



# EXTRAORDINARY COUNCIL MEETING

**Members are summoned to attend a Meeting**

**of the Town Council to be held at 7pm on**

**Wednesday 29 May 2024**

**At Loughton Town Council, Council Chamber,  
1 Buckingham Court, Loughton IG10 2QZ**

to transact the business as shown in the agenda.

**Katie Valentine**  
**Town Mayor**  
22 May 2024

Cllr I Allgood  
Cllr S Fontenelle  
Cllr K-W Lee  
Cllr S Murray  
Cllr J Riley  
Cllr D Wixley

Cllr R Brookes  
Cllr A Fricker  
Cllr N MacKinnon  
Cllr J Obaseki  
Cllr M Stubbings

Cllr C Davies  
Cllr S Harriman  
Cllr R Minhas  
Cllr M Owen  
Cllr R Sylvan

Cllr W Dodd  
Cllr L House  
Cllr S Murphy  
Cllr C Pond  
Cllr C Ubah

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 Appointment of Deputy Town Mayor for 2024/25**  
To appoint the Deputy Town Mayor for 2024/25 and present the badge.
- 2 Apologies for Absence**  
To receive any apologies for absence.
- 3 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.*
- 4 Confirmation of Minutes**  
To confirm the minutes of the meeting held on 15 May 2024.
- 5 Appointment of Members, and Election of Chairman and Vice Chairman, of Council Committees for 2024/25**
  - 5.1** Planning and Licensing Committee
  - 5.2** Recreation Committee
  - 5.3** Environment and Heritage Committee
  - 5.4** Resources and General Services Committee

All Committees consist of seven members.
- 6 Nomination of Council Representatives for 2024/25**
  - 6.1** To nominate Council representatives to outside bodies for 2024/25 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 3).  
  
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.
  - 6.2 Joint Standards Committee**  
To appoint a representative and a substitute to the Joint Standards Committee for 2024/25.
  - 6.3 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.

**7 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.

**Katie Valentine  
TOWN MAYOR  
22 May 2024**

**Agenda item 6**

**6.1 Nomination of Council Representatives for 2024/25**

Details of the representatives for the past year may be found in the Council minutes for the meeting held on 24 May 2023.

<b>Organisation</b>	<b>2023-24 representative(s)</b>
<b>Lopping Endowment</b>	Cllr J Jogia (as District Councillor)
<b>Essex Association of Local Councils (EALC) – Epping Forest Branch</b>	Cllrs C C Pond and Wixley
<b>Local Councils’ Liaison Committee</b>	Cllrs C C Pond and Wixley
<b>EALC - Larger Local Councils Forum</b>	Cllr Wixley
<b><i>ECC Parish Passenger Transport Meeting</i></b> <i>(Now defunct – no need for a representative)</i>	Cllrs Abrahams and CC Pond
<b>Tree Wardens</b> (appointed by Epping Forest Countrycare)	Cllrs Cohen, Fontenelle, Wiskin and Wixley
<b>Loughton Broadway Town Centre Partnership</b>	Cllrs Brookes, Cohen, Davies, Murphy, Owen and Rainbow
<b>Essex Police local community meetings</b>	Cllrs Fontenelle, House and Wixley
<b>Roding Valley Nature Reserve Consultative Group</b>	Cllr MacKinnon and Wixley

*\*\* 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.*