
LOUGHTON TOWN COUNCIL

RESOURCES AND GENERAL SERVICES COMMITTEE

MINUTES of the Meeting held on Wednesday 28th June 2006 at 7.45 p.m. at 1 Buckingham Court.

Present:

Councillors: R E Pearce (in the Chair)

K E Angold-Stephens

S M Harper

P S Sheen

C E Baggarley

B W Moore

C C Pond (as substitute for Cllr J L Woods)

L Daniel

C P Pond

Also in attendance:

Councillors: D J Wixley

Officers: L R Fuller (Town Clerk)

E K Walsh (Deputy Town Clerk)

1 member of the public

RG1 Apologies for absence

Apologies for absence were received from Cllr J L Woods. The Chairman reported that Cllr C C Pond had been nominated as Cllr Woods' substitute.

RG2 Confirmation of Minutes

The Minutes of the meeting of the Finance and General Policy Committee held on Wednesday 19th April 2006 were CONFIRMED as a correct record and signed by the Chairman.

RG3 Public Representations

None were received.

RG4 Declarations of Interest

Cllr P S Sheen declared a personal and prejudicial interest in Agenda item 5.1 as he is the Council's representative on the Town Centre Partnership (High Road).

Cllr P Sheen withdrew from the meeting.

RG5 Matters for Report

5.1 Grant to Town Centre Partnership (High Road)

The Committee expressed its displeasure that the accounts had not been provided by the Town Centre Partnership (High Road) despite several reminders. The Partnership is to be informed that unless the accounts are forthcoming before the next grant application is submitted it is likely to be refused.

Cllr P Sheen rejoined the meeting.

RG6 Current Financial Position and Accounts

The report on the financial position at the end of the financial year 2005/06 was noted together with the update on the accounts for the previous three years. Information had been issued showing current bank balances.

RG7 Councillor Checks on Finances

The Committee confirmed that the practice of appointing a councillor to carry out checks on the council's financial transactions should continue and AGREED to renew Councillor Baggarley's appointment.

RG8 Mid-2006 Review of Finances

The Committee NOTED the report together with Cllr Pearce's additional information regarding the level of General Reserves.

Cllr C C Pond proposed the following motion, which was seconded by Cllr C P Pond:

"that a full-time senior member of staff be appointed for a fixed period of 18 months from the date of appointment, with the post subject to review in a year's time."

Cllr Baggarley proposed an amendment to this motion, which was seconded by Cllr P Sheen, to delete "18 months" and replace it with "2 years"; delete "in a year's time" and replace with "18 months".

This amendment was carried and put to the vote as the substantive motion:

"that a full-time senior member of staff be appointed for a fixed period of 2 years from the date of appointment, with the post subject to review in 18 month's time."

The motion was carried.

It was also AGREED that responsibility for the details of the appointment and a re-allocation of staff time should be delegated to the Town Clerk in discussion with the Strategy and Staff Group.

RG9 Accounts for payment

The following accounts were approved for payment:

Cheque no.	Payee	Purpose	VAT	Gross Amount
3015	British Gas Trading Ltd	Buck Crt	4.45	93.63
3016	Printing Supplies	Stationery	4.43	29.73
3017	Westcoast Ltd t/a Orion Media Marketing	Stationery	12.89	86.58
3018	Epping Forest District Council	Rates; Buck Crt, K Hall, RVRec & WRPF Ch Rms		1,696.00
3019	Servo	Buck Crt boiler service	14.88	99.88
3020	Hutton Construction Ltd	Community Centre	17,303.89	116,183.26

Signed.....
Date 27th September 2006

LOUGHTON TOWN COUNCIL

RESOURCES AND GENERAL SERVICES COMMITTEE

MINUTES of the Meeting held on Wednesday 27th September 2006 at 7.45 p.m. at 1 Buckingham Court.

Present:

Councillors: R E Pearce (in the Chair)
 L Daniel S M Harper P S Sheen
 J L Woods D J Wixley (as substitute for Cllr C P Pond)

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

RG10 Apologies for absence

Apologies for absence were received from Cllrs K E Angold-Stephens, B W Moore and C P Pond. The Chairman reported that Cllr Wixley had been nominated as Cllr C P Pond's substitute.

RG11 Confirmation of Minutes

The Minutes of the meeting of the Resources and General Services Committee held on Wednesday 28th June 2006 amended at Min. no. RG6 from those circulated were CONFIRMED as a correct record and signed by the Chairman.

RG12 Public Representations

None were received.

RG13 Declarations of Interest

No declarations of interest were received.

RG14 Matters for Report

14.1 Council Accommodation Working Group – Min. no. F142

The report regarding the future of Loughton Hall was noted.

14.2 Loughton Broadway Town Centre Partnership – grant towards Debden Day

The Committee noted that following the refund of the grant made to the Loughton Broadway Town Centre Partnership in April 2006, an additional £550 was available in this year's budget should any emergency applications be received.

14.3 Strategy and Staff Group

The report of the meeting held on 19th July 2006 was noted.

RG15 Current Financial Position

The financial position as at 31st July 2006 was noted. Information had been issued showing current bank balances.

RG16 Christmas Card Competition

The Committee confirmed the arrangements for the Christmas Card Competition.

RG17 Financial Assistance

The Committee AGREED to give a grant of £900 to the Loughton Broadway Town Centre Partnership towards the Christmas lights in the Broadway this year, under section 144 of the Local Government Act, 1972.

RG18 Fire Safety in non-domestic premises

The Committee noted the report regarding the new fire safety law which comes into effect on 1st October 2006.

RG19 Casual Vacancy on the Council

The Committee AGREED the following procedure to be followed in the event of a casual vacancy arising on the council:

- 1 If a casual vacancy should arise on the Council due to
 - a) a member's failure to make his/her Declaration of Acceptance of Office within the proper time;
 - b) resignation; or
 - c) death,

then the Town Clerk will normally start the proceedings to fill the vacancy without further recourse to a meeting of the Town Council or a committee.

2 If a casual vacancy arises for any other reason e.g. disqualification due to six months' absence from meetings or other reason for disqualification, then the Town Clerk on behalf of the authority shall declare the office vacant and start the proceedings to fill the vacancy without further recourse to a meeting of the Town Council or a committee.

3 If a casual vacancy arises within six months of the day when the councillor whose office is declared vacant would ordinarily have retired then no by-election may be demanded. As the council is permitted either to advertise the vacancy for co-option or to leave the office vacant until the date of the next ordinary election, the Council will be asked at its next suitable meeting which option it wishes to pursue.

4 Except in the circumstances described in (3) above, notice of the vacancy will be issued by the Town Council in consultation with the Electoral Services section of Epping Forest District Council; notices will normally be placed on the council's noticeboards in the ward where the vacancy has arisen and on the council's web site.

5 If a by-election is called, Electoral Services will inform the Town Council and will then make all the necessary arrangements for the by-election. Poll cards for the by-election will be issued by Electoral Services; poll cards are optional and the town council will incur a cost for issuing them.

6 If no by-election is called, Electoral Services will inform the Town Council and the Town Council can co-opt a new member. Normally the Town Clerk will invoke the procedure to do this immediately without recourse to a meeting of the Council or committee.

7 Applications for co-option will be considered at the next suitable meeting of the Council.

8 Casual vacancies will be advertised on the council's noticeboards and through any other medium which the Council or the Town Clerk consider suitable.

9 Applicants for co-option will be asked to submit information about themselves and must confirm their eligibility for the position of councillor within the statutory rules. They will be invited to give a presentation of up to two minutes to the Council meeting at which the co-option will be considered.

10 At the meeting there will be no further discussion following the presentations. The Council shall vote upon the applicant(s). The Council will suspend Standing Order 10.1 (first

sentence) and agree to conduct the vote by signed ballot. Ballot papers will be distributed and the Council will proceed immediately to a vote. The Council reserves the right not to make a co-option.

11 Voting will be according to the statutory requirements i.e. by a clear majority of those present and voting.

12 The successful applicant will execute the Declaration of Acceptance of Office within the specified time limit after the decision has been made and will thereafter receive summonses to meetings of the council and may act as a member of the council.

RG20 Assets Valuation

The Committee noted the report and AGREED the classification of the council's assets, other than No. 1 Buckingham Court and the van, as community assets with nil value for the purposes of the accounts.

RG21 Annual Accounts

21.1 Annual Accounts for 2002/03, 2003/04, 2004/05

The Committee noted the amendments made to these accounts to satisfy the auditor's requirements and AGREED the revised sets of accounts.

21.2 Annual Accounts 2005/06

The Annual Return, the document that forms the council's statutory accounts for the year 2005/06 was considered. The committee APPROVED Section One, the statement of accounts, subject to confirmation of the figure for assets to be shown for the year ended 31st March 2005; confirmed it is able to answer "yes" to the questions posed in Section Two, the statement of assurance; and noted Section Four, the report of the internal auditor.

The Committee also noted the additional information provided which gave a more detailed account of the council's finances and thanked the Town Clerk for her work in preparing the accounts for 2005/06.

RG22 Accounts for payment

22.1 The Committee NOTED the following cheque which had been signed between meetings as a matter of urgency.

Cheque no.	Payee	Purpose	VAT	Gross Amount
3131	Regional Waste Recycling Ltd	Refuse collection for cemetery	9.12	61.12

22.2 The Committee NOTED that the amount paid on cheque no 3118 was amended to £336.05.

22.3 The following accounts were approved for payment:

Cheque no.	Payee	Purpose	VAT	Gross Amount
3132	British Gas Trading Ltd	BCrt supply	0.47	10.01
3133	E K Walsh	Garden supplies MHall	4.02	26.98
3134	Newsquest (London) Ltd	Recruitment advertisement	120.33	807.83
3135	Newbury Internet Services	Broadband services	52.50	352.50
3136	Thames Water Utilities Ltd	KHall supply		95.88
3137	Miss S Baldwin	Return of security deposit M/Hall		250.00

Signed.....
Date 22nd November 2006

LOUGHTON TOWN COUNCIL

RESOURCES AND GENERAL SERVICES COMMITTEE

MINUTES of the Meeting held on Wednesday 22nd November 2006 at 7.45 p.m. at 1 Buckingham Court.

Present:

Councillors: R E Pearce (in the Chair)
 S M Harper C P Pond P S Sheen
 J L Woods D J Wixley (as substitute for Cllr Moore)

Also in attendance:

Councillors: M R M A Chalk C C Pond

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

2 members of the public

RG23 Apologies for absence

Apologies for absence were received from Cllrs Angold-Stephens, Baggarley, L Daniel and Moore. The Town Clerk reported that Cllr Wixley had been nominated as Cllr Moore's substitute.

RG24 Confirmation of Minutes

The Minutes of the meeting of the Resources and General Services Committee held on Wednesday 27th September 2006 were CONFIRMED as a correct record and signed by the Chairman.

RG25 Public Representations

The meeting was adjourned to hear an address by a member of the public regarding an application for financial assistance from the Loughton Youth Project.

RG26 Declarations of Interest

Cllr C C Pond declared a personal but non-prejudicial interest in Agenda items 8 and 10 as he is a member of Essex County Council. Cllr C P Pond declared a personal but non-prejudicial interest in Agenda item 13 as she is a member of Epping Forest District Council. Cllr P Sheen declared a personal and prejudicial interest in Agenda item 9 (2) because of his chairmanship of the High Road Town Centre Partnership.

RG27 Financial Assistance

The Committee AGREED to bring forward this item as a member of the public was interested in this application.

27.1 Loughton Youth Project

The Committee RESOLVED to make an award of £550 to the Loughton Youth Project under the Local Government and Rating Act 1997 s.31 and wished to be kept informed of progress.

Cllr P Sheen left the meeting.

27.2 Loughton High Road Town Centre Partnership

The Committee RESOLVED to make an award of £900 to the Loughton High Road

Town Centre Partnership towards the Christmas lights in the High Road this year, under section 144 of the Local Government Act, 1972.

Cllr P Sheen rejoined the meeting.

RG28 Matters for Report

28.1 Strategy and Staff Group

The report of the meeting held on 24th October 2006 was noted.

28.2 Death of a former or serving councillor

The Committee AGREED that in the event of the death of a former or serving councillor, the funeral or memorial service would be an occasion that the Town Mayor or another appropriate representative should consider attending. A minute's silence would be held at the next council meeting following the death.

28.3 Mobile Library Service

Cllr C C Pond declared a personal but non-prejudicial interest in this item as he is a member of Essex County Council.

The Clerk reported that Essex County Council had consulted the Town Council about proposals to introduce criteria for the operation of the mobile library service. The deadline for responses was very soon but the consultation had not been received in time to go on the agenda. The adverse effects on the service in Loughton were identified.

28.4 Whipps Cross Hospital

Cllr C C Pond declared a personal but non-prejudicial interest in this item as he is a member of Essex County Council.

The Committee expressed concerns that the Council was not currently involved in discussions regarding the reorganisation of hospital provision by the North East London Strategic Health Authority. It was AGREED that Cllr J Woods would attend any relevant meetings on behalf of the council prior to formal nomination of a representative at the Council meeting.

RG29 Current Financial Position

The financial position as at 30th September 2006 was noted. Information had been issued showing current bank balances.

RG30 Members' Indemnity – Code of Conduct – Min. no. F134

The Committee reviewed the question of members' indemnity insurance and agreed not to proceed with the matter.

RG31 West Essex Area Forum

The Committee AGREED to put forward the following proposals for agenda items for the Essex County Council's West Essex Area Forum meeting to be held on 29th January 2007:

- i Public transport in Essex with particular regard to the train services provided by the Central line and One Railway.
- ii The maintenance of pavements and urban paths.

RG32 Annual Town Meeting

The arrangements for the Annual Town Meeting were discussed and the following items AGREED:

1 Seating arrangements

All the councillors to sit at the front of the meeting, as at present, so that the public can see their local representatives, but with a minimum number of tables, just for the people giving reports, so they have somewhere to rest their papers.

If possible, a lectern to be obtained to enable the chairmen to give their reports from there in turn.

2 Reports

Oral reports from the chairmen of the committees, as at present, but the practice of inviting an external speaker to be discontinued.

3 Questions from the floor

Advance publicity of the meeting to encourage people to bring along questions on matters relevant to the Town Council's responsibilities. The role and responsibilities of the Town Council to be promoted.

4 Local Organisations

Local organisations to be invited to put on an information display at the meeting particularly those receiving financial assistance from the council.

RG33 Reference from Recreation Committee on 1st November 2006

The Committee AGREED that responsibility for the piece of open space land immediately adjacent to the Willingale Road allotment site, which was transferred to the town council from Epping Forest District Council as part of the allotment site transaction, should be awarded to the Recreation Committee.

RG34 Commons Act 2006

The Committee agreed to RECOMMEND to the Council that it should agree in principle to look at the possibility of registering certain areas of land in Loughton as commons. Further investigation would be required.

RG35 Epping Forest District Council Housing Allocations Scheme

It was noted that the final response date for comments was 4th December 2006.

RG36 Committee Priorities

The Committee reviewed its priorities and AGREED on the list shown below:

Revised Priority	Main Function	Greater Detail/Current Position
On-going activities		
High	Running the Committee	
High	Admin. for whole council	
High	Council and committee agendas and minutes	
High	All council finances, end of year accounts, audit etc	
High	Management of Buckingham Court	
High	Personnel matters, staff management	
High	IT and office equipment	
High	Publicity and website	
High	Civic matters	

Revised Priority	Main Function	Greater Detail/Current Position
High	Annual Report	Preparation and printing
High	Newsletter	Editorial, printing and distribution
High	Community Forum	Arrangements and admin
High	Annual Town Meeting	Arrangements and admin
High	Christmas card competition	Arrangements and admin
High	Emergency Plan	Amendments and circulation (carried out through digest)
High	Grants	Admin and finance
High	New legislative requirements	
High	Responding to consultations	Variable
High	Any other matters within the committee's terms of reference	
Current activities		
High	Data Protection/Freedom of Information Acts	FOI Publication Scheme completed; Records and Information Management Policy and Complaints Procedure required. Data Protection: no action
High	Staffing – employment and Health and Safety policies and procedures; Fire Risk Assessments; employee handbook	H&S policy and some employment policies have been completed; handbook not commenced
Medium	Investigate bank alternatives	Deposit account improved but no further action on current account
Low	Noticeboards	Maintenance and installation
High	Council accommodation	Review and research
Medium	Council structure	Continuing reviews
High	Seeking external funding sources	Limited action

The Committee AGREED to suspend Standing Order number 1.4 and AGREED to conclude the meeting by 9.45 p.m.

RG37 Parish Basic Allowance

The Committee reviewed the level of Parish Basic Allowance and AGREED to recommend to the Council that there should be no increase to the current level of £100 per annum.

RG38 Estimates for 2007/08

38.1 Fees and Charges

The Committee AGREED

- i a 3.6% increase on the hire fees for Buckingham Court
- ii no increase on the current price of 55p per sheet of A4 for items on the Publication Scheme.

38.2 The Rolling Programme

The Rolling Programme was considered and the amount budgeted as contingency reduced to £2,000.

38.3 Estimates 2007/08

The estimates for 2007/08 were agreed as follows:

Cost centre		2007/08	
		Estimate 2007/08	Transfer from Earmarked Reserves
Communication	Expenditure	15,500	
Office expenses	Expenditure	9,400	
Audit & accounts	Expenditure	2,700	
Central personnel	Expenditure	223,450	
Council expenses	Expenditure	10,950	
Other services	Expenditure	6,500	
Members' expenses	Expenditure	3,000	
Buckingham Court	Expenditure	52,500	
	Income	0	
Grants	Expenditure	11,300	
New projects	Expenditure	TBC	
Service re-charge	Expenditure	TBC	
Expenditure		335,300	0
Income			
Net Expenditure over Income		335,300	
Net Expenditure over Income		335,300	

RG39 Accounts for payment

The following accounts were APPROVED for payment:

Cheque no.	Payee	Purpose	VAT	Gross Amount
3221	Public Works Loans Account	Community Centre		17,849.90
3222	Pinnacle Essex	Maintenance WRPF	91.41	613.74
3223	LWC Engineering	Kings Green works	58.10	390.10
3224	Acumen Wages Service	Payroll (November)	4.47	29.97
3225	Whizzywig Ltd	Design & production of Newsletter	102.38	1,844.76
3226	CPS Manufacturing Co	Supply of staging MHall	908.34	6,098.84
3227	Glenny LLP	Service charge BCrt	113.52	762.22
3228	School House Graphics Ltd	Plaque for MHall	56.00	376.00
TFR	No.2 account (Nov 06)	Reimburse imprest account		19,816.96
3229	Southern Electric	MHall supply	4.24	89.05
3230	Cheque cancelled			
3231	British Telecommunications plc	Cemetery	8.09	54.32
3232	EALC	Training fees		35.00
3233	Thames Water Utilities Ltd	BCrt/RVRec/WRPf supply		387.61
3234	Home-Start Epping Forest	Refund of security deposit MHall		250.00
3235	CMP Information Ltd	Recruitment advertisement	65.17	437.57
3236	St. Clare Hospice	Donation for Mike Wardle & Marion Taylor		20.00
3237	British Gas Business	MHall supply	6.14	129.00
3238	Lloyds TSB Commercial Finance Ltd	MHall signs	299.85	2,013.29

Signed.....
Date 13th December 2006

LOUGHTON TOWN COUNCIL

RESOURCES AND GENERAL SERVICES COMMITTEE

MINUTES of the Meeting held on Wednesday 13th December 2006 at 7.45 p.m. at 1 Buckingham Court.

Present:

Councillors: R E Pearce (in the Chair)
 K E Angold-Stephens C E Baggarley S M Harper
 B W Moore C P Pond P S Sheen
 J L Woods

Also in attendance:

Councillors: D J Wixley

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

RG40 Apologies for absence

No apologies were received.

RG41 Confirmation of Minutes

The Minutes of the meeting of the Resources and General Services Committee held on Wednesday 22nd November 2006 were CONFIRMED as a correct record and signed by the Chairman.

RG42 Public Representations

None were received.

RG43 Declarations of Interest

No Declarations of Interest were received.

RG44 Council-wide Priorities

The Committee reviewed the lists of priorities from the spending committees and AGREED that the Council-wide high priority list should be as shown below. The activities were not ranked in order of priority.

Committee	Activity
Planning & Licensing	Town Design Statement
Recreation	RV Rec Ground legal status
	Murray Hall landscaping
	RV Rec playground
	Skateboard park
Environment & Heritage	Street museum
	Open House weekend
Resources & General Services	New cemetery (Lady Whitaker's Mead)
	Data Protection / Freedom of Information Acts
	Staffing – employment and Health & Safety policies and procedures; Fire Risk Assessments; employee handbook
	Council accommodation

RG45 Estimates for 2007/08

The Committee considered the agenda report. After a discussion, it was AGREED that

1. A sum of £15,000 be included in the Estimates as an additional desired item as a contribution towards the future accommodation requirements of the council.
2. £57,790 would be taken from General Reserves to set against the net requirement and reduce the precept, leaving the General Reserves at 80% of running costs.
3. A precept of £591,250 would be recommended to the Council on 10th January 2007.

Each committee's estimate would be as follows:

Recreation		Estimate 2007/08	Transfer from Earmarked Reserve
Kingsley Hall	Expenditure	13,800	
	Income	14,000	
The Murray Hall	Expenditure	139,100	
	Income	39,100	
Other Services (Rec)	Expenditure	2,300	
Service Re-charge (Rec)	Expenditure	TBC	
Roding Valley Rec Ground	Expenditure	123,870	
	Income	6,620	
Open Spaces	Expenditure	14,430	
Playgrounds	Expenditure	26,040	
Skateboard Facility	Expenditure	36,000	
	Income		34,000
Will. Rd. Playing Field	Expenditure	17,700	
	Income	800	
Van replacement fund	Expenditure	1,000	
Expenditure		374,240	0
Income		60,520	34,000
Net Expenditure over Income		313,720	
Net Expenditure over Income (inc. transfers from earmarked reserves)		279,720	

Environment & Heritage		Estimate 2007/08	Transfer from Earmarked Reserves
Allotments	Expenditure	1,000	
	Income	80	
Cemetery-Church Lane	Expenditure	47,600	
	Income	17,000	3,000
Lady Whitakers Mead/new cemetery	Expenditure	7,500	
Street furniture	Expenditure	9,550	
	Income		
Christmas BDW competitions	Expenditure	450	
Other services	Expenditure	3,000	
Service Re-charge (EH)	Expenditure	TBC	
Expenditure		69,100	0
Income		17,080	3,000
Net Expenditure over Income		52,020	
Net Expenditure over Income (inc. transfers from earmarked reserves)		49,020	

Planning & Licensing		Estimate 2007/08	Transfer from Earmarked Reserves
Town Design Statement	Expenditure	5,000	
	Income		0
Service Re-charge (PL)	Expenditure	TBC	
Expenditure		5,000	0
Income		0	0
Net Expenditure over Income		5,000	

Resources & General Services		Estimate 2007/08	Transfer from Earmarked Reserves
Communication	Expenditure	15,500	
Office expenses	Expenditure	9,400	
Audit & accounts	Expenditure	2,700	
Central personnel	Expenditure	223,450	
Council expenses	Expenditure	10,950	

Other services	Expenditure	6,500	
Members' expenses	Expenditure	3,000	
Buckingham Court	Expenditure	52,500	
	Income	0	
Accommodation	Expenditure	15,000	
Grants	Expenditure	11,300	
Service re-charge	Income	TBC	
Expenditure		350,300	0
Income			
Net Expenditure over Income		350,300	

Summarised:

Running costs	2007/08	£585,290
Forecast reserves	31 st March 2007	£526,175

Committee	Income	Expenditure
Planning and Licensing		5,000
Recreation	60,520	374,240
Environment and Heritage	17,080	69,100
Resources and General Services		350,300
Total	77,600	798,640
Use from earmarked reserves		
Recreation	34,000	
Environment & Heritage	3,000	
Interest	35,000	
Use from general reserves	57,790	
Council Precept	129,790	591,250

RG46 Accounts for payment

The following accounts were APPROVED for payment:

3255	Epping Forest District Council	Rates for BCrt, KHall, RVRec, WRPF & MHall (January)		3,124.00
3256	SLCC	Annual Subscription		260.00
3257	Citygate (London) Ltd	Supplies	21.33	143.19
3258	NEWSQUEST (London) LTD	Recruitment Advertisement	8.97	60.22
3259	SMS Cleaning Services	Window cleaning MHall		100.00
3260	Arwin Services	Cleaning BCrt, KHall, Brdwy toilet	131.95	885.95
3261	Foskett Marr Gadsby & Head	Legal fees for Roding Valley Recreation Ground lease	560.00	3,970.30
3262	Route Signs Ltd	Alleyway name plates		43.27

3263	Miss A Fry	Refund of security deposit for MHall		376.98
3264	Acumen Wages Service	Payroll (December)	4.47	29.97
3265	Mrs S H Dryer	Refund of security deposit for MHall		350.00
3266	Essex Heritage Trust	Annual subscription		15.00
3267	Pinnacle Essex	Maintenance for WRPF	91.41	613.74
3268	AtoZ Supplies	Supplies for KHall	6.96	46.71
3269	Andrews Sykes Hire Ltd	Hire of fan heaters for MHall	35.38	237.38
3270	Chubb Fire Ltd	Service of fire equipment for KHall	6.97	46.82
3271	Auto Repair Centre Loughton	Van service + M.O.T.	25.51	221.26
TFR	No.2 account (Dec 06)	Reimburse imprest account		20,455.74
3272	Thames Water Utilities Ltd	MHall & KHall supply		240.43
3273	The Sign Maker	Signs for MHall	3.50	23.50
3274	Repro@96	Christmas cards printing	13.40	90.00

Signed.....
Date 21st February 2007

LOUGHTON TOWN COUNCIL

RESOURCES AND GENERAL SERVICES COMMITTEE

MINUTES of the Meeting held on Wednesday 21st February 2007 at 7.45 p.m. at 1 Buckingham Court.

Present:

Councillors: R E Pearce (in the Chair)
K E Angold-Stephens L Daniel S M Harper
B W Moore C P Pond
J L Woods

Also in attendance:

Councillors: J Davis (until Min. no. RG61) D J Wixley

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

1 member of the public

RG47 Apologies for absence

Apologies for absence were received from Cllrs Baggarley and P Sheen.

RG48 Confirmation of Minutes

The Minutes of the meeting of the Resources and General Services Committee held on Wednesday 13th December 2006 were CONFIRMED as a correct record and signed by the Chairman.

RG49 Public Representations

None were received.

RG50 Declarations of Interest

Councillor Harper declared a personal and prejudicial interest in Agenda item 15, the application for financial assistance for 3rd Loughton Guides, because of her close acquaintance with the Guider.

Cllr Angold-Stephens declared a personal and prejudicial interest in Agenda item 15, the applications for financial assistance for the Loughton Broadway Town Centre Partnership, as he is a member of the partnership, and the Loughton Brook Restoration Group, as he is the chairman of the group.

Cllr Davis declared a personal and prejudicial interest in Agenda item 15, the applications for financial assistance for the Broadway Town Centre Partnership, as she is the council's representative on the Partnership, and Just for Dads, because a family member was on the group's committee.

Cllr C P Pond declared a personal but non-prejudicial interest in Agenda item 15, the application for financial assistance for the Christian Drama Resource Centre, because of the group's links to her church.

Cllr Wixley declared a personal and prejudicial interest in Agenda item 15, the application for financial assistance for the Epping Forest Youth for Christ, as he is a governor at the Whitebridge School.

Cllr Moore declared a personal but non-prejudicial interest in Agenda item 15, the application for financial assistance for the Family Care Counselling Service, because a member of his family is a secretary for the service.

Cllrs Harper, Moore, Pearce, Wixley and Woods declared a personal but non-prejudicial interest in Agenda item 15, the application for financial assistance for the Loughton Brook Restoration Group, because of the Loughton Residents Association involvement in the project.

Cllr Woods declared a personal and prejudicial interest in Agenda item 15, the application for financial assistance by the Loughton and District Citizens' Advice Bureau, due to her position as the Council's representative on its management committee.

RG51 Matters for Report

51.1 Loughton Youth Project – Min. no. RG27.1

The report on the seminar held in January to present details of the project to date was NOTED.

51.2 Mobile Library Service – Min. no. RG28.3

The response to the consultation was NOTED.

51.3 Strategy and Staff Group

51.3.1 The report of the meeting held on 31st January 2007 was NOTED.

51.3.2 Substitutions

With regard to the council's Standing Order no. 22.3(a), which deals with substitutions, the Committee endorsed the view that a notice made by e-mail from the nominated person's registered e-mail address can legitimately constitute "notice in writing, signed by the nominated person".

It was also AGREED to re-visit the arrangements for the making of substitutions at a future meeting.

51.4 Council Accommodation Working Group

The report of the working group was NOTED.

51.5 Business Credit Card – Min. no. F37.3

The Committee AGREED to permit changes to the named holders of the Council's two credit cards when necessary to reflect changes in personnel, without further reference to the Committee.

RG52 Current Financial Position

The financial position as at 7th February 2007 was noted. Information had been issued showing current bank balances.

RG53 Council Structure Review Working Group

The Committee AGREED the following recommendations of the working group:

53.1 The council will not adopt the practice of having a political leader.

53.2 A note to explain the nature and function of the Strategy and Staff Group to be placed in the Information Digest.

53.3 Ad-hoc groups would generally be referred to as Working Groups, unless a Committee set up a specific sub-committee (there are none at present). Willingale Road Playing Field Management Committee should retain that title (but it is not a formal committee of the council).

53.4 Membership of Working Groups – when initially set up, membership can be decided by the Council or, if appointed by a committee, membership subsequently ratified by next Council meeting. If an on-going group, membership to be decided at annual meeting of Council. Other councillors would not normally be entitled to attend working groups but they can be invited if the group would like them to attend.

RG54 Post Office Network Consultation

The Committee AGREED to respond to the consultation document from Postwatch expressing concern that Loughton, with a population of over 30,000, should not suffer any further reduction in the level of service. As parts of the town have been identified as an area of urban deprivation, 99% of the population should live within a mile of a post office according to the Postwatch criteria. The town has already lost two of its five post offices and the service currently located within a shop in the High Road offers inadequate space for the volume of business it receives. The Council supports the essential role of post offices.

RG55 Revised Model Code of Conduct for Local Authority members

The Committee AGREED to respond to the consultation on the proposed amendments to the Model Code of Conduct using the comments prepared by the Chairman, Cllr Pearce.

RG56 Freedom of Information Act

The Committee NOTED that the Department of Constitutional Affairs is consulting on proposals to amend the "appropriate limits and fees" regulations for the provision of information under the Act but had no comment.

RG57 Internal Audit**57.1 Internal Audit Reports 2005/06 (final) and 2006/07 (interim)**

The reports were NOTED.

57.2 Councillor Checks

It was noted that Cllr Baggarley's commitments make it difficult for her to carry out regular financial checks. The Committee asked that Cllr L Daniel liaise with her to see if he could assist.

RG58 Christmas Card Competition 2006

The report on the Christmas Card Competition 2006 was NOTED. A proposal to alter the categories would be presented to a future meeting.

RG59 Community Initiatives Fund – 2007/08

The Committee AGREED not to make any application for its own functions, but to support the applications of the Recreation and the Environment and Heritage Committees to the Community Initiatives Fund.

RG60 Programme of Meetings 2007/08

The Committee AGREED the programme of meetings as shown on the agenda.

RG61 Applications for Financial Assistance 2007/08**61.1 Terms of the Scheme**

The Committee AGREED the following clarification of and changes to policy:

- i. If an application is received when all the money has been allocated, the Committee should consider the application regardless; the applicant would be informed that no funds are left but that the application would be reviewed.
- ii. Where appropriate, monies should only be paid to the organisations when they have provided copies of relevant orders or invoices to the Council.
- iii. As a condition of receiving a grant, organisations should be required to acknowledge the Town Council's support in their publicity material.

61.2 General Applications

Cllr Harper withdrew from the meeting during discussions on the application for financial assistance from 3rd Loughton Guides.

Cllr Angold-Stephens withdrew from the meeting during discussions on the applications for financial assistance from the Loughton Broadway Town Centre Partnership and the Loughton Brook Restoration Group.

Cllr Wixley withdrew from the meeting during discussions on the application for financial assistance from the Epping Forest Youth for Christ.

Cllr Davis withdrew from the meeting during the discussions on the applications for financial assistance from Just for Dads and the Loughton Broadway Town Centre Partnership.

The Committee AGREED to suspend Standing Order number 1.4. and AGREED to conclude the meeting by 10.00pm.

The Committee RESOLVED to make the following contributions from the scheme by granting financial assistance to:

Organisation	Amount granted	Power
	£	
3rd Loughton Guides	400	LG(Misc Prov)A 1976 s19
Broadway Town Centre Partnership	550	LGA 1972 s145
Christian Drama Resource Centre	200	LGA 1972 s145
Epping Forest Youth for Christ	400	LGA 1972 s145
Family Care Counselling Service	250	LGA 1972 s137
Just for Dads	300	LGA 1972 s145
Kidz Club	500	LGA 1972 s145
Samaritans of Redbridge	300	LGA 1972 s137
Workers' Educational Association	100	LGA 1972 s145
Loughton & Epping		
Loughton Brook Restoration Group	900	OS Act 1906 s9
Loughton Royal British Legion	750	LGA 1972 s145

The Committee AGREED that consideration of the application from the Oakwood Senior Citizens Club would be deferred until the next meeting to allow clarification of the details provided to be sought.

The application from Vitalise was unsuccessful in receiving a grant.

61.3 Loughton and District Citizens' Advice Bureau

Councillor Woods withdrew from the meeting.

The Committee AGREED to grant £4,000 to the Loughton & District Citizens Advice Bureau.

Councillor Woods rejoined the meeting.

Cllr Davis left the meeting.

RG62 Future Work of the Committee

No items were raised.

RG63 Accounts for payment

The following accounts were APPROVED for payment:

Cheque no.	Payee	Purpose	VAT	Gross Amount
3340	Whizzywig Ltd	Design & production of Newsletter	102.38	687.38
3341	Select Business Equipment	Photocopying & stationery	29.07	195.18
3342	Pinnacle Essex	Maintenance of WRPF	91.41	613.74
3343	Space Catering Equipment Ltd	MHall equipment service	18.98	127.46
3344	Citygate (London) Ltd	Stationery	13.64	91.61
3345	Greenside Landscapes	Fence repair at RVRec	73.50	493.50
3346	Direct Hygiene Ltd	MHall equipment	6.08	40.78
3347	Acumen Wages Service	Payroll (February)	4.47	29.97
3348	Wastecare (GB)	Removal of flytipping at RVRec	46.38	311.38
3349	Regional Waste Recycling	Refuse collections for KHall, Cemetery & MHall	55.05	369.30
3350	Cash	Reimburse petty cash	9.19	98.70
TRF	No.2 account (Feb 07)	Reimburse imprest account		19,555.61
3351	Auditing Solutions Ltd	Internal audit (interim 06/07)	59.50	399.50
3352	Royal British Legion (Loughton Branch)	Re-issue of lost cheque no 3159 Remembrance Day wreath		50.00
3353	Mr Leslie Hall	Grave digging		280.00
3354	J & M Humphris	Refund of interment costs		220.00
3355	Southern Electric	MHall Supply	3.50	73.57
3356	British Telecommunications plc	Cemetery	7.78	52.27
3357	Citygate (London) Ltd	Supplies and stationery for KHall, MHall & BCrt	9.28	62.32
3358	Thames Water Utilities Ltd	RVRec, Cemetery & MHall supply	2.51	123.57
3359	AtoZ Supplies	Supplies for MHall & KHall	11.86	79.61
3360	LWC Engineering	MHall works	69.65	467.65

RG64 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 contained confidential information relating to employment matters.

RG65 Salary Grades for external staff

The Committee AGREED to the recommendations made in the agenda report.

Signed.....
Date 18th April 2007

THESE MINUTES NOT YET CONFIRMED

LOUGHTON TOWN COUNCIL

RESOURCES AND GENERAL SERVICES COMMITTEE

MINUTES of the Meeting held on Wednesday 18th April 2007 at 7.45 p.m. at 1 Buckingham Court.

Present:

Councillors: R E Pearce (in the Chair)

L Daniel	S M Harper	B W Moore
C P Pond	P Sheen	J L Woods
D J Wixley (as substitute for Cllr Angold-Stephens)		

Also in attendance:

Councillors: J Davis

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

RG66 Apologies for absence

Apologies for absence were received from Cllrs Angold-Stephens and Baggarley. The Chairman reported that Cllr Wixley had been nominated as Cllr Angold-Stephens' substitute for the meeting.

RG67 Confirmation of Minutes

The Minutes of the meeting of the Resources and General Services Committee held on Wednesday 21st February 2007 were CONFIRMED as a correct record and signed by the Chairman.

RG68 Public Representations

None were received.

RG69 Declarations of Interest

No Declarations of Interest were made.

RG70 Matters for Report

70.1 Substitutions – Min. no. RG51.3.2

The Committee discussed the arrangements for substitutions contained in Standing Order no. 22.3(a) but considered that no changes were necessary.

70.2 Council Accommodation Working Group – Min. no. RG51.4

The Committee NOTED the report and asked the Town Clerk to follow up the matter with Essex County Council officers if nothing was heard.

70.3 Programme of meetings – Min. no. RG60

The Committee AGREED to bring forward the date of the next Annual Town Meeting to Wednesday 19th March 2008 to avoid any conflict with the period prior to the election day on 1st May 2008. This change to be incorporated into the procedure used for drawing up the annual calendar of meetings.

70.4 Applications for Financial Assistance – Min. no. RG61.2

The Committee NOTED that the redecoration of the Oakwood Senior Citizens' Club had been completed by Epping Forest District Council so no further consideration of the request for financial assistance was necessary.

70.5 Financial Check

The Committee NOTED that Cllr Baggarley had carried out a check of the bank reconciliations and VAT return on 10th April 2007 and found no matters to report.

70.6 Annual Town Meeting

The Committee NOTED the report and agreed to revisit arrangements for the Annual Town Meeting at a future committee meeting.

RG71 Current Financial Position

The financial position as at 31st March 2007 was noted and that it was not the final end of year position. Information had been issued showing current bank balances.

RG72 Risk Assessment

The Council's Risk Assessment and Management document was reviewed and the Committee considered that no amendments were necessary at this time. However, the Town Clerk was asked to check that the impact of the Murray Hall on neighbours had been taken into account.

RG73 Financial Regulations

73.1 The Committee reviewed the Financial Regulations and found them to be satisfactory. "2003" in 4.1 should properly be updated to "2006".

73.2 The Committee reviewed the financial limits and with the exception of the limit of the imprest on the No. 2 account which it AGREED to increase to £30,000 found them to be adequate.

RG74 Future Work of the Committee

The Committee suggested the following topics for future consideration:

- (1) Improved publicity of the Council by the use of the Council logo on signage.

RG75 Accounts for payment

The following accounts were APPROVED for payment:

Cheque no.	Payee	Purpose	VAT	Gross Amount
3413	TBS Hygiene	Bin emptying at WRPF	10.92	73.32
3414	Mrs Louise Connell	Refund of allotment key deposit		5.60
3415	Floor Protection Services Ltd	Hygiene Bins	4.74	31.83
3416	Buckingham Court Property Management Ltd	BCrt service charge	113.25	762.22
3417	Loughton & District Citizen's Advice Bureau	Grant 07/08		4,000.00
3418	Christian Drama Resource Centre	Grant 07/08		200.00
3419	Family Care Counselling Service Epping Forest	Grant 07/08		250.00
3420	Voluntary Action Epping Forest – Just For Dads Gold A/C	Grant 07/08		300.00
3421	ICCM	Subscription 07/08		65.00
3422	EDF Energy 1 Ltd	Christmas lights & cemetery supply	13.09	274.72
3423	Ernest Doe & Sons Ltd	RVRec equipment and supplies	62.73	421.22

3424	J McIntock & Sons Ltd	Works at KHall & Cemetery	8.66	58.16
3425	Post Office Ltd	Van tax		170.00
3426	EALC	Training		50.00
3427	British Gas Trading Ltd	BCrt supply	8.46	174.07

RG76 Exclusion of the Press and Public

The Committee RESOLVED to exclude the press and public from the meeting for the following item only under the Public Bodies (Admission to Meetings) Act 1960 as the following item contains confidential information relating to the council's property affairs.

RG77 Insurance**77.1 Annual Review**

The Committee CONFIRMED the adequacy of the Council's insurance cover as laid out in the report but requested that a quotation be sought for an increase to the legal expenses cover.

77.2 Insurance of Drinking Fountain

The Committee AGREED to include Material Damage cover for the drinking fountain in the High Road.

Signed.....
Date 27th June 2007