

LOUGHTON TOWN COUNCIL

RESOURCES AND GENERAL SERVICES COMMITTEE

MINUTES of the Meeting held on Wednesday 5 February 2020 at 7.45pm at Loughton Library & Town Hall.

Present:

Councillors: J Jennings (in the Chair)
J Angold-Stephens M Dalton J Jogia (from Min no. 222)
J Mahoney (from Min no 222) S Murray

Also present:

Councillors: D Wixley

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

3 members of the public

RG221 Apologies for absence
No apologies for absence were received.

Cllrs Jogia and Mahoney joined the meeting during the next item.

RG222 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 Loughton Voluntary Care Association and Citizens Advice Epping Forest District.

Cllr Murray declared a non-pecuniary interest in the applications for Epping Forest Food Bank, Epping Forest Re-Use, Grow, Loughton Club, Loughton Festival, Loughton Voluntary Care Association, Love Loughton, New Vistas, Noah's Ark Play Group, Oakwood Hill Youth Club, Restore Community, South Loughton Cricket Club, Spark, St. Marys Church, Voluntary Action Epping Forest, Willingale Community Garden and Citizens Advice Epping Forest District.

Cllr Angold-Stephens declared a non-pecuniary interest in the applications for Epping Forest Re-Use, Grow, Loughton Voluntary Care Association, Noah's Ark Play Group, Oakwood Hill Youth Club, Restore Community, South Loughton Cricket Club, Spark, Willingale Community Garden and Citizens Advice Epping Forest District.

Cllr Dalton declared a non-pecuniary interest in the applications for St. Marys Church and Loughton Festival and a Pecuniary interest in Voluntary Action Epping Forest (VAEF).

Cllr Mahoney declared a non-pecuniary interest in the applications for New Vistas and South Loughton Cricket Club.

RG223 Confirmation of Minutes
The minutes of the meeting held on 8 January 2020 were CONFIRMED as a correct record and signed by the Chairman.

RG224 Public Representations
Mr Alfie James addressed the Committee in support of his Financial Assistance Grant Application for Alfie James Productions, agenda Item 6.1

RG225 Matters for Report**225.1 Local Council Award Scheme**

The Committee NOTED that the original 'Foundation' and 'Quality' applications are now being reassessed and updated. The revised applications will be forwarded for external assessment shortly. The Town Clerk would be working towards completing the final 'Gold' assessment level later this year.

225.2 Meetings Schedule

The Committee AGREED to the schedule for Council year 2020/21 and noted that they would be subject to change, only in exceptional circumstances. The new dates were configured, taking into account the induction of any new councillors in the May 2020 elections. It was further NOTED that these dates would be agreed by Full Council.

RG226 Financial Assistance Applications 2019/20**226.1 General Applications**

Cllr Murray wished it to be NOTED to thank the Chairman and the members of the Financial Assistance Working Group for their hard work in preparing for the meeting. He added that there was a general consensus of agreement in the amounts granted in principal. He felt that the quality of the applications was high and that the organisations awarded these grants do a wonderful job for the Loughton community.

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

Organisation	Amount Granted £	Purpose of Grant
Alfie James Productions	200.00	Performance Skills Workshop.
Associates of Epping Forest Field Centre	300.00	Family Activity/biodiversity project.
Basic Essex Accident Rescue Service (BEARS)	250.00	Portable Laerdal Suction Unit.
Cruse Bereavement Care Essex Area Epping Forest Client Services Committee	200.00	Running costs.
Epping Food Bank	3,000.00	Towards cost of Lease on Warehouse and office
Epping Forest Re-Use	376.00	Tools
Grow Community Garden (Restore Community)	1,500.00	Running costs
Loughton Club	2,000.00	New Furniture (Tables & Chairs)
Loughton Festival	3,000.00	Running costs
Loughton Voluntary Care Association	500.00	Phone Bill & Premises Rental
Love Loughton	500.00	Running Costs
New Vistas	300.00	Hall hire for Meetings
Noah's Ark Play Group (Restore Community)	2,000.00	Running Costs (Craft/Materials/Rent/Salary)

Oakwood Hill Youth Club (Restore Community)	1,000.00	Games and Equipment
Restore Community (Restore Community)	2,500.00	Operational Costs
Samaritans - Redbridge Branch	500.00	Running costs
South Loughton Cricket Club	1,000.00	Two Sightcreens
Spark (a branch of Worth Unlimited)	600.00	Operational and Advertising Costs
St Mary's Church	350.00	Xmas Light for Tree
Voluntary Action Epping Forest (VAEF)	1,000.00	Providing a Handyman for the elderly & disabled
Willingale Community Garden (Restore Community)	1,500.00	Running costs/tools & improvements
Total awarded	£22,576	

226.2 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 allocation of £8,500 for 2020/21 was AGREED.

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

RG227 Financial Regulations

227.1 Annual Review

The Committee NOTED that the annual review of the Financial Regulations will be deferred to the next Resources and General Services Committee meeting as there have been some recent updates recommended by the National Association of Local Councils (NALC).

227.2 Financial Limits

The Committee CONFIRMED the financial limits below were adequate and AGREED to increase the credit card limit of the Services Manager to £1,000.

Topic	Amount £	Last reviewed	Last changed
Limit of imprest on no 2 a/c	40,000	Feb 2019	July 2018
Limit of officers signing cheques on no 2 a/c Except for Salary/Autopay – Essex Pensions - HMRC Other items subject to £150 cheque limit for officers	150	Feb 2019	April 2010
Limit of imprest on Security Deposits a/c	3,000	Feb 2019	April 2006
Limit of cheques on Security Deposits a/c	none	Feb 2019	April 2006
Petty cash imprest	150	Feb 2019	-

Urgent repair work etc without budgetary provision (FR 3.4)	5,000	Feb 2019	April 2008
Additional audit work of external auditor (FR 12.1)	750	Feb 2019	May 2004
Tenders to be obtained (FR 12.3, 12.6 & 12.8)	over 50,000	Feb 2019	May 2004
3 quotes to be obtained (FR 12.8)	10,000 to 50,000	Feb 2019	May 2004
3 estimates to be obtained (FR 12.8)	2,000 to 10,000	Feb 2019	May 2004
Public Contracts Regulations 2015 apply	over £25,000	Feb 2019	Feb 2016
Bad debts may be written off by RFO	250	Feb 2019	Feb 2014
Credit card:			
No 1 Town Clerk	1,000	Feb 2019	Nov 2004
No 2 Services Manager	1,000	Feb 2019	Feb 2014

227.3 Payments Procedures

It was noted 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 reviewed and CONFIRMED the list of payments currently made by direct debit as follows:

Name	Gross Amount	Frequency	Due date	Purpose
Peninsula Business Services	£241.11	Monthly	4 th	HR services
Epping Forest District Council	£997.00	Monthly	20 th	Business rates for Kingsley & Murray Halls, RVRG & WRPf changing rooms
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 and Kingsley Hall
SSE	Various	Monthly	Various	Electricity supply at RVRG, Cemetery, Murray Hall, Kingsley Hall, WRPf and Kings Green
EE	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)
ICO	£55.00	Annually	Sept	Subscription

RG228 Finance

228.1 Current Financial Position

The Committee's financial position and details of the funds available from earmarked reserves as at 31 January 2020 was NOTED.

228.2 Accounts Paid

It was NOTED that payments totalling £165,121.91 as detailed on payment schedules nos 303- 306 have been made since the report to the meeting on 4 December 2019. The schedules and accompanying invoices were available at the meeting for inspection.

RG229 Insurance – Annual Review

The Committee considered and NOTED the report. It was highlighted that 2019/20 was the first year of a three-year long term agreement with WPS Insurance Brokers and Royal Sun Alliance (RSA).

RG230 Asset Register

The Register of Assets and Properties as at 31 January 2020 was reviewed and AGREED as presented in the Agenda.

The Committee further NOTED the addition of Loughton Cricket Club to the Asset Register.

Cllr Angold-Stephens queried the date of the lease of the Memorial Rose Garden and asked the Town Clerk to check for the next meeting.

Cllr Jogia also requested confirmation of the ownership of the War Memorial and the Town Clerk said he would check this for the next meeting.

The Committee also discussed the 'skate board equipment' and the potential of selling it. Cllr Wixley said he would take this to the Recreation Committee and report back to the Resources & General Services Committee.

Signed:

Date: 1 April 2020