

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 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
High	Christmas lights (Kings Green, The Broadway and High Road)	Installation, inspections and maintenance

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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
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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