

THESE MINUTES NOT YET CONFIRMED

LOUGHTON TOWN COUNCIL

RESOURCES AND GENERAL SERVICES COMMITTEE

MINUTES of the Meeting held on Wednesday 12 February 2025 at 7.30pm at Loughton Town Council, Council Chamber, 1 Buckingham Court, Rectory Lane, Loughton IG10 2QZ.

Present:

Councillors: M Owen
I Allgood
R Brookes
S Fontenelle
S Murray
N MacKinnon
M Stubbings

Also present: Cllr D Wixley

Officers: P Bryce (Deputy Town Clerk)
K Pendlebury Responsible Finance Officer (RFO) pending

10 members of the public.

RG78 Apologies for absence

There were no apologies for absence received.

RG79 Declarations of Interest

Cllr Murray declared a non-pecuniary interest on applications 1,4,8,9,10,11,12,13,14,15,16,17,19,20,21,22,24 within agenda item 9.1.
Cllr Brookes declared non-pecuniary interest on applications 2, 11,12,14,15,16 within agenda item 9.1.

RG80 Confirmation of Minutes

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

RG81 Public Representations

There were no public representations.

RG82 Town Clerk's / Chairman's Report

The Town Clerk and Chairman had nothing to report.

RG83 Royal British Legion

Members NOTED the receipt of £138.15 to the Poppy Appeal.

RG84 Annual Town Meeting

Members NOTED the date and time of the Annual Town meeting.

RG85 Meetings Schedule

Members AGREED to delegate the draft timetable to the Town Clerk.

Cllr S Fontenelle joined the meeting, and the Chairman advised that the remainder of the meeting would be recorded.

RG86 Financial Assistance Grants

86.1 General Applications

A representative group of 8 members from 7th Epping Forest Scouts addressed the Committee to thank them for the grant and explained how it would be used to help fund their attendance at the World Scout Jamboree in Belgium.

Janet Thompson (Loughton Voluntary Care) addressed the Committee and explained the major priorities for 25-26 for their organisation, including an update regarding the newly established walking group held in Loughton on Mondays.

John Johnson (Forest Creative Writers) addressed the Committee and explained the request for a contribution to their annual rent and provided an update of the support provided by the group.

Members AGREED the applications and amounts granted for 2025-2026.

86.2 Citizens Advice – Epping Forest District

Members AGREED the grant for 2025-2026

RG87 Financial Limits

The Committee AGREED the financial limits as provided.

The Committee AGREED that any write off of the Red Balloon Foundation (RBF) bad debt can be actioned as appropriate by the RFO.

RG88 Payments Procedures

The Committee reviewed the list of current direct debits and CONFIRMED that the direct debits can be transferred to Unity Bank as previously agreed in RG257.

RG89 Finance

89.1 Current Financial Position

The current financial position as at 31 January 2025 along with available funds in earmarked reserves as at 31 January 2025 was NOTED.

89.2 Accounts Paid

The Committee NOTED payments totalling £570,291.70 as detailed on payment schedules nos. 399 – 403 have been made since the report to the meeting on 15 January 2025 and that schedules and accompanying invoices are available at the Council offices for inspection.

RG90 Internal Audit

The Committee NOTED the receipt of the clean audit.

RG91 Internal Auditor Renewal

The Committee AGREED the recommendation to re-appoint Heelis & Lodge as Internal Auditors for the year 2025 – 2030.

RG92 Insurance – Annual Review

The Committee CONFIRMED the list of cover as detailed and AGREED to delegate the renewal decision to the Town Clerk.

RG93 Asset Register

The Committee NOTED the Register of Assets as at 31 January 2025.

There being no further business, the Chairman thanked members for attending and closed the meeting at 8.15pm.

Signed:
Date: 9 April 2025