



# **RESOURCES AND GENERAL SERVICES COMMITTEE**

at 7pm on **Wednesday 10 January 2018**

at Loughton Library and Town Hall, Traps Hill, Loughton IG10 1HD

## **SUPPLEMENTARY REPORT FOR AGENDA ITEM 7**

**Enid K Walsh**  
**Town Clerk**  
5 January 2018

**Agenda item 7**  
**Estimates for 2018/19**

**Committees' Estimates**

For reference, this is a copy of the summary of the Committees' estimates as agreed at their autumn meetings already shown in the main agenda:

Committee	Income		Expenditure
	£	£	£
Resources and General Services	32,850		451,445
Environment and Heritage	25,470		125,655
Recreation	109,880		607,990
Planning and Licensing	0		45,200
		<b>168,200</b>	<b>1,230,290</b>
Interest		<b>5,000</b>	
Use from earmarked reserves			
Resources & General Services	2,000		
Environment & Heritage	39,500		
Recreation	182,700		
Planning and Licensing	35,000		
	259,200	<b>259,200</b>	
Local Council Tax Support Grant		<b>13,508</b>	
	Total income	<b>445,908</b>	
	<b>Net requirement</b>	<b>784,882</b>	

The Committee is asked to consider the following items:

**Budget Review**

Following the discussions of the Chairman and Vice Chairman with the Town Clerk, the following revisions to the items of expenditure in column 3 of the rolling programmes (Additional Items) are proposed for consideration by the Committee:

Committee	Items to be removed or reduced		Savings £
<b>Resources &amp; General Services</b>	New noticeboard board at Traps Hill	1,500	
	Additional support for the CAB	500	
			2,000
<b>Recreation</b>	Kingsley Hall interior redecoration	5,000	
	Community events	2,000	
	RVRG improvements (new money)	20,000	
	Playgrounds (reduce new money)	5,000	
			32,000
<b>Environment &amp; Heritage</b>	Cemetery works (new money)	1,000	
	Bus shelter (new money for reserve)	1,000	
	WWI centenary (to be included in the Community Events budget )	1,000	3,000
<b>Planning and Licensing</b>	No change		0
	<b>Total savings</b>		<b>£37,000</b>

**Additional Options** concerning earmarked reserves:

- reduce the earmarked reserves for the skateboard project, which currently stand at £34,000, to £10,000. This would leave sufficient funding for activities if these were to continue; and
- reduce the earmarked reserve for the Charlie Moules Bridge repair fund from £20,000 to £15,000 as the works are unlikely to be undertaken in 2018/19.

This would increase the level of general reserves at the end of 2017/18 by an additional £29,000.

**Use of General Reserves**

With these revisions, the maximum amount that could be taken from general reserves to help offset costs in 2018/19 without breaching the Reserves Policy would increase to £78,000. As shown below, this would result in a precept of £665,000 with reserves forecast to be at 60.93% of net running costs. There would be a small increase on the annual Band D charge from £51.16 to £53.59. This equates to less than 5p a week.

Committee	Income		Expenditure
	£	£	£
Resources and General Services	32,850		449,445
Environment and Heritage	25,470		122,655
Recreation	109,880		541,990
Planning and Licensing	0		45,200
		<b>168,200</b>	<b>1,159,290</b>
Interest		<b>5,000</b>	
Use from earmarked reserves			
Resources & General Services	6,500		
Environment & Heritage	39,500		
Recreation	148,700		
Planning and Licensing	35,000		
		<b>229,700</b>	
Local Council Tax Support Grant		<b>13,508</b>	
Total income		<b>416,408</b>	
Less money from general reserves		<b>78,000</b>	
<b>Net requirement</b>		<b>664,882</b>	
<b>Rounding</b>		<b>665,000</b>	

Members are reminded that Loughton Town Council's precept is currently below the national average for the size of population and the wide variety of facilities and services provided. It also compares very favourably with those of other nearby parishes.

**The Committee is asked to consider the options**, and agree

- if and where the savings are to be made; and/or
- which new items of expenditure are to be included in the budget; and
- the estimates and the use of funds from general reserves.

This will provide a recommendation of the level of Council precept for 2018/19 to be made to the meeting of the Council.

# Appendix 1



## **COUNCIL MEETING 10 JANUARY 2018**

### **Agenda item 7**

### **Estimates for 2018/19**

<b>Contents</b>
RGS rolling programme
EHC rolling programme
REC rolling programme
PLC rolling programme
Committee budgets (pages 1 – 9)

Resources and General Services Rolling Programme		2017/18			2018/19			2019/20		
Function	Expenditure Activity	Core running costs	Enhanced services	Additional items (desired)	Core running costs	Enhanced services	Additional items (desired)	Core running costs	Enhanced services	Additional items (desired)
Communications	Phone, internet, postage	£ 4,859	£	£	£ 2,905	£	£	£ 3,000	£	£
	Production & distribution of annual report	941			965			970		
	Newsletter - Deliver good quality quarterly newsletter to homes and businesses in Loughton, via Royal Mail	6,500	5,500		6,550	5,630		6,600	5,600	
	Website maintenance				250			250		
	Noticeboards maintenance + new board at Traps Hill	1,000			1,000		1,500	1,000		
Office expenses	Stationery, office equipment & maintenance etc*	12,300			12,300			12,600		
Audit & accounts	Internal & external audit	2,900			2,925			3,100		
Central personnel		304,300	12,000		301,100	6,600		310,000	6,000	
Council expenses	Press and advertising	250			250			250		
	Subscriptions	3,400			3,400			3,500		
	Insurance	5,150			5,220			5,250		
	Training, conferences etc	1,500			1,600			1,500		
	Legal	3,000			3,000			3,000		
	Town Mayor's expenses	750			750			750		
	Christmas cards competitions - 4 classes, £25 prizes		100			100			100	
Other services	Election expenses* (£17,000 from ER)	9,000			9,000			9,000		
	Contingency	1,000			1,000			1,000		
	Loughton Citizenship awards		1,000			1,000			1,000	
	Civic Celebration		250			250			250	
Members' expenses	PBA @ £108 for 22 members + travel & subsistence	3,000			2,660			3,000		
Buckingham Court	Running costs (inc Public Works Loan)	28,550	2,400		31,790			28,550	2,600	
Library Offices	Rent & service charge and misc expenses	13,700			13,700			13,700		
Grants	Support of local groups & orgs inc youth projects		27,500			27,500			30,000	
	Support of local CAB branch		8,000			8,000	500		8,500	
TOTALS		402,100	56,750	0	400,365	42,480	8,600	407,020	48,050	6,000
	* Money from earmarked reserves									
	<b>Grand total</b>		<b>458,850</b>			<b>451,445</b>			<b>461,070</b>	
	Less service recharge (TBC)		- 253,000			- 253,000			TBC	
	<b>Net expenditure</b>		<b>205,850</b>			<b>198,445</b>			<b>461,070</b>	

Environment & Heritage Committee Rolling Programme		2017/18			2018/19			2019/20		
Expenditure	Activity	Core running costs	Enhanced services	Additional items (desired)	Core running costs	Enhanced services	Additional items (desired)	Core running costs	Enhanced services	Additional items (desired)
Christmas BDW competitions	Christmas windows		375			375			375	
Cemetery-Church Lane	General maintenance and running costs	45,260			46,800			48,000	TBC	
	Memorial testing*		3,000				2,000			
	Boundary wall repairs*		20,000			20,000	1,000			
	Path repairs		3,000			3,000			TBC	
	Digitisation of cemetery registers	120								
Lady Whitakers Mead/new cemetery	Development of new cemetery*/maintenance	600	10,000		600	10,000		620	TBC	
Street furniture	Other misc. street furniture	1,000			1,050			1,200		
	Christmas lights - tree on King's Green	200			225				230	
	Christmas lights shopping centres		10,765			10,765	4,235		TBC	
	Bus shelters*	1,000			1,000		1,000	1,000		TBC
	Installation/maintenance of seats & benches	500			500			500		
	Lopping Hall Clock maintenance	175			175			190		
	Community toilet scheme*		1,000			1,000				1,000
	Heritage plaques, panels and leaflets		500			500	500			600
	Alleway names		600			600				600
	Salt & grit bins replacement*		400			400				420
	Flower baskets		7,160			7,160				7,350
	War memorial insurance & maintenance*	500			500			500		
	Drinking fountain maintenance		1,000			1,000				1,000
	Oakwood Hill Estate Improvements*		4,000			4,000				
	Town signs						TBC			
Allotments	3 sites, 1 directly managed	3,000	2,000		3,000	1,770		3,000		
	Pyles Lane project		500			500				500
Other services	Community Tree Strategy*									
	First World War 2018 centenary						1,000			
	Contingency	1,000						1,000		
	* Money from earmarked reserves									
TOTALS		53,355	64,300	-	54,850	61,070	9,735	56,010	12,075	-
	Grand total		117,655			125,655			TBC	
	Service recharge		87,000			87,000				
	Net expenditure		204,655			212,655				

Recreation Committee Rolling Programme Expenditure		2017/18			2018/19			2019/20		
		Core running costs	Enhanced services	Additional items (desired)	Core running costs	Enhanced services	Additional items (desired)	Core running costs	Enhanced services	Additional items (desired)
Function	Activity									
Kingsley Hall	Operate small hall as community facility; basic standard but maintained in good condition Replacement windows and doors* Replacement tables Interior redecoration Energy efficiency measures	15,200			15,280	20,000		16,000		
							5,000			TBC
							2,000			
Murray Hall	Operate and maintain quality community venue Loan repayments Energy efficiency measures*	59,300 72,300			58,540 72,300			60,000 72,300		
										TBC
Other services	Contingency Community events Defibrillators*	1,000	10,000		1,000	10,000	2,000	1,000	TBC	TBC
Rodling Valley Rec. Gd.	To manage a recreation ground and its associated sporting activities Major improvements (grant funding required)* Charlie Moultes Bridge repair fund*	141,450	100,000 20,000		148,900	6,000	20,000	150,000	TBC	
Open Spaces	Maintenance of various grassed areas in the town including land adf to WRd Allotments Land adf to WRd Allotments Memorial Rose Garden	21,025	1,500 2,500		23,350	840 2,600		24,000	900 2,650	
Playgrounds	Maintenance and rolling programme of improvements of 8 playgrounds Upgrading works (RVRG play area)	24,560		3,297	24,990		20,000	26,000		
Skateboarding facility - Capital	To provide a skateboarding facility*		33,000			33,000			TBC	
Skateboarding facility - Revenue	To provide skateboarding events		1,000			1,000			TBC	
Willingale Road Playing Field	To operate and maintain a playing field offering informal public leisure and football pitches Tree inspection and works	13,010 3,000			13,990 5,000			15,000 5,000		
Vehicle replacement			1,000			1,000			1,000	
	TOTALS	350,845	169,000	3,297	364,550	194,440	49,000	369,300	4,550	-
* Money from earmarked reserves	Grand total		523,142			607,990			373,850	
	Service recharge		135,000			135,000	TBC			
	Net expenditure		658,142			742,990				





Budget Summary - By Committee

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : Committees Budgets 2018/19

	<u>Last Year 2016/17</u>		<u>Current Year 2017/18</u>		<u>Next Year 2018/19</u>	
	<u>Budget</u>	<u>Actual</u>	<u>Revised Budget</u>	<u>Actual YTD</u>	<u>Projected Actual</u>	<u>Next Year Budget</u>
<b><u>Resources and General Services</u></b>						
<b><u>101 Communication</u></b>						
OverHead Expenditure	21,800	17,192	18,800	14,001	18,000	18,800
101 Net Expenditure	21,800	17,192	18,800	14,001	18,000	18,800
<b><u>102 Office Expenses</u></b>						
OverHead Expenditure	12,800	12,054	12,300	8,241	9,850	12,300
Total Income	0	57	0	20	20	0
102 Net Expenditure	12,800	11,996	12,300	8,221	9,830	12,300
<b><u>103 Audit</u></b>						
OverHead Expenditure	2,900	2,860	2,900	840	2,860	2,925
Total Income	0	0	0	0	0	0
103 Net Expenditure	2,900	2,860	2,900	840	2,860	2,925
<b><u>105 Central Personnel</u></b>						
OverHead Expenditure	297,300	300,976	316,300	167,499	256,450	307,700
105 Net Expenditure	297,300	300,976	316,300	167,499	256,450	307,700
<b><u>106 Council Expenses</u></b>						
OverHead Expenditure	12,500	14,628	14,150	11,157	13,511	14,320

Budget Summary - By Committee

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : Committees Budgets 2018/19

	<u>Last Year 2016/17</u>		<u>Current Year 2017/18</u>			<u>Next Year 2018/19</u>	
	<u>Budget</u>	<u>Actual</u>	<u>Revised Budget</u>	<u>Actual YTD</u>	<u>Projected Actual</u>	<u>Next Year Budget</u>	
<u>107</u> <u>Other Services (RGS)</u>							
Total Income	0	609	0	268	268	0	
106 Net Expenditure	12,500	14,019	14,150	10,888	13,243	14,320	
OverHead Expenditure	53,750	23,426	11,250	18,546	30,379	11,250	
Total Income	0	202	0	0	0	0	
107 Net Expenditure	53,750	23,224	11,250	18,546	30,379	11,250	
<u>108</u> <u>Members' Expenses</u>							
OverHead Expenditure	2,900	2,106	3,000	70	2,300	2,660	
108 Net Expenditure	2,900	2,106	3,000	70	2,300	2,660	
<u>110</u> <u>Buckingham Court</u>							
OverHead Expenditure	39,714	53,797	32,450	29,614	47,739	31,790	
Total Income	10,310	9,611	28,500	300	8,425	32,850	
110 Net Expenditure	29,404	44,186	3,950	29,314	39,314	-1,060	
<u>111</u> <u>Service Re-charge (RGS)</u>							
OverHead Expenditure	-251,000	-251,000	-253,000	0	-253,000	-253,000	
111 Net Expenditure	-251,000	-251,000	-253,000	0	-253,000	-253,000	

Note : Committees Budgets 2018/19

	<u>Last Year 2016/17</u>		<u>Current Year 2017/18</u>			<u>Next Year 2018/19</u>	
	<u>Budget</u>	<u>Actual</u>	<u>Revised Budget</u>	<u>Actual YTD</u>	<u>Projected Actual</u>	<u>Next Year Budget</u>	
<u>112 Library</u>							
OverHead Expenditure	8,000	0	13,700	3,607	5,000	13,700	
112 Net Expenditure	8,000	0	13,700	3,607	5,000	13,700	
<u>205 Grants</u>							
OverHead Expenditure	35,500	35,328	35,500	26,244	35,500	36,000	
205 Net Expenditure	35,500	35,328	35,500	26,244	35,500	36,000	
<b>Resources and General - Expenditure</b>	<b>236,164</b>	<b>211,367</b>	<b>207,350</b>	<b>279,817</b>	<b>168,589</b>	<b>198,445</b>	
Income	10,310	10,479	28,500	588	8,713	32,850	
<b>Net Expenditure</b>	<b>225,854</b>	<b>200,887</b>	<b>178,850</b>	<b>279,229</b>	<b>159,876</b>	<b>165,595</b>	

Budget Summary - By Committee

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : Committees Budgets 2018/19

	Last Year 2016/17		Current Year 2017/18			Next Year 2018/19	
	Budget	Actual	Revised Budget	Actual YTD	Projected Actual	Next Year Budget	
<b>Recreation</b>							
<b>208 Kingsley Hall</b>							
Overhead Expenditure	40,500	18,665	15,200	9,673	14,765	40,280	
Total Income	36,000	34,874	36,000	30,680	36,000	37,000	
208 Net Expenditure	4,500	-16,209	-20,800	-21,008	-21,235	3,280	
<b>209 The Murray Hall</b>							
Overhead Expenditure	136,700	135,437	131,600	87,342	129,084	132,840	
Total Income	63,000	68,551	64,400	81,335	73,420	66,620	
209 Net Expenditure	73,700	66,886	67,200	6,008	55,664	66,220	
<b>210 Other Services (Rec)</b>							
Overhead Expenditure	11,200	8,247	11,000	11,188	11,000	14,200	
Total Income	0	1,287	0	1,951	1,000	0	
210 Net Expenditure	11,200	6,960	11,000	9,238	10,000	14,200	
<b>220 Service Re-charge (Rec)</b>							
Overhead Expenditure	131,000	131,000	135,000	0	135,000	135,000	
220 Net Expenditure	131,000	131,000	135,000	0	135,000	135,000	

Budget Summary - By Committee

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : Committees Budgets 2018/19

	Last Year 2016/17		Current Year 2017/18		Projected Actual	Next Year Budget
	Budget	Actual	Revised Budget	Actual YTD		
<b>301 Roding Valley Recreation Gnd</b>						
OverHead Expenditure	259,700	125,660	261,450	24,306	143,237	294,900
Total Income	12,750	11,191	11,250	12,857	13,548	4,750
301 Net Expenditure	246,950	114,469	250,200	11,449	129,689	290,150
<b>303 Open Spaces</b>						
OverHead Expenditure	22,300	21,683	25,025	10,908	27,049	26,790
Total Income	125	0	125	225	225	0
303 Net Expenditure	22,175	21,683	24,900	10,683	26,824	26,790
<b>306 Playgrounds</b>						
OverHead Expenditure	115,950	99,506	27,857	7,690	25,257	44,990
Total Income	20,000	20,920	0	0	0	0
306 Net Expenditure	95,950	78,586	27,857	7,690	25,257	44,990
<b>310 Skateboard Facility</b>						
OverHead Expenditure	36,410	1,990	34,000	0	4,000	34,000
Total Income	0	500	0	0	0	0
310 Net Expenditure	36,410	1,490	34,000	0	4,000	34,000

Budget Summary - By Committee

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : Committees Budgets 2018/19

	Last Year 2016/17		Current Year 2017/18		Next Year 2018/19	
	Budget	Actual	Revised Budget	Actual YTD	Projected Actual	Next Year Budget
<b>320 Will. Rd. Playing Field</b>						
Overhead Expenditure	13,000	10,807	16,010	11,162	15,701	18,990
Total Income	305	1,619	1,610	2,798	2,738	1,510
<b>320 Net Expenditure</b>	12,695	9,188	14,400	8,363	12,963	17,480
<b>325 Van replacement fund</b>						
Overhead Expenditure	1,000	0	1,000	0	1,000	1,000
<b>325 Net Expenditure</b>	1,000	0	1,000	0	1,000	1,000
<b>Recreation - Expenditure</b>	767,760	552,994	658,142	162,269	506,093	742,990
Income	132,180	138,942	113,385	129,846	126,931	109,880
<b>Net Expenditure</b>	635,580	414,052	544,757	32,423	379,162	633,110

**Budget Summary - By Committee**  
**Note : Committees Budgets 2018/19**

Note: (-) Net Expenditure means Income is greater than Expenditure

	<u>Last Year 2016/17</u>		<u>Current Year 2017/18</u>			<u>Next Year 2018/19</u>
	<u>Budget</u>	<u>Actual</u>	<u>Revised Budget</u>	<u>Actual YTD</u>	<u>Projected Actual</u>	<u>Next Year Budget</u>
<b>Environment and Heritage</b>						
<u>203</u> <b>Christmas Best Dressed Window</b>						
Overhead Expenditure	375	391	375	0	375	375
203 Net Expenditure	375	391	375	0	375	375
<u>305</u> <b>Cemetery (Church Lane)</b>						
Overhead Expenditure	70,880	42,858	71,600	20,792	47,808	72,800
Total Income	22,500	23,469	22,000	10,887	22,000	22,500
305 Net Expenditure	48,380	19,389	49,600	9,905	25,808	50,300
<u>315</u> <b>Street Furniture</b>						
Overhead Expenditure	31,120	19,428	28,800	15,609	23,592	34,610
Total Income	0	0	0	0	0	0
315 Net Expenditure	31,120	19,428	28,800	15,609	23,592	34,610
<u>316</u> <b>Allocments</b>						
Overhead Expenditure	7,080	4,907	5,500	1,795	5,228	5,270
Total Income	2,564	3,032	2,466	2,737	2,866	2,970
316 Net Expenditure	4,516	1,875	3,034	-941	2,362	2,300

Budget Summary - By Committee

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : Committees Budgets 2018/19

	<u>Last Year 2016/17</u>		<u>Current Year 2017/18</u>		<u>Projected Actual</u>	<u>Next Year Budget</u>
	<u>Budget</u>	<u>Actual</u>	<u>Revised Budget</u>	<u>Actual YTD</u>		
<b>319 Cemetery (Debden Lane)</b>						
Overhead Expenditure	10,600	510	10,600	510	880	10,600
319 Net Expenditure	10,600	510	10,600	510	880	10,600
<b>328 Other services (EH)</b>						
Overhead Expenditure	2,000	0	1,000	0	1,000	2,000
328 Net Expenditure	2,000	0	1,000	0	1,000	2,000
<b>330 Service Re-charge (EH)</b>						
Overhead Expenditure	90,000	90,000	87,000	0	87,000	87,000
330 Net Expenditure	90,000	90,000	87,000	0	87,000	87,000
<b>Environment and Heritage - Expenditure</b>	212,055	158,093	204,875	38,706	165,883	212,655
Income	25,064	26,501	24,466	13,624	24,866	25,470
<b>Net Expenditure</b>	<b>186,991</b>	<b>131,592</b>	<b>180,409</b>	<b>25,083</b>	<b>141,017</b>	<b>187,185</b>



Budget Summary - By Committee

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : Committees Budgets 2018/19

	<u>Last Year 2016/17</u>		<u>Current Year 2017/18</u>		<u>Projected Actual</u>	<u>Next Year Budget</u>
	<u>Budget</u>	<u>Actual</u>	<u>Revised Budget</u>	<u>Actual YTD</u>		
<b>Planning and Licensing</b>						
<b>401 Service Re-charge (PL)</b>						
OverHead Expenditure	30,000	30,000	31,000	0	31,000	31,000
401 Net Expenditure	30,000	30,000	31,000	0	31,000	31,000
<b>403 Other Services (PLC)</b>						
OverHead Expenditure	25,500	68	35,500	0	10,500	45,200
403 Net Expenditure	25,500	68	35,500	0	10,500	45,200
<b>Planning and Licensing - Expenditure</b>						
	55,500	30,068	66,500	0	41,500	76,200
Income	0	0	0	0	0	0
Net Expenditure	55,500	30,068	66,500	0	41,500	76,200
<b>Total Budget Expenditure</b>						
	1,271,479	952,522	1,136,867	480,793	882,065	1,230,290
Income	167,554	175,922	166,351	144,058	160,510	168,200
Net Expenditure	1,103,925	776,600	970,516	336,735	721,555	1,062,090