LOUGHTON TOWN COUNCIL

RESOURCES AND GENERAL SERVICES COMMITTEE

MINUTES of the Meeting held on Wednesday 24 June 2026 at 7.30 pm at Loughton Town Council, Council Chamber, 1 Buckingham Court, Rectory Lane, Loughton IG10 2QZ.

Present

Councillors: M Owen (Chair)
R Brookes, M Fontenelle, S Fontenelle
S Murray, M Stubbings
D Wixley (as a substitute for Cllr MacKinnon)

Officers: L Petyt Start (Town Clerk)
C Carroll (Responsible Financial Officer (RFO)

RG235 Apologies for absence
An apology of absence was received from Cllr MacKinnon. Cllr Wixley had been nominated as a substitute for Cllr MacKinnon.

RG236 Declarations of Interest
No declarations of interest were declared.

RG237 Confirmation of Minutes
The minutes of the meeting held on 8 April 2026 were CONFIRMED as a correct record and signed by the Vice Chairman.

RG238 Public Representations
There were no public representations.

(Cllr Owen arrived for the next item)

RG239 Town Clerk's / Chairman's Report
It was noted that Cllr Murray would attend the office on 15 July to carry out the quarterly internal financial check.

RG240 Training and Conferences
Members NOTED update on staff training. Cllr Wixley informed members he also attended the EFDC training on 15 May and a Council Wise Training Networking Event.

RG241 Staff matters

241.1 Staff Salaries 2026/2027
Members NOTED the pay claim submitted to the National Association of Local Councils (NALC) and once an agreement has been reached the Town Clerk will update members accordingly.

241.2 Pension Scheme (LGPS) – Key Changes for Employers
Members NOTED the update on the LGPS

RG242 Flag Flying

Members NOTED the report. Cllr S Fontenelle requested the Council consider the purchase of the Windrush flag. It was NOTED that this item had been on two previous agendas, but Cllr S Fontenelle was not present to discuss and therefore a decision had not been provided. Members agreed the item should be put onto the October agenda for discussion.

RG243 Technology and Office Equipment

RG225.1 New Computers

Members NOTED for the purchase of two new PCs for office staff.

RG225.2 Laptop for new Town Clerk and Bookings Officer

Members AGREED the purchase of the two new laptops for the Town Clerk and the Halls and Bookings Officer also to be used at Murray Hall.

RG225.3 Digital Telephone System

Members AGREED to proceed with the quote from Cloud and Cable.

RG225.4 New Air Conditioning Unity for the Chamber

Members AGREED to proceed with the quote from Sky Air Conditioning.

RG244 Christmas Card 2026

Members AGREED to continue with the digital card for 2026.

RG245 Loughton Citizenship Awards Scheme Review of the Application Form

Following some discussion, it was AGREED that Councillors and Officers should not be able to make nominations for the award. It was also AGREED that another clause be added to the Terms and Conditions to allow consideration for awarding certificates of community recognition in addition to the main awards if suitable.

RG246 Policies Review

228.1 Freedom of Information Act Publication Scheme

Members AGREED the policy.

228.2 Casual Vacancy Procedure (Co-option Policy)

Members AGREED the policy in principle with amendments to:-
Applications should be considered by the Full Council
Applicants will be invited to speak for 3 minutes
Members permitted to ask questions following presentations
Members to decide whether to proceed with the co-option should follow the presentations.

RG247 District and County Councillor Regular Contact

Following discussion, it was AGREED that the District and County Councillors should be invited to attend the Full Council meetings to support communication.

RG248 Loughton Day

It was agreed that local branches of National Political Parties would not be permitted to attend Loughton Day, so the event is clearly recognised as a local community occasion.

RG249 Minutes to the Essex Records Office

As binding Minutes and Agendas is no longer required by the Essex Records Office, it was agreed that Minutes and Agendas from 2016–2024 will be sent in box files clearly labelled with their contents.

RG250 Finance

250.1 Current Financial Position

The current financial position, along with available funds in earmarked reserves, and bank balances and reconciliations as at 31 May 2026 were NOTED.

250.2 Accounts Paid

The Committee NOTED payments totalling £153,849.74 as detailed on payment schedules ranging from 28 March 26 – 31 May 26. Also noted schedules and accompanying invoices were available at the Council offices for inspection.

RG251 Banking

The Committee NOTED the update on signatories for Unity Bank, NatWest accounts and Nationwide account.

RG252 Update to payroll fees

The Committee NOTED the update

RG253 Precept

The Committee NOTED the update

RG254 Financial Assistance Awards Scheme review of the application form

The RFO provided an update on the recommended form changes. Members AGREED majority of changes as recommended, also that organisations may submit applications per project rather than per organisation, with officers requesting that applicants prioritise their submissions so that grant funding is awarded to the projects most in need of support.

Following a discussion, it was also NOTED individual residents needing funding for a start-up project sits outside of the Grant Funding scheme, but residents may contact the Town Council directly

RG255 Buckingham Court Directorship

The Committee NOTED the update

RG256 Annual Governance & Accountability Return (AGAR) 2025/2026

The Committee NOTED the update

The meeting concluded at 21.10 pm

Signed: ……..……
Date: 7 October 2026