



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, 9th June 2026** at **8pm** in order to transact the following business:

Beverley Rumsey
Town Clerk
3rd June 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.

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

To approve as a correct record and sign the Minutes of the Annual Council Meeting held on 12th May 2026. **(Attachment A)**

To approve as a correct record and sign the Minutes of the Annual Town Meeting held on 17th March 2026. **(Attachment A1)**

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:

Market Committee	21st April 2026 (Attachment B)
Planning & General Purposes Committee	12th May 2026 (Attachment C)
Planning & General Purposes Committee	26th May 2026 (Attachment D)

7 COMMUNICATIONS TO NOTE/REQUIRING DECISION

(i) PLANNING APPEALS (EFDC) **(Attachment E)**

The Town Clerk has received some information from the planning department at Epping Forest District Council (EFDC), as per **Attachment E**.

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

8 TOWN MAYOR'S & DEPUTY MAYOR'S DUTIES **(Attachment F)**

Council to receive the duties undertaken by the Town Mayor and Deputy Town Mayor since the Annual Council Meeting on 12th May 2026.

Council to receive any communications the Mayor may wish to lay before Council.

9 REPORTS FROM MEMBERS

To receive reports, if any, from Members on meetings or visits made since the Annual Council Meeting on 12th May 2026.

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

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

11 REPORTS FROM EPPING FOREST DISTRICT 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.

12 FINANCIAL REPORT 1st APRIL 2026 TO 31st MAY 2026 **(Attachment H)**

Statutory Basis: Local Audit and Accountability Act 2014

Key Member: Cllr G Scruton

Council is requested to **CONSIDER** and **APPROVE** the summary financial report for April and May 2026 and **DECIDE** if any further action is required.

13 ACCOUNTS FOR PAYMENT **(Attachment I)**

Statutory Basis: Local Audit and Accountability Act 2014

Key Member: Cllr G Scruton

Council is requested to **APPROVE** the payment of accounts for April 2026 totalling £83,828 (Barclays: £82.30, The Co-operative £82,798 & The Co-operative online £947.70). (Please note a transfer of £30,000 from Barclays to The Co-operative, a transfer of £600 from The Co-operative to The Co-operative online and a petty cash withdrawal of £250.)

Council is requested to **APPROVE** the payment of accounts for May 2026 totalling £55,779.89 (Barclays: £3,162.18, The Co-operative £52,368.32 & The Co-operative online £249.39). (Please note a transfer of £50,000 from Barclays to the Co-operative and a transfer of £600 from The Co-operative to The Co-operative online.)

14 **INTERNAL AUDIT REPORT (FINAL)** **(Attachment J)**

Statutory Basis: Audit Commission Act 1998 s9 to 11; the Accounts and Audit (England) Regulations 2011; the Local Audit and Accountability Act 2014 and the Accounts and Audit Regulations 2015

Key Member: Cllr G Scruton

The internal auditor made his final visit for the 2025-26 financial year on 27th May 2026 and his final report is attached. The internal auditor makes no recommendations.

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

15 **INTERNAL AUDITOR AND PROGRAMME**

Statutory Basis: Audit Commission Act 1998 s9 to 11; the Accounts and Audit (England) Regulations 2011; the Local Audit and Accountability Act 2014 and the Accounts and Audit Regulations 2015

Key Member: Cllr G Scruton

Council had previously approved a programme of audit from Auditing Solutions Ltd who have been Epping Town Council's internal auditor for some time. Auditing Solutions Ltd have advised they will not be undertaking any more internal audits from the 2026/27 financial year. The Town Clerk will therefore source alternative internal auditors for Council's approval (with a proposed programme of audit). The Town Clerk & Responsible Financial Officer would like to thank Auditing Solutions Ltd for their supportive assistance through a variety of internal auditors during our working relationship over many years.

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

16 **ANNUAL RETURN 2025-26 ANNUAL GOVERNANCE STATEMENT** **(Attachment K)**

Statutory Basis: Audit Commission Act 1998 s9 to 11; the Accounts and Audit (England) Regulations 2011; the Local Audit and Accountability Act 2014 and the Accounts and Audit Regulations 2015

Key Member: Cllr G Scruton

Council is required by law to complete an Annual Return for each financial year which is sent to the external auditor for approval. The requirements of the Annual Return are very rigid and include the Annual Governance Statement, the Accounting Statements and the exercise of public rights (a pre-arranged period of 30 days when electors can inspect the accounts).

The Town Clerk has included a summary of the measures Council has taken to ensure it can answer 'yes' to all questions in the Annual Governance Statement as per **Attachment K1**. This includes the new Assertion 10 requirements.

Council is requested to **APPROVE** the Annual Governance Statement (Section 1 of the Annual Return) first by answering each question in turn and **AUTHORISE** the Town Mayor to sign the statements on behalf of the Town Council.

17 **ANNUAL RETURN 2025-26 ACCOUNTING STATEMENTS** (Attachment K)

Statutory Basis: Audit Commission Act 1998 s9 to 11; the Accounts and Audit (England) Regulations 2011; the Local Audit and Accountability Act 2014 and the Accounts and Audit Regulations 2015

Key Member: Cllr G Scruton

Once the Annual Governance Statement (Section 1) of the Annual Return has been APPROVED, Council must **APPROVE** the Accounting Statements (Section 2 of the Annual Return).

Council is requested to **APPROVE** the Accounting Statements (Section 2 of the Annual Return) and **AUTHORISE** the Town Mayor to sign the statements on behalf of the Town Council.

18 **ANNUAL RETURN 2025-26 EXERCISE OF PUBLIC RIGHTS** (Attachment K)

Statutory Basis: Audit Commission Act 1998 s9 to 11; the Accounts and Audit (England) Regulations 2011; the Local Audit and Accountability Act 2014 and the Accounts and Audit Regulations 2015

Key Member: Cllr G Scruton

Council as a corporate body with transactions in the financial year, is required to make arrangements for the exercising of public rights; a period of 30 days (working days) when electors can inspect the accounts. These must fall within certain dates, which must include the first ten working days of July, ie Wednesday 1st July – Tuesday 14th July 2026 inclusive.

Council is requested to **APPROVE** the dates of the exercise of public rights as Monday 15th June 2026 until Friday 24th July 2026, in accordance with the requirements, as recommended by the Town Clerk and Responsible Financial Officer.

19 **FINANCIAL YEAR END POSITION 2025/26** (Attachment L)

Statutory Basis: Local Audit and Accountability Act 2014

Key Member: Cllr G Scruton

The Town Clerk/RFO has provided a summary of Epping Town Council's final 2025/26 year end position, following the closedown of the 2025/26 financial year by Rialtas Business Solutions Ltd on 13th May 2026, as per **Attachment L**. Please note Council's year end date is 31st March 2026 (31st March each year).

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

20 REPRESENTATIVES ON OUTSIDE BODIES (Attachment M)

Statutory Basis: Local Government Act 1972, s111

Key Member: Cllr R Sharif

At the Annual Council meeting on 12th May 2026 (Minute #14 of 2026/27), Council discussed Representatives on Outside Bodies, as per **Attachment M**. A new Epping Horticultural Society representative is required. Clarification is required over the Epping Forest Local Authority Liaison meeting representative (previously the Town Mayor as representative).

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

- (i) Who will be Epping Town Council's representative on Epping Horticultural Society?
- (ii) Who will attend the Epping Forest Local Authority Liaison meeting on behalf of Epping Town Council?

21 EPPING PETANQUE CLUB (Attachment N)

Statutory Basis: Local Government (Miscellaneous Provisions) Act 1976, s19

Key Member: Cllr J Duffell

Epping Petanque Club has requested an extension to the pétanque piste at Stonards Hill recreation ground. Some information is provided, as per **Attachment N**.

Council is requested to **CONSIDER** this information and **DECIDE** whether to APPROVE the extension.

22 INSURANCE POLICIES

Statutory Basis: Audit Commission Act 1998 s9 to 11; the Accounts and Audit (England) Regulations 2011; the Local Audit and Accountability Act 2014 and the Accounts and Audit Regulations 2015

Key Member: Cllr G Scruton

Epping Town Council's insurance policy is due for renewal on 1st July 2026. The Town Clerk/RFO and Key Member for Finance, Cllr G Scruton, have previously been AUTHORISED to arrange the annual insurance renewal, in accordance with the agreed budget, as the documentation often arrives after the June Council meeting but needs to renew before the July meeting. As the policy is an interim review this year (Year 2 of 3), it is expected to be an inflationary uplift and reflect any acquisitions or disposals during the year.

Please note: this is the main insurance policy, fleet policy and any engineering policies (relating to items such as the lift and plant).

The cyber insurance renewal will be dealt with separately when the quotations are received (usually for the July Council meeting).

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

- (i) If they are happy for the Town Clerk/RFO and Key Member for Finance to APPROVE the annual interim renewal in time for 1st July 2026 (we would anticipate the cost to be a correct reflection of what has been budgeted for);
- (ii) If they are happy for the Town Clerk/RFO and Key Member for Finance to APPROVE the interim renewals in each mid term year.

Please note: when the insurance policy is due for renewal (usually every three years) this will be brought to Council as a tender.

23 **EXCLUSION OF 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.

24 **ASSET OF COMMUNITY VALUE: MILL MOUND FIELDS LEGAL DECISION** (Attachment O)

Statutory Basis: Localism Act 2011, ss87-108

Key Member: Cllr N Avey

Epping Town Council submitted an application to Epping Forest District Council (EFDC) to designate Mill Mound Fields as an Asset of Community Value. The application was refused by EFDC. Some further information is provided as per **Attachment O**

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

25 **EMERGENCY PLANNING: THIRD PARTY** (Attachment P)

Statutory Basis: Local Government Act 1972, s111

Key Member: Cllr R Sharif

Epping Town Council have received a request for emergency planning assistance. Some information has been provided as per **Attachment P**.

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

26 **STAFF CONTRACT/MATTERS** (Attachment Q)

Statutory Basis: Local Government Act 1972, s112

Key Member: Cllr R Sharif

The Town Clerk has provided some staffing information as per **Attachment R**.

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

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.