



# RESOURCES AND GENERAL SERVICES COMMITTEE

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

**Wednesday 6 February 2019**

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

**Enid K Walsh**  
**Town Clerk**  
30 January 2019

**Councillor S Pewsey (Chairman)**  
**Councillor J Jennings (Vice Chairman)**

Councillors

M Dalton  
S Murray

J Jogia  
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 meetings held on 5 December 2018 and 9 January 2019.

**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 Local Council Award Scheme**

For noting: The Council's Quality Gold Award expires at the end of March 2019. Information on the re-accreditation process has been sought for consideration by the Council, but as NALC is going through a complete re-structuring programme this has not been a priority for them.

It is understood that Cllr Peter Davey, the NALC representative for Essex, will be writing to the Chief Executive of NALC again to see if this can be moved forward to maintain both the momentum of accreditation and the motivation of Local Councils who are affected.

**5.2 Meetings Schedule**

The draft schedule of meetings for 2019/20 is attached for approval by the Committee. Dates have been chosen to avoid clashes with the provisional meeting dates of the District Council's Area Planning Sub-Committee South and the District Development Control Committee.

\*

See pages 6 – 7.

**5.3 Buckingham Court Property Company**

For information, the retiring town clerk, Enid Walsh, has resigned from the role of Director of the above company and Mark Squire, as the Council's new Proper Officer, has been appointed in her place to help oversee the management of the site.

**6 Financial Assistance Applications 2019/20**

**6.1 General Applications**

Due to the high volume of applications received, copies of the grant applications for 2019/20 are provided separately in Appendix A. Members wishing to examine the complete set of the supporting papers are asked to contact the Assistant Town Clerk prior to the meeting. Information about the

person making the application is supplied to the Council but not reproduced on the agenda for reasons of data protection.

The amount available for general applications in the budget for 2019/20 is £27,500, although it is Council policy to withhold 10% in case of emergency applications during the year.

The Committee is asked to consider the applications for 2019/20 together with the recommendations of the Working Group and confirm the amounts to be granted.

\* See attached report (pages 8 – 9) and Appendix A.

## 6.2 Citizens Advice – Epping Forest District

In 2005/06 the Finance and General Policy Committee decided to include a separate budget item for a grant provision to the Citizens' Advice Bureau. The budget for 2019/20 is £8,500. Details of this application are also provided in the supplementary agenda.

The Committee is asked to CONFIRM the level of grant to be awarded for 2019/20:

Organisation	Amount requested £	Power
Citizens Advice – Epping Forest District	8,500.00	LGA 1972 s144

## 7 Financial Regulations

### 7.1 Annual Review

The Committee is asked to carry out the annual review of the Financial Regulations and check they meet the Council's requirements.

**NB** Any recommendations to amend the Regulations will need to be agreed by full Council.

The current regulations may be found on the Council's website at <https://tinyurl.com/ya4q29vf> Paper copies are available on request to the Council Office.

### 7.2 Financial Limits

The Committee is asked to review the financial limits below and decide if they are adequate. Officers have no recommendations at this time.

Topic	Amount £	Last reviewed	Last changed
Limit of imprest on no 2 a/c	35,000	Feb 2018	April 2010
Limit of officers signing cheques on no 2 a/c	150	Feb 2018	April 2010
Limit of imprest on Security Deposits a/c	3,000	Feb 2018	April 2006
Limit of cheques on Security Deposits a/c	none	Feb 2018	April 2006
Petty cash imprest	150	Feb 2018	-

Urgent repair work etc without budgetary provision (FR 3.4)	5,000	Feb 2018	April 2008
Additional audit work of external auditor (FR 12.1)	750	Feb 2018	May 2004
Tenders to be obtained (FR 12.3, 12.6 & 12.8)	over 50,000	Feb 2018	May 2004
3 quotes to be obtained (FR 12.8)	10,000 to 50,000	Feb 2018	May 2004
3 estimates to be obtained (FR 12.8)	2,000 to 10,000	Feb 2018	May 2004
Public Contracts Regulations 2015 apply	over £25,000	Feb 2018	Feb 2016
Bad debts may be written off by RFO	250	Feb 2018	Feb 2014
Credit card:			
No 1 Town Clerk	1,000	Feb 2018	Nov 2004
No 2 Services Manager	500	Feb 2018	Feb 2014

### 7.3 Payments Procedures

The Committee is asked to review the following list of **direct debit payments** currently made by the Council, noting that all instructions and the direct debit mandates have been previously approved by the Council and the mandates authorised by two councillor signatures:

Name	Gross Amount	Frequency	Due date	Purpose
Peninsula Business Services	£241.92	Monthly	4 <sup>th</sup>	HR services
Epping Forest District Council	£974.00	Monthly	20 <sup>th</sup>	Business rates for Kingsley & Murray Halls, RVRG & WRPF changing rooms
World Pay (formerly Streamline)	Various	Monthly	18 <sup>th</sup>	Hire of terminal for credit/debit card payments and associated fees/charges
Crown Gas & Power	Various	Quarterly	10 days after invoice date	Gas supply at Murray Hall and Kingsley Hall
SSE	Various	Monthly	Various	Electricity supply at RVRG, Cemetery, Murray Hall, Kingsley Hall, WRPF and Kings Green
Orange	Various	Monthly	30 <sup>th</sup>	Mobile phones for external staff
NatWest	Various	Monthly	27 <sup>th</sup>	Credit card purchases (in full, monthly)
Public Works Loan Board	£14,103.22	Half yearly	19 <sup>th</sup> Jan/July	Loan repayment Buckingham Court
Public Works Loan Board	£18,295.62	Half yearly	28 <sup>th</sup> Mar/Sept	Loan repayment Murray Hall (1)
Public Works Loan Board	£17,849.89	Half yearly	1 <sup>st</sup> June/Dec	Loan repayment Murray Hall (2)
ICO	£55.00	Annually	Sept	Subscription

**8 Finance**

**8.1 Authorised Signatories**

The Committee is asked to RESOLVE that the following changes to the bank mandates should be actioned to reflect the appointment of the new Town Clerk:

- a) To delete Mrs Enid K Walsh from all accounts and add Mr Mark Squire as follows:

Account no	Operator	Signatory
2 NatWest imprest account		X
4 Santander Business Reserve	X	
5 NatWest Security Deposit		X
6 Nationwide Instant Saver	X	

The Committee is also asked to CONFIRM that:

- i. applications to provide for online access to all NatWest accounts for both the Town Clerk, Mr Mark Squire, and Assistant Town Clerk, Mr Brent Smith, may be submitted;
- ii. an application for a credit card for the Town Clerk, Mr Mark Squire, may be submitted to NatWest MasterCard, with the spending limit of £1,000 and the balance to be paid in full, monthly by direct debit from the NatWest current account; and
- iii. the authorising signatories for the two council credit cards may be amend to Cllrs Murray and two others, noting that Cllr C C Pond is currently registered in this regard.

**8.2 Current Financial Position**

- \* The current financial position is attached together with details of the funds available from earmarked reserves (see page 10 – 11).

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

**8.3 Accounts Paid**

Payments totalling £157,464.40 as detailed on payment schedules nos 274 - 278 have been made since the report to the meeting on 5 December 2018. The schedules and accompanying invoices will be available at the meeting for inspection.

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

**9 Insurance – Annual Review**

- \* See attached report (pages 12 – 14).

**10 Asset Register**

- \* See attached report (pages 15 – 22).

**11 Exclusion of the Press and Public**

To RESOLVE to exclude the press and public from the next item under the Public Bodies (Admission to Meetings) Act 1960, as it contains confidential information relating to staff matters.

**12 Pay Award from 1 April 2019**

- \* To note the attached report (pages 23 – 25).

**Enid K Walsh**  
**TOWN CLERK**  
30 January 2019

**Agenda item 5.2**  
**Meetings Schedule**

All meetings will be held at 7.45pm in Loughton Library and Town Hall, Traps Hill, Loughton, IG10 1HD unless otherwise marked.

<b>Month</b>	<b>Date</b>	<b>Day</b>	<b>Meeting</b>
May 2019	15	Wednesday	Annual Council
	20	Monday	Planning & Licensing
	29	Wednesday	Recreation
June	3	Monday	Planning & Licensing
	12	Wednesday	Environment & Heritage
	17	Monday	Planning & Licensing
	26	Wednesday	Resources & General Services
July	1	Monday	Planning & Licensing
	10	Wednesday	Council
	15	Monday	Planning & Licensing
	29	Monday	Planning & Licensing
August	19	Monday	Planning & Licensing
September	2	Monday	Planning & Licensing
	11	Wednesday	Recreation
	16	Monday	Planning & Licensing
	30	Monday	Planning & Licensing
October	2	Wednesday	Environment & Heritage
	14	Monday	Planning & Licensing
	16	Wednesday	Resources & General Services
	28	Monday	Planning & Licensing
	30	Wednesday	Council
November	6	Wednesday	Recreation
	11	Monday	Planning & Licensing
	25	Monday	Planning & Licensing
	27	Wednesday	Environment & Heritage
December	4	Wednesday	Resources & General Services
	9	Monday	Planning & Licensing
	11	Wednesday	Council
January 2020	6	Monday	Planning & Licensing
	8	Wednesday	RGS (Budgets) 7pm, Recreation
	15	Wednesday	Council (Budgets) 7pm, Environment & Heritage

**Resources and General Services Committee 6 February 2019**

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	20	Monday	Planning & Licensing
February	3	Monday	Planning & Licensing
	5	Wednesday	Resources & General Services
	12	Wednesday	Council
	17	Monday	Planning & Licensing
	19	Wednesday	Recreation
March	2	Monday	Planning & Licensing
	4	Wednesday	Environment & Heritage
	<b>11</b>	<b>Wednesday</b>	<b>Annual Town meeting**</b>
	16	Monday	Planning & Licensing
	30	Monday	Planning & Licensing
April	1	Wednesday	Resources & General Services
	15	Wednesday	Council
	20	Monday	Planning & Licensing
<b>ELECTIONS (7 May 2020)</b>			
May	20	Wednesday	Annual Council

\*\* 8pm at the Murray Hall, Borders Lane, Loughton IG10 3SB



## Agenda item 6

### Financial Assistance Applications 2019/20

As previously agreed, a Working Group of three councillors, the Acting Chairman Cllr Jennings with Cllrs Angold-Stephens and Murray, met with officers on 23 January 2019 to consider the applications in detail and prepare recommendations for consideration by this Committee.

In line with Council policy, at least ten per cent of the general grant budget was not allocated as this is held back for emergency applications during the year.

Declarations of Interest – during the meeting of the Working Group, the councillors made the following declarations:

Cllr Jennings declared a non-pecuniary interest in the application from the Citizens Advice Epping Forest District.

Cllr Murray declared a non-pecuniary interest in the applications for Epping Forest Re-Use, Loughton Voluntary Care Association, New Vistas, Noah's Ark Play Group, Oakwood Hill Community Centre, Restore Community Church (Beyond Ourselves) and Citizens Advice Epping Forest District.

Cllr Angold-Stephens declared a non-pecuniary interest in the applications for Restore Community Church (Beyond Ourselves) and Citizens Advice Epping Forest District.

Judging criteria – the following principles were used in preparing these recommendations:

- How well the project met the needs of the local community and provided a positive benefit to a significant number of Loughton residents.
- How effectively the group would use the grant.
- Whether the costs were appropriate and realistic.
- What level of contributions had been, or would be, raised locally.
- Whether the organisation or group should reasonably have been expected to obtain sufficient funding from another, perhaps more appropriate source.
- How the organisation or group was managed, as indicated by its constitution.
- For larger projects, was the proposal sustainable in the long term.

The table on the following page shows the recommendations of the Working Group as to the amounts to be granted. Please note, these are only provisional amounts and the Committee is asked to review them, particularly those marked with an asterisk\* where the members had concerns, and then confirm the amount awarded.

Members' attention is also drawn to:

1. the entries shown in **bold**; these are activities for which the Council has no specific power to spend money and therefore any grant must be approved under Section 137 of the 1972 Local Government Act. However, the Council must first be satisfied that in incurring this expenditure, there will a direct benefit to the town or part of the town, or to some or all of the inhabitants. For information, the maximum amount which the Council could spend under this power per elector during 2019/20 is £8.12. We are waiting for confirmation of the numbers on the electoral roll from EFDC.
2. recent guidance issued by NALC regarding the 1984 Local Government Act which prohibits councils' involvement in 'property relating to the affairs of the church', e.g. the maintenance or improvement of the buildings or land or contributing to the costs. There is an absence of case law, which may have clarified whether later legislation overrides this 1984 specific provision. The Council should therefore, when considering a grant to a church, decide whether this is a prudent course of action.

Resources and General Services Committee 6 February 2019

Applicant	Purpose	Amount requested £	Amount granted £	Power
Associates of Epping Forest Field Centre	Forest Family Activity / biodiversity project	300.00	300	LG(Misc Prov)A 1976 s19
Beyond Ourselves Charity (Willingale Garden Project)	Development of community space at Willingale Road Allotments	6,355.00	2,500	LG(MiscProv)A1976 s19
Cruse Bereavement Care Essex Area Epping Forest Client Services Committee	Running costs	350.00	300	<b>LGA 1972 s137</b>
Epping Forest Re-Use	Laser printer with scanner	229.00	230	LG(MiscProv)A1976 s19
Epping Forest Sportability Club	Running costs	900.00	600	LGA 1972 s145
Grow Community Garden (Beyond Ourselves)	Running costs of Community Garden (Pyrles Lane Allotments) Installation of a compost toilet	5,000.00	2500*	LG(MiscProv)A1976 s19
Ignite St Mary's Church Loughton	Laptop, matting and storage bags	1,300.00	500	LG(MiscProv)A1976 s19
Living Hope (St Mary's)	Lunch Club costs (£200), bird feeding Station (£150) and Laptop (£349)	699.00	0	<b>LGA 1972 s137</b>
Lopping Hall Endowment	Evacuation chairs	750.00	250	LGA 1972 s133
Loughton Baptist Church (LBC the Church)	Refurbishment of toilets	10,000.00	3,000	LGA 1972 s133
Loughton Festival	Loughton Festival running costs	5,000.00	2,500	LGA 1972 s145
Loughton Voluntary Care Association	Running costs of 'good neighbour scheme'	500.00	500	LG(MiscProv)A1976 s19
New Vistas	Hall hire for meetings	400.00	300	LG(MiscProv)A1976 s19
Noah's Ark play group (Beyond Ourselves)	Craft materials (£300) - event supplies (£200) - running Costs (£300) - Community Family Worker (£2,000)	2,800.00	2000*	LGA 1972 s145
Oakwood Hill Community Centre (Beyond Ourselves)	Increase activities at the hall inc 3 'Peaced Together' Courses + install wifi	5,000.00	2000*	LGA 1972 s144
Project Linus UK	Hall Hire for sewing & quilting group	120.00	0	LGA 1972 s145
Restore Community Church	Improve hall facilities	4,000.00	2,500	LGA 1972 s133
Revitalise	Respite break for disabled guests & carers	1,062.00	500	LGA 1972 s145
Samaritans - Redbridge Branch	Runnings costs	750.00	400	<b>LGA 1972 s137</b>
The Loughton Club	Replacement boiler	10,000.00	3,000	LGA 1972 s133
	Available £24,750 (10% £2,750 held for emergencies)	55,515.00	23,880	

Summary Income & Expenditure by Budget Heading 28/01/2019

Month No: 10

Resources and General Services Committee Report

		Actual Last Year	Actual Year To Date	Current Annual Budget	Variance Annual Total	Funds Available	% of Budget
<b>Resources and General Services</b>							
Communication	Expenditure	18,906	12,115	17,300	5,185	5,185	70.0 %
Office Expenses	Expenditure	10,780	7,608	12,300	4,692	4,692	61.9 %
	Income	20	0	0	0		0.0 %
Audit	Expenditure	2,860	860	2,925	2,065	2,065	29.4 %
Central Personnel	Expenditure	250,432	251,970	307,700	55,730	55,730	81.9 %
	(1) Income	0	10,000	0	10,000		0.0 %
Council Expenses	(2) Expenditure	11,395	12,733	14,320	1,587	1,587	88.9 %
	Income	168	0	0	0		0.0 %
Other Services (RGS)	(3) Expenditure	20,170	0	11,250	11,250	11,250	0.0 %
Members' Expenses	Expenditure	2,130	280	2,660	2,380	2,380	10.5 %
Buckingham Court	(4) Expenditure	45,155	38,633	31,790	-6,843	-6,843	121.5 %
	Income	300	28,064	32,850	-4,786		85.4 %
Service Re-charge	(5) Expenditure	-253,000	0	-257,500	-257,500	-257,500	0.0 %
Library	Expenditure	4,751	10,577	13,700	3,123	3,123	77.2 %
Grants	(6) Expenditure	30,760	30,192	35,500	5,308	5,308	85.0 %
<b>Resources and General Services</b>							
	Expenditure	<b>144,340</b>	<b>364,968</b>	<b>191,945</b>	<b>-173,023</b>	<b>-173,023</b>	<b>190.1 %</b>
	Income	<b>488</b>	<b>38,064</b>	<b>32,850</b>	<b>5,214</b>		<b>115.9 %</b>
	Net Expenditure over Income	<b>143,852</b>	<b>326,904</b>	<b>159,095</b>	<b>-167,809</b>		

Notes

- 1) £10,000 income is the Local Services Fund grant (ECC) towards a trainee groundsperson.
- 2) Council Expenses includes annual payments for insurance and subscriptions.
- 3) Other Services budget includes £9,000 for elections, £1,250 for the Citizenship Awards and Civic Celebration plus £1,000 for contingencies.
- 4) Buckingham Court is now tenanted under a 3-year lease and rent payments have commenced. Expenditure includes the annual Public Works Loan repayment of £28,208. This is over budget as 3 months of business rates were incurred prior to the tenant's occupation.
- 5) The annual Service Re-charge is -£257,500. The position as at 31/01/19 is -£214,583.
- 6) £4,200 of the grants awarded in 18/19 is yet to be claimed.

**Agenda item 8.2 cont'd**

**Earmarked Reserves:**

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

<b>Resources and General Services Committee</b>	<b>01.04.18</b>
Elections	16,000
Noticeboards	1,000
Office expenses	3,150
Council expenses	2,000
Buckingham Court maintenance fund	2,000
<b>Total</b>	<b>24,150</b>

**Agenda item 9****Insurance – Annual Review**

The Council has been insured by Aviva Insurance Limited, through WPS Insurance Brokers (specialists in local council insurance) since April 2010. The current three-year long term insurance agreement with this company expires on the 31 March 2019. For information, WPS is currently transferring its business to Royal Sun Alliance but the Council's policy will remain with Aviva until the end of the agreement.

The Council's current level of cover is summarised below. The majority of the sums insured will be index linked unless marked with asterisks\*\*.

The Assistant Town Clerk is meeting with representatives from WPS to discuss the cover provided by Royal Sun Alliance in detail and is also seeking alternative quotes from other companies that specialise in local councils' insurance.

The Committee is asked to:

- i. Review and confirm the level of cover; and
- ii. Delegate the decision on which company to place the Council's insurance with to the Town Clerk and Assistant Town Clerk in discussion with the Acting Chairman.

**Current levels of Cover**

<b>1 Material damage – buildings &amp; subsidence</b>	<b>2018/19</b>
Buckingham Court	519,823
Cemetery buildings	163,021
Kingsley Hall	338,346
Willingale Road Changing Room	97,403
Community Centre	2,175,668
Drinking fountain	22,556
RVRG changing rooms	377,307
LAC buildings	221,463
All-weather running track	42,417
War Memorial	65,619
Willingale Road Allotments	94,327
<b>2 Business Interruption</b>	
Additional expenditure (A) <i>see below</i>	97,500
Loss of revenue (B) <i>see below</i>	192,395

**(A) Loss of Rent Cover (Landlord rent guarantee for Buckingham Court):**

This cover for additional expenditure provides an indemnity for the loss of rent incurred in an emergency at Buckingham Court for a 36 month period.

**(B) Loss of revenue (Kingsley and Murray Halls):**

In the event of an incident, this cover provides reimbursement of the amount by which the gross revenue falls short of the standard income less the cost of any business expenses saved during the indemnity period of 24 months.

	2018/19	
<b>3 Contents</b>		
Library	13,211	
Kingsley Hall	3,113	
Murray Hall	42,350	
Cemetery office & outbuildings	5,000	
<b>4 Engineering**</b>		
Passenger lift	500,000	
<b>5 All risks</b>		
Town Mayor's Badge of Office	2,593	
Silver Gilt Chain of Office and case		
Best Allotment in Loughton Cup	1,267	
Silver Plated Rose Bowl		
Noticeboard at Traps Hill	1,675	
Garden Machinery (Cemetery) <b>(C)</b>	1,500	
Garden Machinery (Willingale Road Allotments)	3,518	
Skate Ramps and Associated Equipment	21,016	
<b>6 Money**</b>		
Loss of non-negotiable money	250,000	
Estimated annual carryings	10,106	
Loss of other money – in transit	1,000	
in the private residence of authorised employee	500	
on the premises during business hours	1,000	
on the premises outside business hours	500	
Personal injury (assault) benefits	Capital	
	Weekly	
	10,000	
	100	
<b>7 Public Liability**</b>	10m	
(incl Hirers' Liability of £2m and Environmental Statutory Clean Up Costs Cover of £1m)		
<b>8 Employer's Liability**</b>	10m	
(includes up to 60 salt and grit volunteers)		
<b>9 Libel and Slander**</b>	500,000	
<b>10 Fidelity Guarantee (Employees &amp; Members)</b> to be reviewed when the end of year figures are confirmed.	1.2m	
<b>11 Personal Accident ** (Employees, Members &amp; Volunteers)</b>		
Employees (Death)	Capital sum	5 x annual salary
Temp Total Disablement	Weekly sum	50% of weekly wage
Temp Partial Disablement	Weekly sum	25% of weekly wage

Members (up to age 80)*	Capital sum	50,000
Temp Total Disablement	Weekly sum	200
Temp Partial Disablement	Weekly sum	100
Volunteers (up to age 80)	Capital sum	10,000
Temp Total Disablement	Weekly sum	200
Temp Partial Disablement	Weekly sum	100
*specific arrangements available for those aged over 81		
<b>12 Legal Protection**</b>		
Employment Disputes, Compensation Awards, Legal Defence, Property and Personal Injury, Tax Protection, Contract Disputes, Statutory Licence Protection Management Liability automatically included		250,000
<b>13 Business Travel**</b> – cover for all employees, council members and accompanying spouses included automatically for journeys made in connection with council business		
Medical		1m
Personal property		2,000
Money/cheques		1,000
Disruption/cancellation		2,000
Travel delay		500 max
Personal liability		2m
<b>14 Vehicle</b> – fully comprehensive, excess of £100		

**LOUGHTON TOWN COUNCIL  
REGISTER OF ASSETS AND PROPERTIES AS AT 31 JANUARY 2019**

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 18/19 to be updated	Date of disposal	Method of disposal
<b>Open Spaces, playing fields and recreational areas</b>										
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	<b>101,260</b>		
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			
War Memorial on Kings Green	n/a	Assumed responsibility	unknown	responsible for	n/a	n/a	n/a	<b>68,217</b>		



Roding Valley Recreation Ground	1.4.97	Transfer from EFDC		Leasehold wef 10/01/08	nil	nil	Community asset	<b>436,344</b>		
							LAC buildings only	<b>230,232</b>		
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			
<b>Street Furniture</b>										
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			
<b>Bus shelter, Traps Hill</b>	<b>May 2018</b>	<b>Purchase</b>		<b>Ownership</b>	<b>4,436</b>	<b>nil</b>	<b>Community asset</b>			
Noticeboard, library wall, Traps Hill	Oct 1998	Purchase		Ownership	570	nil	Community asset	<b>1,711</b>		
Noticeboard in Longcroft Rise	3.3.02.	Purchase		Ownership	610	nil	Community asset	not insured		

Resources and General Services Committee 6 February 2019

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		
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	<b>23,449</b>		
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		
<b>Playgrounds</b>										
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		

Resources and General Services Committee 6 February 2019

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		
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	<b>21,472</b>		
Traps Hill playground	July 2016	Purchase		Ownership	80,000	nil	Community asset	not insured		
Traps Hill Playground Trampoline					-1,700				June 18	Scrapped
Traps Hill playground Seesaw	July 18	Purchase		Ownership	3,396	nil	Community asset	not insured		
<b>Outdoor table tennis tables x 2</b>	<b>April 2017</b>	<b>Purchase</b>		<b>Ownership</b>	<b>3,000</b>	<b>nil</b>	<b>Community asset</b>	<b>not insured</b>		<b>1 table scrapped</b>

<b>Allotments</b>										
Allotment silver trophy and silver rose bowl	01.07.11	Gift		Ownership	nil	800	Cost (no change from 11/12)	<b>1,294</b>		
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	<b>98,062</b>		
<b>Cemetery</b>										
Loughton Cemetery (including buildings)	23.12.99	Transfer from EFDC		Freehold	nil	nil	Community asset	<b>169,476</b>		
Loughton Cemetery Furniture and equipment	various	Purchase		Ownership	various	various <£1K	n/a	<b>5,109</b>		
<b>Community Hall</b>										
Kingsley Hall	27.10.00	Transfer from EFDC		Freehold	nil	nil	Community asset	<b>351,743</b>		
Kingsley Hall contents	various	Purchase		Ownership	various	various <£1K	n/a	<b>3,032</b>		

<b>Office premises</b>									
1 Buckingham Court	26.3.01	Freehold purchase		Freehold	395,000	517,400	Fixed from 08/09	<b>540,406</b>	
Furniture and equipment at Town Hall and Loughton Library; see inventory for details	various	Purchase		Ownership	various	various <£1K	Cost	<b>71,411</b>	
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)	<b>2,649</b>	
<b>Community and Youth Centre</b>									
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	<b>2,261,815</b>	
The Murray Hall contents	various	Purchase		Ownership	various	various <£1K	Cost	<b>43,739</b>	
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	

<b>Vehicles</b>										
Primastar Van	1.3.13	Purchase		Ownership		11,995	Cost	11,995		
						<b>531,649</b>				
<b>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</b>										
<b>For reporting purposes, the book value of fixed assets will usually stay constant until disposal.</b>										