

MINUTES of the **ORDINARY COUNCIL MEETING** held in the Conference Room, Epping Hall, on **Tuesday 10th December 2024 at 8pm.**

PRESENT:

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

OFFICER: Beverley Rumsey (Town Clerk)

306 APOLOGIES FOR ABSENCE

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

307 DECLARATIONS OF INTEREST

Cllr L Burrows, Cllr R Sharif, Cllr Janet Whitehouse & Cllr Jon Whitehouse declare a non pecuniary interest as Epping Forest District councillors.

Cllr H Whitbread declares a non pecuniary interest as an Epping Forest District Councillor and Cabinet Member and an Essex County Councillor and Deputy Cabinet Member.

308 DISPENSATIONS

There were no dispensations.

309 PUBLIC PARTICIPATION - QUESTION TIME

There were no public questions or comments.

310 CONFIRMATION OF COUNCIL MINUTES

It was **RESOLVED** that the minutes of the Ordinary Council Meeting held on 12th November 2024 be signed by the Mayor as a true record and adopted by the Council.

311 MINUTES OF COMMITTEE MEETINGS & PLANNING COMMENT

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

Cllr M Wright should have been marked as present at the 12th November 2024 planning meeting.

Planning & General Purposes Committee	12 th November 2024(Attachment B)
Planning & General Purposes Committee	26 th November 2024	(Attachment C)

312 COMMUNICATIONS TO NOTE/REQUIRING DECISION

There were no communications to note/requiring decision.

313 TOWN MAYOR & DEPUTY TOWN MAYOR'S DUTIES

Cllr Janet Whitehouse entered here.

The duties undertaken by the Town Mayor and Deputy Town Mayor since the Ordinary Council meeting on 12th November 2024 were **NOTED**, with the following amendments:

Town Mayor:	Epping Christmas Market	7 th December (not attended as cancelled)
	Santa's Grotto at Epping Fire Station (assisting as an elf)	7 th Dec 2024
Deputy Town Mayor	Opening of Ayla Grill & Bar, Epping	5 th Dec 2024
	Epping Christmas Market	7 th Dec 2024 (not attended as cancelled)

314 REPORTS FROM MEMBERS

Reports from members were received on meetings or visits since the Ordinary Council meeting on 12th November 2024:

Cllr C Burgess	Informal zoom meeting market	28 th November 2024
	Opening of Ayla Grill & Bar, Epping	5 th December 2024
Cllr N Avey	Theydon Trusts meeting	3 rd December 2024
Cllr R Sharif	Youth Council speed meeting	26 th November 2024
	Opened Ayla Grill & Bar, Epping	5 th December 2024
	Ongoing resident discussions Buttercross Lane and Homefield Close relating to Qualis	
	South Epping Masterplan meeting (SEMPA)	7 th November 2024
	Remembrance events	10 th November 2024
	Safer Epping	11 th November 2024
Cllr J Duffell	Poppy Appeal meeting	24 th November 2024
Cllr M Wright	Horticultural Society AGM and social	23 rd November 2024
	Informal zoom meeting market	28 th November 2024
Cllr H Pegrum	Theydon Trusts meeting	3 rd December 2024

315 REPORT OF THE TOWN CLERK AND COUNCILLORS QUESTIONS

Cllr Jon Whitehouse entered here.

The Town Clerk advised members that a cubicle at Bakers Lane public toilets had been opened in addition to the disabled cubicle. This was being monitored.

Members discussed a 'Plan B' severely bad weather plan for Epping Christmas Market and the Clerk advised that this would be operationally difficult and should be discussed as a separate item in due course.

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

316 REPORT FROM EPPING FOREST DISTRICT COUNCILLORS AND COUNTY COUNCILLORS**Epping Forest District Council**

Cllr Janet Whitehouse mentioned she had found the Local Councils Liaison Committee positive to date.

Cllr Jon Whitehouse highlighted that EFDC were in the budget setting process, which was challenging and would conclude in February 2025.

317 FINANCIAL REPORT TO 30TH NOVEMBER 2024

Council considered the summary financial report for November 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) No further action was required at the current time.

318 ACCOUNTS FOR PAYMENT

In the absence of Council's Key Member for Finance, Cllr G Scruton, the Town Clerk presented the payment schedules for November 2024. Payments total **£131,967.35**. Payments from Barclays total £32,863.57 (please note a transfer of £30,000 from Barclays to the Co-operative. Payments from the Co-operative total £98,838.55 (please note a petty cash withdrawal of £300). Payments from the Co-operative Online total £265.23.)

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Audit and Accountability Act 2014;
- (ii) The list of payments for November 2024 were **APPROVED** as presented in the schedule.

319 BUDGET 2025/26: FIRST ESTIMATES

Council considered the budget first draft as per **Attachment H** and draft charges as per **Attachment H1**.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Accounts and Audit (England) Regulations 2011 and the Audit Commission Act 1998, s44 and the Local Audit and Accountability Act 2014;
- (ii) The draft budget version 2 would be brought back to Council in January 2025, when the crucial tax base figure had been received.

320 INTERNAL AUDIT REPORT: FIRST INTERIM

Council considered the internal audit report first interim, as per **Attachment I**.

It was **RESOLVED** that:

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

321 EPPING PLAYGROUND ASSOCIATION REQUEST: LOWER SWAINES

Council considered the request from Epping Playground Association and additional information as per **Attachment J**.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government (Miscellaneous Provisions) Act 1976, s19;
- (ii) Council would provide the additional £425 to finance the music play panel for Lower Swaines recreation ground for £995 (£570 from EPA).

322 STONARDS HILL RECREATION GROUND PLAYGROUND WETPOUR

Council considered the Stonards Hill recreation ground playground wet pour, as per **Attachment K**.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government (Miscellaneous Provisions) Act 1976, s19;
- (ii) The Town Clerk was **AUTHORISED** to have the Stonards Hill recreation ground wet pour replaced/repaired if it is required for health and safety reasons, in conjunction with the Key Member for Finance.

323 VE DAY AND VJ DAY 2025

Council considered the VE Day and VJ Day information, as per **Attachment L**.

It was **RESOLVED** that:

- (i) Epping Town Council would hold a beacon lighting event on Thursday 8th May 2025 for VE Day;
- (ii) The Town Council would by the appropriate strap to insert into the beacon (the non V shaped insert);
- (iii) A small service in the town and flag flying would be arranged for VJ Day on 15th August 2025;
- (iv) The Royal British Legion would work with the Town Council on this to encourage shops and schools to take part.

324 EPPING FOREST DISTRICT COUNCIL (EFDC) CHANGES TO THE PLANNING SYSTEM

Council considered changes to Epping Forest District Council's planning system as per **Attachment M**.

It was **RESOLVED** that:

- (i) Members would attend EFDC's training session or watch it afterwards to get further information;

- (ii) Epping Town Council would continue to check all application material submitted to them to ensure they could continue to comment on anything they felt necessary, irrespective of its application list category.

325 COMMUNITY TOILET SCHEME

Council considered the information regarding the community toilet scheme, as per **Attachment N**.

It was **RESOLVED** that:

- (i) Epping Town Council's logo would go inside the circular roundels.

326 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.

327 STONARDS HILL RECREATION GROUND CONTRACT/UTILITY WORKS

Council discussed the Stonards Hill recreation ground contract/utility works information, as per **Attachment O**.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government (Miscellaneous Provisions) Act 1976, s19; Public Health Act 1875, s164;
- (ii) The responses to the six questions/points in **Attachment O** were as follows:
 - 1. Yes, 2. Yes, 3. Yes, 4. Yes, 5. Yes; 6. Widening paths, reinstatement, officer time, disruption allowance, damage assessment;
 - 2. Cllr H Pegrum, Cllr C McCredie and Cllr G Scruton would assist with this project if needed.

328 STONARDS HILL RECREATION GROUND INSURANCE

Council discussed the Stonards Hill recreation ground insurance information, as per **Attachment P**.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government (Miscellaneous Provisions) Act 1976, s19; Public Health Act 1875, s164; Local Government Act 1972, s111;
- (ii) An agreement of understanding should be pursued and put in place for **H1** (detailed in **Attachment P**) if one doesn't already exist.

329 EPPING HALL PRINTER/PHOTOCOPIER CONTRACT

Council discussed the Epping Hall printer/photocopier information, as per **Attachment Q**.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government Act 1972, s111;
- (ii) The current printer/photocopier would be kept for as long as possible;
- (iii) When it stopped working, a new three-year contract would be taken out, in accordance with the details provided, concluded by the Town Clerk and Key Member for Finance.

CLOSURE

The Town Mayor, Cllr C McCredie, closed the meeting at **9.58pm**.

Signature of Chairman

Date

MINUTES of the **PLANNING AND GENERAL PURPOSES COMMITTEE MEETING** held at Epping Hall, St. Johns Road, Epping on **Tuesday, 10th December 2024** at **7.15pm**.

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

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

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

298 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr G Scruton

299 DECLARATIONS OF INTEREST

Item 7 Planning Applications (Non-Pecuniary)

There were no declarations of interest.

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

300 DISPENSATIONS

There were no dispensations.

301 CONFIRMATION OF MINUTES

Committee **RESOLVED** that:

the minutes of the meeting of the Planning & General Purposes Committee held on Tuesday, 26th November 2024 be signed by the Chairman as a true record.

302 PUBLIC QUESTIONS OR COMMENTS

There were no public questions or comments.

303 NOTICES AND INFORMATION

There were no notices or information.

304 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/2262/24	37, Lower Swaines, Epping, CM16 5ES Mr Trifan.	Front porch.
Committee have NO OBJECTION to this application.		
EPF/2273/24	5, Centre Avenue, Epping, CM16 4JU. Gemma Wilson.	Single storey rear extension.
Committee have NO OBJECTION to this application.		
EPF/2305/24	1 Boundary Court, High Road, Epping, CM16 4DQ Mr and Mrs D Rutter.	Demolition of existing timber, brickwork and PVCU rear conservatory. Proposed replacement rear conservatory with glazed gable end and pitched roof.
Committee have NO OBJECTION to this application, providing all work is carried out under the supervision of the conservation officer at EFDC.		
EPF/2335/24	Eppingdene House, Ivy Chimneys, Epping, CM16 4EL Essex Tree Care Ltd.	TPO/EPF/08/90 (Ref: W1)T1 & T5: 2 x Oak - Selective prune away from building by up to 2m, as specified.T2 & T4: 2 x Willow - Selective prune away from building by up to 2m, as specified.T3, T6, T10: 3 x Ash - Selective prune away from building by up to 2m, as specified.T7: Acer - Selective prune away from building by up to 2m, as specified.T8 & T9: 2 x Hornbeam- Selective prune away from building by up to 2m, as specified.
Committee have NO OBJECTION to this application, providing all work is carried out under the supervision of the arboricultural officer at EFDC.		
EPF/2386/24	Bell Cottage, High Road, Epping, CM16 4DQ. Mr G Matthews	Retrospective consent for demolition in Conservation Area.
Committee OBJECT to this application.		
<p>To demolish a building with historic value and in a conservation area would constitute cultural vandalism. Committee would like to know at which point if any, a conservation officer was consulted and if any punitive measures have been decided upon.</p> <p>EFDC Local Plan 2011-2033 Part One: DM7 B, DM8.</p>		

EPF/2346/24	11, Bury Road, Epping, CM16 5ET Mr & Mrs Rowe.	The construction of a part single, part two storey rear extension, a two storey extension on one side, plus a single storey extension to the other side, along with a new front bay window and entrance porch, plus a new roof with accommodation within.
Committee have NO OBJECTION to this application.		
EPF/2372/24.	6, Lower Swaines, Epping, CM16 5ER Mr & Mrs Lincoln	Demolition of existing porch, and construction of single storey cloakroom extension.
Committee have NO OBJECTION to this application.		
EPF/2376/24	Bell Cottage, High Road, Epping, CM16 4DQ. Mr G Matthews	Formation of replacement dwelling on site of former Bell Cottage.
Committee OBJECT to this application. The proposal is not of high quality design and does not replicate the style of the previous dwelling. A conservation officer should be consulted and fully involved in any proposed new rebuild. Committee would request that any replacement should be a facsimile of the historic, cottage-style building. EFDC Local Plan 2011-2033 Part One: DM9 A (I) (II), DM10 C.		
EPF/2396/24	Fir Trees, Tidys Lane, Epping, CM16 6SJ William Hunt Consulting.	TPO/EPF/07/98 T22 & T24: 2 x Wellingtonia, T23: Cedar, G1: Pine – Root prune, as specified, to install root barrier.
Committee OBJECT to this application. Committee have commented that this application is confusing, with the link differing from the comments box on the weekly list supplied. Committee would object to any felling as these trees are iconic and integral to the street scene. Any root barrier protection work would not be objected to, providing it is carried out under the supervision of the arboricultural officer at EFDC. EFDC Local Plan 2011-2033 Part One: SP5 2.153, SP6 C (iii) SP6 D (IV)		

305 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 7.55pm.

Signature of Chairman

Date

ATTACHMENT C

Blue Plaque Scheme request

Resident request:

I wish to make an urgent application for a property to be awarded a Blue Plaque on behalf on Mr John Halliday Gracey.

I appreciate new Blue Plaques are not scheduled to be researched and awarded until spring of 2025 however the owner of the property is looking to demolish this 1920s house owned by Mr John Halliday Gracey. If permission is granted, the house will have been demolished by then.

Mr Gracey passed away 14 years ago. I have researched some of the blue plaques in the area and note some that have been awarded.

Please see the table below with some of the current owners details. He made a significant contribution not only within Essex but helped break the Enigma code, which was a pivotal role in WWII.

He was a quiet man and didn't mention his role during the war due to the Official Secrets Act.

I feel that his efforts should not go unrecognised due to his humility and discretion.

Epping Town Council's Criteria for granting heritage plaques are as follows:

Individuals

The person must have been eminent in their field and had a significant connection to Epping. This can include being born, living, or working in Epping for a significant period of time. (not specific duration)

They must also be listed in appropriate national biographical sources. Alternatively, they must have made a significant contribution to Epping's history, even if they aren't listed in national sources. More than 10 years must have passed since the persons death

Events

The event must have been of considerable importance to Epping's history or development

Buildings

The buildings much be of significant to Epping's history or development or be particularly architecturally important or very old. It can't be associated with an important person

Blue plaques are permanent signs that commemorate al link between a location and nationally famous person or event

Current Blue Plaques awarded (Mr J H Gracey request / details is highlighted) below

Name	Dates: Birth / Death	Criteria	Status	Council
John Halliday Gracey	Duration in Epping over 30 years.	A Bletchley Park codebreaker: his contributions to the war effort at Bletchley Park	ON REQUEST	Epping Town Council

	<p>1925 -2011</p> <p>14 years since his death</p>	<p>as a codebreaker within a small, select team of experts. The team were instrumental in turning round Britain's fortunes in WW2 by cracking top secret German and Japanese army codes. Most notable the Enigma code.</p> <p>This remained a proud but often unspoken chapter in his life, wrapped in the secrecy mandated by the Official Secrets Act.</p> <p>Upon returning to civilian life, he channeled his analytical skills and leadership into the public sector, eventually becoming a Director at the Inland Revenue.</p> <p>His passion for the arts found him establishing a local film society and serving as Chairman of the Epping Music Society, enriching the cultural landscape of his community.</p> <p>Director of the Inland Revenue Founder of the local film society chairman of Epping Music Society</p>		
Lucien Pissarro	1863-1944	<p>(SON of Camille Pissarro) lived here 1893 -1897 (4yrs)</p> <p>French landscape painter, printmaker Impressionist and Neo-impressionist</p>	Awarded Blue Plaque	Epping Town Council

Henry Doubleday	1808 - 1875	Naturalist and Lepidopterist	Awarded Blue Plaque	Epping Town Council
Silley Family		Owners of Theydon Grove House, now Theydon Grove House, Landowner, Employee and Philanthropist 1808-1875	Awarded Blue Plaque	Epping Town Council
Lionel Lord Murray of Epping Forest	1922-2004 (20 years since his death but please note the blue plaque was awarded prior to 2025 *))	Trade Unionist Lived here	Awarded Blue Plaque	Epping Town Council
Jill Barklem	1951 – 2017 (8 years since her death)	Creator of Brambly Hedge (Author of series of children's books) lived here 1987 - 2005	Awarded Blue Plaque	Epping Town Council
Millican Dalton	1867 - 1947	Environmentalist and professor of adventure lived here	Awarded Blue Plaque	Loughton Town Council
Ruth Rendell	1930-2015 (10 years since her death)	Author lived here	Awarded Blue Plaque	Epping Town Council (Loughton?)

ATTACHMENT C1

MAYOR'S CADET

We have now got the Mayor's Cadet brassard and we will be present next Tuesday for the presentation of said brassard.

The Cadet that we have for Mayors Cadet is Sgt Holly Edwards one of our senior experienced cadets.

The idea of Mayor's Cadet is to accompany the Mayor on any civic duties. This will help promote 414 Epping @ North Weald Squadron Air Cadets in our ever expanding community.

Corresponding minute: 11th June 2024

70 MAYOR'S GAMES AND MAYOR'S BADGE

Council discussed the potential Mayor's Games and Mayor's Badge, as per **Attachment O**.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government (Miscellaneous Provisions) Act 1976, s19 & Local Government Act 1972, s111;
- (ii) Cllr C Burgess would pursue the games idea with the cadet leaders to ensure it could be delivered by them and this would be brought back to Council if needed;
- (iii) Council supported the Mayor's badge and the Town Clerk would pursue costs and getting one made.

TOWN MAYOR'S DUTIES

10/12/2024 - 14/01/2025

11th December 2024	Present Audrey Rose Cup to Lathams
11th December 2024	EFDC Planning Viability Training
12th December 2024	Gift wrapping presents for children at EFDC
12th December 2024	Christmas thank you with ETC office team
12th December 2024	Chrysalis Nursery pop up
13th December 2024	Civic Carol Service at Theydon Bois
18th December 2024	Christmas thank you with ETC grounds team
19th December 2024	Piccola certificate and gift of thanks plus Noddy certificate
22nd December 2024	Epping Upland Church Carol Service
23rd December 2024	Long service presentation to market trader Lawrence (40 yrs)
24th December 2024	Carols on the Green
29th December 2024	Hannukah celebration event

DEPUTY TOWN MAYOR'S DUTIES/ENGAGEMENTS

10/12/2024 - 14/01/2025

11th December 2024	Epping Forest Dementia Friendly Communities meeting
11th December 2024	EFDC Planning Viability Training
12th December 2024	Gift wrapping presents for children in need at EFDC
29th December 2024	Lighting of Menorah

REPORT OF THE TOWN CLERK**1 TALK ABOUT EPPING SPRING 2025**

The Spring 2025 edition of Talk About Epping will be available from late January online and early February in hard copy format.

2 BAKERS LANE PUBLIC TOILETS (COTTIS YARD)

At the time of writing, two standard cubicles and the disabled cubicle at Bakers Lane public toilets are open from 10am to 3pm, Monday to Saturday. This has been made possible by collaborative working with Qualis, considerable administration by the office team and the support of our cleaning contractor Stratton Contractors. The situation will be monitored closely and if there is a repeat of the severe vandalism issue, the toilets will have to be closed again.

3 EPPING CHRISTMAS MARKET 2024

It was extremely disappointing to have to cancel Epping Christmas Market 2024 due to the extremely bad weather. The team at Epping Town Council did everything possible to try and deliver the Christmas market, but safety is always our priority and it was simply unsafe to run. An awful lot of work goes into organising an event of this scale and reputation and the amount of hard work to undo such organisation is not insignificant. The Town Clerk would like to thank Council's Market, Planning & Events Officer, the market supervisor and the grounds team for all their hard work on this event. Thanks should also be extended to the whole team for the support they gave to their colleagues.

4 LOCAL BUS FUNDING

Cllr Janet Whitehouse has made Council aware of Essex County Council's Love Your Bus Fund. The office team have done some research into this and it didn't seem to be something Epping Town Council could pursue, but the details are as follows:

- The bus funding is revenue funding only, therefore it will not be used to directly improve services.
- The idea of the grant is that partners would host some fundraising events to attract new passengers to use the services in the Parish, though they would not be able to add an extra service to the timetable.
- In turn, Essex would bring in more revenue for future use.
- From Essex: This will allow Parish and Town Councils to propose initiatives such as increasing service frequency, running early morning or late-night services, and extending routes to connect underserved areas to key destinations such as hospitals or schools.

08/01/2025

Epping Town Council

Page 1

13:57 Summary Income & Expenditure by Budget Heading 08/01/2025

Month No: 9

Committee Report to 31st December 2024

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent
<u>Full Council</u>						
Income	876,156	816,195	(59,961)			107.3%
Expenditure	763,702	815,132	51,430	0	51,430	93.7%
Net Income over Expenditure	<u>112,454</u>	<u>1,063</u>	<u>(111,391)</u>			
plus Transfer from EMR	0					
less Transfer to EMR	0					
Movement to/(from) Gen Reserve	<u>112,454</u>					

Earmarked Reserves

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

Grand Totals:- Income	876,156	816,195	(59,961)			107.3%
Expenditure	763,702	815,132	51,430	0	51,430	93.7%
Net Income over Expenditure	<u>112,454</u>	<u>1,063</u>	<u>(111,391)</u>			
plus Transfer from EMR	0					
less Transfer to EMR	0					
Movement to/(from) Gen Reserve	<u>112,454</u>					

Detailed Income & Expenditure by Budget Heading 08/01/2025

Month No: 9

Cost Centre Report to 31st December 2024

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 Service & Committee Support							
1076 Precept	621,795	621,795	0			100.0%	
1090 Interest Received	2,065	1,800	(265)			114.7%	
1900 Other Receipts	25	800	775			3.1%	
Service & Committee Support :- Income	623,884	624,395	511			99.9%	0
4000 Salaries	151,003	203,800	52,797		52,797	74.1%	
4010 Insurance	11,648	10,400	(1,248)		(1,248)	112.0%	
4020 Equipment	1,031	800	(231)		(231)	128.8%	
4025 Consumables	539	700	161		161	76.9%	
4030 Postage	724	700	(24)		(24)	103.5%	
4035 Printing & Photocopying	1,314	1,600	286		286	82.1%	
4040 Professional Fees	2,290	7,000	4,710		4,710	32.7%	
4045 Subscriptions & Licences	7,253	6,500	(753)		(753)	111.6%	
4050 Telephone & IT Services	9,201	8,000	(1,201)		(1,201)	115.0%	
4060 Training - Staff	635	1,500	865		865	42.3%	
4065 Training - Members	0	600	600		600	0.0%	
4070 Travel & Subsistence - Staff	437	600	163		163	72.9%	
4075 Travel & Subsistence - Members	76	700	624		624	10.9%	
4080 Mayor's Allowance	400	1,000	600		600	40.0%	
4090 Bank Charges	77	105	29		29	72.9%	
4095 Miscellaneous Expenditure	832	1,000	168		168	83.2%	
4100 Bad Debt & Write Offs	0	100	100		100	0.0%	
Service & Committee Support :- Indirect Expenditure	187,459	245,105	57,646	0	57,646	76.5%	0
Net Income over Expenditure	436,426	379,290	(57,136)				
110 Neighbourhood Planning							
4155 N Planning Circulation	(1,000)	0	1,000		1,000	0.0%	
4370 N Planning Guidance	(233)	1,000	1,233		1,233	(23.3%)	
Neighbourhood Planning :- Indirect Expenditure	(1,233)	1,000	2,233	0	2,233	(123.3%)	0
Net Expenditure	1,233	(1,000)	(2,233)				
120 Grants							
4045 Subscriptions & Licences	5	0	(5)		(5)	0.0%	
4140 Grants - S137	125	150	25		25	83.3%	
4145 Grants - Other Powers	0	500	500		500	0.0%	
Grants :- Indirect Expenditure	130	650	520	0	520	19.9%	0
Net Expenditure	(130)	(650)	(520)				

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
140 Events & Publications							
1200 Town Show Income	6,474	4,000	(2,474)			161.9%	
1210 Christmas Market Income	4,825	4,000	(825)			120.6%	
1220 Christmas Lights Donations	2,000	0	(2,000)			0.0%	
1230 Christmas Tree Donations	400	0	(400)			0.0%	
Events & Publications :- Income	13,699	8,000	(5,699)			171.2%	0
4165 Epping in Bloom	1,000	1,000	0		0	100.0%	
4170 Town Show Expenditure	4,855	3,500	(1,355)		(1,355)	138.7%	
4175 Christmas Market Expenditure	3,261	3,000	(261)		(261)	108.7%	
4180 Christmas Lights Expenditure	18,167	7,500	(10,667)		(10,667)	242.2%	
4185 Christmas Tree Expenditure	1,914	2,500	586		586	76.6%	
4195 Mayor's Civic Reception	502	2,000	1,498		1,498	25.1%	
4205 Talk About Epping	923	1,000	77		77	92.3%	
4220 Other Council Events	2,667	2,000	(667)		(667)	133.4%	
4225 Other Council Publications	550	1,320	770		770	41.7%	
Events & Publications :- Indirect Expenditure	33,839	23,820	(10,019)	0	(10,019)	142.1%	0
Net Income over Expenditure	(20,140)	(15,820)	4,320				
160 Epping Hall							
1300 Lettings Rents & Licences	32,597	48,000	15,403			67.9%	
Epping Hall :- Income	32,597	48,000	15,403			67.9%	0
4010 Insurance	7,921	8,800	879		879	90.0%	
4020 Equipment	1,070	1,000	(70)		(70)	107.0%	
4025 Consumables	991	1,400	409		409	70.8%	
4085 PWLB Loan Repayments	77,840	77,840	(0)		(0)	100.0%	
4250 Business Rates	9,880	12,000	2,120		2,120	82.3%	
4255 Utilities	10,925	15,000	4,075		4,075	72.8%	
4260 Repairs & Maintenance	13,709	14,000	291		291	97.9%	
Epping Hall :- Indirect Expenditure	122,336	130,040	7,704	0	7,704	94.1%	0
Net Income over Expenditure	(89,739)	(82,040)	7,699				
180 Jack Silley Pavilion							
1300 Lettings Rents & Licences	23,639	30,000	6,361			78.8%	
Jack Silley Pavilion :- Income	23,639	30,000	6,361			78.8%	0
4010 Insurance	1,700	1,700	0		0	100.0%	
4020 Equipment	0	800	800		800	0.0%	
4025 Consumables	379	400	21		21	94.8%	

Detailed Income & Expenditure by Budget Heading 08/01/2025

Month No: 9

Cost Centre Report to 31st December 2024

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4250 Business Rates	4,356	4,800	444		444	90.8%	
4255 Utilities	6,203	12,500	6,297		6,297	49.6%	
4260 Repairs & Maintenance	4,484	6,000	1,516		1,516	74.7%	
Jack Silley Pavilion :- Indirect Expenditure	17,123	26,200	9,077	0	9,077	65.4%	0
Net Income over Expenditure	6,516	3,800	(2,716)				
<u>200 Epping Market</u>							
1300 Lettings Rents & Licences	25,908	36,000	10,092			72.0%	
1310 Market casuals	8,033	7,500	(533)			107.1%	
Epping Market :- Income	33,941	43,500	9,559			78.0%	0
4007 Advertising & promotion	0	500	500		500	0.0%	
4010 Insurance	740	740	0		0	100.0%	
4020 Equipment	31	1,000	969		969	3.1%	
4025 Consumables	68	0	(68)		(68)	0.0%	
4085 PWLB Loan Repayments	6,159	6,156	(3)		(3)	100.0%	
4095 Miscellaneous Expenditure	62	0	(62)		(62)	0.0%	
4250 Business Rates	4,491	5,500	1,009		1,009	81.7%	
4260 Repairs & Maintenance	350	1,000	650		650	35.0%	
4300 Market Contractor	13,706	23,500	9,794		9,794	58.3%	
Epping Market :- Indirect Expenditure	25,607	38,396	12,789	0	12,789	66.7%	0
Net Income over Expenditure	8,334	5,104	(3,230)				
<u>220 Epping Cemetery</u>							
1500 Burials & Memorials	19,981	36,000	16,019			55.5%	
Epping Cemetery :- Income	19,981	36,000	16,019			55.5%	0
4010 Insurance	940	940	0		0	100.0%	
4015 Cemetery Benches	809	0	(809)		(809)	0.0%	
4020 Equipment	489	500	11		11	97.8%	
4095 Miscellaneous Expenditure	0	500	500		500	0.0%	
4250 Business Rates	1,919	2,000	81		81	96.0%	
4260 Repairs & Maintenance	10,909	2,000	(8,909)		(8,909)	545.5%	
Epping Cemetery :- Indirect Expenditure	15,067	5,940	(9,127)	0	(9,127)	253.7%	0
Net Income over Expenditure	4,914	30,060	25,146				
<u>240 Parks & Building Maintenance</u>							
1300 Lettings Rents & Licences	5,849	5,800	(49)			100.8%	

Detailed Income & Expenditure by Budget Heading 08/01/2025

Month No: 9

Cost Centre Report to 31st December 2024

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1320 Tennis Court income	1,992	1,500	(492)			132.8%	
1600 Town Greens	1,536	2,200	664			69.8%	
1900 Other Receipts	5,630	0	(5,630)			0.0%	
Parks & Building Maintenance :- Income	15,006	9,500	(5,506)			158.0%	0
4000 Salaries	175,215	281,000	105,785		105,785	62.4%	
4010 Insurance	3,324	3,150	(174)		(174)	105.5%	
4020 Equipment	5,437	6,000	563		563	90.6%	
4025 Consumables	941	700	(241)		(241)	134.5%	
4095 Miscellaneous Expenditure	74	0	(74)		(74)	0.0%	
4255 Utilities	2,137	6,000	3,863		3,863	35.6%	
4260 Repairs & Maintenance	11,266	20,000	8,734		8,734	56.3%	
4265 Public Toilet Cleaning	1,000	1,000	0		0	100.0%	
4270 Tree management	0	2,500	2,500		2,500	0.0%	
4275 Tennis Courts	686	1,000	314		314	68.6%	
4310 Vehicles	1,749	2,000	251		251	87.4%	
4360 Fuel	3,004	4,500	1,496		1,496	66.8%	
Parks & Building Maintenance :- Indirect Expenditure	204,833	327,850	123,017	0	123,017	62.5%	0
Net Income over Expenditure	(189,827)	(318,350)	(128,523)				
<u>260 Public Convenience</u>							
1055 Utility Recharges	(7,856)	0	7,856			0.0%	
Public Convenience :- Income	(7,856)	0	7,856				0
4020 Equipment	7	80	73		73	8.4%	
4025 Consumables	160	700	540		540	22.9%	
4255 Utilities	8,819	3,000	(5,819)		(5,819)	294.0%	
4260 Repairs & Maintenance	0	1,200	1,200		1,200	0.0%	
4265 Public Toilet Cleaning	1,654	5,000	3,346		3,346	33.1%	
Public Convenience :- Indirect Expenditure	10,640	9,980	(660)	0	(660)	106.6%	0
Net Income over Expenditure	(18,496)	(9,980)	8,516				
<u>280 Allotments</u>							
1300 Lettings Rents & Licences	4,272	4,300	28			99.3%	
Allotments :- Income	4,272	4,300	28			99.3%	0
4010 Insurance	300	300	0		0	100.0%	
4020 Equipment	39	300	261		261	13.0%	
4255 Utilities	106	400	294		294	26.4%	

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4260 Repairs & Maintenance	32	500	468		468	6.4%	
Allotments :- Indirect Expenditure	476	1,500	1,024	0	1,024	31.8%	0
Net Income over Expenditure	3,795	2,800	(995)				
300 Street Furniture							
4020 Equipment	3,600	1,000	(2,600)		(2,600)	360.0%	
4095 Miscellaneous Expenditure	0	750	750		750	0.0%	
4260 Repairs & Maintenance	1,824	800	(1,024)		(1,024)	228.1%	
Street Furniture :- Indirect Expenditure	5,424	2,550	(2,874)	0	(2,874)	212.7%	0
Net Expenditure	(5,424)	(2,550)	2,874				
320 War Memorial							
4260 Repairs & Maintenance	0	100	100		100	0.0%	
War Memorial :- Indirect Expenditure	0	100	100	0	100	0.0%	0
Net Expenditure	0	(100)	(100)				
340 Council as Landlord							
1300 Lettings Rents & Licences	5,075	6,000	925			84.6%	
1900 Other Receipts	2,667	6,500	3,833			41.0%	
Council as Landlord :- Income	7,742	12,500	4,758			61.9%	0
4260 Repairs & Maintenance	627	1,500	873		873	41.8%	
Council as Landlord :- Indirect Expenditure	627	1,500	873	0	873	41.8%	0
Net Income over Expenditure	7,115	11,000	3,885				
360 Council as Tenant							
4400 Letting Rents & Licence Costs	0	501	501		501	0.0%	
Council as Tenant :- Indirect Expenditure	0	501	501	0	501	0.0%	0
Net Expenditure	0	(501)	(501)				
800 Stonards Refurbishment S106							
1250 Stonards refurbishment	109,250	0	(109,250)			0.0%	
Stonards Refurbishment S106 :- Income	109,250	0	(109,250)				0
4395 Stonards refurbishment	141,375	0	(141,375)		(141,375)	0.0%	
Stonards Refurbishment S106 :- Indirect Expenditure	141,375	0	(141,375)	0	(141,375)		0
Net Income over Expenditure	(32,125)	0	32,125				

Detailed Income & Expenditure by Budget Heading 08/01/2025

Month No: 9

Cost Centre Report to 31st December 2024

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	876,156	816,195	(59,961)			107.3%	
Expenditure	763,702	815,132	51,430	0	51,430	93.7%	
Net Income over Expenditure	<u>112,454</u>	<u>1,063</u>	<u>(111,391)</u>				
Movement to/(from) Gen Reserve	<u>112,454</u>						

Date: 08/01/2025


Epping Town Council

Page 1

Time: 11:16

Barclays No 1 Account

List of Payments made between 01/12/2024 and 31/12/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
05/12/2024	Barclays Bank plc	DEBIT	8.50		Commission 16Oct/12Nov
11/12/2024	Co-operative Bank current	Transfer	30,000.00		Transfer 
23/12/2024	EE	DD15	63.97		Mobile December 24
Total Payments			30,072.47		

List of Payments made between 01/12/2024 and 31/12/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/12/2024	Epping Forest District Council	DD01	484.00		NDR December 24
06/12/2024	Yu Energy Retail Limited	DD03	1,037.60		EH electric Nov 24
09/12/2024	Diesellink Services	DD04	14.40		Diesel 30.11.24
10/12/2024	Auditing Solutions Ltd	BAC1012/01	1,224.00		1st interim int audit 24-25
10/12/2024	Aylesford Electrical Contracto	BAC1012/02	4,711.38		Take down xmas lights
10/12/2024	The Security Network Ltd	BAC1012/03	802.80		Fire alarm service+maint
10/12/2024	Capitol Floor & Hygiene Mainte	BAC1012/04	120.00		Ston toilet clean 10.11-1.12
10/12/2024	D W Erections	BAC1012/05	400.00		Xmas market assessment+cx
10/12/2024	Ernest Doe & Sons Ltd	BAC1012/06	1,428.76		2nd Mower repairs
10/12/2024	GLS Educational Supplies	BAC1012/07	431.42		Toilet rolls
10/12/2024	Kent County Council	BAC1012/08	160.80		Printing Aug-Oct 24
10/12/2024	NPower Commercial Gas	BAC1012/09	22.05		Floodlights electric Nov 24
10/12/2024	RAD Group	BAC1012/10	832.56		IT support Dec 24
10/12/2024	Rawley Plant Limited	BAC1012/11	151.72		Continued toilet hire Nov 24
10/12/2024	Stratton Contractors Ltd	BAC1012/12	390.00		Toilet cleaning Nov24
10/12/2024	Mr D R Whitbread	BAC1012/13	88.00		Clean bus stops+EH windows
10/12/2024	Wood & Family	BAC1012/14	624.05		Service+MOT WX69 LXB
10/12/2024	Epping Youth Football Club	BAC1012/15	100.00		JSP damage deposit returned
10/12/2024	CSA	BAC1012/16	599.62		Deductions from salary Nov 24
10/12/2024	Essex Pension Fund	BAC1012/17	4,421.53		Pension conts Nov 24
10/12/2024	HMRC	BAC1012/18	10,486.57		NI+PAYE conts Nov 24
10/12/2024	Nest Pension	BAC1012/19	364.21		Pension conts Nov 24
10/12/2024	Epping Forest District Council	dd05	213.00		NDR DEC 24
10/12/2024	Epping Forest District Council	DD06	499.00		NDR DEC 24
10/12/2024	Epping Forest District Council	DD07	1,098.00		NDR DEC 24
13/12/2024	British Gas Services Ltd	DD08	568.94		Gas 28.10-29.11.24
13/12/2024	Salary transfers	BACS	23,033.67		Salary payments
13/12/2024	Salary transfers	BACS	-9.00		Salary adjustment November
16/12/2024	Epping Forest District Council	DD09	554.55		Refuse collections
16/12/2024	Corona Energy	DD10	1,333.61		Electric Nov 24
16/12/2024	D W Erections	DD11	1,958.00		MARKET CONTRACT
19/12/2024	Pitney Bowes	DD12	100.60		Purchase Ledger Payment
23/12/2024	Petty cash	ATM	100.00		Withdrawal for purchase
23/12/2024	Peninsula	DD13	1,038.74		Purchase Ledger Payment
24/12/2024	EDF Energy	DD14	645.83		Electric Nov 24
Total Payments			60,030.41		

Date: 08/01/2025

Epping Town Council

Page 1

Time: 11:16

Co-operative Online Account

List of Payments made between 01/12/2024 and 31/12/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
04/12/2024	Amazon uk	456	32.99		A4 frames
09/12/2024	Zoom Video	455	15.59		Inv 284309215
16/12/2024	Amazon UK	458	-58.00		Refund for ink not received
18/12/2024	HP Inc UK Ltd	457	82.99		9058446048 Ink
23/12/2024	HP Instant Ink	459	5.49		Inv 1099233931
Total Payments			<u>79.06</u>		

Annual Budget - By Centre (Actual YTD Month 9)

Note: Budget 2024/25

		<u>2023/2024</u>		<u>2024/2025</u>				<u>2025/2026</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
100	<u>Service & Committee Support</u>									
1076	Precept	589,513	589,513	621,795	621,795	621,795	0	633,128	0	0
1090	Interest Received	400	5,700	1,800	1,224	1,800	0	1,800	0	0
1900	Other Receipts	0	520	800	25	500	0	500	0	0
	Total Income	589,913	595,733	624,395	623,043	624,095	0	635,428	0	0
4000	Salaries	196,000	196,484	203,800	134,030	203,800	0	215,000	0	0
4010	Insurance	10,200	10,200	10,400	11,648	11,648	0	10,600	0	0
4020	Equipment	1,200	180	800	1,031	1,000	0	1,000	0	0
4025	Consumables	600	847	700	539	700	0	700	0	0
4030	Postage	900	563	700	724	800	0	800	0	0
4035	Printing & Photocopying	1,600	1,530	1,600	1,197	1,600	0	1,800	0	0
4040	Professional Fees	7,000	9,637	7,000	2,290	5,000	0	10,000	0	0
4045	Subscriptions & Licences	5,500	6,798	6,500	6,812	7,000	0	13,000	0	0
4050	Telephone & IT Services	7,100	6,874	8,000	8,844	8,355	0	9,000	0	0
4060	Training - Staff	1,500	2,597	1,500	635	1,200	0	2,000	0	0
4065	Training - Members	500	615	600	0	400	0	600	0	0
4070	Travel & Subsistence - Staff	600	423	600	380	600	0	500	0	0
4075	Travel & Subsistence - Members	100	370	700	76	700	0	600	0	0
4080	Mayor's Allowance	1,000	1,000	1,000	400	1,000	0	1,000	0	0
4090	Bank Charges	100	103	105	68	110	0	110	0	0
4095	Miscellaneous Expenditure	1,000	2,322	1,000	832	1,000	0	1,000	0	0
4100	Bad Debt & Write Offs	100	-2	100	0	100	0	100	0	0
4105	Election Costs	0	11,924	0	0	0	0	0	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 9)

Note: Budget 2024/25

		<u>2023/2024</u>		<u>2024/2025</u>				<u>2025/2026</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
	Overhead Expenditure	235,000	252,465	245,105	169,505	245,013	0	267,810	0	0
	100 Net Income over Expenditure	354,913	343,269	379,290	453,539	379,082	0	367,618	0	0
6000	plus Transfer from EMR	0	11,924	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	354,913	355,193	379,290	453,539	379,082		367,618		
110	Neighbourhood Planning									
4155	N Planning Circulation	1,000	0	0	-1,000	1,000	0	0	0	0
4370	N Planning Guidance	1,000	0	1,000	-233	0	0	1,000	0	0
	Overhead Expenditure	2,000	0	1,000	-1,233	1,000	0	1,000	0	0
	Movement to/(from) Gen Reserve	(2,000)	0	(1,000)	1,233	(1,000)		(1,000)		
120	Grants									
4045	Subscriptions & Licences	0	0	0	5	0	0	0	0	0
4140	Grants - S137	150	125	150	125	0	0	0	0	0
4145	Grants - Other Powers	500	-228	500	0	0	0	2,000	0	0
	Overhead Expenditure	650	-103	650	130	0	0	2,000	0	0
	Movement to/(from) Gen Reserve	(650)	103	(650)	(130)	0		(2,000)		
140	Events & Publications									
1200	Town Show Income	3,500	4,346	4,000	6,474	6,474	0	4,500	0	0
1210	Christmas Market Income	3,500	5,954	4,000	4,825	5,000	0	4,500	0	0
1220	Christmas Lights Donations	0	0	0	4,500	3,000	0	0	0	0
1230	Christmas Tree Donations	0	400	0	400	400	0	0	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 9)

Note: Budget 2024/25

		<u>2023/2024</u>		<u>2024/2025</u>				<u>2025/2026</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1900	Other Receipts	0	1,000	0	0	0	0	0	0	0
	Total Income	7,000	11,700	8,000	16,199	14,874	0	9,000	0	0
4165	Epping in Bloom	1,000	1,000	1,000	1,000	1,000	0	1,000	0	0
4170	Town Show Expenditure	3,000	3,031	3,500	4,855	4,855	0	4,000	0	0
4175	Christmas Market Expenditure	3,000	3,220	3,000	3,174	4,500	0	4,500	0	0
4180	Christmas Lights Expenditure	7,500	10,042	7,500	18,167	14,241	0	15,000	0	0
4185	Christmas Tree Expenditure	2,500	305	2,500	1,914	2,500	0	3,000	0	0
4195	Mayor's Civic Reception	2,000	2,000	2,000	502	2,500	0	2,000	0	0
4205	Talk About Epping	500	1,174	1,000	923	1,000	0	1,000	0	0
4215	Distribution Costs	500	0	0	0	0	0	0	0	0
4220	Other Council Events	1,000	2,695	2,000	2,667	3,000	0	2,500	0	0
4225	Other Council Publications	1,320	1,100	1,320	550	1,320	0	1,320	0	0
	Overhead Expenditure	22,320	24,567	23,820	33,752	34,916	0	34,320	0	0
	Movement to/(from) Gen Reserve	(15,320)	(12,867)	(15,820)	(17,553)	(20,042)		(25,320)		
160	<u>Epping Hall</u>									
1300	Lettings Rents & Licences	45,000	50,703	48,000	30,237	46,000	0	48,000	0	0
	Total Income	45,000	50,703	48,000	30,237	46,000	0	48,000	0	0
4010	Insurance	5,500	4,464	8,800	7,921	7,921	0	8,000	0	0
4020	Equipment	1,000	2,345	1,000	1,070	1,200	0	1,500	0	0
4025	Consumables	1,000	1,537	1,400	924	1,200	0	1,500	0	0
4085	PWLB Loan Repayments	96,256	96,256	77,840	77,840	77,840	0	16,164	0	0
4095	Miscellaneous Expenditure	0	70	0	0	0	0	0	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 9)

Note: Budget 2024/25

		<u>2023/2024</u>		<u>2024/2025</u>				<u>2025/2026</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4250	Business Rates	13,000	10,978	12,000	9,880	12,000	0	12,000	0	0
4255	Utilities	24,500	18,042	15,000	10,361	15,000	0	15,000	0	0
4260	Repairs & Maintenance	8,000	16,706	14,000	12,059	14,000	0	15,000	0	0
	Overhead Expenditure	149,256	150,396	130,040	120,055	129,161	0	69,164	0	0
	Movement to/(from) Gen Reserve	(104,256)	(99,694)	(82,040)	(89,818)	(83,161)		(21,164)		
180	<u>Jack Silley Pavilion</u>									
1300	Lettings Rents & Licences	28,000	29,118	30,000	22,105	31,000	0	31,000	0	0
	Total Income	28,000	29,118	30,000	22,105	31,000	0	31,000	0	0
4010	Insurance	1,680	1,680	1,700	1,700	1,700	0	1,720	0	0
4020	Equipment	800	784	800	0	800	0	800	0	0
4025	Consumables	400	310	400	379	500	0	500	0	0
4250	Business Rates	4,500	4,611	4,800	4,356	4,800	0	4,800	0	0
4255	Utilities	26,000	28,670	12,500	6,203	12,500	0	12,500	0	0
4260	Repairs & Maintenance	6,000	4,459	6,000	4,484	6,000	0	6,000	0	0
	Overhead Expenditure	39,380	40,514	26,200	17,123	26,300	0	26,320	0	0
	Movement to/(from) Gen Reserve	(11,380)	(11,396)	3,800	4,982	4,700		4,680		
200	<u>Epping Market</u>									
1300	Lettings Rents & Licences	37,000	35,627	36,000	25,908	33,500	0	33,500	0	0
1310	Market casuals	8,000	8,353	7,500	8,033	10,500	0	10,500	0	0
1900	Other Receipts	0	83	0	0	0	0	0	0	0
	Total Income	45,000	44,064	43,500	33,941	44,000	0	44,000	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 9)

Note: Budget 2024/25

		<u>2023/2024</u>		<u>2024/2025</u>				<u>2025/2026</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4007	Advertising & promotion	500	613	500	0	500	0	500	0	0
4010	Insurance	720	720	740	740	740	0	760	0	0
4020	Equipment	1,000	526	1,000	31	1,000	0	1,000	0	0
4025	Consumables	0	61	0	68	0	0	0	0	0
4085	PWLB Loan Repayments	6,160	6,159	6,156	6,159	6,160	0	6,160	0	0
4095	Miscellaneous Expenditure	100	5	0	62	0	0	0	0	0
4250	Business Rates	9,500	4,990	5,500	4,491	5,500	0	5,500	0	0
4255	Utilities	150	-88	0	0	0	0	0	0	0
4260	Repairs & Maintenance	1,000	740	1,000	350	1,000	0	1,000	0	0
4300	Market Contractor	22,500	22,500	23,500	13,706	23,500	0	24,500	0	0
4305	Skip Hire	6,000	0	0	0	0	0	0	0	0
Overhead Expenditure		47,630	36,225	38,396	25,607	38,400	0	39,420	0	0
Movement to/(from) Gen Reserve		(2,630)	7,839	5,104	8,334	5,600		4,580		
220	<u>Epping Cemetery</u>									
1300	Lettings Rents & Licences	0	-201	0	0	0	0	0	0	0
1500	Burials & Memorials	46,200	47,602	36,000	18,996	26,000	0	30,000	0	0
Total Income		46,200	47,401	36,000	18,996	26,000	0	30,000	0	0
4010	Insurance	920	920	940	940	940	0	960	0	0
4015	Cemetery Benches	0	1,296	0	809	809	0	0	0	0
4020	Equipment	500	0	500	489	500	0	500	0	0
4095	Miscellaneous Expenditure	500	72	500	0	500	0	500	0	0
4250	Business Rates	1,800	1,745	2,000	1,919	2,000	0	2,000	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 9)

Note: Budget 2024/25

		<u>2023/2024</u>		<u>2024/2025</u>				<u>2025/2026</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4260	Repairs & Maintenance	2,000	0	2,000	10,909	12,909	0	3,000	0	0
	Overhead Expenditure	5,720	4,033	5,940	15,067	17,658	0	6,960	0	0
	Movement to/(from) Gen Reserve	40,480	43,368	30,060	3,929	8,342		23,040		
240	<u>Parks & Building Maintenance</u>									
1300	Lettings Rents & Licences	3,580	5,455	5,800	5,849	6,000	0	6,000	0	0
1320	Tennis Court income	2,000	1,150	1,500	1,835	1,800	0	1,800	0	0
1600	Town Greens	2,150	3,051	2,200	1,024	2,200	0	2,400	0	0
1800	Grants Received	0	368	0	0	0	0	0	0	0
1900	Other Receipts	0	50	0	5,340	4,211	0	0	0	0
	Total Income	7,730	10,073	9,500	14,047	14,211	0	10,200	0	0
4000	Salaries	213,300	220,888	281,000	157,136	230,000	0	245,000	0	0
4010	Insurance	2,950	2,950	3,150	3,324	3,324	0	3,550	0	0
4020	Equipment	5,000	3,820	6,000	5,437	6,000	0	8,000	0	0
4025	Consumables	500	651	700	941	1,000	0	1,000	0	0
4095	Miscellaneous Expenditure	0	70	0	74	0	0	0	0	0
4255	Utilities	13,400	7,434	6,000	2,084	6,000	0	6,000	0	0
4260	Repairs & Maintenance	18,000	24,173	20,000	11,266	20,000	0	25,000	0	0
4265	Public Toilet Cleaning	1,000	1,300	1,000	900	1,000	0	1,300	0	0
4270	Tree management	2,000	1,667	2,500	0	4,500	0	3,000	0	0
4275	Tennis Courts	1,000	667	1,000	686	1,000	0	1,000	0	0
4310	Vehicles	1,800	3,095	2,000	1,749	2,000	0	2,000	0	0
4360	Fuel	5,000	2,811	4,500	3,004	4,500	0	4,500	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 9)

Note: Budget 2024/25

		<u>2023/2024</u>		<u>2024/2025</u>				<u>2025/2026</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Overhead Expenditure		263,950	269,526	327,850	186,601	279,324	0	300,350	0	0
Movement to/(from) Gen Reserve		(256,220)	(259,452)	(318,350)	(172,553)	(265,113)		(290,150)		
260	Public Convenience									
1055	Utility Recharges	0	37,601	0	-7,856	-12,000	0	10,000	0	0
Total Income		0	37,601	0	-7,856	-12,000	0	10,000	0	0
4020	Equipment	80	4	80	7	80	0	100	0	0
4025	Consumables	600	340	700	160	700	0	1,000	0	0
4250	Business Rates	0	194	0	0	0	0	0	0	0
4255	Utilities	3,000	28,654	3,000	8,819	12,000	0	10,000	0	0
4260	Repairs & Maintenance	1,000	1,583	1,200	0	1,200	0	2,000	0	0
4265	Public Toilet Cleaning	5,000	3,544	5,000	1,523	2,500	0	6,000	0	0
Overhead Expenditure		9,680	34,319	9,980	10,509	16,480	0	19,100	0	0
Movement to/(from) Gen Reserve		(9,680)	3,282	(9,980)	(18,365)	(28,480)		(9,100)		
280	Allotments									
1300	Lettings Rents & Licences	4,180	4,262	4,300	4,272	4,340	0	4,440	0	0
Total Income		4,180	4,262	4,300	4,272	4,340	0	4,440	0	0
4010	Insurance	0	0	300	300	300	0	320	0	0
4020	Equipment	200	276	300	39	300	0	300	0	0
4025	Consumables	0	220	0	0	0	0	300	0	0
4255	Utilities	600	522	400	106	400	0	400	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 9)

Note: Budget 2024/25

		<u>2023/2024</u>		<u>2024/2025</u>				<u>2025/2026</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4260	Repairs & Maintenance	600	13	500	32	300	0	500	0	0
	Overhead Expenditure	1,400	1,032	1,500	476	1,300	0	1,820	0	0
	Movement to/(from) Gen Reserve	2,780	3,230	2,800	3,795	3,040		2,620		
300	<u>Street Furniture</u>									
1900	Other Receipts	0	3,700	0	0	0	0	0	0	0
	Total Income	0	3,700	0	0	0	0	0	0	0
4020	Equipment	1,000	0	1,000	3,600	3,600	0	2,000	0	0
4095	Miscellaneous Expenditure	0	0	750	0	750	0	1,000	0	0
4260	Repairs & Maintenance	800	336	800	1,796	2,000	0	2,000	0	0
	Overhead Expenditure	1,800	336	2,550	5,396	6,350	0	5,000	0	0
	Movement to/(from) Gen Reserve	(1,800)	3,364	(2,550)	(5,396)	(6,350)		(5,000)		
320	<u>War Memorial</u>									
4260	Repairs & Maintenance	100	500	100	0	100	0	100	0	0
	Overhead Expenditure	100	500	100	0	100	0	100	0	0
	Movement to/(from) Gen Reserve	(100)	(500)	(100)	0	(100)		(100)		
340	<u>Council as Landlord</u>									
1300	Lettings Rents & Licences	3,200	8,175	6,000	4,231	6,000	0	6,000	0	0
1900	Other Receipts	6,200	8,198	6,500	2,667	5,000	0	5,000	0	0
	Total Income	9,400	16,374	12,500	6,898	11,000	0	11,000	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 9)

Note: Budget 2024/25

		<u>2023/2024</u>		<u>2024/2025</u>				<u>2025/2026</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4260	Repairs & Maintenance	1,500	2,261	1,500	627	1,500	0	1,500	0	0
	Overhead Expenditure	1,500	2,261	1,500	627	1,500	0	1,500	0	0
	Movement to/(from) Gen Reserve	7,900	14,113	11,000	6,272	9,500		9,500		
360	Council as Tenant									
4400	Letting Rents & Licence Costs	501	150	501	0	151	0	151	0	0
	Overhead Expenditure	501	150	501	0	151	0	151	0	0
	Movement to/(from) Gen Reserve	(501)	(150)	(501)	0	(151)		(151)		
700	Capital Projects									
1850	Epping Playground Assoc LS	0	375	0	0	0	0	0	0	0
	Total Income	0	375	0	0	0	0	0	0	0
4365	Playground Project	0	375	0	0	0	0	0	0	0
	Overhead Expenditure	0	375	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	0	0	0	0	0		0		
800	Stonards Refurbishment S106									
1250	Stonards refurbishment	0	0	0	109,250	115,000	0	0	0	0
	Total Income	0	0	0	109,250	115,000	0	0	0	0
4395	Stonards refurbishment	0	0	0	141,375	145,000	0	0	0	0
	Overhead Expenditure	0	0	0	141,375	145,000	0	0	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 9)

Note: Budget 2024/25

	<u>2023/2024</u>		<u>2024/2025</u>				<u>2025/2026</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>	<u>0</u>	<u>(32,125)</u>	<u>(30,000)</u>		<u>0</u>		
Total Budget Income	782,423	851,103	816,195	871,133	918,520	0	833,068	0	0
Expenditure	780,887	816,595	815,132	724,990	942,653	0	775,015	0	0
Net Income over Expenditure	<u>1,536</u>	<u>34,508</u>	<u>1,063</u>	<u>146,144</u>	<u>-24,133</u>	<u>0</u>	<u>58,053</u>	<u>0</u>	<u>0</u>
plus Transfer from EMR	0	11,924	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve	<u>1,536</u>	<u>46,432</u>	<u>1,063</u>	<u>146,144</u>	<u>(24,133)</u>		<u>58,053</u>		

Annual Budget - By Centre (Actual YTD Month 9)

Note: Budget 2024/25

		<u>2023/2024</u>		<u>2024/2025</u>				<u>2025/2026</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
100	<u>Service & Committee Support</u>									
1076	Precept	589,513	589,513	621,795	621,795	621,795	0	639,459	0	0
1090	Interest Received	400	5,700	1,800	1,224	1,800	0	1,800	0	0
1900	Other Receipts	0	520	800	25	500	0	500	0	0
Total Income		589,913	595,733	624,395	623,043	624,095	0	641,759	0	0
4000	Salaries	196,000	196,484	203,800	134,030	203,800	0	215,000	0	0
4010	Insurance	10,200	10,200	10,400	11,648	11,648	0	10,600	0	0
4020	Equipment	1,200	180	800	1,031	1,000	0	1,000	0	0
4025	Consumables	600	847	700	539	700	0	700	0	0
4030	Postage	900	563	700	724	800	0	800	0	0
4035	Printing & Photocopying	1,600	1,530	1,600	1,197	1,600	0	1,800	0	0
4040	Professional Fees	7,000	9,637	7,000	2,290	5,000	0	10,000	0	0
4045	Subscriptions & Licences	5,500	6,798	6,500	6,812	7,000	0	13,000	0	0
4050	Telephone & IT Services	7,100	6,874	8,000	8,844	8,355	0	9,000	0	0
4060	Training - Staff	1,500	2,597	1,500	635	1,200	0	2,000	0	0
4065	Training - Members	500	615	600	0	400	0	600	0	0
4070	Travel & Subsistence - Staff	600	423	600	380	600	0	500	0	0
4075	Travel & Subsistence - Members	100	370	700	76	700	0	600	0	0
4080	Mayor's Allowance	1,000	1,000	1,000	400	1,000	0	1,000	0	0
4090	Bank Charges	100	103	105	68	110	0	110	0	0
4095	Miscellaneous Expenditure	1,000	2,322	1,000	832	1,000	0	1,000	0	0
4100	Bad Debt & Write Offs	100	-2	100	0	100	0	100	0	0
4105	Election Costs	0	11,924	0	0	0	0	0	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 9)

Note: Budget 2024/25

		<u>2023/2024</u>		<u>2024/2025</u>				<u>2025/2026</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
	Overhead Expenditure	235,000	252,465	245,105	169,505	245,013	0	267,810	0	0
	100 Net Income over Expenditure	354,913	343,269	379,290	453,539	379,082	0	373,949	0	0
6000	plus Transfer from EMR	0	11,924	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	<u>354,913</u>	<u>355,193</u>	<u>379,290</u>	<u>453,539</u>	<u>379,082</u>		<u>373,949</u>		
110	<u>Neighbourhood Planning</u>									
4155	N Planning Circulation	1,000	0	0	-1,000	1,000	0	0	0	0
4370	N Planning Guidance	1,000	0	1,000	-233	0	0	1,000	0	0
	Overhead Expenditure	2,000	0	1,000	-1,233	1,000	0	1,000	0	0
	Movement to/(from) Gen Reserve	<u>(2,000)</u>	<u>0</u>	<u>(1,000)</u>	<u>1,233</u>	<u>(1,000)</u>		<u>(1,000)</u>		
120	<u>Grants</u>									
4045	Subscriptions & Licences	0	0	0	5	0	0	0	0	0
4140	Grants - S137	150	125	150	125	0	0	0	0	0
4145	Grants - Other Powers	500	-228	500	0	0	0	2,000	0	0
	Overhead Expenditure	650	-103	650	130	0	0	2,000	0	0
	Movement to/(from) Gen Reserve	<u>(650)</u>	<u>103</u>	<u>(650)</u>	<u>(130)</u>	<u>0</u>		<u>(2,000)</u>		
140	<u>Events & Publications</u>									
1200	Town Show Income	3,500	4,346	4,000	6,474	6,474	0	4,500	0	0
1210	Christmas Market Income	3,500	5,954	4,000	4,825	5,000	0	4,500	0	0
1220	Christmas Lights Donations	0	0	0	4,500	3,000	0	0	0	0
1230	Christmas Tree Donations	0	400	0	400	400	0	0	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 9)

Note: Budget 2024/25

		<u>2023/2024</u>		<u>2024/2025</u>				<u>2025/2026</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1900	Other Receipts	0	1,000	0	0	0	0	0	0	0
	Total Income	7,000	11,700	8,000	16,199	14,874	0	9,000	0	0
4165	Epping in Bloom	1,000	1,000	1,000	1,000	1,000	0	1,000	0	0
4170	Town Show Expenditure	3,000	3,031	3,500	4,855	4,855	0	4,000	0	0
4175	Christmas Market Expenditure	3,000	3,220	3,000	3,174	4,500	0	4,500	0	0
4180	Christmas Lights Expenditure	7,500	10,042	7,500	18,167	14,241	0	15,000	0	0
4185	Christmas Tree Expenditure	2,500	305	2,500	1,914	2,500	0	3,000	0	0
4195	Mayor's Civic Reception	2,000	2,000	2,000	502	2,500	0	2,000	0	0
4205	Talk About Epping	500	1,174	1,000	923	1,000	0	1,000	0	0
4215	Distribution Costs	500	0	0	0	0	0	0	0	0
4220	Other Council Events	1,000	2,695	2,000	2,667	3,000	0	2,500	0	0
4225	Other Council Publications	1,320	1,100	1,320	550	1,320	0	1,320	0	0
	Overhead Expenditure	22,320	24,567	23,820	33,752	34,916	0	34,320	0	0
	Movement to/(from) Gen Reserve	(15,320)	(12,867)	(15,820)	(17,553)	(20,042)		(25,320)		
160	<u>Epping Hall</u>									
1300	Lettings Rents & Licences	45,000	50,703	48,000	30,237	46,000	0	48,000	0	0
	Total Income	45,000	50,703	48,000	30,237	46,000	0	48,000	0	0
4010	Insurance	5,500	4,464	8,800	7,921	7,921	0	8,000	0	0
4020	Equipment	1,000	2,345	1,000	1,070	1,200	0	1,500	0	0
4025	Consumables	1,000	1,537	1,400	924	1,200	0	1,500	0	0
4085	PWLB Loan Repayments	96,256	96,256	77,840	77,840	77,840	0	16,164	0	0
4095	Miscellaneous Expenditure	0	70	0	0	0	0	0	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 9)

Note: Budget 2024/25

		<u>2023/2024</u>		<u>2024/2025</u>				<u>2025/2026</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4250	Business Rates	13,000	10,978	12,000	9,880	12,000	0	12,000	0	0
4255	Utilities	24,500	18,042	15,000	10,361	15,000	0	15,000	0	0
4260	Repairs & Maintenance	8,000	16,706	14,000	12,059	14,000	0	15,000	0	0
	Overhead Expenditure	149,256	150,396	130,040	120,055	129,161	0	69,164	0	0
	Movement to/(from) Gen Reserve	(104,256)	(99,694)	(82,040)	(89,818)	(83,161)		(21,164)		
180	<u>Jack Silley Pavilion</u>									
1300	Lettings Rents & Licences	28,000	29,118	30,000	22,105	31,000	0	31,000	0	0
	Total Income	28,000	29,118	30,000	22,105	31,000	0	31,000	0	0
4010	Insurance	1,680	1,680	1,700	1,700	1,700	0	1,720	0	0
4020	Equipment	800	784	800	0	800	0	800	0	0
4025	Consumables	400	310	400	379	500	0	500	0	0
4250	Business Rates	4,500	4,611	4,800	4,356	4,800	0	4,800	0	0
4255	Utilities	26,000	28,670	12,500	6,203	12,500	0	12,500	0	0
4260	Repairs & Maintenance	6,000	4,459	6,000	4,484	6,000	0	6,000	0	0
	Overhead Expenditure	39,380	40,514	26,200	17,123	26,300	0	26,320	0	0
	Movement to/(from) Gen Reserve	(11,380)	(11,396)	3,800	4,982	4,700		4,680		
200	<u>Epping Market</u>									
1300	Lettings Rents & Licences	37,000	35,627	36,000	25,908	33,500	0	33,500	0	0
1310	Market casuals	8,000	8,353	7,500	8,033	10,500	0	10,500	0	0
1900	Other Receipts	0	83	0	0	0	0	0	0	0
	Total Income	45,000	44,064	43,500	33,941	44,000	0	44,000	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 9)

Note: Budget 2024/25

		<u>2023/2024</u>		<u>2024/2025</u>				<u>2025/2026</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4007	Advertising & promotion	500	613	500	0	500	0	500	0	0
4010	Insurance	720	720	740	740	740	0	760	0	0
4020	Equipment	1,000	526	1,000	31	1,000	0	1,000	0	0
4025	Consumables	0	61	0	68	0	0	0	0	0
4085	PWLB Loan Repayments	6,160	6,159	6,156	6,159	6,160	0	6,160	0	0
4095	Miscellaneous Expenditure	100	5	0	62	0	0	0	0	0
4250	Business Rates	9,500	4,990	5,500	4,491	5,500	0	5,500	0	0
4255	Utilities	150	-88	0	0	0	0	0	0	0
4260	Repairs & Maintenance	1,000	740	1,000	350	1,000	0	1,000	0	0
4300	Market Contractor	22,500	22,500	23,500	13,706	23,500	0	24,500	0	0
4305	Skip Hire	6,000	0	0	0	0	0	0	0	0
Overhead Expenditure		47,630	36,225	38,396	25,607	38,400	0	39,420	0	0
Movement to/(from) Gen Reserve		(2,630)	7,839	5,104	8,334	5,600		4,580		
220	<u>Epping Cemetery</u>									
1300	Lettings Rents & Licences	0	-201	0	0	0	0	0	0	0
1500	Burials & Memorials	46,200	47,602	36,000	18,996	26,000	0	30,000	0	0
Total Income		46,200	47,401	36,000	18,996	26,000	0	30,000	0	0
4010	Insurance	920	920	940	940	940	0	960	0	0
4015	Cemetery Benches	0	1,296	0	809	809	0	0	0	0
4020	Equipment	500	0	500	489	500	0	500	0	0
4095	Miscellaneous Expenditure	500	72	500	0	500	0	500	0	0
4250	Business Rates	1,800	1,745	2,000	1,919	2,000	0	2,000	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 9)

Note: Budget 2024/25

		<u>2023/2024</u>		<u>2024/2025</u>				<u>2025/2026</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4260	Repairs & Maintenance	2,000	0	2,000	10,909	12,909	0	3,000	0	0
	Overhead Expenditure	5,720	4,033	5,940	15,067	17,658	0	6,960	0	0
	Movement to/(from) Gen Reserve	40,480	43,368	30,060	3,929	8,342		23,040		
240	Parks & Building Maintenance									
1300	Lettings Rents & Licences	3,580	5,455	5,800	5,849	6,000	0	6,000	0	0
1320	Tennis Court income	2,000	1,150	1,500	1,835	1,800	0	1,800	0	0
1600	Town Greens	2,150	3,051	2,200	1,024	2,200	0	2,400	0	0
1800	Grants Received	0	368	0	0	0	0	0	0	0
1900	Other Receipts	0	50	0	5,340	4,211	0	0	0	0
	Total Income	7,730	10,073	9,500	14,047	14,211	0	10,200	0	0
4000	Salaries	213,300	220,888	281,000	157,136	230,000	0	245,000	0	0
4010	Insurance	2,950	2,950	3,150	3,324	3,324	0	3,550	0	0
4020	Equipment	5,000	3,820	6,000	5,437	6,000	0	8,000	0	0
4025	Consumables	500	651	700	941	1,000	0	1,000	0	0
4095	Miscellaneous Expenditure	0	70	0	74	0	0	0	0	0
4255	Utilities	13,400	7,434	6,000	2,084	6,000	0	6,000	0	0
4260	Repairs & Maintenance	18,000	24,173	20,000	11,266	20,000	0	25,000	0	0
4265	Public Toilet Cleaning	1,000	1,300	1,000	900	1,000	0	1,300	0	0
4270	Tree management	2,000	1,667	2,500	0	4,500	0	3,000	0	0
4275	Tennis Courts	1,000	667	1,000	686	1,000	0	1,000	0	0
4310	Vehicles	1,800	3,095	2,000	1,749	2,000	0	2,000	0	0
4360	Fuel	5,000	2,811	4,500	3,004	4,500	0	4,500	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 9)

Note: Budget 2024/25

		<u>2023/2024</u>		<u>2024/2025</u>				<u>2025/2026</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Overhead Expenditure		263,950	269,526	327,850	186,601	279,324	0	300,350	0	0
Movement to/(from) Gen Reserve		(256,220)	(259,452)	(318,350)	(172,553)	(265,113)		(290,150)		
260	Public Convenience									
1055	Utility Recharges	0	37,601	0	-7,856	-12,000	0	10,000	0	0
Total Income		0	37,601	0	-7,856	-12,000	0	10,000	0	0
4020	Equipment	80	4	80	7	80	0	100	0	0
4025	Consumables	600	340	700	160	700	0	1,000	0	0
4250	Business Rates	0	194	0	0	0	0	0	0	0
4255	Utilities	3,000	28,654	3,000	8,819	12,000	0	10,000	0	0
4260	Repairs & Maintenance	1,000	1,583	1,200	0	1,200	0	2,000	0	0
4265	Public Toilet Cleaning	5,000	3,544	5,000	1,523	2,500	0	6,000	0	0
Overhead Expenditure		9,680	34,319	9,980	10,509	16,480	0	19,100	0	0
Movement to/(from) Gen Reserve		(9,680)	3,282	(9,980)	(18,365)	(28,480)		(9,100)		
280	Allotments									
1300	Lettings Rents & Licences	4,180	4,262	4,300	4,272	4,340	0	4,440	0	0
Total Income		4,180	4,262	4,300	4,272	4,340	0	4,440	0	0
4010	Insurance	0	0	300	300	300	0	320	0	0
4020	Equipment	200	276	300	39	300	0	300	0	0
4025	Consumables	0	220	0	0	0	0	300	0	0
4255	Utilities	600	522	400	106	400	0	400	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 9)

Note: Budget 2024/25

		<u>2023/2024</u>		<u>2024/2025</u>				<u>2025/2026</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4260	Repairs & Maintenance	600	13	500	32	300	0	500	0	0
	Overhead Expenditure	1,400	1,032	1,500	476	1,300	0	1,820	0	0
	Movement to/(from) Gen Reserve	2,780	3,230	2,800	3,795	3,040		2,620		
300	<u>Street Furniture</u>									
1900	Other Receipts	0	3,700	0	0	0	0	0	0	0
	Total Income	0	3,700	0	0	0	0	0	0	0
4020	Equipment	1,000	0	1,000	3,600	3,600	0	2,000	0	0
4095	Miscellaneous Expenditure	0	0	750	0	750	0	1,000	0	0
4260	Repairs & Maintenance	800	336	800	1,796	2,000	0	2,000	0	0
	Overhead Expenditure	1,800	336	2,550	5,396	6,350	0	5,000	0	0
	Movement to/(from) Gen Reserve	(1,800)	3,364	(2,550)	(5,396)	(6,350)		(5,000)		
320	<u>War Memorial</u>									
4260	Repairs & Maintenance	100	500	100	0	100	0	100	0	0
	Overhead Expenditure	100	500	100	0	100	0	100	0	0
	Movement to/(from) Gen Reserve	(100)	(500)	(100)	0	(100)		(100)		
340	<u>Council as Landlord</u>									
1300	Lettings Rents & Licences	3,200	8,175	6,000	4,231	6,000	0	6,000	0	0
1900	Other Receipts	6,200	8,198	6,500	2,667	5,000	0	5,000	0	0
	Total Income	9,400	16,374	12,500	6,898	11,000	0	11,000	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 9)

Note: Budget 2024/25

		<u>2023/2024</u>		<u>2024/2025</u>				<u>2025/2026</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4260	Repairs & Maintenance	1,500	2,261	1,500	627	1,500	0	1,500	0	0
	Overhead Expenditure	1,500	2,261	1,500	627	1,500	0	1,500	0	0
	Movement to/(from) Gen Reserve	7,900	14,113	11,000	6,272	9,500		9,500		
360	Council as Tenant									
4400	Letting Rents & Licence Costs	501	150	501	0	151	0	151	0	0
	Overhead Expenditure	501	150	501	0	151	0	151	0	0
	Movement to/(from) Gen Reserve	(501)	(150)	(501)	0	(151)		(151)		
700	Capital Projects									
1850	Epping Playground Assoc LS	0	375	0	0	0	0	0	0	0
	Total Income	0	375	0	0	0	0	0	0	0
4365	Playground Project	0	375	0	0	0	0	0	0	0
	Overhead Expenditure	0	375	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	0	0	0	0	0		0		
800	Stonards Refurbishment S106									
1250	Stonards refurbishment	0	0	0	109,250	115,000	0	0	0	0
	Total Income	0	0	0	109,250	115,000	0	0	0	0
4395	Stonards refurbishment	0	0	0	141,375	145,000	0	0	0	0
	Overhead Expenditure	0	0	0	141,375	145,000	0	0	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 9)

Note: Budget 2024/25

	<u>2023/2024</u>		<u>2024/2025</u>				<u>2025/2026</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>	<u>0</u>	<u>(32,125)</u>	<u>(30,000)</u>		<u>0</u>		
Total Budget Income	782,423	851,103	816,195	871,133	918,520	0	839,399	0	0
Expenditure	780,887	816,595	815,132	724,990	942,653	0	775,015	0	0
Net Income over Expenditure	<u>1,536</u>	<u>34,508</u>	<u>1,063</u>	<u>146,144</u>	<u>-24,133</u>	<u>0</u>	<u>64,384</u>	<u>0</u>	<u>0</u>
plus Transfer from EMR	0	11,924	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve	<u>1,536</u>	<u>46,432</u>	<u>1,063</u>	<u>146,144</u>	<u>(24,133)</u>		<u>64,384</u>		

Epping Town Council

13:19

Annual Budget - By Centre (Actual YTD Month 9)

Note: Budget 2024/25

		<u>2023/2024</u>		<u>2024/2025</u>				<u>2025/2026</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
100	<u>Service & Committee Support</u>									
1076	Precept	589,513	589,513	621,795	621,795	621,795	0	645,791	0	0
1090	Interest Received	400	5,700	1,800	1,224	1,800	0	1,800	0	0
1900	Other Receipts	0	520	800	25	500	0	500	0	0
	Total Income	589,913	595,733	624,395	623,043	624,095	0	648,091	0	0
4000	Salaries	196,000	196,484	203,800	134,030	203,800	0	215,000	0	0
4010	Insurance	10,200	10,200	10,400	11,648	11,648	0	10,600	0	0
4020	Equipment	1,200	180	800	1,031	1,000	0	1,000	0	0
4025	Consumables	600	847	700	539	700	0	700	0	0
4030	Postage	900	563	700	724	800	0	800	0	0
4035	Printing & Photocopying	1,600	1,530	1,600	1,197	1,600	0	1,800	0	0
4040	Professional Fees	7,000	9,637	7,000	2,290	5,000	0	10,000	0	0
4045	Subscriptions & Licences	5,500	6,798	6,500	6,812	7,000	0	13,000	0	0
4050	Telephone & IT Services	7,100	6,874	8,000	8,844	8,355	0	9,000	0	0
4060	Training - Staff	1,500	2,597	1,500	635	1,200	0	2,000	0	0
4065	Training - Members	500	615	600	0	400	0	600	0	0
4070	Travel & Subsistence - Staff	600	423	600	380	600	0	500	0	0
4075	Travel & Subsistence - Members	100	370	700	76	700	0	600	0	0
4080	Mayor's Allowance	1,000	1,000	1,000	400	1,000	0	1,000	0	0
4090	Bank Charges	100	103	105	68	110	0	110	0	0
4095	Miscellaneous Expenditure	1,000	2,322	1,000	832	1,000	0	1,000	0	0
4100	Bad Debt & Write Offs	100	-2	100	0	100	0	100	0	0
4105	Election Costs	0	11,924	0	0	0	0	0	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 9)

Note: Budget 2024/25

		<u>2023/2024</u>		<u>2024/2025</u>				<u>2025/2026</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Overhead Expenditure		235,000	252,465	245,105	169,505	245,013	0	267,810	0	0
100 Net Income over Expenditure		354,913	343,269	379,290	453,539	379,082	0	380,281	0	0
6000	plus Transfer from EMR	0	11,924	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve		<u>354,913</u>	<u>355,193</u>	<u>379,290</u>	<u>453,539</u>	<u>379,082</u>		<u>380,281</u>		
110	<u>Neighbourhood Planning</u>									
4155	N Planning Circulation	1,000	0	0	-1,000	1,000	0	0	0	0
4370	N Planning Guidance	1,000	0	1,000	-233	0	0	1,000	0	0
Overhead Expenditure		2,000	0	1,000	-1,233	1,000	0	1,000	0	0
Movement to/(from) Gen Reserve		<u>(2,000)</u>	<u>0</u>	<u>(1,000)</u>	<u>1,233</u>	<u>(1,000)</u>		<u>(1,000)</u>		
120	<u>Grants</u>									
4045	Subscriptions & Licences	0	0	0	5	0	0	0	0	0
4140	Grants - S137	150	125	150	125	0	0	0	0	0
4145	Grants - Other Powers	500	-228	500	0	0	0	2,000	0	0
Overhead Expenditure		650	-103	650	130	0	0	2,000	0	0
Movement to/(from) Gen Reserve		<u>(650)</u>	<u>103</u>	<u>(650)</u>	<u>(130)</u>	<u>0</u>		<u>(2,000)</u>		
140	<u>Events & Publications</u>									
1200	Town Show Income	3,500	4,346	4,000	6,474	6,474	0	4,500	0	0
1210	Christmas Market Income	3,500	5,954	4,000	4,825	5,000	0	4,500	0	0
1220	Christmas Lights Donations	0	0	0	4,500	3,000	0	0	0	0
1230	Christmas Tree Donations	0	400	0	400	400	0	0	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 9)

Note: Budget 2024/25

		<u>2023/2024</u>		<u>2024/2025</u>				<u>2025/2026</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1900	Other Receipts	0	1,000	0	0	0	0	0	0	0
	Total Income	7,000	11,700	8,000	16,199	14,874	0	9,000	0	0
4165	Epping in Bloom	1,000	1,000	1,000	1,000	1,000	0	1,000	0	0
4170	Town Show Expenditure	3,000	3,031	3,500	4,855	4,855	0	4,000	0	0
4175	Christmas Market Expenditure	3,000	3,220	3,000	3,174	4,500	0	4,500	0	0
4180	Christmas Lights Expenditure	7,500	10,042	7,500	18,167	14,241	0	15,000	0	0
4185	Christmas Tree Expenditure	2,500	305	2,500	1,914	2,500	0	3,000	0	0
4195	Mayor's Civic Reception	2,000	2,000	2,000	502	2,500	0	2,000	0	0
4205	Talk About Epping	500	1,174	1,000	923	1,000	0	1,000	0	0
4215	Distribution Costs	500	0	0	0	0	0	0	0	0
4220	Other Council Events	1,000	2,695	2,000	2,667	3,000	0	2,500	0	0
4225	Other Council Publications	1,320	1,100	1,320	550	1,320	0	1,320	0	0
	Overhead Expenditure	22,320	24,567	23,820	33,752	34,916	0	34,320	0	0
	Movement to/(from) Gen Reserve	(15,320)	(12,867)	(15,820)	(17,553)	(20,042)		(25,320)		
160	<u>Epping Hall</u>									
1300	Lettings Rents & Licences	45,000	50,703	48,000	30,237	46,000	0	48,000	0	0
	Total Income	45,000	50,703	48,000	30,237	46,000	0	48,000	0	0
4010	Insurance	5,500	4,464	8,800	7,921	7,921	0	8,000	0	0
4020	Equipment	1,000	2,345	1,000	1,070	1,200	0	1,500	0	0
4025	Consumables	1,000	1,537	1,400	924	1,200	0	1,500	0	0
4085	PWLB Loan Repayments	96,256	96,256	77,840	77,840	77,840	0	16,164	0	0
4095	Miscellaneous Expenditure	0	70	0	0	0	0	0	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 9)

Note: Budget 2024/25

		<u>2023/2024</u>		<u>2024/2025</u>				<u>2025/2026</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4250	Business Rates	13,000	10,978	12,000	9,880	12,000	0	12,000	0	0
4255	Utilities	24,500	18,042	15,000	10,361	15,000	0	15,000	0	0
4260	Repairs & Maintenance	8,000	16,706	14,000	12,059	14,000	0	15,000	0	0
Overhead Expenditure		149,256	150,396	130,040	120,055	129,161	0	69,164	0	0
Movement to/(from) Gen Reserve		(104,256)	(99,694)	(82,040)	(89,818)	(83,161)		(21,164)		
180	<u>Jack Silley Pavilion</u>									
1300	Lettings Rents & Licences	28,000	29,118	30,000	22,105	31,000	0	31,000	0	0
Total Income		28,000	29,118	30,000	22,105	31,000	0	31,000	0	0
4010	Insurance	1,680	1,680	1,700	1,700	1,700	0	1,720	0	0
4020	Equipment	800	784	800	0	800	0	800	0	0
4025	Consumables	400	310	400	379	500	0	500	0	0
4250	Business Rates	4,500	4,611	4,800	4,356	4,800	0	4,800	0	0
4255	Utilities	26,000	28,670	12,500	6,203	12,500	0	12,500	0	0
4260	Repairs & Maintenance	6,000	4,459	6,000	4,484	6,000	0	6,000	0	0
Overhead Expenditure		39,380	40,514	26,200	17,123	26,300	0	26,320	0	0
Movement to/(from) Gen Reserve		(11,380)	(11,396)	3,800	4,982	4,700		4,680		
200	<u>Epping Market</u>									
1300	Lettings Rents & Licences	37,000	35,627	36,000	25,908	33,500	0	33,500	0	0
1310	Market casuals	8,000	8,353	7,500	8,033	10,500	0	10,500	0	0
1900	Other Receipts	0	83	0	0	0	0	0	0	0
Total Income		45,000	44,064	43,500	33,941	44,000	0	44,000	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 9)

Note: Budget 2024/25

		<u>2023/2024</u>		<u>2024/2025</u>				<u>2025/2026</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4007	Advertising & promotion	500	613	500	0	500	0	500	0	0
4010	Insurance	720	720	740	740	740	0	760	0	0
4020	Equipment	1,000	526	1,000	31	1,000	0	1,000	0	0
4025	Consumables	0	61	0	68	0	0	0	0	0
4085	PWLB Loan Repayments	6,160	6,159	6,156	6,159	6,160	0	6,160	0	0
4095	Miscellaneous Expenditure	100	5	0	62	0	0	0	0	0
4250	Business Rates	9,500	4,990	5,500	4,491	5,500	0	5,500	0	0
4255	Utilities	150	-88	0	0	0	0	0	0	0
4260	Repairs & Maintenance	1,000	740	1,000	350	1,000	0	1,000	0	0
4300	Market Contractor	22,500	22,500	23,500	13,706	23,500	0	24,500	0	0
4305	Skip Hire	6,000	0	0	0	0	0	0	0	0
Overhead Expenditure		47,630	36,225	38,396	25,607	38,400	0	39,420	0	0
Movement to/(from) Gen Reserve		(2,630)	7,839	5,104	8,334	5,600		4,580		
220	<u>Epping Cemetery</u>									
1300	Lettings Rents & Licences	0	-201	0	0	0	0	0	0	0
1500	Burials & Memorials	46,200	47,602	36,000	18,996	26,000	0	30,000	0	0
Total Income		46,200	47,401	36,000	18,996	26,000	0	30,000	0	0
4010	Insurance	920	920	940	940	940	0	960	0	0
4015	Cemetery Benches	0	1,296	0	809	809	0	0	0	0
4020	Equipment	500	0	500	489	500	0	500	0	0
4095	Miscellaneous Expenditure	500	72	500	0	500	0	500	0	0
4250	Business Rates	1,800	1,745	2,000	1,919	2,000	0	2,000	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 9)

Note: Budget 2024/25

		<u>2023/2024</u>		<u>2024/2025</u>				<u>2025/2026</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4260	Repairs & Maintenance	2,000	0	2,000	10,909	12,909	0	3,000	0	0
	Overhead Expenditure	5,720	4,033	5,940	15,067	17,658	0	6,960	0	0
	Movement to/(from) Gen Reserve	40,480	43,368	30,060	3,929	8,342		23,040		
240	<u>Parks & Building Maintenance</u>									
1300	Lettings Rents & Licences	3,580	5,455	5,800	5,849	6,000	0	6,000	0	0
1320	Tennis Court income	2,000	1,150	1,500	1,835	1,800	0	1,800	0	0
1600	Town Greens	2,150	3,051	2,200	1,024	2,200	0	2,400	0	0
1800	Grants Received	0	368	0	0	0	0	0	0	0
1900	Other Receipts	0	50	0	5,340	4,211	0	0	0	0
	Total Income	7,730	10,073	9,500	14,047	14,211	0	10,200	0	0
4000	Salaries	213,300	220,888	281,000	157,136	230,000	0	245,000	0	0
4010	Insurance	2,950	2,950	3,150	3,324	3,324	0	3,550	0	0
4020	Equipment	5,000	3,820	6,000	5,437	6,000	0	8,000	0	0
4025	Consumables	500	651	700	941	1,000	0	1,000	0	0
4095	Miscellaneous Expenditure	0	70	0	74	0	0	0	0	0
4255	Utilities	13,400	7,434	6,000	2,084	6,000	0	6,000	0	0
4260	Repairs & Maintenance	18,000	24,173	20,000	11,266	20,000	0	25,000	0	0
4265	Public Toilet Cleaning	1,000	1,300	1,000	900	1,000	0	1,300	0	0
4270	Tree management	2,000	1,667	2,500	0	4,500	0	3,000	0	0
4275	Tennis Courts	1,000	667	1,000	686	1,000	0	1,000	0	0
4310	Vehicles	1,800	3,095	2,000	1,749	2,000	0	2,000	0	0
4360	Fuel	5,000	2,811	4,500	3,004	4,500	0	4,500	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 9)

Note: Budget 2024/25

		<u>2023/2024</u>		<u>2024/2025</u>				<u>2025/2026</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Overhead Expenditure		263,950	269,526	327,850	186,601	279,324	0	300,350	0	0
Movement to/(from) Gen Reserve		(256,220)	(259,452)	(318,350)	(172,553)	(265,113)		(290,150)		
260	<u>Public Convenience</u>									
1055	Utility Recharges	0	37,601	0	-7,856	-12,000	0	10,000	0	0
Total Income		0	37,601	0	-7,856	-12,000	0	10,000	0	0
4020	Equipment	80	4	80	7	80	0	100	0	0
4025	Consumables	600	340	700	160	700	0	1,000	0	0
4250	Business Rates	0	194	0	0	0	0	0	0	0
4255	Utilities	3,000	28,654	3,000	8,819	12,000	0	10,000	0	0
4260	Repairs & Maintenance	1,000	1,583	1,200	0	1,200	0	2,000	0	0
4265	Public Toilet Cleaning	5,000	3,544	5,000	1,523	2,500	0	6,000	0	0
Overhead Expenditure		9,680	34,319	9,980	10,509	16,480	0	19,100	0	0
Movement to/(from) Gen Reserve		(9,680)	3,282	(9,980)	(18,365)	(28,480)		(9,100)		
280	<u>Allotments</u>									
1300	Lettings Rents & Licences	4,180	4,262	4,300	4,272	4,340	0	4,440	0	0
Total Income		4,180	4,262	4,300	4,272	4,340	0	4,440	0	0
4010	Insurance	0	0	300	300	300	0	320	0	0
4020	Equipment	200	276	300	39	300	0	300	0	0
4025	Consumables	0	220	0	0	0	0	300	0	0
4255	Utilities	600	522	400	106	400	0	400	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 9)

Note: Budget 2024/25

		<u>2023/2024</u>		<u>2024/2025</u>				<u>2025/2026</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4260	Repairs & Maintenance	600	13	500	32	300	0	500	0	0
	Overhead Expenditure	1,400	1,032	1,500	476	1,300	0	1,820	0	0
	Movement to/(from) Gen Reserve	2,780	3,230	2,800	3,795	3,040		2,620		
300	Street Furniture									
1900	Other Receipts	0	3,700	0	0	0	0	0	0	0
	Total Income	0	3,700	0	0	0	0	0	0	0
4020	Equipment	1,000	0	1,000	3,600	3,600	0	2,000	0	0
4095	Miscellaneous Expenditure	0	0	750	0	750	0	1,000	0	0
4260	Repairs & Maintenance	800	336	800	1,796	2,000	0	2,000	0	0
	Overhead Expenditure	1,800	336	2,550	5,396	6,350	0	5,000	0	0
	Movement to/(from) Gen Reserve	(1,800)	3,364	(2,550)	(5,396)	(6,350)		(5,000)		
320	War Memorial									
4260	Repairs & Maintenance	100	500	100	0	100	0	100	0	0
	Overhead Expenditure	100	500	100	0	100	0	100	0	0
	Movement to/(from) Gen Reserve	(100)	(500)	(100)	0	(100)		(100)		
340	Council as Landlord									
1300	Lettings Rents & Licences	3,200	8,175	6,000	4,231	6,000	0	6,000	0	0
1900	Other Receipts	6,200	8,198	6,500	2,667	5,000	0	5,000	0	0
	Total Income	9,400	16,374	12,500	6,898	11,000	0	11,000	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 9)

Note: Budget 2024/25

		<u>2023/2024</u>		<u>2024/2025</u>				<u>2025/2026</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4260	Repairs & Maintenance	1,500	2,261	1,500	627	1,500	0	1,500	0	0
	Overhead Expenditure	1,500	2,261	1,500	627	1,500	0	1,500	0	0
	Movement to/(from) Gen Reserve	7,900	14,113	11,000	6,272	9,500		9,500		
360	<u>Council as Tenant</u>									
4400	Letting Rents & Licence Costs	501	150	501	0	151	0	151	0	0
	Overhead Expenditure	501	150	501	0	151	0	151	0	0
	Movement to/(from) Gen Reserve	(501)	(150)	(501)	0	(151)		(151)		
700	<u>Capital Projects</u>									
1850	Epping Playground Assoc LS	0	375	0	0	0	0	0	0	0
	Total Income	0	375	0	0	0	0	0	0	0
4365	Playground Project	0	375	0	0	0	0	0	0	0
	Overhead Expenditure	0	375	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	0	0	0	0	0		0		
800	<u>Stonards Refurbishment S106</u>									
1250	Stonards refurbishment	0	0	0	109,250	115,000	0	0	0	0
	Total Income	0	0	0	109,250	115,000	0	0	0	0
4395	Stonards refurbishment	0	0	0	141,375	145,000	0	0	0	0
	Overhead Expenditure	0	0	0	141,375	145,000	0	0	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 9)

Note: Budget 2024/25

	<u>2023/2024</u>		<u>2024/2025</u>				<u>2025/2026</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>	<u>0</u>	<u>(32,125)</u>	<u>(30,000)</u>		<u>0</u>		
Total Budget Income	782,423	851,103	816,195	871,133	918,520	0	845,731	0	0
Expenditure	780,887	816,595	815,132	724,990	942,653	0	775,015	0	0
Net Income over Expenditure	<u>1,536</u>	<u>34,508</u>	<u>1,063</u>	<u>146,144</u>	<u>-24,133</u>	<u>0</u>	<u>70,716</u>	<u>0</u>	<u>0</u>
plus Transfer from EMR	0	11,924	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve	<u>1,536</u>	<u>46,432</u>	<u>1,063</u>	<u>146,144</u>	<u>(24,133)</u>		<u>70,716</u>		

ETC Budget 2025/26		Service & committee support	Neigh- bourhood planning	Grants	Events & public- ations	Epping Hall	Jack Silley Pavilion	Epping Market	Epping Cemetery	Parks & building maint.	Public conven- ience	Allotments	Street furniture	War memorial	Council as landlord	Council as tenant	Capital projects	Total
Tax base + 0%																		
Income:	Band D Inc.	633,128																
Precept																		633,128
Interest received		1,800																1,800
Other receipts		500								2,400	10,000				5,000			17,900
Town show					4,500													4,500
Christmas market					4,500													4,500
Letting						48,000	31,000	44,000		6,000		4,440			6,000			139,440
Burials & memorials									30,000									30,000
Tennis courts										1,800								1,800
Transfer from Specific Reserves																		- b
		635,428	-	-	9,000	48,000	31,000	44,000	30,000	10,200	10,000	4,440	-	-	11,000	-	-	833,068
Expenditure:																		
Salaries		215,000								245,000								460,000
Insurance		10,600				8,000	1,720	760	960	3,550		320						25,910
Equipment		1,000				1,500	800	1,000	500	8,000	100	300	2,000					15,200
Consumables		700				1,500	500			1,000	1,000	300						5,000
PWLB loan repayments						16,164		6,160										22,324
Business rates						12,000	4,800	5,500	2,000									24,300
Utilities						15,000	12,500			6,000	10,000	400						43,900
Repairs & maintenance						15,000	6,000	1,000	3,000	25,000	2,000	500	2,000	100	1,500			56,100
Public Toilet Cleaning										1,300	6,000							7,300
Tennis courts										1,000								1,000
Postage		800																800
Printing & photocopying		1,800																1,800
Professional fees		10,000																10,000
Subscriptions & licences		13,000																13,000
Telephone & IT services		9,000																9,000
Training - staff		2,000																2,000
Training - members		600																600
Travel & subsistence		1,100																1,100
Mayor's allowance		1,000																1,000
Bank charges		110																110
Miscellaneous expenditure		1,000						500	500	3,000			1,000					6,000
Bad debts & write offs		100																100
Election costs																		-
Circulation																		-
Guidance			1,000															1,000
Grants - S137 / Other powers				2,000														2,000
Capital projects																		-
Epping in bloom					1,000													1,000
Town show					4,000													4,000
Christmas market expenditure					4,500													4,500
Christmas lights expenditure					15,000													15,000
Chrtistmas tree expenditure					3,000													3,000
Mayor's Civic Reception					2,000													2,000
Talk about Epping					1,000													1,000
Distribution costs					-													-
Other Council events					2,500													2,500
Other Council publications					1,320													1,320
Market contractor								24,500										24,500
Skip hire																		-
Vehicles										2,000								2,000
Fuel										4,500								4,500
Rent																151		151
Transfer to Specific Reserves																		- c
		267,810	1,000	2,000	34,320	69,164	26,320	39,420	6,960	300,350	19,100	1,820	5,000	100	1,500	151	-	775,015
Transfer to / (from) General Res.		367,618	(1,000)	(2,000)	(25,320)	(21,164)	4,680	4,580	23,040	(290,150)	(9,100)	2,620	(5,000)	(100)	9,500	(151)	-	58,053 a

Market - Advertising
Parks - Tree Mgt

Reserves Movement	General Reserve	Specific Reserves										Total Reserves
		Asset	Capital	Election	War Memorial	Xmas Lights	Tennis Ct Refurb.	Playground reserves			Total	
Opening Balance	155,653	-	49,500	7,500	2,500	16,500	5,820	-	-	-	81,820	237,473
In year transfers in											-	- c
In year transfers out				-	-						-	- b
Transfer from operations	58,053			-							-	58,053 a
Year end transfers in	-			4,500			800				5,300	5,300 ¢
Year end transfers out	(5,300)			-	-						-	(5,300) ¢
Closing Balance	208,406	-	49,500	12,000	2,500	16,500	6,620	-	-	-	87,120	295,526

Reserves should be in the region of £390,000

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

Surplus in
year

ETC Budget 2025/26		Service & committee support	Neigh- bourhood planning	Grants	Events & public- ations	Epping Hall	Jack Silley Pavilion	Epping Market	Epping Cemetery	Parks & building maint.	Public conven- ience	Allotments	Street furniture	War memorial	Council as landlord	Council as tenant	Capital projects	Total
Tax base + 1%																		
Income:	Band D Inc.	639,459																
Precept																		639,459
Interest received		1,800																1,800
Other receipts		500								2,400	10,000				5,000			17,900
Town show					4,500													4,500
Christmas market					4,500													4,500
Letting						48,000	31,000	44,000		6,000		4,440			6,000			139,440
Burials & memorials									30,000									30,000
Tennis courts										1,800								1,800
Transfer from Specific Reserves																		-
		641,759	-	-	9,000	48,000	31,000	44,000	30,000	10,200	10,000	4,440	-	-	11,000	-	-	839,399
Expenditure:																		
Salaries		215,000								245,000								460,000
Insurance		10,600				8,000	1,720	760	960	3,550		320						25,910
Equipment		1,000				1,500	800	1,000	500	8,000	100	300	2,000					15,200
Consumables		700				1,500	500			1,000	1,000	300						5,000
PWLB loan repayments						16,164		6,160										22,324
Business rates						12,000	4,800	5,500	2,000									24,300
Utilities						15,000	12,500			6,000	10,000	400						43,900
Repairs & maintenance						15,000	6,000	1,000	3,000	25,000	2,000	500	2,000	100	1,500			56,100
Public Toilet Cleaning										1,300	6,000							7,300
Tennis courts										1,000								1,000
Postage		800																800
Printing & photocopying		1,800																1,800
Professional fees		10,000																10,000
Subscriptions & licences		13,000																13,000
Telephone & IT services		9,000																9,000
Training - staff		2,000																2,000
Training - members		600																600
Travel & subsistence		1,100																1,100
Mayor's allowance		1,000																1,000
Bank charges		110																110
Miscellaneous expenditure		1,000						500	500	3,000			1,000					6,000
Bad debts & write offs		100																100
Election costs																		-
Circulation																		-
Guidance			1,000															1,000
Grants - S137 / Other powers				2,000														2,000
Capital projects																		-
Epping in bloom					1,000													1,000
Town show					4,000													4,000
Christmas market expenditure					4,500													4,500
Christmas lights expenditure					15,000													15,000
Chrtistmas tree expenditure					3,000													3,000
Mayor's Civic Reception					2,000													2,000
Talk about Epping					1,000													1,000
Distribution costs					-													-
Other Council events					2,500													2,500
Other Council publications					1,320													1,320
Market contractor								24,500										24,500
Skip hire																		-
Vehicles										2,000								2,000
Fuel										4,500								4,500
Rent																151		151
Transfer to Specific Reserves																		-
		267,810	1,000	2,000	34,320	69,164	26,320	39,420	6,960	300,350	19,100	1,820	5,000	100	1,500	151	-	775,015
Transfer to / (from) General Res.		373,949	(1,000)	(2,000)	(25,320)	(21,164)	4,680	4,580	23,040	(290,150)	(9,100)	2,620	(5,000)	(100)	9,500	(151)	-	64,384

Market - Advertising
Parks - Tree Mgt

Reserves Movement	General Reserve	Specific Reserves										Total Reserves
		Asset	Capital	Election	War Memorial	Xmas Lights	Tennis Ct Refurb.	Playground reserves			Total	
Opening Balance	155,653	-	49,500	7,500	2,500	16,500	5,820	-	-	-	81,820	237,473
In year transfers in											-	-
In year transfers out				-	-						-	-
Transfer from operations	64,384			-							-	64,384
Year end transfers in	-			4,500			800				5,300	5,300
Year end transfers out	(5,300)			-	-						-	(5,300)
Closing Balance	214,737	-	49,500	12,000	2,500	16,500	6,620	-	-	-	87,120	301,857

Reserves should be in the region of £390,000

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

Surplus in year

ETC Budget 2025/26		Service & committee support	Neigh- bourhood planning	Grants	Events & public- ations	Epping Hall	Jack Silley Pavilion	Epping Market	Epping Cemetery	Parks & building maint.	Public conven- ience	Allotments	Street furniture	War memorial	Council as landlord	Council as tenant	Capital projects	Total
Tax base + 2%																		
Income:	Band D Inc.	645,791																
Precept																		645,791
Interest received		1,800																1,800
Other receipts		500								2,400	10,000				5,000			17,900
Town show					4,500													4,500
Christmas market					4,500													4,500
Letting						48,000	31,000	44,000		6,000		4,440			6,000			139,440
Burials & memorials									30,000									30,000
Tennis courts										1,800								1,800
Transfer from Specific Reserves																		- b
		648,091	-	-	9,000	48,000	31,000	44,000	30,000	10,200	10,000	4,440	-	-	11,000	-	-	845,731
Expenditure:																		
Salaries		215,000								245,000								460,000
Insurance		10,600				8,000	1,720	760	960	3,550		320						25,910
Equipment		1,000				1,500	800	1,000	500	8,000	100	300	2,000					15,200
Consumables		700				1,500	500			1,000	1,000	300						5,000
PWLB loan repayments						16,164		6,160										22,324
Business rates						12,000	4,800	5,500	2,000									24,300
Utilities						15,000	12,500			6,000	10,000	400						43,900
Repairs & maintenance						15,000	6,000	1,000	3,000	25,000	2,000	500	2,000	100	1,500			56,100
Public Toilet Cleaning										1,300	6,000							7,300
Tennis courts										1,000								1,000
Postage		800																800
Printing & photocopying		1,800																1,800
Professional fees		10,000																10,000
Subscriptions & licences		13,000																13,000
Telephone & IT services		9,000																9,000
Training - staff		2,000																2,000
Training - members		600																600
Travel & subsistence		1,100																1,100
Mayor's allowance		1,000																1,000
Bank charges		110																110
Miscellaneous expenditure		1,000						500	500	3,000			1,000					6,000
Bad debts & write offs		100																100
Election costs																		-
Circulation																		-
Guidance			1,000															1,000
Grants - S137 / Other powers				2,000														2,000
Capital projects																		-
Epping in bloom					1,000													1,000
Town show					4,000													4,000
Christmas market expenditure					4,500													4,500
Christmas lights expenditure					15,000													15,000
Chtristmas tree expenditure					3,000													3,000
Mayor's Civic Reception					2,000													2,000
Talk about Epping					1,000													1,000
Distribution costs					-													-
Other Council events					2,500													2,500
Other Council publications					1,320													1,320
Market contractor								24,500										24,500
Skip hire																		-
Vehicles										2,000								2,000
Fuel										4,500								4,500
Rent																151		151
Transfer to Specific Reserves																		- c
		267,810	1,000	2,000	34,320	69,164	26,320	39,420	6,960	300,350	19,100	1,820	5,000	100	1,500	151	-	775,015
Transfer to / (from) General Res.		380,281	(1,000)	(2,000)	(25,320)	(21,164)	4,680	4,580	23,040	(290,150)	(9,100)	2,620	(5,000)	(100)	9,500	(151)	-	70,716 a

Market - Advertising
Parks - Tree Mgt

Reserves Movement	General Reserve	Specific Reserves										Total Reserves
		Asset	Capital	Election	War Memorial	Xmas Lights	Tennis Ct Refurb.	Playground reserves			Total	
Opening Balance	155,653	-	49,500	7,500	2,500	16,500	5,820	-	-	-	81,820	237,473
In year transfers in											-	- c
In year transfers out				-	-						-	- b
Transfer from operations	70,716			-							-	70,716 a
Year end transfers in	-			4,500			800				5,300	5,300 c
Year end transfers out	(5,300)			-	-						-	(5,300) c
Closing Balance	221,069	-	49,500	12,000	2,500	16,500	6,620	-	-	-	87,120	308,189

Reserves should be in the region of £390,000

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

Surplus in
year

ALLOTMENTS



ATTACHMENT H3

EPPING TOWN COUNCIL

Epping Hall, St Johns Road

Epping, Essex CM16 5JU

Telephone 01992 579444

Email: info@eppingtowncouncil.gov.uk

CHARGES: Effective from 1 April 2025 (Proposed 2026 2%)

FROM 1 APRIL 2025:

£39.50 (single plot)
£79.00 (double plot)
£36.00 (single plot for seniors*)
£71.50 (double plot for seniors*)

FROM 1 APRIL 2026:

£39.50 (~~£40.50~~) (single plot)
£79.00 (~~£80.50~~) (double plot)
£36.00 (~~£36.50~~) (single plot for seniors*)
£71.50 (~~£73.00~~) (double plot for seniors*)

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

#

JACK SILLEY PAVILION

Hire Charges



EPPING TOWN COUNCIL

Epping Hall, St Johns Road

Epping, Essex CM16 5JU

Telephone: 01992 579444

Email: info@eppingtowncouncil.gov.uk

PROPOSED CHARGES 2%: Effective from 1 April 2025

	ESSEX ROOM			FOREST ROOM		
	Basic	Local	Charity	Basic	Local	Charity
	£ per hour	£ per hour	£ per hour	£ per hour	£ per hour	£ per hour
Monday to Friday						
8am - 6pm	18.00 (18.50)	14.50 (15.00)	9.00 (9.00)	14.50 (15.00)	12.50 (13.00)	7.50 (7.50)
6pm - 11pm	20.00 (20.50)	17.50 (18.00)	10.00 (10.00)	17.00 (17.50)	14.00 (14.50)	8.50 (8.50)
11pm - 12am	29.50 (30.00)	25.00 (25.50)	14.50 (15.00)	24.50 (25.00)	21.00 (21.50)	12.50 (13.00)
Saturday and Sunday						
8am - 6pm	24.50 (25.00)	20.50 (21.00)	12.00 (12.00)	20.50 (21.00)	17.50 (18.00)	10.00 (10.00)
6pm - 11pm	28.50 (29.00)	24.00 (24.50)	14.00 (14.50)	25.00 (25.50)	20.00 (20.50)	12.00 (12.00)
11pm - 12am	50.50 (51.50)	42.50 (43.50)	25.00 (25.50)	40.50 (41.50)	34.00 (34.50)	20.50 (21.00)

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

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

(3) Charging Structure:

Basic: All external Bookings,

Local: All Local Commercial or Local Private Functions and

Charity: All Local Organisations and Registered Charities

VARIATION TO BASIC CHARGES

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

For dances, discotheques etc.

£7.15 per session plus VAT

For aerobics, keep fit and dance classes

£3.10 per session plus VAT

PAYMENTS

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

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

CANCELLATIONS

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

PITCH HIRE



EPPING TOWN COUNCIL

Epping Hall, St Johns Road

Epping, Essex CM16 5JU

Telephone 01992 579444

Email: info@eppingtowncouncil.gov.uk

PROPOSED CHARGES 2%: Effective from 1 April 2025

	Fully Prepared Pitch including goal posts	Dressing rooms and use of showers
Pitch No. 1		
	£1307.50 (£1333.50)	Included
	£983.50 (£1003.00)	£324.50 (£331.00)
Senior Teams		
One day per week per season	£649.00 (£662.00)	£324.50 (£331.00)
One day alternate weeks per season	£331.00 (£337.50)	£164.50 (168.00)
Other regular users per match	£50.00 (£51.00)	£29.00 (£29.50)
Casual users	£90.00 (£92.00)	£44.00 (£45.00)
Junior Teams (age 11 and under)		
One day per week per season	£388.50 (£396.50)	
Regular users per match (10 matches or more)	£25.00 (£25.50)	
Casual users per match	£37.50 (£38.50)	
All the above are subject to VAT unless booked for a season or a minimum of 10 matches		
Floodlit All Weather Area		
Whole area (per hour)	£50.50 (£51.50)	
The above is inclusive of VAT which is not payable if booked for a minimum of 10 sessions		
Visiting Fairs	£819.00 (£835.50)	
On site Saturday, open Wednesday to Saturday, off site Sunday		
Junior Teams:	Frampton Road £203.00 (£207.00)	
	Brook Road £467.50 (£477.00)	
	Lower Swaines Per application	

CEMETERY



EPPING TOWN COUNCIL

Epping Hall, St Johns Road

Epping, Essex CM16 5JU

Telephone 01992 579444

Email: info@eppingtowncouncil.gov.uk

CHARGES: Effective from 1 April 2025 **Proposed 2%**

	Resident	Non Resident
INTERMENT IN PURCHASED GRAVE (double depth)	£975.00 £994.50	£2922.00 £2980.50
INTERMENT IN PURCHASED GRAVE (single depth)	£751.00 £766.00	£2253.50 £2298.50
PURCHASE OF EXCLUSIVE RIGHT OF BURIAL in cemetery for a maximum of two burials. (Includes right to place on the grave a memorial of design, materials and dimensions as specified in the Regulations (separate approval required (see below)).	£1043.00 £1064.00	£3131.00 £3193.50
INTERMENT IN CREMATED REMAINS PLOT	£306.00 £312.00	£919.50 £938.00
PURCHASE OF EXCLUSIVE RIGHT OF BURIAL in a plot for cremated remains, for a maximum of two burials including the right to place on the plot a horizontal plaque of materials and dimensions as specified in the Regulations (separate approval required (see below)).	£446.00 £455.00	£1338.00 £1365.00

FEES FOR NON-INHABITANTS>

The foregoing fees for interments are doubled and for purchase of Exclusive Right of Burial tripled in respect of the grave of any person who within a period of six months prior to the date of death was not an inhabitant of the Town of Epping, and, in the case of a still-born child, where neither of the parents at the time of birth of the child are inhabitants of the said parish PROVIDED that in any case where the exclusive right of burial in any grave space has been first granted to an inhabitant of the said parish, whether he or she remains an inhabitant or becomes a non-inhabitant, the fees payable on his or her interment or on the interment of his or her husband, wife or unmarried child in such grave space shall be the same as for an inhabitant but this privilege is not transferred to a successor if the exclusive right is transferred on the death of the original rights' owner.

	Resident/ Non Resident
SCATTERING OF ASHES in designated area, entry in Cemetery Book, purchase, and maintenance, of small plaque in position over a fifteen-year period (renewable on application) Approx 6"x 3" brass plaque	£166.50 £170.00
SCATTERING OF ASHES and entry in Cemetery Book	£43.00 £44.00
APPROVAL OF NEW MEMORIALS (Memorials may not be placed on graves/plots without a written permit)	£137.50 £140.50
ADDITIONAL INSCRIPTIONS TO EXISTING MEMORIALS	£95.50 £97.50
MEMORIAL SEATS Purchase of teak seat with brass plaque or carved letters – dependent on space (Placing at Town Council's discretion) (excluding inscription)	VAT inclusive £1427.50 £1456.00
Standard	£1189.50
Smaller	£1213.50
TRANSFER OF EXCLUSIVE RIGHT OF BURIAL	£96.00 £98.00

CHAPEL HIRE

To supply generator to Chapel

£70.50

£72.00

GENEALOGY SEARCH OF BURIAL RECORDS (per surname provided (max. five)

£29.00

£29.50

ADMINISTRATION CHARGE (If professional undertakers not used)

£70.50

£72.00

* Prices may vary please check pre-ordering

Date : 08/01/2025

Epping Town Council

Page 1

Time: 11:20

Trial Balance for Month No: 9

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			29,795.80	
205	Barclays Business Saver			172,343.41	
215	Co-operative Bank current			29,143.36	
220	Co-operative Online Account			333.52	
225	Nationwide Business Bond			109,815.99	
230	Petty Cash			95.48	
Trial Balance Totals :				341,527.56	0.00
Difference				341,527.56	

ATTACHMENT J

Local Government Association (LGA) Councillor Code of Conduct

<https://www.local.gov.uk/publications/guidance-local-government-association-model-councillor-code-conduct#part-1-introduction>

Part 1 - Introduction

In December 2020, the Local Government Association (LGA) developed and published a [Model Councillor Code of Conduct](#) in association with key partners and following extensive consultation with the sector. This was in response to the recommendation of the Committee of Standards in Public Life Local Government Ethical Standards 2019. The code was part of our work on supporting all tiers of local government to continue to aspire to high standards of leadership and performance, and our civility in public life programme.

The code is a template for Local Authorities to adopt in whole and or with amendments to take into account local circumstances.

Our aim was to make the code relatively short and easy to read rather than an overly-complex legal document as it needed to be accessible to councillors, officers, and the public alike. The consultation response also asked for supporting guidance to help understand some of the key provisions in greater depth with examples and case illustrations.

We are therefore pleased to publish this supporting guidance which is aimed to help understanding and consistency of approach towards the code.

The code together with the guidance have been designed to protect our democratic role, encourage good conduct, and safeguard the public's trust and confidence in the role of councillor in local government. While it sets out the minimum standards of behaviour expected, together with the guidance, it is designed to encourage councillors to model the high standards expected of councillors, to be mutually respectful even if they have personal or political differences, to provide a personal check and balance, and to set out the type of conduct that could lead to complaints being made of behaviour falling below the standards expected of councillors and in breach of the code. It is also to protect councillors, the public, local authority officers and the reputation of local government.

This guidance embeds the provisions of the code and is structured to enable each chapter to be directly accessed. We have also produced a standalone document without the embedded code intended to provide easy access to the guidance.

The LGA will undertake an annual review of this guidance and the code to ensure it continues to be fit for purpose, incorporating advances in technology, social media, case law and changes in legislation.

For the purposes of this guidance, we have adopted the definitions used in the Code of Conduct, for "councillor" and "local authority".

Any comments on the use of the guidance or suggestions for improvement would be welcomed and should be sent to ModelCode@local.gov.uk

Part 2 – General obligations under the Code of Conduct

Respect

As a councillor:

1. I treat other councillors and members of the public with respect.
2. I treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.

Showing respect to others is fundamental to a civil society. As an elected or appointed representative of the public it is important to treat others with respect and to act in a respectful way. Respect means politeness, courtesy and civility in behaviour, speech, and in the written word. It also relates to all forms of communications councillors undertake, not just in meetings. Rude, offensive, and disrespectful behaviour lowers the public's expectations and confidence in its elected representatives.

Part 3 – Protecting your reputation and the reputation of the local authority

The code requires you to register matters under 2 separate categories:

1. Gifts and hospitality, you receive in your role as a councillor; and
2. Certain types of interests



Local Government Association

Model Councillor Code of Conduct 2020

Joint statement

The role of councillor across all tiers of local government is a vital part of our country's system of democracy. It is important that as councillors we can be held accountable and all adopt the behaviors and responsibilities associated with the role. Our conduct as an individual councillor affects the reputation of all councillors. We want the role of councillor to be one that people aspire to. We also want individuals from a range of backgrounds and circumstances to be putting themselves forward to become councillors.

As councillors, we represent local residents, work to develop better services and deliver local change. The public have high expectations of us and entrust us to represent our local area, taking decisions fairly, openly, and transparently. We have both an individual and collective responsibility to meet these expectations by maintaining high standards and demonstrating good conduct, and by challenging behaviour which falls below expectations.

Importantly, we should be able to undertake our role as a councillor without being intimidated, abused, bullied, or threatened by anyone, including the general public.

This Code has been designed to protect our democratic role, encourage good conduct and safeguard the public's trust in local government.

Introduction

The Local Government Association (LGA) has developed this Model Councillor Code of Conduct, in association with key partners and after extensive consultation with the sector, as part of its work on supporting all tiers of local government to continue to aspire to high standards of leadership and performance. It is a template for councils to adopt in whole and/or with local amendments.

All councils are required to have a local Councillor Code of Conduct.

The LGA will undertake an annual review of this Code to ensure it continues to be fit-for-purpose, incorporating advances in technology, social media and changes in legislation. The LGA can also offer support, training and mediation to councils and councillors on the application of the Code and the National Association of Local Councils (NALC) and the county associations of local councils can offer advice and support to town and parish councils.

Definitions

For the purposes of this Code of Conduct, a "councillor" means a member or co-opted member of a local authority or a directly elected mayor. A "co-opted member" is defined in the Localism Act 2011 Section 27(4) as "a person who is not a member of the authority but who

- a) is a member of any committee or sub-committee of the authority, or;
- b) is a member of, and represents the authority on, any joint committee or joint sub-committee of the authority;

and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee".

For the purposes of this Code of Conduct, "local authority" includes county councils, district councils, London borough councils, parish councils, town councils, fire and rescue authorities, police authorities, joint authorities, economic prosperity boards, combined authorities and National Park authorities.

Purpose of the Code of Conduct

The purpose of this Code of Conduct is to assist you, as a councillor, in modelling the behaviour that is expected of you, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against you. It is also to protect you, the public, fellow councillors, local authority officers and the reputation of local government. It sets out general principles of conduct expected of all councillors and your specific obligations in relation to standards of conduct. The LGA encourages the use of support, training and mediation prior to action being taken using the Code. The fundamental aim of the Code is to create and maintain public confidence in the role of councillor and local government.

General principles of councillor conduct

Everyone in public office at all levels; all who serve the public or deliver public services, including ministers, civil servants, councillors and local authority officers; should uphold the [Seven Principles of Public Life](#), also known as the Nolan Principles.

Building on these principles, the following general principles have been developed specifically for the role of councillor.

In accordance with the public trust placed in me, on all occasions:

- I act with integrity and honesty
- I act lawfully
- I treat all persons fairly and with respect; and
- I lead by example and act in a way that secures public confidence in the role of councillor.

In undertaking my role:

- I impartially exercise my responsibilities in the interests of the local community
- I do not improperly seek to confer an advantage, or disadvantage, on any person
- I avoid conflicts of interest
- I exercise reasonable care and diligence; and
- I ensure that public resources are used prudently in accordance with my local authority's requirements and in the public interest.

Application of the Code of Conduct

This Code of Conduct applies to you as soon as you sign your declaration of acceptance of the office of councillor or attend your first meeting as a co-opted member and continues to apply to you until you cease to be a councillor.

This Code of Conduct applies to you when you are acting in your capacity as a councillor which may include when:

- you misuse your position as a councillor
- Your actions would give the impression to a reasonable member of the public with knowledge of all the facts that you are acting as a councillor;

The Code applies to all forms of communication and interaction, including:

- at face-to-face meetings
- at online or telephone meetings
- in written communication
- in verbal communication
- in non-verbal communication
- in electronic and social media communication, posts, statements and comments.

You are also expected to uphold high standards of conduct and show leadership at all times when acting as a councillor.

Your Monitoring Officer has statutory responsibility for the implementation of the Code of Conduct, and you are encouraged to seek advice from your Monitoring Officer on any matters that may relate to the Code of Conduct. Town and parish councillors are encouraged to seek advice from their Clerk, who may refer matters to the Monitoring

Officer.

Standards of councillor conduct

This section sets out your obligations, which are the minimum standards of conduct required of you as a councillor. Should your conduct fall short of these standards, a complaint may be made against you, which may result in action being taken.

Guidance is included to help explain the reasons for the obligations and how they should be followed.

General Conduct

1. Respect

As a councillor:

1.1 I treat other councillors and members of the public with respect.

1.2 I treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.

Respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a councillor, you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.

In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in councillors.

In return, you have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and report them to the local authority, the relevant social media provider or the police. This also applies to fellow councillors, where action could then be taken under the Councillor Code of Conduct, and local authority employees, where concerns should be raised in line with the local authority's councillor-officer protocol.

2. Bullying, harassment and discrimination

As a councillor:

2.1 I do not bully any person.

2.2 I do not harass any person.

2.3 I promote equalities and do not discriminate unlawfully against any person.

The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.

The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and

contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.

Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The Equality Act 2010 places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

3. Impartiality of officers of the council

As a councillor:

3.1 I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the local authority.

Officers work for the local authority as a whole and must be politically neutral (unless they are political assistants). They should not be coerced or persuaded to act in a way that would undermine their neutrality. You can question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written. However, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

4. Confidentiality and access to information

As a councillor:

4.1 I do not disclose information:

- a. given to me in confidence by anyone
- b. acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless
 - i. I have received the consent of a person authorised to give it;
 - ii. I am required by law to do so;
 - iii. the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or
 - iv. the disclosure is:
 - 1. reasonable and in the public interest; and
 - 2. made in good faith and in compliance with the reasonable requirements of the local authority; and
 - 3. I have consulted the Monitoring Officer prior to its release.

4.2 I do not improperly use knowledge gained solely as a result of my role as a councillor for the advancement of myself, my friends, my family members, my employer or my business interests.

4.3 I do not prevent anyone from getting information that they are entitled to by law.

Local authorities must work openly and transparently, and their proceedings and printed materials are open to the public, except in certain legally defined circumstances. You should work on this basis, but there will be times when it is required by law that discussions, documents and other information relating to or held by the local authority must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

5. Disrepute

As a councillor:

5.1 I do not bring my role or local authority into disrepute.

As a Councillor, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on you, other councillors and/or your local authority and may lower the public's confidence in you or your local authority's ability to discharge your/its functions. For example, behaviour that is considered dishonest and/or deceitful can bring your local authority into disrepute.

You are able to hold the local authority and fellow councillors to account and are able to constructively challenge and express concern about decisions and processes undertaken by the council whilst continuing to adhere to other aspects of this Code of Conduct.

6. Use of position

As a councillor:

6.1 I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.

Your position as a member of the local authority provides you with certain opportunities, responsibilities, and privileges, and you make choices all the time that will impact others. However, you should not take advantage of these opportunities to further your own or others' private interests or to disadvantage anyone unfairly.

7. Use of local authority resources and facilities

As a councillor:

7.1 I do not misuse council resources.

7.2 I will, when using the resources of the local authority or authorising their use by others:

- a. act in accordance with the local authority's requirements; and**
- b. ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the local authority or of the office to which I have been elected or appointed.**

You may be provided with resources and facilities by the local authority to assist you in carrying out your duties as a councillor.

Examples include:

- office support
- stationery
- equipment such as phones, and computers
- transport

- access and use of local authority buildings and rooms.

These are given to you to help you carry out your role as a councillor more effectively and are not to be used for business or personal gain. They should be used in accordance with the purpose for which they have been provided and the local authority's own policies regarding their use.

8. Complying with the Code of Conduct

As a Councillor:

8.1 I undertake Code of Conduct training provided by my local authority.

8.2 I cooperate with any Code of Conduct investigation and/or determination.

8.3 I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.

8.4 I comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.

It is extremely important for you as a councillor to demonstrate high standards, for you to have your actions open to scrutiny and for you not to undermine public trust in the local authority or its governance. If you do not understand or are concerned about the local authority's processes in handling a complaint you should raise this with your Monitoring Officer.

Protecting your reputation and the reputation of the local authority

9. Interests

As a councillor:

9.1 I register and disclose my interests.

Section 29 of the Localism Act 2011 requires the Monitoring Officer to establish and maintain a register of interests of members of the authority.

You need to register your interests so that the public, local authority employees and fellow councillors know which of your interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises. The register also protects you by allowing you to demonstrate openness and a willingness to be held accountable. You are personally responsible for deciding whether or not you should disclose an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might have to be disclosed by you or other councillors when making or taking part in decisions, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

You should note that failure to register or disclose a disclosable pecuniary interest as set out in **Table 1**, is a criminal offence under the Localism Act 2011.

Appendix B sets out the detailed provisions on registering and disclosing interests. If in doubt, you should always seek advice from your Monitoring Officer.

10. Gifts and hospitality

As a councillor:

- 10.1** I do not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for any permission, licence or other significant advantage.
- 10.2** I register with the Monitoring Officer any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.
- 10.3** I register with the Monitoring Officer any significant gift or hospitality that I have been offered but have refused to accept.

In order to protect your position and the reputation of the local authority, you should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a councillor. The presumption should always be not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult if it is seen as rudeness in which case you could accept it but must ensure it is publicly registered. However, you do not need to register gifts and hospitality which are not related to your role as a councillor, such as Christmas gifts from your friends and family. It is also important to note that it is appropriate to accept normal expenses and hospitality associated with your duties as a councillor. If you are unsure, do contact your Monitoring Officer for guidance.

Appendices

Appendix A – The Seven Principles of Public Life

The principles are:

Selflessness

Holders of public office should act solely in terms of the public interest.

Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must disclose and resolve any interests and relationships.

Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

Holders of public office should be truthful.

Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Appendix B Registering interests

Within 28 days of becoming a member or your re-election or re-appointment to office you must register with the Monitoring Officer the interests which fall within the categories set out in **Table 1 (Disclosable Pecuniary Interests)** which are as described in "The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012". You should also register details of your other personal interests which fall within the categories set out in **Table 2 (Other Registerable Interests)**.

"Disclosable Pecuniary Interest" means an interest of yourself, or of your partner if you are aware of your partner's interest, within the descriptions set out in Table 1 below.

"Partner" means a spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.

1. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.
2. A 'sensitive interest' is as an interest which, if disclosed, could lead to the councillor, or a person connected with the councillor, being subject to violence or intimidation.
3. Where you have a 'sensitive interest' you must notify the Monitoring Officer with the reasons why you believe it is a sensitive interest. If the Monitoring Officer agrees they will withhold the interest from the public register.

Non participation in case of disclosable pecuniary interest

4. Where a matter arises at a meeting which directly relates to one of your Disclosable Pecuniary Interests as set out in **Table 1**, you must disclose the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest, just that you have an interest. Dispensation may be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.
5. [Where you have a disclosable pecuniary interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it]

Disclosure of Other Registerable Interests

6. Where a matter arises at a meeting which **directly relates** to the financial interest or wellbeing of one of your Other Registerable Interests (as set out in **Table 2**), you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

Disclosure of Non-Registerable Interests

7. Where a matter arises at a meeting which **directly relates** to your financial interest or well-being (and is not a Disclosable Pecuniary Interest set out in Table 1) or a financial interest or well-being of a relative or close associate, you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.
8. Where a matter arises at a meeting which **affects** –
- a. your own financial interest or well-being;
 - b. a financial interest or well-being of a relative or close associate; or
 - c. a financial interest or wellbeing of a body included under Other Registrable Interests as set out in Table 2

you must disclose the interest. In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied

9. Where a matter (referred to in paragraph 8 above) **affects** the financial interest or well-being:
- a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
 - b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest

You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

10. [Where you have an Other Registerable Interest or Non-Registerable Interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it]

Table 1: Disclosable Pecuniary Interests

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the [Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012](#).

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	<p>Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses.</p> <p>This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.</p>
Contracts	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the

	<p>councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council —</p> <p>(a) under which goods or services are to be provided or works are to be executed; and</p> <p>(b) which has not been fully discharged.</p>
Land and Property	<p>Any beneficial interest in land which is within the area of the council.</p> <p>'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (alone or jointly with another) a right to occupy or to receive income.</p>
Licenses	<p>Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer</p>
Corporate tenancies	<p>Any tenancy where (to the councillor's knowledge)—</p> <p>(a) the landlord is the council; and</p> <p>(b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.</p>
Securities	<p>Any beneficial interest in securities* of a body where—</p> <p>(a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and</p> <p>(b) either—</p> <p>(i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or</p> <p>(ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were</p>

	spouses/civil partners have a beneficial interest exceeds one hundredth of the total issued share capital of that class.
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* 'director' includes a member of the committee of management of an industrial and provident society.

* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Table 2: Other Registrable Interests

You must register as an Other Registerable Interest :

- a) any unpaid directorships
- b) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority
- c) any body
 - (i) exercising functions of a public nature
 - (ii) directed to charitable purposes or
 - (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)

of which you are a member or in a position of general control or management

Appendix C – the Committee on Standards in Public Life

The LGA has undertaken this review whilst the Government continues to consider the recommendations made by the Committee on Standards in Public Life in their report on [Local Government Ethical Standards](#). If the Government chooses to implement any of the recommendations, this could require a change to this Code.

The recommendations cover:

- Recommendations for changes to the Localism Act 2011 to clarify in law when the Code of Conduct applies
- The introduction of sanctions
- An appeals process through the Local Government Ombudsman
- Changes to the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012
- Updates to the Local Government Transparency Code
- Changes to the role and responsibilities of the Independent Person
- That the criminal offences in the Localism Act 2011 relating to Disclosable Pecuniary Interests should be abolished

The Local Government Ethical Standards report also includes Best Practice recommendations. These are:

Best practice 1: Local authorities should include prohibitions on bullying and harassment in codes of conduct. These should include a definition of bullying and harassment, supplemented with a list of examples of the sort of behaviour covered by such a definition.

Best practice 2: Councils should include provisions in their code of conduct requiring councillors to comply with any formal standards investigation and prohibiting trivial or malicious allegations by councillors.

Best practice 3: Principal authorities should review their code of conduct each year and regularly seek, where possible, the views of the public, community organisations and neighbouring authorities.

Best practice 4: An authority's code should be readily accessible to both councillors and the public, in a prominent position on a council's website and available in council premises.

Best practice 5: Local authorities should update their gifts and hospitality register at least once per quarter, and publish it in an accessible format, such as CSV.

Best practice 6: Councils should publish a clear and straightforward public interest test against which allegations are filtered.

Best practice 7: Local authorities should have access to at least two Independent Persons.

Best practice 8: An Independent Person should be consulted as to whether to undertake a formal investigation on an allegation, and should be given the option to

review and comment on allegations which the responsible officer is minded to dismiss as being without merit, vexatious, or trivial.

Best practice 9: Where a local authority makes a decision on an allegation of misconduct following a formal investigation, a decision notice should be published as soon as possible on its website, including a brief statement of facts, the provisions of the code engaged by the allegations, the view of the Independent Person, the reasoning of the decision-maker, and any sanction applied.

Best practice 10: A local authority should have straightforward and accessible guidance on its website on how to make a complaint under the code of conduct, the process for handling complaints, and estimated timescales for investigations and outcomes.

Best practice 11: Formal standards complaints about the conduct of a parish councillor towards a clerk should be made by the chair or by the parish council, rather than the clerk in all but exceptional circumstances.

Best practice 12: Monitoring Officers' roles should include providing advice, support and management of investigations and adjudications on alleged breaches to parish councils within the remit of the principal authority. They should be provided with adequate training, corporate support and resources to undertake this work.

Best practice 13: A local authority should have procedures in place to address any conflicts of interest when undertaking a standards investigation. Possible steps should include asking the Monitoring Officer from a different authority to undertake the investigation.

Best practice 14: Councils should report on separate bodies they have set up or which they own as part of their annual governance statement and give a full picture of their relationship with those bodies. Separate bodies created by local authorities should abide by the Nolan principle of openness and publish their board agendas and minutes and annual reports in an accessible place.

Best practice 15: Senior officers should meet regularly with political group leaders or group whips to discuss standards issues.

The LGA has committed to reviewing the Code on an annual basis to ensure it is still fit for purpose.

EPPING TOWN COUNCIL

SOCIAL MEDIA POLICY

Epping Town Council utilises social media (Facebook and Twitter) to communicate with residents to keep them up to date with news, events and important announcements. The Council also retweets information from other organisations, which it reasonably considers may be of interest to residents. Epping Town Council only uses content and images believed to be from reputable source, which do not infringe copyright, and permissions are sought from the owner of the material before posting on social media. The Town Council has a legal duty to meet regulations of Data Protection legislation.

All social media posts will be dealt with by the Town Clerk, or under the instruction of the Town Clerk, from Council's computer/s.

Any comments made on social media should not represent or purport to represent the Town Council on the internet.

Members

Epping Town Council appreciates that social media is an important tool routinely used by members for reporting issues and news to residents in their respective wards. However, care should be exercised when reporting matters which have arisen during the course of Council meetings.

In particular, members should take care not to incorrectly report factual issues raised at meetings or misrepresent views expressed by other members. Members should also avoid any postings which may be considered vexatious, inappropriate or place the Council or another member in a bad light. This also applies to retweets and likes.

Members are reminded that postings on social media are governed by the Code of Conduct.

Any questions regarding social media should be referred to the Town Clerk.

Social media is not continuously monitored. For any urgent enquiries, please contact Epping Town Council directly by telephone.



ATTACHMENT L

Epping Christmas Lights 2024

- Christmas Lights working party favoured icicle lights
- Council were advised that we could not afford to cover the whole High Street (we are trying the icicle lights this year, with a view to keeping them, but there were only a certain amount of 'usable for hire' ones)
- Aylesford (Christmas lights contractor) devised a layout which they felt would be the best use of the icicle lights available. This was based on alternating sections either side of the road
- ETC wrote to every business that was on that plan and asked if they were happy to have the lights over their windows and/or the fixing hooks to be installed for Aylesford to be able to deliver the icicle lights
- The businesses that answered were dressed icicle lights, those that didn't (after being chased) didn't get them as we couldn't install without permission. Some of these were omissions. Some we were not able to get hold of a landlord (for their permission)
- The Town Clerk identified various 'key buildings' that would make a real impact on the High Street if they would decorate their own. Some agreed, some didn't.
(Cllr Razia Sharif asked them based on the identified list)
Carpino Lounge – didn't so ETC put up icicle lights
M&S – asked head office. Refused. Reasked.
Rosewood Pharmacy – Dressed own & sponsored (1 large tree)
Funky Monk – Dressed own
Church's – Dressed own
George & Dragon – under scaffold
Ellie's nursery – ETC put icicle lights up

Hammond & Smith dressed own & sponsored (1 large tree)

- Cllr Razia Sharif approached some businesses for sponsorship. Some agreed, some didn't. Some promised donations and paid, some didn't.

Issues:

- Complaints re the gaps (ETC were aware of this)
- Socket issues in the High Street (electrician and Aylesford tried to deal with these. Some were rectified, some were not)
- Christmas tree (lights went off occasionally)
- Large living trees: Town Clerk suspects weather triggered power cut taking out some of the trees. Aylesford rectified each time, several call outs)
- **Powering from the High Street businesses needs to be revisited**
- **Many call outs to Aylesford and electrician needed to rectify issues, some not able to be**

Cost of lights: (All plus VAT)

- 1) Main Christmas tree (Approx £2000 (purchase and install). Rotary donated £400.
- 2) 5 large living trees lights install: £4200
- 3) 2 sponsored large trees dressed £2400
- 4) Icicle lights for the amount up (approx. £6500, plus £1540 for fixtures and fittings additions)