



# RESOURCES AND GENERAL SERVICES COMMITTEE

Members of the Resources and General Services Committee  
are summoned to attend a Meeting at 7.45pm on  
**Wednesday 7 December 2016**  
at 1 Buckingham Court, Rectory Lane, Loughton  
to transact the business shown in the agenda.

**Enid K Walsh**  
**Town Clerk**

1 December 2016

**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**  
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 5 October 2016.
- 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 Christmas Card Competition**  
\* A report on the 2016 competition is provided on page 5.
  - 5.2 Annual Town Meeting – Min no RG14.3**  
For information: The new Principal and Chief Executive Officer of Epping Forest College, Saboohi Famili, has accepted the invitation to speak at the 2017 Annual Town Meeting, scheduled for Wednesday 15 March 2017 commencing at 8pm in the Murray Hall.
  - 5.3 Binding of Minutes**  
The binding of minutes for the 2012-16 council and committee meetings has now been completed at a net cost of £580. The additional costs resulted from the need to split the Planning minutes into two volumes.  
  
The Committee is asked to consider whether arrangements should be made to store all the bound volumes of minutes, dating back to 1996, at the Essex Record Office.
  - 5.4 Extraordinary Council Meeting**  
The Committee is asked to NOTE that, in discussion with the Chairman and in view of the number of members of the public expected, officers made arrangements to hire a professional sound system for this meeting that was held in the Murray Hall on 29 November 2016. The net cost was £651.
  - 5.5 Code of Conduct**  
For information: A copy of the Report of the Standards Committee has been circulated to all members under separate cover. As a member of the Joint Standards Committee, it is strongly recommended that this Council adopts the revised Code. This will be proposed at the Council meeting on 14 December 2016.

**5.6 Standing Orders**

For information: At the meeting on 14 December 2016, 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)

**5.7 Staff Handbook**

The Committee is asked to note that a number of minor amendments to the Handbook have been recommended by the Council's HR advisor, Peninsula, to meet recent changes in legislation. Once staff have been consulted on these, a further report will be made to this Committee.

**6 Finance and Audit**

**6.1 Internal Audit**

The first interim inspection by the Council's internal auditor was undertaken on Monday 17 October 2016. A copy of their report has been previously circulated to all councillors.

No matters of concern were raised and the report concluded that, "*on the basis of the programme of work undertaken this year, the Council has again maintained adequate and effective internal control arrangements. We are again pleased to acknowledge the quality of records maintained by the Clerk and her staff and thank them for their assistance, which has ensured the smooth progress of our review process.*"

**6.2 Internal Financial Check**

Cllr Omer visited the offices on 24 November 2016 to carry out his second financial check. His inspection included a review of the bank accounts, the Precept receipts, chip and pin payments and a VAT return.

Cllr Omer reported that everything was satisfactory with officers very helpful in providing all the requested information and explaining his queries.

**6.3 Financial Position**

\* The current financial report is attached together with details of the movements in the Committee's earmarked reserves (see pages 6 – 7).

A note of the Council's current bank balances and most recent reconciliations will be circulated at the meeting.

**6.4 Investments**

**6.4.1 Investment Strategy and Policy**

\* The Committee is asked to review the current policy (see pages 8 – 9).

**6.4.2 Investments Review**

The funds in the Santander 180-day Notice Account will be available for reinvestment on 8 December 2016. The Committee is asked to confirm where these funds should be reinvested.

Details of the Council's existing bank accounts and the current interest rates are provided below.

<b>Account</b>	<b>Interest Rate %</b>
NatWest Current Account	0.00
NatWest No. 2 Account	0.00
NatWest Business Reserve Account:	0.15
Santander Business Reserve Instant Access Savings account	0.40
NatWest Security Deposit Account	0.00
Nationwide Business Instant Saver Account	0.50
Santander 180-day Notice Account	0.90

### **6.5 Accounts Paid**

Payments totalling £139,070.00 as detailed on payments schedules nos 223 – 226 have been made since the report to the meeting on 5 October 2016. The schedules and accompanying invoices will be available at the meeting for inspection.

For information, details of all Council payments in excess of £250 are provided on the Council's website on the Finance and Transparency page. This is usually updated quarterly.

## **7 Members' Remuneration Scheme**

The Remuneration Schemes operated by town/parish councils in the District are reviewed on an annual basis by the Parish Remuneration Panel at Epping Forest District Council. 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.

Accordingly, the Committee is asked to review:

- i. the existing remuneration scheme in operation at Loughton Town Council and, if required, make recommendations to the Council; and
- ii. the amount of Parish Basic Allowance, noting that since 2009 this has been set at £108 per annum. It is suggested that this sum be increased to £112 per annum and this has been allowed for in the budget.

\* A copy of the current scheme is attached (see pages 10 – 16).

## **8 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 17).

## **9 Committee Priorities**

**9.1** As part of its overall plan and to complement the budget-making process, the Committee is requested to review its priority list for 2017/18. The list was last considered on 9 December 2015.

\* See attached report (page 18).

**9.2** 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

**10 Estimates for 2017/18**

**10.1** The Committee is asked to consider and confirm the estimates of income and expenditure for 2017/18.

\* See attached report (pages 19 – 23).

**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**  
1 December 2016

**Agenda item 5.1****Christmas Card Competition 2016**

This year the Christmas card competition received over 280 entries, a significant increase on previous years. The following schools submitted multiple entries, including Alderton Infant, Hereward Primary (infants and juniors), Oak View (juniors), Oaklands (infants and juniors) and Roding Valley High. The Restore Community Centre, which runs an art club, also sent in several entries.

The entries were judged by the Town Mayor and Deputy Town Mayor. The winning entries this year were received from students attending Oaklands School, Thomas Willingale Primary School, Roding Valley High School, and the Restore Community Centre. The runners-up included students from Alderton Infant School, Hereward Primary School and Roding Valley High School.

An exhibition showing a selection of the entries, including the winners and runners-up, was displayed at Loughton Library from 28 November and will move to the Debden Library from 15 December until 3 January 2017.

The presentations to the winners will take place at the Council meeting on 14 December 2016, when the Town Mayor will present the winners with a £25 gift card, a laminated certificate and the Town Council's official Christmas card with the winning design.

The results are as detailed below:

INFANT SCHOOL CATEGORY	
<b>Winner</b>	<b>Tegan Smith</b>
Runner-up	Jayden Fuller Daniels
JUNIOR SCHOOL CATEGORY	
<b>Overall winner</b>	<b>Summer McGowan</b>
Runner-up	Libbie Webb
SECONDARY SCHOOL CATEGORY	
<b>Winner</b>	<b>Finnley Packwood</b>
Runner-up	Scarlett Downie
ADULT CATEGORY	
<b>Winner</b>	<b>Kate Thomas</b>
Runner-up	Jennifer Orme

During the judging the Town Mayor suggested sub-dividing the infant section, which currently covers school years 0, 1 and 2 for children aged 4 to 7, to better cater for the artistic abilities of younger children.

**The Committee is asked if it wishes to REVIEW the competition age categories** which are currently:

- 1 Infants – years 0/1/2 up to age 7
- 2 Juniors – years 3/4/5/6 ages 7 – 11
- 3 Secondary – years 7/8/9/10/11 11 – 16
4. Adults – year 12 + 16 and over

NB: An additional category will require an adjustment to the budget.

Vivienne Messenger  
Planning Committee Clerk

## Summary Income &amp; Expenditure by Budget Heading 30/11/2016

Month No: 8

## Resources and General Services Committee Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Funds Available	% of Budget
<b><u>Resources and General Services</u></b>							
Communication	Expenditure	20,174	12,268	21,800	9,532	9,532	56.3 %
Office Expenses	Expenditure	10,261	9,152	12,800	3,648	3,648	71.5 %
	Income	31	37	0	37		0.0 %
Audit	Expenditure	2,830	420	2,900	2,480	2,480	14.5 %
Central Personnel	Expenditure	278,869	199,802	297,300	97,498	97,498	67.2 %
Council Expenses (1)	Expenditure	11,676	13,191	12,500	-691	-691	105.5 %
	Income	200	609	0	609		0.0 %
Other Services (2)	Expenditure	3,274	21,789	53,750	31,961	31,961	40.5 %
Members' Expenses	Expenditure	2,072	72	2,900	2,828	2,828	2.5 %
Buckingham Court (3)	Expenditure	54,399	31,598	39,714	8,116	8,116	79.6 %
	Income	8,199	10,079	10,310	-231		97.8 %
Service Re-charge (4)	Expenditure	-241,400	0	-251,000	-251,000	-251,000	0.0 %
Library	Expenditure	0	0	8,000	8,000	8,000	0.0 %
Grants (5)	Expenditure	36,886	17,420	35,500	18,080	18,080	49.1 %
<b><u>INCOME - EXPENDITURE TOTALS</u></b>							
	Expenditure	179,042	<b>305,713</b>	<b>236,164</b>	<b>-69,549</b>	<b>-69,549</b>	<b>129.4 %</b>
	Income	8,430	<b>10,725</b>	<b>10,310</b>	<b>415</b>		<b>104.0 %</b>
	Net Expenditure over Income	<b>170,612</b>	<b>294,988</b>	<b>225,854</b>	<b>-69,134</b>		

**Notes**

- (1) Council expenses are over budget owing to the legal fees relating to the removal of the unauthorised encampment on Hillyfields, previously reported to the Council. The income relates to legal fees paid by Roding Valley High School for its licence to use the Roding Valley Recreation Ground (£500) and a low claims insurance refund (£108.84).
- (2) The Other Services budget includes Election expenses (£36,000), Civic Service (£250), Citizenship Awards (£1,000), Future Accommodation (£15,000), QE11 90<sup>th</sup> birthday (£500) & Contingency (£1,000).
- (3) The income of £10,079 relates to the hire of the Council Chamber as a training venue.
- (4) The annual Service Re-charge is £251,000. The position as at 30.11.16 is £167,333.
- (5) Some of the grants awarded in 16/17 are yet to be claimed. An amount of £81.60 remains in the general grants budget.

**Agenda item 6.3**

**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 and General Services Committee</b>	<b>31.3.16</b>
Elections	31,000
Noticeboards	2,000
Office expenses	3,570
Communication	0
Council expenses	1,907
Accommodation	13,450
Buckingham Court maintenance fund	2,000
Honours board	700
Staff costs	0
Grants	0
<b>Total</b>	<b>54,627</b>



### Agenda item 6.4.1

#### Investment Strategy and Policy

The Committee is asked to carry out a review of this policy, which was originally agreed by Finance and General Purposes Committee in 2004. This policy will need to be ratified by full Council.

The government guidance makes it clear that the investment priorities should be “security and liquidity rather than yield”. The recommended amendments are shown in bold and italics.

#### INVESTMENT STRATEGY AND POLICY

***This Council acknowledges the responsibility of prudently investing the temporarily surplus funds held on behalf of the community as part of its fiduciary duty.***

#### 1 STRATEGY

~~To invest for the best income return having regard both to the requirements of the Local Authorities (Capital Finance) (Approved Investments) Regulations 1990 as amended and the absolute requirement to avoid capital loss.~~

The Local Government Act 2003 Section 12 provides the Power to Invest (a) for any purpose relevant to its functions under any enactment or (b) for the purpose of the prudent management of its financial affairs. Section 15(1) of the Act requires a local authority to have regard to guidance issued by the Secretary of State.

In accordance with Section 15(1) of the Local Government Act 2003 Act, the Council will have regard (a) to such guidance as the Secretary of State may issue, and (b) to such other guidance as the Secretary of State may by regulations specify.

***The Council’s investment priorities are:***

- i. the security of its reserves, and***
- ii. the adequate liquidity of its investments, and***
- iii. the return on investment - the Council will aim to achieve the optimum return on its investments commensurate with proper levels of security and liquidity.***

#### 2 POLICY

- (i) To retain not less than ~~one~~ **three** month's average working capital requirement in current and deposit accounts giving immediate access.
- (ii) To place any other funds on deposit of up to one year's duration, depending on the prevailing interest rates and forecast cash flow requirements, ***noting that long term investments are defined in the Guidance as any greater than 12 months.***
- (iii) All investments will be made in sterling.***
- (iv) Funds only to be deposited or invested with:
  - (a) UK clearing banks or their subsidiaries, together with those former major building societies now banks subject to their being assigned a credit rating of 'A' **'BBB+' or above from Standard and Poor's, Moody's Investors Services Ltd or Fitch Ratings Ltd.**
  - (b) UK Government stocks
  - (c) UK local authority stocks or bonds.

For information:

- It is unlawful for councils to borrow money to invest.
- From July 2015, local councils with an annual budget of less than 500,000 euros\*\* are covered by the Financial Services Compensation Scheme. However, as previously reported, this does not apply to the Town Council.
- The latest guidance on Local Government Investments published in 2010, may be found at [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/320206/1501971.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/320206/1501971.pdf)
- Members' attention is also drawn to Item 9 of the Council's Financial Regulations: Loans, Investments and Reserves.
- Bank ratings may be viewed at <https://thebanks.eu/banks-by-country/United-Kingdom>

\*\* At current exchange rates this is equivalent to £418,855.18

**Agenda item 7**

**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 1<sup>st</sup> 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 31<sup>st</sup> March of any subsequent year.

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## 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 portorage 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, 46.9p 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.) £3.07;



- (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.) £1.53;
  - (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.) £8.45.
- (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 8**  
**Subscriptions Review**

The following table shows the list of subscriptions to be paid by the Council during the current financial year 2016/17.

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.

<b>ORGANISATION</b>	<b>£</b>
Campaign to Protect Rural England (CPRE)	36.00
Direct Information Service (DIS)	FOC
Essex Association of Local Councils (includes NALC fees)	2,175.66
Essex Heritage Trust*	25.00
Essex Playing Fields Association (EPFA)	30.00
Essex Wildlife Trust	75.00
Friends of Historic Essex	10.00
Information Commissioner's Office (ICO)	35.00
Institute of Cemetery & Crematorium Management (ICCM)	90.00
Local Council Advisory Service (LCAS) - withdrawn by officers	0.00
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)	356.00
(DTC)	274.00
Voluntary Action Epping Forest (VAEF)	12.00
Institute of Local Council Management. (ILCM) (now paid by TC)	0.00
<b>Total</b>	<b>£3,268.66</b>

\* These subscriptions are due in December 2016 so are only an estimate at this stage.

**Agenda item 9.1**  
**Committee Priorities**

<b>Resources and General Services</b>		
<b>Priority</b>	<b>Main Function</b>	<b>Greater Detail/Current Position</b>
<b>Current activities</b>		
High	New council accommodation	Review and research for opportunities to improve office location for public access
High	Publicity and website	Website to be upgraded April 2016
High	Seeking external funding sources	Targeted action
Low	Honours Board	Completion 2015/16
Low	Council structure	Continuing reviews
<b>On-going activities</b>		
Medium	Banking arrangements and investments	Following the 2015 changes, to be 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	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 10**  
**Estimates for 2017/18**

The Committee's draft estimates for 2017/18 and Rolling Programme are attached.

**10.1.1 Income**

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

- 1) Hire of Council Chamber at Buckingham Court.
- 2) 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 2 per cent, an increase on the August figure of 1.8%.
- Both the Recreation and Environment and Heritage Committees have agreed to increase their fees by 2%.
- The current level of fees and charges can be viewed at: <http://www.loughton-tc.gov.uk/UserFiles/Files/Documents%20and%20Policies/Fees%20and%20Charges.pdf> or on request at the Council offices.

**10.1.2 The Committee's Rolling Programme**

\* See page 20.

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.

**10.1.3 Expenditure**

\* See pages 21 – 23.

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 2017/18 (Next Year Budget) to be confirmed by the Committee.

**The Committee is asked to consider and confirm the attached estimates of expenditure for 2017/18.**

Resources and General Services Rolling Programme		2016/17			2017/18			2018/19		
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	4,009			4,859			4,950		
	Production & distribution of annual report	891			941			960		
	Newsletter - Deliver good quality quarterly newsletter to homes and businesses in Loughton, via Royal Mail	6,500	5,400		6,500	5,500		6,600	5,600	
	Noticeboards maintenance + new board at Traps Hill	1,000			1,000		1,800	1,000		
	Website improvements*		2,000	2,000						
Office expenses	Stationery, office equipment & maintenance etc*	12,800			12,300			12,500		
Audit & accounts	Internal & external audit	2,900			2,900			3,600		
Central personnel	*(£6,000 from ER)	297,300			304,300	12,000		322,000		
Council expenses	Press and advertising	250			250			250		
	Subscriptions	3,600			3,400			3,500		
	Insurance	5,200			5,150			5,200		
	Training, conferences etc	1,600			1,500			1,500		
	Legal	1,000			3,000			3,000		
	Town Mayor's expenses	750			750			750		
	Christmas cards competitions - 4 classes, £25 prizes	100				100			120	
Other services	Election expenses* (£31,000 from ER)	36,000			9,000			9,000		
	Contingency	1,000			1,000			1,000		
	Future accommodation (£15,000 in ER)	15,000								
	Loughton Citizenship awards		1,000			1,000			1,000	
	Civic Service/Celebration		250			250			250	
	Honours board*									
	QEII 90 <sup>th</sup> birthday			500						
Members' expenses	PBA @ £108 for 22 members + travel & subsistence	2,900			3,000			3,000		
Buckingham Court	Running costs (inc Public Works Loan)	39,720			28,550	2,400		28,550	2,500	
Library Offices	Rent & service charge and misc expenses	8,000			13,700			13,700		
Grants	Support of local groups & orgs inc youth projects		27,500			27,500	7,500		35,000	
	Support of local CAB branch		8,000			8,000			8,000	
<b>TOTALS</b>		440,520	44,150	2,500	402,100	56,750	9,300	421,060	52,470	0
	* Money from earmarked reserves									
	<b>Grand total</b>		<b>487,170</b>			<b>468,150</b>			<b>473,530</b>	
	<i>Less service recharge (TBC)</i>		- 251,000			- 251,000			- 251,000	
	<i>Net expenditure</i>		236,170			217,150			222,530	

## Loughton Town Council 2016/17

## Budget Summary - By Committee

Note : Loughton Town Council Budget 2017/18

	<u>Last Year 2015/16</u>		<u>Current Year 2016/17</u>			<u>Next Year 2017/18</u>
	Budget	Actual	Revised Budget	Actual YTD	Projected Actual	Next Year Budget
<b><u>Resources and General Services</u></b>						
<b><u>101 Communication</u></b>						
Overhead Expenditure	20,400	20,174	21,800	12,268	20,500	20,600
101 Net Expenditure	20,400	20,174	21,800	12,268	20,500	20,600
<b><u>102 Office Expenses</u></b>						
Overhead Expenditure	12,250	10,261	12,800	9,152	12,337	12,300
Total Income	0	31	0	37	37	0
102 Net Expenditure	12,250	10,230	12,800	9,116	12,300	12,300
<b><u>103 Audit</u></b>						
Overhead Expenditure	2,900	2,830	2,900	420	2,860	2,900
103 Net Expenditure	2,900	2,830	2,900	420	2,860	2,900
<b><u>105 Central Personnel</u></b>						
Overhead Expenditure	288,800	278,869	297,300	199,802	299,800	316,300
105 Net Expenditure	288,800	278,869	297,300	199,802	299,800	316,300
<b><u>106 Council Expenses</u></b>						
Overhead Expenditure	11,600	11,676	12,500	13,191	15,628	14,150
Total Income	0	200	0	609	609	0
106 Net Expenditure	11,600	11,476	12,500	12,582	15,019	14,150

## Loughton Town Council 2016/17

## Budget Summary - By Committee

## Note : Loughton Town Council Budget 2017/18

	<u>Last Year 2015/16</u>		<u>Current Year 2016/17</u>			<u>Next Year 2017/18</u>
	<u>Budget</u>	<u>Actual</u>	<u>Revised Budget</u>	<u>Actual YTD</u>	<u>Projected Actual</u>	<u>Next Year Budget</u>
<b><u>107 Other Services (RGS)</u></b>						
Overhead Expenditure	11,950	3,274	53,750	21,789	39,245	11,250
<b>107 Net Expenditure</b>	<b>11,950</b>	<b>3,274</b>	<b>53,750</b>	<b>21,789</b>	<b>39,245</b>	<b>11,250</b>
<b><u>108 Members' Expenses</u></b>						
Overhead Expenditure	2,900	2,072	2,900	72	2,252	3,000
<b>108 Net Expenditure</b>	<b>2,900</b>	<b>2,072</b>	<b>2,900</b>	<b>72</b>	<b>2,252</b>	<b>3,000</b>
<b><u>110 Buckingham Court</u></b>						
Overhead Expenditure	53,800	54,399	39,714	31,598	51,596	30,950
Total Income	6,000	8,199	10,310	10,079	11,200	28,500
<b>110 Net Expenditure</b>	<b>47,800</b>	<b>46,200</b>	<b>29,404</b>	<b>21,518</b>	<b>40,396</b>	<b>2,450</b>
<b><u>111 Service Re-charge (RGS)</u></b>						
Overhead Expenditure	-241,400	-241,400	-251,000	0	-251,000	-251,000
<b>111 Net Expenditure</b>	<b>-241,400</b>	<b>-241,400</b>	<b>-251,000</b>	<b>0</b>	<b>-251,000</b>	<b>-251,000</b>
<b><u>112 Library</u></b>						
Overhead Expenditure	0	0	8,000	0	0	13,700
<b>112 Net Expenditure</b>	<b>0</b>	<b>0</b>	<b>8,000</b>	<b>0</b>	<b>0</b>	<b>13,700</b>

Loughton Town Council 2016/17

Budget Summary - By Committee

Note : Loughton Town Council Budget 2017/18

	<u>Last Year 2015/16</u>		<u>Current Year 2016/17</u>			<u>Next Year 2017/18</u>
	<u>Budget</u>	<u>Actual</u>	<u>Revised Budget</u>	<u>Actual YTD</u>	<u>Projected Actual</u>	<u>Next Year Budget</u>
<b><u>205 Grants</u></b>						
<b>Overhead Expenditure</b>	38,000	36,886	35,500	17,420	35,500	43,000
<b>205 Net Expenditure</b>	38,000	36,886	35,500	17,420	35,500	43,000
<b>Resources and General Expenditure</b>	201,200	179,042	236,164	305,713	228,718	217,150
<b>Income</b>	6,000	8,430	10,310	10,725	11,846	28,500
<b>Total Net Expenditure</b>	<u>195,200</u>	<u>170,612</u>	<u>225,854</u>	<u>294,988</u>	<u>216,872</u>	<u>188,650</u>