



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 **Tuesday, 7th February 2023** at **8pm** in order to transact the following business:

Beverley Rumsey
Town Clerk
1st February 2023

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.

Cllr N Avey, Cllr C McCredie and Cllr J Whitehouse declare a non-pecuniary interest in any items that relate to Epping Forest District Council as they are also District Councillors.

Cllr M-L Whitbread declares a non-pecuniary interest in items that relate to Epping Forest District Council as she is related to the leader of Epping Forest District Council.

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 10th January 2023.

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	10th January 2023	(Attachment B)
Market Committee meeting	23rd January 2023	(Attachment C)
Planning & General Purposes Committee	24th January 2023	(Attachment D)

7 COMMUNICATIONS TO NOTE/REQUIRING DECISION (Attachments E- E3)

(i) SWAINES GREEN CONSERVATION WORK (Attachment E)

Cllr J Whitehouse has provided the Town Clerk with some information about the conservation work that takes place at Swaines Green, as per **Attachment E**.

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

(ii) EPPING FOREST DISTRICT COUNCIL (EFDC) DRAFT AIR QUALITY ACTION PLAN CONSULTATION (Attachment E1)

Epping Town Council have been invited to comment on Epping Forest District Council's draft Air Quality Action Plan by 17th February 2023. EFDC have a statutory duty to undertake this work under the Environment Act 1995 and this covers the period 2023-2028. Members have been sent the document by email, to support Epping Town Council's Climate & Environmental Awareness Policy.

Further information can be found at:

<https://www.eppingforestdc.gov.uk/air-quality-action-plan-consultation/>

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

(iii) SKATE PARK COMMUNITY EVENT (Attachment E2)

The Town Clerk was invited to an Active Essex Skate Jam Day which is aiming to provide a community day for wheeled events. This has been suggested for Stonards Hill recreation ground skate park and may include bike safety checks. This has come from Active Essex's involvement with Ride London. Some further information is provided as per **Attachment E2**. Such an event would highlight the skate park, the refurbishment project and may result in funding opportunities. It would also facilitate further community engagement and consultation, which would in turn aid funding applications. The date proposed is Friday 14th April 2023.

Council is requested to **CONSIDER** this information and **DECIDE** if they are happy to host the event at Stonards Hill recreation ground skate park.

(iv) ESSEX ASSOCIATION OF LOCAL COUNCILS (EALC) UPDATE ON KING'S CORONATION (Attachment E3)

The Town Clerk has received some information from the Essex Association of Local Councils regarding the King's Coronation. Details are provided as per **Attachment E3**.

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

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

Council to receive the duties undertaken by the Town Mayor and Deputy Town Mayor since 10th January 2023.

9 REPORTS FROM MEMBERS

To receive reports, if any, from Members on meetings or visits made since the Ordinary Council Meeting on 10th January 2023.

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

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

11 FINANCIAL REPORT TO 31st JANUARY 2023 (Attachment H)

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 January 2023 and **DECIDE** if any further action is required.

12 ACCOUNTS FOR PAYMENT (Attachment I)

Statutory Basis: Local Audit and Accountability Act 2014

Key Member: Cllr G Scruton

Council is requested to **APPROVE** the payment of accounts for January 2023 totalling £97,141.99 (Barclays: £47.85, The Co-operative £96,865.88 & The Co-operative online £228.26). **Please note:** a £400 transfer from The Co-operative to The Co-operative online and a £300 petty cash withdrawal. **Please note:** a £90,000 transfer between Barclays and The Co-operative and a £50,000 transfer between the Barclays Current and Savings accounts.

13 INTERNAL AUDIT REPORT (Attachment J)

Statutory Basis: Local Audit and Accountability Act 2014

Key Member: Cllr G Scruton

Council's internal auditor undertook their second review for the 2022/23 financial year on Tuesday 24th January 2023 and their report is provided as per **Attachment J**. The auditor makes no recommendations. The auditor's next visit will be in March 2023.

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

14 EPPING TOWN SHOW CHARGES (Attachment K)

Statutory Basis: Local Government Act 1972, s145

Key Member: Cllr B Scruton

On 24th January 2023, an informal meeting was held to discuss Epping Town Show, particularly the charges. During the budget setting process, it was agreed that the Town Show charges would need to be looked at to present a breakeven situation.

Some information from that meeting is provided as per **Attachment K**.

Council is requested to **CONSIDER** this information and set the Town Show charges.

15 EPPING CHRISTMAS MARKET CHARGES (Attachment L)

Statutory Basis: Local Government Act 1972, s145

Key Member: Cllr B Scruton

On 24th January 2023, an informal meeting was held to discuss Epping Christmas Market, including operational issues and charges. During the budget setting process, it was agreed that the Christmas Market charges would need some consideration.

Some information from that meeting is provided, as per **Attachment L**.

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

- (i) If it wishes to hold a Christmas Market in 2023;
- (ii) If it should be held on Saturday 2nd December 2023 rather than the Friday;
- (iii) Whether to apply for an extension for the food and drinks vendors into the slip road area outside the former Argus lighting/Methodist Church.

16 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.

17 TOWNSPERSON OF THE YEAR 2022 (Attachment M)

Statutory Basis: Local Government Act 1972, s111

Key Member: Cllr N Avey

The Town Clerk has received a number of nominations for Townsperson of the Year 2022, as per **Attachment M**.

Council is requested to **CONSIDER** the nominations and **DECIDE** who to award Townsperson of the Year 2022.

18 EPPING HALL LEGAL DOCUMENTS (Attachments N-N4)

Statutory Basis: Local Government Act 1972, s133

Key Member: Cllr N Avey

The Town Clerk has provided some information regarding legal documents for Epping Hall, as per **Attachments N, N1, N2, N3 & N4**.

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

19 **EPPING HALL WORKING PARTY/EPPING HALL WORKS**

(Attachment O)

Statutory Basis: Local Government Act 1972, s133

Key Member: Cllr G Scruton/Cllr H Pegrum

The Epping Hall working party met on Monday 16th January 2023 to discuss the next steps for the Epping Hall improvement project. Some further information is provided as per **Attachment O**.

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.