



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 April 2025** at **8pm** in order to transact the following business:

Beverley Rumsey
Town Clerk
2nd April 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 Ordinary Council Meeting held on 11th March 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:

Planning & General Purposes Committee	11th March 2025 (Attachment B)
Planning & General Purposes Committee	25th March 2025 (Attachment C)
Market Committee*	31st March 2025

***Please note:** the Market Committee minutes are listed under agenda item 22 (as they refer to Exclusion of the Press and Public items).

7 COMMUNICATIONS TO NOTE/REQUIRING DECISION

(i) Section 137 spending limit: 2025-26 (**Attachment D**)

Epping Town Council have been advised of the new S137 spending limit for 2025-26, as per **Attachment D**.

This adjustment allows the first tier of local government to allocate a limited amount of funds for purposes that do not fall under any other specific statutory powers, enabling them to utilise their portion of council tax to support and enhance their communities.

This means the maximum spend under this power is £105,816.30 (No of electors: 9533 x £11.10).

When a Town Council makes a decision, they must:

a) have a power to undertake the duty and b) know how it is to be financed.

Grant spending should be made under the appropriate power for that spend. Where there is no power, s137 spending may be used for very specific purposes.

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

(ii) Epping Hall office reconfiguration project (**Attachment E**)

Epping Forest District Council have granted planning permission for the windows in Epping Hall's office reconfiguration project and the decision notice with conditions is provided as per **Attachment E**.

Council is requested to **NOTE** this information and **DECIDE**:

- (i) When they wish to progress this project;
- (ii) Confirm that it will be financed from the Asset/Capital Fund.

(iii) Epping Forest District Association of Local Councils (**Attachments F, F1 & F2**)

The Town Clerk has provided some information on the proposed format of the Epping Forest District Association of Local Councils, as per **Attachment F**, with supporting information as per **Attachment F1** (branch minutes) and **Attachment F2** (proposed constitution).

Council is requested to **CONSIDER** this information and **APPROVE** Epping Town Council being part of the Epping Forest District Association of Local Councils under the Constitution provided.

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

Council to receive the duties undertaken by the Town Mayor and Deputy Town Mayor since 11th March 2025.

9 REPORTS FROM MEMBERS

To receive reports, if any, from Members on meetings or visits made since the Ordinary Council Meeting on 11th March 2025.

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

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 TO 31st MARCH 2025 (Attachment I)

Statutory Basis: Local Audit and Accountability Act 2014

Key Member: Cllr G Scruton

Council is requested to **CONSIDER** and **APPROVE** the summary financial report to the end of March 2025 and **DECIDE** if any further action is required.

13 ACCOUNTS FOR PAYMENT (Attachment J)

Statutory Basis: Local Audit and Accountability Act 2014

Key Member: Cllr G Scruton

Council is requested to **APPROVE** the payment of accounts for March 2025 totalling £72,078.68 (Barclays: £71.72, The Co-operative £71,889.73 & The Co-operative online £117.23). Please note a transfer of £40,000 from Barclays to The Co-operative.

14 BANK BALANCES: AT 31st MARCH 2025 (Attachment K)

Statutory Basis: Local Audit and Accountability Act 2014

Key Member: Cllr G Scruton

Council is requested to **NOTE** and **APPROVE** the bank balances on 31st March 2025 for all accounts, as per **Attachment K**. This was recommended by the auditor as an end of quarter agenda item. **Please note:** the Nationwide balance attached is showing before interest due.

15 FINANCIAL SUMMARY POSITION, YEAR END CLOSE DOWN & BAD DEBTS**(Attachment L)**

Statutory Basis: Local Audit and Accountability Act 2014; Accounts and Audits Regulations 2003; Local Government Act 1972, S151, Epping Town Council Financial Regulations 9.4

Key Member: Cllr G Scruton

(i) Financial Summary Position and Year End Close Down**(Attachment L)**

The formal RBS Omega close down of the Year End Accounts will take place on 21st May 2025 and this will be done remotely. Transfers between funds will take place at this point. An early projected out-turn figure has been provided as per **Attachment L**; more detailed information and funds movements will be presented once available. A full financial position will be provided when all the year-end adjustments have been made.

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

(ii) Bad debts**(a) 2024/25**

At the current time, any potential bad debts for 2024/25 are being identified and these will be brought to Council when collated.

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

(b) 2023/24

There were no bad debts to write off in 2023/24.

The Clerk has authority to write off debts under Financial Regulation 9.4 and it is essential this is done to ensure the statements of income at year end are accurate. Members are requested to **NOTE** the write offs for the 2023-24 financial year through the RBS Omega year-end close down were £0.

16 ASSET OF COMMUNITY VALUE**(Attachment M)**

Statutory Basis: Localism Act 2011, ss87-108

Key Member: Cllr N Avey

At the Ordinary Council meeting on 10th December 2024 (Minute #287 of 2024/25), Council **RESOLVED** to pursue the Asset of Community Value application for Mill Mound Fields. The evidence based questionnaire has been developed by the office team and residents pursuing the Mill Mound Fields application and this is provided as per **Attachment M**.

This will need to be distributed to nearby residences to ensure as much evidence as possible is gathered to support the application. The cost to deliver to 1450 nearby households will be £217.50 plus VAT. The office team have also suggested the Annual Town Meeting, the Monday market, Talk About Epping and a press release to help raise awareness and build a wide evidence base. A timeframe of approximately 1 month from distribution has been suggested for responses.

Council is requested to **CONSIDER** this information and **DECIDE** if they are happy to proceed with the next stages of the project on this basis.

17 EXCLUSION OF THE 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.

18 CEMETERY SOFTWARE (Attachment N)

Statutory Basis: Open Spaces Act 1906, ss9-10; Local Government Act 1972, s214 (6)

Key Member: Cllr H Pegrum/Cllr G Scruton

At the Ordinary Council meeting on 11th March 2025 (Minute #459 of 2024/25), the Town Clerk advised Council that research was underway on digitalising the cemetery records. Some further information is provided as per **Attachment N**.

Council is requested to consider this information and **DECIDE** if they are happy to proceed with the **RECOMMENDATION** as detailed.

19 CHRISTMAS LIGHTS 2025 (Attachment O)

Statutory Basis: Local Government Act 1972, s145, S111

Key Member: Cllr G Scruton

At the Ordinary Council meeting on 14th January 2025 (Minute #357 of 2024/25), it was **RESOLVED** that there would be a Christmas working party to look at Christmas lights/Christmas market as and when needed. The Christmas lights working party met on Monday 24th March 2025 and their **RECOMMENDATIONS** are provided as per **Attachment O**.

Council is requested to **CONSIDER** this information and **DECIDE** whether to **APPROVE** the **RECOMMENDATIONS** as the best way forward.

20 JACK SILLEY PAVILION CAFÉ TERMS (Attachment P)

Statutory Basis: Local Government Act 1972, s111

Key Member: Cllr N Avey/Cllr H Pegrum

The café at the Jack Silley Pavilion at Stonards Hill recreation ground (Julie's at Stonards) has been in operation for 6 years. Further information is provided as per **Attachment P**.

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

21 BAKERS LANE PUBLIC TOILETS ARRANGEMENTS (Attachment Q)

Statutory Basis: Public Health Act 1936, s87

Key Member: Cllr C McCredie

The Town Clerk has provided some information regarding Bakers Lane public toilets, as per **Attachment Q**.

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

22 **MINUTES OF COMMITTEE MEETINGS (EXCLUSION OF PRESS AND PUBLIC ITEMS)**

Statutory Basis: Food Act 1984, s50

Key Member: Cllr M Wright

To receive the signed Minutes of the following Committee meeting.

Market Committee

31st March 2025

(Attachment R)

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.