



# 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, 14th October 2014** at **20.15 pm** in order to transact the following business:

**Alan Shaw**  
**Town Clerk**  
**8th October 2014**

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## 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. PUBLIC PARTICIPATION - QUESTION TIME**

An adjournment will be allowed at the direction of the Mayor to allow for public comment and response 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).*

**4. CONFIRMATION OF COUNCIL MINUTES (Attachment A)**

To approve as a correct record and sign the Minutes of the Ordinary Council Meeting held on 9th September 2014.

**5. 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	9th September 2014 (Attachment B)
Planning & General Purposes Committee	23rd September 2014 (Attachment C)
Epping Eppingen Advisory Committee	23rd September 2014 (Attachment D)



**6. COMMUNICATIONS REQUIRING DECISION****E- Mail from the Epping Society.****(Attachment E)**

The Town Clerk has received an e-mail from the Epping Society concerning future events in the Town.

Council is requested to **CONSIDER** the request and **DECIDE** how to respond.

**7. TOWN MAYOR & DEPUTY MAYOR'S DUTIES****(Attachment F)**

Council to receive the duties undertaken by the Town Mayor and Deputy Town Mayor since 9th September 2014.

**8. REPORTS FROM MEMBERS**

To receive reports, if any, from Members on meetings or visits made since the Ordinary Council Meeting on 9th September 2014.

**9. REPORT OF THE CLERK AND COUNCILLORS QUESTIONS****(Attachment G)**

A report from the Clerk on current activities and matters of interest to Council is attached.

**10. FINANCIAL REPORT TO 30th SEPTEMBER 2014****(Attachment H)**

**Statutory Basis:** Accounts & Audit Regulations 2003, Sections 4 & 5 as amended by the Accounts and Audit (Amendment) (England) Regulations 2006).

**Key Member:** Cllr Mrs L Hughes

Council is requested to **CONSIDER** the summary financial report to the end of September 2014 and **DECIDE** if any action is required.

**11. ACCOUNTS FOR PAYMENT****(Attachment I)**

**Statutory Basis:** Accounts and Audit (England) Regulations 2011.

**Key Member:** Cllr Mrs L Hughes

Council is requested to **APPROVE** the payment of accounts for September 2014

**12. BUDGET 2015/16 FIRST ESTIMATES**

**Statutory Basis:** Accounts and Audit (England) Regulations 2011 and the Audit Commission Act 1998 s.44

**Key Member:** Cllr Mrs L Hughes

<b>Attachments:</b>	Budget Report	<b>(Attachment J)</b>
	Summary Budget	<b>(Attachment K)</b>
	Transfers to/from Reserves	<b>(Attachment L)</b>
	Detailed Draft Budget	<b>(Attachment M)</b>

**Draft estimates have been circulated to Members prior to the meeting. In accordance with Council's procedure for setting its budget (*minute #423 of***

*07/08 refers*), Members are requested to **CONSIDER** the draft estimates and **DECIDE** aims and objectives for the year 2015/16.

Members should give consideration as to whether an extraordinary meeting or establishment of a working party or Committee will be required to accomplish this task.

Council is requested to be mindful of the following factors when considering its budget:

- The risk to cash flow and potential cost of unplanned loan requirements which may result from depletion of financial reserves.
- The uncertain economic environment makes it sensible to anticipate the effects of decreasing income streams by maintaining reasonably high reserves.
- The longer term benefits of using specific reserves as a mechanism to safeguard Council from the effects of predictable and repetitive larger items of expenditure.
- In respect of any decision made under this agenda item, the minute must be drafted and agreed by Council resolution prior to dealing with the next agenda item.

**Council is requested to CONSIDER this matter and DECIDE what action is required.**

### **13. EXTERNAL AUDIT REPORT AND ANNUAL RETURN (Attachment N)**

**Statutory Basis:** Audit Commission Act 1998 s.9 to 11 and the Accounts and Audit (England) Regulations 2011)

**Key Member:** Cllr Mrs L Hughes

Council's external auditor has completed all work for the year 2013/14. Members are requested to note the External Auditor's recommendations:

- (i) Add the name of the Council to the top of Page 3
- (ii) Formally minute Annual consideration of Risk Control Statement

**RECOMMENDATION:** Council **RESOLVES** to note the external audit report and Annual Return for 2013/14.

### **14. ANNUAL TOWN MEETING**

**Statutory Basis:** Local Government Act 1972, Schedule 12

**Key Member:** Cllr J A Smith

It has come to the attention of the Town Clerk that the date agreed for the Annual Town Meeting (27th February 2015) clashes with the Epping Forest District Council awards evening, which may affect attendance at the Town Meeting.

Council is requested to **CONSIDER** this information and **DECIDE** what action, if any, is required.

**15. APPOINTMENT OF DEPUTY TOWN CLERK (Attachment O)**

**Statutory Basis:** Local Government Act 1972, s.112

**Key Member:** Cllr J A Smith

Following Council's decision to appoint a Deputy Town Clerk in September's ordinary Council meeting, the Town Clerk has prepared a Job Description and Person Specification for the role. Work is also underway to reconfigure the office to accommodate an additional member of staff without any physical alteration to the office space.

Council is requested to:

- (i) **APPROVE** the proposed Job Description & Person Specification;
- (ii) **AUTHORISE** the Town Clerk to incur costs to advertise the post on the SLCC website and Jobs go Public;
- (ii) **AUTHORISE** the Town Clerk to incur costs for office equipment for the Deputy Clerk (including purchase of new desk, chair, PC etc)

The scheme of delegation states that the Town Clerk is responsible for the recruitment of staff. However, it is the view of the Clerk that a key appointment such as a Deputy Town Clerk ought to be one that members have some input into the selection process. It is also the view of the Town Clerk that it would be inappropriate for other members of staff to be involved with a selection panel for a post at a higher level than theirs.

Therefore, the Town Clerk requests that Council **NOMINATES** two members to participate in the selection panel with him during the recruitment process. Further, Council should also **CONSIDER** whether they wish the interview panel to be chaired by the Clerk or by a member of Council.

**16. EPPING IN BLOOM**

**Statutory Basis:** Local Government Act 1972, s.145

**Key Member:** Cllr A Church

Each year the Town Council awards the Rose Bowl to the Licensed Premises with the most attractive floral display. This was extended in 2013/14 to include Epping Station as their impressive floral display was noted by members. However, the scope of 'In Bloom' is very limited. Well maintained floral displays greatly enhance the amenity of a town

Council has **RESOLVED** to increase its staff establishment to enable it to organise more events and widen the scope of its service delivery. We have also just installed over 100 brackets in the High Street for the new christmas illuminations which are dual purpose and could also be used to support hanging baskets.

The Town Clerk has carried out some research into other towns within Essex who are more active with floral displays and enter 'Anglia in Bloom'. In these areas, In Bloom tends to be an activity led by a local In Bloom committee, supported by the Town Council rather than a Town Council led initiative.

This does not mean that the Town Council could not choose to launch an initiative within Epping, however it would be preferable to work in partnership with a local organisation. The most common activities are - planting roadside verges and amenity areas, hanging baskets, highway railing boxes, freestanding planters. These are typically provided by direct funding or by getting sponsorship from local businesses. There are also multiple possible categories for competitive In Bloom, including Best Front Garden; Best Hanging Basket; Best Window Box; Best Dry Garden; Best School Wildlife Garden; Best School Premises; Best Small Town Premises; Best Large Town Premises; Best Shop; Best Public House; Best Community Garden; Best Garden Plate (Children's Competition); Best New Entrant; Best Commercial Premises; Best Vegetable Garden. In many towns, an open gardens event is also arranged where members of the public are invited to view the best gardens in the town.

It would be relatively inexpensive to extend the In Bloom in it's existing format to create a few additional categories. However, if Council wished to go further, this would be the ideal opportunity to do so as the capacity is being developed within the team to support new initiatives. If partners like the Horticultural Society, Town Centre Partnership, Rotary and others were keen to get involved, it could be possible with a relatively small budget to deliver

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

**17. GRANT APPLICATION** **(Attachment P)**

**Statutory Basis:** Local Government Act 1972, s.137

**Key Member:** Cllr J A Smith

At last month's Ordinary Council meeting, an application for grant funding was received from Epping Cricket Club. Members requested more information concerning the accounts of the cricket club before determining the application.

More information has now been provided by the Cricket Club. Members are requested to **CONSIDER** this information and the original application and **DECIDE** whether or not to award a grant.

**18. LAND AT THATCHED COTTAGE** **(Attachment Q)**

**Statutory Basis:** Local Government Act 1972

**Key Member:** Cllr A Church

The Town Clerk has been contacted by Mr West of Thatched Cottage. Mr West has indicated that he is prepared to sell a parcel of land adjoining Swaines Green to the Town Council of approximately 4.82 acres for the sum of £70,000.

Council has previously attempted to purchase this land for the same consideration in 2011 (Minute# 228 of 2011/12) but Mr West withdrew the land from sale after Council had submitted it's offer.

The Town Clerk has discussed this matter with the Corporation of London to see if they would be interested in acquiring the land, however due to the nature of their Committee system (they meet only bi-monthly) it will not be possible to get a view from them until mid-November at the earliest.

Council's earmarked reserve for Capital expenditure currently stands at £33, 699 and after year end transfers will stand at £45, 699. The overall levels of reserves are detailed in Attachment K to this agenda.

Council is requested to **CONSIDER** this matter 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. ST JOHNS DEVELOPMENT PROPOSAL UPDATE (Attachment R)**

**Statutory Basis:** Local Government Act 1972, s. 127

**Key Members:** Cllr H Pegrum

The Town Clerk has prepared a report for members outlining progress since the Ordinary Council Meeting in September 2014.

Council is requested to consider the report and **DECIDE** what to do.

***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.***