

**MINUTES** of the **ORDINARY COUNCIL MEETING** held in the Conference Room, Epping Hall, on **Tuesday 13<sup>th</sup> February 2024 at 8pm.**

**PRESENT:**

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

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

**IN ATTENDANCE:** 2 members of the public and 1 member of the press

**379 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr G Scruton and Cllr Jon Whitehouse for lateness.

**380 DECLARATIONS OF INTEREST**

Cllr M Wright and Cllr C Burgess declared a non-pecuniary interest in agenda item 7 (viii) as they are members of Rotary.

**381 DISPENSATIONS**

There were no dispensations.

**382 PUBLIC PARTICIPATION - QUESTION TIME**

There were no public questions or comments.

**383 CONFIRMATION OF COUNCIL MINUTES**

It was **RESOLVED** that the minutes of the Ordinary Council Meeting held on 9<sup>th</sup> January 2024 be signed by the Mayor as a true record and adopted by the Council.

**384 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	9 <sup>th</sup> January 2024 ( <b>Attachment B</b> )
Market Committee meeting	18 <sup>th</sup> January 2024 ( <b>Attachment C</b> )
Planning & General Purposes Committee	23 <sup>rd</sup> January 2024 ( <b>Attachment D</b> )

**385 COMMUNICATIONS TO NOTE/REQUIRING DECISION**

**(i) S137 spending limit 2024-2025**

Council **NOTED** the S137 spending limit for 2024-2025 as £10.81 per elector (No of electors: 9398 x £10.81, total £101,592.38).

**(ii) Epping Forest District Council: Bakers Lane car park**

Council **NOTED** the letter from Epping Forest District Council regarding Pellikaan and Bakers Lane car park, as per **Attachment E**.

**(iii) Lower Swaines recreation ground playground instruments**

Council discussed the musical instruments for Lower Swaines playground, as per **Attachment E1**.

It was **RESOLVED** that:

- (i) Council did not want to pursue the musical instruments for the playground/s at the current time.

**(iv) Epping Forest District Council's Dog Control Public Spaces Protection Order**

Council **NOTED** the link to the above order, provided on the agenda.

It was **RESOLVED** that:

- (i) The Town Clerk would enquire as to who the 'authorised persons' mentioned in the document are?

**(v) Epping Lottery**

Council **NOTED** that the Gatherwell lottery was being pursued by Epping Forest District Council.

**(vi) Epping Christmas Market 2024**

Council **NOTED** the Christmas Market 2024 information.

**(vii) South Epping Masterplanning**

Council **CONSIDERED** the South Epping Masterplanning information.

It was **RESOLVED** that:

- (i) Council were happy for Cllr N Avey and the Town Clerk to represent the Town Council at this meeting. (All members would be advised of the meeting date so they could attend if they wished.)
- (ii) The meeting organisers would be made aware that Epping Hall could be used for a public meeting should they wish to do so.

**(viii) Rotary wellbeing project**

Cllr Jon Whitehouse entered here.

Council **CONSIDERED** potential ideas for green space improvements that Rotary could potentially fundraise for.

It was **RESOLVED** that:

- (i) Possible suggestions to be taken forward were:

Outdoor gym equipment, a continuous running/walking/cycling loop track round Stonards Hill recreation ground, consideration given to other sites such as Ivy Chimneys.

**386 TOWN MAYOR’S & DEPUTY MAYOR’S DUTIES**

The duties undertaken by the Town Mayor and Deputy Town Mayor since the Ordinary Council meeting on 9<sup>th</sup> January 2024 were **NOTED**.

**387 REPORTS FROM MEMBERS**

Reports from members were received on meetings or visits since the Ordinary Council meeting on 9<sup>th</sup> January 2024:

Cllr M Wright	St Margaret’s Hospital diagnostic plans	11 <sup>th</sup> January 2024
	Christmas lights working party meeting	22 <sup>nd</sup> January 2024
	Stonards Hill car park site meeting	22 <sup>nd</sup> January 2024
Cllr N Avey	Stonards Hill car park site meeting	22 <sup>nd</sup> January 2024
Cllr H Pegrum	Stonards Hill car park site meeting	22 <sup>nd</sup> January 2024
Cllr H Whitbread	St Margaret’s Hospital consultation	10 <sup>th</sup> January 2024
Cllr L Burrows	St Margaret’s Hospital consultation	10 <sup>th</sup> January 2024
Cllr Janet Whitehouse	St Margaret’s Hospital consultation	10 <sup>th</sup> January 2024
Cllr H Pegrum	Stonards Hill car park site meeting	22 <sup>nd</sup> January 2024
Cllr Jon Whitehouse	Stonards Hill car park site meeting	22 <sup>nd</sup> January 2024
Cllr J Duffell	Royal British Legion branch meeting	28 <sup>th</sup> January 2024
Cllr R Sharif	Christmas lights working party meeting	22 <sup>nd</sup> January 2024
	Ongoing residents meetings	Jan/Feb 2024

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

The Town Clerk highlighted the need for someone to support Epping Weather Station, Council’s apprentice groundsperson, the replacement boiler part at Epping Hall and that Epping Neighbourhood Plan had been resubmitted to Epping Forest District Council (EFDC) for checking before examination and referendum. Members suggested asking the Scouts and the Epping Society regarding the Weather Station.

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

**389 REPORTS FROM EPPING FOREST DISTRICT AND COUNTY COUNCILLORS**

Cllr H Whitbread:

Essex County Council: Cllr H Whitbread mentioned the budget and 12 million that was being spent on highways. Double the number of potholes being filled. New funding for member priorities. Enforcement on overgrown vegetation. Funding for children and adult social care.

Epping Forest District Council: EFDC’s budget is planning for the future. North Weald Airfield site sold for £88 million. £3 million into everyday spending on Highways Rangers and in house policing. Land sale to Google bringing in jobs to Epping Forest. Regeneration in the District.

Cllr Janet Whitehouse:

Cllr Janet Whitehouse mentioned the budget and overview & scrutiny. Cllr Whitehouse mentioned the Local Council Liaison Committee meetings, that were 2 a year, and the

administration/whether all Cllrs attended. The Town Clerk advised she would come back to her on this.

### 390 FINANCIAL REPORT TO 31st JANUARY 2024

Council considered the summary financial report for January 2024, presented by the Town Clerk, in the absence of 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) This was **APPROVED** with no further action was required at the current time.

### 391 ACCOUNTS FOR PAYMENT

In the absence of Council's Key Member for Finance, Cllr G Scruton, the Town Clerk presented the payment schedules for January 2024 totalling **£68,123.04**. (Barclays £49.30, The Co-operative-£68,058.15 & The Co-operative Online £15.59.) **Please note:** a £50,000 transfer between Barclays and The Co-operative and a petty cash withdrawal of £550.

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 January 2024 were **APPROVED** as presented in the schedule.

### 392 PLAY IN THE PARK 2024

Council discussed the Play in the Park 2024 information, as per **Attachment J**.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the (Miscellaneous Provisions Act) 1976, s19;
- (ii) Epping Town Council would fund 3 sessions and ask EFDC/Rotary if they would fund a further 2;
- (iii) Epping Town Council would request their logo on the Epping Town Council funded sessions.

### 393 ANNUAL TOWN MEETING 2024 FORMAT

Council discussed the format for the Annual Town Meeting 2024, as per **Attachment K**.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government Act 1972, s9;



- (ii) Round the table discussions would be held covering two or three subjects/areas that the Town Council is involved with, such as playgrounds & recreation grounds, Monday market and events;
- (iii) Additional items, such as a speaker, would be pursued for Council's approval.

**394 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.

**395 ASSET OF COMMUNITY VALUE**

Council discussed a potential Asset of Community value, as per **Attachment L**.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government Act 1972, ss124 & 127;
- (ii) This would not be pursued at the current time (financial and operational reasons).

**396 CHRISTMAS LIGHTS WORKING PARTY**

Council considered the information from the Christmas Lights working party, as per Attachment

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government Act 1972, ss124 & 127;
- (ii) The Christmas lights tender would be based on the information in **Attachment M**, which would then be brought back to Council for discussion.

**397 TOWNSPERSON OF THE YEAR 2023**

Council discussed the nominations for Townsperson of the Year 2023 as per **Attachment N**.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government Act 1972, s111;
- (ii) Townsperson of the Year 2023 would be awarded (to be presented at the Civic Reception in April 2024.)

**398 YOUNG TOWNSPERSON OF THE YEAR 2023**

Council **NOTED** that there were no nominations for Townsperson of the Year 2023.

It was **RESOLVED** that:

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

**399 OTHER AWARDS**

Council considered the request for another award, as per **Attachment O**.

- (i) The statutory basis for this item be **NOTED** as the Local Government Act 1972, s111;
- (ii) This award would be given to the person nominated and this would be presented at the Civic Reception 2024.

**400 PARKING MANAGEMENT CONTRACTS**

Council considered the parking management contracts, as per **Attachment P**.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Road Traffic Regulation Act 1984, ss59 (3), 35 (1);
- (ii) The parking management contract would be signed (Version 5 for 2 years).

**401 PHOTOCOPYING CONTRACT**

Council **NOTED** the photocopying contract, as per **Attachment Q**.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government Act 1972, S111.

**402 WATER CONTRACTS**

Council considered the water contract information, as per **Attachment R**.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government Act 1972, S111;
- (ii) Council would move to the new provider, as per **Attachment R**.

**403 APPRENTICE CONTRACT**

Council **NOTED** the apprentice contract information.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government Act 1972, S112.

**404 BAKERS LANE PUBLIC TOILETS**

Council considered the information about Bakers Lane public toilets, as per **Attachment S**.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Public Health Act 1936, S87;
- (ii) Council would retain management of the Bakers Lane public toilets but they would not be opened until a suitable solution could be found.

**405 STONARDS HILL SKATE PARK CONTRACTS AND DESIGNS**

Council considered the information about Stonards Hill skate park, as per **Attachments T, T1 & T2**.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government (Miscellaneous Provisions) Act 1976, S19;
- (ii) Council chose Option A: the existing location, were happy with the proposed design and the Town Clerk would progress this with Betongpark. This would be brought back to Council as appropriate.

**CLOSURE**

The Town Mayor, Cllr C Burgess, closed the meeting at **10.21pm**.

(Please note: the meeting started at approximately 8.07pm).

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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, 13<sup>th</sup> February 2024** at **7.15pm**.

**PRESENT:** Cllr N Avey (Chairman)  
 Cllr C Burgess (Mayor - *ex officio*)  
 Cllr C McCredie (Deputy Mayor - *ex officio*)  
 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)

**368 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr G Scruton.

**369 DECLARATIONS OF INTEREST**

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

The Committee declared a non-pecuniary interest in application EPF/0050/24 77-79 High Street because they shop at the applicant's premises.

Cllr M Wright declared a non-pecuniary interest in application EPF/0076/24 Epping Laundry And Dry Cleaning Co, Bower Hill because he knows the applicant.

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

**370 DISPENSATIONS**

There were no dispensations.

**371 CONFIRMATION OF MINUTES**

Committee **RESOLVED** that:

**the minutes of the meeting of the Planning & General Purposes Committee held on Tuesday, 23<sup>rd</sup> January 2024 be signed by the Chairman as a true record.**

**372 PUBLIC QUESTIONS OR COMMENTS**

There were no public questions or comments.

**373 NOTICES AND INFORMATION**

There were no notices or information.

**374 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/0050/24	77-79 High Street Epping CM16 4BA Tesco	Retrospective installation of 1 x 42" media screen size-860(W)x2160(H)mm Screen size 530(W) x930(H)mm 3nos x 1250mm x 700mm flagpole signs, overall 3350mm height.
Committee have <b>NO OBJECTION</b> to this application.		
EPF/0094/24	87 Bower Hill Epping CM16 7AW Mr Alex Hang	Construction of front porch and front extension to existing garage
Committee have <b>NO OBJECTION</b> to this application.		
EPF/2778/23	Mill House Farm Theydon Road Epping CM16 4DL Mr Mike Phillips	Demolition of existing residential dwelling and associated buildings and erection of replacement dwelling.
<p>Committee <b>STRONGLY OBJECT</b> to this application.</p> <p>Committee do not agree to demolishing a perfectly acceptable dwelling to be replaced with a modern structure. Committee felt that that this proposal is inappropriate for the area and does not fit in with the street scene. Committee stated that they would have expected the design to fit in with the landscape to preserve the heritage of the dwelling and associated buildings.</p> <p>Relevant policies: Local Plan 2011-2033: DM9F, H1A (ii) and (iii) NPPF: Para 9, 127, 132 Emerging Epping Neighbourhood Plan: policy 14, policy 18.</p> <p><a href="#">Epping Town Council confirm they will attend and speak at Plans East to object to this proposal.</a></p>		

**375 OTHERS**

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

EPF/0076/24	Epping Laundry And Dry Cleaning Co Bower Hill Epping CM16 7AD Mr Reginald Mark Lemon	Certificate of lawful development for the existing uses at Epping Laundry facility located in the north western portion of the site - Class E(g)(iii) Former Laundry repair garage and later MOT centre located in the centre of the site - Class E(g)(iii)
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		Two dwellinghouses located on eastern site frontage - Class C3 9 private leased vehicle garages in the centre of the site adjacent MOT centre
Committee <b>NOTED</b> this application.		
EPF/0134/24	319A High Street Epping CM16 4DA Mr Freddy Cole	Approval of Details Reserved by Condition 4 'Additional Drawings' of EPF/1593/23 (Grade II listed building application for alterations and change of use to first floor from offices to create a 2 bedroom flat).
Committee <b>NOTED</b> this application.		

**376 CONSULTATION**

**Pre-Planning consultation for proposed Rooftop Installation Upgrade at Cornerstone, High Road, Epping CM16 4BA**

There was a pre-consultation letter and associated drawings for this site. The company were asking for comments that Epping Town Council has on this proposal. The closing date for this consultation was 16<sup>th</sup> February.

Committee **CONSIDERED** the above consultation and **NOTED** this information.

**377 CONSULTATION**

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

The amended application for a pavement licence was resubmitted and emailed to the Members in January because of the short deadline. All comments or representations were submitted within the consultation start date: Friday 26<sup>th</sup> January 2024, and ended: Thursday 1<sup>st</sup> February 2024.

The hours sought were Monday to Sunday 07:00 – 18:00.

The three consultation documents submitted for consultation. There were two Epping Town Council representations sent back to Epping Forest District Council by the deadline.

Committee **CONSIDERED** the above consultation and **NOTED** this information.

**378 EFDC PLANNING DECISIONS**

Committee **NOTED** the following planning decisions.

**Delegated Cases:**

**GRANTED:**

EPF/1314/23	EPF/2512/23	EPF/1986/23	EPF/2483/23
EPF/1592/23	EPF/1593/23	EPF/2636/23	EPF/2453/23

**Delegated Cases:**

**REFUSED:**

EPF/1818/23	EPF/2488/23	EPF/2524/23	
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**RAISE NO OBJECTION:**

EPF/0082/24			
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**LAWFUL:**

EPF/2386/23			
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**NOT LAWFUL:**

EPF/2474/23			
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**COMMITTEE CASES**

**GRANTED** None

**COMMITTEE CASES**

**REFUSED** None

The Chairman closed the meeting at 7.55pm.

**Signature of Chairman**

**Date**

**MINUTES** of the **PLANNING AND GENERAL PURPOSES COMMITTEE MEETING** held at Epping Hall, St. Johns Road, Epping on **Tuesday, 27<sup>th</sup> February 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 was present. No members of the public were present.

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

**406 APOLOGIES FOR ABSENCE**

No apologies for absence were received.

**407 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.

There were no other declarations of interest.

**408 DISPENSATIONS**

There were no dispensations.

**409 CONFIRMATION OF MINUTES**

Committee **RESOLVED** that:

**the minutes of the meeting of the Planning & General Purposes Committee held on Tuesday, 13<sup>th</sup> February 2024 be signed by the Chairman as a true record.**

**410 PUBLIC QUESTIONS OR COMMENTS**

There were no public questions or comments.



**411 NOTICES AND INFORMATION**

There were no notices or information.

**412 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/0200/24	40 Bower Hill Epping CM16 7AL Mrs Jess Sakthi	Crossover application
Committee have <b>NO OBJECTION</b> to this application.		
EPF/0226/24	7 Griffins Wood Cottages High Road Epping CM16 4DH Mr M Allen	TPO/EPF/06/18 T1 & T2: Leylandii Cypress - 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.		

**413 CONSULTATION**

**Full Variation of current premises licence Eden Cocktail Bar 88 High Street Epping Essex CM16 4AE**

This was for a Full Variation of an existing premises licence at the above location. The variation is for an amendment of the hours and licensable activities for The Sale by Retail of Alcohol and The Provision of Regulated Entertainment for the following:  
 Live Music Monday to Sunday 11.00 – 01.00am Indoors  
 Recorded Music Monday to Sunday 11.00 – 01.00am Indoors  
 The Sale by Retail of Alcohol Monday to Sunday 11.00 – 01.00am On Sales only (currently Monday to Sunday 11.00 – 23.00pm)  
 Opening Times Monday to Sunday 09.00 – 01.30am  
 The Consultation period for this started on 7<sup>th</sup> February 2024 and ends on 5<sup>th</sup> March 2024 and any representations or comments must be submitted within this time period.

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 Mondays to Sundays when the applicant is proposing to vary the hours and licensable activities for the sale by retail of alcohol, the provision of regulated entertainment and opening times.

The Committee **DECIDED** it was acceptable to have the sale by retail of alcohol, the provision of regulated entertainment and opening times on normal licensing hours to be closed by midnight on Mondays to Saturdays; closed by 11pm on Sundays except on special occasions for example New Year’s Eve until 1am.

**414 CONSULTATION**

**Street Trading Consent at Car Park of Epping Train Station, Station Approach, CM16 4WH**

This application is to renew a Street Trading Consent at this location. The consultation runs from 13<sup>th</sup> February 2024 to 4<sup>th</sup> March 2024, and any comments or representations must be submitted within this time period.

Committee **CONSIDERED** the above consultation and **DECIDED** that no further action should be taken with regard to this consultation.

**415 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 7.32pm.

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**Signature of Chairman**

**Date**

**MINUTES of the CORPORATE GOVERNANCE ADVISORY COMMITTEE**Held in the Conference Room, Epping Hall on **Tuesday 27<sup>th</sup> February 2024 at 8pm.**

**PRESENT:** Cllr C McCredie (Chairman & Deputy Town Mayor)  
Cllr G Scruton (Key Member Finance)  
Cllr N Avey (Key Member Administration)

**IN ATTENDANCE:** Cllr C Burgess (Town Mayor)  
Cllr R Sharif

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

**416 APOLOGIES FOR ABSENCE**

There were no apologies for absence.

**417 DECLARATIONS OF INTEREST**

No declarations of interest were received from members.

**418 DISPENSATIONS**

There were no dispensations.

**419 PUBLIC PARTICIPATION – QUESTION TIME**

There were no public questions or comments.

**420 CONFIRMATION OF MINUTES**

It was **RESOLVED** that the minutes of the Corporate Governance Advisory Committee meeting held on 24<sup>th</sup> October 2023 be signed by the Chairman as a true record.

**421 STATUS OF PREVIOUS RECOMMENDATIONS**

The following recommendations of the Corporate Governance Advisory Committee (CGAC) (from their meeting on 24<sup>th</sup> October 2023) (Minutes #253–269 of 23/24) were adopted by Council at the Ordinary Council meeting on 14<sup>th</sup> November 2023 (Minute #272 of 2023/24):

It was **RESOLVED** that:

- (i) The amended Statement on Internal Control should be **APPROVED**;
- (ii) The amended Risk Management Statement should be **APPROVED**;
- (iii) The revised Employee Handbook should be **APPROVED**.

Committee **NOTED** the above information.

**422 CORPORATE GOVERNANCE DOCUMENT REVIEW**

Council **APPROVED** a review of policy and governance documents at the Ordinary Council meeting on 8<sup>th</sup> March 2016 (Minute #478 of 2015/16).

The list of policies for annual review and the dates for review are as follows:

Internal and External Audits: **February 2024** & October 2024

**(Dealt with under agenda items 10 & 11)**

Internal Audit Programme: **October 2024**

Statement on Internal Control: **October 2024**

Insurance Inventory: February 2024 **(Dealt with under agenda item 25)**

Asset Register: February 2024 **(Dealt with under agenda item 12)**

Internal Risk Register: February 2024 **(Dealt with under agenda item 9)**

Staffing Terms and Conditions: **February 2024** & October 2024 **(Dealt with under agenda item 27)**

Standing Orders & Financial Regulations: February 2024 **(Dealt with under agenda item 8)**

Employee Handbook: **October 2024**

Risk Management Statement: **October 2024**

Please note these are the current recommended review dates, but legislation may amend the dates if an earlier review is required.

Changing regulations and audit comments may add further items to this list.

The CGAC review process leads to recommendations to Council for amendments to documents to be made.

Committee **NOTED** the above information.

#### 423 **STANDING ORDERS & FINANCIAL REGULATIONS**

**Statutory Basis:** Local Government Act 1972, sch 12, para 42; Local Audit & Accountability Act 2014

There have been no changes to the model Standing Orders (Attachment B) since the last review. The Town Clerk has therefore made no changes to this document **(Attachment B)**.

There have been no recommended changes to the model Financial Regulations since the last review, but the auditor has highlighted the need to review Financial Regulation 2.2 **(Attachment C)**. The Town Clerk highlighted this FR for Committee to determine the detail.

It was **RESOLVED** that:

- (i) The Standing Orders (with no amendments) should be **RECOMMENDED** for **ADOPTION** by Council;
- (ii) The Financial Regulations (with no general amendments) should be **RECOMMENDED** for **ADOPTION** by Council, but revision/clarification of Financial Regulation 2.2 should be **RECOMMENDED** to Council for

ADOPTION, to state that the Key Member for Finance should fulfil this role, even if they are a signatory (which they likely will be).

#### 424 INTERNAL RISK REGISTER

**Statutory Basis:** Local Audit & Accountability Act 2014

The Town Clerk has reviewed the Internal Risk Register and made some amendments.

It was **RESOLVED** that:

- (i) The Internal Risk Register with those amendments should be **RECOMMENDED** for **ADOPTION** by Council.

#### 425 INTERNAL AUDIT REPORTS

**Statutory Basis:** Local Audit & Accountability Act 2014

Committee **NOTED** that the second visit of the internal auditor for the 2023/24 financial year was stated on the agenda as being on 28<sup>th</sup> February 2024. This was actually to be 7<sup>th</sup> March 2024.

The internal audit report (second interim) would be brought to Council once received.

It was **RESOLVED** that:

- (i) No further action was required at the current time.

#### 426 EXTERNAL AUDITS

**Statutory Basis:** Local Audit & Accountability Act 2014

At the Ordinary Council meeting on 27<sup>th</sup> September 2022 (Minute #182 of 2022/23), Epping Town Council resolved to 'opt in' to the External Audit arrangements (which was recommended in this sector) and whereby Council would be allocated an external auditor from 2022-2027.

The external auditor for 2022-2027 for Essex will remain as PKF Littlejohn LLP.

Committee **NOTED** this information.

#### 427 ASSET REGISTER

**Statutory Basis:** Local Audit & Accountability Act 2014

The current form of the Asset Register was **ADOPTED** following advice from Peter Lacey of NALC/SLCC and advice from the Audit Commission on 29<sup>th</sup> March 2010.

At the Ordinary Council meeting on 7<sup>th</sup> March 2023, Council RESOLVED to record individual items equal to or greater than £1000 in the Asset Register (Minute #449 (iv) of 2022/23).

**PLEASE NOTE:** The Asset Register records all individual items of £1000 or greater. Council have many assets whose value is less than £1000 and these are recorded in Council's inventories which are updated annually. This is standard practice.

There have been no major acquisitions and disposals during 2023/24 which is reflected in the Asset Register 2024, as per **Attachment E**.

Committee considered the following RECOMMENDATIONS and make appropriate **RECOMMENDATIONS** to Council.

- (i) Council should continue to record assets as individual items with a value equal to or greater than £1000 in the Asset Register;
- (ii) The Asset Register 2024, as per **Attachment E**, should be APPROVED as a correct record of Council's assets at this time;
- (iii) Any revisions to the draft will be presented to full Council in March.

It was **RESOLVED** that:

- (i) The three RECOMMENDATIONS above would be RECOMMENDED for APPROVAL by Council.

#### 428 **COMPLAINTS PROCEDURE**

Epping Town Council's complaints procedure was APPROVED on 7<sup>th</sup> March 2023 (Minute #449 (vi) of 2022/23) and is now due for review. The Town Clerk is pleased to report that Epping Town Council receive very few formal complaints and the office team try to deal with any issues efficiently, so they do not become a complaint. The Town Clerk has made a very minor wording amendment.

It was **RESOLVED** that:

- (i) The Complaints Procedure, as per **Attachment F**, would be RECOMMENDED for APPROVAL by Council.

#### 429 **RECRUITMENT POLICY**

Committee considered the Recruitment Policy, with minor wording changes, as per **Attachment G**.

It was **RESOLVED** that:

- (i) The Recruitment Policy with amendments, as per **Attachment G**, would be RECOMMENDED for APPROVAL by Council.

**430 HEALTH & SAFETY POLICY**

Committee considered the Health & Safety Policy, with several amendments, as per **Attachment H**.

It was **RESOLVED** that:

- (i) The Health & Safety Policy with several amendments (add safety to goggles) as per **Attachment H**, would be RECOMMENDED for APPROVAL by Council.

**431 GRANT AWARDING POLICY**

Committee considered the Grant Awarding Policy, with minor wording amendments, as per **Attachment I**.

It was **RESOLVED** that:

- (ii) The Grant Awarding Policy with minor amendments, as per **Attachment I**, would be RECOMMENDED for APPROVAL by Council.

**432 PROCUREMENT POLICY**

Committee considered the Procurement Policy, with no amendments, as per **Attachment J**.

It was **RESOLVED** that:

- (i) The Procurement Policy with no amendments, as per **Attachment J**, would be RECOMMENDED for APPROVAL by Council.

**433 TRAINING AND DEVELOPMENT STATEMENT**

Committee considered the Training and Development Statement, with minor amendments, as per **Attachment K**.

It was **RESOLVED** that:

- (i) The Training and Development Statement with minor amendments, as per **Attachment K**, would be RECOMMENDED for APPROVAL by Council.

**434 MARKET POLICY**

Committee considered the Market Policy, with minor amendments, as per **Attachment L**.

It was **RESOLVED** that:

- (i) The Market Policy with minor amendments, as per **Attachment L**, would be RECOMMENDED for APPROVAL by Council.

**435 TREE MANAGEMENT POLICY**

Committee considered the Tree Management Policy, with a minor wording amendment, as per **Attachment M**.

It was **RESOLVED** that:

- (i) The Tree Management Policy, as per **Attachment M**, would be **RECOMMENDED** for **APPROVAL** by Council.

**436 INVESTMENT STRATEGY**

Committee considered the Investment Strategy with amendments, as per **Attachment N**.

It was **RESOLVED** that:

- (i) The Investment Strategy would be **RECOMMENDED** for **APPROVAL** by Council, as per **Attachment N**, with the following amendments:

- Delete: of up to one year with easy access
- Delete: UK Local Authority stocks or bonds
- Town Clerk/RFO to pursue CCLA

**437 BALANCE OF TRADE POLICY (MARKET)**

Committee considered the Balance of Trade Policy (Market) with minor amendments, as per **Attachment O**.

It was **RESOLVED** that:

- (i) The Balance of Trade Policy (Market) would be **RECOMMENDED** for **APPROVAL** by Council with these amendments, as per **Attachment O**.

**438 CLIMATE & ENVIRONMENTAL AWARENESS POLICY**

Committee considered the Climate & Environmental Awareness Policy, as per **Attachment P**.

It was **RESOLVED** that:

- (i) The Climate & Environmental Awareness Policy would be **RECOMMENDED** for **APPROVAL** by Council, as per **Attachment P**, with the following amendments:

2<sup>nd</sup> paragraph (4): Consider electric vehicles for our operations, where practical, possible and cost effective



**439 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.

**440 INSURANCE POLICIES (CONTRACTS) & RECONCILIATION**

**Statutory Basis:** Local Government Act 1972, s111; Local Authorities (Indemnities for Members & officers) order 2004

Committee considered the forthcoming insurance information and renewal details for July 2023. The Town Clerk will prepare the necessary documentation in advance of the renewal.

It was **RESOLVED** that:

- (i) The Town Clerk/Responsible Financial Officer (RFO) and Key Member for Finance should complete the interim insurance review in advance of the July meeting (each year) and this should be **RECOMMENDED** for Council **APPROVAL**;
- (ii) The Town Clerk/RFO should get the buildings revalued (in accordance with the five year recommendation, to ensure Council are accurately insured.

**441 DATA PROTECTION (GDPR) OFFICER**

**Statutory Basis:** General Data Protection Regulation 2016/679

Committee discussed monitoring the situation regarding a Data Protection Officer.

It was **RESOLVED** that:

- (i) Council should monitor the situation regarding a Data Protection Officer and appoint one at point of need, should it be necessary, following the guidance and criteria, as per **Attachment Q**.

**442 STAFF PAY SCALES & TERMS & CONDITIONS**

**Statutory Basis:** Local Government Act 1972, s112

**(i) Pay scales**

Committee **NOTED** that Epping Town Council staff are governed by the terms of conditions set by the NJC (National Joint Council) (set by NALC and SLCC). The current staff pay scales are listed as per **Attachment R**.

The pay scales which came into effect on 1st April 2023, were received in November 2023 and was backdated. It is very common for pay awards to arrive in November of the relevant financial year and when they are received after 1<sup>st</sup> April, salaries are backdated accordingly. The Town Clerk/RFO has built an increase of approximately 4% into the 2024/25 budget.

The Essex Pension Fund (which relates to all relevant staff employed with Epping Town Council prior to 2018) employer pension contribution rate from 1<sup>st</sup> April 2024 is 24.8% and this applies for 2025 (1<sup>st</sup> April 2023-1<sup>st</sup> April 2026). This was raised from 23.3%.

The employer pension contribution rate for NEST (which relates to all relevant staff employed with Epping Town Council after 2018) is currently 8% (a minimum of 3% from the employer, 5% from the employee: 4% from the employee, 1% tax relief) (from 6<sup>th</sup> April 2019 onwards). This is the rate for 2023. We have not received any alternative NEST rates for 2024 at the time of writing.

It was **RESOLVED** that:

- (i) No further action was required at the current time.
- (ii) Terms and conditions**

Committee discussed the staff terms and conditions, as per **Attachment R1**.

It was **RESOLVED** that:

- (i) The holiday **RECOMMENDATION** was **APPROVED** as a **RECOMMENDATION** to be made to Council for **APPROVAL**.

#### 443 **STAFFING MATTERS**

**Statutory Basis:** Local Government Act 1972, s112

Committee **CONSIDERED** the staffing update as per **Attachment S**.

It was **RESOLVED** that:

- (i) No further action was required at the current time.

#### 444 **COMPUTER SOFTWARE**

**Statutory Basis:** Local Government Act 1972, s111

Committee **CONSIDERED** the computer information as per **Attachment T**.

It was **RESOLVED** that:

- (i) The computers would be cleared in accordance with any IT requirements and stored for future consideration.

445 **TOWN CLERK APPRAISAL**

**Statutory Basis:** Local Government Act 1972, s112

Committee **NOTED** the Town Clerk's appraisal which was scheduled for Thursday 29<sup>th</sup> February 2024, by the Chairman of Council 2023-24, Cllr C Burgess, who is also the Chairman of the Task & Finish Personnel Committee.

The Chairman closed the meeting at **9.43pm**.

**(NB: The matters on this agenda have a statutory basis under the Local Government Act 1972 in sections 101 and 111, in addition to those stated.)**

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**Signature of Chairman**

**Date**

## **ATTACHMENT E**

### **Licensing information from EFDC**

The Business and Planning Act 2020 introduced a range of temporary measures intended to support businesses and the economy to recover from the severe disruption caused by Covid 19. Among those measures was the introduction of pavement licensing, a simplified and fast track route for pubs, restaurants and cafes to obtain a temporary permission to place tables and seating on the highway, allowing them to increase their outdoor capacity safely, quickly. Hence the 7 day consultation period set by the legislation.

Previously, pavement licences were granted under the Highways Act 1980 and this would have been dealt with by Essex County Council however, the temporary measures introduced under the Business and Planning Act 2020 is delegated to district council level. In general this function will be dealt with the Licensing Team in each respective authority as they already deal with similar legislation and processes (street trading, road closures, alcohol licensing etc.) and they have the regulatory framework in place to determine applications.

Premises Licences, fall under The Licensing Act 2003, which replaced The Licensing Act 1968. This legislation sets out a 28 day consultation period.

## ATTACHMENT E1

### Ride London community market stall

As you may be aware, the Ford RideLondon Essex100 mass participation ride will be coming through parts of the Epping Forest district on Sunday 26 May 2024. 25000 riders will be taking part in the ride. For general information please visit the RideLondon website, <https://www.ridelondon.co.uk/>

Epping Forest District Council are supporting the "activation" aspect locally and, as the route passes directly through Epping, we are encouraging celebrations and community involvement along the route.

As Epping High Street will be the 25-mile pit stop location (last year 12,000 of the riders spent five minutes or longer in Epping, with 9,500 of them stopping for longer than ten minutes) this will be an opportunity for the riders to meet with their families / friends and have some refreshments while their race time is paused. To create a celebratory atmosphere, EFDC are offering a limited number of local community groups, charities, and clubs a stall (**free of charge**) to raise funds and awareness about their organisations, for example, a raffle, tombola, or activity. The Community Development and Wellbeing team at EFDC would be delighted to work with you on this to explore any ideas you may have for your group, charity, or club.

Last year we found that the community stalls were not as busy as the activity field. The public found it difficult to cross the road due to the speed at which the riders came through the high street. Whilst London Marathon Events are working to solve this issue, this year we will be placing the community stalls on the same side as the Civic Offices. We can offer you a standard gazebo sized space, although you would be required to supply your own gazebo, table, chairs etc.

If you are interested in having a free stall, please email, giving details of your chosen activity for your stall. Please be aware that we have limited spaces available and will therefore work on a first come first served basis, depending on the theme of stalls.

Last year the High Street was extremely busy with members of the community enjoying a fantastic day, so don't miss out on this exciting event.

### Some important information

You will need to provide your own gazebo (sufficiently weighted due to health and safety reasons), table, chairs etc.

Please advise what your stall will be i.e., tombola, raffle, activities, information. If alcohol is to be given as a prize, the alcohol must be in a sealed container, all proceeds going to charity (no private gain) and adults only to receive the prize.

Last year the stallholders were asked to arrive at 6.45am and have their stall ready by 8am.

The times for this year have not been agreed yet but will probably be similar. The main roads are expected to reopen at approximately 12:30pm so we would expect stallholders to begin packing away at about 12 noon.

Car parking for stallholders will be available (1 vehicle per stall) - location to be confirmed.

Access into Epping is being well managed and whilst there will be some road closures, marshalled vehicle crossing points will make access to the town possible. Official road closure information will be available soon.

We will be able to support you in how you will drive to Epping on the event day, navigating the road closures.

# Bus Survey 2024



## Monday 04 March – Sunday 17 March 2024

TravelEssex is conducting a survey to better understand public opinion of the bus services in Essex, and how it can improve bus services to encourage more people to use them.

An online survey is available during the above dates.

In addition, a face-to-face survey will be carried out in six locations across Essex: Basildon, Chelmsford, Colchester, Harlow, Clacton and Harwich for both bus users and non-bus users during the above dates.

To take part scan the QR code below or visit our website – [www.travelessex.co.uk](http://www.travelessex.co.uk).



## ATTACHMENT E3

### D-Day Commemorations: 6<sup>th</sup> June 2024

The 6<sup>th</sup> of June 2024 marks the 80<sup>th</sup> anniversary of the allied forces D-Day landings in Normandy during World War II.

Councils and communities are invited to get involved to mark this anniversary. Some are putting on events such as beacon lightings. See attached the dedicated D-Day 80 Anniversary guide for further information.

Locally in Epping, Hemnall Social Club will be participating in an event on Sunday, 9<sup>th</sup> June from 2pm. They are having a local disco that will start off with music from the 1940s, and then progress through the 60s, 70s and 80s. There will also be a D-Day related display in the trophy cabinet, with particular reference to Epping's involvement. The Club will be decorated accordingly.

Epping Town Council have a beacon, but it is now quite old and may need considerable work. A beacon lighting evening would need to be discussed with the Town Supervisor and if the beacon is irreparable, a new beacon would be need to be purchased. Details will need to be researched. Staff would also need to be asked to work additional times and hours.

Council should consider the beacon lighting (usually at Frampton Road) or an alternative event.

Council may prefer to host a fish and chip supper and light lamps of peace.

New beacon cost: £549 plus VAT  
Lamps of peace cost (each): £55

Council is requested to consider the information and **DECIDE** what to do.

**TOWN MAYOR'S DUTIES**13<sup>th</sup> February 2024 - 12<sup>th</sup> March 2024

15 <sup>th</sup> February 2024	Community Safety Partnership Teams meeting
19 <sup>th</sup> February 2024	Visit to Fattorini, Birmingham
26 <sup>th</sup> February 2024	Safer Epping
27 <sup>th</sup> February 2024	Corporate Governance Advisory Committee meeting
28 <sup>th</sup> February 2024	ASDAN Awards. Grange Farm
29 <sup>th</sup> February 2024	Town Clerk appraisal
3 <sup>rd</sup> March 2024	Essex County Council Civic Service

**DEPUTY TOWN MAYOR'S DUTIES**13<sup>th</sup> February 2024 - 12<sup>th</sup> March 2024

21 <sup>st</sup> February 2024	Meeting with South Epping Masterplan Team
26 <sup>th</sup> February 2024	Meeting with Betongpark re skatepark
26 <sup>th</sup> February 2024	Safer Epping
3 <sup>rd</sup> March 2024	Chelmsford Cathedral civic service to thank Essex County Council



**REPORT OF THE TOWN CLERK**

**1 MAYOR’S CHAIN**

The Mayor’s chain is currently at Fattorini in Birmingham being backed. It should be back with Council later in March.

**2 EPPING TOWN COUNCIL HONOURS BOARD**

The new honours board has been replicated as closely as possible and is now in situ in the conference room at Epping Hall.



**3 ASSISTANT GROUNDSPERSON**

Council’s new Assistant Groundsperson started on 4<sup>th</sup> March 2024. On behalf of Epping Town Council, the Town Clerk would like to welcome him to the team.

**4 PARKING MANAGEMENT CONTRACTS**

The Town Clerk has received the parking management contracts for Stonards Hill recreation ground. There are some terms and conditions to be reworded and then these will be signed on behalf of Council. Timeframes are likely to be April/May 2024.

**5 INFORMATION TECHNOLOGY (IT) SUPPORT**

Council’s Information Technology has been tendered and proposals have now been received. These will be brought to Council once they have been evaluated by the Town Clerk.

**6 CHRISTMAS LIGHTS 2024 TENDER**

Council’s Christmas Lights 2024 tender has been circulated and any proposals will be brought to Council at the April 2024 Council meeting.

06/03/2024

## Epping Town Council

12:05 Summary Income & Expenditure by Budget Heading 06/03/2024

Month No: 11 Committee Report to 29th February 2024

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent
<b><u>Full Council</u></b>						
Income	810,137	782,423	(27,714)			103.5%
Expenditure	763,886	780,887	17,001	0	17,001	97.8%
Net Income over Expenditure	46,251	1,536	(44,715)			
plus Transfer from EMR	-11,924					
less Transfer to EMR	0					
Movement to/(from) Gen Reserve	34,327					

**Earmarked Reserves**

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

Grand Totals:- Income	810,137	782,423	(27,714)			103.5%
Expenditure	763,886	780,887	17,001	0	17,001	97.8%
Net Income over Expenditure	46,251	1,536	(44,715)			
plus Transfer from EMR	-11,924					
less Transfer to EMR	0					
Movement to/(from) Gen Reserve	34,327					

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>Service &amp; Committee Support</b>							
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	180,558	196,000	15,442		15,442	92.1%	
Insurance	10,200	10,200	0		0	100.0%	
Equipment	180	1,200	1,020		1,020	15.0%	
Consumables	801	600	(201)		(201)	133.4%	
Postage	361	900	539		539	40.1%	
Printing & Photocopying	1,530	1,600	70		70	95.6%	
Professional Fees	5,606	7,000	1,394		1,394	80.1%	
Subscriptions & Licences	6,392	5,500	(892)		(892)	116.2%	
Telephone & IT Services	6,611	7,100	489		489	93.1%	
Training - Staff	2,495	1,500	(995)		(995)	166.3%	
Training - Members	615	500	(115)		(115)	123.0%	
Travel & Subsistence - Staff	394	600	206		206	65.7%	
Travel & Subsistence - Members	370	100	(270)		(270)	370.3%	
Mayor's Allowance	199	1,000	801		801	19.9%	
Bank Charges	94	100	6		6	94.4%	
Miscellaneous Expenditure	1,471	1,000	(471)		(471)	147.1%	
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>229,802</b>	<b>235,000</b>	<b>5,198</b>	<b>0</b>	<b>5,198</b>	<b>97.8%</b>	<b>(11,924)</b>
<b>Net Income over Expenditure</b>	<b>362,639</b>	<b>354,913</b>	<b>(7,726)</b>				
plus Transfer from EMR	(11,924)						
<b>Movement to/(from) Gen Reserve</b>	<b>350,715</b>						
<b>Neighbourhood Planning</b>							
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>				
<b>Grants</b>							
Grants - S137	125	150	25		25	83.3%	

	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>				
<b>Events &amp; Publications</b>							
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	2,475	1,000	(1,475)		(1,475)	247.5%	
Other Council Publications	990	1,320	330		330	75.0%	
Events & Publications :- Indirect Expenditure	<u>21,960</u>	<u>22,320</u>	<u>360</u>	<u>0</u>	<u>360</u>	<u>98.4%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<b><u>(10,293)</u></b>	<b><u>(15,320)</u></b>	<b><u>(5,027)</u></b>				
<b>Epping Hall</b>							
Lettings Rents & Licences	46,550	45,000	(1,550)			103.4%	
Epping Hall :- Income	<u>46,550</u>	<u>45,000</u>	<u>(1,550)</u>			<u>103.4%</u>	<u>0</u>
Insurance	8,740	5,500	(3,240)		(3,240)	158.9%	
Equipment	2,237	1,000	(1,237)		(1,237)	223.7%	
Consumables	1,536	1,000	(536)		(536)	153.6%	
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	16,655	24,500	7,846		7,846	68.0%	
Repairs & Maintenance	16,703	8,000	(8,703)		(8,703)	208.8%	
Epping Hall :- Indirect Expenditure	<u>153,173</u>	<u>149,256</u>	<u>(3,917)</u>	<u>0</u>	<u>(3,917)</u>	<u>102.6%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<b><u>(106,623)</u></b>	<b><u>(104,256)</u></b>	<b><u>2,367</u></b>				

	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	27,020	28,000	980			96.5%	
Jack Silley Pavilion :- Income	<u>27,020</u>	<u>28,000</u>	<u>980</u>			<u>96.5%</u>	<u>0</u>
Insurance	1,680	1,680	0		0	100.0%	
Equipment	754	800	46		46	94.2%	
Consumables	310	400	90		90	77.5%	
Business Rates	4,611	4,500	(111)		(111)	102.5%	
Utilities	31,346	26,000	(5,346)		(5,346)	120.6%	
Repairs & Maintenance	3,804	6,000	2,196		2,196	63.4%	
Jack Silley Pavilion :- Indirect Expenditure	<u>42,504</u>	<u>39,380</u>	<u>(3,124)</u>	<u>0</u>	<u>(3,124)</u>	<u>107.9%</u>	<u>0</u>
Net Income over Expenditure	<u>(15,484)</u>	<u>(11,380)</u>	<u>4,104</u>				
<u>Epping Market</u>							
Lettings Rents & Licences	32,657	37,000	4,343			88.3%	
Market casuals	7,317	8,000	683			91.5%	
Other Receipts	83	0	(83)			0.0%	
Epping Market :- Income	<u>40,057</u>	<u>45,000</u>	<u>4,943</u>			<u>89.0%</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	20,625	22,500	1,875		1,875	91.7%	
Skip Hire	0	6,000	6,000		6,000	0.0%	
Epping Market :- Indirect Expenditure	<u>33,893</u>	<u>47,630</u>	<u>13,737</u>	<u>0</u>	<u>13,737</u>	<u>71.2%</u>	<u>0</u>
Net Income over Expenditure	<u>6,164</u>	<u>(2,630)</u>	<u>(8,794)</u>				
<u>Epping Cemetery</u>							
Lettings Rents & Licences	(201)	0	201			0.0%	
Burials & Memorials	37,849	46,200	8,351			81.9%	
Epping Cemetery :- Income	<u>37,648</u>	<u>46,200</u>	<u>8,552</u>			<u>81.5%</u>	<u>0</u>
Insurance	920	920	0		0	100.0%	
Cemetery Benches	1,296	0	(1,296)		(1,296)	0.0%	

	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%	
<b>Epping Cemetery :- Indirect Expenditure</b>	<b>4,033</b>	<b>5,720</b>	<b>1,687</b>	<b>0</b>	<b>1,687</b>	<b>70.5%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>33,615</b>	<b>40,480</b>	<b>6,865</b>				
<b><u>Parks &amp; Building Maintenance</u></b>							
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%	
<b>Parks &amp; Building Maintenance :- Income</b>	<b>8,486</b>	<b>7,730</b>	<b>(756)</b>			<b>109.8%</b>	<b>0</b>
Salaries	199,087	213,300	14,213		14,213	93.3%	
Insurance	2,950	2,950	0		0	100.0%	
Equipment	3,791	5,000	1,209		1,209	75.8%	
Consumables	651	500	(151)		(151)	130.2%	
Miscellaneous Expenditure	70	0	(70)		(70)	0.0%	
Utilities	6,905	13,400	6,495		6,495	51.5%	
Repairs & Maintenance	20,668	18,000	(2,668)		(2,668)	114.8%	
Public Toilet Cleaning	1,200	1,000	(200)		(200)	120.0%	
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%	
<b>Parks &amp; Building Maintenance :- Indirect Expenditure</b>	<b>242,939</b>	<b>263,950</b>	<b>21,011</b>	<b>0</b>	<b>21,011</b>	<b>92.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(234,453)</b>	<b>(256,220)</b>	<b>(21,767)</b>				
<b><u>Public Convenience</u></b>							
Utility Recharges	25,382	0	(25,382)			0.0%	
<b>Public Convenience :- Income</b>	<b>25,382</b>	<b>0</b>	<b>(25,382)</b>				<b>0</b>
Equipment	4	80	76		76	5.2%	
Consumables	340	600	260		260	56.7%	
Business Rates	194	0	(194)		(194)	0.0%	
Utilities	27,597	3,000	(24,597)		(24,597)	919.9%	
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	3,161	5,000	1,840		1,840	63.2%	
Public Convenience :- Indirect Expenditure	<u>32,878</u>	<u>9,680</u>	<u>(23,198)</u>	<u>0</u>	<u>(23,198)</u>	<u>339.6%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>(7,496)</u>	<u>(9,680)</u>	<u>(2,184)</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%	
Consumables	220	0	(220)		(220)	0.0%	
Utilities	675	600	(75)		(75)	112.5%	
Repairs & Maintenance	13	600	587		587	2.2%	
Allotments :- Indirect Expenditure	<u>1,184</u>	<u>1,400</u>	<u>216</u>	<u>0</u>	<u>216</u>	<u>84.6%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>3,077</u>	<u>2,780</u>	<u>(297)</u>				
<u>Street Furniture</u>							
Other Receipts	3,700	0	(3,700)			0.0%	
Street Furniture :- Income	<u>3,700</u>	<u>0</u>	<u>(3,700)</u>				<u>0</u>
Equipment	0	1,000	1,000		1,000	0.0%	
Repairs & Maintenance	336	800	464		464	42.0%	
Street Furniture :- Indirect Expenditure	<u>336</u>	<u>1,800</u>	<u>1,464</u>	<u>0</u>	<u>1,464</u>	<u>18.7%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>3,364</u>	<u>(1,800)</u>	<u>(5,164)</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>(500)</u>	<u>(100)</u>	<u>400</u>				
<u>Council as Landlord</u>							
Lettings Rents & Licences	6,999	3,200	(3,799)			218.7%	
Other Receipts	5,550	6,200	650			89.5%	
Council as Landlord :- Income	<u>12,549</u>	<u>9,400</u>	<u>(3,149)</u>			<u>133.5%</u>	<u>0</u>
Repairs & Maintenance	2,261	1,500	(761)		(761)	150.7%	
Council as Landlord :- Indirect Expenditure	<u>2,261</u>	<u>1,500</u>	<u>(761)</u>	<u>0</u>	<u>(761)</u>	<u>150.7%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>10,288</u>	<u>7,900</u>	<u>(2,388)</u>				

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>Council as Tenant</b>							
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>0</u>	<u>(501)</u>	<u>(501)</u>				
<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>				
Grand Totals:- Income	810,137	782,423	(27,714)			103.5%	
Expenditure	763,886	780,887	17,001	0	17,001	97.8%	
<b>Net Income over Expenditure</b>	<u>46,251</u>	<u>1,536</u>	<u>(44,715)</u>				
plus Transfer from EMR	(11,924)						
<b>Movement to/(from) Gen Reserve</b>	<u>34,327</u>						




Date: 06/03/2024

**Epping Town Council**

Time: 12:02

**Barclays No 1 Account**

**List of Payments made between 01/02/2024 and 29/02/2024**

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
05/02/2024	Barclays Bank plc	DEBIT	8.50		Commission 13Dec/14Jan
14/02/2024	Co-operative Bank current	Trasnfer	30,000.00		Transfer 
21/02/2024	EE	DD07	41.51		Mobile Feb 24
<b>Total Payments</b>			<u>30,050.01</u>		

## List of Payments made between 01/02/2024 and 29/02/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/02/2024	Heath Computers	DD01	314.46		RMM Support 27.1.24-26.2.24
09/02/2024	Yu Energy Retail Limited	DD02	1,326.30		Electric Jan 24
12/02/2024	British Gas Services Ltd	DD03	1,004.59		Gas 27.11.24-29.1.24
13/02/2024	Capitol Floor & Hygiene Mainte	BAC1302/01	120.00		Stonards toilet clean 7-28Jan
13/02/2024	Essex Association of Local Cou	BAC1302/02	20.40		Data Protection training -BR
13/02/2024	Ernest Doe & Sons Ltd	BAC1302/03	322.00		Blower, multimeter
13/02/2024	Fleet (Line Markers) Ltd	BAC1302/04	336.00		Pitchmarker
13/02/2024	GLS Educational Supplies	BAC1302/05	518.81		Cleaning products, toilet roll
13/02/2024	Gracelands CMS Ltd	BAC1302/06	1,746.36		EH heating, new pump bellows
13/02/2024	Mrs S Hotston	BAC1302/07	420.00		Stonards gate Jan 2024
13/02/2024	M A Eckton	BAC1302/08	1,032.00		Repairs to JSP, 7 Stonards Hill
13/02/2024	MSPC Ltd	BAC1302/09	297.00		Supply+print TAE Spring
13/02/2024	NPower Commercial Gas	BAC1302/10	22.78		Floodlights electric Jan 24
13/02/2024	Rawley Plant Limited	BAC1302/11	156.77		Continued portaloos hire
13/02/2024	Stratton Contractors Ltd	BAC1302/12	140.00		Market waste collection 18Dec
13/02/2024	Thornwood Blinds	BAC1302/13	486.00		2 replacement blinds in CR
13/02/2024	Mr D R Whitbread	BAC1302/14	86.00		Clean EH windows+bus stops
13/02/2024	Steve Patterson	BAC1302/15	100.00		Damage deposit refund
13/02/2024	Miss B Rumsey	BAC1302/16	83.99		Train tickets for Mayor chain
13/02/2024	Nest Pension	BAC1302/17	150.34		Pension conts
13/02/2024	Essex Pension Fund	BAC1302/18	5,266.89		Pension conts Jan 24
13/02/2024	HMRC	BAC1302/19	6,883.33		NI+PAYE conts Jan 24
14/02/2024	D W Erections	DD04	1,875.00		Market supervision Feb 24
15/02/2024	Epping Forest District Council	DD05	105.42		Refuse Feb 24
15/02/2024	Epping Forest District Council	DD06	421.67		refuse Feb 24
15/02/2024	Salary transfers	BACS	23,016.09		Salary payments
15/02/2024	Salary transfers	BACS	-2.00		Salary deduction for overpayme
19/02/2024	Corona Energy	DD08	1,969.49		Electric Jan 24
22/02/2024	HMRC VAT	BACS	1,308.50		VAT repay 3rd quarter
27/02/2024	Capitol Floor & Hygiene Mainte	BAC2702/01	120.00		Toilets clean 4Feb-25Feb
27/02/2024	D S Safety	BAC2702/02	90.16		Gloves + goggles
27/02/2024	M A Eckton	BAC2702/03	2,023.20		Fibreglass+replacement taps
27/02/2024	GLS Educational Supplies	BAC2702/04	83.62		Padlock, key+batteries
27/02/2024	D Haley Electrical Services Lt	BAC2702/05	904.41		Replacement lighting
27/02/2024	Kent County Council	BAC2702/06	153.89		Printing charges Nov23-Jan24
27/02/2024	Travis Perkins Trading Company	BAC2702/07	264.00		Bulk bags scalping
27/02/2024	Mr D R Whitbread	BAC2702/08	86.00		Clean EH windows+bus stops
27/02/2024	Nest Pension	BAC2702/09	150.34		Pension conts Feb 24
27/02/2024	HMRC	BAC2702/10	7,655.52		NI+PAYE Feb 24
27/02/2024	Essex Pension Fund	BAC2702/11	5,454.64		Pension conts Feb 24
27/02/2024	Petty Cash	Transfer	350.00		Petty cash withdrawal 
27/02/2024	PHS Group	DD09	393.53		Purchase Ledger Payment

<b>Total Payments</b>	<b>67,257.50</b>
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List of Payments made between 01/02/2024 and 29/02/2024

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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>
06/02/2024	Eventbrite	397	39.22		8863035699
09/02/2024	Zoom Video	394	15.59		Subs 9-2 to 8-3-24
20/02/2024	Amazon UK	395	26.99		First aid kit
23/02/2024	CEF (Enfield)	398	141.36		Inv ENF273070

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<b>Total Payments</b>			<u>223.16</u>		
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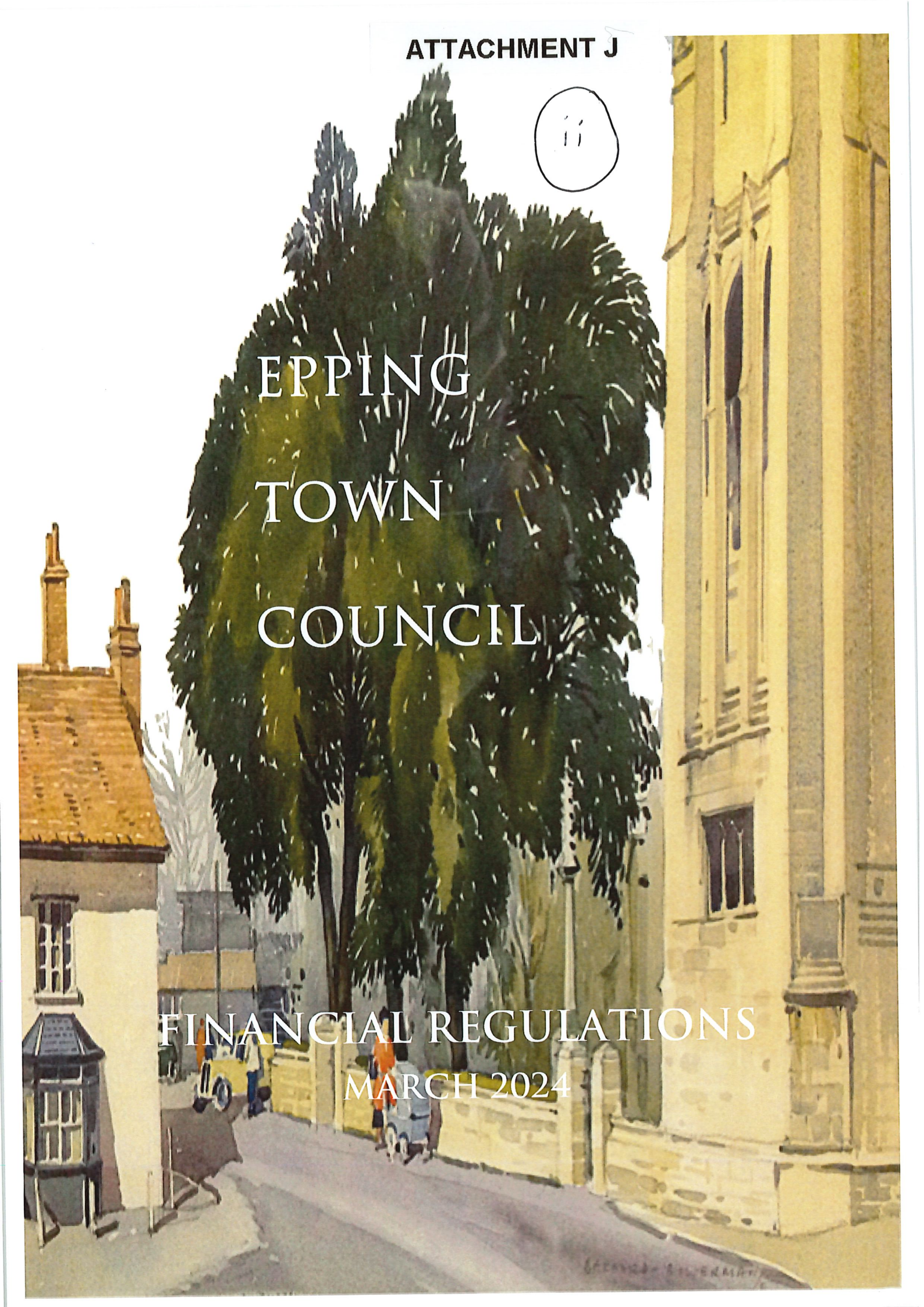
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11

EPPING  
TOWN  
COUNCIL

FINANCIAL REGULATIONS  
MARCH 2024



GEORGE BURNHAM



section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

- 1.16. In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in Governance and Accountability for Local Councils – a Practitioners' Guide (England) issued by the Joint Practitioner's Advisory Group (JPAG), which is published jointly by NALC and SLCC from time to time.

## 2. Accounting and Audit (Internal and External)

- 2.1 All accounting procedures and financial records of the council shall be determined by the Clerk in accordance with the Accounts and Audit Regulations, appropriate Guidance and proper practices.
- 2.2 On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman (or a cheque signatory) shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the council (or relevant committee). This should be the Key Member for Finance.
- 2.3 The Clerk/RFO shall complete the annual statement of accounts, annual report, and any related documents of the council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the council within the timescales set by the Accounts and Audit Regulations.
- 2.4 The council shall ensure that there is adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the council shall make available such documents and records as appear to the council to be necessary for the purpose of the audit and shall, as directed by the council, supply the Clerk, internal auditor, or external auditor with such information and explanation as the council considers necessary for that purpose.
- 2.5 The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the council in accordance with proper practices.
- 2.6 The internal auditor shall:
- be competent and independent of the financial operations of the council;
  - report to council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
  - to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships, and
  - have no involvement in the financial decision making, management or control of the council.
- 2.7 Internal or external auditors may not under any circumstances:

					meetings to ensure engagement • Regular contact to ensure continuity			
29	Failure to fill all Council seats at an election	<ul style="list-style-type: none"> <li>• Less input and potential diversity of opinion</li> <li>• Less combined knowledge/experience</li> </ul>	M	L	<ul style="list-style-type: none"> <li>• Ongoing members training</li> <li>• Qualified Clerk</li> <li>• Process for advertising vacant Council seats</li> </ul>	4 yearly after elections If required	Elections Vacant member seat	Clerk/Council
30	Failure to understand the implications of making financial cuts/not listening to advice and recommendations	<ul style="list-style-type: none"> <li>• Not upgrading cyber security or continuing professional advice and support memberships to save money (EALC, NALC, SLCC, ICCM, NAMBA)</li> <li>• Cyber security and legal updates/knowledge becomes out of date exposing/increasing risk</li> </ul>	M	L	<ul style="list-style-type: none"> <li>• Ongoing members training</li> <li>• Qualified Clerk</li> <li>• Listening to advice of Clerk and others</li> <li>• Allocating sufficient budget to cover adequate support and memberships</li> </ul>	Memberships renewals  Ongoing	Awareness of out of date software or advice	Clerk

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**EPPING TOWN COUNCIL ASSET REGISTER**

**31<sup>st</sup> March 2024**

*The form of this asset register was adopted following receipt of advice from Peter Lacey of NALC/SLCC and a discussion with Jo Taylor of the Audit Commission (29<sup>th</sup> March 2010). It was reviewed by council in October 2012 (Minutes #201 & #222 of 2012/13 refer).*

This Asset Register has four main purposes.

- a. It forms a basis for completion of box 9 in the 'Annual Return.'
- b. It forms a basis for decisions on risk and insurance issues.
- c. It provides information on the condition and need for replacement of machinery items.
- d. It provides assurance of the continued existence of Council's property

**Annual Return – Fixed Assets**

Items of machinery and equipment which have a useful life of more than one year and with a value greater than £1,000 are defined as 'Fixed Assets.' These are itemised below and their value reported in box 9 of Council's 'Annual Return.' Council does not depreciate or adjust fixed asset values and they are not calculated as part of a balance sheet. For fixed assets Council must approve the valuation methodology which must be applied consistently year on year. The preferred value will be the original acquisition cost. Alternative acceptable valuations are the replacement cost at a particular date or an insurance cost at a particular date. A fourth method of valuation for land or buildings which only have community value will be a nominal value of £1 (but please note the war memorial is listed at its original cost in 1922 of £650. The fixed asset value for any individual item will not usually be altered from year to year. Therefore, a change in the total value for fixed assets (in box 9 of the Annual Return) indicates the acquisition of new and/or the disposal of old assets of significance.

It will be necessary to review the threshold value for fixed assets (currently £1,000) annually to ensure the value continues to include the types of items currently listed as fixed assets. Such a review will require the revaluation of both the current and previous years' asset registers to give a consistent basis for comparison.

**Insurance Decisions**

From the above it follows that not all assets are classed as 'Fixed Assets.' The guidance indicates that only items with a relatively high value which will be useful for more than one financial year are entered to the 'Fixed Asset' box 9 on the Annual Return. Council has many smaller items which individually have a replacement value less than £1,000 (small tools, furniture, benches etc.). These items are listed in inventories and the total for any given inventory may far exceed £1,000. The total value of inventories may alter quite rapidly as new items are entered or removed. It is still necessary to ensure these items are secured to the council and to assess the risks of loss so that suitable insurance may be maintained if necessary. For these reasons the inventories are updated and reviewed annually. As a guide to these insurance decisions, an attempt will be made to maintain a replacement value for inventory items as well as for relevant fixed asset items. It will be necessary for Council to review the insurance valuation each year to ensure insurance levels remain relevant to the inventoried items. This should be undertaken at the Corporate Governance Advisory Committee meeting each February. This should be done annually, even if Council enters into a three-year insurance policy. Premiums are likely to increase annually even during a three-year arrangement, as Insurance Premium Tax changes and Council's assets may change.

Not all items are insured for damage or loss since the nature of risks is not the same for all items. Larger items of play equipment are very robust and comprise a number of smaller components. Damage to other items may be assessed as unlikely to occur or of insignificance cost if it does. Historically, Council has generally not insured play equipment, seats, bins or signs. These are now insured. Playground surfaces are, however, not insured, as they are very difficult to remove and have little use or value once removed to record as an asset. Some items are insured on all risks. These include laptops, audio visual equipment, the Mayor's Chain and tools. Vehicles are all insured on a fully comprehensive basis.

**Replacement Decisions**

Decisions to replace machinery and tools may be affected by the residual value/life of the existing equipment and the cost of replacement.



## **FIXED ASSETS**

At 31<sup>st</sup> March 2024 the following assets were held:

Buildings	£3,986,681
Play Equipment and Street Furniture	£ 316,710
Road Legal Vehicles and Equipment	£ 83,381
Plant Machinery and Non-Road Registered Vehicles	£ 50,913
Civic Regalia	£ 18,035
Office Equipment	£ 9,233
Land (page )	£ 7
<b><u>Total of Fixed Assets for Annual Return as at 31<sup>st</sup> March 2024:</u></b>	<b><u>£4,464,960</u></b>

**Total of Fixed Assets as at 31<sup>st</sup> March 2023:** £4,464,960

**Variance 31<sup>st</sup> March 2023 - 31<sup>st</sup> March 2024:** £0

### **Explanation of Variance:**

Total of Fixed Assets added during the year (includes corrections) £0

Total of Fixed Asset removed during the year (includes corrections) £0

**Sum Variance** £0



Assets added during the year		Assets disposed of during the year	
Asset description	Purchase Cost £	Asset description	Purchase Cost £
<b>TOTALS</b>	<b>0</b>	<b>TOTALS</b>	<b>0</b>

Nb: Any movements are reflected in the lists below

Deed No.	Description	Size	Tenure	Acquisition Date	Buildings	(1)Uses	(2)Covenants etc	Value
L001	Land at Lindsey St Community Association	17,250 sq.ft	Freehold	14/3/2008	Lindsey Street Community Association premises (not ETC)	Freehold acquired from EFDC 2008 Lease renewal with Community Assoc commenced June 2008  (See Note A below)	Covenants: Community use Utility easement	£1
L002	Stonards Hill Recreation Ground, Stonards Hill	15.109 A	Freehold	?/3/1947	Scout hut (not ETC)  Band hut (not ETC)  Jack Silley Pavilion  Garage Workshops House no 7	Ground leased to 4 <sup>th</sup> Epping Scouts  Ground leased to EF Band  Tied rental to Groundsman (See Note B below)	Covenants: Community centre Recreation ground Games and community Utility easements  Handgate licences 6a Palmers Hill Vehicle (Currently not operative with current owner) <del>s.106 obligation</del> planting footpath	£1
L003	Lovelock's Field, Swaines Green	1.78 Ha	Freehold	15/8/2005	None	(See Note C below)	Covenants: Open Meadow with public access. Various access licences in operation. Listed elsewhere in this document FI.	£1
L004	Meadow Road Allotments, Meadow Road	17.05A	Freehold	29/9/1980	None	Allotments (part) 13.42 A Leased for agriculture to N Pegrum (See Note D Below)	Utility easement handgates	£1
L007	Lower Bury Lane Allotments, Off Tower Road	0.75 Ha	Freehold	9/1/1957	None	Allotments	Pedestrian access only	£1
L008	Epping Cemetery, Bury Lane	6.328 A	Freehold	17/8/1910	Chapel			£1
L012	Ivy Chimney's Recreation Ground	0.56 Ha	Possessory title lodged	N/A	None	Adverse Possession claimed 2007	Utility easement footpath	£1

			27/4/2007. Absolute title granted Aug 2019.			Title Absolute granted after 27/4/2019. (Land Registration Act 2002 s.62.4) Granted August 2019.		
	<b>Total</b>							<b>£7</b>

## APPENDIX 1

### SUMMARY OF VEHICLES

#### FA 1 Road legal vehicles and equipment

**£83,381**

Description	Year of Purchase	Purchase Cost	Estimated Replacement Cost	Estimated Current Value	Estimated Residual Life (years)	Registration Number	Inventory No	Estimated replacement date
Ford Tractor 2120	1996	18,400	28000	3500	1 (Repaired 2016 Life expectancy increased from 1 yr to 5)	P559 OAR	41	Max 2022
Ford Transit Connect	2010	5,560	10,000	500	0	YE56 KEJ	65	2019 (2020)
Comment: Next for replacement. 2021. Already exceeded life expectancy.								
Toyota Hi-lux Invincible 4X4 D-4D (s/hand 2014)	2017	16,499	17,000	15,000	6	YF64 CZP	XX	2027
*Tractor Iseki TK532 (market use)	2010	7,500	25000	3500	2	T915 JUJ	64	2023
Comment: Tractor had full service in 2018/19 financial year, new tyres and extras. This has extended life expectancy. Already exceeded life expectancy.								
Ransomes Jacobson Highways 3 Mower	2016	21,950	29000	20000	3	EX63 VDV	XX	2024
Ford Transit Courier	2021	13,472	13,742	13,742	8	WX69 LXB	XX	2030
<b>Total for Annual Return</b>		<b>83,381</b>						

#### FA 2 Plant Machinery and Non Road Registered Vehicles

Annual Return Value

**£50,913**

(Stonards Hill)

Equipment	Year of Purchase	Purchase Cost £	Estimate of Replacement Cost £	Estimate of Current Value £	Estimate of residual life	Inventory No
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Bateson Trailer	1994	1995	3500	400	2	38
Four Way Bucket	1996	3600	6000	2000	2	41
Charterhouse Vertidrain s/h	2001	5700	19000	1500	2	46
Teleshore – Grave shoring large	2014	1737	2000	1737	5	
Teleshore – Grave shoreing small	2014	2000	2000	2000	5	
5.7KVA Generator	2002	1500	3300	800	4	48
Rabbit brushcutter	2008	4500	5000	3000	7	61
Komatsu Mini Digger (S/Hand)	2006	8500	19000	8000	4	57
Kuhn Comete Spreader	2006	1562	2000	500	2	58
Indispension 2 ton trailer	2007	1550	2000	1500	6	59
Stihl multi unit/saw/stripper ext.	2014	1000	1000	1000	5	
Billy Goat leaf blower	2015	1090	1090	1000	5	
Rotavator	2016	1000	1000	1000	5	
Thwaites 300	2017	3000	3000	3000		
Brendon Mobile Power Washer	2017-18	2200	2200	2200		
Iseki Rotary mower*	2020	7750	7750	7750		
Bunded fuel tank 2500 ltr Ston Hill	2022	2229	2672	2672		
<b>Total for Annual Return</b>		<b>50913</b>				

Nb. Items with a very low residual life may still be retained if they are useful but have deteriorated to a condition where they are potentially subject to extensive maintenance costs

\*Trade in. Paid £4000 against 2 other 'disposal' items.

### **FA 3 Office Etc. Equipment – Epping Hall (Annual Return Value)**

**£9,233**

Description	Insurance Category	Date of purchase	Purchase Cost £	Replacement Cost £	Condition
Cooker Falcon	A	2000	1583		Good
Asber Tech Enviro 500mm Dishwasher 30A & DP	A	2020	1150		Excellent
4 drawer Fire Proof Cabinet	A	2007	1858		Good
Fujitsu fileserver	C	2015	1350		Good
Hand held radio mic system	D	2016	1051		Good
Tie clip radio mic system	D	2016	1051		Good
Macbook Air Laptop (Town Clerk)		2021	1190		Excellent
<b>Total For Annual Return</b>			<b>9233</b>		

(The above items are included in the contents insurance for Epping Hall)



**FA 4 Play Equipment Etc. (Annual Return Value)**

**£316,710**

Location	Description *includes wetpour	Purchase Cost £	Estimate of Replacement Cost £ (Equipment only – Wetpour and installation will approximately double cost) (All fixed items have an installation cost)
Lower Swaines (2022)	The Wizard's Hideaway house	12840	12840
	Tipi Carousel with top brace	2750	2750
	Swing frame unit	3750	3750
	Fairytale seesaw	3990	3990
	Multiplay unit	20450	20450
	Swing frame unit	3310	3310
	Mini Spacenet	11510	11510
	Cableway	7190	7190
	Cableway start station	2620	2620
	Twin ring sky carousel	2550	2550
	Bloqx 2 cube	6570	6570
	Five way swing	5030	5030
	Multigoal 8m wide	5210	5210
	Parklands Coopersale (2018)	Speed gyro	2845
Small pod swing		2020	2020
Combination swings metal		1440	1440
Diabolo Multiplay unit		5025	5025
Junior metal horizontal bars		1245	1245
Stonards Hill (play area)	Double junior swing	3500	3750 1535
	Double infants swing	3500	3750 1535
	Sutcliffe toddler zone unit DZW267 ) (2008)	13036	14000
	Sutcliffe spring seesaw TNB030 )	2148	2300
	Sutcliffe nest swing SNS080 )	2266	2500
	Flywheel roundabout 2022	5660	5660
	Plastic play logs 2022	10920	10920
Stonards Hill	Sutcliffe Winer Diner Picnic bench	1000	1000
	Outdoor table tennis table	1478	1478
	Outdoor gym	10500	15000
St. Hill (skateboard park)	Whiteskate concrete skate park (2007)	32248	32000
Stonards Hill tennis court	Tennis court floodlights (1992)	6386	14000
Ivy Chimneys	Multiplay* )	13500	17600
	Double junior swing 1 ) (1993)	3500	3750 1535
	Double Junior Swing 2 )	3500	3750 1535
	Double infant swing )	3500	3750 1535
	Timber trail (2003)*	4572	4600 2933
	Mantis zipwire 2015	3569	3569
	Spinmee roundabout 2015	4105	4105
	Maliton 2015	9610	9610
	Basket swing and seat 2015	2510	2510

Frampton Road	Flat & cradle swing (2017)	1627	1627
	Multiplay Kiboko (2017)	9573	17600
	Football wall/basketball (2003)	1760	3156
	Basket swing (2017)	1900	1900
	DDA roundabout (2017)	5000	5000
	Adult exercise cycle (2017)	1654	1654
	Adult exercise skier (2017)	2494	2494
	Wooden train set (2017)	1069	1069
Town Greens Palmers Hill	Wooden Town Sign (2011)	1650	2000
High Road (Beech Close)	Wooden Town Sign (2014)	1800	1800
o/s Church, High St	Bus Shelter (2008)	7300	8000
Opposite Church, High St	Bus shelter (2008)	7300	8000
Palmers Hill, East side	Bus shelter (2012) Gifted by ECC	7300	8000
Palmers Hill West side	Bus shelter (2012) Gifted by ECC	7300	8000
The Plain, o/s St Marg H	Bus shelter (2012) Gifted by ECC	7300	8000
The Plain near Coop'sale	Bus shelter (2012) Gifted by ECC	7300	8000
Tesco, High Street	Notice Board 2015	1010	1010
Market Store, opposite M&S	Notice Board 2015	1010	1010
Station Road	Notice Board 2015	1010	1010
<b>Total for Annual Return</b>		<b>316710</b>	

**FA 5 Community Buildings**

**£3,986,681**

Deed No.	Description	Tenure	Acquisition Date	Uses	Value	Valuation basis
	Market Garage, R/O High Street, Epping	Freehold	2012	Storage for Market equipment	100,000	Insurance 2012
	7 Stonards Hill, Stonards Hill Recreation Ground (L002)	Freehold	N/A	Tied accommodation for Head Groundsman	117,044	Insurance 2009
	Garage, Stonards Hill Recreation Ground (L002)	Freehold	N/A	Groundsman's tool and equipment store	35,210	Insurance 2009
	Shed, Stonards Hill Recreation Ground (L002)	Freehold	N/A	Groundsman's tool and equipment store	65,609	Insurance 2009
	Jack Silley Pavilion, Stonards Hill Rec. Grnd. (L002)	Freehold	N/A	Meeting and function rooms, changing rooms for Rec Ground	727,644	Insurance 2009
	Cemetery Chapel, Epping Cemetery, Bury Lane (L008)	Freehold	N/A	Cemetery chapel	175,983	Insurance 2009
L006	Epping Hall, St John's Road, Epping	Freehold	24/2/2000	Meeting and function rooms, Epping Town Council Offices	2,764,541	Insurance 2009
	War Memorial	Permissive (on Epping Forest Land)	1922	War Memorial	650	Actual cost (1922)



<b>Total for Annual Return</b>	<b>3,986,681</b>
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\*Please note: a rebuild cost assessment was undertaken in 2019 and the details are included below for information.  
No value change for Annual Return.

**FA 6** Other

Civic Regalia (Mayor's Chain etc.) 2009 insurance valuation

**£18,035**

**TOTAL VALUE OF ITEMS IN THIS ASSET REGISTER (FOR ENTRY TO THE ANNUAL RETURN) £4,464,960**

**Notes and Inventory Items Nil Value for Annual Return**

The following items are noted below as a record of items which have an individual purchase value lower than £1,000 but have a considerable value on aggregate. The inventories are checked and amended on an annual basis.

Inventory No.	Location	Replacement value	Custodian	Check date
1	Garage, shed and yard Stonards Hill	60,217 (incl 30,000 Christmas lights)	Head Groundsman	2019 then 2024
2	Jack Silley Pavilion	14,086	Head Groundsman	2019 then 2024
3	Cemetery Chapel	11,833	Head Groundsman	2019 then 2024
4	Market	17,002	Market Supervisor Head Groundsman	2019 then 2024
5	Epping Hall	59,339	Caretaker Town Clerk	2019 then 2024
6	Minor Play Equipment, Seats and Bins	57,947	Head Groundsman	2019 then 2024
<b>Total Value</b>		<b>220,424</b>		

\*Please note: these costs include project management and demolition so a whole rebuild cost

Rebuild cost 2019	Excl VAT	Incl VAT
1. Epping Hall	3,343,351	3,812,021
2. 7 Stonards Hill	175,500	210,600
3. Jack Silley Pavilion	1,740,960	2,089,152
4. Garage & Shed at Stonards Hill rec	146,543	175,851
5. Cemetery Chapel	315,900	379,080
6. Market store	109,440	131,328
7. Public toilets (Qualis)	209,041	250,849
<b>Total rebuild cost</b>	<b>6,040,734</b>	<b>7,048,881</b>



## **ATTACHMENT I**

### **EPPING TOWN COUNCIL**

#### **GRANT AWARDING POLICY**

**PLEASE NOTE: 2024/25 FINANCIAL YEAR: NO GRANT FUNDING AVAILABLE/NO APPLICATIONS BEING CONSIDERED**

#### **APPLYING FOR A GRANT FROM EPPING TOWN COUNCIL**

Epping Town Council encourages local voluntary organisations which provide services to local people and which require funding to apply for grant aid. The Council must ensure that grants (which are all funded by local taxpayers) provide value for money. Therefore the following criteria will be taken into account when considering applications:

#### **Will the grant benefit Epping residents?**

The Town Council will only give grants for purposes which directly benefit Epping residents and will give priority to organisations which are based in the town. The Council may consider grants to organisations that cover a wider area than Epping (e.g. the Epping Forest district or West Essex) if the organisation provides services to Epping residents or which benefit the Epping area.

The Town Council will not generally give grants to organisations that operate chiefly for the social enjoyment of their members. The Town Council will not contribute to general national appeals or to appeals that benefit only a single individual.

#### **Can the applicant organisation show that it needs the grant?**

The Town Council has only limited funds and therefore will only give grants to organisations that can demonstrate that a grant from the Town Council will make a difference and that there are not alternative ways of raising the money. You are therefore asked to provide a copy of your most recent accounts (including a balance sheet), annual report if you produce one and details of other organisations approached for funding and whether you were successful.

The Town Council will not normally provide grants to organisations which, for example, have large unallocated reserves or where funding should be available from another source. In some circumstances the Council may provide advice and information, or request that your organisation re-applies after exploring alternative options.

#### **Does the applicant organisation follow basic organisational rules?**

The Town Council will only give grants to properly constituted bodies and charities. This usually means that, at a minimum, the organisation should have clear officers or points of contact and produce annual accounts. All grants will be paid by cheque made payable to the organisation's accounts. Cheques will not be made out to any individual's personal bank account.

#### **What purposes must the grant be used for?**

Applicants must identify a specific purpose for which funding is sought. Acceptable examples include capital grants for a specific project or purchase, upgrading existing facilities, training costs, and start-up costs for new initiatives/projects. Grants are not given



towards activities that are part of statutory obligations, or research costs. Retrospective applications where an event or activity has already taken place will not be considered. Organisations with a business or profit making remit are not eligible nor are religious/political activities unless it can be shown that the event will be open to and for the benefit of the community as a whole. The list above provides examples only, for specific clarification please contact the Town Council.

### **How much can be applied for?**

The Town Council sets aside money within its budget each year for awarding grants to local organisations and applicants are advised to refer to the annual budget to see the level of allocation for the relevant year. Applications for grants are assessed bi-annually (see Application deadlines section below) and the total allocated funding for each six month period will be 50% of the set annual allocation. **Please note: for the 2024/25 financial year, there is no grant funding available. There is budget provision for £650 for very specific Council grants (Remembrance) only.**

### **How to complete the application form**

Please complete all sections of the form; applications may be rejected if incorrect or incomplete information is supplied.

The Council will only consider requests for specific sums. You should submit copies of:

- your organisation's constitution, rules or statement of purpose.
- the year-end accounts or in the case of a new organisation, please provide a business plan showing your projected costs and expected income for at least one year.

All accounts relating to the organisation must be disclosed, not just those relating to the specific purpose associated with the application.

If your latest accounts show that a surplus was made during the year (after discounting any previous grant) and there was also a balance in reserve at the start of the year please explain the reason why you are applying for additional funding.

### **Conditions of grant**

The application should be supported by estimates for the project where appropriate, or a price list for items of equipment to be purchased and any further information requested by the Town Council.

Normally only one grant per year will be made to each applicant and although year on year financial support from the Town Council will not be considered, applicants are not precluded from applying for a grant annually (provided eligibility criteria still apply).

Acceptance or refusal of a particular application does not determine, predicate or influence the outcome of any further applications by the Town Council at a later date.

Successful applicants will be notified in writing within three weeks of each deadline date and a cheque will be sent out to the organisation's registered address.

### **All successful applicants will be required to:**

- account for how the grant money has been spent.
- provide to the feedback detailing how the Grant was used.

Your organisation must acknowledge the support of Epping Town Council and include the Town Council logo in any promotional material. This helps let people know where the Council's grant aid is being spent and to encourage others to apply.

You will be asked to forward to us any publicity and photographic evidence of the project/purchase where appropriate and this may be used on the Town Council's website. The Council reserves the right to attach conditions to your grant. Any such conditions will be explained in your notification of grant letter. You must state if you are applying to other funding organisations for match or part funding. The Council reserves the right to reclaim any award not spent for the purposes it was granted and/or not spent during the financial year it was awarded. All decisions regarding applications are final and non-negotiable.

### **Application deadlines**

Applications received on or before **1st September each year** will be considered in the first round of grant funding at the Ordinary Meeting of the Town Council in September each year.

Applications received on or before **1st March each year** will be considered in the second round of grant funding at the Ordinary Meeting of the Town Council in March each year.

### **Where do I get an application form?**

You can download the form from this webpage

Or by contacting the Town Council:

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

Phone: 01992 579444  
Email: [info@eppingtowncouncil.gov.uk](mailto:info@eppingtowncouncil.gov.uk)

Please return completed application forms and supporting documentation to the address above, marking the envelope: 'Grants'. Electronic submissions should be in pdf format.

All applications are considered fairly and on individual merit at Town Council meetings which are open to public.

The final decision on applications and the level of any grant made lies with the Town Council.

The Town Council reserves the right to amend these guidelines, and in exceptional circumstances to award grants that do not meet all the criteria.

Adopted March 2022.

Review date: Feb 24

ETC  
2024



## ~~ATTACHMENT J~~

### EPPING TOWN COUNCIL

#### PROCUREMENT POLICY

Epping Town Council's procurement policy is governed by the Council's Standing Orders and Financial Regulations. The Council's procurement rules and thresholds for any type of expenditure are as follows:

Where the value is above £100 and below £3,000, the Clerk or RFO shall strive to obtain three estimates.

The Clerk or RFO shall obtain three quotations for contract values between £3,000 and £25,000. (This applies when it is to enter into a contract less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services **other** than those outlined in 11(a) of the Financial Regulations.)

Where it is intended to enter into a contract exceeding £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than those outlined in 11(a) of the Financial Regulations, the Clerk shall place the contract on the Contracts Finder website in such a way as to meet the requirements of the Public Contracts Regulations 2015. The tendering process shall follow the guidance in the NALC Procurement Toolkit.

The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time).

Thresholds currently applicable are (including VAT) @ Feb 2024:

- a. For public supply and public service contracts (£214,904)
- b. For public works contracts (£5,372,609)

The Council has regulations for procuring specialist services and emergency expenditure that are set out in the Council's Financial Regulations and Standing Orders.

Epping Town Council are not obliged to accept the lowest or any tender, quote or estimate and will use selection criteria specific to each individual tender, which will be detailed in that tender.

Epping Town Council will, wherever possible, give preference to local suppliers and contractors to support our local economy.



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ATTACHMENT N

# EPHING TOWN COUNCIL

## INVESTMENT STRATEGY, POLICY AND BORROWING

This strategy and policy explains Epping Town Council's investment of reserves and deposits. Town Council investments are managed by the Responsible Financial Officer (RFO) and all investments are approved by full Council. The Town Council earmarks reserves as part of the annual budgeting process. Council's balances are monitored by the **Senior Finance Officer** and RFO throughout the year. This policy applies to longer term actual investments.

### PART A: INVESTMENT STRATEGY

To balance investing for the best income return against the fundamental requirement to avoid any capital loss. **To this end, investments should balance low risk with the best interest rates.**

Whilst making investments, due regard will be given to the performance and the reputation of the investment body.

As a Local Authority with an income and expenditure which exceeds **£750,000**, Epping Town Council are not covered by the Financial Services Compensation Scheme (FCSC), therefore Council must be mindful of investing across multiple sources to minimise risk. **Please note:** it can be difficult to find suitable High Street investors for Councils, **so research will be ongoing, as the situation changes.** Regard must be given to the Local Authorities (Capital Finance) (Approved Investments) Regulations 1990 as amended.

### PART B: INVESTMENT POLICY

- To consider the need for access to surplus funds, so balancing a reasonable timescale for recall against a beneficial interest rate. This is to prioritise the security of reserves followed by the liquidity of investments
- To place any other funds on deposit **of up to one year with easy access**, depending on the current interest rates and forecast cash flow requirements
- All investments are made in sterling with UK registered institutions only
- Funds only to be deposited or invested with:
  - (i) UK clearing banks or their subsidiaries, together with those former major building societies which are now banks and it those it defines as high quality, ie: a credit rating of A with Moody's Investors Service or BBB with Standard and Poor's
  - (ii) UK Government stocks
  - (iii) UK Local Authority stocks or bonds

(iv) CCLA (investment that include supporting charities, local authorities and the non profit sector)

- Consideration will be given to investments and alternatives in advance of maturity for all investments

#### **PART C: BORROWING MONEY**

- Any decisions to borrow money would be made by resolution of full Council only

- The Public Works Loan Board would be an acceptable source of borrowing, but would always be subject to rates and terms/conditions

- Other channels of borrowing may be acceptable if approved by Council's auditor as appropriate

Approved : March 2022 . Review : Feb 24.

ETC 2022.



## ~~ATTACHMENT O~~

### EPPING TOWN COUNCIL

#### **Epping Monday Market Balance of Trade Policy**

Epping's historic market received its Charter from King Henry III in 1253. It changed from a cattle market to a traditional retail market in 1961. It remains as a linear market which runs the majority of the high street, covering the central parking bays in the middle.

Over recent years, the market, like many others, has seen a decline in both traders and footfall. This is due to changing preferences and shopping behaviour. The market continues to be an extremely important part of the character of the town and one could not imagine the town without it.

In 2018, Epping Town Council established a working party to try and support and develop the market a give it a long term future in these more challenging economic times for traditional markets. All decisions regarding the market are made with a view to protecting our loyal traders and the market's future.

The market had decreased from a 75 traditional council metal stall market to approximately 40 stalls. Following a year of research and monitoring, the market is now a 40 trader strong market, with a mix of council owned and traders own gazebos (mixture of Council built and self built).

The market was managed by the Town Supervisor for 22 years from 1986 to 2015. Demand for spaces was high and casual traders were often refused. The market has been run by the same Market Manager since 2016 On a contractor basis. We are now struggling to fill stalls and spaces due to the changing economics.

In 2018, a market supervisor was introduced to assist with traders using their own gazebos. The councils metal stalls had been put up by the same experienced contractors since 1980s.

Epping Town Council are monitoring the market very closely. the key aims being to increase footfall and support our loyal traders. The majority of traders are on regular licence, some having traded with us for 30 plus years. Others prefer a casual licence and these are monitored closely to ensure fairness, encouraging casuals to become licensed traders, if desired by both parties.

This balance of trade policy has been created to protect our loyal and long serving traders, whilst abiding by the laws of the Competition Act 1998. This is kept under review.

The tenant mix and layout are aimed at making the market attractive for customers and crucially supporting businesses in these challenging economic times.

#### **Trading in relation to the Competition Act 1998**

Epping Town Council has operated a policy where similar traders should be three double stalls apart for many years. This practice continues with traders selling comparison products generally



dispersed across the market. Food traders are sometimes clustered together; this is managed on an individual basis, depending on space and trader preference.

In its ongoing commitment to our loyal traders, the number of ladies clothing stalls has been limited to three. Three traders cover different fashion tastes and compliment rather than compete with each other. Where fashion traders buy from the same wholesalers, we feel this would be detrimental to the businesses concerned. On occasion, we have allowed additional traders selling very similar products and with the reduced footfall this has resulted in the loss of the original trader and then the subsequent one. We feel ladies' fashion should complement the market and each other but not create too competitive an environment.

Epping Town Council's balance of trade policy is designed to support individual traders so as not to lose that trader or offering of goods for the market. Where too many of a similar type of product, for example ladies fashion brought from the same wholesaler, are sold, this is likely to result in the detriment of all concerned. Where footfall is relatively low, traders cannot compete against each other with extremely similar merchandise. Where their clothes come from different wholesalers and appeal to a different clientele, this supports the variety of goods on offer and enables customers to choose. Traders must demonstrate that their goods would benefit the market as a whole, rather than risking the loss of all fashion traders.

This would also apply to fruit and vegetable traders, where multiple goods of exactly the same type, may threaten any trader's ability to survive with low footfall.

If the market was bigger with greater footfall, more similar traders would be permitted and this should be monitored over time.

### **Bank holiday markets**

Epping Town Council have operated an open policy for bank holiday Mondays where anyone is free to turn up and trade, subject to the necessary paperwork. This has allowed different traders to showcase their goods and see how the goods/stalls relate to the regular traders. We often welcome more fashion traders on bank holidays and this has resulted in goods being returned to our regular traders when the normal non bank holiday operating rules return. Often the fashion is quite similar to what we have currently and we feel this reinforces the need to not flood the market with many similar traders, which, in our experience of this market, due to the fairly limited footfall, is damaging to both the traders and market as a whole, as we still offer a lot of choice for customers.

There are a growing number of requests from market traders for protection against multiple competition in these difficult times and in a market with reduced footfall and this is to be expected as many businesses are under a lot of commercial pressure and need to shield themselves from competition, they are at risk from over competition from all the markets they attend if the balance of trade policy is not fair. This has been exacerbated by the closure of a major car park during 2023 and it is now even more critical that we support our traders to ensure the market's future.

Epping Town Council holds a core trader product list and the current time, this is as follows:

### **Core product list**

Blinds

Bread  
Bric-a-Brac  
Cakes  
China  
Dried fruit and nuts  
Eggs  
Electrical and fancy goods  
Food vendors  
Fresh fish  
Fruit and veg  
Football merchandise  
Glasses  
Gloves and hats  
Grocery  
Hair accessories  
Handbags  
Hardware  
Household  
Jewellery  
Ladies fashion  
Men's accessories  
Mobile phone accessories  
Pet food  
Plants  
Puzzle books  
Shoes  
Tools  
Watch batteries  
Windows

Epping Town Council actively seek a wide variety of goods and traders to support each trader and benefit the market as a whole.

Epping Town Council monitors traders merchandise closely and would not permit anything deemed harmful. This would include, but not be limited to:

Firearms, drug related paraphernalia, **real fur**, etc

Our balance of trade policy aims to inform existing traders of the policy when letting vacant stalls as well as providing marketing opportunities for listing products that are underrepresented. We keep our balance of trade policy as flexible as possible, whilst protecting existing traders, in an attempt to minimise vacant stalls.

Fresh food and street food are welcome additions to our market, but we have experienced the loss of emerging traders by allowing too many food vendors at one time. We constantly monitor footfall to determine if additional traders should attend the market. When we do not follow this rule, all food traders suffer and do not continue to trader with us.



Trade clustering is often promoted in new market developments. However, Epping Town Council traders prefer to remain in their long standing places. Our demand for stalls and footfall is not at a level that we would wish to potentially harm our traders and as such, regular licence traders remain in the same places, which we find supports the traders, harmony and cohesiveness of the market as a whole.

Epping Town Council's balance of trade policy is designed to encourage fair competition but not at the expense of our loyal and long serving traders. We continue to ask questions of our traders with the aim of ensuring a fair and sustainable tenant mix that will not damage any existing businesses.

Council may consider looking at incorporating a stylised farmers' market into the traditional Monday market on bank holidays to improve the trader mix and variety of goods on offer to the consumer. This would be managed so they complement each other and support the vibrancy and vitality of the market as a whole. Early research shows that their co-existing in this manner can be difficult due to their different styles, traditions, preferences and financial considerations.

We will review our balance of trade policy regularly to ensure it remains relevant in the ever changing and challenging retail sector.

This policy is designed to ensure fair and adequate competition, support our existing traders and encourage new traders in an attempt to give our market the best chance of a long term future. It is monitored regularly after consultation and discussion and respects the Act.

**Beverley Rumsey**  
**Town Clerk**  
**On behalf of Epping Town Council**

October 2019

**October 2019**  
Review date: Feb 2024

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~~ATTACHMENT P~~

## EPPING TOWN COUNCIL

### CLIMATE AND ENVIRONMENTAL AWARENESS POLICY

Epping Town Council understands the importance of behavioural actions on our environment and is committed to ensuring we take all reasonable and appropriate steps to reduce our overall carbon emissions.

**As part of this, Epping Town Council are committed to the following:**

- 1) Recognising the need for local and global reductions in carbon emissions
- 2) Acting as a Town Council in a way that reduces our carbon emissions
- 3) Encouraging and supporting the wider local community in reducing their carbon emissions
- 4) Regularly reviewing the guidance and initiatives in this area
- 5) Considering Epping Forest District Council's initiatives and considering if/how they can be used by the Town Council

**In order to achieve these aims, the Town Council will undertake to do the following:**

- 1) Switch to LED lighting where possible and applicable, across our sites
- 2) Switch off all unnecessary lighting, heating and equipment when not required
- 3) Undertake to work with community partners such as the Woodland Trust, City of London Corporation, Epping Forest District Council and Essex County Council, on any applicable initiatives
- 4) Consider electric vehicles for our operations, where practical, possible and cost effective
- 5) Look at Council's outdoor operations, including petrol and battery machinery, waste disposal, containment, storage and green waste disposal
- 6) Pursue the Water Refill Scheme in Epping Parish
- 7) Follow government guidance on how to reduce our carbon footprint
- 8) Signpost others to environmental initiatives where appropriate
- 9) Consider the role our trees and green spaces play in environmental matters
- 10) Consider the role our allotments sites play in environmental matters
- 11) Encourage others to consider their trees and green spaces
- 12) Commit to the ongoing consideration of the environmental impact of our operational actions across all applicable areas

Approved 8<sup>th</sup> March 2022 (Council)  
Review date: Feb 2024

Epping Town Council 2022

## Epping Christmas Market 2024

The day/date and time of this year's Christmas Market is to be decided. It was originally on the first Friday of December (12 noon to 8pm) for a number of years and was then changed more recently to the first Saturday of December (10am to 4pm).

There are for and against for both.

### Friday day to evening

- Less people attending (only in the evening) as children at school/people at work
- There was more of a budget (£7k) in past to include lighting and PA/entertainment host.
- Less likely to get free parking in the multistorey car park from Qualis Commercial on a weekday.
- Lighting cost (£3.5k approx. from quotes received previously) is for the hiring of the equipment, installation and dismantle of the lighting so it would be a regular cost.

### Saturday daytime

- More people are about to attend as it is a weekend day on a more continuous flow.
- More cost effective as lighting not needed with £3k budget.
- More likely to get free parking in the multistorey car park from Qualis Commercial on the weekends in December

### Saturday day to evening

- The other alternative is running the event on the same hours as the previous Friday 12 noon to 7pm or 8pm
- More time to set up for stallholders as not start until 12 noon.
- Lighting cost (£3.5k approx. from quotes received previously) is for the hiring of the equipment, installation and dismantle of the lighting so it would be a regular cost.

The budget that the Town Council agreed for 2024 is £3k which won't cover lighting costs. Last year, the Town Council managed to get sponsorship of £3k (2023 budget) towards the costs of the event itself from Funky Monk Restaurant and Rooms. For 2024, Weald Hall Care Home has agreed to sponsor the Christmas Market's budget.

### Residents' Views

Everything Epping Forest sent out a press release and did a Poll on Facebook on behalf of Epping Town Council to seek residents' views on whether the Christmas Market should be on a Friday or Saturday or daytime through to evening.

The Facebook poll had 563 votes with 348 in favour of Saturday pm going into evening. The other residents who emailed the Town Council directly were mostly also preferred Saturday pm going into the evening.

If the Town Council agrees to a Saturday pm into evening, then there would be the extra cost of providing lighting, power source and installation/dismantling costs for the stalls.

### Lighting for stalls

I think it would be best to buy the lighting to put in the gazebos and store it maybe at the Market Store. We would need to employ people to install/dismantle the lighting on the day.

It is suggested two people to do this work who don't need to be electricians as it is connecting sets of lights and plugging them into the generators.

Another £2-3k is needed to fund the lighting in the stalls on the High Street. This amount includes waterproof outdoor LED lighting; two generators to power the lighting and labour payment for putting up and taking down the lighting. Example is attached for information of the lighting and generator type equipment.

This option would be cheaper to getting an electrician to supply own equipment, installation and dismantle costs (extra cost for generators) which was discussed at a previous Full Town Council meeting in March 2022.

To be agreed:

Date:

To continue to hold the Christmas Market on the Saturday, 7<sup>th</sup> December (first Saturday of December) or

Revert to the Friday, 6<sup>th</sup> December (first Friday of December)

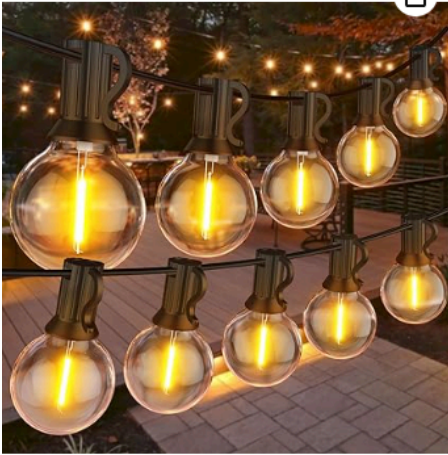
Timing:

Hold a daytime event (10am to 4pm) or run into evening 12 noon until either 7pm or 8pm.

Stalls lighting cost:

To purchase lighting and generators to power them. One white bulb per stall is what was used previously in the market stalls. This would be more cost effective if have the equipment the first year as well as installation, dismantling labour cost in 2024 and each year afterwards. It is envisaged £2-3k as a ball park budgeted amount.

**Planning & Events Officer 06.03.24**



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## ATTACHMENT L

**Annual Town Meeting  
Thursday 9<sup>th</sup> May 2024  
6.30pm entry for 7pm start**

**6.30 entry and refreshments  
Soft drinks & canapes  
Tea & coffee**

**1**

**Paper for questions to be written down**

**2**

**Mayor's welcome and what we have been doing in 2023/24**

**3**

**History talk?**

**History - Winston Churchill as our MP (100 years since election)?  
(During this item Mayor & Town Clerk to look at questions)**

**4**

**Round table sessions:**

**Recreation grounds and playgrounds**

**Events (Town Show and Christmas Market)**

**Monday Market and High Street**

**5**

**Tables to report back on their discussions.**

**6**

**Paper question responses**

**7**

**Any other questions and answers**

**8**

**Mayor to thank everyone and close the meeting**

**IN ADDITION**

**Static display**

**Subject to be chosen**

**(D-Day?)**

**& (Skate park?)**