

MINUTES of the **ORDINARY COUNCIL MEETING** held in the Conference Room, Epping Hall, on **Tuesday 10th January 2023 at 8pm.**

PRESENT:

Cllr B Scruton	(Town Mayor & Chair)
Cllr C Burgess	(Deputy Town Mayor)
Cllr N Avey	Cllr S Baker Cllr J Duffell
Cllr R Griffiths	Cllr C McCredie Cllr H Pegrum
Cllr G Scruton	Cllr J Whitehouse
Cllr M Wright	Cllr M-L Whitbread

OFFICER: Beverley Rumsey (Town Clerk)

325 APOLOGIES FOR ABSENCE

There were apologies for absence from Cllr J Whitehouse for lateness.

326 DECLARATIONS OF INTEREST

Cllr M-L Whitbread declared a non pecuniary interest in agenda item 7 (ii), as she is related to the Cllr mentioned.

There were no other declarations of interest other than those stated on the agenda under this item.

327 DISPENSATIONS

There were no dispensations.

328 PUBLIC PARTICIPATION - QUESTION TIME

There were no public questions or comments.

329 CONFIRMATION OF COUNCIL MINUTES

It was **RESOLVED** that the minutes of the Ordinary Council Meeting held on 13th December 2022 be signed by the Mayor as a true record and adopted by the Council.

330 MINUTES OF COMMITTEE MEETINGS

It was **RESOLVED** that the signed Minutes of the following Committee meetings be signed by the Mayor as a true record and adopted by the Council.

Planning & General Purposes Committee	13 th December 2022 (Attachment B)
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331 COMMUNICATIONS TO NOTE/REQUIRING DECISION

Cllr J Whitehouse entered during this item.

(i) Correspondence regarding the War Memorial slip road

Council discussed the correspondence regarding the War Memorial slip road, as per **Attachment C**.

It was **RESOLVED** that:

- (i) Epping Town Council supported the concept, would not be in a position to finance one bell bollard immediately. The financing would be looked at, as well as possible funding for it;
- (ii) Any payment from Epping Town Council (request was £2500) would be to establish one of the new four bollards, not for any ongoing maintenance and Epping Town Council would require this condition in writing;
- (iii) The existing broken bollard should be repaired or replaced in advance of new bollards, the one Epping Town Council would be financing would be as part of the set of four;
- (iv) The Town Clerk would communicate this RESOLUTION to the City of London Corporation and Epping Forest District Councillor Cllr L Burrows.

(v) Salt bins Epping Parish

Council discussed the salt bin information for Epping Parish, as per **Attachment D**.

It was **RESOLVED** that:

- (i) Cllr B Scruton as Town Mayor would discuss salt bins with Cllr H Whitbread as an Essex County Councillor with a view to propose additional salt bins in Epping Parish;
- (ii) The salt bin at the dangerous Merry Fiddler's junction should be requested to be removed;
- (iii) Cllr Scruton would make the following suggestions for additional salt bins in Epping Parish:
Kendal Avenue, Broadoaks/Maddells, Sunnyside Road, Amesbury Road, St Johns Road, Coronation Hill/Shaftebury Road (if they are not on the existing gritting route (ECC website shows they are);
- (iv) A request for busy pavements to be gritted/salted, especially Station Road, High Street, etc.
- (v) Residents should be informed of any progress.

(vi) Ride London Essex event, Sunday 28th May 2023

Council discussed the Ride London Essex event on Sunday 28th May 2023, as per **Attachment E**.

It was **RESOLVED** that:

- (i) Cllr B Scruton would take part in the Epping Forest District Council Ride London meetings to input with ways Ride London Essex could benefit Epping and its businesses. Such ideas may include High Street stalls and seating, more TV coverage of Epping, children's drawings and decorating bikes.

(vii) Cloud Information Technology (IT) storage backup

Council discussed Epping Town Council using Cloud IT storage rather than a traditional server.

It was **RESOLVED** that:

- (i) Epping Town Council would move to Cloud IT storage rather than continuing with a traditional server. This would be SharePoint (Microsoft) to start with.

(viii) Card of thanks from His Majesty King Charles III

Council **NOTED** Epping Town Council's card from His Majesty King Charles III, thanking them for their letter of condolence on behalf of Epping, following the death of his mother, Her late Majesty Queen Elizabeth II.

The Town Clerk confirmed that this would be kept and framed as an historic record.

332 TOWN MAYOR'S & DEPUTY MAYOR'S DUTIES

The duties undertaken by the Town Mayor and Deputy Town Mayor since the Ordinary Council meeting on 13th December 2022 were **NOTED**, with the following additions:

Town Mayor:	Gladys Wise's 103 rd birthday, Ashlar House	9 th January 2023
	Local Highways Panel meeting (zoom)	9 th January 2023
	EFDC Community Safety Partnership meeting (zoom)	10 th January 2023

Deputy Mayor	Gladys Wise's 103 rd birthday, Ashlar House	9 th January 2023
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Previously unlisted	Informal market chat	25 th November 2022
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333 REPORTS FROM MEMBERS

Reports from members were received on meetings or visits since the Ordinary Council meeting on 13th December 2022:

Cllr M-L Whitbread	Carols on the Green	24 th December 2022
Cllr N Avey	Carols on the Green	24 th December 2022
Cllr M Wright	Carols on the Green	24 th December 2022

334 REPORT OF THE TOWN CLERK AND COUNCILLORS QUESTIONS

The Town Clerk advised that the new fire alarm system at Epping Hall was currently being installed.

The Clerk reminded members about the photographs at Stonards Hill recreation ground playground with Qualis on Thursday 19th January at 3.30pm, followed by the skate park meeting at 4pm in Julie's café.

Members **NOTED** the report of the Town Clerk.

335 FINANCIAL REPORT TO 31st DECEMBER 2022

Council considered the summary financial report for December 2022, presented by Council's Key Member for Finance, Cllr G Scruton.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Audit and Accountability Act 2014;

- (ii) No further action was required at the current time.

336 ACCOUNTS FOR PAYMENT

Council's Key Member for Finance, Cllr G Scruton presented the payment schedules for December 2022 totalling **£100,125.67**. (Payments from Barclays total £47.85, the Cooperative-£100,058.94, the Co-operative Online total £18.88.)

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Audit and Accountability Act 2014;
- (ii) The list of payments for December 2022 were **APPROVED** as presented in the schedule.

337 BUDGETS 2023/2024 SECOND ESTIMATES

Council discussed the budget 2023/24 second estimates documentation, as per **Attachments K & K1**.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Accounts and Audit (England) Regulations 2011 and the Audit Commission Act 1998 s44, Local Audit & Accountability Act 2014;
- (ii) The draft budget 2023/24 (**Attachment K**) should be **APPROVED**. This shows a band D equivalent property increase through Epping Town Council's share of the precept as £9.87 per annum (RECOMMENDATION 1);
- (iii) The Town Mayor was **AUTHORISED** to sign the precept demand of £589,513 for 2023/24 on behalf of Epping Town Council, which would be issued to Epping Forest District Council;
- (iv) The additional points 1-5 on **Attachment K1** (RECOMMENDATION 2) would be deferred until March 2023, when a more accurate out-turn figure was known.

CLOSURE

The Town Mayor, Cllr B Scruton, closed the meeting at **9.37pm**.

Signature of Chairman

Date

MINUTES of the **PLANNING AND GENERAL PURPOSES COMMITTEE MEETING** held at Epping Hall, St. Johns Road, Epping on **Tuesday, 10th January 2023** at **7.15pm**.

PRESENT: Cllr N Avey (Chairman)
Cllr B Scruton (Vice Chairman and Mayor - *ex officio*)
Cllr S Baker
Cllr C Burgess (Deputy Mayor - *ex officio*)
Cllr C McCredie
Cllr G Scruton
Cllr M Wright

IN ATTENDANCE: No members of the press or one member of the public were present.

OFFICER: Geraldine Vallis (Planning & Events Officer)

314 APOLOGIES FOR ABSENCE

No apologies for absence were received.

315 DECLARATIONS OF INTEREST

Item 7 Planning Applications (Non-Pecuniary)

Cllr N Avey and Cllr Cherry McCredie requested an entry to be made in the minutes, to make it clear, that as members of both the Town and District Councils, they will reconsider all matters at District level taking into account all relevant evidence and representations at the District tier. Therefore, they cannot be bound in any way by any view expressed in the parish tier or by the decisions of this Committee.

No other declarations of interest were received.

316 DISPENSATIONS

There were no dispensations.

317 CONFIRMATION OF MINUTES

Committee **RESOLVED** that:

the minutes of the meeting of the Planning & General Purposes Committee held on Tuesday, 13th December 2022 be signed by the Chairman as a true record.

318 PUBLIC QUESTIONS OR COMMENTS

There were no public questions or comments.

319 NOTICES AND INFORMATION

There were no notices or information.

320 PLANNING APPLICATIONS

Committee **CONSIDERED** the following planning and tree applications received from Epping Forest District Council since the date of the previous meeting until the date of this agenda.

EPF/2731/22	16 Centre Avenue Epping CM16 4JU Mr Ivan Mariacher	Ground floor front and rear extension, first floor front, rear and side extension and roof extension by introduction of a rear dormer.
Committee have NO OBJECTION to this application.		

Cllr Barbara Scruton enters the meeting.

EPF/2748/22	15 High Street Epping CM16 4AY Mr and Mrs D Pughsley	The works proposed development is a front entrance porch with pitched roof. Also, other cosmetic changes to improve the appearance of the property in the street scene include - 1. Plinth brickwork to base of elevation walls. 2. Vertical timber detailing to front gables. 3. Replacement windows with improved design and detailing.
Committee have NO OBJECTION to this application.		

EPF/2747/22	32 Station Road Epping CM16 4HN Ms Katie Temperley	Ground floor porch extension to front elevation including change pitched roof to flat roof with parapet and brickwork to coursed render. Conversion of garage to Office and Utility room including, infill of existing garage door, change of pitched roof to flat roof with parapet and brickwork to coursed render. Projecting front hipped roof changed to gable roof. Removal of chimney. Replace existing splayed bay to ground floor rear elevation with square bay, alterations to fenestration and first floor rear extension to include new square bay and gable under crown roof. Replace clay plain roof tiles with Blue Black slate. Replacement windows throughout.
Committee have NO OBJECTION to this application.		

Cllr Mari-Louise Whitbread enters the meeting.

A member of the public enters the meeting.

EPF/1977/22	Land adjacent to Ivy Chimneys (formerly Burleigh House) Ivy Chimneys Road Epping CM16 4DU Mr Phil Knowles	Erection of new chalet bungalow.
The Town Council Planning Committee considered this application. Due to lack of information, the Town Council felt unable to support this application without the technical assistance of Planning Officers, Tree Team, and Conservation Officers. Accordingly, the Town Council Committee OBJECT to this application on the basis that it would be appropriate that the issues such as building a dwelling on the Green Belt area; the Tree Preservation Orders for the preservation of the Wellingtonia marked as T9 on the submitted arboricultural report and the finding of archeological remains on this historic site were properly considered by EFDC Plans East. Epping Town Council confirm they will attend and speak at Plans East to object to this proposal.		
EPF/2763/22	20 Lindsey Street Epping CM16 6RB Mr T Copsey	Grade II Listed Building application for proposed replacement windows.
Committee have NO OBJECTION with the work provided it is carried out under the supervision of the conservation officer at EFDC.		
EPF/2774/22	18 Oak Road Epping CM16 5DJ Miss Melissa Wise	New raised decking area. Decking is dropped by 500mm from the interior house level and therefore contains 3 steps leading from the house. Materials will be: composite decking boards with a metal and glass balustrade.
Committee have NO OBJECTION to this application.		
<i>Cllr Richard Griffiths and Cllr John Duffell enters the meeting.</i>		
EPF/2791/22	24 Bury Road Epping CM16 5EU Mr and Mrs B Wood	Rear dormer window and minor side elevation roof alterations to facilitate a loft conversion. Garage conversion into part utility room and part for the purpose of household storage.
Committee have NO OBJECTION to this application.		
<i>Cllr Hugh Pegrum enters the meeting.</i>		
EPF/2772/22	7 Meadow Road Epping CM16 5BW Mr Lewis Tillett	Front extension to existing property and erection of a granny annexe.
Committee have NO OBJECTION to this application.		
EPF/2851/22	7 Upper Swaines Epping CM16 5EP Mr Richard Morris	Replacement garage and attached hobby room and garden room.
Committee have NO OBJECTION to this application.		
EPF/2857/22	67 Coronation Hill	A First floor side extension and ground

	Epping CM16 5DT Ms Aleisha Charlton	floor front extension to the property with internal alterations. External alterations to elevations. Construction of a dropped kerb.
Committee have NO OBJECTION to this application.		
EPF/1796/22	Bower Terrace Bower Hill Epping CM16 7AP Mr Burnard Tishanth	Change of use of land for erection of a warehouse, use Class B8 (Storage or distribution) including warehousing and open air storage.
Committee have NO OBJECTION to this application.		

321 OTHERS

These are provided for information only, EFDC do not normally accept comments on these applications.

EPF/2754/22	4 Kendal Avenue Epping CM16 4PN Mr Virk	Application for a Lawful Development certificate for a proposed construction of a rear outbuilding.
Committee NOTED this application.		
EPF/2776/22	323 Civic Offices Epping Forest District Council High Street Epping CM16 4BZ Qualis Living Ltd	Application for Approval of Details reserved by conditions 18" construction management", 25" Ecological Mitigation Timetable", 26" Biodiversity Enhancement Strategy", 30" contamination" & 37" ventilation" for EPF/0919/21. (The redevelopment of the existing office building and car park. Demolition of the existing office building and alterations to connection to existing Listed Civic Centre. Development to comprise new apartment buildings and houses to provide a mix of residential units (Use Class C3), revised vehicular and pedestrian access from High Street, all associated car and cycle parking, servicing, hard and soft landscaping and associated works).
Committee NOTED this application.		

322 NOTICE OF APPEAL

EPF/1687/22	12 Ravensmere Epping CM16 4PS M. Eichhom-Schurig	Retrospective Householder application for a window on the southern elevation.
<u>Decision taken by P&GP Committee – 13th September 2022</u>		
Committee have NO OBJECTION to this application.		

Epping Town Council do not support retrospective applications and would request that the glazing is obscure and does not cause any nuisance or lack of amenity for neighbours.

Committee **NOTED** the above appeal.

323 STREET NAMING AND NUMBERING

Add property name to 25A Lindsey Street, Epping, CM16 6RB The property has now been allocated a new name. The postal address now reads as follows:-

Robin House

25A Lindsey Street Epping

CM16 6RB

Committee **NOTED** the above.

324 EFDC PLANNING DECISIONS

Committee **NOTED** that no planning decisions had been received from Epping Forest District Council for this period.

The Chairman closed the meeting at 8.06pm.

Signature of Chairman

Date

MINUTES of the **MARKET COMMITTEE MEETING** held in the Garden Lounge, Epping Hall, St Johns Road, Epping on **Monday, 23rd January 2023 at 4pm.**

PRESENT: Cllr H Pegrum (Chairman)
Cllr B Scruton (Mayor - *ex officio*)
Cllr C Burgess (Deputy Mayor - *ex officio*)
Cllr M Wright

OFFICER: Beverley Rumsey (Town Clerk)
Jo-Ann Lewis (Cemetery, Market & Administration Officer)

338 ELECTION OF CHAIRMAN

Cllr H Pegrum was elected as Chairman of the Market Committee.

339 MARKET COMMITTEE TERMS OF REFERENCE

Committee **APPROVED** the revised terms of reference for the Market Committee, as per **Attachment A.**

340 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr C McCredie.

341 DECLARATIONS OF INTEREST

There were no declarations of interest.

342 DISPENSATIONS

There were no dispensations.

343 PUBLIC QUESTIONS OR COMMENTS

There were no public questions or comments.

344 EXCLUSION OF THE PRESS AND PUBLIC

It was **RESOLVED** 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.

345 MARKET CONTRACTS AND OPERATIONS

Committee discussed the market contracts and operations, as per **Attachment B.**

It was **RESOLVED** that:

- (i) The Town Clerk would prepare **RECOMMENDATIONS** to Council (minuted under #346 of 2022/23 below).

346 NEXT STEPS/RECOMMENDATIONS TO COUNCIL

Committee would make the following **RECOMMENDATIONS** to Council:

- (i) Council should consider their options for the market store building and maximising its usage;
- (ii) Council should consider their options for rubbish disposal, after full consultation with traders and key personnel;
- (iii) The Town Clerk should liaise with key personnel on operational issues to ensure the smooth running of the market.

The Chairman closed the meeting at **5.14pm**.

Signature of Chairman

Date

NB: The matters on this agenda have a statutory basis under the following legislation:

- 1. Royal Charter (1253)**
- 2. Food Act 1984 Part III (s50 & 52)**

MINUTES of the **PLANNING AND GENERAL PURPOSES COMMITTEE MEETING** held at Epping Hall, St. Johns Road, Epping on **Tuesday, 24th January 2023 at 7.15pm.**

PRESENT: Cllr N Avey (Chairman)
Cllr B Scruton (Vice Chairman and Mayor - *ex officio*)
Cllr S Baker
Cllr C Burgess (Deputy Mayor - *ex officio*)
Cllr G Scruton
Cllr M Wright

IN ATTENDANCE: No members of the press and no members of the public were present.

OFFICER: Geraldine Vallis (Planning & Events Officer)

347 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr C McCredie.

348 DECLARATIONS OF INTEREST

Item 7 Planning Applications (Non-Pecuniary)

Cllr N Avey and Cllr C McCredie requested an entry to be made in the minutes, to make it clear, that as members of both the Town and District Councils, they will reconsider all matters at District level taking into account all relevant evidence and representations at the District tier. Therefore, they cannot be bound in any way by any view expressed in the parish tier or by the decisions of this Committee.

No other declarations of interest were received.

349 DISPENSATIONS

There were no dispensations.

350 CONFIRMATION OF MINUTES

Committee **RESOLVED** that:

the minutes of the meeting of the Planning & General Purposes Committee held on Tuesday, 10th January 2023 be signed by the Chairman as a true record.

351 PUBLIC QUESTIONS OR COMMENTS

There were no public questions or comments.

352 NOTICES AND INFORMATION

There were no notices or information.

353 PLANNING APPLICATIONS

Committee **CONSIDERED** the following planning and tree applications received from Epping Forest District Council since the date of the previous meeting until the date of this agenda.

EPF/2885/22	39A Amesbury Close Epping CM16 4JA Mr David Smith	Proposed Loft conversion for new master bedroom on the loft plan with en-suite.
Committee have NO OBJECTION to this application.		
EPF/2912/22	Coppice Kendal Avenue Epping CM16 4PW Mr & Mrs Weise	Construction of a new roof with front and rear dormers.
Committee have NO OBJECTION to this application.		
EPF/2750/22	119 Bell Common Epping CM16 4DZ Mr and Mrs M Saunds	Single storey rear extension off existing kitchen to provide a shower, utility and boot room. The extension will have a hipped pitched roof.
Committee have NO OBJECTION with the work provided it is carried out under the supervision of the conservation officer at EFDC. However, Committee are concerned about the T1 Ash tree and would prefer that it is reduced down rather than felled.		

354 OTHERS

These are provided for information only, EFDC do not normally accept comments on these applications.

EPF/2916/22	Great Oak Coopersale Street Epping CM16 7PG Mr & Mrs C Compton	Application for Approval of Details reserved by conditions 3"types & colours", 5"surface water disposal", 7"hard & soft landscape works", 8"Tree Protection Plan", 9"details & location of parking spaces", 10"superfast broadband", 16"contamination" & 19"programme of archaeological work" for EPF/2705/19. (Demo of two existing outbuildings and erection of separate dwelling and garage, proposed new entrance arrangement to improve site ingress and egress to improve highway safety).
Committee NOTED this application.		

355 EFDC PLANNING DECISIONS

Committee **NOTED** the following planning decisions.

Delegated Cases:**GRANTED:**

EPF/2236/22	EPF/2017/22	EPF/2141/22	EPF/1934/22
EPF/2289/22	EPF/2401/22	EPF/1366/22	EPF/1307/22
EPF/1550/22	EPF/1754/22	EPF/2075/22	EPF/2486/22

DISPOSED - application did not progress, no responses to emails to the agent, so the Local Planning Authority (EFDC) decided to stop it without it progressing to a decision.

EPF/1062/18			
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WITHDRAWN

EPF/2396/22			
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Delegated Cases:**REFUSED:**

EPF/1717/22			
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COMMITTEE CASES**GRANTED** None**COMMITTEE CASES****REFUSED** None

The Chairman closed the meeting at 7.37pm.

Signature of Chairman

Date

Friends of Swaines Green January 2023

Conservation work update

Successful and satisfactory cut and pick up of grass from Lovelocks in September – delayed from August due to drought breaking rain.

Pond cleared of debris and much Reedmace (bulrush) dug/pulled out during September/October. Pond now at maximum depth.

Winter tasks were carried out the 22nd & 29th December on Forties Field between the northern entrance off the recreation ground and Bolt Cellar Lane. This involved removing blackthorn and bramble blocking/narrowing the footpath. Six Tesco trolleys were removed from the ditch and picked up by Tesco recovery team. Some Hazel coppicing was carried out and this will continue during the school half term break during February, probably Tuesday 14th.

Work in Lovelocks Field will be concentrated in the northeast corner this winter, removing bramble, scrub and small trees to increase the area of grassland in this section of Lovelocks. Sunday dates for the tasks are January 15th, February 12th & March 12th.

Epping Forest Conservation Volunteers are joining us on Sunday 22nd of January to work on the central island of scrub on Lower Lincoln's Field.

Questions from the Town Clerk to Environmental Health regarding the Draft Plan

- 1) It says this replaces a document from 2012-14. Is there a document that precedes this one ie 2014-now? Simply No this is the first for 10 years.
- 2) Is there any data to say what the Bell Common area is doing in 2022? Yes, it will be published soon. We have to send raw data from monitoring of NO2 to DEFRA who then undertake some analysis and we are returned with figures for the monitoring locations. The figures are published on Essex Air website. [Essex Air :: Air Quality Management in Essex :: Home](#)
- 3) I note from the action plan that there isn't anything about increasing public transport into Epping eg more buses (not community transport). What is the situation regarding this if EFDC are trying to decrease private vehicle use?

Response:

Essex County Council (ECC) as the Local Transport Authority has its draft [Bus Services Improvement Plan](#) out for comment with Districts and the bus operators and the aim will be for each area to have its own 'Enhanced Partnership' plan in line with the Department for Transport's aims. Most services serving Epping are commercially run and reflect what the operators think they can best deliver to meet the bulk of travellers' needs at a profit. Some evening and weekend services and the DaRT87 service can therefore only run with local authority subsidy and clearly that source has been under severe financial pressure. Bus patronage has still not recovered to pre-pandemic levels anywhere in Essex with the seemingly permanent increase in levels of working from home and hence not commuting five days per week and concessionary pass holders remaining nervous about using public transport.

Once our Local Plan is approved and residential and employment sites commence, developers will start contributing large sums via Section 106 to enable the bus network to increase in scale and scope and to allow ECC to create important bus priority measures and better passenger experience. Some of this will benefit Epping residents and allow commercial services like the 420 to increase its frequency and potentially for smaller operators in particular to invest in new low emission vehicles and better technology. Further demand responsive transport services may also be added to cover some of the lower demand routes at a low cost.

Regards

Stephen Lloyd Jones
Sustainable Transport Officer

- 4) Will the review be 1 or 5 years as the intro copy up to page 10 is a bit confusing regarding this. We should produce an AQAP every 5 years.



COMMUNITY WHEELED EVENT

Emma.Alderman@activeessex.org | Danielle.Warnes@activeessex.org

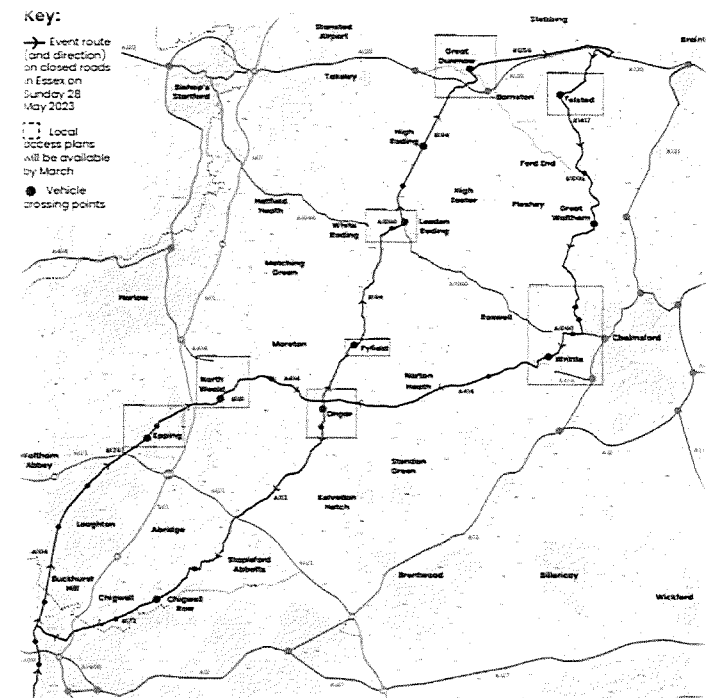
WHY?



As part of the funding secured through the London Marathon Charitable Trust (LMCT), Active Essex Foundation has been allocated funding to support community engagement over the next 12 months and prior to the Ride in May 2023.

Opportunities to:

- Develop community cohesion
- Build an awareness and energy prior to the main event in May
- Demonstrate other wheel-based opportunities
- Reactivate unused / unknown spaces
- Enhance / support event day activation plans (Epping & Uttlesford)



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it's only gonna be a good thing

PAST EVENTS



ATF

BERECROFT FUN DAY

OCTOBER 2022

250+

LOCAL
PEOPLE
ENGAGED

10

LOCAL
ORGANISATIONS
CONTRIBUTED

HIGHLIGHTS

- 1
Dozens of children trying skateboarding for the first time
- 2
Families getting to know new ways of accessing various type of support
- 3
Multiple young volunteers helping to set up and run the event
- 4
Young people accessing apprenticeship



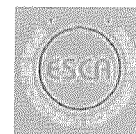
4

PARTNERS WORKING
TOGETHER TO
DELIVER IMPACT



ATF

SOME OF THE LOCAL
ORGANISATIONS WHO
CONTRIBUTED



SuperStar Designs

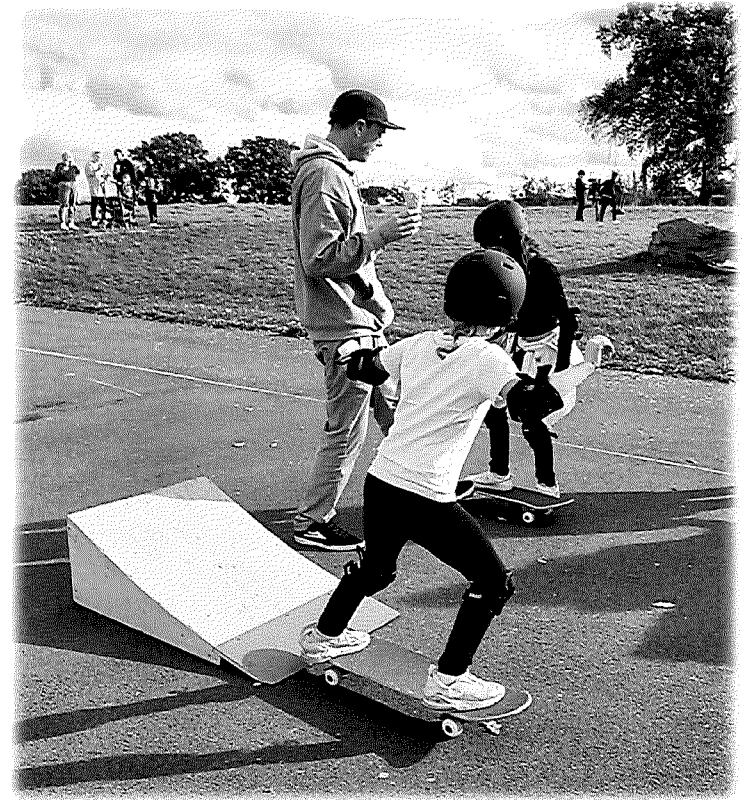


Emma.Alderman@activeessex.org | Danielle.Warnes@activeessex.org

OUR FOCUS & INTENTION



- We are keen for a community day to be hosted in your area in order to activate new wheeled and physical activity in your areas
- This will support to build momentum in lead up to Ride London – Activation Plans
- Bring together the community stakeholders to support and engage with public



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WHAT WE KNOW SO FAR – EPPING FOREST

LOCATION: Stonards Hill Metal Skatepark - Discussions on refurbishment

- On the ride route ✓
- Launch and engagement opportunity – spray arts/input?



WIDER COMMUNITY GROUPS / ORGANISATIONS

- Red Balloon
- High Beech
- Youth Service

SPECIFIC WHEEL-BASED COMMUNITY GROUPS

- Ping SkateLand – are they still operating?
- High Beech Cycling Club

PAST EVENTS:

- Loughton TC – Ramps
- EFDC

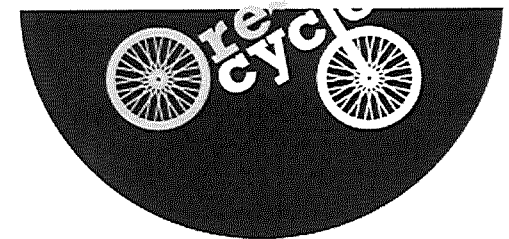
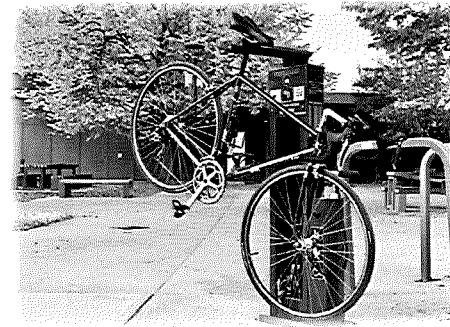
Emma.Alderman@activeessex.org | Danielle.Warnes@activeessex.org

OTHER INITIATIVES



The below can either be delivered as part of the day or in conjunction with other event:

- Skate park repair / safety check stations
- Community Cycling Workshop – Dr Bike, Bikeability, Cycle Skills etc



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INPUT AND RESPONSIBILITIES



Active Essex	DC / TC	Main Community Group(s)	Wider Community Groups
Coordinate key stakeholders and community groups	Support with resource and capacity alongside AE	Lead and coordinate main event.	Support main community group with pre planning and on the day delivery
Support with resource and capacity	Support main community groups to connect with key internal staff i.e., H&S, Communities team etc.	Collect M&E.	Support with the promotion of event with service users / other community groups.
Promote event with internal & external stakeholders.	Promote event with internal & external stakeholders.		

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SUPPORT



- Small budget aligned to each event
- Opportunity to connect with Essex wide partners – King Ramps
- Other locality teams sharing best practice / learnings

OTHER FUNDING AVENUES:

- FYA –Thurrock example
- Match Funding

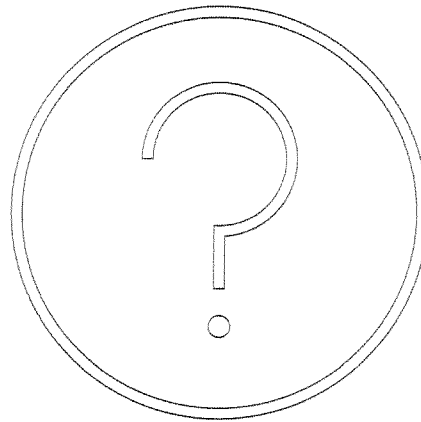


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KEY STAKEHOLDERS – PLANNING & DELIVERY

WHAT HAS WORKED BEFORE?

- DAYS
- TIMES
- LOCATION
- ATTENDANCE



WHO ELSE IS MISSING – PLANNING

- PERMISSION TO SPACE?
- RULES & POLICIES

WHO ELSE IS MISSING – DELIVERY

- LTO'S & DELIVERY PARTNERS

TIMELINE



Initial proposal meeting
24 Feb

Dates and Venues set by
Tues 31 Jan

Next working group meeting on
Friday 3 Feb
Planning

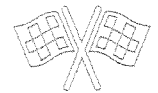
Final meeting **TBC**
Finishing touches/comms

Involvement agreed & share any other relevant stakeholders by **Friday 27th January**

Book King ramps
Tues 31 Jan

Marketing and promotion –
End of Feb

EVENT DAY
APRIL?

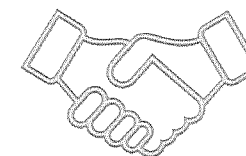


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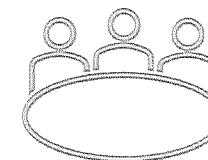
NEXT STEPS & ACTIONS



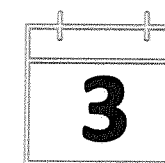
- Confirm you are happy to remain part of this specific working group and support / deliver the main event by **Friday 27th January**.



- Share any other relevant contacts, key stakeholders by **Friday 27th January**



- Next meeting date – commitment here is key! – **Friday 3 February, time TBC**



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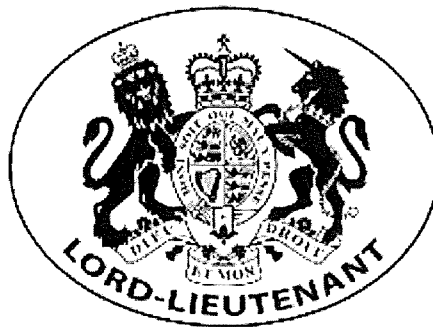


Essex Association of Local Councils

Special Announcement

Update on King Charles III Coronation 2023

31st January 2023



Dear Chair, Councillors, Clerks & Partners,

Update from EALC Vice-President Jennifer Tolhurst, HM Lord-Lieutenant of Essex

"Buckingham Palace is pleased to announce further details on the ceremonial, celebratory and community events that will take place over the Coronation Weekend between Saturday 6th and Monday 8th May 2023.

The Coronation of His Majesty The King and Her Majesty The Queen Consort will take place at Westminster Abbey on Saturday 6th May, 2023. The Service will be conducted by the Archbishop of Canterbury. As previously announced, the Service will reflect the Monarch's role today and look towards the future, while being rooted in longstanding traditions and pageantry.

Across the Coronation Weekend, there will be further opportunities for people to come together in celebration of the historic occasion. On Sunday, 7th May 2023, a special Coronation Concert will be staged and broadcast live at Windsor Castle by the BBC and BBC Studios, with several thousand pairs of tickets to be made available via public ballot.

The Coronation Big Lunch, at which neighbours and communities are invited to share food and fun together, will take place across the country on the same date. On Monday, 8th May 2023, members of the public will be invited to take part in The Big Help Out, which will encourage people to try volunteering for themselves and join the work being undertaken to support their local areas.

Their Majesties The King and The Queen Consort hope the Coronation Weekend will provide an opportunity to spend time and celebrate with friends, families and communities across the United Kingdom, the Realms and the Commonwealth. Their Majesties are looking forward to marking the occasion with the public throughout 2023."

Update from NALC

The National Association of Local Councils (NALC) held an informal National Assembly meeting on 17 January 2023 to discuss the Coronation of His Majesty The King. The meeting was open to local (parish and town) councils.

Pageant Master Bruno Peek introduced the session by setting out the crucial role local councils have in making national celebrations, like the Coronation, work on the ground. He also thanked councils for supporting last year's Platinum Jubilee events. *To watch the meeting, click [HERE](#).*

The two outcomes from the meeting were, firstly, for NALC to request information from Buckingham Palace to support local councils' planning for activity over the Coronation weekend. Secondly, to summarise the advice and experiences that might help local councils in planning for activities.

ADVICE TO COUNCILS

- **Don't wait for official information to start planning**

Attendees from local councils at the meeting expressed a desire for more information about the day's timings and other related national activities. But we have yet to determine when this information will become available, and there is a range of decisions and discussions that local councils can undertake on preparations.

Discuss at a council meeting

If you still need to discuss at a council meeting about activities over the coronation weekend, then schedule that as soon as possible. You may wish to consider the following:

- Which day to organise celebrations – some councils were planning screenings on the day of the Coronation, others were looking at family-focused activities on the bank holiday Monday, and others were looking at various celebrations across the weekend.
- What sorts of activities to organise – examples from local councils in the meeting included a live screening of the Coronation, putting up bunting or other decorations, picnics in the park, street parties, seed bombs for young people to plant, and much more.
- What is the budget?
- Roles and responsibilities – who will be responsible for planning and activities, and which committee (or full council) will oversee activities?

- **Engage early with other local groups**

You may have volunteers who support local events, youth groups, and schools you would like to participate in celebrations. You may wish to think about targeting local grants towards Coronation-related activities. All these things take time, and early communication will help you work more effectively with partners and local people.

- **Managing resources and capacity**

While you should be considering what budget the council can put towards activities over the Coronation weekend, the council must also consider the capacity of staff and volunteers to deliver on those plans, particularly councils that may also have elections in the same week.

- **Get in touch with your principal authority**

From temporary event notices to approving road closures to permission to hang bunting from street lights, a wide range of decisions that will affect your plans are the responsibility of principal authorities. Early contact with them to discuss your plans is advisable. Your county association will also be in touch with principal authorities. It will advise you on how best to engage with them on these matters and other issues relating to celebrating the Coronation.

- **Council activity and publicity in the pre-election period**

Suppose your council also has elections in May. In that case, you will need to know the rules around council activity and publicity in the pre-election period. The Local Government Association has guidance on the pre-election period, which is due to be updated this year. Once that is updated, we will communicate that to county associations and member councils so you can have the most up-to-date information. Your county association continues to be your key point of contact for advice and guidance, and they will be able to support member councils on these issues.

****The Local Government Association has published guidance on council publicity in the pre-election period here.****

I will be posting regular updates as and when they come in. Until then, please find some useful links below for more information:

- [Royal.UK- Coronation Weekend Plans Announced](#)
- [The Coronation Big Lunch](#)
- [The Big Help Out- How to Get Involved](#)
- [National Association of Local Councils- King's Coronation Updates](#)

TOWN MAYOR'S DUTIES10th January 2023 – 7th February 2023

11 th January	Eppingen Committee meeting
16 th January	Epping Hall working party
17 th January	Planning meeting for Safer Epping
18 th January	Ride London Activation Group meeting
19 th January	Photos at Stonards Hill Playground
19 th January	Skate park consultation
21 st January	Epping Chorus concert in St John's Church
23 rd January	Market Committee meeting
24 th January	Town Show and Christmas Market meeting
30 th January	Safer Epping meeting
31 st January	Football meeting
3 rd February	Kick Start meeting
6 th February	Ride London Activation Group meeting

DEPUTY TOWN MAYOR'S DUTIES10th January 2023 – 7th February 2023

16 th January	Epping Hall working party
19 th January	Photos at Stonards Hill Playground
19 th January	Skate park consultation
23 rd January	Market Committee meeting
24 th January	Christmas Market meeting
30 th January	Safer Epping meeting

REPORT OF THE TOWN CLERK**1 BAKERS LANE PUBLIC TOILETS**

Two of the cubicles at Bakers Lane public toilets are currently closed due to ongoing vandalism. The Town Clerk has contacted Qualis to arrange a meeting to see what the best way forward would be, given the inter-relationship between the two parties in relation to the toilets. Further information will be brought to Council once this initial discussion has taken place.

2 STONARDS HILL RECREATION GROUND PLAYGROUND

The new inclusive roundabout and play logs at Stonards Hill recreation ground have now been installed. Qualis were thanked formally on site with photos on Thursday 19th January, which is featured in the Spring 2023 edition of Talk About Epping.

3 COMMUNITY ENGAGEMENT SESSIONS: STONARDS HILL RECREATION GROUND SKATE PARK

The community engagement session for Stonards Hill recreation ground skate park held on 19th January 2023 at Julies café, proved extremely fruitful. The event was led by our skate park designers Betongpark and was attended by our skate park user group. We had residents from the neighbourhood, regular skaters, children who had been using the skate park since they were little, including some Coopersale Hall school children who attended with a presentation of what they would like to see included at the skate park. The designers took the feedback away with them, including operational/maintenance comments from the Town Supervisor and will be returning to site to do scaled surveys and drawings and hopefully include the community feedback. Again this is featured in the Spring 2023 edition of Talk About Epping.

In the meantime, the Town Clerk will be pursuing any funding opportunities, which at the moment includes a comprehensive application with The National Lottery and initial funding discussions with Active Essex. If anyone wishes to assist with this body of work, please let me know as it can be very involved.

4 STONARDS HILL RECREATION GROUND TOILET CLEANING

Epping Town Council's grounds team have taken on the weekday cleaning of Stonards Hill recreation ground public toilets to help ease the pressure on Epping Town Council's budget. The toilets will still be cleaned by our external provider at the weekends.

The Town Clerk would like to thank the grounds team for offering to take on this additional responsibility when they are already very busy, to support Council.

5 EPPING TOWN COUNCIL ELECTIONS MAY 2023

Epping Forest District Council (EFDC) look after the elections process and very specific guidance will be issued to the Town Clerk as the process nears and develops. The Clerk will share anything necessary with members as received. For any specific election enquiries, please contact the elections team at EFDC directly.

6 EPPING HALL FRONT DOORS

The main revolving front doors at Epping Hall have been proving defective for some time. The Clerk has expressed concern to the Town Mayor about the problems and costs associated with this door and has requested some advice from specialist door providers as to the possible options and potential costs for removal. This information will be brought to Council for consideration once received. Essentially, the doors are inefficient, causing constant problems and resultant costs.

31/01/2023

Epping Town Council

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Summary Income & Expenditure by Budget Heading 31/01/2023

Month No: 10

Committee Report

Full Council

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent
Income	12,279	918,685	705,314	(213,371)			130.3%
Expenditure	56,712	878,861	700,797	(178,064)	0	(178,064)	125.4%
Net Income over Expenditure	<u>(44,433)</u>	<u>39,824</u>	<u>4,517</u>	<u>(35,307)</u>			
plus Transfer from EMR	30,001	30,001					
less Transfer to EMR	0	60,000					
Movement to/(from) Gen Reserve	<u>(14,432)</u>	<u>9,825</u>					

Earmarked Reserves

Income	0	0	0	0			0.0%
Expenditure	0	0	0	0	0	0	0.0%
Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>					

Grand Totals:- Income	12,279	918,685	705,314	(213,371)			130.3%
Expenditure	56,712	878,861	700,797	(178,064)	0	(178,064)	125.4%
Net Income over Expenditure	<u>(44,433)</u>	<u>39,824</u>	<u>4,517</u>	<u>(35,307)</u>			
plus Transfer from EMR	30,001	30,001					
less Transfer to EMR	0	60,000					
Movement to/(from) Gen Reserve	<u>(14,432)</u>	<u>9,825</u>					

Detailed Income & Expenditure by Budget Heading 31/01/2023

Month No: 10

Cost Centre Report to 31st January 2023

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 Service & Committee Support								
1076 Precept	0	538,414	538,414	0			100.0%	
1090 Interest Received	0	204	500	296			40.7%	
1800 Grants Received	0	900	0	(900)			0.0%	
1860 Kick Start Grant	0	6,437	0	(6,437)			0.0%	
1900 Other Receipts	0	667	100	(567)			666.7%	
Service & Committee Support :- Income	0	546,621	539,014	(7,607)			101.4%	0
4000 Salaries	15,465	156,539	175,000	18,461		18,461	89.5%	
4004 Kick Start Funding	0	5,146	0	(5,146)		(5,146)	0.0%	
4010 Insurance	0	10,139	2,600	(7,539)		(7,539)	390.0%	
4020 Equipment	0	58	1,400	1,342		1,342	4.1%	
4025 Consumables	10	479	700	221		221	68.4%	
4030 Postage	16	554	1,400	846		846	39.6%	
4035 Printing & Photocopying	239	1,312	2,000	688		688	65.6%	
4040 Professional Fees	780	14,259	8,000	(6,259)		(6,259)	178.2%	
4045 Subscriptions & Licences	67	5,539	5,000	(539)		(539)	110.8%	
4050 Telephone & IT Services	559	6,177	7,000	823		823	88.2%	
4060 Training - Staff	45	415	1,500	1,085		1,085	27.7%	
4065 Training - Members	0	0	300	300		300	0.0%	
4070 Travel & Subsistence - Staff	51	399	600	201		201	66.4%	
4075 Travel & Subsistence - Members	0	0	100	100		100	0.0%	
4080 Mayor's Allowance	97	155	1,200	1,045		1,045	12.9%	
4090 Bank Charges	9	85	100	15		15	85.0%	
4095 Miscellaneous Expenditure	10	546	1,000	454		454	54.6%	
4100 Bad Debt & Write Offs	0	4	100	96		96	3.7%	
Service & Committee Support :- Indirect Expenditure	17,348	201,804	208,000	6,196	0	6,196	97.0%	0
Net Income over Expenditure	(17,348)	344,817	331,014	(13,803)				
110 Neighbourhood Planning								
4155 N Planning Circulation	0	(1,000)	1,000	2,000		2,000	(100.0%)	
4370 N Planning Guidance	0	(2,494)	2,000	4,494		4,494	(124.7%)	
Neighbourhood Planning :- Indirect Expenditure	0	(3,494)	3,000	6,494	0	6,494	(116.5%)	0
Net Expenditure	0	3,494	(3,000)	(6,494)				
120 Grants								
4140 Grants - S137	0	100	150	50		50	66.7%	
4145 Grants - Other Powers	0	675	4,500	3,825		3,825	15.0%	
Grants :- Indirect Expenditure	0	775	4,650	3,875	0	3,875	16.7%	0
Net Expenditure	0	(775)	(4,650)	(3,875)				

Detailed Income & Expenditure by Budget Heading 31/01/2023

Month No: 10

Cost Centre Report to 31st January 2023

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
140 Events & Publications								
1200 Town Show Income	0	2,943	2,000	(943)			147.2%	
1210 Christmas Market Income	156	2,347	2,500	153			93.9%	
1230 Christmas Tree Donations	0	520	0	(520)			0.0%	
1900 Other Receipts	0	1,103	0	(1,103)			0.0%	
Events & Publications :- Income	156	6,914	4,500	(2,414)			153.6%	0
4095 Miscellaneous Expenditure	0	550	0	(550)		(550)	0.0%	
4165 Epping in Bloom	0	1,000	1,000	0		0	100.0%	
4170 Town Show Expenditure	0	5,576	4,500	(1,076)		(1,076)	123.9%	
4175 Christmas Market Expenditure	0	2,389	7,000	4,611		4,611	34.1%	
4180 Christmas Lights Expenditure	0	13,544	7,500	(6,044)		(6,044)	180.6%	
4185 Christmas Tree Expenditure	0	100	2,500	2,400		2,400	4.0%	
4195 Mayor's Civic Reception	0	(740)	3,000	3,740		3,740	(24.7%)	
4205 Talk About Epping	1,315	5,200	5,000	(200)		(200)	104.0%	
4215 Distribution Costs	0	1,076	1,500	424		424	71.7%	
4220 Other Council Events	0	4,187	800	(3,387)		(3,387)	523.3%	
4225 Other Council Publications	0	440	1,320	880		880	33.3%	
Events & Publications :- Indirect Expenditure	1,315	33,321	34,120	799	0	799	97.7%	0
Net Income over Expenditure	(1,159)	(26,407)	(29,620)	(3,213)				
160 Epping Hall								
1300 Lettings Rents & Licences	3,667	34,247	31,000	(3,247)			110.5%	
Epping Hall :- Income	3,667	34,247	31,000	(3,247)			110.5%	0
4010 Insurance	0	5,300	5,300	0		0	100.0%	
4020 Equipment	50	333	1,000	667		667	33.3%	
4025 Consumables	112	1,142	1,000	(142)		(142)	114.2%	
4085 PWLB Loan Repayments	0	96,256	96,256	0		0	100.0%	
4250 Business Rates	1,223	12,226	12,000	(226)		(226)	101.9%	
4255 Utilities	2,308	10,818	10,000	(818)		(818)	108.2%	
4260 Repairs & Maintenance	8,078	12,811	10,000	(2,811)		(2,811)	128.1%	
Epping Hall :- Indirect Expenditure	11,771	138,886	135,556	(3,330)	0	(3,330)	102.5%	0
Net Income over Expenditure	(8,104)	(104,639)	(104,556)	83				
180 Jack Silley Pavilion								
1300 Lettings Rents & Licences	3,036	22,095	19,500	(2,595)			113.3%	
Jack Silley Pavilion :- Income	3,036	22,095	19,500	(2,595)			113.3%	0
4010 Insurance	0	1,650	1,650	0		0	100.0%	

Detailed Income & Expenditure by Budget Heading 31/01/2023

Month No: 10

Cost Centre Report to 31st January 2023

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4020 Equipment	0	626	500	(126)		(126)	125.2%	
4025 Consumables	0	295	400	105		105	73.8%	
4250 Business Rates	336	3,357	4,000	643		643	83.9%	
4255 Utilities	2,695	8,851	4,600	(4,251)		(4,251)	192.4%	
4260 Repairs & Maintenance	313	7,122	3,500	(3,622)		(3,622)	203.5%	
Jack Silley Pavilion :- Indirect Expenditure	3,345	21,901	14,650	(7,251)	0	(7,251)	149.5%	0
Net Income over Expenditure	(309)	194	4,850	4,656				
200 Epping Market								
1300 Lettings Rents & Licences	2,557	31,841	34,500	2,659			92.3%	
1310 Market casuals	333	6,962	11,000	4,038			63.3%	
Epping Market :- Income	2,890	38,803	45,500	6,697			85.3%	0
4007 Advertising & promotion	25	76	1,000	924		924	7.6%	
4010 Insurance	0	700	700	0		0	100.0%	
4020 Equipment	0	401	1,000	599		599	40.1%	
4085 PWLB Loan Repayments	0	6,159	6,160	1		1	100.0%	
4095 Miscellaneous Expenditure	0	97	100	3		3	96.5%	
4250 Business Rates	898	8,952	8,800	(152)		(152)	101.7%	
4255 Utilities	46	(1,315)	600	1,915		1,915	(219.2%)	
4260 Repairs & Maintenance	13	120	1,000	880		880	12.0%	
4300 Market Contractor	1,875	18,750	22,500	3,750		3,750	83.3%	
4305 Skip Hire	0	5,752	5,000	(752)		(752)	115.0%	
Epping Market :- Indirect Expenditure	2,857	39,692	46,860	7,168	0	7,168	84.7%	0
Net Income over Expenditure	33	(889)	(1,360)	(471)				
220 Epping Cemetery								
1300 Lettings Rents & Licences	119	119	0	(119)			0.0%	
1500 Burials & Memorials	976	27,395	46,000	18,605			59.6%	
Epping Cemetery :- Income	1,095	27,514	46,000	18,486			59.8%	0
4010 Insurance	0	900	900	0		0	100.0%	
4015 Cemetery Benches	0	874	0	(874)		(874)	0.0%	
4020 Equipment	0	0	500	500		500	0.0%	
4095 Miscellaneous Expenditure	0	0	500	500		500	0.0%	
4250 Business Rates	185	1,846	1,800	(46)		(46)	102.6%	
4260 Repairs & Maintenance	0	1,559	2,000	441		441	77.9%	
Epping Cemetery :- Indirect Expenditure	185	5,179	5,700	521	0	521	90.9%	0
Net Income over Expenditure	910	22,335	40,300	17,965				

Detailed Income & Expenditure by Budget Heading 31/01/2023

Month No: 10

Cost Centre Report to 31st January 2023

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
240 Parks & Building Maintenance								
1300 Lettings Rents & Licences	0	3,259	3,000	(259)			108.6%	
1320 Tennis Court income	125	1,191	2,000	809			59.6%	
1600 Town Greens	0	1,727	1,600	(127)			107.9%	
1900 Other Receipts	0	150	0	(150)			0.0%	
Parks & Building Maintenance :- Income	125	6,327	6,600	273			95.9%	0
4000 Salaries	16,405	170,212	182,000	11,788		11,788	93.5%	
4010 Insurance	0	2,900	2,900	0		0	100.0%	
4020 Equipment	44	6,494	5,000	(1,494)		(1,494)	129.9%	
4025 Consumables	43	510	500	(10)		(10)	101.9%	
4095 Miscellaneous Expenditure	485	485	0	(485)		(485)	0.0%	
4255 Utilities	507	2,680	9,000	6,320		6,320	29.8%	
4260 Repairs & Maintenance	397	26,955	17,000	(9,955)		(9,955)	158.6%	
4265 Public Toilet Cleaning	705	4,253	5,400	1,147		1,147	78.8%	
4270 Tree management	0	2,330	2,000	(330)		(330)	116.5%	
4275 Tennis Courts	0	780	1,000	220		220	78.0%	
4310 Vehicles	0	2,016	1,800	(216)		(216)	112.0%	
4360 Fuel	0	4,760	3,000	(1,760)		(1,760)	158.7%	
Parks & Building Maintenance :- Indirect Expenditure	18,586	224,375	229,600	5,225	0	5,225	97.7%	0
Net Income over Expenditure	(18,461)	(218,048)	(223,000)	(4,952)				
250 Dog Bin Contract								
4260 Repairs & Maintenance	0	1,440	1,600	160		160	90.0%	
Dog Bin Contract :- Indirect Expenditure	0	1,440	1,600	160	0	160	90.0%	0
Net Expenditure	0	(1,440)	(1,600)	(160)				
260 Public Convenience								
4010 Insurance	0	0	280	280		280	0.0%	
4020 Equipment	0	4	80	76		76	5.2%	
4025 Consumables	75	365	600	235		235	60.8%	
4255 Utilities	0	5,313	3,800	(1,513)		(1,513)	139.8%	
4260 Repairs & Maintenance	404	143	1,800	1,657		1,657	7.9%	
4265 Public Toilet Cleaning	405	3,945	5,000	1,055		1,055	78.9%	
Public Convenience :- Indirect Expenditure	884	9,770	11,560	1,790	0	1,790	84.5%	0
Net Expenditure	(884)	(9,770)	(11,560)	(1,790)				

Detailed Income & Expenditure by Budget Heading 31/01/2023

Month No: 10

Cost Centre Report to 31st January 2023

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
280 Allotments								
1300 Lettings Rents & Licences	0	3,802	4,000	198			95.1%	
1900 Other Receipts	0	8	0	(8)			0.0%	
Allotments :- Income	0	3,811	4,000	190			95.3%	0
4010 Insurance	0	280	0	(280)		(280)	0.0%	
4020 Equipment	0	41	200	159		159	20.7%	
4255 Utilities	0	774	600	(174)		(174)	129.0%	
4260 Repairs & Maintenance	0	0	800	800		800	0.0%	
Allotments :- Indirect Expenditure	0	1,096	1,600	504	0	504	68.5%	0
Net Income over Expenditure	0	2,715	2,400	(315)				
300 Street Furniture								
4020 Equipment	393	393	1,000	607		607	39.3%	
4095 Miscellaneous Expenditure	0	600	0	(600)		(600)	0.0%	
4260 Repairs & Maintenance	28	1,308	800	(508)		(508)	163.5%	
Street Furniture :- Indirect Expenditure	421	2,301	1,800	(501)	0	(501)	127.8%	0
Net Expenditure	(421)	(2,301)	(1,800)	501				
320 War Memorial								
4260 Repairs & Maintenance	0	0	100	100		100	0.0%	
War Memorial :- Indirect Expenditure	0	0	100	100	0	100	0.0%	0
Net Expenditure	0	0	(100)	(100)				
340 Council as Landlord								
1300 Lettings Rents & Licences	255	3,574	3,200	(374)			111.7%	
1900 Other Receipts	1,055	5,779	6,000	221			96.3%	
Council as Landlord :- Income	1,310	9,353	9,200	(153)			101.7%	0
4260 Repairs & Maintenance	0	3,071	1,500	(1,571)		(1,571)	204.7%	
Council as Landlord :- Indirect Expenditure	0	3,071	1,500	(1,571)	0	(1,571)	204.7%	0
Net Income over Expenditure	1,310	6,282	7,700	1,418				
360 Council as Tenant								
4400 Letting Rents & Licence Costs	0	0	501	501		501	0.0%	
Council as Tenant :- Indirect Expenditure	0	0	501	501	0	501	0.0%	0
Net Expenditure	0	0	(501)	(501)				

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
700 Capital Projects								
1850 Epping Playground Assoc LS	0	163,000	0	(163,000)			0.0%	
Capital Projects :- Income	0	163,000	0	(163,000)				0
4365 Playground Project	0	168,745	0	(168,745)		(168,745)	0.0%	
Capital Projects :- Indirect Expenditure	0	168,745	0	(168,745)	0	(168,745)		0
Net Income over Expenditure	0	(5,745)	0	5,745				
800 Stonards Refurbishment S106								
1250 Stonards refurbishment	0	60,000	0	(60,000)			0.0%	60,000
Stonards Refurbishment S106 :- Income	0	60,000	0	(60,000)				60,000
4395 Stonards refurbishment	0	30,001	0	(30,001)		(30,001)	0.0%	30,001
Stonards Refurbishment S106 :- Indirect Expenditure	0	30,001	0	(30,001)	0	(30,001)		30,001
Net Income over Expenditure	0	29,999	0	(29,999)				
6000 plus Transfer from EMR	30,001	30,001						
6001 less Transfer to EMR	0	60,000						
Movement to/(from) Gen Reserve	30,001	0						
Grand Totals:- Income	12,279	918,685	705,314	(213,371)			130.3%	
Expenditure	56,712	878,861	700,797	(178,064)	0	(178,064)	125.4%	
Net Income over Expenditure	(44,433)	39,824	4,517	(35,307)				
plus Transfer from EMR	30,001	30,001						
less Transfer to EMR	0	60,000						
Movement to/(from) Gen Reserve	(14,432)	9,825						

Date: 31/01/2023



Epping Town Council

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Co-operative Bank current

List of Payments made between 01/01/2023 and 31/01/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/01/2023	Epping Forest District Council	DD01	336.00		NDR Jan 23
03/01/2023	Heath Computers	DD02	301.60		RMM & support Jan 23
04/01/2023	Co-operative Online Account	Top up	400.00		Top up 
09/01/2023	Diesellink Services	DD03	62.96		Unleaded
10/01/2023	Capitol Floor & Hygiene Mainte	BAC1001/01	360.00		Stonards toilet clean 5.12-1.1
10/01/2023	Chubb Fire & Security Ltd	BAC1001/02	124.80		2 new batteries intruder alarm
10/01/2023	Mobile Account Solutions (Hold	BAC1001/03	367.86		Calls Dec 22
10/01/2023	Elite Guarding (UK) Ltd TA Tro	BAC1003/04	532.80		Xmas market security
10/01/2023	Ernest Doe & Sons Ltd	BAC1001/05	52.69		screwdriver sets
10/01/2023	Farm & Country Supplies Ltd	BAC1001/06	33.14		Twine to repair gazebo weights
10/01/2023	Fleet (Line Markers) Ltd	BAC1001/07	461.52		Pitchmarker
10/01/2023	GLS Educational Supplies	BAC1001/08	118.70		Stonards toilets, toilet roll
10/01/2023	D Haley Electrical Services Lt	BAC1001/09	298.80		Replaement hand dryer EH
10/01/2023	Hoggarth Cooke Partnership Lim	BAC1001/10	360.00		Updated feasibility study est
10/01/2023	Mrs S Hotston	BAC1001/11	410.00		Stonards gate Dec 22
10/01/2023	Kent County Council	BAC1001/12	1,859.54		GAS 30-09 TO 31/10
10/01/2023	Kent County Council	BAC1001/13	286.67		Printer rental 1.2.23-30.4.23
10/01/2023	Mailcoms Ltd	BAC1001/14	65.88		Franking ink cartridge
10/01/2023	National Society of Allotment	BAC1001/15	66.00		Membership renewal 2023
10/01/2023	NPower Commercial Gas	BAC1001/16	22.05		Electric Stonards floodlights
10/01/2023	Rialtas Business Solutions Ltd	BAC1001/18	159.01		VAT sub annual subscription
10/01/2023	Stratton Contractors Ltd	BAC1001/19	405.00		Dec 2022 toilets clean
10/01/2023	Sutcliffe Play Ltd	BAC1001/20	41,493.66		Stonards playground roundabout
10/01/2023	Mr D R Whitbread	BAC1001/21	83.00		Clean windows+Bus stops
10/01/2023	Wood & Family	BAC1001/22	500.94		YF64 CZP service + MOT
10/01/2023	Nest Pension	BAC1001/23	122.21		Pension conts Dec 22
10/01/2023	Essex Pension Fund	BAC1001/24	6,104.46		Pension conts Dec 22
10/01/2023	HMRC	BAC1001/25	6,353.26		NI & PAYE conts Dec 22
10/01/2023	Petty Cash	Transfer	300.00		Transfer 
10/01/2023	Epping Forest District Council	DD04	185.00		NDR Jan 2023
10/01/2023	Epping Forest District Council	DD05	898.00		NDR Jan 2023
10/01/2023	Epping Forest District Council	DD06	1,223.00		NDR Jan 2023
13/01/2023	Salary transfers	BACS	19,257.74		Salary payments
16/01/2023	Smartest Energy Business	DD07	1,180.00		Elec 2 Dec to 31 Dec 22
16/01/2023	D W Erections	DD08	1,875.00		Market supervision January 23
24/01/2023	The Security Network Ltd	BAC2401/01	7,412.00		Reverse invoice
24/01/2023	Mobile Account Solutions (Hold	BAC2401/02	369.49		Phones Jan 2023
24/01/2023	Designer Metal (Suffolk) Ltd	BAC2401/03	582.00		2 tree guards - SH and Green
24/01/2023	Essex Association of Local Cou	BAC2401/04	54.00		Election Briefing - BR
24/01/2023	Mr David Jackman	BAC2401/05	25.00		Market advert
24/01/2023	GLS Educational Supplies	bac2401/06	185.96		Toilet rolls
24/01/2023	Rentokil Initial UK Ltd	BAC2401/07	485.39		4 hyg bins
24/01/2023	Julie Turrell	BAC2401/08	9.90		Skate park cons refreshments
24/01/2023	Kent County Council	BAC2401/09	1,672.07		Gas Dec 2022
24/01/2023	NPower Commercial Gas	BAC2401/10	22.78		Stonards floodlights electric
24/01/2023	Mr D R Whitbread	BAC2401/11	86.00		Clean bus stops+EH windows

Continued on Page 2

Date: 31/01/2023

Epping Town Council

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Time: 11:45

Co-operative Bank current

List of Payments made between 01/01/2023 and 31/01/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
Total Payments			97,565.88		

Date: 31/01/2023

Epping Town Council

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Barclays No 1 Account

List of Payments made between 01/01/2023 and 31/01/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
08/01/2023	Barclays Bank plc	DEBIT	8.50		Commission charge 14 Nov/13Dec
10/01/2023	Co-operative Bank current	Transfer	50,000.00		Transfer *
11/01/2023	Co-operative Bank current	Transfer	10,000.00		Transfer *
23/01/2023	EE	DD07	39.35		Mobile January 23
24/01/2023	Co-operative Bank current	Transfer	30,000.00		Transfer *
31/01/2023	Barclays Business Saver	Transfer	50,000.00		Transfer *
Total Payments			140,047.85		

Date: 31/01/2023

Epping Town Council

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Co-operative Online Account

List of Payments made between 01/01/2023 and 31/01/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
09/01/2023	Zoom US	324	14.39		Inv 183426806
10/01/2023	Tesco Stores	325	124.79		Drinks for Mayors cupboard
17/01/2023	Dreamtime LLC	326	25.85		Monthly subs photostock
20/01/2023	Amazon UK	327	26.97		Scourers
26/01/2023	Amazon UK	328	36.26		Gorilla tape
Total Payments			228.26		



Epping Town Council

Internal Audit Report 2022-23 (Second Interim Update)

Chris Hackett

Consultant Auditor

For and on behalf of Auditing Solutions Ltd

Background

Statute requires all town and parish councils to arrange for an independent internal audit examination of their accounting records and system of internal control and for the conclusions to be reported each year in the Annual Governance and Accountability Return (AGAR). Auditing Solutions Ltd has been appointed to provide this service to the Council.

This report sets out the work undertaken in relation to our second review for the 2022-23 financial year which took place on the 24th January 2023 together with our preparatory work. It does not repeat the findings from our earlier work reported in October 2022. We wish to thank the Officers for providing all the records to enable us to complete our work. A final interim visit is planned for March and a consolidated report will be issued following our final 2022/23 review which will take place in the summer.

Internal Audit Approach

In continuing our review for the year, we have again had regard to the materiality of transactions and their susceptibility to potential mis-recording or misrepresentation in the year-end Statement of Accounts / AGAR. Our programme of cover is designed to afford appropriate assurance that the Council has suitable and robust financial systems in place which operate in a manner to ensure the effective probity of transactions and afford a reasonable probability of identifying any material errors or possible abuse of the Council's own and the national statutory regulatory framework. The programme is also designed to facilitate our completion of the 'Internal Audit Report' which is part of the Council's AGAR process and requires that we provide independent assurance over specified internal control objectives.

Overall Conclusion

We have concluded that, based on the work undertaken this year to date, the Council continues to maintain adequate and effective internal control arrangements.

We ask that Members consider the content of this report and acknowledge that the report has been reviewed by Council.

Detailed Report

Maintenance of Accounting Records & Bank Reconciliations

The Council uses the Rialtas Accounting software (the Ledger) to maintain its day-to-day accounting records. There are six cash books currently in use. Cash books one, two, five and seven are used for current, deposit and card accounts. There is a further cash book for a long-term investment and one for recording petty cash transactions.

Our objectives in this area are to ensure that the accounting records are being maintained accurately and currently and that no anomalous entries appear in cashbooks or financial ledgers. We have consequently:

- Ensured that the Ledger remains 'in balance' at the date of our review by running a data check on the Rialtas software to confirm the trial balance agrees to the nominal ledger;
- Checked the bank reconciliation on cash book one, the Barclays Business Current Account, at 30th November and 31st December 2022 and agreed the transactions recorded on the bank statements for December to the Ledger cash book;
- Checked the bank reconciliation on cash book two, which is done quarterly, for the Barclays Business Saver account at 31st December 2022 and tested the transfers between this account and the other Town Council bank accounts for the period October to December 2022;
- Checked the bank reconciliation on cash book five, the Co-op current account at 30th November and 31st December 2022 and agreed the December transactions on the bank statement to the cash book; and
- Checked the bank reconciliation for cash book seven, the Co-op on-line account, completed on 14th October, 10th November and 15th December 2022 and agreed the transactions in the cash book to the bank statement between these reconciliations.

Conclusions

The accounts are being reconciled regularly with no significant long standing out of date cheques. Reconciliations are completed by the Finance Officer and reviewed by the Clerk and signed by the Key Member for Finance.

We will agree all the year-end account reconciliations to the third-party bank statements at our final review and ensure balances are recorded correctly in the AGAR.

Review of Corporate Governance

Our objective is to ensure that the Council has robust corporate governance documentation and processes in place, and that, as far as we may reasonably be expected to ascertain (as we do not attend Council or Committee meetings) all meetings are conducted in accordance with the adopted

Standing Orders and no actions of a potentially unlawful nature have been or are being considered for implementation. We have:

- Continued our examination of minutes for the financial year to date in order to ensure that no issues or decisions have been taken that may result in ultra vires expenditure or adversely affect the Council's medium, or long-term financial stability; and
- Noted the Council adopted key policies and documentation in March 2022 including; Standing Orders, Financial Regulation, the Investment Strategy and Procurement Policy, after consideration by the Corporate Governance Advisory Committee.

Conclusion

Based on our work to date the Council has arrangements for ensuring its governance. We will extend our review of minutes at our later reviews.

Review of Expenditure

Our aim here is to ensure that:

- Council resources are released in accordance with the Council's approved procedures;
- Members have authorised all payments in accordance with extant legislation;
- Payments are supported by appropriate documentation, either in the form of an original trade invoice or other appropriate form of document confirming that payment was due and/or an acknowledgement of receipt, where no other form of invoice was available;
- The correct expense codes have been applied to invoices when processed;
- Payments have been made in a timely manner to ensure that any potential discounts have been taken;
- An official order has been raised in each instance where one would be anticipated (i.e. where expenditure identified is not subject to contractual terms); and
- VAT has been appropriately identified and coded to a control account for periodic recovery and that submissions have been returned to HMR&C in a timely manner.

We confirmed with Officers, at our first review, the operation of controls over the processing of payments. To obtain assurance on payments we have extended testing in this area by selecting a sample of all payments in excess of £2,500 plus every 35th payment regardless of value from cash books one and five, Barclays current account and Co-op current account for compliance with the above criteria. Our test sample now comprises 38 payments plus the regular Non-domestic rate payments to the District Council, covering the period April to December 2022 and totals £447,554 being 86% of non-salary related payments made during the year to that date. All requested invoices were provided.

We reviewed the VAT return for the second quarter of 2022/23, agreeing the amount claimed to the report from Rialtas and to the amount receipted into the accounts.

Conclusion

Our audit sample provides assurance that expenditure is being incurred appropriately. We will monitor spending against the budget and undertake further tests at our final review.

Precept Determination, Budgetary Control and Reserves

Our objective here is to ensure that the Council has a robust procedure in place for identifying and approving its future budgetary requirements and level of precept to be drawn down from the District Council; also, that an effective reporting and monitoring process is in place. We also aim to ensure that the Council retains appropriate funds in general and earmarked reserves to finance its ongoing spending plans, whilst retaining appropriate sums to cover any unplanned expenditure that might arise.

Following initial work by the Budget Working Party the Council considered its 2023/24 budget in December 2022 focussing on key cost pressures such as energy costs. Consideration was given also to fees and charges and balances. The final budget was signed off in January 2023 and reflected a late amendment to the tax base by the District Council.

We note that financial information is reported regularly to Members during the year to facilitate budget monitoring.

Conclusion

The Council has procedures for monitoring and setting the budget. We will consider the full year's 2022/23 income and expenditure against budget and the level of balances at our final review.

Review of Income

In addition to the precept, the Council receives income from the hire of sports pitches, the hire of the Jack Silley Pavilion and the Epping Community Hall, the Cemetery, the weekly trader's market, allotments, events, the recovery of VAT and bank interest. At this stage we reviewed the latest budget in Rialtas and we have:

- Tested receipts reviewed during the year from Epping Playground Association in connection with the work at Lower Swaines Recreation to supporting documentation;
- Reviewed the Burial Register noting there have been 20 interments in the year to date and selected two at random confirming either a certificate of cremation or for burial was held and agreeing the fee charged to the schedule of rates and to the invoice raised and to Rialtas;
- Selected two fees received from Market Traders per Rialtas, agreeing the amounts to the invoice, we confirmed further the fee charged agreed to the schedule of rates and that a signed Licence was on file for the traders;

- Selected two bookings for Epping Hall from the electronic booking diary confirming a signed booking form was on file, further agreeing the amount charged to the schedule of rates and to an invoice and to Rialtas;
- Selected two bookings for the Jack Silly Pavilion from the electronic booking diary confirming a signed booking form was on file, further agreeing the amount charged to the schedule of rates and to an invoice and to Rialtas; and
- Reviewed the unpaid invoices report on Rialtas.

In addition, as previously reported, we have checked one month's income as recorded in the cash books to the bank and confirmed the on-going recovery of VAT.

Conclusion

We are pleased to record that no issues have been identified from testing undertaken to date requiring formal recommendation. The Council has systems for recording income. We will undertake further testing as necessary at our final review.

Petty Cash

We are required to comment in the AGAR on the Council's arrangements for managing petty cash. At our previous review in October 2022 we tested petty cash payments to vouchers and confirmed reconciliations were being completed. At this visit we have confirmed reconciliations are continuing to be completed monthly.

Conclusion

No issues arise from our work in this area.

Salaries and Wages

We tested payroll in detail at our visit in October 2022. At this stage we have continued our month on month trend analysis of payroll costs from the cash book to confirm no unexpected variances are arising.

Conclusion

There are no issues arising in this area based on our work to date.

Investments and Loans

The Council currently holds an investment in the Nationwide Building Society. Statements are provided annually at the financial year end due to the limited number of transactions on the account.

We have, as part of our payment testing, further tested repayments to the PWLB in the year by reference to the Statements from the Government's Debt Management Office.

Conclusion

No issues have been identified in this area of our review to date.

At the final review at the year-end we will verify the accurate disclosure of the year-end residual loan liability and investment balances in the AGAR to third party statements.

Epping Town Show Charging Proposals

Last year, fixed charges applied to traders having a 3m x 3m space (no gazebo provided) to traders on Stonards Hill Recreation Ground which are marked out. There were and have not been any charges for charities and community groups having a space. Last year, half of the 61 stalls were commercial traders and half charity and community groups. Food and drinks vendors pay a 20 percentage of takings each year. The funfair is charged a set fee and the cost is put up in line with the overall charges increase each year.

The charges were discussed at a recent events meeting, and it was suggested increasing the cost to £40 per space for traders.

It was proposed not to charge community groups and charities, same as last year.

It was proposed to have the same percentage of takings as last year for food and drinks vendors.

The visiting fair charge as agreed in the annual charges for 2023/24 is £780. (Should there be an additional bins charge?)

Geraldine Vallis 31.01.23

Epping Christmas Market Date and Charging Proposals

Council is requested to: (i) DECIDE if it wishes to hold a Christmas Market in 2023; (ii) DECIDE the date it will be held. Last year the event was on the first Saturday of December and was very popular. The first Saturday in December is 2nd (the Christmas Market is usually the first Saturday in December). The date is to correspond with the same weekend as St John's Church Christmas Tree Festival.

Since Covid, there is less space on the High Street for the Christmas Market stalls with one row of parking bays concreted over to allow for a wider walkway. In 2022, there were 48 gazebos as well as food and drinks vendors compared to 61 traders previously. There were no end stalls like previous so a set price of £45 for traders and £35 for charity/community groups was charged for a standard 3m x 3m gazebo provided. The Christmas Market is mainly traders selling crafts and gifts and a couple of charity/community groups are selling crafts and merchandise.

The charges were discussed at recent events meetings, and it was suggested increasing the costs either to £50 or £55 per standard market stall for traders

It was proposed to leave the same cost £35 per standard market stall for community groups and charities.

It was proposed to have the same 20 percentage of takings as last year for food and drinks vendors.

It was suggested to have a Food Court down by the parking bays/road area extended past St Johns Road towards the Fire Station where the Santa's Grotto will be so the two links up to an extended Christmas Market. This would be subject to ownership and permissions.

Geraldine Vallis 31.01.23