TOWN MAYOR'S DUTIES

9th August to 12th September 2017

26th August	Open Epping Horticultural Society Show 'An English Country Garden' and judging painting
15th August	Unveiling Blue Plaque for the Silley family
15th August	Allotment Judging
15th August	Cllr Gary Waller's Funeral
26th August	Epping Horticultural Society Show 'An English Country Garden' and judging painted picture
29th August	Meeting for Royal British Legion & Vicar of St John's Remembrance Parade
30th August	Data Protection Training
30th August	Epping Eppingen Twinning Association Meeting
5th September	Unveiling Blue Plaque for Sidney Hills

DEPUTY TOWN MAYOR'S DUTIES

9th August to 12th September 2017

15th August	Unveiling Blue Plaque for the Silley family

REPORT OF THE TOWN CLERK

1 EPPING AT THE MOVIES

The next Epping at the Movies screening day will be at Epping Hall on Friday 29th (evening) and 30th September (daytime) 2017. Friday at 7.45pm is Wonder Woman. Saturday at 11am is Moana and at 2.30pm is Gentleman Prefer Blondes.

2 EPPING HIGH STREET – PAVEMENT CONDITION REPORT

The pavement condition report was issued to County Councillor Chris Whitbread towards the end of August 2017. Cllr Whitbread is liaising with Essex County Council and the Town Mayor in an attempt to secure necessary works to the pavements. All shops on the market side of the High Street have been written to and asked to assess the areas outside their shops and report any issues to Highways themselves. Nat West bank have pursued this, by adding their concerns about the condition of the pavements. An article was on the front page of the Epping Forest Guardian (31st August 2017) and the Town Clerk expects further publicity to follow.

3 CHRISTMAS MARKET

Arrangements for the Christmas Market on 1st December 2017 are underway and we are already looking to be oversubscribed, as in previous years.

4 PARKLANDS, COOPERSALE PLAYGROUND REFURBISHMENT

The tender document for Parklands, Coopersale has been issued to contractors and has been published on the Government Gateway website, in accordance with the Public Contracts Regulations 2015. Tenders are expected by 6th October 2017 and are likely to brought to the November Council meeting, after the Playground Working Party have met. Local residents and the nearby school have also been consulted as part of the process and responses are forthcoming.

5 WORKS TO EPPING WAR MEMORIAL

The Town Clerk has applied to Listed Building Consent for the agreed works to Epping War Memorial (cleaning, selective re-etching and sharpening of lettering). We would expect to receive a decision in October. Grant funding has also been sought from the War Memorials Trust, with a decision likely at the end of October. Works are likely to take place at the end of November, if the process goes smoothly.

6 EPPING & THEYDON BOIS GUIDE

Epping Town Council were consulted by the Local Authority Publishing Company, who produce town and parish guides. The office team submitted quite a lot of material for the proposed guide for Epping & Theydon Bois and have seen the pre-published

edition, which will be distributed to many residences and businesses in the coming months. We also hope to have copies at Epping Hall. It is a very nicely produced, colourful and informative publication.

7 BY-ELECTION COSTS

We have been advised by Epping Forest District Council that due to the number of postal votes, the by-election is likely to cost around £7,000. The Town Clerk will finance the shortfall (approximately £1000) from miscellaneous expenditure and this will be returned to Council once the final bill has been received (late September).

8 BLUE PLAQUE UNVEILINGS

Since the last Council meeting, Epping Town Council have unveiled two blue plaques; one for The Silley Family on 15th August 2017 at 1 Theydon Grove, Epping and one for Sidney Hills on 5th September 2017 at 45 High Street, Epping. Despite August being sunny and September rainy, both events were very enjoyable and well supported. The owners of both properties seem very happy with their plaques. The Essex Records Office kindly attended the plaque for Sidney Hills and brought a fantastic recording of Sidney speaking, which we understand will be part of the material for the listening bench, soon to be positioned in St John's Church garden. Sidney's family also attended. At the Jack Silley family's unveiling, the owner's grandson assisted the Mayor.

Summary Income & Expenditure by Budget Heading 31/08/2017

Month No : 5 Committee Report to 31/08/17

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Of Budget
Full Council								
	Expenditure	704,437	262,497	656,397	393,900	0	393,900	40.0 %
	Income	667,601	335,711	656,481	-320,770			51.1 %
	Net Expenditure over Income	36,836	-73,213	-84	73,129			
Earmarked Reserves								
	Expenditure	0	0	0	0	0	0	40.0 %
	Income	0	0	0	0			51.1 %
	Net Expenditure over Income	0	0	0	0			
INCOME - EXPENDITURE TOTALS	Expenditure	704,437	262,497	656,397	393,900	0	393,900	40.0 %
	Income	667,601	335,711	656,481	-320,770			51.1 %
	Net Expenditure over Income	36,836	-73,213	-84	73,129			

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
Full Council								
100	Service & Committee Support							
4000	Salaries	126,466	58,091	138,000	79,909		79,909	42.1 %
4005	Sub contractors	750	0	0	0		0	0.0 %
4010	Insurance	1,548	1,590	1,590	0		0	100.0 %
4020	Equipment	424	0	1,200	1,200		1,200	0.0 %
4025	Consumables	1,044	308	750	442		442	41.0 %
4030	Postage	1,854	693	1,700	1,007		1,007	40.8 %
4035	Printing & Photocopying	1,620	1,070	2,000	930		930	53.5 %
4040	Professional Fees	8,944	898	8,000	7,102		7,102	11.2 %
4045	Subscriptions & Licences	4,647	2,727	4,000	1,273		1,273	68.2 %
4050	Telephone & IT Services	4,059	1,227	4,000	2,773		2,773	30.7 %
4060	Training - Staff	1,755	618	1,800	1,182		1,182	34.3 %
4065	Training - Members	0	188	300	113		113	62.5 %
4070	Travel & Subsistence - Staff	670	506	450	-56		-56	112.5 %
4075	Travel & Subsistence - Members	0	0	100	100		100	0.0 %
4080	Mayor's Allowance	1,200	90	1,200	1,110		1,110	7.5 %
4090	Bank Charges	798	108	300	192		192	35.9 %
4095	Miscellaneous Expenditure	427	940	1,800	860		860	52.2 %
4100	Bad Debt & Write Offs	-10	0	100	100		100	0.0 %
	Service & Committee Support :- Expenditure	**156,197**	**69,054**	**167,290**	**98,236**	**0**	**98,236**	**41.3 %**
1076	Precept	436,751	238,805	446,252	-207,447			53.5 %
1090	Interest Received	918	31	800	-769			3.9 %
1100	LCTS Grant	23,519	0	15,679	-15,679			0.0 %
1300	Lettings Rents & Licences	48	0	0	0			0.0 %
1800	Grants Received	0	15,000	0	15,000			0.0 %
1900	Other Receipts	5,676	458	100	358			458.2 %
	Service & Committee Support :- Income	**466,911**	**254,294**	**462,831**	**-208,537**			**54.9 %**
	Net Expenditure over Income	**-310,714**	**-185,240**	**-295,541**	**-110,301**			
110	Neighbourhood Planning							
4155	N Planning Circulation	5,438	0	0	0		0	0.0 %
4370	N Planning Guidance	1,035	1,238	6,000	4,762		4,762	20.6 %
	Neighbourhood Planning :- Expenditure	**6,473**	**1,238**	**6,000**	**4,762**	**0**	**4,762**	**20.6 %**
1800	Grants Received	7,240	0	0	0			0.0 %
	Neighbourhood Planning :- Income	**7,240**	**0**	**0**	**0**			
	Net Expenditure over Income	**-767**	**1,238**	**6,000**	**4,762**			

Continued on Page No 2

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
120	Grants							
4140	Grants - S137	100	0	150	150		150	0.0 %
4145	Grants - Other Powers	4,400	65	4,500	4,435		4,435	1.4 %
	Grants :- Expenditure	**4,500**	**65**	**4,650**	**4,585**	**0**	**4,585**	**1.4 %**
	Net Expenditure over Income	**4,500**	**65**	**4,650**	**4,585**			
140	Events & Publications							
4165	Epping in Bloom	1,423	1,636	1,500	-136		-136	109.1 %
4170	Town Show Expenditure	1,858	3,919	4,500	581		581	87.1 %
4175	Christmas Market Expenditure	7,584	0	7,000	7,000		7,000	0.0 %
4180	Christmas Lights Expenditure	8,728	481	9,500	9,019		9,019	5.1 %
4195	Mayor's "At Home"	4,000	-996	4,000	4,996		4,996	-24.9 %
4205	Talk About Epping	4,538	1,199	4,600	3,401		3,401	26.1 %
4215	Distribution Costs	1,490	373	1,600	1,228		1,228	23.3 %
4220	Other Council Events	344	173	600	427		427	28.8 %
4225	Other Council Publications	1,374	220	1,320	1,100		1,100	16.7 %
	Events & Publications :- Expenditure	**31,340**	**7,004**	**34,620**	**27,616**	**0**	**27,616**	**20.2 %**
1200	Town Show Income	0	2,477	1,800	677			137.6 %
1210	Christmas Market Income	1,612	0	1,500	-1,500			0.0 %
	Events & Publications :- Income	**1,612**	**2,477**	**3,300**	**-823**			**75.1 %**
	Net Expenditure over Income	**29,727**	**4,527**	**31,320**	**26,793**			
160	Epping Hall							
4005	Sub contractors	389	0	0	0		0	0.0 %
4010	Insurance	2,177	2,250	2,250	0		0	100.0 %
4020	Equipment	321	65	1,250	1,185		1,185	5.2 %
4025	Consumables	1,244	344	1,000	656		656	34.4 %
4085	PWLB Loan Repayments	96,256	48,128	96,256	48,128		48,128	50.0 %
4250	Business Rates	12,301	5,707	12,400	6,693		6,693	46.0 %
4255	Utilities	6,697	2,608	8,000	5,392		5,392	32.6 %
4260	Repairs & Maintenance	7,845	4,304	9,500	5,196		5,196	45.3 %
	Epping Hall :- Expenditure	**127,228**	**63,405**	**130,656**	**67,251**	**0**	**67,251**	**48.5 %**
1300	Lettings Rents & Licences	35,910	13,068	29,000	-15,932			45.1 %
	Epping Hall :- Income	**35,910**	**13,068**	**29,000**	**-15,932**			**45.1 %**
	Net Expenditure over Income	**91,318**	**50,337**	**101,656**	**51,319**			

Continued on Page No 3

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
180	Jack Silley Pavilion							
4010	Insurance	1,430	1,470	1,470	0		0	100.0 %
4020	Equipment	48	0	500	500		500	0.0 %
4025	Consumables	174	0	400	400		400	0.0 %
4045	Subscriptions & Licences	135	0	160	160		160	0.0 %
4255	Utilities	3,182	2,349	2,700	351		351	87.0 %
4260	Repairs & Maintenance	4,256	621	3,500	2,879		2,879	17.7 %
	Jack Silley Pavilion :- Expenditure	**9,226**	**4,440**	**8,730**	**4,290**	**0**	**4,290**	**50.9 %**
1300	Lettings Rents & Licences	20,975	8,199	18,500	-10,301			44.3 %
	Jack Silley Pavilion :- Income	**20,975**	**8,199**	**18,500**	**-10,301**			**44.3 %**
	Net Expenditure over Income	**-11,749**	**-3,759**	**-9,770**	**-6,011**			
200	Epping Market							
4005	Sub contractors	4,860	1,800	0	-1,800		-1,800	0.0 %
4010	Insurance	550	570	570	0		0	100.0 %
4020	Equipment	1,040	0	1,000	1,000		1,000	0.0 %
4085	PWLB Loan Repayments	6,159	3,080	6,160	3,080		3,080	50.0 %
4250	Business Rates	9,319	4,194	9,200	5,006		5,006	45.6 %
4255	Utilities	204	34	100	66		66	34.5 %
4260	Repairs & Maintenance	570	0	1,500	1,500		1,500	0.0 %
4300	Market Contractor	39,315	10,426	41,000	30,574		30,574	25.4 %
4305	Skip Hire	12,739	4,985	13,500	8,515		8,515	36.9 %
	Epping Market :- Expenditure	**74,755**	**25,090**	**73,030**	**47,940**	**0**	**47,940**	**34.4 %**
1300	Lettings Rents & Licences	86,465	34,692	86,000	-51,308			40.3 %
	Epping Market :- Income	**86,465**	**34,692**	**86,000**	**-51,308**			**40.3 %**
	Net Expenditure over Income	**-11,710**	**-9,602**	**-12,970**	**-3,368**			
220	Epping Cemetery							
4010	Insurance	780	800	800	0		0	100.0 %
4020	Equipment	1,790	0	500	500		500	0.0 %
4095	Miscellaneous Expenditure	290	0	500	500		500	0.0 %
4250	Business Rates	1,029	551	1,840	1,289		1,289	29.9 %
4260	Repairs & Maintenance	3,548	200	4,000	3,800		3,800	5.0 %
	Epping Cemetery :- Expenditure	**7,437**	**1,550**	**7,640**	**6,090**	**0**	**6,090**	**20.3 %**
1500	Burials & Memorials	37,694	14,265	44,000	-29,735			32.4 %
	Epping Cemetery :- Income	**37,694**	**14,265**	**44,000**	**-29,735**			**32.4 %**
	Net Expenditure over Income	**-30,257**	**-12,715**	**-36,360**	**-23,645**			

Continued on Page No 4

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
240	Parks & Building Maintenance							
4000	Salaries	154,604	66,673	156,700	90,027		90,027	42.5 %
4010	Insurance	2,630	2,547	2,690	143		143	94.7 %
4020	Equipment	4,241	2,684	4,500	1,816		1,816	59.6 %
4025	Consumables	249	0	400	400		400	0.0 %
4055	Advertising	0	16	0	-16		-16	0.0 %
4255	Utilities	10,336	1,499	12,000	10,501		10,501	12.5 %
4260	Repairs & Maintenance	14,613	8,380	15,000	6,620		6,620	55.9 %
4310	Vehicles	26,960	850	1,800	950		950	47.2 %
4360	Fuel	2,791	1,225	3,000	1,775		1,775	40.8 %
	Parks & Building Maintenance :- Expenditure	**216,423**	**83,874**	**196,090**	**112,216**	**0**	**112,216**	**42.8 %**
1300	Lettings Rents & Licences	2,890	4,427	5,000	-574			88.5 %
1600	Agency Services	1,618	0	1,550	-1,550			0.0 %
	Parks & Building Maintenance :- Income	**4,508**	**4,427**	**6,550**	**-2,124**			**67.6 %**
	Net Expenditure over Income	**211,915**	**79,448**	**189,540**	**110,092**			
250	Dog Bin Contract							
4260	Repairs & Maintenance	0	0	1,500	1,500		1,500	0.0 %
	Dog Bin Contract :- Expenditure	**0**	**0**	**1,500**	**1,500**	**0**	**1,500**	**0.0 %**
	Net Expenditure over Income	**0**	**0**	**1,500**	**1,500**			
260	Public Convenience							
4010	Insurance	190	200	200	0		0	100.0 %
4020	Equipment	0	0	40	40		40	0.0 %
4025	Consumables	532	276	950	674		674	29.0 %
4250	Business Rates	0	0	2,600	2,600		2,600	0.0 %
4255	Utilities	3,390	1,477	2,400	923		923	61.5 %
4260	Repairs & Maintenance	1,387	909	1,500	591		591	60.6 %
	Public Convenience :- Expenditure	**5,499**	**2,862**	**7,690**	**4,828**	**0**	**4,828**	**37.2 %**
	Net Expenditure over Income	**5,499**	**2,862**	**7,690**	**4,828**			
280	Allotments							
4020	Equipment	0	155	0	-155		-155	0.0 %
4255	Utilities	230	34	300	266		266	11.3 %
4260	Repairs & Maintenance	0	2,077	500	-1,577		-1,577	415.4 %
	Allotments :- Expenditure	**230**	**2,266**	**800**	**-1,466**	**0**	**-1,466**	**283.2 %**

Continued on Page No 5

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
1300	Lettings Rents & Licences	2,420	3,067	2,500	567			122.7 %
	Allotments :- Income	**2,420**	**3,067**	**2,500**	**567**			**122.7 %**
	Net Expenditure over Income	**-2,190**	**-801**	**-1,700**	**-899**			
300	Street Furniture							
4020	Equipment	0	1,310	1,500	190		190	87.3 %
4260	Repairs & Maintenance	1,660	20	800	780		780	2.5 %
	Street Furniture :- Expenditure	**1,660**	**1,330**	**2,300**	**970**	**0**	**970**	**57.8 %**
	Net Expenditure over Income	**1,660**	**1,330**	**2,300**	**970**			
320	War Memorial							
4260	Repairs & Maintenance	0	0	100	100		100	0.0 %
	War Memorial :- Expenditure	**0**	**0**	**100**	**100**	**0**	**100**	**0.0 %**
	Net Expenditure over Income	**0**	**0**	**100**	**100**			
340	Council as Landlord							
4260	Repairs & Maintenance	2,905	319	1,800	1,481		1,481	17.7 %
	Council as Landlord :- Expenditure	**2,905**	**319**	**1,800**	**1,481**	**0**	**1,481**	**17.7 %**
1300	Lettings Rents & Licences	3,865	1,221	3,800	-2,579			32.1 %
	Council as Landlord :- Income	**3,865**	**1,221**	**3,800**	**-2,579**			**32.1 %**
	Net Expenditure over Income	**-960**	**-902**	**-2,000**	**-1,098**			
360	Council as Tenant							
4400	Letting Rents & Licence Costs	501	1	501	500		500	0.2 %
	Council as Tenant :- Expenditure	**501**	**1**	**501**	**500**	**0**	**500**	**0.2 %**
	Net Expenditure over Income	**501**	**1**	**501**	**500**			
700	Capital Projects							
4365	Playground Project	0	0	13,000	13,000		13,000	0.0 %
4380	Cemetery extension project	19,300	0	0	0		0	0.0 %
4385	Market Garden Project	2,064	0	0	0		0	0.0 %
4390	Frampton Road playground	38,700	0	0	0		0	0.0 %
	Capital Projects :- Expenditure	**60,064**	**0**	**13,000**	**13,000**	**0**	**13,000**	**0.0 %**
	Net Expenditure over Income	**60,064**	**0**	**13,000**	**13,000**			
	Full Council :- Expenditure	**704,437**	**262,497**	**656,397**	**393,900**	**0**	**393,900**	**40.0 %**
	Income	**667,601**	**335,711**	**656,481**	**-320,770**			**51.1 %**
	Net Expenditure over Income	**36,836**	**-73,213**	**-84**	**73,129**			

List of Payments made between 01/08/2017 and 31/08/2017

Date Paid	Payee Name	Cheque Ref	Amount Paid	Authorized Ref	Transaction Detail
07/08/2017	Axis Street Market Constructio	SO AUG 01	957.43		Purchase Ledger Payment
08/08/2017	Castle Water Ltd	300471	185.58		Waste 16/10/16 to 30/9/17
08/08/2017	Central Security Ltd	300472	239.40		Lock/unlock 16/7 to 31/7/17
08/08/2017	Spaldings Limited	300473	45.60		Stihl strimmer cord
08/08/2017	TBS Hygiene Ltd	300474	918.00		April collections
08/08/2017	HMRC	BACS01	5,288.44		NI & PAYE conts July
08/08/2017	Essex Pension Fund	BACS02	4,957.62		Pension conts Juy 2017
14/08/2017	Dieselink Services	DD11	180.40		diesel/unleaded
14/08/2017	Axis Street Market Constructio	SO AUG 2	957.43		Purchase Ledger Payment
21/08/2017	Axis Street Market Constructio	SO AUG 3	957.43		Purchase Ledger Payment
22/08/2017	Baron Security Services Ltd	300475	96.00		Annual intruder alarm service
22/08/2017	Castle Water Ltd	300476	111.75		Water 15-4 to 30--9-16
22/08/2017	Central Security Ltd	300477	216.60		Lock/unloc 1-8 to 15-8-17
22/08/2017	Concept Signs	300478	27.00		Plaque & stake
22/08/2017	Daisy Communications Ltd	300479	120.49		Telephone July 2017
22/08/2017	J Day & Son Ltd	300480	90.00		Repair chip
22/08/2017	Essex Association of Local Cou	300481	100.00		Cemetery man & com Beverley
22/08/2017	M A Eckton	300482	312.00		Changing rooms repair
22/08/2017	Ernest Doe & Sons Ltd	300483	47.40		Bose plate
22/08/2017	GLS Educational Supplies	300484	118.05		Tork corless toilet rolls
22/08/2017	Hampshire Flag Company	300485	33.60		Red ensign flag
22/08/2017	Kent County Council	300486	152.09		Gas 30-6 to 31-7-17
22/08/2017	Local Council Public Advisory	300487	1,000.00		PIA training
22/08/2017	John Nixon Ltd	300488	70.56		Secure store hire
22/08/2017	Pace Fuelcare	300489	591.47		100 lt Gasoil
22/08/2017	ParkerBell (Instruments) Ltd	300490	85.20		Calibration PAT
22/08/2017	Sage (UK) Ltd	300491	906.00		SageCover extra
22/08/2017	SUEZ Reclycling & Recovery UK	300492	704.76		Refuse July 2017
22/08/2017	TBS Hygiene Ltd	300493	926.10		July collections
22/08/2017	Travis Perkins Trading Company	300494	30.06		8 x 4 4.8 mtrs
22/08/2017	Mr D R Whitbread	300495	75.00		Clean bus stops
22/08/2017	Mrs J Tappenden	300496	83.73		Consumables - Epping Hall
29/08/2017	Axis Street Market Constructio	SO AUG 4	957.43		Purchase Ledger Payment

Total Payments 21,542.62

List of Payments made between 01/08/2017 and 31/08/2017

Date Paid	Payee Name	Cheque Ref	Amount Paid	Authorized Ref	Transaction Detail
01/08/2017	Epping Forest District Council	DD01	1,142.00		NDR August 2017
01/08/2017	Information Commissioner's Off	DD02	35.00		Data protection registration
04/08/2017	Barclays Bank plc	BACS	12.50		Commsiion char 13/6-12/7
09/08/2017	Co-operative Bank current	Transfer	40,000.00		Transfer
21/08/2017	Neopost Ltd	DD03	100.00		Reset meter
21/08/2017	EE	DD04	34.06		Mobile August
22/08/2017	Total Gas & Power	DD05	40.72		Elec 4-7 to 31-7-17
22/08/2017	Total Gas & Power	DD06	107.43		Elec 3-7 to 31-7-17
22/08/2017	Total Gas & Power	DD07	76.50		Elec 1-7 to 31-7-17
30/08/2017	Neopost Ltd	DD08	100.00		Reset meter
		Total Payments	41,648.21		

APPENDIX 1

SUMMARY OF VEHICLES

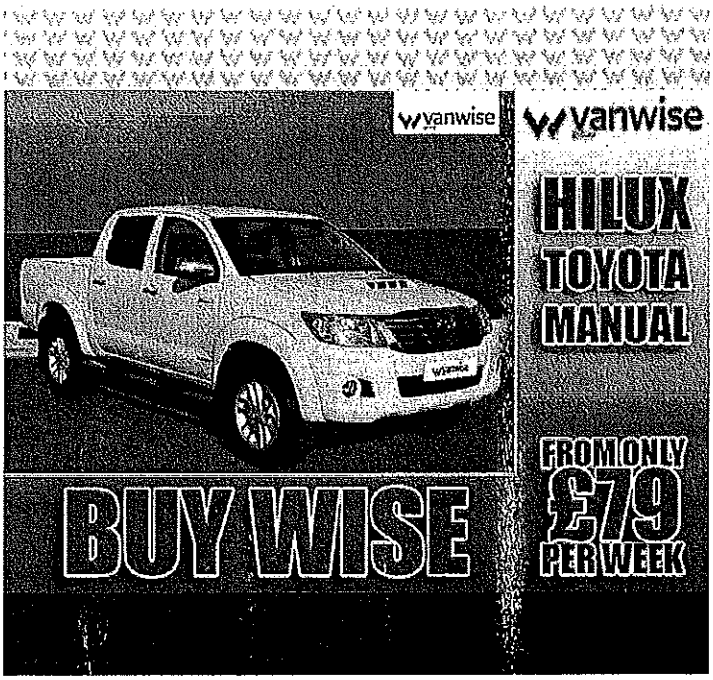
FA 1 Road legal vehicles and equipment **£65,405**

Description	Year of Purchase	Purchase Cost	Estimated Replacement Cost	Estimated Current Value	Estimated Residual Life (years)	Registration Number	Inventory No / Estimated replacement date
Ford Tractor 2120	1996	18,400	*28000*	3500	6 (Repaired 2016 Life expectancy increased from 1 yr to 6)	P559 OAR	41
Ford transit connect	2010	5,560	10,000	1600	1	YE56 KEJ	65 2018
John Deere Front Deck Mower (S/Hand)	2005	6,000	20000	1000	2	R778 KCA	56 2019
Ford Ranger Pick up (s/hand 2002)	2007	5,995	19600	2000	1	LS02 OGD	60 20[illegible]
*Tractor Iseki TK532 (market use)	2010	7,500	25000	4000	5	T915 JUJ	64
Ransomes Jacobson Highways 3 Mower	2016	21,950	29000	22000	8	EX63 VDV	XX
~~Ransome Triple Mower 2250~~	~~2008~~	~~22,000~~	~~25000~~	~~3500~~	~~0 GONE~~	~~EU58 LVW~~	~~62 N/A~~
Total for Annual Return		**65,405**					

* Will be most urgent for replacement

ATTACHMENT K1

ATTACHMENT K2



Vanwise Group

London Road, Harlow, United Kingdom, CM17 9AN

OPENING HOURS

Monday	08:00 - 18:00	Tuesday	08:00 - 18:00
Wednesday	08:00 - 18:00	Thursday	08:00 - 18:00
Friday	08:00 - 18:00	Saturday	08:00 - 18:00
Sunday	10:00 - 16:00		

Call: 01279 216163

25907.

& Tow bar £500 ~ approx

3.5 Tonne.

Toyota Hilux Invincible D/Cab Pick Up 3.0 D-4D 4WD 171

Now £16,500 + VAT

Overview

Registration	YF64CZP
Registered	2014(64)
Fuel Type	Diesel
Tax Band	N/A
Colour	White
Engine Size	3l
Interior Trim	N/A
Fuel Consumption	36.7 mpg

Description

One owner, Warranted mileage, Service history, White, DOUBLE CAB, Cruise control, Digital clock, Fuel heater, Lights on warning buzzer, Optitron dashboard display, PAS, Rear view camera, Remote fuel cap release, Tachometer, 6 speakers, Audio controls mounted on steering wheel, Touch 2 audio + Bluetooth + MP3 Connectivity, Automatic headlights, Body coloured front bumper, Chrome door handles, Chrome door mirrors with integrated indicators, Chrome plated rear bumper, Chrome side bar with steps, Colour keyed and chrome effect front grille, Electric heated door mirrors, Electronic headlamp levelling, Front electric windows with anti-trap and driver's one touch function, Front fog lights, Headlight washers, High mounted stop lamp, In-time adjust and mist wipers, Laminated rear window privacy glass, Mud flaps front and rear, Rear step in bumper, Rear window demister, Variable front wipers, Wing mounted radio aerial, Air re circulation function, Ashtray, Cab interior light, Centre console with lid, storage and armrest, Cigarette lighter, Climate control air conditioning, Cloth upholstery, Door scuff plates, Driver and passenger sun visors, Driver's

footrest, Front and rear cup holders, Front door pockets with bottle holder, Front seat back pockets, Front sports seats, Height adjustable front headrests, Leather covered steering wheel and gear lever, Load tie down points, Locking glovebox, Multi function steering wheel, Rear seat tip-up function, Rear underseat storage, Three height adjustable rear headrests, Tilt adjustable steering wheel, Child proof rear door locks, Driver and passenger airbag, Front and outer rear 3-point seatbelts with ELR, Front seatbelt pre-tensioners + force limiters, Height adjustable front seatbelts, Rear seatbelt pre-tensioners with load limiters, Side and curtain airbags, Immobiliser, Lockable tailgate, Locking wheel nuts, Remote central locking, Spare wheel lock, TVSS CAT1 perimeter and volumetric alarm, ABS, Brake assist, Diesel particulate filter, EBD, Load sensing proportioning system, Re

Located at Vanwise Harlow

Every effort has been made to ensure the accuracy of the information above, however, errors may occur. Do not rely entirely on this information but check with your centre about items which may affect your decision to purchase.

ATTACHMENT L

National Association of Local Councils (NALC) advice – Sept 2017

As you suggest in your email this is a question that has come up before and I have done a couple of specific advices in the past. I attach a copy of a general advice that I produced some time ago and which I believe appeared in the NALC magazine. Essentially there is little law on the use of drones although the government is intending to introduce licensing for most drones and "driving tests" for new owners. There are few "no go" areas for drones at present and essentially they are prisons and airports although this might change in the future as it is an area that the government are looking at.

Also it is not illegal to film people in public (even children) but any use of that film might be a breach of privacy. Therefore a drone that incorporates a camera cannot be excluded on that basis alone.

As things stand the only course of action that the Town Council has to control the use of drones in public open space is a byelaw. As set out in the attached general advice it may be possible in some instances for the Town Council to complain to the CAA about a specific drone flight but it would be up to the CAA whether they took any action and if they felt it was not a dangerous breach of regulations then they may decide to take no action.

DRONES

Drones are a relatively new thing and the law in relation to them is still developing. Flying within the UK is regulated by the Civil Aviation Authority (CAA) and in general terms there is nothing to stop a drone being flown over property owned by someone other than the drone pilot unless the drone weighs more than 20 kg or is used for commercial purposes, in which case permission must be obtained from the CAA.

There are, however, some rules that apply to drone flying for non-commercial purposes. Such drones must not be flown within 150 metres of a congested area or a crowd. Also they must not be flown within 50 metres of an individual person or structure such as a building. The drone must be flown "within sight" which means that it cannot go above 400 feet or be further than 500 metres away from the pilot. If these rules cannot be complied with the pilot must get prior and specific permission from the CAA for the flight. If the drones are being flown in contravention of these rules then the Parish Council could report the offender to the CAA for enforcement action to be taken. However, the practical problem is that an offender has to be caught first and even then the CAA may not be inclined to prosecute a case where there is no significant danger from the flying.

The Parish Council could, of course, pass a bylaw prohibiting the flying of drones under section 15 of the Open Spaces Act 1906 because of nuisance.

In summary the Parish Council can pass bylaws banning drones or report offenders to the CAA but there is little general law to restrain non-commercial drone flying in open spaces.

ATTACHMENT M1

Epping Town Council

Application for Grant Aid 2017/18

Name of Organisation
2nd EPPING RAINBOWS (GIRL GUIDING)

Name of Contact person
MRS. STELLA PLEYDELL.

Mailing Address
30 RAHN ROAD, EPPING CM16 4JB

Tel: 07793 088180.

Aims of Organisation (as stated in constitution)
We empower girls to be their best and face the challenges of growing up today. We've been doing that through adventure, friendship + fun for over 100 years.

Registered Charity Yes/No No: 306016.

*Income of Organisation in last Financial year? £ N/A.
(Please state main sources of income)
We are a newly formed unit - November 2016 - we had over 100 girls on the waiting list to join!! We started with 10 girls before Christmas + will rise to 18 in the new academic year.

*Expenditure of Organisation in last financial year? £ N/A.
(Please state main items of expenditure)
We keep subs down (£30 per term) so that we are accessible to all regardless of income. We run on a "shoe-string" but expect to be financially viable after this 1st year but are struggling at this stage

How much grant are you applying for? £350.

What is the grant required for?
Mainly payment of hall hire but also starting-up materials e.g. scissors, pens, pencils etc.

Other Grant providers approached? Were these applications successful?
Girl Guiding East Anglia have said we can have a small grant.

What benefits will the grant provide for the people of Epping and which sections of the community will benefit?
Rainbows are girls of 5-7 years old, the 1st stage of the Girl Guiding adventure.

*Brief notes to be entered here. You should attach your last financial statement.

* Please note I put in an application for this grant before Christmas for your

consideration in March but it appears to have gone missing - I posted it in the box outside Epping Hall.

ATTACHMENT M2

Epping Town Council

Application for Grant Aid 2017/18

Name of Organisation
Epping at the Movies

Name of Contact person
Gillian Clark (Treasurer)

Mailing Address
Epping at the Movies
c/o 35 Allnutts Road
Epping
Essex
CM16 7BE
Tel: 01992 570149

Aims of Organisation (as stated in constitution)

a) To advance the education of the public in the knowledge, understanding and appreciation of film (and allied visual techniques).
b) To encourage interest in film as an art form and as a medium for public education and for the distribution of information, by means of the exhibition of films of artistic, cultural or scientific character.
c) To promote the study and appreciation of films by such means as lectures, discussions and exhibitions.
d) Such lectures, discussions and exhibitions will be open to the public.

Registered Charity Yes/No NO No: .....

*Income of Organisation in last Financial year? ££4679 part year only ...
Epping at the Movies has not yet operated for a full year .....

(Please state main sources of income)
Ticket sales £3439
Sponsorship £1070
Catering £170

*Expenditure of Organisation in last financial year? £...£3237 part year only
Epping at the Movies has not yet operated for a full year

(Please state main items of expenditure)
Films £1347
Hall hire £901
Publicity £272
Insurances £ 201

How much grant are you applying for? £693.60

What is the grant required for?
We are seeking funding for additional marketing and publicity costs so that we can try to maximize our audiences over the coming year Sept 17 - August 18 (our first full year of operation). Specifically we wish to purchase four roller banners, suitable for indoor and for outdoor use that can be used for promotional displays at local events and produce a larger print run of our promotional material. The cost of this is as follows:

2 x indoor roller banners @ £58.80	= £117.60
2 x outdoor/indoor roller banners @ £178	= £356.00
Total costs of banners	**£473.60**
Increased quantity of print	**£220**

We aim to move towards a situation where we are a sustainable organization, with sufficient funds in the bank to ensure that we can begin to show a diverse range of films that may be more risky in terms of audience numbers, begin to programme films around specific themes for special events, establish educational projects with local schools and provide a number of free tickets for each screening for disadvantaged groups. During our first pilot session we have managed to acquire sufficient funds (a surplus of £1412) to allow us to plan a full season from September 2017 – June 2018. As each screening of a film costs an average of £400 and we programme three films each month over one weekend, (hence a total cost of £1200 each month) we consider it prudent to always try to retain a balance of £1200 - £1400 in case a screening weekend does badly in terms of audience.

Other Grant providers approached? Were these applications successful?
None.

What benefits will the grant provide for the people of Epping and which sections of the community will benefit? Epping has no local cinema that offers a wider range of films than those on commercial release. Nor does it have many regular events that are open to people of all ages and are at an affordable price (we charge £5 for adults and £2 for children), and that draw people from different sections of the community together. Epping at the Movies was established by a group of Epping residents to meet this need. It was run by an informal group of volunteers initially and became a formally constituted organization with a Chair, Secretary, Treasurer and Committee in the summer of 2017. During Epping at the Movies' pilot season March – June 2017, families have commented on the benefit that it brings to be able to introduce their children to film in a relaxed atmosphere; older people with limited mobility have said that the afternoon matinee showings offer the only activity that they can go to independently, and others comment on the challenge and benefit of seeing films that they have not been able to access at local commercial cinemas (such as "Moonlight"). Each month three films are shown, one specifically aimed at families, a classic movie shown as an afternoon matinee (which draws an older audience) and an evening showing. The sections of the community who will benefit from our move to becoming an established, sustainable organization, aided by our being able to use this grant to help us reach more Epping

residents through our marketing and publicity are: families with children, older people, the general public and disadvantaged groups.

*Brief notes to be entered here. You should attach your last financial statement.

EPPING AT THE MOVIES
The Constitution

1. Name

The Community Cinema shall be known as "Epping at the Movies" referred to here as 'The Community Cinema'.

2. Objects

The objects of The Community Cinema are:

a) To advance the education of the public in the knowledge, understanding and appreciation of film (and allied visual techniques).
b) To encourage interest in film as an art form and as a medium for public education and for the distribution of information, by means of the exhibition of films of artistic, cultural or scientific character.
c) To promote the study and appreciation of films by such means as lectures, discussions and exhibitions.
d) Such lectures, discussions and exhibitions will be open to the public.

3. Management

a) The business of The Community Cinema shall be managed by a Committee of at least 6 people and no more than 10. The Committee shall consist of a Chair, a Treasurer, a Secretary and such other Officers as may, from time to time, be appointed.
b) The Committee shall be elected at an Annual General Meeting open to any interested persons resident in the Epping Forest District and hold office until their successors are elected at the next AGM. The Annual General meeting shall be held in July each year.
c) The quorum for a Committee meeting shall be 4 and there shall be at least 3 such meetings in a year.
d) The Community Cinema shall be non-political, ie it shall not espouse the cause of any political party.
e) The Community Cinema shall not be run for the private profit of any member of the Committee. Any balance at the end of the year shall be carried over and devoted to the Objects of The Community Cinema.
f) No Committee Members shall receive payment directly or indirectly for their services or for anything other than legitimate expenses incurred in work for The Community Cinema.
g) Accounts will be produced annually and inspected by an independent person.
h) The Community Cinema shall not be wound up except by a resolution of 70% of those present at a Special General Meeting open to any interested persons resident in the Epping Forest District called for that purpose. In the event of a winding up, the remaining funds of The Community Cinema shall not be distributed among the Members but be passed to a non-profit making organisation or organisations with objects similar to those of The Community Cinema. Such organisations shall be chosen by the Committee in consultation with the British Federation of Film Societies or a like organisation.

4. Alteration of Rules

No alteration of rules shall be made except by a resolution of 70% of those present at an Annual General Meeting. No amendment shall be made which would cause The Community Cinema to cease to be a not-for-profit organisation.

Epping at the Movies - Expenditure March - September 2017

Detail	Amount	Film Hire /Bluray	Hall hire	Publicity	Licences	Insurance	Equipment Hire	Stationary/ Postage	Membership	Catering
Ebay	11.93			11.93						
Cinema for All	47.50								47.50	
EFDC	21.00				21.00					
Epping Design & Print	132.00			132.00						
Amazon	7.95	7.95								
Amazon	15.00	15.00								
Filmbank Media	493.87	493.87								
Susie Evans-Frank reimbursement	320.50			25.93		181.33		19.68		93.56
Susie Evans- Frank reimbursement	75.32							75.32		
Hobby Craft	15.00							15.00		
WH Smiths	19.98							19.98		
EFDC	21.00				21.00					
Epping Town Council	30.00		30.00							
WH Smiths	5.00							5.00		
Solo press/Amy Bramble	41.00			41.00						
Epping Town Council	436.54		436.54							
Solo press/Amy Bramble	61.00			61.00						
Epping Forest District Museum (April)	50.00						50.00			
Amazon - Blurays	53.92	53.92								
EFDC	21.00				21.00					
Filmbank Media	359.65	359.65								
Broker Network	39.60					39.60				
Epping Forest District Museum (june)	50.00						50.00			
Filmbank Media	314.31	314.31								
Epping Post Office	2.08							2.08		
Hobby Craft	46.40							46.40		
Sainsbury's	9.25									9.25
Epping Town Council	434.02		434.02							
Cinema for All (Moonlight)	102.00	102.00								
TOTAL	3,236.82	1,346.70	900.56	271.86	63.00	220.93	100.00	183.46	47.50	102.81

This statement covers the first pilot series of showings presented in order to ascertain interest amongst Epping residents in "Epping at the Movies" and find out whether this was a feasible venture

EPPING AT THE MOVIES FINANCIAL STATEMENT MARCH - SEPTEMBER
INCOME

Detail	Amount	Sales	Sponsors	Catering
Aves Optemotrists 'Presenter' x2 - March 17	150.00		150.00	
Croft's Dental 'Presenter' x1 - March 17	75.00		75.00	
Heart of Epping 'Sponsor' x1 - March 17	250.00		250.00	
Marks and Spencer - March 17	40.00		40.00	
Edward Frank	30.00		30.00	
Amy Bramble Yoga 'Presenter' x1 - March 17	75.00		75.00	
The Jungle Book	411.00	411.00		
Some Like it Hot	549.00	549.00		
Doctor Strange	403.00	403.00		
Catering	89.00			89.00
3 Orange Whips 'Presenter' x1 - June 17	150.00		150.00	
Aves Optometrists 'Presenter' x1 - June 17	150.00		150.00	
The Aristocats	431.00	431.00		
Singin in the Rain	255.00	255.00		
Rogue One	265.00	265.00		
Catering	41.00			41.00
Ongar Dairy 'Presenter' x1 - June 17	150.00		150.00	
Sing	477.00	477.00		
La La Land	411.00	411.00		
Moonlight	237.00	237.00		
Catering	40.00			40.00
TOTAL INCOME	**4,679.00**	**3,439.00**	**1,070.00**	**170.00**

Epping at the Movies - Budget Sept 2017 - August 2018
EXPENDITURE

Detail	Amount	Film Hire /Bluray	Hall hire	Publicity	Licences	Insurance	Equipment Hire	Stationary/ Postage	Membership	Catering	Volunteer costs
Cinema for All - annual membership	48.00								48.00		
EFDC - Licences (9 showings x £22)	198.00				198.00						
Print costs - (9 events x £80)	560.00			560.00							
Promotional events -Xmas Tree festival, Town sh	100.00			100.00							
Equipment hire from EFDM (9 x £50)	450.00						450.00				
Film costs - blurays 27 films @ £15	105.00	105.00									
- filmbank licences 27 x £150	4,050.00	4,050.00									
Hall hire @ 9 x £430	3,870.00		3,870.00								
Insurance	250.00					250.00					
Catering supplies	250.00									250.00	
Stationery/post	200.00							200.00			
Website	150.00										
First Aid training for volunteers 5 x £40	200.00										200.00
Volunteer uniforms - tshirts 10x £10	100.00										100.00
TOTAL EXPENDITURE	10,531.00	4,155.00	3,870.00	660.00	198.00	250.00	450.00	200.00	48.00	250.00	300.00

Epping at the Movies - Budget Sept 2017 - August 2018
INCOME

Detail	Amount	Sales	Sponsors	Catering
Sponsorship - 14 sponsors x £150	2,100.00		1,800.00	
Catering (9 showings x 40)	360.00			360.00
Ticket sales: (27 films x £ 300)	8,100.00	8,100.00		
TOTAL INCOME	10,560.00	8,100.00	1,800.00	360.00

ATTACHMENT M3

Epping Town Council

Application for Grant Aid 2017/18

Name of Organisation EPPING FOREST DISTRICT CITIZENS ADVICE BUREAU

Name of Contact person JANET WOODS (CHAIR)

Mailing Address Ernest Wythes House, 50A Hemnall Street, Epping, Essex, CM16 4LS

Tel: 01992 561494

Email: jlwoods4916@ntlworld.com

Aims of Organisation (as stated in constitution)

The Charity's objects are to promote any charitable purpose for the benefit of the community in Epping Forest District and surrounding areas ("the area of benefit") by the advancement of education, the protection and preservation of health and the relief of poverty, sickness and distress.

Our aims are to provide free, confidential, independent and impartial advice to people in the Epping Forest District Council area.

Registered Charity Yes *No: 1118465*

**Income of Organisation in last Financial year?* *£203,627*
(Please state main sources of income)

EFDC	£113,650
EFDC (Mitigation project - 2 debt advisers)	£42,000
EFDC (Small Grants)	£1,300
Essex County Council	£11,105
Towns/Parishes within EF District (other than Epping Town Council)	£12,750
Other Charities	£10,000

**Expenditure of Organisation in last financial year?* *£209,085*
(Please state main items of expenditure)

Staff/Management costs	£144,057
Office IT and communications	£31,422
Premises	£23,247
Premises Relocation	£6,375

How much grant are you applying for? *£2,750*

What is the grant required for?

Even with the generosity of the local councils, we always have to raise other funds in order to keep the service available across the District. This situation

has been heightened by the increase in the rent we pay for our premises in Epping. Prior to September 2013 we paid less than £1000pa for our building in Hemnall Street. That building was very dilapidated and the owners decided to redevelop it. We then moved into temporary accommodation for nearly 3 years at ReUse where the rent was £5000pa. We moved into our new premises in Epping in August 2016 and our rent for the ground floor of the new Epping building is now £12,000pa. This has enabled us to recommence a local drop-in service for the people of Epping and to once more provide a full advice service to the Epping community.

We are very careful with our money, relying on about 50 volunteers and only a small core of paid staff all of whom are part-time to provide the service. In 2016 we recruited staff for the new Epping office which is an additional expense compared to recent years. We did this as we considered it vital to reinstate a comprehensive advice service at Epping. However in future we may have to cut our opening hours. This we are very reluctant to do, particularly because of the increasing complexity of the problems that our clients face.

The need for the service across the district continues, with an average of over 650 advice issues and almost 1,000 activities on behalf of clients per month from April 2016 to March 2017. We therefore appreciate any financial help that Epping Town Council can give to enable the CAB to continue to meet the needs of the people in Epping Forest District.

Other Grant providers approached? Were these applications successful?

We have received a grant for this year from Epping Forest District Council, Essex County Council, Loughton Town Council and Waltham Abbey Town Council. The Debt Project funded by EFDC will also continue until the end of this financial year. We received a further small grant from EFDC to replace some aged computers. We have also received a grant from a local charity. We are also applying to other charities and trusts as we need additional funds to balance our books and keep open the three branches.

What benefits will the grant provide for the people of Epping and which sections of the community will benefit?

The grant will enable the CAB to continue to offer a free, confidential, independent and impartial advice service to anybody in Epping who needs it. This advice is increasingly needed at a time of changing welfare regulations and increasing debt problems. Our client profile suggests that those who benefit in particular are people on low incomes, and those with disabilities or long-term health problems (approximately 30% of our clients declare such a problem). Our service is open to all who live or work in the Epping Forest District Council area.

**Brief notes to be entered here. You should attach your last financial statement.*

REGISTERED COMPANY NUMBER: 05852220
REGISTERED CHARITY NUMBER: 1118465

REPORT OF THE TRUSTEES AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2016 FOR

EPPING FOREST DISTRICT CITIZENS ADVICE BUREAU

Gane Jackson Scott LLP
Chartered Certified Accountants
Second Floor, Kestrel House
Falconry Court
Bakers Lane
Epping
Essex
CM16 5BD

EPPING FOREST DISTRICT CITIZENS ADVICE BUREAU

REFERENCE AND ADMINISTRATIVE DETAILS FOR THE YEAR ENDED 31 MARCH 2016

Trustees:
Mrs J L Woods (Chairman)
Mr C N Corrigan (Treasurer)
Mr P W Gordon
Mr L J Harris
Mrs A McBrayne
Mr M J Mead
Mr A P Omand
Mr M D Yeadon -until October 2015
Mr J S Glover

Secretary: Mr C N Corrigan

District Manager: Ms R Poulter

Registered office:
Loughton Library
Traps Hill
Loughton
Essex
IG10 1HD

Accountants:
Gane Jackson Scott LLP
Chartered Certified Accountants
144 High Street
Epping
Essex CM16 4AS

Bankers: CAF Bank Limited
PO Box 289
West Mailing
Kent
ME19 4TA

Registered number: 5852220 (England & Wales)
Charity number: 1118465

EPPING FOREST DISTRICT CITIZENS ADVICE
BUREAU

REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2016

OBJECTIVES AND ACTIVITIES

Review of the year

The key achievements in the year were the continuation of the general advice service and the extension of the Debt Mitigation Project, funded by Epping Forest District Council, to provide specialist advisory services arising from the welfare benefits changes. This service is provided by two paid advisors and two volunteer advisors. It was introduced in April 2013 for an 18 month period and has now been extended to March 2017.

Other achievements during the year included the introduction of four new services. We joined the Essex CABs Adviceline telephone service improving access to bureau services for clients. We implemented a web chat facility via the national Citizens Advice website. We contributed to the Citizens Advice Pension Wise service which offers guidance on pensions in line with legal changes which took effect in April 2015. We introduced Frontline a web-based system for other public sector and voluntary organisations to refer clients to us or for us to refer clients to them.

This year we advised 2,761 clients (2,497 in 2014-15). As last year the top four advice areas were benefits and tax credits, debt, housing and employment. The bureau assisted clients with debt issues (via debt management plans, Debt Relief Orders or Bankruptcies) to the value of £2,022,274 and helped them acquire over £1,000,000 in benefits and tax credits.

In February 2016 we moved our Loughton office from St Mary's Parish Centre to Loughton Library where we have better and more comfortable facilities for clients, staff and volunteers.

FINANCIAL REVIEW

Financial position

The resources of the charity were applied during the period to the provision of advice to individuals.
The financial position at 31 March 2016 will allow the charity to continue its activities. The primary source of income for the Bureau is grants from local authorities -district, county and town councils; also from other national and local grant-giving bodies which have generously agreed to provide some funding in support of a range of the Bureau's activities. Together with the small amounts raised in donations and from bank interest, these monies come to the Bureau in two main ways: either without restriction and available to be spent on the day to day operation of opening the three offices of the Bureau for clients who need advice on their many and various problems; or for specified projects where the monies are used to deliver specific services and to meet pre-arranged targets. The main cost of all operations is the salaries and overheads of paid staff, though it is important to note that the major resource of the bureau is its unpaid volunteer advisors, who collectively contributed thousands of hours of work to the bureau during the year estimated to be worth at least £260,175

Reserves policy

The charity seeks to ensure that it has sufficient reserves to cover its costs for a period of at least 3 months, plus the costs of winding up, which would be necessary should the charity not receive local government core funding.

Risk policy

The charity Trustees have considered the major risks to which it is exposed. Major risks for this purpose, are those that may have a significant effect on:
~ operational performance, including risks to personnel and volunteers,
~ achievement of the stated aims and objectives,
~ meeting the expectations of beneficiaries and supporters.

The Trustees review these risks on an ongoing basis and satisfy themselves that adequate systems and procedures are in place to manage the risks identified.

FUTURE DEVELOPMENTS

Plans for future periods

The Bureau will continue to provide its normal full range of services; this is its core business. The Bureau has an on-going recruitment and training programme for advisors to ensure continuity. The main challenge for the Bureau in recent years was the solution to its problem of inadequate and dilapidating accommodation. This matter has been progressed in 2015-16 with the move to Loughton Library and will be further improved with the planned move of the Epping Office to a new building in Hemnall Street in August 2016.

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF EPPING FOREST DISTRICT CITIZENS ADVICE BUREAU

I report on the accounts for the year ended 31 March 2016 set out on pages six to fourteen.

Respective responsibilities of trustees and examiner
The charity's trustees (who are also the directors for the purposes of company law) are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under Section 144(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is required.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under Section 145 of the 2011 Act
- to follow the procedures laid down in the General Directions given by the Charity Commission (under Section 145(5)(b) of the 2011 Act); and
- to state whether particular matters have come to my attention.

Basis of the independent examiner's report
My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view ' and the report is limited to those matters set out in the statements below.

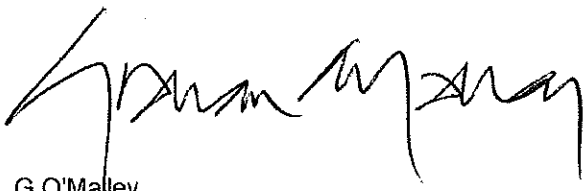
Independent examiner's statement
In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that, in any material respect, the requirements

- to keep accounting records in accordance with Section 386 and 387 of the Companies Act 2006; and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of Sections 394 and 395 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



G O'Malley
Gane Jackson Scott LLP
Chartered Certified Accountants
Second Floor, Kestrel House
Falconry Court
Bakers Lane
Epping
Essex
CM16 5BD

12 October 2016

EPPING FOREST DISTRICT CITIZENS ADVICE BUREAU

BALANCE SHEET
AT 31 MARCH 2016

	Notes	Unrestricted funds £	Restricted funds £	2016 Total funds £	2015 Total funds £
CURRENT ASSETS					
Debtors	8	1,435	-	1,435	-
Prepayments and accrued income		813	396	1,209	757
Cash at bank		112,762	14,857	127,619	139,459
		115,010	15,253	130,263	140,216
CREDITORS					
Amounts falling due within one year	9	(2,941)	(1,824)	(4,765)	(5,088)
NET CURRENT ASSETS		112,069	13,429	125,498	135,128
TOTAL ASSETS LESS CURRENT LIABILITIES		112,069	13,429	125,498	135,128
NET ASSETS		112,069	13,429	125,498	135,128
FUNDS	10				
Unrestricted funds				112,069	114,312
Restricted funds				13,429	20,816
TOTAL FUNDS				125,498	135,128

The notes form part of these financial statements

continued...

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2016

1. ACCOUNTING POLICIES

Basis of preparing the financial statements
The financial statements of the charitable company have been prepared in accordance with the Charities SORP (FRSSE) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities (the FRSSE) (effective 1 January 2015)', the Financial Reporting Standard for Smaller Entities (effective January 2015) and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Accounting convention
The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Companies Act 2006 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

Incoming resources
All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Resources expended
Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Taxation
The charity is exempt from corporation tax on its charitable activities.

Fund accounting
Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Designated funds are allocated out of unrestricted funds by the trustees for specific purposes. The use of such funds is at the trustees' discretion.

Purposes of funds
Debt Mitigation Advice Project - Funding provided by Epping Forest District Council to fund our debt advice and mitigation project.

Relocation Fund - Funding provided to assist with the relocation of the Bureau offices and service points.

2. ACTIVITIES FOR GENERATING FUNDS

	Unrestricted funds	Restricted funds	2016 Total funds	2015 Total funds
	£	£	£	£
Fundraising events	3,816	-	3,816	3,114

5. CHARITABLE ACTIVITIES COSTS

	General Advisory Services £	Debt Mitigation Service £	Relocation Fund £	2016 £	2015 £
Cost of generating funds					
Raising funds	995	--	--	995	1,319
	995	--	--	995	1,319
Cost directly allocated to activities					
Staff costs	100,398	36,105	--	136,503	130,379
Other direct costs	360	--	31,996	32,356	3,444
	100,758	36,105	31,996	168,859	133,823
Support costs allocated to activities					
Management	2,535	326	--	2,861	3,190
Office, IT & communications	27,591	3,540	--	31,131	25,818
Premises	17,112	2,085	--	19,197	21,000
Other	1,051	134	--	1,185	321
	48,289	6,085	--	54,374	50,329
Charitable activities	150,042	42,190	31,996	224,228	184,152
Governance costs	589	201	--	790	886
Total Resources Expended	150,631	42,391	31,996	225,018	185,038

10. MOVEMENT IN FUNDS

	At 1/4/15 £	Net movement in funds £	Transfers between funds £	At 31/3/16 £
Unrestricted funds				
General fund	44,312	17,757	-	62,069
Designated	70,000	-	(20,000)	50,000
	114,312	17,757	(20,000)	112,069
Restricted funds				
Relocation Fund	20,816	(26,996)	20,000	13,820
Debt Mitigation Service	-	(391)	-	(391)
	20,816	(27,387)	20,000	13,429
TOTAL FUNDS	135,128	(9,630)	-	125,498

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	168,388	(150,631)	17,757
Restricted funds			
Relocation Fund	5,000	(31,996)	(26,996)
Debt Mitigation Service	42,000	(42,391)	(391)
	47,000	(74,387)	(27,387)
TOTAL FUNDS	215,388	(225,018)	(9,630)

11. RELATED PARTY DISCLOSURES

There have been related party transactions identified in accordance with FRS8. There were transactions between Epping Forest District Citizens Advice Bureau and Citizens Advice in relation to insurance and information services.

Epping Town Council

Application for Grant Aid 2016/17

Name of Organisation
1st Theydon Garnon Scouts

Name of Contact person
Mr Stephen M Padian

Mailing Address
26 Hartland Road, Epping, Essex, CM16 4PE

Tel: 07966 252697

Aims of Organisation (as stated in constitution)

1st Theydon Garnon Scout Group is a thriving group with sections for Beavers, Cubs and Scouts. All groups are fully subscribed with a full complement of 20 members in each group.

Individuals who partake in scouting learn new skills they would not otherwise learn. Their life skills as a result become much greater than those who do not.

Scouting gives back huge amounts to the local communities – e.g. bag packing, representation at remembrance day parades and the like.

Registered Charity Yes/No — No: 302082

*Income of Organisation in last Financial year? — £13,610.05
(Please state main sources of income)

GROUP MEMBERSHIP SUBSCRIPTIONS		
Membership subscriptions Beavers (IB)	2,131.20	
Membership subscriptions Cubs (IC)	1,860.00	
Membership subscriptions Scouts (IS)	1,480.00	
Membership subscriptions Explorer Scouts (IME)	1,160.00	
6,631.20		
Investment income received	**126.39**	
ADDITIONAL REVENUE		
Activities / Events (IA)	3,403.00	
Fund Raising and Grants (IF)	1,652.46	
Lettings (IL)	500.00	
Scrap Value of Mini Bus (IM)	147.00	
Capitation Fees (ICAP)	150.00	
Other (IO) Drain Easement	1,000.00	
6,852.46		
TOTAL RECEIPTS FOR THE YEAR		**13,610.05**

*Expenditure of Organisation in last financial year? £8,204.16
(Please state main items of expenditure)

Capitation (ECAP)	2,227.50	
Utilities (EU)	422.78	
Hut Maintenance (EH)	2,030.93	
Activities (EA)	2,704.15	
Other Expenses (EO)	10.00	
Group Running Expenditure (ER)	808.80	
Mini Bus (EM)	0.00	
Debtors: Less not yet cleared	0.00	
Last year expenditure cleared this year	0.00	
TOTAL PAYMENTS FOR THE YEAR		**8,204.16**

How much grant are you applying for?

£4,000.00

What is the grant required for?

The group is based to the South of Epping in Flux's Lane in an old building which was built around the 1960s. The hall is in a rapid state of decline which if it does not get repaired will result in the closure of the group and invalidation of our lease which will be a huge loss to the community.

The South of Epping is an area which does not currently have a modern community space suitable for residents, the area is also at the bottom of an extremely steep hill making it difficult for older people and parents with small children to easily access the halls in the town centre around ¾ mile away. There are other organisations that want to use the current hall however, due to its current state of repair; it is not safe for them to do so.

Our aim is to repair the hall which will serve not only the scout group but would also attract many more community organisations, across all demographics in the local area in the South of Epping, providing a much needed community hub for the local population.

Other Grant providers approached? Were these applications successful?

Yes
Tesco - Bags for life community grants. We are currently one of three

charities collecting the blue tokens in the Epping and Theydon stores. We know we are guaranteed £1000.00 from this source, but could (depending on results at end of August) stand to collect up to £4000.00 Big Lottery - we have recently heard that we have been awarded a provisional grant from the Big Lottery fund of £10,000.00 We have grant applications in process with WH Smiths, Santander Bank& Essex Community Foundation - all of which are pending results/ feedback
What benefits will the grant provide for the people of Epping and which sections of the community will benefit? Beavers, cubs and scouts ages 6-14 A local Brownies group also rent our facility- their ages are 6-10 In addition, we have expressions of interest from Judo/ Karate and a senior citizens club post completion of our renovation works

*Brief notes to be entered here. You should attach your last financial statement.

1st Theydon Garnon Scout Group

Registered Charity No. 302082
Scout Association Registration 34832

Annual Report and Accounts

1st April 2015 – 31st March 2016

LET'S TALK ABOUT IT!

Annual General Meeting

Wednesday 2nd November 2016

Agenda:

1. Introduction and Welcome by the Group Chairman
2. Minutes of the Previous AGM (2/11/15)
3. Chairman's Report
4. Treasurer's Report and Approval of the Statement of Accounts
5. Approval of Auditors for 2016/17
6. Election of Group Executive Committee for 2016/17
7. District Commissioner
8. AOB

   Scout Awards

Charity Trustees and Executive Committee Members until 2 November 2015 NOMINATED (n) - ELECTED (e)		Charity Trustees and Executive Committee Members from 2 November 2015 NOMINATED (n) - ELECTED (e)	
Trevor King (e)	Chairperson	Trevor King (e)	Chairperson
Sam Roberts (e)	Secretary	Sam Roberts (e)	Secretary
Tina Campbell (e)	Treasurer	Tina Campbell (e)	Treasurer
Richard Mortimer	Group Scout Leader	Richard Mortimer	Group Scout Leader
Mathew Kelley (e)	Committee Member	Mathew Kelley (e) (until June 2016)	Committee Member
		Steve Padian	Committee Member
		Chris Gurry	Committee Member

Custodian Trustees until 2 November 2015 NOMINATED (n)	Custodian Trustees from 2 November 2015 NOMINATED (n)
Tim Cox (n)	Tim Cox (n)
Terry Smith (n)	Terry Smith (n)

Officers until 2 November 2015		Officers from2 November 2015	
Richard Mortimer	Group Scout Leader and Cub Scout Leader (until Sept 2015)		
John Castleman	Ass. Cub Scout Leader (until Sept 2015)		
Richard Mortimer	Group Scout Leader (From Sept 2015)	Richard Mortimer	Group Scout Leader
John Castleman	Cub Scout Leader (From Sept 2015)	John Castleman	Cub Scout Leader
Luke Worrall	Beaver Leader	Luke Worrall	Beaver Leader
Jacqui Jefford	Scout Leader	Jacqui Jefford	Scout Leader

Contact Address: c/o Chairperson Trevor King BSc CEng MICE MCIHT; 37 Kendal Avenue, Epping, Essex CM16 4PP

Bankers: National Westminster Bank Plc, Epping Branch, 279 High Street, Epping, Essex CM16 4BG
CCLA Investment Management Ltd, 80 Cheapside, London, EC2V 6DZ

External Examiner: Julian Fletcher

The accounts and accompanying statement of assets and liabilities were approved by the Trustees on 12 October 2016 and signed on their behalf by Trevor King Chairman and Trustee for the 1st Theydon Garnon Scout Group.

Detailed accounts are available for inspection.

Chairman's Report

It is in reflective mood that I present my twelfth and final report as the chairman, so please forgive it being slightly longer than usual. A lot has happened in twelve years and a lot more can happen in the future. This year, as in previous years, the Group has continued, very ably, to provide scouting in Epping. It is clear that scouting is popular and the 1st Theydon Garnon Scout Group is doing it right.

Scouting is big with over 450,000 young people and over 120,000 leaders and supporters in the UK and 28 million members worldwide. A fantastic organisation and I think the one occasion in which that was no more evident was in 2007, when the Scout Association celebrated its 100th anniversary. I have experienced scouting as a cub, a scout, a venture scout and scout leader over many years, but it is in recent times that it has really grown in popularity and in its wider engagement. It has been a joy to witness that transformation as chairman. I also particularly enjoyed the groups own 50th Anniversary in 2010, which was an opportunity to look back at the groups history and place in the local community.

It is each individual group which provides the programme and activities that are put on for your children and they are wide and varied at our group, enabling young people to experience a whole host of fun activities and the scouting experience. The time and effort which is put in to planning, organising and running all the events, including every meeting night, in which your children take part, is considerable.

A big thank you to all our leaders and helpers for their dedication, enthusiasm and commitment to the Group.

In my twelve years, I have seen all the leaders in the group come and go, which is perfectly natural, but always a risk – no leaders - no scouting. It has sometimes been a problem in the past, but I am pleased to say that at present the group has a very dedicated group of leaders with all sections covered and a dedicated GSL.

Thank you also to parents who have helped out this year. Your help is greatly appreciated and essential, at times, to ensure the required adult provision is in place for activities to take place.

The Executive Committee, which it has been my privilege to chair, has worked very hard behind the scenes to support the Group and I am indebted to Tina Campbell, our Treasurer for ensuring the group's finances are on a sure footing and my thanks to Julian Fletcher for, again, auditing the groups accounts this year and to Sam Roberts, our Secretary, for the continued support she has given this year. My thanks also to the other members of the committee Steve Padian and Chris Gurry, who joined at the last AGM and have both helped to push forward initiatives and help out

with repairs and chores at the hut. My thanks also go to Matt Kelley who stood down this year.

In 2005, when I took over as Chairman, along with a new treasurer and secretary, that was it; there were only us and certainly no stampede for the job. It remained like that for many years with just the core three executive members, plus Richard, our stalwart GSL. Now we have additional members which is fantastic, but -

We still need new committee members to help with the running of the group and share tasks.

The group's financial reserves are good, although running costs, particularly insurance and energy costs for the hall are high. With the hall being used regularly for scout or scout related activities, there is less opportunity for income from hiring the hall, and the hall is not that desirable for external lettings. It is, therefore, important that support is given to all the group's fund raising events.

Many hands make light work and as a previous treasurer once said 'volunteers suffer less from twisted arms'.

Looking back on my previous AGM reports as chairman, there has been one reoccurring theme and that has been the group's aspiration to provide a new building. Not an easy task and it is with disappointment that I stand down having not really advanced that aspect. We have explored different options and have spent many hours trying to solve this one. I know that the executive committee will continue to strive to make the building a reality.

If a new building is to become a reality, it will require dedicated, targeted work and help is needed.

Going forward the group has fantastic leaders and a first class Executive Committee to support it. Thank you all for your support and I wish the group the very best for the future.

Trevor King,
Group Chairman

October 2016

Accounts Summary 1st April 2015 to 31st March 2016

	2015/16		2014/15
Total receipts for the year	**13,610.05**		**11,547.88**
Total payments for the year	**8,204.16**		**9,498.20**
Net receipts (payments) for the year	**5,405.89**		**2,049.68**
Balance to carry forward	**5,405.89**		**2,049.68**
Receipts for the year ended 31st March 2015			
GROUP MEMBERSHIP SUBSCRIPTIONS			
Membership subscriptions Beavers (IB)	2,131.20		2,131.20
Membership subscriptions Cubs (IC)	1,860.00		2,010.00
Membership subscriptions Scouts (IS)	1,480.00		1,440.00
Membership subscriptions Explorer Scouts (IME)	1,160.00		60.00
	6,631.20		**5,641.20**
Investment income received	**126.39**		**121.44**
ADDITIONAL REVENUE			
Activities / Events (IA)	3,403.00		2,707.00
Fund Raising and Grants (IF)	1,652.46		2,435.54
Lettings (IL)	500.00		526.50
Scrap Value of Mini Bus (IM)	147.00		0.00
Capitation Fees (ICAP)	150.00		116.20
Other (IO) Drain Easement	1,000.00		0.00
	6,852.46		**5,785.24**
TOTAL RECEIPTS FOR THE YEAR	**13,610.05**		**11,547.88**
Payments for the year ended 31st March 2015			
EXPENDITURE			
Capitation (ECAP)	2,227.50		2,004.45
Utilities (EU)	422.78		233.14
Hut Maintenance (EH)	2,030.93		1,434.62
Activities (EA)	2,704.15		2,291.17
Other Expenses (EO)	10.00		0.00
Group Running Expenditure (ER)	808.80		3,514.82
Mini Bus (EM)	0.00		20.00
Debtors: Less not yet cleared	0.00		0.00
Last year expenditure cleared this year	0.00		0.00
TOTAL PAYMENTS FOR THE YEAR	**8,204.16**		**9,498.20**

Statement of Assets & Liabilities at 31st March 2016

	2015/2016		2014/2015
MONETARY ASSETS			
NatWest Bank Current Account	12,458.82		7,179.32
CCLA Investment Management Ltd (Reserve account)	22,566.32		22,464.78
CCLA Investment Management Ltd (Emergencies Repairs & Rebuilding)	5,521.41		5,496.56
MONETARY ASSETS-Cash in hand	**40,546.55**		**35,140.66**
OTHER MONETARY ASSETS-Debts Due to Group/District	**0.00**		**0.00**
INVESTMENT ASSETS	**0.00**		**0.00**
NON-MONETARY ASSETS Assets for Group's own use			
Stock of badges, woggles, scarves and clothing items	Incl under equipment		165.00
Green Belt O.86 acres	15,000.00		15,000.00
Building value for insurance purposes *(See note 1 at bottom of page)*	374,000.00		331,000.00
New building planning approval	0.00		11,100.00
Equipment and goods as listed on Inventory *(See note 2 at bottom of page)*	25,000.00		13,784.00
	414,000.00		**371,049.00**
LIABILITIES Those due within one year	0.00		0.00
Accounts not yet paid	0.00		0.00
Expenses incurred not yet invoiced	0.00		0.00
Subscriptions & Capitation	0.00		0.00
Other	0.00		0.00
LIABILITIES Those payable after one year	0.00		0.00

Note 1: The Notional Value of the building is actually low due to its age and condition, but as trustees we have been advised that the building must be insured for its replacement value to modern equivalent standard which is hereby stated.

Note 2: Relates to insured value of general contents and trailer.

Independent Examiner's Report
to the Trustees of the 1st Theydon Garnon Scout Group

Registered Charity No 302082

I report on the accounts of the Group for the year ended 1st April 2016, which comprise the Statement of Financial Activities, the Balance Sheet and related notes.

This report is made solely to the trustees in accordance with Sections 43 and 44 of the Charities Act 1993.

My work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in an Independent Examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's trustees for my examination work.

Respective responsibilities of Trustees and Examiner

The Group's trustees are responsible for the preparation of the accounts. They consider that an audit is not required for this year (under Section 43 (2) of the Charities Act 1993 (the 1993 Act)) and that an independent examination is needed.

It is my responsibility to:

Examine the accounts (under Section 43 (3) (a) of the 1993 Act);
To follow the procedures laid down in the General Directions given by the Charity Commissioners (under Section 43 (7) (b) of the 1993 Act); and
To state whether particular matters have come to my attention.

Basis of Independent Examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the Group and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent Examiner's statement

In connection with my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in any material respect the requirements to keep accounting records in accordance with Section 41 of the 1993 Act ;and to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 Act have not been met; or

2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed ..... Date: 20/7/16

Julian Fletcher
Finance Analyst
'Coppers', Theydon Mount, Epping CM16