

## **Clerk**

Jason Selvarajah joined us as Clerk to the Council and Proper Officer on 12 January

## **Celebrity Walk for Alzheimers Research UK**

A charity walk from Chigwell to Bourne End over 5 days was led by Charlie Quirke, son of the actress Pauline Quirke on behalf of Alzheimers Research UK. Sadly it was announced earlier this year that Pauline is living with dementia. Charlie started the walk at 8.00am on Monday 8th December from the car park at Victory Hall.

Threshold Events were given the key as is normal for the reservation from 6.30am on Monday. On Sunday at 4.30pm a van with Alzheimer's Society livery entered the car park and the driver unlocked the key box. They left shortly afterwards and when staff checked the premises half an hour later, the door was found unlocked. Further investigation has failed to evidence the contractor unlocked or entered and the lock is being assessed. The deposit will be returned to the hirer.

## **Christmas Tree**

Seven baubles were removed from the tree on Station Green and damaged. The matter was reported to the police but the culprit(s) were not identified

## **UKSPF**

A company has produced working drawings of both Victory Hall and the Parish offices. Officers are currently drafting the specifications for the tender

## **Additional Mast on Station Green**

The trial hole is being dug and being made to assess feasibility before any elevations can be provided. Once elevations are available they will come before Full Council

## **Works at 13-22 Brook Parade**

The developer has submitted two new planning applications

## **Parish Sign**

The Chigwell Row Parish sign on the Maypole needs extensive repairs/replacement at a cost of £4-5K. There is a substantial risk a new sign will be damaged by traffic as has everything else placed on the land previously. Officers continue to look at alternatives including relocating the Chigwell Row sign to a less dangerous area. District Councillors have been engaged to assist. A proposal will be brought to Full Council if a feasible alternative can be identified and costed

## **Employment Matters**

- Training records are being updated and uploaded centrally
- The new Clerk started on 12 January and is undertaking one to ones with all staff and a full briefing from HR. He will take on any ongoing matters including performance and conduct

## **Risk Assessment**

The incoming Clerk will be reviewing the Safety Nest portal, monitoring due dates and allocating the relevant staff to outstanding tasks, many of which have been found to be very overdue.

## **Request for a JR**

The Royal Courts of Justice has advised that the matter has been prepared to be considered and waiting for a Judge to determine. They advise the Court have limited Judges and that the matter will be allocated to a suitable Judge as soon as one becomes available. In the interim one of the parties has applied to the court to be removed as an interested party.

**Cemetery Staff Training and management**

Interim findings by the ICCM after their visit indicate that staff training is inadequate. Rob and Sam have now completed ICCM Memorial Management. Both Sam and Rob are required to do COTS training and this has been booked. This includes shoring training as part of the cemetery operators training. The Clerk is reviewing the ICCM audit and overseeing staff as the issues raised are resolved

**Grave capping**

Digging of recent grave a coffin was found at a depth higher than that recorded in the Register of Graves. This meant the grave had to be capped with concrete to seal the existing coffin. The original burial and record keeping was done by EFDC and the officers are pursuing EFDC for costs