

LOUGHTON TOWN COUNCIL

ANNUAL COUNCIL MEETING

Minutes of the Council Meeting held on Wednesday 17 May 2017 at 7.45pm at 1 Buckingham Court

Present:

Councillors: C Davies (in the chair until Min no 80)
P Abraham (in the chair from Min no 80)
R Brookes T Cochrane B Cohen
M Dalton T Downing L Girling (from Min no 81)
K Latchford J Mahoney S Murphy
S Murray A Omer T Owen
S Pewsey C C Pond C P Pond
M Stubbings D Wixley

Officers: E K Walsh (Town Clerk)
L Gibson (Town and Community Development Officer)
P Bryce (Administrative Assistant)

Also present:

14 members of the public

Cllr Davies, as outgoing mayor, welcomed the Councillors and members of the public to the meeting.

80 Election of the Town Mayor for 2017/18

Cllr Davies invited nominations for the role of Town Mayor. Cllr Abraham was proposed and seconded and, there being no other nominations, Cllr Abraham was elected Town Mayor for 2017/18. Cllr Davies presented him with the Town Mayor's badge and chain of office. Cllr Abraham took the chair and duly executed the Declaration of Acceptance of Office.

Cllr Abraham thanked Cllr Davies for her work during her term of office as Town Mayor and presented her with the Past Town Mayor's badge. Cllr C P Pond led the Council's tributes to Cllr Davies for her work during her year of office. Cllr Davies responded and thanked members for their support.

Cllr Abraham thanked the Council for honouring him with the opportunity to serve the community in this role.

Cllr L Girling joined the meeting.

81 Appointment of Deputy Town Mayor for 2017/18

Cllr Murray was proposed and seconded, and, there being no other nominations, Cllr Murray was appointed Deputy Town Mayor and presented with the Deputy Town Mayor's badge.

82 Apologies for Absence

Apologies for absence were received from Cllrs Angold-Stephens, Beales and Jennings.

- 83 Declarations of Interest**
No declarations of interest were received.
- 84 Confirmation of Minutes**
The minutes of the meeting held on 3 May 2017 were CONFIRMED as a correct record and signed by the Chairman.
- 85 Appointment of Members, and Election of Chairman and Vice Chairman, of Council Committees for 2017/18**
- 85.1 Planning and Licensing Committee**
Cllrs Abraham, Angold-Stephens, Cochrane, Davies, Downing, Latchford and Murphy were nominated and appointed to the Planning and Licensing Committee. Cllr Angold-Stephens was elected Chairman and Cllr Davies Vice Chairman.
- 85.2 Recreation Committee**
Cllrs Brookes, Cohen, Girling, Murray, Omer, Stubbings and Wixley were nominated and appointed to the Recreation Committee. Cllr Wixley was elected Chairman and Cllr Omer Vice Chairman.
- 85.3 Environment and Heritage Committee**
Cllrs Beales, Cochrane, Davies, Owen, Pewsey, C C Pond and C P Pond were nominated and appointed to the Environment and Heritage Committee. Cllr C C Pond was elected Chairman and Cllr C P Pond Vice Chairman.
- 85.4 Resources and General Services Committee**
Cllr Angold-Stephens, Dalton, Jennings, Mahoney, Murray, Omer and Pewsey were nominated and appointed to the Resources and General Services Committee. Cllr Pewsey was elected as Chairman and Cllr Angold-Stephens Vice Chairman.
- 85.5** In accordance with Standing Order 16/a/x it was AGREED that the following persons be authorised to make substitutions for their group: Cllrs Angold-Stephens, Jennings and C C Pond.
- 86 Nomination of Council Representatives for 2017/18**
- 86.1** The Council representatives on outside bodies for 2017/18 were AGREED as below:

Organisation	2017/18 representative(s)
Lopping Endowment	Cllr S Pewsey
Loughton Parochial Charities	S Short J Boucek
Essex Association of Local Councils (EALC) – Epping Forest Branch	Cllrs C C Pond and Wixley
Local Councils’ Liaison Committee	Cllrs C C Pond and Wixley
EALC - Larger Local Councils Forum	Cllr Wixley
ECC Parish Passenger Transport Meeting	Cllrs Abraham and C C Pond

Tree Wardens (appointed by Epping Forest Countrycare)	Cllr Wixley Cllrs Cohen and Davies were nominated
Loughton 1st (High Road Town Centre Partnership)	Cllrs Cohen and Omer Substitutes Cllrs Abraham and Murphy
Loughton Broadway Town Centre Partnership	Cllrs Girling, Latchford and Owen
Citizens Advice Epping Forest District – Management Committee	Cllr Angold-Stephens
Essex Police local community meetings	Cllrs Abraham, Cohen, Girling, Mahoney and Wixley
Debden Tenants’ Panel Meeting Alderton, Broadway and Fairmead Ward Councillors	Cllr Wixley
Roding Valley Nature Reserve Consultative Group	Cllrs Abraham, Davies, Girling, Latchford, Mahoney, Murphy, Omer, Owen and Stubbings
Roding Valley Management Committee	Not constituted

86.2 Arrangements for reporting back on the activities of outside bodies

The Council AGREED that the current practice whereby representatives were requested to provide a written report, to be attached to the next Council agenda, on meetings which they have attended, should continue. It was NOTED that a verbal report could be made on meetings attended within ten days of the Council meeting and that members were also requested to provide an annual report for the final Council meeting of the municipal year where appropriate.

86.3 Joint Standards Committee

The Council APPOINTED Cllr C C Pond as its representative on the Joint Standards Committee for 2017/18 with Cllr Angold-Stephens as his substitute.

86.4 Grievance Hearing and Disciplinary Appeal Panels

Cllr Jennings was APPOINTED the third member to sit on both the Grievance Hearing Panel and the Disciplinary Appeal Panel.

87 Membership of Internal Council Groups

87.1 Strategy and Staff Group

Membership: Town Mayor, Deputy Town Mayor, Chairman of each committee with Cllrs Davies, Owen and C P Pond.

87.2 Community Centres Working Group

Membership: Cllrs Abraham, Angold-Stephens, Davies, Stubbings and Wixley.

87.3 Financial Assistance Working Group

Membership: Chairman and Vice Chairman of the Resources and General Services Committee and Cllr Murray.

88 Training and Conferences

The Council APPROVED the attendance of councillors at the forthcoming training and conference sessions for the purposes of paying travel expenses:

23 May 2017	Code of Conduct	CLr Mick Stubbings
7 June 2017	Essex Police Conference in Dunmow	CLr David Wixley

Signed.....
Date: 19 July 2017

LOUGHTON TOWN COUNCIL

COUNCIL MEETING

Minutes of the Council Meeting held on Wednesday 19 July 2017 at 7.45pm at 1 Buckingham Court

Present:

Councillors: P Abraham (in the chair)

R Brookes	T Cochrane	B Cohen
M Dalton	C Davies	T Downing
J Jennings	K Latchford	J Mahoney
S Murphy	S Murray	A Omer
T Owen	S Pewsey	C C Pond
C P Pond	M Stubbings	D Wixley

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

Also present:

Martin Newnham, Head Forest Keeper for Epping Forest at the City of London
1 member of the public

The meeting was preceded by a minute's silence in memory of Stan Goodwin, a former district and county councillor, whose funeral had taken place earlier in the day. Cllr Murray paid tribute to Mr Goodwin's outstanding record of community work.

89 Apologies for Absence

Apologies for absence were received from Cllrs Angold-Stephens, Beales and Girling.

90 Declarations of Interest

Cllr C C Pond declared a non-pecuniary and non-prejudicial interest in Agenda items 7.1 (Communities Initiatives Fund), 12 (Local Plan) and 13 (Office Accommodation) and any other matters concerning Epping Forest District Council and Essex County Council as a member of those councils.

91 Confirmation of Minutes

The minutes of the meeting held on 17 May 2017 were CONFIRMED as a correct record and signed by the Chairman.

92 Public Representations

None were received

The Council AGREED to bring forward agenda item 10.

93 Epping Forest

The Chairman invited Mr Martin Newnham, Head Forest Keeper for Epping Forest at the City of London, to address the Council to speak about his role and the current issues and forward plans for the forest.

As there were continuing concerns regarding unauthorised encampments on the Forest and local public open space, Mr Newnham asked the Council to consider in

partnership with the City of London and Epping Forest District Council applying for an exclusion zone order.

Mr Newnham also asked the Town Council for assistance in promoting the Forest to residents and encouraging them to report problems promptly.

At the end of his presentation, members were offered and accepted the opportunity to ask questions on local issues.

On behalf of the Council, Cllr Abraham thanked Mr Newnham for his excellent presentation.

94 Questions Without Discussion

No questions were received.

95 Town Mayor's Engagements and Announcements

The Town Mayor, Cllr Philip Abrahams, reported that since his appointment in May 2017 he had attended the following events:

Inauguration of the Mayor of Waltham Abbey, Loughton Festival – Howzat Loughton Cricket Club, Indian Orthodox Church, Senior Forum Brockley, St Clare Hospice launch of the Children's Bereavement Service, Forest Creative Writers, Epping Forest College Awards Evening, 2324 (Chigwell) Squadron Awards Evening, Rotary Club of Loughton, Buckhurst Hill and Chigwell Presidential Handover Dinner, GROW Community Garden, First Year Anniversary Community Picnic and Open Day, Oak View School Music Festival and the Jessel Green Fun Day.

The Deputy Town Mayor, Cllr Stephen Murray, reported that since his appointment in May 2017, on behalf of the Town Mayor, he had attended the LADS production of "Dial M for Murder" at the Lopping Hall and OHERA's Big Lunch on the Roding Valley Recreation Ground.

Cllr Abraham announced that he was to host the annual Onam Festival celebration in The Murray Hall on Sunday 3 September 2017 and that all councillors were invited.

96 Matters for Report

To report any further significant information on matters which have been previously discussed, in addition to those which may already be included on the Agenda.

96.1 Community Initiatives Fund – Min nos RC46.5 and EH57.11

The Council NOTED that, once costings were available, officers would discuss with the committee chairmen which was the most suitable project for an application to this fund.

96.2 Petition

The Council NOTED receipt of a petition regarding the level of business rates and their concerns about the future of local shopping centres including those in Buckhurst Hill. With the written permission of the petition organiser, this had been forwarded to Epping Forest District Council as being the more appropriate authority to respond to such concerns. EFDC had clarified that they did not set the business rates (the responsibility of the District Valuation Services) and were simply the collection authority and as such, there was little they can do to address the petitioners' concerns.

Signatories to the petition, who were mainly from local businesses, have been encouraged to support the two town centre partnerships in their work to promote the town and its businesses.

97 Reports from Members on Outside Organisations

97.1 Written reports on the following meetings were NOTED.

- i) Epping Forest Centenary Trust – 28 June 2017 – Cllr Pewsey
- ii) The Lopping Endowment – 4 July 2017 – Cllr Pewsey
- iii) Debden Tenants Panel – 20 June 2017 – Cllr Wixley
- iv) Larger Local Council Forum – 14 June 2017 – Cllr Wixley
- v) EALC – Police and Crime Commissioner Conference – 7 June 2017 – Cllr Wixley
- vi) ECC Parish Passenger Transport Meeting – 26 June 2017 – Cllr C C Pond

97.2 Cllr Latchford, supported by Cllrs Davies and Owen, presented an oral report on the recent Broadway Town Centre Partnership AGM meeting.

98 Reports from Committees

98.1 Planning and Licensing

The reports from the meetings held on 24 April, 8 and 22 May, 5 and 19 June, 3 July 2017 were NOTED.

98.2 Recreation

The report from the meeting held on 14 June 2017 was NOTED.

98.3 Environment and Heritage

The report from the meeting held on 21 June 2017 was NOTED.

98.4 Resources and General Services

The report from the meeting held on 5 July 2017 was NOTED.

99 Essex Association of Local Councils

In line with the Council's recent decision to take action regarding poor air quality (see Min no EH41) and with the support of the Epping Forest Branch of the Association of Local Councils, the Council CONFIRMED that the following motion was to be submitted to the EALC for consideration at the AGM on 19 September 2017:

As medical and other evidence suggests a growing link between air quality, notably diesel vehicle emissions, and poor respiratory health, the EALC and its member councils are urged to:

- i. to apply pressure on the County Council and the principal councils to more carefully monitor and publish air quality data; and*
- ii. reduce their use of diesel powered vehicles and apparatus.*

100 Local Plan

Members noted the information received from Epping Forest District Council regarding the Infrastructure Delivery Plan workshop held on Saturday 8 July 2017.

The Council AGREED that suggestions on new local infrastructure requirements which would be required to support growth being planned as part of the emerging Local Plan should be submitted to the Town Clerk for collation to meet the deadline of 18 August 2017.

101 Office Accommodation

Further to the report made to the Resources and General Services Committee at its meeting on 5 July 2017 the Town Clerk reported that the moving date, for transfer to new office space at Loughton Library, had been confirmed as Monday 24 July 2017.

Cllr C C Pond confirmed that the new name for the library building was to be "Loughton Library and Town Hall". Cllr Pond also commented that the relocation should ensure better recognition for the work the Town Council undertakes in the town.

Members commended the officers on the way that they had handled the move.

Cllr Abraham reminded everyone that this had been the last meeting in the Council Chamber at Buckingham Court and looked forward to welcoming everyone to Loughton Library.

Signed.....

Date: 18 October 2017

LOUGHTON TOWN COUNCIL

COUNCIL MEETING

Minutes of the Council Meeting held on Wednesday 18 October 2017 at 7.45pm at Loughton Library & Town Hall.

Present:

Councillors: P Abraham (in the chair)

J Angold-Stephens	P Beales	R Brookes
T Cochrane	B Cohen	M Dalton
C Davies	T Downing	J Jennings
K Latchford	J Mahoney	S Murphy
S Murray	A Omer	T Owen
S Pewsey	C C Pond	C P Pond
M Stubbings	D Wixley	

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

Also present:

Roger Wilson, Assistant Director (Housing Operations), Epping Forest District Council

102 Apologies for Absence

Apologies for absence were received from Cllr Girling.

103 Declarations of Interest

Cllr S Murray declared a non-pecuniary and non-prejudicial interest in Agenda item 11 (Review of Epping Forest District Council's Housing Allocations Scheme).

Cllrs C C Pond and R Brookes declared a non-pecuniary and non-prejudicial interest in any matters concerning Epping Forest District Council as dual hatted Councillors.

104 Confirmation of Minutes

The minutes of the meeting held on 17 July 2017 were CONFIRMED as a correct record and signed by the Chairman.

The Council AGREED to bring forward agenda item 11 as there was a guest speaker.

Cllr Beales arrived during the next item.

105 Review of Epping Forest District Council's Housing Allocations Scheme

The Chairman invited Mr Roger Wilson to address the Council. Mr Wilson explained that the revised scheme had been drafted by the Communities Select Committee and the proposed changes considered by Cabinet members in advance of the consultation. He expounded on the key issues and answered members' questions.

The Council thanked Mr Wilson for his presentation.

The Council AGREED to make the following comments on the key changes:

- *The increase in the Residency Criteria with any new applicant who has lived in our District for less than **seven** continuous years immediately prior to their date of registration not qualifying (currently 5 continuous years)*

The Council considered that this should remain at 5 years.

- *Any person (or member of their household) who within the previous 7 years has been guilty of serious unacceptable behaviour (defined under the Scheme) will not qualify (increased from the current 3 years)*

The Council supported the penalty for those found guilty of serious unacceptable behaviour but considered that this should remain at 3 years with the exception of social housing fraud which should be increased to 5 years.

- *The penalty for refusing 2 offers of accommodation will result in an application being deferred for a period of 2 years (increased from the current 1 year)*

The Council supported this increase.

- *Any tenant of the Council who is under occupying and is wishing to move to smaller Council accommodation who refuses 3 offers of accommodation will have their application deferred for a period of 1 year (no change from the current scheme)*

The Council agreed that the deferment period should remain unchanged at 1 year.

- *Homeless applicants will be offered a 2 year Secure (fixed-term) Tenancy to give them some temporary stability in order to prepare them to make their own arrangements thereafter.*

The Council considered that this reduction from the current introductory tenancy followed by a 10-year fixed term tenancy was too severe and rather than change to a 2-year secure tenancy suggested that this should be set at 5 years.

- *Applicants living in Supported Housing Schemes (listed in the Scheme) will have a lesser Residency Criteria of 2 years (currently 3 years)*

The Council supported this proposal.

106 Public Representations

None were received

107 Questions Without Discussion

No questions were received.

108 Town Mayor's Engagements and Announcements

The Town Mayor, Cllr Philip Abraham, reported that since the last Council meeting on 19 July 2017, he had attended the following events:

The Kerala Boat Race and Carnival in Warwickshire, the re-opening of Zizzi Italian Restaurant, the Indian Orthodox Church in York, the opening of the new Pets At Home store on the Epping Forest Shopping Park, the Charity Harvest Festival at St James Marthoma Church in New Eltham, The Onam Festival Celebration at Murray

Hall, The Sree Narayana Guru Jayanthi Celebration at East Ham Town Hall, The Best Allotment Awards evening at Willingale Road Allotments, the National Jazz Archive Concert featuring Clare Teal, Love Loughton and the opening of St Mary's Hope Centre, the Onam Celebration at Ilford Town Hall, the opening of the McCarthy and Stone Poets Place Development in Roding Road, the opening of a new jewellery shop in India, the ATMG Annual Conference in Daventry, a presentation from Essex Wildlife Trust to acknowledge 10 years of Loughton Town Council's support, the Parish Day event at the Indian Orthodox Church in Sydenham, the opening of the Coffee Bar in Loughton Library and the Baha'i Faith Celebration at the Murray Hall.

The Deputy Town Mayor, Cllr Stephen Murray, reported that since the last Council meeting on the 19 July 2017, on behalf of the Town Mayor, he had attended the Restore Community Centre Volunteers Vision Day, Loughton Abbeyfield Society AGM and afternoon tea, and the re-opening of the St Clare Shop in the High Road.

109 Matters for Report

109.1 Essex Association of Local Councils – Min no 99

Members NOTED that the Council's motion regarding poor air quality had been adopted by the County Association at its AGM on 19 September 2017.

109.2 Council of the Year Award

The Council welcomed the news of the 2017 Council of the Year Award presented by the Essex Association of Local Councils in September.

Cllrs C C Pond and Wixley, accompanied by the Town Clerk, had accepted the award from the Chairman of Essex County Council, Cllr John Aldridge, on behalf of the Town Council. The presentation had included an engraved silver salver, a framed certificate and a £150 training voucher.

The award recognised the Town Council's work in the community and in particular the provision of:

- a range of low cost / free activities and events to help low income families;
- a generous grant budget to help local organisations and charities to further their vital work;
- a lead on the fight to counter proposals in the draft Local Plan for the development of many of the town's green spaces; and with the recent office move to the Library:
- improved access to the Town Council for our residents; and
- helping safeguard the future of the library by creating a thriving community hub.

110 Reports from Members on Outside Organisations

110.1 Written reports on the following meetings were NOTED.

- i. Citizens Advice Epping Forest District – 3 October 2017 – Cllr Angold-Stephens. Cllr Angold-Stephens reported that the proposed quiz has been postponed until early in 2018.
- ii. Campaign to Protect Rural Essex (CPREssex) – 7 October 2017 – Cllr Abraham

110.2 The following reports were tabled by Cllr Wixley:

- i) Essex Association of Local Councils Annual Conference and 72nd AGM – 19 September 2017 - attended by Cllrs Chris Pond and David Wixley together with the Town Clerk.
- ii) Roding Valley Meadows Local Nature Reserve Consultative Group – meeting on 20 September 2017
- iii) Tree Wardens Meeting held on 11 October 2017
- iv) Larger Local Councils Forum Meeting held on 12 October 2017 in Springfield, Chelmsford
- v) Debden Tenants Panel Meeting held on 16 October 2017
- vi) Epping Forest Branch of the Association of Local Councils – 20 July 2017 – Cllr Wixley and the Town Clerk
- vii) Local Councils' Liaison Committee – 11 September 2017 – Cllrs C C Pond and Wixley with the Town Clerk

Members with any question on these reports were asked to contact Cllr Wixley.

111 Reports from Committees

111.1 Planning and Licensing

The reports from the meetings held on 17 and 31 July, 21 August, 11 and 25 September 2017 were NOTED.

111.2 Recreation

The report from the meeting held on 6 September 2017 was NOTED.

111.3 Environment and Heritage

The report from the meeting held on 20 September 2017 was NOTED.

111.4 Resources and General Services

The report from the meeting held on 11 October 2017 was NOTED.

112 Accounts and Audit 2016/17

The Council NOTED:

- i. the external audit report and certificate received from PKF Littlejohn, the Council's external auditors, confirming that they had completed the audit of the Annual Return for Loughton Town Council for the year ended 31 March 2017;
- ii. that on the basis of their review of the annual return, in their opinion the information in the annual return was in accordance with proper practices and no other matters had come to their attention giving cause for concern that relevant legislative and regulatory requirements had not been met.
- iii. that the Notice of Conclusion of Audit had been published on 8 September 2017 on the noticeboards around the town and may be viewed on the Council's website.

The Council thanked the officers for their work in this regard.

Signed.....
Date: **13 December 2017**

LOUGHTON TOWN COUNCIL

COUNCIL MEETING

Minutes of the Council Meeting held on Wednesday 13 December 2017 at 7.45pm at Loughton Library & Town Hall.

Present:

Councillors: P Abraham (in the chair)

J Angold-Stephens	P Beales	R Brookes
T Cochrane	B Cohen	M Dalton
J Jennings	S Murray	A Omer
T Owen	S Pewsey	C C Pond
C P Pond	M Stubbings	D Wixley

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

Also present:

1 member of the public

This meeting was preceded by the presentation of the awards to the winners of the 2017 Christmas card competition.

113 Apologies for Absence

Apologies for absence were received from Cllrs Davies, Downing, Girling, Latchford, Mahoney and Murphy.

114 Declarations of Interest

Cllr Dalton declared a personal but non-prejudicial interest in Agenda item 12, Roding Valley High School, as he was acquainted with the Chairman of the school governors.

Cllr Murray declared a personal but non-prejudicial interest in Agenda item 12, Roding Valley High School, as he was currently employed at the school.

Cllr Omer declared a personal but non-prejudicial interest in Agenda item 12, Roding Valley High School, as his son attended the school.

Cllr Angold-Stephens declared a personal but non-prejudicial interest in Agenda item 12, Roding Valley High School, as she was a former governor at the school.

115 Confirmation of Minutes

The minutes of the meeting held on 18 October 2017 amended at Min no 104, to read 17 July 2017, and at Min no 108, to read "Baha'i Faith", were CONFIRMED as a correct record and signed by the Chairman.

116 Public Representations

None were received

117 Questions Without Discussion

No questions were received.

118 Town Mayor's Engagements and Announcements

The Town Mayor, Cllr Philip Abraham, reported that since the last Council meeting on 18 October 2017, he had attended the following events:

YES Partnership at the Marriot Hotel, Waltham Abbey, Kerala Christian Fellowship UK, Redbridge Samaritans 50 years, KALA Annual Day, judging of the Christmas Card Competition, LADS production of "Breaking the Code" at the Lopping Hall, Loughton Branch of Royal British Legion Poppy Dance, Epping Forest and Brentwood Police Public Presentation Event at the Warren, Kerala Unique Heritage and Cultural Tourism, Remembrance Sunday Parade and service on Kings Green, opening of the Aldi Store Epping Forest Shopping Park, YES Partnership, Sing Christmas at St Mary's Church, EALC Local Service Fund VIP Launch, Countdown to Christmas on The Broadway, Official Opening of Costa Coffee at the Crate Christmas Market, Light up a Life ceremony at Loughton Methodist Church and Kings Green, Chigwell Riding Trust for Special Needs Christmas Carol Concert, the EFDC Christmas Carol Service at St John the Baptist Church in Epping and the Loughton Baptist Church Give a Gift Service.

The Town Mayor also referred to his attendance at the panel meeting for Essex County Council's Local Services Fund and commended the scheme to members.

119 Matters for Report**119.1 Community Events**

The Committee NOTED that two recent community events had raised funds for charity as follows:

- Countdown to Christmas – Chigwell Riding Trust – £190
- Light up a Life – St Clare Hospice – £194

120 Reports from Members on Outside Organisations

120.1 Written reports on the following meetings were NOTED:

- i. Broadway Town Centre Partnership – 9 November 2017 – Cllr Latchford

121 Reports from Committees**121.1 Planning and Licensing**

The reports from the meetings held on 9 and 23 October, 6 and 20 November and 4 December 2017 were NOTED.

121.2 Recreation

The report from the meeting held on 8 November 2017 was NOTED.

121.3 Environment and Heritage

The report from the meeting held on 15 November 2017 was NOTED.

121.3.1 Community Tree Strategy

The Council NOTED that to progress this work the Chairman and Vice Chairman of this committee together with the Town Clerk had met with Chris Neilan, Principal Officer – Green Infrastructure, Trees & Landscape Strategy at EFDC. The Town Council had been invited to become involved as a test case for the online Mark II Curio project to map the special and favourite trees.

121.4 Resources and General Services

The report from the meeting held on 6 December 2017 was NOTED.

121.4.1 Parish Basic Allowance – Min no RG90

The Council AGREED to maintain the level of the Parish Basic Allowance for 2018/19 at £108.

The Resources and General Services Committee was asked to consider how the funding of any new charges relating to members' registration under the General Data Protection Regulations could be financed.

122 Standing Orders review

The Council carried out its annual review of the Standing Orders and AGREED to the three minor amendments as proposed in the Agenda. Those amended the Council's address for meetings and deleted the two references to the former requirements to adjourn meetings to receive public representations.

123 Local Plan Submission Version 2017

It was reported that Epping Forest District Council would consider whether to publish this revised version of the Local Plan at its meeting on 14 December 2017.

The Council AGREED to hold an informal meeting of the Strategy and Staff Group in early January 2018 to which all councillors would be invited. Depending on the decision of the District Council, SSG would draft a response for consideration by full Council during the resulting consultation period.

Cllr C C Pond declared a personal but non-prejudicial interest in the following item as a member of Essex County Council.

124 Roding Valley High School

The proposal of the Governors and Head of School at RVHS to join a multi-academy trust with The Boswells School, Chelmsford Learning Partnership was NOTED.

The Council AGREED to comment that it considered the proposal to be the best available in the circumstances and wished the school well in its endeavours.

Signed.....

Date: 7 March 2018

LOUGHTON TOWN COUNCIL

COUNCIL MEETING

Minutes of the Council Meeting held on Wednesday 17 January 2018 at 7pm at The Murray Hall, 106 Borders Lane, Loughton IG10 1SB.

Present:

Councillors: P Abraham (in the chair)

J Angold-Stephens	P Beales	R Brookes (from Min no 127)
T Cochrane	B Cohen	M Dalton
C Davies	T Downing	J Jennings
K Latchford	S Murphy	S Murray
A Omer	T Owen	C C Pond
C P Pond	D Wixley	

Officers:

E K Walsh (Town Clerk)
P Hoy (Services Manager)
P Bryce (Administrative Assistant)
D Taylor (Assistant to the Services Manager)

Also present:

28 members of the public
2 members of the press

125 Apologies for Absence

Apologies for absence were received from Cllrs Girling, Pewsey and Stubbings. The members sent their best wishes to Cllr Stubbings for a speedy recovery.

126 Suspension of Standing Orders

The Council agreed, in accordance with Standing Order 32, to agree to suspend Standing Order 2 h(i)(iv) for this meeting only, as the meeting is a special one with only two main agenda items.

Cllr Brookes joined the meeting during the next item.

127 Declarations of Interest

Cllrs Brooks, Jennings, Murray, C C Pond and Wixley declared a non-pecuniary interest in Agenda item 6 as members of Epping Forest District Council and as they had attended a publicity photoshoot for the Save the Jessel Green campaign. Cllr Murray also reported he was a supporter of their social media page and had expressed his views in the local press.

Cllrs Abraham, Davies, Latchford and Owen declared a personal interest which was non-pecuniary in Agenda item 6, as they attended a publicity photoshoot for the Save the Jessel Green campaign.

Cllr Wixley also declared a non-pecuniary interest in Agenda item 6 as a member of the Essex Playing Fields Association which had commented in the local press on the development proposals.

128 Public Representations

None were received.

129 Council Precept for 2018/19

In the absence of the Chairman, Cllr Angold-Stephens, Vice Chairman of the Resources and General Services Committee, presented the recommendations of this Committee from its meeting on 10 January 2018.

It was NOTED that the tax base for 2018/19 had been confirmed as 12,408.9, a slight increase on that for 2017/18.

It was further NOTED that the District Council had confirmed that the LCTS grant to be paid to the Town Council with the first instalment of the Precept, the sum of £13,508, had been treated as income in the Estimates.

It was AGREED to use £78,000 from the forecast general reserves, which reduced them to £242,458 equivalent to 60.11 per cent of the budgeted net core running costs meeting the Council's Reserves Policy.

The Estimates for 2018/19 were AGREED as follows:

Committee	Income		Expenditure including re-charges
	£	£	
Resources and General Services	32,850		191,945
Environment and Heritage	25,470		211,655
Recreation	109,880		679,990
Planning and Licensing	0		75,700
		168,200	1,159,290
Interest		5,000	
Use from earmarked reserves			
Resources & General Services	6,500		
Environment & Heritage	39,500		
Recreation	148,700		
Planning and Licensing	35,000		
		229,700	
Local Council Tax Support Grant		13,508	
Total income		416,408	
Less money from general reserves		78,000	
Net requirement		664,882	
Rounding		665,000	

The Council unanimously RESOLVED to set the precept for 2018/19 at £665,000.

This would give the Loughton proportion of the annual council tax for a band D property as £53.59.

Members thanked the Chairman and Vice Chairman of the Resources and General Services Committee and the Town Clerk for their work in preparing this budget.

130 Local Plan (Submission Version 2017)

Following the publication of the Local Plan and its supporting documents by Epping Forest District Council on 18 December 2017, an informal meeting of the Strategy and Staff Group had been held on 2 January 2018 to assist with the drafting of the representation. All councillors had been invited to this meeting.

Subsequently, the Town Clerk had sought advice from the Council's barrister and held further discussions with the Strategy and Staff Group before taking further action.

130.1 Professional Planning Advice

The Council RATIFIED the action taken by the Town Clerk to appoint a planning consultancy firm, Ann Skippers, with a net budget figure of £3,000.

Their instructions were to review the Local Plan and supporting documents and the town council's representations at this stage to ensure that:

1. all the suitable and applicable points have been picked up;
2. the Council's representations were written so that they presented a clear planning case and addressed the soundness of the Plan for the benefit of a Planning Inspector, noting that representations must be submitted by 5pm on 29 January 2018.

130.2 Representations

A letter from a member of the public regarding the designation of site LOU.R2 at Debden Underground Station was brought to the attention of the Council.

Members then considered the draft representations provided in the Agenda and AGREED to include the following comments:

- i. LOU.R2 is referred to only as a station car park. The site currently provides employment land for a long established vehicle hire firm, the only one in or near Loughton, which is a valuable community facility.

The site might be acceptable if a proper bus/rail/taxi interchange was provided together with an undertaking to relocate the existing vehicle hire business.

- ii. Although Site LOU.R5 had been identified in 2008 as a potential housing development site, it was not included in the main "Issues and Options" consultation in 2013 and so residents had been denied the opportunity to comment at that early stage.
- iii. Where multi-occupancy developments such as flats/apartments failed to provide sufficient on-site parking, residents should be excluded from any existing residents parking scheme in the locality.

- iv. Where developments include proposals for underground car parking, the Council has concerns regarding public safety and construction methods must ensure air quality for those residents above is not impacted.

The Council RESOLVED unanimously that:

- i. the report on pages 4 – 9 of the Agenda would form the Council's submission to the Planning Inspector subject to the amendments agreed above and the advice of the Council's legal and planning consultants; and
- ii. that the Town Clerk was to be responsible for the submission of the representations.

Members thanked Cllr C C Pond for his work to provide the representations.

Signed.....

Date: **7 March 2018**

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

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

	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**

LOUGHTON TOWN COUNCIL

COUNCIL MEETING

Minutes of the Council Meeting held on Wednesday 9 May 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
T Cochrane	B Cohen	M Dalton
T Downing	J Mahoney	S Murphy
S Murray	T Owen	C C Pond
C P Pond	M Stubbings	D Wixley

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

Also present:

1 member of the public

143 Apologies for Absence

Apologies for absence were received from Cllrs C Davies, Jennings, Latchford, Omer and Pewsey.

144 Declarations of Interest

No declarations of interest were received.

145 Confirmation of Minutes

The minutes of the meeting held on 7 March 2018 were CONFIRMED as correct and signed by the Chairman.

146 Public Representations

None were received.

147 Questions Without Discussion

No questions were received.

148 Town Mayor's Engagements and Announcements

The Town Mayor Cllr Philip Abraham reported that, since the Council meeting on 7 March 2018, he had attended the following events:

Fly the Flag for the Commonwealth, Rotary Club Loughton, Buckhurst Hill and Chigwell – Youth Makes Music, St Clare Hospice Art Exhibition Private Viewing at the Gibberd Gallery in Harlow, the LADS Production “Come Back to the Five and Dime, Jimmy Dean, Jimmy Dean”, Motiv8 Epping Forest College Dance event, GROW Community Easter Egg Hunt, presentation of the Building Design Certificate to 1 Kings Green, Epping War Memorial Rededication Service, YES Motivation Conference, Memorial Service at Loughton Methodist Church for Heather, Lady Murray, East 15 Acting School opening of the Corbett Café & Library Grand Opening event, Epping Forest ReUse to present the tools bought with grant funding from the

Town Council and the Town Mayor's Annual Fun Run on the Roding Valley Recreation Ground.

A detailed list of the events was circulated at the meeting.

149 Matters for Report

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

Following the Resources and General Services Committee's decision to join the Epping Forest District DAA to help create a more dementia-friendly community, the Council nominated Cllr Abraham as a potential local champion for the Alliance.

149.2 First World War Centenary Partnership

The Council NOTED that Cllr Pewsey would be attending a London and South East Meeting of this Partnership on Tuesday 15 May 2018 from 12.30pm – 4pm at the Imperial War Museum, London. This event enabled partners to share plans for Centenary commemorations in 2018 and discover the wide range of resources still available to support such activities in 2018.

149.3 Internal Audit

The Council NOTED that the internal auditor had completed and signed the Annual Internal Audit Report on page 3 of the Annual Governance and Accountability Return 2017/18. A copy of his final report for 2017/18 had been circulated to members and would be considered by the Resources and General Services Committee at its meeting on 4 July 2018.

The Council thanked the officers for their work in this regard.

149.4 Defibrillators

The Council NOTED that defibrillators had been installed on the external walls of the Loughton Club in Station Road and Morrisons in the High Road. These would be available for public use once the registration on the East of England Ambulance Service's data list had been completed. The installation of the third defibrillator in The Broadway had been delayed by legal issues at Epping Forest District Council.

150 Reports from Members on Outside Organisations

150.1 Written reports on the following meetings were NOTED.

- i) Lopping Endowment – Cllr Pewsey
- ii) Broadway Town Centre Partnership – 8 March 2018 – Cllr Latchford
The Council NOTED that Cllr Owen would be attending an Essex County Council meeting on 15 May 2018 to question them about improvements to the central reservation in The Broadway previously requested by the Town Council and the Broadway Town Centre Partnership.
- iii) Epping Forest Citizens Advice – 19 April 2018 – Cllr Angold-Stephens

150.2 Cllr Abraham provided a verbal report on the recent OHERA meeting concerning the refurbishment of the Oakwood Hill Estate paths.

150.3 Roding Valley Meadows Local Nature Reserve Consultative Group, the Tree Wardens' training on the use of CAVAT and the Police Local Community Meeting held at the Murray Hall on 4 April 2018.

151 Reports from Committees**151.1 Planning and Licensing**

The reports from the meetings held on 26 February, 12 and 26 March, 9 and 23 April were NOTED.

151.2 Recreation

The report from the meeting held on 28 March 2018 was NOTED.

151.3 Environment and Heritage

The report from the meeting held on 11 April 2018 was NOTED.

151.4 Resources and General Services

The reports from the meetings held on 25 April 2018 was NOTED and in particular:

i. Min no RG118.2 – Office Accommodation

On behalf of the Council, the Committee RESOLVED to execute the lease, the rental deposit deed and the side letter to enable it to be signed by the Chairman and Deputy Town Mayor; and

ii. Min no RG121 – Asset Register

The Committee carried out the annual review of the Asset Register.

152 The Annual Governance Statement

The Council members acknowledged their responsibility for ensuring that there was a sound system of internal control, including the preparation of the accounting statements for the year ended 31 March 2018 and made positive responses to each of the nine statements shown on the Annual Governance Statement as follows:

1 We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.

The accounts were prepared by the RFO on an income and expenditure basis in accordance with the Accounts and Audit Regulations and guidance in Governance and Accountability for Smaller Authorities in England (A Practitioner's Guide). This is scrutinised by the Resources and General Services Committee and through the internal audit process.

2 We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.

The Council carried out the annual review of its systems of Internal Audit and Internal Control and their effectiveness at its meeting on 7 March 2018 (Min no 141.1) and agreed a Statement of Internal Control (Min no 141.1.2).

At this meeting members also reviewed and updated the Council's Risk Assessment and Management document (Min no 141.3).

3 We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of the council to conduct its business or on its finances.

The Council operated within a robust set of governance arrangements, resulting from controls identified in the Risk Assessment which are reviewed annually. Measures also include regular reviews of Standing Orders and Financial

Regulations, training for councillors and staff and identification of powers for all council payments.

4 We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.

As in 2017, the Council will provide an inspection period from Monday 4 June 2018 to Friday 13 July 2018 for the exercise of electors' rights. This entitled any person interested to inspect and make copies of the Annual Return, books, invoices, receipts etc at the Council Offices in normal working hours during this period.

Notices to this effect were to be displayed on the Council's noticeboards around the town and on the Council's website where the Statement of Accounts and accompanying documentation were also to be displayed commencing this year on 4 June 2018.

5 We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and / or external insurance cover where required.

At its meeting on 27 March 2018, the Council carried out the annual review of the Risk Assessment and Management document (Min no 141.3) which included details of internal controls and/or external insurance cover where required. The Council's insurance cover was reviewed on 14 February 2018 (Min no RG111).

6 We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.

Following the annual review of the system of internal audit and its effectiveness in April 2015, Auditing Solutions were re-appointed as the Council's internal auditors for a five-year period 2015/19 Min no (RG235.6). The auditors spent two days with the Council on 9 and 10 November 2017 with a final end of year visit on 19 April 2018 to inspect the annual accounts. The scope of their work followed the outline programme drawn up in 2015 with councillors and officers afforded the opportunity to request coverage of particular areas especially when new working procedures or responsibilities were introduced. The reports from the internal auditor were presented to all councillors and any issues raised by him following the end of year visit reviewed at the next meeting of the Resources and General Services Committee.

During 2017/18, the Council has continued the practice of appointing a member to carry out spot checks on the accounts throughout the year. The reports on these visits were also minuted.

7 We took appropriate action on all matters raised in reports from internal and external audit.

The Resources and General Services Committee has been charged with responding to any and all matters raised by the internal and external auditors. No matters arose during this past year.

8 We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statements.

The RFO has considered these matters and debtors and creditors were included in the end of year accounts.

9 Trust Funds – in our capacity as the sole managing trustee we have discharged our responsibility in relation to the accountability for the funds / assets, including financial reporting and, if required, independent examination or audit.

Not applicable.

The Annual Governance Statement was APPROVED and the Chairman and Town Clerk authorised to sign Section 1 of the Annual Return.

153 Accounts and Audit 2017/18

153.1 The Annual Return, the document that formed the Council’s statutory accounts for the year 2017/18, and the following supporting papers were considered:

- i) Income and expenditure reports by committee;
- ii) The balance sheet as at 31 March 2018;
- iii) Details of the transfers to and from earmarked reserves together with the supporting notes.
- iv) Supporting notes to the accounts.

153.2 Reserves Policy

The Council NOTED that the actual level of general reserves as at 31 March 2018 stood at £320,242 which, at 60.06% of the estimated net running costs for 2018/19, was within the limits set by the Council’s Reserves Policy.

153.3 Accounting Statements 2017/18

Having considered the documents provided with the Agenda, the Council APPROVED Section 2, Accounting Statements 2017/18, as shown and authorised the Town Mayor to sign the statement at the bottom of Section 2 to confirm that the accounting statements presented fairly the financial position of the Council and its income and expenditure for the year 2017/18.

On behalf of the Council, the Town Mayor welcomed Brent Smith, the recently appointed Assistant Town Clerk, to the Council.

154 Co-option

154.1 Candidate’s Address

Ms Jayna Jogia accepted the Town Mayor’s invitation to give a brief address to the Council.

154.2 The Council CONFIRMED it was willing to proceed to co-opt.

154.3 Suspension of Standing Orders

The Council RESOLVED to suspend the first sentence of Standing Order 1.u and to conduct a vote by signed ballot, for this agenda item only.

154.3 Voting

Following the signed ballot, the Town Mayor announced that Ms Jogia had been co-opted to the Council by a unanimous vote.

154.4 Ms Jogia signed the Declaration of Acceptance of Office and took her seat at the table.

Signed.....
Date: **23 May 2018**