

**LOUGHTON TOWN COUNCIL**

**RESOURCES AND GENERAL SERVICES COMMITTEE**

**MINUTES of the Meeting held on Wednesday 4 December 2019 at 7.45pm at Loughton Library & Town Hall.**

**Present:**

**Councillors:** J Jennings (in the Chair)  
J Angold-Stephens M Dalton J Jogia  
J Mahoney A Omer  
Also present Cllr D Wixley

**Officers:** M Squire (Town Clerk)  
B Smith (Assistant Town Clerk)

**RG200 Apologies for absence**

Apologies for absence were received from Cllr S Murray.

**RG201 Declarations of Interest**

None were declared.

**RG202 Confirmation of Minutes**

The minutes of the meeting held on 16 October 2019 were CONFIRMED as a correct record and signed by the Chairman.

**RG203 Public Representations**

None were received.

**RG204 Matters for Report**

**204.1 Training and Conferences – Min no RG 196.1**

The Committee NOTED the courses recently attended by officers.

**204.2 Remembrance Service – Min no RG 196.3**

The Committee NOTED the reports on the remembrance parade and service at the War Memorial on Kings Green on 10 November 2019, and also the two minutes silence and reading, conducted by the Town Mayor at 11am on Monday 11 November 2019 at Kings Green.

**204.3 Christmas Card Competition**

The Committee NOTED the report of the 2019 competition. The Town Council will work towards increased participation for next year's competition.

**RG205 Finance**

**205.1 Internal Financial Check**

The Committee NOTED that a further appointment with Cllr Jogia will be set for the next internal financial check.

**205.2 Current Financial Position**

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

**205.3 Accounts Paid**

The Committee NOTED that payments totalling £123,623.22 as detailed on payment schedules no's 299 - 302 have been made since the report to the meeting on 16 October 2019.

**205.4 Banking/ Bank Mandates**

The Committee NOTED that Santander have resolved the mandate issues and as a result of the complaint raised by the Assistant Town Clerk they had paid £100 compensation.

**RG206 Subscriptions Review – Min no RG 148**

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.

**RG207 Parish Basic Allowance – Min no RG 149**

The Committee RECOMMENDED to full Council to retain the level of Parish Basic Allowance that members may claim in 2020/21 at £120 per member per annum.

**RG208 Committee Priorities – Min no RG 150.1**

**208.1** As part of its overall plan and to complement the budget-making process, the Committee reviewed and AGREED the priority list for 2020/21.

**RG209 Estimates for 2020/21**

**209.1 Income**

The Committee AGREED to maintain existing charges for 2020/21.

**209.2 The Committee's Rolling Programme - Income and Expenditure**

The Town Clerk explained the basis of these preliminary figures which will be fine-tuned by the time of the full budget meeting in January 2020. There may be a further amendment to the final recharge figure. The Office will review the current 'chip and pin' fees.

The Committee reviewed and NOTED the report.

**209.3 Earmarked Reserves for 2020/2021**

The Town Clerk explained the capability of the new upgraded RBS accounting package to segregate separate individual earmarked funds.

The Committee reviewed and NOTED the report.

**RG210 To Review Loughton Town Council's Complaints Policy**

The Committee reviewed and AGREED the Complaints Policy.

**RG211 Future Work of the Committee**

No items were raised for future discussion.

Signed: .....

Date: 8 January 2020