

**LOUGHTON TOWN COUNCIL**

**ANNUAL COUNCIL MEETING**

**MINUTES of the Meeting held on Wednesday 19 May 2021 at 7.45pm at Loughton Library & Town Hall, Traps Hill, Loughton IG10 1HD.**

**Present:**

**Councillors:** S Murphy (in the chair until Min no 1)  
R Brookes (in the chair from Min no 1)

P Abraham	B Cohen	C Davies
T Downing	S Fontenelle	W Kauffman
N MacKinnon	S Murray	C C Pond
K Rainbow	M Stubbings	K Valentine
G Wiskin	D Wixley	

**Officers:** M Squire (Town Clerk)  
B Smith (Assistant Town Clerk - Finance)  
P Bryce (Assistant Town Clerk - Civic)

**Also present:**

3 x members of the public

Cllr Murphy, as outgoing mayor, welcomed the new and re-elected members and members of the public to the meeting. She thanked the outgoing Deputy Town Mayor, Cllr T Cochrane for all her good work during her term in office and also officer P Bryce for all her support during this period.

**1 Election of the Town Mayor for 2021/22**

Cllr Murphy invited nominations for the role. Cllr Brookes was proposed and seconded and, there being no other nominations, Cllr Brookes was elected Town Mayor. She took the chair and after signing the Declaration of Acceptance of Office, was presented with the Town Mayor's badge and chain of office. Cllr Brookes thanked Cllr Murphy for her work during her term of office and presented her with the Past Town Mayor's badge.

**2 Appointment of the Deputy Town Mayor for 2021/22**

Cllr B Cohen was proposed and seconded and, there being no other nominations, Cllr Cohen was appointed Deputy Town Mayor and presented with the Deputy Town Mayor's badge.

**3 Apologies for Absence**

Apologies for absence were received from Cllrs Beales, House, Jennings, Owen, C P Pond and Riley. It was noted that Cllr Beales would be granted a temporary leave of absence, to be ratified at the next appropriate Committee meeting.

**4 Declarations of Interest**

Members were reminded that they had twenty-eight days from the date of their election or re-election to office in which to submit their declarations of interest forms to the Town Clerk.

**5 Confirmation of Minutes**

The minutes of the meeting held on 28 April 2021 were CONFIRMED as a correct record and signed by the Chairman.

**6 Appointment of Members, and Election of Chairman and Vice Chairman, of Council Committees for 2021/22**

**6.1 Planning and Licensing Committee**

Cllrs P Abraham, S Murphy, K Rainbow, J Riley and G Wiskin were nominated and appointed to the Planning and Licensing Committee. Cllr T Downing was elected Chairman and Cllr C Davies Vice Chairman.

**6.2 Recreation Committee**

Cllrs L House, S Fontenelle, N MacKinnon, S Murray, and M Stubbings were nominated and appointed to the Recreation Committee. Cllr D Wixley was elected Chairman and Cllr K Valentine Vice Chairman.

**6.3 Environment and Heritage Committee**

Cllrs P Beales, B Cohen, S Fontenelle, K Valentine and G Wiskin were nominated and appointed to the Environment and Heritage Committee. Cllr C C Pond was elected Chairman and Cllr C P Pond Vice Chairman.

**6.4 Resources and General Services Committee**

Cllrs R Brookes, B Cohen, W Kauffman, S Murray, and M Stubbings were nominated and appointed to the Resources and General Services Committee. Cllr J Jennings was elected Chairman and Cllr M Owen Vice Chairman.

All committees consist of seven members.

**6.5** In accordance with Standing Order 5e it was AGREED that Nomination of up to three persons per political group authorised to make substitutions.

It was agreed that Cllr R Brookes would be included on the bank signatories.

**7 Nomination of Council Representatives for 2021/22**

**7.1** The Council representatives on outside bodies for 2021/22 were AGREED as below:

<b>Organisation</b>	<b>2021/22 representative(s)</b>
<b>Lopping Endowment</b>	J Jogia (as District Councillor)
<b>Essex Association of Local Councils (EALC) – Epping Forest Branch</b>	Cllrs C C Pond and Wixley and Town Clerk
<b>Local Councils’ Liaison Committee</b>	Cllrs C C Pond and Wixley and Town Clerk
<b>EALC - Larger Local Councils Forum</b>	Cllr Wixley
<b>Tree Wardens</b> (appointed by Epping Forest Countrycare)	Cllrs Cohen, Davies, Wiskin and Wixley
<b>Loughton Broadway Town Centre Partnership</b>	Cllrs Cohen, Davies, Fontenelle, Murphy, Owen and Rainbow

<b>Citizens Advice Epping Forest District – Management Committee</b>	Cllrs Jennings and MacKinnon
<b>Essex Police local community meetings</b>	Cllrs Fontenelle and Wixley
<b>Roding Valley Nature Reserve Consultative Group</b>	Cllr Wixley

**7.2 To review arrangements for reporting back on the activities of outside bodies**

The Council AGREED that the current practice whereby representatives were requested to provide a written report, to be attached to the next Council agenda, on meetings which they have attended, should continue. It was NOTED that a verbal report could be made on meetings attended within ten days of the Council meeting and that members were also requested to provide an annual report for the final Council meeting of the municipal year where appropriate.

**7.3 Joint Standards Committee**

The Council APPOINTED Cllr C C Pond as its representative on the Joint Standards Committee for 2021/22 with Cllr Davies as his substitute.

**7.4 Grievance Hearing and Disciplinary Appeal Panels**

Cllr Davies was APPOINTED a third member to sit on both the Grievance Hearing Panel and the Disciplinary Appeal Panel.

**8 Membership of Internal Council Groups**

To confirm or amend the membership of the following internal groups:

**8.1 Strategy and Staff Group** (includes the Complaints Panel)

Membership: Town Mayor, Deputy Town Mayor, Chairman of each committee and Cllr Murray as representative from the minority group.

**8.2 Financial Assistance Working Group**

Membership: Chairman and Vice Chairman of the Resources and General Services Committee and Cllr Murray.

**8.3 Roding Valley Recreation Ground Improvements Project Working Group**

Membership: Chairman and Vice Chairman of the Recreation Committee and Cllrs Brookes and Murray.

**9 General Power of Competence**

The Council AGREED to adopt the General Power of Competence in the forthcoming Civic Year. It was noted that there are a few exceptions, where other legal powers may be appropriate. E.g. Allotments and Small Holdings.

**10 Confirmation of Standing Orders**

The Council AGREED and confirmed the Town Council's Standing Orders.

**11 Confirmation of Financial Regulations**

The Council AGREED and confirmed the Town Council's Financial Regulations.

**12 Year End Financials 2020/21**

**12.1 Annual Governance and Accountability Return (AGAR) for the year ending 31 March 2021, including**

- (i) The Council AGREED AGAR (Section 1) for the Year ended 31 March 2021
- (ii) The Council AGREED AGAR (Section 2) for the Year ended 31 March 2021
- (iii) The Council AGREED AGAR – NOTING that the internal auditor has completed and signed the Annual Internal Audit Report on page 3 of the Annual Governance and Accountability Return 2020/21.

**12.2 Annual Accounts**

The Council APPROVED the Annual Accounts for the Year ended 31 March 2021. This statement of accounts has been prepared in accordance with the Local Audit and Accountability Act 2014 and the Accounts and Audit Regulations 2015, i.e. on an income and expenditure basis with a statement of balances and complies with Proper Practices in completing Sections 1 and 2 of the Annual Governance and Accountability Return.

**13 Town Mayor's / Town Clerk's Report**

The Town Clerk reminded all Councillors to complete their Declarations of Interest forms and return by email. These are required to be completed and returned 28 days from date of election.

**14 Loughton Town Council's 25 Years**

A presentation of thanks was given to Cllr C C Pond in recognition of Loughton Town Council's 25 years since inauguration in 1996.

**Signed:** .....

**Date:** 13 July 2021