

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.

AGENDA

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. <u>data protection policy - 2018 - Updated Aug 2021.pdf (loughton-tc.gov.uk)</u>

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	269,572	<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.

ate:25/05/2023			Loughton Town Cou	Incil	Pag
me: 10:06			as at 30/04/2023 ent Account	User: J	
Bank Stater	ment Account	Name (s)	Statement Dat	Page No	Balances
Nat West no	. 1 account		30/04/202	3	116,619.52
					116,619.52
Unpresente	d Payments (N	linus)		Amount	
05/12/2022	10987 P491	L & J Hall Diggi	ng Services Lt	1.515.00	
15/03/2023	11121 P786	Epping Forest S	The second second second	250.00	
31/03/2023	11122 P788	AM Garden Ma		742.43	
31/03/2023	11134 P804	P & L Signs Ltd	124	204.00	
31/03/2023	11135 P805	Panther Securit	y Systems Ltd	180.90	
31/03/2023	11138 P809	Pinnacle Housin	ng Limited	600.00	
31/03/2023	11140 P811	Terry Tew Sour	nd & Light	108.00	
31/03/2023	11142 P814	Grangewood Pl	astic Packaging L	205.20	
31/03/2023	11149 P821	James Todd & (Co. Ltd.	156.42	
31/03/2023	11150 P822	Couno Office Se	olutions Limited	97.15	
31/03/2023	111145P817	Grant a Smile C	C	250.00	
31/03/2023	11146P818	Restore Commi	unity	2,500.00	
31/03/2023	11147P819	Voluntary Action	n 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	
	11165 P838	N.J.MacKinnon		120.00	
	11168 P857	Cash		93.46	
28/04/2023		Wayne Gipps		80.00	
28/04/2023	SD3 PDQ	Rathiga		350.00	
					9,552.56
					107,066.96
Unpresente	d Receipts (Pl	us)			
28/03/2023	R285			184.00	
27/04/2023	R10			219.00	
				in the second	403.00
					107,469.96
				Balance per Cash Book is :-	107,469.96
				Difference is :-	0.00

Agenda item 10.1 cont.

Date:24/05/2023	Lo	ughton Town Council		Page
Time: 15:32		iation Statement as at 30/04 ook 2 - No 2 Current Accour		User: JC(
Bank Statement Account N	ame (s)	Statement Date	Page No	Balances
Nat West no. 2 account		30/04/2023		57,755.31
			1. <u>1</u> .	57,755.31
Unpresented Payments (M	inus)		Amount	
25/04/2023 805 P1	HMRC only 120PW	00111168	8,307.27	
25/04/2023 806 P2	Essex Pension Fund	1	9,252.40	
				17,559.67
				40,195.64
Unpresented Receipts (Plu	15)			
			0.00	
			19800	0.00
				40,195.64
		Balance p	er Cash Book is :-	40,195.64
			Difference is :-	0.00

Date:25/05/2023	Loughton Town Council		Page 1
	k Reconciliation Statement as at 30/0- ashbook 3 - NatWest Business Reser		User: JCG
Bank Statement Account Name (s)	Statement Date	Page No	Balances
NatWest Business Reserve Acc	30/04/2023		101,019.63
		-	101,019.63
Unpresented Payments (Minus)		Amount	
		0.00	
		<u></u>	0.00
			101,019. <mark>6</mark> 3
Unpresented Receipts (Plus)			
		0.00	
		1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.	0.00
			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
	econciliation Statement as at 30/04/2 book 4 - Santander Business Reserv		User: JCG
Bank Statement Account Name (s)	Statement Date	Page No	Balances
Santander	30/04/2023	52023	542,922.22
			542,922.22
Unpresented Payments (Minus)	_	Amount	
		0.00	
			0.00
			542,922.22
Unpresented Receipts (Plus)			
		0.00	
			0.00
			542,922.22
	Balance pe	r Cash Book is :-	542,922.22
		Difference is :-	0.00

Date:24/05/2023	Loughton Town Council		Page
	conciliation Statement as at 30/04/2023 book 5 - Security Deposits Current a/c		User: JCC
Bank Statement Account Name (s)	Statement Date P	age No	Balances
Security Deposits Current a/c	30/04/2023		138.0 <mark>0</mark>
		15	138.00
Unpresented Payments (Minus)	3	Amount	
		0.00	
			0.00
			138.00
Unpresented Receipts (Plus)			
		0.00	
		_	0.00
			138.00
	Balance per Cash E	ook is :-	138.00
	Differe	nce is :-	0.00

9

Agenda item item 10.1 cont.

Date:24/05/2023	Loughton Town Council		Page
	Bank Reconciliation Statement as at 30/0 for Cashbook 6 - Nationwide Instant Save		User: JCC
Bank Statement Account Name	(s) Statement Date	Page No	Balances
Nationwide Instant Saver Acc	30/04/2023	90	104,237.46
		-	104,237.46
Unpresented Payments (Minus)		Amount	
		0.00	
			0.00
			104,237.46
Unpresented Receipts (Plus)			
		0.00	
			0.00
			104,237.46
	Balance	per Cash Book is :-	104,237.46
		Difference is :-	0.00

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	
For informatio	m No. 1 Aco	ount							
522034452 350453	31/03/2023	Zurich Municipal APS Limited	11121	178.80	9,783.00	P788	MH Lawn mower repa/serv	2022/23 2022/23	
350452 350451	31/03/2023	APS Limited APS Limited		147.84 116.33		P790	Cem Blower repa/serv Cem strimmer repa/serv	2022/23 2022/23	
350450 12651		APS Limited Atrium Security Solu	11122	299.46			Cem hedge cutter rep/ser Feb gate security RVRG	2022/23	
DS2368		Clarke Hillyer	11124		778.44			2022/23 2022/23	
1111 (1997) 		Jonathan Smith (Brig	11125		180.00	P794	BC Flag pole and plaques	2022/23	
M0001382020 9068945302		EFDC Royal Mail Group Ltr	11126			P795	Remove dead fox from PG TL delivery postage	2022/23	
20000-10002		Mrs P M Bryce	11128			P797		2022/23 t 2022/23	
E228747		Regional Waste Rec		21.60		P798	Cem Green bins Feb	2022/23	
E228864 E228863		Regional Waste Rec Regional Waste Rec		145.60 52.00			MH refuse bins Feb KH refuse bins Feb	2022/23 2022/23	
E228861	31/03/2023	Regional Waste Rec		291.20	510.40		Cem bins Feb	2022/23	
2032393	31/03/2023	Viking	11130		157.14	P802	Print paper	2022/23	
For informatio	w Account Ti	ransfer							
		Acct 1 to Acc 2	Trf		39,785.13		Wages for March	2022/23	
		Santander to Acct 1 Acct 1 to Security	Trf		90,000.00 350.00		Top Acct 1 from Precept Top up Security Dep acct	2022/23 2022/23	
		concerns and and and				120	Lob ab correctly cob and		
			Total		£ 144,999.56				
			Signed:						
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Print name:	CC	PONTS	Print ha	C/ł	Rotuble P		372	1	
Print name:	CC	PONTS		C.A Sci			372]	
Print name:	CC	PONT		C.A Sci	nedule number		372]	

				Loughton Town Current Acr Ints made betwe		3 to 31	March 2023 cor	nt.	Page no
involce No.	Date Paid	Payee Name		Cheq No	Paid	P No.	Transaction De	ətail	
For info	mation: No. 1	Account							
	31/03/2023 31/03/2023	Epping Forest Dis Zurich Municipal	trict Council	11131 11132			2022/23 Ground New Van - fully		e - various locations e insurance
For Into	mation: No. 2	Account							
	31/03/2023 31/03/2023	HMRC Essex Pension Fu	ind	803 804			Staff PAYE/NIC Staff pensions I		
				Total	163,700.54	5			
		CCPU	Signed,				Schedule no.		373
	Print name	CCP	N) Print nam	Pm a)			Date reported to RGS Cttee		

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316:00:02 Patter Community 11:16 2,000,00 Patter Filter Coll Accidance grant 20222 314:00:02:22 Garanti Coll Coll State (Coll State (2214							2022/23 2022/23
Bits Discrete Title <		31/03/2023 Restore Community	11146		2,603.00	P818	Financial Assistance grant	2022/23
Operation Display Cost 2 June To et al. Co Limited 111-10 105.42 PD21 Display Cost 2 June	284							2022/23
9253 8253 8253 8253 8253 8253 8253 8253 8	90798	31/03/2023 James Todd & Co Limited			105.42	P821	March payroll	2022/29
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20/07/2023 Longhton Landboard BACS 3.700.00 P654 Landboard 20/07/2023 For Information Ms. 2 Account BACS 23,143.09 P855 Staft submiss March 20/22/2 For information Account BACS 23,143.09 P855 Staft submiss March 20/22/2 For information Account BACS 23,143.09 P855 Staft submiss March 20/22/2 For information Account Immediate 20/02/2 Staft submiss March 20/22/2 For information Account Immediate 20/02/2 Staft submiss March 20/22/2 For information Account Immediate 20/02/2 Staft submiss March 20/22/2 For information Account Immediate Immediate 20/02/2 For information Account Immediate 20/02/2 Staft submiss March 20/22/2 For information Account Immediate Immediate 20/02/2 Signod: Immediate Immediate Immediate 20/02/2 We cartify that this schedule lists the details of the cheques, transformation and payers a named on the account grade Immediate Immediate Signed: Signed: Immediate Immediate Immediate Immediate		30/33/2023 Lambert Smith Hampton	BACS		2,736.67	P852	Repaid overpayment from ECC	2022/23
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Sthedule number 374		/		St	hedule numbe	r	374	
Date reported to RGS Cites	URVE	IT TO CURAL		Date re	ported to RGS	Cttee		
Print manner J. D. J. LOIX LEY, Print manner STELLA. MARKING Schedule number 374 Units reported to RGS Cites N DS P841 Page 1	STR. SUE	i io wing						
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	List o	Loughton Town Current Acc f payments made between	ounit		
Involce No.	Date Paid Payee Name	Chq No.	Paid P No.	Transaction details	Year
For Informetion					
	26/04/2023 HMRC 25/04/2023 ECC Pensions	805 805	6,367.27 P1 9,252.40 P2	Staff taxini April Staff pensions April	2023/24 2023/24
		Total	£ 17,559.67		
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named on the s	schedule. /			A	
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nvoice No.	Date Paid Payee Name	Chi No.		Paid	P No.	Transaction details	Year
For information No	5. f Account						
1734	11/05/2023 Couno Office Solutions Ltd	11169		90.98 1,800.00		Photocopying/pinting April Inflateble Eldes Journal General	2023/24 2023/24
2709	11/05/2023 Odin Events Limited 11/05/2023 KBL Event Him	11170		2,056.50		Inflatable Rides Jessel Green Inflatable Rides Jessel Green	2023/24
mc292-0020	11/05/2023 Townswith Archiving Limited	11172		373.52	P0	Ann fee host online register	2023/24
16532 61652	11/05/2023 EALC 11/05/2023 Jamme Tode & Co Limited	11173		2,502,48 120,78	P7 PB	2023/24 EALC attiliation foe Pryroll April	2023/24 2023/24
49695	11/05/2023 Ever Brite Cleraning Services Limited	11175		150,23	P9	Window cleaning MH April	2023/24
1014350 3737	11/05/2023 Planacle Housing Limited 11/05/2023 TBS Hygiene Ltd	11178		600.00 72.00		Grd moint April Deg waste bins April	2023/24 2023/24
3737 5P2031008	11/05/2023 Hobert UK	11120		321.37	P12	Dishwash Service MH	2023/24
23345	11/05/2023 Gracolands Complete Maintenance Se			451,10		Wir botts repain Cam	2023/24 2023/24
08486248 6876	11/05/2023 atox Supplies 11/05/2023 Jonathon Smith (Bright Lights)	11180		1,500.00	P15	Clean produt/Meps MH Bunting Coronation	2023/24
234173	Loughton Self Drive 1.90		603.00		Pt0	Van Hire/repairs End April	2023/24 2023/24
233249 IN05702704	11/05/2023 Loughton Self Drive Ltd Npower Commercial Ges Limited	11182	875.00	1,375.00	P10	Van Hire Mari/or Xmas lgts Mar22 - Feb25	2023/24
CR06386464	11/05/2023 Npower Commerical Ges Limited	11183 -	459.55	60.02	P19	Cr Xmas igts Mar22 - Feb23	3023/24
9849342 9849315	Chubb Fire & Security Ltd Chubb Fire & Security Ltd		434.70		P20 P21	File alarm service MH Emorp lgts service MH	2023/24
9849199	Chubb Fire & Security Ltd		41.76		P22	Fire equip service Cem	2023/24
9850346 9840341	Chubb Fire & Security Ltd Chubb Fire & Security Ltd		162.45 120.31		P22 P23	Errorg tyls owsice KH Fire alarm service KH	2023/24 2023/24
9649343	11/05/2023 Chubb Fire & Security Ltd	11184	211.28	1,141.08	P24	Fire alarm service BC	2023/24
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Agenda item 13 Internal Audit

	HEELIS&LODGE
	Local Council Services • Internal Audit
Year End Internal Aud	lit Report for Loughton Town Council – 2022/2023
	udit was carried out on the adequacy of systems of control and should be read in erim Internal Audit report dated 30 January 2023 . The following ents have been made:
Income: £994,044 Ex	penditure: £1,135,035 Reserves: £491,775
AGAR Completion: Section One: No Section Two: Yes – to b Annual Internal Audit Re Certificate of Exemption:	port 2022/2023: Yes
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)
	Reviewed: 8/2/2023 (Ref: RG206) Financial Regulations in place: Yes Reviewed: 8/2/2023 (Ref: RG206)
	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
	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.
	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
	 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

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 gg &/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.				
	Contact <u>details</u> : 1 <u>Hembling</u> Terrace, Mill Lane, Suffolk, IP13 0PP Tel: 07732 681125 Email: heather@heelis.eu				
	Heather Heelis Dip HE Local Policy FILCM				

Agenda item 13 Internal Audit

	T					
	The Council have signed up to RG205).	o the Dignity at	Work Policy (Ref: 8/2/2023 –			
		ace and appraisa	als have been completed for all staff			
	(Ref: 12/4/2023 – RG215).					
Asset control	Inspection of asset register an Cross checking on insurance of		istence of assets			
		orded at cost va	v was undertaken on 8/2/2023 Ilue/insurance value. The total he figure in the asset register			
	corresponds with the figure in	Section 2, Box	9 of the AGAR.			
Bank Reconciliation	Regularly completed and cash	o books reconcile	e with bank statements			
	All were in order. Bank Recon statements reconciled with th all accounts.		rried out regularly. The bank ccounts and bank reconciliations for			
	Bank Balances at 31 March w	ere confirmed a	s:			
	NatWest Current	xxxx3922	£238,811.72			
	NatWest Current	xxxx9955				
	NatWest Reserve	xxxx5249				
	Santander Savings NatWest Business Current	xxxx5910	£179,533.25			
	Nativest Business Current Nationwide BS	xxxx7124 xxxx6269				
Reserves	General Reserves are reasona Earmarked Reserves are iden		ities of the Council			
	The Council have adequate ge earmarked reserves (£224,24		(£267,530) and have identified			
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. 					
Testermal Acadit	End of year accounts are prep and Debtors are identified wit		ome & Expenditure basis. Creditors d 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 (Ref: RG221.1.1).	of the Internal)	Audit was carried out on 12/4/2023			
(Contact details : 1 Hembling Terrad Tel: 07732 Email: heatherd	581125	olk, IP13 OPP 3			
	Heather Heelis Dip HE	Local Policy FTLC	4			

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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. ۶ 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 Herobling Terrace, Mill Lane, Suffolk, IP13 0PP Tel: 07732 681125 Email: heather@heelis.eu Heather Heelis Dip HE Local Policy FILCM Lynne Lodge Dip HE Local Policy

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 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	2023/24	Percentage	
	Costs	Costs	difference	
		circa		
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