

**LOUGHTON TOWN COUNCIL**

**RESOURCES AND GENERAL SERVICES COMMITTEE**

**MINUTES of the Meeting held on Wednesday 6 February 2019 at 7pm at Loughton Library & Town Hall.**

**Present:**

**Councillors:** J Jennings (in the Chair)  
M Dalton J Jogia  
J Mahoney (from Min no 165.1) S Murray A Omer  
J Angold-Stephens (as substitute for Cllr S Pewsey)

**Officers:** M Squire (Town Clerk)  
B Smith (Assistant Town Clerk)

2 members of the public

The Town Mayor welcomed Mark Squire, the new Town Clerk, to the Council and wished him well in his new role.

**RG160 Apologies for absence**

Apologies for absence were received from Cllr Pewsey. The Town Clerk reported that Cllr Angold-Stephens had been nominated as Cllr Pewsey's substitute for this meeting. He also reported that Cllr Mahoney may arrive late.

**RG161 Declarations of Interest**

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

**Cllr Jennings** declared a non-pecuniary interest in the application from the Citizens Advice Epping Forest District.

**Cllr Murray** declared a non-pecuniary interest in the applications for Epping Forest Re-Use, Loughton Voluntary Care Association, New Vistas, Noah's Ark Play Group, Oakwood Hill Community Centre, Restore Community Church (Beyond Ourselves) and Citizens Advice Epping Forest District.

**Cllr Angold-Stephens** declared a non-pecuniary interest in the applications for Restore Community Church (Beyond Ourselves) and Citizens Advice Epping Forest District.

**Cllr Dalton** declared a non-pecuniary interest in the applications for St. Marys Church and Loughton Festival.

**Cllr Omer** declared a non-pecuniary interest in the applications for Oakwood Hill Community Centre.

**RG162 Confirmation of Minutes**

The Minutes of the meeting held on 9 January 2019 were CONFIRMED as a correct record and signed by the Chairman.

**RG163 Public Representations**

None were received.

**RG164 Matters for Report**

**164.1 Local Council Award Scheme**

The Committee Noted that the Council's Quality Gold Award expires at the end of March 2019, and The Town Clerk is awaiting clarification from Cllr Peter Davey, the NALC representative from Essex to confirm the re-accreditation process.

**164.2 Meetings Schedule**

The Committee AGREED the Town Council meeting dates for 2019/20 in principle but noted that they could be subject to some change as the District Council's calendar would not be confirmed until the 21 February 2019.

**164.3 Buckingham Court Property Company**

The Committee Noted that the retiring town clerk, Enid Walsh, had resigned from the role of Director of the above company and Mark Squire, as the Council's new Proper Officer, has been appointed in her place to help oversee the management of the site.

Cllr Mahoney joined the meeting during the next item.

**RG165 Financial Assistance Applications 2019/20**

**165.1 General Applications**

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)A 1976 s19	Family Activity/biodiversity project.
Beyond Ourselves Charity (Willingale Garden Project)	2,500.00	LG(MiscProv)A 1976 s19	Development of Community Space.
Cruse Bereavement Care Essex Area Epping Forest Client Services Committee	300.00	<b>LGA 1972 s137</b>	Running costs
Epping Forest Re-Use	230.00	LG(MiscProv)A 1976 s19	Equipment
Epping Forest Sportability Club	600.00	LGA 1972 s145	Running costs
Grow Community Garden (Beyond Ourselves)	2,500.00	LG(MiscProv)A 1976 s19	Running costs
Ignite St Mary's Church Loughton	500.00	LG(MiscProv)A 1976 s19	Laptop & matting
Living Hope (St Mary's)	0.00	<b>LGA 1972 s137</b>	Lunch Club costs
Lopping Hall Endowment	250.00	LGA 1972 s133	Equipment
Loughton Baptist Church (LBC the Church)	3,000.00	LGA 1972 s133	Refurbishment of Toilets
Loughton Festival	2,500.00	LGA 1972 s145	Running costs
Loughton Voluntary Care Association	500.00	LG(MiscProv)A 1976 s19	Running costs
New Vistas	300.00	LG(MiscProv)A 1976 s19	Hall hire for meetings

Noah's Ark play group (Beyond Ourselves)	2,000.00	LGA 1972 s145	Craft materials, equipment & running costs
Oakwood Hill Community Centre (Beyond Ourselves)	2,000.00	LGA 1972 s144	Running Cost and wifi
Project Linus UK	0.00	LGA 1972 s145	Hall hire for meeting
Restore Community Church	2,500.00	LGA 1972 s133	Improve hall facilities
Revitalise	500.00	LGA 1972 s145	Respite care for disabled guests & carers
Samaritans - Redbridge Branch	400.00	<b>LGA 1972 s137</b>	Running costs
The Loughton Club	3,000.00	LGA 1972 s133	Replacement boiler
<b>Total awarded</b>	<b>£23,880</b>		

**165.2 Citizens Advice – Epping Forest District**

The Committee CONFIRMED that a separate budget item for a grant provision to the Citizens Advice is in place. The budget for 2019/20 of £8,500 was AGREED.

Organisation	Amount granted £	Power	Purpose of Grant
Citizens Advice – Epping Forest District	8,500.00	LGA 1972 s144	Running costs

**RG166 Financial Regulations**

**166.1 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.

**166.2 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	40,000	July 2018	July 2018
Limit of officers signing cheques on no 2 a/c	150	Feb 2018	April 2010
Limit of imprest on Security Deposits a/c	3,000	Feb 2018	April 2006
Limit of cheques on Security Deposits a/c	none	Feb 2018	April 2006
Petty cash imprest	150	Feb 2018	-
Urgent repair work etc without budgetary provision (FR 3.4)	5,000	Feb 2018	April 2008
Additional audit work of external auditor (FR 12.1)	750	Feb 2018	May 2004
Tenders to be obtained (FR 12.3, 12.6 & 12.8)	over 50,000	Feb 2018	May 2004

3 quotes to be obtained (FR 12.8)	10,000 to 50,000	Feb 2018	May 2004
3 estimates to be obtained (FR 12.8)	2,000 to 10,000	Feb 2018	May 2004
Public Contracts Regulations 2015 apply	over £25,000	Feb 2018	Feb 2016
Bad debts may be written off by RFO	250	Feb 2018	Feb 2014
Credit card:			
No 1 Town Clerk	1,000	Feb 2018	Nov 2004
No 2 Services Manager	500	Feb 2018	Feb 2014

### 166.3 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	£241.92	Monthly	4 <sup>th</sup>	HR services
Epping Forest District Council	£974.00	Monthly	20 <sup>th</sup>	Business rates for Kingsley & Murray Halls, RVRG & WRPF changing rooms
World Pay (formerly Streamline)	Various	Monthly	18 <sup>th</sup>	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 and Kingsley Hall
SSE	Various	Monthly	Various	Electricity supply at RVRG, Cemetery, Murray Hall, Kingsley Hall, WRPF and Kings Green
Orange	Various	Monthly	30 <sup>th</sup>	Mobile phones for external staff
NatWest	Various	Monthly	27 <sup>th</sup>	Credit card purchases (in full, monthly)
Public Works Loan Board	£14,103.22	Half yearly	19 <sup>th</sup> Jan/July	Loan repayment Buckingham Court
Public Works Loan Board	£18,295.62	Half yearly	28 <sup>th</sup> Mar/Sept	Loan repayment Murray Hall (1)
Public Works Loan Board	£17,849.89	Half yearly	1 <sup>st</sup> June/Dec	Loan repayment Murray Hall (2)
ICO	£55.00	Annually	Sept	Subscription

## RG167 Finance

### 167.1 Authorised Signatories

The Committee CONFIRMED and AGREED that the following changes to the bank mandates should be actioned to reflect the appointment of the new Town Clerk:

- a) To delete Mrs Enid K Walsh from all accounts and add Mr Mark Squire as follows:

Account no	Operator	Signatory
2 NatWest imprest account		X
4 Santander Business Reserve	X	
5 NatWest Security Deposit		X
6 Nationwide Instant Saver	X	

The Committee also CONFIRMED that:

- i. applications to provide for online access to all NatWest accounts for both the Town Clerk, Mr Mark Squire, and Assistant Town Clerk, Mr Brent Smith, may be submitted;
- ii. an application for a credit card for the Town Clerk, Mr Mark Squire, may be submitted to NatWest MasterCard, with the spending limit of £1,000 and the balance to be paid in full, monthly by direct debit from the NatWest current account; and
- iii. the authorising signatories for the two council credit cards may be amended to add Cllrs Angold-Stephens, Murray and Jogia, noting that Cllr C C Pond is currently registered in this regard. Any previous superfluous signatories would now be removed from the bank mandate.

**167.2 Current Financial Position**

The Committee's financial position as at 31 January 2019 was NOTED. Copies of the latest bank account balances and reconciliations were subsequently emailed to the committee.

**167.3 Accounts Paid**

It was NOTED that payments totalling £157,464.40 as detailed on payment schedules nos 274 - 278 have been made since the report to the meeting on 5 December 2018. The schedules and accompanying invoices were available at the meeting for inspection.

**RG168 Insurance – Annual Review**

The Committee NOTED that 2018/19 was the final year of a three-year long term agreement with WPS Insurance Brokers and Aviva and the Town Clerk and Assistant Town Clerk were awaiting quotes from various specialist Insurance companies for 2019/20.

**RG169 Asset Register**

The Register of Assets and Properties as at 31 January 2019 was reviewed and AGREED as presented in the Agenda.

**RG170 Exclusion of the Press and Public**

The Committee RESOLVED to exclude the press and public for the next item only under the Public Bodies (Admission to Meetings) Act 1960, as it contained confidential information relating to personnel matters.

**RG171 Pay Award from 1 April 2019**

The Committee NOTED the most recent briefing issued by NALC regarding the new pay scales and rates to be applied to all staff from 1 April 2019

Signed .....  
Date: 10 April 2019