



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, 12th December 2023** at **8pm** in order to transact the following business:

Beverley Rumsey
Town Clerk
6th December 2023

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 14th November 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	14 th November 2023	(Attachment B)
Planning & General Purposes Committee	28 th November 2023	(Attachment C)

7 COMMUNICATIONS TO NOTE/REQUIRING DECISION

(i) RideLondon-Essex (Attachment D)

London Marathon Events will be attending the meeting on 12th December 2023 to discuss the RideLondon-Essex event on Sunday 24th May 2024.

Council is requested to **CONSIDER** the information provided and **DECIDE** if any action is required.

(ii) London 15 milestone (Attachments D1 & D2)

At the Ordinary Council meeting on 13th June 2023, Mr Waters attended the Council meeting to update members on progress with the damaged London 15 milestone at Bell Common.

The Town Clerk has re-provided a summary history of the milestone to date, as per **Attachment D1** and an update for November 2023 as per **Attachment D2**.

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

- (i) It they are happy for the Town Clerk to progress this matter with the relevant parties to a planning application if necessary.

(iii) Epping Forest District Council's (EFDC) taxi consultation (Attachments D3)

Epping Town Council have been invited to comment on EFDC's taxi consultation as per **Attachment D3**.

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

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 14th November 2023.

9 REPORTS FROM MEMBERS

To receive reports, if any, from Members on meetings or visits made since the Ordinary Council Meeting on 14th November 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 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 NOVEMBER 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 November 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 November 2023. Payments total: **£126,866.91**. Payments from Barclays total £51,257.32. Payments from the Cooperative total £75,271.67 (please note a transfer to the Co-operative online of £500 and a petty cash withdrawal of £250). Payments from the Co-operative Online total £337.92.

14 **BUDGETS 2024/25 FIRST FULL ESTIMATES** **(Attachments I, IA & IB)**

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 first draft	(Attachment I)
	Precept information	(Attachment IA)
	Draft charges	(Attachment IB)

At the Ordinary Council meeting on 14th November 2023, the Town Clerk/Responsible Financial Officer (RFO) presented a draft budget showing Council's predicted spend for 2024/25, but as the tax base figure was not known at that time, it was a projected out-turn figure only.

The crucial tax base figure has now arrived and the tax base for Epping Town has increased to 5306.8 from 5283.0 (increase of 23). The Town Clerk/RFO has prepared a draft budget Version 1, as per **Attachment I**, in conjunction with the Key Member for Finance, to enable Council to start to augment the too low general reserves detailed in **Attachment J**. This equates to an increase of £5.58 per annum for a band D equivalent property. Epping Forest District Council have provided some helpful explanatory precept information, as per **Attachment IA**. The draft charges have been increased by 5% across all services, except the market, as per **Attachment IB**. This is a lower than inflation increase. The market has been extremely challenged by the lack of parking this year and reduced footfall and the Town Clerk would suggest that any increases would be detrimental to the market at this time. Market savings have been made and market costs can be managed through the existing operating budget at the current time.

Council is requested to **CONSIDER** the draft budget and charges as per **Attachments I, IA and IB** and **DECIDE** what to do.

15 INTERNAL AUDIT REPORT: FIRST INTERIM (Attachment J)

Statutory Basis: Local Audit and Accountability Act 2014

Key Member: Cllr G Scruton

Council's internal auditor undertook their first auditing work for the 2023/24 financial year on 29th and 30th November 2023 and their report is provided as per **Attachment J**. **Please note:** this is the first visit of our new auditor (same auditing company as per Council's 2020-2025 agreed auditing programme, but a different auditor). The auditor makes comments and recommendations, as per **Attachment J**.

All comments and RECOMMENDATIONS have been discussed by the Town Clerk and auditor and all will be actioned as soon as possible/applicable.

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

16 EPPING HALL MAINTENANCE (Attachment K)

Statutory Basis: Local Government Act 1972, s133

Key Member: Cllr H Pegrum

Epping Hall is a busy, well used public building, which is now 24 years old. The building has some areas which require improvement and these are detailed as per **Attachment K**. The Town Clerk has requested quotations for anything operational/urgent and these will be dealt with at point of need. Some items will require more attention and these will be brought to Council as and when needed.

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

17 LOWER SWAINES PLAYGROUND ADDITION

Statutory Basis: Local Government (Miscellaneous Provisions) Act 1976, s19

Key Member: Cllr J Duffell

Epping Playground Association have located an Essex County Council grants fund and would like to apply for one or two musical instruments at Lower Swaines playground to position by the 'stage' area. A link to the instruments is provided below:

<https://www.percussionplay.com/instruments/>

The Playground Association have expressed an interest in the chimes and nature based range.

Council is requested to consider this information and **DECIDE** if they are happy for the Playground Association to apply and hopefully proceed with this project.

18 REPRESENTATIVES ON OUTSIDE BODIES

Statutory Basis: Local Government Act 1972, s111

Key Member: Cllr N Avey

Cllr M Wright has acted as Epping Town Council's representative on outside bodies for the Theydon Bois United Charities for many years. Cllr Wright has thoroughly enjoyed this appointment, but is not able to continue.

The commitment is approximately two meetings per year and regular email communications.

Council is requested to **APPOINT** a replacement representative for Epping Town Council to represent the Charities.

19 SAFER EPPING LOGO**(Attachment L)**

Statutory Basis: Local Government and Rating Act 1997, s31

Key Member: Cllr C McCredie

Cllr C McCredie, as Chair of Safer Epping, has arranged for Safer Epping logo designs to be prepared for consideration by Council.

The logos are presented as per **Attachment L**.

Council is requested to **CONSIDER** the logos and **DECIDE** on the Safer Epping logo.

20 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.

21 EPPING TOWN COUNCIL HONOURS BOARD**(Attachment M)**

Statutory Basis: Local Government Act 1972, S111

Key Member: Cllr C Burgess

At the Ordinary Council meeting on 14th November 2023 (Minute #235 of 2023/24), Council discussed the proposed design of the Mayor's honours board and requested the Town Clerk pursue a slightly different design.

Sketches and costs are provided as per **Attachment M**.

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

- (i) Whether to **APPROVE** the making of the new honours board;
- (ii) Which company should make it.

22 PARKING MANAGEMENT CONTRACTS (Attachments N, N1 & N2)

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. This was discussed at the Ordinary Council meeting on 10th October 2023 (Minute #237 of 2023/24), Council requested the Town Clerk pursue this concept but with different models and companies. Some further information is provided as per **Attachment N**, with proposals as per **Attachments N1 & N2**.

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

23 RECORDING COUNCIL MEETINGS (Attachment O)

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

Key Member: Cllr H Whitbread

At the Ordinary Council meeting on 11th July 2023 (Minute #109 of 2023/24), Cllr H Whitbread tabled a motion regarding the recording of full Council meetings. The Town Clerk was requested to pursue costs and options and bring this back to Council. Some additional information is provided, as per **Attachment O**.

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

24 BAKERS LANE PUBLIC TOILETS (Attachment P)

Statutory Basis: Public Health Act 1936, s87

Key Member: Cllr G Scruton/Cllr C Burgess

The Town Clerk has been working on the situation with the public toilets and an update is provided as per **Attachment P**.

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

25 STAFF PAY AWARD (Attachment Q)

Statutory Basis: Local Government Act 1972, s112

Key Member: Cllr G Scruton

Epping Town Council staff are governed by the terms and conditions of the National Joint Council (NJC). Details of the staff pay award are provided as per **Attachment Q**.

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

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.