



EPPING TOWN COUNCIL

EPPING HALL, ST JOHNS RD, EPPING, ESSEX CM16 5JU

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

You are hereby summoned to attend an **ORDINARY MEETING** of the **Epping Town Council** which is to be held in the **Conference Room, Epping Hall, St Johns Road, Epping** on **Tuesday, 10th March 2026** at **8pm** in order to transact the following business:

Beverley Rumsey
Town Clerk
4th March 2026

A G E N D A

1 APOLOGIES FOR ABSENCE

To receive any apologies and reasons for absence.

2 DECLARATIONS OF INTEREST

Members are invited to declare disclosable pecuniary interests and other interests, along with the nature of those interests, in relation to any item on this agenda.

Cllr L Burrows, Cllr R Sharif, Cllr Janet Whitehouse & Cllr Jon Whitehouse declare a non pecuniary interest as Epping Forest District councillors.

Cllr H Whitbread declares a non pecuniary interest as an Epping Forest District Councillor and Cabinet Member and an Essex County Councillor and Deputy Cabinet Member.

3 DISPENSATIONS

To receive requests for dispensations from members concerning any item of business on this agenda.

4 PUBLIC PARTICIPATION - QUESTION TIME

The Mayor will invite public comments and responses in relation to items on this agenda. *Individuals will be permitted a maximum of three minutes each (total time for this session is limited to ten minutes).*

5 CONFIRMATION OF COUNCIL MINUTES

(Attachment A)

To approve as a correct record and sign the Minutes of the Ordinary Council Meeting held on 10th February 2026.

6 MINUTES OF COMMITTEE MEETINGS

To receive the signed Minutes of the following Committee meetings and to adopt any recommendations within the Minutes not previously adopted:

Planning & General Purposes Committee	10th February 2026 (Attachment B)
Planning & General Purposes Committee	24th February 2026 (Attachment C)
Corporate Governance Advisory Committee	24th February 2026 (Attachment D)

7 COMMUNICATIONS TO NOTE/REQUIRING DECISION

(i) JACK SILLEY PAVILION POTENTIAL SUBSIDENCE

The Town Clerk has recently reported potential subsidence at the Jack Silley Pavilion identified by the Town Supervisor. This has been assessed by a building consultant through Council's insurance company and the assessor has concluded that the Pavilion is not suffering from subsidence, rather thermal shrinkage and movement relating to the dry summer in 2025. This is now a maintenance issue requiring repair and decoration, rather than more severe intervention, which is excellent news. The Town Clerk has arranged for decorating works to be undertaken from our income and expenditure operating budget, as it is long overdue.

Council is requested to **NOTE** this information.

(ii) 50 FAVOURITE TREES OF EPPING FOREST (Attachment E)

Epping Town Council have been invited to nominate their favourite trees in Epping Forest. Some more information is provided as per **Attachment F**.

Council is requested to **CONSIDER** this information and **DECIDE** what to do/nominate.

(iii) NORTH WEALD BASSETT NEIGHBOURHOOD PLAN (Attachment F)

North Weald Bassett Parish Council have formally notified Epping Town Council of their Regulation 14 Pre-Submission Consultation for the Draft North Weald Bassett Neighbourhood Plan. Comments are sought before it is finalised for submission under Regulation 15 of the Neighbourhood Planning (General) Regulations 2012 (as amended). The consultation period runs until 30th March 2026.

During this time, the Draft Plan and supporting documents can be viewed at:

[Regulation 14 Consultation - North Weald Bassett Parish Council](#)

Council is requested to **CONSIDER** this information and **DECIDE**:

- (i) If they wish to submit comments;
- (ii) What those comments should be.

8 TOWN MAYOR'S & DEPUTY MAYOR'S DUTIES (Attachment G)

Council to receive the duties undertaken by the Town Mayor and Deputy Town Mayor since 10th February 2026.

9 REPORTS FROM MEMBERS

To receive reports, if any, from Members on meetings or visits made since the Ordinary Council Meeting on 10th February 2026.

10 REPORT OF THE TOWN CLERK AND COUNCILLORS QUESTIONS (Attachment H)

A report from the Town Clerk on current activities and matters of interest to Council is attached.

11 REPORTS FROM EPPING FOREST DISTRICT AND COUNTY COUNCILLORS

A verbal report from ward councillors who also serve on Epping Forest District Council on any matter that may be of interest to Epping Town Council.

A verbal report from Essex County councillors on any matters of interest to Epping Town Council.

12 FINANCIAL REPORT TO 28th FEBRUARY 2026 (Attachment I)

Statutory Basis: Local Audit and Accountability Act 2014

Key Member: Cllr G Scruton

Council is requested to **CONSIDER** and **APPROVE** the summary financial report to the end of February 2026 and **DECIDE** if any further action is required.

13 ACCOUNTS FOR PAYMENT (Attachment J)

Statutory Basis: Local Audit and Accountability Act 2014

Key Member: Cllr G Scruton

Council is requested to **APPROVE** the payment of accounts for February 2026 totalling £64,091.96 (Barclays: £75.75, The Co-operative £63,885.69 & The Co-operative online £130.52).

14 RECOMMENDATIONS OF THE CORPORATE GOVERNANCE ADVISORY COMMITTEE (Attachment K)

Statutory Basis: Local Government Act 1972, sch 12, para 42; Local Audit & Accountability Act 2014, Local Government Act 1972, s111, Local Authorities (Indemnities for Members & Officers) order 2004, Local Government Act 1972, s112, Local Government Act 1972, s101

Key Member: Cllr R Sharif

The Corporate Governance Advisory Committee met on 24th February 2026 (Minutes #400-416 of 2025/26 refer) and make the following **RECOMMENDATIONS:**

- (i) Epping Town Council's Standing Orders should be RE-APPROVED, with amendments ~~(Attachment B)~~;
- (ii) Epping Town Council's Financial Regulations should be RE-APPROVED, with amendments ~~(Attachment C)~~;
- (iii) The Internal Risk Register with additions should be APPROVED by Council; ~~(Attachment D)~~;
- (iv) The Asset Register 2026, ~~Attachment E~~, should be APPROVED as a correct record of Council's assets at this time;

- (v) Council should continue to record assets as individual items with a value equal to or greater than £1000 in the Asset Register;
- (vi) The Health & Safety Policy, with no amendments (~~Attachment G~~) should be RE-APPROVED as a policy of Council;
- (vii) The Fitness for Work Policy, The No Smoking Policy and the No Alcohol and Drugs Policy should be APPROVED as Health & Safety policies of Epping Town Council (to be appended to the main Health & Safety policy) (~~Attachments F1-F3~~);
- (viii) The Insurance policies & reconciliation would be brought to Council in advance of the July 2026 meeting;
- (ix) The draft IT Policy presented to the Corporate Governance Advisory Committee (~~Attachment G~~) would be worked on as a draft and brought back to Committee/Council as appropriate);
- (x) The insurance renewal 2026 should be considered in June 2026 in advance of the July 2026 renewal;
- (xi) The Town Clerk would work towards Cyber Essentials (increased security relating to Council's cyber insurance);
- (xii) Any staff matters would be brought to Committee at the point of need (rather than as a standard item).

Please note: The Town Clerk will issue the list of policy documents to Council annually (at the Annual Council meeting), so all members have a summary of the policies in place and their review dates (Policy and Governance Document Review March 2025). The policies would be reviewed at Corporate Governance or the Annual Council meeting (as appropriate) in the first Civic year of each Council, unless legislation requires sooner. **Please note:** some policies are more appropriately reviewed at Annual Council eg Code of Conduct and others through Corporate Governance.

Please note: documents or excerpts from the documents where changes have been made only are included as per **Attachment K**.

Council is requested to **CONSIDER** these RECOMMENDATIONS and **DECIDE** whether to **ADOPT** them as decisions of Council.

15 INTERNAL AUDIT REPORT: 2ND INTERIM (Attachment L)

Statutory Basis: Local Audit and Accountability Act 2014

Key Member: Cllr G Scruton

Council's internal auditor undertook their second auditing work for the 2025/26 financial year on 25th February 2026 and their report is provided as per **Attachment L**. There are no recommendations.

Council is requested to **NOTE** this information and **DECIDE** if any further action is required at this stage.

16 ASSERTION 10 AUDIT REQUIREMENTS (AGAR) (Attachment M)

Statutory Basis: Local Audit and Accountability Act 2014

Key Member: Cllr G Scruton

Each year, Epping Town Council complete an Annual Governance and Accountability Statement (AGAR). This year (in 2026), there is a new 'Assertion 10' which requires additional confirmation of Digital and Data compliance. Some further information is provided as per **Attachment M**.

RECOMMENDATION: The points and policies **RECOMMENDED** in **Attachment M** should be **APPROVED** as policies and procedures of Epping Town Council.

Council is requested to **CONSIDER** this RECOMMENDATION and confirm they are happy to proceed as detailed.

17 PROFESSIONAL MEMBERSHIPS

Statutory Basis: Local Government Act 1972, s111

Key Member: Cllr Janet Whitehouse

Epping Town Council hold a number of professional memberships to support them in their operations. Council have been members of the Essex Association of Local Councils (EALC) and through that, direct members of the National Association of Local Councils (NALC). Memberships come together and give Council access to training, legal advice and updates at County and National level.

There have been changes to the structure of the EALC and the training is now dispersed across different County locations. The Clerk and team have covered much of the training currently offered but access to that training (at members prices) and access to legal advice and other associated benefits have been required. The Clerk would recommend that Epping Town Council should continue with their membership for the forthcoming year to see how the new structure evolves as Council have done previously. The cost of both (EALC and NALC) was £1487.85 for 2025/26 and is likely to be similar with an inflationary increase for 2026/27.

CouncilWise have set up an alternative training provision and support service and the courses offered are new and of high quality. The Clerk has already attended several of the new courses during the trial period (no subscription fee period) from 1st December 2025 to 31st March 2026. Epping Town Council can attend courses with this provider at a subscriber's cost of £500 per annum (plus the course fee). Without subscription, the courses would be dearer. Given there is already a programme of training which the Clerk and her team are booking onto, the Clerk would recommend that the subscription to CouncilWise is purchased.

RECOMMENDATION 1: Epping Town Council renew their membership to EALC (and NALC) for 2026/27.

RECOMMENDATION 2: Epping Town Council purchase the CouncilWise training subscription for 2026/27 and annually thereafter while it is used.

Council is requested to **CONSIDER** the RECOMMENDATIONS and **DECIDE** whether to **APPROVE** them.

18 EPPING TOWN COUNCIL GRANT APPLICATIONS: MARCH 2026 (Attachment N)

Statutory Basis: Local Government Act 1972, s133, s145

Key Member: Cllr G Scruton

Epping Town Council have received two grant requests with supporting information, as per **Attachment N**.

- 1) **Youth Employment Strategy (YES) Partnership:**
£2000 towards a conference to promote employability
- 2) **Friends of Epping Primary School:**
£1500 towards percussion instruments for creativity

Council is requested to **CONSIDER** the requests and information and **DECIDE** what to do.

19 CHRISTMAS MARKET 2026 (Attachment O)

Statutory Basis: Local Government Act 1972, s145

Key Member: Cllr R Sharif

Council's Planning, Market & Events Officer has provided some information about Epping Christmas Market 2025, as per **Attachment O**.

Council is requested to **CONSIDER** this information and **DECIDE**:

- (i) What day they wish to hold Epping Christmas Market 2026;
- (ii) Whether the Christmas Market will be a daytime market or go into the evening (and times);
- (iii) Any other issues, as detailed in **Attachment O**.

20 ART AND CULTURE AWARD (Attachment P)

Statutory Basis: Local Government Act 1972, s145

Key Member: Cllr N Avey

At the Ordinary Council meeting on 10th February 2026, it was **RESOLVED** that Cllr N Avey would bring forward a suggestion for an Art and Culture Award. Cllr Avey's suggestion is provided as per **Attachment P**.

Council is requested to consider this information and **DECIDE**:

- (i) If it wishes to create this Art and Culture award, with or without amendments.

21 EXCLUSION OF THE PRESS AND PUBLIC

To resolve that under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest due to the confidential nature of the business to be transacted.

22 **COMMUNITY AWARD****(Attachment Q)**

Statutory Basis: Local Government Act 1972, s111

Key Member: Cllr N Avey

At the Ordinary Council meeting on 14th February 2017, Council RESOLVED to present an annual Community Award to an outstanding community group (Minute #456 of 2016/17). Members have been provided with nomination details and a list of potential candidates, as per **Attachment Q**.

Council is requested to **CONSIDER** this information and **DECIDE** who should receive the Community Award 2026.

In accordance with the Public Bodies (Admission to Meetings) Act 1960, members of the public and press are welcome to attend the meeting. Members of the public will only be permitted to speak at the beginning of the meeting during Public Question Time.