

THESE MINUTES NOT YET CONFIRMED

**LOUGHTON TOWN COUNCIL**

**RESOURCES AND GENERAL SERVICES COMMITTEE**

**MINUTES of the Meeting held on Wednesday 9 April 2025 at 7.30pm at Loughton Town Council, Council Chamber, 1 Buckingham Court, Rectory Lane, Loughton IG10 2QZ.**

**Present:**

**Councillors:** M Owen (in the Chair)  
I Allgood S Murray  
R Brookes N MacKinnon  
S Fontenelle M Stubbings

**Also present:** Cllr D Wixley

**Officers:** M Squire (Town Clerk)  
K Pendlebury (Responsible Finance Officer) (RFO)

Cllr Fontenelle advised that he would be recording the meeting.

**RG94 Apologies for absence**

There were no apologies for absence received, although Cllr Mackinnon had informed the office that he would be running late..

**RG95 Declarations of Interest**

There were no declarations of interest declared.

**RG96 Confirmation of Minutes**

The minutes of the meeting held on 15 January 2025 were CONFIRMED as a correct record and signed by the Chairman.

**RG97 Public Representations**

There were no public representations.

**RG98 Town Clerk's / Chairman's Report**

The Town Clerk and Chairman had nothing to report.

Cllr MacKinnon arrived at the meeting.

**RG99 Banking Arrangements**

**99.1 Unity Bank**

Members NOTED the progress made with Unity Bank and electronic banking arrangements.

**99.2 Santander Bank**

Members NOTED the closure of the Santander bank account.

**RG100 Training and Conferences**

Members noted the update.

At this juncture members NOTED the formal appointment of Kate Pendlebury as RFO, with immediate effect.

**RG101 Staff matters**

**101.1 Staff Salaries 2025/26**

Members noted the update from The Society of Local Council Clerks (SLCC).

**101.2 Staff Appraisals**

Members noted that all Staff Appraisals had been completed.

**101.3 Recommendations from the Strategy & Staff Group (SSG) meeting of 4 April 2025**

- Members NOTED and ratified the staffing matters agreed at this meeting.
- Member NOTED the difficulty in resourcing the two major events, namely 'Jessel Green Fun Day' and Loughton Day (especially the former) and AGREED both should continue in the existing format, but that greater support should be sought for the Jessel Green event. This matter would be raised at the next Town Council meeting.
- Members NOTED that there was a case for the Town Council taking over the landlord role, of the area that Loughton Town Council is responsible for on the Roding Valley Recreation Ground (RVRG). This matter would be raised at the next Town Council meeting.

**RG102 80<sup>th</sup> Anniversary of VE Day Commemoration**

Members received and noted the details of the event, and the good progress made to date.

**RG103 Epping Forest District council (EFDC) – Local Council's Liaison Committee (LCLC)**

**103.1 District Council and Local Council Charter – 2009**

Members discussed the contents of the document and agreed that it was too out-dated to comment on further.

**103.2 Terms of Reference agreed September 2020**

Members reviewed the terms of reference and had no further comment.

**103.3 Epping Forest District Association of Local Councils (EFALC) Draft constitution.**

Members reviewed the document and agreed to put forward the proposal for up to 3 representatives to attend the meetings from Loughton Town Council.

**RG104 Local Council Awards**

After due consideration of the benefits associated with this award and the huge investment of time required members AGREED not to take forward this initiative. The time involved could be better served for projects and work that would benefit the local community.

**RG105 Technology**

**105.1 New Computers**

The committee NOTED the need to purchase the new computers for the office.

**105.2 Current Telephone Operators**

Members AGREED that the office should seek alternative quotes for the provision of telephone / internet services.

**RG106 Electric and Gas Supplier**

The members agreed to move forward with a further 3 year contract with British Gas for the supply of gas and electricity at all sites within Loughton Town Council.

**RG107 Financial Assistance Awards**

The Committee NOTED the update.

**RG108 Finance**

**89.1 Current Financial Position**

The current financial position as at 28 February 2025 along with available funds in earmarked reserves as at 28 February 2025 was NOTED.

**89.2 Accounts Paid**

The Committee NOTED payments totalling £566,695.95 as detailed on payment schedules nos. 404-406 have been made since the report to the meeting on 12 February 2025 and that schedules and accompanying invoices are available at the Council offices for inspection.

**RG109 Internal Financial Check**

The Committee NOTED and thanked Councillor MacKinnon for the financial reviews.

**RG110 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.

**RG111 Governance and Accountability**

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

**111.1 Internal Audit**

111.1.1 Review of the Effectiveness of the System of Internal Audit

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

**111.2 Risk Assessment and Management**

**RG112 Year End 2024-25 Accounts**

Following an update from the Town Clerk, members NOTED the timeline for completion of the Year / End Financials for 2024/25.

There being no further business, the Chairman thanked members for attending and closed the meeting at 8.30pm.

Signed: .....  
Date: 25 June 2025