



COUNCIL MEETING

Members are summoned to attend a Meeting

of the Town Council to be held at **7.45pm** on

Wednesday 9 May 2018

**at Loughton Library & Town Hall
Traps Hill, Loughton, IG10 1HD**

to transact the business as shown in the agenda.

Enid K Walsh
Town Clerk
2 May 2018

Councillor P Abraham (Town Mayor)
Councillor S Murray (Deputy Town Mayor)

| | | | |
|-------------------|-------------|-----------|------------|
| J Angold-Stephens | P Beales | R Brookes | T Cochrane |
| B Cohen | M Dalton | C Davies | T Downing |
| J Jennings | K Latchford | J Mahoney | S Murphy |
| A Omer | T Owen | S Pewsey | C C Pond |
| C P Pond | M Stubbings | D Wixley | Vacancy |

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

AGENDA

- 1 Apologies for Absence**
To receive any apologies for absence.
- 2 Declarations of Interest**
For 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 7 March 2018.
- 4 Public Representations**
To hear any representations from members of the public who have registered a request to address the Council in accordance with Standing Order no 1(h).
- 5 Questions Without Discussion**
To answer any questions which have been submitted in accordance with Standing Order no 8.
- 6 Town Mayor's Engagements and Announcements**
The Town Mayor will report on any events he has attended to represent the Town Council.
- 7 Matters for Report**
To report any further significant information on matters which have been previously discussed, in addition to those which may already be included on the Agenda.
 - 7.1 Epping Forest District Dementia Action Alliance – Min no RG95.1**
Following the Resources and General Services Committee's decision to join the Epping Forest DDA to help create a more dementia-friendly community, the Council is asked to nominate a councillor to become a local champion for the Alliance.
 - 7.2 First World War Centenary Partnership**
To NOTE that Cllr Pewsey will be attending a London and South East Meeting of this Partnership on Tuesday 15 May 2018 from 12.30pm – 4pm at the Imperial War Museum, London. This event will enable partners to share plans for Centenary commemorations in 2018 and discover the wide range of resources still available to support such activities in 2018.
 - 7.3 Internal Audit**
To NOTE that the internal auditor has completed and signed the Annual Internal Audit Report on page 3 of the Annual Governance and Accountability Return 2017/18.
* See page 4.
- 8 Reports from Members on Outside Organisations**
 - 8.1 To receive brief reports from representatives on outside organisations**
Council representatives on outside organisations are requested to make a written report, which is attached to the Agenda, on meetings which they have attended. A verbal report can be made on meetings attended within ten days of the Council meeting.

- i) Lopping Endowment – Cllr Pewsey
- ii) Broadway Town Centre Partnership – 8 March 2018 – Cllr Latchford
- iii) Epping Forest Citizens Advice – 19 April 2018 – Cllr Angold-Stephens

* See pages 5 – 6 for the reports.

9 Reports from Committees

9.1 Planning and Licensing

Held on 26 February, 12 and 26 March, 9 and 23 April 2018.

9.2 Recreation

Held on 28 March 2018.

9.3 Environment and Heritage

Held on 11 April 2018.

9.4 Resources and General Services

Held on 25 April 2018.

In particular, the Council is asked to NOTE:

i. Min no RG118.2 – Office Accommodation

On behalf of the Council, the Committee RESOLVED to execute the lease, the rental deposit deed and the side letter to enable it to be signed by the Chairman and Deputy Town Mayor.

ii. Min no RG121 – Asset Register

The Committee carried out the annual review of the Asset Register.

10 The Annual Governance Statement

* See Appendix A sent under separate cover.

11 Accounts and Audit 2017/18

* See Appendix A sent under separate cover.

12 Co-option

As no by-election has been demanded to fill the casual vacancy on the Council caused by the resignation of Cllr Girling, the Council has been free to fill the vacancy by co-option.

An application for co-option has been received from the following person:

- (i) Jayna Jogia

The candidate has confirmed her eligibility for co-option as a councillor.

* A copy of the application form is attached (see page 8).

12.1 To hear a presentation from the applicant for up to two minutes. There is to be no further discussion following the presentation.

12.2 A motion to confirm the Council is willing to proceed to co-opt will be considered. The Council reserves the right not to make a co-option.

12.3 To resolve to suspend the first sentence of Standing Order 1.u and to conduct the vote by signed ballot, for this agenda item only. Ballot papers will be distributed and the Council will proceed immediately to a vote.

The votes will be counted and the result announced by the Town Mayor.
NB: A successful applicant must receive a clear majority of votes from those present and voting.

- 12.4** The successful candidate will be invited to sign the Declaration of Acceptance of Office and take their seat at the table.

**Enid K Walsh
TOWN CLERK
2 May 2018**

Agenda item 7.3

Annual Internal Audit Report 2017/18

LOUGHTON TOWN COUNCIL

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation during the financial year ended 31 March 2018.

The internal audit for 2017/18 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

| Internal control objective | Agreed? Please choose one of the following | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|-----|---------------|
| | Yes | No* | Not covered** |
| A. Appropriate accounting records have been properly kept throughout the financial year. | ✓ | | |
| B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for. | ✓ | | |
| C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these. | ✓ | | |
| D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate. | ✓ | | |
| E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for. | ✓ | | |
| F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for. | ✓ | | |
| G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied. | ✓ | | |
| H. Asset and investments registers were complete and accurate and properly maintained. | ✓ | | |
| I. Periodic and year-end bank account reconciliations were properly carried out. | ✓ | | |
| J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded. | ✓ | | |
| K. (For local councils only) | | | |
| Trust funds (including charitable) – The council met its responsibilities as a trustee. | | | ✓ |

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken
09/11/17 10/11/17
14/04/18

Name of person who carried out the internal audit
J. Watson
For Auditing Solutions Ltd

Signature of person who carried out the internal audit  Date 17/04/18

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).
**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Agenda item 8.1

Reports from Outside Organisations

i) Report on the Lopping Endowment

The Lopping Endowment is the charitable trust which owns and manages Lopping Hall, the community arts and social venue in Loughton High Road.

The Directors of the Trust include one Town Council nominee. The Directors continue to meet monthly to progress the long-term refurbishment of the building and oversee the lettings. A wide variety of local organisations are based at Lopping Hall, including ballet classes, karate, amateur dramatics groups, fitness classes and meditation classes, not forgetting a gospel church congregation. Larger events by other organisations take place on a regular basis, including an almost sold-out evening of wrestling on 3 March.

In terms of the refurbishment, the main front window is currently being replaced. The original 1884 window was destroyed by the 1940 air raid which killed several Loughton civilians, and was replaced after the war with largely plain glass. It has not proved possible to source a detailed image of the original window, which included elaborate stained glass representations of forest plants and animals, but the addition of several registers of coloured glass will be similar in style to the original window, and the glass will be installed in such a way as to allow the inclusion of replica images if a good original likeness ever turns up.

The next project, to take place over the summer, will be the refurbishment of the kitchen. This was created after the war by partitioning the original council chamber, the remainder of which is now used as a bar. Bookings for parties and other social events are expected to increase once the new facilities are installed.

The Loughton Arts Centre has now been renamed Lopping Hall Gallery, and continues to display rotating exhibitions of local artists' work. The annual schools' exhibition and Loughton Young Artist of the year event was held in early March.

Lopping Hall is managed by the Directors on behalf of the people of Loughton, and all Loughton residents are entitled to attend and vote at the Annual General Meeting, which takes place at 8pm in Lopping Hall on 30 April 2018.

Cllr Stephen Pewsey

Town Council nominee on the Board of Directors

ii) Broadway Town Centre Partnership Meeting – 8 March 2018

Councillor Tom Owen and I, together with Cllr Carol Davies, attended the above meeting, which was also attended by district councillors and 14 traders and residents.

Once again the main topics for discussion were parking, rent increases and lack of general foot fall. District councillor Chris Roberts also gave an update on the controlled parking zones, (CPZ stage 2) and moves to create extra short term parking in Vere Road. Traders would also like more parking created on the pavement where cars often park illegally.

Traders requested a meeting with Portfolio Holder, Cllr Anne Grigg, which is now scheduled for 9 May, to discuss the impact the Epping Forest Shopping Centre in Langston Road has had on the Broadway and the large rent increase.

Cllr Owen is still chasing about funding for improving the central reservation in The Broadway.

Thanks should also be given for the hard work Town Council officer, Lorraine Gibson continues to do behind the scenes.

The next meeting is scheduled for May 2018.

Cllr Kevin Latchford

iii) Epping Forest Citizens Advice – Thursday 19 April 2018

Although I was unable to attend the meeting I have compiled this report from the papers I received on the day of the meeting.

Following the resignation of Janet Woods, Peter Gordon is acting as Chairman until the AGM. The treasurer will also be standing down at the AGM as he has completed his six-year term of office and is not allowed to continue. None of the existing trustees feel able to take on either of these roles and at present no new trustees have been found.

The Loughton branch has seen the resignation of their manager, Mary Lamb; a new manager has been appointed. They have also lost four volunteers, one of whom was Tony Jennings, debt adviser, who died suddenly recently. This is a great loss as he had been a long-standing member of the team; and not all his cases can be taken on by the remaining two specialists in this area. It takes a considerable time to train a new adviser and specialists only come with experience.

On a positive note, Duncan Lewis Solicitors are now providing a fortnightly housing advice session for which appointments can be made. This means that Loughton now has three solicitors' sessions – general, family law and housing.

The new District Manager (now called the CEO) has settled in well and is completing a number of the more pressing tasks including making sure that the bureau will be compliant with the new GDPR law which comes into force on 25 May 2018.

The budget that was set for the 2018/19 year predicts a £10,000 shortfall that will be met from reserves. This is felt to be acceptable in the short-term but new funding streams need to be identified for the future.

Cllr Jill Angold-Stephens

24 APR 2018

**LOUGHTON TOWN COUNCIL
COUNCILLOR CO-OPTION
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: | Jayna Jogia |
| Address including postcode: | |
| Telephone number | |
| Email address | |
| I am a member of a political party <input checked="" type="radio"/> Y / <input type="radio"/> N Name of political party: Loughton Residents Association | |
| <p>Please explain why you wish to become a councillor? (use a continuation sheet if necessary)</p> <p>I have lived in the local area for over 25 years and I am a relative newcomer to Loughton itself. Since moving to Loughton I have attended various meetings held by the Loughton Residents Association (LRA) where I have gained insight into some of the work carried out by both the LRA and LTC and the decision-making process behind it. I have been impressed not only by the positive contribution made by both the LRA and LTC, but also by the passion the Councillors have for the development of the community and for creating a strong sense of community spirit.</p> <p>I hope to make a positive impact to Loughton by responding to the needs of the community and improving the quality of life in Loughton through serving my local council.</p> | |
| <p>What particular skills and/or experience can you bring to this role?</p> <p>I have spent the last 9 years working in financial services across both the public and private sector. Additionally, I sit on the Executive Board for Redbridge Sports Centre Trust as both a Director and Trustee whereby I contribute to the ongoing strategy and management of the sports centre. I am also presently a member of the LRA Plans Group. I hope to devote the experience and skills I have gained across these various organisations to the LTC. Furthermore, I was endorsed by the LRA at the Annual General Meeting in 2018 for being a candidate for public office to represent the Association.</p> | |

| |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Please describe your particular interests in community matters such as the environment, young people, open spaces etc</p> <p>With regards to Broadway Ward itself, I am fully in support of the work the LTC and LRA have done in contesting the proposal from the District Council to build housing on Jessel Green. I am a firm believer that open green spaces such as Jessel Green lie at the heart of the community and we should be seeking to protect and enhance these spaces.</p> |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|