



# WALTHAM ABBEY TOWN COUNCIL



TOWN HALL, HIGHBRIDGE STREET, WALTHAM ABBEY, ESSEX EN9 1DE

N Page  
Town Clerk

E-MAIL: [townclerk@walthamabbey-tc.gov.uk](mailto:townclerk@walthamabbey-tc.gov.uk)  
TEL: 01992 714949

YOUR REF:

OUR REF: NP/MG

Dear Member,

A meeting of the **Policy & Resources Committee** will be held on **Wednesday 2<sup>nd</sup> October at 7.00pm.** at the Town Hall.

Yours sincerely,  
Town Clerk

*Miss Natalie Page*

.....

## AGENDA

1. **Recording of Meetings:** To note that this meeting may be recorded or filmed and will be capable of repeated viewing or another use by such third parties. It is possible that any such recording may capture images, and this may result in the possibility that images will become part of the broadcast. This may infringe human and data protection rights. To avoid this please move to the rear of the room. Anyone present intending to record the meeting, or any part thereof, must declare their intention to the Chairman and Officers before the meeting commences.
2. **Apologies for Absence:** To receive apologies.
3. **Disclosure of Interest:** Under the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, made under s.30 (3) of the Localism Act, Members must declare any Disclosable Pecuniary Interests which they may have in any of the items under consideration at this meeting.
4. **Public Questions:** Members of the Public are invited to submit questions to the Town Clerk for consideration at meetings, these must be received no later than 3pm on the day prior to the meeting. Please send your questions to [townclerk@walthamabbey-tc.gov.uk](mailto:townclerk@walthamabbey-tc.gov.uk)
5. **GDPR:** There is no update at this point.
6. **ECC Update:** To receive a verbal update from Cllr S Kane.



7. **Accounts Paid:** Lists herewith of accounts paid and reimbursements made on the authority of two Members and dated, 04/09/24 and 18/09/24 (Enc 1.)
8. **Status List:** To note the Status list. (Enc 2.)
9. **Budget Monitoring Report:** To receive the RFO's report. (Enc 3.)
10. **Direct Debits, Standing Orders and Transfers dated 01/08/24 to 31/08/24** (Enc 4.)
11. **Imprest Account Payments dated 01/08/24 to 31/08/24**(Enc 5. )
12. **Current Bank Reconciliation Statements dated 31/08/24.** (Enc 6.)
13. **CCLA Statement:** To review the Statement. (Enc 7.)
14. **AGAR Interim Report:** To be noted. (Enc 8.)
15. **Training Policy:** To review and adopt the policy: (Enc 9.)
16. **Reserves Policy:** To review and adopt the policy. (Enc 10 )
17. **Grant Awarding Policy:** To review and make a decision/adopt the policy. (Enc 11.)
18. **Items to be added to the next agenda for discussion:** Items to be submitted for next meeting on.
19. **Exclusion of Press and Public:** To consider that in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw.
20. **Budget Monitoring Detail Accounts:** Detailed Accounts break down. (Enc 12.)
21. **Daniel Thomas Proposal:** To review proposal. (Enc 13.)

TO: Cllr A Watts - Chairman  
Cllr J Parsons – Deputy Chairman  
Cllr J Lea  
Cllr S Yerrell  
Cllr H Kane  
Cllr M Markham  
Cllr A Crowley  
Cllr S J Heather  
Cllr E A Webster  
Cllr B Tomlinson  
Cllr S Kane

Date: 25<sup>th</sup> September 2024

15:32

## Invoices Due for Payment by 4 October 2024

For Bought Ledger 1

Pay by Electronic Payment

| Invoice Date  | Invoice No. | Ref No. | Invoice Detail                | Authorise Ref | Date Due   | Amount Due                                | Discount To Claim | Net Amount due |                   |
|---|-------------|---------|-------------------------------|---------------|------------|---|-------------------|----------------|-------------------|
| <b>Altodigital Networks Limited [ALTODIGIT]</b>         |             |         |                               |               |            |   |                   |                |                   |
| 21/08/2024  | ALT159999   | 16360   | 16360/Phone charges Aug2024   |               | 18/09/2024 | 178.46                                    |                   | 178.46         |                   |
| Telephone : 01384 286032                                |             |         |                               |               |            |   |                   |                |                   |
|   |             |         |                               |               |            | <b>Total of Invoices Due (ALTODIGIT)</b>  | <b>178.46</b>     | <b>0.00</b>    | <b>178.46</b> ✓   |
| <b>BZ Commercial Finance DAC re Banner Grp [BANNER]</b> |             |         |                               |               |            |   |                   |                |                   |
| 20/08/2024  | AN04546     | 16361   | 16361/Desk diaries 2025       |               | 17/09/2024 | 29.50                                     |                   | 29.50          |                   |
| 31/08/2024  | AN33788     | 16362   | 16362/Stationery              |               | 28/09/2024 | 77.59                                     |                   | 77.59          |                   |
| Telephone : 08435 383311                                |             |         |                               |               |            |   |                   |                |                   |
|   |             |         |                               |               |            | <b>Total of Invoices Due (BANNER)</b>     | <b>107.09</b>     | <b>0.00</b>    | <b>107.09</b> ✓   |
| <b>BEMOR BUILDING CONTRACTORS LTD [BEMORB]</b>          |             |         |                               |               |            |   |                   |                |                   |
| 08/08/2024  | 17340       | 16363   | 16363/Maintenance supplies    |               | 07/09/2024 | 314.69                                    |                   | 314.69         |                   |
|   |             |         |                               |               |            | <b>Total of Invoices Due (BEMORB)</b>     | <b>314.69</b>     | <b>0.00</b>    | <b>314.69</b> ✓   |
| <b>British Gas A/c 603426304 [BGAS-TI502]</b>           |             |         |                               |               |            |   |                   |                |                   |
| 28/08/2024  | 811434396   | 16364   | 16364/Ac603426304 27Jul-26Aug |               | 25/09/2024 | 245.84                                    |                   | 245.84         |                   |
|   |             |         |                               |               |            | <b>Total of Invoices Due (BGAS-TI502)</b> | <b>245.84</b>     | <b>0.00</b>    | <b>245.84</b> ✓   |
| <b>Broadmead Leisure Ltd [BROADMEAD]</b>                |             |         |                               |               |            |   |                   |                |                   |
| 21/08/2024  | 2770        | 16365   | 16365/Playground mntnce       |               | 18/09/2024 | 312.00                                    |                   | 312.00         |                   |
| Telephone : 07974 465351                                |             |         |                               |               |            |   |                   |                |                   |
|   |             |         |                               |               |            | <b>Total of Invoices Due (BROADMEAD)</b>  | <b>312.00</b>     | <b>0.00</b>    | <b>312.00</b> ✓   |
| <b>Chapple &amp; Jenkins [CHAPPLE]</b>                  |             |         |                               |               |            |   |                   |                |                   |
| 08/2024   | 30273741    | 16366   | 16366/Chapple & Jenkins       |               | 26/09/2024 | 116.47                                    |                   | 116.47         |                   |
| Telephone : 01179 721100                                |             |         |                               |               |            |   |                   |                |                   |
|   |             |         |                               |               |            | <b>Total of Invoices Due (CHAPPLE)</b>    | <b>116.47</b>     | <b>0.00</b>    | <b>116.47</b> ✓   |
| <b>DCK Accounting Solutions Ltd [DCKBEA]</b>            |             |         |                               |               |            |   |                   |                |                   |
| 31/08/2024  | TPC11442    | 16382   | 16382/Contract accounts Aug24 |               | 31/08/2024 | 1,285.62                                  |                   | 1,285.62       |                   |
| Telephone : 01793 739110                                |             |         |                               |               |            |   |                   |                |                   |
|   |             |         |                               |               |            | <b>Total of Invoices Due (DCKBEA)</b>     | <b>1,285.62</b>   | <b>0.00</b>    | <b>1,285.62</b> ✓ |
| <b>Fly By Travel Holidays Ltd [FLYBY]</b>               |             |         |                               |               |            |   |                   |                |                   |
| 31/08/2024  | 10AUG24     | 16367   | 16367/Broadstairs 10Aug24     |               | 28/09/2024 | 20.00                                     |                   | 20.00          |                   |
| 31/08/2024  | 18AUG24     | 16368   | 16368/Isle of White 18Aug24   |               | 28/09/2024 | 154.40                                    |                   | 154.40         |                   |
| 31/08/2024  | 19AUG24     | 16369   | 16369/Walton on Naze 19Aug24  |               | 28/09/2024 | 320.00                                    |                   | 320.00         |                   |
| 31/08/2024  | 20AUG24     | 16370   | 16370/Boulogne 20Aug24        |               | 28/09/2024 | 120.00                                    |                   | 120.00         |                   |
| 03/09/2024  | 7SEP24      | 16371   | 16371/Windsor Castle 7Sep24   |               | 01/10/2024 | 618.40                                    |                   | 618.40         |                   |
|   |             |         |                               |               |            | <b>Total of Invoices Due (FLYBY)</b>      | <b>1,232.80</b>   | <b>0.00</b>    | <b>1,232.80</b> ✓ |
| <b>FOSKETT MARR GADSBY &amp; HEAD [FOSKET]</b>          |             |         |                               |               |            |   |                   |                |                   |
| 30/06/2024  | 250806      | 16372   | 16372/Nursery -Rochford Ave   |               | 30/07/2024 | 2,997.00                                  |                   | 2,997.00       |                   |

BPT JP Enclosure Number 1

15:32

## Invoices Due for Payment by 4 October 2024

For Bought Ledger 1

Pay by Electronic Payment

| Invoice Date   | Invoice No.    | Ref No. | Invoice Detail                 | Authorise Ref | Date Due   | Amount Due                        | Discount To Claim | Net Amount due |             |
|--|----------------|---------|--------------------------------|---------------|------------|-----------------------------------|-------------------|----------------|-------------|
| Total of Invoices Due (FOSKET)                         |                |         |                                |               |            | 2,997.00                          | 0.00              | 2,997.00 ✓     |             |
| <b>Froom &amp; Co Limited [FROOM]</b>                  |                |         |                                |               |            |                                   |                   |                |             |
| 28/08/2024   | 42096          | 16373   | 16373/Waste disposal           |               | 25/09/2024 | 444.00                            |                   | 444.00         |             |
| Telephone : 01992 444274                               |                |         |                                |               |            | Total of Invoices Due (FROOM)     | 444.00            | 0.00           | 444.00 ✓    |
| <b>Garson's Group Ltd [GARSONS]</b>                    |                |         |                                |               |            |                                   |                   |                |             |
| 30/08/2024   | 1781           | 16374   | 16374/Football pitch marking   |               | 27/09/2024 | 1,032.00                          |                   | 1,032.00       |             |
| Telephone : 07710 848260                               |                |         |                                |               |            | Total of Invoices Due (GARSONS)   | 1,032.00          | 0.00           | 1,032.00 ✓  |
| <b>GCL Glazing Ltd [GCLGLAZE]</b>                      |                |         |                                |               |            |                                   |                   |                |             |
| 22/08/2024   | 6059           | 16375   | 16375/Fire scape doors -Macs   |               | 19/09/2024 | 3,600.00                          |                   | 3,600.00       |             |
|  |                |         |                                |               |            | Total of Invoices Due (GCLGLAZE)  | 3,600.00          | 0.00           | 3,600.00 ✓  |
| <b>ITDS Managed Services Limited [ITDS]</b>            |                |         |                                |               |            |                                   |                   |                |             |
| 24/08/2024   | INV-1975       | 16376   | 16376/IT Support Sep2024       |               | 21/09/2024 | 755.46                            |                   | 755.46         |             |
|  |                |         |                                |               |            | Total of Invoices Due (ITDS)      | 755.46            | 0.00           | 755.46 ✓    |
| <b>The National Allotment Society [NSALG]</b>          |                |         |                                |               |            |                                   |                   |                |             |
| 14/08/2024   | S22905/2024-25 | 16350   | 16350/Nat Allotment Soc 24-25  |               | 11/09/2024 | 66.00                             |                   | 66.00          |             |
|  |                |         |                                |               |            | Total of Invoices Due (NSALG)     | 66.00             | 0.00           | 66.00 ✓     |
| <b>Plugtest Ltd [PLUGTEST] ✗</b>                       |                |         |                                |               |            |                                   |                   |                |             |
| 03/09/2024   | 22164          | 16377   | 16377/PAT testing course       |               | 01/10/2024 | 234.00                            |                   | 234.00         |             |
| Telephone : 01487 773777                               |                |         |                                |               |            | Total of Invoices Due (PLUGTEST)  | 234.00            | 0.00           | 234.00 ✓    |
| <b>R E Gore Building Services Ltd [REGORE]</b>         |                |         |                                |               |            |                                   |                   |                |             |
| 29/08/2024   | SS304835       | 16378   | 16378/Boiler maintenance       |               | 26/09/2024 | 2,883.60                          |                   | 2,883.60       |             |
| 30/08/2024   | SS304837       | 16379   | 16379/Electrical works -final  |               | 27/09/2024 | 19,004.16                         |                   | 19,004.16      |             |
| Telephone : 03333 201010                               |                |         |                                |               |            | Total of Invoices Due (REGORE)    | 21,887.76         | 0.00           | 21,887.76 ✓ |
| <b>SSE Energy Solutions A/c 8700321424 [SSE-TM305]</b> |                |         |                                |               |            |                                   |                   |                |             |
| 12/08/2024   | IV01348627     | 16388   | 16388/Ac8700321424 1Feb-20Mar  |               | 09/09/2024 | 800.84                            |                   | 800.84         |             |
| 13/08/2024   | IV01354185     | 16389   | 16389/Ac8700321424 1Feb-31May  |               | 10/09/2024 | 1,176.72                          |                   | 1,176.72       |             |
|  |                |         |                                |               |            | Total of Invoices Due (SSE-TM305) | 1,977.56          | 0.00           | 1,977.56 ✓  |
| <b>Shane Yerrell [YERRELL]</b>                         |                |         |                                |               |            |                                   |                   |                |             |
| 04/09/2024   | 040924         | 16395   | 16395/S Yerrell Mayors Allowan |               | 02/10/2024 | 300.00                            |                   | 300.00         |             |
|  |                |         |                                |               |            | Total of Invoices Due (YERRELL)   | 300.00            | 0.00           | 300.00 ✓    |

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Invoices Due for Payment by 4 October 2024

For Bought Ledger 1

Pay by Electronic Payment

| Invoice Date                            | Invoice No. | Ref No. | Invoice Detail | Authorise Ref | Date Due | Amount Due | Discount To Claim | Net Amount due |
|---|-------------|---------|----------------|---------------|----------|------------|-------------------|----------------|
| Total of Invoices Due (Bought Ledger 1) |             |         |                |               |          | 37,086.75  | 0.00              | 37,086.75      |
| TOTAL OF INVOICES DUE (ALL LEDGERS)     |             |         |                |               |          | 37,086.75  | 0.00              | 37,086.75      |

B1) Tomlinson

Parsons

+ B MOSGNSKI £300

+ B MAROMAN £830.82

TOTAL £38 217.57



## Invoices Due for Payment by 18 October 2024

For Bought Ledger 1

Pay by Electronic Payment

| Invoice Date                                    | Invoice No. | Ref No. | Invoice Detail                    | Authorise Ref | Date Due   | Amount Due | Discount To Claim | Net Amount due |          |      |            |
|---|-------------|---------|-----------------------------------|---------------|------------|------------|-------------------|----------------|----------|------|------------|
| <b>Abbey Filling Station [ABFILL] ✓</b>         |             |         |                                   |               |            |            |                   |                |          |      |            |
| 31/08/2024                                      | 134         | 16397   | 16397/Vehicle fuel Aug2024        |               | 28/09/2024 | 572.16     |                   | 572.16         |          |      |            |
| Total of Invoices Due (ABFILL)                  |             |         |                                   |               |            | 572.16     | 0.00              | 572.16 ✓       |          |      |            |
| <b>Altodigital Networks Limited [ALTODIGIT]</b> |             |         |                                   |               |            |            |                   |                |          |      |            |
| 13/09/2024                                      | ALT161160   | 16402   | 16402/Microsoft 365 Sep2024       |               | 11/10/2024 | 178.94     |                   | 178.94         |          |      |            |
| Telephone : 01384 286032                        |             |         | Total of Invoices Due (ALTODIGIT) |               |            |            |                   |                | 178.94   | 0.00 | 178.94 ✓   |
| <b>Connor L Taylor [AMPTREE]</b>                |             |         |                                   |               |            |            |                   |                |          |      |            |
| 03/09/2024                                      | AMP-1166    | 16403   | 16403/Grounds maintenance         |               | 14/10/2024 | 1,235.00   |                   | 1,235.00       |          |      |            |
| 17/09/2024                                      | AMP1167     | 16411   | 16411/Tree works                  |               | 15/10/2024 | 4,000.00   |                   | 4,000.00       |          |      |            |
| 17/09/2024                                      | AMP-1168    | 16412   | 16412/Tree survey                 |               | 15/10/2024 | 600.00     |                   | 600.00         |          |      |            |
| 17/09/2024                                      | AMP-1169    | 16413   | 16413/Grass cutting               |               | 15/10/2024 | 700.00     |                   | 700.00         |          |      |            |
| Telephone : 01708 765443                        |             |         | Total of Invoices Due (AMPTREE)   |               |            |            |                   |                | 6,535.00 | 0.00 | 6,535.00 ✓ |
| <b>Aquacool Limited [AQUACOOOL]</b>             |             |         |                                   |               |            |            |                   |                |          |      |            |
| 31/08/2024                                      | 366140      | 16398   | 16398/Bottled water               |               | 28/09/2024 | 23.00      |                   | 23.00          |          |      |            |
| Telephone : 08006 345678                        |             |         | Total of Invoices Due (AQUACOOOL) |               |            |            |                   |                | 23.00    | 0.00 | 23.00 ✓    |
| <b>Broadmead Leisure Ltd [BROADMEAD]</b>        |             |         |                                   |               |            |            |                   |                |          |      |            |
| 11/09/2024                                      | 2799        | 16405   | 16405/Playground inspections      |               | 09/10/2024 | 144.00     |                   | 144.00         |          |      |            |
| Telephone : 07974 465351                        |             |         | Total of Invoices Due (BROADMEAD) |               |            |            |                   |                | 144.00   | 0.00 | 144.00 ✓   |
| <b>Robert Sharman [BSP]</b>                     |             |         |                                   |               |            |            |                   |                |          |      |            |
| 06/09/2024                                      | BSP-10014   | 16404   | 16404/WA In Bloom photography     |               | 04/10/2024 | 150.00     |                   | 150.00         |          |      |            |
| Telephone : 07956 122092                        |             |         | Total of Invoices Due (BSP)       |               |            |            |                   |                | 150.00   | 0.00 | 150.00 ✓   |
| <b>DAC Beachcroft Claims Limited [DACBEACH]</b> |             |         |                                   |               |            |            |                   |                |          |      |            |
| 30/08/2024                                      | 03-10373862 | 16399   | 16399/Prof fees re WT/EFDC        |               | 27/09/2024 | 198.20     |                   | 198.20         |          |      |            |
| Telephone : 01179 182000                        |             |         | Total of Invoices Due (DACBEACH)  |               |            |            |                   |                | 198.20   | 0.00 | 198.20 ✓   |
| <b>DCK Accounting Solutions Ltd [DCKBEA]</b>    |             |         |                                   |               |            |            |                   |                |          |      |            |
| 10/09/2024                                      | TPC11459    | 16406   | 16406/VAT Part Ex calc 2023-24    |               | 10/09/2024 | 558.00     |                   | 558.00         |          |      |            |
| Telephone : 01793 739110                        |             |         | Total of Invoices Due (DCKBEA)    |               |            |            |                   |                | 558.00   | 0.00 | 558.00 ✓   |
| <b>Ernest Doe &amp; Sons Ltd [ERNESTDOE]</b>    |             |         |                                   |               |            |            |                   |                |          |      |            |
| 23/07/2024                                      | 123420      | 16437   | 16437/machinery maintenance       |               | 20/08/2024 | 161.70     |                   | 161.70         |          |      |            |
| Telephone : 01245 380311                        |             |         | Total of Invoices Due (ERNESTDOE) |               |            |            |                   |                | 161.70   | 0.00 | 161.70 ✓   |

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## Invoices Due for Payment by 18 October 2024

## For Bought Ledger 1

## Pay by Electronic Payment

| Invoice Date  | Invoice No. | Ref No. | Invoice Detail                 | Authorise Ref | Date Due   | Amount Due                               | Discount To Claim | Net Amount due |                    |
|---|-------------|---------|--------------------------------|---------------|------------|--|-------------------|----------------|--------------------|
| <b>Essex Pension Fund [ESCOFP] ✓</b>                  |             |         |                                |               |            |  |                   |                |                    |
| 18/09/2024  | ECC-SEP24   | 16407   | 16407/ECC Superann Sep2024     |               | 16/10/2024 | 12,166.36                                |                   | 12,166.36      |                    |
|   |             |         |                                |               |            | <b>Total of Invoices Due (ESCOFP)</b>    | <b>12,166.36</b>  | <b>0.00</b>    | <b>12,166.36</b> ✓ |
| <b>Froom &amp; Co Limited [FROOM]</b>                 |             |         |                                |               |            |  |                   |                |                    |
| 09/09/2024  | 42147       | 16408   | 16408/Waste disposal           |               | 07/10/2024 | 456.00                                   |                   | 456.00         |                    |
| Telephone : 01992 444274                              |             |         |                                |               |            | <b>Total of Invoices Due (FROOM)</b>     | <b>456.00</b>     | <b>0.00</b>    | <b>456.00</b> ✓    |
| <b>Hopedima Engineering Ltd [HOPEDIMA]</b>            |             |         |                                |               |            |  |                   |                |                    |
| 09/09/2024  | SI-4426     | 16409   | 16409/NH tractor door locks    |               | 07/10/2024 | 138.00                                   |                   | 138.00         |                    |
| Telephone : 01277 374627                              |             |         |                                |               |            | <b>Total of Invoices Due (HOPEDIMA)</b>  | <b>138.00</b>     | <b>0.00</b>    | <b>138.00</b> ✓    |
| <b>TBS Hygiene LTD [HYGIENE]</b>                      |             |         |                                |               |            |  |                   |                |                    |
| 10/09/2024  | 5887        | 16410   | 16410/Dog waste collection Sep |               | 08/10/2024 | 230.40                                   |                   | 230.40         |                    |
|   |             |         |                                |               |            | <b>Total of Invoices Due (HYGIENE)</b>   | <b>230.40</b>     | <b>0.00</b>    | <b>230.40</b> ✓    |
| <b>HM Revenue &amp; Customs 120/W21563 [INLANR] ✓</b> |             |         |                                |               |            |  |                   |                |                    |
| 18/09/2024  | HMRC-SEP24  | 16414   | 16414/HMRC PAYE/NI Sep2024     |               | 16/10/2024 | 11,739.47                                |                   | 11,739.47      |                    |
|   |             |         |                                |               |            | <b>Total of Invoices Due (INLANR)</b>    | <b>11,739.47</b>  | <b>0.00</b>    | <b>11,739.47</b> ✓ |
| <b>L &amp; J Hall Digging Services Ltd [LESHAL]</b>   |             |         |                                |               |            |  |                   |                |                    |
| 05/09/2024  | 1278        | 16415   | 16415/Grave digging Jun-Jul24  |               | 05/10/2024 | 5,000.00                                 |                   | 5,000.00       |                    |
| Telephone : 01277 899808                              |             |         |                                |               |            | <b>Total of Invoices Due (LESHAL)</b>    | <b>5,000.00</b>   | <b>0.00</b>    | <b>5,000.00</b> ✓  |
| <b>Mark Ford [MARKFORD]</b>                           |             |         |                                |               |            |  |                   |                |                    |
| 23/08/2024  | 0054        | 16400   | 16400/Building repairs         |               | 20/09/2024 | 1,150.00                                 |                   | 1,150.00       |                    |
| 04/09/2024  | 0055        | 16416   | 16416/Repair sign board        |               | 02/10/2024 | 550.00                                   |                   | 550.00         |                    |
| Telephone : 07862 285813                              |             |         |                                |               |            | <b>Total of Invoices Due (MARKFORD)</b>  | <b>1,700.00</b>   | <b>0.00</b>    | <b>1,700.00</b> ✓  |
| <b>Replay Maintenance Ltd [REPLAY]</b>                |             |         |                                |               |            |  |                   |                |                    |
| 16/09/2024  | 0000004865  | 16417   | 16417/Synthetic turf repairs   |               | 14/10/2024 | 1,074.00                                 |                   | 1,074.00       |                    |
| 17/09/2024  | 0000004876  | 16418   | 16418/Moss treatment           |               | 15/10/2024 | 3,402.00                                 |                   | 3,402.00       |                    |
| Telephone : 01636 640506                              |             |         |                                |               |            | <b>Total of Invoices Due (REPLAY)</b>    | <b>4,476.00</b>   | <b>0.00</b>    | <b>4,476.00</b> ✓  |
| <b>Site-Equip Ltd [SITEEQUIP]</b>                     |             |         |                                |               |            |  |                   |                |                    |
| 11/09/2024  | SC326091    | 16419   | 16419/Toilet hire 11Sep-8Oct   |               | 09/10/2024 | 129.60                                   |                   | 129.60         |                    |
| Telephone : 01256 384134                              |             |         |                                |               |            | <b>Total of Invoices Due (SITEEQUIP)</b> | <b>129.60</b>     | <b>0.00</b>    | <b>129.60</b> ✓    |
| <b>T J Fire &amp; Security Ltd [TJFIRE]</b>           |             |         |                                |               |            |  |                   |                |                    |

BDT M.M



Invoices Due for Payment by 18 October 2024

For Bought Ledger 1

Pay by Electronic Payment

| Invoice Date             | Invoice No. | Ref No. | Invoice Detail                 | Authorise Ref | Date Due   | Amount Due                     | Discount To Claim | Net Amount due |          |
|--------------------------|-------------|---------|--------------------------------|---------------|------------|--------------------------------|-------------------|----------------|----------|
| 13/09/2024               | 79729       | 16420   | 16420/Fire safety equip checks |               | 11/10/2024 | 170.67                         |                   | 170.67         |          |
| 13/09/2024               | 79732       | 16421   | 16421/Fire safety equip checks |               | 11/10/2024 | 406.40                         |                   | 406.40         |          |
| 16/09/2024               | 79766       | 16422   | 16422/Fire safety equip checks |               | 14/10/2024 | 14.98                          |                   | 14.98          |          |
| 16/09/2024               | 79767       | 16423   | 16423/Fire safety equip checks |               | 14/10/2024 | 123.69                         |                   | 123.69         |          |
| 16/09/2024               | 79768       | 16424   | 16424/Fire safety equip checks |               | 14/10/2024 | 142.85                         |                   | 142.85         |          |
| Telephone : 01707 326093 |             |         |                                |               |            | Total of Invoices Due (TJFIRE) | 858.59            | 0.00           | 858.59 ✓ |

WorkNest Limited [WORKNEST]

|                          |            |       |                           |  |            |   |           |          |             |
|--------------------------|------------|-------|---------------------------|--|------------|---|-----------|----------|-------------|
| 05/09/2024               | SINV071953 | 16425 | 16425/H&S services year 1 |  | 03/10/2024 | 3,810.00                                |           | 3,810.00 |             |
| Telephone : 03452 268393 |            |       |                           |  |            | Total of Invoices Due (WORKNEST)        | 3,810.00  | 0.00     | 3,810.00 ✓  |
|                          |            |       |                           |  |            | Total of Invoices Due (Bought Ledger 1) | 49,225.42 | 0.00     | 49,225.42   |
|                          |            |       |                           |  |            | TOTAL OF INVOICES DUE (ALL LEDGERS)     | 49,225.42 | 0.00     | 49,225.42 ✓ |

*BD T...*

*[Signature]*



**STATUS LIST**

**Committee: Policy & Resources**

**Date: 2 October 2024**

| Task/Project               | Date Agreed                          | Work Schedule & Responsible Officer(s)  | Budget Details | Within Budget | On Time | Comments including revised schedule (if necessary)  |
|----------------------------|--------------------------------------|---|----------------|---------------|---------|---|
| Allotments                 | P & R<br>7 Dec<br>2016               | To determine other sites that may be suitable for the Council to acquire for allotment land.<br>NP/KC | £<br>N/A       | Yes/No<br>N/A |         | No further Update   |
| Town Mead Depot            | P & R<br>6 <sup>th</sup> Feb<br>2019 | To work with EDFC on a fair agreement.<br>JL/EFDC   | N/A            | N/A           |         | No further update. Awaiting a response from EFDC. TC has chased a response.<br>Maintenance of the Town Hall building is underway and ongoing.                                     |
| Property Update            | P&R 1 <sup>st</sup><br>Sept<br>2021  | Regular updates on property repairs and maintenance.  | N/A            | N/A           |         | Investigations are ongoing<br>Awaiting an update from EFDC.   |
| Town Mead Parking          | P&R<br>2022                          | To provide updates on the Town Mead Parking<br>NP   | N/A            | N/A           |         |   |
| Policies Update            | P&R Nov<br>22                        | To ensure an effective programme is in place to review policies.<br>NP                                | N/A            | N/A           |         | Pls see TC reports.<br>TC to give a verbal update for the New Health & Safety Policy.<br>Repairs are complete.<br>Awaiting update from Legal team.<br>TC to give a verbal update. |
| Rochford Pavilion          | P&R Nov<br>22                        | To ensure an appropriate lease is in place and resolve any land issues.<br>NP                         | N/A            | N/A           |         | Awaiting signage quotations. Works are complete the furnishings are being finalised and a date for opening needs to be made.  |
| Tourist information office | P&R                                  | To provide updates on the TIC relocation.<br>NP   | N/A            | N/A           |         | No further update. Awaiting an update from EFDC. TC to give a verbal update.  |
| Town Mead Pavilion         |                                      | To provide updates on Town Mead Pavilion plan.  | N/A            | N/A           |         |   |

|          |  |   |  |  |  |  |
|----------|--|---|--|--|--|--|
| Cemetery |  | BH Leading on Cemetery extension Health & Safety project in the cemetery is underway to meet legislation requirements.<br>Memorial safety |  |  |  | Cemetery extension – awaiting a response from EFDC legal team. Legal team has been instructed to progress the application. |
|----------|--|---|--|--|--|--|





## WALTHAM ABBEY TOWN COUNCIL

|                                 |   |
|---------------------------------|---|
| COMMITTEE NAME                  | Policy and Resources  |
| DATE OF MEETING                 | 2 <sup>nd</sup> October 2024  |
| REPORT AUTHOR                   | Jodie Law   |
| CONTACT DETAILS                 | <a href="mailto:jodie.law@walthamabbey-tc.gov.uk">jodie.law@walthamabbey-tc.gov.uk</a>          |
| SUBJECT                         | Budget Monitoring Report  |
| RECOMMENDATION                  | That the report be noted.   |
| BACKGROUND                      | To inform the Committee on how the actual spend/income compares with the phased budget to date. |
| INFORMATION                     | This report refers to income and expenditure to 31 <sup>st</sup> August 2024                    |
| SUMMARY OF REVENUE COST CENTRES |   |
| 101 Cemetery                    | No new issues to report.  |
| 102 Markets                     | Nothing significant to report.  |
| 104 Allotments & Footpaths      | Nothing significant to report.  |
| 105 Other Open Spaces           | Nothing significant to report.  |
| 106 Public Conveniences         | Nothing significant to report.  |
| 107 Gilwell Community Centre    | Nothing significant to report.  |
| 302 Ninefields Recreation       | Nothing significant to report.  |
| 303 Larsens Recreation          | No new issues to report.  |
| 305 Town Mead Recreation        | No new issues to report.  |
| 306 3g Pitch                    | Nothing significant to report.  |
| 307 Town Mead Club              | Nothing significant to report.  |
| 308 Town Show                   | Nothing significant to report.  |
| 502 Tourist Information Centre  | No new issues to report.  |
| 504 Town Hall Lettings          | Nothing significant to report.  |
| 505 Town Hall Bar               | No new issues to report.  |
| 507 Discretionary Spend         | No new issues to report.  |
| 512 Democratic Representation   | Nothing significant to report.  |

Enclosure Number 3

|                                |   |
|--------------------------------|---|
| 601 Depot, Plant and Equipment | Nothing significant to report.  |
| 602 Establishment              | Nothing significant to report.  |
| FINANCIAL IMPLICATIONS         | The surplus is currently £977.  |
| ENCLOSURES                     | Revenue Budget Monitoring Report 31 <sup>st</sup> August 2024.<br>Cost Centre Report 31 <sup>st</sup> August 2024 (Not public document)   |
| DATA PROTECTION                | None  |
| COMMUNITY IMPACT               | The Town Council has a responsibility to ensure that quality services are maintained and/or improved and that the Council is providing a cost-effective service that is fit for purpose. It is important for residents to feel confident that the Council will continue to challenge its own performance to ensure that the Council provides excellent value for money. |
| CARBON NEUTRAL                 | None  |
| HEALTH & SAFETY                | None  |
| CRIME & DISORDER ACT 1997      | None  |
| POWER TO ACT                   | Not Applicable  |



WALTHAM ABBEY TOWN COUNCIL  
CURRENT BANK A/C  
List of Payments made between 01/08/2024 and 31/08/2024

| <u>Date Paid</u>      | <u>Payee Name</u>              | <u>Reference</u> | <u>Amount Paid</u> | <u>Transaction Detail</u>      |
|-----------------------|--------------------------------|------------------|--------------------|--------------------------------|
| 01/08/2024            | IMPREST A/C                    | Transfer         | £838.00            | HSBC Current Account           |
| 01/08/2024            | Hiscox Insurance               | Std Ord          | £4,437.87          | Hiscox - HU PIB 8187937        |
| 01/08/2024            | Xerox Finance                  | Std Ord          | £1,646.41          | Xerox Printer                  |
| 01/08/2024            | Pitney Bowes Ltd               | DD1              | £257.20            | 16234/Frinking machine rent    |
| 06/08/2024            | British Gas A/c BGL490649      | DD2              | £63.32             | 16357/BGL490649 21Jun-21Jul    |
| 10/08/2024            | Epping Forest DC               | Std Ord          | £1,747.00          | EFDC Rates-700021923           |
| 10/08/2024            | Epping Forest DC               | Std Ord          | £85.00             | EFDC Rates - 700022948         |
| 10/08/2024            | Epping Forest DC               | Std Ord          | £173.00            | EFDC Rates - 700170298         |
| 12/08/2024            | HSBC Charges 1-30Jun2024       | DR               | £74.76             | HSBC Charges 1-30Jun2024       |
| 12/08/2024            | SSE Energy Solutions A/c 87003 | DD3              | £220.31            | 16319/Ac8700324824 21Apr-20Jul |
| 12/08/2024            | SSE Energy Solutions A/c 87003 | DD4              | £119.45            | 16320/Ac8700325398 11Jan-20Jul |
| 14/08/2024            | HSBC COMMERCIAL CARD           | DD               | £496.63            | HSBC Commercial Card           |
| 15/08/2024            | Peninsula Business Services    | Std Ord          | £436.54            | Peninsula Business Services    |
| 15/08/2024            | G4S Cash Solutions (UK) Ltd    | DD5              | £74.86             | 16228/Cash collection svc Jun  |
| 16/08/2024            | Salaries August 2024           | DD               | £35,838.02         | Salaries August 2024           |
| 16/08/2024            | SAGE (UK)LTD                   | DD6              | £307.20            | 16322/Sage Payroll Aug2024     |
| 16/08/2024            | Pitney Bowes Ltd               | DD7              | £323.85            | 16321/Frinking machine reset   |
| 20/08/2024            | Epping Forest DC               | Std Ord          | £437.00            | EFDC Rates - 700023471         |
| 20/08/2024            | Epping Forest DC               | Std Ord          | £19.00             | EFDC Rates - 700069118         |
| 20/08/2024            | GoCardless -Epos Now Charge    | DD               | £22.80             | GoCardless -Epos Now Charge    |
| 20/08/2024            | Worldpay MM1299333             | DD               | £11.94             | Worldpay MM1299333             |
| 20/08/2024            | Castle Water A/c 2220843       | DD8              | £23.78             | Purchase Ledger Payment        |
| 26/08/2024            | IMPREST A/C                    | Transfer         | £8.00              | HSBC Current Account           |
| 26/08/2024            | HSBC Total Charges to 4Aug2024 | DR               | £18.63             | HSBC Total Charges to 4Aug2024 |
| 27/08/2024            | British Gas Lite A/c BGL490637 | DD9              | £13.05             | 16352/BGL490637 12Jul-12Aug    |
| 27/08/2024            | Castle Water A/c TW1776041494  | DD10             | £302.99            | 16354/Water2200664 1-31Jul24   |
| 27/08/2024            | Biffa Waste Services Ltd       | DD11             | £370.58            | 16316/Waste disposal Jul2024   |
| 27/08/2024            | SSE Energy Solutions A/c 87003 | DD12             | £26.73             | 16390/Ac8700325179 1-31Jul24   |
| 27/08/2024            | SSE Energy Solutions A/c 87003 | DD13             | £139.89            | 16394/Ac8700326775 1-31Jul24   |
| 27/08/2024            | SSE Energy Solutions A/c 87003 | DD14             | £27.73             | 16383/Ac8700334262 1-31Jul24   |
| 27/08/2024            | SSE Energy Solutions A/c 87003 | DD15             | £1,263.54          | 16391/Ac8700334262 1-31Jul24   |
| 27/08/2024            | SSE Energy Solutions A/c 87003 | DD16             | £145.50            | 16392/Ac8700335177 1-31Jul24   |
| 30/08/2024            | Hiscox Insurance               | Std Ord          | £4,437.83          | Hiscox - HU PIB 8187937        |
| 30/08/2024            | British Gas A/c 603493604      | DD17             | £147.63            | 16358/Ac603493604 17Jul-14Aug  |
| <b>Total Payments</b> |                                |                  | <b>£54,556.04</b>  |                                |

Enclosure Number 4



WALTHAM ABBEY TOWN COUNCIL  
IMPREST A/C  
List of Payments made between 01/08/2024 and 31/08/2024

| <u>Date Paid</u> | <u>Payee Name</u>            | <u>Reference</u> | <u>Amount Paid</u> | <u>Transaction Detail</u> |
|------------------|------------------------------|------------------|--------------------|---------------------------|
| 01/08/2024       | Advanced Vision Surveillance | Std Ord          | £837.75            | AVS-CCTV Mntnce Agreement |
| Total Payments   |                              |                  | <u>£837.75</u>     |                           |

Enclosure Number 5



Bank Reconciliation Statement as at 31/08/2024  
 for Cashbook 1 - CURRENT BANK A/C

| <u>Bank Statement Account Name (s)</u> | <u>Statement Date</u> | <u>Page No</u>                     | <u>Balances</u>   |
|--|-----------------------|------------------------------------|-------------------|
| CURRENT A/C                            | 31/08/2024            | 821                                | 2,500.00          |
| MONEY MANAGER A/C                      | 31/08/2024            | 813                                | 144,188.32        |
|  |                       |                                    | <u>146,688.32</u> |
| <u>Unpresented Payments (Minus)</u>    |                       | <u>Amount</u>                      |                   |
|  |                       | 0.00                               |                   |
|  |                       |                                    | <u>0.00</u>       |
|  |                       |                                    | 146,688.32        |
| <u>Unpresented Receipts (Plus)</u>     |                       |                                    |                   |
| 28/08/2024 2084                        |                       | 365.00                             |                   |
| 28/08/2024 2084                        |                       | 8.00                               |                   |
| 31/08/2024 2084                        |                       | 145.72                             |                   |
|  |                       |                                    | <u>518.72</u>     |
|  |                       |                                    | 147,207.04        |
|  |                       | <b>Balance per Cash Book is :-</b> | <b>147,207.04</b> |
|  |                       | <b>Difference is :-</b>            | <b>0.00</b>       |

**Signatory 1:**

Name ..... Signed ..... Date .....

**Signatory 2:**

Name ..... Signed ..... Date .....

Enclosure Number 6

Bank Reconciliation Statement as at 31/08/2024  
for Cashbook 4 - IMPREST A/C

| <u>Bank Statement Account Name (s)</u> | <u>Statement Date</u> | <u>Page No</u>              | <u>Balances</u> |
|--|-----------------------|-----------------------------|-----------------|
| IMPREST A/C                            | 31/08/2024            | 505                         | 1,000.47        |
|  |                       |                             | <u>1,000.47</u> |
| <u>Unpresented Payments (Minus)</u>    |                       | <u>Amount</u>               |                 |
|  |                       | 0.00                        |                 |
|  |                       |                             | <u>0.00</u>     |
|  |                       |                             | 1,000.47        |
| <u>Unpresented Receipts (Plus)</u>     |                       |                             |                 |
|  |                       | 0.00                        |                 |
|  |                       |                             | <u>0.00</u>     |
|  |                       |                             | 1,000.47        |
|  |                       |                             | <u>1,000.47</u> |
|  |                       | Balance per Cash Book is :- | 1,000.47        |
|  |                       | Difference is :-            | 0.00            |

Signatory 1:

Name .....Signed .....Date .....

Signatory 2:

Name .....Signed .....Date .....



Bank Reconciliation Statement as at 31/08/2024  
for Cashbook 8 - HSBC COMMERCIAL CARD

| <u>Bank Statement Account Name (s)</u> | <u>Statement Date</u> | <u>Page No</u>              | <u>Balances</u> |
|--|-----------------------|-----------------------------|-----------------|
| HSBC Commercial Card                   | 31/08/2024            |                             | -374.61         |
|  |                       |                             | <hr/> -374.61   |
| <u>Unpresented Payments (Minus)</u>    |                       | <u>Amount</u>               |                 |
|  |                       | 0.00                        |                 |
|  |                       |                             | <hr/> 0.00      |
|  |                       |                             | -374.61         |
| <u>Unpresented Receipts (Plus)</u>     |                       |                             |                 |
|  |                       | 0.00                        |                 |
|  |                       |                             | <hr/> 0.00      |
|  |                       |                             | -374.61         |
|  |                       | Balance per Cash Book is :- | -374.61         |
|  |                       | Difference is :-            | 0.00            |

Signatory 1:

Name .....Signed .....Date .....

Signatory 2:

Name .....Signed .....Date .....



## Statement of Account

Miss Law  
Waltham Abbey Town Council  
Highbridge Street  
WALTHAM ABBEY  
Essex  
EN9 1DG

5 September 2024

Account name: **WALTHAM ABBEY TOWN COUNCIL**  
Account number: **PS3078578-001**  
Statement period: **31/07/2024 to 31/08/2024**

### Account summary

Total valuation as at 31 August 2024 **£275,266.62**  
Total valuation as at last statement at 31 July 2024 **£333,468.07**

### Holdings as at 31 August 2024

| Fund name   | Unit/share holdings | Price per unit/share | Value              |
|---|---------------------|----------------------|--------------------|
| <b>The Public Sector Deposit Fund SC4</b><br>GB00B3LDFH01 | 275,266.6200        | £1.00                | £275,266.62        |
| <b>Total value</b>  |                     |                      | <b>£275,266.62</b> |

### Transactions for the period from 31 July 2024 to 31 August 2024

#### The Public Sector Deposit Fund SC4

| Transaction date | Transaction type    | Unit/shares  | Price per unit/share | Amount (GBP) |
|------------------|---------------------|--------------|----------------------|--------------|
| 02/08/2024       | Income Reinvestment | 1,798.5500   | £1.0000              | £1,798.55    |
| 21/08/2024       | Withdrawal          | -60,000.0000 | £1.0000              | -£60,000.00  |

Correspondence address: PO Box 12892, Dunmow, Essex CM6 9DL

clientservices@ccla.co.uk      Freephone 0800 022 3505      www.ccla.co.uk

Fund documentation is available at [www.ccla.co.uk/investments](http://www.ccla.co.uk/investments), or may be requested from our Client Services team. Telephone calls are recorded.  
CCLA Investment Management Limited (registered in England & Wales, No. 2183088) is authorised and regulated by the Financial Conduct Authority.  
Registered address: One Angel Lane, London EC4R 3AB.

The average Fund yield for this period was 5.04% p.a.

Income for the period is as follows:

| Month    | Date paid  | Method       | Amount (£) | Destination   |
|----------|------------|--------------|------------|---------------|
| Jul 2024 | 02/08/2024 | Reinvestment | £1,798.55  | PS3078578-001 |

Before making any additional investments into CCLA funds, please read the most recent version of the relevant fund's key information document (KID). KIDs can help investors understand the nature, risks, costs, potential gains and potential losses of fund, and compare the fund with other products. The KIDs for our funds are available in the investments section of our website at, [www.ccla.co.uk](http://www.ccla.co.uk). Or, you can ask us to send you copies, free of charge, by emailing our Client Services team at [clientservices@ccla.co.uk](mailto:clientservices@ccla.co.uk).

Please keep all documents (including this statement) safe as you may need to refer to the information in the future.

If you would like to discuss any of the information on your statement please contact Client Services.

A glossary of terms used in this communication is available on [www.ccla.co.uk/glossary](http://www.ccla.co.uk/glossary). If you would like the information in an alternative format or have any queries, please call us on **0800 022 3505** or email us at [clientservices@ccla.co.uk](mailto:clientservices@ccla.co.uk).

### Section 3 – External Auditor’s Report and Certificate 2023/24

In respect of

Waltham Abbey Town Council - EX0261

#### 1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2024; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

#### 2 External auditor’s limited assurance opinion 2023/24

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Please see below

Other matters not affecting our opinion which we draw to the attention of the authority:

We are unable to complete our review work on the AGAR and supporting documentation as a result of correspondence received in relation to 2023/24 and/or prior years. Once we have finalised our review and completed any additional work arising from that correspondence, a final report will be provided with the certificate of completion detailing any qualifications and 'other' matters.

Our fee note for the limited assurance review will be issued when we certify completion.

#### 3 External auditor certificate 2023/24

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2024.

We do not certify completion because:

We have received correspondence bringing information to our attention that we must consider before certifying the completion of our review and the discharging of our responsibilities

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

*PKF Littlejohn LLP*

Date

19/09/2024







## Waltham Abbey Town Council

### Training and Development Policy

| Adopted/ Reviewed | Date for Review | Minute Reference |
|-------------------|-----------------|------------------|
| Review            | October 2024    |                  |
|                   |                 |                  |
|                   |                 |                  |

1

Enclosure Number 9

## **1 Introduction**

Waltham Abbey Town Council is committed to ensuring that councillors, officers and volunteers are trained to the highest standard to enable the Council to meet the following training objectives:

- Having a motivated and skilled workforce providing a high level of service to the public.
- Training that meets Health & Safety legislative requirements.

To support this, funds are allocated to a training budget each year to enable officers, councillors and volunteers to attend relevant training and conferences relevant to their office or role. Prospective councillors and officer applicants will be made aware of this policy and the expectations that may be expected of them in terms of personal development. This policy will be reviewed every two years.

## **2 Policy statement**

Waltham Abbey Town Councils intention is to:

- Support and encourage the training and development of knowledge of councillors, officers and volunteers to help achieve the objectives of the council;
- Regularly review the needs of councillors, officers and volunteers; and
- plan training and development opportunities and budget accordingly.

## **3 Training and development for councillors**

Waltham Abbey Town Council will ensure that:

- training is made available at induction sessions (usually held by the Essex Association of Local Councils) explaining the role of the council, councillors and the Clerk;
- there is provision of copies of the Standing Orders, Financial Regulations, Code of Conduct, policies of the council and any other information deemed relevant;
- there is access to relevant courses provided by bodies such as the Essex Association of Local Councils (EALC);
- there will be expenses for attending briefings, consultations and other general meetings for councillors in the local area; and
- there is circulation of briefings, newsletters and magazines.
- councillors will be encouraged to attend training to help them operate and develop as a councillor at least annually.

## **4 Training and development for the Town Clerk**

Waltham Abbey Town Council will ensure that:

- Mandatory training is made available at an induction session explaining the role of the council, councillors, Clerk, other officers and volunteers;

- there will be provision of copies of the standing orders, financial regulations, code of conduct, policies of the council and any other information deemed relevant;
- there will be provision of any other training relevant to the proficient discharge of their duties such as information technology, legal powers, finance and understanding the planning system;
- there will be expenses for attending relevant conferences and seminars of bodies such as the Society of Local Council Clerks, the National Association of Local Councils, Institute of Cemetery and Crematorium Management and the Essex Association of Local Councils;
- that the Council will subscribe to relevant publications, advice services and membership of relevant local council associations;
- that there will be provision of Local Council Administration by Arnold-Baker and Claydon, and other relevant publications, which will remain the property of the council; and
- provision of suitable mentoring if required (this may be via telephone, email, online meeting or in-house).

It is also a requirement of the Clerk to have gained (or be working towards the Certificate in Local Council Administration (CILCA). The Town Clerk will also be encouraged to gain further qualifications in this field and to participate in local clerks' forums and events.

The Council will endeavour to support the Town Clerk's professional development, which might include:

- financial assistance towards the cost of tuition, examinations and resource materials;
- allocated study leave;
- time off for any relevant learning courses or examinations.

Such support is entirely at the discretion of the council or, as appropriate, the Establishment Committee.

#### **5 Review of training and development needs including other officers and volunteers**

Training requirements for Councillors will usually be identified by themselves, the leader and Town Clerk. Opportunities to attend courses will be investigated by the Town Clerk and brought to the attention of the full council.

Training needs for officers and volunteers will be identified from:

- Induction and probation periods
- One-to-ones
- Appraisals
- General workload assessment and planning
- Health and Safety Requirements

Consideration may also be given to the membership of other bodies and organisations, specific to an individual's role.

#### **6. Online Mandatory Training Platform**

**Commented [WC1]:** Please review number 6 which is a new addition.

The mandatory online training platform WorkNest is available for officers and volunteers who all have access to the WorkNest Training platform. This ensures Health & Safety in the workplace training is delivered and recorded. This formulates part of the onboarding process and provides ongoing support and training for all officers and volunteers in line with legislation to ensure safety in the workplace.

#### **7 Budget for training**

An allocation will be made in the budget each year as needed for training and development, based on a review conducted by Senior managers and the Town Clerk of training and development needs.

Purchases of relevant memberships, subscriptions and resources such as publications will be reviewed with Senior Management and the Town Clerk and considered on an ongoing basis.

#### **7 Evaluation of training**

All training undertaken will be subsequently evaluated by the Town Clerk and line managers to assess relevance and effectiveness. Training will be reviewed in light of changes to legislation or any quality systems relevant to the council, its services, new qualifications, new equipment, complaints received, incidents which highlight training needs and requests from councillors, officers and volunteers.

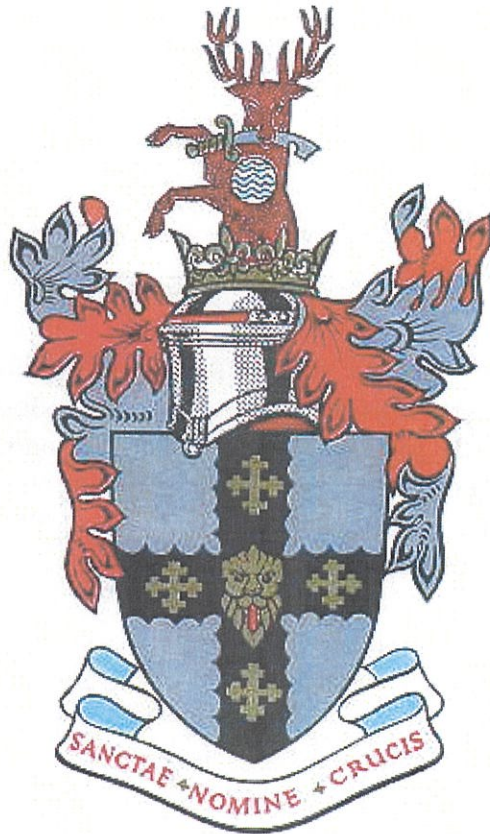
Those undertaking training will also be required to complete an assessment form in order to monitor the benefits of specific training. These will be shared with their Line Manager and the Town Clerk. (See appendix 1)

The Town Clerk will maintain a record of training attended by all councillors, officers and volunteers.

**Appendix 1**

|   |  |
|---|--|
| Name of person undertaking training   |  |
| Training attended   |  |
| Training provider   |  |
| Date and time of training   |  |
| Location of training  |  |
| What was the purpose of the training  |  |
| What do you feel you gained from the training                                   |  |
| How do you feel this training will help you complete your role more effectively |  |
| How do you feel this training will benefit the Council                          |  |
| Was there anything that could have been better?                                 |  |





# Waltham Abbey Town Council

## Reserves Policy

|          |                                |                    |
|----------|--------------------------------|--------------------|
| Adopted  | 7 <sup>th</sup> September 2016 | Minute Ref: 241/16 |
| Reviewed | 8 <sup>th</sup> November 2017  | Minute Ref 416/17  |
| Reviewed | 5 <sup>th</sup> December 2018  | Minute Ref         |
| Reviewed | 2 October 2024                 |                    |

Enclosure Number 10



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## **1. Introduction**

The Council is required, under statute, to maintain adequate financial reserves in order to meet the needs of the organisation. Section 50 of the Local Government Finance Act 1992 requires that billing and precepting authorities in England and Wales have regard to the level of reserves needed to meet estimated future expenditure when calculating the budget requirement. Consideration should also be given to the CIPFA guidance notes on Local Authority Reserves and Balances issued in July 2014.

The Council's policy on the establishment, maintenance and adequacy of reserves and balances will be considered during the preparation of the annual budget.

The Council will hold reserves for these three main purposes:

- a working balance to help cushion the impact of uneven cash flows and avoid unnecessary temporary borrowing - this forms part of general reserves;
- a contingency to cushion the impact of unexpected events or emergencies - this also forms part of general reserves;
- a means of building up funds, often referred to as earmarked reserves, to meet known or predicted requirements; earmarked reserves are accounted for separately but remain legally part of the General Fund.

## **2. General Fund Balance**

The General Fund Balance, commonly termed the "working balance", is a balance on the Council's revenue account which is not held for any specific purpose other than to cushion the Council's finances against any unexpected short term problems in the council's cash flow.

**3. Policy:** The General Fund Balance is to be maintained at a level based upon a risk assessment carried out annually by the Responsible Finance Officer when setting the budget for the forthcoming year. Any surplus on the reserve above the required balance may be used to fund capital expenditure, be appropriated to earmarked reserves or used to limit any increase in the precept.

## **4. Financial Risk Management**



In order to assess the adequacy of the general fund when setting the annual budget, the Responsible Finance Officer will take account of the strategic, operational and financial risks facing the Council. The requirement of the level of the general fund balance for the forthcoming year will therefore be based upon a risk assessment of the Council's main areas of income and expenditure and take into account any provisions and contingencies that may be required. This financial risk assessment will be based upon the main financial risks identified in the Council's Risk Management Strategy.

The main items to be considered are:

| <b>Financial Risk</b>  | <b>Analysis of Risk</b>  |
|--|--|
| Pay inflation is greater than budgeted   | The cost of living increase is above the level allowed for in the estimates.   |
| Contractual inflation is greater than budgeted                                   | A general assumption is made when estimating the percentage increase on rates & utilities. This may increase above budgeted inflation.<br>Professional and other services costs increase above estimate. |
| Treasury management income is not achieved                                       | The actual interest rate realised is below the rate predicted at budget setting.   |
| Function income is less than expected  | That a decrease in revenue is realised from estimate.  |
| Seasonal income is lower than budgeted/shortfall in income from fees and charges | That a decrease in revenue is realised from estimate.  |
| Contingent liabilities are realised  | That the Council becomes liable to pay contingent liabilities.   |

### **5. Statutory Reserves**

Local Authorities also hold reserves that arise out of the interaction of legislation and proper accounting practices. At Waltham Abbey Town Council this is:

- Capital Receipts Reserves - this reserve holds the proceeds from the sale of assets, and can only be used for capital purposes in accordance with regulations.

### **6. General Reserves**

This represents the non-ring fenced (earmarked) balance of Council funds. The main purposes of the General Reserves are firstly to operate as a working balance to help manage the impact of uneven cash flows and secondly, to provide a contingency to cushion the impact of emerging or unforeseen events or genuine emergencies. In general, a robust level

of reserve should be maintained and take account of operational and financial issues facing the Town Council. It can also be used to save for projects that do not necessarily need to be earmarked.

### **7. Earmarked Reserves**

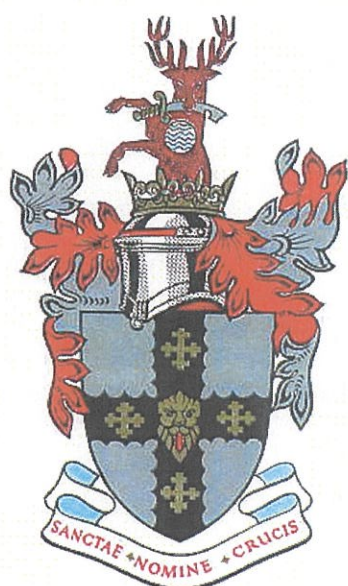
Earmarked reserves represent amounts that are generally built up over a period of time which are earmarked for specific items of expenditure to meet known or anticipated liabilities or projects. The "setting aside" of funds to meet known future expenditure reduces the impact of meeting the full expenditure in one year. The Council, when establishing an earmarked reserve, will set out:

- the reason/purpose of the reserve;
- how and when the reserve can be used;
- procedures for the management and control of the reserve;
- a process and timescale for review of the reserve to ensure continuing relevance and adequacy.

### **8. Review of the Adequacy of Balances and Reserves**

In assessing the adequacy of reserves the strategic, operational and financial risks facing the authority will be taken into account. The level of earmarked reserves will be reviewed as part of the annual budget preparation.

# Waltham Abbey Town Council



## Grant Awarding Policy

Adopted by Waltham Abbey Town Council at its meeting on 29th October 2014  
minute reference: 380/14  
Reviewed: December 2019 minute reference: 532/19  
To be reviewed: December 2024

Enclosure Number 11

## Objective

The Town Council wishes to support activities and causes which benefit the town of Waltham Abbey. A grant is any payment made by the Town Council for the specific purpose for which it is claimed and for the well-being of the community, part of the community or individuals providing the town council has met the eligibility criteria and passed the resolution to use the General Power of Competency.

**Commented [WC1]:** The Town Council has the power to provide grant funding under the LGA 1972,s137

## Eligibility

Any grant made by the Town Council must directly benefit residents of the town of Waltham Abbey, and the aims of the organisation should support one or more of the Town Council's key aims and outcomes.

The following criteria must be met for a group to be considered for a grant:-

- a) a Local Communities: to provide safe, active and healthy communities and provide accessible services;
- b) b Local Environment: to manage the environment in a sustainable way
- c) c Local Economy: to develop and promote the local economy

An organisation must be properly constituted and must operate on a not-for-profit basis.

## Conditions

- Multiple applications within a 12 month period will not normally be considered;
- The Town Council reserves the right to reclaim any grant not being used for the purpose specified on the application form. The Town Clerk will, therefore, be allowed to verify that the monies have been spent accordingly;
- Grants cannot be awarded after the relevant project or event has been completed;
- An acknowledgement on receipt of the grant cheque is required.

## Assessment Criteria

- Does the organisation provide education or training for members or volunteers?
- Does the organisation provide sports /recreational facilities that otherwise may have to be provided by the Council?
- What percentage of the members or users of the organisation are residents of Waltham Abbey?
  - a) 100%
  - b) Over 75%
  - c) Under 75%
- Do membership rules/rates support the principle of open access to residents of
  - a) all areas of Waltham Abbey
  - b) a specific area or group of people
- Does the organisation encourage the use of its facilities by non-members? (e.g. schools, public

**Commented [WC2]:** Waltham Abbey Town Council reserves the right to make recommendations in line with reducing the towns carbon footprint, building communities, increasing biodiversity and reducing the use of plastic.

sessions)

- Is the organisation in receipt of grant funding from other sources? e.g. ECC, EFDC, Big Lottery, or other Charitable Trust
- Annual turnover of organisation
  - a) <£5,000
  - b) £5,000 - £25,000
  - c) >£25,000
- Does the organisation operate bar facilities?
  - a) Yes
  - b) No
- Is the applicant/organisation resident or based in the Town?

#### Application Process.

- Applications should be made by completing the Grant Awarding Application Form and enclosing a copy of the latest set of independently approved accounts (for both current and savings accounts) for the group making the application.
- Applications are accepted at any time of the year, but on-going annual grant requests should be made by the end of January for the forthcoming financial year (1<sup>st</sup> April)
- Applicants are usually informed within two weeks of the meeting

**Commented [WC3]:** Each October the Policy & Resources Committee will consider the following year's grants budget and make a decision on the amount for the following years budget.

#### Promotion.

The Town Council will ask for recognition from successful groups in the form of the promotion of the Town Council in the organisation's newsletter or any press release. The Town Council will also recognise successful groups in its own reports to residents.

**Commented [WC4]:** Guidance notes:  
The Council would expect organisations to raise a reasonable amount of funds themselves towards a specific project or scheme.

