

**LOUGHTON TOWN COUNCIL**

**RESOURCES AND GENERAL SERVICES COMMITTEE**

**MINUTES of the Meeting held on Wednesday 5 December 2018 at 7.45pm at Loughton Library & Town Hall.**

**Present:**

**Councillors:** J Jennings (in the Chair)  
M Dalton J Jogia J Mahoney  
S Murray J Angold-Stephens (as substitute for Cllr Pewsey)

**Also present:**

**Officers:** E Walsh (Town Clerk)  
B Smith (Assistant Town Clerk)

1 member of the public

**RG142 Apologies for absence**

Apologies for absence were received from Cllrs Omer and Pewsey. The Town Clerk reported that Cllr Angold-Stephens had been nominated as Cllr Pewsey's substitute for this meeting.

**RG143 Declarations of Interest**

No declarations of interest were received.

**RG144 Confirmation of Minutes**

The Minutes of the meeting held on 10 October 2018 were CONFIRMED as a correct record and signed by the Chairman.

**RG145 Public Representations**

None were received.

**RG146 Matters for Report**

**146.1 Annual Town Meeting – Min no RG137.5**

The Committee NOTED that, after careful consideration, the Town Mayor had decided not to hold a Civic Celebration during his term of office and proposed that the Citizenship Awards could be instead presented at the Annual Town Meeting. The Town Mayor would give careful consideration to the arrangements for the Town Meeting to ensure that the awards received due recognition.

**146.2 Christmas Card Competition – Min no RG128.5**

The Committee NOTED the report of the 2018 competition and commented that the entries were of an exceptionally high standard with an excellent display of the cards in the Library foyer.

**146.3 Local Services Fund – Min no RG128.8**

The Committee NOTED that the outcome of the Town Clerk's request to the Award Panel to transfer the £10,000 grant to create a Grounds Maintenance Apprenticeship to a Trainee Groundsman's position was awaited.

**146.4 Authorised Signatories – Min no RG130.6.2**

The Assistant Town Clerk reported that he had now verified the current signatories for the NatWest accounts but that additional changes would also be required early in February 2019 once the new Town Clerk was in post.

**146.5 Remembrance Service – Min no RG137.4**

The Committee NOTED that this year's event at the War Memorial on Kings Green on 11 November 2018, marking 100 years since the Armistice, had been very well attended. The Town Clerk reported that the "There but not There" statue would be removed shortly and the ground restored to its previous condition. The statue was to be given to the Town Council by the City of London for safe keeping and reuse.

**146.6 Emergency Plan**

The Committee undertook a review of the Emergency Plan. Members were asked to submit any further amendments by the end of December 2018.

**RG147 Finance – Min no RG120**

**147.1 Internal Financial Check**

The Committee thanked Cllr Angold-Stephens for carrying out a financial check at the Council Offices on 29 November 2018. Areas covered during this visit included the bank reconciliations for September, Hall Bookings procedure and PDQ Reconciliation. Cllr Angold-Stephens found them all to be in order.

**147.2 Current Financial Position**

The Committee NOTED the current financial position together with details of the funds available from earmarked reserves.

A note of the Council's current bank balances and most recent reconciliations was circulated at the meeting.

**147.3 Accounts Paid**

The Committee NOTED that payments totalling £124,222.04 as detailed on payment schedules nos 269 - 273 had been made since the report to the meeting on 10 October 2018.

For information, details of all Council payments in excess of £500 were provided on the Council's website on the strategic documents page.

The Town Clerk reported that the internal auditors were visiting the Council Offices on 6 December 2018 and their report would be circulated to all members of the Council.

**RG148 Subscriptions Review**

The Committee reviewed the current list of organisations of which it is a member and AGREED to continue to support those listed in the agenda without amendment.

**RG149 Parish Basic Allowance**

The Committee RECOMMENDED to full Council that the level of Parish Basic Allowance that members may claim in 2019/20 be raised to £120.00

**RG150 Committee Priorities**

**150.1** As part of its overall plan and to complement the budget-making process, the Committee reviewed its priority list for 2019/20 and AGREED on the following:

| <b>Resources and General Services</b> |   |  |
|---------------------------------------|---|--|
| <b>Priority</b>                       | <b>Main Function</b>  | <b>Greater Detail/Current Position</b>     |
| <b>Current activities</b>             |   |  |
| High                                  | Seeking external funding sources                            | Targeted action                            |
| Low                                   | Council structure   | Continuing reviews                         |
| <b>On-going activities</b>            |   |  |
| Medium                                | 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         |
| High                                  | IT and office equipment                                     |  |
| 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                                  | Any other matters within the Committee's terms of reference |  |
| Low                                   | Community Forum   | Arrangements and admin                     |

**150.2** The Committee AGREED the following item for consideration by the Planning and Licensing Committee, as being suitable for a developer's

Section 106 or Community Infrastructure Levy contribution should the opportunity arise:

- i) Noticeboards

**RG151 Estimates for 2019/20**

**151.1 Income**

The Committee AGREED to maintain the price per sheet of A4 for copies of items on the Publication Scheme at 65p.

**151.2 The Committee's Rolling Programme**

The Committee AGREED to the Rolling Programme as presented in the Agenda with one amendment to increase the General Grants Budget to £27,000 for the year 2019/20.

**151.3 Expenditure**

The Estimates for 2019/20 as presented in the Agenda, with the one amendment referred to in 151.2, were AGREED such that the net figures were as follows:

| <b>Recourses and General Services Committee</b>           | <b>£</b>            |
|---|---------------------|
| Total budget expenditure (including committee recharge)** | 201,481             |
| Income  | <u>35,515</u>       |
| Net expenditure   | 165,966             |
| Less income from earmarked reserves*                      | <u>-2,000</u>       |
| <b>Total net expenditure</b>                              | <b>£163,966</b>     |
| *Details of transfers from earmarked reserves:            |                     |
| <i>Noticeboards</i>                                       | <i>1,000</i>        |
| <i>Office equipment</i>                                   | <u><i>1,000</i></u> |
| <i>Total</i>  | <i>2,000</i>        |

\*\* **NB:** The total budget expenditure shown above currently includes a service recharge of -£257,500 (the 2018/19 figure). The 2019/20 figure would be confirmed by this Committee at its next meeting and a revised budget provided if appropriate.

The Committee thanked the Town Clerk for her clear presentation of the financial reports over the years.

**RG152 Future Work of the Committee**

No items were raised for future discussion.

Signed .....  
Date: 9 January 2019