



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 August 2026** at **8pm** in order to transact the following business:

Beverley Rumsey
Town Clerk
5th August 2026

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 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.

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 14th July 2026.

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 Councillors' Comments*	14 th July 2026	(Attachment B)
Planning & General Purposes Committee	28 th July 2026	(Attachment C)

***Please note:** this meeting was cancelled due to insufficient applications, in accordance with the new guidance on Low number of planning applications process (May 2026).

Planning councillors' returned comments to EFDC, but no meeting was held.

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

(i) District Polling Station consultation (Attachment D)

Epping Forest District Council (EFDC) are undertaking a polling station review, as per **Attachment D**. Please use the link below to read the information.

<https://www.eppingforestdc.gov.uk/have-your-say-polling-station-review-consultation/> .

Council is requested to consider this information and **DECIDE** what response to make, if any.

(ii) Essex Association of Local Councils (EALC) Annual General Meeting (AGM) (Attachment D1)

As an EALC Member, Epping Town Council have been invited to comment on the EALC's proposed constitutional changes, as per **Attachment D1**.

Proposed:

<https://ealc.gov.uk/wp-content/uploads/2026/07/Constitution-updated-July-2026.pdf>

Existing:

<https://ealc.gov.uk/wp-content/uploads/2026/07/Constitution-Clean-version-September-2024-.pdf>

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

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 14th July 2026.

9 REPORTS FROM MEMBERS

To receive reports, if any, from Members on meetings or visits made since the Ordinary Council Meeting on 14th July 2026.

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

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.

12 TOWN COUNCILLORS' QUESTION AND ANSWER SESSION WITH CLLR ALAN LION (CHAIRMAN OF EPPING FOREST DISTRICT COUNCIL 2026-27)

The Town Clerk would like to thank Cllr Alan Lion for offering to attend an Epping Town Council meeting.

Members are invited to ask Cllr Lion Epping Forest District Council related questions.

13 FINANCIAL REPORT TO 31st JULY 2026 (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 July 2026 and **DECIDE** if any further action is required.

14 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 July 2026.

Payments total: **£127,318,77**. (Payments from Barclays total £82.01 (please note transfers of £95,000 from Barclays to the Co-operative.) Payments from the Cooperative total £127,149.65. Please note: petty cash withdrawals of £450. Payments from the Co-operative Online total £87.11.)

15 ANNUAL TOWN MEETING 2027

Statutory Basis: Local Government Act 1972, s9

Key Member: Cllr R Sharif

The Annual Town Meeting for 2025-26 was held on Tuesday 17th March 2026. The Town Meeting must be held between 1st March and 1st June.

Suggested dates for the Annual Town Meeting for 2026-27 are Thursday 11th March 2027 or 25th March 2027 at Epping Hall. The Town Clerk would **RECOMMEND** the format is discussed nearer the time.

Council is requested to **CONSIDER** this information and **DECIDE** the date for the Annual Town Meeting.

16 EPPING TOWN SHOW 2027

Statutory Basis: Local Government Act 1972, s145

Key Member: Cllr R Sharif

Epping Town Show is normally held on the first Sunday in July each year.

Council is requested to **DECIDE**:

- (i) If it wishes to hold the Town Show in 2027;
- (ii) If the date should be Sunday 4th July 2027.

17 EPPING TOWN COUNCIL'S EMERGENCY PLAN (Attachment I)

Statutory Basis: Local Government Act 1972, s111

Key Member: Cllr R Sharif

Epping's Emergency Plan has been under development for some time and the Town Clerk has found it difficult to source volunteers. The Clerk met with the Emergency Planning Officer at Epping Forest District Council (who has years of expertise in this area) and a Plan has been drafted in accordance with their guidance, as per **Attachment I**.

Epping Town Council would play a supportive role in an Epping Parish emergency, where a shelter, volunteers and support would be the key requirements. With this in mind, a new search for volunteers will be undertaken and training can be provided by Epping Forest District Council.

Council is requested to **DECIDE** whether to **APPROVE** the Emergency Plan for Epping Town Council, as per **Attachment I**.

18 EPPING TOWN COUNCIL'S ART AND CULTURE AWARD (Attachment J)

Statutory Basis: Local Government Act 1972, s145

Key Member: Cllr N Avey

Epping Town Council **RESOLVED** to create a new Art and Culture Award. This was proposed by Cllr N Avey. This will now be advertised in advance of the September start date, as per **Attachment J**.

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

19 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.

20 APPOINTMENT OF A NEW INTERNAL AUDITOR (Attachment K)

Statutory Basis: Local Audit and Accountability Act 2014

Key Member: Cllr G Scruton

Epping Town Council must appoint a new internal auditing company, following the retirement of Council's current internal auditor. It is vital that any auditor is impartial and has no relationship with Epping Town Council. The Town Clerk & Responsible Financial Officer has provided some information, as per **Attachment K**.

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

21 **HEALTH AND SAFETY PROJECT**

(Attachments L & L1)

Statutory Basis: Local Government Act 1972, s111; s133

Key Member: Cllr H Pegrum

The Town Clerk has provided some health and safety information as per **Attachment L**, with supporting documentation as per **Attachment L1**.

Council is requested 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.