



### NOTICE OF COUNCIL MEETING

You are hereby summoned to a meeting of the EPPING FOREST DISTRICT COUNCIL to be held in the VIRTUALLY at 7.30 pm on Thursday, 21 May 2020 for the purpose of transacting the business set out in the agenda.

A handwritten signature in blue ink, appearing to read 'G Blakemore'.

**Georgina Blakemore**  
Chief Executive

**Democratic Services  
Officer:**

Democratic Services Officer Tel: (01992) 564243  
Email: [democraticservices@eppingforestdc.gov.uk](mailto:democraticservices@eppingforestdc.gov.uk)

#### WEBCASTING/FILMING NOTICE

Please note: this meeting may be filmed for live or subsequent broadcast via the Council's internet site - at the start of the meeting the Chairman will confirm if all or part of the meeting is being filmed.

You should be aware that the Council is a Data Controller under the Data Protection Act. Data collected during this webcast will be retained in accordance with the Council's published policy.

Therefore by participating in this virtual meeting, you are consenting to being filmed and to the possible use of those images and sound recordings for webcasting and/or training purposes. If members of the public do not wish to have their image captured they should ensure that their video setting throughout the virtual meeting is turned off and set to audio only.

In the event that technical difficulties interrupt the virtual meeting that cannot be overcome, the Chairman may need to adjourn the meeting

If you have any queries regarding this, please contact the Corporate Communications Manager on 01992 564039.

## **BUSINESS**

### **1. WEBCASTING INTRODUCTION**

1. This virtual meeting is to be webcast. Members are reminded of the need to unmute before speaking.

2. The Democratic Services Officer will read the following announcement:

“The Chairman would like to remind everyone present that this meeting will be broadcast live to the internet (or filmed) and will be capable of repeated viewing (or another use by such third parties).

Please also be aware that if technical difficulties interrupt the meeting that cannot be overcome, I may need to adjourn the meeting.”

### **2. MINUTES (Pages 5 - 124)**

To approve as a correct record and sign the minutes of the meeting held on 25 February 2020 (attached).

### **3. DECLARATIONS OF INTEREST**

To declare interests in any item on the agenda.

### **4. ELECTION OF CHAIRMAN**

To elect a Chairman of the Council for the Municipal year 2020/21.

The new Chairman will then make a declaration of acceptance of office.

### **5. APPOINTMENT OF VICE-CHAIRMAN**

To appoint a member to be a Vice-Chairman of the Council for the municipal year 2020/21. (Nominations to follow).

The new Vice-Chairman will then make a declaration of acceptance of office.

### **6. ANNOUNCEMENTS**

(a) Apologies for Absence

(b) Chairman's Announcements

### **7. APPOINTMENTS**

Leader of Council will present the report (to follow) regarding:

(a) Notice of Constitution of Political Groups, Group Leaders and Deputies;

(b) Appointment made by the Leader to the cabinet, Cabinet Committees and Outside organisations carrying out Executive Functions;

(c) Membership, Chairmanship and Vice-Chairmanship of Committees, Sub-Committees and Panels (Non-Executive Bodies);

(d) Appointments to Outside Organisations carrying out Council, Regulatory or Non-Cabinet Functions.

The Council will need to vote on (c) and (d) where the number of nominations exceeds the number of places available.

## 8. SCHEME OF DELEGATIONS

### Recommendation:

To note the scheme of delegation which are the responsibility of the Council to determine.

The constitution requires that the scheme of delegation should be agreed at the annual meeting. No new delegations have been made and details of the delegations can be found within the Constitution.

## 9. APPOINTMENT OF THE CHIEF FINANCIAL OFFICER (Pages 125 - 126)

(Monitoring Officer) To consider the attached report.

## 10. LOCAL GOVERNMENT ACT 1972, SECTION 85 - EXEMPTION FROM THE 'SIX MONTH RULE' (Pages 127 - 128)

(Chairman) To consider the attached report.

## 11. COUNCIL MEETING DATES FOR 2020/21

### Recommendation:

That during 2020/21 ordinary meetings of Council be held on the following dates;

30 July 2020;  
29 October 2020;  
17 December 2020;  
25 February 2021;  
29 April 2021; and  
25 May 2021.

It is a requirement of the Constitution that the program of ordinary meetings of the Council be approved at the annual meeting of the Council.

## 12. EXCLUSION OF PUBLIC AND PRESS

**Exclusion:** To consider whether, under Section 100(A)(4) of the Local Government Act 1972, the public and press should be excluded from the meeting for the items of business set out below on grounds that they will involve the likely disclosure of exempt information as defined in the following paragraph(s) of Part 1 of Schedule 12A of the Act (as amended) or are confidential under Section 100(A)(2):

Agenda Item No	Subject	Exempt Paragraph Number	Info
Nil	Nil	Nil	

The Local Government (Access to Information) (Variation) Order 2006, which came into effect on 1 March 2006, requires the Council to consider whether maintaining the exemption listed above outweighs the potential public interest in disclosing the information. Any member who considers that this test should be applied to any currently exempted matter on this agenda should contact the proper officer at least 24 hours prior to the meeting.

**Background Papers:** Article 17 of the Constitution (Access to Information) define background papers as being documents relating to the subject matter of the report which in the Proper Officer's opinion:

- (a) disclose any facts or matters on which the report or an important part of the report is based; and
- (b) have been relied on to a material extent in preparing the report and does not include published works or those which disclose exempt or confidential information and in respect of executive reports, the advice of any political advisor.

The Council will make available for public inspection for four years after the date of the meeting one copy of each of the documents on the list of background papers.