

MINUTES of the **ORDINARY COUNCIL MEETING** held in the Conference Room, Epping Hall, on **Tuesday 14th July 2026 at 8pm.**

PRESENT:

Cllr N Avey	(Deputy Town Mayor)	
Cllr C Burgess	Cllr L Burrows	Cllr C McCredie
Cllr H Pegrum	Cllr G Scruton	Cllr Janet Whitehouse
Cllr Jon Whitehouse	Cllr M Wright	

OFFICER: Beverley Rumsey (Town Clerk)

80 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr R Sharif, Cllr H Whitbread and Cllr J Duffell. Apologies for lateness were received from Cllr Jon Whitehouse.

In the absence of the Chairman (Town Mayor), the meeting was chaired by Cllr N Avey (Deputy Mayor).

81 DECLARATIONS OF INTEREST

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.

82 DISPENSATIONS

There were no dispensations.

83 PUBLIC PARTICIPATION - QUESTION TIME

There were no public questions and comments.

84 CONFIRMATION OF COUNCIL MINUTES

It was **RESOLVED** that the minutes of the Ordinary Council Meeting held on 9th June 2026 be signed by the Mayor as a true record and adopted by the Council, subject to the following amendment:

Cllr Janet Whitehouse: Minute 53

8 June: United Charities meeting not the Epping & Theydon Garnon charities.

Should read: 'New vicar has reinvigorated the charity. Grant applications will be invited for Christmas.'

85 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 th June 2026	(Attachment B)
Planning & General Purposes Committee	23 rd June 2026	(Attachment C)

86 COMMUNICATIONS TO NOTE/REQUIRING DECISION**(i) National Highways Lower Thames Crossing consultation****(Attachment D)**

Council considered the National Highways Lower Thames Crossing consultation information, as per **Attachment D**.

It was **RESOLVED** that:

- (i) The Town Clerk would respond in favour of a reduced speed limit and the potential for land acquisition, as detailed in 2.2 and 2.3.

(ii) Letter from Cllr Annie-May O'Neill (Attachment D1)

Council **NOTED** the letter from Cllr Annie-May O'Neill, as per **Attachment D1**.

It was **RESOLVED** that:

- (i) Epping Town Councillors that had any comments or questions should contact Cllr Annie-May O'Neill directly.

(iii) S62A designation: planning communication from Epping Forest District Council

Council **NOTED** the S62A designation planning information from Epping Forest District Council.

(iv) Bakers Lane/Cottis Lane, Epping: Progress Update**(Attachment D2)**

Council **NOTED** the Bakers Lane/Cottis Lane Highways information, as per **Attachment D2**.

87 TOWN MAYOR & DEPUTY TOWN MAYOR'S DUTIES

The duties undertaken by the Town Mayor and Deputy Town Mayor since the Ordinary Council meeting on 9th June 2026 were **NOTED**, with the following amendment:

Town Mayor Delete Teddy Bear's picnic for 10th July 2026

88 REPORTS FROM MEMBERS

Reports from members were received on meetings or visits since the Ordinary Council meeting on 9th June 2026:

Cllr Janet Whitehouse	Epping Town Partnership	12 th June 2026
Discussed constitution, bank account and possible projects	NHS West Essex ICB briefing	15 th June 2026
	DWP/EFDC skills and wellbeing event	17 th June 2026
	Essex Chairs Dementia network	17 th June 2026
	Launch of 3Food4U Epping Hub	19 th June 2026
	EFDC briefing on Planning Designation	22 nd June 2026
	Epping Town Show	5 th July 2026
	Visit to Terre Verde base and waste briefing	6 th July 2026

Epping Town Partnership meeting 10th July 2026
 Constitution approved enabling Epping Town Partnership to be formally set up and projects to go forward for approval.

Cllr Jon Whitehouse Epping Town Show 5th July 2026
 Epping Town Partnership meeting 10th July 2026

Cllr M Wright Epping Horticultural Society AGM 21st July 2026
 New constitution

Cllr C McCredie Community Restoration Group 18th June 2026
 Situation after The Bell Hotel. Normal situations returning.

Epping Town Show 5th July 2026
 Safer Epping, Neighbourhood Watch, Speedwatch, IAG representation together. Very busy.

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

The Town Clerk highlighted the Neighbourhood Plan which was due to be approved by EFDC on 23rd July 2026.

Members congratulated the office team on the Town Show.

The Town Clerk highlighted that the Clerk's Administration Officer had started.

The Clerk formally thanked the Senior Finance Officer for her 21.5 years' of service.

The Clerk highlighted that Council's new website was close to being ready.

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

90 **REPORT FROM EPPING FOREST DISTRICT COUNCILLORS**

Cllr Jon Whitehouse entered here.

Cllr Janet Whitehouse (EFDC):

Cllr Janet Whitehouse highlighted EFDC's Planning Constitution Working Group regarding Designation. Papers will go to Council. Changes to planning. 21 day turnaround. Big changes. Cllr Janet Whitehouse will ask EFDC to advise Town and Parish Councils what this will mean for them, as soon as possible.

91 **FINANCIAL REPORT TO 30TH JUNE 2026**

Statutory Basis: Local Audit and Accountability Act 2014

Council considered the summary financial report for June 2026, 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.

92 ACCOUNTS FOR PAYMENT

Statutory Basis: Local Audit and Accountability Act 2014

Cllr G Scruton presented the payment schedules for June 2026. Council **APPROVED** the payment of accounts for June 2026.

Payments total: **£61,520.27**. (Payments from Barclays total £82.84 (please note a transfer of £50,000 from Barclays to the Co-operative). Payments from the Cooperative total £61,094.21. Payments from the Co-operative Online total £343.66.)

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 June 2026 were **APPROVED** as presented in the schedule.

93 BANK BALANCES AT 30TH JUNE 2026

Statutory Basis: Local Audit and Accountability Act 2014

Council **APPROVED** the bank balances at 30th June 2026 for all accounts, as per Attachment I.

It was **RESOLVED** that:

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

94 CYCLE OF MEETINGS 2027-2028

Statutory Basis: Local Government Act 1972, s99 (Sch 12, p 8(1))

Council **APPROVED** the draft Cycle of Meetings, as per **Attachment J**.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government Act 1972, s99 (Sch 12, p8 (1));
- (ii) A list of any other committees would be added to the document.

95 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.

96 INSURANCE POLICIES (CONTRACTS) 2026-27

Statutory Basis: Local Government Act 1972, s111; Local Audit and Accountability Act 2014; Local Government Act 2000, s101; Local Authorities (Indemnities for Members and Officers) Order 2004 – England

(a) Main insurance policy 2026-27

Council **NOTED** the new main insurance policy renewal from 1st July 2026, as per **Attachment K**, which Council had been advised about at the 9th June 2026 meeting.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government Act 1972, s111; Local Audit and Accountability Act 2014; Local Government Act 2000, s101; Local Authorities (Indemnities for Members and Officers) Order 2004 – England

(b) Motor fleet insurance 2026-27

Council **NOTED** the motor fleet insurance policy renewal from 1st July 2026, as per **Attachment K1**.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government Act 1972, s111; Local Audit and Accountability Act 2014; Local Government Act 2000, s101; Local Authorities (Indemnities for Members and Officers) Order 2004 – England.

(c) Lift insurance policy 2026-27

Council **NOTED** the lift insurance policy from 1st July 2026, as per **Attachment K2**.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government Act 1972, s111; Local Audit and Accountability Act 2014; Local Government Act 2000, s101; Local Authorities (Indemnities for Members and Officers) Order 2004 – England;
- (ii) Council **NOTED** the insurance reconciliation tracking document, as per **Attachment K3**.
- (iii) Council **NOTED** the total insurance budget provision for 2026-27, as per **Attachment K4**;

(d) Cyber insurance 2026-27

Council **AUTHORISED** the Town Clerk to finalise the cyber insurance policy renewal from 24th July 2026, as per **Attachment K5**.

It was **RESOLVED** that:

- (i) The statutory basis for this item be **NOTED** as the Local Government Act 1972, s111; Local Audit and Accountability Act 2014; Local Government Act 2000, s101; Local Authorities (Indemnities for Members and Officers) Order 2004 – England.

97 GAS AND ELECTRICITY CONTRACTS

Statutory Basis: Local Government Act 1972, s111

Council considered the gas and electricity contracts updated information as per **Attachment L**.

It was **RESOLVED** that:

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

98 MARKET LICENCES/CONTRACTS

Statutory Basis: Food Act 1984, s50

Council considered the street trading licensing application information as per **Attachments M & M1**.

It was **RESOLVED** that:

- (i) The Town Clerk was **AUTHORISED** to object to the application on Council's behalf and would draft the objection based on the details in **Attachment M1**.

CLOSURE

The Deputy Mayor, Cllr Nigel Avey, closed the meeting at **9.10pm**.

Signature of Chairman
Date

Epping Town Council
Planning Councillors Comments
14th July 2026

EPF/1216/26	293, High Street, Epping, CM16 4DA. Mrs L Willis.	Grade II Listed building consent for external repair to render.
Planning Councillors have NO OBJECTION to this application provided the work is carried out under the supervision of the conservation officer at EFDC.		
EPF/1113/26	Site known as Thornwood Park, High Road, Thornwood, Epping, CM16 6LU. Mr J Spencer.	TPO/EPF/18/89 (Ref: T4, T5, T6) G8: Ash—Prune overhanging branches back to boundary, as specified.
Application listed incorrectly on EFDC's weekly list (wrong parish).		
EPF/1258/26	Tabara, Hemnal Street, Epping, CM16 4LR. Mr P Sampson.	First floor rear extension.
Planning Councillors have NO OBJECTION to this application. Members would request that consideration is given to any loss of amenity for neighbouring properties in terms of light and overshadowing.		

OTHERS

EPF/1211/26	6, The Maltings, Palmers Hill, Epping, CM16 6SG. A.M Design Studio Limited.	Approval of Details Reserved by Conditions 3 Written Scheme of Investigation and 4 External Finishes of EPF/0834/25 (Replacement of conservatory with side extension, and internal remodelling to basement and ground floors).
Planning Councillors would request that the conservation officer works closely with the applicant on the external finishes and materials, as this proposal may have elements which are not complimentary to the host building.		

APPEALS

AP-13681 (EPF/1691/25)	Russell Cottage, Coopersale Hall, Fluxs Lane, Epping, CM16 7PE. Mr Steve Burges.	Permission in principle for residential redevelopment of existing property - larger scheme - 5 larger or 9 smaller dwellings.
Decision taken by P&GP Committee – 13th January 2026 Committee STRONGLY OBJECTED to this application.		

MINUTES of the **PLANNING AND GENERAL PURPOSES COMMITTEE MEETING** held at Epping Hall, St. Johns Road, Epping on **Tuesday, 28th July 2026** at **7.15pm**.

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

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

99 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr G Scruton.

100 DECLARATIONS OF INTEREST

Cllr C McCredie declared non-pecuniary interests in **EPF/1391/26**, 1 Oak Glade, Coopersale and **EPF/1360/26**, 11 Bury Road, Epping as both residents are known to her.

101 DISPENSATIONS

There were no dispensations.

102 CONFIRMATION OF MINUTES

Committee **RESOLVED** that:

No minutes to receive. Planning & General Purposes meeting on 14th July 2026 was cancelled in accordance with the criteria for low application meetings. Planning councillors' comments were agreed prior to being submitted to Epping Forest District Council.

103 PUBLIC QUESTIONS OR COMMENTS

There were no public questions or comments.

104 NOTICES AND INFORMATION

Renewal of Street Trading License for Clainy's Ltd Fresh Fish.
Committee have **NO OBJECTIONS** or **COMMENTS**.

New application for Vape Shack - Vapes, Vape devices, E-Liquids & soft drinks.
Committee have **NO OBJECTIONS** or **COMMENTS**.

105 PLANNING APPLICATIONS

EPF/1343/26	38, Coopersale Lodge, Coopersale Street, Epping, CM16 7QJ. Mr & Mrs Campbell.	Removal of conservatory and replacement with glazed link. Minor internal and external alterations to rationalise house layout.
Committee have NO OBJECTION to this application provided the work is carried out under the supervision of the conservation officer at EFDC.		

EPF/1346/26	38, Coopersale Lodge, Coopersale Street, Epping, CM16 7QJ. Mr & Mrs Campbell.	Grade II Listed Building Consent for removal of conservatory and replacement with glazed link. Minor internal and external alterations to rationalise house layout.
Committee have NO OBJECTION to this application provided the work is carried out under the supervision of the conservation officer at EFDC.		
EPF/1342/26	Saint Albans Church Hall, Coopersale Common, Coopersale, Epping, CM16 7QT. Mr & Mrs Balasuriya.	Grade II Listed Building Consent for replacement sashes and upgrade of four windows to east and west.
Committee have NO OBJECTION to this application provided any replacement materials match the existing in appearance and specification, and the work is carried out under the supervision of the conservation officer at EFDC.		
EPF/1360/26	11, Bury Road, Epping, CM16 5ET. Mr & Mrs Rowe.	Variation of Condition 2 Plan numbers of EPF/0486/26 (Demolition of existing extensions and garage building, construction of part single, part two storey rear extension, two storey side extension, plus single storey extension to the other side, new front bay window and entrance porch, plus new roof with accommodation within, with associated dormer and roof light windows)
Committee have NO OBJECTION to this application.		
EPF/1368/26	1, Vicarage Road, Coopersale, Epping, CM16 7RB. Mr G Jones.	Single storey rear extension.
Committee have NO OBJECTION to this application.		

106 OTHERS

EPF/1357/26	Eppingdene, Ivy Chimneys, Epping, CM16 4EL. Mr & Mrs A Halford.	Certificate of Lawful Development for existing use of Unit 8 as B2 in excess of 10 years.
Committee have NO COMMENTS to make.		
EPF/1391/26	1, Oak Glade, Coopersale, Epping, CM16 7QP. Emily & Neil Holst.	Certificate of Lawful Development for proposed single storey rear extension.
Committee have NO COMMENTS to make.		

107 APPEALS

AP-13685 EPF/0052/26	84, The Plain, Epping, CM16 6TW. Cihan Beller.	Retrospective application for erection of loft conversion with rear dormer extension, single storey rear extension and front porch extension.
Committee have NO COMMENTS to make.		

108 PLANNING DECISIONS

Committee **NOTED** that no decisions were 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 **7.38pm**.

Signature of Chairman

Date

ATTACHMENT D

Dear Stakeholder,

I am writing to inform you that the Council is undertaking an **interim review of polling districts and polling places**, involving **eight polling venues** within the district.

The purpose of the review is to ensure that polling arrangements continue to provide electors with reasonable and accessible facilities for voting and that polling places remain suitable for their respective polling districts.

As part of the review, a public consultation will be held from **Monday 27 July 2026 until Friday 11 September 2026**. During this period, interested parties are invited to submit comments on the proposed polling place arrangements, including the suitability and accessibility of the venues under review.

We welcome feedback from electors, elected representatives, community groups, disability organisations, and any other interested stakeholders. All responses received during the consultation period will be carefully considered before recommendations are finalised.

Following the consultation, a report setting out the findings and any proposed changes will be presented to **Council on 17 December 2026** for consideration and agreement.

Details of the review, including the consultation documents and information on how to respond, are available on the Council's website
<https://www.eppingforestdc.gov.uk/have-your-say-polling-station-review-consultation/> .

Should you have any questions regarding the review, please do not hesitate to contact the Electoral Services team.

Thank you for taking the time to participate in this important consultation.

Kind regards

Electoral Services

Epping Forest District Council | 323 Civic Offices, High Street, Epping, CM16 4BZ

ATTACHMENT D1

Dear Members,

On behalf of our President, Jennifer Tolhurst, His Majesty's Lord-Lieutenant of Essex, it gives me great pleasure to invite you to attend the Annual General Meeting of the Essex Association of Local Councils.

-  Date: Tuesday, 15th September 2026
-  Location: Online via Zoom
-  Time: Commencing at 7.00pm – 9:00pm

The Executive Committee are recommending that the Constitution of the Association be changed so as to future proof it and make it and our governance documents consistent with each other. The most significant change being proposed is to reduce each member's vote at the AGM to one vote per member. This prevents any possibility of any members vote being cancelled out by representatives voting in opposition to each other. Representatives are voting as the member council, not as individuals.

Links to access the proposed new Constitution along with the old Constitution are included below for your consideration. Members will be required to vote on the proposed new Constitution at the AGM and may wish to call a council meeting prior to the AGM to determine whether they accept the changes proposed.

In accordance with the EALC Constitution (Section 6.02(f)), the AGM shall:
Conduct any other business or motion duly notified in writing to the CEO at least 21 working days prior to the date of the AGM, or such an emergency motion as may be decided to be competent.
Please ensure any submissions are received no later than Thursday, 13th August 2025.

Please use the Eventbrite booking system to secure your tickets:

[EALC 82nd Annual General Meeting 2026 Tickets, Tuesday 15 September • 7 PM - 9 PM GMT+1 | Eventbrite](#)
[Proposed Constitution 2026](#)
[Existing Constitution](#)

We look forward to welcoming you.

Kind regards,

Stephanie Robinson ICAEW, CiLCA
Chief Executive Officer



Sending a 'thank you' email is estimated to produce over 1g of CO2 equivalent. Think of how many 'thank you' emails must be sent every day; that's quite an impact on climate change. I will therefore not send a thank you email but will instead extend my thanks to you now, in advance, for your consideration of my message.

The Essex Association of Local Councils wish to thank Essex County Council for the continued support and financial commitment to enable services to be delivered to the Parish sector in Essex.

For all grant funds held on behalf of ECC and information on the free training offered under the Health & Wellbeing initiative, visit www.ealc.gov.uk.

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TOWN MAYOR'S DUTIES/ENGAGEMENTS Cllr Razia Sharif

Saturday 8th August 2026	Annual ETC vs EFDC Pétanque Competition.
Tuesday 11 th August 2026	Residents meeting at Bodley Close re anti-social behaviour, rats etc. ETC/EFDC

DEPUTY TOWN MAYOR'S DUTIES/ENGAGEMENTS Cllr Nigel Avey

Friday 17 th July 2026	3Food4U Foodbank Launch
Sunday 19 th July 2026	Classic Car Show – Stonards Hill recreation ground
Friday 24 th July 2026	Alexander Morgan Gallery Goodbye
Monday 27 th July 2026	Health and Safety Project Meeting
Wednesday 29 th July 2026	Senior Finance Officer Retirement Presentation

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

The Town Clerk is delighted to announce that Epping Town Council's Neighbourhood Plan has been made. The Neighbourhood Plan for Epping was formally approved by Epping Forest District Council on Thursday 23rd July 2026.

In the early years, there were hours of meetings and considerable amounts of project work undertaken by local residents. Cllr N Avey as Chairman of the Neighbourhood Planning Advisory Committee has agreed to host a small gathering to thank those involved in the Neighbourhood Plan on Tuesday 25th August 2026 at 5.30pm until 7pm before Planning. Members are invited to attend. Others expected to be present are residents involved in the Plan, our Neighbourhood Planning expert, representatives of the Epping Society, Town Freeman and other stakeholders. Please join us if you can.

2 EPPING ROSEBOWL

The Epping Rosebowl will be presented to a local resident who has been tending their garden for 45 years. It will hopefully be presented at the Epping Horticultural Show. Pictures have been circulated to members by email. This is a new competition and we will augment promotion for the coming year.

3 ST CLARE HOSPICE LIONS ON THE LOOSE TRAIL

Members will have noticed St Clare Hospice's pride of lions that have arrived in the District. The Town Clerk is delighted to be hosting two lions; one at Epping Hall and one at Stonards Hill recreation ground, on behalf of St Clare Hospice.

4 SENIOR FINANCE OFFICER

Epping Town Council's Senior Finance Officer retired on Wednesday 29th July 2026 after 21.5 years. Cllr N Avey presented her with a beautiful brass stag and flowers from Council in his role as Deputy Mayor.

Council's new Senior Finance Officer started on Wednesday 15th July 2026 and the Town Clerk would like to formally welcome her to our team.

5 CASUAL CARETAKER VACANCY

At the Ordinary Council meeting on 9th June 2026 (Minute #70 of 2026/27), Council approved a Casual Caretaker to assist our current caretaking team and that recruitment process has now been completed with our new casual caretaker starting on 7th August 2026.

6 TALK ABOUT EPPING

The Town Clerk has been looking at ways to redesign Talk About Epping for some time using alternative software which is more widely available and easier/cheaper for others to use. A suggested alternative/s will be brought to Council in due course.

7 SPECIAL MEMORY PICNIC BENCH: STONARDS HILL RECREATION GROUND

Our special memory picnic bench for our late groundsman Martin Patience should be ready to be installed in late August 2026. Council will be kept informed of progress.

8 STONARDS HILL RECREATION GROUND PATH, DRAINAGE AND FOLLOW UP WORKS (NHS)

The Town Clerk has previously advised that there were some issues with the recreation ground levels and finishes following the path works to aid St Margaret's Hospital. This has taken months to resolve as multiple parties were involved. The Town Supervisor has pursued this to ensure the ground has been left in a good condition and the work has now been completed to his satisfaction. Thank you to Cllr H Pegrum for inputting into the practical discussions.

05/08/2026

Epping Town Council Current Year

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17:00

Summary Income & Expenditure by Budget Heading 31/07/2026

Month No: 4

Committee Report 31.07.2026

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent
<u>Full Council</u>						
Income	407,584	873,577	465,993			46.7%
Expenditure	329,338	823,481	494,143	0	494,143	40.0%
Net Income over Expenditure	<u>78,246</u>	<u>50,096</u>	<u>(28,150)</u>			
plus Transfer from EMR	0	0	0			
less Transfer to EMR	0	0	0			
Movement to/(from) Gen Reserve	<u>78,246</u>	<u>50,096</u>	<u>(28,150)</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	407,584	873,577	465,993			46.7%
Expenditure	329,338	823,481	494,143	0	494,143	40.0%
Net Income over Expenditure	<u>78,246</u>	<u>50,096</u>	<u>(28,150)</u>			
plus Transfer from EMR	0	0	0			
less Transfer to EMR	0	0	0			
Movement to/(from) Gen Reserve	<u>78,246</u>	<u>50,096</u>	<u>(28,150)</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	333,489	666,977	333,489			50.0%	
1090 Interest Received	583	6,500	5,917			9.0%	
1900 Other Receipts	(1)	100	101			(1.1%)	
4000 Salaries	(70,850)	(223,000)	152,150		152,150	31.8%	
4010 Insurance	0	(11,000)	11,000		11,000	0.0%	
4020 Equipment	(22)	(2,000)	1,978		1,978	1.1%	
4025 Consumables	(324)	(750)	426		426	43.3%	
4030 Postage	(149)	(900)	751		751	16.5%	
4035 Printing & Photocopying	(658)	(1,800)	1,142		1,142	36.6%	
4040 Professional Fees	(169)	(15,000)	14,831		14,831	1.1%	
4045 Subscriptions & Licences	(5,632)	(13,000)	7,368		7,368	43.3%	
4050 Telephone & IT Services	(4,588)	(12,000)	7,412		7,412	38.2%	
4060 Training - Staff	(210)	(2,000)	1,790		1,790	10.5%	
4065 Training - Members	0	(600)	600		600	0.0%	
4070 Travel & Subsistence - Staff	(162)	(600)	438		438	27.0%	
4075 Travel & Subsistence - Members	0	(600)	600		600	0.0%	
4080 Mayor's Allowance	(226)	(1,000)	774		774	22.6%	
4090 Bank Charges	(34)	(110)	76		76	30.9%	
4095 Miscellaneous Expenditure	(336)	(2,000)	1,664		1,664	16.8%	
4100 Bad Debt & Write Offs	0	(300)	300		300	0.0%	
<u>110 Neighbourhood Planning</u>							
4155 N Planning Circulation	(730)	0	(730)		(730)	0.0%	
4370 N Planning Guidance	0	(1,000)	1,000		1,000	0.0%	
<u>120 Grants</u>							
4140 Grants - S137	0	(150)	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	6,728	4,500	(2,228)			149.5%	
1210 Christmas Market Income	0	4,500	4,500			0.0%	
4165 Epping in Bloom	(1,000)	(1,000)	0		0	100.0%	
4170 Town Show Expenditure	(5,667)	(6,500)	833		833	87.2%	
4175 Christmas Market Expenditure	0	(6,500)	6,500		6,500	0.0%	
4180 Christmas Lights Expenditure	0	(16,000)	16,000		16,000	0.0%	
4185 Christmas Tree Expenditure	0	(3,000)	3,000		3,000	0.0%	
4195 Mayor's Civic Reception	(1,484)	(3,000)	1,516		1,516	49.5%	
4205 Talk About Epping	(809)	(4,500)	3,691		3,691	18.0%	
4215 Distribution Costs	(185)	(2,000)	1,815		1,815	9.3%	
4220 Other Council Events	(78)	(2,000)	1,922		1,922	3.9%	

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4225 Other Council Publications	(110)	(1,320)	1,210		1,210	8.3%	
<u>160 Epping Hall</u>							
1300 Lettings Rents & Licences	16,199	46,000	29,801			35.2%	
4010 Insurance	(28,087)	(9,000)	(19,087)		(19,087)	312.1%	
4020 Equipment	(5,558)	(1,500)	(4,058)		(4,058)	370.5%	
4025 Consumables	(316)	(1,500)	1,184		1,184	21.0%	
4250 Business Rates	(9,114)	(12,000)	2,886		2,886	76.0%	
4255 Utilities	(3,738)	(15,000)	11,262		11,262	24.9%	
4260 Repairs & Maintenance	(4,646)	(16,000)	11,354		11,354	29.0%	
<u>180 Jack Silley Pavilion</u>							
1300 Lettings Rents & Licences	10,541	32,000	21,459			32.9%	
4010 Insurance	0	(1,740)	1,740		1,740	0.0%	
4020 Equipment	0	(800)	800		800	0.0%	
4025 Consumables	(201)	(800)	599		599	25.1%	
4250 Business Rates	(3,763)	(4,900)	1,137		1,137	76.8%	
4255 Utilities	(3,078)	(12,000)	8,922		8,922	25.7%	
4260 Repairs & Maintenance	(7,369)	(6,000)	(1,369)		(1,369)	122.8%	
<u>200 Epping Market</u>							
1300 Lettings Rents & Licences	7,473	30,000	22,527			24.9%	
1310 Market casuals	4,958	12,500	7,542			39.7%	
1400 Transfers & Charges	33	0	(33)			0.0%	
4007 Advertising & promotion	0	(500)	500		500	0.0%	
4010 Insurance	0	(780)	780		780	0.0%	
4020 Equipment	0	(2,000)	2,000		2,000	0.0%	
4085 PWLB Loan Repayments	(3,080)	(6,160)	3,080		3,080	50.0%	
4095 Miscellaneous Expenditure	0	(200)	200		200	0.0%	
4250 Business Rates	(4,606)	(5,500)	894		894	83.7%	
4260 Repairs & Maintenance	(270)	(1,000)	730		730	27.0%	
4300 Market Contractor	(23,496)	(25,000)	1,504		1,504	94.0%	
<u>220 Epping Cemetery</u>							
1500 Burials & Memorials	8,449	32,000	23,551			26.4%	
4010 Insurance	0	(980)	980		980	0.0%	
4020 Equipment	(530)	(800)	270		270	66.2%	
4025 Consumables	(124)	0	(124)		(124)	0.0%	
4095 Miscellaneous Expenditure	0	(500)	500		500	0.0%	
4250 Business Rates	(2,519)	(2,600)	81		81	96.9%	
4260 Repairs & Maintenance	0	(4,000)	4,000		4,000	0.0%	
<u>240 Parks & Building Maintenance</u>							
1300 Lettings Rents & Licences	7,071	7,000	(71)			101.0%	

Detailed Income & Expenditure by Budget Heading 31/07/2026

Month No: 4

Cost Centre Report to 31.07.2026

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1320 Tennis Court income	814	1,800	986			45.2%	
1600 Town Greens	538	2,200	1,662			24.5%	
1900 Other Receipts	1,953	12,000	10,047			16.3%	
4000 Salaries	(86,392)	(270,000)	183,608		183,608	32.0%	
4010 Insurance	0	(3,700)	3,700		3,700	0.0%	
4020 Equipment	(3,842)	(10,000)	6,158		6,158	38.4%	
4025 Consumables	(325)	(1,000)	675		675	32.5%	
4255 Utilities	(940)	(4,000)	3,060		3,060	23.5%	
4260 Repairs & Maintenance	(33,980)	(29,000)	(4,980)		(4,980)	117.2%	
4265 Public Toilet Cleaning	(1,935)	(3,300)	1,365		1,365	58.6%	
4270 Tree management	(180)	(3,000)	2,820		2,820	6.0%	
4275 Tennis Courts	0	(1,000)	1,000		1,000	0.0%	
4310 Vehicles	(1,155)	(2,500)	1,345		1,345	46.2%	
4360 Fuel	(2,686)	(4,000)	1,314		1,314	67.1%	
<u>260 Public Convenience</u>							
4020 Equipment	0	(100)	100		100	0.0%	
4025 Consumables	0	(500)	500		500	0.0%	
4255 Utilities	(242)	(8,000)	7,758		7,758	3.0%	
4260 Repairs & Maintenance	(190)	(2,000)	1,810		1,810	9.5%	
4265 Public Toilet Cleaning	(2,770)	(6,000)	3,230		3,230	46.2%	
<u>280 Allotments</u>							
1300 Lettings Rents & Licences	5,284	4,500	(784)			117.4%	
4010 Insurance	0	(340)	340		340	0.0%	
4020 Equipment	0	(300)	300		300	0.0%	
4255 Utilities	(101)	(600)	499		499	16.8%	
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	(150)	(2,000)	1,850		1,850	7.5%	
<u>320 War Memorial</u>							
4260 Repairs & Maintenance	0	(100)	100		100	0.0%	
<u>340 Council as Landlord</u>							
1300 Lettings Rents & Licences	1,273	6,000	4,727			21.2%	
1900 Other Receipts	2,200	5,000	2,800			44.0%	
4260 Repairs & Maintenance	(532)	(1,500)	968		968	35.5%	
<u>360 Council as Tenant</u>							
4400 Letting Rents & Licence Costs	0	(151)	151		151	0.0%	

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	407,584	873,577	465,993			46.7%	
Expenditure	329,338	823,481	494,143	0	494,143	40.0%	
Net Income over Expenditure	<u>78,246</u>	<u>50,096</u>	<u>(28,150)</u>				
Movement to/(from) Gen Reserve	<u>78,246</u>	<u>50,096</u>	<u>(28,150)</u>				

Date: 05/08/2026

Epping Town Council Current Year

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Time: 17:04

Barclays No 1 Account

List of Payments made between 01/07/2026 and 31/07/2026

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/07/2026	Co-operative Bank current	Transfer	25,000.00		Transfer *
06/07/2026	Barclays Bank Plc	DEBIT	8.50		Commission 13May/14 june
13/07/2026	Co-operative Bank current	Transfer	50,000.00		Transfer *
14/07/2026	Co-operative Bank current	Transfer	20,000.00		Transfer *
21/07/2026	EE	DD	73.51		P/Ledger Electronic Payment
Total Payments			95,082.01		

List of Payments made between 01/07/2026 and 31/07/2026

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/07/2026	Zurich Management Services	BAC0107/01	21,676.26		Annual insurance
01/07/2026	Mr S Poleykett	302143	295.00		Town Show entertainment
01/07/2026	Epping Forest District Council	DD01	376.00		Business rates 26/7
06/07/2026	Simply the Best Events Ltd	BAC0607/01	1,800.00		Town Show events package
08/07/2026	Ayse Savage	BAC0807/01	370.00		Town Show mascots
09/07/2026	Yu Energy Retail Limited	DD02	92.67		Electric June 26
09/07/2026	Yu Energy Retail Limited	DD03	107.79		Electric June 26
09/07/2026	Yu Energy Retail Limited	DD04	583.13		Electric June 26
10/07/2026	Epping Forest District Council	DD05	252.00		Business rates 26/7
10/07/2026	Epping Forest District Council	DD06	461.00		Business rates 26-27
10/07/2026	Epping Forest District Council	DD07	911.00		Business rates 26/7
14/07/2026	Chubb Fire & Security Ltd	BAC1407/01	89.68		Replacement intruder battery
14/07/2026	Epping Engraving Centre	BAC1407/02	120.00		2x brass plaques for cemetery
14/07/2026	Epping Forest Band	BAC1407/03	200.00		Town Show performance
14/07/2026	The Epping Forest Pipe Band	BAC1407/04	250.00		Town Show performance
14/07/2026	Ernest Doe & Sons Ltd	BAC1407/05	277.48		Replacement rubber hoses
14/07/2026	Etcetera Morris Men	BAC1407/06	200.00		Town Show performance
14/07/2026	GLS Educational Supplies	BAC1407/07	197.93		Toilet rolls, clips, paper
14/07/2026	HMS Heating	BAC1407/08	420.00		Annual gas+boiler service
14/07/2026	Mr David Jackman	BAC1407/09	440.00		Media service Mar-June 26
14/07/2026	Kent County Council	BAC1407/10	286.67		Printer rental 1.8-31.10.26
14/07/2026	Land Sheriffs Limited	BAC1407/11	720.00		Security
14/07/2026	Mobile Account Solutions (Hold	BAC1407/12	14.52		Phone cord
14/07/2026	MSPC Ltd	BAC1407/13	199.00		NP referendum leaflets
14/07/2026	Mr D R Whitbread	BAC1407/14	6,020.00		Clean bus stops+EH windows
14/07/2026	NPower Commercial Gas	BAC1407/15	22.05		Floodlights June 26
14/07/2026	ParkerBell (Instruments) Ltd	BAC1407/16	98.40		PAT tester calibration
14/07/2026	Hugh Pearl (Land Drainage) Ltd	BAC1407/17	20,424.96		Sports pitch maintenance
14/07/2026	PJE Locksmiths and Carpenters	BAC1407/18	385.00		Replace bolt on fire door
14/07/2026	RAD Group	BAC1407/19	695.64		IT support
14/07/2026	Radio Forest Community Broadca	BAC1407/20	500.00		Town Show broadcasting
14/07/2026	Resmes	BAC1407/21	300.00		Town Show performance
14/07/2026	Top Tier Maintenance	BAC1407/22	1,842.16		Decorate conference room
14/07/2026	WC Portables Ltd	BAC1407/23	582.00		Portable toilets for Town Show
14/07/2026	Wood & Family	BAC1407/24	240.00		Repair Toyota electric issue
14/07/2026	EORVS	BAC1407/25	50.00		Town Show donation
14/07/2026	Nest Pension	BAC1407/26	465.04		Pension conts June 26
14/07/2026	Essex Pension Fund	BAC1407/27	3,506.96		Pension June conts
14/07/2026	HMRC	BAC1407/28	9,263.69		NI+PAYE conts June 26
14/07/2026	Gill Ratcliff	302144	75.00		Town Show assistance
14/07/2026	Jon Ratcliff	302145	75.00		Town Show assistance
14/07/2026	Petty Cash	Transfer	250.00		Petty cash withdrawal
14/07/2026	D W Erections	DD08	1,958.00		Market supervision Apr26/Mar27
14/07/2026	Salaries payments	BACS	25,725.10		Salaries Transfers
15/07/2026	Peninsula	DD09	519.37		HR and H&S support
20/07/2026	Everflow	DD11	246.60		Purchase Ledger Payment
20/07/2026	Valda Energy	DD10	82.88		Gas 1.7-1.8.26

List of Payments made between 01/07/2026 and 31/07/2026

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
22/07/2026	Clear Insurance Management Ltd	BAC2207/01	1,102.59		Cyber insurance
22/07/2026	Clear Insurance Management Ltd	558649815	1,102.59		P/Ledger Electronic Payment
22/07/2026	Clear Insurance Management Ltd	Bacs	-1,102.59		P/Ledger Electronic Payment
28/07/2026	Brampton Valley Group Ltd	BAC2807/01	1,140.00		Stonards Hill tree survey
28/07/2026	Climb Higher Ltd	BAC2807/02	735.00		Climbing wall at town show
28/07/2026	Dunmow Training Ltd t/a Council	BAC2807/03	60.00		HR training - BR
28/07/2026	Ernest Doe & Sons Ltd	BAC2807/04	529.55		Gas
28/07/2026	Kent County Council	BAC2807/05	173.55		Gas 31.5-30.6.26
28/07/2026	M A Eckton	BAC2807/06	2,076.00		Toilet, path, wall repairs
28/07/2026	Mobile Account Solutions (Hold	BAC2807/07	488.80		Phones
28/07/2026	Mr D R Whitbread	BAC2807/08	90.00		Clean EH windows+bus stop
28/07/2026	Omega Red Group Ltd	BAC2807/09	290.40		Lightning annual inspection
28/07/2026	The Play Inspection Company Lt	BAC2807/10	694.80		Annual playground inspections
28/07/2026	Rialtas Business Solutions Ltd	BAC2807/11	1,176.00		Yearend 2026 Omega
28/07/2026	Vision ICT Ltd	BAC2807/12	196.00		Extra hand silver package
28/07/2026	Wood & Family	BAC2807/13	775.00		Replace clutch
28/07/2026	Nest	BAC2807/14	561.70		Nest cont July 2026
28/07/2026	Essex Pension Fund	BAC2807/15	3,699.09		Pension cont July 26
28/07/2026	HMRC	BAC2807/16	9,943.19		NI + PAYE cont July 26
28/07/2026	Petty Cash	Transfer	200.00		Petty cash withdrawal *
Total Payments			127,599.65		

Date: 05/08/2026

Epping Town Council Current Year

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Time: 17:04

Co-operative Online Account

List of Payments made between 01/07/2026 and 31/07/2026

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
10/07/2026	Amazon	122	63.83		HP Ink
10/07/2026	Zoom	123	16.79		Inv36141447
27/07/2026	HP instant ink	121	6.49		HP instant ink
Total Payments			<u>87.11</u>		

Epping Town Council
Emergency Plan Document

Initial Response Plan for Emergencies: August 2026**Aim and Scope of the Plan**

This plan aims to provide coordinate support to help the community in the event of an emergency. It identifies the support local authorities endeavour to provide and people who may be able to help.

It provides an Action Plan to be followed if an emergency should occur.

Please note: emergency situations will differ, so the plan offers a framework which should be adapted depending on the type of emergency and particular situation.

Epping Town and Parish

Epping Parish has a population of approximately 12,500 (2025) and the Town Council's parish is split into three areas: Epping Town, Coopersale and Fiddlers Hamlet. The three areas are very different in size and situation.

Epping Town: Historic market town. Linear High Street of shops and businesses. Monday Charter Market. Home of Epping Town Council and Epping Forest District Council.

Coopersale: Village. Surrounded by fields and forest. Small parade of shops. Institute Hall (community centre). Garnon Bushes pub.

Fiddlers Hamlet: Small village. Linear rural settlement. Theydon Oak and Merry Fiddlers pubs. No shops.

Epping is located close to Junction 7 of the M11 (3.9 miles) and Junction 26 of the M25 (4.4 miles). It is also served by the London Underground Central Line (Epping Station postcode: CM16 4HW)

Emergencies and major incidents

- Emergencies and major incidents will be dealt with by the emergency services, but the support of local Councils can make a real difference.
- Emergencies will be coordinated by the Emergency planning Team at Epping Forest District Council, with the support of the local community where possible. Simple welfare support will endeavour to be provided, be it a place which is dry and has hot drinks available while awaiting further support.

Emergencies may include: Fire, flood, chemical, gas, road traffic, adverse weather, terrorist and may involve many or few persons who are injured or displaced.

Local risks/emergencies, possible scenarios and potential impact

Fire:

- The impact of spread, casualties.
- Fire involving compressed gases will become hazardous zones - this will lead to the evacuation and displacement of multiple households.

Flood:

- Evacuation of multiple properties.

Chemical/Gas:

- In the event of a gas leak or explosion, there will be casualties and the evacuation of properties (if they are affected). We will endeavour to support this evacuation.

Adverse Weather:

- Isolation, people cut off from supplies.

Terrorist:

- Knife attack / Blast
- Evacuation of people/properties

Activation strategy (Flowchart: Appendix 1)

The strategy will first be activated by the Emergency Planning Team at Epping Forest District Council, who will alert the Town Supervisor or the Town Clerk of the emergency, whilst discussing the nature of the emergency and the likely response required.

The Town Mayor or Chairman of the Council will then be alerted, along with the other designated member of Council. There will also be contact made with the volunteer for Epping Hall, so that the parties mentioned can liaise with each other accordingly to find a solution. The building will then be opened, and the activation plan will begin.

Role of volunteers

- The Emergency Volunteer Coordinator will need to be alerted
- The Deputy Emergency Volunteer Coordinator will need to be alerted.
- All communications to go through the Epping Town Council office.
- Direct communications to also go from Epping Town Council office to Emergency Planning Team at Epping Forest District Council
- Training as required will be coordinated to ensure that in an emergency, the plan will run cohesively.

Record Keeping

The scene/decision making/record keeping/after the incident

- First to the rest centre will need to keep a record in a notepad.
 - Log what info has been received.
 - Log who has been received in rest centre.
 - Follow JESIP & METHANE (Appendix 2)

Rest Centre

The chosen building for the response will be allocated based on the needs of those who are affected.

Possible options may include:

- A rest centre, namely a place of safety for those injured or evacuated.
- A reception centre, for those not needing emergency hospital treatment. May also operate as a meeting place or interview point for the emergency services.
- A community assistance centre, for general information and assistance to the wider community in the event of an emergency.
- The primary building utilised in an emergency will be Epping Hall. Toilets/basic provisions/limited parking (Cottis Yard nearby).
- As a contingency, Jack Silley Pavillion can be used in daytime hours (toilets/basic provisions/car parking/showers).

Communication

For communication during the event, it is important to refer to details given by the Emergency Planning Team, Epping Forest District Council or the Police. After the event, communication is to come from the Council via the Town Clerk. Please see G&H.

Considerations and Actions During an Emergency

A: Initial Response to an Emergency and Contact Details

B: Temporary Accommodation

C: Volunteers

D: Special Skills and Equipment

E: Welfare

F: Food

G: Communication Channels

H: Social Media & Communication Policy

A: Initial Response to an Emergency and Contact Details

- The aim of the plan is to list the basic provisions available in the community which would be of assistance in an emergency.
- In an emergency situation, gather as much succinct information as quickly as possible and ensure one person dials 999.
- Never place yourself at risk.

Gather your thoughts and ensure you can provide the emergency services with the following information:

- Your name and location
- What you have seen/the nature of the emergency (eg flood/fire/crash)
- Do not approach fuel vehicles
- Are there people involved. If so how many and are they injured?
- Any access issues for the emergency services

Call Epping Forest District Council: 01992 579444 and ask for a member of the Emergency Planning Team or if out of hours the Gold Officer. If requesting Emergency Planning, usually a Director can be reached eventually at all hours.

Copies of this plan are held by:

Epping Town Council

Epping Hall, St Johns Road, Epping, Essex. CM16 5JU

Contacts: Mon-Fri 9am-5pm

01992 579444 info@eppingtowncouncil.gov.uk

Epping Forest District Council

EFDC Emergency Planning Officer (Coordinator): Lisa Lipscombe

01992 564000

B: Temporary Accommodation

Potential temporary accommodation options should shelter be needed in an emergency.

1) Epping Hall, St Johns Road, Epping, Essex. CM16 5JU

Contact: 01992 579444

Facilities: Toilets, Kitchen/food

2) Jack Silley Pavilion, Stonards Hill recreation ground, Epping, Essex. CM16 6SU

Contact: 01992 579444

Facilities: Toilets, Kitchen/food

C: Volunteers (Names: Appendix 3)

In the event of opening up temporary accommodation, assistance will be needed with opening and staffing the venue, providing light refreshments, possible first aid, welfare and security, The following people have indicated they would be prepared to offer such assistance if available.

Name, address, date of birth and any urgent medical conditions should be provided to the designated person in charge only. This person will be labelled as such at each venue.

Volunteers Responsibilities:

- Provide an initial first line in the immediate hours after an incident until further emergency services arrive.
- Log who is in the rest centre.

- Provide hot drinks, show where toilets are.
- Be a voice of calm and comfort.

Further response:

- Community Champions
- Members of Epping Forest District Council
- A Community Centre trained staff member from EFDC

D: Special Skills and Equipment (People & Skills: Appendix 4)

A list of people who have special skills or equipment or operators of such specialist equipment and services.

E: Welfare

The welfare of those persons who have been made temporarily homeless through evacuation or other disaster/emergency will need care, comfort and information. Provide as much reassurance as possible.

We will endeavour to provide emergency shelter, tea and coffee, toilets. Somewhere warm and dry to wait for further instructions, meeting basic needs.

Do not provide information unless authorised to do so. Refer to the Police or the Emergency Planning Officer.

F: Food (Stockists: Appendix 5)

Basic provision will be provided where possible. Epping Hall contains a kitchen with a pantry that will be stocked with tea and coffee, and usually biscuits.

A staff member may be sent to buy more provisions if required. The Council will reimburse where appropriate. Receipts must be kept and presented for the reimbursement of relevant refreshments. We will make our best endeavours to provide food which is allergen and dietary requirement safe, however, the onus of this falls on the individual to check and be satisfied.

G: Communication Channels (Appendix 6)

It is important that the communication channels are clear and open. See Appendix 4 for flowchart. Emergency Planning Officer (EFDC): Lisa Lipscombe

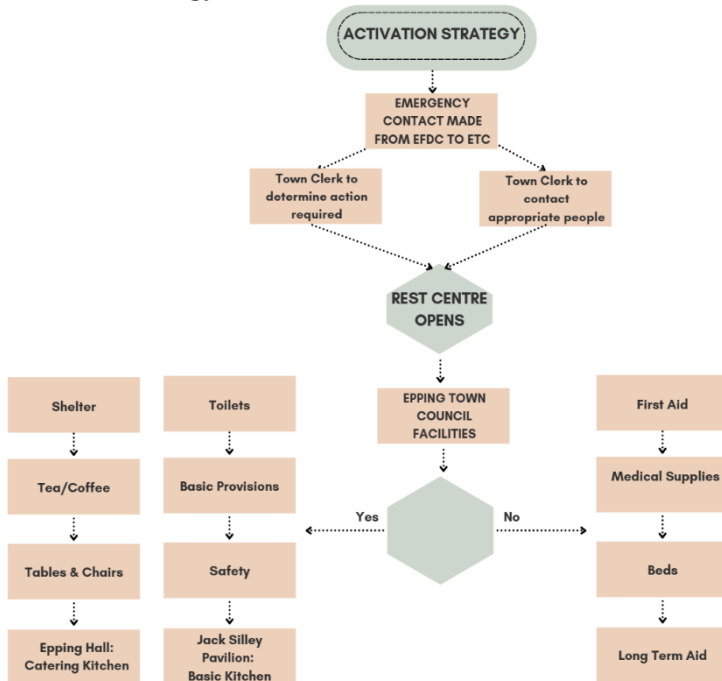
H: Social Media & Communication Policy

Use of social media to post about events in the case of an emergency is **strictly prohibited**.

Communication must only come from official channels and pre-determined guidance from either the police or Epping Forest District Council. In the event of any news reporter questions, simply "no further comment" than whatever has been said by the police and EFDC.

Appendix

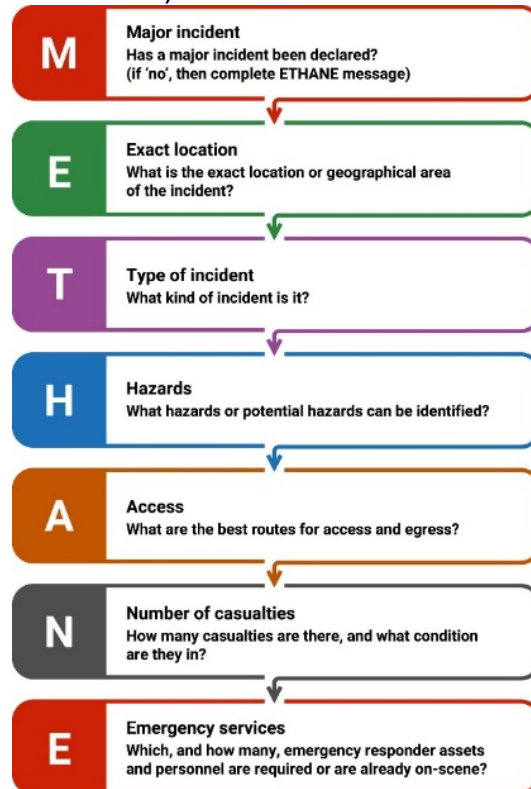
1) Activation Strategy Flowchart



Principles for Joint Working



2) JESIP & METHANE



3) List of Volunteers

- A
- B
- C
- D
- E
- F
- G

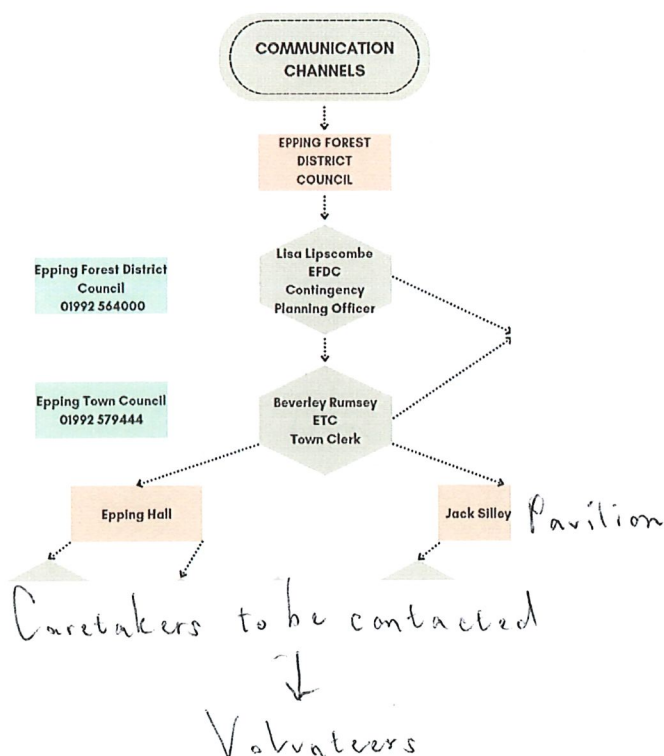
4) Special Skills and Equipment

- A
- B
- C
- D
- E
- F
- G

5) Food Stockists

Tesco Superstore 77-79 High Street Epping CM16 4BA	Open 6:00 - 00:00 Mon-Sat Sunday operating hours; 10:00 - 16:00	No in-store phone number available; 0345 677 9255
M&S Simply Food 237 - 243 High Street Epping CM16 4BP	Open 8:00 - 20:00 Mon-Sat Sunday operating hours; 10:00 - 16:00	01992 560167
Morrisons Daily 273-277 High Street Epping CM16 4DA	Open 6:00 - 22:00 Mon-Sat Sunday operating hours; 7:00 - 22:00	01992 571679
Booker Wholesale Hurricane Way North Weald Epping CM16 6AA	Open 7:30 - 17:00 Mon-Sat Sunday operating hours; 9:00 - 15:00	01992 524121
Co-op North Weald 56 High Road North Weald Epping CM16 6BY	Open 7:00 - 22:00 Daily	01992 522257
Little Waitrose 36 High Street Epping CM16 4AE	Open 7:00 - 23:00 Daily	01992 575773

6) Communication Channels Flowchart



Art and Culture Award

Epping Town Council are seeking to award an individual, or group, who have significantly added to the artistic and cultural environment of Epping Town.

The award is designed to highlight and promote the artistic and cultural credentials of the Town.

The award is annual, with nominations being sought between September and January each year. It will be presented at the Civic Reception.

To be eligible, the nominee must be a resident, work in, or display their work in Epping Parish. Any nominations will be considered and chosen as a winner by Epping Town Council.

Nominations to be sent to:
info@eppingtowncouncil.gov.uk

