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**LOUGHTON TOWN COUNCIL**
**ANNUAL COUNCIL MEETING**

**MINUTES of the Annual Council Meeting held on Wednesday 21 May 1997 at 7.30pm in Kingsley Hall, Kingsley Road, Loughton.**

**Present:****Councillors:** S W Murray (in the Chair for items 1 and 2)

C C Pond (in the Chair from item 3)

Mrs J M Barnett

E V Boatman

Mrs J Davis

Mrs S M Harper

L J Harris

M D Hogan

M W Juniper

P Lavin

A T Lee

F E Marshall

Mrs J Ormston

R E Pearce

Mrs B R Sagers

P J Sare

Mrs M E Taylor

M W Wardle

R J Wilmot

Mrs J P Woodman

**Officers:** L R Fuller (Town Clerk), L M Nevill (Sec. Assistant)**1 Apologies for absence:**

Apologies for absence were received from Councillors R H Eveleigh and Mrs P Meadows.

**2 Election of the Chairman of the Council for 1997/8.**

Councillor C C Pond was proposed for the position of Chairman by Councillor M W Juniper, seconded by Councillor Mrs J M Barnett. There being no other nominations, Councillor Pond was duly elected Chairman. Councillor Pond executed his Declaration of Acceptance of Office as Chairman.

**3 Appointment of Vice Chairman of the Council for 1997/8.**

Councillor M W Juniper was proposed as Vice Chairman by Councillor L J Harris, seconded by Councillor Mrs J M Barnett. There being no other nominations Councillor Juniper was appointed Vice Chairman.

Councillor Pond thanked Councillors Murray and Wilmot for their hard work as Chairman and Vice Chairman during the past year. He commended Councillor Murray for the way in which he had conducted the Council through its affairs. He welcomed the spirit of co-operation which had been evident, and would continue to foster this during his term of office. He was keen to promote pride in the town of Loughton and a sense of community in the local people. He felt the Town Council could provide a civic focus for the town.

Councillor Juniper thanked the Council for his appointment, and congratulated Councillor Pond on his election. He would be pleased to support the Chairman in his rôle.

**4 Public Questions**

No questions had been received.

- 5 Confirmation of Minutes**  
The Minutes of the meeting held on Wednesday 16 April 1997 were CONFIRMED as a correct record and signed by the Chairman.
- 6 Questions Without Discussion**  
No questions had been received.
- 7 Attendance Records**  
Members NOTED the attendance records for 1996/7. It was DECIDED this information would not be required for future Annual Meetings.
- 8 Appointment of Members, and Election of Chairmen and Vice Chairmen of Council Committees for 1997/8.**  
The Members wished to revise the wording of the Standing Orders referring to Committee membership before appointing the Committees. It was AGREED that the necessary amendment to the Standing Orders would be put on the agenda for the next meeting of the Council. In the meantime appointment of committee memberships would be deferred. As the Planning Committee needed to meet to be able to comment on applications within given deadlines, it was AGREED that the membership of the Planning Committee would remain the same as previously pro tem.
- 9 Cheque Signatories**  
It was AGREED that authorised cheque signatories on the Council's current account would be Chairman and Vice Chairman of the Council, and Chairmen of the standing committees. The Town Clerk would be an authorised signatory on the Payroll account.
- Pending the appointment of the committee chairmen at the next meeting, the signatories would remain as currently.
- 10 Nomination of Council Representatives to Outside Bodies for 1997/8**  
The status of the Town Centre Partnership Steering Groups is unclear. The Clerk will write to Epping Forest District Council to confirm that the Town Council is represented as an official body, and check on the number of representatives. These would then be appointed at the next meeting of the Council.
- The remainder of the list of representatives was AGREED.
- 11 Standing Orders/Committees' delegated powers**  
The Council CONFIRMED that committees have delegated power to make decisions and take action on matters within their terms of reference, including matters which fall within their remit but are not specifically identified.
- 12 List of cheques**  
The list of cheques signed up to 28 April 1997 was APPROVED.

Signed.....

Date.....

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**LOUGHTON TOWN COUNCIL**

**COUNCIL MEETING**

**MINUTES of the Council Meeting held on Wednesday 18<sup>th</sup> June 1997 at 7.30pm in Lopping Hall, High Road, Loughton.**

**Present:**

**Councillors:** C C Pond (in the Chair)

Mrs J M Barnett	E V Boatman	Mrs J Davis
R H Eveleigh	Mrs S M Harper	L J Harris
M W Juniper	P Lavin	A T Lee
F E Marshall	Mrs P Meadows	S W Murray
Mrs J Ormston	R E Pearce	Mrs B R Saggars
P J Sare	Mrs M E Taylor	M W Wardle
R J Wilmot	Mrs J P Woodman	

**Officers:** L R Fuller (Town Clerk)

**13 Emblem for Loughton Town Council - Presentation**

The Chairman of the Council presented the awards to the winner of the competition, Adrian Jalal from Epping Forest College, and runners-up Anna Sampson and Lee Shaw from Staples Road Junior School. He commented on the high standard of entries received, the difficulty of making a choice, and how the judging had been carried out so as not to confer an advantage due to age. Factors such as the appropriateness of the designs and ease of reproduction had been considered. All the entrants were congratulated.

**14 Apologies for absence**

Apologies for absence were received from Councillor Hogan.

**15 Public Questions**

No questions had been received.

**16 Confirmation of Minutes**

The Minutes of the meeting held on Wednesday 21 May were CONFIRMED as a correct record and signed by the Chairman.

**17 Questions without Discussion**

No questions had been received.

**18 Matters for Report**

**18.1 Epping Forest College – Minute no. 378**

The Council NOTED the response from the College, and accepted that the make-up of the Liaison Group was not appropriate for the Town Council to join. However, the offer from the College to have talks when necessary was appreciated. A meeting would be sought to discuss Loughton Hall. The Chairman and Vice Chairman of the Council would appoint a group of representatives when the meeting was arranged.

## **18.2 Secondary Education in Loughton – Minute no. 387**

The Council was pleased to NOTE the revised position of Essex County Council on secondary education. The interim proposal was acknowledged as a practical alternative; although not ideal it would be acceptable as a temporary measure. The County Council would be asked to ensure that there were acceptable transport links in place.

As far as commenting on the sites was concerned, the Council would not express a preference, but would IDENTIFY the pro's and cons of the options, which were as follows:

Site A: The general concept of a school on the land to the north and east of Willingale Road is acceptable. However, it would be preferable for the new school to be built further to the south, behind the existing allotments. This would place it at a greater distance from the Davenant School, and avoid exacerbating the traffic problems in that area which are already serious. The new school, in being closer to the Broadway, would be better placed to use existing transport provisions in respect of the station, but any school in this area will make the buses even more crowded than presently. The demographic projections of the population in the north Loughton area will change over time and there may be a potentially high demand for secondary schooling which makes a site in north Loughton more appropriate.

Site B: As noted by the County Council, this site is considered too small for a secondary school and its attendant facilities.

Sites C and F: As the majority of the population which will require secondary schooling is in the Loughton area, sites in Buckhurst Hill are not considered suitable. Placing a school in Buckhurst Hill would skew the catchment areas artificially and have a particularly adverse effect on the pupils who live near the Roding Valley High and could reasonably expect to attend school there, but who will find themselves in the catchment area for a school in Buckhurst Hill. Placing a school in north Loughton would enable the catchment areas to be adjusted more equitably with the existing schools.

Site E: This site is an SSSI and on green belt land. As such the Council could not countenance its use as a potential building site.

## **19 Members' Reports**

**19.1** Councillor Mrs Siggers had attended a course about Children's Playgrounds which had been very instructive.

**19.2** Councillors Pond and Mrs Siggers had attended the Public Transport Forum. It is hard to influence deregulated services. Matters not specified in the contracts do not take place. The difficulty with no through route on Rectory Lane, and Loughton's links with outlying areas, were raised.

## **20 Reports from Committees**

It was CONFIRMED that no reports from Committees would be taken at this meeting.

## **21 Standing Orders**

Councillor Mrs Davis proposed that the recommendation in the agenda should be adopted; this was seconded by Councillor Murray. Councillor Mrs Harper proposed

an amendment that the composition of the Finance and General Policy Committee should be the Chairman and Vice Chairman of the Council plus seven other members; this was seconded by Councillor Mrs Woodman. On a vote the amendment was lost. The vote was then taken on the motion, and it was RESOLVED that Standing Order 32(1) would be deleted, and replaced with:

“The following Committees shall be Standing Committees of the Council and shall be constituted as shown.

<b>Finance and General Policy</b>	Chairman and Vice Chairman of the Council, plus 5 other members.
<b>Environment, Heritage &amp; Leisure</b>	7 members
<b>Community</b>	7 members
<b>Planning</b>	7 members”

Existing Standing Order 32(5) would be deleted.  
Standing Order 32(6) would be renumbered as 32(5)

## **22 Appointment of Members, and Election of Chairman and Vice Chairman, of Council Committees for 1997/8**

The Committees were APPOINTED as follows:

### **Finance and General Policy:**

Councillors M W Juniper (Chairman), L J Harris (Vice Chairman), Mrs J Davis, Mrs S M Harper, P Lavin, S W Murray, C C Pond.

### **Environment, Heritage and Leisure:**

Councillors F E Marshall (Chairman), R H Eveleigh (Vice Chairman), Mrs J M Barnett, C C Pond, Mrs B R Saggars, P J Sare, Mrs J P Woodman.

### **Community:**

Councillors Mrs M E Taylor (Chairman), Mrs P Meadows (Vice Chairman), Mrs J M Barnett, M Hogan, S W Murray, R E Pearce, M W Wardle.

### **Planning:**

Councillors R J Wilmot (Chairman), E V Boatman (Vice Chairman), Mrs J Davis, Mrs S M Harper, A T Lee, Mrs J Ormston, Mrs M E Taylor.

## **23 Representatives on outside bodies – Town Centre Partnership**

Pending formal confirmation of the number of Town Council representatives, none would be appointed for the time being.

## **24 Programme of Meetings for remainder of the municipal year**

The Council AGREED that although Council meetings could take place quarterly, committee meetings should be bi-monthly. Wednesdays were not a good night for all members. Planning Committee would hold the meeting programmed for Wednesday 2<sup>nd</sup> July, and then decide a further programme from there. The Community Committee would meet on Monday 11<sup>th</sup> August in addition to the programmed meeting on 10<sup>th</sup> September. Environment, Heritage and Leisure would meet on 30<sup>th</sup> July. Finance and General Policy would meet on 1<sup>st</sup> October, and at that meeting

would consider a revised programme. Council meetings would be held on 16<sup>th</sup> July and 22<sup>nd</sup> October.

The Town Clerk indicated that the number of meetings required would necessitate considerable administrative work. She was invited to submit proposals to deal with this to the October meeting of Finance and General Policy.

## 25 Courses

**25.1** Council APPROVED retrospectively attendance of seven members and the Clerk at the Planning Briefing on 10<sup>th</sup> June.

**25.2** “All you’ll ever need to know about Burials and Closed Churchyards”; Council AGREED that Councillor Pearce and the Clerk could attend.

**25.3** Understanding Burial and Cemetery Environment – No member wished to attend.

**25.4** Association of Essex Councils Annual Assembly – it was AGREED that Councillor Davis would attend.

## 26 Accounts for Payment

The following accounts for payment were APPROVED. The new procedures were noted. The Council decided that the Members would put the furniture out themselves at Lopping Hall rather than pay the setting-out fee.

### 1) Cheques signed up to 19<sup>th</sup> May 1997

Cheque no.	Payee	Purpose	Amount
69	Inland Revenue	Inc. tax & NI	744.71
70	R Pearce	Expenses	6.40
71	R H Eveleigh	Expenses	6.40
72	Essex County Council	Stationery and equipment	894.65
73	C&GCHE	Publication	5.50
74	EALC	Parish Devt. Officer	500.00
75	EALC	Annual Subscription	820.91
76	EALC	Local Council Review	26.85
77	LGMB	Publication	15.00
78	NALC	Course fees	188.00
79	Index Business Supplies Ltd	Stationery	106.52
80	Newsquest (London)	Advert.	258.27
81	Boreham Parish Council	Course	15.00
82	Cash	Petty cash	80.70
83	L R Fuller	Salary and reimbursements	1659.59
84	B Crang	Salary	186.62
85	L M Nevill	Salary	292.67

### 2) Accounts for Payment; cheques to be signed on 18<sup>th</sup> June

86	Essex County Council	Stationery and equipment	1731.66
87	B Saggars	Expenses	17.00
88	EALC	Planning Briefing	35.00

89	Loughton Lopping Endowment Fund	Council meeting 18 June	31.00
90	London Electricity plc	Kingsley Hall electricity	5.32
91	Index Business Supplies Ltd	Stationery	59.76
92	B Crang	Salary	206.62
93	D Evans	Salary	69.30
94	L Nevill	Salary	272.77
95	A Rose	Salary	315.33
96	Inland Revenue	Tax & NI	869.48
97	Essex County Council	Superannuation	409.90
98	L R Fuller	Salary and reimbursements	1757.85
99	Cash	Petty cash	100.83

## 27 Exclusion of Press and Public

The Council RESOLVED to exclude the press and public from the remainder of the meeting under the Public Bodies (Admission to Meetings) Act 1960 as the following item contains confidential information relating to the Council's property affairs.

## 28 Licences

Councillors Murray, Pearce, Wardle and Mrs Davis declared a non-pecuniary interest due to their position as District Councillors.

The Council NOTED that draft licences had been submitted by Epping Forest District Council. There was some concern over the content of these. It was AGREED that a Working Party would be set up consisting of Councillors Pond, Juniper, Marshall and Eveleigh and the Clerk. Also Councillor Pearce, depending on advice about a potential conflict of interest. In the first instance it would be necessary for officers to discuss matters relating to the licences and to try and obtain some more information about the long term intentions of the District Council.

Signed.....

Date.....

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**LOUGHTON TOWN COUNCIL**

**COUNCIL MEETING**

**MINUTES of the Council Meeting held on Wednesday 16<sup>th</sup> July 1997 at 7.30pm in Kingsley Hall, Kingsley Road, Loughton.**

**Present:**

**Councillors:** C C Pond (in the Chair)

E V Boatman	Mrs J Davis	R H Eveleigh
Mrs S M Harper	L J Harris	M W Juniper
P Lavin	A T Lee	F E Marshall
Mrs P Meadows	S W Murray	R E Pearce
Mrs B R Sagers	P J Sare	M W Wardle
Mrs J P Woodman		

**Officers:** L R Fuller (Town Clerk)

**29 Apologies for Absence**

Apologies for absence were received from Cllrs. Mrs Barnett, Hogan, Mrs Ormston and Wilmot.

**30 Public Questions**

No questions had been received.

**31 Confirmation of Minutes**

The Minutes of the meeting held on Wednesday 18<sup>th</sup> June were CONFIRMED as a correct record and signed by the Chairman.

**32 Questions without Discussion**

No questions had been received.

**33 Reports from Members on Outside Organisations**

**33.1** Cllrs. Eveleigh and Mrs Sagers reported on the Epping Forest Local Councils Liaison Meeting and referred to the Tree Warden Scheme and the Planning Seminar.

**33.2** Cllrs. Mrs Meadows and Pearce had attended the seminar on "Local Councils: Raising the Profile". There were many stimulating concepts and they would be making a full report to the next meeting of the Finance and General Policy Committee.

**33.3** Cllr. Mrs Davis had attended the AGM of the Local Government Association. She would provide a full written report for councillors' attention.

**34 Reports from Committees**

The Council agreed to take the report from Finance and General Policy Committee first.

### **34.1 Finance and General Policy**

The Chairman stated that the final account had now been received from the District Council and, as written in the minutes of the meeting on 23<sup>rd</sup> June, following examination of the figures and a meeting between himself, the Vice Chairman and the Clerk, he was able to allocate money to each committee for discretionary spending for the year 1997/8. The budget for Environment, Heritage and Leisure was £16,000; for Community £5,000; and £4,000 for Finance and General Policy. Planning Committee did not appear to need a budget but this was open to review if the Committee requested spending powers. The availability of finance meant that agreed projects which had been held in abeyance could now proceed.

It was further reported that Committees would be drawing up their own Aims and Objectives which would form a structure for their activity and spending.

### **34.2 Planning**

The reports from the Planning Committees held on 14<sup>th</sup> and 28<sup>th</sup> April, 19<sup>th</sup> May, 9<sup>th</sup> June and 2<sup>nd</sup> July were noted.

### **34.3 Environment, Heritage and Leisure**

The Clerk reported that the outstanding work around the new springer on the playground in the Roding Valley Recreation Ground had been completed. She informed the meeting that the wooden frame to the matting is pressure treated prior to installation, and does not require treatment again on site.

The report from the meeting on 21<sup>st</sup> April was noted.

### **34.4 Community**

The Council noted the report from the meeting on 12<sup>th</sup> May.

## **35 Public Transport**

The Chairman had had unofficial discussions with officers of Essex County Council Public Transport Section about widespread concern at the provision of public transport in the Loughton area, and had proposed a meeting to include a number of interested parties. It was AGREED that such a meeting would be welcomed, and the Clerk would contact the County Council to inform them of this decision.

The Council CONFIRMED that members of the Town Council should not make approaches to other organisations as representatives of the Council unless such a course of action has been agreed by the Council; otherwise, they should make it clear that they are acting purely in a private capacity.

## **36 “Think Loughton” Initiative**

The Chairman had launched a personal initiative to encourage local people to “Think Loughton” and support the businesses of the town, and invited the Council to note this. The Council AGREED that it was desirable for local people to support their local traders. It was pointed out that this was a two-way process, and that local traders needed to serve the local market with the goods required at a competitive price.

## **37 Title of the Chairman of Loughton Town Council**

The Chairman spoke to the proposal to change the style of the Council’s Chairman to “Town Mayor”. He considered that this would enhance the status and civic identity of

the town, and was a widely held practice within town councils generally. Other members felt that such a step was not necessary and the title of Chairman did not reflect adversely on the Council.

Cllr. Pond, seconded by Cllr. Mrs Harper, proposed that the designation of "Town Mayor and Deputy Town Mayor" should be adopted. A recorded vote was requested. Cllrs. Pond, Lee, Eveleigh, Mrs Meadows, Mrs Woodman, and Mrs Harper voted for the motion. Cllrs. Juniper, Marshall, Mrs Saggars, Murray, Lavin, Mrs Davis, Sare, and Boatman voted against the motion. The motion was LOST by six votes to eight.

### 38 Library Service

The Council considered the proposal to cut the opening hours at Debden Library. The Council was OPPOSED to the cut on Tuesday afternoon as this would have a particularly bad effect on the users who benefited the most, i.e. people at work during the daytime, and children wishing to use the library after school. The opening hours of the library are already very restricted.

### 39 Accounts for Payment

The following accounts for payment were AGREED.

Cheque no.	Payee	Purpose	Amount
100	The Bookshop	Book tokens	50.75
101	EALC	Course & Conference	20.00
102	AJS Blinds	Blinds	79.90
103	Select Business Equipment Ltd	Photocopier	4805.75
104	British Telecomms	Phone at Roding Valley Rec.	224.87
105	British Gas	Kingsley Hall	167.60
106	London Electricity plc	Kingsley Hall	8.14
107	Neopost Ltd	Postage for franking machine	50.00
108	ECC	Supplies	80.69
109	Cash	Petty Cash	43.78
110	B Crang	Salary	186.62
111	L R Fuller	Salary and reimbursements	1679.92
112	A Rose	Salary (replaces cheque no. 95)	182.36
113	ECC	Superannuation	409.90
114	Inland Revenue	Tax & NI	884.12
115	P Meadows	Expenses	6.40
116	R Pearce	Expenses	31.35
117	J Woodman	Expenses	38.28
118	J Ormston	Expenses	42.63
Transfer	Payroll account	Set up imprest	3000.00

Signed.....

Date.....

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**LOUGHTON TOWN COUNCIL**

**COUNCIL MEETING**

**MINUTES of the Council Meeting held on Wednesday 22<sup>nd</sup> October 1997 at 7.30pm in Meeting Room, Loughton Library.**

**Present:**

**Councillors:** C C Pond (in the Chair)

Mrs J M Barnett	E V Boatman	Mrs J Davis
R H Eveleigh	Mrs S M Harper	L J Harris
M W Juniper	P Lavin	A T Lee
F E Marshall	Mrs P Meadows	S W Murray
Mrs J Ormston	R E Pearce	Mrs B R Saggars
P J Sare	Mrs M E Taylor	M W Wardle
R J Wilmot	Mrs J P Woodman	

**Officers:** L R Fuller (Town Clerk), I M Sampson (Administrative/Clerical Assistant)

One member of the press and approximately 15 members of the public were present.

**40 Apologies for Absence**

Apologies for absence were received from Cllr Hogan.

The Chairman introduced Mrs Sampson and welcomed her to the staff of the Council.

**41 Public Questions**

The Chairman answered the questions submitted by a member of the public as follows:

1. The Council is concerned to preserve Loughton Hall and would like to see it restored to public use. The Council also recognises the amenity value of the Luctons School Field as an open space.
2. The Council will liaise as appropriate with bodies which could have influence on this issue. A meeting has been held with the College and a report on that meeting will be given to the Council under Agenda Item 6. It is not within the power of the Town Council itself to ensure the future of these properties, but the Council will press for their restoration to public use.
3. Only the vendor of land has the ability to impose covenants, so the Council has no means of taking this step.

**42 Confirmation of Minutes**

The Minutes of the meeting held on Wednesday 16<sup>th</sup> July were CONFIRMED as a correct record and signed by the Chairman.

**43 Questions without Discussion**

No questions had been received.

**44 Matters for Report****44.1 Public Transport**

The meeting scheduled for 4<sup>th</sup> November was NOTED.

**44.2 Library Service**

The Council was sorry to NOTE the implementation of the reduction in hours at Debden Library, particularly as the Library fulfils needs other than just issuing books.

**44.3 Tree Planting**

The Clerk INFORMED the meeting that the tree planting on 27<sup>th</sup> November was at the junction of Rectory Lane and Westall Road, not Wellfields as had been stated.

**44.4 Traffic Calming**

Epping Forest District Council was holding a seminar on traffic calming on 12<sup>th</sup> November. Cllr Mrs Taylor was nominated to attend.

**44.5 Meeting with Epping Forest College**

The Chairman reported on the meeting held between representatives of the College and of the Council. The College wishes to dispose of the Upper Site to be used for housing, and to utilise the proceeds for a new building. No planning application has yet been submitted to the Planning Committee. If the permission is granted, the College would consider entering into covenants to protect the public use of the Luctons Playing Field.

The College wished to sell Loughton Hall, which they had acquired by virtue of transfer under the Further and Higher Education Act. The E15 Acting School has made an offer. Essex County Council, Epping Forest District Council and now Loughton Town Council have all registered an interest in the property and will be kept informed of the position.

The Upper Site, playing field and Loughton Hall are restricted in their use by covenants, which the College is negotiating to have lifted.

The College would consider including "Loughton" within its title.

**44.6 Council Meeting 16<sup>th</sup> July 1997**

Cllr Murray expressed surprise at the newspaper reports following the meeting, in which the Chairman criticised a decision made by the Council.

**45 Reports from Members on Outside Organisations****45.1 Citizens Advice Bureau**

Cllrs Harris and Lavin were nominated to be the Council's representative on the Citizens Advice Bureau Management Committee; Cllr Lavin was elected.

**45.2 Town Centre Partnership**

Cllrs Siggers and Lee were appointed to the High Road group, and Cllrs Sare and Wilmot to the Broadway.

**45.3 Community Health**

Cllrs Ormston and Meadows were nominated to act as a health representative; Cllr Ormston was elected.

**45.4 Local Councils Liaison Meeting**

Cllr Davis had attended as a District Council representative. She reported a number of items which appear to be resurrected from the past.

**45.5 Police Liaison**

Cllr Pearce informed the Council that the next meeting in Loughton was at 7.30 p.m. on 30<sup>th</sup> October in the Methodist Church and all members of the public could attend. There was also a Loughton Police Sector meeting at 7.30 p.m. on Wednesday, 12<sup>th</sup> November, same venue, which would deal exclusively with Loughton issues.

**45.6 Countrycare and Cycling Forum**

Cllr Mrs Woodman had been unable to attend the Countrycare meeting. The Cycling Forum did not appear to be a live group any more.

**45.7 Essex Public Transport Advisory Committee**

Cllr Pond reported on several matters raised, including many complaints about the Central Line.

**45.8 Lopping Hall Trustees**

Cllr Mrs Ormston reported that the Hall met user requests for improvements wherever possible, within a tight budget.

**46 Reports from Committees****46.1 Planning**

The reports of the meetings held on 14<sup>th</sup> July, 4<sup>th</sup> and 18<sup>th</sup> August, and 8<sup>th</sup> and 29<sup>th</sup> September 1997 were NOTED.

**46.2 Environment, Heritage and Leisure**

Cllr Marshall reported on the meetings, referring particularly to the difficulty of finding a suitable skateboarding site and to the bus stop survey being carried out.

**46.3 Community**

Cllr Mrs Taylor encouraged submission of contributions for the Newsletter from both councillors and the public. The Newsletter would be delivered in February 1998.

**46.4 Finance and General Policy**

Cllr Juniper pointed out that the circulated minutes would be amended in respect of the sum agreed for the Chairman's badge of office, which was £200, not £300 as stated. In noting the report from the Committee, the Council agreed the increase in the staff establishment.

**47 Reference from Finance and General Policy Committee – Secondary Education in Loughton**

A recorded vote on this issue was requested.

Cllrs Davis, Murray and Ormston declared non-pecuniary interests as governors of Alderton and Hereward Schools.

Cllr Juniper proposed the motion as stated in the agenda. Cllr Wardle proposed an amendment to no. 4, which replaced it with "From September 1998, there should be a unified catchment area for both Loughton secondary schools. This would permit parents with children at Hereward, Willingale and Whitebridge, as well as those with children at Staples Road and Alderton Schools, to have the opportunity to send their children to the secondary school of their choice." He accepted the addition of "as far as possible" to the end of the amendment.

It was generally agreed that Items 1-3 and 5 and 6 were not in dispute amongst members. There was considerable debate around Item 4 and the proposed amendment. The amendment was seconded and voted upon. Cllrs Pond, Harris, Meadows, Lee, Ormston, Eveleigh, Wardle, Wilmot, Harper, Pearce and Woodman voted for the amendment; Cllrs Juniper, Marshall, Boatman, Murray, Davis, Barnett, Saggars, Sare, Taylor and Lavin voted against it. The amendment was carried.

The substantive motion was seconded and voted upon. Cllrs Pond, Harris, Juniper, Marshall, Meadows, Lee, Ormston, Eveleigh, Wardle, Wilmot, Harper, Davis, Pearce, Woodman, Barnett, Saggars, Sare and Taylor voted for the motion. There were no votes against. Cllrs Boatman, Murray and Lavin abstained from voting. It was therefore RESOLVED that Essex County Council should be informed that:

1. The County Council needs to convince the local people that they have made every effort to re-purchase Buckhurst Hill School.
2. This Council is concerned at the lack of consultation with the local community on the catchment areas for the new school and Roding Valley High.
3. This Council criticises the decision to move the catchment area of Alderton CP School into the new school, away from Roding Valley High.
4. From September 1998, there should be a unified catchment area for both Loughton secondary schools. This would permit parents with children at Hereward, Willingale and Whitebridge, as well as those with children at Staples Road and Alderton Schools, to have the opportunity to send their children to the secondary school of their choice as far as possible.
5. Whatever the outcome of the catchment areas for Roding Valley High and the new school, siblings will have automatic right to a place at Roding Valley High.
6. Chigwell Row, Limes Farm and Chigwell CP Schools should be considered for inclusion in the catchment area for the new school.

**48 Reference from Environment, Heritage and Leisure Committee**

The members on the Working Party would be the Chairman and Vice-Chairman of the Environment, Heritage and Leisure Committee and the Finance and General Policy Committee, plus Cllr Sare.

**49 Courses**

No councillors wished to attend the courses.

**Signed.....**

**Date.....**

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**LOUGHTON TOWN COUNCIL**

**COUNCIL MEETING**

**MINUTES of the Council Meeting held on Wednesday 14<sup>th</sup> January 1998 at 7.30pm at Kingsley Hall.**

**Present:**

**Councillors:** C C Pond (in the Chair)

Mrs J M Barnett	E V Boatman	Mrs J Davis (for Items
R H Eveleigh	Mrs S M Harper	50 to 56.2)
L J Harris	M D Hogan	M W Juniper
P Lavin	A T Lee	F E Marshall
Mrs P Meadows	S W Murray	Mrs J Ormston
R E Pearce	Mrs B R Saggars	P J Sare
M W Wardle	Mrs J P Woodman	

**Officers:** L R Fuller (Town Clerk)

One member of the press and 3 members of the public were present.

**50 Apologies for Absence**

Apologies for absence were received from Cllrs Taylor and Wilmot.

**51 Public Questions**

No questions had been received.

**52 Confirmation of Minutes**

It was RESOLVED that the minutes of the meeting of 22<sup>nd</sup> October were accepted as a correct record, but that Item 44.6 should be deleted. In future, only positive statements and motions should be recorded. The Chairman deleted Minute 44.6 and signed the minutes.

**53 Questions without Discussion**

No questions had been received.

**54 Matters for Report**

**54.1 Public Transport – Min. no. 44.1**

The Chairman reported that he has been invited as an observer to a meeting of the London Regional Passengers' Committee, at which they would be held to account for the continuing poor service on the Central Line.

**54.2 Traffic Calming – Min. no. 44.4**

A report on the seminar would be requested from Cllr Mrs Taylor.

**54.3 Community Health**

It was AGREED that the Council would ask to be represented on the Essex Community Health Council and also the Redbridge and Waltham Forest.

**55 Reports from Members on Outside Organisations****55.1 Traps Hill Committee**

Cllr Marshall reported that the bid for Lottery funding was to be re-submitted, and the outcome was awaited.

**55.2 North Essex Area Health Authority**

Cllr Mrs Ormston had attended a meeting as an observer. An opportunity was available outside the meeting to raise specific issues individually, so any concerns could be made to Cllr Ormston, who would utilise this channel.

**55.3 Central Line**

Cllrs Pond and Marshall had been invited to a meeting with Epping Town Council with managers from the Central Line. It had been a useful discussion, although the answers received were not very satisfactory.

**55.4 Approved Duty**

Cllr Ormston's attendance at the meeting of the North Essex Area Health Authority was APPROVED retrospectively.

**55.5 Whitebridge County Primary School**

Cllrs Saggars and Eveleigh were nominated as the Council's representative on the governing body of Whitebridge School, following the resignation of Mr S Goodwin. Cllr Saggars was ELECTED.

**56 Reports from Committees****56.1 Planning**

The reports of the meetings held on 13<sup>th</sup> October, 3<sup>rd</sup> and 24<sup>th</sup> November, and 15<sup>th</sup> December 1997 were NOTED.

**56.2 Environment, Heritage and Leisure**

The report from the Environment, Heritage and Leisure Committee on 19<sup>th</sup> November 1997 was NOTED. In answer to questions asked: The skateboard meeting had been useful and suitable sites were being investigated. The Committee was asked to return to the topic of parking on pavements. An update on the progress of noticeboards which have been agreed by the Committee was given. No response had been received from the College about the former Luctons Girls' School Playing Field, but none was expected for some time; in the meantime, information on Millennium Greens would be obtained.

**56.3 Community**

The report from the Community Committee on 5<sup>th</sup> November 1997 was NOTED.

**56.4 Finance and General Policy**

The reports from the meetings on 3<sup>rd</sup> and 17<sup>th</sup> December 1997 were NOTED. It was AGREED that the composition of the Strategy and Staff Group would remain as set by the Committee.

**57 Secondary School in Loughton**

After discussion, it was RESOLVED that Essex County Council should be informed as follows:

The Council decided not to express a view on which site for the new school should be established. However, it makes the following points:

1. The principle already stated by the Town Council that whatever the outcome of the catchment areas for Roding Valley High School and the new school, siblings should have an automatic right to a place at Roding Valley High, is reiterated.

2. Whichever site is chosen, the Council is strongly opposed to the enforced bussing of Loughton children to Epping.
3. In the event of the Buckhurst Hill site being chosen, there should be balanced catchment areas for it and the Roding Valley High School.
4. In the event of the Buckhurst Hill site being chosen, the building should be a new one, not an adaptation of the existing buildings.
5. If the Willingale Road site is chosen, the Town Council wishes the County Council to provide a youth centre as part of that capital programme; if it is not chosen, then separate youth facilities must be provided in Loughton.

### 58 Council Precept for 1998/9

It was RESOLVED that the Council's precept for 1998/9 should be £270,000.

### 59 Accounts for Payment

The following accounts for payment were agreed:

Cheque no.	Payee	Purpose	VAT £	Gross Amount £
167	Essex County Council	Stationery and Kingsley Hall Supplies	19.35	129.89
168	The Bookshop	Publications	0.00	38.40
169	K A Allen	Work on Emblem	18.38	123.38
170	T Cartledge Ltd	Christmas lights, Kings Green	25.66	172.31
171	J Ormston	Expenses	0.00	25.23
172	EALC	Courses	0.00	35.95
173	L R Fuller	Mileage	0.00	6.53
174	Epping Forest District Council	Part payment 1996/7 account	0.00	60,000.00
Transfer	No. 2 account	Reimburse imprest	0.00	4,405.07

Signed.....

Date.....

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**LOUGHTON TOWN COUNCIL**

**COUNCIL MEETING**

**MINUTES of the Council Meeting held on Wednesday 11<sup>th</sup> March 1998 at 7.30pm at Kingsley Hall.**

**Present:**

**Councillors:** C C Pond (in the Chair)

Mrs J Davis	R H Eveleigh	Mrs S M Harper
L J Harris	M W Juniper	P Lavin
A T Lee	F E Marshall	Mrs P Meadows
S W Murray	R E Pearce	Mrs B R Saggars
P J Sare	Mrs M E Taylor	M W Wardle
R J Wilmot	Mrs J P Woodman	

**Officers:** L R Fuller (Town Clerk)

Three members of the public were present.

**60 Apologies for Absence**

Apologies for absence were received from Cllrs Barnett, Boatman, Ormston and Hogan. The Council was sorry to learn that Cllr Hogan has been seriously ill.

**61 Public Questions**

No questions had been received.

**62 Confirmation of Minutes**

The Minutes of the meeting held on Wednesday 14<sup>th</sup> January 1998 were CONFIRMED as a correct record and signed by the Chairman.

**63 Questions without Discussion**

No questions had been received.

**64 Address by Station Officer D Warren of Loughton Fire Station**

The Chairman welcomed Station Officer Warren to the meeting. Mr Warren described the area covered by his station, the fire-fighters and equipment available, and the type and number of calls attended. A budget cut was required in 1998/9 and would lead to a reduction of one fire-fighter per watch. The management were confident that arrangements made to accommodate these cuts would not lead to a reduction in service.

In answer to questions, Mr Warren said that any concerns about fire matters could be reported to his station or the Fire Prevention Department at Harlow.

The Chairman thanked the Fire Service for the service given in Loughton.

**65 Matters for Report****65.1 Public Transport – Min. no. 54.1**

The Council NOTED the Public Meeting to be held at 7.30 p.m. on Wednesday 1<sup>st</sup> April in Lopping Hall to be attended by Mr G Thackwray, General Manager of the Central Line. Handbills will be available to hand out at the Station, and volunteers are invited.

**65.2 Traffic Calming Seminar – Min. no. 44.4**

The Council NOTED that Cllr Taylor had not attended the seminar.

**65.3 Community Health – Min. no. 54.3**

The Council NOTED the statutory restriction on membership of Community Health Councils. The matter could be placed on the agenda of the Local Councils' Liaison Committee. Community Committee could consider appointing a co-optee. The Department of Health would be asked to consider amending the statute to give minor local authorities the right to be appointed as a full member of a Community Health Council.

**65.4 Secondary Education in Loughton – Min. no. 57**

The Council NOTED the current position on the secondary school. It was AGREED to inform Essex County Council that the Town Council supported the siting of the new school at Willingale Road, continued to press for youth and community facilities as part of the project, and continued to draw attention to the need for careful consideration of the traffic issues and consequent planning of access to the school; Langston Road could be considered in this context.

The establishment of the temporary premises as an annexe of St. John's School, Epping was reported.

**66 Reports from Members on Outside Organisations****66.1 Epping Forest District Local Councils' Liaison Committee**

Cllr Eveleigh reported on this committee, especially the question of local councils having an input at planning meetings.

**66.2 Town Centre Partnership**

Cllr Lee reported that the Town Centre Partnership had carried out a survey with encouraging results, particularly in respect of Christmas illuminations.

**66.3 Police Liaison Committee**

Cllr Pearce informed members that the Area Traffic Warden Manager would be attending the next meeting of the Police Liaison Committee on 15<sup>th</sup> April to make a presentation on addressing parking problems.

**67 Reports from Committees****67.1 Planning**

The reports of the meetings held on 19<sup>th</sup> January, 2<sup>nd</sup> and 16<sup>th</sup> February, and 2<sup>nd</sup> March 1998 were NOTED.

**67.2 Community**

The report from the Community Committee on 28<sup>th</sup> January 1998 was NOTED. The Chairman reported a very good response to the Newsletter "Think Loughton". The Community Forum was requested to include an item for reporting back.

**67.3 Environment, Heritage and Leisure**

Cllr Eveleigh welcomed Cllr Marshall to the meeting, and reported on the Environment, Heritage and Leisure Committee. Questions were asked about the boundary signs, pump, parking, and noticeboards.

**67.4 Finance and General Policy**

The report from the meeting on 25<sup>th</sup> February 1998 was NOTED. Methods of advertising the Town Meeting were discussed.

**68 Civic Service – Reference from Finance and General Policy Committee**

It was AGREED to hold a Civic Service. It would be non-denominational. The Chairman informed the meeting that, subject to confirmation, the service would probably be held on the evening of 18<sup>th</sup> May.

**69 Council for Protection of Rural Essex**

The Council AGREED to join the Council for Protection of Rural Essex.

**70 Accounts for Payment**

**70.1** The following accounts for payment were APPROVED:

<b>Cheque no.</b>	<b>Payee</b>	<b>Purpose</b>	<b>VAT</b>	<b>Gross Amount</b>
			£	£
205	J McLintock & Sons Ltd	Roding Valley Changing Rooms	5.25	35.25
206	Loughton Union Church	Community Forum	0.00	40.00
207	Essex County Council	Supplies	2.24	15.02
208	Butterworths	Book	0.00	27.38
209	Debden Traders Association	Contribution to Christmas lights	0.00	750.00
210	J McLintock & Sons Ltd	Burst pipes at Cemetery	5.68	38.13
211	Royal Mail	Postage	0.00	100.00
212	L R Fuller	Reimbursement & mileage	0.00	77.77

**70.2** The following miscellaneous cheque drawn on the No. 2 account was NOTED:

40	London Electricity plc	Cemetery	2.25	47.33
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**Signed**.....

**Date**.....

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**LOUGHTON TOWN COUNCIL**
**COUNCIL MEETING**

**MINUTES of the Council Meeting held on Wednesday 6<sup>th</sup> May 1998 at 7.30 pm at Kingsley Hall.**

**Present:****Councillors:** C C Pond (in the Chair)

E V Boatman	Mrs J Davis	R H Eveleigh
Mrs S M Harper	L J Harris	M W Juniper
A T Lee	F E Marshall	Mrs P Meadows
S W Murray	Mrs J Ormston	R E Pearce
Mrs B R Sagers	P J Sare	M W Wardle
R J Wilmot	Mrs J P Woodman	

**Officers:** L R Fuller (Town Clerk)  
 J P Fox (Assistant Town Clerk)  
 E C Pursford (Planning Committee Clerk)

Two members of the public were present.

**71 Apologies for Absence**

Apologies for absence were received from Cllrs Barnett, Hogan and Lavin. The Chairman welcomed Jan Fox and Eileen Pursford, new members of the Town Council staff, to the meeting. He also reported that he had been privileged to make a presentation to a Loughton resident, Mrs. Earland, on her 100<sup>th</sup> birthday.

**72 Leave of Absence**

Cllr Murray reported that Cllr Hogan was still seriously ill, although he may be well enough to attend meetings on occasion. Council was very sorry to hear of his illness. Six months leave of absence was granted to Cllr Hogan.

**73 Public Questions**

No questions had been received.

**74 Confirmation of Minutes**

The Minutes of the meeting held on Wednesday 11<sup>th</sup> March 1998 were CONFIRMED as a correct record and signed by the Chairman.

**75 Questions without Discussion**

No questions had been received.

**76 Matters for Report****76.1 Mobile Library**

The Committee NOTED that the time of attendance of the Mobile Library was cut by 5 minutes; the situation would be monitored.

**76.2 Approved Duty**

The Committee APPROVED Cllr Harper's attendance at the Chairmen's Conference on 25<sup>th</sup> April

**77 Reports from Members on Outside Organisations****77.1 Essex Public Transport Forum**

The Chairman reported from the Essex Public Transport Forum meeting; discussion included the Central Line and changes in bus services. The County Council had no knowledge of bus services to the temporary new secondary school.

**77.2 Local Councils' Liaison Group**

The letters about the Local Councils' Liaison Group were considered. The agenda is often not very relevant to Loughton, and items were often not given a proper response from the District Council. The Town Council's committees could refer matters with a District-wide dimension to the Liaison Group.

**78 Reports from Committees****78.1 Planning**

The reports from the meetings held on 16<sup>th</sup> and 30<sup>th</sup> March, and 14<sup>th</sup> and 27<sup>th</sup> April were NOTED.

**78.2 Community**

The report from the meeting on 25<sup>th</sup> March was NOTED; the Emergency Plan and The Millennium were discussed.

**78.3 Environment, Heritage and Leisure**

The report from the meeting on 8<sup>th</sup> April was NOTED. Discussions about Loughton Hall continue. The plaque on St. Olaves' Hotel has been erected.

**78.4 Finance and General Policy**

The report from the meeting on 22<sup>nd</sup> April was NOTED.

**79 Account for Payment**

**79.1** The following accounts for payment were APPROVED:

<b>Cheque no.</b>	<b>Payee</b>	<b>Purpose</b>	<b>VAT</b>	<b>Gross Amount</b>
244	London Electricity plc	Kingsley Hall	2.01	120.60
245	Pinnacle Cleaning Services	Cleaning Kingsley Hall	0.00	100.00
246	BB & EA Ltd	Scaffold Boards, Loughton Cemetery	5.78	38.78
247	Fattorini	Ribbon collarette	2.66	17.85
248	Essex County Council	Stationery supplies	6.44	43.23
249	Royal Mail	Postage	0.00	200.00

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**79.2** The following miscellaneous cheques drawn on the No. 2 account were NOTED:

49	Essex Association of Local Councils	Fees for Conference	0.00	10.00
57	Essex Association of Local Councils	Fees for Conference	0.00	10.00
58	Royal Mail	Postage	0.00	50.00

**Signed**.....

**Date**.....

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**LOUGHTON TOWN COUNCIL**

**ANNUAL COUNCIL MEETING**

**MINUTES of the Annual Meeting of Council held on Wednesday 20<sup>th</sup> May 1998 at 7.30pm in the Meeting Room, Loughton Library.**

**Present:**

**Councillors:** C C Pond (in the Chair for Minute nos. 80-82)  
M W Juniper (in the Chair for Minute nos. 83-89)

Mrs J M Barnett	E V Boatman	Mrs J Davis
R H Eveleigh	Mrs S M Harper	L J Harris
P Lavin	A T Lee	F E Marshall
S W Murray	Mrs J Ormston	R E Pearce
Mrs B R Siggers	P J Sare	Mrs M E Taylor
M W Wardle	R J Wilmot	Mrs J P Woodman

**Officers:** L R Fuller (Town Clerk)  
J P Fox (Assistant Town Clerk)  
E C Purssord (Planning Committee Clerk)

Four members of the public were present.

**80 Chairman's Introduction**

The Chairman opened the meeting by thanking the Vice-Chairman, all other councillors, the staff, the press and the public for their support and interest throughout his year of office.

**81 Apologies for Absence**

Apologies for absence were received from Cllrs Hogan and Meadows.

**82 Election of Chairman**

Cllr M W Juniper JP was proposed and seconded and, there being no other nominations, Cllr Juniper was elected Chairman. He duly executed the Declaration of Acceptance of Office, and in taking on the position of Chairman, he thanked the Council for its confidence in him and pledged to work for the benefit of the entire community of Loughton. Cllr Pond presented a well-used book, "The ABC of Chairmanship", to be handed down with the Office of Chairman in future.

**83 Appointment of Vice-Chairman**

Cllr Mrs J P Woodman was proposed and seconded and, there being no other nominations, Cllr Woodman was appointed Vice-Chairman.

**84 Public Questions**

No questions had been received.

**85 Confirmation of Minutes**

The Minutes of the meeting held on Wednesday 6<sup>th</sup> May 1998 were CONFIRMED as a correct record and signed by the Chairman, subject to the addition of "Transport Department" after "County Council" in Minute no 77.1.

**86 Questions without Discussion**

No questions had been received.

**87 Appointment of Members, and Election of Chairman and Vice-Chairman, of Council Committees for 1998/9****87.1 Planning Committee**

Cllrs Ormston, Taylor, Saggars, Sare, Wilmot, Lee and Harper were nominated and appointed to the Planning Committee. Cllr Wilmot was elected Chairman and Cllr Sare Vice-Chairman.

**87.2 Community Committee**

Cllrs Taylor, Barnett, Juniper, Murray, Meadows, Wardle and Pearce were nominated and appointed to the Community Committee. Cllrs Taylor and Meadows were proposed as Chairman. Cllr Taylor was elected Chairman and Cllr Meadows Vice-Chairman.

**87.3 Environment, Heritage and Leisure Committee**

Cllrs Woodman, Eveleigh, Pond, Marshall, Barnett, Sare and Saggars were nominated and appointed to the Environment, Heritage and Leisure Committee. Cllr Marshall was elected Chairman and Cllr Eveleigh Vice-Chairman.

**87.4 Finance and General Policy Committee**

Cllrs Juniper and Woodman were automatically appointed to the Committee. Cllrs Lavin, Davis, Murray, Harris and Harper were nominated and appointed to the Finance and General Policy Committee. Cllr Murray was elected Chairman and Cllr Harris Vice-Chairman.

**88 Nomination of Council Representatives to Outside Bodies for 1998/9**

The Council representatives on outside bodies for 1998/9 were agreed as below:

**Alderton County Primary School**

Cllr Mrs M E Taylor

(4 years to 31 August 2000)

**The Hereward County Primary (Single School)**

S Barnes (4 years to 25 July 2002)

**Staples Road County Primary (Grouped School)**

Cllr Mrs S M Harper

(4 years to 18 October 2000)

**The Whitebridge County Primary (Grouped School)**

Cllr Mrs B R Saggars

(4 years to 13 January 2002)

**Loughton Lopping Endowment Fund**

Cllr Mrs J Ormston

**Loughton Parochial Charities**

Lord Murray of Epping Forest

(4 years to 19 May 2000)

E J Retter

**Essex Association of Local Councils - Epping Forest Branch**

Cllrs M Juniper and R H Eveleigh

**Local Councils Liaison Committee**

Cllrs M Juniper and R H Eveleigh

**EALC - Larger Local Councils Forum**

Cllrs Mrs M E Taylor & Mrs S M Harper

**EFDC Cycling Forum**

Cllrs Mrs B R Saggars and

Mrs J P Woodman

**EFDC Metropolitan Police and Community Liaison Group**

Cllr Mrs J M Barnett

**Epping Forest District Safety Liaison Panel**

Chairman of Community Committee

(Vice-Chairman as sub)

1998/9 - Mrs M E Taylor and

Mrs P Meadows

**Epping Forest Countrycare Liaison Group**

Cllr Mrs J P Woodman

<b>ECC Parish Passenger Transport Forum Tree Wardens</b>	Cllrs Mrs B R Sagers and C C Pond Cllrs Mrs S M Harper and Mrs J P Woodman
<b>EFDC Working Group on Traps Hill Town Centre Partnership Steering Group (High Road, Loughton)</b>	Cllr F E Marshall Cllrs Mrs B R Sagers and A T Lee
<b>Town Centre Partnership Steering Group (The Broadway, Loughton)</b>	Cllrs P J Sare and R J Wilmot
<b>Citizens' Advice Bureau Management Committee Community Health</b>	Cllr P Lavin Cllr Mrs J Ormston
<b>Chigwell Old People's Welfare Committee</b>	Cllr M W Wardle

The Council wished to nominate B Prichard as an additional representative on the Essex County Council Parish Passenger Transport Forum.

## 89 Accounts for Payment

89.1 The following accounts for payment were APPROVED:

<b>Cheque no.</b>	<b>Payee</b>	<b>Purpose</b>	<b>VAT</b>	<b>Gross Amount</b>
250	London Electricity plc	Electricity Loughton Cemetery	-1.02	14.64
251	British Gas Trading Ltd	Gas: Kingsley Hall	45.62	306.38
252	L Hall	Grave digging at Loughton Cemetery	0.00	1020.00
253	Thames Water Utilities Ltd	Water: Kingsley Hall	0.00	7.91
254	EFDC	Rates: Kingsley Hall	0.00	112.00
255	Essex County Council	Supplies	51.27	344.24
256	Select Business Equipment	Photocopier maintenance	21.48	144.25
257	Judy's Coming Home Appeal	Grant	0.00	350.00
258	Cash	Petty Cash imprest	0.00	81.37
259	Impact	Accountancy software	0.00	160.00
260	Royal Mail	Delivery of "Think Loughton"	0.00	599.02
Transfer	No. 2 Account	Reimburse imprest		6956.45

**Signed**.....

**Date**.....