

MINUTES of the **ORDINARY COUNCIL MEETING** held in the Conference Room, Epping Hall, on Tuesday 19th September 2023 at 8pm.

***Please note:** this meeting was rescheduled from Tuesday 12th September 2023.

PRESENT:

Cllr C Burgess	(Town Mayor & Chair)	
Cllr C McCredie	(Deputy Town Mayor)	
Cllr J Duffell	Cllr H Pegrum	
Cllr G Scruton	Cllr Janet Whitehouse	Cllr M Wright

IN ATTENDANCE: 1 member of the press was present.

OFFICER: Beverley Rumsey (Town Clerk)

181 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr N Avey, Cllr L Burrows, Cllr R Sharif, Cllr Jon Whitehouse and Cllr H Whitbread.

182 DECLARATIONS OF INTEREST

Cllr L Burrows, Cllr C McCredie, Cllr R Sharif, Cllr Janet Whitehouse and Cllr Jon Whitehouse declare a non pecuniary interest in items relating to Epping Forest District Council as they are 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.

183 DISPENSATIONS

There were no dispensations.

184 PUBLIC PARTICIPATION - QUESTION TIME

There were no public questions or comments.

185 CONFIRMATION OF COUNCIL MINUTES (Attachment A)

It was **RESOLVED** that the minutes of the Ordinary Council Meeting held on 8th August 2023 be signed by the Mayor as a true record and adopted by the Council.

It was **RESOLVED** that the minutes of the ExtraOrdinary Council Meeting held on 29th August 2023 be signed by the Mayor as a true record and adopted by the Council, subject to the amendment from Cllr J Whitehouse to Cllr Jon Whitehouse.

(Attachment B)

186 MINUTES OF COMMITTEE MEETINGS

It was **RESOLVED** that the signed Minutes of the following Committee meetings be signed by the Mayor as a true record and adopted by the Council, subject to the amendment below:

Planning & General Purposes Committee	8 th August 2023	(Attachment C)
Market Committee	21 st August 2023	(Attachment D)
Planning & General Purposes Committee	22 nd August 2023	(Attachment E)

187 **COMMUNICATIONS TO NOTE/REQUIRING DECISION**

(i) Epping Playground Association Information boards

Council discussed the Epping Playground Association information boards, as per **Attachment F**.

It was **RESOLVED** that:

- (i) Epping Playground Association would be asked to pursue the 4 boards for Epping Town Council's playgrounds and hopefully this could be extended to include all 5.

(ii) Allotment procedures

Council discussed the proposed revised allotment procedures, as per **Attachment F1**.

It was **RESOLVED** that:

- (i) The allotment procedures were **APPROVED** as per **Attachment F1**.
- (iii) St John's Church Christmas tree festival 1st Dec 2023: Epping Town Council tree**

Council discussed the St John's Church Christmas tree festival tree.

It was **RESOLVED** that:

- (i) Epping Town Council would apply for a tree at the Christmas Tree Festival;
- (ii) The tree would be dressed with Epping Town Council responsibilities;
- (iii) The Planning & Events Officer would be asked to lead on the tree with the assistance of Cllr Janet Whitehouse and Cllr G Scruton.

(iv) Football club signs

Council discussed the Epping Youth/Town Football Club signs, as per **Attachment F2**.

It was **RESOLVED** that:

- (i) The signs detailed as per Attachment F2 would be permitted.

(v) Bell Common management

Council discussed Cllr Janet Whitehouse's motion about the Bell Common management position.

It was **RESOLVED** that:

- (i) The Town Clerk would communicate with the City of London and request information on their Bell Common management plan and what would be done this year and why.
- (ii) The Town Clerk would request that Epping Town Council be consulted on areas that affect Epping Town and Parish.

188 TOWN MAYOR'S & DEPUTY TOWN MAYOR'S DUTIES

The duties undertaken by the Town Mayor and Deputy Town Mayor since the Ordinary Council meeting on 8th August 2023 were **NOTED**, with the following amendments:

Town Mayor	Dog Show to be deleted as cancelled	10 th September 2023
	Allnutts Road Play Street to be added	10 th September 2023
	Highways Panel EFDC to be deleted	11 th September 2023
Deputy Mayor	Allnutts Road Play Street to be added	10 th September 2023

189 REPORTING ON MEMBERS' DUTIES AND REPRESENTATIONS ON OUTSIDE BODIES

Council considered the motion table by Cllr Janet Whitehouse regarding the reporting on members' duties and representations on outside bodies.

It was **RESOLVED** that:

- (i) Only duties attended on behalf of Epping Town Council or by invitation through Epping Town Council should be reported in this section.
- (ii) Members should give a more detailed report from their meetings that take place through being a representative on an outside body on Epping Town Council's behalf.

190 REPORTS FROM MEMBERS

Reports from members were received on meetings or visits since the Ordinary Council meeting on 8th August 2023:

Cllr M Wright	Horticultural Society Show	26 th Aug 2023
	Stonards Hill working party meeting	29 th Aug 2023
Cllr G Scruton	Epping & Theydon Garnon Joint Charities meeting	15 th Aug 2023
Cllr J Duffell	Royal British Legion Remembrance timetable	4 th Sept 2023
Cllr Janet Whitehouse	Safer Epping meeting	14 th Sept 2023
	Revd Lee Batson final service St John's Church	17 th Sept 2023
	Epping Town FC match Stonards	2 nd Sept 2023
Representative of Epping Town Council on Epping & Theydon Garnon Joint Charities		15 th Aug 2023
Cllr Janet Whitehouse highlighted the grants for books and their wider advertising*		
Cllr H Pegrum	Theydon Trusts Ltd meeting	Aug/Sept 2023
Cllr H Pegrum provided some information about the work of the charities.		

Citizens Advice Bureau (CAB) vacated building. Building converted.
 New office behind Hemnall Social Club for the CAB
 All rented from Theydon Trusts.

Theydon Trust have 22 properties
Plot of land behind Margaret Road. May be revisiting planning permission for bungalows on there

Joint Charities
3 old almshouses and 1 behind (Thornwood Road, Epping)
Stonards Farm – 50 acres and farmhouse buildings
Damp in almshouses

*Grants for books
Books for each course year
Student within the area can get £500 (if fulfil the criteria)

Money for those in need at Christmas or Christmas lunches

191 REPORT OF THE TOWN CLERK AND COUNCILLORS QUESTIONS

The Town Clerk highlighted Council's new Epping Hall Caretaking Assistant, the positive meeting with the Community Payback scheme representatives and the recruitment process for the Allotment & Administration vacancy.

Members **NOTED** the report of the Town Clerk.

192 REPORTS FROM EPPING FOREST DISTRICT COUNCILLORS AND COUNTY COUNCILLORS

There were no reports in this section.

193 FINANCIAL REPORT TO 31ST AUGUST 2023

Council considered the summary financial report for August 2023, presented by Council's Key Member for Finance, Cllr G Scruton.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Audit and Accountability Act 2014;
- (ii) No further action was required at the current time.

194 ACCOUNTS FOR PAYMENT

Council's Key Member for Finance, Cllr G Scruton, presented the payment schedules for August 2023. Council **APPROVED** the payment of accounts for August 2023. Payments total: **£70,505.33**. (Payments from Barclays total £84.30 (please note a transfer of £40,000 from Barclays to the Co-operative). Payments from the Cooperative total £68,238.12 (please note a further transfer of £1570 between the Co-operative and Co-operative online accounts). Payments from the Co-operative Online total £2182.91.)

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Audit and Accountability Act 2014;

- (ii) The list of payments for August 2023 were **APPROVED** as presented in the schedule.

195 EXTERNAL AUDIT 2022-23

Council discussed the externally audited Annual Return 2022-23, as per **Attachment K**.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as Local Audit and Accountability Act 2014.

196 EPPING CHRISTMAS MARKET 2023

Council discussed the Christmas Market layout information, as per **Attachment L**.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government Act 1972, s145;
- (ii) The Christmas Market would not be extended into the area in front of the Methodist Church, as detailed in **Attachment L**.

197 ANNUAL TOWN MEETING 2024

Council discussed the Annual Town Meeting 2024.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government Act 1972, s9;
- (ii) The Annual Town Meeting 2024 would be on Thursday 9th May 2024.

198 CIVIC RECEPTION 2024

Council discussed a Civic Reception in 2024.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government Act 1972, s145;
- (ii) Council would hold a Civic Reception on Friday 26th April 2024.

199 STONARDS HILL RECREATION GROUND WORKING PARTY

Council discussed the wish list for Stonards Hill recreation ground, informed by **Attachment M** and **Attachment M1**.

It was **RESOLVED** that:

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

- (ii) The wish list for Stonards Hill recreation ground would be based on need this year and would focus on:

- Parking solutions for Stonards Hill recreation ground main car park and Jack Silley Pavilion car park (Attachment M, 1 & 3)
- External public toilets: a replacement/solution

Other issues would be remain on the list until funds allow

200 ROTARY WELLBEING PROJECT

Council considered the Rotary wellbeing project information, as per **Attachment N**.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government (Miscellaneous Provisions) Act 1976, s19;
- (ii) Epping Town Council would like the Rotary Club of Epping to pursue the outdoor chess table for Stonards Hill recreation ground.

201 EXCLUSION OF 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.

202 EPPING HALL LIGHTS

Council discussed the Epping Hall lights quotations, as per **Attachment O**.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government Act 1972, s133;
- (ii) The lights would be replaced as per **Attachment O**;
- (iii) This would be financed from the Asset Fund.

CLOSURE

The Town Mayor, Cllr C Burgess, closed the meeting at **9.52pm**.

Signature of Chairman

Date

MINUTES of the **PLANNING AND GENERAL PURPOSES COMMITTEE MEETING** held at Epping Hall, St. Johns Road, Epping on **Tuesday, 26th September 2023 at 7.15pm.**

PRESENT: Cllr N Avey (Chairman)
Cllr C Burgess (Mayor - *ex officio*)
Cllr G Scruton

IN ATTENDANCE: No members of the press and no members of the public were present.

OFFICER: Geraldine Vallis (Planning & Events Officer)

203 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr C McCredie (Deputy Mayor - *ex officio*), Cllr R Sharif and Cllr M Wright (Vice Chairman).

204 DECLARATIONS OF INTEREST

Item 7 Planning Applications (Non-Pecuniary)

Cllr G Scruton declared a non-pecuniary interest in application EPF/1940/23 because he knows the applicant.

Cllr C McCredie and Cllr R Sharif requested an entry to be made in the minutes, to make it clear, that as members of both the Town and District Councils, they will reconsider all matters at District level taking into account all relevant evidence and representations at the District tier. Therefore, they cannot be bound in any way by any view expressed in the parish tier or by the decisions of this Committee.

205 DISPENSATIONS

There were no dispensations.

206 CONFIRMATION OF MINUTES

The Epping Town Council Planning & General Purposes meeting scheduled for 12th September had to be cancelled. Emailed comments were returned with the consent of the Chairman of the Planning Committee, Town Mayor and Planning Committee members.

Committee **RESOLVED** that:

the Planning Notes of the emailed comments from the Planning & General Purposes Committee be signed by the Chairman as a true record.

207 PUBLIC QUESTIONS OR COMMENTS

There were no public questions or comments.

208 NOTICES AND INFORMATION

The Planning & Events Officer advised members of a notification has been received from Essex County Council giving notice of a proposed Order to implement prohibition of Waiting, Loading and Stopping, On-Street Parking Places, No Entry Restriction and Raised Table restrictions on zebra pedestrian crossings at Cottis Lane and Bakers Lane. There are attached copies of the draft Orders, Statement of Reasons, a copy of the 2019 Existing Consolidation Order and map illustrating the proposal. Any comments on these proposals need to be sent by 6th October 2023.

Epping Town Council had **NO COMMENTS** to make about this proposed Order.

209 PLANNING APPLICATIONS

Committee **CONSIDERED** the following planning and tree applications received from Epping Forest District Council since the date of the previous meeting until the date of this agenda.

EPF/1938/23	69 Bell Common Epping CM16 4DZ Mr and Mrs T Fish	Conversion of existing garage into habitable space and to facilitate a new entrance into the dwelling. Existing entrance lobby and utility room to be converted into a larger utility room with new external door. Existing entrance canopy roof to be altered and small gable over existing entrance to be removed. Various internal wall alterations to open up the internal spaces. Existing roof over conservatory to be changed to a tiled roof. Existing windows and doors to be replaced with black Crittall style units. New external wall and window openings in kitchen. Rear lobby to be converted into a living space with bi folding doors.
Committee have NO OBJECTION to this application.		
EPF/1944/23	100 Hemnall Street Epping CM16 4ND Ms Wendy Marsh	Single storey side/infill extension
Committee have NO OBJECTION to this application.		
EPF/1949/23	1 Orchard Heights Sunnyside Road Epping CM16 4JP Ms S Michaels	Two storey side extension

Committee have NO OBJECTION to this application.		
EPF/1936/23	14 Theydon Place Epping CM16 4NH Mr Bogdan Ivanov	TPO/EPF/28/08 T1: Cypress - Crown reduce, as specified. T2: Pine - Crown reduce, as specified.
Committee have NO OBJECTION to this application provided the tree work is carried out under the supervision of the arboricultural officer at EFDC.		
EPF/1940/23	The Barn Ground Floor 41 Church Hill Epping CM16 4RA Mrs Lesley List	TPO/EPF/07/98/G4 T4: Scots Pine - Fell and replace as specified.
Committee have NO OBJECTION to this application provided the tree work is carried out under the supervision of the arboricultural officer at EFDC.		
EPF/1715/23	Bell Cottage High Road Epping CM16 4DQ Mr Gary Matthews	Formation of replacement dwelling to include alterations to original dwelling approved in previous applications EPF/1488/21 and EPF/1784/22.
Committee could NOT AGREE to a decision with this planning application as there is insufficient information with the history of the site. Committee questioned why the existing building was allegedly demolished. Committee queried the status of the building when it seems to have been given permission to be demolished.		
EPF/1977/23	1 Coopersale Common Coopersale Epping CM16 7QS Mr Jack Mace	Redevelopment of dilapidated Granny Annex.
Committee have NO OBJECTION to this application. However, Committee request that any permission granted for this application is subject to a condition that states it must always be used as ancillary accommodation to the main dwelling and must not be used as a separate dwelling.		
EPF/1721/23	49-51 Bell Common Epping CM16 4DY Mr D Gardner	Single storey rear extension
Committee have NO OBJECTION with the work provided it is carried out under the supervision of the conservation officer at EFDC.		
EPF/1727/23/LBC	49-51 Bell Common Epping CM16 4DY Mr D Gardner	Grade II listed building application for a single storey rear extension.
Committee have NO OBJECTION with the work provided it is carried out under the supervision of the conservation officer at EFDC.		

210 OTHERS

These are provided for information only, EFDC do not normally accept comments on these applications.

EPF/2015/23	Cottis Lane Car Park Cottis Lane, Epping CM16 5LL Qualis Commercial Ltd	Application for approval of details reserved by condition 14 'Highways works', condition 16 'Delivery and Service Plan (phase 1)', condition 22 'Drainage Maintenance (phase 1)', condition 26 'EVCP' and condition 28 'Car Park Management Plan' on planning permission EPF/0540/23 (Variation to condition planning permission EPF/2925/20 (Full application for the redevelopment of existing surface level car park comprising the demolition of public toilets and the construction of a multi-deck car park, cinema (sui generis), commercial floor space (mixed Class E), replacement public toilets and cycle store, all associated plant, together with new vehicular and pedestrian access, all hard and soft landscaping, and associated works).to amend condition 2 (to include interim Phase drawings) and condition 26 (EV Charging Points).
Committee NOTED this application.		
EPF/2004/23	73 Lindsey Street Epping CM16 6RD Mr Jimmy Paschali	Approval of Details Reserved by condition 5 'SuDS' of EPF/2408/21 (Demolition of existing buildings and erection 10 residential dwellings (Use Class C3) with associated refuse storage, car and cycle parking, landscaping and associated infrastructure).
Committee NOTED this application.		

211 EFDC PLANNING DECISIONS

Committee **NOTED** the following planning decisions.

Withdrawn:

EPF/1301/23			
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Not required:

EPF/1766/23			
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Delegated Cases:**GRANTED:**

EPF/1011/23	EPF/1163/23	EPF/1324/23	EPF/1170/23
EPF/1538/23	EPF/1210/23	EPF/1263/23	EPF/1062/23

Delegated Cases:**REFUSED:**

EPF/0159/23	EPF/0043/23		
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COMMITTEE CASES**GRANTED**

EPF/0597/23	EPF/0832/23		
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COMMITTEE CASES**REFUSED** None

The Chairman closed the meeting at 7.52pm.

Signature of Chairman

Date

Planning Notes

Email Comments to Planning Applications

The Epping Town Council Planning & General Purposes meeting scheduled for 12th September had to be cancelled. Emailed comments were returned with the consent of the Chairman of the Planning Committee, Town Mayor and Planning Committee members.

EPF/1834/23 - 23, Ivy Chimneys, Epping, CM16 4EL

No objection

EPF/1774/23 - 51, Fairfield Road, Epping, CM16 6ST

No objection

EPF/1486/23 - 11A, Institute Road, Coopersale, Epping, CM16 7QY

No objection

EPF/1767/23 - 40, Bower Hill, Epping, CM16 7AL

No objection

EPF/1592/23 - 319A, High Street, Epping, CM16 4DA

No objection

EPF/1820/23 - Former Ambulance Station, The Plain, Epping, CM16 6TL

No objection

EPF/1798/23 - 7, Beaconfield Avenue, Epping, CM16 5AU

No objection

EPF/1893/23 - 14 Kendal Avenue, Epping, CM16 4PW

Objection to tree being felled if not necessary but rely on the opinion of the arboricultural officer at EFDC.

EPF/1827/23 - 9, Theydon Oak, Coopersale Street, Epping, CM16 7QJ

No objection

EPF/1906/23 - 9, Theydon Oak, Coopersale Street, Epping, CM16 7QJ

No objection

EPF/1826/23 - 9, Theydon Oak, Coopersale Street, Epping, CM16 7QJ

No objection

EPF/1905/23 - 9, Theydon Oak, Coopersale Street, Epping, CM16 7QJ

No objection

EPF/1828/23 - 9, Theydon Oak, Coopersale Street, Epping, CM16 7QJ

No objection

EPF/1908/23 - 9, Theydon Oak, Coopersale Street, Epping, CM16 7QJ

No objection

EPF/1825/23 - 9, Theydon Oak, Coopersale Street, Epping, CM16 7QJ

No objection

EPF/1824/23 - 9, Theydon Oak, Coopersale Street, Epping, CM16 7QJ

No objection

EPF/1677/23 - Kendal Lodge, Kendal Avenue, Epping, CM16 4PL

No objection

EPF/1760/23 - 323, Civic Offices, Condor Building, High Street, Epping, CM16 4BZ

No objection but not enough detail about the advertisement and its siting. However, rely on the opinion of the conservation officer at EFDC.

EPF/1836/23 - 36, Spring Cottage, Lindsey Street, Epping, CM16 6RE

No objection

EPF/1838/23 - 13, Hemnall Street, Epping, CM16 4LS

No objection

EPF/1887/23 - 4 Theydon Place, Epping, CM16 4NH

Objection to tree being felled if not necessary but rely on the opinion of the arboricultural officer at EFDC.

Other

EPF/1745/23 - 73, Lindsey Street, Epping, CM16 6RD

No comment

Consultation

Application for a Pavement Licence - Gail's Bakery, 227 High Street, Epping, CM16 4BP

The Town Council emailed comments returned no objection but want to make sure Mondays are excluded when the market is on.

Signature of Chairman

Date

Epping Market

Proposal from David Jackman, Everything Epping Forest

Everything Epping Market would have a dedicated space on all Everything Epping Forest news articles with a link to a regularly updated Everything Epping Market page.

This could feature brief details of all traders (with logo etc), images of stalls/stallholders, their contact information, online information if they have websites / online sales.

Market traders could submit 'breaking news' type articles, perhaps special offers, new lines etc.

There would also be an opportunity for shoppers (anyone) to sign-up for emailed market news alerts - updates which would be sent out by Everything Epping Forest on the same lines as the Everything Today news updates to flag up new content.

News content would also be available via the Everything Epping Forest / Everything Local News social media feeds and email subscribers - more than 51,500 connections.

There would be no cost for the 'page' however it is hoped that some market traders would be interested in advertising on the updates which could also feature the ETC adverts for the Christmas market.

From David Jackman

Further to my email regarding Everything Epping Market, please see the following idea (see link) so you can see a possible layout / format.

If the council decides to go ahead it will need a 'welcome message' to be sent out by the office to the traders highlighting the new service and encouraging them to submit information - articles, info about their stalls etc (*suggested wording below*)

DRAFT LAYOUT LINK - https://us12.campaign-archive.com/?e=test_email&u=40250f17955cfb7586ade94ce&id=12f1ad3ced

SUGGESTED LAUNCH MESSAGE FOR TRADERS ETC:

'EVERYTHING EPPING MARKET'

We (Epping Town Council) have teamed up with the local news and information service Everything Epping Forest to launch 'Everything Epping Market', an online page highlighting our Monday market.

We would encourage you to make use of this new way to promote your stall / business.

'Everything Epping Market' will feature news updates about Epping Market with information - provided by yourselves - perhaps new lines you are offering, special offers, details of any online sales you offer, a brief history of your business etc. To submit information, please email everythingeppingforest@gmail.com

Anyone can register to receive emailed alerts to 'Everything Epping Market' news articles and new content which will also be available via Everything Epping Forest.

If you would like to be added to the circulation list, please email everythingeppingforest@gmail.com with SUBSCRIBE - EVERYTHING EPPING MARKET in the subject line.

No contact information provided to Everything Epping Forest will be passed on to any other organisation and you can ask for your details to be amended or deleted at any time. Email everythingeppingforest@gmail.com or ring David Jackman on 07710 447868.

ADVERTISING: Our market traders can advertise on Everything Epping Market AND Everything Epping Forest (all news articles) for a special discounted rate of £50 for a year. Paid advertisers can also advertise on the Everything Epping Forest Facebook page which has some 18,000+ members.

Everything Epping Forest has more than 51,000 social media and email connections with its news updates available on all social media platforms (eefnews) and by email. You can access all the news articles and news content at <https://bit.ly/m/EverythingEppingForest>

THE ROYAL BRITISH LEGION, EPPING & DISTRICT BRANCH



**REMEMBRANCE IN
EPPING 2023**



FRIDAY 10 NOVEMBER

- 10.30am Service at the memorial plaques to the Civilian casualties and HMS *Sickle* in the Memorial Garden outside St John's Church.
- 11.00am Dedication of the Garden of Remembrance at the War Memorial
- 11.30am Service of Remembrance at Epping Cemetery (by the Commonwealth War Graves).

Those attending are invited to visit the Hemnall Social Club afterwards.

SUNDAY 12 NOVEMBER

- 1.55pm The Remembrance Day Parade will assemble at the EFDC Civic Offices car park in the High Street
- 2.10pm The Parade will move off and proceed to the War Memorial, led by the Epping Forest Pipe Band.
- 2.20pm Wreath-laying ceremony at the War Memorial.
- 2.45pm The Parade will march off along the High Street to St John's Church, paying compliments to the Town Mayor and the Chairman of the District Council on the way.
- 3.00pm Service of Remembrance at St John's Church.
- 4.00pm Refreshments at the Epping Hall. Those preferring something a little stronger are cordially invited to the Hemnall Social Club.

Poppy Appeal Organiser

John Duffell 22 Clover Leas, Epping, CM16 5EA

Telephone 07847 357493

E-mail johnduffell@live.co.uk





EPPING FOREST YOUNG CITIZEN OF THE YEAR

Do you know a young person who has made a real difference in their community? Have they helped others? Have they volunteered their time?

Nominees must be aged 11-18 years and they must live in the Epping Forest district.

The winner of the Young Citizen of the Year Award will be invited to attend the Civic Awards Ceremony in March 2024 to receive a certificate and a cheque for £100.

Make your nomination online via:

www.eppingforestdc.gov.uk/youngcitizen

Nominations close Friday 24 November 2023

If you would like further information please contact:

Diane Gilson-Butler, Young Person's Officer

Email: dbutler@eppingforestdc.gov.uk Phone: 01992 564365

**EPPING FOREST
DISTRICT COUNCIL**

Creativity **AND** **SPORTS** **AWARDS** **2024**

Aged 13 - 25 and passionate about culture or sports?
Apply or nominate a young person for an award of up to £500
to support them with their chosen discipline.


**FOR MORE INFORMATION OR TO MAKE AN APPLICATION PLEASE VISIT
WWW.EPPINGFORESTDC.GOV.UK**

 [@efdccommunitieswellbeing](https://www.facebook.com/efdccommunitieswellbeing)

 [@efdccommunity](https://www.instagram.com/efdccommunity)

 [@efdccommunity](https://www.twitter.com/efdccommunity)

Closing date: Sunday 10 December 2023

 **Epping Forest
District Council**

TOWN MAYOR'S DUTIES12th September 2023 – 10th October 2023

8 th September	Epping Forest EALC Branch Meeting
10 th September	Allnutts Playstreet Event
14 th September	Stonards Hill recreation ground parking meeting
14 th September	Community Payback Scheme meeting
17 th September	Revd Lee Batson's Goodbye Service
20 th September	Voluntary Action Fair. St John's Church
21 st September	EALC AGM & Conference Colchester Stadium
21 st September	Local Councils Liaison Committee meeting
26 th September	Epping/Eppingen. Greet members from Germany
27 th September	Plans East
28 th September	Herts and West Essex Area Prescribing Committee. Teams meeting
29 th September	Market Garden. Epping in Bloom Bus
2 nd October	Epping/Eppingen farewell dinner
4 th October	Postnatal pilates

DEPUTY TOWN MAYOR'S DUTIES12th September 2023 – 10th October 2023

21 st September	EALC AGM & Conference Colchester Stadium
22 nd September	Networking event at Link Workspace (promoting Safer Epping)

REPORT OF THE TOWN CLERK**1 SKATE PARK PROJECT**

The Town Clerk submitted an application to the National Lottery for the skate park project some months ago. This has been chased and it transpires that an IT glitch has delayed the process. This has now been escalated and the Clerk is waiting to hear from them.

2 TALK ABOUT EPPING WINTER 2023 EDITION

The winter issue of Talk About Epping will be available from the end of October 2023. This continues to be published on Epping Town Council's website, promoted by Everything Epping Forest, with copies available at Epping Hall, Epping library, Julie's café at Stonards and Tesco, Epping.

3 ALLOTMENT & ADMINISTRATION SECRETARY POSITION

The Town Clerk has successfully recruited a new Allotment & Administration Secretary who will be starting on Monday 16th October 2023, with an induction day on Wednesday 11th October. The advertisement attracted a large number of quality applications. All other office changes prompted by flexible retirement took effect from 1st October 2023. We look forward to welcoming our new colleague.

4 COTTIS LANE MULTI-STOREY CAR PARK

Council's Cemetery, Market & Administration Officer has requested multi-storey car park opening information from Qualis and to date, we have been advised it is imminent. We have not been able to secure any parking discounts for the market to date.

5 BAKERS LANE TOILETS ONGOING ISSUES

The Town Clerk has previously advised Council about ongoing issues with Bakers Lane public toilets, in terms of drains, misuse and lock damage. We have requested information from Qualis regarding the next stage plans for the public toilets and to date have no definitive answer. Should the issues continue, the toilets will need to be brought to full Council for discussion.

04/10/2023

Epping Town Council

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Summary Income & Expenditure by Budget Heading 04/10/2023

Month No: 6

Committee Report to 30/09/23

Full Council

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent
Income	696,371	782,423	86,052			89.0%
Expenditure	427,062	780,887	353,825	0	353,825	54.7%
Net Income over Expenditure	<u>269,308</u>	<u>1,536</u>	<u>(267,772)</u>			
plus Transfer from EMR	-11,924					
less Transfer to EMR	0					
Movement to/(from) Gen Reserve	<u>257,384</u>					

Earmarked Reserves

Income	0	0	0			0.0%
Expenditure	0	0	0	0	0	0.0%
Movement to/(from) Gen Reserve	<u>0</u>					

Grand Totals:- Income	696,371	782,423	86,052			89.0%
Expenditure	427,062	780,887	353,825	0	353,825	54.7%
Net Income over Expenditure	<u>269,308</u>	<u>1,536</u>	<u>(267,772)</u>			
plus Transfer from EMR	-11,924					
less Transfer to EMR	0					
Movement to/(from) Gen Reserve	<u>257,384</u>					

Detailed Income & Expenditure by Budget Heading 04/10/2023

Month No: 6

Cost Centre Report to 30/09/23

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>Service & Committee Support</u>							
Precept	589,513	589,513	0			100.0%	
Interest Received	689	400	(289)			172.3%	
Other Receipts	1,451	0	(1,451)			0.0%	
Service & Committee Support :- Income	<u>591,654</u>	<u>589,913</u>	<u>(1,741)</u>			<u>100.3%</u>	<u>0</u>
Salaries	92,796	196,000	103,204		103,204	47.3%	
Insurance	10,200	10,200	0		0	100.0%	
Equipment	25	1,200	1,175		1,175	2.1%	
Consumables	534	600	66		66	88.9%	
Postage	191	900	709		709	21.2%	
Printing & Photocopying	818	1,600	782		782	51.1%	
Professional Fees	1,300	7,000	5,700		5,700	18.6%	
Subscriptions & Licences	4,039	5,500	1,461		1,461	73.4%	
Telephone & IT Services	4,000	7,100	3,100		3,100	56.3%	
Training - Staff	125	1,500	1,375		1,375	8.3%	
Training - Members	615	500	(115)		(115)	123.0%	
Travel & Subsistence - Staff	200	600	400		400	33.3%	
Travel & Subsistence - Members	0	100	100		100	0.0%	
Mayor's Allowance	402	1,000	598		598	40.2%	
Bank Charges	52	100	48		48	51.9%	
Miscellaneous Expenditure	656	1,000	344		344	65.6%	
Bad Debt & Write Offs	0	100	100		100	0.0%	
Election Costs	11,924	0	(11,924)		(11,924)	0.0%	(11,924)
Service & Committee Support :- Indirect Expenditure	<u>127,877</u>	<u>235,000</u>	<u>107,123</u>	<u>0</u>	<u>107,123</u>	<u>54.4%</u>	<u>(11,924)</u>
Net Income over Expenditure	<u>463,777</u>	<u>354,913</u>	<u>(108,864)</u>				
plus Transfer from EMR	(11,924)						
Movement to/(from) Gen Reserve	<u>451,853</u>						
<u>Neighbourhood Planning</u>							
N Planning Circulation	(1,000)	1,000	2,000		2,000	(100.0%)	
N Planning Guidance	(1,379)	1,000	2,379		2,379	(137.9%)	
Neighbourhood Planning :- Indirect Expenditure	<u>(2,379)</u>	<u>2,000</u>	<u>4,379</u>	<u>0</u>	<u>4,379</u>	<u>(119.0%)</u>	<u>0</u>
Net Expenditure	<u>2,379</u>	<u>(2,000)</u>	<u>(4,379)</u>				
<u>Grants</u>							
Grants - S137	0	150	150		150	0.0%	

04/10/2023

Epping Town Council

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Detailed Income & Expenditure by Budget Heading 04/10/2023

Month No: 6

Cost Centre Report to 30/09/23

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grants - Other Powers	497	500	3		3	99.4%	
Grants :- Indirect Expenditure	497	650	153	0	153	76.5%	0
Net Expenditure	(497)	(650)	(153)				
<u>Events & Publications</u>							
Town Show Income	4,198	3,500	(698)			119.9%	
Christmas Market Income	0	3,500	3,500			0.0%	
Other Receipts	1,000	0	(1,000)			0.0%	
Events & Publications :- Income	5,198	7,000	1,802			74.3%	0
Epping In Bloom	0	1,000	1,000		1,000	0.0%	
Town Show Expenditure	2,733	3,000	267		267	91.1%	
Christmas Market Expenditure	219	3,000	2,781		2,781	7.3%	
Christmas Lights Expenditure	0	7,500	7,500		7,500	0.0%	
Christmas Tree Expenditure	0	2,500	2,500		2,500	0.0%	
Mayor's Civic Reception	(277)	2,000	2,277		2,277	(13.9%)	
Talk About Epping	568	500	(68)		(68)	113.6%	
Distribution Costs	25	500	475		475	5.0%	
Other Council Events	2,570	1,000	(1,570)		(1,570)	257.0%	
Other Council Publications	550	1,320	770		770	41.7%	
Events & Publications :- Indirect Expenditure	6,388	22,320	15,932	0	15,932	28.6%	0
Net Income over Expenditure	(1,190)	(15,320)	(14,130)				
<u>Epping Hall</u>							
Lettings Rents & Licences	25,867	45,000	19,133			57.5%	
Epping Hall :- Income	25,867	45,000	19,133			57.5%	0
Insurance	8,740	5,500	(3,240)		(3,240)	158.9%	
Equipment	2,123	1,000	(1,123)		(1,123)	212.3%	
Consumables	674	1,000	326		326	67.4%	
PWLB Loan Repayments	48,128	96,256	48,128		48,128	50.0%	
Miscellaneous Expenditure	70	0	(70)		(70)	0.0%	
Business Rates	6,586	13,000	6,414		6,414	50.7%	
Utilities	12,322	24,500	12,178		12,178	50.3%	
Repairs & Maintenance	8,925	8,000	(925)		(925)	111.6%	
Epping Hall :- Indirect Expenditure	87,567	149,256	61,689	0	61,689	58.7%	0
Net Income over Expenditure	(61,700)	(104,256)	(42,556)				

Continued over page

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>Jack Silley Pavilion</u>							
Lettings Rents & Licences	14,232	28,000	13,768			50.8%	
Jack Silley Pavilion :- Income	14,232	28,000	13,768			50.8%	0
Insurance	1,680	1,680	0		0	100.0%	
Equipment	0	800	800		800	0.0%	
Consumables	54	400	346		346	13.5%	
Business Rates	2,767	4,500	1,733		1,733	61.5%	
Utilities	31,455	26,000	(5,455)		(5,455)	121.0%	
Repairs & Maintenance	1,213	6,000	4,787		4,787	20.2%	
Jack Silley Pavilion :- Indirect Expenditure	37,168	39,380	2,212	0	2,212	94.4%	0
Net Income over Expenditure	(22,936)	(11,380)	11,556				
<u>Epping Market</u>							
Lettings Rents & Licences	17,518	37,000	19,482			47.3%	
Market casuals	4,213	8,000	3,787			52.7%	
Epping Market :- Income	21,730	45,000	23,270			48.3%	0
Advertising & promotion	0	500	500		500	0.0%	
Insurance	0	720	720		720	0.0%	
Equipment	720	1,000	280		280	72.0%	
PWLB Loan Repayments	3,080	6,160	3,080		3,080	50.0%	
Miscellaneous Expenditure	0	100	100		100	0.0%	
Business Rates	2,994	9,500	6,506		6,506	31.5%	
Utilities	0	150	150		150	0.0%	
Repairs & Maintenance	18	1,000	982		982	1.8%	
Market Contractor	11,250	22,500	11,250		11,250	50.0%	
Skip Hire	0	6,000	6,000		6,000	0.0%	
Epping Market :- Indirect Expenditure	18,061	47,630	29,569	0	29,569	37.9%	0
Net Income over Expenditure	3,669	(2,630)	(6,299)				
<u>Epping Cemetery</u>							
Burials & Memorials	13,504	46,200	32,696			29.2%	
Epping Cemetery :- Income	13,504	46,200	32,696			29.2%	0
Insurance	920	920	0		0	100.0%	
Cemetery Benches	1,296	0	(1,296)		(1,296)	0.0%	
Equipment	0	500	500		500	0.0%	
Miscellaneous Expenditure	0	500	500		500	0.0%	
Business Rates	1,163	1,800	637		637	64.6%	

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Repairs & Maintenance	0	2,000	2,000		2,000	0.0%	
Epping Cemetery :- Indirect Expenditure	3,379	5,720	2,341	0	2,341	59.1%	0
Net Income over Expenditure	10,125	40,480	30,355				
<u>Parks & Building Maintenance</u>							
Lettings Rents & Licences	5,165	3,580	(1,585)			144.3%	
Tennis Court Income	700	2,000	1,300			35.0%	
Town Greens	975	2,150	1,175			45.4%	
Other Receipts	50	0	(50)			0.0%	
Parks & Building Maintenance :- Income	6,890	7,730	840			89.1%	0
Salaries	100,619	213,300	112,681		112,681	47.2%	
Insurance	2,950	2,950	0		0	100.0%	
Equipment	3,104	5,000	1,896		1,896	62.1%	
Consumables	350	500	150		150	70.0%	
Miscellaneous Expenditure	70	0	(70)		(70)	0.0%	
Utilities	3,187	13,400	10,213		10,213	23.8%	
Repairs & Maintenance	11,777	18,000	6,223		6,223	65.4%	
Public Toilet Cleaning	600	1,000	400		400	60.0%	
Tree management	0	2,000	2,000		2,000	0.0%	
Tennis Courts	667	1,000	333		333	66.7%	
Vehicles	1,016	1,800	784		784	56.5%	
Fuel	2,635	5,000	2,365		2,365	52.7%	
Parks & Building Maintenance :- Indirect Expenditure	126,975	263,950	136,975	0	136,975	48.1%	0
Net Income over Expenditure	(120,084)	(256,220)	(136,136)				
<u>Public Convenience</u>							
Utility Recharges	6,431	0	(6,431)			0.0%	
Public Convenience :- Income	6,431	0	(6,431)				0
Equipment	4	80	76		76	5.2%	
Consumables	340	600	260		260	56.7%	
Utilities	15,728	3,000	(12,728)		(12,728)	524.3%	
Repairs & Maintenance	1,052	1,000	(52)		(52)	105.2%	
Public Toilet Cleaning	1,980	5,000	3,020		3,020	39.6%	
Public Convenience :- Indirect Expenditure	19,104	9,680	(9,424)	0	(9,424)	197.4%	0
Net Income over Expenditure	(12,673)	(9,680)	2,993				

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>Allotments</u>							
Lettings Rents & Licences	4,194	4,180	(14)			100.3%	
Allotments :- Income	4,194	4,180	(14)			100.3%	0
Equipment	276	200	(76)		(76)	137.9%	
Utilities	153	600	447		447	25.4%	
Repairs & Maintenance	13	600	587		587	2.2%	
Allotments :- Indirect Expenditure	442	1,400	958	0	958	31.6%	0
Net Income over Expenditure	3,752	2,780	(972)				
<u>Street Furniture</u>							
Equipment	0	1,000	1,000		1,000	0.0%	
Repairs & Maintenance	168	800	632		632	21.0%	
Street Furniture :- Indirect Expenditure	168	1,800	1,632	0	1,632	9.3%	0
Net Expenditure	(168)	(1,800)	(1,632)				
<u>War Memorial</u>							
Repairs & Maintenance	500	100	(400)		(400)	500.0%	
War Memorial :- Indirect Expenditure	500	100	(400)	0	(400)	500.0%	0
Net Expenditure	(500)	(100)	400				
<u>Council as Landlord</u>							
Lettings Rents & Licences	3,320	3,200	(120)			103.8%	
Other Receipts	3,350	6,200	2,850			54.0%	
Council as Landlord :- Income	6,671	9,400	2,729			71.0%	0
Repairs & Maintenance	1,316	1,500	184		184	87.7%	
Council as Landlord :- Indirect Expenditure	1,316	1,500	184	0	184	87.7%	0
Net Income over Expenditure	5,355	7,900	2,545				
<u>Council as Tenant</u>							
Letting Rents & Licence Costs	0	501	501		501	0.0%	
Council as Tenant :- Indirect Expenditure	0	501	501	0	501	0.0%	0
Net Expenditure	0	(501)	(501)				

04/10/2023

Epping Town Council

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Detailed Income & Expenditure by Budget Heading 04/10/2023

Month No: 6

Cost Centre Report to 30/09/23

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	696,371	782,423	86,052			89.0%	
Expenditure	427,062	780,887	353,825	0	353,825	54.7%	
Net Income over Expenditure	<u>269,308</u>	<u>1,536</u>	<u>(267,772)</u>				
plus Transfer from EMR	(11,924)						
Movement to/(from) Gen Reserve	<u>257,384</u>						

Date: 04/10/2023

Epping Town Council

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Time: 11:35

Barclays No 1 Account

List of Payments made between 01/09/2023 and 30/09/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
05/09/2023	Barclays Bank plc	DEBIT	8.50		Commission charges 13Jul/13Aug
12/09/2023	Co-operative Bank current	Transfer	30,000.00	*	Transfer
21/09/2023	EE	DD14	40.80		13Sep-12Oct mobile bill
Total Payments			30,049.30		

List of Payments made between 01/09/2023 and 30/09/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/09/2023	Co-operative Online Account	Transfer	700.00		Top up (*)
01/09/2023	Epping Forest District Council	DD01	461.00		NDR September 23
01/09/2023	Heath Computers	DD02	301.60		Maintenance support Aug 2023
11/09/2023	Epping Forest District Council	DD03	194.00		NDR Sept 23
11/09/2023	Epping Forest District Council	DD04	499.00		NDR Sept 23
11/09/2023	Epping Forest District Council	DD05	1,098.00		NDR Sept 23
12/09/2023	Essex Pension Fund	BAC1209/18	5,414.12		Pension conts Aug 23
12/09/2023	HMRC	BAC1209/19	6,407.99		NI+PAYE conts Aug 23
12/09/2023	Nest Pension	BAC1209/20	119.38		Pension conts Aug 23
12/09/2023	Castle Water Ltd	BAC1209/01	204.37		Water Jul+Aug 2023
12/09/2023	Chubb Fire & Security Ltd	BAC1209/02	1,011.67		Intruder alarm annual contract
12/09/2023	CIA Fire & Security Ltd	BAC1209/03	800.40		Tennis gate annual contract
12/09/2023	Ernest Doe & Sons Ltd	BAC1209/04	325.99		Gearbox
12/09/2023	GLS Educational Supplies	BAC1209/05	95.98		EH toilet rolls
12/09/2023	Mrs S Hotston	BAC1209/06	420.00		Stonards gate Aug 2023
12/09/2023	Mailcoms Ltd	BAC1209/07	117.42		Franking mach ink+envelopes
12/09/2023	MSPC Ltd	BAC1209/08	284.00		Supply+print TAE
12/09/2023	Mr D R Whitbread	BAC1209/10	86.00		Clean EH windows+bus stops
12/09/2023	NPower Commercial Gas	BAC1209/11	22.78		Floodlights electric Aug 23
12/09/2023	Parish & Community Futures	BAC1209/12	375.00		Neighbourhood Plan alterations
12/09/2023	PKF Littlejohn LLP	BAC1209/13	2,016.00		Review of ann gov+return
12/09/2023	Stratton Contractors Ltd	BAC1209/14	405.00		Aug toilets clean
12/09/2023	Travis Perkins Trading Company	BAC1209/15	51.46		Mahole cover and frame
12/09/2023	Mr Steve Watkins	BAC1209/16	106.74		JSP caretaker cover
12/09/2023	Wicksteed Leisure Ltd	BAC1209/17	118.39		Parts to replace broken swing
12/09/2023	Mr David Jackman	BAC1209/09	515.00		Media service May-June 2023
14/09/2023	D W Erections	DD06	1,875.00		Market erection Sept 23
14/09/2023	Salary transfers	BACS	19,005.54		Salary payments
15/09/2023	British Gas Services Ltd	DD07	228.38		Elec 28-3 to 1-9-23
18/09/2023	British Gas Services Ltd	DD08	931.29		Gas 2 Dec 22 to 30 Aug 23
18/09/2023	British Gas Services Ltd	DD09	1,621.04		Elec 2 -29 Aug 23
18/09/2023	Smartest Energy Business	DD10	1,959.00		Purchase Ledger Payment
18/09/2023	Epping Forest District Council	DD11	105.42		Refuse instalment Sept
18/09/2023	Epping Forest District Council	DD12	421.67		Refuse instalment Sept
18/09/2023	Corona Energy	DD13	2,131.84		Electric Aug 2023
26/09/2023	Capitol Floor & Hygiene Mainte	BAC2609/01	120.00		Toilet clean 20.8.23-10.9.23
26/09/2023	G B Sport & Leisure UK Ltd	BAC2609/02	46.80		Bearings+security screws
26/09/2023	GLS Educational Supplies	BAC2609/03	52.76		Paper and Tippex
26/09/2023	D Haley Electrical Services Lt	BAC2609/04	6,692.16		Replacement LED lights for EH
26/09/2023	Kent County Council	BAC2609/05	318.47		Gas Aug 2023
26/09/2023	Mobile Account Solutions (Hold	BAC2609/06	400.26		Telephones September 2023
26/09/2023	Spaldings Limited	BAC2609/07	350.99		Cleaning products, toilet roll
26/09/2023	Stratton Contractors Ltd	BAC2609/08	140.00		Remove+dispose broken chairs
26/09/2023	Travis Perkins Trading Company	BAC2609/09	32.83		Sand bags + cement
26/09/2023	Epping Forest District Council	302067	202.00		Xmas market road closure
26/09/2023	Epping Parochial Church	302066	17.00		Xmas tree at festival

Date: 04/10/2023

Epping Town Council

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Co-operative Bank current

List of Payments made between 01/09/2023 and 30/09/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
Total Payments			58,803.74		

Date: 04/10/2023

Epping Town Council

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Time: 11:35

Co-operative Online Account

List of Payments made between 01/09/2023 and 30/09/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
05/09/2023	CEF	370	108.00		Fusion bulbs x 20
05/09/2023	Zoom Video	371	15.59		Subs 9 Sept to 8 Oct
05/09/2023	Wondershare Global Ltd	372	101.92		Online licence
22/09/2023	Amazon Business	373	21.35		Gorilla tape
Total Payments			246.86		

Epping Town Council Budget setting process

Beverley Rumsey, Town Clerk & Responsible Financial Officer: October 2023

- Budget historically started in October of each year for the following financial year. This has been moved to November/December, as the crucial tax base figure is not known until November each year, and this will give another month of financial activity to increase accuracy, particularly in these years of increased financial uncertainty
- Updated December of each year once the crucial tax base figure is known
- Final approval in the following January of each year
- Our income derives from the precept (money released to us from Epping Forest District Council through Council tax) and income from services (halls, etc)
- Budgets must be realistic ie income should not be overestimated and shortcuts should not be made as this will restrict vital services
- Each area of operation has a cost centre, eg Epping Hall is 160
- Each area has an income and expenditure section. Some areas don't provide an income eg public toilets, but the provision is there
- The main operating budget is an income and expenditure budget
- Additional monies are dealt with in funds, reserves and short term investments
- Epping Town Council has an annual income and expenditure budget of approximately £780,000
- Given the level of the income and expenditure, the many services we operate and the cost of some of our operations, the budget can only be an educated estimate. It will not be exact. The budget is monitored monthly at full Council for performance
- Once the budget is approved in January it is not changed. If the Town Clerk needs additional money during the year, it will be requested for approval at full Council
- All Council decisions should be based on:
 - a) Do we have the statutory power to do this
 - b) Can we afford it/where will the money come from
- Exceptions are any health and safety risk, which must be attended to immediately or any unforeseen emergency
- Earmarked reserves are held to replace Christmas lights, repair the war memorial, replace vehicles, etc
- Earmarked reserves must be kept at a suitable level
- Funds transfers to earmarked reserves take place at financial year end
- Council must hold adequate reserves to cover any major unforeseen loss of income and to minimise risk. **Please note:** the current general reserves need increasing
- Epping Town Council are not protected by the FCSC £85,000 limit, as our income and expenditure is too high
- To minimise risk, we spread our regular banking practices between Barclays and the Co-operative banks and hold a Nationwide Saver
- Council need to increase the precept by a reasonable level to be able to cover the increased cost of running Council's services and functions, year on year. Inflation is currently still high (6.7% in August 2023). The precept needs to be increased at a sensible level to at least cover some inflationary rises and risk one off larger increases
- The precept is a demand which has to be provided by EFDC
- Council's finances and operations are very heavily audited
- Council have used accounting software RBS Omega since 2013

Epping Town Council Budget overview position

Beverley Rumsey, Town Clerk & Responsible Financial Officer: October 2023

- We are six months into the financial year, so would be expecting the budget to show **50%** of income and expenditure. Most cost centres are currently performing as expected.
- Epping Town Council have performed fairly well against the income and expenditure budget approved in January 2023. Council's income and expenditure is approximately £780,000 per annum, therefore the budget can only be a very educated estimate, as it is subject to much potential variance.
- During Council's 2-3 months budgeting process, there is considerable 'tweaking' of the cost centres to provide as accurate budget as possible. We generally produce a budget that is very accurate (except for any very unforeseen circumstances).
- Precept increases are vital to be able to provide essential services and functions, whilst keeping in line with our own increasing costs and inflation in part. Council wait for the crucial tax base figure from Epping Forest District Council, which arrives in November each year, to be able to begin the more accurate budget setting process.
- Funds transfers to the Asset and Capital Funds have been frozen for several years. Epping Town Council should aim to reinstate these transfers as soon as possible (this will be provided in detail during the budget setting process from November 2023).
- Once the tax base figure is known and the Town Clerk/RFO has created the first draft budget, the Town Clerk will organise a Budget Working Party meeting.
- **The Town Clerk/RFO emphasises that Council's general reserves are lower than desired and this must be tackled through the budget setting process.**

Epping Town Council's energy prices are fixed until 1st Dec 2023 and a new contract has been signed for 2 years. This should see energy prices reduced by approximately 50%, but they will still be double what they were prior to 2022, when they rose 400%.

Please note: the PWLB loans on Epping Hall start to be repaid in November 2024. This will enable vital reserves to be restored and will be reflected in the budget setting process.





PAST-MAYOR

EPPING URBAN DISTRICT COUNCIL **CHAIRMEN**

1896-1901 C. HURFORD
1902 C. COTTIS
1903 G. CREED
1904-1906 N.S. LAWRENCE
1907 J. JONES
1908-1913 H.H. KEMSLEY
1914-1918 E. HARRIS
1919 A. J. CABLE
1920 A.E. PIPER
1921 M. EDMUNDS
1922 C.E. GOULDSTONE
1923 A. J. CABLE
1924 F. WHIFFIN
1925 A. PLUMB
1926 T. J. DOWNING
1927 E. H. SLATER
1928 H. L. L. WOORE
1929 H. G. TOSELAND
1930 A. G. VERRALL
1931-1932 W. C. DADD
1933 W. H. W. LACEY
1934-1935 A. F. COLLISON
1936 A. G. VERRALL
1937 J. R. AVERY
1938 H. G. TOSELAND
1939-1943 A. J. CABLE
1944-1945 E. E. PRING

1946 G. G. WILSON
1947 A. L. FOSH
1948 F. R. HUTTON
1949 G. TEMPLE
1950 A. D. RANKINE
1951 E. A. SEBBAGE
1952-1953 E. HEBDEN
1954 E. A. SEBBAGE
1955 G. TEMPLE
1956-1957 F. R. HUTTON
1958 C. S. TOSELAND cont
1959 H. J. MAYHEW
1960 L. B. FOSKETT
1961 D. F. RITCHIE
1962 V. B. COSTER
1963 W. J. LINDSAY
1964 G. TEMPLE
1965 G. TEMPLE
1966 W. J. LINDSAY
1967 I. R. P. DOYLE
1968 F. W. LIMER
1969 F. W. LIMER
1970 J. SIMPSON
1971 G. C. M. SANDERSON
1972 M. M. ALDWORTH
1973 R. D. COOPER

1973 R. D. COOPER
1974 A. J. PRIEST
1975 Miss G. B. BAUM J.P.
1976 K. W. ROTHWELL
1977 R. P. HILL & A.
1978 G. E. CHURCH
1979 R. J. POCOCH
1980 C. D. FAVRE
1981 P. A. BURNS
1982 Mrs. D. E. JENKINS
1983 R. H. DULWICH
1984 B. G. GRIFFITHS
1985 Mrs. L. F. BERRY
1986 M. G. BOOTH J.P.
1987 Mrs. J. C. ASHBRIDGE
1988 G. J. BALL
1989 S. L. REED T.D.
1990 Mrs. G. PLATT
1991 T. CLARE
1992 D. G. DEMETRIOU
1993 C. D. ANDREWS
1994 L. C. PUGH
1995 G. W. ARTHUR
1996 A. D. BOYDON
1997 J. SOLOMONS

EPPING TOWN COUNCIL **TOWN MAYORS** **TOWN CLERKS**

1998 R. M. BRADY
1999 Mrs D. M. MILLER
2000 Mrs A. M. WHEELER
2001 M. H. COLLING
2002 H. PEGRUM
2003 Mrs S. PERRY
2004 K. AVEY
2005 B. ROLFE
2006 J. A. SMITH
2007 E. J. HINES
2008 B. D. MURPHY
2009 Mrs J. L. HEDGES
2010 Miss O. D. DUNSEATH
2011 K. AVEY
2012 J. WHITEHOUSE
2013 W. BREARE-HALL
2014 Mrs B. SCRUTON
2015 M. G. WRIGHT
2016 L. BURROWS
2017 A. J. CHURCH
2018 N. A. B. AVEY
2019 G. R. SCRUTON
2020 G. R. SCRUTON
2021 M. G. WRIGHT
2022 Mrs B. SCRUTON
2023 Mrs C. J. BURGESS

1974-77 H. MAYZE
1977-87 Mrs R. BENJAMIN
1987-96 D. F. POND
1996-00 Mrs L. E. LOWERS
2000-12 R. C. WHITTOME
2012-13 A. TADJIRISHI
2013-15 A. P. SHAW
2015- B. J. RUMSEY

HONORARY FREEMEN OF EPPING

1995 D. C. VERRALL
1997- Mrs R. BENJAMIN
2002- J. BATCHELOR
2004- Mrs L. F. BERRY
2015 F. W. LIMER MEM
2015- C. D. FAVRE
2023- H. E. WHEELER