



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 by **ZOOM (digital meeting platform)** on **Thursday, 11th March 2021** at **6.30pm** in order to transact the following business:

Beverley Rumsey
Town Clerk
4th March 2021

CHANGES TO MEETINGS DURING THE CORONAVIRUS SITUATION

From 4th April 2020

The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 came into effect on 4th April 2020. This enabled Town Councils to hold electronic meetings.

Epping Town Council will participate in electronic meetings, following our Standing Orders and Financial Regulations as closely as practically possible, supported by our Remote Council Meeting Guidance (NALC), from 8th April 2020.

Electronic meetings will be open to the public in public session, minuted and recorded in accordance with ordinary Council legislation.

Press and Public Participation: A meeting code will be publicly displayed to allow access to the public sessions.

Members of the press and public who are not able to connect remotely will have the opportunity to input through the Town Clerk in advance of the meeting.

Face to face Council and Committee meetings will resume once health and safety allows. Regulation 13 modifies the Public Bodies (Admission to Meetings) Act 1960 allowing for remote attendance by the press and public. Methods of access will be published as usual.

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 11th February 2021.

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	9 th February 2021	(Attachment B)
Corporate Governance Advisory Committee	23 rd February 2021	(Attachment C)
Planning & General Purposes Committee	23 rd February 2021	(Attachment D)

7 COMMUNICATIONS TO NOTE/REQUIRING DECISION

(i) WHIPPS CROSS HOSPITAL REDEVELOPMENT UPDATE (Attachment E)

Epping Town Council have received an update regarding the Whipps Cross Hospital redevelopment, as per **Attachment E**.

Council is requested to **NOTE** this information.

(ii) EPPING FOREST DISTRICT COUNCIL LOCAL PLAN UPDATE (Attachment F)

Epping Town Council have received an update regarding Epping Forest District Council's Local Plan, as per **Attachment F**.

Council is requested to **NOTE** this information.

(iii) LOWER SWAINES RECREATION GROUND RUNNING TRACK (Attachment G)

The Town Clerk has been approached through the Epping Playground Association regarding a running track around Lower Swaines recreation ground. Some pictures of the recreation ground are attached as per **Attachment G**.

It may be possible to pursue funding for a running track through the funding work for Lower Swaines playground.

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

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

Council to receive the duties undertaken by the Town Mayor and Deputy Town Mayor since 11th February 2021.

9 REPORTS FROM MEMBERS

To receive reports, if any, from Members on meetings or visits made since the Ordinary Council Meeting on 11th February 2021.

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

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

11 FINANCIAL REPORT TO 28th FEBRUARY 2021 (Attachment J)

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 28th February 2021 and **DECIDE** if any action is required.

12 ACCOUNTS FOR PAYMENT (Attachment K)

Statutory Basis: Local Audit and Accountability Act 2014

Key Member: Cllr G Scruton

Council is requested to **APPROVE** the payment of accounts for February 2021 totalling £41,339.77. Payments from-The Co-operative total: £41,255.75, Barclays total £42.06 & The Co-operative online total: £41.96.

13 RECOMMENDATIONS OF THE CORPORATE GOVERNANCE ADVISORY COMMITTEE (Attachments L1-L9)

Statutory Basis: Local Government Act 1972, sch 12, para 42; Local Audit & Accountability Act 2014, Local Government Act 1972, s111, Local Authorities (Indemnities for Members & Officers) order 2004, Local Government Act 1972, s112, Local Government Act 1972, s101

Key Member: Cllr M Wright

The Corporate Governance Advisory Committee met on 23rd February (Minutes #438-465 of 2020/21 refer) and make the following **RECOMMENDATIONS:**

- (i) Epping Town Council's Standing Orders should be APPROVED, with the amendments highlighted (**Attachment L1**);
- (ii) Epping Town Council's Financial Regulations should be APPROVED, with no amendments;
- (iii) The revised Internal Risk Register should be APPROVED by Council (**Attachment L2**);
- (iv) The Asset Register 2021, as per **Attachment L3**, should be APPROVED as a correct record of Council's assets at this time;
- (v) Council should continue to record assets as individual items with a value equal to or greater than £1000 in the Asset Register;
- (vi) The current Complaints Procedure (**Attachment L4**) should be RECOMMENDED as a policy of Council;
- (vii) The revised Publication Scheme (**Attachment L5**) should be RECOMMENDED as a policy of Council;

- (viii) The revised Health & Safety Policy (**Attachment L6**) should be RECOMMENDED as a policy of Council;
- (ix) The revised Equality Policy (**Attachment L7**) should be RECOMMENDED as a policy of Council;
- (x) The current Media Policy should be RE-APPROVED as a policy of Council;
- (xi) The current Social Media Policy should be RE-APPROVED as a policy of Council;
- (xii) The revised Community Engagement Policy (**Attachment L8**) should be RECOMMENDED as a policy of Council;
- (xiii) The revised Data Protection (GDPR) Policy (**Attachment L9**) should be RECOMMENDED as a policy of Council;
- (xiv) The situation regarding a Data Protection Officer should be monitored and someone engaged at point of need;
- (xv) The combined role of Cemetery, Market & Administration Officer be APPROVED as a full-time role, at SCP 14-17.
- (xvi) The Town Clerk should receive London Weighting from 1st April 2021 and be backdated the omitted London weighting not received to date.

Council is requested to **CONSIDER** these RECOMMENDATIONS and **DECIDE** whether to **ADOPT** them as decisions of Council.

14 **INTERNAL AUDIT REPORT** **(Attachment M)**

Statutory Basis: Local Audit and Accountability Act 2014

Key Member: Cllr G Scruton

Council's internal auditor undertook their second 'remote visit' work for the 2020/21 financial year on Tuesday 23rd February 2021 and their report is provided as per **Attachment M**. The auditor makes no recommendations. The auditor's final visit will be in May 2021 and their report will be brought to Council once available.

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

15 **OUTSTANDING LOANS (PUBLIC WORKS LOAN BOARD: PWLB)** **(Attachment N)**

Statutory Basis: Local Government Act 2003, sch1, para 2

Key Member: Cllr G Scruton

Council hold five Public Works Loan Board (PWLB) loans, which totalled £414,959.86 on 2nd March 2021. Loans 1-4 relate to Epping Hall (loans end 2024 & 2025) and Loan 5 relates to the Market Store (loan ends 2036). Payments are made twice a year in May and November (£96,256 Epping Hall and £6,160 Market Store: Annual total: £102,416).

Council is requested to **NOTE** this information.

16 TOWN SHOW 2021 (Attachment O)

Statutory Basis: Local Government Act 1972, S144

Key Member: Cllr B Scruton

Council's Planning & Events Officer has prepared a document regarding the Town Show 2021, as per **Attachment O**.

The annual funfair has expressed an interest in being part of the Town Show again this year.

Council is requested to **CONSIDER** the information provided and **DECIDE**:

- (i) If it wishes to hold the Annual Town Show on Sunday 4th July 2021 as per the details provided in **Attachment O**;
- (ii) If the funfair should be included in the Town Show 2021 (following the current health situation).

17 MARKET STORE ROOF

Statutory Basis: Food Act 1984, s50

Key Member: Cllr M Wright

At the Ordinary Council meeting on 12th February 2019 (Minute #503) of 2018/19, Epping Town Council (previous Council) **RESOLVED** to repair the market store roof which was leaking. We were not able to secure the preferred contractor, so this has not taken place. The market store roof is now leaking more substantially and is affecting the electrics. The Town Clerk is sourcing more up-to-date quotes for the work, but it is expected that the work will cost somewhere between £7,000 and £14,000, depending on the type of roof style sourced.

The market working party met on 1st March 2021 and make the following **RECOMMENDATION**.

RECOMMENDATION: The market store roof should be repaired as soon as a suitable quotation has been received. The Town Clerk should be **AUTHORISED** to action these repairs.

Council is requested to **CONSIDER** this information and **RECOMMENDATION** and **DECIDE** what to do.

18 CHRISTMAS LIGHTS COMPETITION (Attachment P)

Statutory Basis: Local Government Act 1972, S144

Key Member: Cllr B Scruton

Council's Planning & Events Officer has prepared a report suggesting a Christmas Lights competition for residents of the town and parish, as per **Attachment P**.

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

19 GRANT REQUESTS

(Attachment Q)

Statutory Basis: Local Government Act 1972, s133; Local Government (Miscellaneous Provisions) Act 1976, s19, Public Health Act 1875, s164; (miscellaneous powers depending on grant request)

Key Member: Cllr G Scruton

Epping Town Council have received the following grant requests for the second phase of the financial year grant period (1st September 2020 to 1st March 2021).

(i) Epping Playground Association: £1500

Towards the refurbishment of Lower Swaines recreation ground playground

20 EXCLUSION OF THE PRESS AND PUBLIC

To resolve 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.

21 LAND AT OLD PASTURES

(Attachment R)

Statutory Basis: Highways Act 1980, s43 & s50. Local Government Act 1972, s124 & s127

Key Member: Cllr N Avey/Cllr R Griffiths/Cllr B Scruton

At the Ordinary Council meeting on 11th February 2021 (Minute #409 of 2020/21) Council RESOLVED that Cllr N Avey, Cllr R Griffiths and Cllr B Scruton would assist the Town Clerk with discussions surrounding the land at Old Pastures. Further information is provided as per **Attachment R**.

Council is requested to **CONSIDER** the information and **DECIDE** what to do.

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.