



# EPPING TOWN COUNCIL

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

Tel: 01992 579444 Fax: 01992 579446 e-mail: [info@eppingtowncouncil.gov.uk](mailto: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, 10th September 2024** at **8pm** in order to transact the following business:

**Beverley Rumsey**  
Town Clerk  
4th September 2024

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## 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**

To approve as a correct record and sign the Minutes of the Ordinary Council Meeting held on 13th August 2024. **(Attachment A)**

## 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	13 <sup>th</sup> August 2024	<b>(Attachment B)</b>
Planning & General Purposes Committee	27 <sup>th</sup> August 2024	<b>(Attachment C)</b>

## 7 COMMUNICATIONS TO NOTE/REQUIRING DECISION

### (i) Changes to the Planning System **(Attachment D1)**

Epping Town Council have been provided with some information regarding changes to the planning system, as per **Attachment D1**.

Council is requested to **NOTE** this information and **DECIDE** if any action is required.

### (ii) Epping Forest District Council (EFDC) Consultation on Statement of Principles under the Gambling Act 2005 **(Attachment D2)**

Epping Town Council have received correspondence from Epping Forest District Council regarding their Gambling Statement consultation. Information is provided as per **Attachment D2**.

Council is requested to **CONSIDER** this information and **DECIDE** if any action/comment is required.

### (iii) Epping Forest District Council (EFDC) Consultation on Pavement Licensing Policy **(Attachment D3)**

Epping Town Council have received correspondence from Epping Forest District Council regarding their Pavement Licensing Policy, as per **Attachment D3**.

Council is requested to **CONSIDER** this information and **DECIDE** if any action/comment is required.

## 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 13th August 2024.

## 9 REPORTS FROM MEMBERS

To receive reports, if any, from Members on meetings or visits made since the Ordinary Council Meeting on 13th August 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 31ST AUGUST 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 August 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 August 2024. Payments total: **£57,026,41**. (Payments from Barclays total £108.72 (please note transfers of £35,000 from Barclays to the Co-operative. Payments from the Cooperative total £56,359.97 (please note a transfer to the Co-operative online of £800). Payments from the Co-operative Online total £557.72.)

**14 EXTERNAL AUDIT 2023-24 (Attachment I)**

**Statutory Basis:** Local Audit and Accountability Act 2014

**Key Member:** Cllr G Scruton

The Town Clerk and Responsible Financial Officer is pleased to advise that the Annual Return 2023-24 has now been externally audited and signed off without any further comments, as per **Attachment I**.

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

**15 CIVIC RECEPTION 2025**

**Statutory Basis:** Local Government Act 1972, S145

**Key Member:** Cllr C McCredie

Traditionally, Epping Town Council hold an Annual Civic Reception in April each year, where the Mayor and councillors are able to formally commend those who have won awards or made an important contribution to the community over the previous year. A possible date for the Civic Reception in 2025 is Friday 25<sup>th</sup> April.

Council is requested to **DECIDE**:

- (i) If it wishes to hold a Civic Reception in 2025;
- (ii) If the date should be Friday 25<sup>th</sup> April 2025 (avoiding Easter and the Annual Town Meeting).

**16 COMMUNITY TOILET SCHEME (Attachment J)**

**Statutory Basis:** Public Health Act 1936, s87

**Key Member:** Cllr C McCredie/Cllr Janet Whitehouse

The Town Clerk has been researching potential alternatives to traditional public toilets, following the closure of Bakers Lane public toilets due to vandalism.

Council is requested to **CONSIDER** this information and **DECIDE** if this is something they wish to pursue.

17 **STONARDS HILL RECREATION GROUND BANDSTAND** (Attachment K)

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

**Key Member:** Cllr C McCredie

Cllr C McCredie has tabled a motion for consideration by Council:

“Would it be possible to revisit the idea of having a bandstand at Stonards Hill recreation ground (previously discussed in June 2021)? This would be financed through external funding, hopefully through Rotary.”

Some examples of possible bandstands and associated costings are provided as per **Attachment K**.

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

- (i) If it wishes to pursue a bandstand for Stonards Hill recreation ground;
- (ii) If so, whether to ask Rotary to pursue external funding for the bandstand/how else it will be financed.

18 **EPPING ROSEBOWL** (Attachment L)

**Statutory Basis:** Local Government Act 1975, s145

**Key Member:** Cllr J Duffell

Council is requested to **CONSIDER** the entry for the Epping Rosebowl as per **Attachment L**, which is awarded to the best floral display for business premises in Epping Parish and **DECIDE** whether to award the Rosebowl.

19 **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.

20 **STAFF MATTERS & CONTRACTS** (Attachment M)

**Statutory Basis:** Local Government Act 1972, s112

**Key Member:** Cllr H Pegrum/Cllr C McCredie

The Town Clerk has provided a staffing update, as per **Attachment M**.

Council is requested to **CONSIDER** this information and **DECIDE** whether to **APPROVE** the **RECOMMENDATION** and **DECIDE** if any further action is required in addition to that detailed.

21 STAFF SUPPORT

(Attachment N)

**Statutory Basis:** Local Government Act 1972, s112

**Key Member:** Cllr C McCredie

The Town Clerk has provided some information for Council's attention, with some background information, as per **Attachment N**.

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.*