

**MINUTES** of the **ANNUAL COUNCIL MEETING** held in the Conference Room, Epping Hall, on **Tuesday 14<sup>th</sup> May 2024 at 8pm.**

**PRESENT:**

Cllr C Burgess (Former Town Mayor)	
Cllr C McCredie (Town Mayor from Item 1)	
Cllr N Avey	Cllr L Burrows
Cllr J Duffell	
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.

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

It was proposed by Cllr C Burgess that Cllr C McCredie be nominated for the office of Town Mayor for the 2024-25 municipal year. This was seconded by Cllr N Avey.

There being no other nominations, it was **RESOLVED** that Cllr C McCredie be elected as Town Mayor for the 2024-25 municipal year.

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

Cllr C McCredie 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 McCredie in the Chair.**

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

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

Council **NOTED** that duties undertaken by the Town Mayor for the period 9<sup>th</sup> April - 14<sup>th</sup> May 2024, both as per **Attachment A**.

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

There were no apologies for absence.

#### 4. **ELECTION OF DEPUTY TOWN MAYOR**

It was proposed by Cllr Jon Whitehouse that Cllr Janet Whitehouse be nominated for the office of Deputy Town Mayor for the 2024-25 municipal year. This was seconded by Cllr R Sharif.

There being no other nominations, it was **RESOLVED** that Cllr Janet Whitehouse be elected as Deputy Town Mayor for the 2024-25 municipal year.

Cllr Janet Whitehouse 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 McCredie's report on her year in office was **NOTED**.

Council **NOTED** that duties undertaken by the Retiring Deputy Town Mayor for the period 9<sup>th</sup> April - 14<sup>th</sup> May 2024, both as per **Attachment B**.

6. **DECLARATIONS OF INTEREST**

Cllr L Burrows, Cllr R Sharif, Cllr H Whitbread, Cllr Janet Whitehouse & Cllr Jon Whitehouse declared a non-pecuniary interest as Epping Forest District Councillors. Cllr H Whitbread is an EFDC Cabinet member.

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 9<sup>th</sup> April 2024 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 9<sup>th</sup> April 2024 and the minutes of the Planning & General Purposes Committee dated 23<sup>rd</sup> April 2024, 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 provided some information on Council's membership to the Essex Association of Local Councils, as per **Attachment F**, which was **NOTED** by Council.

12. **REPORTS FROM MEMBERS**

Cllr N Avey	Civic Reception Swaines Green May Fayre	26 <sup>th</sup> April 2024 11 <sup>th</sup> May 2024
Cllr C Burgess	Swaines Green May Fayre & dog show judging	11 <sup>th</sup> May 2024
Cllr G Scruton	Civic Reception Joint Charities meeting Staff retirement farewell Swaines Green May Fayre	26 <sup>th</sup> April 2024 30 <sup>th</sup> May 2024 8 <sup>th</sup> May 2024 11 <sup>th</sup> May 2024
Cllr J Duffell	D Day meeting Civic Reception	22 <sup>th</sup> May 2024 26 <sup>th</sup> May 2024
Cllr Janet Whitehouse	Staff retirement farewell Dementia fair St John's Church	8 <sup>th</sup> May 2024 May 2023
Cllr Jon Whitehouse	Civic Reception Staff farewell	26 <sup>th</sup> April 2024 8 <sup>th</sup> May 2024
Cllr H Whitbread	Swaines Green May Fayre	11 <sup>th</sup> May 2024
Cllr H Pegrum	Civic Reception Joint Charities meeting Staff retirement farewell	26 <sup>th</sup> April 2024 30 <sup>th</sup> April 2024 8 <sup>th</sup> May 2024
Cllr M Wright	Horticultural Society meeting Civic Reception Staff retirement farewell Epping Horticultural Society	10 <sup>th</sup> April 2024 26 <sup>th</sup> April 2024 8 <sup>th</sup> May 2024 8 <sup>th</sup> May 2024
Cllr R Sharif	Ongoing residents issues Bakers Lane Civic Reception Homefield Close residents issues Staff retirement farewell	16 <sup>th</sup> April 2024 26 <sup>th</sup> May 2024 8 <sup>th</sup> May 2024 8 <sup>th</sup> May 2024

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 2024-25 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         | 4. Cllr C McCredie (Town Mayor)  |
| 5. Cllr G Scruton         | 6. Cllr R Sharif                 |
- (Cllr J Duffell would stand in if non quorate)

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

- |                                                       |                                               |
|-------------------------------------------------------|-----------------------------------------------|
| 1. Cllr Janet Whitehouse<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        | 4. Cllr R Sharif                 |

**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 M Wright (Chairman)

2. Cllr C Burgess

3. Cllr C McCredie

4. Cllr N Avey

5. Cllr H Pegrum

**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 Jon Whitehouse

7. Cllr M Wright

8. Cllr J Duffell

**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 2024-25 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 Jon 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
<b>Epping &amp; Theydon Garnon Charities: (3)</b>	
Cllr H Pegrum, Cllr G Scruton & Cllr Janet Whitehouse: From May 2023 to 2027	
<b>Epping Playground Association</b>	Cllr Jon Whitehouse
<b>Epping Forest Local Authorities Liaison</b>	Town Mayor

## 15 RECORD OF COUNCILLOR'S ATTENDANCES

Council **RECEIVED** and **NOTED** the record of councillors' attendances from 2<sup>nd</sup> May 2023 to 23<sup>rd</sup> April 2024.

## 16 REVIEW OF TERMS OF REFERENCE FOR COMMITTEES

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

**17 REVIEW OF DELEGATION ARRANGEMENTS**

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

**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 2023-2027 (INTERIM NOVEMBER 2023)  
COUNCIL FORWARD PLAN 2023-27 (DRAFT MAY 2024)**

Council considered the updated Action Plan 2023-2027 and the updated Forward Plan 2023-27 (APPROVED on 14<sup>th</sup> November 2023).

It was **RESOLVED** that:

- (i) The updated Action Plan 2023-27, as per **Attachment S**, be **APPROVED** as the current working draft;
- (ii) The updated Forward Plan 2023-27, as per **Attachment S1**, be **APPROVED** as the current working draft;
- (iii) Meetings of the Action Plan working party should take place in autumn (pre budget setting) and spring (post budget setting) to inform the budget setting process and monitoring.

**20 CODE OF CONDUCT**

Council considered Epping Town Council's Code of Conduct, as per **Attachment T**.

It was **RESOLVED** that:

Epping Town Council **REAPPROVED** the Local Government Association's (LGA) Code of Conduct (originally approved at the Annual Council meeting on 9<sup>th</sup> May 2023), as per **Attachment T**.

**21 CYCLE OF MEETINGS 2024/25**

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

It was **RESOLVED** that:

- (i) Epping Town Council's Cycle of Meetings was **NOTED** (as had previously been APPROVED).

**22 EXCLUSION OF THE PRESS AND PUBLIC**

It was **RESOLVED** 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.

**23 INFORMATION TECHNOLOGY (IT) SUPPORT CONTRACT**

Council considered the Information Technology (IT) support tenders and evaluations, as per **Attachment V**.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Audit and Accountability Act 2014 and the Local Government Act 1972, s111;
- (ii) Epping Town Council would move to the RECOMMENDED provider, RAD Group.

**24 CHRISTMAS LIGHTS 2024 CONTRACT**

Council considered the Christmas lights 2024 information and RECOMMENDATION, as per **Attachment W**.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government Act 1972, s145;
- (ii) Epping Town Council would work with Aylesford Electrical (previous contractor);
- (iii) Epping Town Council were happy with the tender for the real Christmas tree and the living trees;
- (iv) The Town Clerk was asked to undertake further research on the icicle light section, discussing alternative options with the tenderer and also pursuing possible business co-working in the town;
- (v) This would be brought back to Council when suitably advanced.

**25 STONARDS HILL TENNIS COURTS CONTRACTS**

Council considered the tennis court coaching situation as per **Attachment X**.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government (Miscellaneous Provisions) Act 1976, s19;



- (ii) The Town Clerk should tender the tennis coaching at Stonards Hill recreation ground, as per **Attachment X**.

**26 BAKERS LANE PUBLIC TOILETS TERMS AND ARRANGEMENTS**

Council considered the Bakers Lane public toilet situation as per **Attachment Y**.

It was **RESOLVED** that:

- (i) The Town Clerk would pursue the options detailed with Qualis to try and get a solution;
- (ii) The Changing Places facility would be unboarded;
- (iii) The Town Clerk would look at the community public toilet scheme.

**CLOSURE**

The Town Mayor, Cllr C McCredie closed the meeting at **9.39pm**.

**Signature of Chairman**

**Date**