



# 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 **Tuesday, 10<sup>th</sup> May 2022** at **7.30pm** in order to transact the following business:

**Beverley Rumsey**  
Town Clerk  
4<sup>th</sup> May 2022

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## A G E N D A

**1. ELECTION OF TOWN MAYOR**

Members are required to elect the Town Mayor for the municipal year 2022-23. 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 12<sup>th</sup> April 2022.

**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 2022-23. 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 her year in office and any duties performed since the Ordinary Council Meeting of 12<sup>th</sup> April 2022.

**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 (Attachments C & C1)**

To approve as a correct record the Minutes of the Ordinary Council Meeting held on 12<sup>th</sup> April 2022. **(Attachment C)**

To approve as a correct record the Annual Town Meeting held on 21<sup>st</sup> April 2022 and **DECIDE** if any action is required as a result of the meeting. **(Attachment C1)**

**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	12 <sup>th</sup> April 2022	<b>(Attachment D)</b>
Planning & General Purposes Committee	26 <sup>th</sup> April 2022	<b>(Attachment E)</b>

**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 reports, if any, from Members on meetings or visits made since the Ordinary Council Meeting held on 12<sup>th</sup> April 2022.

**13. KEY MEMBERS & APPOINTMENTS TO COMMITTEES (Attachment F)**

(i) 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  
 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

**Market Working Party (Committee)\* Please note: this is recommended as a Committee in agenda item 13 (ii) and draft terms of reference are provided under agenda item 16.**

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

**(ii) Market Working Party to become a Market Committee**

Epping Town Council are a Market Authority who are able to grant permission for other markets in Epping Parish. In addition, the nature of the Monday market and its evolution requires ongoing attention. The Town Clerk would therefore RECOMMEND that the Market Working Party become the Market Committee.

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

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

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

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

To receive the Record of Councillor Attendances for the year 2021-22.

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

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

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

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

To review the 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.

**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 (INTERIM MAY 2022)** (Attachment R)  
**COUNCIL FORWARD PLAN 2019-23 (INTERIM MAY 2022)** (Attachment R1)

To approve the revised Action Plan for 2019-23, which was prepared by Epping Town Council (2015-19) and approved by full Council on 18<sup>th</sup> May 2021 (Minute #20 of 2021-22). 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 18<sup>th</sup> May 2021 (Minute #20 of 2021-22). 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.

20. **CODE OF CONDUCT** (Attachment S)

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 18<sup>th</sup> May 2021.

Council is requested to **REAPPROVE** Epping Town Council's Code of Conduct, as per **Attachment S**.

21. **CYCLE OF MEETINGS 2022/2023** (Attachment T)

Epping Town Council's current Cycle of Meetings was APPROVED at the Ordinary Council meeting on 13<sup>th</sup> July 2021 (Minute #95 of 2021/22).

The Town Clerk has amended the August meetings to Monday 8<sup>th</sup> rather than Tuesday 9<sup>th</sup> as a one off if Council is agreeable.

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

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***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.***