

THESE MINUTES NOT YET CONFIRMED

LOUGHTON TOWN COUNCIL
RESOURCES AND GENERAL SERVICES COMMITTEE

MINUTES of the Meeting held on Wednesday 10 April 2024 at 7.30pm at Loughton Town Council, Council Chamber, 1 Buckingham Court, Rectory Lane, Loughton IG10 2QZ.

Present:

Councillors:	M Owen (in the Chair)	
	R Brookes	B Cohen
	S Fontenelle	W Kauffman
	S Murray	M Stubbings

Also present: Cllrs C Davies; J Riley and D Wixley

Officers: M Squire (Town Clerk)
K Lumb (Deputy Town Clerk / RFO)

There were 2 members of the public present.

The Chairman advised the meeting would be recorded.

RG320 Apologies for absence

There were no apologies for absence received.

RG321 Declarations of Interest

Cllrs Murray and Fontenelle both declared a non-pecuniary interest in Agenda item 5 – Restore Community, due to their support of the organisation.

RG322 Confirmation of Minutes

Cllr Wixley had reported that the following amendments were required to minute no. RG313.1:

- Reference to 3. “Affordable Councillors Epping Forest”, should read 3. “Affordable Counselling Epping Forest”, and
- No number 7. In the list of organisations – this had been inadvertently missed from the Citizens Advice - Epping Forest District entry.

Both theses amendments had been made to the definitive version of the minutes of the meeting held on 7 February 2024 and the minutes were CONFIRMED as a correct record and were signed by the Chairman.

RG323 Public Representations

There were no public representations.

RG324 Restore Community

Following discussions and questions, Councillors NOTED the presentation given by Jo Mackey – Head of Operations, and Hester Botha – Project Lead – Children and Families, on their Loughton projects/work across the Restore Community.

The update included information on their current projects:

- Noah’s Ark Pre-school – Monday, Wednesday, and Thursday mornings.
- Grow Community Garden – Wednesday and Saturday.
- Holiday Club – runs every school holiday.

- TLG (transforming lives for good) – 1:1 coaching to primary school children.
- Community Hub – Thursday mornings.
- Multiply – In partnership with Essex County Council, helping parents support their children’s maths learning, and
Future projects:
 - Community Health Hub.
 - Homework Club.
 - Lunch Club for Seniors.
 - Youth Club for over 11’s.

A member and the Chairman, on behalf of the Committee, thanked Jo and Hester for their time and informative update.

RG325 Town Clerk’s / Chairman’s Report

The Town Clerk reported:

- A grant of £30,000.00 has been received from Epping Forest District Council UK shared prosperity fund, for the redevelopment of Newmans Lane playground.
- A portrait of the King, which we applied for, has now been received and will be displayed in the Council Chamber in due course.
- An evening induction course for the new Council, following the May 2024 elections, will be arranged following the completion and signing of the declarations of interest.

The Chairman had nothing to report.

RG326 Training and Conferences

Members NOTED the update on training.

A member advised one of the key learnings from the defibrillator training, was the requirement to phone to obtain a code to open the defibrillator cabinet.

RG327 Annual Town Meeting

The Committee NOTED the draft minutes for the 2024 Annual Town Meeting held on 5 March 2024, have been circulated and no issues requiring further consideration by the Town Council had arisen.

RG328 Staff Salaries 2024/25

The Committee NOTED the update.

RG329 Staff Appraisals

Members NOTED that all staff appraisals have now been completed. Following discussion, the Town Clerk advised that the Town Clerk’s appraisal should be discussed and considered by members at the Strategy and Staffing meeting.

RG330 Meetings Schedule

The Committee NOTED the 2024/25 definitive schedule of meetings for Loughton Town Council has been agreed and circulated.

RG331 80th Anniversary of D-Day Landings Commemoration

The Committee NOTED the report on the Lighting of the Beacon commemoration event on Hillyfields Open Space on the 6 June 2024, and receipt of the certificate of grateful recognition.

Cllr Kauffman advised he could procure an army jeep, which could be present at the commemoration event, and advised he could complete a risk assessment if officers could send him requirements.

RG332 Finance

332.1 Current Financial Position

The Committee's financial position as at 31 January 2024 along with available funds in earmarked reserves as at 31 January 2024 were NOTED. The Town Clerk / Deputy Town Clerk explained the process of the service charge.

332.2 Accounts Paid

The Committee NOTED that payments totalling £332,229.70 as detailed on payment schedules nos. 387-388 have been made since the report to the meeting on 7 February 2024, and that schedules and accompanying invoices are available for inspection at the Council offices.

RG333 Internal Financial Check

Members NOTED Cllr Murray had visited the office on 26 March 2024, and undertook an internal financial inspection of monthly payroll / tax & NI / pensions from 1 April 2023 to date.

The Chairman thanked Cllr Murray for his support.

RG334 Annual Insurance

The Committee NOTED the annual insurance premium for 2024/25 (year 3 of a 3-year contract with Zurich), which also includes fully comprehensive insurance for the Town Council's lease van.

Following discussions on the work required to the Town Council's lease van, it was agreed to proceed with the repairs.

RG335 Governance and Accountability

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

335.1 Internal Audit

335.1.1 Review of the Effectiveness of the System of Internal Audit

335.1.2 Review of the Effectiveness of the System of Internal Control.

335.2 Risk Assessment and Management

RG336 Year End 2023/24 Accounts

Following an update from the Town Clerk, members NOTED the tight time frame to complete the Year / End Financials for 2023/24. As the first full Council meeting of the new Town Council has had to be brought forward a week, the annual Council Financials would appear as an appendix to be received and reviewed on the evening of the meeting itself.

The Town Clerk advised the move to electronic banking would be arranged following the elections in May 24, to enable signatories to be considered / agreed. The Chairman requested this is added to the agenda for the next Resources and General Services committee in June 2024.

- RG337** **2024/25 Fees for Hall Hire; Football Pitches and Licence Fees**
The Committee NOTED the report.
- RG338** **2024/25 Cemetery Fees / Licence for vehicle access to Roding Road allotment site**
The Committee NOTED the report.
- RG339** **Franking Machine**
Following discussion, the Committee AGREED to serve notice to the Council's current Franking Machine provider, using up the current balance of postage within the machine, and transfer to using postage stamps.

There being no further business, the Chairman thanked members for attending and closed the meeting at 8.40pm.

Signed:
Date: 26 June 2024