



# RESOURCES AND GENERAL SERVICES COMMITTEE

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

**Wednesday 24 June 2026**

at Loughton Town Council, Council Chamber, 1 Buckingham Court,  
Rectory Lane, Loughton IG10 2QZ

to transact the business as shown in the agenda.

**Liz Petyt Start**  
**Town Clerk**  
19 June 2026

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

**Councillors**

M Fontenelle  
S Murray

S Fontenelle  
M Stubbings

N MacKinnon

Note to Councillors:  
If you are unable to attend the meeting,  
please phone your apologies to the office on 020 8508 4200.

**A G E N D A**

**1 Apologies for absence**

To RECEIVE any apologies for absence.

**2 Declarations of Interest**

Councillors to declare any pecuniary or non-pecuniary interest in any items on the agenda.

**3 Confirmation of Minutes**

To CONFIRM the minutes of the meeting held on 08 April 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.

To receive and NOTE.

**6 Training and Conferences**

15.05.2026	Planning Clerk & Cllr K-W Lee	Planning Enforcement & Planning Committee overview (EFDC)
15.05.2026	Cllr Ubah	Member training day (EFDC)
10.06.2026	Services Manager	Routine Playground Inspection Course (CouncilWise)
16.06.26	Planning Clerk	Permitted Development rights (CouncilWise)
17.06.26	Clerk & Deputy Clerk	SLCC AGM and Training Day
11.07.26	Cllr K-W Lee	Permitted Development Rights (CouncilWise)
23.09.26	Cllr Murray & Responsible Financial Officer	The Six Characteristics of a High Performing Council – Essential HR Training (CouncilWise)
07.10.26	Deputy Clerk & Responsible Financial Officer	AI for Town and Parish Councils (CouncilWise)

To receive and NOTE.

**7 Staff Matters**

**7.1 Salaries 2026/27**

The SLCC have reported that the National Employers have now made a full and final pay offer following the trade unions submissions for pay and conditions claim for 2026/2027 which was rejected.

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

**7.2 Pension Scheme (LGPS) – Key Changes for Employers**

See attached key changes for employers regarding changes to unpaid leave for LGPS pension purposes (page 5).

To receive and NOTE.

**8 Flag Flying**

For information, the Town Council marked the following events:

Commonwealth Flag on 9 March 2026 – Commonwealth Day  
Union Flag on 9 April 2026 – His Majesty’s Wedding Day  
St George Cross Flag on 23 April 2025 – St George’s Day  
Union Flag on 6 May 2026 – Coronation Day  
Union Flag on 14 June 2026 – Official Birthday of His Majesty The King  
Union Flag on 21 June 2026 – Birthday of The Prince of Wales

The Town Council will mark the following events:

Armed Forces Day Flag on 27 June 2026 (flag to be flown from Monday 29 June)  
Union Flag on 17 July 2026 – Birthday of The Queen  
Red Ensign on 3 September 2026 – Merchant Navy Day  
Union Flag on 8 September 2026 – His Majesty The King’s Accession  
Union Flag from 9 November 2026 (flag to be flown from Friday 6 November)  
Remembrance Commemoration  
Union Flag on 14 November 2026 – Birthday of His Majesty The King

To receive and NOTE.

**9 Technology & Office Equipment**

**9.1 New Computers**

Following the decision at the meeting of 8 April 2026, two new computers have been ordered to replace the oldest computers in the office.

To receive and NOTE.

**9.2 Laptop for new Town Clerk & Bookings Officer**

To approve the request for a new laptop for the new Town Clerk and for a laptop to be used by the bookings officer and halls caretaker. See attached quotes (page 6).

**9.3 Digital Telephone System**

To review and AGREE the quotes for a new telephone system ahead of the move from analogue to digital on Jan 2027 (see pages 7 – 14).

**9.4 New Air-Conditioning Unit for the Chamber**

Members to review and AGREE the quotes to install a new air conditioning unit in the chambers to replace the existing faulty unit (see pages 15 – 19).

**10 Christmas Card 2026**

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

**11 Loughton Citizenship Awards Scheme Review of the Application Form**

The Committee is asked to discuss and review the Loughton Citizens Award application form and criteria for the 2027/28 financial year (see pages 20 – 23).

**12 Policies Review**

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

**12.1 Freedom of Information Act Publication Scheme** (pages 24 – 29).

**12.2 Casual Vacancy Procedure (Co-option Policy)**

To note the co-option policy will be recommended to Council as an appendix to the Standing Orders (see pages 30 – 31).

**13 District and County Councillor Regular Contact**

Following the recent local elections and change of administration, Councillors to discuss and agree a way forward for a regular communication between Town/District and County Councillors.

**14 Loughton Day**

The Committee is asked to discuss and decide criteria for political parties at the community event.

**15 Minutes to the Essex Records Office**

Members to review and agree the sending of Confirmed Minutes to the Essex Records Office (2016-2021 & 2021–2024).

**16 Finance**

**16.1 Current Financial Position**

The current financial position as at 31 May 2026 is attached together with details of the funds available from earmarked reserves (see pages 32 – 33).

A note of the Council's current bank balances and most recent reconciliations as at 31 May 2026 are attached (see pages 34 – 39).

To receive and NOTE.

**16.2 Accounts Paid**

Payments totalling £153,849.74 as detailed on the payment report have been made since the report to the meeting on 8 April 2026 (see pages 40 – 45). Schedules and accompanying invoices are available at the Council offices for inspection.

For information, details of all Council payments in excess of £500 are provided on the Council's website under the 'Finance and Transparency Schedule of Payments' section.

To receive and NOTE.

**17 Banking**

Access has been granted to Unity Bank for the new Clerk to the account and Cllr McKinnon for an additional signatory.

NatWest accounts have been updated to include the Clerk and RFO on the mandate. NatWest credit card account has been transferred to the new Clerk. Nationwide account has added the Clerk and RFO, Cllr Riley and Cllr Fricker.

To receive and NOTE.

**18 Update to Payroll Fees**

Members are asked to review the report on page 46 outlining the new payroll fees and reasons for the increase.

To receive and NOTE.

**19 Precept**

The Committee is asked to NOTE that the first instalment of the 2026/27 Precept £552,340.50 was received into the Council's NatWest Business Reserve account on 24 April 2026.

To receive and NOTE.

**20 Financial Assistance Awards Scheme Review of the Application Form**

The committee is asked to discuss and review the suggested amendments on the application form on pages 47 – 54, for the grant award scheme for the 2027/2028 financial year.

**21 Buckingham Court Directorship**

The Committee is asked to NOTE the change of Director of Buckingham Court from the former Town Clerk to the new Town Clerk for purposes of receiving and reviewing annual accounts.

To receive and NOTE.

**22 Annual Governance and Accountability Return (AGAR) 2025/26**

The AGAR was submitted to the external auditors by email on 4 June 2026 and the completed confirmation of dates for provision of public rights form has been displayed on our noticeboards and posted on the Town Council website.

To receive and NOTE.

**Liz Petyt Start**  
**TOWN CLERK**  
19 June 2026

**Agenda item 7.2 – Pension Scheme (LGPS) – Key Changes for Employers**

MARCH 2026

# LGPS ACCESS & FAIRNESS CONSULTATION - KEY CHANGES FOR EMPLOYERS

## REGULATIONS TAKE EFFECT FROM 1 APRIL 2026

The Government has confirmed changes to how authorised unpaid leave is treated for LGPS pension purposes. These changes apply to any authorised unpaid leave beginning on or after 1 April 2026, including the unpaid portion of maternity, adoption and shared parental leave. Employees whose unpaid leave begins before 1 April 2026 will continue under the existing rules.

### Key Changes from 1 April 2026

#### 1. Unpaid Additional Maternity, Adoption & Shared Parental Leave

- These periods will become automatically pensionable.
- Pension will be based on assumed pensionable pay (APP) for the entire absence, including the unpaid element.
- The employer meets the full cost of contributions

#### 2. Authorised Unpaid Leave of 14 Days or Fewer

- Will be automatically pensionable.
- Contributions (employee and employer) will be based on lost pay, not APP.
- Contributions must be deducted and reported via the monthly return.
- If net pay is insufficient, the employee contribution must be carried forward to the next available payroll period.

#### 3. Authorised Unpaid Leave Over 14 Days

- Remains non-pensionable.
- Employees may buy back lost pension through Qualifying Additional Pension Arrangements (QAPAs).
- QAPAs will use standard contribution rates (not age-related factors).
- Members will have one year after returning to work to elect a QAPA and must still be active in the same employment.
- Employers may contribute to the cost of a QAPA for absences lasting more than three years.

#### Gender Pensions Gap – Reporting

- Compulsory gender pensions gap reporting from the 2025 valuation:
  - Simple reporting in 2025
  - More detailed reporting from 2028 onwards

#### Qualifying additional pension arrangements (QAPAs) – Additional Detail

For authorised unpaid absences starting after 31 March 2026:

- Cost of buying back lost pension based on normal employer and employee contribution rates.
- Pension purchased through a QAPA will:
  - Count towards survivor benefits
  - Not be reduced on redundancy or efficiency retirement
- Employers may contribute to QAPAs for absences over three years.

Existing rules continue for unpaid breaks starting before 1 April 2026:

- Cost based on age-related factors
- Employer pays two-thirds if the member elects within 30 days of return
- Added pension reduced on redundancy/efficiency retirement
- Added pension does not count towards survivor benefits

#### What Employers Need to Do Now

Employers should ensure systems and processes can:

- Identify employees with authorised unpaid leave starting on or after 1 April 2026.
- Distinguish between unpaid leave of 14 days or fewer and more than 14 days.
- Calculate and record lost pay accurately for short unpaid absences.
- Apply APP correctly for unpaid maternity, adoption and shared parental leave.

Further guidance, including detailed QAPA instructions, will be issued by the LGA in due course.

  
Ministry of Housing,  
Communities &  
Local Government

  
Essex  
Pension Fund

**Agenda item 9.2 – Laptop for new Town Clerk & Bookings Officer**

Quote No: 2026-2-44 Sent: email  
 Date: 18/06/2026 VAT No: 723 0546 62  
 Contact: Liz Petyt Start  
 Company: Loughton Town Council  
 Address: 1 Buckingham Court, Rectory Lane,  
 Town/City: Loughton, IG10 2QZ



Quantity	Description	Unit Price	Total
1	Dell Pro 16" Intel® Core™ 5 120U (up to 5 GHz) 16 GB: 1 x 16 GB, DDR5 512 GB, SSD Windows Pro 11	£550.00	£550.00
1	3Yr Hardware Warranty Upgrade	£150.00	£150.00
1	UK Power Adapter	£25.00	£25.00
1	Installation and Configuration	£195.00	£195.00

Sub Total	£920.00
Handling	£20.00
NET	£940.00
VAT	£188.00
<b>TOTAL</b>	<b>£1,128.00</b>

**Terms & Payment Notes:**

Please note our terms are strictly cheque on delivery unless you have 30 day credit agreement in place. All goods remain the property of Docendo Limited until payment has been received in full. Cheques should be made payable to Docendo Limited. Bank details for Bacs transfer available on request.

Registered Office :  
 Abbey House,  
 25 Charendon Road,  
 Redhill, Surrey, RH1 1QZ  
 Company No. 5672410

Docendo Limited  
 Willow House, Beaconfield Road  
 Epping, Essex, CM16 5AR  
 T: 01992 570012 WWW: docendo.co.uk

**Agenda item 9.3 – Digital Telephone System**

**QUOTES FOR UPGRADED TELEPHONE SYSTEM - JUNE 2026**

*\* note current prices are £130.94 per month for 8 users (see breakdown from the Comms guys)*

**RENEWAL**

<b>Company</b>	<b>Price</b>	<b>Contract Length</b>
The Comms Guys	£150.00	2 year
Cloud & Cable	£136.20	5 year
UTL Group	£225.00	3 year
	£175.00	5 year

**Agenda item 9.3 – Digital Telephone System /...continued**  
**Comms Guys Quote**

<b>Current</b>				<b>Renewal - 24 Months</b>			
<i>Description</i>	<i>Qty</i>	<i>Cost</i>	<i>Total</i>	<i>Description</i>	<i>Qty</i>	<i>Cost</i>	<i>Total</i>
VoIP User	8	£5.62	£44.96	VoIP User	8	£6.50	£52.00
Number Hosting (UK)	2	£1.00	£2.00	Number Hosting (UK)	2	£2.00	£4.00
SoGEA Broadband	2	£40.99	£81.98	SoGEA Broadband	2	£40.00	£80.00
Static IP	1	£2.00	£2.00	Static IP	1	£2.00	£2.00
			<b>£130.94</b>	Desktop Bria App	3	£4.00	£12.00
							<b>£150.00</b>

**Agenda item 9.3 – Digital Telephone System /...continued**



**QUOTE**

Loughton Town Council  
 Attention: Louise Fuller  
 1 Buckingham Court  
 Rectory Lane  
 Loughton  
 Essex  
 IG10 2QZ  
 UNITED KINGDOM

**Date**  
17 Jun 2026

**Expiry**  
17 Jul 2026

**Quote Number**  
QU-0821

**Reference**  
New Managed telephone system (VOIP) and internet service

**VAT Number**  
315649005

Cloud and Cable Ltd  
 48 Guildford Road  
 Colchester  
 Essex  
 CO1 2RZ

**New Phone system and internet service**

- No Upfront costs
- All hardware included
- Ongoing support included
- On Site Install and user training included

Description	Quantity	Unit Price	VAT	Amount GBP
Provide and install a new VOIP telephone system, fully managed and supported with all and any programming changes, software updates and improvements with ongoing support.	1.00	65.00	20%	65.00
8 new Colour Screen Office/home hardwired or Wi-Fi handsets with POE or (optional extra if needed @ £10 each) power cubes				
4 lines and up to 10 individual separate extension numbers				
improved call distribution options form current system				
Home Workers on Mobile phone app or PC/Laptop app as well as Physical handset for flexibility to work in office, at home, or anywhere else! and with individual staff members hours used to program the system the calls will only route to staff who are in work hours.				
potential to engage AI now or down the line as the system is AI integrated and ready				
Managed Internet service with Draytek WiFi Router. We cant give you Full Fibre yet but we can give you Sogea 80/20 internet, moreover support and updates for security, firmware and software updates and VPN access with out business grade Draytek Wi-Fi router	1.00	44.50	20%	44.50
Fixed IP address	1.00	2.00	20%	2.00
Telephone number	1.00	2.00	20%	2.00

Company Registration No: 11760305. Registered Office: 48 Guildford Road, Colchester, Essex, CO1 2RZ, United Kingdom.

**Agenda item 9.3 – Digital Telephone System /...continued**

Subtotal	113.50
TOTAL VAT 20%	22.70
<hr/>	
TOTAL GBP	136.20
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**Terms**

5 year agreement on VOIP and Internet

All Equipment covered by manufacturers warranty

Prices are per month and base on yearly pricing by supplier and so may increase or decrease in line with suppliers percentage pricing changes annually if applicable.

Calls are not included - it is thought that like at BHPC including call bundles will be a false economy - call inclusive bundles can be added later and we will review this with you after 3 months and alter if the data suggest it better financially for you.

We are resellers for the VOIP service and Internet and therefore subject to their pricing schemes, changes made in their pricing models may affect your monthly pricing also.

We are not familiar with your office and its cabling and network environment, and have made assumptions that there are either hard wired ethernet sockets available that provide POE ports to power the phones - if this is not the case then the phones can be powered by power cubes ( price extra as above) or by new POE switches POA and or cabling as required - POA.

Install allowed is half day on site, if extra time or return visits to make changes to the infrastructure - such as replace network switches or wiring by example these will be charged as extra after agreement and instruction, we will try our best to mitigate this through prior conversations to ascertain your current set up well in advance.

*PROPOSAL*

# HOSTED TELEPHONY

*Prepared For:*

Loughton Town Council  
Caroline Carroll

*Submitted By Steve Arnold*

*Email [stevea@utlgroup.co.uk](mailto:stevea@utlgroup.co.uk)*

*Mobile Number 07966 286561*

*Date 27/05/26*



**utl** Telecom Solutions

Agenda item 9.3 – Digital Telephone System /...continued

# ABOUT OUR COMPANY

## INTRODUCTION

### COMPLETE VoIP PARTNERS & PROFESSIONAL NETWORK SPECIALISTS

*Since being founded in 1999, United Technologies UK limited has worked at the forefront of technology. UTL Telecom Solutions has been creating bespoke solutions for companies as the industry transitions from traditional PABX/analogue lines through ISDN, to modern day solutions such as VoIP/IP, SIP trunks and Hosted solutions.*

*Despite our growth over the years, United Technologies has remained true to its traditional values of providing a great service to its clients, big or small. With our experienced engineers and technicians, we provide our clients with confidence that we will provide the most effective solutions and a modern, lightning fast and robust system for years to come.*

*What makes United Technologies stand out over other companies is our attention to detail and workmanship. We pride ourselves in not only providing a robust and complete system, but also ensuring installations are done to the highest quality.*



**utl** Telecom Solutions

**Agenda item 9.3 – Digital Telephone System /...continued**

## **COST OVERVIEW**

### **Call Switch One Pro**

**Hosted VoIP Platform  
Fully integrated & personalised to  
agreed specification**

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*Hosted VoIP Telephony Platform including:  
Auto Attendant / Voicemail to email / Call Transfer  
/ Mobile App / Softphone App / Call Paging / And more*

*Call Switch One Pro VOIP Phone System  
8 x Call Switch One Pro Licences  
8 x Yealink T46U - Executive IP Handset (Ready configured)  
1 x Porting of existing phone number  
1 x Sogea 80:20 Broadband, with Router  
Full Remote Support  
1 x Project Management with Expert Installation*

*Installation, training with ongoing maintenance & support for the duration of the contract.*

*A total of 16000 UK Local & National and 16000 Mobile minutes to the 4 major UK networks (EE, o2, 3 & Vodafone) every month for the entire agreed minimum term - Included at no additional monthly cost.*

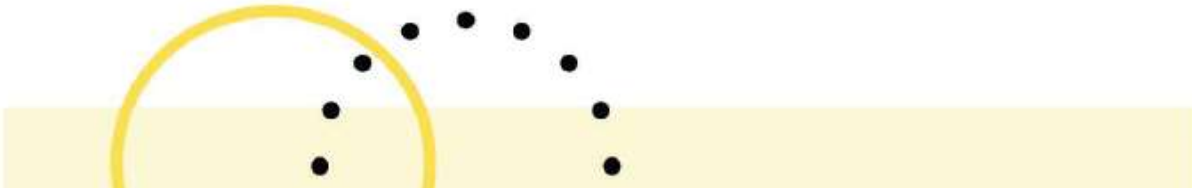
**Proposed Monthly Commitment:**  
*For a 36-month Term:  
Total Commitment £225.00 Per Month*

*For a 60-month Term:  
Total Commitment £175.00 Per Month*

**Additional Costs**

*Back up Sogea 80/20 Broadband - £35.50 per month*

*Prices are subject to VAT and a site survey*



**Agenda item 9.3 – Digital Telephone System /...continued**

## **INSTALLATION SUPPORT & TRAINING**



### **INSTALLATION**

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Installation will be carried out during normal working hours unless prior arrangement is made.

### **MAINTENANCE & SUPPORT**

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The importance of choosing the supplier cannot be stressed enough. Not only does the solution has to be tailored to your own specific needs and for your budget, you also need to feel confident that your supplier is committed to providing support throughout your system's lifetime. We attach the highest priority to customer care and offer a complete after sales support service to support your needs and requirements.

### **TRAINING**

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After installation is complete full training shall be given to as many staff as required, although we suggest that one employee is selected as system administrator to learn the many features of the system in a little more depth.

#### **CONFIDENTIALITY STATEMENT**

All information contained in this proposal is provided in confidence and should not be published nor disclosed, wholly or in part to any other party without United Technologies UK Ltd prior permission in writing and shall be held in safe custody. These obligations shall not apply to information which is available in the public domain or information which is published or becomes known legitimately from some source other than or United Technologies UK.

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[www.uttelecomsolutions.co.uk](http://www.uttelecomsolutions.co.uk)  
[info@uttelecomsolutions.co.uk](mailto:info@uttelecomsolutions.co.uk)

UTL Telecom Solutions  
Unit 9 Hobbs Cross Ind Est  
Theydon Garmon  
Essex CM16 7NY

## Agenda item 9.4 – New Air-Conditioning Unit for the Chamber

57 Haltwhistle Road  
Western Industrial Estate  
South Woodham Ferrers  
Essex CM3 5ZA

Tel: 01245 324188  
www.gceuk.co.uk



Ref.: Q7014 R1

03 June 2026

Deborah Taylor  
Loughton Town Council  
1 Buckingham Court  
Rectory Lane  
Loughton  
IG1 2QZ

deborah.taylor@loughton-tc.gov.uk

Dear Debbie,

Re.: Council Chambers – Replacement Air Conditioning

Further to our recent service visit we are pleased to submit a revised price to replace the Council Chamber air conditioning.

### Requirement

The existing system is a cooling only system from 2000. It operates using refrigerant R22 that has been phased out of use. A system operating with R22 is still ok to use if it works, but we are no longer allowed to repair a system that has failed.

The replacement system we have selected is from the Daikin range of equipment that can connect to the existing 3 phase mains supply. This is cheaper than selecting a single-phase system and reworking the mains supply.

The new cassette system is comparable performance at approximately 7kW but provides energy efficient cooling and heating. The indoor unit and outdoor unit are similar physical dimensions. We do not think new ceiling tiles will be needed and have not included for any.

We are obliged to recover any R22 from site and dispose of it – we have included for this. A certificate of disposal can be provided for your site F-Gas records.

### Price

The price to supply and fit 1no. new Daikin FCAHG systems is £4,306.00 ex VAT. (seven-year parts warranty).

### Includes

- Normal hours installation
- Removal of redundant system



**Agenda item 9.4 – New Air-Conditioning Unit for the Chamber /...continued**



Daikin FCAHG indoor unit

**Warranty and Validity**

The price is valid for 30 days from the date of this offer. Prices are subject to change and will need to be confirmed at the time of order to reflect any changes.

Warranty provided by Greenworks on Daikin parts is 7 – years subject to routine maintenance programme being undertaken.

Delivery can be arranged to suit the availability of the system that is usually 7-10 days from order.

We trust the foregoing meets with your approval and look forward to discussing your requirements in more detail.

Yours sincerely

For Greenworks Controlled Environments Ltd.

A handwritten signature in blue ink, appearing to read "ANorden".

**Andrew Norden**

Project Sales Engineer

E: [anorden@gceuk.co.uk](mailto:anorden@gceuk.co.uk)

M: 07437 011 610

**Agenda item 9.4 – New Air-Conditioning Unit for the Chamber /...continued**

From: Matthew Wimpres <  
Sent: 16 June 2026 17:16  
To: Deborah Taylor <  
Cc: sky <[info@skyairconditioning.co.uk](mailto:info@skyairconditioning.co.uk)>  
Subject: Loughton Town Council Proposed Air Conditioning

Good Afternoon Debbie

It was a pleasure meeting you today.

Please see below the following recommendations for air conditioning to the below site :

Quotation

Re – Loughton Town Council Proposed Air Conditioning

Works to be carried out:

De-commission and remove existing Mitsubishi Electric cassette type split system.  
Supply, install and commission 1 x PLA-SM100EA3 10kw ceiling mounted cassette system.

Interconnecting services to run above ceiling, with a hole exiting the chambers either at high level above ceiling or via 70mm trunking as described on site.

For the sum of £2,990.00+VAT@0% =  
£2,990.00

All the above comes with 5-year parts warranty.  
If there are any questions or queries with any of the above, please do not hesitate to contact us.

Regards

Matthew Wimpres



Sky Air Conditioning Limited  
Unit 4 | Forest Road Business Centre | 92a Forest Road | Loughton | Essex | IG10 1EQ  
T- 02085086970  
F- 02085083819  
M- 07932008686  
Email: [matthewwimpres@sky.com](mailto:matthewwimpres@sky.com)  
Web: [www.skyairconditioning.co.uk](http://www.skyairconditioning.co.uk)

This e-mail and any attachment(s) are intended solely for the addressee. If you have received this in error, please e-mail it back to the sender and then immediately permanently delete it.

Company Registration No: 5483713. VAT No: 864011449.  
Company FGAS number: 1014739



Agenda item 9.4 – New Air-Conditioning Unit for the Chamber /...continued

Air Conditioning | Product Information



# PLA-SM R32

## 4-Way Blow Ceiling Cassette System

Inverter Heat Pump

Mr. SLIM.

The PLA-SM Inverter cassette range offers customers all the features and benefits of inverter technology, whilst being very cost effective. Available as a single combination only, this range offers advanced control options, extremely flexible installation and a sophisticated, streamlined design.



### Key Features & Benefits:

- Increased comfort levels through advanced airflow
- Energy usage display available as standard with the PAR-41MAA controller
- Optional filter lowering operation down to 4m (FLP-6EA-J), allowing for easier maintenance
- Optional black satin grille (FLP-6EA-B), ideal for applications with exposed ceilings or stylish aesthetics
- Small footprint, single fan chassis across entire outdoor unit range
- Optional V Blocking filter (FAC-SK53KF-E) provides in-room air purification, neutralises viruses, bacteria, allergens, dust and mould
- Compatible with Plasma Quad Connect - an innovative, bolt-on air purifying device which neutralises viruses, bacteria, allergens, PM2.5, mould and dust (FAC-SK51FT-E)



[ies.mitsubishielectric.co.uk](http://ies.mitsubishielectric.co.uk)

Agenda item 9.4 – New Air-Conditioning Unit for the Chamber /...continued

**Air Conditioning Product Information**

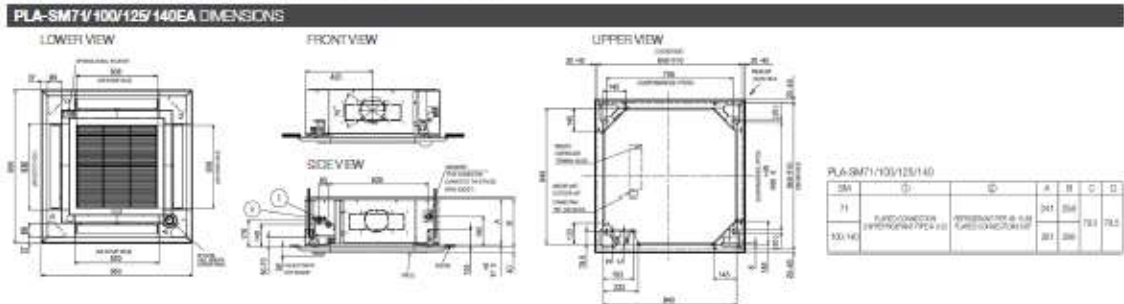
**PLA-SM R32**  
4-Way Blow Ceiling Cassette System  
Inverter Heat Pump



PLA-SM INDOOR UNITS		PLA-SM71EA	PLA-SM100EA	PLA-SM100EA	PLA-SM125EA	PLA-SM125EA	PLA-SM140EA	PLA-SM140EA
CAPACITY (kW)	Heating (nominal)	8.0 (2.8-9.5)	11.2 (2.8-12.9)	11.2 (2.8-12.9)	13.5 (4.1-15.0)	13.5 (4.1-15.0)	15.0 (4.2-15.8)	15.0 (4.2-15.8)
	Cooling (nominal)	7.1 (2.3-8.7)	9.5 (4.0-10.6)	9.5 (4.0-10.6)	12.1 (5.9-13.0)	12.1 (5.9-13.0)	13.4 (5.8-14.1)	13.4 (5.8-14.1)
	Heating (A)	6.80 (1.87-6.88)	9.63 (2.41-10.79)	9.63 (2.41-10.79)	11.61 (2.53-12.90)	11.61 (2.53-12.90)	12.90 (2.61-13.90)	12.90 (2.61-13.90)
SHP (nominal)	Cooling (A)	6.53 (2.02-7.49)	8.56 (3.60-11.29)	8.56 (3.60-11.29)	10.89 (5.22-11.70)	10.89 (5.22-11.70)	11.61 (5.22-12.69)	11.61 (5.22-12.69)
	SEER (A)	6.75	6.77	6.77	6.75	6.75	6.70	6.70
COP / EER (nominal)		3.52 / 3.62	3.61 / 3.40	3.61 / 3.40	3.61 / 3.40	3.61 / 3.40	3.30 / 2.61	3.30 / 2.61
SCOP (nominal) / SEER (nominal)		3.90 / 5.05	4.50 / 5.00	4.50 / 5.00	3.9 (54.1%) / 5.5 (226.7%)	3.9 (54.1%) / 5.5 (226.7%)	3.9 (53.3%) / 5.5 (224.9%)	3.9 (53.3%) / 5.5 (224.9%)
EP ENERGY EFFICIENCY CLASS	Heating/Cooling	A / A+	A / A+	A / A+	A / A	A / A	A / A	A / A
AIRFLOW (m³/s)	LS-MF-MD-H	273-283-317-360	317-383-470-483	317-383-470-483	350-417-467-517	350-417-467-517	400-420-483-530	400-420-483-530
PIPE SIZE (mm) (in)	Gas / Liquid	15.88 (5/8") / 9.52 (3/8")	15.88 (5/8") / 9.52 (3/8")	15.88 (5/8") / 9.52 (3/8")	15.88 (5/8") / 9.52 (3/8")	15.88 (5/8") / 9.52 (3/8")	15.88 (5/8") / 9.52 (3/8")	15.88 (5/8") / 9.52 (3/8")
SOUND PRESSURE LEVEL (dBA)	LS-MF-MD-H	28-30-32-34	31-33-37-40	31-34-37-40	33-37-41-44	33-37-41-44	35-39-42-44	35-39-42-44
SOUND POWER LEVEL (dBA)		56	61	61	65	65	69	69
DIMENSIONS (mm)	Width x Depth x Height (Unit)	840 (90) x 96 (90) x 258 (4)	840 (90) x 96 (90) x 258 (4)	840 (90) x 96 (90) x 258 (4)	840 (90) x 96 (90) x 258 (4)	840 (90) x 96 (90) x 258 (4)	840 (90) x 96 (90) x 258 (4)	840 (90) x 96 (90) x 258 (4)
WEIGHT (kg)	Unit / Unit	27 (5)	24 (5)	24 (5)	26 (5)	26 (5)	26 (5)	26 (5)
ELECTRICAL SUPPLY		Fed by Outdoor Unit	Fed by Outdoor Unit	Fed by Outdoor Unit	Fed by Outdoor Unit	Fed by Outdoor Unit	Fed by Outdoor Unit	Fed by Outdoor Unit
FUSE RATING (BS88) - HRC (A)		6	6	6	6	6	6	6
INTERCONNECTING CABLE NO. CORES		4	4	4	4	4	4	4
SELF-ELICITING GRILLE		PLP-6EA	PLP-6EA	PLP-6EA	PLP-6EA	PLP-6EA	PLP-6EA	PLP-6EA
GRILLE REFERENCE	White	PLP-6EA	PLP-6EA	PLP-6EA	PLP-6EA	PLP-6EA	PLP-6EA	PLP-6EA
	Black/Slate	PLP-6EA-B	PLP-6EA-B	PLP-6EA-B	PLP-6EA-B	PLP-6EA-B	PLP-6EA-B	PLP-6EA-B
V-BLOCKING FILTER		PRC-5K39F-E	PRC-5K39F-E	PRC-5K39F-E	PRC-5K39F-E	PRC-5K39F-E	PRC-5K39F-E	PRC-5K39F-E
WIRED REMOTE CONTROLLER REFERENCE		RR-41MA	RR-41MA	RR-41MA	RR-41MA	RR-41MA	RR-41MA	RR-41MA
WIRELESS REMOTE CONTROLLER REFERENCE		RR-S101A-E	RR-S101A-E	RR-S101A-E	RR-S101A-E	RR-S101A-E	RR-S101A-E	RR-S101A-E

SUZ-SM / PUZ-SM OUTDOOR UNITS		SUZ-SM71VA	PUZ-SM100VKA2	PUZ-SM100VKA2	PUZ-SM125VKA2	PUZ-SM125VKA2	PUZ-SM140VKA2	PUZ-SM140VKA2
SOUND PRESSURE LEVEL (dBA)	Heating/Cooling	51 / 49	54 / 51	54 / 51	56 / 54	56 / 54	57 / 55	57 / 55
	Cooling	55	70	70	72	72	73	73
SOUND POWER LEVEL (dBA)		55	75	74	84	85	84	85
WEIGHT (kg)		35	75	74	84	85	84	85
DIMENSIONS (mm)	Width x Depth x Height	840 x 1030 x 880	1050 x 1300 x 981	1050 x 1300 x 981	1050 x 1300 x 981	1050 x 1300 x 981	1050 x 1300 x 981	1050 x 1300 x 981
ELECTRICAL SUPPLY		220-240V, 50Hz	220-240V, 50Hz	380-415V, 50Hz	220-240V, 50Hz	380-415V, 50Hz	220-240V, 50Hz	380-415V, 50Hz
PHASE		Single	Single	Single	Single	Single	Single	Single
SYSTEM POWER INPUT (kW)	Heating/Cooling (nominal)	3.38 / 1.97	3.10 / 2.79	3.10 / 2.79	3.73 / 4.17	3.73 / 4.17	4.54 / 5.13	4.54 / 5.13
	Heating/Cooling (A)	1.94 / 1.70	2.64 / 2.40	2.64 / 2.40	3.17 / 3.50	3.17 / 3.50	3.87 / 4.14	3.87 / 4.14
STARTING CURRENT (A)		10.0	13.4	4.8	17.4	6.3	22.3	8.1
SYSTEM RUNNING CURRENT (A)	Heating/Cooling (MAX)	0.77 / 8.3 (14.8)	13.4 / 12.1 (26.0)	4.8 / 4.3 (11.5)	15.6 / 17.4 (26.9)	5.6 / 6.3 (11.9)	19.0 / 22.3 (30.0)	6.9 / 8.1 (11.9)
FUSE RATING (BS88) - HRC (A)		30	32	16	32	16	40	16
MAINING CABLE NO. CORES		3	3	5	3	5	3	5
MAX PIPE LENGTH (m)		30	30	30	40	40	40	40
MAX HEIGHT DIFFERENCE (m)		30	30	30	30	30	30	30
CHARGE REFRIGERANT (kg) (G) EQUIVALENT (A) - R32 (RMP 6°)		1.45 / 0.38 (7m)	3.10 / 2.09 (30m)	3.10 / 2.09 (30m)	3.60 / 2.43 (30m)	3.60 / 2.43 (30m)	3.60 / 2.43 (30m)	3.60 / 2.43 (30m)
MAX ADDITIONAL REFRIGERANT (kg) (G) EQUIVALENT (A) - R32 (RMP 6°)		2.37 / 1.80	NA	3.50 / 2.36	4.00 / 2.70	4.00 / 2.70	4.00 / 2.70	4.00 / 2.70

Note: The PLP-6EA(30) Sec sensor grille or PRC-5K39F-E corner panel will NOT operate with this model.



**MITSUBISHI ELECTRIC**  
Changes for the Better  
Telephone: 01707 282880  
email: air.conditioning@meuk.mee.com  
les.mitsubishielectric.co.uk

UNITED KINGDOM Mitsubishi Electric Europe Living Environment Systems Division, Travellers Lane, Hatfield, Hertfordshire, AL10 8BE, England. Telephone: 01707 282880 Fax: 01707 278881  
IRELAND Mitsubishi Electric Europe, Wexgate Business Park, Ballymount, Dublin 24, Ireland. Telephone: (01) 419 8800 Fax: (01) 419 8890 International code: 003531

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Note: Refer to 'Installation Manual' and 'Instruction Book' for further 'Technical Information'. The fuse rating is for guidance only and please refer to the relevant databook for detailed specification. It is the responsibility of a qualified electrical/electrical engineer to select the correct cable size and fuse rating based on current regulation and site specific conditions. Mitsubishi Electric's air conditioning equipment and heat pump systems contain a fluorinated greenhouse gas, R410A (GWP=2088), R32 (GWP=675), R407C (GWP=1776), R134A (GWP=1430), R513A (GWP=831), R454B (GWP=665), R1234ze (GWP=1), R1234yf (GWP=4). These GWP values are based on Regulation (EU) No 517/2014 from IPCC 4th edition. In case of Regulation (EU) No 1272/2017 from IPCC 3rd edition, these are as follows: R410A (GWP=1810), R32 (GWP=650), R407C (GWP=1620) or R134a (GWP=1300).

Effective as of April 2023



**Agenda item 11**

**Loughton Citizenship Awards Scheme Review of the Application Form**



**LOUGHTON CITIZENSHIP AWARDS**

Citizenship is the engagement of the individual in the service of the community.

It may take the form of a single act of outstanding courage or bravery or might encompass sustained effort on behalf of a voluntary organisation or organisations, continual good-neighbourliness, running a campaign to improve community facilities or cohesion, or to combat some defect or lack of provision, e.g. to resist something that might adversely affect the environment of the town.

Loughton Town Council will recognise each year significant contributions to citizenship in one or more of the following **three** categories:

**(A) Acts of courage or bravery** in the year in question that have resulted, for instance, in the prevention of a serious crime or the rescue of individuals from danger. This is intended for people who are *not* employed by an emergency service. The nominees may be either (a) an inhabitant or worker of Loughton, or (b) if they live elsewhere, must have exercised their courage in the town, e.g. by rescuing a Loughton citizen or stopping a crime in the town.

**(B) Voluntary Service:**

**(i) For people aged 25 or over**

**(ii) For people under 25 years of age**

Nominees should either work (on a paid or voluntary basis), be in education or live in Loughton. Without being too prescriptive, they should have a record of work for the community (not confined to a single year for example), for one or more voluntary or largely voluntary organisations, or for neighbours or other groups. The panel will assess the degree to which their voluntary activity has contributed to the well-being, culture, or charitable resources of Loughton. Their voluntary activity will count for more than paid activity.

The division is made at age 25 largely to reflect the longer time older people have had to assemble a 'community curriculum vitae' and be able to recognise young family people as well as students.

Service to national charities is valid only if there are identifiable Loughton benefits.

**Please read the Terms and Conditions shown on page 4 before completing the form.**

**DATA PRIVACY NOTICE**

Loughton Town Council only undertakes the processing of personal data where absolutely necessary. Our Data Privacy Notice forms part of this agreement and includes the binding obligations on us covering the duration, nature and purpose of the processing and your rights; copies are available on request from the Town Council or available on our website: [Documents & Forms & Policies - Loughton Town Council](#)

**When you submit a nomination**, the information you provide (personal information such as name, address, email address, phone number) will be processed and stored so that it is possible to contact you and respond to your correspondence and provide information relating to your nomination. Your personal information will not be shared with any third party without your prior consent.

**IN CONFIDENCE**  
**LOUGHTON CITIZENSHIP AWARDS**  
**APPLICATION FORM**

**(Please complete the form clearly in black ink using capital letters and keep within the boxes. Continue on another sheet of paper if necessary)**

Name of nominee	
Private Address of nominee	
Telephone number	
Email address	
Which category is nomination for - A or B?	

**Nomination for Category A awards**

1	Give a full account of the act of bravery or courage in respect of which the nomination is made. Continue on a separate sheet if you wish.
2	Where did the act take place?
3	If the nominee was not a resident of Loughton at the time, which Loughton resident(s) did it benefit?

**Nomination for Category B awards**

Nominee under 25 years of age		Nominee aged 25 or over	
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1	Give an account of the voluntary activity the nominee has undertaken (including the period of activity), with a brief curriculum vitae., and if any such activity was remunerated, please state
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2	What, in your view, are the benefits for the well-being, cultural or charitable resources and community of Loughton that have accrued from her/his voluntary activities?
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--	--

**YOUR DETAILS**

Name	
Signature	
Address	
Telephone number	
Email address	

**SUPPORTER/REFEREES**

Name of supporter/referee 1	
Address	
Telephone number/Email	
Name of supporter/referee 2	
Address	
Telephone number/Email	

### TERMS AND CONDITIONS

- 1 People may be nominated by any inhabitant of Loughton or by a Loughton employer, educational institution, group or society. Nominees for preference should not have been given awards by other bodies for the same service.
- 2 Please **do not inform the nominee** you have put his/her name forward.
- 3 Applications are to be submitted on the form provided by **31 January**.
- 4 Two supporters and/or referees' details are required for each nomination.
- 5 Loughton Town Council officers and councillors (of any authority) are disqualified from being nominated in Categories B (i) and (ii).
- 6 Service in political organisations is excluded from all categories. Service to religious bodies is applicable only if it involves a substantial contribution to the wider community.
- 7 The judging panel will comprise the Town Clerk, Town Mayor, Deputy Town Mayor and Chairman of the Resources and General Services Committee, whose decision will be final.
- 8 One award and one runner up will be made in each category. However, there is no compulsion to award in the absence of valid nominations.
- 9 For each category, the winner's prize will be an illuminated scroll, plus a cheque for £250 made payable to whichever local charity the winner nominates or, if she/he does not want to nominate a charity, the Council reserves the right to use the money in its Financial Assistance Scheme.

Please return completed nomination forms by 31 January to:

Loughton Citizenship Awards  
Loughton Town Council  
1 Buckingham Court  
Rectory Lane  
Loughton IG10 2QZ

Please mark your envelopes "**PRIVATE & CONFIDENTIAL**"

Or by email to the Clerk – [Liz.Petyt-Start@loughton-tc.gov.uk](mailto:Liz.Petyt-Start@loughton-tc.gov.uk)

**Agenda item 12 – Policies Review****12.1 Freedom of Information Act Publication Scheme****INFORMATION AVAILABLE FROM LOUGHTON TOWN COUNCIL UNDER THE PUBLICATION SCHEME**

Please note, we aim to deal with all written requests for information promptly. However, under the legislation you should allow up to 20 working days for the response, counting the first working day after the request is received as the first day.

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts) This will be current information only	(hard copy and/or website)	
Who's who on the Council and its Committees	Website, newsletter and noticeboards. Hardcopy from Town Council offices	FOC 60p/sheet
Contact details for Town Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website, newsletter and noticeboards. Hardcopy from Town Council offices	FOC 60p/sheet
Location of main Council office and accessibility details	Website, newsletter and noticeboards	FOC
Staffing structure	Website Hardcopy from Town Council offices	FOC 60p/sheet
<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum	(hard copy and/or website)	
Annual return form and report by auditor	Website Hardcopy from Town Council offices	FOC 60p/sheet
Finalised budget	Website Hardcopy from Town Council offices	FOC 60p/sheet
Precept	Website Hardcopy from Town Council offices	FOC 60p/sheet

Borrowing Approval letter	Hardcopy from Town Council offices	60p/sheet
Financial Standing Orders and Regulations	Website Hardcopy from Town Council offices	FOC 60p/sheet
Grants given and received	Website Hardcopy from Town Council offices	FOC 60p/sheet
List of current contracts awarded and value of contract	Hardcopy from Town Council offices	60p/sheet
Members' allowances and expenses	Website, newsletter and noticeboards Hardcopy from Town Council offices	FOC 60p/sheet
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
Parish Plan (current and previous year as a minimum)	N/A	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website and newsletter Hardcopy from Town Council offices	FOC 60p/sheet
Quality status	Hardcopy from Town Council offices	60p/sheet
Local charters drawn up in accordance with DCLG guidelines	Hardcopy from Town Council offices	60p/sheet
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions) Current and previous council year as a minimum	(hard copy or website)	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website, newsletter and noticeboards Hardcopy from Town Council offices	FOC 60p/sheet
Agendas of meetings (as above)	Website and libraries Hardcopy from Town Council offices	FOC
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website and libraries Hardcopy from Town Council offices	FOC
Reports presented to council meetings - n.b. this will exclude information that is properly regarded as private to the meeting.	Website and libraries Hardcopy from Town Council offices	FOC 60p/sheet
Responses to consultation papers	Website and libraries Hardcopy from Town Council offices	FOC 60p/sheet
Responses to planning applications	Website and libraries	FOC

	Hardcopy from Town Council offices	60p/sheet
Bye-laws	Hardcopy from Town Council offices	60p/sheet
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(hard copy or website)	
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Website Hardcopy from Town Council offices	FOC 60p/sheet
Policies and procedures for the provision of services and about the employment of staff:  Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Website Hardcopy from Town Council offices	FOC 60p/sheet
Information security policy	Website Hardcopy from Town Council offices	FOC 60p/sheet
Records management policies (records retention, destruction and archive)	Hardcopy from Town Council offices	60p/sheet
Data protection policies	Hardcopy from Town Council offices	60p/sheet
Schedule of charges (for the publication of information)	Website Hardcopy from Town Council offices	FOC 60p/sheet

<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Where applicable, hardcopy from Town Council offices	60p/sheet
Assets Register	Website Hardcopy from Town Council offices	FOC 60p/sheet
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	Hardcopy from Town Council offices	60p/sheet
Register of members' interests	Website Hardcopy from Town Council offices	FOC 60p/sheet
Register of gifts and hospitality	Website Hardcopy from Town Council offices	FOC 60p/sheet

<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	(hard copy or website; some information may only be available by inspection)	
Allotments	Website Hardcopy from Town Council offices	FOC 60p/sheet
Burial grounds and closed churchyards	Website Hardcopy from Town Council offices	FOC 60p/sheet
Community centres and village halls	Website Hardcopy from Town Council offices	FOC 60p/sheet
Parks, playing fields and recreational facilities	Website Hardcopy from Town Council offices	FOC 60p/sheet
Seating, litter bins, clocks, memorials and lighting	Website Hardcopy from Town Council offices	FOC 60p/sheet
Bus shelters	Website Hardcopy from Town Council offices	FOC 60p/sheet
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Website Hardcopy from Town Council offices	FOC 60p/sheet
<b>Additional Information</b>		

This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
Parish Ward Boundaries	Inspection at Town Council offices	
Employment practice and procedure	Website Hardcopy from Town Council offices	FOC 60p/sheet
Members' Remuneration Scheme	Website Hardcopy from Town Council offices	FOC 60p/sheet
Council Newsletter	Website Hardcopy from Town Council offices	FOC
Millennium Remembrance Grove Book of Dedication	Inspection at Town Council offices	FOC
Scheme for granting financial assistance	Website or hardcopy from Town Council offices	FOC
Annual citizenship awards criteria	Website or hardcopy from Town Council offices	FOC
Heritage Plaques criteria	Website Hardcopy from Town Council offices	FOC

The Town Clerk is on a salary benchmark range SCP50 (£64,373) to SCP54 (£72,307)

**Contact details:**

Liz Petyt Start, Town Clerk

Loughton Town Council

1 Buckingham Court

Rectory Lane

Loughton

Essex IG10 2QZ or [contact@loughton-tc.gov.uk](mailto:contact@loughton-tc.gov.uk)

**SCHEDULE OF CHARGES**

Where a charge is applied for the provision of information, these will be reviewed on an annual basis. Applicants should contact the Town Council for current figures.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying @ 60p per sheet (black & white)	Actual cost *
	Photocopying @ 60p per sheet (colour)	Actual cost

	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation
<b>Other</b>		

\* the actual cost incurred by the public authority

Originally agreed 19 November 2008

This policy was reviewed by the Resources and General Services Committee on 24 June 2026.

Further review June 2029.

## **Agenda item 12 – Policies Review**

### **12.2 Freedom of Information Act Publication Scheme**



#### **Procedure to fill a casual vacancy occurring on the Town Council**

*Reviewed by the RGS Committee at its meeting on 24 June 26*

#### **1. Circumstances in Which a Casual Vacancy Arises**

A casual vacancy will arise if a councillor's seat becomes vacant due to:

- Failure to make the Declaration of Acceptance of Office within the required time
- Resignation
- Death

In these cases, the Town Clerk will normally begin the process to fill the vacancy without requiring a meeting of the Town Council or any committee.

#### **2. Other Causes of Vacancy**

If a vacancy arises for any other reason—such as disqualification due to six months' non-attendance or any other statutory disqualification—the Town Clerk, on behalf of the authority, will declare the office vacant and begin the process to fill it, again without recourse to a council or committee meeting.

#### **3. Vacancies Arising Within Six Months of Ordinary Retirement**

If a vacancy occurs within six months of the date on which the councillor would ordinarily have retired:

- A by-election **cannot** be called.
- The Council may either:
  - Advertise the vacancy for co-option, or
  - Leave the seat vacant until the next ordinary election.

The Council will decide which option to take at its next suitable meeting.

#### **4. Public Notice of Vacancy**

Except in the circumstances described in section 3, the Town Council will issue a formal notice of vacancy in consultation with Electoral Services at Epping Forest District Council. Notices will normally be displayed:

- On council noticeboards in the relevant ward
- On the Council's website

#### **5. By-Election Procedure**

If a by--election is requested:

- Electoral Services will notify the Town Council and will administer all arrangements for the election.
- Poll cards may be issued by Electoral Services; this is optional and will incur a cost to the Town Council.

## 6. Co-Option Procedure

If no by--election is called:

- Electoral Services will inform the Town Council.
- The Town Clerk will begin the co-option process without the need for a council or committee meeting.
- Applications for co-option will be considered at the next suitable Council meeting.

## 7. Advertising the Vacancy

Casual vacancies for co-option will be advertised on council noticeboards and through any other communication channels the Council or Town Clerk considers appropriate.

## 8. Applications for Co-Option

Applicants will be required to:

- Submit information about themselves
- Confirm that they meet the statutory eligibility criteria

Applicants will be invited to make a presentation of up to two minutes at the Council meeting where the co-option decision will be made.

## 9. Co-Option Voting Procedure

At the meeting:

- No further discussion will take place after the presentations.
- The Council will vote on the applicant(s).
- Standing Order 10.1 (first sentence) will be suspended to allow a **signed ballot**.
- Ballot papers will be issued and voting will take place immediately.
- The Council reserves the right not to make a co-option.

## 10. Voting Requirements

A candidate must receive a **clear majority** of those present and voting, in accordance with statutory requirements.

## 11. Acceptance of Office

The successful applicant must sign the Declaration of Acceptance of Office within the statutory time limit. Once completed, they will receive summonses to Council meetings and may act as a member of the Council.

**Agenda item 16.1**  
**Current Financial Position**  
**Month No: 3**

17/06/2026

Loughton Town Council Current Year

Page 1

10:54

Summary Income &amp; Expenditure by Budget Heading 17/06/2026

Month No: 3

Committee Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
<b>Resources and General Services</b>							
Communication	Expenditure	0	5,504	19,667	14,163		14,163
Office Expenses	Expenditure	75	4,052	22,744	18,692		18,692
Audit	Expenditure	0	(2,100)	4,335	6,435		6,435
Central Personnel	Expenditure	23	68,663	461,342	392,679		392,679
	plus Transfer from EMR	0	0	0	0		
	Movement to/(from) Gen Reserve	(23)	(68,663)	(461,342)	(392,679)		
Council Expenses	Expenditure	72	12,007	25,910	13,903		13,903
Other Services (RGS)	Expenditure	0	0	1,348	1,348		1,348
	plus Transfer from EMR	0	0	0	0		
	Movement to/(from) Gen Reserve	0	0	(1,348)	(1,348)		
Members' Expenses	Expenditure	0	60	2,520	2,460		2,460
Buckingham Court	Income	0	0	1,000	1,000		
	Expenditure	1,518	5,921	29,834	23,914		23,914
	Movement to/(from) Gen Reserve	(1,518)	(5,921)				
Grants	Income	0	50,000	0	(50,000)		
	Expenditure	1,000	3,226	43,000	39,774		39,774
	Net Income over Expenditure	(1,000)	46,774	(43,000)	(89,774)		
	plus Transfer from EMR	0	0	0	0		
	Movement to/(from) Gen Reserve	(1,000)	46,774	(43,000)	(89,774)		
<hr/>							
Resources and General Services Income		0	50,000	1,000	(49,000)		
	Expenditure	2,688	97,332	610,700	513,368	0	513,368
	Net Income over Expenditure	(2,688)	(47,332)	(609,700)	(562,368)		
	plus Transfer from EMR	0	0	0	0		
	less Transfer to EMR	0	0	0	0		
	Movement to/(from) Gen Reserve	(2,688)	(47,332)	(609,700)	(562,368)		
<hr/>							
Grand Totals:- Income		0	50,000	1,000	(49,000)		
	Expenditure	2,688	97,332	610,700	513,368	0	513,368
	Net Income over Expenditure	(2,688)	(47,332)	(609,700)	(562,368)		
	plus Transfer from EMR	0	0	0	0		
	less Transfer to EMR	0	0	0	0		
	Movement to/(from) Gen Reserve	(2,688)	(47,332)	(609,700)	(562,368)		

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**Agenda item 16.1 cont.**  
**Earmarked Reserves for 2026/2027**

A summary of the committee's reserves showing the amounts available from reserves in this current financial year is provided below:-

<b>Resources and General Services Committee</b>	<b>31.05.26</b>
Elections	10,000

**Agenda item 16.1 cont.  
Bank Reconciliations**

Date:08/06/2026  
Time: 15:39

**Loughton Town Council Current Year  
Bank Reconciliation Statement as at 30/05/2026  
for Cashbook 1 - No 1 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. 1 account	30/05/2026		48,420.99
			<u>48,420.99</u>
<b><u>Unpresented Payments (Minus)</u></b>		<b><u>Amount</u></b>	
28/05/2026 SD9 Pamela Adodo		350.00	
			<u>350.00</u>
			48,070.99
<b><u>Unpresented Receipts (Plus)</u></b>			
28/05/2026 SD9		204.00	
28/05/2026 R37		50.00	
28/05/2026 R38		816.56	
28/05/2026 R38		60.00	
			<u>1,130.56</u>
			49,201.55
		<b>Balance per Cash Book is :-</b>	<b>49,201.55</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Signatory 1:**

Name .....Signed .....Date .....

**Signatory 2:**

Name .....Signed .....Date .....

**Agenda item 16.1 cont.  
Bank Reconciliations**

Date:08/06/2026

Loughton Town Council Current Year

Page 1

Time: 15:44

**Bank Reconciliation Statement as at 30/05/2026  
for Cashbook 2 - No 2 Current Account**

User: JCG

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Nat West no. 2 account	30/05/2026		8,692.55
			8,692.55
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			8,692.55
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			0.00
			8,692.55
		<b>Balance per Cash Book is :-</b>	<b>8,692.55</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Signatory 1:**

Name ..... Signed ..... Date .....

**Signatory 2:**

Name ..... Signed ..... Date .....

**Agenda item 16.1 cont.  
Bank Reconciliations**

Date:08/06/2026

Loughton Town Council Current Year

Page 1

Time: 15:49

**Bank Reconciliation Statement as at 30/05/2026  
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	30/05/2026		752,480.09
			<u>752,480.09</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			752,480.09
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			752,480.09
		<b>Balance per Cash Book is :-</b>	<b>752,480.09</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Signatory 1:**

Name .....Signed .....Date .....

**Signatory 2:**

Name .....Signed .....Date .....

**Agenda item 16.1 cont.  
Bank Reconciliations**

Date:08/06/2026

Loughton Town Council Current Year

Page 1

Time: 15:58

**Bank Reconciliation Statement as at 30/05/2026  
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	30/05/2026		110,362.31
			<u>110,362.31</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			110,362.31
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			110,362.31
		<b>Balance per Cash Book is :-</b>	<b>110,362.31</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Signatory 1:**

Name .....Signed .....Date .....

**Signatory 2:**

Name .....Signed .....Date .....

**Agenda item 16.1 cont.  
Bank Reconciliations**

Date: 10/06/2026

Loughton Town Council Current Year

Page 1

Time: 15:52

**Bank Reconciliation Statement as at 31/05/2026  
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	30/05/2026		89,230.55
			<u>89,230.55</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	<u>0.00</u>
			89,230.55
<u>Unpresented Receipts (Plus)</u>			<u>0.00</u>
		0.00	<u>0.00</u>
			89,230.55
		<b>Balance per Cash Book is :-</b>	<b>89,230.55</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Signatory 1:**

Name ..... Signed ..... Date .....

**Signatory 2:**

Name ..... Signed ..... Date .....

**Agenda item 16.1 cont.  
Bank Reconciliations**

Date:08/06/2026

Loughton Town Council Current Year

Page 1

Time: 10:45

**Bank Reconciliation Statement as at 30/05/2026  
for Cashbook 9 - Petty Cash**

User: JCG

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty Cash	30/05/2026		150.58
			<u>150.58</u>
<b><u>Unpresented Payments (Minus)</u></b>		<b><u>Amount</u></b>	
		0.00	
			<u>0.00</u>
			150.58
<b><u>Unpresented Receipts (Plus)</u></b>			
		0.00	
			<u>0.00</u>
			150.58
		<b>Balance per Cash Book is :-</b>	<b>150.58</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Signatory 1:**

Name .....Signed .....Date .....

**Signatory 2:**

Name .....Signed .....Date .....

**Agenda item 16.2**  
**Accounts Paid**

Date: 17/06/2026

**Loughton Town Council Current Year**

**Page 1**

Time: 11:26

**NatWest Business Reserve Acc**

**List of Payments made between 28/03/2026 and 31/05/2026**

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
07/04/2026	Unity Bank	T1	30,000.00		T1 Top transfere from Res/Unit
30/04/2026	Unity Bank	T2	30,000.00		T2 Top up Unity from Res
20/05/2026	No 2 Current Account	T3	26,630.32		T3 LTC Net wages trf
20/05/2026	Unity Bank	T4	19,998.12		T4 Top up for NIC/PAYE
21/05/2026	Unity Bank	T5	40,000.00		T5 Top up Unity from Res
<b>Total Payments</b>			<b>146,628.44</b>		

## Agenda item 16.2

### Accounts Paid

Date: 17/06/2026

Loughton Town Council Current Year

Page 1

Time: 11:25

No 1 Current Account

#### List of Payments made between 28/03/2026 and 31/05/2026

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/04/2026	Worldpay (UK) Ltd	Contra0104	16.20		P887 Streamline charge March
07/04/2026	Worldpay (UK) Ltd	Contra0704	53.33		P36 Streamline charge Apr
09/04/2026	Worldpay (UK) Ltd	Contra0904	14.80		P37 Streamline charge Apr
13/04/2026	Leopard Warriors Karate Club	SD1	100.00	SD1	SD1 Leopard Karate SD refd
15/04/2026	Worldpay (UK) Ltd	Contra1504	2.86		P38 Streamline charge Apr
17/04/2026	Worldpay (UK) Ltd	Contra1704	3.89		P39 Streamline charge Apr
22/04/2026	Amina Osuoha	SD2	350.00	SD2	SD2 A Osuoha SD refd
22/04/2026	Worldpay (UK) Ltd	Contra2204	5.12		P70 Streamline charge Apr
22/04/2026	Worldpay (UK) Ltd	Contra2404	32.10		P71 Streamline charge Apr
27/04/2026	Worldpay (UK) Ltd	Contra2704	11.69		P72 Streamline charge Apr
27/04/2026	Unity Bank	R15A	1,304.76		0 correctio to bank accts
28/04/2026	Worldpay (UK) Ltd	Contra2804	6.81		P73 Streamline charge Apr
29/04/2026	Worldpay (UK) Ltd	Contra2904	7.10		P74 Streamline charge Apr
30/04/2026	NatWest bank Charges	DD P894	4.55		P891 No1 acct Ban charges Marc
01/05/2026	Worldpay (UK) Ltd	Contra0105	1.68		P75 Streamline charge Apr
05/05/2026	Worldpay (UK) Ltd	Contra0505	81.19		P76 Streamline charge Apr
07/05/2026	Rasna Begum	SD3	350.00	SD3	SD3 R Begum Sec Dep rfd 25/4
08/05/2026	Olivette Nnando	SD5	350.00	SD5	SD5 O Nnando Sec Dep rfd 2/5
14/05/2026	N Kodom-Baah	SD6	350.00	SD6	SD6 N Kodom-Baah Sec Dep
20/05/2026	Worldpay (UK) Ltd	Contra2005	24.20		P151 Streamline for May
21/05/2026	Worldpay (UK) Ltd	Contra2105	1.86		P152 Streamline for May
22/05/2026	Worldpay (UK) Ltd	Contra2205	4.51		P153 Streamline for May
28/05/2026	Pamela Adodo	SD9	350.00	SD9	SD9 P Adodo Sec Dep rfd 24/5
29/05/2026	Worldpay (UK) Ltd	Contra2905	0.77		P154 Streamline for May
29/05/2026	NatWest bank Charges	DD P81	3.85		P81 No. 1 bank charges
<b>Total Payments</b>			<b>3,431.27</b>		

**Agenda item 16.2**  
**Accounts Paid**

Date: 17/06/2026

Loughton Town Council Current Year

Page 1

Time: 11:26

No 2 Current Account

List of Payments made between 28/03/2026 and 31/05/2026

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
20/04/2026	LTC Staff	P25	26,714.25	P25	PC25 LTC staff net wages Apr
22/04/2026	NatWest Autopay Services	DD P893	23.45		P893 Autopay March
30/04/2026	NatWest bank Charges	DD P24	0.70		P24 No.2 bank charges Mar
20/05/2026	LTC Staff	DD P84	26,609.32	P84	P84 LTC Staff net wages May
22/05/2026	NatWest Autopay Services	DD P82	23.80		P82 Apr Autopay charge
29/05/2026	NatWest bank Charges	DD P83	1.40		P83 No. 2 bank charges Apr
<b>Total Payments</b>			<u>53,372.92</u>		

## Agenda item 16.2

### Accounts Paid

Date: 17/06/2026

Loughton Town Council Current Year

Page 1

Time: 11:26

Unity Bank

List of Payments made between 28/03/2026 and 31/05/2026

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/04/2026	British Gas (Murray Hall)	DD P879	450.93		P879 MH Gas 15/2-14/3
07/04/2026	Northgate Vehicle Hire Ltd	DD P851	990.19		P851 Van lease March
07/04/2026	GRENKELEASING LTD	DD P850 2	270.00		P850 Annual Photocopier lease
08/04/2026	British Gas (Kings Green)	DD P877	50.57		P877 KG electric 2/3-20/3
08/04/2026	British Gas ( Buck Court)	DD P878	103.50		P878 BC Gas 24/2-23/3
14/04/2026	NatWest Credit Card Services	DD P875	917.58		P875 Credit Card Purchases
15/04/2026	Skyguard Ltd	DD P1	77.76		P1 Peoplesafe April
16/04/2026	British Gas (Cemetery)	DD P876	61.26		P876 Cem electric 3/3-31/3
16/04/2026	British Gas (Murray Hall)	DD P880	231.48		P880 BC Gas 15/3-31/3
20/04/2026	James Todd & Co. Ltd.	BACS P856	211.92		P856 Payroll March
20/04/2026	Chubb Fire & Security Ltd	BACS P857	833.74		P861 Emergency lighting MH
20/04/2026	Vision ICT Ltd	BACS P862	60.00		P862 SSL Certs.
20/04/2026	Arbtec Tree Services	BACS P863	1,524.00		P863 Tree works RVRG Oak cherr
20/04/2026	Reliant Leisure Services Ltd	BACS P864	3,060.00		P864 Plygrd repairs
20/04/2026	Island Flooring Contracts	BACS P865	5,940.00		P865 Depoit MH flooring repai
20/04/2026	Pinnacle Group Ltd	BACS P866	600.00		P866 Grd mainten Mar
20/04/2026	David Jackman	BACS P867	25.00		P867 ATM photos
20/04/2026	L & J Hall Digging Services Lt	BACS P868	575.00		P868 Burial Plot 97 Furlong
20/04/2026	Dean Carley ( D & L Cleaning)	BACS P869	100.00		P869 Window cleaning qtr MH
20/04/2026	Gracelands Complete Maintenanc	BACS P871	180.00		P871 Heating pump repairs MH
20/04/2026	Loughton Landscapes Limited	BACS P872	450.00		P872 Concrete base bench RVRG
20/04/2026	The Rural Community Council of	BACS P873	80.40		P873 RCCE Annual subs
20/04/2026	TownsWeb Archiving Ltd	BACS P876	2,409.98		P876 Annual host license supp
20/04/2026	Qualis Property Solutions Ltd	BACS P881	13,203.86		P881 Grd maintenance March
20/04/2026	Couno Office Solutions Limited	BACS P882	151.96		P882 Printing March
20/04/2026	Rialtas Business Solutions Ltd	BACS P883	2,056.80		P883 RBS software 2026/27
20/04/2026	Chubb Fire & Security Ltd	BACS P884	251.58		P884 Fire alarm BC
20/04/2026	SME Invoice Finance Limited	BACS P891	796.03		P891 KH cleaning March
20/04/2026	PHS Group	BACS P892	5.29		P892 BC Liner service 03/26-05
20/04/2026	Arbtec Tree Services	BACS P10	2,004.00		P10 ERA Ash Tree fell
20/04/2026	D Petty (Roofing London)	BACS P11	566.40		P11 MH gutters
20/04/2026	Dunmow Training Ltd t/a Council	BACS P12	180.00		P12 DT/OD Training R&R
20/04/2026	Regional Waste Recycling Comme	BACS P13-	634.40		P15 MH rubbish April
20/04/2026	Fluid Solutions Plumbing & Hea	BACS P16	132.00		P16 Drinking foutain repaired
20/04/2026	ICCM	BACS P17	110.00		P17 ICCM 2026/27 membership
20/04/2026	Gracelands Complete Maintenanc	BACS P18	361.57		P18 MH heating valve repair
20/04/2026	Miscellaneous	BACS P19	330.00		St Clares Hospice Wixley Walk
20/04/2026	Miscellaneous	BACS P20	250.00		SPARK Citizenship Win Donation
20/04/2026	Miscellaneous	BACS P21	250.00		Essex Herts Air Ambulan Citizn
20/04/2026	Miscellaneous	BAC P22-	74.05		P23 D Wixley Mayor epenses
20/04/2026	Pozitive Water Limited	DD P2	346.29		P2 Water rates March
20/04/2026	British Gas (Kingsley Hall)	DD P3	105.38		P3 KH electric 1/3-30/3
20/04/2026	British Gas (WRPF)	DD P4	33.50		P4 WRPF electric 2/3-1/4

Continued on Page 2

## Agenda item 16.2

### Accounts Paid

Date: 17/06/2026

Loughton Town Council Current Year

Page 2

Time: 11:26

Unity Bank

List of Payments made between 28/03/2026 and 31/05/2026

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
20/04/2026	British Gas ( Buck Court)	DD P6	173.61		P6 BC electric 1/3-31/3
20/04/2026	Epping Forest District Council	DD P855 1	114.20		P855 Annual rates KH
20/04/2026	Epping Forest District Council	DD P854 1	46.25		P854 Annual rates WRPF
20/04/2026	Epping Forest District Council	DD P 1	69.80		Purchase Ledger Payment
20/04/2026	Epping Forest District Council	DD P853 1	402.00		P853 Annual rates MH
20/04/2026	Epping Forest District Council	DD P852	1,521.74		P852 Annual rates BC
21/04/2026	British Gas (Kings Green)	DD P5	11.85		P5 KG electric 21/3-1/4
21/04/2026	British Gas (Murray Hall)	DD P7	1,027.69		P7 MH electric 2/3-1/4
22/04/2026	Tesco Mobile	D P9	25.74		P9 Staff mobile March
23/04/2026	The Comms Guys Ltd	DD P33	165.56		P33 Telephone Mar
24/04/2026	British Gas (Kingsley Hall)	DD P8	124.78		P8 KH gas 8/3-7/4
30/04/2026	Unity Trust Bank plc	DD P889	19.45		P889 Unity bank charges March
01/05/2026	Northgate Vehicle Hire Ltd	DD POA	990.19		Purchase Ledger Payment
05/05/2026	British Gas ( Willingale Allot	DD P34	54.34		P86 WRA electric 18/4-21/4
05/05/2026	British Gas (Murray Hall)	DD P35	201.37		P35 MH gas 1/4-14/4
08/05/2026	British Gas ( Willingale Allot	DD P67	105.75		P67 BC Gas 24/3-23/4
13/05/2026	British Gas ( Willingale Allot	DD P66	3.50		P66 WRA electric 18/4-21/4
15/05/2026	Skyguard Ltd	DD May	77.76		Purchase Ledger Payment
15/05/2026	NatWest Credit Card Services	DD P69	453.25		P69 Credit card April
18/05/2026	HMRC only 120PW00111168	BACS P26	10,488.30		P26 LTC Tax/NIC Apr
18/05/2026	Essex Pension Fund	BACS P27	9,401.73		P27 LTC Pensions Apr
18/05/2026	Atrium Security Limited t/a Tr	BACS P28	1,041.60		P28 RVRG Gate May
18/05/2026	Regional Waste Recycling Comme	BACS P29	105.60		P29 Cem Green bins Mar
18/05/2026	TBS Hygiene Ltd	BACS P30	86.40		P30 Dog bins Apr
18/05/2026	Gareth Griffith t/a Greenhill	BACS P63	600.00		P31 Grd maintenance
18/05/2026	Viking	BACS P32	578.97		P32 Stationery/postage Apr
18/05/2026	Rialtas Business Solutions Ltd	BACS P42	1,104.00		P42 Year end March 2026 Acct
18/05/2026	PHS Group	BACS P43-	160.08		P44 Hygiene Bins MH 1/6-30/11
18/05/2026	Miscellaneous	BACS P46	24.57		Purchase Ledger Payment
18/05/2026	Financial Assistance Grants	BACS P47	1,600.00		P47 Open Door Friendship 26/27
18/05/2026	Capel Manor College	BACS P48	250.00		P48 Brushcutter Course SP
18/05/2026	James Todd & Co. Ltd.	BACS P49	135.72		P49 Payroll April
18/05/2026	Couno Office Solutions Limited	BACS P50	111.04		P50 Printing April
18/05/2026	Pinnacle Group Ltd	BACS P51	639.00		P51 WRPF Grd maintenance April
18/05/2026	Sureserve Compliance Water Ltd	BACS P52	108.00		P52 KH water testing
18/05/2026	Northgate Vehicle Hire Ltd	BACS P53	990.19		P53 Van repairs back doors
18/05/2026	AM Garden Machinery Ltd	BACS P54	791.52		P59 Blower service
18/05/2026	The Society of Local Council C	BACS P	27.00		P60 SLCC AAGM Training PB
18/05/2026	SME Invoice Finance Limited	BACS P61	801.98		P61 KH cleaning April
18/05/2026	Regional Waste Recycling Comme	BACS P62-	634.40		P64 Cem bins May
18/05/2026	Qualis Property Solutions Ltd	BACS P77	13,604.34		P77 Grd maintenance April
18/05/2026	Scott Dryden	BACS P78	1,600.00		P78 Summer TL & Annual report
18/05/2026	Heelis & Lodge	BACS P79	400.00		P79 Year end inter audit Mar26

Continued on Page 3

## Agenda item 16.2

### Accounts Paid

Date: 17/06/2026

Loughton Town Council Current Year

Page 3

Time: 11:26

Unity Bank

#### List of Payments made between 28/03/2026 and 31/05/2026

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
18/05/2026	Financial Assistance Grants	BACS P80	500.00		P80 Christian Drama Res26/27
18/05/2026	R Morrell	BACS P45	80.00	P45	P45 R Morrell WRA Dep refd
18/05/2026	S Berger	BACS SD4	350.00	S4	SD4 S Berger Sec Dep refd
18/05/2026	British Gas (Kingsley Hall)	DD P92	86.97		P92 KH electric 31/3-30/4
18/05/2026	British Gas (Cemetery)	DD P94	38.33		P94 Ce, electric 1/4-1/5
18/05/2026	British Gas ( Buck Court)	DD P96	168.55		P96 BC electric 1/4-30/4
18/05/2026	British Gas (Murray Hall)	DD P99	132.84		P99 MH gas 15/4-1/5
19/05/2026	British Gas (WRPF)	DD P95	28.69		P93 WRPF electric 2/4-1/5
19/05/2026	British Gas (Murray Hall)	DD P97	941.48		P97 MH electric 2/4-1/5
20/05/2026	Epping Forest District Council	DD P855 2	109.00		P855 Annual rates KH
20/05/2026	Epping Forest District Council	DD P854 2	41.00		P854 Annual rates WRPF
20/05/2026	Epping Forest District Council	DD P40 2	70.00		P40 Annual Rates RVRG
20/05/2026	Epping Forest District Council	DD P853 2	400.00		P853 Annual rates MH
20/05/2026	Epping Forest District Council	DD P852 2	1,518.00		P852 Annual rates BC
21/05/2026	The Comms Guys Ltd	DD P101	167.41		P101 Telephone April
21/05/2026	British Gas (Kings Green)	DD P95	28.98		P95 KG electric 2/4-1/5
22/05/2026	Tesco Mobile	DD P91	25.74		P91 Staff mobile April
27/05/2026	British Gas (Kingsley Hall)	DD 98	55.91		P98 KH gas 8/4-7/5
28/05/2026	Pozitive Water Limited	DD P102	366.81		P102 Water rates April
31/05/2026	Unity Trust Bank plc	DD P68	16.15		P68 Unity bank charges April
<b>Total Payments</b>			97,045.55		

**Agenda item 18**  
**Payroll**

**From:** @jamestoddandco.co.uk  
**Sent:** 24 April 2026 15:12  
**To:** Mark Squire <Mark.Squire@loughton-tc.gov.uk>  
**Subject:** Update to payroll fees

Loughton Town Council  
Dear Mark,

**Update to payroll fees**

I'm writing to let you know about a forthcoming adjustment to our payroll fees, effective from 1st June. As part of our recent review, we're making some changes to the way we structure our invoicing to provide clearer and more accurate reflection of the services you receive.

Over recent years there has been a steady increase in the regulatory, compliance and reporting requirements surrounding payroll services. While much of this work happens behind the scenes, it requires additional checks, controls and professional oversight to ensure your records remain accurate, compliant and up to date. Our review has identified that, historically, the level of work required for your records has exceeded the fees charged, and we have been absorbing a level of unrecovered time.

Going forward, our payroll fees will be split into two straightforward elements: a base fee, which covers the fixed monthly work required to keep your payroll compliant and supported, and a processing fee, which reflects the volume and complexity of the payroll transactions we handle for you. We believe this approach will make our charges more transparent and allow you to see exactly what you are paying for. For you, this will result in a larger increase to your overall fee than we would normally apply as part of an annual review. We want to be open that this change corrects historic undercharging and ensures that fees properly align with the work required going forward.

Based on your current employee numbers (17), your new monthly fee from June will be £128.11. This is calculated not simply on the number of employees, but also on the nature and complexity of the payroll - for example, whether employees are paid fixed or variable salaries, and the overall level of payroll processing required. If your payroll changes in the future, whether through staff numbers, pay structures, or complexity, we will adjust the fee accordingly so that it continues to fairly reflect the work involved and remains transparent.

If you have any questions or would like to discuss this update further, please don't hesitate to get in touch.

Agenda item 20

Financial Assistance Awards scheme review of the application form



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SCHEME OF GRANTING FINANCIAL ASSISTANCE

- 1 The annual deadline for receipt of applications is 31 December. Grants to successful applicants will be made in the following financial year. (The financial year is from 1 April to 31 March.)
- 2 Up to 90% of the grants budget will be allocated to applications submitted by the stated deadline, with at least 10% reserved for emergency requests. Organisations applying after the deadline must explain why they were unable to meet it, including details of any unforeseen financial needs. In some years, however, the council may choose to allocate the full budget depending on the volume and nature of applications received.  
~~Up to 90% of the grants budget will be allocated to applications received by this deadline. At least 10% of the budget will be retained for emergency applications. Organisations which apply for financial assistance after the deadline will be required to indicate why they could not meet the deadline, i.e. explanation of unforeseen financial requirements.~~
- 3 Applicants are required to complete the Council's form to apply for financial assistance, and to provide all the information requested.
- 4 Grants are not restricted in the purpose to which they may be put, and applications can be made for capital or revenue expenditure or special projects. Quotations/estimates for the project expenditure maybe required to ensure that applicants are considering the best value for money.
- 5 In considering applications for financial assistance, the Council will take into account how well the project meets the needs of the local community and provides a positive benefit to a significant number of Loughton residents; how effectively the group will use the grant; whether the costs were appropriate and realistic; what level of contributions have been, or would be, raised locally; whether the organisation should reasonably have been expected to obtain sufficient funding from another, perhaps more appropriate source; how the group is managed, as indicated by its constitution; for larger projects, whether is the proposal is sustainable in the long ~~terterm. m?~~
- 6 Organisations are not restricted to the number of grant applications made over a period of time. However, the history of previous applications will be considered in the decision-making process.
7. As the grant scheme has grown significantly in recent years and to ensure fairness across our community organisations, applications for grants may only be accepted to one application per organisation.
- 7 Grants awarded for the purchase of goods or services will be paid upon receipt of a supplier's invoice marked as paid. In exceptional cases, where an organisation can demonstrate that cash-flow constraints prevent payment in advance, the grant may be released on receipt of an order for the goods or services. Grant payments must be claimed within twelve months of the award notification; after this period, the offer will expire. Reimbursement will match the exact value shown on the submitted invoices and may therefore be less than the total grant awarded if actual costs are lower.



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~~Grants awarded for purchase of goods or services will be paid on receipt of a receipted supplier's invoice. Special arrangements may be made to pay the grant on receipt of an order for the goods or services if an organisation can demonstrate that its cash flow prevents it from paying the invoice before receiving the grant. The grant must be requested for payment within twelve months of notice of the grant being made. After this time the offer will lapse.~~

- 8 Where a grant is offered for a project still in the planning stages the Council may pledge to grant a certain sum which will become payable when the project is under way. In this case, the offer will only be kept open for a limited period; the project must have commenced, or a firm commitment made to a start date e.g. by placing contractually binding orders to start imminently, before the grant can be claimed, and this must be within twelve months of notice of the grant being made. After this time the offer will lapse.
- 9 There is no maximum figure set for grants awarded, within the budget for grants set annually by the Council. You are advised to check the budget available before submitting your application.
- 10 Applications will initially be considered by a panel of councillors before a recommendation is put forward at a meeting of the to the next Resources and General Services Committee meeting; applicants will be informed of the outcome after that meeting.
- 11 The Council policy is that financial assistance will only be made to small-scale local projects and not national or county appeals. However, this does not preclude local branches of national organisations from applying.
- 12 ~~The Grant Award scheme is not open to~~ ~~The Council is prevented by statute from giving financial assistance~~ to individuals, charities operating overseas or to a fund established to help persons outside the UK.
- 13 Guidance issued by NALC regarding the 1984 Local Government Act which prohibits councils' involvement in 'property relating to the affairs of the church', e.g. the maintenance or improvement of the buildings or land or contributing to the costs. There is an absence of case law, which may have clarified whether later legislation overrides this 1984 specific provision. The Council will therefore, when considering a grant to a church, decide whether this is a prudent course of action.
- 14 As a condition of receiving a grant, organisations will be required to acknowledge the Town Council's support in their publicity material.
- 15 The application form, accounts and other information may be copied and placed on the public agenda for the meeting, so please ensure the information is clear and legible. No personal data will be disclosed.

Next review October 2026



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**SCHEME OF GRANTING FINANCIAL ASSISTANCE**

**APPLICATION FORM**

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

**YOUR ORGANISATION**

Name & address of organisation (please give location, if different from correspondence address on back page)	
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Summary of aims and objectives Brief overview of what your organisation aims to achieve
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Age groups specifically catered for, if any	
Is the organisation a non-profit making body?	
Is the organisation a Registered Charity? (if so, please give registration number)	
Number of members in the organisation	
Number of members resident in Loughton	
Is membership restricted in any way?	
Do you charge a membership fee, or charge for access to your activities? Please give details	

**DETAILS OF GRANT APPLIED FOR**

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

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

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

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

**PREVIOUS APPLICATIONS**

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

Financial Year	Amount	Purpose	Successful
<del>1.4.26 – 31.3.27</del>			
<del>1.4.25 – 31.3.26</del>			Yes / No
<del>1.4.24 – 31.3.25</del>			Yes / No
<del>1.4.23 – 31.3.24</del>			Yes / No
<del>1.4.22 – 31.3.23</del>			Yes / No
<del>1.4.21 – 31.3.22</del>			Yes / No



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**ACCOUNTS & CONSTITUTION**

You are required to send a copy of your constitution (if not already submitted in previous years) 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.



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

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

Signed	Date
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Name (please print)
Capacity in which signed

<p><b>Payments will be made by BACS. Please supply your organisations bank details</b></p> <p>If your application is successful, please indicate the bank account details to receive the funds</p>	<p>Account Name</p> <p>Sort Code</p> <p>Account Number</p>
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**DATA PRIVACY NOTICE**

Loughton Town Council only undertakes the processing of personal data necessary to perform the contract for services with you. Our Data Privacy Notice forms part of this agreement and includes the binding obligations on us covering the duration, nature and purpose of the processing and your rights; copies are available on request from the Town Council or available on our website: [SCHEME OF GRANTING FINANCIAL ASSISTANCE https://tinyurl.com/y8sxohqs](https://tinyurl.com/y8sxohqs)



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When you apply for Financial Assistance, the information you provide (personal information such as name, ~~address~~, email address, phone number) will be processed and stored so that it is possible to contact you and respond to your correspondence and provide information relating to your application. Your personal information will not be shared with any third party without your prior consent.

The application form with supporting information should be returned to [caroline.carroll@loughton-tc.gov.uk](mailto:caroline.carroll@loughton-tc.gov.uk) or by post to:

Loughton Town Council, 1 Buckingham Court, Rectory Lane, Loughton IG10 2QZ

**(Please ensure the correct postage is applied for the size of the envelope used)**

**For office use only:**

Acknowledged		Decision	
Statutory power		Informed	
Committee date		Date paid and Payment Ref	