



RESOURCES AND GENERAL SERVICES COMMITTEE

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

Tuesday, 27 June 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
20 June 2023

Councillor M Owen (Chairman)
Councillor S Fontenelle (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 12 April 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 Training and Conferences

The Deputy Clerk / RFO has undertaken a number of short e-learning sessions on Human Resources (HR) practises and Employment Law, supplied through our HR advice company.

Cllr Fontenelle has been booked onto an Essex Association of Local Councils (EALC) 'zoom' Budget & Precept training course for 28 September 2023.

To receive and note.

7 Staffing

Jayne Bayley (part-time Caretaker / Concierge) successfully applied for the Council's part-time Principal Caretaker / Office Cleaner role, following the retirement of Sue Wemyss. Jayne,commenced her new role on 1 April 2023.

Steven Watkins was successful in his application and joined the team at Loughton Town Council on 3 April 2023, as a part-time Relief Caretaker / Office Cleaner / Cemetery Attendant.

To receive and note

The Town Clerk will provide an update on the current levels of TOIL for office staff and its implications.

8 Staff Salaries 2023/24

Unite and GMB Unions have announced that members have rejected the offer made by the National Employers, (a flat increase of £1,925) with Unite now planning to conduct a formal ballot for industrial action, and GMB having plans to "move to industrial action in some areas". Unison is to move straight to a ballot on industrial action on a disaggregated basis (criteria of at least 50% of those voting and supporting industrial action), meaning strike action could be taken at each Council meeting the criteria.

It is likely to be late August or early September before any industrial action or decision is known.

2023/24 Pension rates:

- New employee contribution tables have been implemented.
- Employers' contribution rate has increased by 1.5% (to 24.8%)

To receive and note.

9 Work Experience

A local sixth form student from the Roding Valley High School, will be undertaking work experience with the Town Council from Monday 17 July 2022 – Friday 21 July 2023.

To receive and note

10 Finance

10.1 Current Financial Position

The current financial position as of 30 April 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 30 April 2023 are attached (see pages 7 – 10).

10.2 Accounts Paid

Payments totalling £895,558.79 as detailed on payment schedules nos 372-377 (see pages 11 – 16) have been made since the report to the meeting on 12 April 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.

11 Precept

The Committee is asked to NOTE that the first instalment of the 2023/24 Precept £452,150.00 was received into the Council's Santander bank account on 26 April 2023.

12 Internal Financial Check

The Committee is asked to confirm if it wishes to continue the best practice of appointing a Town Councillor to carry out checks on the Council's financial transactions and, if so, to make an appointment. Cllr Murray has undertaken this responsibility during 2021/22 and 2022/23.

13 Internal Audit

The Committee is asked to NOTE that the internal auditor visited the offices on 12 May 2023, specifically to review the accounting entries to 21 March 2023 and Year End Accounts. Our accounts were found to be in order, and a clear audit, with no recommendations made, was received (see attached report, pages 17 – 20).

14 Annual Governance and Accountability Return (AGAR) 2022/23

The AGAR has been submitted to the external auditors PKF Littlejohn LLP and the completed confirmation of dates for the provision of public rights form has been displayed on our noticeboards and posted on our Town Council website.

15 Flag Flying

For information, the Town Council marked the following by flying the:

Commonwealth Flag on 13 March 2023 – Commonwealth Day
Union Flag on 9 April 2023 – His Majesty's Wedding Day
St George Cross Flag on 23 April 2023 – St George's Day
Union Flag on 6 May 2023 – Coronation Day
Union Flag on 17 June 2023 – Official Birthday of His Majesty The King
Armed Forces Flag on 19 June 2023 – 24 June 2023 (apart from 21 June, when Union Flag will fly)

The Town Council will mark the following by flying the:

Union Flag on 21 June 2023 – Birthday of The Prince of Wales
Union Flag on 17 July 2023 – Birthday of the Queen Consort
Red Ensign on 3 September 2023, to help raise public awareness of our island nation's reliance on seafarers and shipping
Union Flag on 8 September 2023 – His Majesty's Accession
Union Flag from 6 November 2023 – 15 November 2023 – Remembrance Commemoration - 12 November 2023 and Birthday of His Majesty The King - 14 November 2023.

To receive and NOTE.

16 Christmas Card Competition 2023

To NOTE that this year's competition will be launched before the autumn meeting of this Committee. Members are asked to AGREE if they wish to continue with the current format (see page 21).

17 Policies Review

Members are asked to review the following policies, for which there are no changes to be made. In view of the volume of paperwork, members are requested to look at the document section on the Town Council website or view via the links below:

17.1 Data Protection Policy – Recommended next review June 2026.
[data protection policy - 2018 - Updated Aug 2021.pdf \(loughton-tc.gov.uk\)](#)

17.2 Freedom of Information Publication Scheme - Recommended next review June 2026.
[Freedom of Information publication scheme - Updated BC.pdf \(loughton-tc.gov.uk\)](#)

18 Civic Service 2024

The Town Mayor would like to have a Civic Service during his term as Mayor and raise funds for the local foodbanks, given how many local people are dependent on these services.

The Committee to consider and AGREE if the Town Mayor may hold a Civic Service the exact weekend in 2024 to be determined.

19 Town Council's Banking Arrangements

See report attached, page 22.

Councillors are asked to review and AGREE the recommendations made, and transfer of the No 1 account to Unity Trust Bank.

20 Loughton Town Council (LTC) email addresses

Following the request of a Town Councillor (minute R&GS 212- 12 April 2023) for a distinct LTC email address, members are asked to consider if this is something they would like to implement for Town Councillors.

A recommendation to be made to Town Council.

21 Think Loughton - Circulation

The Committee have been asked to consider whether they wish to investigate a member suggestion of additionally circulating the quarterly 'Think Loughton' newsletter via Loughton supermarkets, rather than the current delivery method of door to door or via post.

This request has prompted a wider debate on cutting costs on the quarterly newsletter 'Think Loughton' See attached report (page 23).

Members to review and make a recommendation to Town Council.

Mark Squire
TOWN CLERK
20 June 2023

Agenda item 10.1
Current Financial Position

Loughton Town Council
Summary Income & Expenditure by Budget Heading 30/04/2023
Month No: 1 Resources and General Services Committee Report

		Actual Last Year	Actual Year To Date	Current Annual Budget	Variance Annual Total	Funds Available	% of Budget
Resources and General Services							
Communication	Expenditure	18,042	14	18,355	18,341	18,341	0.1%
Office Expenses	Expenditure	16,562	245	15,125	14,880	14,880	1.6%
Audit	Expenditure	3,408	-1858	3,305	5,163	5,163	-56.2%
Central Personnel	Expenditure	391,213	32,164	412,200	380,036	380,036	7.8%
Council Expenses (1)	Expenditure	14,325	12,510	19,970	7,460	7,460	62.6%
Other Services (RGS)	Expenditure	1,776	0	400	400	400	0%
Members' Expenses	Expenditure	1,626	0	2,360	2,360	2,360	0%
Buckingham Court	Expenditure	70,474	750	64,906	64,156	64,156	1.2%
	Income	0	0	2,000	2,000		0%
Service Re-charge (2)	Expenditure	-285,000	0	-371,000	0	0	0.0%
Library	Expenditure	7,781	0	0	0	0	
Grants	Expenditure	29,364	0	38,500	38,500	38,500	0%
	Income	7,013	5,000		-5,000		

INCOME – EXPENDITURE TOTALS

R&GS Expenditure	<u>269,572</u>	<u>43,825</u>	<u>204,121</u>	<u>160,297</u>	<u>160,297</u>	<u>21.5%</u>
Income	<u>7,013</u>	<u>5,000</u>	<u>2,000</u>	<u>3,000</u>		<u>250%</u>
Net Expenditure over Income	<u>262,558</u>	<u>38,825</u>	<u>202,121</u>	<u>163,297</u>		

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 10.1 cont.**Earmarked Reserves for 2023/2024:**

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

Resources and General Services Committee	30.04.23
Elections	19,854.81
Total	19,854.81

Agenda item 10.1 Cont.

Date: 25/05/2023		Loughton Town Council		Page 1
Time: 10:06		Bank Reconciliation Statement as at 30/04/2023 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	30/04/2023		116,619.52	
			<u>116,619.52</u>	
<u>Unpresented Payments (Minus)</u>			<u>Amount</u>	
05/12/2022 10987 P491	L & J Hall Digging Services Lt	1,515.00		
15/03/2023 11121 P786	Epping Forest Sportability	250.00		
31/03/2023 11122 P788	AM Garden Machinery Ltd	742.43		
31/03/2023 11134 P804	P & L Signs Ltd t/a Signs Expr	204.00		
31/03/2023 11135 P805	Panther Security Systems Ltd	180.90		
31/03/2023 11138 P809	Pinnacle Housing Limited	600.00		
31/03/2023 11140 P811	Terry Tew Sound & Light	108.00		
31/03/2023 11142 P814	Grangewood Plastic Packaging L	205.20		
31/03/2023 11149 P821	James Todd & Co. Ltd.	156.42		
31/03/2023 11150 P822	Couno Office Solutions Limited	97.15		
31/03/2023 111145P817	Grant a Smile CIC	250.00		
31/03/2023 11146P818	Restore Community	2,500.00		
31/03/2023 11147P819	Voluntary Action Epping Forest	1,500.00		
31/03/2023 11153P826	D.J.Wixley	96.00		
31/03/2023 11154P827	C.P.Pond	96.00		
31/03/2023 11155P828	C.C.Pond	72.00		
31/03/2023 11160 P833	M.D.Stubbings	96.00		
31/03/2023 11162 P835	S.A.Murphy	120.00		
31/03/2023 11164 P837	G.A.Wiskin	120.00		
31/03/2023 11165 P838	N.J.MacKinnon	120.00		
31/03/2023 11168 P857	Cash	93.46		
28/04/2023 P93 PDQ	Wayne Gipps	80.00		
28/04/2023 SD3 PDQ	Rathiga	350.00		
			<u>9,552.56</u>	
			107,066.96	
<u>Unpresented Receipts (Plus)</u>				
28/03/2023 R285		184.00		
27/04/2023 R10		219.00		
			<u>403.00</u>	
			107,469.96	
		Balance per Cash Book is :-	107,469.96	
		Difference is :-	0.00	

Agenda item 10.1 cont.

Date:24/05/2023		Loughton Town Council		Page 1
Time: 15:32		Bank Reconciliation Statement as at 30/04/2023 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	30/04/2023		57,755.31	
			<u>57,755.31</u>	
<u>Unpresented Payments (Minus)</u>			<u>Amount</u>	
25/04/2023 805 P1	HMRC only 120PW00111168		8,307.27	
25/04/2023 806 P2	Essex Pension Fund		9,252.40	
				<u>17,559.67</u>
				40,195.64
<u>Unpresented Receipts (Plus)</u>				
			0.00	
				<u>0.00</u>
				40,195.64
			Balance per Cash Book is :-	40,195.64
			Difference is :-	0.00

Date:25/05/2023		Loughton Town Council		Page 1
Time: 11:03		Bank Reconciliation Statement as at 30/04/2023 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	30/04/2023		101,019.63	
			<u>101,019.63</u>	
<u>Unpresented Payments (Minus)</u>			<u>Amount</u>	
			0.00	
				<u>0.00</u>
				101,019.63
<u>Unpresented Receipts (Plus)</u>				
			0.00	
				<u>0.00</u>
				101,019.63
			Balance per Cash Book is :-	101,019.63
			Difference is :-	0.00

Agenda item item 10.1 cont.

Date:24/05/2023		Loughton Town Council		Page 1
Time: 15:18		Bank Reconciliation Statement as at 30/04/2023 for Cashbook 4 - Santander Business Reserve Acc		User: JCG
Bank Statement Account Name (s)	Statement Date	Page No	Balances	
Santander	30/04/2023	52023	542,922.22	
			<hr/> 542,922.22	
Unpresented Payments (Minus)		Amount		
		0.00		
			<hr/> 0.00	
			542,922.22	
Unpresented Receipts (Plus)				
		0.00		
			<hr/> 0.00	
			542,922.22	
		Balance per Cash Book is :-	542,922.22	
		Difference is :-	0.00	

Date:24/05/2023		Loughton Town Council		Page 1
Time: 15:25		Bank Reconciliation Statement as at 30/04/2023 for Cashbook 5 - Security Deposits Current a/c		User: JCG
Bank Statement Account Name (s)	Statement Date	Page No	Balances	
Security Deposits Current a/c	30/04/2023		138.00	
			<hr/> 138.00	
Unpresented Payments (Minus)		Amount		
		0.00		
			<hr/> 0.00	
			138.00	
Unpresented Receipts (Plus)				
		0.00		
			<hr/> 0.00	
			138.00	
		Balance per Cash Book is :-	138.00	
		Difference is :-	0.00	

Agenda item item 10.1 cont.

<u>Bank Statement Account Name (s)</u>		<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Nationwide Instant Saver Acc		30/04/2023	90	104,237.46
				104,237.46
<u>Unpresented Payments (Minus)</u>			<u>Amount</u>	
			0.00	
				0.00
				104,237.46
<u>Unpresented Receipts (Plus)</u>				
			0.00	
				0.00
				104,237.46
Balance per Cash Book is :-				104,237.46
Difference is :-				0.00

**Agenda item 10.2
Accounts Paid**

Loughton Town Council Current Account List of payments made between 15 March to 31 March 2023											
Invoice No.	Date Paid	Payee Name	Chq No.	Paid	P No.	Transaction details	Year				
<i>For information No. 1 Account</i>											
522034452	31/03/2023	Zurich Municipal	11121		9,783.00	P787 Insurance cover 2023/24	2022/23				
350453	31/03/2023	APS Limited		178.80		P788 MH Lawn mower repa/serv	2022/23				
350452	31/03/2023	APS Limited		147.84		P789 Cem Blower repa/serv	2022/23				
350451	31/03/2023	APS Limited		118.33		P790 Cem strimmer repa/serv	2022/23				
350450	31/03/2023	APS Limited	11122	299.48	742.43	P791 Cem hedge cutter rep/ser	2022/23				
12051	31/03/2023	Atrium Security Solu	11123		912.50	P792 Feb gate security RVRG	2022/23				
DS2366	31/03/2023	Clarke Hillyer	11124		778.44	P793 Service charge 01/03-31/05	2022/23				
	31/03/2023	Jonathan Smith (Brig	11125		180.00	P794 BC Flag pole and plaques	2022/23				
M000136202	31/03/2023	EFDC	11126		42.00	P795 Remove dead fox from PG	2022/23				
9068945302	31/03/2023	Royal Mail Group Ltr	11127		1,698.52	P796 TL delivery postage	2022/23				
	31/03/2023	Mrs P M Bryco	11128		80.00	P797 Flowers for Mayor Civic Celet	2022/23				
E228747	31/03/2023	Regional Waste Recycling		21.60		P798 Cem Green bins Feb	2022/23				
E228864	31/03/2023	Regional Waste Recycling		145.60		P799 MH refuse bins Feb	2022/23				
E228863	31/03/2023	Regional Waste Recycling		52.00		P800 KH refuse bins Feb	2022/23				
E228861	31/03/2023	Regional Waste Rec	11129	291.20	510.40	P801 Cem bins Feb	2022/23				
2032393	31/03/2023	Viking	11130		157.14	P802 Print paper	2022/23				
<i>For information Account Transfer</i>											
	14/03/2023	Acct 1 to Acct 2	Trf		39,785.13	T26 Wages for March	2022/23				
	22/03/2023	Santander to Acct 1	Trf		80,000.00	T27 Top Acct 1 from Precept	2022/23				
	24/03/2023	Acct 1 to Security	Trf		350.00	T28 Top up Security Dep acct	2022/23				
Total				£ 144,999.56							
<p>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.</p>											
[Redacted Signature]		Signed: [Redacted Signature]									
Print name: CC PON		Print name: C.A. Rowland P.C.W.									
<table border="1"> <tr> <td>Schedule number</td> <td>372</td> </tr> <tr> <td>Date reported to RGS Cttee</td> <td></td> </tr> </table>				Schedule number	372	Date reported to RGS Cttee					
Schedule number	372										
Date reported to RGS Cttee											

**Agenda item 10.2 cont.
Accounts Paid**

Invoice No.	Date Paid	Payee Name	Cheq No	Paid	P No.	Transaction Detail
<i>For information: No. 1 Account</i>						
	31/03/2023	Epping Forest District Council	11131	145,919.14	P787	2022/23 Grounds Maintenance - various locations
	31/03/2023	Zurich Municipal	11132	1,161.25	P780	New Van - fully comprehensive insurance
<i>For information: No. 2 Account</i>						
	31/03/2023	HMRC	803	8,144.61	P788	Staff PAYE/NIC March
	31/03/2023	Essex Pension Fund	804	8,475.54	P789	Staff pensions March
Total				163,700.54		

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 *C C PWD*


C. C. PWD


Schedule no.	373
Date reported to RGS Cttee	

**Agenda item 10.2 cont.
Accounts Paid**

Loughlin Town Council Current Account List of payments made between 15 March to 31 March 2023							
Invoice No.	Date Paid	Payee Name	Chq No.	Paid	P No.	Transaction details	Year
<i>For information A/c 1 Account</i>							
3884	31/03/2023	Deleggate Limited	11133	1,065.00	P803	Various electrical work at Prem	2022/23
26822	31/03/2023	P&L Signs Ltd vs Signs Express Harlow	11134	304.00	P804	Loughlin Building Design Award	2022/23
116530	31/03/2023	Panther Security Systems Ltd		180.90	P805	Alarm annual maintenance	2022/23
116597	31/03/2023	Panther Security Systems Ltd		30.00		Prep new socket	2022/23
232240	31/03/2023	Loughlin Self Drive Ltd	11135	875.00	P807	Veh Hire March	2022/23
858335618020	31/03/2023	EDF Energy Customers Ltd	11137	518.22	P808	BC Gas Feb	2022/23
1013173	31/03/2023	Pinnacle Housing Ltd	11138	600.00	P809	WRPF Ground maintenance	2022/23
23510	31/03/2023	Gracians CMS Ltd	11139	156.00	P810	Boiler and Plants inspection	2022/23
198643	31/03/2023	Terry Tow Sound & Light Ltd		48.00	P811	Microphone for ATM	2022/23
159782	31/03/2023	Terry Tow Sound & Light Ltd	11140	60.00	P812	Annual service induction loop & PA	2022/23
1116	31/03/2023	L&J Hall Digging Services Ltd	11141	475.00	P813	Digging pit Sawyer	2022/23
151578	31/03/2023	Grangewood Plastic Packaging Ltd	11142	205.20	P814	Refurb seats	2022/23
0250	31/03/2023	British Telecommunication plc	11143	314.88	P816	MH internet broadband	2022/23
2214	31/03/2023	Playbox Limited	11144	5,382.97	P816	Playground repairs various	2022/23
	31/03/2023	Grant A Smile CIC	11145	250.00	P817	Financial Assistance grant	2022/23
	31/03/2023	Restore Community	11146	2,000.00	P818	Financial Assistance grant	2022/23
	31/03/2023	Voluntary Action Epping Forest	11147	1,500.00	P819	Financial Assistance grant	2022/23
384	31/03/2023	Gareth Griffin	11148	600.00	P820	Gardening work MH Mem Gar	2022/23
60708	31/03/2023	James Todd & Co Limited	11149	105.42	P821	March payroll	2022/23
1689	31/03/2023	Couno Office Solutions Limited	11150	87.15	P822	Mark photocopy and print	2022/23
3635	31/03/2023	TBS Hygiene Ltd		90.00	P823	Dog waste bin March	2022/23
3636	31/03/2023	TBS Hygiene Ltd		522.60	P824	Remove mats and jet wash Fieldend	2022/23
10001366653	31/03/2023	Epping Forest District Council	11152	1,280.40	P825	Breakdown car park post sockets	2022/23
	31/03/2023	D J Wiley	11153	98.00	P826	Parish Basic Allowance	2022/23
	31/03/2023	C P Pond	11154	98.00	P827	Parish Basic Allowance	2022/23
	31/03/2023	C G Pond	11155	72.00	P828	Parish Basic Allowance	2022/23
	31/03/2023	C Davies	11156	120.00	P829	Parish Basic Allowance	2022/23
	31/03/2023	T Downing	11157	72.00	P830	Parish Basic Allowance	2022/23
	31/03/2023	P Abraham	11158	96.00	P831	Parish Basic Allowance	2022/23
	31/03/2023	R E Brooks	11159	96.00	P832	Parish Basic Allowance	2022/23
	31/03/2023	M D Stubbings	11160	96.00	P833	Parish Basic Allowance	2022/23
	31/03/2023	B Cohen	11161	120.00	P834	Parish Basic Allowance	2022/23
	31/03/2023	S A Murphy	11162	120.00	P835	Parish Basic Allowance	2022/23
	31/03/2023	L H House	11163	72.00	P836	Parish Basic Allowance	2022/23
	31/03/2023	G A Wilkin	11164	120.00	P837	Parish Basic Allowance	2022/23
	31/03/2023	N J MacKinnon	11165	120.00	P838	Parish Basic Allowance	2022/23
	31/03/2023	S M Fontainele	11167	65.85	P839	Parish Basic Allowance	2022/23
	31/03/2023	Cash	11168	83.48	P857	Chem impress	2022/23
<i>For information Direct Debits</i>							
3518895103004	31/03/2023	SE	DD	8,858.40	P840	MH electric Feb	2022/23
4150090	27/02/2023	British Gas	DD	1,877.84	P841	B Cit electric Sep22-Jan23	2022/23
4755640	27/02/2023	British Gas	DD	791.82	P842	B Cit electric credit Sep22-Jan23	2022/23
4329022	27/02/2023	British Gas	DD	245.19	P843	B Cit electric Feb23	2022/23
51036	21/03/2023	The Conner Guys	DD	180.89	P844	Office phones Feb	2022/23
87915	19/03/2023	First Business Water	DD	261.71	P845	Water charges Feb	2022/23
134167386682	22/03/2023	Tesco mobile	DD	29.00	P846	Feb mobile phone	2022/23
1373743	18/03/2023	Crown Gas & Power	DD	1,430.79	P847	Gas charge for KH Feb	2022/23
50002453	18/03/2023	Crown Gas & Power	DD	-1,110.88	P848	Gas charge refund KH Feb	2022/23
248274000	21/03/2023	Workday	DD	104.45	P849	Streamline charges Feb	2022/23
250425340	19/03/2023	Workday	DD	141.16	P850	Streamline charges Mar	2022/23
<i>For information BACS payments made from No. 1 Account</i>							
07/03/2023	Epping Town Council	BACS		100.00	P851	Charity Dinner ticket for Mayor	2022/23
30/03/2023	Lambert Smith Hampton	BACS		2,736.57	P852	Repeat overpayment from ECC	2022/23
30/03/2023	Sprayway Supplies (Bishop) Ltd	BACS		2,296.20	P853	Alleyway sign new post - local grant	2022/23
30/03/2023	Loughlin Landscapes Limited	BACS		3,780.00	P854	Landscaping work for alleyway sign	2022/23
<i>For information No. 2 Account</i>							
18/03/2023	Loughlin Town C staff	BACS		23,143.98	P855	Staff salaries March	2022/23
22/03/2023	Natwest autopay	DD		20.60	P856	Autopay charges Feb	2022/23
<i>For information Account Transfer</i>							
27/03/2023	Santander to NatWest No. 1	Trf		90,000.00	T29	Top up No. 1 Acct from Procpt	2022/23
31/03/2023	Santander to NatWest No. 1	Trf		60,000.00	T30	Top up No. 1 Acct from Procpt	2022/23
				Total	£ 212,870.67		

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: **D.J. WIXLEY**

Signed: 
Print name: **STELLA MURPHY**

Schedule number	074
Date reported to ROS Ctee	

*SUBJECT TO QUOTRY
DAI DS P841*



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**Agenda item 10.2 cont.
Accounts Paid**

Loughton Town Council
Current Account
List of payments made between 1 April to 25 April 2023

Invoice No.	Date Paid	Payer Name	Cheq No.	Paid	P No.	Transaction details	Year
For information No. 2 Account							
	25/04/2023	HMRC	885	6,367.27	P1	Staff taxn1 April	2023/24
	25/04/2023	ECC Pensions	886	9,252.40	P2	Staff pensions April	2023/24
Total				€ 17,559.67			

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:  Print name: **STELLA** *MURPHY*

Schedule number	375
Date reported to RGS Cites	

Page 1

**Agenda item 10.2 cont.
Accounts Paid**

Loughdon Town Council Current Account List of payments made between 26 April to 11 May 2023							
Invoice No.	Date Paid	Payee Name	Chq No.	Paid	P No.	Transaction details	Year
For information No. 1 Account							
1734	11/05/2023	Couno Office Solutions Ltd	11189	80.99	P3	Photocopying/printing April	2023/24
2709	11/05/2023	Oslo Events Limited	11170	1,800.00	P4	Inflatable Rides Jessoel Green	2023/24
LIH 837	11/05/2023	KBL Event Hire	11171	2,056.50	P5	Inflatable Rides Jessoel Green	2023/24
rec292-0020	11/05/2023	Townswish Archiving Limited	11172	373.52	P6	Ann fee heat online register	2023/24
10532	11/05/2023	EALC	11173	2,502.48	P7	2023/24 EALC affiliation fee	2023/24
81552	11/05/2023	James Tode & Co Limited	11174	120.78	P8	Payroll April	2023/24
49655	11/05/2023	Ever Brite Cleaning Services Limited	11175	150.23	P9	Window cleaning MH April	2023/24
1014356	11/05/2023	Phinacle Housing Limited	11176	800.00	P10	Grd maint April	2023/24
3737	11/05/2023	TBS Hygiene Ltd	11177	72.00	P11	Dog waste bins April	2023/24
582631008	11/05/2023	Hobart UK	11178	321.37	P12	Dishwash Service MH	2023/24
23316	11/05/2023	Cracalanda Complete Maintenance Services	11179	451.10	P13	Wdr bath repairs Cam	2023/24
88485249	11/05/2023	atex Supplies	11180	107.80	P14	Clean prod/boos MH	2023/24
8875	11/05/2023	Jonathan Smith (Boild Lights)	11181	1,500.00	P15	laning Coronation	2023/24
234173		Loughdon Self Drive Ltd		503.00	P16	Van Hire/repairs End April	2023/24
233248	11/05/2023	Loughdon Self Drive Ltd	11182	875.00	P17	Van Hire Mar/Apr	2023/24
8806702704		Npower Commercial Gas Limited		519.57	P18	Xmas ligs Mar22 - Feb23	2023/24
CR08388464	11/05/2023	Npower Commercial Gas Limited	11183	459.55	P19	Cr Xmas ligs Mar22 - Feb23	2023/24
9849342		Chubb Fire & Security Ltd		434.70	P20	Fire alarm service MH	2023/24
9849315		Chubb Fire & Security Ltd		100.00	P21	Emerg ligs service MH	2023/24
9849199		Chubb Fire & Security Ltd		41.76	P22	Fire equip service Cam	2023/24
9849346		Chubb Fire & Security Ltd		152.45	P22	Emerg ligs service KH	2023/24
9849341		Chubb Fire & Security Ltd		120.31	P23	Fire alarm service KH	2023/24
9849343	11/05/2023	Chubb Fire & Security Ltd	11184	211.28	P24	Fire alarm service BC	2023/24
9857	11/05/2023	Deigate Limited	11185	860.00	P25	Heater repair K9/Replace distru board K	2023/24
9158721	11/05/2023	H2O Nationwide Limited	11186	168.00	P26	Water tank testing K1	2023/24
E228278		Regional Waste Recycling (Commercial) Ltd		198.00	P27	Bin collect MH April	2023/24
E228277		Regional Waste Recycling (Commercial) Ltd		57.20	P28	Bin collect K1 April	2023/24
E228275		Regional Waste Recycling (Commercial) Ltd		312.00	P29	Bin collect Cam April	2023/24
E228596		Regional Waste Recycling (Commercial) Ltd		156.00	P30	Bin collect MH May	2023/24
E228595		Regional Waste Recycling (Commercial) Ltd		57.20	P31	Bin collect K1 May	2023/24
4347202324	11/05/2023	Regional Waste Recycling (Commercial) Ltd	11187	312.00	P32	Bin collect Cam May	2023/24
2023	11/05/2023	ICCM	11188	95.00	P33	2023/24 ICCM affiliation fee	2023/24
2023	11/05/2023	Rural Community Council of Essex	11189	78.00	P34	2023/24 RCCC affiliation fee	2023/24
2023	11/05/2023	Essex Playing Fields Association	11190	40.00	P35	2023/24 EPF affiliation fee/Best kept pla	2023/24
2023	11/05/2023	CPRE	11191	35.00	P36	2023/24 CPRE affiliation fee	2023/24
8842320867	11/05/2023	PPL PRS Ltd	11192	145.00	P37	2023/24 Musk service MH	2023/24
232804	11/05/2023	Viking Office UK Limited	11193	202.69	P38	Office stationary general	2023/24
30563	11/05/2023	Riattas Business Solutions Ltd	11194	906.00	P39	RBA Acct 2023 Year end	2023/24
1011898380	11/05/2023	Essex County Council	11195	158.00	P40	2021 Xmas ligs discs application	2023/24
40448	11/05/2023	SMG Invoice Finance Limited (Think Business)	11196	696.67	P41	Cleaning KH April	2023/24
n/a	11/05/2023	St. Mary PCC	11197	500.00	P42	2023/24 Financial Assist Grant	2023/24
For information No. 2 Account							
	11/05/2023	HMRC	807	8,296.32	P43	PAYE/MC May	2023/24
	11/05/2023	ECC Pensions Fund	808	9,102.14	P44	ECC Pensions May	2023/24
	18/05/2023	LTC Staff	BACS	25,240.92	P45	Salaries May	2023/24
For information Account Transfer							
	12/05/2023	NatWest No. 1 to NatWest No. 2	TfT	40,850.38	T1	May Salaries and Tax top up	2023/24
				Total	£	98,991.14	
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							
Signed:				Signed:			
Print name:				Print name:	STELLA MURPHY		
				D. J. WIXLEY			
				Schedule number		378	
				Date reported to RGS Office			

Agenda item 10.2 cont.
Accounts Paid

Leighton Town Council
Current Account
List of payments made between 12 May to 31 May 2023

Invoice No.	Date Paid	Payer Name	Clg No.	Paid	P No.	Transaction Details	Year
<i>For information No. 1 Account</i>							
1202		Topple Security Ltd	1118	912.00	P88	R/R/G Gate security	2023/24
40271		Thak Autocare - GME Invoicing Service	1189	835.41	P89	RH cleaning Mar	2023/24
31/05/2023		Mallys Horvat	1120	350.00	SD1	SD1 M Korman Rec dgp roll	2023/24
31/05/2023		San system clouds	1121	260.00	ND1	SDV V Clouds Rec dgp roll	2023/24
31/05/2023		Loggng Hsl Endowment	1122	121.00	P90	Maly's Trawlere Hval dnoctin	2023/24
00/23/24		PHS Group		211.81	P97	Cr Hong bank CDRN Apr May	2023/24
05/4/2020		PHS Group		165.41	P98	Cr Linc bank 2021	2023/24
00/23/24		PHS Group		712.00	P98	Hong bank DGR Jun Nov	2023/24
00/23/24		PHS Group		81.72	P100	Linc serv Jun Mar	2023/24
00/23/24		PHS Group		225.61	P101	Hong bank CDRN Apr May	2023/24
00/23/24		PHS Group		2,842.48	P102	Hong bank BWP Jun Nov	2023/24
00/23/24		PHS Group	1100	2,008.58	P103	Hong bank L1 Jun Nov	2023/24
31/05/2023		Clarks H/rel		778.44	P104	Duplicate invoice entered in error	2023/24
130		Clarks H/rel	ale	178.44	P105	Service chg Jan-Apr	2023/24
3/05/23		APS Limited		133.28	P106	Blower serv. Gas	2023/24
3/05/23		APS Limited	11004	178.00	P107	Poleary servor WASH	2023/24
02/06/23		Regional Waste Recycling (Commercial) Ltd	11005	45.00	P108	Garage lifta Clean Apr	2023/24
12/5		King Maxine Ltd	11008	7,100.00	P510	Invoice mobile phone park	2023/24
02/06/2018		Julian Municipal	11007	148.00	P110	Insurance for bin bag	2023/24
18/01/2008		Levante Healthcare	11008	150.00	P111	Occup Health referral	2023/24
27/1/23		P. A. Signs Ltd	11009	151.49	P112	Public Signs	2023/24
78/7		Forest Casest and Sockroom	11010	253.00	P113	LTC refuel	2023/24
24/7/2019		Wing Office UK Limited	11011	81.26	P114	Office stationery	2023/24
06/02/2021		Abel Supplies	11015	74.16	P115	Hardware & screws	2023/24
198		L. & J Mill Digging Services Ltd	11214	480.00	P119	Gravel P1 2225A	2023/24
198		D. J. Wilby	11214	4.00	P117	Travel expenses	2023/24
<i>For information Direct Debit</i>							
01/01/2018-2019	27/06/2023	Northgate Vehicle Hire Ltd	DD	1,108.25	P48	Van lease April	2023/24
420027	28/04/2023	British Gas	DD	428.22	P47	Electric Meters BC	2023/24
0204027		British Gas	DD	428.21	P48	Cr Electric Meters BC	2023/24
0281180		British Gas	DD	243.18	P49	Cr Electric Fans BC	2023/24
2221214		British Gas	DD	1,877.80	P50	Cr Electric Saps Apr BC	2023/24
4501018		British Gas	DD	1,765.41	P51	Electric Saps Apr BC	2023/24
8411802		British Gas	DD	1,768.41	P52	Cr Electric Saps Apr BC	2023/24
4111818		British Gas	DD	2,000.00	P53	Electric Saps Apr BC	2023/24
31/05/24/0000	1/06/2023	SEI	DD	31.60	P54	Electric Feb-Apr R/P/DO	2023/24
5016055149001		SEI	DD	8.36	P55	Electric Apr e/R/G	2023/24
5110999999008		SEI	DD	42.45	P56	Cr Electric Jun Nov	2023/24
3110065000001		SEI	DD	11.00	P57	Electric Jun Nov	2023/24
3110999999006		SEI	DD	11.00	P58	Electric Feb Apr	2023/24
5110999999006		SEI	DD	8.79	P59	Electric March Apr	2023/24
4110037890004	08/03/2023	SEI	DD	38.20	P60	Electric Jan-Mar Gas	2023/24
3411019439002		SEI	DD	100.00	P61	Cr Electric Nov W/HFF	2023/24
7411019439002		SEI	DD	119.10	P62	Electric Nov W/HFF	2023/24
6110119439001		SEI	DD	38.20	P63	Electric Nov-Jan W/R	2023/24
6710112651003	23/05/2023	SEI	DD	520.05	P64	Electric Feb-Apr W/R	2023/24
33340303	20/04/2023	RFD	DD	102.26	P62	Rates April M1	2023/24
33340303	20/04/2023	RFD	DD	175.00	P68	Rates April R/R/G	2023/24
33340303	20/04/2023	RFD	DD	77.03	P47	Rates April W/HFF	2023/24
33340303	20/04/2023	RFD	DD	484.25	P46	Rates April B1	2023/24
33340303	20/04/2023	RFD	DD	1,225.25	P45	Rates April BC	2023/24
33340303	20/04/2023	RFD	DD	324.00	P70	Rates May M1	2023/24
33340303	20/04/2023	RFD	DD	190.00	P71	Rates May R/R/G	2023/24
33340303	20/04/2023	RFD	DD	79.00	P72	Rates May W/HFF	2023/24
33340303	20/04/2023	RFD	DD	400.00	P73	Rates May BC	2023/24
33340303	20/04/2023	RFD	DD	1,200.00	P74	Rates May BC	2023/24
1808818	22/04/2023	Crown Gas & Power	DD	1,058.89	P75	Gas Dec-Mar M1	2023/24
60084918	22/04/2023	Crown Gas & Power	DD	1,426.28	P76	Cr Gas Dec-Feb M1	2023/24
1308205	22/04/2023	Crown Gas & Power	DD	1,910.30	P77	Gas Dec-Mar M/R	2023/24
50020317	22/04/2023	Crown Gas & Power	DD	1,204.57	P78	Cr Gas Dec-Feb M/R	2023/24
1381613	22/05/2023	Crown Gas & Power	DD	1,258.58	P79	Gas Apr M1	2023/24
1801812	22/05/2023	Crown Gas & Power	DD	375.00	P80	Gas Apr M/R	2023/24
0125055	15/06/2023	Cogent Limited	DD	77.28	P81	Monthly alarm Apr	2023/24
223861	15/06/2023	Skippard Limited	DD	77.28	P81a	Monthly alarm late	2023/24
PG1448731	01/06/2023	Post Licensing Facility	DD	17,846.85	P82	Licn expy M1	2023/24
3034	23/04/2023	Fast Business Water	DD	205.27	P93	Water rates Mar	2023/24
81161	20/05/2023	Fast Business Water	DD	236.86	P84	Water rates Apr	2023/24
18034610	04/06/2023	Paritanda Business Sme.	DD	241.11	P85	Landfill serv. Apr	2023/24
180325110	04/06/2023	Paritanda Business Sme.	DD	241.11	P86	Landfill serv. May	2023/24
13411023487	24/04/2023	Tesco Mobile	DD	28.00	P87	Mobile phone Mar	2023/24
118113482788	22/05/2023	Tesco Mobile	DD	38.46	P88	Mobile phone Apr	2023/24
0124	20/04/2023	B. Coopers guys	DD	188.66	P89	Telephone Mar	2023/24
52337	18/02/2023	B. Coopers guys	DD	202.46	P90	Telephone Apr	2023/24
<i>For information SAC's payments made from No. 1 Account</i>							
	28/04/2023	Wayne Sliper	RFD	80.00	P83	Harpley dog lead P78	2023/24
	27/04/2023	EDF Energy Ltd	SAC'S	870.85	P84	Cost payment to EDF	2023/24
<i>For information No. 2 Account</i>							
0118027	24/05/2023	MalWest Property	DD	20.95	P91	Auction chgs Apr	2023/24
	18/04/2023	VIC staff	SAC'S	23,770.89	P92	Salaries Apr	2023/24
	18/05/2023	DWP	SAC'S	84.95	P93	D Pensions DWP	2023/24
<i>For information Account Transfer</i>							
	17/04/2023	MalWest No. 1 to No2VatNo.2	DD	41,281.53	T2	April balance and Tax top up	2023/24
	23/04/2023	Salesdesk to No2VatNo. 1	DD	68,683.03	T2	April top up correct form Receipt	2023/24
	23/05/2023	Salesdesk to No2VatNo. 1	DD	68,683.03	T4	May top up correct form Receipt	2023/24
<i>For information Pity cash income</i>							
31/05/2023		Top up pity cash	10216	111.42	P116	Pity cash payments	2023/24
				Total	£ 217,017.21		
Schedule number	377						
Date reported to BGS Office							

Agenda item 13
Internal Audit

HEELIS & LODGE
Local Council Services • Internal Audit

Year End Internal Audit Report for Loughton Town Council – 2022/2023

The following Internal Audit was carried out on the adequacy of systems of control and should be read in conjunction with the **Interim Internal Audit report dated 30 January 2023**. The following recommendations/comments have been made:

Income: £994,044 Expenditure: £1,135,035 Reserves: £491,775

AGAR Completion:

Section One: **No**

Section Two: **Yes – to be**

Annual Internal Audit Report 2022/2023: **Yes**

Certificate of Exemption: **No**

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: **8/2/2023 (Ref: RG206)**

Financial Regulations in place: **Yes**

Reviewed: **8/2/2023 (Ref: RG206)**

It is noted that the next review of Standing Orders and Financial Regulations is due to take place in May 2023.

VAT reclaimed during the year: **Yes** Registered: **Yes (Reg: 718 7217 23)**

1/4/2022 – 30/6/2022 £10,504.82

1/7/2022 – 30/9/2022 £12.50

1/10/2022 – 31/12/2022 £17,110.60

1/1/2023 – 31/3/2023 £37,127.70

There were no tenders during the year that exceeded the £25,000 Public Contract Regulations threshold.

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Heather Heelis Dip HE Local Policy FILCM
Lynne Lodge Dip HE Local Policy

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Agenda item 13
Internal Audit

Risk Assessment

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

Fidelity Cover: £2,000,000

Credit card limits for the Town Clerk and the Services Manager have been reviewed (Ref: 8/2/2023 – RG199).

Insurance was in place for the year of audit and reviewed at a meeting held on 8/2/2023 (Ref: RG203) and again on 12/4/2023 (Ref: RG220).

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

The final Internal Financial Check took place on 30/3/2023 (Ref: 12/4/2023 – RG219). The inspection covered invoices and payment runs from 1/4/2022 – 30/3/2023. All was found to be in order.

Internal Controls were reviewed for the 2023-2024 financial year at a meeting held on 12/4/2023 (Ref: 221.1.2).

Risk Assessment and Risk Management was reviewed for the 2023-2024 financial year at a meeting held on 12/4/2023 (Ref: 221.2).

Income controls

Precept and other income, including credit control mechanisms

Fees for Hall Hire, Football Pitches, Cemeteries and Licences for the 2023-2024 financial year were reviewed on 12/4/2023 (Ref: RG223 and RG224).

The Council generate income from the hire of the Council Chamber and set the 2023-2024 hire fees at a meeting held on 12/4/2023 (Ref: RG225). It is noted that a discounted rate is given to charities.

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 December 2022 – March 2023. All were found to be in order.

Eligible employees are able to join the Essex LGPS.

Councillors have the option of claiming basic parish allowance. These are paid annually in March and are processed through the Council's payroll system.

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Agenda item 13 Internal Audit

The Council have signed up to the Dignity at Work Policy (Ref: 8/2/2023 – RG205).

A staff appraisal system in place and appraisals have been completed for all staff (Ref: 12/4/2023 – RG215).

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

A separate asset register is in place. A review was undertaken on 8/2/2023 (Ref: RG204). Values are recorded at cost value/insurance value. The total value of assets are recorded at £519,655. The figure in the asset register corresponds with the figure in Section 2, Box 9 of the AGAR.

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 at 31 March were confirmed as:

<i>NatWest Current</i>	<i>xxxx3922</i>	<i>£238,811.72</i>
<i>NatWest Current</i>	<i>xxxx9955</i>	<i>£56,815.39</i>
<i>NatWest Reserve</i>	<i>xxxx5249</i>	<i>£100,940.81</i>
<i>Santander Savings</i>	<i>xxxx5910</i>	<i>£179,533.25</i>
<i>NatWest Business Current</i>	<i>xxxx7124</i>	<i>£488.00</i>
<i>Nationwide BS</i>	<i>xxxx6269</i>	<i>£104,128.20</i>

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

The Council have adequate general reserves (£267,530) and have identified earmarked reserves (£224,245) in in their year end accounts.

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.

End of year accounts are prepared on an Income & Expenditure basis. Creditors and Debtors are identified within the year end accounts.

Internal Audit Procedures

The 2022-2023 Interim Internal Audit report was considered by the Council at a meeting held on 8/2/2023 (Ref: RG202).

A review of the effectiveness of the Internal Audit was carried out on 12/4/2023 (Ref: RG221.1.1).

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Agenda item 13 Internal Audit

Additional Comments/Recommendations

- There are no additional comments/recommendations to make in relation to this audit.
- I would like to record my appreciation to Mark and Kim for their assistance during the course of the audit work and the quality of documentation presented for the audit.



Heather Heelis
Heelis & Lodge
12 May 2023

Contact details: 1 Hemling Terrace, Mill Lane, Suffolk, IP13 0PP
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Agenda item 16
Christmas Card Competition 2023

COMPETITION RULES

1. The competition is open to those who live, work or attend school/college in Loughton.
2. Photocopied entry forms are acceptable.
3. Submitting your entry will confirm your agreement to the rules.
4. Entries not in accordance with the rules will not be judged.
5. Size of paper used must be A5 (148mm x 210mm).
6. Designs may be landscape or portrait orientation (turn paper to right for landscape).
7. Entries must be your own design and artwork, including text. The original work must be submitted, not a copy.
8. Colour or monochrome, illuminated script, drawing, photograph, picture, illuminated poem or any other artistic style may be used.
9. A 1cm-wide plain white border must be left around the design edge.
10. Entries must be suitable for copying and printing.
11. Receipt of entries will not be acknowledged and no responsibility for entries is accepted.
12. The overall winning entry and its copyright remain the property of the Town Council.
13. Entries will not be returned unless they are accompanied by a stamped addressed envelope.
14. The judges' decision is final.
15. The following judging criteria will be used to select the winners of the competition:
 - * Overall artistic appeal
 - * Quality of execution
 - * Creativity and originality
 - * Suitability for printing as a greeting card

Categories:

- Infants – years 0/1/2 (up to age 7)
- Juniors – years 3/4/5/6 (ages 7 – 11)
- Secondary – years 7/8/9/10/11 (ages 11 – 16)
- Adults – year 12 + (age 16 and over)

Prizes:

The winner of each category is presented with a certificate and gift card for £25 at the December Council meeting. The overall winner's design is used for the Town Council's official Christmas card. Runners-up for each category are posted a laminated certificate.

Agenda Item 19 – Town Council’s Banking Arrangements

Background: Current Banking Position:

We have four accounts with NatWest:

- No 1 Current Account – Day to day banking account used daily for all invoices and receipts
- No 2 Current Account – Used solely for staff salaries
- No 3 Business Reserve – Used solely for a deposit of c£100,941, small amount of interest paid on balance
- No 5 Security Deposits – Current Account – is used to pay back security deposits held for the hire of Murray Hall – low balance (c£488) and turnover.

The Town Council also operates:

- No 4 Savings Account – with Santander – Precept is deposited into this account, and interest paid on balances
- No 6 Instant Saver Account with Nationwide – Used solely for a deposit of c£104,128, with interest paid on balance

Recommendations for members consideration:

Closing NatWest account numbers 3 and 5 with their account balances being transferred to the NatWest account number 1.

Once changes completed, current account number 1, to be transferred to Unity Trust Bank, to enable electronic banking.

Kim Lumb
May 2023

Agenda item 21 – Think Loughton – circulation

Discussion paper

Background

Historically, since 2010, the production of the quarterly newsletter 'Think Loughton' is outsourced to two linked companies, one organises the advertising and printing and the other the design. The advertising revenue goes directly to the outsourced company, but some of the printing costs are offset by the advertisers.

The Planning Clerk liaises with the two entities to agree the final definitive newsletter version, which has a quarterly circulation of 15,000 (Loughton population c35,000). This current arrangement is already work intensive for the Planning Clerk. Presumably this arrangement was agreed at the outset, as Loughton Town Council (LTC) did not have the resources to do otherwise. Nothing has changed in the interim period. LTC does not have any further capacity and resources to produce the newsletter and administer the advertising on its own.

Newsletter costs

	2022/23 Costs	2023/24 Costs circa	Percentage difference	
Design	£5,458	£5,500	0.76%,	Negotiated down
Delivery	£5,807	£6,887	18.6%,	RM*
Printing	£1,930	£1,522	21.14% ,	Negotiated down
	£13,195	£13,909	5.41%,	

*Delivery slots booked a year in advance

Other considerations

- The advertising entity have stated on numerous occasions that many advertisers will withdraw, and potential advertisers be put off, if a paper copy is withdrawn/reduced.
- As a Town Council, it must be demonstrated that all age demographics have access to the newsletter – Local Council Awards accreditation.

MS. 20.6.23