



EPPING TOWN COUNCIL

EPPING HALL, ST JOHNS RD, EPPING, ESSEX CM16 5JU

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TO THE TOWN MAYOR and ALL MEMBERS of EPPING TOWN COUNCIL:

You are hereby summoned to attend an **ORDINARY MEETING** of the **Epping Town Council** which is to be held in the **Conference Room, Epping Hall, St Johns Road, Epping** on **Thursday, 14th January 2021** at **6.30pm** in order to transact the following business:

Beverley Rumsey
Town Clerk
7th January 2021

A G E N D A

1 APOLOGIES FOR ABSENCE

To receive any apologies and reasons for absence.

2 DECLARATIONS OF INTEREST

Members are invited to declare disclosable pecuniary interests and other interests, along with the nature of those interests, in relation to any item on this agenda.

3 DISPENSATIONS

To receive requests for dispensations from members concerning any item of business on this agenda.

4 PUBLIC PARTICIPATION - QUESTION TIME

The Mayor will invite public comments and responses in relation to items on this agenda. *Individuals will be permitted a maximum of three minutes each (total time for this session is limited to ten minutes).*

5 CONFIRMATION OF COUNCIL MINUTES

(Attachment A)

To approve as a correct record and sign the Minutes of the Ordinary Council Meeting held on 15th December 2020.

6 MINUTES OF COMMITTEE MEETINGS

To receive the signed Minutes of the following Committee meetings and to adopt any recommendations within the Minutes not previously adopted:

Planning & General Purposes Committee
Planning & General Purposes Committee

8th December 2020
22nd December 2020

(Attachment B)
(Attachment C)

7 COMMUNICATIONS TO NOTE/REQUIRING DECISION (Attachment D)**(i) Bakers Lane and Cottis Lane car parks**

Statutory Basis: Town and Country Planning Act 1990

Key Member: Cllr N Avey

Council have been advised about the two major planning applications by Qualis relating to the Bakers Lane and Cottis Lane car parks. Detailed information is provided as per **Attachment D**.

Council is requested to **CONSIDER** this information and **DECIDE** what response to make on behalf of Epping Town Council.

(ii) Thanks from our caretaker Mr P Morton

Epping Town Council have received a card of thanks from our long-serving caretaker Mr P Morton who celebrated his 70th birthday in December. Mr Morton would like to thank the Town Councillors for their gift from the Town Mayor's Allowance.

8 TOWN MAYOR'S & DEPUTY MAYOR'S DUTIES (Attachment E)

Council to receive the duties undertaken by the Town Mayor and Deputy Town Mayor since 15th December 2020.

9 REPORTS FROM MEMBERS

To receive reports, if any, from Members on meetings or visits made since the Ordinary Council Meeting on 15th December 2020.

10 REPORT OF THE TOWN CLERK AND COUNCILLORS QUESTIONS (Attachment F)

A report from the Town Clerk on current activities and matters of interest to Council is attached.

11 FINANCIAL REPORT TO 31st DECEMBER 2020 (Attachment G)

Statutory Basis: Local Audit and Accountability Act 2014

Key Member: Cllr G Scruton

Council is requested to **CONSIDER** and **APPROVE** the summary financial report to the end of December 2020 and **DECIDE** if any further action is required.

12 ACCOUNTS FOR PAYMENT (Attachment H)

Statutory Basis: Local Audit and Accountability Act 2014

Key Member: Cllr G Scruton

Council is requested to **APPROVE** the payment of accounts for December 2020 totalling £51,186.15 (Barclays: £42.06, The Co-operative £50,986.55 & The Co-operative online £157.54). **Please note:** a transfer from Barclays to the Cooperative of £40,000 and a petty cash withdrawal of £150 from the Co-operative.

13 BUDGET 2021/2022 SECOND ESTIMATES (Attachments I, IA, IB, IC & ID)

Statutory Basis: Accounts and Audit (England) Regulations 2011 and the Audit Commission Act 1998 s44, Local Audit & Accountability Act 2014

Key Member: Cllr G Scruton

Attachment:	Detailed Draft Budget	(Attachment I)
Attachment:	Budget with funds transfers	(Attachment IA)
Attachment:	Draft charges: 3% increase	(Attachment IB)
Attachment:	Tax base decrease explanation EFDC	(Attachment IC)
Attachment:	Budget position	(Attachment ID)

Epping Town Council's draft budget has been considered at the October Ordinary Council meeting and it was RESOLVED that the budget should be set as late as possible this year (January 2021). The tax base figure arrived in mid November and the tax base figure has decreased by 94.3 units, which is unusual. This means that Council have less income through the precept before any increases or decreases are considered. An explanation for the decrease from Epping Forest District Council is provided as per **Attachment IC**. The budget working party met to consider the draft budget on 16th December 2020.

The budget presented as per **Attachment I** shows an increase to the precept of £4.97 per annum per band D equivalent household, which would result in a breakeven/slight surplus budget.

RECOMMENDATION 1: Epping Town Council should approve the budget presented as per **Attachment I** and **AUTHORISE** the Town Mayor to sign the precept demand of £517,329 on behalf of Epping Town Council.

RECOMMENDATION 2: Epping Town Council should approve the draft charges presented as per October 2020, with a 3% increase across all services from 1st April 2021, with the exception of Epping Monday market (nil increase).

Council is requested to **CONSIDER** this matter and **RECOMMENDATIONS** and **DECIDE** what to do.

14 EQUALITY LEGISLATION (Attachments J & J1)

Statutory Basis: Equality Act 2010

Key Member: Cllr N Avey

The Town Clerk has provided some information about the Equality Act 2010. Members should give consideration to the three aims of the Equality Duty when making their decisions. Decisions must be made taking all relevant information into consideration, ensuring due regard has been given to equality issues, as well as all other appropriate factors. More information is provided as per **Attachment J**.

Council also has an Equality Policy (approved in 2019), as per **Attachment J1**.

Council is requested to **NOTE** this information and **DECIDE** if any further action is required at the current time.

Please note: there are no exclusion of the public and press items on this agenda.

In accordance with the Public Bodies (Admission to Meetings) Act 1960, members of the public and press are welcome to attend the meeting. Members of the public will only be permitted to speak at the beginning of the meeting during Public Question Time.