



# 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, 11th July 2023** at **8pm** in order to transact the following business:

**Beverley Rumsey**  
Town Clerk  
5th July 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 MCreddie, 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.

**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 June 2023.

## 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	13 <sup>th</sup> June 2023	<b>(Attachment B)</b>
Planning & General Purposes Committee	27 <sup>th</sup> June 2023	<b>(Attachment C)</b>

## 7 GUEST SPEAKER: JANE GARDNER, DEPUTY POLICE AND CRIME COMMISSIONER FOR ESSEX

To welcome Jane Gardner, Deputy Police and Crime Commissioner for Essex, who will speak on the work of the Police, Fire and Crime Commissioner (PFCC).

## 8 COMMUNICATIONS TO NOTE/REQUIRING DECISION

### (i) RideLondon-Essex: feedback from residents **(Attachment D)**

A resident has asked to discuss RideLondon-Essex with Epping Town Council and will be attending the meeting. Some further information is provided, as per **Attachment D**.

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

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

Council to receive the duties undertaken by the Town Mayor and Deputy Town Mayor since 13th June 2023.

## 10 REPORTS FROM MEMBERS

To receive reports, if any, from Members on meetings or visits made since the Ordinary Council Meeting on 13th June 2023.

## 11 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.

## 12 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.

## 13 FINANCIAL REPORT TO 30TH JUNE 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 June 2023 and **DECIDE** if any further action is required.

## 14 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 June 2023. Payments total: **£81,410,42**. (Payments from Barclays total £50.91 (please note transfers of £70,000 from Barclays to the Co-operative and a transfer of £20,000 between the Barclays accounts). Payments from the Cooperative total £79,659.12. Payments from the Co-operative Online total £1,700.39.)

15 **MEETING TIMES & CYCLE OF MEETINGS 2024-2025** (Attachment I)

**Statutory Basis:** Local Government Act 1972, s99 (Sch 12, p 8(1))

**Key Member:** Cllr N Avey

Council is requested to **CONSIDER** and **APPROVE** the draft Cycle of Meetings, as per **Attachment I**.

16 **EPHING WAR MEMORIAL: CONDITION REPORT** (Attachment J)

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

**Key Member:** Cllr J Duffell

Following the restoration work on Epping War Memorial, our conservator David Adamson has provided a condition report on the War Memorial, as per **Attachment J**, as requested by the Town Clerk.

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

17 **RECORDING FULL COUNCIL MEETINGS**

**Statutory Basis:** Local Government Act 1972, s111, Public Bodies (Admissions to Meetings) Act 1960

**Key Member:** Cllr H Whitbread

Cllr H Whitbread has tabled a motion for consideration by Council:

"I would like to put a request in for all Full Council Meetings at Epping Town Council to be recorded. I would like to do this to ensure full transparency and avoid unfounded comments being made. As well as monitoring the professionalism of councillors."

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

18 **BLUE PLAQUE ERNEST WYTHES** (Attachment K)

**Statutory Basis:** Local Government Act 1972, s145

**Key Member:** Cllr J Duffell

Cllr J Duffell has requested consideration be given to a blue plaque for Ernest Wythes. Some information regarding Ernest Wythes has been provided by Cllr Duffell, as per **Attachment K**.

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

**19 SAFER EPPING: TERMS OF REFERENCE (Attachment L)**

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

**Key Member:** Cllr C McCredie

At the Ordinary Council meeting on 13<sup>th</sup> June 2023, Epping Town Council considered amendments to Safer Epping's terms of reference. It was resolved that the Town Clerk would make an alternative amendment. Cllr C McCredie has proposed the following amendment:

Original suggestion: 'To work with community stakeholders & community partners to encourage pedestrian walking, reduce instances of vehicle speeding in Epping & to help people feel safe using local streets.'

Cllr McCredie's new suggestion: 'To work with community stakeholders & relevant partners to reduce instances of vehicle speeding in Epping & to help people feel safe using local streets.'

Safer Epping's current terms of reference are attached as per **Attachment L**.

Council is requested to consider this amendment and **DECIDE** whether to **APPROVE** it as an additional term of reference.

**20 LOCAL HIGHWAYS PANEL MEMBERSHIP**

**Statutory Basis:** Local Government Act 1972, s111; Highways Act 1980

**Key Member:** Cllr C Burgess

Barbara Scruton formerly sat on the Local Highways Panel at Epping Forest on behalf of Epping Town Council. Cllr C Burgess attended the Local Highways Panel meeting on Tuesday 3<sup>rd</sup> July 2023 at Epping Forest District Council to observe. The Local Highways Panel voted to exclude Town and Parish Councillors from this Panel.

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

**21 ST GEORGE'S DAY**

**Statutory Basis:** Local Government Act 1972, s145

**Key Member:** Cllr C Burgess

Cllr C Burgess has tabled a motion for consideration by Council.

"Can the St George's Day commemorations be reinstated? People have asked me about this."

Historically, Epping Town Council wrote to the High Street businesses and asked them to decorate their shops for St George's Day. This was stopped by Council resolution in 2019/20 due to lack of interest, balanced with the time taken to produce letters and distribute. If this was to be reinstated, a councillor may need to lead on delivery.

Council may wish to consider a different way of marking St George's Day.

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

**22 EXCLUSION OF 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.

**23 INSURANCE POLICIES (CONTRACTS) 2022-2025 (2023-2024) (Attachments M-M4)**

**Statutory Basis:** Local Government Act 1972, s111; Local Audit and Accountability Act 2014; Local Government Act 2000, s101; Local Authorities (Indemnities for Members and Officers) Order 2004 – England

**Key Member:** Cllr G Scruton

**(a) Main insurance policy 2023-24 (Attachment M)**

At the Corporate Governance Advisory Committee meeting on 21<sup>st</sup> February 2023 (Minute #413 of 2022/23), the Town Clerk advised members that Epping Town Council's Insurance Policy would renew on 1<sup>st</sup> July 2023 and documentation would be brought to Council in June 2023.

At the Ordinary Council meeting on 8<sup>th</sup> June 2021, Council **AUTHORISED** the Town Clerk, Town Mayor & Key Member for Finance, to conclude the Insurance Policy renewal with effect from 1<sup>st</sup> July 2021 (Minute #62 of 2021/22). The documentation for Council was not received until 27<sup>th</sup> June 2022 (for the 1<sup>st</sup> July renewal), therefore the same system was used for the insurance policy renewal for 2022 and again this year. **Please note:** this is a mid term renewal, so it covers inflationary price increases and amendments to the cover required through asset acquisitions and disposals, rather than a new policy.

Council is requested to **NOTE** this information and **DECIDE** if any further action is required at the current time.

**(b) Motor fleet insurance policy 2023-24 (Attachment M1)**

Council's motor fleet insurance policy was due for renewal on 1<sup>st</sup> July 2023. This was a 1 year policy and has been renewed as per **Attachment M1**. Some additional information is also provided on **Attachment M1**.

**(c) Cyber insurance policy 2023-24 (Attachment M2)**

At the Ordinary Council meeting on 16<sup>th</sup> July 2020 (Minute #125 of 2020/21), Council **RESOLVED** to hold a cyber insurance policy for Epping Town Council. The current policy is now due for renewal (24<sup>th</sup> July 2023).

Cyber threats do pose considerable risks to Town and Parish Councils and if a cyber attack was to occur, it would cause major disruption and problems. Cyber crime is becoming more complex and advanced and as such Council's policy should reflect that risk.

Council's renewal for this policy is provided as **Attachment M2** and will renew on 24<sup>th</sup> July 2023. **Please note:** Council's premium is relevant to its income and expenditure at between £500,000 and £1 million. The policy needs to renew before the next Council meeting.

Council is requested to **NOTE** this information and **AUTHORISE** the Town Clerk to finalise the renewal.

**(d) Lift insurance policy 2023-24**

**(Attachment M3)**

During the main insurance policy renewal process, it has become apparent that the lift at Epping Hall would only be covered by the insurance policy if a separate lift engineering and inspection policy was in place. Further information is provided as per **Attachment M3**. The lift at Epping Hall is 24 years old.

The total insurance budget provision for 2023-24 is provided as per **Attachment M4**.

Council is requested to **CONSIDER** the information as per **Attachment M3** and **DECIDE** whether to take out the additional policy for the lift.

**24 UTILITY/ENERGY CONTRACTS**

**(Attachment N)**

**Statutory Basis:** Local Government Act 1972, s111; S133

**Key Member:** Cllr G Scruton

The Town Clerk has been approached by our current energy supplier regarding the energy contracts from 1<sup>st</sup> December 2023, when the current contracts expire. Further information is provided as per **Attachment N**.

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

- (i) Whether to sign up to next year's energy contracts now or wait until nearer the time.

*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.*