

LOUGHTON TOWN COUNCIL

RESOURCES AND GENERAL SERVICES COMMITTEE

MINUTES of the Meeting held on Wednesday 30 June 2021 at 7.45pm at Loughton Library & Town Hall.

Present:

Councillors: M Owen (in the Chair)
 R Brookes B Cohen S Murray
 M Stubbings K Valentine (as substitute for Cllr Jennings)
 D Wixley (as substitute for Cllr Kauffman)

Also present:

Councillors: L House

Officers:

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

One Member of the Public

RG1 Apologies for absence

Apologies were received from Cllrs J Jennings and W Kauffman. The Town Clerk reported that Cllr M Owen would chair the meeting, Cllr K Valentine would substitute Cllr J Jennings and Cllr Wixley would substitute Cllr. Kauffman

RG2 Declarations of Interest

Cllr Murray declared a non-pecuniary interest in Agenda item 12, Financial Assistance Application as he knows the applicant.

RG3 Confirmation of Minutes

The minutes of the meeting held on 7 April 2021 were CONFIRMED as a correct record and were signed by the Chairman.

RG4 Public Representations

Jessie Ford addressed the Committee in support of her Financial Assistance Grant Application for Upstage Theatre Company.

The Committee agreed to move item 12, Financial Assistance – General Applications 2021/22, up the agenda order.

**RG5 Financial Assistance
 General Applications 2021/22**

The Committee NOTED the current balance of £11,424.00 in the 2021/22, Financial Assistance budget.

The Committee RESOLVED to make the following contribution from the scheme by granting financial assistance to:

Organisation	Amount £	Item	Power
UpStage Theatre Company	1,800.00	Production of the Loughton Pantomime	General Power of Competence

- RG6 Town Clerk's / Chairman's Report**
The Town Clerk reported that the NHS had given notice at Murray Hall and would be vacating the premises on 27 July 2021. It would appear that nearing completion of the initial vaccination programmes, the NHS are to consolidate sites across all areas of Herts and West Essex as they no longer require the same level of services. The Bookings Hall Officer would be contacting the regular Hall Hirers in order to ascertain if they wished to rehire the hall when available again.
- RG7 Training and Conferences**
The Committee NOTED that on 23 June the Town Clerk, the two Assistant Town Clerks and Halls & Booking Officer attended a half day training session on RBS Rialtas Bookkeeping.
- RG8 Finance**
- 8.1 Current Financial Position**
The Committee NOTED the current financial position and NOTED the Council's current bank balances and most recent reconciliations.
- 8.2 Accounts Paid**
The Committee NOTED that payments totalling £254,813.42, as detailed on payment schedules no. 327-330, until 16 June 2021 had been made and entered on the accounts system, since the report to the meeting on 7 April 2021. Schedules and accompanying invoices were available at the council offices for inspection.
- RG9 Precept**
The Committee NOTED that the first instalment of the 2021/22 Precept, £391,338, had been received into the Council's Santander bank account on 30 April 2021.
- RG10 Internal Financial Check**
The Committee AGREED to continue with the appointment of a Town Councillor to undertake internal financial checks during the year and accepted Cllr Murray's offer to continue in this role for 2021/22. Former Town Councillor Jayna Jogia was thanked for her work in this regard during 2020/21.
- RG11 Internal Audit**
The Committee NOTED the satisfactory Internal Audit report from the Internal Auditors, Healis & Lodge dated 7 May 2021.
- RG12 Annual Governance and Accountability Return (AGAR) 2020/21**
The Committee NOTED that the AGAR was submitted to the external auditors PKF Littlejohn LLP on 11 June 2021 and that the completed confirmation of dates for provision of public rights form had been displayed on our noticeboards and posted on our Town Council website.
- RG13 Flag Flying**
The Committee NOTED that the Town Council had marked Coronation Day by flying the Union flag on Wednesday 2 June 2021. Also the official Celebration of Her Majesty's birthday on Saturday 12 June 2021 and birthday of the Duke of Cambridge on Monday 21 June 2021. The Town Council have marked Armed Forces Day 2021 on Saturday 26 June 2021 by flying the special flag outside Loughton Library for the preceding week.

The Committee NOTED that the Town Council will mark the occasion of the birthday of the Duchess of Cornwall on Saturday 17 July 2021 and the birthday of the Princes Royal on Sunday 15 August 2021. The Town Council will also mark the occasion of Merchant Navy Day, on Friday 3 September 2021 by flying the Red Ensign to help raise public awareness of our island nation's reliance on seafarers and shipping.

RG14 Christmas Card Competition 2021

The Committee NOTED that this year's competition will be launched before the autumn meeting of this Committee.

After some discussion it was AGREED to stick to the existing format for 2021/22 but to emphasise that photographs are eligible for the competition. There is an option to submit photos within the current competition rules.

RG15 Local Council Awards

The Committee NOTED the report.

RG16 Policies Review

16.1 Review of the Data Protection Policy

The Committee reviewed and AGREED the Data Protection Policy.

16.2 Review of the Code of Conduct

The Committee reviewed and AGREED the Code of Conduct Policy.

16.3 Review of the Code of Conduct Annex 3 Complaints Procedure

The Committee reviewed and AGREED the Code of Conduct Annex 3 Complaints Procedure.

16.4 Review of the Freedom of Information Publication Scheme

The Committee reviewed and AGREED the Freedom of Information Publication Scheme.

16.5 Review of the Health and Safety

The Committee reviewed and AGREED the Health and Safety Policy.

16.6 Review of the Training Strategy

The Committee reviewed and AGREED the Training Strategy.

RG17 Exclusion of the Press and Public

The Committee RESOLVED to exclude the press and public from the following item in accordance with the Public Bodies (Admission to Meetings) Act 1960, as they contained confidential information relating to contractual and /or staffing matters.

RG18 Buckingham Court

The Committee NOTED the report from the Town Clerk.

RG19 Town Council's Water Supplier

The Committee NOTED the report from the Assistant Town Clerk.

RG20 Town Council's Banking Arrangements

The Committee NOTED the report from the Town Clerk.

RG21 **Strategy and Staff Group meeting 28 June 2021**
The Committee NOTED the report from the Town Clerk.

Signed:
Date: 5 October 2021