



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

Beverley Rumsey
Town Clerk
3rd July 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 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 11th June 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 11th June 2024 (Attachment B)
Planning & General Purposes Committee 25th June 2024 (Attachment C)

7 COMMUNICATIONS TO NOTE/REQUIRING DECISION

(i) Epping-Eppingen Town Twinning Association website link (Attachment D)

The Town Clerk has received a website suggestion from the Vice Chair of the Epping Eppingen Town Twinning Association, regarding an increased presence for Epping Eppingen on Epping Town Council's website. Further information is provided as per **Attachment D**. This is very easy to action and the Town Clerk would suggest progressing this.

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

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 11th June 2024.

9 REPORTS FROM MEMBERS

To receive reports, if any, from Members on meetings or visits made since the Ordinary Council Meeting on 11th June 2024.

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 COUNCILLORS 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 JUNE 2024 (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 June 2024 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 June 2024.
Payments total: **£53,648,55**. (Payments from Barclays total £81.63 (please note a transfer of £50,000 from Barclays to the Co-operative. Payments from the Cooperative total £53,453.58

(please note a petty cash withdrawal of £250). Payments from the Co-operative Online total £113.34.)

14 **BANK BALANCES: AT 30th JUNE 2024** **(Attachment I)**

Statutory Basis: Local Audit and Accountability Act 2014

Key Member: Cllr G Scruton

Council is requested to **NOTE** and **APPROVE** the bank balances on 30th June 2024 for all accounts, as per **Attachment I**. This was recommended by the auditor as an end of quarter agenda item.

15 **CYCLE OF MEETINGS 2025-2026** **(Attachment J)**

Statutory Basis: Local Government Act 1972, s99 (Sch 12, p 8(1))

Key Member: Cllr N Avey

Council is requested to **CONSIDER** and **APPROVE** the draft Cycle of Meetings, as per **Attachment J**.

16 **EPPING NEIGHBOURHOOD PLAN** **(Attachment K)**

Statutory Basis: Localism Act 2011

Key Member: Cllr N Avey

Epping Town Council have been working on the Neighbourhood Plan for Epping for 10 years. The Plan has followed Epping Forest District Council's Local Plan and must be in broad conformity. The Plan has been crafted by Town Council members, resident stakeholders and written by a retired Town Planner, to ensure it is legally compliant. The Neighbourhood Plan is now ready for its final stages of examination and referendum. If 'made', the Plan will sit alongside the Local Plan as a key planning document determining planning applications in Epping Parish until 2033. The Town Clerk would suggest the dates for the six-week public consultation, should be 9th September 2024-20th October 2024.

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

- (i) If they are happy proceeding with the proposed dates;
- (ii) If any further action is required at the current time.

17 **EXCLUSION OF 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 **INSURANCE POLICIES (CONTRACTS) 2022-2025 (2024-2025)** **(Attachments L-L5)**

Statutory Basis: Local Government Act 1972, s111; Local Audit and Accountability Act 2014; Local Government Act 2000, s101; Local Authorities (Indemnities for Members and Officers) Order 2004 – England

Key Member: Cllr G Scruton

(a) Main insurance policy 2024-25**(Attachment L)**

At the Corporate Governance Advisory Committee meeting on 27nd February 2024 (Minute #440 of 2023/24), the Town Clerk advised members that Epping Town Council's Insurance Policy would renew on 1st July 2024 and documentation would be brought to Council in July 2024 (as this is a mid-term review, Council have previously AUTHORISED this to be completed by the Town Clerk/RFO in consultation with the Key Member for Finance (Minute #413 of 2022/23) as the paperwork arrives close to the renewal date. **Please note:** this is a mid term renewal, so it covers inflationary price increases and amendments to the cover required through asset acquisitions and disposals, rather than a new policy.

Please note: Epping Town Council's buildings were revalued in 2024 and some large insurance value increases resulted. This actually triggered some 'larger sums insured' discounts and has resulted in a slightly reduced premium for the main insurance policy for 2024-25.

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

(b) Motor fleet insurance policy 2024-25**(Attachment L1)**

Council's motor fleet insurance policy was due for renewal on 1st July 2024. This was a 1 year policy and has been renewed as per **Attachment L1**. **Please note:** there is one addition as we have a new road mower to include, the exact figure for which will follow shortly.

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

(c) Cyber insurance policy 2024-25**(Attachment L2)**

At the Ordinary Council meeting on 16th July 2020 (Minute #125 of 2020/21), Council RESOLVED to hold a cyber insurance policy for Epping Town Council. The current policy is now due for renewal (24th July 2024).

Cyber threats do pose considerable risks to Town and Parish Councils and if a cyber attack was to occur, it would cause major disruption and problems. Cyber crime is becoming more complex and advanced and as such Council's policy should reflect that risk.

Council's renewal for this policy has not been received in time for this agenda, but the existing policy is provided as **Attachment L2** and will renew on 24th July 2024 (subject to inflationary increases). **Please note:** Council's premium is relevant to its income and expenditure at between £500,000 and £1 million. The policy needs to renew before the next Council meeting.

Council is requested to **NOTE** this information and **AUTHORISE** the Town Clerk to finalise the renewal.

(d) Lift insurance policy 2024-25**(Attachment L3)**

During the 2023-24 main insurance policy renewal process, it became apparent that the lift at Epping Hall would only be covered by the insurance policy if a separate lift engineering and inspection policy was in place. This was approved in 2023. The lift at Epping Hall is 25 years old. The policy is provided as per **Attachment L3**.

The total insurance budget provision for 2024-25 is provided as per **Attachment L4**.

The Town Clerk has provided an insurance reconciliation tracking document as per **Attachment L5**.

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

19 **STAFF SITUATION** (Attachments M-M4)

Statutory Basis: Local Government Act 1972, s112

Key Member: Cllr C McCredie

(i) **Staff contracts** (Attachments M-M3)

Following the resignation of Council's Planning & Events Officer, the Town Clerk started the necessary recruitment process. Some further information is provided as per **Attachment M**, with supporting documentation as per **Attachments M1-3**.

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

(ii) **New staff terms and conditions** (Attachment M4)

At the ExtraOrdinary Council meeting on 28th May 2024, (Minute #41 (ii) of 2024/25), Council **APPROVED** the adoption of a new staff contract/terms and conditions (for new starters), subject to specialist employment law advice. Some further information is provided, as per **Attachment M4**.

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

20 **SKATE PARK CONTRACTS** (Attachment N)

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

Key Member: Cllr C McCredie (Cllr J Duffell)

The Town Clerk has advised members about the ongoing legal situation regarding the National Lottery funding award of £115,000 for Stonards Hill recreation ground's new skate park. This process looks to be nearing conclusion. Once concluded, the new skate park should be able to be delivered. We currently have a 'pencilled in' start date of September 2024. Members will be kept informed of progress.

The legal documentation and supporting information is provided as per **Attachment N**.

Council is requested to **CONSIDER** this information and **DECIDE** if it is happy to sign and seal this document (in accordance with Epping Town Council's Standing Order 23) (and subject to any final minor amendments by our solicitor).

21 **CHRISTMAS LIGHTS TERMS/CONTRACTS** (Attachment O)

Statutory Basis: Local Government Act 1972, s145

Key Member: Cllr R Sharif

At the Annual Council meeting on 14th May 2024 (Minute #24 of 2024/25), Council asked the Town Clerk to undertake further research on the Christmas lights for 2024. Some further information is provided as per **Attachment O**.

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

22 **HALL HIRE TERMS AND CONDITIONS**

(Attachment P)

Statutory Basis: Local Government Act 1972, s133

Key Member: Cllr H Pegrum

The Town Clerk has provided some information regarding terms and conditions for Epping Hall, as per **Attachment P**.

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.