



# RESOURCES AND GENERAL SERVICES COMMITTEE

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

**Wednesday, 12 April 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**

4 April 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 8 February 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 Citizen's Advice – Epping Forest District**

Members requested in the Committee meeting of 8 February 2023 (minute no RG194.2) that an invitation be sent to Citizens Advice for the Committee to learn and understand more about their work.

The Deputy Chief Executive of Citizen's Advice – Epping Forest District, to deliver a short presentation and update.

**6 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

**7 Annual Town Meeting**

The draft minutes for the 2023 Annual town Meeting held on 15 March 2023 were circulated to members on 28 March 2023. No issues arose requiring further consideration by the Town Council.

To receive and note.

**8 Staff Salaries 2023/24**

The SLCC (Society of Local Council Clerks) have advised that the trade unions have met with the National Employers and have rejected the offer made for 2023/24. The Unions will now move to ballots, with it likely to be the summer before the position is clear.

To receive and note.

**9 Staff Appraisals**

All staff appraisals have all now been completed.

To receive and note

**10 Meetings Schedule**

At the time of writing Epping Forest District Council (EFDC) are imminently due to confirm their schedule of meetings for the for the calendar year. Loughton Town Council (LTC) meeting dates are chosen to avoid clashes with the provisional meeting dates of the EFDC 's Area Planning Sub-Committee South and the District

Development Control Committees.

As previously agreed, an LTC timetable will be published at the earliest opportunity and distributed to Town Councillors.

To receive and note

**11 Financial Assistance 2023/24 – Application 15b – St Mary’s Church**

Members agreed an award of £750 towards a defibrillator, if this was placed internally as stated on the application, or £1,542 (full application request), if this could be placed externally to enable more access.

Following receipt of an updated quotation for an externally placed defibrillator, St Mary’s request for consideration of a further award of £1,061.99 to cover full costs, was considered by members.

Member to ratify that the original award for 2023/24 still applies.

**12 Finance**

**12.1 Current Financial Position**

The current financial position as of 28 February 2023 is attached together with details of the funds available from earmarked reserves (see pages 5-6).

A note of the Council’s current bank balances and most recent reconciliations as of 28 February 2023 are attached (see pages 7-12).

**12.2 Accounts Paid**

Payments totalling £399,026.62 as detailed on payment schedules nos 368-371 (see pages 13-16) have been made since the report to the meeting on 8 February 2023. 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.

**13 Internal Financial Check**

To receive and NOTE that Cllr Murray visited the office on 30 March 2023 and undertook an internal financial inspection of invoices and payment/cheque runs from 1 April 2022 to date. All was found to be in order.

**14 Annual Insurance**

The Committee is asked to NOTE that the annual premium for 2023/24 is £10,994.25, payable for 1 April 2023. This is year 2 of a 3-year contract with Zurich and includes fully comprehensive cover for the Council’s new lease van.

The policy is index linked, with the rate of increase this year being 20% to take into account the current economic climate, as well as other impacts occurring out of Brexit, COVID-19 and the Ukraine Conflict.

**15 Governance and Accountability**

This agenda item is in preparation for the completion of the Annual Return, Section 1 the Annual Governance Statement, for the year ended 2022/23 which is scheduled for the Council meeting on 24 May 2023.

Members are encouraged to refer to the following publication “Governance and Accountability, A Practitioners’ Guide”, which provides advice on the accounting

practices to be followed and sets out the appropriate standard of financial reporting to be followed. An electronic version may be downloaded at [Practitioners Guide 2023 file \(nalc.gov.uk\)](https://www.nalc.gov.uk)

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

**15.1 Internal Audit – last approved April 2022**

**15.1.1 Review of the Effectiveness of the System of Internal Audit**

\* See attached report (see pages 17-18).

**15.1.2 Review of the Effectiveness of the System of Internal Control – last approved April 2022**

\* See attached report (see page 19-20).

**15.2 Risk Assessment and Management – last approved April 2022**

See attached report (see page 21).

**16 Year End 2022/23 Accounts**

The Annual Governance and Accountability Return (AGAR) requirements were published by our external auditors PKF Littlejohn LLP (PKF) on 20 March 2023 for this financial year ending 31 March 2023.

To enable the closure of 2022/23 year end accounts, the following dates have been diarised

- Year- end accounts closedown with RBS Omega – 25 April 2023
- Internal Audit visit from Heelis & Lodge – 12 May 2023
- Submission of accounts to Town Council – 24 May 2023
- Submission of AGAR to PKF – by 3 July 2023

To receive and note.

**17 2023/24 Fees for Hall Hire; Football Pitches and Licence Fees**

To NOTE the following as AGREED in the Recreation Committee on 11 January 2023 – minute number RC185, (and subsequently to the Strategy and Staff Group meeting on the 19 December 2022) that:

- All fee levies relevant to the Recreation Committee are raised by 10% on the current 2022/23 fees, for 2023/24, in lieu of the 'cost of living' and 'utilities' crisis.

**18 2023/24 Cemetery Fees**

To NOTE the following as AGREED in the Environment & Heritage Committee on 24 January 2023 – minute number EH172, (and subsequently to the Strategy and Staff Group meeting on the 19 December 2022) that:

- All cemetery fees are increased by 10% on the current 2022/23 fees, for 2023/24.

**19 2023/24 Chamber Room, Buckingham Court Fees**

Members are asked to review the following 2023/24 recommended hire fees for the Chamber Room at Buckingham Court. These have been aligned to Kingsley Hall fees.

Charity Rate	£15.00 plus VAT per hour
Standard Rate	£31.00 plus VAT per hour
Commercial Rate	£50.00 plus VAT per hour

Recommend: Evenings or Weekends – minimum hire period of 3 hours

The Committee are asked to consider and AGREE the fees for 2023/24.

A live issue is that the National Health Service (NHS) may wish to hire the Town Council's Chamber room on a Saturday (and possibly a Sunday) for further covid inoculations, initially for the elderly and vulnerable. Discussions are ongoing and the Committee is asked to consider and ratify the way forward.

The Town Clerk will provide an oral update and summary.

**20 Policy Review**

**Loughton Citizenship Awards 'LCA'** – Recommend next review April 2025

Minute number 155 of Council on 21 February 2023 requests members of the RGS Committee to review and AGREE the criteria and other aspects of the 'LCA' awards (see pages 22-25).

During the last preliminary 'Awards meeting' it was felt the scheme may need to be updated. Points raised included,

- despite extensive publicity, few nominations are received each year.
- lack of take up, for 'bravery' and 'under 25 year old' categories.
- the scheme focuses on individuals who volunteer within community groups and does not lend itself towards individuals, who within their working environment (commercial or otherwise) go above and beyond their remit to serve local residents.

**21 Electric Vehicle Charger**

The Town Council now has the new electric van in place.

Recommend that a new permanent charging point be set up outside Murray Hall, to charge the van and will also serve as a valuable asset in the future. Initial quotes from a reputable company show

1. Circa £2,800 for a wall mounted charger, including product and installation.
2. Circa £6,200 for a post mounted charger, including product, installation and groundworks.

On both quotes a £350 discount can be deducted by routing via the Workplace Charging Scheme (WCS).

The Town Clerk will provide further background information. Option 1 is the recommended way forward. In view of urgency, it is recommended that the office proceed with this work, subject to seeking comparison quotes, and choosing the best value option.

**22 COVID-19 Memorial**

Following a request from the Town Mayor, members are asked to consider and AGREE whether they would like to install a commemoration memorial, and if so, how they would like to proceed.

**Mark Squire**  
**TOWN CLERK**  
4 April 2023

**Agenda item 12.1**  
**Current Financial Position**

**Loughton Town Council**  
**Summary Income & Expenditure by Budget Heading 28/02/2023**  
**Month No: 11 Resources and General Services Committee Report**

		Actual Last Year	Actual Year To Date	Current Annual Budget	Variance Annual Total	Funds Available	% of Budget
<b>Resources and General Services</b>							
Communication	Expenditure	17,146	15,985	19,155	3,170	3,170	83.5%
Office Expenses (1)	Expenditure	15,166	14,427	13,700	-727	-727	105.3%
Audit	Expenditure	3,745	375	3,010	2,635	2,635	12.5%
Central Personnel	Expenditure	327,181	360,055	374,800	14,745	14,745	96.1%
Council Expenses	Expenditure	12,565	13,965	16,650	2,685	2,685	83.9%
	Income	150	0	0	0		
Other Services (RGS) (2)	Expenditure	25,588	1,496	2,500	1,004	1,004	59.8%
Members' Expenses	Expenditure	1,680	0	2,760	2,760	2,760	0%
Buckingham Court (3)	Expenditure	44,292	66,926	52,531	-14,395	-14,395	127.4%
(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	7,781	11,875	4,094	4,094	65.5%
Grants	Expenditure	32,400	24,614	38,500	13,886	13,886	63.9%

**INCOME – EXPENDITURE TOTALS**

R&GS Expenditure	<b>208,463</b>	<b>505,624</b>	<b>250,481</b>	<b>-255,143</b>	<b>-255,143</b>	<b>201.9%</b>
Income	<b>4,592</b>	<b>7,013</b>	<b>10,000</b>	<b>2,987</b>		<b>70.1%</b>
Net Expenditure over Income	<b>203,871</b>	<b>498,610</b>	<b>240,481</b>	<b>258,129</b>	<b>258,129</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.

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**Agenda item 12.1 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>28.02.23</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 12.1 cont.

Date: 20/03/2023		Loughton Town Council		Page 1
Time: 15:04		Bank Reconciliation Statement as at 28/02/2023 for Cashbook 1 - No 1 Current Account		User: JCG
<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>	
Nat West no. 1 account	28/02/2023	123	123,409.71	
			<u>123,409.71</u>	
<u>Unpresented Cheques (Minus)</u>			<u>Amount</u>	
05/12/2022 10987 P491	L & J Hall Digging Services Lt		1,515.00	
27/01/2023 11069 P643	Voluntary Action Epping Forest		500.00	
24/02/2023 11071 P673	Deltagate Ltd		315.00	
24/02/2023 11072 P674	Accredited Locksmith Services		238.25	
24/02/2023 11073 P675	Vision ICT Ltd		78.00	
24/02/2023 11074 P676	SME Invoice Finance Limited		801.06	
24/02/2023 11075 P678	Heelis & Lodge		375.00	
24/02/2023 11076 P679	Couno Office Solutions Limited		30.41	
24/02/2023 11078 P682	Arbtec Tree Services		636.00	
24/02/2023 11079 P683	H20 Nationwide Ltd		108.00	
24/02/2023 11080 P684	TBS Hygiene Ltd		72.00	
24/02/2023 11081 P685	Open Spaces Society		45.00	
24/02/2023 11083 P687	Chubb Fire & Security Ltd		41.76	
24/02/2023 11084 P688	Repro@96		168.00	
24/02/2023 11085 P689	Pinnacle Housing Limited		1,300.20	
24/02/2023 11086 P692	Loughton Self Drive		875.00	
24/02/2023 11087 P693	Moore's Catering Engineers		200.00	
24/02/2023 11088 P694	AtoZ Supplies		143.54	
24/02/2023 11089 P695	Docendo Ltd		1,789.51	
24/02/2023 11096 P726	Scott Dryden		1,300.00	
24/02/2023 11097 P727	Regional Waste Recycling Comme		532.00	
24/02/2023 11098 P731	Gareth Griffith t/a Greenhill		250.00	
24/02/2023 11099	EDF Energy Ltd		500.37	
24/02/2023 11100 P733	Clarke Hillyer		778.44	
24/02/2023 11101 P734	Atrium Security Limited t/a Tr		912.50	
24/02/2023 11102 P735	Loughton Self Drive		875.00	
24/02/2023 11091 P698	Restore Community		3,000.00	
24/02/2023 11092 P699	Restroe Community		3,000.00	
24/02/2023 11093 P700	Restore Communty		1,037.77	
24/02/2023 11094 P701	Epping Forest Citizens Advice		8,500.00	
24/02/2023 11095 P725	BASICS Accident Rescue Service		985.00	
			<u>30,902.81</u>	
			92,506.90	
<u>Receipts not Banked/Cleared (Plus)</u>				
27/02/2023 R257 corr2		306.60		
			<u>306.60</u>	
			92,813.50	
			<b>Balance per Cash Book is :- 92,813.50</b>	
			<b>Difference is :- 0.00</b>	

## Agenda item 12.1 cont.

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Nat West no. 2 account	28/02/2023	309	57,048.73
			<u>57,048.73</u>
<b><u>Unpresented Cheques (Minus)</u></b>		<b><u>Amount</u></b>	
24/02/2023 801 P723 HMRC only 120PW00111168		8,197.48	
24/02/2023 802 P724 Essex Pension Fund		8,656.41	
			<u>16,853.89</u>
			40,194.84
<b><u>Receipts not Banked/Cleared (Plus)</u></b>			
		0.00	
			<u>0.00</u>
			40,194.84
		<b>Balance per Cash Book is :-</b>	<b>40,194.84</b>
		<b>Difference is :-</b>	<b>0.00</b>

Agenda item 12.1 cont.

<u>Bank Statement Account Name (s)</u>		<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
NatWest Business Reserve Acc		28/02/2023	63	100,855.15
				100,855.15
<u>Unpresented Cheques (Minus)</u>			<u>Amount</u>	
			0.00	
				0.00
				100,855.15
<u>Receipts not Banked/Cleared (Plus)</u>				
			0.00	
				0.00
				100,855.15
<b>Balance per Cash Book is :-</b>				<b>100,855.15</b>
<b>Difference is :-</b>				<b>0.00</b>

## Agenda item 12.1 cont.

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Sanlander	28/02/2023	32023	418,269.05
			<u>418,269.05</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			418,269.05
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			418,269.05
		<b>Balance per Cash Book is :-</b>	<b>418,269.05</b>
		<b>Difference is :-</b>	<b>0.00</b>

Agenda item 12.1 cont.

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Security Deposits Current a/c	28/02/2023	101	138.00
			138.00
<b><u>Unpresented Cheques (Minus)</u></b>		<b><u>Amount</u></b>	
		0.00	
			0.00
			138.00
<b><u>Receipts not Banked/Cleared (Plus)</u></b>			
		0.00	
			0.00
			138.00
		<b>Balance per Cash Book is :-</b>	<b>138.00</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Agenda item 12.1 cont.**

<u>Bank Statement Account Name (s)</u>		<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Nationwide Instant Saver Acc		28/02/2023	88	104,017.77
				104,017.77
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>		
		0.00		
				0.00
				104,017.77
<u>Receipts not Banked/Cleared (Plus)</u>				
		0.00		
				0.00
				104,017.77
			<b>Balance per Cash Book is :-</b>	<b>104,017.77</b>
			<b>Difference is :-</b>	<b>0.00</b>

**Agenda item 12.2  
Accounts Paid**

Loughlin Town Council Current Account List of Payments made between 1 January 2023 to 15 January 2023						Page no 1
Invoice No.	Date Paid	Payee Name	Cheq No	Paid	P No.	Transaction Detail
<b>For information: No. 1 Account</b>						
10001101000		Epping Forest District Council	11049	504.00	P019	Days work at WH Orchard
10001101000		SME Invoice Finance Limited (Think	11050	865.00	P020	MH clearing December
10001101000		Apexon Corporation Ltd	11051	53.05	P021	Printing
10001101000		Aylesford Electrical Contractors Ltd	11052	701.00	P022	Supply of RCD prior to smoo lights switch on
10001101000		Regional Waste Recycling (Commercial) Ltd	145.00		P023	MH Refuse collection January
10001101000		Regional Waste Recycling (Commercial) Ltd	52.00		P024	KH Refuse collection January
10001101000		Regional Waste Recycling (Commercial) Ltd	201.20		P025	Cemetery Refuse collection January
10001101000		Regional Waste Recycling (Commercial) Ltd	94.80		P026	Cemetery Green Refuse collection December
10001101000		Gravelands Complete Maintenance S	11054	410.00	P027	Dripping tap/pressure tap repairs
10001101000		Thames Security Shredding Ltd	11055	128.40	P028	Confidential waste shredding
10001101000		James Tool & Co Limited	11056	181.82	P029	Payroll November
10001101000		Accredited Locksmith Services Ltd	11057	110.40	P030	Padlock jam/repair at RVRG
10001101000		Accredited Locksmith Services Ltd	11057	38.95	P031	New shackle and pin WRA podlock
10001101000		Playak Limited	11058	750.60	P032	Welpcar at Newmans Lane Playg
10001101000		Choke Hillier	11059	770.44	P033	Service charge Dec-Feb
10001101000		HSBC Invoice Finance Ltd (Project Solv	11060	336.00	P034	PAT testing
10001101000		HSBC Invoice Finance Ltd (Project S	11062	350.00	P035	WRFF Fire extinguisher replaced
10001101000		Alkerm Security Solutions Limited	11063	812.50	P036	RVRG Gate security Dec
10001101000		EDF Energy Customers Ltd	11064	552.16	P037	ELCH Gas Mar-Dec
10001101000		Wickstead Leisure Ltd	11065	871.02	P038	RVRG Swings/builder gym repairs
10001101000		Chubb Fire & Security Ltd	11066	885.55	P039	Kingsley Hall Fire blankets/foam check
10001101000		Viking Payments	11067	268.33	P040	Printer and Ink for MH
10001101000		Viking Payments	11067	64.76	P041	Mark's Diary and envelopes
10001101000		SLCC	11068	467.00	P042	Mark's Annual membership
10001101000		Voluntary Action Epping Forest	11069	600.00	P043	donation towards warmth sessions
10001101000		Loughlin Voluntary Care Association	11070	250.00	P044	Donation per Citizenship Award
<b>For information: Direct Debits</b>						
10001101000	23/01/2023	Crown Gas & Power	DD	2,074.28	P045	MH Gas November
10001101000	23/01/2023	Crown Gas & Power	DD	810.00	P046	KH Gas November
10001101000	23/01/2023	First Business Water	DD	205.27	P047	Water rates various December
10001101000	04/01/2023	SSE	DD	5,967.91	P048	MH Electricity November
10001101000	26/12/2022	SSE	DD	160.92	P049	WRFF Electric November
10001101000		SSE	DD	-6.08	P050	WRA electric Oct and credit
10001101000		SSE	DD	-70.49	P051	WRA electric Sept/Oct credit
10001101000		SSE	DD	72.60	P052	WRA electric Sept/Oct
10001101000		SSE	DD	6.08	P053	WRA electric Oct and
10001101000	26/12/2022	SSE	DD	68.85	P054	Kings Green electric November
10001101000		SSE	DD	-63.85	P055	Kings Green electric credit Nov
10001101000		SSE	DD	24.74	P056	Kings Green electric November
10001101000		SSE	DD	20.11	P057	Kings Green electric December
10001101000		SSE	DD	-56.05	P058	Cemetery electric October
10001101000		SSE	DD	-425.04	P059	Cemetery electric September
10001101000		SSE	DD	390.42	P060	Cemetery electric September
10001101000		SSE	DD	88.05	P061	Cemetery electric October
10001101000		SSE	DD	713.95	P062	Cemetery electric November/December
10001101000		SSE	DD	-12.99	P063	RVRG Electric October
10001101000		SSE	DD	-52.76	P064	RVRG Electric September
10001101000		SSE	DD	52.76	P065	RVRG Electric September
10001101000		SSE	DD	12.99	P066	RVRG Electric October
10001101000		SSE	DD	23.00	P067	Mobile phone December
10001101000	23/01/2023	Tesco mobile	DD	59.00	P068	Rates KH December
10001101000	20/12/2022	EFDC	DD	170.00	P069	Rates RVRG December
10001101000	20/12/2022	EFDC	DD	78.00	P070	Rates WRFF December
10001101000	20/12/2022	EFDC	DD	665.00	P071	Rates MH December
10001101000	20/12/2022	EFDC	DD	1,216.00	P072	Rates S. Ct December
<b>For information: Account Transfers</b>						
10001101000	11/01/2023	NatWest No. 1	TFR	90,000.00	T21	Transfer from Sender account to NatWest No1
10001101000	12/01/2023	NatWest No. 2	TFR	40,324.98	T22	Transfer from NatWest No 1 to NatWest No2
<b>For information: No. 2 Account</b>						
10001101000	22/12/2022	NatWest Autopay	DD	20.00	P073	Autopay charges November
10001101000	24/01/2023	NatWest Autopay	DD	20.00	P074	Autopay charges December
10001101000	20/01/2023	Loughlin Town C staff	BACS	23,501.25	P075	Staff salaries January
10001101000		HSBC	760	3,091.40	P076	Staff PAYE/NIC January
10001101000		Ennise Pension Funds	800	8,710.00	P077	Staff pensions January
				<b>Total</b>		<b>162,920.21</b>

We certify that this schedule lists the details of the cheques, transfers and other orders for payment; we have signed, drawn off the value shown and presented to the bank.

Sign	[Signature]	Schedule no.	308
Print	STELLA MURPHY	Date reported to RGS Clerk	

D.O. WIXLEY,

Agenda item 12.2 cont.  
Accounts Paid

Loughlin Town Council Current Account List of Payments made between 16 January 2023 to 21 February 2023							Page no 1
Invoice No.	Date Paid	Payee Name	Chq No	Paid	P No. Transaction Detail	Year	
<b>For information: No. 1 Account</b>							
3093	24/02/2023	Dalagano Limited	11071	316.00	P675 Water heater KH	2022/23	
22711	24/02/2023	Accredited Locksmith Services Ltd	11072	236.25	P676 Wood pile brought stripping KH	2022/23	
10001	24/02/2023	Vision ICT Ltd	11073	79.00	P670 Internal domain name fee 02/23 - 03/25	2022/23	
20716	24/02/2023	Think Business Support Ltd (SME Invoice F)	404.08	1476	P676 Cleaning KH Jan	2022/23	
3001	24/02/2023	Think Business Support Ltd (SME Invoice F)	11074	195.00	801.06 P677 Carpet clean B.Crt	2022/23	
46329	24/02/2023	Hacks & Lodge	11075	375.00	P670 Internal Audit	2022/23	
196	24/02/2023	Cosmo Office Solutions Limited		89.00	P670 Dlx photocopier collected	2022/23	
3001	24/02/2023	Cosmo Office Solutions Limited	11076	83.41	P660 January photocopier	2022/23	
3001	24/02/2023	James Todd & Co	11077	109.62	P661 Payroll January	2022/23	
1010	24/02/2023	Aubac Tree Services	11078	636.00	P662 Crown cut free Cemetery	2022/23	
507576	24/02/2023	HDO Nationwide Limited	11079	108.00	P663 Water heating at KH Jan	2022/23	
2200	24/02/2023	TBS Hygiene Ltd	11080	72.00	P664 Log fire Jan	2022/23	
40011	24/02/2023	The Open Spaces Society	11081	45.00	P665 2023 subscription	2022/23	
3330	24/02/2023	Greenlands Complete Maintenance	11082	304.15	P665 Filters for airflow at ME1	2022/23	
102297	24/02/2023	Chubb Fire & Security Ltd	11083	41.76	P667 MH Minimum wall charge	2022/23	
1100	24/02/2023	RapooGIS	11084	168.00	P668 Kings' Christmas Cards	2022/23	
400043	24/02/2023	Pinnacle Housing Limited		600.00	P689 WRRF Ground maintenance Sept	2022/23	
321041	24/02/2023	Pinnacle Housing Limited		300.20	P690 Additional 5x5 football pitches marking	2022/23	
401000	24/02/2023	Pinnacle Housing Limited	11085	600.00	P691 WRRF Ground maintenance Jan	2022/23	
221061	24/02/2023	Loughlin Self Drive Ltd	11086	875.00	P692 Van Hire Jan	2022/23	
301	24/02/2023	Movex Cobering Engineers	11087	200.00	P693 Decalre tea boiler in Chamber Kitchen	2022/23	
1011400	24/02/2023	also Supplies	11088	143.04	P694 Cleaning material for B.CrtWH	2022/23	
3174	24/02/2023	Dooado Limited		624.00	P695 Upgrades/repairs to DPYFB computers	2022/23	
3178	24/02/2023	Dooado Limited		112.51	P696 Drive back up Jan-Mar	2022/23	
3178	24/02/2023	Dooado Limited	11089	1,047.00	P697 Maintenance Contract Jan-Mar	2022/23	
3178	24/02/2023	Restore Community Oakwood Hill C	11091	3,000.00	P698 Financial Assistance Grant 2022/23	2022/23	
3178	24/02/2023	Restore Community	11092	3,000.00	P699 Financial Assistance Grant 2022/23	2022/23	
3178	24/02/2023	Restore Community	11093	1,037.77	P700 Financial Assistance Grant 2022/23	2022/23	
3178	24/02/2023	Support Forum (Health Citizen Advice)	11094	8,500.00	P701 Financial Assistance Grant 2022/23	2022/23	
3178	24/02/2023	MARCS Kasee Accident Resour Se	11095	955.00	P725 Financial Assistance Grant 2022/23	2022/23	
3178	24/02/2023	Scott Dryden Design (Scott Dryden)	11096	1,300.00	P726 Think Loughlin action Spring	2022/23	
3178	24/02/2023	Regional Waste Recycling (Commercial) Ltd		52.00	P727 Bins emptied KH	2022/23	
3178	24/02/2023	Regional Waste Recycling (Commercial) Ltd		145.00	P728 Bins emptied KH	2022/23	
3178	24/02/2023	Regional Waste Recycling (Commercial) Ltd		291.20	P729 Bins emptied Cemetery	2022/23	
3178	24/02/2023	Regional Waste Recycling (Commercial) Ltd	11097	43.20	P730 Green bins cemetery	2022/23	
3178	24/02/2023	General Contracting Services (Klara)	11098	250.00	P731 Waste clearance @ WRA	2022/23	
101001000	24/02/2023	EDF Energy Customers Ltd	11099	4100.31	P732 B.Crt Gas Jan	2022/23	
40	24/02/2023	Clarke Hilbert	11100	778.44	P733 B.Crt Service charge Mar-May	2022/23	
1004	24/02/2023	Arkun Security Solutions Limited	11101	512.50	P734 RVRG Gate security Jan	2022/23	
210019	24/02/2023	Loughlin Self Drive Ltd	11102	875.00	P735 Van Hire Feb	2022/23	
<b>For information: Direct Debits</b>							
40100	23/01/2023	the comma guys	DD	727.07	P702 Office phones December	2022/23	
401008	17/02/2023	Stibbitt Gas	DD	-121.68	P703 B.Crt electric and credit Sep	2022/23	
4011008	17/02/2023	Stibbitt Gas	DD	751.62	P704 B.Crt electric Sep-Feb	2022/23	
10010000	04/02/2023	Penninsula	DD	241.11	P705 Employment services Feb	2022/23	
40100	13/01/2023	Greenklesing Ltd	DD	276.00	P706 New photocopier equipment Jan-Mar	2022/23	
401008	13/01/2023	Greenklesing Ltd	DD	32.00	P707 New photocopier equipment Dec	2022/23	
401008	27/01/2023	Greenklesing Ltd	DD	144.00	P708 New photocopier Documents/roll	2022/23	
40100	19/02/2023	Greenklesing Ltd	DD	117.60	P709 New photocopier equipment protection 2023	2022/23	
401008	19/02/2023	Greenklesing Ltd	DD	3.59	P710 New photocopier equipment protection 2022	2022/23	
101001000000	02/02/2023	SSE	DD	61.69	P711 RVRG Nov-Jan	2022/23	
101001000000	08/02/2023	SSE	DD	11,615.44	P712 MH electric Dec	2022/23	
401001000000	08/02/2023	SSE	DD	353.83	P713 KH electric Nov-Jan	2022/23	
40100	19/02/2023	First Business Water	DD	154.89	P714 Water rates	2022/23	
20010000	20/01/2023	EFDC	DD	59.03	P715 Rates KH January	2022/23	
20010000	20/01/2023	EFDC	DD	170.03	P716 Rates WRRG January	2022/23	
20010000	20/01/2023	EFDC	DD	78.03	P717 Rates WRRF January	2022/23	
20010000	20/01/2023	EFDC	DD	985.00	P718 Rates MH January	2022/23	
20010000	20/01/2023	EFDC	DD	1,216.00	P719 Rates B. Crt January	2022/23	
101001000000	18/02/2023	Castle Water	BACS	61.62	P720 Water rates for B. Crt	2022/23	
40100	21/02/2023	the comma guys	DD	169.55	P726 Office phones January	2022/23	
4020001	20/02/2023	Crown Gas & Power	DD	-2,074.26	P727 MH Gas credit for actual reading	2022/23	
5000104	19/02/2023	Crown Gas & Power	DD	-876.96	P728 KH Gas credit for actual reading	2022/23	
10100100	19/02/2023	Crown Gas & Power	DD	1,195.66	P729 KH Gas January	2022/23	
10100100	20/02/2023	Crown Gas & Power	DD	3,638.50	P740 MH Gas January	2022/23	
10100100	21/02/2023	Workday	DD	261.70	P741 Chap & Pn January	2022/23	
101001000000	20/02/2023	Teaco Mobile	DD	28.55	P742 Mobile phones January	2022/23	
101001000000	20/02/2023	NorthWest Bank Security Dep Acct	DD	12.00	P743 Bank charge for January	2022/23	
<b>For information: Account Transfers</b>							
02/02/2023	NorthWest No. 1	TFR		80,000.00	T23 Transfer from Santander account to NatWest No1	2022/23	
10/02/2023	NorthWest No. 2	TFR		40,429.78	T24 Transfer from NatWest 1 account to NatWest No2	2022/23	
<b>For information: No. 2 Account</b>							
201719	22/02/2023	NatWest Autopay	DD	23.60	P721 Autopay charges January	2022/23	
201719	20/02/2023	Loughlin Town C staff	BACS	23,554.88	P722 Staff salaries February	2022/23	
24/02/2023	HMRC	901		8,197.48	P723 Staff PAYE/NI Feb	2022/23	
24/02/2023	Excess Pension Funds	902		8,656.41	P724 Staff pension February	2022/23	
				<b>Total</b>	<b>189,231.42</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 passed as noted on the schedule.

Signed:   
Print name: **D.J. WIXLEY**

Schedule no. 369  
Date reported to RCS Office

**Agenda item 12.2 cont.  
Accounts Paid**

Loughton Town Council Current Account						Page no 1	
List of Payments made between 22 February 2023 to 10 March 2023							
Invoice No.	Date Paid	Payee Name	Cheq No	Paid	P No.	Transaction Detail	
<i>For information: No. 1 Account</i>							
194	10/03/2023	Loughton Landscapes Limited	11103	8,700.00	P745	Landscaping at KH	
3513	10/03/2023	TBS Hygiene Ltd	11104	72.00	P746	Dog waste bins RVRG/WRPF	
101338	10/03/2023	Pinnacle Housing Limited	11105	600.00	P747	WRPF Ground maintenance Feb	
TL1/00198	10/03/2023	Total Media		167.00	P748	Spring issue TL printing	
1006	10/03/2023	Total Media	11108	100.00	P749	Advert in TL issue Murray Hall	
10	10/03/2023	Clarke Hillyer	11107	25.00	P750	B Crt Window cleaning	
98327777	10/03/2023	AtoZ Supplies	11108	67.18	P751	Blue paper towel for MH and office	
15784	10/03/2023	Community Heartbeat Trust (Solution	11109	2,566.00	P752	Defib fitted at Murray Hall	
	10/03/2023	Loughton Chigwell & District Synagog	11110	500.00	P753	Fin Assistance Grant	
	10/03/2023	St Mary's Loughton PCC	11111	250.00	P754	Xmas lights for Church	
5993	10/03/2023	Hampshire Flag Company Ltd	11112	2,056.20	P755	Bunting for coronation	
16226	10/03/2023	Vision ICT Ltd	11113	303.16	P756	Website Hosting/support May 23 - April 24	
01002	10/03/2023	James Todd & Co Limited	11114	109.62	P757	Payroll Feb	
2521	10/03/2023	Everything Epping Forest	11115	25.00	P758	Photos for Civic celebration	
3525	10/03/2023	Couono Office Solutions Limited	11116	131.41	P759	Printing/photocopying Feb	
30946	10/03/2023	Think Business Support Ltd (SME In	11117	606.05	P760	KH cleaning Feb	
48930	10/03/2023	Ever Brite Cleaning Services Ltd	11118	136.94	P761	MH Window cleaning Feb	
6388961	10/03/2023	npower	11119	459.55	P762	Xmas lights electricity	
<i>For information: Direct Debits</i>							
	20/02/2023	EFDC	DD	99.00	P763	Rates KH February	
	20/02/2023	EFDC	DD	170.00	P764	Rates RVRG February	
	20/02/2023	EFDC	DD	78.00	P765	Rates WRPF February	
	20/02/2023	EFDC	DD	665.00	P766	Rates MH February	
	20/02/2023	EFDC	DD	1,216.00	P767	Rates B. Crt February	
551869576 / 0005	03/03/2023	SSE	DD	10,210.23	P768	Electricity for MH January	
561869569 / 0006	28/02/2023	SSE	DD	42.45	P769	Electricity for King Green January	
411705990 / 0006		SSE	N/A	-33.67	P770	Electricity for Cemetery Jul/Aug Credit	
411705985 / 0007		SSE	N/A	-55.68	P771	Electricity for Cemetery Apr/May/Jun Credit	
411705989 / 0028		SSE	N/A	-181.85	P772	Electricity for Cemetery Jan/Feb/Mar Credit	
411705980 / 0029		SSE	N/A	-131.02	P773	Electricity for Cemetery Nov/Dec 2021/Jan 2022 Cr	
411705980 / 0030		SSE	DD	60.99	P774	Electricity for Cemetery Nov/Dec 2021/Jan 2022	
411705980 / 0031		SSE	DD	48.15	P775	Electricity for Cemetery Jan/Feb/Mar	
411705980 / 0032		SSE	DD	59.02	P776	Electricity for Cemetery Apr/May/Jun	
411705980 / 0033		SSE	DD	33.21	P777	Electricity for Cemetery Jul/Aug	
411903270 / 0002		SSE	N/A	-713.95	P778	Electricity for Cemetery Nov/Dec credit	
411903270 / 0003		SSE	DD	96.43	P779	Electricity for Cemetery Nov/Dec	
641892640 / 0007		SSE	N/A	-66.06	P780	Electricity for Cemetery Oct credit	
641892640 / 0006		SSE	N/A	-360.42	P781	Electricity for Cemetery Sept credit	
641892640 / 0009		SSE	DD	72.13	P782	Electricity for Cemetery Sept	
641892640 / 0010		SSE	DD	27.18	P783	Electricity for Cemetery Oct	
UC03402015	04/03/2023	Peninsula	DD	-1,157.54	P784	Employment law advice	
PVA-866257	28/03/2023	PWLB	DD	18,295.62	P785	Loan repayment for MH 1	
<b>Total</b>				<b>46,724.99</b>			
We certify that this schedule lists the details of the cheques, transfers and other orders for payment we have signed, drawn at the value shown and payees as named on the schedule.							
Signed			Signed			Schedule no.	370
Print name	D. J. LOIXLEY		Print name	CAROLINE POIND		Date reported to RGS Ctee	

**Agenda item 12.2 cont.  
Accounts Paid**

Invoice No.	Date Paid	Payee Name	Cheq No	Paid	P No.	Transaction Detail
<i>For information: No. 1 Account</i>						
	15/03/2023	Epping Forest Sportability	11120	250.00	P786	Citizen Award gift grant 2023
<b>Total</b>				<b>250.00</b>		

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

Signed  Print name: <i>PONT</i>	Signed  Print name: <i>D. J. WINKLEY</i>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Schedule no.</td> <td style="text-align: center; padding: 2px;">371</td> </tr> <tr> <td style="padding: 2px;">Date reported to RGS Cttee</td> <td style="padding: 2px;"></td> </tr> </table>	Schedule no.	371	Date reported to RGS Cttee	
Schedule no.	371					
Date reported to RGS Cttee						

**Agenda item 15.1**  
**Governance and Accountability**

**15.1 Internal Audit**

This report forms part of the preparation work for the completion of Section 1 of the Annual Return, the Annual Governance Statement, (which will be considered at the meeting of the Council in May 2023) with cross reference to the appropriate wording from the 'Governance and Accountability for Local Councils - A Practitioners Guide (England March 2014)'.

**15.1 THE EFFECTIVENESS OF THE SYSTEM OF INTERNAL AUDIT**

The Council is required to carry out, at least annually, a review of the effectiveness of its system of internal audit and consider the findings. This review is an integral part of continually improving governance and accountability. The result of the review will form part of the review of the effectiveness of the system of internal control (see 15.1.2).

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

1. the appointment of internal auditors;
2. a five-year strategic plan for Internal Audit for the period up to and including the financial year 2022/23 with the proviso that the Council may request specific work by the auditor should service levels change or issues arise;
3. one visit from the internal auditors during the year, during which the auditors may have access to whatever records, documents etc they require;
4. one visit after the end of the financial year when the year-end accounts have been completed, access as above;
5. ensuring work covered during the visits is wide-ranging and includes checking the proper treatment of receipts and payments, bank reconciliations, payroll, petty cash, adherence to statutory requirements, financial procedures, systems and regulations, insurance, assets, risk management, budget setting and monitoring, and VAT;
6. receipt of a report from the internal auditor after each visit, stating the areas covered and the findings, and making any necessary recommendations for change;
7. sending a copy of the full report to all members of the Council;
8. reporting any recommendations to the Resources and General Services Committee for consideration; and
9. acting upon any decisions made by the Committee in respect of the recommendations.

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

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

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

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

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

### **15.1.2 REVIEW OF THE EFFECTIVENESS OF THE SYSTEM OF INTERNAL CONTROL**

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

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

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

The system of internal controls currently in place includes:

Appointment of a Clerk and Responsible Financial Officer  
Code of Conduct

Standing Orders and Financial Regulations

Review of internal audit arrangements and reporting

Accounting systems and records

Internal procedures

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

Budget setting, monitoring, control and reporting

Risk management

Asset management

Insurance

Review of financial limits in financial regulations and elsewhere

Setting Council objectives and priorities

External audit

**The Committee is asked to**

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

### **STATEMENT OF INTERNAL CONTROL**

#### **1 Scope and Responsibility**

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

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

#### **2 Purpose of the System of Internal Control**

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

evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them effectively and economically.

The system of internal control has been in place at the Council for the year ended 31 March 2023.

### **3 The Internal Control Environment**

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

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

### **4 Review of Effectiveness**

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

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

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

**Agenda item 15.2**  
**Risk Assessment and Management**

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

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

The Council's Risk Assessment and Management document was last reviewed in April 2022. The advice given in the Practitioners' Guide is that as a minimum, at least once each year members must:

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

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

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

**Agenda item 20**  
**Policy Review – Loughton Citizenship Awards ‘LCA’**



## LOUGHTON CITIZENSHIP AWARDS

Citizenship is the engagement of the individual in the service of the community.

It may take the form of a single act of outstanding courage or bravery, or might encompass sustained effort on behalf of a voluntary organisation or organisations, continual good-neighbourliness, running a campaign to improve community facilities or cohesion, or to combat some defect or lack of provision, e.g. to resist something that might adversely affect the environment of the town.

Loughton Town Council will recognise each year significant contributions to citizenship in one or more of the following **three** categories:

**(A) Acts of courage or bravery** in the year in question that have resulted, for instance, in the prevention of a serious crime or the rescue of individuals from danger.

This is intended for people who are *not* employed by an emergency service.

The nominees may be either (a) an inhabitant or worker of Loughton, or (b) if they live elsewhere, must have exercised their courage in the town, e.g. by rescuing a Loughton citizen or stopping a crime in the town.

**(B) Voluntary Service:**

**(i) For people aged 25 or over**

**(ii) For people under 25 years of age**

Nominees should either work (on a paid or voluntary basis), be in education or live in Loughton. Without being too prescriptive, they should have a record of work for the community (not confined to a single year for example), for one or more voluntary or largely voluntary organisations, or for neighbours or other groups. The panel will assess the degree to which their voluntary activity has contributed to the well-being, culture, or charitable resources of Loughton. Their voluntary activity will count for more than paid activity.

The division is made at age 25 largely to reflect the longer time older people have had to assemble a 'community curriculum vitae', and be able to recognise young family people as well as students.

Service to national charities is valid only if there are identifiable Loughton benefits.

**Please read the Terms and Conditions shown on page 4  
before completing the form.**

### DATA PRIVACY NOTICE

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

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

## IN CONFIDENCE

### LOUGHTON CITIZENSHIP AWARDS

#### APPLICATION FORM

**(Please complete the form clearly in black ink using capital letters and keep within the boxes. Continue on another sheet of paper if necessary)**

Name of nominee	
Private Address of nominee	
Telephone number	
Email address	
Which category is nomination for - A or B?	

#### Nomination for Category A awards

1	Give a full account of the act of bravery or courage in respect of which the nomination is made. Continue on a separate sheet if you wish.
2	Where did the act take place?
3	If the nominee was not a resident of Loughton at the time, which Loughton resident(s) did it benefit?

**Nomination for Category B awards**

Nominee under 25 years of age		Nominee aged 25 or over	
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1	Give an account of the voluntary activity the nominee has undertaken (including the period of activity), with a brief curriculum vitae., and if any such activity was remunerated, please state
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2	What, in your view, are the benefits for the well-being, cultural or charitable resources and community of Loughton that have accrued from her/his voluntary activities?
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**YOUR DETAILS**

Name	
Signature	
Address	
Telephone number	
Email address	

**SUPPORTER/REFEREES**

Name of supporter/referee 1	
Address	
Telephone number/Email	
Name of supporter/referee 2	
Address	
Telephone number/Email	

## TERMS AND CONDITIONS

- 1 People may be nominated by any inhabitant of Loughton or by a Loughton employer, educational institution, group or society. Nominees for preference should not have been given awards by other bodies for the same service.
- 2 Please **do not inform the nominee** you have put his/her name forward.
- 3 Applications are to be submitted on the form provided by **18 February**.
- 4 Two supporters and/or referees' details are required for each nomination.
- 5 Loughton Town Council officers and councillors (of any authority) are disqualified from being nominated in Categories B (i) and (ii).
- 6 Service in political organisations is excluded from all categories. Service to religious bodies is applicable only if it involves a substantial contribution to the wider community.
- 7 The judging panel will comprise the Town Clerk, Town Mayor, Deputy Town Mayor and Chairman of the Resources and General Services Committee, whose decision will be final.
- 8 One award and one runner up will be made in each category. However, there is no compulsion to award in the absence of valid nominations.
- 9 For each category, the winner's prize will be an illuminated scroll, plus a cheque for £250 made payable to whichever local charity the winner nominates or, if she/he does not want to nominate a charity, the Council reserves the right to use the money in its Financial Assistance Scheme.

Please return completed nomination forms by 18 February to:

Loughton Citizenship Awards  
Loughton Town Council  
Loughton Library & Town Hall  
Traps Hill  
Loughton IG10 1HD

Please mark your envelopes "**PRIVATE & CONFIDENTIAL**"