

**MINUTES of the ORDINARY COUNCIL MEETING held in the Main Hall, Epping Hall, on Tuesday 14<sup>th</sup> October 2025 at 8pm.**

**PRESENT:**

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

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

**IN ATTENDANCE:** 1 member of the press was present

**214 APOLOGIES FOR ABSENCE**

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

**215 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.

**216 DISPENSATIONS**

There were no dispensations.

**217 PUBLIC PARTICIPATION - QUESTION TIME**

There were no public questions or comments.

**218 CONFIRMATION OF COUNCIL MINUTES**

It was **RESOLVED** that the minutes of the Ordinary Council Meeting held on 9<sup>th</sup> September 2025 be signed by the Mayor as a true record and adopted by the Council, subject to the following correction:

Minute 188: Cllr G Scruton was present at the meeting and presented the Accounts for Payment.

**219 MINUTES OF COMMITTEE MEETINGS**

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

|                                       |                                 |                       |
|---------------------------------------|---------------------------------|-----------------------|
| Planning & General Purposes Committee | 9 <sup>th</sup> September 2025  | <b>(Attachment B)</b> |
| Planning & General Purposes Committee | 23 <sup>rd</sup> September 2025 | <b>(Attachment C)</b> |

**220 COMMUNICATIONS TO NOTE/REQUIRING DECISION**

Cllr H Pegrum entered during this item.

**(i) Epping Neighbourhood Plan**

Council **NOTED** the Epping Neighbourhood Plan information, as per **Attachment D**.

**(ii) Epping Forest District Council crematoria consultation**

Council **NOTED** the information relating to Epping Forest District Council's crematoria consultation, as per **Attachment D1**.

**(iii) National Highways consultation**

Council considered the National Highways consultation information, as per **Attachment D2**.

It was **RESOLVED** that:

- (i) The Town Clerk would send a response on behalf of Epping Town Council expressing concern about Natural England not being consulted and concern over lack of mitigation measures.
- (ii) Members would send any other comments to the Town Clerk by Monday 20<sup>th</sup> October 2025 for submission.

**(iv) Mayor's Christmas Card competition 2025**

Council discussed the Mayor's Christmas Card competition 2025.

It was **RESOLVED** that:

- (i) Schools and nurseries should be contacted with a closing date for entries;
- (ii) At least two different schools/nurseries should be taking part to make the competition viable.

**(v) Remembrance events in Epping 2025**

Council **NOTED** the Remembrance events in Epping 2025, as per **Attachment D3**.

**221 TOWN MAYOR & DEPUTY TOWN MAYOR'S DUTIES**

The duties undertaken by the Town Mayor and Deputy Town Mayor since the Ordinary Council meeting on 9<sup>th</sup> September 2025 were **NOTED**, with the following additions:

|                   |                                 |                                 |
|-------------------|---------------------------------|---------------------------------|
| Town Mayor:       | Safer Epping meeting            | 22 <sup>nd</sup> September 2025 |
|                   | East Epping meeting             | 25 <sup>th</sup> September 2025 |
| Deputy Town Mayor | Epping peace walk               | 21 <sup>st</sup> September 2025 |
|                   | Ongoing meetings with residents |                                 |

**222 REPORTS FROM MEMBERS**

Reports from members were received on meetings or visits since the Ordinary Council meeting on 14<sup>th</sup> October 2025:

|                 |                                                                                                    |                                 |
|-----------------|----------------------------------------------------------------------------------------------------|---------------------------------|
| Cllr H Pegrum   | Epping & Theydon Trusts meeting                                                                    | 16 <sup>th</sup> September 2025 |
| Cllr N Avey     | Epping & Theydon Trusts meeting                                                                    | 16 <sup>th</sup> September 2025 |
|                 | Epping peace walk                                                                                  | 21 <sup>st</sup> September 2025 |
| Cllr G Scruton  | Epping & Theydon Trusts meeting                                                                    | 16 <sup>th</sup> September 2025 |
|                 | Lecture on new Rental Act                                                                          |                                 |
| Cllr M Wright   | Blue plaque unveiling Church's Butchers                                                            | 26 <sup>th</sup> September 2025 |
| Cllr C Burgess  | EALC AGM                                                                                           | 25 <sup>th</sup> September 2025 |
| Cllr C McCredie | Epping peace walk                                                                                  | 21 <sup>st</sup> September 2025 |
|                 | Safer Epping meeting                                                                               | 22 <sup>nd</sup> September 2025 |
|                 | Local inspector Jon Maine present. Beneficial meeting. Lots of suggestions.                        |                                 |
|                 | Pigeon presentation East Epping                                                                    | 25 <sup>th</sup> September 2025 |
|                 | EALC AGM online.                                                                                   | 25 <sup>th</sup> September 2025 |
|                 | Blue plaque unveiling Church's Butchers                                                            | 26 <sup>th</sup> September 2025 |
|                 | Greenacres Burial Park open day                                                                    | 28 <sup>th</sup> September 2025 |
|                 | Chrysallis nursery & preschool visit                                                               | 4 <sup>th</sup> October 2025    |
|                 | Parking on grass verges meeting (Strutt & Parker/Lands Improvements) land near Dominos/Epping News | 7 <sup>th</sup> Oct 2025        |

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

The Town Clerk highlighted:

The progress on Epping Hall's office refurbishment, progress with the cabling/path works at Stonards Hill recreation ground and still waiting for Highways permissions for Christmas lights power.

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

**224 REPORT FROM EPPING FOREST DISTRICT COUNCILLORS AND COUNTY COUNCILLORS**

**Epping Forest District Council**

Cllr Janet Whitehouse:

Constitution working group. To make more easily readable. Town Planning arrangements.

Cllr R Sharif:

Communities. Scrutiny. Housing issues

**225 FINANCIAL REPORT TO 30TH SEPTEMBER 2025**

Council **CONSIDERED** the summary financial report for September 2025, presented by the 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.

## 226 ACCOUNTS FOR PAYMENT

Council's Key Member for Finance, Cllr G Scruton, presented the payment schedules for September 2025. Council is requested to **APPROVE** the payment of accounts for September 2025.

Payments total: **£78,103.43**. (Payments from Barclays total £75.75 (please note a transfer of £50,000 from Barclays to the Co-operative.) Payments from the Cooperative total £76,555.01. Please note: a transfer of £1600 from the Co-operative to the Co-operative online. Payments from the Co-operative Online total £1,472.67.)

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

## 227 ENERGY AND GAS CONTRACTS

Council **NOTED** the renewal information concerning the electricity and gas contracts, which will move to a 'collective purchasing' arrangement (rolling basis 2 years initially) after an initial fixed period of 9 months.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Audit and Accountability Act 1972, s111 & s133.

## 228 CEMETERY CHARGES

Council **CONSIDERED** the cemetery charges information, as per **Attachment I**.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Authorities' Cemeteries Order 1977;
- (ii) The Town Clerk could offer a discretionary rate for those having lived in Epping Parish for many years at the current time, until this had had a full review by members;
- (iii) A cemetery working party group would be established to look at the charges/tiers/qualifying criteria;
- (iv) Members of the working party would be: Cllr H Pegrum, Cllr G Scruton, Cllr N Avey, Cllr Janet Whitehouse.

## 229 REPRESENTATIVES ON OUTSIDE BODIES

Council **CONSIDERED** Cllr C McCredie replacing Cllr C Burgess as Epping Town Council's representative on the Epping Society.

It was **RESOLVED** that:

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

**230 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.

**231 STAFF CONTRACT**

Council **CONSIDERED** the staff contract and information, as per **Attachment K**.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government Act 1972, s112;
- (ii) This was **APPROVED**.

**232 BAKERS LANE PUBLIC TOILETS**

Council **CONSIDERED** the Bakers Lane public toilet information, as per **Attachments L & L1**.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Public Health Act 1936, s87;
- (ii) A meeting would be requested with the relevant portfolio holder at Epping Forest District Council to discuss ways forward;
- (iii) Cllr Janet Whitehouse would pursue this;
- (iv) Cllr R Sharif and Cllr G Scruton would assist with the meeting/discussions.

**CLOSURE**

The Town Mayor, Cllr Janet Whitehouse, closed the meeting at **9.36pm**.

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**Signature of Chairman**  
**Date**

**MINUTES of the PLANNING AND GENERAL PURPOSES COMMITTEE MEETING** held at Epping Hall, St. Johns Road, Epping on **Tuesday, 14th October 2025 at 7.15pm.**

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

**OFFICERS:** Jo-Ann Lewis (Planning, Market & Events Officer)

**IN ATTENDANCE:** One member of the press was present.  
The Town Clerk Beverley Rumsey was present.

**214 APOLOGIES FOR ABSENCE**

No apologies for absence were received.

**215 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**216 DISPENSATIONS**

There were no dispensations.

**217 CONFIRMATION OF MINUTES**

Committee **RESOLVED** that:

**the minutes of the meeting of the Planning & General Purposes Committee held on Tuesday, 23rd September 2025 be signed by the Chairman as a true record.**

**218 PUBLIC QUESTIONS OR COMMENTS**

There were no public questions or comments.

**219 NOTICES AND INFORMATION**

There were no notices and information.

**220 PLANNING APPLICATIONS**

|                                                        |                                                                     |                                                                                                                                                                                         |
|--------------------------------------------------------|---------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| EPF/1906/25                                            | 28, Station Road,<br>Epping, CM16 4HN<br>Chloe Bryant-Dunn          | Demolition of the existing conservatory and the construction of part single storey and part two storey extensions to the front and rear. Hip to gable loft conversion with rear dormer. |
| Committee have <b>NO OBJECTION</b> to this application |                                                                     |                                                                                                                                                                                         |
| EPF/1650/25                                            | 232-234 Simon<br>Campion Court,<br>High Street, Epping,<br>CM16 4AU | Change of use from E(a) Display or retail sale of goods to E(c)(ii) Professional Services and condenser units to rear elevation.                                                        |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                 |                                                                                                                                                                                                      |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | FMGH Ltd                                                                        |                                                                                                                                                                                                      |
| Committee have <b>NO OBJECTION</b> to this application                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                 |                                                                                                                                                                                                      |
| EPF/1938/25                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 232-234 Simon<br>Campion Court,<br>High Street, Epping,<br>CM16 4AU<br>FMGH Ltd | Advertisement consent for changes to<br>Shopfront (front and side) signage including<br>new lighting.                                                                                                |
| Committee have <b>NO OBJECTION</b> to this application                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                 |                                                                                                                                                                                                      |
| EPF/1998/25                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 108-110, High Street,<br>Epping, CM16 4AF<br>Mr Khawaja                         | Variation of Condition 2 Plan numbers of<br>EPF/0384/24 (Reversion of house into two<br>separate dwellings with small extension to<br>rear).                                                         |
| Committee have <b>NO OBJECTION</b> to this application provided the work is carried out under<br>the supervision of the conservation officer at EFDC.                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                 |                                                                                                                                                                                                      |
| EPF/1987/25                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 108-110, High Street,<br>Epping, CM16 4AF<br>Mr Khawaja                         | Grade II Listed building consent for alteration to<br>rear extension instead of single storey rear<br>extension approved under EPF/0384/24 and<br>EPF/0386/24.                                       |
| Committee have <b>NO OBJECTION</b> to this application provided the work is carried out under<br>the supervision of the conservation officer at EFDC.                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                 |                                                                                                                                                                                                      |
| EPF/1697/25                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Mill House Farm,<br>Theydon Road,<br>Epping, CM16 4DL<br>Mr M Phillips          | Demolition of the existing house and associated<br>outbuildings. Retention of existing front<br>elevation. Erection of replacement<br>dwellinghouse with associated<br>garage/outbuilding and works. |
| Committee have <b>NO OBJECTION</b> to this application                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                 |                                                                                                                                                                                                      |
| EPF/1942/25                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 287, High Street,<br>Epping, CM16 4DA<br>Capital Investment<br>Ventures Ltd     | Construction of a three-storey building to<br>accommodate 3 no. 2 bed residential units with<br>individual landscaped gardens and associated<br>works.                                               |
| Committee <b>OBJECT</b> to this application. This is an overdevelopment of the site, both in size<br>and height, which will result in a loss of amenity and privacy to the neighbouring<br>properties and businesses in the vicinity. The limiting narrow access to the site would<br>mean that traffic would be exiting and entering on to or from a busy high road, with an<br>increase of pedestrians adding to the impact and safety on busy market days. The need<br>for waste and delivery vehicles would also add to the traffic and put further unwanted<br>strain on the area. |                                                                                 |                                                                                                                                                                                                      |
| Relevant policies: EFDC Local Plan 2011-2033, Part One: Policy DM9 A (i) (ii) DM9 D (i) (ii),<br>DM9 I (i) (iii)                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                 |                                                                                                                                                                                                      |
| National Planning Policy Framework December 2024: 115 (B).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                 |                                                                                                                                                                                                      |
| EPF/1976/25                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 44, Buckingham<br>Road, Epping, CM16<br>5AG<br>Mr J Harrison                    | Variation of Condition 2 Plan numbers of<br>EPF/1739/19 (Single storey rear extension part<br>garage conversion).                                                                                    |
| Committee have <b>NO OBJECTION</b> to this application                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                 |                                                                                                                                                                                                      |
| EPF/1983/25                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 156, High Street,<br>Epping, CM16 4AQ<br>BCO Enterprises LTD                    | Advertisement consent for non-illuminated<br>fascia letters and hanging sign.                                                                                                                        |
| Committee have <b>NO OBJECTION</b> to this application                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                 |                                                                                                                                                                                                      |

|                                                                                                                                                           |                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| EPF/1833/25                                                                                                                                               | 1, Bower Vale,<br>Epping, CM16 7AS<br>Mr J Tilbury                                             | Single storey extension to rear and side elevation.                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Committee have <b>NO OBJECTION</b> to this application                                                                                                    |                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| EPF/1995/25                                                                                                                                               | Theydon Bower, Flat 1, Bower Hill, Epping, CM16 7AB<br>John Simmons<br>Property Management Ltd | TPO/EPF/01/23<br>T4: Cedar - Fell and replace, as specified.                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Committee <b>OBJECT</b> to this application as no tree report was supplied stating the reason for the felling.                                            |                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| EPF/1981/25                                                                                                                                               | Theydon Bower, Flat 1, Bower Hill, Epping, CM16 7AB<br>John Simmons<br>Property Management Ltd | TPO/EPF/01/23<br>T11: Maple - Crown lift by up to 5m from ground, as specified.<br>T34: Alder - Crown reduce by up to 2m, as specified.<br>T35, T36, T37, T48: Cherry - Crown lift by up to 3m from ground, as specified.<br>T38: Oak - Crown lift by up to 3m from ground, as specified.<br>T39, T40 & T41: Lime - Selective prune of overhanging branches by up to 3m, as specified.<br>Crown thin by up to 20%, as specified.<br>T47: Lime - Crown thin by up to 20%, as specified. |
| Committee have <b>NO OBJECTION</b> to this application provided the tree work is carried out under the supervision of the arboricultural officer at EFDC. |                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| EPF/1508/25                                                                                                                                               | Mill House Bakers Villas, Bakers Lane, Epping, CM16 5DQ<br>Bakers Benevolent Society           | TPO/EPF/32/00 (Ref: T8, T12, T13, T14)<br>T1: Willow - Crown reduce height and spread by up to 3m, as specified.<br>G2: Horse Chestnut - Crown reduce height and spread by up to 2.5m, as specified.                                                                                                                                                                                                                                                                                   |
| Committee have <b>NO OBJECTION</b> to this application provided the tree work is carried out under the supervision of the arboricultural officer at EFDC. |                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

## 221 OTHERS

|                                                        |                                                                                          |                                                                                                                                                                                                                                                                                             |
|--------------------------------------------------------|------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| EPF/1886/25                                            | Saint Albans Church Hall, Coopersale Common, Coopersale, Epping, CM16 7QT<br>AVA Capitol | Approval of Details Reserved by Conditions 3, 5 and 7 of EPF/1368/24 (Change of use from community use (Class F1) to one residential dwelling (Class C3), incorporating refurbishment works, plus removal of existing outbuilding and fencing and construction of single storey extension). |
| Committee have <b>NO OBJECTION</b> to this application |                                                                                          |                                                                                                                                                                                                                                                                                             |
| EPF/1663/25                                            | 36, Spring Cottage, Lindsey Street, Epping, CM16 6RE<br>Mr Robertson                     | Certificate of Lawful Development for a proposed side and rear extension.                                                                                                                                                                                                                   |
| Committee have <b>NO OBJECTION</b> to this application |                                                                                          |                                                                                                                                                                                                                                                                                             |

**222 CONSULTATION**

Planning Consultation - EPF/0863/25 - 30 Bridge Hill and Land to the Rear, Epping, CM16 4ER \*\* AMENDED RED LINE PLAN RECEIVED.\*\*

Committee have **NO FURTHER** comments to make.

**223 APPEALS**

|                                                                                                                        |                                        |                                                                                                                       |
|------------------------------------------------------------------------------------------------------------------------|----------------------------------------|-----------------------------------------------------------------------------------------------------------------------|
| AP-13549<br>EPF/0641/25                                                                                                | 21D, Ivy Chimneys,<br>Epping, CM16 4EL | Erection of one detached residential dwelling including parking, landscaping, drainage and associated infrastructure. |
| <b>Decision taken by P&amp;GP Committee - 13th May 2025</b><br>Committee have <b>NO OBJECTION</b> to this application. |                                        |                                                                                                                       |

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

**224 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 **7.50pm**.

**Signature of Chairman**

**Date**

**MINUTES** of the **PLANNING AND GENERAL PURPOSES COMMITTEE MEETING** held at Epping Hall,  
St. Johns Road, Epping on **Tuesday, 28<sup>th</sup> October 2025 at 7.15pm.**

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

**OFFICERS:** Jo-Ann Lewis (Planning, Market & Events Officer)

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

**225 APOLOGIES FOR ABSENCE**

No apologies for absence were received.

**226 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**227 DISPENSATIONS**

There were no dispensations.

**228 CONFIRMATION OF MINUTES**

Committee **RESOLVED** that:

**the minutes of the meeting of the Planning & General Purposes Committee held on Tuesday, 14th October 2025 be signed by the Chairman as a true record.**

**229 PUBLIC QUESTIONS OR COMMENTS**

There were no public questions or comments.

**230 NOTICES AND INFORMATION**

Committee have no comments to make.

**231 PLANNING APPLICATIONS**

|             |                                                                                                 |                                                                                                                                                                                     |
|-------------|-------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| EPF/2023/25 | The Gate House,<br>Coopersale<br>Common,<br>Coopersale, Epping,<br>CM16 7QT<br>Mr R Balasuriya. | Demolition of existing dwelling and outbuildings and the construction of two detached self-build residential dwellings together with car parking, landscaping and associated works. |
|-------------|-------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                             |                                                                                                                                                                                                    |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Committee <b>OBJECT</b> to this application. This is an overdevelopment of the site, both in size and height. This is not in keeping with the street scene and the nearby heritage assets of the location. The site sits within the historic curtilage of two grade II listed buildings with a third listed building opposite. The original building was of modest size in keeping with the visual hierarchy of the area, the proposed application would be overbearing and visually dominant in size and not in keeping with the historic setting. |                                                                                                             |                                                                                                                                                                                                    |
| <b>Relevant policies: EFDC Local Plan 2011-2033, Part One: Policy DM7, DM9 A (i) (ii) DM9 D (i) (ii), (iv) (vi) DM9 G</b>                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                             |                                                                                                                                                                                                    |
| <b>National Planning Policy Framework December 2024: paragraph 210 and 219</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                             |                                                                                                                                                                                                    |
| EPF/1828/25                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 20, Hemnall Street,<br>Epping, CM16 4LR<br>Claire Donoghue.                                                 | Internal and facade alterations.                                                                                                                                                                   |
| Committee have <b>NO OBJECTION</b> to this application.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                             |                                                                                                                                                                                                    |
| EPF/2008/25                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 5, Bridge Hill,<br>Epping, CM16 4ER<br>Mr S Harris.                                                         | Proposed part two storey rear extension and single storey front extension.                                                                                                                         |
| Committee have <b>NO OBJECTION</b> to this application.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                             |                                                                                                                                                                                                    |
| EPF/2013/25                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 32, Tower Road,<br>Epping, CM16 5EN<br>Mr Keith Kersey.                                                     | Erection of single storey wrap around extension.                                                                                                                                                   |
| Committee have <b>NO OBJECTION</b> to this application.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                             |                                                                                                                                                                                                    |
| EPF/2043/25                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | South Lodge,<br>Coopersale Street,<br>Epping, CM16 7QJ<br>Mr James<br>Chisenhale-Marsh.                     | Demolition of single storey lean-to, and replacement with single storey extension, replacement porch, removal of modern partition walls and external repairs.                                      |
| Committee have <b>NO OBJECTION</b> to this application provided the work is carried out under the supervision of the conservation officer at EFDC.                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                             |                                                                                                                                                                                                    |
| EPF/2045/25                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | South Lodge,<br>Coopersale Street,<br>Epping, CM16 7QJ<br>Mr James<br>Chisenhale-Marsh.                     | Grade II listed building consent for demolition of single storey lean-to, and replacement with single storey extension, replacement porch, removal of modern partition walls and external repairs. |
| Committee have <b>NO OBJECTION</b> to this application provided the work is carried out under the supervision of the conservation officer at EFDC.                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                             |                                                                                                                                                                                                    |
| EPF/1938/25                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 7 Simon Champion<br>Court 232-234 Simon<br>Champion Court,<br>High Street, Epping,<br>CM16 4AU<br>FMGH Ltd. | <b>** Amended Address**</b> Advertisement consent for changes to Shopfront (front and side) signage including new lighting.                                                                        |
| Committee have <b>NO OBJECTION</b> to this application provided the work is carried out under the supervision of the conservation officer at EFDC.                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                             |                                                                                                                                                                                                    |
| EPF/1650/25                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 7 Simon Champion<br>Court 232-234 Simon<br>Champion Court,<br>High Street, Epping,<br>CM16 4AU              | <b>** Amended Address **</b> Change of use from E(a) Display or retail sale of goods to E(c)(ii) Professional Services and condenser units to rear elevation.                                      |

|                                                                                                                                                    |                                                    |                                                                                                           |
|----------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|-----------------------------------------------------------------------------------------------------------|
|                                                                                                                                                    | FMGH Ltd.                                          |                                                                                                           |
| Committee have <b>NO OBJECTION</b> to this application provided the work is carried out under the supervision of the conservation officer at EFDC. |                                                    |                                                                                                           |
| EPF/2062/25                                                                                                                                        | 7, Egg Hall, Epping, CM16 6SA<br>Mr & Mrs H Bassi. | Two Storey Side Extension, Porch Reduction, Addition above porch, Replacing flat front roof with pitches. |
| Committee have <b>NO OBJECTION</b> to this application.                                                                                            |                                                    |                                                                                                           |

**232 OTHERS**

|                                            |                                                                                                              |                                                                                                                                                                                                                                                 |
|--------------------------------------------|--------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| EPF/2018/25                                | 67, Ivy Chimneys, Epping, CM16 4EP<br>David and Malgorzata Giles.                                            | Certificate of Lawful Development for proposed loft conversion with rear dormer and front roof lights.                                                                                                                                          |
| Committee have <b>NO COMMENTS</b> to make. |                                                                                                              |                                                                                                                                                                                                                                                 |
| EPF/2099/25                                | Garages to the rear of nos 13-43 Charles Street, Charles Street, Epping, CM16 7AU<br>R C T Construction Ltd. | Approval of Details Reserved by Condition 8 Hard and Soft Landscaping of EPF/3426/18 (Demolition of the existing garage buildings and the erection of 9 x 2 bedroom mews houses, with associated landscaping, parking, bike and refuse stores). |
| Committee have <b>NO COMMENTS</b> to make. |                                                                                                              |                                                                                                                                                                                                                                                 |

**233 APPEALS**

To consider the following Notices of Appeal as received from Epping Forest District Council since the date of the previous agenda and up until the date of this agenda.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                     |                                                                                                                           |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|
| AP-13553<br>EPF/1271/24                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 15A, Station Road, Epping, CM16 4HG<br>Deadloss Properties Limited. | Demolition of the existing attached office and erection of replacement building containing office space and 6 apartments. |
| <b>Decision taken by P&amp;GP Committee - 9th July 2024</b><br><br>Committee <b>STRONGLY OBJECT</b> to this application<br>Committee agree that this proposal is an overdevelopment of an existing office property with its width and height which seems higher than the neighbouring dwellings with a dominant angle proposed. Committee agree that this proposal poses a detrimental impact to this particular street scene which is not in keeping with the rest of the properties nearby with its design especially with the different building materials proposed. Committee agree that it would result in loss of amenities for neighbouring properties including loss of light and overlooking with three metres increase forward of the proposal on the existing building line footprint. Committee acknowledge the many neighbours' objections to this |                                                                     |                                                                                                                           |

application whose properties are located either side of the proposal and the road behind it. Committee heard from neighbours that there is a covenant made in 1897 which was questioned if the proposal is in line with this regarding development of the site. Committee also have concerns about the number of apartments proposed with a reduction from ten to seven vehicle spaces in addition to provision for the existing office space.

Relevant policies: Local Plan 2011-2033: DM9 A, F & J, DM10 A, H1A (ii) & (iii) NPPF 2023 para 124 (e), 128, 137

Committee will **RESUBMIT** the same comments.

|                         |                                                   |                                                                                                                     |
|-------------------------|---------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|
| AP-13562<br>EPF/1152/25 | 39, Amesbury Close,<br>Epping, CM16 4JA<br>Smith. | Two-storey plus loft extension<br>of existing two-storey building<br>to provide additional two<br>residential units |
|-------------------------|---------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|

**Decision taken by P&GP Committee - 8th July 2025**  
Committee have **NO OBJECTION** to this application

Committee have **NO COMMENTS** to make

## 234 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 **7.53pm**.

**Signature of Chairman**

**Date**

**MINUTES** of the **CORPORATE GOVERNANCE ADVISORY COMMITTEE** Held in the Main Hall, Epping Hall, St. John's Road, Epping on **Tuesday 28<sup>th</sup> October 2025 at 8pm.**

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

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

**235 APOLOGIES FOR ABSENCE**

There were no apologies for absence.

**236 DECLARATIONS OF INTEREST**

No declarations of interest were received.

**237 DISPENSATIONS**

There were no dispensations.

**238 PUBLIC PARTICIPATION – QUESTION TIME**

There were no public questions or comments.

**239 CONFIRMATION OF MINUTES**

It was **RESOLVED** that the minutes of the Corporate Governance Committee held on 25<sup>th</sup> February 2025 be signed by the Chairman as a true record.

**240 STATUS OF PREVIOUS RECOMMENDATIONS THAT REQUIRE ACTION**

Committee **NOTED** that there were no previous recommendations requiring action.

**241 CORPORATE GOVERNANCE DOCUMENT REVIEW**

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

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

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

Internal Audit Programme: **October (Dealt with under agenda item 9)**

Statement on Internal Control: **October 2024 (Dealt with under agenda item 11)**

Risk Management Statement: **October 2024 (Dealt with under agenda item 11)**

Insurance Inventory: February

Asset Register: February

Internal Risk Register: February

Staffing Terms and Conditions: **October & February**

**(Dealt with under agenda item 16)**

Standing Orders: February

Financial Regulations: **October (Dealt with under agenda item 13).**

**Please note:** this would normally be reviewed at the February Corporate Governance meeting, but there have been new Model Financial Regulations issued in May 2024.

Employee Handbook: **October (Dealt with under agenda item 15)**

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

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

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

At the Corporate Governance meeting on 25<sup>th</sup> February 2025 (Minute #420 of 2024/25), Committed RECOMMENDED that the review process should be changed (Minute #463 of 2024/25), with the Town Clerk bringing items for review at the frequency required legally or deemed necessary. The list of policies held would be shared at the Annual Council meeting each year. The revised policy document review schedule was shared as per **Attachment B**.

Committee **NOTED** the above information.

## 242 INTERNAL AUDIT

**Statutory Basis:** The Accounts and Audit Regulations 2015

Committee **NOTED** that the first work of the internal auditor for the 2025/26 was on 29<sup>th</sup> and 30<sup>th</sup> October 2025.

The internal audit report (first interim) would be brought to the Ordinary Council Meeting on 11<sup>th</sup> November 2025, once received.

It was **RESOLVED** that:

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

## 243 INTERNAL AUDIT PROGRAMME

**Statutory Basis:** The Accounts and Audit Regulations 2015

Members **NOTED** the internal auditing programme of works covering 2020-2025 was APPROVED at the Ordinary Council meeting on 12<sup>th</sup> November 2020 (Minute #299 of 2020/21. Council requested that Auditing Solutions Ltd change the particular auditor that covers Epping Town Council's work, halfway through this five-year programme (2022-23) and this was done at the end of the 2022/23 financial year. Committee **CONSIDERED** the new programme provided as per **Attachment C** (covering 2025-2030).

It was **RESOLVED** that:

- (i) This programme was **APPROVED** but Committee **NOTED** that the internal structure of the auditing company may change during this period and if so, the programme would need to be reconsidered;
- (ii) No further action was required at this time (or unless anything changes).

**244 EXTERNAL AUDIT**

**Statutory Basis:** The Accounts and Audit Regulations 2015

Members **NOTED** the externally audited Annual Return for 2024/25. The AGAR had previously been **NOTED** by Full Council at the Ordinary Council meeting on 9<sup>th</sup> September 2025 (Minute #189 of 2025/26).

The Town Clerk was pleased to report there were no qualifications or comments on the Annual Return (and therefore no matters needing attention).

**245 REVIEW OF STATEMENT ON INTERNAL CONTROL AND RISK MANAGEMENT STATEMENT**

**Statutory Basis:** The Accounts and Audit Regulations 2015

Committee **CONSIDERED** the revised statement on internal control and revised risk management statement (**Attachments E & F**).

It was **RESOLVED** that:

- (i) Both statements, with additions, should be **RECOMMENDED** for **APPROVAL** by Council.

**246 HALF-YEAR FINANCIAL SUMMARY POSITION**

**Statutory Basis:** The Accounts and Audit Regulations 2015

Committee **NOTED** the half-year summary financial position, as per **Attachment G**.

It was **RESOLVED** that:

- (i) The current low reserves budget position should be dealt with during the budget setting process for 2025/26.

**247 NEW FINANCIAL REGULATIONS: 2025**

**Statutory Basis:** The Accounts and Audit Regulations 2015

Committee considered the additions to the model Financial Regulations March 2025, as per **Attachments H & H1**.

It was **RESOLVED** that:

- (i) The additions/amendments to the Financial Regulations March 2025, as per **Attachments H & H1** should be **RECOMMENDED** to be made and thus form the new Financial Regulations for Epping Town Council (November 2025).

## 248 **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.

## 249 **EMPLOYEE HANDBOOK**

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

Committee **CONSIDERED** the current employee handbook (**Attachment I**) and the new employee handbook provided by Peninsula (**Attachment I1**). The Town Clerk advised that she was in discussion with Peninsula over the details and this was a working draft.

It was **RESOLVED** that:

- (i) The employee handbook with amendments should be **RECOMMENDED** for **APPROVAL** by Council as a working draft and the Town Clerk be **AUTHORISED** to finalise the Employee Handbook with Peninsula (and this would be shared with the Corporate Governance Advisory Committee when completed).

## 250 **STAFF TERMS & CONDITIONS/PAYSCALES**

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

Committee **NOTED** that Epping Town Council staff are governed by the terms of conditions set by the NJC (National Joint Council) (set by NALC and SLCC). The current spine points were included (~~**Attachment J**~~).

The staff pay award for 2025/26 was announced in July 2025, much earlier in the year than usual. This was backdated to 1<sup>st</sup> April 2025 as always. The equated to a 3.2% increase across all scale points, rather than a set figure.

It was **RESOLVED** that:

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

## 251 **STAFFING MATTERS**

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

Committee **CONSIDERED** and **NOTED** the staffing update as per **Attachment K**.

It was **RESOLVED** that:

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

The Chairman closed the meeting at **8.40pm**.

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

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**Signature of Chairman**

**Date**



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

363

**Site address**

Pellikaan Construction Ltd  
Site Cabin  
C/o Epping Leisure Centre  
Bakers Lane  
Epping, CM16 5DQ  
[epping@pellikaan.com](mailto:epping@pellikaan.com)

23 October 2025

Dear Sir or Madam,

Following on from our last newsletter, we wanted to take this opportunity to provide you with our final update on the Epping Leisure Centre project.

The construction of the new leisure centre is now reaching completion, with our team focusing on final quality checks, commissioning and finishing touches across the building. The new Epping Leisure Centre will offer a wide range of modern facilities, including a 25-metre swimming pool, learner pool, fitness gym, sports hall, squash courts and studios.

We are also delighted to share that following our final Considerate Constructors Scheme visit on 11 September, Pellikaan achieved a score of 45/45 (an 'Excellent' rating). Independent feedback was that the project continued to fully comply with the Scheme's Code, maintaining high standards of safety, quality and community consideration. We hope this has been reflected in your experience during the works.

It has been a privilege to deliver this exciting new facility for Epping, and we would like to thank residents for their patience and support throughout the construction period.

With regards to the opening date of the new Epping Leisure Centre, while the construction of the leisure centre itself is nearly complete, you will be aware of the highway works currently taking place on Bakers Lane. These works are outside Pellikaan's scope and are being delivered by Essex County Council Highways (Ringway Jacobs). Due to unforeseen complications on the highways scheme, Epping Forest District Council has confirmed that the opening of the new centre will now take place in January 2026.

For further updates and information about the opening, please visit the Council's dedicated project webpage: <https://www.eppingforestdc.gov.uk/leisure/new-epping-leisure-centre/>.

Once again, Pellikaan would like to thank you for your cooperation and understanding during the works. We hope you will enjoy the new Epping Leisure Centre in the new year, and we have greatly appreciated the opportunity to work within the Epping community.

Yours faithfully,

Pellikaan Construction Ltd

Project manager: Gary McStay via email at: [epping@pellikaan.com](mailto:epping@pellikaan.com) or by phone on 07715075923.



**TOWN MAYOR'S DUTIES/ENGAGEMENTS Cllr Janet Whitehouse  
14th October- 11th November 2025**

|                               |                                                                                                                                                          |
|-------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|
| 21 <sup>st</sup> October 2025 | Citizens Advice AGM                                                                                                                                      |
| 22 <sup>nd</sup> October 2025 | St Andrew's North Weald Piano and Music Concert                                                                                                          |
| 29 <sup>th</sup> October 2025 | Plans A - Spoke again the Mill Mound planning application                                                                                                |
| 30 <sup>th</sup> October 2025 | Epping-Eppingen Stammtisch                                                                                                                               |
| 30 <sup>th</sup> October 2025 | Essex Dementia Chairs Network meeting                                                                                                                    |
| 31 <sup>st</sup> October 2025 | Hosted two Alzheimer's Society Dementia Awareness sessions                                                                                               |
| 1 <sup>st</sup> November 2025 | Epping for Everyone Peace Walk                                                                                                                           |
| 1 <sup>st</sup> November 2025 | Sheerah Productions - Premier of 'Still I Rise'                                                                                                          |
| 2 <sup>nd</sup> November 2025 | Epping for Everyone - Raising of the banner on St John's Church                                                                                          |
| 5 <sup>th</sup> November 2025 | Historic Planning (at Epping Forest District Council                                                                                                     |
| 7 <sup>th</sup> November 2025 | Service at St John's Church for civilian casualties and HMS Sickle<br>Dedication for Garden of Remembrance at War Memorial<br>Service at Epping Cemetery |
| 9 <sup>th</sup> November 2025 | Laying wreath at St Albans, Coopersale<br>Wreath laying at the War Memorial<br>Civic Service at St John's Church                                         |

**DEPUTY TOWN MAYOR'S DUTIES/ENGAGEMENTS**

|                                |                                                       |
|--------------------------------|-------------------------------------------------------|
| 29 <sup>th</sup> October 2005  | Spoke at Planning re Mill Mound Fields                |
| October 2025                   | Meeting with residents re flags                       |
| 1 <sup>st</sup> November 2025  | Community Walk                                        |
| 3 <sup>rd</sup> November 2025  | Christmas Lights Meeting                              |
| 5 <sup>th</sup> November 2025  | Historic Planning (at Epping Forest District Council) |
| 9 <sup>th</sup> November 2025  | Remembrance Sunday                                    |
| 11 <sup>th</sup> November 2025 | Transport Meeting                                     |

**REPORT OF THE TOWN CLERK****1 EPPING NEIGHBOURHOOD PLAN UPDATE**

The 4-week consultation period for Epping's Neighbourhood Plan concluded on 3<sup>rd</sup> November 2025. Epping Forest District Council have received some consultation comments which will be collated and shared with Epping Town Council. Epping Town Council will have a chance to respond to the representations as was done previously and this will be undertaken by our Neighbourhood Planning expert Martin Small in conjunction with the Town Clerk and Cllr N Avey as Chairman of the Neighbourhood Planning Advisory Committee. The submitted comments and Epping Town Council's response will all be sent to the Planning Inspector by Epping Forest District Council and an outcome will be determined in due course; we are expecting promptly. Members will be kept informed of any updates/progress.

**2 EPPING HALL OFFICE REFURBISHMENT/MOVE**

The Epping Hall office refurbishment project is finally heading towards completion with a hopeful moving back into the offices date of Friday 21<sup>st</sup> November 2025. The new office space will provide better lighting, heating, air conditioning, emergency access and an improved working environment. Once complete and signed off by Building Control, the dividing doors in the main corridor of the building will be worked on as a second phase of the project, as they require more detailed fire risk assessment work which would hold up the return to the offices. Cllr H Pegrum, as Key Member for Epping Hall and Cllr G Scruton, as Key Member for Finance have assisted the Town Clerk with the delivery of the project.

**3 STONARDS PATH WIDENING**

Work has started on the cable laying and path widening works at Stonards Hill recreation ground and members will be kept advised of progress. We expect the work team to be on site until the end of December 2025 approximately.

**4 LITTLE FREE LIBRARY: EPPING MARKET GARDEN**

A little free library box has been purchased for the Market Garden as per Council's resolution and this will be installed by the grounds team and hopefully painted by Epping in Bloom. Its success will be monitored before consideration of additional boxes at other locations.

**5 EPPING HALL: SILVER BIRCH**

The silver birch at Epping Hall to mark Epping Town Council's 50<sup>th</sup> anniversary is ready to be planted. This will be undertaken in November (correct season) and members invited to attend.

**6 JACK SILLEY PAVILION: BUILDING MOVEMENT**

The Town Supervisor has noticed some fairly substantial building movement at the Jack Silley Pavilion. The Pavilion did experience some subsidence and associated works in 2018. This has been checked by Cllr H Pegrum as Key Member for the Jack Silley Pavilion and the Town Clerk is in the progress of reporting this to the insurance company for hopefully monitoring again. Movement has also been detected in the café side of the building this time.

**7 ASSET OF COMMUNITY VALUE: MILL MOUND FIELDS**

Epping Town Council have been advised by Epping Forest District Council that there is a delay with the determination of the Mill Mound Fields as Asset of Community Value application. The outcome will be reported once received.

05/11/2025

Epping Town Council 2025/2026

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14:30

Summary Income &amp; Expenditure by Budget Heading 05/11/2025

Month No: 7

Committee Report to 31st October 2025

|                                  | Actual Year<br>To Date | Current<br>Annual | Variance<br>Annual | Committed<br>Expenditure | Funds<br>Available | % Spent |
|----------------------------------|------------------------|-------------------|--------------------|--------------------------|--------------------|---------|
| <b><u>Full Council</u></b>       |                        |                   |                    |                          |                    |         |
| Income                           | 790,550                | 845,731           | 55,181             |                          |                    | 93.5%   |
| Expenditure                      | 579,275                | 775,015           | 195,740            | 0                        | 195,740            | 74.7%   |
| Net Income over Expenditure      | <u>211,275</u>         | <u>70,716</u>     | <u>(140,559)</u>   |                          |                    |         |
| plus Transfer from EMR           | 0                      | 0                 | 0                  |                          |                    |         |
| less Transfer to EMR             | 0                      | 0                 | 0                  |                          |                    |         |
| Movement to/(from) Gen Reserve   | <u>211,275</u>         | <u>70,716</u>     | <u>(140,559)</u>   |                          |                    |         |
| <b><u>Earmarked Reserves</u></b> |                        |                   |                    |                          |                    |         |
| 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            | 790,550                | 845,731           | 55,181             |                          |                    | 93.5%   |
| Expenditure                      | 579,275                | 775,015           | 195,740            | 0                        | 195,740            | 74.7%   |
| Net Income over Expenditure      | <u>211,275</u>         | <u>70,716</u>     | <u>(140,559)</u>   |                          |                    |         |
| plus Transfer from EMR           | 0                      | 0                 | 0                  |                          |                    |         |
| less Transfer to EMR             | 0                      | 0                 | 0                  |                          |                    |         |
| Movement to/(from) Gen Reserve   | <u>211,275</u>         | <u>70,716</u>     | <u>(140,559)</u>   |                          |                    |         |

|                                            | Actual Year<br>To Date | Current<br>Annual | Variance<br>Annual | Committed<br>Expenditure | Funds<br>Available | % Spent  | Transfer<br>to/from EMR |
|--------------------------------------------|------------------------|-------------------|--------------------|--------------------------|--------------------|----------|-------------------------|
| <u>100 Service &amp; Committee Support</u> |                        |                   |                    |                          |                    |          |                         |
| 1076 Precept                               | 645,791                | 645,791           | 0                  |                          |                    | 100.0%   |                         |
| 1090 Interest Received                     | 1,418                  | 1,800             | 382                |                          |                    | 78.8%    |                         |
| 1900 Other Receipts                        | 0                      | 500               | 500                |                          |                    | 0.0%     |                         |
| 4000 Salaries                              | (142,889)              | (215,000)         | 72,111             |                          | 72,111             | 66.5%    |                         |
| 4010 Insurance                             | (10,600)               | (10,600)          | 0                  |                          | 0                  | 100.0%   |                         |
| 4020 Equipment                             | (2,324)                | (1,000)           | (1,324)            |                          | (1,324)            | 232.4%   |                         |
| 4025 Consumables                           | (428)                  | (700)             | 272                |                          | 272                | 61.2%    |                         |
| 4030 Postage                               | (421)                  | (800)             | 379                |                          | 379                | 52.7%    |                         |
| 4035 Printing & Photocopying               | (1,083)                | (1,800)           | 717                |                          | 717                | 60.2%    |                         |
| 4040 Professional Fees                     | (11,991)               | (10,000)          | (1,991)            |                          | (1,991)            | 119.9%   |                         |
| 4045 Subscriptions & Licences              | (9,464)                | (13,000)          | 3,536              |                          | 3,536              | 72.8%    |                         |
| 4050 Telephone & IT Services               | (10,967)               | (9,000)           | (1,967)            |                          | (1,967)            | 121.9%   |                         |
| 4060 Training - Staff                      | (1,172)                | (2,000)           | 828                |                          | 828                | 58.6%    |                         |
| 4065 Training - Members                    | (125)                  | (600)             | 475                |                          | 475                | 20.8%    |                         |
| 4070 Travel & Subsistence - Staff          | (393)                  | (500)             | 107                |                          | 107                | 78.7%    |                         |
| 4075 Travel & Subsistence - Members        | 0                      | (600)             | 600                |                          | 600                | 0.0%     |                         |
| 4080 Mayor's Allowance                     | (63)                   | (1,000)           | 937                |                          | 937                | 6.3%     |                         |
| 4090 Bank Charges                          | (60)                   | (110)             | 51                 |                          | 51                 | 54.1%    |                         |
| 4095 Miscellaneous Expenditure             | (2,622)                | (1,000)           | (1,622)            |                          | (1,622)            | 262.2%   |                         |
| 4100 Bad Debt & Write Offs                 | (0)                    | (100)             | 100                |                          | 100                | 0.0%     |                         |
| <u>110 Neighbourhood Planning</u>          |                        |                   |                    |                          |                    |          |                         |
| 4370 N Planning Guidance                   | 1,233                  | (1,000)           | 2,233              |                          | 2,233              | (123.3%) |                         |
| <u>120 Grants</u>                          |                        |                   |                    |                          |                    |          |                         |
| 4145 Grants - Other Powers                 | 0                      | (2,000)           | 2,000              |                          | 2,000              | 0.0%     |                         |
| <u>140 Events &amp; Publications</u>       |                        |                   |                    |                          |                    |          |                         |
| 1200 Town Show Income                      | 6,023                  | 4,500             | (1,523)            |                          |                    | 133.8%   |                         |
| 1210 Christmas Market Income               | (50)                   | 4,500             | 4,550              |                          |                    | (1.1%)   |                         |
| 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          | (328)                  | (4,500)           | 4,172              |                          | 4,172              | 7.3%     |                         |
| 4180 Christmas Lights Expenditure          | (12,443)               | (15,000)          | 2,558              |                          | 2,558              | 83.0%    |                         |
| 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                  | (1,154)                | (2,500)           | 1,346              |                          | 1,346              | 46.2%    |                         |
| 4225 Other Council Publications            | (550)                  | (1,320)           | 770                |                          | 770                | 41.7%    |                         |

|                                 | Actual Year<br>To Date | Current<br>Annual | Variance<br>Annual | Committed<br>Expenditure | Funds<br>Available | % Spent | Transfer<br>to/from EMR |
|---------------------------------|------------------------|-------------------|--------------------|--------------------------|--------------------|---------|-------------------------|
| <u>160 Epping Hall</u>          |                        |                   |                    |                          |                    |         |                         |
| 1300 Lettings Rents & Licences  | 22,933                 | 48,000            | 25,067             |                          |                    | 47.8%   |                         |
| 4010 Insurance                  | (8,942)                | (8,000)           | (942)              |                          | (942)              | 111.8%  |                         |
| 4020 Equipment                  | (531)                  | (1,500)           | 969                |                          | 969                | 35.4%   |                         |
| 4025 Consumables                | (688)                  | (1,500)           | 812                |                          | 812                | 45.9%   |                         |
| 4085 PWLB Loan Repayments       | (16,164)               | (16,164)          | (0)                |                          | (0)                | 100.0%  |                         |
| 4095 Miscellaneous Expenditure  | (37,019)               | 0                 | (37,019)           |                          | (37,019)           | 0.0%    |                         |
| 4250 Business Rates             | (10,978)               | (12,000)          | 1,022              |                          | 1,022              | 91.5%   |                         |
| 4255 Utilities                  | (7,849)                | (15,000)          | 7,151              |                          | 7,151              | 52.3%   |                         |
| 4260 Repairs & Maintenance      | (10,117)               | (15,000)          | 4,883              |                          | 4,883              | 67.4%   |                         |
| <u>180 Jack Silley Pavilion</u> |                        |                   |                    |                          |                    |         |                         |
| 1055 Utility Recharges          | 999                    | 0                 | (999)              |                          |                    | 0.0%    |                         |
| 1300 Lettings Rents & Licences  | 15,229                 | 31,000            | 15,771             |                          |                    | 49.1%   |                         |
| 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%   |                         |
| 4250 Business Rates             | (4,840)                | (4,800)           | (40)               |                          | (40)               | 100.8%  |                         |
| 4255 Utilities                  | (7,677)                | (12,500)          | 4,823              |                          | 4,823              | 61.4%   |                         |
| 4260 Repairs & Maintenance      | (2,182)                | (6,000)           | 3,818              |                          | 3,818              | 36.4%   |                         |
| <u>200 Epping Market</u>        |                        |                   |                    |                          |                    |         |                         |
| 1300 Lettings Rents & Licences  | 15,593                 | 33,500            | 17,907             |                          |                    | 46.5%   |                         |
| 1310 Market casuals             | 7,629                  | 10,500            | 2,871              |                          |                    | 72.7%   |                         |
| 4007 Advertising & promotion    | 0                      | (500)             | 500                |                          | 500                | 0.0%    |                         |
| 4010 Insurance                  | (760)                  | (760)             | 0                  |                          | 0                  | 100.0%  |                         |
| 4020 Equipment                  | (1,553)                | (1,000)           | (553)              |                          | (553)              | 155.3%  |                         |
| 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          | (13,706)               | (24,500)          | 10,794             |                          | 10,794             | 55.9%   |                         |
| <u>220 Epping Cemetery</u>      |                        |                   |                    |                          |                    |         |                         |
| 1500 Burials & Memorials        | 22,270                 | 30,000            | 7,730              |                          |                    | 74.2%   |                         |
| 4010 Insurance                  | (960)                  | (960)             | 0                  |                          | 0                  | 100.0%  |                         |
| 4020 Equipment                  | (440)                  | (500)             | 60                 |                          | 60                 | 87.9%   |                         |
| 4025 Consumables                | (15)                   | 0                 | (15)               |                          | (15)               | 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%  |                         |

|                                             | Actual Year<br>To Date | Current<br>Annual | Variance<br>Annual | Committed<br>Expenditure | Funds<br>Available | % Spent | Transfer<br>to/from EMR |
|---------------------------------------------|------------------------|-------------------|--------------------|--------------------------|--------------------|---------|-------------------------|
| <u>240 Parks &amp; Building Maintenance</u> |                        |                   |                    |                          |                    |         |                         |
| 1300 Lettings Rents & Licences              | 6,918                  | 6,000             | (918)              |                          |                    | 115.3%  |                         |
| 1320 Tennis Court income                    | 1,244                  | 1,800             | 556                |                          |                    | 69.1%   |                         |
| 1600 Town Greens                            | 1,045                  | 2,400             | 1,355              |                          |                    | 43.5%   |                         |
| 1900 Other Receipts                         | 15,198                 | 0                 | (15,198)           |                          |                    | 0.0%    |                         |
| 4000 Salaries                               | (155,325)              | (245,000)         | 89,675             |                          | 89,675             | 63.4%   |                         |
| 4010 Insurance                              | (3,550)                | (3,550)           | 0                  |                          | 0                  | 100.0%  |                         |
| 4020 Equipment                              | (5,199)                | (8,000)           | 2,801              |                          | 2,801              | 65.0%   |                         |
| 4025 Consumables                            | (443)                  | (1,000)           | 557                |                          | 557                | 44.3%   |                         |
| 4095 Miscellaneous Expenditure              | (2,983)                | 0                 | (2,983)            |                          | (2,983)            | 0.0%    |                         |
| 4255 Utilities                              | (2,205)                | (6,000)           | 3,795              |                          | 3,795              | 36.8%   |                         |
| 4260 Repairs & Maintenance                  | (21,430)               | (25,000)          | 3,570              |                          | 3,570              | 85.7%   |                         |
| 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                          | (981)                  | (1,000)           | 19                 |                          | 19                 | 98.1%   |                         |
| 4310 Vehicles                               | (910)                  | (2,000)           | 1,090              |                          | 1,090              | 45.5%   |                         |
| 4360 Fuel                                   | (2,783)                | (4,500)           | 1,717              |                          | 1,717              | 61.8%   |                         |
| <u>260 Public Convenience</u>               |                        |                   |                    |                          |                    |         |                         |
| 1055 Utility Recharges                      | 17,487                 | 10,000            | (7,487)            |                          |                    | 174.9%  |                         |
| 4020 Equipment                              | (16)                   | (100)             | 84                 |                          | 84                 | 16.3%   |                         |
| 4025 Consumables                            | (90)                   | (1,000)           | 910                |                          | 910                | 9.0%    |                         |
| 4255 Utilities                              | (11,198)               | (10,000)          | (1,198)            |                          | (1,198)            | 112.0%  |                         |
| 4260 Repairs & Maintenance                  | (713)                  | (2,000)           | 1,287              |                          | 1,287              | 35.7%   |                         |
| 4265 Public Toilet Cleaning                 | (390)                  | (6,000)           | 5,610              |                          | 5,610              | 6.5%    |                         |
| <u>280 Allotments</u>                       |                        |                   |                    |                          |                    |         |                         |
| 1300 Lettings Rents & Licences              | 4,417                  | 4,440             | 23                 |                          |                    | 99.5%   |                         |
| 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                              | (129)                  | (400)             | 271                |                          | 271                | 32.4%   |                         |
| 4260 Repairs & Maintenance                  | 0                      | (500)             | 500                |                          | 500                | 0.0%    |                         |
| <u>300 Street Furniture</u>                 |                        |                   |                    |                          |                    |         |                         |
| 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                  | (628)                  | (2,000)           | 1,372              |                          | 1,372              | 31.4%   |                         |
| <u>320 War Memorial</u>                     |                        |                   |                    |                          |                    |         |                         |
| 4260 Repairs & Maintenance                  | 0                      | (100)             | 100                |                          | 100                | 0.0%    |                         |

## Detailed Income &amp; Expenditure by Budget Heading 05/11/2025

Month No: 7

## Cost Centre Report

|                                       | Actual Year<br>To Date | Current<br>Annual | Variance<br>Annual | Committed<br>Expenditure | Funds<br>Available | % Spent | Transfer<br>to/from EMR |
|---------------------------------------|------------------------|-------------------|--------------------|--------------------------|--------------------|---------|-------------------------|
| <u>340 Council as Landlord</u>        |                        |                   |                    |                          |                    |         |                         |
| 1300 Lettings Rents & Licences        | 3,106                  | 6,000             | 2,894              |                          |                    | 51.8%   |                         |
| 1900 Other Receipts                   | 3,300                  | 5,000             | 1,700              |                          |                    | 66.0%   |                         |
| 4260 Repairs & Maintenance            | (270)                  | (1,500)           | 1,230              |                          | 1,230              | 18.0%   |                         |
| <u>360 Council as Tenant</u>          |                        |                   |                    |                          |                    |         |                         |
| 4400 Letting Rents & Licence Costs    | 0                      | (151)             | 151                |                          | 151                | 0.0%    |                         |
| Grand Totals:- Income                 | 790,550                | 845,731           | 55,181             |                          |                    | 93.5%   |                         |
| Expenditure                           | 579,275                | 775,015           | 195,740            | 0                        | 195,740            | 74.7%   |                         |
| <b>Net Income over Expenditure</b>    | <u>211,275</u>         | <u>70,716</u>     | <u>(140,559)</u>   |                          |                    |         |                         |
| <b>Movement to/(from) Gen Reserve</b> | <u>211,275</u>         | <u>70,716</u>     | <u>(140,559)</u>   |                          |                    |         |                         |

Date: 05/11/2025

## Epping Town Council 2025/2026

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## Barclays No 1 Account

## List of Payments made between 01/10/2025 and 31/10/2025

| <u>Date Paid</u> | <u>Payee Name</u>         | <u>Reference</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u>     |
|------------------|---------------------------|------------------|--------------------|-----------------------|-------------------------------|
| 06/10/2025       | Barclays Bank plc         | DEBIT            | 8.50               |                       | Commission charge 13Aug/14Sep |
| 14/10/2025       | Co-operative Bank current | Transfer         | 10,000.00          |                       | Transfer *                    |
| 14/10/2025       | Barclays Business Saver   | Transfer         | 70,000.00          |                       | Transfer *                    |
| 14/10/2025       | Co-operative Bank current | Transfer         | 50,000.00          |                       | Transfer *                    |
| 21/10/2025       | EE                        | DD14             | 67.25              |                       | Town Supervisor phone         |
| 29/10/2025       | Co-operative Bank current | Transfer         | 30,000.00          |                       | Transfer *                    |
| Total Payments   |                           |                  | 160,075.75         |                       |                               |

## List of Payments made between 01/10/2025 and 31/10/2025

| <u>Date Paid</u> | <u>Payee Name</u>              | <u>Reference</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u>                                                                      |
|------------------|--------------------------------|------------------|--------------------|-----------------------|------------------------------------------------------------------------------------------------|
| 01/10/2025       | Epping Forest District Council | DD01             | 484.00             |                       | NDR 1/4/25 to 1/4/26                                                                           |
| 01/10/2025       | Yu Energy Retail Limited       | BACS             | 1,028.59           |                       | Electric EH Sept 25                                                                            |
| 08/10/2025       | HMRC                           | BACS             | 4,888.14           |                       | NI & PAYE conts Aug                                                                            |
| 10/10/2025       | Epping Forest District Council | DD03             | 245.00             |                       | NDR 1/4/25 to 1/4/26                                                                           |
| 10/10/2025       | Epping Forest District Council | DD04             | 499.00             |                       | NDR 1/4/25 to 1/4/26                                                                           |
| 10/10/2025       | Epping Forest District Council | DD05             | 1,098.00           |                       | NDR 1/4/25 to 1/4/26                                                                           |
| 13/10/2025       | Corona Energy                  | DD06             | 1,245.01           |                       | Electric Sept 25                                                                               |
| 14/10/2025       | AM Air Conditioning (UK) Limit | BAC1410/01       | 13,140.00          |                       | 4 air conditioning units                                                                       |
| 14/10/2025       | Aylesford Electrical Contracto | BAC1410/02       | 2,520.00           |                       | Testing brackets                                                                               |
| 14/10/2025       | Chubb Fire & Security Ltd      | BAC1410/03       | 484.74             |                       | Moving intruder alarm                                                                          |
| 14/10/2025       | CIA Fire & Security Ltd        | BAC1410/04       | 318.00             |                       | Electric gate repairs                                                                          |
| 14/10/2025       | M A Eckton                     | BAC1410/05       | 8,400.00           |                       | Office refurb labour+materials                                                                 |
| 14/10/2025       | PJE Locksmiths and Carpenters  | BAC1410/06       | 85.00              |                       | Gain entry and change lock                                                                     |
| 14/10/2025       | Fleet (Line Markers) Ltd       | BAC1410/07       | 199.81             |                       | Batteries and chargers                                                                         |
| 14/10/2025       | GLS Educational Supplies       | BAC1410/08       | 52.99              |                       | Marker + paper                                                                                 |
| 14/10/2025       | G T F Treecare Ltd             | BAC1410/09       | 432.00             |                       | Cut back oak tree                                                                              |
| 14/10/2025       | Inkpen Downie Architecture & D | BAC1410/10       | 357.00             |                       | Building reg drawings changes                                                                  |
| 14/10/2025       | Mr David Jackman               | BAC1410/11       | 220.00             |                       | Media servie Jul-Aug 25                                                                        |
| 14/10/2025       | J L Gregg                      | BAC1410/12       | 400.00             |                       | Town signs maintenance                                                                         |
| 14/10/2025       | Kent County Council            | BAC1410/13       | 286.67             |                       | Printer rental Nov-Jan                                                                         |
| 14/10/2025       | NPower Commercial Gas          | BAC1410/14       | 22.05              |                       | Floodlights Sept 25                                                                            |
| 14/10/2025       | PPL PRS Ltd                    | BAC1410/15       | 281.21             |                       | PPL PRS fee                                                                                    |
| 14/10/2025       | P W May Contracting Limited    | BAC1410/16       | 1,440.00           |                       | Flail collecting Lovelocks                                                                     |
| 14/10/2025       | RAD Group                      | BAC1410/17       | 586.56             |                       | IT support Oct 25                                                                              |
| 14/10/2025       | SMB Canopies                   | BAC1410/18       | 720.00             |                       | 6 canopies                                                                                     |
| 14/10/2025       | Spaldings Limited              | BAC1410/19       | 141.01             |                       | Plugs+service kits                                                                             |
| 14/10/2025       | Mr D R Whitbread               | BAC1410/20       | 88.00              |                       | Clean EH windows+bus stops                                                                     |
| 14/10/2025       | Nest Pension                   | BAC1410/21       | 465.04             |                       | Pension conts                                                                                  |
| 14/10/2025       | Essex Pension Fund             | BAC1410/22       | 3,613.83           |                       | Pension conts Sept 25                                                                          |
| 14/10/2025       | HMRC                           | BAC1410/23       | 8,748.04           |                       | NI+PAYE conts Sept 25                                                                          |
| 14/10/2025       | Salary transfer                | BACS             | 25,250.94          |                       | Salary payment                                                                                 |
| 14/10/2025       | D W Erections                  | DD07             | 1,958.00           |                       | Market supervision Oct                                                                         |
| 14/10/2025       | Salary payments                | BACS             | 389.56             |                       | Salary transfers                                                                               |
| 14/10/2025       | Fillet Line Markers            | BAC1410/07       | -0.20              |                       | Bank adjustment                                                                                |
| 15/10/2025       | Co-operative Online Account    | Transfer         | 250.00             |                       | Transfer  |
| 15/10/2025       | British Gas Services Ltd       | DD08             | 128.91             |                       | Purchase Ledger Payment                                                                        |
| 15/10/2025       | Peninsula                      | DD09             | 519.37             |                       | HR & H+S support                                                                               |
| 16/10/2025       | Co-operative Online Account    | Transfer         | 500.00             |                       | Transfer  |
| 16/10/2025       | EDF Energy                     | DD11             | 653.24             |                       | Electric Sept 25                                                                               |
| 16/10/2025       | Sage (UK) Ltd                  | DD10             | 2,404.80           |                       | Sage payroll subscription                                                                      |
| 20/10/2025       | Everflow                       | DD12             | 348.79             |                       | Water 10.11-9.12.25                                                                            |
| 27/10/2025       | Diesellink Services            | DD13             | 114.05             |                       | Unleaded fuel                                                                                  |
| 28/10/2025       | Essex Association of Local Cou | BAC2810/01       | 240.00             |                       | Playground inspection course                                                                   |
| 28/10/2025       | EPC Mechanical                 | BAC2810/02       | 1,485.07           |                       | Repair faulty light EH                                                                         |
| 28/10/2025       | Expert Access Solutions Ltd    | BAC2810/03       | 288.00             |                       | EH front doors call out                                                                        |
| 28/10/2025       | Kent County Council            | BAC2810/04       | 206.94             |                       | Gas Sept 25                                                                                    |
| 28/10/2025       | Mobile Account Solutions (Hold | BAC2810/05       | 457.02             |                       | Phone system                                                                                   |

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Co-operative Bank current

## List of Payments made between 01/10/2025 and 31/10/2025

| <u>Date Paid</u> | <u>Payee Name</u>    | <u>Reference</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u> |
|------------------|----------------------|------------------|--------------------|-----------------------|---------------------------|
| 28/10/2025       | SLCC Enterprises Ltd | BAC2810/06       | 420.00             |                       | BR membership fee         |
| 29/10/2025       | HMRC                 | BACS             | 1,485.07           |                       | PAYE/NIC                  |
| 29/10/2025       | HMRC                 | XBACSX           | 1,485.07           |                       | Cancel payment            |
| 29/10/2025       | HMRC                 | BACS             | 1,478.46           |                       | NIC/PAYE                  |
| Total Payments   |                      |                  | 89,582.64          |                       |                           |

## List of Payments made between 01/10/2025 and 31/10/2025

| <u>Date Paid</u> | <u>Payee Name</u>  | <u>Reference</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u>     |
|------------------|--------------------|------------------|--------------------|-----------------------|-------------------------------|
| 02/10/2025       | Vistaprint         | 51               | 96.72              |                       | Ladies/gents stickers toilets |
| 09/10/2025       | Zoom Communication | 52               | 16.79              |                       | Inv 325058235                 |
| 16/10/2025       | DVLA               | 53               | 345.00             |                       | Road vehicle licence WX69     |
| 22/10/2025       | Amazon Business    | 54               | 36.06              |                       | Wrist rests/mouse mats        |
| 24/10/2025       | HP Instant Ink     | 55               | 6.49               |                       | Ink subscription Oct          |
| Total Payments   |                    |                  | 501.06             |                       |                               |

Date : 05/11/2025

Epping Town Council 2025/2026

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Trial Balance for Month No: 7

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       |               |                    | 35,190.71    |               |
| 205                    | Barclays Business Saver     |               |                    | 310,091.31   |               |
| 215                    | Co-operative Bank current   |               |                    | 45,022.29    |               |
| 220                    | Co-operative Online Account |               |                    | 634.17       |               |
| 225                    | Nationwide Business Bond    |               |                    | 114,408.56   |               |
| 230                    | Petty Cash                  |               |                    | 200.90       |               |
| Trial Balance Totals : |                             |               |                    | 505,547.94   | 0.00          |
| Difference             |                             |               |                    | 505,547.94   |               |

## ATTACHMENT K

### Epping Town Council Budget overview position

**Beverley Rumsey, Town Clerk & Responsible Financial Officer: October 2025**

- We are six months into the financial year, so would begin expecting the budget to show **50%** of income and expenditure. Most cost centres are currently performing as expected.
- Epping Town Council have performed fairly well against the income and expenditure budget approved in January 2025. Council's income and expenditure is approximately £800,000 per annum, therefore the budget can only be a very educated estimate, as it is subject to much potential variance.
- During Council's 2-3 months budgeting process, there is considerable 'tweaking' of the cost centres to provide as accurate budget as possible. We generally produce a budget that is very accurate (except for any very unforeseen circumstances).
- Precept increases are vital to be able to provide essential services and functions, whilst keeping in line with our own increasing costs and inflation in part. Council wait for the crucial tax base figure from Epping Forest District Council, which arrives in November/December each year, to be able to begin the more accurate budget setting process.
- Funds transfers to the Asset and Capital Funds have been frozen for several years. Once able to, Epping Town Council should aim to reinstate these transfers (this will be provided in detail during the budget setting process from November/December 2025).
- Once the tax base figure is known and the Town Clerk/RFO has created the first draft budget, a Budget Working Party meeting will be arranged to work on more details and projections, particularly as the PWLB loans on Epping Hall have ended in the 2025/26 financial year, reserves need to be augmented and future priorities have been identified by the Action Plan working party.
- The Town Clerk/RFO has identified no cause for concern at the current time.
- The Town Clerk/RFO reemphasises that Council's general reserves are lower than desired and this must be tackled through the budget setting process.
- Council have stated that they would like to be able to fund future playground refurbishments and a separate earmarked reserve may be set up for these.
- The Action Plan working party have discussed whether Talk About Epping should return to a printed and distributed format. This will be built into the forthcoming budget preparations for discussion.

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# **Epping Town Council**

*Internal Audit 2025-26 (1<sup>st</sup> Interim Report)*

**31<sup>st</sup> October 2025**

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*Stephen Christopher*

*for Auditing Solutions Ltd*

## **Background and Scope**

Town and parish councils are required by statute to make arrangements for an independent internal audit examination of their accounting records and system of internal control, and for the conclusions to be reported each year in the Annual Governance and Accountability Return (the AGAR). Auditing Solutions Ltd has been appointed to undertake this function on behalf of Epping Town Council for the 2025-26 financial year.

This report sets out the results of our first interim audit for the year, which was undertaken on 29<sup>th</sup> and 30<sup>th</sup> October 2025. We wish to thank the Town Clerk and her colleagues for their assistance in enabling us to complete our audit work.

## **Internal Audit Approach**

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

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

## **Overall Conclusion**

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

In the detailed report below, we explain the objectives of each area of our audit, summarising the work undertaken and our findings. We are pleased to report that there were no matters arising that required a formal comment or recommendation. We ask that Members consider the content of this report.

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# Detailed Report

## Accounting records & Banking arrangements

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

The Council continues to maintain its accounting records using the Rialtas ‘Omega’ software, which is generally acknowledged as one of the market leaders for this tier of local government. Rialtas staff provide assistance to the Council with the year-end accounts closure.

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

In the course of our first interim audit, we confirmed the following:

- The opening trial balance on Omega for 2025-26 agreed to the closing balances in the 2024-25 AGAR.
- The financial ledgers remained “in balance” as at 30<sup>th</sup> September 2025 (the latest completed month’s accounts at the time of our audit visit).
- The accounting code structure is appropriate for the Council’s budget reporting and control requirements.
- For two sample months (May and September 2025), the detailed accounting entries in the Omega cash books for the two current accounts and the online account reconciled fully to the supporting bank statements.
- The detailed transactions for the year to date on the other bank accounts reconciled fully to the supporting bank statements.
- From review of the bank reconciliations for all of the accounts, as at 30<sup>th</sup> September 2025, there were no long-standing un-cleared items or anomalous entries.
- The bank reconciliations continue to be reviewed on a regular basis by the nominated Councillor.
- Back-ups of the Council’s IT systems are made to the Cloud by the IT support providers, RAD Group, who were appointed at the Council meeting on 14<sup>th</sup> May 2024. The Town Clerk’s computer is also backed up daily on a USB.

We note that the External Auditors completed their work on the Council’s 2024-25 AGAR and issued a clean audit certificate on 1<sup>st</sup> August 2025, with no matters arising. The outcome of the audit was reported to the Council on 9<sup>th</sup> September 2025, with the details published on the website in accordance with regulatory requirements.

### **Conclusion**

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

## Corporate Governance

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

During the course of our first interim audit, we confirmed the following:

- Our review of the agendas and minutes of the meetings of the Council and its committees held during the year to date did not identify any issues that we consider might have an adverse effect, through litigation or other causes, on the Council's future financial stability;
- The Standing Orders and Financial Regulations continue to be kept under regular review, with both documents formally re-approved at the Council meeting on 12<sup>th</sup> March 2025. Following revised guidance from NALC, revisions to the Financial Regulations were considered by the Corporate Governance Advisory Committee on 28<sup>th</sup> October 2025, with a recommendation for approval by the Council on 11<sup>th</sup> November 2025.
- A wide range of other policies and procedures are in place and these are also reviewed annually by the Corporate Governance Advisory Committee, before formal adoption by the Council.
- During the summer of 2025, the Council provided the proper opportunity for the exercise of public rights in relation to the 2024-25 accounts, in accordance with the requirements of the Accounts and Audit Regulations.
- The Council is aware of its responsibilities in relation to digital and data compliance and is currently considering the steps required to ensure that it can provide a positive response to the new 'Assertion 10' included in the Annual Governance Statement of the 2025-26 AGAR. We understand that this will include consideration of whether Members should use dedicated Epping Town Council Email addresses for all correspondence.

### **Conclusion**

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

## Expenditure and VAT

Our objective in this area is to ensure that:

- Council resources are released in accordance with approved procedures and budgets;
- Payments are supported by appropriate documentation, either in the form of an original trade invoice or other appropriate form of document confirming the payment as due and/or an acknowledgement of receipt, where no other form of invoice is available;
- Any discounts due on goods and services supplied are identified and appropriate action taken to secure the discount;

- An official ordering process is in place and operated for appropriate purchases, acknowledging that a range of goods and services are provided under contractual requirements (e.g., electricity supply) or legislation (e.g., non-domestic rates);
- The correct expense codes have been applied to invoices when processed, and
- VAT has been appropriately identified and coded to the VAT control account for periodic recovery.

We have commenced our review of the procedures in place in this area, selecting a sample of payments for examination to check that they were made in accordance with the approved working practices and complied with the above criteria. Our testing sample for the year to date covered all individual payments over £2,500, together with a more random sample of every 35<sup>th</sup> cashbook expenditure transaction irrespective of value. The gross value of the payments examined totalled £178,662. We confirmed that there was appropriate supporting documentation for all payments in our sample and that, where applicable, purchase orders had been raised. There were no matters arising.

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

### **Conclusion**

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

## **Assessment and Management of Risk**

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

During our audit work to date, we have confirmed the following:

- The Council's 'risk management statement' (overall risk management policy) was reviewed by the Corporate Governance Advisory Committee on 28<sup>th</sup> October 2025 and has been recommended for approval by the Council on 11<sup>th</sup> November 2025.
- The detailed 'internal risk register' is scheduled for review by the Corporate Governance Advisory Committee in February 2026, with approval by the Council at its meeting in March 2026. This timescale will ensure that the Council satisfies the regulatory requirement to assess its significant risks and review the arrangements to manage them within the financial year (AGAR Section 1, Assertion C).
- The main insurance cover continues to be provided by Zurich Municipal. This year, the Council entered into a new 3-year contract, which runs until 30<sup>th</sup> June 2028. The current year's policy includes Public Liability cover of £15 million, Employer's Liability of £10 million and Fidelity Guarantee of £1 million. This level of cover is in line with other similar sized local authorities and would appear to be adequate to meet the current needs of the Council. Separate insurance policies are in place for vehicles (also with Zurich Municipal) and cyber risk (with OSR).

- As part of the Council's wider health and safety arrangements, a regular programme of reviews of the five playgrounds and the play equipment is undertaken. This includes weekly inspections by the Council's own staff and quarterly inspections by the Town Supervisor, who is a qualified play inspector. These are supplemented by annual external inspections carried out by the Play Inspection Company, which assess compliance with national regulatory standards, principally British Standard EN 1176.
- The latest external inspections were completed on 21st May 2025, with a summary of the key issues arising and action required reported to the Council on 8th July 2025. We note that there no areas of "high risk" were identified. We have confirmed with the Town Clerk that the key actions identified by the annual inspections, together with other matters highlighted by the Town Supervisor's own inspections, are currently being addressed.

### ***Conclusion***

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

## **Budget Setting, Budgetary Control and Reserves**

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

From our review of the minutes and discussions with officers, we confirmed that, in line with the sound approach adopted in previous years, budget monitoring reports produced by the Town Clerk continue to be considered at each Council meeting, with the half-year position due to be reported to the meeting on 11<sup>th</sup> November 2025.

Initial consideration of the 2025-26 budget is due to be given at the Council meeting in December 2025. From discussion with the Town Clerk, we understand that the budget setting process will include a detailed assessment of general and earmarked reserve requirements going forward, due to concerns that they are currently too low. Final consideration and approval of the budget and Precept requirements is scheduled for the Council meeting in January 2026. We will consider the budget setting process during our second interim audit visit, in February 2025.

We note that the 2025-26 budget includes a contribution of just over £70,000 to the overall level of reserves and we understand from our discussions with the Town Clerk that it is the intention to review both the Council's EMRs and General Reserve requirements in the year, which will include consideration of the funds needed to cover future capital expenditure and the establishment of a playground reserve.

### ***Conclusion***

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

## Income

Our objective is to assess whether the Council has appropriate procedures in place to ensure that all income due is identified, invoiced (where appropriate), recovered and banked in a timely manner. In addition to the Precept and any specific grants that it obtains, the Council receives income from a number of sources; principally, hire of the Jack Silley Pavilion and the Epping Hall, the cemetery, the weekly traders' markets, allotments and events.

During our first interim audit, we confirmed the following:

- Fees and charges: The Council continues to review its fees and charges on an annual basis and these are published on the website:
- Cemetery: We reviewed the burial records and associated documentation for the year to date, confirming that all required documentation had been obtained and that the invoices raised subsequently were correct and were paid promptly.
- Hall hire: We tested the income relating to the hire of the Jack Silley Pavilion and Epping Hall by reference to the Rialtas bookings diary for a sample week (week commencing 26<sup>th</sup> May 2025), confirming that the bookings records reconciled to the sales invoices raised and that the correct hire fees had been charged and subsequently collected.
- Market traders: We reviewed the records relating to one sample market day (1<sup>st</sup> September 2025), confirming that all regular hirers who are licence holders had been invoiced for the month and that other regular and casual hirers in attendance on that day had been charged the correct fee. We also confirmed, for a sample of the licence holders, that licences are held on file. There were no matters arising.
- Receipt of income: As noted earlier in this report, we have checked and agreed a sample of two months' cashbook receipts to the relevant bank statements; and
- Outstanding debts: From a review of the Omega records, we confirmed that the level of outstanding debtors is low. Effective control arrangements remain in place, with appropriate action being taken in relation to outstanding payments due.

We will consider the controls over Allotment income and update our review of the overall aged debtors' position at our second interim visit.

## Conclusion

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

## Salaries and Wages

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

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

- We agreed the gross amounts paid to all individuals in August 2025, by reference to the Council's approved pay points on the NJC annual schedule of rates payable.
- We checked to ensure that tax and National Insurance deductions have been made applying the appropriate tax code and NI Table, also ensuring that appropriate amounts are paid over to HMRC regularly each month.
- We confirmed that appropriate employee and employer contributions to the pension schemes have been determined and paid over to either the Essex Pension Fund, or NEST, as appropriate.
- We verified the net payments due to staff from their copy payslips to the bank transfers for the same sample month.

The national Local Government Services pay agreement for 2025-26, which was applicable from 1st April 2025, was agreed at the start of August 2025. The revised pay scales were applied when making the August salary payments which also included the back-pay due from 1st April 2025. We confirmed the accuracy of the calculation of each employee's back-pay and that it had been included correctly with their August salary payment.

### **Conclusion**

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

## **Petty Cash**

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

At our first interim audit, we confirmed that the petty cash is being reconciled on a regular basis. We checked and agreed the cash balance held to the petty cash ledger and confirmed that there was appropriate supporting documentation for all petty cash payments made since the date of the last reconciliation (in September 2025).

### **Conclusion**

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

## **Asset Register**

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

Each year, the Council undertakes a review of its asset register just prior to the year-end, to confirm that all changes have been identified. The updated register for 2025-26 will be reported to the Council meeting in March 2026.

### **Conclusion**

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

## **Investments and Loans**

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

We have confirmed that:

- At present, the Council does not have any long-term investments (i.e., investments of over 1 year). As noted earlier in the report, the majority of the Council's funds are held in instant access accounts, with about a quarter held in a Nationwide 95-day Saver account.
- As required by the 'Statutory Guidance on Local Government Investments', the Council has an Investment Strategy and Policy in place. This was last reviewed by the Corporate Governance Advisory Committee in October 2024 and approved by the Council on 12<sup>th</sup> November 2024. We note that, unless there are any legislative changes requiring amendment, the current Investment Strategy and Policy will not be subject to further review until October 2027.
- At the start of the financial year, the Council had two outstanding loans from the Public Works Loan Board. We confirmed that the final instalment on the final outstanding loan relating to work at Epping Hall was made in May 2025. The only loan remaining relates to the Market Store Building and the loan period runs until 2036.

At our first interim audit, we confirmed that the first half-yearly payment of principal and interest for 2025-26 (made in May 2025) agreed to the third party "demand" notice from the UK Debt Management Office. In subsequent audit visits, we will confirm that the second half yearly payment is made correctly and that there is accurate disclosure of the remaining loan balance and payments in the year in Section 2 of the AGAR.

### **Conclusion**

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

## **ATTACHMENT M**

### **Risk Management Statement – Epping Town Council**

Epping Town Council recognises that it has a responsibility to manage risks effectively in order to protect its employees, assets, liabilities and community against potential losses, to minimise uncertainty in achieving its aims and objectives.

Whilst it is acknowledged that risk cannot be totally eliminated, it is accepted that much can be done to reduce the extent of injury, damage and financial loss. Therefore, Epping Town Council is committed to identifying, reducing or eliminating the risks to both people and the natural and built environments.

The Council will carry insurance in such amounts and in respect of such perils as will provide protection against significant losses, where insurance is required by law or contract and in other circumstances where risks are insurable and premiums cost effective. Epping Town Council monitor their cyber processes and risks and carry specialist cyber insurance with support.

The Council undertakes proportionate checking through a system of rigorous internal and external control and maintains strong relationships with auditors to assist with the management of financial and legislative procedures.

In addition, the Council's Corporate Governance Advisory Committee meets to review and make recommendations to Council on, but not limited to, the following:

- Risk Register
- Statement of Internal Control
- Internal and External Audit Reports
- Appointment of Independent Internal Auditor
- Insurance Reconciliation
- Asset Register
- Staff Terms and Conditions
- Employee Handbook (including Member/Officer Protocol)
- Standing Orders
- Financial Regulations
- New Legislation and Guidance
- Staffing matters
- Policies and procedures

Epping Town Council are committed to high standards of ongoing training for its Members and Officers to enhance knowledge.

The Council will seek to embed effective risk management into its culture, processes and structure. Risk will be constantly reviewed and managed.

The Covid 19 coronavirus health situation posed considerable risks to many.

It was necessary to review the risks associated with this on an ongoing basis, in

#### **Risk Management Statement - Epping Town Council**

Last reviewed: October 2024 (Corporate Governance Advisory Committee)

Approved: November 2024 (Council)

Date of review: October 2025 (Corporate Governance Advisory Committee)

accordance with changing legislation and circumstances, to protect Council's staff, operations, finances and community.

Epping Town Council will continue to monitor risks on an ongoing basis through risk assessments for individual events and locations, but also annually through its comprehensive risk register designed to cover all of Council's functions and services.

Epping Town Council seek to identify risks in advance and will build mitigation measures into their operations, both financial and procedural wherever possible. Examples of this in 2022 include the proposed cost of living crisis and potential vast increases in energy bills. This is also evident in the close monitoring of reserves.

The Clerk advises and makes recommendations to Council regarding risk on a regular basis. In 2024, this includes recommendations for professional Human Resources/staff support and professional Health and Safety support, to ensure Council keep abreast of changing legislation.

When the Clerk identifies a potential risk or vulnerability, they will advise Council if additional professional support is required. Council will ensure that is budgets sufficiently to ensure the Clerk can enlist specialist professional advice where required. In 2025, this was a specialist support service for Data Protection, Freedom of Information requests and critical communications.

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Last reviewed: October 2024 (Corporate Governance Advisory Committee)

Approved: November 2024 (Council)

Date of review: October 2025 (Corporate Governance Advisory Committee)

# ATTACHMENT M

## Statement on Internal Control – Epping Town Council

### Scope of Responsibility

Epping Town Council's arrangements for internal control are designed to comply with the Accounts and Audit (England) Regulations 2011 and the Local Audit and Accountability Act 2014. Epping Town Council is responsible for ensuring that its business is conducted in accordance with the law and proper standards; that public money is safeguarded and properly accounted for and used economically, efficiently and effectively. To facilitate these objectives, the Council seeks to ensure there is a sound system of internal control which includes arrangements for reporting and managing risks.

### The Purpose of the System of Internal Control

The system of internal control is designed to manage risk to a reasonable level. It is not practical to design a system which could eliminate all risk of failure to achieve policies, aims and objectives; it can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of the Council's policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically.

### The Internal Control Environment

Epping Town Council is a relatively small public body with limited resources and the internal controls are relatively modest with a focus on simplicity so as to reflect the identified risk of regulation becoming more important than achievement. Key elements are summarised below:

### Setting Objectives

Many of the Town Council's services run from year to year with a minimum of change and it is a major objective of council to ensure the provision of these services is not disrupted. Policy and service reviews as well as operational issues affecting the financial position of Council are discussed and decided at Ordinary meetings of Council and recorded in the minutes of meetings. A half-year budget position is recorded annually at the Corporate Governance Advisory Committee meeting to further focus spending in the second half. Such decisions will create a series of cumulative factors to be taken into account in the annual budget process which starts in the autumn period and culminates with the setting of a precept in January. As well as setting a budget for the next financial year, an attempt is made to predict the position for the following year. This information is used to help Council to appreciate the longer term impact of its decisions. At the Annual Meeting of Council in May 2023, Council approved a working Action Plan (2023-2027) to coincide with election terms, to help manage their objectives and budget accordingly on a longer term basis. (Minute #19 of 2023/24 refers). This will be developed by the Council of 2023-2027. The Action Plan is reviewed annually at the Annual Council meeting, as projects complete and new priorities emerge. Council keep abreast of the wider economic circumstances and consider any impact on potential services and functions, including the cost of running

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them. Monitoring starts as early as possible and is ongoing. The Action Plan working party meet in October (in advance of the budget setting process) and in Spring (in advance of the Annual Council meeting) to ensure priorities are focused on and actions and spending are taken in accordance with plans.

### **Monitoring the use of Resources**

Following the closure of the previous year's accounts, the Clerk provides to each Ordinary meeting (monthly) of council, a summary and a detailed financial report showing actual income and expenditure against the budget predictions. The report is presented by the Key Member for Finance. (see below). All cheques are signed by two Members of council and payments are authorised at Ordinary meetings of Council. In 2021, Council developed Financial Regulation 6.9 which authorises payment by BACS. The list of payments by BACS is also signed by two councillors, following an additional dual-check officer procedure, should a BACS payment exceed £5000.

### **Financial controls**

Epping Town Council have an income and expenditure of approximately £800,000 and as a result, are not covered by the £85,000 Financial Services Compensation Scheme (FSCS). Council's main bank operating bank account is with the Cooperative bank. Council have a second 'online' bank account with the Cooperative bank, which is kept to a £1000 balance with one controlled debit card. For many years Council banked with Barclays, but due to high charges and poor customer service, the Cooperative account was opened in 2016. Epping Town Council still hold a savings account with Barclays and a Mixed Payment Plan/e-Payments Plan (current account) which is used in a very limited way. Epping Town Council hold a savings account with the Nationwide Building Society. Epping Town Council closed their Santander business Bond in 2020, due to the low interest rate and moved the money to the Nationwide savings account. Monies are deposited with three different financial institutions to spread the risk should one institution fail.

### **Town Clerk's Role**

Council has appointed a Town Clerk (and Responsible Finance Officer) and council ensures an adequate training budget is in place to maintain the Clerk's competence. The Town Clerk & RFO role is a statutory one, which Council must have. The Clerk has key responsibilities to provide guidance to council at its meetings and day to day management of council's staff and services. In consultation with Council and Council's independent internal auditor, the Clerk has arranged for the provision of an independent audit process in accordance with a plan approved by Council. Policies are available in policy documents, procedures and minutes of Council and the Clerk must manage the council's resources on the basis of these documents. Procedural issues are the subject of the Council's Standing Orders and Financial Regulations. Although the Council has only a small staff, an effort is made to segregate key functions where necessary such as raising orders from authorising the payment of invoices. In addition to ongoing training for its Clerk, council offers relevant training to all other staff so as to ensure a high level of general competence. The Town Clerk received her Clerk's qualification in 2016 (CiLCA 2015). Council's Planning, Market & Events Officer received her National Diploma in Markets Administration

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in 2022 and all staff are offered relevant training to help them in their roles and with development. New members of office staff are trained by the Clerk and external providers and grounds staff are trained by the Town Supervisor/Cemetery Superintendent and external providers.

### **Risk Register**

Council faces a variety of risks in carrying out its activities. Council seeks to mitigate its risks by assessing the likelihood and seriousness of perceived threats and hazards and taking action or altering procedures to mitigate these threats and hazards (insofar as is reasonable). Council maintains and regularly reviews a risk register which lists classes of risks and the Council's responses to those risks. It is an important aspect of the Council's internal auditor's work to examine the register and advise Council if he/she feels the register or responses are inadequate. The risk register is reviewed on an annual basis by the Corporate Governance Advisory Committee (see below) which will take into account any recommendations from the internal auditor. The Advisory Committee makes appropriate recommendations to Council as needed.

### **Finance Key Member**

To improve scrutiny and to provide a useful and knowledgeable link between the Clerk and the Council, a 'Key Member' has been appointed for finance issues. The Key Member will discuss and monitor financial matters and it is usually this Member of Council who will present reports on financial matters to Council. If the Clerk is given delegated authority to make a decision on a financial matter, the decision will be made in consultation with the Key Member for Finance. The Clerk has delegated powers to deal with emergency expenditure to a value of £15,000 in conjunction with the Town Mayor and Deputy Town Mayor and an associated audit trail (Financial Regulation 4.5 (a).)

### **Corporate Governance Advisory Committee**

In 2005/06 Council set up the above committee which is scheduled to meet twice per year. The advisory committee comprises the Deputy Mayor, Key Finance Member, Administration Key Member and Town Clerk (non voting). The Mayor joins the Committee should it not otherwise be quorate. Its purpose is to examine in detail audit reports and any other matters related to the governance of Council which Council may pass for its attention. Its recommendations are passed to the next Ordinary meeting of Council for decision. The Corporate Governance Advisory Committee also oversee procedural staffing matters, such as staff scale points and any operational staffing issues.

### **Other Resources**

Council is not large enough to have its own internal lawyer or accountant. However, to augment the Clerk's knowledge, Council does have access to local lawyer's and legal advice from the National Association of Local Councils (NALC) for specific Council legal advice. Council has provided a budget to ensure relevant professional advice can be obtained as needed. Council also has access to advice, training and information from both the county and district councils and in particular advice from the District Council's Monitoring Officer. Council is a member of the Essex Association of Local Councils which provides cost effective and relevant training to officers and Members in addition to the National

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Association of Local Councils for direct access to legal advice. Additionally, Council maintains a number of memberships to professional bodies. There is also a budget for Member training to aid robust behaviour and decisions. The Town Clerk, as an accredited proper officer, is qualified to cover Council's day-to-day legal requirements. The Clerk will refer issues to a legal firm if and as necessary. The Clerk will recommend support from professional third parties should they deem it necessary. This will need to be monitored closely as government works towards local government reorganisation.

### **Independent Internal Audit**

Council first appointed Mr Stuart Pollard of Auditing Solutions Limited as its independent internal auditor in 2002 and a new five year audit programme was approved by Council on 19th October 2010 (Minute #226 of 2010/11 refers). By agreement with the auditor, this programme required approximately four days audit time for completion. Council set aside funding for four days work plus a contingency of a further day in each year to ensure all work can be satisfactorily completed. The programme was designed to scrutinise every operation of Council at least once during the five year period. However, in accordance with an assessment of risk, the main functions and key financial systems of Council are examined on a much more frequent basis. To assist the auditor's understanding of the Council, all council agendas are available to the internal auditor online. Stuart Pollard has many years of experience with the District Audit organisation where he was responsible for Local Government and Health Care Trust audits. Auditing Solutions Limited is a private company with its base in Wiltshire. Neither Auditing Solutions Ltd, as a company, nor Stuart Pollard, as an individual (nor any of his associates), have any private or business relationship with the Town Council or its Members or Clerk, other than as council's auditor. The Internal Audit Arrangements were reviewed on 27<sup>th</sup> October 2020 by the Corporate Governance Advisory Committee as the existing programme was due for renewal and recommendations made to Council. Council appointed Auditing Solutions Ltd, for a further five years, from 2020 until 2025 (Minute #258 of 2020/21). During this renewal process, Council RESOLVED to request a different auditor from Auditing Solutions Ltd, half way through this five year term). It is recommended to change auditors periodically to avoid familiarity of personnel and processes. This is managed by a regularly changing visiting auditor, with a different background and focus. Changing legislation and experience also provide a natural change in focus. Auditors do look at different aspects of Council's work at each visit and this varies year on year. The Clerk/RFO was assigned a different internal auditor from 2023 to 2025. The Internal Audit Arrangements were reviewed on 28<sup>th</sup> October 2025 to determine the Internal Auditor and scope/schedule of works from 2025 to 2030.

### **Insuring Assets**

The Council's assets are checked each year and listed in inventories which are then summarised in the Asset Register. Major assets (usually those with a purchase value greater than £1,000) are recorded individually in the Asset Register as 'Fixed Assets.' Disposals are also formally recorded. Annually, Council considers a reconciliation of the asset values against insured values and adjusts insurance cover to ensure insurance is maintained at an adequate level. Council also recognises it is not cost effective to provide insurance for all assets

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and reviews decisions not to provide insurance for some items on an annual basis. The Clerk speaks to the insurers on a regular basis, prompted by a new event, item or responsibility and builds this onto the insurance protection. Cyber insurance was put in place in 2019 and continues to be in place.

### **Ongoing legislative risk analysis**

Epping Town Council considers legislation on a regular basis and this was particularly so in 2020, during the Covid 19 coronavirus health situation. Council manages its operations in accordance with legislation and any legislative restrictions, balancing the provision of services and functions alongside the careful management of money, with safety and best practice as the priority.

The Town Clerk/Responsible Financial Officer reviews this document annually in preparation for the Corporate Governance Advisory Committee meeting in October each year, to ensure it is still appropriate, sufficient and augmented where necessary.

As governments and legislation change, it is vital that changing operations are given any necessary controls in terms of policies and budget if necessary.

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Approved: November 2024 (Council)

Date for review: October 2025 (Corporate Governance Advisory Committee)

## 5. → Procurement ¶

- 5.1. → **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers. ¶
- 5.2. → The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes. ¶
- 5.3. → Every contract shall comply with these the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency. ¶
- 5.4. → **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Procurement Act 2023 and The Procurement Regulations 2024 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.** ¶
- 5.5. → Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 6.12) obtain prices as follows: ¶
- 5.6. → For contracts estimated to exceed £60,000 including VAT, the Clerk shall advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation. Tenders shall be invited in accordance with Appendix 1. ¶
- 5.7. → **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation regarding the publication of invitations and notices.** ¶

FINANCIAL REGULATIONS  
AMENDMENTS

ATTACHMENT M

5.8. → For contracts greater than £3,000 excluding VAT the Clerk/RFO shall seek at least 3 fixed-price quotes. ¶

5.9. → Where the value is between £100 and £3,000 excluding VAT, the Clerk/RFO shall try to obtain 3 estimates, which may include evidence of online prices, or recent prices from regular suppliers. ¶

5.10. For smaller purchases, the Clerk and their team, shall seek to achieve value for money. ¶

5.11. **Contracts must not be split to avoid compliance with these rules.** ¶

# EPPING TOWN COUNCIL ACTION PLAN 2023-27

INTERIM DRAFT OCTOBER 2025



COUNCIL:  
CLLR N AVEY, CLLR C BURGESS, CLLR L BURROWS,  
CLLR J DUFFELL, CLLR C MCCREDIE, CLLR H PEGRUM,  
CLLR R SHARIF, CLLR G SCRUTON, CLLR H WHITBREAD,  
CLLR JANET WHITEHOUSE, CLLR JON WHITEHOUSE, CLLR M WRIGHT

Approved at the Ordinary Council meeting on 13<sup>th</sup> May 2025 by this Council. (Date for review Oct 2025).

### EPHING TOWN COUNCIL

#### **ACTION PLAN 2023/27**

Epping Town Council consists of twelve councillors, including the Chairman, who is also the Town Mayor, and a Deputy Mayor. They are responsible for two halls, six recreation grounds, a cemetery, a Monday charter market, two allotment sites, a block of public toilets and a war memorial. Council produce Town Magazine Talk About Epping four times a year, support our local organisations, manage many key services and functions within Epping Parish (Epping Town, Coopersale and Fiddlers Hamlet) and have an active website and Twitter presence. They are responsible for selected noticeboards, bus shelters and additional pieces of land. There are fifteen employed staff. The Town Council is managed by the Town Clerk. Epping Town Council are a Quality Gold status Council.

Decisions are made by full Council at Council meetings. Epping Town Council has a number of long-standing committees which work on particular areas and make recommendations to Council. Council also have a number of working parties who work on short-term projects and make recommendations to Council.

The following priorities are all current and major projects which will evolve and should be completed throughout the life of this Action Plan. The Plan will be reviewed annually to reflect that progression and evolution.

The purpose of this Action Plan is to enable Epping Town Council to manage the necessary time, resources, budget and funding applications for each project, whilst maintaining its key ongoing responsibilities for the benefit of our residents and community.

## ATTACHMENT N

Priorities: 2025-2026

### PART ONE: MAJOR PROJECTS

|                                                     |
|-----------------------------------------------------|
| <b>1 Epping Hall office reconfiguration project</b> |
| <b>Purpose:</b> To provide improved office space    |
| <b>Status:</b> Started Summer 2025                  |
| <b>Cost:</b> £40,000-£50,000                        |
| <b>Funding source:</b> Reserves                     |
| <b>Anticipated completion date:</b> October 2025    |

|                                                                                   |
|-----------------------------------------------------------------------------------|
| <b>2A Stonards Hill recreation ground path widening and underground cables</b>    |
| <b>Purpose:</b> To facilitate the new diagnostic centre at St Margaret's Hospital |
| <b>Status:</b> Starting September 2025                                            |
| <b>Cost:</b> NHS financed                                                         |
| <b>Funding source:</b> NHS Trust                                                  |
| <b>Anticipated completion date:</b> January 2026                                  |

|                                                         |
|---------------------------------------------------------|
| <b>2B. Stonards Hill recreation ground improvements</b> |
| <b>Purpose:</b> To improve/augment recreation ground    |
| <b>Status:</b> Ongoing monitoring                       |
| <b>Cost:</b> Variable                                   |
| <b>Funding source:</b> Reserves. Funding                |
| <b>Anticipated completion date:</b> Rolling             |

|                                                                          |
|--------------------------------------------------------------------------|
| <b>3 Neighbourhood Planning</b>                                          |
| <b>Purpose:</b> To influence planning delivery in Epping Town and Parish |
| <b>Status:</b> Further consultation in October 2025                      |
| <b>Cost:</b> £3000-£4000 on amendments                                   |
| <b>Funding source:</b> Income and expenditure budget                     |
| <b>Anticipated completion date:</b> Spring 2026                          |

## ATTACHMENT N

|                                                                                               |
|-----------------------------------------------------------------------------------------------|
| <b>4. Playground refurbishments</b>                                                           |
| <b>Purpose:</b> To replace and augment Epping Town Council's 5 playgrounds on a rolling basis |
| <b>Status:</b> Ongoing monitoring                                                             |
| <b>Cost:</b> Variable for augmenting. £50,000-£200,000 refurbishment (each playground)        |
| <b>Funding source:</b> Reserves. Funding.                                                     |
| <b>Anticipated completion date:</b> Rolling                                                   |
| <b>Specific improvements:</b>                                                                 |
| Stonards wetpour 29/09/25 £8200 approx (complete)                                             |

|                                                              |
|--------------------------------------------------------------|
| <b>5 Community toilet scheme</b>                             |
| <b>Purpose:</b> To enhance public toilet provision in Epping |
| <b>Status:</b> Ongoing                                       |
| <b>Cost:</b> £400 per participating scheme if requested      |
| <b>Funding source:</b> Income and expenditure budget         |
| <b>Anticipated completion date:</b> Ongoing                  |

|                                                                                             |
|---------------------------------------------------------------------------------------------|
| <b>6 New Christmas lights scheme 2025</b>                                                   |
| <b>Purpose:</b> To provide more effective Christmas lighting for Epping Paris               |
| <b>Status:</b> Awaiting Highways Permissions for lighting                                   |
| <b>Cost:</b> £21,000 approx materials. £9,500 approx install. £7000 Lighting. £2000 testing |
| <b>Funding source:</b> Reserves. Income and expenditure budget.                             |
| <b>Anticipated completion date:</b> December 2025                                           |

## ATTACHMENT N

|                                                                                               |
|-----------------------------------------------------------------------------------------------|
| <b>7 Employer/HR/health and safety support (and associated training)</b>                      |
| <b>Purpose:</b> To support Epping Town Council with Employer/HR and Health and Safety support |
| <b>Status:</b> Ongoing                                                                        |
| <b>Cost:</b> £5300 per annum                                                                  |
| <b>Funding source:</b> Income and expenditure budget                                          |
| <b>Anticipated completion date:</b> Ongoing                                                   |

|                                                                   |  |
|-------------------------------------------------------------------|--|
| <b>8 Future wish list/expenditure requirements by cost centre</b> |  |
| <b>Requirements:</b>                                              |  |
| Football pitches top dressing                                     |  |
| Pitch & irrigation pump pipe system                               |  |
| Revamp of 5 playgrounds                                           |  |
| Wetpour Stonards                                                  |  |
| Wetpour Parklands                                                 |  |
| Wetpour Ivy Chimneys                                              |  |
| Cemetery tarmac entrance to chapel                                |  |
| Stonards car park tarmac                                          |  |
| Market gazebos                                                    |  |
| Vehicles x 3                                                      |  |
| Upgrade mowers                                                    |  |
| New machinery                                                     |  |
| Tree works                                                        |  |
| Jack Silley pavilion decorating                                   |  |
| Epping Hall decorating                                            |  |
| Epping Hall conference room air conditioning                      |  |

### PART TWO: ONGOING PROJECTS

#### 1 Improving Social Media presence

**Purpose of project:** To facilitate additional forms of communication to reach a wider audience

**Status:** Ongoing (subject to time and existing projects)

**Aims:** • To improve/augment use of Twitter and Facebook

**Actions:**

- Social Media Strategy has been developed
- Office team to work on Social Media presence with Clerk's direction from Strategy (outside support will be needed)
- Office team awaiting relevant training in Council appropriate social media

**Budgetary implications:**

**Funding:** Should be deliverable within the income and expenditure budget

**Costs:** Not yet known

**COMMUNITY ENGAGEMENT:** Keep our residents and community informed about any events/news and share their information, as appropriate.

#### 2 Market store

**Purpose of project:** To monitor the use of the market store building

**Status:** Ongoing

**Aim:**

- To monitor the use of the market store and ensure its use is maximised
- To reduce operational costs such as business rates

**Actions:**

- Monitor the storage required for the market
- If the volume of storage is not required, consider appropriate uses for the building to maximise use and minimise costs

**Budgetary implications:**

**Funding:** Not applicable

**Costs:** Would be part of a wider project

**COMMUNITY ENGAGEMENT:** Keep the community informed about any proposed changes and request input if required.

## ATTACHMENT N

|                                                                                                                                                                                        |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>3 Epping Hall and the Jack Silley Pavilion lighting HALL COMPLETE</b>                                                                                                               |
| <b>Purpose of project:</b> To increase both building's environmental sustainability with increased LED lighting, in accordance with Council's Climate & Environmental Awareness Policy |
| <b>Status:</b> Complete in Hall downstairs                                                                                                                                             |
| Remaining lights will be replaced with LED as they break and need to be replaced                                                                                                       |

### COMPLETE PROJECTS

|                                                                                  |
|----------------------------------------------------------------------------------|
| <b>1 Stonards Hill car park ANPR parking system (2024)</b>                       |
| <b>2 Epping Hall main hall lights LED (2024)</b>                                 |
| <b>3 Stonards Hill new skate park (2024)</b>                                     |
| <b>4 Additional cemetery beams (2024)</b>                                        |
| <b>5. Cemetery drains (2025)</b>                                                 |
| <b>6. Blue plaques Church's Butchers (2025)</b>                                  |
| <b>7. Electricity and gas contracts fixed &amp; collective purchasing (2025)</b> |
| <b>8. Cemetery portable eco toilet (2025)</b>                                    |
| <b>9. Stonards Hill recreation ground car park line marking (2025)</b>           |

**\*PLEASE NOTE: THE TOWN CLERK HAS AN ONGOING LIST OF EVOLVING PROJECTS**

**Working Party: 2025-26: Cllr J Duffell, Cllr H Pegrum, Cllr G Scruton, Cllr Jon Whitehouse**

**Town Clerk & Responsible Financial Officer: Beverley Rumsey**

## Financial requirements 5 years (Work in progress)

(From Action Plan October 2025)

| 8 Future wish list/expenditure requirements by cost centre |                                                                      |
|------------------------------------------------------------|----------------------------------------------------------------------|
| <b>Epping Hall (160)</b>                                   |                                                                      |
| Epping Hall decorating                                     |                                                                      |
| Epping Hall wish list (various items)                      |                                                                      |
| <b>Jack Silley Pavilion (180)</b>                          |                                                                      |
| Jack Silley Pavilion decorating                            |                                                                      |
| Epping Hall conference room air conditioning               |                                                                      |
| <b>Epping Market (200)</b>                                 |                                                                      |
| Market gazebos:                                            | £20,000 (for 30)                                                     |
| <b>Epping Cemetery (220)</b>                               |                                                                      |
| Cemetery tarmac entrance to chapel:                        | £40,000                                                              |
| <b>Parks and building maintenance (240)</b>                |                                                                      |
| Football pitches top dressing                              | May-June 2026                                                        |
| Pitch & irrigation pump pipe system                        |                                                                      |
| Revamp of 5 playgrounds                                    | Stonards: £30-£40,000<br>Ivy Chimneys: £30,000<br>Parklands: £10,000 |
| Wetpour Stonards                                           | £8201 (Done)                                                         |
| Wetpour Parklands                                          | £10,000 (Existing quote)                                             |
| Wetpour Frampton                                           | £624 (Existing quote) Income & Exp                                   |
| Ivy cableway                                               | £454.86 (Done) Income & Exp                                          |
| Stonards car park tarmac                                   | £25,000                                                              |
| Vehicles x 3                                               |                                                                      |
| Upgrade mowers                                             |                                                                      |
| New machinery                                              |                                                                      |
| Tree works                                                 |                                                                      |



## EPPING TOWN COUNCIL

### Forward Plan 2023-2027 (October 2025)

#### Introduction

Epping Town Council look after the Parish of Epping, which includes Epping, Coopersale and Fiddlers Hamlet. The Town Council is the third tier of Local Government and can only look after those sectors which fall under its responsibility. For Epping Town Council this includes recreations grounds, playgrounds, allotments and the market. We work alongside Epping Forest District Council (who look after areas such as waste and recycling and Council Tax) and Essex County Council (who look after roads and potholes), but we are all independent of each other and cover our own services.

Epping Town Council is often the first point of contact for our residents and we are able to signpost people to help and support, where we are not able to solve their issue ourselves. The Town Council works for the benefit of Epping, its community and its residents.

## The Town and its Council

The historic market town of Epping enjoys many benefits; including its position in Epping Forest, its proximity to London (17 miles from the centre), being served by Transport For London's Central Line and the M25 and M11. Its position in Epping Forest limits any residential growth into the forest. Epping is surrounded by 92.4% Green Belt and this is highlighted as the tube train travels through open fields into the town.

Epping had a population of 12,590 (2021 Census). In March 2025, there were 9533 registered electors.

Epping has three conservation areas; including Epping High Street, Bell Common and Coopersale Street. There are many historic and listed buildings; the oldest believed to be Apple Tree Cottage in Bury Lane, parts dating back from the 1470s. Epping is a linear town which is historically famous for its many coaching inns. The town is still busy and vibrant, regarded as one of the two main town centres in the Epping Forest District, alongside Loughton. Coopersale is a village to the north east of Epping Town and is a village in character. Fiddlers Hamlet is separated from the larger two settlements and is similarly a village in character, with many historic buildings.

Epping Town Council was constituted in 1973 following the reorganisation of the Epping Urban District Council, when some functions were taken over by the District Council and some the Town Council. Epping Town Council and Epping Forest District Council share a name, but they are totally different organisations, covering different services. The District Council are based at the Civic Offices near the Town Greens. Epping Town Council's offices are based at Epping Hall in St Johns Road. The Town Council's grounds team are based at Stonards Hill recreation ground at the opposite end of town.



## Services and Functions

Epping Town Council operate many services and functions, which include:

- Epping Hall bookings, administration and maintenance
- Jack Silley Pavilion bookings, administration and maintenance
- Undertake burials at Bury Lane cemetery, related administration & maintenance
- Lower Bury Lane and Meadow Road allotments: administration & maintenance
- Lovelocks Meadow maintenance and protection
- Manage the Monday market, administration and maintenance
- Maintain website and Twitter presence
- Organise and advertise events such as the Town Show and Christmas Market,
- Maintain and protect the War Memorial
- Maintain Baker's Lane Toilets
- Maintain recreation grounds, machinery and playgrounds
- Monitor assets and replace as necessary
- Produce Talk About Epping four times a year
- Support Epping in Bloom
- Administer Council's finances, invoicing, payments, banking
- Maintain Epping Town Council's Local Council Award Scheme Quality Gold Status
- Work with partners such as Petanque Club and Scouts
- Work with local organisations
- Organise Mayor's Civic Reception
- Fulfil statutory responsibilities
- Produce agendas, supporting documents and minutes
- Running competitions such as Townsperson of the Year, Civic Award & Christmas card competitions

## Vision

Epping Town Council is extremely proud of our lovely town and works hard to ensure Epping continues to be a popular and desirable place to live, work and visit. Our team of staff and councillors support and assist our residents, listen to issues and provide useful signposts to other people and organisations.

We provide many services and functions to support the town and its residents. We are lucky to have been gifted Stonards Hill recreation ground by the Silley family, to look after for the people of Epping. We have made considerable improvements to this area over the last few years, refurbishing the football changing rooms, adding a café extension, providing outdoor fitness equipment, outdoor table tennis table, outdoor chess table, including inclusive equipment, refurbishing the tennis courts and in 2024 replacing the skate park, to ensure this precious green space can be enjoyed by everyone.

We are active in preserving the historic character of the town and its green environment, by responding proactively to planning applications and developing a Neighbourhood Plan to help safeguard our Parish from overdevelopment.

We support the many local clubs and organisations and help them continue their vital work in the town through Civic support, advertising and offering desirable venues to hire.

We act as a voice for everyone in the town and liaise with other organisations and authorities on key strategic issues to ensure the best outcome for the town and its residents.

We value our professionalism and reputation, striving hard to maintain high standards and be a good employer.



## Structure

The Town Council consists of 12 Town Councillors, six representing St John's Ward and six representing Hemnall Ward. All 12 Town Councillors are elected every four years by local residents, with the last election in May 2023 and the next in May 2027. A new Chairman (Town Mayor) and Vice Chairman (Deputy Mayor) are elected every year by their fellow councillors.

The Town Council is managed by the Town Clerk (Proper Officer), who is also the Responsible Financial Officer. Epping Town Council employ 15 staff (9 full time and 6 part time).

Full Council meet once a month on a Tuesday evening at Epping Hall and in accordance with its Standing Orders and terms of reference, much of the Council's business is conducted through committees with delegated powers.

### **The committees are as follows:**

- Planning & General Purposes
- Corporate Governance Advisory Committee
- Market Committee
- Discipline & Grievance Committee
- Appeals Committee
- Task & Finish Personnel Committee
- Neighbourhood Planning Advisory Committee

Some of Council's business is also considered through working parties. These groups work on one-off and short-term projects and make recommendations to Council. All decisions go through full Council.

### **The working parties are as follows:**

Membership for both groups is made up of Town Councillors (except the Neighbourhood Planning Advisory Committee) under the direction of the Town Clerk.

- Budget working party
- Action Plan working party
- Playground & recreation grounds working party (Playgrounds, Lovelocks, Stonards & Skate Park)
- Epping Hall working party
- Christmas working party
- Cemetery working party (established Oct 2025)

### **Interest groups:**

Climate & Environmental Awareness

### **Other groups the Town Council is involved with:**

- Safer Epping group
- Joint Standards committee
- Local Authority Liaison Group for Epping Forest

## **Finances**

Epping Town Council are financed from the precept (part of the council tax which is allocated to Epping Town Council) and income from services and functions. The precept is public money and Council ensure that it is spent effectively and wisely.

We look for value for money and minimise waste, while still providing many high quality services, projects and functions. We exercise strict controls and our activities are audited and transparent.

For the 2025-26 financial year, the precept for a Band D equivalent property is £119.54 per annum, which represents excellent value for money.

We assess our spending requirements on an annual basis, keeping our reserves at a suitable level to minimise risk and earmark reserves for specific projects as required. We operate an income and expenditure budget and hold adequate general reserves and dedicated specific reserves to support our multiple operations.



### Key Objectives

Epping Town Council review their Action Plan at least annually. Budgets are designed to support these actions. Council's Key Objectives over the next four years are listed in Council's Action Plan. This includes how any priorities will be financed. Most major external projects will be financed from external grant funding (if obtained).

### Budgets

Epping Town Council's budget preparations begin in November of each calendar year. They are developed in December, until the final budget is set in the January of the next year. Once the budget is set, spending follows the agreed budget. If any further financial input is needed throughout the year, it will be requested at full Council by the Town Clerk. Budgets are monitored by full Council at their monthly meetings. General and Specific Reserves are set as part of the annual budget setting process.

**Beverley Rumsey, Town Clerk & Responsible Financial Officer, October 2025**

## ATTACHMENT O

### Epping Christmas Lights 2025

Council have been discussing Epping's Christmas lights since January/February 2025. It has always been Council's preference to use the central Highways power transmitted through a series of white boxes throughout the town. As the town does not have traditional lamp columns in the High Street, this was considered the best option. The office team applied to Essex County Council's Highways legal team for permission some months ago.

Despite much chasing and the time sensitive nature of the situation, the permission has still not been granted. This risks the new star lights Epping Town Council have purchased being put up.

Council have previously confirmed that they did not want to use the shop power sockets for the Christmas lights as we have had many issues with this arrangement. The alternative power source was the preferred option.

It would be very disappointing for the town to not have its new Christmas star lights, so the Town Clerk has liaised with the electrician to try and pre-empt and cure some of the issues we have had previously by changing timers, a power source location and making the external sockets more watertight. We cannot guarantee this will solve the situation and we would still be looking to get the alternative provision for future years, but it would enable the stars to be delivered this year.

**RECOMMENDATION:** The Town Clerk be permitted to reuse the shop front power sources with the adjustments detailed above to be able to deliver the Christmas star lights for 2025. (If permission is granted in time, we could revert to the preferred scheme if it was still practical given the now tight timeframes.)