



# RESOURCES AND GENERAL SERVICES COMMITTEE

Members of the Resources and General Services Committee  
are summoned to attend a Meeting at **7.45pm** on  
**Wednesday 10 October 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 October 2018

**Councillor S Pewsey (Chairman)**  
**Councillor J Jennings (Vice Chairman)**

Councillors

M Dalton  
S Murray

J Jogia  
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 4 July 2018.
- 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 Insurance – Min no RG128.2**

#### **5.1.1 Landlord Rent Guarantee Insurance**

The Committee is reminded that the annual premium for this would be £44.80 for a 24-month Indemnity Period or £56.00 for a 36-month Indemnity Period.

This only covers the unpaid rent for a period of non-occupation resulting from fire of similar damage which makes the building uninhabitable. This is similar to business interruption cover as at the Kingsley and Murray Halls. This does not cover a tenant failing to pay or vacating unexpectedly. The Council's underwriter does not provide this type of cover.

The Committee is asked how it wishes to proceed.

#### **5.1.2 HMRC investigations**

As reported at the last meeting, the Council's new contractor, James Todd & Co, has offered "fee insurance" at £80 per annum to cover their additional costs in responding to an investigation or enquiry raised by HMRC. PAYE investigations, enquiries and compliance visits can be initiated by the HMRC at random. This cover would also provide telephone access to specialist legal advisors in Employment Law, Health and Safety and Commercial Legal.

This Insurance covers representation costs up to £100,000 for investigations relating to Payroll related matters only. Exclusions are as follows: any matters relating to fraud, criminal prosecutions, tax avoidance schemes, deliberate omissions, any additional tax, fines, or penalties.

In the event of HMRC discovering a problem, whilst the Council may claim against the contractor's own professional indemnity policy and

credit the proceeds against the liability for fees, there could be other fees not covered by that policy. There is no policy excess.

The Committee is asked how it wishes to proceed.

## 5.2 Christmas Closedown Arrangements

In line with the existing Council policy agreed in February 2008, in addition to the statutory Bank Holidays, the Council Offices will also be closed on Christmas Eve, Monday 24 December 2018. This will be treated as a gratis day for staff.

The office hours will be as follows:

Monday 24 <sup>th</sup> December	Closed
Tuesday 25 <sup>th</sup> December	Closed
Wednesday 26 <sup>th</sup> December	Closed
Thursday 27 <sup>th</sup> December	9.30 – 4.30
Friday 28 <sup>th</sup> December	9.30 – 4.30
Monday 31 <sup>st</sup> December	9.30 – 4.00
Tuesday 1 <sup>st</sup> January	Closed

## 5.3 Referendum Principles

For information: In 2018-19, the Government decided to defer the setting of referendum principles for town and parish councils for three years. However, this was 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 ongoing costs; and
- the Government seeing clear evidence of restraint in the increases set by the sector’.

In the current financial year, the average Band D parish precept increased by 4.9% (£3.02). This compared to a 6.3% increase (£3.63) in 2017-18, and is the lowest year on-year increase in parish precepts since 2015-16.

In view of this, the Government intends to continue the deferral of setting referendum principles for town and parish councils, but encourages parish councils to continue this downward trend. This will be kept under active review.

## 5.4 Remembrance Service

In 2017 the Council made a donation of £100 to the Royal British Legion in support of the Poppy Appeal and towards the cost of the wreath laid by the Town Mayor at the annual Remembrance Service held in November. The Committee is asked to confirm that it wishes to make a similar donation this year. Payment will need to be approved under Section 137 of the Local Government Act 1972.

## 5.5 Annual Town Meeting

The 2019 Annual Town Meeting is scheduled for Wednesday 13 March 2019 commencing at 8pm in the Murray Hall. Whilst this is not a council meeting, all town councillors are expected to attend. The Committee is asked if it wishes to continue with the usual format for the meeting by inviting local organisations and voluntary groups, particularly those in receipt of Financial Assistance from the Council, to mount displays at the event to attract more

public interest. The organisations successful in their grant applications for 2019/20 would also be presented with a certificate by the Town Mayor. The Committee is also asked if it wishes to invite a guest speaker and make suggestions in this regard. The meeting is usually concluded with refreshments and an opportunity for members of the public to speak informally with their councillors. Local businesses which have supported the local community would also be invited.

**5.6 Strategy and Staff Group**

The Strategy and Staff Group met on Wednesday 8 August 2018. Topics discussed at that informal meeting included staffing and staff recruitment, arrangements for the death of a national figure and the 2019/20 budget.

**6 Financial Assistance – Min no RG129**

**6.1 General Applications 2018/19**

\* The following request for financial assistance has been received. A copy of the application form and supporting information is provided on pages 6 – 11.

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 £3,650 in the 2018/19 Financial Assistance budget.

Organisation	Amount requested £	Item	Power
Rotary Club of Loughton	192.00	Promotional material	LGA 1972 s137

**6.2 Grant Claims**

Following the receipt of additional information from the Loughton Youth Project satisfactory to the Working Group, the 2018/19 grant of £3,000 was settled.

It has been reported that the Project is currently running under the control of the Essex Boys and Girls Club with particular reference to services secured via a grant from the Essex Police Fire & Crime Commissioner.

**7 Finance – Min no RG120**

**7.1 External Audit 2017/18**

A copy of the External Auditor’s Certificate is provided on page 8. Under the regulations, this will need to be reported formally to full Council. The Notice of Conclusion of Audit was published on 28 September 2018 and is currently displayed on the noticeboards around the town and on the Council’s website.

\* The Town Clerk appealed against the External Auditor’s comment and an extract from her letter and the response from PKF Littlejohn is provided on pages 12 – 13.

For information, a number of town and parish councils have received a similar comment this year.

**7.2 Internal Audit – Min no RG118.5**

For information, the next visit by the internal auditor is booked for Monday and Tuesday, 22 and 23 October 2018. The auditor will follow the previously agreed 5-year work plan, but the Committee is asked if there is anything specific it would like the auditor to inspect.

**7.3 Internal Financial Check**

Cllr Angold-Stephens accepted the appointment of being the councillor to carry out checks on the Council's financial transactions and attended the offices on 1 October 2018.

During her visit Cllr Angold-Stephens inspected records connected with hall hire and expressed concern that the audit trail was difficult to follow. She has requested that the procedure manual in this regard be checked and updated for review at her next visit.

**7.4 Current Financial Position**

\* The current financial position is attached together with details of the funds available from earmarked reserves (see page 14 -15).

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

**7.5 Accounts Paid**

Payments totalling £254,896.02 as detailed on payments schedules nos 262 – 268 have been made since the report to the meeting on 4 July 2018. The schedules and accompanying invoices will be available at the meeting for inspection.

For information, details of all Council payments in excess of £500 are provided on the Council's website on the strategic documents page.

**8 Local Government Pension Scheme Regulations 2013**

The Committee is asked if it wishes to comment on the Draft Administration Strategy which has been circulated to members under separate cover.

The LGPS Regulations allow Funds to prepare a Pensions Administration Strategy for the purpose of improving administrative processes in compliance with regulatory provisions and the Pension Regulator's Code of Practice No.14. The delivery of a high quality administration service is the responsibility of not just the administering authority; it relies on the administering authority and the Fund's employers working together.

The Fund has had an administration strategy in place since March 2013 and the latest review has established a need to revise the strategy. The Fund has therefore re-drafted its strategy to ensure adoption of best practice and compliance with standards set by the Pensions Regulator in regard to data quality, completeness and timeliness. The revised strategy aims to better meet the needs of both the Fund and its employers going forward, making the respective responsibilities of the administering authority and Fund employers much clearer.

Comments are invited by 31 October 2018 to enable a final draft of the strategy to be taken to the December meeting of the Essex Pension Fund Strategy Board for approval.

**9 Future Work of the Committee**

The opportunity for members to suggest topics to be considered by the Committee at a future meeting, subject to the Committee's agreement.

Members are reminded that as part of its overall plan and to complement the budget-making process, at its next meeting the Committee will be asked to review its priority list and agree Estimates for 2019/20.

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**  
4 October 2018

## Agenda item 6.1 General Applications 2018/19

YOUR ORGANISATION	
Name of organisation (please give location, if different from correspondence address on back page)	Rotary Club of Loughton, Buckhurst Hill & Chigwell  on behalf:  Epping Forest Dementia Action Alliance (EFDAA)

## Summary of aims and objectives:

The Epping Forest Dementia Action Alliance (EFDAA) was founded to help make Epping Forest a dementia friendly community. We work with local businesses and organisations to enable them to become more dementia friendly. Many people know someone living with dementia and according to the Alzheimer's Society 1 in 14 people have dementia although this is not always obvious.

## What do we mean by becoming more dementia friendly?

Becoming dementia-friendly means people with dementia are understood, respected and supported. In a dementia-friendly community people will be aware of and understand dementia, so that people with dementia can continue to live in the way they want to and in the community they choose.

The Dementia Report identified that there are 1,888 people living with dementia in Epping Forest District in 2014. The majority of people with dementia have at least one carer and it can therefore be assumed that there are currently around 4,000 people in Epping Forest who are experiencing the impact of dementia on a daily basis.

The number of people with dementia will increase by 38% by 2025.

## 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.
- 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 a dementia plus their carers within Epping Forest District.

Age groups specifically catered for, if any	All ages as dementia can affect people of any age however typically it affects people aged 65 or older
Is the organisation a non-profit making body?	Yes
Is the organisation a Registered Charity? (if so, please give registration number)	1077732
Number of members in the organisation	16 Member Organisations: <ul style="list-style-type: none"> <li>• Action for Family Carers</li> <li>• Caremark Harlow and Epping Forest</li> <li>• Carers First</li> <li>• Community Agents Essex</li> <li>• East of England Ambulance Service NHS Trust</li> </ul>

The businesses who have signed up are as follows:

McColl's Newsagents – Signed up to scheme  
Bet Central – Signed up to scheme  
Studio Rooms Tattoo's & Salon – Signed up to scheme  
Day Lewis Pharmacy – Interested in signing up to scheme and want further information  
Envers Dry Cleaning & Ironing – Interested in signing up to scheme and want further information  
Nick's Fish Bar – Interested in signing up to scheme and want further information  
Nissa Local – Do not want to participate in scheme  
Flow Direct Plumbing & Heating Supplies – Do not want to participate in scheme

The businesses who sign up to the scheme and meet the criteria are then awarded with a certificate of recognition for their contributions to support people living with dementia and also a window sticker which can be displayed to show the community that they are working to become dementia friendly. This shows the community that these businesses are being proactive at supporting the health and wellbeing of local people and also allows people living with dementia and their carers to identify local business that can offer a safe and enjoyable shopping experience.

The window sticker was designed by a young person who took part in our local secondary schools competition to design a logo to feature on the stickers.

The list of criteria which businesses need to achieve to receive the award are as follows:

- 1) Does your business have good signage?**
  - Are your signs clear?
  - Do your signs stand out?
  - Are your signs easy to read? E.g. *font* & colours
  - Do you have a;
    - Pay here sign?
    - Ask here for help sign?
    - Rest here sign?
    - Toilet sign?
- 2) Is the lighting in your business good?**
  - Is there enough lighting to see where you are going/to read?
  - Is the lighting evenly spread? E.g. No dark areas
- 3) Is your business place calm or confusing?**
  - Is your merchandise clearly displayed?
  - Do you have unnecessary distractions? E.g. loud music, flashing lights, TV
  - Is your checkout clutter free?
- 4) How is the general atmosphere of your business?**
  - Does it give a sense of security?
  - Is it easy to ask for help?
  - Are the staff friendly/approachable?
  - Are you able to take a seat if you need to rest?
- 5) Does your business have a Dementia Friend?**
  - Have you had a member of staff attend a 45 minutes Dementia Friends Information session? OR Are you willing to book a member of staff on a Dementia Friends Information Session?



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).

We are applying for a grant to purchase window stickers which will be displayed in Businesses in Loughton who sign up to our 'Working to become dementia friendly business award scheme'.

According to the Alzheimer's Society, up to one-third of people living with dementia don't feel like part of their local community. Another statistic shows that just under half of those living with dementia think that their community has the potential to help them live a happier and more enjoyable life.

Statistics also show that less than half (47%) of people living with dementia feel a part of their community (Alzheimer's Society, 2013).

- People with dementia said that they had to give up activities such as getting out of the house (28%), shopping (23%), exercise (22%) and using transport (16%) (Alzheimer's Society, 2013).
- Almost 80% of people with dementia listed shopping as their favourite activity. However, 63% of people surveyed didn't think that shops were doing enough to help people with dementia (Alzheimer's Society, 2013).
- 33% of people think that shops and local businesses would benefit if people with dementia had more support to be involved in their local community (Alzheimer's Society, 2013).

Studies have shown that when it comes to going out in public, there are certain psychological, physical, and emotional barriers that people living with dementia face. These barriers can put them off of going outside because they can make them too anxious to feel comfortable out of their safe zone - their home or care home. The most common barriers include:

- Feeling a lack of confidence.
- Being worried about getting confused.
- Worrying about getting lost.
- Being worried about getting around and mobility.
- Not wanting to burden others.
- Not having adequate transport to get around.

Therefore we decided to be these studies to the test and members of the DAA undertook a consultation of people living with dementia and their carers to see what they felt we should work on in order to make their lives easier. We visited a number of individuals and groups to gather intel and it was identified that they wanted easier shopping experiences.

Therefore, with this in mind, the DAA have worked hard to develop the project we are calling the 'Working to become dementia friendly Business Award scheme'.

We worked in consultation with people living with dementia and their carers to identify a set of criteria which they felt businesses should meet/work towards in order to make shopping experiences easier for them. The idea is that businesses sign up to the scheme and agree to meet the criteria in order to be recognised as a business who is working to become dementia friendly. We agreed to pilot the project in Pyrles Lane in Loughton with a plan to expand across Loughton and the surround towns and villages.

We approached the local businesses on Pyrles Lane and consulted them on the criteria set and whether they felt the scheme was worthwhile and something they would consider signing up to. The feedback received from the businesses was very positive and 4/9 have agreed to sign up to the scheme with a further 3 businesses wanting additional information and needing consent of head office before signing up.

The businesses who have signed up are as follows:

McColl's Newsagents – Signed up to scheme  
Bet Central – Signed up to scheme  
Studio Rooms Tattoo's & Salon – Signed up to scheme  
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The businesses who sign up to the scheme and meet the criteria are then awarded with a certificate of recognition for their contributions to support people living with dementia and also a window sticker which can be displayed to show the community that they are working to become dementia friendly. This shows the community that these businesses are being proactive at supporting the health and wellbeing of local people and also allows people living with dementia and their carers to identify local business that can offer a safe and enjoyable shopping experience.

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  - Are the staff friendly/approachable?
  - Are you able to take a seat if you need to rest?
- 5) Does your business have a Dementia Friend?**
  - Have you had a member of staff attend a 45 minutes Dementia Friends Information session? OR Are you willing to book a member of staff on a Dementia Friends Information Session?

Explain how Loughton residents will benefit from this project?

There are many benefits that come with creating a more dementia-friendly community, these include:

- People living with dementia feel confident and safe enough to leave the house.
- They know that dementia is no reason to feel embarrassed and aren't scared of being discriminated against because of it.
- They know that if they get confused or lost, there is help at hand from local businesses and understanding people.

There are also many benefits to businesses, these include:

- Competitive advantage.
- Enhanced brand reputation.

Are you making this application as part of the annual round of grant applications? (closing date 31 December)? No

If No, please explain the circumstances to justify this emergency application (please see point 2 of the scheme before completing this section).

We now have the results from the project pilot and with the businesses on board we do not want to lost momentum with the project. Also, we got young people from local secondary schools to put in entries to design our logo to feature on the stickers therefore we want to get into schools to thank them and need to get the stickers made up to do this.

Total cost of project	£192.00
Amount of grant requested	£192.00
Funds available from organisation's own resources	£0
Funds granted from other bodies (please give details)	£0
If there is a shortfall in these figures, how do you propose to fund the deficiency?	N/A

**PREVIOUS APPLICATIONS**

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

Financial Year	Amount	Purpose	Successful
1.4.17 – 31.3.18	None	None	N/A
1.4.16 – 31.3.17	None	None	N/A
1.4.15 – 31.3.16	None	None	N/A
1.4.14 – 31.3.15	None	None	N/A
1.4.13 – 31.3.14	None	None	N/A



**Agenda item 7.1, Audit**

**Section 3 – External Auditor Report and Certificate 2017/18**

In respect of **Loughton Town Council EX0166**

**1 Respective responsibilities of the body and the auditor**

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2018; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

**2 External auditor report 2017/18**

Except for the matters reported below, on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with *Proper Practices* and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

The AGAR was not accurately completed before submission for review as unpaid direct debits as at the year end of £598 have been incorrectly included as reconciling items in the bank reconciliation. The figures in Section 2, Box 8 should read £866,741 and the value of the unpaid direct debits should feature as another reconciling item between Boxes 7 and 8. Please ensure that amendments are corrected in the prior year comparatives when completing next year's AGAR.

Other matters not affecting our opinion which we draw to the attention of the authority:

**3 External auditor certificate 2017/18**

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2018.

External Auditor Name

**PKF LITTLEJOHN LLP**

External Auditor Signature

*PKF Littlejohn LLP*

Date

**18/09/2018**

\* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2017/18 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website ([www.nao.org.uk](http://www.nao.org.uk))

**Agenda item 7.1 cont'd**

**Extract from the appeal letter** sent by the Town Clerk:

*I am in receipt of your report and certificate for 2017/18 and wish to appeal the matter raised.*

1. *The auditor's comment in Section 2 refers to unpaid direct debits as at the year-end of £598. However, the bank reconciliation you will have on file with the Council's papers shows only two such payments of £552.95 and £34.98 totalling £587.93 (£588). Please explain the £10 discrepancy in your figures.*
2. *Attached are copies of the two relevant invoices which clearly show that these direct debits were scheduled to have been called for on 29 March and 30 March respectively. Whilst I acknowledge there may have been a processing delay owing to the Easter Bank Holidays this year, the accounting of these two payments in the 2017/18 financial year rather than showing them as creditors was, I consider to be, the correct method, a view supported by the Council's internal auditor, Auditing Solutions. I would therefore be grateful if you could provide a copy of PKF Littlejohn's guidelines as to the treatment of direct debits.*

*The 'Notice of conclusion of audit' and certified AGAR will now be displayed as required. However, in view of the above information I would be grateful if you could undertake a review and reconsider this matter at your earliest convenience.*

*I await your response.*

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**Extract from PKF Littlejohn's response:**

*I have reviewed the file. You are correct that the two direct debits total £588, not £598. This was an error on our part and the report should have read:*

*The AGAR was not accurately completed before submission for review as unpaid direct debits as at the year end of £588 have been incorrectly included as reconciling items in the bank reconciliation. The figures in Section 2, Box 8 should read £866,731 and the value of the unpaid direct debits should feature as another reconciling item between Boxes 7 and 8. Please ensure that amendments are corrected in the prior year comparatives when completing next year's AGAR.*

*Please accept our apologies for the error.*

*Our guidelines, supplied by the NAO regarding DDs and SOs are that as these transactions are not generated by individual instructions for each payment, they are not considered to be banking transactions until the payment comes out of the bank. On this basis it is therefore not correct for DD's and SO's to be part of the bank reconciliation, they should be included as creditors and form part of the reconciliation between Boxes 7 and 8 on the AGAR.*

*You may wish to post this email along with the AGAR to explain the situation.*

## Summary Income &amp; Expenditure by Budget Heading 10/10/2018

Month No: 6

Resources and General Services Committee  
Report

		Actual Last Year	Actual Year To Date	Current Annual Budget	Variance Annual Total	Funds Available	% of Budget
<b>Resources and General Services</b>							
Communication	Expenditure	18,906	8,244	17,300	9,056	9,056	47.7 %
Office Expenses	Expenditure	10,780	4,639	12,300	7,661	7,661	37.7 %
	Income	20	0	0	0		0.0 %
Audit	Expenditure	2,860	0	2,925	2,925	2,925	0.0 %
Central Personnel (1)	Expenditure	250,432	150,898	307,700	156,802	156,802	49.0 %
	Income	0	10,000	0	10,000		0.0 %
Council Expenses (2)	Expenditure	11,395	9,890	14,320	4,430	4,430	69.1 %
	Income	168	0	0	0		0.0 %
Other Services (3)	Expenditure	20,170	0	11,250	11,250	11,250	0.0 %
Members' Expenses	Expenditure	2,130	130	2,660	2,530	2,530	4.9 %
Buckingham Court (4)	Expenditure	45,155	23,364	31,790	8,426	8,426	73.5 %
	Income	300	9,953	32,850	-22,897		30.3 %
Service Re-charge (5)	Expenditure	-253,000	0	-257,500	-257,500	-257,500	0.0 %
Library	Expenditure	4,751	7,634	13,700	6,066	6,066	55.7 %
Grants	Expenditure	30,760	17,000	35,500	18,500	18,500	47.9 %
	Expenditure	144,340	<b>221,799</b>	<b>191,945</b>	<b>-29,854</b>	<b>0</b>	<b>115.6 %</b>
	Income	488	<b>19,953</b>	<b>32,850</b>	<b>-12,897</b>		<b>60.7 %</b>
Net Expenditure over Income		<b>143,852</b>	<b>201,846</b>	<b>159,095</b>	<b>-42,751</b>		

**Notes**

- 1) £10,000 Income is an ECC grant towards employing an Apprentice.
- 2) Council Expenses budget includes annual payments for insurance and subscriptions.
- 3) Other Services budget includes £9,000 for elections, £1,250 for the Citizenship Awards and Civic Celebration plus £1K for contingencies.
- 4) Buckingham Court tenancy commenced in June 2018 and rent payments will become due, following the three-month rent free period, in September 2018.
- 5) Service Re-charge up to 30/09/18 is -£128,750.

**Agenda item 7.4 cont'd**

**Earmarked Reserves:**

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

	<b>01.04.18</b>
Elections	16,000
Noticeboards	1,000
Office expenses	3,150
Communication	0
Council expenses	2,000
Accommodation	0
Buckingham Court maintenance fund	2,000
Honours board	0
<b>Total</b>	<b>24,150</b>