



# RESOURCES AND GENERAL SERVICES COMMITTEE

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

**Wednesday, 4 October 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**

27 September 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 27 June 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 Town Clerk/RFO attended an Essex Pension Fund ‘understanding annual benefit statements’ webinar on 15 September 23, which was very informative.  
  
To receive and note.
- 7 Staff Salaries 2023/24**  
No decision has yet been made on the outcome of 2023/24 pay negotiations.  
  
To receive and note.
- 8 Christmas Closedown Arrangements 2023**  
In line with the existing Town Council policy agreed in February 2008 and updated in October 2021, the office is operational with ‘skeleton staffing’ and reduced hours. The Christmas period will therefore be:

Friday 22 December	Closed 12 noon
Monday 25 December	Closed
Tuesday 26 December	Closed
Wednesday 27 December	10am – 3pm
Thursday 28 December	10am – 3pm
Friday 29 December	10am – 12.45pm
Monday 1 January	Closed

- To receive and note.
- 9 Citizens Awards**  
The Committee is asked to reaffirm its commitment to the annual Citizen Awards, the cut-off date for entries being 31 January 2024. Community groups and local schools will be approached, and social media publicity will be used to further promote the awards. The award presentations to be made again at the next Annual Town Meeting in March 2024.

**10 Financial Assistance**

The Committee are asked to consider and AGREE whether they wish for the Financial Assistance scheme to continue in 2024/25.

Members are asked to review and AGREE the inclusion of rule number 13 (highlighted in red on page no 5, full document pages 5 – 8) of the Financial Assistance Scheme application form and next form review date of October 2026.

A number of emails have been received from successful 23/24 grant recipients, where projects have already been completed since the start of the financial year, thanking the Council for their support.

To receive and note.

**11 Annual Town Meeting**

The 2024 Annual Town meeting is scheduled for Tuesday 5 March 2024, commencing at 8pm in the Murray Hall. Whilst this is not a council meeting, all Town Councillors are expected to attend. The Committee is asked if it wishes to continue with the format used in last year's meeting by inviting local organisations and voluntary groups, particularly those in receipt of Financial Assistance from the Council, to mount displays at the event to attract more public interest. Certificates to organisations successful in their grant applications for 2024/25 (subject to members decision of agenda item 10 above) would also be presented by the Town Mayor. The meeting is usually concluded with refreshments and an opportunity for members of the public to speak informally with their Councillors.

To receive and note.

**12 Finance**

**12.1 Current Financial Position**

The current financial position as of 31 July 2023 is attached together with details of the funds available from earmarked reserves (see pages 9 – 10).

A note of the Council's current bank balances and most recent reconciliations as of 31 July 2023 are attached (see pages 11 – 14).

**12.2 Accounts Paid**

Payments totalling £551,756.49 as detailed on payment schedules nos 378-380 (see pages 15 – 17) have been made since the report to the meeting on 27 June 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 note that Councillor Murray was scheduled to visit the office on 2 October 2023 and undertook a financial check on Monthly Payroll / Tax & National Insurance / Pensions from the start of the 2023/24 financial year to the end of September 2023.

To receive and note.

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

PKF Littlejohn LLP, the external auditors, have signed and returned section 3 – External Auditor’s Report and Certificate 2022/23, without any comments. This was dated 22 August 2023 (see page 18).

Notice of ‘Conclusion of Audit’, which finalises the yearly audit requirements, dated 25 August 2023, has been posted on the Town Council’s noticeboards and website.

To receive and note.

**15 Internal Audit**

The interim internal audit from Heelis & Lodge will take place on 25 January 2024.

To receive and note.

**16 Remembrance Service**

**16.1 Remembrance Donation**

The Town Council annually makes a donation to the Royal British Legion in support of the Poppy Appeal and towards the cost of the wreath laid by the Town Mayor at the annual Remembrance Service to be held this year on 12 November 2023.

Last year, the Committee increased the donation to £150 (previously £100). Members are asked to confirm if it wishes to make a similar donation this year. Payment will need to be approved under the General Power of Competence

**16.2 Friday 10 November – 11am**

As the 11<sup>th</sup> hour of the 11<sup>th</sup> day falls on a Saturday this year, members are asked to consider and AGREE whether a small wreath laying service can be held on the preceding Friday morning, to enable local schools to be invited to lay their wreaths, along with both the Town Mayor and British Legion.

**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 Early retirement policy** – Recommended next review October 2027  
(See Page 19)

**17.2 Reserves policy** – Recommended next review October 2027  
See link below:  
[RESERVES POLICY - Updated Oct 2020 WA.pdf \(loughton-tc.gov.uk\)](#)

**18 Loughton Town Council (LTC) email addresses**

Our IT consultant has provided some indicative advice and costings As we already have the domain name for Loughton-tc.gov.uk, we are able to add the Councillors to this, with no extra permissions needed

- The cost per Councillor would be:
  - £4 per month, per Councillor, just for the email address or (total £1,056 p.a.)
  - £6 per month, per Councillor, for the email address and access to “one drive” (total £1,584 p.a.)
- There would be no further set up charges, just the monthly charges, per Councillor as mentioned above
- Delivery time to implement – can be completed in a few , subject to other workloads

We currently have no budget for this project, which would cost c£2,640 p.a.

Recommend setting a budget allocation for this project for implementation when the new Town Council is implemented in Maty 2024.

**19 Think Loughton- Circulation newsletter–R&GS Min 249.**

Alternative delivery quotes have been provided, ranging from £50 to £500 more expensive than the existing delivery company. Further quotes for the whole package of design, print and delivery are awaited.

To receive and note.

**Mark Squire**  
**TOWN CLERK**  
27 September 2023

**Agenda item 10**  
**Financial Assistance**



**SCHEME OF GRANTING FINANCIAL ASSISTANCE**

- 1 The annual deadline for receipt of applications is 31 December. Grants to successful applicants will be made in the following financial year. (The financial year is from 1 April to 31 March.)
- 2 Up to 90% of the grants budget will be allocated to applications received by this deadline. At least 10% of the budget will be retained for emergency applications. Organisations which apply for financial assistance after the deadline will be required to indicate why they could not meet the deadline, i.e. explanation of unforeseen financial requirements.
- 3 Applicants are required to complete the Council's form to apply for financial assistance, and to provide all the information requested.
- 4 Grants are not restricted in the purpose to which they may be put, and applications can be made for capital or revenue expenditure or special projects. Quotations/estimates for the project expenditure maybe required to ensure that applicants are considering the best value for money.
- 5 In considering applications for financial assistance, the Council will take into account how well the project meets the needs of the local community and provides a positive benefit to a significant number of Loughton residents; how effectively the group will use the grant; whether the costs were appropriate and realistic; what level of contributions have been, or would be, raised locally; whether the organisation should reasonably have been expected to obtain sufficient funding from another, perhaps more appropriate source; how the group is managed, as indicated by its constitution; for larger projects, is the proposal sustainable in the long term?
- 6 Organisations are not restricted to the number of grant applications made over a period of time. However, the history of previous applications will be considered in the decision-making process.
- 7 Grants awarded for purchase of goods or services will be paid on receipt of a receipted supplier's invoice. Special arrangements may be made to pay the grant on receipt of an order for the goods or services if an organisation can demonstrate that its cash flow prevents it from paying the invoice before receiving the grant. The grant must be requested for payment within twelve months of notice of the grant being made. After this time the offer will lapse.
- 8 Where a grant is offered for a project still in the planning stages the Council may pledge to grant a certain sum which will become payable when the project is under way. In this case, the offer will only be kept open for a limited period; the project must have commenced, or a firm commitment made to a start date e.g., by placing contractually binding orders to start imminently, before the grant can be claimed, and this must be within twelve months of notice of the grant being made. After this time the offer will lapse.
- 9 There is no maximum figure set for grants awarded, within the budget for grants set annually by the Council. You are advised to check the budget available before submitting your application.
- 10 Applications will be considered at a meeting of the Resources and General Services Committee; applicants will be informed of the outcome after that meeting.
- 11 The Council policy is that financial assistance will only be made to small-scale local projects and not national or county appeals. However, this does not preclude local branches of national organisations from applying.
- 12 The Council is prevented by statute from giving financial assistance to individuals, charities operating overseas or to a fund established to help persons outside the UK.
- 13 **Guidance issued by NALC regarding the 1984 Local Government Act which prohibits councils' involvement in 'property relating to the affairs of the church', e.g., the maintenance or improvement of the buildings or land or contributing to the costs. There is an absence of case law, which may have clarified whether later legislation overrides this 1984 specific provision. The Council will therefore, when considering a grant to a church, decide whether this is a prudent course of action.**
- 14 As a condition of receiving a grant, organisations will be required to acknowledge the Town Council's support in their publicity material.

The application form, accounts and other information may be copied and placed on the public agenda for the meeting, so please ensure the information is clear and legible. No personal data will be disclosed.

Next review October 2025

**Agenda item 10 cont.  
Financial Assistance**

**SCHEME OF GRANTING FINANCIAL ASSISTANCE**

**APPLICATION FORM**

Please complete the form clearly in black ink and keep the writing within the boxes.  
Continue on another sheet of paper if necessary.

**YOUR ORGANISATION**

Name of organisation  
(please give location, if different from  
correspondence address on back page)

Summary of aims and objectives

Age groups specifically catered for, if any

Is the organisation a non-profit making body?

Is the organisation a Registered Charity?  
(if so, please give registration number)

Number of members in the organisation

Number of members resident in Loughton

Is membership restricted in any way?

Do you charge a membership fee, or charge for  
access to your activities? Please give details

**DETAILS OF GRANT APPLIED FOR**

Purpose for which the grant is required including how your organisation will benefit together  
with details of the proposed expenditure (include copies of quotations/estimates where  
appropriate).

**Agenda item 10 cont.  
Financial Assistance**

Explain how Loughton residents will benefit from this project?

Are you making this application as part of the annual round of grant applications? (closing date 31 December)? [\(closing date 31 December\)](#)  
Yes / No

If **No**, please explain the circumstances to justify this emergency application (please see point 2 of the scheme before completing this section).

Total cost of project	
Amount of grant requested	
Funds available from organisation's own resources	
Funds granted from other bodies (please give details)	
If there is a shortfall in these figures, how do you propose to fund the deficiency?	

**PREVIOUS APPLICATIONS**

Please give details of all grant applications made by your organisation to the Town Council, whether successful or not, in the last five years.

Financial Year	Amount	Purpose	Successful
1.4.22 – 31.3.23			Yes / No
1.4.21 – 31.3.22			Yes / No
1.4.20 – 31.3.21			Yes / No
1.4.19 – 31.3.20			Yes / No
1.4.18 – 31.3.19			Yes / No

**ACCOUNTS & CONSTITUTION**

You are required to send a copy of your constitution and most recent audited or independently verified accounts and balance sheet with this application together with copies of quotations/estimates for the project expenditure. **NB:** If you are part of a national or county-wide organisation, the accounts must be Loughton branch specific. If you are a new organisation without past accounts, please attach a copy of your budget for the year.



## Agenda item 10 cont. Financial Assistance

Name of person making grant application	
Address for correspondence	
Email address	
Tel. No.	Day Evening

<b>DECLARATION</b>
<p>I confirm that I am authorised to make this application on behalf of the organisation named. I certify that the information provided is correct. I enclose the following documents in support of this application: a) a copy of our <a href="#">constitution</a>, b) most recent set of audited accounts c) quotations/estimates. I undertake on behalf of the organisation that any financial assistance offered will only be used for the purpose for which it was granted, and will be returned to the Town Council if it is not required for that purpose.</p>

Signed	Date
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Name (please print)
Capacity in which signed

<p>If your application is successful, please indicate the name to which the cheque should be made payable. <i>N.B. Cheques can only be made payable to the name of the organisation's bank account not an individual.</i></p>	
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### DATA PRIVACY NOTICE

Loughton Town Council only undertakes the processing of personal data necessary to perform the contract for services with you. 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 apply for Financial Assistance**, 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 application. Your personal information will not be shared with any third party without your prior consent.

The application form with supporting information should be returned to:  
Loughton Town Council, Unit 1 Buckingham Court, Rectory Lane, [Loughton IG10 2QZ](#)  
(Please ensure the correct postage is applied for the size of the envelope used)

#### For office use only:

Acknowledged		Decision	
Statutory power		Informed	
Committee date		Date paid and <a href="#">Payment Ref</a>	

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

**Loughton Town Council**  
**Summary Income & Expenditure by Budget Heading 31/07/2023**  
**Month No: 4 Resources and General Services Committee Report**

		Actual Last Year	Actual Year To Date	Current Annual Budget	Variance Annual Total	Funds Available	% of Budget
<b><u>Resources and General Services</u></b>							
Communication	Expenditure	18,042	4,940	18,355	13,415	13,415	26.9%
Office Expenses	Expenditure	16,562	4,026	15,125	11,099	11,099	26.6%
Audit	Expenditure	3,408	-1858	3,305	5,163	5,163	-56.2%
Central Personnel	Expenditure	391,213	129,553	412,200	282,647	282,647	31.4%
Council Expenses (1)	Expenditure	14,325	12,653	19,970	7,317	7,317	63.4%
Other Services (RGS)	Expenditure	1,776	0	400	400	400	0%
Members' Expenses	Expenditure	1,626	58	2,360	2,302	2,302	2.5%
Buckingham Court	Expenditure	70,474	22,148	64,906	42,758	42,758	34.1%
	Income	0	1050	2,000	950		52.5%
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	4,750	38,500	33,750	33,750	12.3%
	Income	7,013	5,000		-5,000		

**INCOME – EXPENDITURE TOTALS**

R&GS Expenditure	<b><u>269,572</u></b>	<b><u>176,271</u></b>	<b><u>204,121</u></b>	<b><u>27,850</u></b>	<b><u>27,850</u></b>	<b><u>86.4%</u></b>
Income	<b><u>7,013</u></b>	<b><u>6,050</u></b>	<b><u>2,000</u></b>	<b><u>4050</u></b>		<b><u>302.5%</u></b>
Net Expenditure over Income	<b><u>262,558</u></b>	<b><u>170,221</u></b>	<b><u>202,121</u></b>	<b><u>31,900</u></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 2023/2024:**

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>31.07.23</b>
Elections	19,854.81
<b>Total</b>	<b>19,854.81</b>

**Agenda item 12.1 cont.**  
**Current Financial Position**

Date: 14/09/2023		Loughton Town Council		Page 1
Time: 14:22		Bank Reconciliation Statement as at 31/07/2023 for Cashbook 1 - No 1 Current Account		User: JCG
<b>Bank Statement Account Name (s)</b>	<b>Statement Date</b>	<b>Page No</b>	<b>Balances</b>	
Nat West no. 1 account	31/07/2023		154,625.94	
			<hr/> 154,625.94	
<b>Unpresented Payments (Minus)</b>			<b>Amount</b>	
05/12/2022	10987 P491	L & J Hall Digging Services Lt	1,515.00	
11/05/2023	11169 P3	Couno Office Solutions Limited	90.96	
31/05/2023	11204 P106	AM Garden Machinery Ltd	310.16	
16/06/2023	11218 P121	James Todd & Co. Ltd.	120.78	
16/06/2023	11220 P125	Couno Office Solutions Limited	105.20	
16/06/2023	11225 P130	Fluid Solutions Plumbing & Hea	171.00	
16/06/2023	11232 P140	BG Shutters and Blinds Ltd	295.00	
16/06/2023	11238 P145	Portable Toilet Hire (London)	804.00	
10/07/2023	11250 P170	Grangewood Plastic Packaging L	230.40	
10/07/2023	11256 P179	Couno Office Solutions Limited	87.85	
10/07/2023	11258 P180	Regional Waste Recycling Comme	525.20	
10/07/2023	11267 P194	Arbtec Tree Services	948.00	
10/07/2023	11270 P199	James Todd & Co. Ltd.	234.96	
10/07/2023	11271 P201	TBS Hygiene Ltd	90.00	
10/07/2023	11272 P202	Chamberlain of London	10.00	
10/07/2023	11276 P210	Youth Employment Strategy	1,750.00	
10/07/2023	11277 P211	Loughton Methodist Church	1,000.00	
10/07/2023	11278 P212	Worth Foundation	1,500.00	
10/07/2023	11279 SD18	Vona Aghoaghovbia	250.00	
				<hr/> 10,038.51
				144,587.43
<b>Unpresented Receipts (Plus)</b>				
28/03/2023	R285		184.00	
01/07/2023	R285 resve		-184.00	
31/07/2023	R91		547.60	
				<hr/> 547.60
				145,135.03
		<b>Balance per Cash Book is :-</b>		<b>145,135.03</b>
		<b>Difference is :-</b>		<b>0.00</b>

**Agenda item 12.1 cont.**  
**Current Financial Position**

Date: 23/08/2023	Loughton Town Council	Page 1
Time: 10:02	Bank Reconciliation Statement as at 31/07/2023 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	31/07/2023		58,057.71
			58,057.71
<b><u>Unpresented Payments (Minus)</u></b>		<b><u>Amount</u></b>	
10/07/2023 811 P207	HMRC only 120PW00111168	866.24	
10/07/2023 812 P208	Essex Pension Fund	9,249.13	
10/07/2023 811 P207	HMRC only 120PW00111168	7,800.00	
			17,915.37
			40,142.34
<b><u>Unpresented Receipts (Plus)</u></b>			
		0.00	
			0.00
			40,142.34
		<b>Balance per Cash Book is :-</b>	<b>40,142.34</b>
		<b>Difference is :-</b>	<b>0.00</b>

Date: 23/08/2023	Loughton Town Council	Page 1
Time: 09:37	Bank Reconciliation Statement as at 31/07/2023 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	31/07/2023		101,327.15
			101,327.15
<b><u>Unpresented Payments (Minus)</u></b>		<b><u>Amount</u></b>	
		0.00	
			0.00
			101,327.15
<b><u>Unpresented Receipts (Plus)</u></b>			
		0.00	
			0.00
		<b>Balance per Cash Book is :-</b>	<b>101,327.15</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Agenda item 12.1 cont.  
Current Financial Position**

Date: 23/08/2023		Loughton Town Council		Page 1
Time: 09:44		Bank Reconciliation Statement as at 31/07/2023 for Cashbook 4 - Santander Business Reserve Acc		User: JCG
<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>	
Santander	31/07/2023		337,318.13	
			<u>337,318.13</u>	
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>		
		0.00		
			<u>0.00</u>	
			337,318.13	
<u>Unpresented Receipts (Plus)</u>				
		0.00		
			<u>0.00</u>	
			337,318.13	
			<b>Balance per Cash Book is :-</b>	<b>337,318.13</b>
			<b>Difference is :-</b>	<b>0.00</b>

Date: 14/09/2023		Loughton Town Council		Page 1
Time: 15:51		Bank Reconciliation Statement as at 31/07/2023 for Cashbook 5 - Security Deposits Current a/c		User: JCG
<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>	
Security Deposits Current a/c	31/07/2023		138.00	
			<u>138.00</u>	
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>		
		0.00		
			<u>0.00</u>	
			138.00	
<u>Unpresented Receipts (Plus)</u>				
		0.00		
			<u>0.00</u>	
			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.  
Current Financial Position**

<u>Bank Statement Account Name (s)</u>		<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Nationwide Instant Saver Acc		31/07/2023	94	104,618.89
				104,618.89
<u>Unpresented Payments (Minus)</u>			<u>Amount</u>	
			0.00	
				0.00
				104,618.89
<u>Unpresented Receipts (Plus)</u>				
			0.00	
				0.00
				104,618.89
<b>Balance per Cash Book is :-</b>				<b>104,618.89</b>
<b>Difference is :-</b>				<b>0.00</b>



**Agenda item 12.2  
Accounts Paid**

**Loughlin Town Council  
Payment record  
List of payments made between 1 June to 16 June 2023**

Invoice No.	Date Paid	Payee Name	Chq No.	Paid	P No.	Transaction details	Year
<i>For information No. 1 Account</i>							
26932711	16/06/2023	Nisbets	11216	109.89	P119	Toilet rolls MH	2023/24
311238	16/06/2023	Essex Security Services Ltd	11217	118.80	P120	Repair door keypad BC	2023/24
61971	16/06/2023	James Todd & Co Limited	11218	120.79	P121	Payroll May	2023/24
E230128		Regional Waste Recycling (Commercial) Ltd		312.00	P122	Bin collect Cem June	2023/24
E230130		Regional Waste Recycling (Commercial) Ltd		57.20	P123	Bin collect KH June	2023/24
E230131	16/06/2023	Regional Waste Recycling (Commercial) Ltd	11219	156.00	P124	Bin collect MH June	2023/24
1781	16/06/2023	Conoco Office Solutions Ltd	11220	105.20	P125	Photocopying/printing May	2023/24
298206	16/06/2023	Eurotoos Limited	11221	234.00	P126	Septic Tank empty WRA	2023/24
TL101/PRINT	16/06/2023	Total Media	11222	1,021.00	P127	TL Summer issue & Annual Report	2023/24
9904990	16/06/2023	Chubb Fire & Security Ltd	11223	110.23	P128	Fire alarm services MH	2023/24
7834	16/06/2023	Forest Casual & Schoolwear	11224	38.40	P129	Staff uniform MH	2023/24
1615	16/06/2023	Fluid Solutions Plumbing & Heating Ltd	11225	171.00	P130	Replace fault tap WRA	2023/24
3888	16/06/2023	TBS Hygiene Ltd	11226	72.00	P131	Dog waste bins May	2023/24
1015122	16/06/2023	Penacke Housing Limited	11227	600.00	P132	Grd maint May	2023/24
LTC0059	16/06/2023	Scott Dryden	11228	1,600.00	P133	TL & Annual report design	2023/24
21184	16/06/2023	Thames Security Shredding Ltd	11229	84.20	P134	Confidential waste disposal	2023/24
1759		Trevor Muller Playground Inspections Ltd		805.00	P135	Annual pigt inspection report	2023/24
1782		Trevor Muller Playground Inspections Ltd		110.00	P136	Annual football inspection	2023/24
1760	16/06/2023	Trevor Muller Playground Inspections Ltd	11230	170.00	P137	Annual outdoor gym inspection	2023/24
M0001369108		EFDC		42.80	P138	Fly tipping clean up RVRG	2023/24
M0001369263	16/06/2023	EFDC	11231	120.00	P139	Dispose of old goals	2023/24
SI-10829	16/06/2023	BG Shutters and Blinds Ltd	11232	295.00	P140	Blind repairs MH	2023/24
9067858866	16/06/2023	Royal Mail Group Ltd	11233	2,114.19	P141	TL Delivery	2023/24
IN0059285	16/06/2023	G.C Johnson Ltd	11243	78.84	P142	Bus shelter paint	2023/24
EA37651	16/06/2023	Earth Anchors Ltd	11235	77.40	P143	Ptyd Bin replacement	2023/24
3874	16/06/2023	Delagate Limited	11236	1,450.00	P144	Lighting repairs MH / BC	2023/24
	16/06/2023	Dukhari Prashanna	11237	350.00	SD8	MH Sec dep refund 20/05/23	2023/24
3221	16/06/2023	Portable Toilet Hire London	11238	804.00	P145	Toilets for Jessel Green Day	2023/24
	16/06/2023	Mr Happy	11239	280.00	P146	Entertainment Jessel Green	2023/24
17	16/06/2023	Mr D Wilde	11240	400.00	P147	Entertainment Jessel Green	2023/24
LHH837	16/06/2023	KBL Event Hire	11241	6,169.50	P148	Rides for Jessel Green	2023/24
2709	16/06/2023	Odine Events Limited	11242	1,800.00	P149	Rides for Jessel Green	2023/24
5882	16/06/2023	Mr J Smith (Bright Lights)	11244	1,200.00	P150	Rides for Jessel Green	2023/24
FAC014756	16/06/2023	First Aid Cover Ltd	11245	625.00	P151	First aid for Jessel Green	2023/24
	16/06/2023	G A & D Pery Build Contractors	11246	420.00	P154	Repair gate at RVRG	2023/24
<i>For information Direct Debits</i>							
53785	16/06/2023	The Commr Guys Ltd	DD	196.28	P155	Telephn May	2023/24
134175043372	22/06/2023	Tesco Mobile	DD	28.00	P156	Mobile phone May	2023/24
4925444	27/06/2023	Bilbah Gas	DD	584.65	P157	Electric May BC	2023/24
96059	16/06/2023	First Business Water	DD	318.79	P158	Water rates May	2023/24
C26796	02/07/2023	Slayguard Limited	DD	77.76	P159	Masdown alarm May	2023/24
1393795	17/06/2023	Crown Gas & Power	DD	149.29	P160	Gas May MH	2023/24
1393795	17/06/2023	Crown Gas & Power	DD	988.51	P161	Gas May MH	2023/24
U003582682	04/06/2023	Peninsula Business Serv.	DD	1,137.80	P162	Employ serv. June	2023/24
SL077026188W	24/06/2023	Northgate Vehicle Hire Ltd	DD	241.11	P163	Van lease May	2023/24
254518507	16/06/2023	Workday	DD	1,118.21	P164	Streamline Apr	2023/24
258714497	20/06/2023	Workday	DD	120.14	P165	Streamline Apr	2023/24
	15/05/2023	NatWest Credit Card	DD	124.54	P166	Streamline May	2023/24
	14/06/2023	NatWest Credit Card	DD	473.23	P167	Credit card payments Apr	2023/24
	14/06/2023	NatWest Credit Card	DD	378.03	P167	Credit card payments May	2023/24
<i>For information BACS payments made from No. 1 Account</i>							
	12/06/2023	M Wallers	BACS	218.88	P153	MH Hall hire refund	2023/24
<i>For information No. 2 Account</i>							
	16/06/2023	HMRC	808	8,298.52	P150	PAYEMC June	2023/24
	16/06/2023	ECC Pensions Fund	810	9,013.77	P151	ECC Pensions June	2023/24
	20/06/2023	LTC Staff	BACS	23,251.54	P152	Salaries June	2023/24
<i>For information Account Transfer</i>							
	06/06/2023	NatWest No. 1 to NatWest No. 2	Tr	40,565.83	T5	June Salaries and Tax top up	2023/24
<b>Total</b>				<b>£ 108,368.81</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:

*D. J. WIXLEY*

Signed:

Print name:

*STELLA MURPHY*

Schedule number	378
Date reported to RGS Citee	



Agenda item 12.2 cont.  
Accounts Paid

**Loughton Town Council**  
**Payment record**  
List of payments made between 17 June to 10 July 2023

Invoice No.	Date Paid	Payee Name	Chq No.	Paid	P No.	Transaction details	Year
For information No. 1 Account							
23412	10/07/2023	Project Solver Ltd (HSBC Invoice Finance Ltd	11247	103.54	P108	Cemetery fire extinguishers	2023/24
2500981	10/07/2023	Viking Office UK Limited	11248	198.30	P109	Office stationary	2023/24
152105	10/07/2023	Grangewood Plastic Packaging Ltd	11250	230.40	P170	18k refuse sacks	2023/24
M0001370377		Epping Forest District Council		24,542.23	P171	Ground maintenance	2023/24
M0001373794		Epping Forest District Council		66.13	P172	Rubbish collect Jessel	2023/24
M0001373908	10/07/2023	Epping Forest District Council	11251	66.13	P173	Rubbish collect Jessel	2023/24
1015673		Pinnacle Housing Limited		806.00	P174	WRPF Grds main June	2023/24
1016347	10/07/2023	Pinnacle Housing Limited	11252	1,890.36	P175	WRPF football pitch Mark	2023/24
389	10/07/2023	Ganeth Gillies	11253	1,250.00	P176	Gardening wss Apr - June	2023/24
50988	10/07/2023	Ever Brite Cleaning Services Limited	11254	150.23	P177	MH Window clean June	2023/24
230354	10/07/2023	Loughton Self Drive Ltd	11255	75.00	P178	Van hire for Jessel Fun day	2023/24
1839	10/07/2023	Cosmo Office Solutions Limited	11256	87.85	P179	Printing June	2023/24
E230526		Regional Waste Recycling (Commercial) Ltd		156.00	P180	Rubbish collection MH June	2023/24
E230525		Regional Waste Recycling (Commercial) Ltd		57.20	P181	Rubbish collection KH June	2023/24
E230523	10/07/2023	Regional Waste Recycling (Commercial) Ltd	11258	312.00	P182	Rubbish collection Cem June	2023/24
1020513139	10/07/2023	Easeo County Council	11259	150.00	P183	Seasonal Decs App	2023/24
13379		Aikam Security Solutions Ltd		912.50	P184	RVRG Gate May	2023/24
13378		Aikam Security Solutions Ltd		912.50	P185	RVRG Gate April	2023/24
13599	10/07/2023	Aikam Security Solutions Ltd	11260	864.00	P186	Jessel Day security	2023/24
3875	10/07/2023	Dallagale Limited	11261	248.00	P187	Replace emerg lights	2023/24
40576		Think Business Support Ltd (SME Invoice Finance Li		686.39	P188	KH cleaning May	2023/24
40685	10/07/2023	Think Business Support Ltd (SME Invoice Fini	11262	656.57	P189	KH cleaning June	2023/24
7657	10/07/2023	Forest Casual & Schoolwear	11263	161.40	P190	Shirts for Staff	2023/24
	10/07/2023	G A & D Perry Building Services		420.00	P191	Work on RVRG gate repairs	2023/24
17507	10/07/2023	Greenbrams Ltd	11265	2,850.28	P192	New noticeboard, Dabden, Oakwood Hill	2023/24
125771	10/07/2023	IBBCO Civil Engineering Ltd	11288	1,536.00	P193	Crankleigh Car Park Lining	2023/24
	10/07/2023	Arbtec Tree Services		948.00	P194	Trees work on Hillyfields	2023/24
23040		Gracelands Complete Maintenance Services Ltd		360.00	P195	Annual service on fan system	2023/24
23853		Gracelands Complete Maintenance Services Ltd		312.00	P196	Repairs to fan system	2023/24
23875	10/07/2023	Gracelands Complete Maintenance Services L	11288	108.65	P197	Repairs to fan system	2023/24
964	10/07/2023	Mr P Houghton (Anywhere Deckchairs)	11289	528.00	P198	Deckchairs for Loughton Day	2023/24
81971		James Todd & Co Limited		120.78	P199	Payroll May	2023/24
52977	10/07/2023	James Todd & Co Limited	11270	114.18	P200	Payroll June	2023/24
4010	10/07/2023	TBS Hygiene Ltd	11271	90.00	P201	Dog waste bin June	2023/24
P300000	10/07/2023	City of London	11272	10.00	P202	Allyway names Licence	2023/24
E58335818021	10/07/2023	EDF Energy Customers Ltd	11273	392.01	P203	BC electric Apoll - May	2023/24
379020	10/07/2023	Ernest Dee & Sons Ltd	11274	38.09	P204	Streamer line for Cemetery	2023/24
09923775		PHS Group		33.40	P205	NappyHygiene bin MH July - Nov	2023/24
57858552	10/07/2023	PHS Group	11275	81.80	P208	NappyHygiene bin MH Dec-May 21	2023/24
	10/07/2023	Youth Employment Strategy	11276	1,750.00	P210	Financial Assistance Grants	2023/24
	10/07/2023	Loughton Methodist Church	11277	1,000.00	P211	Financial Assistance Grants	2023/24
	10/07/2023	The Worth Foundation	11278	1,500.00	P212	Financial Assistance Grants	2023/24
	10/07/2023	Vona Aghoaghrovia	11279	250.00	SD16	Security deposit refund	2023/24
For information (BACS payments made from No. 1 Account)							
	20/06/2023	Castle Water	BACS	113.49	P213	BC water rates Apr-Sep	2023/24
	03/07/2023	BT	BACS	233.44	P214	MH telephones Jun-Aug	2023/24
For information No. 2 Account							
	10/07/2023	HMRC	B11	8,066.24	P207	PAYE/NIH July	2023/24
	10/07/2023	ECC Pensions Fund	B12	9,249.13	P208	ECC Pensions July	2023/24
	20/07/2023	LTC Staff	BACS	23,813.45	P208	Salaries July	2023/24
For information Account Transfer							
	03/07/2023	Sanlander to NatWest No. 1	Tr	60,000.00	T6	July top up current from Precept	2023/24
	17/07/2023	NatWest No. 1 to NatWest No. 2	Tr	41,749.82	T7	July Salaries and Tax top up	2023/24
				<b>Total</b>	<b>E 190,691.70</b>		
We certify that this schedule lists the details of the cheques, transfers and other orders for payment we have signed, drawn at the value shown and payees as named on the schedule.							
Sign:				Signed:			
Print name:	STELLA MURPHY			Print name:	D. J. WIXLEY		
				Schedule number	378		
				Date reported to RGS Cttee			
Page 1							

Accounts Paid

Loughran Town Council  
Payment record  
List of payments made between 28 July to 19 August 2023

Invoice No.	Date Paid	Payee Name	Chq No.	Paid	P No.	Transaction details	Year
For information No. 1 Account							
1955	11/08/2023	Ford Selections Planning & Hearing Ltd	11289	250.00	P264	Interpretation work top location	2023/24
192551	11/08/2023	Torndon Limited Kingdom Limited	11281	234.00	P265	Electrician for watermeter	2023/24
2153	11/08/2023	TMG Hygiene Ltd	11282	72.00	P266	Chg New July	2023/24
05030601002	11/08/2023	EDF Energy Customers Ltd	11283	638.80	P267	Gas June BC	2023/24
08001810	11/08/2023	Abel Skopelos	11264	123.00	P268	Cleaning supplies	2023/24
186879	11/08/2023	Terry Two Sound & Light Ltd	11255	32.00	P269	Repair flood mc	2023/24
961	11/08/2023	CB Sound Video Light Ltd	11258	879.60	P270	Install 2m PA system	2023/24
180303101137	11/08/2023	EFDC	11267	42.00	P271	Dead tree felled at Park	2023/24
3540		Decade Limited		399.02	P272	Driveway bit up and Comp upgrade	2023/24
2629		Decade Limited		2,094.00	P273	Maintenance contract	2023/24
2640	11/08/2023	Decade Limited	11299	46.60			2023/24
03091	11/08/2023	James Todd & Co	11300	2,520.00	P274	Demolition work	2023/24
1010703	11/08/2023	Pinnacle Housing Limited	11306	114.58	P275	Payment July	2023/24
257	11/08/2023	Loughran Landscapes Limited	11301	600.00	P276	Grid Mark July W/WHF	2023/24
7331	11/08/2023	Fossil Casual & Scholmer	11301	600.00	P277	Fence by CM Bridge	2023/24
32201	11/08/2023	Signs of the Times Ltd	11302	30.40	P278	Photo print job	2023/24
1242	11/08/2023	Linda Moore	11302	395.80	P279	Charles Fennell Club sign	2023/24
1283	11/08/2023	Claws Office Solutions Limited	11291	220.00	P280	Service hot toilet	2023/24
19904	11/08/2023	Giloi & Johnson (Crane) Ltd	11291	119.38	P281	Photocopy/printing July	2023/24
1276	11/08/2023	W.Larkin Ltd	11291	202.80	P282	Logging Hall Clock service	2023/24
41112	11/08/2023	SME Invoice Finance Limited (Bank Business)	11292	73.90	P283	Test Lighting conductors	2023/24
18030327	11/08/2023	KD Maintenance Limited	11293	802.87	P284	Cleaning July	2023/24
3718		Playful Limited		2,072.71	P285	Water test job	2023/24
3333	11/08/2023	Playful Limited	11303	6,527.40	P286	Supply new gate	2023/24
225147		Southern Asbestos Services Ltd		380.00	P287	Valves Pymon repairs	2023/24
225198	11/08/2023	Southern Asbestos Services Ltd	11321	380.00	P288	Remove water tank WR	2023/24
1073	11/08/2023	S. J. Hall Hugging Services Ltd	11322	650.00	P289	Remove garage roof	2023/24
			11323	1,515.00	P290	Gravel/pping 348/022F	2023/24
			11323	3,500.00	P291	Financial Assistance	2023/24

For information Credit Debits							
SLO7730601W	30/07/2023	Northgate Vehicle Hire Ltd	DD	1,118.21	P216	Workman June	2023/24
SLO7730601W	30/07/2023	Northgate Vehicle Hire Ltd	DD	1,118.21	P216	Workman July	2023/24
1149166	30/07/2023	British Gas	DD	882.81	P217	Electric June BC	2023/24
34366110	18/07/2023	Workday	DD	196.26	P218	Electric June	2023/24
109465	29/07/2023	The Crown Glass Ltd	DD	301.90	P219	Telescreen June	2023/24
109466		First Business Water	DD	316.70	P220	Water rates correction	2023/24
99751	21/07/2023	First Business Water	DD	853.00	P221	Water rates correction	2023/24
194965776	18/07/2023	PWLB	DD	710.42	P222	Water rates June	2023/24
1395932	18/07/2023	Crown Gas & Power	DD	14,103.22	P223	Loan Payment BC July	2023/24
C120624	02/08/2023	Sheppard Limited	DD	529.91	P224	Gas June MH	2023/24
1341581214	24/07/2023	Tesco Mobile	DD	105.52	P225	Mobile phone June	2023/24
411310270000	06/07/2023	SEI	DD	28.00	P226	Mobile phone June	2023/24
821757210002	16/07/2023	SEI	DD	227.66	P227	Electric Apr Cash	2023/24
8113307450000	06/07/2023	SEI	DD	722.23	P228	Electric Jan-May KH	2023/24
8711561470001	06/07/2023	SEI	DD	4.37	P229	Electric Apr RWH	2023/24
381007600001	07/07/2023	SEI	DD	130.52	P231	Electric May-Jul RWH	2023/24
8018060750001	07/07/2023	SEI	DD	14,628.49	P232	Electric May KH	2023/24
8018060750001	07/07/2023	SEI	DD	2,144.58	P233	Electric May MH	2023/24
8018060750001	07/07/2023	SEI	DD	16,493.62	P234	Electric Jan MH	2023/24
1118973118001		SEI	DD	1,700.13	P235	Electric Cr Oct/MH	2023/24
1118973118004		SEI	DD	1,700.13	P236	Electric Cr Oct/MH	2023/24
111000330001	14/07/2023	SEI	DD	88.00	P237	Electric May KH	2023/24
8019024340001	14/07/2023	SEI	DD	8.38	P238	Electric Cr Apr KH	2023/24
8019024340001	14/07/2023	SEI	DD	8.92	P239	Electric Apr KH	2023/24
8019024340001	14/07/2023	SEI	DD	7.90	P240	Electric Apr KH	2023/24
8019024340001	14/07/2023	SEI	DD	8.79	P241	Electric Cr May KH	2023/24
8019024340001	14/07/2023	SEI	DD	11.88	P242	Electric Cr Feb KH	2023/24
8019024340001	14/07/2023	SEI	DD	11.86	P243	Electric Cr Jan KH	2023/24
8019024340001	14/07/2023	SEI	DD	20.11	P244	Electric Cr Dec KH	2023/24
8019024340001	14/07/2023	SEI	DD	24.74	P245	Electric Cr Nov KH	2023/24
8019024340001	14/07/2023	SEI	DD	24.74	P246	Electric Nov KH	2023/24
8019024340001	14/07/2023	SEI	DD	12.00	P247	Electric Dec KH	2023/24
8019024340001	14/07/2023	SEI	DD	12.00	P248	Electric Jan KH	2023/24
8019024340001	14/07/2023	SEI	DD	12.00	P249	Electric Feb KH	2023/24
8019024340001	14/07/2023	SEI	DD	8.84	P250	Electric Feb KH	2023/24
	20/09/2023	EFDC	DD	104.00	P251	Rates Jun KH	2023/24
	20/09/2023	EFDC	DD	170.00	P252	Rates Jun RWH	2023/24
	20/09/2023	EFDC	DD	70.00	P253	Rates Jun WWHF	2023/24
	20/09/2023	EFDC	DD	480.00	P254	Rates Jan MH	2023/24
	20/09/2023	EFDC	DD	1,300.00	P255	Rates Jan BC	2023/24
002201	01/08/2023	Sheppard Limited	DD	77.76	P256	Rates June August	2023/24
1436476		Crown Gas & Power	DD	254.20	P257	Gas July KH	2023/24
143632		Crown Gas & Power	DD	262.56	P258	Gas July KH	2023/24
			DD	104.00	P259	Rates Jul KH	2023/24
			DD	170.00	P260	Rates Jul RWH	2023/24
			DD	70.00	P261	Rates Jul WWHF	2023/24
			DD	480.00	P262	Rates Jul MH	2023/24
			DD	1,300.00	P263	Rates Jul BC	2023/24

For information No. 2 Account							
1941937	22/08/2023	NatWest Autopay	DD	20.00	P267	Autopay chq May	2023/24
	11/08/2023	HMRC	DD	6,375.07	P269	PAV/NC Aug	2023/24
	11/08/2023	EDC Pensions Plan	DD	6,016.87	P269	EDC Pension Aug	2023/24
	20/08/2023	LTC Staff	BACS	23,191.94	P264	Salaries Aug	2023/24

For information Account Transfer							
	07/08/2023	Bank transfer to NatWest No. 1	TR	66,000.00	T8	July fee up-current from Personal	2023/24
	07/08/2023	NatWest No. 1 to NatWest No. 2	TR	46,000.00	T9	Aug Salaries and Tax top up	2023/24

Total £ 252,298.00

We certify that this schedule lists the details of the cheques, transfers and other orders for payment we have signed, drawn or the value thereof and passes as entered on the account.

Sign:

Print name: D. J. WIXLEY

Sign:

Print name: STELLA MURPHY

Schedule number:	313
Date reported to RGS Chief:	

**Agenda item 14 – Annual Governance and Accountability Return (AGAR) 2022/23**

**Section 3 – External Auditor's Report and Certificate 2022/23**

In respect of **LOUGHTON TOWN COUNCIL – EX0166**

**1 Respective responsibilities of the auditor and the authority**

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

**2 External auditor's limited assurance opinion 2022/23**

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with *Proper Practices* and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None.

**3 External auditor certificate 2022/23**

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.

External Auditor Name

**PKF LITTLEJOHN LLP**

External Auditor Signature

*PKF Littlejohn LLP*

Date

**21/08/2023**

**Agenda item 17.1 – Early retirement policy****Local Government Pension Scheme 2014 – Employer Discretions Policy Statement**

<b>Regulation</b>	<b>Policy</b>
R16(2)(e) & R16(4)(d) R17(1) RTP15(1)(d) Shared cost additional pension scheme.	The Town Council will not set up a shared cost APC or AVC scheme. The only circumstances under which the Town Council will contribute, as required, is where an employee chooses within 30 days following a period of authorised unpaid leave of absence, to purchase pension.
R30(6) & TP11(2) Flexible retirement	The Town Council will consider employee requests to take flexible retirement on a case by case basis after taking into account business needs and costs that may apply.
R30(8) Waiving of actuarial reduction on flexible retirement	The Town Council will not waive actuarial reductions on a flexible retirement for both active, deferred members and suspended tier 3 ill health pensions.
R30(8) Waiving of actuarial reduction before normal pension age	The Town Council will not waive, in whole or part, the actuarial reduction on benefits where a member voluntarily elects to draw his or her benefits before normal pension age.
TPSch 2, paras 1(2) and 2(2) Power of the employing authority to 'switch on' the 85 Year Rule	The Town Council will not "switch on" the 85 year rule for a member voluntarily electing to draw benefits on or after age 55 but before age 60.
TP3(1), TPSch 2, paras 2(1) and 2(2), B30(5) and B30A(5) Waiving of any actuarial reduction on pre and/or post April 2014 benefits.	The Town Council will not waive actuarial reductions on pre and or post April 2014 benefits.
R31 Power of employing authority to grant additional pension	The Town Council will not award additional pension to any member.

**In addition, the Council reserves the right to**

- a) Deal with any other discretions which may apply under the LGPS on their merits on an individual basis; and
- b) Amend any of the policies if in its opinion this would be appropriate given the special circumstances of an individual case.