LOUGHTON TOWN COUNCIL

RESOURCES AND GENERAL SERVICES COMMITTEE

MINUTES of the Meeting held on Wednesday 8 April 2026 at 7.30 pm at Loughton Town Council, Council Chamber, 1 Buckingham Court, Rectory Lane, Loughton IG10 2QZ.

Present

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

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

RG216 Apologies for absence

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

RG217 Declarations of Interest

No declarations of interest were declared.

RG218 Confirmation of Minutes

The minutes of the meeting held on 11 February 2026 were CONFIRMED as a correct record and signed by the Chairman.

RG219 Public Representations

There were no public representations.

RG220 Town Clerk's / Chairman's Report

The Town Clerk informed members that following his notice to retire in June2026, a successor had now been recruited, (subject to satisfactory references, medical update and contract signing). Further updates would follow.

The Town Clerk outlined the process for filling the current Town Councillor vacancy following the resignation of Cllr Allgood. As no request for a by-election had been received within the statutory 14-day period, the Town Council would proceed with co-option. The co-option process would form part of the Town Council agenda for the next meeting on 22 April 2026. Following this meeting, the vacancy would be advertised, and an extraordinary meeting would be held in May 2026 to interview and appoint the new Town Councillor.

The Town Clerk further informed members that funds for the Murray Hall decking and memorial garden at Roding Road were forthcoming before the March 2026 deadline from Essex County Council (ECC) Locality Fund.

Via the Town Clerk, Cllr Wixley requested that the agenda item 'Future Work of the Committee' be reinstated on future agendas. Councillor Wixley also noted that Loughton Town Council (LTC) is celebrating its 30th anniversary this year and requested an article for the upcoming 'Think Loughton' summer edition.

RG221 Banking Arrangements

Members NOTED the update. Cllr MacKinnon volunteered to step forward as an additional signatory, which the RFO will action with Unity Trust Bank.

RG222 Training and Conferences

222.1 Understanding the 2025 SAPPP – Practitioners Guide & Assertion 10 Compliance – Min no RG204.1

Members NOTED the update on training for the SAPPP Practitioners Guide and Assertion 10 attended by councillors.

222.2 Other Training

Members NOTED the further update on staff training

RG223 Staff matters

223.1 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. The RFO noted that since the publication of agenda there has been a further update for a claim of 3.3% across all pay scales which is still yet to be agreed.

223.2 Staff Appraisals

Members NOTED the update on staff appraisals

RG224 IT Requirements

Members AGREED for the purchase of two new PCs for office staff. It may be possible to earmark funds for these computers, once the annual accounts have been completed, should enough funds be available.

RG225 Loughton Town Centre Partnership (LTCP)

Members AGREED to remit £850 from the original £1,000 Epping Forest District Council (EFDC) grant back to the LTCP to assist with their start up. The Town Clerk informed members this will be submitted once the LTCP have established their bank account. Cllr Brookes asked if there was any intention of any Town Councillors attending the LTCP meetings of which members were clear the Town Council would not be involved.

RG226 Archiving Project

The Town Clerk updated members on the project started this week, which has already made good progress. There is now sufficient space at the Murray Hall to start archiving more of the files from the office.

RG227 Website Issues

The Town Clerk provided an update on the website security and the slow response from the existing website provider in finding solutions to the technical problems. Members NOTED the update and AGREED that the office should look at alternative providers going forward. The RFO would take forward.

RG228 Annual Town Meeting

Members NOTED the update. Staff were thanked for all their hard work for a successful meeting.

RG229 Citizenship Awards

Members NOTED the update. Cllr Wixley requested the nomination guidelines be further reviewed, which would be conducted by the existing Citizens Award

panel, before taking back to the Resources and General Services (RGS) Committee for approval.

RG230 Policies Review

230.1 Code of Conduct

Members AGREED to adopt this revision, in line with its established practice of following the EFDC updated model.

230.2 Safeguarding Policy

Members AGREED the policy.

230.3 Information Security Policy (Chip and Pin)

Members AGREED the policy.

230.4 Lone Working Policy

Members AGREED the policy.

230.5 Social Media Policy

Members AGREED the policy and the introduction of the Instagram account with provisions for monitoring the use, accordingly.

230.6 Recruitment Policy

Members AGREED the policy.

RG231 Financial Assistance Awards

231.1 Members DECLINED the grant request of £825 for IT equipment for St Mary's Church, (IGNITE) noting that £1,500 has already been awarded to the Church.

231.2 Members AGREED to support the application for a further grant of £190 for St Mary's Church for soft play mats.

RG232 Finance

232.1 Current Financial Position

The current financial position, along with available funds in earmarked reserves, and bank balances and reconciliations as at 28 February 2026 were NOTED.

232.2 Accounts Paid

The Committee NOTED payments totalling £263,264.16 as detailed on payment schedules ranging from 12January 2026 to 20 March 2026 and that schedules and accompanying invoices were available at the Council offices for inspection.

232.3 Budget Revisions for 2026/27

Members AGREED a carryover of £5,000 for memorial testing which was unused in 25/26 due to delays in testing.

The Town Clerk updated the members on the year end preparation and recommended any surplus funds over budget at the end of the 2025/26 financial year to be used for additional earmarked funds for the members to agree. There are significant tree works to be carried out which could be a suitable use of any surplus funds as well as earmarking £2,000 for the new IT equipment.

RG233 Internal Financial Check
Members NOTED the update. Cllr Murray volunteered to take over the internal financial check.

RG234 Annual Insurance Fixed Asset Register
The Committee NOTED the Annual Insurance premium for 26-27.

The meeting concluded at 8.15 pm

Signed: ……..……
Date: 24 June 2026