



ANNUAL COUNCIL MEETING

Members are summoned to attend a Meeting

of the Town Council to be held at 7.30pm on

Wednesday 24 May 2023

**At Loughton Town Council, Council Chamber,
1 Buckingham Court, Loughton IG10 2QZ**

to transact the business as shown in the agenda.

Mark Squire

Town Clerk

17 May 2023

Cllr P Abraham
Cllr C Davies
Cllr J Jennings
Cllr S Murray
Cllr K Rainbow
Cllr G Wiskin

Cllr P Beales
Cllr T Downing
Cllr W Kauffman
Cllr M Owen
Cllr J Riley
Cllr D Wixley

Cllr R Brookes
Cllr S Fontenelle
Cllr N MacKinnon
Cllr C C Pond
Cllr M Stubbings

Cllr B Cohen
Cllr L House
Cllr S Murphy
Cllr C P Pond
Cllr K Valentine

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 Election of the Town Mayor for 2023/24

To receive brief remarks from the retiring Mayor about her year of office, and short appreciations from Members.

The retiring Mayor, Cllr Barbara Cohen will call for nominations and put them to the vote. This will be followed by:

- i The signing of the Declaration of Acceptance of Office by the Town Mayor for 2023/24.
- ii The presentation of the Chain of Office and Lord Citrine's ABC of Chairmanship.
- iii The new Town Mayor's acceptance speech.
- iv The presentation of the past Town Mayor's badge to the retiring Mayor.

2 Appointment of Deputy Town Mayor for 2023/24

To appoint the Deputy Town Mayor for 2023/24 and present the badge.

3 Apologies for Absence

To receive any apologies for absence.

4 Declarations of Interest

For Councillors to declare any pecuniary or non-pecuniary interest in any items on the Agenda.

Members are reminded that if their interests change, they must, within 28 days of becoming aware of the change, complete a new register of members' interests form and return it to the Town Clerk for submission to the Monitoring Officer.

5 Confirmation of Minutes

To confirm the minutes of the meeting held on 25 April 2023.

6 Appointment of Members, and Election of Chairman and Vice Chairman, of Council Committees for 2023/24

- 6.1** Planning and Licensing Committee
- 6.2** Recreation Committee
- 6.3** Environment and Heritage Committee
- 6.4** Resources and General Services Committee

All committees consist of seven members.

- 6.5** Nomination of up to three persons per political group authorised to make substitutions in accordance with Standing Order 5e.

7 Nomination of Council Representatives for 2023/24

- 7.1** To nominate Council representatives to outside bodies for 2023/24 and, where appropriate, substitutes.

Council representatives on outside organisations are reminded that depending on the status of the organisation, e.g., charity, company, etc. by joining the

board they could become liable if the organisation failed. The Council's insurance would not cover them.

- * A list of organisations and current representatives, where appropriate, is attached (see page 4).

A number of these organisations are open to members of the public. Any non-council representatives attending these meetings should ensure they make it clear to the organisation that they are there in a personal capacity.

7.2 To review arrangements for reporting back on the activities of outside bodies

Representatives are requested to provide a written report, which is attached to the next Council agenda, on meetings which they have attended. A verbal report can be made on meetings attended within ten days of the Council meeting. Members are also requested to provide an annual report for the final Council meeting of the municipal year.

The Council is asked to confirm these arrangements.

7.3 Joint Standards Committee

To appoint a representative and a substitute to the Joint Standards Committee for 2023/24.

7.4 Grievance Hearing and Disciplinary Appeal Panels

To nominate a third member (not the Town Mayor or Deputy Town Mayor, a Committee Chairman nor the Vice Chairman of Resources and General Services Committee) to sit on the Grievance Hearing Panel, and one to sit on the Disciplinary Appeal Panel.

8 Membership of Internal Council Groups

To confirm or amend the membership of the following internal groups:

8.1 Strategy and Staff Group (includes the Complaints Panel)

Membership: Town Mayor, Deputy Town Mayor and the chairman of each of the committees, Cllr C P Pond and S Murray as representative from the minority group. Exceptionally, one or two additional members if specially required may be appointed by the Council if there is a special reason to include that person/those people. There must be a clear rationale stated for inclusion.

Note: It is always open to the group to invite a member to a particular meeting if special knowledge, etc. is required.

8.2 Financial Assistance Working Group

Membership: Chairman and Vice Chairman of the Resources and General Services Committee, Cllr Murray and latterly agreed, past Town Mayor.

The Group usually meets in January to consider the annual round of applications.

8.3 Roding Valley Recreation Ground Improvements Project Working Group

Membership: Chairman and Vice Chairman of the Recreation Committee and Cllrs Brookes, Mackinnon, Murray and Stubbings.

9 General Power of Competence

To reaffirm the use of the General Power of Competence in the forthcoming Civic Year.

S1.1 of the Localism Act 2011 states 'A local authority has power to do anything that individuals generally do'. The essence is that if a proposed action fits this, eligible councils do not need to look for another power. i.e. a power of first resort.

10 Confirmation of Standing Orders

To receive and confirm the Town Council's Standing Orders (existing document on Town Council website). Any reference to European Union legislation has been removed in accordance with National Association of Local Councils (NALC) model standing orders, April 2022. See amended pages attached (see pages 5 – 7).

11 Confirmation of Financial Regulations

To receive and confirm the Town Council's Financial Regulations (existing document on Town Council website). No changes currently as NALC update (regarding reference to European Union legislation) awaited.

12 Year End Financials 2022/23

To receive and approve

12.1 Annual Governance and Accountability Return (AGAR) for the year ending 31 March 2023, including.

- (i) AGAR (Section 1) for the Year ended 31 March 2023 (see page 9).
- (ii) AGAR (Section 2) for the Year ended 31 March 2023 (see page 10).
- (iii) AGAR – to NOTE that the internal auditor has completed and signed the Annual Internal Audit Report on page 3 of the Annual Governance and Accountability Return 2022/23 (see page 8).

12.2 Annual Accounts

To receive and approve the Annual Accounts for the Year ended 31 March 2023 (see pages 11 – 14). This statement of accounts has been prepared in accordance with the Local Audit and Accountability Act 2014 and the Accounts and Audit Regulations 2015, i.e., on an income and expenditure basis with a statement of balances and complies with Proper Practices in completing Sections 1 and 2 of the Annual Governance and Accountability Return.

13 Town Mayor's / Town Clerk's Report

To report (for discussion only) on any further significant information/matters that may be of interest to Town Council members.

**Mark Squire
TOWN CLERK
17 May 2023**

Agenda item 7

7.1 Nomination of Council Representatives for 2022/23

Details of the representatives for the past year may be found in the Council minutes for the meeting held on 24 May 2022.

| Organisation | Past 22/23 representative(s) |
|---|--|
| Lopping Endowment | J Jogia (as District Councillor) |
| Essex Association of Local Councils (EALC) – Epping Forest Branch | Cllrs CC Pond and Wixley |
| Local Councils’ Liaison Committee | Cllrs CC Pond and Wixley |
| EALC - Larger Local Councils Forum | Cllr Wixley |
| ECC Parish Passenger Transport Meeting | Cllrs Abraham and CC Pond |
| Tree Wardens (appointed by Epping Forest Countrycare) * | Cllrs Cohen, Davies, Wiskin and Wixley |
| Loughton Broadway Town Centre Partnership | Cllrs Brookes, Cohen, Davies, Fontenelle, Murphy, Owen and Rainbow |
| Citizens Advice Epping Forest District – Management Committee - to discuss | |
| Essex Police local community meetings** | Cllrs Fontenelle and Wixley |
| Roding Valley Nature Reserve Consultative Group | Cllr Wixley |

* *On-going appointments.*

** *Whilst the Council has not been invited by Essex Police to nominate official representatives, it is best practice to ensure the Town Council has a presence at the local meetings in Loughton, Buckhurst Hill and Chigwell.*

Agenda item 10
Confirmation of Standing Orders

- ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below £25,000 due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 22(f) is subject to the "light touch" arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 unless it proposes to use an existing list of approved suppliers (framework agreement).
- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
- i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f. Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts

Confirmation of Standing Orders continued

Regulations 2016 apply to the contract and, if either 2016 apply to the contract and, if either of those Regulationd apply, the council must comply with procurement rules. NALC's procurement guidance contains further details.

23 HANDLING STAFF MATTERS

- a A matter personal to a member of staff that is being considered by a meeting of Council OR the committee OR the sub-committee is subject to standing order 13.
- b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chairman of the committee OR the sub-committee or, if he is not available, the vice-chairman (if there is one) of the committee OR the sub-committee of absence occasioned by long term illness or other reason and that person shall report such absence to the Strategy and Staff Group at its next meeting.
- c The chairman of the Strategy and Staff Group or in his absence, the vice-chairman shall upon a resolution conduct a review of the performance and annual appraisal of the work of the member of staff's job title. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the Strategy and Staff Group.
- d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the chairman of the Strategy and Staff Group in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Town Council.
- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by [the member of staff's job title] relates to the chairman or vice-chairman of the committee OR the sub-committee, this shall be communicated to another member of the committee OR the sub-committee, which shall be reported back and progressed by resolution of committee OR the sub-committee.
- f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- g In accordance with standing order 13(a), persons with line management responsibilities shall have access to staff records referred to in standing order 23(f).

24 RESPONSIBILITIES TO PROVIDE INFORMATION

See also standing order 25.

- a In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.
- b The Council, shall publish information in accordance with the requirements of the

Confirmation of Standing Orders continued

Local Government (Transparency Requirements) (England) Regulations 2015.

25 RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

(Below is not an exclusive list).

See also standing order 13.

- a The Council may appoint a Data Protection Officer.
- b The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his/**her**/**their** personal data.
- c The Council shall have a written policy in place for responding to and managing a personal data breach.
- d The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.
- e The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.
- f The Council shall maintain a written record of its processing activities.

26 RELATIONS WITH THE PRESS/MEDIA

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

27 EXECUTION AND SEALING OF LEGAL DEEDS

See also standing orders 15(b)(xiii) and (xviii).

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b Subject to standing order 27(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.

28 COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS

- a Electronic notification of meetings of the Council shall be sent to the councillors of the District and County Council representing wards and divisions contained in the Council's area.

29 RESTRICTIONS ON COUNCILLOR ACTIVITIES

- a Unless duly authorised by a resolution no individual councillor shall in the name or on behalf of the council, committee or sub-committee:

Agenda item 12

12.1 Annual Governance and Accountability Return (AGAR) for the year ending 31 March 2023

Annual Internal Audit Report 2022/23

LOUGHTON TOWN COUNCIL
www.loughton-tc.gov.uk

During the financial year ended 31 March 2023, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2022/23 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

| Internal control objective | Yes | No* | Not covered** |
|--|-----|-----|----------------|
| A. Appropriate accounting records have been properly kept throughout the financial year. | ✓ | | |
| B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for. | ✓ | | |
| C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these. | ✓ | | |
| D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate. | ✓ | | |
| E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for. | ✓ | | |
| F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for. | ✓ | | |
| G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied. | ✓ | | |
| H. Asset and investments registers were complete and accurate and properly maintained. | ✓ | | |
| I. Periodic bank account reconciliations were properly carried out during the year. | ✓ | | |
| J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded. | ✓ | | |
| K. If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered") | | | ✓ |
| L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation. | ✓ | | |
| M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set). | ✓ | | |
| N. The authority has complied with the publication requirements for 2021/22 AGAR (see AGAR Page 1 Guidance Notes). | ✓ | | |
| | Yes | No | Not applicable |
| O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee. | | | ✓ |

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken: 30/01/2023, 12/05/2023
 Name of person who carried out the internal audit: H HEELUS (HEELUS & LODGE)
 Signature of person who carried out the internal audit: [Redacted]
 Date: 12/05/2023

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).
 **Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Agenda item 12

12.1 Annual Governance and Accountability Return (AGAR) for the year ending 31 March 2023

Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

LOUGHTON TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, that:

| | Agreed | | Yes | No* | *Yes' means that this authority: |
|---|--------|-----|-----|-----|---|
| | Yes | No* | | | |
| 1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements. | | | | | prepared its accounting statements in accordance with the Accounts and Audit Regulations. |
| 2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness. | | | | | made proper arrangements and accepted responsibility for safeguarding the public's money and resources in its charge. |
| 3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances. | | | | | has only done what it has the legal power to do and has complied with Proper Practices in doing so. |
| 4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations. | | | | | during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts. |
| 5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required. | | | | | considered and documented the financial and other risks it faces and dealt with them properly. |
| 6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems. | | | | | arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority. |
| 7. We took appropriate action on all matters raised in reports from internal and external audit. | | | | | responded to matters brought to its attention by internal and external audit. |
| 8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements. | | | | | disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant. |
| 9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit. | Yes | No | N/A | | has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts. |

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

20 JUNE 2023

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman SIGNATURE REQUIRED

Clerk SIGNATURE REQUIRED

WWW.LOUGHTON-TC.GOV.UK

12.1 Annual Governance and Accountability Return (AGAR) for the year ending 31 March 2023

Section 2 – Accounting Statements 2022/23 for

LOUGHTON TOWN COUNCIL

| | Year ending | | Notes and guidance |
|---|--------------------|--------------------|---|
| | 31 March 2022 £ | 31 March 2023 £ | |
| 1. Balances brought forward | 702,489 | 632,766 | Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year. |
| 2. (+) Precept or Rates and Levies | 782,675 | 829,663 | Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received. |
| 3. (+) Total other receipts | 145,268 | 164,381 | Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received. |
| 4. (-) Staff costs | 410,308 | 494,079 | Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments. |
| 5. (-) Loan interest/capital repayments | 100,497 | 100,497 | Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any). |
| 6. (-) All other payments | 486,861 | 540,459 | Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5). |
| 7. (=) Balances carried forward | 632,766 | 491,775 | Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6). |
| 8. Total value of cash and short term investments | 629,326 | 481,184 | The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation. |
| 9. Total fixed assets plus long term investments and assets | 531,650 | 519,655 | The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March. |
| 10. Total borrowings | 428,939 | 349,682 | The outstanding capital balance as at 31 March of all loans from third parties (including PWLB). |
| For Local Councils Only | Yes | No | N/A |
| 11a. Disclosure note re Trust funds (including charitable) | | | |
| 11b. Disclosure note re Trust funds (including charitable) | | | ✓ |

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

Date 04/05/2023

I confirm that these Accounting Statements were approved by this authority on this date:

as recorded in minute references:

Signed by Chairman of the meeting where the Accounting Statements were approved

Agenda item 12
12.2 Annual Accounts

| 25/04/2023 | | Loughton Town Council | | |
|-----------------|--|-------------------------------------|--------------|----------------|
| 10:58 | | Balance Sheet as at 31st March 2023 | | |
| 31st March 2022 | | 31st March 2023 | | |
| Net Value | Fixed Assets | Cost of Asset | Depreciation | Net Value |
| 0 | | 0 | 0 | 0 |
| | Current Assets | | | |
| 8,001 | Debtors | 3,918 | | |
| 966 | Other Debtors (non Sales Led) | 0 | | |
| 31,226 | Vat Refunds | 37,128 | | |
| 2,925 | Prepayments | 15,432 | | |
| 0 | Current Account | 56,098 | | |
| 40,191 | No 2 Current Account | 40,195 | | |
| 100,499 | Capital Reserve | 100,941 | | |
| 399,390 | Santander Business Reserve | 179,533 | | |
| 1,550 | Security Deposits Current a/c | 138 | | |
| 103,557 | Nationwide Building Society | 104,128 | | |
| 150 | Petty Cash | 150 | | |
| 688,455 | | | 537,659 | |
| | 688,455 Total Assets | | | 537,659 |
| | Current Liabilities | | | |
| 16,011 | Current Account | 0 | | |
| 556 | Creditors | 1,327 | | |
| 5,348 | Accruals | 5,635 | | |
| 23,125 | Receipts in Advance | 27,563 | | |
| 4,827 | Security deposits | 3,819 | | |
| 3,447 | Key deposits | 3,870 | | |
| 2,375 | Booking Deposits | 3,670 | | |
| 55,689 | | | 45,883 | |
| | 632,766 Total Assets Less Current Liabilities | | | 491,775 |
| | Long Term Liabilities | | | |
| 0 | | | 0 | |
| | 632,766 Total Assets Less Long Term Liabilities | | | 491,775 |
| | Represented By | | | |
| 343,594 | General Reserve | | | 267,530 |
| 289,172 | earmarked Reserves | | | 224,245 |

12.2 Annual Accounts / continued

25/04/2023
10:58

Loughton Town Council
Balance Sheet as at 31st March 2023

| 31st March 2022 | 31st March 2023 |
|-----------------|-----------------|
| <u>632,766</u> | <u>491,775</u> |

The above statement represents fairly the financial position of the authority as at 31st March 2023 and reflects its Income and Expenditure during the year.

Signed : _____ Date : _____
Chairman

Signed : _____ Date : _____
Responsible:
Financial

12.2 Annual Accounts / continued

| Loughton Town Council | | |
|---|-------------------------------|------------------|
| Income and Expenditure Account for Year Ended 31st March 2023 | | |
| 31st March 2022 | | 31st March 2023 |
| 782,675 | Income Summary | |
| <u>782,675</u> | Precept | 829,663 |
| | Sub Total | <u>829,663</u> |
| | Operating Income | |
| 150 | Council Expenses | 0 |
| 4,442 | Buckingham Court | 0 |
| 0 | Grants | 7,013 |
| 34,016 | Kingsley Hall | 39,707 |
| 76,349 | The Murray Hall | 78,001 |
| 3,650 | Roding Valley Recreation Grnd | 6,066 |
| 250 | Open Spaces | 609 |
| 21,472 | Cemetery (Church Lane) | 25,366 |
| 4,300 | Allotments | 3,842 |
| 582 | Will. Rd. Playing Field | 696 |
| 0 | Van | 600 |
| 57 | Other Costs and Income | 11,481 |
| <u>927,943</u> | Total Income | <u>994,044</u> |
| | Running Costs | |
| 17,146 | Communication | 18,042 |
| 15,166 | Office Expenses | 16,562 |
| 3,745 | Audit | 3,408 |
| 327,181 | Central Personnel | 391,213 |
| 12,565 | Council Expenses | 14,325 |
| 25,588 | Other Services (RGS) | 1,776 |
| 1,680 | Members' Expenses | 1,626 |
| 44,292 | Buckingham Court | 70,474 |
| (283,000) | Service Re-charge (RGS) | (285,000) |
| 11,700 | Library | 7,781 |
| 0 | Christmas Best Dressed Window | 340 |
| 32,400 | Grants | 29,364 |
| 33,811 | Kingsley Hall | 37,046 |
| 142,621 | The Murray Hall | 207,382 |
| 3,540 | Other Services (Rec) | 7,957 |
| 150,000 | Service Re-charge (Rec) | 152,000 |
| 146,672 | Roding Valley Recreation Grnd | 151,585 |
| 23,149 | Open Spaces | 29,191 |
| 77,658 | Cemetery (Church Lane) | 56,389 |
| 31,565 | Playgrounds | 31,844 |
| 28,345 | Street Furniture | 39,307 |
| 6,163 | Allotments | 3,213 |
| 1,700 | Cemetery (Debden Lane) | 1,640 |
| 10,791 | Will. Rd. Playing Field | 13,273 |
| 0 | Other services (EH) | 1,126 |
| 99,000 | Service Re-charge (EH) | 99,000 |
| 34,000 | Service Re-charge (PL) | 34,000 |
| 0 | Other Services (PLC) | 170 |
| 0 | Van | 0 |
| <u>997,666</u> | Total Expenditure | <u>1,135,035</u> |

12.2 Annual Accounts / continued

| Loughton Town Council | | |
|---|------------------------------|------------------|
| Income and Expenditure Account for Year Ended 31st March 2023 | | |
| 31st March 2022 | | 31st March 2023 |
| | General Fund Analysis | |
| 338,378 | Opening Balance | 343,594 |
| 927,943 | Plus : Income for Year | 994,044 |
| <u>1,266,321</u> | | <u>1,337,638</u> |
| 997,666 | Less : Expenditure for Year | 1,135,035 |
| <u>268,655</u> | | <u>202,603</u> |
| (74,939) | Transfers TO / FROM Reserves | (64,927) |
| <u>343,594</u> | Closing Balance | <u>267,530</u> |