



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, 11th March 2025** at **8pm** in order to transact the following business:

Beverley Rumsey
Town Clerk
5th March 2025

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 February 2025.

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 February 2025 (Attachment B)
Market Committee	20 th February 2025 (Attachment C)
Planning & General Purposes Committee	25th February 2025 (Attachment D)
Corporate Governance Advisory Committee	25th February 2025 (Attachment E)

7 COMMUNICATIONS TO NOTE/REQUIRING DECISION

(i) COMMUNICATION RE QUALIS' DEVELOPMENT NAMES

The Town Clerk has received some communication in relation to the Qualis' development names, as follows:

'Gardenia Court' and 'Verdant Place' are for marketing purposes only. Gardenia Court refers to the first 10 homes within the wider development which are currently being marketed for sale. On completion this spring, the address for residents will follow the naming convention for their location – ie 115 High Street. The name 'Verdant Place' is the marketing name for the wider development. As delivery of this wider scheme progresses, we will consider and consult with the community on its permanent name. We recognise and appreciate the rich history of the site and look forward to working with you and other stakeholders in due course.

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

(ii) EMERGENCY PLAN VOLUNTEERS (**Attachment F**)

The Town Clerk has been advised to advertise for volunteers through those local organisations already known to them. Voluntary Action Epping Forest and St John's Church Team Ministry have been identified as potential partners. A request for assistance will be sent to them, as per **Attachment F**, with a view to holding a meeting to discuss in more detail in due course. The draft plan will also be discussed with the emergency planning team at EFDC, once drafted.

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

(iii) EPPING WEATHER STATION (**Attachment F1**)

Epping Weather Station has kindly been administered by its donor Roger Emmens since the end of 2019. It would be desirable for Council to find someone to take on this role. It has been mentioned previously that this might be a good project for a local school to take on. A poster has been drafted requesting this support, as per **Attachment F1**.

Council is requested to **CONSIDER** this information and **DECIDE** if they are happy to approach our local schools to hopefully find a suitable administrator to support/take over some of the tasks associated with the weather station.

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

Council to receive the duties undertaken by the Town Mayor and Deputy Town Mayor since 11th February 2025.

9 REPORTS FROM MEMBERS

To receive reports, if any, from Members on meetings or visits made since the Ordinary Council Meeting on 11th February 2025.

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

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.

A verbal report from Essex County councillors on any matters of interest to Epping Town Council.

12 FINANCIAL REPORT TO 28th FEBRUARY 2025 (Attachment I)

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 2025 and **DECIDE** if any further action is required.

13 ACCOUNTS FOR PAYMENT (Attachment J)

Statutory Basis: Local Audit and Accountability Act 2014

Key Member: Cllr G Scruton

Council is requested to **APPROVE** the payment of accounts for February 2025 totalling £52,664.93 (Barclays: £71.72, The Co-operative £52,403.60 & The Co-operative online £189.61).

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

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 Janet Whitehouse

The Corporate Governance Advisory Committee met on 25th February 2025 (Minutes #414-440 of 2024/25 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 no amendments;

- (iii) The Internal Risk Register should be amended, reworded and APPROVED by Council; ~~(Attachment D);~~
- (iv) The Asset Register 2025, ~~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 with one amendment;
- (vii) The Health & Safety Policy, with no amendments ~~(Attachment G)~~ should be RE-APPROVED as a policy of Council;
- (viii) The Media Policy, with no amendments ~~(Attachment H)~~ should be RE-APPROVED as a policy of Council;
- (ix) The Social Media Policy, with amendments ~~(Attachment I)~~ should be APPROVED as a policy of Council;
- (x) The Publication Scheme, with no amendments ~~(Attachment J)~~ should be RE-APPROVED as a policy of Council;
- (xi) The Community Engagement Policy, with amendments and revisions ~~(Attachment K)~~ should be APPROVED as a policy of Council;
- (xii) Consideration should be given to printing and distributing Talk About Epping across Epping Town/Parish again;
- (xiii) The Data Protection Policy, with no amendments, ~~(Attachment L)~~ should be RE-APPROVED as a policy of Council;
- (xiv) The Compliance Failure Policy, with no amendments, ~~(Attachment M)~~ should be RE-APPROVED as a policy of Council;
- (xv) The Insurance policies & reconciliation would be brought to Council in advance of the July 2025 meeting;
- (xvi) The insurance renewal 2025 should be undertaken by the Town Clerk/RFO, Key Member for Finance **and one additional member (to be decided)** due to the renewal timings (short notice quotations/continuous cover required);
- (xvii) The situation regarding a Data Protection Officer should be monitored and someone engaged at point of need ~~(Attachment O)~~.
- (xiv) Staff terms should be **APPROVED** ~~(Attachment Q)~~ (please note: these will be reported under agenda item 24 – Exclusion of press and public).

Please note: following advice from the auditor regarding the frequency of policy document reviews (Minute #420(i) of 2024/25), the **RECOMMENDATION** is as follows:

- (xv) The Town Clerk would issue the list of policy documents to Council annually (at the Annual Council meeting), so all members have a summary of the policies in place and their review dates (Policy and Governance Document Review March 2025).

(xvi) The policies would be reviewed at Corporate Governance or the Annual Council meeting (as appropriate) in the first Civic year of each Council, unless legislation requires sooner. **Please note:** some policies are more appropriately reviewed at Annual Council eg Code of Conduct and others through Corporate Governance.

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

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

15 TALK ABOUT EPPING MAGAZINE

Statutory Basis: Local Government Act 1972, s142

Key Member: Cllr G Scruton/Cllr Janet Whitehouse

One of the RECOMMENDATIONS of the Corporate Governance Advisory Committee on 25th February 2025 (Minute #431(ii) of 2024/25) was that Council should CONSIDER whether Talk About Epping should return to being printed and distributed to all residences and businesses in Epping Parish, as it had been until the 2023/24 financial year. This changed to limited copies being printed and available at Epping Hall and at selected places in Epping and readable online. The cost to print and distribute approximately 5500-6000 copies at that time was £6500 (£5000 printing, £1500 distribution) and this was stopped to ease the budget at that time. The cost to resume this now would be approximately £7800 per annum (£6000 printing and £1800 distribution).

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

- (i) If they wish to return to printing and distributing Talk About Epping (5500-6000 copies) to residences and businesses in Epping Parish or remain as it is currently.

16 INTERNAL AUDIT REPORT: 2ND INTERIM

(Attachment L)

Statutory Basis: Local Audit and Accountability Act 2014

Key Member: Cllr G Scruton

Council's internal auditor undertook their second auditing work for the 2024/25 financial year on 27th February 2025 and their report is provided as per **Attachment L**. There are no recommendations.

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

17 EPPING TOWN COUNCIL GRANTS

(Attachment M)

Statutory Basis: Local Government Act 1972, s133

Key Member: Cllr G Scruton

The Town Clerk has provided some information regarding a possible grant scheme, as per **Attachment M**.

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

18 CHRISTMAS MARKET 2025**(Attachment N)**

Statutory Basis: Local Government Act 1972, s145

Key Member: Cllr R Sharif

Some information was provided in 2024 to aid Council's discussions on Epping Christmas Market. Unfortunately, the market was cancelled due to the extremely high winds. This information has been revised to help Council's discussions on Epping Christmas Market 2025, as per **Attachment N**.

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

- (i) What day they wish to hold Epping Christmas Market 2025;
- (ii) Whether the Christmas Market will be a daytime market or go into the evening (and times);
- (iii) Any other operational issues, such as lighting.

19 DEVOLUTION CONSULTATION**(Attachment O)**

Statutory Basis: English Devolution White Paper, 2024

Key Member: Cllr C McCredie

The government are currently consulting on Devolution in Greater Essex. Some further information is provided by the link below and as per **Attachment O**.

<https://www.gov.uk/government/consultations/greater-essex-devolution/greater-essex-devolution-consultation>

The Town Clerk will be involved in the discussions through the Essex Association of Local Councils and will keep Council informed through that forum.

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

- (i) If it wishes to respond as Epping Town Council;
- (ii) If it wishes to create a Devolution working party to take part in the discussions on behalf of Epping Town Council.

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 COMMUNITY AWARD**(Attachment P)**

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 P**.

Council is requested to **CONSIDER** this information and **DECIDE** who should receive the Community Award 2025.

22 **CIVIC AWARD SCHEME** **(Attachment Q)**

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, as per **Attachment Q**. Unfortunately, no nominations have been received this year for consideration. There have been very few nominations over recent years. The Town Clerk would suggest it may be advisable to make this an 'open timescale' process, whereby nominations are accepted throughout the year if anyone considers there is a building worthy of consideration.

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

23 **CAFÉ AT STONARDS HILL RECREATION GROUND** **(Attachment R)**

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

Key Member: Cllr C McCredie

The Town Clerk has provided some information about Julie's café at Stonards Hill recreation ground, as per **Attachment R**.

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

24 **RECOMMENDATIONS OF THE CORPORATE GOVERNANCE ADVISORY COMMITTEE**
(Attachment S)

Statutory Basis: Local Government Act 1972, s112

Key Member: Cllr G Scruton/Cllr Janet Whitehouse

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

Council is requested to **CONSIDER** the RECOMMENDATION as per **Attachment S** and **DECIDE** whether to **APPROVE** it.

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.