



RESOURCES AND GENERAL SERVICES COMMITTEE

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

Wednesday, 26 June 2024

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 2024

Councillor M Owen (Chairman)
Councillor R Brookes (Vice Chairman)

Councillors
I Allgood
S Murray

S Fontenelle
M Stubbings

N MacKinnon

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 10 April 2024.

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.

Members to note that a Strategy & Staffing meeting will be held on 28 June 2024, primarily to discuss staffing plans, following notification of the retirement of the Deputy Town Clerk and Responsible Financial Officer (RFO) in October 2024. Also additional resources will be needed if the Town Council takes over the maintenance responsibilities of St Johns Churchyard, when it becomes a 'Closed Churchyard'

6 Training and Conferences

The Community Manager attended a face-to-face Institute of Cemetery and Crematorium (ICCM) Course at the EALC offices in Great Dunmow, on 14 May 2024.

Following the election results, the Town Clerk invited all Councillors to a face-to-face induction training meeting on Tuesday 21 May 2024, in the Chamber Room at Buckingham Court, where the Town Clerk shared key information and supporting documents.

The Town Clerk attended a two-day refresher St John Ambulance course on 'First Aid at Work' 13 to 14 June 2024. The requalification certificate now remains valid for a further three years. It is recommended that a further member of staff, the caretaker at Murray Hall also takes this course which would run for three days.

To review and note.

7 Staff Salaries 2024/25

The Society of Local Council Clerks (SLCC) have reported that the National Employers have now made a full and final pay offer following the trade unions submissions for pay and conditions claim. for 2024/25.

UNISON have described the offer as 'disappointing' and the trade unions are to conduct consultations with their members.

Again this year, it means it is likely to be several months past the anniversary date, before any conclusion is reached.

To receive and NOTE.

8 80th Anniversary of D-Day Landings Commemoration

The lighting of the Loughton Beacon on Hillyfields Open Space on 6 June 2024 was a fitting tribute and a great success, with an estimated c400 local residents in attendance. It was pleasing to note the Tribute read by members of the 41st Epping Forest Cubs, who will receive certificates to mark their participation in the event.

To receive and NOTE.

9 Flag Flying

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

Commonwealth Flag on 11 March 2024 – Commonwealth Day
Union Flag on 9 April 2024 – His Majesty's Wedding Day
St George Cross Flag on 23 April 2024 – St George's Day
Union Flag on 6 May 2024 – Coronation Day
Union Flag on 15 June 2024 – Official Birthday of His Majesty The King

The Town Council will mark the following by flying the:

Union Flag on 21 June 2024 – Birthday of The Prince of Wales
Armed Forces Day Flag on 29 June 2024 (flag to be flown from Monday 24 June) – Armed Forces Day
Union Flag on 17 July 2024 – Birthday of The Queen
Red Ensign on 3 September 2024 – Merchant Navy Day
Union Flag on 8 September 2024 – His Majesty The King's Accession
Union Flag from 10 November 2024 (flag to be flown from Friday 8 November) – Remembrance Commemoration
Union Flag on 14 November 2024 – Birthday of His Majesty The King

To receive and NOTE.

10 Christmas Card 2024

The Committee are asked to consider and AGREE if they wish to continue with last year's format of producing a festive photo card to be circulated digitally and a donation to be made to a charity.

11 Civic Service 2025

The Committee to consider and AGREE if the Town Mayor may hold a Civic Service in 2025, should she so wish.

12 Councillor / Staff Long Service Awards

Members are asked to consider and AGREE if they would like to introduce a Councillor / Staff Long Service Award Scheme, and if so, what the recognition should be and for what anniversary / anniversaries (e.g. after 10 years' service as a Town Councillor / member of staff etc). There is currently no budget in place.

13 Finance

13.1 Current Financial Position

The current financial position as at 30 April 2024 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 at 30 April 2024 are attached (see pages 7-10).

13.2 Accounts Paid

Payments totalling £340,807.83 as detailed on payment schedules nos 389-392 (see pages 11-13) have been made since the report to the meeting on 10 April 2024. 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.

14 Precept

The Committee is asked to NOTE that the first instalment of the 2024/25 Precept £496,954.50 was received into the Council's Santander bank account on 26 April 2024.

15 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, 2022/23, and 2023/24.

16 Internal Audit

The Committee is asked to NOTE that the internal auditor visited the offices on 13 May 2024, specifically to review the accounting entries to 31 March 2024 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 14-17).

17 Annual Governance and Accountability Return (AGAR) 2023/24

The AGAR will be submitted to the external auditors PKF Littlejohn LLP before the end of June 2024 deadline and the completed confirmation of dates for provision of public rights form has been displayed on our noticeboards and posted on our Town Council website.

18 Financial Regulations

Following the introduction of the new National Association of Local Councils (NALC) model Financial Regulations in April 2024, the RFO and Town Clerk are working on the existing Town Council Financial Regulations to bring them in line with the new NALC template. Whilst broadly the same, there is extensive work involved as there are a number of sections which are unique to Loughton Town Council and will need to be adopted into the new format. As soon as the new amended and updated document has been completed, the definitive draft will be brought to the next available Resources & General Services Committee meeting for review before presentation to Town Council for adoption.

Members to receive and note

19 Credit Cards

With the continued increases being seen generally in products and services, members are asked to consider and AGREE whether the following increases in the Town Council's NatWest credit card limits can be made.

- No 1. Town Clerk – increasing to £2,500
- No 2. Services Manager – increasing to £2,000

20 Budget – virements

The Committee are asked to consider and AGREE if the following recommendation made by the Recreation Committee on 29 May 2024 (see minute RC26) can be implemented. If so, Members to make the recommendation to Full Council.

- Authorise, subject to a cap, the Town Clerk to be able to make any necessary virements between budgets. If so, consider and AGREE the individual limits (request £6,000.00). Any virements made would be reported via both the following relevant committee meeting and the Resources and General Services Committee.

If agreed by Full Council, members are asked to NOTE the new agreed limits will be included in the latest Financial Regulations.

21 Town Council's Banking Arrangements / Signatories

Following the completion of updating of the Town Council's bank accounts (signatories and address) members are asked to consider and AGREE the recommendation to Town Council to the transfer of the Town Council's NatWest, current account number 1, to Unity Trust Bank.

If agreed, members are asked to recommend to Town Council the number of Councillor signatories / authorisers for the new account.

The Committee are also asked to consider and AGREE the request and recommendation to Town Council for two further signatories on the Town Council's existing bank accounts, and the removal of former Town Councillors, Caroline Pond and Graham Wiskin.

22 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:

16.1 Code of Conduct – Recommended next review June 2027

[Code of Conduct 2016 - updated 2022 Review 2024.pdf \(loughton-tc.gov.uk\)](#)

16.2 Code of Conduct Annex 3 Complaints Procedure - Recommended next review June 2027

[Code of Conduct - Complaints procedure 2012 - Reviewed June 2022.pdf \(loughton-tc.gov.uk\)](#)

16.3 Health & Safety – Recommended next review June 2027

[H and S Policy - Updated June 21.pdf \(loughton-tc.gov.uk\)](#)

16.4 Training Strategy – Recommended next review June 2027

[Training Strategy - Reviewed June 21.pdf \(loughton-tc.gov.uk\)](#)

23 IT Price Increase

The Committee are asked to consider and AGREE whether to continue with our current IT provider (please see report page 18).

Mark Squire
TOWN CLERK
20 June 2024

Current Financial Position
Agenda item 13.1

Loughton Town Council
Summary Income & Expenditure by Budget Heading 30/04/2024
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
<u>Resources and General Services</u>							
Communication	Expenditure	17,050	8	20,249	20,241	20,241	0%
Office Expenses	Expenditure	12,594	1,723	16,668	14,945	14,945	10.3%
Audit	Expenditure	3,926	-3,350	4,130	7,480	7,480	-81.1%
Central Personnel	Expenditure	407,806	34,056	445,390	411,334	411,334	7.6%
Interest received	Income		0	19,000	19,000		0%
Council Expenses (1)	Expenditure	14,675	12,708	19,718	7,010	7,010	64.4%
Other Services (RGS)	Expenditure	339	0	1,200	1,200	1,200	0%
Members' Expenses	Expenditure	1,723	0	2,460	2,460	2,460	0%
Buckingham Court	Expenditure	58,313	1,523	64,394	62,871	62,871	2.4%
	Income	1,312	32	2,000	1,968		1.6%
Service Re-charge (2)	Expenditure	-371,000	-33,000	-396,000	-363,000	0	8.33%
Grants	Expenditure	31,399	500	38,500	38,000	38,000	1.3%
	Income	37,100	0	0	0		

INCOME – EXPENDITURE TOTALS

R&GS Expenditure (3)	<u>176,824</u>	<u>14,168</u>	<u>216,709</u>	<u>202,541</u>		<u>6.5%</u>
Income	<u>38,412</u>	<u>32</u>	<u>21,000</u>	<u>20,968</u>		<u>0.2%</u>
Net Expenditure over Income	<u>138,412</u>	<u>14,136</u>	<u>195,709</u>	<u>181,573</u>		

Notes:

- (1) Council Expenses – “Actual Year To Date” – includes the Town Council annual Insurance.
- (2) As from 1 April 24, recharge figure will be added back pro rata.
- (3) The Service Recharge will be applied at the financial year-end.

Agenda item 13.1 cont.
Earmarked Reserves for 2024/2025

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	30.04.24
Elections	24,854.81
Total	24,854.81

Agenda item 13.1 cont.

Date: 03/06/2024 Loughton Town Council 2024 - 25 Page 1
Time: 12:03 Bank Reconciliation Statement as at 30/04/2024 User: JCG
for Cashbook 1 - No 1 Current Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Nat West no. 1 account	30/04/2024		90,602.59
			90,602.59
Unpresented Payments (Minus)		Amount	
19/01/2024 11430 P628 Pinnacle Group Ltd		600.00	
01/03/2024 11463 P701 Oak View School		50.00	
01/03/2024 11470 Citizens Advice Bureau - Eppin		8,500.00	
01/03/2024 11474 Samantha Jacobs		350.00	
01/03/2024 11475 Thevagi Varathrajah		350.00	
18/03/2024 11484 P758 James Todd & Co. Ltd.		114.18	
18/03/2024 11501 P778 CPRE		35.00	
28/03/2024 11523 P838 Epping Forest Foodbank		2,000.00	
28/03/2024 11526 P850 Xinxia McKnight		30.00	
28/03/2024 11504 P817 HAGS-SMP Ltd		415.16	
28/03/2024 11515 P828 C & T Window Cleaning Services		100.00	
28/03/2024 11518 P831 James Todd & Co. Ltd.		199.98	
30/04/2024 SD2 11545 Laura Speakman		350.00	
30/04/2024 11546 P28 Accuro		500.00	
30/04/2024 11527 P1 Chubb Fire & Security Ltd		3,647.52	
30/04/2024 11528 P2 TMJ Projects		350.00	
30/04/2024 11529 P3 Essex Association of Local Cou		2,773.77	
30/04/2024 11530 P5 Deltagate Ltd		1,015.00	
30/04/2024 11531 P7 Regional Waste Recycling Comme		525.20	
30/04/2024 11532 P10 Atrium Security Limited t/a Tr		1,825.00	
30/04/2024 11534 P12 Rialtas Business Solutions Ltd		1,863.60	
30/04/2024 11535 P15 ICCM		100.00	
30/04/2024 11536 P16 Loughton Landscapes Limited		360.00	
30/04/2024 11537 P17 Viking		459.25	
30/04/2024 11538 P18 ANYWHERE DECKCHAIRS (Mr P Houg		540.00	
30/04/2024 11539 P19 Gracelands Complete Maintenanc		156.00	
30/04/2024 11540 P20 Gareth Griffith t/a Greenhill		600.00	
30/04/2024 11541 P21 Reliant Leisure Services Ltd		2,640.00	
30/04/2024 11542 P22 Clarke Hillyer		25.00	
30/04/2024 11543 P23 Accredited Locksmith Services		90.00	
30/04/2024 11544 P24 Nisbets PLC		78.43	
30/04/2024 11547 P29 TBS Hygiene Ltd		72.00	
30/04/2024 11548 P30 Pinnacle Group Ltd		600.00	
30/04/2024 11549 P31 AtoZ Supplies		140.05	
			31,455.14
			59,147.45
Unpresented Receipts (Plus)			
30/04/2024 R19		265.60	

Agenda item 13.1 cont.

Date:03/06/2024	Loughton Town Council 2024 - 25	Page 2
Time: 12:03	Bank Reconciliation Statement as at 30/04/2024 for Cashbook 1 - No 1 Current Account	User: JCG
	<u>Amount</u>	<u>Balances</u>
		265.60
		59,413.05
	Balance per Cash Book is :-	59,413.05
	Difference is :-	0.00

Date:30/05/2024	Loughton Town Council 2024 - 25	Page 1
Time: 13:06	Bank Reconciliation Statement as at 30/04/2024 for Cashbook 2 - No 2 Current Account	User: JCG
<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>
Nat West no. 2 account	30/04/2024	57,141.32
		57,141.32
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>
18/03/2024 839 P794 B Cohen		120.00
30/04/2024 846 P25 HMRC only 120PW00111168		8,597.58
30/04/2024 847 P26 Essex Pension Fund		9,677.21
		18,394.79
		38,746.53
<u>Unpresented Receipts (Plus)</u>		0.00
		0.00
		38,746.53
	Balance per Cash Book is :-	38,746.53
	Difference is :-	0.00

Agenda item 13.1 cont.

Date:30/05/2024		Loughton Town Council 2024 - 25		Page 1
Time: 12:56		Bank Reconciliation Statement as at 30/04/2024 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	30/04/2024		102,431.24	
			<hr/> 102,431.24	
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>		
		0.00		
			<hr/> 0.00	
			102,431.24	
<u>Unpresented Receipts (Plus)</u>				
		0.00		
			<hr/> 0.00	
			102,431.24	
		Balance per Cash Book is :-	102,431.24	
		Difference is :-	0.00	

Date:30/05/2024		Loughton Town Council 2024 - 25		Page 1
Time: 12:52		Bank Reconciliation Statement as at 30/04/2024 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	30/04/2024		591,506.25	
			<hr/> 591,506.25	
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>		
		0.00		
			<hr/> 0.00	
			591,506.25	
<u>Unpresented Receipts (Plus)</u>				
		0.00		
			<hr/> 0.00	
			591,506.25	
		Balance per Cash Book is :-	591,506.25	
		Difference is :-	0.00	

**Agenda item 13.2
Accounts Paid**

Loughlin Town Council Payment record List of payments made between 18 March to 31 March 2024							
Invoice No.	Date Paid	Payee Name	Chq No.	Paid	P No.	Transaction details	Year
For information No. 1 Account							
15492		Alman Security Solutions Ltd		912.90	P014	RVRIG Gate Jan	2023/24
15493		Alman Security Solutions Ltd		912.90	P016	RVRIG Gate Feb	2023/24
18414	26/03/2024	Alman Security Solutions Ltd	10633	2,077.60	P016	Security for Planning meeting	2023/24
94452	26/03/2024	HACS-SMP Ltd	11694	415.18	P017	Repair broken in pipe	2023/24
E234030	26/03/2024	Regional Waste Recycling (Commercial) Linn	11695	114.00	P018	Cemetery Clean, Bins Feb	2023/24
48061	26/03/2024	Chignell Construction	11595	834.60	P019	Repair ceiling light unit, inc tower	2023/24
2043	26/03/2024	David Jackson	11607	25.00	P020	Civic Service photography	2023/24
11257	26/03/2024	Electrical & Mechanical Controls Limited	11526	155.00	P021	Remote training on heating controls	2023/24
9157	26/03/2024	TBS Hygiene Ltd	11636	50.00	P022	Dog Waste March	2023/24
1024162	26/03/2024	Pinevic Housing Limited	11510	603.00	P023	WRPF Gas Meter Mar	2023/24
LP1063186972	26/03/2024	Lanes Group plc	11611	1,285.64	P024	Install Alkyway signage Gillingham	2023/24
153770	26/03/2024	Carragee & Macleod Packaging Ltd	11612	214.50	P025	Refuse sacks	2023/24
3716	26/03/2024	Newton Newton Flags & Banner Makers Ltd	11513	28.60	P026	D-Day Bag for Jane Celebration	2023/24
42948	26/03/2024	SME Invoice Finance Limited (Think Business)	11614	895.40	P027	KH Cleaning March	2023/24
9053	26/03/2024	C&T Window Cleaning Service Ltd	11515	100.00	P028	MH Window cleaning	2023/24
32334575	26/03/2024	altec Supplies	11616	67.18	P029	Hand towels	2023/24
2316	26/03/2024	Cosma Office Solutions Limited	11617	62.94	P030	Printing March	2023/24
10078	26/03/2024	James Todd & Co	11618	189.99	P031	Paper March	2023/24
10346353		Chubb Fire & Security Ltd		131.15	P032	Fire Alarm Service	2023/24
10346354		Chubb Fire & Security Ltd		198.15	P033	Emergency Lights Service	2023/24
10346381		Chubb Fire & Security Ltd		198.85	P034	Emergency Lights Service	2023/24
10346395		Chubb Fire & Security Ltd		220.75	P035	Fire Alarm Service	2023/24
10346378	26/03/2024	Chubb Fire & Security Ltd	11519	327.11	P036	Fire Alarm Service	2023/24
	26/03/2024	Katja Ponnempalam	11620	250.00	SD50	Security Dip refund	2023/24
	26/03/2024	Nicola Daly	11621	250.00	SD81	Security Dip refund	2023/24
	26/03/2024	St Michael & All Angels Church	11622	1,000.00	P037	Financial Assistance Grant	2023/24
	26/03/2024	Epping Forest Foodbank	11623	2,000.00	P038	Financial Assistance Grant	2023/24
	26/03/2024	Loughlin, Chipwell & District Synagogue	11624	500.00	P039	Financial Assistance Grant	2023/24
48111	26/03/2024	SME Invoice Finance Limited (Think Business)	11525	680.03	P025	Replacement for Chq 11389 lost	2023/24
	26/03/2024	Aimea McKnight	11626	30.00	P080	WRM Key Deposit refund	2023/24
For information Direct Debits							
88087526	01/05/2023	Piney Bowes	DD	259.60	P789	Frinking cost May	2023/24
88308867	15/09/2023	Piney Bowes	DD	259.60	P900	Frinking cost Aug	2023/24
88402517	19/10/2023	Piney Bowes	DD	259.60	P001	Frinking cost Oct	2023/24
88547026	01/02/2024	Piney Bowes	DD	259.60	P002	Frinking cost Feb	2023/24
1.34262E+11	22/03/2024	Tesco Mobile	DD	38.00	P041	Mobile phone Feb	2023/24
8854043	05/11/2023	British Gas	DD	437.51	P042	B Cit Electric Jan	2023/24
7118732	27/03/2024	British Gas	DD	385.88	P043	B Cit Electric Feb	2023/24
PV1408557	26/03/2024	PWLB	DD	18,295.62	P044	Loan Repayment MH	2023/24
60930	20/03/2024	The Comms Guys Ltd	DD	156.03	P046	Office phone Feb	2023/24
23786	25/03/2024	Fire Business Water	DD	318.22	P047	Water rates Feb	2023/24
Q264	02/04/2024	BT	DD	260.98	P048	MH Phones and broadband bill Mar-May	2023/24
C147607	07/04/2024	Sluggard Limited	DD	77.75	P049	Peoplesale Mar	2023/24
1433691	17/03/2024	Crown Gas & Power	DD	532.45	P051	MH Gas Feb	2023/24
3077858	17/03/2024	Crown Gas & Power	DD	248.72	P052	KH Gas Feb	2023/24
SL00249567999	06/03/2024	Northgate Vehicle Hire Ltd	DD	1,118.21	P053	Van costs Feb	2023/24
FW07207625	27/04/2024	Northgate Vehicle Hire Ltd	DD	4,964.41	P054	Van Repairs	2023/24
NT025L0050562	16/04/2024	Northgate Vehicle Hire Ltd	DD	51.43	P055	Refund from Quads	2023/24
	26/03/2024	EFDC	DD	504.00	P057	KH Rates Feb	2023/24
	20/03/2024	EFDC	DD	170.00	P058	RVRIG Rates Feb	2023/24
	20/02/2024	EFDC	DD	78.00	P059	WRPF Rates Feb	2023/24
	20/03/2024	EFDC	DD	489.00	P060	MH Rates Feb	2023/24
	20/03/2024	EFDC	DD	1,320.00	P061	BC Rates Feb	2023/24
	20/03/2024	EFDC	DD	164.00	P062	KH Rates Mar	2023/24
	20/03/2024	EFDC	DD	170.00	P063	RVRIG Rates Mar	2023/24
	20/03/2024	EFDC	DD	78.00	P064	WRPF Rates Mar	2023/24
	20/03/2024	EFDC	DD	489.00	P065	MH Rates Mar	2023/24
	20/03/2024	EFDC	DD	1,320.00	P066	BC Rates Mar	2023/24
For information BACS payments made from No. 1 Account							
HL0320	26/03/2024	Heale & Lodge	BACS	375.00	P003	Year end internal audit 03/20	2023/24
291940839	01/02/2024	Workpay	Centra	7.97	P004	Chq Pin charge Feb	2023/24
29292114	06/03/2024	Workpay	Centra	12.11	P005	Chq Pin charge Feb	2023/24
291409419	12/03/2024	Workpay	Centra	8.89	P006	Chq Pin charge Feb	2023/24
293436918	13/03/2024	Workpay	Centra	0.58	P007	Chq Pin charge Feb	2023/24
293583388	14/03/2024	Workpay	Centra	3.32	P008	Chq Pin charge Feb	2023/24
293747882	16/03/2024	Workpay	Centra	0.50	P009	Chq Pin charge Feb	2023/24
294281459	16/03/2024	Workpay	Centra	2.15	P010	Chq Pin charge Feb	2023/24
294569011	21/03/2024	Workpay	Centra	8.60	P011	Chq Pin charge Feb	2023/24
295353757	27/03/2024	Workpay	Centra	0.15	P012	Chq Pin charge Feb	2023/24
295522504	29/03/2024	Workpay	Centra	27.40	P013	Chq Pin charge Feb	2023/24
E58335618030	06/04/2024	EDF	BACS	894.51	P040	B Cit Gas Jan/Feb	2023/24
For information No. 2 Account							
7817202	22/03/2024	Network Autopay	DD	39.60	P045	Autopay charges Feb	2023/24
For information Account Transfer							
	26/03/2024	Trf from Santander to NatWest No. 1	TRF	40,000.00	T28	Top up account from Precept account	2023/24
				Total	€	85,340.59	
We certify that this schedule lists the details of the cheques, transfers and other orders for payments made by the council in the period specified above as							
Signed:				Signed:			
Print name:				Print name:			
				Schedule number	389		
				Date reported to ROS Office			
Page 1							

Agenda item 13.2 cont.
Accounts Paid

Loughlin Town Council Payment record List of payments made between 19 March 2024 to 30 April 2024							
Invoice No.	Date Paid	Payee Name	Chq No.	Paid	P No.	Transaction details	Year
<i>For information No. 1 Account</i>							
10352874	30/04/2024	Chubb Fire & Security Ltd	11527	3,647.52	P1	Install new beam detector	2024/25
102	30/04/2024	TMJ Projects	11528	350.00	P2	Supply, install hand dryer ladies	2024/25
17708	30/04/2024	EALC		192.00	P3	Cemetery management course	2024/25
17544	30/04/2024	EALC	11529	2,561.77	P4	EALC/NALC Affiliation 24/25	2024/25
3904	30/04/2024	Delagate Limited		840.00	P5	Replacement emergency lights	2024/25
3906	30/04/2024	Delagate Limited	11530	175.00	P6	Supply, fit Wall fan, lights	2024/25
E234104	30/04/2024	Regional Waste Recycling (Commeric...		312.00	P7	April Refuse collection	2024/25
E234166	30/04/2024	Regional Waste Recycling (Commeric...		57.20	P8	April Refuse collection	2024/25
E234167	30/04/2024	Regional Waste Recycling (Commeric...		156.00	P9	April Refuse collection	2024/25
INV-15413	30/04/2024	Triangle Security	11532	912.50	P10	RV Gate Security - March 2024	2024/25
INV-15639	30/04/2024	Triangle Security		912.50	P11	RV Gate Security - April 2024	2024/25
SM29789	30/04/2024	Riotous Business Solutions Ltd	11534	532.80	P12	Annual Bkings Software Supp & Maint	2024/25
SM29790	30/04/2024	Riotous Business Solutions Ltd		1,196.00	P13	Omega Cashkit Supp & Maint	2024/25
SM29770	30/04/2024	Riotous Business Solutions Ltd		132.00	P14	VAT Submission Annual Sub	2024/25
4247/2024/25	30/04/2024	ICCM	11536	100.00	P15	ICCM Corp Subs 2024/25	2024/25
INV-0365	30/04/2024	Loughlin Landscapes Ltd	11536	360.00	P16	RVRG Bench Base	2024/25
4063704	30/04/2024	Viking	11537	469.25	P17	Office Stationery April 2024	2024/25
INV-0751	30/04/2024	Anywhere Deckchairs	11538	640.00	P18	Deck Chairs - Jessel Green	2024/25
26098	30/04/2024	Graceland CMS Ltd	11539	169.00	P19	Quarterly Service MH	2024/25
420	30/04/2024	Greenhill Gardening Services	11540	600.00	P20	Gardening Peace Gdn & MH Jan/Feb 24	2024/25
INV-1005	30/04/2024	Reliant Leisure Services	11541	2,640.00	P21	Wet Pour at Traps Hill Playgd	2024/25
Ref 2	30/04/2024	Clauka Hillyer	11542	25.00	P22	Ext Window Clean B D April	2024/25
29244	30/04/2024	Accredited Locksmith Services	11543	90.00	P23	RVRG Postbox	2024/25
28847055	30/04/2024	Nisbets	11544	78.43	P24	Cleaning Supplies MH	2024/25
	30/04/2024	Laura Speakman	11545	346.04	S02	Security Deposit Refund 07/04/24	2024/25
	30/04/2024	Accuro	11546	600.00	P28	Financial Assistance 24/25	2024/25
5319	30/04/2024	TDS Hygiene Ltd	11457	72.00	P20	Dog waste April	2024/25
1025021	30/04/2024	Pinnacle Housing Limited	11458	600.00	P30	WRPF Grd Maint April	2024/25
30287290	30/04/2024	Ab2 Supplies	11459	140.05	P31	Cleaning Supplies MH	2024/25
<i>For information Direct Debits</i>							
IV00362598	04/03/2024	SSE	DD	519.03	P868	KH Electric Oct-Jan	2023/24
IV00368529	04/03/2024	SSE	DD	761.59	P869	WRA Electric Oct-Jan	2023/24
IV00367224	04/03/2024	SSE	DD	368.92	P870	Cemetery Electric Oct-Jan	2023/24
IV00369979	04/03/2024	SSE	DD	68.38	P871	WRPF Electric Nov-Jan	2023/24
IV00374996	04/03/2024	SSE	DD	125.69	P872	KGWM Electric Nov-Jan	2023/24
IV00380094	04/03/2024	SSE	DD	166.43	P873	RVRG Electric Oct-Jan	2023/24
INV00512005	28/03/2024	SSE	DD	60.48	P874	KGWM Electric Nov-Feb	2023/24
IV00541174	30/03/2024	SSE	DD	70.67	P875	WRPF Electric Nov-Feb	2023/24
CN00045408	03/04/2024	SSE	N/A	125.86	P876	WRPF Business support adjust	2023/24
CN00045409	03/04/2024	SSE	N/A	60.00	P877	KGWM Business support adjust	2023/24
CN00045421	03/04/2024	SSE	N/A	60.00	P878	RVRG Electric Business support adjust	2023/24
CN00045425	03/04/2024	SSE	N/A	580.00	P879	KH Electric Business support adjust	2023/24
CN00045430	03/04/2024	SSE	N/A	238.05	P880	Cemetery Electric Business support	2023/24
CN00062465	05/04/2024	SSE	N/A	10,967.01	P881	MH Electric rtd Nov-Jan	2023/24
<i>For information BACS payments made from No. 1 Account</i>							
296679016	05/03/2024	Worldpay	Contra	18.66	P882	Chip Pin charge Mar	2023/24
296794500	07/03/2024	Worldpay	Contra	0.18	P883	Chip Pin charge Mar	2023/24
297404483	12/03/2024	Worldpay	Contra	4.81	P884	Chip Pin charge Mar	2023/24
297903732	15/03/2024	Worldpay	Contra	10.62	P885	Chip Pin charge Mar	2023/24
298846204	20/03/2024	Worldpay	Contra	14.28	P886	Chip Pin charge Mar	2023/24
298884385	22/03/2024	Worldpay	Contra	0.58	P887	Chip Pin charge Mar	2023/24
299234583	25/03/2024	Worldpay	Contra	6.96	P888	Chip Pin charge Mar	2023/24
299737443	28/03/2024	Worldpay	Contra	23.71	P889	Chip Pin charge Mar	2023/24
301019069	31/03/2024	Worldpay	Contra	27.60	P890	Chip Pin charge Mar	2023/24
<i>For information No. 2 Account</i>							
	30/04/2024	HMRC	BACS	8,597.58	P25	HMRC Tax & NIC April	2024/25
	30/04/2024	Essex Pension Fund	BACS	9,077.21	P26	ECC Pensioners April	2024/25
	16/04/2024	Loughlin TC Staff	BACS	25,274.97	P27	LTC net wages April	2024/25
<i>For information Account Transfer</i>							
	11/04/2024	Tfd from No. 1 acct to No. 2 acct	TRF	43,570.76	T1	Transfer from current to wages acct.	2024/25
				Total	£	96,166.17	
We certify that		and other orders		and payees as			
Signed:		Signed:					
Print name:		Print name:					
				Schedule number		380 & 391	
				Date reported to RGS Cttee			

Agenda item 13.2 cont.
Accounts Paid

Loughborough Town Council
Payment record
List of payments made between 1 May 2024 to 30 May 2024

Invoice No.	Date Paid	Payee Name	Chq. No.	Paid	P. No.	Transaction details	Year
For information No. 1 Account							
E234550		Regional Waste Recycling Commerio...		332.00	P55	Can Refuse collection May	2024/25
E234550		Regional Waste Recycling Commerio...		62.40	P56	KH Refuse collection May	2024/25
E234550		Regional Waste Recycling Commerio...		166.40	P57	MH Refuse collection May	2024/25
E234529	30/05/2024	Regional Waste Recycling Commerio...	11550	45.00	P58	Can Green Bin Month	2024/25
S38585	30/05/2024	H2O Networks Limited	11551		P56	KH Water testing 2024	2024/25
5381		TBS Hygiene Ltd		308.10	P59	Br installed RWVG	2024/25
5382	30/05/2024	TBS Hygiene Ltd	11552	342.00	P60	Ram moss Felted/ Plaid	2024/25
70109	30/05/2024	James Todd & Co Limited	11553		P61	Payment April	2024/25
551		Qualls Property Solutions		13,469.63	PE2	Ground Maintenance March	2024/25
552	30/05/2024	Qualls Property Solutions	11554	13,469.63	PE3	Ground Maintenance April	2024/25
and02-0022	30/05/2024	Townsend Archiving Limited	11555		P64	Annual print of foot. license of mg	2024/25
2430	30/05/2024	Cours Offon Solutions Limited	11556		P61	Office Printing April	2024/25
H8,9455	30/05/2024	Howells & Lodge	11557	425.00	PE9	YE Internal Audit	2024/25
1077	30/05/2024	W.LaRene Ltd	11558		PE9	Lightning conductor syst test	2024/25
31713	30/05/2024	Rialtas Business Solutions Ltd	11559		P70	Year end closedown	2024/25
302883	30/05/2024	Ernest Doe & Sons Ltd	11560		P71	Oil for equip	2024/25
8172	30/05/2024	Forest Casual & Sewelwear	11561	72.00	P72	Workshop H/W	2024/25
2166	30/05/2024	Fluid Solutions Ltd	11562		P74	Supply H Toilet seat	2024/25
9452	30/05/2024	HAGG-SMP Ltd	11563	415.16	P74	Replacement for P817 Chq 11004	2024/25
TL186444	30/05/2024	Tatal Media	11564	1,210.00	P75	Thank Loughbor Summer	2024/25
LTC653	30/05/2024	Scott Dryden Design (Scott Dryden)	11565	1,800.00	P76	Thank Loughbor Summer design	2024/25
43218	30/05/2024	Think Business Support Ltd (SMB Invoice Pro	11566	720.00	P77	KH clearing April	2024/25
25	30/05/2024	Clarke Hilroy	11567		P78	Service charge June-Aug	2024/25
424105		Viking Payments		101.72	P80	Stationery and postage April	2024/25
404008	30/05/2024	Viking Payments	11568	278.14	P81	Stationery and postage April	2024/25
9AV - 0384	30/05/2024	Loughbor Landscapes Limited	11569	2,820.00	P82	Repairs to memorial garden	2024/25
582718653	30/05/2024	PPL PRS Ltd	11570	162.00	P83	MH LPRS Licence for MH	2024/25
356011	30/05/2024	Essex Limited	11571		P84	WRA Sagic tank empty	2024/25
	30/05/2024	South Loughbor Cricket Club	11572	172.35	P85	Financial Assistance Grant	2024/25
	30/05/2024	Anywhere Dispatches (Peter Haighor)	11573	540.00	P86	Replacement chq for 11538	2024/25
	30/05/2024	Doughy's Fabric	11574	200.00	S03	Security Deposit ref	2024/25
	30/05/2024	C E Jordan	11575	350.00	S03	Security Deposit ref	2024/25
	30/05/2024	Platy Cash	11576	64.13	P156	Polty cash payments for Roy	2024/25
For information Direct Debits							
Apr 24	15/04/2024	NetBank Credit Card	DD	399.78	P36	CC paid Apr	2024/25
134025413388	22/04/2024	Tesco Mobile	DD	30.36	P37	Staff mobile Mar	2024/25
INV 038895	26/04/2024	First Business Water	DD	94.50	P38	Water rates Mar	2024/25
C050419	26/05/2024	Stogwood Limited	DD	77.70	P39	Peoplesafe alarm Apr	2024/25
91609	18/04/2024	The Common Guys Ltd	DD	208.27	P40	Landfill Mar	2024/25
SL0609573084V	26/04/2024	Northgate Vehicle Hire Ltd	DD	690.18	P41	Temp Van Mar	2024/25
SL0611697084V	01/05/2024	Northgate Vehicle Hire Ltd	DD	77.34	P42	Electric for Van	2024/25
SL0611234384V	02/05/2024	Northgate Vehicle Hire Ltd	DD	999.34	P43	Van lease Apr	2024/25
SL0611690884V	07/05/2024	Northgate Vehicle Hire Ltd	DD	990.19	P44	Temp Van Apr	2024/25
C280246416	03/04/2024	SSE	DD	520.03	P45	MH Support fund light	2024/25
IV00574432	23/04/2024	SSE	DD	98.62	P46	KG Elec Nov-Mar	2024/25
IV00742258	01/05/2024	SSE	DD	75.53	P47	WRPP Elec Nov-Mar	2024/25
3103259	15/04/2024	Crown Gas & Power	DD	200.03	P48	KH Gas Mar	2024/25
1435802	15/04/2024	Crown Gas & Power	DD	577.70	P49	MH Gas Mar	2024/25
3133250	16/05/2024	Crown Gas & Power	DD	136.69	P50	KH Gas Apr	2024/25
1438975	16/05/2024	Crown Gas & Power	DD	453.99	P51	MH Gas Apr	2024/25
7376290	27/04/2024	British Gas	DD	398.83	P52	BC Electric Mar	2024/25
7642641	27/05/2024	British Gas	DD	374.92	P53	BC Electric Mar	2024/25
709274576		EPDC	DD	15,843.25	P59	BC Arms of Rates	2024/25
7097116217		EPDC	DD	5,853.25	P60	MH Annual Rates	2024/25
709868233		EPDC	DD	2,045.90	P61	RWVG Annual Rates	2024/25
709602144		EPDC	DD	535.83	P62	WRPP Annual Rates	2024/25
709009760		EPDC	DD	1,368.83	P63	KH Annual Rates	2024/25
70920917		Greenhousing Ltd	DD	910.80	P64	Photocopying lease	2024/25
309668116		Workday	Conta	9.95	P66	Streamline charge April	2024/25
391242187		Workday	Conta	24.49	P67	Streamline charge April	2024/25
391707470		Workday	Conta	16.52	P68	Streamline charge April	2024/25
391882389		Workday	Conta	8.94	P69	Streamline charge April	2024/25
392239620		Workday	Conta	3.38	P70	Streamline charge April	2024/25
392654728		Workday	Conta	1.70	P71	Streamline charge April	2024/25
393134847		Workday	Conta	3.81	P72	Streamline charge April	2024/25
393331664		Workday	Conta	7.38	P73	Streamline charge April	2024/25
393707989		Workday	Conta	5.16	P74	Streamline charge April	2024/25
394593291		Workday	Conta	53.06	P75	Streamline charge April	2024/25
For information BACS payments made from No. 1 Account							
	13/05/2024	SLCC	BACS	26.00	P87	SLCC AGM and thank MG	2024/25
For information No. 2 Account							
	30/05/2024	HMRC	948	0.524	P32	HMRC Tax & NIC May	2024/25
	30/05/2024	Essex Pension Fund	949	0.520	P33	ECC Pension May	2024/25
	16/05/2024	Loughbor TC Staff	BACS	20,018.00	P34	LTC staff wages May	2024/25
	23/04/2024	NuffWest Auto Pay	DD	20.00	P35	Bank charge Mar	2024/25
	23/05/2024	NuffWest Auto Pay	DD	20.00	P38	Bank charge April	2024/25
For information Account Transfer							
	13/05/2024	Trf from No. 1 acct to No. 2 acct	TRF	43,285.57	T2	Transfer from current to wages acct	2024/25
				Total		£ 189,303.76	

We certify that this schedule sets the details of the cheques, transfers and other orders as shown above.

Signed: [Redacted] Signed: [Redacted]

Print name: [Redacted] Print name: [Redacted]

Schedule number	362
Date reported to RGS Office	

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Agenda item 16
Internal Audit

HEELIS & LODGE

Local Council Services • Internal Audit

Year End Internal Audit Report for Loughton Town Council – 2023/2024

The following Internal Audit was carried out on the adequacy of systems of control in accordance with the requirements of the Audit and Accounts Regulations 2015 and the guidance and instruction in the Practitioners Guide 2023 and should be read in conjunction with the Interim Internal Audit report dated 25/1/2024. The following recommendations/comments have been made:

Income: £1,136,219 Expenditure: £1,162,070 Reserves: £465,924

AGAR Completion:
 Section One: **No**
 Section Two: **Yes – draft figures**
 Annual Internal Audit Report 2023/2024: **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

VAT reclaimed during the year: **Yes** Registered: **Yes**

It is noted that Financial Regulations are due to be reviewed in May 2024. New Model Financial Regulations have just been released by NALC which incorporate changes and updates in legislation, which may be useful when undertaking the next review.

VAT reclaimed during the year: **Yes** Registered: **Yes (Reg: 718721723)**

Period	Amount
1/4/2023 – 30/6/2023	£29,458.52
1/7/2023 – 30/9/2023	£28,458.52
1/10/2023 – 31/12/2023	£1,765.43
1/1/2024 – 31/3/2024	£9,996.23

The Council uses a purchase order system which supports a clear audit trail aided by well referenced paperwork.

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

**Agenda item 16 cont.
Internal Audit**

Risk Assessment	<p>Appropriate procedures in place for the activities of the council Compliance with Data Protection regulations</p> <p><i>Insurance was in place for the year of audit. A review was undertaken at a meeting held on 7/2/2024 (Ref: RG318).</i></p> <p>Fidelity Cover: £2,000,000</p> <p><i>The level of Fidelity cover is within the recommended guidelines of year end balances plus 50% of the precept.</i></p>
Budgetary controls supporting documents	<p>Verifying the budgetary process with reference to council minutes and</p> <p>Precept: £904,300 (2023-2024) Date: 24/1/2023 (Ref: 140.iii) Precept: £993,909 (2024-2025) Date: 30/1/2024 (Ref: 220)</p> <p><i>Effective budgetary procedures are in place. The precept was agreed in full council and the precept decision and amount has been clearly minuted. The Clerk ensures the council are aware of responsibilities, commitments, forward planning and the need for adequate reserves. Budget papers are prepared to ensure councillors have sufficient information to make informed decisions. Budgets are monitored during the year. It is noted that general reserves have been budgeted for and increased to maintain a healthy balance.</i></p>
Income controls	<p>Precept and other income, including credit control mechanisms</p> <p><i>All were found to be in order. Income controls were checked and a sample of income received and banked cross referenced with the Cash Book and bank statements.</i></p>
Petty Cash	<p>Associated books and established system in place</p> <p><i>A satisfactory petty cash system is in place with supporting paperwork. A sample of receipts were examined from February to March 2024 and cross referenced with vouchers and the cash book.</i></p>
Payroll controls	<p>PAYE and NIC in place where necessary. Compliance with Inland Revenue procedures Records relating to contracts of employment</p> <p>PAYE System in place: Yes Employer's Reference: 120/L22613 P60s issued: Yes</p> <p><i>The Council continue to operate RTI in accordance with HMRC regulations. Payroll is outsourced. Supporting paperwork is in place and P60s have been produced as part of the year end process.</i></p>
<p>Contact details : 1 Hembling 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</p>	

Agenda item 16 cont. Internal Audit

Eligible employees have joined the nominated pension scheme. An examination was undertaken on a selection of payroll transactions across the year.

Members claim the basic allowance and these are processed through the Council's payroll and taxed at source.

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

A separate asset register is in place and was reviewed at a meeting held on 7/2/2024 (Ref: RG319). Values are recorded at cost value/insurance value. The total value of assets are recorded at £531,193. 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>£130,581.53</i>
<i>NatWest Current</i>	<i>xxxx9955</i>	<i>£48,704.88</i>
<i>NatWest Reserve</i>	<i>xxxx5249</i>	<i>£102,297.13</i>
<i>Santander Savings</i>	<i>xxxx5910</i>	<i>£93,722.75</i>
<i>NatWest Business Current</i>	<i>xxxx7124</i>	<i>CLOSED 11/12/2023</i>
<i>Nationwide BS</i>	<i>xxxx6269</i>	<i>£106,104.30</i>

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

The Council have adequate general reserves (£280,024) and have identified earmarked reserves of £185,900 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 2023-2024 Interim Internal Audit report was considered by the Council at a meeting held on 7/2/2024 (Ref: RG317).

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**Agenda item 16 cont.
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 exemplary quality of paperwork provided for the audit.



Heather Heelis
Heelis & Lodge
13 May 2024

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Agenda item 23
IT Price Increase

Current IT provider – Price Increase 2024/25

Having not increased their prices for some years, we have received notification from our current IT provider, that their prices will be increasing by c17%, this would bring their costs for basic services to £4,558.00.

Members are asked to note that there are occasional ad-ons to this amount, e.g. Adobe for officers that need it, etc.

We have undertaken a review with other local Council's to compare services and costs, and can report that this remains competitive, and within the Town Council's budget allowance for 2024/25. Our current provider has been in place for a significant number of years, and is very familiar with our IT system, which is beneficial. They are also based locally.

With the bespoke services provided, along with overall cost, we would recommend we remain with our current provider, and AGREE the price increase.

If so, we will hold a meeting with our current IT provider to re-affirm the parameters of the end-to-end service provided.

KL/MS
20.06.24.