



# EPPING TOWN COUNCIL

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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, 13th January 2026 at 8pm** in order to transact the following business:

**Beverley Rumsey**  
**Town Clerk**  
**7th January 2026**

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## 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 C MCredie, 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 9th December 2025.

**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      9th December 2025      **(Attachment B)**

**7 COMMUNICATIONS TO NOTE/REQUIRING DECISION**

(i)      **BUS PROPOSAL: HIGH EASTER PARISH COUNCIL**      **(Attachment C)**

Epping Town Council have received a bus proposal from High Easter Parish Council, as per **Attachment C**. This proposes a bus service into Epping's Monday Market, which would benefit the Market and High Street.

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

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

Council to receive the duties undertaken by the Town Mayor and Deputy Town Mayor since 9th December 2025.

**9 REPORTS FROM MEMBERS**

To receive reports, if any, from Members on meetings or visits made since the Ordinary Council Meeting on 9th December 2025.

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

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.

**12 FINANCIAL REPORT TO 31st DECEMBER 2025**      **(Attachment F)**

**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 December 2025 and **DECIDE** if any further action is required.

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

**Statutory Basis:** Local Audit and Accountability Act 2014

**Key Member:** Cllr G Scruton

Council is requested to **APPROVE** the payment of accounts for December 2025 totalling £88,151.97 (Barclays: £75.75, The Co-operative: £87,403.33 & The Co-operative online: £672.89).

**Statutory Basis:** Accounts and Audit (England) Regulations 2011 and the Audit Commission Act 1998 s44, Local Audit & Accountability Act 2014

**Key Member:** Cllr G Scruton

<b>Attachment:</b>	Detailed Draft Budget	(Attachment H)
<b>Attachment:</b>	Budget with funds transfers & 5 year forecast	(Attachment H1)
<b>Attachment:</b>	Draft charges 2026/27	(Attachment H2)
<b>Attachment:</b>	Precept information	(Attachment H3)

Epping Town Council's first draft budget was presented at the Ordinary Council meeting on 9<sup>th</sup> December 2025 (Minute #314 of 25/26) and this showed predicted expenditure only, as the crucial tax base figure from Epping Forest District Council had not been received. That tax base figure has now been built into the second estimate budget presented here. The tax base has increased by 17.

The budget (second draft) presented as per **Attachment H** shows a 3% increase to the precept. **Please note:** inflation for November 2025 was approximately 3.2%. This budget has been drafted by the Town Clerk/RFO & Council's Key Member for Finance, Cllr G Scruton. The draft charges 2026 show a 3% increase towards inflationary/running costs across all services except Epping Market.

Council's auditor has advised that Council's reserves are far lower than desired and it was satisfactory, providing this was rectified promptly. The desired reserve range should be approximately £390,000.

An increase of 3% to a band D equivalent property through Epping Town Council's share of the precept would equate to £3.59 per annum. This would require a precept demand to Epping Forest District Council of £667,238 for the 2026/27 financial year. This would result in an overall reserve position of £303,493 at the end of the 2026/27 financial year. (£253,136 in the projected outturn of 2025/26).

**RECOMMENDATION 1:** Epping Town Council should approve the budget presented as per **Attachment H** and **AUTHORISE** the Town Mayor to sign the corresponding precept demand of £667,238 for the 2026/27 financial year on behalf of Epping Town Council.

**RECOMMENDATION 2:** The corresponding budget with fund transfers and should be **APPROVED** as per **Attachment H1**.

**RECOMMENDATION 3:** The draft charges 2026 should be **APPROVED** as per **Attachment H2**.

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

15 **BANK BALANCES: AT 31<sup>st</sup> DECEMBER 2025**

(Attachment I)

**Statutory Basis:** Local Audit and Accountability Act 2014

**Key Member:** Cllr G Scruton

Council is requested to **NOTE** and **APPROVE** the bank balances on 31<sup>st</sup> December 2025 for all accounts, as per **Attachment I**. This was recommended by the auditor as an end of quarter agenda item.

16 **REPRESENTATIVES ON OUTSIDE BODIES**

(Attachment J)

**Statutory Basis:** Local Government Act 1972, s111

**Key Member:** Cllr Janet Whitehouse

At the Ordinary Council meeting on 9<sup>th</sup> December 2025 (Minute #309 of 2025/26), Council **RESOLVED** to consider the Representatives on Outside Bodies to ensure all those currently listed were still operable and to consider any other suggestions for additions.

Council is requested to **CONSIDER** the current list and update it as appropriate.

17 **PLAY IN THE PARK 2026**

(Attachment K)

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

**Key Member:** Cllr J Duffell

Epping Forest District Council provide Play in the Park sessions and once again, Epping Town Council have been invited to participate. This is something that was historically held at Stonards Hill recreation ground and providing the weather is good, has been quite popular. In 2025, Epping Town Council ran 3 sessions; 1 at Easter and 2 in the summer. The cost of the sessions would fall to Epping Town Council and is free for participants. The price for 2026 is £107 per session. In 2025, it was £103.

Some further information is provided, as per **Attachment K**.

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

- (i) If they wish to participate in 2026;
- (ii) If so, how many sessions they would hold.

18 **CHRISTMAS TREES**

**Statutory Basis:** Local Government Act 1972, s145

**Key Member:** Cllr G Scruton

For Christmas 2025, Epping Town Council purchased and displayed 105 stars in Epping High Street. This is a new scheme to replace the small angled Christmas trees that were previously on the shop fronts.

The small Christmas trees were purchased in 2014 and have been used during those 10 years. They have reached the end of their useful working life. The trees are taking up quite a lot of space in the storage container and we now have to accommodate the new

stars which are quite large. The Town Clerk would suggest that these are now disposed of, as we do not feel they are able to be used or recycled easily.

Council is requested to **CONSIDER** this information and **DECIDE** if they are happy for the Town Clerk to dispose of the old trees in the most appropriate manner.

**19 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.

**20 JULIE'S CAFÉ: LEASE/LICENCE DETAILS**

**(Attachment L)**

**Statutory Basis:** Local Government Act 1972, s126 & s144

**Key Member:** Cllr H Pegrum

Some information relating to Julie's café is provided as per **Attachment L**.

Council is requested to **CONSIDER** this information and make the **DECISIONS** required.

*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.*