

MINUTES of the ORDINARY COUNCIL MEETING held in the Main Hall, Epping Hall, on Tuesday 12th August 2025 at 8pm.

PRESENT:

Cllr Janet Whitehouse	(Town Mayor & Chair)	
Cllr R Sharif	(Deputy Mayor)	
Cllr L Burrows	Cllr C McCredie	Cllr H Pegrum
Cllr G Scruton	Cllr H Whitbread	
Cllr Jon Whitehouse	Cllr M Wright	

OFFICER: Beverley Rumsey (Town Clerk)

IN ATTENDANCE: 1 member of the public and 1 member of the press were present.

138 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr C Burgess, Cllr N Avey and Cllr J Duffell.
Apologies for lateness were received from Cllr Jon Whitehouse.

139 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.

Cllr H Whitbread declared a non-pecuniary interest in agenda item 7(v), **Attachment D4**, as the Portfolio Holder for Finance and Economic Development.

140 DISPENSATIONS

There were no dispensations.

141 PUBLIC PARTICIPATION - QUESTION TIME

Mandy Garner, Founder of Talk2Nish Peer Mentors presented Agenda item 7 (i) (**Attachment D**).

It was **RESOLVED** that:

- (i) Cllr H Whitbread would share her contact details regarding non Epping Town Council sources of funding;
- (ii) Funding mentioned included Essex Community Foundation, Epping Forest Community Lottery, Locality funding, Essex County Council funding including Public Health Funding, speaking to Epping Forest District Council Youth Council and Jack Petchey funding;
- (iii) Cllr G Scruton would explore funding opportunities with the Joint Charities;

142 CONFIRMATION OF COUNCIL MINUTES

It was **RESOLVED** that the minutes of the Ordinary Council Meeting held on 8th July 2025 be signed by the Mayor as a true record and adopted by the Council.

Minute 97: Reports from members: Cllr C McCredie. Delete Dementia Awareness Session. 18th June 2025.

The Town Clerk would check the playground inspection at heights reporting information and thank Epping in Bloom for their 10 years of hard work at the Chairman's request.

143 MINUTES OF COMMITTEE MEETINGS

Cllr H Pegrum entered during this item.

Cllr R Sharif entered during this item.

It was **RESOLVED** that the signed Minutes of the following Committee meetings be signed by the Mayor as a true record and adopted by the Council.

Planning & General Purposes Committee	8 th July 2025	(Attachment B)
Planning & General Purposes Committee	22 nd July 2025	(Attachment C)

144 COMMUNICATIONS TO NOTE/REQUIRING DECISION

(i) Visit from Talk2Nish Peer Mentors

Council had heard about Talk2Nish Peer Mentors (Mandy Garner) under agenda item 4, Minute 141.

(ii) Epping Forest District Council: Statement on Licensing Principles

Council considered Epping Forest District Council's Statement on Licensing Principles, as per **Attachment D1**.

It was **RESOLVED** that:

(i) There were no comments from Epping Town Council.

(iii) Community support for 20mph speed limits

Council considered the request for community support for 20mph speed limits, as per **Attachment D2**.

It was **RESOLVED** that:

(i) The following comments would be returned by the Town Clerk on behalf of Epping Town Council.

Epping Town Council response: Community support for 20mph speed limits

We welcome measures to improve road safety, but would prefer this is looked at more holistically.

Epping Town Council would not support a blanket policy of 20mph speed limits or 20mph in multiple areas. 20mph may be appropriate outside schools and in certain locations, but the individual situation should be considered.

20mph on multiple roads can lead to frustration.

Council would suggest more effective enforcement of 30mph in 30mph areas would be beneficial.

They also favour a consistent reasonable speed across Epping Forest (eg 40mph).

(iv) Epping Forest District Council Crematoria Consultation

Council considered Epping Forest District Council's Crematoria Consultation, as per **Attachment D3**.

It was **RESOLVED** that:

- (i) There were no concerns from Epping Town Council.

(v) Meeting regarding Epping, markets and Town Partnerships

Council **NOTED** the meeting between Epping Town Council and Epping Forest District Council officers regarding Epping, markets and Town Partnerships, as per **Attachment D4**.

(vi) Epping Forest District Council consultation: Community Infrastructure Levy

Council considered Epping Forest District Council's Community Infrastructure Levy information, as per **Attachment D5**.

It was **RESOLVED** that:

- (i) Epping Town Council would ask some further questions and make comments. These were:

Members found some of the information rather complicated.

What would the equivalent rates per square meter be on a Band D equivalent property?

Are the costs based on the size and scale of the development?

What is the formula for allocating monies?

What is the anticipated cost to the developer for a 100 house development or 1000 house development, for example?

(ii) Staff pay award 2025/26

Epping Town Council's staff are governed by the National Joint Council terms and conditions. A staff pay award of 3.2% was agreed by the Joint Council and that would be applied to staff salaries and backdated to the award date of 1st April 2025.

Council **NOTED** this information.

145 TOWN MAYOR & DEPUTY TOWN MAYOR'S DUTIES

The duties undertaken by the Town Mayor and Deputy Town Mayor since the Ordinary Council meeting on 8th July 2025 were **NOTED** by Council.

146 REPORTS FROM MEMBERS

Reports from members were received on meetings or visits since the Ordinary Council meeting on 8th July 2025:

Cllr Jon Whitehouse	ETC/EFDC pétanque match	2 nd August 2025
Cllr M Wright	Informal market meeting	9 th July 2025
	Horticultural Society meeting	9 th July 2025
Cllr C McCredie	Informal market meeting	9 th July 2025
	Community Safety Partnership	10 th July 2025
	Launch of Summer Reading challenge	16 th July 2025
	Mill Mound Fields meeting	28 th July 2025

147 REPORT OF THE TOWN CLERK AND COUNCILLORS QUESTIONS

Cllr Janet Whitehouse requested the blue plaque for Ernest Whythes be discussed at the next Council meeting.

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

148 REPORT FROM EPPING FOREST DISTRICT COUNCILLORS AND COUNTY COUNCILLORS

Cllr H Whitbread:

Epping Forest District Council (EFDC):

EFDC's Budget under scrutiny. Primary focus been around The Bell Hotel. Busy time. July EFDC Council meeting: Cllrs unanimously called on Home Office to close the hotel.

Seeking an injunction on Bell Hotel owners. Planning challenge on Change of Use. Led by MP/PFCC/EFDC. Awaiting outcome. Lots of disruption.

Investing in Safety and Business/Town Centre Partnerships.

Essex County Council (ECC):

Winter Highways issues. £60,000 into Highways Safety/pathways opposite Bell Common.

Cllr Jon Whitehouse:

Epping Forest District Council (EFDC):

Mentioned that Play in the Park was well supported. Lots of ages and activities.

149 FINANCIAL REPORT TO 31ST JULY 2025

Council considered the summary financial report for July 2025, presented by Council's Key Member for Finance, Cllr G Scruton.

It was **RESOLVED** that:

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

150 ACCOUNTS FOR PAYMENT

Cllr G Scruton presented the payment schedules for July 2025. Council **APPROVED** the payment of accounts for July 2025.

Payments total: **£96,354.11** (Payments from Barclays total £75.75 (please note transfers of £70,000 from Barclays to the Co-operative). Payments from the Cooperative total £95,061.48. Please note: a transfer of £600 from the Co-operative to the Co-operative online and petty cash withdrawals of £1500). Payments from the Co-operative Online total £216.88.)

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 July 2025 were **APPROVED** as presented in the schedule.

151 **ANNUAL TOWN MEETING 2026**

Council considered the Annual Town Meeting for 2026.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government Act 1972, s9;
- (ii) The meeting would be held on Thursday 26th March 2026.

152 **EPPING TOWN SHOW 2026**

Council considered the Epping Town Show 2026.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government Act 1972, s145;
- (ii) The Town Show would be held on Sunday 5th July 2026 from 12 noon to 5pm (as usual).

153 **EPPING TOWN COUNCIL MINUTES**

Epping Town Council discussed sending their minute books and historic information to Essex Records Office, as per **Attachment I**.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government Act 1972, s111;
- (ii) The minute books up to 2000 would be sent to be stored at Essex Records Office;
- (iii) Maps and other historical information would be revisited/discussed at a later date.

154 **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.

155 INTRODUCTION OF MONTHLY FARMERS' MARKETS AND POTENTIAL REINTRODUCTION OF EUROPEAN AND SEASONAL MARKETS IN EPPING HIGH STREET

Council discussed the provision of additional farmers, European and seasonal markets in Epping High Street.

It was **RESOLVED** that:

- (ii) The statutory basis for this item be NOTED as the Local Government Act 1972, s145; Food Act 1984, s50;
- (iii) A street food market would be held on a Friday evening, middle of the month on the piazza/High Street area (depending on the organisers' space requirements and subject to licences);
- (iv) The financial aspects would be determined the Market Committee, Town Clerk and Planning, Market and Events Officer, as details progress;
- (v) Additional stalls would be integrated into the Bank Holiday Monday Market to augment those markets, subject to organizational arrangements;
- (vi) The financial aspects would be determined the Market Committee, Town Clerk and Planning, Market and Events Officer, as details progress;
- (vii) This would be monitored and any additional markets discussed at a later stage. This would be discussed with other community and local groups at that stage.
- (viii) £1000 may be available from the Rural Prosperity Fund.

156 ELECTRICITY AND GAS CONTRACTS

Council discussed the electricity and gas contract information, as per **Attachment K**.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government Act 1972, s111;
- (ii) The Town Clerk would approach Kent County Council to discuss the existing collective purchasing for Epping Hall's gas, to explore adding the other energy meters into this and whether this would be possible and if so, beneficial.
- (iii) This would be brought back to Council for a further discussion.

CLOSURE

The Town Mayor, Cllr Janet Whitehouse, closed the meeting at **9.35pm**.

Signature of Chairman

Date

MINUTES of the **PLANNING AND GENERAL PURPOSES COMMITTEE MEETING** held at Epping Hall, St. Johns Road, Epping on **Tuesday, 12th August 2025 at 7.15pm.**

PRESENT: Cllr M Wright (Vice Chairman)
Cllr C McCredie
Cllr G Scruton

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

IN ATTENDANCE: One member of the press was present.

129 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr N Avey (Chairman) and Cllr C Burgess. In the absence of the Chairman, the meeting was chaired by the Vice Chairman (Cllr M Wright)

130 DECLARATIONS OF INTEREST

Cllr C McCredie declared a non pecuniary interest in EPF/1299/25 as the applicant is known to them.

131 DISPENSATIONS

There were no dispensations.

132 CONFIRMATION OF MINUTES

Committee **RESOLVED** that:

the minutes of the meeting of the Planning & General Purposes Committee held on Tuesday, 22nd July 2025 be signed by the Chairman as a true record.

133 PUBLIC QUESTIONS OR COMMENTS

There were no questions of comments.

134 NOTICES AND INFORMATION

There were no notices and information.

135 PLANNING APPLICATIONS

EPF/1299/25	74, Charles Street, Epping, CM16 7AX Richard Bertoli.	Proposed two storey extension, replacement bay window canopy & new porch.
Committee have NO OBJECTION to this application.		
EPF/1327/25	23, Bower Hill, Epping, CM16 7AL. Jost Property LTD.	Front, rear, side and loft extensions.
Committee have NO OBJECTION to this application.		

EPF/1357/25	16A, Western Avenue, Epping, CM16 4JR. Mr and Mrs Ayvaz.	Two storey side/ front extension with associated roof alterations.
Committee have NO OBJECTION to this application.		
EPF/1050/25	3, Maltings Lane, Epping, CM16 6SB. Mr Chris Doyle.	TPO/EPF/07/98 T32: Birch - Fell and replace, as specified.
Committee have NO OBJECTION to this application provided the tree work is carried out under the supervision of the arboricultural officer at EFDC, and if it is necessary to fell the tree that the same species of tree is planted.		
EPF/1434/25	3, Maltings Lane, Epping, CM16 6SB. Mr Chris Doyle.	TPO/EPF/07/98 T30 & T31: Horse Chestnut - Repollard to previous points, as specified.
Committee have NO OBJECTION to this application provided the tree work is carried out under the supervision of the arboricultural officer at EFDC.		
EPF/1435/25	Kippen, Kendal Avenue, Epping, CM16 4PW. Mrs J Guaquiere.	TPO/EPF/21/93 (Ref: T28) T1: Lime - Crown reduce to previous pruning points, as specified. NB: The permitted specification of works is detailed in the conditions.
Committee have NO OBJECTION to this application provided the tree work is carried out under the supervision of the arboricultural officer at EFDC.		
EPF/1365/25	7-9, Thornwood Road, Epping, CM16 6SY. G Burrows and K Bambury.	Proposed rear single storey extension with roof lantern following removal of existing conservatory and proposed vehicle crossover and dropped kerb.
Committee have NO OBJECTION to this application.		
EPF/1460/25	St Alban Church Hall, Coopersale Common, Coopersale, Epping CM16 7QT. Casey Tree Services.	TPO/EPF/03/85 (T2, T1) T1: Oak - Crown reduce on side of building by up to 3m, as specified. T2: Ash - Crown reduce on side of building by up to 3m, as specified. NB: The permitted specification of works is detailed in the conditions.
Committee have NO OBJECTION to this application provided the tree work is carried out under the supervision of the arboricultural officer at EFDC.		
EPF/1507/25	7, Theydon Place, Epping, CM16 4NH. Becker Tree Contracts Ltd.	TPO/EPF/28/08 Ref: T18, T19, T20, T21, T24) T1-5: Lime - Crown reduce height to previous points, as specified. Crown lift by up to to 6m from ground, as specified. T6: Lime - Crown reduce height by up to 2.5m and spread by up to 2m, as specified. NB: The permitted specification of works is detailed in the conditions.
Committee have NO OBJECTION to this application provided the tree work is carried out under the supervision of the arboricultural officer at EFDC.		

AP-13522 (EPF/0524/25)	11, Kendal Avenue, Epping, CM16 4PW. Mr Martin Shipp.	Retrospective application for outbuilding.
Decision taken by P&GP Committee - 22nd April 2025 Committee have concerns as to why this structure was built prior to seeking planning permission in the usual way. The retrospective application states 200mm above permitted development, however this does not take into consideration the height by which the ground has been raised. This structure is overbearing on the neighbouring property with a loss of amenity and loss of light.		

Committee have NOTED the appeal and have no further comments to make on this application.

137 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 **7.44pm**.

Signature of Chairman

Date

MINUTES of the **PLANNING AND GENERAL PURPOSES COMMITTEE MEETING** held at Epping Hall, St. Johns Road, Epping on **Tuesday, 26th August 2025 at 6.00pm.**

PRESENT: Cllr N Avey (Chairman)
Cllr M Wright (Vice Chairman)
Cllr C McCredie
Cllr C Burgess

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

IN ATTENDANCE: One member of the press, and one member of the public were present.

157 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr G Scruton.

158 DECLARATIONS OF INTEREST

There were no declarations of interest.

159 DISPENSATIONS

There were no dispensations.

160 CONFIRMATION OF MINUTES

Committee **RESOLVED** that:

the minutes of the meeting of the Planning & General Purposes Committee held on Tuesday, 12th August 2025 be signed by the Chairman as a true record.

161 PUBLIC QUESTIONS OR COMMENTS

There were no public questions or comments.

162 NOTICES AND INFORMATION

Cllr N Avey (Chairman) informed the committee that at the 7.15pm meeting with KLW Planning for 'Old Pastures' was for pre-application Information only.

163 PLANNING APPLICATIONS

EPF/1473/25	Spencer Close, The Plain, Epping, CM16 6TN PAHT.	Variation of conditions 2, 8 and 9 of EPF/0591/24 (Erection of building and plant room, alterations and improvements to North Bungalow to provide Community Diagnostic Centre; Reorganisation of car park and provision of drop off parking area and ambulance / disabled parking; gas store; cycle store; landscaping; lighting; photo-voltaic system on roof areas; external
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		roof top plant and ancillary works/infrastructure).
Committee have NO OBJECTION to this application.		
EPF/1516/25	89, High Street, Epping, CM16 4BD. Mr Mahen Sriskandarajah.	Addition of a Hot Food Takeaway Use (Sui Generis) alongside Existing Class E(b) Restaurant Use and Installation of Rear Flue Ventilation System.
Committee have NO OBJECTION to this application.		
EPF/1445/25	8, Hartland Road, Epping, CM16 4PE. Ms E Davis.	Single storey rear extension with roof lantern. Internal layout changes.
Committee have NO OBJECTION to this application.		
EPF/1524/25	14, Wood Mead, Epping, CM16 6TD. Mr and Mrs T Phillips.	Proposed single storey rear extension with monopitch tiled roof with rooflights.
Committee have NO OBJECTION to this application.		
EPF/1539/25	23, Ivy Chimneys Road, CM16 4EL. Ms Vandana Jyoti.	Replace the existing boundary fence with retaining wall and boundary wall & proposal of a new shower room.
Committee have NO OBJECTION to this application, provided the work is carried out to ensure the correct distance from the boundary wall is adhered to and there is no damage caused to the trees and bushes on the neighbouring recreation ground. The tree work should be carried out under the supervision of the arboricultural officer at EFDC		
EPF/1532/25	Revival Court, Half Moon Lane, Epping, CM16 4AH Roisin Mahoney.	TPO/EPF/69/10 T1: London Plane - Crown reduce by up to 2m, as specified. T2: Alder - Crown reduce height by up to 1.5m, as specified. Crown reduce growth away from building by up to 1m, as specified. T3: Birch - Crown reduce height by up to 0.5m, as specified. Crown reduce growth away from building by up to 1m, as specified.
Committee have NO OBJECTION to this application provided the tree work is carried out under the supervision of the arboricultural officer at EFDC.		
EPF/1607/25	91, Centre Drive, Epping, CM16 4JD. Luke Davison.	TPO/EPF/25/93 (Ref: T4) T1: Ash - Selective prune of overhanging branches by up to 3m, as specified.
Committee have NO OBJECTION to this application provided the tree work is carried out under the supervision of the arboricultural officer at EFDC.		
EPF/1543/25	1, The Drummonds, Epping, CM16 4PJ. Mrs N Spencer.	Variation of Condition 2 'Plan numbers' of EPF/0657/24 (Conversion of the existing two storey dwelling house into a block of three flats. The scheme would provide three no. two-bed units).
Committee have NO OBJECTION to this application.		
EPF/1596/25	61, Centre Drive, Epping, CM16 4JF.	Retrospective application for replacement of outbuilding with attached garage and monopitch roof.

	Mrs R Sewell. (Executor)	
Committee have NO OBJECTION to this application.		
EPF/1603/25	20, Bower Hill, Epping, CM16 7AD. J Massingham and G Gilligan.	Raising walls and roof level of existing rear extension. Removal of side window. Installation of new door and rooflight.
Committee have NO OBJECTION to this application.		
EPF/1616/25	12, Brickfield Road, Coopersale, Epping, CM16 7QX Everglade New Homes.	Application for extending two number existing crossovers to comply with new development.
Committee have NO OBJECTION to this application.		

164 APPEALS

AP-13522 (EPF/0524/25)	11, Kendal Avenue, Epping, CM16 4PW. Mr Martin Shipp.	Retrospective application for outbuilding.
Decision taken by P&GP Committee - 22nd April 2025 Committee have NO OBJECTION to this application.		

Committee **NOTED** the appeal.

165 PLANNING DECISIONS

Committee **NOTED** the decisions as received from Epping Forest District Council since the date of the previous agenda and up until the date of this agenda.

The Chairman closed the meeting at **6.40pm**.

***B Rumsey took the meeting for Agenda numbers 1-5, J Lewis took the meeting for Agenda items 6-9.**

Signature of Chairman

Date

ATTACHMENT D

Request for cricket provision

Dear Sir/Ms,

I am writing to you as a local resident and cricket enthusiast to raise a pressing need within our community: the lack of adequate cricket facilities. At present, local cricket clubs are struggling to accommodate demand, with each club fielding an average of 6–7 teams. This level of participation is extremely encouraging for community sport, but unfortunately it has created an overload on the limited grounds currently available.

A new cricket ground would not only help relieve this pressure but also provide a dedicated space for young players, families, and the wider community to engage in healthy, active recreation. Cricket continues to grow rapidly in our area, and without additional facilities, clubs risk having to turn players away – particularly juniors, who are the future of the game.

I kindly request the Council's support in helping to identify and secure suitable land for the development of a cricket ground. This investment would ensure that cricket in Epping remains accessible, inclusive, and sustainable for years to come.

I would be very happy to discuss this further, provide more details on the current challenges faced by clubs, or collaborate with Council officers to explore options.

Thank you for considering this request. I look forward to your response.

Yours sincerely,
Zahid Shah

ATTACHMENT D1

Lithium-ion batteries campaign

SEPTEMBER UPDATE

First, may I offer my apologies for the delay in writing to you – I was awaiting some more definite information, as I explain below.

Lord Foster is extremely grateful for all the hard work that many of you have put in to help this Lithium-ion safety campaign: It has been successful

The Government's Product Safety and Metrology (PRAM) Act has now been passed into law and the Government has agreed to include a number of our asks regarding battery safety in regulations to be issued under the Act. Unfortunately, if you read the Act this is not clear because all the details are to be included in the regulations which will follow shortly.

Accordingly, Lord Foster is organising a webinar to explain what these regulations will contain. He is hoping the Minister himself will attend to indicate more fully what the regulations will contain. Unfortunately, I do not have a date for you, but it will be in October or November of this year. So, this update is just to let you know of the progress made, but as yet unseen.

As soon as we have a date I will be in touch – probably in September.

And more good news is that Electrical Safety First's annual grant giving scheme for initiative electrical safety actions also opens in September.

Therefore, in a couple of weeks I will email you again with a date for the webinar and details of the grant scheme.

Once again, thank you for your hard work – it has been productive and inspiring.

All the best,

Ron Bailey

TOWN MAYOR'S DUTIES/ENGAGEMENTS Cllr Janet Whitehouse**13th August 2025 - 9th September**

15 th August 2025	VJ Day Anniversary event
20 th August 2025	Visit Play in the Park at Stonards Hill recreation ground
23 rd August 2025	Open Epping Horticultural Show
2 nd September 2025	Epping & Theydon Garnon Joint Charities meeting
5 th September 2025	Open the Ben Cohen shop in Epping High Street
7 th September 2025	Attended Epping Town Football Club – Women's match

DEPUTY TOWN MAYOR'S DUTIES/ENGAGEMENTS: Cllr Razia Sharif

There were no Epping Town Council duties or engagements for this period.

REPORT OF THE TOWN CLERK**1 NODDY**

The Town Clerk has received some positive interest in Noddy and will be discussing this in the next couple of weeks. Information will be brought to Council should these discussions prove successful.

2 BLUE PLAQUE: CHURCH'S BUTCHERS

The blue plaque for Church's Butchers has now arrived and arrangements are being made for its install. An unveiling ceremony will be arranged in due course.

3 EPPING HALL OFFICE REFURBISHMENT/MOVE

The reconfiguration of the offices at Epping Hall is well underway and we hope to be nearing completion by the end of September 2025. The office team are working in the conference room during this time and we are working with our bookings to try and limit disruption to them now the school holidays are over and many hirers return.

4 STONARDS PATH WIDENING

The NHS work to lay cables under Stonards Hill recreation ground to facilitate the diagnostic centre at St Margaret's Hospital will be starting as soon as possible, as soon as the legal work and design details are complete. The legal work surrounding Stonards protection as a Field in Trust has delayed the programme slightly. We anticipate work to start on site by October 2025.

5 VJ DAY EVENT: FRIDAY 15TH AUGUST 2025

The VJ Day tea party hosted by Town Mayor Cllr Janet Whitehouse on Friday 15th August 2025 was a great success and we have received very positive feedback. Photographs, stories and memorabilia were shared by guest attendees commemorating their families and loved ones.

6 EPPING FOREST DISTRICT COUNCIL (EFDC) COMMUNITY INFRASTRUCTURE LEVY CONSULTATION

The Town Clerk was asked to request additional information from EFDC on the Community Infrastructure Levy but this is yet to be received and the formal closing date for responses now passed.

7 PRE-APPLICATION BRIEFING FOR MEMBERS ON LAND AT OLD PASTURES, STONARDS HILL, EPPING

Epping Town Councillors attended a pre-application briefing by K LW Planning on behalf of Croudace Developments on 26th August 2025, where K LW presented a proposal to develop land at Old Pastures, Stonards Hill, Epping.

The meeting was held in public to allow residents to attend. Approximately 60 residents attended and asked questions and raised extreme concerns over the proposal. We anticipate this will appear as a full planning application in approximately October 2025.

8 EPPING CHRISTMAS LIGHTS: HIGHWAYS PERMISSIONS

Work is still underway on obtaining permissions/licences from Highways to use their light boxes/feeder pillars for the Christmas lights display in Epping High Street. The stars have been ordered as they would have otherwise missed pre-Christmas delivery.

03/09/2025

Epping Town Council 2025/2026

Page 1

16:25

Summary Income & Expenditure by Budget Heading 03/09/2025

Month No: 5

Committee Report to 31st August 2025

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent
<u>Full Council</u>						
Income	415,689	845,731	430,042			49.2%
Expenditure	381,644	775,015	393,371	0	393,371	49.2%
Net Income over Expenditure	<u>34,045</u>	<u>70,716</u>	<u>36,671</u>			
plus Transfer from EMR	0	0	0			
less Transfer to EMR	0	0	0			
Movement to/(from) Gen Reserve	<u>34,045</u>	<u>70,716</u>	<u>36,671</u>			
<u>Earmarked Reserves</u>						
Income	0	0	0			0.0%
Expenditure	0	0	0	0	0	0.0%
Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>	<u>0</u>			
Grand Totals:- Income	415,689	845,731	430,042			49.2%
Expenditure	381,644	775,015	393,371	0	393,371	49.2%
Net Income over Expenditure	<u>34,045</u>	<u>70,716</u>	<u>36,671</u>			
plus Transfer from EMR	0	0	0			
less Transfer to EMR	0	0	0			
Movement to/(from) Gen Reserve	<u>34,045</u>	<u>70,716</u>	<u>36,671</u>			

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 Service & Committee Support							
1076 Precept	322,896	645,791	322,896			50.0%	
1090 Interest Received	654	1,800	1,146			36.3%	
1900 Other Receipts	0	500	500			0.0%	
	323,550	648,091	324,541			49.9%	0
Service & Committee Support :- Income							
4000 Salaries	88,858	215,000	126,142		126,142	41.3%	
4010 Insurance	10,600	10,600	0		0	100.0%	
4020 Equipment	770	1,000	230		230	77.0%	
4025 Consumables	265	700	435		435	37.9%	
4030 Postage	380	800	420		420	47.5%	
4035 Printing & Photocopying	844	1,800	956		956	46.9%	
4040 Professional Fees	3,580	10,000	6,420		6,420	35.8%	
4045 Subscriptions & Licences	5,789	13,000	7,211		7,211	44.5%	
4050 Telephone & IT Services	4,714	9,000	4,286		4,286	52.4%	
4060 Training - Staff	972	2,000	1,028		1,028	48.6%	
4065 Training - Members	125	600	475		475	20.8%	
4070 Travel & Subsistence - Staff	255	500	245		245	51.1%	
4075 Travel & Subsistence - Members	0	600	600		600	0.0%	
4080 Mayor's Allowance	39	1,000	961		961	3.9%	
4090 Bank Charges	43	110	68		68	38.6%	
4095 Miscellaneous Expenditure	2,622	1,000	(1,622)		(1,622)	262.2%	
4100 Bad Debt & Write Offs	0	100	100		100	0.2%	
4255 Utilities	385	0	(385)		(385)	0.0%	
	120,241	267,810	147,569	0	147,569	44.9%	0
Service & Committee Support :- Indirect Expenditure							
Net Income over Expenditure	203,308	380,281	176,973				
110 Neighbourhood Planning							
4370 N Planning Guidance	(1,233)	1,000	2,233		2,233	(123.3%)	
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							
4145 Grants - Other Powers	0	2,000	2,000		2,000	0.0%	
Grants :- Indirect Expenditure	0	2,000	2,000	0	2,000	0.0%	0
Net Expenditure	0	(2,000)	(2,000)				

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
140 Events & Publications							
1200 Town Show Income	6,023	4,500	(1,523)			133.8%	
1210 Christmas Market Income	(50)	4,500	4,550			(1.1%)	
Events & Publications :- Income	5,973	9,000	3,027			66.4%	0
4165 Epping in Bloom	1,000	1,000	0		0	100.0%	
4170 Town Show Expenditure	3,816	4,000	184		184	95.4%	
4175 Christmas Market Expenditure	0	4,500	4,500		4,500	0.0%	
4180 Christmas Lights Expenditure	10,343	15,000	4,658		4,658	69.0%	
4185 Christmas Tree Expenditure	0	3,000	3,000		3,000	0.0%	
4195 Mayor's Civic Reception	1,418	2,000	582		582	70.9%	
4205 Talk About Epping	614	1,000	386		386	61.4%	
4215 Distribution Costs	218	0	(218)		(218)	0.0%	
4220 Other Council Events	870	2,500	1,630		1,630	34.8%	
4225 Other Council Publications	330	1,320	990		990	25.0%	
Events & Publications :- Indirect Expenditure	18,609	34,320	15,711	0	15,711	54.2%	0
Net Income over Expenditure	(12,635)	(25,320)	(12,685)				
160 Epping Hall							
1300 Lettings Rents & Licences	17,220	48,000	30,780			35.9%	
Epping Hall :- Income	17,220	48,000	30,780			35.9%	0
4010 Insurance	8,942	8,000	(942)		(942)	111.8%	
4020 Equipment	489	1,500	1,011		1,011	32.6%	
4025 Consumables	540	1,500	960		960	36.0%	
4085 PWLB Loan Repayments	16,164	16,164	(0)		(0)	100.0%	
4095 Miscellaneous Expenditure	9,000	0	(9,000)		(9,000)	0.0%	
4250 Business Rates	10,978	12,000	1,022		1,022	91.5%	
4255 Utilities	5,768	15,000	9,232		9,232	38.5%	
4260 Repairs & Maintenance	7,720	15,000	7,280		7,280	51.5%	
Epping Hall :- Indirect Expenditure	59,600	69,164	9,564	0	9,564	86.2%	0
Net Income over Expenditure	(42,380)	(21,164)	21,216				
180 Jack Silley Pavilion							
1300 Lettings Rents & Licences	11,320	31,000	19,680			36.5%	
Jack Silley Pavilion :- Income	11,320	31,000	19,680			36.5%	0
4010 Insurance	1,720	1,720	0		0	100.0%	
4020 Equipment	93	800	707		707	11.7%	
4025 Consumables	371	500	129		129	74.1%	

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4250 Business Rates	4,840	4,800	(40)		(40)	100.8%	
4255 Utilities	6,135	12,500	6,365		6,365	49.1%	
4260 Repairs & Maintenance	1,306	6,000	4,694		4,694	21.8%	
Jack Silley Pavilion :- Indirect Expenditure	<u>14,465</u>	<u>26,320</u>	<u>11,855</u>	<u>0</u>	<u>11,855</u>	<u>55.0%</u>	<u>0</u>
Net Income over Expenditure	<u>(3,145)</u>	<u>4,680</u>	<u>7,825</u>				
200 Epping Market							
1300 Lettings Rents & Licences	10,822	33,500	22,678			32.3%	
1310 Market casuels	4,317	10,500	6,183			41.1%	
Epping Market :- Income	<u>15,139</u>	<u>44,000</u>	<u>28,861</u>			<u>34.4%</u>	<u>0</u>
4007 Advertising & promotion	0	500	500		500	0.0%	
4010 Insurance	760	760	0		0	100.0%	
4020 Equipment	953	1,000	48		48	95.3%	
4085 PWLB Loan Repayments	3,080	6,160	3,080		3,080	50.0%	
4095 Miscellaneous Expenditure	2,600	0	(2,600)		(2,600)	0.0%	
4250 Business Rates	4,990	5,500	510		510	90.7%	
4260 Repairs & Maintenance	50	1,000	950		950	5.0%	
4300 Market Contractor	7,832	24,500	16,668		16,668	32.0%	
Epping Market :- Indirect Expenditure	<u>20,264</u>	<u>39,420</u>	<u>19,156</u>	<u>0</u>	<u>19,156</u>	<u>51.4%</u>	<u>0</u>
Net Income over Expenditure	<u>(5,125)</u>	<u>4,580</u>	<u>9,705</u>				
220 Epping Cemetery							
1500 Burials & Memorials	19,256	30,000	10,745			64.2%	
Epping Cemetery :- Income	<u>19,256</u>	<u>30,000</u>	<u>10,745</u>			<u>64.2%</u>	<u>0</u>
4010 Insurance	960	960	0		0	100.0%	
4020 Equipment	0	500	500		500	0.0%	
4095 Miscellaneous Expenditure	1,309	500	(809)		(809)	261.8%	
4250 Business Rates	2,445	2,000	(445)		(445)	122.3%	
4260 Repairs & Maintenance	12,582	3,000	(9,582)		(9,582)	419.4%	
Epping Cemetery :- Indirect Expenditure	<u>17,296</u>	<u>6,960</u>	<u>(10,336)</u>	<u>0</u>	<u>(10,336)</u>	<u>248.5%</u>	<u>0</u>
Net Income over Expenditure	<u>1,959</u>	<u>23,040</u>	<u>21,081</u>				
240 Parks & Building Maintenance							
1300 Lettings Rents & Licences	6,918	6,000	(918)			115.3%	
1320 Tennis Court income	1,011	1,800	789			56.2%	
1600 Town Greens	522	2,400	1,878			21.8%	

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1900 Other Receipts	5,349	0	(5,349)			0.0%	
Parks & Building Maintenance :- Income	13,800	10,200	(3,600)			135.3%	0
4000 Salaries	92,570	245,000	152,430		152,430	37.8%	
4010 Insurance	3,550	3,550	0		0	100.0%	
4020 Equipment	5,199	8,000	2,801		2,801	65.0%	
4025 Consumables	427	1,000	573		573	42.7%	
4095 Miscellaneous Expenditure	2,083	0	(2,083)		(2,083)	0.0%	
4255 Utilities	2,110	6,000	3,890		3,890	35.2%	
4260 Repairs & Maintenance	11,625	25,000	13,375		13,375	46.5%	
4265 Public Toilet Cleaning	440	1,300	860		860	33.8%	
4270 Tree management	700	3,000	2,300		2,300	23.3%	
4275 Tennis Courts	0	1,000	1,000		1,000	0.0%	
4310 Vehicles	565	2,000	1,435		1,435	28.3%	
4360 Fuel	2,688	4,500	1,812		1,812	59.7%	
Parks & Building Maintenance :- Indirect Expenditure	121,957	300,350	178,393	0	178,393	40.6%	0
Net Income over Expenditure	(108,157)	(290,150)	(181,993)				
<u>260 Public Convenience</u>							
1055 Utility Recharges	0	10,000	10,000			0.0%	
Public Convenience :- Income	0	10,000	10,000			0.0%	0
4020 Equipment	16	100	84		84	16.3%	
4025 Consumables	90	1,000	910		910	9.0%	
4255 Utilities	8,911	10,000	1,089		1,089	89.1%	
4260 Repairs & Maintenance	179	2,000	1,821		1,821	8.9%	
4265 Public Toilet Cleaning	390	6,000	5,610		5,610	6.5%	
Public Convenience :- Indirect Expenditure	9,586	19,100	9,514	0	9,514	50.2%	0
Net Income over Expenditure	(9,586)	(9,100)	486				
<u>280 Allotments</u>							
1300 Lettings Rents & Licences	4,169	4,440	271			93.9%	
Allotments :- Income	4,169	4,440	271			93.9%	0
4010 Insurance	320	320	0		0	100.0%	
4020 Equipment	0	300	300		300	0.0%	
4025 Consumables	0	300	300		300	0.0%	
4255 Utilities	97	400	303		303	24.2%	
4260 Repairs & Maintenance	0	500	500		500	0.0%	
Allotments :- Indirect Expenditure	417	1,820	1,403	0	1,403	22.9%	0
Net Income over Expenditure	3,752	2,620	(1,132)				

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
300 Street Furniture							
4020 Equipment	0	2,000	2,000		2,000	0.0%	
4095 Miscellaneous Expenditure	0	1,000	1,000		1,000	0.0%	
4260 Repairs & Maintenance	172	2,000	1,828		1,828	8.6%	
Street Furniture :- Indirect Expenditure	172	5,000	4,828	0	4,828	3.4%	0
Net Expenditure	(172)	(5,000)	(4,828)				
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	1,937	6,000	4,063			32.3%	
1900 Other Receipts	2,750	5,000	2,250			55.0%	
Council as Landlord :- Income	4,687	11,000	6,313			42.6%	0
4260 Repairs & Maintenance	270	1,500	1,230		1,230	18.0%	
Council as Landlord :- Indirect Expenditure	270	1,500	1,230	0	1,230	18.0%	0
Net Income over Expenditure	4,417	9,500	5,083				
360 Council as Tenant							
4400 Letting Rents & Licence Costs	0	151	151		151	0.0%	
Council as Tenant :- Indirect Expenditure	0	151	151	0	151	0.0%	0
Net Expenditure	0	(151)	(151)				
800 Stonards Refurbishment S106							
1250 Stonards refurbishment	576	0	(576)			0.0%	
Stonards Refurbishment S106 :- Income	576	0	(576)				0
Net Income	576	0	(576)				
Grand Totals:- Income	415,689	845,731	430,042			49.2%	
Expenditure	381,644	775,015	393,371	0	393,371	49.2%	
Net Income over Expenditure	34,045	70,716	36,671				
Movement to/(from) Gen Reserve	34,045	70,716	36,671				

Date: 03/09/2025

Epping Town Council 2025/2026

Page 1

Time: 16:05

Barclays No 1 Account

List of Payments made between 01/08/2025 and 31/08/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
04/08/2025	Co-operative Bank current	Sales 2428	1,004.54		Sales receipts page 2428
04/08/2025	Barclays Bank plc	DEBIT	8.50		Commission 13Jun/13Jul
05/08/2025	Co-operative Bank current	Sales 2429	1,596.09		Sales receipts page 2429
06/08/2025	Co-operative Bank current	Sales 2430	450.50		Sales receipts page 2430
06/08/2025	Co-operative Bank current	Sales 2431	2,303.00		Sales receipts sheet 2431
07/08/2025	Co-operative Bank current	Sales 2432	867.28		Sales receipts sheet 2432
07/08/2025	ICO	DD14	47.00		GDPR/Data protection
08/08/2025	Co-operative Bank current	Sales 2433	242.09		Sales receipts sheet 2433
11/08/2025	Co-operative Bank current	Sales 2434	2,676.36		Sales receipt sheet 2434
13/08/2025	Co-operative Bank current	Transfer	50,000.00		Transfer *
21/08/2025	EE	DD15	67.25		Mobile/dongle August
27/08/2025	Co-operative Bank current	Transfer	30,000.00		Transfer *
Total Payments			<u>89,262.61</u>		


List of Payments made between 01/08/2025 and 31/08/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/08/2025	Epping Forest District Council	DD01	484.00		NDR 1/4/25 to 1/4/26
01/08/2025	Epping Forest District Council	DD01	484.00		NDR 1/4/25 to 1/4/26
01/08/2025	Epping Forest District Council	XDD01X	-484.00		NDR 1/4/25 to 1/4/26
04/08/2025	Fields In Trust	BAC0408/01	2,400.00		Field change application
04/08/2025	Diesellink Services	DD02	140.98		Fuel Unleaded
04/08/2025	Diesellink Services	DD02	140.98		Fuel Unleaded
04/08/2025	Diesellink Services	XDD02X	-140.98		Fuel Unleaded
06/08/2025	Petty Cash	Transfer	250.00		Petty cash withdrawal
07/08/2025	Petty Cash	Transfer	250.00		Petty cash withdrawal
07/08/2025	Co-operative Online Account	Top up	500.00		Transfer 
07/08/2025	Fields In Trust	BAC0708/01	1,080.00		FCR application
08/08/2025	Yu Energy Retail Limited	DD03	950.22		Electric Jul 2025
08/08/2025	Yu Energy Retail Limited	DD03	950.22		Electric Jul 2025
08/08/2025	Yu Energy Retail Limited	XDD03X	-950.22		Electric Jul 2025
11/08/2025	Epping Forest District Council	DD04	245.00		NDR 1/4/25 to 1/4/26
11/08/2025	Epping Forest District Council	DD05	499.00		NDR 1/4/25 to 1/4/26
11/08/2025	Epping Forest District Council	DD06	1,098.00		NDR 1/4/25 to 1/4/26
11/08/2025	Epping Forest District Council	DD04	245.00		NDR 1/4/25 to 1/4/26
11/08/2025	Epping Forest District Council	DD05	499.00		NDR 1/4/25 to 1/4/26
11/08/2025	Epping Forest District Council	DD06	1,098.00		NDR 1/4/25 to 1/4/26
11/08/2025	Epping Forest District Council	XDD04X	-245.00		NDR 1/4/25 to 1/4/26
11/08/2025	Epping Forest District Council	XDD05X	499.00		NDR 1/4/25 to 1/4/26
11/08/2025	Epping Forest District Council	XDD06X	-1,098.00		NDR 1/4/25 to 1/4/26
11/08/2025	Epping Forest District Council	XDD05	-998.00		NDR 1/4/25 to 1/4/26
12/08/2025	Artel Facilities Management Lt	BAC1208/01	330.00		Decommission aircon unit
12/08/2025	D S Safety	BAC1208/02	174.81		Groundsman clothing+boots
12/08/2025	Ernest Doe & Sons Ltd	BAC1208/03	1,733.71		Ram repairs
12/08/2025	Howe Structural Consultants	BAC1208/04	594.00		Structural report EH
12/08/2025	NPower Commercial Gas	BAC1208/05	22.78		Floodlights electric Jul 25
12/08/2025	RAD Group	BAC1208/06	586.56		IT support+backup
12/08/2025	Signs of the Times Ltd	BAC1208/07	436.60		Church's Butchers blue plaque
12/08/2025	Spaldings Limited	BAC1208/08	158.40		Linemarkers
12/08/2025	Air training corps	BAC1208/09	100.00		Town show assistance
12/08/2025	M & J Tembey	BAC1208/10	481.00		Petanque piste grit
12/08/2025	British Gas Services Ltd	DD07	64.61		Gas 30.6-29.7.25
12/08/2025	British Gas Services Ltd	DD07	64.61		Gas 30.6-29.7.25
12/08/2025	British Gas Services Ltd	XDD07X	-64.61		Gas 30.6-29.7.25
13/08/2025	Road and Traffic Management	BAC1308/01	6,600.00		Linemarking Stonards car parks
13/08/2025	Essex Pension Fund	BAC1308/02	3,638.24		Pension conts July 25
13/08/2025	HMRC	BAC1308/03	8,061.47		NI+PAYE conts Jul 25
13/08/2025	Nest Pension	DDAUG	287.66		Pension conts Jul 25
13/08/2025	Sign of the Times	BACS	0.20		Small overpayment on account
14/08/2025	D W Erections	DD08	1,958.00		Purchase Ledger Payment
14/08/2025	D W Erections	DD08	1,958.00		Purchase Ledger Payment
14/08/2025	Salary transfer	BACS	27,930.89		Salary payments
14/08/2025	D W Erections	XDD08X	-1,958.00		Purchase Ledger Payment
15/08/2025	Peninsula	DD09	519.37		Purchase Ledger Payment

Time: 16:06

Co-operative Bank current

List of Payments made between 01/08/2025 and 31/08/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
18/08/2025	Corona Energy	DD10	1,491.00		Purchase Ledger Payment
18/08/2025	Everflow	DD11	344.48		Water 10.9-9.10
18/08/2025	Petty Cash	Transfer	250.00		Petty cash withdrawal
19/08/2025	Kent County Council	BAC1908/01	179.49		Gas 30.4.25-31.5.25
19/08/2025	EDF Energy	DD12	719.09		Electric Jul 2025
20/08/2025	Co-operative Online Account	Top up	250.00		Transfer 
26/08/2025	Aylesford Electrical Contracto	BAC2608/01	12,411.00		50% Xmas star lights
26/08/2025	Baron Security Services Ltd	BAC2608/02	156.00		JSP intruder alarm maint+serv
26/08/2025	Ernest Doe & Sons Ltd	BAC2608/03	34.53		Measuring jugs+hooks
26/08/2025	Howe Structural Consultants	BAC2608/04	954.00		Structural design of steelwork
26/08/2025	Julie's at Stonards Park	BAC2608/05	403.20		VJ day event cream tea
26/08/2025	Kent County Council	BAC2608/06	164.88		Printer copy charge May-Jul
26/08/2025	Kent County Council	BAC2608/07	183.11		Gas 30.6-31.7.25
26/08/2025	Mobile Account Solutions (Hold	BAC2608/08	459.80		Phones
26/08/2025	M A Eckton	BAC2608/09	10,800.00		EH offices labour+materials
26/08/2025	Nabma	BAC2608/10	300.00		Legal advise
26/08/2025	PKF Littlejohn LLP	BAC2608/11	2,016.00		Annual governance+acct return
26/08/2025	Mr D R Whitbread	BAC2608/12	88.00		Clean EH windows+bus stops
26/08/2025	Mr P Hunt	BAC2608/13	25.00		Donation for VJ day speaker
27/08/2025	Petty Cash	Transfer	250.00		Petty cash withdrawal
28/08/2025	PHS Group	DD13	407.60		Toilet hyg services Sep-Nov
Total Payments			<u>93,462.68</u>		

List of Payments made between 01/08/2025 and 31/08/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
09/08/2025	Zoom UK	33	16.79		Subscription August
12/08/2025	Amazon	34	41.55		Table cloths.flowers
12/08/2025	Amazon UK	36	56.98		Electric kettles x 3
15/08/2025	Lawlor Taxis	38/39	11.70		Taxi fares x 2
17/08/2025	Issuu Inc	37	191.51		Annual subscription
19/08/2025	DVLA	40	345.00		Vehicle licence YF64
20/08/2025	Parallels	41	64.99		MacPro desktop
23/08/2025	HP Instant Ink	42	6.49		Ink subs Aug 25
Total Payments			735.01		

ATTACHMENT I

EXTERNALLY AUDITED ANNUAL RETURN 2024/25

Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

Epping Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2025, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

10/06/2025

and recorded as minute reference:

Minute # 61 of 2025/26

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

Clerk

[Signature]

[Signature]

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Section 2 – Accounting Statements 2024/25 for

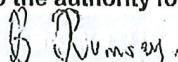
Epping Town Council

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
1. Balances brought forward	227,098	261,606	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	589,513	621,795	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	261,590	318,300	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	417,372	438,561	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	102,415	83,999	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	296,808	407,965	<i>Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	261,606	271,176	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	229,159	260,960	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	4,464,960	4,467,960	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	153,227	75,023	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i>
11b. Disclosure note re Trust funds (including charitable)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>The figures in the accounting statements above exclude any Trust transactions.</i>

I certify that for the year ended 31 March 2025 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval



Date

04/06/2025

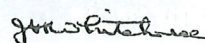
I confirm that these Accounting Statements were approved by this authority on this date:

10/06/2025

as recorded in minute reference:

Minute # 62 of 2025/26

Signed by Chair of the meeting where the Accounting Statements were approved



Section 3 – External Auditor’s Report and Certificate 2024/25

In respect of **Epping Town Council – EX0069**

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2025; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2024/25

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None.

3 External auditor certificate 2024/25

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2025.

External Auditor Name

PKF LITTLEJOHN LLP		
External Auditor Signature		Date
		15/08/2025

11th July 2023

110 **BLUE PLAQUE: ERNEST WYTHES**

Council considered the request from Cllr J Duffell for a blue plaque for Ernest Wythes.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government Act 1972, s145;
- (ii) A blue plaque would be provided for Ernest Wythes;
- (iii) Cllr J Duffell would assist the Town Clerk with wording and siting (possibly Hemnall Social Club or St John's Church), subject to permissions.

8th August 2023

150 BLUE PLAQUE: ERNEST WYTHES

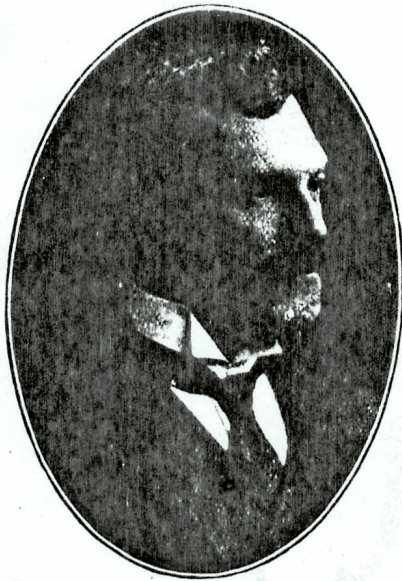
Council discussed the wording and positioning of the blue plaque for Ernest Wythes.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government Act 1972, s145;
- (ii) The Town Clerk would pursue St John's Church as the preferred location for the blue plaque;
- (iii) Once the location had been agreed, this would be brought back to Council to finalise wording (it was felt that landowner should be removed).

ERNEST WYTHES – EPPING'S BENEFACTOR

ERNEST JAMES WYTHES was born in 1868 at Bickley Hall, a large estate near Bromley in Kent, belonging to his grandfather, George. The Wythes family had made a fortune from the building of railways both at home and abroad. In 1869 George purchased the Copped Hall Estate in Epping from the heirs of the late Henry John Conyers.



Ernest's father, also called George, moved into Copped Hall with his wife Catherine. Sadly, Catherine died aged twenty-six, when Ernest was just three years old. George died in 1875 at the age of thirty-six. During his short time at Copped Hall he had been made a Verderer of Epping Forest and a Justice of the Peace. Ernest went back to living at Bickley Hall. He remained there until 1883, when his grandfather died and left him the Copped Hall Estate.

Ernest was educated at Eton and Christchurch College in Oxford. In 1894 he married Aline Thorold, eldest daughter of Sir John Henry Thorold, 12th Baronet of Marston, Lincolnshire. They had three daughters, Alexandrina (born in 1895), Barbara (1896), and Cecilia (1900).

In 1901 he was appointed High Sheriff of Essex, and four years later became a magistrate on the Epping Bench, a position he held for over fifty years. He was appointed Commander of the British Empire (CBE) in 1920. He was made a vice-president of the Epping Literary & Mechanics Institute (now the Hemnall Social Club), and later took over as president. When the Institute acquired a billiard table in 1899, it was Ernest who provided the cues, balls and scoring board.

He spent a great deal of money on Copped Hall, adding two new wings; to the south of the building was built a large conservatory and a ballroom, and to the north new domestic accommodation. The Hall was featured in *Country Life* magazine in 1910. He also owned a town house in Eaton Square, Chelsea, and a £50,000 steam yacht which he kept at Cowes, on the Isle of Wight.

The Wythes' were well known for the generosity of their support for local projects. When the Epping Literary & Mechanics Institute was required to move in 1908, it was Ernest Wythes who provided the building. This was opened by the Ernest and Aline on July 8th of that year. A plaque to commemorate this can be seen in the Club today. He also supplied the land for the Women's Institute Hall in St John's Road, which is now the site of the Epping Hall.

He paid for the building of the tower at St John's Church, the foundation of which was laid by Aline in December 1907. He later provided the bells, all of which carry the initials EJW, and paid for the installation of electric lighting in the church. The Wythes' and their staff had their own pews in the church, the only pews ever installed there. They were at the front, and the Epping Church Act made provision that the pews should seat eight of the family and six servants. The pews are still there today, at the back of the nave. The family also had their own entrance door, which has since been sealed.

In May 1917 Copped Hall was gutted by fire, which started in a top floor bedroom. Only four firemen from Epping were available to attend, as the rest had been called up for military service. They were assisted by firemen from Loughton, Waltham Abbey, Chesunt and Warlies. It is thought that the fire was caused by the fusing of an electrical wire. As a





Top: Copped Hall Bottom: Wood House

result of the fire The Wythes' moved into Wood House, on the Copped Hall estate. Wood House was later the home of pop star Rod Stewart.

As the owner of Copped Hall Ernest Wythes was Lord of the Manor of Epping, and as such held the warrant for Epping market. The warrant was eventually purchased from the trustees of the Wythes estate by Epping Urban District Council in 1955.

Ernest Wythes died on December 13th 1949, and his funeral took place at St John's Church three days later. Aline died in October 27th 1951. Both are buried in the churchyard at Epping Upland, alongside Ernest's mother.

