



RESOURCES AND GENERAL SERVICES COMMITTEE

Members of the Resources and General Services Committee
are summoned to attend a Meeting at **7.45pm** on

Wednesday 6 December 2017

at Loughton Library and Town Hall, Traps Hill, Loughton IG10 1HD

to transact the business shown in the agenda.

**Enid K Walsh
Town Clerk**

30 November 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 11 October 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 Standing Orders**
For information: At the meeting on 13 December 2017, the Council will be asked to review the Standing Orders. A copy of these was provided to all members following their election in May 2016 and may also be found on the website at [http://www.loughton-tc.gov.uk/Documents and Forms and Policies 2583.aspx](http://www.loughton-tc.gov.uk/Documents_and_Forms_and_Policies_2583.aspx)
 - 5.2 Annual Town Meeting – Min no RG76.4**
At the last meeting members were asked to submit suggestions for a guest speaker for the Annual Town Meeting scheduled for Wednesday 14 March 2018 commencing at 8pm in the Murray Hall.
 - 5.3 Think Loughton – Min no RG76.7**
As agreed at the last meeting of this Committee, the Winter edition of this newsletter has been printed on glossier paper. The Committee is asked whether it wishes to continue with this or revert to the standard paper quality.
 - 5.4 Staffing – Min no RG76.9**
Job interviews for the post of Responsible Financial Officer and Assistant Clerk are scheduled for Wednesday 6 December 2017. The Town Clerk will provide an update at the meeting.
 - 5.5 Christmas Card Competition – Min no RG76.10**
* A report on the 2017 competition is provided on page 6.
 - 5.6 Essex County Council Grant Funding – Min no RG80**
The Town Clerk has discussed the opportunity to create a grounds maintenance apprenticeship scheme with the administrator at Capel Manor. A similar scheme is offered by Writtle College.
* A report is provided on pages 7 - 8.

5.7 Office Accommodation – Min no RG81

A report on progress to the lease out the former Council Offices at 1 Buckingham Court will be provided at the meeting.

6 Finance

6.1 Internal Audit

The internal auditor carried out his interim inspections at the Council Offices on 9 and 10 November 2017. A copy of his report has been circulated to all councillors and is provided on pages 9 to 14. For information, as a further internal control measure, the original report was sent directly to the Chairman and Vice Chairman.

6.2 Internal Financial Check

Cllr Omer carried out a financial check at the Council Offices on 23 November 2017. Areas covered included contracts, petty cash and VAT. He reported that everything checked was in order.

6.3 Financial Position

* The current financial position is attached together with details of the funds available from earmarked reserves (see pages 15 – 16).

6.4 Accounts Paid

Payments totalling £98,790 as detailed on payments schedules nos 245 – 248 have been made since the report to the meeting on 11 October 2017. The schedules and accompanying invoices will be available at the meeting for inspection.

Copies of the latest bank account reconciliations will also be provided at the meeting.

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

7 Financial Assistance

The following request for financial assistance has been received. A copy of the application form and supporting information is attached.

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 £ 4,790.00 in the 2017/18 Financial Assistance budget.

Organisation	Amount requested £	Item	Power
Loughton Voluntary Care Association	500.00	Office running costs and easy-access bus hire	LGA 1972, S145

* See attached report on pages 17 – 19.

8 Parish Remuneration Scheme Review

Town and Parish Council Remuneration Schemes are reviewed on an annual basis by the District's Parish Remuneration Panel. The review of remuneration schemes has traditionally commenced in September each year, to ensure that new schemes or any proposed changes to existing schemes are considered by the time that the District Council and Town/Parish Council precepts are approved for the following financial year.

The Committee is asked to consider the current scheme in operation at Loughton Town Council and

- i. decide if it wishes to make changes to its existing remuneration scheme; and
- ii. make a recommendation to full Council on the level of Parish Basic Allowance that members may claim. This is currently set at £108 per annum.

* A copy of the Remuneration Scheme currently in operation at the Town Council is provided on pages 20 – 26.

9 Employee Handbook Review

Following advice from the Council's HR Service, the Committee is asked to confirm that the following additional text may be inserted into the Employee Handbook:

General Terms of Employment, Information and Procedures

R) Recording of Formal Meetings

We reserve the right to record any formal meetings whether conducted by us or a third party, a copy of the recording can be made available on request.

L) Telephone Calls/ Mobile Phones

It is illegal to use a mobile phone whilst driving (without a hands free set). It is our Council policy that you should not use any mobile phones whilst driving. You should pull over to the side of the road in an appropriate place before making or receiving any telephones calls. In the event of you being unable to pick up a call because you cannot find a safe place to stop, you must return the call as soon as conveniently possible.

10 Subscriptions Review

The Committee is asked to review the list of organisations of which it is currently a member and confirm that it wishes to continue to support those listed without amendment.

* See attached report (page 27).

11 Committee Priorities

11.1 As part of its overall plan and to complement the budget-making process, the Committee is requested to review its priority list for 2018/19. The list was last considered on 7 December 2016.

* See attached report (page 28).

11.2 The Committee is also asked to review the following item for consideration by the Planning and Licensing Committee, as being suitable for a developer's Section 106 or Community Infrastructure Levy contribution should the opportunity arise.

- i) Noticeboards

12 Estimates for 2018/19

12.1 The Committee is asked to consider and confirm the estimates of income and expenditure for 2018/19.

* See attached report (pages 29 – 30) and appendix 1.

13 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
30 November 2017**

Agenda item 5.5 Christmas Card Competition 2017

This year the Christmas card competition received 284 entries, a similar number to last year (281). Multiple entries were received from Hereward Primary (including nursery, infants and juniors), Oak View (juniors), Oaklands (infants and juniors) and 4th Loughton Brownies and Guides Groups. Woodland Grove Care Home also sent in several entries along with a late entry from the Mellows Care Home.

The Town Mayor and Deputy Town Mayor judged the competition. The winning entries for both Junior & Infant this year were received from students attending Oaklands School, the secondary winning entry was submitted by a Loughton resident who attends Colchester Royal Grammar School, and the adult entry was a resident at Woodland Grove Care Home. While the runners-up included students from Oaklands School, the 4th Loughton Guides Group and again Woodland Care Home.

An exhibition of a selection of the entries, including the winners and runners-up, will be displayed at Loughton Library from 28 November to 13 December and then at Debden Library from 14 December until 2 January 2018.

The award presentation will take place prior to the Council meeting on 13 December 2017 when the Town Mayor will present the winners with a £25 gift card and laminated certificate. The overall winner will also receive a gift hamper, donated by Hobbycraft, who very kindly supported this year's competition.

Loughton Library also held a craft day on Saturday, 21 October, with a selection of art supplies donated by Hobbycraft (organised by Lorraine Gibson), to encourage participation. A number of entries were received from this session.

The results of the competition are as detailed below:

INFANT SCHOOL CATEGORY	
Winner	Nell Desyllas
Runner-up	Eva Rose Watby
JUNIOR SCHOOL CATEGORY	
Overall winner	Amber Martin
Runners-up	Charlotte Alderslade & Alice Angelieri
SECONDARY SCHOOL CATEGORY	
Winner	Raymond Erewunmi
Runner-up	Megan Allgood
ADULT CATEGORY	
Winner	Barbara Masser
Runners-up	Irene De Freitas Valentina Mancha Margaret Turner John Masser

Report by
Debra Paris, Administrative Assistant

Agenda item 5.6**Essex County Council Grant Funding**

ECC's "Local Services Fund" encourages local councils and properly constituted groups to apply for support for projects to improve their local area. The grants available are up to £10,000 per bid or £15,000 over 3 years. There is an expectation of matched funding. ECC is keen to promote business apprenticeship schemes within this fund.

The key points are as follows:

- An apprentice needs to be employed for a minimum of 30 hours per week.
- Minimum rate of pay £3.50 per hour but the usual rate is around £6 per hour.
- Contract length recommended two years minus one day.
- The employer needs to contribute 10% towards the training costs unless the apprentice is aged between 16 – 18 years of age.
- If an employer takes on an apprentice aged between 16 -18, and they are retained for a minimum of 12 months, a £1,000 bonus payment is made to the employer.
- Training usually involves one full day per week over four terms. Training can start in any term.
- The Horticulture / Landscape Operative Apprenticeship at Capel Manor costs £5,000 (employer contribution £500). Alternatively, an Arborist course is available at £12,000 (employer contribution £1,200).
- The courses include mandatory short courses (certificates of competency – tickets) for example for spraying, but it is also possible to pick and mix and add on these short courses for £200 - £300.
- The employer is not required to pay travelling expenses for the apprentice to attend training.
- Recruitment can be lengthy and difficult but the colleges assist with this and vet applicants.
- EFDC Parks Department would be prepared to offer work experience during the apprenticeship.
- The City of London already offer a number of apprenticeships for grounds and arboricultural positions.

Proposal:

1. to create a new Town Council apprenticeship scheme for a position within the Council's Services Team to provide business continuity and improved maintenance. The apprentice would also work with the GROW community allotment project.
2. Job Summary: To learn and develop new grounds maintenance skills, including the use of machinery, health and safety, horticultural practices, grounds maintenance techniques and some landscaping aspects.
- 3.

	18/19	19/20	3 rd year optional
30 hrs per week @ £6 per hour	9,360	9,360	
Employers NI	1,292	1,292	
Misc on-costs including PPE	448	348	
Training contribution	500	0	
	11,600	11,000	
ECC grant submission	10,000		
LTC budget requirements	6,600	6,000	

Cont'd overleaf

The Committee will need to CONFIRM whether it wishes to adopt this proposal and

1. make financial provision for this scheme in the budget later in the agenda; and
2. submit a bid to the Local Services Fund.

Agenda item 6.1

Internal Audit Report

Background

All town and parish councils are required by statute to make arrangements for an independent internal audit examination of their accounting records and system of internal control and for the conclusions to be reported each year in the Annual Return. Auditing Solutions Ltd has provided this service to Loughton Town Council since 2001.

This report sets out the work undertaken in relation to the 2017-18 financial year, during the course of our first visit to the Council, which took place on 9th and 10th November 2017.

Internal Audit Approach

In undertaking our review for the year, we have again had regard to the materiality of transactions and their susceptibility to potential misrecording or misrepresentation in the year-end Statement of Accounts/Annual Return. Our programme of cover has again been designed to afford appropriate assurance that the Council's financial systems remain robust and operate in a manner to ensure effective probity of transactions and to afford a reasonable probability of identifying any material errors or possible abuse of the Council's own and the national statutory regulatory framework. The programme is also designed to facilitate our completion of the 'Internal Audit Report' in the Council's Annual Return, which requires independent assurance over a number of internal control objectives.

Overall Conclusion

We have concluded that, on the basis of the programme of work undertaken during our two visits this year, the Council continues to maintain more than adequate and effective internal control arrangements. We are again pleased to acknowledge the excellent quality of records maintained by the Clerk and her staff and thank them again for their assistance, which has ensured the smooth progress of our review process.

Detailed Report

Maintenance of Accounting Records & Bank Reconciliations

Our objective has been to ensure that the accounting records are being maintained accurately and currently and that no anomalous entries appear in cashbooks or financial ledgers. We have to date:

- Checked and agreed the opening trial balance with the 2016-17 closing Statement of Accounts and certified Annual Return detail;
- Ensured that a full and effective cost centre and nominal account coding structure remains appropriate for purpose and continues to be operated;
- Ensured that the accounts remain 'in balance' at the end of the period under review;
- Checked and agreed details of transactions in the cashbook to bank statement detail for cash books 1 to 6 for the months of May and August 2017, noting that all were complete and accurate and had been prepared in a timely manner;
- Checked that bank reconciliations are prepared routinely each month utilising the appropriate software facility; and

- Verified the accuracy of detail in the bank reconciliations for cash books 1 to 6 as at 31st May and 31st August 2017 ensuring that no long-standing uncleared cheques or other anomalous entries exist.

Conclusions

We are pleased to report that there are no issues arising in this area of our review process warranting formal comment or recommendation; we shall undertake further work in this respect at our final visit including ensuring the accurate disclosure of the combined cash and bank balances in the year's detailed Statement of Accounts and Annual Return.

Review of Corporate Governance

Our objective is to ensure that the Council has a robust regulatory framework in place; that Council and Committee meetings are conducted in accordance with the adopted Standing Orders and that, as far as we are able to ascertain, no actions of a potentially unlawful nature have been or are being considered for implementation. We have: -

- Noted that Standing Orders were previously reviewed on 14th December 2016 and Financial Regulations were reviewed on 22nd February 2017; we understand that it is intended to review both documents in December 2017; and
- Completed our review of Council minutes for the period to 30th September 2017, examining those for the full Council and its standing committee meetings. We are pleased to record that our review has not identified any issues that may have an adverse effect on the Council's financial stability in the short, medium or longer term or that give us concern that the Council may either be considering, or have taken, decisions that might result in ultra vires expenditure being incurred.

Conclusions

We are pleased to report that no issues have been identified in this area of our review process warranting formal comment or recommendation. We shall continue to monitor the Council's approach to governance at our final visit.

Review of Expenditure

Our aim here is to ensure that: -

- Council resources are released in accordance with the Council's approved procedures and budgets;
- Payments are supported by appropriate documentation, either in the form of an original trade invoice or other appropriate form of document confirming the payment as due and/or an acknowledgement of receipt, where no other form of invoice is available;
- Members have met their fiduciary duties approving release of each payment in accordance with extant legislation;
- An appropriate order has been placed in each case where one would be anticipated;
- All discounts have been taken;
- The correct expense codes have been applied to invoices when processed; and
- VAT has been appropriately identified and coded to the control account for periodic recovery and that submissions have been returned to HMR&C in a timely manner.

We have commenced testing in this area, selecting a sample of all payments in excess of £3,500, plus every 35th payment regardless of value for compliance with the above criteria. Our test sample of 21 payments totals £237,055 being 88% of the value of non-salary related payments made during the year to date.

We have also verified the accuracy of the quarterly VAT submissions to HMR&C for the two quarters to 30th June and 30th September 2017.

Conclusions

We are pleased to report that no issues have been identified in this area of our review process warranting formal comment or recommendation. We shall undertake further work in this area at our final visit including extending our test sample to cover the remainder of the year and examining future VAT submissions.

Assessment and Management of Risk

Our aim here is to ensure that the Council has put in place appropriate arrangements to identify all potential areas of risk of both a financial and health and safety nature, whilst also ensuring that appropriate arrangements exist to monitor and manage those risks identified and to minimise the opportunity for their coming to fruition. We have:

- Noted that a comprehensive review of the risk register was undertaken by the Resources Committee at its meeting on 22nd February 2017 and it is intended to undertake a further review in February 2018:
- Examined the Council's current insurance policy with Aviva, with cover being provided to 31st March 2018, to ensure that appropriate cover is in place, noting that Public and Employers Liability cover stands at £10m with Fidelity Guarantee cover at £1.4m; and
- Further noted that all Council owned playgrounds are inspected daily, any issues being reported back to the appropriate line manager and appropriate action being taken as required. Additionally, twice weekly inspections are carried out by a suitably qualified person with written reports being kept of these inspections. Finally, twice yearly professional inspections are undertaken on behalf of the Council.

Conclusions

We are pleased to report that no issues have been identified in this area of our review process warranting formal comment or recommendation; we consider the insurance cover in place is appropriate for the Council's present needs. We take this opportunity to remind the Clerk and members of the now mandatory requirement to review and re-adopt formally within each financial year all risk assessments (Governance and Accountability Manual – 2014 edition refers).

Budgetary Control and Reserves

We aim in this area of our work to ensure that the Council has appropriate procedures in place to determine its future financial requirements leading to the adoption of an approved budget and formal determination of the amount to be precepted on the District Council, that effective arrangements are in place to monitor budgetary performance throughout the financial year and that the Council has identified and retains appropriate reserve funds to meet future spending plans. To meet this objective, we have:

- Noted from our review of the minutes that members continue to be provided with regular management accounting information, based on reports generated from the Omega accounting system with over/under-spends and the level of earmarked reserves the subject of regular review.
- Further noted that the budget for 2018-19 was in the course of being prepared at the time of our first visit and will be submitted to Council for approval at their January 2018 meeting.

Conclusions

We are pleased to report that no issues have been identified in this area of our review process warranting formal comment or recommendation; we shall undertake further work in this area at our final visit for the year, also ensuring that the Council formally adopts a precept for 2017-18, that no significant or unexplained variances exist at the financial year-end and that appropriate resources are in place to finance the ongoing revenue spending and future development aspirations of the Council.

Review of Income

In this area of our review, we aim to ensure that income due to the Council is identified, invoiced (where applicable) and recovered at the appropriate rate and within a reasonable time scale; also that it is banked promptly in accordance with the Council's Financial Regulations.

The Council receives income, in addition to the annual precept, from a variety of sources including burial and associated fees, allotment rents, bank interest, hall hire and the hire of sports facilities.

We are pleased to note that Cemetery Fees for 2017/18 were reviewed at the Environment & Heritage meeting on 16th November 2016, allotment fees for 2017/18 were agreed at the Environment & Heritage meeting on 22nd June 2016, the Kingsley & Murray Hall hire fees were reviewed at the Recreation Committee meeting on 2nd November 2016 and the Council Chamber hire fees were reviewed at the Resources and General Services Committee meeting on 7th December 2016.

We have, at this interim visit, examined a sample of transactions in respect of cemetery Income for the months of June to August 2017 checking from the sequential burial register to source paperwork to the banking sheets to the relevant bank statements and are pleased to note that no issues arise in this regard. We have also examined all bookings in respect of the Kingsley and Murray Halls for the week commencing 22nd May 2017 from the booking diary to the production of the appropriate invoice to receipt and banking of payments; again with no issues arising.

Conclusions

We are pleased to report that no issues have been identified in this area of our review process warranting formal comment or recommendation; further work will be undertaken in this area at our final visit.

Petty Cash Account and Credit / Debit Cards

A petty cash account is operated in the Council's office on a simple "imprest" basis with a maximum holding of £150. An excel spreadsheet is maintained each month as the summary for the payment approvals, individual vouchers are sequentially numbered and retained in

plastic packets for each period. We have, at this interim visit, checked the transactions for the period August to October 2017 verifying the vouchers in respect of expenditure and noting that, where appropriate, VAT has been reclaimed. We have also checked the balance of cash in hand at the time of our visit.

We note that the Council hold two business cards for the use of the Clerk and the Services Manager. A control record in respect of card payments is kept by the Deputy Clerk together with the relevant receipts which are then paid on receipt of the relevant statement from the bank. We have checked the business card statements against the control record and the receipts for the period from 21st July to 20th August with no issues arising.

Conclusions

We are pleased to report that no issues have been identified in this area of our review process warranting formal comment or recommendation.

Salaries and Wages

In examining the Council's payroll function, we aim to confirm that extant legislation is being appropriately observed as regards adherence to the requirements of HM Revenue and Customs (HMR&C) with regard to the deduction and payment over of income tax and NI contributions, together with meeting the requirements of the local government pension scheme. To meet this objective, we have at this visit:

- Reviewed the Council's payroll preparation procedures;
- Noted that a payroll service is provided to the Council by Acumen Payroll Services;
- Checked to ensure that the Council has reviewed and approved appropriate pay scales for staff;
- Checked and agreed the amounts paid to individuals by reference to the approved new pay rates, examining payments made in July 2017;
- Ensured that PAYE, NIC and superannuation deductions have been made accurately by reference to the HMRC Basic PAYE Tools software and revised pension contribution bands;
- Ensured that the appropriate month's deductions and contributions have been paid over to HMR&C and the Essex County Council Pension Fund in a timely manner;
- Checked that any overtime paid is properly supported by authorised timesheets; and
- Ensured that BACS funds are released in accordance with government legislation and the Council's own Financial Regulations.

Conclusions

We are pleased to report that no issues have been identified in this area of our review process warranting formal comment or recommendation.

Asset Register

The Governance and Accountability Manual requires all councils to maintain a record of all assets owned.

We note that a detailed Asset Register was agreed as at 31st March 2017 and that this Register is updated on an ongoing basis. We further note that the Asset Register Policy was agreed at

the Resources and General Services Committee at their meeting on 12th April 2017. The Asset Register for the year under review will be agreed at 31st March 2018.

Conclusions

We are pleased to report that no issues have been identified in this area of our review process warranting formal comment or recommendation. We shall undertake further work in this area at our final visit ensuring that the correct figure is reported in the Annual Return.

Investments and Loans

Our objectives here are to ensure that the Council is “investing” surplus funds, be they held temporarily or on a longer term basis in appropriate banking and investment accounts; that an appropriate investment policy is in place; that the Council is obtaining the best rate of return on any such investments made; that interest earned is brought to account correctly and appropriately in the accounting records and that any loan repayments due to or payable by the Council are transacted in accordance with appropriate loan agreements.

We have noted that the Santander 180-day Bond which matured on 6th June 2017 was not renewed with the proceeds being credited to the Santander Business Reserve Account.

The Council has three PWLB loans in place repayable half-yearly and we have confirmed the first repayments instalments for the current year. We will at our final visit confirm the second repayment instalments.

The Council does not have any loans repayable to it.

Conclusions

We are pleased to report that no issues have been identified in this area of our review process warranting formal comment or recommendation; we shall verify the residual loan liability at the financial year-end in the Annual Return.

Summary Income & Expenditure by Budget Heading 29/11/2017

Month No: 8

		Actual Last Year	Actual Year To Date	Current Annual Budget	Variance Annual Total	Funds Available	% of Budget	
<u>Resources and General Services</u>								
Communication	Expenditure	17,192	12,620	18,800	6,180	6,180	67.1 %	
Office Expenses (1)	Expenditure	12,054	5,988	12,300	6,312	6,312	48.7 %	
	Income	57	20	0	20		0.0 %	
Audit	Expenditure	2,860	840	2,900	2,060	2,060	29.0 %	
Central Personnel (2)	Expenditure	300,976	167,298	316,300	149,002	149,002	52.9 %	
Council Expenses (3)	Expenditure	14,628	10,552	14,150	3,598	3,598	74.6 %	
	Income	609	268	0	268		0.0 %	
Other Services (4)	Expenditure	23,426	18,546	11,250	-7,296	-7,296	164.8 %	
	Income	202	0	0	0		0.0 %	
Members' Expenses	Expenditure	2,106	70	3,000	2,930	2,930	2.3 %	
Buckingham Court (5)	Expenditure	53,797	27,820	30,950	3,130	3,130	89.9 %	
	Income	9,611	300	28,500	-28,200		1.1 %	
Service Re-charge (6)	Expenditure	-251,000	0	-253,000	-253,000	-253,000	0.0 %	
Library (7)	Expenditure	0	2,482	13,700	11,218	11,218	18.1 %	
Grants (8)	Expenditure	35,328	19,577	35,500	15,923	15,923	55.1 %	
Resources & General Services								
	Expenditure	211,367	265,791	205,850	-59,941	0	-59,941	129.1 %
	Income	10,479	588	28,500	-27,912			2.1 %
	Net Expenditure over Income	200,887	265,203	177,350	-87,853			

Notes

- 1) **Office expenses** – income relates to fees reclaimed for lost cheques (£20).
- 2) **Central Personnel** is under budget following the recruitment delay.
- 3) **Council expenses** – income relates to a low claims insurance refund (£268).
- 4) **Other Services** includes the Future Accommodation budget. The overspend will be offset by funds for the office move held in earmarked reserves.
- 5) **Buckingham Court** income is under budget as the move to the library was delayed.
- 6) The annual **Service Re-charge** is -£253,000. Position as at 30.11.17 = -£168,667.
- 7) The **Library** expenditure relates to the first 2 instalments of the service charge for the library office.
- 8) A number of the **grants** awarded in 17/18 are yet to be claimed. £4,790 is available in the general grants budget.

Agenda item 6.3 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:

Resources & General Services Committee	1.04.17
Elections	8,000
Noticeboards	1,000
Office expenses	3,000
Communication	1,000
Council expenses	2,000
Accommodation	16,450
Buckingham Court maintenance fund	2,000
Honours board (£700 TFR to general reserves)	0
Total	33,450

**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)	Loughton Voluntary Care Association
Summary of aims and objectives Summary of aims and objectives We are a "good neighbour" scheme, serving the IG10 postcode. Most of our work supports older people, so that their voice may be heard. Living a good old age is a crucial issue. LVC believes that by listening to that voice and by responding quickly in a dynamic and innovative way, we can both promote and practically assist a better old age: Our programmes: (figures for 2016) a) Community transport to medical appointments: (used 159 times) b) Anti-loneliness initiatives – visiting (16 weekly), escorted shopping (used 422 times), Silver Surfer Club (IT support) (used by 56 people), transport to community social events (used 79 times) We work in partnership with local groups delivering similar services. Together we are stronger	
Age groups specifically catered for, if any	Older people, mainly 75 +
Is the organisation a non-profit making body?	Yes
Is the organisation a Registered Charity? (if so, please give registration number)	Yes 287747
Number of members in the organisation	Volunteers: 56 Service Users: 196 (2016)
Number of members resident in Loughton	All service users, some volunteers
Is membership restricted in any way?	Only in that users must live in IG10
Do you charge a membership fee, or charge for access to your activities? Please give details	No, but many users give a donation
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).	
a) Annual rent of office in Loughton Methodist Church, 260 High Road	£250
b) Hire of easy-access bus from EF Community Transport, Monday 4 th December Christmas Lunch, Royal Forest Hotel, Rangers Road, Chingford	50
c) Towards annual administration costs	<u>200</u>
Total	£500

<p>Explain how Loughton residents will benefit from this project?</p> <p>a) and c) Essential running costs of all our programmes – see Aims and Objectives above</p> <p>b) b) We are taking 30 + of our higher-dependency users out to lunch. Using the bus will enable those with severe mobility issues to be included.</p>																											
<p>Are you making this application as part of the annual round of grant applications? (closing date 31 December)?</p> <p style="text-align: center;">No</p> <p>If No, please explain the circumstances to justify this emergency application (please see point 2 of the scheme before completing this section).</p> <p>Unforeseen reduction of £1,000 from EFDC</p>																											
Total cost of project		£500																									
Amount of grant requested		£500																									
Funds available from organisation's own resources		We have a contingency fund of £15,000 to enable us to continue all our work for 5 years, should our main funding cease to be available.																									
Funds granted from other bodies (please give details)		EFDC: £1,540 (reduced from £2,540 in 2016, an unforeseen reduction) for public liability insurance, phone bill, DBS checks, postage and copying																									
If there is a shortfall in these figures, how do you propose to fund the deficiency?		N/A																									
PREVIOUS APPLICATIONS																											
<p>Please give details of all grant applications made by your organisation to the Town Council, whether successful or not, in the last five years.</p> <table border="1"> <thead> <tr> <th>Financial Year</th> <th>Amount</th> <th>Purpose</th> <th>Successful</th> </tr> </thead> <tbody> <tr> <td>1.4.17 – 31.3.18</td> <td></td> <td></td> <td>Yes / No</td> </tr> <tr> <td>1.4.16 – 31.3.17</td> <td></td> <td></td> <td>Yes / No</td> </tr> <tr> <td>1.4.15 – 31.3.16</td> <td>£445</td> <td>Website Construction</td> <td>Yes</td> </tr> <tr> <td>1.4.14 – 31.3.15</td> <td></td> <td></td> <td>Yes / No</td> </tr> <tr> <td>1.4.13 – 31.3.14</td> <td></td> <td></td> <td>Yes / No</td> </tr> </tbody> </table>				Financial Year	Amount	Purpose	Successful	1.4.17 – 31.3.18			Yes / No	1.4.16 – 31.3.17			Yes / No	1.4.15 – 31.3.16	£445	Website Construction	Yes	1.4.14 – 31.3.15			Yes / No	1.4.13 – 31.3.14			Yes / No
Financial Year	Amount	Purpose	Successful																								
1.4.17 – 31.3.18			Yes / No																								
1.4.16 – 31.3.17			Yes / No																								
1.4.15 – 31.3.16	£445	Website Construction	Yes																								
1.4.14 – 31.3.15			Yes / No																								
1.4.13 – 31.3.14			Yes / No																								

Agenda item 7 cont'd

Registered Charity No.287747						
RECEIPTS & PAYMENTS ACCOUNTS FOR THE YEAR ENDED 28TH FEBRUARY 2017						
	<u>2017</u>			<u>2016</u>		
	£	£	£	£	£	£
Balance brought forward			11,900.03			10,828.00
Client Donations						
Transport		3,962.46		4,314.00		
Shopping		2,957.50	6,919.96	2,875.00	7,189.00	
LESS						
Trans Costs	5,523.90			4,702.00		
Shop costs	3,027.12	8,551.02		2,615.00	7,317.00	
			- 1,631.06			- 128.00
Website	-			445.00		
Phone	1,075.37			1,100.00		
Insurance	677.07			656.00		
Premises	250.00			250.00		
DBS Checks	120.00			108.00		
Silversurfers Exps	30.05			2,042.00		
Stationery & Postage	340.52			512.00		
Misc (Vol.Lunch/AGM)	337.70			412.00		
Photocopies	394.52			-		
Blue Badges	30.00			-		
Publicity	58.62			-		
Subs VAEF	24.00			-		
Jack Petchey Award	250.00			-		
Keep Fit Exps	270.90			-		
Buddy Exps	110.00	3,968.75	3,968.75	-	5,525.00	5,525.00
ADD						
EFDC Grant	2,500.00			2,990.00		
Buddy donation	4,000.00			-		
Jack Petchey award	250.00			-		
St. Mary's donation	750.00			790.00		
Sponsored cycle ride	1,054.20			-		
Client donations	633.53			-		
Anglian Comm	-			1,914.00		
Charles French	-			250.00		
Waitrose	-			280.00		
Loughton TC.	-	9,187.73		495.00	6,719.00	
Bank Interest		5.53			6.00	
SURPLUS/DEFICIT			9,193.26			6,725.00
Cash		110.64			136.00	
Balance carried forward Barclays C/Account		2,910.20			697.00	
Barclays Dep/Acc		12,472.64	15,493.48		11,067.00	11,900.00
JUNE BACHELL HON. TREASURER DATED 2nd MARCH 2017			15,493.48		11,900.00	11,900.00

Agenda item 8

MEMBERS' REMUNERATION SCHEME

Mileage rates are those in force at 1.4.16.

In this scheme "he" shall be read so as to mean "s/he".

Loughton Town Council, in exercise of the powers conferred by the Local Authorities (Members' Allowances) Regulations 2003 and having considered a report of the Parish Remuneration Panel for the Epping Forest District, hereby makes the following scheme:

1. This scheme may be cited as the Loughton Town Council Members' Remuneration Scheme and shall have effect for the period from 1st April 2008 until further notice.
2. **In this scheme:**
"Councillor" means a member of the Loughton Town Council who is an elected Councillor.
3. **Parish Basic Allowance**
Subject to paragraph 7, with effect from 1 April 2009 a parish basic allowance of £108 per annum shall be payable to all councillors.
4. **Renunciation**
A councillor may by notice in writing given to the Town Clerk elect to forego all or any part of his entitlement to an allowance under this scheme.
5. **Part-year Entitlements**
 - (1) The provisions of this paragraph shall have the effect of regulating the entitlements of a councillor to parish basic allowance where, in the course of a year, this scheme is amended or that councillor becomes, or ceases to be, a councillor.
 - (2) If an amendment to this scheme changes the amount to which a councillor is entitled by way of a basic allowance then in relation to each of the periods:
 - (a) beginning with the year and ending with the day before that on which the first amendment in that year takes effect; or
 - (b) beginning with the day on which an amendment takes effect and ending with the day before that on which the next amendment takes effect, or (if none) with the end of the year;

the entitlement to such an allowance shall be to the payment of such part of the amount of the allowance under this scheme as has effect during the relevant period as bears to the whole the same proportion as the number of the days in the period bears to the number of days in the year. The Council further reserves the right to backdate the payment of the allowance to the commencement of the year in question.
 - (3) Where the term of office of a councillor begins or ends otherwise than at the beginning or end of a year, the entitlement of that councillor to a basic allowance shall be to the payment to such part of the basic allowance as bears to the whole the same proportion as the number of days during which his term of office subsists bears to the number of days in that year.

- (4) Where this scheme is amended as mentioned in sub-paragraph (2), and the term of office of a councillor does not subsist throughout the period mentioned in sub-paragraph (2)(a), the entitlement of any such councillor to a parish basic allowance shall be to the payment of such part of the basic allowance referable to each such period (ascertained in accordance with that sub-paragraph) as bears to the whole of the same proportion as the number of days during which his term of office as a councillor subsists bears to the number of days in that period.
- (5) Where a member is suspended or partially suspended from his responsibilities or duties as a member of the Council, in accordance with Part III of the Local Government Act 2000 or regulations made under that part, any parish basic allowance payable in respect of the duties from which he is suspended or partially suspended, may be withheld by the Council.
- (6) Where payment of a parish basic allowance has been made in respect of any period during which the member concerned is:
 - (a) suspended or partially suspended from his or her responsibilities or duties as a member of the Council under Part III of the Local Government Act 2000
 - (b) ceases to be a member of the Council
 - (c) is in any other way not entitled to receive the allowances in respect of that period

the Council may require that such part of the allowance as relates to the period concerned be repaid to the authority.

6. Parish Travelling and Subsistence Allowance

- (1) The Council will pay to its members allowances in respect of travelling and subsistence ("parish travelling and subsistence allowance"), including an allowance in respect of travel by bicycle or by any other non-motorised form of transport, undertaken or incurred in connection with the performance of any duty within one or more of the following categories -
 - (a) the attendance at a meeting of the Council or of any committee or sub-committee of the authority, or of any other body to which the Council makes appointments or nominations, or of any committee or sub-committee of such a body;
 - (b) the attendance at a meeting of any association of authorities of which the Council is a member;
 - (c) the performance of any duty in pursuance of any standing order made by the Council under section 135 of the Local Government Act 1972 requiring a member or members to be present while tender documents are opened;
 - (d) the performance of any duty in connection with the discharge of any function of the authority conferred by or under any enactment and empowering or requiring the authority to inspect or authorise the inspection of premises; and

- (e) the carrying out of any other duty approved in advance by the Council, or any duty of a class so approved, for the purpose of, or in connection with, the discharge of the functions of the authority or of any of its committees or sub-committees.
- (2) Where a member is suspended or partially suspended from his responsibilities or duties as a member of an authority in accordance with Part III of the Local Government Act 2000 or regulations made under that Part, any parish travelling and subsistence allowance payable to him in respect of the responsibilities or duties from which he is suspended or partially suspended may be withheld by the Council.
- (3) The Council may require that where payment of travelling and subsistence allowance has already been made in respect of any period during which the member concerned is -
 - (a) suspended or partially suspended from his responsibilities or duties as a member of the authority in accordance with Part III of the Local Government Act 2000 or regulations made under that Part;
 - (b) ceases to be a member of the authority; or
 - (c) is in any other way not entitled to receive the allowance in respect of that period;

such part of the allowance as relates to any such period shall be repaid to the authority.

- (4) The maximum rates for parish travel and subsistence allowance shall be the same as are paid by Epping Forest District Council to its councillors; current rates are as set out in Appendix 1 to this scheme.

7. Claims and Payments

- (1) Parish Basic Allowance will be paid annually in arrears in March each year.
- (2)
 - (a) Claims for payment in respect of travelling and subsistence expenses shall be made quarterly (1 April – 30 June, etc) in the form prescribed by the Council.
 - (b) Claims submitted within five days of the end of the quarter to which they refer will be processed for payment within that month.
 - (c) Claims submitted more than five days after but within 28 days of the end of the quarter to which they refer will be held over and processed for payment with claims for the following quarter.
 - (d) Claims should not be submitted more than 28 days after the end of the quarter to which they refer. Claims submitted outside this time limit will be referred to the Chairman of Resources and General Services Committee (or, in his/her absence, the Vice Chairman) and will only be authorised for payment if there are extenuating circumstances for the late submission.
- (3) The Council will deduct from the payments as necessary any amounts due in respect of income tax, National Insurance contributions, etc.

- (4) A member of the Council who is also a member of another Council may not claim or receive payments of allowances from more than one Council in respect of the same duties.

8. Uprating for Inflation

- (1) The maximum rates of allowances for travel and subsistence specified in the scheme will be increased each year in line with any increases implemented by Epping Forest District Council.
- (2) The parish basic allowance will be reviewed each year in the autumn by the Resources and General Services Committee. A recommendation for change, if any, will be made to the meeting of the Council which sets the Council's precept for the following financial year.
- (3) Any such adjustments shall only be applied for a maximum of 4 years from the date of commencement of this scheme. Continuation beyond 4 years shall be dependent upon consideration of a report of the Parish Remuneration Panel.

9. Amendment and Revocation of Scheme

- (1) This scheme may be amended at any time and uprating for inflation shall not be deemed to be an amendment.
- (2) This scheme may only be revoked with effect from the beginning of a year.
- (3) For the purpose of revoking this scheme, a year shall be deemed to be any period of 12 months ending on 31st March of any subsequent year.

Appendix 1

PART 1

Rates of Travelling Allowances and Provisions Relating Thereto

1. (1) The rate for **travel by public transport** shall not exceed the amount of the ordinary fare or any available cheap fare, and where more than one class of fare is available the rate shall be determined, in the case of travel by ship by reference to first class fares, and in any other case by reference to second class fares unless the body determines, either generally or specifically, that first class fares shall be substituted.
- (2) The rate specified in the preceding sub-paragraph may be increased by supplementary allowances not exceeding expenditure actually incurred:
- (a) on Pullman Car or similar supplements, reservation of seats and deposit or portage of luggage; and
- (b) on sleeping accommodation engaged by the member for an overnight journey, subject, however, to reduction by one-third of any subsistence allowance payable for that night.
2. (1) **The amount payable shall be the lesser of the rates below or the maximum amount allowed by the Inland Revenue before the allowance becomes taxable** (currently 45p a mile).

- (2) The rate for **travel by a member's own solo motor cycle** or one provided for his/her use, shall not exceed:
 - (a) for the use of a solo motor cycle of cylinder capacity
 - (i) not exceeding 150cc, 8.5p a mile;
 - (ii) exceeding 150cc but not exceeding 500cc, 12.3p a mile;
 - (iii) exceeding 500cc, 16.5p per mile.
 - (3) The rate for **travel by a member's own private motor vehicle**, or one belonging to a member of his/her family or otherwise provided for his use, other than a solo motor cycle, shall not exceed:
 - (a) for the use of a motor car of cylinder capacity
 - (i) not exceeding 999cc, 46.9 p a mile;
 - (ii) exceeding 999cc but not exceeding 1199cc, 52.2p a mile;
 - (iii) exceeding 1199cc, 65p a mile;
 - (4) The rates specified in sub-paragraphs (1) and (2) may be increased
 - (a) in respect of the carriage of passengers to whom a travelling allowance would otherwise be payable under any enactment by not more than 3p a mile for the first passenger and 2p per mile for the second and subsequent passengers;
 - (b) by not more than the amount of any expenditure incurred on tolls, ferries or parking fees, including overnight garaging;
 - (5) For the purpose of this paragraph, the cylinder capacity shall be that entered in the vehicle registration book or document by the Secretary of State under the Vehicles (Excise) Act 1971.
3. The rate for **travel by taxi-cab or cab** shall not exceed:
- (a) in cases of urgency or where no public transport is reasonably available, the amount of the actual fare and any reasonable gratuity paid; and
 - (b) in any other case, the amount of the fare for travel by appropriate public transport.
4. The rate for **travel by a hired motor vehicle other than a taxi-cab** shall not exceed the rate which would have been applicable had the vehicle belonged to the member who hired it; provided that where the body so approves the rate may be increased to an amount not exceeding the actual cost of hiring.
5. The rate for **travel by air** shall not exceed the rate applicable to travel by appropriate alternative means of transport together with an allowance equivalent to the amount of any saving in attendance allowance or financial loss allowance, and subsistence allowance consequent on travel by air;

provided that where the body resolves, either generally or specifically, that the saving in time is so substantial as to justify payment of the fare for travel by air, there may be paid an amount not exceeding:

- (a) the ordinary fare or any available cheap fare for travel by regular air service; or
- (b) where no such service is available or in case of urgency, the fare actually paid by the member.

6. The rate for **travel by a member's own bicycle**, or one belonging to a member of his/her family or otherwise provided for his/her use, shall not exceed the lower of 55.8p per mile or the maximum amount permitted by the Inland Revenue before the allowance becomes taxable.

7. For travel outside the county of Essex (including Southend and Thurrock) the cost of travel by private motor vehicle or taxi or taxi-cab will normally only be reimbursed up to the cost of travel by public transport, unless the body determines otherwise.

PART 2

Rates of Subsistence Allowance and Provisions Relating Thereto

1. (1) The rate of subsistence allowance shall not exceed:

(a) in the case of an absence, not involving an absence overnight from the usual place of residence:

(i) **Breakfast** allowance (more than 4 hours or, where the authority permits, a lesser period, before 11.00 a.m.) £3;

(ii) **Lunch** allowance (more than 4 hours or, where the authority permits, a lesser period, including the lunchtime between 12 noon and 2.00 p.m.) £1.50;

(iii) **Tea** allowance (more than 4 hours or, where the authority permits, a lesser period, including the period 3.00 p.m. to 6.00 p.m.) £3.67;

(iv) **Evening meal** allowance (more than 4 hours or, where the authority permits, a lesser period, ending after 7.00 p.m.) £8.27.

(b) in the case of an **absence overnight** from the usual place of residence, £79.82 and for such an absence overnight in London or for the purposes of attendance at an annual conference (including or not including an annual meeting) of the National Association of Local Councils or such other association or body as the Secretaries of State may for the time being approve for the purpose, £91.04.

(2) For the purposes of this paragraph, London means the City of London and the London Boroughs of Camden, Greenwich, Hackney, Hammersmith and Fulham, Islington, Kensington and Chelsea, Lambeth, Lewisham, Southwark, Tower Hamlets, Wandsworth and Westminster.

2. Any rate determined under Paragraph 1 (b) above shall be deemed to cover a continuous period of absence of 24 hours.

3. The rates specified in Paragraph 1 above shall be reduced by an appropriate amount in respect of **any meal provided free of charge** by an authority or body in respect of the meal or the period to which the allowance relates.

4. When **main meals (i.e. a full breakfast, lunch or dinner) are taken on trains** during a period for which there is an entitlement to day subsistence, the reasonable cost of meals (including V.A.T.) may be reimbursed in full within the limits set out below. In such circumstances reimbursement for the reasonable cost of a meal would replace the entitlement to the day subsistence allowance for the appropriate meal period.

(i) for breakfast, absence of more than 4 hours or, where the authority permits, a lesser period, before 11.00 a.m.;

(ii) for lunch, absence of more than 4 hours or, where the authority permits, a lesser period, including the lunchtime between 12 noon and 2.00 p.m.;

(iii) for dinner, an absence of more than 4 hours or, where the authority permits, a lesser period, ending after 7.00 p.m.

Agenda item 10

Subscriptions Review

The following table shows the list of subscriptions to be paid by the Council during the current financial year 2017/18.

The Committee is asked to consider membership of these organisations and decide whether it wishes to may any additions or deletions for the next financial year.

Details of the services offered by these organisations were provided to members in their induction packs in the general information folder.

ORGANISATION	£
Campaign to Protect Rural England (CPRE)	36.00
Direct Information Service (DIS) **	N/A
Essex Association of Local Councils (includes NALC fees)	2,254.19
Essex Heritage Trust*	25.00
Essex Playing Fields Association (EPFA)	30.00
Essex Wildlife Trust	75.00
Friends of Historic Essex	12.00
Information Commissioner's Office (ICO)	35.00
Institute of Cemetery & Crematorium Management (ICCM)	90.00
Open Spaces Society*	45.00
National Society of Allotment & Leisure Gardeners	55.00
Rural Community Council Essex (RCCE)	50.00
Society of Local Council Clerks (SLCC) (TC)	364.00
(RFO/ATC)	233.00
Voluntary Action Epping Forest (VAEF)	12.00
Total	£3,316.19
17/18 Budget	£3,400.00

* These subscriptions are due in December 2017 so are only an estimate at this stage.

Agenda item 11
Committee Priorities

Resources and General Services		
Priority	Main Function	Greater Detail/Current Position
Current activities		
High	New council accommodation	Move completed, Lease for 1 Buckingham Crt to be finalised
High	Seeking external funding sources	Targeted action
Low	Honours Board	On hold, awaiting a suitable display position
Low	Council structure	Continuing reviews
On-going activities		
Medium	Banking arrangements and investments	Kept under review
High	Running the Committee	
High	Admin for whole council	
High	Council and committee agendas and minutes	
High	All council finances, end of year accounts, audit etc.	
High	Management of Buckingham Crt	
High	Personnel and employment matters, staff management	Staff Handbook reviews as required
High	IT and office equipment	
High	Civic matters	Civic Service incl Citizenship Awards
High	Annual Report	Preparation and printing
High	Newsletter	Editorial, printing and distribution
High	Noticeboards	Maintenance and installation
High	Publicity and website	
High	Annual Town Meeting	Arrangements and admin
High	Christmas card competition	Arrangements and admin
High	Emergency Plan	Amendments and circulation
High	Financial Assistance Scheme	Admin and finance
High	New legislative requirements	
High	Policy reviews	On-going
High	Responding to consultations	Variable
High	Contract reviews	On-going
High	Training Strategy	Annual review
High	Any other matters within the committee's terms of reference	
Low	Community Forum	Arrangements and admin

Agenda item 12

Estimates for 2018/19

The Committee's draft estimates for 2018/19 and Rolling Programme are attached.

12.1 Income

The Committee is asked to consider and agree the percentage increase to be applied to the following fees and charges:

- 1) Price per sheet of A4 for items on the Publication Scheme (currently 60p, last increase 1 April 2009).

Notes:

- The annual fee increases are historically based on the Retail Price Index published in September. For information, the September RPI figure was 3.9 per cent.
- Both the Recreation and Environment and Heritage Committees have agreed to increase their fees by 3.9%.
- The current level of fees and charges can be viewed at <https://tinyurl.com/yce1cf23> or on request at the Council offices.

12.2 The Committee's Rolling Programme

* See page 30.

The first column for each financial year provides details of the cost of running the core services. The second column shows expenditure items already agreed in principle by the Committee to provide enhanced services and the final column additional items to be confirmed or amended by the Committee. This particular layout provides data for the precept process and helps ensure that the level of general reserves held meets the Council's reserves policy.

Forecasting where appropriate has been included to allow forward planning.

The Committee is asked if it wishes to make any amendments or additions and to consider the TBC amount under the Central Personnel budget referred to in agenda item 5.6.

12.3 Expenditure

* See Appendix 1 under separate cover.

The Budget Summary document provides details of:

- Last year's actual income and expenditure excluding monies transferred to earmarked reserves (Actual);
- The budget for the current financial year (Revised Budget);
- The actual figures of income and expenditure to date (Actual YTD);
- A forecast of the figures for the whole year (Projected Actual);
- A draft budget for 2018/19 (Next Year Budget) to be confirmed by the Committee.

The Committee is asked to consider and confirm the estimates of expenditure for 2018/19.

Resources and General Services Committee 6 December 2017

Resources and General Services Rolling Programme		2017/18			2018/19			2019/20		
Expenditure		Core running costs	Enhanced services	Additional items (desired)	Core running costs	Enhanced services	Additional items (desired)	Core running costs	Enhanced services	Additional items (desired)
Function	Activity	£	£	£	£	£	£	£	£	£
Communications	Phone, internet, postage	4,859			2,905			3,000		
	Production & distribution of annual report	941			965			970		
	Newsletter - Deliver good quality quarterly newsletter to homes and businesses in Loughton, via Royal Mail	6,500	5,500		6,550	5,630		6,600	5,600	
	Website maintenance				250			250		
	Noticeboards maintenance + new board at Traps Hill	1,000			1,000		1,500	1,000		
Office expenses	Stationery, office equipment & maintenance etc*	12,300			12,300			12,600		
Audit & accounts	Internal & external audit	2,900			2,925			3,100		
Central personnel		304,300	12,000		301,100		TBC	310,000		TBC
Council expenses	Press and advertising	250			250			250		
	Subscriptions	3,400			3,400			3,500		
	Insurance	5,150			5,220			5,250		
	Training, conferences etc	1,500			1,600			1,500		
	Legal	3,000			3,000			3,000		
	Town Mayor's expenses	750			750			750		
	Christmas cards competitions - 4 classes, £25 prizes		100			100			100	
Other services	Election expenses* (£17,000 from ER)	9,000			9,000			9,000		
	Contingency	1,000			1,000			1,000		
	Loughton Citizenship awards		1,000			1,000			1,000	
	Civic Celebration		250			250			250	
Members' expenses	PBA @ £108 for 22 members + travel & subsistence	3,000			2,660			3,000		
Buckingham Court	Running costs (inc Public Works Loan)	28,550	2,400		31,790			28,550	2,600	
Library Offices	Rent & service charge and misc expenses	13,700			13,700			13,700		
Grants	Support of local groups & orgs inc youth projects		27,500			27,500			30,000	
	Support of local CAB branch		8,000			8,000	500		8,000	
TOTALS		402,100	56,750	0	400,365	42,480	2,000	407,020	47,550	0
* Money from earmarked reserves										
Grand total			458,850			444,845			454,570	
Less service recharge (TBC)			- 253,000			-253,000			TBC	
Net expenditure		20	205,850			191,845			454,570	