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

**Minutes of the Meeting held on Monday 23<sup>rd</sup> June 1997 at 7.30pm at Kingsley Hall.**

**Present:**

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

Mrs S M Harper      L J Harris                      S W Murray  
C C Pond

**Also in attendance:**

**Councillors:** R E Pearce

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

**F1 Apologies for absence**

Apologies for absence were received from Councillors Lavin and Mrs Davis.

**F2 Confirmation of Minutes**

The minutes of the meeting held on 24<sup>th</sup> March 1997 were confirmed as a correct record and signed by the Chairman.

**F3 Matters for Report****3.1 Accounts for 1997/8**

The Committee noted with concern that the final accounts had still not been received from Epping Forest District Council. It was suggested that contact with the District Auditor might encourage a swifter response from the District Council.

As the Town Council could not establish its financial position with any certainty, the Committee DECIDED that no discretionary money would be spent for the time being. Only essential commitments would be met. As several projects have been agreed by the Council but are awaiting approval to proceed, it was decided that once the accounts have been received the Chairman and Vice Chairman of the Committee would examine them, and if they were satisfied that the Council's financial position was satisfactory, normal spending could resume, including that on projects already agreed.

**F4 Review of Standing Orders**

Various changes to the Standing Orders were discussed. The Clerk informed the Committee that a set of Financial Regulations would be required for the Council in addition to Standing Orders.

It was AGREED that a complete overhaul of the Standing Orders could be unduly time-consuming, but some areas must be attended to. The Clerk would draw up some initial proposals and a Working Party consisting of the Chairman and Vice Chairman of the Committee would consider these with the Clerk. Proposals for revisions would then be made to this Committee. The final decisions on changes would lie with the whole Council.

**F5 Delegated Powers to Incur Expenditure****5.1 Committee Expenditure**

The Committee AGREED that committees should have the power to commit their own expenditure, but in view of the earlier decision on spending this would not happen immediately. As the only information available has come from the District Council, it will be difficult to apportion the budgets to the Town Council's committees. The majority of the expenditure would appear to fall within the remit of the Environment, Heritage and Leisure Committee.

It was AGREED that when the 1996/7 figures were available from the District Council, the Chairman and Vice Chairman would meet with the Clerk to see how the budgets could be apportioned to committees.

**5.2 Town Clerk**

It was AGREED that the Clerk was granted delegated power to incur expenditure up to £750 within existing budgetary provision, in consultation with the Chairman of the appropriate committee.

**F6 Exclusion of Press and Public**

It was 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 contained confidential information relating to the Council's property and business affairs.

**F7 Town Council Offices****7.1 The building work**

The Clerk reported the current position on the works. The lighting and ceiling have yet to be done, including improving the soundproofing. Due to difficulties unseen by the builder these are likely to incur extra cost, but will have to be carried out. The on-cost of £1000 added by the District Council was noted.

**7.2 The lease**

The report was NOTED. Pending the possible introduction of measures related to workplace car parking, the Committee AGREED not to discuss this question now, but to revisit it later.

**7.3 Telephones**

The Committee DECIDED that a BT telephone system should be installed for the Town Council offices.

**F8 Bank Account**

The Committee NOTED the report on alternatives for the Council's banking. The Clerk was asked to investigate the possibility of banking with the Co-operative Bank.

Signed.....

Date.....

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

**Minutes of the Meeting held on Wednesday 1<sup>st</sup> October 1997 at 7.30pm at Kingsley Hall.**

**Present:**

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

Mrs J Davis	Mrs S M Harper	L J Harris
S W Murray	P Lavin	C C Pond

**Also in attendance:**

**Councillors:** Mrs P Meadows, Mrs B R Sagers

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

**F9 Apologies for absence**

No apologies for absence were received.

**F10 Confirmation of Minutes**

The Minutes of the meeting held on 23<sup>rd</sup> June 1997 were CONFIRMED as a correct record and signed by the Chairman.

**F11 Matters for Report**
**11.1 Accounts for 1997/8**

The Committee NOTED that the final bill from Epping Forest District Council had been received but not yet paid, as the Clerk was querying some aspects.

**11.2 Review of Standing Orders**

The Committee NOTED that the other Committees have yet to finish making their comments on the Standing Orders.

**11.3 Secondary Education in Loughton**

Councillor Murray declared a non-pecuniary interest, as did Councillor Mrs Davis.

The Committee discussed the proposed arrangements for the new school, especially the catchment areas. The following resolutions were proposed and seconded:

This Committee should recommend to the Council that Essex County Council be informed that:

1. The County Council needs to convince the local people that they have made every effort to re-purchase Buckhurst Hill School.
2. This Council is concerned at the lack of consultation with the local community on the catchment areas for the new school and Roding Valley High.
3. This Council criticises the decision to move the catchment area of Alderton CP School into the new school, away from Roding Valley High.
4. This Council calls for that decision to be reversed, and for the whole of Alderton School catchment area to be retained in Roding Valley High as from September 1998.

Councillor Pond proposed an amendment to no.4 that "and Staples Road School" should be included after "Alderton School". A recorded vote was requested.

Councillors Pond, Harris and Harper voted for the amendment; Councillors Juniper, Davis, Lavin and Murray voted against the amendment, so the amendment was LOST.

In respect of the proposal, nos. 1-4, Councillors Juniper, Pond, Lavin, Murray, Harris and Davis voted for the resolution; Councillor Harper abstained, so the motion was CARRIED.

Two further proposals for items to be forwarded to the County Council were added:

5. Whatever the outcome of the catchment areas for Roding Valley High and the new school, siblings will have automatic right to a place at Roding Valley High.
6. Chigwell Row, Limes Farm and Chigwell CP Schools should be considered for inclusion in the catchment area for the new school.

Both these items were AGREED.

#### **F12 Allocation of Finance to Committees**

Councillor Juniper explained the basis on which the allocation of finance had been made to committees. He warned of additional expenditure incurred due to delayed handover of the cemetery. The report was NOTED and Councillor Juniper thanked for his work on the accounts.

#### **F13 Programme of Meetings**

The revised programme of meetings was AGREED, except that the Planning Committee scheduled for 13<sup>th</sup> April would be moved.

The Town Meeting would be held on Tuesday 12<sup>th</sup> or Friday 15<sup>th</sup> May, depending on venue. Start time would be 8.00 p.m. A decision on whether to invite a speaker would be made at the February meeting of the Committee.

#### **F14 Council Minutes, Agendas and Publicity**

The current arrangements, as detailed in the agenda, were CONFIRMED as satisfactory.

#### **F15 Request for Financial Assistance**

##### **15.1 Friday Day Centre, Loughton Union Church**

It was agreed to GRANT £200 to the Friday Day Centre.

##### **15.2 Air Ambulance for Essex**

No donation to this fund was agreed, as the Committee felt its limited funds should go towards immediate local needs.

##### **15.3 Citizens Advice Bureau**

Councillor Juniper declared a non-pecuniary interest, and vacated the Chair, which was assumed by Councillor Harris for this item. Councillor Murray also declared a non-pecuniary interest.

It was AGREED that a further grant of £300 be made, under S137 of the Local Government Act 1972.

#### **F16 Payroll Imprest**

It was AGREED to raise the imprest on the No. 2 account to £6,000 and to add the Administrative/Clerical Assistant to the list of signatories. It was also AGREED that this account could be used for cheques for amounts up to £50, where it was undesirable to wait for a meeting; a list of such cheques paid to be provided retrospectively with the list of accounts for payment.

**F17 Enhanced Powers for Local Councils**

Following her attendance at the seminar “Raising the Profile for Local Councils”, Councillor Mrs Meadows gave a presentation about the enhanced powers now available under the Local Government and Rating Act 1997. The Committee thanked her for an interesting and informative address. It was DECIDED not to take any specific action at present, but to keep the possibilities of the new powers in mind for the future.

**F18 Chairman’s Mark of Office**

It was AGREED in principle that a badge of office should be procured. The Chairman and Vice Chairman of the Council would liaise with the Clerk to choose a design, up to a cost of £200.

**F19 The Internet**

It was AGREED that the Council would subscribe to the Internet.

**F20 Town Council Accounts for 1996/7**

The Committee APPROVED the Council’s accounts for 1996/7. It was AGREED that at the time when members of the public were permitted to purchase the accounts, a charge of 70p would be made.

**F21 Estimates for 1998/9**

The Committee NOTED the request to start considering its budget requirements for 1998/9. Decisions on the figures will need to be made at the next meeting.

**F22 Exclusion of Press and Public**

It was 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 items contained confidential information concerning staffing matters and the Council’s property affairs.

**F23 New Pay Rates from 1<sup>st</sup> April 1997**

The Committee NOTED the agenda report. It was AGREED that the one employee whose pay rate was based on a 39-hour week would, in accordance with the national agreement to harmonise conditions of service, be based on a 36-hour week from 1<sup>st</sup> April 1997. The current payment of a Spinal Column Point plus a supplement would be replaced by Spinal Column Point 7 plus London Weighting Allowance.

**F24 Office Staffing**

The Committee AGREED to the establishment of the post of Administrative Assistant on Scale 3 for 21 hours per week, including attendance at Planning Committee.

It also AGREED to the establishment of the post of Assistant Clerk, full time, on Scale 6.

The appointments would be progressed by the Clerk with the Chairman of Planning Committee for the former, and Chairman and Vice Chairman of the Council for the latter.

**F25 Acquisition of Property**

The Committee did NOT WISH to pursue the purchase of the property offered by Essex County Council.

**Signed.....**

**Date.....**

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**LOUGHTON TOWN COUNCIL**

**FINANCE AND GENERAL POLICY COMMITTEE**

**Minutes of the Meeting held on Wednesday 3<sup>rd</sup> December 1997 at 7.30pm at Kingsley Hall.**

**Present:**

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

Mrs J Davis

Mrs S M Harper

L J Harris

S W Murray

C C Pond

**Also in attendance:**

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

**F26 Apologies for absence**

Apologies for absence were received from Cllr Lavin.

**F27 Confirmation of Minutes**

The Minutes of the meeting held on 1<sup>st</sup> October 1997 were CONFIRMED as a correct record and signed by the Chairman, subject to the addition of "and provide information on it" to the end of Minute F19.

**F28 Matters for Report**

**28.1 Secondary Education in Loughton**

A further consultation document had been received which requested responses by 9<sup>th</sup> January 1998. It was AGREED that if the County Council could accept a late response, the matter would be placed on the agenda of the Council meeting on 14<sup>th</sup> January.

**28.2 Badge of Office**

This could be progressed now the emblem has been finalised.

**F29 Financial Assistance**

It was AGREED that no grant would be made to the NSPCC.

**F30 Accounts and Audit for 1996/7**

The Committee NOTED that the auditor had issued an unqualified opinion of the Council's accounts, and congratulated the Clerk on her presentation of the accounts to the auditor.

**F31 Office Equipment**

It was AGREED that up to a further £4,000 would be allowed from the capital reserves for expenditure on office equipment and furniture.

**F32 Estimates for 1998/9**

The estimates were APPROVED as follows:

	£
Postage	750
Telecommunications & internet	1,500
Stationery	1,000
Press and Advertising	750
Subscriptions	1,200
Books	300
Maintenance and equipment	1,000
Photocopying	1,200
Office premises	7,000
Audit	2,000
Insurance	1,000
Binding minutes	100
Staff travelling	550
Members' expenses	550
Training, Conferences and Seminars	1,100
Legal	1,000
Chairman's Expenses	500
Grants	2,000
Elections	4,000
Hall hire	100
Petty cash	500
General expenses	500
Contingencies	2,000
Staff	80,900
	111,500

**F33 Exclusion of Press and Public**

It was 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 items contained confidential information relating to staff.

**F34 Clerk's Salary**

The Committee NOTED the new national agreement on Clerk's salaries.

**F35 Staff Supervision**

The Committee AGREED to set up a Strategy and Staff Panel, consisting of the Chairman and Vice-Chairman of the Council and Chairmen of the Committees, to meet with the Clerk to discuss the work being carried out, the Council's long-term objectives etc. This would not be a public meeting.

Signed.....

Date.....

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

**Minutes of the Meeting held on Wednesday 17<sup>th</sup> December 1997 at 7.30pm at Kingsley Hall.**

**Present:**

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

Mrs S M Harper

S W Murray (from 8.10 p.m.)

L J Harris

C C Pond

**Also in attendance:**

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

**F36 Apologies for absence**

Apologies for absence were received from Cllrs Davis and Lavin.

**F37 Confirmation of Minutes**

The Minutes of the meeting held on 3<sup>rd</sup> December 1997 were CONFIRMED as a correct record and signed by the Chairman.

**F38 Estimates for 1998/9**

The Committee estimates for 1998/9 were considered, and AGREED as follows:

	Expenses	Receipts	Net Requirement
	£	£	£
Community	5,000		5,000
Environment, Heritage & Leisure	185,500	27,000	158,500
Finance and General Policy	111,500		111,500
			<u>275,000</u>

A figure of £5,000 for interest received would be set against the net requirement. The precept to be RECOMMENDED to the Council would be £270,000.

In considering the figures for forecast expenditure for 1997/8, the Committee AGREED to make a substantial part payment of £60,000 against the outstanding bill from Epping Forest District Council for 1996/7, pending the outcome of remaining queries. The Committee expressed continued concern about paying for properties which were not to be transferred, particularly Willingale Road allotments, which the District Council was retaining in the expectation of obtaining money arising from the possible location of the new secondary school. The District Council would be informed that the Town Council expected to benefit from any finance raised. However, since the possibility of non-transfer did not arise until this year, the Committee considered the bill for 1996/7 would be payable.

**F39 Accounts for Payment**

The following accounts for payment were APPROVED:

<b>Cheque no.</b>	<b>Payee</b>	<b>Purpose</b>	<b>VAT</b>	<b>Gross Amount</b>
			£	£
160	SLCC	Conference fee	0.00	155.00
161	J McLintock & Sons Ltd	Plumbing at Cemetery and Roding Valley Recreation Ground	32.05	215.16
162	Epping Forest District Council	Rates on Kingsley Hall	0.00	538.60
163	L R Fuller	Mileage	0.00	37.85
164	SITA (GB) Ltd	Cemetery refuse collection	25.94	174.14
165	CBA	Subscription	0.00	16.00
166	Essex County Council	Stationery	9.27	62.25
Transfer	No. 2 account	Reimburse imprest	0.00	4,577.53

Signed.....

Date.....

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

**Minutes of the Meeting held on Wednesday 25<sup>th</sup> February 1998 at 7.30 pm at Kingsley Hall.**

**Present:**

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

Mrs J Davis

Mrs S M Harper

L J Harris

S W Murray

C E Pond

**Also in attendance:**

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

**F40 Apologies for absence**

No apologies for absence were received.

**F41 Confirmation of Minutes**

The Minutes of the meeting held on 17<sup>th</sup> December 1997 were CONFIRMED as a correct record and signed by the Chairman.

**F42 Matters for Report**
**42.1 Badge of Office – Min. no. F28.2**

It was NOTED that the design has been chosen and ordered.

**42.2 Willingale Road Allotment Site – Min. no. F38**

The lack of positive response from the District Council was noted, and it was AGREED to pursue the issue further.

**F43 Current Financial Position**

The information showing the current financial position for the Council as a whole and for this Committee was NOTED.

**F44 Programme of Meetings Municipal Year 1998/9**

The draft programme was AGREED.

**F45 Requests for Financial Assistance**

Cllr Murray declared an interest in all three applications, Cllr Juniper in the application from Citizens' Advice Bureau and Cllr Harris for the application from Loughton Athletic Club. They took no part in the relevant discussion or resolution. Cllr Harris took the chair for consideration of the Citizens' Advice Bureau application. It was AGREED to grant the Citizens' Advice Bureau £300 from this year's budget and £100 from next year's, Loughton Athletic Club £200 and Austen Close Day Care Centre £200, both for the year 1998/9.

An item about grants awarded would be put in the Newsletter.

**F46 Victoria County History of Essex**

It was AGREED to express support for the work of the Victoria County History of Essex.

**F47 Town Meeting**

The format was AGREED to be the same as last year's, and no speaker would be invited.

**F48 Solicitor**

It was AGREED that it was necessary to appoint a solicitor to act for the Town Council, that research would be carried out and the Town Clerk would review the information with the Chairman and Vice-Chairman of the Committee and make the appointment accordingly.

**F49 Civic Church Service**

It was AGREED that a service would be desirable and the matter should be referred to Council for a decision.

**F50 Accounts for Payment**

The following accounts for payment were APPROVED:

<b>Cheque no.</b>	<b>Payee</b>	<b>Purpose</b>	<b>VAT</b>	<b>Gross Amount</b>
			£	£
197	Andrews	New door at Roding Valley Rec. changing rooms	14.87	99.87
198	British Telecommunications plc	Phone at Cemetery	8.01	53.82
199	ALS	Keys	0.00	9.25
200	Newsquest (London) Ltd	Advertisement	102.85	690.55
201	L Hall	Graves	0.00	385.00
202	Glasdon UK Ltd	Litter bins for cemetery	89.82	603.09
203	K A Allen	Discs for emblem	3.50	23.50
204	Essex County Council	Supplies and furniture	88.71	595.68
Transfer	No. 2 account	Reimbursement of imprest	0.00	4133.55

**Signed.....**

**Date.....**

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**LOUGHTON TOWN COUNCIL**

**FINANCE AND GENERAL POLICY COMMITTEE**

**Minutes of the Meeting held on Wednesday 22<sup>nd</sup> April 1998 at 7.30 pm at Kingsley Hall.**

**Present:**

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

Mrs S M Harper

L J Harris

P Lavin

C E Pond

**Also in attendance:**

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

J P Fox (Assistant Town Clerk)

**F51 Apologies for absence**

Apologies for absence were received from Cllrs Davis and Murray.

The new Assistant Town Clerk, Jan Fox, was welcomed to the meeting.

**F52 Confirmation of Minutes**

The Minutes of the meeting held on 25<sup>th</sup> February 1998 were CONFIRMED as a correct record and signed by the Chairman.

**F53 Matters for Report**

**53.1 Willingale Road Allotment Site – Min. no. F42.2**

The Committee NOTED the response from Epping Forest District Council.

**F54 Current Financial Position**

The information showing the current financial position was NOTED. Expenditure in 1997/8 was lower than would be expected in future years.

**F55 Modernising Local Government**

It was NOTED that consultation documents had been received. Cllr Pond would review them and draw up any relevant comments to be made by the Council.

**F56 Request for Financial Assistance**

It was AGREED that a grant of £300 would be made, plus £50 from the Chairman's expenses, to the production "Too Much Punch for Judy", conditional upon a performance taking place in Loughton.

**F57 Internal Audit**

Cllr L Harris was APPOINTED as the Council's internal auditor.

**F58 Bank Accounts**

It was AGREED that the imprest on the no. 2 account be increased to £10,000, and that the Assistant Town Clerk be added to the list of signatories. It was NOTED that officer mileage and expenses claims would be paid from this account in future.

**F59 Town Meeting**

Publicity including an advertisement, press release, posters, and informing participants in the Community Forum were discussed.

**F60 Aims and Objectives**

It was AGREED that the Committee's aims would be "effectively to conduct the Council's budgetary, financial and precepting responsibilities in accordance with statutory requirements, and to keep the smooth functioning of the Council's work under review", and the objectives would be as in the Terms of Reference in Standing Orders.

**F61 Accounts for Payment**

The following accounts for payment were APPROVED:

<b>Cheque no.</b>	<b>Payee</b>	<b>Purpose</b>	<b>VAT</b>	<b>Gross Amount</b>
			£	£
234	Loughton Lopping Endowment Fund	Hall Hire	0.00	35.00
235	EFDC	Rates for Kingsley Hall	0.00	108.00
236	Andrews	Maintenance Kingsley Hall	4.37	29.37
237	Signs of the Times	Commemorative Plaque	23.10	155.10
238	Index Business Supplies	Supplies	3.67	24.66
239	Thames Water Utilities	Roding Valley Changing Rooms & Kingsley Hall	0.00	357.19
240	Zurich Municipal	Insurance	0.00	354.61
241	Citizens Advice Bureau	Grant	0.00	100.00
242	Austen Close Day Care Centre	Grant	0.00	200.00
243	Loughton Athletic Club	Grant	0.00	200.00
Transfer	No. 2 Account	Reimbursement of Imprest	0.00	12838.03

**Signed.....**

**Date.....**