



EPPING TOWN COUNCIL

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

Tel: 01992 579444 Fax: 01992 579446 e-mail: info@eppingtowncouncil.gov.uk

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, 11th April 2023 at 8pm** in order to transact the following business:

Beverley Rumsey
Town Clerk
5th April 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

To approve as a correct record and sign the Minutes of the Ordinary Council Meeting held on 7th March 2023. **(Attachment A)**

To approve as a correct record and sign the Minutes of the ExtraOrdinary Council Meeting held on 27th March 2023. **(Attachment B)**

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:

Neighbourhood Planning Advisory Committee	1st March 2023	(Attachment C)
Planning & General Purposes Committee	7th March 2023	(Attachment D)
Planning & General Purposes Committee	21st March 2023	(Attachment E)

7 COMMUNICATIONS TO NOTE/REQUIRING DECISION **(Attachments F, F1, F2 & F3)**

(i) Epping Forest District Council: Local Plan adopted **(Attachment F)**

Epping Town Council have been advised that Epping Forest District Council's Local Plan has been adopted. Some further information is provided as per **Attachment F**.

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

(ii) Planting of a tree at 1 Theydon Place and 11 Theydon Place **(Attachment F1)**

The Town Clerk has received two applications for tree planting at Theydon Place which require the Town/Parish Council's support. Some further details are provided as per **Attachment F1**.

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

(iii) Qualis consultation **(Attachment F2)**

Qualis have invited Epping Town Council to comment on the 'meanwhile space' at Cottis Lane car park in their S73 application, as per **Attachment F2**.

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

(iv) Electoral boundaries for Epping **(Attachment F3)**

The final recommendations for the parish ward arrangements/boundaries for Epping are provided as per **Attachment F3**.

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

(v) RideLondon-Essex 2023 community market

As part of the RideLondon-Essex 2023 event, Epping Forest District Council have been working on a community stall market (10-15 stalls) which will be held on the Town Green as last year. This would qualify as a market. As Epping Town Council are the market authority for Epping Parish, Epping Town Council need to **APPROVE** the holding of the community market.

Cllr B Scruton, as Town Mayor, has been engaging in Epping Forest District Council's RideLondon-Essex meetings to help support their aims and arrangements. The Town Clerk and Town Mayor can see no issue with the holding of the community market as part of RideLondon-Essex for this purpose (as this will not affect the Monday market).

Council is requested to **APPROVE** the community market on the Town Green for RideLondon-Essex on Sunday 28th May 2023.

(vi) **The late Cllr Brian Rolfe**

The Town Clerk has been asked by the late Cllr Brian Rolfe's wife to thank Epping Town Council and town councillors for the hosting of and support at the funeral reception of the late former Town Mayor and former Epping Forest District Council Chairman Cllr Brian Rolfe.

The setting was most appropriate given Brian's history and relationship with Council and the Town Hall. Brian's wife and family have been most touched by all the cards, messages and tributes from so many people.

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

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 7th March 2023.

9 **REPORTS FROM MEMBERS**

To receive reports, if any, from Members on meetings or visits made since the Ordinary Council Meeting on 7th March 2023.

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 TO 31st MARCH 2023** (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 to the end of March 2023 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 March 2023 totalling £52,805.56: (Barclays: £47.85, The Co-operative £52,705.55 & The Co-operative online £52.16).

13 **FINANCIAL SUMMARY POSITION, YEAR END CLOSE DOWN & BAD DEBTS**
(Attachments K & L)

Statutory Basis: Local Audit and Accountability Act 2014; Accounts and Audits Regulations 2003; Local Government Act 1972, S151, Epping Town Council Financial Regulations 9.4

Key Member: Cllr G Scruton

(i) **Financial Summary Position and Year End Close Down** (Attachment K)

The formal RBS Omega close down of the Year End Accounts will take place on 23rd May 2023 and this will be done remotely. Transfers between funds will take place at this point. An early projected out-turn figure has been provided as per **Attachment K**; more detailed information and funds movements will be presented once available. A full financial position will be provided when all the year-end adjustments have been made.

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

(ii) **Bad debts** (Attachment L)

(a) **2022/23**

At the current time, the list of bad debts for 2022/23 are listed as per **Attachment L**. These will continue to be chased and brought back to Council as appropriate.

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

(b) **2021/22**

There are no bad debtors from 2021/22, which is unusual given the variety and scale of Council's transactions.

The Clerk has authority to write off debts under Financial Regulation 9.4 and it is essential this is done to ensure the statements of income at year end are accurate. Members are requested to **NOTE** the write offs for the 2021-22 financial year through the RBS Omega year-end close down are nil.

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

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

Statutory Basis: Local Audit and Accountability Act 2014

Key Member: Cllr G Scruton

The internal auditor made their third visit for the 2022/23 financial year on 28th March 2023. Their report is provided as per **Attachment M**. The auditor makes no recommendations.

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

15 **ANNUAL TOWN MEETING 2023** (Attachment N)

Statutory Basis: Local Government Act 1972, s9

Key Member: Cllr B Scruton

At the Ordinary Council meeting on 8th August 2022 (Minute #135 of 2022/23), Council **RESOLVED** that more information regarding the format of the Annual Town Meeting 2023 would be brought back to Council.

As the Annual Town Meeting 2023 falls within 'Purdah' (pre election period, which this year is also applicable to Epping Town Council), specific consideration needs to be given to the format and content of the meeting.

Following discussion with the Town Mayor, the Town Clerk proposes the format and structure presented as per **Attachment N**, particularly given the short timescale before the Annual Town Meeting (Thursday 20th April 2023).

Council is requested to **APPROVE** the format and structure.

16 **EPPING WAR MEMORIAL** (Attachment O)

Statutory Basis: War Memorials (Local Authorities' Powers) Act 1923, s1

Key Member: Cllr J Duffell

There has been some damage to Epping War Memorial (likely weather related) and further information is provided as per **Attachment O**. This is an urgent requirement, as delay may cause additional weathering and further damage to the porous stone.

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

17 **KING'S CORONATION EVENTS MAY 2023** (Attachment P)

Statutory Basis: Local Government Act 1972, s145

Key Member: Cllr H Pegrum/Cllr B Scruton

At the Ordinary Council meeting on 7th March 2023 (Minute #451 of 2022/23), Epping Town Council **APPROVED** participating in the King's Coronation events for Epping Parish, but requested the Town Clerk undertake further work on the options and in particular the costs of those options. Some further information is provided as per **Attachment P**.

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

Please note: the tenders are provided under agenda item 21, Attachment S.

18 **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.

19 **STAFF PENSIONS** (Attachment Q & Appendices 2 & 3)

Statutory Basis: Local Government Act 1972, s112

Key Member: Cllr G Scruton

In early 2022, the Town Clerk received some staff pension enquiries which triggered some research into pensions, resulting in Council **APPROVING** a Pension Policy in April 2022, as per **Attachment Q**. More detailed staff pension enquiries in early 2023 have triggered further research into pensions and the Town Clerk has provided additional pension documents, as per **Attachment Q, Appendix 2** with supporting notes/documents, as per **Attachment Q, Appendices 1-4**.

Council is requested to **CONSIDER** the information and notes and **DECIDE** whether to **ADOPT Attachment Q, Appendix 2**, as the Flexible Retirement Policy of Epping Town Council, with or without amendments.

20 STAFF PENSION ARRANGEMENTS (Attachment R)

Statutory Basis: Local Government Act 1972, s112

Key Member: Cllr B Scruton/Cllr G Scruton

Some information has been provided regarding pension arrangements, as per **Attachment R**.

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

21 KING'S CORONATION BUNTING TENDERS (Attachment S)

Statutory Basis: Local Government Act 1972, s145

Key Member: Cllr H Pegrum/Cllr B Scruton

The Town Clerk has been asked by Council to research the cost of bunting for Epping High Street. Quotations are provided as per **Attachment S**, based on maps prepared by Cllr H Pegrum, the Town Clerk and Town Supervisor. Epping Forest District Council have consented to the bunting being erected around the High Street trees detailed.

Please note: Epping Town Partnership have offered £1000 towards the cost of the bunting project, for which the Town Clerk is most grateful.

RECOMMENDATION: Epping Town Council should proceed with bunting quotation 2 (starred option), which accords with Council's Procurement Policy.

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

- (i) If it wishes to install bunting in Epping High Street as detailed;
- (ii) Whether to **APPROVE** the **RECOMMENDED** quotation;
- (iii) How it should be financed.

22 STAFFING MATTERS (Attachment T)

Statutory Basis: Local Government Act 1972, s112

Key Member: Cllr B Scruton

Some information is provided regarding staff matters, as per **Attachment T**.

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

23 JACK SILLEY PAVILION CAFÉ LEASE/RENT (Attachment U)

Statutory Basis: Local Government Act 1972, s111

Key Member: Cllr N Avey

The café at the Jack Silley Pavilion at Stonards Hill recreation ground (Julie's at Stonards) has been in operation for 4 years. Further information is provided as per **Attachment U**.

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

24 **YOUNG TOWNSPERSON OF THE YEAR** (Attachment V)

Statutory Basis: Local Government Act 1972, S111

Key Member: Cllr N Avey

At the Ordinary Council meeting on 12th November 2020 (Minute #304 of 2020/21), Epping Town Council confirmed the criteria for the Young Townsperson the Year Award. The criteria and nominations are provided as per **Attachment V**.

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

25 **TELEPHONY CONTRACT** (Attachment W)

Statutory Basis: Local Government Act 1972, S111

Key Member: Cllr N Avey

At the Ordinary Council meeting on 14th February 2017 (Minute #459 of 2017/18), Epping Town Council **AUTHORISED** the Town Clerk to change Council's telephone provider with a new telephony contract, in accordance with Council's Financial Regulations and procurement rules. Some further information is provided as per **Attachment W**.

Council is requested to **CONSIDER** the information and **RECOMMENDATION** 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.