



# RESOURCES AND GENERAL SERVICES COMMITTEE

Members of the Resources a General Services Committee  
are summoned to attend a Meeting

which is to be held by ZOOM (digital meeting platform)  
on **Wednesday, 2 December 2020 at 7.15pm**

in order to transact the business as shown in the agenda.

**Mark Squire**  
**Town Clerk**  
26 November 2020

**Councillor J Jennings (Chairman)**

**Councillor J Angold-Stephens (Vice-Chairman)**

Councillors

M Dalton	J Jogia	J Mahoney
S Murray	A Omer	

Note to Councillors:  
If you are unable to attend this Zoom meeting,  
please email your apologies  
to [contact@loughton-tc.gov.uk](mailto:contact@loughton-tc.gov.uk)

## A G E N D A

- 1 Apologies for absence**  
To RECEIVE any apologies for absence.
- 2 Declarations of Interest**  
Councillors to declare any pecuniary or non-pecuniary interest in any items on the agenda.
- 3 Confirmation of Minutes**  
To CONFIRM the minutes of the meeting held on 14 October 2020.
- 4 Public Representations**  
To hear any representations from members of the public who have registered a request to address the Committee in accordance with no 5, Appendix C, of the Standing Orders.
- 5 Town Clerk's / Chairman's Report**  
To report (for discussion only) on any further significant information / matters that may be of interest to Committee members.  
  
Due to the current lockdown provisions the new Finance and Administration Assistant will now join the office team on 2 December 2020, all being well.
- 6 Christmas Card Competition 2020**  
The current covid lockdown has presented problems in the organisation of the competition this year. The Town Clerk will provide an oral update.
- 7 Training and Conferences**  
To NOTE the following courses / conferences have been attended / booked:-  
  
Due to number of factors outside of our control, both the Town Clerk and Assistant Clerk - Finance have deferred their St John Ambulance – Safety in the Workplace refresher courses until sometime in 2021  
  
The Town Clerk, in his capacity as Chairman of the Essex Branch of the Society of Local Council Clerks (SLCC) hosted the Annual SLCC AGM on 12 November 2020.  
  
The Services Officer has attended an Allotments – Health and Safety webinar on 10 November 2020. and also an Allotment Self – Management for Associations Town and Parish Clerks Training webinar on 18 November 2020.
- 8 Apprenticeship Scheme**  
The Town Clerk will provide an oral update.
- 9 Current Financial Position**
  - \* The current financial position is attached together with details of the funds available from earmarked reserves (see page 3 - 4).
  - \* A note of the Council's current bank balances and most recent reconciliations are attached (see pages 5 - 10)
- 10 Accounts Paid**  
Payments totalling £26,321.56 as detailed on payment schedules no. 320 until 30 October 2020 have been made and entered on the accounts system, since the report to the meeting on 14 October 2020. (see page 11) schedules and accompanying invoices will be available at the council offices for inspection once the office is open to the public. Copies will have been sent to both the Chairman and Vice Chairman of this Committee..

For information, details of all Council payments in excess of £500 are provided on the Council's website on the strategic documents page.

**11 Internal Financial Check**

Cllr Jogia visited the office on the 15 October 2020 and inspected records connected with petty cash, payroll for Feb, March, April, May, June, July, August, September and October 2020 along with the Public Works Loans transactions for Buckingham Court and Murray Hall.

Cllr Jogia recorded that no issues are identified and thanked the staff for providing her with the relevant documents and all their help.

**12 Annual Governance and Accountability Return (AGAR) – Section 3 External Auditors Report and Certificate for 2020/21**

Members to receive the external auditors report from PKF Littlejohn LLP dated 16/11/20 see page 12

**13 Subscriptions Review – Min no RGS 206**

The Committee is asked to review the list of organisations of which it is currently a member and confirm that it wishes to continue to support those listed without amendment.

\* See attached report (page 13).

**14 Parish Basic Allowance – Min no RGS 207**

The Committee is asked to consider a recommendation to full Council on the level of Parish Basic Allowance that members may claim in 2021/22. This is currently set at £120 per annum.

**15 Committee Priorities – Min no RGS 208**

The Committee is requested to reviewed its priority list for 2021/22. The list was last considered on 4 December 2019 (see page 14).

**16 Estimates for 2021/22**

See attached report page 15.

**17 Future Work of the Committee**

The opportunity for members to suggest topics to be considered by the Committee at a future meeting, subject to the Committee's agreement.

Note: No substantive discussion may take place under this item as the required statutory notice of the topics will not have been given.

**18 Exclusion of the Press and Public**

The Committee is asked to RESOLVE to exclude the press and public from the following two items in accordance with the Public Bodies (Admission to Meetings) Act 1960, as they contain confidential information relating to contractual matters.

**19 Buckingham Court - Min no RGS 270**

See page 24.

**20 Councils Water Supplier – Min no RGS 271**

See page 24.



**Mark Squire**  
**TOWN CLERK**

26 November 2020

## Agenda item 9

**Loughton Town Council**  
**Summary Income & Expenditure by Budget Heading 01/10/2020**

Month No: 7

## Resources and General Services Committee Report

		Actual Last Year	Actual Year To Date	Current Annual Budget	Variance Annual Total	Funds Available	% of Budget
<b><u>Resources and General Services</u></b>							
Communication	Expenditure	18,132	5,941	19,187	13,246	13,246	31.1%
Office Expenses (1)	Expenditure	12,053	15,041	12,643	-2,398	-2,398	119%
	Income	8	0	0	0		0.0%
Audit	Expenditure	2,765	-1,600	3,015	4,615	4,615	53.1%
Central Personnel	Expenditure	302,071	152,625	317,000	164,375	164,375	48.1%
Council Expenses	Expenditure	15,689	8,961	15,950	6,989	6,989	56.2%
	Income	450	378,240	756,445	378,205		50%
Other Services (RGS)(2)	Expenditure	0	57	4,000	3,943	3,943	1.4%
Members' Expenses	Expenditure	2,223	0	2,660	2,660	2,660	0%
Buckingham Court (3)	Expenditure	31,721	1,426	34,281	32,855	32,855	4.2%
(4)	Income	35,095	5,490	35,515	30,025		15.5%
Service Re-charge (5)	Expenditure	-278,000	0	0	0	0	0.0%
Library	Expenditure	11,826	8,843	14,000	5,157	5,157	63.2%
Grants	Expenditure	34,161	2,000	35,500	33,500	33,500	5.6%

**INCOME – EXPENDITURE TOTALS**

R & G S Expenditure	<b>152,640</b>	<b>193,294</b>	<b>458,236</b>	<b>264,942</b>	<b>264,942</b>	<b>42.2%</b>
Income	<b>35,553</b>	<b>383,729</b>	<b>791,960</b>	<b>408,231</b>		<b>48.5%</b>
Net Expenditure over Income	<b>-117,087</b>	<b>190,435</b>	<b>333,724</b>	<b>143,289</b>	0	0

**Notes:**

- (1) Office Expenses is over budget this year as we have purchased new computers and a server, but funds have been transferred from our earmarked reserves to compensate this.
- (2) Other Services includes, £1,000 for the Citizenship Awards and Civic Celebration plus £1,000 for contingencies.
- (3) Buckingham Court Expenditure includes the Public Work Loan of £28,208 p.a. and insurances.
- (4) Income for Buckingham Court is low due to a rent break for the 1<sup>st</sup> Quarter due to Covid 19, although we have now received the second 2<sup>nd</sup> Quarters rent.
- (5) The Service Recharge will be applied at the year end but will currently be £139,000 i.e. 50%
- (6) The Council awarded grants of £31,076 but up until 30/09/2020 only £2,000 has been claimed.

**Agenda item 9 cont'd****Earmarked Reserves for 2020/2021:**

A summary of the Committee's reserves showing the amounts available from reserves in this current financial year is provided below:

<b>Resources and General Services Committee</b>	<b>14.10.20</b>
Elections	30,000
Central Personnel - apprentice	10,000
Buckingham Court maintenance fund	2,000
Buckingham Court Rent Deposit	8,125
<b>Total</b>	<b>50,125</b>

## Agenda item 9 cont'd

Date: 24/11/2020

Loughton Town Council

Page 1

Time: 10:04

Bank Reconciliation Statement as at 30/09/2020  
for Cashbook 1 - No 1 Current Account

User: BS

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Nat West no. 1 account	30/09/2020	960	27,660.80
			27,660.80
<b>Unpresented Cheques (Minus)</b>		<b>Amount</b>	
04/03/2020 9977	Regional Waste Recycling Comme	555.60	
31/03/2020 10004	Giant Imaging Ltd	83.27	
31/03/2020 10005	Giant Imaging Ltd	65.68	
24/06/2020 DD	SSE	-73.06	
16/07/2020 DD 07/20	SSE	60.93	
16/07/2020 DD Jul-20	SSE	53.68	
18/07/2020 DD	Crown Gas & Power	52.14	
04/08/2020 DD July 20	EE Ltd	38.87	
28/09/2020 10137	Epping Forest District Council	765.00	
28/09/2020 10138	TownsWeb Archiving Ltd	148.18	
28/09/2020 10139	Total Media	345.00	
28/09/2020 10140	Scott Dryden	1,260.00	
28/09/2020 10143	TBS Hygiene Ltd	72.00	
28/09/2020 10141	James Clayton Stone Limited	650.00	
28/09/2020 10142	Ever Brite Cleaning Services L	125.63	
28/09/2020 10144	Royal Mail Group Ltd	1,618.80	
28/09/2020 10145	Atkinson Electrical	152.00	
28/09/2020 10146	Project Solver Ltd	358.44	
28/09/2020 10147	Principal Trees Limited	360.00	
28/09/2020 10148	Regional Waste Recycling Comme	388.80	
28/09/2020 10149	Castle Water Ltd	287.72	
28/09/2020 10150	British Telecommunication plc	129.36	
28/09/2020 10151	Pinnacle Essex	582.00	
28/09/2020 DDKG020920	SSE	53.68	
28/09/2020 DDEE09/20	EE Ltd	38.22	
28/09/2020 DD Sub2020	The Nat Soc of Allot & Leis Ga	66.00	
			8,237.94
			19,422.86
<b>Receipts not Banked/Cleared (Plus)</b>			
19/06/2020 R14		132.45	
29/09/2020 R63		280.00	
			412.45
			19,835.31
<b>Balance per Cash Book is :-</b>			<b>19,835.31</b>
<b>Difference is :-</b>			<b>0.00</b>

*Reconciled to Bank*  
*G. Wrenn 15/10/2020*

Date: 24/11/2020

Loughton Town Council

Page 1

Time: 10:50

Bank Reconciliation Statement as at 30/09/2020  
for Cashbook 2 - No 2 Current Account

User: BS

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Nat West no. 2 account	30/09/2020	280	19,790.52
			<u>19,790.52</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
28/09/2020 742 Essex Pension Fund		7,484.44	
28/09/2020 741 HMRC only 120PW00111168		7,429.71	
			<u>14,914.15</u>
			4,876.37
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			4,876.37
		Balance per Cash Book is :-	4,876.37
		Difference is :-	0.00

*Reconciled to Bank  
Statement 15/10/2020*



Date: 24/11/2020

Loughton Town Council

Page 1

Time: 11:02

Bank Reconciliation Statement as at 30/09/2020  
for Cashbook 3 - NatWest Business Reserve Acc

User: BS

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
NatWest Business Reserve Acc	30/09/2020	92020	100,483.72
			<u>100,483.72</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			100,483.72
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			100,483.72
		Balance per Cash Book is :-	100,483.72
		Difference is :-	0.00

*Reconciled to Bank  
Statement 15/10/2021*



Date: 24/11/2020

Loughton Town Council

Page 1

Time: 11:04

Bank Reconciliation Statement as at 30/09/2020  
for Cashbook 4 - Santander Business Reserve Acc

User: BS

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Santander	30/09/2020	102020	961,677.94
			<u>961,677.94</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			961,677.94
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			961,677.94
		Balance per Cash Book is :-	961,677.94
		Difference is :-	0.00

*Reconciled to  
Bank Statement  
15/10/2020*

Date: 24/11/2020

Loughton Town Council

Page 1

Time: 11:14

Bank Reconciliation Statement as at 30/09/2020  
for Cashbook 5 - Security Deposits Current a/c

User: BS

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Security Deposits Current a/c	30/09/2020	92020	1,800.00
			<u>1,800.00</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
22/01/2020 216 Mrs Elif Akser		250.00	
			<u>250.00</u>
			1,550.00
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			1,550.00
		Balance per Cash Book is :-	1,550.00
		Difference is :-	0.00

*Reconciled to Bank  
Statement 15/10/2020*

Date: 24/11/2020

Loughton Town Council

Page 1

Time: 11:25

Bank Reconciliation Statement as at 30/09/2020  
for Cashbook 6 - Nationwide Instant Saver Acc

User: BS

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Nationwide Instant Saver Acc	30/09/2020	59	103,479.86
			<u>103,479.86</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			103,479.86
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			103,479.86
		Balance per Cash Book is :-	103,479.86
		Difference is :-	0.00

*Reconciled to Bank  
Supermarket 15/10/2020*

# Resources and General Services Committee 2 December 2020

Loughton Town Council Current Account List of Payments made between 01 September 2020 and 30 October 2020					Page no 1
Date Paid	Payee Name	Cheq No	Paid	Transaction Detail	
30/10/2020	Mullucks	10156	255.00	P270 Management Fees Buck. Cour	✓
30/10/2020	Gracelands Complete Main	10157	156.00	P271 Boiler Service Murray Hall	✓
30/10/2020	St Mary's PCC	10158	350.00	P272 Financial Assistance Grant	✓
30/10/2020	Rotary Club of Loughton	10159	4,000.00	P273 Financial Assistance Grant	✓
30/10/2020	Essex Stationary	10160	179.75	P274 Office Stationary	✓
30/10/2020	Total Media Marketing	10161	345.00	P275 Think Loughton Winter	✓
30/10/2020	Arbtec	10162	780.00	P276 Oak Tree Removal Will Rd.	✓
30/10/2020			1,560.00	P277 Oak Tree Removal RVRG	✓
30/10/2020			1,516.80	P278 New Laptop	✓
30/10/2020	Docendo	10163	951.00	P279 IT Maintenance Contract Q3	✓
30/10/2020			72.00	P280 IT Backup	✓
30/10/2020	Earth Anchors Ltd	10164	1,270.80	P281 Benches for Cemetery	✓
30/10/2020	Nisbets	10165	44.97	P282 Toilet Rolls MH	✓
30/10/2020			300.00	P283 Refuse Cemetery	✓
30/10/2020	Regional Waste Recycling	10166	58.80	P284 Refuse MH	✓
30/10/2020			165.60	P285 Refuse KH	✓
30/10/2020	M J Anderson	10167	75.00	P286 Guttering Maint. at KH	✓
30/10/2020			40.00	P287 Blocked sink at WRP	✓
30/10/2020	James Biggane	10168	115.00	P288 1/2 Term Tennis session at RVR	✓
30/10/2020			120.00	P289 Garden Works Various	✓
30/10/2020	Greenhill Gardening Servic	10169	550.00	P290 Garden Works Various	✓
30/10/2020			1,695.00	P291 Garden Works Various	✓
30/10/2020			1,325.00	P292 Installing Benches	✓
30/10/2020	Loughton Gardens and Landscapes	10170	759.99	P293 Electrical Testing	✓
30/10/2020	Deltagate	10171	200.00	P294 Blue Plaque	✓
30/10/2020	Sign of the Times	10172	317.70	P295 Waste removal WRP	✓
30/10/2020	Away With it Waste Mang Ltd	10173	100.00	P296 Waste removal MH	✓
30/10/2020	EFDC	10174	30.00	P297 Orchard clearance	✓
30/10/2020			504.00	P298 Cleaning KH September	✓
30/10/2020	James Claydon Stone Ltd	10175	650.00	P299 Cleaning KH October	✓
30/10/2020			650.00	P300 Bin Bags MH/KH/Cem/RVRG	✓
30/10/2020	Grangewood Plastic Pkging	10176	134.52	P301 Photocopying September	✓
30/10/2020	Direct Tec Group	10177	124.34	P302 Photocopying October	✓
30/10/2020			138.53	P303 New waste Bin K Green	✓
30/10/2020	TBS Hygiene	10178	361.20	P304 Dog Bins September	✓
30/10/2020			72.00	P305 Rem. Day Poppy Wreath	✓
30/10/2020	Royal British Legion	10179	433.20	P306 Football Pitch Hire Refund	✓
30/10/2020	Belmont Juniors FC	10180	100.00	P307 Football Pitch Hire Refund	✓
30/10/2020	GFA Loughton FC	10181	326.87	P308 Window Cleaning MH Oct	✓
30/10/2020	Ever Brite Cleaning Services	10182	1,170.91	P309 Reissue BPA for C Davies 2018	✓
30/10/2020	Carol Davies	10183	125.63	P310 Football Pitch Hire Refund	✓
30/10/2020	Coppice Row FC	C/Card	90.40	P311 Football Pitch Hire Refund	✓
30/10/2020	Monkhams FC	C/Card	271.35	P312 Murry Hall Refund	✓
30/10/2020	Ekta Patel	C/Card	234.50	P313 mobile phone Sept	✓
30/10/2020	EE	D/D	428.99	P314 ICO subscription	✓
30/10/2020	ICO	D/D	38.22	P315 electricity K Green Sept-Oct	✓
30/10/2020	SSE	D/D	55.00	P316 electricity KH July-Oct	✓
30/10/2020	SSE	D/D	24.49	P317 electricity RVRG Aug-Oct	✓
30/10/2020	SSE	D/D	170.08	P318 electricity Allotments July-Oct	✓
30/10/2020	SSE	D/D	32.76	P319 electricity Cemetery July-Oct	✓
30/10/2020	Crown Gas	D/D	39.22	P320 Gas KH August	✓
30/10/2020	Crown Gas	D/D	57.31	P321 Gas MH August	✓
30/10/2020	Peninsula	D/D	53.60	P322 personnel services October	✓
30/10/2020	EFDC	D/D	563.53	P323 Rates	✓
30/10/2020	Natwest	D/D	241.11	P324 Credit Card	✓
30/10/2020	Worldpay	D/D	1,219.56	P325 Chip & Pin	✓
30/10/2020	The Comms Guys	D/D	49.63	P326 Telephone & Broadband Septem	✓
			163.40		
		<b>Total</b>	<b>26,321.56</b>		

We certify that this schedule lists the details of the cheques, transfers and other orders for payment we have signed, drawn at the value shown and payees as named on the schedule.

Signed

*Stella Murphy*

Signed

*J. Angold-Stephens*

Print name

STELLA MURPHY

Print name

J. ANGOLD-STEPHENS

Date

30.10.20

Date

2/11/20

Schedule no.	320
Date reported to RGS Cttee	

## Agenda Item 12

### Annual Governance and Accountability Return (AGAR) – Section 3 External Auditors Report and Certificate for 2020/21

#### Section 3 – External Auditor Report and Certificate 2019/20

In respect of

LOUGHTON TOWN COUNCIL – EX0166

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

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 2020; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

#### 2 External auditor report 2019/20

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.

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

None.

#### 3 External auditor certificate 2019/20

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 2020.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature



Date

16/11/2020

\* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2019/20 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website ([www.nao.org.uk](http://www.nao.org.uk))

**Agenda item 13****Subscriptions Review**

The following table shows the list of subscriptions to be paid by the Council during the current financial year 2020/21.

The Committee is asked to consider membership of these organisations and decide whether it wishes to make any additions or deletions for the next financial year.

<b>ORGANISATION</b>	<b>£</b>
Campaign to Protect Rural England (CPRE)	36.00
Essex Association of Local Councils (includes NALC fees)	2,390.61
Essex Heritage Trust*	25.00
Essex Playing Fields Association (EPFA)	30.00
Essex Wildlife Trust	75.00
Friends of Historic Essex	12.00
Information Commissioner's Office (ICO)	55.00
Institute of Cemetery & Crematorium Management (ICCM)	95.00
Open Spaces Society*	45.00
National Society of Allotment & Leisure Gardeners	55.00
Rural Community Council Essex (RCCE)	60.00
Society of Local Council Clerks (SLCC)*	368.00
Voluntary Action Epping Forest (VAEF)	12.00
<b>Total</b>	<b>£3,258.61</b>
<i>20/21 Budget</i>	<i>£3,400.00</i>

\* These subscriptions are due in December 2020 so are only an estimate at this stage.

**Agenda item 15**  
**Committee Priorities**

<b>Resources and General Services</b>		
<b>Priority</b>	<b>Main Function</b>	<b>Greater Detail/Current Position</b>
<b>Current activities</b>		
High	Seeking external funding sources	Targeted action
Low	Council structure	Continuing reviews
<b>On-going activities</b>		
Medium	Banking arrangements and investments	Kept under review
High	Running the Committee	
High	Admin for whole council	
High	Council and committee agendas and minutes	
High	All council finances, end of year accounts, audit etc.	
High	Management of Buckingham Crt	
High	Personnel and employment matters, staff management	Staff Handbook reviews as required
High	IT and office equipment	
High	Civic matters	Civic Celebrations incl Citizenship Awards
High	Annual Report	Preparation and printing
High	Newsletter	Editorial, printing and distribution
High	Noticeboards	Maintenance and installation
High	Publicity and website	
High	Annual Town Meeting	Arrangements and admin
High	Christmas card competition	Arrangements and admin
High	Emergency Plan	Amendments and circulation
High	Financial Assistance Scheme	Admin and finance
High	New legislative requirements	
High	Policy reviews	On-going
High	Responding to consultations	Variable
High	Contract reviews	On-going
High	Training Strategy	Annual review
High	Any other matters within the Committee's terms of reference	
Low	Community Forum	Arrangements and admin



Sub Total

16

## Agenda Item 16

### Estimates for 2020/21

RESOURCES & GENERAL SERVICES COMMITTEE	2019/2020 BUDGET EXPENSE	2019/2020 ACTUAL EXPENSE	2019/2020 BUDGET INCOME	2019/2020 ACTUAL INCOME	2020/2021 BUDGET EXPENSE	2020/2021 YTD 30.9.20 EXPENSE	2020/2021 PROJECTED 31.3.21	2020/2021 BUDGET INCOME	2020/2021 ytd 30.9.20 INCOME	2020/2021 PROJECTED 31.3.21	2021/22 EXPENSE	2021/22 INCOME
<b>Central Personal</b>												
General Income												
Salaries	£308,000	£166,099			£175,000	£84,208	£173,000				£187,000	
Tax & National Insurance	£0	£63,961			£67,000	£31,269	£67,000				£72,000	
Pensions	£0	£66,144			£68,000	£35,115	£71,000				£76,000	
Staff Travel	£2,000	£1,506			£2,000	£300	£1,500				£2,000	
Other staff costs	£4,900	£4,361			£5,000	£1,743	£4,000				£5,000	
Apprentice											£10,000	New allocation
<b>Sub Total</b>	<b>£314,900</b>	<b>£302,071</b>	<b>£0</b>	<b>£0</b>	<b>£317,000</b>	<b>£152,635</b>	<b>£316,500</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£352,000</b>	<b>£0</b>
<b>Council Expenses</b>												
General income				£450								
Press and advertising	£100	£0			£100	£0	£100				£100	
Subscriptions	£3,400	£3,269			£3,400	£2,926	£3,400				£3,500	
Insurance -general	£5,320	£5,527			£5,600	£5,725	£5,600				£5,750	rebate?
Training/conferences etc	£1,600	£1,742			£0							
Training / conferences -Councillors	£0				£1,000	£0	£200				£1,000	
Training /conferences -Staff	£0				£1,000	£84	£1,400				£1,000	
Legal	£3,000	£4,193			£4,000	£0	£3,000				£4,000	
Town Mayors expenses	£750	£958			£750	£225	£500				£750	licences?
Christmas card competition	£100	£0			£100	£0	£100				£100	

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## Agenda Item 16

### Estimates for 2020/21

RESOURCES & GENERAL SERVICES COMMITTEE	2019/2020 BUDGET EXPENSE	2019/2020 ACTUAL EXPENSE	2019/2020 BUDGET INCOME	2019/2020 ACTUAL INCOME	2020/2021 BUDGET EXPENSE	2020/2021 YTD 30.9.20 EXPENSE	2020/2021 PROJECTED 31.3.21	2020/2021 BUDGET INCOME	2020/2021 YTD 30.9.20 INCOME	2020/2021 PROJECTED 31.3.21	2021/22 EXPENSE	2021/22 INCOME
<b>Buckingham Court</b>												
Buckingham Court rental income				£32,500				£32,500	£8,126	£12,189		£20,000
General income				£2,595				£3,015	£1,427	£2,140		
Agents fees	£850	£850			£850	£425	£850				£875	
Service charge	£2,595	£2,594			£2,595	£649	£2,595				£2,595	
Rates	£0	£0			£0	£0	£0				£300	
Electricity	£0	£0			£0	£0	£0				£300	
Gas	£0	£0			£0	£0	£0				£0	
Insurance - specific allocation	£0	£0			£115	£352	£467				£118	
Cleaning	£110	£0			£0	£0	£200				£200	
Building maintenance unplanned	£300	£70			£0	£0	£0					
Building maintenance					£2,000		£500				£2,000	
Lift inspection	£383	£0			£0	£0	£0					
Lift service	£130	£0			£0							
Lift inspection and service					£515	£0	£515				£530	
Loan repayments - capital	£28,208	£20,212			£19,962	£9,981	£19,962				£19,962	
Loan repayments - interest	£0	£7,995			£8,244	£4,122	£7,900				£7,700	
<b>Sub Total</b>	<b>£32,576</b>	<b>£31,721</b>	<b>£35,515</b>	<b>£35,095</b>	<b>£34,281</b>	<b>£15,529</b>	<b>£32,989</b>	<b>£35,515</b>	<b>£9,553</b>	<b>£14,329</b>	<b>£34,580</b>	<b>£20,000</b>

Transition

Lift insurance. Check

to check



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Agenda Item 16  
Estimates for 2020/21

EARMARKED RESERVES  
RESOURCES AND GENERAL SERVICES COMMITTEE

	1.4.20	31.3.21
ELECTIONS	£30,000	£5,000
CENTRAL PERSONNEL APPRENTICE	£10,000	£10,000
BUCKINGHAM COURT MAINTENANCE FUND	£2,000	£20,000
BUCKINGHAM COURT RENT DEPOSIT	£8,125	£8,125
TOTAL	£50,125	£73,125