



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, 8th September 2026** at **8pm** in order to transact the following business:

Beverley Rumsey
Town Clerk
2nd September 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 11th August 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 & General Purposes Committee	11 th August 2026	(Attachment B)
Planning & General Purposes Committee	25 th August 2026	(Attachment C)

7 COMMUNICATIONS TO NOTE/REQUIRING DECISION (Attachment D)

(i) City of London: 150 year anniversary event (Attachment D)

The Town Clerk has received the following request as per **Attachment D**.

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

(ii) Staff pay award 2026-27

Epping Town Council staff are governed by the National Joint Council terms and conditions. The annual pay award for 2026-27 has been received from the National Association of Local Councils (NALC) and the annual increase is 3.3% across all scale points (all staff). This will be backdated to 1st April 2026.

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 11th August 2026.

9 REPORTS FROM MEMBERS

To receive reports, if any, from Members on meetings or visits made since the Ordinary Council Meeting on 11th August 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 FINANCIAL REPORT TO 31st AUGUST 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 August 2026 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 2026.
Payments total: **£38,982.25**. (Payments from Barclays total £131.66 (please note a transfer of £30,000 from Barclays to the Co-operative.)-Payments from the Co-operative-total £37,212.44. Please note: transfers of £1340 from the Co-operative to the Co-operative online.-Payments from the Co-operative Online total £1638.15.)

14 **EXTERNAL AUDIT 2025-26** **(Attachment I)**

Statutory Basis: Local Audit and Accountability Act 2014

Key Member: Cllr G Scruton

The Annual Return 2025-26 has now been externally audited and signed off, as per **Attachment I**, with a comment relating to trust funds. The Town Clerk & Responsible Financial Officer has discussed this with the external auditor regarding the fact this does not relate to the quality of the financial recording and governance maintained by the Town Council.

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

15 **NEIGHBOURHOOD PLANNING ADVISORY COMMITTEE**

Statutory Basis: Localism Act 2011

Key Member: Cllr N Avey

Now Epping's Neighbourhood Plan has been made, the Town Clerk would **RECOMMEND** that the Neighbourhood Planning Advisory Committee is dissolved.

Council is requested to **APPROVE** this **RECOMMENDATION**.

16 **PLAYGROUND INSPECTION REPORTS 2026** **(Attachment J)**

Statutory Basis: Local Government (Miscellaneous Provisions) Act 1976, s19,
Local Government Act 1972, s111

Key Member: Cllr J Duffell

The external playground inspection reports and supporting information are provided as per **Attachment J**.

Council is requested to **CONSIDER** this information and **DECIDE** if any further action is required other than that detailed.

17 **TOWN MAYOR'S CHARITIES**

Statutory Basis: Local Government Act 1972, s111

Key Member: Cllr R Sharif

Cllr R Sharif would like to discuss her chosen charities with Council and opportunities to support them. The Mayor has chosen Cancer and Parental Alienation.

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

18 CIVIC RECEPTION 2027

Statutory Basis: Local Government Act 1972, S145

Key Member: Cllr R Sharif

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 2027 is Friday 7th May 2027. **Please note:** elections are scheduled for 6th May 2027, so Purdah starts on Tuesday 30th March 2027.

Council is requested to **DECIDE**:

- (i) If it wishes to hold a Civic Reception in 2027;
- (ii) If the date should be Friday 7th May 2027 (avoiding Easter, the Annual Town Meeting and Purdah).

19 HEALTH AND SAFETY PROJECT**(Attachments K & K1)**

Statutory Basis: Local Government Act 1972, S133

Key Member: Cllr H Pegrum

- (i) **Project update** **(Attachment K)**

The Town Clerk has provided an update on the Health and Safety project, as per **Attachment K**.

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

- (ii) **Terms of reference** **(Attachment K1)**

Terms of reference are required for the new Health and Safety Committee. The Town Clerk has provided some proposed terms of reference for this Committee, as per **Attachment K1**.

Council is requested to **CONSIDER** the terms of reference and **DECIDE** whether to **APPROVE** them as the terms of reference for the Health and Safety Committee.

20 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.

21 STAFF ROLES/CONTRACTS**(Attachments L, L1 & L2)**

Statutory Basis: Local Government Act 1972, s112

Key Member: Cllr N Avey/Cllr G Scruton

The Town Clerk has provided some staffing information, contract information and **RECOMMENDATIONS**, as per **Attachments L, L1 & L2**.

Council is requested to **CONSIDER** the information and RECOMMENDATIONS and **DECIDE** whether to APPROVE them.

22 **PROJECT FEASIBILITY QUOTATIONS**

(Attachments M-M3)

Statutory Basis: Local Government Act 1972, s133; Food Act 1984, s50

Key Member: Cllr G Scruton

The Town Clerk has been asked to source costings for a feasibility study. Further information is provided as per **Attachment M**, with supporting information as per **Attachments M1-M3**.

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