

THESE MINUTES HAVE NOT BEEN CONFIRMED

LOUGHTON TOWN COUNCIL

RESOURCES AND GENERAL SERVICES COMMITTEE

MINUTES of the Meeting held on Wednesday 7 October 2026 at 7.30 pm at Loughton Town Council, Council Chamber, 1 Buckingham Court, Rectory Lane, Loughton IG10 2QZ.

Present

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

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

RG257 Apologies for absence

Apologies were received from Cllr Brookes and Cllr Murray. Cllr Wixley had been nominated as a substitute for Cllr Brookes.

RG258 Declarations of Interest

No declarations of interest were declared.

RG259 Confirmation of Minutes

The minutes of the meeting held on 24 June 2026 were CONFIRMED as a correct record and signed by the Chairman.

RG260 Public Representations

There were no public representations.

RG261 Town Clerk's / Chairman's Report

The Town Clerk provide a progress report since the last meeting noting the two new PCs and two new laptops had been received, the new office phone system installed and replacement air con unit for the Council Chamber installed.

RG262 Training and Conferences

Members NOTED update on staff and councillor training, courses attended and the participants.

RG263 Staff matters

263.1 Staff Salaries 2026/2027

Members NOTED the pay claim agreed by the National Joint Council for Local Government Services (NJC) (3.3%) and the backpay applied to staff salaries accordingly.

263.2 Annual Leave Entitlement

Members NOTED the update on the staff annual leave.

263.3 Change of Hours Park Warden

Members NOTED the reorganisation of hours for the park warden.

RG264 Christmas Closedown Arrangements 2026

Members AGREED the Christmas closedown arrangements for the office staff.

- RG265 Citizens Awards**
Members AGREED to continue with the award again for 2027. Closing date for entries will be 31 January 2027.
- RG266 Annual Town Meeting**
Members AGREED the format for the annual Town meeting for 2027. Meeting is scheduled for Wednesday 17 March starting at 8pm, with local organisation exhibitions commencing from 7pm.
- RG267 Finance**
267.1 Current Financial Position
The current financial position, along with available funds in Ear Marked Reserves, and bank balances and reconciliations as at 31 August 2026 were NOTED.
- 267.2 Accounts Paid**
The Committee NOTED payments totalling £262,845.32 as detailed on payment schedules. Also noted schedules and accompanying invoices were available at the Council offices for inspection.
- 267.3 Budget Amendment**
Members NOTED the amendment to budget for the memorial testing as applied as previously agreed.
- RG268 Murray Hall & Kingsley Hall works**
268.1 Murray Hall replacement of heating and air conditioning system
Members AGREED the costs to replace the air conditioning system and taking the funds from general reserves.
- 268.2 Murray Hall Car Park resurfacing work and replacement lighting**
Members AGREED the costs for the work to the Murray Hall car park and replacement lighting and for the funds to be taken from the halls earmarked reserve, electricity budget, and general reserves.
- 268.3 Kingsley Hall purchase of fridge and chairs**
Members APPROVED the purchase of new chairs and a replacement fridge for the Kingsley Hall.
- RG269 PWLB Loans – Final Payments**
Members NOTED the two outstanding PWLB loans for Murray Hall and Youth Centre will be paid in March 2027 and June 2027 respectively, providing circa £55,000 reduction in expenditure budget required for 2027/2028.
- A request was made to consider using this funding towards a skatepark for the Roding Valley Recreation ground. Cllr MacKinnon is investigating costs and will report back to the recreation committee. Any project should be allocated to the budget for the 27/28 council year.
- RG270 AGAR**
Members NOTED the 2025/26 AGAR has now been completed, and notices displayed in line with Local Audit and Accountability Act 2014.
- RG271 Internal Audit**
Members NOTED the date for the interim audit.

- RG272 Banking**
Members AGREED the changes to the Town Council bank accounts as recommended by the RFO and Town Clerk in the report. The RFO was authorised to proceed with the transfers which will be signed off by two authorised signatories.
- RG273 Policies Review**
Members AGREED to ADOPT the reserves policy. With the revision to reduce the policy for the holding of General Reserves to the recommended 3 months of revenue expenditure.
- RG274 Fees & Charges**
Members received the proposed fees and charges for 2027/28 as recommended by the RFO. It was AGREED that the Murray Hall fees would be frozen for the 27/28 Financial Year.
- RG275 Membership of EALC/NALC**
The processing of the payment of the annual affiliation invoice for the EALC/NALC was discussed.
Members AGREED to DEFER decision to Council.
- RG276 LTC Van Hire**
Members NOTED the report and thanked the Town Clerk for her efforts in securing this saving.
- RG277 Internal Financial Check**
Members NOTED the check carried out by Cllr Murray on 13 July 2026. Chair thanked Cllr Murray for carrying out this work.
- RG278 Precept**
Members NOTED the second instalment of the precept had been received.
- RG279 Land Asset Transfer**
The committee received a report from the Town Clerk regarding transfer of land from EFDC. Having considered the risk and benefits, Members AGREED a request to be made by Loughton Town Council to Epping Forest District Council for its land to be transferred namely
- i) Roding Valley Recreation Ground
 - ii) Jessel Green
 - iii) Rochford Green
 - iv) Newmans Lane
- To note, Hillyfields Open Space, in the report to be omitted from the request.
- RG280 Exclusion of Press and Public**
RESOLVED to exclude the press and public from the remainder of the meeting in accordance with the Public Bodies (admissions to Meetings) Act 1960.
- RG281 Technology and Office Equipment**
281.1 Upgrade to the Cloud and IT Contract
Members AGREED to proceed with this upgrade to APPOINT GMS Solutions as the IT contractor for the following 3-year term. It was NOTED there should not be any increase in IT costs for the remaining financial year.

281.2 Implementation of the new HR System and Support Service

Members AGREED to proceed with the implementation of a new HR management and support service system and to APPOINT Worknest as the supplier for a 3-year term.

281.3 Update to the Town Council Website Min No RG227

Members AGREED to proceed with the quote from Aubergine and the virement from the General Reserves for this purpose.

281.4 Upgrade to the payroll processing system

Members AGREED to proceed with the new system. The funds to be taken from the salaries budget within the personnel cost centre.

RG282 Buckingham Court Property Management Ltd

Members NOTED the report and accounts and budget for 2027.

RG283 Remembrance Service

Members AGREED to donate £150 to the Royal British Legion. Payment approved under the General Power of Competence.

The meeting concluded at 08.40 pm.

Signed:

Date: 2 December 2026