



# ANNUAL COUNCIL MEETING

**Members are summoned to attend a Meeting**

**of the Town Council to be held at 7.30pm on**

**Tuesday 24 May 2022**

**At Loughton Library & Town Hall, Traps Hill, Loughton IG10 1HD**

**to transact the business as shown in the agenda.**

**Mark Squire**

**Town Clerk**

17 May 2022

Cllr P Abraham  
Cllr C Davies  
Cllr J Jennings  
Cllr S Murray  
Cllr K Rainbow  
Cllr G Wiskin

Cllr P Beales  
Cllr T Downing  
Cllr W Kauffman  
Cllr M Owen  
Cllr J Riley  
Cllr D Wixley

Cllr R Brookes  
Cllr S Fontenelle  
Cllr N MacKinnon  
Cllr C C Pond  
Cllr M Stubbings

Cllr B Cohen  
Cllr L House  
Cllr S Murphy  
Cllr C P Pond  
Cllr K Valentine

**Note to Councillors:**

**If you are unable to attend the meeting,  
please phone your apologies to the office on 020 8508 4200.**

## **A G E N D A**

### **1 Election of the Town Mayor for 2022/23**

To receive brief remarks from the retiring Mayor about her year of office, and short appreciations from Members.

The retiring Mayor, Cllr Rose Brookes will call for nominations and put them to the vote. This will be followed by:

- i the signing of the Declaration of Acceptance of Office by the Town Mayor for 2022/23;
- ii the presentation of the Chain of Office and Lord Citrine's ABC of Chairmanship;
- iii the new Town Mayor's acceptance speech;
- iv the presentation of the past Town Mayor's badge to the retiring Mayor.

### **2 Appointment of Deputy Town Mayor for 2022/23**

To appoint the Deputy Town Mayor for 2022/23 and present the badge.

### **3 Apologies for Absence**

To receive any apologies for absence.

### **4 Declarations of Interest**

For Councillors to declare any pecuniary or non-pecuniary interest in any items on the Agenda.

*Members are reminded that if their interests change they must, within 28 days of becoming aware of the change, complete a new register of members' interests form and return it to the Town Clerk for submission to the Monitoring Officer.*

### **5 Confirmation of Minutes**

To confirm the minutes of the meeting held on 26 April 2022.

### **6 Appointment of Members, and Election of Chairman and Vice Chairman, of Council Committees for 2022/23**

**6.1** Planning and Licensing Committee

**6.2** Recreation Committee

**6.3** Environment and Heritage Committee

**6.4** Resources and General Services Committee

All committees consist of seven members.

**6.5** Nomination of up to three persons per political group authorised to make substitutions in accordance with Standing Order 5e.

### **7 Nomination of Council Representatives for 2022/23**

**7.1** To nominate Council representatives to outside bodies for 2022/23 and, where appropriate, substitutes.

Council representatives on outside organisations are reminded that depending on the status of the organisation, e.g. charity, company, etc. by joining the board they could become liable if the organisation failed. The Council's insurance would not cover them.

- \* A list of organisations and current representatives, where appropriate, is attached (see page 4).

A number of these organisations are open to members of the public. Any non-council representatives attending these meetings should ensure they make it clear to the organisation that they are there in a personal capacity.

**7.2 To review arrangements for reporting back on the activities of outside bodies**

Representatives are requested to provide a written report, which is attached to the next Council agenda, on meetings which they have attended. A verbal report can be made on meetings attended within ten days of the Council meeting. Members are also requested to provide an annual report for the final Council meeting of the municipal year.

The Council is asked to confirm these arrangements.

**7.3 Joint Standards Committee**

To appoint a representative and a substitute to the Joint Standards Committee for 2022/23.

**7.4 Grievance Hearing and Disciplinary Appeal Panels**

To nominate a third member (not the Town Mayor or Deputy Town Mayor, a Committee Chairman nor the Vice Chairman of Resources and General Services Committee) to sit on the Grievance Hearing Panel, and one to sit on the Disciplinary Appeal Panel.

**8 Membership of Internal Council Groups**

To confirm or amend the membership of the following internal groups:

**8.1 Strategy and Staff Group** (includes the Complaints Panel)

Membership: Town Mayor, Deputy Town Mayor and the chairman of each of the committees, Cllr C P Pond and S Murray as representative from the minority group. Exceptionally, one or two additional members if specially required may be appointed by the Council if there is a special reason to include that person/those people. There must be a clear rationale stated for inclusion.

Note: It is always open to the group to invite a member to a particular meeting if special knowledge, etc. is required.

**8.2 Financial Assistance Working Group**

Membership: Chairman and Vice Chairman of the Resources and General Services Committee and two additional members (currently Cllrs M Stubbings and K Valentine).

The Group usually meets in January to consider the annual round of applications.

**8.3 Roding Valley Recreation Ground Improvements Project Working Group**

Membership: Chairman and Vice Chairman of the Recreation Committee and two additional members.

**9 General Power of Competence**

To reaffirm the use of the General Power of Competence in the forthcoming Civic Year. S1.1 of the Localism Act 2011 states 'A local authority has power to do anything that individuals generally do'. The essence is that if a proposed action fits this, eligible councils do not need to look for another power. i.e. a power of first resort.

**10 Confirmation of Standing Orders**

To receive and confirm the Town Council's Standing Orders (sent separately).

**11 Confirmation of Financial Regulations**

To receive and confirm the Town Council's Financial Regulations (sent separately).

**12 Year End Financials 2021/22**

To receive and approve

**12.1 Annual Governance and Accountability Return (AGAR) for the year ending 31 March 2022, including**

- (i) AGAR (Section 1) for the Year ended 31 March 2022 (see page 5).
- (ii) AGAR (Section 2) for the Year ended 31 March 2022 (see page 6).
- (iii) AGAR – to NOTE that the internal auditor has completed and signed the Annual Internal Audit Report on page 3 of the Annual Governance and Accountability Return 2021/22 (see page 7).

**12.2 Annual Accounts**

To receive and approve the Annual Accounts for the Year ended 31 March 2022 (see pages 9-12). This statement of accounts has been prepared in accordance with the Local Audit and Accountability Act 2014 and the Accounts and Audit Regulations 2015, i.e. on an income and expenditure basis with a statement of balances and complies with Proper Practices in completing Sections 1 and 2 of the Annual Governance and Accountability Return.

**13 Town Mayor's / Town Clerk's Report**

To report (for discussion only) on any further significant information/matters that may be of interest to Town Council members.

**14 Local Government Boundary Commission Consultation on new ward patterns/ electoral review for Epping Forest District Council**

Members to review pages 13-15.

**Mark Squire  
TOWN CLERK  
17 May 2022**

**Agenda item 7****7.1 Nomination of Council Representatives for 2022/23**

Details of the representatives for the past year may be found in the Council minutes for the meeting held on 19 May 2021.

<b>Organisation</b>	<b>Past 21/22 representative(s)</b>
<b>Lopping Endowment</b>	J. Jogia (as District Councillor)
<b>Essex Association of Local Councils (EALC) – Epping Forest Branch</b>	Cllrs CC Pond and Wixley
<b>Local Councils' Liaison Committee</b>	Cllrs CC Pond and Wixley
<b>EALC - Larger Local Councils Forum</b>	Cllr Wixley
<b>ECC Parish Passenger Transport Meeting</b>	Cllrs Abraham and CC Pond
<b>Tree Wardens</b> (appointed by Epping Forest Countrycare) *	Cllrs Cohen, Davies, Wiskin and Wixley
<b>Loughton Broadway Town Centre Partnership**</b>	Cllrs Cohen, Davies, Fontenelle, Murphy, Owen and Rainbow
<b>Citizens Advice Epping Forest District – Management Committee</b> - to discuss	Cllrs Jennings and MacKinnon
<b>Essex Police local community meetings**</b>	Cllrs Fontenelle and Wixley
<b>Roding Valley Nature Reserve Consultative Group</b>	Cllr Wixley

\* On-going appointments.

\*\* Whilst the Council has not been invited by Essex Police to nominate official representatives, it is best practice to ensure the Town Council has a presence at the local meetings in Loughton, Buckhurst Hill and Chigwell.

## Agenda item 12

## 12.1 Annual Governance and Accountability Return (AGAR) for the year ending 31 March 2022

## Annual Internal Audit Report 2021/22

LOUGHTON TOWN COUNCIL

WWW.Loughton-tc.gov.uk

During the financial year ended 31 March 2022, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2021/22 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2020/21, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")			✓
L. The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements			✓
M. The authority, during the previous year (2020-21) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2020/21 AGAR (see AGAR Page 1 Guidance Notes).	✓		
<b>O. (For local councils only)</b> Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

12/05/2022 20/01/2022.

Name of person who carried out the internal audit

H. HEELIS (HEELIS &amp; LODGE)

Signature of person who carried out the internal audit

Date

12/05/2022.

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).



## Agenda item 12

## 12.1 Annual Governance and Accountability Return (AGAR) for the year ending 31 March 2022

## Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2022, that:

	Agreed		‘Yes’ means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors’ rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority’s accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

\*Please provide explanations to the external auditor on a separate sheet for each ‘No’ response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

Signed by the Chairman and Clerk of the meeting where approval was given:

and recorded as minute reference:

Chairman

Clerk

## 12.1 Annual Governance and Accountability Return (AGAR) for the year ending 31 March 2022

### Section 2 – Accounting Statements 2021/22 for

**LOUGHTON TOWN COUNCIL**

\* RESTATED

	Year ending		Notes and guidance
	31 March 2021 £	31 March 2022 £	
1. Balances brought forward	697,453	702,489	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	756,445	782,675	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	102,593	145,268	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	384,534	410,308	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	100,497	100,497	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	368,971	486,861	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	702,489	632,766	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	814,910	629,326	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	* 531,650	531,650	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	504,246	428,939	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	N/A
			✓

The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.  
N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2022 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

*Paul Janni*  
12/05/21

Date

I confirm that these Accounting Statements were approved by this authority on this date:

as recorded in minute reference:

Signed by Chairman of the meeting where the Accounting Statements were approved



## 12.1 Annual Governance and Accountability Return (AGAR) for the year ending 31 March 2022

### Section 3 – External Auditor's Report and Certificate 2021/22

In respect of

LOUGHTON TOWN COUNCIL

#### 1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2022; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

#### 2 External auditor's limited assurance opinion 2021/22

(Except for the matters reported below)\* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with *Proper Practices* and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (\*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

#### 3 External auditor certificate 2021/22

We certify/do not certify\* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2022.

\*We do not certify completion because:

External Auditor Name

External Auditor Signature

Date

Agenda item 12  
12.2 Annual Accounts

11/05/2022

## Loughton Town Council

16:25

## Balance Sheet as at 31st March 2022

31st March 2021		31st March 2022		
Net Value	Fixed Assets	Cost of Asset	Depreciation	Net Value
0		0	0	0
	<b>Current Assets</b>			
17,965	Debtors	8,001		
4,002	Other Debtors (non Sales Led)	966		
8,579	Vat Refunds	31,226		
3,138	Prepayments	2,925		
74,364	Current Account	0		
7,924	No 2 Current Account	40,191		
100,489	Capital Reserve	100,499		
526,678	Santander Business Reserve	399,390		
1,800	Security Deposits Current a/c	1,550		
103,506	Nationwide Building Society	103,557		
150	Petty Cash	150		
<b>848,594</b>			<b>688,455</b>	
	<b>848,594 Total Assets</b>			<b>688,455</b>
	<b>Current Liabilities</b>			
0	Current Account	16,011		
0	Creditors	556		
124,021	Accruals	5,348		
15,910	Receipts in Advance	23,125		
2,550	Security deposits	4,827		
1,940	Key deposits	3,447		
1,684	Booking Deposits	2,375		
<b>146,106</b>			<b>55,689</b>	
	<b>702,489 Total Assets Less Current Liabilities</b>			<b>632,766</b>
	<b>Long Term Liabilities</b>			
0			0	
	<b>702,489 Total Assets Less Long Term Liabilities</b>			<b>632,766</b>
	<b>Represented By</b>			
338,378	General Reserve			343,594
364,111	Earmarked Reserves			289,172

12.2 Annual Accounts / continued

11/05/2022	Loughton Town Council	
16:25	Balance Sheet as at 31st March 2022	
31st March 2021		31st March 2022
	<u>702,489</u>	<u>632,766</u>

The above statement represents fairly the financial position of the authority as at 31st March 2022 and reflects its Income and Expenditure during the year.

Signed : \_\_\_\_\_ Date : \_\_\_\_\_  
Chairman

Signed : \_\_\_\_\_ Date : \_\_\_\_\_  
Responsible  
Financial  
Officer

## 12.2 Annual Accounts / continued

Loughton Town Council		
Income and Expenditure Account for Year Ended 31st March 2022		
31st March 2021		31st March 2022
	<b>Income Summary</b>	
756,445	Precept	782,675
<b>756,445</b>	<b>Sub Total</b>	<b>782,675</b>
	<b>Operating Income</b>	
(10,000)	Central Personnel	0
10,000	Council Expenses	150
22,977	Buckingham Court	4,442
23,497	Kingsley Hall	34,016
19,641	The Murray Hall	76,349
9,006	Roding Valley Recreation Gnd	3,650
7,600	Open Spaces	250
16,166	Cemetery (Church Lane)	21,472
100	Street Furniture	0
3,374	Allotments	4,300
128	Will. Rd. Playing Field	582
104	Other Costs and Income	57
<b>859,038</b>	<b>Total Income</b>	<b>927,943</b>
	<b>Running Costs</b>	
13,352	Communication	17,146
21,714	Office Expenses	15,166
2,710	Audit	3,745
305,409	Central Personnel	327,181
20,913	Council Expenses	12,565
57	Other Services (RGS)	25,588
2,010	Members' Expenses	1,680
31,354	Buckingham Court	44,292
(278,000)	Service Re-charge (RGS)	(283,000)
11,768	Library	11,700
30,976	Grants	32,400
14,006	Kingsley Hall	33,811
134,575	The Murray Hall	142,621
1,074	Other Services (Rec)	3,540
148,000	Service Re-charge (Rec)	150,000
127,088	Roding Valley Recreation Gnd	146,872
22,055	Open Spaces	23,149
51,090	Cemetery (Church Lane)	77,658
23,116	Playgrounds	31,555
26,728	Street Furniture	28,345
1,417	Allotments	6,163
580	Cemetery (Debden Lane)	1,700
11,711	Will. Rd. Playing Field	10,791
97,000	Service Re-charge (EH)	99,000
33,000	Service Re-charge (PL)	34,000
299	Other Services (PLC)	0
0	Van	0
<b>854,002</b>	<b>Total Expenditure</b>	<b>997,666</b>

## 12.2 Annual Accounts / continued

Loughton Town Council		
Income and Expenditure Account for Year Ended 31st March 2022		
31st March 2021		31st March 2022
	<b>General Fund Analysis</b>	
333,251	Opening Balance	338,378
859,038	Plus : Income for Year	927,943
<u>1,192,288</u>		<u>1,266,321</u>
854,002	Less : Expenditure for Year	997,666
<u>338,287</u>		<u>268,655</u>
(91)	Transfers TO / FROM Reserves	(74,939)
<u>338,378</u>	<b>Closing Balance</b>	<u>343,594</u>



**Agenda Item 14**

**Local Government Boundary Commission Consultation on new ward patterns/  
electoral review for Epping Forest District Council**

**From:** Rebecca Perrin <[rperrin@eppingforestdc.gov.uk](mailto:rperrin@eppingforestdc.gov.uk)>

**Sent:** 12 May 2022 13:27

**Subject:** Local Government Boundary Commission Consultation Briefing on new ward patterns for Epping Forest District Council

Dear All,

*We invite you to a briefing by colleagues from the Local Government Boundary Commission on **Thursday 9 June 2022 from 6pm-7pm.***

*The briefing is to give members of the public a chance to learn more about the Epping Forest electoral review and the opportunity to ask any questions you may have. It is open to representatives of parish councils, community groups and members of the public.*

***If you wish to ask a question or participate in the meeting please contact Democratic Services on 01992 564532 or 01992 564243 to register your interest and receive the zoom details for this meeting.***

*The meeting will be webcast and available to watch from the Council website on the evening and available for repeated viewing thereon after Thursday 9 June 2022.*

Further details can be found at <https://www.lgbce.org.uk/all-reviews/eastern/essex/epping-forest>

Today is the start of a 10-week public consultation inviting proposals for new council wards and ward boundaries for Epping Forest District Council.

Our consultation will close on **18 July 2022.**

After we have considered all representations made to us during this consultation, we intend to publish draft recommendations in October 2022.

We will then hold a further period of consultation on our draft recommendations. Our final recommendations are expected to be published in February 2023.

The new electoral arrangements will come into effect at the local elections in **May 2024.**

**If you represent a local organisation or community group in Epping Forest, please pass this message on to your members or anyone who you think might be interested in the review. You can share the message by email or through social media by using the buttons at the bottom right of the page.**



## What is an electoral review?

Our electoral review will recommend new electoral arrangements for Epping Forest District Council. We will propose:

- the total number of councillors elected to the council in the future;
- the number of wards;
- the number of councillors representing each ward;
- ward boundaries; and
- the names of wards.

## How to get involved

This is a public consultation and we welcome views from individuals and organisations across Epping Forest on where they think new ward boundaries should be drawn.

We are minded to recommend that **54 councillors** should be elected to Epping Forest District Council in the future.

This is **four fewer** than the current number of councillors.

We are now inviting proposals to help us draw up a pattern of wards to accommodate **54 councillors**.

In drawing up new electoral wards, we must balance three legal criteria, namely:

- to deliver electoral equality: where each councillor represents roughly the same number of electors as others across the district;
- that the pattern of wards should, as far as possible, reflect the interests and identities of local communities;
- that the electoral arrangements should provide for effective and convenient local government.

We will treat all submissions equally, and judge each case on its merits and against the legal criteria.

If you wish to put forward a view, we would also urge you to ensure that evidence supports your submission.

For example, if you wish to argue that two areas should be included in the same electoral ward, make sure you tell us *why* they should be together, providing evidence about community facilities, ties, organisations, and amenities, rather than simply asserting that they belong together.

There is more advice on [our website](#) about how you can get involved in the consultation.

Our website features [technical guidance](#) that explains the process and our policies, as well as guidance on how to take part in each part of the process.

We have also set up a [webpage](#) dedicated to the review of Epping Forest, where you can find all the relevant information.

You can also access interactive maps of the current ward boundaries across Epping Forest on our [specialist consultation portal](#). The portal also allows you to comment and upload documents directly to the site.

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Promote the review in your area with our promotional poster