



# EPPING TOWN COUNCIL

EPPING HALL, ST JOHNS RD, EPPING, ESSEX CM16 5JU

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**TO THE TOWN MAYOR and ALL MEMBERS of EPPING TOWN COUNCIL:**

You are hereby summoned to attend an **ORDINARY MEETING** of the **Epping Town Council** which is to be held in the **Conference Room, Epping Hall, St Johns Road, Epping** on **Tuesday, 10th January 2023** at **8pm** in order to transact the following business:

**Beverley Rumsey**  
Town Clerk  
4th January 2023

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## A G E N D A

### 1 APOLOGIES FOR ABSENCE

To receive any apologies and reasons for absence.

### 2 DECLARATIONS OF INTEREST

Members are invited to declare disclosable pecuniary interests and other interests, along with the nature of those interests, in relation to any item on this agenda.

Cllr N Avey, Cllr C McCredie and Cllr J Whitehouse declare a non-pecuniary interest in any items that relate to Epping Forest District Council as they are also District Councillors. Cllr M-L Whitbread declares a non-pecuniary interest in items that relate to Epping Forest District Council as she is related to the leader of Epping Forest District Council.

### 3 DISPENSATIONS

To receive requests for dispensations from members concerning any item of business on this agenda.

### 4 PUBLIC PARTICIPATION - QUESTION TIME

The Mayor will invite public comments and responses in relation to items on this agenda. *Individuals will be permitted a maximum of three minutes each (total time for this session is limited to ten minutes).*

### 5 CONFIRMATION OF COUNCIL MINUTES

**(Attachment A)**

To approve as a correct record and sign the Minutes of the Ordinary Council Meeting held on 13th December 2022.

### 6 MINUTES OF COMMITTEE MEETINGS

To receive the signed Minutes of the following Committee meetings and to adopt any recommendations within the Minutes not previously adopted:

Planning & General Purposes Committee      13th December 2022      **(Attachment B)**

7 **COMMUNICATIONS TO NOTE/REQUIRING DECISION**

**(i) Correspondence regarding the War Memorial slip road      (Attachment C)**

**Key Member: Cllr N Avey**

Epping Forest District Councillor Les Burrows has requested an item be put on Epping Town Council's agenda regarding bell bollards at Epping War Memorial Town Green. This follows conversations between Epping Forest District Councillors and Ben Murphy, Chairman of the Epping Forest & Commons Committee (City of London Corporation) regarding bell bollards as a solution to lorries and vehicles damaging the Town Green.

The communication that has been shared with Epping Town Council from Cllr L Burrows is provided, as per **Attachment C**.

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

**(ii) Salt bins Epping Parish      (Attachment D)**

During the ice and snow in December 2022, Epping Town Council were contacted about the provision of salt in Epping Town and Parish. The Town Clerk issued a statement regarding salt in our Parish, as per **Attachment D**.

The Town Mayor discussed the provision of salt bins with District and County Councillor Holly Whitbread, as County Councillor support would be needed. It was suggested that a meeting/s should be arranged to determine the best way forward with this, as new County Council salt bins would require their support, and assessment and provision by Highways. As far the Clerk is aware, as supported by the Essex County Council Highways map, there are only two yellow Highways salt bins in Epping Parish, which is not sufficient. One of these is located at the notorious Merry Fiddler's junction, which would not seem to be a good location.

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

- (i) If they are happy for Cllr Barbara Scruton as Town Mayor to pursue these discussions with Cllr H Whitbread/the Local Highways Panel and Essex County Council, as appropriate regarding additional salt bins in Epping Parish;
- (ii) If there are any locations that should be proposed, which meet the Highways eligibility criteria (details to be confirmed).

**(iii) Ride London Essex event, Sunday 28<sup>th</sup> May 2023      (Attachment E)**

Epping Town Council have been advised that Ride London Essex will be running through Epping on Sunday 28<sup>th</sup> May 2023, as per **Attachment E**.

Cllr B Scruton, as Town Mayor, has been asked by Epping Forest District Council's Community, Culture & Wellbeing team to be part of a Ride London Essex working party to help with the planning and making the most of the event for the Town. Cllr Scruton will be attending those meetings on Council's behalf.

Council is requested to **CONSIDER** this information and **DECIDE** if any further action is required.

**(iv) Cloud Information Technology (IT) storage backup**

Epping Town Council's IT support provider has highlighted that many organisations have/or are moving away from traditional server storage into the Cloud. Some Councils are also doing this successfully (Ongar and Ingatestone). Epping Town Council's current server is a small unit which was purchased in 2015. Generally, this performs quite well, but at 8 years old, if it did fail it may be quite difficult to retrieve all the information. A new replacement server would cost approximately £1500, Cloud IT storage would be free. The Town Clerk has requested information about the safety of Cloud storage versus server storage and been advised that Microsoft servers (Cloud) would offer strong protection, as a physical server is capable of being physically removed. This would be SharePoint/Microsoft. The Essex Association of Local Councils (EALC) have done quite a lot of work in this area and use/would recommend Cloud storage. There are different types.

Council is requested to **CONSIDER** this information and **DECIDE** whether Epping Town Council should progress towards Cloud IT storage.

**(v) Card of thanks from His Majesty King Charles III (Attachment F)**

Epping Town Council have received a letter of thanks from His Majesty King Charles III responding to the letter of condolence that was sent from Cllr Barbara Scruton as Town Mayor on behalf of Epping Town Council and Epping residents following the death of his mother, her late Majesty Queen Elizabeth II.

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

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

Council to receive the duties undertaken by the Town Mayor and Deputy Town Mayor since 13th December 2022.

**9 REPORTS FROM MEMBERS**

To receive reports, if any, from Members on meetings or visits made since the Ordinary Council Meeting on 13th December 2022.

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

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

**11 FINANCIAL REPORT TO 31st DECEMBER 2022 (Attachment I)**

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

**Key Member:** Cllr G Scruton

Council is requested to **CONSIDER** and **APPROVE** the summary financial report to the end of December 2022 and **DECIDE** if any further action is required.

**12 ACCOUNTS FOR PAYMENT (Attachment J)**

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

**Key Member:** Cllr G Scruton

Council is requested to **APPROVE** the payment of accounts for December 2022 totalling £100,125.67 (Barclays: £47.85, The Co-operative £100,058.94 & The Co-operative online £18.88).

13 **BUDGET 2023/2024 SECOND ESTIMATES** **(Attachment K)**

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

**Key Member:** Cllr G Scruton

**Attachment:** Detailed Draft Budget **(Attachment K)**

**Attachment:** Budget with funds transfers **(Attachment K1)**

Epping Town Council's first draft budget has been considered at the Ordinary Council meeting on 13<sup>th</sup> December (Minute #307 of 2022/23) and it was **RESOLVED** that the budget presenting a £9.77 increase to a band D equivalent property per annum through Epping Town Council's share of the precept should be **APPROVED**, with some final amendments brought back to Council in January 2023. This budget was prepared based on the tax base figures provided by Epping Forest District Council on 2nd December 2022.

On 15th December 2022, Epping Forest District Council (EFDC) sent revised tax base figures, which meant the reworking of the budget figures. Epping Town councillors were advised about this by email. The tax base figure for Epping Town has actually decreased again for 2023. We have been advised by EFDC that this is due to major revenue collection challenges in the current economic climate. This means Epping Town Council have less money to provide services and functions as a starting point and therefore must make sufficient provision in their budget setting process.

The Town Clerk and Key Member for Finance, Cllr G Scruton, have revisited this to make some adjustments and ensure the balances are as accurate as possible reflecting December and early January's transactions.

**Please note:** this second draft budget shows the expenditure for Talk About Epping as an online publication (with some reference copies) to make savings of £5000-£6000 per annum. If members are not agreeable to this change, then the budget will need to be adjusted accordingly.

The budget (second draft) presented as per **Attachment K** shows an increase to a band D equivalent property through Epping Town Council's share of the precept of £9.87 per annum. This would require a precept demand to Epping Forest District Council of £589,513 for the 2023/24 financial year.

**RECOMMENDATION 1:** Epping Town Council should approve the budget presented as per **Attachment K** and **AUTHORISE** the Town Mayor to sign the precept demand of £589,513 for the 2023/24 financial year on behalf of Epping Town Council.

**RECOMMENDATION 2:** Epping Town Council should confirm the year end transfers to be made on **Attachment K1** (points 1 to 5).

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

**\*Please note:** there are no exclusion of the press and public items on this agenda.

*In accordance with the Public Bodies (Admission to Meetings) Act 1960, members of the public and press are welcome to attend the meeting. Members of the public will only be permitted to speak at the beginning of the meeting during Public Question Time.*