



# **RESOURCES AND GENERAL SERVICES COMMITTEE**

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

**Wednesday, 5 October 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 September 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 5 July 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 attended the Society of Local Council Clerks (SLCC), Essex Branch Exec Committee meeting via zoom on the 15 September 22, and the Deputy Town Clerk/RFO their networking hour via zoom on the same day. Both meetings were very informative. They will also be attending the 50<sup>th</sup> Anniversary of the SLCC at Essex County Hall on 14 October 22.  
  
Cllr Wixley and The Town Clerk attended the Essex Association of Local Councils (EALC) 78<sup>th</sup> AGM and Conference at Hylands House on 22 September 22.  
  
To receive and note.
- 7 Christmas Closedown Arrangements 2022**  
In line with the existing Town Council policy agreed in February 2008 and updated October 2021, the office is operational with 'skeleton staffing' and reduced hours. The Christmas period will therefore be:

Friday 23 December	Closed 12 noon
Monday 26 December	Closed
Tuesday 27 December	Closed
Wednesday 28 December	10am – 3pm
Thursday 29 December	10am – 3pm
Friday 30 December	10am – 12.45pm
Monday 2 January	Closed

To receive and note.

**8 Citizens Awards**

The Committee is asked to reaffirm its commitment to the annual Citizen Awards, the cut-off date for entries being 31 January 2023. Community groups and local schools will be approached, and social media publicity will be used to further promote the awards. The award presentations to be made again at the next Annual Town Meeting in March 2023.

**9 Annual Town Meeting**

The 2023 Annual Town Meeting is scheduled for Wednesday 15 March 2023, commencing at 8pm in the Murray Hall. Whilst this is not a council meeting, all Town Councillors are expected to attend. The Committee is asked if it wishes to continue with the format used at last year's meeting by inviting local organisations and voluntary groups, particularly those in receipt of Financial Assistance from the Council, to mount displays at the event to attract more public interest. The organisations successful in their grant applications for 2023/24 would also be presented with a certificate by the Town Mayor. The meeting is usually concluded with refreshments and an opportunity for members of the public to speak informally with their Councillors.

**10 Finance**

**10.1 Current Financial Position**

\* The current financial position as at 31 July 2022 is attached together with details of the funds available from earmarked reserves (see attached pages 7 – 8).

\* A note of the Council's current bank balances and most recent reconciliations are attached (see pages 9 – 15).

**10.2 Accounts Paid**

Payments totalling £330,330.06 as detailed on payment schedules no. 353-358 have been made since the report to the meeting on 5 July 2022 (see pages 16 – 21). 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 Internal Financial Check**

To note that Councillor Murray visited the office on the 24 August 2022 and undertook a financial check on Purchase Orders and Receipts from the start of the 2022/23 financial year until the end of July 2022.

To receive and note.

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

PKF Littlejohn LLP, the external auditors, have signed and returned section 3 – External Auditor's Report and Certificate 2021/22, without any comments. This was dated 12 September 2022.

Notice of 'Conclusion of Audit', which finalises the yearly audit requirements, dated 20 September 2022, has been posted on the Town Council's noticeboards and website.

To receive and note.

**13 Internal Audit**

The interim internal audit from Heelis & Lodge will take place on 30 January 2023.

To receive and note.

**14 Smaller Authorities Audit Appointments (SAAA) central external auditor appointment arrangements**

The Committee is asked to review the correspondence received from the SAAA on pages 22 – 23 and AGREE if it wishes to remain in the central external auditor appointment arrangements, and NOT opt out.

Recommend remaining in the existing framework, as used by the vast majority of Town and Parish Councils as there is no particular reason to opt out at this juncture.

**15 Book of Condolence**

Following the death of Queen Elizabeth II, Epping Forest District Council (EFDC) have recommended that all the condolences are grouped into a Book of Condolence be included within a district bound volume, which can be stored at the Epping Forest Museum.

Recommend this way forward, subject to keeping copies of the Loughton based condolence messages, for prosperity.

**16 Remembrance Service**

The Town Council annually makes a donation of £100 to the Royal British Legion in support of the Poppy Appeal and towards the cost of the wreath laid by the Town Mayor at the annual Remembrance Service to be held this year on 13 November 2022.

The Committee is asked to confirm that it wishes to make a similar donation this year. Payment will need to be approved under the General Power of Competence.

**17 Financial Assistance**

**17.1** The Committee are asked to consider and agree whether they wish for the Financial Assistance scheme to continue in 2023/24.

**17.2 General Applications 2022/23**

Members requested in the last Resources and General Services Committee (R & GS), (5 July 2022 -minute no. RG122) that Grant a Smile CIC be asked for the further information, as listed below, for their understanding and consideration, due to insufficient information in their original application:

- A more detailed breakdown of costings and understanding required for this project, including showing:
- How and on what the project and any potential funding would be spent.

See pages 24 – 26 for the further information received from Grant a Smile CIC, along with their original application on pages 27 – 37, for Members to consider.

For information, as at 31 August 2022 there is currently a balance of £7,924.02 of unallocated general grants in the 2022/23 Financial Assistance budget.

There is also £10,970.32 held in Earmarked Reserves, which includes the funds (£3,346.32) donated to the Council by Loughton Film Club following the club ceasing to operate.

The overall total balance remaining in the 2022/23 budget, including earmarked reserves and donation as at end of August 2022, of £18,894.34.

The Committee 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.

For Members information, as list of grants awarded to date in 2022/23 is listed below.

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
The Lopping Endowment Corporate Trustee Limited	1,000.00	Defibrillator
<b>Total awarded</b>	<b>£22,075.98</b>	

<b>New Financial Assistance Application – Further information received for consideration</b>			
<b>Organisation</b>	<b>Amount requested £</b>	<b>Item</b>	<b>Power</b>
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)

## **18 Utility Costs**

The astronomical rise in utility costs has been well documented and the effects will be felt by the Town Council for some considerable time. At the time of writing, we are waiting to hear from the Town Council's energy broker. We are also continually analysing our independent research on, how the Government's announcements to support businesses (including Town and Parish Councils) will impact.

A further update will be provided in the meeting.

To receive and note.

## **19 Budget Considerations for 2023/2024**

**19.1** In addition to the spiralling utility costs, the Town Council's van needs replacing (Recreation Committee agenda item 15 and subsequent minute no RC140 refers). It was agreed in principle to acquire a new 'hybrid van' through a leasing scheme. The office will continue to work through the options available and report back on an urgent basis .

**19.2** Currently, the statutory Local Government salary offer for the financial year April 2022 to March 2023 has not yet been agreed. The two-year pay deal put to the National Joint Council (NJC) Trade Unions would see:

- With effect from 1 April 2022, an increase of £1,925 on all NJC pay points 1 and above (i.e. all salaries).
- With effect from 1 April 2022, an increase of 4.04 per cent on all allowances.

On recent years' experience, this settlement is unlikely to be settled quickly and the current offer is already out of sync given the current inflation levels.

**19.3** Precept – To note that rumours are resurfacing again in the Local Government Sector that the UK Government may decide to impose the 2 per cent increase cap on Parish and Town Councils precept requests.

**19.4** Over the last three years or so, Town Council working budget expenses have largely been based on a 2 to 3 % p.a. increase. The latest inflation rate for the end of August 2022 is 8.6% (published 14 September 2022). At the time of writing, the Bank of England expects the inflation rate to exceed 10% for a number of months, before gradually coming down.

**19.5** The office is just starting the budget process for 2023/24 which will be very challenging in the current economic climate. An internal review of potential cost savings and income opportunities for the Town Council's halls has been undertaken (the principal budget area of energy consumption). A critical review of each budget line will be completed and any areas that are not essential may have to be removed.

The above factors, highlight that the next years' budget is going to be difficult.

To receive and note.

**20 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.

**20.1 Equal Opportunities Policy** – Recommended next review October 2024.

[Equal Opportunities Policy - Updated Oct 2020 WA.pdf \(loughton-tc.gov.uk\)](#)

**20.2 Complaints Policy** – Recommended next Review December 2024.

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

**21 Buckingham Court**

Members have recently been informed that the move has been rescheduled for the week commencing Monday 21 November 2022. A number of key tasks have already been completed, including new carpet tiles on the ground floor, a fresh coat of paint in all rooms and a deep clean of the building. Telephone engineers and our IT consultant have been booked for the telecommunications and broad band transfer. The office will continue to work through the long checklist of logistical and admin tasks over the coming weeks.

Over a period of months, an 'archiving clearance' project has been completed at Murray Hall, destroying all old historic files that are superfluous but retaining the paperwork that needs to be kept for statutory requirements, following Local Government guidelines. This will assist the Buckingham Court move as historic files current held in the Library Office can now be moved to Murray Hall for archiving.

Total existing Buckingham Court Earmarked Funds of £7,000 will be totally utilised for the move and initial transfer / set -up costs. Working expenses this financial year will exceed budget, (additional costs were not factored into last year's budget setting as the decision had not been made to move premises). However much of these costs would have been incurred anyway, as the same work would have needed to be completed if the building was to be rented out externally.

The Town Clerk will provide further background information and an oral update.

**22 Office photocopier**

Recommendations from other Essex Clerks along with further independent research, has enabled the Office to put together a detailed summary of suppliers / choices for a new printer for Buckingham Court.

The summary will be discussed, considered and agreed, in accordance with minute number RG130 of this Committee (subject to the approval of the Chairman and Vice Chairman).

To receive and note.

**Mark Squire**  
**TOWN CLERK**  
28 September 2022

## Agenda item 10

**Loughton Town Council**  
**Summary Income & Expenditure by Budget Heading 31/07/2022**  
**Month No: 4 Resources and General Services Committee Report**

		Actual Last Year	Actual Year To Date	Current Annual Budget	Variance Annual Total	Funds Available	% of Budget
<b><u>Resources and General Services</u></b>							
Communication	Expenditure	17,146	5,422	19,155	13,733	13,733	28.3%
Office Expenses (1)	Expenditure	15,166	4,113	13,700	9,587	9,587	30.0%
Audit	Expenditure	3,745	-1,600	3,010	4,610	4,610	-53.2%
Central Personnel	Expenditure	327,181	124,266	374,800	250,534	250,534	33.2%
Council Expenses	Expenditure	12,565	12,818	16,650	3,832	3,832	77.0%
	Income	150	0	0	0		
Other Services (RGS) (2)	Expenditure	25,588	796	2,500	1,704	1,704	31.8%
Members' Expenses	Expenditure	1,680	0	2,760	2,760	2,760	0%
Buckingham Court (3)	Expenditure	44,292	26,840	52,531	25,691	25,691	51.1%
(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	5,850	11,875	6,025	6,025	49.3%
Grants	Expenditure	32,400	2,800	38,500	35,700	35,700	7.3%

**INCOME – EXPENDITURE TOTALS**

R&GS Expenditure	<b>208,463</b>	<b>181,305</b>	<b>250,481</b>	<b>69,176</b>	<b>69,176</b>	<b>72.4%</b>
Income	<b><u>4,592</u></b>	<b><u>3,346</u></b>	<b><u>10,000</u></b>	<b><u>6,654</u></b>		<b><u>33.5%</u></b>
Net Expenditure over Income	<b><u>203,871</u></b>	<b><u>177,959</u></b>	<b><u>240,481</u></b>	<b><u>62,522</u></b>		

**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 10 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:

<b>Resources and General Services Committee</b>	<b>31.07.22</b>
Elections	14,854.81
Buckingham Court maintenance fund	2,000.00
Buckingham Court Rent Deposit	5,000.00
Financial Assistance Grants 2020/21	10,970.32
<b>Total</b>	<b>32,825.13</b>

## Agenda item 10.1

### Current Financial Position

Date: 08/08/2022		Loughton Town Council		Page 1
Time: 12:36		Bank Reconciliation Statement as at 31/07/2022 for Cashbook 1 - No 1 Current Account		User: JCG
Bank Statement Account Name (s)	Statement Date	Page No	Balances	
Nat West no. 1 account	31/07/2022	78	65,201.47	
			65,201.47	
Unpresented Cheques (Minus)			Amount	
13/06/2022	10793 P123	Fred Collins	50.00	
13/06/2022	10781 P108	Cranbrook Electrics	19.20	
24/06/2022	10822 P162	Skyguard	117.87	
06/07/2022	10840 P207	Chris Buck	50.00	
06/07/2022	10842 P209	3Food4U	88.00	
06/07/2022	10827 P190	PPL PRS Ltd	134.79	
06/07/2022	10834 P200	TBS Hygiene Ltd	72.00	
13/07/2022	10844 P220	SPARK	1,500.00	
13/07/2022	10846 P222	R D Djemal	585.00	
28/07/2022	10867 P251	Lopping Endowment Corporate Tr	1,000.00	
28/07/2022	10847 P223	Ozan Oliver	95.00	
28/07/2022	10848 P224	Chubb Fire & Security Ltd	5,744.56	
28/07/2022	10849 P228	Regional Waste Recycling Comme	488.80	
28/07/2022	10850 P229	PlayFix Limited	753.60	
28/07/2022	10851 P230	Chigwell (London) Ltd	3,301.80	
28/07/2022	10852 P231	Accredited Locksmith Services	159.60	
28/07/2022	10853 P232	Arbtec Tree Services	600.00	
28/07/2022	10854 P234	Nisbets PLC	105.69	
28/07/2022	10855 P235	Apogee Corporation Ltd	382.70	
28/07/2022	10856 P239	Pinnacle Essex	1,200.00	
28/07/2022	10857 P241	James Todd & Co. Ltd.	109.62	
28/07/2022	10858 P242	Think Business Support Ltd	606.06	
28/07/2022	10859 P243	Gareth Griffith t/a Greenhill	1,560.00	
28/07/2022	10860 P244	Portable Toilet Hire (London)	540.00	
28/07/2022	10861 P245	Thames Security Shredding Ltd	64.20	
28/07/2022	10862 P246	Loughton Gardens & Landscapes	60.00	
28/07/2022	10863 P247	First Aid Cover Ltd	242.50	
28/07/2022	10864 P248	ANYWHERE DECKCHAIRS (Mr P Houg	480.00	
28/07/2022	10865 P249	Skyguard Ltd	77.76	
28/07/2022	10866 P250	ICCM	162.00	
28/07/2022	10868 P252	EDF Energy Ltd	274.34	
29/07/2022	SD39	Nusat Ahmed	500.00	
29/07/2022	SD40	Ravea Ali	500.00	
30/07/2022	DD P258	SSE	55.68	
31/07/2022	DD P262	First Business Water Limited	38.29	
			21,719.06	
			43,482.41	
Receipts not Banked/Cleared (Plus)				
29/07/2022	R87		42.00	
29/07/2022	R87		779.00	

**Agenda item 10.1**  
**Current Financial Position cont'd.**

Date: 08/08/2022	Loughton Town Council	Page 2
Time: 12:36	Bank Reconciliation Statement as at 31/07/2022 for Cashbook 1 - No 1 Current Account	User: JCG
	<u>Amount</u>	<u>Balances</u>
		821.00
		44,303.41
	Balance per Cash Book is :-	44,303.41
	Difference is :-	0.00

**Agenda item 10.1**  
**Current Financial Position cont'd.**

Date: 08/08/2022		Loughton Town Council		Page 1
Time: 11:35		Bank Reconciliation Statement as at 31/07/2022 for Cashbook 2 - No 2 Current Account		User: JCG
<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>	
Nat West no. 2 account	31/07/2022	302	57,319.86	
			57,319.86	
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>		
28/07/2022 786 P272 HMRC only 120PW00111168		8,540.17		
28/07/2022 787 P273 Essex Pension Fund		8,587.65		
			17,127.82	
			40,192.04	
<u>Receipts not Banked/Cleared (Plus)</u>				
		0.00		
			0.00	
			40,192.04	
		<b>Balance per Cash Book is :-</b>	<b>40,192.04</b>	
		<b>Difference is :-</b>	<b>0.00</b>	

**Agenda item 10.1**  
**Current Financial Position cont'd.**

Date: 23/08/2022		Loughton Town Council		Page 1
Time: 14:31		Bank Reconciliation Statement as at 31/07/2022 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	31/07/2022	61	100,530.83	
			100,530.83	
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>		
		0.00		
			0.00	
			100,530.83	
<u>Receipts not Banked/Cleared (Plus)</u>				
		0.00		
			0.00	
			100,530.83	
		<b>Balance per Cash Book is :-</b>	<b>100,530.83</b>	
		<b>Difference is :-</b>	<b>0.00</b>	

**Agenda item 10.1**  
**Current Financial Position cont'd.**

Date: 12/08/2022	Loughton Town Council	Page 1
Time: 08:57	Bank Reconciliation Statement as at 31/07/2022 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	30/06/2022	82022	515,422.86
			515,422.86
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			515,422.86
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			0.00
			515,422.86
		Balance per Cash Book is :-	515,422.86
		Difference is :-	0.00

**Agenda item 10.1**  
**Current Financial Position cont'd.**

Date: 23/08/2022		Loughton Town Council		Page 1
Time: 14:41		Bank Reconciliation Statement as at 31/07/2022 for Cashbook 5 - Security Deposits Current a/c		User: JCG
<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>	
Security Deposits Current a/c	31/07/2022	97	581.79	
			<hr/>	
			581.79	
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>		
		<hr/>		
		0.00		
			<hr/>	
			0.00	
			<hr/>	
			581.79	
<u>Receipts not Banked/Cleared (Plus)</u>				
		<hr/>		
		0.00		
			<hr/>	
			0.00	
			<hr/>	
			581.79	
		<b>Balance per Cash Book is :-</b>	<b>581.79</b>	
		<b>Difference is :-</b>	<b>0.00</b>	

**Agenda item 10.1**  
**Current Financial Position cont'd.**

Date: 04/08/2022		Loughton Town Council		Page 1
Time: 09:07		Bank Reconciliation Statement as at 31/07/2022 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	31/07/2022	81	103,603.82	
			103,603.82	
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>		
		0.00		
			0.00	
			103,603.82	
<u>Receipts not Banked/Cleared (Plus)</u>				
		0.00		
			0.00	
			103,603.82	
		<b>Balance per Cash Book is :-</b>	<b>103,603.82</b>	
		<b>Difference is :-</b>	<b>0.00</b>	



## Agenda item 10.2

### Accounts Paid

Loughton Town Council						Page no 1			
Current Account									
List of Payments made between 14 June 2022 to 24 June 2022									
Invoice No.	Date Paid	Payee Name	Cheq No	Paid	P No.	Transaction Detail			
1020188368	24/06/2022	Essex County Council	10797	3,426.00	P143	Trees survey			
	24/06/2022	Petty Cash	10798	125.00	P144	Top up petty cash to £150			
	24/06/2022	The Loughton Hall Endowment Corps	10799	300.00	P145	2022/23 Financial assistance grant			
95		Loughton Landscapes Ltd		60.00	P146	RVRG footbridge repairs			
94	24/06/2022	Loughton Landscapes Ltd	10800	72.00	P147	Kings Green replace wood post			
2584	24/06/2022	TBS Hygiene Ltd	10802	72.00	P148	Dog waste collection May			
37630	24/06/2022	SME Invoice Finance Limited	10803	627.37	P149	KH cleaning May			
0065144106	24/06/2022	Royal Mail Group Ltd	10804	2,129.41	P150	Think Loughton summer issue delivery			
01036	24/06/2022	Ernest Doe & Sons Ltd	10805	21.42	P151	Ampules for petrol Cemetery streamers			
15720	24/06/2022	EALC	10806	168.00	P152	Day Chairmans course for B Cohen			
1033	24/06/2022	L & J Hall Digging Services Ltd	10807	430.00	P153	Plot digging Grave 2799			
13682		Atrium Security Solutions Ltd		912.50	P154	RVRG gate security			
13683		Atrium Security Solutions Ltd		912.50	P155	RVRG gate security			
13684	24/06/2022	Atrium Security Solutions Ltd	10809	912.50	P156	RVRG gate security			
224991		Regional Waste Recycling (Commercial) Ltd		145.60	P157	Murray Hall bins emptied May			
224990		Regional Waste Recycling (Commercial) Ltd		52.00	P158	Kingsley Hall bins emptied May			
224988	24/06/2022	Regional Waste Recycling (Commercial) Ltd	10810	291.20	P159	Cemetery bins emptied May			
08353018011	24/06/2022	EDF Energy Customers Ltd	10811	353.38	P160	B. Court gas May			
7024102	24/06/2022	Viking Payments	10812	153.52	P161	Office stationery			
★	24/06/2022	Skyguard Ltd	★0815 10812	117.87	P162	Personal alarm balance			
1989	24/06/2022	Away With It Waste Management Ltd	10814	450.00	P163	RVRG fly-tip rubbish			
20464	24/06/2022	Accredited Locksmith Services Ltd	10815	35.00	P164	Fit new shackle and retaining pin on Padlock			
M0001032959	24/06/2022	EFDC	10816	159.48	P165	Rubbish collection from Jessel Green			
	24/06/2022	The Face Painting Company	10817	320.00	P166	Jessel Green Face painter			
	24/06/2022	Davis Wilce	10818	400.00	P167	Jessel Green Punch & Judy man			
	24/06/2022	Mr Happy	10819	290.00	P168	Jessel Green entertainer			
PAC013076	24/06/2022	First Aid Cover Ltd	10820	312.50	P672	Balance payment			
700095		KBL Event Hire		5,494.50	P42	Balance payment			
JOS 730	24/06/2022	KBL Event Hire	10821	697.50	P98	Balance payment			
For information: Direct Debits									
263618031	21/06/2022	Worldpay	DD	109.72	P169	Chip & Pin May			
1272386	18/06/2022	Crown Gas & Power	DD	74.82	P170	KH Gas May			
1272387	18/06/2022	Crown Gas & Power	DD	143.20	P171	MH Gas May			
1341425-11		Tesco mobile	DD	28.00	P172	Mobile phones May			
01150373030167	30/06/2022	SSE	DD	20.79	P173	WRPF Electric May			
9183296710027	30/06/2022	SSE	DD	24.88	P174	Kings Green May			
9183296710028	26/06/2022	SSE	DD	14.73	P175	Kings Green April			
9183296710029	26/06/2022	SSE	DD	14.73	P176	Kings Green March			
9183296710030	26/06/2022	SSE	DD	-21.70	P177	Kings Green March Estimate credit clear			
65103247000027	01/07/2022	SSE	DD	1,943.89	P178	MH Electric May			
66084	26/06/2022	First Business Water	DD	260.05	P179	Water rates May			
42296	20/06/2022	The Comm's Guys	DD	173.10	P180	Phone line May			
3022149	27/06/2022	British Gas	DD	125.01	P181	B Court Electric May			
U022501185	04/06/2022	Peninsula	DD	241.11	P182	Employment services May			
	14/06/2022	Natwest Credit card	DD	699.43	P183	Credit card bill May			
For information: Account Transfers									
For information: No. 2 Account									
7493064	22/06/2022	Natwest Autopay	DD	20.60	P184	Autopay charge for May			
<b>Total</b>				<b>23,253.57</b>					
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	D.J. Wixley,		Print name	STELLA MURPHY					
				<table border="1"> <tr> <td>Schedule no.</td> <td>353</td> </tr> <tr> <td>Date reported to RGS Ctee</td> <td></td> </tr> </table>		Schedule no.	353	Date reported to RGS Ctee	
Schedule no.	353								
Date reported to RGS Ctee									
* amended cheq number for Skyguard - due to incorrect amount									

## Agenda item 10.2

### Accounts Paid cont'd.

Loughton Town Council						Page no 1
Current Account						
List of Payments made between 25 June 2022 to 06 July 2022						
Invoice No.	Date Paid	Payee Name	Cheq No	Paid	P No. Transaction Detail	
1969	06/07/2022	Playfix Limited	10824	5,893.30	P185 Various playground repairs ✓	
1004271	06/07/2022	Pinnacle Housing Limited		930.00	P186 WRPF 7 a sidepitch marking 2021/22 ✓	
1004370	06/07/2022	Pinnacle Housing Limited		1,890.00	P187 WRPF Pitch marking 2021/22 ✓	
1004194	06/07/2022	Pinnacle Housing Limited	10825	600.00	P188 WRPF ground maintenance June ✓	
1519411	06/07/2022	Apogee Corporation Ltd	10826	83.54	P189 Printing and photocopying June ✓	
2059004	06/07/2022	PPL PRS Ltd	10827	134.79	P190 MH Royalty license ✓	
0204775	06/07/2022	British Telecommunication plc	10828	204.65	P191 MH landline June to August ✓	
7159557	06/07/2022	Viking payments		272.28	P192 Office stationary ✓	
7159557	06/07/2022	Viking payments	10829	20.39	P193 Raffle book delayed delivery ✓	
9403804	06/07/2022	Chubb Fire & Security Ltd		305.85	P194 MH Fire alarm service ✓	
9403805	06/07/2022	Chubb Fire & Security Ltd		190.32	P195 B. Crt Fire alarm service ✓	
9419850	06/07/2022	Chubb Fire & Security Ltd	10830	41.78	P196 WRPF Fire alarm service ✓	
12969	06/07/2022	The Community Heartbeat Trust (Sc	10831	630.00	P197 Batteries for the Daifb machines ✓	
303561	06/07/2022	Essex Security Services Ltd	10832	132.00	P198 B. Crt yearly intruder alarm service 2022/23 ✓	
22359	06/07/2022	Gracelands Complete Maintenance	10833	360.00	P199 MH Annual services air con ✓	
3480	06/07/2022	TBS Hygiene Ltd	10834	72.00	P200 WRPF/RVRG Dog waste bin June ✓	
82	06/07/2022	CB Sound Video Light Ltd	10835	625.20	P201 Emergency PA system Jessel Green Day ✓	
	06/07/2022	Bright Lights (Jonathan Smith)	10836	1,050.00	P202 Fair rides for Jessel Green Day ✓	
JG0796	06/07/2022	KBL Event Hire	10837	578.00	P203 Staff members to man inflats for Jessel Green ✓	
10314	06/07/2022	Atrium Security Solutions Ltd		864.00	P204 Jessel Green Day security ✓	
10313	06/07/2022	Atrium Security Solutions Ltd	10838	912.50	P205 RVRG Gate security June ✓	
	06/07/2022	Mr P Houghton	10839	80.00	P206 Ex Gratia payment for Jessel Green Day ✓	
	06/07/2022	Mr C Buck	10840	50.00	P207 Ex Gratia payment for Jessel Green Day ✓	
43801	06/07/2022	Ever Brite Cleaning Services Limited	10841	136.94	P208 MH Window cleaning June ✓	
	06/07/2022	3Food4U	10842	88.00	P209 Donation from raffle proceeds ✓	
For information: Direct Debits						
PN465175	19/07/2022	PWLB	DD	14,103.22	P210 B.Crt loan repayment and interest	
	20/06/2022	EFDC	DD	99.00	P211 KH Rates June	
	20/06/2022	EFDC	DD	170.00	P212 RVRG Rates June	
	20/06/2022	EFDC	DD	78.00	P213 WRPF Rates June	
	20/06/2022	EFDC	DD	665.00	P214 MH Rates June	
	20/06/2022	EFDC	DD	1,216.00	P215 B.Crt Rates June	
Y02020203957	30/06/2022	EE	DD	9.84	P216 EE old mobile contract	
	15/07/2022	Natwest credit card	DD	792.73	P217 June Credit card bill	
00020020045	04/07/2022	Peninsula	DD	241.11	P218 Employment services July	
For information: Account Transfers						
	23/06/2022	Santandar to Natwest No. 1	TRF	50,000.00	T7	
For information: No. 2 Account						
Total				53,488.41		
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 payee as named on the schedule.						
Signed: [Signature]		Signed: [Signature]		Schedule no. 354		
Print name CAROLINE FORD		Print name STELLA MURPHY		Date reported to RGS Cttee		

## Agenda item 10.2

### Accounts Paid cont'd.

Loughton Town Council						Page no 1
Current Account						
List of Payments made between 07 July 2022 to 13 July 2022						
Invoice No.	Date Paid	Payee Name	Cheq No	Paid	P No.	Transaction Detail
70150	13/07/2022	Aylesford Electrical Contractors Ltd	10843	7,410.48	P219	1st payment for Xmas light contract
	13/07/2022	Spark	10844	1,500.00	P220	Fin Assistance Grant
	13/07/2022	Mr C Savill	10845	30.00	P221	Allotment key deposit returned
	13/07/2022	Mr R D Djemal	10846	685.00	P222	Buy back EROB Plot G33A
For information: Direct Debits						
For information: Account Transfers						
	12/07/2022	Natwest no. 1 to Natwest no. 2	TRF	50,000.00	TB	Transfer balance for pending salaries July
For information: No. 2 Account						
<b>Total</b>				<b>59,525.48</b>		

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

Signed	[Redacted]	Signed	[Redacted]
Print name		Print name	

STELLA MURPHY CAROLINE POND

Schedule no.	355
Date reported to RGS Ctee	



## Agenda item 10.2

### Accounts Paid cont'd.

Loughton Town Council Current Account List of Payments made between 14 July 2022 to 28 July 2022						Page no 1
Invoice No.	Date Paid	Payee Name	Cheq No	Paid	P No.	Transaction Detail
403	28/07/2022	Mr O Oliver (Tap into Plumbers)	10847	95.00	P223	MH Fit/supply filter valve to toilets
9401154		Chubb Fire & Security Ltd		4,136.86	P224	MH Fire alarm panel replaced and checked
0427912	28/07/2022	Chubb Fire & Security Ltd	10846	1,807.70	P225	B.Court Fire alarm panel replaced and checked
220401		Regional Waste Recycling Ltd		145.50	P226	July refuse collection MH
220407		Regional Waste Recycling Ltd		52.00	P227	July refuse collection KH
220405	28/07/2022	Regional Waste Recycling Ltd	10849	231.20	P228	July refuse collection Cemetery
1009	28/07/2022	Playfix Limited	10850		P229	Lay and replace wet pour at Trappe Hill Park
37206	28/07/2022	Chigwell (London) Ltd	10851	3,301.80	P230	Remove and Replace ceiling lighting at MH
28016	28/07/2022	Accredited Locksmith Services Ltd	10852	159.80	P231	8 front door keys for B.Crt
8728		Arbtec Tree Services		180.00	P232	Cherry tree cut back at Cemetery
5703	28/07/2022	Arbtec Tree Services	10853	420.00	P233	Remove fallen Ash at Hillyfields
28122890	28/07/2022	Niscots	10854	105.69	P234	Cutlery for MH
1325219		Apogee Corporation Ltd		9.00	P235	Cyan toner
1325214		Apogee Corporation Ltd		9.00	P236	Black toner
1325212		Apogee Corporation Ltd		9.00	P237	Waste toner box
1325211	28/07/2022	Apogee Corporation Ltd	10855	355.70	P238	July printing and copying
1000032		Pinnacle Housing Ltd		500.00	P239	July WRRPF Ground maintenance
122228	28/07/2022	Pinnacle Housing Ltd	10856	900.00	P240	April WRRPF Ground maintenance
100022	28/07/2022	James Todd & Co	10857	109.52	P241	June Payroll cost
37086	28/07/2022	Think Business Support Ltd (SME In	10858	606.08	P242	June clearing KH
390	28/07/2022	Gareth Griffith	10859	1,560.00	P243	Gardening work at Various locations
43061	28/07/2022	Portable Toilets Hire (London) Limited	10860	540.00	P244	Portable toilets for Loughton Day
18836	28/07/2022	Thames Security Shredding Ltd	10861	84.20	P245	Shredding of archived paperwork
118	28/07/2022	Loughton Landscapes Limited	10862	80.00	P246	Fallen Ash tree RVRG
18031 0075	28/07/2022	First Aid Cover Ltd	10863	242.50	P247	Balance of First aid for Loughton Day
960	28/07/2022	Mr P Houghton (Anywhere Deck Chi	10864	490.00	P248	Deck chairs for Loughton Day
1266	28/07/2022	Shyglard Limited	10865	77.76	P249	MY SOS people safe June
15065	28/07/2022	ICOM	10866	162.00	P250	Cemetery course for Judy Graham 2 days
8383388 89013	28/07/2022	Lopping Endowment Corporate Trus	10867	1,000.00	P251	FA Grant toward debt
		EDF Energy Customers Ltd	10868	274.34	P252	B.Crt Gas June
For information: Direct Debits						
42110	24/07/2022	The Comms Guys	DD	168.56	P253	June phone landline invoice
81077527	12/07/2022	Pinney Bowes	DD	259.50	P254	Postage too up
134 148 171 900	22/07/2022	Tesco mobile	DD	28.55	P255	June mobile phone bill
59 18324706028	29/07/2022	SSE	DD	1,720.62	P256	MH Electric June
1918202206016	28/07/2022	SSE	DD	19.87	P257	WRRPF Electric June
44171015480026	30/07/2022	SSE	DD	35.88	P258	Cemetery Electric April-June
8152024270583		SSE	DD	14.73	P259	Kings Green Electric April - May Estimated
9183030779630		SSE	DD	13.19	P260	Kings Green Electric June Estimated
3183030779630	01/08/2022	SSE	DD	-24.38	P261	Kings Green Electric Adjustment April - May
80000	31/07/2022	First Business Water	DD	38.29	P262	June water rates
	20/08/2022	EFDC	DD	99.00	P263	KH July rates
	20/08/2022	EFDC	DD	170.00	P264	RVRG July rates
	20/08/2022	EFDC	DD	78.00	P265	WRRPF July rates
	20/08/2022	EFDC	DD	565.00	P266	MH July rates
	20/08/2022	EFDC	DD	1,218.00	P267	B.Crt July rates
1280249		Crown Gas & Power	DD	56.12	P268	KH Gas June
1287553	18/07/2022	Crown Gas & Power	DD	117.77	P269	MH Gas June
2180284	27/07/2022	British Gas	DD	115.53	P270	B.Crt Electric June
For information: Account Transfers						
For information: No. 2 Account						
20/07/2022	LTC Staff	BACS	23,246.16	P271	July staff wages	
28/07/2022	HMRC	786	8,540.17	P272	July PAYE/NIC payment	
28/07/2022	ECO Pension Fund	787	6,597.55	P273	July Staff pension costs	
28/07/2022	Natwest Bank	DD	20.50	P274	June autopay charge	
Total				63,247.43		
We certify that this schedule lists the details of the cheques, transfers and other orders for payment we have signed, drawn at the value shown and payees as named on the schedule.						
Signed		Signed		Schedule no. 308		
Print name		Print name		Date reported to RGS Chee		
CC Lord		STELLA MURPHY				

## Agenda item 10.2

### Accounts Paid cont'd.

Loughborough Town Council Current Account List of Payments made between 29 July 2022 to 26 August 2022						Page no 1
Invoice No.	Date Paid	Payee Name	Cheque No.	Paid	P No. Transaction Detail	Year
29949	28/08/2022	Gilbert & Johnson (Croydon) Ltd	10889	202.80	P275 Annual service Lopping Hall stock	2022/23
29951	29/08/2022	TBS Hygiene Ltd	10870	50.00	P277 Dog bin collection at WRPF & RVRG	2022/23
29951	29/08/2022	Graceland Complete Maintenance	10871	302.78	P278 Heating Batts and Batts replaced MH	2022/23
29951	29/08/2022	Arrium Security Solutions Ltd	10872	912.50	P279 Unlocked gates July RVRG	2022/23
29951	29/08/2022	Oven Wizards East (Huddersfield) Ltd	10873	170.00	P280 Oven cleaned at MH/WR	2022/23
29951	29/08/2022	James Todd & Co	10874	109.62	P281 July payroll	2022/23
29951	29/08/2022	Viking Payments		10.79	P282 Back order paper	2022/23
29951	29/08/2022	Viking Payments	19675	323.90	P283 Stationery order July	2022/23
29951	29/08/2022	W Leifine Ltd	19676	70.00	P284 Reinspected lighting conductor system Cemetery	2022/23
29951	29/08/2022	Thomas Security Shredding Ltd		64.20	P285 Confidential waste documents destroyed	2022/23
29951	29/08/2022	Thomas Security Shredding Ltd		64.20	P286 Confidential waste documents destroyed	2022/23
29951	29/08/2022	Thomas Security Shredding Ltd	10877	64.20	P287 Confidential waste documents destroyed	2022/23
29951	29/08/2022	Thomas Security Shredding Ltd	10878	92.55	P288 Teapots and spoons MH equipment	2022/23
29951	29/08/2022	Apogee Corporation Ltd		9.60	P289 Sk, Yal, Cyan toner	2022/23
29951	29/08/2022	Apogee Corporation Ltd	10879	112.89	P290 July office photocopying/printing	2022/23
29951	29/08/2022	Think Business Support Ltd (SME in	10880	857.10	P291 KX clearing July	2022/23
29951	29/08/2022	Chubb Fire & Security Ltd		185.03	P292 MH fire alarm service	2022/23
29951	29/08/2022	Chubb Fire & Security Ltd		108.39	P293 KX fire alarm service	2022/23
29951	29/08/2022	Chubb Fire & Security Ltd		136.74	P294 B On Emergency lighting system service	2022/23
29951	29/08/2022	Chubb Fire & Security Ltd		190.52	P295 B On Fire alarm service	2022/23
29951	29/08/2022	Chubb Fire & Security Ltd	10881	668.11	P296 B On fire extinguisher equipment	2022/23
29951	29/08/2022	Plenary Bowls Limited	10882	215.32	P297 Ink for Plenary Bowls machine	2022/23
29951	29/08/2022	Rapco/GB	10883	129.00	P298 Banner for James Green	2022/23
29951	29/08/2022	Phoenix Lifting Systems Ltd	10884	155.40	P299 B On annual lift service	2022/23
29951	29/08/2022	100 Maintenance Limited	10885	138.00	P300 KX Routine monitor & testing work	2022/23
29951	29/08/2022	Principal Trees Ltd	10886	485.00	P301 RVRG Oak Month pests removed	2022/23
29951	29/08/2022	Clarke Hilver		25.00	P302 Window cleaning B On	2022/23
29951	29/08/2022	Clarke Hilver	10887	603.44	P303 B On service charge Sept-Nov	2022/23
29951	29/08/2022	Arctic Tree Services		705.00	P304 WRA cut back overhanging trees	2022/23
29951	29/08/2022	Arctic Tree Services	10888	708.00	P305 WRPF remove oak stump fallen trees	2022/23
29951	29/08/2022	Scott Oyler Design	10889	1,290.00	P306 Autumn Think Loughborough design/produce	2022/23
29951	29/08/2022	Regional Waste Recycling (Commercial) Ltd	145.90	P307 MH refuse collection August	2022/23	
29951	29/08/2022	Regional Waste Recycling (Commercial) Ltd	145.90	P308 KX refuse collection August	2022/23	
29951	29/08/2022	Regional Waste Recycling (Commercial) Ltd	10890	480.89	P309 Cemetery refuse/green bin collection August	2022/23
29951	29/08/2022	M T Perkins	10891	3,180.00	P310 Decorating at MH	2022/23
29951	29/08/2022	Island Flooring Contractors	10892	2,772.00	P311 MH Buff and oil wood flooring	2022/23
29951	29/08/2022	Doonco Limited		1,642.00	P312 Maintenance contract 34	2022/23
29951	29/08/2022	Doonco Limited	10893	1,706.51	P313 Online daily backup and offsite at B On	2022/23
29951	29/08/2022	Pinnacle Group	10894	900.00	P314 WRPF Grit maintenance August	2022/23
29951	29/08/2022	Signant Limited	10895	77.78	P315 MYSDS man down July	2022/23
29951	29/08/2022	EDF Energy Customers Ltd	10897	281.00	P316 B On Gas for July	2022/23
29951	29/08/2022	DVLA Swansea	10898	159.90	P317 Van road tax 9 mths	2022/23
For information: Direct Debits						
29951	15/08/2022	SEE		40.79	P317 May-July Electric WRA	2022/23
29951	07/09/2022	SEE		195.17	P318 May-July Electric KX	2022/23
29951	09/08/2022	SEE		38.52	P319 May-July Electric RVRG	2022/23
29951	27/08/2022	SEE		1,648.27	P320 MH Electric July	2022/23
29951	29/08/2022	SEE		20.75	P321 WRPF electric July	2022/23
29951	29/08/2022	SEE		20.22	P322 KX electric July	2022/23
29951	19/07/2022	Workday		125.41	P323 June bills & s/n	2022/23
29951	19/08/2022	Workday		125.74	P324 July bills & s/n	2022/23
29951	16/08/2022	Newwest Credit Card		542.00	P325 July credit card spend	2022/23
29951	04/08/2022	Portsmouth		241.11	P326 Employment services for August	2022/23
29951	22/08/2022	British Gas		122.84	P327 B On electric July	2022/23
29951	14/08/2022	Crown Gas & Power	113.39	P328 MH Gas July	2022/23	
29951	20/08/2022	Crown Gas & Power	53.48	P329 KX Gas July	2022/23	
29951	20/08/2022	Isoco mobile		26.10	P330 Monthly staff mobile phones	2022/23
29951	20/08/2022	EPDC		96.00	P331 KX Rates August	2022/23
29951	20/08/2022	EPDC		170.00	P332 RVRG Rates August	2022/23
29951	20/08/2022	EPDC		75.00	P333 WRPF Rates August	2022/23
29951	20/08/2022	EPDC		960.00	P334 MH Rates August	2022/23
29951	20/08/2022	EPDC		1,218.00	P335 B On Rates August	2022/23
29951	17/08/2022	The Commis Guys		168.43	P336 Office telephones July	2022/23
29951	20/08/2022	First Business Water		213.57	P337 July water rates for various	2022/23
For information: Account Transfers						
		Harvest no. 1 to Harvest no. 2	TRF	38,357.90	T10 August salaries transfer	2022/23
For information: No. 2 Account						
29951	29/08/2022	HMRC	788	7,825.81	P338 PAYE & NIC August	2022/23
29951	29/08/2022	SCC Pensioners	789	6,189.87	P339 Staff pensions August	2022/23
29951	29/08/2022	Autopay	BACS	22,523.22	P340 Staff salaries August	2022/23
29951	29/08/2022	Natwest Autopay	00	20.60	P341 Autopay online charge July	2022/23
Total				100,416.17		
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.						
By: 		For: 		Schedule no. 357		
Print name: STELLA MURPHY		Print name: D.J. WIXLEY		Date reported to RGS Clerk		

## Agenda item 10.2

### Accounts Paid cont'd

Loughton Town Council Current Account List of Payments made between 7 September 2022						Page no 1
Invoice No.	Date Paid	Payee Name	Cheq No	Paid	P No. Transaction Detail	Year
24906	07/09/2022	Matthew's Plants	10899	400.00	P344 Plants for the Horticultural show	2022/23
<b>Total</b>				<b>400.00</b>		

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

Signed	[Redacted Signature]	Signed	[Redacted Signature]	Schedule no.	358
Print name	D. J. WIXLEY	Print name	S MURRAY	Date reported to RGS Ctee	

#### **Agenda item 14**

#### **Smaller Authorities Audit Appointments (SAAA) central external auditor appointment arrangements.**

#### **Option to opt out of the SAAA central external auditor appointment arrangements**

Dear Clerk/RFO/Chairman, Loughton Town Council,

Under the Local Audit (Smaller Authorities) Regulations 2015, SAAA is responsible for appointing external auditors to all applicable opted-in smaller authorities, for setting the terms of appointment for limited assurance reviews and for managing the contracts with the appointed audit firms. Smaller authorities are those whose gross annual income or expenditure is **less than £6.5 million**.

The next 5-year appointing period runs from 2022-23 until 2026-27 and SAAA has undertaken a procurement exercise to appoint auditors to each County area from 1 April 2022. Now that the submission deadline for the 2021-22 Annual Governance and Accountability Returns has passed, this is to advise you of the option to opt-out of the next round of 5-year audit appointments.

**All authorities require an appointed external auditor** even if the authority meets the criteria to qualify for exemption, as a Certificate of Exemption is required to be submitted to the external auditor and the auditor must be in place in case of objections from local electors

During the previous 5-year period **all** smaller authorities were 'opted-in' to the central procurement regime managed by SAAA - no authority decided to 'opt-out' and follow the various complex procedures required under statute to appoint their own external auditor. **If you wish to continue as part of the SAAA sector led auditor appointment regime then no action is required, you will remain part of central scheme.**

However, all authorities must be given the option to opt-out of the central procurement and appointment scheme and appoint their own external auditor for the next 5-year period, although the process is onerous for smaller authorities.

This communication is to advise that whilst all smaller authorities are opted into the central procurement of external auditors by default, any authorities who do not wish to be part of the SAAA arrangements must formally notify SAAA that they wish to opt out within **8 weeks** of this communication but no later than **28 October 2022**; this decision must be communicated to SAAA via e mail to [admin@saaa.co.uk](mailto:admin@saaa.co.uk).

If notification of your decision to opt out is not received within this 8-week period, then your authority will be regarded as opted-in for the next five-year period beginning on 1 April 2022 and ending on 31 March 2027.

#### **Opting out**

Opting out is a significant decision which requires careful consideration; to assist authorities considering opting out further guidance has been developed to clarify what opting out means in practice. This detailed information can be found at [www.saaa.co.uk](http://www.saaa.co.uk)

An authority that wishes to opt out must formally reach and record that decision in a way that meets the requirements of its own governance framework, by convening a full council meeting or an extraordinary council meeting.

**Agenda item 14**

**Smaller Authorities Audit Appointments (SAAA) central external auditor appointment arrangements cont'd.**

Key implications are:

- an opted-out authority regardless of size (including exempt authorities) **MUST** appoint an appropriate external auditor;
- the appointed auditor **must** be a registered auditor as defined by the Companies Act and a member of Institute of Chartered Accountants (England and Wales).
- an opted-out authority **must** convene an appropriate independent auditor panel which meets the requirements of the Local Audit and Accountability Act 2014 (LAAA). Detailed guidance on auditor panels is available in Schedule 4 of the LAAA Act and from CIPFA;
- an opted-out authority will need to develop its own specification for its external audit contract, will need to negotiate the price for this work on an individual basis and will need to manage the contract, including any disputes, and any independence issues that may arise;
- an opted-out authority must ensure full compliance with the relevant requirements of the Local Audit and Accountability Act and supporting Regulations;
- any opted-out authority that does not successfully appoint an appropriate external auditor in the correct manner and notify SAAA who their external auditor is by **30 November 2022** will have an external auditor appointed for it by the Secretary of State through SAAA. **This will result in additional costs of £300 which will have to be met by the authority.**



**Agenda item 17.2****Financial Assistance Application – Grant A Smile CIC - additional information**

We would like to hold a one-day African experience event for people aged 16 and over in Essex to fill the gap in the lack of diversity and inclusion projects in Essex. The One Community Project is a day dedicated to celebrating diversity and culture in the Essex region. According to the 2011 census, 90.8 percent of the population identified as white British, while 9.2 percent identified as ethnic minorities.

The event's theme, including the food, will be African. This is a community-building, educational, and social event that emphasises the value of inclusivity and social integration. We intend to launch this during Black History Month in October 2022 or after pending funding allocation and timescale. Through an appreciation of shared heritage, this project provides an opportunity to learn about cultural diversity. The event will include live African performances and choreographed dancing for audience participation, games and confidence building activities.

There has never been a better time for cultural exploration, education, and exchange between the mainstream and African communities. Such an event contributes to cultural identity development and emphasises shared learning experiences among people from diverse cultural backgrounds, resulting in increased community social cohesion.

The event will help demystify Africa and foster the growth of a more culturally sensitive community. Our event's most significant feature is that it will promote social integration and networking opportunities. It will be a fun event where people can meet new people and make connections that is good for their mental health and overall well-being.

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 will leave with a sense of cultural understanding and sensitivity that they may not have had before 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.
- Build confidence, network, share ideas, educate people about diversity, and demonstrate the power of the 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 people in the aftermath of the COVID-19 pandemic

## Agenda item 17.2

### Financial Assistance Application – Grant A Smile CIC - additional information cont'd.

#### Project Delivery

We will enlist the help of residents, the council and local businesses in offering services. We currently have 22 volunteers working with us on this particular project and more volunteers will be sourced through social media, local community groups, word of mouth in the communities and local schools, and approach the local job centre to advertise the volunteer opportunities. We will promote diversity, inclusion and equality by recruiting people from different backgrounds.

We will give them their individual roles and have regular weekly meetings to ensure that we are on track. We want all the volunteers to feel a part of this project. Therefore, we will get them involved in also sharing ideas.

We have written a letter to Epping Forest Council and had a meeting with the event team at the Epping Forest Museum to inform them about our intent to host the event and inviting them to get involved in the project, which we hope will go down in history and become a cultural event that will be hosted annually. We have recently joined the volunteer champion group and have openly discussed our plans with the group. Everyone is excited and keen and cannot wait to be part of this project.

Both project leads have been involved in developing the plan and we started by brainstorming about the event and did some research on the types of cultural events that have taken place so far. Our findings show nothing like this has ever taken place in Loughton or the wider Essex community, and we want to be the first to pilot this and hopefully, it will become a massive annual diversity and inclusion celebration in the community. We then came to an agreement on a strategy and budget. To create an unforgettable experience and the impact we desire as a community. We then resolved to seek funding to make this project a tremendous success.

We intentionally chose an African experience as it would be perfectly aligned with the theme of Black History Month. However, due to funding allocation wait time, we will have to push this back. (The objective remains the same regardless of the time of the year it is done.)

We have fostered relationships in the communities that will help us reach the wider communities. Grant A Smile was voted and won the "People's Choice Essex Award", "Grant Aid Outstanding Contributing to Epping Forest Community Award" and "The Police, Fire and Crime Commissioner Essex Award", and that is a testament to the impact we make and our popularity in the area. The mode of delivery to promote the event will be through social media, email, local media, our website, posters, libraries, local businesses and word of mouth.

We will be able to measure outcomes and analysis in different ways. We will have a record of the guests who attended and their feedback. A video will be taken, and guests will be able to comment about their experience on the night and what they learnt about the event that emphasises the value of inclusivity and social integration. We intend to launch this during Black History Month in October 2022. Through an appreciation of shared heritage, this project provides an opportunity to learn about cultural diversity. The event will include live African performances and choreographed dancing for audience participation, games and confidence building activities.

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 will leave with a sense of cultural

**Agenda item 17.2****Financial Assistance Application – Grant A Smile CIC - additional information cont'd.**

understanding and sensitivity that they may not have had before the event. We anticipate a more cohesive, inclusive community and an increase in events centred on cultural knowledge among people of diverse backgrounds.

The event will also have an economic impact on the local businesses we employ as vendors. We will also be collecting their feedback and the impact of our contribution after the pandemic. The date that has been set for the event will give us enough time for continuous research, planning and development in order to meet all priorities and deadlines. Delivering the project on time and within budget will also be a measure success outcome for us.

We have the project timeline plan that will be provided and meeting notes with the planning and delivery team. Photos of the event will also be made available, which will also be put in the local press. We will also encourage people to tag us in their community groups and share their experiences. The funding source will also be greatly advertised through all marketing efforts and on the day of the main event.

**Budget**

We are requesting funding for the amount of £9854.00 to plan and deliver the One Community event. Below is a budget on how the requested amount will be distributed.

Description	Cost (£)
Project Manager	500
MC	350
Decorator	240
Photographer	250
DJ	460
Videographer	375
Venue Hire	1100
PR/Marketing	1200
Insurance	360
Food	2890
Volunteer T-shirts	220
Beverages	174
Volunteer Travel Expense	175
Vendor Travel Expense	60
Cultural Performances for 3 Hours	1600
<b>Overall Total Project Cost</b>	<b>9954</b>

**Agenda item 17.2****Financial Assistance Application – Grant A Smile CIC application****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 17.2****Financial Assistance Application – Grant A Smile CIC application 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 17.2****Financial Assistance Application – Grant A Smile CIC application 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 17.2**

**Financial Assistance Application – Grant A Smile CIC application 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 17.2**

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

<b>GRANT A SMILE COMMUNITY INTEREST COMPANY</b>	
<b>COMPANY INFORMATION</b>	
<b>FOR THE YEAR ENDED 30 SEPTEMBER 2020</b>	
<hr/>	
<b>DIRECTORS:</b>	J Aghahowa I R Jackson E I Obaseki Q K Enakele
<b>REGISTERED OFFICE:</b>	71 Whitehills Road Loughton Essex IG10 1TU
<b>REGISTERED NUMBER:</b>	10981555 (England and Wales)

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**Agenda item 17.2**

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

GRANT A SMILE COMMUNITY INTEREST COMPANY

REPORT OF THE DIRECTORS  
FOR THE YEAR ENDED 30 SEPTEMBER 2020

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

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

The notes form part of these financial statements

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## Agenda item 17.2

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

**GRANT A SMILE COMMUNITY INTEREST COMPANY (REGISTERED NUMBER: 10981555)****BALANCE SHEET**  
**30 SEPTEMBER 2020**

	Notes	2020 £	2019 £
<b>FIXED ASSETS</b>			
Tangible assets	5	2,508	2,413
<b>CURRENT ASSETS</b>			
Cash at bank		54,362	2,312
<b>CREDITORS</b>			
Amounts falling due within one year	6	(20,410)	(20,530)
<b>NET CURRENT ASSETS/(LIABILITIES)</b>		<u>33,952</u>	<u>(18,218)</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		36,460	(15,805)
<b>CREDITORS</b>			
Amounts falling due after more than one year	7	(38,000)	-
<b>NET LIABILITIES</b>		<u>(1,540)</u>	<u>(15,805)</u>
<b>RESERVES</b>			
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 17.2

## Financial Assistance Application – Grant A Smile CIC application 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	-

**Agenda item 17.2****Financial Assistance Application – Grant A Smile CIC application 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 £
<b>COST</b>	
At 1 October 2019	3,217
Additions	1,199
At 30 September 2020	4,416
<b>DEPRECIATION</b>	
At 1 October 2019	804
Charge for year	1,104
At 30 September 2020	1,908
<b>NET BOOK VALUE</b>	
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 17.2****Financial Assistance Application – Grant A Smile CIC application cont'd.****GRANT A SMILE COMMUNITY INTEREST COMPANY****DETAILED INCOME AND EXPENDITURE ACCOUNT  
FOR THE YEAR ENDED 30 SEPTEMBER 2020**

	2020		2019	
	£	£	£	£
<b>Turnover</b>				
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
<b>Cost of sales</b>				
Children's social events	-		4,880	
Children's special wishes	-		2,104	
Parental assistance	-		4,509	
	<u>          </u>	-	<u>          </u>	11,493
<b>GROSS SURPLUS/(DEFICIT)</b>		18,876		(4,205)
<b>Expenditure</b>				
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)
<b>Finance costs</b>				
Bank charges		-		184
		15,369		(12,162)
<b>Depreciation</b>				
Computer equipment		1,104		-
<b>NET SURPLUS/(DEFICIT)</b>		<u>14,265</u>		<u>(12,162)</u>

This page does not form part of the statutory financial statements