



# EPPING TOWN COUNCIL

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

Tel: 01992 579444 Fax: 01992 579446 e-mail: [info@eppingtowncouncil.gov.uk](mailto:info@eppingtowncouncil.gov.uk)

**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 October 2023** at **8pm** in order to transact the following business:

**Beverley Rumsey**  
Town Clerk  
4th October 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 19th September 2023.

\*Please note: Cllr Janet Whitehouse has requested that minute 150 from the July 2023 meeting should be added to:

(iv) Cllr J Duffell will assist the Town Clerk with developing information for the blue plaques to be placed on Epping Town Council's website.

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

## 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      26<sup>th</sup> September 2023      **(Attachment B)**

**\*Please note: the 12<sup>th</sup> September 2023 planning meeting was cancelled.**

Planning members comments      12<sup>th</sup> September 2023      **(Attachment B1)**

## 7 COMMUNICATIONS TO NOTE/REQUIRING DECISION

### (i) Everything Epping Forest market proposal **(Attachment C)**

At the Ordinary Council meeting on 19<sup>th</sup> September 2023 (Minute #186 of 2023/24), Council **APPROVED** the development of a new market website, to support the market. David Jackman has made a proposal to support the market, as per **Attachment C**.

Council is requested to **CONSIDER** this proposal and **DECIDE** if they wish to participate.

### (ii) Remembrance Services November 2023 **(Attachment C1)**

Cllr J Duffell, as secretary of the Royal British Legion, Epping & District branch, has shared details of Epping's Remembrance Services in November 2023, as per **Attachment C1**.

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

### (iii) Epping Forest District Council awards **(Attachment C2)**

Epping Town Council have been advised of some award schemes from Epping Forest District Council, as per **Attachment C2**.

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

### (iv) Classic Car Show, Rotary

The Rotary Club of Epping held a successful Car Show at Stonards Hill recreation ground on Sunday 16<sup>th</sup> July 2023. They would like to hold another one next year.

Council is requested to:

(i) **DECIDE** if they are happy for the Classic Car Show to go ahead again in 2024 (date to be discussed internally);

(ii) **DECIDE** if they are happy for this to be an annual event if the current circumstances remain (it fits around the Town Council's events and circumstances and the organisers want to provide it).

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

Council to receive the duties undertaken by the Town Mayor and Deputy Town Mayor since 19th September 2023.

## 9 REPORTS FROM MEMBERS

To receive reports, if any, from Members on meetings or visits made since the Ordinary Council Meeting on 19th September 2023.

## 10 REPORT OF THE TOWN CLERK AND COUNCILLORS QUESTIONS (Attachment E)

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

## 11 REPORTS FROM EPPING FOREST DISTRICT 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 TO 30TH SEPTEMBER 2023 (Attachment F)

**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 September 2023 and **DECIDE** if any further action is required.

## 13 ACCOUNTS FOR PAYMENT (Attachment G)

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

**Key Member:** Cllr G Scruton

Council is requested to **APPROVE** the payment of accounts for September 2023.

Payments total: **£58,399.99**. Payments from Barclays total £49.30. Payments from the Co-operative total £58,103.74 (please note a transfer to the Co-operative online of £700). Payments from the Co-operative Online total £246.86.

## 14 BUDGET SETTING PROCESS 2024-25 AND OVERVIEW (Attachments H & H1)

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

**Key Member:** Cllr G Scruton

**Attachments:** Budget setting process (Attachment H)  
Budget overview position (Attachment H1)

Council previously considered its first budget estimates at the full meeting of Council in October each year. This proved too early, as the crucial tax base figure is not known until mid November each year. In November 2021, it was **APPROVED** that the budget setting process, first estimates, be moved to full Council in November each year. This is particularly important in the ongoing difficult financial climate.

The Town Clerk & Responsible Financial Officer has provided an overview reminder of the budget setting process and a budget overview of the current situation.

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

15 **MAYORAL CHAIN SUPPORT**

(Attachment I)

**Statutory Basis:** Local Government Act 1972, S111

**Key Member:** Cllr C Burgess

Over the past six years (approximately), Mayors have found the Chain of Office uncomfortable as it can dig in to the wearer's shoulders. At the Essex Association of Local Councils conference, the Town Mayor and Town Clerk discussed this with a Civic regalia valuer and mounter. A sample mounted chain was displayed, as per **Attachment I**, which should result in a comfortable solution. The seamstress would hand-make a bespoke velvet collar backing and attach it to Epping Town Council's Chain. The cost would be £425 plus VAT.

Council is requested to **CONSIDER** this information and **DECIDE** whether to **APPROVE** the mounting.

16 **EPPING TOWN COUNCIL HONOURS BOARD**

(Attachment J)

**Statutory Basis:** Local Government Act 1972, S111

**Key Member:** Cllr C Burgess

The Town Mayor's section of Epping Town Council's honours board is now full. There is plenty of room for further Town Clerks and Freeman, but not Mayors. The current board is made from wood and could be replicated by our current Town Sign maker if Council decided to pursue this option. The honours board is an important part of the Town Council's historic records and assets.

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

17 **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.

18 **PARKING MANAGEMENT CONTRACTS**

(Attachment K)

**Statutory Basis:** Road Traffic Regulation Act 1984, ss59 (3), 35 (1)

**Key Member:** Cllr H Pegrum/Cllr C Burgess

At the playgrounds & recreation ground working party meeting at Stonards Hill, members discussed possible parking solutions for the Stonards Hill recreation ground and Jack Silley Pavilion car parks in terms of access, maintenance and users. Some further information is provided as per **Attachment K**.

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

19 **COMMUNITY PAYBACK SCHEME****(Attachment L)**

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

**Key Member:** Cllr C Burgess

At the Ordinary Council meeting on 19<sup>th</sup> September 2023, the Town Clerk advised members that a meeting had taken place with the Community Payback scheme (original enquiry from the Ministry of Justice). This was attended by the Town Mayor, Cllr C Burgess, the Town Clerk and the Town Supervisor. Attendees discussed work at the allotments and work on the gas canisters behind St John's Church. The preferred location was Meadow Road allotments, as the site meets the scheme criteria and would provide an interesting project for the participants. The gas canisters need specialist removal so the Town Clerk is liaising with the waste experts at Epping Forest District Council on this. In order for the community payback scheme to attend, the attached paperwork will need completing, as per **Attachment L**.

Council is requested to **CONSIDER** this information and **CONFIRM** they are happy for the Town Clerk to sign the documentation provided on Council's behalf.

20 **APPRENCESHIP SCHEME****(Attachment M)**

**Statutory Basis:** Local Government Act 1972, S112; Local Government (Miscellaneous Provisions) Act 1976

**Key Member:** Cllr N Avey

The Town Clerk has provided some information regarding the grounds team and an apprenticeship option.

Council is requested to **DECIDE:**

- (i) If they wish to pursue an apprenticeship for a grounds person with Epping Town Council;
- (ii) If so, they wish to pursue the scheme detailed in **Attachment M** or wait for alternatives.

*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.*