

LOUGHTON TOWN COUNCIL

RESOURCES AND GENERAL SERVICES COMMITTEE

MINUTES of the Meeting held on Wednesday 14 February 2018 at 7.45pm at Loughton Library & Town Hall.

Present:

Councillors: S Pewsey (in the Chair)
J Angold-Stephens M Dalton J Mahoney (from Min No RG107)
S Murray D Wixley (as substitute for Cllr Jennings)

Also present:

Officers: E K Walsh (Town Clerk)
P Bryce (Administrative Assistant)

9 members of the public

RG103 Apologies for absence

Apologies for absence were received from Cllrs Jennings and Omer. The Town Clerk reported that Cllr Wixley had been nominated as substitute for Cllr Jennings for this meeting.

RG104 Declarations of Interest

With regard to Agenda item 6.1, Financial Assistance, Councillors made the following declarations:

Cllr Angold-Stephens declared a non-pecuniary interest in the applications for the Epping Forest Citizens Advice Bureau, as the Town Council's representative on the Board of Trustees, Epping Forest Re-Use as Cllr Murray was on the board of this group, Loughton Voluntary Care as she knew the person who leads the group, the Restore Community Centre (Above + Beyond) and the Restore Community Church (Above + Beyond) Noah's Ark Playgroup as she knew the Pastor, Spark (A branch of Worth Unlimited) as she knew the applicant, and the three applications from St Mary's Church as she knew the pastoral team.

Cllr Dalton declared a non-pecuniary interest in the application for the Loughton Festival as he was on the committee and the director was one of his clients. However, as the interest was significant, he would leave the meeting during the discussions on this application. Cllr Dalton also declared a non-pecuniary interest in the three applications from St Mary's Church as the applicant was a family friend. Cllr Dalton also declared a pecuniary interest in the application from the Voluntary Action Epping Forest as he was on their payroll and would leave the room during the consideration of this item.

Cllr Murray declared a non-pecuniary interest in the applications for the Epping Forest Re-Use and Spark (A branch of Worth Unlimited) and a pecuniary interest in the application for New Vistas, as he was acquainted with members of these groups. As he considered these interests to be significant he would not take part in any related discussions and would leave the room during any detailed conversations.

Cllr Pewsey declared a non-pecuniary interest in the applications from Loughton Festival as he was a member of their committee and all three applications from St Mary's Church as he was a member of the Parochial Church Council and would leave the meeting during the discussions on all these applications.

Cllr Wixley declared a non-pecuniary interest in the application for the Epping Forest Citizens Advice Bureau as he was a member.

Cllr Mahoney joined the meeting during Minute No RG107 and made the following declarations on his arrival:

Cllr Mahoney declared a non-pecuniary interest in the applications from Loughton Festival, Loughton Youth Project, New Vistas, Restore Community Centre (Above + Beyond), South Loughton Cricket Club, and Voluntary Action Epping Forest as he knew the organisers and people involved in those groups.

RG105 Confirmation of Minutes

The Minutes of the meeting held on 10 January 2018 were CONFIRMED as a correct record and signed by the Chairman.

The Committee AGREED to bring forward Agenda item 6 as members of the public were interested in their applications.

RG106 Public Representations

Representatives from the Community First Responders (Loughton group), GROW Community Garden, Loughton Voluntary Care, and the Loughton Youth Project addressed the Committee in support of their financial assistance applications.

RG107 Financial Assistance Applications 2018/19

The Committee RESOLVED to make the following contributions from the scheme by granting financial assistance to:

Organisation	Amount granted £	Power	Purpose of grant
Associates of Epping Forest Field Centre	300.00	LG(MiscProv)A1976 s19	Family Activity/biodiversity project
The Breastfeeding Network	0.00	LGA 1972 s137	Advice/support service
Community First Responders - Loughton Group	1,000.00	LGA 1972 s137	Medical equipment & uniforms
Cruse Epping Forest	250.00	LGA 1972 s137	Running costs
Epping Forest Re-Use	200.00	LG(MiscProv)A1976 s19	Equipment
Epping Forest Sportability Club	800.00	LGA 1972 s145	Running costs
Grant a Smile	0.00	LGA 1972 s137	Running costs
GROW Community Garden	3,000.00	LG(MiscProv)A1976 s19	Running costs

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Loughton Festival*	2,500.00	LGA 1972 s145	Running costs
Loughton Voluntary Care	500.00	LG(MiscProv)A1976 s19	Seated keep fit project
Loughton Youth Project	3,000.00	LG(MiscProv)A1976 s19	Running costs
New Vistas	300.00	LG(MiscProv)A1976 s19	Hall hire for meetings
Restore Community Centre (Above + Beyond)	4,000.00	LGA 1972 s133	Running costs
Restore Com Church (Above + Beyond) Noah's Ark Playgroup	600.00	LGA 1972 s145	Craft materials, equipment & running costs
Revitalise	500.00	LGA 1972 s145	Respite care for disabled guests & carers
Samaritans of Redbridge	400.00	LGA 1972 s137	Branch running costs
South Loughton Cricket Club	1,000.00	LG(MiscProv)A1976 s19	Patio project
Spark (A branch of Worth Unlimited)	1,000.00	LGA 1972 s137	Mentoring programme
St Marys – Ignite*	250.00	LG(MiscProv)A1976 s19	Television universal trolley stand
St Marys Church - Living Hope*	250.00	LGA 1972 s137	Lunch club
St Marys Church - Love Loughton*	1,000.00	LGA 1972 s145	Running costs for event
Voluntary Action Epping Forest	1,300.00	LGA 1972 s137	Benefits advice service
YES Partnership Youth Employment Strategy	700.00	LGA 1972 s137	Conference costs
Citizens Advice – Epping Forest	8,500.00	LGA 1972 s142	Running costs
Total awarded	£31,350		

* Cllr Angold-Stephens chaired the meeting for these four applications.

RG108 Matters for Report

108.1 Annual Town Meeting – Min no RG87.2

The Committee NOTED that the speaker for this year's meeting to be held in The Murray Hall at 8pm on Wednesday 14 March 2018 was Heather Scholer from the Epping Forest Foodbank.

108.2 Staffing – Min no RG87.4

The Town Clerk confirmed that revised post of Responsible Financial Officer and Assistant Clerk has been filled with the new employee anticipated to start work on Tuesday 3 April 2018. The appointment was to be as Responsible Financial Officer Designate until the satisfactory completion of the 6 months' probationary period and so the RFO responsibility would remain with the Town Clerk until that time.

108.3 Office Accommodation – Min no RG87.7

The Committee NOTED that the lease for the rental of 1 Buckingham Court remained in the hands of the solicitors. The Town Clerk had been endeavouring to expedite this matter.

108.4 Meetings Schedule

The Committee AGREED that as the District Council's calendar would not be confirmed until 22 February 2018, the Town Council meeting dates for 2018/19 should be referred to the full Council at its meeting on 28 February.

108.5 Investments – Min no RG59.2

The Town Clerk reported that the Santander 180-day notice account had accrued an additional £30.67 of interest since the balance had been transferred to the Business Savings account on 6 June 2017.

The Committee CONFIRMED that this account should now be closed and the remaining funds paid to Loughton Town Council by cheque.

108.6 General Data Protection Regulations

The Town Clerk drew members' attention to the latest update on the GDPR provided by the EALC. Conflicting information had been circulating and it was still unclear as to whether a member of staff could fulfil the role of Data Protection Officer as they might not meet the independence criteria laid down by the Information Commissioners Office. NALC was proposing to issue a toolkit in the coming weeks. A further report would be provided to the Committee at its next meeting to ensure the Council met its obligations under this new legislation.

RG109 Finance

109.1 Financial Position

The Committee's financial position as at 31 January 2018 was NOTED. Copies of the latest bank account balances and reconciliations were also provided at the meeting.

109.2 Accounts Paid

It was NOTED that payments totalling £165,560.38 as detailed on payments schedules nos 249 – 252 have been made since the report to the meeting on 6 December 2017. The schedules and accompanying invoices were available at the meeting for inspection.

RG110 Financial Regulations

110.1 Annual Review

The annual review of the Financial Regulations was undertaken.

The Committee CONFIRMED to full Council that no amendments were required at the present time and that the document met the Council's needs.

110.2 Financial Limits

The Committee CONFIRMED the financial limits below and AGREED that they were adequate.

Topic	Amount £	Last reviewed	Last changed
Limit of imprest on no 2 a/c	35,000	Feb 2017	April 2010
Limit of officers signing cheques on no 2 a/c	150	Feb 2017	April 2010
Limit of imprest on Security Deposits a/c	3,000	Feb 2017	April 2006
Limit of cheques on Security Deposits a/c	none	Feb 2017	April 2006
Petty cash imprest	150	Feb 2017	-
Urgent repair work etc without budgetary provision (FR 3.4)	5,000	Feb 2017	April 2008
Additional audit work of external auditor (FR 12.1)	750	Feb 2017	May 2004
Tenders to be obtained (FR 12.3, 12.6 & 12.8)	over 50,000	Feb 2017	May 2004
3 quotes to be obtained (FR 12.8)	10,000 to 50,000	Feb 2017	May 2004
3 estimates to be obtained (FR 12.8)	2,000 to 10,000	Feb 2017	May 2004
Public Contracts Regulations 2015 apply	over £25,000	Feb 2017	Feb 2016
Bad debts may be written off by RFO	250	Feb 2017	Feb 2014
Credit card:			
No 1 Town Clerk	1,000	Feb 2017	Nov 2004
No 2 Services Manager	500	Feb 2017	Feb 2014

The Committee AGREED to review the Bad Debts Policy at its next meeting.

110.3 Payments Procedures

Noting that all instructions and the direct debit mandates had previously been approved by the Council and the mandates authorised by two councillor signatures, the Committee CONFIRMED the list of payments currently made by direct debit as follows:

Name	Gross Amount	Frequency	Due date	Purpose
Peninsula Business Services Ltd	£241.92	Monthly	4 th	HR services
Epping Forest District Council	£2,052.00	Monthly	20 th	Business rates for Buckingham Court, Kingsley & Murray Halls, RVRG & WRPf changing rooms

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World Pay (formerly Streamline)	Various	Monthly	18 th	Hire of terminal for credit/debit card payments and associated fees/charges
Crown Gas & Power	Various	Quarterly	10 days after invoice date	Gas supply at Murray Hall, Kingsley Hall and Buckingham Court
Eon	Various	Monthly	Various	Electricity supply at Buckingham Court, RVRG, Cemetery, Murray Hall, Kingsley Hall, WRPF and Kings Green
Orange	Various	Monthly	30 th	Mobile phones for external staff
NatWest	Various	Monthly	27 th	Credit card purchases (in full, monthly)
Public Works Loan Board	£14,103.22	Half yearly	19 th Jan/July	Loan repayment Buckingham Court
Public Works Loan Board	£18,295.62	Half yearly	28 th Mar/Sept	Loan repayment Murray Hall (1)
Public Works Loan Board	£17,849.89	Half yearly	1 st June/Dec	Loan repayment Murray Hall (2)

RG111 Insurance – Annual Review

The Committee considered the report and NOTED that 2018/19 was the final year of a three-year long term agreement with WPS Insurance Brokers and Aviva.

The insurers had indicated a renewal premium for the coming year of £9,034.07 inclusive of insurance premium tax/VAT as applicable with an additional £25.00 administration fee.

The Town Clerk reported that following the recent vandalism incident at the Traps Hill Play Area with repairs considerably more expensive than the standard insurance excess of £250, a quotation for the insurance of the Council's play equipment had been sought. A report would be made to the next Committee meeting to allow a review of this issue.

The Committee CONFIRMED the level of cover as follows, noting that relevant items would be subject to review when the office relocation had been finalised:

1 Material damage – buildings & subsidence	18/19
Buckingham Court	540,406
Cemetery buildings	169,476
Kingsley Hall	351,743
Willingale Road Changing Room	101,260
Community Centre	2,261,815
Drinking fountain	23,449
RVRG changing rooms	392,247
LAC buildings	230,232
All-weather running track	44,097
War Memorial	68,217

Willingale Road Allotments	98,062
2 Business Interruption	
Additional expenditure (A) <i>see below</i>	101,000
Loss of revenue (B) <i>see below</i>	196,570

(A) Business interruption (Buckingham Court):

This cover for additional expenditure provides an indemnity for the costs incurred in an emergency relocation to alternative premises and the associated costs. The insurers have advised that the sum insured covers an indemnity period of 24 months and is index linked.

(B) Loss of revenue (Kingsley and Murray Halls):

In the event of an incident, this cover provides reimbursement of the amount by which the gross revenue falls short of the standard income less the cost of any business expenses saved during the indemnity period of 24 months.

3 Contents	18/19
Library	71,411
Kingsley Hall	3,032
Murray Hall	43,739
Cemetery office & outbuildings	5,109
4 Engineering	
Passenger lift	500,000
5 All risks	
Town Mayor's Badge of Office	2,649
Silver Gilt Chain of Office and case	
Best Allotment in Loughton Cup	1,294
Silver Plated Rose Bowl	
Noticeboard at Traps Hill	1,711
Garden Machinery (Cemetery)	1,533
Garden Machinery (Willingale Road Allotments)	3,594
Skate Ramps and Associated Equipment	21,472
6 Money	
Loss of non-negotiable money	250,000
Estimated annual carryings	10,325
Loss of other money – in transit	1,000
in the private residence of authorised employee	500
on the premises during business hours	1,000
on the premises outside business hours	500
Personal injury (assault) benefits	Capital
	Weekly
	10,000
	100

7 Public Liability	10m
(incl Hirers' Liability of £2m and Environmental Statutory Clean Up Costs Cover of £1m)	
8 Employer's Liability	10m
(includes up to 60 salt and grit volunteers)	
9 Libel and Slander	500,000
10 Fidelity Guarantee (Employees & Members)*	1.4m
* This level to be reviewed when end of year balances are known	

11 Personal Accident (Employees, Members & Volunteers)		
Employees (Death)	Capital sum	5 x annual salary
Temp Total Disablement	Weekly sum	50% of weekly wage
Temp Partial Disablement	Weekly sum	25% of weekly wage
Members (up to age 80)*	Capital sum	50,000
Temp Total Disablement	Weekly sum	200
Temp Partial Disablement	Weekly sum	100
Volunteers (up to age 80)	Capital sum	10,000
Temp Total Disablement	Weekly sum	200
Temp Partial Disablement	Weekly sum	100
*specific arrangements available for those aged over 81		
12 Legal Protection		
Employment Disputes, Compensation Awards, Legal Defence, Property and Personal Injury, Tax Protection, Contract Disputes, Statutory Licence Protection Management Liability automatically included		250,000
13 Business Travel – cover for all employees, council members and accompanying spouses included automatically for journeys made in connection with council business		
Medical		1m
Personal property		2,000
Money/cheques		1,000
Disruption/cancellation		2,000
Travel delay		500 max
Personal liability		2m
14 Vehicle – fully comprehensive, excess of £100		

RG112 Epping Forest District Dementia Action Alliance – Min no RG95.1

The Committee CONFIRMED that Loughton Town Council should apply to join the Epping Forest District DAA to help create a more dementia-friendly community.

The following steps were AGREED to create an action plan:

1. Encouraging councillors and staff to attend a Dementia Friends awareness session to assist them in serving people living with dementia;

2. Promoting awareness of this progressive disorder that is likely to affect an increasing number of our residents in the coming years through our usual communications including Think Loughton;
3. Supporting and encouraging activities and events in Loughton to be inclusive of people living with dementia through our financial assistance scheme; and
4. Encouraging businesses, and organisations, from all sectors in the town, to become members of the Epping Forest District Dementia Action Alliance.

RG113 Future Work of the Committee

No items were raised for future discussion.

Signed

Date: 25 April 2018