

MINUTES of the **ORDINARY COUNCIL MEETING** held in the Conference Room, Epping Hall, on **Tuesday 11th November 2025** at **8pm**.

PRESENT:

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

OFFICER: Beverley Rumsey (Town Clerk)

266 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr L Burrows & Cllr H Whitbread and Cllr Jon Whitehouse for lateness.

267 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.

268 DISPENSATIONS

There were no dispensations.

269 PUBLIC PARTICIPATION - QUESTION TIME

There were public questions or comments.

270 CONFIRMATION OF COUNCIL MINUTES

It was **RESOLVED** that the minutes of the Ordinary Council Meeting held on 14th October 2025 be signed by the Mayor as a true record and adopted by the Council.

Cllr Janet Whitehouse requested some information on the outcome of the 'grass verges' meeting on 7th October 2025 from Cllr C McCredie, which would be provided.

271 MINUTES OF COMMITTEE MEETINGS & PLANNING COMMENT

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

Planning & General Purposes Committee	14 th October 2025(Attachment B)
Planning & General Purposes Committee	28 th October 2025(Attachment C)
Corporate Governance Advisory Committee	28 th October 2025	(Attachment D)

272 COMMUNICATIONS TO NOTE/REQUIRING DECISION

(i) Epping Leisure Centre Project Update

Council **NOTED** the progress on the Epping Leisure Centre Project by Pellikaan as per **Attachment E**.

273 TOWN MAYOR & DEPUTY TOWN MAYOR'S DUTIES

The duties undertaken by the Town Mayor and Deputy Town Mayor since the Ordinary Council meeting on 14th October 2025 were **NOTED**, with the following addition:

Town Mayor: McCarthy Stone consultation 6th November 2025

274 REPORTS FROM MEMBERS

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

Cllr H Pegrum	Remembrance events	9 th November 2025
Cllr G Scruton	Remembrance events	9 th November 2025
Cllr M Wright	War Memorial March & St John's Church Service	9 th Nov 2025
Cllr J Duffell	Remembrance events	7 th & 9 th Nov 2025
Cllr C McCredie	East Epping consultation event	27 th October 2025
	Peace walk	1 st November 2025
	McCarthy Stone consultation	6 th November 2025
	Remembrance events	9 th November 2025
Cllr C Burgess	East Epping consultation event	27 th October 2025
	McCarthy Stone consultation	6 th November 2025
	Remembrance events	9 th November 2025
Cllr N Avey	East Epping consultation event	27 th October 2025
	Planning Committee A: Mill Mound Fields	29 th October 2025
	Dementia training	31 st October 2025

275 REPORT OF THE TOWN CLERK AND COUNCILLORS QUESTIONS

The Town Clerk highlighted the return to the new offices on 18th November 2025, the first section of completed path at Stonards Hill recreation ground, the planting of the silver birch at Epping Hall on Thursday 13th November 2025 and the potential ground movement at the Jack Silley Pavilion.

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

276 REPORT FROM EPPING FOREST DISTRICT COUNCILLORS AND COUNTY COUNCILLORS

Cllr Janet Whitehouse: **Epping Forest District Council**

Attended an interesting training session: Planning & The Historic Environment (EFDC) Personal safety for Cllrs – information on LGA website. 3-4 different types of webinar & information. Including harassment.

Cllr Razia Sharif: **Epping Forest District Council**

Review of planning committees A & B. 25/11. Was due 1 year ago. Their set up and functionality. Ward councillors currently don't get a vote.

277 FINANCIAL REPORT TO 31ST OCTOBER 2025

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

It was **RESOLVED** that:

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

278 ACCOUNTS FOR PAYMENT

Council's Key Member for Finance, Cllr G Scruton, presented the payment schedules for October 2025. Payments total **£89,409.45**. Payments from Barclays total £75.75 (please note transfers of £160,000 from Barclays to the Co-operative.) Payments from the Co-operative total £88,832.64 (please note transfers to the Co-operative online of £750). Payments from the Co-operative Online total £501.06.)

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Audit and Accountability Act 2014;
- (ii) The list of payments for November 2025 were **APPROVED** as presented in the schedule.

279 BANK BALANCES AT 30TH SEPTEMBER 2025

Council **NOTED** the bank balances at 30th September 2025, as per **Attachment J**.

It was **RESOLVED** that:

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

280 HALF YEAR FINANCIAL SUMMARY

Council **NOTED** the half year financial summary, as per **Attachment K**.

It was **RESOLVED** that:

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

281 INTERNAL AUDIT REPORT

Council **NOTED** the second visit of the internal auditor and corresponding report, as per **Attachment L**.

282 RECOMMENDATIONS OF THE CORPORATE GOVERNANCE ADVISORY COMMITTEE

The Corporate Governance Advisory Committee met on 28th October 2025 (Minutes #235-251 of 2025/26) and make the following **RECOMMENDATIONS**:

- (i) The revised Statement on Internal Control should be **APPROVED** as per ~~Attachment E~~; **(Attachment M)**
- (ii) The revised Risk Management Statement should be **APPROVED** as per ~~Attachments F~~; **(Attachment M)**
- (iii) The new Financial Regulations November 2025 should be **APPROVED** as per ~~Attachments H/H1~~; **(Attachment M)**;
- (iv) The Employee Handbook with amendments should be **APPROVED** as a working draft for further review (~~Attachments H/H1~~)

It was **RESOLVED** that:

- (i) The statutory basis for this item would be **NOTED** as the Local Government Act 1972, s101 & S111;
- (ii) The **RECOMMENDATIONS** above were all **APPROVED** by Council.

**283 EPPING TOWN COUNCIL'S ACTION PLAN 2023-27: OCTOBER 2025
EPPING TOWN COUNCIL'S FORWARD PLAN 2023-27: OCTOBER 2025**

Cllr Jon Whitehouse entered during this item.

Council considered Council's Action Plan 2023-27, as per **Attachment N** and Council's Forward Plan 2023-27, as per **Attachment N1**.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government Act 1972, s111;
- (ii) Both documents were **APPROVED**;
- (iii) The Action Plan 2023-27 would be a working draft that would feed into Council's budget setting process.

284 CHRISTMAS LIGHTS 2025

Council considered the Christmas Lights 2025 as per **Attachment O**.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government Act 1972, s145;
- (ii) The **RECOMMENDATION** in **Attachment O** was **APPROVED**.

CLOSURE

The Town Mayor, Cllr Janet Whitehouse, closed the meeting at **9.02pm**.

Signature of Chairman

Date

MINUTES of the **EXTRAORDINARY COUNCIL MEETING** Held in the Garden Lounge, Epping Hall, on **Wednesday 5th November 2025 at 5.00pm.**

PRESENT: Cllr Janet Whitehouse (Town Mayor)
Cllr R Sharif (Deputy Town Mayor)
Cllr N Avey (Chair of this meeting)
Cllr C Burgess Cllr L Burrows
Cllr C McCredie Cllr H Pegrum Cllr H Whitbread
Cllr Jon Whitehouse Cllr M Wright

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

IN ATTENDANCE: There were 58 members of the public and 1 member of the press present.

252 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr J Duffell and Cllr G Scruton.

253 DECLARATIONS OF INTEREST

There were no declarations of interest.

254 DISPENSATIONS

There were no dispensations.

255 PUBLIC PARTICIPATION – QUESTION TIME

There were many public concerns over the developer potentially not being required to undertake a full Environmental Impact Assessment (EIA) for this site and extreme concerns over the development of the site in general and the cumulative effect with proposed neighbouring developments.

256 LAND NORTH OF STEWARDS GREEN ROAD AND EAST OF THE ORCHARDS, EPPING, CM16

Council discussed the Screening Option application, whereby the developer was requesting a screening option only, rather than undertaking a full Environmental Impact Assessment (EIA).

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Town and Country Planning Act 1990, s 1, para 8;
- (ii) Epping Town Council would submit a strong objection to this being a Screening Option and the technical reasons why the developer should undertake a full Environmental Impact Assessment (EIA) supporting the Epping Society and local residents; (objection submitted attached as **Appendix 1**)

- (iii) Epping Town Council would look out for further information and the full planning application should one be submitted.

CLOSURE

The Chair of the meeting, Cllr N Avey, closed the meeting at **6.40pm**.

Signature of Chairman

Date

EPHING TOWN COUNCIL

EPF/2120/25: Land North of Stewards Green Road and East of the Orchards, Epping

Request for a full environmental impact assessment

Epping Town Council were extremely concerned when they were made aware of a 'Screening Option' application at this site. Local knowledge plays a vital role in the planning process and that local knowledge has triggered considerable public objection.

Epping Town Council held an ExtraOrdinary public Council meeting to raise awareness of this Screening Option and the volume of attendees and the strength of their objections should not be underestimated or overlooked.

Epping Town Council support the views of the Epping Society and Stewards Green Fields Action Group, which further underpin the strength of local feeling.

This proposal would constitute major development on Green Belt land which is not in Epping Forest District Council's Local Plan.

Epping Town Council would strongly urge Epping Forest District Council to request a Full Environmental Impact Assessment for this site for a number of reasons:

- 1) It is the only process that will properly examine all likely effects of a major development such as that suggested for this site;
- 2) The sheer size and scale of this development which would have a major effect on the character of this Green Belt land. This is a large scale development which should trigger a full Environmental Impact Assessment under the EIA Regulations 2017;
- 3) Local knowledge on key elements such as the potential for flooding, traffic flow, infrastructure, habitats and road subsidence;
- 4) This is an area of extremely high ecological value with vast and diverse habitats which require full, detailed and proper consideration before they are irreversibly damaged. It is also an important buffer to Epping Forest;
- 5) The impact on neighbouring Epping Forest's Special Area of Conservation (SAC), which is protected in law;
- 6) The cumulative effect of development on this site, alongside nearby existing and proposed developments in terms of damage to the Green Belt, the SAC and air quality, effects on traffic, flooding, subsidence, overburdened drainage and already overburdened infrastructure. Cumulative growth can't be underestimated; this was the point of Epping Forest District Council's Local Plan; to protect sites like this one that are not in the adopted Local Plan
- 7) Limited assessment may lead to irreversible problems later that can't be rectified later such as major flooding, subsidence and the destruction of habitats.

Epping Town Council would therefore respectfully urge Epping Forest District Council to request a full Environmental Impact Assessment for this site for the reasons

identified. Failure to do so would set a damaging precedent which could completely destroy the character of the area and town and undermine the structure of the Local Plan and the planning process.

A full Environmental Impact Assessment would enable a proper survey and assessment of all the relevant and interrelated factors such as environmental, ecological, transport and considerable weight given to the overall cumulative effects.

Epping Town Council question why development here would even be considered acceptable as it is Green Belt Land, not in the Local Plan and by default, surely in breach of adopted Planning Policy. Such proposed irreversible damage to the Green Belt, character of the area, environment, ecology, Epping Forest and air quality, requires a Full Environmental Impact Assessment at the very least.

Beverley Rumsey, Town Clerk & Responsible Financial Officer, Epping Town Council
5th November 2025

MINUTES of the **PLANNING AND GENERAL PURPOSES COMMITTEE MEETING** held at Epping Hall, St. Johns Road, Epping on **Tuesday, 11th November 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.

257 APOLOGIES FOR ABSENCE

No apologies for absence were received.

258 DECLARATIONS OF INTEREST

There were no declarations of interest.

259 DISPENSATIONS

There were no dispensations.

260 CONFIRMATION OF MINUTES

Committee **RESOLVED** that:

the minutes of the meeting of the Planning & General Purposes Committee held on Tuesday, 28th October 2025 be signed by the Chairman as a true record.

261 PUBLIC QUESTIONS OR COMMENTS

There were no public questions or comments.

262 NOTICES AND INFORMATION

Committee have no comments to make.

263 PLANNING APPLICATIONS

EPF/2145/25	Spriggs Court Palmers Hill, Epping CM16 6SD Mr P Vincent	Replacement of existing access steps with concrete ramp and safety railings.
Committee have NO OBJECTION to this application		
EPF/2067/25	134-136 High Street Epping CM16 4AG	Advertisement consent for illuminated fascia sign and window films.
Committee have NO OBJECTION to this application.		

EPF/2192/25	33 Chapel Road Epping CM16 5DS Mr & Mrs Beard	Demolition of existing garage and rear conservatories. Erection of lower ground and first floor rear extensions. The erection of a new garage with an attic office.
Committee have NO OBJECTION to this application.		
EPF/2218/25	4 Hartland Road Epping CM16 4PE Mr & Mrs Halstead	Rear single storey extension with roof lantern.
Committee have NO OBJECTION to this application.		
EPF/2777/25	79 Bell Common Epping, CM16 4BZ Mr L Wilks	Alteration to and enlargement of family dwelling.
Committee have NO OBJECTION to this application provided the work is carried out under the supervision of the conservation officer at EFDC.		
EPF/2206/25	60 Cedar Court, Epping CM16 4BZ J Nicholson & Son	TPO/EPF/09/80 T1: Ash – Fell and replace as specified
Committee have NO OBJECTION to this application provided the tree work is carried out under the supervision of the arboricultural officer at EFDC, and if it is necessary to fell the tree that the same species of tree is planted. No tree report was supplied with this application and Committee feel it is essential to supply a tree report especially where intent to fell a tree is indicated.		

264 OTHERS

EPF/2185/25	14a, Brickfield Road, Coopersale, Epping, CM16 7QX Everglade new homes ltd	Certificate of Lawful Development for proposed rear dormer
Committee have NO COMMENTS to make.		
EPF/2184/25	14, Brickfield Road, Coopersale, Epping, CM16 7QX	Certificate of Lawful Development for proposed rear dormer.
Committee have NO COMMENTS to make.		

265 PLANNING DECISIONS

Committee **NOTED** the planning decisions as received from Epping Forest District Council for this period.

The Chairman closed the meeting at **7.32pm**.

Signature of Chairman

Date

MINUTES of the **PLANNING AND GENERAL PURPOSES COMMITTEE MEETING** held at Epping Hall, St. Johns Road, Epping on **Tuesday, 25th November 2025 at 7.15pm.**

PRESENT: Cllr M Wright (Vice Chairman)
Cllr C Burgess
Cllr C McCredie
Cllr G Struton
Cllr J Duffell

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

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

285 APOLOGIES FOR ABSENCE

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

286 DECLARATIONS OF INTEREST

There were no declarations of interest.

287 DISPENSATIONS

There were no dispensations.

288 CONFIRMATION OF MINUTES

Committee **RESOLVED** that:

the minutes of the meeting of the Planning & General Purposes Committee held on Tuesday, 11th November 2025 be signed by the Chairman as a true record.

289 PUBLIC QUESTIONS OR COMMENTS

There were no public questions or comments.

290 NOTICES AND INFORMATION

Committee have no comments to make.

291 PLANNING APPLICATIONS

EPF/2234/25	23, Ivy Chimneys Road, CM16 4EL Vandana Jyoti	Replace the existing boundary fence with retaining wall and boundary wall & proposal of a new shower room and storage.
Committee OBJECT to this application. The proposed plans show the new boundary wall to be extended past the current property boundary and encroaching onto the neighbouring much used recreation ground. This will result in land grabbing with a loss of amenity and space, directly affecting the community. Committee feel that the site is already overdeveloped and it is not necessary to		

resort to land grabbing in order to increase the size of a car port shower room with added storage.		
Relevant policies: EFDC Local Plan 2011-2033, Part One: Policy DM6 B, DM9 G NPPF 2023 para 98 C) 104		
EPF/2272/25	57, Fairfield Road, Epping, CM16 6ST Elysse Lane	Single storey rear extension.
Committee have NO OBJECTION to this application		
EPF/2263/25	16 Kendal Avenue, Epping, CM16 4PW Mr Frank Camilleri	TPO/EPF/45/91 T9: Oak - Crown reduce by up to 2m, as specified.
Committee have NO OBJECTION to this application provided the tree work is carried out under the supervision of the arboricultural officer at EFDC. Committee would like to comment that no tree report or visual was supplied with this application.		
EPF/1828/25	20, Hemnall Street, Epping, CM16 4LR Claire Donoghue	Internal and facade alterations.
This is a duplicate application from the 10 th October weekly list, the original comments already submitted still stand.		

292 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 **7.36pm**.

Signature of Chairman

Date

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Ministry of Housing,
Communities &
Local Government

Alison McGovern MP
*Minister of State for Local Government and
Homelessness*
2 Marsham Street
London
SW1P 4DF

Sent by email to: Councillor Barry Aspinall, Leader of Brentwood Borough Council; Councillor Chris Whitbread, Leader of Epping Forest District Council; Councillor Dan Swords, Leader of Harlow District Council; Councillor Daniel Cowan, Leader of Southend-on-Sea Council; Councillor Danielle Belton, Leader of Rochford District Council; Councillor Dave Blackwell, Leader of Castle Point Borough Council; Councillor David King, Leader of Colchester City Council; Councillor Gavin Callaghan, Leader of Basildon Borough Council; Councillor Graham Butland, Leader of Braintree District Council; Councillor Kevin Bentley, Leader of Essex County Council; Councillor Lynn Worrall, Leader of Thurrock Council; Councillor Mark Stephenson, Leader of Tendring District Council; Councillor Petrina Lees, Leader of Uttlesford District Council; Councillor Richard Siddall, Leader of Maldon District Council; and Councillor Stephen Robinson, Leader of Chelmsford City Council

19 November 2025

Dear Leaders,

Thank you for your continued work and collaboration to bring forward proposals for unitary local government.

For the next stage of local government reorganisation, our approach is to consult on all submissions that seek to meet the terms of the 5 February 2025 statutory invitation. My officials have carried out a preliminary review of the submissions received on 26 September to ensure that they address the statutory requirements under the Local Government and Public Involvement in Health Act 2007 (the 2007 Act). Specifically, that the submission contains one option for the whole of the invitation area, that each principal authority has only made (or co-signed) one proposal, and that there is sufficient evidence provided to make a judgement in due course against each criterion. Where submissions request a boundary change together with structural change, we have also looked at whether a justification has been provided.

While a preliminary assessment of all submissions has been conducted, we have not yet made any formal assessment against the invitation criteria. This will be completed once the consultation process has concluded, so that all evidence can be considered. This approach is consistent with that for Surrey where we consulted on all proposals that met the statutory requirements and were accompanied by sufficient information that would enable a decision.

I am today launching statutory consultations on the 17 proposals I received on 26 September. I appreciate that you may have views on proposals other than your own, and indeed some have already written to me to express those views. Please be assured that before taking decisions on which proposal, if any, to implement, the Secretary of State will

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consider these proposals carefully, alongside the responses to the consultation, all representations and all other relevant information, assessing the proposals against the criteria before reaching a judgement in the round.

The consultation on the four proposals received from your invitation area will be available at <https://www.gov.uk/government/collections/essex-southend-on-sea-and-thurrock-local-government-reorganisation> until 11 January 2026. Responses to the consultation should be submitted through the department's platform 'Citizen Space' in the first instance, though responses can also be made by email and post. Artificial Intelligence will be used to assist officials to analyse the responses received, as set out in the consultation documentation.

Named consultees are listed in the consultation documentation, but I would like to hear the views of all those interested in these proposals, including local residents, town and parish councils, residents' associations, businesses and the voluntary and community sector. As such, I would also ask that you use your existing networks to bring the consultation to the attention of local people and organisations. In doing so you should ensure your actions are compliant with the Recommended Code of Practice for Local Authority Publicity. Please also make sure that consultation documents meet accessibility standards when hosted on your website, and take measures to ensure that digitally excluded groups can access consultation documents, including proposals, in hard copy where appropriate.

Our timetable is ambitious, but it is also the right thing to do. Local government reorganisation will simplify local government and deliver councils who are equipped to drive economic growth, improve local public services, and lead and empower their communities. I look forward to working with you over the coming months to deliver on our ambitions.

I am copying this letter to your Chief Executives, Thurrock Commissioners and the Police, Fire and Crime Commissioner for Essex.

Yours sincerely



Alison McGovern

Minister for Local Government and Homelessness

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Epping Forest District Council News Release

LGR public consultation launched

The government wants your views on the local government reorganisation (LGR) in Greater Essex.



The Ministry of Housing, Communities & Local Government has launched a consultation on local government reorganisation (LGR) in Greater Essex, and all councils are encouraging residents, businesses, voluntary and community groups, and anyone interested to take part and share their views.

Consultation on the 4 proposals

The government is consulting on the 4 proposals that were submitted to the government by [Greater Essex councils in September](#), which set out different options for local government reorganisation (LGR) in the county:

1. A 5 unitary council proposal (led by Southend-on-Sea City Council)
2. A 4 unitary council proposal (led by Rochford District Council)
3. A 4 unitary council proposal (led by Thurrock Council)
4. A 3 unitary council proposal (led by Essex County Council)

All of the proposals, including summaries, [are available on the joint LGR hub](#) set up by all 15 councils earlier this year.

The consultation is aimed to help the government understand what people and organisations think about the proposed changes in Greater Essex.

About LGR

LGR aims to simplify council structures by creating new, bigger councils to make councils work better, making it easier for residents to access and navigate services. It can also bring efficiencies and give stronger local leadership.

Have your say to help shape how decisions are made

"This is a vital opportunity for residents to share their views on four proposals that could reshape local government in Essex – the biggest change in over 50 years. Our goal for LGR is to build a stronger, simpler council system that works well for local people.

"We'd urge everyone in Essex, whether you live or work here, to have your say to help shape how decisions are made, services are delivered, and communities are represented in the future."

Councillor Graham Butland, Leader of Braintree District Council and Chair of the Essex Leaders and Chief Executives group, made up of all 15 councils

Create more sustainable local services

"While all councils in Essex are united in recognising LGR as the right direction for the future, there are differing views on how best to deliver it. Whatever proposal the government decide to take forward, all proposals offer a valid vision for the future that aim to provide opportunities to collaborate, strengthen financial resilience and create more sustainable local services.

"All councils share a commitment to work together to make Essex even better and find the most effective solution for residents and businesses that

improves local government services and brings positive change for our communities.

"Please do make use of this opportunity to read the proposals, think about what kind of local government you want, and make your voice heard."

Councillor David King, *Leader of Colchester City Council and Vice-Chair of the Essex Leaders and Chief Executive's Group*

Take part in the consultation

- [Have your say and take part in the consultation](#)

The consultation closes on Sunday 11 January 2026. Paper copies of the proposals will be made available at all Essex libraries. All councils are also invited to respond to the consultation.

Results of the consultation

The results of the consultation will help inform the government to decide a preferred option on how local government is structured in Greater Essex, which is expected in March 2026. New unitary councils are planned to go live in April 2028.

More information about local government reorganisation in Greater Essex can be found on the [Greater Essex joint LGR Hub](#).

Essex County Council Leader and Cabinet's blog

Keeping the pound in your pocket – why less means more when it comes to councils:

- [Read Councillor Chris Whitbread's County and District Councillor blog](#)
-

TOWN MAYOR'S DUTIES/ENGAGEMENTS Cllr Janet Whitehouse
12th November 2025 – 9th December 2025

13 th November 2025	Tree Planting to commemorate 50 years of Epping Town Council
17 th November 2025	Safer Epping meeting
18 th November 2025	Epping and Theydon Garnon Joint Charities
20 th November 2025	Epping Activity Group
21 st November 2025	Epping Forest District Museum takeover day
22 nd November 2025	Epping-Eppingen AGM
27 th November 2025	Visit to a Epping & Theydon Garnon Joint Charities property
3 rd December 2025	World of Work conference – YES partnership
3 rd December 2025	1 st Epping Guides – Presentations
5 th December 2025	Opening of St John's Church Christmas Tree Festival
6 th December 2025	Epping Christmas Market
6 th December 2025	EFDC Christmas Carol Service
9 th December 2025	Chrysalis Nursery – present Christmas card competition winners

DEPUTY TOWN MAYOR'S DUTIES/ENGAGEMENTS Cllr Razia Sharif
12th November 2025 – 9th December 2025

12 th November 2025	Councillor briefing on waste management
25 th November 2025	Councillor Planning Committee review
26 th November 2025	Councillor meeting on Travellers issues
28 th November 2025	Meeting with Safeguarding team re residents in Beaconsfield
3 rd December 2025	Planning and Highways training
6 th December 2025	Epping Christmas Market

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

The 4-week consultation period for Epping's Neighbourhood Plan has now concluded. Epping Town Council submitted a brief representation to the responses received (through our Neighbourhood Planning expert Martin Small) and this has been returned to Epping Forest District Council. The Town Clerk understands all documents are now with the Inspector awaiting the next and final stages.

2 EPPING HALL OFFICE REFURBISHMENT/MOVE

The team at Epping Hall have now moved into their new offices and the conference room is available for hire again. Once building control have signed off the first part of the project, the Clerk will revisit the doors to divide the corridor in the new year under a separate building regulation application, when the necessary fire research has been undertaken.

3 STONARDS PATH WIDENING

The first section of path has been completed between Fairfield Road and St Margaret's Hospital gate, running alongside football pitch 1. The Town Supervisor requested additional work to the football pitch railings which would have been too low on the new elevated ground and this work has now been completed to his satisfaction.

The central path through the main part of the recreation ground is due to be completed by early December 2025. Progress is being monitored by the Town Supervisor.

4 EPPING CHRISTMAS LIGHTS

At the time of writing, Epping's Christmas lights are on. The Town Clerk would like to thank Louise and the installation team at Aylesford Electrical and Darren Haley and his electrical team for their patience, efficiency and collaboration on this 'Plan B' project. Epping Town Council are still waiting for the lighting permissions from Essex County Council's legal team for which have not yet been forthcoming.

A big thank you to Cllr Hugh Pegrum and Town Supervisor Bill Towers for once again, getting our main Town Christmas tree into position.

5 EPPING HALL: SILVER BIRCH

A silver birch to commemorate Epping Town Council's 50th anniversary was planted by Town Mayor, Cllr Janet Whitehouse in the front garden at Epping Hall on Thursday 13th November 2025. The Mayor's speech was as follows:

"Back in 1973/74, Local Government was reorganised and what was the Epping Urban District Council was restructured to Epping Forest District Council and Epping Town Council, with each assuming different responsibilities. The services and functions provided by the respective Councils does cause confusion as the tiers work separately. While Epping Forest District Council currently look after waste, Council tax, business rates and an enormous variety of things, Epping Town Council as the third tier of local

government looks after the Parish of Epping and selected functions within in, such as Stonards Hill recreation ground, Epping's Monday Market and Bury Lane Cemetery, to name but a few.

In the next two years, local government will experience another reorganisation and the shape of that is yet to be determined. It therefore seems a fitting time to mark Epping Town Council's 50th anniversary (which was in 2024) as a tribute to everything that the Town Council has achieved over that time.

The Town Council continues to protect Epping's Historic Charter Market and it is testimony to those involved in its operations on behalf of the Town Council that it continues to thrive today in such different and challenging economic times.

Bury Lane Cemetery continues to provide a special haven and the last 50 years have seen the introduction of the new section with a more modern style of beams.

Stonards Hill recreation ground has continued to be protected in accordance with the covenants surrounding its donation to our Town by the Silley family, but carefully developed to provide more modern day facilities, such as floodlit tennis courts, high standard football pitches, an outdoor gym, table tennis table, chess table, challenging skate park and a café, without spoiling its special character.

We continue to remind our residents and visitors of Epping's important history by remembering local notable people with blue plaques.

Our allotments continue to provide a vital source of food, community and wellbeing as they did 50 years ago.

Our main building here at Epping Hall sits on the site of the old Epping Hall, which many residents remember. 50 years on we are providing valuable community space for the next generation to enjoy. Many of the parents dropping their children off to events here now will have memories of using the hall themselves during that half decade.

It is to commemorate the work and achievements of Epping Town Council that we are here today to mark our important 50 year anniversary. We will watch the next period of local government reorganisation with interest. But in the meantime, I plant this tree to mark our important 50 years of service to our Parish and may it grown strong and healthy with our town for years to come."

6 ASSET OF COMMUNITY VALUE: MILL MOUND FIELDS

Epping Town Council are still waiting to hear the outcome of the Asset of Community Value application for Mill Mound Fields from Epping Forest District Council's legal team. The response was due by the end of September 2025.
and healthy with our town for years to come."

7 JACK SILLEY PAVILION

A company has now been appointed by Council's insurance company to monitor the potential building movement at the Jack Silley Pavilion. Council will be kept updated on any progress.

03/12/2025

Epping Town Council 2025/2026

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Summary Income & Expenditure by Budget Heading 03/12/2025

Month No: 8

Committee Report to 31/11/25

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent
<u>Full Council</u>						
Income	817,122	845,731	28,609			96.6%
Expenditure	641,618	775,015	133,397	0	133,397	82.8%
Net Income over Expenditure	<u>175,504</u>	<u>70,716</u>	<u>(104,788)</u>			
plus Transfer from EMR	0	0	0			
less Transfer to EMR	0	0	0			
Movement to/(from) Gen Reserve	<u>175,504</u>	<u>70,716</u>	<u>(104,788)</u>			
<u>Earmarked Reserves</u>						
Income	0	0	0			0.0%
Expenditure	0	0	0	0	0	0.0%
Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>	<u>0</u>			
Grand Totals:- Income	817,122	845,731	28,609			96.6%
Expenditure	641,618	775,015	133,397	0	133,397	82.8%
Net Income over Expenditure	<u>175,504</u>	<u>70,716</u>	<u>(104,788)</u>			
plus Transfer from EMR	0	0	0			
less Transfer to EMR	0	0	0			
Movement to/(from) Gen Reserve	<u>175,504</u>	<u>70,716</u>	<u>(104,788)</u>			

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Service & 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	(142,882)	(215,000)	72,118		72,118	66.5%	
4010 Insurance	(10,600)	(10,600)	0		0	100.0%	
4020 Equipment	(3,246)	(1,000)	(2,246)		(2,246)	324.6%	
4025 Consumables	(466)	(700)	234		234	66.6%	
4030 Postage	(445)	(800)	355		355	55.6%	
4035 Printing & Photocopying	(1,181)	(1,800)	619		619	65.6%	
4040 Professional Fees	(13,041)	(10,000)	(3,041)		(3,041)	130.4%	
4045 Subscriptions & Licences	(9,921)	(13,000)	3,079		3,079	76.3%	
4050 Telephone & IT Services	(11,837)	(9,000)	(2,837)		(2,837)	131.5%	
4060 Training - Staff	(1,172)	(2,000)	828		828	58.6%	
4065 Training - Members	(125)	(600)	475		475	20.8%	
4070 Travel & Subsistence - Staff	(382)	(500)	118		118	76.3%	
4075 Travel & Subsistence - Members	0	(600)	600		600	0.0%	
4080 Mayor's Allowance	(63)	(1,000)	937		937	6.3%	
4090 Bank Charges	(68)	(110)	42		42	61.8%	
4095 Miscellaneous Expenditure	(2,673)	(1,000)	(1,673)		(1,673)	267.3%	
4100 Bad Debt & Write Offs	0	(100)	100		100	(0.3%)	
<u>110 Neighbourhood Planning</u>							
4370 N Planning Guidance	1,233	(1,000)	2,233		2,233	(123.3%)	
<u>120 Grants</u>							
4140 Grants - S137	(150)	0	(150)		(150)	0.0%	
4145 Grants - Other Powers	0	(2,000)	2,000		2,000	0.0%	
<u>140 Events & Publications</u>							
1200 Town Show Income	6,023	4,500	(1,523)			133.8%	
1210 Christmas Market Income	4,246	4,500	254			94.4%	
1230 Christmas Tree Donations	500	0	(500)			0.0%	
4165 Epping in Bloom	(1,000)	(1,000)	0		0	100.0%	
4170 Town Show Expenditure	(4,291)	(4,000)	(291)		(291)	107.3%	
4175 Christmas Market Expenditure	(1,925)	(4,500)	2,575		2,575	42.8%	
4180 Christmas Lights Expenditure	(29,918)	(15,000)	(14,918)		(14,918)	199.4%	
4185 Christmas Tree Expenditure	(853)	(3,000)	2,147		2,147	28.4%	
4195 Mayor's Civic Reception	(1,418)	(2,000)	582		582	70.9%	
4205 Talk About Epping	(921)	(1,000)	79		79	92.1%	
4215 Distribution Costs	(218)	0	(218)		(218)	0.0%	
4220 Other Council Events	(1,918)	(2,500)	582		582	76.7%	

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4225 Other Council Publications	(770)	(1,320)	550		550	58.3%	
<u>160 Epping Hall</u>						59.9%	
1300 Lettings Rents & Licences	28,733	48,000	19,267				
4010 Insurance	(8,942)	(8,000)	(942)		(942)	111.8%	
4020 Equipment	(531)	(1,500)	969		969	35.4%	
4025 Consumables	(1,130)	(1,500)	370		370	75.4%	
4085 PWLB Loan Repayments	(16,164)	(16,164)	(0)		(0)	100.0%	
4095 Miscellaneous Expenditure	(50,423)	0	(50,423)		(50,423)	0.0%	
4250 Business Rates	(10,978)	(12,000)	1,022		1,022	91.5%	
4255 Utilities	(9,288)	(15,000)	5,712		5,712	61.9%	
4260 Repairs & Maintenance	(10,979)	(15,000)	4,021		4,021	73.2%	
<u>180 Jack Silley Pavilion</u>						0.0%	
1055 Utility Recharges	999	0	(999)				
1300 Lettings Rents & Licences	20,662	31,000	10,338			66.7%	
4010 Insurance	(1,720)	(1,720)	0		0	100.0%	
4020 Equipment	(121)	(800)	679		679	15.2%	
4025 Consumables	(670)	(500)	(170)		(170)	133.9%	
4250 Business Rates	(4,840)	(4,800)	(40)		(40)	100.8%	
4255 Utilities	(8,995)	(12,500)	3,505		3,505	72.0%	
4260 Repairs & Maintenance	(2,182)	(6,000)	3,818		3,818	36.4%	
<u>200 Epping Market</u>						53.9%	
1300 Lettings Rents & Licences	18,042	33,500	15,458				
1310 Market casuals	8,913	10,500	1,587			84.9%	
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	(6,159)	(6,160)	1		1	100.0%	
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	(15,664)	(24,500)	8,836		8,836	63.9%	
<u>220 Epping Cemetery</u>						85.4%	
1500 Burials & Memorials	25,614	30,000	4,387				
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 To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>240 Parks & Building Maintenance</u>							
1300 Lettings Rents & Licences	6,918	6,000	(918)			115.3%	
1320 Tennis Court income	1,611	1,800	189			89.5%	
1600 Town Greens	1,045	2,400	1,355			43.5%	
1900 Other Receipts	17,197	0	(17,197)			0.0%	
4000 Salaries	(155,040)	(245,000)	89,960		89,960	63.3%	
4010 Insurance	(3,550)	(3,550)	0		0	100.0%	
4020 Equipment	(6,135)	(8,000)	1,865		1,865	76.7%	
4025 Consumables	(842)	(1,000)	158		158	84.2%	
4095 Miscellaneous Expenditure	(2,983)	0	(2,983)		(2,983)	0.0%	
4255 Utilities	(2,545)	(6,000)	3,455		3,455	42.4%	
4260 Repairs & Maintenance	(26,470)	(25,000)	(1,470)		(1,470)	105.9%	
4265 Public Toilet Cleaning	(1,895)	(1,300)	(595)		(595)	145.8%	
4270 Tree management	(700)	(3,000)	2,300		2,300	23.3%	
4275 Tennis Courts	(981)	(1,000)	19		19	98.1%	
4310 Vehicles	(1,645)	(2,000)	355		355	82.3%	
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	(120)	(1,000)	880		880	12.0%	
4255 Utilities	(12,470)	(10,000)	(2,470)		(2,470)	124.7%	
4260 Repairs & Maintenance	(713)	(2,000)	1,287		1,287	35.7%	
4265 Public Toilet Cleaning	(4,010)	(6,000)	1,990		1,990	66.8%	
<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	(705)	(400)	(305)		(305)	176.1%	
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	(686)	(2,000)	1,314		1,314	34.3%	
<u>320 War Memorial</u>							
4260 Repairs & Maintenance	0	(100)	100		100	0.0%	

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>340 Council as Landlord</u>							
1300 Lettings Rents & Licences	3,106	6,000	2,894			51.8%	
1900 Other Receipts	4,400	5,000	600			88.0%	
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	817,122	845,731	28,609			96.6%	
Expenditure	641,618	775,015	133,397	0	133,397	82.8%	
Net Income over Expenditure	175,504	70,716	(104,788)				
Movement to/(from) Gen Reserve	175,504	70,716	(104,788)				

Date: 03/12/2025

Epping Town Council 2025/2026

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Time: 14:36

Barclays No 1 Account

List of Payments made between 01/11/2025 and 30/11/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/11/2025	Barclays Bank plc	DEBIT	8.50		Commission 15Sept/12Oct
13/11/2025	Co-operative Bank current	Transfer	30,000.00		Transfer *
13/11/2025	Co-operative Bank current	Transfer	20,000.00		Transfer adjustment *
17/11/2025	Public Works Loan Board	DD01	3,079.52		Loan repayment
21/11/2025	EE	DD02	68.04		Mobile/dongle
Total Payments			53,156.06		

Time: 14:36

Co-operative Bank current

List of Payments made between 01/11/2025 and 30/11/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/11/2025	Epping Forest District Council	DD03	484.00		NDR 1/4/25 to 1/4/26
10/11/2025	Co-operative Online Account	Transfer	510.00		Transfer *
10/11/2025	Yu Energy Retail Limited	DD04	1,113.43		Electric EH Oct 25
10/11/2025	Epping Forest District Council	DD05	245.00		NDR 1/4/25 to 1/4/26
10/11/2025	Epping Forest District Council	DD06	499.00		NDR 1/4/25 to 1/4/26
10/11/2025	Epping Forest District Council	DD07	1,098.00		NDR 1/4/25 to 1/4/26
10/11/2025	Co-operative Online Account	Transfer	500.00		Transfer *
11/11/2025	Afford-A-Floor Ltd	BAC1111/01	880.00		Supply+fit latex, office floor
11/11/2025	Auditing Solutions Ltd	BAC1111/02	1,260.00		1st interim audit 25-26
11/11/2025	Aylesford Electrical Contracto	BAC1111/03	12,411.00		Final invoice for stars
11/11/2025	The Security Network Ltd	BAC1111/04	1,634.39		Finish fire alarm system
11/11/2025	Epping Forest District Council	BAC1111/05	500.00		Inspection charge office refur
11/11/2025	Ernest Doe & Sons Ltd	BAC1111/06	557.10		Call out mach steering issues
11/11/2025	Fleet (Line Markers) Ltd	BAC1111/07	627.77		Pitchmarker and drums
11/11/2025	Foskett Marr Gadsby and Head L	BAC1111/08	462.00		Advice and letter review
11/11/2025	GLS Educational Supplies	BAC1111/09	1,112.50		Toilet rolls
11/11/2025	Kompan Ltd	BAC1111/10	9,821.13		Wetpour repair works SH
11/11/2025	Mr David Jackman	BAC1111/11	220.00		Media service - Sept-Oct 25
11/11/2025	RAD Group	BAC1111/12	1,767.35		IT support Nov 25
11/11/2025	Safe Fire Protection Ltd	BAC1111/13	586.80		JSP extinguisher service
11/11/2025	Mr D R Whitbread	BAC1111/14	88.00		Clean bus stops+EH windows
11/11/2025	HMRC	BAC1111/15	6,055.90		NI+PAYE Oct 25
11/11/2025	Essex Pension Fund	BAC1111/16	3,824.53		Pension conts Oct 25
11/11/2025	Nest Pension	BAC1111/17	465.04		Pension conts Oct 25
11/11/2025	The Poppy Appeal	302137	150.00		6 wreaths for Remembrance 25
11/11/2025	Petty Cash	Transfer	250.00		Petty cash withdrawal
11/11/2025	Safe Fire Protection	BAC1111/13	-0.30		Payment adjustment
12/11/2025	British Gas Services Ltd	DD08	344.38		Gas 29.8-28.10.25
14/11/2025	Corona Energy	DD09	1,520.28		Purchase Ledger Payment
14/11/2025	D W Erections	DD10	1,958.00		Market erect/supervision
14/11/2025	Salary payments	BACS	25,446.50		Salary transfers
17/11/2025	Peninsula	DD11	519.37		HR and H&S support
18/11/2025	EDF Energy	DD12	768.31		Electric Oct 25
18/11/2025	Everflow	DD13	1,007.96		Water 10.12.25-9.1.26
25/11/2025	AMX Print Limited	BAC2511/01	151.12		Xmas market banners, tape
25/11/2025	Aylesford Electrical Contracto	BAC2511/02	8,559.00		Xmas lights install
25/11/2025	The Epping Forest Pipe Band	BAC2511/03	275.00		Remembrance parade
25/11/2025	Ernest Doe & Sons Ltd	BAC2511/04	1,465.37		Call out for faulty mower
25/11/2025	GLS Educational Supplies	BAC2511/05	56.95		Clock, staple remover, paper
25/11/2025	Kent County Council	BAC2511/06	118.15		Ricoh Copier charge Aug-Oct
25/11/2025	Kent County Council	BAC2511/07	467.34		Gas 30.9-31.10.25
25/11/2025	Mobile Account Solutions (Hold	BAC2511/08	457.80		Phones Nov 25
25/11/2025	MSPC Ltd	BAC2511/09	307.00		Supply TAE Winter
25/11/2025	NPower Commercial Gas	BAC2511/10	22.78		Electric Oct 25
25/11/2025	Reliant Leisure Services Ltd	BAC2511/11	948.00		Frampton Rd rec ground repairs
25/11/2025	Thomas Fattorini Ltd	BAC2511/12	62.12		2x ribbons for Mayor's reglia
25/11/2025	Wicksteed Leisure Ltd	BAC2511/13	572.47		Toddler table top replacement

Continued on Page 2

List of Payments made between 01/11/2025 and 30/11/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
25/11/2025	Merlin Carpets (Debden) Ltd	BAC2511/14	2,950.00		Supply+fit carpet and vinyl
25/11/2025	Direct Moves	BAC2511/15	768.00		Office removal service
26/11/2025	PHS Group	DD14	448.27		Hygiene facilities toilets
26/11/2025	Holly McDougall	BAC2611/01	100.00		Two stilit walkers
Total Payments			<u>96,416.81</u>		

List of Payments made between 01/11/2025 and 30/11/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/11/2025	Amazon UK	56	9.84		Semi skimmed milk sticks
05/11/2025	Amazon Uk	57	25.80		Still water x 2
05/11/2025	Amazon Uk	58	18.96		Cable ties
05/11/2025	Amazon Uk	59	29.94		Paper cups
10/11/2025	Zoom Commun	60	16.79		Inv 329136921
11/11/2025	Sussex Christmas Trees	61	1,023.44		Inv 101
12/11/2025	Amazon UK	62	12.74		Nescafe sachets
12/11/2025	Amazon UK	63	15.98		PG t bags
13/11/2025	Amazon Uk	64	190.76		Outdoor library box
24/11/2025	HP Instant Ink	66	6.49		Monthly subscription
26/11/2025	Amazon Uk	65	12.83		Goo gone spray
26/11/2025	Amazon Uk	67	23.41		Photo frames
26/11/2025	Amazon Uk	68	29.38		Diaries/calculator
26/11/2025	Amazon Uk	69	41.79		Rug Doctor detergent

Total Payments	<u>1,458.15</u>
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03/12/2025

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Epping Town Council 2025/2026
Annual Budget - By Centre (Actual YTD Month 8)
Note: Budget 2025/26

		<u>2024/25</u>		<u>2025/26</u>				<u>2026/27</u>			
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward	
100	<u>Service & Committee Support</u>										
1076	Precept	621,795	621,795	645,791	645,791	645,791	0	645,791	0	0	NIL INCREASE
1090	Interest Received	1,800	7,197	1,800	1,418	6,800	0	6,500	0	0	AT THIS
1900	Other Receipts	800	112	500	0	100	0	100	0	0	STAGE.
	Total Income	624,395	629,105	648,091	647,209	652,691	0	652,391	0	0	(AWAITING TAX
4000	Salaries	203,800	206,741	215,000	142,882	215,000	0	223,000	0	0	BASE
4010	Insurance	10,400	11,648	10,600	10,600	10,600	0	11,000	0	0	FIGURES.)
4020	Equipment	800	1,134	1,000	3,246	4,000	0	2,000	0	0	
4025	Consumables	700	713	700	466	700	0	750	0	0	
4030	Postage	700	893	800	445	800	0	900	0	0	
4035	Printing & Photocopying	1,600	1,685	1,800	1,181	1,800	0	1,800	0	0	
4040	Professional Fees	7,000	9,372	10,000	13,041	15,000	0	15,000	0	0	
4045	Subscriptions & Licences	6,500	9,233	13,000	9,921	13,000	0	13,000	0	0	
4050	Telephone & IT Services	8,000	11,746	9,000	11,837	12,000	0	12,000	0	0	
4060	Training - Staff	1,500	915	2,000	1,172	2,000	0	2,000	0	0	
4065	Training - Members	600	0	600	125	500	0	600	0	0	
4070	Travel & Subsistence - Staff	600	542	500	382	500	0	600	0	0	
4075	Travel & Subsistence - Members	700	76	600	0	200	0	600	0	0	
4080	Mayor's Allowance	1,000	1,000	1,000	63	1,000	0	1,000	0	0	
4090	Bank Charges	105	102	110	68	110	0	110	0	0	
4095	Miscellaneous Expenditure	1,000	960	1,000	2,673	3,000	0	2,000	0	0	
4100	Bad Debt & Write Offs	100	474	100	0	300	0	300	0	0	
	Overhead Expenditure	245,105	257,234	267,810	198,102	280,510	0	286,660	0	0	

Continued on next page

Annual Budget - By Centre (Actual YTD Month 8)

Note: Budget 2025/26

		<u>2024/25</u>		<u>2025/26</u>				<u>2026/27</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve		<u>379,290</u>	<u>371,870</u>	<u>380,281</u>	<u>449,107</u>	<u>372,181</u>		<u>365,731</u>		
<u>110</u>	<u>Neighbourhood Planning</u>									
4370	N Planning Guidance	1,000	0	1,000	-1,233	1,000	0	1,000	0	0
	Overhead Expenditure	<u>1,000</u>	<u>0</u>	<u>1,000</u>	<u>-1,233</u>	<u>1,000</u>	<u>0</u>	<u>1,000</u>	<u>0</u>	<u>0</u>
Movement to/(from) Gen Reserve		<u>(1,000)</u>	<u>0</u>	<u>(1,000)</u>	<u>1,233</u>	<u>(1,000)</u>		<u>(1,000)</u>		
<u>120</u>	<u>Grants</u>									
4140	Grants - S137	150	125	0	150	150	0	150	0	0
4145	Grants - Other Powers	500	275	2,000	0	1,000	0	2,000	0	0
	Overhead Expenditure	<u>650</u>	<u>400</u>	<u>2,000</u>	<u>150</u>	<u>1,150</u>	<u>0</u>	<u>2,150</u>	<u>0</u>	<u>0</u>
Movement to/(from) Gen Reserve		<u>(650)</u>	<u>(400)</u>	<u>(2,000)</u>	<u>(150)</u>	<u>(1,150)</u>		<u>(2,150)</u>		
<u>140</u>	<u>Events & Publications</u>									
1200	Town Show Income	4,000	6,399	4,500	6,023	6,023	0	4,500	0	0
1210	Christmas Market Income	4,000	3,200	4,500	4,246	4,500	0	4,500	0	0
1220	Christmas Lights Donations	0	2,000	0	0	0	0	0	0	0
1230	Christmas Tree Donations	0	400	0	500	500	0	0	0	0
	Total Income	<u>8,000</u>	<u>11,999</u>	<u>9,000</u>	<u>10,769</u>	<u>11,023</u>	<u>0</u>	<u>9,000</u>	<u>0</u>	<u>0</u>
4165	Epping in Bloom	1,000	1,000	1,000	1,000	1,000	0	1,000	0	0
4170	Town Show Expenditure	3,500	4,855	4,000	4,291	3,816	0	6,000	0	0
4175	Christmas Market Expenditure	3,000	1,741	4,500	1,925	4,500	0	6,500	0	0
4180	Christmas Lights Expenditure	7,500	18,465	15,000	29,918	29,918	0	16,000	0	0

Continued on next page

Epping Town Council 2025/2026
Annual Budget - By Centre (Actual YTD Month 8)
Note: Budget 2025/26

		<u>2024/25</u>		<u>2025/26</u>				<u>2026/27</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4185	Christmas Tree Expenditure	2,500	1,914	3,000	853	3,000	0	3,000	0	0
4195	Mayor's Civic Reception	2,000	2,000	2,000	1,418	3,000	0	3,000	0	0
4205	Talk About Epping	1,000	1,230	1,000	921	1,230	0	4,500	0	0
4215	Distribution Costs	0	0	0	218	218	0	2,000	0	0
4220	Other Council Events	2,000	2,513	2,500	1,918	2,000	0	2,000	0	0
4225	Other Council Publications	1,320	1,320	1,320	770	1,320	0	1,320	0	0
Overhead Expenditure		23,820	35,038	34,320	43,231	50,002	0	45,320	0	0
Movement to/(from) Gen Reserve		(15,820)	(23,039)	(25,320)	(32,461)	(38,979)		(36,320)		
160	<u>Epping Hall</u>									
1300	Lettings Rents & Licences	48,000	42,738	48,000	28,733	44,000	0	46,000	0	0
Total Income		48,000	42,738	48,000	28,733	44,000	0	46,000	0	0
4010	Insurance	8,800	3,324	8,000	8,942	8,942	0	9,000	0	0
4020	Equipment	1,000	1,045	1,500	531	1,500	0	1,500	0	0
4025	Consumables	1,400	1,013	1,500	1,130	1,300	0	1,500	0	0
4085	PWLB Loan Repayments	77,840	77,840	16,164	16,164	16,164	0	0	0	0
4095	Miscellaneous Expenditure	0	0	0	50,423	48,000	0	0	0	0
4250	Business Rates	12,000	10,978	12,000	10,978	10,978	0	12,000	0	0
4255	Utilities	15,000	15,964	15,000	9,288	15,000	0	15,000	0	0
4260	Repairs & Maintenance	14,000	15,305	15,000	10,979	15,000	0	16,000	0	0
Overhead Expenditure		130,040	125,469	69,164	108,435	116,884	0	55,000	0	0
Movement to/(from) Gen Reserve		(82,040)	(82,731)	(21,164)	(79,702)	(72,884)		(9,000)		
180	<u>Jack Silley Pavilion</u>									

Continued on next page

Annual Budget - By Centre (Actual YTD Month 8)

Note: Budget 2025/26

		<u>2024/25</u>		<u>2025/26</u>				<u>2026/27</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1055	Utility Recharges	0	0	0	999	999	0	0	0	0
1300	Lettings Rents & Licences	30,000	31,318	31,000	20,662	31,000	0	32,000	0	0
Total Income		30,000	31,318	31,000	21,661	31,999	0	32,000	0	0
4010	Insurance	1,700	1,700	1,720	1,720	1,720	0	1,740	0	0
4020	Equipment	800	0	800	121	600	0	800	0	0
4025	Consumables	400	385	500	670	800	0	800	0	0
4250	Business Rates	4,800	4,840	4,800	4,840	4,840	0	4,900	0	0
4255	Utilities	12,500	11,285	12,500	8,995	12,000	0	12,000	0	0
4260	Repairs & Maintenance	6,000	4,579	6,000	2,182	5,000	0	6,000	0	0
Overhead Expenditure		26,200	22,790	26,320	18,528	24,960	0	26,240	0	0
Movement to/(from) Gen Reserve		3,800	8,528	4,680	3,133	7,039		5,760		
<u>200</u>	<u>Epping Market</u>									
1300	Lettings Rents & Licences	36,000	33,306	33,500	18,042	29,000	0	30,000	0	0
1310	Market casuals	7,500	10,258	10,500	8,913	13,000	0	12,500	0	0
Total Income		43,500	43,564	44,000	26,955	42,000	0	42,500	0	0
4007	Advertising & promotion	500	0	500	0	500	0	500	0	0
4010	Insurance	740	740	760	760	760	0	780	0	0
4020	Equipment	1,000	361	1,000	1,553	2,000	0	2,000	0	0
4025	Consumables	0	68	0	0	0	0	0	0	0
4085	PWLB Loan Repayments	6,156	6,159	6,160	6,159	6,160	0	6,160	0	0
4095	Miscellaneous Expenditure	0	62	0	2,600	2,600	0	200	0	0

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Epping Town Council 2025/2026
Annual Budget - By Centre (Actual YTD Month 8)
Note: Budget 2025/26

		<u>2024/25</u>		<u>2025/26</u>				<u>2026/27</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4250	Business Rates	5,500	4,990	5,500	4,990	4,990	0	5,500	0	0
4260	Repairs & Maintenance	1,000	410	1,000	50	1,000	0	1,000	0	0
4300	Market Contractor	23,500	23,496	24,500	15,664	24,500	0	25,000	0	0
4305	Skip Hire	0	95	0	0	0	0	0	0	0
Overhead Expenditure		38,396	36,381	39,420	31,776	42,510	0	41,140	0	0
Movement to/(from) Gen Reserve		5,104	7,184	4,580	(4,821)	(510)		1,360		
220	<u>Epping Cemetery</u>									
1500	Burials & Memorials	36,000	40,496	30,000	25,614	32,000	0	32,000	0	0
Total Income		36,000	40,496	30,000	25,614	32,000	0	32,000	0	0
4010	Insurance	940	940	960	960	960	0	980	0	0
4015	Cemetery Benches	0	809	0	0	0	0	0	0	0
4020	Equipment	500	489	500	440	500	0	800	0	0
4025	Consumables	0	0	0	15	15	0	0	0	0
4095	Miscellaneous Expenditure	500	0	500	1,309	1,500	0	500	0	0
4250	Business Rates	2,000	2,132	2,000	2,445	2,445	0	2,600	0	0
4260	Repairs & Maintenance	2,000	14,869	3,000	12,582	12,582	0	4,000	0	0
Overhead Expenditure		5,940	19,240	6,960	17,751	18,002	0	8,880	0	0
Movement to/(from) Gen Reserve		30,060	21,256	23,040	7,862	13,998		23,120		
240	<u>Parks & Building Maintenance</u>									
1300	Lettings Rents & Licences	5,800	6,049	6,000	6,918	6,918	0	7,000	0	0
1320	Tennis Court income	1,500	2,621	1,800	1,611	1,800	0	1,800	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 8)

Note: Budget 2025/26

		<u>2024/25</u>		<u>2025/26</u>				<u>2026/27</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1600	Town Greens	2,200	2,048	2,400	1,045	2,200	0	2,200	0	0
1900	Other Receipts	0	7,056	0	17,197	17,500	0	12,000	0	0
Total Income		9,500	17,774	10,200	26,771	28,418	0	23,000	0	0
4000	Salaries	281,000	231,820	245,000	155,040	245,000	0	270,000	0	0
4010	Insurance	3,150	3,324	3,550	3,550	3,550	0	3,700	0	0
4020	Equipment	6,000	5,974	8,000	6,135	8,000	0	10,000	0	0
4025	Consumables	700	982	1,000	842	1,000	0	1,000	0	0
4095	Miscellaneous Expenditure	0	608	0	2,983	2,983	0	0	0	0
4255	Utilities	6,000	3,775	6,000	2,545	4,000	0	4,000	0	0
4260	Repairs & Maintenance	20,000	14,813	25,000	26,470	28,000	0	29,000	0	0
4265	Public Toilet Cleaning	1,000	1,300	1,300	1,895	3,000	0	3,300	0	0
4270	Tree management	2,500	0	3,000	700	3,000	0	3,000	0	0
4275	Tennis Courts	1,000	686	1,000	981	1,000	0	1,000	0	0
4310	Vehicles	2,000	2,201	2,000	1,645	2,000	0	2,500	0	0
4360	Fuel	4,500	3,089	4,500	2,783	3,500	0	4,000	0	0
Overhead Expenditure		327,850	268,572	300,350	205,569	305,033	0	331,500	0	0
Movement to/(from) Gen Reserve		(318,350)	(250,799)	(290,150)	(178,798)	(276,615)		(308,500)		
260	<u>Public Convenience</u>									
1055	Utility Recharges	0	-7,458	10,000	17,487	17,487	0	0	0	0
Total Income		0	-7,458	10,000	17,487	17,487	0	0	0	0
4020	Equipment	80	7	100	16	100	0	100	0	0
4025	Consumables	700	160	1,000	120	200	0	500	0	0

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Annual Budget - By Centre (Actual YTD Month 8)

Note: Budget 2025/26

		<u>2024/25</u>		<u>2025/26</u>				<u>2026/27</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4255	Utilities	3,000	10,825	10,000	12,470	12,470	0	8,000	0	0
4260	Repairs & Maintenance	1,200	0	2,000	713	2,000	0	2,000	0	0
4265	Public Toilet Cleaning	5,000	2,502	6,000	4,010	6,000	0	6,000	0	0
	Overhead Expenditure	9,980	13,494	19,100	17,329	20,770	0	16,600	0	0
	Movement to/(from) Gen Reserve	(9,980)	(20,952)	(9,100)	158	(3,283)		(16,600)		
280	<u>Allotments</u>									
1300	Lettings Rents & Licences	4,300	4,272	4,440	4,417	4,417	0	4,500	0	0
	Total Income	4,300	4,272	4,440	4,417	4,417	0	4,500	0	0
4010	Insurance	300	300	320	320	320	0	340	0	0
4020	Equipment	300	146	300	0	300	0	300	0	0
4025	Consumables	0	0	300	0	0	0	0	0	0
4255	Utilities	400	141	400	705	800	0	600	0	0
4260	Repairs & Maintenance	500	32	500	0	0	0	500	0	0
	Overhead Expenditure	1,500	619	1,820	1,025	1,420	0	1,740	0	0
	Movement to/(from) Gen Reserve	2,800	3,653	2,620	3,393	2,997		2,760		
300	<u>Street Furniture</u>									
4020	Equipment	1,000	3,600	2,000	0	1,000	0	2,000	0	0
4095	Miscellaneous Expenditure	750	0	1,000	0	500	0	1,000	0	0
4260	Repairs & Maintenance	800	1,910	2,000	686	1,000	0	2,000	0	0
	Overhead Expenditure	2,550	5,510	5,000	686	2,500	0	5,000	0	0

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Annual Budget - By Centre (Actual YTD Month 8)

Note: Budget 2025/26

		<u>2024/25</u>		<u>2025/26</u>				<u>2026/27</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
	Movement to/(from) Gen Reserve	<u>(2,550)</u>	<u>(5,510)</u>	<u>(5,000)</u>	<u>(686)</u>	<u>(2,500)</u>		<u>(5,000)</u>		
320	<u>War Memorial</u>									
4260	Repairs & Maintenance	100	0	100	0	0	0	100	0	0
	Overhead Expenditure	<u>100</u>	<u>0</u>	<u>100</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>100</u>	<u>0</u>	<u>0</u>
	Movement to/(from) Gen Reserve	<u>(100)</u>	<u>0</u>	<u>(100)</u>	<u>0</u>	<u>0</u>		<u>(100)</u>		
340	<u>Council as Landlord</u>									
1300	Lettings Rents & Licences	6,000	4,220	6,000	3,106	5,500	0	6,000	0	0
1900	Other Receipts	6,500	7,067	5,000	4,400	5,000	0	5,000	0	0
	Total Income	<u>12,500</u>	<u>11,287</u>	<u>11,000</u>	<u>7,506</u>	<u>10,500</u>	<u>0</u>	<u>11,000</u>	<u>0</u>	<u>0</u>
4260	Repairs & Maintenance	1,500	627	1,500	270	800	0	1,500	0	0
	Overhead Expenditure	<u>1,500</u>	<u>627</u>	<u>1,500</u>	<u>270</u>	<u>800</u>	<u>0</u>	<u>1,500</u>	<u>0</u>	<u>0</u>
	Movement to/(from) Gen Reserve	<u>11,000</u>	<u>10,660</u>	<u>9,500</u>	<u>7,236</u>	<u>9,700</u>		<u>9,500</u>		
360	<u>Council as Tenant</u>									
4400	Letting Rents & Licence Costs	501	150	151	0	151	0	151	0	0
	Overhead Expenditure	<u>501</u>	<u>150</u>	<u>151</u>	<u>0</u>	<u>151</u>	<u>0</u>	<u>151</u>	<u>0</u>	<u>0</u>
	Movement to/(from) Gen Reserve	<u>(501)</u>	<u>(150)</u>	<u>(151)</u>	<u>0</u>	<u>(151)</u>		<u>(151)</u>		
800	<u>Stonards Refurbishment S106</u>									
1250	Stonards refurbishment	0	115,000	0	0	0	0	0	0	0

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Annual Budget - By Centre (Actual YTD Month 8)

Note: Budget 2025/26

		<u>2024/25</u>		<u>2025/26</u>				<u>2026/27</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Total Income		0	115,000	0	0	0	0	0	0	0
4395	Stonards refurbishment	0	145,000	0	0	0	0	0	0	0
Overhead Expenditure		0	145,000	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve		0	(30,000)	0	0	0		0		
Total Budget Income		816,195	940,095	845,731	817,122	874,535	0	852,391	0	0
Expenditure		815,132	930,525	775,015	641,618	865,692	0	822,981	0	0
Movement to/(from) Gen Reserve		1,063	9,570	70,716	175,504	8,843		29,410		

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ETC 2025/26 Projected Outturn		Service & committee support	Neigh- bourhood planning	Grants	Events & public- ations	Epping Hall	Jack Silley Pavilion	Epping Market	Epping Cemetery	Parks & building maint.	Public conven- ience	Allotments	Street furniture	War memorial	Council as landlord	Council as tenant	Capital projects	Total
Income:	Band D Inc.																	
Precept		645,791																645,791
Interest received		6,800																6,800
Other receipts		100			500		999			19,700	17,487				5,000			43,786
Town show					6,023													6,023
Christmas market					4,500													4,500
Letting						44,000	31,000	42,000		6,918		4,417			5,500			133,835
Burials & memorials									32,000									32,000
Tennis courts										1,800								1,800
Transfer from Specific Reserves																		-
		652,691	-	-	11,023	44,000	31,999	42,000	32,000	28,418	17,487	4,417	-	-	10,500	-	-	874,535
Expenditure:																		
Salaries		215,000								245,000								460,000
Insurance		10,600				8,942	1,720	760	960	3,550		320						26,852
Equipment		4,000				1,500	600	2,000	500	8,000	100	300	1,000					18,000
Consumables		700				1,300	800		15	1,000	200							4,015
PWLB loan repayments						16,164		6,160										22,324
Business rates						10,978	4,840	4,990	2,445									23,253
Utilities						15,000	12,000			4,000	12,470	800						44,270
Repairs & maintenance						15,000	5,000	1,000	12,582	28,000	2,000		1,000	-	800			65,382
Public Toilet Cleaning										3,000	6,000							9,000
Tennis courts										1,000								1,000
Postage		800																800
Printing & photocopying		1,800																1,800
Professional fees		15,000																15,000
Subscriptions & licences		13,000																13,000
Telephone & IT services		12,000																12,000
Training - staff		2,000																2,000
Training - members		500																500
Travel & subsistence		700																700
Mayor's allowance		1,000																1,000
Bank charges		110																110
Miscellaneous expenditure		3,000				48,000		3,100	1,500	5,983			500					62,083
Bad debts & write offs		300																300
Election costs																		-
Circulation																		-
Guidance			1,000															1,000
Grants - S137 / Other powers				1,150														1,150
Capital projects																		-
Epping in bloom					1,000													1,000
Town show					3,816													3,816
Christmas market expenditure					4,500													4,500
Christmas lights expenditure					29,918													29,918
Chrtistmas tree expenditure					3,000													3,000
Mayor's Civic Reception					3,000													3,000
Talk about Epping					1,230													1,230
Distribution costs					218													218
Other Council events					2,000													2,000
Other Council publications					1,320													1,320
Market contractor								24,500										24,500
Skip hire																		-
Vehicles										2,000								2,000
Fuel										3,500								3,500
Rent																151		151
Transfer to Specific Reserves																		-
		280,510	1,000	1,150	50,002	116,884	24,960	42,510	18,002	305,033	20,770	1,420	2,500	-	800	151	-	865,692
Transfer to / (from) General Res.		372,181	(1,000)	(1,150)	(38,979)	(72,884)	7,039	(510)	13,998	(276,615)	(3,283)	2,997	(2,500)	-	9,700	(151)	-	8,843

Market - Advertising
Parks - Tree Mgt

Reserves Movement	General Reserve	Specific Reserves										Total Reserves
		Asset	Capital	Election	War Memorial	Xmas Lights	Tennis Ct Refurb.				Total	
Opening Balance	199,846	-	38,700	6,000	2,500	16,500	8,174	-	-	-	71,874	271,720
In year transfers in											-	-
In year transfers out				-	-						-	-
Transfer from operations	8,843			-							-	8,843
Year end transfers in	64,500		60,000	3,000			800				63,800	128,300
Year end transfers out	(63,800)		(48,000)	-	-	(16,500)					(64,500)	(128,300)
Closing Balance	209,389	-	50,700	9,000	2,500	-	8,974	-	-	-	71,174	280,563

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Reserves should be in the region of £390,000

General Reserve Opening balance reflects current projected outturn for 2024/25

Surplus in
year

ETC Budget 2026/27		Service & committee support	Neighbourhood planning	Grants	Events & publications	Epping Hall	Jack Silley Pavilion	Epping Market	Epping Cemetery	Parks & building maint.	Public convenience	Allotments	Street furniture	War memorial	Council as landlord	Council as tenant	Capital projects	Total
Tax base +																		
Income:	Band D Inc.																	
Precept		645,791																645,791
Interest received		6,500																6,500
Other receipts		100								14,200	-				5,000			19,300
Town show					4,500													4,500
Christmas market					4,500													4,500
Letting						46,000	32,000	42,500		7,000		4,500			6,000			138,000
Burials & memorials									32,000									32,000
Tennis courts										1,800								1,800
Transfer from Specific Reserves																		-
		652,391	-	-	9,000	46,000	32,000	42,500	32,000	23,000	-	4,500	-	-	11,000	-	-	852,391
Expenditure:																		
Salaries		223,000								270,000								493,000
Insurance		11,000				9,000	1,740	780	980	3,700		340						27,540
Equipment		2,000				1,500	800	2,000	800	10,000	100	300	2,000					19,500
Consumables		750				1,500	800			1,000	500							4,550
PWLB loan repayments						-		6,160										6,160
Business rates						12,000	4,900	5,500	2,600									25,000
Utilities						15,000	12,000			4,000	8,000	600						39,600
Repairs & maintenance						16,000	6,000	1,000	4,000	29,000	2,000	500	2,000	100	1,500			62,100
Public Toilet Cleaning										3,300	6,000							9,300
Tennis courts										1,000								1,000
Postage		900																900
Printing & photocopying		1,800																1,800
Professional fees		15,000																15,000
Subscriptions & licences		13,000																13,000
Telephone & IT services		12,000																12,000
Training - staff		2,000																2,000
Training - members		600																600
Travel & subsistence		1,200																1,200
Mayor's allowance		1,000																1,000
Bank charges		110																110
Miscellaneous expenditure		2,000						700	500	3,000			1,000					7,200
Bad debts & write offs		300																300
Election costs																		-
Circulation																		-
Guidance			1,000															1,000
Grants - S137 / Other powers				2,150														2,150
Capital projects																		-
Epping in bloom					1,000													1,000
Town show					6,000													6,000
Christmas market expenditure					6,500													6,500
Christmas lights expenditure					16,000													16,000
Christmas tree expenditure					3,000													3,000
Mayor's Civic Reception					3,000													3,000
Talk about Epping					4,500													4,500
Distribution costs					2,000													2,000
Other Council events					2,000													2,000
Other Council publications					1,320													1,320
Market contractor								25,000										25,000
Skip hire																		-
Vehicles										2,500								2,500
Fuel										4,000								4,000
Rent																151		151
Transfer to Specific Reserves																		-
		286,660	1,000	2,150	45,320	55,000	26,240	41,140	8,880	331,500	16,600	1,740	5,000	100	1,500	151	-	822,981
Transfer to / (from) General Res.		365,731	(1,000)	(2,150)	(36,320)	(9,000)	5,760	1,360	23,120	(308,500)	(16,600)	2,760	(5,000)	(100)	9,500	(151)	-	29,410

Reserves Movement	General Reserve	Specific Reserves										Total Reserves
		Asset	Capital	Election	War Memorial	Xmas Lights	Tennis Ct Refurb.				Total	
Opening Balance	209,389	-	50,700	9,000	2,500	-	8,974	-	-	-	71,174	280,563
In year transfers in											-	-
In year transfers out				-	-						-	-
Transfer from operations	29,410			-							-	29,410
Year end transfers in	-			3,000			800				3,800	3,800
Year end transfers out	(3,800)			-	-						-	(3,800)
Closing Balance	234,999	-	50,700	12,000	2,500	-	9,774	-	-	-	74,974	309,973

General Reserve Opening balance reflects current projected outturn for 2024/25

Surplus in year

Reserves should be in the region of £390,000

DRAFT CHARGES

ATTACHMENT J1

ALLOTMENTS



EPPING TOWN COUNCIL

Epping Hall, St Johns Road

Epping, Essex CM16 5JU

Telephone 01992 579444

Email: info@eppingtowncouncil.gov.uk

CHARGES: Effective from 1 April 2026 (Proposed 2027 3%)

FROM 1 APRIL 2026:

£40.50 (single plot)

£80.50 (double plot)

£36.50 (single plot for seniors*)

£73.00 (double plot for seniors*)

FROM 1 APRIL 2027:

£40.50 (**£41.50**) (single plot)

£80.50 (**£82.50**) (double plot)

£36.50 (**£37.50**) (single plot for seniors*)

£73.00 (**£75.00**) (double plot for seniors*)

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

CEMETERY



EPHING TOWN COUNCIL

Epping Hall, St Johns Road

Epping, Essex CM16 5JU

Telephone 01992 579444

Email: info@eppingtowncouncil.gov.uk

CHARGES: Effective from 1 April 2026 **Proposed 3%**

	Resident	Non Resident
INTERMENT IN PURCHASED GRAVE (double depth)	£994.50 £1025.00	£2980.50 £3069.90
INTERMENT IN PURCHASED GRAVE (single depth)	£766.00 £789.00	£2298.50 £2367.50
PURCHASE OF EXCLUSIVE RIGHT OF BURIAL in cemetery for a maximum of two burials. (Includes right to place on the grave a memorial of design, materials and dimensions as specified in the Regulations (separate approval required (see below)).	£1064.00 £1095.90	£3193.50 £3289.90
INTERMENT IN CREMATED REMAINS PLOT	£312.00 £321.00	£938.00 £966.00
PURCHASE OF EXCLUSIVE RIGHT OF BURIAL in a plot for cremated remains, for a maximum of two burials including the right to place on the plot a horizontal plaque of materials and dimensions as specified in the Regulations (separate approval required (see below)).	£455.00 £469	£1365.00 £1405
FEES FOR NON-INHABITANTS>		
The foregoing fees for interments are doubled and for purchase of Exclusive Right of Burial tripled in respect of the grave of any person who within a period of six months prior to the date of death was not an inhabitant of the Town of Epping, and, in the case of a still-born child, where neither of the parents at the time of birth of the child are inhabitants of the said parish PROVIDED that in any case where the exclusive right of burial in any grave space has been first granted to an inhabitant of the said parish, whether he or she remains an inhabitant or becomes a non-inhabitant, the fees payable on his or her interment or on the interment of his or her husband, wife or unmarried child in such grave space shall be the same as for an inhabitant but this privilege is not transferred to a successor if the exclusive right is transferred on the death of the original rights' owner.		
SCATTERING OF ASHES in designated area, entry in Cemetery Book, purchase, and maintenance, of small plaque in position over a fifteen-year period (renewable on application) Approx 6"x 3" brass plaque		Resident/ Non Resident £170.00 £175.00
SCATTERING OF ASHES and entry in Cemetery Book		£44.00 £45.00
APPROVAL OF NEW MEMORIALS (Memorials may not be placed on graves/plots without a written permit)		£140.50 £144.70
ADDITIONAL INSCRIPTIONS TO EXISTING MEMORIALS		£97.50 £100.40
MEMORIAL SEATS		
Purchase of teak seat with brass plaque or carved letters – dependent on space (Placing at Town Council's discretion) (excluding inscription)		VAT inclusive £1456.00
Standard		£1499.60
Smaller		£1213.50 £1249

TRANSFER OF EXCLUSIVE RIGHT OF BURIAL	£98.00 £100.90
CHAPEL HIRE	£72.00 £74.00
TO SUPPLY GENERATOR TO CHAPEL	£72.00 £74.00
GENEALOGY SEARCH OF BURIAL RECORDS (per surname provided (max. five)	£29.50 £30.30
ADMINISTRATION CHARGE (If professional undertakers not used)	£72.00 £74.00

* Prices may vary please check pre-ordering

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JACK SILLEY PAVILION

Hire Charges



EPPING TOWN COUNCIL

Epping Hall, St Johns Road

Epping, Essex CM16 5JU

Telephone: 01992 579444

Email: info@eppingtowncouncil.gov.uk

PROPOSED CHARGES 3%: Effective from 1 April 2026

	ESSEX ROOM			FOREST ROOM		
	Basic	Local	Charity	Basic	Local	Charity
	£ per hour	£ per hour	£ per hour	£ per hour	£ per hour	£ per hour
Monday to Friday						
8am - 6pm	18.50 (19.00)	15.00 (15.50)	9.00 (9.50)	15.00 (15.50)	13.00 (13.50)	7.50 (7.50)
6pm - 11pm	20.50 (21.00)	18.00 (18.50)	10.00 (10.50)	17.50 (18.00)	14.50 (15.00)	8.50 (9.00)
11pm - 12am	30.00 (31.00)	25.50 (26.50)	15.00 (15.50)	25.00 (26.00)	21.50 (22.00)	13.00 (13.50)
Saturday and Sunday						
8am - 6pm	25.00 (26.00)	21.00 (21.50)	12.00 (12.50)	21.00 (21.50)	18.00 (18.50)	10.00 (10.50)
6pm - 11pm	29.00 (30.00)	24.50 (25.00)	14.50 (15.00)	25.50 (26.50)	20.50 (21.00)	12.00 (12.50)
11pm - 12am	51.50 (53.00)	43.50 (45.00)	25.50 (26.50)	41.50 (42.50)	34.50 (35.50)	21.00 (21.50)

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

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

(3) Charging Structure:

Basic: All external Bookings,

Local: All Local Commercial or Local Private Functions and

Charity: All Local Organisations and Registered Charities

VARIATION TO BASIC CHARGES

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

For dances, discotheques etc.

£7.15 per session plus VAT

For aerobics, keep fit and dance classes

£3.10 per session plus VAT

PAYMENTS

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

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

CANCELLATIONS

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

PITCH HIRE



EPPING TOWN COUNCIL

Epping Hall, St Johns Road

Epping, Essex CM16 5JU

Telephone 01992 579444

Email: info@eppingtowncouncil.gov.uk

PROPOSED CHARGES: Effective from 1 April 2026

Fully Prepared Pitch including goal posts

Dressing rooms and use of showers

Pitch No. 1

£1333.50 (~~£1373.50~~)
£1003.00 (~~£1033.00~~)

Included
£331.00 (~~£340.50~~)

Senior Teams

One day per week per season

£662.00 (~~£681.50~~)

£331.00 (~~£340.50~~)

One day alternate weeks per season

£337.50 (~~£347.50~~)

£168.00 (~~£173.00~~)

Other regular users per match

£51.00 (~~£52.50~~)

£29.50 (~~£30.50~~)

Casual users

£92.00 (~~£94.50~~)

£45.00 (~~£46.00~~)

Junior Teams (age 11 and under)

One day per week per season

£396.50 (~~£408.00~~)

Regular users per match
(10 matches or more)

£25.50 (~~£26.50~~)

Casual users per match

£38.50 (~~£39.50~~)

All the above are subject to VAT unless booked for a season or a minimum of 10 matches

Floodlit All Weather Area

Whole area (per hour)

£51.50 (~~£53.00~~)

The above is inclusive of VAT which is not payable if booked for a minimum of 10 sessions

Visiting Fairs

£835.50 (~~£860.50~~)

On site Saturday, open Wednesday to Saturday, off site Sunday

Junior Teams:

Frampton Road £207.00 (~~£213.00~~)

Brook Road £477.00 (~~£491.00~~)

Lower Swaines Per application

ATTACHMENT J2

BUDGET FIRST DRAFT ESTIMATES: December 2025

Discussion points to inform the January budget and decisions required:

***Please note:** a draft figure has been built into the relevant sections of the income and expenditure operating budget for Council to approve/adjust (except 1).

1) Reserves are too low and need to be 'topped up'. This has been raised on many previous audits, where the auditor has been satisfied that these will be addressed once the PWLB loans on Epping Hall have lapsed

Transfer sum required?

2) Professional fees budget very low given one legal query could cost £500 and a piece of work £1500 plus. Specialist queries requiring formal responses increasing and expensive

£15,000 has been budgeted.

Budget increase for professional fees acceptable?

3) Events budget – stayed similar for some time and much of it is spent on operational items such as rubbish, licences, road closures and security assistance, etc leaving very little for attractions

Town Show: £6,500 has been built in
Christmas Market: £6,500 has been built in

Budget increase for Town Show and Christmas Market acceptable?

4) Talk About Epping: distribution to each business and household in the Parish ceased in ?? due to costs and budgetary constraints (vastly increased utilities) and this was to be re-discussed when this had eased

5) **Please note:** PWLB annual loan reduction approximately £96,000 per annum. With nil increase to precept, surplus far less to allocate to reserves (£29,410) due to ever increasing operational costs.

Options:

Option 1: Stay as it is. 500 copies to Epping Hall. (Distributed to a few Town locations by individuals by hand). Annual cost approximately: **£1300**.

Option 2:

Print 2500 copies and have them formally distributed to set, key locations throughout the town. Annual cost approximately **£4500**

Option 3: Return to full print run and distribution. Annual cost approximately: **£7000**

Which option to build into the 2026/27 budget?

(Please note: middle option has been inserted into the first draft)

ATTACHMENT J3

Draft five year indicative expenditure based on Action Plan/wish list
To be built into January 2026 spreadsheet

Epping Hall	Cost	2026-27	2027-28	2028-29	2029-30	2030-31
Decorating		£10,000				£5,000
Wish list		£5,000	£5,000	£5,000	£5,000	£5,000
Conference Room air con			£10,000			
Jack Silley Pavilion						
JSP decorating		£5,000			£5,000	
Market						
Gazebos		£20,000				
Cemetery						
Entrance tarmac			£15,000		£20,000	
Parks & building						
Stonards car park tarmac		£15,000		£15,000		£15,000
Football pitches top dressing		£18,000				£20,000
Modular toilet (Council to consider)						
Playgrounds						
Stonards			£40,000 (S)	£30,000 (IC)	£20,000 (P,C)	£20,000 (T/F).
Wetpour			£10,000	£10,000	£10,000	£10,000
Vehicles		£15,000		£15,000		£15,000
Mowers			£20,000		£20,000	
Machinery		£10,000		£10,000		£15,000
Total		£98,000	£100,000	£85,000	£80,000	£105,000
Pitch & irrigation system		£100,000+ (Funding required excluded)				