



EPPING TOWN COUNCIL

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

Tel: 01992 579444 Fax: 01992 579446 e-mail: 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, 14th November 2023** at **8pm** in order to transact the following business:

Beverley Rumsey
Town Clerk
8th November 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 10th October 2023.

To approve as a correct record and sign the Minutes of the ExtraOrdinary Council Meeting held on 24th October 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	10 th October 2023	(Attachment C)
Planning & General Purposes Committee	24 th October 2023	(Attachment D)
Corporate Governance Advisory Committee	24 th October 2023	(Attachment E)

7 COMMUNICATIONS TO NOTE/REQUIRING DECISION

(i) RideLondon-Essex **(Attachment F)**

London Marathon Events have provided Epping Town Council with the following information, as per **Attachment F**.

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

(ii) Bell Common and the City of London communication **(Attachment F1)**

The Town Clerk has provided some information regarding Bell Common and the City of London Corporation, as per **Attachment F1**.

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

- (i) If they wish to have an Epping Town Council Key Member on the City of London's Local Authority Liaison Group, as per **Attachment F1**;
- (ii) If so, which member would take on that role.
- (iii) **Epping Forest District Council, Dog Control Public Spaces Protection Order (PSPO) Consultation** **(Attachment F2)**

Epping Town Council have been invited to comment on Epping Forest District Council's Dog Control Public Spaces Protection order (PSPO) consultation, as per **Attachment F2**.

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

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 10th October 2023.

9 REPORTS FROM MEMBERS

To receive reports, if any, from Members on meetings or visits made since the Ordinary Council Meeting on 10th October 2023.

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 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 31ST OCTOBER 2023** (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 for October 2023 and **DECIDE** if any further action is required.

13 **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 October 2023. Payments total: **£53,658.76**. Payments from Barclays total £50.01. Payments from the Co-operative total £52,954.32 (please note a transfer to the Co-operative online of £300). Payments from the Co-operative Online total £404.44.

14 **BUDGETS 2024/25 FIRST ESTIMATES** (Attachment K)

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 K)

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. This is still early for the tax base figure, which is usually received towards the end of November each year. The precept demand must be issued to EFDC in January each year.

The Town Clerk has been requested to prepare a draft budget showing Council's predicted spend for 2024/25, but as the tax base figure is not yet known, using the precept figure for 2023/24. Please note: this will not be an accurate income figure for this year, only a projected expenditure figure.

Council is requested to **CONSIDER** this information and **DECIDE** if any further action is required at the current time, until the tax base figure is received.

15 **RECOMMENDATIONS OF THE CORPORATE GOVERNANCE ADVISORY COMMITTEE** (Attachment L)

Statutory Basis: Local Government Act 1972, s101 & S111

Key Member: Cllr C McCredie

The Corporate Governance Advisory Committee met on 24th October 2023 (Minutes #253-269 of 2023/24) and make the following **RECOMMENDATIONS**:

- (i) The revised Statement on Internal Control should be **APPROVED** as per ~~Attachment D~~; **(Attachment L)**
- (ii) The revised Risk Management Statement should be **APPROVED** as per ~~Attachment E~~; **(Attachment L)**
- (iii) The Employee Handbook with no amendments should be **APPROVED** as per ~~Attachment F~~.

16 **WAYFINDING SIGN FROM EPPING STATION** **(Attachment M)**

Statutory Basis: Local Government (Miscellaneous Provisions) Act 1976, S19; Local Government Act 1972, s145

Key Member: Cllr N Avey/Cllr C Burgess

For some time, Epping Forest Heritage Trust have been preparing signage from Epping and Loughton stations to the Forest and High Street. Cllr N Avey attended meetings with the Town Clerk in 2022 regarding this and on 18th October 2023, the signage was unveiled, as per **Attachment M**. Cllr N Avey and Cllr C Burgess, as Town Mayor, attended on behalf of Epping Town Council.

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

17 **PUBLIC WORKS LOAN BOARD LOANS** **(Attachment N)**

Statutory Basis: Local Government Act 1972, S111

Key Member: Cllr G Scruton

Details of Epping Town Council's public works loans are provided as per **Attachment N**.

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

18 **EPPING TOWN COUNCIL'S ACTION PLAN 2023-2027** **(Attachments O & O1)**

Statutory Basis: Local Government Act 1972, S111

Key Member: Cllr C Burgess/Cllr G Scruton

At the Annual Council meeting on 15th May 2023 (Minute #19 of 2023/24), Council **APPROVED** the existing action plan (2019-2023) as a working draft for the Town Council 2023-2027 to amend and develop. A meeting of the Action Plan working party took place on 2nd October 2023.

A revised draft action plan taking into account Council's current situation and priorities is provided as per **Attachment O**. (The previous Action Plan is provided for reference and comparison as per **Attachment O1**).

Council is requested to **CONSIDER** the revised Action Plan and **APPROVE** it as the current working Action Plan for Epping Town Council, with or without amendments.

19 EPPING CHRISTMAS LIGHTS WORKING PARTY

Statutory Basis: Local Government Act 1972, S145

Key Member: Cllr J Duffell/Cllr N Avey

Epping Town Council provide the Christmas lights for Epping Town on an annual basis. Our current scope of lighting is as follows:

- (i) Small trees on High Street shops
- (ii) Dressing of five large trees on the approach into Epping (between Tesco and the former Argus lighting)
- (iii) Central 25ft (approximately) Christmas tree on the 'piazza'

2023 is the third and final year of our current contract with Aylesford Electrical, who have been an excellent partner. There have been a few operational issues with the 'live' trees and the age of some of the lights. The Town Clerk would **RECOMMEND** that a Christmas Lights working party is established to draft a new set of requirements moving forwards, which will address those operational issues and allow a revised assessment of costs in advance of the tender process. Please note: The Town Clerk would **RECOMMEND** that the new tender documentation is ready for issue by February 2024.

Council is required to **CONSIDER** this **RECOMMENDATION** and **DECIDE**:

- (i) If it wishes to establish a Christmas Lights working party (needed for early 2024 only);
- (ii) If so, which councillors would be on the working party. (Please note: up to four would be desirable, as this makes coordinating meetings easier.)

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 MAYOR'S CHAIN**(Attachment P)**

Statutory Basis: Local Government Act 1972, S111

Key Member: Cllr C Burgess

At the Ordinary Council meeting on 10th October 2023 (Minute #234 of 2023/24), Council discussed the following:

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 P**, 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 were requested to **CONSIDER** this information and **DECIDE** whether to **APPROVE** the mounting.

It was **RESOLVED** that the Town Clerk would pursue alternative quotations and bring these back to Council for discussion. Council **RESOLVED** that the chain would be financed from the Mayor's Allowance, subject to the cost not exceeding that stated. Further investigation has resulted in quotations higher than the cost previously stated (£425 plus VAT). Please note: there are very limited companies who offer this service.

Therefore, some further information is provided as per **Attachment P**.

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

22 **EPPING TOWN COUNCIL HONOURS BOARD** (Attachment Q)

Statutory Basis: Local Government Act 1972, S111

Key Member: Cllr C Burgess

At the Ordinary Council meeting on 10th October 2023 (Minute #235 of 2023/24), Council discussed the following:

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 Freemen, 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 was requested to **CONSIDER** this information and **DECIDE** what to do.

It was **RESOLVED** that the Town Clerk would pursue costings for a new/wooden/appropriate Council honours board and bring this back to Council for discussion.

Some further information is provided as per **Attachment Q**.

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

23 **EPPING TOWN COUNCIL APPRENTICESHIP SCHEME** (Attachment R)

Statutory Basis: Local Government Act 1972, S112

Key Member: Cllr C Burgess/Cllr N Avey

At the Ordinary Council meeting on 10th October 2023, Epping Town Council requested the Town Clerk pursue the grounds person apprenticeship scheme. Some further information is provided, as per **Attachment R**.

Council is requested to **CONSIDER** this information and **RECOMMENDATION** and **DECIDE** whether to **APPROVE** it.

24 **BAKERS LANE PUBLIC TOILETS**

(Attachment S)

Statutory Basis: Public Health Act 1936, s87

Key Member: Cllr G Scruton/Cllr C Burgess

For several months, the Town Clerk has been advising Epping Town Council about Bakers Lane public toilets. Some further information is provided as per **Attachment S**.

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.