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**LOUGHTON TOWN COUNCIL**

**FINANCE AND GENERAL POLICY COMMITTEE**

**Minutes of the Meeting held on Wednesday 9<sup>th</sup> July 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  
                   T G Owen       R E Pearce

**Also in attendance:**

**Councillor:** M G Sellears

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

**F199 Apologies for absence**

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

**F200 Confirmation of Minutes**

Minutes of the meeting held on Wednesday 30<sup>th</sup> April, were CONFIRMED as a correct record and signed by the Chairman.

**F201 Declarations of Interest**

Cllr Harris declared a personal but non prejudicial interest under item no. 9 Financial Assistance – Loughton Athletic Club.

**F202 Matters for Report**

**202.1 Elections 2004**

The Committee NOTED the information and suggested that when the revised programme is put to Finance & General Policy Committee, there should be no more committee meetings other than Planning scheduled from 28<sup>th</sup> April to the Annual Meeting of the Council.

**202.2 Members' Allowances**

The Committee NOTED the information.

Cllr Sellears joined the meeting

**202.3 Strategy and Staff Group**

The Committee noted the report from Strategy and Staff Group. The Group had met Cllr M Heavens, Leader of Epping Forest District Council, and John Burgess, Chief Executive to discuss a number of long-standing issues. Better communication both in writing and face-to-face meetings should result, and also hopefully resolution of some of the matters.

**F203 Current Financial Position**

The Committee NOTED the end of year 2002/03 report and the current position 2003/04 and the information that had been issued showing current bank balances.

**F204 Audit and Accounts**

The information was NOTED and the Committee AGREED the recommendation that £20,000 be transferred from the Community Committee's underspend on the Community Centre (Revenues) budget to the Community Centre Earmarked Reserve. The Committee NOTED the contingent liability for the purchase of the electricity transformer chamber, and DECIDED that the funds should be taken from general reserves.

The Committee AGREED that assets or groups of assets costing over £2,500 to acquire are capitalised.

Depreciation: The Committee AGREED that play equipment and infrastructure are depreciated over ten years, and vehicles and plant, furniture and equipment over five years. It was NOTED that the Statement of Recommended Practice requires buildings to be depreciated at 2% and re-valued every five years, and land and community assets not to be depreciated.

The Committee NOTED the Income and Expenditure Account and Balance Sheet as at 31<sup>st</sup> March 2003.

**F205 Bank Accounts****F205.1 Business Reserve Account – Abbey National**

The Committee AGREED to open a Business Reserve Account with Abbey National with the authorised signatories as for the Current Account, with Town Clerk, Assistant Town Clerk and Administrative Assistant authorised to make transfers into the current account.

**F205.2 NatWest Capital Reserve Account**

The Committee AGREED the signatories on the Capital Reserve account are to be the Chairman of the Council and of Finance and General Policy Committee, Town Clerk, Assistant Town Clerk and Administrative Assistant.

**F206 Quality Councils**

Some discussion took place relating to meeting the criteria for Quality Council Status, resulting in a reminder that all apologies for absence should be made directly to the office and not via other members.

**F207 Financial Assistance**

The Committee DECIDED to grant the Loughton Athletic Club £200.00 from the scheme but expressed concern that the club did not seem aware that it had been given the sum of £100 in the financial year 2000/2001.

**F208 Accounts for payment**

**208.1** The following accounts for payment were APPROVED.

Cheque no.	Payee	Purpose	VAT	Gross Amount
1799	EFDC	Rates; Buckingham Court, Willingale Rd Ch Rms, RVRec Ch Rms, URC House, K Hall		1231.00
1800	Public Works Loans	Buckingham Court Loan Repayment		14,103.23
1801	Phoenix Lifting	Buckingham Court Annual Lift	11.38	76.38

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	Systems Ltd	Service		
1802	Tim Moya Tree Services	Willingale Road Playing Fields Tree Works	37.63	252.63
1803	Essex County Council	Willingale Road Playing Fields Grounds Maintenance	44.84	301.09
1804	Shaw & Sons Ltd	Publication		13.50
1805	Arwin Services	Cleaning Buckingham Court	42.00	282.00
1806	Co'dair	Local Map Advertising	17.50	117.50
1807	Neopost	Franking Machine Service	14.11	94.71
1808	Greenside Landscapes	Maintenance Work Kings Green	30.62	205.62
dd	Compuserve	Telecommunications		18.00

**Signed.....**

**Date            8<sup>th</sup> October 2003**

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**LOUGHTON TOWN COUNCIL****FINANCE AND GENERAL POLICY COMMITTEE****Minutes of the Meeting held on Wednesday 8<sup>th</sup> October 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  
T G Owen

**Also in attendance:**

**Councillors:** C C Pond  
M G Sellears (from Minute no. F216).

**Officers:** L R Fuller (Town Clerk)  
J Innis (Administrative Assistant)

**F209 Apologies for absence**

Apologies for absence were received from Cllrs Murray and Pearce.

**F210 Confirmation of Minutes**

Minutes of the meeting held on Wednesday 9<sup>th</sup> July 2003 were CONFIRMED as a correct record and signed by the Chairman.

**F211 Declarations of Interest**

No Declarations of Interest were made.

**F212 Annual Accounts for financial year 2002/03**

The Chairman welcomed Stuart Wilbur from RBS Software Solutions Ltd to the meeting. Mr Wilbur ran through the accounts in the new format of the Statement of Recommended Practice (SORP) which was in a similar fashion to district councils. Major differences are that the Council has to account for assets and these are contained within the accounts. He also answered questions from members.

The Chairman thanked Mr Wilbur for attending the meeting.

The Committee APPROVED the Accounts for 2002/03.

**F213 Matters for Report****213.1 Strategy and Staff Group**

The Committee NOTED the report on the recent Strategy and Staff Group.

**213.2 Town Council Website**

The members expressed their congratulations on the award and wished them passed on to the Webmaster.

**213.3 Quality Council status**

The members expressed their congratulations for this great achievement and noted the Clerk's qualifications helped to achieve this status.

**F214 Current Financial Position**

The Committee NOTED the current financial position.

**F215 Audit for financial year 2001/02**

The Committee NOTED the Audit certificate for the financial year 2001/02 had been received and went through the four points raised by the auditor. The Committee AGREED the fidelity guarantee insurance cover should be increased to £200,000.

**F216 Revision of Standing Orders**

Several suggestions for changes to the Standing Orders were made. It was agreed that any proposed alterations and amendments should be submitted to the Clerk. The Chairman, Vice Chairman and the Clerk would meet again to reconsider them. The Standing Orders would be discussed again at the next Committee meeting and put before the full Council on 7<sup>th</sup> January 2004.

Cllr Sellaars joined the meeting.

**F217 Staffing Policy**

The Committee NOTED the report and made the following amendments:

- 1 Item no. 2 first sentence to read "All vacancies in the Council's establishment which are to be filled other than by promotion or transfer shall be publicly advertised except where the Town Clerk in consultation with the Chairman and Vice Chairman of Finance and General Policy Committee otherwise determines.
- 2 Item no. 8 first sentence to read "Canvassing of members or officers of the Council or any committee of the Council, directly or indirectly....."
- 3 Item no. 8 third sentence to read "A member or officer of the Council shall not solicit....."
- 4 Item 12 to read "Applicants will normally be appointed on the lowest point of the grade unless in the opinion of the Council they....."

It was AGREED the Policy should be adopted.

**F218 Staff Recruitment – Criminal Records**

The Committee AGREED the Council should adopt these policies.

**F219 Members' Allowances**

The Committee NOTED the report and were in favour of allowances for the costs of travelling and subsistence, including a cycle allowance but thought the full Council should consider the question of participation allowances and this would be on the Agenda for the next full Council meeting.

**F220 Christmas 2003 – Town Council hours**

The Committee AGREED the proposed Christmas closure times during the Christmas period.

**F221 Office Equipment**

The Committee AGREED that the office equipment needed to be updated.

**F222 Accounts for payment**

To APPROVE the following accounts for payment:

Cheque no.	Payee	Purpose	VAT	Gross Amount
1886	SITA UK Ltd	Refuse – K Hall, Buck Court	5.47	36.69
1887	Arwin Services	Cleaning Buck Court, Kingsley Hall	114.28	767.28
1888	Essex County Council	Grounds Maintenance Willingale Road Playing Fields	42.29	283.96
1889	EFDC	Rates; Buckingham Court, Willingale Rd Ch Rms, RVRec Ch Rms, URC House, K Hall		1231.00
1890	TBS Hygiene	Refuse – Willingale Rd Playing Fields	10.23	68.73
1891	Essex Playing Fields Association	Annual Subscription		25.00
1892	AF Woodward & Sons	Bldg Maintenance RVRec Ch Rms & Willingale Rd Ch Rms	90.68	608.88
dd	Compuserve	Subscription (Sept)		18.73

**F223 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 following item contains confidential information relating to staffing matters.

**F234 Staffing**

The Committee NOTED the resignation of the Assistant Town Clerk and expressed its thanks to Wendy Gilbert for her work with the Council and especially for her service to this Committee.

It was AGREED to delete the post of Assistant Town Clerk from the establishment and replace it with a Deputy Town Clerk.

Signed.....

Date

26<sup>th</sup> November 2003

**LOUGHTON TOWN COUNCIL**

**FINANCE AND GENERAL POLICY COMMITTEE**

**Minutes of the Meeting held on Wednesday 26<sup>th</sup> November 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  
                   T G Owen           R E Pearce

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

**F235 Apologies for absence**

Apologies for absence were received from Cllr Murray.

**F236 Confirmation of Minutes**

Minutes of the meeting held on Wednesday 8<sup>th</sup> October 2003 were CONFIRMED as a correct record and signed by the Chairman.

**F237 Declarations of Interest**

No Declarations of Interest were made.

**F238 Matters for Report**

**238.1 End of year (external) audit**

The Committee NOTED that the Council has been advised that the audit for the years 2002/03 and 2003/04 will be carried out jointly by Lubbock Fine and District Audit. The cost for each year could be over £8,000.

**F239 Current Financial Position**

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

**F240 Members' expenses/allowances – Min. no. F219**

The report from the Epping Forest District Council Remuneration Panel had only been received in draft form, but the guidance was unlikely to change. It was AGREED to recommend that:

The Town Council should pay travel and subsistence rates with effect from 1<sup>st</sup> January 2004 at the same level as set for District Councillors. Bicycle allowance would be paid in accordance with the Panel's recommendations.

It was proposed and seconded that the parish basic allowance should be £50. An amendment that the figure should be £100 was proposed, seconded and passed.

The motion that the parish basic allowance would be £100 was voted on and passed.

It was agreed that the parish basic allowance would be payable from 1<sup>st</sup> April 2004.

The allowances would be RECOMMENDED to the Council for agreement.

**F241 Standing Orders – Min. no. F216**

The Committee AGREED the amendments as in the agenda.

Also an addition to Appendix C, new 4, re-number 5.

The Chairman of the meeting may curtail or disallow any address which is felt to be inappropriate, abusive, indecent, frivolous, irrelevant, or otherwise unacceptable.

**F242 Vice Chairman’s Badge**

It was AGREED to purchase a Vice Chairman’s badge.

**F243 Internal Audit**

The Committee NOTED the report. The Clerk drew the Committee’s attention to the continuing need to complete the financial risk assessment.

**F244 Town Meeting**

It was AGREED to keep the same format as before. It was suggested that someone from the District Council could talk about litter management and fly posting etc.

**F245 Estimates for 2004/05**

It was AGREED that fees for hiring Buckingham Court would be raised by 3%.

The charge for information under the Freedom of Information Act remains at 50p.

The estimates were agreed as below:

	Income	Expenditure	Transfer from earmarked reserves
Salaries and on costs		168,000	
Postage		1,200	
Telecomms & internet		2,600	
Stationery		1,750	
Press and advertising		2,250	
Subscriptions		2,000	
Books & publications		200	
Equipment & maintenance		11,000	
Photocopying		500	
Buckingham Court		48,500	
Audit & accounts		10,000	
Insurance		2,400	
Binding Minutes		100	
Staff travel		1,000	
Members’ expenses/allowances		3,000	
Training, conferences etc		2,000	
Legal		500	
Chairman’s expenses		500	
Grants		4,000	
Election expenses		11,000	9,000
General expenses		750	
Contingency		2,000	
Service Recharge to other Committees	tbc		

Total		275,250	9,000
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**F246 Programme of meetings 2004/5**

On the assumption that legislation would be passed to move the date of the election in 2004 to 10<sup>th</sup> June, the programme of meetings from 15<sup>th</sup> April 2004 was amended and would be as follows:

Monday	19 <sup>th</sup>	April	Planning	
Monday	26 <sup>th</sup>	April	Planning	Delete
Wednesday	28 <sup>th</sup>	April	Council	Delete
Tuesday	4 <sup>th</sup>	May	Planning	
Monday	17 <sup>th</sup>	May	Planning	
Wednesday	19 <sup>th</sup>	May	Council	
Tuesday	1 <sup>st</sup>	June	Planning	
Wednesday	23 <sup>rd</sup>	June	Annual Council	

Extraordinary meetings would be called if necessary.

**F247 Accounts for payment**

**247.1** The following accounts for payment were APPROVED.

Cheque no.	Payee	Purpose	VAT	Gross Amount
1936	Floralux Ltd	Topsoil	14.70	98.70
1937	KM Associates	Recruitment advertisement	7.00	47.00
1938	British Telecomm	Phone, Buck Ct & Cemetery	83.36	559.75
1939	Arwin Services	Cleaning, Buck Ct.	46.38	311.38
1940	LWC Engineering	Playground works		108.00
1947	LWC Engineering	VAT error on cheque 1940	18.90	18.90
1941	Town Centre Partnership (The Broadway)	Christmas lights grant		900.00
1942	Alex Lawrie Factors	Playground Signs	51.28	344.28
1943	Orion Media	Stationery	6.13	41.19
1944	Acumen Wages Service	Payroll	2.54	17.04
1945	Essex County Council	Grounds maintenance	42.29	283.96
1946	W H Smith	Christmas Card Competition Prizes		100.00
tfr	No 2 Account	Reimburse Imprest		12,670.65
CHAPS	Abbey National	Open new account		300,000.00
DD	Nat West Bank	Chaps fee		23.00

The Committee was concerned about the grant for the Christmas lights to the Town Centre Partnership (Broadway), as the lights last year had not been much in evidence, and asked the Clerk for the Partnership's assurance that the money would be spent on the lights.

Signed.....  
Date 10<sup>th</sup> December 2003

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**LOUGHTON TOWN COUNCIL**

**FINANCE AND GENERAL POLICY COMMITTEE**

**Minutes of the Meeting held on Wednesday 10<sup>th</sup> December 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  
                   R E Pearce

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

**F248 Apologies for absence**

Apologies for absence were received from Cllrs Murray and Pond (as Chairman of Environment, Heritage and Leisure Committee).

**F249 Confirmation of Minutes**

Minutes of the meeting held on Wednesday 26<sup>th</sup> November 2003 were CONFIRMED as a correct record and signed by the Chairman.

**F250 Declarations of Interest**

No Declarations of Interest were made.

**F251 Estimates for 2004/05**

The report was noted. It was agreed that the item for Town Signs in the Environment, Heritage and Leisure estimates should be replaced with the provision of a van.

The various options in the report were considered.

The Chairman proposed that the honorarium to be paid to the Webmaster would be increased to £600 from April 2004 and this was agreed.

It was agreed that the figure for the Community Centre (capital) heading should be reduced by £5,000 and for the Willingale Road Playing Field reduced by £10,000.

The estimates for 2004/05 were agreed as follows:

<b>Planning Committee</b>		<b>Expenditure</b>	
		<b>13,900</b>	
<b>Finance and General Policy Committee</b>			<b>Transfer from earmarked reserves</b>
	<b>Income</b>	<b>Expenditure</b>	
Salaries and on costs		168,000	
Postage		1,200	
Telecomms & internet		2,600	

Stationery		1,750	
Press and advertising		2,250	
Subscriptions		2,000	
Books & publications		200	
Equipment & maintenance		11,000	
Photocopying		500	
Buckingham Court		48,500	
Audit & accounts		10,000	
Insurance		2,400	
Binding Minutes		100	
Staff travel		1,000	
Members' expenses/allowances		3,000	
Training, conferences etc		2,000	
Legal		500	
Chairman's expenses		500	
Grants		4,000	
Election expenses		11,000	9,000
General expenses		750	
Contingency		2,000	
Service Recharge to other Committees	143,400		
<b>Total</b>	<b>143,400</b>	<b>275,250</b>	<b>9,000</b>

#### Environment, Heritage and Leisure

	<b>Income</b>	<b>Expenditure</b>	<b>Transfer from earmarked reserves</b>
Street furniture and lighting		15,000	7,000
Allotments	90	1,000	
Roding Valley Rec. Gd.	4,600	107,000	
Playgrounds – Capital costs			
Playgrounds – Revenue costs		48,000	32,000
Open Spaces		12,000	
Cemetery	13,000	39,500	2,000
Skateboarding facility – Capital costs		26,000	26,000
Skateboarding facility – Revenue costs		1,000	
Land purchase and loan		12,000	
Willingale Road Playing Field	4,500	57,000	
Lady Whitaker's Mead		5,000	4,000
General		500	
Contingencies		2,000	
Service costs		76,000	
Vehicle		tbc	
<b>Total</b>	<b>22,190</b>	<b>402,000</b>	<b>71,000</b>

**Community Committee**

	<b>Income</b>	<b>Expenditure</b>	<b>Transfer from earmarked reserves</b>
Forum		200	
Newsletter		8,500	
Millennium		600	
Christmas competitions		450	
Kingsley Hall	12,000	17,000	
Community Centre capital		87,000	42,000
Community Centre revenue		81,000	
General expenses		300	
Contingency		2,000	
Service charge		53,500	
<b>Total</b>	<b>12,000</b>	<b>250,550</b>	<b>42,000</b>

It was agreed to take £100,000 from General Reserves. The summarised position (taking the service charge income out of the Finance and General Policy expenditure as otherwise the figures are double-counted and inflated falsely) would be:

<b>Committee</b>	<b>Income</b>	<b>Expenditure</b>
Finance and General Policy		131,850
Environment, Heritage and Leisure	22,190	402,000
Community	12,000	250,550
Planning		13,900
<b>Total</b>	<b>34,190</b>	<b>798,300</b>

## Use from earmarked reserves

Finance and General Policy	9,000
Environment, Heritage and Leisure	71,000
Community	42,000
Interest	25,000
General reserves	100,000
<b>Net requirement</b>	<b>517,110</b>

**Recommended:** that the precept to be recommended to the Council would be **£517,110.**

**F252 Accounts for payment**

The following accounts for payment were APPROVED

Cheque no.	Payee	Purpose	VAT	Gross Amount
1948	Epping Forest District Council	Rates; Buckingham Court, Willingale Rd Ch Rms, RVRec Ch Rms, Kingsley Hall		1,173.00
1949	EALC	Conference		45.00
1950	Epping Forest District Council	Refuse Cemetery & Kingsley Hall	52.30	351.30
1951	Parker Merchating	Parks & Amenities Warden supplies	15.25	102.37

1952	Fayers	Supplies	5.43	36.44
1953	Chubb Fire Ltd	Kingsley Hall	6.75	45.30
1954	Service Publications	Printing newsletter		950.00
1955	S Harper	Mileage/expenses		24.78
1956	Select Business Equipment	Stationery	11.76	78.96
1957	Greenside Landscapes		52.15	350.15
1958	Essex County Council	WRPF works	42.00	282.00
1959	Arwin Services	Kingsley Hall cleaning	63.00	423.00
1960	Epping Forest Volunteer Bureau	Training		50.00
1961	SLCC	Subscription		134.00
1962	Thames Water	K Hall, WRPF, Buck Ct, Cem		167.90
1963	Foskett Marr Gadsby & Head	Disbursement for purchase of URC transformer station		293.75
1964	R&I Electrical Services Ltd	Christmas lights at Kings Green	119.00	799.00
1965	Alex Lawrie Factors	Sign for WRPF	56.12	378.83
1966	Essex Heritage Trust	Subscription		15.00
dd	Compuserve	Subscription (Nov)		17.42
1967	Cash	Reimburse petty cash		£108.47

Signed.....

Date 18<sup>th</sup> February 2004

## LOUGHTON TOWN COUNCIL

### FINANCE AND GENERAL POLICY COMMITTEE

**Minutes of the Meeting held on Wednesday 18<sup>th</sup> February 2004 at 7.30 p.m. at 1 Buckingham Court**

**Present:**

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

K F Ellis

S M Harper

S W Murray

T G Owen

R E Pearce

**Also in attendance:**

**Councillor:** J P Woodman

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

J Innis (Administrative Assistant)

1 member of the public

**F253 Apologies for absence**

An apology for absence was received from Cllr Harris.

**F254 Confirmation of Minutes**

Minutes of the meeting held on Wednesday 10<sup>th</sup> December 2003 were CONFIRMED as a correct record and signed by the Chairman.

**F255 Declarations of Interest**

Declarations of interest were made as follows:

Cllrs Ellis and Woodman declared a personal and prejudicial interest in Agenda item 7 – Citizens' Advice Bureau.

The following councillors declared an interest in Agenda item 6:

Councillors	Samaritans	Christian Drama Resource Centre	Kidz Club	Loughton Broadway Town Centre Partnership	Loughton Citizens' Advice Bureau	Winged Fellowship
Cllr Ellis	Personal	Personal			Personal & Prejudicial	
Cllr Harper	Personal		Personal			
Cllr Murray		Personal		Personal & Prejudicial		Personal
Cllr Owen					Town Council rep.	
Cllr Pearce	Personal			Town Council rep		
Cllr Woodman					Personal & Prejudicial	

**F256 Matters for Report****256.1 End of year audit – Min. no. F238.1**

The Committee NOTED this item.

**256.2 Vice Chairman's badge – Min. no. F242**

The Committee NOTED this item.

**256.3 Town Meeting – Min. no. F244**

The Committee NOTED Roy Keasley from Epping Forest District Council will address the next Annual Town Meeting on 23<sup>rd</sup> March 2004.

**256.4 Strategy and Staff Group**

The Committee NOTED the report from Strategy and Staff Group and Cllr Pearce elaborated on some of the items listed.

**256.5 VAT inspection**

The Committee was pleased to note inspection had been carried out to the satisfaction of the VAT Inspector.

**F257 Current Financial Position**

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

It was agreed to take Agenda item 7 next.

Cllr Ellis retired from the meeting and Cllr Woodman left the meeting.

**F258 Citizens' Advice Bureau**

The Committee considered the request from Waltham Abbey Town Council to fund the Citizens' Advice Bureau shortfall in 2004/05. This Council had not budgeted for this expenditure so any sum would have to come from reserves. There was a discussion about the sources of funding for the Citizens' Advice Bureau, including from Epping Forest District Council, and whether the Town Council should play a greater part in future in view of the size of the town. It was agreed that a report should be made to the next meeting of the Committee to consider whether future budgets should include a specific item to help fund the Loughton Citizens' Advice Bureau rather than dealing with applications from Citizens' Advice Bureau through the grant-giving process.

It was agreed that £3,000 would be given to the Loughton Citizens' Advice Bureau in 2004/05 to assist with the funding shortfall. The money would come from reserves. The request from Waltham Abbey Town Council would not be agreed.

Cllr Ellis rejoined the meeting.

**F259 Financial Assistance 2004/05**

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:

<b>Name of organisation</b>	<b>Amount</b>	<b>Statutory Power</b>
Samaritans of Redbridge	£300 (from the 2003/04 budget)	LGA 1972 S137
Christian Drama Resource Centre	£250	LGA 1972 S145

Epping Forest Community Church Youth Group	£1,000	LGA 1972 S145
Honey Tree Court Tenants' Association	the application was unsuccessful in receiving a grant	
Kidz Club	£500	LGA 1972 S145
Loughton Broadway Town Centre Partnership	£500	LGA 1972 S145
Loughton Cricket Club	£50	LG(MP)A 1976 S19
Loughton & District CAB	£1,000	LGA 1972 S142
OY (Operation Youth)	£150	LG(MP)A 1976 S19
Samaritans of Redbridge	the application was unsuccessful in receiving a grant from this budget	
Winged Fellowship Trust	£150	LG(MP)A 1976 S19

**F260 Programme of meetings for 2004/05**

The Committee AGREED the programme of meetings with the addition of the Annual Town Meeting at 8 p.m. on Tuesday 26<sup>th</sup> April 2005 at the Wesley Hall, Loughton Methodist Church.

**F261 No. 2 Current Account**

The Committee AGREED to raise the imprest on the no. 2 account to £20,000 and also to raise to £100 the amount for which urgent non-employee related cheques can be drawn on this account signed by officers.

**F262 Financial Regulations**

The Committee approved the draft Financial Regulations and AGREED to recommend these to the Council.

**F263 Investment Policy**

The Committee considered the Investment Strategy and Policy and agreed it should be as follows:

**Investment Strategy and Policy****1 Strategy**

To invest for the best income return having regard both to the requirements of the Local Authorities (Capital Finance) (Approved Investments) Regulations 1990 as amended and the absolute requirement to avoid capital loss.

**2 Policy**

(i) To retain not less than one month's average working capital requirement in current and deposit accounts giving immediate access

(ii) To place any other funds on deposit of up to one year's duration, depending on the prevailing interest rates and forecast cash flow requirements

(iii) Funds only to be deposited or invested with:

(a) UK clearing banks or their subsidiaries, together with those former major building societies now banks subject to their being assigned a credit rating of 'A' or above from Standard and Poors or Moody's Investment Services Inc.

(b) UK Government stocks

(c) UK local authority stocks or bonds.

**F264 Accounts for payment**

The following accounts for payment were APPROVED

Cheque no.	Payee	Purpose	VAT	Gross Amount
2007	Acumen Wages Services	Payroll (Feb)	2.01	13.51
2008	A Grazier	Interview expenses		20.57
2009	H Fairhead Ltd	Trees for MRG	85.40	573.40
2010	Arwin Services	Cleaning, Buck Ct	43.91	294.81
2011	Newsquest (London) Ltd	Advertisement	64.18	430.93
2012	Whizzywig Ltd	Newsletter design	82.69	555.19
2013	London Energy plc	Cemetery	7.07	73.20
2014	A Patel	Loughton Guardian		13.28
2015	Able Glaze UK	Boarding windows, former URC	20.65	138.65
2016	Fayers	Supplies	.52	3.51
2017	RBS Auditing Solutions	Internal audit	56.00	376.00
2018	C Pond	Expenses		4.70
2019	R Pearce	Expenses		4.37
Tfr	No. 2 account	Reimburse imprest		10,396.67
Tfr	No. 2 account	Increase imprest		£5,000.00
2020	Royal Mail	Postage		£250.00

Signed.....

Date 14<sup>th</sup> April 2004

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**LOUGHTON TOWN COUNCIL**

**FINANCE AND GENERAL POLICY COMMITTEE**

**Minutes of the Meeting held on Wednesday 14<sup>th</sup> April 2004 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  
 T G Owen      R E Pearce      S W Murray

**Officers:**      L R Fuller (Town Clerk)  
                   E K Walsh (Deputy Town Clerk)

**F265 Apologies for absence**

No apologies for absence had been received.

**F266 Confirmation of Minutes**

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

**F267 Declarations of Interest**

Cllrs Ellis and Harris declared a personal and prejudicial interest in Agenda item 6 - Citizen's Advice Bureau.

**F268 Matters for Report**

**268.1 Strategy and Staff Group**

The Committee NOTED the report from Strategy and Staff Group and, in particular, that it remained members' responsibility to check their own level of attendance against the register if there was likely to be a problem with the six-month rule. The request for representatives on outside organisations to provide a short written report prior to Council meetings for circulation to members and an annual report highlighting the key issues was also noted.

**F269 Current Financial Position**

The Committee NOTED the report and that it was not the formal end of year report for 2003/04. Information had been issued showing current bank balances.

**F270 Citizens' Advice Bureau**

Councillors Ellis and Harris retired from the meeting and Councillor Juniper took the chair.

The report on the financial position of the Loughton & District Citizens' Advice Bureau was NOTED.

The Committee AGREED that a separate budget item for a grant provision to the Citizen's Advice Bureau should be added in the budget preparations for 2005/06 and subsequent years, with a range of between £2,000 and £5,000, to enable future councils to consider the financial position of the Bureau at that time.

Councillors Ellis and Harris rejoined the meeting and Councillor Harris resumed the chair.

### **F271 Internal Audit**

The interim audit for 2003/04 has been carried out by the internal auditor and a report on his comments was NOTED.

### **F272 Health and Safety Policy**

The Committee AGREED to adopt the Health and Safety Policy as attached to these Minutes and NOTED that work would continue on the preparation of the specific policies and procedures required by the duties and responsibilities of the Council.

### **F273 Accounts for payment**

The following accounts for payment were APPROVED.

Cheque no.	Payee	Purpose	VAT	Gross Amount
2064	Thames Water Utilities Ltd	Roding Valley Rec		427.35
2065	EALC	Subscription 04/05		1378.10
2066	Essex Playing Fields Association	Subscription 04/05		25.00
2067	Abbey Fire	Cemetery fire extinguisher & warning signs at Kingsley Hall	22.40	150.40
2068	Select Business Equipment	Photocopier	484.54	3253.33
2069	Arwin Services	Cleaning Buckingham Court	46.38	311.38
2070	Association of Burial Authorities	Burial Law & Policy Conference		125.00
2071	EALC	Training fees		59.00
2072	Post Office Ltd	Van road tax		165.00
2073	AtoZ Supplies	Paper towels, Kingsley Hall	4.88	32.78
2074	London Energy PLC	Buckingham Court	8.06	169.16
2075	J T Wheeldon	Webmaster honorarium		600.00
2076	NALC	DIS subscription		91.00
2077	CPRE	Annual membership		25.00
2078	J McLintock & Sons Ltd	Repairs	10.85	72.85
2079	Epping Forest District Council	Rates; RVRec Ch Rms, K Hall, WRPF Ch Rms, Buck Court		1211.40
2080	Christian Drama Resource Centre	Grant 04/05		250.00
2081	Epping Forest Community Church Youth Group	Grant 04/05		1000.00
2082	Kidz Club	Grant 04/05		500.00
2083	Loughton Cricket Club	Grant 04/05		50.00
2084	Loughton & District CAB	Grant 04/05 + special payment		4000.00
2085	Operation Youth	Grant 04/05		150.00
2086	Winged Fellowship Trust	Grant 04/05		150.00
dd	Compuserve	Subscription		15.85

**F274 Exclusion of the 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 property and staffing matters.

**F275 Insurance Review**

The details of the Council's insurance cover were reviewed. The Committee CONFIRMED the adequacy of the current insurance arrangements and AGREED to enter into a long term agreement of five years with Zurich Municipal which, in return for the commitment, offers a 10% discount on premiums, gives a degree of stability and assists in budget setting.

**F276 Disciplinary Procedure**

The Committee considered the Disciplinary Procedure and AGREED to adopt the procedure as attached to these Minutes.

**Signed.....**

**Date 1<sup>st</sup> September 2004**