

MINUTES of the **ORDINARY COUNCIL MEETING** held in the Conference Room, Epping Hall, on **Tuesday 9th December 2025 at 8pm.**

PRESENT:

Cllr Janet Whitehouse	(Town Mayor & Chair)	
Cllr N Avey	Cllr L Burrows	Cllr C Burgess
Cllr J Duffell	Cllr C McCredie	Cllr H Pegrum
Cllr G Scruton	Cllr Jon Whitehouse	Cllr M Wright

IN ATTENDANCE: 1 member of the press

OFFICER: Beverley Rumsey (Town Clerk)

301 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr R Sharif, Cllr H Whitbread and Cllr Jon Whitehouse for lateness.

302 DECLARATIONS OF INTEREST

Cllr L Burrows, Cllr R Sharif, Cllr Janet Whitehouse & Cllr Jon Whitehouse declare a non pecuniary interest as Epping Forest District councillors.

Cllr H Whitbread declares a non pecuniary interest as an Epping Forest District Councillor and Cabinet Member and an Essex County Councillor and Deputy Cabinet Member.

303 DISPENSATIONS

There were no dispensations.

304 PUBLIC PARTICIPATION - QUESTION TIME

There were no public questions or comments.

305 CONFIRMATION OF COUNCIL MINUTES

It was **RESOLVED** that the minutes of the ExtraOrdinary Council Meeting held on 5th November 2025 be signed by the Mayor as a true record and adopted by the Council, subject to the following amendment:

Minute 277 (Attachment A): Should read October not November

It was **RESOLVED** that the minutes of the Ordinary Council Meeting held on 11th November 2025 be signed by the Mayor as a true record and adopted by the Council.

(*Please note: Attachments A and B should have swapped attachment numbers Attachment B meeting was first.)

306 MINUTES OF COMMITTEE MEETINGS & PLANNING COMMENT

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	11 th November 2025(Attachment B)
Planning & General Purposes Committee	25 th November 2025	(Attachment C)

307 COMMUNICATIONS TO NOTE/REQUIRING DECISION**(i) Local Government Reorganisation**

Council considered the consultation information on Local Government Reorganisation (LGR), as per **Attachment E**.

It was **RESOLVED** that:

(i) The Town Clerk would return the following comments:

Town and Parish Councils must be involved in the discussions before decisions are made.
 Taking on assets come with ongoing running and maintenance costs
 Will funding be transferred with assets? Money needs to be provided to maintain assets. There must be resources for devolved functions.
 Local democracy is very important eg in planning. Voice of local people in an area is vital. Whatever the size of the unitary, the grassroots, local voice is vital.

308 TOWN MAYOR & DEPUTY TOWN MAYOR'S DUTIES

The duties undertaken by the Town Mayor and Deputy Town Mayor since the Ordinary Council meeting on 11th November 2025 were **NOTED**, with the following addition:

Town Mayor: West Essex Inclusion Christmas party	8 th December 2025
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309 REPORTS FROM MEMBERS

Reports from members were received on meetings or visits since the Ordinary Council meeting on 11th November 2025:

Cllr C Burgess	Ace Activities	14 ^h November 2025
	Christmas Market	5 th December 2025
	Christmas Tree Festival	6 th December 2025
Cllr L Burrows	Epping Town Council 50 th tree planting	13 th November 2025
Cllr J Duffell	Helping Christmas Market	6 th December 2025
Cllr M Wright	Horticultural Society quiz	23 rd November 2025
	Christmas Market	6 th December 2025
	Christmas Tree Festival	6 th December 2025
Cllr G Scruton	Epping & Theydon Garnon Joint Charities	18 th November 2025
	Awards for educational placements. Not enough grants come forward.	
	Theydon Trusts meeting	2 nd December 2025
	Simplifying accounts.	
Cllr H Pegrum	Epping & Theydon Garnon Joint Charities	18 th November
	Signed off accounts. Update on properties. Effect of renters reform	bill next April 2026.
	Theydon Trusts meeting	2 nd December 2025
	Christmas Market	6 th December 2025
	Christmas Tree Festival	6 th December 2025
Cllr Jon Whitehouse	Epping Town Council 50 th tree planting	13 th November 2025
	Helping Christmas Market	6 th December 2025

Cllr C McCredie	Epping Society tree planting Lindsey St Grn	12 th November 2025
	Epping Hall tree planting	13 th November 2025
	Ace Activities	14 th November 2025
	Safer Epping	17 th November 2025
	EFDC Plans B meeting	19 th November 2025
	Friends of Swaines Green AGM	19 th November 2025
	Community Safety Partnership	20 th November 2025
	Bulbs. Chrysalis. Market Gdn Epping in Bloom	21 st November 25
	Epping Society social evening	24 th November 2025
	Coopersale Christmas light up and carols	30 th November 2025
	St John's Christmas Tree festival	5 th December 2025
	Helping Christmas Market	6 th December 2025
	Santa's Grotto helper Elf	6 th December 2025
	EFDC Carol Service	6 th December 2025
	Epping Society Committee meeting	8 th December 2025

Cllr C McCredie highlighted:

Safer Epping: Essex Police lead Adam Pipe road safety. Raised town issues.
Essex Spartans. Volunteers.

Swaines Green AGM Victoria Robertson Epping in Bloom Community Garden

310 REPORT OF THE TOWN CLERK AND COUNCILLORS QUESTIONS

Cllr Jon Whitehouse entered here.

The Town Clerk advised members that the Stonards Hill recreation ground path had been delayed due to the additional topsoil required.

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

311 REPORT FROM EPPING FOREST DISTRICT COUNCILLORS AND COUNTY COUNCILLORS

Epping Forest District Council

Cllr Janet Whitehouse had attended a waste & recycling briefing about garden waste and a North Essex Parking Partnership (NEPP) meeting. 2 confidential meetings about The Bell Hotel and budget. Leisure centre visit, awaiting an opening date. Highways training for consultees. Speculative planning applications/traffic effect on forest. Congestion already present, can't use this a reason for refusal.

312 FINANCIAL REPORT TO 30TH NOVEMBER 2025

Council considered the summary financial report for November 2025, presented by the Town Clerk in the absence of 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.

313 ACCOUNTS FOR PAYMENT

Council's Key Member for Finance, Cllr G Scruton, presented the payment schedules for November 2025. Payments total **£131,967.35**. Payments from Barclays total £32,863.57 (please note a transfer of £30,000 from Barclays to the Co-operative. Payments from the Co-operative total £98,838.55 (please note a petty cash withdrawal of £300). Payments from the Co-operative Online total £265.23.)

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Audit and Accountability Act 2014;
- (ii) The list of payments for November 2024 were **APPROVED** as presented in the schedule.

314 BUDGET 2026/27: FIRST ESTIMATES

Council considered the budget first draft as per **Attachment J**, draft charges as per **Attachment J1** and decisions required as per **Attachment J2**.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Accounts and Audit (England) Regulations 2011 and the Audit Commission Act 1998, s44 and the Local Audit and Accountability Act 2014;
- (ii) The proposals for professional fees and events budget increases were accepted to be built into the budget 2026/27 second estimates;
- (iii) Talk About Epping would be budgeted as Option 2 (print/distribute 2500 copies approximately to central locations;)
- (iv) A list of potential locations for Talk About Epping formal distribution would be drafted for consideration;
- (v) Second estimates would be drafted once the tax base figure had been received in December 2025.

325 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.

326 PUBLIC TOILETS: POTENTIAL CONTRACTS

Council considered the public toilet information as per **Attachment K**.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government (Miscellaneous Provisions) Act 1976, s19; Public Health Act 1875, s164;
- (ii) A meeting would be requested with the company for all members able to attend.

327 IVY CHIMNEYS RECREATION GROUND LEGAL UPDATE

Council considered the Ivy Chimneys recreation ground legal update, as per **Attachment L**.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government Act 1972, s111;
- (ii) This would be expedited with a solicitor's letter as to Epping Town Council's intentions.

CLOSURE

The Town Mayor, Cllr Janet Whitehouse, closed the meeting at **9.37pm**.

Signature of Chairman

Date

MINUTES of the **PLANNING AND GENERAL PURPOSES COMMITTEE MEETING** held at Epping Hall, St. Johns Road, Epping on **Tuesday, 9th December 2025** at **7.15pm**.

PRESENT: Cllr N Avey (Chairman)
Cllr M Wright (Vice Chairman)
Cllr C Burgess
Cllr C McCredie
Cllr G Struton

OFFICERS: Beverley Rumsey (Town Clerk)

IN ATTENDANCE: One member of the press was present.

293 APOLOGIES FOR ABSENCE

No apologies for absence were received.

294 DECLARATIONS OF INTEREST

Cllr C McCredie declared a non-pecuniary interest in EPF/2295/25, 1 Allnutts Road, Epping, CM16 7BD as the applicant is known to her, but there has been no discussion regarding this application. There were no other declarations of interest.

295 DISPENSATIONS

There were no dispensations.

296 CONFIRMATION OF MINUTES

Committee **RESOLVED** that:

the minutes of the meeting of the Planning & General Purposes Committee held on Tuesday, 25th November 2025 be signed by the Chairman as a true record.

297 PUBLIC QUESTIONS OR COMMENTS

There were no public questions or comments.

298 NOTICES AND INFORMATION

There were no notices and information.

299 PLANNING APPLICATIONS

EPF/2295/25	1, Allnutts Road, Epping, CM16 7BD R&D Architects Ltd	Demolition of existing rear conservatory extension, construction of new single storey rear extension, demolition of existing side extension, construction of new part single/part two storey side extension.
Committee have NO OBJECTION to this application.		
EPF/2324/25	41, The Pines, Church Hill, Epping,	TPO/EPF/04/17 T1: Pine - Reduce height and lateral stems by

	CM16 4RA List	up to 2.5m, as specified. Crown thin by up to 10%, as specified.
Committee have NO OBJECTION to this application provided all work is carried out under the supervision of the arboricultural officer at Epping Forest District Council.		
EPF/2377/25	171-177 High Street, Epping, CM16 4BL Rackham Planning Ltd.	Erection of single storey mansard extension on existing building to provide 1no. additional residential dwelling (Class C3) following demolition of the existing plant room.
Committee have NO OBJECTION to this application.		

300 PLANNING DECISIONS

Committee **NOTED** the decisions as received from Epping Forest District Council since the date of the previous agenda and up until the date of this agenda.

The Chairman closed the meeting at **7.31pm**.

Signature of Chairman

Date

ATTACHMENT C

Bus Proposal: High Easter Parish Council

Background

As a Parish Council we bid and were successful in securing a grant of £17,200 from the first round of Love Your Bus Grants awarded at the start of 2025 by Essex County Council and the Department of Transport.

We keen to bid again in the next round of funding, which has a deadline of **January 31st**.

Why High Easter Parish Council?

We have a local bus operator, Lodge's Coaches, based in the village and we also have a publicly funded bus route we can apply for a variation run by Lodge's Coaches - the 17/18 service Dunmow to Chelmsford on Tuesday/Thursday/Friday/Saturday (mornings/afternoons) is a long established and well used rural bus route from Great Dunmow towards Chelmsford through the villages.

Opportunity that exists

We could have another morning/afternoon service on Mondays and Wednesday to a different destination.

We're keen to bid for a bus route from Dunmow to Epping running via Ongar. This would provide our residents with access to Epping Market on a Monday, the Central Line, Ongar Hospital and Sports Centre.

Route B is our preferred route due to the potential for more passengers and we have support from Kelvedon Hatch Parish Council and Good Easter Parish Council.

What we would like from you, if possible:

A statement of support for an additional bus service to your town.

Many thanks,

Parish Clerk, High Easter Parish Council

Proposal

To vary the route of the 17/18 bus service on at least Mondays and also Wednesdays to provide a service from two market towns (Dunmow to Epping).

Current situation

At the moment Lodge's Coaches provides the 17/18 rural bus route with partial subsidy from Essex County Council and a Love Your Bus grant secured in 2025.

This route operates 4 days a week on Tuesdays/Thursdays/Fridays/Saturdays leaving Dunmow at 9.20am and returning to Dunmow from Chelmsford at 1pm.

The Love Your Bus 1 grant will pay for changes from Tuesday, 6th January 2026 to this route and after dropping at Chelmsford Market at 10.30am the bus will return to do a loop of Chignal parish to pick up more passengers and drop off at Chelmsford Market again. It will repeat this loop at 1pm before collecting passengers for the return journey to Dunmow.

Opportunity that exists

To have a varied service to a different destination on the empty days (Mondays and Wednesdays).

However, it is necessary for the bus to start and end in Dunmow to fit in with school collection timetables.

High Easter Parish Council successfully bid for funds from Love Your Bus grant scheme from Essex County Council and the Department for Transport for the loop service to be provided for a year.

Benefits to Passengers of route variation

To add additional destinations and routes to the existing service for rural bus passengers

Epping is a good destination due to onward connectivity via the Central Line for the tube and the town has a market on a Monday.

All routes would also provide access to Ongar Sports Centre and Ongar Hospital for people traveling from Dunmow.

<h2>Possibly Route proposals</h2>
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Route A

Great Dunmow via High Easter, Fyfield, Ongar and Epping

Departure time from Dunmow: 9.20am

Approximate journey time: 50 minutes

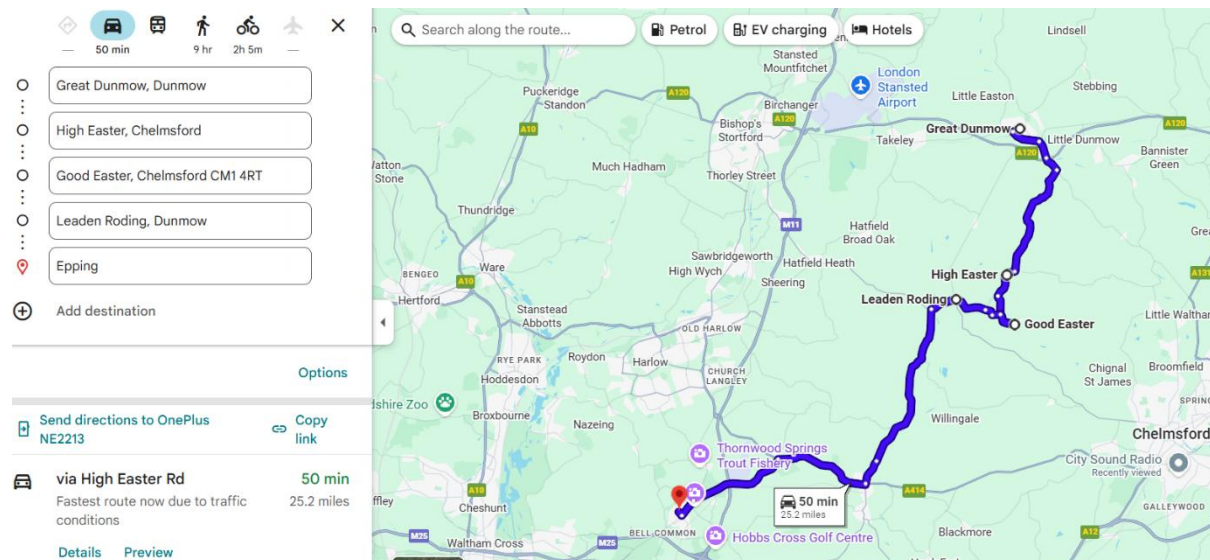
Likely time of arrival in Epping: 10.10am

Departure time from Epping: 1.30pm

Return time to Dunmow: 2.20pm

This would give shoppers 3 hours 20 minutes in Epping before return journey.

Map Route A



Existing bus services

20,21,22 (half hourly service)

Harlow-Epping-Ongar

Central Connect

Notes on Route A

Route A is similar in journey time if routed via White Roding, Hatfield Heath and the M11 to Epping. Less of a rural route and likely to encounter traffic at main motorway junctions.

Route B

Great Dunmow via High Roding, High Easter, Fyfield, Ongar, Marden Ash, Stondon Massey, Kelvedon Hatch, Keveldon Common and Epping.

Departure time from Dunmow: 9.20am

Approximate journey time: 1 hour 11 minutes

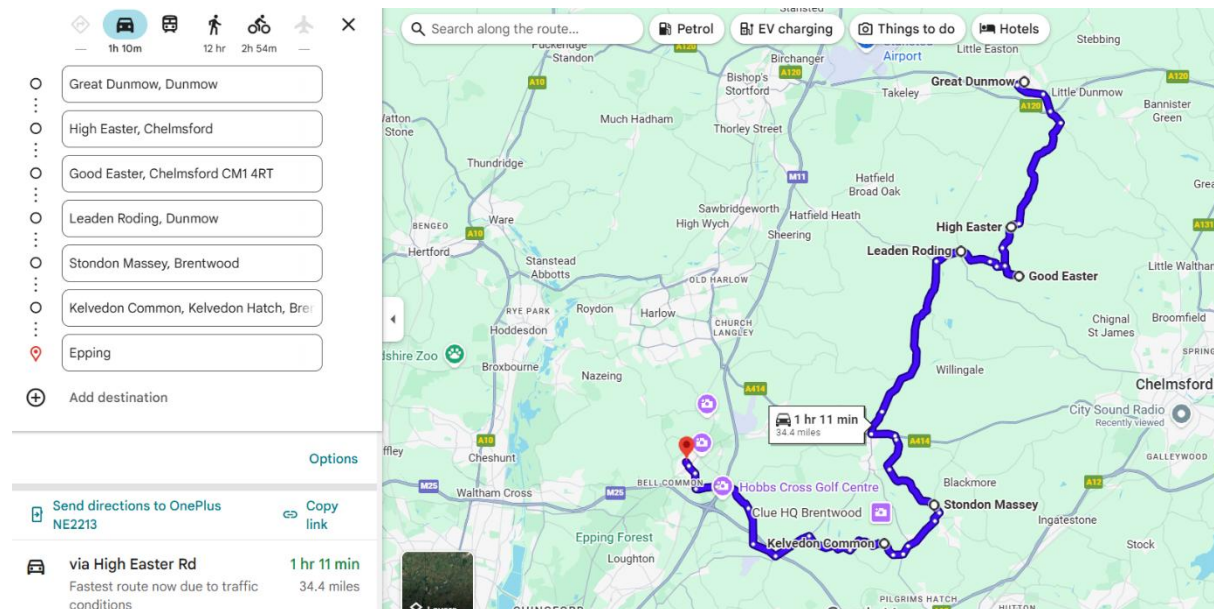
Likely time of arrival in Epping: 10.30am

Departure time from Epping: 1.30pm

Return time to Dunmow: 2.30pm

This would give shoppers 3 hours in Epping before return journey.

Map Route B



Existing bus services

School bus service
AM/PM

Fyfield

Stephensons

TOWN MAYOR'S DUTIES/ENGAGEMENTS Cllr Janet Whitehouse
9th December 2025 – 13th January 2026

13 th December 2025	Epping for Everyone Christmas lunch
14 th December 2025	Lighting of the Menorah
15 th December 2025	Ivy Chimneys school for Christmas card runner-up presentation
16 th December 2025	Chrysalis Pre-school Nativity
17 th December 2025	Briefing on Food and Garden Waste
24 th December 2025	Carols on the Green
7 th January 2026	Epping-Eppingen meeting
12 th January 2026	Coopersale Hall school for Christmas card winner and runner-up presentations

DEPUTY TOWN MAYOR'S DUTIES/ENGAGEMENTS – Cllr R Sharif
9th December 2025 – 13th January 2026

There are no duties or engagements for this period.

REPORT OF THE TOWN CLERK**1 EPPING NEIGHBOURHOOD PLAN**

Epping's Neighbourhood Plan is with the inspector and Epping Town Council await news of its progress.

2 EPPING HALL OFFICE REFURBISHMENT/MOVE

The damaged glass in Epping Hall's reception has now been replaced as part of the office refurbishment. This makes the offices more secure and efficient.

3 STONARDS PATH WIDENING

The Town Clerk understands the new diagnostic centre now has power due to the cabling under Stonards Hill recreation ground. Unfortunately, a few ground defects have been left behind and the we are in discussion with our land agent as to the best way forward with these.

4 ASSET OF COMMUNITY VALUE: MILL MOUND FIELDS

Epping Town Council have been advised that Epping Town Council's application to designate Mill Mound Fields as an Asset of Community Value has been refused by Epping Forest District Council. Cllr N Avey has requested that this decision be challenged and this will be worked on by the office team.

5 JACK SILLEY PAVILION

Unfortunately, there is still visible movement at the Jack Silley Pavilion. A company appointed by Council's insurance company has now visited to assess and we are awaiting news of their next steps.

6 BLUE PLAQUE: ERNEST WYTHES

The blue plaque for Ernest Wythes has been delivered and is ready to be installed at the Hemnall Social Club. There will be an unveiling ceremony once it has been installed.

7 LITTLE FREE LIBRARY

The Little Free Library should be installed in the Market Garden Terrace community garden in January 2026. Its progress/success will be monitored.

8 JULIE'S CAFÉ BREAK IN

Unfortunately, Julie's café was broken into in December 2025 and quite a lot of damage has been caused to the kitchen and roof. The roof was repaired quickly as it needed to be secure and watertight. Further details are provided in the main Council agenda under excluded session.

07/01/2026

Epping Town Council 2025/2026

Page 1

13:28

Summary Income & Expenditure by Budget Heading 07/01/2026

Month No: 9

Committee Report to 31/12/2026

Full Council

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent
Income	828,388	845,731	17,343			97.9%
Expenditure	717,775	775,015	57,240	0	57,240	92.6%
Net Income over Expenditure	<u>110,613</u>	<u>70,716</u>	<u>(39,897)</u>			
plus Transfer from EMR	0	0	0			
less Transfer to EMR	0	0	0			
Movement to/(from) Gen Reserve	<u>110,613</u>	<u>70,716</u>	<u>(39,897)</u>			

Earmarked Reserves

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

Grand Totals:- Income	828,388	845,731	17,343			97.9%
Expenditure	717,775	775,015	57,240	0	57,240	92.6%
Net Income over Expenditure	<u>110,613</u>	<u>70,716</u>	<u>(39,897)</u>			
plus Transfer from EMR	0	0	0			
less Transfer to EMR	0	0	0			
Movement to/(from) Gen Reserve	<u>110,613</u>	<u>70,716</u>	<u>(39,897)</u>			

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Service & Committee Support</u>							
1076 Precept	645,791	645,791	0			100.0%	
1090 Interest Received	2,246	1,800	(446)			124.8%	
1900 Other Receipts	0	500	500			0.0%	
4000 Salaries	(160,927)	(215,000)	54,073		54,073	74.8%	
4010 Insurance	(10,600)	(10,600)	0		0	100.0%	
4020 Equipment	(3,446)	(1,000)	(2,446)		(2,446)	344.6%	
4025 Consumables	(466)	(700)	234		234	66.6%	
4030 Postage	(507)	(800)	293		293	63.3%	
4035 Printing & Photocopying	(1,319)	(1,800)	481		481	73.3%	
4040 Professional Fees	(14,897)	(10,000)	(4,897)		(4,897)	149.0%	
4045 Subscriptions & Licences	(11,019)	(13,000)	1,981		1,981	84.8%	
4050 Telephone & IT Services	(12,707)	(9,000)	(3,707)		(3,707)	141.2%	
4060 Training - Staff	(5,015)	(2,000)	(3,015)		(3,015)	250.8%	
4065 Training - Members	(125)	(600)	475		475	20.8%	
4070 Travel & Subsistence - Staff	(424)	(500)	76		76	84.8%	
4075 Travel & Subsistence - Members	0	(600)	600		600	0.0%	
4080 Mayor's Allowance	(63)	(1,000)	937		937	6.3%	
4090 Bank Charges	(77)	(110)	34		34	69.5%	
4095 Miscellaneous Expenditure	(1,383)	(1,000)	(383)		(383)	138.3%	
4100 Bad Debt & Write Offs	0	(100)	100		100	(0.3%)	
<u>110 Neighbourhood Planning</u>							
4370 N Planning Guidance	833	(1,000)	1,833		1,833	(83.3%)	
<u>120 Grants</u>							
4140 Grants - S137	(150)	0	(150)		(150)	0.0%	
4145 Grants - Other Powers	(275)	(2,000)	1,725		1,725	13.8%	
<u>140 Events & Publications</u>							
1200 Town Show Income	6,023	4,500	(1,523)			133.8%	
1210 Christmas Market Income	4,329	4,500	171			96.2%	
1230 Christmas Tree Donations	500	0	(500)			0.0%	
4165 Epping in Bloom	(1,000)	(1,000)	0		0	100.0%	
4170 Town Show Expenditure	(4,291)	(4,000)	(291)		(291)	107.3%	
4175 Christmas Market Expenditure	(5,111)	(4,500)	(611)		(611)	113.6%	
4180 Christmas Lights Expenditure	(34,619)	(15,000)	(19,619)		(19,619)	230.8%	
4185 Christmas Tree Expenditure	(973)	(3,000)	2,027		2,027	32.4%	
4195 Mayor's Civic Reception	(1,418)	(2,000)	582		582	70.9%	
4205 Talk About Epping	(921)	(1,000)	79		79	92.1%	
4215 Distribution Costs	(218)	0	(218)		(218)	0.0%	
4220 Other Council Events	(1,683)	(2,500)	817		817	67.3%	

Detailed Income & Expenditure by Budget Heading 07/01/2026

Month No: 9

Cost Centre Report to 31/12/2025

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4225 Other Council Publications	(770)	(1,320)	550		550	58.3%	
160 Epping Hall							
1300 Lettings Rents & Licences	32,172	48,000	15,828			67.0%	
4010 Insurance	(8,942)	(8,000)	(942)		(942)	111.8%	
4020 Equipment	(531)	(1,500)	969		969	35.4%	
4025 Consumables	(1,196)	(1,500)	304		304	79.7%	
4085 PWLB Loan Repayments	(16,164)	(16,164)	(0)		(0)	100.0%	
4095 Miscellaneous Expenditure	(56,464)	0	(56,464)		(56,464)	0.0%	
4250 Business Rates	(10,978)	(12,000)	1,022		1,022	91.5%	
4255 Utilities	(10,913)	(15,000)	4,087		4,087	72.8%	
4260 Repairs & Maintenance	(11,869)	(15,000)	3,131		3,131	79.1%	
180 Jack Silley Pavilion							
1055 Utility Recharges	999	0	(999)			0.0%	
1300 Lettings Rents & Licences	22,129	31,000	8,871			71.4%	
4010 Insurance	(1,720)	(1,720)	0		0	100.0%	
4020 Equipment	(121)	(800)	679		679	15.2%	
4025 Consumables	(670)	(500)	(170)		(170)	133.9%	
4250 Business Rates	(4,840)	(4,800)	(40)		(40)	100.8%	
4255 Utilities	(10,092)	(12,500)	2,408		2,408	80.7%	
4260 Repairs & Maintenance	(2,182)	(6,000)	3,818		3,818	36.4%	
200 Epping Market							
1300 Lettings Rents & Licences	20,219	33,500	13,281			60.4%	
1310 Market casuals	9,742	10,500	758			92.8%	
4007 Advertising & promotion	0	(500)	500		500	0.0%	
4010 Insurance	(760)	(760)	0		0	100.0%	
4020 Equipment	(1,553)	(1,000)	(553)		(553)	155.3%	
4085 PWLB Loan Repayments	(6,159)	(6,160)	1		1	100.0%	
4095 Miscellaneous Expenditure	(2,638)	0	(2,638)		(2,638)	0.0%	
4250 Business Rates	(4,990)	(5,500)	510		510	90.7%	
4260 Repairs & Maintenance	(50)	(1,000)	950		950	5.0%	
4300 Market Contractor	(15,664)	(24,500)	8,836		8,836	63.9%	
220 Epping Cemetery							
1500 Burials & Memorials	27,111	30,000	2,889			90.4%	
4010 Insurance	(960)	(960)	0		0	100.0%	
4020 Equipment	(440)	(500)	60		60	87.9%	
4025 Consumables	(15)	0	(15)		(15)	0.0%	
4095 Miscellaneous Expenditure	(1,309)	(500)	(809)		(809)	261.8%	
4250 Business Rates	(2,445)	(2,000)	(445)		(445)	122.3%	
4260 Repairs & Maintenance	(12,582)	(3,000)	(9,582)		(9,582)	419.4%	

Detailed Income & Expenditure by Budget Heading 07/01/2026

Month No: 9

Cost Centre Report to 31/12/2025

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>240 Parks & Building Maintenance</u>							
1300 Lettings Rents & Licences	6,918	6,000	(918)			115.3%	
1320 Tennis Court income	1,620	1,800	180			90.0%	
1600 Town Greens	1,045	2,400	1,355			43.5%	
1900 Other Receipts	17,833	0	(17,833)			0.0%	
4000 Salaries	(175,921)	(245,000)	69,079		69,079	71.8%	
4010 Insurance	(3,550)	(3,550)	0		0	100.0%	
4020 Equipment	(9,212)	(8,000)	(1,212)		(1,212)	115.2%	
4025 Consumables	(842)	(1,000)	158		158	84.2%	
4095 Miscellaneous Expenditure	(2,983)	0	(2,983)		(2,983)	0.0%	
4255 Utilities	(2,730)	(6,000)	3,270		3,270	45.5%	
4260 Repairs & Maintenance	(31,650)	(25,000)	(6,650)		(6,650)	126.6%	
4265 Public Toilet Cleaning	(1,895)	(1,300)	(595)		(595)	145.8%	
4270 Tree management	(2,775)	(3,000)	225		225	92.5%	
4275 Tennis Courts	(981)	(1,000)	19		19	98.1%	
4310 Vehicles	(1,645)	(2,000)	355		355	82.3%	
4360 Fuel	(2,783)	(4,500)	1,717		1,717	61.8%	
<u>260 Public Convenience</u>							
1055 Utility Recharges	17,487	10,000	(7,487)			174.9%	
4020 Equipment	(16)	(100)	84		84	16.3%	
4025 Consumables	(120)	(1,000)	880		880	12.0%	
4255 Utilities	(13,909)	(10,000)	(3,909)		(3,909)	139.1%	
4260 Repairs & Maintenance	(847)	(2,000)	1,153		1,153	42.4%	
4265 Public Toilet Cleaning	(4,010)	(6,000)	1,990		1,990	66.8%	
<u>280 Allotments</u>							
1300 Lettings Rents & Licences	4,417	4,440	23			99.5%	
4010 Insurance	(320)	(320)	0		0	100.0%	
4020 Equipment	0	(300)	300		300	0.0%	
4025 Consumables	0	(300)	300		300	0.0%	
4255 Utilities	(784)	(400)	(384)		(384)	195.9%	
4260 Repairs & Maintenance	0	(500)	500		500	0.0%	
<u>300 Street Furniture</u>							
4020 Equipment	0	(2,000)	2,000		2,000	0.0%	
4095 Miscellaneous Expenditure	0	(1,000)	1,000		1,000	0.0%	
4260 Repairs & Maintenance	(716)	(2,000)	1,284		1,284	35.8%	
<u>320 War Memorial</u>							
4260 Repairs & Maintenance	0	(100)	100		100	0.0%	

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>340 Council as Landlord</u>							
1300 Lettings Rents & Licences	3,407	6,000	2,593			56.8%	
1900 Other Receipts	4,400	5,000	600			88.0%	
4260 Repairs & Maintenance	(270)	(1,500)	1,230		1,230	18.0%	
<u>360 Council as Tenant</u>							
4400 Letting Rents & Licence Costs	0	(151)	151		151	0.0%	
Grand Totals:- Income	828,388	845,731	17,343			97.9%	
Expenditure	717,775	775,015	57,240	0	57,240	92.6%	
Net Income over Expenditure	<u>110,613</u>	<u>70,716</u>	<u>(39,897)</u>				
Movement to/(from) Gen Reserve	<u>110,613</u>	<u>70,716</u>	<u>(39,897)</u>				



Date: 07/01/2026

Epping Town Council 2025/2026

Time: 13:12

Barclays No 1 Account

List of Payments made between 01/12/2025 and 31/12/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
05/12/2025	Barclays Bank plc	DEBIT	8.50		Commission 13Oct/12Nov
09/12/2025	Co-operative Bank current	Transfer	35,000.00		Transfer 
09/12/2025	Co-operative Bank current	Transfer	40,000.00		Transfer 
22/12/2025	EE	DD15	67.25		Mobile/dongle December
Total Payments			75,075.75		

Time: 13:12

Co-operative Bank current

List of Payments made between 01/12/2025 and 31/12/2025

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/12/2025	Epping Forest District Council	DD01	484.00		NDR 1/4/25 to 1/4/26
02/12/2025	Co-operative Online Account	Transfer	700.00		Transfer *
03/12/2025	Petty Cash	Transfer	250.00		Petty cash withdrawal *
04/12/2025	Petty Cash	Transfer	250.00		Petty cash withdrawal *
08/12/2025	Yu Energy Retail Limited	DD02	1,110.24		Electric Nov 25
09/12/2025	Aylesford Electrical Contracto	BAC0912/01	2,853.00		Xmas lights removal
09/12/2025	BPH Events	BAC0912/02	840.00		Sleigh+reindeer hire
09/12/2025	The Security Network Ltd	BAC0912/03	806.40		Fire alarm servicing+monitor
09/12/2025	Chubb Fire & Security Ltd	BAC0912/04	76.61		Replacement battery EH alarm
09/12/2025	D W Erections	BAC0912/05	800.00		Xmas market gazebos
09/12/2025	Ernest Doe & Sons Ltd	BAC0912/06	3,803.15		3 blowers, 3 mowers
09/12/2025	GLS Educational Supplies	BAC0912/07	239.40		Desk
09/12/2025	Inkpen Downie Architecture & D	BAC0912/08	255.00		Revised office drawings
09/12/2025	M A Eckton	BAC0912/09	7,752.00		EH office labour+materials
09/12/2025	Holly McDougall	BAC0912/10	400.00		Two stilit walkers
09/12/2025	Mobile Account Solutions (Hold	BAC0912/11	420.00		Call out broken socket
09/12/2025	MSPC Ltd	BAC0912/12	165.60		Supply+print xmas card
09/12/2025	RAC Motoring Services	BAC0912/13	735.00		Breakdown cover 3 vans 2yrs
09/12/2025	RAD Group	BAC0912/1	3,423.36		Domain hosting
09/12/2025	Radio Forest Community Broadca	BAC0912/15	500.00		Xmas market broadcasting
09/12/2025	Reliant Leisure Services Ltd	BAC0912/16	3,438.00		Stonards H playground repairs
09/12/2025	Rentokil Initial UK Ltd	BAC0912/17	160.52		2 hyg units
09/12/2025	Resmes	BAC0912/18	300.00		Live music @ Xmas market
09/12/2025	R.J.O Medical Ltd	BAC0912/19	180.00		1st aid training - Xmas market
09/12/2025	Signs of the Times Ltd	BAC0912/20	437.80		Ernest Wythes Blue plaque
09/12/2025	Spaldings Limited	BAC0912/21	194.90		Valve + cap, inner tube
09/12/2025	WC Portables Ltd	BAC0912/22	408.00		Disabled portable toilet
09/12/2025	Mr D R Whitbread	BAC0912/23	90.00		Clean EH windows+bus stops
09/12/2025	Stratton Contractors Ltd	BAC0912/24	1,250.00		Xmas market rubbish
09/12/2025	Stratton Contractors Ltd	BAC0912/25	200.00		Repair of urinal at EH
09/12/2025	Stratton Contractors Ltd	BAC0912/26	3,280.00		Nov 25 clean
09/12/2025	Stratton Contractors Ltd	BAC0912/27	1,455.00		SH toilet clean Nov 25
09/12/2025	Stratton Contractors Ltd	BAC0912/28	2,856.00		EH rubbish collection 16-30.4
09/12/2025	Ayse Savage	BAC0912/29	460.00		Xmas market characters
09/12/2025	Nest Pension	BAC0912/30	465.04		Pension conts Nov 25
09/12/2025	Essex Pension Fund	BAC0912/31	3,787.22		Pension conts Nov 25
09/12/2025	HMRC	BAC0912/32	8,967.78		NI+PAYE conts Nov 25
10/12/2025	Epping Forest District Council	DD03	245.00		NDR 1/4/25 to 1/4/26
10/12/2025	Epping Forest District Council	DD04	499.00		NDR 1/4/25 to 1/4/26
10/12/2025	Epping Forest District Council	DD05	1,098.00		NDR 1/4/25 to 1/4/26
11/12/2025	British Gas Services Ltd	DD06	645.53		Gas 28.10-27.11.25
12/12/2025	Salary transfers	BACS	38,357.84		Salary payments
12/12/2025	Salary transfers	BACS	-13,237.56		Salary adjustment
15/12/2025	Corona Energy	DD07	1,585.74		Purchase Ledger Payment
15/12/2025	Peninsula	DD08	519.37		HR + H&S support
15/12/2025	D W Erections	DD09	1,958.00		Purchase Ledger Payment
16/12/2025	Co-operative Online Account	Top up	300.00		Transfer *

Date: 07/01/2026

Epping Town Council 2025/2026

Page 2

Time: 13:12

Co-operative Bank current

List of Payments made between 01/12/2025 and 31/12/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
16/12/2025	Everflow	DD10	430.63		Purchase Ledger Payment
17/12/2025	EDF Energy	DD11	758.02		Electric Nov 25
17/12/2025	Kerry Gilroy	BAC1712/01	200.00		Damage deposit ref EH
17/12/2025	Epping Forest Band	BAC1712/02	250.00		Purchase Ledger Payment
17/12/2025	Mobile Account Solutions (Hold	BACS	456.59		Purchase Ledger Payment
22/12/2025	Nest Pension	DD	465.04		Pension conts Dec 25
22/12/2025	Tracy Britland	BAC2212/01	50.00		JSP damage dep refund
22/12/2025	Corona Energy	DD12	29.54		Purchase Ledger Payment
29/12/2025	Valda Energy	DD13	457.07		Gas Dec 25
29/12/2025	Yu Energy Retail Limited	DD14	41.50		Purchase Ledger Payment
Total Payments			<u>88,903.33</u>		

Date: 07/01/2026

Epping Town Council 2025/2026

Page 1

Time: 13:13

Co-operative Online Account

List of Payments made between 01/12/2025 and 31/12/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/12/2025	Amazon UK	70	22.44		AAA batteries
02/12/2025	Amazon Uk	71	29.63		Bulldog clips
02/12/2025	Amazon UK	72	36.86		Cable ties
02/12/2025	Amazon UK	74	129.73		Battery fairy lights
04/12/2025	Amazon UK	75	16.95		AA batteries
08/12/2025	Land Registry	76	14.00		Title Register & plan
09/12/2025	Zoom UK	77	16.79		Subscription December
16/12/2025	Diabetes Uk	78	400.00		Donation re NB Plan
23/12/2025	HP Instant Ink	79	6.49		Subscription ~Dec
Total Payments			<u>672.89</u>		

ATTACHMENT H

Epping Town Council Second Estimates 2026/27

Budget details

Epping Town Council's first draft budget was presented in December 2025, without the crucial tax base figures. These have now arrived.

Council's Key Member for Finance has requested a budget to be presented which shows a 3% increase to the precept, to manage increased costs and begin the process of reinstating reserves over the next five years.

The budget presented as per Attachment H shows a 3 per cent increase to the precept to cover inflationary costs to enable any surplus to be used to augment depleted reserves in accordance with the auditor's ongoing recommendations. This is still below the current rate of inflation and represents a £3.59 per annum increase per band D equivalent property.

5 year reserve position

Council's Key Member for Finance, Cllr G Scruton, has built the anticipated expenditure from Council's reserves on assets such as vehicles, machinery, major works and playgrounds into a 5 year reserve position table (**Attachment H1**). At the time of writing (with no changes or further spending requirements), Epping Town Council would achieve the auditor's recommended reserve level by approximately the end of 2028.

Annual Budget - By Centre (Actual YTD Month 9)

Note: Budget 2025/26

		<u>2024/25</u>		<u>2025/26</u>				<u>2026/27</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
100	<u>Service & Committee Support</u>									
1076	Precept	621,795	621,795	645,791	645,791	645,791	0	667,238	0	0
1090	Interest Received	1,800	7,197	1,800	2,246	6,800	0	6,500	0	0
1900	Other Receipts	800	112	500	0	100	0	100	0	0
	Total Income	624,395	629,105	648,091	648,037	652,691	0	673,838	0	0
4000	Salaries	203,800	206,741	215,000	160,927	215,000	0	223,000	0	0
4010	Insurance	10,400	11,648	10,600	10,600	10,600	0	11,000	0	0
4020	Equipment	800	1,134	1,000	3,446	4,000	0	2,000	0	0
4025	Consumables	700	713	700	466	700	0	750	0	0
4030	Postage	700	893	800	507	800	0	900	0	0
4035	Printing & Photocopying	1,600	1,685	1,800	1,319	1,800	0	1,800	0	0
4040	Professional Fees	7,000	9,372	10,000	14,897	16,000	0	15,000	0	0
4045	Subscriptions & Licences	6,500	9,233	13,000	11,019	13,000	0	13,000	0	0
4050	Telephone & IT Services	8,000	11,746	9,000	12,707	13,000	0	12,000	0	0
4060	Training - Staff	1,500	915	2,000	5,015	5,200	0	2,000	0	0
4065	Training - Members	600	0	600	125	500	0	600	0	0
4070	Travel & Subsistence - Staff	600	542	500	424	500	0	600	0	0
4075	Travel & Subsistence - Members	700	76	600	0	200	0	600	0	0
4080	Mayor's Allowance	1,000	1,000	1,000	63	1,000	0	1,000	0	0
4090	Bank Charges	105	102	110	77	110	0	110	0	0
4095	Miscellaneous Expenditure	1,000	960	1,000	1,383	3,000	0	2,000	0	0
4100	Bad Debt & Write Offs	100	474	100	0	300	0	300	0	0
	Overhead Expenditure	245,105	257,234	267,810	222,975	285,710	0	286,660	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 9)

Note: Budget 2025/26

		<u>2024/25</u>		<u>2025/26</u>				<u>2026/27</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve		<u>379,290</u>	<u>371,870</u>	<u>380,281</u>	<u>425,062</u>	<u>366,981</u>		<u>387,178</u>		
110	<u>Neighbourhood Planning</u>									
4370	N Planning Guidance	1,000	0	1,000	-833	1,000	0	1,000	0	0
Overhead Expenditure		<u>1,000</u>	<u>0</u>	<u>1,000</u>	<u>-833</u>	<u>1,000</u>	<u>0</u>	<u>1,000</u>	<u>0</u>	<u>0</u>
Movement to/(from) Gen Reserve		<u>(1,000)</u>	<u>0</u>	<u>(1,000)</u>	<u>833</u>	<u>(1,000)</u>		<u>(1,000)</u>		
120	<u>Grants</u>									
4140	Grants - S137	150	125	0	150	150	0	150	0	0
4145	Grants - Other Powers	500	275	2,000	275	1,000	0	2,000	0	0
Overhead Expenditure		<u>650</u>	<u>400</u>	<u>2,000</u>	<u>425</u>	<u>1,150</u>	<u>0</u>	<u>2,150</u>	<u>0</u>	<u>0</u>
Movement to/(from) Gen Reserve		<u>(650)</u>	<u>(400)</u>	<u>(2,000)</u>	<u>(425)</u>	<u>(1,150)</u>		<u>(2,150)</u>		
140	<u>Events & Publications</u>									
1200	Town Show Income	4,000	6,399	4,500	6,023	6,023	0	4,500	0	0
1210	Christmas Market Income	4,000	3,200	4,500	4,329	4,500	0	4,500	0	0
1220	Christmas Lights Donations	0	2,000	0	0	0	0	0	0	0
1230	Christmas Tree Donations	0	400	0	500	500	0	0	0	0
Total Income		<u>8,000</u>	<u>11,999</u>	<u>9,000</u>	<u>10,853</u>	<u>11,023</u>	<u>0</u>	<u>9,000</u>	<u>0</u>	<u>0</u>
4165	Epping in Bloom	1,000	1,000	1,000	1,000	1,000	0	1,000	0	0
4170	Town Show Expenditure	3,500	4,855	4,000	4,291	4,291	0	6,500	0	0
4175	Christmas Market Expenditure	3,000	1,741	4,500	5,111	5,111	0	6,500	0	0
4180	Christmas Lights Expenditure	7,500	18,465	15,000	34,619	34,619	0	16,000	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 9)

Note: Budget 2025/26

		<u>2024/25</u>		<u>2025/26</u>				<u>2026/27</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4185	Christmas Tree Expenditure	2,500	1,914	3,000	973	2,000	0	3,000	0	0
4195	Mayor's Civic Reception	2,000	2,000	2,000	1,418	3,000	0	3,000	0	0
4205	Talk About Epping	1,000	1,230	1,000	921	1,230	0	4,500	0	0
4215	Distribution Costs	0	0	0	218	218	0	2,000	0	0
4220	Other Council Events	2,000	2,513	2,500	1,683	2,000	0	2,000	0	0
4225	Other Council Publications	1,320	1,320	1,320	770	1,320	0	1,320	0	0
Overhead Expenditure		23,820	35,038	34,320	51,003	54,789	0	45,820	0	0
Movement to/(from) Gen Reserve		(15,820)	(23,039)	(25,320)	(40,150)	(43,766)		(36,820)		
160	<u>Epping Hall</u>									
1300	Lettings Rents & Licences	48,000	42,738	48,000	32,172	43,000	0	46,000	0	0
Total Income		48,000	42,738	48,000	32,172	43,000	0	46,000	0	0
4010	Insurance	8,800	3,324	8,000	8,942	8,942	0	9,000	0	0
4020	Equipment	1,000	1,045	1,500	531	1,500	0	1,500	0	0
4025	Consumables	1,400	1,013	1,500	1,196	1,300	0	1,500	0	0
4085	PWLB Loan Repayments	77,840	77,840	16,164	16,164	16,164	0	0	0	0
4095	Miscellaneous Expenditure	0	0	0	56,464	56,464	0	0	0	0
4250	Business Rates	12,000	10,978	12,000	10,978	10,978	0	12,000	0	0
4255	Utilities	15,000	15,964	15,000	10,913	15,000	0	15,000	0	0
4260	Repairs & Maintenance	14,000	15,305	15,000	11,869	15,000	0	16,000	0	0
Overhead Expenditure		130,040	125,469	69,164	117,056	125,348	0	55,000	0	0
Movement to/(from) Gen Reserve		(82,040)	(82,731)	(21,164)	(84,884)	(82,348)		(9,000)		
180	<u>Jack Silley Pavilion</u>									

Continued on next page

Annual Budget - By Centre (Actual YTD Month 9)

Note: Budget 2025/26

		<u>2024/25</u>		<u>2025/26</u>				<u>2026/27</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1055	Utility Recharges	0	0	0	999	999	0	0	0	0
1300	Lettings Rents & Licences	30,000	31,318	31,000	22,129	31,000	0	32,000	0	0
Total Income		30,000	31,318	31,000	23,128	31,999	0	32,000	0	0
4010	Insurance	1,700	1,700	1,720	1,720	1,720	0	1,740	0	0
4020	Equipment	800	0	800	121	600	0	800	0	0
4025	Consumables	400	385	500	670	800	0	800	0	0
4250	Business Rates	4,800	4,840	4,800	4,840	4,840	0	4,900	0	0
4255	Utilities	12,500	11,285	12,500	10,092	12,000	0	12,000	0	0
4260	Repairs & Maintenance	6,000	4,579	6,000	2,182	5,000	0	6,000	0	0
Overhead Expenditure		26,200	22,790	26,320	19,626	24,960	0	26,240	0	0
Movement to/(from) Gen Reserve		3,800	8,528	4,680	3,502	7,039		5,760		
200	<u>Epping Market</u>									
1300	Lettings Rents & Licences	36,000	33,306	33,500	20,219	27,000	0	30,000	0	0
1310	Market casuals	7,500	10,258	10,500	9,742	13,000	0	12,500	0	0
Total Income		43,500	43,564	44,000	29,961	40,000	0	42,500	0	0
4007	Advertising & promotion	500	0	500	0	500	0	500	0	0
4010	Insurance	740	740	760	760	760	0	780	0	0
4020	Equipment	1,000	361	1,000	1,553	2,000	0	2,000	0	0
4025	Consumables	0	68	0	0	0	0	0	0	0
4085	PWLB Loan Repayments	6,156	6,159	6,160	6,159	6,159	0	6,160	0	0
4095	Miscellaneous Expenditure	0	62	0	2,638	2,638	0	200	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 9)

Note: Budget 2025/26

		<u>2024/25</u>		<u>2025/26</u>				<u>2026/27</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4250	Business Rates	5,500	4,990	5,500	4,990	4,990	0	5,500	0	0
4260	Repairs & Maintenance	1,000	410	1,000	50	1,000	0	1,000	0	0
4300	Market Contractor	23,500	23,496	24,500	15,664	23,500	0	25,000	0	0
4305	Skip Hire	0	95	0	0	0	0	0	0	0
Overhead Expenditure		38,396	36,381	39,420	31,814	41,547	0	41,140	0	0
Movement to/(from) Gen Reserve		5,104	7,184	4,580	(1,853)	(1,547)		1,360		
220	<u>Epping Cemetery</u>									
1500	Burials & Memorials	36,000	40,496	30,000	27,111	32,000	0	32,000	0	0
Total Income		36,000	40,496	30,000	27,111	32,000	0	32,000	0	0
4010	Insurance	940	940	960	960	960	0	980	0	0
4015	Cemetery Benches	0	809	0	0	0	0	0	0	0
4020	Equipment	500	489	500	440	500	0	800	0	0
4025	Consumables	0	0	0	15	15	0	0	0	0
4095	Miscellaneous Expenditure	500	0	500	1,309	1,500	0	500	0	0
4250	Business Rates	2,000	2,132	2,000	2,445	2,445	0	2,600	0	0
4260	Repairs & Maintenance	2,000	14,869	3,000	12,582	12,582	0	4,000	0	0
Overhead Expenditure		5,940	19,240	6,960	17,751	18,002	0	8,880	0	0
Movement to/(from) Gen Reserve		30,060	21,256	23,040	9,360	13,998		23,120		
240	<u>Parks & Building Maintenance</u>									
1300	Lettings Rents & Licences	5,800	6,049	6,000	6,918	6,918	0	7,000	0	0
1320	Tennis Court income	1,500	2,621	1,800	1,620	1,800	0	1,800	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 9)

Note: Budget 2025/26

		<u>2024/25</u>		<u>2025/26</u>				<u>2026/27</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1600	Town Greens	2,200	2,048	2,400	1,045	2,200	0	2,200	0	0
1900	Other Receipts	0	7,056	0	17,833	18,000	0	12,000	0	0
Total Income		9,500	17,774	10,200	27,416	28,918	0	23,000	0	0
4000	Salaries	281,000	231,820	245,000	175,921	245,000	0	270,000	0	0
4010	Insurance	3,150	3,324	3,550	3,550	3,550	0	3,700	0	0
4020	Equipment	6,000	5,974	8,000	9,212	10,000	0	10,000	0	0
4025	Consumables	700	982	1,000	842	1,000	0	1,000	0	0
4095	Miscellaneous Expenditure	0	608	0	2,983	2,983	0	0	0	0
4255	Utilities	6,000	3,775	6,000	2,869	4,000	0	4,000	0	0
4260	Repairs & Maintenance	20,000	14,813	25,000	31,650	32,000	0	29,000	0	0
4265	Public Toilet Cleaning	1,000	1,300	1,300	1,895	3,000	0	3,300	0	0
4270	Tree management	2,500	0	3,000	2,775	3,000	0	3,000	0	0
4275	Tennis Courts	1,000	686	1,000	981	1,000	0	1,000	0	0
4310	Vehicles	2,000	2,201	2,000	1,645	2,000	0	2,500	0	0
4360	Fuel	4,500	3,089	4,500	2,783	3,500	0	4,000	0	0
Overhead Expenditure		327,850	268,572	300,350	237,106	311,033	0	331,500	0	0
Movement to/(from) Gen Reserve		(318,350)	(250,799)	(290,150)	(209,690)	(282,115)		(308,500)		
260	<u>Public Convenience</u>									
1055	Utility Recharges	0	-7,458	10,000	17,487	17,487	0	0	0	0
Total Income		0	-7,458	10,000	17,487	17,487	0	0	0	0
4020	Equipment	80	7	100	16	100	0	100	0	0
4025	Consumables	700	160	1,000	120	200	0	500	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 9)

Note: Budget 2025/26

		<u>2024/25</u>		<u>2025/26</u>				<u>2026/27</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4255	Utilities	3,000	10,825	10,000	13,909	13,909	0	8,000	0	0
4260	Repairs & Maintenance	1,200	0	2,000	847	2,000	0	2,000	0	0
4265	Public Toilet Cleaning	5,000	2,502	6,000	4,010	6,000	0	6,000	0	0
Overhead Expenditure		9,980	13,494	19,100	18,902	22,209	0	16,600	0	0
Movement to/(from) Gen Reserve		(9,980)	(20,952)	(9,100)	(1,415)	(4,722)		(16,600)		
280	Allotments									
1300	Lettings Rents & Licences	4,300	4,272	4,440	4,417	4,417	0	4,500	0	0
Total Income		4,300	4,272	4,440	4,417	4,417	0	4,500	0	0
4010	Insurance	300	300	320	320	320	0	340	0	0
4020	Equipment	300	146	300	0	300	0	300	0	0
4025	Consumables	0	0	300	0	0	0	0	0	0
4255	Utilities	400	141	400	784	800	0	600	0	0
4260	Repairs & Maintenance	500	32	500	0	0	0	500	0	0
Overhead Expenditure		1,500	619	1,820	1,104	1,420	0	1,740	0	0
Movement to/(from) Gen Reserve		2,800	3,653	2,620	3,314	2,997		2,760		
300	Street Furniture									
4020	Equipment	1,000	3,600	2,000	0	1,000	0	2,000	0	0
4095	Miscellaneous Expenditure	750	0	1,000	0	500	0	1,000	0	0
4260	Repairs & Maintenance	800	1,910	2,000	716	1,000	0	2,000	0	0
Overhead Expenditure		2,550	5,510	5,000	716	2,500	0	5,000	0	0

Continued on next page

Epping Town Council 2025/2026
Annual Budget - By Centre (Actual YTD Month 9)
Note: Budget 2025/26

		<u>2024/25</u>		<u>2025/26</u>				<u>2026/27</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
	Movement to/(from) Gen Reserve	<u>(2,550)</u>	<u>(5,510)</u>	<u>(5,000)</u>	<u>(716)</u>	<u>(2,500)</u>		<u>(5,000)</u>		
320	<u>War Memorial</u>									
4260	Repairs & Maintenance	100	0	100	0	0	0	100	0	0
	Overhead Expenditure	<u>100</u>	<u>0</u>	<u>100</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>100</u>	<u>0</u>	<u>0</u>
	Movement to/(from) Gen Reserve	<u>(100)</u>	<u>0</u>	<u>(100)</u>	<u>0</u>	<u>0</u>		<u>(100)</u>		
340	<u>Council as Landlord</u>									
1300	Lettings Rents & Licences	6,000	4,220	6,000	3,407	5,500	0	6,000	0	0
1900	Other Receipts	6,500	7,067	5,000	4,400	5,000	0	5,000	0	0
	Total Income	<u>12,500</u>	<u>11,287</u>	<u>11,000</u>	<u>7,807</u>	<u>10,500</u>	<u>0</u>	<u>11,000</u>	<u>0</u>	<u>0</u>
4260	Repairs & Maintenance	1,500	627	1,500	270	800	0	1,500	0	0
	Overhead Expenditure	<u>1,500</u>	<u>627</u>	<u>1,500</u>	<u>270</u>	<u>800</u>	<u>0</u>	<u>1,500</u>	<u>0</u>	<u>0</u>
	Movement to/(from) Gen Reserve	<u>11,000</u>	<u>10,660</u>	<u>9,500</u>	<u>7,537</u>	<u>9,700</u>		<u>9,500</u>		
360	<u>Council as Tenant</u>									
4400	Letting Rents & Licence Costs	501	150	151	0	151	0	151	0	0
	Overhead Expenditure	<u>501</u>	<u>150</u>	<u>151</u>	<u>0</u>	<u>151</u>	<u>0</u>	<u>151</u>	<u>0</u>	<u>0</u>
	Movement to/(from) Gen Reserve	<u>(501)</u>	<u>(150)</u>	<u>(151)</u>	<u>0</u>	<u>(151)</u>		<u>(151)</u>		
800	<u>Stonards Refurbishment S106</u>									
1250	Stonards refurbishment	0	115,000	0	0	0	0	0	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 9)

Note: Budget 2025/26

		<u>2024/25</u>		<u>2025/26</u>				<u>2026/27</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Total Income		0	115,000	0	0	0	0	0	0	0
4395	Stonards refurbishment	0	145,000	0	0	0	0	0	0	0
Overhead Expenditure		0	145,000	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve		0	(30,000)	0	0	0		0		
Total Budget Income		816,195	940,095	845,731	828,388	872,035	0	873,838	0	0
Expenditure		815,132	930,525	775,015	717,914	890,619	0	823,481	0	0
Movement to/(from) Gen Reserve		1,063	9,570	70,716	110,475	(18,584)		50,357		

DRAFT CHARGES

ATTACHMENT H2

ALLOTMENTS



EPPING TOWN COUNCIL

Epping Hall, St Johns Road

Epping, Essex CM16 5JU

Telephone 01992 579444

Email: info@eppingtowncouncil.gov.uk

CHARGES: Effective from 1 April 2026 (Proposed 2027 3%)

FROM 1 APRIL 2026:

£40.50 (single plot)

£80.50 (double plot)

£36.50 (single plot for seniors*)

£73.00 (double plot for seniors*)

FROM 1 APRIL 2027:

£40.50 (£41.50) (single plot)

£80.50 (£82.50) (double plot)

£36.50 (£37.50) (single plot for seniors*)

£73.00 (£75.00) (double plot for seniors*)

*Senior citizens qualify for the reduced rate from the age of 65

CEMETERY



EPHING TOWN COUNCIL

Epping Hall, St Johns Road

Epping, Essex CM16 5JU

Telephone 01992 579444

Email: info@eppingtowncouncil.gov.uk

CHARGES: Effective from 1 April 2026 **Proposed 3%**

	Resident	Non Resident
INTERMENT IN PURCHASED GRAVE (double depth)	£994.50 £1025.00	£2980.50 £3069.90
INTERMENT IN PURCHASED GRAVE (single depth)	£766.00 £789.00	£2298.50 £2367.50
PURCHASE OF EXCLUSIVE RIGHT OF BURIAL in cemetery for a maximum of two burials. (Includes right to place on the grave a memorial of design, materials and dimensions as specified in the Regulations (separate approval required (see below)).	£1064.00 £1095.90	£3193.50 £3289.90
INTERMENT IN CREMATED REMAINS PLOT	£312.00 £321.00	£938.00 £966.00
PURCHASE OF EXCLUSIVE RIGHT OF BURIAL in a plot for cremated remains, for a maximum of two burials including the right to place on the plot a horizontal plaque of materials and dimensions as specified in the Regulations (separate approval required (see below)).	£455.00 £469	£1365.00 £1405
FEES FOR NON-INHABITANTS> The foregoing fees for interments are doubled and for purchase of Exclusive Right of Burial tripled in respect of the grave of any person who within a period of six months prior to the date of death was not an inhabitant of the Town of Epping, and, in the case of a still-born child, where neither of the parents at the time of birth of the child are inhabitants of the said parish PROVIDED that in any case where the exclusive right of burial in any grave space has been first granted to an inhabitant of the said parish, whether he or she remains an inhabitant or becomes a non-inhabitant, the fees payable on his or her interment or on the interment of his or her husband, wife or unmarried child in such grave space shall be the same as for an inhabitant but this privilege is not transferred to a successor if the exclusive right is transferred on the death of the original rights' owner.		
SCATTERING OF ASHES in designated area, entry in Cemetery Book, purchase, and maintenance, of small plaque in position over a fifteen-year period (renewable on application) Approx 6"x 3" brass plaque		Resident/ Non Resident £170.00 £175.00
SCATTERING OF ASHES and entry in Cemetery Book		£44.00 £45.00
APPROVAL OF NEW MEMORIALS (Memorials may not be placed on graves/plots without a written permit)		£140.50 £144.70
ADDITIONAL INSCRIPTIONS TO EXISTING MEMORIALS		£97.50 £100.40
MEMORIAL SEATS Purchase of teak seat with brass plaque or carved letters – dependent on space (Placing at Town Council's discretion) (excluding inscription)		VAT inclusive £1456.00 £1499.60
Standard		£1213.50 £1249
Smaller		

TRANSFER OF EXCLUSIVE RIGHT OF BURIAL	£98.00 £100.90
CHAPEL HIRE	£72.00 £74.00
TO SUPPLY GENERATOR TO CHAPEL	£72.00 £74.00
GENEALOGY SEARCH OF BURIAL RECORDS (per surname provided (max. five)	£29.50 £30.30
ADMINISTRATION CHARGE (If professional undertakers not used)	£72.00 £74.00

* Prices may vary please check pre-ordering

#

JACK SILLEY PAVILION

Hire Charges



EPPING TOWN COUNCIL

Epping Hall, St Johns Road

Epping, Essex CM16 5JU

Telephone: 01992 579444

Email: info@eppingtowncouncil.gov.uk

PROPOSED CHARGES 3%: Effective from 1 April 2026

	ESSEX ROOM			FOREST ROOM		
	Basic	Local	Charity	Basic	Local	Charity
	£ per hour	£ per hour	£ per hour	£ per hour	£ per hour	£ per hour
Monday to Friday						
8am - 6pm	18.50 (19.00)	15.00 (15.50)	9.00 (9.50)	15.00 (15.50)	13.00 (13.50)	7.50 (7.50)
6pm - 11pm	20.50 (21.00)	18.00 (18.50)	10.00 (10.50)	17.50 (18.00)	14.50 (15.00)	8.50 (9.00)
11pm - 12am	30.00 (31.00)	25.50 (26.50)	15.00 (15.50)	25.00 (26.00)	21.50 (22.00)	13.00 (13.50)
Saturday and Sunday						
8am - 6pm	25.00 (26.00)	21.00 (21.50)	12.00 (12.50)	21.00 (21.50)	18.00 (18.50)	10.00 (10.50)
6pm - 11pm	29.00 (30.00)	24.50 (25.00)	14.50 (15.00)	25.50 (26.50)	20.50 (21.00)	12.00 (12.50)
11pm - 12am	51.50 (53.00)	43.50 (45.00)	25.50 (26.50)	41.50 (42.50)	34.50 (35.50)	21.00 (21.50)

NOTES: (1) There is a minimum charge of £40 for Sundays on both Essex and Forest Rooms

(2) There is no VAT to be added to the above charges

(3) Charging Structure:

Basic: All external Bookings,

Local: All Local Commercial or Local Private Functions and

Charity: All Local Organisations and Registered Charities

VARIATION TO BASIC CHARGES

Musical performances, other than family functions, will be charged a fee payable to the Performing Rights Society as follows:

For dances, discotheques etc.

£7.15 per session plus VAT

For aerobics, keep fit and dance classes

£3.10 per session plus VAT

PAYMENTS

A deposit of £30 is payable to secure booking or total cost of booking if under £30.00. The balance must be paid *one month* before the letting. If the letting is less than *one month* from booking date, the full amount must be paid at the time of booking. A Damage Deposit of £100 is also payable prior to all bookings and refundable provided no damage is sustained.

Cheques to be made payable to EPPING TOWN COUNCIL and crossed a/c Payee Only.

CANCELLATIONS

Deposits to secure bookings are not refundable. Balance of the hire fee is refundable only if more than one month's notice of the cancellation is given or if the room(s) can be let to another hirer for the cancelled period.

PITCH HIRE



EPPING TOWN COUNCIL

Epping Hall, St Johns Road

Epping, Essex CM16 5JU

Telephone 01992 579444

Email: info@eppingtowncouncil.gov.uk

PROPOSED CHARGES: Effective from 1 April 2026

Fully Prepared Pitch including goal posts

Dressing rooms and use of showers

Pitch No. 1

£1333.50 (~~£1373.50~~)
£1003.00 (~~£1033.00~~)

Included
£331.00 (~~£340.50~~)

Senior Teams

One day per week per season

£662.00 (~~£681.50~~)

£331.00 (~~£340.50~~)

One day alternate weeks per season

£337.50 (~~£347.50~~)

£168.00 (~~£173.00~~)

Other regular users per match

£51.00 (~~£52.50~~)

£29.50 (~~£30.50~~)

Casual users

£92.00 (~~£94.50~~)

£45.00 (~~£46.00~~)

Junior Teams (age 11 and under)

One day per week per season

£396.50 (~~£408.00~~)

Regular users per match
(10 matches or more)

£25.50 (~~£26.50~~)

Casual users per match

£38.50 (~~£39.50~~)

All the above are subject to VAT unless booked for a season or a minimum of 10 matches

Floodlit All Weather Area

Whole area (per hour)

£51.50 (~~£53.00~~)

The above is inclusive of VAT which is not payable if booked for a minimum of 10 sessions

Visiting Fairs

£835.50 (~~£860.50~~)

On site Saturday, open Wednesday to Saturday, off site Sunday

Junior Teams:

Frampton Road £207.00 (~~£213.00~~)

Brook Road £477.00 (~~£491.00~~)

Lower Swaines Per application

Calculating the Parish Council Precept

What is a Precept?

The precept is a tax that Parish Council's levy (charge) their local council taxpayers to meet their budgetary requirements. Parish Councils do not receive any direct funding from central government and rely on their precept, plus any other income they generate from services or facilities they provide. The Parish Council precept forms part of the local Council Tax and is collected from local electors via their Council Tax payments.

How is it Calculated?

The precept requirement should be the difference between the Parish Council's estimated income and its anticipated spending requirement for the financial year. Therefore, the Parish Council needs to agree a budget before it can set its precept, and both must be agreed by the full Parish Council.

When calculating the precept, the Parish Council should take into consideration:

- 1) current year's spending levels - for ongoing services for which it is responsible e.g. recreation facilities, lighting, cemeteries, insurance and cost of the Parish Council offices
- 2) costs of any additional spending plans or projects
- 3) provision for contingencies and reserves
- 4) levels of anticipated income – from services for which it is responsible e.g. rental income, allotment fees, burial fees, grants, etc.

The Parish Council forecasts the amount of funding it will require for the following year and requests this funding from the billing authority (Epping Forest DC) in the form of a precept that is to be included in the local Council Tax levied.

The Council Taxbase is calculated by the billing authority by equating to the number of Band D equivalent properties in each Parish, after considering things like:

- 1) The number of properties in each band during the year (i.e. including the results of changes and appeals)
- 2) The number of demolished properties
- 3) The number of cases in receipt of Disabled Reduction
- 4) The number of cases receiving a discount and/or exemption
- 5) The billing authority's provision for bad or doubtful debts
- 6) Allowance for growth in the tax base figures – properties awaiting Banding by the Valuation Office Agency - expressed as Band D equivalents.

This means a property in Band B will be expressed as a fraction, being equivalent to 7/9^{ths} of a Band D property, whilst a property in Band H will be expressed as two x Band D properties - the two properties together would be expressed as 2.8 x Band D properties.

The Taxbase is used to indicate the amount of Council Tax required for the Parish to cover the precept by performing the following calculation:

- 1) Divide the precept by the Council tax base for your Parish. This will provide you with the Council Tax for a Band D property, and
- 2) Multiply the Band D Council Tax by the appropriate factor to calculate the Council Tax for each of the other bands. These factors are shown in the following table:

Council Tax Band	Factor/Fraction
A	5/9 (Disabled Reduction Band A)
A	6/9
B	7/9
C	8/9
D	1 (9/9)
E	11/9
F	13/9
G	15/9
H	2 (18/9)

For example, if a Parish has a tax base consisting of the equivalent of 1,000 Band D properties and levies a precept of £20,000 the Council Tax for a Band D property would be £20. Multiplying by the appropriate factors the Council Tax for each Band would be as follows:

Council Tax Band	Formula	Council Tax Levy
A	£20 x 5/9 (Disabled Relief Band A)	£11.11
A	£20 x 6/9	£13.33
B	£20 x 7/9	£15.56
C	£20 x 8/9	£17.78
D	£20 x 9/9	£20.00
E	£20 x 11/9	£24.44
F	£20 x 13/9	£28.89
G	£20 x 15/9	£33.33
H	£20 x 18/9	£40.00

It should be noted, in addition to the Council Tax resulting from the Parish precept there will also be Council Tax levied by the other precepting authorities, i.e., in respect of the District Council, County Council, the Police and Fire Authorities.

What does all this mean in practical terms?

All this means that even if the Parish Council requests the same financial precept for the whole Parish for the next financial year, due to changes in the number of Band D equivalent properties in the Parish, the individual precept against each property may change. This can result in the individual precept rising or falling by a small percentage even when the Parish Council precept, as a whole, has not changed.

Date : 07/01/2026

Epping Town Council 2025/2026

ATTACHMENT I

Page 1

Time: 13:14

Trial Balance for Month No: 9

User : KH

Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
200	Barclays No 1 Account			14,072.29	
205	Barclays Business Saver			210,918.85	
215	Co-operative Bank current			37,430.76	
220	Co-operative Online Account			513.13	
225	Nationwide Business Bond			114,408.56	
230	Petty Cash			31.29	
Trial Balance Totals :				377,374.88	0.00
Difference				377,374.88	

ATTACHMENT J

REPRESENTATIVES ON OUTSIDE BODIES	2023-24	2024-25	2025-26
Local Councils' Liaison Committee	Cllr C Burgess	Cllr C McCredie	Cllr Janet Whitehouse
Essex Association of Local Councils	Cllr C Burgess	Cllr C Burgess	Cllr Janet Whitehouse
Larger Local Councils	Cllr C Burgess	Cllr C Burgess	Cllr Janet Whitehouse
Friends of Swaines Green	Cllr N Avey Cllr Jon Whitehouse	Cllr N Avey Cllr Jon Whitehouse	Cllr N Avey Cllr Jon Whitehouse
Royal British Legion – Epping branch	Cllr J Duffell	Cllr J Duffell	Cllr J Duffell
Epping/Eppingen Association	Town Mayor	Town Mayor	Town Mayor
Epping Society	Cllr C Burgess	Cllr C Burgess	Cllr C Burgess
Theydon Trust	Cllr N Avey Cllr H Pegrum Cllr G Scruton 2023-27	Cllr N Avey Cllr H Pegrum Cllr G Scruton 2023-27	Cllr N Avey Cllr H Pegrum Cllr G Scruton 2023-27
Trustee of Epping Forest Band	Town Clerk	Town Clerk	Town Clerk
Epping Horticultural Society	Cllr M Wright	Cllr M Wright	Cllr M Wright
Epping in Bloom	Cllr C McCredie	Cllr C McCredie	Cllr C McCredie
Area Representative to ECC on Public Transport	Cllr Janet Whitehouse	Cllr Janet Whitehouse	Cllr Janet Whitehouse
Epping Forest Countrycare	Cllr C Burgess Cllr C McCredie	Cllr C Burgess Cllr C McCredie	Cllr C Burgess Cllr C McCredie
Theydon Bois United Charities	Cllr Janet Whitehouse	Cllr Janet Whitehouse	Cllr Janet Whitehouse
Friends of St Margaret's Hospital	Cllr N Avey	Cllr N Avey	Cllr N Avey
Epping & Theydon Garnon Charities	Cllr H Pegrum Cllr G Scruton Cllr Janet Whitehouse 2023-27	Cllr H Pegrum Cllr G Scruton Cllr Janet Whitehouse 2023-27	Cllr H Pegrum Cllr G Scruton Cllr Janet Whitehouse 2023-27
Community Safety Partnership		C McCredie (1 position only representing T&PCs generally)	C McCredie (1 position only representing T&PCs generally)
Local Authority Liaison Meeting for Epping Forest		C McCredie (Chairman)	Cllr Janet Whitehouse (Town Mayor)

Deleted: Epping Senior Citizens' Association & Epping Town Partnership



What is Play in the Park?

Play in the Park are free outdoor play sessions for local families with the EFDC Communities Team bringing outdoor activities, arts and crafts, sports equipment and fun and games to parks across the district during the Easter and Summer holidays.

How is it funded?

We ask Town and Parish Councils to make a contribution to enable the sessions to be delivered free to local families.

What's included?

Publicity posters with your logo and the Play in the Park branding can be provided and EFDC deliver a dedicated campaign about the entire programme, highlighting to residents what's happening when throughout the holidays. We ask Town Councils to share this publicity with their local contacts.

During 2025 we were able to secure Dr Bike as an additional service at many of the sessions, for no extra charge. The Dr Bike team carried out "bike MOT's" on adult and children's bikes, carrying out repairs for free, to ensure families can get out and enjoy a bike ride during the holidays. We are currently talking to partners with the aim of securing additional activities for the 2026 programme as well.

Feedback

Summer 2025 was a huge success with over 1,700 attendees over the 47 events during the 6 weeks. This is just some of the feedback we received:

"Great for my kid! Really interactive and engaging. Great proactive staff!"

"Brilliant for meeting and talking to other parents whilst the children are playing. The range of activities are fantastic."

"Brilliant session. Kept all 3 of mine engaged ages 2, 6 and 9"

FREE!



Epping

Stonards Hill Recreation Ground, Epping, CM16 4QF.

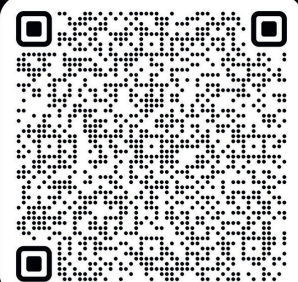
What3Words ///lofts.life.pirate

- **Wednesday 6 August, 10:00am - 12:00pm - Dr Bike attending.**
- **Wednesday 20 August, 10:00am - 12:00pm - Dr Bike attending.**

Play in the Park are **free outdoor play sessions** for children, with the EFDC Communities Team bringing outdoor activities, arts and crafts, and sports equipment. **No need to book, just drop in at any time.** Children must be accompanied by an adult. At certain sessions, **Dr. Bike** will be available for **free bike health checks** – book these using the QR code below.

Visit **eppingforestdc.bookinglive.com** for a full list of Play in the Park sessions across the district.

No need to book, just drop in at any time.



SCAN ME