

LOUGHTON TOWN COUNCIL

ANNUAL COUNCIL MEETING

MINUTES of the Meeting held on Tuesday 24 May 2023 at 7.30pm at 1 Buckingham Court, Rectory Lane, Loughton IG10 2QZ

Present:

Councillors: B Cohen (in the chair until Min no 167)
M Stubbings (in the chair from Min no 167)

P Abraham	R Brookes	C Davies
T Downing	S Fontenelle	L House
J Jennings	W Kauffman	N MacKinnon
S Murphy	S Murray	M Owen
C C Pond	C P Pond	K Rainbow
J Riley	M Stubbings	K Valentine
G Wiskin	D Wixley	

Officers: M Squire (Town Clerk)
P Bryce (Community Manager)

Also present: 4 Members of the public

Cllr Cohen as outgoing Town Mayor summarised the highlights of her term in office.

167 Election of the Town Mayor for 2023/24

Cllr Cohen invited nominations for the role of Town Mayor. Cllr Stubbings was proposed and seconded and, there being no other nominations, Cllr Stubbings was elected Town Mayor for 2023/24. Cllr Cohen presented him with the Town Mayor's badge and chain of office. Cllr Stubbings took the chair and duly executed the Declaration of Acceptance of Office

Cllr Stubbings thanked Cllr Cohen 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 Cohen for her work during her year of office.

168 Appointment of Deputy Town Mayor for 2023/24

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

169 Apologies for Absence

Apologies of absence were received from Cllr Beales who is on extended leave.

170 Declarations of Interest

Cllr Wixley declared a non-pecuniary interest in Agenda Item 7.1 Nomination of Council Representatives on outside bodies for 2023-24 Citizens Advice Epping Forest District as he was a member. Cllr Murray also declared a non-pecuniary interest in this Agenda item as he is a Trustee of the Citizens Advice Epping Forest District and this item is to be discussed.

The Town Clerk reminded Members that should 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.

171 Confirmation of Minutes

Cllr Wixley reported that Cllr Stubbings name should have been included in minute 164.2 of the minutes of the Council meeting of 25.4.23. as one of those who took part in the planting of whips on the Roding Valley Recreation Ground. Subject to this amendment, the minutes of the meeting held on 25 April 2023 were CONFIRMED as a correct record and signed by the Chairman.

172 Appointment of Members, and Election of Chairman and Vice Chairman, of Council Committees for 2023/24

172.1 Planning and Licensing Committee

Cllr CC Pond moved, and the Council agreed, the reappointment of Cllrs Abraham, Murphy, Rainbow, Riley and WisKin to the Planning and Licensing Committee. Cllr Davies to continue as Chairman and Cllr Kauffman, Vice Chairman

172.2 Recreation Committee

Cllr CC Pond moved, and the Council agreed, the reappointment of Cllrs House, Fontenelle, MacKinnon, Murray, and Stubbings to the Recreation Committee. Cllr Wixley to continue as Chairman and Cllr Valentine, Vice Chairman

172.3 Environment and Heritage Committee

Cllr CC Pond moved, and the Council agreed, the reappointment of Cllrs Beales, Cohen, Fontenelle, Valentine and WisKin to the Environment and Heritage Committee. Cllr CC Pond remained as Chairman and Cllr CP Pond Vice Chairman.

172.4 Resources and General Services Committee

Cllr CC Pond moved, and the Council agreed, the reappointment of Cllrs Brookes, Cohen, Kauffman, Murray, and Stubbings to the Resources and General Services Committee. Cllr M Owen was nominated and elected as Chairman and Cllr Fontenelle Vice Chairman.

All committees consist of seven members.

172.5 Nomination of up to three persons per political group authorised to make substitutions in accordance with Standing Order 5e was AGREED.

173 Nomination of Council Representatives for 2023/24

173.1 The Council representatives on outside bodies for 2023/24 were AGREED as below:

Organisation	2023/24 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

EALC - Larger Local Councils Forum	Cllr Wixley
ECC Parish Passenger Transport Meeting	Cllrs Abrahams and CC Pond
Tree Wardens (appointed by Epping Forest Countrycare)	Cllrs Cohen, Fontenelle, Wiskin and Wixley
Loughton Broadway Town Centre Partnership	Cllr Brookes, Cohen, Davies, Murphy, Owen and Rainbow
Citizens Advice Epping Forest District – Management Committee	To be omitted from the 2024 Agenda
Essex Police local community meetings **	Cllrs Fontenelle, House and Wixley
Roding Valley Nature Reserve Consultative Group	Cllr MacKinnon and Wixley

** Whilst the Council has not been invited by Essex Police Cllr House has been having monthly meet ups with the home beat officer and attending the Coffee with the Cops meetings.

Following discussions, it was agreed that the Citizens Advice Epping Forest District Management Committee was already represented by Loughton Town Council and additional members were not required to attend any meetings.

Cllrs thanked Cllr Brookes for all the work she had done, above and beyond, on the Loughton Broadway Town Centre Partnership as acting Chairman. Cllr Brookes reported that if the partnership does not appoint a Chairman they will fold.

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

Representatives were requested to provide a written report, which is attached to the next Council agenda, on meetings which they have attended. A verbal report can be made on meetings attended within ten days of the Council meeting. Members are also requested to provide an annual report for the final Council meeting of the municipal year.

173.3 Joint Standards Committee

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

173.4 Grievance Hearing and Disciplinary Appeal Panels

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

174 Membership of Internal Council Groups

174.1 Strategy and Staff Group (includes the Complaints Panel)

Membership to continue as: Town Mayor, Deputy Town Mayor and the chairman of each of the committees, Cllr C P Pond and S Murray as a representative from the minority group.

Note: It is always open to the group to invite a member to a particular meeting if special knowledge, etc. is required.

174.2 Financial Assistance Working Group

Membership to continue as: Chairman and Vice Chairman of the Resources and General Services Committee, Cllr Murray and the immediate past Town Mayor.

The Group usually meets in January to consider the annual round of applications.

174.3 Roding Valley Recreation Ground Improvements Project Working Group

Membership to continue as: Chairman and Vice Chairman of the Recreation Committee and Cllrs Brookes, Mackinnon, Murray and Stubbings.

175 General Power of Competence

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

176 Confirmation of Standing Orders

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

177 Confirmation of Financial Regulations

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

178 Year End Financials 2022/23

178.1 Annual Governance and Accountability Return (AGAR) for the year ending 31 March 2023, including.

- (i) The Council AGREED AGAR (Section 1) for the Year ended 31 March 2023.
- (ii) The Council AGREED AGAR (Section 2) for the Year ended 31 March 2023.
- (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 2022/23.

178.2 Annual Accounts

The Town Clerk reported that it had been a very tough financial year and this financial year would be equally challenging.

The Council APPROVED the Annual Accounts for the Year ended 31 March 2023. This statement of accounts had been prepared in accordance with the Local Audit and Accountability Act 2014 and the Accounts and Audit Regulations 2015.

179 Town Mayor's / Town Clerk's Report

Nothing to report.

Signed:

Date: 26 July 2023