



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, 9th December 2025** at **8pm** in order to transact the following business:

Beverley Rumsey
Town Clerk
3rd December 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 ExtraOrdinary Council Meeting held on 5th November 2025. **(Attachment A)**

To approve as a correct record and sign the Minutes of the Ordinary Council Meeting held on 11th November 2025. **(Attachment B)**

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

11th November 2025 **(Attachment C)**

Planning & General Purposes Committee

25th November 2025 **(Attachment D)**

7 COMMUNICATIONS TO NOTE/REQUIRING DECISION

(i) Local Government Reorganisation **(Attachment E)**

There is currently a consultation on Local Government Reorganisation (LGR), as per **Attachment E**. Some links to the documentation are provided below.

<https://www.essexlgrhub.org/have-your-say#>

<https://www.essexlgrhub.org/proposals>

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

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 11th November 2025.

9 REPORTS FROM MEMBERS

To receive reports, if any, from Members on meetings or visits made since the Ordinary Council Meeting on 11th November 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 30TH NOVEMBER 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 November 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 November 2025. Payments total: **£100,021.02** (Payments from Barclays total £3,156.06 (please note transfers of £50,000 from Barclays to the Co-operative). Payments from the Cooperative total £95,406.81 (please note transfers of £1,010). Payments from the Co-operative Online total £1,458.15.)

14 BUDGET 2026/27: FIRST ESTIMATES**(Attachments J–J3)****Statutory Basis:** Accounts and Audit (England) Regulations 2011 and the Audit Commission Act 1998 s44; Local Audit and Accountability Act 2014**Key Member:** Cllr G Scruton

Attachments:	Budget first draft	(Attachment J)
	Draft charges	(Attachment J1)
	Decisions required	(Attachment J2)
	Draft expenditure requirements	(Attachment J3)

The Town Clerk & Responsible Financial Officer has been advised that the crucial tax base figures from Epping Forest District Council will not be received until mid December 2025. Having discussed this with the Key Member for Finance, Cllr G Scruton, it was felt an indication of proposed expenditure for 2026/27 would be helpful at this stage, but without the crucial tax base figure, precept levels and draft charges could not be confirmed.

The Town Clerk/RFO has prepared a draft budget Version 1, as per **Attachment J**, in conjunction with the Key Member for Finance. During this budget setting process, it will be necessary to augment the too low general reserves as previously highlighted in the audit reports. Any surplus should be moved into the Asset/Capital Fund and the proposed new Playgrounds reserve (recommended by the Action Plan working party). Detailed reserves will be brought to the January 2026 Council meeting as part of the full budget setting process.

The 2025/26 financial year's tax base figure has been used and the draft shows expenditure at this stage (until the tax base figure for 2026/27 arrives). The draft charges have been increased by 3% across all services, except the market, as per **Attachment J1**. The market has, once again, been extremely challenged by reduced footfall, augmented by the access to the multi-storey car park and the Town Clerk would suggest that any increases would again be detrimental to the market.

Council is requested to **CONSIDER** the draft budget and charges as per **Attachments J and J1** and **DECIDE** what action to take regarding the points in **Attachment J2**, to inform the proposed January budget. **Attachment J3** shows draft indicative expenditure requirements to aid discussion and decision making.

15 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.

16 PUBLIC TOILETS: POTENTIAL CONTRACTS (Attachment K)

Statutory Basis: Local Government (Miscellaneous Provisions) Act 1976, s19; Public Health Act 1875, s164

Key Member: Cllr G Scruton/Cllr J Duffell

Council have been made aware of operational details of the Bakers Lane public toilets for some time. The Town Clerk has also been researching different options for the public toilets at Stonards Hill recreation ground.

Some information on this is provided as per **Attachment K**.

Council is requested to **CONSIDER** this information and **DECIDE** if this is something they wish to Town Clerk to pursue with full costing details.

17 IVY CHIMNEYS RECREATION GROUND LEGAL UPDATE (Attachment L)

Statutory Basis: Local Government Act 1972, s126

Key Member: Cllr H Pegrum/Cllr J Duffell

Some information regarding Ivy Chimneys recreation ground is provided as per **Attachment L**.

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

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.