



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
S Pewsey

J Jogia
J Mahoney

An Omer
S Murray

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

Ranking	Committee	Activity
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		
Priority	Main Function	Greater Detail (current position)
Current activities		
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		
Current Priority	Main Function	Greater Detail (current position)
Current Activities		
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
On-going Activities		
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		
Current Priority	Main Function	Greater Detail/Current Position
Current activities		
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
On-going activities		
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
Current activities		
High	Seeking external funding sources	Targeted action
Low	Council structure	Continuing reviews
On-going activities		
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 reason, 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
		144,955	1,014,245
Interest		2,000	
Increase / Decrease in Earmarked Reserves			
Resources & General Services			-15,500
Environment & Heritage			-400
Recreation			33,600
Planning and Licensing			-200
Total		146,955	1,031,745
Net requirement		884,790	70.59

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 2021	End date of loan
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
Total		1,400,000	527,955.57	

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:

Recreation	Murray / Kingsley Hall	-11,000
	Roding Recreation Ground	-60,000
	Recreation Ground Playground	26,000
	Van replacement	1,000
	Hillyfields Maintenance	7,600
E & H	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
R & GS	Apprentice	-10,000
	Computers	-10,500
	Elections	£5,000
P & L	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
		144,955	1,014,245
Interest		2,000	
Increase / Decrease in Earmarked Reserves			
Resources & General Services			-15,500
Environment & Heritage			-32,515
Recreation			-36,400
Planning and Licensing			-200
Total		146,955	929,630
Net requirement		782,675	62.44

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

RECREATION COMMITTEE			2019/2020	2019/2020	2020/2021	2020/2021	2020/2021	2020/2021	2020/2021	2020/2021	2021.22	2021.22
			BUDGET INCOME	ACTUAL INCOME	BUDGET EXPENSE	YTD 30.11.20 EXPENSE	1 PROJECTE D 31.3.21	1 BUDGET INCOME	ytd 30.11.20 INCOME	1 PROJECTE D 31.3.21	EXPENSE	INCOM E
Kingsley Hall												
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	
Sub total			£41,000	£39,940	£18,752	£7,461	£15,012	£41,000	£18,333	£22,000	£18,824	£30,000
The Murray Hall												
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	
Tax and National Insurance					£0	£1,009	£0				£0	
Pensions					£0	£2,355	£0				£0	

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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	
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

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RECREATION COMMITTEE			BUDGET INCOME	ACTUAL INCOME	BUDGET EXPENSE	YTD 30.11.20 EXPENSE	PROJECTE D 31.3.21	BUDGET INCOME	ytd 30.11.20 INCOME	PROJECTE D 31.3.21	EXPENSE	INCOM E
Other Services												
General Income												
Community Events					£10,000	£960	£1,000	£0	£0	£0	£10,000	
Defibrilators		£7			£250	£239	£250	£0			£250	
Contingency					£1,000	£0	£1,000	£0			£1,000	
Community Safety					£0			£0				
								£0				
Sub total			£7	£0	£11,250	£239	£2,250	£0	£0	£0	£11,250	
Roding Valley Recreation Ground												
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	
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	

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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	
Sub total			£9,450	£10,330	£148,845	£23,088	£144,157	£10,645	£6,038	£8,850	£152,046	£10,645
RECREATION COMMITTEE			2019/2020 BUDGET INCOME	2019/2020 ACTUAL INCOME	2020/2021 BUDGET EXPENSE	2020/2021 YTD30.11.20 EXPENSE	2020/2021 PROJECTED 31.3.21	2020/2021 BUDGET INCOME	2020/2021 ytd 30.11.20 INCOME	2020/2021 PROJECTED 31.3.21	2021.22 EXPENSE	2021.22 INCOME
Open Spaces												
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	
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	

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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								
Sub total			£235	£25,750	£7,539	£26,050	£0	£0	£0	£26,817	
Playgrounds											
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	
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	
Sub total			£0	£49,960	£9,986	£50,540	£0	£0		£50,997	£0

RECREATION COMMITTEE			2019/2020 BUDGET INCOME	2019/2020 ACTUAL INCOME	2020/2021 BUDGET EXPENSE	2020/2021 YTD 30.11.20 EXPENSE	2020/2021 PROJECTED 31.3.21	2020/2021 BUDGET INCOME	2020/2021 YTD 30.11.20 INCOME	2020/2021 PROJECTED 31.3.21	2021.22 EXPENSE	2021.22 INCOME
Willingale Road Playing Field												
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	
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	
Sub total			£900	£1,233	£21,232	£8,327	£14,729	£1,150	£128	£400	£21,637	£850
Van Replacement Fund					£0	£0	£0				£0	
Sub total					£0	£0	£0				£0	
Service Re-charge					£148,000	£0	£148,000				£150,000	

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Sub total

TOTALS

				£148,000	£0	£148,000				£150,000	
		£127,785	£133,895	£558,054	£158,811	£528,283	£131,595	£65,303	£87,750	£565,483	£108,295

LOUGHTON TOWN COUNCIL BUDGET

			2019/2020 BUDGET INCOME	2019/2020 ACTUAL INCOME	2020/2021 BUDGET EXPENSE	2020/2021 YTD 30.11.20 EXPENSE	2020/2021 PROJECTED 31.3.21	2020/2021 BUDGET INCOME	2020/2021 ytd 30.11.20 INCOME	2020/2021 PROJECTED 31.3.21	2021/22 EXPENSE	2021/22 INCOME
ENVIRONMENT & HERITAGE COMMITTEE												
Christmas Best Dressed Window												
Christmas windows prizes					300	£0	£0				£300	
Christmas windows other costs					£50	£0	£0				£50	
Christmas windows prizes & other costs												
Sub total			£0	£0	£350	£0	£0	£0	£0	£0	£350	£0
Cemetery (Church Lane)												
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	

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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	
OEW contract related					£500	£0	£0				£0	
Sub total			£15,000	£12,593	£62,495	£24,848	£60,350	£14,700	£10,193	£13,941	£68,080	£13,400
ENVIRONMENT & HERITAGE COMMITTEE			2019/2020	2019/2020	2020/2021	2020/2021	2020/2021	2020/2021	2020/2021	2020/2021	2020/21	2020/21
			BUDGET	ACTUAL	BUDGET	YTD	PROJECTED	BUDGET	ytd	PROJECTED	EXPENSE	INCOME
			INCOME	INCOME	EXPENSE	30.11.20	31.3.20	INCOME	INCOME	31.3.21		
Street Furniture												
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	

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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	
Sub Total			£0	£0	£32,557	£20,564	£31,318	£0	£100	£100	£32,657	£0

ENVIRONMENT & HERITAGE COMMITTEE			2019/2020	2019/2020	2020/2021	2020/2021	2020/2021	2020/2021	2020/2021	2020/2021	2021/22	2021/22
			BUDGET	ACTUAL	BUDGET	YTD	PROJECTED	BUDGET	ytd	PROJECTED	EXPENSE	INCOME
			INCOME	INCOME	EXPENSE	30.11.20	31.3.21	INCOME	30.11.20	31.3.21		
Allotments												
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	
Sub Total			£3,075	£3,301	£10,335	£1,020	£4,550	£3,220	£2,710	£3,220	£10,340	£3,260
Cemetry (Loughton Lane)												
Other works					£600	£580	£580				£600	

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Sub Total			£0	£0	£600	£580	£580	£0	£0	£0	£600	£0
Other Services												
Contingency					£1,000	£0	£500				£1,000	
Heritage Trail					£1,800	£0	£0				£1,800	
Wombles Litter Picking					£100	£0	£100				£100	
Loughton Day					£600	£0	£0				£1,000	
Horticultural Show					£200	£0	£0				£200	
Sub Total			£0	£0	£3,700	£0	£600	£0	£0	£0	£4,100	£0
Service Recharge					£97,000	£0	£97,000				£99,000	
Sub total			£0	£0	£97,000	£0	£97,000	£0	£0	£0	£99,000	£0
TOTALS			£18,075	£15,894	£207,037	£47,012	£194,398	£17,920	£13,003	£17,261	£215,127	£16,660

RESOURCES & GENERAL SERVICES COMMITTEE			2019/2020 BUDGET INCOME	2019/2020 ACTUAL INCOME	2020/2021 BUDGET EXPENSE	2020/2021 YTD 30.11.20 EXPENSE	2020/2021 PROJECTED 31.3.20	2020/2021 BUDGET INCOME	2020/2021 ytd 30.11.20 INCOME	2020/2021 PROJECTED 31.3.21	2021.22 EXPENSE	2021.22 INCOME
Communication												
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	

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Newsletter (printing)					£1,490	£0	£1,490				£1,490	
Noticeboard					£1,000	£0	£1,000				£1,000	
Sub Total			£0	£0	£19,187	£8,184	£17,907	£0	£0	£0	£19,595	£0
Office Expenses												
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	
Sub Total			£0	£0	£12,643	£18,348	£20,827	£0	£0	£0	£11,550	£0
Audit												
Internal audit					£1,365	£0	£1,325				£750	
External Audit					£1,650	£0	£1,600				£1,650	
Sub Total			£0	£0	£3,015	£0	£2,925	£0	£0	£0	£2,400	£0
RESOURCES & GENERAL SERVICES COMMITTEE			2019/2020 BUDGET INCOME	2019/2020 ACTUAL INCOME	2020/2021 BUDGET EXPENSE	2020/2021 YTD 30.11.20 EXPENSE	2020/2021 PROJECTED 31.3.21	2020/2021 BUDGET INCOME	2020/2021 ytd 30.11.20 INCOME	2020/2021 PROJECTED 31.3.21	2021/22 EXPENSE	2021/22 INCOME
Central Personal												
General Income												
Salaries					£175,000	£111,803	£173,000				£187,000	
Tax & National Insurance					£67,000	£42,223	£67,000				£72,000	

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Pensions					£68,000	£46,739	£71,000				£76,000	
Staff Travel					£2,000	£429	£1,200				£2,000	
Other staff costs					£5,000	£2,189	£4,000				£5,000	
Sub Total			£0	£0	£317,000	£203,383	£316,200	£0	£0	£0	£342,000	£0
Council Expenses												
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	
Sub Total			£0	£450	£15,950	£9,891	£14,300	£0	£0	£0	£16,200	£0
Other Services (RGS)												
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					
Sub Total			£0	£0	£4,000	£57	£11,500	£0	£0	£0	£4,000	£0
Members' Expenses												
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 YTD 30.11.20	2020/2021 PROJECTED 31.3.21	2020/2021	2020/2021 ytd 30.11.20	2020/2021 PROJECTED 31.3.21	2021/22 EXPENSE	2021/22 INCOME
RESOURCES & GENERAL SERVICES COMMITTEE			BUDGET INCOME	ACTUAL INCOME	BUDGET EXPENSE	EXPENSE		BUDGET INCOME	INCOME			
Buckingham Court												
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	
Sub Total			£35,515	£35,095	£34,281	£16,390	£32,989	£35,515	£10,200	£14,489	£34,580	£20,000
Library												
General expenses					£2,000	£68	£200				£2,000	
Rent					£7,200	£7,200	£7,200				£7,200	
Service charge					£4,500	£3,375	£4,500				£4,500	
Supplies												
Insurance specific allocation					£300	£0	£300				£300	

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Building maintenance unplanned				£0	£0	£0				£0	
Sub Total		£0	£0	£14,000	£10,643	£12,200	£0	£0	£0	£14,000	£0
Grants											
Grants s137											
Grants general				£27,000	£2,000	£20,000				£27,000	
GrantsCitizens Advice (CA)				£8,500	£0	£8,500				£8,500	
Sub Total		£0	£0	£35,500	£2,000	£28,500	£0	£0	£0	£35,500	£0
Service Recharge				-							
				£278,000	£0	-£278,000				-£283,000	
Sub total		£0	£0	£278,000	£0	-£278,000	£0	£0	£0	-£283,000	£0
TOTALS		£35,515	£35,545	£180,236	£268,986	£181,808	£35,515	£10,200	£14,489	£199,485	£20,000

PLANNING & LICENSING			2019/2020	2019/2020	2020/2021	2020/2021	2020/2021	2020/2021	2020/2021	2020/2021	2020.21	2020.21
			BUDGET INCOME	ACTUAL INCOME	BUDGET EXPENSE	YTD 30.11.209 EXPENSE	PROJECTED 31.3.21	BUDGET INCOME	ytd 30.11.20 INCOME	PROJECTED 31.3.21	expense	income

Service Recharge 34,000
Design Award Scheme 200

WORKING FUNDS TOTALS	£181,375	£185,334	£945,327	£474,809	£904,489	£185,030	£88,506	£119,500	£1,014,295	£144,955
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EARMARKED FUNDS		Scenario 1			2020/2021		2020/2021				2021.22
					BUDGET		PROJECTE D				EARMARKED
					1.4.20		31.3.21				FUNDS
								less	add		
RECREATION											
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
Sub total					£219,000	£0	£0	£0	£0	£33,600	£252,600
ENVIRONMENT & HERITAGE											
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
Sub total					£64,377	£0	£0	£0	-£400	£0	£64,337
RESOURCES & GENERAL SERVICES											
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

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Sub total	£60,625	£0	£0	£0	-£20,500	£5,000	£45,125
PLANNING & LICENSING							
Neighbourhood & Local Plans	£20,000						£20,000
Design Award Scheme	£200				-£200		£0
Sub total	£20,200	£0	£0	£0	-£200	£0	£20,000

EARMARKED GRAND TOTALS	£364,202	£0	£0	£0	-£21,100	£38,600	£382,062
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		Scenario 2			2020/202 1 BUDGET 1.4.20		2020/202 1 PROJECTE D 31.3.21				2021.22 EARMARKED FUNDS
EARMARKED FUNDS									less	add	
RECREATION											
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
Hillyfields Gate					£0						£0
Sub total					£219,000	£0	£0	£0	-£71,000	£34,600	£172,600
ENVIRONMENT & HERITAGE											
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

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Tree strategy	£500				-£500		£0
Cycling measures	£500				-£500		£0
Sub total	£64,377	£0	£0	£0	-£32,515	£0	£31,862
RESOURCES & GENERAL SERVICES							
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
Sub total	£60,625	£0	£0	£0	-£20,500	£5,000	£45,125
PLANNING & LICENSING							
Neighbourhood & Local Plans	£20,000						£20,000
Design Awards Scheme	£200				-£200		
Sub total	£20,000	£0	£0	£0	-£200	£0	£20,000
EARMARKED GRAND TOTALS							
	£364,002	£0	£0	£0	-£124,215	£39,600	£269,587