



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, 9th July 2019** at **8.15pm** in order to transact the following business:

Beverley Rumsey
Town Clerk
3rd July 2019

A G E N D A

1 APOLOGIES FOR ABSENCE

To receive any apologies and reasons for absence.

2 DECLARATIONS OF INTEREST

Members are invited to declare disclosable pecuniary interests and other interests, along with the nature of those interests, in relation to any item on this agenda.

Cllr J Whitehouse has requested an entry be made in the minutes to declare a non-pecuniary interest in the St John's Development Proposal item as a District councillor and as a neighbouring resident. Cllr N Avey and Cllr Mrs C McCredie declare a non-pecuniary interest in the St John's Development Proposal item as District councillors.

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

(Attachment A)

To approve as a correct record and sign the Minutes of the Ordinary Council Meeting held on 11th June 2019.

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	11 th June 2019	(Attachment B)
Planning & General Purposes Committee	25 th June 2019	(Attachment C)

7 COMMUNICATIONS REQUIRING DECISION (Attachment D)

(i) Epping Forest District Council: Statement of Community Involvement

Epping Forest District Council have invited Epping Town Council to comment on their draft Statement of Community Involvement June 2019 for Planning, as per **Attachment D**.

Council is requested to **CONSIDER** this Statement and **DECIDE** on their response.

(ii) Defibrillator: Stonards Hill recreation ground

Epping Youth Football Club, who play at Stonards Hill recreation ground have kindly offered to donate their defibrillator to the ground for the benefit of all users. Epping Town Council will just need to provide the case and fittings.

Council is requested to **APPROVE** the installation of the defibrillator on the outside of the Jack Silley Pavilion.

8 TOWN MAYOR'S & DEPUTY MAYOR'S DUTIES (Attachment E)

Council to receive the duties undertaken by the Town Mayor and Deputy Town Mayor since 11th June 2019.

9 REPORTS FROM MEMBERS (Attachment F)

To receive reports, if any, from Members on meetings or visits made since the Ordinary Council Meeting on 11th June 2019.

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 30TH JUNE 2019 (Attachment H)

Statutory Basis: Local Audit and Accountability Act 2014

Key Member: Cllr G Scruton

Council is requested to **CONSIDER** the summary financial report to 30th June 2019 and **DECIDE** if any 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 June 2019 totalling £74,621.40 (Barclays £1,266.43, The Co-operative £72,945.55 & The Co-operative Online of £409.42). Please note a £20,000 transfer from Barclays to the Co-operative Bank. Please note a £400 transfer/petty cash movement from the Co-operative to Co-operative Online.

13 **CYCLE OF MEETINGS** (Attachment J)

Statutory Basis: Local Government Act 1972, s99 (Sch 12, p 8(1))

Key Member: Cllr N Avey

Council is requested to **CONSIDER** the draft Cycle of Meetings and recommendation and **APPROVE** them or make any required changes.

14 **ANNUAL TOWN MEETING** Attachment K)

Statutory Basis: Local Government Act 1972, s9

Key Member: Cllr N Avey

(i) **Date**

The Annual Town Meeting for 2018-19 was held on Thursday 7th March 2019. The Town Meeting must be held between 1st March and 1st June. It is proposed to hold the Annual Town Meeting for 2019-20 on **Thursday 2nd April 2020**.

Council is requested to **CONSIDER** this matter and **DECIDE** the date for the Annual Town Meeting.

(ii) **Format**

Council is requested to **CONSIDER** the format of the Annual Town Meeting and **DECIDE**:

a) If they wish to follow the format used in 2018/19, as per **Attachment K**.

15 **CIVIC RECEPTION 2019**

Statutory Basis: Local Government Act 1972, s144

Key Member: Cllr G Scruton

Council is requested to:

- (i) **DECIDE** if it wishes to hold a Civic Reception in 2020;
- (ii) **DECIDE** the date it will be held (Friday 19th April would avoid the Easter break);
- (iii) **DECIDE** if it wishes to follow the broad format of 2019.

16 **INSURANCE POLICY 2019**

Statutory Basis: Local Government Act 1972, s111; Local Audit and Accountability Act 2014; Local Government Act 2000, s101; Local Authorities (Indemnities for Members and Officers) Order 2004 - England

Key Member: Cllr G Scruton

(i) **Main insurance policy**

At the Ordinary Council meeting on 11th June 2019, Council AUTHORISED the Town Clerk and Town Mayor to conclude the Insurance Policy renewal with effect from 1st July 2019 (Minute #83 of 2019/20). This process has now been completed and the renewal price is £10,020.51 (engineering insurance to be added at approximately £400.)

This represents an increase of £1342.67 (before engineering insurance) as Epping Town Council's buildings have been revalued. The potential subsidence claim for the Jack Silley Pavilion has not resulted in increased premiums at this time.

The policy price for 2018/19 was £8677.84 (£9035.36 with engineering insurance).

Please note: Council are in Year 2 of a three-year insurance policy.

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

17 EPPING NEIGHBOURHOOD ACTION PANEL

(Attachments L & L1)

Statutory Basis: Local Government Act 1972, s111; Local Government and Rating Act 1997, s31

Key Member: Cllr Mrs B Scruton

The Chairman of the Neighbourhood Action Panel has sent in a request for Council to CONSIDER as per **Attachment L**.

Cllr Mrs C McCredie, Cllr Mrs B Scruton & Cllr G Scruton met with the headmaster of Epping St John's School to discuss issues of antisocial behaviour, in their capacity as members of the current Community Safety Working Group. The meeting generated a way forward as per **Attachment L1**. A verbal update will be provided at the meeting. The recommendation below is based on that meeting.

RECOMMENDATION: The Community Safety Working Group should be renamed the Safer Epping Group and this should be combined with elements of the Neighbourhood Action Panel to bring the two groups working together for the benefit of all sections of the community.

Council is requested to **CONSIDER** the request from the Neighbourhood Action Panel, the RECOMMENDATION and **DECIDE** what to do.

18 ESSEX SHED NETWORK: MEN'S SHED IN EPPING FOREST

(Attachment M)

Statutory Basis: Local Government Act 1972, s111; Public Health Act 1875, s164

Key Member: Cllr J Duffell/Cllr G Scruton

Epping Town Council have been asked to consider accommodating a Men's Shed in Epping Parish, as per **Attachment M**. Cllr G Scruton, as Town Mayor has been asked to consider this proposal in relation to Stonards Hill recreation ground. It was felt this was a project that should be discussed by full Council.

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

19 EXCLUSION OF 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.

20 CYBER INSURANCE POLICY 2019**(Attachments N, N1 & N2)**

Statutory Basis: Local Government Act 1972, s111; Local Audit and Accountability Act 2014; Local Government Act 2000, s101; Local Authorities (Indemnities for Members and Officers) Order 2004 - England

Key Member: Cllr G Scruton

When the General Data Protection Regulation (GDPR) came into effect on 25th May 2018, it highlighted the risk to data from cyber threats and specialist policies were evolving. It is now over a year since GDPR came into effect and insurance companies have now been able to develop policies based on actual statistics and the relationship between cyber threats and GDPR is more quantifiable.

Epping Town Council undertook GDPR training and put GDPR and data protection policies in place and to date, there have been no data breaches to report. Council commissioned a data audit and increased its cyber protection.

Cyber threats do, however, pose considerable risks to Town and Parish Councils and if a cyber attack was to occur, it would cause major disruption and problems.

The Town Clerk has provided an overview of cyber issues as per **Attachment N**, two quotations as per **Attachments N1 & N2**, and a RECOMMENDATION.

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

21 ESSEX BOOTCAMP LICENCE & FITNESS LICENCES**(Attachment O)**

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

Key Member: Cllr J Duffell

The Town Clerk has provided a summary of the fitness training situation at Stonards Hill recreation ground, as per **Attachment O**.

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

22 ST JOHN'S DEVELOPMENT UPDATE

Statutory Basis: Local Government Act 1972, s127

Key Member: Cllr H Pegrum

Cllr H Pegrum will update members with any progress at the meeting.

Council is requested to **DECIDE** if any further action is required at this stage.

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.