



RESOURCES AND GENERAL SERVICES COMMITTEE

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

Wednesday, 13th April 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**

6 April 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 9 February 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 Staff Salaries / National Insurance / Pensions**
To NOTE that communication has now been received via the National Association of Local Councils (NALC), on the outcome of staff salary pay increases for 2021/22, with the 1.75% increase paid in March 2022 salaries and backdated to 1 April 2021. No information is forthcoming as yet on London Weighting Fringe Allowances for 2022/23 or indeed general staff salary pay increases for 2022/23.

To NOTE that the rate of employers National Insurance Contributions (NIC's) for 2022/23 will be 15.05% from 13.8% last financial year.

To NOTE that Employer pension rates (under the Essex Pension Fund Scheme) remain at 23.3% of pensionable pay for 2022/23.
- 7 Training and Conferences**
The Deputy Clerk / Responsible Financial Officer (RFO) attended via zoom, an SLCC networking hour on the 23 March 2022, where best practises and key information was shared.

The Halls and Booking Officer will be attending via the EALC, a 'Cemetery Exclusive Rights of Burial' Course, which takes place on two half days via zoom on the 24 and 25 May 2022. She will be providing cover for cemetery administration, in the absence of the Cemetery Officer.

To receive and note.
- 8 Meetings Schedule**
To CONFIRM the draft meetings schedule for the next Town Council year. Dates are chosen to avoid clashes with the provisional meeting dates of the Epping Forest District Council's EFDC Area Planning Sub-Committee South and the District Development Control Committees. (See attached pages 5-6).

9 Queens Platinum Jubilee Commemoration – Mayoral Chain of Office

Councillors are asked to consider / agree whether they wish to add a special commemorative link to the Mayoral Chain of Office to mark the unique and momentous occasion. The cost is c£450 plus carriage and fitting. (See attached example page 7)

10 Finance**10.1 Current Financial Position**

* The current financial position as at 28 February 2022 is attached together with details of the funds available from earmarked reserves. (See attached pages 8-9).

* A note of the Council's current bank balances and most recent reconciliations are attached (see pages 10-16)

10.2 Accounts Paid

Payments totalling £747,752.79 as detailed on payment schedules no. 343-348 have been made since the report to the meeting on 9 February 2022 (see pages 17-22). 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.

11 Financial Assistance**General Applications 2022/23**

* The following new request for financial assistance has been received. For Members information a list of grants awarded to date in 2022/23 is also listed below. A copy of the application form and supporting information are provided on pages 23-33.

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, there is currently a balance of £9,224.00 of unallocated general grants in the 2022/23 Financial Assistance budget.

There is also £4,524.00 held in Earmarked Reserves. The Committee are also asked to consider and AGREE if they wish to carry forward the outstanding Financial Assistance budget for 2021/22 of £3,100 to 2022/23.

Members are reminded it is Council policy to withhold 10% (£3,000 for 2022/23) 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)
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	£20,775.98	

New Financial Assistance Application Received

Organisation	Amount requested £	Item	Power
Lopping Hall art c/o Lopping Hall	600.00+	Art Exhibition set up and running costs	General Power of Competence (GPC)

12 Annual Insurance 2022 – 2024

To receive and NOTE.

Following the expiry date of our annual insurance and three-year contract on 31 March 2022, the Deputy Town Clerk has undertaken comprehensive research in obtaining three quotations for our annual insurance renewal. With current market trends we have experienced increases in all premiums offered. Further background information will be provided at the meeting.

As agreed in the Resources and General Services Committee (RGS) on 9 February 2022, minute number RG86, The Town Clerk discussed the quotations with the RGS Chairman, with the following AGREED:

- To place the Council's annual insurance with Zurich with effect from 1 April 2022. The annual premium is £9,811.99 with a three-year long-term price agreement. This premium includes both the Council's Van and lift at 1 Buckingham Court insurances, along with Playground equipment insurance for all playgrounds (not previously included).

- It has been agreed that whilst 1 Buckingham Court remains empty that someone needs to be based there one day a month to retain full cover for the building.

13 Asset Register

An oral response will be given to points raised at the last Committee meeting.
To receive and NOTE.

14 Governance and Accountability -

This agenda item is in preparation for the completion of the Annual Return, Section 1 the Annual Governance Statement, for the year ended 2021/22 which is scheduled for the Council meeting on 24 May 2022.

Members are encouraged to refer to the following publication "Governance and Accountability, A Practitioners' Guide", which provides advice on the accounting practices to be followed and sets out the appropriate standard of financial reporting to be followed. An electronic version may be downloaded at

[Practitioners-guide-2022.pdf \(pkf-l.com\)](#)

Alternatively, members may request a paper copy from the Council Office.

14.1 Internal Audit – last approved April 2021

14.1.1 Review of the Effectiveness of the System of Internal Audit

* See attached report (see pages 34-35).

14.1.2 Review of the Effectiveness of the System of Internal Control – last approved April 2021

* See attached report (see pages 36-37).

14.2 Risk Assessment and Management – last approved April 2021

See attached report (see page 38)

15 Year End 2021/22 Accounts

The Annual Governance and Accountability Return (AGAR) requirements were published by our external auditors PKF Littlejohn LLP (PKF) on 24 March 2022 for this financial year ending 31 March 2022.

To enable the closure of 2021/22 year end accounts, the following dates have been diarised

- Year- end accounts closedown with RBS Omega – 9 May 2022
- Internal Audit visit from Heelis & Lodge – 12 May 2022
- Submission of accounts to Town Council – 24 May 2022
- Submission of AGAR to PKF – by 1 July 2022

To receive and note.

16 2022/23 Fees for Hall Hire and Football Pitches

To NOTE the following as AGREED in the Recreation Committee 9 March 2022:

- 5% increase in charges for 2022/23
- Rounded up to the nearest pound as historic charges set with 2 decimal places are not user friendly and over complicate the charging procedure.

17 2022/23 Cemetery Fees

To NOTE the following as AGREED in the Environment & Heritage Committee 29 March 2022:

- 5% increase in charges for 2022/23

- Rounded down to the nearest pound as historic charges set with 2 decimal places are not user friendly and over complicate the charging procedure.

18 Exclusion of the Press and Public

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

19 Buckingham Court

An update will be provided if there is anything to report.

Mark Squire
TOWN CLERK
6 April 2022

Agenda Item 8

Meeting Schedule

PROGRAMME OF MEETINGS for 2022/23

All meetings will be held at 7.45pm

(unless indicated otherwise **) in the Loughton Library & Town Hall, Traps Hill, Loughton IG10 1HD

Month	Date	Day	Meeting
May 2022	16	Monday	Planning & Licensing
	24	Tuesday	Annual Council
	30	Monday	Planning & Licensing
June	7	Tuesday	Recreation
	13	Monday	Planning & Licensing
	22	Wednesday	Environment & Heritage
	27	Monday	Planning & Licensing
July	5	Tuesday	Resources & General Services
	11	Monday	Planning & Licensing
	20	Wednesday	Council
	25	Monday	Planning & Licensing
August	8	Monday	Planning & Licensing
	30	Tuesday	Planning & Licensing
September	7	Wednesday	Recreation
	12	Monday	Planning & Licensing
	20	Tuesday	Environment & Heritage
	26	Monday	Planning & Licensing
October	5	Wednesday	Resources & General Services
	10	Monday	Planning & Licensing
	19	Wednesday	Council
	24	Monday	Planning & Licensing
November	2	Wednesday	Recreation
	7	Monday	Planning & Licensing
	21	Monday	Planning & Licensing
	22	Tuesday	Environment & Heritage
December	5	Monday	Planning & Licensing
	7	Wednesday	Resources & General Services
	19	Monday	Planning & Licensing
	20	Tuesday	Council

PROGRAMME OF MEETINGS for 2022/23

January 2023	9	Monday	Planning & Licensing
	11	Wednesday	RGS (Budgets) 7pm, Recreation 7.45pm*
	23	Monday	Planning & Licensing
	25	Wednesday	Council (Budgets) 7pm, Environment & Heritage 7.45pm*
February	6	Monday	Planning & Licensing
	8	Wednesday	Resources & General Services
	20	Monday	Planning & Licensing
	21	Tuesday	Council
March	6	Monday	Planning & Licensing
	8	Wednesday	Recreation
	15	Wednesday	Annual Town Meeting **
	20	Monday	Planning & Licensing
	28	Tuesday	Environment & Heritage
April	3	Monday	Planning & Licensing
	12	Wednesday	Resources & General Services
	17	Monday	Planning & Licensing
	26	Wednesday	Town Council
May	2	Tuesday	Planning & Licensing
	15	Monday	Planning & Licensing
	24	Wednesday	Annual Council

** 8pm at the Murray Hall, Borders Lane, Loughton IG10 3SB

Agenda Item 9

Queens Platinum Jubilee Commemoration – mayoral Chain of Office



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2022 Platinum Jubilee Links

Following the great success of the Golden and Diamond jubilee links we designed in 2002 and 2012, we are now delighted to offer a platinum jubilee link to commemorate the longest reign in our history.

Such a unique and momentous occasion can now be incorporated into your existing chain of office. We are offering two designs namely the portrait of HM Queen Elizabeth II, or the symbolic version using the Orb from the Crown Jewels - a traditional symbol representation of platinum.

We can also add an additional platinum jubilee hallmark if you would like.

If this is of interest, please contact us.



Platinum Jubilee Medal (40mm)
Memento for school children.







Platinum Jubilee hallmark

Agenda item 10.1

Loughton Town Council
Summary Income & Expenditure by Budget Heading 28/02/2022
Month No: 11 Resources and General Services Committee Report

		Actual Last Year	Actual Year To Date	Current Annual Budget	Variance Annual Total	Funds Available	% of Budget
<u>Resources and General Services</u>							
Communication	Expenditure	13,352	14,600	19,495	4,895	4,895	74.9%
Office Expenses (1)	Expenditure	21,714	13,825	11,550	-2,275	-2,275	119.7%
Audit	Expenditure	2,710	1,330	2,400	1,070	1,070	55.4%
Central Personnel	Expenditure	305,409	292,268	342,000	49,732	49,732	85.5%
Council Expenses	Expenditure	20,913	12,847	16,150	3,303	3,303	79.5%
	Income	10,000	150	0	0	0	0%
Other Services (RGS) (2)	Expenditure	57	25,210	4,000	-21,210	-21,210	630.2%
Members' Expenses	Expenditure	2,010	0	2,660	2,660	2,570	0%
Buckingham Court (3)	Expenditure	31,354	42,654	34,380	-8,274	-8,274	124.1%
(4)	Income	22,977	4,002	20,000	15,998		20.00%
Service Re-charge (5)	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	32,400	35,500	3,100	3,100	91.3%

INCOME – EXPENDITURE TOTALS

R & G S Expenditure	162,263	446,834	482,135	35,301	35,301	92.7%
Income	22,977	4,152	20,000	15,848		20.8%
Net Expenditure over Income	139,287	442,682	462,135	19,453		

Notes:

(1) Office expenses over budget due to purchase of 2 new laptops to enable staff to work at home and ancillary IT upgrades and other features during the ongoing covid pandemic.

(2) The Other Services budget include elections and funds, accrued each year to cover elections. We have paid £25,145.19 for the May 2021 elections. These funds have now been transferred out of Earmarked Reserves, leaving a balance of £9,854.81.

(3) Expenditure will exceed budget at Year End due to rent, maintenance and refurbishment costs.

(4) Additionally there will be a shortfall in 2021/22 income budget.

(5) The Service Recharge will be applied at the financial year-end.

Agenda item 10.1 cont'd
Earmarked Reserves for 2021/2022:

A summary of the Committee's reserves showing the amounts available from reserves in this current financial year is provided below:

Resources and General Services Committee	31.03.22
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

Date: 08/03/2022

Loughton Town Council

Page 1

Time: 11:55

**Bank Reconciliation Statement as at 08/03/2022
for Cashbook 1 - No 1 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. 1 account	28/02/2022	44	23,372.21
			<u>23,372.21</u>
<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 10525 P325 Think Business Support Ltd		710.40	
21/10/2021 10539 P343 Anatoli Todorov		30.00	
15/02/2022 10627 P547 Heelis & Lodge		375.00	
15/02/2022 10635 P559 Regional Waste Recycling Comme		863.19	
15/02/2022 10636 P562 Loughton Gardens & Landscapes		72.00	
15/02/2022 10639 P566 The Society of Local Council C		467.00	
15/02/2022 10641 P568 Pinnacle Essex		600.00	
15/02/2022 10642 P569 Accredited Locksmith Services		389.00	
15/02/2022 10643 P571 Atrium Security Limited t/a Tr		570.00	
15/02/2022 10646 P595 The Society of Local Council C		314.00	
15/02/2022 10647 P596 H2O Nationwide Ltd		108.00	
21/02/2022 10649 P599 Affordable Counselling Epp For		400.00	
21/02/2022 10650 P600 Alfie James Productiond		200.00	
21/02/2022 10651 P601 Restore Noah Ark Tod Ply Grp		2,500.00	
21/02/2022 10652 P602 Restore Oakwood Corn Cen		3,000.00	
21/02/2022 10653 P603 Restore Oakwood Yth		2,000.00	
21/02/2022 10654 P604 3Food4U Fin Ass 21/22		2,500.00	
21/02/2022 10655 P605 St. Michaels Chu Fin Ass 21/22		2,000.00	
21/02/2022 10656 P606 Christian Drama Cen		2,000.00	
21/02/2022 10657 P607 Epping Forest CAB		8,500.00	
21/02/2022 10658 P608 Loughton Voluntary Care		450.00	
21/02/2022 10659 P557 M Perkins		2,964.00	
28/02/2022 10660 P609 Rexel UK Limited		17.38	
28/02/2022 10661 P610 Scott Dryden		1,260.00	
28/02/2022 10662 P611 Essex Association of Local Cou		180.00	
28/02/2022 10663 P612 Rural Community Council of Ess		72.00	
28/02/2022 10664 P614 EDF Energy Ltd		484.98	
28/02/2022 10665 P615 The Play Inspection Company Lt		552.00	
28/02/2022 10666 P616 Clarke Hillyer		803.44	
28/02/2022 10667 P618 Apogee Corporation Ltd		202.39	
28/02/2022 10668 P621 TBS Hygiene Ltd		594.00	
28/02/2022 10669 P624 Think Business Support Ltd		577.20	
28/02/2022 10670 P625 Loughton Gardens & Landscapes		1,650.00	
28/02/2022 10671 P626 Total Media		705.00	
28/02/2022 10672 P628 PlayFix Limited		5,727.12	
28/02/2022 10673 P630 Power Hygiene & Safety Product		57.42	
28/02/2022 10674 P631 Forest Casual & Schoolwear		76.80	
28/02/2022 10675 P632 Regional Waste Recycling Comme		488.79	
28/02/2022 10676 P635 CPRE		35.00	

Date: 08/03/2022	Loughton Town Council	Page 2
Time: 11:55	Bank Reconciliation Statement as at 08/03/2022 for Cashbook 1 - No 1 Current Account	User: JCG

			<u>Amount</u>	<u>Balances</u>
28/02/2022	10677 P636	Graceland's CMS Ltd	108.00	
28/02/2022	10678 P637	Building and Safety Supplies L	316.80	
28/02/2022	10679 P661	Deltagate Ltd	410.00	
28/02/2022	P666	Restore Grow	4,000.00	
				49,548.78
				-26,176.57
<u>Receipts not Banked/Cleared (Plus)</u>				
			0.00	
				0.00
				-26,176.57
		Balance per Cash Book is :-		-26,176.57
		Difference is :-		0.00

24/03/22

Date: 08/03/2022	Loughton Town Council	Page 1
Time: 11:59	Bank Reconciliation Statement as at 08/03/2022 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>
Net West no. 2 account	28/02/2022	297	54,422.42
			0.00
			54,422.42
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
28/02/2022 776 P663 HMRC only 120PW00111168		764.69	
28/02/2022 777 P664 Essex Pension Fund		7,940.51	
28/02/2022 776 P663 HMRC only 120PW00111168		6,900.00	
			15,605.20
			38,817.22
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			0.00
			38,817.22
		Balance per Cash Book is :-	38,817.22
		Difference is :-	0.00

Date: 23/03/2022

Loughton Town Council

Page 1

Time: 14:50

**Bank Reconciliation Statement as at 23/03/2022
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	28/02/2022	59	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

Date: 30/03/2022

Loughton Town Council

Page 1

Time: 10:06

**Bank Reconciliation Statement as at 30/03/2022
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	28/02/2022	32022	639,352.94
			<u>639,352.94</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			639,352.94
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			639,352.94
		Balance per Cash Book is :-	639,352.94
		Difference is :-	0.00

Date: 23/03/2022

Loughton Town Council

Page 1

Time: 14:54

**Bank Reconciliation Statement as at 23/03/2022
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	28/02/2022	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

Date: 04/03/2022

Loughton Town Council

Page 1

Time: 14:31

**Bank Reconciliation Statement as at 04/03/2022
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	31/01/2022	76	103,553.03
			<u>103,553.03</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			103,553.03
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			103,553.03
		Balance per Cash Book is :-	103,553.03
		Difference is :-	0.00

24/3/22

Agenda item 10.2

Accounts Paid

Loughton Town Council Current Account List of Payments made between 15 January 2022 and 15 February 2022						Page no 1
Invoice No.	Date Paid	Payee Name	Cheq No	Paid	Transaction Detail	
HL9212	15/02/2022	Heelis & Lodge	10627	375.00	P547 Interim Internal Audit for March 2022 end	
99/126957		in credit	N/A	77.76	P548 Mandown security alarm subscription	
01/03/17	15/02/2022	Open Spaces Society	10628	45.00	P549 Member subscription 2022/23	
3291		Decendo Limited		3,182.00	P550 Two laptops for WFH for JG/PB	
3292		Decendo Limited		1,047.00	P551 Maintenance Contract 2022 1st installment	
3293	15/02/2022	Decendo Limited	10629	118.51	P552 Online daily backup Jan-Mar 2022	
1662		PlayFix Limited		991.87	P553 Remove dispose and replace litter bin	
1663	15/02/2022	PlayFix Limited	10630	827.40	P554 Remove and replace damaged swing seats	
39204	15/02/2022	Auto Repair Centre Loughton	10631	51.84	P555 Repalce van door handle	
3376	15/02/2022	Carnall Landscapes Ltd	10632	10,098.00	P556 RVRG replacement surfacing work	
	15/02/2022	M T Perkins	10633	2,964.00	P557 MH re-decoration	
3891	15/02/2022	Deltagate Limited	10634	95.00	P558 Replace light fitting in Cemetery office	
2222738		Regional Waste Recycling (Commercial) Ltd	145.80		P559 MH Bin collection	
2222735		Regional Waste Recycling (Commercial) Ltd	685.59		P560 Cemetery Bin collection	
2222737	15/02/2022	Regional Waste Recycling (Comme	10635	52.00	P561 KH Bin collection	
99/0647	15/02/2022	Loughton Landscapes Limited	10636	72.00	P562 KG Wooden Post	
326636		Viking Payments		144.85	P563 Office stationery Jan 2022	
934369	15/02/2022	Viking Payments	10637	148.37	P564 Office stationery Nov 2021	
1263111	15/02/2022	Apogee Corporation Ltd	10638	293.22	P565 Printing and photocopying Jan 2022	
MS0238034-1	15/02/2022	SLCC	10639	216.56	P566 MS members fee for 2022/23	
MS001314438	15/02/2022	EFDC	10640	467.00	P567 MS members fee for 2022/23	
1172531	15/02/2022	Pinnacle Housing Ltd	10641	42.00	P567 Removeldispose dead fox RVRG	
29353		Accredited Locksmith Services Ltd		600.00	P568 Ground maintenance Jan 2022	
29355	15/02/2022	Accredited Locksmith Services Ltd	10642	349.00	P569 Padlock and barrier for RVRG Car park	
19/0877		Atrium Security Solutions Limited		40.00	P570 Padlock and chain WR Allotments	
	15/02/2022	Atrium Security Solutions Limited	10643	510.00	P571 Unlock/lock gate at RVRG car park	
49705	15/02/2022	James Todd & Co	10644	60.00	P572 Contract admin fee	
Rep 1303	15/02/2022	Repro@96	10645	108.82	P583 Payroll services for January	
MS0238047-1	15/02/2022	SLCC	10646	90.00	P584 Remembrance day service sheet	
5344883	15/02/2022	H2O Nationwide Limited	10647	314.00	P585 KL members fee for 2022/23	
1677		PlayFix Limited		108.00	P586 KH Water tank monitoring and testing Janus	
1678	15/02/2022	PlayFix Limited	10648	117.00	P587 Replace missing & temp bolts to gate West	
				312.00	P588 Supply/lay wet pour Colebrook Lane plg	
For information: Direct Debits						
V01064485360	01/02/2022	EE	DD	38.64	P573 Mobile phones Jan 2022	
99/03016	29/01/2022	First Business Water	DD	202.61	P574 Water rates for Dec 2021	
39992	21/01/2022	The Comms Guys	DD	167.44	P575 Office telephone Dec 2021	
7415176/1	24/01/2022	Natwest Autopay	DD	20.25	P576 Autopay online service fee Dec 2021	
2412124		British Gas	DD	100.06	P577 B.Crt Electric bill Dec 2021	
26	31/01/2022	Southern Electric	DD	22.31	P578 KG Electric Actual Dec 2021	
19		Southern Electric	credit note	-22.00	P579 KG Electric meter reading declared adj	
18		Southern Electric	DD	22.00	P580 KG Electric Estimate bill Dec 2021	
18	27/01/2022	Southern Electric	DD	2,485.32	P581 MH Electric bill Dec 2021	
12	31/01/2022	Southern Electric	DD	21.24	P582 WRP Electric bill Dec 2021	
20		Southern Electric	DD	202.42	P583 KH Electric bill Dec 2021	
	20/01/2022	EFDC	DD	99.00	P584 KH Rates Jan 2022	
	20/01/2022	EFDC	DD	170.00	P585 RVRG Rates Jan 2022	
	20/01/2022	EFDC	DD	78.00	P586 WRP Rates Jan 2022	
	20/01/2022	EFDC	DD	665.00	P587 MH Rates Jan 2022	
	20/01/2022	EFDC	DD	1,004.00	P588 B.Crt Rates Jan 2022	
	14/02/2021	Natwest Credit Card	DD	460.80	P589 Credit Card Bill Dec 2021/Jan 2022	
For information: Account Transfers						
	25/01/2022	Tfr from Santander to No.1 Acct		70,000.00	T19 Top up No. 1 Current account from Santande	
	07/02/2022	Tfr from Natwest 1 acct to Natwest 2 acct		36,154.17	T20 Top up No. 2 account for Salaries payment	
For information: No. 2 Account						
	31/01/2022	HMRC	774	7,236.20	P590 HMRC Tax & NI January	
	31/01/2022	Essex Pension Fund	775	7,736.08	P591 Staff Pension January	
	20/01/2022	Autopay	BACS	21,161.64	P592 Staff salaries January	
Total				172,422.15		

We certify that this schedule lists the details of the cheques, transfers and other orders for payment we have signed, drawn at the value shown and payees as named on the schedule.

Signed

Signed

Print name

Print name

Schedule no.	343
Date reported to RGS Ctee	

Loughton Town Council
Current Account

Page no 1

List of Payments made between 16 February 2022 to 21 February 2022

Invoice No.	Date Paid	Payee Name	Cheq No	Paid	Transaction Detail
	21/02/2022	Affordable Counselling Epping Fores	10649	400.00	P599 Financial Assistance Grant 2021/22
	21/02/2022	Alfie James Productions	10650	200.00	P600 Financial Assistance Grant 2021/22
	21/02/2022	Restore Community - Noah's Ark Tox	10651	2,500.00	P601 Financial Assistance Grant 2021/22
	21/02/2022	Restore Community - Oakwood Hill C	10652	3,000.00	P602 Financial Assistance Grant 2021/22
	21/02/2022	Restore Community - Oakwood Hill \	10653	2,000.00	P603 Financial Assistance Grant 2021/22
	21/02/2022	3Food4U	10654	2,500.00	P604 Financial Assistance Grant 2021/22
	21/02/2022	St. Michael & All Angels Church	10655	2,000.00	P605 Financial Assistance Grant 2021/22
	21/02/2022	Christian Drama Resource Centre	10656	2,000.00	P606 Financial Assistance Grant 2021/22
	21/02/2022	Epping Forest District Citizens Advic	10657	8,500.00	P607 Financial Assistance Grant 2021/22
	21/02/2022	Loughton Voluntary Care Associatio	10658	450.00	P608 Financial Assistance Grant 2021/22
	15/02/2022	M T Perkins	10659	2,964.00	P557 MH re-decoration, replacement cheque

For information: Direct Debits

For information: Account Transfers

For information: No. 2 Account

Total	26,514.00
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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



Signed



Print name

STELLA MURPHY

Print name

D.J. WIXLEY

Schedule no.	344
Date reported to RGS Cttee	

Loughton Town Council Current Account List of Payments made between 22 February 2022 to 28 February 2022						Page no 1
Invoice No.	Date Paid	Payee Name	Cheq No	Paid	Transaction Detail	
440262890	28/02/2022	Relex UK Limited	10660	17.38	P609 Graffiti removal spray	
54	28/02/2022	Scott Dryden	10661	1,260.00	P610 Design/Produce Think Loughton Spring 202	
10181	28/02/2022	EALC	10662	180.00	P611 Allotment webinars DT	
	28/02/2022	Rural Community Council of Essex	10663	72.00	P612 2022 subscriptions	
100665	In credit	Skyguard Ltd	N/A	77.78	P613 Mandown monthly subs	
2319325018807	26/02/2022	EDF Energy	10664	484.98	P614 B.Crt Gas Dec-Feb 22	
52591	28/02/2022	The Play Inspection Company Ltd	10665	552.00	P615 Train/Exam PH as Inspector	
39	28/02/2022	Clarke Hillyer	10666	25.00	P616 B.Crt Window Cleaning Jan 22	
25	28/02/2022	Clarke Hillyer	10666	778.44	P617 Service charge B.Crt	
1207224	28/02/2022	Apogee Corporation Ltd	10667	9.00	P618 Toner Delivery charge	
1207241	28/02/2022	Apogee Corporation Ltd	10667	9.00	P619 Toner Delivery charge	
1066251	28/02/2022	Apogee Corporation Ltd	10667	184.39	P620 Printing/photocopy Jan 22	
9857	28/02/2022	TBS Hygiene Ltd	10668	72.00	P621 Dog waste bins Jan 22	
9962	28/02/2022	TBS Hygiene Ltd	10668	48.00	P622 WRPf Shear bolts and tearing liners	
1063	28/02/2022	TBS Hygiene Ltd	10668	474.00	P623 Feistead Pigrid remove moss and jet wash	
24750	28/02/2022	Think Business Support Limited [S	10669	577.20	P624 Cleaning at KH Jan 22	
82	28/02/2022	Loughton Landscapes Limited	10670	1,650.00	P625 RVRG Excavate remove and install new pot	
9858	28/02/2022	Total Media Marketing	10671	380.00	P626 MH Advertising in think Loughton	
TL3891010	28/02/2022	Total Media Marketing	10671	345.00	P627 Think Loughton Spring Issue	
1736	28/02/2022	PlayFix	10672	353.22	P628 Westhall Rd Supply/install new IAE gate	
1887	28/02/2022	PlayFix	10672	5,373.90	P629 Repairs at several locations	
141910	28/02/2022	Power Hygiene & Safety Products L	10673	57.42	P630 Mop Heads for MH	
7523	28/02/2022	Forest Casual & Schoolwear	10674	76.80	P631 Fleeces and tops	
E220181	28/02/2022	Regional Waste Recycling	10675	291.19	P632 Cemetery Bins emptied	
E220189	28/02/2022	Regional Waste Recycling	10675	52.00	P633 KH Bins emptied	
E220184	28/02/2022	Regional Waste Recycling	10675	145.80	P634 MH Bins emptied	
	28/02/2022	CPRE	10678	39.00	P635 2022 subscription	
21889	28/02/2022	Gracelands Complete Maintenance	10677	108.00	P636 MH Defective heating fault repair	
	28/02/2022	Building and Safety Supplies Limited	10678	316.80	P637 MH Liquid Ice Melt & Knapock Sprayer	
3766	28/02/2022	Delagata	10679	170.00	P681 Investigate external light fault	
3766	28/02/2022	Delagata	10679	240.00	P682 Supply & install emergency light modules	
	28/02/2022	Restore Community Grow Garden	10680	4,000.00	P686 Financial Assistance Grant 21/22	
For information: Direct Debits						
55377		First Business Water		214.47	P638 Water Rates January 2022	
2706887		British Gas	-100.06		P639 Refund Electric for MH Jan 2022	
2505948		British Gas	150.46	50.40	P640 B.Crt Electric Dec/Jan 2022	
40191	21/02/2022	The Comms Guys		170.05	P641 Telephones for Jan 2022	
7423131	23/02/2022	Natwest Autopay		20.25	P642 Autopay online Jan 2022	
502883142	21/02/2022	Worldpay		144.75	P643 Streamline chip & pin Jan 2022	
1019207365513	26/02/2022	SSE	19.72		P644 WRPf electric Jan 2022	
9175807160252	24/02/2022	SSE	36.82		P645 KH Electric Jan 2022	
571858410506110	24/02/2022	SSE	1,387.84		P646 MH Electric Jan 2022	
4117585800022	18/02/2022	SSE	131.02		P647 Cemetery Electric Jan 2022	
42058180000256	18/02/2022	SSE	46.10		P648 WRA Electric Jan 2022	
57105247060250	17/02/2022	SSE	-1,387.54		P649 MH Electric adjst Jan 2022 Act reading	
91502061070261	06/03/2022	SSE	14.73		P650 KG Electric Jan 2022	
57116324700021	06/03/2022	SSE	150.12	400.51	P651 MH Act Electric Jan 2022	
U602088003	04/02/2022	Peninsula Business Serv.		241.11	P652 Employment services Jan 2022	
1205199	14/02/2022	Crown Gas & Power	705.37		P653 MH Gas Jan 2022	
1206788	14/02/2022	Crown Gas & Power	363.74	1,089.11	P654 KH Gas Jan 2022	
134131774270	22/02/2022	Tesco Mobile		98.00	P655 Mobile phones for JG/ PH/ MH/ OF	
	21/02/2022	EFDC	99.00		P656 KH Rates Feb 2022	
	21/02/2022	EFDC	170.00		P657 RVRG Rates Feb 2022	
	21/02/2022	EFDC	78.00		P658 WRPf Rates Feb 2022	
	21/02/2022	EFDC	865.00		P659 MH Rates Feb 2022	
	21/02/2022	EFDC	1,004.00	2,016.00	P660 B.Crt Rates Feb 2022	
For information: Account Transfers						
For information: No. 2 Account						
	28/02/2022	HMRC	778	7,864.69	P663 HMRC N/TAX Feb 22	
	28/02/2022	Essex Pension Fund	777	7,940.51	P664 Essex Staff Pensions Contr Feb 22	
	18/02/2022	Autopay	BACS	21,712.21	P665 Staff salaries Feb 22	
Total				60,088.17		

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 name

STELLA. MURPHY

Print name

PONT

Schedule no.	345
Date reported to RGS Cttee	



Loughton Town Council
Current Account
List of Payments made between 1 March 2022 to 9 March 2022

Page no 1

Invoice No.	Date Paid	Payee Name	Cheq No	Paid	Transaction Detail
	09/03/2022	Cash	10661	95.46	P868 Petty cash impress balance

For information: Direct Debits

For information: Account Transfers

For information: No. 2 Account

Total	95.46
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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 name

STEPHEN MURRAY

Signed

Print name

D. J. WIXLEY

Schedule no.	346
Date reported to RGS Ctee	

Loughton Town Council Current Account List of Payments made between 1 March 2022 to 31 March 2022					Page no 1	
Invoice No.	Date Paid	Payee Name	Cheq No	Paid	P No.	Transaction Details
904572918	31/03/2022	Royal Mail Group LTD	10682	1,659.07	P669	Delivery cost Think Loughton Spring edition
95032	31/03/2022	Terry Tew Sound & Light Ltd		264.00	P670	Supply/Instal bluetooth receiver, serv. PA, Indust L
195749	31/03/2022	Terry Tew Sound & Light Ltd	10683	1,171.50	P671	Audio equipment for Annual Town Meeting
FAC313070	31/03/2022	First Aid Cover Ltd		312.50	P672	50% cost First aid Jossel Green Day 2022/23
	31/03/2022	First Aid Cover Ltd	10684	242.50	P673	50% cost First aid Loughton Day 2022/23
7841	31/03/2022	Forest Casual & Schoolwear	10686	26.40	P674	Fleece for Phil Moreton
101845	31/03/2022	Glyn Hopkins Ltd	10686	1,018.88	P675	Van repairs/maintenance, MOT
37804	31/03/2022	Think Business Support Ltd	10687	677.20	P676	Feb cleaning of MH
5225029	31/03/2022	Regional Waste Recycling		145.80	P677	MH Bin collection
5225027	31/03/2022	Regional Waste Recycling		52.00	P678	KH Bin collection
5225020	31/03/2022	Regional Waste Recycling	10688	291.19	P679	Cemetery bin collection
9241603	31/03/2022	Chubb Fire & Security Ltd		41.76	P680	Cemetery fire extinguishers check
9241680	31/03/2022	Chubb Fire & Security Ltd	10689	41.76	P681	MH fire extinguishers check
	31/03/2022	Arbtec Tree Services		984.00	P682	Tree clearance after storm Eunice, MH/Cem/M Rg
	31/03/2022	Arbtec Tree Services		1,140.00	P683	Work carried out at Lindens & Hillyfield
	31/03/2022	Arbtec Tree Services		1,320.00	P684	Work carried out at Felstead Rd Plgd
	31/03/2022	Arbtec Tree Services	10690	1,416.00	P685	Work carried out at Cemetery Tree/Plants
6480037	31/03/2022	Viking Payments	10691	201.19	P686	Stationery for office
221	31/03/2022	Pinnacle Housing Limited		600.00	P687	Ground maintenance Feb
1001178	31/03/2022	Pinnacle Housing Limited	10692	600.00	P688	Ground maintenance March
558533918000	31/03/2022	EDF Energy	10693	450.68	P689	B.Crt Gas Feb/Mar
14312	31/03/2022	Vision ICT Ltd	10694	303.16	P690	Website hosting and support May '22 to April '23
11369	31/03/2022	Ever Brite Cleaning Services Limited	10695	125.63	P691	MH Window Cleaning Feb
306409	31/03/2022	Essex Security Services Ltd	10696	159.60	P692	B.Crt Alarm key pad replace
1668	31/03/2022	TBS Hygiene Ltd		72.00	P693	WRPF/RVRG Dog bins
2068	31/03/2022	TBS Hygiene Ltd	10697	72.00	P694	WRPF/RVRG Dog bins
74036	31/03/2022	Lambert Smith Hampton	10698	2,925.00	P695	Library Rent/S.Cgn March-June 2022
50617	31/03/2022	James Todd & Co	10699	109.62	P696	Feb payroll
	31/03/2022	Friends of Historic Essex	10700	12.00	P697	Yearly membership 2022/23
174430	31/03/2022	Tornax United Kingdom Limited	10701	360.40	P698	MH Entrance door maintenance
254560	31/03/2022	euroloos Limited	10702	234.00	P699	WR Allotment septic tank empty
9211	31/03/2022	Atrium Security Solutions Limited	10703	912.50	P700	RVRG Gate security Jan
25382	31/03/2022	P&L Signs Ltd t/a Signs Express (H)	10704	103.20	P701	Acrylic Plaque for Design award winner
50091523180	31/03/2022	EFDC	10705	144,153.00	P702	2021/22 Ground maintenance various locations
	31/03/2022	Ngood Eze	10706	500.00	P703	MH Hire deposit refund 2019/20
306152	31/03/2022	AM Garden Machinery	10707	178.00	P704	Propane gas for Beacon lighting 2022/23
0046	31/03/2022	BT	10708	244.38	P705	MH Landline telephone
For information: Direct Debits						
67321	27/03/2022	First Business Water	DD	157.58	P706	Water rates Feb 2022
40074	21/03/2022	The Commis Guys	DD	187.46	P707	Officer telephones Feb 2022
120593		Skyguard	DD	77.76	P708	Mansdown alarm Feb 2022
53853247040023	N/A	SSE	N/A	-1,378.32	P709	MH Electric refund Feb 2022
53165247040024	27/03/2022	SSE	DD	1,135.39	P710	MH Electric Feb 2022
7431155	23/03/2022	Natwest Autopay	DD	20.60	P711	Autopay charge Feb 2022
	28/03/2022	PWLB	DD	15,295.62	P712	MH Loan repayment
100112793	21/03/2022	Worldpay	DD	90.35	P713	Chip & Pin Machine Feb
2616484	22/03/2022	British Gas	DD	68.98	P714	B.Crt Electric Feb
123657	14/03/2022	Crown Gas & Power	DD	285.47	P715	KH Gas Feb
123658	14/03/2022	Crown Gas & Power	DD	544.41	P716	MH Gas Feb
5982737931	07/03/2022	Peninsula	DD	241.11	P717	Employment services Feb
16196483591	03/03/2022	EE	DD	38.64	P718	EE mobile costs Feb
2300015115	N/A	Tesco Mobile	N/A	-112.00	P719	Mobile phone refund
For information: Account Transfers						
	01/03/2022	From Santander to Natwest No.1	BACS	60,000.00	T23	Top up Current acct from Precept Res
	29/03/2022	From Natwest No.1 to Natwest No.2	BACS	45,391.39	T24	Salaries, NIC, Tax & Pensions
	18/03/2022	From Santander to Natwest No.1	BACS	90,000.00	T25	Top up Current acct from Precept Res
	22/03/2022	From Santander to Natwest No.1	BACS	90,000.00	T26	Top up Current acct from Precept Res
For information: No. 2 Account						
	31/03/2022	HMRC	778	9,857.78	P720	March Tax & NI Payments
	31/03/2022	Essex Pensions Funds	779	9,273.07	P721	March Pensions Payments
Total				487,206.01		

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 name: 

STELLA MURPHY

POND

Schedule no.	347
Date reported to RGS Cttee	



Loughton Town Council Current Account List of Payments made on 31 March 2022						Page no 1
Invoice No.	Date Paid	Payee Name	Cheq No	Paid	P No.	Transaction Detail
	31/03/2022	Mr P Abraham	10709	96.00	P722	Councillors Members Allowance ✓
		Ms R Brookes	10710	96.00	P723	Councillors Members Allowance ✓
		Mrs B Cohen	10711	120.00	P724	Councillors Members Allowance ✓
		Mrs C Davies	10712	120.00	P725	Councillors Members Allowance ✓
		Mr T Downing	10713	72.00	P726	Councillors Members Allowance ✓
		Mr S Fontenelle	10714	120.00	P727	Councillors Members Allowance ✓
		Mr L House	10715	96.00	P728	Councillors Members Allowance ✓
		Mr N MacGinnon	10716	120.00	P729	Councillors Members Allowance ✓
		Mrs S Murphy	10717	120.00	P730	Councillors Members Allowance ✓
		Mrs C Pond	10718	96.00	P731	Councillors Members Allowance ✓
		Dr C Pond	10719	72.00	P732	Councillors Members Allowance ✓
		Mr M Stubbings	10720	96.00	P733	Councillors Members Allowance ✓
		Mr G Wiskin	10721	96.00	P734	Councillors Members Allowance ✓
		Mr D Wixley	10722	96.00	P735	Councillors Members Allowance ✓
			Total	1,416.00		

For information: Direct Debits

For information: Account Transfers

(For information: No. 2 Account

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:  Sign: 
 Print name: STELLA MURPHY Print name: STELLA POND

Schedule no.	348
Date reported to RGS Cttee	

Agenda Item 11

Financial Assistance

SCHEME OF GRANTING FINANCIAL ASSISTANCE

APPLICATION FORM

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

YOUR ORGANISATION

Name of organisation (please give location, if different from correspondence address on back page)	Lopping Hall Art c/o Lopping Hall 189, High Road, Loughton, Essex IG10 4LF
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Summary of aims and objectives

Lopping Hall opened in 1884 as a community resource for the people of Loughton, following withdrawal of lopping rights within Epping Forest. Lopping Hall has remained a community orientated facility ever since and is now a registered charity. The building continues to be held in Trust in accordance with its original charter and the sole Trustee is now The Lopping Endowment Corporate Trustee Limited.

Lopping Hall Art grew out of the closure of the former Lopping Hall Gallery and the aims of this initiative are to rekindle community art in the heart of Loughton by providing opportunities for exhibitions, talks, networking and similar activities. This all began only a few months ago as we began to emerge from seemingly endless lockdowns.

Age groups specifically catered for, if any	All ages
Is the organisation a non-profit making body?	We are non-profit making
Is the organisation a Registered Charity? (if so, please give registration number)	Lopping Hall is registered charity no 228236
Number of members in the organisation	Lopping Hall Board currently has 7 Directors. Lopping Hall Art is managed by Director Paul Mercer assisted by 2 art co-ordinators (Adrian and Rosanna Eckersley) and three representatives of local art groups
Number of members resident in Loughton	5 Directors and both Arts Co-ordinators
Is membership restricted in any way?	No
Do you charge a membership fee, or charge for access to your activities? Please give details	Lopping Hall is not a membership organisation. Lopping Hall Art is in its infancy and will probably not charge a membership fee. Organisations using one of more of the rooms for hire at Lopping Hall will generally pay a hire charge.

DETAILS OF GRANT APPLIED FOR

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

The much-loved Lopping Hall Gallery at 187b High Road closed as the pandemic hit, leaving a gaping hole in the community arts scene in Loughton. In the latter months of 2021, Lopping

Hall Art was initiated and tentatively asked some local artists to show their work on the website and at a small show.

Sounding from across the artistic community showed that there is a huge appetite for opportunities for artists to show their work and to continue the thread of art at the Lopping Hall on the High Road. In late 2021, we began putting together a plan for a major exhibition at the Lopping Hall and we plan to hold an exhibition from Sunday 29th May to Friday 3rd June 2022 – across the Platinum Jubilee celebration week.

The benefit of the exhibition will be for the people of Loughton, which is the prime purpose of the Lopping Hall. Artists and art groups will benefit from having their work exhibited and Lopping Hall hopes to benefit by rekindling art as a key community activity. If all goes well, we will repeat the exhibition in 2023 and maybe on more than one occasion.

We plan to invite local artists and art groups to participate and on this first occasion will be offering an exhibition opportunity for no fee: we will also not be taking commission from sold work. This is an approach suggested by our art contacts and seems appropriate as it is a new venture and we wish to encourage wide and varied participation.

Proposed Expenditure

We are working this up and have some budget line headings but the amounts are not yet fixed in most cases.

Room Hire	£0	See Note 1. below
Display Boards on loan from Methodist Church	£40	
Transport of boards (20 no and very heavy)	£150	See Note 2. below
Publicity including flyers and posters	£150	
Sundry brackets, screws, paint etc to erect boards	£40	
Opening night celebration for all artists and volunteers	£200	
Gift tokens for volunteers	£100	
Hall Management overtime	£100	

Total	£780
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Notes

1. Room Hire. Lopping Hall is supporting the exhibition by waiving hire charges which for the period of the event would be around £750
2. We would appreciate assistance with moving the boards and wondered whether the Council might 'lend' us a van and couple of strong people.

Explain how Loughton residents will benefit from this project?

The exhibition will be free entry for everyone and Widley publicised: it coincides with the Queen's Platinum Jubilee celebrations and we expect a 'holiday' atmosphere in the town. Loughton residents can expect to see two rooms of paintings, ceramics, some sculpture and photography produced by local people who enjoy art in its various forms as a pastime and not professionally. The standard of the exhibits is expected to be good – based on the experiences of the former gallery – and the works will be selected and curated by two art co-ordinators who have considerable experience of art and exhibiting.

Loughton residents can expect a high-quality exhibition of local art, something that has been absent from the town for some time.

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).

Although Lopping Hall Art surfaced in the summer of 2021, the realistic prospect of running this exhibition only gelled in early 2022.

Total cost of project	Probably around £800 plus Room Hire waiver
Amount of grant requested	Anything above £600 would be welcome
Funds available from organisation's own resources	Room hire not charged
Funds granted from other bodies (please give details)	None
If there is a shortfall in these figures, how do you propose to fund the deficiency?	Lopping Hall Board appreciate that this first venture may need some central financial support.

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

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

Name of person making grant application	Paul Mercer
Address for correspondence	109 Queens Road Loughton Essex IG10 1RR
Email address	paulmerceruk@googlemail.com
Tel. No.	Day 07905 582 094 Evening 07905 582 094

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
--------	--	------

Name (please print) Paul Mercer

Capacity in which signed Director, Lopping Hall

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>	The Lopping Endowment Corporate Trustee Limited
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DATA PRIVACY NOTICE

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

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

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

For office use only:

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

LOUGHTON 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)
TOTAL FUNDS AT 1 JANUARY 2020		121,847	770,278	892,125	932,396
TOTAL FUNDS AT 31 DECEMBER 2020	12	172,327	1,701,901	1,874,228	892,125

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			
Unrestricted funds: General fund		<u>172,327</u>	<u>121,847</u>
		<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

**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.

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>(2,404)</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)				
Loan interest and charges	-	5,615	5,615	6,162
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>

**LOUGHTON LOPPING ENDOWMENT FUND
NOTES TO THE FINANCIAL STATEMENTS**

For the year ended 31 December 2020

4. OTHER EXPENSES	Unrestricted Funds 2020 £	Endowment Funds 2020 £	Total Funds 2020 £	Total Funds 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	<u>-</u>	<u>-</u>	<u>-</u>
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.

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.

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	<u>121,847</u>	<u>147,454</u>	<u>(96,974)</u>	-	<u>172,327</u>
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	Restricted Funds	General Funds	Total Funds	Total Funds
	2020	2020	2020	2020	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

Governance and Accountability

14.1 Internal Audit

This report forms part of the preparation work for the completion of Section 1 of the Annual Return, the Annual Governance Statement, (which will be considered at the meeting of the Council in May 2022) with cross reference to the appropriate wording from the 'Governance and Accountability for Local Councils - A Practitioners Guide (England March 2104)'.

14.1.1 THE EFFECTIVENESS OF THE SYSTEM OF INTERNAL AUDIT

The Council is required to carry out, at least annually, a review of the effectiveness of its system of internal audit and consider the findings. This review is an integral part of continually improving governance and accountability. The result of the review will form part of the review of the effectiveness of the system of internal control (see 12.1.2).

The system of internal audit at Loughton Town Council (LTC) currently consists of:

1. the appointment of internal auditors;
2. a five-year strategic plan for Internal Audit for the period up to and including the financial year 2021/22 with the proviso that the Council may request specific work by the auditor should service levels change or issues arise;
3. one visit from the internal auditors during the year, during which the auditors may have access to whatever records, documents etc they require;
4. one visit after the end of the financial year when the year-end accounts have been completed, access as above;
5. ensuring work covered during the visits is wide-ranging and includes checking the proper treatment of receipts and payments, bank reconciliations, payroll, petty cash, adherence to statutory requirements, financial procedures, systems and regulations, insurance, assets, risk management, budget setting and monitoring, and VAT;
6. receipt of a report from the internal auditor after each visit, stating the areas covered and the findings, and making any necessary recommendations for change;
7. sending a copy of the full report to all members of the Council;
8. reporting any recommendations to the Resources and General Services Committee for consideration; and
9. acting upon any decisions made by the Committee in respect of the recommendations.

As detailed in the internal auditor's reports, the work carried out by them in the last twelve months has included detailed reviews and inspections of:

- i. Accounting arrangements and bank reconciliations
- ii. Corporate governance
- iii. Review of expenditure
- iv. Assessment and management of risk
- v. Precept determination and budgetary control
- vi. Income controls
- vii. Petty cash account
- viii. Salaries and wages
- ix. Asset control, investments and loans
- x. Year-end procedures

The Committee is asked to review the effectiveness of the system of internal audit as detailed above.

Notes: The Committee should base its review around the following areas and consider the extent to which the internal audit adds value and how well it helps with the delivery of the Council's objectives:

- **Scope of the internal audit** (as listed in items 1 – 9 and i – x above).
- **Independence of the internal auditors** – currently, the Council employs Heelis & Lodge who are completely independent of the Town Council. Reports are made in their own name and they play no part in the Council's management, control or decision making.
- **Competence of the internal auditors** – Heelis & Lodge are a professional audit company with qualified auditors, long experience of local government and a good understanding of local councils.
- **Relationships** – Heelis & Lodge have no input into other financial matters in the Council, e.g., accounting, financial statements, annual return (other than signing Section 4, Annual Internal Audit Report). The roles of members, officers and internal auditors are clearly understood.
- **Audit planning and reporting** – see point 2 above. Detailed reports are submitted following each inspection.

14.1.2 REVIEW OF THE EFFECTIVENESS OF THE SYSTEM OF INTERNAL CONTROL

Under the Regulations currently in force the Council is required to carry out, at least annually, a review of the effectiveness of the Council's system of internal control and publicly report its findings. The Town Council's Annual Governance statement on the Annual Return has previously included the following statement:

We have maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.

This system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risk of failure. The system of internal control is based on an on-going process designed to identify and prioritise the risks to the achievement of the Town Council's policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically.

The system of internal controls currently in place includes:

Appointment of a Clerk and Responsible Financial Officer

Code of Conduct

Standing Orders and Financial Regulations

Review of internal audit arrangements and reporting

Accounting systems and records

Internal procedures

Regular reporting to the Council and its committees on financial matters (including a councillor appointed annually to carry out informal financial checks)

Budget setting, monitoring, control and reporting

Risk management

Asset management

Insurance

Review of financial limits in financial regulations and elsewhere

Setting Council objectives and priorities

External audit

The Committee is asked to

- i. **review the effectiveness of the system of internal control as detailed above; and then**
- ii. **to agree the following statement of internal control.**

STATEMENT OF INTERNAL CONTROL

1 Scope and Responsibility

LTC is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively.

In discharging this overall responsibility, the Council is also responsible for ensuring that there is a sound system of internal control which facilitates the effective exercise of the Council's functions and which includes arrangements for the management of risk.

2 Purpose of the System of Internal Control

The system of internal control is designed to manage risk at a reasonable level rather than to eliminate all risks of failure to achieve policies, aims and objectives; it can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an on-going process designed to identify and

prioritise the risks to the achievement of the Council's policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them effectively and economically.

The system of internal control has been in place at the Council for the year ended 31 March 2022.

3 The Internal Control Environment

The system of internal control is based on a framework consisting of the Code of Conduct, internal regulations (including but not limited to financial regulations) and administrative procedures. It is further enhanced by the regular provision of management and financial information as appropriate to fit the Council's policy of delegation and responsibility. The system is constantly monitored by members as well as officers within the Council. In particular, the system incorporates:

- comprehensive budgeting systems, project evaluation and management appraisal
- regular reports of service delivery and project performance
- preparation and dissemination of regular financial reports measuring actual expenditure against forecasts for both revenue and capital projects
- regular review of such reports by officers, and by members in committee and full Council.

4 Review of Effectiveness

The authority has responsibility for conducting, at least annually, a review of the effectiveness of the system of internal control. The review of the effectiveness of the system of internal control is informed by the work of:

- the Council and its committees, especially the Resources and General Services Committee
- the Town Clerk/Responsible Financial Officer and other staff
- the internal auditor
- the external auditor
- any other review agencies and inspectorates in their reports.

When agreed, the Statement of Internal Control will be incorporated into the end of year accounts.

Agenda item 14.2
Risk Assessment and Management

The Council is asked to carry out the annual review of its Risk Assessment and Management document.

Members are reminded that the Council generally and members individually are responsible for risk management because risks threaten the achievement of policy objectives.

The Council's Risk Assessment and Management document was last reviewed in April 2021. The advice given in the Practitioners' Guide is that as a minimum, at least once each year members must:

- take steps to identify and update their record of key risks facing the Council;
- evaluate the potential consequences to the Council if an event identified as a risk takes place;
- decide upon appropriate measures to avoid, reduce or control the risk or its consequences; and
- record any conclusions or decisions reached.

The control measures already in place are detailed in the document provided on the following pages and the Council's Financial Regulations. Having identified the risk, the three main risk management tools the Council should consider are whether to:

- (i) insure;
- (ii) delegate; and/or
- (iii) self-manage.