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, 11th June 2019** at **8.15pm** in order to transact the following business:

Beverley Rumsey

Beverley Rumsey
Town Clerk
5th June 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 Annual Council Meeting held on 14th May 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	14th May 2019	**(Attachment B)**
St John's Advisory Committee	24th May 2019	**(Attachment C)**
Planning & General Purposes Committee	28th May 2019	**(Attachment D)**

7 **COMMUNICATIONS TO NOTE** **(Attachment E)**

(i) Visit from Epping, New Hampshire

On Monday 20th May 2019, two visitors from Epping, New Hampshire, USA, arrived at Epping Hall with Epping New Hampshire's flag. We did not know they were coming. The Town Clerk and Town Supervisor discussed Epping, UK with them and shared verbal information. A photo of the visit is attached. The Town Clerk advised that councillors would have a picture taken with the Flag and it would be sent to the visitors in Epping, USA.

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

(ii) Death of former Epping Town Mayor Daphne Jenkins

Epping Town Council were advised that former Mayor, Daphne Jenkins, had passed away. The Town Clerk sent a card of condolence of behalf of Council.

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

(iii) Civic Reception thanks

Council have received many letters of thanks from guests to the Mayor's Civic Reception.

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

(iv) Epping Forest District Council Monitoring Officer

Epping Forest District Council's Monitoring Officer is Natalie Boateng. The Town Clerk is the first point of contact for Town Councillors. Should more specific legal advice be required, the Clerk will direct members to the Monitoring Officer.

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

(v) Epping Forest District Council S151 Officer

Epping Town Council have been advised that Epping Forest District Council's S151 Officer (Responsible Financial Officer) is Tina Stankley.

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

8 **COMMUNICATIONS REQUIRING DECISION**

(i) Live Well EFDC **(Attachment F)**

Epping Town Council have received a request from Epping Forest District Council, as per **Attachment F**.

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

(ii) Epping Weather Station (Attachment G)

Epping Town Council have been asked to consider support/assistance with a Weather Station project by a local resident, as per **Attachment G.** The resident has tried to progress this project with Epping St Johns and Epping Primary School but with no success so far.

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

(a) Any support can be offered and;

(b) in what form.

(iii) Epping Forest District Council Economic Strategy (Attachment H)

Epping Forest District Council have requested comments on their economic strategy from 2019-2025.

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

(iv) Footpath consultation (Attachment I)

Epping Town Council have been invited to comment on an Essex County Council Footpath Strategy that affects Epping.

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

9 **WHIPPS CROSS CONSULTATION (Attachment J)**

Epping Town Council have been invited to be involved in a consultation regarding Whipps Cross Hospital. A representative from Barts Health Trust is expected to join us at the meeting. Some initial information is provided as per **Attachment J.**

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

10 **JUNCTION PROTECTION REQUEST (Attachment K)**

Epping Town Council have received a resident request to support a Junction Protection request for Kingswood Park and The Plain, Epping. If approved by Epping Town Council, the applicant can advise the North Essex Parking Partnership and/or the Local Highways Panel that they have Council's support.

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

11 **TOWN MAYOR'S & DEPUTY MAYOR'S DUTIES (Attachment L)**

Council to receive the duties undertaken by the Town Mayor and Deputy Town Mayor since 14th May 2019.

12 **REPORTS FROM MEMBERS (Attachment L1)**

To receive reports, if any, from Members on meetings or visits made since the Annual Council Meeting on 14th May 2019.

13 **REPORT OF THE TOWN CLERK AND COUNCILLORS QUESTIONS (Attachment M)**

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

14 **FINANCIAL REPORT FROM 1ST APRIL 2019 TO 31ST MAY 2019 (Attachment N)**

Statutory Basis: Local Audit and Accountability Act 2014

Key Member: Cllr G Scruton

Council is requested to **CONSIDER** and **APPROVE** the summary financial report for April and May 2019 and **DECIDE** if any further action is required.

15 **ACCOUNTS FOR PAYMENT (Attachment O)**

Statutory Basis: Local Audit and Accountability Act 2014

Key Member: Cllr G Scruton

Council is requested to **APPROVE** the payment of accounts for April and May 2019. Payments from Barclays total £61,817.03 (please note a transfer from Barclays to the Co-operative of £60,000). Payments from the Cooperative total £106,072.34 (please note a transfer from The Co-operative to the Cooperative online of £1000). Payments from the Co-operative Online total £981.50.

16 **INTERNAL AUDIT REPORT (FINAL) (Attachment P)**

Statutory Basis: Audit Commission Act 1998 s9 to 11; the Accounts and Audit (England) Regulations 2011; the Local Audit and Accountability Act 2014 and the Accounts and Audit Regulations 2015

Key Member: Cllr G Scruton

The internal auditor made his final visit for the 2018-19 financial year on 30th April 2019 and his final report is attached. The internal auditor has made four recommendations over the financial year. Recommendations 2-4 have been actioned and the Town Clerk and Finance & Cemetery Officer are actioning Recommendation 1.

Council is requested to **NOTE** the report of the internal auditor and **DECIDE** if any further action is required at the current time.

17 **ANNUAL RETURN 2018-19 ANNUAL GOVERNANCE STATEMENT (Attachments Q & Q1)**

Statutory Basis: Audit Commission Act 1998 s9 to 11; the Accounts and Audit (England) Regulations 2011; the Local Audit and Accountability Act 2014 and the Accounts and Audit Regulations 2015

Key Member: Cllr G Scruton

Council is required by law to complete an Annual Return for each financial year which is sent to the external auditor for approval. The requirements of the Annual Return are very rigid and include the Annual Governance Statement, the Accounting Statements and the exercise of public rights (a pre-arranged period of 30 days when electors can inspect the accounts).

The Town Clerk has included a summary of the measures Council has taken to ensure it can answer 'yes' to all questions in the Annual Governance Statement as per **Attachment Q1**.

Council is requested to **APPROVE** the Annual Governance Statement (Section 1 of the Annual Return) first by answering each question in turn and **AUTHORISE** the Town Mayor to sign the statements on behalf of the Town Council.

18 **ANNUAL RETURN 2018-19 ACCOUNTING STATEMENTS (Attachment Q)**

Statutory Basis: Audit Commission Act 1998 s9 to 11; the Accounts and Audit (England) Regulations 2011; the Local Audit and Accountability Act 2014 and the Accounts and Audit Regulations 2015

Key Member: Cllr G Scruton

Once the Annual Governance Statement (Section 1) of the Annual Return has been APPROVED, Council must **APPROVE** the Accounting Statements (Section 2 of the Annual Return).

Council is requested to **APPROVE** the Accounting Statements (Section 2 of the Annual Return) and **AUTHORISE** the Town Mayor to sign the statements on behalf of the Town Council.

19 **ANNUAL RETURN 2018-19 EXERCISE OF PUBLIC RIGHTS (Attachment Q)**

Statutory Basis: Audit Commission Act 1998 s9 to 11; the Accounts and Audit (England) Regulations 2011; the Local Audit and Accountability Act 2014 and the Accounts and Audit Regulations 2015

Key Member: Cllr G Scruton

Council as a corporate body with transactions in the financial year, is required to make arrangements for the exercising of public rights; a period of 30 days when electors can inspect the accounts. These must fall within certain dates, which must include the first ten working days of July, ie 1nd-12th July inclusive.

Council is requested to **APPROVE** the dates of the exercise of public rights as Monday 17th June 2019 until Friday 26th July 2019, in accordance with the requirements, as recommended by the Town Clerk and Responsible Financial Officer.

20 **FINANCIAL YEAR END POSITION 2018/19 (Attachments R & R1)**

Statutory Basis: Local Audit and Accountability Act 2014

Key Member: Cllr G Scruton

The Town Clerk has provided a summary of Epping Town Council's final 2018/19 year end position, following the closedown of the 2018/19 financial year by Rialtas Business Solutions Ltd on 16th April 2019 as per **Attachment R**. Please note Council's year end date is 31st March 2019 (31st March each year). A further analysis is provided as per **Attachment R1**.

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

21 **DUKE OF WELLINGTON: ASSET OF COMMUNITY VALUE (Attachment S)**

Statutory Basis: The Assets of Community Value (England) Regulations 2012

Key Member: Cllr N Avey

Cllr Avey has tabled a motion for consideration by Council:

"Would the Town Council **CONSIDER**:

(i) Whether it would be able to support residents that wish to designate the Duke of Wellington Public House as a Community Asset;
(ii) If so, what assistance the Council can offer to those residents in this regard."

The Town Clerk has provided some additional information as per **Attachment S.**

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

22 **INSURANCE POLICY 2019**

Statutory Basis: Local Government Act 1972, s111, Accounts & Audits Regulations 2015

Key Member: Cllr G Scruton

Epping Town Council's insurance policy will renew on 1st July 2019 (three year policy 2018-2021). This has previously been considered by the Corporate Governance Advisory Committee (CGAC), but as Epping Town Council's start date was changed from 1st April to 1st July and this does not coincide with a CGAC meeting, this will come directly to Council. Epping Town Council's buildings have been revalued, as it has been five years since the last valuation. The paperwork has not been received in time for this Council meeting, so details will be presented at the full Council meeting in July.

RECOMMENDATION: The Town Clerk should analyse the insurance documents, with assistance from the Town Mayor in order to confirm the policy renewal in time for 1st July 2019.

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

23 **FINGERPOST STRATEGY** **(Attachment T)**

Statutory Basis: Road Traffic Regulation Act 1984, s72 (1)

Key Member: Cllr N Avey

There has been some uncertainty about fingerposts and who should be repairing and replacing them when they are damaged or need maintenance attention. Fingerposts fall under the remit of Essex County Council (Highways), but other priorities mean that attention to them is not prompt. After discussion with Cllr N Avey (as Mayor at the time), the Town Clerk has prepared a preferred strategy to look after the fingerposts moving forwards, as per **Attachment T**. This would give a clear procedure when one is damaged or needs repairing. It also highlights reasonable and manageable costings.
Epping Town Council's street furniture budget is £2100 per annum for 2019/20, to include noticeboards (approximately £1000 each). A new fingerpost is also approximately £1000-£1200. Council must therefore allocate resources according to priority and with consideration.

Council is requested to **CONSIDER** this proposal and **DECIDE** whether to **ADOPT** it as the preferred approach by Epping Town Council, subject to Highways approval.

24 **INVESTMENT STRATEGY AND POLICY** **(Attachment U)**

Statutory Basis: Local Government Act 1972, s111; Local Government Act 2003, Schedule 1, paragraph 2

Key Member: Cllr G Scruton

Epping Town Council's auditors have recommended Epping Town Council adopt an investment strategy/policy. The Town Clerk has provided a draft Investment Strategy Policy as per **Attachment U**.

Council is requested to **CONSIDER** this matter and **DECIDE** whether to **APPROVE** it as a policy of Epping Town Council.

25 **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.

26 **STAFF ANNUAL LEAVE** **(Attachment V)**

Statutory Basis: Local Government Act 1972, s112

Key Member: Cllr Mrs B Scruton

The Town Clerk has made a recommendation regarding a member of staff's annual leave as per **Attachment V.**

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

27 **FUNDING RESEARCH OFFICER** **(Attachment W)**

Statutory Basis: Local Government Act 1972, s112

Key Member: Cllr M Wright

The Town Clerk has made a recommendation regarding the Funding Research Officer role as per **Attachment W**.

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

28 **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.