



# 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 **Main Hall, Epping Hall, St Johns Road, Epping** on **Tuesday, 9th September 2025** at **8pm** in order to transact the following business:

**Beverley Rumsey**  
**Town Clerk**  
**3<sup>rd</sup> September 2025**

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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

**(Attachment A)**

To approve as a correct record and sign the Minutes of the Ordinary Council Meeting held on 12th August 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	12 <sup>th</sup> August 2025	(Attachment B)
Planning & General Purposes Committee	26 <sup>th</sup> August 2025	(Attachment C)

## 7 COMMUNICATIONS TO NOTE/REQUIRING DECISION (Attachments D-D1)

### (i) Cricket request (Attachment D)

The Town Clerk has received a request regarding cricket provision in Epping, as per **Attachment D**. We are expecting the requester to be present at the meeting.

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

### (ii) Lithium-ion batteries campaign (Attachment D1)

Epping Town Council have received an update on the Lithium-ion batteries campaign, as per **Attachment D1**.

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

## 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 12th August 2025.

## 9 REPORTS FROM MEMBERS

To receive reports, if any, from Members on meetings or visits made since the Ordinary Council Meeting on 12th August 2025.

## 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 2025 (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 2025 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 2025. Payments total: **£102,709,90**. (Payments from Barclays total £9,262.21 (please note transfers of £80,000 from Barclays to the Co-operative.) Payments from the Cooperative total £92,712.68. Please note: a transfer of £750 from the Co-operative to the Co-operative online. Payments from the Co-operative Online total £735.01.)

**14 EXTERNAL AUDIT 2024-25 (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 2024-25 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 2026**

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

**Key Member:** Cllr Janet Whitehouse

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 2026 is Friday 24<sup>th</sup> April.

Council is requested to **DECIDE**:

- (i) If it wishes to hold a Civic Reception in 2026;
- (ii) If the date should be Friday 24<sup>th</sup> April 2026 (avoiding Easter and the Annual Town Meeting).

**16 EPPING ROSEBOWL AND COMPETITION**

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

**Key Member:** Cllr J Duffell

At the Ordinary Council meeting on 10<sup>th</sup> September 2024 (Minute #192 of 2024/25), Council **RESOLVED** to pause the Epping Rosebowl competition due to insufficient entries and consider an alternative competition later in the Civic year.

**Please note:** the Civic Award (for a commended building or refurbishment) has also been changed due to insufficient entries.

Council is requested to **CONSIDER** this information and **DECIDE** if they wish to run a new competition.

**17 BLUE PLAQUE: ERNEST WYTHES****(Attachment J)**

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

**Key Member:** Cllr J Duffell/Cllr Janet Whitehouse

At the Ordinary Council meetings on 11<sup>th</sup> July 2023 (Minute #110 of 2023/24) and 8<sup>th</sup> August 2023 (Minute #150 of 2023/24), Council APPROVED a blue plaque for Ernest Wythes (information attached as per **Attachment J**). This had been delayed due to ministry changes at St Johns Church. Cllr Janet Whitehouse has requested this be revisited.

Council is requested to consider the information as per **Attachment J** and **DECIDE:**

- (i) Where the plaque should be located;
- (ii) What the wording should be;
- (iii) Who will progress the details for the Town Clerk to proceed.

**18 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.

**19 ELECTRICITY AND GAS CONTRACTS****(Attachment K)**

**Statutory Basis:** Local Government Act 1972, s111

**Key Member:** Cllr G Scruton

Epping Town Council's utility contracts are due for renewal in December 2025. This was discussed at the Ordinary Council meeting on 12<sup>th</sup> August 2025 (Minute #156 of 2025/26) and the Town Clerk was requested to pursue collective purchasing and bring this back to Council for consideration. Information is provided as per **Attachment K**.

Council is requested to **CONSIDER** the information and RECOMMENDATION 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.*