



# 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 **ANNUAL MEETING** of the **Epping Town Council** which is to be held in the **Conference Room, Epping Hall, St Johns Road, Epping** on **Tuesday, 12<sup>th</sup> May 2026** at **8pm** in order to transact the following business:

**Beverley Rumsey**  
Town Clerk  
6<sup>th</sup> May 2026

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## A G E N D A

**1. ELECTION OF TOWN MAYOR**

Members are required to elect the Town Mayor for the municipal year 2026-27. The new Mayor will make the statutory Declaration of Acceptance of Office and address the Council.

**2. RETIRING TOWN MAYOR'S REPORT AND DUTIES (Attachment A)**

The retiring Mayor will report on her year in office and any duties performed since the Ordinary Council Meeting of 14<sup>th</sup> April 2026.

**3. APOLOGIES FOR ABSENCE**

To receive any apologies and reasons for absence.

**4. ELECTION OF DEPUTY TOWN MAYOR**

Members are requested to elect the Deputy Town Mayor for the municipal year 2026-27. The Deputy Mayor will make the statutory Declaration of Acceptance of Office.

**5. RETIRING DEPUTY MAYOR'S REPORT AND DUTIES (Attachment B)**

The retiring Deputy Mayor will report on her year in office and any duties performed since the Ordinary Council Meeting of 14<sup>th</sup> April 2026.

**6. 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.

**7. DISPENSATIONS**

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

**8. 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).*

**9. CONFIRMATION OF COUNCIL MINUTES (Attachment C)**

To approve as a correct record the Minutes of the Ordinary Council Meeting held on 14<sup>th</sup> April 2026.

**10. 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	14 <sup>th</sup> April 2026	<b>(Attachment D)</b>
Planning & General Purposes Committee	28 <sup>th</sup> April 2026	<b>(Attachment E)</b>

**11. COMMUNICATIONS (Attachment F)**

- (i) To receive such communications as the Mayor may wish to lay before Council.
- (ii) To receive such communications as the Town Clerk may wish to lay before Council.

The Town Clerk has provided a report as per **Attachment F**.

The Town Clerk has provided some information on Council's membership to the Essex Association of Local Councils, as per **Attachment F1**.

The Town Clerk has provided some information on Council's membership to CouncilWise training & support, as per **Attachment F2**.

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

**12. REPORTS FROM MEMBERS**

To receive reports, if any, from members on meetings or visits made since the Ordinary Council Meeting held on 14<sup>th</sup> April 2026.

**13. KEY MEMBERS & APPOINTMENTS TO COMMITTEES (Attachment G)**

- (i) To determine which members will act as lead for the various responsibilities of Council and to appoint the Chairman, Vice-Chairman and Members to serve on the following Standing Committees & Working Parties: (Existing/previous appointments attached).

Planning & General Purposes Committee (Tuesday 7.15pm, twice a month)

Corporate Governance Advisory Committee\* (February and October)

**\*Please note:** membership determined by Key Member roles

Neighbourhood Planning Advisory Committee

Market Committee

Discipline & Grievance Committee  
 Appeals Committee  
 Joint Standards Committee  
 Task & Finish Personnel Committee (Recruitment of Town Clerk)  
 Action Plan Working Party  
 Playgrounds & Recreation Grounds Working Party  
 (Merger of Playground Working Party Lovelocks Meadow Working Party, Stonards Hill Working Party (& skate park))  
 Budget Working Party  
 Epping Hall Working Party  
 Christmas Working Party  
 Safer Epping  
 Climate & Environmental Awareness Policy Interest group

**14. APPOINTMENTS TO OUTSIDE BODIES (Attachment H)**

To review and appoint members to serve on Outside Bodies as outlined in the attached document.

**15. RECORD OF COUNCILLOR ATTENDANCES (Attachment I)**

To receive the Record of Councillor Attendances for the year 2025-26.

**16. REVIEW OF TERMS OF REFERENCE FOR COMMITTEES (Attachments J-Q)**

To review and approve Terms of Reference for the following Standing Committees:

Planning & General Purposes Committee	<b>(Attachment J)</b>
Corporate Governance Advisory Committee	<b>(Attachment K)</b>
Neighbourhood Planning Advisory Committee	<b>(Attachment L)</b>
Discipline & Grievance Committee	<b>(Attachment M)</b>
Appeals Committee	<b>(Attachment N)</b>
Task & Finish Personnel Committee (Recruitment of Town Clerk)	<b>(Attachment O)</b>
Market Committee	<b>(Attachment P)</b>
Working Parties Terms of Reference	<b>(Attachment Q)</b>

**17. REVIEW OF DELEGATION ARRANGEMENTS (Attachment R)**

To review the powers delegated to the Town Clerk by Council, as per **Attachment R**. A revision has been highlighted.

**18. AUTHORISATION OF SIGNATORIES**

To review, revise and confirm those Councillors authorised as signatories for Council's bank accounts.

**Barclays Bank:**

Current signatories: Cllr H Pegrum, Cllr C Burgess, Cllr G Scruton, Cllr M Wright.  
 (Please note the Town Clerk/Responsible Financial Officer (RFO) can transact on this account but does not sign cheques).

**Cooperative Bank: (Main account) and (Online account)**

Current signatories: Cllr H Pegrum, Cllr C Burgess, Cllr G Scruton, Cllr M Wright.  
 (Please note the Town Clerk/Responsible Financial Officer & Finance Officer can transact on these accounts, but do not sign cheques).

**Nationwide Investment:**

Cllr H Pegrum, Cllr M Wright, Miss B Rumsey (as Town Clerk & RFO).

19. **COUNCIL ACTION PLAN 2023-27 (INTERIM DRAFT MAY 2026)** (Attachment S)  
**COUNCIL FORWARD PLAN 2023-27 (INTERIM DRAFT MAY 2026)** (Attachment S1)

The Action Plan 2023-27 (November 2025) was APPROVED as Council's Action Plan 2023-27 as a working draft that would be developed over the coming months/years as projects were developed/changed and priorities confirmed and costed. (Minute #283 of 2025/26). The Action Plan working party met in April 2026 and the Town Clerk has updated the draft as per **Attachment S** to reflect the current situation and their priorities.

Council is requested to **APPROVE** the Action Plan 2023-27 (Interim May 2026) as a working document as per **Attachment S** and **DECIDE** if any changes/additions are required.

The Forward Plan 2023-27 (November 2025) was APPROVED as Council's Forward Plan 2023-27 as a working draft that would be developed over the coming months/years as projects were developed/changed and priorities confirmed and costed.

Council is requested to **APPROVE** the Forward Plan 2023-27 (Interim May 2026) as a working document as per **Attachment S1** and **DECIDE** if any changes/additions are required.

- **Please note:** a meeting of the Action Plan Working Party will be arranged in the Autumn 2026 to monitor progress and develop in advance of Epping Town Council's budget setting process for 2027/28.

20. **CODE OF CONDUCT** (Attachment T)

Epping Town Council APPROVED the Local Government Association (LGA) Code of Conduct, at the Annual Council meeting on 13<sup>th</sup> May 2025.

Council is requested to **REAPPROVE** Epping Town Council's Code of Conduct, confirming members will adhere to its rules and procedures, as per **Attachment T**.

21. **CYCLE OF MEETINGS 2026/2027** (Attachment U)

Epping Town Council's current Cycle of Meetings was APPROVED at the Ordinary Council meeting on 8<sup>th</sup> July 2025 (Minute #103 of 2025/26).

Council is requested to once again **NOTE** this Cycle of Meetings.

22. **EPPING TOWN COUNCIL POLICIES** (Attachment V)

Epping Town Council's list of Policies was **NOTED** by Council at the Ordinary Council meeting on 10<sup>th</sup> March 2026 and the Town Clerk advised that the list would be shared at the Annual Council meeting each year (Minute #438 of 2025/26). The list of Epping Town Council's policies is provided as per **Attachment V**.

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

23. **EPPING TOWN COUNCIL PLANNING MEETINGS** (Attachment W)

**Key Member: Cllr N Avey**

Following discussion with the Chairman and Vice Chairman of Epping Town Council's Planning Committee, the Town Clerk has drafted a proposal for Planning meetings to avoid calling unnecessary meetings when there are a few, simple planning applications to be discussed, while ensuring that all planning applications are given full consideration and

representations from residents can be taken and included. This proposal is provided as per **Attachment W**.

Council is requested to **CONSIDER** this PROPOSAL and **DECIDE** whether to APPROVE it, with or without amendments.

#### 24. **EPPING NEIGHBOURHOOD PLAN**

**Key Member: Cllr N Avey**

Epping's Neighbourhood Plan has been approved by Epping Forest District Council's Cabinet to move forward to a referendum, which will take place on 18<sup>th</sup> June 2026 at Epping Hall.

The referendum version of the Neighbourhood Plan is different and shorter than the original version, as the process has taken 12 years to date and some policies are being implemented through Epping Forest District Council's Local Plan.

Cllr N Avey, as Chairman of the Neighbourhood Planning Advisory Committee and the Town Clerk suggest it would be beneficial to hold some public consultation sessions prior to the referendum, to ensure residents are informed about the scope of the plan, its content and purpose.

Council is requested to **CONSIDER** this information and **DECIDE** what format/how much public consultation should take place.

#### 25. **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.

#### 26. **STAFF VACANCIES AND HEALTH & SAFETY CONTRACTS** **(Attachment X)**

**Key Member: Town Mayor/Cllr G Scruton**

The Town Clerk has provided some information about staff vacancies, as per **Attachment X**.

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

- (i) **NOTE** Part One;
- (ii) **DECIDE** whether to **APPROVE** the RECOMMENDATION in Part Two;
- (iii) **DECIDE** whether to **APPROVE** the RECOMMENDATIONS in Part Three, with or without amendments.

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***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.***