

LOUGHTON TOWN COUNCIL

COUNCIL MEETING

Minutes of the Council Meeting held on Wednesday 7 March 2018 at 7.45pm at Loughton Library & Town Hall, Traps Hill, Loughton IG10 1HD.

Present:

Councillors: P Abraham (in the chair)

| | | |
|-------------------|-------------|-----------|
| J Angold-Stephens | P Beales | R Brookes |
| M Dalton | J Jennings | S Murphy |
| S Murray | T Owen | C C Pond |
| C P Pond | M Stubbings | D Wixley |

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

This Council meeting was the rescheduled meeting from 28 February 2018 cancelled owing to severe weather.

131 Apologies for Absence

Apologies for absence were received from Cllrs Cochrane, Cohen, Davies, Downing, Latchford, Mahoney, Omer and Pewsey.

132 Declarations of Interest

No declarations of interest were received.

133 Confirmation of Minutes

The minutes of the meeting held on 13 December 2017 were CONFIRMED as correct and signed by the Chairman.

The minutes of the meeting held on 17 January 2018 amended from those circulated at Min no 127 to record Cllr Wixley had also declared a non-pecuniary interest in Agenda item 6 as he had attended the publicity photoshoot for the Save the Jessel Green campaign, were CONFIRMED as a correct record and signed by the Chairman.

134 Public Representations

None were received.

135 Questions Without Discussion

No questions were received.

136 Town Mayor's Engagements and Announcements

The Town Mayor, Cllr Philip Abraham, reported that since the Council meeting on 13 December 2017 he had attended a number of events. He had particularly enjoyed the awards presentation to the young artists at the Loughton Arts Centre and reported how much the young people appreciated the recognition they received. He also thanked everyone for attending his Civic Celebration.

A detailed list of the events was to be circulated to members.

137 Matters for Report

137.1 Local Plan (Submission Version 2017) – Min no 130.2

Following the meeting on 17 January 2018, the Council's representations on the Local Plan had been finalised with assistance from the Planning Consultants and submitted electronically and in hard copy by hand to the District Council before the deadline on Monday 29 January 2018.

The final submission was available to view on the Council's website.

The Council NOTED the fees paid to the Planning Consultants, Ann Skippers, for this work had amounted to £1,820.70 net of VAT.

Members thanked the Town Clerk and Cllr C C Pond for their work in this regard.

137.2 The Town Clerk reported that Cllr Girling had submitted his resignation in writing to the Town Mayor on 1 March 2018. The Casual Vacancy poster had been displayed on the notice board in the Loughton Broadway Ward.

Members paid tribute to Cllr Girling describing him as a passionate councillor who had worked hard for his residents since his election in 2012. They thanked him for all his endeavours and wished him and his family well in the future.

138 Reports from Members on Outside Organisations

138.1 Written reports on the following meetings were NOTED.

- i) Local Community Police Meeting – Buckhurst Hill Community Centre – Thursday 11 January 2018 – Cllr Cohen
- ii) Epping Forest District Citizens Advice – Wednesday 24 January 2018 – Cllr Angold-Stephens
- iii) Epping Forest Consultative Committee – Wednesday 24 January 2018 – Town Clerk

Cllr C C Pond declared a non-pecuniary interest in an item on fly tipping in the above report as a member of Essex County Council.

- iv) Epping Forest Branch of the Association of Local Councils – Tuesday 6 February 2018 – Town Clerk
- v) Larger Local Council Forum – Tuesday 13 February 2018 – Cllr Wixley

138.2 Cllrs Abraham and Wixley provided a brief report on the meeting of Loughton 1st held at St Mary's Church on Tuesday 6 March.

139 Reports from Committees

139.1 Planning and Licensing

The reports from the meetings held on 18 December 2017, 15, 29 January, and 12 February 2018 were NOTED.

139.2 Recreation

The report from the meeting held on 10 January 2018 was NOTED.

139.3 Environment and Heritage

Members NOTED that the meeting scheduled for 17 January 2018 had been cancelled to allow the Council meeting held to finalise the response to the Local Plan (Submission Version 2017) to be extended.

139.4 Resources and General Services

The reports from the meetings held on 10 January and 14 February 2018 were NOTED.

140 Financial Regulations

Further to the detailed review carried out by the Resources and General Services Committee at its meeting on 14 February 2018, the Council CONFIRMED that the Financial Regulations still met its requirements.

141 Governance and Accountability

141.1 Internal Audit

Review of the Effectiveness of the System of Internal Audit

Members considered the detailed report and reviewed the effectiveness of the system of internal audit, including the current system of internal audit, the independence and competence of the internal auditors, the scope of the internal audit and audit planning and reporting systems.

The Council AGREED that the system of internal audit, which had been in place during 2017-18, was satisfactory.

141.2 Review of the Effectiveness of the System of Internal Control

Members considered the detailed report and reviewed the effectiveness of the system of internal control. The Statement of Internal Control was AGREED as follows:

STATEMENT OF INTERNAL CONTROL

1 Scope and Responsibility

Loughton Town Council (hereafter called “the Council”) is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively.

In discharging this overall responsibility, the Council is also responsible for ensuring that there is a sound system of internal control which facilitates the effective exercise of the Council's functions and which includes arrangements for the management of risk.

2 Purpose of the System of Internal Control

The system of internal control is designed to manage risk at a reasonable level rather than to eliminate all risks of failure to achieve policies, aims and objectives; it can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an on-going process designed to identify and prioritise the risks to the achievement of the Council's policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them effectively and economically.

The system of internal control has been in place at the Council for the year ended 31 March 2018.

3 The Internal Control Environment

The system of internal control is based on a framework consisting of the Code of Conduct, internal regulations (including but not limited to financial regulations) and administrative procedures. It is further enhanced by the regular provision of management and financial information as appropriate to fit the Council's policy of delegation and responsibility. The system is constantly monitored by members as well as officers within the Council. In particular, the system incorporates:

- comprehensive budgeting systems, project evaluation and management appraisal
- regular reports of service delivery and project performance
- preparation and dissemination of regular financial reports measuring actual expenditure against forecasts for both revenue and capital projects
- regular review of such reports by officers, and by members in committee and full Council.

4 Review of Effectiveness

The authority has responsibility for conducting, at least annually, a review of the effectiveness of the system of internal control. The review of the effectiveness of the system of internal control is informed by the work of:

- the Council and its committees, especially the Resources and General Services Committee
- the Town Clerk/Responsible Financial Officer and other staff
- the internal auditor
- the external auditor
- any other review agencies and inspectorates in their reports.

141.3 Risk Assessment and Management

The Council carried out the annual review of its Risk Assessment and Management document.

The document as presented in the Agenda was AGREED with one amendment, the inclusion in the section referring to Council Offices and Administration of a reference to the General Data Protection Regulations to be implemented on 25 May 2018.

142 Meetings Schedule

The schedule of meetings for 2018/19 was AGREED as follows:

All meetings will be held in the Loughton Library & Town Hall, Traps Hill, Loughton, IG10 1HD, at 7.45pm unless otherwise shown.

| Month | Date | Day | Meeting |
|-------|------|-----------|------------------------|
| May | 23 | Wednesday | Annual Council |
| | | | |
| June | 4 | Monday | Planning & Licensing |
| | 13 | Wednesday | Recreation |
| | 18 | Monday | Planning & Licensing |
| | 20 | Wednesday | Environment & Heritage |

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| | | | |
| July | 2 | Monday | Planning & Licensing |
| | 4 | Wednesday | Resources & General Services |
| | 16 | Monday | Planning & Licensing |
| | 18 | Wednesday | Council |
| | 30 | Monday | Planning & Licensing |
| | | | |
| August | 20 | Monday | Planning & Licensing |
| | 29 | Wednesday | Recreation |
| | | | |
| September | 3 | Monday | Planning & Licensing |
| | 12 | Wednesday | Environment & Heritage |
| | 17 | Monday | Planning & Licensing |
| | | | |
| October | 1 | Monday | Planning & Licensing |
| | 10 | Wednesday | Resources & General Services |
| | 15 | Monday | Planning & Licensing |
| | 17 | Wednesday | Council |
| | 29 | Monday | Planning & Licensing |
| | | | |
| November | 7 | Wednesday | Recreation |
| | 12 | Monday | Planning & Licensing |
| | 14 | Wednesday | Environment & Heritage |
| | 26 | Monday | Planning & Licensing |
| | | | |
| December | 5 | Wednesday | Resources & General Services |
| | 10 | Monday | Planning & Licensing |
| | 12 | Wednesday | Council |
| 2019 | | | |
| January | 7 | Monday | Planning & Licensing |
| | 9 | Wednesday | (Resources and General Services (Budgets) 7pm (Recreation |
| | 16 | Wednesday | (Council (Budgets) 7pm (Environment & Heritage |
| | 21 | Monday | Planning & Licensing |
| | | | |
| February | 4 | Monday | Planning & Licensing |
| | 6 | Wednesday | Resources & General Services |
| | 13 | Wednesday | Council |
| | 18 | Monday | Planning & Licensing |
| | | | |
| March | 4 | Monday | Planning & Licensing |
| | 6 | Wednesday | Recreation |

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|--------------|----|-----------|--|
| | 13 | Wednesday | Annual Town meeting at The Murray Hall, 106 Borders Lane, Loughton at 8pm |
| | 18 | Monday | Planning & Licensing |
| April | 1 | Monday | Planning & Licensing |
| | 3 | Wednesday | Environment & Heritage |
| | 10 | Wednesday | Resources & General Services |
| | 15 | Monday | Planning & Licensing |
| | 24 | Wednesday | Council (approval of accounts) |
| | 29 | Monday | Planning & Licensing |
| | | | |
| May | 15 | Wednesday | Annual Council |

Signed.....

Date: **9 May 2018**