



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**

*Not yet confirmed*

## 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