

LOUGHTON TOWN COUNCIL

FINANCE AND GENERAL POLICY COMMITTEE

Minutes of the Meeting held on Wednesday 11th 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 Sellaars

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 14th 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 24th 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 3rd 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 27th June 2001

LOUGHTON TOWN COUNCIL

FINANCE AND GENERAL POLICY COMMITTEE

Minutes of the Meeting held on Wednesday 27th June 2001 at 7.30 p.m. at Kingsley Hall.

Present:

Councillors: M W Juniper (in the Chair)

S M Harper	L J Harris
S W Murray	R E Pearce

Also in attendance:

Councillor: M G Sellaars

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

F71 Apologies for absence

There was an apology for absence received from Cllr Davis.

F72 Confirmation of Minutes

The Minutes of the meeting held on Wednesday 11th April 2001 were CONFIRMED as a correct record and signed by the Chairman.

F73 Matters for Report

73.1 Buckingham Court – Min. no. F62.3

Members NOTED the report and the Chairman recorded a vote of thanks to the staff for the smooth way in which the move had taken place.

The Clerk REPORTED on some outstanding matters such as building snagging items, Building Regulations approval, lift ramp installation, highways verge. Meetings would hopefully commence at Buckingham Court from September pending outcome of outstanding items and furniture delivery dates.

The Management Company has been established and would deal with matters such as accounts, VAT Returns, refuse and litter collection, and landlord's lighting.

Members will be able to use the meeting room facilities and a diary booking system seemed to be the suitable solution for allocation.

It was AGREED that the Clerk would write to Epping Forest District Council following up the question of financial assistance.

73.2 Project Administrator – Min. no. F69

The Chairman reported that fourteen applications had been received and five applicants had been short-listed for interview on Monday 9th July.

F74 Current Financial Position

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

F75 Chairman's Charity

The Committee AGREED to accept the principle of the Chairman's Charity. The Committee was concerned that although the current Chairman was willing to take on the associated workload to relieve the office staff, this would not necessarily bind future Chairmen if they wished to continue the scheme.

As this matter could affect all future chairmen, it was referred to full Council for discussion.

F76 Cheque Signatories

The Clerk explained the bank's requirements for signatories and the Committee NOTED the view of the Vice-Chairman.

F77 Buckingham Palace Garden Party Tickets

The Committee AGREED to nominate the Town Clerk whose name will entered into the EALC draw to be awarded a pair of tickets to the garden party for her long service to Town and Parish Councils in Essex.

F78 Financial Assistance – The Royal British Legion

The Chairman declared a substantial interest in this item, relinquished the Chair and left the meeting room. The Vice Chairman took the Chair.

The Committee DECIDED to contribute the sum of £200.00 to be earmarked for the improvement of disabled facilities at the club.

78.1 The Chairman returned to the meeting and resumed the chair.

F79 Accounts for Payment

The following accounts for payment were APPROVED:

Cheque no.	Payee	Purpose	VAT	Gross Amount
986	Arwin Services	Kingsley Hall Cleaning	63.00	423.00
987	Acumen	June Payroll	1.75	11.75
988	EFDC	Ditches, Drainage		839.78
989	Royal Mail	Door to Door		590.84
990	Zurich Municipal	Insurance		352.65
991	E I Limited	Electrical Inspection/Works Cemetery Office	32.90	220.90
992	EFDC	Kingsley Hall Rates		109.00
993	SITA	Refuse Collection Kingsley Hall	25.10	168.48
994	Newsquest (London) Ltd	Recruitment Advert	56.88	381.88
995	AtoZ Supplies	Stationery & Supplies	28.95	194.40
996	DBJ Woodford Ltd	Kingsley Hall Maintenance	17.50	117.50
997	Thames Water Utilities Ltd	Cemetery		29.04
998	EFDC	Traps Hill Office Rent Final Payment		6628.41
Trf	No. 2 account	Reimburse Imprest		8678.96
dd	Compuserve	Subscription May		16.22

F80 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 employment matters.

F81 Staff Salaries

The Committee NOTED the national agreement pay award from 1st April 2001.

Signed.....

Date 19th September 2001

LOUGHTON TOWN COUNCIL

FINANCE AND GENERAL POLICY COMMITTEE

Minutes of the Meeting held on Wednesday 19th September 2001 at 7.30 p.m. at Buckingham Court.

Present:

Councillors: M W Juniper (in the Chair)

E V Boatman

S M Harper

L J Harris

S W Murray

R E Pearce

Officers: L R Fuller (Town Clerk)

W H Gilbert (Assistant Town Clerk)

F82 Meeting Room

The Chairman opened the meeting welcoming the members to this first meeting of Councillors to be held in the new council premises which should be noted as an historic occasion. The Council Chairman supported the Committee Chairman's comments.

F83 Apologies for absence

There was an apology for absence received from Cllr Davis.

F84 Confirmation of Minutes

The Minutes of the meeting held on Wednesday 27th June 2001 were CONFIRMED as a correct record and signed by the Chairman.

F85 Matters for Report

85.1 Strategy and Staff Group

The Committee NOTED the information.

F86 Current Financial Position

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

F87 Council Accounts 2000/01

The Committee read and APPROVED the accounts. The Committee felt that the wording in the accounts relating to pension contributions paid by employees and the council was confusing. The Town Clerk agreed to check the wording for future years. The Chairman congratulated the Town Clerk and officers for their work on producing the Council Accounts.

F88 Financial Assistance

Cllr Murray declared a non pecuniary interest in the Winged Fellowship Trust and the Christian Drama Resource Centre and refrained from speaking or voting on the application. The Committee AGREED that in view of the limited budget remaining for the year, it would defer all three applications until the next meeting of the Committee to be held on 21st November 2001.

F89 Approval for course attendance

The Committee APPROVED the attendance of the Chairman of the Council at the Chairman's Day organised by EALC on 22nd September 2001.

F90 Council Website

The Town Clerk declared an interest. The Committee AGREED that the honorarium of £500.00 per annum should be paid to J Wheeldon from 1st April 2001 and noted that information on comparative costs circulated from organisations such as EALC had been given to Strategy and Staff Group when it discussed the matter.

F91 Accounts for Payment

The following accounts for payment were APPROVED:

Cheque no.	Payee	Purpose	VAT	Gross Amount
1157	Arwin Services	RVRec, KHall, Buckingham Court Cleaning	175.88	1180.88
1158	Royal Mail	Door to Door		590.84
1159	Valley Hill Builders Merchants	Cemetery Supplies	11.90	79.90
1160	AtoZ Supplies	Stationery	1.06	7.11
1161	Index Business Supplies Ltd	Stationery	2.22	14.91
1162	Principal Furniture Ltd	Kingsley Hall Chairs/Trolley	103.85	697.20
1163	Cash	Petty Cash Imprest		116.57
dd	Compuserve	August Subscription		15.19
Trf	No. 2 account	Reimburse Imprest		10477.86

Signed.....

Date 21st November 2001

LOUGHTON TOWN COUNCIL

FINANCE AND GENERAL POLICY COMMITTEE

Minutes of the Meeting held on Wednesday 21st November 2001 at 7.30 p.m. at Buckingham Court.

Present:

Councillors: L J Harris (in the Chair)

S M Harper

S W Murray

R E Pearce

Also in attendance:

Councillor: M G Sellears

Officers: L R Fuller (Town Clerk)

W H Gilbert (Assistant Town Clerk)

F92 Apologies for absence

Apologies for absence received from Cllr M W Juniper and Cllr E V Boatman.

F93 Minutes of the meeting held on Wednesday 19th September 2001 were CONFIRMED as a correct record and signed by the Chairman.

F94 Matters for Report

94.1 Strategy and Staff Group

The Committee NOTED the report from Strategy and Staff Group.

F95 Current Financial Position

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

F96 Financial Assistance

Cllr Murray declared a non-pecuniary interest in the Winged Fellowship Trust, the Christian Drama Resource Centre and the Epping Forest Scout Group and refrained from speaking or voting on the applications. In view of the low sum available left to spend in the Grant budget, the Committee AGREED to distribute it evenly by contributing the equal sum of £100.00 to each of the applicants:

Winged Fellowship Trust	- £100.00
Christian Drama Resource Centre	- £100.00
Family Care Counselling Service	- £100.00
Epping Forest Scout Group	- £100.00.

F97 Badges for past Chairmen

The Committee AGREED that past Chairmen should be awarded badges. The details would be settled by the Town Clerk in consultation with the Chairman and Vice Chairman, the money to come from existing budgets.

F98 Annual Town Meeting

Cllr Murray put forward three suggestions for speakers listed below, in order of preference as follows:

- 1) Chief Executive of Epping Forest District Council to speak on the relationship between the District Council and the Town Council.
- 2) A relevant person to talk on the new initiatives on Quality Councils.
- 3) Debden Park and Roding Valley Headteachers.

The Committee asked the Clerk to follow up the possibility of the initial suggestion with the Chief Executive in the first instance.

F99 Polling Station – 1 Buckingham Court

The Committee AGREED in principle to go ahead with the use of the Council Chamber as a polling station. The Committee asked the Clerk to investigate the rates other halls charge and the final decision on the room hire rate for this purpose, subject to a minimum of £10 per hour or part thereof, was delegated to the Clerk in conjunction with the Chairman & Vice-Chairman.

F100 Christmas Arrangements – Reference from Strategy and Staff Group

The Committee AGREED the offices would close for two days over the Christmas period, Mondays 24th and 31st December. The closure would be publicised. There was a discussion about making a contribution to the staff Christmas lunch; it was agreed to contribute £100.00. On behalf of the staff, the Clerk thanked the Council for its generosity.

F101 New Initiatives

101.1 Standards and Ethics – Code of Conduct for Members

The Clerk updated the Committee on the position of the new Model Code of Conduct, which was laid before Parliament on 6th November 2001. All councils must adopt their own Code of Conduct within six months, and must include the provisions of the Model Code as a minimum. Having adopted a code, all councillors must, within two months, sign an undertaking to abide by it.

The Committee decided that this was very important and it would be unwise to make any hasty decisions. There was adequate time to consult with Epping Forest District Council and to carry out member training prior to the deadline. Adoption of the Code would be carried out at a Council meeting. An update will be given to the next committee meeting.

101.2 Rural White Paper – *QUALITY* councils

The Committee NOTED the report. The Clerk informed the Committee that the consultation period finishes at the end of January 2002. The Committee AGREED the recommendations. The Committee also recommended the Clerk to copy her response to the Councillors who forwarded their views.

101.3 Rural White Paper – National Training Strategy

The Committee NOTED the report.

F102 Draft Estimates for 2002/03

The Committee AGREED to increase the estimate for Members' Expenses to £500 in view of the possibility of increased allowances coming into force in 2002/3. The Committee AGREED the estimates as follows:

	Income	Expenditure
Salaries and on-costs		130,000
Postage		1,200
Telecomms & internet		2,500
Stationery		1,500
Press and advertising		750
Subscriptions		2,000
Books & Periodicals		200
Equipment & maintenance		1,000
Photocopying		500
Buckingham Court		45,000
Audit		500
Insurance		2,000
Binding minutes		100
Staff travel		850
Members' expenses		500
Training		1,500
Legal		1,000
Chairman's expenses		500
Grants		4,000
Election expenses		3,000
General expenses		750
Contingency		2,000
Service recharge	TBA	0
Total	0	201,350

102.2 United Reformed Church

The Clerk reported on some comparable running costs. The Committee AGREED to a budget of £105,000, which includes servicing the loan. No Committee had yet been given responsibility for the project. Finance & General Policy Committee recommended to the Council that a Working Group be set up to progress the project in the first instance. Membership would be the same as that of the Strategy and Staff Group. It would report back to Finance & General Policy Committee and could take necessary decisions to achieve progress, although major decisions would still be subject to Committee agreement.

F103 Accounts for Payment

The following accounts for payment were APPROVED:

Cheque no.	Payee	Purpose	VAT	Gross Amount
1209	Valley Hill Builders Merchants	Cemetery Supplies	11.90	79.90
1210	Essex County Council	Staff Services		13.05
1211	Mr P Flack	War Memorial Cleaning		385.00

1212	Arwin Services	Kingsley Hall Cleaning	63.00	423.00
1213	Select Business Equipment Ltd	Photocopying	17.59	118.08
1214	AtoZ Supplies	Office Equipment, Stationery	53.04	356.13
1215	SITA	Refuse – Kingsley Hall, Cemetery	15.42	103.57
1216	Town Centre Partnership (High Road)	Xmas Lights Grant		900.00
1217	Thames Water Utilities Ltd	Cemetery		47.89

Signed.....

Date **5th December 2001**

LOUGHTON TOWN COUNCIL

FINANCE AND GENERAL POLICY COMMITTEE

Minutes of the Meeting held on Wednesday 5th December 2001 at 7.30 p.m. at Buckingham Court.

Present:

Councillors: M W Juniper (in the Chair)
S M Harper L J Harris
S W Murray R E Pearce

Also in attendance:

Councillor: P Meadows, M G Sellears

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

F104 Apologies for absence

There was an apology for absence received from Cllr Davis and Cllr Pond (requested to attend as Chairman of EHL Committee).

F105 Confirmation of Minutes

Minutes of the meeting held on Wednesday 21st November 2001 were CONFIRMED as a correct record and signed by the Chairman.

F106 Council's Estimates for 2002/03

F106.1 Fees and Charges for Services

The Committee AGREED to increase the Environment Heritage and Leisure Committee's fees and charges for services in accordance with the rate of inflation, by 2.5%, to apply from 1st April 2002.

F106.2 Community Committee - Millennium Remembrance Grove Estimate

The Town Clerk explained that the estimates received from suppliers for the planting and maintenance of the Millennium Remembrance Grove were higher than the reserve earmarked for this project. It was AGREED to allow up to a further £5,000 to be spent on the project if necessary, to be taken from general reserves.

F106.3 Recommendation for the precept

The Committee AGREED all the committees' estimates for 2002/03 as submitted. The Clerk reported on a letter received from Epping Forest District Council and the information was noted. The tax base for 2002/03 has now been set at 12,718.35. It was decided that as the exact figure for the tax base was now known, the recommendation for the Council's basic precept would be:

Committee	Income	Expenditure
Planning		16,000
Community		49,300
Environment Heritage and Leisure	21,013	342,400
Finance and General Policy		82,850
	<u>21,013</u>	<u>490,550</u>
Earmarked Reserves (EHL)	27,000	
Interest	<u>20,000</u>	
	68,013	
Net Council requirement		422,537
Less use of general reserves	45,037	
Precept		<u>377,500</u>

It was agreed that a figure of £105,000 for net expenditure on the purchase, refurbishment and on-going costs of the former United Reformed Church would be included as a possible second scenario, leading to a precept of £482,500.

The Committee was concerned that the best decision should be made by the Council on the amount of the precept, according to whether the bid for the United Reformed Church was accepted or not. If a decision on the bid was not known by the meeting on 9th January 2002 a Special Meeting would be held closer to the deadline for submission of the precept.

F107 Accounts for payment

107.1 The following accounts for payment were APPROVED:

Cheque no.	Payee	Purpose	VAT	Gross Amount
1218	Acumen Wages	November Payroll	1.75	11.75
1219	EFDC	Kingsley Hall / Buckingham Court Rates		1116.00
1220	Royal Mail	Postage		250.00
1221	British Telecom	Office, Cemetery	84.58	567.94
1222	Thames Water Utilities	Kingsley Hall, Buckingham Crt		107.14
1223	Climate Welding	Security Buckingham Court	31.33	210.33
1224	Lloyd Williams	Valuation United Reformed Church	210.00	1410.00
1225	The Society of Local Council Clerks	Annual Subscription		80.00
1226	Irvine Martin International Ltd	Xmas Light Bulbs	4.44	29.76
1227	7 th Epping Forest Scout Group	Grant		100.00
1228	Winged Fellowship Trust	Grant		100.00
1229	Christian Drama Resource Centre	Grant		100.00
1230	Family Care Counselling Service	Grant		100.00

Finance and General Policy Committee 17th April 2002

1231	Arwin Services	Kingsley Hall, Buckingham Court Cleaning	109.38	734.38
1232	Andrews	Installation of Town Council Plaques	14.00	94.00
1233	Engraving Craft Company	Signs		213.00
1234	Intercounty Office Furniture	Furniture	21.35	143.35
1235	Service Publications Ltd	Printing "Think Loughton" Winter Edition		860.00
1236	AtoZ Supplies Ltd	Stationery	5.87	39.39
TRF	No. 2 account	Reimburse Imprest		10836.87
1237	Royal Mail	Door to Door		590.84
1238	Orion Media Marketing Ltd	Stationery	7.38	49.55
1239	Cash	Petty Cash Reimbursement		108.69
1240	Essex Heritage Trust	Annual Subscription		15.00
1241	Greenside Landscapes	Fencing and repairs RVRec at Highwood Lane	116.37	781.37

107.2 To note payment made between meetings as a matter of urgency

212	Dams Business Machines	Equipment Repair	14.70	98.70
216	Economyprint	Printing Christmas Cards	10.38	69.69

Signed.....

Date 20th February 2002

LOUGHTON TOWN COUNCIL

FINANCE AND GENERAL POLICY COMMITTEE

Minutes of the Meeting held on Wednesday 20th February 2002 at 7.30 p.m. at Buckingham Court.

Present:

Councillors: M W Juniper (in the Chair)

J Davis

S M Harper

L J Harris

S W Murray

R E Pearce

Also in attendance:

Officers: L R Fuller (Town Clerk)

J Innis (Administrative Assistant)

F108 Apologies for absence

There was an apology for absence received from Cllr Boatman.

F109 Confirmation of Minutes

Minutes of the meeting held on Wednesday 5th December 2001 were CONFIRMED as a correct record and signed by the Chairman.

F110 Matters for Report

110.1 Annual Town Meeting – Min. no. F98

The Committee agreed to keep the usual format for the next Annual Town Meeting but to accept the recommendation from the Strategy and Staff Group to add a discussion on the United Reformed Church inviting ideas from the public for its use.

Cllrs Davis and Murray joined the meeting.

110.2 Polling Station – Min. no. F99

The Committee noted the charge to be levied for the hire of the Council Chamber to Epping Forest District Council on 2nd May 2002.

110.3 Standards and Ethics – Min. no. 101

The Committee noted the arrangements for the next Council meeting to be held on 6th March 2002.

110.4 Council Accounts – Min. no. F87

The Committee NOTED the auditor's report.

F111 Current Financial Position

The Committee NOTED the current financial position, with queries about reduction in Buckingham Court one-off costs, salaries including additional costs arising from staff sickness and contingency expenditure. Information had been circulated showing the current bank balances.

F112 Chairman's attendance at Best Value consultation

The Committee APPROVED the Chairman of the Council's attendance at the Epping Forest District Council's Best Value Consultation Forum and the payment of

legitimate expenses. The Committee also gave blanket approval to payment of legitimate expenses in future to members of the United Reformed Church Working Party and Project Development Group for attendance at meetings, etc. arising from membership of those groups.

F113 Display Boards – reference from Community Committee

Members present thought displays at council meetings and events would highlight to the public the responsibilities of the Town Council.

The Committee asked the Clerk to investigate purchasing sturdy, collapsible display boards for use in displays, suitable for inside and outside use. A budget of £500 was allocated. The cost of transporting the boards to outside venues was also discussed.

A display was requested by the Committee at the next Annual Town Meeting. It was noted by the Committee that council office staffing levels were low at the present time due to absence through illness but if it were possible a small display would be shown.

It was AGREED that the Council should have a stand on Debden Day, 1st June 2002, and it was hoped a display would be available for that event.

F114 Programme of meetings 2002/03

The Committee AGREED the programme of meetings. The Annual Town Meeting was confirmed as 25th March 2003.

F115 Financial Assistance

Cllr Harris declared a non-pecuniary interest in the Epping Forest Alzheimer's Society and the Citizens' Advice Bureau and did not speak or vote on the applications.

Cllr Davis declared a non-pecuniary interest in the Loughton Broadway Town Centre partnership and did not speak or vote on the application.

Cllr Murray declared a non-pecuniary interest in the Loughton Broadway Town Centre Partnership, Winged Fellowship Trust and Christian Drama Resource Centre and did not speak or vote on the applications.

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

Loughton Broadway Town Centre Partnership the sum of £500.00.

Loughton Stroke Club the sum of £100.00.

Family Care Counselling Service the sum of £100.00.

Essex Handicraft Association ("Acorns" Junior Branch) the sum of £100.00.

Epping Forest Alzheimer's Society the sum of £1,000.00.

Loughton & District Citizens' Advice Bureau the sum of £800.00.

Christian Drama Resource Centre the sum of £300.00

F116 Induction Loop – Council Chamber

The Committee AGREED in principle to install an induction loop in the Council Chamber at the lower price quoted; cost to be included in Buckingham Court one-off costs.

Cllr Pearce would investigate another possible installer of equipment and put them in touch with the Town Clerk.

F117 Buckingham Court – Hire of Council Chamber

The Committee discussed hiring out the Council Chamber for meetings by outside organisations and discussed rates to be charged to charities and commercial organisations. Parking was also discussed. The Chamber would only be available during council office hours.

Local charities would be charged £5 per hour to cover costs.

The standard charge would be £12.50 per hour.

Commercial organisations would pay £25.00 per hour.

Cllrs Davis and Murray left the meeting.

F118 Accounts for payment

The following accounts for payment were APPROVED:

Cheque no.	Payee	Purpose	VAT	Gross Amount
1283	Cllr Suzanne Harper	Out of pocket expenses		6.74
1284	J McLintock & Sons Ltd	Kingsley Hall Plumbing work	6.65	44.65
1285	E & I Electrical Ltd	Kingsley Hall Electrical work	33.95	227.95
1286	Select Business	Photocopying	12.54	84.18
1287	Valley Hill Builders	Cemetery Top soil	7.00	47.00
1288	Peter Batt	“Think Loughton” Design		470.00
1289	Engraving Craft Co	Signs for Buckingham Court		23.00
1290	Parkers Merchanting	Cemetery Supplies	2.19	14.73
1291	Mr L Hall	Gravedigging		670.00
1292	Arwin Services	Cleaning – Buckingham Court	46.38	311.38
1293	Halliday West Ass	URC Building Survey Report	218.75	1468.75
1294	AtoZ Supplies	Noticeboards	9.71	65.21
Tfr	No. 2 account	Reimburst imprest		10,807.62
DD	Compuserve	Subscription		71.77

Signed.....

Date 17th April 2002

LOUGHTON TOWN COUNCIL

FINANCE AND GENERAL POLICY COMMITTEE

Minutes of the Meeting held on Wednesday 17th April 2002 at 7.30 p.m. at Buckingham Court.

Present:

Councillors: M W Juniper (in the Chair)
 E V Boatman S M Harper
 L J Harris R E Pearce

Also in attendance:

Councillor: M G Sellears

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

F119 Apologies for absence

Apologies for absence received from Cllr J Davis and Cllr S W Murray.

F120 Confirmation of Minutes

Minutes of the meeting held on Wednesday 20th February 2002 were CONFIRMED as a correct record and signed by the Chairman.

F121 Matters for Report

121.1 Display Boards

The Committee NOTED the information.

121.2 Strategy & Staff Group

The Committee NOTED the report from Strategy & Staff Group.

F122 Current Financial Position

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

F123 Accounts for Payment

123.1 The following accounts for payment were APPROVED.

Cheque no.	Payee	Purpose	VAT	Gross Amount
1332	Zurich Insurance Company	Combined Insurance Policy	35.00	2609.49
1333	LWC Engineering	Buckingham Court Handrail	67.90	455.90
1334	EFDC	CCTV Loughton Way Contribution		500.00
1335	Loughton Broadway Town Centre Partnership	Financial Assistance Grant		500.00
1336	Loughton Stroke Club	Financial Assistance Grant		100.00
1337	Family Care Counselling Service	Financial Assistance Grant		100.00

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1338	Essex Handicraft Association	Financial Assistance Grant		100.00
1339	Alzheimer's Society Epping Forest Branch	Financial Assistance Grant		1000.00
1340	Loughton & District Citizens Advice Bureau	Financial Assistance Grant		800.00
1341	Christian Drama Resource Centre	Financial Assistance Grant		300.00
1342	Arwin Services	Buckingham Court Cleaning	46.38	311.38
1343	J T Wheeldon	Honorarium for Website		500.00
1344	Greenside Landscapes	Repairs on RV Rec	70.00	470.00

Signed.....

Date 3rd July 2002