



# 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, 6 January 2021 at 7pm**

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

**Mark Squire  
Town Clerk**

30 December 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 the meeting,  
please phone your apologies to the office on 020 8508 4200.

**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 2 December 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.
- 6 Financial Assistance Working Group**  
The Committee is asked to confirm the three members of this working group to continue in 2021/22 in considering the applications. Current members are Cllrs J Angold-Stephens, J Jennings and S Murray.
- 7 Council-wide Priorities 2021/22**  
\* See attached report pages 2 - 5. N.B. The priorities may need to be revisited after the Estimates discussions.
- 8 Estimates for 2021/22**  
To review the Committees' budgets for the forthcoming financial year and agree a recommendation for the level of Precept for 2021/22 to be made to the meeting of the Council to be held on 26 January 2021.  
\* See report pages 6 – 26.
- 9 Exclusion of the Press and Public**  
The Committee is asked to RESOLVE to exclude the press and public from the following item in accordance with the Public Bodies (Admission to Meetings) Act 1960, as they contain confidential information relating to contractual matters.
- 10 Buckingham Court - Min no RGS 290**  
An oral update will be provided.

**Mark Squire**  
**TOWN CLERK**  
30 December 2020

**Agenda Item 7**  
**Council-wide Priorities**

<b>Ranking</b>	<b>Committee</b>	<b>Activity</b>
1	Recreation	Roding Valley Recreation Ground Improvements Playgrounds
2	Recreation	Roding Valley Recreation Ground Football Changing Rooms
2	Recreation	Playgrounds

**PLANNING AND LICENSING COMMITTEE – Priorities 2021/22**

<b>Priority</b>	<b>Main Function</b>	<b>Greater Detail (current position)</b>
	<b>Current activities</b>	
High	Local Plan	Further deliberations
High	Planning and Licensing	Responding to applications
High	All other matters within the committee's	terms of reference
Medium	Design Award Scheme	Annual award presentation

**RECREATION COMMITTEE – Priorities 2021/22**

<b>Current Priority</b>	<b>Main Function</b>	<b>Greater Detail (current position)</b>
	<b>Current Activities</b>	
1	RV Recreation Ground – improvements to changing rooms exterior & surrounding area to include a refreshment facility and toilets	Planning application to be submitted. Internal works to be included. External funding TBC
2	RV Recreation Ground car park gate	Design and costs tbc
3	RV Recreation Ground Playground	New works/upgrading
4	Kingsley Hall windows	Out to tender
5	Playgrounds	New works/upgrading
6	Land adjacent to Willingale Road Allotment	Use as a nature reserve/community orchard. Some clearance and environmental studies undertaken
7	Hillyfields new gate	Specifications and costings
8	Loughton Cricket Club	Registration as a “Field in Trust”-imminent
9	Roding Valley Recreation Ground path maintenance	Including the diverted path by Charlie Moules bridge – awaiting initial EFDC work and monitoring the erosion
10	Jessel Green Day	Preparation and organisation
11	Countdown to Christmas	Preparation and organisation

12	Registration of Roding Valley Recreation Ground as a 'Field in Trust'	Revision of look at land ownership issues
13	Solar energy installations for Council buildings	Further research and budgetary allowance
14	Byelaws for Town Council land	To be researched
<b>On-going Activities</b>		
High	Running the committee	Agenda, reports, research, minutes, finance, admin
High	Kingsley and Murray Halls	Bookings, admin, finance, maintenance and works
High	Open spaces including the Memorial Garden in Roding Road	Maintenance
High	Willingale Road Playing Field and Roding Valley Recreation Ground	Football lettings, maintenance and works
High	Playgrounds/outdoor gyms	Maintenance
High	Responding to consultations	Variable
High	Any other matters within the committee's terms of reference	As detailed in the Standing Orders
High	Provision of Public Access Defibrillators	Maintenance

**ENVIRONMENT AND HERITAGE COMMITTEE – Priorities 2021/22**

<b>Current Priority</b>	<b>Main Function</b>	<b>Greater Detail/Current Position</b>
<b>Current activities</b>		
High	Loughton Day / Heritage Open Days	September events + heritage trail/leaflets
High	Registration of Village Greens	Applications submitted to ECC
High	Conservation Areas / areas of local landscape merit	Monitor proposals submitted to EFDC Local List review TBC
High	Liaison with City of London Corporation	All aspects re Epping Forest including route signage
Medium	Town signs	Awaiting funding opportunities
Medium	Lady Whitaker's Mead	Development of new cemetery
Medium	Flower baskets	Extension to North part of Loughton,
Medium	Interpretation panels	Locations to be identified
Medium	Heritage street lights**	On LHP action list
<b>On-going activities</b>		
High	Running the committee	Agenda, reports, research, minutes, finance, admin
High	Community Lavatory scheme	Awaiting approaches to businesses
High	Cemetery (Church Lane)	Burials, administration, maintenance Rules and Regulations review

High	War memorials	Inspect and maintain
High	Heritage plaques, drinking fountain, seats and other street furniture; Lopping Hall clock	Installation and maintenance
High	Allotments	Lettings, licences, administration
High	Christmas lights (Kings Green, The Broadway and High Road)	Installation, inspections and maintenance
High	Christmas Window Competition	Admin and arrangements
Medium	Alleyway nameplates	Site surveys, permissions, purchase and installation
High	Winter salt bag partnership	Facilitating the ECC scheme Replacement of existing grit bins
High	Responding to consultations	Variable
High	Any other matters within the Committee's terms of reference	

**Resources and General Services -- Priorities 2021/22**

Priority	Main Function	Greater Detail/Current Position
	<b>Current activities</b>	
High	Seeking external funding sources	Targeted action
Low	Council structure	Continuing reviews
	<b>On-going activities</b>	
High	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
Medium 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	Training Strategy	Annual review
Medium	IT and Office equipment	Updated in 2020
Medium	Any other matters within the Committees terms of reference	Ongoing
Low	Community Forum	Arrangements and admin if applicable

**Agenda item 7**  
**Estimates for 2021/22**

**1 Budget Review**

All of the Committees have now considered their budgets for 2021/22 and provided their estimates and rolling programmes for consideration by this Committee.

\* See pages 6 – 26.

For information, the latest RPI figure is 1.3% as of October 2020..

**2 Service Recharges**

These are internal transfers reflecting the cost of running each committee and do not affect the total budgeted expenditure. They are included in the spreadsheet budget figures for 2021/22 provided in the reports. Once the budget has been reviewed, the service recharge for each committee will be calculated and included in the figures for presentation to the Council.

**3 Tax Base**

The tax base which will be used to calculate the 2021/22 Band D Council Tax for Loughton Town Council as confirmed by Epping Forest District Council (EFDC) is 12,534.1 (12,719.6 in 20/21). This is the figure that when divided into the precept gives the Band D annual amount per household. Effectively this means that the base precept level available to the Town Council is reduced from last year.

This year EFDC has provided the following explanation below of the Tax Base:

**Council Tax Base** - This is the number of Band D equivalent dwellings in a local authority area. To calculate the tax base for an area, the number of dwellings in each council tax band shown on the Valuation List is reduced to take account of discounts and exemptions. The resulting figure for each band is then multiplied by its proportion relative to Band D (from 6/9 for Band A to 18/9 for Band H) and the total across all eight bands is calculated. An adjustment is then made for the collection rate. The tax base figure that is used by the billing authority when it sets its council tax uses an adjustment for the collection rate, the actual discount for second homes and any premium applicable to empty homes.

This year has been challenging for many reasons, not least because of Covid-19, which has affected so many things. The billing authority has seen a significant increase in Council Tax Support cases, resulting in an increase in expenditure of almost £1million and still rising. In addition, the Government led moratorium on recovery of local taxation has given rise to increased debts owed to the council and a 1% reduction in expected collection rates for 2021/22. Finally, due to the restrictions placed on the building industry, due to Covid-19, there has been a significant reduction in the 'growth' figures that result from new builds within the district. All of the above are examples of things that will have an adverse effect on the council tax base that will affect all precepting authorities.

**4 Committees' Estimates**

The initial summary of the Committees' estimates taking into account each Committee's requests is as follows:

Committee	Income		Expenditure
	£	£	£
Resources and General Services	20,000		482,485
Environment and Heritage	16,660		116,127
Recreation	108,295		415,483
Planning and Licensing	0		200
		<b>144,955</b>	<b>1,014,245</b>
Interest		<b>2,000</b>	
Increase / Decrease in Earmarked Reserves			
Resources & General Services			-15,500
Environment & Heritage			-400
Recreation			33,600
Planning and Licensing			-200
Total		<b>146,955</b>	<b>1,031,745</b>
<b>Net requirement</b>		<b>884,790</b>	<b>70.59</b>

Overall this proposal would result in an increase in the annual tax band D property from £59.47 2020/21 to £70.59 for the financial year 2021/22.

This would equate to a movement in Earmarked Reserves as shown on pages 19 – 24 (scenario 1) an increase in Earmarked Reserves of £17,500.

**5 Public Loans Outstanding's**

For information, please see below for details of the current status of public loans outstanding. The Town Clerk will explain details of current early prepayment penalties.

Summary of outstanding loans to Council				
Figures refer to capital balance outstanding				
Purpose		Opening balance	Closing balance 31st December	End date of loan
			<b>2021</b>	
Buckingham Court	19.1.01	400,000	134,180.80	19.01.26
Community Centre (1)	28.3.02	500,000	198,519.48	28.03.27
Community Centre (2)	28.6.02	500,000	195,255.29	28.06.27
<b>Total</b>		<b>1,400,000</b>	<b>527,955.57</b>	

**6 Recommendation for Precept to the Council**

The Committee is asked to consider the following items:



The covid pandemic has affected the budget, especially in income generating areas and as such potential cost savings have been identified.

i. **Budget Review**

The following revisions are proposed for consideration by the Committee:

<b>Recreation</b>	Murray / Kingsley Hall	-11,000
	Roding Recreation Ground	-60,000
	Recreation Ground Playground	26,000
	Van replacement	1,000
	Hillyfields Maintenance	7,600
<b>E &amp; H</b>	Street Furniture	-£2,850
	Christmas Lights	-£400
	Community Toilet Scheme	-£1,000
	Cemetery	-£7,265
	Lady Whitaker's Mead /new cemetery	-£20,000
	Tree Strategy	-£500
	Cycling measures	-£500
<b>R &amp; GS</b>	Apprentice	-10,000
	Computers	-10,500
	Elections	£5,000
<b>P &amp; L</b>	Design Awards Scheme	-£200

Savings would lead to a revised budget as shown and a reduction of Earmarked Funds of £84,615.

**7 Committees' Estimates**

A revised summary of the Committees' estimates is therefore as follows:

Committee	Income		Expenditure
	£	£	£
Resources and General Services	20,000		482,485
Environment and Heritage	16,660		116,127
Recreation	108,295		415,483
Planning and Licensing	0		200
		<b>144,955</b>	<b>1,014,245</b>
Interest		<b>2,000</b>	
Increase / Decrease in Earmarked Reserves			
Resources & General Services			-15,500
Environment & Heritage			-32,515
Recreation			-36,400
Planning and Licensing			-200
Total		<b>146,955</b>	<b>929,630</b>
<b>Net requirement</b>		<b>782,675</b>	<b>62.44</b>

A revised Earmarked Funds summary is shown on page 25 scenario 2. An overall net reduction in Earmarked funds of £30,300 is recorded.

This would result in a 4.99% increase on the Band D charge from £59.46 to £62.44.

The Committee is asked to consider the options, and agree

- i. if and where the savings are to be made; and/or
- ii. which new items of expenditure are to be included in the budget; and
- iii. the estimates and the use of funds from general reserves.

This will provide a **RECOMMENDATION of the level of precept for 2021/2022** to be made to the meeting of the Council on 26 January 2021

## LOUGHTON TOWN COUNCIL BUDGET

	2019/2020	2019/2020	2020/2021	2020/2021	2020/2021	2020/2021	2020/2021	2020/2021	2020/2021	2021.22	2021.22
RECREATION	BUDGET	ACTUAL	BUDGET	YTD 30.11.20	PROJECTED	BUDGET	ytd 30.11.20	PROJECTED		EXPENSE	INCOME
COMMITTEE	INCOME	INCOME	EXPENSE	EXPENSE	31.3.21	INCOME	INCOME	31.3.21			
<b>Kingsley Hall</b>											
Hall Hire	£41,000	£39,940				£41,000	£18,263	£22,000			£30,000
Rates			£1,200	£789	£1,200					£1,235	
Water			£740	£628	£740					£762	
Electricity			£765	£91	£380		£70			£765	
Gas			£2,000	£739	£1,500					£2,000	
Insurance -specific allocation			£342	£0	£342					£352	
Cleaning			£6,560	£3,792	£6,000					£6,560	
Building Maintenance			£6,000	£1,036	£4,000					£6,000	
Building Maintenance - planned			£0	£0	£0					£0	
Supplies			£500	£108	£250					£500	
General expenses			£100	£0	£100					£100	
Energy efficiency measures			£0	£0	£0					£0	
Refuse Collection			£545	£278	£500					£550	
<b>Sub total</b>	<b>£41,000</b>	<b>£39,940</b>	<b>£18,752</b>	<b>£7,461</b>	<b>£15,012</b>	<b>£41,000</b>	<b>£18,333</b>	<b>£22,000</b>		<b>£18,824</b>	<b>£30,000</b>
<b>The Murray Hall</b>											
General Income	£0	£487				£300	£0	£0			£300
Comm Ctre site ECC recharge	£6,428	£6,427				£6,500	£6,427	£6,500			£6,500
Hall hire	£70,000	£75,243				£72,000	£34,377	£50,000			£60,000
Salaries			£25,000	£9,729	£21,000					£25,000	

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Tax and National Insurance				£0	£1,009	£0				£0
Pensions				£0	£2,355	£0				£0
Staff Travel				£50	£0	£20				£50
Telephone Landline & mobile				£1,000	£303	£1,000				£1,030
Licences				£430	£0	£200				£430
General Expenses				£200	£291	£350				£200
Rates				£8,000	£5,324	£8,000				£8,240
Water				£620	£467	£620				£620
Electricity				£6,500	£3,287	£6,500				£6,600
Gas				£3,300	£3,383	£3,300				£3,400
Insurance -specific allocation				£1,965	£0	£1,925				£1,925
Window cleaning				£730	£518	£730				£752
Ext building & comm areas shared maint				£800	£0	£200				£800
Building maintenance				£6,000	£4,588	£6,000				£6,000
Building unplanned				£0	£0	£0				
Security maintenance				£205	£0	£150				£205
Supplies				£1,000	£358	£550				£1,000
Ground maintenance				£2,500	£1,875	£2,500				£2,500
Refuse collection				£1,560	£517	£1,200				£1,560
Hygiene bin emptying				£305	£68	£300				£300
Marketing				£800	£0	£200				
Other works										
Energy efficient measures										
Initial furniture, equipt etc				£0						
Other works /furniture/equipment				£1,000	£0	£500				£1,000
Loan Repayments -capital				£72,300	£47,846	£72,300				
Loan Repayments -interest					£20,253					£72,300

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Sub Total		£76,428	£82,157	£134,265	£102,171	£127,545	£78,800	£40,804	£56,500	£133,912	£66,800
		2019/2020	2019/2020	2020/2021	2020/2021	2020/2021	2020/2021	2020/2021	2020/2021	2021.22	2021.22
RECREATION		BUDGET	ACTUAL	BUDGET	YTD 30.11.20	PROJECTED	BUDGET	ytd 30.11.20	PROJECTED	EXPENSE	INCOME
COMMITTEE		INCOME	INCOME	EXPENSE	EXPENSE	31.3.21	INCOME	INCOME	31.3.21		
<b>Other Services</b>											
General Income											
Community Events				£10,000	£960	£1,000	£0	£0	£0	£10,000	
Defibrillators		£7		£250	£239	£250	£0			£250	
Contingency				£1,000	£0	£1,000	£0			£1,000	
Community Safety				£0			£0				
							£0				
<b>Sub total</b>		<b>£7</b>	<b>£0</b>	<b>£11,250</b>	<b>£239</b>	<b>£2,250</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£11,250</b>	
<b>Roding Valley Recreation Ground</b>											
General income		£0	£1,126				£1,000	£752	£1,000		£1,000
Football income		£4,700	£3,392				£4,795	£2,786	£3,000		£4,795
Licence fees		£4,750	£5,812				£4,850	£2,500	£4,850		£4,850
Warden Equipment and supplies				£1,225	£1,499	£1,700				£1,262	
Salaries				£23,000	£9,734	£19,500				£23,000	
Tax and National Insurance				£0	£1,283	£0				£0	
Pensions					£1,276	£0				£0	
Staff Travel				£400	£62	£150				£350	
Staff phones (mobile)				£200	£115	£200				£200	
Rates				£2,070	£1,366	£2,070				£2,132	
Water				£205	£316	£350				£211	
Electricity				£200	£53	£100				£200	

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Insurance specific allocation				£485	£0	£485				£485	
Building maintenance - planned				£5,000	£13	£5,000				£5,000	
Building maintenance				£0	£0						
Supplies				£60	£0	£60				£60	
Grounds maintenance contract				£75,400	£0	£75,400				£77,662	
Other works				£7,000	£3,667	£5,000				£7,000	
Dog bin emptying				£400	£285	£400				£412	
Grounds maintenance contract - football				£25,000	£0	£25,000				£25,750	
Grounds maintenance contract -nursery				£2,050	£0	£2,050				£2,112	
Other Essential works - football				£1,000	£1,542	£1,542				£1,000	
Improvement works				£1,000	£0	£1,000				£1,000	
General expenses				£50	£0	£50				£50	
Ditches and drainage				£2,000	£0	£2,000				£2,000	
Van re-charge				£2,100	£1,877	£2,100				£2,160	
<b>Sub total</b>		<b>£9,450</b>	<b>£10,330</b>	<b>£148,845</b>	<b>£23,088</b>	<b>£144,157</b>	<b>£10,645</b>	<b>£6,038</b>	<b>£8,850</b>	<b>£152,046</b>	<b>£10,645</b>
		<b>2019/2020</b>	<b>2019/2020</b>	<b>2020/2021</b>	<b>2020/2021</b>	<b>2020/2021</b>	<b>2020/2021</b>	<b>2020/2021</b>	<b>2020/2021</b>	<b>2021.22</b>	<b>2021.22</b>
<b>RECREATION</b>		<b>BUDGET</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>YTD30.11.20</b>	<b>PROJECTED</b>	<b>BUDGET</b>	<b>ytd 30.11.20</b>	<b>PROJECTED</b>	<b>EXPENSE</b>	<b>INCOME</b>
<b>COMMITTEE</b>		<b>INCOME</b>	<b>INCOME</b>	<b>EXPENSE</b>	<b>EXPENSE</b>	<b>31.3.21</b>	<b>INCOME</b>	<b>INCOME</b>	<b>31.3.21</b>		
<b>Open Spaces</b>											
Salaries			£235	£7,000	£3,893	£7,200				£7,600	
Tax and National Insurance				£0	£513	£0				£0	
Pensions				£0	£510	£0				£0	
Staff Travel				£100	£19	£80				£100	
Other works				£3,000	£0	£3,000				£3,000	

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Lindens -contract				£1,200	£0	£1,200					£1,240
Kings Green contract				£200	£0	£200					£206
Kings Green other works				£200	£304	£350					£206
Standard Green - contract				£80	£0	£80					£83
Standard Green - other works				£0	£0	£0					
Hillyfields -contract				£9,500	£0	£9,500					£9,785
Hillyfields other works									£7,600		
Land adj WR allotments				£1,070	£420	£1,070					£1,102
Memorial Rose Garden				£1,530	£1,880	£2,000					£1,600
General expenses				£50	£0	£50					£50
Tree works /supplies				£1,000	£0	£500					£1,000
Van re - charge				£820	£0	£820					£845
			£0								
<b>Sub total</b>			<b>£235</b>	<b>£25,750</b>	<b>£7,539</b>	<b>£26,050</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>		<b>£26,817</b>
<b>Playgrounds</b>											
General income											
Salaries				£10,500	£5,840	£11,000					£11,600
Tax and National Insurance				£0	£768	£0					£0
Pensions				£0	£766	£0					£0
Staff Travel				£130	£49	£100					£130
Roding Valley Recreational Playground				£1,500	£0	£1,500					£1,500
Felsted Road Playground				£1,700	£0	£1,700					£1,700
Traps Hill Playground				£500	£0	£500					£500
Felsted Road -grass cutting				£55	£0	£55					£57
Annual playgrounds report				£1,000	£540	£1,000					£1,000
Playgrounds unplanned maintenance				£1,000	£0	£1,000					£1,000

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Newmans Lane Playground				£2,500	£1,663	£2,500				£2,500	
Westall Road Playground				£250	£0	£250				£250	
Colbrook Lane playground				£2,000	£0	£2,000				£2,000	
Hillyfields Road Playground				£250	£360	£360				£250	
RV outdoor gym				£300	£0	£300				£300	
Outdoor gyms various locations				£2,000	£0	£2,000				£2,000	
General expenses				£50	£0	£50				£50	
Playgrounds planned new works				£25,000	£0	£25,000				£25,000	
Van recharge				£1,225	£0	£1,225				£1,160	
<b>Sub total</b>			<b>£0</b>	<b>£49,960</b>	<b>£9,986</b>	<b>£50,540</b>	<b>£0</b>	<b>£0</b>		<b>£50,997</b>	<b>£0</b>
		<b>2019/2020</b>	<b>2019/2020</b>	<b>2020/2021</b>	<b>2020/2021</b>	<b>2020/2021</b>	<b>2020/2021</b>	<b>2020/2021</b>	<b>2020/2021</b>	<b>2021.22</b>	<b>2021.22</b>
<b>RECREATION</b>		<b>BUDGET</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>YTD 30.11.20</b>	<b>PROJECTED</b>	<b>BUDGET</b>	<b>YTD 30.11.20</b>	<b>PROJECTED</b>	<b>EXPENSE</b>	<b>INCOME</b>
<b>COMMITTEE</b>		<b>INCOME</b>	<b>INCOME</b>	<b>EXPENSE</b>	<b>EXPENSE</b>	<b>31.3.21</b>	<b>INCOME</b>	<b>INCOME</b>	<b>31.3.21</b>		
<b>Willingale Road Playing Field</b>											
General income		£0	£358				£250	£0	£0		£250
Football income		£900	£875				£900	£128	£400		£600
Rates				£945	£623	£945				£973	
Water				£150	£53	£150				£150	
Electricity				£205	£174	£205				£211	
Insurance specific allocation				£72	£0	£72				£72	
Building maintenance				£2,500	£40	£1,000				£2,500	
Other works				£2,000	£100	£200				£2,000	
Grass cutting				£3,775	£2,855	£3,775				£3,890	
Hedge cutting				£1,490	£362	£1,490				£1,535	



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Car park grass area				£685	£178	£685				£706	
Pitch marking initial				£290	£0	£0				£300	
Pitch marking weekly				£1,890	£2,357	£2,357				£1,950	
Dog bin emptying				£180	£285	£300				£300	
Tree works / supplies				£6,000	£1,300	£2,500				£6,000	
Supplies				£50	£0	£50				£50	
Ditches and drainage				£1,000	£0	£1,000				£1,000	
<b>Sub total</b>		<b>£900</b>	<b>£1,233</b>	<b>£21,232</b>	<b>£8,327</b>	<b>£14,729</b>	<b>£1,150</b>	<b>£128</b>	<b>£400</b>	<b>£21,637</b>	<b>£850</b>
<b>Van Replacement Fund</b>				£0	£0	£0				£0	
<b>Sub total</b>				<b>£0</b>	<b>£0</b>	<b>£0</b>				<b>£0</b>	
<b>Service Re-charge</b>				£148,000	£0	£148,000				£150,000	
<b>Sub total</b>				<b>£148,000</b>	<b>£0</b>	<b>£148,000</b>				<b>£150,000</b>	
<b>TOTALS</b>		<b>£127,785</b>	<b>£133,895</b>	<b>£558,054</b>	<b>£158,811</b>	<b>£528,283</b>	<b>£131,595</b>	<b>£65,303</b>	<b>£87,750</b>	<b>£565,483</b>	<b>£108,295</b>

LOUGHTON TOWN COUNCIL BUDGET

		2019/2020	2019/2020	2020/2021	2020/2021	2020/2021	2020/2021	2020/2021	2020/2021	2021/22	2021/22
ENVIRONMENT &		BUDGET	ACTUAL	BUDGET	YTD 30.11.20	PROJECTED	BUDGET	ytd 30.11.20	PROJECTED	EXPENSE	INCOME
HERITAGE COMMITTEE		INCOME	INCOME	EXPENSE	EXPENSE	31.3.21	INCOME	INCOME	31.3.21		
<b>Christmas Best Dressed Window</b>											
Christmas windows prizes				300	£0	£0				£300	

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Christmas windows other costs				£50	£0	£0					£50	
Christmas windows prizes & other costs												
<b>Sub total</b>				<b>£350</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£350</b>	<b>£0</b>
<b>Cemetery (Church Lane)</b>												
Purchase Exclusive Rights of Burial		15,000	£2,007				£5,000	£1,640	£2,400			£3,000
Internment		0	£6,802				£5,900	£4,630	£6,500			£6,500
Memorial fee		0	£964				£1,100	£891	£1,100			£1,100
Transfer / assignment		0	£2,820				£2,700	£1,842	£2,800			£2,800
General income								£1,141	£1,141			
Salaries				£25,000	£9,494	£14,250						£15,000
Tax and National Insurance				£0	£4,585	£7,100						£8,000
Pensions				£0	£3,704	£5,800						£6,200
Staff travel					£65	£100						£100
Telephone (landline)				£100	£57	£90						£100
General Expenses				£110	£97	£130						£110
Water				£820	£1,081	£1,200						£1,200
Electricity				£510	£0	£510		£49				£510
Insurance -specific allocation				£155	£170	£170						£160
Building Maintenance - Unplanned				£0	£0	£0						£0
Building Maintenance				£2,000	£383	£2,000						£2,000
Supplies				£1,000	£168	£500						£800
Ground maintenance - contract				£14,000	£0	£14,000						£14,400
Other works				£10,000	£1,433	£5,000						£10,000
Refuse collection				£2,300	£1,771	£2,400						£2,500
Grave digging				£1,000	£1,840	£2,100						£2,000
Memorial testing				£5,000	£0	£5,000						£5,000

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OEW contract related				£500	£0	£0				£0	
<b>Sub total</b>		<b>£15,000</b>	<b>£12,593</b>	<b>£62,495</b>	<b>£24,848</b>	<b>£60,350</b>	<b>£14,700</b>	<b>£10,193</b>	<b>£13,941</b>	<b>£68,080</b>	<b>£13,400</b>
		<b>2019/2020</b>	<b>2019/2020</b>	<b>2020/2021</b>	<b>2020/2021</b>	<b>2020/2021</b>	<b>2020/2021</b>	<b>2020/2021</b>	<b>2020/2021</b>	<b>2020/21</b>	<b>2020/21</b>
<b>ENVIRONMENT &amp;</b>		<b>BUDGET</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>YTD 30.11.20</b>	<b>PROJECTED</b>	<b>BUDGET</b>	<b>ytd 30.11.20</b>	<b>PROJECTED</b>	<b>EXPENSE</b>	<b>INCOME</b>
<b>HERITAGE COMMITTEE</b>		<b>INCOME</b>	<b>INCOME</b>	<b>EXPENSE</b>	<b>EXPENSE</b>	<b>31.3.20</b>	<b>INCOME</b>	<b>INCOME</b>	<b>31.3.21</b>		
<b>Street Furniture</b>											
General income								£100	£100		
Insurance - specific allocation				£82	£0	£80				£82	
Christmas lights - maintenance				£1,550	£725	£1,500				£1,550	
Christmas lights - electricity				£250	£108	£250				£250	
Christmas lights - enhancement				£16,000	£12,750	£16,000				£16,000	
Hanging baskets				£7,600	£3,990	£7,600				£7,700	
War memorial maintenance				£1,000	£0	£0				£1,000	
Bus shelters				£500	£0	£0				£500	
Lopping Hall clock annual maintenance				£175	£169	£169				£175	
Heritage plaques/panels				£1,000	£963	£1,500				£1,000	
Fountain				£1,000	£40	£1,000				£1,000	
Oakwood Hill Est improvements				£0	£0	£0				£0	
Other works				£1,000	£0	£500				£1,000	
Seats				£500	£1,819	£1,819				£500	
Alley way names				£500	£0	£500				£500	
Salt/grit bins				£400	£0	£400				£400	
Community toilet schemes				£1,000	£0	£0				£1,000	

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Sub Total		£0	£0	£32,557	£20,564	£31,318	£0	£100	£100	£32,657	£0
		2019/2020	2019/2020	2020/2021	2020/2021	2020/2021	2020/2021	2020/2021	2020/2021	2021/22	2021/22
ENVIRONMENT &		BUDGET	ACTUAL	BUDGET	YTD 30.11.20	PROJECTED	BUDGET	ytd 30.11.20	PROJECTED	EXPENSE	INCOME
HERITAGE COMMITTEE		INCOME	INCOME	EXPENSE	EXPENSE	31.3.21	INCOME	INCOME	31.3.21		
<b>Allotments</b>											
General Income											
Licence fees		375	£416				£420	£378	£420		£430
Allotment rents		2700	£2,885				£2,800	£2,332	£2,800		£2,830
Water				£550	£74	£300				£550	
Electricity				£150	£68	£120				£150	
Insurance - specific allocation				£135	£0	£130				£140	
Pyrles Lane allots - works				£500	£0	£500				£500	
Willingale Road allots- works				£3,000	£878	£1,500				£3,000	
All allotments				£3,000	£0	£1,000				£3,000	
Roding allotment works				£3,000	£0	£1,000				£3,000	
<b>Sub Total</b>		<b>£3,075</b>	<b>£3,301</b>	<b>£10,335</b>	<b>£1,020</b>	<b>£4,550</b>	<b>£3,220</b>	<b>£2,710</b>	<b>£3,220</b>	<b>£10,340</b>	<b>£3,260</b>
<b>Cemetery (Loughton Lane)</b>											
Other works				£600	£580	£580				£600	
<b>Sub Total</b>		<b>£0</b>	<b>£0</b>	<b>£600</b>	<b>£580</b>	<b>£580</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£600</b>	<b>£0</b>
<b>Other Services</b>											
Contingency				£1,000	£0	£500				£1,000	
Heritage Trail				£1,800	£0	£0				£1,800	
Wombles Litter Picking				£100	£0	£100				£100	

Resources and General Services Committee 6 January 2021

Loughton Day				£600	£0	£0				£1,000	
Horticultural Show				£200	£0	£0				£200	
<b>Sub Total</b>		<b>£0</b>	<b>£0</b>	<b>£3,700</b>	<b>£0</b>	<b>£600</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£4,100</b>	<b>£0</b>
<b>Service Recharge</b>				£97,000	£0	£97,000				£99,000	
<b>Sub total</b>		<b>£0</b>	<b>£0</b>	<b>£97,000</b>	<b>£0</b>	<b>£97,000</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£99,000</b>	<b>£0</b>
<b>TOTALS</b>		<b>£18,075</b>	<b>£15,894</b>	<b>£207,037</b>	<b>£47,012</b>	<b>£194,398</b>	<b>£17,920</b>	<b>£13,003</b>	<b>£17,261</b>	<b>£215,127</b>	<b>£16,660</b>
		<b>2019/2020</b>	<b>2019/2020</b>	<b>2020/2021</b>	<b>2020/2021</b>	<b>2020/2021</b>	<b>2020/2021</b>	<b>2020/2021</b>	<b>2020/2021</b>	<b>2021.22</b>	<b>2021.22</b>
<b>RESOURCES &amp; GENERAL</b>		<b>BUDGET</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>YTD 30.11.20</b>	<b>PROJECTED</b>	<b>BUDGET</b>	<b>ytd 30.11.20</b>	<b>PROJECTED</b>	<b>EXPENSE</b>	<b>INCOME</b>
<b>SERVICES COMMITTEE</b>		<b>INCOME</b>	<b>INCOME</b>	<b>EXPENSE</b>	<b>EXPENSE</b>	<b>31.3.20</b>	<b>INCOME</b>	<b>INCOME</b>	<b>31.3.21</b>		
<b>Communication</b>											
Postage				£1,800	£426	£1,600				£1,700	
Telephone (landline)				£1,340	£1,276	£1,800				£1,850	
Website (design and maintenance)				£1,300	£0	£500				£1,300	
Annual Report (printing)				£612	£259	£612				£630	
Annual Report (design)				£325	£315	£315				£325	
General expenses				£100	£0	£50				£100	
Newsletter (design)				£5,250	£2,520	£5,040				£5,200	
Newsletter (delivery)				£5,970	£3,388	£5,500				£6,000	
Newsletter (printing)				£1,490	£0	£1,490				£1,490	
Noticeboard				£1,000	£0	£1,000				£1,000	
<b>Sub Total</b>		<b>£0</b>	<b>£0</b>	<b>£19,187</b>	<b>£8,184</b>	<b>£17,907</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£19,595</b>	<b>£0</b>

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<b>Office Expenses</b>											
General income			£8								£0
Stationery				£1,648	£298	£800				£1,600	
Photocopying				£1,545	£576	£1,200				£1,500	
Binding minutes				£150	£0	£0				£150	
Books & publications				£100	£127	£127				£100	
Office equipment & maintenance				£3,000	£13,309	£14,000				£3,000	
Server and equipment maintenance				£3,000	£3,331	£3,500				£3,000	
Chip and pin				£3,000	£370	£800				£2,000	
General expenses				£200	£337	£400				£200	
<b>Sub Total</b>		£0	£0	£12,643	£18,348	£20,827	£0	£0	£0	£11,550	£0
<b>Audit</b>											
Internal audit				£1,365	£0	£1,325				£750	
External Audit				£1,650	£0	£1,600				£1,650	
<b>Sub Total</b>		£0	£0	£3,015	£0	£2,925	£0	£0	£0	£2,400	£0
		2019/2020	2019/2020	2020/2021	2020/2021	2020/2021	2020/2021	2020/2021	2020/2021	2021/22	2021/22
RESOURCES & GENERAL		BUDGET	ACTUAL	BUDGET	YTD 30.11.20	PROJECTED	BUDGET	ytd 30.11.20	PROJECTED	EXPENSE	INCOME
SERVICES COMMITTEE		INCOME	INCOME	EXPENSE	EXPENSE	31.3.21	INCOME	INCOME	31.3.21		
<b>Central Personal</b>											
General Income											
Salaries				£175,000	£111,803	£173,000				£187,000	
Tax & National Insurance				£67,000	£42,223	£67,000				£72,000	
Pensions				£68,000	£46,739	£71,000				£76,000	
Staff Travel				£2,000	£429	£1,200				£2,000	

Resources and General Services Committee 6 January 2021

Other staff costs				£5,000	£2,189	£4,000				£5,000	
<b>Sub Total</b>		£0	£0	£317,000	£203,383	£316,200	£0	£0	£0	£342,000	£0
<b>Council Expenses</b>											
General income			£450								
Press and advertising				£100	£0	£100				£100	
Subscriptions				£3,400	£2,981	£3,400				£3,500	
Insurance -general				£5,600	£5,500	£5,600				£5,750	
Training/conferences etc				£0							
Training / conferences - Councillors				£1,000	£0	£200				£1,000	
Training /conferences -Staff				£1,000	£1,074	£1,400				£1,000	
Legal				£4,000	£0	£3,000				£4,000	
Town Mayors expenses				£750	£336	£500				£750	
Christmas card competition				£100	£0	£100				£100	
<b>Sub Total</b>		£0	£450	£15,950	£9,891	£14,300	£0	£0	£0	£16,200	£0
<b>Other Services (RGS)</b>											
Election expenses				£2,000	£0	£0				£2,000	
Contingency				£1,000	£0	£1,000				£1,000	
Citizenship awards				£1,000	£57	£500				£1,000	
Apprentice						£10,000					
<b>Sub Total</b>		£0	£0	£4,000	£57	£11,500	£0	£0	£0	£4,000	£0
<b>Members' Expenses</b>											
Members travel & subsistence				£500	£0	£300				£500	
Parish basic allowance				£2,160	£90	£2,160				£2,160	

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Sub Total		£0	£0	£2,660	£90	£2,460	£0	£0	£0	£2,660	£0
		2019/2020	2019/2020	2020/2021	2020/2021	2020/2021	2020/2021	2020/2021	2020/2021	2021/22	2021/22
RESOURCES & GENERAL		BUDGET	ACTUAL	BUDGET	YTD 30.11.20	PROJECTED	BUDGET	ytd 30.11.20	PROJECTED	EXPENSE	INCOME
SERVICES COMMITTEE		INCOME	INCOME	EXPENSE	EXPENSE	31.3.21	INCOME	INCOME	31.3.21		
<b>Buckingham Court</b>											
Buckingham Court rental income		£32,500	£32,500				£32,500	£8,125	£12,189		£20,000
General income		£3,015	£2,595				£3,015	£2,075	£2,300		
Agents fees				£850	£638	£850				£875	
Service charge				£2,595	£1,297	£2,595				£2,595	
Rates				£0	£0	£0				£300	
Electricity				£0	£0	£0				£300	
Gas				£0	£0	£0				£0	
Insurance - specific allocation				£115	£352	£467				£118	
Cleaning				£0	£0	£200				£200	
Building maintenance unplanned				£0	£0	£0					
Building maintenance				£2,000		£500				£2,000	
Lift inspection				£0	£0	£0					
Lift service				£0							
Lift inspection and service				£515	£0	£515				£530	
Loan repayments -capital				£19,962	£9,981	£19,962				£19,962	
Loan repayments - interest				£8,244	£4,122	£7,900				£7,700	
<b>Sub Total</b>		<b>£35,515</b>	<b>£35,095</b>	<b>£34,281</b>	<b>£16,390</b>	<b>£32,989</b>	<b>£35,515</b>	<b>£10,200</b>	<b>£14,489</b>	<b>£34,580</b>	<b>£20,000</b>
<b>Library</b>											
General expenses				£2,000	£68	£200				£2,000	
Rent				£7,200	£7,200	£7,200				£7,200	



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Service charge				£4,500	£3,375	£4,500				£4,500	
Supplies											
Insurance specific allocation				£300	£0	£300				£300	
Building maintenance unplanned				£0	£0	£0				£0	
<b>Sub Total</b>		£0	£0	£14,000	£10,643	£12,200	£0	£0	£0	£14,000	£0
<b>Grants</b>											
Grants s137											
Grants general				£27,000	£2,000	£20,000				£27,000	
Grants Citizens Advice (CA)				£8,500	£0	£8,500				£8,500	
<b>Sub Total</b>		£0	£0	£35,500	£2,000	£28,500	£0	£0	£0	£35,500	£0
<b>Service Recharge</b>				-£278,000	£0	-£278,000				-£283,000	
<b>Sub total</b>		£0	£0	-£278,000	£0	-£278,000	£0	£0	£0	-£283,000	£0
<b>TOTALS</b>		£35,515	£35,545	£180,236	£268,986	£181,808	£35,515	£10,200	£14,489	£199,485	£20,000
		<b>2019/2020</b>	<b>2019/2020</b>	<b>2020/2021</b>	<b>2020/2021</b>	<b>2020/2021</b>	<b>2020/2021</b>	<b>2020/2021</b>	<b>2020/2021</b>	<b>2020.21</b>	<b>2020.21</b>
<b>PLANNING &amp; LICENSING</b>		<b>BUDGET</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>YTD 30.11.209</b>	<b>PROJECTED</b>	<b>BUDGET</b>	<b>ytd 30.11.20</b>	<b>PROJECTED</b>	<b>expense</b>	<b>income</b>
		<b>INCOME</b>	<b>INCOME</b>	<b>EXPENSE</b>	<b>EXPENSE</b>	<b>31.3.21</b>	<b>INCOME</b>	<b>INCOME</b>	<b>31.3.21</b>		
<b>Service Recharge</b>										34,000	
Design Award Scheme										200	
<b>WORKING FUNDS TOTALS</b>		£181,375	£185,334	£945,327	£474,809	£904,489	£185,030	£88,506	£119,500	£1,014,295	£144,955

				2020/2021		2020/2021				2021.22
EARMARKED FUNDS	Scenario 1			BUDGET		PROJECTED				EARMARKED
				1.4.20		31.3.21		less	add	FUNDS
<b>RECREATION</b>										
Murray/Kingsley Hall				£51,000						£51,000
Roding Valley Recreation Ground				£110,000					£10,000	£120,000
Playgrounds				£34,000					£10,000	£44,000
Van Replacement				£9,000					£1,000	£10,000
Charles Moules Bridge				£15,000						£15,000
Hillyfields Maintenance									£7,600	£7,600
Hillyfields Gate				£0					£5,000	£5,000
<b>Sub total</b>				<b>£219,000</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£33,600</b>	<b>£252,600</b>
<b>ENVIRONMENT &amp; HERITAGE</b>										
Street Furniture				£5,850						£5,850
Christmas Lights				£1,000				-£400		£600
Community toilet scheme				£1,000						£1,000
Cemetery				£27,265						£27,625
Cemetery plot maintenance endowment (restricted fund)				£8,262						£8,262
Lady Whitaker's Mead/new cemetery				£20,000						£20,000
Tree strategy				£500						£500
Cycling measures				£500						£500
<b>Sub total</b>				<b>£64,377</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>-£400</b>	<b>£0</b>	<b>£64,337</b>
<b>RESOURCES &amp; GENERAL SERVICES</b>										

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Elections				£30,000					£5,000	£35,000	
Central Personnel - apprentice				£10,000				-£10,000		£0	
Buckingham Court maintenance fund				£2,000						£2,000	
Buckingham Court Rent Deposit				£8,125						£8,125	
New computers/server				£10,500				-£10,500		£0	
<b>Sub total</b>				<b>£60,625</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>-£20,500</b>	<b>£5,000</b>	<b>£45,125</b>	
<b>PLANNING &amp; LICENSING</b>											
Neighbourhood & Local Plans				£20,000						£20,000	
Design Award Scheme				£200				-£200		£0	
<b>Sub total</b>				<b>£20,200</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>-£200</b>	<b>£0</b>	<b>£20,000</b>	
<b>EARMARKED GRAND TOTALS</b>				<b>£364,202</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>-£21,100</b>	<b>£38,600</b>	<b>£382,062</b>	
				<b>2020/2021</b>		<b>2020/2021</b>				<b>2021.22</b>	
<b>EARMARKED FUNDS</b>	<b>Scenario 2</b>			<b>BUDGET</b>		<b>PROJECTED</b>				<b>EARMARKED</b>	
				<b>1.4.20</b>		<b>31.3.21</b>		<b>less</b>	<b>add</b>	<b>FUNDS</b>	
<b>RECREATION</b>											
Murray/Kingsley Hall				£51,000				-£11,000		£40,000	
Roding Valley Recreation Ground				£110,000				-£60,000		£50,000	
Playgrounds				£34,000					£26,000	£50,000	
Van Replacement				£9,000					£1,000	£10,000	
Charles Moules Bridge				£15,000						£15,000	
Hillyfields Maintenance									£7,600	£7,600	

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Hillyfields Gate				£0						£0
<b>Sub total</b>				£219,000	£0	£0	£0	-£71,000	£34,600	£172,600
<b>ENVIRONMENT &amp; HERITAGE</b>										
Street Furniture				£5,850				-£2,850		£3,000
Christmas Lights				£1,000				-£400		£600
Community toilet scheme				£1,000				-£1,000		£0
Cemetery				£27,265				-£7,265		£20,000
Cemetery plot maintenance endowment (restricted fund)				£8,262						£8,262
Lady Whitaker's Mead/new cemetery				£20,000				-£20,000		£0
Tree strategy				£500				-£500		£0
Cycling measures				£500				-£500		£0
<b>Sub total</b>				£64,377	£0	£0	£0	-£32,515	£0	£31,862
<b>RESOURCES &amp; GENERAL SERVICES</b>										
Elections				£30,000					£5,000	£35,000
Central Personnel - apprentice				£10,000				-£10,000		£0
Buckingham Court maintenance fund				£2,000						£2,000
Buckingham Court Rent Deposit				£8,125						£8,125
New computers/server				£10,500				-£10,500		£0
<b>Sub total</b>				£60,625	£0	£0	£0	-£20,500	£5,000	£45,125
<b>PLANNING &amp; LICENSING</b>										
Neighbourhood & Local Plans				£20,000						£20,000
Design Awards Scheme				£200				-£200		
<b>Sub total</b>				£20,000	£0	£0	£0	-£200	£0	£20,000
<b>EARMARKED GRAND TOTALS</b>				£364,002	£0	£0	£0	-£124,215	£39,600	£269,587