
LOUGHTON TOWN COUNCIL

COMMUNITY COMMITTEE

MINUTES of the Meeting held on Wednesday 25th May 2005 at 7.45 p.m. at 1 Buckingham Court.

Present:

Councillors: S M Harper (in the Chair)
 J Benjamin R E Brookes W T Lattimore
 P S Sheen R W Sheen
 R E Pearce (as substitute for D J Wixley)

Also in attendance:

Councillors: J L Woods

Officers: L R Fuller (Town Clerk)
 P S Roden (Committee Clerk)

C43 Apologies for Absence

Apologies for absence had been received from Councillor D J Wixley. Councillor Harper reported that Councillor Pearce had been nominated as Councillor Wixley's substitute.

C44 Confirmation of Minutes

The minutes of the meeting held on 9th March 2005 were CONFIRMED as a correct record and signed by the Chairman.

C45 Public Representations

None were received.

C46 Declarations of Interest

No Declarations of Interest were made.

C47 Matters for Report

47.1 Road Safety – Min. no. C36.1

The Committee noted the report on the speed indicator device arrangements for June 2005, and awaited the Essex County Council report on speed control measures.

47.2 Roding Valley High School Fun Day – Min. no. C41

The Committee noted that no further information had been received.

47.3 Loughton Cricket Festival – Sunday 3rd July 2005

A letter from the Loughton High Road Town Centre Partnership had been received requesting that the council become involved in the planning of this event. The Committee AGREED that Cllr P S Sheen would be the council's representative.

C48 Current Financial Position

The report on the financial position at the end of the financial year 2004/05 was noted.

C49 Loughton Community and Youth Centre

49.1 Chairman's Report on Progress

The Chairman reported on the current situation with the works. The Clerk reported on events since the last meeting, including the agreement to lease, receipt of the

lease premium, meeting planning permission conditions, appointment of the building contractor, and tree works carried out.

49.2 Payment of Invoices

The Committee AGREED to give specific approval to make payments as a matter of urgency between meetings if necessary and report the fact to the next suitable meeting.

C50 Litter – Min. no. C40

The Committee AGREED that the Town Clerk should obtain information from Buckhurst Hill Parish Council as to how it organises community litter collections, and report back to the next meeting.

C51 Think Loughton – Min. no. C20

The Committee AGREED that the Chairman and Vice-Chairman of the committee and Cllr P S Sheen would meet with the Town Clerk to review Think Loughton.

C52 Epping Forest Local Strategic Partnership

The Committee AGREED that Cllr S M Harper should attend the “Getting About” working group Network Lunch on 24th June 2005 in Epping.

C53 Accounts for payment

The following accounts were APPROVED for payment:

Cheque no.	Payee	Purpose	VAT	Gross Amount
DD	Compuserve	Subscription (April)		15.78
2536	Epping Forest District Council	Rates; RVRec Ch Rms, K Hall, WRPf Ch Rms, Buck Crt		1,333.00
2537	Public Works Loans Account	Community Centre		17,849.90
2538	Acumen Wages Service	Payroll (May)	3.55	23.80
Tfr	No 2 Account	Reimburse imprest		17,029.22
2539	Epping Forest District Council	Grounds Maintenance Contract 2004/05	14,138.29	94,928.54
2540	British Telecommunications plc	Buck Crt	74.76	502.01
2541	Arwin Services	Cleaning at Buck Crt & K/Hall	109.38	734.38
2542	Abbey Fire	Cemetery fire extinguisher	11.55	77.55
2543	Sports Courts UK Ltd	Colebrook Lane playground repairs	61.25	411.25
2544	London Energy	Cemetery & Former URC site	2.26	47.47
2545	Essex Security Services Ltd	Alarm service	15.75	105.75
2546	J McLintock & Sons Ltd	Buck Crt maintenance	37.56	252.16
2547	Hagemeyer UK Ltd	Cemetery chemical safe	42.00	282.00
2548	Zurich Insurance Company	Insurance 05/06		4,853.27
2549	Cash	Reimburse petty cash		112.61

Signed.....

Date 20th July 2005

LOUGHTON TOWN COUNCIL

COMMUNITY COMMITTEE

MINUTES of the Meeting held on Wednesday 20th July 2005 at 7.45 p.m. at 1 Buckingham Court.

Present:

Councillors: S M Harper (in the Chair)
 J Benjamin R E Brookes (from Min. no. C55)
 W T Lattimore P S Sheen (from Min. no. C55)
 R W Sheen (from Min. no. C55) D J Wixley

Also in attendance:

Councillors: J L Woods

Officers: L R Fuller (Town Clerk)
 E K Walsh (Deputy Town Clerk)
 P Hoy (Properties and Projects Officer)

C54 Apologies for Absence

No apologies for absence had been received.

Cllrs Brookes, P Sheen and R Sheen joined the meeting.

C55 Confirmation of Minutes

The minutes of the meeting of 25th May 2005 were amended to read in minute no. C51 "The Committee AGREED that the Chairman and Vice-Chairman of the Committee and Cllr P S Sheen would meet with the Town Clerk to review Think Loughton, with regard to design, production, advertising and content." The minutes were CONFIRMED as a correct record and signed by the Chairman.

C56 Public Representations

None were received.

C57 Declarations of Interest

Cllrs Benjamin, Brookes, Lattimore, Wixley and Woods declared a personal and prejudicial interest in Agenda Item 11 (Farmers' market in Loughton) due to their membership of the Loughton Residents Association which organises the market. Cllr Harper declared a personal and prejudicial interest in Agenda Item 11 (Farmers' market in Loughton) due to her position as the Loughton Residents Association co-ordinator for the market.

C58 Matters for Report

58.1 Road Safety – Min. no. C47.1

The Committee noted the report.

58.2 Roding Valley High School Fun Day – Min. no. C47.2

It was reported that the council will mount a display at the Fun Day on 18th September 2005. Councillor Harper agreed to draw up a rota of councillors to man the stand.

58.3 Think Loughton meeting – Min. no. C51

The Committee noted that the meeting to discuss Think Loughton would take place on 2nd August 2005.

58.4 Chairman's Reports

The Chairman reported on a successful 'Howzat' cricket festival, which would be repeated in 2006. She also mentioned invitations to the Vineyard Church Community Fun Day, and that she was unable to attend the Local Strategic Partnership network lunch at which she had been nominated to represent the town council.

C59 Current Financial Position**59.1 Current Financial Position**

The current financial position was NOTED.

59.2 Budget Preparation 2006/07

Members AGREED to contact the Town Clerk with suggested items for inclusion or deletion from the Committee's budget in 2006/07.

C60 Loughton Community and Youth Centre

The Committee noted the report.

C61 Community Litter Picking – Min. no. C40

The Committee noted the report. It was AGREED to recommend to the Environment, Heritage and Leisure Committee that a litter day be held at the beginning of the summer school term 2006 and that the chairmen would liaise on the details.

C62 Community Forum

It was AGREED to hold a Community Forum in Autumn 2005 at the Methodist Church Hall with the new Chief Constable of Essex and the newly appointed Harlow Police Divisional Commander as invited speakers.

C63 Draft School Organisation Plan 2005 – 2010

The committee had no comment to make on the plan; any member with comments should forward them to the Town Clerk by 25th July 2005.

C64 Farmers' Market in Loughton

Cllrs Benjamin, Brookes, Harper, Lattimore, Wixley and Woods declared a personal and prejudicial interest in this item.

The Chairman declared the meeting to be inquorate and the Committee was therefore unable to make a response to the consultation on the use of the Traps Hill car park for the monthly farmers' market.

C65 Noticeboards

The Committee AGREED to re-site the noticeboard currently located in Torrington Drive to outside the Post Office in Loughton Broadway, subject to necessary permissions being obtained.

C66 Accounts for payment

The following accounts were APPROVED for payment:

Cheque no.	Payee	Purpose	VAT	Gross Amount
2596	Hagemeyer UK Ltd	Parks & Amenities Warden equipment	8.23	55.23
2597	Orion Media Marketing Ltd	Stationery	6.76	45.38
2598	Printing Supplies	Stationery	4.43	29.73
2599	Arwin Services	Cleaning at Buck Crt & K Hall	109.38	734.38
2600	EALC	Training fees		26.00
2601	SLCC	Clerks' Manual Updates 2005		7.00
2602	Homebase Ltd	Buck Crt supplies	2.38	15.96

2603	Epping Forest District Council	Rates; RVRec Ch Rms, K Hall, WRPF Ch Rms, Buck Crt		1,333.00
2604	J McLintock & Sons Ltd	K Hall repairs	7.81	52.41
DD	Compuserve	Subscription (June)		16.21
Tfr	No 2 Account (Jul 05)	Reimburse imprest account		16,881.10
2605	DBJ (Woodford) Ltd	Boiler service at Buck Crt	11.38	76.38
2606	Suzanne Harper	Members' allowances/expenses		25.00
2607	Roger Pearce	Members' allowances/expenses		56.64
2608	Joan Davis	Members' allowances/expenses		25.30
2609	Ken Angold-Stephens	Members' allowances/expenses		44.30
2610	Rosemary Brookes	Members' allowances/expenses		19.50
2611	David Wixley	Members' allowances/expenses		19.50
2612	Caroline Pond	Members' allowances/expenses		19.50
2613	Janet Woods	Members' allowances/expenses		19.50
2614	Christopher Pond	Members' allowances/expenses		19.50
2615	Richard Pennington	Members' allowances/expenses		19.50
2616	Ellen Murphy	Members' allowances/expenses		19.50
2617	Margaret Chalk	Members' allowances/expenses		19.50
2618	Royal British Legion (Loughton Branch)	Remembrance wreath for August service		45.00
2619	Britelec Network Services Ltd	Computer equipment at Buck Crt	2,034.56	13,660.56
2620	Foskett Marr Gadsby & Head	Loughton cemetery legal fees	30.63	265.83
2621	Essex County Council	WRPF grounds maintenance	120.20	807.03
2622	British Gas	K Hall	3.64	76.56
2623	Acumen Wages Service	Payroll (July)	7.22	48.47
2624	Essex Specialist Services Ltd	Audio entry system repair charge at Buck Crt	12.25	82.25
2625	London Energy	K Hall, WRPF, RVRec	24.50	514.58
2626	WPP Architects	Loughton Community Centre	699.29	4,695.29
2627	Cash	Reimburse petty cash	7.67	68.58
2628	Able Group UK	WRPF changing room repairs	20.65	138.65
2629	Fayers	Cemetery supplies	5.69	38.19

Signed.....
Date 26th October 2005

LOUGHTON TOWN COUNCIL

COMMUNITY COMMITTEE

MINUTES of the Meeting held on Wednesday 26th October 2005 at 7.45 p.m. at 1 Buckingham Court.

Present:

Councillors: S M Harper (in the Chair)
 J Benjamin R E Brookes (from Min. no. C69)
 W T Lattimore P S Sheen D J Wixley

Also in attendance:

Councillor: J L Woods

Officers: L R Fuller (Town Clerk)
 P Hoy (Properties and Projects Officer)

1 member of the public

C67 Apologies for Absence

Apologies for absence had been received from Cllr R W Sheen.

C68 Confirmation of Minutes

The minutes were CONFIRMED as a correct record and signed by the Chairman.

Councillor R E Brookes joined the meeting.

C69 Public Representations

The meeting was adjourned to hear an address by a member of the public regarding an application for financial assistance from Home-Start Epping Forest.

C70 Declarations of Interest

Councillor P S Sheen declared a personal and prejudicial interest in agenda item 12.2 Requests for Financial Assistance, due to his position as Chairman of the Loughton High Road Town Centre Partnership.

At the request of the Chairman the meeting agreed to bring forward agenda item 12.1, Request for Financial Assistance, Home-Start Epping Forest.

C71 Request for Financial Assistance

The committee considered an application for financial assistance from Home-Start Epping Forest. It was AGREED to award £1,005 using the balance from the grants budget, with the remainder coming from contingencies. Payment would be made under the Local Government (Miscellaneous Provisions) Act 1976 Section 19.

C72 Matters for Report

72.1 Think Loughton – Min. no. C58.3

The committee NOTED that changes to the design and colour should be implemented in time for the winter edition.

72.2 Community Forum – Min. no. 62

The Committee AGREED to hold a Community Forum despite being unable to secure the presence of the Chief Constable of Essex. The Harlow Police Divisional

Commander has agreed to attend and the forum will be arranged for the spring of 2006.

72.3 Speed Indicator Device (S.I.D.)

The Committee NOTED that the report from Essex County Council had still not been received.

72.4 Community Litter Picking Day

The Committee NOTED that the Community Litter Picking Day will be on Saturday May 6th 2006.

72.5 Roding Valley High School Fun Day

The Chairman REPORTED that a letter from Roding Valley High School thanking councillors for their contribution to this event had been received.

C73 Current Financial Position

The Committee NOTED the report.

C74 Loughton Community and Youth Centre

The Chairman REPORTED on the site meeting held on 25th October 2005 and informed the Committee that a site visit for councillors had been arranged for Friday 11th November 2005 at 10.00am.

The Chairman explained some of the reasons for the increases in costs of the Community Centre and it was AGREED to budget £50,000 in 2006/07 for capital expenditure.

The Community Centre Working Group would be convened shortly.

C75 Millennium Remembrance Grove

The Committee AGREED to spend the budget available in 2005/06 and to budget the same amount in 2006/07. It was agreed that replacement trees would not be planted in areas subject to high levels of vandalism although these areas would continue to be maintained. Replacement trees of similar species would be planted in alternative locations and should be more mature specimens, although this would mean fewer replacements within the budget available.

C76 Essex County Council Community Initiatives Fund

The Committee AGREED to apply for a grant of £15,000 which would be used to purchase equipment for the Community Centre.

C77 Committee Priorities

The Committee reviewed its priorities and AGREED on the list shown below:

Current Priority	Revised Priority	Main Function	Greater Detail
On-going activities			
	High	Running the committee	Agenda, reports, research, minutes, finance, admin
	High	Christmas competitions	Admin and arrangements
	High	"Think Loughton" newsletter	Editorial, printing, distribution
	High	Kingsley Hall	Bookings, admin, finance, maintenance and works
	High	Millennium Remembrance Grove	Tree replacements and maintenance

	High	Community Forum	Arrangements & admin
	High	Noticeboards	Maintenance & replacement
	High	Christmas lights	Maintenance & admin of grants
	High	Grants	Admin & finance
	Medium	Emergency Plan	Amendments and circulation; to be carried out via Information Digest
	High	Responding to consultations	Variable
	High	Any other matters within the committee's terms of reference	
Current activities			
	High	Community and Youth Centre	Design, construction, management and operation
	High	Community Litter Picking Day – Saturday 6 th May 2006	Chairman to progress

C78 Estimates for 2006/07

The estimates for 2006/07 were AGREED as below. The Committee also AGREED to the Rolling Programme but noted that the entrance hall carpet at the Community Centre would need to be replaced in 2009/10.

Estimates 2006/07			
	Income	Expenditure	Transfer from earmarked reserves
Forum		200	
Newsletter		7,500	
Millennium Remembrance Grove		600	
Christmas competitions		600	
Christmas lights		3,150	
Noticeboards		1,000	
Kingsley Hall	13,500	18,450	
Comm Centre Capital		50,000	
Comm Centre loan repayments		72,300	
Comm Centre Revenue	15,000	47,000	
Grants		5,500	
CAB grant		4,000	
General Expenses		300	
Contingency		2,000	
Service Charge		TBC	
Total	28,500	212,600	0

C79 Requests for Financial Assistance

Councillor P S Sheen withdrew from the meeting.

Applications for financial assistance from the Loughton High Road Town Centre Partnership and the Loughton Broadway Town Centre Partnership were considered. Concern was expressed about the accounts submitted for work carried out in 2004 and whether money previously granted had been spent. It was AGREED to grant £900 to each Town Centre Partnership subject to conditions of expenditure and accounts.

Councillor P S Sheen rejoined the meeting.

The Committee AGREED to suspend Standing Order 1.4 and AGREED to conclude the meeting by 9.40pm.

C80 Christmas Competitions**C80.1 Best Dressed Windows**

The Committee CONFIRMED the arrangements for the judging. The Chairman will liaise with the other judges to establish a date.

C80.2 Christmas Cards

Arrangements for the Christmas card competition were CONFIRMED.

C81 Accounts for payment

The following accounts were APPROVED for payment:

Cheque no.	Payee	Purpose	VAT	Gross Amount
DD	Compuserve	Subscription (September)		16.36
2706	EALC	Training fees		26.00
2707	RBS Auditing Solutions	Internal audit fee 04/05	56.00	376.00
2708	Inter County	Office furniture	12.43	83.43
2709	Britelec Network Services Ltd	Office equipment repairs	22.75	152.75
TFR	No 2 Account (Oct 05)	Reimburse imprest account		16,954.16
2710	Suzanne Harper	Members' allowances/expenses		47.00
2711	Roger Pearce	Members' allowances/expenses		31.19
2712	Joan Davis	Members' allowances/expenses		25.00
2713	Ken Angold-Stephens	Members' allowances/expenses		19.50
2714	Rosemary Brookes	Members' allowances/expenses		19.50
2715	David Wixley	Members' allowances/expenses		19.50
2716	Caroline Pond	Members' allowances/expenses		19.50
2717	Janet Woods	Members' allowances/expenses		19.50
2718	Christopher Pond	Members' allowances/expenses		19.50
2719	Richard Pennington	Members' allowances/expenses		19.50
2720	Ellen Murphy	Members' allowances/expenses		19.50
2721	Margaret Chalk	Members' allowances/expenses		19.50
2722	Arwin Services	Cleaning at Broadway toilet	14.70	98.70
2723	Staples UK Ltd	Stationery	4.99	33.47
2724	Epping Forest District Council	Rates: RV/Rec Ch Rms, K Hall, WRP/Ch Rms & Buck Crt		1,345.82
2725	Mr Leslie Hall	Grave digging		505.00
2726	Neopost Ltd	Franking machine spares	6.21	41.70
2727	British Gas Trading Ltd	K Hall	2.79	58.75

2728	Printing Supplies	Stationery	4.43	29.73
2729	WPP Architects	Community Centre fees	349.65	2,347.65
2730	Buildex	Repairs at K Hall & RVRec changing rooms	216.30	1,452.30
2731	Corporate Document Services Ltd	Stationery	41.77	280.45
2732	Cash	Reimburse petty cash		49.44
2733	London Energy	WRPF, RVRec & K Hall	19.02	390.34
2734	RBS Software Solutions	Accounting software	247.62	1662.62
2735	Whizzywig Ltd	Newsletter annual printing supplement	157.50	1057.50
2736	British Gas Trading	Meter connection charge for Community Centre	52.87	354.98

Signed.....
Date 25th January 2006

LOUGHTON TOWN COUNCIL

COMMUNITY COMMITTEE

MINUTES of the Meeting held on Wednesday 25th January 2006 at 7.45 p.m. at 1 Buckingham Court.

Present:

Councillors: S M Harper (in the Chair)
J Benjamin R E Brookes W T Lattimore
P S Sheen (from Min. no. C85) D J Wixley

Also in attendance:

Councillors: J L Woods R E Pearce

Officers: L R Fuller (Town Clerk)
P Hoy (Properties and Projects Officer)

C82 Apologies for Absence

Apologies for absence had been received from Cllr R W Sheen.

C83 Confirmation of Minutes

The minutes were CONFIRMED as a correct record and signed by the Chairman.

C84 Public Representations

None were received.

Councillor P S Sheen joined the meeting.

C85 Declarations of Interest

Councillors Harper, Wixley and Woods declared a personal but non-prejudicial interest in Agenda item 9, Epping Forest – Consultation on management of grazing because of their membership of The Friends of Epping Forest.

Councillors Harper, Pearce, Wixley and Woods declared a personal but non-prejudicial interest in Agenda item 11.1, the application for financial assistance for the Samaritans, because of their personal acquaintance with the applicant.

Councillor Harper declared a personal but non-prejudicial interest in Agenda item 11.1, the application for financial assistance for both Loughton Football Club and the 2nd Loughton Guides, because of her acquaintance with members of these organisations. She also declared a personal and prejudicial interest in Agenda item 11.1, the application for financial assistance for the 3rd Loughton Guides because of her close acquaintance with the Guider.

Councillor Pearce declared a personal but non-prejudicial interest in Agenda item 11.1, the application for financial assistance for the 2nd Loughton Guides.

Councillor P S Sheen declared a personal and prejudicial interest in Agenda item 11.1, the application for financial assistance for the Loughton Broadway Town Centre Partnership, due to his position as the council's representative on the Partnership.

Councillor Wixley declared a personal and prejudicial interest in Agenda item 11.1, the application for financial assistance for Loughton Football Club, because of his membership of the club.

Councillor Woods declared a personal and prejudicial interest in Agenda item 11.2, the application for financial assistance by the Loughton and District Citizens' Advice Bureau, due to her position as the Council's representative on the Citizens' Advice Bureau Management Committee.

C86 Matters for Report

86.1 Think Loughton – Min. no. C72.1

The re-design of Think Loughton was well received, and the Committee AGREED that following the next publication the review group would meet again.

86.2 Community Forum – Min. no. 72.2

The Committee NOTED that the Community Forum would not now take place, and that the speakers had been invited to the Annual Town Meeting.

86.3 Community Litter Picking Day – Min. no. 72.4

The Committee NOTED that the community litter picking day was scheduled for 6th May 2006 and the Chairman reported that there would be an article in Think Loughton advising interested parties of relevant contact details. Suitable equipment would be requested from Epping Forest District Council.

86.4 Requests for Financial Assistance – Min. no. C79

The Committee NOTED that cheques had been sent to both Town Centre Partnerships and that the submission of full accounts had been requested by the end of February 2006.

C87 Current Financial Position

The committee NOTED the report.

C88 Loughton Community and Youth Centre

The Committee NOTED the report and were informed that the next meeting of the Community Centre Working Party would be on 14th February 2006.

C89 Christmas Competitions

The Committee NOTED the report and AGREED to continue to hold both competitions in the same format in 2006, although charity shops would be encouraged to enter in their separate class.

C90 Epping Forest – Consultation on management of grazing

The Committee CONSIDERED the consultation and AGREED that it did not want to see the further re-establishment of grazing in Epping Forest on the grounds of safety, traffic speeds and additional fencing.

C91 Loughton Youth Project

Councillor Sheen, in his capacity as Chairman of The Loughton High Road Town Centre Partnership, reported on a meeting he had attended with other interested parties. The Committee NOTED the information provided and AGREED to support the project in principle pending further developments.

C92 Applications for Financial Assistance

92.1 General Applications

Councillor Sheen withdrew from the meeting during discussions on the application from the Loughton Broadway Town Centre Partnership.

Councillor Wixley withdrew from the meeting during discussions on the application from Loughton Football Club.

Councillor Harper withdrew from the meeting during discussions on the application from the 3rd Loughton Girl Guides.

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

Name of organisation	Amount £	Statutory power
Broadway Town Centre Partnership	550	LGA 1972 s145
Epping Forest Community Church Youth Group	550	LG(Misc Prov)A 1976 s19
Epping Forest Explorer Scouts	550	LG(Misc Prov)A 1976 s19
Epping Forest Youth for Christ	550	LGA 1972 s145
Family Care Counselling Service	150	LGA 1972 s137
Home-Start Epping Forest	500	LGA 1972 s137
Loughton Fencing Club	200	LG(Misc Prov)A 1976 s19
Loughton Football Club	550	LG(Misc Prov)A 1976 s19
2nd Loughton Guide Unit (St. John's)	250	LG(Misc Prov)A 1976 s19
3rd Loughton Guides	550	LG(Misc Prov)A 1976 s19
Samaritans of Redbridge	300	LGA 1972 s137
Vitalise	250	LG(Misc Prov)A 1976 s19

The application from Action in Mental Health was unsuccessful in receiving a grant.

92.2 Loughton and District Citizens Advice Bureau

Councillor Woods withdrew from the meeting.

The Committee AGREED to grant £4,000 to the Loughton & District Citizens Advice Bureau.

Councillor Woods rejoined the meeting.

C93 Consultation on Commissioning a Patient-led National Health Service

In response to the consultation, the Committee AGREED in favour of supporting five Primary Care Trusts in Essex.

C94 Accounts for payment

The following accounts were APPROVED for payment:

Cheque no.	Payee	Purpose	VAT	Gross Amount
2814	WPP Architects	Community Centre fees	349.65	2,347.65
2815	Chubb Fire Ltd	Fire extinguishers maintenance, K Hall	12.99	87.24
TFR	No 2 Account (Jan 06)	Reimburse imprest account		16,834.25
2816	Acumen Wages Service	Payroll (January)	7.53	50.53
2817	Suzanne Harper	Members' allowances/expenses		58.20
2818	Roger Pearce	Members' allowances/expenses		84.00
2819	Joan Davis	Members' allowances/expenses		25.00

2820	Ken Angold-Stephens	Members' allowances/expenses		19.50
2821	Rosemary Brookes	Members' allowances/expenses		19.50
2822	David Wixley	Members' allowances/expenses		19.50
2823	Caroline Pond	Members' allowances/expenses		19.50
2824	Janet Woods	Members' allowances/expenses		40.80
2825	Christopher Pond	Members' allowances/expenses		26.70
2826	Richard Pennington	Members' allowances/expenses		19.50
2827	Ellen Murphy	Members' allowances/expenses		19.50
2828	Margaret Chalk	Members' allowances/expenses		19.50
2829	Peter Sheen	Members' allowances/expenses		10.75
2830	Newbury Internet Services	Subscription	52.50	352.50
2831	Rural Community Council of Essex	Publication		8.00
2832	Arwin Services	Cleaning at Broadway toilet, K Hall & Buck Crt	131.08	880.08
2833	Mr Leslie Hall	Grave digging		1,260.00
2834	EALC	Training		225.00
2835	Lancashire Flooring Ltd	K Hall flooring	666.09	4,472.29

Signed.....
Date 22nd March 2006

THESE MINUTES NOT YET CONFIRMED

LOUGHTON TOWN COUNCIL

COMMUNITY COMMITTEE

MINUTES of the Meeting held on Wednesday 22nd March 2006 at 7.45 p.m. at 1 Buckingham Court.

Present:

Councillors: S M Harper (in the Chair)
J Benjamin R E Brookes W T Lattimore
R E Pearce (as substitute for Cllr Wixley) P S Sheen
R W Sheen

Also in attendance:

Councillors: J L Woods M R M A Chalk

Officers: L R Fuller (Town Clerk)
P Hoy (Properties and Projects Officer)

1 member of the public

1 member of the press

C95 Apologies for Absence

Apologies for absence were received from Cllr Wixley. It was reported that Cllr Pearce had been nominated as Cllr Wixley's substitute.

C96 Confirmation of Minutes

The minutes were CONFIRMED as a correct record and signed by the Chairman.

C97 Public Representations

None were received.

C98 Declarations of Interest

Cllr Brookes declared a personal and prejudicial interest in Agenda item 7, the request for financial assistance by the Christian Drama Resource Centre, due to her friendship with a member of this organisation.

Cllrs Chalk and Woods declared a personal and prejudicial interest in Agenda item 7, the request for financial assistance by Loughton Literary Festival, due to their involvement in the arrangement of the festival.

Cllr Harper declared a personal but non-prejudicial interest in Agenda item 9, Community Centre, as she has registered a request to hire the centre.

Cllr P S Sheen declared a personal and prejudicial interest in Agenda item 5.3, Financial Assistance – Christmas Lights, due to his position as Chairman of the Loughton High Road Town Centre Partnership.

C99 Matters for Report

99.1 Millennium Remembrance Grove – Min. no. C75

The Committee NOTED that four new trees had been planted.

99.2 Community Litter Picking Day – Min. no. 86.3

The Committee NOTED the progress of the community litter picking day. The Clerk would be meeting with the two Chairmen and the Deputy Town Clerk to discuss arrangements.

Cllr P S Sheen withdrew from the meeting.

99.3 Financial Assistance – Christmas Lights

The Committee was informed that both Town Centre Partnerships had failed to submit their accounts by the end of February 2006 as requested. It was AGREED that a letter should be sent informing the Partnerships that should they fail to submit their accounts within 14 days of the date of the letter, the council would be forced to consider whether it would be able to continue funding in future.

Cllr P S Sheen rejoined the meeting.

C100 Current Financial Position

The committee NOTED the report.

Cllrs Brookes, Chalk and Woods withdrew from the meeting.

C101 Financial Assistance

Applications for financial assistance were received from the Alzheimers' Society, Christian Drama Resource Centre and Loughton Literary Festival.

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

Name of organisation	Amount £	Statutory power
Alzheimers' Society	200	LGA 1972 s137
Christian Drama Resource Centre	100	LGA 1972 s145
Loughton Literary Festival	250	LGA 1972 s145

It was NOTED that these grants would exhaust the budget for financial assistance. The Committee AGREED that the Clerk should point out to the Alzheimers' Society and Christian Drama Resource Centre that they had missed the deadline for applications for 2006/07 but the council had wanted to be of assistance to them. They should also be reminded of the deadline for this year's application.

Cllrs Brookes, Chalk and Woods rejoined the meeting.

C102 Consultation on Puffin Crossings

The Committee AGREED to the plans submitted by Essex County Council.

C103 Community Centre**103.1 Construction**

The report was NOTED.

103.2.1 Lettings Policy

The lettings policy was AGREED.

103.2.2 Fees and Charges

- a) The policy on making a small profit of income over running costs, not including the costs of servicing the loan (capital or interest) was AGREED.

- b) An amendment to the proposal was made and it was AGREED that the minimum hire period will normally be a two hour session; set periods would be 9-11, 11-1, 2-4, 4-6 and 7-end of opening time.
- c) An amendment to the proposal was made and it was AGREED that the standard rate for a two hour session in 2006/07 would be £68 during the week and £136 at the weekend. The cost of booking for a single hour would be half the sessional fee plus 10%.
- d) Points d – n were AGREED.
- 103.2.3 Terms and Conditions of Hire**
The terms and conditions of hire were AGREED, subject to 140 replacing 120 for the seating capacity, theatre style. Bouncy castles will not be permitted outside. The insurance implications of allowing them inside will be investigated.
- 103.2.4 Licensing**
This item was NOTED.
- 103.2.5 Staffing**
This item was NOTED.
- 103.3.1 RCC Courses**
The attendance of members at the courses being run by RCC were approved for the purpose of paying expenses.

All matters related to the operation of the community centre will be monitored and reported as necessary, with a formal review by the committee after six months of operation.

C104 Accounts for payment

The following accounts were APPROVED for payment:

Cheque no.	Payee	Purpose	VAT	Gross Amount
2875	Public Works Loans Account	Community Centre		18,295.62
2876	H Fairhead Ltd	Millennium Remembrance Grove trees	99.75	669.75
2877	Thames Water Utilities Ltd	Kingsley Hall		146.50
2878	Arwin Services	Kingsley Hall and Broadway toilet cleaning	116.38	781.38
2879	Essex County Council	Community Centre Quality Inspectors' fee (January & February)	367.29	2466.09
TFR	No 2 Account (Mar 06)	Reimburse imprest account		16,358.97
2880	Acumen Wages Service	Payroll (March)	3.55	23.80
2881	Newbury Internet Services	Subscription	52.50	352.50
2882	Glenny LLP	Service charge Buck Crt	113.52	762.22
2883	AtoZ Supplies	Stationery	10.97	73.64
2884	Westcoast Ltd t/a Orion Media Marketing	Stationery	9.80	65.81
2885	Printing Supplies	Stationery	5.52	37.07
2886	LWC Engineering	Street finger post signs	143.33	962.33
2887	Glasdon Manufacturing Ltd	Seat fixings	14.26	95.80
2888	Arwin Services	Broadway toilet cleaning	14.70	98.70
2889	Homebase Ltd	Kingsley Hall supplies	1.04	6.99
2890	Pinnacle Essex	WRPF grounds maintenance	123.80	831.22

2891	Auditing Solutions	Interim internal audit 05/06	59.50	399.50
2892	Royal Mail	Postage		90.00
2893	Cash	Reimburse petty cash		121.27

Signed.....
Date 31st May 2006