



RESOURCES AND GENERAL SERVICES COMMITTEE

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

Wednesday, 12 February 2025

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
5 February 2025

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

Councillors
Ian 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 15 January 2025.
- 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.
 - 5.1 Letter from Chief Constable Harrington**
Letter received explaining the shortfall in funding for Essex police is included in Appendix 5.1 for your information. (see pages 5 and 6).
 - 5.2 Unity Bank Savings Account**
To report that a savings account has been opened at Unity Bank in preparation for the closure of the Santander Bank Account.

To receive and NOTE.
- 6 Royal British Legion**
A thank you letter for the contribution of £138.15 to the Poppy Appeal has been received.

To receive and NOTE.
- 7 Annual Town Meeting**
The meeting will be held at 8pm at The Murray Hall, Borders Lane, Loughton IG10 3SB on Wednesday 19th March 2025. Community groups who are recipients of the Financial Assistance Awards, and the recipients of Citizenship Awards will be invited to the meeting.

To receive and NOTE.
- 8 Meetings Schedule**
Epping Forest District Council (EFDC) has not yet agreed its meetings calendar for 2025/26. As such Councillors are asked to AGREE to delegate the draft timetable to the Clerk, subject to email consultation with Members, and to ratify at the first appropriate Town Council meeting.
- 9 Financial Assistance Applications 2025/26**
 - 9.1 General Applications**
Due to the high volume of applications received, copies of the grant applications for 2025/26 are provided separately in Appendix 1. Members wishing to examine the complete set of the supporting papers are asked to contact Kate

Pendlebury RFO (Pending) prior to the meeting. Information about the person making the application is supplied to the Council but not reproduced on the agenda for data protection reasons.

The amount available for general applications in the budget for 2025/26 is £30,000. To NOTE it is Council policy to withhold 10% in case of emergency applications during the year.

The Committee is asked to consider and AGREE the applications for 2025/26 together with the recommendations of the Working Group and confirm the amounts to be granted.

See attached report (pages 7-8) and Appendix 1.

9.2 Citizens Advice – Epping Forest District

In 2024/25 the Resources & General Services Committee opted to include a separate budget item for a grant provision to Citizens' Advice.

The budget for 2025/26 is £8,500.

Details of this application are also provided in the supplementary agenda.

The Committee is asked to CONFIRM the level of grant to be awarded for 2025/26, under the General Power of Competence.

Organisation	Amount Requested £	Power
Citizens Advice – Epping Forest District	8,500	General Power of Competence

10 Financial Limits

The Committee is asked to review the financial limits below and decide if they are adequate.

Topic	Amount £	Last reviewed	Last changed
Limit of imprest * on no 2 a/c	40,000	Feb 2024	July 2018
Limit of officers signing cheques on no 2 a/c Except for Salary/Autopay – Essex Pensions - HMRC Other items subject to £150 cheque limit for officers	150	Feb 2024	April 2010
Limit of imprest on Security Deposits a/c	3,000	Feb 2024	April 2006
Limit of cheques on Security Deposits a/c	none	Feb 2024	April 2006
Petty cash imprest	150	Feb 2024	-
Urgent repair work etc without budgetary provision (FR 3.4)	5,000	May 2024	April 2008
Additional audit work of external auditor (FR 12.1)	750	May 2024	May 2004
Tenders to be obtained (FR 12.3, 12.6 & 12.8)	over 50,000	May 2024	May 2004
3 quotes to be obtained (FR 12.9)	10,000 to 50,000	May 2024	May 2004
3 estimates to be obtained (FR 12.9)	2,000 to 10,000	May 2024	May 2004
Public Contracts Regulations 2015 apply	over £25,000	May 2024	Feb 2016

(FR 12.3)			
Bad debts may be written off by RFO **	250	Feb 2024	Feb 2014
Credit card:			
No 1: Town Clerk	2,000	May 2024	May 2024
No 2: Service Manager	Card withdrawn Sep 2024 as not required		
* IMPREST - a fund used by a business for small items of expenditure and restored to a fixed amount periodically.			
** It is likely that the RBL bad debt will be written off by the liquidators. Permission is requested from the Committee to action the write off when this notice is received.			

11 Payments Procedures

The Committee is asked to review the following list of **direct debit payments** currently made by the Council, noting that all instructions and the direct debit mandates have been previously approved by the Council and the mandates authorised by two Councillor signatures and **CONFIRM** that the direct debits can be transferred to Unity Bank as previously agreed in **RG257**.

Name	Gross Amount	Frequency	Due date	Purpose
Epping Forest District Council	£2228.00	Monthly	20 th	Business rates for Kingsley & Murray Halls, RVRG & WRPF changing rooms
First Business Water	Various	Monthly	End of Month	Water Supply at Cemetery, Murray Hall, Kingsley Hall, WR Pavilion, WR Allotments
The Comms Guys	Various	Monthly	20 th of Month	Phones and Broadband at Head Office
NatWest	Various	Monthly	27 th	Credit card purchases (in full, monthly)
Tesco Mobile	£28.00	Monthly	23 rd	Work Mobile Phones
British Gas	Various	Monthly	25 th	Electricity Buckingham Court
Public Works Loan Board	£14,103.22	Half yearly	19 th Jan/July	Loan repayment Buckingham Court
Public Works Loan Board	£18,295.62	Half yearly	28 th Mar/Sept	Loan repayment Murray Hall (1)
Public Works Loan Board	£17,849.89	Half yearly	1 st June/Dec	Loan repayment Murray Hall (2)
ICO	£60.00	Annually	Oct	Data Protection Annual Subscription
Skyguard Limited	£77.76	Monthly	Various	People alarms
NatWest autopay	Various	Monthly	Various	BACS payments salaries
Northgate Vehicle Hire Limited	£1,118.21	Monthly		Van lease

12 Finance

12.1 Current Financial Position

The current financial position as at 31 January 2025 is attached together with details of the funds available from earmarked reserves (see pages 7-8).

A note of the Council's current bank balances and most recent reconciliations as at 31 December 2024 are attached (see pages 9-16).

12.2 Accounts Paid

Payments totalling £570,291.70 as detailed on payment schedules nos. 399-403 (see pages 17-21) have been made since the report to the meeting on 4 December 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.

13 Internal Auditor – Interim Internal Audit Report

To NOTE the clean interim audit report received from the internal auditors Heelis & Lodge dated 13 January 2025 (see pages 22-27).

14 Internal auditor renewal

The 24-25 audit will be the final audit of the 5 year term with Heelis & Lodge. EALC were contacted for their list of internal auditors however it was a narrow list of 3 people, 2 of which are EALC employees and have limited experience with larger councils. Given the size of the Council 3 further auditors have been approached for quotes.

1. Heelis & Lodge
2. Auditing Solutions – unable to take on more clients currently.
3. John Watson

Whilst there is an argument to change auditors, we are very happy with the service provided by Heelis & Lodge who have the appropriate experience to audit a larger council such as ourselves. The committee is asked to AGREE the recommendation to re-appoint Heelis & Lodge as our Internal Auditors for the years 2025 – 2030.

15 Insurance – Annual Review

The Committee is asked to NOTE that 2024/25 was the final year of a 3-year contract with Zurich. As per our procedures the Town Council will review the insurance cover and has requested three quotations before renewing for 2025/26 onwards. See attached report (pages 29-30)

The Committee is asked to:

- i. Review and confirm the level of cover detailed in the report.
- ii. Delegate the renewal decision to the Town Clerk and Responsible Finance Officer in discussion with the Committee Chairman.

16 Asset Register

See attached report (pages 31-34).

To receive and NOTE.

Mark Squire
TOWN CLERK
5 February 2025

Agenda 5.1
Letter from Chief Constable Harrington



Sent via email

Essex Police Headquarters, PO Box 2
Springfield, Chelmsford, Essex CM2 6DA

Telephone: 01245 452814
Email: ben-julian.harrington@essex.police.uk

28th January 2025

Dear Colleague,

You will have seen in recent months that I have been very vocal, along with the PFCC, about the funding challenges currently facing Essex Police so we can continue our work to reduce crime and anti-social behaviour and keep Essex safe.

I am writing to you now as a key community safety partner whose people work with local officers and Police Community Support Officers as it is important that I am up front with you about the challenges ahead.

Along with Roger Hirst, the PFCC for Essex, I have spent many months fighting for a fair funding deal for our force and despite this we face a significant shortfall. Owing to the central government funding Essex Police remains at a disadvantage. Whilst we are the eighth largest force in England and Wales per head of population, the force is the third worst funded because of how the current policing funding formula works.

Whilst the Police Fire and Crime Panel will meet next month to decide upon the precept for policing even if the precept for policing is set at the maximum allowed, the force will still face a residual £5m gap in its budget. This is despite finding over £70m of savings in the last decade and using our resources effectively as set out in the HMICFRS Value for Money Assessment published this week [Value for money dashboards - His Majesty's Inspectorate of Constabulary and Fire & Rescue Services](#).

With my senior team I have considered many options about how to balance my budget for 2025/6 and maintain our achievements working in partnership. We worked hard to keep our communities safe with nearly 10,500 fewer crimes recorded in Essex in 2024 compared to 2023. We have reduced knife crime, violence against women and girls, domestic abuse, vehicle crime and anti-social behaviour offences because of our work across Essex and with community safety partners. We are proud of this work, and we could not have achieved in partnership local authority partners.

In an emergency always dial 999. For non-emergencies dial 101.
www.essex.police.co.uk

Agenda 5.1 continued....
Letter from Chief Constable Harrington

NOT PROTECTIVELY MARKED

At Essex Police the Chief Officer team and I have worked hard to highlight our financial position to the government, we have also worked hard to consider all options to plug the shortfall. We have identified a further £8m savings for 2025/26 but it is simply not enough. The only thing left therefore that we can look at is reducing our people and that will impact on the way I deliver policing across Essex.

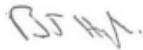
In order to maintain police officer numbers and maintain our operational capability the I have made the in-principle decision, subject to appropriate consultation with the staff affected, to reduce the provision of front counters across Essex and to end Police Community Support Officers as an operational provisions across the force. In addition, there will be a number of staff reductions in non-public facing roles.

At Essex Police the Chief Officer team and I have worked hard to highlight our financial position to the government, we have also worked hard to consider all options to plug the shortfall. We have identified a further £8m savings for 2025/26 but it is simply not enough. These reductions are not palatable and are not what I or my senior team want to do but given the funding gap and the conditions applied to grant funding I am left with no other choice.

I am not in a position to set out the exact timing and details of the change at this stage, but I will ensure that you area advised and kept appraised of develops through your local District Commanders and in any case I am sure this will receive much commentary over the coming weeks and especially when this is discussed publicly at the Police and Crime Panel on 4th February.

Despite this news I would like to give me firm commitment to community safety partnerships and to working with you and local communities to protect and serve the people of Essex.

Yours sincerely



BJ Harrington QPM
Chief Constable

Agenda item 9.1
Financial Assistance Applications 2025/26

As previously agreed, a Working Group of three Councillors and the previous year's Town Mayor, met with the Deputy Clerk on 29 January 2025 to consider the applications in detail and prepare recommendations for consideration by this Committee.

The Working party consisted of Cllrs Brookes; Murray; Owen and Stubbings.

In line with Council policy, at least ten per cent of the general grant budget would not be allocated as this is held back for emergency applications during the year.

Declarations of Interest – Cllr Murray declared non-pecuniary interest on items 1,4,8,9,10,11,12,13,14,15,16,17,19,20,21,22,24. Cllr Brookes declared non-pecuniary interest on items 2,14,15,16

Judging criteria – the following principles were used in preparing these recommendations:

- How well the project met the needs of the local community and provided a positive benefit to a significant number of Loughton residents.
- How effectively the group would use the grant.
- Whether the costs were appropriate and realistic.
- What level of contributions had been, or would be, raised locally?
- Whether the organisation or group should reasonably have been expected to obtain sufficient funding from another, perhaps more appropriate source.
- How the organisation or group was managed, as indicated by its constitution.
- For larger projects, was the proposal sustainable in the long term.

The table on the following page shows the details of the grants applied for presented to the Working Group.

The provisional amounts recommended by the Working Group will be provided prior to the meeting.

Please note, these are only provisional amounts, and the Committee is asked to review them.

Members' attention is also drawn to:

- (1) 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 should therefore, when considering a grant to a church, decide whether this is a prudent course of action.

Agenda item 9.1
Financial Assistance Applications 2025/26 cont.

FINANCIAL ASSISTANCE APPLICATIONS 2025/26

Organisation	Purpose of Grant	Amount requested £	YES/NO	Amount granted £	Remaining budget available
C/Fwd from 24/25					0.00
2025/26 Total Budget	Final 25/26 to be considered/confirmed at Council budget meeting on 28.1.25.				30,000.00
3Food4U	Pay rent 2025/2026 for venue (Loughton Club) for 3food4u community surplus hub	5,000.00	YES	3,000.00	
7th Epping Forest Scouts	Contribution to international camping trip	2,500.00	YES	1,000.00	
Accuro	Educational activities for children and young people	1,000.00	YES	500.00	
Action for Family Carers	Funding for activities and trips	1,500.00	YES	750.00	
Affordable Counselling	Counselling sessions	2,000.00	YES	600.00	
Alfie James Productions	Performance Skills Workshop	200.00	YES	200.00	
Basics Essex	Purchase a Community Event Dome	1,000.00	YES	500.00	
Epping Forest Community Church	Purchase of defibrillator	1,000.00	YES	1,000.00	
Epping Forest Foodbank	Food supplies / rent	4,000.00	YES	3,000.00	
Epping Forest Singers	Lighting equipment	2,700.00	YES	500.00	
Forest Creative Writers	Rent shortfall	500.00	YES	300.00	
Loughton Voluntary Care	Operating costs	1,000.00	YES	1,000.00	
Open Door Friendship Group	Running Costs with any residual being used to subsidize trips	6,040.00	YES	1,500.00	
Restore - Community GROW	Operating costs	3,000.00	YES	2,500.00	
Restore - Noahs Ark	Operating costs	3,400.00	YES	2,500.00	
Restore - Oakwood Hill Community Centre.	Operating costs	2,500.00	YES	2,500.00	
Roding Valley Parkrun	New Signage	71.93	YES	71.93	
Samaritans	Operating costs	900.00	YES	700.00	
South Loughton CC	Purchase new scarifier	1,999.00	YES	1,000.00	
Spark	Contribution towards running costs	2,000.00	YES	1,500.00	
St Marys Church (1)	Purchase a refurbished Macbook (2022)	800.00	NO	0.00	
St Marys Church (2)	Christmas Lights	900.00	YES	550.00	
VAEF	Subsidised handyman charges for Loughton residents	2,500.00	YES	1,000.00	
Young Employment Strategy (YES)	Conferences at Waltham Abbey Marriott Hotel	4,900.00	YES	1,000.00	
Grand total		51,410.93		27,171.93	2,828.07
2025/26 Budget	Final CAB 25/26 budget confirmed at Council budget meeting on 28.01.25				
Citizens Advice Epping Forest District	Running Costs	8,500.00	Yes	8,500.00	
	Total Grants awarded, included Citizens Advice Epping Forest	59,910.93		35,671.93	

Agenda item 12.1
Current Financial Position

Loughton Town Council
Summary Income & Expenditure by Budget Heading 21/01/2025
Month No: 11 Resources and General Services Committee Report

		Actual Last Year	Actual Year To Date	Current Annual Budget	Variance Annual Total	Funds Available	% of Budget
<u>Resources and General Services</u>							
Communication	Expenditure	17,050	12,692	20,249	7,557	7,557	62.7%
Office Expenses	Expenditure	12,594	12,347	16,668	4,321	4,321	74.1%
Audit	Expenditure	3,926	375	4,130	3,755	3,755	9.1%
Central Personnel	Expenditure	407,806	351,255	445,390	94,135	94,135	78.9%
Council Expenses (1)	Expenditure	14,675	14,643	19,718	5,075	5,075	74.3%
Other Services (RGS) (2)	Expenditure	339	38,320	1,200	(37,120)	(37,120)	3193%
Members' Expenses	Expenditure	1,723	(57)	2,460	2,517	2,517	(2.3)%
Buckingham Court	Expenditure	58,313	49,800	64,394	14,594	14,594	77.3%
	Income	0	648	2,000	1,352		32.4%
Service Re-charge (3)	Expenditure	-371,000	0	0	0	0	0.0%
Grants	Expenditure	31,399	14,585	38,500	23,915	23,915	37.9%
	Income	37,100	0	0	0		

INCOME – EXPENDITURE TOTALS

R&GS Expenditure	<u>176,824</u>	<u>493,961</u>	<u>612,709</u>	<u>118,748</u>		<u>80.6%</u>
Income	<u>38,412</u>	<u>648</u>	<u>2,000</u>	<u>1,352</u>		<u>32.4%</u>
Net Expenditure over Income	<u>138,412</u>	<u>493,313</u>	<u>610,709</u>	<u>117,748</u>		

Notes:

- (2) Council Expenses – “Actual Year To Date” – includes the Town Council annual Insurance.
- (3) Other services includes £36,703 for election expenses which was offset by a transfer from earmarked reserves of £24,855.
- (4) The Service Recharge will be applied at the financial year-end.

Agenda item 12.1 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	31.01.25
Grant Funding	2,542
Total	2,542

Agenda item 12.1 cont.

Date:13/01/2025

Loughton Town Council 2024 - 25

Page 1

Time: 10:17

**Bank Reconciliation Statement as at 31/12/2024
for Cashbook 1 - No 1 Current Account**

User: JCG

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Nat West no. 1 account	31/12/2024		51,225.63
			51,225.63
<u>Unpresented Payments (Minus)</u>			<u>Amount</u>
31/10/2024 11758 P546	Royal British Legion		150.00
20/11/2024 11765 P574	H20 Nationwide Ltd		108.00
29/11/2024 11788 P646	Essex Association of Local Cou		780.00
19/12/2024 11799 P678	Loughton Voluntary Care Associ	1,000.00	1,000.00
19/12/2024 11800 P692	Charlotte Harman		350.00
19/12/2024 11794 P671	SME Invoice Finance Limited		720.00
19/12/2024 11795 P672	Essex Heritage Trust		25.00
19/12/2024 11796 P673	Regional Waste Recycling Comme		561.60
			3,694.60
			47,531.03
<u>Unpresented Receipts (Plus)</u>			
30/12/2024 R224		115.00	115.00
			115.00
			47,646.03
		Balance per Cash Book is :-	47,646.03
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Agenda item 12.1 cont.

Date:13/01/2025

Loughton Town Council 2024 - 25

Page 1

Time:09:18

**Bank Reconciliation Statement as at 31/12/2024
for Cashbook 2 - No 2 Current Account**

User: JCG

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Nat West no. 2 account	31/12/2024		45,664.54
			45,664.54
<u>Unpresented Payments (Minus)</u>			<u>Amount</u>
19/12/2024 865 P681	HMRC only 120PW00111168		8,664.81
			8,664.81
			36,999.73
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			0.00
			36,999.73
		Balance per Cash Book is :-	36,999.73
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Agenda item 12.1 cont.

Date: 13/01/2025

Loughton Town Council 2024 - 25

Page 1

Time: 09:03

**Bank Reconciliation Statement as at 31/12/2024
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	31/12/2024		103,410.94
			103,410.94
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			103,410.94
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			0.00
			103,410.94
		Balance per Cash Book is :-	103,410.94
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Agenda item 12.1 cont.

Date:08/01/2025

Loughton Town Council 2024 - 25

Page 1

Time: 10:57

**Bank Reconciliation Statement as at 31/12/2024
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	31/12/2024		482,674.46
			<u>482,674.46</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			482,674.46
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			482,674.46
		Balance per Cash Book is :-	482,674.46
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Agenda item 12.1 cont.

Date:08/01/2025

Loughton Town Council 2024 - 25

Page 1

Time: 10:59

**Bank Reconciliation Statement as at 31/12/2024
for Cashbook 6 - Nationwide Instant Saver Acc**

User: JCG

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Nationwide Instant Saver Acc	31/12/2024		107,838.27
			<u>107,838.27</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			107,838.27
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			107,838.27
		Balance per Cash Book is :-	107,838.27
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Agenda item 12.1 cont.

Date: 13/01/2025

Loughton Town Council 2024 - 25

Page 1

Time: 13:03

**Bank Reconciliation Statement as at 31/12/2024
for Cashbook 7 - Unity Bank**

User: JCG

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity Bank	31/12/2024		488.71
			<u>488.71</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			488.71
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			488.71
		Balance per Cash Book is :-	488.71
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

**Agenda item 12.2
Accounts Paid**

Loughton Town Council
Payment record
List of payments made between 1 November 2024 to 20 November 2024

Invoice No.	Date Paid	Payee Name	Chq No.	Paid	P No.	Transaction details	Year
<i>For information No. 1 Account</i>							
44524	20/11/2024	Think Business Support Ltd (SME Invoice Fin	11761		761.09	P571 KH Cleaning Oct	2024/25
	20/11/2024	Charlotte Harmon	11762		360.00	SD41 MH Deposit refund	2024/25
2780	20/11/2024	Counse Office Solutions Limited	11763		120.24	P572 Printing Oct	2024/25
9002	20/11/2024	G&T Window Cleaning Services Ltd	11764		110.00	P573 High Level window clean MH	2024/25
5172144	20/11/2024	H2O Nationwide	11765		108.00	P574 Water testing KH	2024/25
2033		Qualls Property Solution		70.41		P575 Groud maint CR RVRG 03-05/24	2024/25
709	20/11/2024	Qualls Property Solution	11766	13,446.16	13,375.75	P576 Ground Maintenance Oct	2024/25
26086	20/11/2024	Gracemont Complete Maintenance Services Ltd	11767		180.00	P585 Boiler 1/4 Serv MH	2024/25
IV00315	20/11/2024	GB Pro Maintenance Ltd	11768		825.00	P586 Clear high gutters MH	2024/25
EA40475	20/11/2024	Earth Anchors Ltd	11769		103.14	P597 Bench memorial	2024/25
5002127	20/11/2024	Wiking Office UK Limited	11770		321.82	P589 Stationery/Stamps Oct	2024/25
25904	20/11/2024	Prizee Silver Ltd (H202 Invoice Finance Ltd)	11771		254.00	P600 Annual PAT Testing	2024/25
74	20/11/2024	JMF Maintenance Ltd	11772		144.00	P601 Repair Toilet base/bowl	2024/25
76345	20/11/2024	Aylesford Electrical Contractors Ltd	11773		9,705.24	P602 Xmas Lights Installation	2024/25
INV- 1712	20/11/2024	Safety Services Group	11774		624.80	P603 First Aid Remembrance	2024/25
28		Clarke Hilber		770.44		P604 Service charge 01/12-28/02	2024/25
2	20/11/2024	Clarke Hilber	11775	25.00	803.44	P605 Replaces P22 chq 11542 lost	2024/25
E237094		Regional Waste Recycling (Commercial) Limited		192.00		P606 Cem Green Bins Sep/Oct	2024/25
E236902		Regional Waste Recycling (Commercial) Limited		332.80		P607 Cem Refuse bins Nov	2024/25
E236904		Regional Waste Recycling (Commercial) Limited				P608 KH Refuse bins Nov	2024/25
E236905	20/11/2024	Regional Waste Recycling (Commercial) Limited	11776	168.49	753.60	P608 MH Refuse bins Nov	2024/25
	20/11/2024	Patty Cash	11777		179.71	P608 Petty cash pymts	2024/25
	20/11/2024	SME Invoice Finance Limited	11778		1,453.36	P610 Replaces P426 & 421 chq 11721 lost	2024/25
<i>For information Direct Debits</i>							
	31/10/2024	NatWest	DD		43.75	P551 Bank charges Sept	2024/25
SL0631042GINV	11/04/2587	Northgate Vehicle Hire	DD		990.19	P552 Van Sept	2024/25
Z1870535 C	27/10/2024	ICD	DD		60.00	P553 ICD Annual Sub	2024/25
INV- 053435	26/10/2024	First Business Water	DD		251.77	P554 Water rates Sept	2024/25
66218	18/10/2024	the Comms Guys	DD		202.68	P555 Phone Sept	2024/25
C865349	06/11/2024	Skyguard Limited	DD		77.75	P556 Peoplesafe Oct	2024/25
134223690926	22/10/2024	Tesco	DD		30.36	P557 Mobiles Sept	2024/25
PW486734	02/12/2024	PWLE	DD		17,849.89	P558 MH Loan 2 Nov	2024/25
332820342	31/10/2024	Worldpay	Contra		27.60	P563 Streamline charge Nov	2024/25
333140434	01/11/2024	Worldpay	Contra		14.70	P564 Streamline charge Nov	2024/25
333726314	05/11/2024	Worldpay	Contra		3.42	P565 Streamline charge Nov	2024/25
IV01618931	10/10/2024	SSE	DD		83.94	P567 KG WM Electric 09/05-10/07	2024/25
C57893	07/09/2024	Skyguard Limited	DD		77.76	P568 Peoplesafe July	2024/25
6581422	11/09/2024	British Gas	DD		219.45	P569 BC Electric 08/07-25/07	2024/25
SL00240015CRD		Northgate Vehicle Hire	DD	14.45		P577 Van Pedal box goodwill	2024/25
INV07171070		Northgate Vehicle Hire	DD	163.40		P578 Light unit/mirror damage	2024/25
SL0621053INNV		Northgate Vehicle Hire	DD	990.19		P579 Van June	2024/25
SL06276907INNV		Northgate Vehicle Hire	DD	990.19	2,129.41	P580 Van Aug	2024/25
INV-048583	26/09/2024	First Business Water	DD		347.37	P581 Water rates July	2024/25
May-24	14/08/2024	NatWest Credit Card Services	DD		543.57	P582 Credit card May	2024/25
Jun-24	15/07/2024	NatWest Credit Card Services	DD		299.39	P583 Credit card June	2024/25
Jul-24	14/08/2024	NatWest Credit Card Services	DD		321.49	P584 Credit card July	2024/25
Aug-24	16/09/2024	NatWest Credit Card Services	DD		545.35	P585 Credit card Aug	2024/25
Sep-24	15/10/2024	NatWest Credit Card Services	DD		839.54	P586 Credit card Sept	2024/25
Oct-24	14/11/2024	NatWest Credit Card Services	DD		324.45	P587 Credit card Oct	2024/25
C167729	11/12/2024	Skyguard Limited	DD		77.76	P588 Peoplesafe Nov	2024/25
66833	20/11/2024	the Comms Guys	DD		202.58	P589 Phone Oct	2024/25
SL06342626INV	29/11/2024	NatWest Credit Card Services	DD		63.42	P590 Bank acct Charges Oct	2024/25
134227002207	14/11/2024	Northgate Vehicle Hire	DD		990.19	P593 Van Oct	2024/25
INV-056252	22/11/2024	Tesco	DD		30.36	P564 Mobiles Oct	2024/25
	25/11/2024	Positive Water Limited	DD		282.93	P566 Water rates Oct	2024/25
<i>For information BACS payments made from No. 1 Account</i>							
10701	30/10/2024	Total Media	BACS		522.00	P559 TL Ad for EFDC	2024/25
M0001430284	16/10/2024	EFDC	BACS		36,792.74	P600 District Parish Elections costs	2024/25
10003059756	15/10/2024	Castle Water	BACS		447.63	P561 BC Water Rates Disputed	2024/25
	11/10/2024	Kendal Tree Services Ltd	BACS		13,902.00	P562 Replace chq 11690 canx	2024/25
<i>For information No. 2 Account</i>							
7669043	22/10/2024	NatWest Autopay	DD		20.60	P550 Bank charge Sept	2024/25
	31/10/2024	NatWest	DD		3.50	P556 Bank acct charges Sept	2024/25
	29/11/2024	NatWest	DD		1.40	P591 Bank acct charges Oct	2024/25
7676327	22/11/2024	NatWest Autopay	DD		20.95	P592 Bank autopay charge Oct	2024/25
	19/11/2024	Loughton TC Staff	BACS		31,801.85	P611 LTC net wages Nov	2024/25
	20/11/2024	Essex Pension Fund	880		12,236.28	P612 ECC Pensions Nov	2024/25
	20/11/2024	HMRC	861		10,400.47	P613 HMRC Tax & NIC Nov	2024/25
	20/11/2024	D J Willey	862		53.28	P614 D Willey Travel exp Sept	2024/25
<i>For information Unity Account</i>							
001	30/11/2024	Unity Trust Bank plc	DD		4.90	P570 Unity charges Oct	2024/25
<i>For information Account Transfer</i>							
	07/11/2024	Trf from Santander to No. 1 acct	TRF		90,000.00	T14 Top up account from Precept account	2024/25
Total					£ 253,021.57		

We certify that this schedule lists the details of the cheques, transfers and other payments to be made to the creditors named therein and that the above figures show the correct amount payable to each creditor.

Signed:

Signed:

Print name:

Print name:

Schedule number	399
Date reported to RGS C/tea	

Agenda item 12.2 cont.

Loughton Town Council
Payment record
List of payments made between 21 November 2024 to 31 November 2024

Invoice No.	Date Paid	Payee Name	Chq No.	Paid	P No.	Transaction details	Year
<i>or information No. 1 Account</i>							
0706087	29/11/2024	Chubb Fire & Security Ltd	11779	300.72	P636	Supply, install new extinguishers	2024/25
W-0521	29/11/2024	MRI Fabrications Ltd	11780	540.00	P637	RVRG Replace gate post	2024/25
071617103	29/11/2024	Royal Mail Group Ltd	11781	1,974.00	P638	TL Win postage	2024/25
141	29/11/2024	TBS Hygiene Ltd	11782	90.00	P639	Dog waste Bin Nov	2024/25
934		Dellagate Limited		225.00	P640	MH Emergency exit sign repla	2024/25
916	29/11/2024	Dellagate Limited	11783	925.00	P641	Replace lost chq 11622 P394	2024/25
A40544	29/11/2024	Earth Anchors Ltd	11784	656.40	P642	Litter bin installed	2024/25
	29/11/2024	Allie James Productions	11785	200.00	P643	FA Grant	2024/25
6263	29/11/2024	James Todd & Co Ltd	11786	139.26	P644	Nov Payroll	2024/25
031524	29/11/2024	Pinnacle Housing Limited	11787	600.00	P645	WRPF Grd Maint Nov	2024/25
8098		EALC	11788	624.00	P646	Cllr training KL&SH	2024/25
6160	29/11/2024	EALC	11789	159.00	P647	Cll training Planning KL	2024/25
697	29/11/2024	David Jackman	11789	30.00	P648	Remembrance Parade photos	2024/25
3929	29/11/2024	The Play Inspection Company Ltd	11790	759.84	P659	Annual playground inspection	2024/25
23341	29/11/2024	Essex Security Services Ltd	11791	342.00	P662	Fix replace door keypad	2024/25
839	29/11/2024	Couno Office Solutions Limited	11792	122.06	P663	Printing Nov	2024/25
7311	29/11/2024	Atrium Security Solutions Ltd	11793	912.50	P666	RVRG Gate Nov	2024/25

or information Direct Debits

33896433	08/11/2024	Worldpay	Contra		6.62	P615	Streamline charge Nov	2024/25
34626397	11/11/2024	Worldpay	Contra		0.77	P616	Streamline charge Nov	2024/25
34773281	12/11/2024	Worldpay	Contra		0.58	P617	Streamline charge Nov	2024/25
01694214	07/11/2024	British Gas	DD		118.20	P618	RVRG Electric 01/10-31/10	2024/25
14704877	04/12/2024	British Gas	DD		67.72	P619	RVRG Electric 01/11-14/11	2024/25
06716941	19/11/2024	British Gas	DD		97.77	P620	KH Electric 02/10-01/11	2024/25
23919690		British Gas	N/A	- 147.66		P621	WRPF Electric Cr 01/10-18/10	2024/25
23919691		British Gas	N/A	- 229.40		P622	WRPF Electric Cr 01/9-30/9	2024/25
23919692		British Gas	N/A	- 279.28		P623	WRPF Electric Cr 25/7-31/7	2024/25
13121032		British Gas	N/A	- 25.59		P624	WRPF Electric 25/8-31/8	2024/25
13121033		British Gas	N/A	- 21.58		P625	WRPF Electric 1/9-30/9	2024/25
13121034		British Gas	N/A	- 14.73	594.44	P626	WRPF Electric 1/10-18/10	2024/25
23920053		British Gas	N/A	- 16.57		P627	Cem Electric Cr 1/9-14/9	2024/25
23920054		British Gas	N/A	- 44.08		P628	Cem Electric Cr 5/7-31/8	2024/25
23920066		British Gas	N/A	- 24.66		P629	Cem Electric 25/7-31/8	2024/25
23920067		British Gas	N/A	- 9.09		P630	Cem Electric 1/9-14/9	2024/25
23920068		British Gas	N/A	- 11.03		P631	Cem Electric 15/9-1/10	2024/25
23920069	27/11/2024	British Gas	DD	27.91	12.04	P632	Cem Electric 2/10-13/11	2024/25
09920862	18/11/2024	British Gas	DD		9.09	P633	KG Electric 19/10-1/11	2024/25
11511727	03/12/2024	British Gas	DD		625.59	P634	MH Electric 25/10-12/11	2024/25
01994215	21/11/2024	British Gas	DD		107.62	P635	BC Electric 19/10-1/11	2024/25
23952696		British Gas	N/A		23.99	P649	WRPF Electric 19/10-20/11	2024/25
13126728	05/12/2024	British Gas	DD		23.34	P650	WRA Electric 19/10-20/11	2024/25
23949333	04/12/2024	British Gas	DD		16.94	P651	Cem Electric 14/11-20/11	2024/25
23949334	04/12/2024	British Gas	DD		12.33	P652	KG Electric 2/11-20/11	2024/25
23952674	04/12/2024	British Gas	DD		102.88	P653	BC Electric 2/11-20/11	2024/25
23952676	04/12/2024	British Gas	DD		175.88	P654	MH Electric 13/11-20/11	2024/25
23949335	04/12/2024	British Gas	DD		191.84	P655	KH Gas 19/10-20/11	2024/25
23952679	04/12/2024	British Gas	DD	128.48		P656	BC Gas 19/10-20/11	2024/25
08321731	12/12/2024	British Gas	DD	6.98	135.44	P657	BC Gas 21/11-27/11	2024/25
23949336	04/12/2024	British Gas	DD		303.81	P658	MH Gas 25/10-20/11	2024/25
36651188	26/11/2024	Worldpay	Contra		5.15	P690	Streamline charge Nov	2024/25
37516048	30/11/2024	Worldpay	Contra		27.60	P681	Streamline charge Nov	2024/25
lov-25	16/12/2024	Nabwest Credit Card	DD		601.52	P684	Credit card Nov	2024/25

or information Unity Account

62	31/12/2024	Unity Trust Bank plc	DD		6.00	P685	Unity charges Nov	2024/25
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or information Account Transfer

	21/11/2024	Trf from No. 1 acct to No. 2 acct	TRF		54,459.60	T15	Transfer from current to wages acct	2024/25
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Total £ 65,135.16

We certify that this schedule lists the details of the cheques, transfers and other orders for the Loughton Town Council and payees as

Signed:

Print name:

Signed:

Print name:

Schedule number	400
Date reported to RGS Cttee	

Agenda item 12.2 cont.

Loughton Town Council
Payment record
List of payments made between 1 December 2024 to 19 December 2024

Invoice No.	Date Paid	Payee Name	Chq No.	Paid	P No.	Transaction details	Year
<i>For information No. 1 Account</i>							
KCR-34CECFAB 0001		EDF Energy Ltd	n/a	-	838.79	P688 BC Gas Cr	2024/25
44755	19/12/2024	Think Business Support Ltd (SME Invoice Finance Limited)	11794		720.00	P671 KH cleaning Nov	2024/25
304/12 2025	19/12/2024	Essex Heritage Trust	11795		25.00	P672 Essex Heritage Ann subs	2024/25
E237280		Regional Waste Recycling (Commercial) Limited		332.80	P673	Cem Refuse bins Dec	2024/25
E237282		Regional Waste Recycling (Commercial) Limited		62.40	P674	KH Refuse bins Dec	2024/25
E237283	19/12/2024	Regional Waste Recycling (Commercial) Limited	11798	166.40	P675	MH Refuse bins Dec	2024/25
78439	19/12/2024	Aylesford Electrical Contractors Ltd	11797		9,705.24	P676 Xmas lights removal	2024/25
INV- 0299	19/12/2024	Cb Sound Video Light Ltd	11798		303.60	P677 Sound Light up Life	2024/25
	19/12/2024	Loughton Voluntary Care Association	11799		1,000.00	P678 Loughton Car Vol FA Grant	2024/25
	19/12/2024	Charlotte Harmaan	11800		350.00	P692 Replica chq 11762 SD41	2024/25
	19/12/2024	Ellie Pantelou	11801		350.00	SD44 MH Dep refs 08/12	2024/25
<i>For information Direct Debits</i>							
SL08376502INV	12/12/2024	Northgate Vehicle Hire Ltd	DD		990.19	P657 Van Nov	2024/25
070020917-2		Greenleasing Ltd	DD		1,080.00	P682 Photocopier Lease Annual	2024/25
134230152076	23/12/2024	Tesco Mobile	DD		30.36	P684 Mobile phones Nov	2024/25
337991942	04/12/2024	Worldpay	Contra		10.61	P685 Streamline charge Dec	2024/25
338451785	09/12/2024	Worldpay	Contra		28.81	P686 Streamline charge Dec	2024/25
67444	17/12/2024	The Comms Guys	DD		201.50	P667 Telephone Nov	2024/25
809958225	17/12/2024	British Gas KH	DD		78.34	P688 KH Electric 2/11-1/12	2024/25
724011549	16/12/2024	British Gas Cem	DD		7.79	P689 Cem Electric 21/11-2/12	2024/25
724019608	17/12/2024	British Gas MH	DD		1,294.64	P690 MH Electric 21/11-3/12	2024/25
724027551	18/12/2024	British Gas MH	DD		268.02	P691 MH Gas 21/11-4/12	2024/25
<i>For information BACS payments made from No. 1 Account</i>							
N3-34CECFAB 0005		EDF Energy Ltd			430.54	P669 BC Gas July last inv	2024/25
74	06/12/2024	JMF Maintenance Ltd	BACS		144.00	P670 Replaces chq 11772 P6169	2024/25
<i>For information No. 2 Account</i>							
	19/12/2024	Loughton TC Staff	BACS		25,957.10	P679 LTC net wages Dec	2024/25
	19/12/2024	Essex Pension Fund	864		9,829.00	P680 ECC Pensions Dec	2024/25
	19/12/2024	HMRC	865		6,654.81	P681 HMRC Tax & NIC Dec	2024/25
	31/12/2024	NatWest	DD		2.10	P683 Bank acct charges Nov	2024/25
<i>For information Account Transfer</i>							
	20/12/2024	Trf from No. 1 acct to No. 2 acct	TRF		44,481.90	T16 Transfer from current to wages acct	2024/25

Total £ 105,686.35

We certify that the above is a true and correct copy of the payments made by the Council and other orders made on behalf of the Council and payees as shown on the attached schedule.

Signed:

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Print name:

Print name:

Schedule number	401
Date reported to RGS Cttee	

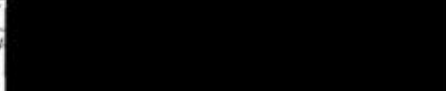
Agenda item 12.2 cont.

Loughton Town Council
Payment record
List of payments made between 20 December 2024 to 31 December 2024

Invoice No.	Date Paid	Payee Name	Chq No.	Paid	P No.	Transaction details	Year
<i>For information No. 1 Account</i>							
1914	02/01/2025	Moores Catering Engineers Ltd	11802	144.00	P695	Inspect/repair oven	2024/25
30726233	02/01/2025	AtoZ Supplies	11803	241.75	P696	Cleaning supplies	2024/25
	02/01/2025	Cancer Research UK	11804	75.00	P697	Xmas Window Prize donation	2024/25
	02/01/2025	Haven House Children's Hospice	11805	75.00	P698	Xmas Window Prize donation	2024/25
	02/01/2025	Haven House Children's Hospice	11806	75.00	P699	Xmas Window Prize donation	2024/25
	02/01/2025	St. Clare Hospice	11807	75.00	P700	Xmas Window Prize donation	2024/25
	02/01/2025	Active Futures West Essex	11808	100.00	SD47	MH SD Refud	2024/25
	02/01/2025	Priya Sheth	11809	350.00	SD58	MH SD Refud	2024/25
MEM252287-1	02/01/2025	Society of Local Council Clerks	11810	480.00	P703	MS annual membership	2024/25
446	02/01/2025	Gareth Griffith (Greenhill Gardening Services)	11811	500.00	P704	Ground maintenance Oct-Dec	2024/25
6365	02/01/2025	TBS Hygiene Ltd	11812	72.00	P705	Dog bins Dec	2024/25
26315	02/01/2025	Gracelands Complete Maintenance Services Ltd	11813	180.00	P706	Repair timer on boiler	2024/25
729	02/01/2025	Qualis Property Solutions	11814	13,446.16	P718	Ground maintenance Nov	2024/25
17322	02/01/2025	Atrium Security Solutions	11815	912.50	P719	RVRG Gate Dec	2024/25
	02/01/2025	Dan Rawles	11816	30.00	P720	WRA Key Deposit Refd	2024/25
1032314	02/01/2025	Pinnacle Housing Limited	11817	600.00	P722	WRPF Grd Maintenance Dec	2024/25
18186	02/01/2025	EALC	11818	396.00	P723	Training Course WD, RB, KP	2024/25
77532	02/01/2025	James Tood & Co Limited	11819	124.74	P724	Payroll Dec	2024/25
01/06/1023	02/01/2025	Island Flooring Contracts	11820	5,484.00	P725	Re-sand and polish floor	2024/25
	02/01/2025	Petty Cash	11821	127.47	P730	Petty Cash payments	2024/25
<i>For information Direct Debits</i>							
INV-063056	23/12/2024	Positive Water Limited	DD	288.58	P693	Water Rates Nov	2024/25
Nov CHGS	31/12/2024	NatWest	DD	49.99	P701	Nov Bank charges	2024/25
22058/2025		Grenkeleasing Ltd	DD	98.00	P702	Photocopier Equip Protect	2024/25
724075536		British Gas (RVRG)	n/a	115.46	P707	RVRG electric cr 25/7-31/8	2024/25
724077349		British Gas (RVRG)	n/a	118.20	P708	RVRG electric cr 1/10-31/10	2024/25
724079063		British Gas (RVRG)	n/a	67.72	P709	RV electric cr 1/11-14/11	2024/25
724079851		British Gas (RVRG)	n/a	88.26	P710	RV electric cr 1/9-30/9	2024/25
724080021		British Gas (RVRG)	n/a	64.27	P711	RVRG electric 25/7-31/10	2024/25
724080030		British Gas (RVRG)	n/a	27.26	P712	RVRG electric 1/11-12/12	2024/25
805182128		British Gas (KH)	DD	225.59	P713	KH gas 21/11-16/12	2024/25
336333440	11/12/2024	Worldpay	Contra	0.32	P714	Streamline charge Dec	2024/25
339475562	12/12/2024	Worldpay	Contra	0.06	P715	Streamline charge Dec	2024/25
339722076	13/12/2024	Worldpay	Contra	23.15	P716	Streamline charge Dec	2024/25
340280891	17/12/2024	Worldpay	Contra	4.53	P717	Streamline charge Dec	2024/25
808350457	08/01/2025	British Gas (RVRG)	DD	1.30	P721	RVRG electric 13/12-14/12	2024/25
PW485175 2412	20/01/2025	PWLB	DD	14,103.22	P726	BC Loan repayment	2024/25
819369638	13/01/2025	British Gas (WRA)	DD	21.76	P727	WRA electric 21/11-21/12	2024/25
819369639	13/01/2025	British Gas (BC)	DD	213.69	P728	BC Gas 28/11-23/12	2024/25
DEC 2024	14/01/2025	NatWest Credit Card	DD	214.40	P729	Dec Credit Card	2024/25
<i>For information BACS payments made from No. 1 Account</i>							
10004707453	16/12/2024	Castle Water	BACS	65.10	P702	BC Water rates 1/10-30/11	2024/25
<i>For information No. 2 Account</i>							
7683755	24/12/2024	NatWest Autopay	DD	20.95	P694	Bank charge Nov	2024/25
Total				£ 38,521.15			

We certify that this schedule lists the details of the cheques, transfers and other orders and payees as

Signed: 
Print name:

Signed: 
Print name:

Schedule number	402
Date reported to RGS Cttee	

Agenda item 12.2 cont.

Loughton Town Council
Payment record
List of payments made between 01 January 2025 to 17 January 2025

Invoice No.	Date Paid	Payee Name	Chq No.	Paid	P No.	Transaction details	Year
<i>For information No. 1 Account</i>							
9008	17/01/2025	C&T Window Cleaning Services Ltd	11822	100.00	P731	MH Window cleaning Qtr	2024/25
2892	17/01/2025	Couno Office Solutions Limited	11823	75.85	P732	Printing Dec	2024/25
78474	17/01/2025	Aylesford Electrical Contractors Ltd	11824	156.00	P738	Repair 2 Xmas lights	2024/25
E237643		Regional Waste Recycling (Commercial) Limited		332.80	P737	Cem Refuse bins Jan	2024/25
E237645		Regional Waste Recycling (Commercial) Limited		82.40	P738	KH Refuse bins Jan	2024/25
E237646	17/01/2025	Regional Waste Recycling (Commercial) Limited	11825	198.40	P739	MH Refuse bins Jan	2024/25
26336	17/01/2025	Gracelands Complete Maintenance Services Ltd	11826	748.48	P740	Replace heating programmer/valves	2024/25
754	17/01/2025	Oualis Property Solutions	11827	13,446.16	P741	Ground maintenance Dec	2024/25
8355	17/01/2025	Forest Casual & Schoolwear	11828	93.00	P752	Hi-viz wombies	2024/25
44926	17/01/2025	Think Business Support Ltd (SME Invoice Finance Limited)	11829	720.00	P753	KH cleaning Dec	2024/25
	17/01/2025	Mr B Patient	11830	216.00	P754	Interment re/und G50	2024/25
6426	17/01/2025	TBS Hygiene Ltd	11831	90.00	P755	Dog Bins Dec	2024/25
164563	17/01/2025	Terry Tew Sound & Light Ltd	11833	72.00	P756	BC Service induct loop	2024/25
E237819	17/01/2025	Regional Waste Recycling (Commercial) Limited	11832	456.00	P757	Cem Refuse bins NowDec	2024/25
HL9527	17/01/2025	Heells & Lodge	11834	375.00	P758	Internal audit 2025	2024/25
	17/01/2025	Dan Rawles	11835	30.00	P720	WRA 2nd Key Deposit Refld	2024/25
	17/01/2025	Rachel Ellis	11836	350.00	SD49	Security Deposit refund	2024/25
<i>For information Direct Debits</i>							
341960751	30/12/2024	Worldpay	Contra	1.73	P733	Streamline charge for Dec	2024/25
342129959	31/12/2024	Worldpay	Contra	48.60	P734	Streamline charge for Dec	2024/25
SL08411536INV	09/01/2025	Northgate Vehicle Hire Ltd	DD	990.19	P735	Van Dec	2024/25
INV-068004	23/01/2025	Posilive Water Limited	DD	279.86	P742	Water rates Dec	2024/25
134233317748	22/01/2025	Tesco Mobile	DD	30.36	P743	Staff mobile Dec	2024/25
C170011	06/01/2025	Skyguard Limited	DD	77.76	P744	Peoplesafe protect Dec	2024/25
DEC CHGS	31/01/2025	NatWest Bank	DD	42.42	P745	Bank charges Dec	2024/25
724179730	16/01/2025	British Gas (RVRG)	DD	12.33	P761	RVRG electric 15/12-2/1	2024/25
859264368	20/01/2025	British Gas (KH)	DD	81.22	P762	KH electric 2/12-1/1	2024/25
809996669		British Gas (WRPF)	DD	31.42	P763	WRPF electric 21/11-2/1	2024/25
600605512	17/01/2025	British Gas (Cem)	DD	62.48	P764	Cem electric3/12-2/1	2024/25
859264369	20/01/2025	British Gas (KG)	DD	61.15	P765	KG electric 21/11-2/1	2024/25
603593565	21/01/2025	British Gas (BC)	DD	277.00	P766	BC electric 21/11-1/1	2024/25
800605513	17/01/2025	British Gas (MH)	DD	288.37	P767	MH Gas 5/12-2/1	2024/25
342898847	06/01/2025	Worldpay	Contra	22.37	P768	Streamline charge for Jan	2024/25
343318033	08/01/2025	Worldpay	Contra	14.80	P769	Streamline charge for Jan	2024/25
343432513	09/01/2025	Worldpay	Contra	4.08	P770	Streamline charge for Jan	2024/25
34393910	13/01/2025	Worldpay	Contra	10.97	P771	Streamline charge for Jan	2024/25
<i>For information BACS payments made from No. 1 Account</i>							
S172144	15/01/2025	H2O Nationwide Limited	BACS	108.00	P760	Replacement to P760	2024/25
<i>For information No. 2 Account</i>							
	17/01/2025	D Wixley	866	9.60	P748	D Wixley Travel exp EFDC/LCLC	2024/25
	17/01/2025	HMRC	867	8,905.85	P747	HMRC Tax & NIC Jan	2024/25
	17/01/2025	Essex Pension Fund	868	9,520.26	P748	ECC Pensions Jan	2024/25
	19/01/2025	Loughton TC Staff	BACS	24,958.33	P749	LTC net wages Jan	2024/25
<i>For information Unity Account</i>							
00497	31/12/2024	Unity Trust Bank	DD	0.30	P750	Unity charges Dec	2024/25
003	31/01/2025	Unity Trust Bank	DD	6.00	P751	Unity charges Dec	2024/25
<i>For information Account Transfer</i>							
	17/12/2024	Trf from No. 1 acct to No. 2 acct	TRF	44,481.90	T17	Transfer from current to wages acct	2024/25
Total				£ 107,927.46			

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

Signed

Print name

Signed:

Print name:

Schedule number	403
Date reported to RGS Citeo	

Agenda item 13
Internal Auditor – interim Internal Audit Report

HEELIS & LODGE

Local Council Services • Internal Audit

Interim Internal Audit Report for Loughton Town Council – 2024/2025

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 2024. The following recommendations/comments have been made:

Proper book-keeping Cash Book, regular reconciliation of books and bank statements. Supporting vouchers, invoices and receipts

The Council hold the General Power of Competence and LGAs137 does not apply. The cashbook is referenced providing a clear audit trail. Supporting paperwork is in place and well referenced providing a clear audit trail, in particular the cover sheets used for receipts and payment invoices. An examination was undertaken of a sample of payments between references 300 – 400, including cross referencing with the cheque book and calculations where multiple invoices have been paid or credit notes have been issued and all were found to be in order.

The Council uses the RBS Omega accounting system. Further detail of the processes and examinations undertaken are contained within this report.

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: 15/5/2024 (Ref: 11)
Financial Regulations in place: Yes
Reviewed: 15/5/2024 (Ref: 12)

It is noted that Financial Regulations are currently being updated.

VAT reclaimed during the year: Yes
Registered: Yes Reg: 718721723

Submission Period:	Amount:
<i>01/04/2024-30/06/2024</i>	<i>£17,772.49</i>
<i>01/07/2024-30/09/2024</i>	<i>£3,019.64</i>

Agenda item 13 continued
Internal Auditor – interim Internal Audit Report

General Power of Competence: **Yes** Reaffirmed: **15/5/2025 (Ref: 10)**

Policy Review Schedule in place: **Yes**

The tender for the Newmans Lane play area redevelopment exceeded the £30,000 threshold and has been advertised on Contract Finder in accordance with the Public Contract Regulations.

The Council reviewed the following documents during the year:

26/6/2024 – (Ref: RG22)

- *Code of Conduct*
- *Code of Conduct Annexe 3 Complaints Procedure*
- *Health and Safety Policy*
- *Training Strategy*

2/10/2024 – (Ref: RG44)

- *Equal Opportunities Policy*
- *Community Engagement Strategy*
- *LTC Complaints Procedure*

Risk Assessment

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

Risk Assessment document in place: **Yes**
Data Protection registration: **Yes** Ref: **Z1870535**

Data Protection

The General Data Protection Regulations have changed and the new Regulations came into force on 25 May 2018. It is likely that this will affect the way in which the Council handles its data. Due to the financial risk associated with the General Data Protection Regulations, the Council have included this in their Risk Assessment.

Privacy Policy published: **Yes**

Link: http://www.loughton-tc.gov.uk/_UserFiles/Files/Documents%20and%20Policies/Data%20Privacy%20Notice%20MASTER%20-%20BC.pdf

Insurance was in place for the year of audit (1/4/2024 – 31/3/2025). The Risk Assessment was reviewed at a meeting held on 10/4/2024 (Ref: RG335.2). The review of the effectiveness of internal controls was held on 10/4/2024 (Ref: 335.1.2).

Statement of Internal Controls in place: **Yes**

The Council have effective internal financial controls in place. The Clerk provides financial reports to council meetings. Councillors are provided with information to enable them to make informed decisions.

Agenda item 13 continued
Internal Auditor – interim Internal Audit Report

Bank signatories were reviewed and approved at a meeting held on 17/7/2024 (Ref: 29.4) and 26/6/2024 (Ref: RG21).

The Council have an appointed councillor that undertakes an internal financial check. The examination includes monthly payroll, tax and NI and pensions. The 2023-2024 check was reported to the Resources and General Services Committee on 10/4/2024 (Ref: RG333). There were no adverse comments. The appointment of a councillor for 2024-2025 was confirmed at a meeting held on 26/6/2024 (Ref: RG15). The last internal financial check was on 17/7/2024, with a further check due on 7/10/2024 (Ref: 2/10/2024 – RG38).

It is noted that credit card spending limits were increased at a meeting held on 26/6/2024 (Ref: RG19).

The annual play area inspection has been undertaken during the year (Ref: 3/9/2024 – Ref: RC42). It is noted that all remedial work has been completed from the May 2024 inspection (Ref: 3/9/2024 – RC42).

Fidelity Cover: £2,000,000

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

Transparency

Under the **Transparency code for smaller authorities**, smaller councils with income/expenditure under £25,000 should publish on their website from 1 April 2015:

Smaller Council: No

Website: <http://www.loughton-tc.gov.uk/>

The Council is not subject to the requirements of the Transparency Code for smaller Councils. The Transparency Code for Councils with a turnover exceeding £200,000 is not covered as part of the Internal Audit.

Under **The Accounts & Audit Regulations 2015 15** councils must publish on their website:

External audit report

2024 Annual Return, Section One Published – Yes

2024 Annual Return, Section Two Published – Yes

2024 Annual Return, Section Three Published – Yes

Under **The Accounts & Audit Regulations** councils must publish on their website:

Notice of period for the exercise of public rights

Published – Yes

Agenda item 13 continued
Internal Auditor – interim Internal Audit Report

Period of Exercise of Public Rights

Publication Date: 30/5/2024 Start Date: 3/6/2024 End Date: 12/7/2024

Under the requirements of the **Accounts and Audit Regulations 2015 13(2b)** council are required to display AGARs for the five years 2019-20, 2020-21, 2021-22, 2022-23 and 2023-24 on their website.

The Council have met the publication requirements.

Budgetary controls
supporting documents

Verifying the budgetary process with reference to council minutes and

Precept: £993,909 (2024-2025) Date: 30/1/2024 (Ref: 220)

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.

Income controls

Precept and other income, including credit control mechanisms

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.

Fees for hall hire, football pitches and licences were reviewed at a meeting held on 10/4/2024 (Ref: RG337). Cemetery fees were reviewed at the same meeting (Ref: RG338).

Petty Cash

Associated books and established system in place

A satisfactory petty cash system is in place with supporting paperwork. A sample of receipts were examined from April to December 2024 and cross referenced with vouchers and the cash book. All were found to be in order with a clear reconciliation sheet included.

Payroll controls

PAYE and NIC in place where necessary.
Compliance with Inland Revenue procedures
Records relating to contracts of employment and pensions

PAYE System in place: Yes
Employer's Reference: 120/L22613
P60s issued: Yes

Agenda item 13 continued

Internal Auditor – interim Internal Audit Report

The Council continue to operate RTI in accordance with HMRC regulations. Payroll is outsourced. Supporting paperwork is in place, including staff timesheets and P60s have been produced as part of the year end process. An examination was undertaken on a sample of salary payments from April to December 2024, including mileage allowance claim forms which were checked for accuracy. All was found to be in order. A further examination will take place at the year end.

Eligible employees have joined the nominated pension scheme.

It is noted that the Council undertook a review of salaries at a meeting held on 10/4/2024 (Ref: RG328), 26/6/2024 (Ref: RG7) and 2/10/2024 (Ref: RG31). An appraisal system is in place for all members of staff (Ref: 10/4/2024 – RG329).

Asset control

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

A separate asset register is in place. Values are recorded at cost value/insurance value. A further examination will take place at the year end to confirm that 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 were confirmed as:

NatWest Current	xxxx3922	£51,225.63	31/12/2024
NatWest Current	xxxx9955	£45,664.54	31/12/2024
NatWest Reserve	xxxx5249	£103,410.94	31/12/2024
Santander Savings	xxxx5910	£484,580.69	2/1/2024
Nationwide BS	xxxx6269	£107,838.27	31/12/2024
Unity Trust	xxxx6590	£495.01	30/11/2024

Reserves

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

The Council have adequate general reserves and have identified earmarked reserves in their accounts. A Reserve Policy is in place and an Investment Strategy and Policy is in place. A further examination regarding reserves will take place at the year end.

Agenda item 13 continued
Internal Auditor – interim Internal Audit Report

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.

To be undertaken at the year end audit.

Sole Trustee The Council has met its responsibilities as a trustee

The Council is not a sole trustee.

Internal Audit Procedures

The 2024 Year End Internal Audit report was considered by the Council at a meeting held on 15/5/2024 (Ref: 13.1.iii) and the Resources and General Services Committee on 26/6/2024 (Ref: RG16).

A review of the effectiveness of the Internal Audit was carried out on 10/4/2024 (Ref: RG335.1).

External Audit

The Council formally approved the 2024 AGAR at a meeting of the full Council held on 15/5/2024 (Ref: 13.1.i & ii).

The External Auditor's report was considered at a meeting held on 2/10/2024 (Ref: RG39).

There were no matters arising from the External Audit.

Additional Comments/Recommendations

- The Annual Town Council meeting was held on 15/5/2024. The first item of business was the Election of Chairman, in accordance with Standing Orders.
- There are no additional comments/recommendations to make in relation to this audit.
- I would like to record my appreciation to the Clerk to the Council for his assistance during the course of the audit work and the quality and thoroughness of documentation provided for the audit.



Heather Heelis
Heelis & Lodge
13 January 2025

Agenda Item 14
Internal Audit Tender

Internal Audit Quotes - 2025/2026 - 2029/2030							
Company	Year 1	Year 2	Year 3	Year 4	5 years	Comments	Contact
JP Watson Co	£789.00	£832.50	£876.00	No Quote		Quoted to 3 years	John Watson
Heelis & Lodge	£800.00	£800.00	£850.00	£850.00	£850.00		Heather Heelis
Auditing Solutions Limited	No Quote					No capacity to take on further clients	Anne Pollard
Comments / recommendations							
Given the competitive quote and outstanding service provided for last 5 years - recommend signing the contract with Heelis and Lodge.							

Agenda item 15
Insurance – Annual Review

The Council is currently insured by Zurich since April 2022. The current three-year term insurance agreement with this company expires on the 31 March 2025.

The Council's current level of cover is summarised below. We are currently obtaining quotes from 3 insurance companies that specialise in Local council's insurance: Zurich, James Hallam and Clear Council.

Current levels of Cover

Material damage – buildings & subsidence	2024/25
Buckingham Court	722,386
Cemetery buildings	226,545
Kingsley Hall	470,192
Willingale Road Changing Room	135,359
Community Centre	3,023,475
Drinking fountain	31,344
RVRG changing rooms	524,335
LAC buildings	307,763
All-weather running track	257,201
War Memorial	91,189
Willingale Road Allotments	131,083
Business Interruption – Murray Hall	
Additional expenditure	100,000
Loss of revenue	450,000

	2024/25
Contents	
Buckingham Court	93,985
Kingsley Hall	3,992
Murray Hall	57,566
Cemetery office & outbuildings	6,725
Engineering	
Passenger lift (standard cover)	500,000
All risks	
Town Mayor's Badge of Office Silver Gilt Chain of Office and case	3,510
Best Allotment in Loughton Cup Silver Plated Rose Bowl	1,703
Noticeboards x 9	7,673
Garden Machinery (Cemetery)	6,747

Garden Machinery (Willingale Road Allotments)	
Skate Ramps and Associated Equipment	28,259
4 laptops	5,796
Playgrounds - Play Equipment	326,683
Electric Vehicle Charger – Easee Charge Robot	2,479
Defibrillator	1,900
Sign Indication Device	2,700
Money	
In transit in the custody of any Member or Employee or in transit by registered post (limit £250), or in a Bank Night Safe	5,000
In the private residence of any Member or Employee	500
In the premises – in the custody of or under the actual supervision of any Member or Employee. / In locked safes or strongrooms	5,000
In locked receptacles other than safes or strongrooms	500
Public Liability	15m
(incl Hirers' Liability of £2m; Libel & Slander £500,000)	
Employer's Liability	10m
Legal Defence Costs	200,000
Fidelity Guarantee (Employees & Members)	2m

Personal Accident		
Cover is limited to £500,000 any one person and £2,000,000 any one incident		
Employees	Capital sum	100,000
	Weekly sum	500
Volunteers	Capital sum	100,000
	Weekly sum	500
Members	Capital sum	100,000
	Weekly sum	500
Key Personnel - Clerk	Capital sum	100,000
	Weekly sum	500 for up to 10 weeks and £100 per week thereafter

Vehicle – fully comprehensive, excess of £150.

Agenda item 16 Asset Register

LOUGHTON TOWN COUNCIL REGISTER OF ASSETS AND PROPERTIES AS 31 DECEMBER 2024

Asset	Date of acquisition	Method of acquisition	Owner if not town council	Nature of town council interest	Cost of acquisition £	Current Value £	Basis of current valuation	Insurance value 24/25 to be updated	Date of disposal	Method of disposal
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Open Spaces, playing fields and recreational areas

The Lindens open space	09/09/1999	Transfer from EFDC		Freehold	nil	1.00	Community asset			
Hillyfields open space (incorporating Millennium Remembrance Grove)	30/10/2000	Transfer from EFDC	NPA has an interested registered on the Deed	Freehold	nil	1.00	Community asset			
Lady Whitaker's Mead	15/03/2002	Purchase		Freehold	135,000.00	nil	Community asset			
Willingale Road Playing Fields (including changing rooms)	15/03/2002	Purchase	NPA has an interested registered on the Deed	Freehold	Combine in cost ith Lady Whitker's Mead	nil	Community asset	128,914		
Kings Green, Standard Green, School Green and part of Hillyfields	15/08/2001	Management agreement with City of London	City of London (formerly Corporation)	Legal management agreement	n/a	nil	n/a			
War Memorial on Kings Green	n/a	Assumed responsibility	unknown	responsible for	n/a	nil	n/a	86,846		
Roding Valley Recreation Ground	01/04/1997	Transfer from EFDC		Leasehold wef 10/01/2008	nil	1.00	Community asset LAC buildings only	499,367 293,107		
Open space adjacent to Willingale Road allotment site	06/09/2005	Transfer from EFDC		Freehold	nil	1.00	Community asset			
Memorial Rose Garden, Roding Road	01/11/2015	Lease	St. Michael's Church	Leasehold - Chelmsford Diocesan & St. Michael's PCC	nil	nil	Community asset			
Loughton Cricket Club (LCC), Traps Hill	13/05/2019	Transfer from LCC		Freehold	nil	1.00	Community asset			

Street Furniture

Bus shelter, Jessel Drive	01/04/2007	Purchase		Ownership	3280	nil	Community asset			
Bus shelter, Borders Lane	01/06/2017	Purchase		Ownership	3222	nil	Community asset			
Bus shelter, Jessel Drive/Colebrook Lane	01/06/2011	Purchase		Ownership	3398	nil	Community asset			
Bus shelter, Traps Hill	01/05/2018	Purchase		Ownership	4436	nil	Community asset			
Noticeboard, library wall, Traps Hill	01/10/1998	Purchase		Ownership	570	nil	Community asset			
Noticebaord in Longcroft Rise (Oakwood Hill)	03/03/2022	Purchase		Ownership	-610	nil	Community asset		Oct-23	Scapped as replaced
Noticebaord in Longcroft Rise (OakwoodHill)	17/04/2023	Purchase		Ownership	1261	nil	Community asset			
Noticeboard - Sainsbury's Debden	17/04/2023	Purchase		Ownership	1011	nil	Community asset			
								7,308 - total ins for all noticeboards		

Agenda item 16

Asset Register continued

LOUGHTON TOWN COUNCIL REGISTER OF ASSETS AND PROPERTIES AS 31 DECEMBER 2024

Asset	Date of acquisition	Method of acquisition	Owner if not town council	Nature of town council interest	Cost of acquisition £	Current Value £	Basis of current valuation	Insurance value 24/25 to be updated	Date of disposal	Method of disposal
Noticeboards on the Roding Valley Recreation Ground	01/04/2016	Purchase		Ownership	5630	nil	Community asset			
Blue Heritage plaques - see file for details of locations	various	Purchase		Ownership	various	nil	Community asset	not insured		
Salt/Grit bins, locations as per file	01/01/2003	Purchase		Ownership	385 each	nil	Community asset	not insured		
Drinking fountain	03/02/2005	Assignment of lease from EFDC		Leasehold	nil	nil	Community asset	29,851		
Civilian war memorial	01/05/2005	Purchase		Ownership	1800	nil	Community asset	not insured		
Highways seats (outside town centres) see list for locations etc	01/06/2005	Exchange of letters with EFDC		Ownership	nil	nil	Community asset	not insured		
Alleyway name plates, see list of details of locations etc	01/04/2006	Purchase		Ownership	various	nil	Community asset	not insured		
Flower baskets (High Road) *31 see list of details of locations etc	01/06/2008	Purchase		Ownership	201 each	nil	Community asset	not insured		
Flower baskets (Broadway) *38 see list of details of locations etc	01/06/2010	Purchase		Ownership	36 each	nil	Community asset	not insured		
Flower baskets (Station Road) *11 see list of details of locations etc	01/04/2015	Purchase		Ownership	225 each	nil	Community asset	not insured		
Oak interpretation board (Pump Hill)	01/10/2015	Purchase		Ownership	1372	nil	Community asset	not insured		
Speed Indicator Device (SID)	01/12/2024	Purchase		Ownership	2500	nil	Community asset	-		
Triangular bunting	02/03/2023	Purchase		Ownership	1714	>£1k	Community asset	not insured		

Agenda item 16

Asset Register continued

LOUGHTON TOWN COUNCIL REGISTER OF ASSETS AND PROPERTIES AS 31 DECEMBER 2024

Asset	Date of acquisition	Method of acquisition	Owner if not town council	Nature of town council interest	Cost of acquisition £	Current Value £	Basis of current valuation	Insurance value 24/25 to be updated	Date of disposal	Method of disposal
Playground equipment, Roding Valley Recreation Ground	Summer 1997	Purchase		Ownership	-6,722	nil	Community asset	25,190	31/08/2023	Scrap
Playground equipment, Roding Valley Recreation Ground	August 2023	Purchase		Ownership	46,857	nil	Community asset	61,036		
Playground in Felstead Road	04/01/2002	Transfer from EFDC		Freehold	nil	nil	Community asset	not insured		
Playground equipment on Felstead Road playground	Feb/March 2003	Purchase		Ownership	25,200	nil	Community asset	22,560		
Traps Hill playground additional item of equipment	18/05/2001	Transfer from EFDC		Freehold	nil 890	1.00	Community asset	not insured	01/07/2016	Scrap
Playgrounds at Colebrook Lane (CL), Newmans Lane (NL), Westall Road, Hillyfields (H) & Oakwood Hill (aka Monsgrove)	21/01/2002	Management agreement with EFDC		Management agreement	n/a	n/a	n/a	37,728 - CL 49,560 - NL 10,102 - H		
Monksgrove playground	01/11/2008	Purchase		Ownership	15,600	nil	Community asset	8,542		
Newman's Lane refurbishment (2 new items of equipment)	01/11/2008	Purchase		Ownership	19,000	nil	Community asset	not insured		
Newman's Lane refurbishment (new equipment and surfaces)	01/01/2025	Purchase		Ownership	53,320	nil	Community asset	-		
Westall Road play area equipment	01/11/2009	Purchase		Ownership	64,000	nil	Community asset	29,640		
Westall Road play area new swings	01/04/2011	Purchase		Ownership	4,750	nil	Community asset	not insured		
Colebrook Lane replacement of play equipment (swings)	01/09/2010	Purchase		Ownership	6,386	nil	Community asset	not insured		
Colebrook Lane replacement luti-play unit and springer	01/04/2014	Purchase		Ownership	20,385	nil	Community asset	not insured		
Hillyfields play area refurbishment	01/03/2011	Purchase		Ownership	17,895	nil	Community asset	not insured		
Outdoor gym, Roding Valley Recreation Ground	01/06/2011	Purchase		Ownership	21,517	nil	Community asset	25,800		
Outdoor gym, Willingale Road playing field	01/04/2014	Purchase		Ownership	17,000	nil	Community asset	19,296		
Skateboarding equipment and trailer	01/05/2015	Purchase		Ownership	8,000	nil	Community asset	26,914		

Agenda item 16

Asset Register continued

LOUGHTON TOWN COUNCIL REGISTER OF ASSETS AND PROPERTIES AS 31 DECEMBER 2024

Asset	Date of acquisition	Method of acquisition	Owner if not town council	Nature of town council interest	Cost of acquisition £	Current Value £	Basis of current valuation	Insurance value 24/25 to be updated	Date of disposal	Method of disposal
Traps Hill playground	01/07/2016	Purchase		Ownership	80,000	nil	Community asset	41,825		
Traps Hill playground seesaw	01/07/2018	Purchase		Ownership	3,396	nil	Community asset	not insured		
Outdoor table tennis tables *2	01/04/2017	Purchase		Ownership	3,000	nil	Community asset	not insured		1 table scapped

Allotments

Allotment silver trophy and silver rose bowl	01/07/2011	Gift		Ownership	nil	800	Cost (no change from 11/12)	1,622		
Pyrls Lane Allotments	26/11/1999	Transfer from EFDC		Freehold	nil	1.00	Community asset	not insured		
Roding Road Allotments	26/11/1999	Transfer from EFDC		Freehold	nil	1.00	Community asset	not insured		
Access licences to Roding Road allotments	Various	Grant of licences by LTC				see debt register	n/a	not insured		
Willingale Road allotments	06/09/2005	Transfer from EFDC		Freehold	nil	1.00	Community asset	124,841		

Cemetery

Loughton Cemetery (including buildings)	23/12/1999	Transfer from EFDC		Freehold	nil	1.00	Community asset	215,758		
Loughton Cemetery Furniture and equipment	various	Purchase		Ownership	various	various <£1k	n/a	6,404		

Other Services (Rec)

Defibrillators -3 - 5 Station Rd; 63 the Broadway; Morrisons 246-250 High Rd Loughton	19/02/2018	Purchase		Ownership	3765	3765	Community asset			
Defibrillator - Murray Hall	13/04/2023	Purchase		Ownership	1905	1905	Community asset			
Electronic Vehicle Charger		Purchase		Ownership	2479	2479	Community asset			

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(Appendix too large to upload to website, please contact office for a copy or information)