



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 **Conference Room, Epping Hall, St Johns Road, Epping** on **Monday, 15th May 2023** at **8pm** in order to transact the following business:

Beverley Rumsey
Town Clerk
9th May 2023

A G E N D A

1. ELECTION OF TOWN MAYOR

Members are required to elect the Town Mayor for the municipal year 2023-24. 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's written report on her year in office and any duties performed since the Ordinary Council Meeting of 11th April 2023 are presented as per **Attachment A**.

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 2023-24. 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's written report on her year in office and any duties performed since the Ordinary Council Meeting of 11th April 2023 are presented as per **Attachment B**.

6. 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.

7. DISPENSATIONS

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

8. 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).*

9. CONFIRMATION OF COUNCIL MINUTES (Attachment C)

To approve as a correct record the Minutes of the Ordinary Council Meeting held on 11th April 2023.

10. 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 April 2023	(Attachment D)
Planning & General Purposes Committee	25 th April 2023	(Attachment E)

11. 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.

12. REPORTS FROM MEMBERS

To receive any comments from members on matters of interest to Council.

13. 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: (Previous appointments attached as per **Attachment F.**)

Please note: the Planning & General Purposes Committee requires the greatest time commitment. Corporate Governance is bi-annually and membership is based on the relevant Key Members. Most Committees and working parties are ad hoc, at point of need.

Planning & General Purposes Committee (Tuesday 7.15pm, twice a month)
Corporate Governance Advisory Committee
Neighbourhood Planning Advisory Committee
Market Committee
Discipline & Grievance Committee
Appeals Committee
Joint Standards Committee
Task & Finish Personnel Committee (Recruitment of Town Clerk)
Action Plan Working Party
Playground Working Party
Budget Working Party
Lovelocks Meadow Working Party

Epping Hall Working Party
 Stonards Hill Working Party (& skate park)
 Safer Epping
 Climate & Environmental Awareness Policy Interest group

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

To review and appoint members to serve on Outside Bodies as outlined in the attached document. (Previous appointments attached as per **Attachment G**).

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

To receive the Record of Councillor Attendances for the year 2022-23 (for Council 2019-23).

16. **REVIEW OF TERMS OF REFERENCE FOR COMMITTEES** (Attachments I-P)

To review and approve Terms of Reference for the following Standing Committees (and working parties):

Planning & General Purposes Committee	(Attachment I)
Corporate Governance Advisory Committee	(Attachment J)
Neighbourhood Planning Advisory Committee	(Attachment K)
Discipline & Grievance Committee	(Attachment L)
Appeals Committee	(Attachment M)
Task & Finish Personnel Committee (Recruitment of Town Clerk)	(Attachment N)
Market Committee	(Attachment O)
Working Parties Terms of Reference	(Attachment P)

17. **REVIEW OF DELEGATION ARRANGEMENTS** (Attachment Q)

To review the operational powers delegated to the Town Clerk by Council, as per **Attachment Q**.

18. **AUTHORISATION OF SIGNATORIES**

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

Please note: the current signatories are from Epping Town Council 2019-2023 members. **Any councillor wishing to become a signatory will be required to undertake the necessary banking checking procedures.**

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).

19. **COUNCIL ACTION PLAN 2019-23 AS A DRAFT FOR 2023-27** (Attachments R & R1)
COUNCIL FORWARD PLAN 2019-23 AS A DRAFT FOR 2023-27 (Attachments R2 & R3)

To **CONSIDER** and **APPROVE** the revised Action Plan from 2019-23, which has been updated by the Town Clerk to ensure it is up-to-date following work and progress over the previous year (**Attachment R**) as a working draft/basis for the new Council (2023-27) to draft their own Action Plan over the coming weeks.

To **RECEIVE** and **NOTE** the Action Plan for 2019-23 (interim draft May 2022), which was prepared by Epping Town Council (2019-23) and approved by full Council on 10th May 2022 (Minute #19 of 2022-23).

This has been reviewed annually as priorities have changed (**Attachment R1**).

To **CONSIDER** and **APPROVE** the revised Forward Plan from 2019-23, which has been updated by the Town Clerk to ensure it is up-to-date following work and progress over the previous year (**Attachment R2**) as a working draft/basis for the new Council (2023-27) to draft their own Forward Plan over the coming weeks.

To **RECEIVE** and **NOTE** the Forward Plan for 2019-23 (interim May 2022), which was prepared by Epping Town Council (2019-23) and approved by full Council on 10th May 2022 (Minute #19 of 2022-23). This has been reviewed annually as priorities have changed (**Attachment R3**).

- **Please note: once approved as drafts, a meeting of the Action Plan Working Party from this Council will be arranged for the new Council to determine their priorities and amend both Plans accordingly.**

20. **STANDING ORDERS** (Attachment S)

Epping Town Council's current Standing Orders were APPROVED at the Ordinary Council meeting on 7th March 2023 (Minute #449 (i) of 2022/23). **Please note:** these began as model Standing Orders and have been updated over a number of years as legislation required. Many points are legal requirements.

Council is requested to **APPROVE** these Standing Orders as a new Council.

21. **FINANCIAL REGULATIONS** (Attachment S1)

Epping Town Council's current Financial Regulations were APPROVED at the Ordinary Council meeting on 7th March 2023 (Minute #449 (ii) of 2022/23). **Please note:** these began as model Financial Regulations and have been updated over a number of years as legislation required. Many points are legal requirements.

Council is requested to **APPROVE** these Financial Regulations as a new Council.

22. **ASSET REGISTER** (Attachment T)

Epping Town Council's current Asset Register was APPROVED at the Ordinary Council meeting on 7th March 2023 (Minute #449 (iv) of 2022/23).

Council is requested to **APPROVE** this Asset Register as a new Council.

23. CODE OF CONDUCT (Attachments U & U1)

The Code of Conduct is designed to promote and uphold standards of behaviour in public life.

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 10th May 2022. This is provided as per **Attachment U**.

The Town Clerk has been advised that a more comprehensive Code of Conduct should be used. The Local Government Association have provided a more suitable Code of Conduct, as per **Attachment U1**.

Members should read the full Code of Conduct by following the link at:

<https://www.local.gov.uk/publications/guidance-local-government-association-model-councillor-code-conduct#part-1-introduction>

Council is requested to **APPROVE** the new Code of Conduct, as per **Attachment U1**.

24. COMPLAINTS PROCEDURE (Attachment V)

Epping Town Council's current Complaints Procedure was APPROVED at the Ordinary Council meeting on 7th March 2023 (Minute #449 (vi) of 2022/23).

Council is requested to **APPROVE** this Complaints Procedure as a new Council.

25. MEDIA POLICY (Attachment W)

Epping Town Council's current Media Policy was APPROVED at the Ordinary Council meeting on 7th March 2023 (Minute #449 (ix) of 2022/23).

Council is requested to **APPROVE** this Media Policy as a new Council.

26. SOCIAL MEDIA POLICY (Attachment X)

Epping Town Council's current Social Media Policy was APPROVED at the Ordinary Council meeting on 7th March 2023 (Minute #449 (x) of 2022/23).

Council is requested to **APPROVE** this Social Media Policy as a new Council.

27. FREEDOM OF INFORMATION POLICY (Attachment Y)

Epping Town Council's current Freedom of Information Policy was APPROVED at the Ordinary Council meeting on 13th November 2018 (Minute #345 of 2018/19).

Council is requested to **APPROVE** this Freedom of Information Policy as a new Council.

28. INSURANCE POLICY

Epping Town Council's current Insurance Policy was APPROVED at the Ordinary Council meeting on 12th July 2022 (Minute #90 of 2022/23). Please note: the insurance policy will be brought to Council in advance of its mid term (2022-25) renewal on 1st July 2023.

Council is requested to **NOTE** this insurance policy is in place.

29. CYCLE OF MEETINGS 2023/2024

(Attachment Z)

Epping Town Council's current Cycle of Meetings was APPROVED at the Ordinary Council meeting on 12th July 2022 (Minute #87 of 2022/23).

Council is requested to **APPROVE** this Cycle of Meetings as a new Council.

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.