



EPPING TOWN COUNCIL

Council Offices, Epping Hall,
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1st February 2012

**TO: THE TOWN MAYOR and MEMBERS
of EPPING TOWN COUNCIL**

You are hereby summoned to attend an **ORDINARY MEETING** of the Epping Town Council to be held in the **Conference Room, Epping Hall, St John's Road, Epping** on **Tuesday, 7th February 2012** at **8.15pm**.

Ash Tadjrishi
TOWN CLERK DESIGNATE

: A G E N D A :

1. **APOLOGIES:** To RECEIVE any apologies for absence.
2. **DECLARATION OF INTERESTS:** To declare interests in any item of this agenda.
3. **CONFIRMATION OF MINUTES:**
 - a. A 5 minute adjournment will be allowed at the direction of the Mayor to allow any member of the public present at the meeting to speak on any matter of relevance to the town.
 - b. To READ and CONSIDER the Minutes of the last Ordinary Meeting of the Town Council held on 10th January 2012 (set out on pages 203-207 of the Minute Book 2011/2012). To APPROVE the signing of the minutes by the Mayor as a correct record.
4. **BUSINESS EXPRESSLY REQUIRED BY STATUTE:** To deal with business expressly required by Statute.
5. **COMMUNICATIONS:** To RECEIVE such communications as the Mayor may wish to lay before Council.
6. **TOWN MAYOR'S AND DEPUTY TOWN MAYOR'S DUTIES:** To RECEIVE the Town Mayor and Deputy Town Mayor's duties since 11th January 2012 (set out on page 208 of the Minute Book 2011/2012).

7. **MEMBERS REPORTS:** To CONSIDER brief reports from Members on meetings or visits made since the last meeting.
8. **CLERK'S REPORT & COUNCILLOR'S QUESTIONS:** The Clerk will make a brief report on current issues and will answer questions from Councillors, if possible, immediately (but if necessary subsequent to the meeting). COUNCIL CANNOT LAWFULLY MAKE ANY DECISION IN RELATION TO ANY MATTER RAISED UNDER THIS ITEM.
9. **PLANNING & GENERAL PURPOSES** To NOTE the Minutes of the Planning & General Purposes Committee held on 10th and 24th January 2012 (set out on pages 209-217 of the Minute Book 2011/2012).
10. **SEALING OF DOCUMENTS:** To AUTHORISE the sealing of documents.
11. **KEY MEMBERS REPORTS :** To CONSIDER items 1-12 of the Report of the Key Members (set out on pages 218-224 of the Minute Book 2011/2012).
1. Financial Report to 1st February 2012
 2. Cycle of Meetings
 3. Internal Audit Report 2011-12
 4. Corporate Governance Advisory Committee
 5. CCTV Project – Stonards Hill
 6. Queens Diamond Jubilee - Mugs
 7. The Queens Diamond Jubilee Beacons
12. **ACCOUNTS FOR PAYMENT** To AUTHORISE the payment of accounts (set out in the Cheque List on page 221-222 of the Minute Book 2011/2012).
13. **EXCLUSION OF THE PRESS AND PUBLIC:** To RESOLVE that the PRESS AND PUBLIC be excluded from the meeting.
8. Bad Debt Write Off
 9. Market Store Acquisition
 10. Swaines Green Public Access Land Acquisition
 11. St John's Development
 12. Staff Member – Holiday & Lieu Time