LOUGHTON
TOWN COUNCIL

RECREATION COMMITTEE

Members of the Recreation Committee

are summoned to attend a Meeting at **7.30pm** on

Wednesday 4 November 2026

at Loughton Town Council, Council Chamber,
1 Buckingham Court, Rectory Lane, Loughton IG10 2QZ
to transact the business shown in the agenda.

Liz Petyt Start
Town Clerk
29 October 2026

Membership:
Councillor K Valentine (Chairman)
Councillor D Wixley (Vice Chairman)

Councillors

L House	N MacKinnon	S Murray
M Stubbings	R Sylvan	

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
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 9 September 2026.

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.

Members to review and agree a way forward.

5 Town Clerk's / Chairman's Report
To report (for discussion only) on any further significant information/matters (if any) that may be of interest to Committee members.

6 Community Hall

6.1 Murray Hall

6.1.1 The replacement of the heating and air conditioning system has been agreed with the budget costs to be taken from general reserves

6.1.2 The car park and replacement lighting has been agreed and for the funds to be taken from the halls earmarked reserve, electricity budget, and general reserves.

6.1.3 The EMR Solar Panel cannot be used at the Murray Hall due to its roof design. Please see report page 4.

6.1.4 Report on Party 23.10.26 see page 5.

To receive and NOTE.

6.2 Kingsley Hall
The purchase of new chairs and a replacement fridge for the Kingsley Hall have been agreed.

To receive and NOTE.

7 Qualis Service Level Agreement
A new draft Service Level Agreement has not yet been supplied by Qualis. The concern over billing and reduction of grass cutting due to the very hot summer is unresolved. The Town Clerk shall continue to progress.

To NOTE.

8 Tree Safety and Management Policy

The Services Manager to provide update on the progression of works.
See policy report pages 6 – 7.

To receive and NOTE.

9 Roding Valley Recreation Ground – entrance by Loughton Football Club

A request has been made for a new barrier to be installed on the bridge over brook, see photo on page 8.

To receive and provide DECISION.

10 Roding Valley Recreation Ground Pathways

10.1 Pathways

Noting the RVRG pathways EMR and detailed discussions with Cllrs Murray, Valentine and Wixley, members are advised, the Services Manager has commenced work on this item. Quotations will be presented to committee for decision in due course.

10.2 Enhancement Strategy

Following receipt of the draft final strategy, feedback has been provided to EFDC from Cllrs Wixley and Murray, the Town Clerk and Services Manager.

To NOTE.

11 Loughton Broadway Christmas Market

To receive an application and event management plan for a new Christmas Market 11 December 2026. See pages 9 – 25.

To receive and provide DECISION.

12 Roding Valley Recreation Ground – Play Tennis

To receive a request for support for a new tennis initiative in the RVRG from the LTA. See pages 26 – 27.

To receive and provide DECISION.

13 Jessel Green Fun Day

To receive feedback on wristband sales at the event over the past two years. See report on page 28.

14 Memorial Tree – Jacqui Wintle (Min No RC261.1)

The requested tree has been ordered.

15 Financial Position

15.1 Current position

The current financial position as of 30 September 2026 is attached together with details of the funds available from Ear Marked Reserves. See pages 29 – 32.

To receive and NOTE.

15.2 Fees for Financial Year 2027/28

See report page 33.

Members to receive and NOTE.

16 Draft Budget for Next Financial Year
To consider a draft budget for the financial year 2027/28. See Pages 34 – 41.

To receive, discuss and recommend to the RGS Committee.

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

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

Liz Petyt Start
TOWN CLERK
29 October 2026

Agenda Item 6.1.3
Murray Hall EMR Solar Panel

Historic work on solar panel installation at Murray Hall.
The installation of solar panels at Murray Hall was investigated when there was an opportunity to apply for an ECC locality fund grant for solar panels, through Solar Together Essex.

From memory I know a site visit was arranged for a recommended solar panel installation company. I attended Murray Hall with Paul Hoy at the time.

It was agreed not to proceed because after the site visit, the installation company reported that they would not be able to install the panels owing to the design of the roof of the building and the lack of space or access into the loft space for the installation of the hardware to enable to panels to operate.

The loft hatch would need to be made bigger, which would involve extra expense exceeding the grant allocation. The loft space is currently used to house the air flow and heating generators and hardware; there is no space for the industrial batteries and pipework required to generate the solar panels.
Therefore, the project was dismissed.

I have searched through Paul Hoy's maintenance records, and there are no reports or notes following the site visit.

On 12 October 2026 Solar Together Essex was contacted with our registration number to obtain details of the site visit, but it has expired with no information available and there is no current scheme in our area.



Pippa Bryce
30 September 2026

Agenda Item 6.1.4
Murray Hall Report on Party 23.10.26

REPORT MURRAY HALL – 23/10/26

- A leaving party booking was accepted on 09/09/26 following a hall viewing, with no concerns raised at the time.
- Payment was made directly into the LTC Unity Account.
- The problem was first reported at 11.00pm, when the duty caretaker was due to close the party. The hirers refused to leave and were verbally abusive. The staff member was advised to make an emergency call to the police.
- Approximately 20 police officers arrived promptly, but the hirers continued to refuse to leave. The power had already automatically switched off and on the advice of the police the fire alarm was activated plus the lights turned off
- Police remained on site for about an hour. With the situation unresolved, they left and returned in greater numbers.
- Police told guests to leave by 2.30am or face removal from the building.
- Police removed the guests and stayed with the caretaker until the building was locked and the caretaker left safely at around 3am.
- The following day, four team members, including the Bookings Officer who manages the hall, each spent 4.5 hours on site cleaning the building and checking for damage—a total of 18 hours.
- Issues were found with the main front door and fire alarm. The carpet also requires professional cleaning.
- Officers have obtained quotes for the necessary work and are arranging for contractors.
- An invoice for £2,019.69 has been issued to the person responsible for the hire and we are awaiting a reply.

Agenda Item 8
Tree Safety and Management Policy

Tree Safety Management Policy

Loughton Town Council is committed to protecting, maintaining and enhancing the landscape and trees of Loughton, by working in partnership for the benefit of current and future generations, one of the key aims of the Community Tree Strategy for Loughton.

As a tree owner, we have a direct responsibility to ensure that our trees do not pose a danger to the public or property. To address this risk we have agreed this Tree Safety Management Policy.

The Policy will ensure that:

- an overall assessment of risk is completed to identify high, medium and low risk tree zones on all Town Council-owned land;
- a system of tree inspections is in operation in relation to the level of risk;
- a record of trees and inspections is retained;
- systems and processes are identified that control and mitigate risks as identified by the inspections;
- staff/contractors who carry out inspections are competent to do so and have received the appropriate level of training.
- all work identified through the inspection programme is undertaken by suitably qualified staff or contractors.
- The risk to life and property, as a result of tree deterioration, is kept to as low a level as is reasonably practicable through the operation of this policy.

Tree Maintenance
Any tree work will only be undertaken by the Town Council in accordance with the following priority list:

Priority 1 - Public Safety
Work which removes actual hazards to safeguard the public and property.

Priority 2 - Remedial/Preventative Works
Works to:
a) remove potential hazards that may subsequently threaten public safety or property;

b) prevent or minimise the effects of a tree on the structure of a property (e.g. preventative subsidence related work).

Priority 3 - Management of Veteran Trees
Where public safety is not compromised, work which:

a) conserves trees with high ecological value and,

b) preserves trees with significant local historical and/or aesthetic value.

Priority 4 - Young Tree Maintenance
The Town Council will undertake all work which:

a) assists the establishment of young trees with significant life expectancy; and,

b) enables new tree planting to reach its full potential.

Agenda Item 8
Tree Safety and Management Policy … /continued

Priority 5 - Nuisance Management
Remedial work where:

i. trees are causing an actionable nuisance to a neighbouring property e.g. root/branch encroachment over property boundaries where damage has occurred or is likely to do so imminently.

ii. a tree is thought to be causing a nuisance which does not threaten public safety or property, the Council will consider appropriate remedial works during the next programmed cyclic inspection of that tree.

The Town Council will **not** normally undertake one-off, reactive inspections to consider general nuisance issues such as: -

- Shade onto a garden or property;
- Deposits of seed/leaf litter;
- Tree is considered too large;
- Summer honeydew deposits;
- Droppings from roosting birds;
- TV reception interference.

However, where the neighbouring landowners are prepared to contribute to the cost of the works in this regard, consideration will be given to including such works into the planned schedule.

Adopted November 2014

Agenda Item 9
Roding Valley Recreation Ground – entrance by Loughton Football Club



Agenda Item 11
Broadway Christmas Market Application and Event management Plan

1. Event – Debden Broadway
Christmas Fayre 2026
Friday 11 December 2026

The Christmas Fayre is a festive community event designed to bring residents, local charities, community groups, and small businesses to celebrate the Christmas season in a safe, enjoyable, and family-friendly environment.

We have a marketeer in place (number of stalls & covered area by Greggs)

The event aims to promote community engagement, festive wellbeing, charitable fundraising, and local business support whilst creating a welcoming Christmas atmosphere for all attendees.

The event will include:

• Christmas market stalls featuring gifts, crafts, decorations, and seasonal products
• Charity fundraising stalls and festive tombolas
• Christmas food and drink vendors including mulled wine, hot chocolate, festive treats, and seasonal refreshments
• Santa's Grotto with meet-and-greet opportunities and children's gifts
• Christmas choir performances and festive music throughout the day
• Christmas jumper competition with prizes
• Festive raffle and charity prize draw
• Children's Christmas craft activities including decoration making and letter writing to Santa
• Face painting and festive entertainment
• Community information stands and local business showcases
• Seasonal PA announcements and Christmas-themed activities
The event is expected to attract approximately 200 plus attendees throughout the day.

Festive Site Decorations
The venue will be decorated to create a festive atmosphere and may include:
• Christmas tree positioned at key location
• Best Christmas Window competition
• Festive bunting and banners
• Seasonal music throughout the event
• Christmas-themed photo backdrop for visitors
• Decorated market stalls and gazebos
All decorations will be installed safely and subject to routine safety inspections.

Additional Festive Activities
Santa's Grotto
A dedicated Santa's Grotto will be available during the event.
Measures will be in place to:
• Manage visitor queues safely
• Ensure children are supervised by a parent or guardian
• Maintain safeguarding arrangements at all times
• Provide suitable access for all attendees

Christmas Jumper Competition

A Christmas Jumper Competition will be held during the event with prizes awarded for categories such as:
• Best Adult Christmas Jumper
• Best Child Christmas Jumper
• Most Creative Christmas Outfit
• Best Dog Christmas Outfit

Christmas Raffle and Charity Fundraising
The event may include:
• Christmas raffle draws
• Festive hamper prizes
• Charity fundraising activities
• Silent auction or prize competitions
All fundraising activities will be conducted in accordance with relevant regulations.

Christmas Entertainment Programme
The performance area may feature

• Local choir performances
• School choirs
• Brass band performances
• Christmas sing-alongs
• Dance and theatre groups
• Festive character appearances
An entertainment programme will be published prior to the event.

Seasonal Weather Considerations
As the event takes place in December, additional winter safety measures will be implemented:
• Monitoring for ice, frost, snow, and freezing conditions
• Treatment of slippery walkways where necessary
• Provision of suitable lighting during periods of reduced daylight
• Additional welfare support for staff and volunteers working outdoors
• Increased monitoring of marquees, gazebos, and temporary structures in adverse weather
Attendees will be encouraged through promotional material to dress appropriately for winter conditions.
These additions will help give the management plan a much stronger Christmas Fayre feel while still maintaining a professional event safety document.

2. Event Timetable

Time	Activity
10.00– 12.30	Site setup and contractor arrival
12.30	Final site inspections and safety checks
12.45	Security and steward briefing
13.00	Event opens to attendees
13.00-1800	Christmas Fayre activities
1800	Event closes to attendees
1800-1900	Site breakdown and clean-up

Festive Site Decorations

The venue will be decorated to create a festive atmosphere and may include:
• Christmas trees positioned at key locations
• Decorative lighting and illuminated displays
• Festive bunting and banners
• Seasonal music throughout the event
• Christmas-themed photo backdrop for visitors
• Decorated market stalls and gazebos
All decorations will be installed safely and subject to routine safety inspections.

Additional Festive Activities
A dedicated Santa's Grotto will be available during the event.
Measures will be in place to:
• Manage visitor queues safely
• Ensure children are supervised by a parent or guardian
• Maintain safeguarding arrangements at all times
• Provide suitable access for all attendees

Christmas Jumper Competition
A Christmas Jumper Competition will be held during the event with prizes awarded for categories such as:
• Best Adult Christmas Jumper
• Best Child Christmas Jumper
• Most Creative Christmas Outfit
• Best Team Christmas Outfit

Christmas Raffle and Charity Fundraising
The event may include:
• Christmas raffle draws
• Festive hamper prizes
• Charity fundraising activities
• Silent auction or prize competitions
All fundraising activities will be conducted in accordance with relevant regulations.

3. Christmas Entertainment Programme
The stage and performance area may feature:
• Local choir performances
• School choirs
• Brass band performances
• Christmas sing-alongs
• Dance and theatre groups
• Festive character appearances
An entertainment programme will be published prior to the event.

4. Site Management
The Christmas Fayre will be held at:

Debden Broadway

Measures will be in place to:
• Maintain safe pedestrian access throughout the event
• Maintain safe vehicle movements during setup and breakdown periods
• Prevent vehicle movement during public opening hours except emergency vehicles
• Keep emergency access routes clear at all times
• Ensure stalls, gazebos and decorations are securely positioned
• Monitor visitor activity throughout the event

• Maintain cleanliness and waste disposal standards
• Ensure safe access to all welfare facilities
A designated Event Control Point will be established and clearly identified. This location will also act as the Lost Child/Person Point and central communication hub.

Event Organisers
The organising team will oversee:
• General event management
• Contractor coordination
• Incident reporting and record keeping
• Liaison with emergency services if required
• Health and safety monitoring

A security briefing will take place at 11:30 prior to opening.

Stewards and Volunteers
Stewards and volunteers will:
• Assist visitors and stall holders
• Provide directions and information
• Monitor activities throughout the site
• Report concerns to event management or security personnel

Medical and First Aid Provision
Professional first aid cover will be provided throughout the event.
The medical team will:
• Provide immediate first aid treatment
• Assess and respond to medical incidents
• Liaise with NHS emergency services if required
• Maintain incident records
The first aid location will be clearly marked on the site map and communicated to all event staff.

Communication Arrangements
A Public Address (PA) System will be available throughout the event for: (sourcing)
• General announcements
• Safety information
• Lost child announcements
• Emergency communications
Key event staff, security personnel and organisers will exchange mobile contact details before the event commences.

Lost Child Procedure
In the event of a lost child:
• The incident will immediately be reported to Event Control and Security
• A description of the child will be obtained
• Security and stewards will conduct a site search
• A controlled PA announcement may be made where appropriate
• The child will remain supervised by authorised staff until reunited with a parent or guardian
• All incidents will be recorded
• No child will be left unattended at any time
• No child will be released to anyone other than a verified parent, guardian or responsible adult known to the child

Fire Safety
The organisers will:
• Ensure all emergency access routes remain unobstructed
• Ensure emergency vehicles can access the site at all times
• Prohibit unauthorised fires, heaters, and BBQs
• Ensure all electrical installations are safely installed and protected
• Confirm all contractors use equipment compliant with current safety standards

Crowd Management
Security staff and organisers will monitor attendance and crowd movement throughout the event.
Measures include:
• Maintaining clear walkways and exits
• Monitoring high-traffic areas
• Managing queues where necessary
• Responding quickly to anti-social behaviour or safety concerns
Should overcrowding or unsafe conditions occur, organisers reserve the right to temporarily suspend activities or close sections of the event.

Emergency Procedures
In the event of an emergency:
• Security and event organisers will assess the situation immediately
• Emergency services will be contacted where required
• The PA system will be used to provide instructions
• Attendees may be directed to calmly leave the area or move to designated safe locations
• Emergency access routes will be maintained at all times

Weather Contingency
Weather conditions will be monitored throughout the event.
Potential measures include:
• Securing gazebos, decorations and equipment during strong winds
• Temporary suspension of outdoor activities during severe weather
• Relocating activities indoors where possible
• Closure of the event if conditions become unsafe
Attendees and staff will be informed of any changes through the PA system.

Waste Management and Clean-Up
Waste bins and recycling points will be positioned throughout the site.
During and after the event:
• Volunteers and contractors will regularly clear litter
• Waste will be removed from the site appropriately
• Temporary infrastructure will be dismantled and removed
• The venue will be returned to its original condition.

- Volunteers will be present during setup, trading hours and breakdown to monitor the site and maintain cleanliness.
- Volunteers will undertake regular litter picks throughout the event and a full site clean after the market closes.
- All stall holders will be responsible for keeping their pitch area clean and for removing and properly disposing of any waste generated by their activities.
- Waste and recycling receptacles will be provided at designated locations across the site for use by traders and visitors.
- All collected waste will be stored in the designated waste collection area by the entrance to the covered area at the back of the shops.
- Waste will be collected by TVS to be negotiated on the day of the event (or the following morning if applicable) and removed from site for disposal.

- Market organisers will carry out a final inspection of the site at the end of the event to ensure that no litter, waste or equipment remains.
- Any incidents, complaints or operational issues arising during the event will be managed by the event organisers and recorded where necessary.

Welfare Facilities
Appropriate welfare facilities will be available for attendees including:
• Toilet facilities
• Hand sanitising stations
• Accessible welfare provisions where required
The organisers will ensure:
• Facilities are adequately stocked
• Facilities remain clean and accessible
• Any maintenance or hygiene issues are promptly addressed
Appropriate signage will direct attendees to the welfare facilities.

5. Insurance
The organisers will maintain appropriate Public Liability Insurance for the event.
All contractors, stall holders and suppliers will provide relevant insurance documentation before the event.

6. Risk Assessment

Risk Assessment and Event Safety Management
A detailed Event Risk Assessment will accompany this Event Management Plan. The Event Safety Coordinator will be responsible for ensuring all control measures are implemented and monitored.

a. Roles and Responsibilities

Role	Responsibilities
Event Organiser	Overall responsibility for event safety, liaison with authorities, approval of emergency decisions.
Event Safety Coordinator	Monitors health and safety, undertakes site inspections, coordinates incident response and evacuation.
Volunteer Team Leaders	Supervise volunteers, ensure allocated tasks are carried out safely, report hazards.
Volunteers	Undertake allocated duties during set-up, event operation and breakdown, report concerns immediately.
Specialist Stall Providers	Responsible for the safe installation, operation and removal of their own equipment and displays.
PA Contractor	Installation, testing, operation and removal of public address systems and associated electrical equipment.
Waste Management Contractor	Supply and removal of waste bins, collection and lawful disposal of event waste.
First Aid Provider	Provision of first aid facilities and response to medical incidents.

6.1 Set-Up Phase Responsibilities

Prior to the event opening:

Volunteers to:

Establish pedestrian routes and signage.

Assist with positioning barriers, tables and chairs.

Check trip hazards are removed or appropriately marked.

Report any damaged equipment.

Conduct litter sweep of event area.

Event Safety Coordinator

Complete final site walk-through.

Verify emergency exits and access routes remain unobstructed.

Ensure emergency equipment is available.

Check communication arrangements are operational.

Specialist Contractors

Install and certify gazebos, stalls and temporary structures.

Secure structures with appropriate weights or ground anchors.

Install electrical supplies and undertake safety checks.

Complete PAT certification checks where required.

PA Contractor

Install PA system.

Test emergency announcement capability.

Confirm backup communication methods.

6.2 During the Event

Volunteer Duties

To ensure fair distribution of duties, volunteers will operate on a rota covering:

Entrance and Welcome Team

Greet visitors.

Provide event information.

Monitor visitor numbers.

Safety Monitoring Team

Patrol event area.

Check for trip hazards.

Identify overcrowding.

Report suspicious activity.

Waste and Cleanliness Team

Monitor waste bins.

Remove litter.

Maintain cleanliness of public areas.

Emergency Support Team

Assist with emergency response.

Guide visitors during evacuations.

Support emergency services if required.

Volunteer team leaders will rotate volunteers throughout the day where practical to avoid fatigue and ensure duties are shared fairly.

6.3 Crowd Safety and Martyn's Law Considerations

The event organisers recognise the importance of protecting attendees from foreseeable threats.

Measures include:

Visible steward and volunteer presence throughout the event.

Staff and volunteers briefed on identifying suspicious behaviour.

Emergency contact procedures available to all event personnel.

Bags or unattended items reported immediately.

Vehicle-free pedestrian areas maintained where possible.

Clear and unobstructed emergency access routes maintained at all times.
Regular security checks of the event area.
Incident reporting procedures in place for suspicious activity.
A pre-event security briefing will be delivered to all volunteers and contractors.

6.4 Emergency Evacuation Procedures

The Event Organiser or Event Safety Coordinator may order a full or partial evacuation if required due to:

Fire
Severe weather
Structural failure
Security incident
Medical emergency requiring site clearance
Any other significant risk to public safety
Evacuation Signal
A compressed air horn will be used as the primary evacuation signal.
Signal:
Three prolonged horn blasts repeated continuously.
Upon hearing the signal:
Volunteers cease all non-essential activities.
Team leaders direct the public to the nearest safe exit.
Volunteers guide attendees to designated assembly points.
Emergency exits and access routes are kept clear.
The PA system will broadcast evacuation instructions where available.
The Safety Coordinator will liaise with emergency services.
Volunteer emergency marshals will be identified prior to the event and briefed on evacuation procedures.

6.5 Weather Monitoring

The Event Safety Coordinator will monitor weather forecasts throughout the event.

Actions may include:

Condition	Action
High winds	Closure of gazebos and removal of loose items.
Heavy rain	Temporary suspension of activities where necessary.
Thunderstorms	Immediate evacuation to safe shelter.
Extreme heat	Provision of shade and drinking water advice.

6.6 Food Safety

Food vendors must:
Hold relevant food hygiene certification.
Maintain appropriate food temperatures.
Provide allergen information.
Keep preparation areas clean.
Remove food waste appropriately.
Responsibility rests with individual food traders.

7. Breakdown Phase Responsibilities

Following event closure:
Volunteers
Remove signage.
Collect litter.

Dismantle non-specialist equipment.
Report damage or incidents.
Specialist Stall Providers
Dismantle stalls and structures.
Remove equipment safely.
Ensure site is left clear.
PA Contractor
Disconnect and remove sound equipment safely.
Waste Contractor
Remove all waste containers.
Dispose of waste in accordance with environmental regulations.
A post-event debrief will be conducted following the event and site breakdown.
The review will include:
• Any incidents or accidents
• Feedback from security, first aid providers, volunteers and stall holders
• Assessment of crowd management arrangements
• Review of safeguarding procedures
• Review of communication and emergency response effectiveness
• Identification of improvements for future events
• Confirmation that the venue has been left safe and clean
Any significant lessons learned will be documented for future event planning.

8. Event Declaration

The organisers of the Christmas Fayre confirm that reasonable steps will be taken to ensure the safety of attendees, volunteers, contractors, stall holders and members of the public throughout the event.
Signed: : Chidi Nweke, Sheree Rackham
Name: Chidi Nweke, Sheree Rackham
Date: 28/10/2026

9. Supporting Documents Available on Request

• Full Risk Assessment (tbc)
• Site Plan
• Stallholder Guidance Notes
• Volunteer Briefing Sheet
• Emergency Contact List
• First Aid Provision Details

EVENT RISK ASSESSMENT

DEBDEN BROADWAY CHRISTMAS FAYRE 2026

Friday 11 December 2026

Event location	Debden Broadway
Public opening hours	1pm – 6pm
Site setup	10am – 12.30pm
Site breakdown	6pm
Expected attendance	Approximately 200+ visitors
Staff available	Approximately 6 event staff, supported by specialist providers as required
Event organisers	Chidi Nweke and Sheree Rackham
Assessment prepared	20 October 2026

Draft document: review against the final site layout, permissions, weather, staffing and contractor arrangements before approval.

1. Purpose and Scope

This risk assessment identifies foreseeable hazards associated with the Debden Broadway Christmas Fayre 2026 and specifies controls to protect members of the public, children, staff, volunteers, stallholders, contractors and performers.

The event includes market stalls, charity fundraising, food and drink vendors, Santa's Grotto, children's crafts, face painting, a Christmas jumper competition, raffle activities, live entertainment, festive decorations and PA announcements. December conditions—including reduced daylight, cold temperatures, rain, frost, ice and strong winds—must be considered.

This assessment covers site setup, public opening, emergency response and breakdown. It must be read alongside the final site plan, stallholder guidance, emergency arrangements and relevant contractor documentation.

2. Risk Rating Method

Likelihood: 1 = Unlikely; 2 = Possible; 3 = Likely. Severity: 1 = Minor injury/limited disruption; 2 = Injury requiring treatment/significant disruption; 3 = Serious injury, life-threatening incident or major emergency.

Risk score = Likelihood × Severity. Scores 1–2 are Low; 3–4 Medium; 6–9 High. High risks must not proceed until additional controls reduce the risk to an acceptable level. Initial scores are before controls; residual scores are indicative if controls are implemented.

3. Risk Assessment Schedule

3.1 Site setup, vehicle movements and breakdown

Moving vehicles, reversing vans, unloading, manual handling and vehicle-pedestrian collisions. Persons at risk: staff, contractors, stallholders and public. Initial: 3 × 3 = 9 (High).

Control measures: Restrict vehicle access to authorised vehicles during setup/breakdown and control public access to working areas. Avoid reversing where possible; use a competent banksman where needed. Remove vehicles from pedestrian areas before opening except authorised emergency vehicles. Stallholders must unload at allocated positions and promptly remove vehicles. Use team lifting or handling equipment for heavy/awkward items. Never stand behind reversing vehicles or try to stop them by hand.

Residual: 1 × 3 = 3 (Medium). Responsible: Event Safety Coordinator and relevant stallholders/contractors.

3.2 Market stalls, gazebos and temporary structures

Collapse, overturning, wind damage, falling equipment, unsecured weights and blocked walkways. Persons at risk: visitors, stallholders, staff and contractors. Initial: 3 × 3 = 9 (High).

Control measures: Install stalls and gazebos to the approved layout. Competent persons must install and secure structures using suitable weights/anchors for the surface and manufacturer's instructions. Do not obstruct exits, pedestrian routes, emergency access or neighbouring premises. Inspect structures and fixings before opening and during the event. Remove unstable/damaged structures from use. Monitor wind and close, lower or dismantle structures when safe operating limits are exceeded. Do not attempt unsafe repairs in strong winds.

Residual: 1 × 3 = 3 (Medium). Responsible: Event Safety Coordinator and stallholders.

3.3 Slips, trips and falls

Uneven paving, trailing cables, packaging, litter, wet surfaces, spills, ice and trip hazards. Persons at risk: all attendees, staff and contractors. Initial: 3 × 2 = 6 (High).

Control measures: Inspect pedestrian routes before opening. Keep walkways clear of stock, boxes, cables and waste. Avoid cables crossing routes; where unavoidable, protect with suitable cable ramps. Clear spills and litter promptly. Treat or restrict icy/wet areas until safe. Provide adequate lighting and isolate/mark hazards that cannot immediately be removed. Patrol regularly, especially after rain or weather changes.

Residual: 1 × 2 = 2 (Low). Responsible: Event Safety Coordinator and all event staff.

3.4 Crowd management and pedestrian access

Congestion, pushing, blocked walkways, queues, falls and restricted emergency access. Persons at risk: visitors, children, older/disabled attendees and staff. Initial: 2 × 3 = 6 (High).

Control measures: Maintain clear pedestrian routes and exits, taking expected attendance of 200+ into account. Monitor visitor numbers and crowd movement. Queues must not block walkways, business entrances or emergency access. Monitor Santa's Grotto and popular stalls. Introduce queue controls where needed. Pause activities and redirect visitors if congestion becomes unsafe. Suspend activities or close areas if safe conditions cannot be maintained. Follow any venue/authority capacity limits.

Residual: 1 × 3 = 3 (Medium). Responsible: Event Organiser, Safety Coordinator and crowd-monitoring staff.

3.5 Fire safety and emergency access

Fire, burns, smoke inhalation, electrical faults, hot equipment and blocked emergency routes. Persons at risk: all attendees and event personnel. Initial: 2 × 3 = 6 (High).

Control measures: Keep emergency vehicle access and escape routes clear. Assess cooking equipment, electrical supplies, decorations and heating risks. Prohibit unauthorised open flames, fires, barbecues and heaters. Food traders must provide details of cooking/heating equipment and suitable fire precautions. Gas appliances must be safely installed and maintained by competent persons. Keep decorations away from ignition

sources. Provide suitable extinguishers where required and trained users. Staff must know how to raise the alarm and evacuate. Only trained people may attempt to tackle a small fire when safe.

Residual: 1 × 3 = 3 (Medium). Responsible: Event Organiser, Safety Coordinator, food vendors and contractors.

3.6 Electrical equipment, festive lighting and PA

Electric shock, damaged cables, water ingress, overheating, fire and trip hazards. Persons at risk: visitors, staff, traders, performers and contractors. Initial: 2 × 3 = 6 (High).

Control measures: Competent persons must install/check electrical supplies. Outdoor equipment must suit the environment and be protected from water and damage. Use appropriate RCD protection where required by the electrical risk assessment. Route cables away from walkways, inspect connections and remove damaged equipment from service. Do not overload supplies. Install lighting to manufacturer instructions. Test the PA system before opening and confirm a backup communication method. Isolate equipment before moving/dismantling.

Residual: 1 × 3 = 3 (Medium). Responsible: electrical/PA contractors, stallholders and Safety Coordinator.

3.7 Winter weather, ice, snow and reduced daylight

Slippery surfaces, poor visibility, cold exposure, wind damage and unsafe structures. Persons at risk: visitors, staff, traders and contractors. Initial: 3 × 3 = 9 (High).

Control measures: Check forecasts before the event and monitor conditions during it. Record a pre-opening decision if adverse weather may affect safety. Treat or close icy/snow-covered routes. Provide lighting suitable for conditions. Outdoor staff need warm clothing, breaks and welfare arrangements. Check gazebos, banners, bunting and decorations; secure or remove loose items. Suspend activities if weather makes them unsafe. Thunderstorms, dangerous winds, flooding or other serious conditions require reassessment and may require evacuation. Close/cancel if safe operation cannot be maintained.

Residual: 1 × 3 = 3 (Medium). Responsible: Event Organiser and Safety Coordinator.

3.8 Food and drink vendors

Burns from hot drinks, food contamination, allergens, unsafe cooking equipment and food-related illness. Persons at risk: customers, staff, traders and children. Initial: 2 × 3 = 6 (High).

Control measures: Food businesses must meet applicable food hygiene requirements and provide relevant documentation. Maintain safe food storage, preparation, cooking and holding temperatures. Make allergen information available. Serve hot drinks, including mulled wine and hot chocolate, in suitable containers; position hot liquids/equipment to minimise contact, especially by children. Provide suitable handwashing/preparation facilities and dispose of food waste safely. Cooking equipment and fuel must be safely installed and controlled. Confirm required permissions and conditions before any alcohol is sold.

Residual: 1 × 3 = 3 (Medium). Responsible: individual food vendors and Event Organiser.

3.9 Santa’s Grotto and child safeguarding

Lost children, unauthorised collection, unsuitable adult-child contact, overcrowding and restricted access. Persons at risk: children, parents, guardians and staff. Initial: 2 × 3 = 6 (High).

Control measures: Clearly identify the Grotto and show it on the site plan. Parents/guardians remain responsible for supervising children. Manage queues. Children

must not be left alone with Santa or another event worker. Staff must follow safeguarding procedures and report concerns immediately. Do not promise secrecy or take a child away from a designated public area outside the agreed procedure. Photograph only under agreed arrangements and with appropriate parental consent. Check gifts for damage and age suitability. Provide accessible arrangements where reasonably practicable.

Residual: 1 × 3 = 3 (Medium). Responsible: safeguarding lead and Event Organiser.

3.10 Lost child or vulnerable person

Separation, distress, unauthorised collection or safeguarding concerns. Persons at risk: children, vulnerable people, families and staff. Initial: 2 × 3 = 6 (High).

Control measures: Event Control is the central reporting point. Immediately report missing children/persons and obtain description, clothing, last known location and relevant information. Coordinate a controlled search without leaving other duties dangerously unattended. Make a PA announcement only where appropriate and avoid unnecessary personal information. Supervise a found child in a safe, visible location. Reunite only with a verified parent, guardian or responsible adult under the safeguarding procedure. Contact police if abduction or serious danger is suspected. Record incidents.

Residual: 1 × 3 = 3 (Medium). Responsible: Event Organiser, safeguarding lead and Event Control.

3.11 Children’s crafts, face painting and competitions

Small objects, sharp tools, unsuitable materials, allergic reactions, skin irritation, trips and crowding. Persons at risk: children, parents and activity providers. Initial: 2 × 2 = 4 (Medium).

Control measures: Supervise activities and use age-suitable materials. Use age-appropriate scissors/tools under supervision and control small items that could cause choking. Use cosmetic face paints as instructed; maintain hygiene and consider sensitivities. Keep activity equipment out of walkways. Do not encourage running/pushing during competitions. Dogs must remain under responsible owners’ control and away from food preparation areas.

Residual: 1 × 2 = 2 (Low). Responsible: activity providers and designated staff.

3.12 Entertainment, performances and PA announcements

Trip hazards, electrical equipment, crowding, excessive sound and unsafe performer access. Persons at risk: performers, children, visitors, staff and contractors. Initial: 2 × 2 = 4 (Medium).

Control measures: Agree performance locations in advance and brief performers. Secure sound equipment, stands and cables. Keep audiences clear of emergency routes. Keep sound at reasonable levels. Children performing must be supervised by responsible adults/their organisation. Safety messages take priority over entertainment. Pause performances if hazards, medical incidents or unsafe crowd conditions arise.

Residual: 1 × 2 = 2 (Low). Responsible: Event Organiser, PA contractor and performance providers.

3.13 Christmas tree, bunting, banners and photo backdrop

Falling decorations, unstable displays, trips, entanglement, fire and blocked access. Persons at risk: visitors, children, staff and stallholders. Initial: 2 × 2 = 4 (Medium).

Control measures: Secure decorations and ensure they suit outdoor conditions. Stabilise the tree and backdrop away from emergency routes. Check electrical decorations. Do not obstruct signs, lighting or exits. Prevent banners/bunting becoming loose in wind or creating low-level obstructions. Inspect before opening and during the event; remove or secure unstable displays. Isolate lighting before dismantling.

Residual: 1 × 2 = 2 (Low). Responsible: setup team and Safety Coordinator.

3.14 Medical emergencies and first aid

Injury, sudden illness, falls, allergic reactions, burns and cold-related illness. Persons at risk: all attendees and event personnel. Initial: 2 × 3 = 6 (High).

Control measures: Confirm professional first aid cover before opening. Mark the first aid location on the site plan and tell staff. The provider must confirm suitable staffing, equipment and availability. Staff must know how to summon help. Keep ambulance access clear. Call 999 for serious incidents and do not treat beyond training. Record incidents/treatment. Clear an area if required by the first aider or emergency services.

Residual: 1 × 3 = 3 (Medium). Responsible: first aid provider and Event Organiser.

3.15 Security, suspicious behaviour and unattended items

Theft, anti-social behaviour, suspicious items, deliberate harm and unauthorised vehicle access. Persons at risk: visitors, staff, contractors and stallholders. Initial: 2 × 3 = 6 (High).

Control measures: Brief staff and any appointed security personnel. Provide clear reporting arrangements. Do not touch, move or investigate suspicious items. Move people away from the immediate area, contact police where appropriate and follow instructions. Confirm venue/authority/legal security arrangements before the event. Do not confront aggressive people or put staff at risk. Record and escalate incidents.

Residual: 1 × 3 = 3 (Medium). Responsible: Event Organiser, security personnel and all staff.

3.16 Evacuation and major emergency

Fire, severe weather, structural failure, serious medical incident, security threat or another event requiring an area to be cleared. Persons at risk: all attendees, staff, performers, contractors and stallholders. Initial: 2 × 3 = 6 (High).

Control measures: Make the emergency procedure and site plan available. Agree exits, escape routes and assembly point with the site owner. A compressed-air horn is proposed as the primary signal, subject to an audibility check. Signal: three prolonged horn blasts repeated continuously. Staff stop non-essential activities and direct visitors calmly to safe exits/assembly point, without obstructing emergency services. Use PA instructions where available. Contact 999 where required and provide incident/access details. The Event Organiser or Safety Coordinator may order partial/full evacuation. Do not re-enter until authorised. Provide a backup alarm method.

Residual: 1 × 3 = 3 (Medium). Responsible: Event Organiser, Safety Coordinator and designated emergency marshals.

3.17 Manual handling and staff welfare

Back injuries, strains, fatigue, cold exposure and unsafe lifting. Persons at risk: staff, volunteers, contractors and stallholders. Initial: 2 × 2 = 4 (Medium).

Control measures: Lift only within personal capability. Use team lifting or suitable equipment for heavy/awkward items. Do not carry loads that obstruct vision. Provide breaks and warm, sheltered welfare arrangements. Rotate duties where practical. Report fatigue, injury or unsafe conditions. No work at height or specialist electrical/structural work unless competent and authorised.

Residual: 1 × 2 = 2 (Low). Responsible: Event Organiser and team leaders.

3.18 Waste, hygiene and site cleanliness

Litter, food waste, broken items, pests, slips, sharp objects and contamination. Persons at risk: visitors, staff, traders and contractors. Initial: 2 × 2 = 4 (Medium).

Control measures: Place suitable bins and communicate waste arrangements. Collect litter regularly. Isolate broken glass, sharp objects and hazardous waste for safe handling by an appropriate person. Contain/remove food waste appropriately. Keep waste clear of routes

and exits. Remove temporary equipment and waste after the event, leave the site clean and safe, and complete a final inspection.

Residual: 1 × 2 = 2 (Low). Responsible: cleaning staff, stallholders and waste contractor.

3.19 Accessibility and welfare facilities

Inaccessible routes, blocked facilities, poor signage and difficulty accessing assistance. Persons at risk: disabled attendees, older people, families with pushchairs and other visitors needing assistance. Initial: 2 × 2 = 4 (Medium).

Control measures: Maintain suitable routes for wheelchair users and pushchairs wherever practicable. Keep routes clear of stalls, cables, barriers and decorations. Confirm accessible toilets and welfare facilities with the venue/provider. Signpost facilities and provide hygiene arrangements. Staff should assist appropriately without creating further hazards. Report and correct access problems promptly where possible.

Residual: 1 × 2 = 2 (Low). Responsible: Event Organiser and Safety Coordinator.

3.20 Raffle, charity fundraising and silent auction

Queuing, cash handling, disputes, overcrowding and fundraising compliance. Persons at risk: visitors, fundraising volunteers and stallholders. Initial: 2 × 2 = 4 (Medium).

Control measures: Activities must be managed by responsible persons. Keep queues clear of routes/exits. Handle cash and valuable prizes securely. Communicate rules clearly. Confirm permissions and applicable legal requirements before activities take place. Conduct draws fairly and keep records where appropriate. Report disputes or suspicious activity to the Event Organiser.

Residual: 1 × 2 = 2 (Low). Responsible: fundraising organisers and Event Organiser.

4. Six-Person Staff Deployment Plan

This proposed allocation assumes professional first aid provision and any required contracted security are separate. The six event staff must not be relied upon to replace specialist roles.

	Staff Role	Key duties
1	Event Lead / Event Control	Overall coordination, emergency decisions, authority liaison and incident records.
2	Safety and Site Coordinator	Inspections, structures, weather monitoring, hazard control and emergency access.
3	Entrance and Visitor Information	Welcome visitors, give directions, monitor arrivals and report crowding.
4	Market and Stallholder Liaison	Assist traders, monitor stall safety and report unsafe equipment.
5	Activities and Safeguarding	Monitor Santa's Grotto, children's activities, queues and lost-child reporting.
6	Safety Patrol and Welfare	Check walkways, litter, welfare access and support crowd management.

Operational arrangements:

- All six staff attend the 11:45 am briefing, following the 11:30 am final site inspection and scheduled security briefing.
- All staff must know Event Control, first aid, exits and the assembly point.
- Name a deputy for Event Control and safeguarding duties.
- Staff carry working mobile phones and exchange contact details.
- Staff must not leave a designated position without informing Event Control and arranging cover.
- Rotate duties only where critical positions remain covered.
- During serious incidents, prioritise public safety over routine duties.
- If staffing falls below safe operating requirements, reduce, pause or close activities until safe cover is restored.

5. Event Timetable and Safety Checks

The public must not be admitted until required safety checks are complete.

Time	Activity and safety requirements

08:00–11:00	Site setup and contractor arrival. Control vehicles, supervise unloading and install stalls, gazebos, decorations and equipment safely.
11:00–11:30	Complete setup, remove unauthorised vehicles from public areas, clear waste and check pedestrian routes.
11:30	Final site inspections: emergency routes, structures, electrics, weather, first aid, signage and communications.
11:45	Brief staff, security and contractors on duties, safeguarding, reporting and emergency procedures.
12:00	Open only when the Event Organiser is satisfied that required safety checks are complete.
12:00–16:00	Monitor visitors, queues, stalls, weather, walkways, welfare facilities and activities. Record incidents and respond to hazards.
16:00	Close to attendees, prevent new public entry and manage departures safely.
16:00–17:00	Controlled breakdown; restrict public access to work areas, supervise vehicles, dismantle safely and clear waste.
By 17:00	Final site inspection, record incidents/damage and confirm venue is safe and tidy.

6. Weather Monitoring and Event Suspension

Condition	Required response
Ice, frost or snow	Treat or close affected walkways and reassess safe access.
Heavy rain	Check slippery surfaces, water ingress, electrical hazards and equipment.
Strong winds	Secure loose items and close/lower/dismantle structures according to safe operating limits.
Thunderstorms	Suspend exposed outdoor activities and direct people to suitable shelter; evacuate exposed areas where necessary.
Poor visibility or early darkness	Confirm lighting is adequate for public movement and safe dismantling.
Unsafe conditions	Pause activities, close affected areas or cancel/evacuate if required.

The Event Safety Coordinator must monitor forecasts before the event and actual conditions on the day. The event must not continue simply to maintain the published programme if conditions become unsafe.

7. Emergency Communication and Reporting

Event Control is the central communications point and lost-child/person reporting location. Before opening, confirm mobile contacts for staff/contractors; first aid contact and location; emergency service access point; assembly point; tested horn and PA system; backup communications; and staff understanding of incident reporting.

In an emergency, call 999 where required. Give the operator the event location, nature of incident, number of people affected and safest access point for emergency services. Record accidents, injuries, near misses, safeguarding concerns, security incidents and significant hazards. Follow applicable reporting obligations.

8. Pre-Event Documentation and Checks

- ☐ Final site plan, including exits, assembly point, first aid and Event Control.
- ☐ Written confirmation of permission to use Debden Broadway and any site restrictions.
- ☐ Public Liability Insurance and relevant insurance documents from organisers, contractors and stallholders.
- ☐ Stallholder and contractor risk assessments where appropriate.
- ☐ Safe installation and securing of temporary structures.
- ☐ Electrical installation and equipment checks.
- ☐ Fire precautions and arrangements for food traders.
- ☐ First aid provision confirmed.
- ☐ Safeguarding and lost-child procedures briefed to staff.
- ☐ Security arrangements and threat-response procedures confirmed.
- ☐ Weather forecast reviewed and adverse-weather decisions agreed.
- ☐ Evacuation signal, PA system and backup communications tested.
- ☐ Staff rota, contact list and named deputies confirmed.
- ☐ Welfare facilities, accessible routes and waste arrangements checked.

☐ Required permissions for food, alcohol and fundraising confirmed as applicable.

9. Monitoring and Review

The Event Safety Coordinator must review this assessment before opening and whenever significant changes occur, including changes to layout, attendance, activities, weather or staffing. Any high-risk hazard must be addressed before the affected activity begins.

A post-event debrief should review incidents, near misses, staff feedback, crowd management, safeguarding, weather response, contractor performance and site condition. Document lessons learned for future events.

10. Risk Assessment Approval

The undersigned confirm that this assessment has been reviewed and that reasonable measures will be taken to implement the stated controls. Approval is subject to completion of site-specific checks and outstanding arrangements.

Event Organiser: Chidi Nweke

Signature: _____ Date: _____

Event Organiser: Sheree Rackham

Signature: _____ Date: _____

Event Safety Coordinator: _____

Signature: _____ Date: _____

Final review completed on: _____

Outstanding actions and responsible persons:

_____

_____

_____

_____

Agenda Item 12
LTA Play Tennis Initiative

From: Joseph Newman-billington <joseph.newmanbillington@lta.org.uk>
Sent: Thursday, September 17, 2026 3:08 PM
To: Liz Petyt-Start <Liz.Petyt-Start@loughton-tc.gov.uk>
Subject: Re: LTA support for tennis in Loughton

Hi Liz and Debbie

Thank you very much for your time earlier to discuss tennis and padel in Loughton.

Just following on from the conversations, I thought it would be useful to just share a bit more detail about Free Park Tennis, which is an initiative that aims to provide free supervised tennis on every Saturday or Sunday morning in the local community that is free for anyone to attend and join:

- The sessions are run by LTA activators, who are volunteers that do free activator training and safeguarding training provided by the LTA to allow them to then deliver the initiative to any members of the public who wish to attend.
- The activator training is free to do, all equipment to deliver the sessions with is provided for free, and attendance for participants is free
- Becoming an LTA Activator is a quick and well-supported process that qualifies you to deliver tennis to your local community. We envisage that activators would be required to deliver 1 or 2 sessions per month, but they are of course welcome to deliver these sessions more regularly if they wish.
- As mentioned, the initiative uses online free bookings on to the sessions through clubSpark, where people online and then are able to attend. All equipment is provided for free by the LTA
- The sessions must run at 10-11am on a minimum of 2 courts on a Saturday or Sunday.

I have also attached a link here to find out more information about Free Park Tennis and about becoming an LTA Activator too: Barclays Free Park Tennis | Free tennis courts & lessons near you | LTA and Barclays Free Park Tennis Activators | Tennis Volunteers | LTA

Obviously, the meetings today were more just to introduce you to what the initiative is and how it can support free community Tennis, but I would love to catch up with you both at the start of January to see if we could discuss further possibilities of potentially getting the initiative going on Saturday or Sunday mornings from around April 2027 If this is something that you would both be interested in please. I will also speak to some other groups about their potential willingness and openness to run FPT in partnership with you in the mean time

Thank you again for your time, If you ever need any support on Tennis in your area, please feel free to get in touch

Kind regards

Joseph

Agenda Item 12
LTA Play Tennis Initiative …/continued

From: Joseph Newman-billington <joseph.newmanbillington@lta.org.uk>
Sent: Monday, September 07, 2026 3:23 PM
Subject: LTA support for tennis in Loughton

Hi Liz

My name is Joseph and I work for the LTA as a Delivery Manager, where my role focuses on supporting and delivering opportunities and development of tennis across a number of areas in the country.

One of the areas I look after is Epping Forest and Loughton, and I am currently looking into the possibility of supporting the activation of an LTA initiative at Roding Valley Recreation Ground and finding out more about your potential plans surrounding padel too please.

I wondered if it would be possible to arrange a quick online meeting please to discuss a community initiative the LTA run called Free Park Tennis and explore the possibilities of bringing this to Roding Valley Recreation Ground please?

If so, would it be possible to meet online please next week either on Monday morning (14th) or Thursday afternoon (17th)?

Kind regards

Joseph

Joseph Newman-billington
Delivery Manager

07971141365

LTA
The National Tennis Centre
100 Priory Lane, Roehampton,
London, SW15 5JQ

www.lta.org.uk



Agenda Item 13
Jessel Green Fun Day

Deborah Taylor

From: Pippa Bryce
Sent: 27 October 2026 11:46
To: Deborah Taylor
Cc: Liz Petyt-Start
Subject: Jessel Green wristband comparison

Deb
As requested, the wristband and ticket sales for 2025 and 2026 are as follows

Wristband and ticket sales 2026 £7,045.50

Wristband and ticket sales 2025 £5,380.00

Must remember the weather conditions for both 2025 and 2026 were so different.

In 2025 the weather was drizzle / rain for part of the day and families did leave (and some stall holders) early – then the sun came back out, and some families arrived later in the day.

2026 the week leading up to the event had been extremely hot and nobody did anything. The event day was much cooler which was a relief to everyone, and it was much busier than previous years.

Hope that helps

Pippa Bryce
Deputy Town Clerk
Loughton Town Council
1 Buckingham Court, Rectory Lane, Loughton, IG10 2QZ
Tel: 020 8508 4200 **Ext 23214**
E-mail contact@loughton-tc.gov.uk
Web: www.loughton-tc.gov.uk

Agenda Item 15
Financial Position

26/10/2026 09:08 — Page 1

Loughton Town Council Current Year

Detailed Income & Expenditure by Budget Heading 26/10/2026

Month No: 7 — **Committee Report**

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Recreation							
Kingsley Hall							
Hall hire only 2027/28	0	599	0	(599)			0.0%
Hall hire only 2026/27	0	28,404	33,000	4,596			86.1%
Kingsley Hall :- Income	**0**	**29,003**	**33,000**	**3,997**			**87.9%**
Rates	109	768	1,512	744		744	50.8%
Water	54	227	820	593		593	27.7%
Electricity	0	470	1,040	571		571	45.1%
Gas	0	268	1,040	772		772	25.7%
Cleaning	0	4,032	7,500	3,468		3,468	53.8%
Building Maintenance	0	5,580	5,500	(80)		(80)	101.5%
Supplies & general expenses	0	62	300	238		238	20.6%
Refuse Collection	61	425	707	282		282	60.1%
Kingsley Hall :- Indirect Expenditure	**224**	**11,831**	**18,419**	**6,588**	**0**	**6,588**	**64.2%**
Net Income over Expenditure	**(224)**	**17,173**	**14,581**	**(2,592)**			
The Murray Hall							
General Income	0	600	550	(50)			109.1%
Comm Ctr site ECC re-charge	0	2,570	10,000	7,430			25.7%
Hall hire only 2027/28	0	15,530	0	(15,530)			0.0%
Hall hire only 2026/27	0	92,889	115,000	22,111			80.8%
The Murray Hall :- Income	**0**	**111,589**	**125,550**	**13,961**			**88.9%**
Salaries	0	11,964	29,000	17,036		17,036	41.3%
Tax and National Insurance	0	2,291	5,620	3,329		3,329	40.8%
Pensions	0	3,386	7,800	4,414		4,414	43.4%
Staff Travel	0	0	50	50		50	0.0%
Telephone (landline) & mobiles	0	462	1,770	1,308		1,308	26.1%
Licences	0	147	300	153		153	49.1%
General Expenses / Lease Hire	0	0	210	210		210	0.0%
Rates	400	2,802	6,760	3,958		3,958	41.4%
Water	91	566	1,300	734		734	43.5%
Electricity	0	5,127	12,000	6,873		6,873	42.7%
Gas	0	1,101	4,000	2,899		2,899	27.5%
Window cleaning	0	310	634	324		324	48.9%
Building Maintenance	0	7,930	18,480	10,550		10,550	42.9%
Supplies & general expenses	0	411	1,000	589		589	41.1%
Grounds Maintenance	0	915	2,575	1,660		1,660	35.5%
Refuse Collection	156	1,143	1,740	597		597	65.7%

Agenda Item 15
Financial Position …/continued

26/10/2026 09:08 — Loughton Town Council Current Year — Page 2

Detailed Income & Expenditure by Budget Heading 26/10/2026

Month No: 7 — Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Hygiene bin emptying	0	131	280	149		149	46.9%
Furniture/ equipment	1,097	1,145	1,000	(145)		(145)	114.5%
Loan Repayments-Capital	0	36,146	72,300	36,154		36,154	50.0%
The Murray Hall :- Indirect Expenditure	**1,744**	**75,976**	**166,819**	**90,843**	**0**	**90,843**	**45.5%**
Net Income over Expenditure	**(1,744)**	**35,613**	**(41,269)**	**(76,882)**			
Other Services (Rec)							
Jessel Green - Community Event	0	9,751	8,000	(1,751)			121.9%
Other Services (Rec) :- Income	**0**	**9,751**	**8,000**	**(1,751)**			**121.9%**
Jessel Green -Community Event	0	14,755	16,000	1,245		1,245	92.2%
Play in the Park	0	0	860	860		860	0.0%
Defibrillators	0	2,765	0	(2,765)		(2,765)	0.0%
Other Services (Rec) :- Indirect Expenditure	**0**	**17,520**	**16,860**	**(660)**	**0**	**(660)**	**103.9%**
Net Income over Expenditure	**0**	**(7,769)**	**(8,860)**	**(1,091)**			
Roding Valley Recreation Gnd							
General Income	0	2,191	500	(1,691)			438.3%
Licence Fees	0	3,201	3,000	(201)			106.7%
Roding Valley Recreation Gnd :- Income	**0**	**5,393**	**3,500**	**(1,893)**			**154.1%**
Warden Equipment & Supplies	0	671	1,240	569		569	54.1%
Salaries	0	12,739	20,590	7,851		7,851	61.9%
Tax and National Insurance	0	4,156	5,720	1,564		1,564	72.7%
Pensions	0	1,738	3,300	1,562		1,562	52.7%
Staff Travel	0	324	350	26		26	92.5%
Staff Phones (mobile)	0	43	114	71		71	37.6%
General Expenses / Lease Hire	0	11	0	(11)		(11)	0.0%
Rates	70	490	2,340	1,850		1,850	20.9%
Water	0	0	300	300		300	0.0%
Building Maintenance	0	154	3,000	2,846		2,846	5.1%
Grounds Maintenance Contract	0	59,247	124,800	65,553		65,553	47.5%
Other works	0	1,725	7,581	5,856		5,856	22.8%
Dog Bin Emptying	0	354	632	278		278	56.0%
Tree wks/supplies	0	0	5,200	5,200		5,200	0.0%
Noticeboards	38	38	0	(38)		(38)	0.0%
Gate Security	0	4,325	10,950	6,625		6,625	39.5%
RVRG Pathways	0	0	1,000	1,000		1,000	0.0%
Van Recharge	0	0	8,100	8,100		8,100	0.0%
Roding Valley Recreation Gnd :- Indirect Expenditure	**108**	**86,014**	**195,217**	**109,203**	**0**	**109,203**	**44.1%**
Net Income over Expenditure	**(108)**	**(80,622)**	**(191,717)**	**(111,095)**			

Agenda Item 15
Financial Position …/continued

26/10/2026 09:08 — **Loughton Town Council Current Year** — Page 3

Detailed Income & Expenditure by Budget Heading 26/10/2026

Month No: 7 — **Committee Report**

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Open Spaces							
General Income	0	0	175	175			0.0%
Licence Fees	0	134	0	(134)			0.0%
Open Spaces :- Income	**0**	**134**	**175**	**41**			**76.5%**
Salaries	0	5,095	8,030	2,935		2,935	63.5%
Tax and National Insurance	0	1,662	2,163	501		501	76.9%
Pensions	0	695	1,320	625		625	52.7%
Staff Travel	0	129	130	1		1	99.5%
Other works	0	180	2,000	1,820		1,820	9.0%
Tree wks/supplies	0	0	3,000	3,000		3,000	0.0%
Lindens	0	544	1,352	808		808	40.3%
Kings Green	0	340	824	484		484	41.3%
Standard Green	0	68	160	92		92	42.5%
Hillyfields	0	1,972	1,560	(412)		(412)	126.4%
Land adj WRd allotments	0	468	936	468		468	50.0%
Memorial Rose Garden	0	660	1,872	1,212		1,212	35.3%
Van Recharge	0	0	3,241	3,241		3,241	0.0%
Open Spaces :- Indirect Expenditure	**0**	**11,815**	**26,588**	**14,773**	**0**	**14,773**	**44.4%**
Net Income over Expenditure	**0**	**(11,681)**	**(26,413)**	**(14,732)**			
plus Transfer from EMR	0	200	0	(200)			
Movement to/(from) Gen Reserve	**0**	**(11,481)**	**(26,413)**	**(14,932)**			
Playgrounds							
Salaries	0	7,643	11,960	4,317		4,317	63.9%
Tax and National Insurance	0	2,493	3,243	750		750	76.9%
Pensions	0	1,043	1,978	935		935	52.7%
Staff Travel	0	194	150	(44)		(44)	129.4%
Roding Valley Rec plgd	0	770	1,700	930		930	45.3%
Felstead Road plgd	0	0	2,000	2,000		2,000	0.0%
Traps Hill plgd	0	340	1,924	1,584		1,584	17.7%
Felsted Road-Grass Cutting	0	68	146	78		78	46.6%
Annual Playgrounds Report	0	944	2,080	1,136		1,136	45.4%
Playgrounds general maintenanc	0	0	1,000	1,000		1,000	0.0%
Colebrook Lane plgd	0	0	3,100	3,100		3,100	0.0%
Newmans Lane plgd	0	95	2,600	2,505		2,505	3.7%
Hillyfields Road plgd	0	146	536	390		390	27.2%
Oakwood Hill (aka Monksg	0	0	500	500		500	0.0%
Westall Road plgd	0	980	1,607	627		627	61.0%

Agenda Item 15
Financial Position …/continued

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Detailed Income & Expenditure by Budget Heading 26/10/2026

Month No: 7 — **Committee Report**

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Outdoor gyms	0	1,241	1,000	(241)		(241)	124.1%
Van Recharge	0	0	4,862	4,862		4,862	0.0%
Playgrounds :- Indirect Expenditure	**0**	**15,958**	**40,386**	**24,428**	**0**	**24,428**	**39.5%**
Net Expenditure	**0**	**(15,958)**	**(40,386)**	**(24,428)**			
Will. Rd. Playing Field							
Rates	41	292	1,000	708		708	29.2%
Water	12	(44)	180	224		224	(24.7%)
Electricity	0	142	400	258		258	35.5%
Building Maintenance	0	35	1,000	965		965	3.5%
Other works	0	0	2,000	2,000		2,000	0.0%
Grass Cutting	0	2,008	4,200	2,192		2,192	47.8%
Hedge Cutting	0	799	1,664	865		865	48.0%
Car Park Grass Area	0	389	800	411		411	48.6%
Pitch Marking	0	0	1,000	1,000		1,000	0.0%
Dog Bin Emptying	0	177	354	177		177	50.0%
Tree wks/supplies	0	7,450	6,000	(1,450)		(1,450)	124.2%
Will. Rd. Playing Field :- Indirect Expenditure	**53**	**11,246**	**18,598**	**7,352**	**0**	**7,352**	**60.5%**
Net Expenditure	**(53)**	**(11,246)**	**(18,598)**	**(7,352)**			
plus Transfer from EMR	0	1,450	0	(1,450)			
Movement to/(from) Gen Reserve	**(53)**	**(9,796)**	**(18,598)**	**(8,802)**			
Recreation :- Income	**0**	**155,870**	**170,225**	**14,355**			**91.6%**
Expenditure	**2,129**	**230,360**	**482,887**	**252,527**	**0**	**252,527**	**47.7%**
Net Income over Expenditure	**(2,129)**	**(74,490)**	**(312,662)**	**(238,172)**			
plus Transfer from EMR	**0**	**1,650**	0	(1,650)			
Movement to/(from) Gen Reserve	**(2,129)**	**(72,840)**	**(312,662)**	**(239,822)**			
Grand Totals:- Income	**0**	**155,870**	**170,225**	**14,355**			**91.6%**
Expenditure	**2,129**	**230,360**	**482,887**	**252,527**	**0**	**252,527**	**47.7%**
Net Income over Expenditure	**(2,129)**	**(74,490)**	**(312,662)**	**(238,172)**			
plus Transfer from EMR	**0**	**1,650**	0	(1,650)			
Movement to/(from) Gen Reserve	**(2,129)**	**(72,840)**	**(312,662)**	**(239,822)**			

Agenda Item 15

Loughton Town Council Current Year

Current Earmarked Reserves

	Account	Opening Balance	Income	Expenditure	Closing Balance
317	EMR Hillyfields Drainage Works	7,600.00	0.00	0.00	7,600.00
322	EMR RVRG Changing Rooms	24,150.00	0.00	0.00	24150.00
325	EMR Willingale Fencing	5,000.00	0.00	0.00	5,000.00
330	EMR Christmas Lights	250.00	0.00	0.00	250.00
336	EMR Tree Works	10,000.00	0.00	1,650.00	8,350.00
347	EMR Playgrounds	24,500.00	0.00	0.00	24,500.00
348	EMR Halls	6,050.00	0.00	0.00	6050.00
351	EMR Speed Indicator	2,000.00	0.00	0.00	2,000.00
352	EMR RVRG Pathways	24,500.00	0.00	0.00	24,500.00
353	EMR Solar Panels Murray Hall	21,000.00	0.00	0.00	21,000.00
		125,050.00	**0.00**	**1,650.00**	**123,400.00**

Loughton Town Council Current Year

Proposed Earmarked Reserves

		Account	Balance	Income	Expenditure	Closing Balance
	317	EMR Hillyfields Drainage Works	7,600.00	0.00	0.00	7,600.00
	325	EMR Willingale Fencing	2,000.00	0.00	0.00	2,000.00
	336	EMR Tree Works	20,000.00	0.00	0.00	20,000.00
	347	EMR Playgrounds	24,500.00	0.00	0.00	24,500.00
	351	EMR Speed Indicator	2,000.00	0.00	0.00	2,000.00
NEW	341	Skatepark	50,000.00	0.00	0.00	50,000.00
			106,100.00	**0.00**	**0.00**	**106,100.00**

Changes made

Removed RVRG changing rooms - spent
Removed Christmas lights - spent as part of Grant Award for St Marys
Removed Halls - spent on car park repairs
Reduced Willingale Fencing to £2,000
Reallocated Solar Panels to RVRG paths (budget) - needs decision
Increase tree works by £10K
Added EMR for skatepark

Agenda item 16
Draft Budget for Next Financial Year

26/10/2026 Loughton Town Council Current Year Page 1
09:05 Annual Budget - By Committee (Actual YTD Month 7)
Note: Month End September 2026

		Last Year 2025/2026		Current Year 2026/2027						Next Year 2027/2028		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Recreation												
208	**Kingsley Hall**											
1012	Hall hire only 2027/28	0	0	0	0	0	0	0	599	41,000	0	0
1015	Hall hire only 2025/26	33,990	22,607	0	0	0	0	0	0	0	0	0
1018	Hall hire only 2026/27	0	0	0	0	33,000	0	33,000	28,404	0	0	0
	Total Income	33,990	22,607	0	0	33,000	0	33,000	29,003	41,000	0	0
4100	Rates	1,410	1,447	0	0	1,512	0	1,512	768	1,362	0	0
4101	Water	650	633	0	0	820	0	820	227	775	0	0
4102	Electricity	2,600	678	0	0	1,040	0	1,040	470	1,000	0	0
4103	Gas	3,000	1,299	0	0	1,040	0	1,040	268	1,500	0	0
4106	Cleaning	7,730	7,759	0	0	7,500	0	7,500	4,032	8,050	0	0
4110	Building Maintenance	6,180	2,822	0	0	5,500	0	5,500	5,580	5,500	0	0
4115	Supplies & general expenses	300	528	0	0	300	0	300	62	545	0	0
4120	Refuse Collection	650	676	0	0	707	0	707	425	755	0	0
	Overhead Expenditure	22,520	15,842	0	0	18,419	0	18,419	11,831	19,487	0	0
	Movement to/(from) Gen Reserve	11,470	6,764			14,581		14,581	17,173	21,513		
209	**The Murray Hall**											
1003	General Income	400	845	0	0	550	0	550	600	875	0	0
1004	Grants Received	0	5,000	0	0	0	0	0	0	0	0	0
1010	Comm Ctr site ECC re-charge	10,000	6,713	0	0	10,000	0	10,000	2,570	10,000	0	0
1012	Hall hire only 2027/28	0	0	0	0	0	0	0	15,530	115,000	0	0
1015	Hall hire only 2025/26	113,300	104,714	0	0	0	0	0	0	0	0	0

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Loughton Town Council Current Year

Annual Budget - By Committee (Actual YTD Month 7)

Note: Month End September 2026

		Last Year 2025/2026		Current Year 2026/2027						Next Year 2027/2028		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
1018	Hall hire only 2026/27	0	0	0	0	115,000	0	115,000	92,889	0	0	0
	Total Income	123,700	117,272	0	0	125,550	0	125,550	111,589	125,875	0	0
4000	Salaries	29,000	25,153	0	0	29,000	0	29,000	11,964	24,717	0	0
4001	Tax and National Insurance	4,500	4,880	0	0	5,620	0	5,620	2,291	4,733	0	0
4002	Pensions	7,000	7,229	0	0	7,800	0	7,800	3,386	6,995	0	0
4007	Staff Travel	50	0	0	0	50	0	50	0	0	0	0
4021	Telephone (landline) & mobiles	670	1,343	0	0	1,770	0	1,770	462	1,388	0	0
4096	Licences	300	141	0	0	300	0	300	147	300	0	0
4097	General Expenses / Lease Hire	210	374	0	0	210	0	210	0	400	0	0
4100	Rates	7,000	5,863	0	0	6,760	0	6,760	2,802	4,967	0	0
4101	Water	900	1,160	0	0	1,300	0	1,300	566	1,300	0	0
4102	Electricity	35,000	11,134	0	-6,000	18,000	0	12,000	5,127	12,000	0	0
4103	Gas	6,300	4,297	0	0	4,000	0	4,000	1,101	4,450	0	0
4107	Window cleaning	515	610	0	0	634	0	634	310	630	0	0
4110	Building Maintenance	12,000	25,341	0	6,000	12,480	0	18,480	7,930	12,000	0	0
4115	Supplies & general expenses	930	1,307	0	0	1,000	0	1,000	411	1,350	0	0
4117	Grounds Maintenance	2,575	1,820	0	0	2,575	0	2,575	915	1,880	0	0
4120	Refuse Collection	1,740	1,768	0	0	1,740	0	1,740	1,143	1,828	0	0
4132	Hygiene bin emptying	280	237	0	0	280	0	280	131	270	0	0
4133	Building Maint. Boilers	0	0	0	0	0	0	0	0	20,000	0	0
4142	Furniture/ equipment	1,000	865	0	0	1,000	0	1,000	1,145	1,000	0	0
4150	Loan Repayments-Capital	72,300	72,291	0	0	72,300	0	72,300	36,146	18,072	0	0
	Overhead Expenditure	182,270	165,815	0	0	166,819	0	166,819	75,976	118,280	0	0

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Loughton Town Council Current Year

Annual Budget - By Committee (Actual YTD Month 7)

Note: Month End September 2026

		Last Year 2025/2026		Current Year 2026/2027						Next Year 2027/2028		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
	209 Net Income over Expenditure	-58,570	-48,542	0	0	-41,269	0	-41,269	35,613	7,595	0	0
6000	plus Transfer from EMR	0	4,950	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(58,570)	(43,592)			(41,269)		(41,269)	35,613	7,595		
210	**Other Services (Rec)**											
1013	Jessel Green - Community Event	7,000	7,850	0	0	8,000	0	8,000	9,751	9,000	0	0
	Total Income	7,000	7,850	0	0	8,000	0	8,000	9,751	9,000	0	0
4082	Jessel Green -Community Event	15,000	15,276	0	0	16,000	0	16,000	14,755	16,000	0	0
4083	Play in the Park	0	1,680	0	0	860	0	860	0	1,750	0	0
4084	Defibrillators	520	548	0	0	0	0	0	2,765	825	0	0
	Overhead Expenditure	15,520	17,504	0	0	16,860	0	16,860	17,520	18,575	0	0
	Movement to/(from) Gen Reserve	(8,520)	(9,654)			(8,860)		(8,860)	(7,769)	(9,575)		
220	**Service Re-charge (Rec)**											
4905	Service Re-charge	0	213,000	0	0	0	0	0	0	0	0	0
	Overhead Expenditure	0	213,000	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	0	(213,000)			0		0	0	0		
301	**Roding Valley Recreation Gnd**											
1003	General Income	0	1,307	0	0	500	0	500	2,191	1,650	0	0
1031	Licence Fees	3,000	2,250	0	0	3,000	0	3,000	3,201	3,200	0	0
	Total Income	3,000	3,557	0	0	3,500	0	3,500	5,393	4,850	0	0

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Loughton Town Council Current Year

Annual Budget - By Committee (Actual YTD Month 7)

Note: Month End September 2026

		Last Year 2025/2026		Current Year 2026/2027						Next Year 2027/2028		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
3320	Warden Equipment & Supplies	1,240	984	0	0	1,240	0	1,240	671	1,200	0	0
4000	Salaries	19,800	21,268	0	0	20,590	0	20,590	12,739	26,318	0	0
4001	Tax and National Insurance	5,500	6,274	0	0	5,720	0	5,720	4,156	8,586	0	0
4002	Pensions	2,850	3,128	0	0	3,300	0	3,300	1,738	3,590	0	0
4007	Staff Travel	350	387	0	0	350	0	350	324	600	0	0
4008	Staff Phones (mobile)	110	106	0	0	114	0	114	43	110	0	0
4097	General Expenses / Lease Hire	0	0	0	0	0	0	0	11	0	0	0
4100	Rates	2,250	2,046	0	0	2,340	0	2,340	490	0	0	0
4101	Water	300	0	0	0	300	0	300	0	0	0	0
4102	Electricity	300	59	0	0	0	0	0	0	0	0	0
4110	Building Maintenance	3,000	25	0	0	3,000	0	3,000	154	0	0	0
4116	Grounds Maintenance Contract	120,000	124,765	0	0	124,800	0	124,800	59,247	129,000	0	0
4119	Other works	7,210	5,544	0	0	7,581	0	7,581	1,725	5,700	0	0
4131	Dog Bin Emptying	570	628	0	0	632	0	632	354	750	0	0
4210	Tree wks/supplies	5,000	1,270	0	0	5,200	0	5,200	0	5,000	0	0
4241	Noticeboards	0	0	0	0	0	0	0	38	100	0	0
4301	Grds Maint. Contract-Football	5,000	0	0	0	0	0	0	0	0	0	0
4304	Other Essential Works-Football	1,000	0	0	0	0	0	0	0	0	0	0
4306	Gate Security	10,100	9,986	0	0	10,950	0	10,950	4,325	10,362	0	0
4311	RVRG Pathways	1,000	0	0	0	1,000	0	1,000	0	50,000	0	0
4808	Van Recharge	7,790	6,369	0	0	8,100	0	8,100	0	4,300	0	0
	Overhead Expenditure	193,370	182,839	0	0	195,217	0	195,217	86,014	245,616	0	0
	301 Net Income over Expenditure	-190,370	-179,282	0	0	-191,717	0	-191,717	-80,622	-240,766	0	0
6000	plus Transfer from EMR	0	850	0	0	0	0	0	0	0	0	0

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Loughton Town Council Current Year

Annual Budget - By Committee (Actual YTD Month 7)

Note: Month End September 2026

		Last Year 2025/2026		Current Year 2026/2027						Next Year 2027/2028		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
	Movement to/(from) Gen Reserve	(190,370)	(178,432)			(191,717)		(191,717)	(80,622)	(240,766)		
303	**Open Spaces**											
1003	General Income	175	0	0	0	175	0	175	0	175	0	0
1004	Grants Received	0	2,294	0	0	0	0	0	0	0	0	0
1031	Licence Fees	0	125	0	0	0	0	0	134	150	0	0
	Total Income	175	2,419	0	0	175	0	175	134	325	0	0
4000	Salaries	7,720	8,507	0	0	8,030	0	8,030	5,095	10,526	0	0
4001	Tax and National Insurance	2,000	2,510	0	0	2,163	0	2,163	1,662	3,433	0	0
4002	Pensions	1,150	1,251	0	0	1,320	0	1,320	695	1,435	0	0
4007	Staff Travel	130	155	0	0	130	0	130	129	258	0	0
4119	Other works	2,000	95	0	0	2,000	0	2,000	180	2,000	0	0
4210	Tree wks/supplies	3,000	633	0	0	3,000	0	3,000	0	3,000	0	0
4400	Lindens	1,300	1,216	0	0	1,352	0	1,352	544	1,257	0	0
4403	Kings Green	570	912	0	0	824	0	824	340	943	0	0
4405	Standard Green	125	213	0	0	160	0	160	68	220	0	0
4407	Hillyfields	1,500	1,708	0	0	1,560	0	1,560	1,972	2,000	0	0
4409	Land adj WRd allotments	900	1,150	0	0	936	0	936	468	1,189	0	0
4410	Memorial Rose Garden	1,530	3,941	0	0	1,872	0	1,872	660	1,900	0	0
4808	Van Recharge	3,116	2,548	0	0	3,241	0	3,241	0	1,720	0	0
	Overhead Expenditure	25,041	24,839	0	0	26,588	0	26,588	11,815	29,881	0	0
	303 Net Income over Expenditure	-24,866	-22,420	0	0	-26,413	0	-26,413	-11,681	-29,556	0	0
6000	plus Transfer from EMR	0	0	0	0	0	0	0	200	0	0	0

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Loughton Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 7)
Note: Month End September 2026

		Last Year 2025/2026		Current Year 2026/2027						Next Year 2027/2028		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
	Movement to/(from) Gen Reserve	(24,866)	(22,420)			(26,413)		(26,413)	(11,481)	(29,556)		
306	**Playgrounds**											
4000	Salaries	11,500	12,761	0	0	11,960	0	11,960	7,643	15,790	0	0
4001	Tax and National Insurance	2,500	3,764	0	0	3,243	0	3,243	2,493	5,150	0	0
4002	Pensions	1,750	1,877	0	0	1,978	0	1,978	1,043	2,155	0	0
4007	Staff Travel	220	232	0	0	150	0	150	194	400	0	0
4500	Roding Valley Rec plgd	1,700	1,685	0	0	1,700	0	1,700	770	1,700	0	0
4501	Felstead Road plgd	2,000	885	0	0	2,000	0	2,000	0	2,000	0	0
4502	Traps Hill plgd	1,850	1,935	0	0	1,924	0	1,924	340	2,000	0	0
4504	Felsted Road-Grass Cutting	103	143	0	0	146	0	146	68	150	0	0
4506	Annual Playgrounds Report	2,000	660	0	0	2,080	0	2,080	944	1,000	0	0
4550	Playgrounds general maintenanc	1,000	0	0	0	1,000	0	1,000	0	0	0	0
4551	Colebrook Lane plgd	3,100	1,220	0	0	3,100	0	3,100	0	100,000	0	0
4552	Newmans Lane plgd	2,500	-2,146	0	0	2,600	0	2,600	95	2,600	0	0
4553	Hillyfields Road plgd	515	0	0	0	536	0	536	146	550	0	0
4554	Oakwood Hill (aka Monksg	260	930	0	0	500	0	500	0	550	0	0
4555	Westall Road plgd	1,545	922	0	0	1,607	0	1,607	980	1,600	0	0
4556	Outdoor gyms	1,030	170	0	0	1,000	0	1,000	1,241	500	0	0
4808	Van Recharge	4,675	3,821	0	0	4,862	0	4,862	0	2,580	0	0
	Overhead Expenditure	38,248	28,860	0	0	40,386	0	40,386	15,958	138,725	0	0
	Movement to/(from) Gen Reserve	(38,248)	(28,860)			(40,386)		(40,386)	(15,958)	(138,725)		
320	**Will. Rd. Playing Field**											

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Loughton Town Council Current Year

Annual Budget - By Committee (Actual YTD Month 7)

Note: Month End September 2026

		Last Year 2025/2026		Current Year 2026/2027						Next Year 2027/2028		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4100	Rates	1,135	936	0	0	1,000	0	1,000	292	520	0	0
4101	Water	180	264	0	0	180	0	180	-44	275	0	0
4102	Electricity	800	309	0	0	400	0	400	142	320	0	0
4110	Building Maintenance	1,000	76	0	0	1,000	0	1,000	35	1,000	0	0
4119	Other works	2,000	1,237	0	0	2,000	0	2,000	0	2,000	0	0
4121	Grass Cutting	4,240	3,770	0	0	4,200	0	4,200	2,008	3,900	0	0
4123	Hedge Cutting	1,710	1,500	0	0	1,664	0	1,664	799	1,600	0	0
4124	Car Park Grass Area	850	730	0	0	800	0	800	389	850	0	0
4125	Pitch Marking	3,970	0	0	0	1,000	0	1,000	0	1,000	0	0
4131	Dog Bin Emptying	340	296	0	0	354	0	354	177	366	0	0
4210	Tree wks/supplies	6,000	0	0	0	6,000	0	6,000	7,450	10,000	0	0
	Overhead Expenditure	22,225	9,117	0	0	18,598	0	18,598	11,246	21,831	0	0
6000	plus Transfer from EMR	0	0	0	0	0	0	0	1,450	0	0	0
	Movement to/(from) Gen Reserve	(22,225)	(9,117)			(18,598)		(18,598)	(9,796)	(21,831)		
	Recreation - Income	167,865	153,705	0	0	170,225	0	170,225	155,870	181,050	0	0
	Expenditure	499,194	657,816	0	0	482,887	0	482,887	230,360	592,395	0	0
	Net Income over Expenditure	-331,329	-504,111	0	0	-312,662	0	-312,662	-74,490	-411,345	0	0
	plus Transfer from EMR	0	5,800	0	0	0	0	0	1,650	0	0	0
	Movement to/(from) Gen Reserve	(331,329)	(498,311)			(312,662)		(312,662)	(72,840)	(411,345)		

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Loughton Town Council Current Year

Annual Budget - By Committee (Actual YTD Month 7)

Note: Month End September 2026

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	Last Year 2025/2026		Current Year 2026/2027						Next Year 2027/2028		
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Total Budget Income	167,865	153,705	0	0	170,225	0	170,225	155,870	181,050	0	0
Expenditure	499,194	657,816	0	0	482,887	0	482,887	230,360	592,395	0	0
Net Income over Expenditure	-331,329	-504,111	0	0	-312,662	0	-312,662	-74,490	-411,345	0	0
plus Transfer from EMR	0	5,800	0	0	0	0	0	1,650	0	0	0
Movement to/(from) Gen Reserve	(331,329)	(498,311)			(312,662)		(312,662)	(72,840)	(411,345)		