



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, 9th April 2024** at **8pm** in order to transact the following business:

Beverley Rumsey
Town Clerk
3rd April 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 12th March 2024, subject to the following amendment:

- (i) Minute 467 (xvii): from the Corporate Governance Advisory Committee:

Incorrect:

The insurance policies & reconciliation would be brought to Council in advance of the July 2024 meeting.

Correct:

It was agreed that: The Town Clerk and Key Member for Finance, Cllr G Scruton, would complete the mid term insurance renewal in advance of the 1st July 2024 renewal and report this back to Council at the July meeting.

Council should **APPROVE** this amendment to reflect the Corporate Governance Advisory Committee RECOMMENDATION.

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	12th March 2024	(Attachment B)
Planning & General Purposes Committee	26th March 2024	(Attachment C)

7 COMMUNICATIONS TO NOTE/REQUIRING DECISION

There are no items to note/requiring decision at this meeting, under this agenda item.

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

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 12th March 2024.

9 REPORTS FROM MEMBERS

To receive reports, if any, from Members on meetings or visits made since the Ordinary Council Meeting on 12th March 2024.

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.

12 FINANCIAL REPORT TO 31st MARCH 2024 **(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 to the end of March 2024 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 March 2024 totalling £40,357.55 (Barclays: £49.30, The Co-operative £40,082.44 & The Co-operative online £225.81). **Please note:** a transfer of £20,000 from Barclays to The Co-operative and a transfer of £600 from The Co-operative to The Co-operative online).

14 BANK BALANCES: AT 31ST MARCH 2024 (Attachment H)

Statutory Basis: Local Audit and Accountability Act 2014

Key Member: Cllr G Scruton

Council is requested to **NOTE** and **APPROVE** the bank balances on 31st March 2024 for all accounts, as per **Attachment H**. This was recommended by the auditor as an end of quarter agenda item.

15 FINANCIAL SUMMARY POSITION, YEAR END CLOSE DOWN & BAD DEBTS (Attachment I)

Statutory Basis: Local Audit and Accountability Act 2014; Accounts and Audits Regulations 2003; Local Government Act 1972, S151, Epping Town Council Financial Regulations 9.4

Key Member: Cllr G Scruton

(i) Financial Summary Position and Year End Close Down (Attachment I1)

The formal RBS Omega close down of the Year End Accounts will take place on 7th May 2024 and this will be done remotely. Transfers between funds will take place at this point. An early projected out-turn figure has been provided as per **Attachment I1**; more detailed information and funds movements will be presented once available. A full financial position will be provided when all the year-end adjustments have been made.

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

(ii) Bad debts (Attachment I2)**(a) 2023/24**

At the current time, any potential bad debts for 2023/24 are being identified and these will be brought to Council when collated.

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

(b) 2022/23

The bad debtors from 2022/23 are provided as per **Attachment I2**.

The Clerk has authority to write off debts under Financial Regulation 9.4 and it is essential this is done to ensure the statements of income at year end are accurate. Members are requested to **NOTE** the write offs for the 2023-24 financial year through the RBS Omega year-end close down are £556.61.

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

16 **INTERNAL AUDIT REPORT: SECOND INTERIM** (Attachment J)

Statutory Basis: Local Audit and Accountability Act 2014

Key Member: Cllr G Scruton

The internal auditor made their second visit for the 2023/24 financial year on 7th March 2024. Their report is provided as per **Attachment J**. The auditor makes no recommendations.

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

17 **EPPING MARKET WEBSITE**

Statutory Basis: Local Government Act 1972, s111; Royal Charter; Food Act 1984, s50

Key Member: Cllr M Wright

The new website for promoting Epping Monday Market has been in development for some months. A draft has now been prepared which is ready for sharing, using the website link below. The website has been created by our existing website hosts.

<https://eppingmarket.visionwordpress.co.uk/>

Council is requested to **APPROVE** the market website so it can be made live.

18 **BEACON LIGHTING EVENT: THURSDAY 6TH JUNE 2024** (Attachment K)

Statutory Basis: Local Government Act 1972, s145, S111

Key Member: Cllr C Burgess/Cllr J Duffell

At the Ordinary Council meeting on 12th March 2024, Council requested the Town Clerk prepare some suggestions for the beacon lighting event on 6th June 2024. Progress to date is provided as per **Attachment K**.

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

19 **BURY LANE CEMETERY: NEW BEAMS**

Statutory Basis: Local Government Act 1972, s214 (6); Local Authorities' Cemeteries Order 1977

Key Member: Cllr H Pegrum/Cllr G Scruton

Periodically, new beams are required at Bury Lane cemetery. The beams form the basis for the headstones and enable new interments to take place. It is some years since new beams were required and they will be needed in the coming months.

The cost of the beams for the two different sections required will be approximately £10,800 plus VAT. **Please note:** this will need to be financed from the cemetery budget 2024-25 (£2000) and from the Asset/Capital Fund/s (£8800). This is something that needs to be done.

Council is requested to **CONFIRM** they are happy for the Town Clerk to proceed with the new beams that are required.

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 **CHRISTMAS LIGHTS 2024** (Attachment L)

Statutory Basis: Local Government Act 1972, s145, S111

Key Member: Cllr C Burgess

At the Ordinary Council meeting on 12th March 2024 (Minute #463 of 2023/24), the Town Clerk advised that the Christmas Lights 2024 tender had been issued. Tenders have now been received. Up-to-date information is provided as per **Attachment L**.

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

22 **JACK SILLEY PAVILION CAFÉ LEASE/RENT** (Attachment M)

Statutory Basis: Local Government Act 1972, s111

Key Member: Cllr N Avey

The café at the Jack Silley Pavilion at Stonards Hill recreation ground (Julie's at Stonards) has been in operation for 5 years. Further information is provided as per **Attachment M**.

Council is requested to **CONSIDER** this information and **RECOMMENDATION** 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.