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**LOUGHTON TOWN COUNCIL**  
**FINANCE AND GENERAL POLICY COMMITTEE**

**Minutes of the Meeting held on Wednesday 28<sup>th</sup> June 2000 at 7.30 p.m. at Kingsley Hall.**

**Present:**

**Councillors:** M W Juniper (in the Chair)

E V Boatman

K F Ellis

S M Harper

L J Harris

S W Murray

**Also in attendance:**

**Councillor:** R E Pearce

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

J P Fox (Assistant Town Clerk)

**F1 Apologies for absence**

There were no apologies for absence received.

**F2 Confirmation of Minutes**

The Minutes of the meeting held on 12<sup>th</sup> April 2000 were CONFIRMED as a correct record and signed by the Chairman.

**F3 Matters for Report**

There were no matters for report.

**F4 Financial Position**

The Committee NOTED the current financial position. Information was circulated showing current bank balances.

**F5 Financial Assistance**

Cllr Murray declared a non-pecuniary interest in this item which was deemed to be insubstantial.

The Committee DECIDED that it would like to make a contribution to the special wheelchair fund-raising effort co-ordinated by the Epping Forest District Council, in recognition that this all-terrain manual wheelchair will be available to disabled Loughton residents. The contribution of £300 will be met from the contingency budget.

**F6 Periodic Electoral Review - Min F161**

The Committee reviewed the proposals. It was proposed that the Council should inform the Commission that it did not support the proposals in respect of Loughton. Three members voted for this proposal and three against; the Chairman did not use his casting vote so the proposal fell. The Committee agreed that the word "Arch" should be removed from the name of the proposed "Alderton Arch" ward if the Commission's proposals went ahead, and the Commission would be informed of this.

**F7 Accounts for Payment**

The following accounts for payment were APPROVED:

<b>Cheque no.</b>	<b>Payee</b>	<b>Purpose</b>	<b>VAT</b>	<b>Gross Amount</b>
733	Service Publications Ltd	Newsletter: Printing	0.00	800.00
734	Epping Forest District Council	Contribution to new bus shelter	0.00	370.00
735	Salter Weigh-Tronix Ltd	Postage	0.00	4.80
736	DBJ (Woodford) Ltd	Kingsley Hall: Works	7.88	52.88
737	Neopost Ltd	Postage	3.93	26.38
738	P Batt	Newsletter: Design	0.00	450.00
739	Index Business Supplies Ltd	Stationery	6.03	40.51
740	Royal Mail	Newsletter: Delivery	0.00	560.68
741	Epping Forest District Council	Election expenses	0.00	8448.10
Transfer	No.2 account	Reimburse imprest	0.00	7176.33

**F8 Exclusion of the Press and Public**

The Committee RESOLVED to exclude the press and public from the following item under the Public Bodies (Admission to Meetings) Act 1960 as the items contained confidential information relating to the Council's employees.

**F9 Annual Pay Rise**

The Committee NOTED the new nationally-agreed pay rates, effective from 1<sup>st</sup> April 2000.

**F10 New Councillor Information Pack**

Cllr Harris wished to give special thanks to the officers of the Council for the useful information pack sent to all councillors in May.

Signed.....

Date.....

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**LOUGHTON TOWN COUNCIL****FINANCE AND GENERAL POLICY COMMITTEE**

**Minutes of the Special Meeting held on Tuesday 25<sup>th</sup> July 2000 at 4 p.m. at Kingsley Hall.**

**Present:**

**Councillors:** M W Juniper (in the Chair)

Mrs K F Ellis

Mrs S M Harper

L J Harris

M D Hogan

S W Murray

**Also in attendance:**

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

**F11 Apologies for absence**

There was an apology for absence from Cllr E Boatman.

**F12 Confirmation of Minutes**

The Minutes of the meeting held on 28<sup>th</sup> June 2000 were CONFIRMED as a correct record and signed by the Chairman.

**F13 Matters for Report****F13.1 Strategy and Staff Group**

The Committee NOTED the report from the Strategy and Staff Group.

**F14 Exclusion of the Press and Public**

The Committee RESOLVED to exclude the press and public from the remainder of the meeting under the Public Bodies (Admission to Meetings) Act 1960 as the remaining item contained confidential information relating to employment and property matters.

**F15 Staffing and Office Accommodation****F15.1 Staffing**

The Chairman proposed a vote of thanks to Irene Sampson, who was leaving the Town Council's employment. The Committee appreciated her work with the Council and wished her well in her new appointment.

Acknowledging the need for additional staff resources to carry out some of the tasks currently falling behind, the Committee AGREED that the existing part-time post of Clerical/Administrative Assistant on Scale 2/3 should be replaced with a full-time Administrative Assistant on Scale 3. This did not replace the other existing part-time post.

**F15.2 Office Accommodation**

The Committee AGREED that a pro-active search for office premises was now necessary. The desirable criteria were agreed although it was accepted that some compromise may be necessary. Various options, including speculative possibilities, were discussed, and would continue to be explored. It was agreed to investigate the development in Rectory Lane further. Methods of financing a move were discussed and a figure will have to be included in next year's precept.

**Signed.....**

**Date.....**



**F22 Consolidation of Current Projects**

The Chairman expressed his concern that committees were continuing to put forward new projects when existing projects were already not being completed due to lack of staff time. For information, he circulated the list of the Clerk's outstanding projects which had been discussed and prioritised at the Strategy and Staff Group in June.

It was AGREED that committees should be asked to review all their current projects. New projects could be added to a "wish list" for future execution, or the existing priorities could be changed to accommodate new projects if the committees wished to move them up the list. They would however have to accept the consequence that other projects would be put back. Any new projects must be supported by strong reasons.

**F23 Audit of Local Councils**

Committee AGREED the recommendation.

**F24 General Principles of conduct in local government and draft Code of Conduct**

The Committee agreed that the Chairman and Vice Chairman of the Committee would draw up the Council's response.

**F25 Accounts for Payment**

The following accounts for payment were APPROVED:

<b>Cheque no.</b>	<b>Payee</b>	<b>Purpose</b>	<b>VAT</b>	<b>Gross Amount</b>
779	Signs of the Times	Heritage Plaque	26.43	177.43
780	E.I. Electrical Contractors	Electrical Work at Kingsley Hall	16.17	108.57
781	Arwin Services	Cleaning Services at Kingsley Hall	46.55	312.55
782	Royal Mail	Newsletter delivery service		560.68
783	Acumen Wages Service	Payroll	1.75	11.75
784	NALC	Conference	16.63	111.63
DD	Compuserve	Subscription (July)		12.26
Transfer	No. 2 account	Reimburse imprest		7524.13

**Signed**.....

**Date**.....

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**LOUGHTON TOWN COUNCIL****FINANCE AND GENERAL POLICY COMMITTEE**

**Minutes of the Meeting held on Wednesday 15<sup>th</sup> November 2000 at 7.30 p.m. at Kingsley Hall.**

**Present:**

**Councillors:** M W Juniper (in the Chair)

E Boatman                      K F Ellis

S M Harper                      L J Harris

**Also in attendance:**

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

W H Gilbert (Assistant Town Clerk)

**F26 Apologies for absence**

There was an apology for absence from Cllr. S W Murray.

**F27 Confirmation of Minutes**

The Minutes of the meeting held on 20<sup>th</sup> September 2000 were CONFIRMED as a correct record and signed by the Chairman.

**F28 Matters for Report****F28.1 Strategy and Staff Group**

The Committee NOTED the report.

**F29 Financial Position**

The Committee NOTED the current financial position.  
Information was circulated showing current bank balances.

**F30 Consideration of Projects – Min. no. F22**

The Committee read and APPROVED its own list of projects and responsibilities and prioritised them in order of importance. A copy is attached to the minutes.

**F31 Modernising Local Government Finance – a Green Paper**

The Committee AGREED that the Chairman and Vice Chairman of the Committee and the Clerk agree a response on behalf of the Council.

**F32 Town Meeting – Tuesday 24<sup>th</sup> April 2001**

It was AGREED that the usual format should continue including a speaker. The Committee ASKED whether the Clerk could consult the other Councillors, via the next Monthly Digest, for any recommendations on topics and speakers.

**F33 Archives – References from Environment Heritage and Leisure Committee**

The Committee AGREED that the Clerk write a letter to the Essex County Council about the records of Loughton's predecessor authorities being moved to Chelmsford, without any consultation, and requesting that they should be returned to Loughton Library. The matter would also be brought to the attention of Buckhurst Hill and Chigwell Parish Councils.

**F34 Council Agenda and Minutes**

The Committee AGREED not to e-mail agendas and minutes to interested members of the public as all the information was available on the web-site.

**F35 Estimates for 2001/02**

The Committee read and AGREED the figures as follows. It was AGREED not to make any special provisions for the possibility of elections arising from the Ward Boundary Review.

<b>Estimates 2001/02</b>	<b>Income</b>	<b>Expenditure</b>
		*
Salaries and on-costs		119,000
Postage		1,200
Telecomms & Internet		1,650
Stationery		1,500
Press and advertising		750
Subscriptions		1,900
Books & Periodicals		200
Maintenance and equipment		1,000
Photocopying		500
Office premises		TBN
Audit		500
Insurance		2,000
Binding minutes		100
Staff travel		850
Members' expenses		300
Training		1,500
Legal		2,000
Chairman's expenses		500
Grants		2,000
Hall hire		100
Election expenses		3,000
General expenses		700
Contingency		2,000
Recharge other committees	TBA	
<b>TOTAL</b>	<b>0</b>	<b>143,250</b>
Net expenditure		143,250
		Less admin recharge

\* Including transfers to/from reserves

**F36 Accounts for Payment**

The following accounts for payment were APPROVED:

<b>Cheque no.</b>	<b>Payee</b>	<b>Purpose</b>	<b>VAT</b>	<b>Gross Amount</b>
812	Select Business Equipment	Photocopying Charges	14.08	94.54
813	Foskett Marr Gadsby & Head	Legal Charges	70.00	518.00
814	K.R. Photo Services	Council Photograph		78.50
815	Arwin Services	Kingsley Hall – Cleaning Services (October)	66.15	444.15
816	E.I. Limited	Roding Valley Rec Changing Rooms Electrical Services	5.60	37.60
817	Peter Batt	Newsletter Design		450.00
818	Irvine Martin International	Kings Green Xmas Lights	76.99	516.93
819	St Clare Hospice	Sponsored Lights for P. Sare, R. Eveleigh, F. Marshall		45.00
820	Essex County Council	Staff Services		37.80
821	W H Smith	Christmas Card Competition Prizes		100.00
822	EALC	Training		10.00
823	EALC	Training		10.00

**Signed.....****Date.....**

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**LOUGHTON TOWN COUNCIL**

**FINANCE AND GENERAL POLICY COMMITTEE**

**Minutes of the Meeting held on Wednesday 29<sup>th</sup> November 2000 at 7.30 p.m. at Kingsley Hall.**

**Present:**

**Councillors:** M W Juniper (in the Chair)  
                   K F Ellis           S M Harper  
                   L J Harris           S W Murray

**Also in attendance:**

**Councillors:** P Meadows, T G Owen, M G Sellaers

**Officers:**       L R Fuller (Town Clerk)  
                   W H Gilbert (Assistant Town Clerk)

**F37    Apologies for absence**

There was an apology for absence from Cllr E V Boatman.

**F38    Confirmation of Minutes**

The Minutes of the meeting held on 15th November 2000 were CONFIRMED as a correct record and signed by the Chairman.

**F39    Committee Priorities**

The Committee considered the full list of all the committees' responsibilities and projects, which also showed time scales and suitability for outsourcing, and sought the views of the representatives from the Community and Environment, Heritage and Leisure Committees who were present about the relative priority of the work. The Committee noted the report on current staffing levels and heavy workload and recognised that the amount of work to be carried out could not realistically be achieved by the existing staff numbers. It AGREED in principle to the possibility of outsourcing some of the projects but only if it would be time efficient.

The Committee noted that on-going items would continue to take priority. The following were jointly considered as priority projects:

War Memorial – adding the names of J P Ciclitira and from World War II

Millennium Remembrance Grove

Roding Valley Recreation Ground – works to prevent motorcycle/vehicle access

Next priority was awarded to Felstead Road playground.

The Committee ASKED the Clerk to prepare a frank report for the next meeting on staffing levels necessary to maintain the existing work load and meet the Council's new requirements.

**F40    Council's Estimates for 2001/02**

The Committee agreed all the committees' estimates for 2001/02 as submitted, and noted the increase of 3.5% on fees and charges. References in the summary to one-off costs and a loan should be deleted as they are already included in the forecast for 2000/01.

### Summary of estimates for 2001/02

Committee	Income	Expenditure
Planning		14,650
Community		43,100
Environment Heritage and Leisure	44,530	366,420
Finance and General Policy		<u>78,400</u>
<b>Total</b>	<b>44,530</b>	<b>502,570</b>
Interest	25,000	
Transfer from earmarked reserves	<u>69,000</u>	
<b>Precept</b>	<b><u>364,040</u></b>	

The Committee RESOLVED:

- 1 To note that the new premises are expected to be completed in the current financial year and therefore the purchase and other one-off costs will be incurred in this financial year
- 2 That the purchase and other one-off costs arising from the purchase of new premises should be met by a loan for £400,000 and from the Council's General Reserves
- 3 That the on-going costs of the new premises should be included in the estimates for the precept for 2001/02
- 4 To recommend a precept of £364,040 to the Council.

### F41 Accounts for Payment

The following accounts for payment were APPROVED:

Cheque no.	Payee	Purpose	VAT	Gross Amount
824	A to Z Supplies	Stationery	6.28	42.17
825	Thames Water Utilities Ltd	Kingsley Hall		38.66
826	Acumen Wages Service	Payroll – November	1.75	11.75
827	Mr L Hall	Gravedigging		1405.00
828	Foskett Marr Gadsby & Head	Legal Services		40.00
829	BT Telecommunications Plc	Town Council & Cemetery Telephone Charges	61.64	413.96
830	Andrews	Installation of heritage plaque	8.75	58.75
831	Epping Forest District Council	Kingsley Hall Rates – December		111.00
832	Lloyd Williams	Valuation Report	87.50	587.50
833	Chubb Fire Ltd	Kingsley Hall Emergency Repair & Replacement of Extinguishers	29.60	198.70
834	Tim Moya Tree Services	Cemetery Tree Work	20.13	135.13
835	Cash	Petty Cash Imprest		65.02
Transfer	No. 2 account	Reimburse imprest		9072.14
DD	Compuserve	Subscription (November)		6.93
836	St Clare Hospice	“Light up a Life” re: G Davey		15.00
837	Office World	Equipment	26.37	177.02

Signed.....

Date.....

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**LOUGHTON TOWN COUNCIL**  
**FINANCE AND GENERAL POLICY COMMITTEE**

**Minutes of the Meeting held on Wednesday 14<sup>th</sup> February 2001 at 7.30 p.m. at Kingsley Hall.**

**Present:**

**Councillors:** M W Juniper (in the Chair)  
K F Ellis                      S M Harper  
L J Harris                      S W Murray

**Also in attendance:**

**Councillor:** M G Sellears

**Officers:** L R Fuller (Town Clerk)  
W H Gilbert (Assistant Town Clerk)

**F42 Apologies for absence**

There was an apology for absence received from Cllr E V Boatman.

**F43 Confirmation of Minutes**

The Minutes of the meeting held on 29<sup>th</sup> November 2000 were CONFIRMED as a correct record and signed by the Chairman.

**F44 Matters for Report**

**44.1 Archives – min. no. F33**

The Committee NOTED the report on the archives.

**44.2 Periodic Electoral Review – min. no. F161**

The Committee NOTED the current position on the Periodic Electoral Review. Further information from the District Council is awaited.

**F45 Current Financial Position**

The Committee NOTED the current financial position. Information had been circulated showing current bank balances.

**F46 Town Meeting**

The Chairman put forward the suggestion that the new Chairman of the Loughton & District Citizens Advice Bureau, Peter Gordon, may be interested in speaking. This was AGREED and the Clerk would invite Mr Gordon.

**F47 Council Accounts – 1999/2000**

The Committee NOTED the auditor's report. A review of the insurance will be carried out in April. Cllr Harris thanked the Clerk on behalf of the Committee for producing the accounts.

**F48 Financial Assistance**

Cllrs Ellis and Murray declared a non-pecuniary interest in the Loughton & District Citizens Advice Bureau application and did not speak or vote on the application.

The Committee DECIDED to make the following contributions from the scheme for granting financial assistance to:

Loughton & District Citizens Advice Bureau the sum of £400.00.

Loughton Cricket Club the sum of £200.00.

Loughton Lopping Endowment fund the sum of £200.00.

KIDZ Club the sum of £400.00.

**F49 Disposal of surplus land or property**

The Clerk explained the background of the document from the Epping Forest District Local Councils' Liaison Committee and the Committee ADOPTED the agreement as its own policy.

**F50 Council Website**

The Committee AGREED in principle to permit links from its site to political organisations.

**F51 Essex County Council Pension Fund**

The Committee felt it was unable to comment on the Statement of Investment Principles of the Pension Fund.

**F52 Modernising Local Government**

The Committee agreed to recommend Option A (Leader and Cabinet) from the District Council's Choices for its future constituents to the Council meeting. A member of District Council staff would not be required to attend the meeting.

**F53 Programme of Meetings**

The Committee AGREED the programme of meetings but AGREED to change the date of the full Council meeting due to be held on Wednesday 12<sup>th</sup> December 2001 to Wednesday January 9<sup>th</sup> 2002. The date of the Annual Town Meeting was now confirmed as 23<sup>rd</sup> April 2002.

**F54 Bank Accounts**

The Committee AGREED to increase the imprest on the No. 2 account to £12,000 and to increase the petty cash imprest to £150.00.

**F55 Citizens Advice Bureau – Review of Activities**

Cllr Ellis declared a non-pecuniary interest.

The Committee felt that the Citizens Advice Bureau provided a good service. It urged the Citizens Advice Bureau to consider seriously possible future developments such as an outreach service to housebound clients, and specialist advisers e.g. for Employment Tribunals and Social Security Appeals.

**F56 Town Council Premises**

The Committee AGREED not to hold a formal opening ceremony but to hold an Open Day for the public to view the new premises.

**F57 Accounts for Payment**

The following accounts for payment were APPROVED:

Cheque no.	Payee	Purpose	VAT	Gross Amount
878	J. McLintock & Sons	Cemetery – Plumbing Repairs	6.42	43.10
879	Select Business Equipment	Photocopying Charges	14.75	99.04
880	Associated Glass Ltd	Kingsley Hall – Repairs	43.70	293.42
881	AtoZ Supplies Ltd	Stationery	5.75	38.62
882	Index Business Supplies Ltd	Stationery	3.32	22.31
883	Town Centre Partnership	Xmas Lights		850.00

**F58 Exclusion of the Press and Public**

The Committee RESOLVED to exclude the press and public from the following item under the Public Bodies (Admission to Meetings) Act 1960 as the item contained confidential information relating to the Council's employees.

**F59 Council Staffing**

The Committee NOTED the report on staffing. Members were anxious not to delay the appointment of staff and delegated the Strategy and Staff Group to deal with the matter.

Signed.....

Date.....

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**LOUGHTON TOWN COUNCIL**

**FINANCE AND GENERAL POLICY COMMITTEE**

**Minutes of the Meeting held on Wednesday 11<sup>th</sup> April 2001 at 7.30 p.m. at Kingsley Hall.**

**Present:**

**Councillors:** M W Juniper (in the Chair)

K F Ellis	S M Harper
L J Harris	S W Murray

**Also in attendance:**

**Councillor:** M G Sellars

**Officers:** L R Fuller (Town Clerk)  
W H Gilbert (Assistant Town Clerk)

**F60 Apologies for absence**

There was an apology for absence received from Cllr E V Boatman.

**F61 Confirmation of Minutes**

The Minutes of the meeting held on 14<sup>th</sup> February 2001 were CONFIRMED as a correct record and signed by the Chairman.

**F62 Matters for Report**

**62.1 Town Meeting – min. no. F46**

The Committee NOTED that Mr Gordon, Chairman of the Loughton and District Citizens Advice Bureau, had agreed to speak at the Annual Town Meeting on 24<sup>th</sup> April 2001.

**62.2 Strategy and Staff Group**

The Committee NOTED the report from Strategy and Staff Group.

**62.3 New Premises**

The Clerk reported that the legal purchase of the premises had been completed, with a sum retained by the solicitors to cover outstanding works. The Council's additional works are under way. Timing of occupation is uncertain; mid to late May may be possible. Various aspects still to be arranged include fire and security alarms, furniture, phones etc. The Working Group has been involved in discussions on all these. It is likely that the staff will move in to the building prior to the lift being completed. The opportunity has been taken to register the council's website as loughton-tc.gov.uk.

In response to the Town Council's request for financial assistance the Epping Forest District Council had asked the Town Council to suggest a suitable sum of money for their contribution to the new premises.

Councillor Murray proposed that the District Council should be asked for a contribution of a quarter of the purchase price of the new premises (£100,000). This was seconded by Councillor Harper and AGREED.

The Clerk REPORTED that Essex County Council had responded to the Council's request for financial assistance stating that there were no funds available and suggesting various courses of action.

## 62.4 Civic Service

The date of the Civic Service is 3<sup>rd</sup> May 2001.

### F63 Current Financial Position

A correct version of the current financial position was circulated showing the loan income of £399,860 against the new premises. The Committee NOTED the current financial position. Information had been circulated showing current bank balances.

### F64 Financial Assistance – The Town Centre Partnership – Loughton Broadway

The Committee DECIDED to contribute the sum of £500.00 towards the running costs of “Debden Day” and would ask the organisers to acknowledge the support in their publicity.

### F65 Programme of meetings – reference from Council

The Committee AGREED the revised programme of meetings.

### F66 New Ethical Framework

The Committee AGREED that they had no further comments to make.

### F67 Accounts for Payment

The following accounts for payment were APPROVED:

Cheque no.	Payee	Purpose	VAT	Gross Amount
912	London Electricity	RVRec, Kingsley Hall, Kings Green, Cemetery	189.03	1463.10
913	E I Limited	Kingsley Hall Repairs	20.82	139.82
914	Accredited Locksmith Services	RVRec Repairs		45.00
915	AtoZ Supplies	Stationery	8.89	59.70
916	Essex County Council	Room Hire		37.50
917	The Methodist Church	Room Hire		72.00
918	KIDZ Club	Grant		400.00
919	Loughton Cricket Club	Grant		200.00
920	CAB	Grant		100.00
921	Lopping Hall Endowment Fund	Grant		200.00
922	EFDC	Kingsley Hall Rates – April		104.80
923	CPRE	Annual Membership		17.50
924	Mr L Hall	Gravedigging		310.00
925	NALC	DIS Subscription		87.00
926	Royal Mail	Postage		250.00
927	Essex County Council	Staff Medical Questionnaire Charge		12.60
928	Zurich Insurance Company	Annual Insurance Premium	81.93	1720.58

**F68 Exclusion of the Press and Public**

The Committee RESOLVED to exclude the press and public from the following item under the Public Bodies (Admission to Meetings) Act 1960 as the item contained confidential information relating to staffing and security matters.

**F69 Report from Strategy and Staff Group continued (staffing issues)**

The Committee NOTED that the new Project Administrator post would be a three year contract on Scale 5 with an option to review at the end of the term. Arrangements and time-scale for filling the position were discussed.

**F70 Insurance**

The Committee NOTED the information relating to the Council's insurance cover and AGREED to increase the Fidelity Guarantee to £100,000.

**Signed.....**

**Date 27<sup>th</sup> June 2001**