Members of the **Finance, Staffing and Premises Committee** of Loughton and Great Holm Parish Council:

You are hereby **summoned to attend** a meeting to be held **at 7.30pm on Thursday 9th April 2026,** at Great Holm Community Centre, Kensington Drive, Great Holm

P Milford

Paula Milford, Parish Clerk.

Agenda

FSPC11/26 Apologies: To receive apologies from members unable to attend the meeting

FSPC12/26 Declarations of interest: Councillors to declare any personal or pecuniary interest they may have in respect of any items on the agenda.

FSPC13/26 Public participation: For any resident of the parish to raise any issue, petition, question, or concern (10 minutes or by consent of the chair).

FSPC14/26 Minutes: To approve as an accurate record the minutes of the last meeting of the Finance, Staffing and Premises Committee held on Monday 12th January 2026.

FSPC15/26 Bank Mandate: To approve and the sign the Unity Banking forms for the following bank mandate changes:

a) To remove Richard Chappell as an individual
b) To remove Gordon Dalgarno as an individual
c) To add Stephen Fortune as an individual with payment authorisation approval
d) To add Shirley Pointer as an individual with payment authorisation approval
e) To add Charisa Yip as an individual with payment submission approval

FSPC16/26 Business Rates 2026-2027: To note the following business rates payable for the 2026-2027 financial year:

a) Café at Loughton - £6,188 per year
b) Football Showers and Changing Rooms / Pavilion: £1,509.20 per year
c) Great Holm Community Centre: £1,607.20 per year

FSPC17/26 Year End Bank Balances: To note the year-end bank balances as at 31st March 2026.

FSCPC18/26 Interest 2025 – 2026: To note the amount of interest received on our reserves account during the 2025 – 2026 financial year.

FSCPC19/26 Earmarking Reserves: To consider for approval earmarking the following reserves for the 2026 – 2027 financial year.

a) £18,000 MUGA grant from the National Lottery Community Fund
b) £37,292.71 MUGA payment. We will receive £34,140.21 back from the Communities Foundation for this project once this payment has been made.
c) £1,374 Allotment Underspend from the 2025 – 2026 financial year.
d) Any other money to earmark

FSPC20/26 Loughton Pavilion Tender Review: To discuss and agree next steps regarding the tender process for Loughton Pavilion:

a) Short listing responses received to the invitation for expressions of interest for the Loughton Pavillion cafe opportunity.
b) Review the suggested areas for amendments to the Loughton Pavillion form of lease.

FSPC21/26 Pavilion Reconfiguration: To discuss and approve next steps for the following items

a) Front doors / Internal Doors
b) Football showers and changing rooms reconfiguration
c) List of work that needs completing or updating
d) Public Works Loan details

Exclusion of the public - in view of the confidential nature of the business about to be transacted, the public to be temporarily excluded, at the request of the Chair of the Committee for agenda items FSPC22/26

FSPPC22/26 Clerk Appraisal: Private and confidential item to be discussed.

FSPC23/26 Agenda items for next meeting: Councillors are to inform the Clerk in writing and within the required timeframe, of any items requested to be placed on the agenda.

Date and time of Next Meeting: TBC