



# **RESOURCES AND GENERAL SERVICES COMMITTEE**

Members of the Resources and General Services Committee  
are summoned to attend a Meeting at **7.45pm** on  
**Wednesday 5 July 2017**  
at 1 Buckingham Court, Rectory Lane, Loughton  
to transact the business shown in the agenda.

**Enid K Walsh**  
**Town Clerk**  
29 June 2017

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

Councillors

M Dalton  
S Murray

J Jennings  
A Omer

J Mahoney

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 12 April 2017.
- 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 Matters for Report**  
To REPORT any further significant information on matters which have been previously discussed, in addition to those which may already be included on the agenda.
  - 5.1 Data Protection**  
For information, Data Protection law will change significantly on 25 May 2018, when the 2016 EU Directive known as General Data Protection Regulation (“GDPR”) takes effect. It is not yet clear how this will impact parish and town councils.  
  
\* An extract from the NALC report is provided on pages 5 – 6 together with an advice sheet from the Information Commissioner’s Office.
  - 5.2 Strategy and Staff Group**  
The Strategy and Staff Group met on Wednesday 21 June 2017. Topics discussed at that informal meeting included staffing, allotment management, office accommodation, the Oakwood Hill Community Centre and town centre partnerships.
  - 5.3 Office Accommodation**  
The provisional date for the move to the offices on the first floor of Loughton Library is 20/21 July 2017. However this is subject to the installation of a working broadband service in the preceding week.  
  
A report on related matters is provided on page 7.
- 6 Financial Assistance**
  - 6.1 General Applications 2017/18**  
The following request for financial assistance has been received. A copy of the application form and supporting information is attached. The accounts provided are the best available.  
  
Members wishing to examine the complete set of the supporting papers are asked to contact the office. Information about the person making the application is supplied to the Council but not reproduced on the agenda for reasons of data protection.

For information, there is currently a balance of £4,790 in the 2017/18 Financial Assistance budget.

Organisation	Amount requested £	Item	Power
Lopping Hall	3,000.00	New chairs	LGA (Miscellaneous Provisions) Act 1976 s.19

\* See attached report on pages 8 – 12.

## 7 Finance

### 7.1 Precept – Min no RG38

For information, the first instalment of the 2017/18 Precept (£317,400) and the Local Council Tax Support grant (£27,016) was received from Epping Forest District Council into the Santander account on 28 April 2017.

### 7.2 Banking and Investments

For information, the Town Council currently holds the following accounts:

Account	Interest Rate %
NatWest Current Account	0.00
NatWest No. 2 Account	0.00
NatWest Business Reserve Account:	0.15
Santander Business Reserve Instant Access Savings Account	0.15
NatWest Security Deposit Account	0.00
Nationwide Business Instant Saver Account	0.35

Savings accounts – below are examples of the alternatives available where the organisations meet the standards set in the Council's investment policy. The rates offered as at 29 June 2017 are as follows:

Unity Trust Bank savings account	0.05
Santander 1 year fixed rate Business Bond *	0.50
Nationwide Business 6 month Fixed Rate Saver Account *	0.55
Nationwide Business 1 year Fixed Rate Saver Account *	0.75
Nationwide Business 95 Day notice Saver Account (variable)	0.55
NatWest Treasury Bonds (periods vary from overnight - 1 year)	TBC

\*No withdrawals or early closure allowed during the fixed rate period.

RECOMMENDED that an amount, which leaves instant access to sufficient working capital to meet the Council's needs, is invested in the Nationwide Business 6 month Fixed Rate Saver Account.

### 7.3 Fidelity Guarantee Insurance Cover

Fidelity guarantee insurance is designed to indemnify the Council for the loss of money or property sustained as a direct result of acts of fraud, theft or dishonesty by an employee or councillor.

The Committee is asked to undertake the annual review of the level of fidelity guarantee insurance cover as required by the audit process.

There is no legal requirement for the value of such cover, but the advice previously issued by the Audit Commission before its demise was that it should in general be equal to the level of cash balances plus half of the annual precept.

	£
Cash balances as at 31 March 2017	893,510
Half of the 2017/18 precept	317,400
Local Council Tax Support Grant	<u>27,016</u>
Total	1,237,926

The Council's current level of fidelity cover is set at £1.4 million with an annual premium of £783.94 including IPT.

The Committee is asked to **review** the level of cover and make a risk-based decision on whether this level of cover should be amended.

#### 7.4 Internal Financial Check

The Committee is asked to confirm if it wishes to continue the best practice of appointing a councillor to carry out checks on the Council's financial transactions and, if so, to make an appointment. Cllr Omer undertook this responsibility during 2016/17.

#### 7.5 Financial Position

The accounts for 2016/17 were approved by full Council on 3 May 2017 but subsequently each committee is given the opportunity to examine its income and expenditure in detail.

\* The end of year financial report for 2016/17 is attached together with details of the transfers to and from earmarked reserves (see pages 13 – 14).

#### 7.6 Accounts Paid

Payments totalling £318,239.25 as detailed on payments schedules nos 235 – 239 have been made since the report to the meeting on 5 April 2017. The schedules and accompanying invoices will be available at the meeting for inspection.

For information, details of all Council payments in excess of £250 are provided on the Council's website on the strategic documents page.

### 8 Staffing

#### 8.1 Exclusion of the Press and Public

To RESOLVE to exclude the press and public from the next item under the Public Bodies (Admission to Meetings) Act 1960, as it contains confidential information relating to personnel matters.

#### 8.2 Recruitment

To consider the recommendation of the Strategy and Staff Group to replace the Deputy Town Clerk's post that is currently vacant with a new post that will include the duties of Responsible Financial Officer and Assistant Clerk.

\* (see pages 15-16)

**8.3 Salary Award**

To consider the award of an additional increment to a staff member who has taken on additional responsibilities.

**9 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.

**Enid K Walsh**  
**TOWN CLERK**  
29 June 2017

## **Agenda item 5.1**

### **Data Protection**

#### **Introduction**

The Data Protection Act 1998 (“1998 Act”) is the main piece of legislation which governs the protection of personal data today. NALC’s guidance about the application of the 1998 Act to parish councils and, in Wales, to community councils is in Legal Topic Note 38 – Data Protection.

#### **Legislative changes**

Data protection law will significantly change on 25 May 2018, when the 2016 EU Directive known as General Data Protection Regulation (“GDPR”) takes effect. The GDPR will effectively replace the 1998 Act which implemented the EU Data Protection Directive (95/46/EC). The GDPR will be directly applicable in the UK without the need to implement national legislation. The Government has confirmed that the UK’s decision to leave the EU will not affect the commencement of the GDPR in 2018.

As with the 1998 Act, local authorities including parish councils and, in Wales, community councils will be subject to the GDPR. Many of the GDPR’s principles are the same as those in the 1998 Act. However, GDPR imposes new obligations on data controllers and data processors and provides enhanced rights for individuals.

#### **Preparing for the GDPR**

Compliance with GDPR will have resource implications and we advise councils to start getting for ready for the introduction of GDPR without delay. We strongly recommend that councils follow the ICO’s easy to read guide entitled “Preparing for the General Data Protection Regulation (GDPR) 12 steps to take now”. This is available via the web link <https://ico.org.uk/media/1624219/preparing-for-the-gdpr-12-steps.pdf>.

The Information Commissioner’s Office’s (“ICO”) website provides detailed guidance about GDPR which is available via the web link <https://ico.org.uk/for-organisations/data-protection-reform/>.

#### **Data protection officer**

As referenced in the above ICO guide, the GDPR will require some organisations such as public authorities to appoint a Data Protection Officer (DPO). The GDPR does not define the term “public authorities”. However, the term is expected to include local authorities. The DPO’s responsibilities include:

- to inform and advise the organisation and its employees about their obligations to comply with the GDPR.
- to monitor compliance with the GDPR including managing internal data protection activities, advise on data protection impact assessments, train staff and conduct internal audits.
- DPO be the first point of contact for the regulator and for individuals whose data is processed

It is not yet known if the requirement for public authorities to appoint a DPO will extend to parish councils and, in Wales, to community councils. We will issue another briefing when we have more information.

# Preparing for the General Data Protection Regulation (GDPR)

## 12 steps to take now

**1 Awareness**  
 You should make sure that decision makers and key people in your organisation are aware that the law is changing to the GDPR. They need to appreciate the impact this is likely to have.

**2 Information you hold**  
 You should document what personal data you hold, where it came from and who you share it with. You may need to organise an information audit.

**3 Communicating privacy information**  
 You should review your current privacy notices and put a plan in place for making any necessary changes in time for GDPR implementation.

**4 Individuals' rights**  
 You should check your procedures to ensure they cover all the rights individuals have, including how you would delete personal data or provide data electronically and in a commonly used format.



**5 Subject access requests**  
 You should update your procedures and plan how you will handle requests within the new timescales and provide any additional information.

**6 Lawful basis for processing personal data**  
 You should identify the lawful basis for your processing activity in the GDPR, document it and update your privacy notice to explain it.

**7 Consent**  
 You should review how you seek, record and manage consent and whether you need to make any changes. Refresh existing consents now if they don't meet the GDPR standard.

**8 Children**  
 You should start thinking now about whether you need to put systems in place to verify individuals' ages and to obtain parental or guardian consent for any data processing activity.

**9 Data breaches**  
 You should make sure you have the right procedures in place to detect, report and investigate a personal data breach.

**10 Data Protection by Design and Data Protection Impact Assessments**  
 You should familiarise yourself now with the ICO's code of practice on Privacy Impact Assessments as well as the latest guidance from the Article 29 Working Party, and work out how and when to implement them in your organisation.

**11 Data Protection Officers**  
 You should designate someone to take responsibility for data protection compliance and assess where this role will sit within your organisation's structure and governance arrangements. You should consider whether you are required to formally designate a Data Protection Officer.

**12 International**  
 If your organisation operates in more than one EU member state (ie you carry out cross-border processing), you should determine your lead data protection supervisory authority. Article 29 Working Party guidelines will help you do this.



ico.org.uk

**Agenda item 5.3**

**Office Accommodation**

The Committee is asked to NOTE the following items of expenditure relating to the forthcoming move to Loughton Library and the letting of 1 Buckingham Court under a 3-year tenancy.

<b>Contractor</b>	<b>Item</b>	<b>Net amount £</b>
Tarbrooks	Building works	15,554.00
Martyn Pattie Architects	Project management	1,413.40
Comms Guys	Broadband services	1,334.91
Docendo	IT installation	850.00
TBC	Removal costs	Allow 2,300
Mullucks Wells	Marketing of 1 Buckingham Court*	10% of annual rent
	Energy Performance Certificate	< 225.00
Mullucks Wells	Tenant management	850.00pa
Foskett Marr	Legal costs	TBC

\*For information, as discussed with the Strategy and Staff Group, the current offices will be marketed initially at a rent of £35,000 per annum. Tenants will be recharged the insurance costs but directly responsible for the site service charge, business rates and utility costs.



Agenda item 6  
Financial Assistance

23 JUN 2017

**SCHEME OF GRANTING FINANCIAL ASSISTANCE**

**APPLICATION FORM**

Please complete the form clearly in black ink and keep the writing within the boxes.  
Continue on another sheet of paper if necessary.

YOUR ORGANISATION	
Name of organisation (please give location, if different from correspondence address on back page)	THE LOPPING ENDOWMENT CORPORATE TRUSTEE LTD.
Summary of aims and objectives	CARRYING ON AND MAINTAINING LOPPING HALL, WHICH WAS ERECTED FOR THE BENEFIT OF THE HOUSEHOLDERS OF LOUGHTON IN SUBSTITUTION FOR THEIR ANCIENT RIGHT OF LOPPING IN EPPING FOREST
Age groups specifically catered for, if any	ALL AGES BENEFIT - SEE LIST OF GROUPS APP.1.
Is the organisation a non-profit making body?	YES
Is the organisation a Registered Charity? (if so, please give registration number)	228236
Number of members in the organisation	THERE ARE NO DIRECT MEMBERS OF THE ORGANISATION. IT IS RUN BY A BOARD OF DIRECTORS - MOST OF WHOM LIVE IN LOUGHTON. THE MAJORITY OF HALL USERS LIVE IN AND AROUND LOUGHTON.
Number of members resident in Loughton	
Is membership restricted in any way? NO.	
Do you charge a membership fee, or charge for access to your activities? Please give details	USE OF HALLS IS RENTED TO LOCAL GROUPS + SOCIETIES - SEE APP.1 FOR CHARGES + GROUPS.
DETAILS OF GRANT APPLIED FOR	
Purpose for which the grant is required including how your organisation will benefit together with details of the proposed expenditure (include copies of quotations/estimates where appropriate). SEE APP.2.	
The current chairs used in the main hall are over 30 years old - purchased originally by donations by local groups, people and the community. They need to be replaced by more comfortable, safe chairs. 200 chairs are required for audience seating, which will cost £11,000 (see APP 3).	

QUOTATION ATTACHED: APP.3.

Explain how Loughton residents will benefit from this project? The majority of hopping Hall users are Loughton residents and a lot of audience members for shows are elderly and from Loughton + they will benefit from the improved seating. The chairs will also enhance the ambience of the hall and create a better place for local people to hire for functions, as Hopping Hall was used by so many Loughton residents in the past.

Are you making this application as part of the annual round of grant applications? (closing date 31 December).

Yes / No.

If No, please explain the circumstances requiring this emergency application (please see point 2 of the scheme before completing this section). The chair fund was kickstarted by a very generous donation from a local resident at the beginning of 2017, meaning we could not apply by 31/12/16. The chairs need to be replaced as soon as possible

Total cost of project	£11,000
Amount of grant requested	£3,000
Funds available from organisation's own resources	£2,000
Funds granted from other bodies (please give details)	£3,500 <del>£3,500</del> - Donations from local people, hall users and audience members.
If there is a shortfall in these figures, how do you propose to fund the deficiency?	Donation from local businesses and fundraising.

**PREVIOUS APPLICATIONS**

Please give details of all grant applications made by your organisation to the Town Council, whether successful or not, in the last five years.

Financial Year	Amount	Purpose	Successful
1.4.15 - 31.3.16			Yes / No
1.4.14 - 31.3.15			Yes / No
1.4.13 - 31.3.14			Yes / No
1.4.12 - 31.3.13			Yes / No
1.4.11 - 31.3.12			Yes / No

= NONE =

**ACCOUNTS & CONSTITUTION**

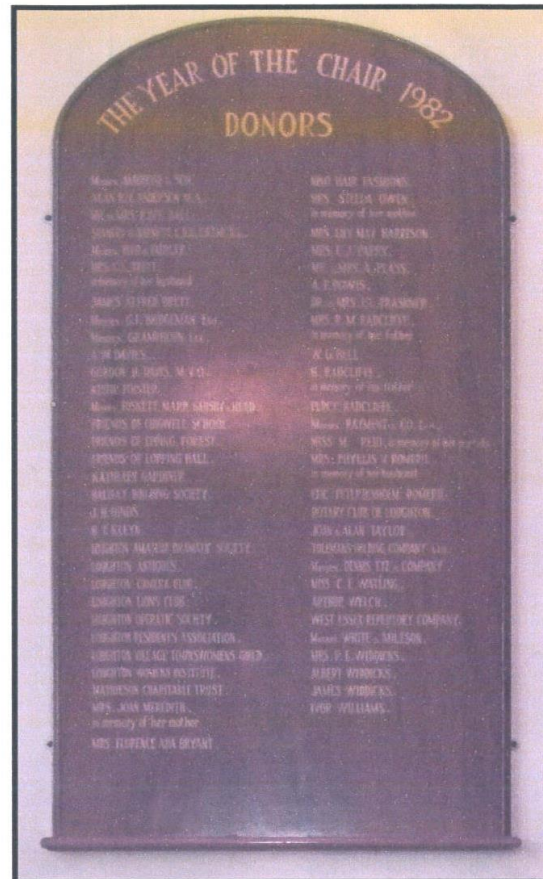
You are required to send a copy of your constitution and most recent audited or independently verified accounts and balance sheet with this application together with copies of quotations/estimates for the project expenditure.

If you are a new organisation without past accounts, please attach a copy of your budget for the year.

**LOPPING HALL—THE YEAR OF THE CHAIR REVISITED ....**

*App. 2.*

Back in 1982, the Trustees of Lopping Hall launched the “Year of the Chair” in order to raise funds to buy new chairs to replace the jumble of old cinema seats and wooden chairs that the audiences at shows and events were having to use. The users of the hall, along with local businesses and generous local people dug deep and not only were the chairs purchased, but 2 years’ later a further amount of fund-raising enabled the Trustees to put seat cushions on all the chairs.



These chairs have served the hall well for over 30 years, but now deserve to be retired. The Directors of Lopping Hall have chosen a new blue and gold chair to match the future décor of the hall and it is time to say goodbye to the old and welcome the new.

The Directors of Lopping Hall will need to raise funds in the region of £11,000 to purchase 200 chairs @ £55 each, and are asking users, local businesses and benefactors to help by buying a leg, seat, back or perhaps a whole chair or multiple of chairs. A Just Giving Page will be started by the Directors, **but if you wish to donate in the meantime, you can send a cheque to: Lopping Hall, FAO Stephen Radley, 189 High Road, Loughton, IG10 4LF, made payable to “The Lopping Endowment”.** THANK YOU!!

Another way of helping with the fundraising is:

- to join in with the marketing of the campaign: put leaflets in your shop or offices or send them out to your customers.
- donate a prize or services for the Auction we will be running at our “Cheers for Chairs” fundraising event on Saturday 9th September.
- help with the “Cheers for Chairs” fundraising event on Saturday 9th September.

Contact us: [loppinghallmanager@gmail.com](mailto:loppinghallmanager@gmail.com)—020 8508 1660

[www.loppinghall.org.uk](http://www.loppinghall.org.uk)

## LOUGHTON LOPPING ENDOWMENT FUND

STATEMENT OF FINANCIAL ACTIVITIES  
For the year ended 31 December 2015

		Unrestricted	Endowment & Restricted	Total	Total
	Note	Funds 2015 £	Funds 2015 £	Funds 2015 £	Funds 2014 £
<b>INCOMING RESOURCES</b>					
Grant from LTC		200	-	200	-
Rental of bank, shop & flat		52,250	-	52,250	52,600
Lettings of Hall and Rooms		40,507	-	40,507	22,552
Bar sales		-	-	-	259
Loughton Arts Centre		1,142	-	1,142	1,640
Bank & other interest		372	-	372	40
Investment income		96	-	96	94
<b>TOTAL INCOMING RESOURCES</b>		<b>94,567</b>	<b>-</b>	<b>94,567</b>	<b>77,185</b>
<b>RESOURCES EXPENDED</b>					
Costs of trading	2	-	-	-	447
Premises costs, inc loan interest	3	116,126	6,670	122,796	51,112
Other expenses	4	8,598	12,962	21,560	16,939
<b>TOTAL RESOURCES EXPENDED</b>		<b>124,724</b>	<b>19,632</b>	<b>144,356</b>	<b>68,498</b>
Net incoming/(outgoing) resource before transfer		(30,157)	(19,632)	(49,789)	8,687
Transfer between funds	12	(38,524)	38,524	-	-
Net incoming/(outing) resources after transfer		(68,681)	18,892	(49,789)	8,687
<b>TOTAL FUNDS AT 1 JANUARY 2015</b>	12	158,489	820,041	978,530	969,843
<b>TOTAL FUNDS AT 31 DECEMBER 2015</b>		<b>£ 89,808</b>	<b>£ 838,933</b>	<b>£ 928,741</b>	<b>£ 978,530</b>

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**LOUGHTON LOPPING ENDOWMENT FUND**


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**BALANCE SHEET**

As at 31 December 2015

	Notes	2015		2014	
		£	£	£	£
<b>FIXED ASSETS</b>					
Tangible assets	7		1,035,172		1,013,902
Investments	8		711		711
			<u>1,035,883</u>		<u>1,014,613</u>
<b>CURRENT ASSETS</b>					
Debtors	9	17,004		19,314	
Cash at bank and in hand		82,927		157,396	
		<u>99,931</u>		<u>176,710</u>	
<b>CREDITORS: amounts falling due within one year</b>	10	(29,396)		(29,457)	
<b>NET CURRENT ASSETS</b>			<u>70,535</u>		<u>147,253</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			<u>1,106,418</u>		<u>1,161,866</u>
<b>CREDITORS: amounts falling due after one year</b>	11		(177,677)		(183,336)
<b>NET ASSETS</b>			<u>£ 928,741</u>		<u>£ 978,530</u>
<b>FUNDS</b>					
Endowment fund	12		838,933		820,041
Restricted funds	12		-		-
Unrestricted funds:					
General fund	12		89,808		158,489
			<u>£ 928,741</u>		<u>£ 978,530</u>

The financial statements were approved, and authorised for issue, by the Trustees on 4 October 2016 and signed on their behalf by:-

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M WALKER

## Agenda item 7.5

## Loughton Town Council 2016/17 EOY

## Summary Income &amp; Expenditure by Budget Heading 31/03/2017

Month No: 12

## Resources and General Services

		Actual Last Year	Actual Year To Date	Current Annual Budget	Variance Annual Total	Funds Available	% of Budget
<b>Resources and General Services</b>							
Communication	Expenditure	20,174	17,192	21,800	4,608	4,608	78.9 %
Office Expenses	Expenditure	10,261	12,054	12,800	746	746	94.2 %
	Income	31	57	0	57		0.0 %
Audit	Expenditure	2,830	2,860	2,900	40	40	98.6 %
Central Personnel	Expenditure	78,869	300,976	297,300	-3,676	-3,676	101.2 %
Council Expenses	Expenditure	11,676	14,628	12,500	-2,128	-2,128	117.0 %
	Income	200	609	0	609		0.0 %
Other Services (RGS)	Expenditure	3,274	23,426	53,750	30,324	30,324	43.6 %
	Income	0	202	0	202		0.0 %
Members' Expenses	Expenditure	2,072	2,106	2,900	794	794	72.6 %
Buckingham Court	Expenditure	54,399	53,797	39,714	-14,083	-14,083	135.5 %
	Income	8,199	9,611	10,310	-699		93.2 %
Service Re-charge (RGS)	Expenditure	41,400	-251,000	-251,000	0	0	100.0 %
Library	Expenditure	0	0	8,000	8,000	8,000	0.0 %
Grants	Expenditure	36,886	35,328	35,500	172	172	99.5 %
Resources and General Services Expenditure		179,042	<b>211,367</b>	<b>236,164</b>	<b>24,797</b>	<b>24,797</b>	<b>89.5 %</b>
	Income	8,430	<b>10,479</b>	<b>10,310</b>	<b>169</b>		<b>101.6 %</b>
Net Expenditure over Income		<b>170,612</b>	<b>200,887</b>	<b>225,854</b>	<b>24,967</b>		

## Notes

- Council expenses** are over-budget owing to i) legal fees relating to the unauthorised encampment on Hillyfields, previously reported and ii) the prepayment of the insurance premium for 2017/18. The income relates to legal fees paid by Roding Valley High School for its licence to use the Roding Valley Recreation Ground (£500) and a low claims insurance refund (£108.84).
- Other Services** includes election expenses (£36,000—actual cost £21,360), Civic Service (£250), Citizenship Awards (£1,000), Future Accommodation (£15,000), QE11 90<sup>th</sup> birthday (£500) & Contingency
- Buckingham Court** is over-budget as the move to the library was delayed.
- Service Re-charge** Including this amount brings the total expenditure to £216,989, a slight underspend.

**Agenda item 7.5 cont'd****Earmarked Reserves:**

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

<b>Resources &amp; General Services Committee</b>	<b>1.4.16</b>	<b>Net transfers to/from reserves</b>	<b>31.3.17</b>
Elections	31,000	23,000	8,000
Noticeboards	2,000	1,000	1,000
Office expenses	3,570	570	3,000
Communication	0	-1,000	1,000
Council expenses	1,907	-93	2,000
Accommodation	13,450	-3,000	16,450
Buckingham Court maintenance fund	2,000	0	2,000
Honours board	700	0	700
<b>Total</b>	<b>54,627</b>	<b>20,477</b>	<b>34,150</b>