

**MINUTES** of the **ANNUAL COUNCIL MEETING** held in the Conference Room, Epping Hall, on **Monday 15<sup>th</sup> May 2023 at 8pm.**

**PRESENT:**

Cllr B Scruton (Former Town Mayor)	
Cllr C Burgess (Town Mayor from Item 1)	
Cllr N Avey	Cllr L Burrows
Cllr J Duffell	
Cllr C McCredie (Deputy Mayor from item 4)	
Cllr G Scruton	Cllr R Sharif
Cllr H Whitbread	Cllr Janet Whitehouse
Cllr Jon Whitehouse	Cllr M Wright

**OFFICER:** Beverley Rumsey (Town Clerk)

**IN ATTENDANCE:** 5 members of the public, 1 member of the press and the Corporate and Data Protection Officer from Epping Forest District Council were present.

### 1. **ELECTION OF TOWN MAYOR**

It was proposed by Cllr M Wright that Cllr C Burgess be nominated for the office of Town Mayor for the 2023-24 municipal year. This was seconded by Cllr N Avey.

There being no other nominations, it was **RESOLVED** that Cllr C Burgess be elected as Town Mayor for the 2023-24 municipal year.

The retiring Town Mayor, Cllr B Scruton, invested Cllr C Burgess with the Mayoral Chain of Office.

Cllr C Burgess read and signed the Declaration of Acceptance of Office of Town Mayor and this document was countersigned by the Town Clerk.

**Town Mayor Cllr C Burgess in the Chair.**

### 2. **RETIRING TOWN MAYOR'S DUTIES AND REPORTS**

The retiring Town Mayor Cllr B Scruton's report on her year in office was **NOTED**.

Council **NOTED** that duties undertaken by the Town Mayor for the period 11<sup>th</sup> April - 10<sup>th</sup> May 2023, both as per **Attachment A**.

### 3. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr H Pegrum.

**4. ELECTION OF DEPUTY TOWN MAYOR**

It was proposed by Cllr J Whitehouse that Cllr C McCredie be nominated for the office of Deputy Town Mayor for the 2023-24 municipal year. This was seconded by Cllr R Sharif.

There being no other nominations, it was **RESOLVED** that Cllr C McCredie be elected as Deputy Town Mayor for the 2023-24 municipal year.

Cllr C McCredie read and signed the Declaration of Acceptance of Office of Deputy Town Mayor and this document was countersigned by the Town Clerk.

**5. RETIRING DEPUTY MAYOR'S REPORT AND DUTIES**

The retiring Deputy Town Mayor Cllr C Burgess's report on her year in office was **NOTED**.

Council **NOTED** that duties undertaken by the Retiring Town Mayor for the period 11<sup>th</sup> April - 15<sup>th</sup> May 2023, both as per **Attachment B**. There were two additions to duties:

Horticultural Society plant sale	13 <sup>th</sup> May 2023
Haven House fundraising event	13 <sup>th</sup> May 2023

**6. DECLARATIONS OF INTEREST**

Cllr L Burrows, Cllr C McCredie, Cllr R Sharif, Cllr H Whitbread, Cllr Janet Whitehouse & Cllr Jon Whitehouse declared a non-pecuniary interest as Epping Forest District Councillors. Cllr L Burrows and Cllr H Whitbread are EFDC Cabinet members.

Cllr H Whitbread declared an additional non-pecuniary interest as an Essex County Councillor.

**7. DISPENSATIONS**

There were no dispensations.

**8. PUBLIC PARTICIPATION — QUESTION TIME**

There were no public questions or comments.

**9. CONFIRMATION OF COUNCIL MINUTES**

Council **RESOLVED** that the Minutes of the Ordinary Council Meeting held on 11<sup>th</sup> April 2023 be signed by the Mayor as a true record and adopted by Council.

**10. MINUTES OF COMMITTEE MEETINGS**

Council **RESOLVED** that the minutes of the Planning & General Purposes Committee dated 11<sup>th</sup> April 2023 and the minutes of the Planning & General Purposes Committee dated 25<sup>th</sup> April 2023, be signed by the Mayor as a true record and adopted by Council.

**11. COMMUNICATIONS**

(i) **Communications from the Town Mayor:**

None

**(ii) Communications from the Town Clerk:**

The Town Clerk advised members that the unveiling of the blue plaque and information board at St Margaret's Hospital market was pencilled in for Monday 5<sup>th</sup> June 2023 at 4pm, to be confirmed.

**12. REPORTS FROM MEMBERS**

Cllr N Avey	Civic Reception Swaines Green May Fayre	28 <sup>th</sup> April 2023 29 <sup>th</sup> April 2023
Cllr L Burrows	Civic Reception	28 <sup>th</sup> April 2023
Cllr C McCredie	Coffee with cops Speedwatch Civic Reception Coffee with cops Safer Epping	17 <sup>th</sup> April 2023 18 <sup>th</sup> April 2023 28 <sup>th</sup> April 2023 15 <sup>th</sup> May 2023 15 <sup>th</sup> May 2023
Cllr G Scruton	Civic Reception Epping Charities committee meeting	28 <sup>th</sup> April 2023 2 <sup>nd</sup> May 2023
Cllr R Sharif	Haven House charity event Dementia fair St John's Church	13 <sup>th</sup> May 2023 May 2023
Cllr Janet Whitehouse	Horticultural Society plant sale Dementia fair St John's Church	13 <sup>th</sup> May 2023 May 2023
Cllr Jon Whitehouse	Civic Reception	28 <sup>th</sup> April 2023
Cllr H Whitbread	Civic Reception Coronation live streaming St John's Church Haven House charity event	28 <sup>th</sup> April 2023 6 <sup>th</sup> May 2023 13 <sup>th</sup> May 2023
	Cllr H Whitbread advised that Kam Patel was having her head shaved for charity and £15,000 of the £30,000 target had been achieved.	
Cllr M Wright	Civic Reception Swaines Green May Fayre Epping Horticultural Society committee meeting Horticultural Society plant sale	28 <sup>th</sup> April 2023 29 <sup>th</sup> April 2023 10 <sup>th</sup> May 2023 13 <sup>th</sup> May 2023

**13 KEY MEMBERS & APPOINTMENTS TO COMMITTEES**

**(i) Key members & appointments to Committees**

It was **RESOLVED** that Council's Key Members and appointments to Standing Committees to be as follows for the 2023-24 year:

**Key Members:**

Administration:	Cllr N Avey
Cemetery:	Cllr H Pegrum
Epping Hall and Jack Silley Pavilion:	Cllr H Pegrum
Events:	Cllr R Sharif
Finance:	Cllr G Scruton
Market:	Cllr M Wright
Rec Grounds & Outside Services:	Cllr J Duffell

(The Mayor and Deputy Mayor are ex officio Members of all Committees)

**Planning & General Purposes Committee:**

- |                                |                                   |
|--------------------------------|-----------------------------------|
| 1. Cllr N Avey (Chairman)      | 2. Cllr M Wright (Vice-Chairman)  |
| 3. Cllr C Burgess (Town Mayor) | 4. Cllr C McCredie (Deputy Mayor) |
| 5. Cllr G Scruton              | 6. Cllr R Sharif                  |

**Corporate Governance Advisory Committee:** (minute #45 of 05/06 refers)

- |   |   |
|---|---|
| 1. Cllr C McCredie<br>(Chairman & Deputy Mayor) | 2. Cllr N Avey<br>(Administration Key Member) |
| 3. Cllr G Scruton (Finance Key Member)          | 4. Town Clerk (Non voting member)             |

**Neighbourhood Planning Advisory Committee:**

- |                           |                                  |
|---------------------------|----------------------------------|
| 1. Cllr N Avey (Chairman) | 2. Cllr M Wright (Vice-Chairman) |
| 3. Cllr C McCredie        |                                  |

**Discipline/Grievance Committee:**

- |                          |                    |                  |
|--------------------------|--------------------|------------------|
| 1 Cllr N Avey (Chairman) | 2. Cllr C McCredie |                  |
| 3. Cllr C Burgess        | 4. Cllr R Sharif   | 5. Cllr M Wright |

**Appeals Committee:** (members must be different to those on the Discipline & Grievance Committee:

- |                   |                        |
|-------------------|------------------------|
| 1. Cllr J Duffell | 2. Cllr H Pegrum       |
| 3. Cllr G Scruton | 4. Cllr Jon Whitehouse |

**Joint Standards Committee:**

1. Deputy Mayor (ex officio)
2. Substitute: Key Member for Finance (ex officio)

**Task & Finish Personnel Committee: (Town Clerk recruitment)**

1. Cllr C Burgess (Chairman)
2. Cllr H Pegrum
3. Cllr Jon Whitehouse
4. Cllr M Wright

**Market Committee:**

1. Cllr H Pegrum (Chairman)
2. Cllr C Burgess
3. Cllr C McCredie
4. Cllr N Avey
5. Cllr M Wright

**Action Plan Working Party:**

1. Cllr J Duffell
2. Cllr H Pegrum
3. Cllr G Scruton
4. Cllr Jon Whitehouse

**Playground and Recreation Grounds Working Party:**

1. Cllr N Avey
2. Cllr C Burgess
3. Cllr C McCredie
4. Cllr H Pegrum
5. Cllr G Scruton
6. Cllr J Whitehouse
7. Cllr M Wright

**Safer Epping:**

1. Cllr C McCredie (Chairman)
2. Cllr G Scruton
3. Cllr C Burgess
4. Cllr Janet Whitehouse

**Budget Working Party:**

1. Cllr H Pegrum
2. Cllr G Scruton
3. Cllr J Whitehouse
4. Cllr M Wright

**Epping Hall Working Party:**

1. Cllr N Avey
2. Cllr C Burgess
3. Cllr H Pegrum
4. Cllr G Scruton
5. Cllr Jon Whitehouse

**Expressions of Interest Groups**

**Climate & Environmental Awareness Policy**

Cllr C Burgess

Cllr C McCredie

Cllr G Scruton

**14 APPOINTMENTS TO OUTSIDE BODIES**

Council **RESOLVED** that the following Members be appointed to serve on Outside bodies for the 2022-22 municipal year:

<b>Local Councils' Liaison Committee:</b>	Cllr C Burgess
<b>Essex Association of Local Councils:</b>	Cllr C Burgess
<b>Larger Local Councils:</b>	Cllr C Burgess
<b>Friends of Swaines Green:</b>	Cllr J Whitehouse & Cllr N Avey
<b>Royal British Legion - Epping Branch:</b>	Cllr J Duffell
<b>Epping Senior Citizens' Association:</b>	Town Mayor
<b>Epping/Eppingen Association:</b>	Town Mayor
<b>Epping Society:</b>	Cllr C Burgess
<b>Theydon Trust:</b>	Cllr H Pegrum, Cllr N Avey & Cllr G Scruton

*(As representatives and shareholders to this organisation (Minute #5 2007/08 refers) for the life of this Council. No other councillor will be involved in any capacity with Theydon Trust Limited during this period except by Formal Resolution of Council following consultation with Theydon Trust's Officers.)*

<b>Trustee of Epping Forest Band:</b>	Town Clerk
<b>Epping Horticultural Society:</b>	Cllr M Wright
<b>Epping in Bloom</b>	Cllr C McCredie
<b>Epping Town Partnership:</b>	Cllr J Duffell & Cllr R Sharif
<b>Area Rep to ECC on Public Transport:</b>	Cllr Janet Whitehouse
<b>Epping Forest Countrycare:</b>	Cllr C Burgess & Cllr C McCredie
<b>Theydon Bois United Charities:</b>	Cllr M Wright
<b>Friends of St Margaret's Hospital</b>	Cllr N Avey

**Epping & Theydon Garnon Charities: (3)**

Cllr H Pegrum, Cllr G Scruton & Cllr Janet Whitehouse: From May 2023 to 2027

<b>Epping Playground Association</b>	Cllr J Whitehouse
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Please note the following was dissolved by the Charities Commission in 2016, as it was no longer used, each Mayor working directly with their charities, assisted by Epping Hall officers.

**15 RECORD OF COUNCILLOR'S ATTENDANCES**

Council **RECEIVED** and **NOTED** the record of councillors' attendances from 8<sup>th</sup> March 2022 to 5<sup>th</sup> May 2023.

**16 REVIEW OF TERMS OF REFERENCE FOR COMMITTEES**

Council **RESOLVED** that the Terms of Reference for Committees be approved as presented in **Attachments I to P**.

**17 REVIEW OF DELEGATION ARRANGEMENTS**

Council **RESOLVED** that the operational delegation arrangements for the Town Clerk be approved as presented in **Attachment Q**.

**18 AUTHORISATION OF SIGNATORIES**

Council **RESOLVED** that those Members authorised to sign for payments on behalf of Council for the ensuing year to be Cllr H Pegrum, Cllr G Scruton, Cllr M Wright and Cllr C Burgess (to be added) (Barclays Bank). B Rumsey can transact on the account but not sign.

Council **RESOLVED** that those Members authorised to sign for payments on behalf of Council for the ensuing year to be Cllr H Pegrum, Cllr G Scruton, Cllr M Wright and Cllr C Burgess (to be added) (Cooperative Bank – main account and online account). B Rumsey & K Harrigan can transact on the accounts but not sign.

Council **RESOLVED** that those Members authorised to transact on the Nationwide Investment for the ensuing year to be Cllr H Pegrum, Cllr M Wright and B Rumsey (as Town Clerk & RFO).

**19 COUNCIL ACTION PLAN 2019-2023 AS A DRAFT FOR 2023-27  
COUNCIL FORWARD PLAN 2019-23 AS A DRAFT FOR 2023-27**

The revised Action Plan 2019-2023 (as a draft for 2023-27) was **APPROVED** by Council as per **Attachment R** as a working draft which will be revised once the new Council have met and discussed projects and priorities.

The revised Forward Plan 2019-2023 (as a draft for 2023-27) was **APPROVED** by Council as per **Attachment R1** as a working draft, which will be revised once the new Council have met and discussed projects and priorities.

**20 STANDING ORDERS**

Epping Town Council's Standing Orders were **APPROVED** as per **Attachment S**.

**21 FINANCIAL REGULATIONS**

Epping Town Council's Financial Regulations were **APPROVED** as per **Attachment S1**.

**22 ASSET REGISTER**

Epping Town Council's Asset Register was **APPROVED** as per **Attachment T**.

**23 CODE OF CONDUCT**

Epping Town Council's Code of Conduct was discussed (existing code as per **Attachment U**) and new code as per **Attachment U1**.

It was **RESOLVED** that:

Epping Town Council's new Code of Conduct was **APPROVED** as the councillor's Code of Conduct for Epping Town Council, as per **Attachment U1**.

**24 COMPLAINTS PROCEDURE**

Epping Town Council's Complaints Procedure was **APPROVED** as per **Attachment V**.

**25 MEDIA POLICY**

Epping Town Council's Media Policy was **APPROVED** as per **Attachment W**.

**26 SOCIAL MEDIA POLICY**

Epping Town Council's Social Media Policy was **APPROVED** as per **Attachment X**.

**27 FREEDOM OF INFORMATION POLICY**

Epping Town Council's Freedom of Policy was **APPROVED** as per **Attachment Y**.

**28 INSURANCE POLICY**

Epping Town Council's Insurance Policy interim renewal was **NOTED** as due on 1<sup>st</sup> July 2023. (Council's Policy runs from 1<sup>st</sup> July 2022-1<sup>st</sup> July 2025).

**29 CYCLE OF MEETINGS 2023/24**

Council discussed the revised Cycle of Meetings, as per **Attachment Z**.

It was **RESOLVED** that:

- (i) Epping Town Council's Cycle of Meetings was **APPROVED**.

**CLOSURE**

The Town Mayor, Cllr C Burgess closed the meeting at **9.09pm**.

**Signature of Chairman**

**Date**