



RESOURCES AND GENERAL SERVICES COMMITTEE

Members of the Resources and General Services Committee
are summoned to attend a Meeting at **7.30pm** on

Wednesday, 04 December 2024

at Loughton Town Council, Council Chamber, 1 Buckingham Court,
Rectory Lane, Loughton IG10 2QZ

to transact the business as shown in the agenda.

**Mark Squire
Town Clerk**

27 November 2024

**Councillor M Owen (Chairman)
Councillor R Brookes (Vice Chairman)**

Councillors
I Allgood
S Murray

S Fontenelle
M Stubbings

N MacKinnon

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 4 October 2024.

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.

- The SSE electric accounts now closed, final bills received and account balanced. British Gas, the new supplier, continues to estimate bills and we are waiting for the smart meters to be checked by their engineers. In the meantime, manual meter readings will be supplied monthly.
- The local council election fees charged by Epping Forest District Council (EFDC) have been paid.
- Work on updating 'Financial Regulations', electronic banking and Town Councillor e-mails – all work in progress.
- The National Association of Local Councils (NALC) are urging the Government to allow attendance at local council meetings remotely.

6 Training and Conferences

- The Town Clerk and Services Manager attended a 'Proludic' training seminar on 3 October 2024 which predominantly focussed on inclusivity in children's playgrounds.
- Kate Pendlebury, Responsible Financial Officer (RFO pending) attended the Essex Association of Local Councils (EALC) Budget and Precept course on 10 October 2024. Also, Essex County Council (ECC) Parish and Town Council Pensions webinars 1,2, and 3 on 22 October 2024 and 23 October 2024.
- Cllr Lee and Cllr Harriman: attended the EALC Councillor Training days courses 1&2 on 2 November 2024 and 9 November 2024.
- Cllr Lee attended the EALC Introduction to Planning course on 23 November 2024.
- Cllr Dodd attended the EALC Introduction to Planning course on 30 November 2024.
- Cllr Brookes and Kate Pendlebury RFO (pending) will have attended the EALC Finance for Larger Councils course on 27 November 2024.

To receive and note.

7 Christmas Card 2024

A circular electronic Town Council festive card has been prepared with a Christmas and New Year message on the second page. The card will be distributed in early December 2024. The template card will be available at the meeting.

To receive and note.

8 Remembrance Services

The annual Remembrance Service and parade was held on Sunday 10 November 2024 at the War Memorial on Kings Green, Loughton attracting very large crowds. Thanks to all who participated in making this a successful event. The Town Clerk will provide a further oral update.

Loughton Town Council (LTC) also held a two-minute silence on Monday 11 November 2024 at the War Memorial on Kings Green and members of Staples Road Primary School Council, and children from Chrysalis Day Nursery, laid their poppy wreaths. They were joined by the Town Mayor, Cllr Katie Valentine. Thanks to Ben Mayer and Richard Williamson representing the Loughton Royal British Legion and Reverend Chris Davies for their contribution to the event.

To receive and note.

9 Finance

9.1 Current Financial Position

The current financial position as at 14 November 2024 is attached together with details of the funds available from earmarked reserves (see page 5) .

A note of the Council's current bank balances and most recent reconciliations as at 30 October 2024 are attached (see pages 6 – 9).

9.2 Accounts Paid

Payments totalling £626,835.74 as detailed on payment schedules nos. 396-398 (see pages 10 – 14) have been made since the report to the meeting on 10 October 2024. Larger copies will be available at the meeting, depending on the print quality of the A4 sheets on the agenda. Schedules and accompanying invoices are available at the Council offices for inspection.

For information, details of all Council payments in excess of £500 are provided on the Council's website under the 'Finance and Transparency Schedule of Payments' section.

10 Banking

The Committee is asked to AGREE to remove Kim Lumb and add Kate Pendlebury (RFO Pending) to the list of authorised users for the following bank accounts:

National Westminster Bank
Nationwide Building Society
Santander
Unity Bank

Members to review and agree.

11 Precept

The Committee is asked to NOTE that the second instalment of the 2023/24 Precept, £496,954.50, was received into the Council's Santander bank account on 27 September 2024.

12 Internal Financial Check

To note that Councillor MacKinnon visited the office on Monday 7 October 2024 and undertook a financial check on purchase orders and receipts from the start of the 2024/25 financial year to date. The next review is to be scheduled during January 2025.

To receive and note.

13 Financial Assistance

13.1 The Committee is asked to AGREE if it wishes to carry over any unallocated or unclaimed Financial Assistance budget at year end to 2025/26 Earmarked Reserves. The current unallocated balance is £3,036, which under Council Policy was held back for emergency applications.

13.2 The Committee is asked to confirm the membership of the short-listing panel.

14 Staff Salaries 2024/25

14.1 Salary Increases

Communication on the outcome of staff salary pay increases from the National Association of Local Councils (NALC) for 2024/25, has now been received, paid in November 2024 salaries, and backdated to 1 April 2024 (£1,920.00 per annum on all spinal column points (SCP) pay points to 43, and for pay points above 2.5%).

Further notification has confirmed small changes to the London Weighting Allowance for 2024/25. These have also been applied and backdated to 1 April 2024. The new London Weighting inner allowance is £1,013 (previously £988) per annum.

Members are asked to note that all changes are paid pro-rata for part-time staff.

To receive and note.

14.2 Increase in Employers National Insurance (NI) Contributions

In the Autumn National budget of 30 October 2024, the government has increased the rate of employer NIC's from 13.8% to 15%. The impact of the increase in Employers NI will be c£3,550 for this Committee and c£6,000 across the Town Council budgets. This change will be reflected in the final 2025/26 budgets.

To receive and note.

15 Parish Basic Allowance

The Committee is asked to consider and AGREE a recommendation to full Council on the level of Parish Basic Allowance that members may claim in 2024/25. This is currently set at £120 per annum, per member.

16 Subscription Review

The Committee is asked to review and AGREE the list of organisations of which it is currently a member and confirm if it wishes to support those listed in 2024/25, without amendment (see page 15) and also to agree the recommended budget level for the following year.

17 2025/2026 Chamber Room Buckingham Court fees

Recommend that the current level of fees for hire of the Chamber Room are increased only modestly to encourage greater use of the facilities available as bookings are currently only sporadic.

Charity Rate	£15.00 plus VAT per hour to £17.50+VATp/h
Standard Rate	£31.00 plus VAT per hour to £32 + VAT p/h
Commercial Rate	£50.00 plus VAT per hour to remain the same

Members to review and agree recommendations

18 Committee Priorities

The Committee is requested to review and AGREE its priority list for 2025/26 (see page 16).

19 Budgets / Estimates 2025/26

The Committee is asked to consider and CONFIRM the estimates of income and expenditure and levels of earmarked funds for 2025/26 (see pages 17 – 20).

The Town Clerk will highlight a few salient points.

Mark Squire
TOWN CLERK
27 November 2024

Current Financial Position
Agenda item 9.1

Loughton Town Council
Summary Income & Expenditure by Budget Heading 25/11/2024
Month No: 8 Resources and General Services Committee Report

		Actual Last Year	Actual Year To Date	Current Annual Budget	Variance Annual Total	Funds Available	% of Budget
<u>Resources and General Services</u>							
Communication	Expenditure	17,050	10,864	20,249	9,385	9,385,718	53.6%
Office Expenses	Expenditure	12,594	11,378	16,668	5,290	5,290	68.3%
Audit	Expenditure	3,926	0	4,130	4,130	4,130	0%
Central Personnel	Expenditure	407,806	282,076	445,390	163,314	163,314	63.3%
Council Expenses (1)	Expenditure	14,675	13,358	19,718	6,360	6,360	67.7%
Other Services (RGS) (2)	Expenditure	339	38,037	1,200	(36,837)	(36,837)	3169.8%
Members' Expenses	Expenditure	1,723	(67)	2,460	2,527	2,527	(2.7%)
Buckingham Court	Expenditure	58,313	33,099	64,394	31,295	31,295	51.4%
	Income	1,312	550	2,000	1,450		27.5%
Service Re-charge (3)	Expenditure	-371,000				0	0.0%
Grants	Expenditure	31,399	13,385	38,500	25,115	25,115	34.8%
	Income	37,100	0	0	0		

INCOME – EXPENDITURE TOTALS

R&GS Expenditure (3)	<u>176,824</u>	<u>402,130</u>	<u>612,709</u>	<u>210,579</u>		<u>65.6%</u>
Income	<u>38,412</u>	<u>550</u>	<u>2,000</u>	<u>1,450</u>		<u>27.5%</u>
Net Expenditure over Income	<u>138,412</u>	<u>401,580</u>	<u>610,709</u>	<u>209,129</u>		

Notes:

- (1) Council Expenses – “Actual Year To Date” – includes the Town Council annual Insurance.
- (2) Includes election fees of £36,703.
- (3) The Service Recharge will be applied at the financial year-end.

Earmarked Reserves for 2024/2025

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

Resources and General Services Committee	30.10.24
Grant Funding	1,542.00
Total	1,542.00

Agenda item 9.1 cont.

Date:13/11/2024

Loughton Town Council 2024 - 25

Page 1

Time: 11:18

Bank Reconciliation Statement as at 31/10/2024
for Cashbook 1 - No 1 Current Account

User: JCG

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Nat West no. 1 account	31/10/2024		71,796.03
			71,796.03
Unpresented Payments (Minus)		Amount	
19/07/2024 11613 p186	EDF Energy Ltd	569.97	
19/07/2024 11622 P196	Deltagate Ltd	925.00	
14/08/2024 11646 P239	EDF Energy Ltd	278.82	
18/09/2024 11697 P337	EDF Energy Ltd	446.89	
18/09/2024 11686 P320	Basics Essex Accident	1,000.00	
17/10/2024 SD37A	Katue Collier	350.00	
17/10/2024 SD38	Saeed Abdule-Qayun	350.00	
17/10/2024 SD39	Darshana Chauhun	350.00	
18/10/2024 11711 P408	Tormax UK Ltd	360.00	
18/10/2024 11717 P415	Regional Waste Recycling Comme	192.00	
18/10/2024 11721 P421	SME Invoice Finance Limited	733.36	
18/10/2024 11725 P425	Phoenix Lifting Systems Ltd	168.00	
18/10/2024 11726 P426	SME Invoice Finance Limited	720.00	
24/10/2024 SD40	Susie Worthington	350.00	
31/10/2024 11757 P545	St. Clare Hospice	600.00	
31/10/2024 11758 P546	Royal British Legion	150.00	
31/10/2024 11759 P547	Loughton Voluntary Care	200.00	
31/10/2024 11731 P506	Nisbets PLC	97.87	
31/10/2024 11732 P509	Reliant Leisure Services Ltd	3,389.87	
31/10/2024 11733 P511	PHS Group	142.13	
31/10/2024 11734 513	Atrium Security Limited t/a Tr	1,825.00	
31/10/2024 11735 P515	Viking	713.60	
31/10/2024 11736 P517	Total Media	167.00	
31/10/2024 11737 P518	Grangewood Plastic Packaging L	221.28	
31/10/2024 11738 P519	Clarke Hillyer	25.00	
31/10/2024 11739 P520	Gracelands Complete Maintenanc	894.00	
31/10/2024 11740 P522	Pinnacle Group Ltd	600.00	
31/10/2024 11741 P523	Chubb Fire & Security Ltd	523.69	
31/10/2024 11742 P526	James Todd & Co. Ltd.	132.00	
31/10/2024 11743 P527	TBS Hygiene Ltd	72.00	
31/10/2024 11744 P528	W Larkins Ltd	75.00	
31/10/2024 11745 P529	Greenworks Controlled Environm	240.00	
31/10/2024 11746 P530	Regional Waste Recycling Comme	561.60	
31/10/2024 11747 P533	Forest Casual & Schoolwear	19.20	
31/10/2024 11748 P534	Deltagate Ltd	505.00	
31/10/2024 11749 P536	Arbtec Tree Services	4,656.00	
31/10/2024 11750 P538	Scott Dryden	1,300.00	
31/10/2024 11751 P539	Accredited Locksmith Services	55.00	
31/10/2024 11752 P540	Essex Association of Local Cou	96.00	
31/10/2024 11753 P541	Loughton Landscapes Limited	144.00	
31/10/2024 11754 P542	Essex Security Services Ltd	156.00	
31/10/2024 11755 P543	Euroloo Ltd	216.00	

Agenda item 9.1 cont.

Date:13/11/2024

Loughton Town Council 2024 - 25

Page 2

Time: 11:18

**Bank Reconciliation Statement as at 31/10/2024
for Cashbook 1 - No 1 Current Account**

User: JCG

			<u>Amount</u>	<u>Balances</u>
31/10/2024	11756 P544	David Jackman	50.00	
31/10/2024	11760 P549	EDF Energy Ltd	887.43	
				<u>25,508.71</u>
				46,287.32
 <u>Unpresented Receipts (Plus)</u>				
17/10/2024	R166		320.76	
18/10/2024	R167		179.00	
18/10/2024	R167		276.00	
21/10/2024	R169		106.00	
28/10/2024	R172		72.00	
				<u>953.76</u>
				47,241.08
			Balance per Cash Book is :-	47,241.08
			Difference is :-	0.00

Date:13/11/2024

Loughton Town Council 2024 - 25

Page 1

Time: 09:27

**Bank Reconciliation Statement as at 31/10/2024
for Cashbook 2 - No 2 Current Account**

User: JCG

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Nat West no. 2 account	31/10/2024		49,212.67
			<u>49,212.67</u>
 <u>Unpresented Payments (Minus)</u>			<u>Amount</u>
18/10/2024	859 P432	Essex Pension Fund	10,353.54
			<u>10,353.54</u>
			38,859.13
 <u>Unpresented Receipts (Plus)</u>			
			0.00
			<u>0.00</u>
			38,859.13
			Balance per Cash Book is :-
			38,859.13
			Difference is :-
			0.00

Agenda item 9.1 cont.

Date:13/11/2024

Loughton Town Council 2024 - 25

Page 1

Time:09:32

**Bank Reconciliation Statement as at 31/10/2024
for Cashbook 3 - NatWest Business Reserve Acc**

User: JCG

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
NatWest Business Reserve Acc	31/10/2024		103,178.02
			<u>103,178.02</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			103,178.02
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			103,178.02
		Balance per Cash Book is :-	103,178.02
		Difference is :-	0.00

Date:14/11/2024

Loughton Town Council 2024 - 25

Page 1

Time:08:28

**Bank Reconciliation Statement as at 31/10/2024
for Cashbook 4 - Santander Business Reserve Acc**

User: JCG

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Santander	31/10/2024		568,096.52
			<u>568,096.52</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			568,096.52
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			568,096.52
		Balance per Cash Book is :-	568,096.52
		Difference is :-	0.00

Agenda item 9.1 cont.

Date:13/11/2024
Time:09:30

Loughton Town Council 2024 - 25

Page 1

**Bank Reconciliation Statement as at 31/10/2024
for Cashbook 6 - Nationwide Instant Saver Acc**

User: JCG

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Nationwide Instant Saver Acc	31/10/2024		107,480.49
			<u>107,480.49</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			107,480.49
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			107,480.49
		Balance per Cash Book is :-	107,480.49
		Difference is :-	0.00

Date:13/11/2024
Time:09:34

Loughton Town Council 2024 - 25

Page 1

**Bank Reconciliation Statement as at 31/10/2024
for Cashbook 7 - Unity Bank**

User: JCG

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity Bank	31/10/2024		500.00
			<u>500.00</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			500.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			500.00
		Balance per Cash Book is :-	500.00
		Difference is :-	0.00

Agenda item 9.2 cont.
Accounts Paid

Invoice No.	Date Paid	Payee Name	Chq No.	Paid	P No.	Transaction details	Year
<i>For information No. 1 Account</i>							
3733	18/10/2024	Docendo Limited	11701	2,410.22	P398	IT Maintenance Contract	2024/25
2729	18/10/2024	Couno Office Solutions Limited	11702	130.98	P399	Printing	2024/25
74481	18/10/2024	James Todd & Co	11703	124.74	P400	Payroll Fee	2024/25
16912	18/10/2024	Atrium Security Solutions Ltd	11704	912.50	P401	RVRG Gate Aug	2024/25
S1668C	18/10/2024	National Allotment Society	11705	66.00	P402	Annual subscription	2024/25
675	18/10/2024	Qualis Property Solutions	11706	13,446.16	P403	Grounds Maintenance Sept	2024/25
	18/10/2024	St Michael & All Angels Church	11707	400.00	P404	Financial Assistance 24/25	2024/25
	18/10/2024	Afordable Counselling Epping Forest	11708	500.00	P405	Financial Assistance 24/25	2024/25
	18/10/2024	Samaritans Redbridge Branch	11709	700.00	P406	Financial Assistance 24/25	2024/25
SB20242678	18/10/2024	PFK Littlejohn LLP	11710	2,520.00	P407	External Audit Fees	2024/25
185768	18/10/2024	Tormax United Kingdom Limited	11711	360.00	P408	Service Contract	2024/25
10617617	18/10/2024	Chubb Fire & Security Ltd		829.38	P409	Fire Alarm Maintenance	2024/25
10617432	18/10/2024	Chubb Fire & Security Ltd	11712	220.79	P410	Fire Alarm Service	2024/25
437	18/10/2024	Greenhill Gardening	11713	1,100.00	P411	Gardening PM and MH	2024/25
1029593	18/10/2024	Pinnacle Housing	11714	600.00	P412	Grounds Maintenance	2024/25
25880	18/10/2024	Gracelands Complete Maintenance	11715	180.00	P413	Boiler Service BC	2024/25
11229/24	18/10/2024	Bushwheeler Services Limited	11716	828.00	P414	Grasscut Lady Whits Mead	2024/25
E236348	18/10/2024	Regional Waste Recycling (Commercial) Lir	11717	192.00	P415	Cem Green Bins Aug	2024/25
9005	18/10/2024	C&T Window Cleaning Services Ltd	11718	100.00	P416	Window Cleaning	2024/25
INV-1040	18/10/2024	Reliant Leisure Services Ltd		751.20	P417	Playground Repairs	2024/25
INV-1041	18/10/2024	Reliant Leisure Services Ltd	11719	234.00	P419	Playground Repairs	2024/25
25889	18/10/2024	Gracelands Complete Maintenance Services	11720	720.00	P420	AC Maintenance	2024/25
44275	18/10/2024	Think Business Support Ltd	11721	733.26	P421	Cleaning KH Sept	2024/25
INV-1038	18/10/2024	Reliant Leisure Services Ltd	11722	2,034.00	P422	Sport lines marking	2024/25
M0001430330	18/10/2024	EFDC	11723	540.00	P423	Grounds Clearance WR	2024/25
	18/10/2024	Arbtec Tree Services	11724	936.00	P424	Holm Oak Reduction	2024/25
35917	18/10/2024	Phoenix Lifting Systems Ltd	11725	168.00	P425	Lift Service BC	2024/25
44062	18/10/2024	Think Business Support Ltd	11726	720.00	P426	Cleaning KH	2024/25
INV-0504	18/10/2024	MRI Fabrications Ltd	11727	516.00	P427	WRA service & repairs	2024/25
25837	18/10/2024	Gracelands Complete Maintenance Services	11728	254.42	P428	AC Belts & fans	2024/25
LHH1020	18/10/2024	KBL Event Hire	11729	48.00	P429	Trestle tables - Loughton Day	2024/25
INV-0264	18/10/2024	CB Sound Video Light Ltd	11730	938.40	P430	PA sound and light Loughton Day	2024/25
<i>For information Direct Debits</i>							
64977	21/08/2024	the Comms Guys	DD	204.32	P344	Landline July	2024/25
65600	23/08/2024	the Comms Guys	DD	199.81	P345	Landline August	2024/25
CI60300	06/09/2024	Skyguard Limited	DD	77.76	P346	Peoplesafe alarm August	2024/25
CI60915	06/01/2024	Skyguard Limited	DD	77.76	P347	Peoplesafe alarm Sept	2024/25
3232963	22/08/2024	Crown Gas & Power	DD	40.28	P348	KH Gas July	2024/25
1445576	22/08/2024	Crown Gas & Power	DD	141.18	P349	MH Gas July	2024/25
INV-045047	25/08/2024	First Business Water	DD	267.63	P350	Water rates July	2024/25
INV-047364	21/09/2024	First Business Water	DD	43.94	P351	Water rates RVRG 11/22 - 03/23	2024/25
113246		First Business Water	C/N	-	P352	Water rates RVRG adjust	2024/25
134217646441	22/08/2024	Tesco Mobile	DD	30.36	P353	Staff mobile July	2024/25
134220741667	23/09/2024	Tesco Mobile	DD	30.36	P354	Staff mobile Aug	2024/25
SL08244189INV	22/08/2024	Northgate Vehicle Hire Ltd	DD	990.19	P355	Van Jul/Aug	2024/25
PW486557	30/09/2024	PWLB	DD	18,295.62	P356	MH Loan repayment Sept	2024/25
INV-047367	21/09/2024	First Business Water	DD	119.97	P357	Water rates RVRG 23/24	2024/25
816202487	28/08/2024	British Gas	DD	22.97	P358	BC Gas July/Aug	2024/25
723370245	30/08/2024	British Gas	DD	124.27	P359	MH Gas July/Aug	2024/25

**Agenda item 9.2 cont.
Accounts Paid**

814624001	04/09/2024	British Gas	DD		26.56	P360	Cemetery Electric July/Aug	2024/25
723467358	13/09/2024	British Gas	DD		106.97	P361	MH Gas Aug	2024/25
318560174	01/08/2024	Worldpay	Contra		0.93	P364	Streamline charge August	2024/25
318813462	02/08/2024	Worldpay	Contra		0.40	P365	Streamline charge August	2024/25
319295231	06/08/2024	Worldpay	Contra		19.65	P366	Streamline charge August	2024/25
319396546	07/08/2024	Worldpay	Contra		0.16	P367	Streamline charge August	2024/25
319612910	08/08/2024	Worldpay	Contra		1.28	P368	Streamline charge August	2024/25
319833903	09/08/2024	Worldpay	Contra		33.66	P369	Streamline charge August	2024/25
320307348	13/08/2024	Worldpay	Contra		0.48	P370	Streamline charge August	2024/25
320525991	14/08/2024	Worldpay	Contra		1.63	P371	Streamline charge August	2024/25
320716266	15/08/2024	Worldpay	Contra		11.17	P372	Streamline charge August	2024/25
320878539	16/08/2024	Worldpay	Contra		4.08	P373	Streamline charge August	2024/25
321284429	19/08/2024	Worldpay	Contra		19.17	P374	Streamline charge August	2024/25
321441080	20/08/2024	Worldpay	Contra		17.43	P375	Streamline charge August	2024/25
321639798	21/08/2024	Worldpay	Contra		1.46	P376	Streamline charge August	2024/25
322397283	27/08/2024	Worldpay	Contra		13.77	P377	Streamline charge August	2024/25
322594843	28/08/2024	Worldpay	Contra		16.74	P378	Streamline charge August	2024/25
322762289	29/08/2024	Worldpay	Contra		0.64	P379	Streamline charge August	2024/25
323007414	30/08/2024	Worldpay	Contra		0.83	P380	Streamline charge August	2024/25
323291639	31/08/2024	Worldpay	Contra		27.60	P381	Streamline charge August	2024/25
323472779	02/09/2024	Worldpay	Contra		9.14	P382	Streamline charge September	2024/25
323815955	04/09/2024	Worldpay	Contra		5.96	P383	Streamline charge September	2024/25
324212502	06/09/2024	Worldpay	Contra		2.14	P384	Streamline charge September	2024/25
324626380	09/09/2024	Worldpay	Contra		3.28	P385	Streamline charge September	2024/25
324818626	10/09/2024	Worldpay	Contra		9.91	P386	Streamline charge September	2024/25
325055812	12/09/2024	Worldpay	Contra		1.44	P387	Streamline charge September	2024/25
325303746	13/09/2024	Worldpay	Contra		2.05	P388	Streamline charge September	2024/25
325876196	17/09/2024	Worldpay	Contra		7.76	P389	Streamline charge September	2024/25
326013893	18/09/2024	Worldpay	Contra		0.93	P390	Streamline charge September	2024/25
326153895	19/09/2024	Worldpay	Contra		4.03	P391	Streamline charge September	2024/25
326359212	20/09/2024	Worldpay	Contra		1.04	P392	Streamline charge September	2024/25
326690931	23/09/2024	Worldpay	Contra		13.99	P393	Streamline charge September	2024/25
326920179	24/09/2024	Worldpay	Contra		15.29	P394	Streamline charge September	2024/25
327117756	25/09/2024	Worldpay	Contra		2.05	P395	Streamline charge September	2024/25
327306070	26/09/2024	Worldpay	Contra		13.87	P396	Streamline charge September	2024/25
327365321	27/09/2024	Worldpay	Contra		4.31	P397	Streamline charge September	2024/25
327592580	30/09/2024	Worldpay	Contra		29.65	P398	Streamline charge September	2024/25
	30/09/2024	NatWest	CHG		34.22	P437	Bank charges Aug	2024/25
<i>For information BACS payments made from No. 1 Account</i>								
65	02/10/2024	JMF Maintenance Ltd	BACS		1,946.44	P434	Replace chq 11695 P335	2024/25
	10/10/2024	P Veragoo	BACS		30.00	SD37	WRA Key dep refund	2024/25
	08/10/2024	Universal Waste Ltd	BACS		150.00	P435	Waste remv LTN Day	2024/25
	26/09/2024	Safety and Medical Ltd	BACS		678.00	P436	Med Serv LTN Day	2024/25
<i>For information No. 2 Account</i>								
76542326/1	22/08/2024	NatWest Autopay	DD		20.60	P362	Bank charge July	2024/25
7661663/1	23/09/2024	NatWest Autopay	DD		20.60	P363	Bank charge Aug	2024/25
	18/10/2024	HMRC	858		9,121.01	P431	HMRC Tax & NIC Oct	2024/25
	18/10/2024	Essex Pension Fund	859		10,353.54	P432	ECC Pensions Oct	2024/25
	19/10/2024	Loughton TC Staff	BACS		27,000.39	P433	LTC net wages Oct	2024/25
	30/09/2024	NatWest	CHG		2.10	P438	Bank charges Aug No 2	2024/25
<i>For information Account Transfer</i>								
	19/08/2024	Trf from No. 1 acct to No. 2 acct	TRF		43,622.98	T8	Transfer from current to wages acct	2024/25
	17/08/2024	Trf from Santander to No. 1 acct	TRF		90,000.00	T9	Top up account from Precept account	2024/25
	16/09/2024	Trf from Santander to No. 1 acct	TRF		90,000.00	T10	Top up account from Precept account	2024/25
	23/09/2024	Trf from No. 1 acct to No. 2 acct	TRF		44,039.57	T11	Transfer from current to wages acct	2024/25
					Total		£ 372,324.57	

Agenda item 9.2 cont.
Accounts Paid

Loughlin Town Council
Payment record
List of payments made between 19 October 2024 to 31 October 2024.

Invoice No.	Date Paid	Payee Name	Chq No.	amt	P No.	Transaction details	Year
For information No. 1 Account							
1706408		Nibets		7.70	P506	Toilet rolls roll Dr	202425
20511780		Nibets		32.02	P507	MH Toilet rolls roll	202425
23021011	31/10/2024	Nibets	11731	73.04	37.87 P508	MH Toilet rolls roll	202425
1044		Reliant Leisure Services Ltd		1,002.00	P509	Fencing repairs R/WYG	202425
1040	31/10/2024	Reliant Leisure Services Ltd	11732	1,787.87	3,289.87 P510	Fencing repairs hawthorn/rose/RWG	202425
70819862		PHG Group		8.58	P511	Annual Fee for Hygiene cert	202425
70944584	31/10/2024	PHG Group	11733	103.54	142.13 P512	MH Hygiene firm 12/24-05/25	202425
87171		Abion Security Solutions Ltd		013.50	P513	R/WYG Gate security Syst	202425
87155	31/10/2024	Abion Security Solutions Ltd	11734	912.00	1,825.00 P514	R/WYG Gate security Syst	202425
477430		Viking Office UK Limited		431.94	P515	Office stationary Dept	202425
400400	31/10/2024	Viking Office UK Limited	11735	221.00	713.63 P516	Office stationary Dept	202425
717107644		Tobi Media		11736	107.00 P517	Tl winter issue print	202425
150127	31/10/2024	Guaranteed Press Packaging Ltd	11737	11737	221.28 P518	Black's refuse sacks	202425
18	31/10/2024	Chalko W/yer	11738	11738	25.00 P519	BC Window clean Oct	202425
20049		Guaranteed Complete Maintenance Services Ltd		714.00	P520	MH Air C repairs	202425
20047	31/10/2024	Guaranteed Complete Maintenance Services L	11739	180.00	894.00 P521	RH Boiler part	202425
303057	31/10/2024	Pinacle Heating Limited	11741	11741	800.00 P522	W/HP Oil Burn Oct	202425
1001043		Clubb Fire & Security Ltd		531.18	P523	BC Fire alarm serv.	202425
10010276		Clubb Fire & Security Ltd		227.31	P524	BC Fire alarm serv.	202425
10010276	31/10/2024	Clubb Fire & Security Ltd	11742	765.43	823.59 P525	BC Emergency light serv.	202425
23470	31/10/2024	James Todd & Co Limited	11742	11742	130.00 P526	Oct paym	202425
8048	31/10/2024	TBS Hygiene Ltd	11743	11743	72.00 P527	Bag bins Oct	202425
1927	31/10/2024	YJ Lamps Ltd	11744	11744	75.00 P528	Lighting conduct system Cam	202425
71004367	31/10/2024	Greenwells Contracted Environment Ltd	11745	11745	340.00 P529	BC Air Con serv.	202425
8230526		Regional Waste Recycling (Commercial) Limited		332.80	P530	Cem bins Oct	202425
8230537		Regional Waste Recycling (Commercial) Limited		60.40	P531	MH Bin Oct	202425
8230538	31/10/2024	Regional Waste Recycling (Commercial) Ltd	11746	393.20	551.60 P532	MH Bins Oct	202425
7591	31/10/2024	Forest Casual & Schoolwear	11747	11747	12.20 P533	Trolly MH Bin	202425
3032		Dataloga Limited		355.00	P534	Electric meters for street lights	202425
3033	31/10/2024	Dataloga Limited	11748	11748	609.00 P535	Repair meter center light BC	202425
8383		Adrian Tiso Services		1,208.00	P536	Tree work at W/HP	202425
8384	31/10/2024	Adrian Tiso Services	11749	3,336.00	4,544.00 P537	Tree work at R/WYG	202425
85	31/10/2024	Scott Dryden	11750	11750	1,300.00 P538	Tl Water issue design	202425
20460	31/10/2024	Accredited Locksmith Services Ltd	11751	11751	65.00 P539	Car park gate postlock rep	202425
10042	31/10/2024	EAFC	11752	11752	06.00 P540	KP Training inst	202425
427	31/10/2024	Loughlin Landscapes Limited	11753	11753	144.00 P541	KG Post replaced	202425
11001	31/10/2024	Estimote Security Services Ltd	11754	11754	155.00 P542	BC Alarm Ann Serv	202425
204502	31/10/2024	Estimote Limited	11755	11755	215.00 P543	Empty Septic Tank	202425
2045	31/10/2024	David Jackson	11756	11756	50.00 P544	Adrian's Evening EP	202425
2046	31/10/2024	St Clare Hospice	11757	11757	600.00 P545	FA Grant	202425
2047	31/10/2024	Royal British Legion Loughlin Branch	11758	11758	150.00 P546	Puppy Wealth	202425
2048	31/10/2024	Loughlin W/HPing Care	11759	11759	200.00 P547	LTH Day Heat stov Donation	202425
81201-0023		Tranwell Auditing Limited	818	195.78	P548	Arch subs for viewing software	202425
81381-00146 (31/10/2024	EDF Energy Ltd	11760	11760	887.43 P549	BC Gas billing inv	202425

Agenda item 9.2 cont.
Accounts Paid

Information Class Details

23020174	24/02/2024	British Gas	00			121.42	P430	KH Gas 25/7-31/8	202402
23020456	n/a	British Gas	00	22.97			P440	BC Gas Cr 25/7-30/8	202402
00246271	n/a	British Gas	00	14.81			P441	BC Gas 25/7-07/8	202402
00246332	10/06/2024	British Gas	00	21.97			P442	BC Gas 08/5-27/6	202402
00272040	02/10/2024	British Gas	00			13.01	P443	SH Electric 01/9-12/8	202402
00272054	16/06/2024	British Gas	00			332.54	P443	SH Electric 01/9-12/8	202402
00241270	23/09/2024	British Gas	00			997.68	P444	SH Electric 25/7-31/8	202402
00292020	16/09/2024	British Gas	00			222.58	P443	SH Electric 25/7-01/8	202402
00292026	04/10/2024	British Gas	00			27.18	P445	KG Electric 25/7-01/9	202402
00272054	16/09/2024	British Gas	00			18.57	P447	Com Electric 01/9-14/9	202402
00421066	n/a	British Gas	00			44.00	P448	Com Electric 25/7-31/8	202402
00421113	16/06/2024	British Gas	00			26.50	P449	Com Electric Cr 25/7-13/8	202402
00202005	17/06/2024	British Gas	00			21.54	P450	VMW Electric 25/7-01/8	202402
00472116	06/02/2024	British Gas	00			52.30	P451	KH Electric 02/8-01/9	202402
00100002	16/06/2024	SSC	00			276.28	P452	WHFF Electric 25/7-31/8	202402
00120499	16/06/2024	SSC	00			172.87	P453	WHFF Electric 16/10-24/7	202402
00120511	21/07/2024	SSC	00			369.30	P454	KH Electric 02/8-24/7	202402
00120713	16/06/2024	SSC	00			29.37	P455	WHFF Electric 26/10-30/8	202402
00202007	13/11/2024	British Gas	00	116.46		261.12	P456	COM Electric 02/8-20/7	202402
00202008	13/11/2024	British Gas	00	88.20			P457	BURG Electric 25/7-31/8	202402
00202012	19/10/2024	British Gas	00			203.72	P458	BURG Electric 01/8-30/8	202402
00202017	22/10/2024	British Gas	00			105.10	P459	KH Electric 02/8-01/9	202402
00202025	07/11/2024	British Gas	00			229.40	P460	WHFF Electric 01/9-30/9	202402
00202026	22/10/2024	British Gas	00			147.56	P461	WHFF Electric 31/10-18/10	202402
00202028	n/a	British Gas	00	21.79		21.29	P462	WMA Electric 01/9-30/9	202402
00202032	n/a	British Gas	00	20.29			P463	WMA Electric Cr 01/9-30/8	202402
00202033	06/11/2024	British Gas	00	12.56		11.16	P465	WMA Electric 01/9-30/9	202402
00202034	22/10/2024	British Gas	00			22.35	P466	KG Electric 02/8-04/10	202402
00202037	02/11/2024	British Gas	00	22.35			P467	KG Electric Cr 02/8-30/10	202402
00202038	n/a	British Gas	00	27.18			P468	KG Electric Cr 25/7-01/9	202402
00202040	n/a	British Gas	00	26.21			P469	KG Electric 25/7-01/9	202402
00202041	n/a	British Gas	00	21.42			P470	KG Electric 02/8-04/10	202402
00202042	02/11/2024	British Gas	00	9.16		6.20	P471	KG Electric 02/10-16/10	202402
00202043	22/10/2024	British Gas	00			182.77	P472	BC Electric 02/8-01/9	202402
00202044	07/11/2024	British Gas	00			216.00	P473	BC Electric 02/10-16/10	202402
00202045	n/a	British Gas	00	230.54			P474	WH Electric Cr 01/9-12/8	202402
00202046	n/a	British Gas	00	57.83			P475	WH Electric 01/9-12/8	202402
00202047	n/a	British Gas	00	143.94			P476	WH Electric 13/10-01/10	202402
00202048	04/11/2024	British Gas	00	421.48		297.35	P477	SH Electric 02/10-24/10	202402
00202049	07/11/2024	British Gas	00	150.22		617.97	P478	SH Electric 22/10-24/10	202402
00202050	n/a	British Gas	00	121.42			P479	KH Gas Cr 25/7-31/8	202402
00202051	n/a	British Gas	00	60.80			P480	KH Gas 25/7-31/8	202402
00202052	05/11/2024	British Gas	00	104.53		63.51	P481	KH Gas 01/9-11/9	202402
00202053	05/11/2024	British Gas	00	34.90		35.41	P482	KH Gas 12/10-10/10	202402
00202054	28/10/2024	British Gas	00	85.93			P483	BC Gas 28/9-07/10	202402
00202055	n/a	British Gas	00	66.90			P484	BC Gas Cr 25/8-07/10	202402
00202056	24/11/2024	British Gas	00	71.24			P485	BC Gas 28/9-07/10	202402
00202057	21/10/2024	British Gas	00	26.52		97.01	P486	BC Gas 05/10-18/10	202402
00202058	16/10/2024	British Gas	00			229.57	P487	KH Gas 31/8-04/10	202402
00202059	16/10/2024	British Gas	00	102.47		162.47	P488	WH Gas 02/10-18/10	202402
00202060	07/11/2024	British Gas	00	55.94		216.41	P489	WH Gas 19/10-24/10	202402
00202061	03/10/2024	Workday	Centre			12.22	P490	Streamline charge Oct	202402
00202062	03/10/2024	Workday	Centre			3.68	P491	Streamline charge Oct	202402
00202063	03/10/2024	Workday	Centre			9.20	P492	Streamline charge Oct	202402
00202064	04/10/2024	Workday	Centre			15.78	P493	Streamline charge Oct	202402
00202065	03/10/2024	Workday	Centre			2.42	P494	Streamline charge Oct	202402
00202066	03/10/2024	Workday	Centre			4.10	P495	Streamline charge Oct	202402
00202067	02/10/2024	Workday	Centre			1.09	P496	Streamline charge Oct	202402
00202068	15/10/2024	Workday	Centre			26.25	P497	Streamline charge Oct	202402
00202069	14/10/2024	Workday	Centre			6.40	P498	Streamline charge Oct	202402
00202070	16/10/2024	Workday	Centre			9.20	P499	Streamline charge Oct	202402
00202071	16/10/2024	Workday	Centre			2.27	P500	Streamline charge Oct	202402
00202072	17/10/2024	Workday	Centre			5.55	P501	Streamline charge Oct	202402
00202073	16/10/2024	Workday	Centre			8.61	P502	Streamline charge Oct	202402
00202074	31/10/2024	Workday	Centre			1.70	P503	Streamline charge Oct	202402
00202075	24/10/2024	Workday	Centre			8.95	P504	Streamline charge Oct	202402
00202076	26/10/2024	Workday	Centre			1.30	P505	Streamline charge Oct	202402

For information Account Transfer

13/10/2024 Trf from Santander to No. 1 acct
21/10/2024 Trf from No. 1 acct to No. 2 acct

TRF 60,000.00 T12 Top up account from Forecast account 202402
TRF 46,495.04 T10 Transfer from forecast to wages acct 202402

Total £ 161,533.51

Agenda item 16
Subscription Review

ORGANISATION	£
Campaign to Protect Rural England (CPRE)	35.00
Essex Association of Local Councils (includes NALC fees)	2,581.77
Essex Heritage Trust	25.00
Essex Playing Fields Association (EPFA)	40.00
Information Commissioner's Office (ICO)	60.00
Institute of Cemetery & Crematorium Management (ICCM)	100.00
Open Spaces Society	45.00
National Society of Allotment & Leisure Gardeners	66.00
Rural Community Council Essex (RCCE)	80.40
Society of Local Council Clerks (SLCC)	480.00
New Total	£3,513.17
<i>24/25 Budget</i>	<i>£3,800.00</i>
Recommended budget for 25/26	£3,910.00

Agenda item 18
Committees Priorities

Resources and General Services		
Priority	Main Function	Greater Detail/Current Position
Current activities		
High	Transfer to Electronic Banking	Transfer to Unity Bank; amalgamating / reducing current banking arrangements- Imminent
High	Town Council e-mail addresses	Imminent
Medium	Possible new signatories	The addition of two further Councillor signatories to bank accounts
Medium	Local Council Awards	To commence in 2025
Low	Council structure	Continuing reviews
On-going activities		
High	Seeking external funding sources	As and when
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
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	Currently being updated
High	Annual Town Meeting	Arrangements and admin
High	Christmas card	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	Regular reviews
High	Any other matters within the Committee's terms of reference	

**Agenda Item 20
Budgets 2025/26**

RESOURCES & GENERAL SERVICES COMMITTEE	2023/2024	2023/2024	2023/2024	2023/2024	2024/2025	2024/2025	2024/2025	2024/2025	2024/2025	2024/2025	2025/2026	2025/2026	2026/2027	2026/2027	2027/2028	2027/2028
	BUDGET EXPENSE	ACTUAL EXPENSE	BUDGET INCOME	ACTUAL INCOME	BUDGET EXPENSE	YTD 31.10.24 EXPENSE	PROJECTED 31.3.25	BUDGET INCOME	YTD 31.10.24 INCOME	PROJECTED 31.3.25	EXPENSE	INCOME	EXPENSE	INCOME	EXPENSE	INCOME
Communication																
Postage	£1,200	£1,085			£1,200	£491	£1,200				£1,240		£1,277		£1,316	
Telephone (landline)	£2,200	£2,165			£2,354	£1,068	£2,354				£2,420		£2,493		£2,567	
Website (design and maintenance)	£500	£253			£500	£0	£0				£500		£515		£530	
Annual Report (printing)	£800	£854			£914	£851	£920				£950		£979		£1,008	
Annual Report (design)	£335	£335			£358	£300	£358				£370		£381		£393	
General expenses	£0	£144			£0	£0	£500				£520		£536		£552	
Newsletter (design)	£5,400	£5,525			£5,564	£3,900	£5,564				£5,730		£5,902		£6,079	
Newsletter (delivery)	£6,270	£5,772			£6,709	£3,419	£6,709				£6,910		£7,117		£7,331	
Newsletter (printing)	£1,650	£668			£1,650	£501	£1,500				£1,550		£1,597		£1,644	
Noticeboard	£0	£250			£1,000	£0	£1,000				£1,030		£1,061		£1,093	
Sub Total	£18,355	£17,051	£0	£0	£20,249	£10,530	£20,105	£0	£0	£0	£21,220	£0	£21,857	£0	£22,512	£0
Office Expenses																
Stationery	£1,600	£1,621			£1,600	£1,410	£1,800				£1,850		£1,906		£1,963	
Photocopying	£2,400	£1,027			£1,712	£707	£1,712				£1,760		£1,813		£1,867	
Binding minutes	£150	£0			£150	£0	£150				£150		£155		£159	
Books & publications	£0	£0			£100	£0	£100				£100		£103		£106	
Office equipment & maintenance	£2,000	£1,761			£2,140	£1,154	£2,140				£2,200		£2,266		£2,334	
Server and equipment maintenance	£4,400	£4,554			£6,292	£3,020	£6,292				£8,000		£8,240		£8,487	
Computer Licenses	£0	£0			£0	£0	£0				£2,000		£2,060		£2,122	
RBS Omega	£1,275	£0			£1,364	£1,553	£2,662				£2,740		£2,822		£2,907	
Sky Guard personal protection	£850	£778			£910	£454	£800				£820		£845		£870	
Chip and pin	£1,650	£1,404			£1,600	£963	£1,651				£1,700		£1,751		£1,804	
General expenses	£800	£1,449			£800	£438	£800				£1,000		£1,030		£1,061	
Sub Total	£15,125	£12,594	£0	£0	£16,668	£9,699	£18,107	£0	£0	£0	£22,320	£0	£22,990	£0	£23,679	£0
Audit																
Internal audit	£825	£800			£883	£0	£900				£930		£958		£987	
External Audit	£1,870	£2,104			£2,247	£0	£2,300				£2,370		£2,441		£2,514	
RBS Omega Year End	£610	£1,022			£1,000	£0	£1,000				£1,030		£1,061		£1,093	
Sub Total	£3,305	£3,926	£0	£0	£4,130	£0	£4,200	£0	£0	£0	£4,330	£0	£4,460	£0	£4,594	£0

Agenda Item 20 cont.

RESOURCES & GENERAL SERVICES COMMITTEE	2023/2024	2023/2024	2023/2024	2023/2024	2024/2025	2024/2025	2024/2025	2024/2025	2024/2025	2024/2025	2025/2026	2025/2026	2026/2027	2026/2027	2027/2028	2027/2028
	BUDGET EXPENSE	ACTUAL EXPENSE	BUDGET INCOME	ACTUAL INCOME	BUDGET EXPENSE	YTD 31.10.2024 EXPENSE	PROJECTED 31.3.25	BUDGET INCOME	YTD 31.10.2024 INCOME	PROJECTED 31.3.25	EXPENSE	INCOME	EXPENSE	INCOME	EXPENSE	INCOME
Central Personnel																
Salaries	£225,000	£216,918			£244,724	£131,871	£240,000				£238,000		£245,140		£252,494	
Tax & National Insurance	£89,000	£89,913			£92,723	£50,079	£89,284				£112,000		£115,360		£118,821	
Pensions	£94,000	£97,468			£104,643	£57,916	£104,643				£108,000		£111,240		£114,577	
Staff Travel	£1,200	£1,174			£1,300	£685	£1,300				£1,300		£1,339		£1,379	
Other staff costs	£3,000	£2,332			£2,000	£878	£2,000				£2,000		£2,060		£2,122	
Sub Total	£412,200	£407,805	£0	£0	£445,389	£241,429	£437,227	£0	£0	£0	£461,300	£0	£475,139	£0	£489,393	£0
Council Expenses																
Press and advertising	£0	£0			£50	£0	£50				£50		£52		£53	
Subscriptions	£4,400	£3,417			£3,800	£3,062	£3,800				£3,910		£4,027		£4,148	
Insurance -general	£10,720	£9,783			£10,468	£9,831	£11,000				£14,000		£14,420		£14,853	
Training / conferences -Councillors	£500	£75			£1,100	£0	£1,100				£1,130		£1,164		£1,199	
Training /conferences -Staff	£500	£505			£500	£265	£500				£520		£536		£552	
Legal	£3,000	£0			£3,000	£0	£3,000				£3,000		£3,090		£3,183	
Town Mayors expenses	£750	£824			£750	£200	£750				£750		£773		£796	
Christmas card competition	£100	£75			£50	£0	£50				£50		£50		£50	
General Expenses		£20									£1,000		£1,030		£1,061	
Sub Total	£19,970	£14,699	£0	£0	£19,718	£13,358	£20,250	£0	£0	£0	£24,410	£0	£25,141	£0	£25,894	£0
Other Services (RGS)																
Commemorative Beacons	£0	£24			£0	£660	£660				£680		£700		£721	
Election Expenses	£0	£0			£0	£36,703	£36,703				£0		£0		£0	
Citizenship awards	£400				£400	£0	£400				£410		£422		£435	
Remembrance Parade	£0	£26			£500	£150	£150				£200		£206		£212	
Light up a Life		£288			£300	£0	£300				£310		£319		£329	
Annual Town Meeting					£100	£0	£100				£100		£103		£106	
Sub Total	£400	£338	£0	£0	£1,300	£37,513	£38,313	£0	£0	£0	£1,700	£0	£1,751	£0	£1,804	£0
Members' Expenses																
Members travel & subsistence	£100	£105			£200	£0	£200				£200		£206		£212	
Parish basic allowance	£2,160	£1,324			£2,160	-£120	£2,160				£2,220		£2,287		£2,355	
Tax & National Insurance	£100	£294			£100	0	£100				£100		£103		£106	
Sub Total	£2,360	£1,723	£0	£0	£2,460	-£120	£2,460	£0	£0	£0	£2,520	£0	£2,596	£0	£2,673	£0

Agenda Item 20 cont.

RESOURCES & GENERAL SERVICES COMMITTEE	2023/2024 BUDGET EXPENSE	2023/2024 ACTUAL EXPENSE	2023/2024 BUDGET INCOME	2023/2024 ACTUAL INCOME	2024/2025 BUDGET EXPENSE	2024/2025 YTD 31.10.20 EXPENSE	2024/2025 PROJECTED 31.3.25	2024/2025 BUDGET INCOME	2024/2025 YTD 31.10.20 INCOME	2024/2025 PROJECTED 31.3.25	2025/2026 EXPENSE	2025/2026 INCOME	2026/2027 EXPENSE	2026/2027 INCOME	2027/2028 EXPENSE	2027/2028 INCOME
Buckingham Court																
Buckingham Court Hall Hire			£2,000	£1,312				£2,000	£550	£1,000		£1,500		£1,545		£1,591
Service charge	£2,900	£2,595			£3,103	£1,297	£3,103				£3,200		£3,296		£3,395	
Rates	£16,050	£15,843			£17,120	£10,563	£17,120				£17,630		£18,159		£18,704	
Electricity	£1,800	£319			£4,815	£1,841	£4,815				£4,960		£5,109		£5,262	
Gas	£5,600	£4,691			£5,600	£2,206	£5,600				£5,770		£5,943		£6,121	
Water	£1,000	£3,059			£1,000	£675	£1,000				£1,030		£1,061		£1,093	
Cleaning	£4,800				£0		£0				£0		£0		£0	
Building maintenance	£4,000	£3,469			£4,000	£1,521	£3,500				£4,000		£4,120		£4,244	
Lift inspection and service	£550	£132			£550	£140	£550				£570		£587		£605	
Loan repayments - capital	£28,206	£24,626			£28,206	£12,777	£28,206				£28,206		£0		£0	
Loan repayments - interest		£3,580				£1,326										
Sub Total	£64,906	£58,314	£2,000	£1,312	£64,394	£32,346	£63,894	£2,000	£550	£1,000	£65,366	£1,500	£38,275	£1,545	£39,423	£1,591
Grants																
Grants - received				£37,100				£0		£0						
Grants - general	£30,000	£22,899			£30,000	£13,385	£30,000				£30,000		£30,000		£30,000	
Grants -Citizens Advice (CA)	£8,500	£8,500			£8,500		£8,500				£8,500		£8,500		£8,500	
Sub Total	£38,500	£31,399	£0	£37,100	£38,500	£13,385	£38,500	£0	£0	£0	£38,500	£0	£38,500	£0	£38,500	£0
Interest Received								£0	£15,291	£24,000		£18,000		£18,000		£18,000
Sub Total								£0	£15,291	£24,000		£18,000		£18,000		£18,000
Service Recharge	-£371,000	-£371,000			-£396,000	£0	-£396,000				-£407,880		-£420,116		-£432,720	
Sub total	-£371,000	-£371,000	£0	£0	-£396,000	£0	-£396,000	£0	£0	£0	-£407,880	£0	-£420,116	£0	-£432,720	£0
TOTALS	£204,121	£176,849	£2,000	£38,412	£216,808	£358,140	£247,056	£2,000	£15,841	£25,000	£233,786	£19,500	£210,591	£19,545	£215,752	£19,591

Agenda Item 20 cont.

EARMARKED FUNDS	BUDGET		Less the year		Add the year		New		EARMARKED FUNDS	EARMARKED FUNDS	EARMARKED FUNDS
	31.3.24		2024 to 2025		2024 to 2025		Adjustments		31.3.25	31.3.26	31.3.27
RESOURCES & GENERAL SERVICES											
Elections Costs	£24,855		-£24,855		£10,000				£10,000	£20,000	£30,000
Grant funding	£2,542						-£1,000		£1,542	£0	£0
SUB TOTAL	£24,855		-£24,855		10,000		£0		£11,542	£20,000	£30,000