

MINUTES of the **ORDINARY COUNCIL MEETING** held in the Conference Room, Epping Hall on **Tuesday 9th January 2024 at 8pm.**

PRESENT:

Cllr C Burgess	(Town Mayor & Chair)	
Cllr C McCredie	(Deputy Town Mayor)	
Cllr N Avey	Cllr L Burrows	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: 1 member of the press and 3 members of the public.

343 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr J Duffell, Cllr H Whitbread and Cllr Jon Whitehouse for lateness.

344 DECLARATIONS OF INTEREST

There were no declarations of interest.

345 DISPENSATIONS

There were no dispensations.

346 PUBLIC PARTICIPATION - QUESTION TIME

There was no public participation.

347 CONFIRMATION OF COUNCIL MINUTES

It was **RESOLVED** that the minutes of the Ordinary Council Meeting held on 12th December 2023 be signed by the Mayor as a true record and adopted by the Council. **(Attachment A).**

348 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 12th December 2023 **(Attachment B)**

349 COMMUNICATIONS TO NOTE/REQUIRING DECISION

(i) Referendum principles for Town and Parish Councils

Council **NOTED** the information on referendum principles for Town and Parish Councils, which stated that Town and Parish Councils would not be subject to referendum principles as the current time, as per **Attachment C.**

(ii) Community Ownership Fund

Council considered the Community Ownership Fund information, through the website link provided.

Community Ownership Fund: prospectus - GOV.UK (www.gov.uk)

It was **RESOLVED** that:

- (i) The Town Clerk would share the details with the Theydon Trusts Ltd in case there was anything they wished to pursue.

350 TOWN MAYOR & DEPUTY TOWN MAYOR'S DUTIES

The duties undertaken by the Town Mayor and Deputy Town Mayor since the Ordinary Council meeting on 12th December 2023 were **NOTED**.

351 REPORTS FROM MEMBERS

Reports from members were received on meetings or visits since the Ordinary Council meeting on 12th December 2023:

Cllr M Wright	Skate park meeting	18 th Dec 2023
Cllr R Sharif	Residents' issues relating to parking signs & car park	Dec 2023

352 REPORT OF THE TOWN CLERK AND COUNCILLORS QUESTIONS

The Town Clerk advised that discussions with the skate park provider were ongoing now funding had been secured and this would be brought back to Council when the necessary legal clarification had taken place.

The Town Clerk advised members that the Town Sign on the Town Green had been damaged in the bad weather and this was with the sign maker awaiting quotes and an insurance claim. This would also be brought back to Council as appropriate.

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

353 REPORTS FROM EPPING FOREST DISTRICT AND COUNTY COUNCILLORS

There were no reports.

354 FINANCIAL REPORT TO 31ST DECEMBER 2023

Council considered the summary financial report for December 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 and **APPROVED**;
- (ii) No further action was required at the current time.

355 ACCOUNTS FOR PAYMENT

Council's Key Member for Finance, Cllr G Scruton presented the payment schedules for December 2023 totalling £67,233.55. (The Co-operative online total: £20,08, Barclays £49.30 & The Co-operative £67,164.17).

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

356 BUDGETS 2024/25 SECOND ESTIMATES

Cllr Jon Whitehouse entered the meeting during this item.

Epping Town Council's first draft budget has been considered at the Ordinary Council meeting on 12th December (Minute #322 of 2023/24) and this showed a budget presenting a £5.58 increase to a band D equivalent property per annum through Epping Town Council's share of the precept, with a second draft brought back to Council in January 2024. This budget was prepared based on the tax base figures provided by Epping Forest District Council on 4th December 2023, as detailed at the Council meeting on 12th December 2023.

The Town Clerk and Key Member for Finance, Cllr G Scruton, had revisited this to make some adjustments and ensure the balances are as accurate as possible reflecting December and early January's transactions.

Please note: this second draft budget showed an allowance for a revised staffing structure, as detailed in Attachments M, M1 & M2.

The budget (second draft) presented as per **Attachment H** showed an increase to a band D equivalent property through Epping Town Council's share of the precept of £5.58 per annum. This would require a precept demand to Epping Forest District Council of £621,795 for the 2024/25 financial year.

Please note: the second draft budget showed the same precept demand as the December 2023 version (increase per band D equivalent) and the same draft charges with an increase of 5%, the difference being a change to the staffing structure (grounds) (**agenda item 20**) and operational amendments.

RECOMMENDATION 1: Epping Town Council should approve the budget presented as per **Attachment H** and **AUTHORISE** the Town Mayor to sign the precept demand of £621,795 for the 2024/25 financial year on behalf of Epping Town Council.

RECOMMENDATION 2: The draft charges 2024 should be **APPROVED** as per **Attachment H1**.

RECOMMENDATION 3: The budget with fund transfers should be **APPROVED** as per **Attachment H2**.

Council was requested to **CONSIDER** this matter and **RECOMMENDATIONS** and **DECIDE** what to do.

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 2024/25 budget (second estimates) was **APPROVED**, with the Town Mayor **AUTHORISED** to sign the precept demand for the 2024/25 financial year of £621,795 (£5.58 per annum increase per band D equivalent) on behalf of the Town Council (**Attachment H**);
- (iii) The draft charges were **APPROVED** as per **Attachment H1** (5% increase across all services except the market which is 0% increase);
- (iv) The budget with funds transfers was **APPROVED** as per **Attachment H2**.

357 **WHISTLEBLOWING POLICY**

Epping Town Council is required to have a Whistleblowing Policy in accordance with the terms and conditions of The National Lottery's skate park award grant, as per **Attachment I**.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government Act 1972,s111;
- (ii) The policy be **APPROVED** with the following amendments:

Disclosure process: (ii) Delete relevant director, add Town Clerk as designated person Raised to the Chairman.

Investigation and evaluation: TC to report their findings to a Committee or Council, as appropriate.

358 **UPDATED POLICIES/STATEMENTS**

Council considered the updated policies/statements, as per **Attachment J**.

Biodiversity Statement, Crime & Disorder Policy, Optimum Resources Statement, Resource Management Statement.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government Act, s111;
- (ii) These four policies/statements should be **APPROVED** as policies of Epping Town Council.

359 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.

360 INFORMATION TECHNOLOGY CONTRACTS

Council discussed the information technology information, as per **Attachments K, K1 & K2**.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government 1972, s111;
- (ii) The Town Clerk be **AUTHORISED** to tender the IT contract for Epping Town Council based on the information given in **Attachments K, K1 & K2**.

361 STONARDS HILL TENNIS COURTS

Council discussed the information regarding the Stonards Hill tennis courts licence, as per **Attachments L-L2**.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government (Miscellaneous Provisions) Act 1976, s19;
- (ii) The Town Clerk be **AUTHORISED** to issue the new coaching licence to the succession coach, as per **Attachment L2**;

362 STAFFING MATTERS

Council discussed the staffing situation and supporting documentation, as per **Attachments M-M2**.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government Act 1972, s112;
- (ii) The **RECOMMENDATIONS (M1) and (M2)** were **APPROVED** for the Town Clerk to action.

CLOSURE

The Town Mayor, Cllr C Burgess, closed the meeting at **9.01 pm**.

Signature of Chairman

Date

MINUTES of the **PLANNING AND GENERAL PURPOSES COMMITTEE MEETING** held at Epping Hall, St. Johns Road, Epping on **Tuesday, 9th January 2024 at 7.15pm.**

PRESENT: Cllr N Avey (Chairman)
Cllr C Burgess (Mayor - *ex officio*)
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 was present. No members of the public were present.

OFFICER: Geraldine Vallis (Planning & Events Officer)

334 APOLOGIES FOR ABSENCE

No apologies for absence were received.

335 DECLARATIONS OF INTEREST

Item 7 Planning Applications (Non-Pecuniary)

Cllr N Avey declared a non-pecuniary interest in application EPF/2675/23 25 The Drummonds because he knows the applicant.

Cllr C McCredie declared a non-pecuniary interest in application EPF/2750/23 3 Oakleigh Rise because she knows the applicant.

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

336 DISPENSATIONS

There were no dispensations.

337 CONFIRMATION OF MINUTES

Committee **RESOLVED** that:

the minutes of the meeting of the Planning & General Purposes Committee held on Tuesday, 12th December 2023 be signed by the Chairman as a true record.

338 PUBLIC QUESTIONS OR COMMENTS

There were no public questions or comments.

339 NOTICES AND INFORMATION

A notification has been received from Essex County Council (which was emailed to the Members in December) giving notice of a planned (Prohibition of Waiting, Loading and Stopping) and (On-Street Parking Places) (Civic Enforcement) (Amendment No.30) Order 2023 at the Cottis Lane location. The Order came into effect on 22nd December 2023.

Committee **NOTED** this information.

340 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/2636/23	18 Fairfield Road Epping CM16 6SU Mr David King	Proposed two storey rear extension, alterations to front elevation including front porch. Internal and external alterations.
Committee have NO OBJECTION to this application.		
EPF/2627/23	Theydon Bower Bower Hill Epping CM16 7AB John Simmons Property Management	TPO/EPF/01/23 T22: Birch - Fell, and replace, as specified. T28, T29 & T30: Birch – Crown reduce as specified. T35, T36 & T37: Cherry - Crown reduce by up to 2m, as specified. T47: Lime - Crown thin by up to 15%, as specified.
Committee have NO OBJECTION to this application provided the tree work is carried out under the supervision of the arboricultural officer at EFDC.		
EPF/2708/23	13 Ambleside Epping CM16 4PT Bayfords Tree Care	TPO/EPF/45/91 (Ref: G1) T1-T2, T4-T6: 5 x Limes – Crown reduce, as specified. Crown lift to 5m above ground level, as specified.
Committee have NO OBJECTION to this application provided the tree work is carried out under the supervision of the arboricultural officer at EFDC.		
EPF/2718/23	13 Ambleside Epping CM16 4PT Bayfords Tree Care	TPO/EPF/45/91 (Ref: G1) T3: Lime - Fell and replace, as specified.
Committee have NO OBJECTION to this application provided the tree work is carried out under the supervision of the arboricultural officer at EFDC.		
EPF/2675/23	25 The Drummonds Epping CM16 4PJ Mrs Joanne Downey	Proposed Single Storey extension to rear of existing dwelling house to provide kitchen/dayroom.
Committee have NO OBJECTION to this application.		

EPF/2747/23	5 Kendal Avenue Epping CM16 4PN BRD Tech Ltd	Loft addition and alterations
Committee have NO OBJECTION to this application.		
EPF/2750/23	3 Oakleigh Rise Epping CM16 7BL Mr & Mrs Tim and Wendy Adams	A first floor rear extension (on top of the single floor rear extension granted in June 1987) is sought. The dimensions therefore follow the June 1987 application, specifically 5.93m wide, by a depth of 2.18m. No additional footprint is sought. The revision of the original application EPF/1263/22 granted in November 2022 is that the exterior finish of the rear extension on the first floor from the brick work to rendered block work. In addition, we are looking to remove the chimney from the house from the chimney pot on the roof down to the ground floor removing the chimneys breasts in bedroom 3 and the lounge.
Committee have NO OBJECTION to this application.		
EPF/2774/23	1 Coopersale Common Coopersale Epping CM16 7QS Robert Blake Designs	Redevelopment of dilapidated Granny Annex.
Committee have NO OBJECTION to this application.		
EPF/2743/23	St Margarets Hospital The Plain Epping CM16 6TN Bartlett Tree Experts	TPO/EPF/13/11 (Ref: T46, T29) T6: Birch - Fell and replace, as specified. T45: Oak - Crown raise by up to 3.5m and prune away from streetlight to provide 1-1.5m clearance, as specified.
Committee have NO OBJECTION to this application provided the tree work is carried out under the supervision of the arboricultural officer at EFDC.		

341 **OTHERS**

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

EPF/2700/23	Wintry Park House Thornwood Road Epping CM16 6SZ Patrick Stroud Design Consultancy	Certificate of lawful development for the proposed demolition of existing stable building and erection of new garden store building.
Committee NOTED this application.		

342 EFDC PLANNING DECISIONS

Committee **NOTED** the following planning decisions.

Delegated Cases:

GRANTED:

EPF/1915/23	EPF/0295/23	EPF/2104/23	EPF/2114/23
EPF/2195/23	EPF/1740/23	EPF/2004/23	

Delegated Cases:

REFUSED:

EPF/0351/23			
-------------	--	--	--

Delegated Cases:

NOT LAWFUL:

EPF/2237/23			
-------------	--	--	--

Delegated Cases:

RAISE NO OBJECTION:

EPF/2249/23			
-------------	--	--	--

COMMITTEE CASES

GRANTED None

COMMITTEE CASES

REFUSED None

The Chairman closed the meeting at 7.52pm.

Signature of Chairman

Date

MINUTES of the **MARKET COMMITTEE MEETING** held in the Conference Room, Epping Hall, St Johns Road, Epping on **Thursday 18th January 2024** at **4pm**.

PRESENT: Cllr H Pegrum (Chairman)
Cllr C Burgess (Mayor - *ex officio*)
Cllr M Wright

OFFICER: Beverley Rumsey (Town Clerk)
Jo-Ann Lewis (Cemetery, Market & Administration Officer)

353 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr C McCredie and Cllr N Avey.

354 DECLARATIONS OF INTEREST

There were no declarations of interest.

355 DISPENSATIONS

There were no dispensations.

356 PUBLIC QUESTIONS OR COMMENTS

There were no public questions or comments.

357 EXCLUSION OF THE PRESS AND PUBLIC

It was **RESOLVED** that under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest due to the confidential nature of the business to be transacted.

358 MARKET LICENCE REQUEST

Committee considered the market licence request, as per **Attachment A**.

It was **RESOLVED** that:

- (i) A licence would be granted for date 1 on 16th March 2024. Fee £100;
- (ii) Should all go well, a further licence would be granted for date 2 (18th May 2024. Fee £75);
- (iii) The other three dates would need to be brought back before Committee following the May event for consideration.

The Chairman closed the meeting at **4.42pm**.

Signature of Chairman

Date

NB: The matters on this agenda have a statutory basis under the following legislation:

- 1. Royal Charter (1253)**
- 2. Food Act 1984 Part III (s50 & 52)**

MINUTES of the **PLANNING AND GENERAL PURPOSES COMMITTEE MEETING** held at Epping Hall, St. Johns Road, Epping on **Tuesday, 23rd January 2024** at **7.15pm**.

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

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

OFFICER: Geraldine Vallis (Planning & Events Officer)

359 APOLOGIES FOR ABSENCE

No apologies for absence were received.

360 DECLARATIONS OF INTEREST

Item 7 Planning Applications (Non-Pecuniary)

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.

No other declarations of interest were received.

361 DISPENSATIONS

There were no dispensations.

362 CONFIRMATION OF MINUTES

Committee **RESOLVED** that:

the minutes of the meeting of the Planning & General Purposes Committee held on Tuesday, 9th January 2024 be signed by the Chairman as a true record.

363 PUBLIC QUESTIONS OR COMMENTS

There were no public questions or comments.

364 NOTICES AND INFORMATION

There were no notices or information.

365 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/2619/23	Plot 21d, Land off Ivy Chimneys Road Epping CM16 4EL Essex Land and Build Developments	Erection of one detached residential dwelling including parking, landscaping, drainage and associated infrastructure.
Committee have NO OBJECTION to this application.		
EPF/0004/24	Falconry Court Bakers Lane Epping CM16 5DQ LTP Ipswich Ltd	External alterations (replacement fenestration).
Committee have NO OBJECTION to this application.		
EPF/0029/24	34 Bower Hill Epping CM16 7AL Mr and Mrs D Duggan	Removal of existing large covered car port to front of property. Removal of existing large covered car port to front of property. Roof remodelled to facilitate as loft room with rear dormer (Approved under application ref EPF/2044/22) Proposed first floor front and side extension over existing ground floor front and side extension. First floor set in by 1m off the boundary.
Committee have NO OBJECTION to this application.		
EPF/0031/24	6 The Maltings Palmers Hill Epping CM16 6SG T Space Architects	Grade II listed building application for Internal alterations to first floor. No exterior changes.
Committee have NO OBJECTION to this application provided the tree work is carried out under the supervision of the conservation officer at EFDC.		

366 CONSULTATION**New application for a premises licence 183 High Street Epping Essex CM16 4BH (old Barclays building)**

The new premises application for this location is for a food led café/bar and for the following licensable activities:

Late Night Refreshment Monday to Sunday 23.00 – 00.30

The Sale by Retail of Alcohol Monday to Sunday 10.00 – 00.00am On and Off the premises

Seasonal and non-standard timings

The premises may remain open for the sale of alcohol and the provision of late-night refreshment from the terminal hour for those activities on New Year's Eve through to the commencement time for those activities on New Year's Day

Opening Times

Monday to Sunday 08.00 – 00.30am

The consultation period for this application started 11th January 2024 and ends 7th February 2024, any representations or comments must be submitted within this time period.

The Committee **NOTED** this new premises licence and have comments to make in relation to Epping Monday Market.

Committee **CONSIDERED** the above consultation and **DECIDED** to make a part-representation objection against the application under the Licensing Act 2003 on the grounds of the licensing objectives regarding the prevention of crime and disorder and prevention of public nuisance. The objection relates to the specific times on Sundays when the applicant is proposing to have late night refreshment, the sale by retail of alcohol and opening times.

The Committee **DECIDED** it was acceptable to have late night refreshment, the sale by retail of alcohol and opening times on Monday to Saturday on the hours specified but not on Sunday on the hours specified.

The reasons for this representation objection are related as specified to Epping Monday Market. Epping's historic market is protected by historic Royal Charter and must be able to run without hindrance. Allowing late night trading on a Sunday night would have a negative impact on the operations of the Monday market. The market is set up in the very early hours of Monday mornings and the set up would become impacted with customers leaving vehicles parked where stalls will need to be set up on a Monday. If vehicles were parked here, it would prevent traders from working. Despite promises of enforcement, this does not happen and even if the vehicles are ticketed, the damage would have been done and traders could not operate in this area. Outdoor tables should not be permitted on the 'piazza' on a Sunday night/Monday as traders vend from the piazza and the community stall is located immediately outside this building. As the trading doors open onto the piazza area, late night leavers and rubbish could impact on the market set up. Nothing should be permitted on a Sunday evening that could impact on the viability of Epping's Royal Charter Market for a Monday.

367 EFDC PLANNING DECISIONS

Committee **NOTED** the following planning decisions.

Delegated Cases:

GRANTED:

EPF/2088/23	EPF/1838/23	EPF/2495/23	EPF/1619/23
EPF/1643/23	EPF/2561/23		

Delegated Cases:

REFUSED:

EPF/1556/23	EPF/2338/23		
-------------	-------------	--	--

RAISE NO OBJECTION:

EPF/2549/23			
-------------	--	--	--

COMMITTEE CASES

GRANTED None

COMMITTEE CASES

REFUSED None

The Chairman closed the meeting at 7.42pm.

Signature of Chairman

Date

January 2024 NEWSLETTER

Site address
 Pellikaan Construction Ltd
 Site Cabin
 C/o Epping Leisure Centre
 Bakers Lane
 Epping, CM16 5LL
epping@pellikaan.com

Epping Town Council
 Epping Hall
 St Johns Road
 EPPING
 CM16 5JU

363

8th January 2024

Dear Sir or Madam,

We are writing to you to introduce ourselves as the main contractor who has been appointed to build the new Epping Leisure Centre at the site of the old Bakers Lane Car Park in Epping. Our hope is that this is the first step towards creating a good relationship with yourself during the construction phase as we fully appreciate these works are likely to impact upon you in some way.

The new Epping Leisure Centre will accommodate 2 swimming pools - one main pool and one learner pool along other facilities such a sports hall, squash courts, several studios and a fitness suite.

The commencement of the works will be on 22nd January 2024 where we will start preparing the site for the upcoming works and installing our site set up such as security fencing, welfare facilities and the strip out of some of the existing foliage. Once this has been completed, it is our intention to commence with the piling works before carrying out the excavation of the basement and swimming pools.

We appreciate that works of this nature can affect neighbouring properties with increased traffic in the area and additional noise created as a result of our construction activities. In conjunction with the local Environmental Health Officer, we will utilise monitoring systems for noise, dust and vibration to ensure we don't breach specified levels during agreed working hours. Throughout the project, the site will be protected to reduce the impact of dust and the roads in the immediate vicinity will be swept and cleaned on a regular basis. We will also implement a stringent traffic management system to minimise any disruption to the surrounding areas as a result of our works.

In addition to the above measures, we have registered the project with the Considerate Constructors Scheme (CCS). This is a non-profit making, independent organisation set up to promote good practice within the construction industry. During the works, CCS will carry out random inspections of the site to ensure conformity to their established standards. For further information please review their website at www.ccscheme.org.uk.

If you have any queries, comments or would like to discuss any of the above matters further then please do not hesitate to contact the following staff members:

Project manager: Neil Buchanan via email at: epping@pellikaan.com.

We would like to thank you in advance for your patience and cooperation.

Yours faithfully,

Pellikaan Construction Ltd



ATTACHMENT E1

Sound Levels for Percussion Play Instruments

Instrument	Average dB at 50M	Average dB at 10M	Average dB at <3M
Rainbow Sambas /Congas/Rainbow Bongos	65	77	92
Tubular Bells/Colossus Chimes	53	61	91
Akadinda	51	63	87
Marimba/Wall-mounted Marimba	53	66	90
Duo/Cadenza/Sansa Rimba/Capella/Cavatina/Rainbow Metallophone Aluminium Bars	54	64	93
Duo/Cadenza/Sansa Rimba Fibreglass (GRP) Bars	58	67	90
Duo/Cadenza/Sansa Rimba Padauk (Hardwood) Bars	51	59	79
Grand Marimba	61	71	91
Emperor Chimes	57	67	97
Harmony/Tutti	54	65	90
Babel Drum	48	59	79
Tembos/Handpipes	51	59	88
Bell Lyre	50	61	81
Freechimes/Mirror Chimes/ Calypso Chimes/Rainbow Chimes	52	62	87
Cajon	45	54	70
Sonora/Cherub	56	69	92
Papilio/Penta Post/My Tunes	55	65	91
Floor Piano/Stepping Stones	46	43	69
Harmony Flowers/Bells	47	65	71

All sound levels are above 40dB, though none reach more than 100. Even at 90dB, this is relatively low level and reduces further as the range expands.

40dB – can be compared to a quiet library

50dB – can be compared to moderate rainfall, or the sound of a dishwasher

60dB – this is normal conversational level, once again can include the sound of a dishwasher

70dB – this can be compared to the sound of traffic, or a vacuum being used

80dB – this can be compared to an alarm clock

Sounds over 85dB for more than 30 minutes can cause permanent hearing loss, though due to the nature of the instruments this risk is decreased.

90dB – this can be compared to a lawnmower, a hair dryer or a blender

TOWN MAYOR'S DUTIES9th January 2024 – 13th February 2024

22 nd January 2024	Site meeting. Stonards Hill recreation ground
22 nd January 2024	Christmas lights working party meeting
23 rd January 2024	Civic Reception meeting
24 th January 2024	Community Safety Partnership Teams meeting
24 th January 2024	Funding meeting
31 st January 2024	City of London Superintendent retirement
6 th February 2024	Civic Reception meeting
7 th February 2024	Year 10 World of Work Conference
8 th February 2024	Hertfordshire and West Essex Area Prescribing Committee teams meeting
11 th February 2024	Civic Service Loughton

DEPUTY TOWN MAYOR'S DUTIES9th January 2024 – 13th February 2024

22 nd January 2024	Stonards car park site visit
23 rd January 2024	Meeting regarding Civic Reception at Epping Hall
31 st January 2024	Retirement Event for City of London Supintendernt at Queen Elizabeth's Hunting Lodge

REPORT OF THE TOWN CLERK

1 EPPING WEATHER STATION

In 2019, a local resident donated Epping Weather Station and has been overseeing the running of the weather station ever since. We now need to find someone else to take this over and have approached local schools and Voluntary Action Epping Forest to this end. The weather station is located at the works depot at Stonards Hill recreation ground and runs on a daily basis by itself. It does, however, need monitoring, regular blogs and photographs to support it. Any interest in this role should be directed to the Town Clerk.

The link below details the important contribution to the Town and its history.

<https://eppingweather.org.uk/another-warmer-and-wetter-year-a-review-of-the-years-weather-in-2023/>

The Town Clerk would like to thank Roger Emmens most sincerely for not only donating the weather station but also for the running of it since that time. The weather station is a very welcome addition to the town and will be an asset for the future. On behalf of Epping Town Council, the Clerk would like to wish Roger and his family all the very best for the future.

2 APPRENTICE GROUNDSPERSON

At the Ordinary Council meeting on 14th November 2023 (Minute #289 of 2023/24), Epping Town Council APPROVED an apprentice groundsperson. Following a successful trial, our new apprentice groundsperson started on Monday 8th January 2024 and will be starting their supporting college studies in April 2024 for two years. The Town Clerk would like to welcome them to the Epping Town Council team and will report regularly on progress. Some further information is provided under agenda item 21.

3 MARKET LICENCES

Epping Town Council's Market Committee met on Thursday 18th January 2024 to consider its first commercial request for a market in Epping Parish, in accordance with Epping Town Council's role as the Market Authority for Epping Parish on markets in Epping Parish. Minutes are provided as per **Attachment C**. Any requests for markets in Epping Parish must be heard before Epping Town Council's Market Committee.

4 EPPING LOTTERY

At the Ordinary Council meeting on 12th December 2023 (Minute #312 of 2023/24), Epping Town Council requested the Town Clerk pursue the Epping Lottery idea brought to Council by a resident. When undertaking that research, the Clerk was advised that this initiative is already being undertaken by Epping Forest District

Council and the resident who suggested this has been advised. The Town Clerk has requested further information on this.

5 STONARDS HILL RECREATION GROUND SKATE PARK

Following the skate park meeting with Betongpark, the Town Clerk is liaising with the planning team at Epping Forest District Council regarding permitted development/planning applications. The National Lottery's terms and conditions and legal requirements have now been referred to a solicitor to check. The skate park will be brought back to Council for discussion once all this information has been collated.

6 PLAYGROUND COMMUNICATION BOARDS

The playground communication boards arranged by Epping Playground Association to support children using the playgrounds have now been installed at each of the Town Council's five playground sites. The Town Clerk would like to thank Epping Playground Association for their continued work and support.





7 TREE REPORTS AND MAPPING

At the Ordinary Council meeting on 12th December 2023 (Minute #318 of 2023/24), the Town Clerk advised members that tree condition reports would be undertaken for Epping Town Council's relevant sites. These have already been completed for Stonards Hill, Frampton Road and Epping Cemetery, with the contents proving useful. The remaining sites will be completed in due course.

8 EPPING HALL BOILERS

One of the boilers at Epping Hall is leaking and this resulted in a heating failure in the extremely cold weather in January 2024. The issue is a serious leak on the flanges flexible pump connector. This item needs replacing (and hopefully when it is removed this will not show up any further damage). The cost will be approximately £1400 plus VAT. The Town Clerk has discussed this with both the Key Member for Finance, Cllr G Scruton and the Key Member for Epping Hall, Cllr H Pegrum and this is being repaired at the time of writing.

9 EPPING NEIGHBOURHOOD PLAN

The Town Clerk is delighted to announce that Epping's Neighbourhood Plan has been resubmitted to Epping Forest District Council in preparation for examination and referendum. The Plan was submitted last year and EFDC requested additional documentation, which has now been prepared by Council's Neighbourhood Planning support expert Martin Small. This project has been ongoing for ten years to date. The Clerk will advise Council of progress.

07/02/2024

Epping Town Council

14:04

Summary Income & Expenditure by Budget Heading 07/02/2024

Month No: 10

Committee Report to 31st January 2024

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent
<u>Full Council</u>						
Income	791,194	782,423	(8,771)			101.1%
Expenditure	711,470	780,887	69,417	0	69,417	91.1%
Net Income over Expenditure	<u>79,724</u>	<u>1,536</u>	<u>(78,188)</u>			
plus Transfer from EMR	-11,924					
less Transfer to EMR	0					
Movement to/(from) Gen Reserve	<u>67,800</u>					
<u>Earmarked Reserves</u>						
Income	0	0	0			0.0%
Expenditure	0	0	0	0	0	0.0%
Movement to/(from) Gen Reserve	<u>0</u>					
Grand Totals:-						
Income	791,194	782,423	(8,771)			101.1%
Expenditure	711,470	780,887	69,417	0	69,417	91.1%
Net Income over Expenditure	<u>79,724</u>	<u>1,536</u>	<u>(78,188)</u>			
plus Transfer from EMR	-11,924					
less Transfer to EMR	0					
Movement to/(from) Gen Reserve	<u>67,800</u>					

Detailed Income & Expenditure by Budget Heading 07/02/2024

Month No: 10

Cost Centre Report to 31st January 2024

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>Service & Committee Support</u>							
Precept	589,513	589,513	0			100.0%	
Interest Received	1,472	400	(1,072)			368.0%	
Other Receipts	1,456	0	(1,456)			0.0%	
	<u>592,441</u>	<u>589,913</u>	<u>(2,528)</u>			<u>100.4%</u>	<u>0</u>
Service & Committee Support :- Income							
Salaries	164,157	196,000	31,843		31,843	83.8%	
Insurance	10,200	10,200	0		0	100.0%	
Equipment	177	1,200	1,023		1,023	14.8%	
Consumables	735	600	(135)		(135)	122.6%	
Postage	361	900	539		539	40.1%	
Printing & Photocopying	1,402	1,600	198		198	87.6%	
Professional Fees	5,840	7,000	1,160		1,160	83.4%	
Subscriptions & Licences	6,329	5,500	(829)		(829)	115.1%	
Telephone & IT Services	6,349	7,100	751		751	89.4%	
Training - Staff	2,462	1,500	(962)		(962)	164.1%	
Training - Members	615	500	(115)		(115)	123.0%	
Travel & Subsistence - Staff	324	600	276		276	53.9%	
Travel & Subsistence - Members	328	100	(228)		(228)	328.3%	
Mayor's Allowance	105	1,000	895		895	10.5%	
Bank Charges	86	100	14		14	85.9%	
Miscellaneous Expenditure	810	1,000	190		190	81.0%	
Bad Debt & Write Offs	0	100	100		100	0.0%	
Election Costs	11,924	0	(11,924)		(11,924)	0.0%	(11,924)
	<u>212,205</u>	<u>235,000</u>	<u>22,795</u>	<u>0</u>	<u>22,795</u>	<u>90.3%</u>	<u>(11,924)</u>
Service & Committee Support :- Indirect Expenditure							
Net Income over Expenditure	<u>380,237</u>	<u>354,913</u>	<u>(25,324)</u>				
plus Transfer from EMR	(11,924)						
Movement to/(from) Gen Reserve	<u>368,312</u>						
<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%)	
	<u>(1,849)</u>	<u>2,000</u>	<u>3,849</u>	<u>0</u>	<u>3,849</u>	<u>(92.5%)</u>	<u>0</u>
Neighbourhood Planning :- Indirect Expenditure							
Net Expenditure	<u>1,849</u>	<u>(2,000)</u>	<u>(3,849)</u>				
<u>Grants</u>							
Grants - S137	125	150	25		25	83.3%	

Detailed Income & Expenditure by Budget Heading 07/02/2024

Month No: 10

Cost Centre Report to 31st January 2024

	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>
Net Expenditure	<u>103</u>	<u>(650)</u>	<u>(753)</u>				
Events & Publications							
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	3,031	3,000	(31)		(31)	101.0%	
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	1,174	500	(674)		(674)	234.8%	
Distribution Costs	0	500	500		500	0.0%	
Other Council Events	3,569	1,000	(2,569)		(2,569)	356.9%	
Other Council Publications	550	1,320	770		770	41.7%	
Events & Publications :- Indirect Expenditure	<u>22,614</u>	<u>22,320</u>	<u>(294)</u>	<u>0</u>	<u>(294)</u>	<u>101.3%</u>	<u>0</u>
Net Income over Expenditure	<u>(10,948)</u>	<u>(15,320)</u>	<u>(4,372)</u>				
Epping Hall							
Lettings Rents & Licences	43,126	45,000	1,874			95.8%	
Epping Hall :- Income	<u>43,126</u>	<u>45,000</u>	<u>1,874</u>			<u>95.8%</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	1,110	1,000	(110)		(110)	111.0%	
PWLB Loan Repayments	96,256	96,256	0		0	100.0%	
Miscellaneous Expenditure	70	0	(70)		(70)	0.0%	
Business Rates	10,978	13,000	2,022		2,022	84.4%	
Utilities	14,284	24,500	10,216		10,216	58.3%	
Repairs & Maintenance	14,420	8,000	(6,420)		(6,420)	180.2%	
Epping Hall :- Indirect Expenditure	<u>148,034</u>	<u>149,256</u>	<u>1,222</u>	<u>0</u>	<u>1,222</u>	<u>99.2%</u>	<u>0</u>
Net Income over Expenditure	<u>(104,908)</u>	<u>(104,256)</u>	<u>652</u>				

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>Jack Silley Pavilion</u>							
Lettings Rents & Licences	24,924	28,000	3,076			89.0%	
Jack Silley Pavilion :- Income	<u>24,924</u>	<u>28,000</u>	<u>3,076</u>			<u>89.0%</u>	<u>0</u>
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	4,611	4,500	(111)		(111)	102.5%	
Utilities	30,082	26,000	(4,082)		(4,082)	115.7%	
Repairs & Maintenance	2,074	6,000	3,926		3,926	34.6%	
Jack Silley Pavilion :- Indirect Expenditure	<u>38,658</u>	<u>39,380</u>	<u>722</u>	<u>0</u>	<u>722</u>	<u>98.2%</u>	<u>0</u>
Net Income over Expenditure	<u>(13,734)</u>	<u>(11,380)</u>	<u>2,354</u>				
<u>Epping Market</u>							
Lettings Rents & Licences	30,115	37,000	6,885			81.4%	
Market casuals	6,688	8,000	1,312			83.6%	
Other Receipts	83	0	(83)			0.0%	
Epping Market :- Income	<u>36,886</u>	<u>45,000</u>	<u>8,114</u>			<u>82.0%</u>	<u>0</u>
Advertising & promotion	563	500	(63)		(63)	112.6%	
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	4,990	9,500	4,510		4,510	52.5%	
Utilities	0	150	150		150	0.0%	
Repairs & Maintenance	290	1,000	710		710	29.0%	
Market Contractor	18,750	22,500	3,750		3,750	83.3%	
Skip Hire	0	6,000	6,000		6,000	0.0%	
Epping Market :- Indirect Expenditure	<u>32,018</u>	<u>47,630</u>	<u>15,612</u>	<u>0</u>	<u>15,612</u>	<u>67.2%</u>	<u>0</u>
Net Income over Expenditure	<u>4,868</u>	<u>(2,630)</u>	<u>(7,498)</u>				
<u>Epping Cemetery</u>							
Lettings Rents & Licences	(201)	0	201			0.0%	
Burials & Memorials	31,571	46,200	14,630			68.3%	
Epping Cemetery :- Income	<u>31,370</u>	<u>46,200</u>	<u>14,831</u>			<u>67.9%</u>	<u>0</u>
Insurance	920	920	0		0	100.0%	
Cemetery Benches	1,296	0	(1,296)		(1,296)	0.0%	

Detailed Income & Expenditure by Budget Heading 07/02/2024

Month No: 10

Cost Centre Report to 31st January 2024

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Equipment	0	500	500		500	0.0%	
Miscellaneous Expenditure	72	500	428		428	14.4%	
Business Rates	1,745	1,800	55		55	96.9%	
Repairs & Maintenance	0	2,000	2,000		2,000	0.0%	
Epping Cemetery :- Indirect Expenditure	4,033	5,720	1,687	0	1,687	70.5%	0
Net Income over Expenditure	27,337	40,480	13,143				
<u>Parks & Building Maintenance</u>							
Lettings Rents & Licences	5,455	3,580	(1,875)			152.4%	
Tennis Court income	1,150	2,000	850			57.5%	
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	8,486	7,730	(756)			109.8%	0
Salaries	178,967	213,300	34,333		34,333	83.9%	
Insurance	2,950	2,950	0		0	100.0%	
Equipment	3,486	5,000	1,514		1,514	69.7%	
Consumables	396	500	104		104	79.3%	
Miscellaneous Expenditure	70	0	(70)		(70)	0.0%	
Utilities	6,438	13,400	6,962		6,962	48.0%	
Repairs & Maintenance	19,548	18,000	(1,548)		(1,548)	108.6%	
Public Toilet Cleaning	1,100	1,000	(100)		(100)	110.0%	
Tree management	1,667	2,000	333		333	83.3%	
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	220,572	263,950	43,378	0	43,378	83.6%	0
Net Income over Expenditure	(212,086)	(256,220)	(44,134)				
<u>Public Convenience</u>							
Utility Recharges	25,382	0	(25,382)			0.0%	
Public Convenience :- Income	25,382	0	(25,382)				0
Equipment	4	80	76		76	5.2%	
Consumables	340	600	260		260	56.7%	
Business Rates	194	0	(194)		(194)	0.0%	
Utilities	26,367	3,000	(23,367)		(23,367)	878.9%	
Repairs & Maintenance	1,583	1,000	(583)		(583)	158.3%	

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Public Toilet Cleaning	3,030	5,000	1,970		1,970	60.6%	
Public Convenience :- Indirect Expenditure	<u>31,517</u>	<u>9,680</u>	<u>(21,837)</u>	<u>0</u>	<u>(21,837)</u>	<u>325.6%</u>	<u>0</u>
Net Income over Expenditure	<u>(6,135)</u>	<u>(9,680)</u>	<u>(3,545)</u>				
<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	675	600	(75)		(75)	112.5%	
Repairs & Maintenance	13	600	587		587	2.2%	
Allotments :- Indirect Expenditure	<u>964</u>	<u>1,400</u>	<u>436</u>	<u>0</u>	<u>436</u>	<u>68.9%</u>	<u>0</u>
Net Income over Expenditure	<u>3,297</u>	<u>2,780</u>	<u>(517)</u>				
<u>Street Furniture</u>							
Equipment	0	1,000	1,000		1,000	0.0%	
Repairs & Maintenance	308	800	492		492	38.5%	
Street Furniture :- Indirect Expenditure	<u>308</u>	<u>1,800</u>	<u>1,492</u>	<u>0</u>	<u>1,492</u>	<u>17.1%</u>	<u>0</u>
Net Expenditure	<u>(308)</u>	<u>(1,800)</u>	<u>(1,492)</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>
Net Expenditure	<u>(500)</u>	<u>(100)</u>	<u>400</u>				
<u>Council as Landlord</u>							
Lettings Rents & Licences	6,726	3,200	(3,526)			210.2%	
Other Receipts	5,550	6,200	650			89.5%	
Council as Landlord :- Income	<u>12,277</u>	<u>9,400</u>	<u>(2,877)</u>			<u>130.6%</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>
Net Income over Expenditure	<u>10,652</u>	<u>7,900</u>	<u>(2,752)</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>
Net Expenditure	<u>0</u>	<u>(501)</u>	<u>(501)</u>				

Detailed Income & Expenditure by Budget Heading 07/02/2024

Month No: 10

Cost Centre Report to 31st January 2024

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Capital Projects							
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>
Net Income over Expenditure	<u>0</u>	<u>0</u>	<u>0</u>				
<hr/>							
Grand Totals:- Income	791,194	782,423	(8,771)			101.1%	
Expenditure	711,470	780,887	69,417	0	69,417	91.1%	
Net Income over Expenditure	<u>79,724</u>	<u>1,536</u>	<u>(78,188)</u>				
plus Transfer from EMR	(11,924)						
Movement to/(from) Gen Reserve	<u>67,800</u>						

Date: 07/02/2024

Epping Town Council

Page 1

Time: 11:41

Barclays No 1 Account


List of Payments made between 01/01/2024 and 31/01/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
09/01/2024	Barclays Bank p lc	DEBIT	8.50		Commission charge 13NOV/12DEC
10/01/2024	Co-operative Bank current	Transfer	50,000.00		Transfer *
22/01/2024	EE	DD14	40.80		Mobile January 24
Total Payments			<u>50,049.30</u>		

Time: 11:41

Co-operative Bank current

List of Payments made between 01/01/2024 and 31/01/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/01/2024	Epping Forest District Council	DD01	461.00		NDR January 24
02/01/2024	Heath Computers	DD02	314.46		IT maint + support
09/01/2024	Auditing Solutions Ltd	BAC0901/01	1,200.00		1st interim internal audit
09/01/2024	Capitol Floor & Hygiene Mainte	BAC0901/02	120.00		Stonards toilet clean 10-31Dec
09/01/2024	Castle Water Ltd	BAC0901/03	1,600.36		Water Dec 23
09/01/2024	GLS Educational Supplies	BAC0901/04	249.20		Toilet paper+kitchen roll
09/01/2024	G B Sport & Leisure UK Ltd	BAC0901/05	2,844.96		Cradle seat + gate tool
09/01/2024	Health Assured Ltd	BAC0901/06	420.00		Management referral
09/01/2024	Mrs S Hotston	BAC0901/07	450.00		Stonards gate Dec 23
09/01/2024	Mr David Jackman	BAC0901/08	440.00		Media service Sept-Dec 23
09/01/2024	Kent County Council	BAC0901/09	1,333.49		Gas 31.10-30.11.23
09/01/2024	Mobile Account Solutions (Hold	BAC0901/10	411.72		Tel Dec 23
09/01/2024	NPower Commercial Gas	BAC0901/11	22.78		Floodlights electric Dec 23
09/01/2024	Hertfordshire County Scout Cou	BAC0901/12	176.40		Climbing wall deposit TS
09/01/2024	RAD Group	BAC0901/13	102.00		Website domain
09/01/2024	Stratton Contractors Ltd	BAC0901/14	105.00		Dec public toilets clean
09/01/2024	Mr D R Whitbread	BAC0901/15	86.00		Clean bus stops+EHwindows
09/01/2024	Wood & Family	BAC0901/16	881.22		Fit new light YF64 CZP
09/01/2024	Christine Morton	BAC0901/17	201.00		Repurchase grave plot
09/01/2024	Nest Pension	BAC0901/18	224.93		Pension conts Dec 23
09/01/2024	HMRC	BAC0901/19	12,685.22		NI+PAYE conts Dec 23
09/01/2024	Essex Pension Fund	BAC0901/20	7,987.63		Pension conts Dec 23
09/01/2024	Petty Cash	Transfer	300.00		Petty cash withdrawal 
09/01/2024	Ricoh UK Ltd	BAC0301/24	30.00		Replacement waste toner
09/01/2024	Pitney Bowes	DD03	100.00		Purchase Ledger Payment
10/01/2024	Yu Energy Retail Limited	DD04	1,135.60		EH electricity 2-31 Dec 23
10/01/2024	Epping Forest District Council	DD05	194.00		NDR January 24
10/01/2024	Epping Forest District Council	DD06	499.00		NDR January 24
10/01/2024	Epping Forest District Council	DD07	1,098.00		NDR January 24
15/01/2024	D W Erections	DD08	1,875.00		Market supervision January 24
15/01/2024	Salary transfer	BACS	20,127.07		Salary payments
15/01/2024	Salary payments	BACS	2.00		Salary adjustment
16/01/2024	British Gas Services Ltd	DD09	923.83		Gas 27.11.23-2.1.24
16/01/2024	Epping Forest District Council	DD10	105.42		Waste collections Jan
16/01/2024	Epping Forest District Council	DD11	421.67		Waste collections Jan
17/01/2024	Corona Energy	DD12	1,194.94		Elec 13/12 to 31/12/23
18/01/2024	EDF Energy	DD15	602.00		Purchase Ledger Payment
19/01/2024	British Gas Services Ltd	DD13	488.54		EH Electricity 27.11-2.12.24
23/01/2024	Gracelands CMS Ltd	BAC2301/01	216.00		Call out no heating at EH
23/01/2024	G T F Treecare Ltd	BAC2301/02	2,000.00		Fell of 2 trees+reduce 2 trees
23/01/2024	Hoggarth Cooke Partnership Lim	BAC2301/03	810.00		Quantity surveying for EH off
23/01/2024	Kent County Council	BAC2301/04	1,472.62		Gas 30.11-31.12.23
23/01/2024	Kent County Council	BAC2301/05	286.67		Printer rental 1.2.24-30.4.24
23/01/2024	Mobile Account Solutions (Hold	BAC2301/06	412.76		Phones Jan 2024
23/01/2024	National Society of Allotment	BAC2301/07	66.00		Membership renewal 2024
23/01/2024	Spaldings Limited	BAC2301/08	491.66		drain jetter, screwdriver set
23/01/2024	TJG Arboricultural	BAC2301/09	1,008.00		Tree survey Stonards+Frampton

List of Payments made between 01/01/2024 and 31/01/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
23/01/2024	Vision ICT Ltd	BAC2301/10	180.00		2nd inv new Epp market website
23/01/2024	Petty Cash	Transfer	250.00		Petty cash withdrawal *
Total Payments			<u>68,608.15</u>		

List of Payments made between 01/01/2024 and 31/01/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
09/01/2024	Zoom Video	393	15.59		Inv235505386
Total Payments			<u>15.59</u>		

Play in the Park – Easter 2023

Free for
families!



Easter family fun brought to you by
Epping Forest District Council!

For children aged 5-12, Play in the Park is all about playing games and having fun outdoors. No need to book, just drop in at any time! Children must be always accompanied by an adult.

What to expect

The Play in the Park team will bring a range of sports equipment and arts & crafts resources for children and their parents/carers to enjoy together. The team will be there to help organise activities and games.




Please scan the above QR code to see available dates and locations.

eppingforestdc.bookinglive.com

01992 564 226

  @efdcommunity  @efdcommunitieswellbeing

 Epping Forest
District Council

ATTACHMENT K

ANNUAL TOWN MEETING FORMAT THURSDAY 9th MAY 2024

It has been suggested that 'round-the-table' discussion sessions could take place at the Annual Town Meeting 2024. If this were to go ahead, some possible topics for discussion are listed below.

Possible topics could include:

Planning & Neighbourhood Planning
High Street (general: empty shops, etc)
Public toilets
Playgrounds & recreation grounds
Monday market
Christmas market and Christmas lights
Town Show
Epping Hall & the Jack Silley Pavilion
Allotments

Other topics that could be covered (but the responsibility of others):

Police/Safer Epping
RideLondon
Car park + parking
Highways (General)

Please note: the Annual Town meeting is required to cover areas that Epping Town Council are responsible for. Any other issues would need to be referred to the relevant Council/person/councillors/EFDC/ECC, as appropriate.