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

Minutes of the Meeting held on Wednesday 3rd July 2002 at 7.30 p.m. at Buckingham Court.

Present:

Councillors: L J Harris (in the Chair)

K F Ellis M W Juniper S W Murray R E Pearce

Also in attendance:

Councillor: M G Sellars

Officers: W H Gilbert (Assistant Town Clerk)

F124 Apologies for absence

Apologies for absence received from Cllr J Davis and Cllr S M Harper.

F125 Confirmation of Minutes

Minutes of the meeting held on Wednesday 17th April 2002 were CONFIRMED as a correct record and signed by the Chairman.

F126 Matters for Report

The Chairman suggested that item 3.1 and 6 could be dealt with at the same time.

126.1 Code of Conduct

The Committee NOTED the information.

126.2 Declarations of Interest

Cllr Pearce declared a personal interest in item 9.2 Town Centre Partnership (High Road) stating that he would remain, discuss and vote.

The Committee AGREED this item and suggested it should appear as item 3 on future agendas.

F127 Current Financial Position

The Committee NOTED the end of year 2001/02 figures and current financial position. Information had been issued showing current bank balances.

Questions were asked about audit and contingency expenditure. Figure shown on the 2001/02 End of Year report as contingency income in 02/03 should be shown as service recharge.

F128 Local Investigation and Determination of Misconduct Allegations

The Committee felt the Town Council itself should be able to investigate complaints before district council level.

F129 "Lighter Touch" audit

- 1 The Committee NOTED the new arrangements.
- 2 The Committee AGREED to wait for further information as to whether the new regime applied to this council.
- 3 The Committee did not make any arrangements for audit in the future.

F130 Members' Expenses

The Committee APPROVED Cllr M Sellaars' trip and agreed to pay travelling expenses.

F131 Financial Assistance

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

Kidz Club - £400.00

Loughton Tree Wardens - £100.00

131.2 Town Centre Partnership (High Road)

The Chairman declared an interest and took no part in the discussions and relinquished the Chair and the Vice Chair took the meeting.

The Committee AGREED to contribute £600 towards the update and issue of the Town and Map guide when they are ready to print, from grants budget and make a virement of £200 from contingency budget to the grants budget.

The Chairman resumed the Chair.

F132 Priorities

The Committee updated and AGREED its own priorities as below and asked the Clerk to add the item "The current and future Management of the URC Project" to the next Strategy & Staff meeting agenda for discussion. The Committee asked that the Environment, Heritage and Leisure Committee priorities be re-submitted to the next Environment, Heritage and Leisure Committee meeting for further discussion and prioritisation before re-presenting them to the next Finance & General Policy meeting. Officers to be guided by the current lists in the meantime.

Function	Current position	Current priority awarded
Purchase of former United Reformed Church (not awarded to F&GP but needs to be included somewhere on the list)	Purchase close to completion. Progression of project under way (although will be a long term item)	1
Staffing – employment and Health and Safety policies and procedures; employee handbook	A few policies agreed; some research carried out	1
Draw up Financial Regulations	Some research carried out	1
Data Protection/Freedom of Information Act – new policies and procedures required	Some research carried out	1
Review Standing Orders	Not commenced	1 / 2
Spirit of Best Value	Not commenced	2

<i>QUALITY</i> parish councils initiative	Proposals commented upon; awaiting implementation of scheme (not imminent)	2
New Council Premises	Purchase and move completed; some aspects outstanding	2 / 3
Loughton Archives meeting	Chasing ECC	3
Past Chairman's badges	Some investigations carried out	3
Investigate bank alternatives	Not commenced	3
Draw up scheme for members' expenses	Not commenced	3

F133 Accounts for Payment

133.1 The following accounts for payment were APPROVED.

Cheque no.	Payee	Purpose	VAT	Gross Amount
1402	SITA	Kingsley Hall Refuse	5.77	38.76
1403	Essex County Council	Grd Mtc Willingale Playing Field	98.00	658.00
1404	AtoZ Supplies	Stationery/Supplies	12.35	82.92
1405	Epping Forest District Council	KHall, Buck Court Rates		935.00
1406	John Hearn & Sons	Induction Loop (Buck Ct)	142.98	959.98
1407	Andrews	War Memorial Plaque Fixing	26.25	176.25
1408	M. Sellears	Mileage		6.31
1409	Parker Merchanting	RVRec, Cemetery Supplies	27.66	185.76
1410	Epping Forest District Council	RVRec ditch maintenance		164.56
1411	Zurich Insurance Company	LCAS Subscription	21.00	141.00
1412	Zurich Insurance Company	Insurance, KHall, Willingale Rd		234.90
1413	Public Works Loan Account	Loan Repayment – Buck Ct		14103.23
1414	The Methodist Church	Donation for War Memorial Service		75.00
1415	Debden Traders Association	Xmas Lights Donation		750.00
1416	Epping Forest District Council	Contribution to Code of Conduct advert		40.00
1417	Cash	Petty Cash Reimbursement		128.76

dd	Compuserve	June Subscription	21.00
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133.2 To note payment made between meetings as a matter of urgency

233	Flower Elegance	War Memorial Dedication Wreath	30.00
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F134 The Chairman thanked the officers for all their hard work on the recent war memorial dedication service and Cllr Juniper was complimented on his speech at the service.

Signed.....
Date 18th September 2002

LOUGHTON TOWN COUNCIL

FINANCE AND GENERAL POLICY COMMITTEE

Minutes of the Meeting held on Wednesday 18th September 2002 at 7.30 p.m. at Buckingham Court.

Present:

Councillors: L J Harris (in the Chair)

J Davis

S M Harper

S W Murray

Officers: L R Fuller (Town Clerk)

W H Gilbert (Assistant Town Clerk)

F135 Apologies for absence

Apologies for absence received from Cllr K F Ellis, Cllr M W Juniper and Cllr R E Pearce.

F136 Confirmation of Minutes

The Minutes of the meeting held on Wednesday 3rd July 2002 were CONFIRMED as a correct record and signed by the Chairman.

F137 Declarations of Interest

No declarations of interest were made.

F138 Matters for Report

138.1 Strategy and Staff Group

The report was NOTED.

F139 Current Financial Position

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

139.2 Financial Assistance – Min no F131

The Committee AGREED to the Clerk's request that the grants and contingency budgets should revert to their original amounts.

F140 Council Accounts 2001/02.

140.1 The Committee read and APPROVED the accounts and thanked the office staff for preparing them within the time limit. The Committee confirmed the answers in Section 2 of the Annual Return. It was agreed that Cllr L Harris continue to carry out internal checks on the Council's accounting systems.

140.2 Community and Youth Centre

The Committee AGREED to recommend to Council that £30,000 budgeted for running costs could be used for the capital costs although it should relate to an identifiable element.

F141 Council Website

The Committee NOTED the information and thanked everyone involved in the website.

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- F142 Committees' Responsibilities – Reference from Strategy and Staff Group**
The Committee noted the report and AGREED to recommend the three proposals to Council.
- F143 Essex Association of Local Councils/Epping Forest District Association**
The Committee AGREED to give the Council's representative a mandate to agree this proposal to the sum of £10.00.
- F144 Buckingham Court Management Company**
The Committee AGREED to nominate the Clerk as its proxy to vote at the Annual General Meeting, although any major policy items would need to be notified and discussed first.
- F145 Essex County Council Boundary Review**
The Committee AGREED to recommend to Council that initial views should be submitted to the Boundary Committee that the whole of the Parish of Loughton should be within Loughton County Divisions. It was noted that Roding Ward is currently split between Loughton and Buckhurst Hill.
- F146 Council Suppliers**
The Committee AGREED not to draw up a list of suppliers which the Council would not use.
- F147 Fraudulent use of Council cheques**
The Committee NOTED the report and that the officers were considering steps to minimise the risk of a future occurrence.
- F148 Crime and Disorder Act 1998**
The Committee noted the report and in order for the Town Council to comply with Section 17 of the Crime and Disorder Act 1998 the Committee AGREED the following recommendations:
1. The Council adopts a policy to confirm its commitment to crime and disorder reduction.
 2. The Council continues to participate in partnerships and initiatives aiming to reduce crime and disorder.
 3. The Council will pay due attention to the subject of crime and disorder when considering its functions.
 4. Where appropriate, reports to Committees will include reference to crime and disorder for the Committee's consideration in making decisions.
 5. All Committees will be asked to review their activities and functions in the light of crime and disorder, as and when circumstances permit.
- F149 Race Relations (Amendment) Act 2000**

The Committee noted the report and to conform to the new Race Relations Act 2000 they AGREED the following recommendations:

- 1) The Council adopts a policy to confirm its commitment to the promotion of race equality.
- 2) The Council will have due regard in its functions and policies to the need
 - (i) to eliminate unlawful racial discrimination, and
 - (ii) to promote equality of opportunity and good relations between persons of different racial groups.
- 3) Community Committee is asked to consider all functions carried out by the Council and carry out steps (a) – (d) below;
 - (a) Identify which functions and policies are relevant to the duty, i.e. which affect most people.
 - (b) Prioritise the functions and duties, based on their relevance to racial equality.
 - (c) Assess whether the way these relevant functions and policies are carried out meets the parts of the duty identified in no. 2 above.
 - (d) Consider whether any changes need to be made to meet the duty, and recommend the changes to the appropriate committee controlling the function.
- 4) Where appropriate, reports to committees in future will include reference to race equality for the Committee's consideration in making decisions.

F150 Priorities

The Committee read and compared all the lists of priorities and DECIDED upon a shortlist of “top six” priorities from those lists.

Function	Current Position	Priority awarded
Purchase of former United Reformed Church/Community & Youth Centre.	Purchase completed. Progression of project under way (although will be a long term item)	1
Land adjacent to Davenant School – upgrade and provision of cemetery	Purchase completed. Working Group set up.	2
Felstead Road playground	Transfer completed. Contribution from LUL received. Public consultation on equipment commenced.	3
Skateboard facility	Negotiations with Epping Forest College for lease on part of Borders Lane playing field	4
Millennium Remembrance Grove	Storyboards and book of dedication to complete	5
Data protection/Freedom of Information Act – new policies and procedures required	Some research carried out	5
Staffing – employment and Health and Safety policies and procedures.	A few policies agreed; some research carried out	6
Review Standing Orders	Commenced	6

F151 Accounts for payment

The following accounts for payment were APPROVED:

Cheque no.	Payee	Purpose	VAT	Gross Amount
1470	Shaw & Sons Ltd	Book		14.95
1471	AtoZ Supplies Ltd	Stationery	4.77	32.03
1472	Epping Forest District Council	Rates – House on URC land		54.34
1473	Public Works Loans Account	Loan Repayment		18,295.62
1474	Orion Media Marketing Ltd	Stationery	10.62	71.34
1475	British Telecommunications	Buckingham Court	69.10	464.00
1476	Greenside Landscapes	Roding Valley Rec Repairs	8.75	58.75
1477	Index Business Supplies Ltd	Stationery	4.08	27.41
1478	Cash	Reimburse petty cash imprest		110.49
1479	Thames Water Utilities	Willingale Road		61.76
1479	No 2 Account	Reimburse the imprest		11,394.91

Signed.....
Date 20th November 2002

LOUGHTON TOWN COUNCIL

FINANCE AND GENERAL POLICY COMMITTEE

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

Present:

Councillors: L J Harris (in the Chair)

J Davis

K F Ellis

S M Harper

M W Juniper

S W Murray

R E Pearce

Officers: L R Fuller (Town Clerk)

W H Gilbert (Assistant Town Clerk)

F152 Apologies for absence

There were no apologies for absence.

F153 Confirmation of Minutes

Minutes of the meeting held on Wednesday 18th September 2002 were amended at Minute no. F149 to read: "The Committee noted the report about the Council's duty to promote race equality. To conform to the new Race Relations Act 2000 they AGREED the following recommendations:" Then Minute no. F149 3) "(b) Prioritise the functions and policies, based on their relevance to racial equality." The minutes were then CONFIRMED as a correct record and signed by the Chairman.

F154 Declarations of Interest

No declarations of interest were made.

Cllr Murray requested a change in the order of the Agenda so that Items 14, Estimates for 2003/04 excluding the heading for salaries, and 15 followed Item 11.

F155 Strategy and Staff Group

The report was NOTED.

Epping Forest District Council had been asked for a speaker on flooding issues; it was agreed that someone who could talk about land drainage would be most relevant. Confirmation of this view would be sought from the Chairman of the Environment, Heritage and Leisure Committee.

F156 Current Financial Position

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

F157 Freedom of Information Act 2000

The Committee APPROVED the Publication Scheme.

F158 Accounts and Audit Regulations 2003

The members AGREED that the Clerk draw up the Council's response in consultation with the Chairman and Vice Chairman.

F159 Christmas arrangements

The Committee AGREED to the proposed arrangements.

F160 Essex Association of Local Councils

The Committee did not wish to comment on the proposals for a revised constitution, Standing Orders and Financial Regulations.

F161 No. 2 Bank Account - Imprest

The Committee AGREED to increase the level of imprest to £15,000.

F162 Town Meeting

The Committee NOTED that the Council's Annual Town Meeting would be held on Tuesday 25th March 2003. It was AGREED to keep to the same format and arrangements, and to ask the Essex County Council Youth Service if a representative would be available to speak at the Annual Town Meeting on the plans for the youth facility within the Community and Youth Centre. Second choice would be someone to talk about flooding (as discussed earlier).

F163 Budget for 2003/04

The Clerk explained the possible cost implications of future audits. The forecast cost for a "lighter touch" audit, if applicable, for the year 2001/2002 may be in the region of £2,000. The cost of a possible full audit for the year 2002/2003, depending on turnover, could be £5,000 or more.

The Committee reduced the Members' expenses budget to £300 and the Training budget to £1,000 and AGREED to revisit the salaries budget after the confidential staffing items on the agenda.

F164 Accounts for payment

The following accounts for payment were APPROVED:

Cheque no.	Payee	Purpose	VAT	Gross Amount
1531	J McLintock & Sons	Repairs RV Rec	256.27	1,720.69
1532	Mrs H Lawrence	Cemetery Plot Assignment		250.00
1533	Accredited Locksmith Services	Kingsley Hall		143.85
1534	Public Works Loans Board	Repayment (Community Centre)		15,989.45
1535	Acumen Wages Service	Payroll November	2.54	17.04
1536	British Gas	Buckingham Court	1.15	24.31
1537	Able Glaze UK	Community Centre	17.15	115.15
1538	Select Business Equipment	Photocopying	18.30	122.86
1539	Irvine Martin Int	Kings Green light bulbs	12.16	81.62
1540	K L Pollen	Equipment Repair		28.50
1541	Principal Furniture Ltd	Furniture	23.12	155.22
1542	Gristwood & Toms	RV Rec Works	124.95	838.97
1543	EALC	Publication		6.00
1544	Greenside Landscapes	King's Green Repairs	10.50	70.50
1545	DBJ (Woodford) Ltd	Willingale Rd Chg Rms	1,053.20	7,071.45
1546	Cash	Reimburse Petty Cash		145.40
Trf	No 2 Account	Reimburse Imprest		15,135.29
dd	Compuserve	October		18.94
1547	Economyprint	Christmas cards printing	10.38	69.69

F165 Exclusion of Press and Public

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

F166 Staffing

The Chairman briefed the Committee on the report from Strategy and Staff Group. The Committee AGREED

- 1) to review the hours and duties of the Park Warden again in the Spring.
- 2) that the hours of the Planning Clerk/Administrative Assistant post be made full time when the current post holder resigns.
- 3) that the post of Project Administrator be made permanent with a revision of duties, job description and job title.

F167 Clerk's salary

The report was NOTED.

F168 Pay Award

The Committee NOTED the new nationally-agreed pay rates, effective from 1st April 2002.

F169 The meeting returned to open session.

F170 Budget 2003/04

The Committee considered the salaries budget and APPROVED the committee's estimate figures for 2003/2004 as below.

	Income	Expenditure
Salaries and on-costs		145,000
Postage		1,200
Telecomms & internet		2,500
Stationery		1,750
Press and advertising		750
Subscriptions		2,000
Books & Periodicals		200
Equipment & maintenance		1,000
Photocopying		500
Buckingham Court		47,000
Audit		TBA
Insurance		2,000
Binding Minutes		100
Staff travel		850
Members' expenses		300
Training		1,000
Legal		500
Chairman's expenses		500
Grants		4,000
Election expenses		2,000
General expenses		750

Contingency		2,000
Service Recharge to other cttees	TBA	
Total		215,900

Signed.....

Date 4th December 2002

LOUGHTON TOWN COUNCIL

FINANCE AND GENERAL POLICY COMMITTEE

Minutes of the Meeting held on Wednesday 4th December 2002 at 7.30 p.m. at Buckingham Court.

Present:

Councillors: L J Harris (in the Chair)

J Davis

K F Ellis

S M Harper

M W Juniper

R E Pearce

Also in attendance:

Councillors: P Meadows

Officers: L R Fuller (Town Clerk)

W H Gilbert (Assistant Town Clerk)

F171 Apologies for absence

Apologies for absence received from Cllr S W Murray and Cllr C C Pond (requested to attend as Chairman of EHL Committee).

F172 Confirmation of Minutes

Due to a printing error on the circulated Minutes of the meeting held on Wednesday 20th November 2002 an amended version was distributed. The minutes were then CONFIRMED as a correct record and signed by the Chairman.

F173 Declarations of Interest

Cllrs Pearce and Juniper declared a personal but non-prejudicial interest in Item 6 Christmas Illuminations – The Broadway.

F174 Community Committee – Millennium Remembrance Grove

It was AGREED that Community Committee would be allowed to spend up to £1,300 from general reserves to enable purchase of the interpretation boards for the Millennium Remembrance Grove.

F175 Council's Estimates for 2003/04

F175.1 The Committee CONSIDERED the 2003/04 estimates for all committees and AGREED them as follows:

Finance and General Policy

	Income	Expenditure
Salaries and on-costs		145,000
Postage		1,200
Telecomms & internet		2,500
Stationery		1,750
Press and advertising		750
Subscriptions		2,000
Books & Periodicals		200
Equipment & maintenance		1,000

Photocopying		500
Buckingham Court		47,000
Audit		6,500
Insurance		2,000
Binding Minutes		100
Staff travel		850
Members' expenses		300
Training		1,000
Legal		500
Chairman's expenses		500
Grants		4,000
Election expenses		2,000
General expenses		750
Contingency		2,000
Service Recharge to other cttees	144,000	
Total	144,000	222,400

Environment, Heritage and Leisure

The Committee decided to reduce the Street Furniture and Lighting estimate by £3,000 in respect of two street lamps and to use £2,000 of earmarked reserves for seats and £5,000 of reserves earmarked for "future projects" for development of Lady Whitakers Mead.

	Income	Expenditure	Transfer from reserves
Street furniture and lighting		19,000	12,000
Allotments	35	1,000	
Roding Valley Rec. Gd.	4,400	103,000	
Playgrounds – Capital costs		23,000	23,000
Playgrounds – Revenue costs		45,500	
Open Spaces		8,500	
Cemetery	9,000	40,000	
Skateboard facility – Capital costs		25,000	17,000
Skateboard facility – Revenue costs		1,000	
General		500	
Contingencies		2,000	
Land purchase & loan		12,000	
Willingale Road Playing Field	4,300	14,000	
Lady Whitaker's Mead		5,000	5,000
Service costs		75,000	
Total	17,735	374,500	57,000

Community

	Income	Expenditure	Transfer from reserves
Forum		300	
Newsletter		8,500	
Christmas competitions		450	
Kingsley Hall	11,000	13,650	
Community Centre capital		42,000	42,000
Community Centre revenue		80,800	
General Expenses		300	
Contingency		2,000	
Service charge		53,500	
Total	11,000	201,500	42,000

Summary of 2003/04 estimates

	Income	Expenditure
Finance and General Policy	144,000	222,400
Environment, Heritage and Leisure	17,735	374,500
Community	11,000	201,500
Planning		15,500
Interest	23,000	
Use of earmarked reserves -		
Environment, Heritage and Leisure	57,000	
Community	42,000	
Net Council requirement		519,165

Cllr J Davis joined the meeting.

F175.2 Recommendation for the Precept

The Council's net spending requirement for 2003/04 is therefore £519,165. The Committee AGREED to recommend to Council to use the sum of £17,365 from the Council's general reserves to reduce the net spending requirement to £501,800. With the tax base for 2003/04 at 12,665.36, this would result in a precept for a Band D property of £39.62.

F175.3 Fees and Charges for Services

The Committee AGREED to increase the Environment, Heritage and Leisure Committee's fees and charges for services in 2003/04 and the hire charge for Buckingham Court by 3%. The Committee also decided that the hire charge for Kingsley Hall should be increased by 3%, not the figure agreed by the Community Committee on 23rd October 2002.

F176 Christmas Illuminations – The Broadway

Cllr J Davis declared a prejudicial interest and left the meeting room.

The Committee AGREED to the sum of £900.00 towards the Town Centre Partnership – Broadway's Christmas illuminations, from the Environment, Heritage and Leisure's budget.

Cllr J Davis returned to the meeting.

F177 Accounts for payment

The following accounts for payment were APPROVED:

Cheque no.	Payee	Purpose	VAT	Gross Amount
1548	Chubb Fire Ltd	Maintenance	7.48	50.23
1549	J McLintock & Sons Ltd	Repairs Willingale Rd Chg Rms	7.00	47.00
1550	Becker Tree Contracts Ltd	Tree Works Cemetery	17.50	117.50
1551	Thames Water Utilities Ltd	Water Rates Kingsley Hall, Buckingham Court, Willingale Road Chng Rm Playing Fields		121.02
1552	DBJ (Woodford) Ltd	Repairs at Pyrles Ln Allotments	20.34	136.54
1553	Arwin Services	Cleaning Buck Court, KHall, Willingale Rd Changing Rms	114.63	769.63
1554	Greenside Landscapes	Kings Green Repairs	10.50	70.50
1555	British Telecommunications Plc	Buckingham Court, Cemetery	81.03	544.13
1556	Epping Forest District Council	Rates Buck Court, URC House, Kingsley Hall		989.00
1557	Royal Mail	Postage		250.00
1558	Peter Batt	Newsletter Design		472.50
1559	AtoZ Supplies	Stationery	6.89	46.24
1560	Accredited Locksmith Services	Repairs Willingale Road		70.00
1561	Essex County Council	Grds Maintenance of Willingale Rd Playing Fields & Tree Works Cemetery, Hillyfields	620.50	4166.27
1562	Service Publications Ltd	Newsletter Printing		900.00
1563	LWC Engineering	Noticeboard move, RVRec gate	84.01	564.01
1564	Epping Forest District Council	Willingale Changing Rms Rates		106.37
1565	Mr L Hall	Gravedigging		420.00
1566	Parker Merchanting	Cemetery Equipment	2.87	19.27
1567	The Society of Local Council Clerks	Annual Membership		99.00
1568	London Electricity Plc	URC	1.02	21.44
1569	Essex Heritage Trust	Annual Membership		15.00
1570	J McLintock & Sons Ltd	Repairs RVRec Chg Rms	16.80	112.80
1571	Thames Water Plc	RVRec, Cemetery		86.32
1572	Town Centre Partnership (Broadway)	Xmas lights Grant		900.00

Signed.....

Date 26th February 2003

LOUGHTON TOWN COUNCIL

FINANCE AND GENERAL POLICY COMMITTEE

Minutes of the Meeting held on Wednesday 26th February 2003 at 7.30 p.m. at 1 Buckingham Court.

Present:

Councillors: L J Harris (in the Chair)

J Davis

K F Ellis

S M Harper

M W Juniper

S W Murray

R E Pearce

Also in attendance:

Councillor: Cllr M G Sellears

Officers: L R Fuller (Town Clerk)

W H Gilbert (Assistant Town Clerk)

F178 Apologies for absence

There were no apologies for absence.

F179 Confirmation of Minutes

The minutes of the meeting of 4th December 2002 were CONFIRMED as a correct record and signed by the Chairman.

F180 Declarations of Interest

Declarations of interest were made as follows:

Councillors	Loughton & District Citizens Advice Bureau	Epp Forest Commy Church Youth Group	Loughton Stroke Club	Essex Handicraft Assoc "Acorns" Branch	Parsonage Court Residents	Loughton Potato Ground	Loughton Union Church Day Care Centre	Loughton Broadway Town Centre Partnership
Cllr Harris	Personal & Prejudicial		Personal					
Cllr Ellis	Personal & Prejudicial		Personal	Personal	Personal		Personal	
Cllr Pearce								Personal
Cllr Murray			Personal			Personal		Personal & Prejudicial
Cllr Juniper								Personal
Cllr Harper		Personal	Personal			Personal		
Cllr Davis								Personal & Prejudicial

F181 Matters for Report

181.1 Annual Town Meeting

The Committee NOTED the arrangements for the meeting.

181.2 Freedom of Information Act 2000

The Committee NOTED that the publication scheme had been accepted.

181.3 Audit

The Committee NOTED the report.

181.4 Strategy and Staff Group

Cllr Pearce briefed the Committee on the Strategy and Staff Group meeting with discussion on public disorder and the Community Centre.

181.5 Application to Epping Forest District Council for financial assistance with purchase of Buckingham Court

The Committee NOTED with disappointment that its request had been refused.

181.6 National Association of Local Councils National Seminar – Quality Parish Status

The Committee NOTED the information.

181.7 Debden Day 2003

The Clerk asked the Committee if they would require a stall including display boards for the event. The Committee delegated the job to the Chairman and Vice Chairman of the Community Committee, of drawing up a rota of volunteers to run a stand.

F182 Current Financial Position

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

F183 Meetings Schedule 2003/04

The Committee AGREED the programme of meetings.

F184 Financial Assistance

The Chairman relinquished the chair and the Vice Chairman took the meeting while the financial assistance application for the Citizens Advice Bureau was discussed. Cllr Davis voted against the Citizens' Advice Bureau application. The Chairman then resumed the chair. Members with prejudicial interests left the room at the appropriate time.

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

Epping Forest Community Church Youth Group the sum of £1,000.00.

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

Loughton Broadway Town Centre Partnership the sum of £500.00.

Loughton & District Citizens' Advice Bureau the sum of £1,000.00

Loughton Potato Ground the sum of £200.00.

Loughton Stroke Club the sum of £200.00.

Loughton Union Church Day Care Centre the sum of £400.00

Parsonage Court Residents £100.00

The Loughton Cricket Club's application was unsuccessful in receiving a grant.

F185 Local Charter

Cllr Pearce gave his views on the Local Charter and some discussion took place. The Clerk was asked to respond to Epping Forest District Council with the Council's views on the revised Local Charter.

F186 Essex Association of Local Councils – Epping Forest Branch

The Committee had NO COMMENT to make.

F187 Race Relations (Amendment) Act 2000 – Min. no. F149

The Committee AGREED the report. The following policies will be implemented in respect of these functions:

Letting of Council facilities

The Council will not discriminate in letting these facilities.

The Council will not hire to anyone whom it considers would practise racial discrimination or would promote bad race relations.

Hirers must not discriminate in allowing access to their function or whatever the purpose of the hiring, and must not permit activities detrimental to good race relations.

Financial Assistance

No discrimination will be practised when awarding grants.

Grants will not be made to groups or organisations which practise racial discrimination or whose activities would be detrimental to good race relations.

Employment

An equal opportunities policy should be drawn up.

Contractors

Council contractors are expected to be committed to race equality, and not to discriminate in their employment or business practices.

F188 Accounts for payment

188.1 The following accounts for payment were APPROVED.

Cheque no.	Payee	Purpose	VAT	Gross Amount
1664	NALC	Training	10.50	70.50
1665	Acumen Wages Service	Payroll Service	2.54	17.04
1666	Arwin Services	Buckingham Court, K Hall		
		Cleaning	109.38	734.38
1667	Peter Batt	Newsletter Design		472.50
1668	Essex County Council	Willingale Rd Grds Mtce	103.03	691.80
1669	LWC Engineering	Playground Repairs	36.40	244.40
1670	SITA	Refuse collection Kingsley Hall, Cemetery	19.38	130.07
1671	Able Glaze UK	URC Repairs	11.90	79.90
TRF	No 2 account	Reimburse Imprest		11,898.91
1672	Public Works	Loan Repayment		5,918.75
1673	Ms L Fuller	Reimbursement for purchase of office equipment	26.25	180.43

Signed.....

Date 30th April 2003

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

Minutes of the Meeting held on Wednesday 30th April 2003 at 7.30 p.m. at 1 Buckingham Court.

Present:

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

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

F189 Apologies for absence

Apologies for absence received from Cllrs R E Pearce, J Davis and S W Murray.

F190 Confirmation of Minutes

Minutes of the meeting held on Wednesday 26th February, amended at minute No. F184 from those circulated, were CONFIRMED as a correct record and signed by the Chairman.

F191 Declarations of Interest

No Declarations of Interest were made.

F192 Matters for Report**192.1 Local Charter – Min. no. F185**

The Committee NOTED the response from the District Council.

F193 Current Financial Position

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

F194 Audit and Accounts

The report was discussed and the Committee suggested that recommendation R1 on the Action Plan was already on the Council's "Priorities List" and should now be placed at the top of this list and to include R2 and R6 as they are a requirement of the auditors and deemed a matter of some urgency. Although risk assessment occurs naturally in practice, these have not previously been formally recorded. The Clerk has begun some work on this new aspect. The Committee noted that the new regulations affect the 2002/03 accounts and will need to be applied retrospectively. The Committee AGREED the recommendation and authorisation was given for the Clerk to take such steps as are necessary to comply, including taking professional advice as necessary.

F195 Accounts for payment

195.1 The following accounts for payment were APPROVED.

Cheque no.	Payee	Purpose	VAT	Gross Amount
1730	Epping Forest District Council	Rates; RVRec Ch Rms, K Hall, Willingale Rd Ch Rms, URC House, Buckingham Court		1231.00
1731	Arwin Services	Kingsley Hall Cleaning	63.00	423.00
1732	London Electricity	Kingsley Hall, Buckingham Crt, Cemetery, Willingale Rd	19.22	403.38
1733	Confederation of Burial Authorities	Annual Subscription		55.00
1734	AtoZ Accord	Stationery	6.47	43.42
1735	Mr Les Hall	Gravedigging		590.00
1736	EALC	Subscription including affiliation to NALC		1334.66
1737	LWC Engineering	Repairs to Westall Rd & Hillyfields Playgrounds	82.08	551.08
1738	DBJ (Woodford)	Cemetery Building Works	112.27	753.82
1739	Royal Mail	Door to Door		591.28
1740	Zurich Insurance Co	Additions to council policy		492.45
TRF	No 2 Account	Reimburse Imprest		11,818.03
1741	London Electricity	Kings Green - Xmas lights electricity	0.78	16.44
1742	SLCC	Publication		11.99

F196 Exclusion of Press and Public

The Committee RESOLVED to exclude the press and public from the following items under the Public Bodies (Admission to Meetings) Act 1960 as the items contained confidential information relating to the Council's properties, insurance cover and staffing affairs.

F197 Insurance Review

The Committee reviewed the details of the Council's insurance cover. Consideration was given to quotes for increasing the cover under Public Liability and the Fidelity Guarantee, but it was decided to make no change to these. It was agreed to add Contractual Disputes to the Legal Expenses cover. The Committee CONFIRMED the adequacy of the remainder of the current insurance arrangements.

F198 Park Warden

The Committee AGREED the recommendation.

Signed.....

Date 9th July 2003