MINUTES of the ORDINARY COUNCIL MEETING held in the Conference Room, Epping Hall, on Tuesday 7<sup>th</sup> February 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 J Griffiths

Cllr C McCredie

Cllr H Pegrum

Cllr G Scruton

Cllr M-L Whitbread

Cllr J Whitehouse

Cllr M Wright

OFFICER:

Beverley Rumsey (Town Clerk)

IN ATTENDANCE:

1 member of the public and 1 member of the press

365 **APOLOGIES FOR ABSENCE** 

There were no apologies for absence.

**DECLARATIONS OF INTEREST** 366

There were no declarations of interest.

DISPENSATIONS 367

There were no dispensations.

**PUBLIC PARTICIPATION - QUESTION TIME** 368

There were no public questions or comments.

CONFIRMATION OF COUNCIL MINUTES 369

> It was **RESOLVED** that the minutes of the Ordinary Council Meeting held on 10<sup>th</sup> January 2023 be signed by the Mayor as a true record and adopted by the Council.

MINUTES OF COMMITTEE MEETINGS 370

> 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

10th January 2023 (Attachment B)

Market Committee

23rd January 2023 (Attachment C)

Planning & General Purposes Committee

24th January 2023 (Attachment D)

#### COMMUNICATIONS TO NOTE/REQUIRING DECISION 371

#### (i) **SWAINES GREEN CONSERVATION WORK**

Council NOTED the information regarding conservation work at Swaines Green, as per Attachment E.

It was RESOLVED that:

- (i) The Town Clerk would write and thank the Friends of Swaines Green for all their hard work, which is very much appreciated.
- (ii) EPPING FOREST DISTRICT COUNCIL (EFDC) DRAFT AIR QUALITY ACTION PLAN CONSULTATION

Council discussed the Draft Air Quality Action Plan documents.

#### It was **RESOLVED** that:

- (i) The Town Clerk would advise EFDC that the document was rather long, with a lot of background information, that would likely not be easily digestible by residents;
- (ii) No further response on the content would be made.

#### (iii) SKATE PARK COMMUNITY EVENT

Council discussed the request from Active Essex and partners to hold a community wheeled event at Stonards Hill recreation ground skate park on Friday 14<sup>th</sup> April 2023, as per **Attachment E2**.

#### It was RESOLVED that:

- (i) Council would permit the event.
- (iv) ESSEX ASSOCIATION OF LOCAL COUNCILS (EALC) UPDATE ON KING'S CORONATION

Council discussed holding an event/s for the King's Coronation, as per Attachment E3.

#### It was **RESOLVED** that:

- (i) Members supported the Mayor's Coronation Gala Dinner in aid of Epping's green spaces on Saturday 18<sup>th</sup> March 2023;
- (ii) Events such as encouraging the shops and businesses to decorate their windows for the occasion would be supported;
- (iii) A King's Coronation Working Party would be established to discuss the event/s and Revd Lee Batson would be invited to be part of that;
- (iv) Cllr B Scruton, Cllr C Burgess, Cllr M Wright, Cllr J Duffell and Cllr S Baker would join the working party.

#### 372 TOWN MAYOR'S & DEPUTY MAYOR'S DUTIES

The duties undertaken by the Town Mayor and Deputy Town Mayor since the Ordinary Council meeting on 10<sup>th</sup> January 2023 were **NOTED**, with the following addition and amendment respectively:

Town Mayor: Epping Society meeting 6<sup>th</sup> February 2023 Deputy Town Mayor: Town Show meeting and Christmas Market meeting (typo) 24<sup>th</sup> February 2023

#### 373 REPORTS FROM MEMBERS

Cllr J Whitehouse entered the meeting here.

Reports from members were received on meetings or visits since the Ordinary Council meeting on 10<sup>th</sup> January 2023:

Cllr M Wright	Epping Horticultural Society meeting	11 <sup>th</sup> January 2023
J	Epping Hall working party meeting	16 <sup>th</sup> January 2023
	Stonards playground & skate park consulta-	tion 19 <sup>th</sup> January 2023
	Market Committee meeting	23 <sup>rd</sup> January 2023
	Town Show & Christmas Market meeting	24 <sup>th</sup> January 2023
Cllr H Pegrum	Epping Hall working party meeting	16 <sup>th</sup> January 2023
~	Market Committee meeting	24 <sup>th</sup> January 2023
Cllr S Baker	Town Show & Christmas Market meeting	24 <sup>th</sup> January 2023
Cllr C McCredie	Safer Epping planning meeting	17 <sup>th</sup> January 2023
	Safer Epping meeting	30 <sup>th</sup> January 2023
Cllr N Avey	Epping Hall working party meeting	16 <sup>th</sup> January 2023
·	Town Show & Christmas Market meeting	24 <sup>th</sup> January 2023
Cllr G Scruton	Epping Hall working party meeting	16 <sup>th</sup> January 2023
	Town Show & Christmas Market meeting	24 <sup>th</sup> January 2023

#### 374 REPORT OF THE TOWN CLERK AND COUNCILLORS QUESTIONS

The Town Clerk highlighted the issues with Bakers Lane toilets which were being discussed with Qualis.

The Town Clerk highlighted that the grounds team were currently cleaning the Stonards Hill recreation ground toilets to ease the budget.

The Town Clerk highlighted the problems with the doors at Epping Hall, which may be brought back to Council if the problems continued.

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

#### 375 FINANCIAL REPORT TO 31st JANUARY 2023

Council considered the summary financial report for January 2023, 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.

#### 376 ACCOUNTS FOR PAYMENT

Council's Key Member for Finance, Cllr G Scruton presented the payment schedules for January 2023 totalling £97,141.99. (Barclays £47.85, The Co-operative-£96,865.88 & The Co-operative Online £228.26.) Please note: a £400 transfer from The Co-operative to The Co-operative online and a £300 petty cash withdrawal. Please note: a £90,000 transfer between Barclays and The Co-operative and a £50,000 transfer between the Barclays Current and Savings accounts.

#### It was **RESOLVED** that:

- The statutory basis for this item be NOTED as the Local Audit and Accountability Act 2014;
- (ii) The list of payments for January 2023 were **APPROVED** as presented in the schedule.

#### 377 INTERNAL AUDIT REPORT

Council **NOTED** the auditor's second report for the 2022/23 financial year, following their visit on Tuesday  $24^{th}$  January 2023, as per **Attachment J**.

#### It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Audit and Accountability Act 2014;
- (ii) The Town Clerk & Responsible Financial Officer would thank the office team for their hard work on the audit with no recommendations.

#### 378 EPPING TOWN SHOW CHARGES

Council discussed the charges for Epping Town Show for 2023.

#### It was RESOLVED that:

- (i) The statutory basis for this item be **NOTED** as the Local Government Act 1972, s145;
- (ii) Charges for the Town Show would be: Commercial: £40 per pitch, Charities and community groups: £0. Food vendors: 20% of takings. The Town Clerk would assess funfair electric and bins and add a charge if appropriate/necessary.

# 379 EPPING CHRISTMAS MARKET CHARGES

Council discussed the Christmas Market 2023 including charges.

- (i) The statutory basis for this item be **NOTED** as the Local Government Act 1972, s145;
- (ii) The Christmas Market 2023 would be held on Saturday 2<sup>nd</sup> December 2023, 10am to 4pm, as in 2022;
- (iii) Charges would be: Commercial: £50, Charities and community groups: £35. Food vendors: 20% of takings;
- (iv) Enquiries would be made regarding the use of the slip road area in front of the Methodist Church/Argus lighting in terms of ownership and trader interest for potential food vendors. This would then be taken back to Council for consideration and a decision on whether to extend into this area.

#### 380 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.

#### 381 TOWNSPERSON OF THE YEAR 2022

Council discussed the nominations for Townsperson of the Year 2022 as per Attachment M.

#### It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government Act 1972, s111:
- (ii) Townsperson of the Year 2022 would be awarded (to be presented at the Civic Reception in April 2023.)
- (iii) One nominee would be awarded Freeman of Epping, subject to their acceptance and the Town Clerk would bring information supporting that award to the 7<sup>th</sup> March 2023 Council meeting as written supporting documentation. This would be awarded at the Mayor's Civic Reception 2023.

#### 382 EPPING HALL LEGAL DOCUMENTS

Council discussed the Epping Hall title documents as per Attachments N-N4.

- (i) The statutory basis for this item be **NOTED** as the Local Government Act 1972, s136;
- (ii) Epping Town Council would request that restrictive covenant (3) is removed, (4) is acceptable, (6) should be reworded to be more succinct and not an unhelpful liability to Epping Town Council or either party, (5) and (7) should be removed so that they don't impact on either party, ie the arrangement is reciprocal (All on Attachment N2);
- (iii) The Town Clerk would liaise with and take advice from Epping Town Council's solicitor on detailed points.

#### 383 EPPING HALL WORKING PARTY/EPPING HALL WORKS

Council discussed the Epping Hall improvement project, as per Attachment O.

#### It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government Act 1972, S136;
- (ii) The project would be planned and phased so it was ready to begin at the correct point financially;
- (iii) A meeting of the Epping Hall working party would be called to plan that programme and put appropriate timescales in place.

#### **CLOSURE**

The Town Mayor, Clir B Scruton, closed the meeting at 9.54pm.

Signature of Chairman Date

MINUTES of the PLANNING AND GENERAL PURPOSES COMMITTEE MEETING held at Epping Hall, St. Johns Road, Epping on Tuesday, 7<sup>th</sup> February 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:

One member of the press and two members of the public were

present.

**OFFICER:** 

Geraldine Vallis (Planning & Events Officer)

#### 356 APOLOGIES FOR ABSENCE

No apologies for absence were received.

#### 357 **DECLARATIONS OF INTEREST**

#### Item 7 Planning Applications (Non-Pecuniary)

Cllr S Baker declared a non-pecuniary interest in application EPF/0022/23 34 Crows Road because he knows the applicant.

Cllr C Burgess declared a non-pecuniary interest in application EPF/0022/23 34 Crows Road because he knew the previous applicant.

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.

#### 358 **DISPENSATIONS**

There were no dispensations.

#### 359 CONFIRMATION OF MINUTES

#### Committee RESOLVED that:

the minutes of the meeting of the Planning & General Purposes Committee held on 24<sup>th</sup> January 2023 be signed by the Chairman as a true record.

#### 360 PUBLIC QUESTIONS OR COMMENTS

The Planning & Events Officer advised members of two public objections to EPF/0043/23 67 Hemnall Street which were emailed to the Committee ahead of the meeting and one of the residents are attending and speaking which would be discussed under agenda item 7.

#### 361 NOTICES AND INFORMATION

A notification has been received from Essex County Council giving notice of a proposed implementation of a 'No Waiting at Any Time' Restrictions on Bell Common. Further to the consultation carried out in relation to the above scheme, Essex County Council wrote to confirm that in the coming weeks the No Waiting at Any Time Restrictions, will be installed on Bell Common, as set out in the original order, as advertised on 23<sup>rd</sup> June 2022. During the consultation, comments were received from residents indicating they were not in agreement with the proposals. All objections were taken into account. The decision to install the No Waiting at Any Time Restrictions, Bell Common, was approved by the Essex County Council Cabinet Member for Infrastructure on 18<sup>th</sup> January 2023, under reference FP-015-01-23 and as such, the proposed scheme will proceed as originally stated. Full details of the decision can be found on the Essex County Council Decisions website, as this has now been published as a public document. <a href="https://cmis.essex.gov.uk/essexcmis5/Decisions.aspx">https://cmis.essex.gov.uk/essexcmis5/Decisions.aspx</a> Committee NOTED the above information.

#### 362 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/0043/23	67 Hemnall Street Epping CM16 4LZ Mr Alan Curbishley	Proposed Outbuilding	
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Committee STRONGLY OBJECT to this application.

The Committee acknowledged receipt of the amended plans with the height slightly reduced. However, the Committee agreed that the previous concerns have not been met and, the Committee commented that the height reduction is not enough. Committee commented on the overbearing orientation of the building in addition to the foundations already on the site were not acceptable. Committee oppose retrospective planning applications which show disregard for the planning system. All applications should be made prior to the commencement of works, following the correct procedures.

The Committee acknowledges the objections from two neighbours to this amended application.

Committee still stands by their previous comments. The proposed outbuilding will result in a loss of amenity for neighbouring properties, as it is too high and overbearing. This would result in a loss of natural light and overshadowing of the neighbouring gardens. The design of the outbuilding does not complement the setting, particularly as the building will be clearly visible to neighbouring properties due to its bulk and scale.

		m tall tripled
		e will exacerbate the issues highlighted
	_	its position and orientation to mini-
	fects on immediate neig	
		DBE9, DBE10 (Adopted Local Plan)
	DM9F, DM9J, DM10E,	H1A (ii) and (iii)
NPPF: Para 9, 127		
	I confirm they will atten	d and speak at Plans East to object to
this proposal.		
EPF/0022/23	34 Crows Road	The demolition of an existing 4
	Epping CM16 5DE	bedroom detached house and
	Mr Geoffrey Shaw	erection of two semi-detached 4
		bedroom houses.
Committee have NO	<b>OBJECTION</b> to this app	lication.
EPF/0072/23	Swaines House	TPO/EPF/26/91 (Ref: G4)
, ,	Lower Bury Lane	T1: Scots Pine - Fell and replace, as
	Epping CM16 5HA	specified.
	Ms Louisa Jenkins	
Committee have NO	<b>OBJECTION</b> with the w	ork provided it is carried out under the
	boricultural officer at EF	
EPF/0084/23	Swaines House	TPO/EPF/26/91 (Ref: G4)
2, 555., 25	Lower Bury Lane	T2 & T3: Scots Pine x 2 - Selective
	Epping CM16 5HA	pruning of lateral branches by up to
	Ms Louisa Jenkins	2m and remove dead wood, as
		specified.
Committee have NO	OBJECTION with the w	ork provided it is carried out under the
supervision of the ar	boricultural officer at Ef	FDC.
EPF/0109/23	1 Lower Bury Walk	TPO/EPF/08/07
2, 555, 25	Lower Bury Lane	T1: Willow - Crown reduce by up to
	Epping CM16 5BE	3m, as specified.
	Mr Tony Field	T2: Walnut - Selective prune of
		overhanging branches by up to 1.5m,
		as specified.
		T3: Ash - Selective prune of
		overhanging branches by up to 1.5m,
		as specified.
Committee have NO	OBJECTION with the w	ork provided it is carried out under the
	boricultural officer at El	
EPF/0123/23	15 High Street	Proposed front boundary wall with
111/0125/25	Epping CM16 4AY	railings and gates to replace existing
	Mr D Pughsley	railings to provide improved security.
Committee have NO	OBJECTION to this app	
EPF/0100/23	1 Tower Road	Two storey rear extension
1170100/23	Epping CM16 5EL	
	Mr and Mrs Self-	the second of th
	Pierson	
Committee agreed t		application until the next Planning &
General Purnoses me	eeting as the Flevation	plans were not available at the time of
this meeting.	coming as the Elevation	
i dila meeding.		

this meeting.

Cllr M-L Whitbread entered the meeting.

EPF/0147/23	2 Orchard Heights Sunnyside Road Epping CM16 4JP Mrs Stacey Lawrence	TPO/EPF/16/06 T1: Oak - Crown reduce, as specified.
Committee have <b>NO</b> supervision of the ar		ork provided it is carried out under the DC.

Cllr J Duffell entered the meeting.

Cllr R Griffiths entered the meeting.

Cllr H Pegrum entered the meeting.

EPF/0115/23	Hope House	TPO/EPF/38/91
	1A Allnutts Road	T1: Monterey Cypress - Fell and
	Epping Essex	replace, as specified.
	CM16 7BD	
	Claims Consortium	
	Group	
Committee have	NO OBJECTION with the v	work provided it is carried out under the

Committee have **NO OBJECTION** with the work provided it is carried out under the supervision of the arboricultural officer at EFDC.

#### 363 CONSULTATION

New premises application for 275 High Street Epping Essex CM16 4DA Barbarossa (old Captain Tom's premises)

Please find attached a copy of a new premises application and plan for a restaurant submitted for the above location, the application is for the following:

- Late Night Refreshment Sunday to Thursday 23.00 23.30, Friday and Saturday
   23.00 00.30am
- The Sale by Retail of Alcohol Sunday to Thursday 11.30 23.00, Friday and Saturday 11.30 – 00.00am, On sales only, the consumption of alcohol is with food only
- Opening times Sunday to Thursday 11.00 23.30,
   Friday to Saturday 11.00 00.30am

The Consultation period started **20**<sup>th</sup> **January 2023** and ended **16**<sup>th</sup> **February 2023**, any comments or representations must be submitted within this time period.

Committee **CONSIDERED** the above consultation and **DECIDED** that no further action should be taken with regard to this consultation.

#### 364 EFDC PLANNING DECISIONS

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

Cllr C McCredie announced that the planning application that Epping Town Council objected to at 2 Crossing Road has been dismissed at Appeal stage.

The Chairman closed the meeting at 8.00pm.

Signature of Chairman

Date

MINUTES of the PLANNING AND GENERAL PURPOSES COMMITTEE MEETING held at Epping Hall, St. Johns Road, Epping on Tuesday, 21st February 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 and no members of the public were present.

**OFFICER:** 

Geraldine Vallis (Planning & Events Officer)

#### 384 APOLOGIES FOR ABSENCE

No apologies for absence were received.

#### 385 **DECLARATIONS OF INTEREST**

#### Item 7 Planning Applications (Non-Pecuniary)

Cllr Michael Wright declared a non-pecuniary interest in application EPF/0100/23 1 Tower Road because he lives close to that address.

Cllr Michael Wright declared a non-pecuniary interest in application EPF/0198/23 18 Tower Road because he lives close to that address.

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.

#### 386 **DISPENSATIONS**

There were no dispensations.

#### 387 CONFIRMATION OF MINUTES

#### Committee RESOLVED that:

the minutes of the meeting of the Planning & General Purposes Committee held on Tuesday, 7<sup>th</sup> February 2023 be signed by the Chairman as a true record.

#### 388 PUBLIC QUESTIONS OR COMMENTS

There were no public questions or comments.

#### 389 NOTICES AND INFORMATION

A notification has been received from Epping Forest District Council in partnership with the North Essex Parking Partnership giving notice of a proposed implementation of parking measures on Hartland Road and Bower Vale.

A notification has been received from Affinity Water giving notice that there will be major road diversions in the area from 6<sup>th</sup> March 2023 to August 2023 for essential repair works to water pipe renewal. This is because the company is undertaking essential repair work along Ivy Chimneys Road, Bridge Hill and Brook Road in the CM16 postcode area. The working hours will be 7am to 6pm Monday to Fridays; 8am to 4pm Saturdays; 9am to 3pm Sundays.

Committee **NOTED** this information.

#### 390 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/0100/23	1 Tower Road	**Reconsultation**	
	Epping CM16 5EL	Two storey rear extension.	
	Mr and Mrs Self-		
	Pierson		
Committee have No	O OBJECTION to this ap	olication.	
EPF/0159/23	Duke Of Wellington	Development of four 2 bedroom	
	Public House	apartments, one 3 bedroom apartment	
	36 High Street	(total of 5 apartments), car and cycle	
	Epping CM16 4AE	parking, landscaping and associated	
	APC Capital Ltd	works.	
Committee OBJECT	to this application.		
The Committee felt	that this proposal is an	overdevelopment and over	
intensification of th	e site in terms of its size,	, bulk and density, which would result in	
a detrimental effect	t on the street scene.		
There would be a lo	There would be a loss of amenity for neighbouring properties due to their close		
proximity in terms of	of loss of light, overlooki	ng and overshadowing.	
Committee don't ol	pject to the site being de	eveloped but this proposal is	
overdevelopment.			
Relevant policies: Cl	P1 (ii), CP2 (iv), CP3, CP6	, CP7, DBE1, DBE2, DBE9, H3A, H4A.	
	n: H1A (ii) & (iii), DM9A,	DM10.	
NPPF paras 8, 9.			
Epping Town Counc	il confirm they will atter	nd and speak at Plans East to object to	
this proposal.			
EPF/0162/23	13 Lynceley Grange	Enlargement of existing rear dormer	
	Epping CM16 6RA	window and additional front dormer	

	Mr and Mrs J Bate	window to facilitate improvements to the two existing loft rooms. Enlargement of existing rear dormer window and additional front dormer window to facilitate improvements to the two existing loft rooms.  New front facing velux type roof window to allow natural light into first floor landing. Conversion of existing garage into habitable space.  Existing rear ground floor openings onto garden to be modified to provide two sets of doors.
Committee have NC	OBJECTION to this app	
EPF/0170/23	6 Brook Road Epping CM16 7BS Frankie Winser-Soper	Remove the side window and add a new window in the front elevation.
Committee have NC	OBJECTION to this app	
EPF/0198/23	18 Tower Road Epping CM16 5EL Mr Richard Franklin	TPO/EPF/23/90 (Ref: T1) T1: Sycamore - Crown reduction, as specified.
Committee have NC		vork provided it is carried out under the
	rboricultural officer at E	
EPF/0247/23	2 Wheelers Epping	Single storey rear extension.
	CM16 5AL Mr Charlie McCarthy	
Committee have NC	OBJECTION to this app	olication.
EPF/2483/22	Greenleys 1 Highfield Place Epping CM16 4DB Mr Mike Harris	Demolition of existing double garage and construction of one bedroom bungalow.
Committee OBJECT	to this application.	
This proposal is an o	overdevelopment of a re	esidential garden with a separate
dwelling. Its size we	ould have a negative eff	ect on the street scene, contrary to local
		accommodate such a residential
development and wovershadowing. Th	ould result in a loss of a e inappropriate develor	menity in terms of visual impact and oment of residential gardens should also
be resisted, where i	t would be detrimental <sup>.</sup>	to the local area.
Relevant policies:		
CP2, CP7, DBE2, DB H1A (ii) & (iii), DM9 NPPF: Para 71, 124c	J	ted Local Plan) and Emerging Local Plan:
		nd and speak at Plans East to object to
EPF/0180/23	Vincent House Grove Lane Epping CM16 4LH	Extension of existing building to include new 3 storey extension and new roof extension to create 6 additional

	I	
	Mr Nabolli	residential units and extension to
		enlarge already approved 4 residential
		units.
Committee have NC	OBJECTION to this app	olication.
EPF/0219/23	3 Kendal Lodge Hemnall Street Epping CM16 4LN Mrs J Newton	Grade II listed building application for proposed replacement of existing rotten sash windows.  Three windows to be replaced within the mansard roof facing Hemnall Street and one window to be replaced facing Hartland Road.
Committee have NC	OBJECTION with the v	vork provided it is carried out under the
cupordicion of the co	objection with the v	vork provided it is carried out under the
	onservation officer at EF	
EPF/0161/23	171-173 High Street	Change of Use of Existing First and
	Epping CM16 4BL	Second Floor Offices Class E to create 6
	Mountcharm Group	No Residential Apartments Class C3,
		including changes to the facade, by
		adding new sliding sashes to the front
		elevation (in the existing openings),
		windows to side elevations and
		windows and balconys to the rear.
Committee have NO	<b>OBJECTION</b> to this app	olication.

#### 391 **EFDC PLANNING DECISIONS**

Committee NOTED the following planning decisions.

# **Delegated Cases:**

GRANTED:

EPF/2374/22	EPF/1454/22	EPF/2218/22	EPF/2772/22
EPF/2488/22	EPF/2502/22	EPF/2748/22	EPF/2747/22
EPF/2532/22	EPF/2791/22	EPF/2851/22	
RAISE NO OBJECT	ION		
EPF/2793/22			
Delegated Cases: REFUSED:			
EPF/2763/22	EPF/1958/22	EPF/1977/22	

EPF/2754/22

COMMITTEE CASES			
GRANTED			
EPF/2122/20			
CONTRACTOR CACEC			
COMMITTEE CASES			
GRANTED (Subject to	Section 106 Legal Ag	reement)	<u> </u>
EPF/0045/22			
COMMITTEE CASES			
REFUSED None			
The Chairman closed t	:he meeting at 8.03pn	າ.	
Signature of Chairma	n		
-			
Date			

# MINUTES of the CORPORATE GOVERNANCE ADVISORY COMMITTEE

Held in the Conference Room, Epping Hall on Tuesday 23rd February 2023 at 8pm.

PRESENT:

Cllr C Burgess

(Chairman & Deputy Town Mayor)

Cllr G Scruton

(Key Member Finance)

Cllr N Avey

(Key Member Administration)

IN ATTENDANCE:

Cllr B Scruton

(Town Mayor)

OFFICER:

Beverley Rumsey (Town Clerk)

#### 392 APOLOGIES FOR ABSENCE

There were no apologies for absence.

#### 393 **DECLARATIONS OF INTEREST**

No declarations of interest were received from members.

#### 394 **DISPENSATIONS**

There were no dispensations.

#### 395 PUBLIC PARTICIPATION – QUESTION TIME

There were no public questions or comments.

#### 396 **CONFIRMATION OF MINUTES**

It was **RESOLVED** that the minutes of the Corporate Governance Advisory Committee meeting held on 1st November 2022 be signed by the Chairman as a true record.

#### 397 STATUS OF PREVIOUS RECOMMENDATIONS

The following recommendations of the Corporate Governance Advisory Committee (CGAC) (from their meeting on 1<sup>st</sup> November 2022) (Minutes #232–247 of 22/23) were adopted by Council at the Ordinary Council meeting on 8<sup>th</sup> November 2022 (Minute #271 of 2022/23):

#### It was **RESOLVED** that:

- (i) The amended Statement on Internal Control should be APPROVED as per Attachment L;
- (ii) The amended Risk Management Statement should be **APPROVED** as per **Attachment L**;
- (iii) The revised Employee Handbook should be APPROVED.

Committee **NOTED** the above information.

# 398 CORPORATE GOVERNANCE DOCUMENT REVIEW

Council **APPROVED** a review of policy and governance documents at the Ordinary Council meeting on 8<sup>th</sup> March 2016 (Minute #478 of 2015/16).

The list of policies for annual review and the dates for review are as follows:

Internal and External Audits: February 2023 & October 2023

(Dealt with under agenda items 10 & 11)
Internal Audit Programme: October 2023
Statement on Internal Control: October 2023

Insurance Inventory: February 2023 (Dealt with under agenda item 22) Asset Register: February 2023 (Dealt with under agenda item 12) Internal Risk Register: February 2023 (Dealt with under agenda item 9)

Staffing Terms and Conditions: February 2023 & October 2023 (Dealt with under

agenda item 24 & 25)

Standing Orders & Financial Regulations: February 2023 (Dealt with under agenda item 8)

Employee Handbook: October 2023

Risk Management Statement: October 2023

Please note these are the current recommended review dates, but legislation may amend the dates if an earlier review is required.

Changing regulations and audit comments may add further items to this list. The CGAC review process leads to recommendations to Council for amendments to documents to be made.

Committee **NOTED** the above information.

#### 399 STANDING ORDERS & FINANCIAL REGULATIONS

**Statutory Basis:** Local Government Act 1972, sch 12, para 42; Local Audit & Accountability Act 2014

The model Standing Orders were updated in April 2022, affecting Standing Order 18: Financial Controls and Procurement. The model change is (f). (g) and (h) no longer appear to be in the model Standing Orders and so have been crossed out. The Town Clerk would recommend that d (iv) is amended to that proposed, including the ability to tender by email. (Attachment B)

The model Financial Regulations have not been updated since the last review. The Town Clerk has suggested however that Financial Regulations 11 (e) and (f) are amended to permit tenders by email, to mirror the revised Standing Order above. (Attachment C).

It was **RESOLVED** that:

- (i) The amended Standing Orders should be RECOMMENDED for ADOPTION by Council;
- (ii) The amended Financial Regulations should be RECOMMENDED for ADOPTION by Council.

#### 400 INTERNAL RISK REGISTER

Statutory Basis: Local Audit & Accountability Act 2014

The Town Clerk has reviewed the Internal Risk Register and made no amendments.

#### It was **RESOLVED** that:

(i) The current Internal Risk Register should be recommended for ADOPTION by Council.

#### 401 INTERNAL AUDIT REPORTS

Statutory Basis: Local Audit & Accountability Act 2014

Committee **NOTED** that the second visit of the internal auditor for the 2022/23 financial year was on 24<sup>th</sup> January 2023.

The internal audit report (second interim) was **NOTED** by Council on 7<sup>th</sup> February 2023.

# It was **RESOLVED** that:

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

#### 402 EXTERNAL AUDITS

Statutory Basis: Local Audit & Accountability Act 2014

At the Ordinary Council meeting on 27<sup>th</sup> September 2022 (Minute #182 of 2022/23), Epping Town Council resolved to 'opt in' to the External Audit arrangements (which was recommended in this sector) and whereby Council would be allocated an external auditor from 2022-2027.

The external auditor for 2022-2023 and 2026-2027 for Essex will remain as PKF Littlejohn LLP.

Committee **NOTED** this information.

#### 403 **ASSET REGISTER**

Statutory Basis: Local Audit & Accountability Act 2014

The current form of the Asset Register was ADOPTED following advice from Peter Lacey of NALC/SLCC and advice from the Audit Commission on 29<sup>th</sup> March 2010.

At the Ordinary Council meeting on 8<sup>th</sup> March 2022, Council RESOLVED to record individual items equal to or greater than £1000 in the Asset Register (Minute #460 (v) of 2021/22).

**PLEASE NOTE:** The Asset Register records all individual items of £1000 or greater. Council have many assets whose value is less than £1000 and these are recorded in Council's inventories which are updated annually. This is standard practice.

There have been a number of acquisitions and disposals during 2022/23 which were reflected in the Asset Register 2023, as per **Attachment E**.

Committee considered the following RECOMMENDATIONS and make appropriate **RECOMMENDATIONS** to Council.

- Council should continue to record assets as individual items with a value equal to or greater than £1000 in the Asset Register;
- (ii) The Asset Register 2023, as per Attachment E, should be APPROVED as a correct record of Council's assets at this time;
- (iii) Any revisions to the draft will be presented to full Council in March.

#### It was **RESOLVED** that:

(i) The three RECOMMENDATIONS above would be RECOMMENDED for APPROVAL by Council.

#### 404 COMPLAINTS PROCEDURE

Epping Town Council's complaints procedure was APPROVED on 8<sup>th</sup> March 2022 (Minute #460 (vi) of 2021/22) and is now due for review. The Town Clerk is pleased to report that Epping Town Council receive very few formal complaints and the office team try to deal with any issues efficiently, so they do not become a complaint. The Town Clerk has made no amendments to the complaints procedure, as this was revised in March 2022.

#### It was **RESOLVED** that:

(i) The Complaints Procedure, as per **Attachment F**, would be RECOMMENDED for APPROVAL by Council.

#### 405 **EQUALITY POLICY**

Committee considered the Equality Policy, with no amendments, as per Attachment G.

It was **RESOLVED** that:

(i) The Equality Policy, with no amendments, as per **Attachment G**, would be RECOMMENDED for APPROVAL by Council.

#### 406 HEALTH & SAFETY POLICY

Committee considered the Health & Safety Policy, with no amendments, as per **Attachment H.** 

#### It was RESOLVED that:

(i) The Health & Safety Policy, with no amendments, as per **Attachment H**, would be RECOMMENDED for APPROVAL by Council.

#### 407 MEDIA POLICY

Committee considered the Media Policy, with no amendments, as per Attachment I.

#### It was RESOLVED that:

(ii) The Media Policy, with no amendments, as per **Attachment I**, would be RECOMMENDED for APPROVAL by Council.

#### 408 SOCIAL MEDIA POLICY

Committee considered the Social Media Policy, with a minor amendment, as per **Attachment J**.

# It was **RESOLVED** that:

(i) The Social Media Policy, with a minor amendment, as per **Attachment J**, would be RECOMMENDED for APPROVAL by Council.

#### 409 COMMUNITY ENGAGEMENT POLICY

Committee considered the Community Engagement Policy, with amendments, as per **Attachment K**.

#### It was **RESOLVED** that:

(i) The Community Engagement Policy, with amendments, as per **Attachment** K, would be RECOMMENDED for APPROVAL by Council.

#### 410 DATA PROTECTION POLICY

Committee considered the Data Protection Policy, with a minor amendment, as per **Attachment L.** 

It was **RESOLVED** that:

(i) The Data Protection Policy, with a minor amendment, as per **Attachment L**, would be RECOMMENDED for APPROVAL by Council.

#### 411 PUBLICATION SCHEME

Committee considered the revised Publication Scheme, as per Attachment M.

It was RESOLVED that:

(i) The revised Publication Scheme, as per **Attachment M**, would be RECOMMENDED for APPROVAL by Council.

#### 412 EXCLUSION OF 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.

# 413 INSURANCE POLICIES (CONTRACTS) & RECONCILIATON

**Statutory Basis:** Local Government Act 1972, s111; Local Authorities (Indemnities for Members & officers) order 2004

Committee considered the forthcoming insurance information and renewal details for July 2023. The Town Clerk will prepare the necessary documentation in advance of the renewal.

It was **RESOLVED** that:

(i) This item be **NOTED** at the current time.

# 414 DATA PROTECTION (GDPR) OFFICER

Statutory Basis: General Data Protection Regulation 2016/679

Committee discussed monitoring the situation regarding a Data Protection Officer.

It was RESOLVED that:

(i) Council should monitor the situation regarding a Data Protection Officer and appoint one at point of need, should it be necessary, as per the Town Clerk's criteria recommendations (eg: independent, former Clerk).

#### 415 STAFF TERMS & CONDITIONS/PAYSCALES

Statutory Basis: Local Government Act 1972, s112

Committee **NOTED** that Epping Town Council staff are governed by the terms of conditions set by the NJC (National Joint Council) (set by NALC and SLCC). The current spine points are included as per **Attachment N**.

Staff received a review in April 2022, which arrived in November 2022 and was backdated. The Town Clerk/RFO has built an increase of approximately 4% into the 2023/24 budget. No pay award has yet been received for the 2023/24 financial year, and if received, usually comes later in the year.

The Essex Pension Fund (which relates to all relevant staff employed with Epping Town Council prior to 2018) employer pension contribution rate from 1<sup>st</sup> April 2023 is 24.8%.

The employer pension contribution rate for NEST (which relates to all relevant staff employed with Epping Town Council after 2018) is currently 8% (a minimum of 3% from the employer, 5% from the employee) (from 6<sup>th</sup> April 2019 onwards). This is the current rate for 2023. We have not received any alternative NEST rates for 2023 or beyond at the time of writing. It was **RESOLVED** that:

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

#### 416 STAFFING MATTERS

Statutory Basis: Local Government Act 1972, s112

Committee CONSIDERED the staffing update as per Attachment O.

It was RESOLVED that:

(i) The staffing situation/potential issues highlighted should be monitored.

#### 417 TOWN CLERK APPRAISAL

Statutory Basis: Local Government Act 1972, s112

Committee **NOTED** the Town Clerk's appraisal which was scheduled for Wednesday 22<sup>th</sup> February 2023, by the Chairman of Council 2022-23, Cllr B Scruton, who is also the Chairman of the Task & Finish Personnel Committee.

The Chairman closed the meeting at 9.05pm.

(NB: The matters on this agenda have a statutory basis under the Local Government Act 1972 in sections 101 and 111, in addition to those stated.)

Signature of Chairman Date Date: 3rd February 2023



Civic Offices High Street Epping Essex CM16 4BZ

Dear Councillors

# Consultation on Statement of Principles Under The Gambling Act 2005

S.349 of the Act requires all licensing authorities to prepare and publish a statement of licensing principles that they propose to apply in exercising their functions under the Act, commonly known as a policy statement. The policy must be reviewed every 3 years and where reviewed and changes proposed, licensing authorities must consult on any revision.

The current policy was approved by the Council in 2020 and only minor amendments have been made to reflect the latest guidance and to update the area profile in line with the Essex County Council Census 2021 and the Office for National Statistics data.

In determining its policy statement, the licensing authority must give appropriate weight to the views of those it has consulted. In deciding what weight to give, the factors to be taken into account include:

- who is making the representations, the nature of their interest and their expertise
- · relevance of the factors to the licensing objectives
- how many other people have expressed the same or similar views
- how far the representations relate to matters that the licensing authority should be including in its policy statement.

Comments relating to the moral or ethical objections to gambling cannot be considered.

The proposed changes to the existing document are highlighted as track changes for ease of reference. The revised draft policy can be found here:

https://www.eppingforestdc.gov.uk/licensing/review-of-gambling-policy/

Should you wish to comment on the proposed changes, please send comments by email to <a href="mailto:licensing@eppingforestdc.gov.uk">licensing@eppingforestdc.gov.uk</a>, or in writing to: The Licensing Team Manager, Civic Offices, High Street, Epping CM16 4BZ by 10<sup>th</sup> March 2023.

Yours faithfully

D King Licensing Manager

# EFDC Consultation on Statement of Principles Under the Gambling Act 2005

It is a statutory requirement that EFDC publish a statement of licensing principles that they propose to apply in exercising their functions under the Gambling Act. The policy must be reviewed every 3 years and where reviewed and changes proposed, licensing authorities must consult on any revision.

The current policy was approved by the Council in 2020 (following consultation) and only minor amendments have been made to reflect the latest guidance and to update the area profile in line with the Essex County Council Census 2021 and the Office for National Statistics data.

I have attached a copy of the letter that is being sent out to Members via the Members bulletin along with a copy of the draft revised policy for your info. The proposed changes to the existing document are highlighted as track changes for ease of reference.

Comments on the proposed changes, should be sent by email to <u>licensing@eppingforestdc.gov.uk</u>, or in writing to: The Licensing Team Manager, Civic Offices, High Street, Epping CM16 4BZ by 10<sup>th</sup> March 2023.

Please note that where a statement is revised, it is only the revision that needs to be published and consulted on. Therefore any comments should be restricted to the proposed changes.

# Subject: Consultation on Epping Forest Conservation Management

I am writing to you as a key local stakeholder to invite you to give your thoughts on a set of proposals for a new phase of conservation management of Epping Forest. Preparations are being made to apply for Defra's Countryside Stewardship grant to contribute towards these works

In 2020 we began the first phase of a new ten-year conservation habitats programme across Epping Forest. This work builds on decades of conservation habitat work started in the late 1980s which saw the veteran pollards being managed consistently for the first time since the Victorian period. Since that time conservation work has expanded and delivered sensitive management of the grasslands, heathlands, scrub, ponds and wood pasture covering hundreds of hectares, along with the start of conservation grazing and the development of our own cattle herd. Much of the work involves restoring the wood pasture by opening up once shady and dark habitats to increase the light to veteran and ancient trees to improve their health and condition. This open habitat also allows for the creation of new pollards, that will become veterans of the future, and the encourage of ground flora to re-establish. Over this time there have been increases in numbers of flowers such as honeysuckle, lousewort and Devil's bit scabious, and butterflies such as White Admiral.

We are now planning for the second phase of this habitat programme which will cover more of Epping Forest, due to start in 2024, and we would like feedback on our proposals. The proposed work is an extension of the first phase, with more wood pasture restoration, heathland and grassland management. Alongside grazing and machine cutting, some of the work will involve sensitive selected tree thinning to increase light, in other places turf may be stripped to remove competitive plants to allow the recolonisation of scarce species. To improve cattle management new structures such as cattle pens and troughs are proposed to be installed.

All proposals are subject to a successful grant application. A summary of the proposals is listed below. The full set of proposals are included with this letter. Wood pasture restoration and veteran tree management at: Lower Forest/Wintry Wood, Epping Thicks, St Thomas' Quarters, Woodbury Hollow & Staples Hill, Barn Hoppitt, Hatch Forest, Knighton Wood, Lords Bushes, Highams Park, Gilberts Slade and Canada Plain, Leyton Flats

- Grassland management at: Sheppard's Meadows, Theydon Plain, Fernhills, Trueloves, The Lops, Leyton Flats, Wanstead Flats
- Heathland management at: Long Running
- Pond management at: Speakman's Pond (High Beach), Warren Pond, Oak Hill (Woodford Green)
- Heritage feature management of: Ambresbury Banks, Purlieu Banks
- Grazing reintroduction at: Sheppard's Meadows, Lords Bushes
- New visitor information this will include welcome boards, signs, directional fingerposts, one new surfaced path at Highams Park

#### To give your thoughts

- Please email <u>epping.forest@citvoflondon.gov.uk</u>
- Put 'Forest Habitat Proposals Consultation' in the subject.
- If you want to comment on a particular area or proposal, please either refer to the map number, or point reference e.g. P281 or A285, or area name e.g. Lower Forest.

# The consultation closes on 10th March 2023.

We will be promoting this consultation to the general public and key stakeholders, however, please feel free to share this with any other parties you feel may also be interested.

Sally Gadsdon Environmental Stewardship Officer, City of London Corporation

# **ATTACHMENT E3**

20 February 2023

Our Ref: SNN000000435



Civic Offices
High Street
Epping
Essex
CM16 4BZ

#### <u>By email</u>

B Rumsey info@eppingtowncouncil.gov.uk

Dear B Rumsey,

#### Public Health Act 1925

Street Naming and Numbering: New Development x45 residential properties. Redevelopment of 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.

#### Planning application number EPF/0919/21

The developer of the above scheme has applied for street naming and numbering for the above development.

For developments of 7 or more properties, a four week consultation is undertaken with the Town/Parish Council for the area. Therefore, we are approaching you for any observations or objections in relation to the proposed addresses, for which you can accept, object, or offer your own alternatives.

The preferred name and address of the development put forward by the developer is:

#### 1 – 45 Springwood Grove, Epping.

The two alternative suggestions are:-

# 1 – 45 Springwood Close, Epping

or

#### 1 – 45 Springwood Drive, Epping

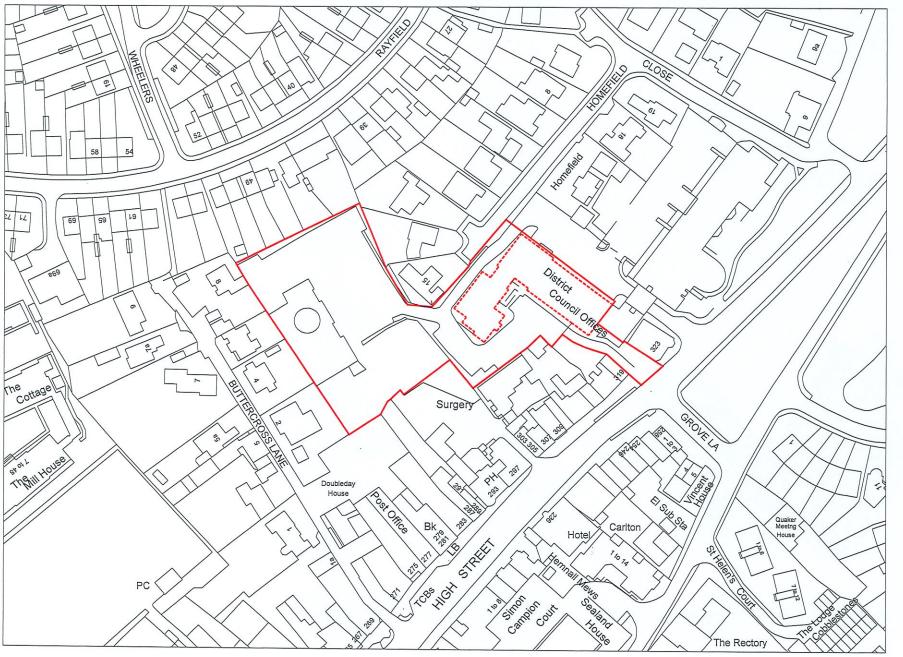
We will advise the developer of any comments you wish to make in order that they may give them their consideration, however, we must advise you that the developer is still entitled to proceed with their chosen names which have been assessed against our criteria.

We would be grateful to receive any comments to <a href="mailto:snn@eppingforestdc.gov.uk">snn@eppingforestdc.gov.uk</a> by close of play on Friday 24<sup>th</sup> March 2023. Any comments received after this date unfortunately cannot be considered.

Yours faithfully,

Street Naming and Numbering Business Support Team





The copyright of this drawing is vested with Corstorphine & Wright Ltd and must not be copied or reproduced without the consent of the company.

Figured dimensions only to be taken from this drawing, DO NOT SCALE.
All contractors must visit the site and be responsible for checking all sets
out dimensions and notifying the architect of any discrepancies prior to a

NOTE





NOTE: Red dotted line indicates demolition

D1 25.03.21 JS DTC Issued for planning

Information

IMB Management

Epping Sites

....

EPP.R8 Land and Part of Civic Offices Existing Site Plan Demolition

JS	DTC	A3	1:1000	26.03.21	
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One Martimer Street London W1T 3JA
Tel: 020 7842 0820 www.corstorphine-wright.com

# **Affinity Water**

Taking care of your water

<CustomerName>

<AddressLine1>

<AddressLine2>

<AddressLine3>

<AddressLine4>

# **ATTACHMENT E4**

Visit us at affinitywater.co.uk



Project number

PO22844



Letter date

13th February 2023

Hello Owner / Occupier,

# We're starting work to improve our pipes in your area

We're getting in touch to let you know that we're starting work\* in March to renew the water pipe along Ivy Chimneys Road, Bridge Hill, & Brook Road.

We're sorry, we know it can be inconvenient for us to work near your home. This work is essential to reduce disruption from leaks and bursts, leave more water in our precious environment and will help us to continue to provide a reliable supply of high-quality drinking water to you and your local community long into the future.

To minimise the impact of these works, we've been in contact with your local highway authority and transport teams at Essex County Council.

# When we'll be working

- Approximate dates: 6th March 2023 August 2023
- Working hours: 7am 6pm (Monday to Friday) and 8am 4pm (Saturday),
   9am 3pm (Sunday)

#### How will this affect you?

 Traffic management: A traffic diversion will be in place for the duration of the works (see map overleaf for details). This is approved by the highway authority and will be clearly signed from all directions. It's likely that there'll be some traffic disruption at peak times, so you may need to allow more time for your journey.

The work will start in Ivy Chimneys Road approximately 200m east of the junction with Theydon Road. From Monday 6th March there'll be a full road closure of Ivy Chimneys Road between Eppingdene and Nr 17a.





#### Keep up to date

We want to make sure we can keep you updated of any works in your area.

Please register for My Account or log in to check your mobile number and email address are the best ones to reach you on at affinitywater.co.uk/myaccount

For live updates please visit: affinitywater.co.uk/alerts



# Let us know if you need a hand

If you are clinically vulnerable, have sight, hearing impairments, or additional health needs, you can tell us by joining our free Priority Service Register. It helps us to be aware of your needs and know how to support you better.

For more information and to register visit affinitywater.co.uk/priorityservices





Following this work, Ivy Chimneys Road will be closed between Nr 17a and the junction of Ivy Chimneys Road and Centre Drive beginning at the start of the Easter School Holidays. Further road closure sections will follow as the works continue along Bridge Hill & Brook Road.

- Access: There'll be times vehicle access to your property will be restricted during each phase of these works. Pedestrian access to
  your property will be maintained during these works. Please look out for the on-street signage for the exact location of the rolling
  road closure.
- Your water supply: Your water supply will be affected during these works. We'll post a card through your door in advance if there'll be any interruptions.
- **Noise:** To minimise noise during working hours we have a 'non-idle' policy where plant and machinery will not be left running for extended periods unless they are actively working.

#### How can I find out more?

Thank you for your patience and understanding while we carry out this important work. Please visit **affinitywater.co.uk/alerts** for updates. If you're a business customer, please contact your water retailer or visit **affinitywater.co.uk/retailers**. For more information you can get in touch with us at **affinitywater.co.uk/feedback** referencing the project number PO22844.

Russell Harvey

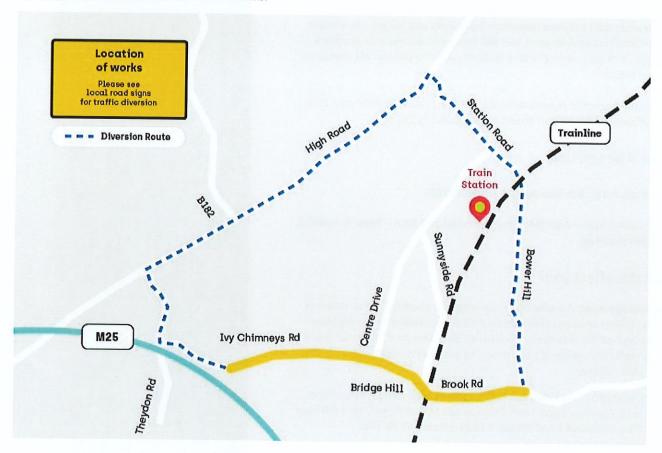
Project Manager

\*This work will be carried out by our contractors, J Browne Construction.

#### **Location of Works**

Approximate dates: 6th March 2023 - August 2023

The map below shows the location of the works.









PO 12/2023

14th February 2023

# Epping water pipe renewal - Ivy Chimneys Road, Bridge Hill, & Brook Road

Affinity Water has written and messaged thousands of residents in Epping to let them know that there will be major road diversions in the area from 6<sup>th</sup> March 2023 to August 2023.

The company is undertaking essential repair work along Ivy Chimneys Road, Bridge Hill and Brook Road in the CM 16 postcode area. The working hours will be 7 am to 6pm Monday to Fridays; 8 am to 4pm Saturdays; 9 am to 3pm Sundays.

Russell Harvey Project Manager said the Company was sorry for the disruption these road closures will have but that the repair work was necessary:

"It's likely that there'll be some traffic disruption at peak times, so residents may need to allow more time for their journey. Vehicle access to homes and water supplies may be impacted too. To minimise the impact of these works we've been in contact with the local highway authority and transport teams at Essex County Council.

"We're sorry, we know it can be inconvenient for us to work near customers' homes.

This work is essential to reduce disruption from leaks and bursts. It will enable us to leave more water in our precious environment and will help us to continue to provide a reliable supply of high-quality drinking water to you and your local community long into the future".

Residents are being advised to keep up to date on the road closures by registering on the Affinity Water My Account section with up-to-date information on their address and mobile numbers so that they can receive regular text updates. Affinitywater.co.uk/my account.

They can also keep informed by visiting affinitywater.co.uk/alerts for live updates.

Business customers are being advised to contact their water retailer or visit affinitywater.co.uk/retailers.

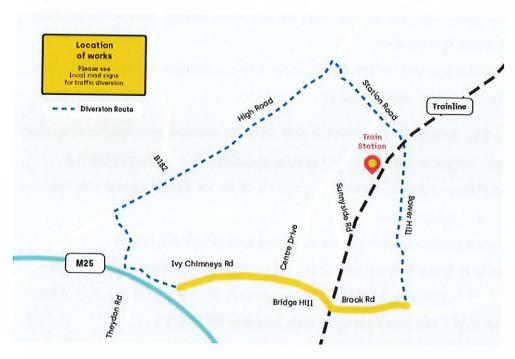
Residents who want more information can go to affinitywater.co.uk/feedback referencing the project number PO22844.

More details of the works which will be carried out by J Browne Construction.

The work will start in ivy Chimneys Road and further road closure sections will follow as the works continue along Bridge Hill and Brook Road.

- Access: Vehicle access to properties will be restricted during each phase of these works. Pedestrian access will be maintained during these works. Please look out for the on-street signage for the exact location of the rolling road closure.
- Water supply: Water supply will be affected during these works. Affinity Water will post a card through residents' doors in advance if there'll be any interruptions.
- **Noise:** To minimise noise during working hours there will be a 'non-idle' policy where plant and machinery will not be left running for extended periods unless they are actively working.

A map of the works can be seen below.



For more information email: <a href="mailto:news@affinitywater.co.uk">news@affinitywater.co.uk</a> or call Tel. 01707 277110.

#### **About Affinity Water**

We've been supplying water to the local community for more than 170 years. Our mission is to provide sustainable, high-quality water and work together with our community to make better use of water and safeguard the local environment now and in the future. We are the largest water-only supply company in the United Kingdom. We provide 950 million litres of water each day to a population of more than 3.8 million people in the Southeast of England covering parts of Bedfordshire, Berkshire, Buckinghamshire, Essex, Hertfordshire, Surrey, the London Boroughs of Harrow and Hillingdon and some of the London Boroughs of Barnet, Brent, Ealing, and Enfield. We also supply water to the Tendring peninsula in Essex and the Folkestone and Dover areas of Kent.

#### **TOWN MAYOR'S DUTIES**

7<sup>th</sup> February 2023 – 7<sup>th</sup> March 2023

10 <sup>th</sup> February	Tree planting for Denys Favre at Stonards Hill		
15 <sup>th</sup> February	King's Coronation working party		
20 <sup>th</sup> February	Ride London Activation Group meeting		
20 <sup>th</sup> February	Heart of Epping presentation evening		
21st February	Corporate Governance Advisory Committee meeting		
21st February	Choir. Lindsey Street Community Association		
22 <sup>nd</sup> February	Civic Event/King's Coronation zoom meeting		
22 <sup>nd</sup> February	Annual Town Meeting photo planning meeting		
22 <sup>nd</sup> February	Town Clerk appraisal		
28 <sup>th</sup> February	Epping Eppingen Committee meeting zoom		
1st March	Epping Eppingen zoom meetings with Eppingen		
2 <sup>nd</sup> March	Community Safety Partnership meeting		

# **DEPUTY TOWN MAYOR'S DUTIES**

7<sup>th</sup> February 2023 – 7<sup>th</sup> March 2023

10 <sup>th</sup> February	Tree planting for Denys Favre at Stonards Hill
15 <sup>th</sup> February	King's Coronation working party
20 <sup>th</sup> February	Heart of Epping presentation evening
21 <sup>st</sup> February	Choir. Lindsey Street Community Association
24 <sup>th</sup> February	Speed Watch (non ETC)
26 <sup>th</sup> February	Civic Celebrations. Loughton Synagogue
27 <sup>th</sup> February	Epping Society AGM
1 <sup>st</sup> March	EFDC Plans East

#### REPORT OF THE TOWN CLERK

#### 1 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. Epping Forest District Council have advised the Clerk that they will issue nomination packs in early March directly to her. The Clerk will ensure that every Town Councillor receives their nomination pack personally. Should members want any additional information or in other formats, please contact the elections team at Epping Forest District Council directly.

#### 2 EPPING LIFE MAGAZINE

The editor of North Weald Life magazine is launching an Epping Life magazine. Given The Town Council's Talk About Epping magazine covers Epping, it seemed prudent to liaise with the editor so that content is not duplicated. The Town Clerk met with the editor and discussed how both could work complimenting each other and hopefully this will be reflected in the content of the new Epping Life magazine.

Epping Life will be distributed to central locations like Tesco as North Weald Life currently is. This will be the format for Talk About Epping for the next financial year from 1<sup>st</sup> April 2023, so we will monitor how this works.

# 3 BLUE PLAQUE AND SIGN: ST MARGARET'S HOSPITAL EPPING JAUNDICE

The blue plaque (Epping Workhouse) and information sign (Epping Jaundice) for St Margaret's Hospital have both been made and awaiting install. The Epping Society have managed to trace a member of the Kopelman family (who lives abroad) and related doctors, so it would seem sensible to await their visit in May/June to install.

#### 4 RIDE LONDON MARKET STALL EVENT

Epping Forest District Council have been working with Ride London on the forthcoming event on Sunday 28<sup>th</sup> May 2023. Cllr B Scruton, as Town Mayor, has been assisting with the planning to try and maximise and support businesses in Epping.

Originally, Epping Forest District Council were going to hold a market style event, using Epping Town Council gazebos. There has not been sufficient business interest to hold the market style event and this will now be more of a community style stall event.

**Please note:** should the market event have gone ahead, this would have needed formal permission from Epping Town Council as the market authority for Epping Parish. This will now not be necessary.

# ATTACHMENT H

Page 1 **Epping Town Council** 28/02/2023 Summary Income & Expenditure by Budget Heading 28/02/2023 14:42 Committee Report to 28/02/2023 Month No: 11 Funds Available % Spent Committed Variance Current Actual Year Actual Expenditure Annual To Date Annual Current Full Council 132.8% 705,314 (231,683)936,997 18,506 Income 132.7% (228, 972)700,797 (228, 972)929,769 Expenditure 48,409 (2,710) 7,227 4,517 Net Income over Expenditure (29,903) 0 30,001 plus Transfer from EMR 60,000 less Transfer to EMR 0 (22,772) Movement to/(from) Gen Reserve (29,903) Earmarked Reserves 0.0% 0 0 0 0 Income 0.0% 0 0 0 0 Expenditure ō Movement to/(from) Gen Reserve O 132.8% (231,683) 705,314 18,506 936,997 Grand Totals:- Income (228,972) 132.7% 700,797 (228,972)929,769 Expenditure 48,409 4,517 (2,710) 7,227 Net Income over Expenditure (29,903) 0 30,001 plus Transfer from EMR

60,000

(22,772)

0

(29,903)

less Transfer to EMR

Movement to/(from) Gen Reserve

28/02/2023

**Epping Town Council** 

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#### Detailed Income & Expenditure by Budget Heading 28/02/2023

Month No: 11

Cost Centre Report to 28/02/2023

		Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100</u>	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	15,257	171,796	175,000	3,204		3,204	98.2%	
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	26	505	700	195		195	72.1%	
4030	Postage	104	658	1,400	742		742	47.0%	
4035	Printing & Photocopying	90	1,402	2,000	598		598	70.1%	
4040	Professional Fees	0	14,577	8,000	(6,577)		(6,577)	182.2%	
4045	Subscriptions & Licences	66	5,605	5,000	(605)		(605)		
4050	Telephone & IT Services	558	6,735	7,000	265		265		
4060	Training - Staff	0	415	1,500	1,085		1,085	27.7%	
4065	Training - Members	0	0	300	300		300	0.0%	
4070	Travel & Subsistence - Staff	48	446	600	154		154	74.4%	
4075	Travel & Subsistence - Members	0	0	100	100		100	0.0%	
4080	Mayor's Allowance	0	155	1,200	1,045		1,045	12.9%	
4090	Bank Charges	9	94	100	7		7	93.5%	
4095	Miscellaneous Expenditure	3	549	1,000	451		<b>4</b> 51	54.9%	
4100	Bad Debt & Write Offs	0	4	100	96		96	3.7%	
	Service & Committee Support :- Indirect Expenditure	16,161	218,283	208,000	(10,283)	0	(10,283)	104.9%	0
	Net Income over Expenditure	(16,161)	328,338	331,014	2,676				
<u>110</u>	Neighbourhood Planning								
	N Planning Circulation	0	(1,000)	1,000	2,000		2 000	(100.0%)	
	N Planning Guidance	0	(2,494)	2,000	4,494			(124.7%)	
Neigh	bourhood Planning :- Indirect Expenditure	0	(3,494)	3,000	6,494	0	6,494	(116.5%)	0
	Net Expenditure		3,494	(3,000)	(6,494)				
120	Grants		-,	(-,,,,,	(-, 10-1)				
	Grants - S137	n	400	450	50			00 =01	
	Grants - Other Powers	0	100 675	150 4,500	50 3,825		50 3 935	66.7%	
							3,825	15.0%	
	Grants :- Indirect Expenditure	0	775	4,650	3,875	0	3,875	16.7%	0

28/02/2023

**Epping Town Council** 

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# Detailed Income & Expenditure by Budget Heading 28/02/2023

Month No: 11

Cost Centre Report to 28/02/2023

		Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>140</u>	Events & Publications								
1200	Town Show Income	0	2,943	2,000	(943)			147.2%	
1210	Christmas Market Income	0	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	0	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	(493)	5,083	4,500	(583)		(583)	112.9%	
	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	3	(737)	3,000	3,737		3,737	(24.6%)	
4205	Talk About Epping	0	5,200	5,000	(200)		(200)	104.0%	
4215	Distribution Costs	468	1,543	1,500	(43)		(43)	102.9%	
4220	Other Council Events	493	4,680	800	(3,880)		(3,880)	585.0%	
4225	Other Council Publications	0	440	1,320	880		880	33.3%	
E	vents & Publications :- Indirect Expenditure	471	33,791	34,120	329	0	329	99.0%	0
	Net Income over Expenditure	(471)	(26,877)	(29,620)	(2,743)				
160	Epping Hall								
	Lettings Rents & Licences	3,521	37,768	31,000	(6,768)			121.8%	ı
	Epping Hall :- Income	3,521	37,768	31,000	(6,768)			121.8%	. 0
4010	Insurance	0	5,300	5,300	0		0	100.0%	,
4020		0	333	1,000	667		667	33.3%	)
	Consumables	114	1,257	1,000	(257)		(257)	125.7%	1
	PWLB Loan Repayments	0	96,256	96,256	0		0	100.0%	,
	Business Rates	0	12,226	12,000	(226)		(226)	101.9%	ı
	Utilities	5,823	16,641	10,000	(6,641)		(6,641)	166.4%	,
	Repairs & Maintenance	877	13,688	10,000	(3,688)		(3,688)	136.9%	,
	Epping Hall :- Indirect Expenditure	6,815	145,701	135,556	(10,145)	0	(10,145)	107.5%	6 0
	Net Income over Expenditure	(3,294)	(107,933)	(104,556)	3,377				
180	Jack Silley Pavilion								
•	Lettings Rents & Licences	2,230	24,324	19,500	(4,824)			124.7%	Ď
	Jack Silley Pavilion :- Income	2,230	24,324	19,500	(4,824)			124.7%	6 (
<u>4</u> 010	Insurance	0	1,650	1,650	0		C	100.09	6
7010	11100, 31100		•						

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#### **Epping Town Council**

#### Detailed Income & Expenditure by Budget Heading 28/02/2023

Month No: 11

Cost Centre Report to 28/02/2023

		Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4020	Equipment	201	827	500	(327)		(327)	165.4%	
4025	Consumables	21	316	400	84		84	79.1%	
4250	Business Rates	0	3,357	4,000	643		643	83.9%	
4255	Utilities	2,912	11,763	4,600	(7,163)		(7,163)	255.7%	
4260	Repairs & Maintenance	700	7,822	3,500	(4,322)		(4,322)	223.5%	
	Jack Silley Pavilion :- Indirect Expenditure	3,834	25,735	14,650	(11,085)	0	(11,085)	175.7%	0
	Net Income over Expenditure	(1,605)	(1,411)	4,850	6,261				
<u>200</u>	Epping Market								
1300	Lettings Rents & Licences	3,775	35,421	34,500	(921)			102.7%	
1310	Market casuals	954	7,917	11,000	3,083			72.0%	
	Epping Market :- Income	4,729	43,338	45,500	2,162			95.2%	
4007	Advertising & promotion	4,729	76	1,000	924		924	7.6%	Ü
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	0	8,952	8,800	(152)		(152)	101.7%	
4255	Utilities	136	(1,180)	600	1,780		1,780	(196.6%)	
4260	Repairs & Maintenance	0	120	1,000	880		880	12.0%	
4300	Market Contractor	1,875	20,625	22,500	1,875		1,875	91.7%	
4305	Skip Hire	0	5,752	5,000	(752)		(752)	115.0%	
	Epping Market :- Indirect Expenditure	2,011	41,703	46,860	5,157	0	5,157	89.0%	0
	Net Income over Expenditure	2,718	1,635	(1,360)	(2,995)				
	- The modifie over Experientary	2,110	1,000	(1,000)	(2,000)				
<u>220</u>	Epping Cemetery								
1300	Lettings Rents & Licences	0	119	0	(119)			0.0%	
1500	Burials & Memorials	2,418	29,813	46,000	16,187			64.8%	
	Epping Cemetery :- Income	2,418	29,932	46,000	16,068			65.1%	
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	0	1,846	1,800	(46)		(46)	102.6%	
4260	Repairs & Maintenance	0	1,559	2,000	441		441	77.9%	
	Epping Cemetery :- Indirect Expenditure	0	5,179	5,700	521	<u>_</u>	521	90.9%	0
	Net Income over Expenditure	2,418	24,753	40,300	15,547				
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### **Epping Town Council**

Month No: 11

### Detailed Income & Expenditure by Budget Heading 28/02/2023

Cost Centre Report to 28/02/2023

		Actual Current	Actual Year To Date	Gurrent Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>240</u>	Parks & Building Maintenance								
1300	Lettings Rents & Licences	250	3,509	3,000	(509)			117.0%	
1320	Tennis Court income	0	1,191	2,000	809			59.6%	
1600	Town Greens	0	1,727	1,600	(127)			107.9%	
1900	Other Receipts	1,112	1,262	0	(1,262)			0.0%	
	Parks & Building Maintenance :- Income	1,362	7,689	6,600	(1,089)			116.5%	0
4000	Salaries	16,827	187,039	182,000	(5,039)		(5,039)	102.8%	
4010	Insurance	. 0	2,900	2,900	0		0	100.0%	
4020	Equipment	0	6,494	5,000	(1,494)		(1,494)	129.9%	
4025	Consumables	47	557	500	(57)		(57)	111.4%	
4095	Miscellaneous Expenditure	0	485	0	(485)		(485)	0.0%	
	Utilities	835	3,514	9,000	5,486		5,486	39.0%	
4260	Repairs & Maintenance	375	29,511	17,000	(12,511)		(12,511)	173.6%	
4265	Public Toilet Cleaning	0	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%	
	Vehicles	0	2,016	1,800	(216)		(216)	112.0%	
4360		0	4,760	3,000	(1,760)		(1,760)	158.7%	
	Parks & Building Maintenance :- Indirect Expenditure	18,083	244,639	229,600	(15,039)	0	(15,039)	106.6%	0
	Net Income over Expenditure	(16,721)	(236,950)	(223,000)	13,950				
250	Dog Bin Contract								
4260		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								
	Insurance	0	0	280	280		280	0.0%	,
	Equipment	0	4	80	76		76	5.2%	6
	Consumables	0	365	600	235		235	60.89	, 6
	Utilities	616	5,929	3,800	(2,129)		(2,129)	156.0%	6
	Repairs & Maintenance	0	143	1,800	1,657		1,657	7.99	6
	Public Toilet Cleaning	390	4,335	5,000	665		665	86.7%	6
	Public Convenience :- Indirect Expenditure	1,006	10,776	11,560	784	0	784	93.29	6 (
	Net Expenditure	(1,006)	(10,776)	(11,560)	(784)				

28/02/2023

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#### **Epping Town Council**

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### Detailed Income & Expenditure by Budget Heading 28/02/2023

Month No: 11

Gost Centre Report to 28/02/2023

		Actual Current	Actual Year To Date	Current Annual	Variance Anлual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMF
<u>280</u>	O Allotments								
1300	0 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%	
	) Insurance	0	280	0	(280)		(280)	0.0%	
	) Equipment	0	41	200	159		159	20.7%	
	5 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		0	393	1,000	607		607	39.3%	
4095	Miscellaneous Expenditure	0	600	0	(600)		(600)	0.0%	
4260	Repairs & Maintenance	28	1,336	800	(536)		(536)	167.0%	
	Street Furniture :- Indirect Expenditure	28	2 220	4.000					
	Indicot Experiation	20	2,329	1,800	(529)	0	(529)	129.4%	0
	Net Expenditure	(28)	(2,329)	(1,800)	529				
<u>320</u>	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)				
<u>340</u>	Council as Landlord								
1300	Lettings Rents & Licences	255	3,828	3,200	(628)			119.6%	
1900	Other Receipts	500	6,279	6,000	(279)			104.7%	
	Council as Landlord :- Income	755	10,108	9,200	(908)		-	109.9%	
4260	Repairs & Maintenance	0	3,071	1,500	(1,571)		(1,571)	204.7%	0
C	Council as Landlord :- Indirect Expenditure	0	3,071	1,500	(1,571)	0	(1,571)	204.7%	0
	Net Income over Expenditure	755	7,036	7,700	664				
360	Council as Tenant								
	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	(501)	(501)				

### **Epping Town Council**

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### Detailed Income & Expenditure by Budget Heading 28/02/2023

Month No: 11

Cost Centre Report to 28/02/2023

		Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>700</u>	Capital Projects								
1850	Epping Playground Assoc LS	3,491	166,491	0	(166,491)			0.0%	
	Capital Projects :- Income	3,491	166,491	0	(166,491)				C
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)		(
	Net Income over Expenditure	3,491	(2,254)	0	2,254				
<u>800</u>	Stonards Refurbishment S106								22.22
1250	Stonards refurbishment	0	60,000	0	(60,000)			0.0%	60,00
	Stonards Refurbishment S106 :- Income	0	60,000	0	(60,000)				60,00
4395		0	30,001	0	(30,001)		(30,001)	0.0%	30,00
	Stonards Refurbishment S106 :- Indirect Expenditure	0	30,001	0	(30,001)	0	(30,001)		30,00
	Net Income over Expenditure	0	29,999	0	(29,999)				
6000	plus Transfer from EMR	0	30,001						
6001	less Transfer to EMR	0	60,000						
	Movement to/(from) Gen Reserve	0	0						
·····	Grand Totals:- Income	18,506	936,997	705,314	(231,683)			132.8%	)
	Expenditure	48,409	929,769	700,797	(228,972)	0	(228,972)	132.7%	<b>.</b>
	Net Income over Expenditure	(29,903)	7,227	4,517	(2,710)				
	plus Transfer from EMR	0	30,001						
	less Transfer to EMR	0	60,000						
	Movement to/(from) Gen Reserve	(29,903)	(22,772)						

## **ATTACHMENT I**

Date: 28/02/2023

**Epping Town Council** 

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Time: 14:39

**Barclays No 1 Account** 

List of Payments made between 01/02/2023 and 28/02/2023

Date Paid	Payee Name	Reference	Amount Paid Authorized Ref	Transaction Detail
06/02/2023	Barclays Bank plc	CHARGES	8.50	Commission 13Dec/12Jan Transfer
14/02/2023	Co-operative Bank current	Transfer	30,000.00	Mobile Feb 23
21/02/2023	EE	DD09	39.35	Monie i en 20

Total Payments

30,047.85

Date: 28/02/2023

**Epping Town Council** 

Time: 14:39

### Co-operative Bank current

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### List of Payments made between 01/02/2023 and 28/02/2023

Date Paid	Payee Name	Reference	Amount Paid Authorized Ref	Transaction Detail
01/02/2023	B Heath Computers	DD01	301.60	RMM & support Feb
07/02/2023	B Auditing Solutions Ltd	BAC0702/01	576.00	2nd interim audit 22-23
07/02/2023	B Capitol Floor & Hygiene Mainte	BAC0702/02	805.20	Repairs rec tollets
07/02/2023	Ernest Doe & Sons Ltd	BAC0702/03	1,757.63	Winter service+new beacon
07/02/2023	GLS Educational Supplies	BAC0702/04	32.37	Fire exit signs
07/02/2023	Mrs S Hotston	BAC0702/05	450.00	Jan 23 gate lock+unlock
07/02/2023	Image Worx Signs and Graphics	BAC0702/06	106.88	Epping Jaundice Sign
07/02/2023	Inkpen Downie Architecture & D	BAC0702/07	382.50	Meetings re EH - costs+queries
07/02/2023	MSPC Ltd	BAC0702/08	1,289.00	Spring TAE delivery
07/02/2023	Signs of the Times Ltd	BAC0702/09	364.26	St Margarets Blue Plaque
07/02/2023	Stratton Contractors Ltd	BAC0702/10	390,00	January public toilets clean
07/02/2023	Mr D R Whitbread	BAC0702/11	350.00	Repair path EH
07/02/2023	W Towers	BAC0702/12	49.50	Ground Management Assoc m'ship
07/02/2023	Nest Pension	BAC0702/13	119.58	Pension conts Jan 23
07/02/2023	HMRC	BAC0702/14	6,308.13	NI & PAYE conts Jan 23
07/02/2023	Essex Pension Fund	BAC0702/15	5,981.03	Pension conts Jan 23
09/02/2023	Pitney Bowes	DD02	100.00	Purchase Ledger Payment
14/02/2023	Salary transfers	BACS	19,645.16	Salary Transfer February 2023
14/02/2023	D W Erections	DD03	1,875.00	Purchase Ledger Payment
15/02/2023	British Gas Services Ltd	DD04	1,305.95	Elec 2-23 to 1-2-23
15/02/2023	British Gas Services Ltd	DD05	3,635.47	Gas 2-1 to 2-2-23
17/02/2023	British Gas Services Ltd	DD06	191.05	Elec 2-12 to 27-1-23
20/02/2023	Smartest Energy Business	DD07	1,180.00	Purchase Ledger Payment
21/02/2023	Chubb Fire & Security Ltd	BAC2102/01	441.62	Intruder maintenance contract
21/02/2023	Dor-2-Dor (Harlow)	BAC2102/02	561.00	Del of Spring TAE
21/02/2023	GLS Educational Supplies	BAC2102/03	21.58	Fire exit sign
21/02/2023	Gracelands CMS Ltd	BAC2102/04	121.20	Call out, leaking toilet EH
21/02/2023	D Haley Electrical Services Lt	BAC2102/05	828.99	Fire alarm batt +emerg lights
21/02/2023	NPower Commercial Gas	BAC2102/06	22.78	Jan 23 floodlights elec
21/02/2023	The Play Inspection Company Lt	BAC2102/07	450.00	Playground inspections
21/02/2023	Safe Fire Protection Ltd	BAC2102/08	219.60	New fire extinguishers JS cafe
21/02/2023	Mr D R Whitbread	BAC2102/09	86.00	Clean EH windows+bus stops
24/02/2023	PHS Group	DD08	354.22	Sanitary hire 1/3 to 31/5/23

**Total Payments** 

50,303.30

Date: 28/02/2023

### **Epping Town Council**

Page 1

Time: 14:39

### Co-operative Online Account

### List of Payments made between 01/02/2023 and 28/02/2023

Date Paid	Payee Name	Reference	Amount Paid Authorized Ref	Transaction Detail
09/02/2023	Zoom UK	330	14.39	Inv 187983625
23/02/2023	HP Instant Ink	331	4.49	Inv 1060429729

**Total Payments** 

18.88

### ATTACHMENT J

CURRENT

MINUTES of the ORDINARY COUNCIL MEETING held in the Conference Room, Epping Hall, on Tuesday 8<sup>th</sup> August 2022 at 7.30pm.

PRESENT: Cllr C Burgess (Deputy Town Mayor & Chair)

Cllr N Avev

Cllr C McCredie

Cllr H Pegrum

Cllr M-L Whitbread

Cllr J Whitehouse

Cllr M Wright

Cllr R Griffiths

OFFICER:

Beverley Rumsey (Town Clerk)

#### **APOLOGIES FOR ABSENCE** 120

Apologies for absence were received from Cllr B Scruton (Town Mayor), Cllr G Scruton, Cllr J Duffell and Cllr S Baker.

In the absence of the Town Mayor (Chairman), the meeting was chaired by Cllr C Burgess (Deputy Town Mayor).

#### **DECLARATIONS OF INTEREST** 121

Cllr N Avey, Cllr C MCredie and Cllr J Whitehouse declare a non pecuniary interest in items relating to Epping Forest District Council as they are Epping Forest District Councillors.

Cllr M-L Whitbread declares a non pecuniary interest in items relating to Epping Forest District Council as she is related to the leader of Epping Forest District Council.

#### **DISPENSATIONS** 122

There were no dispensations.

#### **PUBLIC PARTICIPATION - QUESTION TIME** 123

There were no public questions or comments.

#### **CONFIRMATION OF COUNCIL MINUTES** 124

(Attachment A)

It was **RESOLVED** that the minutes of the Ordinary Council Meeting held on 12<sup>th</sup> July 2022 be signed by the Deputy Mayor as a true record and adopted by the Council.

#### MINUTES OF COMMITTEE MEETINGS 125

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, subject to the amendment below:

Planning & General Purposes Committee

15<sup>th</sup> July 2022

(Attachment B)

Planning & General Purposes Committee

26th July 2022

(Attachment C)

#### COMMUNICATIONS TO NOTE/REQUIRING DECISION 126

Guest visitors: Rotary Club of Epping & Friends of St Margaret's Hospital (i)

Council discussed the Annual Town Meeting 2023.

#### It was RESOLVED that:

- (i) The statutory basis for this item be **NOTED** as the Local Government Act 1972, s9;
- (ii) The Annual Town Meeting would be held on Thursday 20th April 2023;
- (iii) The format of the meeting would be discussed and agreed nearer the time.

#### 136 EPPING NEIGHBOURHOOD PLAN

Council discussed Epping Neighbourhood Plan, as per Attachment K.

#### It was RESOLVED that:

- (i) The statutory basis for this item be **NOTED** as the Localism Act 2011;
- (ii) A meeting would be held in October 2023, to try and finalise the Neighbourhood Plan ready for examination (once Epping Forest District Council's Local Plan was finalised).

# 137 GROUND WORKS: STONARDS HILL RECREATION GROUND JACK SILLEY PAVILION AND CAFÉ

Council **NOTED** the completed ground works at Stonards Hill recreation ground Jack Silley Pavilion/café.

#### It was **RESOLVED** that:

(i) The statutory basis for this item be **NOTED** as the Local Government (Miscellaneous Provisions) Act 1976, s19.

#### 138 EPPING TOWN COUNCIL SAFEGUARDING POLICY

Council CONSIDERED the revised Safeguarding Policy, as per Attachment M1.



#### It was RESOLVED that:

(i) The statutory basis for this item be **NOTED** as the Local Government Act 1972, s111.

#### 139 EPPING TOWN COUNCIL VOLUNTEERING POLICY

Council CONSIDERED the draft Volunteering Policy, as per Attachment N.



#### It was RESOLVED that:

(i) The statutory basis for this item be **NOTED** as the Local Government Act 1972, s111.

#### 140 MAIN/CENTRAL CHRISTMAS TREE CHRISTMAS LIGHTS

Council discussed the main/central Christmas tree lights.

Ordinary Council Meeting 8th August 2022 – Minutes

AMENDED

MINUTES of the ORDINARY COUNCIL MEETING held in the Conference Room, Epping Hall, on Tuesday 8<sup>th</sup> August 2022 at 7.30pm.

PRESENT:

Cllr C Burgess

(Deputy Town Mayor & Chair)

Cllr N Avey

Cllr R Griffiths Cllr C McCredie

Cllr H Pegrum

Cllr M-L Whitbread

Cllr J Whitehouse

Cllr M Wright

OFFICER:

Beverley Rumsey (Town Clerk)

#### 120 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr B Scruton (Town Mayor), Cllr G Scruton, Cllr J Duffell and Cllr S Baker.

In the absence of the Town Mayor (Chairman), the meeting was chaired by Clir C Burgess (Deputy Town Mayor).

#### 121 DECLARATIONS OF INTEREST

Cllr N Avey, Cllr C MCredie and Cllr J Whitehouse declare a non pecuniary interest in items relating to Epping Forest District Council as they are Epping Forest District Councillors.

Cllr M-L Whitbread declares a non pecuniary interest in items relating to Epping Forest District Council as she is related to the leader of Epping Forest District Council.

#### 122 **DISPENSATIONS**

There were no dispensations.

### 123 PUBLIC PARTICIPATION - QUESTION TIME

There were no public questions or comments.

### 124 CONFIRMATION OF COUNCIL MINUTES

(Attachment A)

It was **RESOLVED** that the minutes of the Ordinary Council Meeting held on 12<sup>th</sup> July 2022 be signed by the Deputy Mayor as a true record and adopted by the Council.

#### 125 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, subject to the amendment below:

Planning & General Purposes Committee

15<sup>th</sup> July 2022

(Attachment B)

Planning & General Purposes Committee

26th July 2022

(Attachment C)

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(i) Guest visitors: Rotary Club of Epping & Friends of St Margaret's Hospital

Council discussed the Annual Town Meeting 2023.

#### It was RESOLVED that:

- (i) The statutory basis for this item be **NOTED** as the Local Government Act 1972, s9;
- (ii) The Annual Town Meeting would be held on Thursday 20th April 2023;
- (iii) The format of the meeting would be discussed and agreed nearer the time.

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Council discussed Epping Neighbourhood Plan, as per Attachment K.

#### It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Localism Act 2011;
- (ii) A meeting would be held in October 2023, to try and finalise the Neighbourhood Plan ready for examination (once Epping Forest District Council's Local Plan was finalised).

# 137 GROUND WORKS: STONARDS HILL RECREATION GROUND JACK SILLEY PAVILION AND CAFÉ

Council **NOTED** the completed ground works at Stonards Hill recreation ground Jack Silley Pavilion/café.

#### It was RESOLVED that:

(i) The statutory basis for this item be **NOTED** as the Local Government (Miscellaneous Provisions) Act 1976, s19.

#### 138 EPPING TOWN COUNCIL SAFEGUARDING POLICY

Council CONSIDERED the revised Safeguarding Policy, as per Attachment M1.

#### It was RESOLVED that:

- (i) The statutory basis for this item be **NOTED** as the Local Government Act 1972, s111;
- (ii) The Safeguarding Policy, as per Attachment M1, be APPROVED as the Safeguarding Policy for Epping Town Council.

#### 139 EPPING TOWN COUNCIL VOLUNTEERING POLICY

Council CONSIDERED the draft Volunteering Policy, as per Attachment N.

#### It was RESOLVED that:

- (i) The statutory basis for this item be **NOTED** as the Local Government Act 1972, s111;
- (ii) The Volunteering Policy, as per **Attachment N**, be **APPROVED** as the Volunteering Policy for Epping Town Council.





#### **EPPING TOWN COUNCIL**

#### SAFEGUARDING POLICY

#### **PART ONE: Safeguarding culture**

Epping Town Council is committed to a safeguarding culture, which protects children and those who come into contact with them. It also applies to vulnerable adults.

Council's commitment to safeguarding is based around the following principles:

- 1) Children must be protected from harm at all times and all children should be safe, happy and valued. Children should feel able to tell us if this is not the case.
- 2) Children using our services and facilities should be able to use our facilities in safety.
- 3) We want to support parents, children and carers using our playgrounds and recreation grounds and participating in our events; promoting safety and wellbeing.
- 4) If we discover or suspect a child is suffering from harm, we will notify the police or social services so any necessary action can be taken.
- 5) This applies to all staff, councillors and volunteers at Epping Town Council. It also applies to those working for us and using our premises.

#### **PART TWO: Safeguarding operations**

#### 1) Internal procedures

- a) All staff to have read and understood Council's Safeguarding Policy.
- b) See something = say something. Report it.
- Town Clerk first point of contact
- The Town Clerk will report to the correct team (see below) and decide what information should be shared.

#### 2) Situation

#### a) Using our property

• Organised groups working unsupervised with children/young people and vulnerable adults should have the necessary DSB safety checks.

#### b) Events

• Hirers for birthday parties and events should have a responsible adult present at all times

#### c) Out of hours

• Any safety concerns should be reported to the Town Clerk, or if the Town Clerk is unavailable, the Police.

#### **PART THREE: Safeguarding definitions**

#### Safeguarding information

The legal definition of a child according to the Children Act 1989 is 'a person under the age of 18', including pre-birth. Young people.

#### Adult safeguarding (vulnerable adults)

The Care Act 2014 established a statutory framework for care and support including adult safeguarding, which is designed to prevent harm and reduce the risk of abuse or neglect to adults with care and support needs.

- The Council's responsibility is to identify and report abuse.
- Epping Town Council staff do not have regular/substantial unsupervised contact with children and adults with care and support needs. Should this situation change, the relevant Disclosure and Barring Service (DBS) checks would be undertaken.

#### PART FOUR: The role of community partners in safeguarding

The SET (Southend, Essex and Thurrock) Safeguarding Guidelines outline the basic safeguarding procedures, which should be followed by all local authorities in Essex. There may also be occasions when agencies in another county have to be contacted to report a safeguarding concern, for example, if an incident occurs at an EFDC activity but the child or adult lives in a neighbouring London Borough or county.

**Essex County Council:** Essex County Council is the Children's Services Authority and provider of Adult Social Care for Essex. It has a duty to conduct enquiries where it's suspected that a child who lives in, or is found in a local authority area, is suffering from, or likely to suffer significant harm in the form of physical, sexual, emotional abuse or neglect. EFDC and ETC have a duty to support any enquiries.

#### Essex Safeguarding Children's Board (ESCB)

ESCB is a multi-agency organisation, which brings together agencies who work to safeguard and promote the welfare of children and young people.

#### **Essex Safeguarding Adults Board (ESAB)**

This statutory Board oversees and leads adult safeguarding across the locality and is interested in a range of matters that contribute to the prevention of abuse and neglect.

#### West Essex Stay Safe Group

West Essex Stay Safe Group consists of representatives including NHS, Essex Social Care, Police, Probation, Education, Voluntary Sector and District Councils. This group is responsible for delivering an action plan to improve safeguarding practice in West Essex and for considering actions to address emerging issues.

#### **PART FIVE: Safeguarding reporting procedures**

- Safeguarding is everyone's responsibility and anyone can raise a safeguarding concern. If a member of staff sees something that worries them, they have a responsibility to **report** it (not investigate it).
- All safeguarding concerns should be sent to the Town Clerk in the first instance, who will direct the concern to an appropriate partner.
- Employees must not discuss any allegations of abuse, substantiated or not, with anyone other than the person they are reporting it to formally.
- All officers should retain all safeguarding records in accordance with GDPR and as per the Retention of Records Policy. The Town Clerk will determine what information is shared. This will be done on a case by case basis.

#### **PART SIX: Reporting contact details**

The Town Clerk will report any safeguarding concerns to:

Senior Safeguarding Officer EFDC: Lynn Maidment Tel: 01992 5642706

General email for all safeguarding concerns/enquiries: <a href="mailto:safeguarding@eppingforestdc.gov.uk">safeguarding@eppingforestdc.gov.uk</a> Immediate danger or risk, call Essex Police on 999. Not an emergency, call the Police on 101. Modern Day Slavery Helpline on 0800 0121 700.

Threats of suicide and self-harm or the Salvation Army Helpline on 0300 3038 151 24 hours a day, seven days a week).

Police team via their email address: Prevent@essex.police.uk

#### **Domestic Abuse**

- Essex Police via their Domestic Abuse Central Referral Unit (CRU) by calling 101 extension 180340; or by calling the dedicated abuse non-emergency number 0800 358 0351.
- For up-to-date information check: www.essex.police.uk
  If children or adults with needs for care and support are involved, contact Essex Social Care.

#### Types of risk

- 1) Immediate: Call 999 (give as much detail as possible)
- 2) No immediate risk: contact the relevant people (above and below)
- 3) Allegations against staff: Town Clerk will contact EFDC's senior Safeguarding team (below)

Joanne Budden Peoples Team. Safeguarding Lead Professional, Jennifer Gould Safeguarding Lead Officer Caroline Wiggins (July 2022)

Sources: The Children Act 1989. The Care Act 2014. The Mental Capacity Act (MCA) 2005



#### EPPING TOWN COUNCIL

#### **VOLUNTEERING POLICY**

Epping Town Council is committed to ensuring our volunteers understand what is required of them, are equipped with the necessary training and equipment to undertake the task/s required, have received and understood any relevant risk assessments or safety advice and have a point of contact if needed. Epping Town Council are very grateful to our volunteers for their support.

Council's commitment to volunteering is based around the following principles:

- 1) Anyone volunteering for Epping Town Council will be affiliated to a community group/organisation or be authorised by the Town Clerk to undertake the task/s required
- 2) Volunteers should receive any policies/procedures/risk assessments from their group/organisation or Epping Town Council, if appropriate
- 3) Volunteers will be covered under Epping Town Council's public liability insurance policy providing a risk assessment has been undertaken by the group/organisation, volunteers have the necessary training/knowledge to carry out their task/s and the group has permission from the Town Clerk to volunteer on Epping Town Council's behalf
- 4) Any information provided to volunteers as part of their volunteering will be treated in the strictest confidence
- 5) Volunteers will comply with any health and safety/data protection/relevant policies that are required while they undertake their volunteer work on behalf of Epping Town Council
- 6) Any volunteer payments will be limited and must be agreed in advance by the Town Clerk
- 7) Volunteers must be comfortable that they have the necessary safety/support/training/ equipment for the task/s to be undertaken
- 8) Volunteers should have a main point of contact for any problems, concerns or safety issues
- 9) This is not a legally binding contract or formal employer/worker contract

# ATTACHMENT K1

### St John's Church Clock, Epping

### Request for financial assistance

- Epping Town Council have received a request from St John's Church, Epping regarding assistance with the maintenance of St John's Church clock. The request is an annual award of £500.
- Epping Town Council have budgeted for zero grants in 2023/24 due to Council's financial situation (vastly increased energy bills, lower than desired reserves, etc).
- In 2004/05, Epping Town Council awarded the Church £2707 towards the clock, which was paid over three years at £800 per annum.
- The legislation regarding financial awards to Church premises is contradictory and a definitive answer seems difficult to obtain. The Town Clerk has requested some legal advice on this, which is outstanding.
- Councils have a power to contribute towards the maintenance of public clocks. Whether a clock on a Church is a public clock is arguable/a matter for discussion.



1 3 JAN 2023



Town Clerk

**Epping Town Council** 

8 January 2023

St Johns Rd

**Epping Essex** 

As you know our church provides and maintains the turret clock for the benefit of the town and my researches show that in the past, the town council have made an annual contribution to its maintenance.

Im unsure why that contribution ceased but I approached certain councillors about a year to eighteen months ago to ascertain whether it could be reinstated. I received no cooperation.

Clearly costs are increasing and at present we face a repair and maintenance bill of the order of £500 although annual maintenance is about £250—a decision on whether to meet it or not.

Given the contribution to the community that is made by the existence of the church and the impact of the clock on the traditions of the town, would you kindly ascertain if the council would reinstate an annual contribution to our costs please.

Churchwarden.



# **ATTACHMENT K2**

# Affordable Counselling



Epping Forest

Supported by The Charles S. French Charitable Trust, **Epping Forest District Council, Loughton Town Council** and Waltham Abbey Town Council

Registered Office-St Johns Church House St Johns Road **Epping CM16 5DN** 

Email affordablecounsellingef@gmail.com

Website:

affordablecounsellingeppingforest.org.uk

6th November, 2022

**Grant Applications Epping Town Council Epping Hall** St. Johns Road **EPPING** Essex CM16 5JU

Please find attached an application for funding for Affordable Counselling Epping Forest. I have enclosed copies of our latest Audited Accounts, a continuation sheet, a breakdown of expenditure and three document which make up our Constitution.

Please do contact me if you or anyone on the Funding Committee have any question about the application or organisation.

With Best Wishes

Jane Walters

### **Epping Town Council**

**Application for Grant Aid 2022/23** Name of Organization Affordable Counselling Epping Forest (ACEF) Name of Contact person Jane Walters **Mailing Address** Aims of organization (as stated in constitution) ACEF main aim is to work with the local community to offer affordable support to those in need of therapy who cannot afford full counselling fees. This we do by subsidising the sessions from funds held, donations received and monies raised wherever possible. ACEF aim is the preservation of good mental and physical health of vulnerable people in our community. We do this through the provision of professional counselling services in accordance with Christian principles. Historically the charity has its origins in the charitable arm of the Church of England but is now fully independent. ACEF works in full compliance with the ethical code of the British Association of Counselling and Psychotherapy which underpins all counselling practice and is inclusive of all clients regardless of gender, race, ethnicity, belief, age and sexuality. The service provides for those aged 18 and above, offering eight weekly sessions in counselling. Clients self-refer with 50% coming through GP's, Vitaminds, the Primary Care Mental Health Service and Children's Services. Registered Charity Yes/No No: 1118296 \*Income of organization in last Financial year? £13,587. (Please state main sources of income) Interest from investments - £6,077 Grants - £4,900 Client Donations - £3,574 Chelmsford Family Care Committee £2,611 Please note that this level of support from the Family Care Committee (now disbanded) will not be forthcoming in this or any future Financial Year.

Please state main items of expenditure)

\*Expenditure of Organization in last financial year? £11,896

Counsellors fees - £13,647 Rent - £1,387

Please note that we have increased our sessions from nine to twelve from September 2022 to March 2023. To allow this to continue will require a successful grant funding for the next Financial Year.

How much grant are you applying for? £2,000

What is the grant required for?

The purpose of the grant is to meet the increasing needs of our local population. We now deliver Twelve sessions of counselling weekly, increased from nine from September 2022. Six of the twelve are daytime sessions at Hazelwood Children's Centre on Ninefields, Waltham Abbey with the remaining six at the Box in Epping, these sessions are timed to meet the needs of working families and childcare issues.

Most individuals pay approximately £5 per session while the full cost to ACEF is £45. A donation from the town council would help us to maintain current sessions and provide additional sessions in the future.

The cost to ACEF of providing low cost counselling to residents in the last financial year was £8,322. We would like to continue to support the most vulnerable in our community and offer help where needed. Or budget shortfall 2022/23 is approximately £4,000

Other Grant providers approached? Were these applications successful?

Epping Forest District Council – 2021/22 - successful

Loughton Town Council – 2021/22 - Successful

Charles French Charitable Trust 2021/22 – Successful

The above allowed us to provide some extra sessions from September 2022 – April 2023

What benefits will the grant provide for the people of Epping and which sections of the community will benefit?
All adults over 18years
Improved Mental and Physical Health
A more productive community
Increase accessibility to community services

<sup>\*</sup>Brief notes to be entered here. You should attach your last financial statement. Financial Information and Constitution attached

#### **CONTINUATION SHEET 1**

# EVALUATION OF THE SERVICE PROVIDED BY AFFORDABLE COUNSELLING EPPING FOREST 2021/2

- 1. Between September 2021 and August 2022 41 clients took up the service offered. This is a lower number than last year, and reflects the move back to face to face work by the counsellors. Unfortunately, the service faced the serious illness of one of the counsellors, but we are pleased to report that client work was resumed within two months, with a new counsellor recruited, and care of the client and the counsellors was our priority.
- 2. 17% of the clients seen by our service were from Epping.
- 3. Where data is available, 95% of clients reported a decrease in anxiety or depression.
- 4. Where data is available, 90% of clients valued the service highly.

Clients' comments about their experience in the year leading up to 31 August 2022

- Just to say, this has helped me more over eight sessions than 20+ years of every therapy under the sun. N.... has been so helpful and understanding. She is so calming in the way she peas and nothing I said phased her at all. Thank you.
- Awesome
- Thanks so much.
- I will be highly recommending this service.
- Unfortunately, due to Covid, my sessions were online. I would have preferred in person counselling.
- Just that I am so happy and grateful for the insight my conversations with N... have given me it makes a real difference to my life.
- I still have work to do on all that we spoke about, and it will take time.
- I am very glad that it was N.... that I met.
- N... was a breath of fresh air from start to finish. She was so professional and made me feel super comfortable. Without N.... I would be in a very dark place. She gave me confidence to explore new ideas to improve my state of mind. I was so inspired by N..... that I have started to complete a Level 2 Certificate in Counselling Skills. There should be more people as caring and genuine as N.... in the world.

#### **CONTINUATION SHEET 2**

### ARTICLES OF ASSOCIATION

Please note that the Articles of Association enclosed, which make up our Constitution, were originally for Family Care Counselling Service Epping Forest (Charity Ref number 211938) which was dissolved in 2015 as Affordable Counselling Epping Forest (Charity Ref number 1118296) became operational. The Trustees adopted the Articles of Association for the new charity.

#### **FUNDING STREAM**

Affordable Counselling in Epping Forest has the interest from a Trust Fund. The Fund is held by the Diocese of Chelmsford and the Trustees have no access to the capital.

Please note that the Memorandum and Constitution enclosed were originally from Family Care Counselling Service Epping Forest (Charity No. 211938) which was dissolved in 2015 as Affordable Counselling Epping Forest (Charity No. 1118296) became operational. The Trustees adopted The Family Care Memorandum and Constitution for the new charity

Clients are asked to donate according to their circumstances. No-one is turned away.

We have been fortunate to have received grants for the last two years from interested local organisations and it is our hope that this funding will once more be available. It is so very much appreciated. This has allowed us to maintain our existing service within the community, and this year to increase the number of sessions offered. We are committed to giving this level of service, and it is the vision of the Trustees to deliver more sessions within the Epping Forest District if and when funds allow.

### **Grants (Financial Year 22-23)**

Epping Forest District Council £4,000 (for 21-22 but only received in April 2022)

Loughton Town Council £500

Both these grants are funding our additional counselling sessions this year.

Affordable Counselling Epping Forest
Policies and procedures Executive Summary with appendices

1. Management of the organisation:

The Memorandum and Articles of Association provide the framework for the management work of the Trustees. (see Appendix A). These texts refer to "Family Care", the predecessor organisation of ACEF.

2. General principles of the organisation:

As an Organisational Member of BACP we adhere to the BACP Ethical Framework. BACP is in the process of adopting a revised Framework which has now been published and fully implemented (see BACP Website Ethical Framework for the Counselling Professions)

#### 3. Confidentiality:

ACEF counsellors treat all information disclosed to them as confidential within the confines of their professional supervision. Clients are informed about this at the start of counselling. In cases of the client being a serious danger to themselves or others, ACEF reserves the right to inform outside agencies, but would not do so without, wherever possible, informing the client beforehand. To facilitate this, counsellors record name of client's GP. This policy is discussed by the counsellor at assessment, and clients receive an information document which sets out the exceptions to confidentiality. (Appendix B Information about your counselling) In the event of concerns regarding a client being at risk to themselves or others the counsellor should contact their supervisor immediately to seek advice, and contact the Chair of Trustees so that if necessary the GP or another appropriate agency could be contacted.

- 4. **Data protection**: The current policy is in line with the Data Protection Act. (Appendix C Data Protection Policy August 2015).
- 5. Complaints and Compliments: Affordable Counselling Epping Forest intends openness to client feedback. Each client is asked to complete a feedback form (Appendix D Client Satisfaction questionnaire). Where there is a concern or complaint ACEF has a procedure for the initial stages of a complaint (Appendix E Complaints Procedure). If this does not resolve the matter, the complainant is referred to the BACP Professional Conduct Procedure.
- 6. Health and Safety: See Appendix F
- 7. Equality, diversity and respect: Affordable Counselling Epping Forest follows the practice of respect for individuals as detailed in the new BACP Ethical Framework. In particular see paragraphs 22-24. It is intended that

these good practices apply not only to clients, but also to counsellors, trustees, and any other persons associated with the work of ACEF. More detailed procedures relating to employees and volunteers are found in the Policy Statement on Equal Opportunities (Appendix G), the Grievance Procedure (Appendix H), and the Disciplinary Procedure (Appendix I).

8. Safeguarding policy:

ACEF is fully committed to safeguarding the welfare of children, young people and vulnerable adults. It is aware of its responsibility to take all reasonable steps to promote safe practice and protect the vulnerable from harm, abuse and exploitation. ACEF recognises that sometimes this responsibility may run counter to its Confidentiality policy. The new BACP Ethical Framework is helpful in pointing out that where important principles collide, the obligation is "to consider all the relevant circumstances with as much care as possible and to be appropriately accountable for decisions made." (Para 7 of the Commitment to Clients section). As background to safeguarding issues, it is recommended that Trustees read the on-line document prepared by Epping Forest District Council: <a href="http://rds.eppingforestdc.gov.uk/documents/s54959/C-081%20Safeguarding%20Policy%20App%20I.pdf">http://rds.eppingforestdc.gov.uk/documents/s54959/C-081%20Safeguarding%20Policy%20App%20I.pdf</a>

 Recruitment of counsellors: The Trustees have on-going responsibility for determining the criteria for recruitment and payment of counsellors. At present it is the policy to employ only suitably qualified and experienced counsellors and only those with DBS approval.

#### AFFORDABLE COUNSELLING EPPING FOREST

#### BALANCE SHEET 31 MARCH 2021

	N-t	Unrestricted fund	Restricted fund	2021 Total funds	2020 Total funds
FIXED ASSETS	Notes	£	£	£	£
Investments	6	-	239,057	239,057	218,156
CURRENT ASSETS					
Debtors	7	144		144	299
Cash at bank		18,772		18,772	16,881
		18,916	-	18,916	17,180
CREDITORS					
Amounts falling due within one year	8	(696)	-	(696)	(660)
NET CURRENT ASSETS		40 220	<del></del>		
ME. GOMMENT AGGETO		18,220	<u></u>	18,220	16,520
TOTAL ASSETS LESS CURRENT					
LIABILITIES		18,220	239,057	257,277	234,676
NET ASSETS		40.000	000.057	057.077	
HE! AOOL!O		18,220	239,057	257,277	234,676
FUNDS	9				
Unrestricted funds				18,220	16,520
Restricted funds				239,057	218,156
TOTAL FUNDS				257,277	234,676

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2021.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2021 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on and were signed on its behalf by:

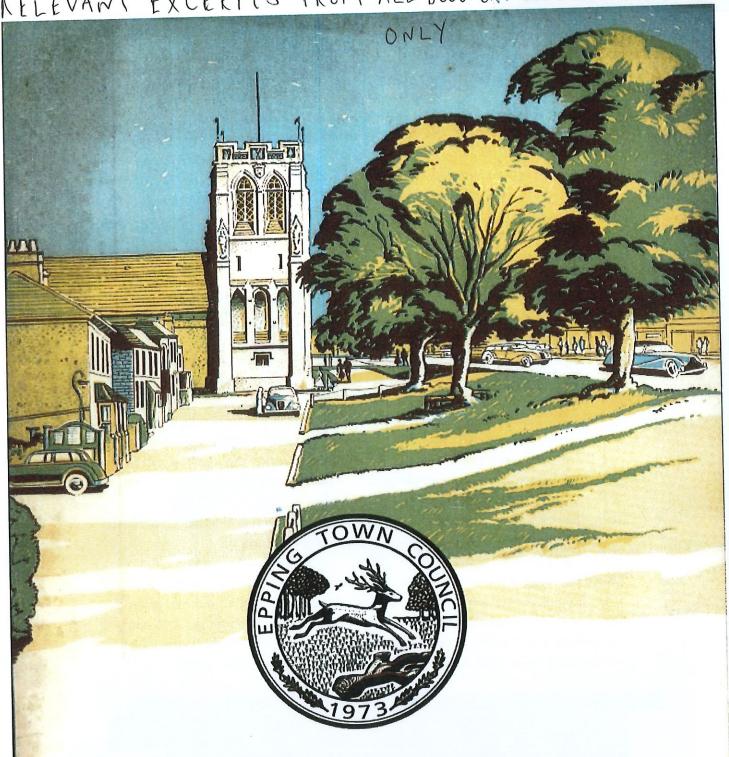
Joyun, Walters J M Walters - Trustee

### AFFORDABLE COUNSELLING EPPING FOREST

# DETAILED STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31 MARCH 2021		
	2021	2020
	£	£
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations and regacies  Donations	. 248	185
Grants	3,000	•
	0.040	405
	3,248	185
Other trading activities Client contributions	2,721	1,869
Client contributions	<b>-</b> ,	.,
Investment income		
COIF Fixed Interest Fund	3,199	4,197
COIF Investment Fund	3,586	4,311
·	C 705	8,508
	6,785	0,500
Other income		
Shares	372	368
COVID Grants	2,000	·
	2,372	368
<b>—</b> 4.11 — 1	15,126	10,930
Total incoming resources	10,120	, 4,222
EXPENDITURE		
Charitable activities	1,296	1,280
Rent	135	1,200
Insurance	614	545
Telephone Advertising	232	609
Sundries	98	151
Counsellors Fees	10,343	6,552
	40.740	0.070
	12,718	9,272
O		
Support costs		
Governance costs		
Accountancy and legal fees	708	672
•	40.406	0.044
Total resources expended	13,426	9,944
M. C L. f	1,700	986
Net income before gains and losses	1,100	223
Realised recognised gains and losses		
Realised gains/(losses) on fixed asset		
investments	20,901	(4,974)
	22,601	(3,988)
Net income/(expenditure)	====	<del></del>

RELEVANT EXCERPTS FROM ALL DOCUMENTS ATTACHMENT L



# STANDING ORDERS

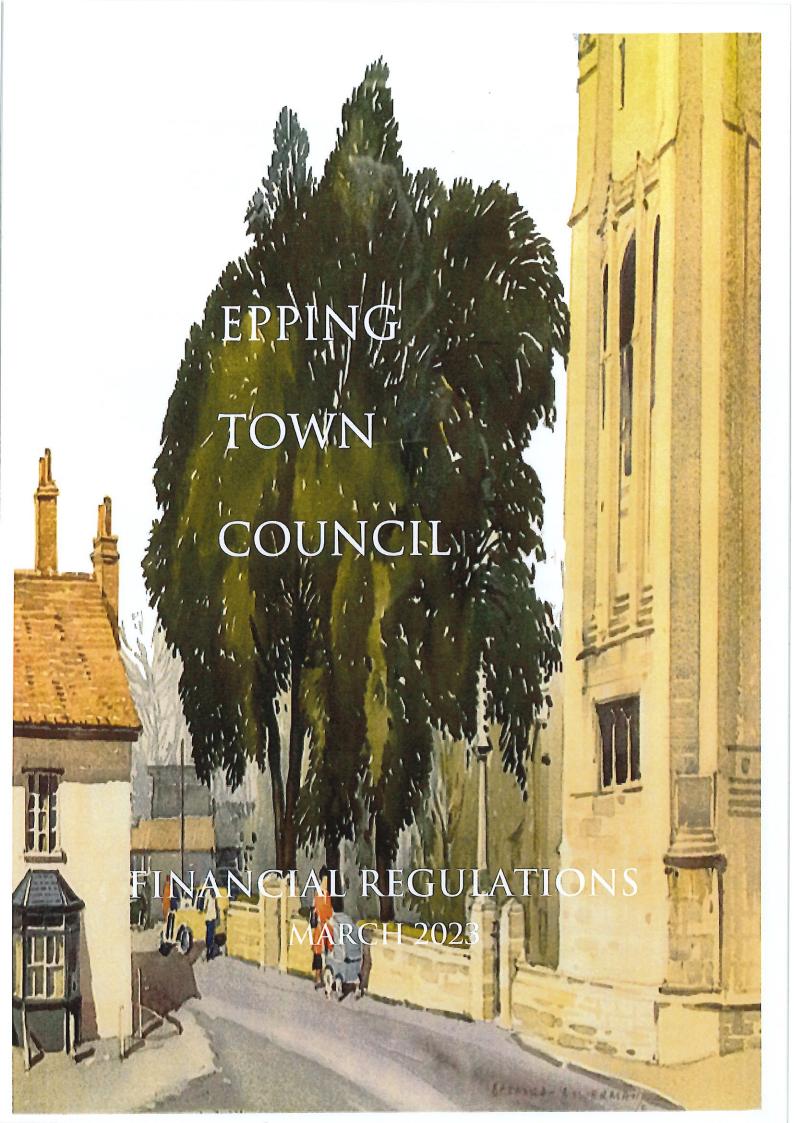
March 2023

- i. a specification for the goods, materials, services or the execution of works shall be drawn up;
- ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
- iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate (see vii);
- iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer or submitted by email marked private and confidential which shall be opened by the Proper Officer in the presence of at least one councillors after the deadline for submission of tenders has passed;
- v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
- vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- vii. The procurement and award of contracts covered by the 2015 Regulations which have an estimated value of £25,000 or more must satisfy the requirements of the 2015 Regulations which include use of the Contracts Finder website.
- e Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. NALC's procurement guidance contains further details.
- A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £189,330 for a public service or supply contract or in excess of £4,733,252 for a public works contract; or £663,540 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.
  - h A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £378,660 for a supply, services or design contract;

or in excess of £4,733,252 for a works contract; or £663,540 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.

## 19. Handling staff matters

- a A matter personal to a member of staff that is being considered by a meeting of Council or another Committee is subject to standing order 11 above.
- b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the Town Mayor or, if he is not available, the Deputy Town Mayor of any significant absence occasioned by illness or other reason and that person shall report such absence to the Council at its next meeting. Significant absence is defined as (i) a single absence lasting more than 8 working days, (ii) 3 periods of absence in any rolling 12 month period or a pattern of absences that does not otherwise fall within (i) or (ii) above.
- The Town Mayor, or in his absence, the Deputy Town Mayor shall upon a resolution conduct a review of the performance and annual appraisal of the work of the Town Clerk. The reviews and appraisal shall be reported in writing and is subject to approval by resolution by Council.
- d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior employee shall contact the Town Mayor, or in his absence, the Deputy Town Mayor in respect of an informal or formal grievance matter and this matter shall be reported back and progressed by resolution of Council.
- Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised relates to the Town Mayor or Deputy Town Mayor, this shall be communicated to another member of Council, which shall be reported back and progressed by resolution of Council.
- f Any persons responsible for all or part of the management of staff shall treat the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters as confidential and secure.
- g The Council shall keep all written records relating to employees secure. All paper records shall be secured and locked and electronic records shall be password protected and encrypted.



#### 11 Contracts

#### 11.1 Procedures as to contracts are laid down as follows:

- (a) Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below, for:
  - (i) the supply of gas, electricity, water, sewerage and telephone services;
  - (ii) specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
  - (iii) work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
  - (iv) work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;
  - (v) additional audit work of the external Auditor up to an estimated value of £500 (in excess of this sum the Clerk/RFO shall act after consultation with the Chairman and Vice Chairman of council);
  - (vi) goods or materials proposed to be purchased which are proprietary articles and/or are only sold at a fixed price.
- (b) Where it is intended to enter into a public supply contract, public service contract or public works contract, as defined by The Public Contracts Regulations 2015 ("the Regulations") exceeding £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk shall place the contract on the Contracts Finder website in such a way as to meet the requirements of the Public Contracts Regulations 2015¹. The tendering process shall follow the guidance in the NALC Procurement Toolkit and comply with any requirements of the Regulations.
- (c) The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time).<sup>2</sup>
- (d) When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.
- (e) Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that

<sup>&</sup>lt;sup>1</sup> The Regulations require councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts.

<sup>&</sup>lt;sup>2</sup> Thresholds currently applicable are:

a. For public supply and public service contracts 209,000 Euros (£164,176)

b. For public works contracts 5,225,000 Euros (£4,104,394)

tenders must be addressed to the Clerk in the ordinary course of post or marked private and confidential in a pre-agreed with the Clerk, submission by email.

- (f) Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract, unless they wish to send a private and confidential email, using the same prescribed dates
- (g) All sealed/closed email tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- (h) If less than three tenders are received for contracts above £25,000 or if all the tenders are identical the council may make such arrangements as it thinks fit for procuring the goods or materials or executing the works.
- (i) Any invitation to tender issued under this regulation shall contain a statement referring to Standing Order 18 and shall refer to the terms of the Bribery Act 2010.
- (j) When it is to enter into a contract less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 and above £100 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10 (3) above shall apply.
- (k) The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- (I) Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision making process was being undertaken. Contracts over £25,000 will be subject to the Public Contracts Regulations 2015.

# 12. Payments under contracts for building or other construction works

- Payments on account of the contract sum shall be made within the time specified in the contract by the Clerk/RFO upon receipt of authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
- 12.2 Where contracts provide for payment by instalments the Clerk/RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum by 5% or more a report shall be submitted to the council to explain the reasons for the variance.
- 12.3 Any variation to a contract or addition to or omission from a contract must be approved by the council and Clerk to the contractor in writing, the council being informed where the final cost is likely to exceed the financial provision.

Approved: 8<sup>th</sup> March 2022 (Council) Next review: Feb 2023 (CGAC)

#### **RISK REGISTER - EPPING TOWN COUNCIL - MARCH 2023**

#### GOVERNANCE AND MANAGEMENT

	Risk	Impact	Likeli- hood	Severity	Control Measure	Review frequency	Alternative Review trigger	Responsible Person/s
1.	Lack of forward planning and financial/ budgetary controls	<ul> <li>Lack of direction and prioritisation</li> <li>Needs of those in partner organisations not addressed</li> <li>Poor financial control</li> <li>Loss of respect and reputation</li> </ul>	М	Н	<ul> <li>Business/action plan in operation</li> <li>In year budget reviews</li> <li>Feedback from Partners</li> <li>Monthly reconciliation for all accounts</li> </ul>	Annually  Quarterly  As required  Monthly	Unexpected expense	Clerk/RFO & All Members
2.	Council lacks relevant skills and commitment	Council fails to achieve its purpose Decision making bypasses Council Poor value for precept money Council ignores advice of Clerk  .	L	Н	Whilst difficult with democratic election process  Try to select carefully  Ongoing training for Councillors  Close review of attendance  Ongoing training for Clerk	Annually & ongoing Every meeting Ongoing	Poor decisions through lack of knowledge	Chairman of Council
3.	Council becomes dominated by one or two or cliques form (Illegitimate Party dominance)	<ul> <li>Conflicts of interest</li> <li>Pursuit of personal agendas</li> <li>Decisions made outside Council</li> <li>Loss of interest by excluded members</li> </ul>	L	Н	<ul> <li>Clear Standing Orders regarding conduct of meetings and Conflict of Interests</li> <li>Clerk monitors</li> <li>Chairman monitors</li> <li>Select carefully</li> </ul>	Annually (or through CGAC when legislation changes) Ongoing monitoring		Chairman
4.	Councillors benefiting from	Affect reputation     Conflicts of Interest	L	М	<ul><li>Clear Standing Orders</li><li>Open system of</li></ul>	Annually All		Chairman Clerk

Risk Register - Epping Town Council Reviewed: Feb 2022 (Corporate Governance Advisory Committee). Approved: March 2022 (Council). Review date: Feb 2023 (Corporate Governance Advisory Committee).

	being on Council		ang ang ga		payment • Robust Internal Audit	meetings		Internal Auditor
5.	Poor reporting to Council	Poor quality decision making     Council becomes ill informed     Clerk fails to keep     Council informed	М	Н	Timely and accurate financial reporting Clear instructions to staff Regular project reports Clerk's ongoing training Clerk to ensure good reporting to Council	Quarterly Ongoing Each meeting Ongoing	Reminder from District and County Project Problem	Clerk
6.	Loss of key staff	Failure in budgetary controls     Correspondence backlog     Lack of knowledge/loss of experience	M	Н	<ul> <li>Succession Planning</li> <li>Clear office         procedures</li> <li>Clear budgetary         procedures</li> <li>Monitor remuneration         packages</li> <li>Up to date job         descriptions</li> <li>Good handover         arrangements</li> <li>Ongoing         communication         and sharing of         information</li> <li>Staff development and         training</li> </ul>	Ongoing Ongoing Ongoing Ongoing Ongoing Ongoing Ongoing Ongoing	Loss of staff member	Chairman/Clerk /All staff
7.	Inadequacy of	Services not provided			Regular in year	Every	Unexpected	Clerk

Risk Register - Epping Town Council
Reviewed: Feb 2022 (Corporate Governance Advisory Committee). Approved: March 2022 (Council). Review date: Feb 2023 (Corporate Governance Advisory Committee).

	Precept	<ul> <li>Lack of confidence in Council</li> <li>Strong budgeting process</li> </ul>	L	Н	<ul> <li>budget reviews</li> <li>Detailed budget setting process and monitoring of funds</li> <li>Regular highlighting of any potential forthcoming high costs/necessary expenditure</li> </ul>	Council Meeting Annually & ongoing Ongoing as required	event i.e. flooding	& All Members
8.	Failure to respond to electors wish to right of inspection	Loss of confidence     Loss of reputation	L	L	<ul> <li>Clear Standing Orders and Operating Protocols</li> <li>Adherence to Audit Regulations</li> </ul>	Annually Annually		Clerk
9.	Failure to register Members interests, gifts, etc	Member could make inappropriate gains     Could affect reputations	L	М	<ul> <li>Clear code of conduct</li> <li>Clear procedure monitoring interests</li> <li>Clerk monitors</li> </ul>	Annually		Individual Member Clerk
10.	Failure to meet the requirements for LCAS	Status     Reputation	М	L	<ul><li>Monitor requirements for LCAS</li><li>High standards</li></ul>	As required		Clerk
11.	Poor document control	<ul> <li>Information not passed on in a timely manner</li> <li>Deadlines missed</li> <li>Lack of achievement</li> </ul>	М	M	<ul> <li>Clear Standing Orders</li> <li>Clear Job         Descriptions     </li> <li>Clear Office             Procedures     </li> <li>Good communication</li> <li>Ongoing policy</li></ul>	Annually Ongoing Ongoing Ongoing Ongoing		Clerk/All staff
12.	Lack of	High cost of repair			Stock condition survey	Ongoing	Unexpected	Clerk

Risk Register - Epping Town Council
Reviewed: Feb 2022 (Corporate Governance Advisory Committee). Approved: March 2022 (Council). Review date: Feb 2023 (Corporate Governance Advisory Committee).

	maintenance of Council owned property	<ul> <li>Injury to 3<sup>rd</sup> party leading to claims</li> <li>Damage to property</li> </ul>	М	Н	<ul> <li>Regular routine maintenance</li> <li>Insurance cover</li> <li>Interim insurance updates if necessary</li> </ul>	As required Annually Ongoing	Natural Disaster Acquisitions /disposals	
13.	Damage or loss to Council owned property by 3 <sup>rd</sup> party or act of God	High cost of repair	Н	L	<ul> <li>Insurance cover</li> <li>Good Fire Alarm</li> <li>Good Burglar Alarm</li> <li>Regular Maintenance Inspection</li> </ul>	Annually Ongoing		Clerk
14.	Damage to 3 <sup>rd</sup> party property or individual due to service or amenity provided	Claim against Council	L	M	Insurance     Regular checks of facilities     Risk Assessments	As required Ongoing Annually	Annually As reported	Clerk
15.	Loss of cash through fraud or dishonesty	<ul> <li>Reduction in available funds</li> <li>Loss of reputation</li> </ul>	L	L	<ul> <li>Clear financial procedures</li> <li>Adequate insurance cover</li> <li>Verify &amp; attach copy order to invoice</li> <li>Fidelity guarantee cover (insurance)</li> </ul>	Annually Annually One offs Annually	On a Loss	All Members Clerk Internal Auditor
16.	Problems due to borrowing or lending	<ul> <li>Failure of 3<sup>rd</sup> party to repay loan</li> <li>Inability of Council to repay a loan</li> <li>Poor investments</li> </ul>	L	L	<ul> <li>Include in annual budget</li> <li>Clear Standing Orders</li> <li>Office Procedures</li> <li>Review investments regularly</li> </ul>	Quarterly reviews Annually Ongoing Annually	Economic climate	Clerk

Risk Register - Epping Town Council
Reviewed: Feb 2022 (Corporate Governance Advisory Committee). Approved: March 2022 (Council). Review date: Feb 2023 (Corporate Governance Advisory Committee).

17.	Failure to use grants for purpose for which they were intended  Ensure Council	<ul> <li>Lack of funds for project for which grant was intended</li> <li>Investigation into the use of funds</li> <li>Fines and Penalties</li> </ul>	L	L	<ul> <li>Clear minutes</li> <li>Ensure funds properly ring fenced</li> <li>Clear financial procedures</li> <li>Review of funds</li> <li>Comprehensive</li> </ul>	Ongoing Ongoing Annually Annually	Clerk
	complies with law, in particular:  • Health and Safety  • Equal Opportunities  • Data Protection  • Human Rights  • Disability and Discrimination  • Employment Law	from regulation bodies  • Employee action for negligence of grievance  • Risk of reputation	M	H	Standing Orders and Procedures  Clear Job Descriptions  Comprehensive Risk Assessments  Ongoing training as legislation changes	Ongoing Annually Ongoing	
19.	Risk of acting without proper powers. (Ultra vires)	<ul> <li>Financial Loss – Criminal Charges</li> <li>Loss of respect and reputation</li> <li>Loss of confidence</li> <li>Claim against Council</li> </ul>	М	Н	<ul> <li>Ensure powers are researched and stated in Agenda reports</li> <li>Ongoing training for Clerks and councillors</li> </ul>		Clerk

		Lack of knowledge				1		
20.	Risk of increasing regulatory burden preventing performance of work benefiting the parish	Increased complaints from Precept payers     Staff stress and retention problems     Poor relationship between Officers and Members	M	H	Ensure Members are advised of regulatory demands and the effect of these demands on workload     Ensure the Members respond to consultations on regulatory issues     Pressure on employees/workload is monitored by the Clerk	As required  Monthly meetings & Ongoing  Ongoing & annually		Clerk
21.	Failure to identify Risks facing the Council & to put measures in place to mitigate such risks	Council encounters serious challenges for which no pre-planning has been undertaken	L	Н	Clerk to review risk register & make appropriate recommendations	Annually	Serious challenge	Clerk & All Members
22.	Dramatic fall in investment and trading income	Extreme difficulty in achieving budget targets for that financial year	H	Н	Monthly Budget monitoring – Clerk and Members must be aware of the risks and consequence of poor financial performance.	Monthly		Clerk, Finance Key Member and Council

		Placing of deposits with one source (Council not protected by the FSCS guarantee of £75,000)			A significant fall in income must be balanced with spending cuts or a drawdown of reserves (whichever is appropriate see 23 below).      Spread investments across banks/building societies	Annually/as required		
23.	Inadequate Reserve funds	Year end cash flow difficulties and/or failure to meet unforeseen expenditure (may result in need for unplanned and expensive borrowing)      Unable to deliver service and functions	L	H	<ul> <li>Maintain Year end         General Reserve level         at between 3 to 6         months of the         anticipated total         expenditure.</li> <li>Maintain adequate         levels of specific         reserves for known         recurrent spending         priorities.</li> <li>Understanding of the         function of funds and         their importance</li> </ul>	Budget setting process and review in relation to ad hoc spending requests  Ongoing training for Clerk/Clirs		Clerk, Finance Key Member and Council
24.	Significant loss of computer facilities	Loss of administrative capacity	M	Н	Maintain electronic backups both onsite and offsite     Maintain separate off site backup of accountancy data.     Maintain battery backup to server	Ongoing	Cyber attack or threat of cyber attack or breakdown	Clerk

					Maintain contract with computer maintenance (good IT support)			
25.	Loss of business continuity and income due to movement of premises	Loss of income/uncertainty/diffic ulty in maintaining services and functions	M	Н	Strong details and safeguards in contract Strong lawyer No movement of premises without alternative premises Negotiations with community partners for to form back up plans (Unforeseen loss of income/business continuity managed through insurance) Adequate support required to facilitate a large-scale move	Through any applicable contract egotiation and forward planning  Long enough timescales to prepare and plan	Problem with developmen t	Clerk Chairman All members
26	Loss of continuity through a change of Council due to elections	Loss of knowledge and experience     Risk of poor decisions	M	M/H	<ul> <li>Strong/clear procedures in place which are followed</li> <li>Qualified Town Clerk</li> <li>Members to share knowledge amongst themselves to assist newer councillors</li> </ul>	Election time Ongoing	Poor decisions	Clerk All members

					Strong auditing checks			
27	Loss of interest in Council's affairs by councillors and staff	Poor decision making     Poorer quality of work	L/M	L/M	<ul> <li>Continued         engagement of         councillors</li> <li>Continual involvement         of staff in projects and         training</li> <li>Sharing of information</li> <li>Interesting projects</li> <li>Staff monitoring and         development</li> <li>Team working</li> </ul>	Ongoing	Poor decisions Poor work Feeling of apathy	Clerk/Chairman / All members/ All staff
28	Unexpected health emergency/ situation (such as Covid 19)	Unable to work in the normal manner     Remote working which may lead to gaps in service/provision	M/H	L/M	Development of remote working methods if needed     Team covering different functions so sharing of tasks     Strong, diverse team who are multi-skilled in basic daily operations     Regular team meetings to ensure engagement     Regular contact to ensure continuity	Health emergency • Requireme nt for home working	Long term absence Building failure eg fire/flood	Clerk/All staff/Council
29	Failure to fill all Council seats	Less input and potential diversity of opinion	М	L	Ongoing members training	4 yearly after	Elections Vacant	Clerk/Council

at an election  • Less combined knowledge/experience	<ul> <li>Qualified Clerk</li> <li>Process for advertising vacant Council seats</li> </ul>	ember at
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### **EPPING TOWN COUNCIL ASSET REGISTER**

### 31st March 2023

The form of this asset register was adopted following receipt of advice from Peter Lacey of NALC/SLCC and a discussion with Jo Taylor of the Audit Commission (29th March 2010). It was reviewed by council in October 2012 (Minutes #201 & #222 of 2012/13 refer).

This Asset Register has four main purposes.

- a. It forms a basis for completion of box 9 in the 'Annual Return.'
- b. It forms a basis for decisions on risk and insurance issues.
- c. It provides information on the condition and need for replacement of machinery items.
- d. It provides assurance of the continued existence of Council's property

### Annual Return - Fixed Assets

Items of machinery and equipment which have a useful life of more than one year and with a value greater than £1,000 are defined as 'Fixed Assets.' These are itemised below and their value reported in box 9 of Council's 'Annual Return.' Council does not depreciate or adjust fixed asset values and they are not calculated as part of a balance sheet. For fixed assets Council must approve the valuation methodology which must be applied consistently year on year. The preferred value will be the original acquisition cost. Alternative acceptable valuations are the replacement cost at a particular date or an insurance cost at a particular date. A fourth method of valuation for land or buildings which only have community value will be a nominal value of £1 (but please note the war memorial is listed at its original cost in 1922 of £650. The fixed asset value for any individual item will not usually be altered from year to year. Therefore, a change in the total value for fixed assets (in box 9 of the Annual Return) indicates the acquisition of new and/or the disposal of old assets of significance.

It will be necessary to review the threshold value for fixed assets (currently £1,000) annually to ensure the value continues to include the types of items currently listed as fixed assets. Such a review will require the revaluation of both the current and previous years' asset registers to give a consistent basis for comparison.

#### Insurance Decisions

From the above it follows that not all assets are classed as 'Fixed Assets.' The guidance indicates that only items with a relatively high value which will be useful for more than one financial year are entered to the 'Fixed Asset' box 9 on the Annual Return. Council has many smaller items which individually have a replacement value less than £1,000 (small tools, furniture, benches etc.). These items are listed in inventories and the total for any given inventory may far exceed £1,000. The total value of inventories may alter quite rapidly as new items are entered or removed. It is still necessary to ensure these items are secured to the council and to assess the risks of loss so that suitable insurance may be maintained if necessary. For these reasons the inventories are updated and reviewed annually. As a guide to these insurance decisions, an attempt will be made to maintain a replacement value for inventory items as well as for relevant fixed asset items. It will be necessary for Council to review the insurance valuation each year to ensure insurance levels remain relevant to the inventoried items. This should be undertaken at the Corporate Governance Advisory Committee meeting each February. This should be done annually, even if Council enters into a three-year insurance policy. Premiums are likely to increase annually even during a three-year arrangement, as Insurance Premium Tax changes and Council's assets may change.

Not all items are insured for damage or loss since the nature of risks is not the same for all items. Larger items of play equipment are very robust and comprise a number of smaller components. Damage to other items may be assessed as unlikely to occur or of insignificance cost if it does. Historically, Council has generally not insured play equipment, seats, bins or signs. These are now insured. Playground surfaces are, however, not insured, as they are very difficult to remove and have little use or value once removed to record as an asset. Some items are insured on all risks. These include laptops, audio visual equipment, the Mayor's Chain and tools. Vehicles are all insured on a fully comprehensive basis.

### **Replacement Decisions**

Decisions to replace machinery and tools may be affected by the residual value/life of the existing equipment and the cost of replacement.

### **FIXED ASSETS**

### At 31st March 2023 the following assets were held:

Buildings	£3	3,986,681
Play Equipment and Street Furniture	£	316,710
Road Legal Vehicles and Equipment	£	83,381
Plant Machinery and Non-Road Registered Vehicles	£	50,913
Civic Regalia	£	18,035
Office Equipment	£	9,233
Land (page )	£	7
Total of Fixed Assets for Annual Return as at 31st March 2023:	£4	,464,960

Total of Fixed Assets as at 31st March 2022: £4,389,293

Variance 31<sup>st</sup> March 2022 - 31<sup>st</sup> March 2023: £ 75,667

**Explanation of Variance:** 

Total of Fixed Assets added during the year (includes corrections) £106,579

Total of Fixed Asset removed during the year (includes corrections)

£30,642 & (£270 less vehicle corrections)

Sum Variance £ 75,667

Assets added during the year		Assets disposed of during the year		
Asset description	Purchase Cost £	Asset description	Purchase Cost £	
Lower Swaines playground equipment		Lower Swaines playground equipment		
The Wizard's Hideaway House	12840	Double swing unit (1993)	3500	
Tipi Carousel with top brace	2750	Double swing unit (1993)	3500	
Swing frame unit 2 cradle & 1	3750	Multiplay unit (1993)	19500	
Fairytale seesaw	3990	Pick up sticks (2010)	4142	
Multiplay unit	20450			
Swing frame unit 2 flat & 1	3310	Vehicle correction	270	
Mini spacenet	11510			
Cableway	7190			
Cableway start station	2620			
Twin ring sky carousel	2550			
Blogx 2 cube	6570			
Five way swing	5030			
Multigoal 8m wide	5210			
Stonards Hill playground equipment				
Flywheel roundabout	5660			
Coloured plastic supporting logs	10920			
Stonards Hill Bunded Fuel Tank	2229			
TOTALS	106579	TOTALS	30912	
TOTAL DIFFERENCE £75937 (increase in assets)	75667			

Nb: These movements are reflected in the lists below

Deed No.	Description	Size	Tenure	Acquisition Date	Buildings	(1)Uses	(2)Covenants etc	Value
L001	Land at Lindsey St Community Association	17,250 sq.ft	Freehold	14/3/2008	Lindsey Street Community Association premises (not ETC)	Freehold acquired from EFDC 2008 Lease renewal with Community Assoc commenced June 2008 (See Note A below)	Covenants: Community use Utility easement	£1
L002	Stonards Hill Recreation Ground, Stonards Hill	15.109 A	Freehold	?/3/1947	Scout hut (not ETC)  Band hut (not ETC)	Ground leased to 4 <sup>th</sup> Epping Scouts Ground leased to EF Band	Covenants: Community centre Recreation ground Games and community Utility easements	£1
1000					Jack Silley Pavilion Garage Workshops House no 7	Tied rental to Groundsman (See Note B below)	Handgate licences 6a Palmers Hill Vehicle (Currently not operative with current owner) 5.106 obligation planting footpath	
L003	Lovelock's Field, Swaines Green	1.78 Ha	Freehold	15/8/2005	None	(See Note C below)	Covenants: Open Meadow with public access. Various access licences in operation. Listed elsewhere in this document FI.	£1
_004	Meadow Road Allotments, Meadow Road	17.05A	Freehold	29/9/1980	None	Allotments (part) 13.42 A Leased for agriculture to N Pegrum (See Note D Below)	Utility easement handgates	£1
.007	Lower Bury Lane Allotments, Off Tower Road	0.75 Ha	Freehold	9/1/1957	None	Allotments	Pedestrian access only	£1
800	Epping Cemetery, Bury Lane	6.328 A	Freehold	17/8/1910	Chapel		198	£1
012	Ivy Chimney's Recreation Ground	0.56 Ha	Possessory title lodged	N/A	None	Adverse Possession claimed 2007	Utility easement footpath	£1

	27/4/2007. Absolute title granted Aug 2019.	Title Absolute granted after 27/4/2019. (Land Registration Act 2002 s.62.4) Granted August 2019.	67
Total			L/

### **APPENDIX 1**

### **SUMMARY OF VEHICLES**

### FA 1 Road legal vehicles and equipment

£83,381

£48,684

Description	Year of Purchase	Purchase Cost	Estimated Replacement Cost	Estimate d Current Value	Estimated Residual Life (years)	Registration Number	Inventory	Estimated eplacement date
Ford Tractor 2120	1996	18,400	28000	3500	1 (Repaired 2016 Life expectancy increased from 1 yr to 5)	P559 OAR	41	Max 2022
Ford Transit Connect	2010	5,560	10,000	500	0	YE56 KEJ	65	2019 (2020)
Comment: Next for replacement. 2021. A		ed life expectar	17,000	15,000	16	YF64 CZP	Txx	2027
Toyota Hi-lux Invincible 4X4 D-4D (s/hand 2014)	2017	10,499	17,000	10,000	0			0000
*Tractor Iseki TK532 (market use)	2010	7,500	25000	3500	2	T915 JUJ	64	2023
Comment: Tractor had full service in 2015	3/19 financial y	ear, new tyres	and extras. This h	nas extended	l life expectancy. A	Already exceeded life	expectancy.	
Ransomes Jacobson Highways 3 Mower	2016	21,950	29000	20000	3	EX63 VDV	XX	2024
Ford Transit Courier	2021	13,472	13,742	13,742	8	WX69 LXB	XX	2030
Total for Annual Return		83,381						

### FA 2 Plant Machinery and Non Road Registered Vehicles Annual Return Value

(Stonards Hill)

Equipment	Year of Purchase	Purchase Cost £	Estimate of Replacement Cost £	Estimate of Current Value £	Estimate of residual life	Inventory No

Bateson Trailer	1994	1995	3500	400		1
Four Way Bucket			3500	400	2	38
	1996	3600	6000	2000	2	41
Charterhouse Vertidrain s/h	2001	5700	19000	1500	2	46
Teleshore – Grave shoring large	2014	1737	2000	1737	5	10
Teleshore – Grave shoreing small	2014	2000	2000	2000	5	
5.7KVA Generator	2002	1500	3300	800	4	48
Rabbit brushcutter	2008	4500	5000	3000	7	61
Komatsu Mini Digger (S/Hand)	2006	8500	19000	8000	4	57
Kuhn Comete Spreader	2006	1562	2000	500	2	58
Indispension 2 ton trailer	2007	1550	2000	1500	6	59
Stihl multi unit/saw/strimmer ext.	2014	1000	1000	1000	5	33
Billy Goat leaf blower	2015	1090	1090	1000	5	
Rotavator	2016	1000	1000	1000	5	
Thwaites 300	2017	3000	3000	3000	3	
Brendon Mobile Power Washer	2017-18	2200	2200	2200		
Iseki Rotary mower*	2020	7750	7750	7750		
Bunded fuel tank 2500 ltr Ston Hill	2022	2229	2672	2672		
Total for Annual Return		50913	20,2	2012		

Nb. Items with a very low residual life may still be retained if they are useful but have deteriorated to a condition where they are potentially subject to extensive maintenance costs

FA 3 Office Etc. Equipment – Epping Hall (Annual Return Value)

£9,233

Description	Insurance Category	Date of purchase	Purchase Cost £	Replacement Cost	Condition
Cooker Falcon	Α	2000	1583	1	
Asber Tech Enviro 500mm Dishwasher 30A	Λ	2020			Good
& DP	^	2020	1150		Excellent
4 drawer Fire Proof Cabinet	A	2007	1858		
Fujitsu fileserver	C	2015			Good
Hand held radio mic system	0		1350		Good
	D	2016	1051		Good
Tie clip radio mic system	D	2016	1051		A CONTRACTOR OF THE CONTRACTOR
Macbook Air Laptop (Town Clerk)		2021			Good
Total For Annual Return		2021	1190		Excellent
rotal For Allitual Keturn			9233		

<sup>\*</sup>Trade in. Paid £4000 against 2 other 'disposal' items.

(The above items are included in the contents insurance for Epping Hall)

FA 4 Play Equipment Etc. (Annual Return Value)

£316,710

Location	Description	Purchase	Estimate of Replacement Cost £		
	*includes wetpour	Cost £	(Equipment only – Wetpour and installation will		
	In the		approximately double cost)		
			(All fixed items have an installation cost)		
ower Swaines (2022)	The Wizard's Hideaway house	12840	12840		
	Tipi Carousel with top brace	2750	2750		
	Swing frame unit	3750	3750		
	Fairytale seesaw	3990	3990		
	Multiplay unit	20450	20450		
na tou anaestes	Swing frame unit	3310	3310		
	Mini Spacenet	11510	11510		
	Cableway	7190	7190		
	Cableway start station	2620	2620		
	Twin ring sky carousel	2550	2550		
	Blogx 2 cube	6570	6570		
	Five way swing	5030	5030		
A	Multigoal 8m wide	5210	5210		
	<u> </u>	NTACTO MATE			
arklands Coopersale (2018)	Speed gyro	2845	2845		
	Small pod swing	2020	2020		
	Combination swings metal	1440	1440		
	Diabolo Multiplay unit	5025	5025		
	Junior metal horizontal bars	1245	1245		
Stonards Hill (play area)	Double junior swing	3500	3750 1535		
,	Double infants swing	3500	3750 1535		
	Sutcliffe toddler zone unit DZW267 ) (2008)	13036	14000		
	Sutcliffe spring seesaw TNB030 )	2148	2300		
	Sutcliffe nest swing SNS080 )	2266	2500		
	Flywheel roundabout 2022	5660	5660		
	Plastic play logs 2022	10920	10920		
tonards Hill	Sutcliffe Winer Diner Picnic bench	1000	1000		
	Outdoor table tennis table	1478	1478		
	Outdoor gym	10500	15000		
St. Hill (skateboard park)	Whiteskate concrete skate park (2007)	32248	32000		
stonards Hill tennis court	Tennis court floodlights (1992)	6386	14000		
vy Chimneys	Multiplay*	13500	17600		
,	Double junior swing 1 ) (1993)	3500	3750 1535		
	Double Junior Swing 2 )	3500	3750 1535 3750 1535		
	Double infant swing )	3500	3750 1535 3750 1535		
	Timber trail (2003)*	4572	4600 2933		
	Mantis zipwire 2015	3569	3569		
	Spinmee roundabout 2015	4105	4105		

	Maliton 2015	9610	9610
	Basket swing and seat 2015	2510	2510
Frampton Road	Flat & cradle swing (2017)	1627	1627
	Multiplay Kiboko (2017)	9573	17600
	Football wall/basketball (2003)	1760	3156
	Basket swing (2017)	1900	1900
	DDA roundabout (2017)	5000	5000
	Adult exercise cycle (2017)	1654	1654
	Adult exercise skier (2017)	2494	2494
	Wooden train set (2017)	1069	1069
Town Greens Palmers Hill	Wooden Town Sign (2011)	1650	2000
High Road (Beech Close)	Wooden Town Sign (2014)	1800	1800
o/s Church, High St	Bus Shelter (2008)	7300	8000
Opposite Church, High St	Bus shelter (2008)	7300	8000
Palmers Hill, East side	Bus shelter (2012) Gifted by ECC	7300	8000
Palmers Hill West side	Bus shelter (2012) Gifted by ECC	7300	8000
The Plain, o/s St Marg H	Bus shelter (2012) Gifted by ECC	7300	8000
The Plain near Coop'sale	Bus shelter (2012) Gifted by ECC	7300	8000
Tesco, High Street	Notice Board 2015	1010	1010
Market Store, opposite M&S	Notice Board 2015	1010	1010
Station Road	Notice Board 2015	1010	1010
Total for Annual Return		316710	

### FA 5 Community Buildings

(	0	0	-	~	34	
£3	ч	×	n	h	ĸТ	

Deed No.	Description	Tenure	Acquisiti on Date	Uses	Value	Valuation basis
	Market Garage, R/O High Street, Epping	Freehold	2012	Storage for Market equipment	100,000	Insurance 2012
	7 Stonards Hill, Stonards Hill Recreation Ground (L002)	Freehold	N/A	Tied accommodation for Head Groundsman	117,044	Insurance 2009
	Garage, Stonards Hill Recreation Ground (L002)	Freehold	N/A	Groundsman's tool and equipment store	35,210	Insurance 2009
	Shed, Stonards Hill Recreation Ground (L002)	Freehold	N/A	Groundsman's tool and equipment store	65,609	Insurance 2009
	Jack Silley Pavilion, Stonards Hill Rec. Grnd. (L002	Freehold	N/A	Meeting and function rooms, changing rooms for Rec. Ground	727,644	Insurance 2009
	Cemetery Chapel, Epping Cemetery, Bury Lane (L008)	Freehold	N/A	Cemetery chapel	175,983	Insurance 2009
L006	Epping Hall, St John's Road, Epping	Freehold	24/2/200	Meeting and function rooms,	2,764,541	Insurance

		0	Epping Town Council Offices		2009
War Memorial	Permissive (on Epping Forest Land)	1922	War Memorial	650	Actual cost (1922)
Total for Annual Return	, , , , , , , , , , , , , , , , , , , ,			3,986,681	

<sup>\*</sup>Please note: a rebuild cost assessment was undertaken in 2019 and the details are incuded below for information. No value change for Annual Return.

FA 6 Other

Civic Regalia (Mayor's Chain etc.) 2009 insurance valuation

£18,035 £4,464,960

TOTAL VALUE OF ITEMS IN THIS ASSET REGISTER (FOR ENTRY TO THE ANNUAL RETURN)

### Notes and Inventory Items Nil Value for Annual Return

The following items are noted below as a record of items which have an individual purchase value lower than £1,000 but have a considerable value on aggregate. The inventories are checked and amended on an annual basis.

Inventory No.	Location	Replacement value	Custodian	Check date
1	Garage, shed and yard Stonards Hill	60,217 (incl 30,000 Christmas lights)	Head Groundsman	2019 then 2022/24
2	Jack Silley Pavilion	14,086	Head Groundsman	2019 then 2022/24
3	Cemetery Chapel	11,833	Head Groundsman	2019 then 2022/24
4	Market	17,002	Market Manager Head Groundsman	2019 then 2022/24
5	Epping Hall	59,339	Caretaker Town Clerk	2019 then 2022/24
6	Minor Play Equipment, Seats and Bins	57,947	Head Groundsman	2019 then 2022/24
Total Value		220,424		

\*Please note: these costs include project management and demolition so a whole rebuild cost

Rebuild cost 2019	Excl VAT	Incl VAT
1. Epping Hall	3,343,351	3,812,021
2. 7 Stonards Hill	175,500	210,600
3. Jack Silley Pavilion	1,740,960	2,089,152
4. Garage & Shed at	146,543	175,851

Stonards Hill rec	***	
5. Epping Cemetery Chapel	315,900	379,080
6. Market store	109,440	131,328
7. Public conveniences *EFDC building	209,041	250,849
Total rebuild cost assessment	6,040,734	7,048,881

The following tables show the status of Council's activities as a landlord and tenant

### Council as Landlord

	Property	Tenant	Rent p.a. (unless stated)	Year of Expiry Repairing/non- repairing
Note A	Land upon which Lindsey Street C A stands (L015)	Assoc.		2005 – Formal transfer of freehold from district council recently completed
Note B	Lease of land at Stonards Hill Recreation Ground (L017)	Epping Forest Band	£200	Annual (Repairing)
	No. 7 Stonards Hill, (L018)	Town Supervisor	£254.80 approx (pcm)	Annual. Rate reviewed each June (Non- Repairing)
	Lease of land at Stonards Hill Recreation Ground (L019)	4 <sup>th</sup> Epping Scouts Group	£150	2011 (Holdover)
	Handgate access to Stonards Hill (Palmers Hill?)	Resident	£1	Annual (to pursue)
	Right of Way into Tidy's Lane	Resident	£125 Not used	18 <sup>th</sup> February 2016 February 2021
	Petanque Terrain	Epping Horizons (Petanque)	£45	Annual (April)
	JSP cafe	Business use	£500	PCM
Note C	8 Coronation Hill	Resident	£300	Annual
	16 Coronation Hill	Resident	£100	Annual
Note D	Meadow Road Allotments (L020) Lease of land to rear of Shaftesbury Road	Mr Pegrum	£528	Annual
	Pitch 1 Stonards Hill (L021)	Epping Youth FC	£1131.95	Annual. Rate reviewed

						Estimates,	of Fees	Annual and
						Charges.		
25.25	rods	Adj	76	76 Shaftesbury Rd	£76.91	Annual cor	ntinuing	9
Shaftesk	oury Rd							

### Council as tenant

	Property	Owner	Purpose	Annual Lease £	Year of Expiry Repairing/Non- Repairing
L009	Frampton Road Recreation. Ground	Mr Pegrum	Recreation Ground	£150	Indefinite, 1 year's notice
L005	Lower Swaines Recreation. Ground	London Borough of Waltham Forest	Recreation Ground	£1 pa (Nil payment)	2061
L013	Brook Road Play Area	T/F	Recreation Ground	£300 pa	Indefinite, was 6 months notice
L014	Parklands Coopersale	Epping Forest District Council	Play area	(Peppercorn)	1997 Continuing Nil payment
L011	Shaftesbury Road Allotment 25.25 Rods	Epping Forest District Council	Allotment (Licensed to owner of 76 Shaftesbury Rd as allotment)	(Peppercorn)	Indefinite Nil payment

### **Miscellaneous**

Deed No.	Property	Owner	Purpose	Dated	Notes	
L016	Market Charter Rights	Epping Town Council	Operation of Market	30/3/1253	Transferred to 31/12/1981	ETC

### **EPPING TOWN COUNCIL**

### COMMUNITY ENGAGEMENT POLICY

Epping Town Council are very active in positive community engagement and are committed to reaching a wide audience, from all ages and backgrounds.

- Council invite our local school children to sing at events and design the Mayor's Christmas card. When council refurbish playgrounds, they seek the views of local children and parents.
- Council often ask schools to work with them on specific projects and invite them to send in pictures and opinions. They have also specifically asked nursery groups and disabled students from the local college.

AIM: To involve the community and deliver what they need.

METHOD OF ACHIEVEMENT: Liaison with teachers. Invitations. Group leaders.

- Epping Town Council produce a quarterly magazine which is available by collection and viewable online. goes to every household and business in Epping. In each issue, everyone is invited to submit their views and ideas.
   Ideas are also invited through the website and Twitter.
- Residents are invited to make comments to Council and these are put on the Council agenda if requested.

AIM: To provide a platform for residents to share information

METHOD OF ACHIEVEMENT: Advertisement in each edition and on website
inviting contributions. Meetings are publicly advertised and comments invited.

• The Annual Town Meeting is well advertised in the town on noticeboards, the website and Twitter, where people are invited to get involved. Invitations are also sent out inviting local organisations to come and speak on subjects of their choice.

AIM: To enable residents to express their concerns to councillors and officers.

METHOD OF ACHIEVEMENT: Widely advertised, invitations sent out with the Annual Report.

- Epping Town Council invites the views of local teenagers and has on several occasions contacts local youth community centres to actively seek their opinions and invite any input.
- They have also visited the local sheltered accommodation residences, as these residents find it more difficult to get out and be involved.
- Council actively work with those bringing ideas and suggestions and encourage them to help drive projects forwards, such as the skate park.

  AIM: To reach all groups in the community.

METHOD OF ACHIEVEMENT: Invitations to youth centres/community clubs/senior citizens' residences/groups, those requesting things from Council, to really be involved.

• In July 2014, Epping Town Council was designated as a Neighbourhood Planning area and one of the key elements is community engagement and reaching as many people and as diverse groups as possible, so they have been really proactive and creative in engaging people. Through this channel, the community collectively, have a real chance to influence planning policy. Methods of engagement have included:

AIM: To reach everyone in the community and give them the opportunity to help shape Epping's future.

METHOD OF ACHIEVEMENT: Drop in sessions, Surveys, Questionnaires, Website and Twitter, Focus groups, Workshops, Coffee mornings, Posters in shops, pharmacies, doctors' surgeries, dentists, vets, restaurants, pubs and the local hospital; holding engagement sessions in the library, market, local park, High Street cafes, local community centres and sheltered housing; distributing information at Epping Station with details of their website and email address, to remind commuters to join in; going into the local youth community centre, schools and playgroups and inviting them to do projects, drawings and homework exercises, so their ideas form evidence to feed into the Neighbourhood Plan.

Epping Town Council actively involve everyone in the community, ensuring equality and reaching out to traditionally harder to reach groups. Our material is designed to be as engaging as possible.

• Epping Town Council have five playgrounds and before refurbishment of our playgrounds, we consult with our playground users, including neighbouring residents, children and schools. We have requested ideas and illustrations to enable us to deliver what our residents and children really want. We have also recently facilitated partnership working with parents through a CIO to enable us to obtain targeted funding for our playgrounds, so we can deliver more and better equipment. This community partnership enabled us to deliver a £176,000 driven by our residents.

AIM: To provide excellent playgrounds, which deliver what our users want. METHOD OF ACHEIVEMENT: Close partnership working with parents, schools and residents. Developing a CIO to enable our community to drive the projects, with our support, to an excellent outcome. Listening closely to what residents really want in detail.

- Epping Town Council consult with our residents to determine whether they
  would enjoy outdoor exercise equipment and other sporting facilities, such as
  improved tennis courts, at selected locations and respond to those requests.
   AIM: To provide our residents with facilities of use.
   METHOD OF ACHIEVEMENT: Surveys, posters, requests for information in our
  Town Magazine.
- Epping Town Council have responded to requests from our market traders to support our Monday Charter Market. This involves consultation with traders and our community; working on ideas to improve the market in terms of events and attractions and methods of support for the future.
   AIM: To support our current market traders, attract new traders, offer events and attractions and provide the market with a sustainable, long-term future.

METHOD OF ACHIEVEMENT: Trader discussions, meetings, surveys, market research, requests for community input, ideas from other successful markets.

• The Town Council play a pivotal role in directing residents to the correct place for their queries and liaising with community partners and other local authorities and organisations to keep that knowledge current.

AIM: To support residents and assist them with their issues and queries.

METHOD OF ACHIEVEMENT: Fostering good relations with our community partners and other local authorities and organisations and residents.

This was particularly evident during the coronavirus Covid 19 health pandemic, when Epping Town Council offered their services as a key point of contact and signpost for residents.

Approved: March 2021

Date to be reviewed: Feb 2023

Epping Town Council 2023



### **EPPING TOWN COUNCIL**

### **DATA PROTECTION POLICY 2023**

Epping Town Council is fully committed to compliance with the requirements of Data Protection legislation. Epping Town Council followed the prescriptions of the Data Protection Act 1998 ("the Act"), which came into force on the 1 March 2000 and have adjusted their policies to reflect the new General Data Protection Regulation, with effect from 25<sup>th</sup> May 2018. The Council will therefore follow procedures that aim to ensure that all employees, elected members, contractors, agents, consultants, partners or other servants of the council who have access to any personal data held by or on behalf of the council, are fully aware of and abide by their duties and responsibilities under this legislation.

### Introduction

We hold personal data about our employees, residents, suppliers and other individuals for a variety of Council purposes.

This policy sets out how we seek to protect personal data and ensure that Councillors and Officers understand the rules governing their use of personal data to which they have access in the course of their work. In particular, this policy requires Officers to ensure that the Data Protection Officer (DPO) be consulted before any significant new data processing activity is initiated to ensure that relevant compliance steps are addressed.

Business	The purposes for which personal data may be used by us:
purposes	Personnel, administrative, financial, statutory and legislative purposes, payroll, consultations and business development purposes.
	Council purposes include the following: Compliance with our legal, regulatory and corporate governance obligations and good practice
	Gathering information as part of investigations by regulatory bodies or in connection with legal proceedings or requests
	Ensuring Council policies are adhered to (such as policies covering email and internet use)
	Operational reasons, such as recording transactions, training and quality control, ensuring the confidentiality of sensitive information, security vetting and checking
	Investigating complaints Checking references, ensuring safe working practices, monitoring and managing staff access to systems and facilities and staff absences, administration and assessments
	Monitoring staff conduct, disciplinary matters
	Promoting Council services
	Improving services



### Subject access requests:

Please note that under the Data Protection Act 1998, individuals are entitled, subject to certain exceptions, to request access to information held about them. Epping Town Council have a Subject Access Request Policy and Form to process any subject access requests (2019). If you receive a subject access request, you should refer that request immediately to the DPO.

Please contact the Data Protection Officer if you would like to correct or request information that we hold about you. There are also restrictions on the information to which you are entitled under applicable law. The DPO will advise on this.

### Processing information in accordance with an individual's rights:

You should abide by any request from an individual not to use their personal data for direct marketing purposes and notify the DPO about any such request.

Do not send direct marketing material to someone electronically (e.g. via email) unless you have an existing business relationship with them in relation to the services being marketed.

Please contact the DPO for advice on direct marketing before starting any new direct marketing activity.

Epping Town Council will only use data for the purposes of Council business.

### Training:

All staff will receive training on this policy. New joiners will receive training as part of the induction process. Further training will be provided at least every two years or whenever there is a substantial change in the law or our policy and procedure **Training is provided in-house when needed.** New councillors will also receive Data Protection training.

### It will cover:

- The law relating to data protection
- Our data protection and related policies and procedures.

Completion of training is compulsory.

### **GDPR** and Data Protection Act provisions:

Where not specified previously in this policy, the following provisions will be in effect on or before 25 May 2018.

### Privacy Notice - transparency of data protection:

Being transparent and providing accessible information to individuals about how we will use their personal data is important for our organisation. The following are details on how we collect data and what we will do with it:

### Conditions for processing:

We will ensure any use of personal data is justified using at least one of the conditions for processing and this will be specifically documented. All staff who are responsible for processing personal data will be aware of the conditions for processing. The conditions for processing will be available to data subjects in the form of a privacy notice.

## **EPPING TOWN COUNCIL**

### **PUBLICATION SCHEME**



Information published	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts)  This will be current information only.	Website Per A4 sheet single sided Per A4 sheet double sided Black and white not colour	Free 10p single 15p double
Who's who on the Council and its Committees	Website Hard copy on request	Free As above
Contact details for Town Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Hard copy on request	Free As above
Location of main Council office and accessibility details	Website Hard copy on request	Free As above
Staffing structure	Website Hard copy on request	Free As above
Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)  Current and previous financial year as a minimum		

Annual return form and report by auditor	Website	Free
	Hard copy on request	As above
Finalised budget	Website	Free
	Hard copy on request	As above
Precept	Website	Free
	Hard copy on request	As above
Borrowing Approval letter	Website	Free
	Hard copy on request	As above
Financial Standing Orders and Regulations	Website	Free
	Hard copy on request	As above
Grants given and received	Website	Free
	Hard copy on request	As above
List of current contracts awarded and value of contract	Website	Free
	Hard copy on request	As above
Members' allowances and expenses	Website	Free
	Hard copy on request	As above
Class 3 – What our priorities are and how we are doing		
(Strategies and plans, performance indicators, audits, inspections and reviews)		
Current and previous year as a minimum		
Parish Plan (current and previous year as a minimum)	Website	Free
	Hard copy on request	As above
Annual Report to Parish or Community Meeting (current and previous year as a	Website	Free
minimum)	Hard copy on request	As above
Quality status	Website	Free
	Hard copy on request	As above

Local charters drawn up in accordance with DCLG guidelines	Website	Free
Loodi onditoro didini de in dictiration	Hard copy on request	As above
Class 4 – How we make decisions		
(Decision making processes and records of decisions)		
Current and previous council year as a minimum		
Timetable of meetings (Council and any committee/sub-committee meetings and	Website	Free
parish meetings)	Hard copy on request	As above
Agendas of meetings (as above)	Website	Free
7.901.000 01.1100 11.190 (4.0 0.0 0.1 0.1	Hard copy on request	As above
	Office noticeboard	
Minutes of meetings (as above) — this will exclude information that is properly regarded as	Website	Free
private to the meeting.	Hard copy on request	As above
Reports presented to council meetings – this will exclude information that is properly	Website	Free
regarded as private to the meeting.	Hard copy on request	As above
Responses to consultation papers	Website	Free
nesponses to consultation papero	Hard copy on request	As above
Responses to planning applications	Website	Free
responses to planning applications	Hard copy on request	As above
Bye-laws	Website	Free
Dye-laws	Hard copy on request	As above
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)		

Current information only		
Policies and procedures for the conduct of council business	Website	
	<b>I</b>	Free
Procedural standing orders	Hard copy on request	As above
Committee and sub-committee terms of reference		
Delegated authority in respect of officers		
Code of Conduct		
Policy statements		
Policies and procedures for the provision of services and about the employment	Website	
of staff:	Hard copy on request	Free As above
	riald copy of request	As above
Internal instructions to staff and policies relating to the delivery of services		
⊨quality and diversity policy		
Health and safety policy		
Recruitment policies (including current vacancies)		
Policies and procedures for handling requests for information		
Complaints procedures (including those covering requests for information and		
pperating the publication scheme)		
nformation security policy	Website	Free
	Hard copy on request	1
	raid copy of request	As above
Records management policies (records retention, destruction and archive)	Website	Free
	Hard copy on request	As above
	i idia copy on request	As above
Data protection policies	Website	Free

	Hard copy on request	As above
Schedule of charges (for the publication of information)	Website	Free
Contraction of contact growth of the contract	Hard copy on request	As above
Class 6 – Lists and Registers		111-2-1
Currently maintained lists and registers only		
Any publicly available register or list (if any are held)	Website	Free
	Hard copy on request	As above
Assets register	Website	Free
	Hard copy on request	As above
Disclosure log (indicating the information that has been provided in response to requests)	Website	Free
	Hard copy on request	As above
Register of members' interests	Website	Free
Trogram of memorial markets	Hard copy on request	As above
Register of gifts and hospitality	Website	Free
Trogrator of grid differences	Hard copy on request	As above
Class 7 – The services we offer		
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Current information only		
Allotments	Website	Free
, meane	Hard copy on request	As above

Burial grounds and closed churchyards	Website	Free
	Hard copy on request	As above
Community centres and village halls	Website	Free
	Hard copy on request	As above
Parks, playing fields and recreational facilities	Website	Free
	Hard copy on request	As above
Seating, litter bins, clocks, memorials and lighting	Website	Free
	Hard copy on request	As above
Bus shelters	Website	Free
M. L.	Hard copy on request	As above
Markets	Website	Free
	Hard copy on request	As above
Public conveniences	Website	Free
A	Hard copy on request	As above
Agency agreements	Website	Free
	Hard copy on request	As above
Services for which the council is entitled to recover a fee, together with those fees	Website	Free
(e.g. burial fees)	Hard copy on request	As above
Additional Information and India		
Additional Information available		
Town magazine – Talk About Epping	Delivered to Epping	Free
	residents	
	From April 2023, copies	
	available from Epping Hall	
	and selected locations	
District the Control of the Control	Website	
Picture galleries of our events	Website	Free

News items	Link on website Free	е
Tromo nome	Hard copy on request As	above
Links to Local Organisations	Website Fre-	<mark>e</mark>
Links to 2004. O. gamestern	Hard copy on request 10p	per A4
	<mark>she</mark>	<del>et</del>
Local What's On	Website	e
	Hard copy Town Guide on Fre	<mark>e</mark>
	request, if available	
	Noticeboards, if provided	

Information will be published if it is available/when it becomes available.

Contact details: Beverley Rumsey, Town Clerk, Epping Town Council. Tel: 01992 579444

Email: info@eppingtowncouncil.gov.uk

### **SCHEDULE OF CHARGES**

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per A4 sheet single sided (black & white). 15p double A4 sheet double sided. A3 20p per sheet (black and white.  Colour +10p for each category	Actual cost 10p per A4 sheet.  Paper, ink, photocopier, time.
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class

Document reviewed: Corporate Governance: February 2021 Approved: Council: March 2021 Date of next review: February 2023



Siobhán Garrett, Habibah Wise, Donna Hourihan, David Garrett & Karen Laing

In Partnership with Epping Town Council





































A very special thanks to local town and district councillors, and our local businesses that donated financially and to local residents that gave their time and skills to this project.

### King's Coronation

Suggestions from the King's Coronation working party meeting on Wednesday 15th February 2023

Cllrs present:

Cllr H Pegrum, Cllr B Scruton, Cllr C Burgess, Cllr S Baker, Cllr M Wright

Saturday 6th May 2023

St John's Church, Epping will stream the Coronation on a big screen

(National events)

 Saturday, 6<sup>th</sup> May – Coronation at Westminster Abbey and then the Coronation procession

### Sunday 7th May 2023

Picnic at Stonards Hill recreation ground with Epping Forest Band

(National events)

 Sunday, 7<sup>th</sup> May Concert at Windsor Castle (confirmed on website as mid evening for two to three hours). During the daytime there will be the Coronation Big Lunch to share food and fun.

### Monday 8th May 2023

Ask some of our local volunteers to hold an event to promote volunteering

- Friends of Swaines Green at Swaines Green?
- Voluntary Action Epping Forest (VAEF)?
- Epping in Bloom to make a volunteering display?

(National events)

Monday, 8<sup>th</sup> May Big Help Out to promote volunteering

### In addition, ETC could:

Encourage businesses to decorate windows Coronation themed market (1st May 2023)

Bunting across High Street – look for suitable spots and liaise with EFDC Children's design a crown competition?

Assisting residents with street party permissions advice if requested

Additional input from Cllr J Duffell: (who was unable to make the meeting)
The Hemnall Social Club will have live entertainment from the covers band Scraping the Barrel on Sunday 7<sup>th</sup> May from 2pm. That will be open to all, with a charge of £2.50 for non-members.

ETC: The children's crown design could be done directly through the schools in the same way as the Mayor's Christmas card.

I was thinking of producing an Epping quiz. It would consist of 20 questions on the town. If possible it could be downloaded from the ETC website, or hard copies could be collected from the town hall or the Hemnall Social Club. Completed entries could be handed in at ETC or the Club, at which point the entrant would pay a fee of £2. The winner would receive £50, with the rest of the money going to the charity of our choice.

We may be able to find other outlets who would be willing to handle the entry forms. As well as businesses, we could encourage people to decorate their homes and gardens as well.

### **Funding**

We have not found anything to match the time frame (Essex County Council – are not funding this, so won't finance through the EALC Micro Grant)

(The National Lottery – insufficient time frame 13 and 15 days 15 day

(The National Lottery – insufficient timeframe, 12 weeks lead time) Epping Forest District Council – no High Street funding available

**Please note:** The Platinum Jubilee events cost approximately £2700. EFDC contributed £1000 through the High Street Fund and £1963 from the National Lottery. Neither of which seem to be available this time.



# the play inspection company

## **Annual Inspection**

**Epping Town Council** 

Ivy Chimneys Recreation Ground

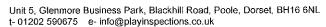
Ivy Chimney, Epping, Essex, CM16 4EP











www. playinspections .co.uk





√ 12 - Moderate Risk

Item:Fence - Bow TopManufacturer:Not Identified

Surface Type: Grass Item Quantity: 1
Equipment Compliance: N/A

Total Findings: 4

Surface Area Compliance: N/A

Finding 1 Finding 2

There are projecting bolt thread(s) present - Remove excess thread length and deburr or provide cap

There is some damage to the fence sections - Monitor for any further deterioration and repair as required

Finding 3 Finding 4

The fence is severely damaged in places - Repair or replace all affected sections

The fence is severely damaged in places - Repair or replace all affected sections

4 - Very Low Risk

Item: Fence

Manufacturer: Not Identified

Surface Type: Grass
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A

Total Findings: 1

Finding 1
This item is satisfactory - no work required -



8 - Low Risk

Item:

Roundabout

Manufacturer:

Hags

Surface Type:

Wet Pour

Item Quantity:

1

**Equipment Compliance:** 

No

Surface Area Compliance: No Life Expectancy:

>10 Years

**Total Findings:** 

Finding 1

There is/are finger entrapment/s in the seat and the item fails to meet the requirements of BS EN 1176 Part 1 4.2.7.6 Entrapment of fingers - Replace the missing fixings to remove the entrapment

Finding 3

The surface is lifting at the edges and creating trip points -Repair perimeter of surfacing to remove trip points

Finding 5

The surfacing dimensions are short and do not meet with the requirements of the current applicable standard -Monitor - no remedial action recommended

Finding 2

There are gaps opening between the surfacing and the edging surround or between the joints in the surfacing -Monitor for any further deterioration and repair as required

Finding 4

The safety surface around the area is beginning to wear -Monitor for any further deterioration and repair as required

12 - Moderate Risk

Item:

Dish Roundabout

Manufacturer:

Inclusive Play

Surface Type:

Wet Pour

Item Quantity:

**Equipment Compliance:** 

Yes

Surface Area Compliance: Yes

Life Expectancy:

5 -10 Years

**Total Findings:** 

2

Finding 1

There is or are fixings missing on the item - Replace all

missing fixings

Finding 2

A number of fixing(s) have worked loose - Secure all loose

fixings



12 - Moderate Risk

Item:

**Activity Trail** 

Manufacturer:

Playdale Playgrounds Ltd

Surface Type:

Grass

Item Quantity:

1

**Equipment Compliance:** 

Yes

Surface Area Compliance: Yes

Life Expectancy:

3 - 5 Years

Total Findings:

3

Finding 1

There is algae or moss on the surface of the equipment -

Clean and treat appropriately

Finding 2

The timber has a number of splits/shakes or air cracks and this may affect the stability or allow water ingress which will accelerate the rotting process - Monitor to ensure the splits do not cross through fixing points of the structure and/or

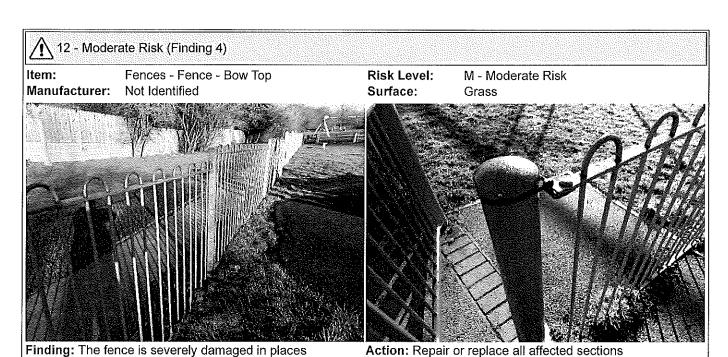
cause any instability

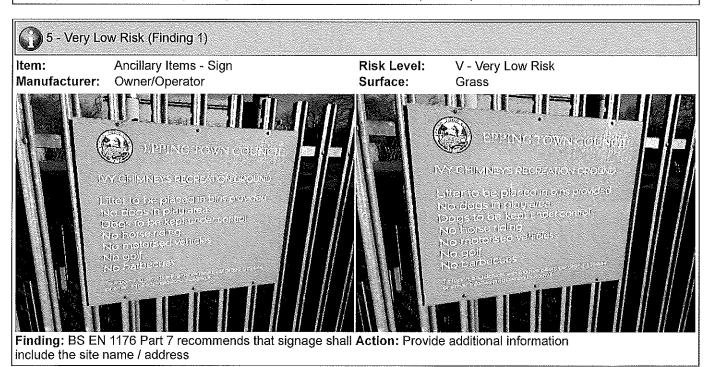
Finding 3

The timber on this item has severe rot - Remove and

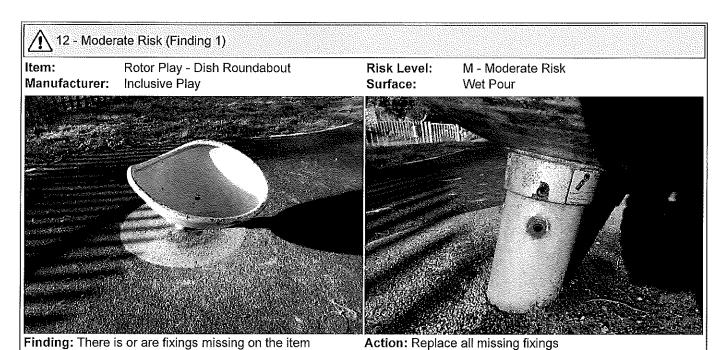
replace all affected timber sections

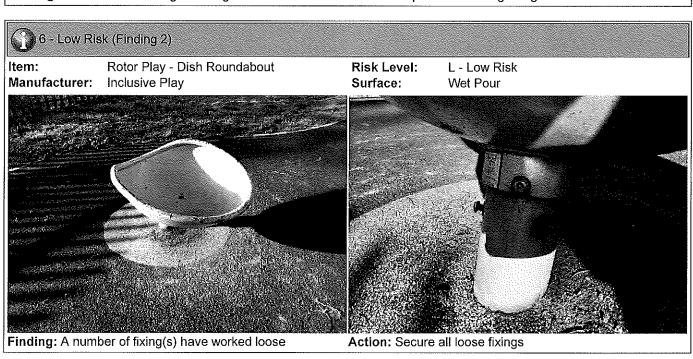




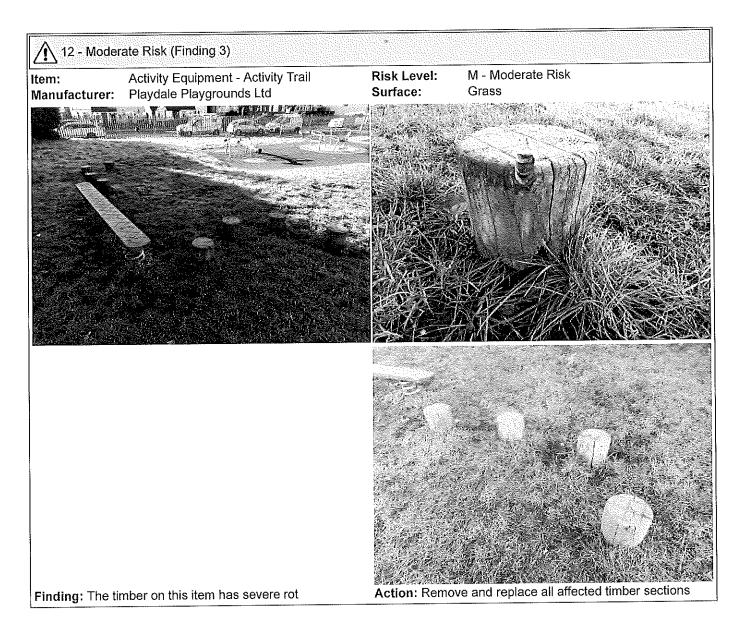














# the play inspection company

## **Annual Inspection**

**Epping Town Council** 

Stonards Hill Recreation Ground

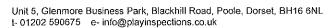
Stonards Hill, Epping, Essex, CM16 4QE











www. playinspections .co.uk





12 - Moderate Risk

Item:

Manufacturer:

Surface Type:

Wet Pour

Item Quantity:

1

**Equipment Compliance:** 

Surface Area Compliance: No Life Expectancy:

**Total Findings:** 

### Finding 1

There are significant gaps (over 30mm) between the surface and the edging or between the joints in the surface: these are large enough for a small foot to enter - Repair surfacing

### Finding 3

The paintwork on this item has been damaged or worn exposing the metal underneath which is rusting - Treat any rusting components and repaint

### Finding 5

The seats are too close to the frame as defined in BS EN 1176 Part 2; this is a low risk failure and no remedial action is required - Monitor - No remedial work recommended

#### Finding 7

The fixings or components for this item were in excess of 2.5m above the standing surface and could not be fully accessed by the inspector. We have completed a visual inspection of the fixings from ground level but a maintenance inspection should be undertaken to assess the condition, security and wear of the components at intervals in accordance with the manufacturers recommendations. -Inspect in accordance with the manufacturers recommendations

The surfacing dimensions are short and do not meet with the requirements of the current applicable standard -Monitor - no remedial action recommended

### 1 Bay 2 Seat (Flat)



SMP

No

5 -10 Years

### Finding 2

The chain openings are in excess of the 8.6mm as recommended by BS EN 1176 - Monitor - No remedial work recommended

### Finding 4

The chain links are worn in excess of 40% and require renewing - Replace worn chains

### Finding 6

The surfacing width under the seat/s is / are less than 875mm when measured from the centre of the seat outwards, and fails the requirements of BS EN 1176 Part 2 -Monitor - No remedial work recommended

The paint is flaking off the metalwork - Rub down and repaint

### Finding 10

The surface is lifting at the edges and creating trip points -Repair perimeter of surfacing to remove trip points



8 - Low Risk

Item:

Table Tennis

Manufacturer:

Cornilleau

Surface Type:

Tarmac

Item Quantity:

1

**Equipment Compliance:** 

N/A

Surface Area Compliance: N/A

Life Expectancy:

>10 Years

**Total Findings:** 

Finding 1

Finding 2

There is some damage to the item - Repair as required

The table is not secured to the surface - Secure

12 - Moderate Risk

Item:

Basketball Post

Manufacturer:

Not Identified

Surface Type:

Bitmac

Item Quantity:

1

Yes

**Equipment Compliance:** 

Surface Area Compliance: N/A

Life Expectancy:

5 -10 Years

**Total Findings:** 

2

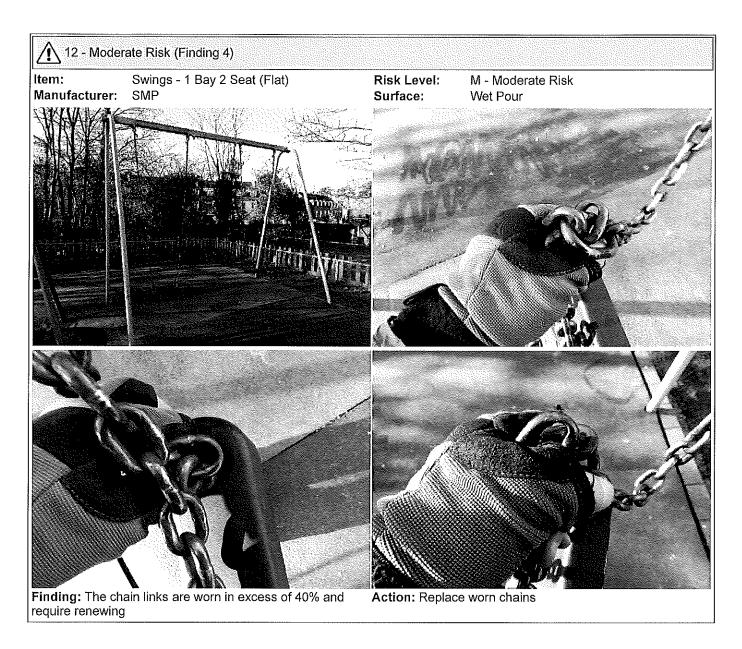
Finding 1 The backboard is damaged - Replace Finding 2

The bitumen surface is worn or damaged - Repair the

bitumen to provide a uniform surface









12 - Moderate Risk (Finding 1)

Multi Use Games Area - Basketball Post Item:

Manufacturer: Not Identified

Risk Level: M - Moderate Risk Surface: Bitmac





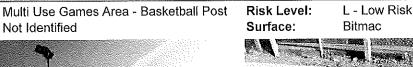
Finding: The backboard is damaged

Action: Replace



6 - Low Risk (Finding 2)

Manufacturer:





Finding: The bitumen surface is worn or damaged



Action: Repair the bitumen to provide a uniform surface