



RESOURCES AND GENERAL SERVICES COMMITTEE

Members of the Resources and General Services Committee
are summoned to attend a Meeting at **7pm** on
Wednesday 10 January 2018
at Loughton Library and Town Hall, Traps Hill, Loughton IG10 1HD
to transact the business shown in the agenda.

Enid K Walsh
Town Clerk
4 January 2018

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 6 December 2017.
- 4 Public Representations**
To adjourn the meeting 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 Financial Assistance 2017/18 – Min no RG44.1**
At the Committee meeting in February 2017, Restore Youth Club was awarded £900 to cover venue hire costs, refreshments and craft materials.

When reminded to claim their grant before 31 March 2018, they submitted a claim for a games console, a laptop and costs associated with their Friday Light football project. The explanation provided was that since their initial application, they were no longer required to pay venue hire costs at the Restore Community Centre. They have apologised for not informing the Council of this change.

The Committee is asked whether it will transfer the grant award in full to cover the new items.

For information, for awards made from 2018/19 onwards, the documentation will be reviewed to ensure that successful applicants sign to confirm their awareness of the terms and conditions of the award and in particular that their project must proceed in accordance with the details submitted in their application.
 - 5.2 Think Loughton – Min no RG87.3**
At the last meeting officers were asked to investigate whether a glossier paper used more resources during recycling. As the newsletter would be included in the mixed paper recycling category, any variation between the impact of soft sheen and glossier paper would be negligible.

The Committee is asked to confirm the choice of paper for this publication.
 - 5.3 Local Government Finance Settlement Consultation 2018/19**
To NOTE that the Government has announced that the Council tax referendum principles will not be extended to parish and town councils for three years.

An extract is provided below:

Having noted this work and the sector's request for longer-term certainty to aid financial planning, the Government intends to defer the setting of referendum principles for town and parish councils for three years.

However, this is conditional upon:

- the sector taking all available steps to mitigate the need for council tax increases, including the use of reserves where they are not already earmarked for other uses or for "invest to save" projects which will lower on-going costs, and;*
- the Government seeing clear evidence of restraint in the increases set by the sector as a whole.*

In NALC's response to the local government finance technical consultation they said if the sector is to respond effectively and efficiently to the range of fiscal challenges and onward devolution that the same confidence and certainty afforded to principal councils should be extended to local councils, calling for a multi-year initiative within which time frame council tax referendum principles would not be extended to the sector, this would provide not only much needed financial certainty but also sufficient breathing space needed by the sector to re-dress the imbalance caused by changes to the tax base and loss/reduction of local council tax support grant.

NALC's chairman Cllr Sue Baxter issued that following statement in response to the settlement:

"The government's decision not to extend council tax referendum principles to parish or town councils for three years is hugely welcome and significant.

"In his recent speech to NALC's annual conference the secretary of state was full of support and praise for the sector, in particular the important and growing role of parishes in both rural and urban areas in tackling the big challenges facing our communities, from housing to health and well being to economic development.

"NALC called for a multi-year settlement to give our councils – who account for just 1.7% of overall council tax – financial certainty and help them plan for the future, and the government has listened and acted on the sector's concerns.

"While today's decision is a confidence boosting shot in the arm for our most local level of democracy, I am urging councils to continue to be fiscally responsible and consider ways to mitigate the need for precept increases such as the use of reserves, 'invest to save' projects which will lower on-going costs and other sources of income.

"I look forward to continuing to work with the Government on the important issue of parish funding, including exploring ways in which we can together help communities to help themselves through flexible and diverse funding."

6 Council-wide Priorities

- * See attached report (pages 4 – 7).

7 Estimates for 2018/19

- * See attached report (pages 8 – 9) and Appendix A send under separate cover.

Enid K Walsh
TOWN CLERK
4 January 2018

Agenda item 6

Council-wide Priorities

The Committee is requested to consider all the lists from the spending committees and draw up a council-wide priority list. This list gives a framework within which the Council's budgets and precept are set, and gives an indication of where resources, both financial and staff time, should be concentrated. This recognises that a number of activities are agreed by committees but there may not be adequate resources to progress them all.

The priorities as agreed by Planning and Licensing, Recreation, Environment and Heritage and Resources and General Services Committees are listed below. On-going activities are included on the lists for completeness; it is accepted that these will take the highest priority as they have to be maintained.

For information the following list was agreed in January 2017:

Ranking	Committee	Activity
1	Resources & General Services	Council accommodation
2	Environment and Heritage / Planning and Licensing	Neighbourhood Plan and Local Plans
3	Recreation	Playgrounds
4	Recreation	Roding Valley Recreation Ground improvements

PLANNING AND LICENSING COMMITTEE – Priorities 2018/19		
Priority	Main Function	Greater Detail
Current activities		
High	Neighbourhood Plan	Neighbourhood Area designated
High	Design Award Scheme	Annual award presentation
High	Planning and Licensing	Responding to applications
High	All other matters within the committee's terms of reference	

RECREATION COMMITTEE – Priorities 2018/19		
Current Priority	Main Function	Greater Detail (current position)
Current Activities		
1	RV Recreation Ground – improvements to changing rooms exterior & surrounding area to include a refreshment facility and toilets	Planning application to be submitted. Internal works to be included. External funding TBC
2	Playgrounds	New works/upgrading
3	Land adjacent to Willingale Road Allotment	Use as a nature reserve/community orchard. Some clearance and environmental studies undertaken
4	Provision of Public Access Defibrillators	Collaboration with stakeholders
5	Roding Valley Recreation Ground	Registration as a “Field in Trust”
6	Roding Valley Recreation Ground path maintenance	Including the diverted path by Charlie Moules bridge – no action at present. EFDC assisting in monitoring the erosion
7	Solar energy installations for Council buildings	Further research and budgetary allowance
8	Outdoor gym at other locations	Monitor the success of the new Willingale Road Playing Field facility
9	Skate park facility	Monthly events during summer months whilst the search for a suitable site continues.
10	Renaming of the Roding Valley Recreation Ground	Under consideration
11	Youth Forum	No action at present. Collaboration with Epping Forest Youth Council
On-going Activities		
High	Running the committee	Agenda, reports, research, minutes, finance, admin
High	Kingsley and Murray Halls	Bookings, admin, finance, maintenance and works
High	Millennium Remembrance Grove	Tree replacements and maintenance
High	Open spaces including the Memorial Garden in Roding Road	Maintenance
High	Willingale Road Playing Field and Roding Valley Recreation Ground	Football lettings, maintenance and works
High	Playgrounds/outdoor gyms	Maintenance
High	Responding to consultations	Variable
High	Any other matters within the committee’s terms of reference	As detailed in the Standing Orders

ENVIRONMENT AND HERITAGE COMMITTEE – Priorities 2018/19		
Current Priority	Main Function	Greater Detail/Current Position
Current activities		
High	Heritage Open Days	September events + heritage trail/leaflets
High	Registration of Village Greens	Applications submitted to ECC
High	Conservation Areas / areas of local landscape merit	Monitor proposals submitted to EFDC Local List review TBC
High	Oakwood Hill Estate improvements	Partnership with ECC and EFDC New Estate signage
Medium	Town signs	Awaiting funding opportunities
Medium	Lady Whitaker's Mead	Development of new cemetery
Medium	Vehicle speed reduction measures	Community speed watch scheme to be developed
Medium	Flower baskets	Permissions, contract, installation
Medium	Interpretation panels	Locations to be identified
Medium	Seats (new)	Site surveys, permissions, purchase and installation
Medium	Heritage street lights	Awaiting funding
On-going activities		
High	Running the committee	Agenda, reports, research, minutes, finance, admin
High	Community Lavatory scheme	Awaiting approaches to businesses
High	Cemetery (Church Lane)	Burials, administration, maintenance Rules and Regulations review
High	War memorials	Inspect and maintain
High	Heritage plaques, drinking fountain, seats and other street furniture; Lopping Hall clock	Installation and maintenance
High	Allotments	Lettings, licences, administration
High	Christmas lights (Kings Green, The Broadway and High Road)	Installation, inspections and maintenance
High	Christmas Window Competition	Admin and arrangements
Medium	Alleyway nameplates	Site surveys, permissions, purchase and installation
High	Winter salt bag partnership	Facilitating the ECC scheme Replacement of existing grit bins
High	Responding to consultations	Variable
High	Any other matters within the Committee's terms of reference	As detailed in the Standing Orders

Resources and General Services – Priorities 2018/19		
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	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 Celebrations incl Citizenship Awards
High	Annual Report	Preparation and printing
High	Newsletter	Editorial, printing and distribution
High	Noticeboards	Maintenance and installation
High	Publicity and website	
High	Annual Town Meeting	Arrangements and admin
High	Christmas card competition	Arrangements and admin
High	Emergency Plan	Amendments and circulation
High	Financial Assistance Scheme	Admin and finance
High	New legislative requirements	
High	Policy reviews	On-going
High	Responding to consultations	Variable
High	Contract reviews	On-going
High	Training Strategy	Annual review
High	Any other matters within the committee's terms of reference	
Low	Community Forum	Arrangements and admin

Agenda item 7

Estimates for 2018/19

1 Budget Review

- * All of the Committees have now considered their budgets for 2018/19 and provided their estimates and rolling programmes for consideration by this Committee. Copies of these are provided separately for reference in Appendix A.

An informal pre-budget meeting, attended by the Chairman and Vice-Chairman of this Committee with the Town Clerk and Deputy Town Clerk, allowed the first opportunity for these budgets to be brought together and consideration given to the use of general and earmarked reserves to offset some of the net expenditure requirement.

2 Service Recharges

These are internal transfers reflecting the cost of running each committee and do not affect the total budgeted expenditure. Once the budget has been reviewed, the service recharge for each committee will be calculated and included in the figures for presentation to the Council.

3 Local Council Tax Support Grant (LCTS)

The 2018/19 LCTS grant to be paid over by Epping Forest District Council has been confirmed as £13,508 (a 50% reduction on that for 2017/18). As shown below, this grant is treated as income in the process of preparing the Precept.

For information, this will be the final grant in this respect.

4 Tax Base

The tax base for Loughton is now confirmed by EFDC as 12,408.9 (12,294.8 in 17/18). This is the figure that when divided into the precept gives the Band D annual amount per household.

5 Committees' Estimates

A summary of the Committees' estimates is as follows:

Committee	Income		Expenditure
	£	£	£
Resources and General Services	32,850		451,445
Environment and Heritage	25,470		125,655
Recreation	109,880		607,990
Planning and Licensing	0		45,200
		168,200	1,230,290
Interest		5,000	
Use from earmarked reserves			
Resources & General Services	2,000		
Environment & Heritage	39,500		
Recreation	182,700		
Planning and Licensing	35,000		
	259,200	259,200	
Local Council Tax Support Grant		13,508	
Total income		445,908	
Net requirement		784,882	

Agenda item 7 cont'd

6 Recommendation for Precept to the Council

The Committee is asked to consider the following items:

i. Use of General Reserves

The maximum amount that can be taken from general reserves to help offset costs in 2017/18 without breaching the Reserves Policy is £59,500. This would result in a precept of £725,000 with reserves forecast to be at 60% of net running costs.

N.B. This would result in an increase on the Band D charge from £51.16 to £58.43.

At the pre-agenda meeting options were considered to identify savings including reviews of the committee budgets and the existing earmarked reserves.

ii. Budget Review

The following revisions are proposed for consideration by the Committee:

Committee	Savings £	
Resources & General Services	2,000	Achieved by removing some of the new items of expenditure in column 3 of the rolling programmes, "Additional items" (desired).
Recreation**	32,000	
Environment & Heritage	3,000	
Planning and Licensing	0	
	£37,000	

**In addition, an option is to reduce the earmarked reserves for the skateboard project to £10,000 which would leave sufficient funding for activities if these are to continue and also the Charlie Moules Bridge repair fund to £15,000.

The Town Clerk is undertaking a further review of the budget figures and will provide a detailed report on options for members to enable a recommendation to be made to Council at its meeting at 7pm on Wednesday 17 January 2018.

The Committee will be asked to consider the options, and agree

- i. if and where the savings are to be made; and/or
- ii. which new items of expenditure are to be included in the budget; and
- iii. the estimates and the use of funds from general reserves.

This will provide a recommendation of the level of Council precept for 2018/19 to be made to the meeting of the Council