



# COUNCIL MEETING

Members are summoned to attend a Meeting  
of the Town Council to be held at **7.45pm** on  
**Wednesday 3 May 2017**  
at 1 Buckingham Court, Rectory Lane, Loughton  
to transact the business as shown in the agenda.

**Enid K Walsh**  
**Town Clerk**  
26 April 2017

**Councillor C Davies (Town Mayor)**  
**Councillor P Abraham (Deputy Town Mayor)**

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

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 22 February 2017.

**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 she 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 Finance – Min no RG46.2.2**

A complaint has been made to NatWest Bank as it appears that the mandate instructions issued to them in May 2016 were incorrectly applied.

In order to resolve this complaint it is necessary to issue fresh mandates for the four accounts held with this bank. A separate mandate will be required for each account.

\* The Council is asked to confirm the signatories as detailed on page 3.

**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.

No written reports have been received to date

**9 Reports from Committees**

**9.1 Planning and Licensing**

Held on 20 February, 6 and 20 March, 3 April 2017.

**9.2 Recreation**

Held on 8 March 2017.

**9.3 Environment and Heritage**

Held on 22 March 2017.

**9.4 Resources and General Services**

Held on 12 April 2017.

**10 The Annual Governance Statement**

\* See attached report (pages 4 – 6).

**11 Accounts and Audit 2016/17**

\* See Appendix A sent under separate cover.

**12 Office Accommodation**

**12.1 Lease – Min no 33**

The Council's solicitor has confirmed verbally that the lease for office space in Loughton Library has now been completed. Written confirmation has been requested from him.

**12.2 Building Works**

As per the previous instructions of the Council:

- i) Martyn Pattie Architects will be engaged in a project management role to oversee the necessary building works at a cost of £1,950 plus VAT and travelling expenses. (Min no RG18)
- ii) The contract for the minor building works will be awarded to Tarbrook Design and Build, with a value of £15,554 net of VAT (Min no 67.2).

**12.3 Staffing Matters – RG293**

Members are reminded of the Council's previous decision to recruit a part-time doorman/caretaker to provide support for the evening meetings. The contract would be for a guaranteed 15 hours per month at Spinal Column Point 11.

**Enid K Walsh  
TOWN CLERK  
26 April 2017**

**Agenda item 7.1**  
**Finance**

**No 1 CURRENT ACCOUNT (NatWest) and No 3 BUSINESS RESERVE (NatWest)**

<b>Position</b>	<b>Authorised signatory</b>
Town Mayor	Carol Davies
Deputy Town Mayor	Philip Abraham
Chairman of Resources & General Services	Stephen Pewsey
Chairman of Environment & Heritage	Christopher C Pond (not in conjunction with CPP)
Chairman of Recreation	David Wixley
Chairman of Planning & Licensing	Jill Angold-Stephens
Additional Signatory see RGS Min 160.5	Caroline P Pond (not in conjunction with CCP)

**No 2 PAYROLL ACCOUNT (NatWest)**

Town Clerk	Enid K Walsh
Officer	Paul Hoy
Chairman of Resources & General Services	Stephen Pewsey
Town Mayor	Carol Davies
Chairman of Environment & Heritage	Christopher C Pond
Chairman of Planning & Licensing	Jill Angold-Stephens

**No 5 For & on behalf of Loughton Town Council – SECURITY DEPOSITS (NatWest)**

Town Clerk	Enid K Walsh
Deputy Town Clerk	-
Officer	Paul Hoy

## **Agenda item 10**

### **The Annual Governance Statement**

The Council is asked to complete and approve Section 1 of the Annual Return – the Annual Governance Statement (see page 7).

This part of the annual return requires members to acknowledge their responsibility for ensuring there is a sound system of internal control, including the preparation of the accounting statements. The return has to be signed by the Chairman and Clerk to this effect once the Council has carefully considered and agreed each of the nine specific statements.

The following provides a more detailed explanation of each item:

**1 We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.**

The accounts are prepared by the RFO on an income and expenditure basis in accordance with the Accounts and Audit Regulations and guidance in Governance and Accountability for Smaller Authorities in England (A Practitioner's Guide) March 2017. This is scrutinised by the Resources and General Services Committee and through the internal audit process.

**2 We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.**

The Council carried out the annual review of its systems of Internal Audit and Internal Control and their effectiveness at its meeting on 22 February 2017 (Min no 64.1.1) and agreed a Statement of Internal Control (Min no 64.1.2).

At this meeting members also reviewed and updated the Council's Risk Assessment and Management document (Min no 64.2).

**3 We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of the council to conduct its business or on its finances.**

The Council operates within a robust set of governance arrangements, resulting from controls identified in the Risk Assessment which are reviewed annually. Measures also include regular reviews of Standing Orders and Financial Regulations, training for councillors and staff and identification of powers for all council payments.

**4 We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.**

The Council will provide an inspection period commencing on Monday 5 June 2017 and ending on Friday 14 July 2017 for the exercise of electors' rights. This entitles any person interested to inspect and make copies of the Annual Return, books, invoices, receipts etc at the Council Offices in normal working hours during this period.

Notices to this effect will be displayed on the Council's noticeboards around the town and on the Council's website where the Statement of Accounts and accompanying documentation will also be displayed.

- 5 We carried out an assessment of the risks facing this small authority and took appropriate steps to manage those risks, including the introduction of internal controls and / or external insurance cover where required.**

At its meeting on 22 February 2017, the Council carried out the annual review of the Risk Assessment and Management document (Min no 64.2) which included details of internal controls and/or external insurance cover where required. The Council's insurance cover was reviewed on 15 February 2017 (Min no RG48).

- 6 We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.**

Following the annual review of the system of internal audit and its effectiveness in April 2015, Auditing Solutions were re-appointed as the Council's internal auditors for a five-year period 2015/19 Min no (RG235.6). There have been two visits during the financial year with a final end of year visit due on 2 May 2017 to inspect the annual accounts. The scope of their work followed the outline programme drawn up in 2015 with councillors and officers afforded the opportunity to request coverage of particular areas especially when new working procedures or responsibilities were introduced. The reports from the internal auditor were presented to all councillors and any issues raised by him reviewed at the next meeting of the Resources and General Services Committee.

During 2016/17, the Council has continued the practice of appointing a member to carry out spot checks on the accounts throughout the year. The reports on these visits are also minuted.

- 7 We took appropriate action on all matters raised in reports from internal and external audit.**

The external auditor for 2016/17 had commented that the declared annual precept figure did not agree with the amount notified to the auditor by Epping Forest District Council. Investigations revealed that the amount demanded by the Town Council had been adjusted by EFDC and the shortfall made up by an additional grant. The Town Council was not advised of this matter. An apology for this error has since been received from the Director of Finance at EFDC. See Min nos RG16 and RG45.1.1.

- 8 We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statements.**

The RFO has considered these matters and debtors and creditors are included in the end of year accounts.

- 9 Trust Funds – in our capacity as the sole managing trustee we have discharged our responsibility in relation to the accountability for the funds / assets, including financial reporting and, if required, independent examination or audit.**

Not applicable.

## Section 1 – Annual governance statement 2016/17

We acknowledge as the members of:

Enter name of  
smaller authority here:

LOUGHTON TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2017, that:

	Agreed		'Yes' means that this smaller authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this smaller authority to conduct its business or on its finances.			has only done what it has the legal power to do and has complied with proper practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			considered the financial and other risks it faces and has dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.			responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statements.			disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	NA
			has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

This annual governance statement is approved by this smaller authority on:

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

Signed by Chair at meeting where approval is given:

SIGNED

Clerk:

SIGNED

\*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how this smaller authority will address the weaknesses identified.