

THESE MINUTES HAVE NOT BEEN CONFIRMED

LOUGHTON TOWN COUNCIL

RESOURCES AND GENERAL SERVICES COMMITTEE

MINUTES of the Meeting held on Wednesday 3 December 2025 at 7.30pm at Loughton Town Council, Council Chamber, 1 Buckingham Court, Rectory Lane, Loughton IG10 2QZ.

Present:

Councillors: M Owen (in the Chair)
R Brookes S Murray
M Stubbings

Officers: M Squire (Town Clerk)
C Carroll (Responsible Financial Officer (RFO))

RG158 Apologies for absence

No apologies for absence were received.

RG159 Declarations of Interest

There were no declarations of interest declared.

RG160 Confirmation of Minutes

The minutes of the meeting held on 8 October 2025 were CONFIRMED as a correct record and signed by the Chairman.

RG161 Public Representations

None were received.

RG162 Town Clerk's / Chairman's Report

Members NOTED the report. The Town Clerk also highlighted the successful 'Light up a Life' service which took place on Saturday 29 November 2025 and thanked all those involved. The event raised £378.11 for St Clare Hospice.

RG163 Training and Conferences

The Committee NOTED the report.

RG164 Christmas Card 2025

The Committee AGREED the design of the card.

RG165 Remembrance Services

The committee NOTED the report and that the event was very well attended.

RG166 Citizens Awards – Min – RG141

Following the launch of the award scheme this year, members AGREED that for future award schemes any sitting councillor, Town or Epping Forest District Council (EFDC) should not be able to submit a nomination for the award. Also provision should be made to recognise a contribution made by an individual in their normal duties, in respect of 'a significant contribution towards benefiting the local community'.

RG167 Windrush Flag

As the Town Council have not received any requests from the public no further action will be taken on this item.

- RG168 Establishing a Town Partnership – Min RG 136**
The committee NOTED the report, and the Town Clerk confirmed the flyers and email circulars would be distributed shortly and the date of the Town Partnership meeting as 15 January 2025. Town Councillors are welcome to attend but a Member reiterated and reminded fellow Councillors, that just a few councillor attendees would be more appropriate, given that this is not a Town Council driven project.
- RG169 Policies Review**
169.1 Bad Debt Policy
Members AGREED the policy.
- RG170 Data Use and Access Act 2025**
Members NOTED the article on Assertion 10. The Town Clerk confirmed the deadline of 28 February for all Councillors to ensure they are using a registered 'gov.uk' e-mail address to comply with Assertion 10, Annual Governance and Accountability Return. The office can arrange our IT support to assist if necessary.
- RG171 Finance**
171.1 Current Financial Position
The current financial position as of 31 October 2025 along with the available funds in earmarked reserves and most recent bank reconciliation reports were NOTED.
- 171.2 Accounts Paid**
The committee NOTED payments totalling £250,678.35 as detailed on payment schedules nos. 418 – 423 had been made since the report to the meeting on 8 October 2025 and that schedules and accompanying invoices are available at the Council offices for inspection.
- RG172 Banking**
The Committee AGREED to remove Kate Pendlebury and add Caroline Carroll to the list of authorised users for the following bank accounts:
National Westminster Bank
Nationwide Building Society
Unity Bank
- RG173 Parish Basic Allowance**
The Committee AGREED the level of Parish Basic Allowance to remain at £120.00 per member for the 2026/2027 council year.
- RG174 Subscription Review**
The Committee AGREED to continue with the current list of subscriptions for the 2026/2027 council year. The Town Clerk mentioned the emergence of a new training entity 'CouncilWise Training & Support,' which would be reviewed at the next Resources and General Services Committee meeting.
- RG175 Internal Financial check**
The committee NOTED and thanked Cllr MacKinnon for carrying out the financial check on receipts and payments on Wednesday 26 November. Cllr MacKinnon found no issues to report.
- RG176 Financial Assistance Scheme update – Min RG 146**
The committee NOTED the provisional increase in the budget of £5,000. The Town Clerk confirmed the financial claims made to date at £16,781.93 for this

year's scheme. Outstanding claims have been chased. Further discussion on the final budget allocation will be made at the final budget meeting to allow for all claims to be submitted. Also a decision would be made then, whether additional financial provision for HR services is required.

RG177 Annual Governance and Accountability Return (AGAR) 2024/25 – Min – RG152

The Committee NOTED the Town Clerk's report on the completion of the AGAR and supported this decision to proceed with option 2 for the redaction of the query and a clean audit.

RG178 Chamber Fees – 2026/27

The Committee AGREED the chamber fees remain unchanged for the next financial year. The Town Clerk advised that parking is an issue for hirers during the week which has meant fewer bookings.

RG179 Future work of the Committee Min – RG157

The Committee NOTED the reports on the future work of each Committee and referring to the Recreation Committee recommendations, AGREED that they felt the re-building of the paths at the Roding Valley Recreation Ground (RVRG) was a more important priority for the Council and should therefore be added to the list of projects.

The Town Clerk confirmed the installation of solar panels at the Murray Hall would help to reduce the high costs of heating and to update existing equipment should the Town Council prioritise this project.

The Town Clerk confirmed the costs for street lighting is being investigated.

The Town Clerk informed members the allocation of £15,000 in Earmarked Funds is for the Local Plan only. In his opinion the funding should not be set aside, specifically for preparing and implementing a Neighbourhood Plan as this is not a suitable project for Loughton, given the town's limited internal green spaces and the wider existing green boundaries of the RVRG and Epping Forest.

RG180 Committee Priorities

The Committee AGREED the priority list for 2026/2027.

RG181 Budgets / Estimates 2026/27

The Clerk informed members that the Council's financial position would be aided for the 2026/2027 financial year, considering The Public Works Board loan for Buckingham Court will conclude in January 2026. The Committee AGREED the level of award granted to Citizens Advice for 2026/2027 should be reduced by £500.00.

Members NOTED that this was a preliminary budget at this stage and future amendments between now and the budget meeting in January may be required.

There being no further business, the Chairman thanked members for attending and closed the meeting at 8.35pm.

Signed:
Date: 14 January 2026