



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 **ANNUAL MEETING** of the **Epping Town Council** which is to be held in the **MAIN HALL, Epping Hall, St Johns Road, Epping** on **Tuesday, 18th May 2021** at **7.30pm** in order to transact the following business:

Beverley Rumsey
Town Clerk
11th May 2021

A G E N D A

1. ELECTION OF TOWN MAYOR

Members are required to elect the Town Mayor for the municipal year 2021-22. The new Mayor will make the statutory Declaration of Acceptance of Office and address the Council.

2. RETIRING TOWN MAYOR'S REPORT AND DUTIES (Attachment A)

The retiring Mayor will report on his year in office and any duties performed since the Ordinary Council Meeting of 27th April 2021.

3. APOLOGIES FOR ABSENCE

To receive any apologies and reasons for absence.

4. ELECTION OF DEPUTY TOWN MAYOR

Members are requested to elect the Deputy Town Mayor for the municipal year 2021-22. The Deputy Mayor will make the statutory Declaration of Acceptance of Office.

5. RETIRING DEPUTY MAYOR'S REPORT AND DUTIES (Attachment B)

The retiring Deputy Mayor will report on his year in office and any duties performed since the Ordinary Council Meeting of 27th April 2021.

6. WELCOME TO NEW TOWN COUNCILLOR

The Town Mayor will welcome our newly elected Town Councillor (by-election 6th May 2021).

7. 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.

8. DISPENSATIONS

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

9. 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).*

10. CONFIRMATION OF COUNCIL MINUTES (Attachment C)

To approve as a correct record the Minutes of the Ordinary Council Meeting held on 27th April 2021.

11. 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	13 th April 2021	(Attachment D)
Planning & General Purposes Committee	27 rd April 2021	(Attachment E)

12. COMMUNICATIONS

(i) To receive such communications as the Mayor may wish to lay before Council.

(ii) To receive such communications as the Town Clerk may wish to lay before Council.

13. REPORTS FROM MEMBERS

To receive reports, if any, from Members on meetings or visits made since the Ordinary Council Meeting held on 27th April 2021.

14. KEY MEMBERS & APPOINTMENTS TO COMMITTEES (Attachment F)

To determine which members will act as lead for the various responsibilities of Council and to appoint the Chairman, Vice-Chairman and Members to serve on the following Standing Committees & Working Parties: (Existing/previous appointments attached.)

Planning & General Purposes Committee
 Corporate Governance Advisory Committee
 Neighbourhood Planning Advisory Committee
 St John's Advisory Committee (Dissolve?)
 Jack Silley Project Committee (Dissolve?)
 Discipline & Grievance Committee
 Appeals Committee
 Joint Standards Committee
 Task & Finish Personnel Committee (Recruitment of Town Clerk)
 Action Plan Working Party
 Playground Working Party

Parking Working Party (on hold)
 Budget Working Party
 Market Working Party
 Lovelocks Meadow Working Party
 Tennis Working Party (Dissolve?)
 Epping Hall Working Party
 Stonards Hill Working Party (& skate park) (Together or separate?)
 Safer Epping
 Climate & Environmental Awareness Policy Interest group
 Old Pastures footpaths Interest group (Dissolve?)

15. **APPOINTMENTS TO OUTSIDE BODIES** (Attachment G)

To review and appoint members to serve on Outside Bodies as outlined in the attached document.

16. **RECORD OF COUNCILLOR ATTENDANCES** (Attachment H)

To receive the Record of Councillor Attendances for the year 2020-21.

17. **REVIEW OF TERMS OF REFERENCE FOR COMMITTEES** (Attachments I-Q)

To review and approve Terms of Reference for the following Standing Committees:

Planning & General Purposes Committee	(Attachment I)
Corporate Governance Advisory Committee	(Attachment J)
Neighbourhood Planning Advisory Committee	(Attachment K)
St John's Advisory Committee	(Attachment L)
Jack Silley Project Committee	(Attachment M)
Discipline & Grievance Committee	(Attachment N)
Appeals Committee	(Attachment O)
Task & Finish Personnel Committee (Recruitment of Town Clerk)	(Attachment P)
Working Parties Terms of Reference	(Attachment Q)

18. **REVIEW OF DELEGATION ARRANGEMENTS** (Attachment R)

To review the powers delegated to the Town Clerk by Council, as per Attachment R.

19. **AUTHORISATION OF SIGNATORIES**

To review, revise and confirm those Councillors authorised as signatories for Council's bank accounts.

Barclays Bank:

Current signatories: Cllr H Pegrum, Cllr B Scruton, Cllr G Scruton, Cllr M Wright.
 (Please note the Town Clerk can transact on this account but does not sign cheques).

Cooperative Bank: (Main account) and (Online account)

Current signatories: Cllr H Pegrum, Cllr B Scruton, Cllr G Scruton, Cllr M Wright.
 (Please note the Town Clerk & Finance Officer can transact on these accounts, but do not sign cheques).

Nationwide Investment:

Cllr H Pegrum, Cllr M Wright, Miss B Rumsey (as Town Clerk & RFO).

20. **COUNCIL ACTION PLAN 2019-23 (INTERIM MAY 2021)** (Attachment S)
COUNCIL FORWARD PLAN 2019-23 (INTERIM MAY 2021) (Attachment S1)

To approve the revised Action Plan for 2019-23, which was prepared by Epping Town Council (2015-19) and approved by full Council on 14th May 2020 (Minute #18 of 2020-21). This is reviewed annually as priorities change.

To approve the revised Forward Plan for 2019-23, which was prepared by Epping Town Council (2015-19) and approved by full Council on 14th May 2020 (Minute #18 of 2020-21). This is reviewed annually as priorities change.

- **Please note:** once approved, a meeting of the Action Plan Working Party from this Council will be arranged later in the year if needed.

21. **CODE OF CONDUCT** (Attachment T)

Epping Town Council APPROVED the current Code of Conduct (which is a model based on Epping Forest District Council's Code of Conduct), at the Annual Council meeting on 14th May 2019.

Council is requested to **REAPPROVE** Epping Town Council's Code of Conduct, as per **Attachment T**.

22. **CYCLE OF MEETINGS 2021/2022** (Attachment U)

Epping Town Council's current Cycle of Meetings was APPROVED at the Ordinary Council meeting on 16th July 2020 (Minute #115 of 2020/21).

Council is requested to formally **REAPPROVE** this Cycle of Meetings, with the amended Annual Council meeting date, as per **Attachment U**.

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.