
LOUGHTON TOWN COUNCIL

FINANCE AND GENERAL POLICY COMMITTEE

Minutes of the Meeting held on Wednesday 8th July 1998 at 7.30 pm at Kingsley Hall.

Present:

Councillors: S W Murray (in the Chair)

Mrs S M Harper

M W Juniper

P Lavin

Mrs J P Woodman

Also in attendance:

Officers: L R Fuller (Town Clerk)

F62 Apologies for absence

Apologies for absence were received from Cllrs Davis and Harris.

F63 Confirmation of Minutes

The Minutes of the meeting held on 22nd April 1998 were CONFIRMED as a correct record and signed by the Chairman.

F64 Matters for Report

**64.1 Request for Financial Assistance “Too Much Punch for Judy” –
Min. no. F56**

It was NOTED that there would be three performances in Loughton.

64.2 Town Council Solicitor

The Town Clerk confirmed that arrangements had been made to meet a number of solicitors.

F65 Current Financial Position

The Committee NOTED the figures for 1997/8, and also the current position. A note of the current bank balances was distributed.

F66 1997/8 Accounts

The Committee APPROVED the accounts for 1997/8.

F67 Town Council Bye-elections

It was AGREED that poll cards should be distributed in the event of a bye-election.

F68 Local Government Pension Scheme

The Committee RESOLVED to adopt the recommendations as made in the report by Essex County Council, with the option to review this at a future date in light of further information.

F69 Accounts for Payment

69.1 The following accounts for payment were APPROVED:

Cheque no.	Payee	Purpose	VAT	Gross Amount
281	Epping Forest D.C.	Grounds Maintenance 97/98 £92,938.56; RentTraps Hill Office 1/1 – 30/9/98 £4695.00; Conversion works to Traps Hill Office £15239.99	13841.91	112873.55
282	Epping Forest D.C.	Rates: Kingsley Hall	0.00	112.00
283	Essex County Council	Stationery £59.75 Hire Library Room £36.00	8.90	95.75
284	British Gas Trading Ltd	Gas: Kingsley Hall	3.72	78.30
285	Shaw & Sons Ltd	Transfer of Purchased Graves Register Book	19.74	132.49

69.2 The following miscellaneous cheques drawn on the No. 2 account were NOTED:

069	Zurich Insurance Company	Seminar fee under-payment (VAT)	0.00	8.75
070	Essex Assn of Local Councils	Seminar fee	0.00	5.00

Signed.....

Date.....

LOUGHTON TOWN COUNCIL

FINANCE AND GENERAL POLICY COMMITTEE

Minutes of the Meeting held on Wednesday 7th October 1998 at 7.00 pm at Kingsley Hall.

Present:

Councillors: S W Murray (in the Chair)

Mrs J Davis (from Min. no. F80)

L J Harris

P Lavin

Mrs S M Harper

M W Juniper

Mrs J P Woodman

Also in attendance:

Officers: L R Fuller (Town Clerk)

F70 Apologies for absence

There were no apologies for absence.

F71 Confirmation of Minutes

The Minutes of the meeting held on 8th July 1998 were CONFIRMED as a correct record and signed by the Chairman.

F72 Matters for Report

72.1 Invitations to Meetings

The Chairman of the Council raised the question of responding to invitations to the Chairman, other councillor representatives or the Clerk to attend meetings. It was CONFIRMED that the recipients could accept these invitations and there was no need to obtain permission from a Council meeting.

72.2 Town Council Solicitor – Min. no. F64.2

The Committee NOTED the appointment of Foskett Marr Gadsby and Head as solicitors to the Town Council.

72.3 New Telephone System – Min. no. F7.3

The Committee NOTED that the new telephone system was installed, with additional lines enabling internet access.

F73 Current Financial Position

The Committee NOTED the current financial position and the information circulated showing current bank balances. The Chairman of the Council reported that he would be sending Christmas cards on behalf of the Council.

F74 Reference from Community Committee

Community Newsletter.

In order to enable the Community Committee to publish and distribute four newsletters a year, this Committee RESOLVED:

1. To utilise the Council's reserves to make good any shortfall in the Community Committee's budget, which may arise from the costs of two further newsletters in the financial year 1998/9 (potential maximum shortfall £3,000).
2. To commit to agreeing an increase in the Community Committee's budget for the newsletter for 1999/2000 to cover printing and distribution of four issues a year (approximately £12,000).

F75 Sealing of Documents

In order to be able to execute legal documents, the Committee RESOLVED to recommend the following amendments to the Standing Orders to Council:

1. Delete Standing Orders 25 and 26.
2. New Standing Order 25:

Sealing of Documents

25(1) A document shall not be sealed on behalf of the Council unless its sealing has been authorized by a resolution.

25(2) Any two members of the Council may seal, on behalf of the Council, any document required by law to be issued under seal.

F76 Member Facilities**76.1 Name Badges**

The Committee AGREED to provide simple name badges for all members.

76.2 Headed Paper

It was AGREED NOT to provide headed paper for councillors.

F77 Strategy and Staff Panel

The Panel has met once to date. Future meetings will be programmed and will report any significant items to Finance and General Policy Committee. The Panel will consider an appraisal scheme.

F78 Accounts for Payment

The following accounts for payment were APPROVED:

Cheque no.	Payee	Purpose	VAT	Gross Amount
322	Essex County Council	Stationery	7.34	49.26
323	Henry Squire & Sons Ltd	Padlocks	3.74	25.45
324	A & H Painters & Decorators	Roding Valley Changing Rooms: Painting	0.00	790.00
325	Epping Forest District Council	Office rent 3 rd quarter 98/9	0.00	1565.00
326	L Hall	Grave-digging	0.00	290.00
327	Accredited Locksmith Services	Keys	0.00	10.40
328	Epping Forest District Council	Balance of bill for services provided in 96/97	0.00	11625.83
329	Epping Forest District Council	Part bill for cemetery April- Sept 1997	0.00	3964.41
330	L R Fuller	Tools for Cemetery and Stationery	6.77	45.41

F79 Exclusion of 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 items contained confidential information relating to staffing and to the Council's commercial affairs.

F80 New Pay Rates from 1st April 1998

The new pay rates from 1st April 1998 were NOTED.

F81 Bad Debt Policy

The proposed bad debt policy was AGREED with the addition of a further paragraph.

Signed.....

Date.....

LOUGHTON TOWN COUNCIL

FINANCE AND GENERAL POLICY COMMITTEE

Minutes of the Meeting held on Wednesday 9th December 1998 at 7.30 pm at Kingsley Hall.

Present:

Councillors: S W Murray (in the Chair)

Mrs S M Harper

M W Juniper

L J Harris

Mrs J P Woodman

Also in attendance:

Officers: L R Fuller (Town Clerk)

J P Fox (Assistant Town Clerk)

F82 Apologies for absence

Apologies for absence were received from Cllr Mrs J Davis.

F83 Confirmation of Minutes

The Minutes of the meeting held on 7th October 1998 were CONFIRMED as a correct record and signed by the Chairman.

F84 Matters for Report

84.1 Strategy and Staff Group

The Committee NOTED the items discussed by the Strategy and Staff Group.

F85 Current Financial Position

The Committee NOTED the current financial position and the information circulated showing current bank balances.

F86 Applications for Financial Assistance

The Committee AGREED to consider the application from Loughton Cricket Club within the current financial year's budget, and to GRANT £500 towards the thatching works.

F87 Support for Larger Local Councils

The Clerk reported on the possible implications of the proposals made by the National Association for Local Councils, and the Committee AGREED the concerns expressed should be forwarded to NALC.

F88 Town Meeting 1999

The Committee AGREED that the date of the meeting would be Tuesday 11th May. The format of the meeting would be reports from the Town Council followed by questions from members of the public, then the police would be asked to give a presentation on the boundary changes.

F89 Schedule of Meetings 1999/2000

The draft Schedule of Meetings was AGREED.

F90 Audit of 1998/98 Accounts

The Committee NOTED that the Certificate for the Audit of the 1997/8 Statement of Accounts had been issued with an unqualified opinion.

F91 Exclusion of Press and Public

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

F92 Council Premises

It was RESOLVED that the Committee agreed in principle that the Council would wish to acquire its own premises for the purpose of offices and meeting rooms at some time.

F93 Estimates for 1999/2000

The estimates for 1999/2000 were AGREED as follows:

	Income £	Expenditure £
Salaries and on-costs	0	86,000
Postage	0	1,000
Telecommunications and internet	0	1,500
Stationery	0	1,300
Press and advertising	0	750
Subscriptions	0	1,300
Books and periodicals	0	300
Maintenance and equipment	0	1,000
Photocopying	0	600
Office premises	0	7,000
Audit	0	1,500
Insurance	0	1,000
Binding minutes	0	100
Staff travel	0	750
Members' expenses	0	400
Training, Conferences etc.	0	2,000
Legal	0	2,000
Chairman's expenses	0	500
Grants	0	3,000
Hall hire	0	200
Election expenses	0	4,000
General expenses	0	1,000
Contingency	0	2,000
Total	0	119,200

F94 Accounts for Payment

The following accounts for payment were APPROVED:

Cheque no.	Payee	Purpose	VAT	Gross Amount
366	Debden Traders Association	Christmas Illuminations: The Broadway	0.00	750.00
367	Essex Telecom Installations	Office supplies	1.58	10.58
368	Essex County Council	Office furniture	39.94	268.14
369	J McLintock & Sons Ltd	Works at Roding Valley Changing Rooms	45.05	302.51
370	Andrews	LTC notice-board fixing	5.25	35.25
371	Loughton Lopping Endowment Fund	Hall hire	0.00	35.00
372	Epping Forest District Council	Rates: Kingsley Hall	0.00	112.00
373	Epping Forest District Council	Cemetery: Services for half year to Sept '97 £17818.72 Kingsley Hall: Gas £120.59 Telephone charge 1/4 to 30/10/98 £155.48	23.15	18094.79
374	J P Fox	Reimbursement re: order/payment of LTC Christmas greetings cards	14.88	99.88
375	London Electricity	Electricity at Kings Green War Memorial	4.72	99.25

Signed.....

Date.....

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

Minutes of the Meeting held on Wednesday 6th January 1999 at 7.30 pm at Kingsley Hall.

Present:**Councillors:** S W Murray (in the Chair)

Mrs S M Harper

L J Harris

M W Juniper

P Lavin

Mrs J P Woodman

Also in attendance:**Officers:** L R Fuller (Town Clerk)

J P Fox (Assistant Town Clerk)

F95 Apologies for absence

Apologies for absence were received from Cllr Mrs J Davis.

F96 Confirmation of Minutes

The Minutes of the meeting held on 9th December 1998 were CONFIRMED as a correct record and signed by the Chairman.

F97 Estimates for 1998/9

The estimates submitted by committees were considered. The Committee expressed concern about the considerable disparity between the income and expenditure on Kingsley Hall, and asked Environment, Heritage and Leisure Committee to investigate possible ways of closing the gap. The estimates were AGREED, resulting in a net expenditure of £359,570. It was also agreed that an estimated income of £15,000 from interest would be set against the expenditure, and that a sum of £35,000 would be utilised from Capital Reserves to fund the capital expenditure on the skateboarding facility and the playgrounds. The net requirement would therefore be £309,570 and this figure would be recommended to the Council as the precept.

F98 Accounts for Payment

98.1 The following accounts for payment were APPROVED:

Cheque no.	Payee	Purpose	VAT	Gross Amount
376	Epping Forest District Council	Office rent: Qtr to 31.3.99	0.00	1565.00
377	Abbey Forge	Repair to gate: Roding Valley Recreation Ground	13.12	88.12
378	L Hall	Gravedigging	0.00	140.00
379	S.I.T.A. (GB) Ltd	Refuse Collection: Loughton Cemetery & Kingsley Hall	65.53	439.93
380	Epping Forest District Council	Rates: Kingsley Hall	0.00	112.00
381	British Gas Trading Ltd	Gas: Kingsley Hall	8.29	95.86
382	Service Publications Ltd	Printing of newsletter	0.00	1200.00
383	Essex County Council	Office stationery £34.69, Supplies for Kingsley Hall £120.53	23.12	155.22
384	Greenside Landscapes	Remedial works: Kings Green	17.50	117.50
385	Eastern Contracting Ltd	Christmas Lighting: Kings Green	55.13	370.13
386	Cash	Petty cash disbursements	0.00	75.86
Transfer	No.2 Account	Reimburse imprest (December)	0.00	6584.67

98.2 The following miscellaneous cheque drawn on No. 2 account was NOTED.

085	Newsquest (London) Ltd	Photo order	0.00	8.00
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Signed.....

Date.....

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

Minutes of the Meeting held on Wednesday 24th February 1999 at 7.30 pm at Kingsley Hall.

Present:

Councillors: S W Murray (in the Chair)

Mrs S M Harper

M W Juniper

L J Harris

Mrs J P Woodman

Also in attendance:

Officers: L R Fuller (Town Clerk)

J P Fox (Assistant Town Clerk)

F99 Apologies for absence

Apologies for absence were received from Cllr Mrs J Davis.

F100 Confirmation of Minutes

The Minutes of the meeting held on 6th January 1999 were CONFIRMED as a correct record and signed by the Chairman.

F101 Matters for Report**101.1 Council Premises – Min. no. F92**

The Clerk reported that it is preferable to apply for loan sanctions well in advance of the requirement, especially for significant sums of money. If circumstances did not permit this, then an application would have to be made when the need arose, but there would be no guarantee of the sanction being granted.

101.2 Precept – Min. no. F97

Further to the report given at the Council meeting of the letter received from the District Council, it had been confirmed that new Regulations would penalise District Councils for increases in the precept above a certain level, and that Town and Parish Council precepts would be included in the calculation. Advice from the National Association of Local Councils was that requests from principal authorities to keep precept increases low should be treated with respect, but that councils should make their own independent decisions on precept levels in the light of local circumstances.

F102 Current Financial Position

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

F103 Applications for Financial Assistance

Cllr L Harris took the chair for this item.

Cllr Murray declared a non-pecuniary interest in applications 1, 3 and 4; Cllr Juniper declared a non-pecuniary interest in application 1; Cllr Woodman declared a non-pecuniary interest in application 4. They took no part in the discussion or voting on these items.

It was RESOLVED to grant £500 to the Citizens' Advice Bureau, £250 to South Loughton Cricket Club, £300 to P.I.C.K. and £300 to Loughton Potato Ground Allotments. The funding would come from the remainder of this year's budget (£700) and from the 1999/2000 budget.

F104 Local Charter between Epping Forest District Council and Parish and Town Councils

Cllr Juniper reported that he and Cllr Lee, the Town Council's representatives on the Liaison Committee, supported the amendments proposed by the local councils. The Committee ENDORSED this view.

F105 Accounts for Payment

105.1 The following accounts for payment were APPROVED:

Cheque no.	Payee	Purpose	VAT	Gross Amount
407	British Telecom plc	Telephone bills: Office telephone and fax, Cemetery telephone	54.61	366.75
408	Essex County Council	Stationery	3.54	23.75
409	Regional Employers Organisation	Training	34.45	231.32
410	Essex County Council	Hall hire for Community Forum meeting	0.00	51.05
411	Coward Maintenance Services Ltd	Kingsley Hall boiler	14.56	97.76
412	Pinnacle Cleaning Services	Kingsley Hall: Cleaning	0.00	90.00
413	L Hall	Gravedigging	0.00	700.00
414	Epping Forest District Council	Cemetery: Removal of saplings etc from graves	145.25	975.25
415	Royal Mail	Postage	0.00	200.00
Transfer	No.2 Account	Reimburse imprest (February)	0.00	6524.59

105.2 The following miscellaneous cheque drawn on No. 2 account was NOTED:

091	Royal Mail	Postage	0.00	50.00
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Signed.....

Date.....

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

Minutes of the Meeting held on Wednesday 21st April 1999 at 7.30 pm at Kingsley Hall.

Present:

Councillors: S W Murray (in the Chair)

Mrs S M Harper

L J Harris

M W Juniper

Mrs J P Woodman

Also in attendance:

Officer: L R Fuller (Town Clerk)

F106 Apologies for absence

Apologies for absence were received from Cllr Mrs J Davis.

F107 Confirmation of Minutes

The Minutes of the meeting held on 24th February 1999 were CONFIRMED as a correct record and signed by the Chairman.

F108 Matters for Report

There were no matters for report.

F109 Current Financial Position

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

F110 Applications for Financial Assistance

Cllr Murray declared a non-pecuniary interest and took no part in the discussion or voting thereon.

It was AGREED to grant £400 to Churches Together in Loughton.

F111 Strategy and Staff Group

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

F112 Registration as a Commoner of Epping Forest

It was AGREED to seek registration as a commoner of Epping Forest. The right of voting as a commoner would be exercised by the Chairman in accordance with instructions from the Council.

F113 Accounts for Payment

113.1 The list of accounts for payment circulated at the meeting was AGREED as follows:

Cheque no.	Payee	Purpose	VAT	Gross Amount
447	Thames Water Utilities Ltd	Loughton Cemetery: Water	0.00	177.22
448	Epping Forest District Council	Election	0.00	2324.06
449	E.I.Electrical	Kingsley Hall: Works	9.05	60.80
450	Citizens Advice Bureau	Grant	0.00	500.00
451	Simply Computers	Office Equipment	20.13	135.13
452	London Electricity plc	Kingsley Hall: Electricity	1.44	122.42
453	J McLintock	Loughton Cemetery: Works	29.40	197.40
454	Chigwell Parish Council	Loughton Cemetery: Staff costs 1998/99	0.00	5960.00
455	Audit Commission	Audit fee 96-97	36.07	242.17
456	Society of Local Council Clerks	Training	0.00	70.00
457	Confederation of Burial Authorities	Subscription	0.00	50.00
458	Epping Forest District Council	Grounds Maintenance 1998/99	15409.64	103464.72
459	Essex County Council	Supplies for Office, Kingsley Hall and Cemetery	35.11	235.68
Transfer	No.2 Account	Reimburse imprest (April)	0.00	6885.71
Direct Debit	Compuserve	March subscription	0.00	6.49

113.2 The following miscellaneous cheque drawn on No. 2 account was NOTED:

094	Local Government Management Board	Booklet	0.00	2.50
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Signed.....

Date.....