



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, 12th April 2022** at **7.30pm** in order to transact the following business:

Beverley Rumsey
Town Clerk
6th April 2022

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.

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 8th March 2022. **(Attachment A)**

To approve as a correct record and sign the Minutes of the ExtraOrdinary Council Meeting held on 29th March 2022. **(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:

Planning & General Purposes Committee	8th March 2022	(Attachment C)
Planning & General Purposes Committee	22nd March 2022	(Attachment D)

7 COMMUNICATIONS TO NOTE/REQUIRING DECISION (Attachments E & E1)**(i) Jubilee Hedgerow and Tree Planting on Bell Common, Epping (Attachment E)**

A resident has requested that consideration is given to works that have taken place by the City of London on Bell Common and what should happen moving forwards. Further information is provided as per **Attachment E**.

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

(ii) Friends of Swaines Green information board (Attachment E1)

The Chairman of Friends of Swaines Green has requested an information board for the Friends at Lower Swaines recreation ground, behind the playground and seat, as per **Attachment E1**. This would be financed by the Friends.

Council is requested to **CONSIDER** this request and **DECIDE** if this should be permitted.

(iii) Funded Pond Conservation Project (Attachment E2)

The Town Clerk has been advised of a Funded Pond Conservation Project, which we have been asked to circulate. Details are provided as per **Attachment E2**.

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

(iv) Queen's Platinum Jubilee: dates for your diary (Attachment E3)

Work is progressing on plans for the Queen's Platinum Jubilee commemorations (2nd-5th June 2022). Some dates for the diary are provided as per **Attachment E3**. More details will be provided as plans develop.

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

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 8th March 2022.

9 REPORTS FROM MEMBERS

To receive reports, if any, from Members on meetings or visits made since the Ordinary Council Meeting on 8th March 2022.

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 MARCH 2022 (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 March 2022 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 March 2022 totalling £55,141.72: (Barclays: £45.08, The Co-operative £54,872.88 & The Co-operative online £223.76). (**Please note:** a £40,000 transfer between Barclays & The Co-operative and £51,125 from The Co-operative to Epping Playground Association (donation from Qualis)).

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

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 J)

The formal RBS close down of the Year End Accounts will take place on 16th May 2022 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 J**; 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**(a) 2021/22**

At the current time, we do not anticipate any bad debts for 2021/22. This situation may change, but at the current time there is nothing of concern to present.

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

(b) 2020/21 (Attachment K)

The bad debtors from 2020/21 are provided as per **Attachment K**. These have continued to be chased and are now deemed by the Clerk & RFO as non-recoverable. 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 2020-21 financial year as per **Attachment K**, are £249.18. (**Please note:** In April 2021 this was £218.18 (one additional allotment bad debt of £31.)) The Town Clerk will request these debts are written off by RBS Omega through the year-end close down on 16th May 2022.

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

14 PENSION POLICY (Attachment L)

Statutory Basis: Local Government Act 1972, s112

Key Member: Cllr G Scruton

The Town Clerk has received some staff pension enquiries which has triggered some research into pensions. Essex Pension Fund, which administers many of the staff pensions for Epping Town Council, have advised that it would be beneficial for Council to have a Pension Policy. The Town Clerk has provided a draft Pension Policy covering the current enquiries, as per **Attachment L**.

Council is requested to **CONSIDER** this information and Policy and **DECIDE** whether to **ADOPT** it as a Policy of Epping Town Council, with or without amendments.

15 SAFEGUARDING POLICY (Attachment M)

Statutory Basis: Local Government Act 1972, s111, The Children Act 1989

Key Member: Cllr N Avey

Epping Town Council has a Safeguarding Policy (**Attachment M**) which needs development and clarification. The Town Clerk would request that one or two councillors assist the Town Clerk with the development of this Policy. It would be beneficial if those councillors assisting had knowledge of this area.

Council is requested to **CONSIDER** this request and **DECIDE** who would be willing to assist the Clerk with the development of this Policy.

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 EPPING HALL WORKS (Attachment N)

Statutory Basis: Local Government Act 1972, s133

Key Member: Cllr H Pegrum

The Town Clerk has provided some information regarding works to Epping Hall, as per **Attachment N**.

A topographical survey of Epping Hall was conducted on Thursday 31st March 2022.

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

18 CLIMATE CHANGE FUNDING (Attachment O)

Statutory Basis: Local Government Act 1972, s111, Local Government (Miscellaneous Provisions) Act 1976, s19

Key Member: Cllr C McCredie

At the Ordinary Council meeting on 8th February 2022 (Minute #389 (iii) of 2021/2022), Council **RESOLVED** to pursue Essex County Council's Climate Action funding of up to £20,000; Cllr C McCredie assisting the Town Clerk. This will be pursued by Council's Kickstart team member, who is working on funding applications. Some further information is provided as per **Attachment O**.

Council is requested to **CONSIDER** this information and **DECIDE** if they are happy for the funding application to be pursued, as detailed in **Attachment O**, or whether they would prefer to pursue an alternative project with this potential funding.

19 **JACK SILLEY PAVILION CAFÉ LEASE/RENT** **(Attachment O1)**

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 3 years. Further information is provided as per **Attachment O1**.

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

20 **TENNIS COURTS CONTRACTS/ARRANGEMENTS** **(Attachment P)**

Statutory Basis: Public Health Act 1875, s164; Local Government (Miscellaneous Provisions) Act 1976, s19

Key Member: Cllr J Duffell/Cllr N Avey

The refurbished tennis courts at Stonards Hill recreation ground opened in October 2020, working with our community tennis partner David Watson Tennis. Some further information is provided as per **Attachment P**.

Council is requested to **CONSIDER** this information and suggestions and **DECIDE** what to do regarding:

- (i) The RECOMMENDATION/SUGGESTIONS in Point 1;
- (ii) The information and options in Point 2.

21 **STONARDS HILL GATE CONTRACT** **(Attachment Q)**

Statutory Basis: Public Health Act 1875, s164; Local Government (Miscellaneous Provisions) Act 1976, s19

Key Member: Cllr J Duffell/Cllr N Avey

Epping Town Council have used an external company for opening the gates at Stonards Hill recreation ground for many years. Some further information is provided as per **Attachment Q**.

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

22 LAND AT 56 SHAFTESBURY ROAD, EPPING (Attachment R)

Statutory Basis: Local Government Act 1972, s124, s127; Public Health Act 1875, s164

Key Member: Cllr J Duffell/Cllr N Avey

At the ExtraOrdinary Council meeting on 29th March 2022, Council discussed the parcel of land at 56 Shaftesbury Road, Epping. An update is provided as per **Attachment R**.

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

23 YOUNG TOWNSPERSON OF THE YEAR (Attachment S)

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. Nominations are provided as per **Attachment S**.

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

24 CHRISTMAS MARKET 2022 & LIGHTS CONTRACT (Attachment T)

Statutory Basis: Local Government Act 1972, s144

Key Member: Cllr B Scruton

Council's Planning & Events Officer has provided a report on Epping's Christmas Market 2022, as per **Attachment T**.

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

- (i) If it wishes to hold a Christmas Market in 2022;
- (ii) If so, what the day/date and times should be;
- (iii) If so, what the format should be and if applicable, what the lighting contract and arrangements should be.

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.