

LOUGHTON TOWN COUNCIL

RESOURCES AND GENERAL SERVICES COMMITTEE

MINUTES of the Meeting held on Wednesday 4 July 2018 at 7.45pm at Loughton Library & Town Hall.

Present:

Councillors: S Pewsey (in the Chair)
M Dalton J Jennings J Jogia
J Mahoney

Also present:

Officers: B Smith (Assistant Town Clerk)
P Bryce (Administrative Assistant)

RG124 Apologies for absence

Apologies for absence were received from Cllr Murray.

RG125 Declarations of Interest

Cllrs Mahoney and Pewsey declared a non-pecuniary interest in Agenda item 6.1, Financial Assistance Applications, as they were familiar with the Restore Community Centre.

RG126 Confirmation of Minutes

The Minutes of the meeting held on 25 April 2018 were CONFIRMED as a correct record and signed by the Chairman.

RG127 Public Representations

None were received.

RG128 Matters for Report

128.1 Office Accommodation – Min no RG118.2

The Committee NOTED that the 3-year lease for the rental of 1 Buckingham Court had been completed on 13 June 2018 and the 3-month rent deposit of £8,125 paid directly into the Council's Santander account.

At the determination of the lease, this would be repaid together with any interest accrued.

Further to the report made to this Committee on 5 July 2017, Mullucks Wells had been appointed as the Managing Agents for the property at £850 per annum plus VAT on a two-year contract.

Legal fees were likely to be in the region of £1,250.00 plus VAT together with £9.00 disbursements.

The Committee NOTED that the old desk furniture had been recycled and collected by the Warlies Park House Business Centre in Upshire who had subsequently made a £70 donation to one of the Town Mayor's charities, the Epping Forest Foodbank.

128.2 Insurance – Min no RG118.3

128.2.1 Assets

With regard to the insurance of bus shelters and play equipment, the Committee NOTED the report but AGREED to take no further action at this time.

128.2.2 Landlord Rent Guarantee Insurance

The Committee asked the Assistant Town Clerk to obtain further information regarding the Terms and Conditions of this type of insurance and deferred a decision until the next meeting.

128.2.3 HMRC investigations

The Committee asked the Assistant Town Clerk to obtain further information regarding the Terms and Conditions associated with investigation fees insurance cover for further consideration at the next meeting.

128.3 Internal Audit – Min no RG118.5

The Committee NOTED the internal auditor's final report for 2017/18 which had been circulated electronically to all members on 9 May 2018.

128.4 Data Protection – Min no RG118.7

The Committee NOTED that, to comply with the GDPR, officers had been continuing to update all the forms and paperwork associated with the services provided by the Town Council.

Councillors had also been sent a Privacy Notice reminding them of the Council's responsibilities in this regard.

The Committee also NOTED that whilst the Council's Document Retention Policy already addressed data retention of items covered by other legislative requirements, officers would need to periodically review other data held by the Council to ensure it was only kept for the purpose for which it was collected and only for as long as was necessary.

128.5 Christmas Card Competition 2018 – Min no RG87.5

The Committee NOTED the details of the 2017 competition and AGREED to maintain the current age categories and format for 2018 competition entries.

128.6 Flag Flying

The Committee NOTED that the Town Council had marked Armed Forces Day 2018 on Saturday 30 June 2018 by flying the special flag outside the Library.

The Committee NOTED the Council had been invited by the Seafarers UK's patron, HRH The Earl of Wessex, to "Fly the Red Ensign on Merchant Navy Day", Monday 3 September 2018. This aimed to help raise public awareness of our island nation's reliance on seafarers and shipping. A Red Ensign had been purchased at a cost of £38.50 for the occasion.

128.7 Training and Conferences

The Committee APPROVED the attendance of Cllr Jennings at the forthcoming Epping Forest District Council training sessions for the purposes of paying travel expenses:

Local Authority Finance & Budget Process	5 July 2018
Risk Management	30 October 2018
Treasury Management	22 January 2019

128.8 Local Services Fund

The Assistant Town Clerk reported that the Town Council had been awarded £10,000 from the Essex County Council Local Services Fund towards an apprenticeship scheme. As this was less than originally requested a revised scheme would be developed by the Town Clerk.

RG129 Financial Assistance Applications 2018/19 – RG107**129.1 Restore in the Community**

Noting this organisation's recent move from the Community Centre in The Broadway and its amended application, the Committee RE-CONFIRMED the following award for 2018/19:

Organisation	Amount Granted	Power	Purpose of grant
Restore in the Community	£4,000	LGA 1972, S133	Running costs

129.2 Grant Claims

The Committee considered the report and CONFIRMED that the grant claim from Spark for its £1,000 award may be settled.

The Chairman and Vice-Chairman reported on their recent meeting with representatives from the Loughton Youth Project. It was AGREED to defer payment of the grant until further updates regarding Loughton Youth Project's future plans had been received.

RG130 Finance – Min no RG120**130.1 End of Year Report**

The accounts for 2017/18, approved by full Council on 9 May 2018, together with details of the transfers to and from earmarked reserves, were NOTED.

130.2 Current Financial Position

The current financial position was NOTED.

130.3 Precept

The Committee NOTED that the first instalment of the Precept, £332,500, together with the Local Council Tax Support Grant payment of £13,508, had been received into the Council's Santander bank account on 27 April 2018. Members were reminded that this was the final LCTS grant to be paid by the District Council.

130.4 Fidelity Guarantee Insurance Cover

The Committee carried out the annual risk-based review of the level of fidelity guarantee insurance cover as required by the audit process and AGREED to reduce the level of cover to £1.2 million.

130.5 Internal Financial Check

The Committee AGREED to ask Cllr Angold-Stephens to carry out checks on the Council's financial transactions during the current financial year and thanked Cllr Omer for his work in this regard during 2017/18.

130.6 Bank Accounts

130.6.1 Financial Limits – Min no RG110.2

The Committee AGREED to increase the maximum balance limit in the No 2 NatWest Account, used as an imprest account for wages, tax and pension payments, to £40,000.

130.6.2 Authorised Signatories

The Committee AGREED to the following list of authorised signatures for each bank account to enable the mandates to be updated:

No 1) CURRENT ACCOUNT (NatWest)

Signatories: Town Mayor S Murray and Deputy Town Mayor S Murphy together with Cllrs S Pewsey, C C Pond, D Wixley and J Angold-Stephens plus C P Pond (but not in conjunction with CCP).

Operators: Town Clerk Enid K Walsh and Assistant Town Clerk Brent Smith

No 2) PAYROLL ACCOUNT (NatWest)

Signatories: Town Clerk Enid K Walsh and Assistant Town Clerk Brent Smith in addition to those for the no 1 account.

No 3) BUSINESS RESERVE (NatWest)

Signatories: The Town Mayor, S Murray and Cllr S Pewsey, Town Clerk, Enid K Walsh, and Assistant Town Clerk Brent Smith

No 4) SANTANDER BUSINESS RESERVE

Signatories: Cllrs S Pewsey, C C Pond, J Angold-Stephens, C P Pond (not in conjunction with C C Pond)

Operators: Town Clerk Enid K Walsh and Assistant Town Clerk Brent Smith

No 5) For & on behalf of Loughton Town Council – SECURITY DEPOSITS (NatWest)

Signatories: Town Clerk Enid K Walsh, Assistant Town Clerk Brent Smith and Officer Paul Hoy

No 6) NATIONWIDE BUSINESS INSTANT SAVER

Signatories: Cllr S Pewsey, C C Pond and J Angold-Stephens, plus C P Pond (not in conjunction with C C Pond)

Operators: Town Clerk Enid K Walsh and Assistant Town Clerk Brent Smith

130.7 Accounts Paid

The Committee NOTED payments totalling £290,732.29 as detailed on payments schedules nos 257 – 261 had been made since the report to the meeting on 25 April 2018.

The schedules and accompanying invoices were available at the meeting for inspection. Copies of the latest bank account reconciliations were also provided at the meeting.

RG131 Standing Orders

The Committee reviewed the Standing Orders and AGREED to recommend the amendments detailed in the agenda report to full Council for further consideration and approval.

RG132 Future Work of the Committee

No items were raised for future discussion.

Signed
Date: 10 October 2018