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**LOUGHTON TOWN COUNCIL**

**RESOURCES AND GENERAL SERVICES COMMITTEE**

**MINUTES of the Meeting held on Wednesday 23<sup>rd</sup> June 2010 at 7.45 p.m. at 1 Buckingham Court.**

**Present:**

**Councillors:** S Pewsey (in the Chair)  
 J W Angold-Stephens R E Brookes  
 B Glassman (from Min no RG186) C P Pond  
 P Richardson (from Min no RG186) D J Wixley (from Min no RG186)

**Also in attendance:**

**Councillor:** K E Angold-Stephens (from Min no RG186)

**Officers:** E K Walsh (Town Clerk)  
 S Haynes (Deputy Town Clerk)

4 members of the public

**RG185 Apologies for absence**

Apologies were received from Cllr House.

Cllrs K E Angold-Stephens, Glassman, Richardson and Wixley joined the meeting.

**RG186 Confirmation of Minutes**

The Minutes of the meeting of the Resources and General Services Committee held on Wednesday 14<sup>th</sup> April 2010 were CONFIRMED as a correct record and signed by the Chairman.

The Committee AGREED to defer agenda item 3, Public Representations until the related agenda items, and to bring forward items 12 and 6 as members of the public wished to address the Committee regarding the Loughton Parochial Charities and Financial Assistance applications.

**RG187 Declarations of Interest**

Cllr Wixley declared a personal but non-prejudicial interest in Agenda item 6, the Financial Assistance application for the Loughton Club, as he had received an invitation to the Club's 100<sup>th</sup> anniversary event.

**RG188 Public Representations**

The meeting was adjourned to hear an address from Mr Jan Boucek regarding the Loughton Parochial Charities.

**RG189 Reference from Council – Loughton Parochial Charities**

The Committee AGREED to recommend to the Council that Mr Jan Boucek be appointed as the Town Council's representative and hence one of the three trustees for the Loughton Parochial Charities.

**RG190 Public Representations**

The meeting was adjourned to hear an address from three members of the public regarding the work of the Epping Forest District Citizens Advice Bureau and

applications for Financial Assistance from the Alzheimer's Society Epping Forest and Together: Working for Wellbeing.

## **RG191 Financial Assistance**

### **191.1 Citizens Advice Bureau**

The Committee thanked Julia Milovanovic, Epping Forest District Manager of the Citizens Advice Bureau, for updating the Council on the work of the bureau.

### **191.2 General Applications**

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

<b>Organisation</b>	<b>Amount granted £</b>	<b>Power</b>
Alzheimer's Society Epping Forest	6,500	LGA 1972 s145
Loughton Club	500	LGA 1972 s145
Together: Working for Wellbeing	550	LG(Misc Prov)A 1976 s19

### **191.3 Christmas Lights**

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

<b>Organisation</b>	<b>Amount granted £</b>	<b>Power</b>
High Road Town Centre Partnership	4,000	LGA 1972 s145

The Committee suggested that the High Road Town Centre Partnership should look for other sources of funding in order to meet the remaining costs of this year's lighting display. They would also be invited to submit a progress report, together with more details of the proposed lighting displays, to this Committee at its meeting on 1<sup>st</sup> September 2010. The Chairman, Cllr Pewsey, offered to raise this funding issue with Cathy MacBride, Town Centres Officer, Epping Forest District Council.

## **RG192 Matters for Report**

### **192.1 Staff Handbook – Min no RG175.2**

The Committee NOTED that the Staff Handbook would be submitted for formal approval at its September meeting.

### **192.2 Strategy & Staff Group – Min no RG175.2**

The Committee NOTED the topics discussed at the meeting held on 15<sup>th</sup> June 2010, which included the casual vacancy procedure, the review of standing orders, proposals for celebrating the Olympics 2012 and the Queen's Diamond Jubilee and the potential impact of new legislation proposed by the coalition government.

### **192.3 Christmas Card Competition 2010 – Min no RG162**

The Committee reviewed the age group categories for this competition but considered that no changes were necessary at this time.

### **192.4 Insurance Renewal – Min no RG183**

The Committee NOTED the Audit Commission's guidance on the recommended level of Fidelity Guarantee cover for local councils but having reviewed the Council's end of year balances for March 2010 and the internal control measures in place, AGREED that the current level of £1m was sufficient.

**192.5 Staffing Matters – Min no RG184**

It was NOTED that Mrs Jessica Heffernan had been appointed to the part-time temporary post of Assistant Park Warden on 1<sup>st</sup> June 2010 and the vacancy for Assistant Relief Caretaker was currently being re-advertised with a closing date of midday on 6<sup>th</sup> July 2010.

**RG193 Financial Position**

The Committee NOTED the end of year report for the financial year 2009/10 and that the first instalment of the 2010/11 precept of £317,900 had been received. Information was issued showing current bank balances.

**RG194 Internal Audit**

The Committee NOTED the Internal Auditor's end of year report and that no matters of concern had been raised. The Committee thanked the Town Clerk and her staff for their repeated good work in this area.

**RG195 Councillor Checks on Finances**

**195.1** The Committee NOTED the report and thanked Cllr J Angold-Stephens for her work in this regard.

**195.2** The Committee AGREED to continue with the practice of appointing a councillor to carry out period checks on the Council's financial transactions and Cllr J Angold-Stephens accepted the responsibility for the financial year 2010/11.

**RG196 Annual Review of the Asset Register**

The Register of Assets and Properties as at 31<sup>st</sup> March 2010, was considered by the Committee.

The Committee NOTED the guidance from the Governance and Accountability for Local Councils, A Practitioners' Guide (England) 2010 and in particular that the commercial concept of depreciation was not appropriate for local councils. It also accepted that the 'book value' of fixed assets would usually stay constant until disposal. However, it was AGREED to maintain the existing practice of using the description "Community Asset" for the various items as listed as it was considered inappropriate to use a commercial value for such assets and the Asset Register was agreed as presented.

**RG197 Accounts and Audit 2009/10**

The Annual Return, the document that forms the Council's statutory accounts for the year 2009/10, was considered.

**197.1** The Committee APPROVED Section One, the statement of accounts; confirmed it was able to answer "yes" to the questions posed in Section Two, the Annual Governance Statement; and noted Section Four, the report of the internal auditor, which had now been completed with "yes" in all the relevant boxes.

**197.2** The Committee NOTED that the Council's level of general reserves as at 31<sup>st</sup> March 2010 stood at £491,953, which was within the limits set by the Council's Reserves Policy.

**RG198 Emergency Plan – Community Resilience**

The report was NOTED. Copies of the Council's Emergency Plan would be provided to councillors to enable a further review to be carried out.

**RG199 Think Loughton**

The Committee congratulated the Town Clerk and her staff on the success of the Council's quarterly newsletter, Think Loughton, which had been chosen by the National Association of Local Councils as the 'best practice' example in its new publication "Getting Your Message Across" a communications toolkit for local councils.

**RG200 Accounts Paid**

It was NOTED that payments totalling £271,314.14 in accordance with payments schedules nos. 57 to 61 had been made since the meeting on 14<sup>th</sup> April 2010 and the schedules and accompanying invoices were available at the meeting for inspection.

**RG201 Future Work of the Committee**

No items were raised.

**Signed.....**

**Date: 1<sup>st</sup> September 2010**

## LOUGHTON TOWN COUNCIL

### RESOURCES AND GENERAL SERVICES COMMITTEE

**MINUTES of the Meeting held on Wednesday 1<sup>st</sup> September 2010 at 7.45 p.m. at 1 Buckingham Court.**

**Present:**

**Councillors:** S Pewsey (in the Chair)  
 J W Angold-Stephens      A Copland              B Glassman  
 P Richardson              D J Wixley  
 K E Angold-Stephens (as substitute for Cllr C P Pond)  
 S M Harper (as substitute for Cllr Brookes)

**Officers:** E K Walsh (Town Clerk)  
 J Innis (Committee Clerk)

1 member of the public

**RG202 Apologies for absence**

Apologies for absence were received from Cllrs Brookes, House and C P Pond. The Clerk reported that Cllr K E Angold-Stephens had been nominated as Cllr Pond's substitute and Cllr Harper as substitute for Cllr Brookes for this meeting.

**RG203 Confirmation of Minutes**

The Minutes of the meeting of the Resources and General Services Committee held on Wednesday 23<sup>rd</sup> June 2010 were CONFIRMED as a correct record and signed by the Chairman.

**RG204 Public Representations**

None were received.

**RG205 Declarations of Interest**

No declarations of interest were made.

**RG206 Matters for Report**

**206.1 Buckingham Court Management Company – Min no RG12**

The Committee NOTED the refund of the service charge credits for the years 2007, 2008 and 2009 amounting to £1,738.64.

**206.2 Annual Civic Service and Citizenship Awards – Min no RG175.1**

The Committee NOTED that nomination forms for 2011 Loughton Citizenship Awards could be collected from the Town Council office.

**206.3 Strategy & Staff Group – Min no RG192.2**

The Committee NOTED the report.

**206.4 Christmas Card Competition 2010 – Min no RG192.3**

The Committee NOTED the report and Cllrs Copland, J Angold-Stephens, K Angold-Stephens, Glassman, Richardson, and Wixley volunteered to distribute entry forms to local schools.

**206.5 Insurance – Min no RG192.4**

The Committee NOTED that a Low Claims Rebate of £235.04 for 2009/10 was to be received from the Council's insurance company.

**206.6 Accounts and Audit 2009/10 – Min no RG197**

The external audit certificate for 2009/10 was received. In response to the Auditor's comments, the Committee noted that it reviewed the Asset Register annually and was satisfied that the details shown were appropriate. Similarly the level of fidelity guarantee insurance cover had been reviewed at the meeting on 23<sup>rd</sup> June 2010 and was considered sufficient for the level of risk.

The Clerk reported the Conclusion of Audit notice had been displayed on the noticeboards around the town as required under the Accounts and Audit Regulations 2003 as amended, and that the Standing Orders were under review.

**206.7 Emergency Plan – Community Resilience – Min no RG198**

The Chairman requested that all Councillors should let the office know of any alterations or amendments to the Plan. Locations of public telephone boxes in the town would be added to the Plan.

**RG207 Financial Assistance Applications 2010/11 – Christmas Lights**

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

Organisation	Amount granted £	Power
The Broadway Town Centre Partnership	4,000	LGA 1972 s145

**RG208 Financial Position**

The financial position as at 31<sup>st</sup> August 2010 was NOTED. Information had been circulated at the meeting showing current bank balances.

**RG209 Councillor Checks on Finances**

The Committee NOTED the report of the check carried out on 16<sup>th</sup> August 2010 and thanked Cllr J Angold-Stephens for her work in this regard.

**RG210 Reserves Policy**

The Committee NOTED the report from the Strategy and Staff Group and agreed to keep Cllr Glassman's report on file for future consideration.

**RG211 Staff Handbook**

The Committee suggested several minor amendments to the Handbook and AGREED to officially adopt the document as Council Policy. The Town Clerk was thanked for her work on the Handbook.

**RG212 Remembrance Service**

The Committee RESOLVED to donate £90 to the Royal British Legion in support of the poppy appeal and towards the cost of the wreath to be laid by the Town Mayor. This payment was authorised under Section 137 of the Local Government Act 1972.

**RG213 Think Loughton**

The Committee AGREED to an increase in the amount of advertising space available for sale in the newsletter, currently at 40%, by up to a further half page in order to keep the costs at the current level for the next twelve months. Officers would look at reducing the amount of detail in Activities section in order to maintain the amount of editorial text in the publication.

**RG214 Essex County Council Budget for 2010/11**

The Committee AGREED to nominate Cllr C C Pond to attend the workshop at County Hall on Monday 11<sup>th</sup> October 2010 on developing the County Council's budget for 2010/11. In the event that Cllr Pond was unavailable, Cllr Pewsey was designated as his substitute.

**RG215 Accounts Paid**

It was NOTED that payments totalling £136,318.95 in accordance with payments schedules nos 62 to 67, had been made since the meeting on 23<sup>rd</sup> June 2010 and the schedules and accompanying invoices were available at the meeting for inspection.

**RG216 Christmas Opening Hours**

The Committee AGREED that the Town Council Offices would be closed from midday on Friday 24<sup>th</sup> December 2010, reopening as normal on Wednesday and Thursday, 29<sup>th</sup> and 30<sup>th</sup> December, and then remain closed until Tuesday 4<sup>th</sup> January 2011.

**RG217 Future Work of the Committee**

No items were raised.

**RG218 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 staffing.

**RG219 Annual Staffing Review**

The Committee NOTED the report and AGREED to extend the fixed term contract for the Assistant Park Warden until 31<sup>st</sup> March 2011.

Signed.....  
Date: 3<sup>rd</sup> November 2010

## LOUGHTON TOWN COUNCIL

### RESOURCES AND GENERAL SERVICES COMMITTEE

**MINUTES of the Meeting held on Wednesday 3<sup>rd</sup> November 2010 at 7.45 p.m. at 1 Buckingham Court.**

**Present:**

**Councillors:** S Pewsey (in the Chair)  
                   J W Angold-Stephens      R Brookes                      P House  
                   C P Pond                              P Richardson                 D J Wixley

**Also in attendance:**

**Councillor:** A Copland (from Min no RG228)

**Officers:** E K Walsh (Town Clerk)  
                   S Haynes (Deputy Town Clerk)

**RG220 Apologies for absence**

Apologies for absence were received from Cllr Glassman.

The Chairman advised that Cllr Copland had resigned his position as a member on this Committee and the vacancy would be an item for discussion at the next Council meeting on 15<sup>th</sup> December 2010. Cllr Pewsey recorded his thanks for Cllr Copland's work on this Committee.

**RG221 Confirmation of Minutes**

The Minutes of the meeting of the Resources and General Services Committee held on Wednesday 1<sup>st</sup> September 2010 were CONFIRMED as a correct record and signed by the Chairman.

**RG222 Public Representations**

None were received.

**RG223 Declarations of Interest**

No declarations of interest were made.

**RG224 Matters for Report**

**224.1 Annual Civic Service and Citizenship Awards – Min no RG175.1**

The Committee NOTED that the 2011 Civic Service would be held on Sunday 13<sup>th</sup> February at the Loughton Methodist Church at 3pm.

**224.2 Five Year Strategic Plan for Internal Audit – Min no RG178.5**

The Committee AGREED the programme for internal audit up until the financial year 2014/15 as presented in the agenda with the proviso that the Council may request specific work by the auditor should service levels change or issues arise.

**224.3 Essex County Council Budget for 2010/11 – Min no RG214**

The Committee NOTED Cllr Pewsey's report on the Essex Association of Local Councils. The Chairman advised the purpose of the event was the identification of services, which local councils most wanted to keep in the light of the inevitable cuts in the Essex County Council budget for the coming years.

**RG225 Financial Position**

The financial position as at 26<sup>th</sup> October 2010 and receipt of the second and final instalment of the 2010/11 precept of £317,900 were NOTED. Information had been circulated at the meeting showing current bank balances.

**RG226 Councillor Checks on Finances**

The Committee NOTED the report of the check carried out on 26<sup>th</sup> October 2010 and thanked Cllr J Angold-Stephens for her work in this regard.

**RG227 Annual Town Meeting 2011**

The Committee AGREED to continue with the format of the Annual Town Meeting and invite local organisations, voluntary groups, schools and Epping Forest College to mount displays at the event to attract more public interest. It was also AGREED to invite the Rt Hon Eric Pickles MP and Secretary of State for Communities and Local Government as the guest speaker and in the event Mr Pickles was not available, to invite the local government housing minister. A representative from the London 2012 Olympic Delivery Authority would be a reserve option.

Cllr Copland joined the meeting during the next item.

**RG228 Olympics Report**

The Committee NOTED the report and commended Cllr Pewsey on his work.

**RG229 Subscriptions review**

The Committee reviewed the list of organisations and AGREED to renew the subscriptions as detailed in the Agenda with the exception of the East of England Regional Assembly (now the East of England Local Government Association), the Local Council Review and the Institute of Local Council Management (for both the Town Clerk and Deputy Town Clerk).

**RG230 Committee Priorities**

The Committee reviewed its priorities and AGREED on the list as follows:

Priority	Main Function	Greater Detail/Current Position
<b>Current activities</b>		
High	Seeking external funding sources	Targeted action
High	Council accommodation	Review and research for opportunities to improve office location for public access
High	Diamond Jubilee/Olympics 2012	Planning stage
Medium	Investigate bank alternatives	Deposit account improved but no further action on current account
Medium	Honours Board	2009/10 project
Low	Fairtrade	Churches together in Loughton to take forward
Low	Council structure	Continuing reviews
Low	Noticeboards	Maintenance and installation

On-going activities		
High	Running the Committee	
High	Admin for whole council	
High	Staffing – employment and Health and Safety policies and procedures; Fire Risk Assessments; employee handbook	Annual review of policies and procedures
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	Website to be upgraded
High	Civic matters	Civic Service reinstated including Citizenship Awards
High	Annual Report	Preparation and printing
High	Newsletter	Editorial, printing and distribution
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	Policy reviews	TBC
High	Contract reviews	On-going
High	Any other matters within the committee's terms of reference	
Medium	Community Forum	Arrangements and admin

## RG231 Estimates for 2011/12

### 231.1 Fees and Charges

The Committee AGREED that

- i the hire fees for Buckingham Court should increase in line with the rate of inflation of 4.7%, such that the standard charge would be £17.30 per hour with effect from 1<sup>st</sup> April 2011.
- ii the price per sheet of A4 for items on the Publication Scheme should increase from 60p to 63p with effect from 1<sup>st</sup> April 2011.

**231.2** The Committee AGREED the **Rolling Programme** as presented in the Agenda with two amendments:

1. The core running costs for council expenses paid as subscriptions was reduced by £300 to £3,000 following the review as reported in Min no RG229.
2. A new item was added to the Other Services cost centre heading for the Diamond Jubilee and Olympics 2012 with a budget of £300 for 2011/12.

It was NOTED that

- i) a review of the level of Parish Basic Allowance, currently £108 per councillor per annum, would be undertaken at the next meeting of the Committee but that this would not have a budgetary implication.
- ii) following the tri-annual review by Essex County Council, the increase in the Local Government Pension Scheme employer's contributions and actuarial deficiency payments from April 2011 had not yet been published and may require a review of the budget for this item.

**231.3 The Estimates for 2010/11** as presented in the Agenda with the two amendments recorded in Min no RG231.2 were AGREED such that the net figures were as follows:

	£
Total budget expenditure	421,300
Income	300
Net expenditure	<u>421,000</u>
Less income from earmarked reserves*	6,000
<b>Total net expenditure</b>	<b>£415,000</b>

\*Details of transfers from earmarked reserves:

<i>Noticeboards</i>	1,000
<i>Office equipment</i>	5,000
	<u>£6,000</u>

Members noted that the above net expenditure did not include the service recharge amount, which would reduce the total significantly. The amount of recharge would be confirmed once all the committees' expenditure had been collated.

#### **RG232 Accounts Paid**

It was NOTED that payments totalling £84,386.05 in accordance with payments schedules nos 68 to 71, had been made since the meeting on 1<sup>st</sup> September 2010 and the schedules and accompanying invoices were available at the meeting for inspection.

#### **RG233 Future Work of the Committee**

No items were raised.

Signed.....

Date: 24<sup>th</sup> November 2010

THESE MINUTES NOT YET CONFIRMED

**LOUGHTON TOWN COUNCIL**

**RESOURCES AND GENERAL SERVICES COMMITTEE**

**MINUTES of the Meeting held on Wednesday 24<sup>th</sup> November 2010 at 7.45 p.m. at 1 Buckingham Court.**

**Present:**

**Councillors:** S Pewsey (in the Chair)  
 R E Brookes (from Min no RG238.2) B Glassman P House  
 C P Pond P Richardson D J Wixley

**Officers:** E K Walsh (Town Clerk)  
 S Haynes (Deputy Town Clerk)

**RG234 Apologies for absence**

Apologies for absence were received from Cllr J Angold-Stephens.

**RG235 Confirmation of Minutes**

The Minutes of the meeting of the Resources and General Services Committee held on Wednesday 3<sup>rd</sup> November 2010 were CONFIRMED as a correct record and signed by the Chairman.

**RG236 Public Representations**

None were received.

**RG237 Declarations of Interest**

No declarations of interest were made.

**RG238 Matters for Report**

**238.1 Internal Audit – Min no RG224.2**

The Town Clerk reported that the Council's Internal Auditor had made his inspection on 15<sup>th</sup> November 2010. One matter had been raised which was a duplication of the minute numbers in the Council minutes dated 30<sup>th</sup> June 2010. This will be reported to the next Council meeting. The written report from the internal auditor would be sent to the Chairman and Vice Chairman and reported to the next meeting of this Committee.

Cllr Brookes joined the meeting during the next item.

**238.2 Annual Town Meeting 2011 – Min no RG227**

The Town Clerk advised that the Rt Hon Eric Pickles MP and Secretary for State for Communities and Local Government was not available to attend the Annual Town Meeting as a guest speaker due to a prior engagement. Confirmation was awaited as to whether the Rt Hon Greg Clark, the Minister of State for Communities and Local Government would be available to attend.

**RG239 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 £108 per annum.

**RG240 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:

Ranking	Committee	Activity
1	Environment & Heritage	Registration of Village Greens
2	Recreation	Skateboard facility
3	Recreation	Playgrounds
4	Environment & Heritage	War Memorial, Kings Green
5	Resources & General Services	Seeking external funding sources
6	Resources & General Services	Staffing – employment and Health & Safety policies and procedures; Fire Risk Assessments; employee handbook

**RG241 Estimates for 2011/12**

The Committee considered the agenda report and NOTED that a further review of the items included in the core running costs shown in the first columns of the Committees' Rolling programmes had been undertaken.

The Committee AGREED that:

1. £95,417 would be taken from General Reserves to set against the net requirement and reduce the precept, leaving the General Reserves at 70.49 % of the net running costs.
2. A precept of £641,200 would be recommended to the Council on 15<sup>th</sup> December 2010.

Committee	Income £	Expenditure inc recharges £
Resources and General Services	300	177,300
Environment and Heritage	15,348	165,175
Recreation	78,870	555,550
Planning and Licensing	0	41,500
Total	94,518	939,475
Interest	15,000	
Use from earmarked reserves		
Resource and General Services	6,000	
Environment & Heritage	20,700	
Recreation	51,640	
Planning and Licensing	15,000	
Use from general reserves	95,417	
Total	188,757	
	Total income	298,275
<b>Council Precept</b>		<b>£641,200</b>

The Committee noted that the proposed rise in the Precept from £635,800 would not affect the 2010/11 council tax Band D charge of £49.18 as the tax base for 2011/12 had increased to 13,038.4.

**RG242 Future Work of the Committee**  
No items were raised.

**Signed.....**  
**Date: 16<sup>th</sup> February 2011**

## LOUGHTON TOWN COUNCIL

### RESOURCES AND GENERAL SERVICES COMMITTEE

**MINUTES of the Meeting held on Wednesday 16<sup>th</sup> February 2011 at 7.45 p.m. at 1 Buckingham Court.**

**Present:**

**Councillors:** S Pewsey (in the Chair)  
 J W Angold-Stephens                      R E Brookes                      T Frankland  
 B Glassman                                      C P Pond                              P Richardson  
 D Wixley    S Harper (as substitute for Cllr P House)

**Officers:** E K Walsh (Town Clerk)  
 S Haynes (Deputy Town Clerk)

13 members of the public

**RG243 Apologies for absence**

Apologies for absence were received from Cllr House. The Town Clerk reported that Cllr Suzanne Harper had been nominated as Cllr House's substitute for this meeting.

**RG244 Confirmation of Minutes**

The Minutes of the meeting of the Resources and General Services Committee held on Wednesday 24<sup>th</sup> November 2010 were CONFIRMED as a correct record and signed by the Chairman.

The Committee AGREED to consider Agenda item 3, Public Representations and item 6, Financial Assistance immediately after Agenda item 4, as members of the public wished to address the Committee regarding their applications.

**RG245 Declarations of Interest**

Cllr J Angold-Stephens declared a personal but non-prejudicial interest in Agenda item 6.2, the Financial Assistance application for the Loughton Festival as she was acquainted with the organiser and the applications for the Noah's Ark Toddler Club and Restore Community Church, as family members attended this church.

Cllr Brookes declared a personal but non-prejudicial interest in Agenda item 6.2, the Financial Assistance application for the Noah's Ark Toddler Club as she was acquainted with members of this organisation.

Cllr Glassman declared a personal but non-prejudicial interest in Agenda item 6.3, Citizens Advice Bureau, as he was acquainted with an employee of this organisation.

Cllr Harper declared a personal but non-prejudicial interest in Agenda item 6.2, the Financial Assistance applications for the Alzheimer's Society, Loughton Potato Ground, Roding Road Allotments, and the Loughton Festival as she was acquainted with members of these organisations. Also, a personal but non-prejudicial interest in the applications for the Noah's Ark Toddler Club and Restore Community Church, as a family member attended this church and the Samaritans as a family member was a volunteer with this organisation.

Cllr Pewsey declared a personal and prejudicial interest in Agenda item 6.1, the Financial Assistance applications for the Loughton Film Society and Loughton Festival, as a member of both committees and advised that he would withdraw from the meeting when those applications were discussed.

Cllr Wixley declared a personal but non-prejudicial interest in Agenda item 6.2, the Financial Assistance applications for Ignite, Loughton Festival, Loughton Potato Ground, Loughton Youth Project and Restore Community Church as he was acquainted with members of these organisations. In addition, he declared a personal and prejudicial interest in Agenda item 6.1, the Loughton Film Society, being a member of the committee and advised that he would withdraw from the meeting when that application was discussed.

## **RG246 Public Representations**

The meeting was adjourned to hear representations from five members of the public regarding Agenda item 6, Financial Assistance applications; Loughton Film Society, Alzheimer's Society, Forest Musical Productions, Noah's Ark Toddler Club/Restore Community Church and the Samaritans.

## **RG247 Financial Assistance**

### **247.1 Grant Applications 2010/11**

Cllrs Pewsey and Wixley left the meeting during the consideration of the application from the Loughton Film Society. Cllr J Angold-Stephens took the chair.

Cllrs J Angold-Stephens, Brookes, Frankland, Glassman, Harper, C P Pond and Richardson declared a personal but non-prejudicial interest as the Town Council had initiated the film society.

The Committee RESOLVED to grant £476.00 to the Loughton Film Society under the Local Government Act 1972 s145.

The Committee AGREED the remaining balance of £543.50 would be held in earmarked reserves for use in the 2011/12 General Grants budget.

### **247.2 General Applications 2011/12**

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

<b>Organisation</b>	<b>Amount granted £</b>	<b>Power</b>
Alzheimer's Society Epping Forest	6,000.00	LGA 1972 s145
Forest Musical Productions	500.00	LGA 1972 s145
Home-Start Epping Forest	500.00	LGA 1972 s145
Ignite	750.00	LGA 1972 s145
Loughton & Epping Forest Amateur Radio Soc	300.00	LGA 1972 s145
Loughton Festival*	750.00	LGA 1972 s145
Loughton Potato Ground	500.00	LG(Misc Prov) A 1976 s19
Loughton Youth Project	2,000.00	LGA 1972 s145
New Vistas	500.00	LGA 1972 s145
Noah's Ark Toddler Club	270.00	LGA 1972 s145
Restore Community Church	300.00	LGA 1972 s145

Roding Road Allotment & Leisure Gardens Ass	300.00	LG(Misc Prov) A 1976 s19
Samaritans of Redbridge	625.00	LGA 1972 s137
South Loughton Cricket Club	600.00	LG(Misc Prov) A 1976 s19
Together: Working for Wellbeing	550.00	LG(Misc Prov) A 1976 s19
Vitalise	400.00	LG(Misc Prov) A 1976 s19
West Essex Alcohol & Drugs	3,000.00	LGA 1972 s137
<b>Total</b>	<b>17,845.00</b>	

The Committee AGREED to defer consideration of the application from Shiners (Youth) Football Club to the next meeting of this Committee pending the receipt of further information.

\*Cllr Pewsey left the meeting during the discussions on the Loughton Festival application. Cllr J Angold-Stephens took the chair for this item only.

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

#### **247.3 Citizens Advice Bureau**

Cllr J Angold-Stephens declared a personal but non-prejudicial interest in Agenda item 6.3, the Financial Assistance application for the Loughton & District Citizens Advice Bureau, as she was the Town Council's representative for this organisation.

The Committee RESOLVED to grant £5,000 to the Loughton & District Citizens Advice Bureau under the Local Government Act 1972 s142.

#### **RG248 Matters for Report**

##### **248.1 Olympics Report – Min no RG228**

Cllr Pewsey reported that he had attended several meetings regarding district and county-wide plans for the celebration of the 2012 Olympics and the Queen's Diamond Jubilee. A report with proposals for celebrations in Loughton would be brought to the next meeting of this Committee for discussion.

##### **248.2 Internal Audit – Min no RG238.1**

The Committee NOTED the internal auditor's report following the first interim visit on Monday 15<sup>th</sup> November 2010 and that no issues had arisen.

##### **248.3 Annual Town Meeting 2011 – Min no RG238.2**

The Committee NOTED that a representative of the Olympic Park Legacy Company had now been invited as the guest speaker.

#### **RG249 Councillor Checks on Finance**

The report was NOTED. The Committee thanked Cllr J Angold-Stephens for her work in this regard.

#### **RG250 Financial Position**

The financial position report as at 31<sup>st</sup> January 2011 was NOTED and information was issued showing current bank balances.

#### **RG251 Banking and Investments**

The Committee formally approved the officers' action to invest £500,000 in an

18-month fixed rate enhanced bond with NatWest at 3% on 7<sup>th</sup> December 2010.

#### **RG252 Procedure to fill a Casual Vacancy occurring on the Town Council**

The Committee AGREED the revised procedure to fill a casual vacancy occurring on the Town Council together with the application form. The procedure is shown below.

The Town Clerk advised that she will now start the procedure to fill the casual vacancy in St Mary's Ward following the death of Cllr Thomson last November 2010.

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#### **PROCEDURE TO FILL A CASUAL VACANCY OCCURRING ON THE TOWN 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 complete a form to provide 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. A motion to confirm the Council was willing to proceed to co-opt will be considered. The Council reserves the right not to make a co-option. The Council shall then 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.
11. Voting will be according to the statutory requirements i.e. by a clear majority of those present and voting. Once the votes have been counted by officers, the number of votes for each candidate will be announced.
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.

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The Committee AGREED to suspend Standing Order number 1.4 and AGREED to conclude the meeting by 10pm.

**RG253 Christmas Card Competition 2010**

The Committee NOTED the report.

**RG254 Public Holiday announcement**

The Committee NOTED that the Council Offices would be closed on Friday 29<sup>th</sup> April 2010 for the Public Holiday to celebrate the wedding of His Royal Highness Prince William and Miss Catherine Middleton.

**RG255 Registration of Council Land**

The Committee NOTED the Town Clerk's actions in connection with the minor alteration to the Land Registry's title plan associated with the title number EX681911, the Town Council's "Land on the North Side of Willingale Road, Loughton".

**RG256 Local Government Pension Scheme**

The Committee NOTED the report and the amendments to the employer's contributions for 2011 – 2014.

The Committee AGREED to suspend Standing Order number 1.4 and AGREED to conclude the meeting by 10.05pm.

**RG257 The Revision and consolidation of the Accounts and Audit Regulations 2003**

The Committee NOTED the proposed technical amendments to the Accounts and Audit Regulations 2003 and AGREED to respond positively to the consultation.

**RG258 Accounts Paid**

It was NOTED that payments totalling £229,002.15 in accordance with payments schedules nos 72 to 77, had been made since the report to the meeting on

3<sup>rd</sup> November 2010 and the schedules and accompanying invoices were available at the meeting for inspection.

The Committee also NOTED that details of the Council's payments to suppliers and grants greater than £500, were now available for public inspection on the Council's website. The format of the information would be revised once specific guidance for local councils had been issued by the Government.

**RG259 Recommendation from Recreation Committee – Staffing**

The Committee RESOLVED that the part-time post of Assistant Park Warden be made permanent with immediate effect.

**RG260 Future Work of the Committee**

No new items were raised.

**RG261 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 the council's property affairs.

**RG262 Insurance – Annual Review**

The Committee CONFIRMED the adequacy of the Council's insurance cover as laid out in the report with the exception of the following all risks items where cover was to be increased by 5% with effect from 1<sup>st</sup> April 2011 as follows

	£
Town Mayor's Badge of Office	228
Silver Gilt Chain of Office and case	1,497

It was AGREED that the level of Fidelity Guarantee cover would be reviewed once the end of year balances were confirmed.

Signed.....  
Date: 13<sup>th</sup> April 2011

*THESE MINUTES NOT YET CONFIRMED*

**LOUGHTON TOWN COUNCIL**

**RESOURCES AND GENERAL SERVICES COMMITTEE**

**MINUTES of the Meeting held on Wednesday 13<sup>th</sup> April 2011 at 7.45 p.m. at 1 Buckingham Court.**

**Present:**

**Councillors:** S Pewsey (in the Chair)  
 J W Angold-Stephens  
 T Frankland  
 C P Pond  
 R E Brookes (from Min no RG267)  
 B Glassman  
 P Richardson  
 P House  
 D J Wixley

**Officers:** E K Walsh (Town Clerk)  
 S Haynes (Deputy Town Clerk)

3 members of the public

**RG263 Apologies for absence**

No apologies for absence were received.

**RG264 Confirmation of Minutes**

The Minutes of the meeting of the Resources and General Services Committee held on Wednesday 16<sup>th</sup> February 2011 amended from those circulated to read: Min no RG256, "Local Government Pension Scheme" were CONFIRMED as a correct record and signed by the Chairman.

The Committee AGREED to consider Agenda item 3, Public Representations immediately before Agenda item 6, as members of the public wished to address the Committee regarding their Financial Assistance applications.

**RG265 Declarations of Interest**

Cllr Pewsey declared a personal and prejudicial interest in Agenda item 6.1, the Financial Assistance application for the Lopping Endowment as he was the Town Council's representative as a Trustee and advised that he would withdraw from the meeting when this application was discussed.

Cllr C P Pond declared a personal and prejudicial interest in Agenda item 6.1, the Financial Assistance application for the Lopping Endowment as her husband was Chairman of the Trustees and she was also acquainted with four other trustees. Cllr C P Pond advised that she would withdraw from the meeting when this application was discussed.

Cllrs J Angold-Stephens, Brookes, Frankland, Glassman, House, Richardson and Wixley declared a personal but non-prejudicial interest in Agenda item 6.1, the Financial Assistance application for the Lopping Endowment being acquainted with trustees of this organisation.

Cllr Wixley declared a personal but non-prejudicial interest in Agenda 6.1, the Financial Assistance application for the Debden Horticultural and Allotments Society as he had attended an event at the allotments' site in Willingale Road.

**RG266 Matters for Report****266.1 Flagstaff on Loughton Town Council offices – Min no RG27.3**

The Committee NOTED that following a request to all local councils from the Chief of the Defence Staff, General Sir David Richards, an Armed Forces Day flag would be flown from the Buckingham Court flagstaff for the duration of the week before Armed Forces Day on 25<sup>th</sup> June 2011.

**266.2 Annual Civic Service and Citizenship Awards – Min no RG248.3**

It was NOTED that at this year's Civic Service held at the Loughton Methodist Church on Sunday 13<sup>th</sup> February 2011 the recipients of the Citizenship Awards were Taylor Baldwin for voluntary service at the Loughton Youth Project and Joyce Barclay, for service to Guiding. Both winners requested that their award money be added to the budget for the Council's scheme for granting financial assistance.

**266.3 Annual Town Meeting 2011 – Min no RG224.1**

The Committee NOTED that copies of the draft minutes of the Annual Town Meeting held on 23<sup>rd</sup> March 2011 had been circulated to members and were available on the website.

It was noted that two issues had been raised at the meeting by residents. The Committee AGREED that the item on planning matters in the town including the future of Loughton Sports Hall be referred to the Planning & Licensing Committee and the concerns regarding parking in Oakwood Hill near the junction with Chigwell Lane and damage to the verges be referred to the Environment & Heritage Committee.

Cllr Brookes joined the meeting.

**RG267 Public Representations**

The meeting was adjourned to hear representations from two members of the public regarding Agenda item 6, Financial Assistance applications; Debden Horticultural & Allotment Society and The Lopping Endowment.

**RG268 Financial Assistance****268.1 General applications 2011/12**

Cllrs Pewsey and C P Pond left the meeting during the discussions on The Lopping Endowment. Cllr J Angold-Stephens took the chair for this item only.

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

<b>Organisation</b>	<b>£</b>	<b>Power</b>
*Cystic Fibrosis Trust	250.00	LGA 1972 s137
Debden Horticultural & Allotments Society	200.00	LG(Misc Prov Act) 1976 s19
Shiners (Youth) Football Club	200.00	LG(Misc Prov Act) 1976 s19
The Lopping Endowment	1,500.00	LG(Misc Prov Act) 1976 s19

\*The Committee AGREED that as a condition of the grant, a Temporary Event Notice at a cost of £21.00 was to be obtained by the organisers prior to the fund raising event.

**268.2 Christmas Lights**

Cllr Pewsey and House declared a personal and prejudicial interest in this item as they were the Town Council's representatives on the Loughton High Road Town Centre Partnership.

Cllrs Pewsey and House left the meeting.

Cllr J Angold-Stephens took the chair for this item only.

The Committee RESOLVED to grant £4,000 to the Loughton High Road Town Centre Partnership under the Local Government Act 1972 s145 and, as a condition of the grant, requested a signed copy of the approved accounts as at March 2011.

Cllrs Pewsey and House rejoined to the meeting and Cllr Pewsey retook the chair.

**RG269 Councillor Checks on Finances**

The report was NOTED and that the balance of the petty cash account stood at £150 at 31<sup>st</sup> March 2011. The Committee thanked Cllr J Angold-Stephens for her work in this regard.

**RG270 Financial Position**

The financial position report as at 31<sup>st</sup> March 2011 was NOTED and information was issued showing current bank balances.

**RG271 Financial Regulations Annual Review****271.1 Financial Regulations**

The Committee CONFIRMED that the Financial Regulations met the Council's requirements.

**271.2 Financial Limits**

The Committee AGREED the following:

Topic	Amount	Last reviewed	Last changed
Limit of imprest on no. 2 a/c	35,000	April 2011	April 2010
Limit of officers signing cheques on no. 2 a/c	150	April 2011	April 2010
Limit of imprest on Security Deposits a/c	3,000	April 2011	April 2006
Limit of cheques on Security Deposits a/c	none	April 2011	April 2006
Petty cash imprest	150	April 2011	
Urgent repair work etc without budgetary provision (FR 3.4)	5,000	April 2011	April 2008
Additional audit work of external auditor (FR 12.1)	750	April 2011	May 2004
Tenders to be obtained (FR 12.3, 12.6 & 12.8)	over 50,000	April 2011	May 2004
3 quotes to be obtained (FR 12.8)	10,000 to 50,000	April 2011	May 2004
3 estimates to be obtained (FR 12.8)	2,000 to 10,000	April 2011	May 2004
Bad debts may be written off by RFO	100	April 2011	Oct 1998
Credit card:			
No. 1 Town Clerk	1,000	April 2011	Nov 2004
No. 2 Services Manager	500	April 2011	Feb 2005

**RG272 Internal Audit – Report and Annual Review****272.1 Internal Audit 2010/11**

The Committee NOTED the report of the second interim visit by the internal auditor, which took place on 17<sup>th</sup> March 2011 and that no issues had arisen to warrant formal comment or recommendation for improvement.

**272.2 Annual Review of Effectiveness of System of Internal Audit**

The Committee NOTED that under Regulations 6 (3) of the Accounts and Audit (England) Regulations 2011 only larger relevant bodies (with expenditure or income over £6.5 million) were required to conduct an annual review of the effectiveness of the system of internal audit but considered it good practice to continue the process.

Members considered the detailed report and reviewed the effectiveness of the system of internal audit, including the current system of internal audit, the independence and competence of the internal auditors, the scope of the internal audit and audit planning and reporting systems.

The Committee AGREED that the system of internal audit was satisfactory as presented in the agenda with one amendment to item no 7 to read as follows:

- 7 sending a copy of the full report to all councillors by electronic mail with a paper copy to those councillors who do not have the facility.

**272.3 Review of the Effectiveness of the system of Internal Control**

The Committee considered the detailed report and reviewed the effectiveness of the system of internal control.

The Committee AGREED the following **Statement of Internal Control**:

**1 Scope and Responsibility**

Loughton Town Council (hereafter called “the Council”) is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively.

In discharging this overall responsibility, the Council is also responsible for ensuring that there is a sound system of internal control which facilitates the effective exercise of the Council's functions and which includes arrangements for the management of risk.

**2 Purpose of the System of Internal Control**

The system of internal control is designed to manage risk at a reasonable level rather than to eliminate all risks of failure to achieve policies, aims and objectives; it can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of the Council's policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them effectively and economically.

The system of internal control has been in place at the Council for the year ended 31<sup>st</sup> March 2011.

### 3 The Internal Control Environment

The system of internal control is based on a framework consisting of the Code of Conduct, internal regulations (including but not limited to financial regulations) and administrative procedures. It is further enhanced by the regular provision of management and financial information as appropriate to fit the Council's policy of delegation and responsibility. The system is constantly monitored by members as well as officers within the Council. In particular the system incorporates:

- comprehensive budgeting systems, project evaluation and management appraisal
- regular reports of service delivery and project performance
- preparation and dissemination of regular financial reports measuring actual expenditure against forecasts for both revenue and capital projects
- regular review of such reports by officers, and by members in committee and full council.

### 4 Review of Effectiveness

The authority has responsibility for conducting, at least annually, a review of the effectiveness of the system of internal control. The review of the effectiveness of the system of internal control is informed by the work of

- the Council and its committees, especially Resources and General Services Committee
- the Town Clerk/Responsible Financial Officer and other staff
- the internal auditor
- the external auditor
- any other review agencies and inspectorates in their reports.

#### 272.4 Appointment of Internal Auditors for 2011/12

The Committee AGREED to appoint Auditing Solutions as the Council's internal auditors for 2011/12 at a cost of £390 per visit. This will include two interim visits during the year with a final end of year visit to inspect the annual accounts.

#### RG273 Risk Assessment and Management

The Committee considered the document and approved the risk assessment and management arrangements as presented.

#### RG274 Annual Review of the Asset Register

The Register of Assets and Properties as at 31<sup>st</sup> March 2011 was considered by the Committee.

It was AGREED to maintain the existing practice of assigning "Community Assets" a "nil value". The Town Clerk reported that she had received verbal confirmation that this was acceptable practice from Dina Pejcinovic, Principal Auditor at the Audit Commission at an Essex Association of Local Councils' briefing session held at Dunmow on 8<sup>th</sup> April 2011.

The Register of Assets and Properties was AGREED as presented with the following amendment to page 47 in the report:

Asset	Date of acquisition
Colebrook Lane replacement of play equipment (swings)	September <u>2010</u>

**RG275 Meetings Schedule**

The Committee AGREED the schedule of meetings for 2011/12 as follows

May	<b>2011</b> 11	Wednesday	Annual Council (approval of accounts)
	23	Monday	Planning and Licensing
	25	Wednesday	Recreation
June	1	Wednesday	Environment and Heritage
	6	Monday	Planning and Licensing
	8	Wednesday	Resources and General Services
	20	Monday	Planning and Licensing
	22	Wednesday	Council
July	4	Monday	Planning and Licensing
	6	Wednesday	Recreation
	18	Monday	Planning and Licensing
	20	Wednesday	Environment and Heritage
August	1	Monday	Planning and Licensing
	22	Monday	Planning and Licensing
	31	Wednesday	Resources and General Services
September	5	Monday	Planning and Licensing
	14	Wednesday	Council
	19	Monday	Planning and Licensing
	28	Wednesday	Recreation
October	3	Monday	Planning and Licensing
	12	Wednesday	Environment and Heritage
	17	Monday	Planning and Licensing
	26	Wednesday	Resources and General Services
	31	Monday	Planning and Licensing
November	14	Monday	Planning and Licensing
	23	Wednesday	Resources and General Services (Budgets)
	28	Monday	Planning and Licensing
December	12	Monday	Planning and Licensing
	14	Wednesday	Council
<b>2012</b> January	9	Monday	Planning and Licensing
	11	Wednesday	Recreation
	23	Monday	Planning and Licensing
	25	Wednesday	Environment and Heritage
February	6	Monday	Planning and Licensing
	8	Wednesday	Resources and General Services
	20	Monday	Planning and Licensing
	22	Wednesday	Council
March	5	Monday	Planning and Licensing

	7	Wednesday	Recreation
	14	Wednesday	Annual Town Meeting, The Murray Hall, Borders Lane at 8pm
	19	Monday	Planning and Licensing
	21	Wednesday	Environment and Heritage
April	2	Monday	Planning and Licensing
	4	Wednesday	Resources and General Services
	16	Monday	Planning and Licensing
	18	Wednesday	Council (approval of accounts)
	30	Monday	Planning and Licensing
May	16	Wednesday	Annual Council

All meetings will be held at 1 Buckingham Court, Rectory Lane, Loughton at 7.45 p.m. unless shown otherwise.

#### **RG276 Accounts Paid**

It was NOTED that payments totalling £101,050.32 in accordance with payments schedules nos 78 to 81, had been made since the report to the meeting on 16<sup>th</sup> February 2011 and the schedules and accompanying invoices were available at the meeting for inspection.

#### **RG277 Banking and Investments**

The Committee NOTED the report and thanked the Council's business bank manager, and the Town Clerk and Deputy Town Clerk for their vigilance in this matter.

#### **RG278 Travel Allowance Payments**

The Committee NOTED the new maximum non-taxable travel rates for councillors and officers effective from 6<sup>th</sup> April 2011 as follows:

##### **Tax – Rates per business mile**

<b>Type of vehicle</b>	<b>First 10,000 miles</b>	<b>Above 10,000</b>
Cars and vans	45p	25p
Motorcycles	24p	24p
Cycles	20p	20p

#### **RG279 Future Work of the Committee**

The Committee asked the Strategy and Staff Group to consider how Section 106 agreements could be used more effectively in Loughton.

#### **RG280 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 the council's property affairs.

#### **RG281 Insurance – Annual Review**

The Committee NOTED the report.

Signed.....

Date: 8<sup>th</sup> June 2011