



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 March 2024** at **8pm** in order to transact the following business:

Beverley Rumsey
Town Clerk
6th March 2024

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 February 2024.

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	13th February 2024	(Attachment B)
Planning & General Purposes Committee	27th February 2024	(Attachment C)
Corporate Advisory Committee meeting	27th February 2024	(Attachment D)

7 COMMUNICATIONS TO NOTE/REQUIRING DECISION

(i) Epping Forest District Council (EFDC) licensing information **(Attachment E)**

Epping Town Council contacted EFDC to ask why recent consultations on certain licensing matters have had such short turnaround times which have made it impossible to put the items on a Council agenda and responses have needed to be sought by email. The response is provided as per **Attachment E**.

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

(ii) RideLondon Essex community stall **(Attachment E1)**

Epping Forest District Council have advised Epping Town Council that they wish to hold a community market style event on the Town Green in conjunction with RideLondon Essex on Sunday 26th May 2024. The Market Committee's terms of reference permit the Town Clerk to AUTHORISE such a community market on Council's behalf, as the Market Authority for Epping Parish. This has been done.

Epping Town Council have been invited to have a community stall, as per **Attachment E1**. **Please note:** if Epping Town Council wish to be involved, this would have to be councillors, as there are no officers to be involved with this.

(iii) Essex County Council bus survey **(Attachment E2)**

Epping Town Council have been invited to take part in Essex County Council's bus survey, as per **Attachment E2**. Please use the QR code or website to participate.

Council is requested to **NOTE** this information, take part, share and **DECIDE** if they wish to make a response from Epping Town Council.

(iv) 80th anniversary of D-Day: 6th June 2024 **(Attachment E3)**

6th June 2024 marks the 80th anniversary of D-Day. Some further information is provided, as per **Attachment E3**.

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

- (i) If they wish to hold any 80th anniversary of D-Day Commemorations;
- (ii) If so, what they should be;
- (iii) If so, how they will be financed.

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

Council to receive the duties undertaken by the Town Mayor and Deputy Town Mayor since 13th February 2024.

9 REPORTS FROM MEMBERS

To receive reports, if any, from Members on meetings or visits made since the Ordinary Council Meeting on 13th February 2024.

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

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.

12 FINANCIAL REPORT TO 29th FEBRUARY 2024 (Attachment H)

Statutory Basis: Local Audit and Accountability Act 2014

Key Member: Cllr G Scruton

Council is requested to **CONSIDER** and **APPROVE** the summary financial report to the end of February 2024 and **DECIDE** if any further action is required.

13 ACCOUNTS FOR PAYMENT (Attachment I)

Statutory Basis: Local Audit and Accountability Act 2014

Key Member: Cllr G Scruton

Council is requested to **APPROVE** the payment of accounts for February 2024 totalling £67,180.67 (Barclays: £50.01, The Co-operative £66,907.50 & The Co-operative online £223.16). **Please note:** a transfer of £30,000 from Barclays to The Co-operative.

14 RECOMMENDATIONS OF THE CORPORATE GOVERNANCE ADVISORY COMMITTEE (Attachment J)

Statutory Basis: Local Government Act 1972, sch 12, para 42; Local Audit & Accountability Act 2014, Local Government Act 1972, s111, Local Authorities (Indemnities for Members & Officers) order 2004, Local Government Act 1972, s112, Local Government Act 1972, s101

Key Member: Cllr C McCredie

The Corporate Governance Advisory Committee met on 27th February 2024 (Minutes #416-445 of 2023/24 refer) and make the following **RECOMMENDATIONS:**

- (i) Epping Town Council's Standing Orders should be RE-APPROVED, with no amendments;
- (ii) Epping Town Council's Financial Regulations should be RE-APPROVED, with one amendment ~~(Attachment C);~~
- (iii) The Internal Risk Register should be RE-APPROVED by Council ~~(Attachment D);~~

- (iv) The Asset Register 2024, ~~Attachment E~~, should be APPROVED as a correct record of Council's assets at this time;
 - (v) Council should continue to record assets as individual items with a value equal to or greater than £1000 in the Asset Register;
 - (vi) The Complaints Procedure (~~Attachment F~~) should be RE-APPROVED as a policy of Council;
 - (vii) The Recruitment Policy, with minor amendments (~~Attachment G~~) should be RE-APPROVED as a policy of Council;
 - (viii) The Health & Safety Policy, with minor amendments (~~Attachment H~~) should be RE-APPROVED as a policy of Council;
 - (ix) The Grant Awarding Policy, with minor amendments (~~Attachment I~~) should be RE-APPROVED as a policy of Council;
 - (x) The Procurement Policy, with minor amendments (~~Attachment J~~) should be RE-APPROVED as a policy of Council;
 - (xi) The Training and Development Statement, with no amendments (~~Attachment K~~) should be RE-APPROVED as a policy of Council;
 - (xii) The Market Policy, with no amendments (~~Attachment L~~) should be RE-APPROVED as a policy of Council;
 - (xiii) The Tree Management Policy, with minor amendments, (~~Attachment M~~) should be RE-APPROVED as a policy of Council;
 - (xiv) The Investment Strategy Policy, with amendments, (~~Attachment N~~) should be RE-APPROVED as a policy of Council;
 - (xv) The Balance of Trade Policy (Market), with minor amendments, (~~Attachment O~~) should be RE-APPROVED as a policy of Council;
 - (xvi) The Climate & Environmental Awareness Policy, (~~Attachment P~~) with minor amendments, should be RE-APPROVED as a policy of Council;
 - (xvii) The Insurance policies & reconciliation would be brought to Council in advance of the July 2024 meeting;
 - (xviii) The situation regarding a Data Protection Officer should be monitored and someone engaged at point of need.
- (xiv) Staff matters and terms and conditions should be **APPROVED** (please note: these will be reported under agenda item 21 – Exclusion of press and public).

Please note: excerpts from the documents where changes have been made only are included as per **Attachment J**.

Council is requested to **CONSIDER** these RECOMMENDATIONS and **DECIDE** whether to **ADOPT** them as decisions of Council.

15 CHRISTMAS MARKET 2024 (Attachment K)

Statutory Basis: Local Government Act 1972, s145

Key Member: Cllr R Sharif

Council's Planning & Events Officer has provided some information about Epping Christmas Market 2024, as per **Attachment K**.

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

- (i) What day they wish to hold Epping Christmas Market 2024;
- (ii) Whether the Christmas Market will be a daytime market or go into the evening (and times);
- (iii) If the Christmas Market goes into the evening, how would this cost be financed (Christmas Market 2024 budget is currently £3000 for a daytime market).

16 ANNUAL TOWN MEETING 2024 FORMAT (Attachment L)

Statutory Basis: Local Government Act 1972, s9

Key Member: Cllr N Avey

At the Ordinary Council meeting on 13th February 2024 (Minute #148 of 2023/24), Council **CONSIDERED** the format of the Annual Town Meeting. The Town Clerk has drafted a programme, as per **Attachment L**.

Council is requested to **CONSIDER** this matter and information and **DECIDE** if they are happy to proceed with this proposal/programme.

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 COMMUNITY AWARD (Attachment M)

Statutory Basis: Local Government Act 1972, s111

Key Member: Cllr N Avey

At the Ordinary Council meeting on 14th February 2017, Council **RESOLVED** to present an annual Community Award to an outstanding community group (Minute #456 of 2016/17). Members have been provided with nomination details and a list of potential candidates, as per **Attachment M**.

Council is requested to **CONSIDER** this information and **DECIDE** who should receive the Community Award 2024.

19 CIVIC AWARD SCHEME (Attachment N)

Statutory Basis: Local Government Act 1972, s145

Key Member: Cllr N Avey

Epping Town Council's Civic Award is designed to commend a building in Epping that has either been built, refurbished or maintained to a very high standard. Nominations have been invited from our local community. Some further information and potential nominations are provided as per **Attachment N**.

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

20 STONARDS HILL SKATE PARK CONTRACTS AND DESIGNS (Attachment O)

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

Key Member: Cllr C McCredie/Cllr M Wright

The Town Clerk has provided some up-to-date information for the skate park, as per **Attachment O**.

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

21 RECOMMENDATIONS OF THE CORPORATE GOVERNANCE ADVISORY COMMITTEE (STAFF) (Attachments P & P1)

Statutory Basis: Local Government Act 1972, s112

Key Member: Cllr C McCredie

The Town Clerk has provided the **RECOMMENDATIONS** of the Corporate Governance Advisory Committee, relating to staff (which are CONFIDENTIAL) as per **Attachments P & P1**.

Council is requested to **APPROVE** the **RECOMMENDATION** as per **Attachment P** and **NOTE** the information as per **Attachment P1**.

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.