



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 **ANNUAL MEETING** of the **Epping Town Council** which is to be held in the **Conference Room, Epping Hall, St Johns Road, Epping** on **Tuesday, 13th May 2025** at **8pm** in order to transact the following business:

Beverley Rumsey
Town Clerk
7th May 2025

A G E N D A

1. ELECTION OF TOWN MAYOR

Members are required to elect the Town Mayor for the municipal year 2025-26. 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 8th April 2025.

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 2025-26. 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 8th April 2025.

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 8th April 2025.

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	8 th April 2025	(Attachment D)
Planning & General Purposes Committee	22 nd April 2025	(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 a report as per **Attachment F**.

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 8th April 2025.

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
 Playgrounds & Recreation Grounds Working Party
 (Merger of Playground Working Party Lovelocks Meadow Working Party, Stonards Hill Working Party (& skate park)
 Budget Working Party
 Epping Hall Working Party
 Christmas 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 2024-25.

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)
Appeals Committee	(Attachment N)
Task & Finish Personnel Committee (Recruitment of Town Clerk)	(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/Responsible Financial Officer (RFO) 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/Responsible Financial Officer & 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 DRAFT MAY 2025)** (Attachment S)
COUNCIL FORWARD PLAN 2023-27 (INTERIM DRAFT MAY 2025) (Attachment S1)

The Action Plan 2023-27 (November 2024) was APPROVED as Council's Action Plan 2023-27 as a working draft that would be developed over the coming months/years as projects were developed/changed and priorities confirmed and costed. (Minute #286 of 2024/25). The Town Clerk has updated the draft as per **Attachment S** to reflect the current situation.

Council is requested to **APPROVE** the Action Plan 2023-27 (Interim May 2025) as a working document as per **Attachment S** and **DECIDE** if any changes/additions are required.

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

Council is requested to **APPROVE** the Forward Plan 2023-27 (Interim May 2025) as a working document as per **Attachment S1** and **DECIDE** if any changes/additions are required.

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

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

Epping Town Council APPROVED the Local Government Association (LGA) Code of Conduct, at the Annual Council meeting on 14th May 2024.

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

21. **CYCLE OF MEETINGS 2025/2026** (Attachment U)

Epping Town Council's current Cycle of Meetings was APPROVED at the Ordinary Council meeting on 9th July 2024 (Minute #105 of 2024/25).

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

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- **Please note:** there are no exclusion of the press and public items on this agenda.

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.