

**LOUGHTON TOWN COUNCIL**

**ANNUAL COUNCIL MEETING**

**MINUTES of the Meeting held on Tuesday 24 May 2022 at 7.30pm at Loughton Library & Town Hall, Traps Hill, Loughton IG10 1HD.**

**Present:**

**Councillors:** R Brookes (in the chair until Min no 84)

B Cohen (in the chair from Min no 84)

P Abraham

B Cohen

C Davies

T Downing

S Fontenelle

L House

J Jennings

W Kauffman

N MacKinnon

S Murphy

S Murray

C C Pond

C P Pond

K Rainbow

J Riley

M Stubbings

K Valentine

G Wiskin

D Wixley

**Officers:**

M Squire (Town Clerk)

K Lumb (Deputy Town Clerk)

P Bryce (Community Manager)

**Also present:** 10 Members of the public

Cllr Brookes, as outgoing mayor, welcomed the Councillors and members of the public to the meeting and gave a very warm thank you speech for her year in office. She thanked her fellow councillors and the officers for their support.

**84 Election of the Town Mayor for 2022/23**

Cllr Brookes invited nominations for the role of Town Mayor. Cllr Cohen was proposed and seconded and, there being no other nominations, Cllr Cohen was elected Town Mayor for 2022/23. Cllr Brookes presented her with the Town Mayor's badge and chain of office. Cllr Cohen took the chair and duly executed the Declaration of Acceptance of Office.

Cllr Cohen thanked Cllr Brookes for her work during her term of office as Town Mayor and presented her with the Past Town Mayor's badge. Cllr C C Pond led the Council's tributes to Cllr Brookes for her work during her year of office.

Cllr Cohen thanked the Council for honouring her with the opportunity to serve the community in this role and said that it had been a pleasure and delight being Cllr Brookes Deputy.

**85 Appointment of Deputy Town Mayor for 2022/23**

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

**86 Apologies for Absence**

Apologies for absence were received from Cllr P Beales. It was agreed to extend Cllr Beales apologies to the end of the year, to be ratified at the next appropriate Council meeting.

**87 Declarations of Interest**

None were received. Members are reminded that if their interests change they must, within 28 days of becoming aware of the change, complete a new register of members' interests form and return it to the Town Clerk for submission to the Monitoring Officer.

**88 Confirmation of Minutes**

The minutes of the meeting held on 26 April 2022 were CONFIRMED as a correct record and signed by the Chairman.

**89 Appointment of Members, and Election of Chairman and Vice Chairman, of Council Committees for 2022/23**

Cllr Pond proposed that all Cllrs remain in office with the exception of Cllr T Downing who is standing down as Chairman of the Planning and Licensing Committee.

**89.1 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 C Davies was elected Chairman and Cllr W Kauffman, Vice Chairman

**89.2 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.

**89.3 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.

**89.4 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.

**89.5** In accordance with Standing Order 5e it was AGREED that Nomination of up to three persons per political group authorised to make substitutions. Cllrs C C Pond and J Jennings are authorised to make substitutions during the year.

**90 Nomination of Council Representatives for 2022/23**

**90.1** The Council representatives on outside bodies for 2022/23 were AGREED as below:

Organisation	2022/23 representative(s)
Lopping Endowment	J. Jogia (as District Councillor)
Essex Association of Local Councils (EALC) – Epping Forest Branch	Cllrs CC Pond and Wixley
Local Councils' Liaison Committee	Cllrs CC Pond and Wixley

<b>EALC - Larger Local Councils Forum</b>	Cllr Wixley
<b>ECC Parish Passenger Transport Meeting</b>	This is now defunct / in abeyance
<b>Tree Wardens</b> (appointed by Epping Forest Countrycare)	Cllrs Cohen, Davies, Wiskin and Wixley
<b>Loughton Broadway Town Centre Partnership</b>	Cllrs Brookes, Cohen, Davies, Fontenelle, Murphy, Murray, Owen and Rainbow
<b>Citizens Advice Epping Forest District – Management Committee **</b>	
<b>Essex Police local community meetings ***</b>	Cllrs Fontenelle and Wixley
<b>Roding Valley Nature Reserve Consultative Group</b>	Cllr Wixley

\*\* These meetings have become remote and the Council has not been invited to attend.

\*\*\* Whilst the Council has not been invited by Essex Police to nominate official representatives, it is best practice to ensure the Town Council has a presence at any Divisional meeting which may be held in Epping.

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

Members were reminded that it is 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.

#### **90.3 Joint Standards Committee**

The Council APPOINTED Cllr C C Pond as its representative on the Joint Standards Committee for 2022/23 with Cllr Davies as his substitute.

#### **90.4 Grievance Hearing and Disciplinary Appeal Panels**

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

### **91 Membership of Internal Council Groups**

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

#### **91.1 Strategy and Staff Group** (includes the Complaints Panel)

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

#### **91.2 Financial Assistance Working Group**

Membership: Chairman and Vice Chairman of the Resources and General Services Committee and Cllr Murray. It was agreed that Cllr Fontenelle appointed to be on standby if required.

#### **91.3 Roding Valley Recreation Ground Improvements Project Working Group**

Membership: Chairman and Vice Chairman of the Recreation Committee and

Cllrs Brookes, MacKinnon, Murray and Valentine.

**92 General Power of Competence**

The Council AGREED to reassert the use of the General Power of Competence in the forthcoming Civic Year.

**93 Confirmation of Standing Orders**

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

**94 Confirmation of Financial Regulations**

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

**95 Year End Financials 2022/23**

**95.1 Annual Governance and Accountability Return (AGAR) for the year ending 31 March 2022, including**

- (i) The Council AGREED AGAR (Section 1) for the Year ended 31 March 2022
- (ii) The Council AGREED AGAR (Section 2) for the Year ended 31 March 2022
- (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 2021/22.

**95.2 Annual Accounts**

The Council APPROVED the Annual Accounts for the Year ended 31 March 2022. 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.

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

The Town Clerk reported that some members of staff and Cllr Wixley attended the funeral of Alex Wilson, our retired Cemetery Attendant on Monday 23 May. The Service was well attended and his coffin was accompanied by the Epping Forest Pipers.

The Town Clerk reminded members of the Beacon Lighting event will be taking place on Thursday 2 June 2022.

**97 Local Government Boundary Commission Consultation on new ward patterns/electoral review for Epping Forest District Council**

Members agreed that a working group would be set up and a response made.

**Signed:** .....

**Date:** 13 July 2022