



# **RESOURCES AND GENERAL SERVICES COMMITTEE**

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

**Wednesday 14 February 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**  
8 February 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 10 January 2018.
- 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 Annual Town Meeting – Min no RG87.2**  
The speaker for this year’s meeting to be held in The Murray Hall at 8pm on Wednesday 14 March 2018, is Heather Scholer from the Epping Forest Foodbank.
  - 5.2 Staffing – Min no RG87.4**  
For information, the revised post of Responsible Financial Officer and Assistant Clerk has been filled with the new employee anticipated to start work on Monday 2 April 2018. The appointment will be as Responsible Financial Officer Designate until the satisfactory completion of the probationary period and so the RFO responsibility will remain with the Town Clerk until that time.
  - 5.3 Office Accommodation – Min no RG87.7**  
The lease for the rental of 1 Buckingham Court remains in the hands of the solicitors. The Town Clerk has been endeavouring to expedite this matter.
  - 5.4 Meetings Schedule**  
The schedule of Town Council meetings for 2018/19 has been drafted. However, as this year the District Council’s calendar will not be confirmed until 22 February 2018 and the next meeting of this Committee is not until 25 April, members are asked to refer the confirmation of the Town Council meeting dates to the full Council at its meeting on 28 February.
- 6 Financial Assistance Applications 2018/19**
  - \* See attached report (page 5) and Appendix A sent under separate cover, which contains abridged copies of the financial assistance application forms. The full application papers including the detailed financial information supplied may be viewed by prior arrangement with the Town Clerk at the Council Offices.

Please note that information about the person making the application has been supplied to the Council but not reproduced in the appendix for reasons of data protection.

**7 Finance**

**7.1 Financial Position**

\* The current financial position is attached together with details of the funds available from earmarked reserves (see pages 6 – 7).

**7.2 Accounts Paid**

Payments totalling £165,560.38 as detailed on payments schedules nos 249 – 252 have been made since the report to the meeting on 6 December 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.

**8 Financial Regulations**

**8.1 Annual Review**

The Committee is asked to carry out the annual review of the Financial Regulations and check they meet the Council’s requirements.

Item 1.2 in these Regulations states that ‘*References to the RFO in the Financial Regulations in respect of specific duties (rather than overall responsibilities) shall be taken as extending to “or other delegated officer”*’. This will cover the appointment of a Responsible Financial Officer Designate referred to in Agenda item 5.2 but further consideration will need to be given to this matter in due course.

Any recommendations to amend the Regulations will need to be agreed by full Council.

The current regulations may be found on the Council’s website at <https://tinyurl.com/ybxsi8xl>

**8.2 Financial Limits**

The Committee is asked to review the financial limits below and decide if they are adequate.

Topic	Amount £	Last reviewed	Last changed
Limit of imprest on no 2 a/c	35,000	Feb 2017	April 2010
Limit of officers signing cheques on no 2 a/c	150	Feb 2017	April 2010
Limit of imprest on Security Deposits a/c	3,000	Feb 2017	April 2006
Limit of cheques on Security Deposits a/c	none	Feb 2017	April 2006
Petty cash imprest	150	Feb 2017	-
Urgent repair work etc without budgetary provision (FR 3.4)	5,000	Feb 2017	April 2008
Additional audit work of external auditor (FR 12.1)	750	Feb 2017	May 2004
Tenders to be obtained (FR 12.3, 12.6 & 12.8)	over 50,000	Feb 2017	May 2004
3 quotes to be obtained (FR 12.8)	10,000 to 50,000	Feb 2017	May 2004

3 estimates to be obtained (FR 12.8)	2,000 to 10,000	Feb 2017	May 2004
Public Contracts Regulations 2015 apply	over £25,000	Feb 2017	Feb 2016
Bad debts may be written off by RFO	250	Feb 2017	Feb 2014
Credit card:			
No 1 Town Clerk	1,000	Feb 2017	Nov 2004
No 2 Services Manager	500	Feb 2017	Feb 2014

### 8.3 Payments Procedures

The Committee is asked to review the following list of **direct debit payments** currently made by the Council, noting that all instructions and the direct debit mandates have been previously approved by the Council and the mandates authorised by two councillor signatures:

Name	Gross Amount	Frequency	Due date	Purpose
Peninsula Business Services Ltd	£241.92	Monthly	4 <sup>th</sup>	HR services
Epping Forest District Council	£2,052.00	Monthly	20 <sup>th</sup>	Business rates for Buckingham Court, Kingsley & Murray Halls, RVRG & WRPF changing rooms
World Pay (formerly Streamline)	Various	Monthly	18 <sup>th</sup>	Hire of terminal for credit/debit card payments and associated fees/charges
Crown Gas & Power	Various	Quarterly	10 days after invoice date	Gas supply at Murray Hall, Kingsley Hall and Buckingham Court
Eon	Various	Monthly	Various	Electricity supply at Buckingham Court, RVRG, Cemetery, Murray Hall, Kingsley Hall, WRPF and Kings Green
Orange	Various	Monthly	30 <sup>th</sup>	Mobile phones for external staff
NatWest	Various	Monthly	27 <sup>th</sup>	Credit card purchases (in full, monthly)
Public Works Loan Board	£14,103.22	Half yearly	19 <sup>th</sup> Jan/July	Loan repayment Buckingham Court
Public Works Loan Board	£18,295.62	Half yearly	28 <sup>th</sup> Mar/Sept	Loan repayment Murray Hall (1)
Public Works Loan Board	£17,849.89	Half yearly	1 <sup>st</sup> June/Dec	Loan repayment Murray Hall (2)

### 9 Insurance – Annual Review

- \* See attached report (pages 8 – 10).

**10 Epping Forest District Dementia Action Alliance – Min no RG95.1**

The Committee is asked to consider the report and confirm that Loughton Town Council may apply to join the Epping Forest DDA to help create a dementia-friendly community.

\* See report on page 11.

**11 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**  
8 February 2018

## Agenda item 6

### Financial Assistance 2018/19

As previously agreed, a Working Group of three councillors, the Chairman and Vice Chairman of this Committee and Cllr Murray, met with the Town Clerk on 29 January 2018 to consider the applications in detail and prepare recommendations for consideration by this Committee. These are shown in Appendix A provided under separate cover.

In line with Council policy, approximately ten per cent of the general grant budget was not allocated as this is held back for emergency applications during the year.

In view of the lower than anticipated allocation of funding in the general applications and the Committee's wish expressed during the budget process last Autumn to increase the amount of the ring-fenced budget for Epping Forest Citizens Advice, the Working Party recommends that an additional £500 is awarded to this organisation.

### Declarations of Interest

For information, during the meeting of the Working Group, the councillors made the following declarations:

Cllr Pewsey declared a pecuniary interest in the applications from the Loughton Festival and those from St Mary's Church for Ignite, Living Hope and Love Loughton and took no part in the discussions.

Cllr Murray declared a pecuniary interest in the applications for Epping Forest Re-Use and New Vistas and took no part in the discussions.

Cllrs Angold-Stephens and Murray declared a non-pecuniary interest in the application for Spark as the applicant was known to them.

Judging criteria – the following principles were used in preparing those recommendations:

- How well the project met the needs of the local community and provided a positive benefit to a significant number of Loughton residents.
- How effectively the group would use the grant.
- Whether the costs were appropriate and realistic.
- What level of contributions had been, or would be, raised locally.
- Whether the organisation or group should reasonably have been expected to obtain sufficient funding from another, perhaps more appropriate source.
- How the organisation or group was managed, as indicated by its constitution.
- For larger projects, was the proposal sustainable in the long term.

In the table in Appendix A, amounts shown in **bold** are for those activities for which the Council has no specific power to spend money and therefore any grant must be approved under Section 137 of the 1972 Local Government Act. However, the Council must first be satisfied that in incurring this expenditure, there will a direct benefit to the town or part of the town, or to some or all of the inhabitants.

For information, the maximum amount which the Council could spend under this power per elector during 2017/18 is £7.57 or £186,880 in total.

## Summary Income &amp; Expenditure by Budget Heading 31/01/2018

Month No: 10

## Resources and General Services Committee Report

		Actual Last Year	Actual Year To Date	Current Annual Budget	Variance Annual Total	Funds Available	% of Budget	
<b><u>Resources and General Services</u></b>								
Communication	Expenditure	17,192	14,919	18,800	3,881	3,881	79.4 %	
Office Expenses	Expenditure	12,054	8,688	12,300	3,612	3,612	70.6 %	
	Income	57	20	0	20		0.0 %	
Audit	Expenditure	2,860	840	2,900	2,060	2,060	29.0 %	
Central Personnel (1)	Expenditure	300,976	208,804	316,300	107,496	107,496	66.0 %	
Council Expenses (2)	Expenditure	14,628	11,202	14,150	2,948	2,948	79.2 %	
	Income	609	268	0	268		0.0 %	
Other Services (3)	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	153	3,000	2,847	2,847	5.1 %	
Buckingham Court (4)	Expenditure	53,797	45,332	32,450	-12,882	-12,882	139.7 %	
	Income	9,611	300	28,500	-28,200		1.1 %	
Service Re-charge (5)	Expenditure	-251,000	0	-253,000	-253,000	-253,000	0.0 %	
Library (6)	Expenditure	0	3,607	13,700	10,093	10,093	26.3 %	
Grants (7)	Expenditure	35,328	27,594	35,500	7,906	7,906	77.7 %	
<b>Resources &amp; General Services</b>								
	Expenditure	211,367	<b>339,683</b>	<b>207,350</b>	<b>-132,333</b>	<b>0</b>	<b>-132,333</b>	<b>163.8 %</b>
	Income	10,479	<b>588</b>	<b>28,500</b>	<b>-27,912</b>			<b>2.1 %</b>
	Net Expenditure over Income	<b>200,887</b>	<b>339,095</b>	<b>178,850</b>	<b>-160,245</b>			

**Notes**

- 1) Central Personnel underspend results from the delayed recruitment for vacant posts.
- 2) Income of £268 is the low claim insurance rebate.
- 3) Other Services – this includes the ‘future accommodation’ budget with the balance of the expenditure for the building works and removals to be met from earmarked reserves.
- 4) Over budget following the delay in finalising the tenancy. Income relates to an OFGEM rebate.
- 5) The annual Service Re-charge is -£253,000. The position as at 31/01/18 is -£210,833.
- 6) The expenditure relates to the service charge for the library office.
- 7) Some of the grants awarded in 17/18 are yet to be claimed. £4,290 is available in the general grants budget.

**Agenda item 7.1 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>31.3.17</b>
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
<b>Total</b>	<b>34,150</b>

\* this earmarked reserve is to be moved to General Reserves at the end of the financial year.



**Agenda item 9****Insurance – Annual Review**

The Council has been insured by Aviva Insurance Limited, through WPS Insurance Brokers (specialists in local council insurance) since April 2010. The current three-year long term insurance agreement with this company expires on the 31 March 2019. For information, WPS is currently transferring its business to Royal Sun Alliance but the Council's policy will remain with Aviva until the end of the long term agreement.

The Council's current level of cover is summarised below. All sums insured will be index linked unless noted. Confirmation of the revised levels for 2018/19 are expected from WPS and will be circulated once received together with details of the premium.

Excesses apply in almost all cases, normally £250, and also limits for some types of cover. Full details of the current policy may be seen in the office on request.

Attention is drawn to

a) **Play equipment** (excluding fences, benches and litter bins)

The recent vandalism incident at the Traps Hill Play Area resulted in damage to the trampoline surface and associated costs in excess of £1,800. It has always been this Council's view not to insure play equipment as, whilst the risk can be high, the likelihood of damage where repairs cost more than the policy excess is low. Research has identified that this is not a view shared by a number of other local councils in Essex. A quotation has been requested from WPS to allow the Committee to reconsider this matter at its next meeting.

b) **The defibrillator project** to install 4 pieces of this equipment around the town.

The preferred supplier offers, as part of a managed solution, public liability cover and theft and damage insurance. This is to be confirmed. However, should it be deemed necessary, a quote already received from WPS of £73 provides for alternative cover.

**The Committee is asked to consider:**

- 1) the detail and level of cover as shown in the following report, noting that these amounts will be subject to an index linked increase;

<b>1 Material damage – buildings &amp; subsidence</b>	<b>17/18</b>
Buckingham Court	519,823
Cemetery buildings	163,021
Kingsley Hall	338,346
Willingale Road Changing Room	97,403
Community Centre	2,175,668
Drinking fountain	22,556
RVRG changing rooms	377,307
LAC buildings	221,463
All-weather running track	42,417
War Memorial	65,619
Willingale Road Allotments	94,327
<b>2 Business Interruption</b>	
Additional expenditure (A) <i>see below</i>	100,178
Loss of revenue (B) <i>see below</i>	192,395

**(A) Business interruption (Buckingham Court):**

This cover for additional expenditure provides an indemnity for the costs incurred in an emergency relocation to alternative premises and the associated costs. The insurers have advised that the sum insured covers an indemnity period of 24 months and is index linked.

**(B) Loss of revenue (Kingsley and Murray Halls):**

In the event of an incident, this cover provides reimbursement of the amount by which the gross revenue falls short of the standard income less the cost of any business expenses saved during the indemnity period of 24 months.

	<b>17/18</b>
<b>3 Contents</b>	
Library	70,613
Kingsley Hall	2,968
Murray Hall	42,810
Cemetery office & outbuildings	5,000
<b>4 Engineering</b>	
Passenger lift	500,000
<b>5 All risks</b>	
Town Mayor's Badge of Office	2,593
Silver Gilt Chain of Office and case	
Best Allotment in Loughton Cup	1,267
Silver Plated Rose Bowl	
Noticeboard at Traps Hill	1,675
Garden Machinery (Cemetery) <b>(C)</b>	1,500
Garden Machinery (Willingale Road Allotments)	3,518
Skate Ramps and Associated Equipment	21,016
<b>6 Money</b>	
Loss of non-negotiable money	250,000
Estimated annual carryings	10,106
Loss of other money – in transit	1,000
in the private residence of authorised employee	500
on the premises during business hours	1,000
on the premises outside business hours	500
Personal injury (assault) benefits	10,000
Capital	
Weekly	100
<b>7 Public Liability</b>	10m
(incl Hirers' Liability of £2m and Environmental Statutory Clean Up Costs Cover of £1m)	
<b>8 Employer's Liability</b>	10m
(includes up to 60 salt and grit volunteers)	

<b>9 Libel and Slander</b>		500,000
<b>10 Fidelity Guarantee (Employees &amp; Members)*</b>		1.4m
* This level to be reviewed when end of year balances are known		
<b>11 Personal Accident (Employees, Members &amp; Volunteers)</b>		
Employees (Death)	Capital sum	5 x annual salary
Temp Total Disablement	Weekly sum	50% of weekly wage
Temp Partial Disablement	Weekly sum	25% of weekly wage
Members (up to age 80)*	Capital sum	50,000
Temp Total Disablement	Weekly sum	200
Temp Partial Disablement	Weekly sum	100
Volunteers (up to age 80)	Capital sum	10,000
Temp Total Disablement	Weekly sum	200
Temp Partial Disablement	Weekly sum	100
*specific arrangements available for those aged over 81		
<b>12 Legal Protection</b>		
Employment Disputes, Compensation Awards, Legal Defence, Property and Personal Injury, Tax Protection, Contract Disputes, Statutory Licence Protection Management Liability automatically included		250,000
<b>13 Business Travel – cover for all employees, council members and accompanying spouses included automatically for journeys made in connection with council business</b>		
Medical		1m
Personal property		2,000
Money/cheques		1,000
Disruption/cancellation		2,000
Travel delay		500 max
Personal liability		2m
<b>14 Vehicle – fully comprehensive, excess of £100</b>		

The Committee is asked to CONFIRM the extent of this cover, noting that full details of the index-linking increases and the premium will be provided at the next meeting.

## Agenda item 10

### Epping Forest District Dementia Action Alliance

The DDA is a national organisation which brings together leading organisations from across England committed to transforming health and social care outcomes for people affected by dementia. The Epping Forest DAA has as its principal aims to;

- Increase awareness of dementia across the District by recruiting a wide range of organisations and promoting the roll out of Dementia Friends awareness sessions of all customer facing staff, members or volunteers;
- Adoption of other dementia friendly measures as outlined in the relevant sector guidance available from the National DAA and the good practice examples of other Local DAA members actions posted on the DAA web site;
- Elicit the views of people affected by dementia as to what areas or sectors it should focus its efforts on;
- Establish a regular cycle of quarterly meetings for its membership, chaired by a committed and active person;
- Develop a publicity plan to promote through the local media the work of the Alliance, its members and awareness raising and good practice generally;
- To meet the needs for those living with dementia plus their carers within Epping Forest District;
- Submit an application for recognition as a community that is “Working to become Dementia Friendly”.

A leaflet from the Alliance has been provided to members under separate cover and full details of the Epping Forest DDA may be found at [https://www.dementiaaction.org.uk/local\\_alliances/16879\\_epping\\_forest\\_district\\_dementia\\_action\\_alliance](https://www.dementiaaction.org.uk/local_alliances/16879_epping_forest_district_dementia_action_alliance)

To become a local member of the Dementia Action Alliance, the Town Council will need to identify at least 3 steps it could take to become more dementia-friendly. These steps will create an action plan.

These steps could be by:

1. Encouraging councillors and staff to attend a Dementia Friends awareness session to assist them in serving people living with dementia\*\*;
2. Promoting awareness of this progressive disorder that is likely to affect an increasing number of our residents in the coming years through our usual communications including Think Loughton;
3. Supporting and encouraging activities and events in Loughton to be inclusive of people living with dementia through our financial assistance scheme.
4. Encouraging businesses, and organisations, from all sectors in the town, to become members of the Epping Forest Dementia Action Alliance.

For information, a Dementia Friends Champion induction session is being held at Loughton Library on Thursday 5 April 2018 from 10am – 4pm. More details are available from Julia Trew, Face to Face Manager.

\*\* Several members of the office staff have already attended these sessions.