



# 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, 13th June 2023** at **8pm** in order to transact the following business:

**Beverley Rumsey**  
Town Clerk  
7th June 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 L Burrows, Cllr C McCredie, Cllr R Sharif, Cllr H Whitbread, Cllr Janet Whitehouse & Cllr Jon Whitehouse declare a non-pecuniary interest in any items that relate to Epping Forest District Council as they are also District Councillors.

Cllr H Whitbread declares a non-pecuniary interest in items that relate to Essex County Council as she is a County Councillor.

### 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

To approve as a correct record and sign the Minutes of the Annual Council Meeting held on 15th May 2023. **(Attachment A)**

To approve as a correct record and sign the Minutes of the Annual Town Meeting held on 20th April 2023. **(Attachment B)**

**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 23rd May 2023 (Attachment C)

**7 COMMUNICATIONS TO NOTE/REQUIRING DECISION (Attachments D & D1)****(i) Milestone at Bell Common & Milestone at Palmers Hill (Attachment D)**

For some years, Mr Waters, a local milestone restorer has been trying to restore the milestones at Bell Common and Palmers Hill. This received Epping Town Council's support and £500 has been allocated towards the restoration. This has taken many years to try and sort out and the Town Clerk would like to thank Mr Waters for his patience.

A meeting was held regarding the Bell Common milestone at The Warren, Loughton to try and determine a way forwards. Some further information is provided as per **Attachment D**.

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

**(ii) Epping Forest District Council licensing consultation information (Attachment D1)**

Epping Town Council have been advised of a change to Epping Forest District Council's licensing process, as per **Attachment D1**.

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

**(iii) Epping Rotary health and wellbeing project (Attachment D2)**

Epping Rotary Club would like to work with Epping Town Council on a health and wellbeing project. Further information is provided as per **Attachment D2**.

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

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

Council to receive the duties undertaken by the Town Mayor and Deputy Town Mayor since 15th May 2023.

**9 REPORTS FROM MEMBERS**

To receive reports, if any, from Members on meetings or visits made since the Ordinary Council Meeting on 15th May 2023.

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

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

**11 REPORTS FROM EPPING FOREST DISTRICT COUNCILLORS AND COUNTY COUNCILLORS**

A verbal report from ward councillors who also serve on Epping Forest District Council on any matter that may be of interest to Epping Town Council.

A verbal report from Essex County councillors on any matters of interest to Epping Town Council.

12 **FINANCIAL REPORT FROM 1<sup>st</sup> APRIL 2023 TO 31<sup>st</sup> MAY 2023** (Attachment G)

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

**Key Member:** Cllr G Scruton

Council is requested to **CONSIDER** and **APPROVE** the summary financial report for April and May 2023 and **DECIDE** if any further action is required.

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

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

**Key Member:** Cllr G Scruton

Council is requested to **APPROVE** the payment of accounts for April and May 2023. For April, payments total: **£57,600.97**. (Payments from Barclays total £53.51 (please note a transfer from Barclays to the Co-operative of £30,000). Payments from the Cooperative total £59,267.59 (please note a petty cash withdrawal of £200). Payments from the Co-operative Online total £279.87.) For May, payments total: **£109,859.14**. (Payments from Barclays total £51,254.08 (please note a transfer from Barclays to the Co-operative of £50,000). Payments from the Cooperative total £58,473.16. Payments from the Co-operative Online total £131.90.)

14 **INTERNAL AUDIT REPORT (FINAL)** (Attachment I)

**Statutory Basis:** Audit Commission Act 1998 s9 to 11; the Accounts and Audit (England) Regulations 2011; the Local Audit and Accountability Act 2014 and the Accounts and Audit Regulations 2015

**Key Member:** Cllr G Scruton

The internal auditor made his final 'remote' visit for the 2022-23 financial year on 26th May 2023 and his final report is attached. The internal auditor makes no recommendations.

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

15 **ANNUAL RETURN 2022-23 ANNUAL GOVERNANCE STATEMENT** (Attachment J)

**Statutory Basis:** Audit Commission Act 1998 s9 to 11; the Accounts and Audit (England) Regulations 2011; the Local Audit and Accountability Act 2014 and the Accounts and Audit Regulations 2015

**Key Member:** Cllr G Scruton

Council is required by law to complete an Annual Return for each financial year which is sent to the external auditor for approval. The requirements of the Annual Return are very rigid and include the Annual Governance Statement, the Accounting Statements and the exercise of public rights (a pre-arranged period of 30 days when electors can inspect the accounts).

The Town Clerk has included a summary of the measures Council has taken to ensure it can answer 'yes' to all questions in the Annual Governance Statement as per **Attachment J1**.

Council is requested to **APPROVE** the Annual Governance Statement (Section 1 of the Annual Return) first by answering each question in turn and **AUTHORISE** the Town Mayor to sign the statements on behalf of the Town Council.

**16 ANNUAL RETURN 2022-23 ACCOUNTING STATEMENTS (Attachment J)**

**Statutory Basis:** Audit Commission Act 1998 s9 to 11; the Accounts and Audit (England) Regulations 2011; the Local Audit and Accountability Act 2014 and the Accounts and Audit Regulations 2015

**Key Member:** Cllr G Scruton

Once the Annual Governance Statement (Section 1) of the Annual Return has been APPROVED, Council must **APPROVE** the Accounting Statements (Section 2 of the Annual Return).

Council is requested to **APPROVE** the Accounting Statements (Section 2 of the Annual Return) and **AUTHORISE** the Town Mayor to sign the statements on behalf of the Town Council.

**17 ANNUAL RETURN 2022-23 EXERCISE OF PUBLIC RIGHTS (Attachment J)**

**Statutory Basis:** Audit Commission Act 1998 s9 to 11; the Accounts and Audit (England) Regulations 2011; the Local Audit and Accountability Act 2014 and the Accounts and Audit Regulations 2015

**Key Member:** Cllr G Scruton

Council as a corporate body with transactions in the financial year, is required to make arrangements for the exercising of public rights; a period of 30 days when electors can inspect the accounts. These must fall within certain dates, which must include the first ten working days of July, ie Monday 3<sup>rd</sup> July – Friday 14<sup>th</sup> July inclusive.

Council is requested to **APPROVE** the dates of the exercise of public rights as Monday 19<sup>th</sup> June 2023 until Friday 28<sup>th</sup> July 2023, in accordance with the requirements, as recommended by the Town Clerk and Responsible Financial Officer.

**18 FINANCIAL YEAR END POSITION 2022/23 (Attachment K)**

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

**Key Member:** Cllr G Scruton

The Town Clerk has provided a summary of Epping Town Council's final 2022/23 year end position, following the closedown of the 2022/23 financial year by Rialtas Business Solutions Ltd on 23<sup>rd</sup> May 2023 as per **Attachment K**. Please note Council's year end date is 31<sup>st</sup> March 2023 (31<sup>st</sup> March each year).

Council is requested to:

- (i) **NOTE** this information.

**19 DATA PROTECTION INFORMATION/TRAINING (Attachment L)**

**Statutory Basis:** The General Data Protection Regulation

**Key Member:** Cllr N Avey

The Town Clerk is obliged to remind members to be particularly careful as processors of personal data. The General Data Protection Regulation can be found online at:

<https://ico.org.uk/for-organisations/uk-gdpr-guidance-and-resources/>

Some useful tips are provided as per **Attachment L**.

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

**20 PLANNING COMMITTEE MEMBERSHIP**

**Statutory Basis:** Town and Country Planning Act 1990, sch 1, para 8

**Key Member:** Cllr N Avey

Epping Town Council has six members on its Planning & General Purposes Committee. To be quorate, this meeting must have three members. For the first meeting of this Council, four were present, making it a concern if other members were not able to attend at short notice. For this reason, it would be beneficial to have a reserve member to attend should the numbers become low. Cllr J Duffell would be happy to be that reserve member should he be needed.

**RECOMMENDATION:** Cllr J Duffell should be a reserve member for the Planning & General Purposes Committee, to be called upon if needed.

Council is requested to **APPROVE** this **RECOMMENDATION**.

**21 SAFER EPPING MEETINGS**

**Statutory Basis:** Local Government and Rating Act 1997, s31

**Key Member:** Cllr C McCredie

**(i) Vice Chair and Administration**

When the Neighbourhood Action Panel (NAP) were not able to continue in 2019, Epping Town Council helped form Safer Epping to try and cover some of the areas previously covered by NAP. This was originally chaired by Cllr B Scruton and is now chaired by Cllr C McCredie. Cllr McCredie now requires a Vice Chair and also someone to do the administration work. Cllr McCredie has suggested a councillor for Vice Chair but possibly a resident be asked to undertake the administration (agendas, minutes, etc).

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

**(ii) Terms of reference (Attachment M)**

Cllr C McCredie has suggested some changes to the Safer Epping Terms of Reference as per **Attachment M**.

Council is requested to **CONSIDER** the revised terms of reference and **DECIDE** whether to **ADOPT** them for Safer Epping.

**22 WORKS TO EPPING WAR MEMORIAL (Attachment N)**

**Statutory Basis:** War Memorials (Local Authorities' Powers) Act 1923, s1

**Key Member:** Cllr J Duffell

On Wednesday 24<sup>th</sup> May 2023, Epping Town Council received a Certificate of Lawfulness from Epping Forest District Council to undertake the works to Epping War Memorial to remedy the damage that has occurred over the preceding months. Some further information about the damage is provided as per **Attachment N**. This was communicated to members by email due to the urgency/importance of the works.

The Town Clerk has booked in the conservator, David Adamson, to start work on Friday 9<sup>th</sup> June 2023.

Once complete, this will be notified to the War Memorials Trust who keep central War Memorials records. The War Memorial will continue to be monitored following works.

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

**23 EXCLUSION OF THE PRESS AND PUBLIC**

To resolve that under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest due to the confidential nature of the business to be transacted.

**24 ESSEX ASSOCIATION OF LOCAL COUNCILS STAFF SUPPORT (Attachment O)**

**Statutory Basis:** Local Government Act 1972, s112

**Key Member:** Cllr N Avey/Cllr C Burgess

In addition to Epping Town Council's provision of services and functions, Council employ 13 members of staff. Epping Town Council are required to be a good employer in accordance with proper practice.

The Town Clerk has provided some information from the Essex Association of Local Councils (EALC) to support Council in this function, as per **Attachment O**.

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

**25 EPPING FOREST HERITAGE TRUST SIGNAGE/ROUNDELS AGREEMENT (Attachment P)**

**Statutory Basis:** Local Government Act 1972, s144 & s111

**Key Member:** Cllr N Avey

Epping Forest Heritage Trust have been working on some improved signage from Epping station to Epping Forest and Epping High Street for some time and requested some support from Epping Town Council in 2022. Further information is provided as per **Attachment P**. I understand similar signage will be installed in Loughton.

Council is request to **CONSIDER** this information and **DECIDE** whether to **APPROVE** the documentation.

26 **STONARDS HILL FOOTBALL CONTRACTS**

**(Attachment Q)**

**Statutory Basis:** Public Health Act 1875, s164; Local Government (Miscellaneous Provisions) Act 1976, s19

**Key Member:** Cllr N Avey

The Town Clerk has provided some information regarding football contracts at Stonards Hill recreation ground, as per **Attachment Q**.

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

*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.*