



WALTHAM ABBEY TOWN COUNCIL

TOWN HALL, HIGHBRIDGE STREET, WALTHAM ABBEY, ESSEX EN9 1DE

K R RICHMOND BA (Hons) FILCM
Town Clerk & Chief Financial Officer

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TEL: 01992 714949
FAX: 01992 763774

YOUR REF:

OUR REF: KRR/AM

YOU ARE HEREBY SUMMONED to the
Annual Meeting of Waltham Abbey Town Council
to be held in the Council Chamber, Waltham Abbey
Town Hall, at **7.30 p.m. on Wednesday, 8th May 2019**
for the purpose of transacting the business set out below.


Town Clerk

AGENDA

This meeting may be recorded or filmed and will be capable of repeated viewing or another use by such third parties. It is possible that any such recording may capture images and this may result in the possibility that images will become part of the broadcast. This may infringe human and data protection rights. To avoid this please move to the rear of the room. Anyone present intending to record the meeting or any part thereof, must declare their intention to the Chairman and Officers before the meeting commences.

Welcome and Outgoing Comments by Cllr Mrs J Lea – Mayor 2018/19

Presentation: Cllr Peter Davey, Chairman of the Essex Association of Local Councils to confer Waltham Abbey Town Council with the Local Council Award at the Quality Gold level – to be received by Cllr Mrs J Lea – Mayor 2018/19

1. **Election of Mayor for the Municipal Year 2019/20:** (Statutory Appointment).
2. **Declaration of Acceptance of Office:** To receive the Mayor's Declaration of Acceptance of Office.
3. **Mayor's Comments:** To hear from the newly elected Mayor
3. **Past Mayor's Badge Presentation:** Cllr Mrs J Lea to receive her badge.
4. **Apologies for Absence:** To receive apologies.

Contd...



5. **Disclosures of Interest:** Under the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, made under s.30 (3) of the Localism Act, Members must declare any Disclosable Pecuniary Interests which they may have in any of the items under consideration at this meeting.
6. **Election of Deputy Mayor for the Municipal Year 2019/20:**
(Optional Appointment).
7. **Appointment of Leader and Deputy Leader of Council for the Municipal Year 2019/20:** (Optional Appointments).
8. **Mayors Allowance:** To consider payment of an allowance to the Mayor to assist in defraying the expenses of Office. (It is usual for the Mayor to leave the room and for the Deputy Mayor or some other Member to preside for consideration of this item). The Mayors allowance for 2018/19 was set at £3,000 and the Hospitality Allowance at £2,500. The current year's budget figures are £3,000 and £2,500 respectively.
9. **Power of General Competence:** To resolve that as the Town Council meets the eligibility criteria of two thirds elected Members and a qualified Clerk, the Power of General Competency is adopted.
10. **Minutes:** of the Meeting of the Council held on 24th April 2019
11. **Appointment of Committees, Subcommittees, Management Committees and Chairman/Deputy Chairman thereof:** The Leader of Council to move that Committees, Subcommittees, Management Committees and Chairman/Deputy Chairman thereof be as set out. (Enc.1).
12. **Appointment of Representatives to Other Organisations:** The Leader of Council to move that Representatives to Other Organisations be as set out. (Enc. 2)
13. **Mayor's Announcements, Communications and Engagements:**
 - a) Announcements which the Mayor may wish to make.
 - b) Communications which the Mayor may wish to place before the Council.
 - c) Engagements - The Mayor's engagements are yet to be confirmed.
14. **Questions:** In pursuance of Standing Order No. 10.

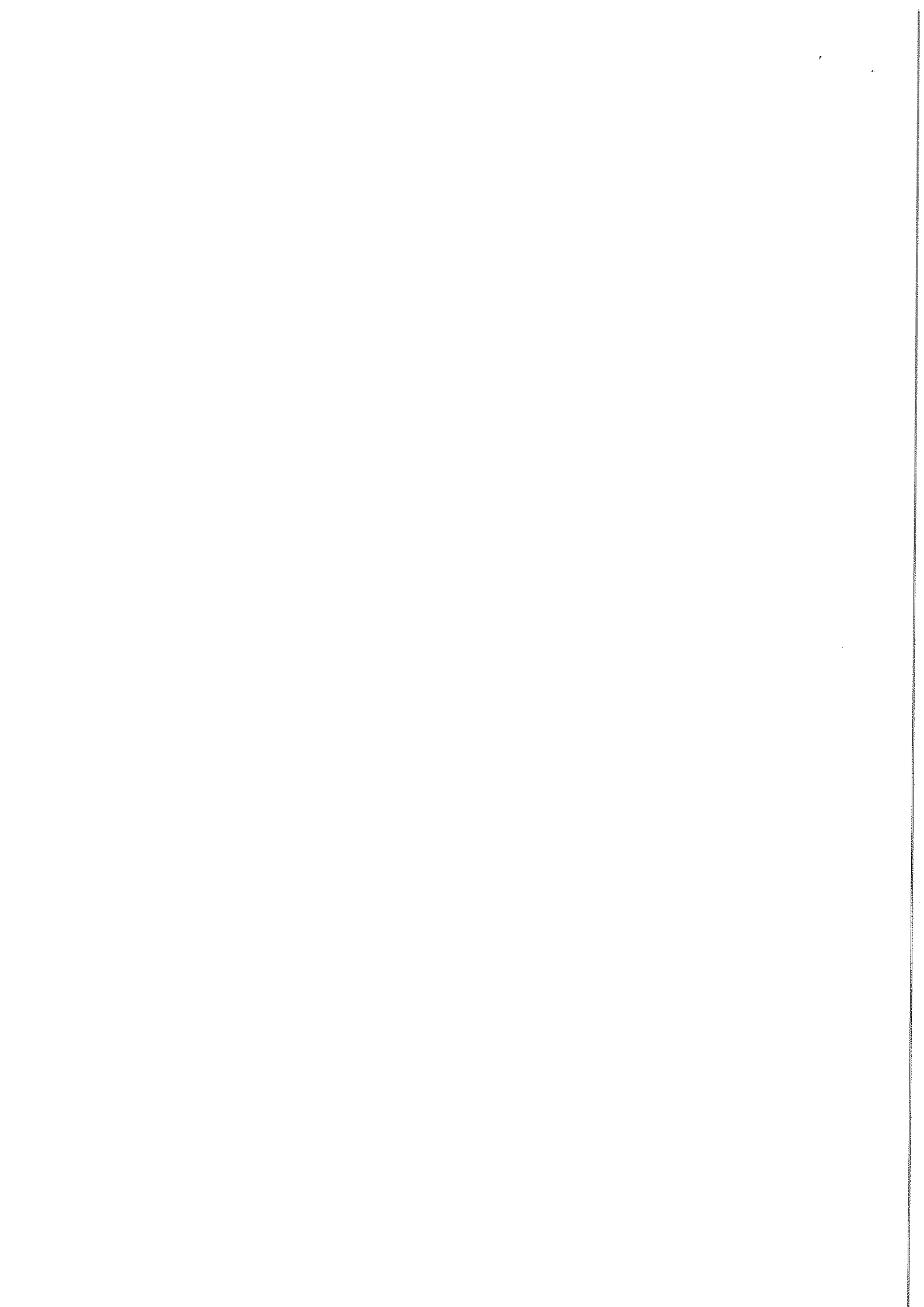


15. **Minutes & Reports:**
Town Twinning Subcommittee 17th April 2019
16. **Report of the Town Clerk:** Herewith. (Enc. 3).
17. **Any Other Business:** Items which the Mayor may allow for discussion only.

TO: The Mayor
All Members of the Council

The Press
The Library

1st May 2019



COUNCIL MEETING
Wednesday 24th April 2019
7.30 p.m.

- *Cllr Mrs J Lea (Mayor)
- *Cllr M Fitch
Cllr Mrs R Gadsby
- *Cllr Mrs H Kane
Cllr Miss J Lucas
Cllr Mrs A Mitchell
Cllr Mrs S Stavrou
- *Cllr A Watts (Deputy Mayor)
Cllr Mrs E Webster
- *Cllr S Yerrell

* Denotes Members present.

In attendance: Town Clerk

864/19. **Recording of Meetings:** The notice was duly read to the meeting.

865/19. **Apologies for Absence:** Apologies for absence had been received from Cllr Mrs Webster, Cllr Miss Lucas, and Cllr Mrs Mitchell

866/19. **Disclosure of Interest:** There were no disclosures of interest.

867/19. **Minutes:** RESOLVED – THAT the Minutes of the Meeting of Council held 9th January 2019, copies of which had been previously circulated to all Members, be taken as read, approved as a correct record and signed by the Mayor.

868/19. **Questions:** There were no questions from Members in pursuance of Standing Order number 10.

869/19. **Public Questions:** There were no public questions.

870/19 **Establishment Review Subcommittee Minutes and Report dated 27th February 2019:** It was moved by Cllr A Watts, seconded and

RESOLVED – THAT the minutes, report and recommendations therein dated 27th February 2019 be received, approved and adopted.

871/19 **Neighbourhood Plan Liaison Committee Minutes and Report dated 1st March 2019:** It was moved by Cllr A Watts, seconded and

RESOLVED – THAT the minutes, report and recommendations therein dated 1st March 2019 be received, approved and adopted.

872/19 Planning and Licensing Subcommittee Minutes and Report dated 6th

March 2019: It was moved by Cllr M Fitch, seconded and

RESOLVED – THAT the minutes, report, recommendations and observations therein dated 6th March 2019 be received, approved and adopted.

873/19 Policy & Resources Committee Minutes and Report dated 6th March

2019: It was moved by Cllr A Watts, seconded and

RESOLVED – THAT the minutes, report and resolutions therein dated 6th March 2019 be received, approved and adopted.

874/19 Licensed Bars and Catering Subcommittee Minutes and Report dated

25th March 2019: It was moved by Cllr Mrs H Kane, seconded and

RESOLVED – THAT the minutes, report and recommendations therein dated 25th March 2019 be received, approved and adopted.

875/19 Town Promotions / Festivals Committee Minutes and Report dated 3rd

April 2019: It was moved by Cllr M Fitch, seconded and

RESOLVED – THAT the minutes, report and recommendations therein dated 3rd April 2019 be received, approved and adopted.

876/19 Planning and Licensing Subcommittee Minutes and Report dated 3rd

April 2019: It was moved by Cllr M Fitch, seconded and

RESOLVED – THAT the minutes, report, recommendations and observations therein dated 3rd April 2019 be received, approved and adopted.

877/19 Policy & Resources Committee Minutes and Report dated 3rd April 2019:

It was moved by Cllr A Watts, seconded and

RESOLVED – THAT the minutes, report and resolutions therein dated 3rd April 2019 be received, approved and adopted.

878/19 Tourist Information Centre Committee Minutes and Report dated 8th

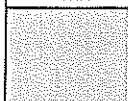
April 2019: It was moved by Cllr M Fitch, seconded and

RESOLVED – THAT the minutes, report and recommendations therein dated 8th April 2019 be received, approved and adopted.

879/19 Motions: There were no Motions.

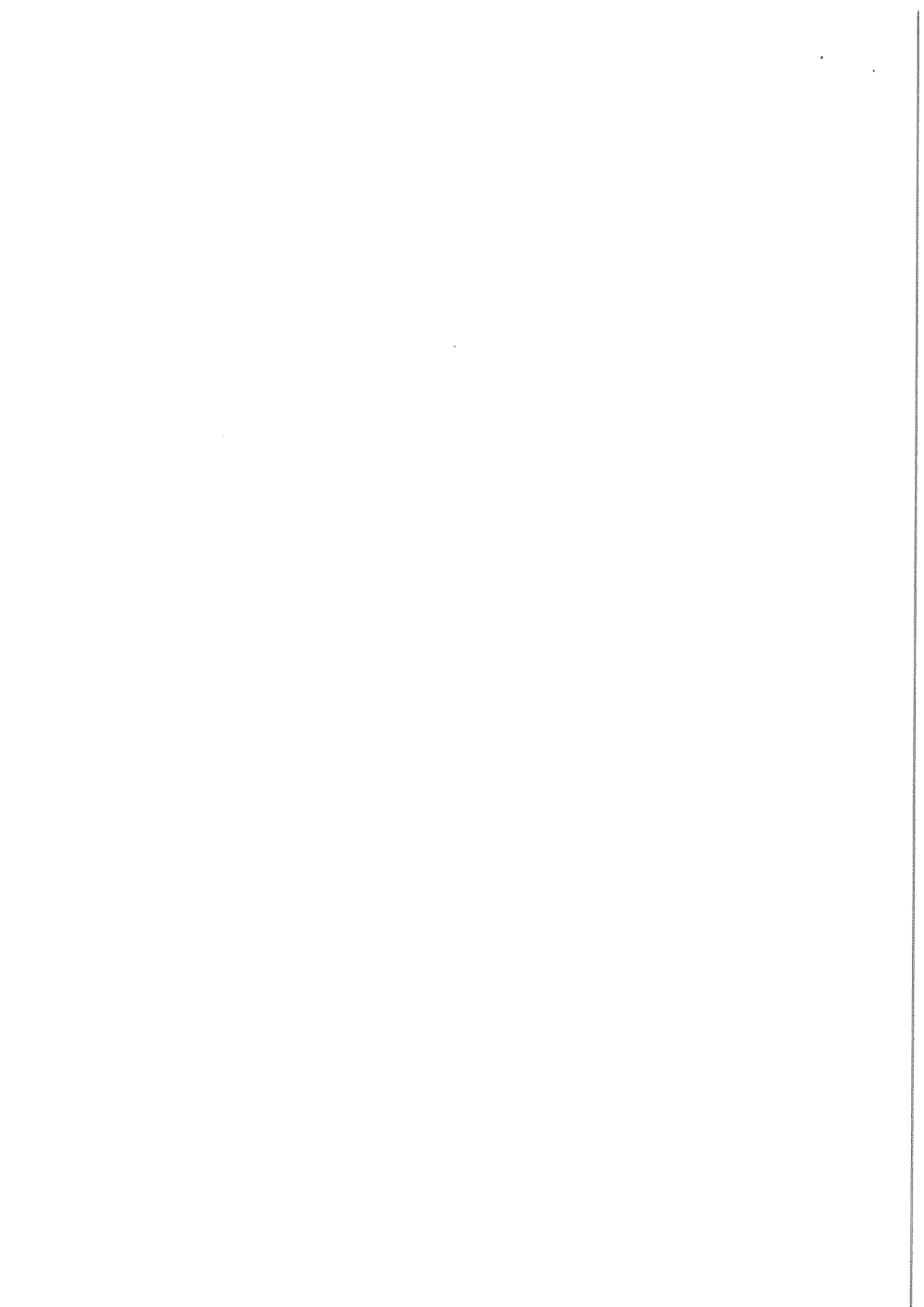
880/19 Mayor's Announcements, Correspondence and Engagements:

The Mayor advised that she had attended a litter pick on Town Mead organised by McDonalds; a civic lunch at Broxbourne Borough Council, and an event at the Epping Forest Visitors Centre.



- 881/19 **Report of the Town Clerk:** The Town Clerk's report was duly noted. The Town Clerk's report was duly noted.
- 882/19 **Cornmill Suite:** Councillors noted the Building Manager's report on tiered seating. It was agreed that prices be obtained and a survey conducted for the hiring in of such equipment. If the hired equipment was not damaging to the hall, it would be the responsibility of the hall hirer to arrange and pay for.
- 883/19 **Community Initiatives Fund:** The leaflet was duly noted. It was suggested that an application was made to upgrade the outdoor gym equipment on Town Mead and Larsens.
- 884/19 **EFDC Recycling Rewards Scheme Charity Fund:** The letter was discussed, and it was agreed that further enquiry be made regarding the source date of the income. If the income had been collected in the 2018/19 year, then the donation should be made to the Mayor's Charity, the Herts Essex Air Ambulance.
- 885/19 **Local Council Awards:** Congratulations were received for the attainment of the Local Council Award Scheme Quality Gold. It was suggested that the award be presented on the 8th May 2019, before the Annual Town Council Meeting.
- 886/19 **Any Other Business:** There was no other business.
- 887/19 **Exclusion of Press and Public:** It was moved by the chairman and
- RESOLVED – THAT in view of the confidential nature of the business to be transacted and listed below, it is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw.
- 888/19 **IT & Telephony:** Further information had been received, so this matter is to be put to the next meeting of the Policy & Resources Committee.

CLLR MRS JEANE LEA
CHAIRMAN OF THE MEETING



TOWN TWINNING SUBCOMMITTEE

17th April 2019

7.30 p.m.

*Cllr Mrs J Lea (The Mayor)

Cllr Mrs A Mitchell

*Cllr A Watts

*Miss S Smith (Chairman WATTA)

*Ms H Wilson

* Denotes Members present.

Also present: Mr P Violet – Treasurer

Mrs P Violet - Secretary

In attendance: The Town Clerk

858/19. **Recording of Meetings:** The notice was duly read to the meeting.

859/19. **Apologies for Absence:** Apologies for Absence have been received from Cllr Mrs A Mitchell.

860/19. **Disclosures of Interest:** There were no disclosures of interest.

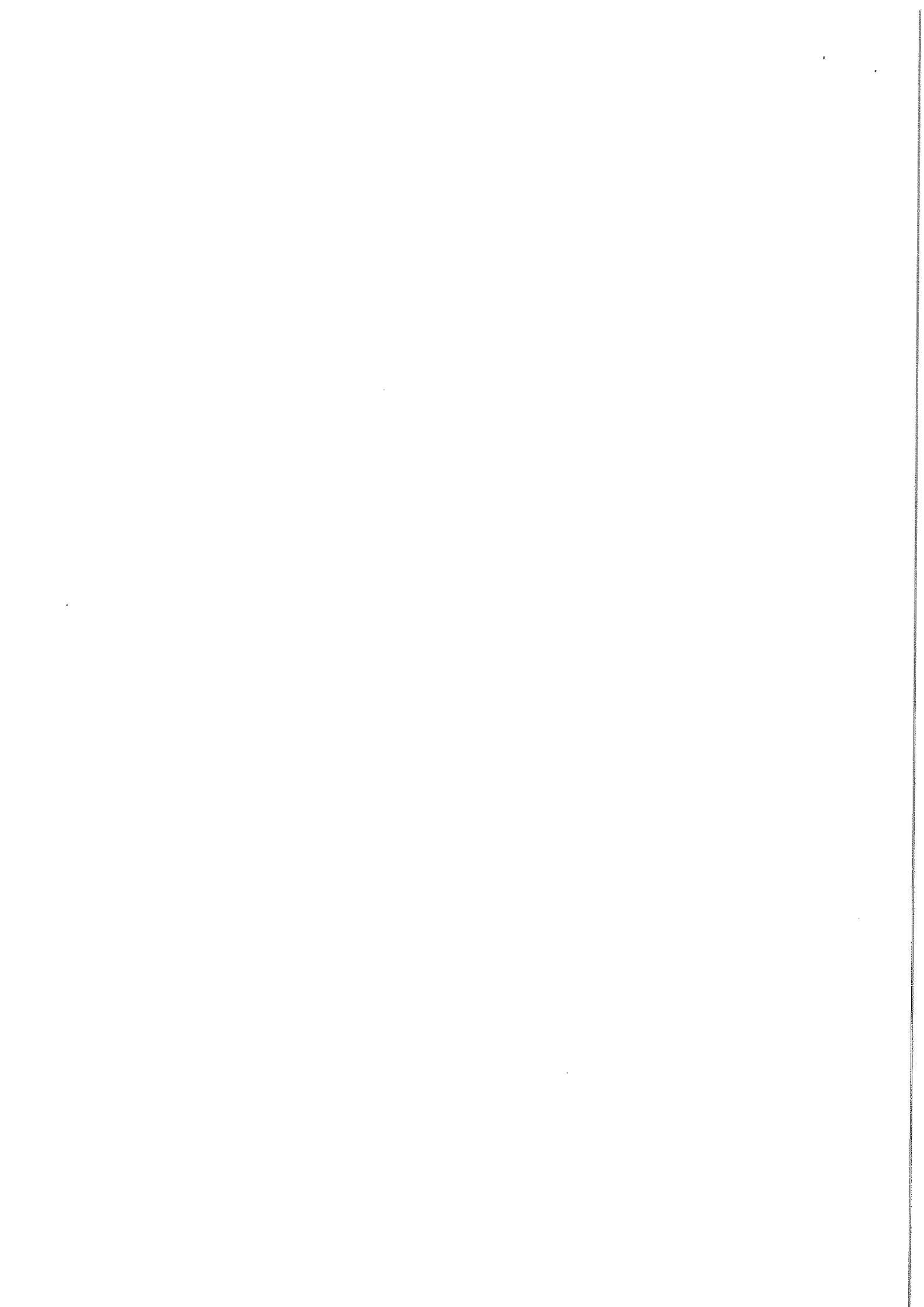
861/19. **Twinning Association:** The Town Twinning Association reported on the next visit from Hoerstel:

There will be 23 people visiting including four children of varying ages. They will arrive by their own transport (minibuses) on 22nd August, and leave on 25th August. Thursday will be a free day, with drinks at the Marriott in the evening; Friday will have the option to visit Paradise Park, with a buffet on the Mezzanine at the Marriott in the evening; Saturday will be another free day with the option of a guided tour of the town, and a BBQ in the evening; travel home on the Sunday. It was agreed that the Town Council will pay for the buffet on the Friday evening.

862/19 **Any Other Business:** It was reported that the Town Twinning Association will be participating in the Cavalcade of Light again this year.

863/19. **Date of Next Scheduled Meeting:** It was decided that there should be an earlier meeting than October and that the Town Clerk should arrange a meeting towards the end of July.

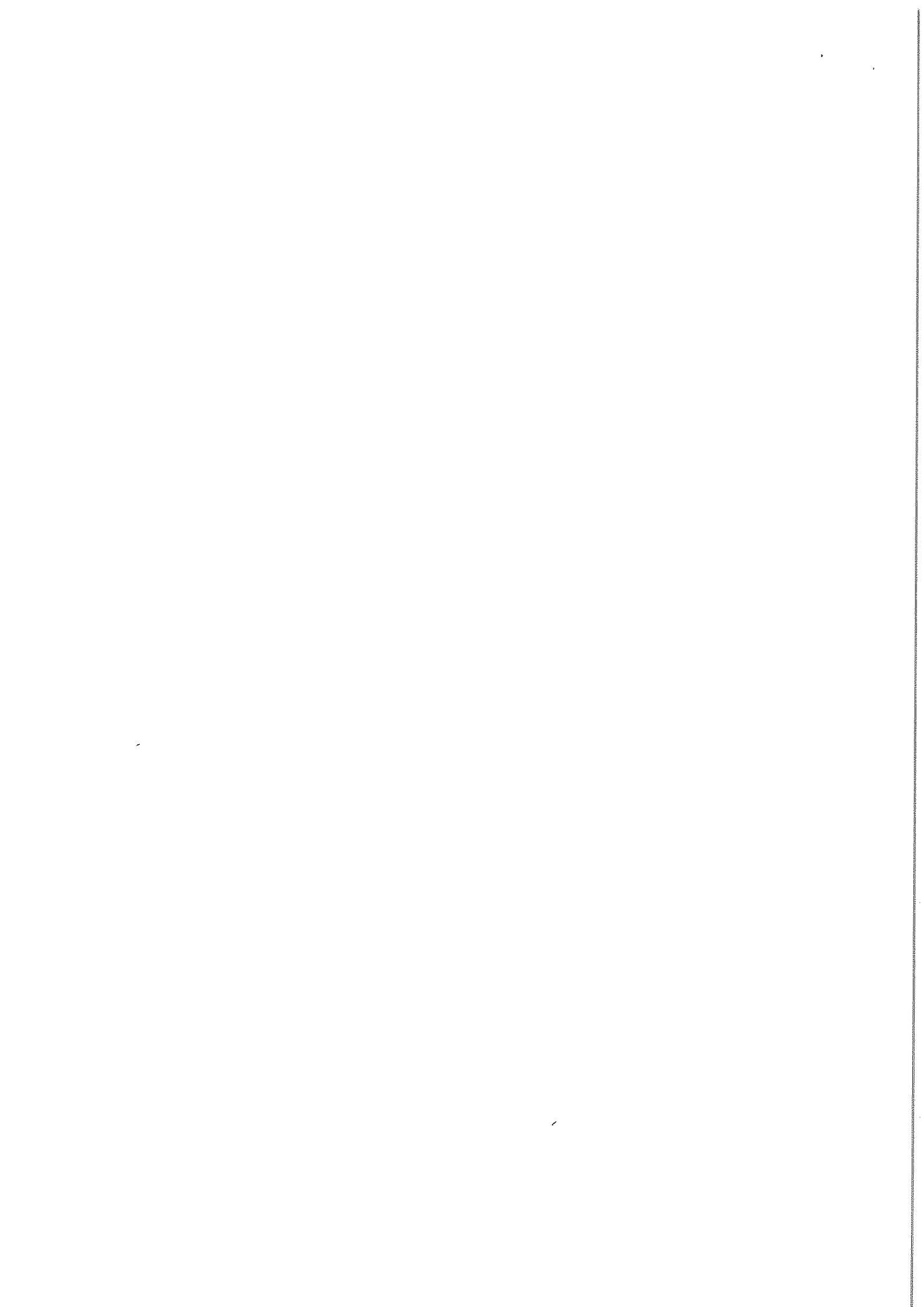
Cllr Mrs J Lea
CHAIRMAN of the MEETING.



Committee Membership 2019/20

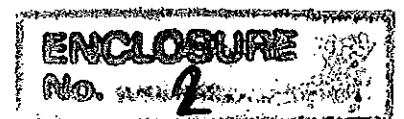
Committee/Position	Chairman	Deputy Chairman	Committee Members
Mayor			
Leader	Cllr E Webster		
Policy & Resources	Cllr A Watts	Cllr S Stavrou	All Members
Leisure & Community	Cllr H Kane	Cllr J Lucas	Cllrs A Mitchell, J Lea, A Watts, S Yerrell
Development & Environment	Cllr A Mitchell	Cllr J Lucas	Cllrs J Lea, A Watts, H Kane, S Yerrell
Plans Subcommittee	Elected at Meeting	N/A	Cllrs M Fitch, A Mitchell, S Stavrou, J Lucas, S Yerrell
Licensed Bars & Catering Subcommittee	Cllr H Kane	N/A	Cllrs M Fitch, A Mitchell, A Watts, J Lea
Establishment Review Subcommittee	Leader of Council	N/A	Mayor, Deputy Mayor, Deputy Leader, Chairmen of Policy & Resources, Leisure & Community, Development & Environment
Town Promotions and Festivals Subcommittee	Cllr M Fitch	N/A	Cllrs A Mitchell, J Lucas, S Yerrell. Ms T Gurnett
Tourist Information Centre Joint Management Committee	Cllr E Webster	N/A	M Fitch,
Town Centre Working Group	Cllr M Fitch	N/A	Cllrs A Watts, A Mitchell
Town Twinning Subcommittee	The Mayor	N/A	A Watts, A Mitchell
Tennis Club Management Committee	Cllr A watts	N/A	
Neighbourhood Plan Liaison Committee	Cllr A Watts	N/A	Cllrs M Fitch, A Mitchell, E Webster,

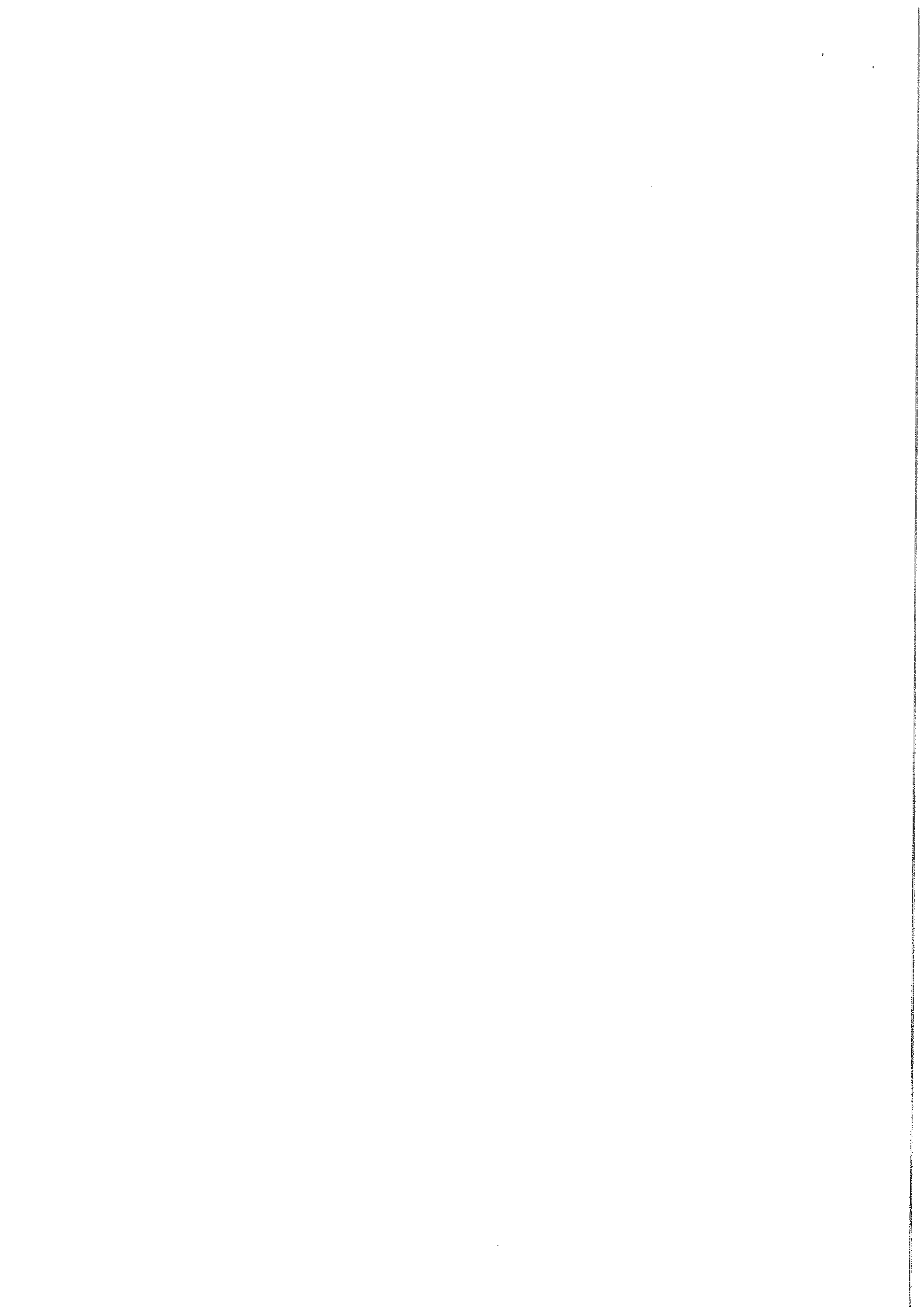
ENCLOSURE
No. 1



Representatives on Outside Bodies 2019/20

Organisation	Members
Abbey Gardens Trust	Cllr A Watts
Epping Forest Country Care Liaison	Cllr A Watts
EALC Epping Forest Branch	Cllr E Webster and Town Clerk
ECC Passenger Representative	Cllr R Gadsby (County) and Cllr L Webster (Town)
Essex Heritage Trust	Reps of W A Historical Society
Joint Standards Committee	Cllr H Kane
Leverton Educational trust	
Local Councils Liaison Committee	Deputy Leader of Council & Town Clerk
Waltham Abbey Citizens Advice Bureau	Cllr M Fitch
Waltham Abbey Community Centre	Cllr M Fitch & Cllr J Lea
Waltham Abbey Town Partnership	Cllr M Fitch, Cllr J Lea & Town Clerk
Francis Greene Alms House Trust	Cllr A Mitchell, Cllr M Fitch, and the Town Clerk plus Brian Charles, Christine Brooker, Audrey Rowntree
Waltham Abbey Royal Gunpowder Mills OCC	Cllr A Mitchell
Waltham Abbey Youth 2000	Cllr H Kane





ANNUAL COUNCIL MEETING

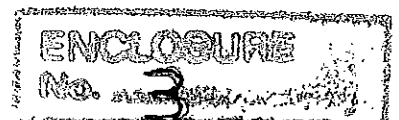
8th May 2019

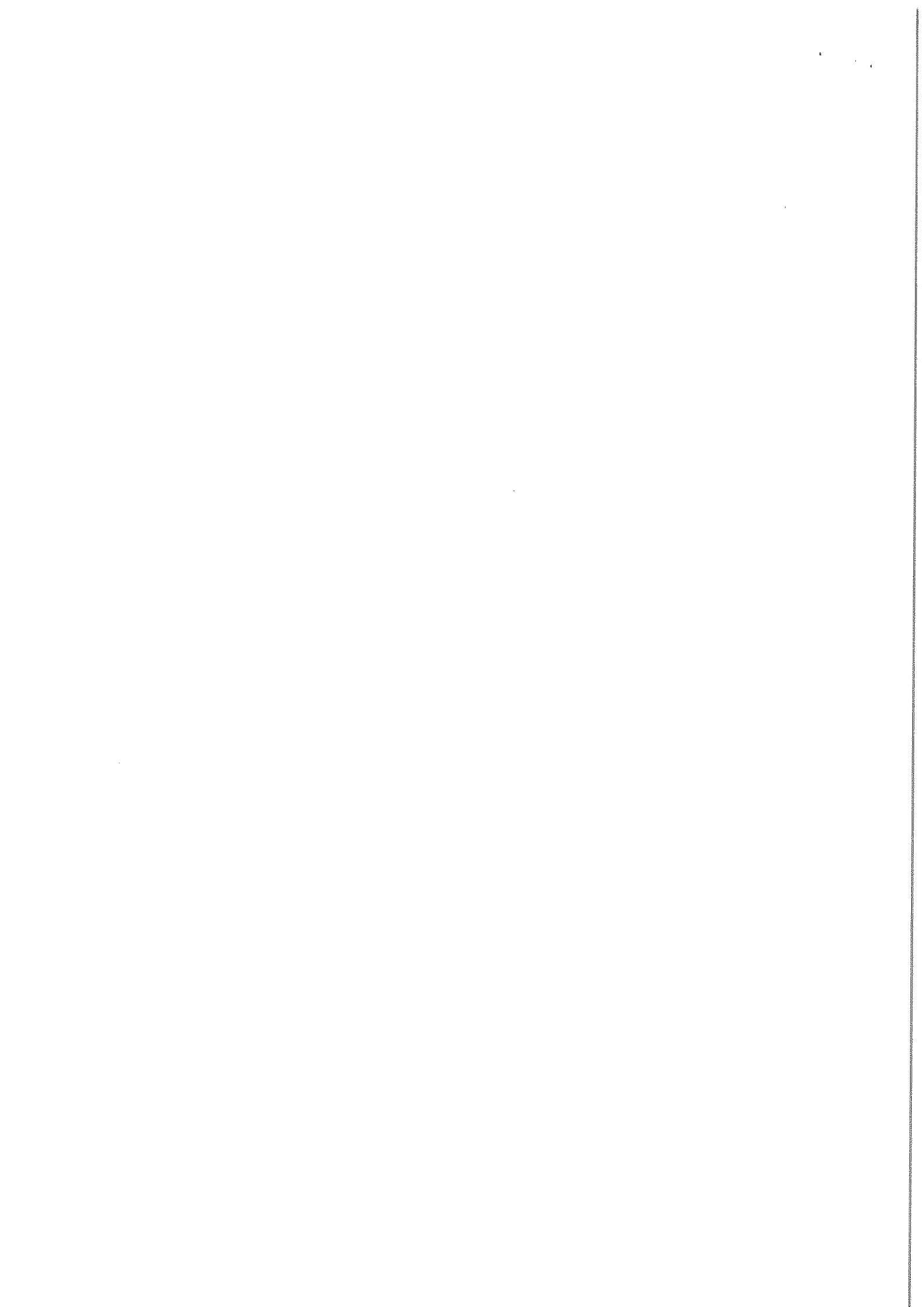
REPORT OF THE TOWN CLERK

1. **Meeting Schedule:** The meeting schedule for 2019/20 is enclosed. (Enc. R1).
2. **Events:** The next major event for the Town Council is the Annual Town Show to be held on the 29th and 30th June 2019
3. **Work Experience:** A young person is attending at the Town Hall every Wednesday for six weeks as work experience.
4. **Cinema Screenings:** Plans are in place for a screening in the half-term school holidays, and throughout the summer school holidays.
5. **Status List:** (Enc. R2).

Kathryn Richmond BA (Hons) FSLCC CMC AICB
Town Clerk

30th April 2019



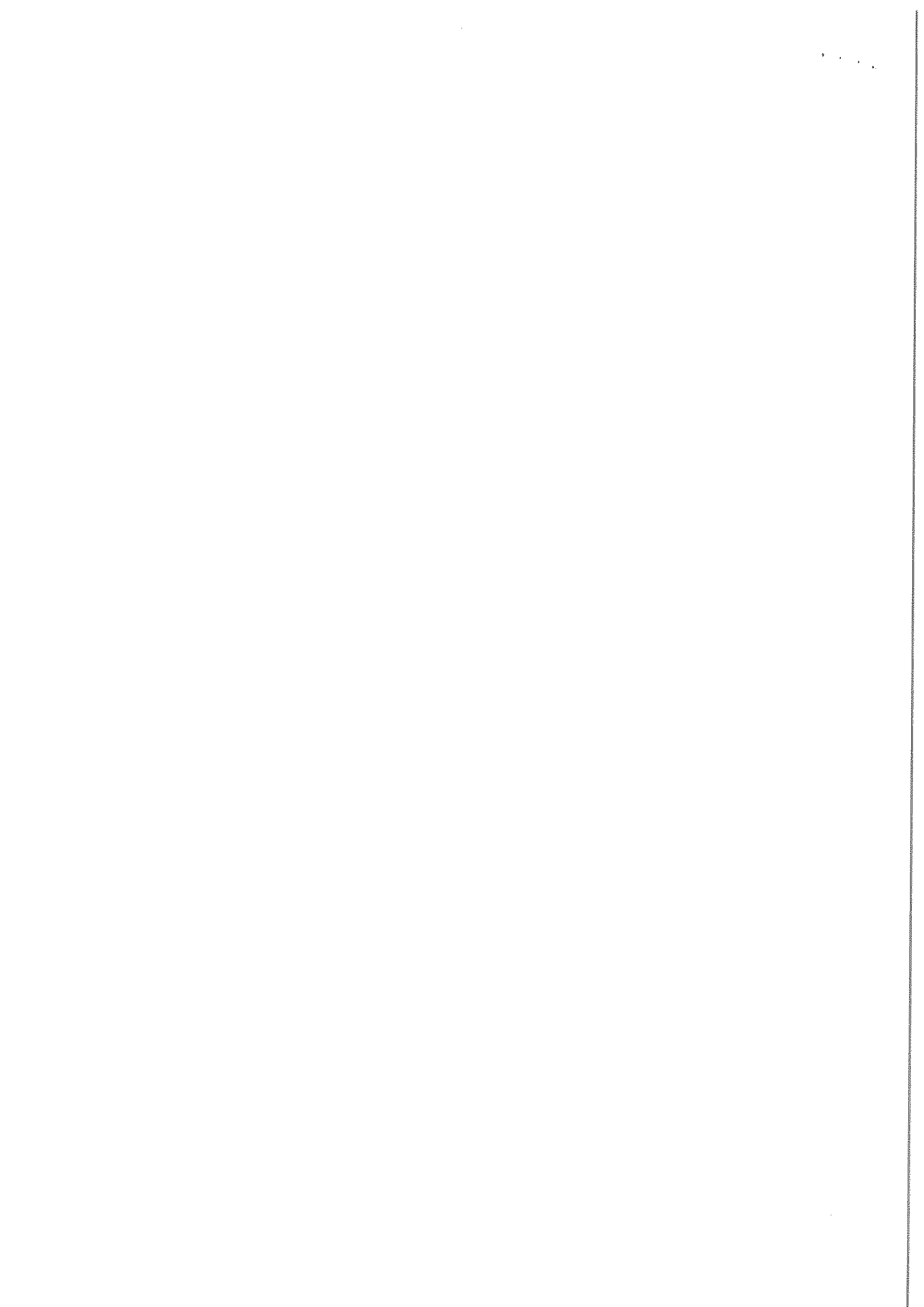


WALTHAM ABBEY TOWN COUNCIL CALENDAR OF MEETINGS 2019/20

	2019					2020						
Meeting - 7.30pm unless otherwise stated	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Council		31			30		18	8	26		29	
Council - Budget								8				
Council - Accounts	12											
Annual Town Meeting												6
Special Council (Freeman)												27
Annual Council												27
Plans - 4.00pm	12	10	7	4	2	13	11	8	5	4	1	13
	26	24	21	18	16	27	18	22	19	18	15	27
					30						29	
Policy & Resources	5	3		4	2	13	4	8	5	4	1	
Bars & Catering	24			23		25		27		23		18
Leisure & Community		10		25		20			19			
Development & Environment		10		25		20			19			
Town Retail Development Working Group												
Town Promotions - 3pm	12			4		13		22		18		13
Town Twinning Subcommittee					9						15	
TIC Management Committee - 10.30am		22			14			15			13	
Establishment Review Subcommittee				30						16		
Tennis Club Management Subcommittee										25		
Neighbourhood Plan Meeting 10.30am	7	5		6	4	1	6	3	7	6	3	1

Town Council
Epping Forest District Council





STATUS LIST

Council

8th May 2019

Task/Project	C'tee Date Agreed	Work Schedule & Responsible Officer(s)	Budget Code & Amount	Within Budget	On Time	Comments including revised schedule (if necessary)
			£	Yes/No		
Extend Cemetery (CAPITAL)	Follow up by Council 24 April 2008	Extend cemetery in line with previously agreed scheme KC	Capital Fund	Yes	Ongoing	Letter sent by Solicitors requesting discharge of covenant on Town Mead
To determine the most cost effective measure to improve security and safety at the 3g pitch and Town Mead.	P & R 3 Sept 2014	To immediately look to prohibit inappropriate use or access to the 3g pitch and longer term to achieve the best solution. KR/KC	Shared with EFDC	N/A	Ongoing	No recent reports of any problems

ENCLOSURE
No. R2

