Minutes of the Finance, Staffing, Premises Committee Meeting of Loughton Great Holm Parish Council held at 7.30pm on Thursday 9th April 2026 at Great Holm Community Centre, Kensington Drive, Great Holm.

Minutes

Councillors Present: Cllrs Eaton (Chair), Fortune, Pointer, Lee and Tripp.

Staff Present: Paula – Parish Clerk

Members of the Public Present: 1

FSPC11/26 Apologies: No apologies received.

FSPC12/26 Declarations of interest: No personal or pecuniary interests declared.

FSPC13/26 Public participation: A resident spoke about the opening of the Pavilion Café at Loughton stating it needs to be re-let as soon as possible and with a partnership that would encourage a secure business at that site. Cllrs Lee and Eaton stated that we are actively looking for a business that we can work with to offer our residents more from this building.

FSPC14/26 Minutes: The minutes of the last meeting of the Finance, Staffing and Premises Committee held on Monday 12th January 2026 were approved and signed as an accurate record by the Chair.

FSPC15/26 Bank Mandate: The following bank mandate changes were approved, and the Unity Banking documents were signed by Cllrs Eaton and Lee and the Parish Clerk.

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: The following business rates payable for the 2026-2027 financial year were noted by the Committee.

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: The year end bank balances were noted by the Committee. The Chair signed the end of year bank reconciliations ready to submit to the external auditor – PKF Littlejohn.

a) Unity Current Account: £41,343.57
b) Unity Reserves Account: £112,276.81
c) TOTAL BALANCE: £153,620.38

FSCPC18/26 Interest 2025 – 2026: The amount of interest received on our reserves account during the 2025 – 2026 financial year was noted as £2,995.30

FSCPC19/26 Earmarking Reserves: It was resolved to earmark the following reserves for the 2026 – 2027 financial year.

a) £18,000 MUGA grant from the National Lottery Community Fund

M. Eaton
9/6/2026

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) £50,000 for potential Loughton Pavilion building work.

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

a) All six Expressions of Interest (EOI) received by the Parish Council were discussed, and a table mapping the contents of these EOI'S against the principal questions set out in the EOI invitation was reviewed. It was resolved to take 5 EOI'S (those that best aligned with the specific questions included in the invitation document), through to Stage 2 of the tender process. These will be confirmed to the applicant's w/c 20/04/2026 after being noted by Full Council.
b) The Loughton Pavillion lease was discussed. A document was approved detailing the lease clauses we would like included ready for the new tenant. This approval was subject to the inclusion of two additional points covering liability associated with the solar panels and the ability of the Parish Council to repossess the area if the tenant breaches the terms of the lease. Once amended, this document will be sent to the solicitor drafting the new lease.

FSPC21/26 Pavilion Reconfiguration: The following was discussed and approved.

a) The Front doors will be replaced with fully assessable automatic doors and planning permission applied for. The internal doors will also be replaced. The back doors will be made more accessible also.
b) The Football showers/changing rooms reconfiguration will be discussed further after orgainsing a public consultation asking what our residents would like to see offered from this side of the building. This consultation will be organised by the Community Engagement Officer, and the results will be discussed by this committee at a later date.
c) No further work was noted at this time.
d) Public Works Loan details were noted for future reference.

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: Tuesday 9th June 2026, 7.30pm, Great Holm Community Centre, Kensington Drive, Great Holm

M. Sutton
9/6/2026