



RESOURCES AND GENERAL SERVICES COMMITTEE

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

Wednesday 5 February 2020

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

Mark Squire
Town Clerk
30 January 2020

Councillor J Jennings (Chairman)
Councillor J Angold-Stephens (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 8 January 2020.

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

The original Foundation and Quality applications are now being reassessed and amended. The revised applications will be forwarded for external assessment shortly.

5.2 Meetings Schedule

A draft meetings schedule for Council year 2020/21 is attached for review and approval.

* See attached report (pages 5-6)

6 Financial Assistance Applications 2019/20

6.1 General Applications

Due to the high volume of applications received, copies of the grant applications for 2020/21 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 2020/21 is £27,000, 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 2020/21 together with the recommendations of the Working Group and confirm the amounts to be granted.

* See attached report (pages 7-8) 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 Citizens' Advice. The budget for 2020/21 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 2020/21

Organisation	Amount requested £	Power
Citizens Advice – Epping Forest District	8,500.00	General Power of Competence

7 Financial Regulations

7.1 Annual Review

The Committee is asked to note that the annual review of the Financial Regulations will be deferred to the next Resources and General Services Committee meeting as there have been some recent updates recommended by the National Association of Local Councils (NALC).

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.

The current level for the Service Manager on the Credit Card account is £500 but he is now undertaking more on-line purchases as supplies can be purchased quicker and cheaper, therefore we often need to exceed this limit. The committee is asked to confirm we can change this amount to £1,000.

Topic	Amount £	Last reviewed	Last changed
Limit of imprest on no 2 a/c	40,000	Feb 2019	July 2018
Limit of officers signing cheques on no 2 a/c Except for Salary/Autopay – Essex Pensions - HMRC Other items subject to £150 cheque limit for officers	150	Feb 2019	April 2010
Limit of imprest on Security Deposits a/c	3,000	Feb 2019	April 2006
Limit of cheques on Security Deposits a/c	none	Feb 2019	April 2006
Petty cash imprest	150	Feb 2019	-
Urgent repair work etc without budgetary provision (FR 3.4)	5,000	Feb 2019	April 2008
Additional audit work of external auditor (FR 12.1)	750	Feb 2019	May 2004

Tenders to be obtained (FR 12.3, 12.6 & 12.8)	over 50,000	Feb 2019	May 2004
3 quotes to be obtained (FR 12.8)	10,000 to 50,000	Feb 2019	May 2004
3 estimates to be obtained (FR 12.8)	2,000 to 10,000	Feb 2019	May 2004
Public Contracts Regulations 2015 apply	over £25,000	Feb 2019	Feb 2016
Bad debts may be written off by RFO	250	Feb 2019	Feb 2014
Credit card:			
No 1 Town Clerk	1,000	Feb 2019	Nov 2004
No 2 Services Manager	500	Feb 2019	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	£241.11	Monthly	4 th	HR services
Epping Forest District Council	£997.00	Monthly	20 th	Business rates for Kingsley & Murray Halls, RVRG & WRPF changing rooms
World Pay (formerly Streamline)	Various	Monthly	18 th	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
EE	Various	Monthly	30 th	Mobile phones for external staff
NatWest	Various	Monthly	27 th	Credit card purchases (in full, monthly)
Public Works Loan Board	£14,103.22	Half yearly	19 th Jan/July	Loan repayment Buckingham Court
Public Works Loan Board	£18,295.62	Half yearly	28 th Mar/Sept	Loan repayment Murray Hall (1)
Public Works Loan Board	£17,849.89	Half yearly	1 st June/Dec	Loan repayment Murray Hall (2)
ICO	£55.00	Annually	Sept	Subscription

8 Finance

8.1 Current Financial Position

- * The current financial position is attached together with details of the funds available from earmarked reserves (see page 9-10).
- * A note of the Council's current bank balances and most recent reconciliations are attached (see pages 11-16).

8.2 Accounts Paid

Payments totalling £165,121.91 as detailed on payment schedules nos 303-306 have been made since the report to the meeting on 4 December 2019. 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 17 – 19).

10 Asset Register

- * See attached report (pages 20 – 27).

Mark Squire
TOWN CLERK
30 January 2020

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.

Month	Date	Day	Meeting
May 2020 TBC	4	Monday	Planning & Licensing
	20	Wednesday	Annual Council
June	1	Monday	Planning & Licensing
	10	Wednesday	Recreation
	15	Monday	Planning & Licensing
	24	Wednesday	Environment & Heritage
	29	Monday	Planning & Licensing
July	8	Wednesday	Resources & General Services
	13	Monday	Planning & Licensing
	22	Wednesday	Council
	27	Monday	Planning & Licensing
August	24	Monday	Planning & Licensing
September	7	Monday	Planning & Licensing
	9	Wednesday	Recreation
	21	Monday	Planning & Licensing
	29	Tuesday	Environment & Heritage
October	5	Monday	Planning & Licensing
	14	Wednesday	Resources & General Services
	19	Monday	Planning & Licensing
	28	Wednesday	Council
November	2	Monday	Planning & Licencing
	18	Wednesday	Recreation
	23	Monday	Planning & Licensing
	25	Wednesday	Environment & Heritage
December	2	Wednesday	Resources & General Services
	7	Monday	Planning & Licensing
	16	Wednesday	Council
January 2021	4	Monday	Planning & Licensing
	6	Wednesday	RGS (Budgets) 7pm, Recreation
	18	Monday	Planning & Licensing

Resources and General Services Committee 5 February 2020

	27	Wednesday	Council (Budgets) 7pm, Environment & Heritage
February	1	Monday	Planning & Licensing
	10	Wednesday	Resources & General Services
	15	Monday	Planning & Licensing
	24	Wednesday	Council
March	1	Monday	Planning & Licensing
	3	Wednesday	Recreation
	15	Monday	Planning & Licensing
	24	Wednesday	Environment & Heritage
	29	Monday	Planning & Licensing
	31	Wednesday	Annual Town meeting**
April	7	Wednesday	Resources & General Services
	12	Monday	Planning & Licensing
	21	Wednesday	Council
	26	Monday	Planning & Licensing
May	19	Wednesday	Annual Council

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

Agenda item 6.1

Financial Assistance Applications 2020/21

As previously agreed, a Working Group of three councillors, the Chairman Cllr Jennings with Cllrs Angold-Stephens and Murray, met with officers on 29 January 2020 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 Loughton Voluntary Care Association and Citizens Advice Epping Forest District.

Cllr Murray declared a non-pecuniary interest in the applications for Epping Forest Food Bank, Epping Forest Re-Use, Grow, Loughton Club, Loughton Festival, Loughton Voluntary Care Association, Love Loughton, New Vistas, Noah's Ark Play Group, Oakwood Hill Youth Club, Restore Community, South Loughton Cricket Club, Spark, St. Marys Church, Voluntary Action Epping Forest, Willingale Community Garden and Citizens Advice Epping Forest District.

Cllr Angold-Stephens declared a non-pecuniary interest in the applications for Epping Forest Re-Use, Grow, Loughton Voluntary Care Association, Noah's Ark Play Group, Oakwood Hill Youth Club, Restore Community, South Loughton Cricket Club, Spark, Willingale Community Garden 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. 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.

Agenda item 6.1

Financial Assistance Applications 2020/21

FINANCIAL ASSISTANCE APPLICATIONS 2020/2021

Application	Purpose	Amount Requested £	Amount Granted £
Alfie James Productions	Performance Skills Workshop	5,700.00	200.00
Associates of Epping Forest Field Centre	Forest Family Activity/Biodiversity project	300.00	300.00
Basics Essex Accident Rescue Service (BEARS)	Portable Laerdal Suction Unit	500.00	250.00
Cruse Bereavement Care	Running costs	300.00	200.00
Epping Food Bank	Towards cost of lease on warehouse & office	5,000.00	3,000.00
Epping Forest Re-Use	Tools	376.00	376.00
*Grow (Restore Comm.)	Running and Development Costs	4,000.00	1,500.00
Loughton Club	New Furniture (Table & Chairs)	2,500.00	2,000.00
Loughton Festival	Running Costs	6,000.00	3,000.00
Loughton Voluntary Care Association	Phone Bill & Premises Rental	500.00	500.00
Love Loughton	Running Costs	1,300.00	500.00
New Vistas	Hall Hire for Meetings	400.00	300.00
*Noah's Ark Play Group (Restore Comm.)	Running Costs (Craft Materials/Rent/Salary)	3,000.00	2,000.00
*Oakwood Hill Youth Club (Restore Comm.)	Games and Equipment	1,400.00	1,000.00
*Restore Community (Restore Comm.)	Operational costs	5,000.00	2,500.00
Samaritans – Redbridge Branch	Running Costs	1,750.00	500.00
South Loughton Cricket Club	Two Sightscreens	2,000.00	1,000.00
Spark (a branch of Worth Unlimited)	Operations and Advertising costs	813.13	600.00
St. Mary's Church	Xmas Lights for Tree	400.00	350.00
Voluntary Action Epping Forest (VAEF)	Providing a Handyman for the elderly & disabled	2,000.00	1,000.00
*Willingale Community Garden (Restore Comm.)	Running cost/tools & improvements	3,000.00	1,500.00
*Part of Restore Community Church.		TOTAL : 46,239.13	TOTAL : 22,576
	AVAILABLE £24,350 (£2,700 held for emergencies)		
Citizens Advice – EF District	Running Costs	8,500.00	8,500.00

Agenda item 8.1

Loughton Town Council

Summary Income & Expenditure by Budget Heading 27/01/2020

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
Resources and General Services							
Communication	Expenditure	15,931	12,295	17,600	5,305	5,305	69.9%
Office Expenses	Expenditure	10,890	9,113	13,850	4,737	4,737	65.8%
	Income	0	8	0	-8	0	0.0%
Audit	Expenditure	2,880	275	2,925	2,650	2,650	9.4%
Central Personnel	Expenditure	299,944	22,852	314,900	86,348	86,348	72.6%
(1)	Income	10,000	0	0	0		0.0%
Council Expenses (2)	Expenditure	13,405	15,023	14,270	-753	-753	105.3%
(3)	Income	0	450	0	-450	0	0.0%
Other Services (RGS) (4)	Expenditure	99	0	11,000	11,000	11,000	0.0%
Members' Expenses	Expenditure	2,244	33	2,660	2,627	2,627	1.3%
Buckingham Court (5)	Expenditure	39,281	31,002	32,576	1,574	1,574	95.2%
	Income	28,064	35,095	35,515	420	0	98.8%
Service Re-charge (6)	Expenditure	-257,500	0	-278,000	-278,000	-278,000	0.0%
Library	Expenditure	10,588	11,786	13,700	1,914	1,914	86%
Grants (7)	Expenditure	32,025	19,800	35,500	15,700	15,700	55.8%

INCOME – EXPENDITURE TOTALS

R & G S Expenditure	169,789	327,880	180,981	-146,899	-146,899	181.2%
Income	38,064	35,553	35,515	-38	0	100.1%
Net Expenditure over Income	131,725	292,327	145,466	146,861	0	0

Notes:

- (1) (1 The £10,000 Income is the Local Services Fund Grant (ECC) towards an Apprentice.
- (2) Council Expenses were slightly higher than budgeted due to unexpected legal fees for Loughton Cricket Ground Lease.
- (3) Council Expenses Income of £450 was compensation from the Bank for bad service.
- (4) Other Services budget includes £9K for elections, £1,000 for the Citizenship Awards and Civic Celebration plus £1,000 for contingencies.
- (5) Buckingham Court Expenditure includes the Public Work Loan of £28,208 p.a. and insurances.
- (6) Service Re-charge up to 31/12/19 is £208,500 if added to the Current Annual Budget would give a % of Budget spend of 75%
- (7) The Council awarded grants of £25,580 but £19,800 has been claimed to date.

Agenda item 8.1 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:

Resources and General Services Committee	01.04.19
Elections	25,000
Noticeboards	1,000
Office expenses	1,300
Central Personnel - apprentice	10,000
Buckingham Court maintenance fund	2,000
Buckingham Court Rent Deposit	8,125
Total	47,425

Date: 14/01/2020

Loughton Town Council

Page 1

Time: 10:04

**Bank Reconciliation Statement as at 31/12/2019
for Cashbook 1 - No 1 Current Account**

User: BS

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Nat West no. 1 account	31/12/2019	921	31,707.94
			31,707.94

<u>Unpresented Cheques (Minus)</u>	<u>Amount</u>
24/05/2019 9619 C Davies	90.40
11/09/2019 9779 Regional Waste Recycling Comme	546.00
11/09/2019 9786 Mr Lewis Moore	160.00
06/11/2019 9833 Regional Waste Recycling Comme	598.80
11/12/2019 9864 AtoZ Supplies	55.13
18/12/2019 9886 National Association of Local	60.00
18/12/2019 9889 The Comms Guys Ltd	160.93
18/12/2019 9890 Repro@96	134.00
18/12/2019 9891 St Mary's PCC	500.00
18/12/2019 T18 No 2 Current Account	33,492.51
	35,797.77
	-4,089.83

<u>Receipts not Banked/Cleared (Plus)</u>	<u>Amount</u>
	0.00
	0.00
	-4,089.83
Balance per Cash Book is :-	-4,089.83
Difference is :-	0.00

Reconciled to Statement
[Signature] 14/01/2020

Date: 13/01/2020

Loughton Town Council

Page 1

Time: 10:33

**Bank Reconciliation Statement as at 31/12/2019
for Cashbook 2 - No 2 Current Account**

User: BS

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Nat West no. 2 account	31/12/2019	271	19,580.87
			19,580.87
<u>Unpresented Cheques (Minus)</u>			<u>Amount</u>
18/12/2019 722	Essex Pension Fund	6,638.71	
18/12/2019 721	HMRC only 120PW00111168	6,434.67	
			13,073.38
			6,507.49
<u>Receipts not Banked/Cleared (Plus)</u>			
18/12/2019 T18		33,492.51	
			33,492.51
			40,000.00
		Balance per Cash Book is :-	40,000.00
		Difference is :-	0.00

*Reconciled to
Statement
13/1/2020*

Date: 13/01/2020

Loughton Town Council

Page 1

Time: 10:09

**Bank Reconciliation Statement as at 31/12/2019
for Cashbook 3 - NatWest Business Reserve Acc**

User: BS

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
NatWest Business Reserve Acc	31/12/2019	49	100,397.77
			<u>100,397.77</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			100,397.77
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			100,397.77
		Balance per Cash Book is :-	100,397.77
		Difference is :-	0.00

Reconciled to Statement
[Signature] 13/1/2020

Date: 13/01/2020

Loughton Town Council

Page 1

Time: 10:15

Bank Reconciliation Statement as at 31/12/2019
for Cashbook 4 - Santander Business Reserve Acc

User: BS

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Santander	30/06/2019	62019	0.00
Santander	31/12/2019	12020	779,137.74
			<u>779,137.74</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	0.00
			<u>779,137.74</u>
<u>Receipts not Banked/Cleared (Plus)</u>		0.00	0.00
			<u>779,137.74</u>
		Balance per Cash Book is :-	779,137.74
		Difference is :-	0.00

Reconciled as follows
[Signature] 13/1/2020

Date: 13/01/2020

Loughton Town Council

Page 1

Time: 10:23

**Bank Reconciliation Statement as at 31/12/2019
for Cashbook 5 - Security Deposits Current a/c**

User: BS

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Security Deposits Current a/c	31/12/2019	90	3,250.00
			<u>3,250.00</u>
<u>Unpresented Cheques (Minus)</u>			<u>Amount</u>
08/10/2019 211 Jasmine Campbell		350.00	
23/10/2019 212 Mosamko Ltd		250.00	
			<u>600.00</u>
			2,650.00
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			2,650.00
		Balance per Cash Book is :-	2,650.00
		Difference is :-	0.00

Reconciled to Statement
[Signature] 13/1/2020

Date: 13/01/2020

Loughton Town Council

Page 1

Time: 10:29

**Bank Reconciliation Statement as at 31/12/2019
for Cashbook 6 - Nationwide Instant Saver Acc**

User: BS

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Nationwide Instant Saver Acc	31/12/2019	50	103,288.42
			<u>103,288.42</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	0.00
			<u>103,288.42</u>
<u>Receipts not Banked/Cleared (Plus)</u>		0.00	0.00
			<u>103,288.42</u>
		Balance per Cash Book is :-	103,288.42
		Difference is :-	0.00

Reconciled to Statement
[Signature] 13/1/2020

Agenda item 9**Insurance – Annual Review**

The Council has been insured by Royal & Sun Alliance Insurance Plc, through WPS Insurance Brokers (specialists in local council insurance) since April 2019. The current three-year long term insurance agreement with this company expires on the 31 March 2022.

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 Committee is asked to:

- i. Review and confirm the level of cover.

Current levels of Cover

1 Material damage – buildings & subsidence	2020/21
Buckingham Court	561,481
Cemetery buildings	176,085
Kingsley Hall	365,460
Willingale Road Changing Room	105,209
Community Centre	2,350,021
Drinking fountain	24,363
RVRG changing rooms	407,544
LAC buildings	239,211
All-weather running track	200,000
War Memorial	70,877
Willingale Road Allotments	101,886
2 Business Interruption	
Additional expenditure (A) <i>see below</i>	100,000
Loss of revenue (B) <i>see below</i>	450,000

(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 36 months.

	2020/21
3 Contents	
Library	73,123
Kingsley Hall	3,105
Murray Hall	44,788
Cemetery office & outbuildings	5,232

4 Engineering**	
Passenger lift	500,000
5 All risks	
Town Mayor's Badge of Office	2,713
Silver Gilt Chain of Office and case	
Best Allotment in Loughton Cup	1,325
Silver Plated Rose Bowl	
Noticeboard at Traps Hill	3,000
Garden Machinery (Cemetery)	5,250
Garden Machinery (Willingale Road Allotments)	
Skate Ramps and Associated Equipment	21,987
6 Money**	
Loss of non-negotiable money	250,000
Loss of other money – in transit	1,000
in the private residence of authorised employee	500
on the premises during business hours	2,000
on the premises outside business hours	500
Personal injury (assault) benefits	20,000
Capital	
Weekly	200
7 Public Liability**	15m
(incl Hirers' Liability of £2m and Environmental Statutory Clean Up Costs Cover of £1m)	
8 Employer's Liability**	10m
(includes up to 60 salt and grit volunteers)	
9 Libel and Slander**	250,000
10 Fidelity Guarantee (Employees & Members)	1.2m
to be reviewed when the end of year figures are confirmed.	

11 Personal Accident ** (Employees, Members & Volunteers)		
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	20,000
Temp Total Disablement	Weekly sum	400
Temp Partial Disablement	Weekly sum	200
Volunteers (up to age 80)	Capital sum	20,000
Temp Total Disablement	Weekly sum	400
Temp Partial Disablement	Weekly sum	104
*specific arrangements available for those aged over 81		
12 Legal Protection**		

Employment Disputes, Compensation Awards, Legal Defence, Property and Personal Injury, Tax Protection, Contract Disputes, Statutory Licence Protection Management Liability automatically included	1,000,000
13 Business Travel** – cover for all employees, council members and accompanying spouses included automatically for journeys made in connection with council business	
Medical	5m
Personal property	2,000
Money/cheques	1,000
Disruption/cancellation	2,000
Travel delay	50
Personal liability	5m
14 Vehicle – fully comprehensive, excess of £100	

**LOUGHTON TOWN COUNCIL
REGISTER OF ASSETS AND PROPERTIES AS AT 31 JANUARY 2020**

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 19/20 to be updated	Date of disposal	Method of disposal
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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	105,209		
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	70,877		
Roding Valley Recreation Ground	1.4.97	Transfer from EFDC		Leasehold wef 10/01/08	nil	nil	Community asset	407,544		

								LAC buildings only	239,211		
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 Cricket Club, Traps Hill	13/5/2019	Transfer from LCC Trust		Freehold	nil	230.000		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			
Bus shelter, Traps Hill	May 2018	Purchase		Ownership	4,436	nil		Community asset			
Noticeboard, library wall, Traps Hill	Oct 1998	Purchase		Ownership	570	nil		Community asset	3,000		
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		

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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	24,363		
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	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		
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	21,987		
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		
Outdoor table tennis tables x 2	April 2017	Purchase		Ownership	3,000	nil	Community asset	not insured		1 table scrapped

Allotments											
Allotment trophy and rose bowl	silver silver	01.07.11	Gift		Ownership	nil	800	Cost (no change from 11/12)	1,325		
Pyrls Allotments	Lane	26.11.99	Transfer from EFDC		Freehold	nil	nil	Community asset			
Roding Allotments	Road	26.11.99	Transfer from EFDC		Freehold	nil	nil	Community asset			
Access licences to Roding allotments	Road	various	Grant of licences by LTC				see debt register	n/a			
Willingale allotments	Road	6.9.05	Transfer from EFDC		Freehold	nil	nil	Community asset	101,886		
Cemetery											
Loughton Cemetery (including buildings)		23.12.99	Transfer from EFDC		Freehold	nil	nil	Community asset	176,085		
Loughton Cemetery Furniture and equipment		various	Purchase		Ownership	various	various <£1K	n/a	5,232		
Community Hall											
Kingsley Hall		27.10.00	Transfer from EFDC		Freehold	nil	nil	Community asset	365,460		
Kingsley contents	Hall	various	Purchase		Ownership	various	various <£1K	n/a	3,105		

Office premises										
1 Buckingham Court	26.3.01	Freehold purchase		Freehold	395,000	517,400	Fixed from 08/09	561,481		
Furniture and equipment at Town Hall and Loughton Library; see inventory for details	various	Purchase		Ownership	various	various <£1K	Cost	73,123		
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)	2,713		

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	2,350,021		
The Murray Hall contents	various	Purchase		Ownership	various	various <£1K	Cost	44,788		

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		
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Vehicles										
Primastar Van	1.3.13	Purchase		Ownership		11,995	Cost	14,394		
						761,649				

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.