

THESE MINUTES HAVE NOT BEEN CONFIRMED

LOUGHTON TOWN COUNCIL

RESOURCES AND GENERAL SERVICES COMMITTEE

MINUTES of the Meeting held on Wednesday 25 June 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 R Brookes
S Fontenelle N MacKinnon
S Murray M Stubbings

Also present: Cllr D Wixley

Officers: M Squire (Town Clerk)
K Pendlebury (Responsible Financial Officer- RFO)

RG113 Apologies for absence

There were no apologies for absence received.

RG114 Declarations of Interest

There were no declarations of interest declared.

RG115 Confirmation of Minutes

The minutes of the meeting held on 9 April 2025 were CONFIRMED as a correct record and signed by the Chairman.

RG116 Public Representations

There were no public representations.

RG117 Town Clerk's / Chairman's Report

The Town Clerk reported that a fire drill had been completed at the Environment & Heritage committee meeting on 11 June 2025.

RG118 Training and Conferences

Members NOTED the report.

The Town Clerk added that

- the Councillor Refresher Course for Cllr Dodd had been cancelled.
- the Essex Association of Local Clerks (EALC), are restructuring and moving office, which may affect the location at which training is provided in the future.
- archived agendas and minutes can be sent to the Essex Records Office, free of charge and do not require binding, which will save some costs.

RG119 Staff matters

119.1 Staff Salaries 2025/26

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

119.2 Recruitment

Members NOTED the update on recruitment.

- RG120 80th Anniversary of VE Day Commemoration**
Members NOTED the report.
- RG121 Flag Flying**
Members NOTED the report.
Cllr Wixley requested that Victory over Japan (VJ Day) should be commemorated. Members AGREED that the Union flag would be flown on 14 and 15 August as a mark of respect.
Cllr Fontenelle requested that 'Windrush Day'* be added to the 'flag raising' calendar. The Committee AGREED in principle and requested the Town Clerk to source and assess the cost of purchasing the Windrush flag for further consideration by the Committee.
- RG122 Technology**
122.1 New Computers
The committee NOTED that the computers have been ordered.
122.2 Current Telephone Operators
Members AGREED with the recommendation to continue the contract with the current broadband provider.
- RG123 Christmas Card 2025**
Members AGREED to continue with the current format of a digital festive card and to make a donation to charity.
- RG124 Finance**
123.1 Current Financial Position
The current financial position as at 31 May 2025 along with available funds in earmarked reserves as at 31 May 2025 was NOTED.
123.2Accounts Paid
The Committee NOTED payments totalling £390,622.40 as detailed on payment schedules nos. 409-412 have been made since the report to the meeting on 9 April 2025 and that schedules and accompanying invoices are available at the Council offices for inspection.
- RG125 Banking**
Members NOTED the update
- RG126 Precept**
Members NOTED the update
- RG127 Internal Financial Check**
The Committee NOTED and thanked Cllr MacKinnon for the financial reviews. Cllr MacKinnon agreed to continue with the financial checks for 2025-26.
- RG128 Internal Audit**
The Committee NOTED the receipt of a clean internal audit on 13 May 2025.
- RG129 Annual Governance and Accountability Return (AGAR) 2024/25.**
The Committee NOTED the submission of the return and also the displaying of the dates for provision of public rights on the Town Council noticeboards.

*last held on 22 June 2025

RG130 Financial Regulations

Following an update from the Town Clerk, members AGREED the revised version wording in principal and to review again a further updated version at the Resources and General Services Committee (RGS) on 8 October 2025. The revised Financial Regulations to then be recommended to the Town Council meeting of 14 October 2025.

RG131 Policies Review

Members AGREED the wording subject to the addition of some appropriate wording on paragraph 2(b) to include provision for Unity Bank as this is not a UK clearing bank.

There being no further business, the Chairman thanked members for attending and closed the meeting at 8.10pm.

Signed:

Date: 8 October 2025