

MINUTES of the **ORDINARY COUNCIL MEETING** held in the Conference Room, Epping Hall, on **Tuesday 12th March 2024 at 8pm.**

PRESENT:

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

OFFICER: Beverley Rumsey (Town Clerk)

IN ATTENDANCE: 1 member of the press and 1 member of the public

454 APOLOGIES FOR ABSENCE

There were apologies for absence from Cllr H Whitbread, Cllr L Burrows and Cllr Jon Whitehouse for lateness.

455 DECLARATIONS OF INTEREST

There were no declarations of interest.

456 DISPENSATIONS

There were no dispensations.

457 PUBLIC PARTICIPATION - QUESTION TIME

There were no public questions or comments.

458 CONFIRMATION OF COUNCIL MINUTES

It was **RESOLVED** that the minutes of the Ordinary Council Meeting held on 13th February 2024 be signed by the Mayor as a true record and adopted by the Council, with one amendment:

Minute 389 addition: Cllr Janet Whitehouse asked if all members were informed about the Local Council Liaison Committee meetings, so that they could attend if they wished, especially if Epping Town Council's official representatives could not attend and that these meetings were very informative.

The Town Clerk would action this.

459 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	13 th February 2024 (Attachment B)
Planning & General Purposes Committee	27 th February 2024 (Attachment C)
Corporate Governance Advisory Committee	27 th February 2024 (Attachment D)

460 **COMMUNICATIONS TO NOTE/REQUIRING DECISION**

(i) Epping Forest District Council (EFDC) licensing information

Council **NOTED** the Epping Forest District Council licensing information, as per **Attachment E**.

It was **RESOLVED** that:

- (i) The Town Clerk would check whether the process could be reverted/challenged or whether it is now enshrined in legislation.

(ii) RideLondon Essex community stall

Council considered the RideLondon Essex community market and stall, as per **Attachment E1**.

It was **RESOLVED** that:

- (i) Epping Town Council would not have a stall at the RideLondon Essex event.

(iii) Essex County Council bus survey

Council considered Essex County Council's bus survey, as per Attachment E2.

It was **RESOLVED** that:

- (i) The survey would be shared with others, but Epping Town Council would not make a formal Council response.

(iv) 80th anniversary of D-Day: 6th June 2024

Cllr Jon Whitehouse joined the meeting during this item.

Council discussed the 80th anniversary of D-Day commemorations for 6th June 2024.

It was **RESOLVED** that:

- (i) Epping Town Council did want to hold 80th anniversary of D-Day Commemorations;
- (ii) This would be a beacon lighting event (possibly Epping Fire Station area, near the Hemall Social Club or Frampton Road recreation ground);
- (iii) The Town Clerk would work on some plans with the Town Mayor, Town Supervisor and Cllr John Duffell in relation to the Hemnall Social Club (and Rotary may be approached for some support);
- (iv) The anniversary guide would be placed on Epping Town Council's website;
- (v) Plans and costings would be brought back to Council.

461 TOWN MAYOR'S & DEPUTY MAYOR'S DUTIES

The duties undertaken by the Town Mayor and Deputy Town Mayor since the Ordinary Council meeting on 13th February 2024 were **NOTED**, with the following addition:

Town Mayor Theydon Bois consultation re mining in the District 6th March 2024

462 REPORTS FROM MEMBERS

Reports from members were received on meetings or visits since the Ordinary Council meeting on 13th February 2024:

Cllr R Sharif	Safer Epping meeting	26 th February 2024
	Grange Farm ASDEN (ACE) awards	28 th February 2024
	Theydon Bois meeting re mining sites	6 th March 2024
	Supporting local residents with their issues relating to the multi-storey car park, houses behind Buttercross Lane, dogs off leads	Ongoing dates
Cllr Janet Whitehouse	Safer Epping meeting	26 th February 2024
Cllr Janet Whitehouse mentioned this was an excellent meeting and helpful to meet Karen West working on community safety.		
Cllr M Wright	Epping Horticultural Society	14 th February 2024
	Skate park zoom meeting with Betongpark	26 th February 2024
Cllr H Pegrum	Theydon Trusts meeting	5 th March 2024
Cllr Pegrum mentioned revisiting planning permission for bungalows in Margaret Road, the Allnutts Institute Ownership & shoring up the building (Theydon Trusts & Joint Charities). Prices were being obtained.		
Cllr Jon Whitehouse	Safer Epping meeting	26 th February 2024
Cllr G Scruton	Theydon Trusts meeting	5 th March 2024

463 REPORT OF THE TOWN CLERK AND COUNCILLORS QUESTIONS

The Town Clerk explained the process for calling off the market due to weather conditions and the factors involved and resulting and communication on the website as effectively as possible.

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

464 REPORTS FROM EPPING FOREST DISTRICT AND COUNTY COUNCILLORS

EFDC Cllr Jon Whitehouse: Cllr Jon Whitehouse mentioned EFDC's budget, the Latton Priory design code and the impact on Epping Town and Epping station resulting from increased development there. He mentioned right to buy proceeds, affordable homes and EFDC's Scrutiny Committee looking at mould, damp and housing strategies.

465 FINANCIAL REPORT TO 29th FEBRUARY 2024

Council considered the summary financial report for February 2024, presented by Council's Key Member for Finance, Cllr G Scruton.

It was **RESOLVED** that:

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

466 ACCOUNTS FOR PAYMENT

Council's Key Member for Finance, Cllr G Scruton presented the payment schedules for February 2024 totalling **£67,180.67**. (Payments from Barclays total £50.01, the Cooperative £66,907.50 & the Co-operative Online total £223.16.) **Please note:** a transfer of £30,000 from Barclays to The Co-operative.

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

467 RECOMMENDATIONS OF THE CORPORATE GOVERNANCE ADVISORY COMMITTEE

The Corporate Governance Advisory Committee met on 27th February 2024 (Minutes #416-445 of 2023/24 refer) and made the following **RECOMMENDATIONS**:

- (i) Epping Town Council's Standing Orders should be **APPROVED**, with no amendments;
- (ii) Epping Town Council's Financial Regulations should be **RE-APPROVED**, with one amendment (~~Attachment C~~);
- (iii) The Internal Risk Register should be **RE-APPROVED** by Council (~~Attachment D~~);
- (iv) The Asset Register 2024, as per ~~Attachment E~~, should be **APPROVED** as a correct record of Council's assets at this time;
- (v) Council should continue to record assets as individual items with a value equal to or greater than £1000 in the Asset Register;
- (vi) The Complaints Procedure (~~Attachment F~~) should be **RE-APPROVED** as a policy of Council;
- (vii) The Recruitment Policy, with minor amendments (~~Attachment G~~) should be **RE-APPROVED** as a policy of Council;
- (viii) The Health & Safety Policy, with minor amendments (~~Attachment H~~) should be **RE-APPROVED** as a policy of Council;
- (ix) The Grant Awarding Policy, with minor amendments (~~Attachment I~~) should be **RE-APPROVED** as a policy of Council;
- (x) The Procurement Policy, with minor amendments (~~Attachment J~~) should be **RE-APPROVED** as a policy of Council;

- (xi) The Training and Development Statement, with no amendments ~~(Attachment K)~~ should be RE-APPROVED as a policy of Council;
- (xii) The Market Policy, with no amendments ~~(Attachment L)~~ should be RE-APPROVED as a policy of Council;
- (xiii) The Tree Management Policy, with minor amendments, ~~(Attachment M)~~ should be RE-APPROVED as a policy of Council;
- (xiv) The Investment Strategy Policy, with amendments, ~~(Attachment N)~~ should be RE-APPROVED as a policy of Council;
- (xv) The Balance of Trade Policy (Market), with minor amendments, ~~(Attachment O)~~ should be RE-APPROVED as a policy of Council;
- (xvi) The Climate & Environmental Awareness Policy, with minor amendments, ~~(Attachment P)~~ should be RE-APPROVED as a policy of Council;
- (xvii) The insurance policies & reconciliation would be brought to Council in advance of the July 2024 meeting;
- (xviii) The situation regarding a Data Protection Officer should be monitored and someone engaged at point of need;
- (xix) Staff matters and terms and conditions should be APPROVED (**please note:** these were reported under agenda item 21 – in an exclusion of press and public item).

It was **RESOLVED** that:

- (i) All RECOMMENDATIONS of the Corporate Governance Advisory Committee meeting, as detailed above, were **APPROVED** by Council.

468 **CHRISTMAS MARKET 2024**

Council discussed the Christmas Market 2024, as per **Attachment K**.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government Act 1972, s145;
- (ii) The Christmas Market 2024 should be held on Saturday 7th December 2024, daytime into evening (as the evening could be financed from the Christmas Market 2024 budget, as the daytime event (£3000) was to be financed by Weald Hall care home as the sponsor;
- (iii) The Market Committee should meet to work on the details such as time, logistics, lights and details and determine the way forward.

469 **ANNUAL TOWN MEETING 2024 FORMAT**

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

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government Act 1972, s9;
- (ii) The Town Mayor’s welcome/report should be followed by reports from the Chairman of Planning & Neighbourhood Planning (mentioning the South Epping masterplan consultation) and Finance;
- (iii) The meeting would not include a talk (deletion of item 3);
- (iv) Round the table discussions should be sufficient in length to enable some helpful outcomes,
- (v) A static display for the 80th anniversary of D-Day would be included with Cllr J Duffell’s assistance;
- (vi) The meeting should be widely advertised again.

470 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.

471 COMMUNITY AWARD

Council discussed the nominations for the Community Award 2024 (outstanding group contribution to the community), as per **Attachment M**.

It was **RESOLVED** that:

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

472 CIVIC AWARD SCHEME

Council discussed the Civic Award Scheme information and nominations, as per **Attachment N**.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government Act 1972, s145;
- (ii) Civic Awards 2023 would be presented to two nominations (to be presented at the Civic Reception in April 2024.)

473 STONARDS HILL SKATE PARK CONTRACTS AND DESIGNS

Council discussed the Stonards Hill skate park contracts and designs, as per **Attachment O**.

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

- (ii) The designs and permission to proceed were **APPROVED** and **AUTHORISED**, as per **Attachment O**, subject to the resolution of the access arrangements and legal issues detailed.

474 **RECOMMENDATIONS OF THE CORPORATE GOVERNANCE ADVISORY COMMITTEE (STAFF)**

Council discussed the confidential information RECOMMENDATIONS of the Corporate Governance Advisory Committee, that relate to staff, as per **Attachments P & P1**.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government Act 1972, s112;
- (ii) Both items were **NOTED** and **APPROVED** as detailed in minute 467 (xix);
- (iii) The Town Clerk would analyse the green book terms and make RECOMMENDATIONS to Council regarding the future.

CLOSURE

The Town Mayor, Cllr C Burgess, closed the meeting at **10.05pm**.

Signature of Chairman

Date

MINUTES of the **PLANNING AND GENERAL PURPOSES COMMITTEE MEETING** held at Epping Hall, St. Johns Road, Epping on **Tuesday, 12th March 2024** at **7.15pm**.

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

IN ATTENDANCE: One member of the press was present. One member of the public was present.

OFFICER: Geraldine Vallis (Planning & Events Officer)

446 APOLOGIES FOR ABSENCE

No apologies for absence were received.

447 DECLARATIONS OF INTEREST

Item 7 Planning Applications (Non-Pecuniary)

Cllr M Wright declared a non-pecuniary interest in application EPF/0305/24 60 Tower Road because he lives on that road.

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.

448 DISPENSATIONS

There were no dispensations.

449 CONFIRMATION OF MINUTES

The Planning & Events Officer asked the Committee to note that she had emailed EFDC by the deadline to withdraw their objection to the consultation for Eden Cocktail bar in item 413 on the minutes. This is following receiving information from Licensing about similar applications including feedback from the police which was circulated to the committee and the decision made via email.

Committee **RESOLVED** that:

the minutes of the meeting of the Planning & General Purposes Committee held on Tuesday, 27th February 2024 be signed by the Chairman as a true record.

450 PUBLIC QUESTIONS OR COMMENTS

The Planning & Events Officer advised members of public objections to EPF/0351/24 - 67 Hemnall Street would be discussed under agenda item 7.

451 NOTICES AND INFORMATION

There were no notices or information.

452 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.

Planning application EPF/0351/24 – 67 Hemnall Street was moved to first application for discussion as an objector was present.

EPF/0351/24	67 Hemnall Street Epping CM16 4LZ Mr and Mrs Curbishley	Erection of Garden Room.
<p>Committee STRONGLY OBJECT to this application.</p> <p>The Committee are disappointed to see this application back with no meaningful alterations and no review made from previous planning applications which were objected to by the Town Council and refused by Epping Forest District Council. Committee agreed that previous concerns have not been met such as being overbearing and overdevelopment with a loss of amenities for neighbours. Committee still stands by their previous comments which included overbearing orientation of the building in addition to the foundations already on the site not being acceptable. Committee oppose retrospective planning applications which show disregard for the planning system. All applications should be made prior to the commencement of works, following the correct procedures.</p> <p>The proposed outbuilding will result in a loss of amenity for neighbouring properties, as it is too high and overbearing. This would result in a loss of natural light and overshadowing of the neighbouring gardens. The design of the outbuilding does not complement the setting, particularly as the building will be clearly visible to neighbouring properties due to its bulk and scale.</p> <p>The orientation of the outbuilding on the site will exacerbate the issues highlighted above and consideration should be given to its position and orientation to minimise any negative effects on immediate neighbours.</p> <p>The Committee acknowledges the objections from a neighbour to this latest current planning application. Given that this has already been submitted as a permitted development application previously and refused, the Committee would ask that the veranda element on this application should be taken out of permitted development.</p> <p>Relevant policies: Policy DM9 Adopted Local Plan 2011-2033 (2023), and the NPPF 2021.</p> <p>Previous policies: CP2 (iv), CP7, DBE2, DBE3, DBE9, DBE10 (Adopted Local Plan) Emerging Local Plan: DM9F, DM9J, DM10E, H1A (ii) and (iii) NPPF: Para 9, 127</p>		

Epping Town Council confirm they will attend and speak at Plans East to object to this proposal.		
EPF/0144/24	28 Lindsey Street Epping CM16 6RD ARSP Property Investment Ltd	Conversion of existing loft space into self-contained flat and internal changes to the existing self-contained flat at first floor.
Committee have NO OBJECTION to this application.		
EPF/0305/24	60 Tower Road Epping CM16 5EN Mr and Mrs D Hourihan	Proposed hip to gable roof extension with rear dormer window to facilitate a loft room. Conversion of existing front room into household store room with external access via new door. Removal of existing rear conservatory and replace with rear extension with flat roof with roof lantern.
Committee have NO OBJECTION to this application.		
EPF/0306/24	22 Crows Road Epping CM16 5DE Paul Crew and Brigette Bard	Demolition of existing conservatory and veranda, and construction of new single storey rear extension.
Committee have NO OBJECTION to this application.		
EPF/0205/24	4 Kendal Avenue Epping CM16 4PN Mr Bobby Virk	Changes made include double storey extension to rear and side. proposal for changes to ground floor and first floor layout. new roof proposal, including dormer windows with 2 new bedrooms on floor including en-suites.
Committee have NO OBJECTION to this application.		
EPF/0341/24	183 Barclays Bank Plc High Street Epping CM16 4BH Loungers UK Ltd	Advertisement consent for Installation of fascia signs, projecting sign and menu board.
Committee have NO OBJECTION to this application provided the tree work is carried out under the supervision of the conservation officer at EFDC.		
EPF/0342/24	Ringinglow High Road Epping CM16 4DQ Mrs Holly Shepherd	Demolition of existing conservatory and part demolition of rear elevation to create two storey rear extension and 1.5 storey side extension, extension of south east facing roof to create front entrance porch, refurbishment of existing house and associated landscape works.
Committee have NO OBJECTION to this application.		
EPF/0392/24	65 Garnon Mead Coopersale Epping CM16 7RW Essex County Council	TPO/EPF/24/14 T2-T6: Oak - Crown lift to up to 5m from ground level, as specified. Crown thin by up to 15%, as specified. Crown reduce lateral branches by up to 1.5m, as specified.

Committee have **NO OBJECTION** to this application provided the tree work is carried out under the supervision of the arboricultural officer at EFDC.

453 **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 7.56pm.

Signature of Chairman

Date

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

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

OFFICER: Geraldine Vallis (Planning & Events Officer)

474 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr M Wright (Vice Chairman).

475 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.

476 DISPENSATIONS

There were no dispensations.

477 CONFIRMATION OF MINUTES

Committee **RESOLVED** that:

the minutes of the meeting of the Planning & General Purposes Committee held on Tuesday, 12th March 2024 be signed by the Chairman as a true record.

478 PUBLIC QUESTIONS OR COMMENTS

There were no public questions or comments.

479 NOTICES AND INFORMATION

The Planning & Events Officer advised members of a notification has been received from WHP Telecoms Ltd on behalf of Cellnex about a proposed communications installation at 33 High Street, Epping CM16 4LY.

The Pre-planning Consultation Letter and Drawings were included to the proposed upgrade to existing equipment and associated ancillary works. The applicant is preparing to make an application to Epping Forest District Council, and it is possible that in due course the District Council may notify Epping Town Council about it. Committee **CONSIDERED** this matter and **DECIDED** that there were no comments to make.

480 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/0458/24	St Margaret's Hospital, The Plain Epping, CM16 6TN Lawson Planning Partnership Ltd	Environmental Impact Assessment (EIA) Screening Request in connection with the proposed Community Diagnostic Centre at St Margaret's Hospital, Epping (Phase 1).
Committee have NO OBJECTION to this application and are broadly in support of its development.		
EPF/0358/24	14A Tower Road Epping CM16 5EL Mrs Sharon Berman	Single storey rear extension and existing utility room roof to be raised.
Committee have NO OBJECTION to this application.		
EPF/0389/24	183 High Street Epping CM16 4BH Loungers UK Limited	External alterations to existing building plus installation of plant and extract equipment.
Committee have NO OBJECTION to this application provided the work is carried out under the supervision of the conservation officer at EFDC. The committee refer in particular to the outside of this locally listed building to ensure that none of the external fabric is damaged.		
EPF/0406/24	218 High Street Epping CM16 4AR Nationwide Building Society	Advertisement consent for various replacement signage.
Committee have NO OBJECTION to this application provided the work is carried out under the supervision of the conservation officer at EFDC.		
EPF/0433/24	87 Bower Hill Epping CM16 7AW Mr Hang	Application to increase the width of existing dropped kerb from 3 no flat kerbs to 5 no flat kerbs.
Committee have NO OBJECTION to this application.		

481 OTHER

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

EPF/0493/24	9 Bower Vale Epping CM16 7AS Mrs Emma	Certificate of lawful development for proposed rear single storey side extension and hip to gable loft
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	Whitcomb-Seed	conversion with rear dormer.
Committee NOTED this application.		

482 **EFDC PLANNING DECISIONS**

Committee **NOTED** the following planning decisions.

Withdrawn:

EPF/1798/23			
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Delegated Cases:

GRANTED:

EPF/2675/23	EPF/2627/23	EPF/1827/23	EPF/2509/23
EPF/1828/23	EPF/2750/23	EPF/2399/23	EPF/0029/24
EPF/0094/24	EPF/2451/23	EPF/2774/23	EPF/0004/24
EPF/2564/23			

Delegated Cases:

REFUSED:

EPF/2747/23			
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COMMITTEE CASES

GRANTED None

COMMITTEE CASES

REFUSED None

The Chairman closed the meeting at 7.46pm.

Signature of Chairman

Date

TOWN MAYOR'S DUTIES12th March 2024 - 9th April 2024

12 th March 2024	Funeral of Ongar's Town Clerk
13 th March 2024	Community Speedwatch
13 th March 2024	MIND Network meeting. St Margaret's Hospital
15 th March 2024	Epping Forest District Council's Civic Reception
16 th March 2024	Friends of St Margaret's Spring Lunch
18 th March 2024	Epping Society AGM
19 th March 2024	39d Elevating Business Mayor's Civic Reception meeting Epping Chamber of Commerce AGM
25 th March 2024	Visited Council meeting at Epping Green Chapel
2 nd April 2024	Meeting regarding cadets and potential games event
6 th April 2024	Marie Curie Collection. Epping High Road
8 th April 2024	Visit to Ashlar House to celebrate 105th birthday for Joyce

DEPUTY TOWN MAYOR'S DUTIES12th March 2024 - 9th April 2024

13 th March 2024	Community Speedwatch
18 th March 2024	Epping Society AGM
20 th March 2024	Community Speedwatch
25 th March 2024	Meet the Police
27 th March 2024	Community Speedwatch
2 nd April 2024	Meeting regarding cadets and potential games event
9 th April 2024	Christmas Market meeting

REPORT OF THE TOWN CLERK**1 MAYOR'S CHAIN**

The Mayor's chain has been velvet backed and is now back from the Birmingham chain maker Fattorini.

2 OUTDOOR CHESS TABLE

The outdoor chess table for Stonards Hill recreation ground, kindly funded by Rotary, will be installed on 7th May 2024, with an unveiling planned for the following week, subject to details, which will be forwarded to members once complete.

3 TALK ABOUT EPPING: SUMMER 2024

The copy deadline for the Summer issue of Talk About Epping 2024 is 15th April 2024 with a publication/delivery date of approximately 10th May 2024.

4 PARKING MANAGEMENT CONTRACTS

The parking management contracts for Stonards Hill recreation ground have now been signed and implementation of the system should take place in late April. A statement has been issued on behalf of Epping Town Council and hirers/user groups have been informed.

5 TENNIS COACHING AT STONARDS HILL RECREATION GROUND

Epping Town Council's office team are trying to progress new tennis coaching arrangements at Stonards Hill recreation ground tennis courts, but are still awaiting the necessary paperwork. We hope this will be received/resolved in April.

6 KING'S PORTRAIT

Epping Town Council have ordered a portrait of King Charles II and this is due to be delivered shortly.

7 COMMUNITY PAYBACK SCHEME VOLUNTEERS

A group of community payback scheme volunteers have previously worked on Meadow Road allotments under supervision and the Town Supervisor was very pleased with them. They will be in attendance again in April.

8 STONARDS HILL RECREATION GROUND CAR PARK

The tarmac at Stonards Hill recreation ground is becoming problematic as it is breaking from so much use and causing drainage issues. The tarmac is obviously similar to that of a road or pavement and is cracked and potted. The broken sections are causing problems for the grounds team as debris is building up in the drains and will cause work that will require external contractors and machinery. This will be monitored but the car park surfacing will need addressing in the not too distant future.

03/04/2024

Epping Town Council

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Summary Income & Expenditure by Budget Heading 03/04/2024

Month No: 12

Committee Report to 31st March 2024

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent
<u>Full Council</u>						
Income	834,445	782,423	(52,022)			106.6%
Expenditure	813,004	780,887	(32,117)	0	(32,117)	104.1%
Net Income over Expenditure	21,441	1,536	(19,905)			
plus Transfer from EMR	-11,924					
less Transfer to EMR	0					
Movement to/(from) Gen Reserve	9,517					

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	834,445	782,423	(52,022)			106.6%
Expenditure	813,004	780,887	(32,117)	0	(32,117)	104.1%
Net Income over Expenditure	21,441	1,536	(19,905)			
plus Transfer from EMR	-11,924					
less Transfer to EMR	0					
Movement to/(from) Gen Reserve	9,517					

Detailed Income & Expenditure by Budget Heading 03/04/2024

Month No: 12

Cost Centre Report to 31st March 2024

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>Service & Committee Support</u>							
Precept	589,513	589,513	0			100.0%	
Interest Received	5,700	400	(5,300)			1425.0%	
Other Receipts	1,790	0	(1,790)			0.0%	
Service & Committee Support :- Income	597,003	589,913	(7,090)			101.2%	0
Salaries	196,513	196,000	(513)		(513)	100.3%	
Insurance	10,200	10,200	0		0	100.0%	
Equipment	180	1,200	1,020		1,020	15.0%	
Consumables	847	600	(247)		(247)	141.1%	
Postage	363	900	537		537	40.3%	
Printing & Photocopying	1,530	1,600	70		70	95.6%	
Professional Fees	5,606	7,000	1,394		1,394	80.1%	
Subscriptions & Licences	6,798	5,500	(1,298)		(1,298)	123.6%	
Telephone & IT Services	6,874	7,100	226		226	96.8%	
Training - Staff	2,597	1,500	(1,097)		(1,097)	173.2%	
Training - Members	615	500	(115)		(115)	123.0%	
Travel & Subsistence - Staff	423	600	177		177	70.5%	
Travel & Subsistence - Members	370	100	(270)		(270)	370.3%	
Mayor's Allowance	224	1,000	776		776	22.4%	
Bank Charges	103	100	(3)		(3)	102.9%	
Miscellaneous Expenditure	2,322	1,000	(1,322)		(1,322)	232.2%	
Bad Debt & Write Offs	0	100	100		100	0.0%	
Election Costs	11,924	0	(11,924)		(11,924)	0.0%	(11,924)
Service & Committee Support :- Indirect Expenditure	247,489	235,000	(12,489)	0	(12,489)	105.3%	(11,924)
Net Income over Expenditure	349,513	354,913	5,400				
plus Transfer from EMR	(11,924)						
Movement to/(from) Gen Reserve	337,589						
<u>Neighbourhood Planning</u>							
N Planning Circulation	(1,000)	1,000	2,000		2,000	(100.0%)	
N Planning Guidance	(849)	1,000	1,849		1,849	(84.9%)	
Neighbourhood Planning :- Indirect Expenditure	(1,849)	2,000	3,849	0	3,849	(92.5%)	0
Net Expenditure	1,849	(2,000)	(3,849)				
<u>Grants</u>							
Grants - S137	125	150	25		25	83.3%	

Detailed Income & Expenditure by Budget Heading 03/04/2024

Month No: 12

Cost Centre Report to 31st March 2024

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grants - Other Powers	(228)	500	728		728	(45.6%)	
Grants :- Indirect Expenditure	<u>(103)</u>	<u>650</u>	<u>753</u>	<u>0</u>	<u>753</u>	<u>(15.8%)</u>	<u>0</u>
Net Expenditure	<u>103</u>	<u>(650)</u>	<u>(753)</u>				
<u>Events & Publications</u>							
Town Show Income	4,312	3,500	(812)			123.2%	
Christmas Market Income	5,954	3,500	(2,454)			170.1%	
Christmas Tree Donations	400	0	(400)			0.0%	
Other Receipts	1,000	0	(1,000)			0.0%	
Events & Publications :- Income	<u>11,667</u>	<u>7,000</u>	<u>(4,667)</u>			<u>166.7%</u>	<u>0</u>
Epping in Bloom	1,000	1,000	0		0	100.0%	
Town Show Expenditure	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>
Net Income over Expenditure	<u>(10,293)</u>	<u>(15,320)</u>	<u>(5,027)</u>				
<u>Epping Hall</u>							
Lettings Rents & Licences	50,633	45,000	(5,633)			112.5%	
Epping Hall :- Income	<u>50,633</u>	<u>45,000</u>	<u>(5,633)</u>			<u>112.5%</u>	<u>0</u>
Insurance	8,740	5,500	(3,240)		(3,240)	158.9%	
Equipment	2,345	1,000	(1,345)		(1,345)	234.5%	
Consumables	1,537	1,000	(537)		(537)	153.7%	
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	18,042	24,500	6,458		6,458	73.6%	
Repairs & Maintenance	16,706	8,000	(8,706)		(8,706)	208.8%	
Epping Hall :- Indirect Expenditure	<u>154,672</u>	<u>149,256</u>	<u>(5,416)</u>	<u>0</u>	<u>(5,416)</u>	<u>103.6%</u>	<u>0</u>
Net Income over Expenditure	<u>(104,040)</u>	<u>(104,256)</u>	<u>(216)</u>				

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>Jack Silley Pavilion</u>							
Lettings Rents & Licences	29,398	28,000	(1,398)			105.0%	
Jack Silley Pavilion :- Income	<u>29,398</u>	<u>28,000</u>	<u>(1,398)</u>			<u>105.0%</u>	<u>0</u>
Insurance	1,680	1,680	0		0	100.0%	
Equipment	784	800	16		16	98.0%	
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	4,459	6,000	1,541		1,541	74.3%	
Jack Silley Pavilion :- Indirect Expenditure	<u>43,190</u>	<u>39,380</u>	<u>(3,810)</u>	<u>0</u>	<u>(3,810)</u>	<u>109.7%</u>	<u>0</u>
Net Income over Expenditure	<u>(13,792)</u>	<u>(11,380)</u>	<u>2,412</u>				
<u>Epping Market</u>							
Lettings Rents & Licences	35,690	37,000	1,310			96.5%	
Market casuals	8,283	8,000	(283)			103.5%	
Other Receipts	83	0	(83)			0.0%	
Epping Market :- Income	<u>44,057</u>	<u>45,000</u>	<u>943</u>			<u>97.9%</u>	<u>0</u>
Advertising & promotion	613	500	(113)		(113)	122.6%	
Insurance	720	720	0		0	100.0%	
Equipment	526	1,000	474		474	52.6%	
Consumables	61	0	(61)		(61)	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	740	1,000	260		260	74.0%	
Market Contractor	22,500	22,500	0		0	100.0%	
Skip Hire	0	6,000	6,000		6,000	0.0%	
Epping Market :- Indirect Expenditure	<u>36,313</u>	<u>47,630</u>	<u>11,317</u>	<u>0</u>	<u>11,317</u>	<u>76.2%</u>	<u>0</u>
Net Income over Expenditure	<u>7,743</u>	<u>(2,630)</u>	<u>(10,373)</u>				
<u>Epping Cemetery</u>							
Lettings Rents & Licences	(201)	0	201			0.0%	
Burials & Memorials	44,372	46,200	1,828			96.0%	
Epping Cemetery :- Income	<u>44,171</u>	<u>46,200</u>	<u>2,029</u>			<u>95.6%</u>	<u>0</u>
Insurance	920	920	0		0	100.0%	
Cemetery Benches	1,296	0	(1,296)		(1,296)	0.0%	

Detailed Income & Expenditure by Budget Heading 03/04/2024

Month No: 12

Cost Centre Report to 31st March 2024

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Equipment	0	500	500		500	0.0%	
Miscellaneous Expenditure	72	500	428		428	14.4%	
Business Rates	1,745	1,800	55		55	96.9%	
Repairs & Maintenance	0	2,000	2,000		2,000	0.0%	
Epping Cemetery :- Indirect Expenditure	4,033	5,720	1,687	0	1,687	70.5%	0
Net Income over Expenditure	40,138	40,480	342				
<u>Parks & Building Maintenance</u>							
Lettings Rents & Licences	5,455	3,580	(1,875)			152.4%	
Tennis Court income	1,150	2,000	850			57.5%	
Town Greens	3,051	2,150	(901)			141.9%	
Grants Received	368	0	(368)			0.0%	
Other Receipts	50	0	(50)			0.0%	
Parks & Building Maintenance :- Income	10,073	7,730	(2,343)			130.3%	0
Salaries	220,929	213,300	(7,629)		(7,629)	103.6%	
Insurance	2,950	2,950	0		0	100.0%	
Equipment	3,820	5,000	1,180		1,180	76.4%	
Consumables	651	500	(151)		(151)	130.2%	
Miscellaneous Expenditure	70	0	(70)		(70)	0.0%	
Utilities	7,434	13,400	5,966		5,966	55.5%	
Repairs & Maintenance	23,163	18,000	(5,163)		(5,163)	128.7%	
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	3,095	1,800	(1,295)		(1,295)	171.9%	
Fuel	2,811	5,000	2,189		2,189	56.2%	
Parks & Building Maintenance :- Indirect Expenditure	268,456	263,950	(4,506)	0	(4,506)	101.7%	0
Net Income over Expenditure	(258,383)	(256,220)	2,163				
<u>Public Convenience</u>							
Utility Recharges	25,382	0	(25,382)			0.0%	
Public Convenience :- Income	25,382	0	(25,382)				0
Equipment	4	80	76		76	5.2%	
Consumables	340	600	260		260	56.7%	
Business Rates	194	0	(194)		(194)	0.0%	
Utilities	28,654	3,000	(25,654)		(25,654)	955.1%	
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	3,413	5,000	1,587		1,587	68.3%	
Public Convenience :- Indirect Expenditure	<u>34,189</u>	<u>9,680</u>	<u>(24,509)</u>	<u>0</u>	<u>(24,509)</u>	<u>353.2%</u>	<u>0</u>
Net Income over Expenditure	<u>(8,806)</u>	<u>(9,680)</u>	<u>(874)</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	522	600	78		78	87.1%	
Repairs & Maintenance	13	600	587		587	2.2%	
Allotments :- Indirect Expenditure	<u>1,032</u>	<u>1,400</u>	<u>368</u>	<u>0</u>	<u>368</u>	<u>73.7%</u>	<u>0</u>
Net Income over Expenditure	<u>3,230</u>	<u>2,780</u>	<u>(450)</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>
Net Income over Expenditure	<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>
Net Expenditure	<u>(500)</u>	<u>(100)</u>	<u>400</u>				
<u>Council as Landlord</u>							
Lettings Rents & Licences	8,175	3,200	(4,975)			255.5%	
Other Receipts	5,550	6,200	650			89.5%	
Council as Landlord :- Income	<u>13,726</u>	<u>9,400</u>	<u>(4,326)</u>			<u>146.0%</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>
Net Income over Expenditure	<u>11,465</u>	<u>7,900</u>	<u>(3,565)</u>				

Detailed Income & Expenditure by Budget Heading 03/04/2024

Month No: 12

Cost Centre Report to 31st March 2024

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>Council as Tenant</u>							
Letting Rents & Licence Costs	150	501	351		351	29.9%	
Council as Tenant :- Indirect Expenditure	<u>150</u>	<u>501</u>	<u>351</u>	<u>0</u>	<u>351</u>	<u>29.9%</u>	<u>0</u>
Net Expenditure	<u>(150)</u>	<u>(501)</u>	<u>(351)</u>				
<u>Capital Projects</u>							
Epping Playground Assoc LS	375	0	(375)			0.0%	
Capital Projects :- Income	<u>375</u>	<u>0</u>	<u>(375)</u>				<u>0</u>
Playground Project	375	0	(375)		(375)	0.0%	
Capital Projects :- Indirect Expenditure	<u>375</u>	<u>0</u>	<u>(375)</u>	<u>0</u>	<u>(375)</u>		<u>0</u>
Net Income over Expenditure	<u>0</u>	<u>0</u>	<u>0</u>				
<hr/>							
Grand Totals:- Income	834,445	782,423	(52,022)			106.6%	
Expenditure	813,004	780,887	(32,117)	0	(32,117)	104.1%	
Net Income over Expenditure	<u>21,441</u>	<u>1,536</u>	<u>(19,905)</u>				
plus Transfer from EMR	(11,924)						
Movement to/(from) Gen Reserve	<u>9,517</u>						

Date: 03/04/2024

Epping Town Council

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Time: 15:14

Barclays No 1 Account


List of Payments made between 01/03/2024 and 31/03/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
06/03/2024	Barclays Bank plc	DEBIT	8.50		Commission 15Jan/12Feb
13/03/2024	Co-operative Bank current	Transfer	20,000.00		Transfer *
21/03/2024	EE	DD02	40.80		Mobile March 24
Total Payments			<u>20,049.30</u>		

Time: 15:37

Co-operative Bank current

List of Payments made between 01/03/2024 and 31/03/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/03/2024	Skilled Tech Limited	DD01	314.46		RMM & backup
12/03/2024	Castle Water Ltd	BAC1203/01	117.82		Water Feb 24
12/03/2024	D S Safety	BAC1203/02	36.83		Market team tshirts
12/03/2024	Essex Association of Local Cou	BAC1203/03	90.00		Treasury Management Course BR
12/03/2024	Ernest Doe & Sons Ltd	BAC1203/04	2,329.52		Ransome service
12/03/2024	GLS Educational Supplies	BAC1203/05	183.29		A3 paper
12/03/2024	Gracelands CMS Ltd	BAC1203/06	278.83		Repairs to boiler at EH
12/03/2024	J L Gregg	BAC1203/07	750.00		New honours board
12/03/2024	Kent County Council	BAC1203/08	1,518.70		Gas 31.12.23-31.1.24
12/03/2024	Nabma	BAC1203/09	384.00		NABMA sub 24-25
12/03/2024	NPower Commercial Gas	BAC1203/10	21.32		Floodlights Feb 2024
12/03/2024	Rawley Plant Limited	BAC1203/11	303.42		Toilet clean Feb 24
12/03/2024	Stratton Contractors Ltd	BAC1203/12	148.50		Stonards gate 25.2.24-4.3.24
12/03/2024	Sutcliffe Play Ltd	BAC1203/13	96.20		Playground replacement parts
12/03/2024	Travis Perkins Trading Company	BAC1203/14	46.29		Safety wellington boots
12/03/2024	Miss LE Mead	BAC1203/15	200.00		Damage deposit refund
14/03/2024	British Gas Services Ltd	DD03	831.73		Gas 29.1-29.2.24
14/03/2024	Salary transfers	BACS	23,014.09		Salary payments
14/03/2024	Nationwide Business Saver	MISPOST	1,875.00		Reverse mispost
14/03/2024	Reverse salary payments	XBACSX	-23,014.09		Reverse salary payments
14/03/2024	Salary transfers	BACS	24,516.43		Salary payments
14/03/2024	Salary transfer	BACS	-0.30		Salary payments
18/03/2024	EDF Energy	DD05	736.32		Purchase Ledger Payment
18/03/2024	Corona Energy	DD06	1,696.99		Electric Feb 2024
20/03/2024	Co-operative Online Account	TOP UP	600.00		Transfer 
25/03/2024	Dieselink Services	DD07	106.68		Unleaded
26/03/2024	Ernest Doe & Sons Ltd	BAC2603/01	14.39		De-Ionised water
26/03/2024	Mrs S Hotston	BAC2603/02	320.00		Stonards gate Feb 24
26/03/2024	Mr David Jackman	BAC2603/03	25.00		Groundsman job advert
26/03/2024	Kent County Council	BAC2603/04	1,297.45		Gas 31.1.24-29.2.24
26/03/2024	Recognition Express Essex	BAC2603/05	86.34		Cllr name badges
26/03/2024	Travis Perkins Trading Company	BAC2603/06	105.81		Car park repair supplies
26/03/2024	Vision ICT Ltd	BAC2603/07	60.00		Final inv Epp market website
26/03/2024	Wood & Family	BAC2603/08	534.21		YE56 KEJ MOT
26/03/2024	Majestic Shopfronts	BAC2603/09	540.00		Market shutter call out
27/03/2024	Yu Energy Retail Limited	DD08	367.21		Electric Feb 24
28/03/2024	F Pegrum & Son	302081	150.00		Rent re Frampton Road

Total Payments	<u>40,682.44</u>
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List of Payments made between 01/03/2024 and 31/03/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
05/03/2024	Amazon UK	400	17.98		Hexeal Do-ionised water
09/03/2024	Zoom UK	401	15.59		Inv 245639824
20/03/2024	Currys PC World	403	129.00		Henry hoover
21/03/2024	Everbrite	402	27.80		Online course
21/03/2024	Dunelm	404	29.95		kettle x 2`
23/03/2024	HP Instant Ink	405	5.49		Inv 1082933794
Total Payments			<u>225.81</u>		

Date : 03/04/2024

Epping Town Council

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Time: 15:12

Trial Balance for Month No: 12

User : KH

Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
200	Barclays No 1 Account			19,656.76	
205	Barclays Business Saver			68,486.79	
215	Co-operative Bank current			30,299.12	
220	Co-operative Online Account			735.08	
225	Nationwide Business Bond			109,815.99	
230	Petty Cash			315.58	
Trial Balance Totals :				229,309.32	0.00
Difference				229,309.32	

ATTACHMENT I1

Epping Town Council budget: **Pre formal year end close down** position summary: 3rd April 2024

Beverley Rumsey, Town Clerk & Responsible Financial Officer

Epping Town Council (ETC) have performed reasonably well against their income and expenditure budget in the 2023/24 financial year. ETC are a very busy Council with multiple services and functions and our budget is an educated assessment. We have many factors which can influence our budget throughout the year and these are managed at point of need, should they deviate too far from the agreed budget spend. In each financial year, the practice of careful spending has been maintained, whilst continuing to provide valuable and vital services to the town and parish.

Both Epping Hall and the Jack Silley Pavilion have been busy and exceeded the budget again. The cemetery has been considerably quieter than the budget forecast, but similar to 2022/23, so this would suggest the actual figure is a more accurate forecast moving forwards, which is reflected in the budget for 2024/25. The market should, as last year, finish in surplus. This is a great achievement, as we have had more 'windy weather' call off situations. The removal of the waste management costs has made the predicted positive effect on the market's budget.

The public toilets at Bakers Lane have been closed for some time now and costs savings have been made in the way of repairs and cleaning. The utilities are being paid for by those building the leisure centre on the former Bakers Lane car park at the current time as they are using them during their build. A more accurate figure will be available after year end.

Staff received a £1925 pay award per person for the 2023/24 financial year.

This year, our income has been approximately £822,475 and expenditure has been approximately £824,583 (at the time of writing). Accruals are likely to increase the expenditure figure by approximately £7,000-£8000 (exact figure to be finalised).

Slight variations are still expected across the budget. Our projected out-turn figure for 2023/24 is likely to be approximately **£2,108 (deficit) before the accruals (see above) and adjustments for public toilet utilities**. The Clerk/RFO would anticipate this be a fair guesstimate of the final deficit, which will be confirmed after year end close down in May 2024. This was against a projected surplus of £1536 (budget set for 2023/24 in January 2023.)

Contribution of major variances:

Expenditure:

- 1) Vastly increased expenditure on insurance (Epping Hall) (£3,000 higher)
- 2) Increased utility costs (JSP £5,000 higher)
- 3) Parks & building maintenance increased salaries (£6,000 higher)
- 4) Parks & building maintenance, repairs & maintenance (£5,000 higher)

- 5) Epping Hall, repairs & maintenance (£8,700 higher – Hall lights that will be financed from reserves)

Income:

- 6) Reduced cemetery income (£5,000 lower than budget)
- 7) Hall income: £7,300 higher than budget (£6,000 EH & £1,300 JSP)

Percentage variances on approved budget:

Income: 0.58% higher

Expenditure: 0.53% higher

Deficit: 0.002.4%-0.012% of approved expenditure budget

Conclusion

Epping Town Council have again performed well against their projected budget for 2023/24.

As always, some cost centres have seen an increase on budget and others a decrease, due to various 'life' factors.

The budget has continued to be monitored on a monthly basis and any major issues highlighted, coupled with careful and considered spending, whilst maintaining vital services and functions for our residents and community.

Our services and functions remain widespread, but utility costs (heating and fuel particularly) have remained extremely high for three quarters of the financial year and higher than previously for the remaining quarter. Inflation is also still higher than previously. Despite this, Council have remained as close to budgeted targets as possible. Once year end transfers have been made, the operational budget will be as close as possible.

ATTACHMENT I2

BAD DEBTS 2022/23

Market:

R £174.55

VN £382.06

Total: £556.61

Epping Town Council

Internal Audit 2023-24 (Second Interim Report)

Stephen Christopher

for Auditing Solutions Ltd

Background and Scope

Town and parish councils are required by statute to make arrangements for an independent internal audit examination of their accounting records and system of internal control, and for the conclusions to be reported each year in the Annual Governance and Accountability Return (AGAR). Auditing Solutions Ltd has been appointed to undertake this function on behalf of Epping Town Council for the 2023-24 financial year.

This report sets out the results of our second interim audit for the year, which was undertaken on 7th March 2024. It updates the report issued in December 2023, following our first interim audit visit. Once again, we wish to thank the Town Clerk and her colleagues for their assistance in enabling us to complete our audit work.

Internal Audit Approach

In carrying out the audit for the year to date, we have had regard to the materiality of transactions and their susceptibility to potential mis-recording or mis-representation in the AGAR. We have employed a combination of selective sampling techniques (where appropriate) and 100% detailed checks in a number of key areas, in order to gain sufficient assurance that the Council's financial and regulatory systems and controls are appropriate and fit for the purposes intended.

Our audit programme is designed to afford assurance that the Council's financial systems remain robust and operate in a manner which ensures effective probity of transactions and affords a reasonable probability of identifying any material errors or possible abuse of the Council's own and the national statutory regulatory framework. The programme is also designed to facilitate our completion of the 'Annual Internal Audit Report' in the Council's AGAR, which requires independent assurance over a number of internal control objectives.

Overall Conclusion

On the basis of the programme of audit work we have undertaken for the year to date, we have concluded that the Council continues to maintain an adequate and effective system of internal control. The records held in support of the accounting transactions continue to be of a high standard and provide an effective audit trail, with clear cross-referencing of all relevant documentation.

In the detailed report below, we explain the objectives of each area of our audit, summarising the work undertaken and our findings. We were pleased to note that appropriate action is being taken to address matters raised in our first interim report, as set out below, in the detailed report. We can also confirm that there are no additional matters arising from our second audit visit that require a formal recommendation. We ask that Members consider the content of this report.

This report has been prepared for the sole use of Epping Town Council. To the fullest extent permitted by law, no responsibility or liability is accepted by Auditing Solutions Ltd to any third party who purports to use or rely, for any reason whatsoever, on this report, its contents or conclusions.

Detailed Report

Accounting records & Banking arrangements

Our objective is to confirm that the accounting records are accurate and up to date, with no anomalous entries in the cashbooks or financial ledgers, and that appropriate banking arrangements are in place.

The Council continues to maintain its accounting records using the Rialtas ‘Omega’ software, which is generally acknowledged as a market leader for local councils. Rialtas staff also provide assistance to the Council with the year-end closure of the accounts.

The Council maintains current accounts with Barclays Bank and the Co-operative Bank. The latter is now used for the majority of the day-to-day transactions, with the Barclays account mainly used for direct debit payments. An on-line account is also maintained with the Co-operative Bank, which is controlled by the Town Clerk and is used for internet payments. In addition, the Council holds an instant access “Business Premium” account with Barclays and a “95-day Saver” account with the Nationwide Building Society.

In the course of our interim audits, we have confirmed the following:

- The opening trial balance on Omega for 2023-24 agreed to the closing balances in the 2022-23 AGAR;
- The financial ledgers remained “in balance” as at 31st January 2024 (the latest completed month’s accounts at the time of our audit visit);
- The accounting code structure is appropriate to meet the Council’s budget reporting and control requirements;
- For three sample months (May and October 2023, plus January 2024). the detailed accounting entries in the Omega cash books for the two current accounts and the online account reconciled fully to the supporting bank statements;
- From review of the bank reconciliations up to the latest available statement dates for all of the accounts, there were no long-standing un-cleared items or anomalous entries, and
- Back-ups of the Council’s IT systems continue to be made on the Cloud by its IT support providers, Heath Computers, with the Town Clerk’s computer backed up daily on a USB.
- The External Auditors completed their work on the Council’s 2022-23 AGAR and issued their audit certificate on 1st September 2023, with no matters arising. The outcome of the audit was reported to the Council on 19th September 2023, with the details published on the website in accordance with regulatory requirements.

In our first interim report, we made three recommendations in relation to the accounting and banking arrangements. We have followed up on these matters during our second visit.

The first recommendation related to the need to ensure that, in line with the Council’s Financial Regulations, there is a regular periodic review of the bank reconciliations by a nominated councillor, with the results reported to the Council. We were pleased to note that this control has now been introduced, with effect from 31st December 2023.

Our second recommendation was that the Council should obtain more regular confirmation of bank account balances in relation to the Barclays Business Premium account and the Nationwide account. These accounts hold the majority of the Council's funds, but have only been providing quarterly or annual statements, respectively. We have confirmed that monthly statements are now being obtained for the Barclays account and that, whilst Nationwide will only issue annual statements, it has agreed to provide confirmation of the balances held on a quarterly basis, going forward, on receipt of written requests.

Our final recommendation related to the fact that, at the time of our audit, three-quarters of the Council's reserves were being held in instant access accounts that are paying either no interest or at a relatively low rate. We recommended that consideration be given to reviewing the options available for investment, either in instant access accounts or longer term, to ensure that the Council can maximise the returns that can be made on its reserves, whilst continuing to invest in low-risk institutions. From our discussions with the Town Clerk, we confirmed that options are currently being considered. We will follow up on this matter at our final audit.

Conclusion

There are no matters arising from our second interim audit that require a formal comment or recommendation.

Corporate Governance

Our objective is to confirm that the Council has robust corporate governance arrangements in place and that, as far as we may reasonably be expected to ascertain (as we do not attend Council or Committee meetings), all meetings are conducted in accordance with the adopted Standing Orders and Financial Regulations and no actions of a potentially unlawful nature have been, or are being, considered for implementation.

During the course of our interim audits, we have confirmed the following:

- Our review of the agendas and minutes of the meetings of the Council and its committees held during the year to date has not identified any issues that we consider might have an adverse effect, through litigation or other causes, on the Council's future financial stability;
- The Standing Orders and Financial Regulations continue to be kept under regular review. Both documents were formally re-adopted at the first meeting of the newly elected Council, on 15th May 2023 and, following review by the Corporate Governance Advisory Committee, are to be considered again at the Council meeting on 12th March 2024;
- A wide range of other policies and procedures are in place and these are also reviewed annually by the Corporate Governance Advisory Committee, before formal adoption by the Council.
- During the summer of 2023, the Council provided the proper opportunity for the exercise of public rights in relation to the 2022-23 accounts, in accordance with the requirements of the Accounts and Audit Regulations.

In our first interim report, we recommended that detailed procedures documentation should be put in place for the key areas of financial activity, to underpin the Financial Regulations and minimise the risks to service continuity arising from changes in staff roles and responsibilities, or the long-term absence of any member of staff due to unforeseen circumstances. We suggested that the procedures for payroll should be developed as a matter of priority. We are pleased to note that this recommendation was agreed and that payroll procedures have already been written by the Town Clerk and Finance Officer.

Conclusion

There are no matters arising from our second interim audit that require a formal comment or recommendation.

Expenditure and VAT

Our objective in this area is to ensure that:

- Council resources are released in accordance with its approved procedures and budgets;
- Payments are supported by appropriate documentation, either in the form of an original trade invoice or other appropriate form of document confirming the payment as due and/or an acknowledgement of receipt, where no other form of invoice is available;
- Any discounts due on goods and services supplied are identified and appropriate action taken to secure the discount;
- An official ordering process is in place and operated for appropriate purchases, acknowledging that a range of goods and services are provided under contractual requirements (e.g., electricity supply) or legislation (e.g., non-domestic rates);
- The correct expense codes have been applied to invoices when processed, and
- VAT has been appropriately identified and coded to the VAT control account for periodic recovery.

We have continued with our review of the procedures in place in this area, selecting a sample of payments for examination to check that they were made in accordance with the approved working practices and complied with the above criteria. Our testing sample for the year to date covered all individual payments in excess of £2,500, together with a more random sample of every 35th cashbook expenditure transaction irrespective of value. The value of payments examined totalled £234,746, equating to approximately 52% of total non-pay expenditure to the date of the latest accounts system back-up (mid-February 2024).

We have confirmed that VAT Returns continue to be submitted quarterly in electronic format, as required by extant legislation, with the detail being reconciled to the Omega financial ledger. At the time of our second interim audit, the first three quarters returns had been submitted and that the VAT refunds due for the first two quarters had been received.

From our discussions with the Town Clerk and review of the Council minutes, we are aware that two tendering exercises are currently underway – for Christmas Lights and for IT Support. We have confirmed that formal tendering procedures are being followed, in

accordance with the Council's Contract Standing Orders, and that in both cases the overall contract value falls below the regulatory threshold which would have required publication on the Government's 'Contracts Finder' website.

Conclusion

There are no matters arising to date that require a formal comment or recommendation.

Assessment and Management of Risk

Our objective is to confirm that the Council has put in place appropriate arrangements to identify all potentially significant areas of risk of either a financial or health & safety nature, whilst also ensuring that appropriate arrangements exist to monitor and manage those risks in order to minimise the opportunity for their coming to fruition.

In the course of our audit work to date, we have confirmed the following:

- The Council's 'risk management statement' (overall risk management policy) was reviewed by the Corporate Governance Advisory Committee in October 2023 and approved at the Council meeting on 14th November 2023;
- The detailed 'internal risk register' was reviewed by the Corporate Governance Advisory Committee in February 2024, for consideration and approval by the Council at its meeting on 12th March 2024. This will ensure that the Council satisfies the regulatory requirement to assess its significant risks and review the arrangements to manage them within the financial year (AGAR Section 1, Assertion C);
- The Council's main insurance cover is provided by Zurich under a long-term agreement ending on 30th June 2025. The current annual policy (to 30th June 2024) includes Public Liability cover of £15 million, Employers Liability of £10 million and Fidelity guarantee of £1 million. This level of cover is in line with other similar sized local authorities and would appear to be adequate to meet the current needs of the Council;
- Separate insurance policies are in place for vehicles and cyber risk, and
- As part of the wider health and safety arrangements, a regular programme of reviews of the Council's five playgrounds and the play equipment is undertaken. This includes weekly inspections by the Council's own staff, supplemented by annual external inspections undertaken by the Play Inspection Company to assess compliance with national regulatory standards, principally British Standard EN 1176. The last external inspections were completed towards the end of the 2022-23 financial year, with a summary of the key issues arising and action taken in relation to them reported to the Council on 7th March 2023. The Council has been notified that the next annual inspections will take place during March 2024. We will consider this area further at our final audit.

Conclusion

There are no matters arising to date that require a formal comment or recommendation.

Budget Setting, Budgetary Control and Reserves

Our objective is to confirm that the Council has robust processes for identifying and approving future budgetary requirements and the level of Precept to be drawn down from Epping Forest District Council, and that effective budget monitoring and reporting arrangements are in place. We also consider whether the Council retains appropriate funds in general and earmarked reserves to finance its ongoing spending plans, whilst retaining appropriate sums to cover any unplanned expenditure that might arise.

From our review of the minutes and discussions with officers, we confirmed that, in line with the sound approach adopted in previous years, budget monitoring reports produced by the Town Clerk continue to be considered at each Council meeting. We note that the financial position as at 29th February 2024 is being taken to the meeting on 12th March 2024.

In the course of our second interim audit, we confirmed that the Council has given careful consideration to the budget and Precept requirements for 2024-25. Following reports to the Council meetings in November and December 2023, the budget and Precept were formally approved at the meeting on 9th January 2024. The decision was made to request a Precept of £621,795, compared to £589,893 in 2023-24. After taking into account changes to the tax base, this equates to an increase of £5.58 per annum for a Band D property.

The 2024-25 budget reports to Members included details of the projected general reserve and earmarked reserve balances as at 31st March 2025. Whilst there is no formal guidance on the level of general reserve that should be retained, as this will vary depending on the circumstances of each council and the risks faced, a yard-stick of between 25% and 50% of the Precept is often cited. As noted in our first interim report, the projected level of the Council's general reserve level is currently below this, but, from our discussions with the Town Clerk, we understand that it is the intention to increase the level over the next few years.

We will review the 2023-24 revenue outturn, including the overall reserves position at our final audit visit for the year.

Conclusion

There are no matters arising to date that require a formal comment or recommendation.

Income

In addition to the annual Precept, the Council receives income from a number of sources, principally, the hire of the Jack Silley Pavilion and the Epping Community Hall, the cemetery, the weekly traders' market, allotments and events. Our audit objective is to confirm that there are effective procedures in place to ensure that all income due is identified; that it is charged for at the approved Council rates; that income is recovered appropriately and within a reasonable time span and that the Council is adhering to relevant legislation and charging VAT where appropriate for services provided.

During our interim audits, we have confirmed the following:

- Fees and charges: The Council continues to review its fees and charges on an annual basis and these are published on the website:
- Allotments: We reviewed the records maintained by the Council in relation to its allotment sites at Meadow Road and Lower Bury Lane, to confirm that these are up to date. The current allotment year commenced on 1st April 2023. For a sample of allotment holders, we confirmed that there were up-to-date signed allotment agreements on file, that the current year's rents had been charged in line with the fees advertised on the website and that payment had been received.
- Cemetery: We reviewed the burial records and associated documentation for the first quarter of 2023-24, confirming that all required documentation had been obtained and that the invoices subsequently raised were correct and were paid promptly.
- Hall hire: We tested the income relating to the hire of the Jack Silley Pavilion and Epping Hall by reference to the Rialtas bookings diary for a sample week (week commencing 2nd October 2023), confirming that the bookings records reconciled to the sales invoices raised and that the correct hire fees had been charged and subsequently collected.
- Market traders: We reviewed the records relating to one sample market day (2nd October 2023), confirming that all regular hirers who are licence holders had been invoiced for the month and that other regular and casual hirers in attendance on that day had been charged the correct fee. We also confirmed, for a sample of the licence holders, that licences are held on file.
- Receipt of income: As noted earlier in this report, we have checked and agreed a sample of three months' cashbook receipts to the relevant bank statements; and
- Outstanding debts: From a review of the Omega records, we noted that the level of outstanding debtors as at 31st January 2024 remains relatively low and confirmed that effective control arrangements remain in place, with appropriate action being taken in relation to outstanding payments due.

Conclusion

There are no matters arising to date that require a formal comment or recommendation.

Salaries and Wages

In examining the Council's payroll function, our objective is to confirm that extant employment legislation is being adhered to, that the requirements of HM Revenue and Customs (HMRC) are satisfied regarding the deduction and payment over of income tax and NI contributions, and that pension scheme requirements are met.

The Council uses the SAGE system to process payroll. Payments are made directly through the Council's bank account via direct debit. To meet our audit objective, we have undertaken the following:

- Agreed the gross amounts paid to all individuals in November 2023, by reference to the Council's approved pay points on the NJC annual schedule of rates payable;

- Checked to ensure that tax and NI deductions have been made applying the appropriate tax code and NI Table, also ensuring that appropriate amounts are paid over to HMRC regularly each month;
- Confirmed that appropriate employee and employer contributions to the pension schemes have been determined and paid over to either the Essex Pension Fund, or NEST, as appropriate, and
- Verified the net payments due to staff from their copy payslips to the bank transfers for the same sample month.

The national Local Government Services pay agreement for 2023-24, applicable from 1st April 2023, had only just been agreed at the time of our first interim audit visit. At our second audit visit, we confirmed the accuracy of the calculation of the back-pay relating to this agreement and that this had been paid to staff with their December salaries.

Conclusion

There are no matters arising to date that require a formal comment or recommendation.

Petty Cash

As part of the internal audit review and the reporting requirements in the AGAR, we are required to assess the effectiveness of controls over any petty cash accounts in use, ensuring that payments are appropriately supported, that transactions are only made for items connected with the Council's functions and that any recoverable VAT is correctly identified.

At both of our interim audits, we confirmed that the petty cash was being reconciled on a regular basis. On each occasion, we checked and agreed the cash balance held to the petty cash ledger and confirmed that there was appropriate supporting documentation for all petty cash payments made since the date of the previous reconciliation.

Conclusion

There are no matters arising to date that require a formal comment or recommendation. At our final audit, we will confirm that the year-end petty cash balance has been correctly included in the AGAR.

Asset Register

Councils are required to maintain an Asset & Investment Register and to report the overall value of fixed assets and long-term investments held in the AGAR (Section 2, Box 9). Whilst the "Practitioners' Guide" does not specify a particular basis of accounting for fixed assets, it stresses that the approach taken from year to year should be consistent and that the value of individual assets held should not normally change from one year to another - with the only changes being the inclusion of new assets purchased or removal of assets disposed of. In most cases, assets are recorded at their purchase cost, or at a suitable proxy where that value is not known. However, assets gifted at nil cost or other assets held with no intrinsic value (often referred to as community assets) are normally included at a nominal £1.

Each year, the Council undertakes a review of its asset register just prior to the year-end, to confirm that all changes have been identified. The updated register for 2023-24 is being reported to the Council meeting on 12th March 2024.

Conclusion

We have not undertaken any audit work in relation to the Asset Register at this stage. We will review the revised asset register at our final audit visit, to confirm that the total value of assets owned by the Council is reported in the AGAR.

Investments and Loans

Our objective is to confirm that an appropriate investment strategy is in place, that any funds not required for immediate use, whether temporarily or on a longer-term basis, are invested in line with that strategy and that interest earned is brought to account correctly and appropriately in the accounting records. We also confirm that any loan repayments due to, or payable by, the Council are transacted in accordance with the relevant loan agreements.

We have confirmed that:

- At present, the Council does not have any long-term investments (i.e., investments of over 1 year). As noted earlier in the report, the majority of the Council's funds are held in instant access accounts, with about a quarter held in a 95-day Saver account.
- As required by the 'Statutory Guidance on Local Government Investments', the Council has an Investment Strategy and Policy in place. This was reviewed by the Corporate Governance Advisory Committee in February 2024 and is to be approved by the Council on 12th March 2024.
- The Council currently has five outstanding loans from the Public Works Loan Board. We have confirmed that the half-yearly payments of principal and interest made in May and November 2023 agreed to the third party "demand" notices from the UK Debt Management Office. At our final audit visit, we will confirm that there is correct disclosure of the PWLB loans in the AGAR, Section 2, Boxes 5 and 10.

Conclusion

There are no matters arising to date that require a formal comment or recommendation.

ATTACHMENT K

BEACON LIGHTING EVENT: THURSDAY 6TH JUNE 2024

- The Town Clerk was requested to pursue a beacon lighting event and would liaise with the Town Mayor, Cllr Christine Burgess and Cllr John Duffell (in relation to the Hemnall Social Club).
- The preferred location for the beacon was Epping Fire Station car park. This has been pursued by the Town Clerk and Town Supervisor and is awaiting a decision. As the beacon would be on hardstanding and not grass, a gas beacon would need to be purchased. Once the location has been confirmed this will be purchased and will then be available for use at other events as required. (Cost £549 plus VAT)
- The Town Clerk would suggest purchasing a lamp light of peace for Epping Hall, as the 'Town Hall' building. (Cost £55, including delivery)
- Should the fire station car park not be suitable, plans will revert to Frampton Road and the old beacon would need to be worked on quickly if able to be resurrected.
- The Hemnall Social Club are holding their D-Day event on Sunday 9th June 2024, but Cllr J Duffell has suggested the Club should be able to provide drinks on the evening of the beacon lighting event (6th June 2024). Food (such as fish and chips) to tie in with the theme, would need to be organised by an external provider. (Maybe a local business/mobile van?)
- The Town Clerk has written a letter summarising the D-Day 80th commemorations and issued an edited guide to the pubs, fish and chip shops, schools and elderly accommodation and care homes in Epping Parish, inviting them to take part in the commemorations in their own way. The Town Mayor (Cllr Christine Burgess), Deputy Mayor (Cllr Cherry McCredie) and the Key Member for events, (Cllr Razia Sharif) have distributed these on behalf of Epping Town Council.
- The Town Clerk will liaise with Cllr J Duffell regarding the Social Club and D-Day displays, supported by the Town Mayor in the coming weeks.
- Members will be updated on progress.