



# RESOURCES AND GENERAL SERVICES COMMITTEE

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

**Wednesday, 8 February 2023**

at Loughton Town Council, Council Chamber, 1 Buckingham Court,  
Rectory Lane, Loughton IG10 2QZ

to transact the business as shown in the agenda.

**Mark Squire**  
**Town Clerk**  
1 February 2023

**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 11 January 2023.
- 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 Annual Town Meeting**  
The meeting will be held at 8pm at The Murray Hall, Borders Lane, Loughton IG10 3SB on Wednesday 15 March 2023.  
  
To receive and NOTE
- 7 Meetings Schedule**  
Epping Forest District Council (EFDC) has not yet agreed its meetings calendar for 2023/24. As such Councillors are asked to AGREE to delegate the draft timetable to the Clerk, subject to email consultation with Members, and to ratify at the first appropriate Town Council meeting.
- 8 Financial Assistance Applications 2023/24**
  - 8.1 General Applications**  
Due to the high volume of applications received, copies of the grant applications for 2023/24 are provided separately in Appendix 1. Members wishing to examine the complete set of the supporting papers are asked to contact the Deputy Town Clerk prior to the meeting. Information about the person making the application is supplied to the Council, but not reproduced on the agenda for data protection reasons.  
  
The amount available for general applications in the budget for 2023/24 is £30,000. To NOTE it is Council policy to withhold 10% in case of emergency applications during the year.  
  
The Committee is asked to consider and AGREE the applications for 2023/24 together with the recommendations of the Working Group and confirm the amounts to be granted.  
See attached report (pages 6 – 8) and Appendix 1.
  - 8.2 Citizens Advice – Epping Forest District**  
In 2005/06 the Finance and General Policy Committee decided to include a

Separate budget item for a grant provision to Citizens' Advice.  
 The budget for 2023/24 is £8,500 (please note application requests £9,000).  
 Details of this application are also provided in the supplementary agenda.

The Committee is asked to CONFIRM the level of grant to be awarded for 2023/24.

Organisation	Amount Requested £	Power
Citizens Advice – Epping Forest District	9,000	General Power of Competence

## 9 Financial Limits

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

Topic	Amount £	Last reviewed	Last changed
Limit of imprest on no 2 a/c	40,000	Feb 2022	July 2018
Limit of officers signing cheques on no 2 a/c Except for Salary/Autopay – Essex Pensions - HMRC Other items subject to £150 cheque limit for officers	150	Feb 2022	April 2010
Limit of imprest on Security Deposits a/c	3,000	Feb 2022	April 2006
Limit of cheques on Security Deposits a/c	none	Feb 2022	April 2006
Petty cash imprest	150	Feb 2022	-
Urgent repair work etc without budgetary provision (FR 3.4)	5,000	Feb 2022	April 2008
Additional audit work of external auditor (FR 12.1)	750	Feb 2022	May 2004
Tenders to be obtained (FR 12.3, 12.6 & 12.8)	over 50,000	Feb 2022	May 2004
3 quotes to be obtained (FR 12.8)	10,000 to 50,000	Feb 2022	May 2004
3 estimates to be obtained (FR 12.8)	2,000 to 10,000	Feb 2022	May 2004
Public Contracts Regulations 2015 apply	over £25,000	Feb 2022	Feb 2016
Bad debts may be written off by RFO	250	Feb 2022	Feb 2014
Credit card:			
No 1 Town Clerk	1,500	Feb 2022	Oct 2021
No 2 Services Manager	1,000	Feb 2022	Feb 2020

**10 Payments Procedures**

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

Name	Gross Amount	Frequency	Due date	Purpose
Peninsula Business Services	£241.11	Monthly	4 <sup>th</sup>	HR services. Please note notice given to cancel contract. Service agreement ends 4.07.2023.
Epping Forest District Council	£2228.00	Monthly	20 <sup>th</sup>	Business rates for Kingsley & Murray Halls, RVRG & WRPF changing rooms
World Pay (formerly Streamline)	Various	Monthly	18 <sup>th</sup>	Hire of terminal for credit/debit card payments and associated fees/charges
Crown Gas & Power	Various	Monthly	10 days after invoice date	Gas supply at Murray Hall and Kingsley Hall
SSE	Various	Monthly	Various	Electricity supply at RVRG, Cemetery, Murray Hall, Kingsley Hall, WRPF and Kings Green
First Business Water	Various	Monthly	End of Month	Water Supply at Cemetery, Murray Hall, Kingsley Hall, WR Pavillion, WR Allotments
The Comms Guys	Various	Monthly	20 <sup>th</sup> of Month	Phones and Broadband at Head Office
Pitney Bowes	Various	Monthly	Various	Postage: Franking Machine at Head Office
NatWest	Various	Monthly	27 <sup>th</sup>	Credit card purchases (in full, monthly)
Tesco Mobile	£28.00	Monthly	23rd	Work Mobile Phones
British Gas	Various	Monthly	25th	Electricity Buckingham Court
Public Works Loan Board	£14,103.22	Half yearly	19 <sup>th</sup> Jan/July	Loan repayment Buckingham Court
Public Works Loan Board	£18,295.62	Half yearly	28 <sup>th</sup> Mar/Sept	Loan repayment Murray Hall (1)
Public Works Loan Board	£17,849.89	Half yearly	1 <sup>st</sup> June/Dec	Loan repayment Murray Hall (2)
ICO	£55.00	Annually	Oct	Subscription

**11 Finance**

**11.1 Current Financial Position**

The current financial position as at 30 November 2022 is attached together with details of the funds available from earmarked reserves (see pages 9 – 10).

A note of the Council's current bank balances and most recent reconciliations as at 30 November 2022 are attached (see pages 11 – 16).

**11.2 Accounts Paid**

Payments totalling £349,348.98 as detailed on payment schedules nos 364-367 (see pages 17-20) have been made since the report to the meeting on 7 December 2022. 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.

**12 Internal Auditor – Interim Internal Audit Report**

To NOTE the clean interim audit report received from the auditors Heelis & Lodge dated 30 January 2023 (see pages 21 – 25).

**13 Insurance – Annual Review**

See attached report (pages 26 – 27).

To receive and note

**14 Asset Register**

See attached report (pages 28 – 37).

To receive and note

**15 Policy Review – Dignity at Work Policy**

In line with the Council's 'Civility and Respect Pledge', Members are asked to review and AGREE signing up to the 'Dignity at Work Policy'. Suggested next review date: February 2026.

See attached (pages 38 – 49).

**16 Standing Orders, Financial Regulations update**

Members to note that the Town Council's Standing Orders, Financial Regulations and all other relevant Town Council documents will be updated to reflect the new address of Loughton Town Council (i.e. the Buckingham Court address).

**17 King Charles III Coronation Day**

Following a discussion of tentative ideas at Council on 24.1.23 (draft minute 144 refers), initial ideas were community picnics and the provision of bunting in Loughton High Road and Broadway. Members requested this be passed to the R&GS Committee as an agenda item for further consideration.

The Bank Holiday weekend centres on :-

Saturday 6 May – the formal Coronation will take place and be televised.

Sunday 7 May – the day for local celebrations, with Big Lunch and street parties, before a televised concert from Windsor Castle that evening.

Bank Holiday Monday 8 May – 'The Big Help Out' focuses the attention of volunteering and community groups. The Big Help Out is to encourage people to try

volunteering for themselves and join the work being undertaken to support their local areas.

There were comments from local residents regarding the lack of bunting in Loughton during Queen Elizabeth II's Platinum Jubilee celebrations.

Recommend the provision of bunting in the High Street and Broadway and the virement of '£3,000 Street Furniture' allocation of Earmarked funds from the Environment & Heritage (E & H) Committee (subject to E & H Committee's approval).

It is envisaged that some indicative bunting costings will be available at the meeting.

**Mark Squire**  
**TOWN CLERK**  
1 February 2023

**Agenda item 8.1**  
**Financial Assistance Applications 2023/24**

As previously agreed, a Working Group of three councillors, with Cllrs Owen and Murray and Wiskin (as substitute for Chairman, Cllr J Jennings), met with the Deputy Clerk on Friday 27 January 2023 to consider the applications in detail and prepare recommendations for consideration by this Committee.

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

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

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

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

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

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

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

Members' attention is also drawn to:

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

**Agenda item 8.1****Financial Assistance Applications 2023/24 cont.****FINANCIAL ASSISTANCE APPLICATIONS 2023/24**

<b>Application</b>	<b>Purpose</b>	<b>Amount Requested £</b>
1. Affordable Counselling Epping Forest	Counselling sessions	1,000.00
2. Alfie James Productions	Performance skills workshop	200.00
3. Basics Essex	Community awareness / Demonstration trailer	1,500.00
4. Epping Forest Foodbank	Purchase of food supplies / foodbank rent	3,000.00
*5. Loughton Baptist Church	Health & safety / security improvements to building	*6,000.00
**6. Loughton, Chigwell & District Synagogue (1)	Supply of weekly food parcels	**As much as can be spared
7. Loughton, Chigwell & District Synagogue (2)	Security gates / CCTV	20,00.00
8. Loughton Methodist Church	Café refit / new play area	1,500.00
9. Restore Community – Grow Community Garden	Running costs	2,500.00
10. Restore Community – Noah's Ark Toddler Groups	Running costs	3,500.00
11. Restore Community – Oakwood Hill Community Centre	Operational costs	3,500.00
12. Restore Community – Oakwood Hill Youth Club	Operational costs	2,000.00
13. Samaritans – Redbridge Branch	Running costs	800.00
14. Spark – a branch of Worth Unlimited	Complex cases counselling service	2,000.00
15a. St Mary's Church Loughton - Ignite	A general laptop as a tool to engage children through song, PowerPoint, video	249.00
15b. St Mary's Church Loughton	Defibrillator / pads / training	1,542.00
15c. St Mary's Church Loughton	Laptop – safeguarding training / storing sensitive information securely	1,000.00
16. St Michaels Cafe	Furniture / equipment for community cafe	1,300.00
17. 3Food4U	Rent for venue	4,000.00



**Agenda item 8.1****Financial Assistance Applications 2023/24 cont.**

18. Voluntary Action Epping Forest	Handyperson scheme – operational costs	2,000.00
19. Youth Employment Strategy	3 conferences for school students	3,500.00
	AVAILABLE £30,000.00 (Council policy to hold back at least 10% for emergency applications)	<u>61,091.00</u>  Notes: *5. Loughton Baptist Church – Application requested £6,000-£8,000 and **6. Loughton Chigwell and District Synagogue (1) has requested as much as can be spared
	AVAILABLE £8,500.00	
Citizens Advice – EF District	Running Costs	9,000.00

**Agenda item 11.1**  
**Current Financial Position**

**Loughton Town Council**  
**Summary Income & Expenditure by Budget Heading 30/11/2022**  
**Month No: 8 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	13,162	19,155	5,993	5,993	68.7%
Office Expenses (1)	Expenditure	15,166	10,757	13,700	2,943	2,943	78.5%
Audit	Expenditure	3,745	0	3,010	3,010	3,010	0%
Central Personnel	Expenditure	327,181	262,593	374,800	112,207	112,207	70.1%
Council Expenses	Expenditure	12,565	12,969	16,650	3,681	3,681	77.9%
	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	45,228	52,531	7,303	7,303	86.1%
(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	8,775	11,875	3,100	3,100	73.9%
Grants	Expenditure	32,400	7,191	38,500	31,309	31,309	18.7%

**INCOME – EXPENDITURE TOTALS**

R&GS Expenditure	<b>208,463</b>	<b>361,471</b>	<b>250,481</b>	<b>-110,990</b>	<b>-110,990</b>	<b>144.3%</b>
Income	<b>4,592</b>	<b>3,346</b>	<b>10,000</b>	<b>6,654</b>		<b>33.5%</b>
Net Expenditure over Income	<b>203,871</b>	<b>358,125</b>	<b>240,481</b>	<b>61,383</b>	<b>117,644</b>	

**Notes:**

- (1) Council Expenses – “Actual Year To Date” – includes the Town Council annual Insurance.  
 (2) The Service Recharge will be applied at the financial year-end.

**Agenda item 11.1 cont.****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>30.11.22</b>
Elections	14,854.81
Buckingham Court maintenance fund	2,000.00
Buckingham Court Rent Deposit	5,000.00
Financial Assistance Grants	10,970.32
<b>Total</b>	<b>32,825.13</b>

## Agenda item 11.1 cont.

Date: 11/01/2023		Loughton Town Council		Page 1
Time: 10:07		Bank Reconciliation Statement as at 30/11/2022 for Cashbook 1 - No 1 Current Account		User: JCG
<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>	
Nat West no. 1 account	30/11/2022	104	56,944.07	
				56,944.07
<u>Unpresented Cheques (Minus)</u>			<u>Amount</u>	
13/06/2022	10793 P123	Fred Collins	50.00	
24/06/2022	10822 P162	Skyguard	117.87	
26/08/2022	10884 P299	Phoenix Lifting Systems Ltd	158.40	
26/08/2022	10894 P314	Pinnacle Essex	600.00	
30/09/2022	10919 P363	GB Professional Maintenance Lt	625.00	
30/09/2022	10931 P377	Pinnacle Essex	600.00	
31/10/2022	10952 P439	Loughton Voluntary Care Associ	391.00	
31/10/2022	10975 P474	Royal British Legion	150.00	
31/10/2022	10955 442	Skyguard Ltd	77.76	
31/10/2022	10966 P459	Regional Waste Recycling Comme	488.80	
31/10/2022	P483	Petty cash	-0.01	
				3,258.82
				53,685.25
<u>Receipts not Banked/Cleared (Plus)</u>				
01/11/2022	10882 canx		215.82	
01/11/2022	10919 canx		625.00	
				840.82
				54,526.07
<b>Balance per Cash Book is :-</b>				<b>54,526.07</b>
<b>Difference is :-</b>				<b>0.00</b>

## Agenda item 11.1 cont.

Date: 10/01/2023	Loughton Town Council	Page 1
Time: 10:02	Bank Reconciliation Statement as at 30/11/2022 for Cashbook 2 - No 2 Current Account	User: JCG

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Nat West no. 2 account	30/11/2022	306	66,557.28
			66,557.28
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	0.00
			66,557.28
<u>Receipts not Banked/Cleared (Plus)</u>		0.00	0.00
			66,557.28
		Balance per Cash Book is :-	66,557.28
		Difference is :-	0.00

## Agenda item 11.1 cont.

Date: 09/01/2023	Loughton Town Council	Page 1
Time: 15:19	Bank Reconciliation Statement as at 30/11/2022 for Cashbook 3 - NatWest Business Reserve Acc	User: JCG

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
NatWest Business Reserve Acc	30/11/2022	62	100,648.75
			100,648.75
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			100,648.75
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			0.00
			100,648.75
		Balance per Cash Book is :-	100,648.75
		Difference is :-	0.00

## Agenda item 11.1 cont.

Date: 09/01/2023		Loughton Town Council		Page 1
Time: 15:28		Bank Reconciliation Statement as at 30/11/2022		User: JCG
		for Cashbook 4 - Santander Business Reserve Acc		

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Santander	30/11/2022	122022	703,575.31
			703,575.31
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			703,575.31
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			0.00
			703,575.31
		Balance per Cash Book is :-	703,575.31
		Difference is :-	0.00

**Agenda item 11.1 cont.**

Please note: No changes to statement for month 8.

Date: 10/11/2022	Loughton Town Council	Page 1
Time: 15:05	Bank Reconciliation Statement as at 31/10/2022 for Cashbook 5 - Security Deposits Current a/c	User: JCG

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Security Deposits Current a/c	30/10/2022	98	750.00
			750.00
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	0.00
			750.00
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	0.00
			750.00
		Balance per Cash Book is :-	750.00
		Difference is :-	0.00



## Agenda item 11.1 cont.

Date: 09/01/2023		Loughton Town Council		Page 1
Time: 15:03		Bank Reconciliation Statement as at 30/11/2022 for Cashbook 6 - Nationwide Instant Saver Acc		User: JCG
<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>	
Nationwide Instant Saver Acc	30/11/2022	85	103,732.74	
				103,732.74
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>		
		0.00		
				0.00
				103,732.74
<u>Receipts not Banked/Cleared (Plus)</u>				
		0.00		
				0.00
				103,732.74
		<b>Balance per Cash Book is :-</b>	<b>103,732.74</b>	
		<b>Difference is :-</b>	<b>0.00</b>	

## Agenda item 11.2

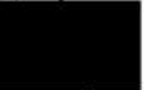

### Accounts Paid

Loughlin Town Council Current Account List of Payments made between 17 November 2022 to 30 November 2022						Page no 1
Invoice No.	Date Paid	Payee Name	Cheque No.	Paid	P No. Transaction Detail	
1000	05/12/2022	The Old London Working Company Ltd	10000	2,700.00	P485 Above from Library to G.C.H.	
1001	05/12/2022	TSG Systems Ltd	10001	72.30	P485 Dep 05/12/2022 November	
1002	05/12/2022	Overseas Controlled Enterprises Ltd	10002	186.30	P487 Service air con B. Oct	
1003	05/12/2022	Aylesford Electrical Contractors Ltd	10003	7,147.30	P488 Xmas lights second installment payment	
1004	05/12/2022	Royal Mail Group Ltd	10004	1,632.84	P489 Thank Loughlin postage	
1005	05/12/2022	Royal Mail Group Ltd	10005	1,356.59	P489 Thank Loughlin postage	
1006	05/12/2022	L & J Hall Logging Services Ltd	10006	1,215.00	P491 Two private dug - 240/2502	
1007	05/12/2022	James Frost & Co Limited	10007	105.62	P492 October payroll charges	
1008	05/12/2022	Raymond Limited	10008	77.78	P493 October window alarm	
1009	05/12/2022	Kensal Tree Surgery Limited	10009	1,604.30	P494 RVRG Cherry tree work	
1010	05/12/2022	Kensal Tree Surgery Limited	10010	1,400.00	P495 RVRG Cherry tree for tree work	
1011	05/12/2022	SICO Europe Limited	10011	1,110.00	P496 RVRG New folding stage	
1012	05/12/2022	SICO Europe Limited	10012	5,931.90	P497 RVRG New folding stage	
1013	05/12/2022	Loughlin Landscapes Limited	10013	1,800.00	P498 RVRG front lawn feeding	
1014	05/12/2022	Philly Boyce Limited	10014	215.82	P499 Paving work on the new replacement driveway	
1015	05/12/2022	Terry Tew Sound & Light Ltd	10015	50.00	P500 induction lads services B.C.H.	
1016	05/12/2022	Raffles Business Solutions Ltd	10016	1,500.00	P501 Cengage software licences	
1017	05/12/2022	Adgego Corporation Ltd	10017	150.00	P502 Printing & photo copying	
1018	05/12/2022	The Community Heartbeat Trust Ltd	10018	670.86	P503 Raffle tickets for Oct 2022	
1019	05/12/2022	Clark & Meyer	10019	50.00	P504 Window cleaning in Oct 2022	
1020	05/12/2022	Artisan Security Solutions Ltd	10020	912.56	P505 RVRG gate opened use October	
1021	05/12/2022	ADSS-SMP Ltd	10021	30.00	P506 2021 work on baby equipment	
1022	05/12/2022	Thames Security Shielding	10022	84.26	P507 Corrosion/vandalism destroyed	
1023	05/12/2022	National Waste Recycling (Commercial) Ltd	10023	82.00	P508 RVRG Waste bins Oct	
1024	05/12/2022	National Waste Recycling (Commercial) Ltd	10024	140.00	P509 RVRG Waste bins Oct	
1025	05/12/2022	National Waste Recycling (Commercial) Ltd	10025	25.20	P510 Cemetery waste bins Oct	
1026	05/12/2022	National Waste Recycling (Commercial) Ltd	10026	86.40	P511 Cemetery green bins emptied October	
1027	05/12/2022	Total Mobile	10027	345.00	P512 Thank Loughlin issue 99 prepaid	
1028	05/12/2022	Crush Mrs & Security Ltd	10028	41.75	P513 RVRG Fire service	
1029	05/12/2022	Greenland Complete Maintenance Services	10029	10,056.70	P514 RVRG Central heating boiler	
1030	05/12/2022	Greenland Complete Maintenance Services	10030	26.00	P515 RVRG Central heating boiler	
1031	05/12/2022	CD Sound Video Light Ltd	10031	270.00	P516 Light on life sound and events	
1032	05/12/2022	Nabors	10032	116.00	P517 Tackle rolls and other supplies M.H.	
1033	05/12/2022	Loughlin Self Drive Ltd	10033	375.00	P518 Van hire October	
1034	05/12/2022	Loughlin Self Drive Ltd	10034	375.00	P519 Van hire November	
1035	05/12/2022	Ever Site Cleaning Services Limited	10035	120.00	P520 G.C.H. window/doorway cleaning	
1036	05/12/2022	Ever Site Cleaning Services Limited	10036	210.00	P521 Tenancy clean B.C.H.	
1037	05/12/2022	Ever Site Cleaning Services Limited	10037	38.34	P522 M.H. window cleaning Oct	
1038	05/12/2022	Delegation Limited	10038	150.00	P523 Project New Right rail for Kings Green area light	
1039	05/12/2022	Delegation Limited	10039	95.00	P524 Project New Right rail for Kings Green area light	
1040	05/12/2022	Playle Limited	10040	215.00	P525 Project New Right rail for Kings Green area light	
1041	05/12/2022	Playle Limited	10041	215.00	P526 Project New Right rail for Kings Green area light	
1042	05/12/2022	Playle Limited	10042	215.00	P527 Project New Right rail for Kings Green area light	
1043	05/12/2022	Playle Limited	10043	215.00	P528 Project New Right rail for Kings Green area light	
1044	05/12/2022	Playle Limited	10044	215.00	P529 Project New Right rail for Kings Green area light	
1045	05/12/2022	Playle Limited	10045	215.00	P530 Project New Right rail for Kings Green area light	
1046	05/12/2022	Playle Limited	10046	215.00	P531 Project New Right rail for Kings Green area light	
1047	05/12/2022	Playle Limited	10047	215.00	P532 Project New Right rail for Kings Green area light	
1048	05/12/2022	Playle Limited	10048	215.00	P533 Project New Right rail for Kings Green area light	
1049	05/12/2022	Playle Limited	10049	215.00	P534 Project New Right rail for Kings Green area light	
1050	05/12/2022	Playle Limited	10050	215.00	P535 Project New Right rail for Kings Green area light	
1051	05/12/2022	Playle Limited	10051	215.00	P536 Project New Right rail for Kings Green area light	
1052	05/12/2022	Playle Limited	10052	215.00	P537 Project New Right rail for Kings Green area light	
1053	05/12/2022	Playle Limited	10053	215.00	P538 Project New Right rail for Kings Green area light	
1054	05/12/2022	Playle Limited	10054	215.00	P539 Project New Right rail for Kings Green area light	
1055	05/12/2022	Playle Limited	10055	215.00	P540 Project New Right rail for Kings Green area light	
1056	05/12/2022	Playle Limited	10056	215.00	P541 Project New Right rail for Kings Green area light	
1057	05/12/2022	Playle Limited	10057	215.00	P542 Project New Right rail for Kings Green area light	
1058	05/12/2022	Playle Limited	10058	215.00	P543 Project New Right rail for Kings Green area light	
1059	05/12/2022	Playle Limited	10059	215.00	P544 Project New Right rail for Kings Green area light	
1060	05/12/2022	Playle Limited	10060	215.00	P545 Project New Right rail for Kings Green area light	
1061	05/12/2022	Playle Limited	10061	215.00	P546 Project New Right rail for Kings Green area light	
1062	05/12/2022	Playle Limited	10062	215.00	P547 Project New Right rail for Kings Green area light	
1063	05/12/2022	Playle Limited	10063	215.00	P548 Project New Right rail for Kings Green area light	
1064	05/12/2022	Playle Limited	10064	215.00	P549 Project New Right rail for Kings Green area light	
1065	05/12/2022	Playle Limited	10065	215.00	P550 Project New Right rail for Kings Green area light	
1066	05/12/2022	Playle Limited	10066	215.00	P551 Project New Right rail for Kings Green area light	
1067	05/12/2022	Playle Limited	10067	215.00	P552 Project New Right rail for Kings Green area light	
1068	05/12/2022	Playle Limited	10068	215.00	P553 Project New Right rail for Kings Green area light	
1069	05/12/2022	Playle Limited	10069	215.00	P554 Project New Right rail for Kings Green area light	
1070	05/12/2022	Playle Limited	10070	215.00	P555 Project New Right rail for Kings Green area light	
1071	05/12/2022	Playle Limited	10071	215.00	P556 Project New Right rail for Kings Green area light	
1072	05/12/2022	Playle Limited	10072	215.00	P557 Project New Right rail for Kings Green area light	
1073	05/12/2022	Playle Limited	10073	215.00	P558 Project New Right rail for Kings Green area light	
1074	05/12/2022	Playle Limited	10074	215.00	P559 Project New Right rail for Kings Green area light	
1075	05/12/2022	Playle Limited	10075	215.00	P560 Project New Right rail for Kings Green area light	
1076	05/12/2022	Playle Limited	10076	215.00	P561 Project New Right rail for Kings Green area light	
1077	05/12/2022	Playle Limited	10077	215.00	P562 Project New Right rail for Kings Green area light	
1078	05/12/2022	Playle Limited	10078	215.00	P563 Project New Right rail for Kings Green area light	
1079	05/12/2022	Playle Limited	10079	215.00	P564 Project New Right rail for Kings Green area light	
1080	05/12/2022	Playle Limited	10080	215.00	P565 Project New Right rail for Kings Green area light	
1081	05/12/2022	Playle Limited	10081	215.00	P566 Project New Right rail for Kings Green area light	
1082	05/12/2022	Playle Limited	10082	215.00	P567 Project New Right rail for Kings Green area light	
1083	05/12/2022	Playle Limited	10083	215.00	P568 Project New Right rail for Kings Green area light	
1084	05/12/2022	Playle Limited	10084	215.00	P569 Project New Right rail for Kings Green area light	
1085	05/12/2022	Playle Limited	10085	215.00	P570 Project New Right rail for Kings Green area light	
1086	05/12/2022	Playle Limited	10086	215.00	P571 Project New Right rail for Kings Green area light	
1087	05/12/2022	Playle Limited	10087	215.00	P572 Project New Right rail for Kings Green area light	
1088	05/12/2022	Playle Limited	10088	215.00	P573 Project New Right rail for Kings Green area light	
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1090	05/12/2022	Playle Limited	10090	215.00	P575 Project New Right rail for Kings Green area light	
1091	05/12/2022	Playle Limited	10091	215.00	P576 Project New Right rail for Kings Green area light	
1092	05/12/2022	Playle Limited	10092	215.00	P577 Project New Right rail for Kings Green area light	
1093	05/12/2022	Playle Limited	10093	215.00	P578 Project New Right rail for Kings Green area light	
1094	05/12/2022	Playle Limited	10094	215.00	P579 Project New Right rail for Kings Green area light	
1095	05/12/2022	Playle Limited	10095	215.00	P580 Project New Right rail for Kings Green area light	
1096	05/12/2022	Playle Limited	10096	215.00	P581 Project New Right rail for Kings Green area light	
1097	05/12/2022	Playle Limited	10097	215.00	P582 Project New Right rail for Kings Green area light	
1098	05/12/2022	Playle Limited	10098	215.00	P583 Project New Right rail for Kings Green area light	
1099	05/12/2022	Playle Limited	10099	215.00	P584 Project New Right rail for Kings Green area light	
1100	05/12/2022	Playle Limited	10100	215.00	P585 Project New Right rail for Kings Green area light	
1101	05/12/2022	Playle Limited	10101	215.00	P586 Project New Right rail for Kings Green area light	
1102	05/12/2022	Playle Limited	10102	215.00	P587 Project New Right rail for Kings Green area light	
1103	05/12/2022	Playle Limited	10103	215.00	P588 Project New Right rail for Kings Green area light	
1104	05/12/2022	Playle Limited	10104	215.00	P589 Project New Right rail for Kings Green area light	
1105	05/12/2022	Playle Limited	10105	215.00	P590 Project New Right rail for Kings Green area light	
1106	05/12/2022	Playle Limited	10106	215.00	P591 Project New Right rail for Kings Green area light	
1107	05/12/2022	Playle Limited	10107	215.00	P592 Project New Right rail for Kings Green area light	
1108	05/12/2022	Playle Limited	10108	215.00	P593 Project New Right rail for Kings Green area light	
1109	05/12/2022	Playle Limited	10109	215.00	P594 Project New Right rail for Kings Green area light	
1110	05/12/2022	Playle Limited	10110	215.00	P595 Project New Right rail for Kings Green area light	
1111	05/12/2022	Playle Limited	10111	215.00	P596 Project New Right rail for Kings Green area light	
1112	05/12/2022	Playle Limited	10112	215.00	P597 Project New Right rail for Kings Green area light	
1113	05/12/2022	Playle Limited	10113	215.00	P598 Project New Right rail for Kings Green area light	
1114	05/12/2022	Playle Limited	10114	215.00	P599 Project New Right rail for Kings Green area light	
1115	05/12/2022	Playle Limited	10115	215.00	P600 Project New Right rail for Kings Green area light	
1116	05/12/2022	Playle Limited	10116	215.00	P601 Project New Right rail for Kings Green area light	
1117	05/12/2022	Playle Limited	10117	215.00	P602 Project New Right rail for Kings Green area light	
1118	05/12/2022	Playle Limited	10118	215.00	P603 Project New Right rail for Kings Green area light	
1119	05/12/2022	Playle Limited	10119	215.00	P604 Project New Right rail for Kings Green area light	
1120	05/12/2022	Playle Limited	10120	215.00	P605 Project New Right rail for Kings Green area light	
1121	05/12/2022	Playle Limited	10121	215.00	P606 Project New Right rail for Kings Green area light	
1122	05/12/2022	Playle Limited	10122	215.00	P607 Project New Right rail for Kings Green area light	
1123	05/12/2022	Playle Limited	10123	215.00	P608 Project New Right rail for Kings Green area light	
1124	05/12/2022	Playle Limited	10124	215.00	P609 Project New Right rail for Kings Green area light	
1125	05/12/2022	Playle Limited	10125	215.00	P610 Project New Right rail for Kings Green area light	
1126	05/12/2022	Playle Limited	10126	215.00	P611 Project New Right rail for Kings Green area light	
1127	05/12/2022	Playle Limited	10127	215.00	P612 Project New Right rail for Kings Green area light	
1128	05/12/2022	Playle Limited	10128	215.00	P613 Project New Right rail for Kings Green area light	
1129	05/12/2022	Playle Limited	10129	215.00	P614 Project New Right rail for Kings Green area light	
1130	05/12/2022	Playle Limited	10130	215.00	P615 Project New Right rail for Kings Green area light	
1131	05/12/2022	Playle Limited	10131	215.00	P616 Project New Right rail for Kings Green area light	
1132	05/12/2022	Playle Limited	10132	215.00	P617 Project New Right rail for Kings Green area light	
1133	05/12/2022	Playle Limited	10133	215.00	P618 Project New Right rail for Kings Green area light	
1134	05/12/2022	Playle Limited	10134	215.00	P619 Project New Right rail for Kings Green area light	
1135	05/12/2022	Playle Limited	10135	215.00	P620 Project New Right rail for Kings Green area light	
1136	05/12/2022	Playle Limited	10136	215.00	P621 Project New Right rail for Kings Green area light	
1137	05/12/2022	Playle Limited	10137	215.00	P622 Project New Right rail for Kings Green area light	
1138	05/12/2022	Playle Limited	10138	215.00	P623 Project New Right rail for Kings Green area light	
1139	05/12/2022	Playle Limited	10139	215.00	P624 Project New Right rail for Kings Green area light	
1140	05/12/2022	Playle Limited	10140	215.00	P625 Project New Right rail for Kings Green area light	
1141	05/12/2022	Playle Limited	10141	215.00	P626 Project New Right rail for Kings Green area light	
1142	05/12/2022	Playle Limited	10142	215.00	P627 Project New Right rail for Kings Green area light	
1143	05/12/2022	Playle Limited	10143	215.00	P628 Project New Right rail for Kings Green area light	
1144	05/12/2022	Playle Limited	10144	215.00	P629 Project New Right rail for Kings Green area light	
1145	05/12/2022	Playle Limited	10145	215.00	P630 Project New Right rail for Kings Green area light	
1146	05/12/2022	Playle Limited	10146	215.00	P631 Project New Right rail for Kings Green area light	
1147	05/12/2022	Playle Limited	10147	215.00	P632 Project New Right rail for Kings Green area light	
1148	05/12/2022	Playle Limited	10148	215.00	P633 Project New Right rail for Kings Green area light	
1149	05/12/2022	Playle Limited	10149	215.00	P634 Project New Right rail for Kings Green area light	
1150	05/12/2022	Playle Limited	10150	215.00	P635 Project New Right rail for Kings Green area light	
1151	05/					

## Agenda item 11.2 cont.


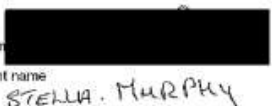
Loughton Town Council Current Account List of Payments made between 1 December to 31 December 2022						Page no 1
Invoice No.	Date Paid	Payee Name	Cheq No	Paid	P No. Transaction Detail	Year
<i>For information: No. 2 Account</i>						
	05/01/2023	HMRC	797	8,916.61	December PAYE Tax	2022/23
	05/01/2023	ECC Pensions	798	9,154.51	December Pensions contributions	2022/23
<b>Total</b>				<b>18,071.32</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.

Sign		Sign	
Print	<b>D. J. WIXLEY</b>	Print	<b>STELLA MURPHY</b>

Schedule no.	355
Date reported to RGS Cites	

## Agenda item 11.2 cont.

Loughton Town Council Current Account List of Payments made between 1 December 2022 to 31 December 2022						Page no 1			
Invoice No.	Date Paid	Payee Name	Cheq No	Paid	P No. Transaction Detail				
For information: No. 1 Account									
9503100	09/01/2023	Viking Payments		419.21	P569 General Office stationery				
9503100	09/01/2023	Viking Payments	11018	95.99	P570 Laminator				
189	09/01/2023	Loughton Landscapes Limited	11019		72.00 P571 Kings Green wooden post replaced				
101919100556	09/01/2023	Mr O Oliver (Tap Into Plumbers)	11020		60.00 P572 Investigate leak and hot tap at B. Crt				
20978	09/01/2023	Accredited Locksmith Services Ltd	11021		40.00 P573 Remove and fix broken key cabinet key				
2211336	09/01/2023	Loughton Self Drive Ltd		430.24	P574 Hire van replace rear light & wiring				
2211378	09/01/2023	Loughton Self Drive Ltd	11022	875.00	P575 Van hire for Dec				
71247	09/01/2023	Aylesford Electrical Contractors Ltd	11023		4,852.02 P576 3rd installment for Xmas light 2022				
57850	09/01/2023	James Todd & Co Limited		181.62	P577 November payroll				
58281	09/01/2023	James Todd & Co Limited	11024	109.62	P578 December payroll				
9M20013	09/01/2023	Rialtas Business Solutions Ltd		160.00	P579 MTD 2022/23				
9M200170	09/01/2023	Rialtas Business Solutions Ltd	11025	632.24	P580 Bookings software 2023/24				
34223	09/01/2023	SME Invoice Finance Limited (Think	11026		606.08 P581 KH cleaning November				
10045	09/01/2023	EALC	11027		216.00 P582 Cllr training - N MacKinnon				
E227593	09/01/2023	Regional Waste Recycling (Commercial) Ltd		145.60	P583 MH bins emptied Nov				
E227593	09/01/2023	Regional Waste Recycling (Commercial) Ltd		291.20	P584 Cemetery bins emptied Nov				
E227593	09/01/2023	Regional Waste Recycling (Commercial) Ltd		52.00	P585 KH bins emptied Nov				
E227593	09/01/2023	Regional Waste Recycling (Commercial) Ltd	11028	151.20	P586 Cemetery green bins emptied Nov				
267	09/01/2023	Gareth Griffiths (Greenhill Gardening	11029		885.00 P587 Gardening services Oct-Dec				
3236	09/01/2023	TBS Hygiene Ltd	11030		90.00 P588 Dog bins Dec				
1207417	09/01/2023	Apogee Corporation Ltd	11031		223.00 P589 Printing/photocopying Nov				
15073	09/01/2023	Thames Security Shredding Ltd	11032		64.20 P590 Confidential waste disposal				
304	09/01/2023	Friends of Essex Heritage	11033		25.00 P591 2023 membership subscription				
2111	09/01/2023	Playfix Limited	11034		480.00 P592 Westall Rd /Hillyfields repairs				
55400	09/01/2023	The Play Inspection Company Ltd	11035		583.80 P593 Playground annual inspections				
0946	09/01/2023	British Telecommunications plc	11036		255.18 P594 MH Phoneline and wi-fi				
12194	09/01/2023	Atrium Security Solutions Limited	11037		912.50 P595 RVRG Gate Nov				
47335	09/01/2023	Ever Brite Cleaning Services Limited	11038		136.94 P596 Window cleaning MH Dec				
23184	09/01/2023	Gracelands Complete Maintenance Services	11039	155.00	P597 MH Boiler checked and filters replaced				
23185	09/01/2023	Gracelands Complete Maintenance Services	11040	112.58	P598 B. Crt Dripping tap and water dispenser fixed				
1004	09/01/2023	W.Larkins Ltd			95.00 P599 MH Lightening condutor inspections and test				
1016259	09/01/2023	Pinnacle Housing Limited	11041		600.00 P600 WRPFF Grass cutting Dec				
	09/01/2023	Alfie James Productions	11042		200.00 P601 Financial Assistance 2022/23				
	09/01/2023	Samaritans - Redbridge Branch	11043		700.00 P602 Financial Assistance 2022/23				
	09/01/2023	Voluntary Action Epping Forest	11044		500.00 P603 Donation towards wellness sessions				
	09/01/2023	Haven House Children's Hospice	11045		75.00 P604 Xmas Prize charity donation 2022				
	09/01/2023	National Autistic Society	11046		75.00 P605 Xmas Prize charity donation 2022				
	09/01/2023	Haven House Children's Hospice	11047		75.00 P606 Xmas Prize charity donation 2022				
	09/01/2023	St. Clare Hospice	11048		75.00 P607 Xmas Prize charity donation 2022				
Total				16,709.20					
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.									
Sign			Sign						
Print	D.J. WOLLEY		Print name	STELLA MURPHY					
				<table><tr><td>Schedule no.</td><td>396</td></tr><tr><td>Date reported to RGS Cllrs</td><td></td></tr></table>		Schedule no.	396	Date reported to RGS Cllrs	
Schedule no.	396								
Date reported to RGS Cllrs									

## Agenda item 11.2 cont.

Loughton Town Council						Page no 1
Current Account						
List of Payments made between 1 December to 31 December 2022						
Invoice No.	Date Paid	Payee Name	Cheq No	Paid	P No.	Transaction Detail
<i>For information: Direct Debits</i>						
204270108	20/12/2022	Workday	DD	121.29	P608	Chip and pin charges for November
2383711006	19/01/2023	Workday	DD	48.54	P609	Chip and pin charges for December
75681	19/01/2023	First Business Water	DD	198.43	P610	Water rates for November
48802	20/12/2022	The Comms guys	DD	218.47	P611	Phone charges November
18020102014	04/01/2023	Peninsula	DD	241.11	P612	Employment services January
1367108	18/12/2022	Crown Gas & Power	DD	411.92	P613	Kingsley Hall Gas November
1367109	18/12/2022	Crown Gas & Power	DD	1,299.95	P614	Murray Hall Gas November
	19/01/2023	PWLB	DD	14,103.22	P615	Loan repayment Buck Court
	16/12/2022	Pitney Bowes	DD	259.60	P616	Postage
	28/01/2023	Pitney Bowes	DD	59.46	P617	Inject digital meter maintenance
<i>For information: Account Transfers</i>						
	18/12/2023	Santander to Natwest	TFR	80,000.00	T19	Top up current from precept account
	18/12/2022	Natwest 1 to Natwest 2	TFR	42,962.71	T20	December wages, tax & NI
<i>For information: No. 2 Account</i>						
	19/12/2022	Staff payments	BACS	24,870.39	P618	December net staff wages
<b>Total</b>				<b>184,795.11</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.						
Sign	[Redacted]		Sign	[Redacted]		
Print name	D. J. WIXLEY		Print name	STELLA. MURPHY		
				Schedule no.	357	
				Date reported to RGS Citea		

**Agenda item 12**  
**Internal Auditor – Interim Internal Audit Report**

# HEELIS & LODGE

## Local Council Services • Internal Audit

Interim Internal Audit Report for Loughton Town Council – 2022/2023

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

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

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

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

Standing Orders in place: Yes

Reviewed: 24/5/2022 (Ref: 93)

Financial Regulations in place: Yes

Reviewed: 24/5/2022 (Ref: 94)

VAT reclaimed during the year: Yes

1/7/2022 – 30/9/2022

1/4/2022 – 30/6/2022

Registered: Yes (Reg: 718 7217 23)

General Power of Competence: Yes

*Tenders during the year that exceeded the £25,000 Public Contract Regulations threshold have been advertised on the Contract Finders Website:*

- *Roding Valley Recreation Ground – Play Area Development*
- *Loughton Town Council – Christmas Lights 2022-2024*

*The Council reviewed the following policies at a meeting held on 5/10/2022 (Ref: RC151):*

- *Equal Opportunities*
- *Complaints*

## **Risk Assessment**

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

Risk Assessment document in place: **Yes**

Data Protection registration: **Yes (Ref: Z1870535)**

### ***Data Protection***

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

Privacy Policy published: **Yes**

*Insurance was in place for the year of audit. The Risk Assessment, including internal controls was reviewed at a meeting held on 13/4/2022 (Ref: 104.2).*

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

*The Council continue to appoint a Town Councillor to undertake internal financial checks during the year (Ref: 5/7/2022 – item RG119). An inspection was undertaken on 24/8/2022 and reported to the Resources and General Services Committee at a meeting held on 5/10/2022 (Ref: RG142). A further inspection is due to be undertaken on 15/12/2022 (Ref: 7/12/2022 – item RG169).*

Fidelity Cover: **£2,000,000**

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

## **Transparency**

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

Smaller Council: **No**

Website: **[www.loughton-tc.gov.uk](http://www.loughton-tc.gov.uk)**

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

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

External audit report

***2022 Annual Return, Section One Published – Yes***

*2022 Annual Return, Section Two Published – Yes*  
*2022 Annual Return, Section Three Published – Yes*

Under **The Accounts & Audit Regulations** councils must publish on their website:

Notice of period for the exercise of public rights  
*Published – Yes*

Period of Exercise of Public Rights

Start Date **13/6/2022**                      End Date **22/7/2022**

*The Council have met the 2022 publication requirements.*

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

Precept:    £904,300 (2023-2024)                      Date: 24/1/2023 (Ref: 140.iii)  
Precept:    £829,663 (2022-2023)                      Date: 25/1/2022 (Ref: 50)

*Effective budgetary procedures are in place. The precept was agreed in full council and the precept decision and amount has been clearly minuted. The Clerk ensures the council are aware of responsibilities, commitments, forward planning and the need for adequate reserves. Budget papers are prepared to ensure councillors have sufficient information to make informed decisions. Budgets are monitored during the year.*

**Income controls**              Precept and other income, including credit control mechanisms

*All were found to be in order. Income controls were checked and income received and banked cross referenced with supporting paperwork.*

*2022-2023 Hall Hire and Pitch Hire fees were reviewed a meeting held on 13/4/2022 (Ref: RG106). A 5% increase was agreed.*

*2022-2023 Cemetery fees were reviewed at a meeting held on 13/4/2022 (Ref: RG107). A 5% increase was agreed.*

*Allotment fees were reviewed at a meeting held on 22/6/2022 (Ref: EH107.1.2). Annual rents were increased by £3 per plot.*

**Petty Cash**                      Associated books and established system in place

*A satisfactory petty cash system is in place with supporting paperwork. An examination was carried out on transactions from April 2022 – November 2022. Supporting vouchers were complete and all was found to be in order.*



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

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

The Council continue to operate RTI in accordance with HMRC regulations. Payroll is outsourced. All supporting paperwork is in place. Timesheets are completed. An examination was undertaken on a sample of months between April 2022 – November 2022. All were found to be in order.

It is noted that the Council undertook a review of salaries at a meeting held on 13/4/2022 (Ref: RG96) where the 2020/2021 pay award was discussed. The 2022-2023 pay award was noted at the meeting held on 7/12/2022 (Ref: RG172).

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

*A separate asset register is in place. Assets purchased are added on an ongoing basis. Values are recorded at cost value/insurance value. A further examination will take place at the year-end Internal Audit.*

**Bank Reconciliation** Regularly completed and cash books reconcile with bank statements

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

*Bank Balances were confirmed as:*

<i>NatWest Current (30/11/2022)</i>	<i>xxxx3922</i>	<i>£56,944.07</i>
<i>NatWest Current (30/12/2022)</i>	<i>xxxx9955</i>	<i>£58,265.36</i>
<i>NatWest Reserve (30/12/2022)</i>	<i>xxxx5249</i>	<i>£100,714.93</i>
<i>Santander Savings (02/1/2023)</i>	<i>xxxx5910</i>	<i>£626,577.07</i>
<i>NatWest Business Current (30/12/2022)</i>	<i>xxxx7124</i>	<i>£150.00</i>
<i>Nationwide BS (30/12/2022)</i>	<i>xxxx6269</i>	<i>£103,816.44</i>

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

*To be carried out at the year end.*

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

*To be carried out at the year end.*

**Sole Trustee**            The Council has met its responsibilities as a trustee

*The Council is not a sole trustee.*

**Internal Audit  
Procedures**

*The Year End 2022 Internal Audit report was considered by the Council at a meeting held on 5/7/2022 (Ref: RG120).*

*A review of the effectiveness of the Internal Audit was carried out on 13/4/2022 (Ref: 104.1).*

**External Audit**

*The Council formally approved the 2022 AGAR at a meeting of the full Council held on 24/5/2022 (Ref: 95.1).*

*The External Auditor's report was considered at a meeting held on 5/10/2022 (Ref: RG143).*

*There were no matters arising from the External Audit.*

**Additional Comments/Recommendations**

- The Annual Town Council meeting was held on 24/5/2022. The first item of business was the Election of Chairman, in accordance with Standing Orders.
- There are no additional comments/recommendations to make in relation to this audit.
- I would like to record my appreciation to the Clerk to the Council for his assistance during the course of the audit work and congratulate the staff for the high standard of paperwork supplied for the audit.

**Heather Heelis  
Heelis & Lodge**  
30 January 2023

### Agenda item 13

#### Insurance – Annual Review

The Council is currently insured by Zurich, since April 2022. The current three-year term insurance agreement with this company expires on the 31 March 2025.

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

The Committee is asked to:

- i. Review and confirm the level of cover below.

#### Current levels of Cover

<b>Material damage – buildings &amp; subsidence</b>	<b>2022/23</b>
Buckingham Court	573,322
Cemetery buildings	179,798
Kingsley Hall	373,168
Willingale Road Changing Room	107,428
Community Centre	2,339,583
Drinking fountain	24,876
RVRG changing rooms	416,139
LAC buildings	244,256
All-weather running track	204,218
War Memorial	72,372
Willingale Road Allotments	104,034
<b>Business Interruption – Murray Hall</b>	
Additional expenditure	100,000
Loss of revenue	450,000

	<b>2022/23</b>
<b>Contents</b>	
Library / B/Court	74,591
Kingsley Hall	3,168
Murray Hall	45,687
Cemetery office & outbuildings	5,337
<b>Engineering</b>	
Passenger lift	500,000
<b>All risks</b>	
Town Mayor's Badge of Office	2,768
Silver Gilt Chain of Office and case	
Best Allotment in Loughton Cup	1,352
Silver Plated Rose Bowl	
Noticeboards x 9	6,090

Garden Machinery (Cemetery)	5,335
Garden Machinery (Willingale Road Allotments)	
Skate Ramps and Associated Equipment	22,428
4 laptops	4,600
Playgrounds - Play Equipment	229,400
<b>Money</b>	
In transit in the custody of any Member or Employee or in transit by registered post (limit £250), or in a Bank Night Safe	5,000
In the private residence of any Member or Employee	500
In the premises – in the custody of or under the actual supervision of any Member or Employee. / In locked safes or strongrooms	5000
In locked receptacles other than safes or strongrooms	500
<b>Public Liability</b>	15m
(incl Hirers' Liability of £2m; Libel & Slander £500,000)	
<b>Employer's Liability</b>	10m
<b>Legal Defence Costs</b>	200,000
<b>Fidelity Guarantee</b> (Employees & Members)	2m

<b>Personal Accident</b>		
Cover is limited to £500,000 any one person and £2,000,000 any one incident		
Employees	Capital sum	100,000
	Weekly sum	500
Volunteers	Capital sum	100,000
	Weekly sum	500
Members	Capital sum	100,000
	Weekly sum	500
Key Personnel - Clerk		
	Capital sum	100,000
	Weekly sum	500 for up to 10 weeks and £100 per week thereafter

**Vehicle** – fully comprehensive, excess of £100

## Agenda item 14

### Asset Register

#### LOUGHTON TOWN COUNCIL REGISTER OF ASSETS AND PROPERTIES AS 31 December 2022

Asset	Date of acquisition	Method of acquisition	Owner if not town council	Nature of town council interest	Cost of acquisition £	Current Value £	Basis of current valuation	Insurance value 22/23 to be updated	Date of disposal	Method of disposal
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#### Open Spaces, playing fields and recreational areas

The Lindens open space	09/09/1999	Transfer from EFDC		Freehold	nil	1.00	Community asset			
Hillyfields open space (incorporating Millennium Remembrance Grove)	30/10/2000	Transfer from EFDC	NPA has an interested registered on the Deed	Freehold	nil	1.00	Community asset			
Lady Whitaker's Mead	15/03/2002	Purchase		Freehold	135,000.00	nil	Community asset			
Willingale Road Playing Fields (including changing rooms)	15/03/2002	Purchase	NPA has an interested registered on the Deed	Freehold	Combine in cost with Lady Whitker's Mead	nil	Community asset	107,428.00		
Kings Green, Standard Green, School Green and part of Hillyfields	15/08/2001	Management agreement with City of London	City of London (formerly Corporation)	Legal management agreement	n/a	nil	n/a			
War Memorial on Kings Green	n/a	Assumed responsibility	unknown	responsible for	n/a	nil	n/a	72,372.00		
Roding Valley Recreation Ground	01/04/1997	Transfer from EFDC		Leasehold wef 10/01/2008	nil	1.00	Community asset LAC buildings only	416,139.00 244,256.00		

**LOUGHTON TOWN COUNCIL**  
**REGISTER OF ASSETS AND PROPERTIES AS 31 December 2022**

Asset	Date of acquisition	Method of acquisition	Owner if not town council	Nature of town council interest	Cost of acquisition £	Current Value £	Basis of current valuation	Insurance value 22/23 to be updated	Date of disposal	Method of disposal
Open space adjacent to Willingale Road allotment site	06/09/2005	Transfer from EFDC		Freehold	nil	1.00	Community asset			
Memorial Rose Garden, Roding Road	01/11/2015	Lease	St. Michael's Church	Leasehold - Chelmsford Diocesan & St. Michael's PCC	nil	nil	Community asset			
Loughton Cricket Club, Traps Hill	13/05/2019	Transfer from EFDC		Freehold	nil	1.00	Community asset			

**Street Furniture**

Bus shelter, Jessel Drive	01/04/2007	Purchase		Ownership	3280	nil	Community asset			
Bus shelter, Borders Lane	01/06/2017	Purchase		Ownership	3222	nil	Community asset			
Bus shelter, Jessel Drive/Colebrook Lane	01/06/2011	Purchase		Ownership	3398	nil	Community asset			
Bus shelter, Traps Hill	01/05/2018	Purchase		Ownership	4436	nil	Community asset			
Noticeboard, library wall, Traps Hill	01/10/1998	Purchase		Ownership	570	nil	Community asset			
Noticeboard in Longcroft Rise	03/03/2022	Purchase		Ownership	610	nil	Community asset	not insured		

**LOUGHTON TOWN COUNCIL  
REGISTER OF ASSETS AND PROPERTIES AS 31 December 2022**

Asset	Date of acquisition	Method of acquisition	Owner if not town council	Nature of town council interest	Cost of acquisition £	Current Value £	Basis of current valuation	Insurance value 22/23 to be updated	Date of disposal	Method of disposal
Noticeboard on the Roding Valley Recreation Ground	01/04/2016	Purchase		Ownership	5630	nil	Community asset	6,090 - total ins for all noticeboards		
Xmas lights, King's Green	01/10/2011	Purchase		Ownership	-3985	nil	Community asset	not insured	Scrapped - Oct 22	By contractor
Xmas lights, King's Green	01/10/2012	Purchase		Ownership	-502	nil	Community asset	not insured	Scrapped - Oct 22	By contractor
Blue Heritage plaques - see file for details of locations	various	Purchase		Ownership	various	nil	Community asset	not insured		
Sat/Grit bins, locations as per file	01/01/2003	Purchase		Ownership	385 each	nil	Community asset	not insured		
Drinking fountain	03/02/2005	Assignment of lease from EFDC		Leasehold	nil	nil	Community asset	24,876		
Civilian war memorial	01/05/2005	Purchase		Ownership	1800	nil	Community asset	not insured		
Highways seats (outside town centres ) see list for locations etc	01/06/2005	Exchange of letters with EFDC		Ownership	nil	nil	Community asset	not insured		
Alleyway name plates, see list of details of locations etc	01/04/2006	Purchase		Ownership	various	nil	Community asset	not insured		

**LOUGHTON TOWN COUNCIL**  
**REGISTER OF ASSETS AND PROPERTIES AS 31 December 2022**

Asset	Date of acquisition	Method of acquisition	Owner if not town council	Nature of town council interest	Cost of acquisition £	Current Value £	Basis of current valuation	Insurance value 22/23 to be updated	Date of disposal	Method of disposal
Flower baskets (High Road) *31 see list of details of locations etc	01/06/2008	Purchase		Ownership	201 each	nil	Community asset	not insured		
Flower baskets (Broadway) *38 see list of details of locations etc	01/06/2010	Purchase		Ownership	36 each	nil	Community asset	not insured		
Flower baskets (Station Road) *11 see list of details of locations etc	01/04/2015	Purchase		Ownership	225 each	nil	Community asset	not insured		
Oak interpretation board (Pump Hill)	01/10/2015	Purchase		Ownership	1372	nil	Community asset	not insured		

**Playgrounds**

Playground equipment, Roding Valley Recreation Ground	Summer 1997	Purchase		Ownership	6,722	nil	Community asset	25,190		
Playground in Felstead Road	04/01/2002	Transfer from EFDC		Freehold	nil	nil	Community asset	not insured		



**LOUGHTON TOWN COUNCIL**  
**REGISTER OF ASSETS AND PROPERTIES AS 31 December 2022**

Asset	Date of acquisition	Method of acquisition	Owner if not town council	Nature of town council interest	Cost of acquisition £	Current Value £	Basis of current valuation	Insurance value 22/23 to be updated	Date of disposal	Method of disposal
Playground equipment on Felstead Road playground	Feb/March 2003	Purchase		Ownership	25,200	nil	Community asset	18,800		
Trap Hill playground additional item of equipment	18/05/2001	Transfer from EFDC		Freehold	nil 890	1.00	Community asset	not insured	01/07/2016	Scrap
Playgrounds at Colebrook Lane (CL), Newmans Lane (NL), Westall Road, Hillyfields (H) & Oakwood Hill (aka Monsgrove)	21/01/2002	Management agreement with EFDC		Management agreement	n/a	n/a	n/a	31,440 - CL 41,300 - NL 8,418 - H		
Monksgrove playground	01/11/2008	Purchase		Ownership	15,600	nil	Community asset	7,118		
Neman's Lane refurbishment (2 new items of equipment)	01/11/2008	Purchase		Ownership	19,000	nil	Community asset	not insured		
Westall Road play area equipment	01/11/2009	Purchase		Ownership	64,000	nil	Community asset	24,700		
Westall Road play area new swings	01/04/2011	Purchase		Ownership	4,750	nil	Community asset	not insured		

**LOUGHTON TOWN COUNCIL**  
**REGISTER OF ASSETS AND PROPERTIES AS 31 December 2022**

Asset	Date of acquisition	Method of acquisition	Owner if not town council	Nature of town council interest	Cost of acquisition £	Current Value £	Basis of current valuation	Insurance value 22/23 to be updated	Date of disposal	Method of disposal
Colebrook Lane replacement of play equipment (swings)	01/09/2010	Purchase		Ownership	6,386	nil	Community asset	not insured		
Colebrook Lane replacement luti-play unit and springer	01/04/2014	Purchase		Ownership	20,385	nil	Community asset	not insured		
Hillyfields play area refurbishment	01/03/2011	Purchase		Ownership	17,895	nil	Community asset	not insured		
Outdoor gym, Roding Valley Recreation Ground	01/06/2011	Purchase		Ownership	21,517	nil	Community asset	21,500		
Outdoor gym, Willingale Road playing field	01/04/2014	Purchase		Ownership	17,000	nil	Community asset	16,080		
Skateboarding equipment and trailer	01/05/2015	Purchase		Ownership	8,000	nil	Community asset	22,428		
Traps Hill playground	01/07/2016	Purchase		Ownership	80,000	nil	Community asset	34,854		
Traps Hill playground trampoline					-1,700				01/06/2018	Scrapped
Traps Hill playground seesaw	01/07/2018	Purchase		Ownership	3,396	nil	Community asset	not insured		
Outdoor table tennis tables *2	01/04/2017	Purchase		Ownership	3,000	nil	Community asset	not insured		1 table scapped

**LOUGHTON TOWN COUNCIL  
REGISTER OF ASSETS AND PROPERTIES AS 31 December 2022**

Asset	Date of acquisition	Method of acquisition	Owner if not town council	Nature of town council interest	Cost of acquisition £	Current Value £	Basis of current valuation	Insurance value 22/23 to be updated	Date of disposal	Method of disposal
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**Allotments**

Allotment silver trophy and silver rose bowl	01/07/2011	Gift		Ownership	nil	800	Cost (no change from 11/12)	1,352		
Pyrles Lane Allotments	26/11/1999	Transfer from EFDC		Freehold	nil	1.00	Community asset			
Roding Road Allotments	26/11/1999	Transfer from EFDC		Freehold	nil	1.00	Community asset			
Access licences to Roding Road allotments	Various	Grant of licences by LTC				see debt register	n/a			
Willingale Road allotments	06/09/2005	Transfer from EFDC		Freehold	nil	1.00	Community asset	104,034		

**Cemetery**

Loughton Cemetery (including buildings)	23/12/1999	Transfer from EFDC		Freehold	nil	1.00	Community asset	179,798		
Loughton Cemetery Furniture and equipment	various	Purchase		Ownership	various	various <£1k	n/a	5,337		

**Community Hall**

**LOUGHTON TOWN COUNCIL**  
**REGISTER OF ASSETS AND PROPERTIES AS 31 December 2022**

Asset	Date of acquisition	Method of acquisition	Owner if not town council	Nature of town council interest	Cost of acquisition £	Current Value £	Basis of current valuation	Insurance value 22/23 to be updated	Date of disposal	Method of disposal
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Kingsley Hall	27/10/2000	Transfer from EFDC		Freehold	nil	1.00	Community asset	373,168		
Kingsley Hall contents	various	Purchase		Ownership	various	various <£1k	n/a	3,168		

**Office premises**

1 Buckingham Court	26/03/2001	Freehold Purchase		Freehold	395,000	517,400	Fixed from 08/09	573,322		
Furniture and equipment at Town Hall and Loughton library / 1 Buckingham Court see inventory for details	various	Purchase		Ownership	various	various <£1k	Cost	74,591		
Chairmen's name board, Loughton Urban District Council	05/06/2003	Loan from Epping Forest Museum, requires annual renewal		Loan	nil	Unknown	Community asset	included above		
Tow Mayor's regalia	01/05/2008	Purchase		Ownership	1,250	1,444	Cost (08/09)	2,786		

**LOUGHTON TOWN COUNCIL  
REGISTER OF ASSETS AND PROPERTIES AS 31 December 2022**

Asset	Date of acquisition	Method of acquisition	Owner if not town council	Nature of town council interest	Cost of acquisition £	Current Value £	Basis of current valuation	Insurance value 22/23 to be updated	Date of disposal	Method of disposal
Laptops x 4 (+set up)	15/10/20; 27/5/20 & 11/1/22 (x2)	Purchase		Ownership	5,129	each <£1k	n/a	4,600		

**Community and Youth Centre**

106 Borders Lane (the whole site)	05/08/2002	Purchase		Freehold	825,000 (land purchase)	nil	Community asset			
Community and Youth Centre building	25/05/2006 (Practical completion)	Purchase		Freehold	75,667 net	nil	Community asset	2,399,533		
The Murray Hall contents	various	Purchase		Ownership	various	various <£1k	Cost	45,687		
Youth centre	(quarter day before) 25/05/2006 (Date of practical completion)	LTC agreement to lease to ECC		lease to ECC 99 years, end 24/05/2105	432,000 (one-off premium no rent)		N/A	n/a		

**Vehicles**

Primaster Van	01/03/2013	Purchase		Ownership		11,995	Cost	14,394		
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**531,650**

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

**LOUGHTON TOWN COUNCIL**  
**REGISTER OF ASSETS AND PROPERTIES AS 31 December 2022**

Asset	Date of acquisition	Method of acquisition	Owner if not town council	Nature of town council interest	Cost of acquisition £	Current Value £	Basis of current valuation	Insurance value 22/23 to be updated	Date of disposal	Method of disposal
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For reporting purposes, the book value of fixed assets will usually stay constant until disposal.

## **Agenda item 15 - Policy Review – Dignity at Work Policy**



### **Dignity at Work Policy**

**Loughton Town Council (the Council) believes that civility and respect are important in the working environment, and expect all councillors, officers and the public to be polite and courteous when working for, and with the council.**

#### **Purpose**

The Council is committed to creating a working environment where all council employees, councillors, contractors and others who come into contact with us in the course of our work, are treated with dignity, respect and courtesy. We aim to create a workplace where there is zero tolerance for harassment and bullying. In support of this objective, the Council has signed up to the Civility Pledge, as a commitment to civility and respect in our work, and politeness and courtesy in behaviour, speech, and in the written word. Further information about the Civility and Respect Pledge is available [NALC](#) & [SLCC](#)

We recognise that there is a continuum where unaddressed issues have the potential to escalate and become larger, more complex issues and this policy sets out how concerns will be managed however the emphasis of this policy is on resolution and mediation where appropriate, rather than an adversarial process.

This document:

- explains how we will respond to complaints of bullying or harassment;
- ensures that we respond sensitively and promptly; and,
- supports our employees in ensuring their behaviour does not amount to bullying and/or harassment by giving examples.

#### **Scope**

This policy covers bullying and harassment of and by clerks/chief officers and all employees engaged to work at the Council. Should agency staff, or contractors have a complaint connected to their engagement with the Council this should be raised to their nominated contact, manager, or the Chair of the Council, in the first instance. Should the complaint be about the chair of the council the complaint should be raised to the deputy chair / council's personnel / staffing committee.

Agency staff, or contractors are equally expected to treat council colleagues, and other representatives and stakeholders with dignity and respect, and the council may terminate the contract, without notice, where there are suspicions of harassment or bullying.

Complaints about other employment matters will be managed under the council's grievance policy.

It is noted that the management of a situation may differ depending on who the allegations relate to (e.g. employees, contractor, councillor), however, the council will take appropriate action if any of its employees are bullied or harassed by employees, councillors, members of the public, suppliers or contractors.

### **The position on bullying and harassment**

All staff and council representatives are entitled to dignity, respect and courtesy within the workplace and to not experience any form of discrimination. The Council will not tolerate bullying or harassment in our workplace or at work-related events outside of the workplace, whether the conduct is a one-off act or repeated course of conduct, and whether harm is intended or not. Neither will we tolerate retaliation against, or victimisation of, any person involved in bringing a complaint of harassment or bullying. You should also be aware that, if you have bullied or harassed someone (e.g. physical violence, harassment), in some circumstances the treatment may amount to a crime punishable by a fine or imprisonment.

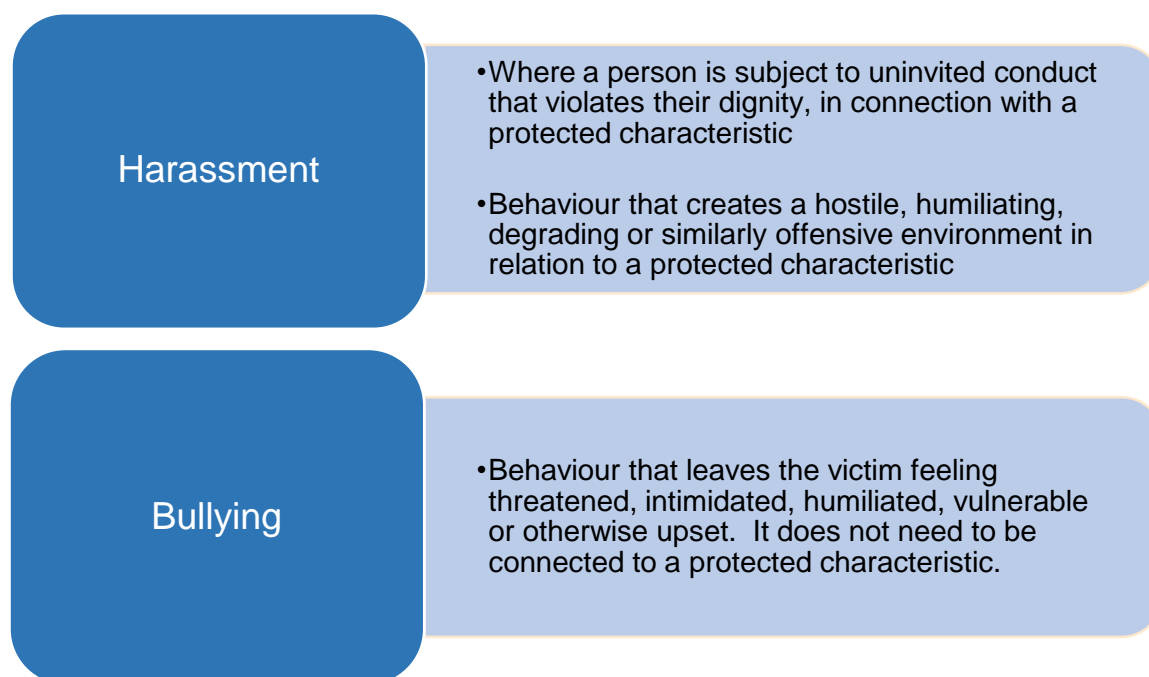
We expect all representatives of the council to treat each other with respect and uphold the values of the code of conduct, civility and respect pledge, equality opportunities policy, and all other policies and procedures set by the Council.

We expect you to demonstrate respect by listening and paying attention to others, having consideration for other people's feelings, following protocols and rules, showing appreciation and thanks, and being kind.

Allegations of bullying and harassment will be treated seriously. Investigations will be carried out promptly, sensitively and, as far as possible, confidentially. See the grievance policy for further details regarding the process. Employees and others who make allegations of bullying or harassment in good faith will not be treated less favourably as a result.

False accusations of harassment or bullying can have a serious effect on innocent individuals. Staff and others have a responsibility not to make false allegations. While we will assume that all complaints of bullying and harassment are made in good faith, in the event that allegations are found to be malicious or vexatious the person raising the complaint may be subject to action under the council's disciplinary procedure.





### **What Type of Treatment amounts to Bullying or Harassment?**

'Bullying' or 'harassment' are phrases that apply to treatment from one person (or a group of people) to another that is unwanted and that has the effect of violating that person's dignity or creating an intimidating, hostile, degrading, humiliating, or offensive environment for that person.

Examples of bullying and harassment include:

- Physical conduct ranging from unwelcome touching to serious assault
- Unwelcome sexual advances
- The offer of rewards for going along with sexual advances e.g. promotion, access to training
- Threats for rejecting sexual advances
- Demeaning comments about a person's appearance
- Verbal abuse or offensive comments, including jokes or pranks related to age, disability, gender re-assignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex or sexual orientation
- Unwanted nicknames, especially related to a person's age, disability, gender re-assignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex or sexual orientation
- Spreading malicious rumours or insulting someone
- Lewd or suggestive comments or gestures
- Deliberate exclusion from conversations, work activities or social activities.
- Withholding information a person needs in order to do their job
- Practical jokes, initiation ceremonies or inappropriate birthday rituals
- Physical abuse such as hitting, pushing or jostling
- Rifling through, hiding or damaging personal property
- Display of pictures or objects with sexual or racial overtones, even if not directed at any particular person
- Isolation or non-cooperation at work

- Subjecting a person to humiliation or ridicule, belittling their efforts, whether directly and / or in front of others
- The use of obscene gestures
- Abusing a position of power

Bullying and harassment can occur through verbal and face to face interactions, but can also take place through sharing inappropriate or offensive content in writing or via email and other electronic communications and social media.

It is important to recognise that conduct which one person may find acceptable, another may find totally unacceptable and behaviour could be harassment when the person had no intention to offend. We all have the right to determine what offends us. Some behaviour will be clear to any reasonable person that it is likely to offend – for example sexual touching. Other examples may be less clear, however, you should be aware that harassment will occur if behaviour continues after the recipient has advised you that the behaviour is unacceptable to them.

Harassment can also occur where the unwanted behaviour relates to a perceived characteristic (such as offensive jokes or comments based on the assumption someone is gay, even if they are not) or due to their association with someone else (such as harassment related to their partner having a disability for example). See the council's equal opportunities Policy.

All employees must, therefore, treat their colleagues with respect and appropriate sensitivity and should feel able to challenge behaviour that they find offensive even if it is not directed at them.

It is important to recognise that bullying does not include appropriate criticism of an employee's behaviour or effective, robust performance management. Constructive and fair feedback about your behaviour or performance from your manager or colleagues/Councillors is not bullying. It is part of normal employment and management routines, and should not be interpreted as anything different.

## **Victimisation**

Victimisation is subjecting a person to a detriment because they have, in good faith, complained (whether formally or otherwise) that someone has been bullying or harassing them or someone else, or supported someone to make a complaint or given evidence in relation to a complaint. This would include isolating someone because they have made a complaint or giving them a heavier or more difficult workload.

Provided that you act in good faith, i.e. you genuinely believe that what you are saying is true, you have a right not to be victimised for making a complaint or doing anything in relation to a complaint of bullying or harassment and the council will take appropriate action to deal with any alleged victimisation, which may include disciplinary action against anyone found to have victimised you.

Making a complaint that you know to be untrue, or giving evidence that you know to be untrue, may lead to disciplinary action being taken against you.

## **Reporting Concerns**

### **What you should do if you feel you are being bullied or harassed by a member of the public or supplier (as opposed to a colleague)**

If you are being bullied or harassed by someone with whom you come into contact at work, please raise this with your nominated manager in the first instance or, with the clerk/or a councillor. Any such report will be taken seriously, and we will decide how best to deal with the situation, in consultation with you.

**What you should do if you feel you are being bullied or harassed by a councillor:** If you are being bullied or harassed by a councillor, please raise this with the clerk/chief officer or the chair of the council in the first instance. They will then decide how best to deal with the situation, in consultation with you. There are two possible avenues for you, informal or formal. The Informal Resolution is described below. Formal concerns regarding potential breaches of the Councillors Code of Conduct must be investigated by the Monitoring Officer.

The council will consider reasonable measures to protect your health and safety. Such measures may include a temporary change in duties or change of work location, not attending meetings with the person about whom the complaint has been made etc.

**What you should do if you witness an incident you believe to harassment or bullying:** If you witness such behaviour you should report the incident in confidence to the clerk/chief officer or a councillor. Such reports will be taken seriously and will be treated in strict confidence as far as it is possible to do so.

**What you should do if you are being bullied or harassed by another member of staff:** If you are being bullied or harassed by a colleague or contractor, there are two possible avenues for you, informal or formal. These are described below.

### Informal resolution

If you are being bullied or harassed, you may be able to resolve the situation yourself by explaining clearly to the perpetrator(s) that their behaviour is unacceptable, contrary to the council's policy and must stop. Alternatively, you may wish to ask the clerk/chief officer, your nominated manager or a colleague to put this on your behalf or to be with you when confronting the perpetrator(s).

If the above approach does not work or if you do not want to try to resolve the situation in this way, or if you are being bullied by your own nominated manager, you should raise the issue with the chair of the council. (If your concern relates to the chair, you should raise it with the chair of the personnel/staffing committee). The chair (or another appropriate person) will discuss with you the option of trying to resolve the situation informally by telling the alleged perpetrator, without prejudicing the matter, that:

- there has been a complaint that their behaviour is having an adverse effect on a member of the council staff
- such behaviour is contrary to our policy
- for employees, the continuation of such behaviour could amount to a serious disciplinary offence

It may be possible for this conversation to take place with the alleged perpetrator without revealing your name, if this is what you want. The person dealing with it will also stress that the conversation is confidential.

In certain circumstances we may be able to involve a neutral third party (a mediator) to facilitate a resolution of the problem. The chair (or another appropriate person) will discuss this with you if it is appropriate.

If your complaint is resolved informally, the alleged perpetrator(s) will not usually be subject to disciplinary sanctions. However, in exceptional circumstances (such as extremely serious allegation or in cases where a problem has happened before) we may decide to investigate further and take more formal action notwithstanding that you raised the matter informally. We will consult with you before taking this step.

#### Raising a formal complaint

If informal resolution is unsuccessful or inappropriate, you can make a formal complaint about bullying and harassment through the council's grievance procedure. You should raise your complaint to the clerk/chief officer or the chair of the council. A formal complaint may ultimately lead to disciplinary action against the perpetrator(s) where they are employed.

The clerk/chief officer or the chair of the council will appoint someone to investigate your complaint in line with the grievance policy. You will need to co-operate with the investigation and provide the following details (if not already provided):

- The name of the alleged perpetrator(s),
- The nature of the harassment or bullying,
- The dates and times the harassment or bullying occurred,
- The names of any witnesses and
- Any action taken by you to resolve the matter informally.

The alleged perpetrator(s) would normally need to be told your name and the details of your grievance in order for the issue to be investigated properly. However, we will carry out the investigation as confidentially and sensitively as possible. Where you and the alleged perpetrator(s) work in proximity to each other, we will consider whether it is appropriate to make temporary adjustments to working arrangements whilst the matter is being investigated.

Where your complaint relates to potential breaches of the Councillors Code of Conduct, these will need to be investigated by the Monitoring Officer. The council will consider any adjustments to support you in your work and to manage the relationship with the councillor the allegations relate to, while the investigation proceeds.

Investigations will be carried out promptly (without unreasonable delay), sensitively and, as far as possible, confidentially. When carrying out any investigations, we will ensure that individuals' personal data is handled in accordance with the data protection policy.

The council will consider how to protect your health and wellbeing whilst the investigation is taking place and discuss this with you. Depending on the nature of the allegations, the

Investigator may want to meet with you to understand better your complaint (see the grievance policy for further information, and details of your right to be accompanied).

After the investigation, a panel will meet with you to consider the complaint and the findings of the investigation in accordance with the grievance procedure. At the meeting you may be accompanied by a fellow worker or a trade union official.

Following the conclusion of the hearing the panel will write to you to inform you of the decision and to notify you of your right to appeal if you are dissatisfied with the outcome. You should put your appeal in writing explaining the reasons why you are dissatisfied with the decision. Your appeal will be heard under the appeal process that is described in the grievance procedure.

### **The use of the Disciplinary Procedure**

If at any stage from the point at which a complaint is raised, we believe there is a case to answer and a disciplinary offence might have been committed, we will instigate our disciplinary procedure. We will keep you informed of the outcome.

*This is a non-contractual policy and procedure which will be reviewed from time to time.*

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## **GUIDANCE FOR USING THE DIGNITY AT WORK POLICY**

This is an example of an employment policy designed for a council adhering to statutory minimum requirements and does not constitute legal advice. As with all policies it should be consistent with your terms and conditions of employment.

This guidance is provided to support understanding of the policy, and its application, as well as where local adaptations may be required. The guidance is not part of the policy and should be removed from the policy adopted and shared with council employees.

The Dignity at Work Policy will replace a previous 'Bullying and Harassment' Policy, to create a policy that is focussed on encompassing behaviours beyond simply bullying and harassment, and zero tolerance with the aim of dealing with concerns before they escalate. It is important that any commitment made in the policy is applied in practice.

Wording has been suggested to demonstrate a council's commitment to promoting dignity and respect where they have signed up to the NALC, SLCC and OVW Civility and Respect Pledge. Council's that have not signed up to this are requested to consider making this pledge which is based on basic behaviours and expectations of all council representatives to create workplaces that allow people to maintain their dignity at all times. If your council has not agreed to the pledge this wording should be removed.

The policy is drafted with consideration of employment language and terminology that is reflective of a modern working environment, setting a tone that is engaging, collaborative and inclusive. A council may want to update references where relevant to reflect local terminology and structure, however should be considerate of equality, diversity and inclusion.

The examples of bullying and harassment are just that – examples. This should not be considered an exhaustive list.

## Notes:

### Protected Characteristics

A 'protected characteristic' is defined in the Equality Act 2010 as age, disability, sex, gender reassignment, pregnancy and maternity, race, sexual orientation, religion or belief, and marriage and civil partnership. It is unlawful to discriminate against an individual because of any of the protected characteristics.

Discrimination includes treating people differently because of a protected characteristic. Employees can complain of harassment even if the behaviour in question is not directed at them. This is because the complainant does not actually need to possess the relevant protected characteristic. An employee can complain of unlawful harassment if they are related someone with a protected characteristic, or because a colleague believes they have a protected characteristic.

Examples of harassment related to a protected characteristic could include;

- Making assumptions about someone's ability due to their **age**, or denying development opportunities to someone based on their age. This could also include assumptions about their lifestyle or making inappropriate jokes related to age.
- Making fun or mimicking impairments related to a health condition, or using inappropriate language about disabilities. Constantly selecting social activities that make it impossible for a colleague with a **disability** to participate in.
- Refusing to treat a person as their new gender, or disclosing information about their gender identity could be harassment on the grounds of **gender reassignment**.
- **Pregnancy/Maternity** harassment could include refusing opportunities due to pregnancy or maternity leave, or inappropriate touching and invasion of personal space such as unwanted touching of a pregnant persons stomach.
- Harassment based on **race** could include derogatory nicknames, or stereotyping based on ethnicity. It could include racist comments or jokes, or assumptions about someone's lifestyle based on their ethnicity.
- **Gender** harassment could include not considering people for a job based on gender stereotyping roles, or implementing practices that disadvantage one gender over another. Rude, explicit jokes, even if not directed at an individual, or comments on individuals dress or appearance.
- Regularly arranging team meals over periods of fasting or religious occasions or failing to adjust a dress code to accommodate religious dress could be examples of harassment based on **religion/belief**.
- Excluding same sex partners from social events could be both **sexual orientation** and **marriage/civil partnership** discrimination, as could not offering the same work-related benefits.

A person does not need to be employed or have 2 years qualifying service to make a discrimination claim at a tribunal.

- Job applicants who believe they have not been appointed because of a 'protected characteristic' can make a claim.
- New or established employees who are dismissed, or treated unreasonably because of a health condition can make a discrimination claim.
- An employee subjected to harassment can make a discrimination claim at a tribunal.
- An employee asked to retire can make a discrimination claim at a tribunal

### **Legal risks**

Successful unfair dismissal claims are limited to a compensation cap, whereas those for unlawful discrimination have no cap.

A positive employment culture, and swift action if conduct falls beneath acceptable standards will help mitigate the risks. An unhealthy culture will make it difficult to defend claims.

The time to defend and the cost of defending tribunal claims can be significant, irrespective of the outcome.

### **Culture and behaviour**

We work in eclectic communities and working environments, and a positive culture within the council enables employees with different backgrounds and beliefs to share ideas and shape how the council achieves its objectives for their community.

It is important to recognise that different individuals may find different behaviours bullying or harassing so while there is not always intent to offend or cause harm, that does not mean that the effect of the behaviour has not caused harm or offence.

It can take people a period of time to decide to raise their concerns, as they worry about consequences (perhaps from peers by complaining about a colleague who is popular, or they fear victimisation from the perpetrator or others). The council should consider whether there are opportunities (such as 121s to offer opportunity to reflect on relationships/morale) to identify issues earlier and address negative behaviours. Individuals can often mention concerns they are experiencing but not want to take it further. The council should remind the complainant that it has a zero tolerance to bullying and harassment and remind them of the policy in place to address concerns. If the allegations mentioned are significant, the council may want to suggest that it will need to investigate further, even if a 'grievance' is not raised, so as to ensure that any concerns and risks are managed, and the council is meeting its responsibilities and duty of care as an employer.

Whilst both staff and councillors jointly determine the working culture, councillors are key in demonstrating what is and isn't acceptable behaviour. This is apparent from how councillors behave with each other in council meetings and also in how standards of behaviour are applied through the use of informal discussion and formal policies.

### **Scope**

All council representatives are expected to uphold the values of the Dignity at Work Policy, however this policy sets out how allegations from employees will be managed. As indicated in the policy, concerns from a contractor, agency worker etc. should be raised to the identified

person, and an appropriate approach will be considered based on the situation and relationship of the complainant with the council.

Likewise, concerns raised about the behaviour of a contractor or agency worker would not generally be managed via the full process (such as the disciplinary process) but appropriate action would be considered based on the situation. To treat people (such as contractors, or a casual worker) engaged by the council the same as an employee could blur the status of the employment relationship, so consider seeking professional advice if needed.

### **Managers**

Recognising that councils are of varying sizes, where the term manager/nominated manager is used it is recognised this could be the clerk/chief officer, another employee of the council, or a councillor depending on the situation. It is good practice to have a clearly identified person who is the responsible 'line manager' or equivalent contact for an employee so that there is clarity on how the employee should report concerns to, who they notify if they are sick or to request leave etc. More often for council employees this may be the clerk/chief officer, and for the clerk/chief officer this could be the chair/deputy Chair, or possibly chair of a staffing/personnel committee.

### **Bullying and harassment & performance management**

The policy sets out that bullying and harassment does not include appropriate criticism of an employee's behaviour or effective, robust performance management. It is not uncommon for an employee, when receiving critical feedback, to claim that this is bullying and/or harassing. It is the role of the nominated manager to provide effective and constructive feedback to encourage performance at the required standard.

Even when the feedback is not positive it should be fair, communicated in a professional and reasonable manner and shared with the objective of aiding understanding and achieving an improvement to overcome the shortfalls. There is no absolute definition of when the feedback may not be appropriate. Often it will be for the person/panel hearing the dignity at work complaint/grievance to determine whether the performance management has upheld the standards expected in terms of respect and civility and any feedback has been shared in a fair and professional way.

### **Responsibilities**

All staff and representatives of the council are responsible for their own behaviour in the workplace and for taking steps to revise unacceptable behaviour and appropriately challenge that of others.

Leaders – councillors, clerks, chief officers, managers - are responsible for ensuring that these standards of treating people with civility, respect and courtesy are upheld, both through their own example, and by communicating and promoting these expectations to all employees. They are also responsible for ensuring that concerns raised are treated seriously and addressed in line with this policy in a timely manner.

### **During the investigation**

Employers have a duty of care to provide a safe place of work. If a complaint is made, discuss how to manage working relationships whilst the allegation is being investigated and until the



outcome is disclosed. This is as much for the protection of the alleged perpetrator as for the aggrieved.

Consider whether a neutral person should be offered as a 'listening ear' for both parties in the investigation. This could be a councillor or nominated manager who is not involved in the investigation or allegations and can be a point of check in as raising, or being subject to allegations can be stressful.

Offer other support that may be appropriate to the situation such as signposting to support groups, time off for counselling etc. If you have suspended a staff member, your duty of care continues and it is important to consider their wellbeing and mental health.

Ensure that you communicate regularly with both parties.

The investigation and any subsequent hearing should be completed in accordance with the grievance policy which sets out a process for dealing with concerns. You should ensure that the grievance policy adopted adheres to any local policies and procedures, with consideration of any timescales and escalation routes in your locally adopted policy.

### **Confidentiality**

It may be possible for concerns to be raised with the perpetrator without disclosing the name of the complainant however in a small council it is likely that it will be clear that the accused will know where the accusation has come from. The council representative (clerk/chief officer/councillor) speaking to the alleged perpetrator must be clear that the discussion is confidential and the individual would be at risk of formal disciplinary action if there is any sort of victimisation or retaliation for the individual raising their concern.

During any formal investigation it may be necessary to disclose the nature of the allegations and where they came from to ensure a fair and balanced investigation and process. This should be discussed with the person raising the concerns to understand any issues and how they may be mitigated. In some situations it may be appropriate to provide anonymised witness statements however this would be a last resort, and could compromise the fairness of the process. Where there is a genuine fear of consequences and this may need to be considered, it is recommended that professional advice is sought. For the same reason it can be difficult for a council to consider an anonymous complaint, however if the concerns are significant and compromise the council in their duty of care to employees, then consideration of how the deal with the matter may be required.

### **Victimisation**

All employees have the right to raise genuine concerns without the fear of reprisals. If the aggrieved (or a witness) is treated differently / less favourably because they have raised a complaint, then this is victimisation. This would include isolating someone because they have made a complaint, cancelling a planned training event, or giving them a heavier or more difficult workload. Victimisation can lead to a claim to an employment tribunal.

### **False allegations**

If an employee makes an allegation that they know to be untrue, or gives evidence that they know to be untrue, the council should consider the matter under the disciplinary procedure. Such an allegation would be potentially be gross misconduct.

### **Complaints against Councillors**

Following the Ledbury case, the law is clear that any formal complaint about a councillor regarding a breach of the code of conduct must be referred to the Monitoring Officer for investigation (either by the complainant, or the Council with agreement of the complainant). During the investigation, it is critical to ensure that where an employee of the council has made the complaint, that the council agrees reasonable measures with the employee to protect their health and safety. Such measures may include a temporary change in duties, change of work location, not attending meetings with the person about whom the complaint has been made etc.

Careful consideration is required where a grievance is raised against the council as a whole due to lack of support related to councillor behaviours. The specific allegations will need to be considered to determine whether the allegations can be addressed by the council, or require exploration of the councillors behaviour in order to respond, in which case the Monitoring Officer may be required to investigate the alleged behaviours of a/any councillors where this may relate to the code of conduct. It is a matter of fact whether the complaint is against the council and can therefore be dealt with by the council's grievance procedure or against a councillor and can only be dealt with by the Monitoring Officer.