



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 **Main Hall, Epping Hall, St Johns Road, Epping** on **Tuesday, 8th June 2021** at **7.30pm** in order to transact the following business:

Beverley Rumsey
Town Clerk
2nd June 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 Annual Council Meeting held on 18th May 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	11 th May 2021	(Attachment B)
Planning & General Purposes Committee	25 th May 2021	(Attachment C)

7 COMMUNICATIONS TO NOTE/REQUIRING DECISION (Attachment D)**(i) Milestones**

In 2017, Epping Town Council were approached by a local milestone restorer to support the restoration of two milestones in the Parish. Council were supportive of the idea and the Town Clerk has pursued the restoration with the milestone restorer during the intervening years. This has proved operationally difficult in relation to obtaining permits from Essex County Council Highways, changing conservation officers and the health situation in 2020-21. The milestone restorer has now gained the support of Epping Forest District Council's conservation officers and has requested any possible funding from Epping Town Council. Costs are unknown at the current time, but the Clerk would suggest any funding would be welcome. **Please note:** we do have a street maintenance budget.

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

(ii) Epping Playground Association support**Data Protection, Web hosting & support & Public liability insurance**

Epping Playground Association (EPA) are working extremely hard on fundraising initiatives for Lower Swaines recreation ground playground. In order to hold fundraising events to achieve the target of £120,000 (approximately) in the next year, the Association will need to hold public liability insurance, operate as a data controller (handling data) for which there is a data registration fee and would benefit from a dedicated website. Many local people have offered their support; one offering to design a dedicated EPA website.

The administrative burden of data protection fees, website hosting and support and public liability insurance is likely to cost approximately £400-£500 for the year. It would be beneficial if the funds raised by the Association could be channelled directly into the playground refurbishment, rather than administrative costs.

RECOMMENDATION: Epping Town Council should pay for the data protection fee, website hosting & support and public liability insurance for Epping Playground Association, for one year, at the costs detailed above, as the Playground Association are working solely for the benefit of Lower Swaines recreation ground playground on a voluntary basis.

(iii) Christmas Tree lights: colours (Attachment E)

The main central Christmas tree on Epping 'piazza' will have new lights in 2021. The lights are able to be switched to 'cool white' or 'warm white'. Cool white lights tend to be brighter; warm white, more subtle.

Council is requested to **DECIDE** whether to have cool white or warm white lights on the main central Christmas tree for Christmas 2021.

(iv) Mural: band hut (Attachment F)

A resident has approached Epping Town Council to ask whether a mural could be painted on the band hut. The Town Clerk has approached the band (Epping Forest Band) with the initial enquiry, but felt it would be preferable to ascertain Council's position before the band discussed it.

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

(v) Epping Forest District Council draft Local Enforcement Plan revisions consultation (Attachment F1)

Epping Town Council have been invited to comment on the revisions to Epping Forest District Council's draft Local Enforcement Plan (June 2021), as per **Attachment F1**.

Council is requested to **CONSIDER** the document and **DECIDE** what response to make.

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

Council to receive the duties undertaken by the Town Mayor and Deputy Town Mayor since 18th May 2021.

9 REPORTS FROM MEMBERS

To receive reports, if any, from Members on meetings or visits made since the Annual Council Meeting on 18th May 2021.

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

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

11 FINANCIAL REPORT FROM 1ST APRIL 2021 TO 31ST MAY 2021 (Attachment I)

Statutory Basis: Local Audit and Accountability Act 2014

Key Member: Cllr G Scruton

Council is requested to **CONSIDER** and **APPROVE** the summary financial report for April and May 2021 and **DECIDE** if any further action is required.

12 ACCOUNTS FOR PAYMENT (Attachment J)

Statutory Basis: Local Audit and Accountability Act 2014

Key Member: Cllr G Scruton

Council is requested to **APPROVE** the payment of accounts for April and May 2021.

For April, payments total: **£46,259.46**. (Payments from Barclays total £49.76 (please note a transfer from Barclays to the Co-operative of £40,000). Payments from the Cooperative total £46,113.73 (please note a transfer from The Co-operative to the Cooperative online of £900 and to Petty Cash £100). Payments from the Co-operative Online total £96.47.)

For May, payments total: **£115,271**. (Payments from Barclays total £51,249.81 (please note a transfer correction of £200 from Barclays to the Co-operative Online). Payments from the Cooperative total £63,560.88 (please note a transfer from The Co-operative to the Cooperative online of £200 and to Petty Cash £250). Payments from the Co-operative Online total £460.31 (please note a transfer correction of £400.)

13 INTERNAL AUDIT REPORT (FINAL) (Attachment K)

Statutory Basis: Audit Commission Act 1998 s9 to 11; the Accounts and Audit (England) Regulations 2011; the Local Audit and Accountability Act 2014 and the Accounts and Audit Regulations 2015

Key Member: Cllr G Scruton

The internal auditor made his final 'remote' visit for the 2020-21 financial year on

25th May 2021 and his final report is attached. The internal auditor makes no formal recommendations, just comments. These will be actioned by the Town Clerk/RFO and Finance Officer.

Council is requested to **NOTE** the report of the internal auditor.

14 ANNUAL RETURN 2020-21 ANNUAL GOVERNANCE STATEMENT (Attachments L & L1)

Statutory Basis: Audit Commission Act 1998 s9 to 11; the Accounts and Audit (England) Regulations 2011; the Local Audit and Accountability Act 2014 and the Accounts and Audit Regulations 2015

Key Member: Cllr G Scruton

Council is required by law to complete an Annual Return for each financial year which is sent to the external auditor for approval. The requirements of the Annual Return are very rigid and include the Annual Governance Statement, the Accounting Statements and the exercise of public rights (a pre-arranged period of 30 days when electors can inspect the accounts).

The Town Clerk has included a summary of the measures Council has taken to ensure it can answer 'yes' to all questions in the Annual Governance Statement as per **Attachment L1**.

Council is requested to **APPROVE** the Annual Governance Statement (Section 1 of the Annual Return) first by answering each question in turn and **AUTHORISE** the Town Mayor to sign the statements on behalf of the Town Council.

15 ANNUAL RETURN 2020-21 ACCOUNTING STATEMENTS (Attachment L)

Statutory Basis: Audit Commission Act 1998 s9 to 11; the Accounts and Audit (England) Regulations 2011; the Local Audit and Accountability Act 2014 and the Accounts and Audit Regulations 2015

Key Member: Cllr G Scruton

Once the Annual Governance Statement (Section 1) of the Annual Return has been APPROVED, Council must **APPROVE** the Accounting Statements (Section 2 of the Annual Return).

Council is requested to **APPROVE** the Accounting Statements (Section 2 of the Annual Return) and **AUTHORISE** the Town Mayor to sign the statements on behalf of the Town Council.

16 ANNUAL RETURN 2020-21 EXERCISE OF PUBLIC RIGHTS (Attachment L)

Statutory Basis: Audit Commission Act 1998 s9 to 11; the Accounts and Audit (England) Regulations 2011; the Local Audit and Accountability Act 2014 and the Accounts and Audit Regulations 2015

Key Member: Cllr G Scruton

Council as a corporate body with transactions in the financial year, is required to make arrangements for the exercising of public rights; a period of 30 days when electors can inspect the accounts. These must fall within certain dates, which must include the first ten working days of July, ie Thursday 1st July – Wednesday 14th July inclusive.

Council is requested to **APPROVE** the dates of the exercise of public rights as Monday 14th June 2021 until Friday 23rd July 2021, in accordance with the requirements, as recommended by the Town Clerk and Responsible Financial Officer.

17 **FINANCIAL YEAR END POSITION 2020/21** (Attachment M)

Statutory Basis: Local Audit and Accountability Act 2014

Key Member: Cllr G Scruton

The Town Clerk has provided a summary of Epping Town Council's final 2020/21 year end position, following the closedown of the 2020/21 financial year by Rialtas Business Solutions Ltd on 18th May 2021 as per **Attachment M**. Please note Council's year end date is 31st March 2021 (31st March each year).

Council is requested to:

- (i) **NOTE** this information;
- (ii) **APPROVE** the transfer to the Asset and Capital Funds, as detailed in **Attachment M**.

18 **WATERLESS TOILETS: BURY LANE CEMETERY & ALLOTMENT SITES** (Attachment N)

Statutory Basis: Public Health Act 196, s87

Key Members: Cllr J Duffell/Cllr M-L Whitbread

It would be advantageous to be able to provide some toilet facilities at both Bury Lane Cemetery and our allotment sites. The Town Supervisor has found a suitable solution and this is detailed as per **Attachment N**.

People travel long distances to our cemetery and its rural location mean limited ablution options. It would also be beneficial for our staff.

Both allotment sites have extremely basic toilet facilities, which are not fit for purpose and our allotment holders often spend very long periods of time at the site. Once again, it would also be beneficial for our staff. Both allotment sites have been very well used over the last year and are very popular and well attended (especially the larger site at Meadow Road).

RECOMMENDATION: The basic wooden Woowoo waterless toilet should be purchased for Bury Lane Cemetery and both allotment sites (Meadow Road and Lower Bury Lane). The cost per Woowoo waterless toilet is £1039.99 (excl VAT). These should be financed from the relevant Cost Centre operating budgets.

19 **STONARDS HILL RECREATION GROUND BANDSTAND** (Attachment O)

Statutory Basis: Local Government (Miscellaneous Provisions) Act 1976, s19

Key Members: Cllr C McCredie & Cllr B Scruton

Cllr C McCredie and Cllr B Scruton have tabled a motion for consideration by Council:

"Would it be possible to have a bandstand at Stonards Hill recreation ground? This would be financed through external funding."

Some examples of possible bandstands and associated costings are provided as per **Attachment O**.

Council is requested to **CONSIDER** this request and **DECIDE**:

- (i) If it wishes to pursue a bandstand for Stonards Hill recreation ground;
- (ii) Whether to pursue external funding for the bandstand.

20 **EPPING HIGH STREET PAVEMENT EXTENSIONS & CHANGES** (Attachment P)

Statutory Basis: Highways Act 1980, s72

Key Member: Cllr H Pegrum

Cllr H Pegrum has tabled a motion for consideration by Council.

"I would like to discuss the layout changes in Epping High Street, including the loss of parking spaces, timings and process." Pictures are provided as per **Attachment P**.

Council is requested to **DISCUSS** this matter.

21 **EPPING TOWN COUNCIL WEBSITE** (Attachments Q & Q1)

Statutory Basis: Local Government Act 1972, s142

Key Member: Cllr N Avey

(i) **Website design** (Attachment Q)

Epping Town Council's new website has been designed by Vision ICT and is now ready to 'go live', subject to approval. **Please note:** the website has undergone a thorough design process and only minor adjustments would be possible at this stage.

Council is requested to:

- (i) **AUTHORISE** the new website.

(ii) **Website support** (Attachment Q1)

During the website building process, it has become apparent that downloading large documents and pictures is going to be fairly time consuming for the Town Clerk and office team. The Town Clerk would request that Council **AUTHORISE** 'extra hands' support for the website to assist the office team with the smooth running of the website and ensure ongoing accessibility. The costs are provided as per **Attachment Q** and the Clerk would expect the basic package (Bronze) at £300 per annum, to be sufficient at this stage.

Council is requested to **CONSIDER** this request and **DECIDE** whether to **AUTHORISE** the extra support at the costs detailed.

22 **EXCLUSION OF 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.

23 INSURANCE POLICY 2021-24 (Attachment R)

Statutory Basis: Local Government Act 1972, s111, Accounts & Audits Regulations 2015

Key Member: Cllr G Scruton

Epping Town Council's insurance policy will renew on 1st July 2021 (the three year policy 2018-2021 expires). The Town Clerk has approached a broker to source the most suitable policy for Council's requirements, but the paperwork has not been received in time for this Council meeting, so details will be presented at the full Council meeting in July.

The renewal is likely to be more complex this time as Epping Town Council have had an insurance claim in the 2018-21 period, as per **Attachment R**.

RECOMMENDATION: The Town Clerk & Responsible Financial Officer, the Town Mayor and Key Member for Finance should be **AUTHORISED** to analyse and **APPROVE** the Insurance Policy quotation 2021-2024, in order for the renewal to begin on 1st July 2021.

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

24 PLAYGROUND FUNDING: CONTRACTS & LEGISLATION (Attachment S)

Statutory Basis: Local Government (Miscellaneous Provisions) Act 1976, s19

Key Member: Cllr M Wright (as Town Mayor)

The Town Clerk has prepared some documentation in relation to playground funding, associated potential contractual arrangements and related financial legislation, as per **Attachment S**.

Council is requested to **CONSIDER** this 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.