



WALTHAM ABBEY TOWN COUNCIL

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

N Page
Town Clerk

E-MAIL: 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 **6th November 2024 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
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 09/10/24 and 23/10/24 (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 01/09/2024 and 30/09/2024** (Enc 4).
11. **Imprest Account Payments dated 01/09/2024 and 30/09/2024** (Enc 5).
12. **Current Bank Reconciliation Statements dated 30/09/24** (Enc 6).
13. **CCLA Report:** To receive the RFO's report (Enc 7).
14. **Sexual Harassment Policy:** To review and make a decision to adopt the Policy (Enc 8).
15. **Town Hall Boilers:** To receive the Town Clerks Report and to ratify the decision (Enc 9).
16. **Padel Courts:** To Review and make a decision on the proposed plan (Enc 10).
17. **Mayor and Hospitality Allowance:** To review allowances.
18. **Items to be added to the next agenda for discussion:** Items to be submitted for next meeting on 4th December 2024.
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 11).
21. **Grant Applications:** To review the applications (Enc 12).
22. **Establishment Review Committee:** To ratify the decisions made in Establishment Review committee meeting dated 21 October 2024. TC to give a verbal update.



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: 30th October 2024



10.10.2024

09/10/2024

WALTHAM ABBEY TOWN COUNCIL

Page 1

15:36

Invoices Due for Payment by 8 November 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	
Connor L Taylor [AMPTREE]									
02/10/2024	AMP-1171	16465	16465/Hedge pruning		30/10/2024	575.00		575.00	
Telephone : 01708 765443						Total of Invoices Due (AMPTREE)	575.00	0.00	575.00 ✓
BZ Commercial Finance DAC re Banner Grp [BANNER]									
18/09/2024	AN97339	16484	16484/Stationery		16/10/2024	85.36		85.25	
20/09/2024	AP05768	16441	16441/Stationery		18/10/2024	91.80		91.80	
23/09/2024	AP08271	16442	16442/Wireless mouse		21/10/2024	50.11		50.11	
26/09/2024	AP22309	16443	16443/Stationery		24/10/2024	-0.11		0.00	
Telephone : 08435 383311						Total of Invoices Due (BANNER)	227.16	0.00	227.16 ✓
BEMOR BUILDING CONTRACTORS LTD [BEMORB]									
02/09/2024	17343	16444	16444/Maintenance supplies		02/10/2024	141.77		141.77	
16/09/2024	11021	16445	16445/Repair vandalism damage		16/10/2024	2,553.82		2,553.82	
						Total of Invoices Due (BEMORB)	2,695.59	0.00	2,695.59 ✓
British Gas A/c 603426304 [BGAS-TI502]									
30/09/2024	851266025	16446	16446/Ac603426304 27Aug-26Sep		28/10/2024	236.76		236.76	
						Total of Invoices Due (BGAS-TI502)	236.76	0.00	236.76 ✓
CV Components [CVCOMPON]									
23/09/2024	IWCV132117	16447	16447/Grease cartridges		21/10/2024	31.20		31.20	
Telephone : 01992 762519						Total of Invoices Due (CVCOMPON)	31.20	0.00	31.20 ✓
DCK Accounting Solutions Ltd [DCKBEA]									
25/09/2024	TPC11493	16448	16448/Contract accounts Sep24		25/09/2024	1,285.62		1,285.62	
Telephone : 01793 739110						Total of Invoices Due (DCKBEA)	1,285.62	0.00	1,285.62 ✓
Epping Forest District Council [EFDCLIC]									
02/10/2024	WK202436823	16466	16466/Premises licence 2024-25		30/10/2024	295.00		295.00	
Telephone : 01992 564000						Total of Invoices Due (EFDCLIC)	295.00	0.00	295.00 ✓
Fly By Travel Holidays Ltd [FLYBY]									
30/09/2024	TORQUAY20SEP	16450	16450/Torquay 20Sep24		28/10/2024	416.00		416.00	
09/10/2024	21OCT24	16467	16467/Morecombe 21Oct		06/11/2024	672.00		672.00	
09/10/2024	25OCT24	16468	16468/Blackpool 25Oct2024		06/11/2024	480.00		480.00	
						Total of Invoices Due (FLYBY)	1,568.00	0.00	1,568.00 ✓
Froom & Co Limited [FROOM]									

Enclosure Number 1

09/10/2024
15:36

WALTHAM ABBEY TOWN COUNCIL
Invoices Due for Payment by 8 November 2024

Page 2

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	
24/09/2024	42195	16449	16449/Waste disposal		22/10/2024	444.00		444.00	
Telephone : 01992 444274						Total of Invoices Due (FROOM)	444.00	0.00	444.00 ✓
Tricia Gurnett [GURNETT]									
30/09/2024	110924	16451	16451/Chigford Tour 11Sep		28/10/2024	21.00		21.00	
						Total of Invoices Due (GURNETT)	21.00	0.00	21.00 ✓
TBS Hygiene LTD [HYGIENE]									
08/10/2024	6012	16469	16469/Dog waste collection Oct		05/11/2024	230.40		230.40	
						Total of Invoices Due (HYGIENE)	230.40	0.00	230.40 ✓
ITDS Managed Services Limited [ITDS]									
24/09/2024	INV-2074	16452	16452/IT Support Oct2024		22/10/2024	755.46		755.46	
						Total of Invoices Due (ITDS)	755.46	0.00	755.46 ✓
R Baker [LEERIK] ✓									
09/10/2024	10108	16470	16470/Mini tractor repairs		23/10/2024	646.85		646.85	
Telephone : 07968 728821.						Total of Invoices Due (LEERIK)	646.85	0.00	646.85 ✓
L & J Hall Digging Services Ltd [LESHAL]									
01/10/2024	1289	16471	16471/Grave digging Sep2024		31/10/2024	1,370.00		1,370.00	
Telephone : 01277 899808						Total of Invoices Due (LESHAL)	1,370.00	0.00	1,370.00 ✓
Police Aviation Research [PAR]									
10/09/2024	701046/2024/09	16453	16453/RAF books for resale		08/10/2024	30.00		30.00	
Telephone : 01992 714162						Total of Invoices Due (PAR)	30.00	0.00	30.00 ✓
PPL PRS Ltd [PPL]									
22/07/2024	SIN2776603	16454	16454/PPL PRS licence		19/08/2024	2,185.03		2,185.03	
Telephone : 0207 534 1000						Total of Invoices Due (PPL)	2,185.03	0.00	2,185.03 ✓
R E Gore Building Services Ltd [REGORE]									
20/09/2024	SS304857	16455	16455/Sliding window-Reception		18/10/2024	1,485.00		1,485.00	
02/10/2024	SS304873	16472	16472/Replace heat plate exch		30/10/2024	4,209.60		4,209.60	
Telephone : 03333 201010						Total of Invoices Due (REGORE)	5,694.60	0.00	5,694.60 ✓
Site-Equip Ltd [SITEEQUIP]									
09/10/2024	SC328436	16481	16481/Tollet hire 9Oct-5Nov		06/11/2024	129.60		129.60	
Telephone : 01256 384134						Total of Invoices Due (SITEEQUIP)	129.60	0.00	129.60 ✓

09/10/2024
15:36

WALTHAM ABBEY TOWN COUNCIL
Invoices Due for Payment by 8 November 2024

Page 3

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	
SSE Energy Solutions A/c 8700321424 [SSE-TM305]									
23/09/2024	IV01608893	16456	16456/Ac8700321424 1Jun-20Sep		21/10/2024	2,111.84		2,111.84	
Total of Invoices Due (SSE-TM305)						2,111.84	0.00	2,111.84 ✓	
Tail Lift Services [TAILLIFT]									
03/10/2024	77562	16473	16473/YJ07PYA service		31/10/2024	226.20		226.20	
Total of Invoices Due (TAILLIFT)						226.20	0.00	226.20 ✓	
Terry James Waste Solutions Limited [TJWASTE]									
01/10/2024	1821	16474	16474/Waste clearance		29/10/2024	960.00		960.00	
Telephone : 07841 910702						Total of Invoices Due (TJWASTE)	960.00	0.00	960.00 ✓
Tractor Tyres Direct Ltd [TRACTORTYR]									
04/10/2024	INV009531	16475	16475/Carlisle Tractor tyre		01/11/2024	444.00		444.00	
Telephone : 01787 868584						Total of Invoices Due (TRACTORTYR)	444.00	0.00	444.00 ✓
Tritec Environmental Services Ltd [TRITEC]									
25/09/2024	SX32976/09/2025	16457	16457/Water testing Sep2024		23/10/2024	1,290.00		1,290.00	
Telephone : 01923 202085						Total of Invoices Due (TRITEC)	1,290.00	0.00	1,290.00 ✓
Upshire Primary Foundation School [UPSHIREPFS]									
07/10/2024	GRANT2024	16476	16476/Upshire Primary School		04/11/2024	500.00		500.00	
						Total of Invoices Due (UPSHIREPFS)	500.00	0.00	500.00 ✓
Vanitorials Ltd [VANITORIAL]									
30/09/2024	INV803182	16458	16458/Cleaning supplies		28/10/2024	256.23		256.23	
Telephone : 01268 752224						Total of Invoices Due (VANITORIAL)	256.23	0.00	256.23 ✓
Total of Invoices Due (Bought Ledger 1)						24,209.54	0.00	24,209.54	
TOTAL OF INVOICES DUE (ALL LEDGERS)						24,209.54	0.00	24,209.54	

£ 28.90

£ 24,238.44



Invoices Due for Payment by 22 November 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
Abbey Filling Station [ABFILL]								
30/09/2024	146	16485	16485/Vehicle fuel Sep2024		28/10/2024	403.11		403.11
Total of Invoices Due (ABFILL)						403.11	0.00	403.11
Altodigital Networks Limited [ALTODIGIT]								
14/10/2024	ALT162421	16486	16486/Microsoft 365 Oct2024		11/11/2024	178.94		178.94
15/10/2024	1037859ALTO	16487	16487/Copier Service Charge		12/11/2024	213.35		213.35
Telephone : 01384 286032						Total of Invoices Due (ALTODIGIT)		
						392.29	0.00	392.29
Boom Access Services Ltd [BOOM]								
18/10/2024	3889	16488	16488/Nifty V160 LOLER/Service		15/11/2024	330.00		330.00
Telephone : 02039 123322						Total of Invoices Due (BOOM)		
						330.00	0.00	330.00
CALOR GAS LIMITED [CALORG]								
14/10/2024	92431547	16489	16489/Calor gas Oct-Dec		14/10/2024	20.59		20.59
Telephone : 0845 6096210						Total of Invoices Due (CALORG)		
						20.59	0.00	20.59
Chapple & Jenkins [CHAPPLE]								
17/10/2024	30291132	16490	16490/Chapple & Jenkins		14/11/2024	291.74		291.74
Telephone : 01179 721100						Total of Invoices Due (CHAPPLE)		
						291.74	0.00	291.74
Castle Water A/c TW6976490058 [CW-LR303]								
08/10/2024	10003761069	16491	16491/Water2209259 1Aug-31Jan		05/11/2024	78.85		78.85
						Total of Invoices Due (CW-LR303)		
						78.85	0.00	78.85
Drathmore Ltd [DRATHMOREL]								
09/10/2024	3346	16492	16492/Roller shutter repairs		06/11/2024	198.00		198.00
Telephone : 01708 755667						Total of Invoices Due (DRATHMOREL)		
						198.00	0.00	198.00
EcoFit Heating Ltd [ECOFIT]								
18/10/2024	INV-1286	16493	16493/Vailant boiler x3		15/11/2024	10,320.00		10,320.00
Telephone : 07834 155901						Total of Invoices Due (ECOFIT)		
						10,320.00	0.00	10,320.00
Froom & Co Limited [FROOM]								
21/10/2024	42284	16494	16494/Waste disposal		18/11/2024	444.00		444.00
Telephone : 01992 444274						Total of Invoices Due (FROOM)		
						444.00	0.00	444.00
ITDS Managed Services Limited [ITDS]								
15/10/2024	INV-2187	16495	16495/Install IT cable/network		12/11/2024	2,137.20		2,137.20

15:21

Invoices Due for Payment by 22 November 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 (ITDS)						2,137.20	0.00	2,137.20
Matthew's Plants [MATTHEWS]								
22/10/2024	24313	16496	16496/Winter bedding plants		22/10/2024	344.00		344.00
Total of Invoices Due (MATTHEWS)						344.00	0.00	344.00 ✓
Telephone : 01279 793539								
Welwyn Garden Alarms Ltd [WGA]								
22/10/2024	INV-5073	16497	16497/Alarm call out/battery		19/11/2024	183.84		183.84
Total of Invoices Due (WGA)						183.84	0.00	183.84 ✓
Telephone : 01707 266306								
Total of Invoices Due (Bought Ledger 1)						15,143.62	0.00	15,143.62
TOTAL OF INVOICES DUE (ALL LEDGERS)						15,143.62	0.00	15,143.62

DOR £250

£15393.62

STATUS LIST

Committee: Policy & Resources

Date: 6 November 2024

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

Town Mead Pavilion		To provide updates on Town Mead Pavilion plan.	N/A	N/A	No further update. Awaiting an update from EFDC. TC to give a verbal update.
Cemetery		BH Leading on Cemetery extension Health & Safety project in the cemetery is underway to meet legislation requirements. Memorial safety			Cemetery extension – awaiting a response from EFDC legal team. Legal team has been instructed to progress the application. EFDC progressing application to the Secretary of State.





WALTHAM ABBEY TOWN COUNCIL

COMMITTEE NAME	Policy and Resources
DATE OF MEETING	6 th November 2024
REPORT AUTHOR	Jodie Law
CONTACT DETAILS	jodie.law@walthamabbey-tc.gov.uk
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 30 th September 2024
SUMMARY OF REVENUE COST CENTRES	
101 Cemetery	Significant underperformance on interment fees.
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	Overspent on legal fees and property maintenance.
305 Town Mead Recreation	Nothing significant 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	Significant underperformance on bar sales.
507 Discretionary Spend	Nothing significant to report.
512 Democratic Representation	Nothing significant to report.

601 Depot, Plant and Equipment	Nothing significant to report.
602 Establishment	2 nd half of the precept received which has balanced out the budget.
FINANCIAL IMPLICATIONS	The surplus is currently £57,220.
ENCLOSURES	Revenue Budget Monitoring Report 30 th September 2024. Cost Centre Report 30 th September 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

REVENUE BUDGET MONITORING REPORT TO 30th September 2024

REVENUE BUDGET MONITORING REPORT TO 30th September 2024

COST CENTRE INFORMATION		ACTUAL INCOME TO DATE	ACTUAL EXP TO DATE	ACTUAL NET INCOME TO DATE	BUDGET INCOME TO DATE	BUDGET EXP TO DATE	BUDGET NET TO DATE	CURRENT VARIANCE	MAIN DIFFERENCES	
DESCRIPTION	CODE								DESCRIPTION	CODE
<u>Environment</u>										
Cemetery	101	40,213	74,148	-33,935	54,019	71,210	-17,191	-16,744	Cemetery	101
Markets	102	4,915	15,025	-10,110	5,831	31,102	-25,271	15,161	Markets	102
Allocments & footpaths	104	4,578	6,009	-1,431	4,000	4,278	-278	-1,153	Allocments & footpaths	104
Other open spaces	105	500	20,177	-19,677	0	28,680	-28,680	9,003	Other open spaces	105
Public conveniences	106	0	1,424	-1,424	0	7,614	-7,614	6,190	Public conveniences	106
Gillwell Comm Centre	107	10,360	685	9,675	11,669	1,610	10,059	-384	Gillwell Comm Centre	107
Environment Totals				-56,902		-68,975	-68,975	12,073		
<u>Recreation</u>										
Ninefields Rec	302	670	2,656	-1,986	581	2,541	-1,960	-26	Ninefields Rec	302
Larsens Rec	303	7,572	39,386	-31,814	7,339	17,367	-10,028	-2,186	Larsens Rec	303
Town Mead Rec	305	33,991	43,676	-9,685	33,156	45,060	-11,904	2,219	Town Mead Rec	305
3g Pitch	306	21,202	6,714	14,488	19,250	11,692	7,558	6,930	3g Pitch	306
Town Mead Club	307	52,500	0	52,500	52,500	1,750	50,750	1,750	Town Mead Club	307
Town Show	308	1,863	4,883	-3,020	3,000	5,855	-2,855	-165	Town Show	308
Recreation Totals				20,483		31,561	31,561	-11,078		
<u>Policy & Resources</u>										
Tourist Information Ce	502	2,125	28,025	-25,900	3,262	25,011	-21,749	-4,151	Tourist Information Centr	502
Town Hall Lettings	504	31,275	19,612	11,663	29,169	21,042	8,127	3,536	Town Hall Lettings	504
Town Hall Bar	505	13,547	38,116	-24,569	29,750	51,524	-21,774	-2,795	Town Hall Bar	505
Discretionary Spend	507	165	11,890	-11,725	0	16,225	-16,225	4,500	Discretionary Spend	507
Democratic Represent	512	0	2,098	-2,098	0	4,081	-4,081	1,983	Democratic Representatir	512
Depot; Plant & Equipm	601	0	25,791	-25,791	0	49,472	-49,472	23,681	Depot; Plant & Equipmen	601
Establishment	602	1,055,730	339,384	716,346	1,050,416	363,541	686,875	29,471	Establishment	602
Policy & Resources Totals				637,926		581,701	581,701	56,225		
Revenue Budget Totals				601,507		544,287	544,287	57,220		



WALTHAM ABBEY TOWN COUNCIL
CURRENT BANK A/C
List of Payments made between 01/09/2024 and 30/09/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Transaction Detail</u>
9/2/2024	IMPREST A/C	Transfer	£838.00	HSBC Current Account
9/5/2024	British Gas A/c BGL490643	DD1	£9.26	Purchase Ledger Payment
9/6/2024	British Gas A/c BGL490649	DD2	£65.43	16393/BGL490649 21Jul-21Aug
9/10/2024	Epping Forest DC	Std Ord	£1,747.00	EFDC Rates-700021923
9/10/2024	Epping Forest DC	Std Ord	£85.00	EFDC Rates - 700022948
9/10/2024	Epping Forest DC	Std Ord	£173.00	EFDC Rates - 700170298
9/10/2024	HSBC Charges 1-31Jul2024	DR	£81.48	HSBC Charges 1-31Jul2024
9/11/2024	CF Corporate Finance	DD	£825.41	CF Corp -Hosted Laptops x10
9/15/2024	Peninsula Business Services	Std Ord	£436.54	Peninsula Business Services
9/16/2024	HSBC COMMERCIAL CARD	DD	£856.61	HSBC Commercial Card
9/16/2024	SAGE (UK)LTD	DD3	£337.80	16381/Sage Payroll Sep2024
9/16/2024	Castle Water A/c TW1776041494	DD4	£66.10	16427/Water2200664 Aug2024
9/16/2024	G4S Cash Solutions (UK) Ltd	DD5	£112.28	16317/Cash collection svc July
9/17/2024	Pitney Bowes Ltd	DD6	£215.50	16428/Frinking machine reset
9/18/2024	Salaries September 2024	DD	£35,148.38	Salaries September 2024
9/18/2024	Highbridge	Std Ord	£2,175.00	Highbridge - TIC Rent
9/18/2024	Castle Water A/c 2220843	DD7	£23.78	Purchase Ledger Payment
9/19/2024	Epos Now	DD	£22.80	Epos Now -Bar Till Software
9/19/2024	Worldpay MM1304746	DD	£11.94	Worldpay MM1304746
9/20/2024	Epping Forest DC	Std Ord	£437.00	EFDC Rates - 700023471
9/20/2024	Epping Forest DC	Std Ord	£19.00	EFDC Rates - 700069118
9/23/2024	Information Commissioner Offic	DD	£35.00	ICO Annual Fee 2024-25
9/23/2024	PEAC (UK) Limited	DD8	£258.00	16355/Copier lease 21Sep-20Dec
9/23/2024	Biffa Waste Services Ltd	DD9	£370.80	16380/Waste disposal Aug2024
9/24/2024	SSE Energy Solutions A/c 87003	DD10	£27.74	16462/Ac8700325179 1-31Aug2024
9/24/2024	SSE Energy Solutions A/c 87003	DD11	£19.65	16461/Ac8700326921 1-31Aug24
9/24/2024	SSE Energy Solutions A/c 87003	DD12	£1,076.51	16463/Ac8700334262 1Jul-31Aug
9/26/2024	IMPREST A/C	Transfer	£8.00	HSBC Current Account
9/26/2024	HSBC Total Charges to 4Sep2024	DR	£15.96	HSBC Total Charges to 4Sep2024
9/26/2024	British Gas Lite A/c BGL490637	DD13	£13.04	16436/BGL490637 12Aug-12Sep

Total Payments **£45,512.01**

Enclosure Number

4



WALTHAM ABBEY TOWN COUNCIL
IMPREST A/C
List of Payments made between 01/09/2024 and 30/09/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Transaction Detail</u>
9/1/2024	Advanced Vision Surveillance	Std Ord	£837.75	AVS-CCTV Mntnce Agreement
		Total Payments	£837.75	

Enclosure Number 5



Bank Reconciliation Statement as at 30/09/2024
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	30/09/2024	833	2,500.00
MONEY MANAGER A/C	30/09/2024	818	652,596.08
			<u>655,096.08</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			655,096.08
<u>Unpresented Receipts (Plus)</u>			
24/09/2024 2088		3.40	
			<u>3.40</u>
			655,099.48
		Balance per Cash Book is :-	655,099.48
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Bank Reconciliation Statement as at 30/09/2024
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	30/09/2024	509	1,000.72
			<u>1,000.72</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			1,000.72
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			1,000.72
		Balance per Cash Book is :-	1,000.72
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Bank Reconciliation Statement as at 30/09/2024
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	30/09/2024		-1,525.07
			<u>-1,525.07</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			-1,525.07
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			-1,525.07
		Balance per Cash Book is :-	-1,525.07
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate



Statement of Account

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

5 October 2024

Account name: **WALTHAM ABBEY TOWN COUNCIL**
Account number: **PS3078578-001**
Statement period: **31/08/2024 to 30/09/2024**

Account summary

Total valuation as at 30 September 2024 **£206,609.67**
Total valuation as at last statement at 31 August 2024 **£275,266.62**

Holdings as at 30 September 2024

Fund name	Unit/share holdings	Price per unit/share	Value
The Public Sector Deposit Fund SC4 GB00B3LDFH01	206,609.6700	£1.00	£206,609.67
Total value			£206,609.67

Transactions for the period from 31 August 2024 to 30 September 2024

The Public Sector Deposit Fund SC4

Transaction date	Transaction type	Unit/shares	Price per unit/share	Amount (GBP)
03/09/2024	Income Reinvestment	1,305.0700	£1.0000	£1,305.07
04/09/2024	Income Reinvestment	37.9800	£1.0000	£37.98
05/09/2024	Withdrawal	-70,000.0000	£1.0000	-£70,000.00

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, 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 4.99% p.a.

Income for the period is as follows:

Month	Date paid	Method	Amount (£)	Destination
Aug 2024	03/09/2024	Reinvestment	£1,305.07	PS3078578-001
Aug 2024	04/09/2024	Reinvestment	£37.98	PS3078578-001

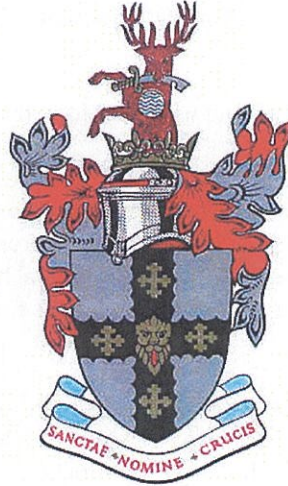
Before making any additional investments into CCLA funds, please read the most recent version of the relevant fund's key information document (KID). KIDs can help investors understand the nature, risks, costs, potential gains and potential losses of fund, and compare the fund with other products. The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

Waltham Abbey Town Council



Sexual Harassment Policy

- This policy can be issued to employees to explain the company's stance on sexual harassment and compliance with the proactive duty to prevent sexual harassment under the Equality Act 2010.

Adopted		
Reviewed		
Reviewed		

Sexual Harassment Policy

A) INTRODUCTION

- 1) All members of staff are entitled to be treated with dignity and respect in our place of work. This means freedom from sexual harassment, feeling safe and supported, and having access to redress if such behaviour does arise.
- 2) Sexual harassment takes many forms but whatever form it takes, it is unlawful under the Equality Act 2010 as amended. We will not tolerate it.
- 3) The law requires employers to take reasonable steps to prevent sexual harassment of their workers. We take action to prevent sexual harassment from occurring and have clear reporting procedures for our staff to make a complaint about sexual harassment. If you have been sexually harassed, or you have witnessed sexual harassment, we encourage you to tell us so that we can deal with the matter swiftly.
- 4) The Town Clerk has overall responsibility for the operation of this policy but may delegate elements of implementation or decision making to the HR Manager. Our managers will maintain an open door policy. All of our staff have a responsibility to behave in line with the requirements of this policy.
- 5) Instances of sexual harassment or victimisation may lead to disciplinary action including termination of employment.
- 6) This policy is reviewed regularly to ensure it remains up to date and in order to monitor its effectiveness. Any changes required will be implemented and communicated to our workforce.

B) SCOPE

We deplore all forms of sexual harassment and seek to ensure that the working environment is safe and supportive to all those who work for us. This includes employees, workers, agency workers, volunteers and contractors in all areas of our Company, including any overseas sites.

C) DEFINITIONS

- 1) Sexual harassment is unwanted conduct of a sexual nature which has the purpose or effect of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that person. It also covers treating someone less favourably because they have submitted to or refused to submit to unwanted conduct of a sexual nature, or that is related to gender reassignment or sex.
- 2) Sexual harassment may be committed by a fellow worker, an agent of an organisation, or a third party. It does not need to occur in person. It can occur via digital means including social media sites or channels e.g. Whatsapp. Someone may be sexually harassed even if they were not the target of the behaviour. Examples of sexual harassment include, but are not limited to:
 - a) sexual comments or jokes, which may be referred to as 'banter'
 - b) displaying sexually graphic pictures, posters or photos
 - c) suggestive looks, staring or leering
 - d) propositions and sexual advances
 - e) making promises in return for sexual favours
 - f) sexual gestures
 - g) intrusive questions about a person's private or sex life or a person discussing their own sex life

- h) sexual posts or contact in online communications including on social media
 - i) spreading sexual rumours about a person
 - j) sending sexually explicit emails, text messages or messages via other social media
 - k) unwelcome touching, hugging, massaging or kissing
- 3) Victimization is subjecting someone to detriment because they have done, are suspected of doing, or intend to do an act which is protected under discrimination and harassment laws. It is not necessary for the person to have done the protected act in order for detrimental treatment to be considered as victimization.
- 4) The protected acts are:
- a) making a claim or complaint under the Equality Act 2010 (for example, for discrimination or harassment)
 - b) helping someone else to make a claim by giving evidence or information in connection with proceedings under the Equality Act 2010
 - c) making an allegation that someone has breached the Equality Act 2010, or
 - d) doing anything else in connection with the Equality Act 2010
- 5) Examples of victimization may include:
- a) Failing to consider someone for promotion because they have previously made a sexual harassment complaint
 - b) Dismissing someone because they accompanied a colleague to a meeting about a sexual harassment complaint
 - c) Excluding someone from work meetings because they gave evidence as a witness for another employee as part of an employment tribunal claim about harassment.

D) CIRCUMSTANCES WHICH ARE COVERED

This policy covers behaviour which occurs in the following situations:

- a) a work situation
- b) a situation occurring outside of the normal workplace or normal working hours which is related to work, for example, a working lunch, a business trip or social functions
- c) outside of a work situation but involving a colleague or other person connected to the Company, including on social media
- d) against anyone outside of a work situation where the incident is relevant to your suitability to carry out the role.

E) WHAT TO DO IF YOU ARE SUBJECT TO SEXUAL HARASSMENT OR VICTIMISATION

- 1) We are committed to ensuring that there is no sexual harassment or victimization in our workplace. Allegations of sexual harassment and victimization will be treated as a disciplinary matter, although every situation will be considered on an individual basis and in accordance with the principles of our disciplinary procedures, a copy of which is available from the HR Manager.
- 2) **Informal complaint**
- We recognise that complaints of sexual harassment or victimization can be of a sensitive or intimate nature and that it may not be appropriate for you to raise the issue through our normal grievance procedure. In these circumstances you are encouraged to raise such issues with a senior colleague of your choice (whether or not that person has a direct supervisory responsibility for you) as a confidential helper. This person cannot be the same person who will be responsible for investigating the matter if it becomes a formal complaint (This is the HR Manager)

- 3) If you experience sexual harassment and you feel comfortable to do so, you should make it clear to the harasser on an informal basis that their behaviour is unwelcome and ask the harasser to stop. If you feel unable to do this verbally then you should hand a written request to the harasser, and your confidential helper can assist you in this.
- 4) In addition, you may also choose to raise concerns during your regular communication with your manager, for example, in a 1-2-1 meeting. Your manager will listen to you and take your concerns seriously if you do this, but may encourage you to follow the reporting procedures set out below.

5) **Formal complaint**

Where the informal approach fails or you do not wish to use the informal procedure, you should bring the matter to the attention of the HR Manager as a formal written complaint and again your confidential helper can assist you in this.

If possible, you should keep notes of what happened so that the written complaint can include:

- a) the name of the alleged harasser;
 - b) the nature of the alleged harassment;
 - c) the dates and times when the alleged harassment occurred;
 - d) the names of any witnesses; and
 - e) any action already taken by you to stop the alleged harassment.
- 6) On receipt of a formal complaint, we will take action to separate you from the alleged harasser to enable an uninterrupted investigation to take place. This may involve a temporary transfer of the alleged harasser to another work area or suspension with contractual pay until the matter has been resolved.
 - 7) The person dealing with the complaint will invite you to attend a meeting, at a reasonable time and location, to discuss the matter and carry out a thorough investigation. The meeting will normally be held within five working days of receipt of your complaint. You have the right to be accompanied at such a meeting by your confidential helper or another work colleague of your choice and you must take all reasonable steps to attend. Those involved in the investigation will be expected to act in confidence and any breach of confidence may be dealt with under the disciplinary procedure.
 - 8) On conclusion of the investigation, which will normally be within ten working days of the meeting with you, the decision of the investigator, detailing the findings, will be sent in writing to you.
 - 9) You have the right to appeal against the findings of the investigator. If you wish to appeal you must inform **the Town Clerk** within five working days. You will then be invited to a further meeting. As far as reasonably practicable, the Council will be represented by a more Senior Manager than attended the first meeting (unless the most Senior Manager attended that meeting).
 - 10) Following the appeal meeting, you will be informed of the final decision, normally within ten working days, which will be confirmed in writing.
 - 11) Regardless of the outcome of the procedure, we are committed to providing the support you may need. This may involve mediation between you and the other party or some other measure to manage the ongoing working relationship.

12) You will not be victimised for having brought a complaint.

F) WHAT TO DO IF YOU WITNESS SEXUAL HARASSMENT OR VICTIMISATION

- 1) If you witness sexual harassment or victimisation, you are encouraged to take appropriate action to address it. You should not take any action that may put you at risk of sexual harassment or other harm. If you feel able, you should intervene to prevent the matter continuing. If you are not able to do this, your action may include offering support to the person who has been sexually harassed and encouraging them to report the incident or reporting the incident yourself.
- 2) If reporting the incident, you should bring the matter to the attention of the HR Manager in writing.
- 3) Your concerns will be handled by the HR Manager who will sensitively talk to the person subject to sexual harassment to determine how they want the matter to be handled.

G) THIRD-PARTY SEXUAL HARASSMENT

- 1) Third-party sexual harassment occurs when one of our workforce is subjected to sexual harassment by someone who is not part of our workforce but who is encountered in connection with work. This includes our customers, suppliers, members of the public, service users, friends and family of colleagues, delegates at a conference, contractors etc).
- 2) Third-party sexual harassment of our workforce is unlawful and will not be tolerated. The law requires employers to take steps to prevent sexual harassment by third parties.
- 3) The law does not provide a mechanism for individuals to bring a claim of third-party harassment alone. However, failure for an employer to take reasonable steps to prevent third-party sexual harassment may result in legal liability in other types of claim.
- 4) In order to prevent third-party sexual harassment from occurring, we will:
 - a) **attach signage to the walls of the areas within the workplace where customers are present to warn that sexual harassment of our staff is not acceptable.**
 - b) **inform third-parties i.e. suppliers of our zero-tolerance sexual harassment policy within our supplier documentation**
 - c) **inform customers by recorded message at the beginning of telephone calls of our zero-tolerance policy on sexual harassment.**
- 5) If you have been subjected to third-party sexual harassment, you are encouraged to report this as soon as possible to the HR Manager.
- 6) Should a customer sexually harass a member of our workforce, we will **(include details, for example, warn the third party about their behaviour/ban the third party/share information relating to the incident with all interested parties.** Any criminal acts will be reported to the police.
- 7) We will not tolerate sexual harassment by any member of our workforce against a third party. Instances of sexual harassment of this kind may lead to disciplinary action including termination of employment

H) DISCIPLINARY ACTION

- 1) If the decision is that the allegation of sexual harassment or victimisation is well founded, the harasser/victimiser will be liable to disciplinary action in accordance with our disciplinary

procedure up to and including summary dismissal. An employee who receives a formal warning or who is dismissed for sexual harassment/victimisation may appeal by using our disciplinary appeal procedure.

- 2) When deciding on the level of disciplinary sanction to be applied, we will take into consideration any aggravating factors affecting the case. One example of aggravating factors is an abuse of power over a more junior colleague.
- 3) If, due to the investigation, it is concluded that your complaint is both untrue and has been brought with malicious intent, disciplinary action will be taken against you.

I) TRAINING

- 1) We provide training to all our staff on sexual harassment to ensure there is a clear understanding of, amongst other things, what sexual harassment is and how it may occur, that it will not be tolerated, expected levels of behaviour, how they can report any incidents of having been sexually harassed or having witnessed it and that acts of harassment will be dealt with under the disciplinary procedure potentially resulting in dismissal.
- 2) We ensure that all levels of management are trained on implementing this policy including preventing and managing sexual harassment in the workplace, and the procedure to follow if an allegation is reported.
- 3) We will regularly review the effectiveness of our training.
- 4) We provide refresher training as appropriate.

J) EMPLOYEE ASSISTANCE PROGRAMME

- 1) We would like to remind you that further support is available by contacting our Employee Assistance Programme, a confidential 24-hour telephone counselling service, which can be accessed on the Wisdom App.
- 2) As part of our Employee Assistance Programme, you also have access to an online wellbeing tool, Wisdom, which you can use to find fast answers to any wellbeing questions you have. You can access Wisdom at any time via the Health Assured portal. The link in the menu bar will take you directly to the Wisdom homepage, where you can ask your question. More details of this service are available from The HR Manager.

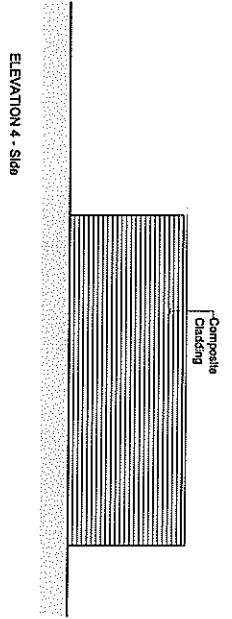
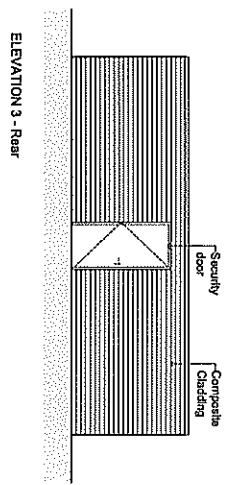
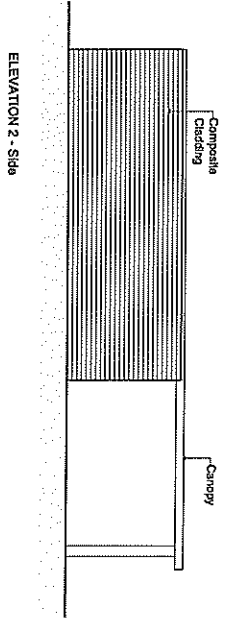
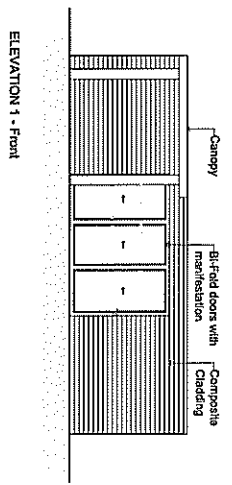
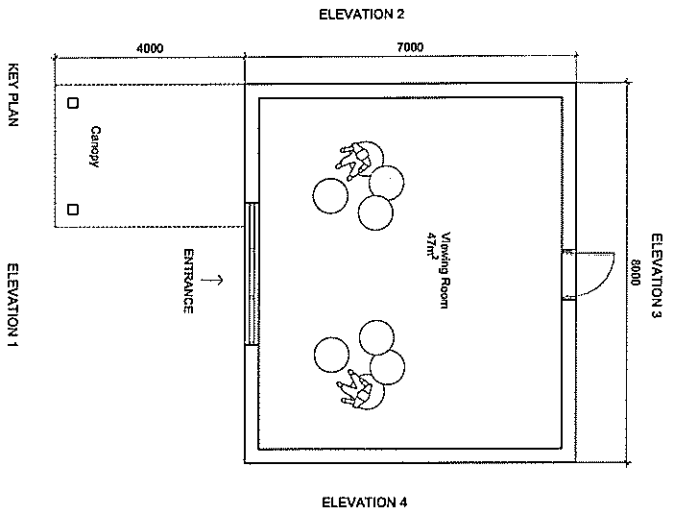


WALTHAM ABBEY TOWN COUNCIL

COMMITTEE NAME	Policy & Resources Committee
DATE OF MEETING	6 November 2024
REPORT AUTHOR	Natalie Page
CONTACT DETAILS	townclerk@walthamabbey-tc.gov.uk
SUBJECT	Boiler quotation decision to be Ratified
RECOMMENDATION	That the Report is noted, and the decision for option A is Ratified.
BACKGROUND	<p>Our Boilers at the Town Hall were condemned.</p> <p>TC emailed members in regards to the quotations</p> <p>TC recommend option A - which is a fraction above the cheapest, but the cheapest quoted company has not always been reliable on service in the past to WATC. All quotations have been vetted including insurance, warranty and by qualified experts as usual practice. Quotation matches the requirements and skill sets to provide the boilers and has a proven customer service record.</p> <p><u>As per Financial Regs:</u></p> <p>4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:</p> <p>the Council for all items over £5,000.</p>
INFORMATION	<p>Option A was agreed via email by Members.</p> <p>Members to please ratify the decision.</p>
FINANCIAL IMPLICATIONS	<p>The quotes are</p> <p>A - £8600.00 plus VAT (Recommended) and agreed</p> <p>B- be £7,850 plus VAT (Another option)</p> <p>C- £15,785.00 plus VAT (seems excessive)</p>
ENCLOSURES	
DATA PROTECTION	Contractor's details redacted - GDPR
COMMUNITY IMPACT	To ensure that the community and officers are in a safe warm environment.
CARBON NEUTRAL	

Enclosure Number 9

HEALTH & SAFETY	The new boilers will meet Health & Safety Legislation
CRIME & DISORDER ACT 1997	
POWER(S) TO ACT	Local Government Act 1972, s 226



drawing: Proposed Plans and Elevations
 New Viewing Room
 Drawn by: [Name]
 Date: 04.10.24
 Job no.: 1201
 Drawing no.: 1201
 P01

Enclosure Number 10

