



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 **ANNUAL MEETING** of the **Epping Town Council** which is to be held in the **Conference Room, Epping Hall, St Johns Road, Epping** on **Tuesday, 14th May 2024** at **8pm** in order to transact the following business:

Beverley Rumsey
Town Clerk
8th May 2024

A G E N D A

1. ELECTION OF TOWN MAYOR

Members are required to elect the Town Mayor for the municipal year 2024-25. The new Mayor will make the statutory Declaration of Acceptance of Office and address the Council.

2. RETIRING TOWN MAYOR'S REPORT AND DUTIES (Attachment A)

The retiring Mayor will report on her year in office and any duties performed since the Ordinary Council Meeting of 9th April 2024.

3. APOLOGIES FOR ABSENCE

To receive any apologies and reasons for absence.

4. ELECTION OF DEPUTY TOWN MAYOR

Members are requested to elect the Deputy Town Mayor for the municipal year 2024-25. The Deputy Mayor will make the statutory Declaration of Acceptance of Office.

5. RETIRING DEPUTY MAYOR'S REPORT AND DUTIES (Attachment B)

The retiring Deputy Mayor will report on her year in office and any duties performed since the Ordinary Council Meeting of 9th April 2024.

6. 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.

7. DISPENSATIONS

To receive requests for dispensations from members concerning any item of business on this agenda.

8. 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).*

9. CONFIRMATION OF COUNCIL MINUTES (Attachment C)

To approve as a correct record the Minutes of the Ordinary Council Meeting held on 9th April 2024.

10. 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	9 th April 2024	(Attachment D)
Planning & General Purposes Committee	23 rd April 2024	(Attachment E)

11. COMMUNICATIONS (Attachment F)

- (i) To receive such communications as the Mayor may wish to lay before Council.
- (ii) To receive such communications as the Town Clerk may wish to lay before Council.

The Town Clerk has provided some information on Council's membership to the Essex Association of Local Councils, as per **Attachment F**.

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

12. REPORTS FROM MEMBERS

To receive reports, if any, from Members on meetings or visits made since the Ordinary Council Meeting held on 9th April 2024.

13. KEY MEMBERS & APPOINTMENTS TO COMMITTEES (Attachment G)

- (i) To determine which members will act as lead for the various responsibilities of Council and to appoint the Chairman, Vice-Chairman and Members to serve on the following Standing Committees & Working Parties: (Existing/previous appointments attached.)

Planning & General Purposes Committee (Tuesday 7.15pm, twice a month)
Corporate Governance Advisory Committee
Neighbourhood Planning Advisory Committee
Market Committee
Discipline & Grievance Committee
Appeals Committee
Joint Standards Committee
Task & Finish Personnel Committee (Recruitment of Town Clerk)
Action Plan Working Party
Playground Working Party

Budget Working Party
 Epping Hall Working Party
 Playgrounds and recreation grounds Working Party
 Safer Epping
 Climate & Environmental Awareness Policy Interest group

14. **APPOINTMENTS TO OUTSIDE BODIES** (Attachment H)

To review and appoint members to serve on Outside Bodies as outlined in the attached document.

15. **RECORD OF COUNCILLOR ATTENDANCES** (Attachment I)

To receive the Record of Councillor Attendances for the year 2023-24.

16. **REVIEW OF TERMS OF REFERENCE FOR COMMITTEES** (Attachments J-Q)

To review and approve Terms of Reference for the following Standing Committees:

Planning & General Purposes Committee	(Attachment J)
Corporate Governance Advisory Committee	(Attachment K)
Neighbourhood Planning Advisory Committee	(Attachment L)
Discipline & Grievance Committee	(Attachment M)
Task & Finish Personnel Committee (Recruitment of Town Clerk)	(Attachment N)
Appeals Committee	(Attachment O)
Market Committee	(Attachment P)
Working Parties Terms of Reference	(Attachment Q)

17. **REVIEW OF DELEGATION ARRANGEMENTS** (Attachment R)

To review the powers delegated to the Town Clerk by Council, as per Attachment R.

18. **AUTHORISATION OF SIGNATORIES**

To review, revise and confirm those Councillors authorised as signatories for Council's bank accounts.

Barclays Bank:

Current signatories: Cllr H Pegrum, Cllr C Burgess, Cllr G Scruton, Cllr M Wright.
 (Please note the Town Clerk can transact on this account but does not sign cheques).

Cooperative Bank: (Main account) and (Online account)

Current signatories: Cllr H Pegrum, Cllr C Burgess, Cllr G Scruton, Cllr M Wright.
 (Please note the Town Clerk & Finance Officer can transact on these accounts, but do not sign cheques).

Nationwide Investment:

Cllr H Pegrum, Cllr M Wright, Miss B Rumsey (as Town Clerk & RFO).

19. **COUNCIL ACTION PLAN 2023-27 (INTERIM NOVEMBER 2023)** (Attachment S)
COUNCIL FORWARD PLAN 2023-27 (DRAFT MAY 2024) (Attachment S1)

The Action Plan 2023-27 (November 2023) was APPROVED as Council's Action Plan 2023-27 as per Attachment S as a working draft that would be developed over the coming months/years as projects were developed/changed and priorities confirmed and costed.

To approve the updated Action Plan for 2023-27 (where items have advanced) which was approved by full Council on 14th November 2023 (Minute #284 of 2023-24). This is reviewed annually as priorities change.

The Forward Plan 2023-27 (May 2024) was APPROVED as Council's Forward Plan 2023-27 as per **Attachment S1** as a working draft that would be developed over the coming months/years as projects were developed/changed and priorities confirmed and costed.

To approve the updated Forward Plan for 2023-27 (operational updates only), which was approved by full Council on 15th May 2023 (Minute #19 of 2023-24). This is reviewed annually as priorities change.

- **Please note:** a meeting of the Action Plan Working Party will be arranged later in the year if needed.

20. **CODE OF CONDUCT** (Attachment T)

Epping Town Council APPROVED the Local Government Association (LGA) Code of Conduct at the Annual Council meeting on 15th May 2023.
Please be reminded that the Code of Conduct applies at all times, to all Epping Town Councillor communications, including on social media.

Council is requested to **RECONFIRM** their commitment to Epping Town Council's Code of Conduct, as per **Attachment T**.

21. **CYCLE OF MEETINGS 2024/2025** (Attachment U)

Epping Town Council's current Cycle of Meetings was APPROVED at the Ordinary Council meeting on 11th July 2023 (Minute #107 of 2023/24).

Council is requested to once again **NOTE** this Cycle of Meetings.

22. **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.

23. **INFORMATION TECHNOLOGY (IT) SUPPORT CONTRACT** (Attachment V)

Statutory Basis: Local Audit and Accountability Act 2014; Local Government Act 1972, s111;

Key Member: Administration*

At the Ordinary Council meeting on 12th March 2024 (Minute #463 of 2023/24), the Town Clerk advised members that the IT support contracts would be brought back to Council once evaluated. Some further information is provided as per **Attachment V**.

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

24. **CHRISTMAS LIGHTS 2024 CONTRACT** (Attachment W)

Statutory Basis: Local Government Act 1972, s145

Key Member: Administration*

The Town Clerk has provided some information regarding the Christmas lights contract 2024, as per **Attachment W**.

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

25. **STONARDS HILL TENNIS COURTS CONTRACTS** (Attachment X)

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

Key Member: Recreation grounds and outside services*

At the Ordinary Council meeting on 9th January 2024 (Minute #361 of 2023/24), Council **AUTHORISED** the Town Clerk to progress new tennis coaching arrangements, as David Watson Tennis was unable to continue at Stonards Hill.

Some up to date information is provided as per **Attachment X**.

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

26. **BAKERS LANE PUBLIC TOILETS TERMS AND ARRANGEMENTS** (Attachment Y)

Statutory Basis: Public Health Act 1936, s87

Key Member: Recreation grounds and outside services*

The Town Clerk has provided an update on the Bakers Lane public toilets, as per **Attachment Y**.

Council is requested to consider the information and proposals and **DECIDE** what to do.

Please note: * Key members may have changed at this meeting.

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.