



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 **ORDINARY MEETING** of the **Epping Town Council** which is to be held in the **Main Hall, Epping Hall, St Johns Road, Epping** on **Tuesday, 11th November 2025 at 8pm** in order to transact the following business:

Beverley Rumsey
Town Clerk
5th November 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

To approve as a correct record and sign the Minutes of the Ordinary Council Meeting held on 14th October 2025. **(Attachment A)**

6 MINUTES OF COMMITTEE MEETINGS & PLANNING COMMENT

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	14 th October 2025	(Attachment B)
Planning & General Purposes Committee	28 th October 2025	(Attachment C)
Corporate Governance Advisory Committee	28 th October 2025	(Attachment D)

7 COMMUNICATIONS TO NOTE/REQUIRING DECISION (Attachment E)

(i) Epping Leisure Centre Project Update

An update on the Epping Leisure Centre Project has been provided by Pellikaan, as per **Attachment E**.

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

8 TOWN MAYOR'S & DEPUTY MAYOR'S DUTIES (Attachment F)

Council to receive the duties undertaken by the Town Mayor and Deputy Town Mayor since 14th October 2025.

9 REPORTS FROM MEMBERS

To receive reports, if any, from Members on meetings or visits made since the Ordinary Council Meeting on 14th October 2025.

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

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 OCTOBER 2025 (Attachment H)

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

13 ACCOUNTS FOR PAYMENT (Attachment I)

Statutory Basis: Local Audit and Accountability Act 2014

Key Member: Cllr G Scruton

Council is requested to **APPROVE** the payment of accounts for October 2025.

Payments total: **£89,409.45**. (Payments from Barclays total £75.75 (please note transfers of £160,000 from Barclays to the Co-operative). Payments from the Cooperative total

£88,832.64 (please note transfers to the Co-operative online of £750). Payments from the Co-operative Online total £501.06.)

14 **BANK BALANCES AT 30TH SEPTEMBER 2025** (Attachment J)

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 September 2025 for all accounts, as per **Attachment J**. This was recommended by the auditor as an end of quarter agenda item.

*Please note: this is usually reported at the October Council meeting.

15 **HALF YEAR FINANCIAL SUMMARY** (Attachment K)

Statutory Basis: Local Audit and Accountability Act 2014

Key Member: Cllr G Scruton

The Town Clerk and Responsible Financial Officer has provided a summary of Council's half-year financial position/performance to date, as per **Attachment K**.

Please note: a meeting of Council's Action Plan working party took place on 29th September 2025 in advance of the onset of Council's budget setting process in November/December 2025 to look at priorities and potential spending requirements.

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

16 **INTERNAL AUDIT REPORT** (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 2025/26 financial year on 29th and 30th October 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 **RECOMMENDATIONS OF THE CORPORATE GOVERNANCE ADVISORY COMMITTEE** (Attachment M)

Statutory Basis: Local Government Act 1972, s101 & S111

Key Member: Cllr R Sharif

The Corporate Governance Advisory Committee met on 28th October 2025 (Minutes #235-251 of 2025/26) and make the following **RECOMMENDATIONS**:

- (i) The revised Statement on Internal Control should be **APPROVED** as per ~~Attachment E~~; **(Attachment M)**
- (ii) The revised Risk Management Statement should be **APPROVED** as per ~~Attachment F~~; **(Attachment M)**

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

- Council is requested to **CONSIDER** the revised Action Plan and Forward Plan and **APPROVE** them as the current working Action Plan and Forward Plan for Epping Town Council, with or without amendments.

- Council is requested to **CONSIDER** this information and **DECIDE** whether to APPROVE the RECOMMENDATION.

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.