

THESE MINUTES NOT YET CONFIRMED

**LOUGHTON TOWN COUNCIL**

**RESOURCES AND GENERAL SERVICES COMMITTEE**

**MINUTES of the Meeting held by ZOOM  
on Wednesday, 7 April 2021 at 7.15pm**

**Present:**

**Councillors:** J Jennings (in the Chair)  
J Angold-Stephens from min no 324 M Dalton J Jogia from min no 326  
J Mahoney from min no 326 S Murray

**Also present:**

**Councillors:** D Wixley

**Officers:**

M Squire (Town Clerk)  
B Smith (Assistant Town Clerk - Finance)

**RG320 Apologies for absence**  
No Apologies for absence were received

**RG321 Declarations of Interest**  
None were declared.

**RG322 Confirmation of Minutes**  
The minutes of the meeting held on 10 February 2021 were CONFIRMED as a correct record and will be signed by the Chairman.

**RG323 Public Representations**  
None were received.

Cllr Angold-Stephens joined the meeting during the next item.

**RG324 Town Clerk's / Chairman's Report**  
The Town Clerk reported that in due course the Council will pay a mark of respect for the sad loss of Richard Okorogheye and pass their condolences to his family.

**RG325 Training and Conferences**  
The Committee NOTED the courses recently attended by officers.

Pippa Bryce, Assistant Town Clerk, Civic was congratulated on passing her Certificate in Local Council Administration (CiLCA) qualification.

Cllrs Jogia and Mahoney joined the meeting during the next item.

**RG326 Local Authority Meetings**  
The Town Clerk reported that there is a legal obligation to hold the first Council Meeting within 21 days of the Local Council Elections 6 May 2021. The Government directive states that as from the 17 May 2021 it may be permissible to hold indoor meeting. The first Annual Town Council meeting is planned for the 18 May 2021. The directive is however confusing and contradictory. New

Guidelines are expected in June 2021, but there may be a further update on the 21 April 2021.

The first Town Council meeting is important for the newly elected Councillors and the subsequent delegations of Committees. It is possible to accommodate this meeting in the Library ensuring social distancing of the 22 members.

The Committee AGREED that it may be possible to prepare for a live meeting but will await a further update in April 2021.

This agenda item will also be a part of the forthcoming Town Council meeting.

**RG327 Meetings Schedule**

The Committee AGREED the meetings schedule for the next Town Council year

**RG328 Finance**

**328.1 Current Financial Position**

The Committee's financial position and details of the funds available from earmarked reserves as at 28 February 2021 was NOTED.

The Committee advised that the costs of the forthcoming local council elections should be closely monitored, and that adequate provision is made for future Election Earmarked Reserves.

**328.2 Accounts Paid**

The Committee NOTED that payments totalling £163,942.55 as detailed on payment schedules no. 324-326 until 25 March 2021 have been made and entered on the accounts system, since the report to the Committee on 10 February 2021.

**RG329 Insurance**

**329.1 Insurance 2021-22**

The Committee NOTED the insurance premiums for 2021-22.

**329.2 Covid-19 Claim**

The Committee NOTED the report and the Insurance company's decision not to pay out for Covid business interruption.

The Committee recommended that when the insurance policies are next reviewed, consideration should be given to ensure that robust cover is in place to cover business interruption

**RG330 Internal Audit**

The Committee NOTED the satisfactory Internal Audit report of 23 February 2021.

**RG331 Governance and Accountability**

The Committee NOTED and AGREED the following reviews and risk assessments.

**331.1 Internal Audit**

**331.1.1 Review of the Effectiveness of the System of Internal Audit**

**331.1 .2 Review of the Effectiveness of the System of Internal Control**

**331.2 Risk Assessment and Management**

- RG332 Year End 2020/21 Accounts**  
The Committee NOTED the report.
- RG333 Laptop Policy – Working from Home**  
The Committee APPROVED the Laptop Policy.
- RG334 Staff Absence Policy**  
The Committee reviewed and APPROVED the Staff Absence Policy.
- RG335 Exclusion of the Press and Public**  
The Committee RESOLVED to exclude the press and public from the following two items in accordance with the Public Bodies (Admission to Meetings) Act 1960, as they contained confidential information relating to contractual matters.
- RG336 Buckingham Court – Min no RGS**  
The Committee NOTED the report from the Town Clerk.
- RG337 Councils Water Supplier – Min no RGS**  
The Committee NOTED the report from the Assistant Town Clerk.

The Committee returned to the Public Meeting. The Chairman thanked the Council Officers for their hard work how they had excelled in the past year. She also thanked the Town Councillors for all their work in particular Cllr Jogia for her additional work on the finances and Cllr Angold-Stephens for her expertise in accounts.

Cllr Murray echoed the sentiments of the Chairman and thanked. Cllr Angold-Stephens for her contribution to this Committee.

Cllr Angold-Stephens thanked all the officers of the council in particular the Town Clerk and Assistant Town Clerk.

Cllr Jogia thanked the Council for their guidance during her first term on the Town Council.

**Signed:** .....  
**Date:** 30 June 2021