

LOUGHTON TOWN COUNCIL

RESOURCES AND GENERAL SERVICES COMMITTEE

MINUTES of the Meeting held on Wednesday 12 January 2022 at 7.00pm at Loughton Library & Town Hall.

Present:

Councillors:

J Jennings (in the Chair)
M Owen
S Murray

R Brookes
M Stubbings

B Cohen

**Also present:
Councillors:**

C Pond

S Fontenelle

D Wixley

Officer:

M Squire (Town Clerk)
K Lumb (Deputy Town Clerk)

There were no members of the public present.

RG64 Apologies for absence

No Apologies were received.

RG65 Declarations of Interest

No Declarations of Interest were received.

Councillor D Wixley joined the meeting during this item.

RG66 Confirmation of Minutes

The minutes of the meeting held on 8 December 2021 were CONFIRMED as a correct record and were signed by the Chairman.

RG67 Public Representations

There were no public representations.

RG68 Town Clerk's / Chairman's Report

The Town Clerk reported the following:

- (i) Current COVID 19 position – In adherence to current requirements, the office is working on a 'skeleton staff' basis, remaining colleagues working from home. There were a number of staff off sick with the covid virus.
- (ii) The Internal Auditor will be visiting the office on Thursday 20 January 2022 to undertake the Council's interim audit.
- (iii) The Town Clerk and Deputy Town Clerk will be interviewing for a part-time Caretaker on Friday 14 January 2022.

RG69 Internal Financial Check

The Committee NOTED that Councillor Murray visited the office on the 16 December 2021 and undertook a financial check on Purchase Orders and Receipts from the start of the 2021/22 financial year until the end of November 2021. A narrative will be added to the proforma purchase order (where the final amount is uncertain) and cross referenced to the final purchase order. The Chairman thanked Councillor Murray for completing this exercise on behalf of the Council.

RG70 Financial Assistance Working Group

The Committee AGREED that the current members of this working group; Councillors J Jennings, M Owen, and S Murray, will continue to assess the financial grant applications and provide recommendations to the next Resources and General Services Committee meeting for the 2022/23 financial year. Councillor Brookes offered her support in case of need.

RG71 Council-wide Priorities 2022/23

The Committee NOTED the Council-wide priority lists for 2022/23.

RG72 Estimates for 2022/23

72.1 Budget Review

The Town Clerk provided an overview of the rationale and content of the draft budget calculations, which were NOTED by the Committee. Finance staff were thanked by members for all of their work.

72.2 Service Recharges

The Town Clerk reported how and why these are calculated, which was NOTED by the Committee.

72.3 Tax Base

The new Tax Base for 2022/23 for Loughton Town Council, was NOTED by the Committee.

72.4 Committees Estimates

The Committee NOTED the initial draft estimates pending revision. Members AGREED that the potential increase in the precept at this level would be too high and unacceptable.

72.5 Public Loans Outstanding's

The Committee NOTED the information provided on the current status of the public loans outstanding.

72.6 Recommendations for Precept to the Council

i Budget Review

The Committee NOTED the ongoing uncertainty and adverse impact the COVID 19 pandemic has on estimating the financial position for the following year.

The proposed revision of Earmarked Funds, resulting in a revised budget and net reduction of £81,558 in Earmarked Funds, along with a proposed net reduction in the Council's General Reserves of £10,000 was AGREED by the Committee.

Councillors NOTED the impacts that these reductions would make in 2022/23.

72.7 Committees' Estimate

The Committee RECOMMENDED to Council that the precept for 2022/23 be set at £829,663 with the budget details as follows:

Committee	Income	Expenditure
	£	£
Resources and General Services	10,000	528,181
Environment and Heritage	16,810	120,145
Recreation	119,945	420,150
Planning and Licensing	0	0
	146,755	1,068,476
Interest	200	
Increase / Decrease in Earmarked Reserves		
Resources & General Services		-23,270
Environment & Heritage		-32,708
Recreation		-25,880
Planning and Licensing		0
Total	146,955	986,618
Net requirement	839,663	65.94
Reduction in General Reserves	-10,000	
Final Net Requirement	829,663	65.16

This results in charges to band D increasing 4.35% from £62.44 (2021/22) to £65.16 (2022/23)

There being no further business, the Chairman thanked members for attending and closed the meeting at 7.37pm.

Signed:

Date: 9 February 2022