



RESOURCES AND GENERAL SERVICES COMMITTEE

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

Wednesday 8 April 2026

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
1 April 2026

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

Councillors
N MacKinnon
M Stubbings

S Fontenelle

S Murray

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 11 February 2026.

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.

- The Town Clerk will provide an update on the recruitment of the new Town Clerk.
- The Town Clerk will provide an update on the forthcoming co-option process, following the recent resignation of former Town Councillor Ian Allgood.

To receive and note.

6 Banking Arrangements

6.1 Unity Bank

The Responsible Financial Officer (RFO) now has access to the Unity Trust bank account. To ensure that the approval of payments is appropriately distributed across councillors, an additional signatory would be highly beneficial.

Members to nominate an additional signatory.

7 Training and Conferences

7.1 Understanding the 2025 SAPPP – Practitioners Guide & Assertion 10 Compliance – Min no RG204.1

Training was attended by a number of councillors in person and on zoom through CouncilWise training.

To receive and note.

7.2 Other Training

The Services Manager and Community & Services Officer have been booked onto a CouncilWise “Roles and Responsibilities” course at the Dunmow training centre on 15 April 26.

To receive and note.

8 Staff matters

8.1 Staff Salaries 2026/2027

See attached notification of NJC Pay Claim for 2026/27, page 5.

To receive and note.

8.2 Staff Appraisals

Annual staff appraisals have been completed for the majority of team members. The remaining appraisals will be completed soonest.

To receive and note.

9 IT Requirements

The office has only recently been informed that two of the office computers require replacing this financial year. The cost was not specifically included in the approved budget for 2026/27 at circa £2,000 but will be allocated to Office Equipment and Maintenance budget. This budget line therefore may exceed budget for 26/27 but these are necessary purchases for the running of the office.

To receive and note.

10 Loughton Town Centre Partnership (LTCP)

Loughton Town Council (LTC) initially received a grant of £1,000 from EFDC to kick start the LTCP initiative. The new LTCP has now established its executive committee, appears to be well organised, committed and is already running on a stand-alone basis. The input from LTC was envisaged to be for a longer period, but Claire Silver, (new Chairman of the LTCP) has informed the Town Clerk that they do not have any funds, and they have some initial projects to organise. Although heavily involved at the outset, LTC's initial costs were a modest c£150.

Recommend to remit £850 back to the LTCP, to assist their start up.

The Town Clerk will provide a further oral update.

Members to agree this way forward.

11 Archiving Project

If time allows, the office will embark on a comprehensive archiving project in the week after the Easter break.

To receive and note.

12 Website Issues

There are a number of issues that have not yet been adequately resolved by our current IT provider. The Town Clerk will provide an oral update.

Members to review.

13 Annual Town Meeting (ATM)

The minutes for the ATM held on 18 March 2026 have been distributed to members. The event itself was well attended.

To receive and note.

14 Citizenship Awards

At the ATM, Cllr Wixley, the Town Mayor presented the award to the Citizen of the Year, Ian Thomas, recognising his dedication and voluntary work for the Loughton Community. Elizabeth Knapman was announced as Young Citizen of the Year, in recognition of her voluntary work as a sports coach at Davenant School and Loughton Athletics Club and playing a key role delivering community youth activities with Loughton Methodist Church Holiday Club and Youth Club.

Both recipients also received an engraved glass plaque to keep along with an illuminated scroll and a cheque in the sum of £250 to their chosen charities.

Special Certificates of Recognition were also presented to Barry Rudderford and Jamie Hardy, employees of Terra Verde Services, for their dedication and friendly manner while carrying out street-cleaning duties in Loughton.

To receive and note.

15 Policies Review

To review and approve the following policies and procedure documents for recommendation to full council.

15.1 Code of Conduct

To review and adopt the revised Member Code of Conduct. The LGA Model Code, and subsequently the Epping Forest District Council (EFDC). Code of Conduct were updated in May 2025.

Members to agree to adopt this revision, in line with its established practice of following the EFDC updated model – please see pages 6 – 19.

15.2 Safeguarding Policy

See pages 20 – 22 for updated policy.

Members to review and agree.

15.3 Information Security Policy (Chip and Pin)

See pages 23 – 25 for updated policy.

Members to review and agree.

15.4 Lone Working Policy

See pages 26 – 27 for updated policy.

Members to review and agree.

15.5 Social Media Policy

Recommend including a new Instagram account for LTC. There is already scope under the existing policy to include Instagram (as part of social media), but out of courtesy members to agree whether they are happy to use an Instagram account (to be vetted by the Town Clerk / Deputy Town Clerk).

See pages 28 – 31.

Members to review and agree.

15.6 Recruitment Policy

See pages 32 – 33 for updated policy.

Members to review and agree.

16 Financial Assistance Awards

The 25/26 awards have all now been claimed. Epping Forest Community Church only claimed £132 from their £1,000 grant as they secured funding elsewhere. This balance will be put back into the Council's General Reserves.

There are two outstanding applications from St Mary's Church Loughton for 26/27 for consideration.

- 16.1** St Mary's Church (Ignite) – £825.00 – to support purchase of IT equipment (tablets) and one label printer. (See pages 34 – 35.)

- 16.2** St Mary's Church – £190.00 – to purchase new mats for soft play. (See pages 36 – 37.)

To review and agree.

17 Finance

17.1 Current Financial Position

The current financial position as at 28 February 2026 is attached together with details of the funds available from earmarked reserves (see pages 38 – 39). A note of the Council's current bank balances and most recent reconciliations as at 28 February 2025 are attached (see pages 40 – 44).

17.2 Accounts Paid

Payments totalling £263,264.16 as detailed on the payment listing report (see pages 45 – 51) have been made since the report to the meeting on 11 February 2026. Schedules and accompanying invoices are available at the Council offices for inspection. Larger print hardcopies will be available at the meeting.

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.

17.3 Budget Revisions for 2026/27

Members are asked to approve a carryover of £5,000 for memorial testing which was unused in 25/26 due to delays in testing.

Should there be surplus funds over budget at the end of the 2025/26 financial year, recommend carrying over any tree budget allocation, as well as additional tree earmarked funds.

Members to review and agree.

18 Internal Financial Check

Councillor MacKinnon visited the office on Wednesday 18 March 2026 and undertook a financial check on the payroll for January and February 2026. No issues were raised.

Councillor MacKinnon has notified the Town Clerk, that he is unable to continue with the financial checks due to work commitments. Members are asked to consider another Town Councillor, who can carry out this task on a quarterly basis.

Members to review and nominate a Town Councillor.

19 Annual Insurance

The Committee is asked to NOTE that the annual premium for 2026/27 is £10,862.47 (from £10,558.38 25/26) payable for 1 April 2026. This is the second year of a 3-year contract with Zurich. The annual fully comprehensive van insurance premium for 26/27 is £1,448.68 (from £1,379.96 25/26). (See pages 52 – 53.)

To receive and note.

Mark Squire
TOWN CLERK
1 April 2026

Agenda Item 8.1
Trade Union Pay Claim 26/27



**Trade Union Side of the National Joint Council for Local Government Services:
England, Wales and Northern Ireland**

NJC PAY CLAIM 2026-27

This NJC pay claim for 2026-27 is made by the Joint Trade Union Side (UNISON, GMB and UNITE) to the NJC National Employers.

Our claim is for:

- An increase of at least £3,000 or 10% (whichever is greater) across all NJC spinal column points*
- A minimum pay rate of £15 an hour for the NJC pay spine

In addition:

- A two hour reduction in the working week
- An increase of one day annual leave
- The ability of all school support staff to take a day of paid leave during term time
- The abolition of Level 1 Teaching Assistant role and instead all Level 1 role holders be moved onto Level 2

**Based on a one-year settlement, for a multi-year offer please see chapter 3*

28 NOV 2025

Agenda Item 15 – Policies Review

15.1 Code of Conduct



**Code of Conduct for Members and Co-opted Members of
Loughton Town Council**

Statement

It is important that as councillors we can be held accountable and all adopt the behaviours and responsibilities associated with the role. Our conduct as an individual councillor affects the reputation of all councillors. We want the role of councillor to be one that people aspire to. We also want individuals from a range of backgrounds and circumstances to be putting themselves forward to become councillors.

As councillors, we represent local residents, work to develop better services and deliver local change. The public have high expectations of us and entrust us to represent our local area, taking decisions fairly, openly, and transparently. We have both an individual and collective responsibility to meet these expectations by maintaining high standards and demonstrating good conduct, and by challenging behaviour which falls below expectations.

Importantly, we should be able to undertake our role as a councillor without being intimidated, abused, bullied, or threatened by anyone, including the general public.

This Code has been designed to protect our democratic role, encourage good conduct and safeguard the public's trust in local government.

Introduction

This Code of Conduct is adopted by the Council pursuant to its duty to promote and maintain high standards of conduct by Members and Co-opted members of the Council. This Code applies to all Members and Co-opted Members of the Council and is based on the Model Councillor Code of Conduct developed by the Local Government Association (LGA), in association with key partners and after extensive consultation with the sector as part of its work on supporting all tiers of local government to continue to aspire to high standards of leadership and performance.

Definitions

For the purposes of this Code of Conduct, a "councillor" means a member or co-opted member of a local authority or a directly elected mayor. A "co-opted member" is defined in the Localism Act 2011 Section 27(4) as "a person who is not a member of the authority but who

- a) is a member of any committee or sub-committee of the authority, or;

- b) is a member of, and represents the authority on, any joint committee or joint sub-committee of the authority; and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee”.

For the purposes of this Code of Conduct, “local authority” includes county councils, district councils, London borough councils, parish councils, town councils, fire and rescue authorities, police authorities, joint authorities, economic prosperity boards, combined authorities and National Park authorities.

Purpose of the Code of Conduct

The purpose of this Code of Conduct is to assist you, as a councillor, in modelling the behaviour that is expected of you, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against you. It is also to protect you, the public, fellow councillors, local authority officers and the reputation of local government. It sets out general principles of conduct expected of all councillors and your specific obligations in relation to standards of conduct. The LGA encourages the use of support, training and mediation prior to action being taken using the Code. The fundamental aim of the Code is to create and maintain public confidence in the role of councillor and local government.

General principles of councillor conduct

Everyone in public office at all levels; all who serve the public or deliver public services, including ministers, civil servants, councillors and local authority officers; should uphold the [Seven Principles of Public Life](#), also known as the Nolan Principles.

Building on these principles, the following general principles have been developed specifically for the role of councillor.

In accordance with the public trust placed in me, on all occasions:

- I act with integrity and honesty
- I act lawfully
- I treat all persons fairly and with respect; and
- I lead by example and act in a way that secures public confidence in the role of councillor.

In undertaking my role:

- I impartially exercise my responsibilities in the interests of the local community
- I do not improperly seek to confer an advantage, or disadvantage, on any person
- I avoid conflicts of interest
- I exercise reasonable care and diligence; and
- I ensure that public resources are used prudently in accordance with my local authority’s requirements and in the public interest.

Application of the Code of Conduct

This Code of Conduct applies to you as soon as you sign your declaration of acceptance of the office of councillor or attend your first meeting as a co-opted member and continues to apply to you until you cease to be a councillor.

This Code of Conduct applies to you when you are acting in your capacity as a councillor which may include when:

- you misuse your position as a councillor
- Your actions would give the impression to a reasonable member of the public with knowledge of all the facts that you are acting as a councillor;

The Code applies to all forms of communication and interaction, including:

- at face-to-face meetings
- at online or telephone meetings
- in written communication
- in verbal communication
- in non-verbal communication
- in electronic and social media communication, posts, statements and comments.

You are also expected to uphold high standards of conduct and show leadership at all times when acting as a councillor.

Your Monitoring Officer has statutory responsibility for the implementation of the Code of Conduct, and you are encouraged to seek advice from your Monitoring Officer on any matters that may relate to the Code of Conduct. Town and parish councillors are encouraged to seek advice from their Clerk, who may refer matters to the Monitoring Officer.

Standards of councillor conduct

This section sets out your obligations, which are the minimum standards of conduct required of you as a councillor. Should your conduct fall short of these standards, a complaint may be made against you, which may result in action being taken.

Guidance is included to help explain the reasons for the obligations and how they should be followed.

General Conduct

1. Respect

As a councillor:

- 1.1** I treat other councillors and members of the public with respect.

- 1.2** I treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.

Respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a councillor, you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.

In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in councillors.

In return, you have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and report them to the local authority, the relevant social media provider or the police. This also applies to fellow councillors, where action could then be taken under the Councillor Code of Conduct, and local authority employees, where concerns should be raised in line with the local authority's councillor-officer protocol.

2. Bullying, harassment and discrimination

As a councillor:

2.1 I do not bully any person.

2.2 I do not harass any person.

2.3 I promote equalities and do not discriminate unlawfully against any person.

The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.

The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.

Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The Equality Act 2010 places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

3. Impartiality of officers of the Council

As a councillor:

- 3.1** I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the local authority.

Officers work for the local authority as a whole and must be politically neutral (unless they are political assistants). They should not be coerced or persuaded to act in a way that would undermine their neutrality. You can question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written. However, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

4. Confidentiality and access to information

As a councillor:

- 4.1** I do not disclose information:

- a.** given to me in confidence by anyone
- b.** acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless
 - i.** I have received the consent of a person authorised to give it;
 - ii.** I am required by law to do so;
 - iii.** the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or
 - iv.** the disclosure is:
 - 1.** reasonable and in the public interest; and made in good faith and in compliance with the reasonable requirements of the local authority; andI have consulted the Monitoring Officer prior to its release.

- 4.2** I do not improperly use knowledge gained solely as a result of my role as a councillor for the advancement of myself, my friends, my family members, my employer or my business interests.

- 4.3** I do not prevent anyone from getting information that they are entitled to by law.

Local authorities must work openly and transparently, and their proceedings and printed materials are open to the public, except in certain legally defined circumstances. You should work on this basis, but there will be times when it is required by law that discussions, documents and other information relating to or held by the local authority must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

5. Disrepute As a councillor:

5.1 I do not bring my role or local authority into disrepute.

As a Councillor, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on you, other councillors and/or your local authority and may lower the public's confidence in your or your local authority's ability to discharge your/its functions. For example, behaviour that is considered dishonest and/or deceitful can bring your local authority into disrepute.

You are able to hold the local authority and fellow councillors to account and are able to constructively challenge and express concern about decisions and processes undertaken by the council whilst continuing to adhere to other aspects of this Code of Conduct.

6. Use of position As a councillor:

6.1 I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.

Your position as a member of the local authority provides you with certain opportunities, responsibilities, and privileges, and you make choices all the time that will impact others. However, you should not take advantage of these opportunities to further your own or others' private interests or to disadvantage anyone unfairly.

7. Use of local authority resources and facilities As a councillor:

7.1 I do not misuse council resources.

7.2 I will, when using the resources of the local authority or authorising their use by others:

- a.** act in accordance with the local authority's requirements; and
- b.** ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the local authority or of the office to which I have been elected or appointed.

You may be provided with resources and facilities by the local authority to assist you in carrying out your duties as a councillor.

Examples include:

- 7.2.1** office support
- 7.2.2** stationery
- 7.2.3** equipment such as phones, and computers • transport

7.2.4 access and use of local authority buildings and rooms.

These are given to you to help you carry out your role as a councillor more effectively and are not to be used for business or personal gain. They should be used in accordance with the purpose for which they have been provided and the local authority's own policies regarding their use.

8. Complying with the Code of Conduct as a Councillor

8.1 I undertake Code of Conduct training provided by my local authority.

8.2 I cooperate with any Code of Conduct investigation and/or determination.

8.3 I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.

8.4 I comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.

It is extremely important for you as a councillor to demonstrate high standards, for you to have your actions open to scrutiny and for you not to undermine public trust in the local authority or its governance. If you do not understand or are concerned about the local authority's processes in handling a complaint you should raise this with your Monitoring Officer.

Protecting your reputation and the reputation of the local authority

9. Interests As a councillor:

9.1 I register and disclose my interests.

Section 29 of the Localism Act 2011 requires the Monitoring Officer to establish and maintain a register of interests of members of the authority. You need to register your interests so that the public, local authority employees and fellow councillors know which of your interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises. The register also protects you by allowing you to demonstrate openness and a willingness to be held accountable. You are personally responsible for deciding whether or not you should disclose an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might have to be disclosed by you or other councillors when making or taking part in decisions, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

You should note that failure to register or disclose a disclosable pecuniary interest as set out in **Table 1**, is a criminal offence under the Localism Act 2011.

Appendix B sets out the detailed provisions on registering and disclosing interests. If in doubt, you should always seek advice from your Monitoring Officer.

10. Gifts and hospitality As a councillor:

- 10.1** do not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for any permission, licence or other significant advantage.

- 10.2** I register with the Monitoring Officer any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.

- 10.3** I register with the Monitoring Officer any significant gift or hospitality that I have been offered but have refused to accept.

In order to protect your position and the reputation of the local authority, you should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a councillor. The presumption should always be not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult if it is seen as rudeness in which case you could accept it but must ensure it is publicly registered. However, you do not need to register gifts and hospitality which are not related to your role as a councillor, such as Christmas gifts from your friends and family. It is also important to note that it is appropriate to accept normal expenses and hospitality associated with your duties as a councillor. If you are unsure, do contact your Monitoring Officer for guidance.

Appendices

Appendix A – The Seven Principles of

Public Life The principles are:

Selflessness

Holders of public office should act solely in terms of the public interest.

Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must disclose and resolve any interests and relationships.

Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

Holders of public office should be truthful.

Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Appendix B Registering interests

Within 28 days of becoming a member or your re-election or re-appointment to office you must register with the Monitoring Officer the interests which fall within the categories set out in **Table 1 (Disclosable Pecuniary Interests)** which are as described in “The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012”. You should also register details of your other personal interests which fall within the categories set out in **Table 2 (Other Registerable Interests)**.

“Disclosable Pecuniary Interest” means an interest of yourself, or of your partner if you are aware of your partner’s interest, within the descriptions set out in Table 1 below.

“Partner” means a spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.

1. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.
2. A ‘sensitive interest’ is as an interest which, if disclosed, could lead to the councillor, or a person connected with the councillor, being subject to violence or intimidation.
3. Where you have a ‘sensitive interest’ you must notify the Monitoring Officer with the reasons why you believe it is a sensitive interest. If the Monitoring Officer agrees they will withhold the interest from the public register.

Non participation in case of disclosable pecuniary interest

4. Where a matter arises at a meeting which directly relates to one of your Disclosable Pecuniary Interests as set out in **Table 1**, you must disclose the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a ‘sensitive interest’, you do not have to disclose the nature of the interest, just that you have an interest.

Dispensation may be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.

5. Where you have a disclosable pecuniary interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it.

Disclosure of Other Registerable Interests

6. Where a matter arises at a meeting which **directly relates** to the financial interest or wellbeing of one of your Other Registerable Interests (as set out in **Table 2**), you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

Disclosure of Non-Registerable Interests

7. Where a matter arises at a meeting which **directly relates** to your financial interest or well-being (and is not a Disclosable Pecuniary Interest set out in Table 1) or a financial interest or well-being of a relative or close associate, you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

8. Where a matter arises at a meeting which **affects** –

- a. your own financial interest or well-being;
- b. a financial interest or well-being of a relative or close associate; or
- c. a financial interest or wellbeing of a body included under Other Registrable Interests as set out in **Table 2** you must disclose the interest. In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied

9. Where a matter (referred to in paragraph 8 above) **affects** your financial interest or well-being:

- a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
- b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest

You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

10. Where you have an Other Registerable Interest or Non-Registerable Interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the

Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it

Table 1: Disclosable Pecuniary Interests

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the [Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012](#).

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council — (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land and Property	Any beneficial interest in land which is within the area of the council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (alone or jointly with another) a right to occupy or to receive income.

Licenses	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer
Corporate tenancies	Any tenancy where (to the councillor's knowledge)— (a) the landlord is the council; and (b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.
Securities	Any beneficial interest in securities* of a body where— (a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and (b) either— (i)) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners, have a beneficial interest which exceeds one hundredth of the total issued share capital of that class.

* 'director' includes a member of the committee of management of an industrial and provident society.

* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Table 2: Other Registrable Interests

You must register as an Other Registerable Interest :

- a) any unpaid directorships
- b) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority
- c) any body
 - (i) exercising functions of a public nature
 - (ii) directed to charitable purposes or
 - (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a member or in a position of general control or management

Agenda item 15.2
Safeguarding Policy



SAFEGUARDING POLICY
Reviewed by the RGS Committee at its meeting on 8 April 2026

Introduction

Everyone has a duty to safeguard children, young people and vulnerable adults. This policy promotes good practice in safeguarding for those using Town Council facilities.

Definitions

Children and young people:

Anyone under the age of 18 years

Vulnerable Adult:

Anyone over 18 who is:

- Unable to care for themselves
- Unable to protect themselves from significant harm or exploitation
- Or may be in need of community care services

To whom this policy applies

This policy applies to anyone working for or on behalf of the Town Council whether in a paid, voluntary or commissioned capacity, for example contracted to do a piece of work. It also applies to any individual hiring, leasing or using the Town Council facilities for the purpose of delivering any service to children, young people or vulnerable adults.

Promoting a safe environment

To promote a safe environment for children, young people and vulnerable adults, the Town Council will:

- Provide safe facilities and do regular safety assessments.
- Ensure that employees, councillors and leaders of activities in Town facilities, are aware of the safeguarding expectations.
- Ensure that the Policy for users of Town facilities includes a requirement that they are safe to work with children, young people and vulnerable adults.

For example, those adults who have regular unsupervised contact with children, young people or vulnerable adults during the course of their duties should undergo appropriate Disclosure and Barring Service checks.

- Display on notice boards the relevant safeguarding contacts for advice and help. See below.

Hiring of facilities to groups for use with children, young people or vulnerable adults

Town Council will require the hirer to:

- Have public liability insurance.
- Have a suitable safeguarding child, young people and vulnerable adults' policy and/or agree to work to the Town Council's policy and relevant guidance.
- Ensure leaders make their members aware of the Town Council Policy and ensure that it is followed whilst using Town facilities.
- Ensure leaders have valid enhanced DBS checks as appropriate and know where the first aid box is.
- Do risk assessments for individual activities.

Safe working practice

All users of Town Facilities must follow the safeguarding children, young people and vulnerable adults' policy and procedures at all times. For example, they should:

- Never leave children, young people or vulnerable adults unattended with adults who have not been subject to an enhanced Disclosure and Barring Service (DBS) check.
- Plan activities to involve more than one person being present or at least in sight or hearing of others. Alternatively, record, or inform others of their whereabouts and intended action.
- Where possible, have male and female leaders working with a mixed group.
- Ensure registers are complete and attendees are marked in and signed out (under 8's must be collected by a parent/carer).
- Ensure that photos or videos of individuals are not taken without written permission from parents/ carers.
- Ensure they have access to a first aid kit and telephone and know fire procedures.
- Ensure that where a child, young person or vulnerable adult needs assistance with toilet trips and when first aid is required, that this is carried out in pairs or in the latter case, that it is carried out where they can be seen.
- When working outside, ensure activities, breaks and clothing are suitable for the weather conditions and that shelter is available where possible.

Expectations of behaviour

All users of Town Council Facilities should:

- Ensure that communications, behaviour and interaction with users should be appropriate and professional.
- Treat each other with respect and show consideration for other groups using the facilities.
- Refrain from any behaviour that involves racism, sexism and bullying and in addition to report any instances of such behaviour to group leaders, Town councillors, the Town clerk or parents and carers, as appropriate.

Allegations against staff and volunteers

- All staff and volunteers should take care not to place themselves in a vulnerable position with a child or vulnerable adult. It is advisable for interviews or work with individual children or parents to be conducted in view of other adults.

- If an allegation is made against a member of staff or volunteer, the person receiving the allegation will immediately inform the lead person/ supervisor or the most senior staff member available.
- If the allegation made to a member of staff concerns the lead person/ supervisor, the recipient of the allegation will immediately inform the person's line manager or the Chair of the Town Council.
- The Town council should follow the ESCB procedures for managing allegations against staff/volunteers on the ESCB website. No attempt should be made to investigate or take action before consultation with the Local Authority Designated Officer (LADO). See contact details below.

Whistleblowing

All staff and volunteers should be aware of their duty to raise concerns about the attitude or actions of colleagues and appropriate advice will be sought from the LADO or Safeguarding Team. They can be contacted by phone on 03330 139 797 or by e-mail: lado@essex.gov.uk (Please note this is not a secure address so any information sent must be password protected).

What should be a cause for concern

Staff and volunteers should be concerned by any action or inaction, which significantly harms the physical and/or emotional development of a child. Abuse falls into four main categories and can include child sexual exploitation and female genital mutilation:

1. Physical Abuse
2. Emotional Abuse
3. Sexual Abuse
4. Neglect

All staff and volunteers coming in to contact with children need to have an awareness of safeguarding. Free introductory online training or more specific face to face safeguarding training can be booked at: <http://www.escb.co.uk>

All agencies working with children are recommended to follow the multi-agency procedures which can be found at www.escb.co.uk/working-with-children/safeguarding-policies-procedures/

For a full comprehensive guide to local & National support visit the directory of services: <https://www.essex.gov.uk/children-young-people-and-families/directory-services>

Local Authority Designated Officer (LADO)

To report an allegation against a person in a position of trust.

e-mail: lado@essex.gov.uk

Disclaimer: Whilst every effort has been made to verify the information in this update it is not always possible to guarantee the accuracy or completeness so, please liaise with providers for confirmation of the details contained

Agenda item 15.3
Information Security Policy (Chip and Pin)



Town Council Information Security Policy for the Use of Chip and PIN
For review at the RGS meeting on 8 April 2026

1. Purpose

This policy sets out the information security requirements for the use of Chip and PIN payment devices by the Town Council. Its aim is to ensure that all cardholder data is protected, that the Council complies with relevant legal and regulatory obligations, and that risks associated with payment processing are minimised.

2. Scope

This policy applies to:

- All Chip and PIN terminals owned, leased, or used by the Town Council
- All staff, councillors, and volunteers who handle card payments
- All locations where card payments are taken (e.g., reception, events, ticket offices)

This policy covers the processing of card payments but **does not** permit the storage of cardholder data in any form.

3. Principles

The Town Council will ensure that:

- Cardholder data is handled securely and confidentially
- Only authorised personnel operate Chip and PIN devices
- No cardholder data is stored electronically or in paper form
- All devices are protected against tampering, loss, or misuse
- The Council complies with PCI DSS requirements applicable to its operations

4. Roles and Responsibilities

Town Clerk

- Ensures compliance with this policy
- Maintains a register of all Chip and PIN devices
- Ensures staff receive appropriate training

- Ensure staff handbook is issued for all new joiners detailing the process for chip and pin
- Ensure copy of this policy is given to all new joiners.

Staff and Volunteers

- Must follow this policy and all associated procedures
- Must report any suspected security incident immediately
- Must not attempt to repair, alter, or modify devices

Finance Officer

- Oversees reconciliation of Chip and PIN transactions
- Ensures secure handling of receipts and financial records

5. Device Security

- All Chip and PIN devices must be kept in a secure location when not in use.
- Devices must be inspected daily for signs of tampering (e.g., loose parts, unfamiliar attachments).
- Any suspicious activity or device irregularity must be reported immediately to the Town Clerk.
- Devices must only be connected to approved networks or mobile data connections.
- Devices must not be left unattended during a transaction.

6. Handling Cardholder Data

The Council will comply with PCI DSS by ensuring:

- **No cardholder data is stored** on Council systems, paper forms, or personal devices.
- Staff must never write down card numbers, expiry dates, or security codes.
- Receipts must not display full card numbers or sensitive authentication data.
- Cardholder data must not be transmitted via email, messaging apps, or unencrypted channels.

7. Transaction Processing

- All transactions must be processed through the approved Chip and PIN terminal.
- Staff must verify that the amount entered is correct before the customer inserts or taps their card.
- Staff must not handle a customer's PIN or attempt to observe it.
- If a transaction fails, staff must follow the approved troubleshooting procedure and must not request card details verbally.

8. Training

All staff and volunteers who process payments must receive training covering:

- Secure use of Chip and PIN devices

- Recognising signs of device tampering
- Handling cardholder data securely
- Incident reporting procedures

Training must be refreshed at least every two years or when significant changes occur.

9. Incident Reporting

Any of the following must be reported immediately to the Town Clerk:

- Suspected or actual loss of cardholder data
- Device tampering or theft
- Suspicious behaviour by customers or staff
- System failures affecting payment processing

An incident log will be maintained, and serious incidents may be reported to the acquiring bank, PCI authorities, or the ICO where required.

10. Physical Security

- Devices must be stored in locked cabinets or secure rooms when not in use.
- Access to devices is restricted to authorised personnel.
- Devices used at events must be transported securely and signed in/out.

11. Auditing and Compliance

- The Town Clerk will conduct an annual review of compliance with this policy.
- The Finance Officer will reconcile transactions regularly to detect anomalies.
- The Council will complete any required PCI DSS self-assessment questionnaires (SAQs).

12. Policy Review

This policy will be reviewed every two years or sooner if:

- PCI DSS requirements change
- New payment technologies are introduced
- A security incident indicates a need for revision

Agenda item 15.4
Lone Working Policy



LOUGHTON TOWN COUNCIL
LONE WORKER POLICY

Introduction

A lone worker is any member of staff who works by themselves without close or direct supervision. This may be in Town Council premises, outside on site or on work related travel. Examples could include opening and closing public amenities, being based in a location away from other colleagues, working late in the office, or visiting members of the public or outside contractors.

Lone working may present a risk to the employee. Typical risk factors include having an accident, being exposed to violence, drunken or threatening behaviour, indecent exposure or coming across attempted criminal activity in progress, such as a burglary or act of vandalism.

Policy Statement

Loughton Town Council recognises its legal and moral obligation to effectively manage the risks associated with members of staff working by themselves. The Council is committed to ensuring compliance with the legal requirements as an absolute minimum and will strive to ensure a healthy and safe place of work for its employees.

This document is to be read in conjunction with the Council's main Health and Safety Policy and the Staff Handbook.

Implementation

The Town Council will:

- Ensure that the risk of lone working is assessed in a systematic and ongoing way, and that safe systems and methods of work are put in place to reduce the risk so far as is reasonably practicable;
- provide sufficient resources for putting the policy into practice; raise awareness amongst all members of staff of the procedures to be followed to reduce the level of risk associated with working alone.
- ensure that appropriate training is available so that employees can recognise risk.
- provide advice and guidance for all staff on personal safety and security.
- introduce procedures to monitor lone workers to ensure they remain safe; and
- review the effectiveness of preventative measures through a system of reporting, investigating and recording incidents.

When a risk assessment shows that it is not possible for work to be done safely by a lone worker, arrangements for providing help or back-up will be put in place. These include:

- periodic visits by the line manager to observe people working alone;
- regular contact between the lone worker and their line manager or a nominated

- deputy via telephone or mobile phone;
- use of other devices designed to raise the alarm in the event of an emergency;
- checks that a lone worker has returned to their base or home on completion of a task.

Employees are expected to take responsibility for:

- taking reasonable care of themselves and others affected by their actions co-operating by following the Council's rules and procedures designed for safe working;
- keeping their line manager up to date regarding their work programme, meeting times, location and contact details and making any amendments as soon as they occur;
- reporting in writing all incidents that may affect the health and safety of themselves or others and asking for guidance;
- taking part in any training provided and designed to meet the requirements of the policy; and
- reporting any dangers or potential dangers they identify or any concerns they might have in respect of working alone.

Risk Assessments

A risk assessment should be carried out for and by all employees who are going to be working alone.

For workers working alone in a building or at a particular site this should include:

- safe access and exit points.
- risk of violence.
- safety of equipment for individual use.
- channels of communication in case of emergency (for example, mobile telephone or emergency contact details).
- site security and access to site information.
- security arrangements i.e. alarm and fire systems.

For mobile lone workers these should additionally include:

- whether there have been any changes since the last visit.
- travelling between premises and/or appointments (e.g. if using a car, what procedure is in place if there is a breakdown; is there a health and safety issue and a first aid kit on board).
- reporting and recording arrangements (e.g. address of meeting, name of person, time of appointment, approximate finish time, contact telephone number).
- communication and traceability (e.g. what method of communication is to be used and who is the lone worker going to communicate with?).
- personal safety/security.
- any health issues/concerns.

Following the completion of a risk assessment, consideration should be given to any appropriate action required.

Review

This policy will be subject to a biennial review by the Resources and General Services Committee.

Agenda item 15.5
Social Media Policy



Loughton Town Council – Social Media Policy
For review at the RGS meeting on 8 April 2026

1. Introduction

Loughton Town Council (LTC) recognises that social media is a valuable tool for engaging with residents, sharing information, and promoting council services. Social media platforms—such as Facebook, X/Twitter, Instagram, and community forums—enable two-way communication and help the Council reach a wider and more diverse audience.

This policy applies to all employees, councillors, and authorised representatives using social media on behalf of LTC. It also provides guidance for personal use where it may impact the Council.

This policy ensures that social media is used responsibly, legally, and in a way that protects the Council's reputation and the public and ensures that anything that appears on a LTC social media channel reflects on the Council and its reputation.

2. Purpose of the Policy

The aims of this policy are to:

- Provide clear rules for the professional use of social media
- Protect LTC from security, legal, and reputational risks
- Ensure consistent, accurate, and appropriate communication
- Support officers and councillors in understanding their responsibilities
- Ensure compliance with relevant legislation, including data protection, copyright, and local government publicity rules
- Prevent the Council being brought into disrepute or associated with inappropriate content or platforms

3. Using Social Media on Behalf of LTC

3.1 General Conduct

When posting on LTC channels, users must:

- Communicate respectfully, professionally, and accurately
- Avoid racist, sexist, inflammatory, or offensive language
- Avoid posting anything that could cause "*harassment, alarm or distress*"
- Ensure spelling, grammar, and tone are appropriate
- Avoid "text speak" except where audience-appropriate

- Never disclose personal information about staff, councillors, or residents
- Follow LTC's data protection, safeguarding, and confidentiality requirements

3.2 Legal Compliance

Users must be aware of legal risks, including:

- Defamation
- Malicious falsehood
- Copyright infringement
- Data protection breaches
- RIPA and Human Rights considerations

Misuse may cause LTC to be fined, become liable for civil damages... and potentially cause service users harm or distress. Any concerns about legality must be referred to the Town Clerk before posting.

3.3 Political Neutrality

In line with the Local Government Act 1986:

- LTC social media must not be used for party-political purposes
- Posts must not promote or appear to support any political party or candidate
- During the pre-election period (purdah), additional restrictions apply

This includes avoiding political imagery, retweets, likes, or comments that could be interpreted as political endorsement.

3.4 Account Management

- Only authorised officers may access LTC social media accounts
- Officers must use their LTC email address, not personal accounts
- Users must log out after use to prevent accidental posting
- Any threats, abuse, or harassment received must be reported to the Town Clerk immediately

4. Personal Use of Social Media

Employees and councillors may use personal social media accounts, but must:

- Never use personal accounts for LTC business
- Avoid giving the impression they speak for the Council
- Use disclaimers if identifying themselves as council employees
- Avoid posting anything discriminatory, offensive, or damaging to LTC
- Avoid sharing confidential or sensitive information
- Redirect complaints or enquiries to official LTC channels
- Report trolling or targeted harassment to the Town Clerk

- Closed or private accounts can still be copied and screenshotted, so caution is essential.
- Personal social media use during work hours is only permitted during breaks.

5. Risks and Compliance

Incorrect use of social media can lead to:

- Legal breaches (e.g., RIPA, Data Protection Act, copyright law)
- Reputational damage
- Financial penalties
- Harm or distress to service users

Failure to follow this policy may result in disciplinary action.

6. Councillor Guidance

Councillors should:

- Engage respectfully and constructively with residents
- Listen, respond appropriately, and correct mistakes promptly
- Avoid extremist or inflammatory views
- Share helpful, factual information
- Maintain a clear distinction between personal and official roles
- Stay within the Members' Code of Conduct
- Avoid political content on LTC channels
- Use social media *"in the spirit in which it is intended – to engage, openly and honestly."*

7. Content Standards for LTC Channels

Posts should:

- Be factual, timely, and relevant
- Promote council services, events, and community information
- Encourage constructive engagement
- Avoid jargon and overly formal language
- Credit original sources when sharing content
- Avoid sharing unverified information

8. Reporting and Escalation

Users must immediately report to the Town Clerk:

- Threats, abuse, or harassment
- Suspected legal issues (e.g., defamation claims)
- Data breaches or accidental disclosure
- Hacked or compromised accounts

- Posts made in error
- Any complaints mentioning libel MUST be reported to the Town Clerk immediately.

9. Review of Policy

This policy will be reviewed regularly to ensure it remains compliant with legislation, best practice, and technological developments.

Agenda item 15.6
Recruitment Policy



LOUGHTON TOWN COUNCIL
RECRUITMENT POLICY

To be reviewed at RGS 8 April 26

1. No new established post shall be created, nor any person employed (other than authorised temporary staff) in addition to the Council's existing establishment, without the agreement of the relevant service committee and the Finance and General Services Committee.
2. All vacancies within the Council's establishment that are to be filled other than by promotion or transfer shall be publicly advertised, unless the Town Clerk determines otherwise in consultation with the Chairman or Vice Chairman of the Finance and General Services Committee. If a similar vacancy arises within six months of a publicly advertised appointment, a suitable candidate from the previous applicant pool may be appointed.
3. Public advertisement may include local or national newspapers, Council noticeboards, the Council website, EALC, NALC, social media channels, circulation through partner organisations, or any other appropriate method.
4. Advertising for senior or professional posts may include relevant trade or professional publications.
5. Promotion to any vacancy within the Council shall be based on merit and shall follow a fair process of internal or external advertisement and recruitment.
6. Where a vacancy occurs in a post with an appointed deputy, the Council may consider temporarily "making up" the deputy to undertake some or all duties of the vacant post until a new appointment is made, or earlier if required. Remuneration shall reflect the level of temporary duties undertaken.
7. Applications should normally be submitted using the Council's official application form.
8. Rehabilitation of Offenders: Applicants must declare all convictions that are not "spent" under the Rehabilitation of Offenders Act 1974. For certain designated posts, a Criminal Records Bureau check will be required; this requirement will be stated in the recruitment materials. The Council will use Essex County Council or another reputable organisation as the umbrella body for these checks.
9. Canvassing members or officers of the Council, directly or indirectly, for any appointment shall disqualify the candidate. This requirement shall be stated on the application form.

10. Members or officers of the Council shall not solicit appointments for any candidate, although they may provide written testimonials regarding a candidate's ability, experience, or character.
11. Candidates who are related to any member or officer of the Council must declare this relationship to the Town Clerk when applying. Failure to do so will result in disqualification, or dismissal if already appointed. Members and officers must also declare any known relationship with a candidate. The Town Clerk shall report such disclosures to the Council or relevant committee.

Persons are considered related if they are:

- husband and wife
 - living together as partners
 - or if either person, or their spouse, is the son, daughter, grandchild, sibling, nephew, or niece of the other or their spouse.
12. Interview panels will normally consist of two or three people.
 - For posts below Scale 5, interviews will usually be conducted by officers.
 - For higher-graded posts, the panel may include the Town Clerk and one or two councillors, typically the Chairman and Vice Chairman of the relevant service committee.
 - Special arrangements may be required for the appointment of the Town Clerk.
 - No panel member may be related to a candidate. The interviewing panel has the authority to make appointments without further reference to a committee or the Council.
 13. Skills tests, presentations, or other assessments may be required depending on the needs of the post.
 14. Applicants will normally be appointed at the lowest point of the salary grade unless they possess exceptional qualifications or experience, or where market conditions justify a higher starting point.
 15. Two references will normally be requested and taken up. These will usually be sought only after a conditional offer has been made. Appointment will be confirmed only upon receipt of references satisfactory to the Council.
 16. The successful candidate will be required to complete a Medical Questionnaire, and appointment will be subject to approval by the Council's medical adviser.

Agenda item 16
Financial Assistance Awards
16.1 – Ignite, St Mary’s Loughton

SCHEME OF GRANTING FINANCIAL ASSISTANCE

APPLICATION FORM

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

YOUR ORGANISATION

Name of organisation (please give location, if different from correspondence address on back page)	Ignite St Mary's Loughton
--	------------------------------

Summary of aims and objectives
 The aim of this funding is to purchase 4-5 tablets and a Brother label printer to support Tot's Time, our weekly community group for pre-school children and parents/carers, and Fusion, our mid-week youth group for young people aged 11-18 in Loughton. These resources will improve registration, safeguarding, and communication, including accurate sign-in/out and clear identification of individual needs. The project will enhance inclusion, wellbeing, and community cohesion by providing safe, well-organised spaces for local families and young people.

Age groups specifically catered for, if any	0-18 years
Is the organisation a non-profit making body?	Yes
Is the organisation a Registered Charity? (if so, please give registration number)	1130673
Number of members in the organisation	Approx 220
Number of members resident in Loughton	75%
Is membership restricted in any way?	Only by age
Do you charge a membership fee, or charge for access to your activities? Please give details	No however an optional donation tin is out during our Tot's Time group

DETAILS OF GRANT APPLIED FOR

Purpose for which the grant is required including how your organisation will benefit together with details of the proposed expenditure (include copies of quotations/estimates where appropriate).
 The grant is to support the delivery of safe, inclusive, and well-organised community activities for children, young people, and families in Loughton. Ignite, the children's and youth ministry of St Mary's Loughton, delivers a range of groups and activities for children and young people aged 0-18, including Tot's Time, a weekly community group for pre-school children and parents/carers, and Fusion, a mid-week youth group for young people aged 11-18. These activities provide accessible spaces that promote wellbeing, positive social interaction, and community connection. Funding is sought to purchase 4-5 tablets (iPads and Android equivalents) and one Brother label printer. The tablets will support accurate registration and sign-in/out, enhance safeguarding, and support age-appropriate activities. The label printer will be used to print clear name badges that identify allergies or additional needs, ensuring leaders can provide appropriate care and maintain safe, inclusive provision across all groups.

Explain how Loughton residents will benefit from this project?
 Loughton residents will benefit through improved access to safe, inclusive, and well-organised community activities for children, young people, and families. The project will strengthen safeguarding by improving registration and sign-in/out processes, giving parents and carers greater reassurance that children are safely accounted for and individual needs are recognised. Families will benefit from trusted spaces where they can meet others, feel supported, and reduce isolation. More broadly, the project will support community cohesion by bringing local families together and helping children and young people feel safe, valued, and connected within their local community.

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

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

Total cost of project	£908
Amount of grant requested	£825
Funds available from organisation's own resources	£83
Funds granted from other bodies (please give details)	
If there is a shortfall in these figures, how do you propose to fund the deficiency?	Fundraising / donations

PREVIOUS APPLICATIONS

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

Financial Year	Amount	Purpose	Successful
1.4.25 – 31.3.26			Yes / No
1.4.24 – 31.3.25			Yes / No
1.4.23 – 31.3.24	£249	Ignite – St Mary's – Tot's Time Laptop	<input checked="" type="checkbox"/> Yes / No
1.4.22 – 31.3.23			Yes / No
1.4.21 – 31.3.22			Yes / No

ACCOUNTS & CONSTITUTION

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

Agenda item 16 – Financial Assistance Awards
Agenda item 16.2 – St Mary’s Church

SCHEME OF GRANTING FINANCIAL ASSISTANCE

APPLICATION FORM

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

YOUR ORGANISATION

Name of organisation (please give location, if different from correspondence address on back page)	St Mary's Church Loughton
---	---------------------------

Summary of aims and objectives

The provision of community events and mission outreach bringing the Loughton community together for various events including our community Café, Café Hope, groups under our community initiatives, Living Hope, including English lessons, Tot's Time for pre-schoolers and parents/carers, youth group, Coffee club for older folk and community meals throughout the year as well as large community events and Connect event for the community to come and socialise together and also Little Lambs Nursery as well as Christmas events.

Age groups specifically catered for, if any	All ages
Is the organisation a non-profit making body?	Yes
Is the organisation a Registered Charity? (if so, please give registration number)	Yes 1130673
Number of members in the organisation	Approximately 4,000 footfall per month
Number of members resident in Loughton	Approximately 75%
Is membership restricted in any way?	No
Do you charge a membership fee, or charge for access to your activities? Please give details	No. We make as many events free as far as possible. There may be a small fee or donation depending on the nature of the event. Usually we keep charges to the minimum to allow all community members to access groups and events.

DETAILS OF GRANT APPLIED FOR

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

We have a lovely play area that is open Monday-Friday during the day. We have noticed recently that the soft play mats that it sits on have become very worn and need to be replaced. We would like to apply for a grant to purchase these mats. This is a great resource for young families that come into St Mary's to build community and we want them to feel welcome and safe.

Explain how Loughton residents will benefit from this project?

At St Mary's we love the Loughton community and we hold many community groups and activities for the local residents to come to and feel part of a wider group of people. We have a community café which is loved by all types of people. We have older folk coming in – some every day as it is their sold source of company through to Mums and Dads bringing in their little ones as somewhere to meet up with other children and build friendships and community as well.

We have a lovely play area that is open Monday-Friday during the day. We have noticed recently that the soft play mats that it sits on have become very worn and need to be replaced. We would like to apply for a grant to purchase these mats.

Are you making this application as part of the annual round of grant applications? (closing date 31 December)?

Yes

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

Total cost of project	£153.94 on discount currently plus delivery
Amount of grant requested	£190
Funds available from organisation's own resources	0
Funds granted from other bodies (please give details)	0
If there is a shortfall in these figures, how do you propose to fund the deficiency?	We would fundraise

PREVIOUS APPLICATIONS

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

Financial Year	Amount	Purpose	Successful
1.4.24 – 31.3.25	£550	St Mary's – lights for tree outside	Yes
1.4.24 – 31.3.25	£350	St Mary's – Towards table tennis table	Yes
1.4.24 – 31.3.25	£244.08	St Mary's – Towards chairs with arms	Yes
1.4.23 – 31.3.24	£750	Towards defibrillator (extended to 24/25)	Yes
1.4.23 – 31.3.24	£500	Laptop for safeguarding	Yes
1.4.23 – 31.3.24	£249	Ignite – St Mary's – Tot's Time laptop	Yes
1.4.22 - 31.3.23	N/A		Yes/No
1.4.21 - 31.3.22	£750	St Mary's – Christmas lights for tree outside	Yes

Agenda item 17.1
Current Financial Position

Loughton Town Council
Summary Income & Expenditure by Budget Heading 26/03/2026
Month No: 12 Resources and General Services Committee Report

26/03/2026

Loughton Town Council Current Year

Page 1

13:39

Summary Income & Expenditure by Budget Heading 26/03/2026

Month No: 12

Committee Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
Resources and General Services						
101	Communication	Expenditure	16,728	20,020	3,292	3,292
102	Office Expenses	Expenditure	19,068	21,020	1,952	1,952
103	Audit	Expenditure	350	4,330	3,980	3,980
105	Central Personnel	Expenditure	414,680	446,900	32,220	32,220
	plus Transfer from EMR		0	0	0	
	Movement to/(from) Gen Reserve		<u>(414,680)</u>	<u>(446,900)</u>	<u>(32,220)</u>	
106	Council Expenses	Expenditure	26,983	26,410	(573)	(573)
107	Other Services (RGS)	Expenditure	1,721	2,210	489	489
	plus Transfer from EMR		0	0	0	
	Movement to/(from) Gen Reserve		<u>(1,721)</u>	<u>(2,210)</u>	<u>(489)</u>	
108	Members' Expenses	Expenditure	1,171	2,520	1,349	1,349
110	Buckingham Court	Income	1,419	1,500	81	
		Expenditure	52,396	59,101	6,705	6,705
	Movement to/(from) Gen Reserve		<u>(50,977)</u>			
205	Grants	Expenditure	33,711	38,500	4,789	4,789
	plus Transfer from EMR		0	0	0	
	Movement to/(from) Gen Reserve		<u>(33,711)</u>	<u>(38,500)</u>	<u>(4,789)</u>	
	Resources and General Services Income		<u>1,419</u>	<u>1,500</u>	<u>81</u>	
	Expenditure		<u>566,807</u>	<u>621,011</u>	<u>54,204</u>	<u>0</u>
	Net Income over Expenditure		<u>(565,388)</u>	<u>(619,511)</u>	<u>(54,123)</u>	
	plus Transfer from EMR		0	0	0	
	less Transfer to EMR		0	0	0	
	Movement to/(from) Gen Reserve		<u>(565,388)</u>	<u>(619,511)</u>	<u>(54,123)</u>	

Notes:

- (1) Council Expenses – “Actual Year To Date” – includes the Town Council annual Insurance.
- (2) The Service Recharge will be applied at the financial year-end.

Agenda item 17.1 cont.
Earmarked Reserves for 2025/2026

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	28.02.26
Elections	10,000
Total	10,000

Agenda item 17.1
Current Financial Position - Reconciliations

Date: 16/03/2026

Loughton Town Council Current Year

Page 1

Time: 15:51

Bank Reconciliation Statement as at 28/02/2026
 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	28/02/2026		33,377.95
			<u>33,377.95</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			33,377.95
<u>Unpresented Receipts (Plus)</u>			
26/02/2026 R234		622.20	
			<u>622.20</u>
			34,000.15
		Balance per Cash Book is :-	34,000.15
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Agenda item 17.1
Current Financial Position - Reconciliations

Date: 16/03/2026
 Time: 15:56

Loughton Town Council Current Year
Bank Reconciliation Statement as at 28/02/2026
for Cashbook 2 - No 2 Current Account

Page 1
 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	28/02/2026		34,502.30
			34,502.30
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			34,502.30
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			0.00
			34,502.30
		Balance per Cash Book is :-	34,502.30
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Agenda item 17.1
Current Financial Position - Reconciliations

Date: 16/03/2026

Loughton Town Council Current Year

Page 1

Time: 15:59

Bank Reconciliation Statement as at 28/02/2026
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	28/02/2026		443,283.02
			443,283.02
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			443,283.02
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			0.00
			443,283.02
		Balance per Cash Book is :-	443,283.02
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Agenda item 17.1
Current Financial Position - Reconciliations

Date: 16/03/2026

Loughton Town Council Current Year

Page 1

Time: 16:00

Bank Reconciliation Statement as at 28/02/2026
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	28/02/2026		109,959.94
			109,959.94
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			109,959.94
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			0.00
			109,959.94
		Balance per Cash Book is :-	109,959.94
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Agenda item 17.1
Current Financial Position - Reconciliations

Date: 18/03/2026

Loughton Town Council Current Year

Page 1

Time: 09:22

Bank Reconciliation Statement as at 28/02/2026
 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	28/02/2026		53,656.48
			<u>53,656.48</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	<u>0.00</u>
			53,656.48
<u>Unpresented Receipts (Plus)</u>		0.00	<u>0.00</u>
			53,656.48
		Balance per Cash Book is :-	53,656.48
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Agenda item 17.2

Accounts Paid

Date: 26/03/2026

Loughton Town Council Current Year

Page 1

Time: 13:59

No 1 Current Account

List of Payments made between 12/01/2026 and 27/03/2026

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
15/01/2026	British Telecommunication plc	BACS P629	210.49		P629 MH Wi fi 1/12-28/2
30/01/2026	Worldpay (UK) Ltd	Contra3001	14.57		P713 Streamline charge Jan
30/01/2026	NatWest bank Charges	DD P661	2.45		P661 No 1 Bank charges Dec
01/02/2026	Miscellaneous	11925 CANX	-24.57		Purchase Ledger Payment
12/02/2026	Leanne Ogbe	SD50	80.00	SD50	SD50 L Ogbe WRA Dep Key Ret
16/02/2026	Kathy Swanzy-Derben	SD49	350.00	SD49	SD49 K Swanzy-Derbm Sd Rfd7/2
19/02/2026	Worldpay (UK) Ltd	Contra1902	75.58		P774 Streamline charges Feb
20/02/2026	Worldpay (UK) Ltd	Contra2002	2.78		P775 Streamline charges Feb
23/02/2026	Unity Bank	00005 R209	1,124.00		R209 Paying slip 00005 corre
24/02/2026	The Society of Local Council C	BACS P754	331.00		P754 PB membership
24/02/2026	The Society of Local Council C	BACS P755	240.00		P755 Job Advert Clerk
24/02/2026	Worldpay (UK) Ltd	Contra2402	1.54		P776 Streamline charges Feb
26/02/2026	Worldpay (UK) Ltd	Contra2602	13.04		P779 Streamline charges Feb
27/02/2026	NatWest bank Charges	DD P721	2.10		P721 No.1 bank charges Jan
17/03/2026	Sushil Raniga	SD52	350.00	SD52	SD52 S Raniga SD refd 14/3
Total Payments			<u>2,772.98</u>		

Agenda item 17.2
Accounts Paid

Date: 26/03/2026

Loughton Town Council Current Year

Page 1

Time: 13:59

No 2 Current Account

List of Payments made between 12/01/2026 and 27/03/2026

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
20/01/2026	LTC Staff	P665	25,880.25	P665	P665 LTC net wages Jan
22/01/2026	NatWest Autopay Services	DD P632	23.45		P632 Bank charges Dec
30/01/2026	NatWest bank Charges	DD P630	0.70		P630 No 2 Acct bank charges
20/02/2026	LTC Staff	P750	25,806.02	P750	P750 LTC Staff net wages Feb
24/02/2026	NatWest Autopay Services	DD P723	23.45		P723 Bank charges Jan
27/02/2026	NatWest bank Charges	DD P722	0.70		P722 No.2 Bank charges Jan
20/03/2026	LTC Staff	P820 DD	26,301.82	P820	P820 LTC staff net pay March
Total Payments			<u>78,036.39</u>		

Agenda item 17.2
Accounts Paid

Date: 26/03/2026

Loughton Town Council Current Year

Page 1

Time: 14:00

NatWest Business Reserve Acc

List of Payments made between 12/01/2026 and 27/03/2026

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
15/01/2026	Unity Bank	T32	40,000.00		T32 Topping up Unity from Rese
19/01/2026	No 2 Current Account	T33	25,901.25		T33 LTC Net wages trf
19/01/2026	Unity Bank	T34	19,878.73		T34 Topping up Unity for Tax &
18/02/2026	Unity Bank	T35	40,000.00		T35 rf from NW Res to Unity
24/02/2026	No 2 Current Account	T36	25,827.02		T36 LTC Net wages trf
24/02/2026	Unity Bank	T37	19,870.60		T37 Topping up Unity from Rese
Total Payments			171,477.60		

Agenda item 17.2

Accounts Paid

Date: 26/03/2026		Loughton Town Council Current Year		Page 1	
Time: 14:00		Unity Bank			
List of Payments made between 12/01/2026 and 27/03/2026					
Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
12/01/2026	British Gas (Buck Court)	DD P642	125.60		P642 BC Gas 25/11-24/12
12/01/2026	British Gas (Murray Hall)	DD P644	153.57		P644 MH Gas 15/12-24/12
13/01/2026	British Gas (Willingale Allot	DD P636	7.23		P636 WRA electric 17/12-24/12
14/01/2026	NatWest Credit Card Services	DD P662	732.92		P662 Credit card Dec
15/01/2026	Skyguard Ltd	DD P718	77.76		P718 Peoplesafe Jan
16/01/2026	British Gas (Kingsley Hall)	DD P702	54.53		P702 KH electric 1/12-31/12
16/01/2026	British Gas (Cemetery)	DD 705	54.04		P705 Cem electric 2/12-2/1
16/01/2026	British Gas (Buck Court)	DD P707	175.29		P707 BC electric 2/12-31/12
19/01/2026	GBS- Re Public Works Loans	DD P652	14,102.99		P652 BC Loan repayment final
19/01/2026	British Gas (WRPF)	DD P703	29.33		P703 WRPF electric 2/12-1/1
20/01/2026	Epping Forest District Council	DD P19 10	121.00		P19 KH Annual Rates
20/01/2026	Epping Forest District Council	DD P18 10	78.00		P18 WRPF Annual Rates
20/01/2026	Epping Forest District Council	DD P15 10	170.00		P15 RVRA Annual Rates
20/01/2026	Epping Forest District Council	DD P17 10	489.00		P17 MH Annual Rates
20/01/2026	Epping Forest District Council	DD P16 10	1,320.00		P16 Annual Rates for B.Crt
20/01/2026	Regional Waste Recycling Comm	BACS P599	598.00		P600 MH Bins Dec
20/01/2026	Gareth Griffith t/a Greenhill	BACS P604	700.00		P604 Gardening Oct-Dec Qtr
20/01/2026	TMJ Projects	BACS P613	430.00		P613 Cook hood repairs
20/01/2026	Signs of the Times Ltd	BACS P626	415.60		P626 Blue plaqu P Thompson
20/01/2026	Essex Security Services Ltd	BACS P621	30.00		P621 Replace battery on door
20/01/2026	Nisbets PLC	BACS P610	65.11		P610 Cleaning supplies & Rolls
20/01/2026	L & J Hall Digging Services Lt	BACS P612	845.00		P612 Plot digging Catier
20/01/2026	Gracelands Complete Maintenanc	BACS P608	180.00		P608 Bi-annual Serv. Belt fixe
20/01/2026	Deltagate Ltd	BACS P628	185.00		P616 Repair emergency light Di
20/01/2026	Earth Anchors Ltd	BACS P605	266.40		P605 Green bin liners
20/01/2026	Essex Association of Local Cou	BACS P625	187.20		P625 Allotment & Mins training
20/01/2026	CB Sound Video Light Ltd	BACS P624	303.60		P624 Speaker system Light up I
20/01/2026	Forest Casual & Schoolwear	BACS P606	49.20		P606 LTC uniform
20/01/2026	Qualis Property Solutions Ltd	BACS P603	13,203.86		P603 Ground Maintenance Dec
20/01/2026	SME Invoice Finance Limited	BACS P615	770.40		P615 KH cleaning Dec
20/01/2026	Clarke Hillyer	BACS P627	25.00		P627 Window cleaning BC Dec
20/01/2026	Phoenix Lifting Systems Ltd	BACS P609	187.20		P609 Annual service BC lift
20/01/2026	Essex County Council	BACS P607	3,408.00		P607 Tree Survey
20/01/2026	Atrium Security Limited t/a Tr	BACS P618	1,041.60		P618 RVRG Car park gate Dec
20/01/2026	Dean Carley (D & L Cleaning)	BACS P619	100.00		P619 MH Window cleaning Dec
20/01/2026	David Jackman	BACS P616	25.00		P628 Remembrance photos
20/01/2026	Couno Office Solutions Limited	BACS P620	71.24		P620 Printing and photo Dec
20/01/2026	Pinnacle Group Ltd	BACS P602	600.00		P602 WRPF Grd Maint Dec
20/01/2026	TBS Hygiene Ltd	BACS P601	86.40		P601 Dog Bins Dec
20/01/2026	James Todd & Co. Ltd.	BACS P617	135.72		P617 Payroll December
20/01/2026	Aylesford Electrical Contracto	BACS P613a	3,482.57		P613 Xmas Light removal
20/01/2026	M Ravinder	SD47	350.00	SD47	SD47 M Ravinder SD rfd
20/01/2026	British Gas (Murray Hall)	DD P708	867.70		P708 MH electric 2/12-1/1
21/01/2026	The Comms Guys Ltd	DD P719	161.39		P719 Telephone Dec
21/01/2026	British Gas (Kings Green)	DD P706	24.96		P706 KGWM electric 2/12-1/1
22/01/2026	Positive Water Limited	DD P720	327.73		P720 Water rates Dec
22/01/2026	Tesco Mobile	DD P715	24.21		P715 Staff mobile Dec

Continued on Page 2

Agenda item 17.2

Accounts Paid

Date: 26/03/2026

Loughton Town Council Current Year

Page 2

Time: 14:00

Unity Bank

List of Payments made between 12/01/2026 and 27/03/2026

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
23/01/2026	Specialised Canvas Services Lt	BACS P623	118.27		P623 Emergency Services Flag
27/01/2026	British Gas (Kingsley Hall)	DD P709	146.92		P709 KH Gas 8/12-7/1
31/01/2026	Unity Trust Bank plc	DD P664	15.45		P664 Unity bank charges Dec
01/02/2026	Sim Rodrig	SD29A	350.00	SD29A	SD29A S Ridrig SD Refd
01/02/2026	Jeev Jaya	SD30A	350.00	SD30A	SD30A J Jaya SD Refd 9/9
01/02/2026	Adjustment to balance error	ADJU	189.32	ADJU	Adjustment to balance error
03/02/2026	British Gas (Murray Hall)	DD P710	472.02		P710 MH Gas 25/12-14/1
04/02/2026	British Gas (Willingale Allot	DD P704	19.75		P704 WRA electric 25/2-16/1
05/02/2026	Far Naz	SD34A	350.00	SD34A	SD34 A F Naz SD Refd
06/02/2026	Northgate Vehicle Hire Ltd	DD P717	990.19		P717 Van lease Jan
06/02/2026	M Ravin	SD42	350.00	SD42	SD42 M Ravin SD Refd
10/02/2026	Adam Capal	SD48	350.00	SD48	SD48 A Capal SD Refd 24/1
10/02/2026	Miscellaneous	BACS P700	72.00		P701 Mayor's travel expenses
10/02/2026	TBS Hygiene Ltd	BACS P674	108.00		P674 Dog Bins Jan
10/02/2026	Fluid Solutions Plumbing & Hea	BACS P672	192.00		P672 Emergency water repar Cem
10/02/2026	Essex Pension Fund	BACS P688	9,524.33		P688 LTC Pensions Jan
10/02/2026	Financial Assistance Grants	BACS P699	75.00		P699 Chigwell Riding Xmas Win
10/02/2026	The Community Heartbeat Trust	BACS P687	77.94		P687 Defib pads
10/02/2026	Shelley Signs Ltd	BACS P685	780.00		P685 Dule Tree inter' Board
10/02/2026	Financial Assistance Grants	BACS P693	2,500.00		P693 Restore Grow
10/02/2026	James Todd & Co. Ltd.	BACS P683	135.72		P683 Payroll Jan
10/02/2026	Financial Assistance Grants	BACS P692	2,500.00		P692 Restore (Noah's Ark)
10/02/2026	HMRC only 120PW00111168	BACS P689	10,354.40		P689 LTC PAYE & NIC Jan
10/02/2026	Chubb Fire & Security Ltd	BACS P680	83.52		P681 Fire equi checks MH
10/02/2026	Financial Assistance Grants	BACS P695	748.68		P695 Action for Family Carers
10/02/2026	Financial Assistance Grants	BACS P696	150.00		P696 St Clare Xmas Win Don
10/02/2026	Dunmow Training Ltd t/a Council	BACS P676	30.00		P676 CC Assertion Training
10/02/2026	Atrium Security Limited t/a Tr	BACS P671	1,041.60		P671 RVRG Car park gate Feb
10/02/2026	Viking	BACS P670	227.22		P670 Stationary order Dec
10/02/2026	Financial Assistance Grants	BACS P694	650.00		P694 St Marys
10/02/2026	Financial Assistance Grants	BACS P691	1,500.00		P691 Open Door Friendship
10/02/2026	Look Electrical Solutions Limi	BACS P673	186.00		P673 MH Light repair
10/02/2026	Heelis & Lodge	BACS P678	400.00		P678 Internal Audit for March
10/02/2026	Regional Waste Recycling Comme	BACS P667	673.60		P669 MH Bins Jan
10/02/2026	Greenworks Controlled Environm	BACS P682	270.00		P682 Serv air con BC
10/02/2026	Accredited Locksmith Services	BACS P677	109.75		P677 ALS high Sec Key WRA
10/02/2026	Essex Heritage Trust	BACS P690	25.00		P690 2026 subscription
10/02/2026	Couno Office Solutions Limited	BACS P686	153.80		P686 Printing Jan
10/02/2026	Docendo Ltd	BACS P675	1,377.37		P675 Comp Maintenance 1st Qtr
10/02/2026	Financial Assistance Grants	BACS P698	75.00		P698 Haven House Xmas Wind Com
10/02/2026	Epping Forest District Council	BACS P679	30.00		P679 Fly tipped mattress RVRG
10/02/2026	The Lopping Hall Endowment	BACS P684	57.00		P684 LT Centre Partnership mee
16/02/2026	NatWest Credit Card Services	DD P724	654.12		P724 Credit Card
16/02/2026	Sus Raniga	SD50A	350.00	SD50A	SD50A S Raniga SD Refd
16/02/2026	Skyguard Ltd	Missing	77.76		Peoplesafe Feb
17/02/2026	British Gas (Kingsley Hall)	DD P762	102.09		P762 KH electric 1/1-31/1
17/02/2026	British Gas (WRPF)	DD P763	29.99		P763 WRPF electric 2/1-1/2

Continued on Page 3

Agenda item 17.2

Accounts Paid

Date: 26/03/2026

Loughton Town Council Current Year

Page 3

Time: 14:00

Unity Bank

List of Payments made between 12/01/2026 and 27/03/2026

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
17/02/2026	British Gas (Buck Court)	DD P767	192.95		P767 BC electric 1/1-31/1
17/02/2026	British Gas (Murray Hall)	DD P768	991.72		P768 MH electric 2/1-1/2
20/02/2026	Epping Forest District Council	DD P19 11	121.00		P19 KH Annual Rates
20/02/2026	Epping Forest District Council	DD P18 11	78.00		P18 WRPF Annual Rates
20/02/2026	Epping Forest District Council	DD P15 11	170.00		P15 RVRA Annual Rates
20/02/2026	Epping Forest District Council	DD P17 11	489.00		P17 MH Annual Rates
20/02/2026	Epping Forest District Council	DD P16 11	1,320.00		P16 Annual Rates for B.Crt
23/02/2026	J Davies	00005 R209	232.00	R209	R209 J Davies Inter J26
23/02/2026	J Davies	00005 R209	-232.00	R209 Cans	R209 J Davies Inter canx
23/02/2026	British Gas (Kings Green)	DD P766	24.96		P766 KG electric 2/1-1/2
23/02/2026	Positive Water Limited	DD P752	295.59		P752 Water rates Jan
23/02/2026	The Comms Guys Ltd	DD P753	166.54		P753 Office phones Jan
23/02/2026	Tesco Mobile	DD P751	27.26		P751 Staff mobiles Jan
24/02/2026	British Gas (Kingsley Hall)	DD P769	153.54		P769 KH Gas 8/1-7/2
27/02/2026	Pinnacle Group Ltd	BACS P725	600.00		P725 WPF Grd maint Jan
27/02/2026	SME Invoice Finance Limited	BACS P726	1,560.52		P727 KH cleaning missed Oct
27/02/2026	Qualis Property Solutions Ltd	BACS P728	13,203.86		P728 Ground maint Jan
27/02/2026	ICCM	BACS P729	120.00		P729 Cemetery Mang Course OD
27/02/2026	Proludic Ltd	BACS P730	1,350.00		P730 Tarmac clean and repair
27/02/2026	Regional Waste Recycling Comme	BACS P731	724.00		P734 Cem Bins Feb
27/02/2026	Grangewood Plastic Packaging L	BACs P735	180.48		P735 Black Bags
27/02/2026	Epping Forest District Council	BACS P736	856.00		P736 Play in the Park 2026
27/02/2026	Scott Dryden	BACS P737	1,300.00		P737 Think Loughton Spring iss
27/02/2026	AtoZ Supplies	BACS P738	170.32		P738 Cleaning supplies
27/02/2026	Dunmow Training Ltd t/a Council	BACS P739	120.00		P741 Assertion train WD
27/02/2026	Total Media	BACS P742	167.00		P742 Think Loughton Spring iss
27/02/2026	Nisbets PLC	BACS P743	150.10		P743 Cleaning supplies
27/02/2026	Terry Tew Sound & Light	BACS P744	72.00		P744 BC service induction loop
27/02/2026	Viking	BACS P745	265.65		P745 Postage and Stationery
27/02/2026	Clarke Hillyer	BACS P746	778.44		P746 Service charge Mar-May
27/02/2026	TBS Hygiene Ltd	BACS P747	86.40		P747 Dog Bins Feb
27/02/2026	HMRC only 120PW00111168	BACS P748	10,331.50		P748 Staff Tax & NIC Feb
27/02/2026	Essex Pension Fund	BACS P749	9,539.10		P749 Staff Pensions Contri Feb
28/02/2026	Unity Trust Bank plc	DD P716	15.00		P716 Unity bank charges Jan
20/03/2026	National Association of Local	BACS P756	360.00		P756 Job advert Clerk
20/03/2026	Atrium Security Limited t/a Tr	BACS P757	1,041.60		P757 RVRG gate March
20/03/2026	Panther Security Systems Ltd	BACS P758	166.33		P758 MH Annual Maint alarm
20/03/2026	Zurich Insurance Company	BACS P760	12,311.15		P760 2026/2027 general insuran
20/03/2026	Dunmow Training Ltd t/a Council	BACS P761	234.00		P761 Tree survey course DT
20/03/2026	Gareth Griffith t/a Greenhill	BACS P777	1,820.00		P777 Memorial Gdn plants and t
20/03/2026	Pinnacle Group Ltd	BACS P782	600.00		P782 Grd maintenance Feb
20/03/2026	James Todd & Co. Ltd.	BACS P783	135.72		P783 Payroll Feb
20/03/2026	L & J Hall Digging Services Lt	BACS P784	575.00		P784 Goodey 2189A burial
20/03/2026	PKF Littlejohn LLP	BACS P792	2,520.00		P792 March 2025 Accts & AGAR
20/03/2026	Terry Tew Sound & Light	BACS P793	72.00		P793 MH Ann. Serv. PA inductio
20/03/2026	Couno Office Solutions Limited	BACS P794	149.47		P794 Printing and copy Feb
20/03/2026	SME Invoice Finance Limited	BACS P795	770.40		P795 KH cleaning Feb

Continued on Page 4

Agenda item 17.2

Accounts Paid

Date: 26/03/2026

Loughton Town Council Current Year

Page 4

Time: 14:00

Unity Bank

List of Payments made between 12/01/2026 and 27/03/2026

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
20/03/2026	Royal Mail Group Ltd	BACS P796	1,875.02		P796 Think Loughton delivery
20/03/2026	Sureserve Compliance Water Ltd	BACS P797	108.00		P797 KH water testing
20/03/2026	Regional Waste Recycling Comm	BACS P805	623.20		P805 KH bins March
20/03/2026	TBS Hygiene Ltd	BACS P806	86.40		P806 Dig bins March
20/03/2026	PHS Group	BACS P807	4.69		P807 BC Hygiene bins
20/03/2026	Earth Anchors Ltd	BACS P808	559.20		P808 Memorial seat R Houghton
20/03/2026	KBL	BACS P809	3,034.65		P809 Jessell Ride 2026
20/03/2026	Epping Forest District Council	BACS P810	540.00		P810 WRA Orchard work
20/03/2026	Vision ICT Ltd	BACS P811	330.44		P811 Website hosting May26-Apr
20/03/2026	Clarke Hillyer	BACS P812	25.00		P812 BC Window cleaning March
20/03/2026	Castle Water Ltd	BACS P813	230.66		P813 BC Water rates 1/26-6/26
20/03/2026	NPower Commercial Gas Ltd	BACS P814	704.72		P814 KG electric unmetered
20/03/2026	Gopak Ltd	BACS P815	1,038.12		P815 MH Tables
20/03/2026	Financial Assistance Grants	BACS P816	132.00		P816 Epping Forest Community c
20/03/2026	Financial Assistance Grants	BACS P817	498.70		P817 Accuro FA Grant
20/03/2026	Essex Pension Fund	BACS P818	9,702.79		P818 LTC Pensions March
20/03/2026	HMRC only 120PW00111168	BACS P819	10,721.44		P819 LTC Tax NIC March
Total Payments			<u>182,454.79</u>		

**Agenda item 19
Annual Insurance**



Ms Kate Pendlebury
Loughton Town Council
Loughton Central Library & Town Hall
Traps Hill

Loughton
Essex
IG10 1HD

Select for Local Councils Policy Schedule

This insurance policy, which meets your demands and needs, has been based on the latest information obtained from you. The Policy, the Policy Schedule, any Certificates of Insurance and Endorsements form one document and should be read together. This Schedule replaces any previous Schedule.

Policy Number	YLL-2720869543
Insured	Loughton Town Council
Business	Parish / Town Council
Period of Insurance	
From	01 st April 2026
To	31 st March 2027
and any other period for which cover has been agreed.	
Renewal Premium	£ 10,862.47
Premiums are inclusive of Insurance Premium Tax and/or VAT as appropriate.	
Schedule Number	165434795
Long term agreement active until	01 st April 2028
Preparation Date	12 th February 2026
Prepared by	Mr Matthew Murray
Policy Form Reference	MLAACH10

Policy Cover Declaration:

You, the Insured, are not aware of any known losses or events that could give rise to a claim, or circumstances that would be prejudicial to us, the Insurer, should the basis of cover on the below given insurance product (s) be changed.

This is important information, please read it carefully and check that the facts given about you are correct and that we have included all the covers that you require. We are unable to give you advice so it is your responsibility to check the cover is correct for your organisation.

Agenda item 19
Annual Insurance continued



Ms Kate Pendlebury
 Loughton Town Council
 Loughton Central Library & Town Hall
 Traps Hill

Loughton
 Essex
 IG10 1HD

Select for Local Councils Policy Schedule

This insurance policy, which meets your demands and needs, has been based on the latest information obtained from you. The Policy, the Policy Schedule, any Certificates of Insurance and Endorsements form one document and should be read together. This Schedule replaces any previous Schedule.

Policy Number	YLL-2720872743
Insured	Loughton Town Council
Business	Parish / Town Council
Period of Insurance	
From	29 th March 2026
To	28 th March 2027
and any other period for which cover has been agreed.	
Renewal Premium	£ 1,448.68

Premiums are inclusive of Insurance Premium Tax and/or VAT as appropriate.

Schedule Number	165211547
Long Term Agreement:	Not Applicable
Preparation Date	13 th February 2026
Prepared by	Mr Matthew Murray
Policy Form Reference	MLAACH10

Policy Cover Declaration:

You, the Insured, are not aware of any known losses or events that could give rise to a claim, or circumstances that would be prejudicial to us, the Insurer, should the basis of cover on the below given insurance product (s) be changed.

This is important information, please read it carefully and check that the facts given about you are correct and that we have included all the covers that you require. We are unable to give you advice so it is your responsibility to check the cover is correct for your organisation.