



RESOURCES AND GENERAL SERVICES COMMITTEE

Members of the Resources and General Services Committee
are summoned to attend a Meeting at **7pm** on
Wednesday 8 January 2020
at Loughton Library and Town Hall, Traps Hill, Loughton IG10 1HD
to transact the business shown in the agenda.

Mark Squire
Town Clerk
31 December 2019

Councillor J Jennings (Chairman)
Councillor J Angold-Stephens (Vice Chairman)

Councillors

M Dalton
S Pewsey

J Jogia
J Mahoney

A Omer
S Murray

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 December 2019.
- 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 Financial Assistance Working Group**
The Committee is asked to confirm the three members of this working group to continue in 2020/21 in considering the applications. Current members are Cllrs J Angold-Stephens, J Jennings and S Murray.
- 6 Council-wide Priorities**
* See attached report pages 2 - 4.
- 7 Estimates for 2020/21**
To review the Committees' budgets for the forthcoming financial year and agree a recommendation for the level of Precept for 2020/21 to be made to the meeting of the Council to be held on 22 January 2020.
* See report pages 5 – 7 (See also Additional Documents).
- 8 Reserves Policy Review**
* See page 8 – 10.
- 9 Agenda format review**
* See page 11.

Mark Squire
TOWN CLERK
31 December 2019

Agenda Item 6
Council-wide Priorities

Ranking	Committee	Activity
1	Recreation	Roding Valley Recreation Ground improvements Playgrounds
2	Recreation	Playgrounds

PLANNING AND LICENSING COMMITTEE – Priorities 2020/21

Priority	Main Function	Greater Detail (current position)
Current activities		
High	Local Plan	Further deliberations
High	Planning and Licensing	Responding to applications
High	All other matters within the committee's	terms of reference
Medium	Design Award Scheme	Annual award presentation

RECREATION COMMITTEE – Priorities 2020/21

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	Playgrounds	New works/upgrading
3	Land adjacent to Willingale Road Allotment	Use as a nature reserve/community orchard. Some clearance and environmental studies undertaken
4	Roding Valley Recreation Ground	Registration as a “Field in Trust”
5	Roding Valley Recreation Ground path maintenance	Including the diverted path by Charlie Moules bridge – no action at present. EFDC also monitoring the erosion
6	Jessel Green Day	Preparation and organisation
7	Loughton Community Day	Preparation and organisation
8	Solar energy installations for Council buildings	Further research and budgetary allowance
9	Byelaws for Town Council land	To be researched

On-going Activities

High	Running the committee	Agenda, reports, research, minutes, finance, admin
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High	Kingsley and Murray Halls	Bookings, admin, finance, maintenance and works
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
High	Provision of Public Access Defibrillators	Maintenance

ENVIRONMENT AND HERITAGE COMMITTEE – Priorities 2020/21

Current Priority	Main Function	Greater Detail/Current Position
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Current activities

High	Loughton Day / Heritage Open Days	September events + heritage trail/leaflets - 2021
High	Registration of Village Greens	Applications submitted to ECC
High	Conservation Areas / areas of local landscape merit	Monitor proposals submitted to EFDC Local List review TBC
Medium	Town signs	Awaiting funding opportunities
Medium	Lady Whitaker's Mead	Development of new cemetery
Medium	Flower baskets	Extension to North part of Loughton,
Medium	Interpretation panels	Locations to be identified
Medium	Heritage street lights**	On LHP action list

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 Rules and Regulations review
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 2020/21

Priority	Main Function	Greater Detail/Current Position
Current activities		
High	Seeking external funding sources	Targeted action
Low	Council structure	Continuing reviews
On-going activities		
High	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
Medium	Any other matters within the Committee's terms of reference	

Agenda item 7 Estimates for 2020/21

1 Budget Review

All of the Committees have now considered their budgets for 2020/21 and provided their estimates and rolling programmes for consideration by this Committee.

* See pages 5 – 20.

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

For information, the latest RPI figures are 2.1%.

2 Service Recharges

These are internal transfers reflecting the cost of running each committee and do not affect the total budgeted expenditure. They are not included in the print out of the budget figures for 2020/21 provided in the reports. Once the budget has been reviewed, the service recharge for each committee will be calculated and included in the figures for presentation to the Council.

3 Tax Base

The tax base for Loughton as confirmed by EFDC is 12,719.6 (12,580.6 in 19/20). This is the figure that when divided into the precept gives the Band D annual amount per household.

4 Committees' Estimates

The initial summary of the Committees' estimates is as follows:

Committee	Income		Expenditure
	£	£	£
Resources and General Services	35,515		458,236
Environment and Heritage	17,920		109,285
Recreation	131,595		410,054
Planning and Licensing	0		0
		185,030	977,575
Interest		6,000	
Increase / Decrease in Earmarked Reserves			
Resources & General Services			13,200
Environment & Heritage			6,000
Recreation			3,970
Planning and Licensing			200
Total		191,030	1,000,945
Net requirement		809,915	63.67

Overall this proposal would result in an increase in the annual tax band D property from £57.15 2019/20 to £63.67 for the financial year 2020/21.

This would equate to a movement in Earmarked Reserves as shown on pages 19 - 20 an increase in Earmarked Reserves of £23,370.

5 Public Loans Outstandings

For information, please see below for details of the current status of public loans outstanding. The Town Clerk will explain details of current early prepayment penalties.

Summary of outstanding loans to Council

Figures refer to capital balance outstanding

Purpose		Opening balance	Closing balance 31st December 2019	End date of loan
Buckingham Court	19.1.01	400,000	154,898.11	19.01.26
Community Centre (1)	28.3.02	500,000	223,431.59	28.03.27
Community Centre (2)	28.6.02	500,000	219,993.36	28.06.27
Total		1,400,000	598,332.06	

6 Recommendation for Precept to the Council

The Committee is asked to consider the following items:

At the pre-agenda meeting the items where there were significant increases in the budget were considered and potential savings identified.

i. Budget Review

The following revisions are proposed for consideration by the Committee:

E & H	Cemetery legal	-£10,000
	Lady Whitakers Mead	-£18,670
P & L	Local Plan	-£25,000

These savings would lead to a revised budget as show overleaf and a reduction of Earmarked Funds of £53,670.

7 Committees' Estimates

A revised summary of the Committees' estimates is therefore as follows:

Committee	Income		Expenditure
	£	£	£
Resources and General Services	35,515		458,236
Environment and Heritage	17,920		109,285
Recreation	131,595		410,054
Planning and Licensing	0		0

		185,030	977,575
Interest		6,000	
Increase / Decrease in Earmarked Reserves			
Resources & General Services			13,200
Environment & Heritage			-22,670
Recreation			3,970
Planning and Licensing			-24,800
Total		191,030	947,275
Net requirement		756,245	59.46

A revised Earmarked Funds summary is shown on page 20. An overall net reduction in Earmarked funds of £30,300 is recorded.

This would result in a 4.04% increase on the Band D charge from £57.15 to £59.46.

The Committee is asked to consider the 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 precept for 2020/21** to be made to the meeting of the Council on 22 January 2020.

Agenda Item 8
Reserves Policy Review

- RECOMMENDED** that the proposed (amended) Reserves Policy is reviewed and adopted
- i. to make the current policy and methodology less complex and easier to follow
 - ii. in lieu of the new upgrade of the RBS Omega accounting system to the 'Rialtas Suite', where earmarked funds can be identified individually and entries to earmarked funds made as and when they occur
 - iii. to continue a cautious approach to the level of General Reserves maintained
 - iv. to continue to maintain a satisfactory level of General Reserves.

**Agenda Item 8
Reserves Policy Review**



RESERVES POLICY

Agreed by the Finance and General Purposes Committee on 28 September 2005
Revised by the Resources and General Services Committee on 5 October 2016

- 1 The amount of money held in General and Earmarked Reserves shall be identified at the end of each financial year and reported to the Resources and General Services Committee at the same time as the statutory Statements of Accounts. Where Earmarked Reserves include Capital Reserves and Unspent Loans, they will be specifically identified.
- 2 **Earmarked Reserves**
The council will keep such sums in earmarked reserves as shall be considered necessary to support future expenditure on specific projects or as funds built up towards significant future revenue expenditure or to meet anticipated liabilities.
- 3 **General Reserves**
 - 3.1 The council shall maintain a prudent level of general reserves sufficient to ensure it can meet its on-going commitments, respond to any need for emergency or unplanned expenditure, and overcome any cash flow difficulty which might arise.
 - 3.2 **The council will normally aim to maintain general reserves at around 65%, within the range 60 to 70%, of net budgeted annual running costs*, excluding growth items** and items on which expenditure will be met by use of earmarked reserves.**

**Net budgeted annual running costs means the expenditure which each committee has estimated it will spend on its on-going services in the following year, less the income it expects to receive, after any adjustments to the budgets have been made the Resources and General Services Policy Committee for any reason.*

***Growth items are additional discretionary items specifically identified by spending committees.*

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- 3 **General Reserves**
 - 3.1 The council shall maintain a prudent level of general reserves sufficient to ensure it can meet its on-going commitments, respond to any need for emergency or unplanned expenditure, and overcome any cash flow difficulty which might arise.
 - 3.2 The council will normally aim to maintain general reserves at a minimum of one third (4 months running costs) and maximum of two thirds (8 months running costs) of net budgeted annual running costs*.,.

**Net budgeted annual running costs means the expenditure which each committee has estimated it will spend on its on-going services in the following year, less the income it expects to receive, after any adjustments to the budgets have been made the Resources and General Services Policy Committee for any reason.*

Agenda Item 9

Agenda format review

- i. The current agenda format has a 'matters for report' section where ongoing items are repeated at each meeting. New agenda topics have their own agenda item, but are often of a repetitive nature from previous years. This format is superfluous and adds further administration work in producing the agenda.

RECOMMEND that agenda items run on a purely numeric order but maintaining the reference to the previous relevant minute number.

- ii. RECOMMEND that a new 'Town Clerk/ Chairmans Report' agenda item to be introduced to the Council, Recreation Committee, Environment & Heritage Committee and Resources Committees agendas to highlight new items of interest/news. N.B. for discussion only - no recommendations or decisions can be made.