

**MINUTES** of the **ORDINARY COUNCIL MEETING** held in the Conference Room, Epping Hall on **Tuesday 12<sup>th</sup> December 2023** at **8pm**.

**PRESENT:**

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

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

**IN ATTENDANCE:** 3 members of the public, 1 representative from London Marathon Events, 1 member of the press.

**309 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr H Whitbread, Cllr L Burrows, Cllr C Burgess, and Cllr Janet Whitehouse and Cllr Jon Whitehouse for lateness.

**310 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**311 DISPENSATIONS**

There were no dispensations.

**312 PUBLIC PARTICIPATION - QUESTION TIME**

1 member of the public spoke and requested that Epping Town Council looked in a lottery for Epping through Gatherwell.

Epping Town Council agreed that the Town Clerk would look into this and report back to Council.

**313 CONFIRMATION OF COUNCIL MINUTES**

It was **RESOLVED** that the minutes of the Ordinary Council Meeting held on 14<sup>th</sup> November 2023 be signed by the Mayor as a true record and adopted by the Council. **(Attachment A)**.

**314 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.

Planning & General Purposes Committee	14 <sup>th</sup> November 2023 <b>(Attachment B)</b>
Planning & General Purposes Committee	28 <sup>th</sup> November 2023 <b>(Attachment C)</b>

**315 COMMUNICATIONS TO NOTE/REQUIRING DECISION****(i) RideLondon-Essex**

Christopher Davey from London Marathon Events attended the meeting and spoke about RideLondon-Essex and the benefits that could be achieved for Epping. An access plan was to be developed. Essex County Council have signed up to RideLondon-Essex for a further 3 years (2024-2026).\*

It was **RESOLVED** that:

- (i) A meeting would be arranged between London Marathon Events for RideLondon-Essex and Epping Town Council to pursue the potential benefits and ensure smoothness for Epping.

**(ii) London 15 milestone**

Council considered the London 15 milestone information, as per **Attachments D1 & D2**.

It was **RESOLVED** that:

- (i) The Town Clerk should pursue this and support Mr Waters in trying to deliver the refurbished milestone, London 15, in consultation with the City of London Corporation and Mr Water's stone mason.

**(iii) Epping Forest District Council's (EFDC) taxi consultation**

Council considered EFDC's taxi consultation, as per **Attachment D3**.

It was **RESOLVED** that:

- (i) The Town Clerk would return the following comments on behalf of Epping Town Council:

Epping Town Council appreciate the cost of living crisis and the impact this will be having both taxi drivers and taxi users. While Council appreciate the concept, they are not sure how the pricing structure works in reality, as most have experienced vast differences in taxi charges and would suggest fares have gone up randomly and considerably in recent years. How is the fare structure checked 'on the ground' and is there a way of ensuring that EFDC's policy is implemented by all taxi companies?

**316 TOWN MAYOR & DEPUTY TOWN MAYOR'S DUTIES**

The duties undertaken by the Town Mayor and Deputy Town Mayor since the Ordinary Council meeting on 14<sup>th</sup> November 2023 were **NOTED**.

**317 REPORTS FROM MEMBERS**

Reports from members were received on meetings or visits since the Ordinary Council meeting on 14<sup>th</sup> November 2023:

Cllr J Duffell

Christmas Market assistance

2<sup>nd</sup> December 2023

	Royal British Legion poppy appeal count	3 <sup>rd</sup> December 2023
Cllr J Duffell	advised that the Poppy Appeal count had raised £15,500.	
Cllr G Scruton	Theydon Trusts meeting	21 <sup>st</sup> November 2023
Cllr G Scruton	advised that the meeting covered finances, which were healthy, rent reviews (market rents and charity rents), Allnutts institute update, a potential new development behind Shiltons and the movement of the CAB from the Hemnall Social Club (the empty CAB space maybe for residential).	
	Epping-Eppingen AGM	25 <sup>th</sup> November 2023
	Dressing ETC tree at St John’s Church festival	28 <sup>th</sup> November 2023
	Christmas Market	2 <sup>nd</sup> December 2023
	St John’s Church Christmas Tree festival	2 <sup>nd</sup> December 2023
Cllr Jon Whitehouse	Christmas Market assistance	2 <sup>nd</sup> December 2023
Cllr Janet Whitehouse	Epping Forest Community Transport AGM	22 <sup>nd</sup> November 2023
	Dressing ETC tree at St John’s Church festival	28 <sup>th</sup> November 2023
Cllr H Pegrum	Theydon Trusts meeting	21 <sup>st</sup> November 2023
Cllr N Avey	Christmas Market assistance	2 <sup>nd</sup> December 2023
	St John’s Church Christmas Tree festival	2 <sup>nd</sup> December 2023
	Theydon Trusts meeting	21 <sup>st</sup> November 2023
Cllr M Wright	Christmas Market	2 <sup>nd</sup> December 2023
	St John’s Church Christmas Tree festival	2 <sup>nd</sup> December 2023
	Christmas Market debrief meeting	12 <sup>th</sup> December 2023
Cllr R Sharif	Christmas Market assistance	2 <sup>nd</sup> December 2023
	St John’s Church Christmas Tree festival	2 <sup>nd</sup> December 2023
	Menorah lighting	10 <sup>th</sup> December 2023
	Christmas Market debrief meeting	12 <sup>th</sup> December 2023
	Site visits and discussions with residents over issues with the Cottis Yard car park in relation to Buttercross Lane and issues relating to the Condor building development	

**318 REPORT OF THE TOWN CLERK AND COUNCILLORS QUESTIONS**

The Town Clerk advised members about the National Lottery award of £115,000 for the skate park at Stonards Hill recreation ground.

The Town Clerk advised members that there had been some interest in the grounds person apprenticeship vacancy.

The Town Clerk advised members that the Town Supervisor was pleased with the work undertaken by the Community Payback volunteers at the Meadow Road allotment and would like to invite them back again to do similar allotment tasks.

The Town Clerk highlighted the commendation to the grounds team from their external trainers and reiterated the importance of the small grounds team to the Town Council’s operations.

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

**319 REPORTS FROM EPPING FOREST DISTRICT AND COUNTY COUNCILLORS****EFDC Councillors:**

Cllr R Sharif talked about the reduction on affordable housing in the Qualis schemes at St Johns Road and the Condor building.

Cllr C McCredie reiterated this. She advised that the last two Plans East meetings had been cancelled and the shortage of planning officers at EFDC.

**320 FINANCIAL REPORT TO 30TH NOVEMBER 2023**

Council considered the summary financial report for November 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.

**321 ACCOUNTS FOR PAYMENT**

Council's Key Member for Finance, Cllr G Scruton presented the payment schedules for November 2023 totalling £126,866.91. Payments from Barclays total £51,257.32. Payments from The Co-operative total: £75,271.67 (please note a transfer to the Co-operative online of £500 and a petty cash withdrawal of £250). Payments from the Co-operative online total: £337.92.

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 November 2023 were **APPROVED** as presented in the schedule.

**322 BUDGETS 2024/25 FIRST FULL ESTIMATES**

At the Ordinary Council meeting on 14<sup>th</sup> November 2023, the Town Clerk/Responsible Financial Officer (RFO) presented a draft budget showing Council's predicted spend for 2024/25, but as the tax base figure was not known at that time, it was a projected out- turn figure only.

The crucial tax base figure has now arrived and the tax base for Epping Town has increased to 5306.8 from 5283.0 (increase of 23). The Town Clerk/RFO prepared a draft budget Version 1, as per **Attachment I**, in conjunction with the Key Member for Finance, to enable Council to start to augment the too low general reserves detailed in **Attachment J**. This equates to an increase of £5.58 per annum for a band D equivalent property. Epping Forest District Council have provided some helpful explanatory precept information, as per **Attachment IA**. The draft charges have been increased by 5% across all services, except the market, as per **Attachment IB**. This is a lower than inflation increase. The market has been extremely challenged by the lack of parking this

year and reduced footfall and the Town Clerk would suggest that any increases would be detrimental to the market at this time. Market savings have been made and market costs can be managed through the existing operating budget at the current time.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Accounts and Audit (England) Regulations 2011 and the Audit Commission Act 1998 s44; Local Audit and Accountability Act 2014;
- (ii) The draft charges showing increases of 5% across all services (except the Market) were **ACCEPTED** as a first draft, for final consideration and approval in January 2024;
- (iii) The first draft budget 2024/25 was accepted in principle as a first draft, with a final second estimate being presented at the Ordinary Council meeting on 10<sup>th</sup> January 2024, with a view to the £5.58 per annum increase per band D equivalent, being **APPROVED**, subject to more up-to-date information in January 2024.

### 323 **INTERNAL AUDIT REPORT: FIRST INTERIM**

Cllr Janet Whitehouse entered the meeting during this item.

Council's internal auditor undertook their first auditing work for the 2023/24 financial year on 29<sup>th</sup> and 30<sup>th</sup> November 2023 and their report was provided as per **Attachment J**. **Please note:** this is the first visit of our new auditor (same auditing company as per Council's 2020-2025 agreed auditing programme, but a different auditor). The auditor makes comments and recommendations, as per **Attachment J**.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Audit and Accountability Act 2014;
- (ii) The four **RECOMMENDATIONS** would be actioned by the Town Clerk/Responsible Financial Officer as soon as possible and if appropriate dealt with the Corporate Governance Advisory Committee meeting in February 2024.

### 324 **EPPING HALL MAINTENANCE**

Council considered the maintenance requirements list for Epping Hall, as per **Attachment K**.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government Act, s133;
- (ii) These items would be monitored and brought back to Council as required.

### 325 **LOWER SWAINES PLAYGROUND ADDITION**

Council considered the musical playground additions suggested by Epping Playground Association (EPA) for Lower Swaines playground.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government (Miscellaneous Provisions Act) 1976, s19
- (ii) Research should be undertaken on the musical instruments to assess their potential noise nuisance to residents and subsequent mitigation;
- (iii) This would be brought back to Council once known.

**326 REPRESENTATIVES ON OUTSIDE BODIES**

Cllr M Wright has acted as Epping Town Council's representative on outside bodies for the Theydon Bois United Charities for many years. Cllr Wright has thoroughly enjoyed this appointment, but is not able to continue.

The commitment is approximately two meetings per year and regular email communications.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government Act 1972, s111;
- (ii) Cllr Janet Whitehouse would be the new Epping Town Council representative on outside bodies for the Theydon Bois United Charities. (Seconded by Cllr N Avey).

**327 SAFER EPPING LOGO**

Council considered the Safer Epping logos proposed by Cllr C McCredie, as Chair of Safer Epping.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government and Rating Act 1997, s31;
- (ii) The proposed design 1 (stag with design on) on **Attachment L** was **APPROVED** as the Safer Epping logo, with the word 'group' removed from the wording;
- (iii) Cllr C McCredie to thank Sonny Bazzoni for his designs.

**328 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.

**329 EPPING TOWN COUNCIL HONOURS BOARD**

Council discussed Epping Town Council's honours board sketches and costs, as per **Attachment M**.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government 1972, s111;

- (ii) Quote 1 (J Gregg) would be requested to make the new honours board. This would be 4ft 6 inches and would be white and blue with gold writing, replicating the existing board.

### 330 **PARKING MANAGEMENT CONTRACTS**

Cllr Jon Whitehouse entered the meeting during this item.

Council discussed the parking management proposals for Stonards Hill recreation ground, as per **Attachments N-N2**.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Road Traffic Regulation Act 1984, 3359 (3), 35 (1)
- (ii) Epping Town Council would pursue the company detailed in **Attachment N1**;
- (iii) A site visit would be arranged with the company at Stonards Hill recreation ground;
- (iv) Members would be invited to attend so as many points as possible could be covered;
- (v) V4 was the preferred proposal, subject to the details;
- (vi) The fine tuning of the details would be explored before any agreement was entered into.

### 331 **RECORDING COUNCIL MEETINGS**

Council discussed recording full Council meetings as per **Attachment O**.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government Act 1972, s111; Public Bodies (Admissions to Meetings) Act 1960
- (ii) Council meetings would not be recorded at the current time.

### 332 **BAKERS LANE PUBLIC TOILETS**

Council discussed the situation at Bakers Lane public toilets, as per **Attachment P**.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Public Health Act 1936, s87;
- (ii) The Town Clerk would issue a press release on behalf of Epping Town Council explaining the situation.

### 333 **STAFF PAY AWARD**

Epping Town Council staff are governed by the terms and conditions of the National Joint Council (NJC). Details of the staff pay award, received in November 2023, were provided as per **Attachment Q**.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government Act 1972, s112.

**CLOSURE**

The Town Mayor, Cllr C Burgess, closed the meeting at **10.40pm.\***

**\*Please note:** the meeting started at 8.30pm due to a long planning meeting beforehand, but ran over 2 hours as we had an interactive speaker contributing.

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**Signature of Chairman**

**Date**



**MINUTES** of the **PLANNING AND GENERAL PURPOSES COMMITTEE MEETING** held at Epping Hall, St. Johns Road, Epping on **Tuesday, 12<sup>th</sup> December 2023** at **7.15pm**.

**PRESENT:** Cllr N Avey (Chairman)  
Cllr C McCredie (Deputy Mayor - *ex officio*)  
Cllr G Scruton  
Cllr R Sharif  
Cllr M Wright (Vice Chairman)

**IN ATTENDANCE:** One member of the press and three members of the public were present.

**OFFICER:** Geraldine Vallis (Planning & Events Officer)

**300 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr C Burgess (Mayor - *ex officio*).

**301 DECLARATIONS OF INTEREST**

**Item 7 Planning Applications (Non-Pecuniary)**

Cllr N Avey declared a non-pecuniary interest in application EPF/2488/23 – 69 Hemnall Street as he knows the applicant.

Cllr R Sharif declared a non-pecuniary interest in application EPF/2451/23 – 45 Coronation Hill.

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.

**302 DISPENSATIONS**

There were no dispensations.

**303 CONFIRMATION OF MINUTES**

Committee **RESOLVED** that:

**the minutes of the meeting of the Planning & General Purposes Committee held on Tuesday, 28<sup>th</sup> November 2023 be signed by the Chairman as a true record.**

**304 PUBLIC QUESTIONS OR COMMENTS**

The Planning & Events Officer advised members of two members of the public attending to speak about EPF/2488/23 – 69 Hemnall Street and EPF/2474/23 – 67 Hemnall Street which will be dealt with under agenda items 7 and 8.

**305 NOTICES AND INFORMATION**

The Planning & Events Officer advised members of a notification that has been received from Epping Forest District Council regarding a Tree Protection Order TPO/EPF/17/23 at Garnon Cottage, Bower Hill, Epping CM16 7AB. Epping Forest District Council has made the above Order which protects the tree(s) described on the grounds that the tree(s) concerned is/are of public amenity value. The effect of a tree preservation order is to prohibit the felling, lopping, topping, etc of the tree(s) specified unless the prior written consent of Epping Forest District Council is obtained.

Committee **NOTED** this information.

**306 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/2488/23	69 Hemnall Street Epping CM16 4LZ Susan and Andrew Smith	New 2-bedroom private detached cottage with basement.
Committee reviewed this revised planning application and <b>NOTED</b> this information. However, Committee are not clear if the previous objections that the Town Council and District Council had have been addressed in this new application. Committee request that the District Council look at this revised application carefully as a planning application before making a decision.		

*One of the Other applications **EPF/2474/23 – 67 Hemnall Street** was moved to second application for discussion as an objector was present.*

EPF/2338/23	Newstead 19 Coopersale Common Coopersale Epping CM16 7QS Mr & Mrs Bernard and Julie Misell	The creation of a new detached single family dwelling on the land currently occupied by the front garden of the existing house with the retention of the existing house.
Committee reviewed this revised planning application and <b>NOTED</b> this information. However, Committee are not clear if the previous objections that the Town Council and District Council had have been addressed in this new application. Committee request that the District Council look at this revised application carefully as a planning application before making a decision.		
EPF/2495/23	40 Bower Hill Epping CM16 7AL Mrs Jess Sakthi	Rear, Side & Loft extension & new porch.

Committee have <b>NO OBJECTION</b> to this application.		
EPF/2512/23	19 Bury Road Epping CM16 5ET Paul Cooper	Part single, part double storey rear extension, roof replacement to crown roof with rear dormer and side roof windows, along with alterations to fenestrations.
Committee have <b>NO OBJECTION</b> to this application.		
EPF/2524/23	Spring Cottage 36 Lindsey Street Epping CM16 6RE Mr Robertson	Single storey side and rear extension and proposed driveway for EV charging.
Committee have <b>NO OBJECTION</b> to this application.		
EPF/2564/23	Forest House Thornwood Road Epping CM16 6SX Specialist Garden Centre	TPO/EPF/07/98 T13: Cypress - Crown reduce by up to 1m, as specified. T14: Redwood - Crown reduce, as specified.
Committee have <b>NO OBJECTION</b> to this application provided the tree work is carried out under the supervision of the arboricultural officer at EFDC.		
EPF/2451/23	45 Coronation Hill Epping CM16 5DT Ms Rebecca Mead	Two storey side extension and internal alterations.
Committee have <b>NO OBJECTION</b> to this application.		

307 **OTHERS**

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

EPF/2474/23	67 Hemnall Street Epping CM16 4LZ Mr and Mrs Curbishley	Certificate of lawful development for a proposed outbuilding.
Committee <b>NOTED</b> this information. However, Committee have concerns from previous Town Council and District Council objections to when this was a planning application. Committee acknowledge the neighbour objection to this application. Committee request that the District Council look at this revised application carefully as a planning application. There are still questions about the elevations height of this outbuilding which cast doubt on this application being a lawful development.		
EPF/2561/23	73 Lindsey Street Epping CM16 6RD Lindsey Street Ltd	Application for approval of details reserved by condition 3 'Material' on planning permission EPF/2408/21 - allowed on appeal (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 <b>NOTED</b> this information.		

**308 EFDC PLANNING DECISIONS**

Committee **NOTED** that no planning decisions had been received from Epping Forest District Council for this period.

The Chairman closed the meeting at 8.20pm.

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**Signature of Chairman**

**Date**

## ATTACHMENT C

### Referendum principles for Town and Parish Councils

#### Note from the Essex Association of Local Councils

Essex Association of Local Councils  
Supporting local Town and Parish Councils within Essex  
Government grants no tax referendum principles in 2024/25 for Local Councils

In response to the National Association of Local Councils (NALC), the government has excluded local (town and parish) councils from council tax referendum principles in 2024/2025.

The government published their response in the Local Government Finance Policy Statement for 2024/2025. The statement outlined proposed referendum principles, including a core council tax referendum 3% limit for local authorities and exemptions for mayoral combined authorities and local councils.

Local councils having the freedom to set their precept without holding a referendum is one of the key asks in NALC's manifesto (<https://www.nalc.gov.uk/library/publications/3508-nalc-manifesto-2022-23/file>) . NALC's chair, Cllr Keith Stevens, has continually advocated for this with ministers and parliamentarians over the last year.

NALC is committed to engaging with the government on local councils' financial challenges and will respond to the finance settlement in the coming weeks.

Read The Local Government Finance Policy Statement  
([https://www.gov.uk/government/publications/local-government-finance-policy-statement-2024-to-2025/local-government-finance-policy-statement-2024-to-2025?utm\\_source=MEMBERS&utm\\_campaign=01d4b5f558-EMAIL\\_CAMPAIGN\\_2018\\_06\\_08\\_03\\_15\\_COPY\\_01&utm\\_medium=email&utm\\_term=0\\_206970988f-01d4b5f558-323671313&mc\\_cid=01d4b5f558&mc\\_eid=4b9f83d8ba](https://www.gov.uk/government/publications/local-government-finance-policy-statement-2024-to-2025/local-government-finance-policy-statement-2024-to-2025?utm_source=MEMBERS&utm_campaign=01d4b5f558-EMAIL_CAMPAIGN_2018_06_08_03_15_COPY_01&utm_medium=email&utm_term=0_206970988f-01d4b5f558-323671313&mc_cid=01d4b5f558&mc_eid=4b9f83d8ba))

**TOWN MAYOR'S DUTIES**12<sup>th</sup> December 2023 – 9<sup>th</sup> January 2024

13 <sup>th</sup> December 2023	Epping Forest Local Authority Liaison meeting (City of London)
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**DEPUTY TOWN MAYOR'S DUTIES**12<sup>th</sup> December 2023 – 9<sup>th</sup> January 2024

14 <sup>th</sup> December 2023	Coopersale Hall School assembly presenting awards for the Christmas card competition
15 <sup>th</sup> December 2023	Ivy Chimneys Primary
15 <sup>th</sup> December 2023	Present wrapping for children who would otherwise receive nothing at Civic offices
18 <sup>th</sup> December 2023	Meeting police at Hub
18 <sup>th</sup> December 2023	Skate Park zoom meeting with Betongpark

**REPORT OF THE TOWN CLERK****1 TALK ABOUT EPPING SPRING 2024**

The spring edition of Talk About Epping 2024 will be available to read online and in also in hard copy format at Epping Hall, Epping Tesco, Epping library and Julie's at Stonards by the end of January 2024.

**2 STONARDS HILL RECREATION GROUND SKATE PARK PROJECT**

Following The National Lottery's offer of £115,000 towards the Stonards Hill recreation ground skate park project, the Town Clerk is working on the terms and conditions surrounding the offer, as some of these require legal clarification from The National Lottery. Once the Town Clerk is satisfied with the clarification and Council's obligations, these will be either signed by the Clerk if acceptable or brought to Council for formal sign off should this be required.

**3 EPPING HALL OFFICES REDESIGN**

The Town Clerk is currently waiting for quotations for the redesign of the offices at Epping Hall. These will be brought to Council once received.

**4 STONARDS HILL RECREATION GROUND PARKING MANAGEMENT**

The Town Clerk is undertaking further research into parking management solutions for Stonards Hill recreation ground. An on site meeting has been scheduled for the Playgrounds & Recreation Grounds working parking towards the end of January 2024 and more details will be brought back to Council for discussion after that meeting.

**5 EPPING TOWN SIGN: TOWN GREEN**

The Epping sign on the Town Green has been taken down following the strong winds on 2<sup>nd</sup> January 2024. The post has suffered in the bad weather and is being repaired by our sign maker. It will be repositioned once completed.

**6 EPPING TOWN COUNCIL HONOURS BOARD**

The chosen sign maker has visited site, taken notes, measured again to the new design and is now working on making the new honours board.

03/01/2024

Epping Town Council

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Summary Income &amp; Expenditure by Budget Heading 03/01/2024

Month No: 9

Committee Report to 31st December 2023

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent
<b><u>Full Council</u></b>						
Income	775,566	782,423	6,857			99.1%
Expenditure	653,681	780,887	127,206	0	127,206	83.7%
Net Income over Expenditure	<u>121,885</u>	<u>1,536</u>	<u>(120,349)</u>			
plus Transfer from EMR	-11,924					
less Transfer to EMR	0					
Movement to/(from) Gen Reserve	<u>109,961</u>					
<b><u>Earmarked Reserves</u></b>						
Income	0	0	0			0.0%
Expenditure	0	0	0	0	0	0.0%
Movement to/(from) Gen Reserve	<u>0</u>					
<b>Grand Totals:-</b>						
Income	775,566	782,423	6,857			99.1%
Expenditure	653,681	780,887	127,206	0	127,206	83.7%
Net Income over Expenditure	<u>121,885</u>	<u>1,536</u>	<u>(120,349)</u>			
plus Transfer from EMR	-11,924					
less Transfer to EMR	0					
Movement to/(from) Gen Reserve	<u>109,961</u>					



	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>Service &amp; Committee Support</u>							
Precept	589,513	589,513	0			100.0%	
Interest Received	1,472	400	(1,072)			368.0%	
Other Receipts	1,456	0	(1,456)			0.0%	
<b>Service &amp; Committee Support :- Income</b>	<b>592,441</b>	<b>589,913</b>	<b>(2,528)</b>			<b>100.4%</b>	<b>0</b>
Salaries	147,378	196,000	48,622		48,622	75.2%	
Insurance	10,200	10,200	0		0	100.0%	
Equipment	177	1,200	1,023		1,023	14.8%	
Consumables	714	600	(114)		(114)	119.0%	
Postage	361	900	539		539	40.1%	
Printing & Photocopying	1,163	1,600	437		437	72.7%	
Professional Fees	2,975	7,000	4,025		4,025	42.5%	
Subscriptions & Licences	6,176	5,500	(676)		(676)	112.3%	
Telephone & IT Services	5,400	7,100	1,700		1,700	76.1%	
Training - Staff	285	1,500	1,215		1,215	19.0%	
Training - Members	615	500	(115)		(115)	123.0%	
Travel & Subsistence - Staff	305	600	295		295	50.8%	
Travel & Subsistence - Members	328	100	(228)		(228)	328.3%	
Mayor's Allowance	105	1,000	895		895	10.5%	
Bank Charges	77	100	23		23	77.4%	
Miscellaneous Expenditure	705	1,000	295		295	70.5%	
Bad Debt & Write Offs	0	100	100		100	0.0%	
Election Costs	11,924	0	(11,924)		(11,924)	0.0%	(11,924)
<b>Service &amp; Committee Support :- Indirect Expenditure</b>	<b>188,889</b>	<b>235,000</b>	<b>46,111</b>	<b>0</b>	<b>46,111</b>	<b>80.4%</b>	<b>(11,924)</b>
<b>Net Income over Expenditure</b>	<b>403,552</b>	<b>354,913</b>	<b>(48,639)</b>				
plus Transfer from EMR	(11,924)						
<b>Movement to/(from) Gen Reserve</b>	<b>391,628</b>						
<u>Neighbourhood Planning</u>							
N Planning Circulation	(1,000)	1,000	2,000		2,000	(100.0%)	
N Planning Guidance	(849)	1,000	1,849		1,849	(84.9%)	
<b>Neighbourhood Planning :- Indirect Expenditure</b>	<b>(1,849)</b>	<b>2,000</b>	<b>3,849</b>	<b>0</b>	<b>3,849</b>	<b>(92.5%)</b>	<b>0</b>
<b>Net Expenditure</b>	<b>1,849</b>	<b>(2,000)</b>	<b>(3,849)</b>				
<u>Grants</u>							
Grants - S137	125	150	25		25	83.3%	

## Detailed Income &amp; Expenditure by Budget Heading 03/01/2024

Month No: 9

## Cost Centre Report to 31st December 2023

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grants - Other Powers	(228)	500	728		728	(45.6%)	
Grants :- Indirect Expenditure	<u>(103)</u>	<u>650</u>	<u>753</u>	<u>0</u>	<u>753</u>	<u>(15.8%)</u>	<u>0</u>
<b>Net Expenditure</b>	<b><u>103</u></b>	<b><u>(650)</u></b>	<b><u>(753)</u></b>				
<u>Events &amp; Publications</u>							
Town Show Income	4,312	3,500	(812)			123.2%	
Christmas Market Income	5,954	3,500	(2,454)			170.1%	
Christmas Tree Donations	400	0	(400)			0.0%	
Other Receipts	1,000	0	(1,000)			0.0%	
Events & Publications :- Income	<u>11,667</u>	<u>7,000</u>	<u>(4,667)</u>			<u>166.7%</u>	<u>0</u>
Epping in Bloom	1,000	1,000	0		0	100.0%	
Town Show Expenditure	2,884	3,000	116		116	96.1%	
Christmas Market Expenditure	3,220	3,000	(220)		(220)	107.3%	
Christmas Lights Expenditure	10,042	7,500	(2,542)		(2,542)	133.9%	
Christmas Tree Expenditure	305	2,500	2,195		2,195	12.2%	
Mayor's Civic Reception	(277)	2,000	2,277		2,277	(13.9%)	
Talk About Epping	877	500	(377)		(377)	175.4%	
Distribution Costs	0	500	500		500	0.0%	
Other Council Events	3,129	1,000	(2,129)		(2,129)	312.9%	
Other Council Publications	550	1,320	770		770	41.7%	
Events & Publications :- Indirect Expenditure	<u>21,730</u>	<u>22,320</u>	<u>590</u>	<u>0</u>	<u>590</u>	<u>97.4%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<b><u>(10,064)</u></b>	<b><u>(15,320)</u></b>	<b><u>(5,256)</u></b>				
<u>Epping Hall</u>							
Lettings Rents & Licences	39,031	45,000	5,969			86.7%	
Epping Hall :- Income	<u>39,031</u>	<u>45,000</u>	<u>5,969</u>			<u>86.7%</u>	<u>0</u>
Insurance	8,740	5,500	(3,240)		(3,240)	158.9%	
Equipment	2,177	1,000	(1,177)		(1,177)	217.7%	
Consumables	934	1,000	66		66	93.4%	
PWLB Loan Repayments	96,256	96,256	0		0	100.0%	
Miscellaneous Expenditure	70	0	(70)		(70)	0.0%	
Business Rates	9,880	13,000	3,120		3,120	76.0%	
Utilities	10,341	24,500	14,159		14,159	42.2%	
Repairs & Maintenance	14,018	8,000	(6,018)		(6,018)	175.2%	
Epping Hall :- Indirect Expenditure	<u>142,416</u>	<u>149,256</u>	<u>6,840</u>	<u>0</u>	<u>6,840</u>	<u>95.4%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<b><u>(103,385)</u></b>	<b><u>(104,256)</u></b>	<b><u>(871)</u></b>				

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>Jack Silley Pavilion</b>							
Lettings Rents & Licences	22,063	28,000	5,937			78.8%	
<b>Jack Silley Pavilion :- Income</b>	<b>22,063</b>	<b>28,000</b>	<b>5,937</b>			<b>78.8%</b>	<b>0</b>
Insurance	1,680	1,680	0		0	100.0%	
Equipment	0	800	800		800	0.0%	
Consumables	211	400	189		189	52.8%	
Business Rates	4,150	4,500	350		350	92.2%	
Utilities	27,837	26,000	(1,837)		(1,837)	107.1%	
Repairs & Maintenance	2,074	6,000	3,926		3,926	34.6%	
<b>Jack Silley Pavilion :- Indirect Expenditure</b>	<b>35,951</b>	<b>39,380</b>	<b>3,429</b>	<b>0</b>	<b>3,429</b>	<b>91.3%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(13,888)</b>	<b>(11,380)</b>	<b>2,508</b>				
<b>Epping Market</b>							
Lettings Rents & Licences	27,452	37,000	9,548			74.2%	
Market casuals	6,575	8,000	1,425			82.2%	
<b>Epping Market :- Income</b>	<b>34,027</b>	<b>45,000</b>	<b>10,973</b>			<b>75.6%</b>	<b>0</b>
Advertising & promotion	413	500	87		87	82.6%	
Insurance	720	720	0		0	100.0%	
Equipment	495	1,000	505		505	49.5%	
Consumables	46	0	(46)		(46)	0.0%	
PWLB Loan Repayments	6,159	6,160	1		1	100.0%	
Miscellaneous Expenditure	5	100	95		95	4.6%	
Business Rates	4,491	9,500	5,009		5,009	47.3%	
Utilities	0	150	150		150	0.0%	
Repairs & Maintenance	150	1,000	850		850	15.0%	
Market Contractor	16,875	22,500	5,625		5,625	75.0%	
Skip Hire	0	6,000	6,000		6,000	0.0%	
<b>Epping Market :- Indirect Expenditure</b>	<b>29,354</b>	<b>47,630</b>	<b>18,276</b>	<b>0</b>	<b>18,276</b>	<b>61.6%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>4,674</b>	<b>(2,630)</b>	<b>(7,304)</b>				
<b>Epping Cemetery</b>							
Burials & Memorials	27,628	46,200	18,573			59.8%	
<b>Epping Cemetery :- Income</b>	<b>27,628</b>	<b>46,200</b>	<b>18,573</b>			<b>59.8%</b>	<b>0</b>
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	72	500	428		428	14.4%	

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Business Rates	1,551	1,800	249		249	86.1%	
Repairs & Maintenance	0	2,000	2,000		2,000	0.0%	
Epping Cemetery :- Indirect Expenditure	<u>3,839</u>	<u>5,720</u>	<u>1,881</u>	<u>0</u>	<u>1,881</u>	<u>67.1%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>23,789</u>	<u>40,480</u>	<u>16,691</u>				
<u>Parks &amp; Building Maintenance</u>							
Lettings Rents & Licences	5,455	3,580	(1,875)			152.4%	
Tennis Court income	1,000	2,000	1,000			50.0%	
Town Greens	1,463	2,150	687			68.0%	
Grants Received	368	0	(368)			0.0%	
Other Receipts	50	0	(50)			0.0%	
Parks & Building Maintenance :- Income	<u>8,336</u>	<u>7,730</u>	<u>(606)</u>			<u>107.8%</u>	<u>0</u>
Salaries	163,064	213,300	50,236		50,236	76.4%	
Insurance	2,950	2,950	0		0	100.0%	
Equipment	3,346	5,000	1,654		1,654	66.9%	
Consumables	385	500	115		115	77.0%	
Miscellaneous Expenditure	70	0	(70)		(70)	0.0%	
Utilities	5,967	13,400	7,433		7,433	44.5%	
Repairs & Maintenance	17,911	18,000	89		89	99.5%	
Public Toilet Cleaning	900	1,000	100		100	90.0%	
Tree management	0	2,000	2,000		2,000	0.0%	
Tennis Courts	667	1,000	333		333	66.7%	
Vehicles	2,561	1,800	(761)		(761)	142.3%	
Fuel	2,722	5,000	2,278		2,278	54.4%	
Parks & Building Maintenance :- Indirect Expenditure	<u>200,543</u>	<u>263,950</u>	<u>63,407</u>	<u>0</u>	<u>63,407</u>	<u>76.0%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>(192,208)</u>	<u>(256,220)</u>	<u>(64,012)</u>				
<u>Public Convenience</u>							
Utility Recharges	25,382	0	(25,382)			0.0%	
Public Convenience :- Income	<u>25,382</u>	<u>0</u>	<u>(25,382)</u>				<u>0</u>
Equipment	4	80	76		76	5.2%	
Consumables	340	600	260		260	56.7%	
Business Rates	194	0	(194)		(194)	0.0%	
Utilities	24,671	3,000	(21,671)		(21,671)	822.4%	
Repairs & Maintenance	1,583	1,000	(583)		(583)	158.3%	
Public Toilet Cleaning	2,925	5,000	2,075		2,075	58.5%	
Public Convenience :- Indirect Expenditure	<u>29,717</u>	<u>9,680</u>	<u>(20,037)</u>	<u>0</u>	<u>(20,037)</u>	<u>307.0%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>(4,335)</u>	<u>(9,680)</u>	<u>(5,345)</u>				

## Detailed Income &amp; Expenditure by Budget Heading 03/01/2024

Month No: 9

## Cost Centre Report to 31st December 2023

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>Allotments</u>							
Lettings Rents & Licences	4,262	4,180	(82)			102.0%	
Allotments :- Income	<u>4,262</u>	<u>4,180</u>	<u>(82)</u>			<u>102.0%</u>	<u>0</u>
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	<u>442</u>	<u>1,400</u>	<u>958</u>	<u>0</u>	<u>958</u>	<u>31.6%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u><b>3,820</b></u>	<u><b>2,780</b></u>	<u><b>(1,040)</b></u>				
<u>Street Furniture</u>							
Equipment	0	1,000	1,000		1,000	0.0%	
Repairs & Maintenance	252	800	548		548	31.5%	
Street Furniture :- Indirect Expenditure	<u>252</u>	<u>1,800</u>	<u>1,548</u>	<u>0</u>	<u>1,548</u>	<u>14.0%</u>	<u>0</u>
<b>Net Expenditure</b>	<u><b>(252)</b></u>	<u><b>(1,800)</b></u>	<u><b>(1,548)</b></u>				
<u>War Memorial</u>							
Repairs & Maintenance	500	100	(400)		(400)	500.0%	
War Memorial :- Indirect Expenditure	<u>500</u>	<u>100</u>	<u>(400)</u>	<u>0</u>	<u>(400)</u>	<u>500.0%</u>	<u>0</u>
<b>Net Expenditure</b>	<u><b>(500)</b></u>	<u><b>(100)</b></u>	<u><b>400</b></u>				
<u>Council as Landlord</u>							
Lettings Rents & Licences	6,454	3,200	(3,254)			201.7%	
Other Receipts	3,900	6,200	2,300			62.9%	
Council as Landlord :- Income	<u>10,354</u>	<u>9,400</u>	<u>(954)</u>			<u>110.1%</u>	<u>0</u>
Repairs & Maintenance	1,625	1,500	(125)		(125)	108.3%	
Council as Landlord :- Indirect Expenditure	<u>1,625</u>	<u>1,500</u>	<u>(125)</u>	<u>0</u>	<u>(125)</u>	<u>108.3%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u><b>8,729</b></u>	<u><b>7,900</b></u>	<u><b>(829)</b></u>				
<u>Council as Tenant</u>							
Letting Rents & Licence Costs	0	501	501		501	0.0%	
Council as Tenant :- Indirect Expenditure	<u>0</u>	<u>501</u>	<u>501</u>	<u>0</u>	<u>501</u>	<u>0.0%</u>	<u>0</u>
<b>Net Expenditure</b>	<u><b>0</b></u>	<u><b>(501)</b></u>	<u><b>(501)</b></u>				

## Detailed Income &amp; Expenditure by Budget Heading 03/01/2024

Month No: 9

## Cost Centre Report to 31st December 2023

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>Capital Projects</b>							
Epping Playground Assoc LS	375	0	(375)			0.0%	
Capital Projects :- Income	<u>375</u>	<u>0</u>	<u>(375)</u>				<u>0</u>
Playground Project	375	0	(375)		(375)	0.0%	
Capital Projects :- Indirect Expenditure	<u>375</u>	<u>0</u>	<u>(375)</u>	<u>0</u>	<u>(375)</u>		<u>0</u>
<b>Net Income over Expenditure</b>	<u>0</u>	<u>0</u>	<u>0</u>				
<b>Grand Totals:- Income</b>	<b>775,566</b>	<b>782,423</b>	<b>6,857</b>			<b>99.1%</b>	
<b>Expenditure</b>	<b>653,681</b>	<b>780,887</b>	<b>127,206</b>	<b>0</b>	<b>127,206</b>	<b>83.7%</b>	
<b>Net Income over Expenditure</b>	<u>121,885</u>	<u>1,536</u>	<u>(120,349)</u>				
plus Transfer from EMR	(11,924)						
<b>Movement to/(from) Gen Reserve</b>	<u>109,961</u>						

Date: 03/01/2024

**Epping Town Council**

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**Co-operative Online Account****List of Payments made between 01/12/2023 and 31/12/2023**

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<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
09/12/2023	Zoom Video	391	15.59		Subscription 9-12 to8-1-24
23/12/2023	HP Instant Ink	392	4.49		Ink subscription
<b>Total Payments</b>			<u>20.08</u>		

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Time: 13:13

## Co-operative Bank current

## List of Payments made between 01/12/2023 and 31/12/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/12/2023	Epping Forest District Council	DD01	461.00		NDR December 23
01/12/2023	Heath Computers	DD02	314.46		Remote maint support
11/12/2023	British Gas Services Ltd	DD03	675.98		Electricity 31.10-27.11.23
11/12/2023	British Gas Services Ltd	DD04	1,556.46		Gas JSP 31.10-27.11.23
11/12/2023	British Gas Services Ltd	DD05	1,877.00		EH Electricity 1-27 Nov
11/12/2023	Dieselink Services	DD06	14.40		Annual card fee
11/12/2023	Epping Forest District Council	DD07	194.00		NDR December 23
11/12/2023	Epping Forest District Council	DD08	499.00		NDR December 23
11/12/2023	Epping Forest District Council	DD09	1,098.00		NDR December 23
12/12/2023	Aylesford Electrical Contracto	BAC1212/01	2,686.50		Xmas lights removal
12/12/2023	The Security Network Ltd	BAC1212/02	774.00		EH Fire alarm+monitoring
12/12/2023	Capitol Floor & Hygiene Mainte	BAC1212/03	120.00		Toilets clean 12Nov-3Dec 23
12/12/2023	Castle Water Ltd	BAC1212/04	58.90		Water 1-30 Nov 23
12/12/2023	Chubb Fire & Security Ltd	BAC1212/05	278.86		Alarm call out
12/12/2023	Emergency Response	BAC1212/06	185.00		Medic+vehicle for Xmas market
12/12/2023	Ernest Doe & Sons Ltd	BAC1212/07	117.76		Gloves, pump, tubes, clamps
12/12/2023	G B Sport & Leisure UK Ltd	BAC1212/08	134.16		Cradle seat
12/12/2023	GLS Educational Supplies	BAC1212/09	71.98		A3 and A4 paper
12/12/2023	Gracelands CMS Ltd	BAC1212/10	601.79		Repair+replace leaking pipes
12/12/2023	Heath Computers	BAC1212/11	89.28		Domain reg+Epp weather
12/12/2023	Mrs S Hotston	BAC1212/12	290.00		Stonards gate Nov 2023
12/12/2023	Inkpen Downie Architecture & D	BAC1212/13	360.00		EH sketch design completion
12/12/2023	MSPC Ltd	BAC1212/14	136.80		Xmas cards 2023
12/12/2023	NPower Commercial Gas	BAC1212/15	8.08		Refund Mar 22-Feb 23
12/12/2023	Parish & Community Futures	BAC1212/16	450.00		NPlan alterations
12/12/2023	F Pegrum & Son	BAC1212/17	126.00		Install xmas tree
12/12/2023	RAC Motoring Services	BAC1212/18	343.20		Breakdown cover Nov 23-Nov 25
12/12/2023	Rawley Plant Limited	BAC1212/19	151.72		Continued portaloos hire
12/12/2023	TravisBead	BAC1212/20	80.00		NPlan Nov 23 updates
12/12/2023	Elite Guarding (UK) Ltd TA Tro	BAC1212/21	532.80		4 security for Xmas market
12/12/2023	Mr D R Whitbread	BAC1212/22	86.00		Clean EH windows+bus stops
12/12/2023	Essex Pension Fund	BAC1212/23	5,500.58		Pension conts Nov 23
12/12/2023	Nest Pension	BAC1212/24	132.45		Pension conts Nov 23
12/12/2023	HMRC	BAC1212/25	7,756.80		NI+PAYE conts Nov 23
14/12/2023	D W Erections	DD10	1,875.00		Market supervision erect
14/12/2023	Salary transfer	BACS	28,985.92		Salary payments
15/12/2023	Epping Forest District Council	DD11	105.42		Refuse December
15/12/2023	Epping Forest District Council	DD12	421.67		Refuse December
18/12/2023	Smartest Energy Business	DD13	2,648.29		Purchase Ledger Payment
18/12/2023	Corona Energy	DD14	2,929.56		Electricity Nov 23
18/12/2023	Smartest Energy Business	DD13	1.00		Purchase Ledger Payment
20/12/2023	D W Erections	BAC2012/01	885.00		Market erect/dismantle Xmas ma
29/12/2023	British Gas Services Ltd	DD15	283.62		Gas 27 Nov - 2 Dec 23
29/12/2023	Corona Energy	DD16	1,265.73		Purchase Ledger Payment


<b>Total Payments</b>	<b>67,164.17</b>
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## List of Payments made between 01/12/2023 and 31/12/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/12/2023	Epping Forest District Council	DD01	461.00		NDR December 23
01/12/2023	Heath Computers	DD02	314.46		Remote maint support
11/12/2023	British Gas Services Ltd	DD03	675.98		Electricity 31.10-27.11.23
11/12/2023	British Gas Services Ltd	DD04	1,556.46		Gas JSP 31.10-27.11.23
11/12/2023	British Gas Services Ltd	DD05	1,877.00		EH Electricity 1-27 Nov
11/12/2023	Dieselink Services	DD06	14.40		Annual card fee
11/12/2023	Epping Forest District Council	DD07	194.00		NDR December 23
11/12/2023	Epping Forest District Council	DD08	499.00		NDR December 23
11/12/2023	Epping Forest District Council	DD09	1,098.00		NDR December 23
12/12/2023	Aylesford Electrical Contracto	BAC1212/01	2,686.50		Xmas lights removal
12/12/2023	The Security Network Ltd	BAC1212/02	774.00		EH Fire alarm+monitoring
12/12/2023	Capitol Floor & Hygiene Mainte	BAC1212/03	120.00		Toilets clean 12Nov-3Dec 23
12/12/2023	Castle Water Ltd	BAC1212/04	58.90		Water 1-30 Nov 23
12/12/2023	Chubb Fire & Security Ltd	BAC1212/05	278.86		Alarm call out
12/12/2023	Emergency Response	BAC1212/06	185.00		Medic+vehicle for Xmas market
12/12/2023	Ernest Doe & Sons Ltd	BAC1212/07	117.76		Gloves, pump, tubes, clamps
12/12/2023	G B Sport & Leisure UK Ltd	BAC1212/08	134.16		Cradle seat
12/12/2023	GLS Educational Supplies	BAC1212/09	71.98		A3 and A4 paper
12/12/2023	Gracelands CMS Ltd	BAC1212/10	601.79		Repair+replace leaking pipes
12/12/2023	Heath Computers	BAC1212/11	89.28		Domain reg+Epp weather
12/12/2023	Mrs S Hotston	BAC1212/12	290.00		Stonards gate Nov 2023
12/12/2023	Inkpen Downie Architecture & D	BAC1212/13	360.00		EH sketch design completion
12/12/2023	MSPC Ltd	BAC1212/14	136.80		Xmas cards 2023
12/12/2023	NPower Commercial Gas	BAC1212/15	8.08		Refund Mar 22-Feb 23
12/12/2023	Parish & Community Futures	BAC1212/16	450.00		NPlan alterations
12/12/2023	F Pegrum & Son	BAC1212/17	126.00		Install xmas tree
12/12/2023	RAC Motoring Services	BAC1212/18	343.20		Breakdown cover Nov 23-Nov 25
12/12/2023	Rawley Plant Limited	BAC1212/19	151.72		Continued portaloos hire
12/12/2023	TravisBead	BAC1212/20	80.00		NPlan Nov 23 updates
12/12/2023	Elite Guarding (UK) Ltd TA Tro	BAC1212/21	532.80		4 security for Xmas market
12/12/2023	Mr D R Whitbread	BAC1212/22	86.00		Clean EH windows+bus stops
12/12/2023	Essex Pension Fund	BAC1212/23	5,500.58		Pension conts Nov 23
12/12/2023	Nest Pension	BAC1212/24	132.45		Pension conts Nov 23
12/12/2023	HMRC	BAC1212/25	7,756.80		NI+PAYE conts Nov 23
14/12/2023	D W Erections	DD10	1,875.00		Market supervision erect
14/12/2023	Salary transfer	BACS	28,985.92		Salary payments
15/12/2023	Epping Forest District Council	DD11	105.42		Refuse December
15/12/2023	Epping Forest District Council	DD12	421.67		Refuse December
18/12/2023	Smartest Energy Business	DD13	2,648.29		Purchase Ledger Payment
18/12/2023	Corona Energy	DD14	2,929.56		Electricity Nov 23
18/12/2023	Smartest Energy Business	DD13	1.00		Purchase Ledger Payment
20/12/2023	D W Erections	BAC2012/01	885.00		Market erect/dismantle Xmas ma
29/12/2023	British Gas Services Ltd	DD15	283.62		Gas 27 Nov - 2 Dec 23
29/12/2023	Corona Energy	DD16	1,265.73		Purchase Ledger Payment
<b>Total Payments</b>			<b>67,164.17</b>		

List of Payments made between 01/12/2023 and 31/12/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
04/12/2023	Barclays Bank plc	DEBIT	8.50		Commission 13Oct/12Nov
13/12/2023	Co-operative Bank current	Transfer	30,000.00		Transfer 
21/12/2023	EE	DDD17	40.80		Mobile December 23
<b>Total Payments</b>			<u>30,049.30</u>		

## Annual Budget - By Centre (Actual YTD Month 9)

Note: Budget 2023/24

		<u>2022/2023</u>		<u>2023/2024</u>				<u>2024/2025</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>100</b>	<b><u>Service &amp; Committee Support</u></b>									
1076	Precept	538,414	538,414	589,513	589,513	589,513	0	621,795	0	0
1090	Interest Received	500	2,098	400	1,472	1,800	0	1,800	0	0
1800	Grants Received	0	900	0	0	0	0	0	0	0
1860	Kick Start Grant	0	6,437	0	0	0	0	0	0	0
1900	Other Receipts	100	667	0	1,456	1,456	0	800	0	0
	<b>Total Income</b>	<b>539,014</b>	<b>548,515</b>	<b>589,913</b>	<b>592,441</b>	<b>592,769</b>	<b>0</b>	<b>624,395</b>	<b>0</b>	<b>0</b>
4000	Salaries	175,000	187,224	196,000	147,378	196,000	0	203,800	0	0
4004	Kick Start Funding	0	5,146	0	0	0	0	0	0	0
4010	Insurance	2,600	10,139	10,200	10,200	10,200	0	10,400	0	0
4020	Equipment	1,400	58	1,200	177	600	0	800	0	0
4025	Consumables	700	551	600	714	900	0	700	0	0
4030	Postage	1,400	758	900	361	600	0	700	0	0
4035	Printing & Photocopying	2,000	1,402	1,600	1,163	1,500	0	1,600	0	0
4040	Professional Fees	8,000	18,162	7,000	2,975	5,000	0	7,000	0	0
4045	Subscriptions & Licences	5,000	5,621	5,500	6,176	6,500	0	6,500	0	0
4050	Telephone & IT Services	7,000	7,292	7,100	5,400	7,300	0	8,000	0	0
4060	Training - Staff	1,500	466	1,500	285	1,500	0	1,500	0	0
4065	Training - Members	300	0	500	615	800	0	600	0	0
4070	Travel & Subsistence - Staff	600	465	600	305	500	0	600	0	0
4075	Travel & Subsistence - Members	100	0	100	328	328	0	700	0	0
4080	Mayor's Allowance	1,200	1,200	1,000	105	1,000	0	1,000	0	0
4090	Bank Charges	100	102	100	77	105	0	105	0	0
4095	Miscellaneous Expenditure	1,000	552	1,000	705	1,000	0	1,000	0	0

Continued on next page

## Annual Budget - By Centre (Actual YTD Month 9)

Note: Budget 2023/24

		<u>2022/2023</u>		<u>2023/2024</u>				<u>2024/2025</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4100	Bad Debt & Write Offs	100	3	100	0	100	0	100	0	0
4105	Election Costs	0	0	0	11,924	0	0	0	0	0
	<b>Overhead Expenditure</b>	208,000	239,142	235,000	188,889	233,933	0	245,105	0	0
	<b>100 Net Income over Expenditure</b>	331,014	309,373	354,913	403,552	358,836	0	379,290	0	0
6000	plus Transfer from EMR	0	0	0	-11,924	0	0	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	<u>331,014</u>	<u>309,373</u>	<u>354,913</u>	<u>391,628</u>	<u>358,836</u>		<u>379,290</u>		
<b>110</b>	<b><u>Neighbourhood Planning</u></b>									
4155	N Planning Circulation	1,000	0	1,000	-1,000	0	0	0	0	0
4370	N Planning Guidance	2,000	0	1,000	-849	0	0	1,000	0	0
	<b>Overhead Expenditure</b>	3,000	0	2,000	-1,849	0	0	1,000	0	0
	<b>Movement to/(from) Gen Reserve</b>	<u>(3,000)</u>	<u>0</u>	<u>(2,000)</u>	<u>1,849</u>	<u>0</u>		<u>(1,000)</u>		
<b>120</b>	<b><u>Grants</u></b>									
4140	Grants - S137	150	100	150	125	125	0	150	0	0
4145	Grants - Other Powers	4,500	1,678	500	-228	500	0	500	0	0
	<b>Overhead Expenditure</b>	4,650	1,778	650	-103	625	0	650	0	0
	<b>Movement to/(from) Gen Reserve</b>	<u>(4,650)</u>	<u>(1,778)</u>	<u>(650)</u>	<u>103</u>	<u>(625)</u>		<u>(650)</u>		
<b>140</b>	<b><u>Events &amp; Publications</u></b>									
1200	Town Show Income	2,000	2,917	3,500	4,312	4,312	0	4,000	0	0
1210	Christmas Market Income	2,500	2,310	3,500	5,954	5,954	0	4,000	0	0
1230	Christmas Tree Donations	0	520	0	400	400	0	0	0	0
1900	Other Receipts	0	1,103	0	1,000	1,000	0	0	0	0
	<b>Total Income</b>	4,500	6,850	7,000	11,667	11,666	0	8,000	0	0

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## Annual Budget - By Centre (Actual YTD Month 9)

Note: Budget 2023/24

		<u>2022/2023</u>		<u>2023/2024</u>				<u>2024/2025</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4095	Miscellaneous Expenditure	0	550	0	0	0	0	0	0	0
4165	Epping in Bloom	1,000	1,000	1,000	1,000	1,000	0	1,000	0	0
4170	Town Show Expenditure	4,500	5,083	3,000	2,884	2,884	0	3,500	0	0
4175	Christmas Market Expenditure	7,000	2,389	3,000	3,220	3,220	0	3,000	0	0
4180	Christmas Lights Expenditure	7,500	13,544	7,500	10,042	10,042	0	7,500	0	0
4185	Christmas Tree Expenditure	2,500	100	2,500	305	305	0	2,500	0	0
4195	Mayor's Civic Reception	3,000	2,055	2,000	-277	2,000	0	2,000	0	0
4205	Talk About Epping	5,000	5,200	500	877	877	0	1,000	0	0
4215	Distribution Costs	1,500	1,543	500	0	0	0	0	0	0
4220	Other Council Events	800	4,680	1,000	3,129	3,129	0	2,000	0	0
4225	Other Council Publications	1,320	990	1,320	550	1,320	0	1,320	0	0
	<b>Overhead Expenditure</b>	<b>34,120</b>	<b>37,133</b>	<b>22,320</b>	<b>21,730</b>	<b>24,777</b>	<b>0</b>	<b>23,820</b>	<b>0</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>(29,620)</b>	<b>(30,284)</b>	<b>(15,320)</b>	<b>(10,064)</b>	<b>(13,111)</b>		<b>(15,820)</b>		
<b>160</b>	<b><u>Epping Hall</u></b>									
1300	Lettings Rents & Licences	31,000	41,802	45,000	39,031	46,000	0	48,000	0	0
	<b>Total Income</b>	<b>31,000</b>	<b>41,802</b>	<b>45,000</b>	<b>39,031</b>	<b>46,000</b>	<b>0</b>	<b>48,000</b>	<b>0</b>	<b>0</b>
4010	Insurance	5,300	1,173	5,500	8,740	8,740	0	8,800	0	0
4020	Equipment	1,000	333	1,000	2,177	2,500	0	1,000	0	0
4025	Consumables	1,000	1,383	1,000	934	1,400	0	1,400	0	0
4085	PWLB Loan Repayments	96,256	96,256	96,256	96,256	96,256	0	77,840	0	0
4095	Miscellaneous Expenditure	0	0	0	70	70	0	0	0	0
4250	Business Rates	12,000	12,226	13,000	9,880	11,000	0	12,000	0	0
4255	Utilities	10,000	17,891	24,500	10,341	18,375	0	15,000	0	0

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## Annual Budget - By Centre (Actual YTD Month 9)

Note: Budget 2023/24

		<u>2022/2023</u>		<u>2023/2024</u>				<u>2024/2025</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4260	Repairs & Maintenance	10,000	13,804	8,000	14,018	15,000	0	14,000	0	0
	<b>Overhead Expenditure</b>	135,556	143,066	149,256	142,416	153,341	0	130,040	0	0
	<b>Movement to/(from) Gen Reserve</b>	<u>(104,556)</u>	<u>(101,265)</u>	<u>(104,256)</u>	<u>(103,385)</u>	<u>(107,341)</u>		<u>(82,040)</u>		
<b>180</b>	<b><u>Jack Silley Pavilion</u></b>									
1300	Lettings Rents & Licences	19,500	26,872	28,000	22,063	28,000	0	30,000	0	0
	<b>Total Income</b>	19,500	26,872	28,000	22,063	28,000	0	30,000	0	0
4010	Insurance	1,650	1,650	1,680	1,680	1,680	0	1,700	0	0
4020	Equipment	500	827	800	0	800	0	800	0	0
4025	Consumables	400	411	400	211	400	0	400	0	0
4250	Business Rates	4,000	3,357	4,500	4,150	4,650	0	4,800	0	0
4255	Utilities	4,600	14,096	26,000	27,837	30,000	0	12,500	0	0
4260	Repairs & Maintenance	3,500	7,831	6,000	2,074	4,500	0	6,000	0	0
	<b>Overhead Expenditure</b>	14,650	28,172	39,380	35,951	42,030	0	26,200	0	0
	<b>Movement to/(from) Gen Reserve</b>	<u>4,850</u>	<u>(1,300)</u>	<u>(11,380)</u>	<u>(13,888)</u>	<u>(14,030)</u>		<u>3,800</u>		
<b>200</b>	<b><u>Epping Market</u></b>									
1300	Lettings Rents & Licences	34,500	38,353	37,000	27,452	36,000	0	36,000	0	0
1310	Market casuals	11,000	8,546	8,000	6,575	8,000	0	7,500	0	0
	<b>Total Income</b>	45,500	46,899	45,000	34,027	44,000	0	43,500	0	0
4007	Advertising & promotion	1,000	76	500	413	500	0	500	0	0
4010	Insurance	700	700	720	720	720	0	740	0	0
4020	Equipment	1,000	401	1,000	495	1,500	0	1,000	0	0
4025	Consumables	0	0	0	46	100	0	0	0	0

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## Annual Budget - By Centre (Actual YTD Month 9)

Note: Budget 2023/24

		<u>2022/2023</u>		<u>2023/2024</u>				<u>2024/2025</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4085	PWLB Loan Repayments	6,160	6,159	6,160	6,159	6,159	0	6,156	0	0
4095	Miscellaneous Expenditure	100	97	100	5	0	0	0	0	0
4250	Business Rates	8,800	8,952	9,500	4,491	5,000	0	5,500	0	0
4255	Utilities	600	-1,180	150	0	0	0	0	0	0
4260	Repairs & Maintenance	1,000	120	1,000	150	1,000	0	1,000	0	0
4300	Market Contractor	22,500	22,500	22,500	16,875	22,500	0	23,500	0	0
4305	Skip Hire	5,000	5,752	6,000	0	0	0	0	0	0
	<b>Overhead Expenditure</b>	<b>46,860</b>	<b>43,578</b>	<b>47,630</b>	<b>29,354</b>	<b>37,479</b>	<b>0</b>	<b>38,396</b>	<b>0</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>(1,360)</b>	<b>3,321</b>	<b>(2,630)</b>	<b>4,674</b>	<b>6,521</b>		<b>5,104</b>		
<b>220</b>	<b><u>Epping Cemetery</u></b>									
1300	Lettings Rents & Licences	0	119	0	0	0	0	0	0	0
1500	Burials & Memorials	46,000	37,175	46,200	27,628	32,000	0	36,000	0	0
	<b>Total Income</b>	<b>46,000</b>	<b>37,294</b>	<b>46,200</b>	<b>27,628</b>	<b>32,000</b>	<b>0</b>	<b>36,000</b>	<b>0</b>	<b>0</b>
4010	Insurance	900	900	920	920	920	0	940	0	0
4015	Cemetery Benches	0	874	0	1,296	1,296	0	0	0	0
4020	Equipment	500	0	500	0	500	0	500	0	0
4095	Miscellaneous Expenditure	500	0	500	72	500	0	500	0	0
4250	Business Rates	1,800	1,846	1,800	1,551	1,950	0	2,000	0	0
4260	Repairs & Maintenance	2,000	1,559	2,000	0	2,000	0	2,000	0	0
	<b>Overhead Expenditure</b>	<b>5,700</b>	<b>5,179</b>	<b>5,720</b>	<b>3,839</b>	<b>7,166</b>	<b>0</b>	<b>5,940</b>	<b>0</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>40,300</b>	<b>32,115</b>	<b>40,480</b>	<b>23,789</b>	<b>24,834</b>		<b>30,060</b>		
<b>240</b>	<b><u>Parks &amp; Building Maintenance</u></b>									
1300	Lettings Rents & Licences	3,000	3,509	3,580	5,455	5,455	0	5,800	0	0

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## Annual Budget - By Centre (Actual YTD Month 9)

Note: Budget 2023/24

		<u>2022/2023</u>		<u>2023/2024</u>				<u>2024/2025</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1320	Tennis Court income	2,000	1,316	2,000	1,000	1,500	0	1,500	0	0
1600	Town Greens	1,600	2,215	2,150	1,463	1,950	0	2,200	0	0
1800	Grants Received	0	0	0	368	368	0	0	0	0
1900	Other Receipts	0	1,262	0	50	50	0	0	0	0
<b>Total Income</b>		<b>6,600</b>	<b>8,302</b>	<b>7,730</b>	<b>8,336</b>	<b>9,323</b>	<b>0</b>	<b>9,500</b>	<b>0</b>	<b>0</b>
4000	Salaries	182,000	203,848	213,300	163,064	219,500	0	281,000	0	0
4010	Insurance	2,900	2,900	2,950	2,950	2,950	0	3,150	0	0
4020	Equipment	5,000	8,514	5,000	3,346	5,000	0	6,000	0	0
4025	Consumables	500	742	500	385	600	0	700	0	0
4095	Miscellaneous Expenditure	0	485	0	70	70	0	0	0	0
4255	Utilities	9,000	5,199	13,400	5,967	12,000	0	6,000	0	0
4260	Repairs & Maintenance	17,000	30,811	18,000	17,911	24,000	0	20,000	0	0
4265	Public Toilet Cleaning	5,400	4,453	1,000	900	1,000	0	1,000	0	0
4270	Tree management	2,000	2,330	2,000	0	2,000	0	2,500	0	0
4275	Tennis Courts	1,000	780	1,000	667	1,000	0	1,000	0	0
4310	Vehicles	1,800	2,016	1,800	2,561	2,800	0	2,000	0	0
4360	Fuel	3,000	4,760	5,000	2,722	5,000	0	4,500	0	0
<b>Overhead Expenditure</b>		<b>229,600</b>	<b>266,839</b>	<b>263,950</b>	<b>200,543</b>	<b>275,920</b>	<b>0</b>	<b>327,850</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>		<b>(223,000)</b>	<b>(258,537)</b>	<b>(256,220)</b>	<b>(192,208)</b>	<b>(266,597)</b>		<b>(318,350)</b>		
<b>250</b>	<b><u>Dog Bin Contract</u></b>									
4260	Repairs & Maintenance	1,600	1,440	0	0	0	0	0	0	0
<b>Overhead Expenditure</b>		<b>1,600</b>	<b>1,440</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>		<b>(1,600)</b>	<b>(1,440)</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>0</b>		

Continued on next page



## Annual Budget - By Centre (Actual YTD Month 9)

Note: Budget 2023/24

		<u>2022/2023</u>		<u>2023/2024</u>				<u>2024/2025</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>260</b>	<b><u>Public Convenience</u></b>									
1055	Utility Recharges	0	8,953	0	25,382	25,382	0	0	0	0
	<b>Total Income</b>	0	8,953	0	25,382	25,382	0	0	0	0
4010	Insurance	280	0	0	0	0	0	0	0	0
4020	Equipment	80	4	80	4	80	0	80	0	0
4025	Consumables	600	365	600	340	600	0	700	0	0
4250	Business Rates	0	0	0	194	194	0	0	0	0
4255	Utilities	3,800	11,573	3,000	24,671	24,671	0	3,000	0	0
4260	Repairs & Maintenance	1,800	143	1,000	1,583	1,800	0	1,200	0	0
4265	Public Toilet Cleaning	5,000	5,100	5,000	2,925	4,000	0	5,000	0	0
	<b>Overhead Expenditure</b>	11,560	17,185	9,680	29,717	31,345	0	9,980	0	0
	<b>Movement to/(from) Gen Reserve</b>	(11,560)	(8,231)	(9,680)	(4,335)	(5,963)		(9,980)		
<b>280</b>	<b><u>Allotments</u></b>									
1300	Lettings Rents & Licences	4,000	3,802	4,180	4,262	4,262	0	4,300	0	0
1900	Other Receipts	0	8	0	0	0	0	0	0	0
	<b>Total Income</b>	4,000	3,811	4,180	4,262	4,262	0	4,300	0	0
4010	Insurance	0	280	0	0	0	0	300	0	0
4020	Equipment	200	41	200	276	300	0	300	0	0
4255	Utilities	600	774	600	153	400	0	400	0	0
4260	Repairs & Maintenance	800	0	600	13	500	0	500	0	0
	<b>Overhead Expenditure</b>	1,600	1,096	1,400	442	1,200	0	1,500	0	0
	<b>Movement to/(from) Gen Reserve</b>	2,400	2,715	2,780	3,820	3,062		2,800		

Continued on next page

## Annual Budget - By Centre (Actual YTD Month 9)

Note: Budget 2023/24

		<u>2022/2023</u>		<u>2023/2024</u>				<u>2024/2025</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>300</b>	<b><u>Street Furniture</u></b>									
4020	Equipment	1,000	393	1,000	0	1,000	0	1,000	0	0
4095	Miscellaneous Expenditure	0	600	0	0	0	0	750	0	0
4260	Repairs & Maintenance	800	1,378	800	252	800	0	800	0	0
	<b>Overhead Expenditure</b>	<b>1,800</b>	<b>2,371</b>	<b>1,800</b>	<b>252</b>	<b>1,800</b>	<b>0</b>	<b>2,550</b>	<b>0</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>(1,800)</b>	<b>(2,371)</b>	<b>(1,800)</b>	<b>(252)</b>	<b>(1,800)</b>		<b>(2,550)</b>		
<b>320</b>	<b><u>War Memorial</u></b>									
4260	Repairs & Maintenance	100	0	100	500	500	0	100	0	0
	<b>Overhead Expenditure</b>	<b>100</b>	<b>0</b>	<b>100</b>	<b>500</b>	<b>500</b>	<b>0</b>	<b>100</b>	<b>0</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>(100)</b>	<b>0</b>	<b>(100)</b>	<b>(500)</b>	<b>(500)</b>		<b>(100)</b>		
<b>340</b>	<b><u>Council as Landlord</u></b>									
1300	Lettings Rents & Licences	3,200	4,697	3,200	6,454	7,000	0	6,000	0	0
1900	Other Receipts	6,000	9,475	6,200	3,900	6,500	0	6,500	0	0
	<b>Total Income</b>	<b>9,200</b>	<b>14,173</b>	<b>9,400</b>	<b>10,354</b>	<b>13,500</b>	<b>0</b>	<b>12,500</b>	<b>0</b>	<b>0</b>
4260	Repairs & Maintenance	1,500	3,071	1,500	1,625	1,800	0	1,500	0	0
	<b>Overhead Expenditure</b>	<b>1,500</b>	<b>3,071</b>	<b>1,500</b>	<b>1,625</b>	<b>1,800</b>	<b>0</b>	<b>1,500</b>	<b>0</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>7,700</b>	<b>11,102</b>	<b>7,900</b>	<b>8,729</b>	<b>11,700</b>		<b>11,000</b>		
<b>360</b>	<b><u>Council as Tenant</u></b>									
4350	Rents & Licences	0	150	0	0	0	0	0	0	0
4400	Letting Rents & Licence Costs	501	0	501	0	501	0	501	0	0
	<b>Overhead Expenditure</b>	<b>501</b>	<b>150</b>	<b>501</b>	<b>0</b>	<b>501</b>	<b>0</b>	<b>501</b>	<b>0</b>	<b>0</b>

Continued on next page

## Annual Budget - By Centre (Actual YTD Month 9)

Note: Budget 2023/24

		<u>2022/2023</u>		<u>2023/2024</u>				<u>2024/2025</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
	<b>Movement to/(from) Gen Reserve</b>	<u>(501)</u>	<u>(150)</u>	<u>(501)</u>	<u>0</u>	<u>(501)</u>		<u>(501)</u>		
<b>700</b>	<b><u>Capital Projects</u></b>									
1850	Epping Playground Assoc LS	0	166,491	0	375	375	0	0	0	0
	<b>Total Income</b>	0	166,491	0	375	375	0	0	0	0
4365	Playground Project	0	168,745	0	375	375	0	0	0	0
	<b>Overhead Expenditure</b>	0	168,745	0	375	375	0	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	<u>0</u>	<u>(2,254)</u>	<u>0</u>	<u>0</u>	<u>0</u>		<u>0</u>		
<b>800</b>	<b><u>Stonards Refurbishment S106</u></b>									
1250	Stonards refurbishment	0	60,000	0	0	0	0	0	0	0
	<b>Total Income</b>	0	60,000	0	0	0	0	0	0	0
4395	Stonards refurbishment	0	30,001	0	0	0	0	0	0	0
	<b>Overhead Expenditure</b>	0	30,001	0	0	0	0	0	0	0
	<b>800 Net Income over Expenditure</b>	0	29,999	0	0	0	0	0	0	0
6000	plus Transfer from EMR	0	30,001	0	0	0	0	0	0	0
6001	less Transfer to EMR	0	60,000	0	0	0	0	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>		<u>0</u>		
	<b>Total Budget Income</b>	705,314	969,962	782,423	775,566	807,277	0	816,195	0	0
	<b>Expenditure</b>	700,797	988,945	780,887	653,681	812,792	0	815,132	0	0
	<b>Net Income over Expenditure</b>	<u>4,517</u>	<u>-18,983</u>	<u>1,536</u>	<u>121,885</u>	<u>-5,515</u>	<u>0</u>	<u>1,063</u>	<u>0</u>	<u>0</u>
	plus Transfer from EMR	0	30,001	0	(11,924)	0	0	0	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 9)

Note: Budget 2023/24

	<u>2022/2023</u>		<u>2023/2024</u>				<u>2024/2025</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
less Transfer to EMR	0	60,000	0	0	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>4,517</u>	<u>(48,982)</u>	<u>1,536</u>	<u>109,961</u>	<u>(5,515)</u>		<u>1,063</u>		

# ATTACHMENT H1

## ALLOTMENTS



**EPPING TOWN COUNCIL**

Epping Hall, St Johns Road

Epping, Essex CM16 5JU

Telephone 01992 579444

Email: [info@eppingtowncouncil.gov.uk](mailto:info@eppingtowncouncil.gov.uk)

**CHARGES: Effective from 1 April 2024 Proposed 2024 5%**

### FROM 1 APRIL 2024:

£34.00 (single plot)

£68.00 (double plot)

£31.00 (single plot for seniors\*)

£62.00 (double plot for seniors\*)

### FROM 1 APRIL 2025:

£37.50 (**39.50**) (single plot)

£75.00 (**79.00**) (double plot)

£34.00 (**36.00**) (single plot for seniors\*)

£68.00 (**71.50**) (double plot for seniors\*)

\*Senior citizens qualify for the reduced rate from the age of 65

# CEMETERY



**EPPING TOWN COUNCIL**

Epping Hall, St Johns Road

Epping, Essex CM16 5JU

Telephone 01992 579444

Email: [info@eppingtowncouncil.gov.uk](mailto:info@eppingtowncouncil.gov.uk)

## **CHARGES: Effective from 1 April 2024 Proposed 5%**

	<b>Resident</b>	<b>Non Resident</b>
<b>INTERMENT IN PURCHASED GRAVE</b> (double depth)	£928.50 <b>(975.00)</b>	£2783.00 <b>(2922.00)</b>
<b>INTERMENT IN PURCHASED GRAVE</b> (single depth)	£715.00 <b>(751.00)</b>	£2146.00 <b>(2253.50)</b>
<b>PURCHASE OF EXCLUSIVE RIGHT OF BURIAL</b> in cemetery for a maximum of two burials. (Includes right to place on the grave a memorial of design, materials and dimensions as specified in the Regulations (separate approval required (see below).	£993.50 <b>(1043.00)</b>	£2982.00 <b>(3131.00)</b>
<b>INTERMENT IN CREMATED REMAINS PLOT</b>	£291.50 <b>(306.00)</b>	£875.50 <b>(919.50)</b>
<b>PURCHASE OF EXCLUSIVE RIGHT OF BURIAL</b> in a plot for cremated remains, for a maximum of two burials including the right to place on the plot a horizontal plaque of materials and dimensions as specified in the Regulations (separate approval required (see below).	£424.50 <b>(446.00)</b>	£1274.00 <b>(1338.00)</b>
<b>FEES FOR NON-INHABITANTS</b>		
The foregoing fees for interments are doubled and for purchase of Exclusive Right of Burial tripled in respect of the grave of any person who within a period of six months prior to the date of death was not an inhabitant of the Town of Epping, and, in the case of a still-born child, where neither of the parents at the time of birth of the child are inhabitants of the said parish PROVIDED that in any case where the exclusive right of burial in any grave space has been first granted to an inhabitant of the said parish, whether he or she remains an inhabitant or becomes a non-inhabitant, the fees payable on his or her interment or on the interment of his or her husband, wife or unmarried child in such grave space shall be the same as for an inhabitant but this privilege is not transferred to a successor if the exclusive right is transferred on the death of the original rights' owner.		
<b>SCATTERING OF ASHES</b> in designated area, entry in Cemetery Book, purchase, and maintenance, of small plaque in position over a fifteen-year period (renewable on application) Approx 6"x 3" brass plaque		<b>Resident/ Non Resident</b> £158.50 <b>(166.50)</b>
<b>SCATTERING OF ASHES</b> and entry in Cemetery Book		£41.00 <b>(43.00)</b>
<b>APPROVAL OF NEW MEMORIALS</b> (Memorials may not be placed on graves/plots without a written permit)		£131.00 <b>(137.50)</b>
<b>ADDITIONAL INSCRIPTIONS TO EXISTING MEMORIALS</b>		£91.00 <b>(95.50)</b>
<b>MEMORIAL SEATS</b>		
Purchase of teak seat with brass plaque or carved letters – dependent on space (Placing at Town Council's discretion) (excluding inscription)		VAT inclusive £1359.50*
Standard		<b>(1427.50)</b>
Smaller		£1133.00* <b>(1189.50)</b>
<b>TRANSFER OF EXCLUSIVE RIGHT OF BURIAL</b>		£91.50 <b>(96.00)</b>

<b>CHAPEL HIRE</b>	£67.00 <b>(70.50)</b>
To supply generator to Chapel	£67.00 <b>(70.50)</b>
<b>GENEALOGY SEARCH OF BURIAL RECORDS</b> (per surname provided (max. five)	£27.50 <b>(29.00)</b>
<b>ADMINISTRATION CHARGE</b> (If professional undertakers not used)	£67.00 <b>(70.50)</b>

\* Prices may vary please check pre-ordering

# EPPING HALL

## Hire Charges

ALL PRICES SUBJECT TO VAT @ 20%



**EPPING TOWN COUNCIL**

Epping Hall, St Johns Road

Epping, Essex CM16 5JU

Telephone 01992 579444

Email: [info@eppingtowncouncil.gov.uk](mailto:info@eppingtowncouncil.gov.uk)

### PROPOSED CHARGES 5%: Effective from 1 April 2024

HALL	Basic	Local Residents/Businesses	Charity
	£ Per hour	£ Per hour	£ Per hour
<b>Monday - Friday</b>			
0800 - 1800	21.00 (22.00)	18.50 (19.50)	15.50 (16.50)
1800 - 2300	31.50 (33.00)	26.50 (28.00)	17.50 (18.50)
2300 - 2400	58.00 (61.00)	35.50 (37.50)	32.00 (33.50)
<b>Saturday</b>			
0800 - 1800	61.00 (64.00)	52.00 (54.50)	33.50 (35.00)
1800 - 2300	67.50 (71.00)	58.50 (61.50)	37.00 (39.00)
2300 - 2400	77.50 (81.50)	66.00 (69.50)	41.50 (43.50)
<b>Sunday</b>			
1000-1800	68.50 (72.00)	60.50 (63.50)	-
1800-2230	73.00 (76.50)	65.50 (69.00)	-
<b>FULL CONFERENCE ROOM</b> (suitable for up to 50 people per booking depending on layout)			
<b>Monday - Friday</b>			
0800 - 1800	28.00 (29.50)	18.50 (19.50)	15.50 (16.50)
1800 - 2300	32.50 (34.00)	21.00 (22.00)	18.00 (19.00)
2300 - 2400	42.00 (44.00)	38.00 (40.00)	23.00 (24.00)
<b>Saturday</b>			
0800 - 1800	31.00 (32.50)	26.00 (27.50)	17.50 (18.50)
1800 - 2300	41.50 (43.50)	35.50 (37.50)	23.00 (24.00)
2300 - 2400	62.00 (65.00)	52.50 (55.00)	32.50 (34.00)
<b>Sunday</b>			
1000-1800	42.00 (44.00)	37.50 (39.50)	-
<b>CONFERENCE ROOM 1 or 2</b> (suitable for 10 to 15 people per booking depending on layout)			
<b>Monday - Friday</b>			
0800 - 1800	18.50 (19.50)	15.50 (16.50)	10.00 (10.50)
1800 - 2300	20.50 (21.50)	18.00 (19.00)	11.50 (12.00)
2300 - 2400	38.00 (40.00)	32.00 (33.50)	20.50 (21.50)
<b>Saturday</b>			
0800 - 1800	26.00 (27.50)	22.50 (23.50)	14.50 (15.00)
1800 - 2300	38.00 (40.00)	32.00 (33.50)	20.50 (21.50)
2300 - 2400	58.00 (61.00)	49.00 (51.50)	31.50 (33.00)
<b>BAR/GARDEN LOUNGE</b>			
<b>Monday - Friday</b>			
0800 - 1800	16.00 (17.00)	13.50 (14.00)	8.50 (9.00)
1800 - 2200	18.50 (19.50)	16.00 (17.00)	10.00 (10.50)
<b>KITCHEN &amp; GARDEN LOUNGE</b> (total cost when booked in conjunction with Epping Hall)			
Kitchen (tea/coffee)	46.00 (48.50)	39.00 (41.00)	25.50 (27.00)
Kitchen (food servery)	122.50 (128.50)	102.00 (107.00)	66.50 (70.00)
Bar/Garden Lounge	51.00 (53.50)	51.00 (53.50)	51.00 (53.50)
<b>HIRE OF PREMISES FOR ALL DAY WEDDING – Fully Inclusive Price</b>			
<b>Saturday</b>	<b>Non-Epping Resident</b>	<b>Epping Resident</b>	<b>Hire of Extra Items:</b>
0800-2400	1196.00 (1256.00)	1027.00 (1078.00)	Tablecloths (Each): £5 (Small) , £6 (Large)

#### EXTRAS

Rack seating: £50.00 per booking

Damage deposit: £200 (refundable)

Flasks: £8.00 (8.50 (each flask serves 10 cups tea/coffee)

Minimum booking: 2 hours

#### PAYMENTS

A deposit of £30 is payable to secure booking or total cost of booking if under £30.00.

The balance must be paid at least ONE MONTH before the letting. If the letting is less than ONE MONTH from booking date, the full amount must be paid at time of booking. *Cheques to be made payable to EPPING TOWN COUNCIL and crossed a/c Payee Only*

#### CANCELLATIONS

Deposits are **not** refundable. Balance is refundable **only** if more than **1 month's** notice of the cancellation is given or if the Hall can be let to another hirer for the cancelled period.



# JACK SILLEY PAVILION

Hire Charges



**EPPING TOWN COUNCIL**

Epping Hall, St Johns Road

Epping, Essex CM16 5JU

Telephone: 01992 579444

Email: info@eppingtowncouncil.gov.uk

**PROPOSED CHARGES 5%: Effective from 1 April 2024**

	ESSEX ROOM			FOREST ROOM		
	Basic	Local	Charity	Basic	Local	Charity
	£ per hour	£ per hour	£ per hour	£ per hour	£ per hour	£ per hour
<b>Monday to Friday</b>						
8am - 6pm	17.00 (18.00)	14.00 (14.50)	8.50 (9.00)	14.00 (14.50)	12.00 (12.50)	7.00 (7.50)
6pm - 11pm	19.00 (20.00)	16.50 (17.50)	9.50 (10.00)	16.00 (17.00)	13.50 (14.00)	8.00 (8.50)
11pm - 12am	28.00 (29.50)	24.00 (25.00)	14.00 (14.50)	23.50 (24.50)	20.00 (21.00)	12.00 (12.50)
<b>Saturday and Sunday</b>						
8am - 6pm	23.50 (24.50)	19.50 (20.50)	11.50 (12.00)	19.50 (20.50)	16.50 (17.50)	9.50 (10.00)
6pm - 11pm	27.00 (28.50)	23.00 (24.00)	13.50 (14.00)	24.00 (25.00)	19.00 (20.00)	11.50 (12.00)
11pm - 12am	48.00 (50.50)	40.50 (42.50)	24.00 (25.00)	38.50 (40.50)	32.50 (34.00)	19.50 (20.50)

**NOTES:** (1) There is a minimum charge of £40 for Sundays on both Essex and Forest Rooms

(2) There is no VAT to be added to the above charges

(3) Charging Structure:

Basic: All external Bookings,

Local: All Local Commercial or Local Private Functions and

Charity: All Local Organisations and Registered Charities

## VARIATION TO BASIC CHARGES

Musical performances, other than family functions, will be charged a fee payable to the Performing Rights Society as follows:

For dances, discotheques etc.

£7.15 per session plus VAT

For aerobics, keep fit and dance classes

£3.10 per session plus VAT

## PAYMENTS

A deposit of £30 is payable to secure booking or total cost of booking if under £30.00. The balance must be paid *one month* before the letting. If the letting is less than *one month* from booking date, the full amount must be paid at the time of booking. A Damage Deposit of £100 is also payable prior to all bookings and refundable provided no damage is sustained.

*Cheques to be made payable to EPPING TOWN COUNCIL and crossed a/c Payee Only.*

## CANCELLATIONS

Deposits to secure bookings are not refundable. Balance of the hire fee is refundable only if more than one month's notice of the cancellation is given or if the room(s) can be let to another hirer for the cancelled

# JACK SILLEY PAVILION

Hire Charges



**EPPING TOWN COUNCIL**

Epping Hall, St Johns Road

Epping, Essex CM16 5JU

Telephone: 01992 579444

Email: [info@eppingtowncouncil.gov.uk](mailto:info@eppingtowncouncil.gov.uk)

**PROPOSED CHARGES 5%: Effective from 1 April 2024**

period.

# EPPING HALL

## Hire Charges

ALL PRICES SUBJECT TO VAT @ 20%



EPPING TOWN COUNCIL

Epping Hall, St Johns Road

Epping, Essex CM16 5JU

Telephone 01992 579444

Email: [info@eppingtowncouncil.gov.uk](mailto:info@eppingtowncouncil.gov.uk)

### PROPOSED CHARGES 5%: Effective from 1 April 2024

HALL	Basic	Local Residents/Businesses	Charity
<b>Monday - Friday</b>	<b>£ Per hour</b>	<b>£ Per hour</b>	<b>£ Per hour</b>
0800 - 1800	21.00 (22.00)	18.50 (19.50)	15.50 (16.50)
1800 - 2300	31.50 (33.00)	26.50 (28.00)	17.50 (18.50)
2300 - 2400	58.00 (61.00)	35.50 (37.50)	32.00 (33.50)
<b>Saturday</b>			
0800 - 1800	61.00 (64.00)	52.00 (54.50)	33.50 (35.00)
1800 - 2300	67.50 (71.00)	58.50 (61.50)	37.00 (39.00)
2300 - 2400	77.50 (81.50)	66.00 (69.50)	41.50 (43.50)
<b>Sunday</b>			
1000-1800	68.50 (72.00)	60.50 (63.50)	-
1800-2230	73.00 (76.50)	65.50 (69.00)	-
<b>FULL CONFERENCE ROOM</b> (suitable for up to 50 people per booking depending on layout)			
<b>Monday - Friday</b>			
0800 - 1800	28.00 (29.50)	18.50 (19.50)	15.50 (16.50)
1800 - 2300	32.50 (34.00)	21.00 (22.00)	18.00 (19.00)
2300 - 2400	42.00 (44.00)	38.00 (40.00)	23.00 (24.00)
<b>Saturday</b>			
0800 - 1800	31.00 (32.50)	26.00 (27.50)	17.50 (18.50)
1800 - 2300	41.50 (43.50)	35.50 (37.50)	23.00 (24.00)
2300 - 2400	62.00 (65.00)	52.50 (55.00)	32.50 (34.00)
<b>Sunday</b>			
1000-1800	42.00 (44.00)	37.50 (39.50)	-
<b>CONFERENCE ROOM 1 or 2</b> (suitable for 10 to 15 people per booking depending on layout)			
<b>Monday - Friday</b>			
0800 - 1800	18.50 (19.50)	15.50 (16.50)	10.00 (10.50)
1800 - 2300	20.50 (21.50)	18.00 (19.00)	11.50 (12.00)
2300 - 2400	38.00 (40.00)	32.00 (33.50)	20.50 (21.50)
<b>Saturday</b>			
0800 - 1800	26.00 (27.50)	22.50 (23.50)	14.50 (15.00)
1800 - 2300	38.00 (40.00)	32.00 (33.50)	20.50 (21.50)
2300 - 2400	58.00 (61.00)	49.00 (51.50)	31.50 (33.00)
<b>BAR/GARDEN LOUNGE</b>			
<b>Monday - Friday</b>			
0800 - 1800	16.00 (17.00)	13.50 (14.00)	8.50 (9.00)
1800 - 2200	18.50 (19.50)	16.00 (17.00)	10.00 (10.50)
<b>KITCHEN &amp; GARDEN LOUNGE</b> (total cost when booked in conjunction with Epping Hall)			
Kitchen (tea/coffee)	46.00 (48.50)	39.00 (41.00)	25.50 (27.00)
Kitchen (food servery)	122.50 (128.50)	102.00 (107.00)	66.50 (70.00)
Bar/Garden Lounge	51.00 (53.50)	51.00 (53.50)	51.00 (53.50)
<b>HIRE OF PREMISES FOR ALL DAY WEDDING</b> - Fully Inclusive Price			
<b>Saturday</b>	<b>Non-Epping Resident</b>	<b>Epping Resident</b>	<b>Hire of Extra Items:</b>
0800-2400	1196.00 (1256.00)	1027.00 (1078.00)	Tablecloths (Each): £5 (Small) , £6 (Large)

#### EXTRAS

Rack seating: £50.00 per booking

Damage deposit: £200 (refundable)

Flasks: £8.00 (8.50 (each flask serves 10 cups tea/coffee)

Minimum booking: 2 hours

#### PAYMENTS

A deposit of £30 is payable to secure booking or total cost of booking if under £30.00.

The balance must be paid at least ONE MONTH before the letting. If the letting is less than ONE MONTH from booking date, the full amount must be paid at time of booking. *Cheques to be made payable to EPPING TOWN COUNCIL and crossed a/c Payee Only*

#### CANCELLATIONS

Deposits are **not** refundable. Balance is refundable **only** if more than **1 month's** notice of the cancellation is given or if the Hall can be let to another hirer for the cancelled period.

ETC Budget 2023/24		Service & committee support	Neighbourhood planning	Grants	Events & publications	Epping Hall	Jack Silley Pavilion	Epping Market	Epping Cemetery	Parks & building maint.	Dog bin contract	Public convenience	Allotments	Street furniture	War memorial	Council as landlord	Council as tenant	Capital projects	Total	
Tax base +																				
<b>Income:</b>	<b>Band D Inc.</b>																			
Precept		589,513																		589,513
Interest received		400																		400
Other receipts										2,150						6,200				8,350
Town show					3,500															3,500
Christmas market					3,500															3,500
Letting						45,000	28,000	45,000		3,580			4,180			3,200				128,960
Burials & memorials									46,200											46,200
Tennis courts										2,000										2,000
Transfer from Specific Reserves																				-
		589,913	-	-	7,000	45,000	28,000	45,000	46,200	7,730	-	-	4,180	-	-	9,400	-	-	-	782,423
<b>Expenditure:</b>																				
Salaries		196,000								213,300										409,300
Insurance		10,200				5,500	1,680	720	920	2,950										21,970
Equipment		1,200				1,000	800	1,000	500	5,000		80	200	1,000						10,780
Consumables		600				1,000	400			500		600								3,100
PWLB loan repayments		-				96,256		6,160												102,416
Business rates						13,000	4,500	9,500	1,800											28,800
Utilities						24,500	26,000	150		13,400		3,000	600							67,650
Repairs & maintenance						8,000	6,000	1,000	2,000	18,000	-	1,000	600	800	100	1,500				39,000
Public Toilet Cleaning										1,000		5,000								6,000
Tennis courts										1,000										1,000
Postage		900																		900
Printing & photocopying		1,600																		1,600
Professional fees		7,000																		7,000
Subscriptions & licences		5,500																		5,500
Telephone & IT services		7,100																		7,100
Training - staff		1,500																		1,500
Training - members		500																		500
Travel & subsistence		700																		700
Mayor's allowance		1,000																		1,000
Bank charges		100																		100
Miscellaneous expenditure		1,000						600	500	2,000										4,100
Bad debts & write offs		100																		100
Election costs		-																		-
Circulation			1,000																	1,000
Guidance			1,000																	1,000
Grants - S137 / Other powers				650																650
Capital projects																				-
Epping in bloom					1,000															1,000
Town show					3,000															3,000
Christmas market expenditure					3,000															3,000
Christmas lights expenditure					7,500															7,500
Christmas tree expenditure					2,500															2,500
Mayor's Civic Reception					2,000															2,000
Talk about Epping					1,000															1,000
Distribution costs					500															500
Other Council events					500															500
Other Council publications					1,320															1,320
Market contractor								22,500												22,500
Skip hire								6,000												6,000
Vehicles									1,800											1,800
Fuel									5,000											5,000
Rent																	501			501
Transfer to Specific Reserves																				-
		235,000	2,000	650	22,320	149,256	39,380	47,630	5,720	263,950	-	9,680	1,400	1,800	100	1,500	501	-	-	780,887
Transfer to / (from) General Res.		354,913	(2,000)	(650)	(15,320)	(104,256)	(11,380)	(2,630)	40,480	(256,220)	-	(9,680)	2,780	(1,800)	(100)	7,900	(501)	-	-	1,536

Market - Advertising  
Parks - Tree Mgt

Reserves Movement	General Reserve	Specific Reserves								Total Reserves		
		Asset	Capital	Election	War Memorial	Xmas Lights	Tennis Ct Refurb.	Skate Park				
Opening Balance	95,882	30,000	30,000	10,500	5,479	20,700	4,537	30,000	-	-	131,216	227,098
In year transfers in											-	-
In year transfers out											-	-
Transfer from operations	1,536										-	1,536
Year end transfers in	22,924			(11,924)							(11,924)	11,000
Year end transfers out	(4,424)		(10,500)	4,424	(500)						(6,576)	(11,000)
Closing Balance	115,918	30,000	19,500	3,000	4,979	20,700	4,537	30,000	-	-	112,716	228,634

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ETC Budget 2024/25		Service & committee support	Neighbourhood planning	Grants	Events & publications	Epping Hall	Jack Silley Pavilion	Epping Market	Epping Cemetery	Parks & building maint.	Dog bin contract	Public convenience	Allotments	Street furniture	War memorial	Council as landlord	Council as tenant	Capital projects	Total	
Tax base +																				
<b>Income:</b>	<b>Band D Inc.</b>																			
Precept		621,795																		621,795
Interest received		1,800																		1,800
Other receipts		800								2,200						6,000				9,000
Town show					4,000															4,000
Christmas market					4,000															4,000
Letting						48,000	30,000	43,500		5,800			4,300			6,500				138,100
Burials & memorials									36,000											36,000
Tennis courts										1,500										1,500
Transfer from Specific Reserves																				-
		624,395	-	-	8,000	48,000	30,000	43,500	36,000	9,500	-	-	4,300	-	-	12,500	-	-	-	816,195
<b>Expenditure:</b>																				
Salaries		203,800								281,000										484,800
Insurance		10,400				8,800	1,700	740	940	3,150			300							26,030
Equipment		800				1,000	800	1,000	500	6,000		80	300	1,000						11,480
Consumables		700				1,400	400			700		700								3,900
PWLB loan repayments		-				77,840		6,156												83,996
Business rates						12,000	4,800	5,500	2,000											24,300
Utilities						15,000	12,500	-		6,000		3,000	400							36,900
Repairs & maintenance						14,000	6,000	1,000	2,000	20,000	-	1,200	500	800	100	1,500				47,100
Public Toilet Cleaning										1,000		5,000								6,000
Tennis courts										1,000										1,000
Postage		700																		700
Printing & photocopying		1,600																		1,600
Professional fees		7,000																		7,000
Subscriptions & licences		6,500																		6,500
Telephone & IT services		8,000																		8,000
Training - staff		1,500																		1,500
Training - members		600																		600
Travel & subsistence		1,300																		1,300
Mayor's allowance		1,000																		1,000
Bank charges		105																		105
Miscellaneous expenditure		1,000						500	500	2,500				750						5,250
Bad debts & write offs		100																		100
Guidance			1,000																	1,000
Grants - S137 / Other powers				650																650
Capital projects																				-
Epping in bloom					1,000															1,000
Town show					3,500															3,500
Christmas market expenditure					3,000															3,000
Christmas lights expenditure					7,500															7,500
Christmas tree expenditure					2,500															2,500
Mayor's Civic Reception					2,000															2,000
Talk about Epping					1,000															1,000
Distribution costs					-															-
Other Council events					2,000															2,000
Other Council publications					1,320															1,320
Market contractor								23,500												23,500
Skip hire								-												-
Vehicles									2,000											2,000
Fuel									4,500											4,500
Rent																		501		501
Transfer to Specific Reserves																				-
		245,105	1,000	650	23,820	130,040	26,200	38,396	5,940	327,850	-	9,980	1,500	2,550	100	1,500	501	-	-	815,132
Transfer to / (from) General Res.		379,290	(1,000)	(650)	(15,820)	(82,040)	3,800	5,104	30,060	(318,350)	-	(9,980)	2,800	(2,550)	(100)	11,000	(501)	-	-	1,063

Market - Advertising  
Parks - Tree Mgt

Reserves Movement	General Reserve	Specific Reserves								Total Reserves		
		Asset	Capital	Election	War Memorial	Xmas Lights	Tennis Ct Refurb.	Skate Park	Total			
Opening Balance	110,403	30,000	19,500	3,000	4,979	20,700	4,537	30,000	-	-	112,716	223,119
In year transfers in	-										-	-
In year transfers out	-										-	-
Transfer from operations	1,063										-	1,063
Year end transfers in	-			3,000				1,000			4,000	4,000
Year end transfers out	(4,000)										-	(4,000)
Closing Balance	107,466	30,000	19,500	6,000	4,979	20,700	5,537	30,000	-	-	116,716	224,182

Reserves should be in the region of £390,000

General Reserve Opening balance reflects current projected outturn for 2023/24

General Reserves to be confirmed

# ATTACHMENT I

## EPPING TOWN COUNCIL

### Whistleblowing Policy 2024

Epping Town Council strives to be a good employer which values its employees. Council strives to provide a safe and effective working environment, which enables individuals to raise genuine concerns about malpractice or unlawful conduct in the workplace. This policy is intended to empower employees to disclose serious wrongdoing or unlawful conduct without fear of victimisation.

#### **Purpose**

The policy is intended to:

- (i) Promote a culture of openness
- (ii) Enable staff to raise genuine concern about malpractice in confidence without fear of repercussions
- (iii) Provide a clear and effective means of raising concerns and ensuring individuals receive feedback on concerns raised.

#### **Principles**

Employees are expected to raise concerns through the policy rather than airing those views elsewhere. The policy is concerned with alleged malpractice, impropriety or wrongdoing in the workplace only.

#### **Scope**

The policy applies to Epping Town Council staff but may also be followed by those employed on a contract for a service or through an agency, who become aware of malpractice or unlawful conduct in the workplace.

Any individual staffing issues should be dealt with through the Grievance Procedure.

#### **Statutory basis**

The Public Interest Disclosure Act 1998 gives legal protection to employees against being dismissed or penalised by their employers for publicly disclosing serious concerns falling into certain specified categories. This policy is designed to be used to raise serious concerns which are in the public interest. Examples of serious misconduct, impropriety or malpractice which may prompt such a disclosure, are: criminal activity, failure to comply with a legal obligation, miscarriage of justice, endangering of health or safety, damage to the environment, financial or non-financial maladministration, malpractice or fraud, professional malpractice, failure of an individual/s to disclose a serious conflict of interest, attempts to suppress or conceal information relating to any of the above.

Protection is provided under the Policy provided that the disclosure is made in good faith and in the reasonable belief of the person making the disclosure that the information made available tends to show malpractice.

## **Disclosure process**

- (i) Employees should only make a disclosure ('Whistle blow') under this policy after carefully considering whether the concern is so serious that it can't be dealt with through their manager. Most concerns should be able to be dealt with by their manager.
- (ii) Any disclosure should initially be made in writing to the relevant Director (the "designated person" as described in the Public Interest Disclosure Act 1998). The disclosure should be made to the Proper Officer (Town Clerk). If the disclosure relates to the Town Clerk, then it should be raised by the Chairman of Council (Town Mayor). Concerns should include: reference to the fact that it is a whistleblowing disclosure;- the background and history of the concerns; -names, dates and places (where possible); and-the reasons why the employee is particularly concerned about the situation.
- (iii) Employees who feel unable to put the concern in writing should request a meeting with the Town Clerk.

## **Investigation and evaluation**

The Town Clerk will consider the information made available by the discloser and will decide how the disclosure will be investigated. This will be done at the earliest opportunity and will report their findings and what, if any, action should be taken. Should the Clerk consider that there is no case to take any further action, the discloser will be informed as to the outcome and reasons. The Clerk will liaise with the Chairman of Council as needed and for information.

Alternatively, the Town Clerk may consider that the disclosure requires further action to be taken under an appropriate procedure (eg disciplinary procedure). If no suitable procedure is available, an ad hoc process may be needed using for example an external authority to help resolve the situation.

In any investigation undertaken directly under this policy the discloser and the person against whom the disclosure has been made will be entitled to be accompanied by a relevant representative or a work colleague of their choice.

## **Feedback**

The Proper Officer (Town Clerk) will inform the discloser in writing of what action, if any, is to be taken. If the Town Clerk decides no action should be taken, either because they consider there is no case to be investigated or after an internal investigation the discloser will be informed of the reason and be allowed a second and final opportunity to remake the disclosure to the Town Mayor if they have not been the person considering the original disclosure. If they have, this should be the Key Member for administration. The Town Clerk (after discussion with the Town Mayor/Key Member for administration, will have absolute discretion to decide on an appropriate form of action based on the circumstances of the case.

## **Reporting outcomes**

A record of all disclosures and any subsequent action will be maintained by Epping Town Council for a period of three years. A report of the outcomes of any investigation will be

made to the Committee overseeing the governance of Epping Town Council in detail where the issue falls within its remit and in summary in other cases as a means of allowing the Committee to monitor the effectiveness of the policy.

### **Protection of the discloser**

All disclosures under this Policy will be treated in a confidential and sensitive manner and the identity of the person making the disclosure will be kept confidential provided that this is compatible with an effective investigation. The investigation process may however at some stage have to reveal the source of the information and the individual making the disclosure may need to make a formal statement. Details of external support will be offered if appropriate.

An employee will not lose their employment for making a complaint or disclosing information in good faith under this policy. Retaliation, harassment and bullying against a discloser will not be accepted and may result in disciplinary action or the termination of a contract as appropriate.

### **Confidentiality**

Disclosures should be made through the internal mechanisms in this policy, rather than through external channels, unless the limited circumstances through the Public Interest Disclosure Act 1998 apply.

### **Anonymous disclosures**

Employees are encouraged to put their name to any disclosure they make since part of the purpose of this policy is to promote openness and discourage a fear of victimisation. Disclosures raised anonymously are far less capable of being addressed effectively but may be considered after taking into account the seriousness of the issue, the credibility of the disclosure, the likelihood of being able to investigate the matter and confirm the allegation from alternative sources, and fairness to any individual mentioned in the disclosure.

### **Unfounded disclosures/false allegations**

A disclosure made in good faith which is not confirmed by subsequent investigation will not lead to any action against the person making the disclosure. Individuals making disclosures which are found by subsequent investigation to be malicious and/or vexatious may be subject to disciplinary or other appropriate action.

Date approved: 10<sup>th</sup> January 2024

Date for review: Jan 2026

Based on the Local Government Association (LGA) policy

Epping Town Council 2024



## ATTACHMENT J

### Epping Town Council

#### **Biodiversity Statement**

The Natural Environment and Rural Communities Act 2006. From 1 October 2006, every public authority must in exercising its functions have regard so far as it is consistent with the proper exercise of those functions for the purpose of conserving biodiversity. (Parish and Town Councils can spend funds in conserving biodiversity.)

Epping Town Council aim to enhance and protect biodiversity in their actions and decisions. The Council will aim to improve the biodiversity of the area in the following ways:

- The practising and promotion of recycling
- The conservation of energy through careful electrical use
- The preservation of trees in relation to the water table and wildlife
- Careful use of water through the promotion of water butts
- The promotion of composting
- Environmental protection through Neighbourhood Plan
- Environmental and tree protection in our role as as a Planning Consultee
- Supporting Epping in Bloom and community partners in their work to improve biodiversity eg bug hotels, wildlife gardens
- The use of animal and environmentally friendly products would be used and encouraged where possible
- Hedgehog corridors would be encouraged

Epping Town Council's Planning Committee will consider sustainability, environmental impact and biodiversity when commenting on planning applications.

Epping Town Council will consider and respect biodiversity in its activities, particularly when managing our open and green spaces.

The Council will aim to work in partnership with the development of environmental friendly areas created by residents, local organisations and businesses. The Council will help raise awareness of environmental issues and promote conservation projects, where appropriate, in conjunction with appropriate bodies.

## **ATTACHMENT J**

### **Epping Town Council**

#### **Crime & Disorder Policy**

Epping Town Council has a duty to consider the impact of its functions and decision on crime and disorder in its area under Section 17 of the Crime and Disorder Act 1998.

Epping Town Council are fully committed to protecting our town from Crime and Disorder and work with our community partners, including Epping Forest District Council, the Police, local schools, residents and youth groups, to achieve this aim.

Members have formed a Safer Epping group to look at antisocial behaviour and other issues relating to crime and disorder and are in the process of establishing a panel with the local secondary school and other bodies, to look at options and solutions for such issues.

Epping Town Council recognise the importance of reducing and detecting crime, reporting crime, working to reduce antisocial behaviour and the fear of crime, working to strengthen community involvement and offer reassurance. They will work with all applicable bodies to the end.

The Town Council will represent the views and concerns of our community and local crime reduction strategies should reflect those views.

Crime, disorder and antisocial behaviour will remain central concerns and priorities for Epping Town Council.

## **ATTACHMENT J**

### **Epping Town Council**

#### **Optimum Resources Statement**

Epping Town Council is committed to procuring good quality goods and services, whilst obtaining good value for money, therefore maximising resources.

In the procurement of low value goods, price comparisons are made before purchasing items to ensure good value for money. In the procurement of low value services, three quotations are obtained to ensure effective price comparisons and fairness. The cost of goods and services are assessed against the expected quality and a reasoned judgement made on purchasing.

Epping Town Council follow their Procurement Policy when tendering for major goods and services. Decisions are governed by Council's Standing Orders and Financial Regulations and Council follow the Procurement Regulations 2015 if goods and services over £25,000 are to be purchased.

Epping Town Council regularly monitors spending on utilities and consideration is given to changing providers if it would be cost effective and increase efficiency across our operations.

The Town Council is committed to spending public money carefully and consideration is given to each purchase.

### Epping Town Council

#### Resource Management Statement

The Town Clerk, as the head of paid service, is responsible for all aspects of Council's management, including staff. The Town Clerk is also the Responsible Financial Officer (RFO) and as such, is responsible for the management of Council's financial affairs.

Epping Town Council continue to develop professionally under the guidance of the Clerk (CiLCA qualified 2015), through participation in the National and Essex Association of Local Council Award Scheme process. Epping Town Council continue to develop professionally through the collective knowledge, experience, hard work and commitment of its staff and councillors.

In March 2017, Epping Town Council received Local Council Award Foundation Status, which means a good standard has been achieved, requiring a robust suite of good policies and procedures are in place. In September 2017, Epping Town Council received Local Council Award Quality Status, requiring a level of policies, procedures and behaviours that exceed expectations. Council's professional development is continually enhanced as we work towards Local Council Award Quality Gold Standard, requiring examples of excellence — and through ongoing staff and member training.

Epping Town Council staff are selected in accordance with a Recruitment Policy which assesses candidates' suitability to the role. All staff members receive induction training, ongoing in-role training and support, a wide ranging selection of external training and responsive training at point of need. Staff members undertake a review and development programme, which is mutually beneficial for both staff and Council and any training needs identified. Epping Town Council offer an open and inclusive style of management and support, which is available at all times.

Epping Town Councillors are offered training externally at the Essex Association of Local Councils and Epping Forest District Council. Members abide by Epping Forest District Council's Code of Conduct and follow the Standing Orders, Financial Regulations and suite of policies developed by Epping Town Council.

Epping Town Council pride themselves on being a good employer and receive guidance from the Essex Association of Local Councils, Epping Forest District Council, Pension providers, Occupational Health and HR professionals, if necessary. Staff are recruited in accordance with the Recruitment Policy and developed personally through Council's commitment to training in their Training and Development Statement.

Staff are governed by the terms and conditions of the National Joint Council for Local Government Services (NJC) through the National Association of Local Councils (NALC) and the Society of Local Council Clerks (SLCC) to ensure consistency and fairness in terms, conditions and pay. Council also use the principles of 'the Green Book.'

Epping Town Council aims to offer an excellent working environment for its staff, whilst delivering excellence to its Parish, through high quality practices, procedures and service.