

THESE MINUTES NOT YET CONFIRMED

LOUGHTON TOWN COUNCIL

RESOURCES AND GENERAL SERVICES COMMITTEE

**MINUTES of the Meeting held by ZOOM
on Wednesday, 6 January at 7pm**

Present:

Councillors: J Jennings (in the Chair)
J Angold-Stephens M Dalton J Jogia
J Mahoney S Murray (from Minute No. 295)

Also present:

Councillors: R Brookes B Cohen M Stubbings
D Wixley

Officers:

M Squire (Town Clerk)
P Bryce (Assistant Town Clerk - Civic)

RG292 Apologies for absence
Apologies for absence were received from Cllr Omer.

RG293 Declarations of Interest
None were declared.

RG294 Confirmation of Minutes
The minutes of the meeting held on 2 December 2020 were CONFIRMED as a correct record and will be signed by the Chairman.

RG295 Public Representations
None were received.

Cllr Murray joined the meeting during the next item.

RG296 Town Clerk's / Chairman's Report
The Town Clerk reported that due to unforeseen domestic circumstances, Lyndsey Mitchell would no longer be able to take up the new role of Finance & Administration Assistant. Judy Graham, Halls and Bookings Officer would assist to carry out these duties for the foreseeable future until the Covid situation eases.

RG297 Financial Assistance Working Group
The Committee AGREED that the existing three members of this working group, namely Cllrs J Angold-Stephens, J Jennings and S Murray should continue their work in assessing financial grant applications for the Town Council year 2021/22

RG298 Council-wide Priorities 2021/22
The priority lists were NOTED and have subsequently been amended by the Town Clerk in accordance with the Resources & General Services Committee's Budget and Estimates deliberations that were AGREED later on in the agenda.

| Ranking | Committee | Activity |
|----------------|------------------|---|
| 1 | Recreation | Roding Valley Recreation Ground Playground improvements |
| 2 | Recreation | Roding Valley Recreation Ground Football Changing Rooms |
| 2 | Recreation | Playgrounds |

PLANNING AND LICENSING COMMITTEE – Priorities 2021/22

| 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 2021/22

| Current Priority | Main Function | Greater Detail (current position) |
|-------------------------|---|--|
| | Current Activities | |
| 1 | Roding Valley Recreation Ground (RVRG) Playground | New works & upgrading |
| 2 | RVRG – improvements to changing rooms exterior & surrounding area | Internal works |
| 3 | RVRG car park & gate | Design and costs tbc |
| 4 | Kingsley Hall windows | Out to tender |
| 5 | Playgrounds | New works/upgrading |
| 6 | Land adjacent to Willingale Road Allotment | Use as a nature reserve/community orchard. Some clearance and environmental studies undertaken |
| 7 | Hillyfields new gate | Specifications and costings |
| 8 | Loughton Cricket Club | Registration as a "Field in Trust"-now complete |
| 9 | RVRG ground path maintenance | Including the diverted path by Charlie Moules bridge – awaiting initial EFDC work and monitoring the erosion |
| 10 | Jessel Green Day | Preparation and organisation |
| 11 | Countdown to Christmas | Preparation and organisation |
| 12 | Registration of RVRG as s a 'Field in Trust' | Revision of look at land ownership issues |
| 13 | Solar energy installations for Council buildings | Further research and budgetary allowance |
| 14 | Byelaws for Town Council land | To be researched |

| | 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 | 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 2021/22

| Current Priority | Main Function | Greater Detail/Current Position |
|-------------------------|---|--|
| | Current activities | |
| High | Loughton Day / Heritage Open Days | September events + heritage trail/leaflets |
| 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 |
| High | Liaison with City of London Corporation | All aspects re Epping Forest including route signage |
| 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 streetlights** | 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 |

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| | | |
|--------|---|--|
| 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 2021/22

| 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 |
| Medium 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 | Training Strategy | Annual review |
| Medium | IT and Office equipment | Updated in 2020 |

| | | |
|--------|--|--------------------------------------|
| Medium | Any other matters within the Committees terms of reference | Ongoing |
| Low | Community Forum | Arrangements and admin if applicable |

RG299 Estimates for 2021/22

RG299.1 Budget Review

The Town Clerk ran through the parameters and rationale of his work on the 2021/22 budget which were NOTED by the Committee.

RG299.2 Service Re-charges

The report was NOTED by the Committee.

RG299.3 Tax Base

The new Tax Base for Loughton Town Council for 2021/22 was NOTED by the Committee.

RG299.4 Committees' Estimates

The initial draft estimate figures were NOTED pending revision. It was noted that the potential increase in the precept at this level would be too high.

RG299.5 Public Loans Outstanding

The information was NOTED.

**RG299.6 Recommendation for Precept to the Council
i Budget Review**

The Committee noted the adverse impact the Covid pandemic was making (particularly on normal income generating areas), not only in respect of this year's finances but also to the detriment and unpredictability of estimating the following year's financial position.

The proposed revision of Earmarked Funds would lead to a revised budget and a reduction of Earmarked Funds of £84,615 which was AGREED by the Committee.

The agreement to changes in Earmarked Funds would also mean a few of the Town Council's list of priorities would need to be amended accordingly (see RG298).

ii Committees Estimates

The Committee RECOMMENDED to the Council that the precept for 2021/22 be set at £782,675 with the budget details as follows

| Committee | Income | | Expenditure |
|---|---------|----------------|------------------|
| | £ | £ | £ |
| Resources and General Services | 20,000 | | 482,485 |
| Environment and Heritage | 16,660 | | 116,127 |
| Recreation | 108,295 | | 415,483 |
| Planning and Licensing | 0 | | 200 |
| | | 144,955 | 1,014,245 |
| Interest | | 2,000 | |
| Increase / Decrease in Earmarked Reserves | | | |

| | | | |
|------------------------------|--|----------------|----------------|
| Resources & General Services | | | -15,500 |
| Environment & Heritage | | | -32,515 |
| Recreation | | | -36,400 |
| Planning and Licensing | | | -200 |
| | | | |
| Total | | 146,955 | 929,630 |
| Net requirement | | 782,675 | 62.44 |

This would result in a 4.99% increase on the Band D charge from £59.46 to £62.44.

RG300 Exclusion of the Press and Public

The Committee RESOLVED to exclude the press and public from the following item in accordance with the Public Bodies (Admission to Meetings) Act 1960, as it contained confidential information relating to contractual matters.

RG301 Buckingham Court – Min no RGS 290

The Committee NOTED the oral update.

Signed:

Date: 10 February 2021