



RESOURCES AND GENERAL SERVICES COMMITTEE

Members of the Resources and General Services Committee
are summoned to attend a Meeting at **7pm** on
Wednesday 11 January 2017
at 1 Buckingham Court, Rectory Lane, Loughton
to transact the business shown in the agenda.

Enid K Walsh
Town Clerk
5 January 2017

Councillor S Pewsey (Chairman)
Councillor J Angold-Stephens (Vice Chairman)

Councillors

M Dalton
S Murray

J Jennings
A Omer

J Mahoney

Note to Councillors:
If you are unable to attend the meeting,
please phone your apologies to the office on 020 8508 4200.

A G E N D A

- 1 Apologies for absence**
To RECEIVE any apologies for absence.
- 2 Declarations of Interest**
Councillors to declare any pecuniary or non-pecuniary interest in any items on the agenda.
- 3 Confirmation of Minutes**
To CONFIRM the minutes of the meeting held on 7 December 2016.
- 4 Public Representations**
To adjourn the meeting to hear any representations from members of the public who have registered a request to address the Committee in accordance with no 5, Appendix C, of the Standing Orders.
- 5 Matters for Report**
To REPORT any further significant information on matters which have been previously discussed, in addition to those which may already be included on the agenda.

5.1 Local Government Finance Settlement Consultation 2017/18 – Min no RG16.6

To NOTE that Council tax referendum principles have not been extended to parish and town councils in 2017/18.

In December 2016, the Secretary of State for Communities and Local Government announced the provisional local government finance settlement for 2017/18 in the House of Commons; an extract from his speech is provided below:

“[Town and parish councils] play an important role in our civic life.

We have decided that we will defer our proposals this year, while keeping the level of precepts set by town and parish councils under close review.

I expect all town and parish councils to clearly demonstrate restraint when setting increases that are not a direct result of taking on additional responsibilities.

I am also actively considering with the sector ways to make excessive increases more transparent to local taxpayers.”

5.2 Investments Review – Min no RG26.4.2

To NOTE that:

- i) the balance in the Santander 180-day Notice Account has been reinvested and notice served such that the funds will be available on 6 June 2017; and
- ii) notice was received that the interest rate for the Nationwide Business Saver account has decreased from 0.50% to 0.35% with effect from 23 December 2016.

6 Council-wide Priorities

- * See attached report (pages 3 – 6).

7 Estimates for 2017/18

- * See attached report (pages 7 – 9).

8 Meetings Schedule

The draft schedule of meetings for 2017/18 is attached for approval by the Committee. Dates have been chosen to avoid clashes with the meetings of the District Council's Area Planning Sub-Committee South and the District Development Control Committee.

- * See pages 10 – 11.

Enid K Walsh
TOWN CLERK
5 January 2017

Agenda item 6

Council-wide Priorities

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

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

For information the following list was agreed in January 2016:

Ranking	Committee	Activity
1	Resources & General Services	Council accommodation
2	Environment and Heritage / Planning and Licensing	Neighbourhood Plan and protection of green spaces
3	Recreation	Playgrounds (Traps Hill)
4	Recreation	Roding Valley Recreation Ground improvements

PLANNING AND LICENSING COMMITTEE – Priorities 2017/18		
Priority	Main Function	Greater Detail
Current activities		
High	Neighbourhood Plan	Neighbourhood Area designated
High	Design Award Scheme	Annual award presentation
High	Planning and Licensing	Responding to applications
High	All other matters within the committee's terms of reference	

RECREATION COMMITTEE – Priorities 2017/18		
Current Priority	Main Function	Greater Detail (current position)
Current Activities		
1	RV Recreation Ground – improvements to changing rooms exterior & surrounding area to include a refreshment facility and toilets	Planning application to be submitted. Internal works to be included. External funding TBC
2	Skate park facility	Monthly events during summer months whilst the search for a suitable site continues.
3	Playgrounds	New works/upgrading
4	Land adjacent to Willingale Road Allotment	Use as a nature reserve/community orchard. Some clearance and environmental studies undertaken
5	Provision of Public Access Defibrillators	Collaboration with stakeholders
6	Roding Valley Recreation Ground	Registration as a “Field in Trust”
7	Roding Valley Recreation Ground path maintenance	Including the diverted path by Charlie Moules bridge – no action at present. EFDC assisting in monitoring the erosion
8	Outdoor gym at other locations	Monitor the success of the new Willingale Road Playing Field facility
9	Solar energy installations for Council buildings	Further research and budgetary allowance
10	Renaming of the Roding Valley Recreation Ground	Under consideration
11	Youth Forum	No action at present. Collaboration with Epping Forest Youth Council
On-going Activities		
High	Running the committee	Agenda, reports, research, minutes, finance, admin
High	Kingsley and Murray Halls	Bookings, admin, finance, maintenance and works
High	Millennium Remembrance Grove	Tree replacements and maintenance
High	Open spaces including the Memorial Garden in Roding Road	Maintenance
High	Willingale Road Playing Field and Roding Valley Recreation Ground	Football lettings, maintenance and works
High	Playgrounds/outdoor gyms	Maintenance
High	Responding to consultations	Variable
High	Any other matters within the committee’s terms of reference	As detailed in the Standing Orders

ENVIRONMENT AND HERITAGE COMMITTEE – Priorities 2017/18		
Current Priority	Main Function	Greater Detail/Current Position
Current activities		
High	Heritage Open Days	September events + heritage trail/leaflets
High	Registration of Village Greens	Applications submitted to ECC
High	War Memorial, Kings Green	Additional names added on 24/11/15
High	Conservation Areas / areas of local landscape merit	Monitor proposals submitted to EFDC
High	Oakwood Hill Estate improvements	Partnership with ECC and EFDC New Estate signage
Medium	Town signs	Awaiting funding opportunities
Medium	Lady Whitaker's Mead	Development of new cemetery
Medium	Vehicle speed reduction measures	Community speed watch scheme to be developed
Medium	Flower baskets	Permissions, contract, installation
Medium	Interpretation panels	Locations to be identified
Medium	Seats (new)	Site surveys, permissions, purchase and installation
Medium	Heritage street lights	Awaiting funding
On-going activities		
High	Running the committee	Agenda, reports, research, minutes, finance, admin
High	Community Lavatory scheme	Awaiting approaches to businesses
High	Cemetery (Church Lane)	Burials, administration, maintenance
High	War memorials	Inspect and maintain
High	Heritage plaques, drinking fountain, seats and other street furniture; Lopping Hall clock	Installation and maintenance
High	Allotments	Lettings, licences, administration
High	Christmas lights (Kings Green, The Broadway and High Road)	Installation, inspections and maintenance
High	Christmas Window Competition	Admin and arrangements
Medium	Alleyway nameplates	Site surveys, permissions, purchase and installation
High	Winter salt bag partnership	Facilitating the ECC scheme Replacement of existing grit bins
High	Responding to consultations	Variable
High	Any other matters within the Committee's terms of reference	

RESOURCES AND GENERAL SERVICES – Priorities 2017/18		
Current Priority	Main Function	Greater Detail/Current Position
Current activities		
High	New council accommodation	Arrangements were in hand for the proposed move to offices in Loughton Library
High	Seeking external funding sources	Targeted action
Low	Honours Board	On hold, awaiting a suitable display position
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 Service incl Citizenship Awards
High	Annual Report	Preparation and printing
High	Newsletter	Editorial, printing and distribution
High	Noticeboards	Maintenance and installation
High	Publicity and website	
High	Annual Town Meeting	Arrangements and admin
High	Christmas card competition	Arrangements and admin
High	Emergency Plan	Amendments and circulation
High	Financial Assistance Scheme	Admin and finance
High	New legislative requirements	
High	Policy reviews	On-going
High	Responding to consultations	Variable
High	Contract reviews	On-going
High	Training Strategy	Annual review
High	Any other matters within the committee's terms of reference	
Low	Community Forum	Arrangements and admin

Agenda item 7**Estimates for 2017/18****1 Budget Review**

All of the Committees have now considered their budgets for 2017/18 and provided their estimates and rolling programmes for consideration by this Committee. Copies of these are provided separately for reference in Appendix A.

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

2 Service Recharges

The service recharge for each committee has now been calculated and included in the figures provided below. This is an internal transfer reflecting the cost of running each committee and does not affect the total budgeted expenditure.

3 Local Council Tax Support Grant (LCTS)

The 2017/18 LCTS grant to be paid over by Epping Forest District Council has been confirmed as £27,016 (a reduction of £13,509 on that for 2016/17). As shown below, this grant is treated as income in the process of preparing the Precept.

For information, the 2018/19 LCTS grant has been confirmed as £13,508. This will be the final grant in this respect.

4 Tax Base

The tax base for Loughton is now confirmed by EFDC as 12294.8 (12090.4 in 16/17). This is the figure that when divided into the precept gives the Band D annual amount per household.

5 Committees' Estimates

A summary of the Committees' estimates is as follows:

Committee	Income		Expenditure	Including re-charges
	£	£		
Resources and General Services	28,500		468,150	215,150
Environment and Heritage	24,466		126,275	213,275
Recreation	113,385		587,045	722,045
Planning and Licensing	0		35,500	66,500
		166,351	1,216,970	1,216,970
Interest		10,000		
Use from earmarked reserves				
Resources & General Services	2,000			
Environment & Heritage	36,500			
Recreation	161,700			
Planning and Licensing	25,000			
		225,200		
Local Council Tax Support Grant		27,016		
Total income		428,567		
Net requirement		788,403		

Agenda item 7 cont'd

6 Recommendation for Precept to the Council

The Committee is asked to consider the following items:

i. Use of General Reserves

The maximum amount that can be taken from general reserves to help offset costs in 2017/18 without breaching the Reserves Policy is £72,000.

This would result in a precept of £716,403 with reserves forecast to be at 62.8% of net running costs.

N.B. This would result in an increase on the Band D charge from £49.18 to £58.27.

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

ii. Budget Review

The following revisions are proposed for consideration by the Committee:

Committee	Savings £	
Resources & General Services	9,300	These savings would be achieved by removing all new items of expenditure (those in column 3 of the rolling programmes, Additional items (desired))
Recreation	67,200	
Environment & Heritage	8,400	
Planning and Licensing	0	
	£84,900	

Option A (incorporating the above savings)

Committee	Income		Expenditure	Including re-charges
	£	£		
Resources and General Services	28,500		458,850	205,850
Environment and Heritage	24,466		117,875	204,875
Recreation	113,385		519,845	654,845
Planning and Licensing	0		25,500	56,500
		166,351	1,122,070	1,122,070
Interest		10,000		
Use from earmarked reserves				
Resources & General Services	2,000			
Environment & Heritage	36,500			
Recreation	161,700			
Planning and Licensing	25,000			
		225,200		
Local Council Tax Support Grant		27,016		
Use of General Reserves		72,000		
Total income		500,567		
			621,503	
Net requirement			621,500	(rounded)

A precept of £621,500 would result in an increase on the 2016/17 Band D charge of £1.37.

Option B

Reviewing the proposed savings so that the budget includes funding for the preparation of a Neighbourhood Plan and the protection of green spaces to be increased to £35,000 in 2017/18 and offering an option to retain £3,400 of those new items of expenditure gives the following:

Committee	Income		Expenditure	Including re-charges
	£	£		
Resources and General Services	28,500		458,850	205,850
Environment and Heritage	24,466		117,875	204,875
Recreation	113,385		519,845	654,845
Planning and Licensing	0		35,500	66,500
New items TBC			3,400	3,400
		166,351	1,135,470	1,135,470
Interest		10,000		
Use from earmarked reserves				
Resources & General Services	2,000			
Environment & Heritage	36,500			
Recreation	161,700			
Planning and Licensing	25,000			
		225,200		
Local Council Tax Support Grant		27,016		
Use of General Reserves		72,000		
Total income		500,567		
Expenditure less income		634,903		
Net requirement		634,900	(rounded)	

A precept of £634,900 would result in a £2.46 increase on the annual Band D charge for 2017/18, raising the current figure of £49.18 to £51.64 per annum.

The Committee is asked to consider the above options, and agree

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

This will provide a recommendation of the level of Council precept for 2017/18 to be made to the meeting of the Council at 7pm on Wednesday 25 January 2017.

Agenda item 8 – Meetings Schedule – DRAFT PROGRAMME FOR 2017/18

2017 May	17	Wednesday	Annual Council
	22	Monday	Planning and Licensing
June	5	Monday	Planning and Licensing
	14	Wednesday	Recreation
	19	Monday	Planning and Licensing
	21	Wednesday	Environment and Heritage
July	3	Monday	Planning and Licensing
	5	Wednesday	Resources and General Services
	17	Monday	Planning and Licensing
	19	Wednesday	Council
	31	Monday	Planning and Licensing
August	21	Monday	Planning and Licensing
September	6	Wednesday	Recreation
	11	Monday	Planning and Licensing
	20	Wednesday	Environment and Heritage
	25	Monday	Planning and Licensing
October	9	Monday	Planning and Licensing
	11	Wednesday	Resources and General Services
	18	Wednesday	Council
	23	Monday	Planning and Licensing
November	1	Wednesday	Recreation
	6	Monday	Planning and Licensing
	15	Wednesday	Environment and Heritage
	20	Monday	Planning and Licensing
December	4	Monday	Planning and Licensing
	6	Wednesday	Resources and General Services
	13	Wednesday	Council
	18	Monday	Planning and Licensing
2018 January	10	Wednesday) Resources and General Services (Budgets) (7pm)) Recreation
	15	Monday	Planning and Licensing
	17	Wednesday) Council (7pm)) Environment and Heritage
	29	Monday	Planning and Licensing
February	12	Monday	Planning and Licensing
	14	Wednesday	Resources and General Services
	26	Monday	Planning and Licensing
	28	Wednesday	Council
March	12	Monday	Planning and Licensing
	14	Wednesday	Annual Town Meeting, The Murray Hall, Borders Lane at 8pm
	26	Monday	Planning and Licensing
April	4	Wednesday	Recreation
	9	Monday	Planning and Licensing
	11	Wednesday	Environment and Heritage
	23	Monday	Planning and Licensing
	25	Wednesday	Resources and General Services

Cont'd overleaf

Resources and General Services Committee 11 January 2017

May	9	Wednesday	Council (approval of accounts)
	14	Monday	Planning and Licensing
	23	Wednesday	Annual Council

All meetings will be held in the Council Chamber at 7.45pm unless otherwise shown.