



RESOURCES AND GENERAL SERVICES COMMITTEE

Members of the Resources and General Services Committee
are summoned to attend a Meeting at **7.45pm** on
Wednesday 5 December 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
28 November 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 10 October 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 Annual Town Meeting – Min no RG137.5**
For information, after careful consideration the Town Mayor has decided not to hold a Civic Celebration during his term of office. It is therefore proposed that the Citizenship awards are presented during the 2019 Annual Town Meeting on Wednesday 13 March 2019 commencing at 8pm in the Murray Hall in place of the guest speaker.
 - 5.2 Christmas Card Competition – Min no RG128.5**
* A report on the 2018 competition is provided on page 4.
 - 5.3 Local Services Fund – Min no RG128.8**
For information, earlier this year the Town Council was awarded a £10,000 grant from this scheme to create a Grounds Maintenance Apprenticeship.

Unfortunately, the local colleges have since reviewed their courses and now only provide horticultural apprenticeships. There is insufficient expertise available amongst Council staff to manage an apprentice in this regard.

Following discussions with the Strategy and Staff Group, the Town Clerk wrote to the administrator of the Local Service Fund, the Essex Association of Local Councils, to seek permission from the Award Panel to ‘transfer’ the £10,000 apprenticeship grant award to a ‘trainee groundsman’ appointment under similar terms.

This would lead to a permanent position here at the Council with a full set of training courses to provide the new member of staff with recognised qualifications including strimming/brush cutting, chain saw, first aid, health and safety, and cemetery operatives training (COTS).

A response is anticipated following the Award Panel’s meeting in December 2018.

5.4 Authorised Signatories – Min no RG130.6.2

For information, the changes to the bank mandates have not yet been actioned by NatWest. Additional changes will also be required early in February 2019 once the new Town Clerk is in post.

5.5 Remembrance Service – Min no RG137.4

This year's event at the War Memorial on Kings Green on 11 November 2018, marking 100 years since the Armistice, was very well attended. Council staff are thanked for their work which helped the occasion run smoothly. The Council is also grateful for the attendance of Essex Police this year.

The 'Battle's Over' Beacon lighting event held on Hillyfields later that day was also well supported and we thank Deputy Lord Lieutenant Michael Chapman, Ian King from Restore and Alex Ward from E15 for their involvement.

5.6 Emergency Plan

The Committee is asked to undertake a review of the Emergency Plan. Copies have been circulated to members under separate cover.

NB: As this document contains personal data, members are reminded of their responsibilities under GDPR.

6 Finance – Min no RG120

6.1 Internal Financial Check

Cllr Angold-Stephens is to undertake checks on the Council's financial transactions on 29 November 2018. A report will be provided at the meeting.

6.2 Current Financial Position

* The current financial position is attached together with details of the funds available from earmarked reserves (see page 5 – 6).

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

6.3 Accounts Paid

Payments totalling £124,222.04 as detailed on payment schedules nos 269 - 273 have been made since the report to the meeting on 10 October 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.

7 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 7).

8 Parish Basic Allowance

The Committee is asked to consider a recommendation to full Council on the level of Parish Basic Allowance that members may claim in 2019/20. This is currently set at £108 per annum.

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 2019/20. The list was last considered on 6 December 2017.

* See attached report (page 8).

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 2019/20

10.1 The Committee is asked to consider and confirm the estimates of income and expenditure for 2019/20.

* See attached report (pages 9 – 13).

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
28 November 2018

Agenda item 5.2**Christmas Card Competition 2018**

This year, the competition received 300 entries, slightly more than last year (284). Multiple entries were received from Hereward Primary (including nursery, infants and juniors), Oak View (juniors, secondary & adults), Oaklands (infants and juniors), St John Fisher (infants & juniors) and Roding Valley (secondary). Woodland Grove and Loughton Hall Care Homes sent in several entries along with some late entries from the Mellows Care Home, making the total entries received 304.

The Town Mayor and Deputy Town Mayor judged the competition. The winning Infant entry was from Hereward Nursery; the winning Junior entry attends Oaklands School; the secondary and overall winning entry was submitted from a Roding Valley High School student, and the adult winner was a resident from Woodland Grove Care Home (who won the same category last year). The runners-up included students from Hereward and Roding Valley High Schools and a resident from Poet's Corner.

An exhibition of a selection of the entries, including the winners and runners-up, is currently on display at Loughton Library until 12 December and then at Debden Library from 13 December until 2 January 2019.

The award presentation will take place prior to the Council meeting on 12 December 2018 when the Town Mayor will present the winners with a £25 gift card and laminated certificate. The overall winner will also receive a gift hamper donated by Hobbycraft, who very kindly supported the competition again this year.

Loughton Library also held a craft day on Saturday 20 October 2018, with a selection of art supplies donated by Hobbycraft to encourage participation. This sponsorship was organised by the Council's Town and Community Development Officer. A number of entries were received from this session, including the Infant Category runner-up.

The results of the competition are as detailed below:

INFANT SCHOOL CATEGORY	
Winner	Taryn Da Silva
Runner-up	Leandro Tapper
JUNIOR SCHOOL CATEGORY	
Winner	Sienna Martin
Runner-up	Lilly Spong
SECONDARY SCHOOL CATEGORY	
Overall winner	Isabelle Frost
Runner-up	Alistair Lanz
ADULT CATEGORY	
Winner	Barbara Masser
Runner-up	Janette Schofield

Report by
Debra Paris, Administrative Assistant

Summary Income & Expenditure by Budget Heading 20/11/2018

Month No: 8

Resources and General Services Committee Report

		Actual Last Year	Actual Year To Date	Current Annual Budget	Variance Annual Total	Funds Available	% of Budget
<u>Resources and General Services</u>							
Communication	Expenditure	18,906	9,964	17,300	7,336	7,336	57.6 %
Office Expenses	Expenditure	10,780	6,653	12,300	5,647	5,647	54.1 %
	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	200,897	307,700	106,803	106,803	65.3 %
	Income	0	10,000	0	10,000		0.0 %
Council Expenses (2)	Expenditure	11,395	9,938	14,320	4,382	4,382	69.4 %
	Income	168	0	0	0		0.0 %
Other Services (RGS) (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	23,603	31,790	8,187	8,187	74.2 %
	Income	300	19,290	32,850	-13,560		58.7 %
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 (6)	Expenditure	30,760	20,664	35,500	14,836	14,836	58.2 %
	Expenditure	144,340	279,482	191,945	-87,537	-87,537	145.6 %
	Income	488	29,290	32,850	-3,560		89.2 %
Net Expenditure over Income		3,852	250,192	159,095	-91,097		

- 1) £10,000 Income is the Local Services Fund grant (ECC) towards an Apprentice.
- 2) Council Expenses 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 £1,000 for contingencies.
- 4) Buckingham Court is now tenanted under a 3-year lease and rent payments have commenced. Expenditure includes the Public Works Loan of £28,208 p.a.
- 5) Service Re-charge up to 30/11/18 is -£183,667
- 6) A number of the grants awarded in 18/19 are yet to be claimed. £2,750 is available in the general grants budget.

Agenda item 6.2 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:

Resources and General Services Committee	01.04.18
Elections	16,000
Noticeboards	1,000
Office expenses	3,150
Council expenses	2,000
Buckingham Court maintenance fund	2,000
Total	24,150

Agenda item 7
Subscriptions Review

The following table shows the list of subscriptions to be paid by the Council during the current financial year 2018/19.

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

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

ORGANISATION	£
Campaign to Protect Rural England (CPRE)	36.00
Essex Association of Local Councils (includes NALC fees)	2,308.00
Essex Heritage Trust*	25.00
Essex Playing Fields Association (EPFA)	30.00
Essex Wildlife Trust	75.00
Friends of Historic Essex	12.00
Information Commissioner's Office (ICO)	55.00
Institute of Cemetery & Crematorium Management (ICCM)	90.00
Open Spaces Society*	45.00
National Society of Allotment & Leisure Gardeners	55.00
Rural Community Council Essex (RCCE)	50.00
Society of Local Council Clerks (SLCC)*	364.00
Voluntary Action Epping Forest (VAEF)	12.00
Total	£3,157.00
<i>18/19 Budget</i>	<i>£3,400.00</i>

* These subscriptions are due in December 2018 so are only an estimate at this stage.

Agenda item 9
Committee Priorities

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

Agenda item 9

Estimates for 2019/20

The Committee's draft estimates for 2019/20 and Rolling Programme are attached.

9.1 Income

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

- 1) Price per sheet of A4 for items on the Publication Scheme (currently 65p).

Notes:

- The annual fee increases are historically based on the Retail Price Index published in September. For information, the September RPI figure was 3.3 per cent.
- Both the Recreation and Environment and Heritage Committees have agreed to increase their fees by 3.3%.
- The current level of fees and charges can be viewed at <https://tinyurl.com/y9mvgv3> or on request at the Council offices.

9.2 The Committee's Rolling Programme

* See page 10.

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.

For information, the two additional items are:

- £1,500 proposed for the Council Expenses budget to cover the cost of new IT equipment; and
- £1,300 to enable a post evaluation for staff to be undertaken.

The Committee is asked if it wishes to make any amendments or additions.

9.3 Expenditure

* See pages 11 – 13.

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 2019/20 (Next Year Budget) to be confirmed by the Committee.

The Committee is asked to consider and confirm the estimates of expenditure for 2019/20.

Resources and General Services Rolling Programme		2018/19			2019/20			2020/21		
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	2,905			3,088			3,180		
	Production & distribution of annual report	965			912			940		
	Newsletter - Deliver good quality quarterly newsletter to homes and businesses in Loughton, via Royal Mail	6,550	5,630		6,550	5,800		6,750	5,980	
	Website maintenance	250			250			250		
	Noticeboards maintenance	1,000			1,000			1,000		
Office expenses	Stationery, office equipment & maintenance etc*	12,300			12,350		1,500	12,750		
Audit & accounts	Internal & external audit	2,925			2,925			3,000		
Central personnel	Salaries and on-costs plus evaluation exercise	301,100		6,600	313,600		1,300	321,000		
Council expenses	Press and advertising	250			100			100		
	Subscriptions	3,400			3,400			3,400		
	Insurance	5,220			5,320			5,480		
	Training, conferences etc	1,600			1,600			2,000		
	Legal	3,000			3,000			3,000		
	Town Mayor's expenses	750			750			750		
	Christmas cards competitions - 4 classes, £25 prizes			100			100		100	
Other services	Election expenses* (£25,000 from ER in 19/20)	9,000			9,000			9,000		
	Contingency	1,000			1,000			1,000		
	Loughton Citizenship awards		1,000			1,000			1,000	
	Civic Celebration		250			-			TBC	
Members' expenses	PBA @ £108 for 22 members + travel & subsistence	2,660			2,660			2,660		
Buckingham Court	Running costs (inc Public Works Loan)	31,790			32,576			33,000		
Library Offices	Rent & service charge and misc expenses	13,700			13,700			13,700		
Grants	Support of local groups & orgs inc youth projects		27,500			25,000			TBC	
	Support of local CAB branch		8,000			8,500			8,500	
TOTALS		400,365	42,480	6,600	413,781	40,400	2,800	422,960	15,580	-
* Money from earmarked reserves										
Grand total			449,445			456,981			438,540	
			- 257,500			- 257,500			TBC	
			191,945			199,481				

Loughton Town Council
Budget Summary - By Committee

Note : Resources and General Services Committee Estimates and Budgets 2019/20

	<u>Last Year 2017/18</u>		<u>Current Year 2018/19</u>		<u>Projected Actual</u>	<u>Next Year 2019/20</u> Next Year Budget	
	<u>Budget</u>	<u>Actual</u>	<u>Revised Budget</u>	<u>Actual YTD</u>			
<u>Resources and General Services</u>							
<u>101</u>	<u>Communication</u>						
	Overhead Expenditure	18,800	18,906	17,300	10,315	16,100	17,600
101	Net Expenditure	18,800	18,906	17,300	10,315	16,100	17,600
<u>102</u>	<u>Office Expenses</u>						
	Overhead Expenditure	12,300	10,780	12,300	6,947	12,300	13,850
	Total Income	0	20	0	0	0	0
102	Net Expenditure	12,300	10,760	12,300	6,947	12,300	13,850
<u>103</u>	<u>Audit</u>						
	Overhead Expenditure	2,900	2,860	2,925	0	2,890	2,925
	Total Income	0	0	0	0	0	0
103	Net Expenditure	2,900	2,860	2,925	0	2,890	2,925
<u>105</u>	<u>Central Personnel</u>						
	Overhead Expenditure	316,300	250,432	307,700	200,897	307,000	314,900
	Total Income	0	0	0	10,000	10,000	0
105	Net Expenditure	316,300	250,432	307,700	190,897	297,000	314,900

Loughton Town Council
Budget Summary - By Committee

Note : Resources and General Services Committee Estimates and Budgets 2019/20

	<u>Last Year 2017/18</u>		<u>Current Year 2018/19</u>			<u>Next Year 2019/20</u>
	Budget	Actual	Revised Budget	Actual YTD	Projected Actual	Next Year Budget
106 Council Expenses						
Overhead Expenditure	14,150	11,395	14,320	9,929	13,165	14,270
Total Income	0	168	0	0	0	0
106 Net Expenditure	14,150	11,227	14,320	9,929	13,165	14,270
107 Other Services (RGS)						
Overhead Expenditure	11,250	20,170	11,250	0	11,000	11,000
Total Income	0	0	0	0	0	0
107 Net Expenditure	11,250	20,170	11,250	0	11,000	11,000
108 Members' Expenses						
Overhead Expenditure	3,000	2,130	2,660	130	2,194	2,660
108 Net Expenditure	3,000	2,130	2,660	130	2,194	2,660
110 Buckingham Court						
Overhead Expenditure	32,450	45,155	31,790	23,603	39,680	32,576
Total Income	28,500	300	32,850	19,290	28,798	35,515
110 Net Expenditure	3,950	44,855	-1,060	4,313	10,882	-2,939
111 Service Re-charge (RGS)						
Overhead Expenditure	-253,000	-253,000	-257,500	0	-257,500	-257,500
111 Net Expenditure	-253,000	-253,000	-257,500	0	-257,500	-257,500

Loughton Town Council
Budget Summary - By Committee

Note : Resources and General Services Committee Estimates and Budgets 2019/20

	<u>Last Year 2017/18</u>		<u>Current Year 2018/19</u>		<u>Projected Actual</u>	<u>Next Year 2019/20</u>
	<u>Budget</u>	<u>Actual</u>	<u>Revised Budget</u>	<u>Actual YTD</u>		
112 Library						
Overhead Expenditure	13,700	4,751	13,700	7,634	12,084	13,700
112 Net Expenditure	13,700	4,751	13,700	7,634	12,084	13,700
205 Grants						
Overhead Expenditure	35,500	30,760	35,500	21,614	31,850	33,500
205 Net Expenditure	35,500	30,760	35,500	21,614	31,850	33,500
Resources and General - Expenditure	207,350	144,340	191,945	281,069	190,763	199,481
Income	28,500	488	32,850	29,290	38,798	35,515
Net Expenditure	178,850	143,852	159,095	251,778	151,965	163,966