paper
17C058		Scott Dryden Design	10786		1,575.00 P114 Think Loughton summer issue 97 design/products
6538		Away With It Waste Management Lt	10787		150.00 P115 Remove and bin old tables
07/05/22		Atoz Supplies	10788		59.74 P116 Hand towels for MH
132617		Power Hygiene & Safety Products Limited		25.75	P117 MH Glass cleaner and floor cleaner
194240		Power Hygiene & Safety Products L	10789		68.95 P118 MH Soap dispensers
15647		EALC		108.00	P119 Chairman course Day 1 - B Cohen
15668		EALC	10790		216.00 P120 Chairman course Day 2 - B Cohen
77		CB Sound Video Light Ltd	10791		659.82 P121 Sound/music tech for Beacon Lighting
13112		James Todd & Co Limited	10792		109.62 P122 Payroll for May
		Mr F Collins	10793		50.00 P123 Town Cryer at Beacon lighting
28674		Gillett & Johnson (Croydon) Ltd		300.00	P124 Call out Lopping Hall clock
28657		Gillett & Johnson (Croydon) Ltd	10794	1,494.00	1,794.00 P125 Repair clock
		P M Bryce	10795		72.15 P126 Refreshments after Annual Council, Mayor etc
		C Durant	10796		80.00 P129 Refund Key and Alotment deposit
For information: Direct Debits					
061093033559	31/05/2022	EE	DD	42.18	P127 Mobile phone bill May
	20/05/2022	EFDC	DD	99.00	P128 KH May Rates
	20/05/2022	EFDC	DD	170.00	P129 RVRG May Rates
	20/05/2022	EFDC	DD	78.00	P130 WRPF May Rates
	20/05/2022	EFDC	DD	865.00	P131 MH May Rates
	20/05/2022	EFDC	DD	1,216.00	P132 BC May Rates
314105212	20/05/2022	Worldpay	DD	141.71	P133 April chip and pin costs
85027	30/05/2022	First Business Water	DD	617.66	P134 April water rates
22	24/03/2022	SSE	DD	1,378.32	P135 MH Electric late inv
26	29/05/2022	SSE	DD	1,774.40	P136 MH Electric April
	28/03/2022	SSE	DD	20.93	P137 WRPF Electric April
	11/05/2022	Pitney Bowes	DD	258.60	P138 Postage for April/May
For information: Account Transfers					
	01/06/2022	Trf from Santander to Natwest No.1	Trf	60,000.00	T5 Top up bank account from precept
	13/06/2022	Trf from Natwest 1 to Natwest 2	Trf	38,753.47	T6 Salaries top up
For information: No. 2 Account					
7439148	22/04/2022	Natwest Autopay	DD	20.80	P45 April autopay charge late inv
	20/06/2022	Salaries	BACS	22,121.87	P140 June staff net pay salaries
	13/06/2022	HMRC	784	8,316.03	P141 June Tax & NI payment
	13/06/2022	ECC Pensions fund	785	8,294.77	P142 June Staff Pensions payments
Total				162,034.07	

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.

Print name **G C POND**

Signature

Print name

STELLA MURPHY

Schedule no.	352
Date reported to RGS Cttee	

Agenda item 11
Internal Audit Report

HEELIS&LODGE

Local Council Services • Internal Audit

Year End Internal Audit Report for Loughton Town Council – 2021/2022

The following Internal Audit was carried out on the adequacy of systems of control and should be read in conjunction with the Interim Internal Audit report dated 20/1/2022. The following recommendations/comments have been made:

Income: £927,943 Expenditure: £997,666 Reserves: £632,766

AGAR Completion:

Section One: **No**

Section Two: **Yes – unsigned and restated**

Annual Internal Audit Report 2020/2021: **Yes**

Certificate of Exemption: **No**

Financial regulations

Standing Orders and Financial Regulations

Tenders

Appropriate payment controls including acting within the legal framework with reference to council minutes

Identifying VAT payments and reclamation

Cheque books, paying in books and other relevant documents

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

01/01/2022 – 31/03/2022

Tenders exceeding the £25,000 threshold have been advertised on the Contract Finders website.

Tender: Christmas Lights 2022-2024

Published: 18/3/2022

Agenda item 11

Internal Audit Report cont'd.

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)**

The Risk Assessment, including Internal Controls were reviewed again at a meeting held on 13/4/2022 (Ref: RG104.2).

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.

Fidelity Cover: **£2,000,000**

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

It is noted that Fidelity cover has been increased to £2,000,000 from 1/4/2022.

Budgetary controls supporting documents

Verifying the budgetary process with reference to council minutes and

Precept: £782,675 (2021-2022) Date: 26/1/2021 (Ref: 349)
Precept: £829,663 (2022-2023) Date: 25/1/2022 (Ref: 50)

Sound and effective budgetary procedures are in place. The 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

Hall hire and football pitch fees were reviewed at a meeting held on 13/4/2022 (Ref: RG106).

Cemetery fees were reviewed at a meeting held on 13/4/2022 (Ref: RG107).

Agenda item 11

Internal Audit Report cont'd.

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 and P60s have been produced as part of the year end process. An examination of payroll from January to March 2021-2022 was undertaken, cross referencing payslips, timesheets (where applicable) against supporting paperwork. All were found in order.

It is noted that the Council undertook a review of salaries at a meeting held on 13/4/2022 (Ref: RG96). The NALC 2021-2022 pay increases were noted and it was confirmed that staff had received the award, which was backdated to 1/4/2021.

Members' Allowances are included in payroll with tax taken at source.

Asset control

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

A separate asset register is in place. Values are recorded at cost value/insurance value. The total value of assets are recorded at £531,650. The figure in the asset register corresponds with the figure in Section 2, Box 9 of the AGAR. A review of the asset register was undertaken at a meeting held on 13/4/2022 (Ref: RG103).

Bank Reconciliation

Regularly completed and cash books reconcile with bank statements

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

Bank Balances at 31 March were confirmed as:

NatWest Current	xxxx3922	£157,175.10
NatWest Current	xxxx9955	£59,332.04
NatWest Reserve	xxxx5249	£100,498.78
Santander Savings	xxxx5910	£399,389.72
NatWest Business Current	xxxx7124	£1,550.00
Nationwide BS	xxxx6269	£103,557.42

Bank reconciliations were examined from January – March 2022. All were found to be in order.

Agenda item 11
Internal Audit Report cont'd.

Reserves

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

The Council have adequate general reserves (£343,594) and have identified earmarked reserves (£289,172) in their year end accounts.

Year-end procedures

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

End of year accounts are prepared on an Income & Expenditure basis. Creditors and Debtors are identified within the year end accounts. The Trial Balance agrees. Audit trails were undertaken on a selection of transactions for the period January – March 2022. All were found to be in order and a clear referencing and authorisation process is in place.

Internal Audit Procedures

A review of the effectiveness of the Internal Audit was carried out on 13/4/2022 (Ref: RG104).

Additional Comments/Recommendations

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



Heather Heelis
Heelis & Lodge
12 May 2022

Agenda item 13**Financial Assistance Application – The Lopping Endowment Corporate Trustee Ltd****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)	THE LOPPING ENDOWMENT CORPORATE TRUSTEE LIMITED
--	--

Lopping Hall was established in 1884 to be a community centre specifically for the residents of Loughton.

We provide rooms that can be hired by community groups at very economical rents and we also provide facilities for Theatre groups (185 seat theatre) and Lopping Hall Arts, which allows local artists to show and sell their work.

There are at least thirty activity groups that use our rooms for such things as Yoga, childrens activities, physical health for the young and old, theatre used by drama, operatic and schools.

Organisations also use Lopping Hall for Health and safety courses, assistance with long term employment, mental health and marriage guidance programmes and health courses such as slimming world.

Age groups specifically catered for, if any	ALL AGES
Is the organisation a non-profit making body?	YES In as much as all profit is used for the upkeep and improvement of the building.
Is the organisation a Registered Charity? (if so, please give registration number)	YES 228236
Number of members in the organisation	Community centre open to all residents of Loughton.
Number of members resident in Loughton	As above
Is membership restricted in any way?	NO
Do you charge a membership fee, or charge for access to your activities? Please give details	No membership fee, but we charge for the use of rooms and this goes directly to fixed and upkeep costs.

DETAILS OF GRANT APPLIED FOR**EMERGENCY MEDICAL EQUIPMENT**

This is to part pay for a defibrillator to be used by those at Lopping Hall during events and activities and to any person that requires the use of this equipment who might be in the vicinity of the Hall. High Road Loughton.

Agenda item 13**Financial Assistance Application – The Lopping Endowment Corporate Trustee Ltd
cont'd.**

Explain how Loughton residents will benefit from this project?

EMERGENCY MEDICAL EQUIPMENT – (SEE ABOVE)

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

Yes / No

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

Based on the age demographic using the Hall, the rapid increase in theatre performances (after the pandemic) we feel that we should instal this emergency kit at the earliest opportunity.

Total cost of project	Not less than £1,300.00 +vat
Amount of grant requested	As much as LTC sees fit.
Funds available from organisation's own resources	LH will fund any balance
Funds granted from other bodies (please give details)	None yet.
If there is a shortfall in these figures, how do you propose to fund the deficiency?	From reserves

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. >> None that I am aware of.

Financial Year	Amount	Purpose	Successful
1.4.21 – 31.3.22			Yes / No
1.4.20 – 31.3.21			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

ACCOUNTS & CONSTITUTION

You are required to send a copy of your constitution and most recent audited or independently verified accounts and balance sheet with this application together with copies of quotations/estimates for the project expenditure. **NB:** If you are part of a national or county-wide organisation, the accounts must be Loughton branch specific. If you are a new organisation without past accounts, please attach a copy of your budget for the year.

Agenda item 13**Financial Assistance Application – The Lopping Endowment Corporate Trustee Ltd
cont'd.**

Name of person making grant application	ALAN MARTIN
Address for correspondence	31 KNIGHTON DRIVE WOODFORD GREEN ESSEX IG8 0NY
Email address	alan@intiveneer.co.uk
Tel. No. 07831 210673	Day >> <u>Anytime</u> Evening

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

Signed

Date

09/04/2022

Name (please print) ALAN MARTIN

Capacity in which signed CHAIRMAN LOPPING HALL

If your application is successful please indicate the name to which the cheque should be made payable.

N.B. Cheques can only be made payable to the name of the organisation's bank account not an individual.

TRUSTEES OF THE LOUGHTON LOPPING
ENDOWMENT FUND.

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	

Agenda item 13**Financial Assistance Application – The Lopping Endowment Corporate Trustee Ltd
cont'd.****LOUGHTON LOPPING ENDOWMENT FUND****STATEMENT OF FINANCIAL ACTIVITIES**

For the year ended 31 December 2020

	Note	Unrestricted	Endowment & Restricted	Total	Total
		Funds	Funds	Funds	Funds
		2020	2020	2020	2019
		£	£	£	£
Incoming Resources					
Grant from Epping Forrest DC		48,308	-	48,308	5,000
Rental of bank, shop		69,993	-	69,993	54,954
Land & buildings revaluation		-	950,200	950,200	-
Lettings of Hall and Rooms		24,213	-	24,213	55,711
Gallery	2	1,821	-	1,821	3,021
Loughton Arts Centre (nett)		490	-	490	-
Bank & other interest		28	-	28	59
Investment income		91	-	91	108
Sundry receipts		2,510	-	2,510	-
Fundraising events, and donations		-	-	-	20,577
Total Incoming Resources		147,454	950,200	1,097,654	139,430
Resources Expended					
Gallery	2	1,072	-	1,072	2,404
Loughton Arts Centre					
Premises costs, inc loan interest	3	81,041	5,615	86,656	148,483
Other expenses	4	14,861	12,962	27,823	28,814
Total Resources Expended		96,974	18,577	115,551	179,701
Net incoming/(outgoing) resources		50,480	931,623	982,103	(40,271)
INITIAL FUNDS AT 1 JANUARY 2020		121,047	770,270	891,315	932,396
TOTAL FUNDS AT 31 DECEMBER 2020	12	172,327	1,701,901	1,874,228	892,125

Agenda item 13**Financial Assistance Application – The Lopping Endowment Corporate Trustee Ltd
cont'd.****LOUGHTON LOPPING ENDOWMENT FUND
BALANCE SHEET
As at 31 December 2020**

	Notes	2020	2019
FIXED ASSETS			
Tangible assets	7	1,941,492	1,004,137
Investments	8	<u>711</u>	<u>711</u>
		1,942,203	1,004,848
CURRENT ASSETS			
Debtors	9	12,933	4,368
Cash at bank and in hand		<u>85,480</u>	<u>55,990</u>
Total		98,413	60,358
CREDITORS: amounts falling due within one year	10	<u>(20,357)</u>	<u>(20,262)</u>
NET CURRENT ASSETS		<u>78,056</u>	<u>40,096</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		2,020,259	1,044,944
CREDITORS: amounts falling due after one year		<u>(146,031)</u>	<u>(152,819)</u>
NET ASSETS		<u>1,874,228</u>	<u>892,125</u>
FUNDS			
Endowment fund		1,701,901	770,278
Restricted funds		<u>172,327</u>	<u>121,847</u>
Unrestricted funds: General fund		<u>1,874,228</u>	<u>892,125</u>

The financial statements were approved, and authorised for issue, by the Trustees on their behalf by:

2021 and signed on

Alan Martin

Agenda item 13**Financial Assistance Application – The Lopping Endowment Corporate Trustee Ltd
cont'd.****LOUGHTON LOPPING ENDOWMENT FUND
NOTES TO THE FINANCIAL STATEMENTS****For the year ended 31 December 2020****1. ACCOUNTING POLICIES*****Basis of preparation of financial statements***

The financial statements have been prepared under the historical cost convention and in accordance with the Charities SORP (FRS 102 '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). The financial statements have been prepared under the historical cost convention.

The effects of events relating to the year ended 31 December 2020 which occurred before the date of approval of the financial statements by the Executive Committee has been included in the financial statements to the extent required to show a true and fair view of the state of affairs at 31 December 2020 and the results for the year ended on that date.

Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objects of the Charity and which have not been designated for other purposes.

Endowment funds comprise funds that are to be retained in line with the original funder bequest. As the building is held in the Endowment Improvements, depreciation, and the loan liability are all included as part of that balance.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors which have been raised by the Charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements. Statutory grants which are given as contributions towards the Charity's core services are treated as unrestricted.

Incoming resources

All incoming resources are included in the Statement of Financial Activities when the Charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Gifts in kind donated for distribution are included at valuation and recognised as income when they are distributed to the projects. Gifts donated for resale are included as income when they are sold. Donated facilities are included at the value to the Charity where this can be quantified and a third party is bearing the cost. No amounts are included in the financial statements for services donated by volunteers.

Income tax recoverable in relation to investment income or Gift Aid donations is recognised at the time the relevant income is receivable.

Agenda item 13**Financial Assistance Application – The Lopping Endowment Corporate Trustee Ltd
cont'd.****LOUGHTON LOPPING ENDOWMENT FUND
NOTES TO THE FINANCIAL STATEMENTS****For the year ended 31 December 2020****Resources Expended**

All expenditure is accounted for on an accruals basis and has been included under expense categories that aggregate all costs for allocation to activities.

Irrecoverable VAT is charged against the category of resources expended for which it was incurred. However, the basis on which the Charity is now VAT registered, means that input VAT is currently recoverable.

Investments

Investments are stated at cost value at the balance sheet date.

Tangible fixed assets and depreciation

All assets costing more than £500 are capitalised.

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

Buildings - Over 50 years by equal amounts each year
Furniture, fittings & equipment - 15% of reducing balance each year

2. GALLERY ACTIVITIES

	2020	2019
	£	£
Gallery Income for year	1,821	3,021
Gallery expenditure for the year	<u>1,072</u>	<u>(2,804)</u>
Net profit for year	<u>749</u>	<u>617</u>

3. PREMISES COSTS

	Unrestricted Funds 2020 £	Endowment Funds 2020 £	Total Funds 2020 £	Total Funds 2019 £
Personnel costs	29,040	-	29,040	33,372
Cleaning - contract	7,776	-	7,776	13,470
District rates and utilities	4,556	-	4,556	5,355
Maintenance contracts	5,326	-	5,326	5,409
Telephone	672	-	672	454
Building maintenance, repairs and renewals	28,894	-	28,894	79,621
(net of recharges to tenants, & any insurance recovery)	-	5,615	5,615	6,162
Loan interest and charges	-	-	-	-
Insurance	<u>4,777</u>	-	<u>4,777</u>	<u>4,640</u>
(net of recharges to tenants)	<u>81,041</u>	<u>5,615</u>	<u>86,656</u>	<u>148,483</u>

Agenda item 13**Financial Assistance Application – The Lopping Endowment Corporate Trustee Ltd
cont'd.****LOUGHTON LOPPING ENDOWMENT FUND
NOTES TO THE FINANCIAL STATEMENTS**

For the year ended 31 December 2020

4. OTHER EXPENSES	Unrestricted	Endowment	Total	Total
	Funds	Funds	Funds	Funds
	2020	2020	2020	2019
	£	£	£	£
Accountancy fees	570	-	570	550
Print, post and stationery	733	-	733	62
Depreciation	5,557	12,962	18,519	18,499
Legal & professional fees	3,983	-	3,983	4,509
Sundry expenses	<u>4,018</u>	<u>-</u>	<u>4,018</u>	<u>5,194</u>
	<u>14,861</u>	<u>12,962</u>	<u>27,823</u>	<u>28,814</u>

5. STAFF COSTS

Premises manager's salary, secretary honorarium, and part time staff

6. DIRECTORS

During the year, no Directors received any remuneration (2019 - the same). Mr Alan Martin received £6,758 (2019: £7,144 in respect of the reimbursement of expenses for materials).

7. TANGIBLE FIXED ASSETS

	Land and buildings	Furniture, furnishings and equipment	Total
	£	£	£
Cost			
At 1 January 2020 as revalued	1,086,908	98,106	1,185,014
Transfer from Gallery	-	5,674	5,674
Revaluation	950,200	-	950,200
Additions	-	-	-
At 31 December 2020	<u>2,037,108</u>	<u>103,780</u>	<u>2,140,888</u>
Depreciation			
At 1 January 2020	114,146	66,731	180,877
Charge for the year	<u>12,962</u>	<u>5,557</u>	<u>18,519</u>
At 31 December 2020	<u>127,108</u>	<u>72,288</u>	<u>199,396</u>
Net book value			
At 31 December 2019	<u>191,635</u>	<u>31,375</u>	<u>1,004,137</u>
At 31 December 2020	<u>1,910,000</u>	<u>31,492</u>	<u>1,941,492</u>

A professional valuation of the building of £1,910,000 as at 18 December 2020 was received on 3 March 2021 from James Berlin Associates. It is estimated that the building constitutes half the value of the premises, and this element is amortised by 2% pa. The original cost of the land and building was £3,667. The charity has embarked on a major refurbishment programme. Note 3 refers to recent major repairs.

Agenda item 13**Financial Assistance Application – The Lopping Endowment Corporate Trustee Ltd
cont'd.****LOUGHTON LOPPING ENDOWMENT FUND
NOTES TO THE FINANCIAL STATEMENTS**

For the year ended 31 December 2020

8. INVESTMENTS 2020

	2020	2019
	£	£
The investments are shown at cost.	<u>711</u>	<u>711</u>
Market value	<u>1,801</u>	<u>2,318</u>

9. DEBTORS

	2020	2019
	£	£
Due within one year		
Trade debtors	4,897	-
VAT	3,046	-
Prepayments	<u>4,990</u>	<u>4,368</u>
	<u>12,933</u>	<u>4,368</u>

10. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2020	2019
	£	£
Bank loans and overdrafts	8,000	8,000
Trade creditors	9,347	6,196
VAT due	-	3,344
Accruals	1,010	722
Deferred income	<u>2,000</u>	<u>2,000</u>
	<u>20,357</u>	<u>20,262</u>

11. CREDITORS: AMOUNTS FALLING DUE AFTER ONE YEAR

	2020	2019
	£	£
Bank loans - Triodos	<u>146,031</u>	<u>152,819</u>

The charity took out a 25 year loan of £200,000 from Triodos Bank NV with the first draw-down in May 2012.

The loan is secured by way of a first charge on the freehold premises, is at a rate of base rate + 3% (subject to a minimum rate of 3.5%), and capital payments began from May 2013.

The element of the loan repayable in the coming year is included in short-term creditors, note 10.

Agenda item 13

Financial Assistance Application – The Lopping Endowment Corporate Trustee Ltd
cont'd.LOUGHTON LOPPING ENDOWMENT FUND
NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 December 2020

12. STATEMENT OF FUNDS

	Brought Forward £	Incoming Resources £	Resources Expended £	Transfers and Investment gains/(losses) £	Carried Forward £
ENDOWMENT FUND					
Building & initial fund	<u>892,125</u>	<u>1,097,654</u>	<u>(115,551)</u>	—	<u>1,874,228</u>
SUMMARY OF FUNDS					
General Funds	121,847	147,454	(96,974)	—	172,327
Endowment fund	<u>770,278</u>	<u>950,200</u>	<u>(18,577)</u>	—	<u>1,701,901</u>
	<u>892,125</u>	<u>1,097,654</u>	<u>(115,551)</u>	—	<u>1,874,228</u>

Endowment fund - revaluation and mortgage loan

As part of the process of obtaining the mortgage to fund major repairs and improvements to the Hall a valuation was obtained. The mortgage is secured on the premises, and is therefore reflected as a deduction from the endowment fund.

Endowment fund - revaluation and mortgage loan

Included in the Endowment fund is the revaluation reserve of £1,701,901 (2019: £770,278)

The investments, previously considered to be an unspent element of the initial fund, have, in light of improvements funded by unrestricted income, been re-categorised as unrestricted.

13. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Endowment Funds 2020 £	Restricted Funds 2020 £	General Funds 2020 £	Total Funds 2020 £	Total Funds 2019 £
Tangible fixed assets	1,910,000	—	31,492	1,941,492	1,004,137
Investments	—	—	711	711	711
Net current assets	(8,000)	—	86,056	78,056	40,096
Creditors due in more than one year	<u>(146,031)</u>	—	—	<u>(146,031)</u>	<u>(152,819)</u>
	<u>1,755,969</u>	—	<u>118,259</u>	<u>1,874,228</u>	<u>892,125</u>

Agenda item 13**Financial Assistance Application – Grant A Smile CIC****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)	Grant A Smile CIC
--	-------------------

Summary of aims and objectives:

Grant A Smile is the only social enterprise in the UK providing practical intervention support for parents/families battling chronic, mental and life-threatening illnesses, improving their quality of life by offering a clean home, a tidy garden, grocery shopping and reassurance calls.

We aim to fill in the gaps left by the already stretched social services and help support the recovery journey for people who are overwhelmed by the state of their homes.

We recognise that the mental space functions when the physical space is in order; the home is in order and hence you are more productive. Millions of pounds are spent on raising awareness of mental health issues, but nothing is done to tackle the root causes and offer practical home support so people can recover fully and live better.

Grant A Smile is doing important work with families at what can be a hugely distressing and traumatic time for them. Without the preventative intervention that Grant A Smile provides, we can only imagine that the impact of these traumatic experiences (adverse childhood experiences) would almost certainly have a long-lasting and far-reaching impact on their mental health and, consequently, their physical health as they continue to grow and develop.

Age groups specifically catered for, if any	16 -110 years
Is the organisation a non-profit making body?	Yes – Community Interest Company
Is the organisation a Registered Charity? (if so, please give registration number)	10981555
Number of members in the organisation	33
Number of members resident in Loughton	21
Is membership restricted in any way?	No
Do you charge a membership fee, or charge for access to your activities? Please give details	No

DETAILS OF GRANT APPLIED FOR

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

Agenda item 13**Financial Assistance Application – Grant A Smile CIC cont'd.**

Explain how Loughton residents will benefit from this project?

Our goal is to provide an unforgettable experience that unites diverse audiences together. The event's activities are designed to teach, and as such, we anticipate that those who have never had the opportunity to experience African culture would leave with a sense of cultural understanding and sensitivity that they may not have had before to the event. We anticipate a more cohesive, inclusive community and an increase in events centred on cultural knowledge among people of diverse backgrounds.

Culturally inclusive events promote and disseminate cultural topics to provide a chance for members of the community of diverse origins to broaden their cultural understanding. Cultural events have been found to increase group members' togetherness through cultivating skills of cooperation and dialogue. Additionally, it is critical for the emotional, cognitive, and social growth of an individual. To summarise we want to achieve the following:

- To build a stronger, diverse and inclusive community.
- Opportunity for people to join in solidarity, rekindle hope and establish relationships that will enable them to build long-lasting connections and ties.
- Opportunity to network, share ideas, educate people about cultural diversity, and demonstrate the power of community coming together.
- We are creating a safe space for Africans and the broader community to come together and celebrate.
- Connecting with others who share similar interests, hobbies, careers, or even problems can be extremely empowering, motivating, and always beneficial.
- Provide opportunities for citizens to volunteer, gain new skills and encourage community participation.
- Empowering residents in the aftermath of the COVID-19 pandemic

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

No

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

We are facing an unanticipated financial issue and reached out to Murray Hall to provide us with free access to their hall. However, they were unable to help and informed us about this grant.

Total cost of project	5000
Amount of grant requested	2500
Funds available from organisation's own resources	2500
Funds granted from other bodies (please give details)	0
If there is a shortfall in these figures, how do you propose to fund the deficiency?	

PREVIOUS APPLICATIONS

Agenda item 13**Financial Assistance Application – Grant A Smile CIC cont'd.**

Name of person making grant application	Joyce Obaseki BEM
Address for correspondence	71 Whitehills Road Loughton Essex
Email address	Joyce.obaseki@grantasmile.org.uk
Tel. No.	Day- 07735515168 Evening- 07735515168

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: 1/06/22
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Name (please print): Joyce Obaseki
Capacity in which signed: Director

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>	Grant A Smile CIC
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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

Agenda item 13

Financial Assistance Application – Grant A Smile CIC cont'd.

REPORT OF THE DIRECTORS AND
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2020
FOR
GRANT A SMILE COMMUNITY INTEREST COMPANY

Agenda item 13

Financial Assistance Application – Grant A Smile CIC cont'd.

GRANT A SMILE COMMUNITY INTEREST COMPANY

**COMPANY INFORMATION
FOR THE YEAR ENDED 30 SEPTEMBER 2020**

DIRECTORS: J Aghahowa
I R Jackson
E I Obaseki
Q K Enakele

REGISTERED OFFICE: 71 Whitehills Road
Loughton
Essex
IG10 1TU

REGISTERED NUMBER: 10981555 (England and Wales)

Agenda item 13

Financial Assistance Application – Grant A Smile CIC cont'd.

GRANT A SMILE COMMUNITY INTEREST COMPANY

REPORT OF THE DIRECTORS

FOR THE YEAR ENDED 30 SEPTEMBER 2020

The directors present their report with the financial statements of the company for the year ended 30 September 2020.

DIRECTORS

The directors shown below have held office during the whole of the period from 1 October 2019 to the date of this report.

J Aghahowa
I R Jackson
E I Obaseki

Other changes in directors holding office are as follows:

Q K Enakele - appointed 10 June 2020

This report has been prepared in accordance with the provisions of Part 15 of the Companies Act 2006 relating to small companies.

ON BEHALF OF THE BOARD:

.....
J Aghahowa - Director

Date:

Agenda item 13**Financial Assistance Application – Grant A Smile CIC cont'd.****GRANT A SMILE COMMUNITY INTEREST COMPANY****INCOME STATEMENT****FOR THE YEAR ENDED 30 SEPTEMBER 2020**

	Notes	2020 £	2019 £
TURNOVER		18,876	7,288
Cost of sales		-	(11,493)
GROSS SURPLUS/(DEFICIT)		18,876	(4,205)
Administrative expenses		(4,611)	(7,957)
OPERATING SURPLUS/(DEFICIT) and SURPLUS/(DEFICIT) BEFORE TAXATION		14,265	(12,162)
Tax on surplus/(deficit)		-	-
SURPLUS/(DEFICIT) FOR THE FINANCIAL YEAR		14,265	(12,162)

The notes form part of these financial statements

Page 3

Agenda item 13
Financial Assistance Application – Grant A Smile CIC cont'd.

GRANT A SMILE COMMUNITY INTEREST COMPANY (REGISTERED NUMBER: 10981555)

BALANCE SHEET
30 SEPTEMBER 2020

	Notes	2020 £	2019 £
FIXED ASSETS			
Tangible assets	5	2,508	2,413
CURRENT ASSETS			
Cash at bank		54,362	2,312
CREDITORS			
Amounts falling due within one year	6	(20,410)	(20,530)
NET CURRENT ASSETS/(LIABILITIES)		<u>33,952</u>	<u>(18,218)</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		36,460	(15,805)
CREDITORS			
Amounts falling due after more than one year	7	(38,000)	-
NET LIABILITIES		<u>(1,540)</u>	<u>(15,805)</u>
RESERVES			
Income and expenditure account		(1,540)	(15,805)
		<u>(1,540)</u>	<u>(15,805)</u>

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 30 September 2020.

The members have not required the company to obtain an audit of its financial statements for the year ended 30 September 2020 in accordance with Section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for:

- ensuring that the company keeps accounting records which comply with Sections 386 and 387 of the Companies Act 2006 and
- preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

The financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the Board of Directors and authorised for issue on and were signed on its behalf by:

.....
 J Aghahowa - Director

The notes form part of these financial statements

Agenda item 13**Financial Assistance Application – Grant A Smile CIC cont'd.****GRANT A SMILE COMMUNITY INTEREST COMPANY****NOTES TO THE FINANCIAL STATEMENTS**
FOR THE YEAR ENDED 30 SEPTEMBER 2020**1. STATUTORY INFORMATION**

Grant a Smile Community Interest Company is a private company, limited by guarantee, registered in England and Wales. The company's registered number and registered office address can be found on the Company Information page.

2. ACCOUNTING POLICIES**BASIS OF PREPARING THE FINANCIAL STATEMENTS**

These financial statements have been prepared in accordance with Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" including the provisions of Section 1A "Small Entities" and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

TURNOVER

Turnover is measured at the fair value of the consideration received or receivable, excluding discounts, rebates, value added tax and other sales taxes.

TANGIBLE FIXED ASSETS

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Plant and machinery etc - 25% on cost

TAXATION

Taxation for the year comprises current and deferred tax. Tax is recognised in the Income Statement, except to the extent that it relates to items recognised in other comprehensive income or directly in equity.

Current or deferred taxation assets and liabilities are not discounted.

Current tax is recognised at the amount of tax payable using the tax rates and laws that have been enacted or substantively enacted by the balance sheet date.

DEFERRED TAX

Deferred tax is recognised in respect of all timing differences that have originated but not reversed at the balance sheet date.

Timing differences arise from the inclusion of income and expenses in tax assessments in periods different from those in which they are recognised in financial statements. Deferred tax is measured using tax rates and laws that have been enacted or substantively enacted by the year end and that are expected to apply to the reversal of the timing difference.

Unrelieved tax losses and other deferred tax assets are recognised only to the extent that it is probable that they will be recovered against the reversal of deferred tax liabilities or other future taxable profits.

3. EMPLOYEES AND DIRECTORS

The average number of employees during the year was NIL (2019 - NIL).

4. OPERATING SURPLUS/(DEFICIT)

The operating surplus (2019 - operating deficit) is stated after charging:

	2020	2019
	£	£
Depreciation - owned assets	1,104	-
	<u> </u>	<u> </u>

Agenda item 13**Financial Assistance Application – Grant A Smile CIC cont'd.**GRANT A SMILE COMMUNITY INTEREST COMPANYNOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 30 SEPTEMBER 2020**5. TANGIBLE FIXED ASSETS**

	Plant and machinery etc £
COST	
At 1 October 2019	3,217
Additions	1,199
At 30 September 2020	4,416
DEPRECIATION	
At 1 October 2019	804
Charge for year	1,104
At 30 September 2020	1,908
NET BOOK VALUE	
At 30 September 2020	2,508
At 30 September 2019	2,413

6. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2020 £	2019 £
Other creditors	20,410	20,530

7. CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR

	2020 £	2019 £
Bank loans	38,000	-

Agenda item 13**Financial Assistance Application – Grant A Smile CIC cont'd.****GRANT A SMILE COMMUNITY INTEREST COMPANY****DETAILED INCOME AND EXPENDITURE ACCOUNT**
FOR THE YEAR ENDED 30 SEPTEMBER 2020

	2020		2019	
	£	£	£	£
Turnover				
Donations	3,136		5,093	
Sponsorship & grants	15,540		1,000	
Services provided	200		1,045	
Fundraising	-		150	
	<u> </u>	18,876	<u> </u>	7,288
Cost of sales				
Children's social events	-		4,880	
Children's special wishes	-		2,104	
Parental assistance	-		4,509	
	<u> </u>	-	<u> </u>	11,493
GROSS SURPLUS/(DEFICIT)		18,876		(4,205)
Expenditure				
Rent	-		730	
Insurance	14		536	
Wages	-		1,310	
Telephone	-		820	
Post and stationery	117		206	
Publications, press & PR	332		1,085	
Travelling	86		153	
Motor expenses	186		132	
Computer & Software	814		501	
Household and cleaning	989		889	
Sundry expenses	367		208	
Accountancy	300		420	
Staff clothing	302		783	
	<u> </u>	3,507	<u> </u>	7,773
		15,369		(11,978)
Finance costs				
Bank charges		-		184
		<u> </u>		<u> </u>
		15,369		(12,162)
Depreciation				
Computer equipment		1,104		-
NET SURPLUS/(DEFICIT)		<u>14,265</u>		<u>(12,162)</u>

This page does not form part of the statutory financial statements

Agenda item 16
Christmas Card Competition 2022

COMPETITION RULES

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

* Overall artistic appeal

* Quality of execution

* Creativity and originality

* Suitability for printing as a greeting card

Categories:

Infants – years 0/1/2 (up to age 7)

Juniors – years 3/4/5/6 (ages 7 – 11)

Secondary – years 7/8/9/10/11 (ages 11 – 16)

Adults – year 12 + (age 16 and over)

Prizes:

The winner of each category is presented with a certificate and gift card for £25 at the December Council meeting. The overall winner's design is used for the Town Council's official Christmas card. Runners-up for each category are posted a laminated certificate.

Agenda item 18
Local Government Boundary Commission

The Town Council believes it would be quite wrong to create district wards that cross the boundaries of Loughton, which is an identifiable, recognisable and independent community, and combine them with other places, simply to slavishly to accommodate a regular pattern of three-member wards. Loughton and Buckhurst Hill are not a homogenous suburban community.

This is a particular issue in the current Roding ward. The boundary between it and Buckhurst Hill East is the "hundred foot", the green gap purposefully left by the Urban District Council in 1950 (as suggested by Sir Patrick Abercrombie) specifically to separate the two towns, which it has done effectively for 70 years. The Post Office was induced at the time to alter the boundaries of the post towns, later becoming the dividing point between IG9 and IG10. and the civil parishes It would be perverse to alter this by attaching parts of Loughton or Buckhurst Hill to the "other" town for electoral purposes. The Essex County Council electoral division crosses this gap, which make for unnecessary complication and is unpopular.

Much of the areas of Buckhurst Hill east of the railway are Victorian in origin, and have a distinct feel of their own. By contrast, not a single house in Roding dates from before WWI. This area has an ethos and identity all of its own centred upon the Valley Hill - Roding Rd crossroads, with its local shops and church., as is documented in Alison Whiting's book (1998 and several times reprinted) *The Loughton Roding Estate, from cattle grazing to double-glazing*.

In the case of Roding and BH East, the Town Council believes that the creation of two single-member wards divided by the hundred foot would be infinitely preferable, and would the better meet the aspiration of Loughton to be complete within its own boundary as well as approaching the LGBCE's quota more effectively.