



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, 10th June 2025** at **8pm** in order to transact the following business:

Beverley Rumsey
Town Clerk
4th June 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

(Attachment A)

To approve as a correct record and sign the Minutes of the Annual Council Meeting held on 13th May 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:

Annual Town Meeting	1st May 2025 (Attachment B)
Planning & General Purposes Committee	13th May 2025 (Attachment C)
Planning & General Purposes Committee	27th May 2025 (Attachment D)
Market Committee*	28th May 2025

***Please note:** the market committee minutes are under agenda item 25 as they relate to Exclusion of the Press and Public items.

7 COMMUNICATIONS TO NOTE/REQUIRING DECISION

(i) PEDESTRIAN CROSSING REQUEST: THE PLAIN (Attachment E)

The Town Clerk has received a resident request, as per **Attachment E**.

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

(ii) PELLIKAAN PROGRESS: BAKERS LANE LEISURE CENTRE (Attachment E1)

Epping Town Council have been advised of Pellikaan's progress with the new Bakers Lane leisure centre, as per **Attachment E1**.

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

(iii) FORMER MAYOR'S CHARITY DONATIONS (Attachment E2)

Former Town Mayor (2024-25) Cllr Cherry McCredie raised funds for charity during her Civic Year. Some further information is provided as per **Attachment E2**.

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

(iv) EPPING TOWN TRAIL (Attachment E3)

Epping Town Council have received a request from The Epping Society to collaborate on an Epping Town Trail. The Epping Society have undertaken the work and their request to Council is provided as per **Attachment E3**.

Council is requested to **CONSIDER** this information and **DECIDE** if they wish to pursue this with The Epping Society.

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 the Annual Council Meeting on 13th May 2025.

9 REPORTS FROM MEMBERS

To receive reports, if any, from Members on meetings or visits made since the Annual Council Meeting on 13th May 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 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 1st APRIL 2025 TO 31st MAY 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 April and May 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 April 2025 totalling £54,155.85 (Barclays: £75.75, The Co-operative £53,000.82 & The Co-operative online £1079.28). (Please note a transfer of £40,000 from Barclays to The Co-operative, a petty cash transfer of £250 and transfers of £1350 from The Co-operative to The Co-operative online.)

Council is requested to **APPROVE** the payment of accounts for May 2025 totalling £78,488.72 (Barclays: £19,323.60, The Co-operative £57,933.88 & The Co-operative online £1,231.24). (Please note a transfer of £1291 from The Co-operative to The Co-operative online.)

14 INTERNAL AUDIT REPORT (FINAL) (Attachment J)

Statutory Basis: Audit Commission Act 1998 s9 to 11; the Accounts and Audit (England) Regulations 2011; the Local Audit and Accountability Act 2014 and the Accounts and Audit Regulations 2015

Key Member: Cllr G Scruton

The internal auditor made his final visit for the 2024-25 financial year on 28th May 2025 and his final report is attached. The internal auditor makes no recommendations.

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

15 ANNUAL RETURN 2024-25 ANNUAL GOVERNANCE STATEMENT (Attachment K)

Statutory Basis: Audit Commission Act 1998 s9 to 11; the Accounts and Audit (England) Regulations 2011; the Local Audit and Accountability Act 2014 and the Accounts and Audit Regulations 2015

Key Member: Cllr G Scruton

Council is required by law to complete an Annual Return for each financial year which is sent to the external auditor for approval. The requirements of the Annual Return are very

rigid and include the Annual Governance Statement, the Accounting Statements and the exercise of public rights (a pre-arranged period of 30 days when electors can inspect the accounts).

The Town Clerk has included a summary of the measures Council has taken to ensure it can answer 'yes' to all questions in the Annual Governance Statement as per **Attachment K1**.

Council is requested to **APPROVE** the Annual Governance Statement (Section 1 of the Annual Return) first by answering each question in turn and **AUTHORISE** the Town Mayor to sign the statements on behalf of the Town Council.

16 **ANNUAL RETURN 2024-25 ACCOUNTING STATEMENTS** (Attachment K)

Statutory Basis: Audit Commission Act 1998 s9 to 11; the Accounts and Audit (England) Regulations 2011; the Local Audit and Accountability Act 2014 and the Accounts and Audit Regulations 2015

Key Member: Cllr G Scruton

Once the Annual Governance Statement (Section 1) of the Annual Return has been APPROVED, Council must **APPROVE** the Accounting Statements (Section 2 of the Annual Return).

Council is requested to **APPROVE** the Accounting Statements (Section 2 of the Annual Return) and **AUTHORISE** the Town Mayor to sign the statements on behalf of the Town Council.

17 **ANNUAL RETURN 2024-25 EXERCISE OF PUBLIC RIGHTS** (Attachment K)

Statutory Basis: Audit Commission Act 1998 s9 to 11; the Accounts and Audit (England) Regulations 2011; the Local Audit and Accountability Act 2014 and the Accounts and Audit Regulations 2015

Key Member: Cllr G Scruton

Council as a corporate body with transactions in the financial year, is required to make arrangements for the exercising of public rights; a period of 30 days when electors can inspect the accounts. These must fall within certain dates, which must include the first ten working days of July, ie Tuesday 1st July – Monday 14th July 2025 inclusive.

Council is requested to **APPROVE** the dates of the exercise of public rights as Monday 16th June 2025 until Friday 25th July 2025, in accordance with the requirements, as recommended by the Town Clerk and Responsible Financial Officer.

18 **FINANCIAL YEAR END POSITION 2024/25** (Attachment L)

Statutory Basis: Local Audit and Accountability Act 2014

Key Member: Cllr G Scruton

The Town Clerk has provided a summary of Epping Town Council's final 2024/25 year end position, following the closedown of the 2024/25 financial year by Rialtas Business Solutions Ltd on 21st May 2025 as per **Attachment L**. Please note Council's year end date is 31st March 2025 (31st March each year).

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

19 **FREE LITTLE LIBRARY** **(Attachment M)**

Statutory Basis: Local Government Act 1972, s111

Key Member: Cllr R Sharif

Cllr R Sharif has tabled a motion for consideration by Council.

"I would like Epping Town Council to consider a Little Free Library for Epping. More details are provided in the link below."

<https://littlefreelibrary.org/start/>

Some additional information is provided as per **Attachment M**.

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

20 **EPPING HALL PUMPS** **(Attachment N)**

Statutory Basis: Local Government Act 1972, s133

Key Member: Cllr H Pegrum

The sewage system at Epping Hall has been underperforming for some time and 3 of the 4 pumps have now failed. Some further information is provided as per **Attachment N**.

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

21 **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.

22 **CHRISTMAS LIGHTS 2025** **(Attachment O)**

Statutory Basis: Local Government Act 1972, s145

Key Member: Cllr G Scruton

The Town Clerk has provided some information regarding the Christmas lights for 2025, as per **Attachment O**.

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

23 **INSURANCE POLICIES** **(Attachments P & P1)**

Statutory Basis: Audit Commission Act 1998 s9 to 11; the Accounts and Audit (England) Regulations 2011; the Local Audit and Accountability Act 2014 and the Accounts and Audit Regulations 2015

Key Member: Cllr G Scruton

Epping Town Council's insurance policy is due for renewal on 1st July 2025. The Town Clerk/RFO and Key Member for Finance, Cllr G Scruton, have been AUTHORISED to arrange the annual insurance renewal, in accordance with the agreed budget, as the documentation often arrives after the June Council meeting but needs to renew before the July meeting. As the policy is new this year, it has arrived early and proposals are provided as per **Attachment P** with some additional information.

Please note: this is the main insurance policy, not the fleet or cyber policies which will be dealt with separately when the quotations are received.

Attachment P1 is the renewal for the plant inspections (lift).

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

24 **CONFIRMATION OF MINUTES (CONFIDENTIAL)** **(Attachment Q)**

To receive the signed Minutes of the Market Committee meeting (28th May 2025) and to adopt any recommendations within the Minutes not previously adopted.

Please note: the minutes of this meeting are in the excluded section as they relate to matters discussed in excluded session.

25 **STAFF MATTERS** **(Attachment R)**

Statutory Basis: Local Government Act 1972, s112

Key Member: Cllr Janet Whitehouse

The Town Clerk has provided some staffing information as per **Attachment R**.

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

26 **STAFF VACANCY** **(Attachments S & S1)**

Statutory Basis: Local Government Act 1972, s112

Key Member: Cllr Janet Whitehouse

The Town Clerk has provided some information about staff terms and conditions, as per **Attachment S**. The existing terms are provided as per **Attachment S1**.

Council is requested to **CONSIDER** this information and **DECIDE** whether to APPROVE it.

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.