



RESOURCES AND GENERAL SERVICES COMMITTEE

Members of the Resources and General Services Committee
are summoned to attend a Meeting at **7.45pm** on
Wednesday 12 April 2017
at 1 Buckingham Court, Rectory Lane, Loughton
to transact the business shown in the agenda.

Enid K Walsh
Town Clerk
6 April 2017

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 15 February 2017.
- 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 RG25.2**
The draft minutes for the 2017 Annual Town Meeting held on 15 March 2017 have been circulated to members. No issues arose requiring further consideration by the Council.
 - 5.2 Insurance – Min no RG48**
Further to the report presented to the meeting on 15 February 2017, the total insurance premium for 2017/18 is £8,589.87 net of VAT. This is a reduction of £336.22 on the 2016/17 premium.

The vehicle insurance premium for the Council van has also been confirmed at £609.00, an increase on the 2016/17 premium of £68.40. Enquiries to increase the excess figure from £100 have been unsuccessful as this insurance, currently with Equity Redstar, is under a specially negotiated group scheme for town councils. Opting for a £250 excess for example would not result in any saving on the premium. The scheme is already benchmarked by the brokers to ensure that the terms remain competitive within the insurance market.

For information, the repairs to the van have now been completed and the claim settled for a total of £2,444.53 plus the £100 excess.
 - 5.3 Essex Pension Fund – Min no RG49**
For information, a copy of the 2016 valuation results report for town and parish councils was circulated to all councillors on 23 March 2017.
 - 5.4 Section 137**
For information: Section 137 of the 1972 Local Government Act enables local councils to spend a limited amount of money for purposes for which they have no other specific statutory expenditure. This expenditure must be for the direct benefit for its area, part of its area, or all or some of its inhabitants.

The Department for Communities and Local Government has confirmed that the maximum amount per head of relevant population the Council may spend in 2017/18 is £7.57. The increase of 0.8 percent reflects the percentage increase in the retail price index between September 2015 and September 2016.

The relevant population refers to the total number of electors in the town on 1 April 2017.

5.5 Staffing Matters

To NOTE that the recruitment process for the post of Administrative Assistant / Planning Committee Clerk has commenced with advertisements placed on several websites (Loughton Town Council, the Government's Universal Jobmatch and Everything Epping Forest) and the vacancy promoted through posters on noticeboards, social media and local organisations. The closing date for receipt of applications is midday on 20 April 2017.

5.6 Training and Conferences

To approve the attendance of councillors at the forthcoming Epping Forest District Council training sessions for the purposes of paying travel expenses:

- 23 May, 10am – 12.30pm, Code of Conduct, Cllrs Cochrane & Murphy
- 30 June, 9.15am – 4.15pm, Planning, Cllrs Abraham, Cochrane & Murphy

6 Financial Assistance

6.1 General Applications 2017/18

At the last meeting members were not able to grant any funds to Spark's application for £6,920 before the outcome of a duplicate application made to the PCC fund was known. Spark has advised that it has been awarded £3,880 and now provided a revised application that is attached with the supporting papers.

Members wishing to examine the complete set of the supporting papers are asked to contact the office. Information about the person making the application is supplied to the Council but not reproduced on the agenda for reasons of data protection.

For information, there is currently a balance of £6,290.00 in the 2017/18 Financial Assistance budget. It is usual practice to hold back 10 per cent of the total funds, i.e. £2,750, for emergency applications during the year.

Organisation	Amount requested £	Item	Power
Spark (a branch of Worth Unlimited)	3,752.00	Salary for youth club worker	LGA 1972, S137

* See attached report on pages 4 – 11.

7 Finance

7.1 Internal Audit

A copy of the internal auditor's report on their second interim visit on 13 February 2017 was circulated to all members on 21 February.

The report provides the overall conclusion that *on the basis of the programme of work undertaken during their two visits this year, the Council continues to maintain adequate and effective internal control arrangements. They are again pleased to acknowledge the quality of records maintained by the Clerk and her staff and thank them again for their assistance, which has ensured the smooth progress of our review process.*

7.2 Banking and Investments

For information the interest rate on the Santander 180 day notice account is reducing from 0.90% to 0.55% from 1 June 2017. As notice has already been given to withdraw all funds on 6 June 2017, officers will consider alternative investment options in line with the Council's investment policy.

7.3 Financial Position

- * The current financial report is attached together with details of the Committee's earmarked reserves (see pages 12 – 13). Please note that this is not an end of year report as the transfers to and from earmarked reserves have not yet been completed in the accounts.

A note of the Council's current bank balances and most recent bank reconciliations will be circulated at the meeting.

7.4 Accounts Paid

Payments totalling £143,937.06 as detailed on payments schedules nos 231 – 234 have been made since the report to the meeting on 15 February 2017. The schedules and accompanying invoices will be available at the meeting for inspection.

For information, details of all Council payments in excess of £250 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 14 – 22.

9 Safeguarding

- The Town Council delivers a range of services which can bring employees, members and volunteers into contact with children and/or vulnerable adults. A Child Protection Policy was originally adopted in December 2014 and this has since been renamed as a Safeguarding Policy. The Committee is asked to carry out a review of this policy.
- * See attached report on page 23.

Members are reminded of the training opportunity on Safeguarding offered by the District Council on Thursday 8 June 2017, from 6pm – 8pm in the Civic Offices, Epping.

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
6 April 2017

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)	Spark (a branch of Worth Unlimited)
Summary of aims and objectives	
<p>Spark is our Loughton based youth project. Spark provides young people with a nurturing and supportive environment where they can develop life and learning skills, and prepare them for the world beyond compulsory school.</p> <p>Our aim is to enable young people to build hope, unlock potential and realise their worth. We pride ourselves on being willing and able to work with the most unreachable of young people - those for whom mainstream schooling and activities have not worked out; those whose lives may be chaotic and unstable; those who would most benefit from having a stable and positive influence in their lives.</p> <p>Started in November 2009, the centre originally offered primarily an alternative education service to secondary schools in the area, targeting in particular young people who are having significant difficulties attending mainstream school.</p> <p>Having moved to the Loughton Youth Centre in September 2016 with Loughton Town Council's support, Spark is now working in partnership with Essex County Council and the provision now includes a mentoring scheme, Post 16 careers support and guidance for 16-19s, a counselling service, and a youth club 2 evenings a week as well as continuing to provide an alternative education programme to local secondary schools.</p> <p>Developed out of needs identified in a local church based youth group, the centre has until recently been mainly funded through service level agreements with schools, but with the current budget restraints within schools this funding is no longer sufficient to support the overall running of the centre and the additional projects (mentoring, youth club, counselling and Post 16) which allow us to reach out into the community. As such Spark is now highly dependent on volunteers, fundraising and local community and business support.</p>	
Age groups specifically catered for, if any	11-19
Is the organisation a non-profit making body?	Yes, it is a charity
Is the organisation a Registered Charity? (if so, please give registration number)	1068782
Number of members in the organisation	At Spark, 5 part time members of staff Currently approximately 35 young people access our services every week
Number of members resident in Loughton	Staff – 1 resident in Loughton Young people – Approximately 28 resident in Loughton depending in who attends
Is membership restricted in any way?	Age 11-19

<p>Do you charge a membership fee, or charge for access to your activities? Please give details</p>	<p>Alternative Education is charged to schools Mentoring is charged to schools, but is provided to privately referred individuals free of charge when needed Counselling is charged to schools, but is provided to privately referred individuals free of charge when needed Post 16 is provided free of charge Youth Club is provided free of charge</p>
<p>DETAILS OF GRANT APPLIED FOR</p>	
<p>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).</p> <p>Youth Club To fund the salary of the Youth Worker who will work 6 hours per week preparing and delivering the after school Youth Club 2 evenings per week to 11-16 year olds 6 x £15 (incl NI and pension) x 44 weeks = £3960 The additional costs associated with the running of this Youth Club (admin, advertising, resources) = additional 20% £3960 x 20% = £792 Youth Club total funding requirement = £4752 Funding provided by High Sheriff Award 2017/18 = £1000</p> <p>Funding requested from Loughton Town Council = £3752</p> <p><i>The venue, lighting, and heating and some materials and resources for activities are provided by Essex County Council as part of our Partnership Agreement at the Loughton Youth Centre. The additional staff members required to run the Youth Club (at least an additional 2 adults per session) are provided by Essex County Council Youth Service. In addition Spark provides a Volunteer. In line with the ECC Youth Service strategy, the Youth Service cannot run activities alone – only in partnership with other organisations. As such, without partnering with Spark, this Youth Club could not run. Spark alone would not be able to provide the supervision required for the 10-15 young people attending each week.</i></p>	

Explain how Loughton residents will benefit from this project?

Youth Club

In September 2016 Spark moved into the Loughton Youth Centre. The increased space has given us an opportunity to meet more needs in the local community.

We now have the space and the facilities to run a much needed youth club

There is no other similar youth club in the local area that can guarantee it will run 2 nights every week throughout term time, and will be staffed by trained and experienced professionals .

The young people we work with, their parents and other young people in Loughton and Debden tell us that for some young people there is nothing to do and nowhere to go.

Whilst there is a huge number of activities on offer in Loughton, the majority suit those families who have organised lives, who can commit to regular training, who can pay for a course of activities, who can pay for the right clothing and equipment.

The Youth Club requires none of those things. The Youth Club aims to reach those in Loughton and Debden who need it most. The first half term of Youth Club from October – Dec 2016 has proven that this is needed with young people attending whose parents have told us that they 'just don't fit in anywhere else'.

Why fund Spark's Youth Club?

Spark believes in young people. It believes in building hope, unlocking potential and realising worth in young people regardless of their situation.

Spark has proven itself to be sustainable since 2009. We have a dedicated team of 5 professionals who work tirelessly for the love of the job and belief in our values. We can successfully recruit volunteers and give them high quality training and support.

Young people in the local area know us and trust us. We have helped many young people through difficult times in their lives. A youth club would allow us to extend that service to young people after school.

How will it operate?

Led by a Spark Youth Worker and 2 Youth Workers provided by the County Council, he experienced team can ensure all best practice for running youth clubs is adhered to with regards to safeguarding, risk assessments, activity and event planning. Robust processes are already in place and just need to be extended.

We have trained volunteer mentors who are immediately available to support the Youth Club as a way of practising their mentoring skills

How many will it reach?

Approximately 30 young people across the week based on initial conversations with young people and parents.

The Youth Centre is walking distance from a large secondary school and Epping Forest College and on the doorstep of the large Debden Estate with no other youth services in place.

How will it change lives in Loughton?

It will be a space for young people to be themselves, away from the pressures of family and school.

Somewhere safe with positive role models to decrease the risk of antisocial behaviour Giving young people a sense of ownership and involvement in running it. Youth Club forum where decisions about activities, resources are made by the young people themselves Young people currently attending the Spark Alternative Education provision will have a stepping stone to returning to school by being able to interact with other young people in an environment with which they are already familiar.

It will provide an opportunity to gain experience for our Mentoring volunteers who are newly trained

Involvement in local community events and charity projects will give young people a sense of belonging in the community and a sense of self worth.

Are you making this application as part of the annual round of grant applications? (closing date 31 December).			
No – delayed application due to a partly duplicated application to the PCC awaiting assessment			
Total cost of project	Youth Club - £4752 (additional costs covered by ECC)		
Amount of grant requested	Youth Club - £3752		
Funds available from organisation's own resources	Youth Club - £0 Spark has funded the initial set up and running of the youth club for 8 weeks from Oct 16 – Dec 16 and will continue to fund for 11 weeks until Easter 2017 at a total cost of £1710		
Funds granted from other bodies (please give details)	Youth Club - £1000 granted from High Sheriff		
If there is a shortfall in these figures, how do you propose to fund the deficiency?	Fundraising summer ball planned for Jul 2017, local business have been approached to 'sponsor' the Youth Club as this was very successful for securing funding for our Counselling project.		
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
1.4.16 – 31.3.17	£260.88	Signage and advertising stand	Yes
1.4.16 – 31.3.17	£700	Post 16 and educational resources	Yes
1.4.16 – 31.3.17	£1982	Building renovation plans	No
1.4.15 – 31.3.16	£2000	Post 16	Yes
1.4.14 – 31.3.15	None		
1.4.13 – 31.3.14	None		
1.4.12 – 31.3.13	None		
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.			

Spark Budget 2016/17

Income	Revised budget Nov 2016
Donations and Gifts	5,500
Grants	8,295
Contracted Work	53,775
Fundraising and Events	2,000
Misc Income	
Interest	
Total	69,570
Expense	
Programme Costs	2,000
Salaries	63,658
Counsellor fees	2,000
Training	300
Staff Travel	800
Volunteer Expenses	200
Office Equipment	300
Office Supplies	500
Postage	150
Phone Internet	200
Maintenance	400
ECC Youth Worker	4,000
ECC WEX	1,500
Publicity	300
Management Fee	6,957
Total	83,265
Shortfall	13,695

Spark (Worth Unlimited Loughton)
Profit & Loss
 September 2015 through August 2016

	Sep '15 - Aug 16
Income	
4000 · Voluntary Income	
4010 · Donations	
4011 · Unrestricted Gifts & Donatio...	3,671.11
4012 · Tax Refunds from Covenants	468.75
4013 · Restricted Gifts & Donations	1,285.00
Total 4010 · Donations	5,424.86
4100 · Grants	
4110 · Spark	
4111 · Loughton Town Council	700.00
4114 · Essex Community Founda...	1,000.00
Total 4110 · Spark	1,700.00
Total 4100 · Grants	1,700.00
Total 4000 · Voluntary Income	7,124.86
5000 · Charitable Activities Income	
5100 · Contracted Work	
5110 · External Contracted Work	76,210.00
Total 5100 · Contracted Work	76,210.00
5200 · Fundraising	
5220 · Fundraising Events	1,025.60
5230 · Other Fund Raising	3,819.93
Total 5200 · Fundraising	4,845.53
Total 5000 · Charitable Activities Income	81,055.53
6000 · Investment Income	
6010 · Bank Interest Received	83.95
Total 6000 · Investment Income	83.95
Total Income	88,264.34
Expense	
7000 · Charitable Activities Costs	
7100 · Programme Costs	
7110 · Activities	1,667.88
7120 · Materials	882.06
7140 · Travel for Activities	122.10
Total 7100 · Programme Costs	2,672.04
7200 · Staff Costs	
7210 · Pension1	3,298.18
7220 · Salaries	65,961.61
7230 · Employer NI	3,958.81
7825 · Training	1,420.00
7830 · Staff Travel	728.82
7840 · Entertainment Staff	0.00
7850 · Volunteers	23.26
Total 7200 · Staff Costs	75,391.68
7500 · Support Costs	
7600 · Administration Costs	
7605 · Bank Service Charges	4.00
7630 · Printing and Reproduction	30.98
7650 · Subscriptions	62.00
7655 · Entertainment Non-Staff	13.35
Total 7600 · Administration Costs	110.33
7700 · Office Costs	
7705 · Office Equipment	116.59
7710 · Maintenance	
7711 · Building Repairs	32.00
7712 · Other Maintenance	481.32
Total 7710 · Maintenance	513.32
7715 · Office Supplies	752.54
7725 · Postage and Delivery	124.75
7730 · Rent & Rates	
7732 · Rent	5,439.99
Total 7730 · Rent & Rates	5,439.99
7735 · Software Expense	59.99
7741 · Telephone & Internet	1,248.80
Total 7700 · Office Costs	8,255.98
Total 7500 · Support Costs	8,366.31
Total 7000 · Charitable Activities Costs	86,430.03
8500 · InterBranch Expense	
8900 · InterBranch Management Fees	
8925 · CEO Office	8,731.19
Total 8900 · InterBranch Management...	8,731.19
Total 8500 · InterBranch Expense	8,731.19
Total Expense	95,161.22
Profit for the Year	-6,896.88

THE WORTH FOUNDATION LIMITED
(A Company Limited by Guarantee)

BALANCE SHEET
At 31 August 2015

	Notes	Unrestricted Funds £	Restricted funds £	31.8.15 Total funds £	31.08.14 Total funds £
FIXED ASSETS					
Investments	12	<u>1</u>	<u>-</u>	<u>1</u>	<u>1</u>
CURRENT ASSETS					
Debtors: amounts falling due within one year	13	12,646	996	13,642	29,965
Cash at bank		95,265	52,888	148,153	167,393
		<u>107,911</u>	<u>53,884</u>	<u>161,795</u>	<u>197,358</u>
CURRENT LIABILITIES					
Creditors: amounts falling due within one year	14	(7,803)	(5,056)	(12,859)	19,702
NET CURRENT ASSETS		<u>100,108</u>	<u>48,828</u>	<u>148,936</u>	<u>177,656</u>
NET ASSETS		<u>100,109</u>	<u>48,828</u>	<u>148,937</u>	<u>177,657</u>
FUNDS	15/16/17				
Unrestricted funds				100,109	102,630
Restricted funds				<u>48,828</u>	<u>75,027</u>
TOTAL FUNDS				<u>148,937</u>	<u>177,657</u>

The Financial Statements on pages 8 to 18 were approved on behalf of the Trustees by

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THE WORTH FOUNDATION LIMITED
(A Company Limited by Guarantee)

STATEMENT OF FINANCIAL ACTIVITIES
(Including Income and Expenditure Account)

For the Year Ended 31 August 2015

	Notes	Unrestricted funds £	Restricted funds £	Year ended 31.8.15 Total funds £	Year ended 31.8.14 Total funds £
INCOMING RESOURCES					
Incoming resources from generated funds					
Voluntary income	2	27,408	169,884	197,292	196,527
Incoming resources from charitable activities	3	230,267	12,133	242,400	331,499
Investment income	4	247	-	247	237
Total incoming resources		257,922	182,017	439,939	528,263
RESOURCES EXPENDED					
Charitable activities	5	275,699	189,309	465,008	525,576
Governance costs	8	3,651	-	3,651	7,161
Total resources expended		279,350	189,309	468,659	532,737
Net incoming/(outgoing) resources being net expenditure for the year		(21,428)	(7,292)	(28,720)	(4,474)
Transfers between funds		18,907	(18,907)	-	-
Net movement in funds		(2,521)	(26,199)	(28,720)	(4,474)
RECONCILIATION OF FUNDS					
Total funds brought forward		102,630	75,027	177,657	182,131
TOTAL FUNDS CARRIED FORWARD	15	<u>100,109</u>	<u>48,828</u>	<u>148,937</u>	<u>177,657</u>

Summary Income & Expenditure by Budget Heading 31/03/2017

Month No: 12

Resources & General Services Committee Report

		Actual Last Year	Actual Year To Date	Current Annual Budget	Variance Annual Total	Funds Available	% of Budget
<u>Resources and General Services</u>							
Communication	Expenditure	20,174	17,427	21,800	4,373	4,373	79.9 %
Office Expenses	Expenditure	10,261	11,938	12,800	862	862	93.3 %
	Income	31	57	0	57		0.0 %
Audit	Expenditure	2,830	840	2,900	2,060	2,060	29.0 %
Central Personnel	Expenditure	278,869	300,621	297,300	-3,321	-3,321	101.1 %
Council Expenses (1)	Expenditure	11,676	23,218	12,500	-10,718	-10,718	185.7 %
	Income	200	609	0	609		0.0 %
Other Services (2)	Expenditure	3,274	23,334	53,750	30,416	30,416	43.4 %
	Income	0	202	0	202		0.0 %
Members' Expenses	Expenditure	2,072	2,064	2,900	836	836	71.2 %
Buckingham Court (3)	Expenditure	54,399	53,420	39,714	-13,706	-13,706	134.5 %
	Income	8,199	9,611	10,310	-699		93.2 %
Service Re-charge (4)	Expenditure	-241,400	0	-251,000	-251,000	-251,000	0.0 %
Library	Expenditure	0	0	8,000	8,000	8,000	0.0 %
Grants (5)	Expenditure	36,886	35,128	35,500	372	372	99.0 %
<u>INCOME - EXPENDITURE TOTALS</u>							
	Expenditure	179,042	467,989	236,164	-231,825	-231,825	198.2 %
	Income	8,430	10,479	10,310	169		101.6 %
	Net Expenditure over Income	170,612	457,510	225,854	-231,656		

Notes

- 1) Council expenses are over-budget owing to i) legal fees relating to the unauthorised encampment on Hillyfields, previously reported and ii) the prepayment of the insurance premium for 2017/18. The income relates to legal fees paid by Roding Valley High School for its licence to use the Roding Valley Recreation Ground (£500) and a low claims insurance refund (£108.84).
- 2) The Other Services budget includes Election expenses (£36,000 – actual cost £21,360), Civic Service (£250), Citizenship Awards (£1,000), Future Accommodation (£15,000 – expenses not yet incurred), QE11 90th birthday (£500) & Contingency (£1,000).
- 3) Buckingham Court is over-budget as the move to the library was delayed.
- 4) The annual Service Re-charge is –£251,000. Including this amount brings the Committee's total expenditure to £216,989, a slight underspend overall.
- 5) All the grants awarded in 16/17 have now been claimed.

Agenda item 7.4

Earmarked Reserves:

A summary of the Committee's reserves showing the end of year transfers and the amounts available from reserves in this current financial year is provided below:

Resources and General Services Committee	31.3.16
Elections	31,000
Noticeboards	2,000
Office expenses	3,570
Communication	0
Council expenses	1,907
Accommodation	13,450
Buckingham Court maintenance fund	2,000
Honours board	700
Staff costs	0
Grants	0
Total	54,627

Agenda item 8
Asset Register

Under the Standing Orders, this Committee has the responsibility for the Council's assets, records and archives, and for those of its predecessors. The Council is required to maintain an asset register to:

- i. provide assurance of the extent and continued existence of the Council's property;
- ii. form a basis for decisions on risk and insurance issues;
- iii. provide information on the condition and need for replacement of machinery items;
- iv. form a basis for the completion of box 9 in the 'Annual Return'.

As the Proper Officer, the Town Clerk has a duty to ensure that the Asset Register is kept up to date throughout the year. Additionally, this Committee undertakes an annual review to confirm it reflects the Council's position at 31 March.

The latest guidance encourages local council's to formalise their work in this area by adopting a policy.

The Committee is asked to confirm the following policy:

ASSET REGISTER POLICY (draft)

- 1 The Town Council recognises its responsibilities to maintain a register of fixed assets to ensure they are appropriately safeguarded.
- 2 In order to ensure transparency and reasonableness, the following items are to be included in the asset register, whether purchased, gifted or otherwise acquired:
 - i. land and buildings held freehold or on a long-term lease in the name of the Council
 - ii. community assets
 - iii. vehicles, plant and machinery
 - iv. assets considered to be portable, attractive or of community significance
 - v. other assets estimated or known to have a purchase or resale value in excess of £1,000. Items with a value of less than this amount are not recorded in the main asset register but detailed in the inventories for each facility.
 - vi. long-term investments, shares and loans made by the Council
 - vii. assets held on trust or on behalf of others
- 3 The values indicated in the asset register will inform the 'total fixed assets' section of the Annual Return with the exception of any assets held on trust.
- 4 The following items fall outside the definition for inclusion and are therefore excluded from the Council's asset register:
 - i. land and buildings held on short term lease or rented
 - ii. land and buildings maintained or serviced, but not owned by the Council
 - iii. assets rented by or loaned to the Council
 - iv. stock items intended for resale
 - v. stationery and other consumable items
 - vi. boundaries of land owned (e.g. fences, hedges and gates)
 - vii. floor or land surfaces and drainage
 - viii. plants and trees
 - ix. assets with a purchase or resale value of less than £1,000 (other than items listed as for inclusion in the asset register)

- x. repairs
 - xi. cash, short term investments and other current assets
 - xii. intangible assets (e.g. trademarks, internet domain names, contingent assets, broadcast rights)
 - xiii. 'negative' assets (e.g. provisions, borrowings, creditors and contingent liabilities)
- 5 A section of the asset register will contain a schedule of disposals.
- 6 Once recorded on the asset register, the value of assets will not usually change from year to year until disposal. Concepts of depreciation and impairment adjustments are not appropriate for local councils (Governance and Accountability for Local Councils: A Practitioner's Guide (England) 2014, para. 3.69).
- 7 The value of assets must be based on the information available, usually the purchase price (net of VAT), unless the item is to be shown as a community asset.
- 8 It is the custom and practice of Loughton Town Council to show community assets at a nil value.
- 9 Where it is not possible to trace the purchase price of the asset, the insurance valuation should be applied.
- 10 There is no requirement to have land or buildings professionally re-valued on a regular basis as consistency is required to ensure that any variations in the total value declared, whether through acquisition or disposal, are easily identifiable.
- 11 The key information to be held in the asset register is:
- i. Date and method of acquisition
 - ii. The owner if not the Town Council
 - iii. The nature of the Town Council's interest (owner, freehold, leasehold, etc)
 - iv. Costs of acquisition
 - v. Current value and the basis of the valuation
 - vi. Insurance value
 - vii. Date and method of disposal

The next seven pages contain the Asset Register as at 31 March 2017, with amendments made by the Town Clerk during 2016/17 shown in **bold**.

The Committee is asked to review the document.

LOUGHTON TOWN COUNCIL
REGISTER OF ASSETS AND PROPERTIES AS AT 31 March 2017

(new entries or amendments during 16/17 are shown in **bold**)

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 July 2016	Date of disposal	Method of disposal
Open Spaces, playing fields and recreational areas										
The Lindens open space	09.09.99	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	15.03.02	Purchase		Freehold	135,000 (for this and WRPf)	nil	Community asset			
Willingale Road Playing Field (including changing room)	15.03.02	Purchase	NPA has an interest registered on the Deed	Freehold	see above	nil	Community asset	95,403		
Kings Green, Standard Green, School Green and part of Hillyfields	15.08.01	Management agreement with City of London	City of London (formerly Corporation)	Legal management agreement	n/a	n/a	n/a			

War Memorial on Kings Green	n/a	Assumed responsibility	unknown	responsible for	n/a	n/a	n/a	65,619		
Roding Valley Recreation Ground	01.04.97	Transfer from EFDC		Leasehold wef 10/01/08	nil	nil	Community asset	377,307		
							LAC buildings only	221,463		
Open space adjacent to Willingale Road allotment site	06.09.05	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			
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	1,675		
Noticeboard in Longcroft Rise	03.03.02.	Purchase		Ownership	610	nil	Community asset	not insured		

Noticeboards on the Roding Valley Recreation Ground	01.04.16	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		
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	03.02.05	Assignment of lease from EFDC		Leasehold	nil	nil	Community asset	22,556		
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		
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		
Playgrounds										
Playground equipment, Roding Valley Recreation Ground	Summer 1997	Purchase		Ownership	6,722	nil	Community asset	not insured		
Playground in Felstead Road	04.01.02	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)	21.01.02	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		
Westall Road play area new swings	April 2011	Purchase		Ownership	4,750	nil	Community asset	not insured		

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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	21,016		
Traps Hill playground	July 2016	Purchase		Ownership	80,000	nil	Community asset	not insured		
Allotments										
Allotment silver trophy/ silver rose bowl	01.07.11	Gift		Ownership	nil	800	Cost (no change from 11/12)	1,267		
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	06.09.05	Transfer from EFDC		Freehold	nil	nil	Community asset	94,327		

Cemetery										
Loughton Cemetery (including buildings)	23.12.99	Transfer from EFDC		Freehold	nil	nil	Community asset	163,021		
Community Hall										
Kingsley Hall	27.10.00	Transfer from EFDC		Freehold	nil	nil	Community asset	338,346		
Kingsley Hall contents	various	Purchase		Ownership	various	various <£1K	n/a	2,968		
Office premises										
1 Buckingham Court	26.03.01	Freehold purchase		Freehold	395,000	517,400	Fixed from 08/09	519,823		
Furniture and equipment at Buck Court; see inventory for details	various	Purchase		Ownership	various	various <£1K	Cost	70,613		
Chairmen's name board, Loughton Urban District Council	05.06.03	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)	2,593		

Community and Youth Centre										
106 Borders Lane (the whole site)	05.08.02	Purchase		Freehold	825,000 (land purchase)	nil	Community asset			
Community and Youth Centre building	25.05.06 (practical completion)	Purchase	.	Freehold	735,667 net	nil	Community asset	2,175,668		
The Murray Hall contents	various	Purchase		Ownership	various	various <£1K	Cost	42,810		
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	432,000 (one-off premium; no rent)		N/A	n/a		
Vehicles										
Combo Van EA52YKB	08.03.04	Purchase		Ownership	6,500				6/12/12	Scrap £100 net
Primastar Van EU13UUX	01.03.13	Purchase		Ownership		11,995	Cost	Not specified		
						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

NB: Suggested amendments to the existing policy are shown below in square brackets [].

Safeguarding Policy

[Loughton Town Council believes that it is always unacceptable for a child* ~~or young person~~ or vulnerable adult** to experience abuse of any kind and recognises its responsibility to safeguard and promote the welfare of all children and vulnerable adults.]

1. The Council believes that children [and vulnerable adults] must be protected from harm at all times and that ~~every child~~ [they] should be valued, safe and happy.
2. We want to make sure that [the] children [and vulnerable adults] we have contact with know this and are empowered to tell us if they are suffering harm.
3. We want children [and vulnerable adults] who use or have contact with the Council to enjoy our facilities in safety.
4. We want parents and carers who use or attend our playgrounds, recreation grounds and council events to be supported to care for their children [and vulnerable adults] in a way that promotes their health and well-being and keeps them safe.
5. We will achieve this by following national and local guidance.
6. If we discover or suspect a child [or vulnerable adult] is suffering harm we will notify [the safeguarding officers at Epping Forest District Council] ~~social services~~ ~~or the police~~ in order that they can be protected if necessary.
7. This child protection policy applies to all councillors, staff and volunteers at Loughton Town Council and anyone carrying out any work for us or using our premises.
8. This policy will be review at least every 2 years to make sure it is still relevant and effective.

For the purpose of this policy

** a child is defined as a person under the age of 18 (The Children's Act 1989).
~~However, this policy may also be used to protect vulnerable adults.~~*

*** [An adult at risk is defined by the Department of Health in the No Secrets Guidance (2000), as 'a person aged 18 years or over, who is or may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation']*

Abuse can be physical, sexual, neglect, psychological/emotional, financial/material, abuse of individual's rights/discriminatory/racial, professional, institutional or domestic abuse.]

Agreed 3 December 2014
Revised 12 April 2017