



RESOURCES AND GENERAL SERVICES COMMITTEE

Members of the Resources and General Services Committee
are summoned to attend a Meeting at **7.45pm** on

Wednesday 25 April 2018

at Loughton Library and Town Hall, Traps Hill, Loughton IG10 1HD
to transact the business shown in the agenda.

Enid K Walsh
Town Clerk
19 April 2018

Councillor S Pewsey (Chairman)
Councillor J Angold-Stephens (Vice Chairman)

Councillors

M Dalton
S Murray

J Jennings
A Omer

J Mahoney

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 14 February 2018.

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 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.

5.1 Annual Town Meeting – Min no RG108.1

The draft minutes for the 2018 Annual Town Meeting held on 14 March 2018 have been circulated to members. No issues arose requiring further consideration by the Council.

5.2 Office Accommodation – Min no RG81.3

The lease for the rental of 1 Buckingham Court has been finalised together with the rent deposit deed and is ready for signature by both parties.

For information, the lease is for 3 years with a rent deposit of £8,125 and an initial 3-month rent free period. The provisions of the 1954 Landlord and Tenant Act are excluded. The annual rent of £32,500 per annum is payable quarterly. The lease includes only seven of the eight car parking spaces so that the Council's vehicle may continue to use the eighth with the benefit of a locked car park overnight.

Final legal costs are to be confirmed.

On behalf of the Council, the Committee is asked to RESOLVE to execute the lease and rent deposit deed to enable it to be signed by two councillors.

5.3 Insurance – Annual Review – Min no RG111

For information, the net insurance premium for 2018/19 was £9,059.07 with an additional £467.40 for the vehicle cover.

Figures for the insurance of the Council's play equipment are not yet available but will be brought to a future meeting.

5.4 Epping Forest District Dementia Action Alliance – Min no RG95.1

Following the Committee's decision to join the Epping Forest DDA to help create a more dementia-friendly community, Cllr Pewsey has attended briefing sessions and will provide a verbal report at the meeting.

5.5 Internal Audit

The internal auditor's visit is on Thursday 19 April 2018. His report will be circulated to all members in due course.

5.6 Standing Orders

The Committee is asked to NOTE that the National Association of Local Councils (NALC) has published a new set of model standing orders to reflect the changes in legislation introduced after 2013. Many of these have already been included in the Town Council's document. However, officers will undertake a detailed review so that, if necessary, any recommendations can be brought before Council for consideration.

5.7 Data Protection

* The Committee is asked to consider the draft documents on pages 5 – 9 regard:

5.7.1 Data Protection Policy**5.7.2 Data Privacy Notice****5.8 Staffing Matters**

For information, the National Joint Council for Local Government Services (NJC) reports that agreement has been reached between the National Employers and the NJC trade union side on rates of pay applicable from 1 April 2018 and from 1 April 2019 – i.e. a two year agreement.

The key features of the pay award are:

- 16% pay increase for those currently on the lowest scale point (SCP) 6 over two years;
- pay increases of between 15% and 4.3% for those on current SCP's 7 – 28;
- 4.04% over two years for those above current SCP 29 – including those above SCP 49; and a
- new pay spine from 2019, with new scale points 1-43 and even 2% pay gaps between SCP's 6-28.

The inner fringe London Weighting Allowance has also been increased to £857 from 1 April 2018 and £874 from 1 April 2019. This is currently £840 p.a.

The new rates will be applied for staff from the May 2018 payroll together with the backdated pay for April.

6 Financial Assistance Applications 2018/19

Organisation	Amount requested £	Item	Power
BASICS Essex Accident Rescue Services (BEARS)	500.00	General operational costs	LGA 1972, S137

- * See the attached report on pages 10 – 14, which contains an abridged copy of the financial assistance application form. The full application papers including the detailed financial information supplied may be viewed by prior arrangement with the Assistant Town Clerk at the Council Offices.

Please note that information about the person making the application has been supplied to the Council but not reproduced for reasons of data protection.

For information, there is currently a balance of £4,150 in the 2018/19 Financial Assistance budget.

7 Finance

7.1 Financial Position

- * The current financial position is attached together with details of the funds available from earmarked reserves (see pages 15 – 16). Please note that this is not the end of year position.

7.2 Accounts Paid

Payments totalling £140,526.68 as detailed on payments schedules nos 253 – 256 have been made since the report to the meeting on 14 February 2018. The schedules and accompanying invoices will be available at the meeting for inspection. Copies of the latest bank account reconciliations will also be provided at the meeting.

For information, details of all Council payments in excess of £500 are provided on the Council's website on the strategic documents page.

8 Asset Register – Annual review

The Committee is asked to carry out the annual review of the Asset Register.

- * See attached report on pages 17 – 26.

9 Policy Reviews

9.1 Bad Debt Policy

The Committee is asked to review this policy, which was last revised on 6 February 2013.

- * A copy of the policy is provided on page 27.

9.2 Investment Strategy

New statutory guidance on Local Government Investments has been issued by the Secretary of State and may be viewed at:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/678866/Guidance_on_local_government_investments.pdf

The new guidance addresses the concerns raised by the National Audit Office and Public Accounts Committee that changes in “patterns of local authority behaviour” are increasing the financial risk, lack transparency and result from a lack of expertise. It is reported that some authorities have been investing in non-financial assets with the primary aim of generating profit and others are using very long term investments or providing loans to local enterprises or 3rd sector entities.

- * Officers have considered this new guidance but consider that the Council's current strategy provided on page 28 continues to be appropriate.

10 Future Work of the Committee

The opportunity for members to suggest topics to be considered by the Committee at a future meeting, subject to the Committee's agreement.

Note: No substantive discussion may take place under this item as the required statutory notice of the topics will not have been given.

Enid K Walsh
TOWN CLERK
19 April 2018

Agenda item 5.7

Data Protection

Members' attention is drawn to the following Information Commissioner's Office (ICO) reassurance statement provided by NALC on 18 April 2018:

The General Data Protection Regulation (GDPR) requires all public authorities to appoint a Data Protection Officer (DPO). The new Data Protection Act (when passed) will define 'public authority', but it is likely to have the same definition that is in the Freedom of Information Act 2000 (FOIA) and therefore includes all councils.

The Information Commissioner is sympathetic to the challenges that appointing a Data Protection Officer (DPO) may pose for parish and town councils, especially those with limited budgets. She has already acknowledged that smaller councils are unlikely to hold large amounts of personal data, and as a result tend to be less prepared for regulatory changes. But regardless of size, if councils hold personal information, from 25 May 2018, the General Data Protection Regulation (GDPR) applies.

The Commissioner has said previously that the GDPR is a journey rather than a destination. She will be looking to councils to demonstrate that they are committed to making progress towards embedding the right processes and procedures. She wants to reassure councils that if they have a positive attitude to finding practical solutions to some of the challenges of implementation, they will find a pragmatic, fair and proportionate regulator.

In the meantime, we recognise that there's still plenty of work parish and town councils need to do to implement the necessary steps to comply with GDPR. We've already provided a lot of tools and support to help with these steps, including our Guide to the GDPR, frequently asked questions, toolkit and helpline for smaller organisations.

We're also committed to working closely with the National Association of Local Councils (NALC) and the Society of Local Council Clerks (SLCC) to consider alternative solutions to the specific issue of appointing DPOs. For example, we see promise in the idea of developing a shared DPO service allowed under Article 37(3). Whilst such a shared service may not be an immediate fix in time for 25 May, it could in the long term enable smaller councils to manage their data protection requirements effectively.

Agenda item 5.7.1 Data Protection Policy

Introduction

Loughton Town Council is committed to working towards compliance with the General Data Protection Regulations which comes into effect on 25 May 2018 and supersedes the 1998 Data Protection Act.

The Council will develop procedures that aim to ensure that all employees, elected members, contractors, agents, consultants, partners or other servants of the council who have access to any personal data held by or on behalf of the Council, are fully aware of and abide by their duties and responsibilities under the Regulations and knows where to find further guidance. The Council remains committed to protecting and respecting the privacy of all who provide their data.

For the purposes of the Data Protection Act 1998 (DPA) and the General Data Protection Regulations (GDPR), the data controller is Loughton Town Council. The Council's current registration number is PZ1870535.

Until further notice, the Town Clerk is responsible for ensuring adherence with the GDPR.

STATEMENT OF POLICY (draft)

In order to operate efficiently, the Town Council has to collect and use information about people with whom it works, its staff and councillors and members of the public. The data will include:

1. personal information necessary for the administration of the following services:
 - Allotments
 - Cemetery
 - Recreation grounds and sports facilities
 - Hall hire
2. Correspondence sent to the Council via email, telephone or letter;
3. Employees' details and those of councillors; and
4. Suppliers and contractors.

NB: This list is by no means exhaustive.

Personal data may be processed on the basis that such processing is necessary for the performance of tasks carried out by public authority acting in the public interest, out of contractual necessity or on a lawful basis.

The principles of the GDPR require that personal data:

- a. must be processed lawfully, fairly and transparently.
- b. be only used for a specific processing purpose that the data subject has been made aware of and no other, without further consent.
- c. should be adequate, relevant and limited i.e. only the minimum amount of data should be kept for specific processing.
- d. must be accurate and where necessary kept up to date.
- e. should not be stored for longer than is necessary, and that storage is safe and secure.
- f. should be processed in a manner that ensures appropriate security and protection.

Any personal information held by the Council will only be used for the specific purposes for which it has been provided and will not be disclosed to any other third party unless permitted or obligated to do so by law.

Handling of personal/sensitive information

The Town Council will, through appropriate management and the use of criteria and controls:-

- observe fully conditions regarding the fair collection and use of personal information;
- meet its legal obligations to specify the purpose for which information is used;
- collect and process appropriate information and only to the extent that it is needed to fulfil operational needs or to comply with any legal requirements;
- ensure the quality of information used and where necessary kept up to date;
- apply checks to determine the length of time information is held;
- take appropriate measures to safeguard personal information;
- ensure that the rights of people about whom the information is held can be fully exercised under the Act / Regulations. These include:
 - a. The right to be informed that processing is being undertaken;
 - b. The right of access to one's personal information within one month. No fee will be charged, although a 'reasonable' fee may be charged for repetitive, manifestly unfounded or excessive requests or further copies; and
 - c. The right to correct, rectify, block or erase information regarded as wrong information.

Notification to the Information Commissioner / Data Protection Officer

Currently the Information Commissioner maintains a public register of data controllers. The Data Protection Act 1998 requires every data controller who is processing personal data, to notify and renew their notification, on an annual basis. Failure to do so is a criminal offence.

As a public authority, Loughton Town Council is required under the General Data Protection Regulations to appoint a Data Protection Officer, details of whom will be published once known.

Further information about the General Data Protection Regulations, your rights and the Council's obligations can be found on the ICO website: <https://ico.org.uk/>

Agenda item 5.7.2

Data Privacy Notice

When you contact us

The information you provide (personal information such as name, address, email address, phone number, organisation) will be processed and stored to enable us to contact you and respond to your correspondence, provide information and/or enable you to access our facilities and services. We will not share your information with any third parties.

The Council's Right to Process Information

The processing of personal data comes under the 1998 Data protection Act soon to be superseded on 25 May 2018 by the General Data Protection Regulations (GDPR)

Processing is with

- the consent of the data subject; or
- necessary for compliance with a legal obligation or
- for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Loughton Town Council).

Loughton Town Council does not use any form of automated decision making for the profiling of individual personal data.

Information Security

The Town Council has a duty to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and appropriate policies.

We will only keep your data for the purpose for which it was collected and only for as long as is necessary.

Children

We will not process any data relating to a child (under 13) without the express parental/guardian consent of the child concerned.

Your Rights

- You have the right to request access to the information we have on you.
- If you believe that the information we have about you is incorrect, you may contact us so that we can update it and keep your data accurate.
- If you wish Loughton Town Council to delete the information we hold about you please contact us.
- If you believe that your data is not being processed for the purpose it has been collected for, you may object:

You can do all of this by contacting our Town Clerk at Loughton Library & Town Hall, Traps Hill, Loughton, IG10 1HD or by telephone (020 8508 4200) or by email to contact@loughton-tc.gov.uk

Conclusion

In accordance with the law, we only collect a limited amount of information about you that is necessary for correspondence, information and service provision. We do not use profiling; we do not sell or pass your data to third parties. We do not use your data for purposes other than those specified. We make sure your data is stored securely. We delete all information

deemed to be no longer necessary. We constantly review our privacy policy to keep it up to date in protecting your data.

Complaints

If you have any queries or complaints regarding the way your personal data has been processed, please contact in the first instance the Town Clerk as above.

You can contact the Information Commissioners Office, Wycliffe House, Water lane, Wilmslow, Cheshire. SK4 5AF or email: casework@ico.org.uk Tel: 0303 123 1113

Agenda item 6
Financial Assistance 2018/19

20 FEB 2018

SCHEME OF GRANTING FINANCIAL ASSISTANCE

APPLICATION FORM

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

YOUR ORGANISATION	
Name of organisation (please give location, if different from correspondence address on back page)	BASICS Essex Accident Rescue Services (BEARS)
Summary of aims and objectives The relief of persons suffering injury or illness by the provision of Immediate Medical Care. To advance the study of Immediate Medical Care by the provision of training.	
Age groups specifically catered for, if any	N/A All age groups
Is the organisation a non-profit making body?	Yes
Is the organisation a Registered Charity? (if so, please give registration number)	Yes Registration Number 1142313
Number of members in the organisation	22
Number of members resident in Loughton	0 ... Doctors and Paramedics live in close proximity to Loughton, who respond into Loughton in the event of critical illness or serious injury.
Is membership restricted in any way?	Membership is restricted by the scheme membership policy, which is to Doctors/Paramedics with additional training and experience above that of Ambulance Service Paramedics and Nurses with pre hospital care experience and qualifications. All the members have undergone additional training in pre hospital care and most have the Diploma in Immediate Medical Care.
Do you charge a membership fee, or charge for access to your activities? Please give details	The charity does not charge a membership fee currently, due to the fact that people give of their time voluntarily and respond 24/7 to emergency calls.
DETAILS OF GRANT APPLIED FOR	

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

The purpose of our grant will be to solely to contribute to the general operational costs of BEARS voluntary life saving charity. Please see attached our most recent 'signed off' Accounts for your reference of BEARS annual expenditure.

The Grant will contribute to ensuring that BEARS can continue our Voluntary life saving work within your local area.

Explain how Loughton residents will benefit from this project?

24 hours a day, 7 days a week, BEARS may be activated to respond into the Loughton area.

In most cases the Doctor or Paramedic from BEARS will provide the same interventions as that of Air Ambulance crews, by providing advanced pain relief/sedation, as well as advanced patient assessment and emergency surgical interventions where required. Our key benefit is that our Doctors or Paramedics respond in their own cars, enabling a 24/7 response.

BEARS Doctors and Paramedics work in partnership with both the Ambulance Service and the Air Ambulance charities, but do so voluntarily. BEARS provide seamless care, starting that advanced care journey early.

BEARS are activated to respond to both urban and rural areas, to provide enhanced care similar to that provided by air ambulance crews. In most cases if an Air Ambulance is required, a BEARS Doctor or Paramedic will arrive before the Air Ambulance and will have undertaken initial stabilisation and management of the patient.

I have also attached a Cardiac Arrest Case Study, which I hope will help to provide yourself and your members with a clearer picture of the advanced emergency care that BEARS provide. The case study also details how we are activated to emergencies by EEAST (East of England Ambulance Service NHS Trust).

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

Yes

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

N/A

Total cost of project	Annual operational costs for responding to medical emergencies - £70,000
Amount of grant requested	£500.00

Funds available from organisation's own resources	We have funds raised for us via London Marathon bond places each year, which we depend upon to continue our life saving work.		
Funds granted from other bodies (please give details)	Currently from the beginning of 2018, we have received £5,000 from Essex Community Foundation and we will endeavour to apply for further funds through Trust and Grants as the year progresses.		
If there is a shortfall in these figures, how do you propose to fund the deficiency?	We will endeavour to ensure we give ourselves every chance of achieving enough financial support from Grants and London Marathon income. Should we fall short, we would have to use some of our reserves to ensure we can continue our life saving care.		
PREVIOUS APPLICATIONS			
Please give details of all grant applications made by your organisation to the Town Council, whether successful or not, in the last five years.			
Financial Year	Amount	Purpose	Successful
1.4.17 – 31.3.18			Yes / No
1.4.16 – 31.3.17		No previous applications submitted.	Yes / No
1.4.15 – 31.3.16			Yes / No
1.4.14 – 31.3.15			Yes / No
1.4.13 – 31.3.14			Yes / No
ACCOUNTS & CONSTITUTION			
You are required to send a copy of your constitution and most recent audited or independently verified accounts and balance sheet with this application together with copies of quotations/estimates for the project expenditure. NB: If you are part of a national or county-wide organisation, the accounts must be Loughton branch specific. If you are a new organisation without past accounts, please attach a copy of your budget for the year.			

Basics Essex Accident Rescue Service

Statement of Financial Activities for the Year Ended 31 December 2016

	Note	Unrestricted funds £	Total 2016 £	Total 2015 £
Income and Endowments from:				
Donations and legacies	2	93,349	93,349	44,075
Investment income	3	61	61	78
Total Income		93,410	93,410	44,153
Expenditure on:				
Raising funds	4	41,288	41,288	16,417
Charitable activities	5	56,596	56,596	50,445
Total Expenditure		97,884	97,884	66,862
Net movement in funds		(4,474)	(4,474)	(22,709)
Reconciliation of funds				
Total funds brought forward		184,798	184,798	207,507
Total funds carried forward	14	180,324	180,324	184,798

All of the charity's activities derive from continuing operations during the above two periods.

* Please note:

Expenditure for 2016 was approximately £30,000 above normal annual expenditure, due to the purchase of our Emergency Enl - - re Car. 2017 should reduce by £30,00

[Signature]

Basics Essex Accident Rescue Service**(Registration number: 1142313)****Balance Sheet as at 31 December 2016**

	Note	2016 £	2015 £
Fixed assets			
Tangible assets	11	59,579	33,651
Current assets			
Debtors	12	10,607	-
Cash at bank and in hand		<u>113,490</u>	<u>154,419</u>
		124,097	154,419
Creditors: Amounts falling due within one year	13	<u>(3,352)</u>	<u>(3,272)</u>
Net current assets		<u>120,745</u>	<u>151,147</u>
Net assets		<u>180,324</u>	<u>184,798</u>
Funds of the charity:			
Unrestricted income funds			
Unrestricted funds		<u>180,324</u>	<u>184,798</u>
Total funds	14	<u>180,324</u>	<u>184,798</u>

The financial statements on pages 4 to 11 were approved by the trustees, and authorised for issue on 10/3/17 and signed on their behalf by:

Mr P J Gates
Trustee

Summary Income & Expenditure by Budget Heading 31/03/2018

Month No: 12

**Resources and General Services Committee
Report**

		Actual Last Year	Actual Year To Date	Current Annual Budget	Variance Annual Total	Funds Available	% of Budget
<u>Resources and General Services</u>							
Communication (1)	Expenditure	17,192	18,906	18,800	-106	-106	100.6 %
Office Expenses	Expenditure	12,054	10,780	12,300	1,520	1,520	87.6 %
	Income	57	20	0	20		0.0 %
Audit	Expenditure	2,860	2,860	2,900	40	40	98.6 %
Central Personnel (2)	Expenditure	300,976	250,432	316,300	65,868	65,868	79.2 %
Council Expenses	Expenditure	14,628	11,395	14,150	2,755	2,755	80.5 %
	Income	609	268	0	268		0.0 %
Other Services (3)	Expenditure	23,426	20,170	11,250	-8,920	-8,920	179.3 %
	Income	202	0	0	0		0.0 %
Members' Expenses	Expenditure	2,106	2,130	3,000	870	870	71.0 %
Buckingham Court (4)	Expenditure	53,797	45,155	32,450	-12,705	-12,705	139.2 %
	Income	9,611	300	28,500	-28,200		1.1 %
Service Re-charge (5)	Expenditure	-251,000	-253,000	-253,000	0	0	100.0 %
Library	Expenditure	0	4,751	13,700	8,949	8,949	34.7 %
Grants	Expenditure	35,328	30,760	35,500	4,740	4,740	86.6 %
	Expenditure	211,367	144,340	207,350	63,010	0	63,010
	Income	10,479	588	28,500	-27,912		2.1 %
Net Expenditure over Income		200,887	143,752	178,850	35,098		

Notes

- 1) Communication is slightly over budget due to the purchasing of new equipment (telephone system) in the Library.
- 2) Central Personnel underspend results from the delayed recruitment for vacant posts.
- 3) Other Services – this includes the 'future accommodation' budget with the balance of the expenditure for the building works and removals to be met from earmarked reserves.
- 4) Buckingham Court is over budget following the delay in finalising the tenancy. Income relates to an OFGEM rebate
- 5) The annual Service Re-charge is -£253,000. The position as at 31/03/18 is -£253,000.

Agenda item 7.1 cont'd**Earmarked Reserves:**

A summary of the Committee's reserves showing the amounts available from reserves in the last financial year is provided below:

Resources & General Services Committee	01/04/2017
Elections	8,000
Noticeboards	1,000
Office expenses	3,000
Communication	1,000
Council expenses	2,000
Accommodation	16,450
Buckingham Court maintenance fund	2,000
Honours board*	700
Total	34,150

* this earmarked reserve is to be moved to General Reserves at the end of the financial year.

**LOUGHTON TOWN COUNCIL
REGISTER OF ASSETS AND PROPERTIES AS AT 31 March 2018**

Asset	Date of acquisition	Method of acquisition	Owner if not town council	Nature of town council interest	Cost of acquisition £	Current Value £	Basis of current valuation	Insurance value 1st April 2018	Date of disposal	Method of disposal
Open Spaces, playing fields and recreational areas										
The Lindens open space	9.9.99	Transfer from EFDC		Freehold	nil	nil	Community asset			
Hillyfields open space (incorporating Millennium Remembrance Grove)	30.10.00	Transfer from EFDC	NPA has an interest registered on the Deed	Freehold	nil	nil	Community asset			
Lady Whitaker's Mead	15.3.02	Purchase		Freehold	135,000 (for this and WRPF)	nil	Community asset			
Willingale Road Playing Field (including changing room)	15.3.02	Purchase	NPA has an interest registered on the Deed	Freehold	see above	nil	Community asset	101,260		
Kings Green, Standard Green, School Green and part of Hillyfields	15.8.01	Management agreement with City of London	City of London (formerly Corporation)	Legal management agreement	n/a	n/a	n/a			

**LOUGHTON TOWN COUNCIL
REGISTER OF ASSETS AND PROPERTIES AS AT 31 March 2018**

Asset	Date of acquisition	Method of acquisition	Owner if not town council	Nature of town council interest	Cost of acquisition £	Current Value £	Basis of current valuation	Insurance value 1st April 2018	Date of disposal	Method of disposal
Open Spaces, playing fields and recreational areas										
War Memorial on Kings Green	n/a	Assumed responsibility	unknown	responsible for	n/a	n/a	n/a	68,217		
Roding Valley Recreation Ground	1.4.97	Transfer from EFDC		Leasehold wef 10/01/08	nil	nil	Community asset	436,344		
							LAC buildings only	230,232		
Open space adjacent to Willingale Road allotment site	6.9.05	Transfer from EFDC		Freehold	nil	nil	Community asset			
Memorial Rose Garden, Roding Road	November 15	Lease	St Michael's Church	Leasehold - Chelmsford Diocesan & St Michael's PCC	nil	nil	Community asset			

**LOUGHTON TOWN COUNCIL
REGISTER OF ASSETS AND PROPERTIES AS AT 31 March 2018**

Asset	Date of acquisition	Method of acquisition	Owner if not town council	Nature of town council interest	Cost of acquisition £	Current Value £	Basis of current valuation	Insurance value 1st April 2018	Date of disposal	Method of disposal
Street Furniture										
Bus shelter, Jessel Drive	April 2007	Purchase		Ownership	3,280	nil	Community asset			
Bus shelter, Borders Lane	June 2011	Purchase		Ownership	3,222	nil	Community asset			
Bus shelter, Jessel Drive/Colebrook Lane	June 2011	Purchase		Ownership	3,398	nil	Community asset			
Noticeboard, library wall, Traps Hill	Oct 1998	Purchase		Ownership	570	nil	Community asset	1,711		
Noticeboard in Longcroft Rise	3.3.02.	Purchase		Ownership	610	nil	Community asset	not insured		
Noticeboards on the Roding Valley Recreation Ground	01/04/2016	Purchase		Ownership	5,630	nil	Community asset	not insured		
Xmas lights, King's Green	Oct 2011	Purchase		Ownership	3,985	nil	Community asset	not insured		
Xmas lights, King's Green	Oct 2012	Purchase		Ownership	502	nil	Community asset	not insured		

**LOUGHTON TOWN COUNCIL
REGISTER OF ASSETS AND PROPERTIES AS AT 31 March 2018**

Asset	Date of acquisition	Method of acquisition	Owner if not town council	Nature of town council interest	Cost of acquisition £	Current Value £	Basis of current valuation	Insurance value 1st April 2018	Date of disposal	Method of disposal
Street Furniture										
Blue Heritage plaques - see file for details of locations	various	Purchase		Ownership	various	nil	Community asset	not insured		
Salt/grit bins; locations as per file	2003	Purchase		Ownership	385 each	nil	Community asset	not insured		
Drinking Fountain	3.2.05	Assignment of lease from EFDC		Leasehold	nil	nil	Community asset	23,449		
Civilian war memorial	May 2005	Purchase		Ownership	1,800	nil	Community asset	not insured		
Highways seats (outside town centres) see list for details of locations etc	June 2005	Exchange of letters with EFDC		Ownership	nil	nil	Community asset	not insured		
Alleyway name plates see list for details of locations etc	April 2006	Purchase		Ownership	various	nil	Community asset	not insured		
Flower baskets (High Road) x 31 see list for details of locations etc	June 2008	Purchase		Ownership	201 each	nil	Community asset	not insured		

**LOUGHTON TOWN COUNCIL
REGISTER OF ASSETS AND PROPERTIES AS AT 31 March 2018**

Asset	Date of acquisition	Method of acquisition	Owner if not town council	Nature of town council interest	Cost of acquisition £	Current Value £	Basis of current valuation	Insurance value 1st April 2018	Date of disposal	Method of disposal
Street Furniture										
Flower baskets (Broadway) x 38 see list for details of locations etc	June 2010	Purchase		Ownership	36 each	nil	Community asset	not insured		
Flower baskets (Station Road) x 11 see list for details of locations etc	April 2015	Purchase		Ownership	£225 each	nil	Community asset	not insured		
Oak interpretation board (Pump Hill)	October 2015	Purchase		Ownership	1,372	nil	Community asset	not insured		

**LOUGHTON TOWN COUNCIL
REGISTER OF ASSETS AND PROPERTIES AS AT 31 March 2018**

Asset	Date of acquisition	Method of acquisition	Owner if not town council	Nature of town council interest	Cost of acquisition £	Current Value £	Basis of current valuation	Insurance value 1st April 2018	Date of disposal	Method of disposal
Playgrounds										
Playground equipment, Roding Valley Recreation Ground	Summer 1997	Purchase		Ownership	6,722	nil	Community asset	not insured		
Playground in Felstead Road	4.1.02	Transfer from EFDC		Freehold	nil	nil	Community asset	not insured		
Playground equipment on Felstead Road playground	Feb/Mar 03	Purchase		Ownership	25,200	nil	Community asset	not insured		
Traps Hill playground additional item of equipment	18.05.04 November 2008	Transfer from EFDC		Freehold	nil 890	nil	Community asset	not insured	July 2016	Scrap
Playgrounds at Colebrook Lane, Newman's Lane, Westall Road, Hillyfields, & Oakwood Hill (aka Monksgrove)	21.1.02	Management agreement with EFDC		Management agreement	n/a	n/a	n/a	not insured		
Monksgrove playground	Oct 2012	Purchase		Ownership	15,600	nil	Community asset	not insured		
Newman's Lane refurbishment (2 new items of equipment)	November 2008	Purchase		Ownership	19,000	nil	Community asset	not insured		
Westall Road play area equipment	November 2009	Purchase		Ownership	64,000	nil	Community asset	not insured		

LOUGHTON TOWN COUNCIL **REGISTER OF ASSETS AND PROPERTIES AS AT 31 March 2018**

Asset	Date of acquisition	Method of acquisition	Owner if not town council	Nature of town council interest	Cost of acquisition £	Current Value £	Basis of current valuation	Insurance value 1st April 2018	Date of disposal	Method of disposal
Playgrounds										
Westall Road play area new swings	April 2011	Purchase		Ownership	4,750	nil	Community asset	not insured		
Colebrook Lane replacement of play equipment (swings)	September 2010	Purchase		Ownership	6,386	nil	Community asset	not insured		
Colebrook Lane replacement multi-play unit and springer	March/April 2014	Purchase		Ownership	20,385	nil	Community asset	not insured		
Hillyfields play area refurbishment	March 2011	Purchase		Ownership	17,895	nil	Community asset	not insured		
Outdoor gym, Roding Valley Recreation Ground	June 2011	Purchase		Ownership	21,517	nil	Community asset	not insured		
Outdoor gym, Willingale Road playing field	1 April 2014	Purchase		Ownership	17,000	nil	Community asset	not insured		
Skateboarding equipment and trailer	May 2015	Purchase		Ownership	8,000	nil	Community asset	21,472		
Traps Hill playground	July 2016	Purchase		Ownership	80,000	nil	Community asset	not insured		
Outdoor table tennis tables x 2	01 April 2017	Purchase		Ownership	3,000	nil	Community asset	not insured	TBC	1 table vandalised

**LOUGHTON TOWN COUNCIL
REGISTER OF ASSETS AND PROPERTIES AS AT 31 March 2018**

Asset	Date of acquisition	Method of acquisition	Owner if not town council	Nature of town council interest	Cost of acquisition £	Current Value £	Basis of current valuation	Insurance value 1st April 2018	Date of disposal	Method of disposal
Allotments										
Allotment silver trophy and silver rose bowl	01.07.11	Gift		Ownership	nil	800	Cost (no change from 11/12)	1,294		
Pyrles Lane Allotments	26.11.99	Transfer from EFDC		Freehold	nil	nil	Community asset			
Roding Road Allotments	26.11.99	Transfer from EFDC		Freehold	nil	nil	Community asset			
Access licences to Roding Road allotments	various	Grant of licences by LTC				see debt register	n/a			
Willingale Road allotments	6.9.05	Transfer from EFDC		Freehold	nil	nil	Community asset	98,062		
Cemetery										
Loughton Cemetery (including buildings)	23.12.99	Transfer from EFDC		Freehold	nil	nil	Community asset	169,476		
Loughton Cemetery Furniture and equipment	various	Purchase		Ownership	various	various <£1K	n/a	5,109		

**LOUGHTON TOWN COUNCIL
REGISTER OF ASSETS AND PROPERTIES AS AT 31 March 2018**

Asset	Date of acquisition	Method of acquisition	Owner if not town council	Nature of town council interest	Cost of acquisition £	Current Value £	Basis of current valuation	Insurance value 1st April 2018	Date of disposal	Method of disposal
Community Hall										
Kingsley Hall	27.10.00	Transfer from EFDC		Freehold	nil	nil	Community asset	351,743		
Kingsley Hall contents	various	Purchase		Ownership	various	various <£1K	n/a	3,032		
Office premises										
1 Buckingham Court	26.3.01	Freehold purchase		Freehold	395,000	517,400	Fixed from 08/09	540,406		
Furniture and equipment at Town Hall and Loughton Library; see inventory for details	various	Purchase		Ownership	various	various <£1K	Cost	71,411		
Chairmen's name board, Loughton Urban District Council	5.6.03	Loan from Epping Forest Museum; requires annual renewal		Loan	nil	Unknown	Community asset	included above		
Town Mayor's regalia	May 2008	Purchase		Ownership	1,250	1,454	Cost (08/09)	2,649		

LOUGHTON TOWN COUNCIL REGISTER OF ASSETS AND PROPERTIES AS AT 31 March 2018

Community and Youth Centre

106 Borders Lane (the whole site)	5.8.02	Purchase		Freehold	825,000 (land purchase)	nil	Community asset			
Community and Youth Centre building	25.5.06 (practical completion)	Purchase	.	Freehold	735,667 net	nil	Community asset	2,261,815		
The Murray Hall contents	various	Purchase		Ownership	various	various <£1K	Cost	43,739		
Youth centre	(quarter day before) 25.5.06 (date of practical completion)	LTC agreement to lease to ECC		lease to ECC, 99 years, ends 24.5.2105	432000 (one-off premium; no rent)		N/A	n/a		

Vehicles

Combo Van EA52YKB	8.3.04	Purchase		Ownership	6,500				6/12/12	Scrap £100 net
Primastar Van EU13UUX	1.3.13	Purchase		Ownership		11,995	Cost	14,394		
						531,649				

N.B. Items with a value of less than £1,000 are not recorded in this main asset register but detailed in the inventories for each facility

For reporting purposes, the book value of fixed assets will usually stay constant until disposal.

Agenda item 9.1

BAD DEBT POLICY

1. Normal procedure is that payment should be made in advance.
2. If an invoice remains unpaid, a cheque is not honoured by the bank, or monies remain outstanding for a period of one month, a reminder will be issued to the debtor.
3. If the debt remains unpaid for a further month, a stronger letter will be sent, setting a two-week deadline for receipt of the settlement.
4. If the debt still remains unpaid, a very strong letter will be sent, threatening legal action and allowing seven days for settlement.
5. If the debt is still not settled, proceedings to procure the money through the Small Claims Court will be commenced.
6. Step 5 will only be taken in respect of debts exceeding £250. Debts of £250 or less still outstanding after following Steps 1 to 4 will be written off as unrecoverable by the Responsible Financial Officer.
7. If the debt is more than £250 but the Responsible Financial Officer considers court action may not be appropriate, the debt will be referred to Resources and General Services Committee for a decision.

Agenda item 9.2

Investment Strategy

This Council acknowledges the responsibility of prudently investing the temporarily surplus funds held on behalf of the community as part of its fiduciary duty.

1 STRATEGY

The Local Government Act 2003 Section 12 provides the Power to Invest (a) for any purpose relevant to its functions under any enactment or (b) for the purpose of the prudent management of its financial affairs. Section 15(1) of the Act requires a local authority to have regard to guidance issued by the Secretary of State.

In accordance with Section 15(1) of the Local Government Act 2003 Act, the Council will have regard (a) to such guidance as the Secretary of State may issue, and (b) to such other guidance as the Secretary of State may by regulations specify.

The Council's investment priorities are:

- i. the security of its reserves, and
- ii. the adequate liquidity of its investments, and
- iii. the return on investment – the Council will aim to achieve the optimum return on its investments commensurate with proper levels of security and liquidity.

2 POLICY

- i. To retain not less than three months' average working capital requirement in current and deposit accounts giving immediate access.
- ii. To place any other funds on deposit of up to one year's duration, depending on the prevailing interest rates and forecast cash flow requirements, noting that long term investments are defined in the Guidance as any greater than 12 months.
- iii. All investments will be made in sterling.
- iv. Funds only to be deposited or invested with:
 - a. UK clearing banks or their subsidiaries, together with those former major building societies now banks subject to their being assigned a credit rating of 'BBB+' or above from Standard and Poor's, Moody's *Investors Services Ltd* or *Fitch Ratings Ltd*.
 - b. UK Government stocks
 - c. UK local authority stocks or bonds.

Last reviewed by full Council on 14 December 2016