



Clerk to the Council
Anthony-Louis Belgrave

14th May 2021

TO: MEMBERS OF THE CHIGWELL PARISH COUNCIL

You are hereby **SUMMONED** to attend the **ANNUAL COUNCIL MEETING** of the **CHIGWELL PARISH COUNCIL**, which will be held on **THURSDAY 20th MAY 2021**, at the Victory Hall, Hainault Road, Chigwell, IG7 6QX, immediately following the Planning Committee meeting which commences at **6.00pm**, to transact the business shown in the Agenda below.

- ✿ Please be advised all attendees to this meeting will be required to abide by the specified controls, as detailed in the respective Covid-19 Risk assessment, as shown at **Appendix 1**; All attendees must wear face protection, scan the QR code via the NHS Track and Trace app, and utilise the sanitising stations, on entry.

Anthony-Louis Belgrave
Clerk to the Council

AGENDA

1. RECORDING OF MEETINGS

Members of the Public and Councillors are asked to note that in accordance with Standing order 3 (1) photographing, recording, broadcasting or transmitting the proceedings of a meeting may take place.

2. ELECTION OF CHAIRMAN 

To **PROPOSE** and **SECOND** nominations for the Office of Chairman and, if there is more than one nominee, to vote thereon.

To **EXECUTE** the declaration of Acceptance of Office of Chairman of the Council.

3. ELECTION OF VICE CHAIRMAN 

To **PROPOSE** and **SECOND** nominations for the Office of Vice Chairman and, if there is more than one nominee, to vote thereon.

To **EXECUTE** the declaration of Acceptance of Office of Vice Chairman of the Council.

4. APOLOGIES FOR ABSENCE

To **RECEIVE** any apologies for absence.



5. OTHER ABSENCES

To **NOTE** any absences for which no apology has been received.

6. CONFIRMATION OF MINUTES 



To **APPROVE**, as a correct record, the Minutes of the Meetings of the Parish Council held on 18th March 2021 & 8th April 2021.

7. DECLARATIONS OF INTEREST 

To **RECEIVE** any Declarations of Interest by Members.

- *A Member with a personal interest in a matter must consider whether it is a “prejudicial interest” (i.e. prejudicial to the public interest).*
- *A Member must consider him/herself as having a prejudicial interest if it is a personal interest which a member of the public with knowledge of the relevant facts would regard as so significant and particular that it could prejudice the Member’s judgement of the public interest.*

Any Member who is unsure if a personal interest needs to be declared should consult the Clerk for clarification.

8. QUESTIONS FROM MEMBERS OF THE PUBLIC

To **RECEIVE** questions from members of the public.

In accordance with the agreed procedure [Minute No. 20.65], the time allocated for public questions shall be limited to 15 minutes or such other period determined by the Chairman of the Meeting.

9. COMMUNICATIONS 

To **RECEIVE** such communications as the Clerk may place before the Council.

NOTE: Any Member wishing to have a communication brought to the attention of the Council should give prior notification to the Clerk.

10. DOCUMENTS ON DEPOSIT



To **RECEIVE** notice of documents received and or deposited with the Clerk as shown at **Appendix 2**.

11. REPORT OF THE RESPONSIBLE FINANCIAL OFFICER

a) List of Payments/Incomes/Account Balances 



To **APPROVE** the list of payments shown at **Appendix 3** which are due and **NOTE** the summary of income received and the account balances.

b) Reconciliation of Parish Council Bank Accounts with the Accounts Package 

To check and confirm the reconciliation of the Bank Accounts with the Finance Accounts and to **PROPOSE** and **SECOND** that the aforementioned documents have been examined and signed as being correct.

c) Confirmation of Staff Salary Payments 

To check and confirm the staff salary payments and to **PROPOSE** and **SECOND** that the aforementioned documents have been examined and signed as being correct.



d) Governance and Accountability – Review of the Effectiveness of the System of Internal Control. 

 Members are advised that this agenda item is in preparation for the completion of Section 2 of the Annual Return, the Annual Governance Statement, for the year ended 2020/21.

The Finance Committee will continue to have charge of the financial and accounting arrangements of the council, and where necessary make recommendations to full council. However, this annual review is in future to be carried out by the full council to meet the requirements of the external auditors.

Members are encouraged to refer to the following publication: “*Governance and Accountability, A Practitioners’ Guide*”, which provides advice on the accounting practices to be followed and sets out the appropriate standard of financial reporting.

Members are advised that at the meeting held on 8th April 2021, it was resolved that the ‘Section 5’ would be re-written as follows;

“Managing significant internal control issues.”

“The Parish Council will follow the recommendations of the External Auditor as may be presented to the council, from time to time, and give due consideration to all recommendations received from the Internal Auditor.”

Members are now asked to **CONSIDER** and **APPROVE** the adopted System of Internal Control, as shown at **Appendix 4**.

12. STANDING WORKING COMMITTEES 

To **DETERMINE** the Council’s Standing Working Committees, which are as follows:

- (a) Planning Committee (*All Members*)
- (b) Finance Committee (*All Members*)
- (c) Management Committee (*All Members*)
- (d) Communications Committee (*Five Members*)
- (e) Personnel Committee (*Seven Members*)

Members are advised that these committees have been given the Power to Act, accordingly, the decisions of these committees would be reported to council for information rather than for ratification, unless this decision would result in an expenditure of over **£2,500.00p** which will require ratification from the Chairman and Vice-Chairman, whilst any decision that will result in an expenditure of over **£5,000.00p** will require ratification from the Council, prior to implementation.

Members are further advised that the Chairman and Vice Chairman of the council are both ex-officio members of all Committees and, therefore, may ‘stand-in’ if necessary, to ensure that the committee meetings are deemed quorate.



Members are now asked to **DETERMINE** the Council’s Standing Working Committees for the current municipal year (2021/2022) as proposed:

- (a) Community Assets Committee (*Five Members*)
- (b) Community Services Committee (*Five Members*)
- (c) Planning Committee (*All Members*)
- (d) Finance & Governance Committee (*Five Members*)
- (e) Personnel Committee (*Seven Members*)

13. STANDING WORKING COMMITTEE - ‘Terms of reference’ review 



Members are advised the ‘Terms of reference’ document defines purposes and structures of committees. They establish a regularised basis for resolutions and for developing an understanding of the scope of that committee. The creation of a comprehensive and definitive document is essential, because they describe the following;

- Vision, objectives, scope and deliverables (*i.e. what has to be achieved*)
- Roles and responsibilities
- Resource, financial and preparations (*i.e. how will objectives be achieved*)
- Work breakdown, structures, timetable, Plan of actions (*i.e. when will this be achieved*)

In view of this advisory, Members are now asked to **CONSIDER** the following draft documents, then **APPROVE** an appropriate course of action.

- (a) Community Assets Committee - **Appendix 5a**
- (b) Community Services Committee – **Appendix 5b**
- (c) Planning Committee – **Appendix 5c**
- (d) Finance & Governance Committee – **Appendix 5d**
- (e) Personnel Committee – **Appendix 5e**

14. REPRESENTATION ON OUTSIDE BODIES 

Members are asked to **DETERMINE** the Council’s representatives on outside bodies. Current/former representatives (*where applicable*) are shown in the following table.

Outside Body	Council’s Representative During 2020/2021
Epping Forest Country-Care Liaison Group Victory Hall Foundation Chigwell United Charities Trust Epping Forest District Council: Standards Committee EFDC Local Councils’ Liaison Committee	Formerly Councillor Barry Scrutton (Chairman) Councillor Rochelle Hodds Formerly Councillor Barry Scrutton Councillor Deborah Barlow The Clerk and the Chairman are automatically Members of this Committee. The Vice Chairman is now also a Member.



15. REVIEW OF COUNCIL & STAFF SUBSCRIPTIONS 



Members are advised that this council is presently subscribed to the following external organisations;

- National/Essex Association of Local Councils
- Rural Community Council of Essex
- Institute of Cemetery and Crematorium Management
- Society of Local Council Clerks
- Clerks and Councils Direct
- Voluntary Action Epping Forest
- National Allotment Association

Attached at **Appendix 6**, for Member's information, are descriptions of the organisations, services afforded to this council and the respective expenditures incurred.

In accordance with Standing Orders, Members are now asked to **REVIEW** these subscriptions.

16. CODE OF MEMBER CONDUCT - LOCALISM ACT 2011, S28



Members are advised the Localism Act 2011 requires Parish Councils to adopt a Code of Member conduct, which confirms the conduct expected of the membership. Members are further advised that at the council meeting held on 10th November 2016, the "Code of Member Conduct" as shown at **Appendix 7**, was adopted by the council, following a review of this document, undertaken by the Epping Forest District Council Standards Committee.

Members are further advised of the following:

- The Council is required to adopt a code of conduct that is consistent with the principles of selflessness, integrity, objectivity, accountability, openness, honesty and leadership and includes provisions which the council considers appropriate in respects of the registration and disclosure of "*pecuniary interests*" and "*interests other than pecuniary interests.*"
and
- To publicise its adoption, revision or replacement of a code in such a manner as it considers is likely to bring the adoption, revision or replacement of the code of conduct to the attention of persons who live in its area.

Accordingly, Members are asked to **CONSIDER** and **APPROVE** the 'Code of Member Conduct.

17. INVENTORY OF LAND AND ASSETS REVIEW 



The Parish Council's Standing Orders require that an inventory of land and assets, including buildings and office equipment, be reviewed, on an annual basis.

Accordingly, Members are asked to **CONSIDER** the inventory of land and assets which is shown at **Appendix 8**.



18. STANDING ORDERS AND FINANCIAL REGULATIONS REVIEW 



Members are advised that the Standing Orders and Financial Regulations were most recently reviewed at the council meeting held on 12th November 2020. In accordance with the Standing Orders, it is required to undertake a review of this documentation at the Annual Council Meeting.

Members are further advised that these documents are based on a model published by the National Association of Local Councils (NALC), which is periodically updated by this authority and may be supplemented with local requirements, in accordance with council resolutions.

Members are now asked to **CONSIDER** and **APPROVE** the draft Standing Orders (2021) and Financial Regulations (2021), as shown at **Appendices 9a** and **9b**, respectively.

19. GENERAL POWER OF COMPETENCE 



Members are advised, before exercising the General Power of Competence, the Parish Council must resolve to confirm it has satisfied the prescribed statutory criteria set out in the Parish Council's (General Power of Competence) (Prescribed Conditions) Order 2012/965 and the council qualifies as an eligible Parish Council. This statutory power allows an eligible council to do anything subject to statutory prohibitions, restrictions and limitations.

Members are further advised that the council's period of eligibility begins on the date that the resolution was made and expires on the day before the Annual Meeting of the Council that takes place in a year of ordinary elections.

Members are now asked to **CONFIRM** Chigwell Parish Council has satisfied the statutory conditions, attached at **Appendix 10** is relevant documentation for Member's information.

20. COMPLAINTS PROCEDURE REVIEW 



Members are advised that the council has a Complaints Procedure, which is based on guidance and best practice from the National Association for Local Councils (NALC). It enables members of the public to express their concerns and or submit a complaint, pertaining to the services provided by the council, the membership and/or staff.

This draft procedure is shown, in the form of an information leaflet and Complaint form, at **Appendix 11a** and **11b**, respectively, for Member's **CONSIDERATION**.

This procedure requires the Management Committee would conduct the necessary investigations of complaints.

Members are now asked to **CONSIDER** and **REVIEW** this policy.



21. DATA PROTECTION POLICY REVIEW 



Members are advised that this document was approved at the meeting held on 10th September 2020 and that this council must assure the compliance with the statutory requirements of Data Protection legislation. Accordingly, this policy, as shown **Appendix 12**, has been drafted by the Clerk, in accordance with following principles;

- The council's compliance with the relevant legislation, particularly the Data Protection Act 1998 and the legal frameworks as detailed in GDPR.
- Ensure and establish the council's responsibility, active involvement and appreciation of this policy, by all members and staff.
- The pursuance of best practise with regards to data protection, security, administration and management procedures.
- The council will strive to improve procedures, engaging external guidance and seek to adopt examples of best practice.
- The council will provide support, services and training to enable and inform members and staff, in the handling of information.

Members are now asked to **CONSIDER** and **REVIEW** the Data Protection policy.

22. MEDIA POLICY REVIEW 



Members are advised, at the meeting of the now Communications committee, held on 24th January 2019 a Media policy was adopted. The purpose of the strategy outlined in this document is to define and regularise the roles and responsibilities within the Parish Council for engaging with the various media organisations which publish information. Members are further advised, at the meeting held on 13th August 2020, this policy document was approved.

In accordance with Standing Orders, Members are now asked to **REVIEW** the respective policy document, as shown at **Appendix 13**.

23. FREEDOM OF INFORMATION REQUEST- Internal Review Procedure

Members are advised that at the council meeting held on 9th July 2020, it was resolved to adopt a Freedom of Information Request: Internal Review Policy.

Members are advised that whilst it is not mandatory required to adopt an internal review/appeals procedure, under the FOIA, it is considered good practice to have such a procedure in place in order to comply with the *Section 45 Code of Practice*.

Please refer to **Appendix 14**, or the following hyperlink for further information describing how a public authority should conduct an internal review under FOIA:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/744071/CoP_FOI_Code_of_Practice_-_Minor_Amendments_20180926_.pdf

Members are now asked to **REVIEW** the respective policy document.



24. MEMBERS' REPORTS

To **RECEIVE** brief reports from Members who are representatives on Committees, Working Groups or Outside Bodies.

25. HIGHWAY ISSUES

To note any Highways issues Members may have.

26. REPORT OF THE CLERK

To **RECEIVE** the written report of the Clerk on matters which may be of current interest, but which do not require to be reported formally;

- The Clerk will be on Annual leave from 7th to 11th June 2021, returning to work on 14th June 2021.
- Correspondence, dated 2nd April 2021, has been received from the Chairman of the Limes Farm Residents Association; Mr Rupert Nelson, advising that he has resigned from this position.
- Members are advised that following a received resignation letter, dated 1st September 2020, the employment of Mr. Mark Hembury as the Responsible Financial Officer/Cemetery registrar concluded on 31st March 2021.
- The Clerk attended an online training course entitled Cemetery Management & Compliance, on 5th & 6th May 2021, hosted by the Institute of Cemetery & Crematorium Management.
- A number of training opportunities have been made available by the Epping Forest District Council's Councillor Development Programme 2021/22, the respective prospectus is included in the Councillor Introductory Pack, and has also been sent to all Members by electronic means.
- He will be engaged in volunteering duties in support of the Epping Forest Foodbank, on Saturday 29th May 2021.
- A Fit-bit device was found by staff, immediately outside the Parish office, in mid-August 2020.

27. REPORT OF THE CHAIRMAN

To **RECEIVE** the oral report of the Chairman on matters which may be of current interest to Members but which do not require to be reported formally.

28. MATTERS TO BE BROUGHT FORWARD TO THE NEXT COUNCIL MEETING

To **NOTE** any matters which a Member or the Clerk may wish to draw to the attention of the Council and/or request to be included in the Agenda for the next meeting of the Council.



29. EXCLUSION OF THE PUBLIC AND THE PRESS 

In the event that the Agenda contains Exempt (blue) pages, to **CONSIDER** the following motion to be proposed by the Vice Chairman:

“That the public and the press be excluded from the meeting, the Council believing that publicity would be prejudicial to the public interest by reason of the confidential nature of the business about to be discussed.”

There are TWO confidential items to be considered

Anthony Belgrave
Clerk to the Council



MINUTES

Virtual Meeting: COUNCIL

Date: 18th March 2021

Time: 8.00pm

Hosted from: COUNCIL OFFICES, HAINAULT ROAD, CHIGWELL

PRESENT: Councillors (9)

Councillors; Pranav Bhanot (Chairman), #Deborah Barlow, Jamie Braha, Kewal Chana, Rochelle Hodds, Alan Lion (Vice-Chairman), Faiza Rizvi, Mona Sehmi and Barry Scrutton.

Officers (2)

Anthony-Louis Belgrave – Clerk to the Council

Mark Hembury – Responsible Financial Officer/Cemetery Registrar

Also in Attendance

There were no members of the public in attendance.

for part of the meeting.

20.281 RECORDING OF MEETINGS

NOTED that in accordance with Standing Order 3 (1) photographing, recording, broadcasting or transmitting the proceedings of a meeting may take place.

20.282 APOLOGIES FOR ABSENCE (1)

Members **NOTED** that no apologies for absence have been received.

20.283 OTHER ABSENCES (2)

Councillors; Naveed Akhtar and Deborah Barlow.

20.284 DECLARATIONS OF INTEREST

Members **NOTED** that there were no declarations of interest.

20.285 QUESTIONS FROM MEMBERS OF THE PUBLIC

Members **NOTED** that no questions have been received.



20.286 EXCLUSION OF THE PUBLIC AND THE PRESS

Members were reminded that in accordance with the *Public Bodies (Admission to Meetings) Act 1960* and *Local Government Act 1972*, a council meeting must be open to the public and the press, and they may only be excluded by manner of a council resolution, that states publicity would prejudice the public interest by reasons of the confidential nature of the business or some other reasons stated in the respective resolution arising out of the business to be transacted.

Councillor Lion question whether the ‘Staffing Matter’ needs to be considered as being confidential. He stated that the council is looking to recruit someone, put a budget in place, consider the requirements for that post and whether this is a suitable person for this post. He concluded that there is no reason why this should be confidential. In response to a query from Councillor Sehmi pertaining to the respective CV, which served as an appendix, Councillor Lion stated that the individual’s name does not have to be disclosed during considerations and the individual is aware this is being proposed and discussed, because there has been a meeting with himself, the Chairman and Councillor Rizvi on this matter. He further proposed that the salary payments could be considered confidential, but this does not have to be mentioned, only the budget required.

In response to discussion, Members were reminded that the exclusion of the public and press can only be undertaken by resolution and that generally ‘*engagements and terms, or service*’, are considered as being of a confidential nature. Members were further reminded that one of the respective appendix details proposed ‘*terms of service*’ in a correspondence from the Associate Manager at Society of Local Council Clerks (SLCC), received by the Clerk, from the Chairman, which is addressed to the Councillor Lion. Members were further reminded that the second appendix is the CV, for the individual, it is being proposed will be employed by this council.

After further discussions, it was then moved by the Chairman and **RESOLVED** that;

- This information be **NOTED**.
- The public and the press would not be excluded from the meeting.
- The individual’s name would not be referred to during consideration of this matter.

20.287 STAFFING MATTER – Recruitment of an Interim Deputy Clerk/RFO

Members were reminded that at the meeting held on 10th September 2020, the council was informed that the position of Responsible Financial Officer/Cemetery Registrar will become vacant effective 31st December 2020, due to a notice of resignation, dated 1st September 2020, received by the Clerk, on behalf of the council. Members were further reminded that at the meeting held on 8th October 2020, it was confirmed the employment of the Responsible Financial Officer/Cemetery Registrar would be extended beyond 31st December 2020, to 1st April 2021.



Members were advised that the recruitment of the requisite replacement is an ongoing process. In the intervening period, it is proposed to recruit an interim staff member as a locum.

Members were further advised that following an enquiry undertaken by Councillor Lion, the Associate Manager at the Society of Local Council Clerks (SLCC) has proposed a possible candidate.

Members **CONSIDERED** the correspondence received from SLCC and the Curriculum Vitae, of the prospective employee.

Councillor Lion stated that he did send an email to members, which included a number of propositions, which he thought would be useful to consider. He acknowledged it is not on the agenda in that level of detail, but members can view those propositions, which have the decisions this council needs to make. He advised members that the first thing we needed to be considered was a budget, what the appropriate requirements are, a work-plan for this particular individual, which could be decided upon later on and how long the contract would be for, and the rate of pay.

In response to quires, Councillor Lion advised members that the individual can start in the last week in March 2021. Councillor Rizvi (Chairman of the Personnel Committee) stated that the individual would be able to meet the present RFO, next week, on Wednesday or Thursday.

In response to discussions, the RFO advised Members he has contacted the individual today, who has agreed to attend the office on 24th March 2021. The RFO further advised, in view of the fact this individual will be working from home, at a location of considerable distance from the Parish office, he is concerned that because a considerable portion of his tasks are essentially ‘office-based’ as everything related to the Cemetery, requires an office presence; bookings, responding to telephone enquiries, visiting the cemetery with clients etc. Further, all the cemetery files are located at this office, whilst all the files and tasks associated with the Allotment plots, again require an office presence, this aspect of council business becomes very busy at the beginning of the municipal year (April/May). The Victory Hall will likely be re-opened in the near future; the proposed individual will not be able to assist with these council matters. Additionally, he will not be in a position to respond to telephone enquiries, visitors to the office or CCTV enquires. He concluded that essentially the proposed individual will only be able to do a small aspect of the required tasks, while based at home. In response to a questions, Members were advised that because of the considerable distance between the office and the individual’s place of residence, he has stated he will not be able to attend the office on a weekly basis.

In response to discussions, Councillor Scrutton asked whether a ‘contract of employment’ could be seen by the council, so it is clear to Members exactly what this individual will be employed to do. Councillor Sehmi questioned whether a ‘Job description’ was provided to the SLCC and surely the selected person is aware of what is involved.



In response to further discussions, the Chairman stated that this is very much an interim, and he is not being recruited on a permanent basis. He acknowledged that Councillor Scrutton did ask the council, months ago that this matter should have been progressed then, and he takes that point. He further acknowledged that the council does need someone, even on a limited basis, to at the least support the Clerk during the immediate weeks, until a permanent person is recruited.

In response to discussions, Councillor Lion suggested that the Cemetery Supervisor being well-versed in cemetery matters could undertake the operational roles for the cemetery, and he could be asked to do some of those things. In response the RFO/Cemetery Registrar stated that the Cemetery Supervisor would not be able to undertake the operational roles associated with the cemetery, because of his existing duties and a requirement for training. In response to further suggestions, Members were reminded that the regular seasonal maintenance of the Open garden areas is due to begin within the next ten days, accordingly the Cemetery Attendant/Horticulturist and the Cemetery Supervisor will be heavy engaged in those associated tasks.

In response to further discussions, the Clerk stated he has severe reservations pertaining to what the council is being asked to do. The primary concerns are that the council is being asked to employ someone, without having sight of an appropriate 'contract of employment' and Job description.

The Clerk further reminded Members that a few months previously the concept of an interim employee was first made to the council, which was duly rejected. At that point in time, the relevant documentation necessary for the consideration of a temporary employee would have been made available, for Member' consideration, to allow an informed and timely decision to be made by the council. In the present circumstances, that is not the case. At this time the council is being asked to employ someone, based on a CV and a brief email correspondence from the Associate Manager (SLCC). Further this CV, does not refer to the other non-financial aspects of the RFO/Cemetery registrar's responsibilities. The Clerk further advised that in view of this circumstances, it appears the remaining responsibilities will be assumed by the Clerk, as the sole employee in this office. The Clerk reiterated that he would not be able to perform these tasks, in addition to his existing responsibilities. Consequentially, the council's services will be adversely affected. The Clerk reminded Members that he informed the council of this situation in December 2020. He further advised Members that it is a statutory requirement for a council to appoint an RFO, so this fact should be taken into account during these considerations. In response to further discussions, the Clerk reiterated the point that without a stated '*contract of employment*' the council is unable to determine with certainty whether the individual is offering to be employed as an RFO. In response, Councillor Rizvi stated that the decision required is whether the council would like this person to be recruited into an interim position for an agreed time period, and agreed sum, and an agreed 'work plan' once this is agreed, then a contract can be produced.



In response to discussions, the Chairman stated that a contract cannot be produced until the council has agreed to employ the individual. Councillor Lion advised Members that the contract is with the SLCC, they employ the individual and charge the council, under their standard terms and conditions. The council would need to work out what tasks would be required of this person and a mutual agreement in terms of the 'work-plan.' Councillor Braha stated that whilst it is clear the person is not able to everything required, they need to be in place as soon as possible so he can have a proper 'hand-over' with the current RFO. The Chairman stated that he knows that the Clerk is concerned that his responsibilities and workload will now acutely increase, so the council would have to; 'cut him some slack' and the reality is that the council will be unable to function with the existing level of efficiency. In response to discussions, Councillor Scrutton stated that it must be appreciated that this individual is offering to do the 'finances' and nothing else, further the finances require access to the council's bank accounts and the present financial policies require two signatories to authorises payments for invoices.

In response to discussions, the Clerk quoted the minute **20.98**, for the council meeting held on 10th September 2021, for Member's information. After further discussion, the Chairman proposed that the matter be voted upon, it was then moved by the Chairman and **RESOLVED** that:

- The matter of whether to employ the proposed individual on an interim basis as a Deputy Clerk/RFO, on the terms set out by Councillor Lion; a three-month basis, 20 hours per week setting aside a budget of **£10,000**, with joint terms of reference and an agreed 'work plan' to be determined in the coming weeks.
- This employment would be approved, only on the basis he is able to attend the office once per week, to provide the necessary support to the Clerk; this requirement would be included in the respective 'job description.'

After, results of this vote were announced by the Clerk as eight in support, one opposed, it was then moved by the Chairman and **RESOLVED** that;

- This information be **NOTED**.
- The proposal to employ the proposed individual on an interim basis as a Deputy Clerk/RFO, on the terms set out in Councillor Lion's; a three-month basis, 20 hours per week setting aside a budget of **£10,000**, with joint terms of reference and an agreed 'work plan' to be determined in the coming weeks be **APPROVED**.

20.288 EXCLUSION OF THE PUBLIC AND THE PRESS

Members were reminded that in accordance with the *Public Bodies (Admission to Meetings) Act 1960* and *Local Government Act 1972*, a council meeting must be open to the public and the press, and they may only be excluded by manner of a council resolution, that states publicity would prejudice the public interest by reasons of the confidential nature of the business or some other reasons stated in the respective resolution arising out of the business to be transacted.



After discussions, it was then moved by the Chairman and **RESOLVED** that;

- This information be **NOTED**.
- The public and the press be excluded from the meeting, the council believing that publicity would be prejudicial to the public interest by reason of the confidential nature of the business about to be discussed.

20.289 VICTORY HALL/CHIGWELL MEMBER’S CLUB

Members were reminded a revised lease was relayed to LMVHF on 9th October 2020, and a virtual meeting was held on 14th October 2020. Members were further reminded that at the Management committee meeting held on 28th October 2020 and the council meeting held on 10th December 2020, it was resolved that the ‘Final schedule of dilapidations/wants of repair’ report and the Electrical installation condition report, would be conveyed to the LMVHF and the Chigwell Member’s Club.

Members were further reminded that on 20th January 2021, a meeting was held with an advisor from the Rural Community Council for Essex, to garner further advice on this, and other associated matters. At the Management committee meeting held on 21st January 2021, it was resolved that access to the building would be denied with immediate effect, essential repairs necessary for a vacant property would be undertaken and the appropriate legal actions would be pursued.

Members were reminded that at the meeting held on 11th February 2021, it was resolved that the recommendations of the selected solicitor and the documentation which defined the associated services would be approved.

Members **CONSIDERED** correspondence and documentation received from the consultant solicitor, pertaining to the agreed actions and an email received by Councillor Braha, from the Lewis Memorial & Victory Hall Foundation, concerning these matters.

Members **RECEIVED** a confidential update and advisory from the Chairman and Councillor Braha and the Clerk on these matters.

After full and in-depth discussions, it was then moved by the Chairman and **RESOLVED** that;

- This information be **NOTED**.
- The consultant solicitor would be instructed to pursue a; ‘Deed of surrender’ on behalf of this council.

The meeting concluded at 10.00pm.

Signed

Chairman

Date



MINUTES

Virtual Meeting: COUNCIL

Date: 8th April 2021

Time: 8.00pm

Hosted from: COUNCIL OFFICES, HAINAULT ROAD, CHIGWELL

PRESENT: Councillors (10)

Councillors; Pranav Bhanot (Chairman), Naveed Akhtar, #Deborah Barlow, Jamie Braha, Kewal Chana, #Rochelle Hodds, Alan Lion (Vice-Chairman), #Faiza Rizvi, #Mona Sehmi and Barry Scrutton.

Officers (2)

Anthony-Louis Belgrave – Clerk to the Council.

#David Little – Interim Deputy Clerk/RFO.

Also in Attendance

There were members of the public in attendance.

for part of the meeting.

20.290 RECORDING OF MEETINGS

NOTED that in accordance with Standing Order 3 (1) photographing, recording, broadcasting or transmitting the proceedings of a meeting may take place.

20.291 APOLOGIES FOR ABSENCE (1)

Members **NOTED** that apologies have been received from Councillor Barlow.

20.292 OTHER ABSENCES (1)

Councillors; Faiza Rizvi.

20.293 CONFIRMATION OF MINUTES

After further discussions, it was then moved by the Chairman and **RESOLVED** that;

- The minutes for the meeting held on 11th March 2021 were **CONFIRMED**.

20.294 DECLARATIONS OF INTEREST

In view of the temporary absence of Councillor Scrutton, the Clerk reminded Members that Councillor Scrutton normally makes the following declaration pertaining to the 'List of payments.'

A non-pecuniary interest in the matter of payments for 'employer support' and 'GDPR support' to Wire-house employment services, on the grounds that he is a Trustee of the Grange Farm Centre; a charitable trust which has engaged the services of this organisation.

This information was **NOTED**.



Councillors; Barlow and Rizvi arrived at the meeting.

20.295 QUESTIONS FROM MEMBERS OF THE PUBLIC

The Chairman reminded Members that one written question has been received from a member of the public, pertaining to salaries.

Members were advised that an appropriate answer could not be provided at this meeting, however a response will be drafted, then published with the minutes for this meeting, and communicated to the respective questioner.

In view of the time available, the Chairman then invited the attending public to ask questions orally.

An attending Member of the public (CRA Chairman) stated that the question to be asked concerns the Victory Hall; she then handed over to another public attendee to ask the respective question, which was as follows;

The Member of the public stated that she was speaking on behalf of the CRA Vice-Chairman. She stated that Councillors were written to about the CRA's concerns, and an update on the following questions is now required. It is imperative that the Hall be returned to the community, as the non-opening will result in great harm to all users and for the community as a whole.

When can the community be expected for the Hall to be returned to the community and a new lease signed with the new trustees?

Secondly, can the urgent and specific works be carried out by the Parish Council, in the capacity of the freeholder, before Covid restrictions are lifted on 17th May 2021 and hence returned to the community, after this date. She stated that she would like to reiterate why the Foundation are the experts in running Village Halls, rather than the Parish Council, who are already dealing with other important issues in the Parish, and surely would not want another large responsibility, on this kind. As you are fully aware, the Hall has been successfully run i.e. bookings, cleaning, key exchange, and advertising by volunteers, at no expense, since 1959. The Foundation, as a charity has been able to provide the funding, by grants and rebates, which the Parish Council is unable to do. There are new trustees ready to take over the running of the Hall, and are waiting for the new contract, which has already been drafted. The Parish have kindly been asked if they would like to become Trustees, but unfortunately to date no reply has been received by the Foundation. As you are fully aware the Hall is widely used by the community and furthermore, it is a life-line, even more needed now, as proven by Covid, and the need for social interaction and the mental well-being of our residents. So just to confirm, we would like to find out when they would execute a 'Deed of surrender' to clear the ground, for the granting of a new lease to the Foundation, b) The existing trustee for the Foundation; Mr Robert Taylor, will appoint five new trustees, two of these should either be current District or Parish Councillors, nominated by the relevant council and replaced by other Councillors on retirement of office, the three other Trustees will be Rhys-Jones, Christopher Jolly and Mr. William Kennedy.



Upon such appointment, Robert Taylor would retire as a trustee. The council would immediately apply the sums reserved in the accounts for the proper carrying out the various works required, in the surveyor's reports obtained by the council. The council would grant a new lease to the Foundation for 25 years, at a peppercorn rent, as the charitable Foundation, unlike the council, would be eligible to apply for government and other grants to support public funding, to secure the widest possible public use of the Hall. The Foundation would appoint a manager, to manage the various lettings to local users and the Hall would once again be a local asset.

Councillor Barlow arrived at the meeting.

So, it is apparent this situation needs to be resolved urgently and instructions to solicitors to undertake court proceedings against the Foundation, costing thousands of our tax-payers money, has not been conducive to the situation, moreover it has complicated the whole situation needlessly. The Foundation has shown their willingness to resolve this status quo by finding new trustees and drafting a new contract, however they have been met with a wall of silence, for no reason. We would like you to note the Hall is a public building, we would also request that discussions be held in the public domain and not confidential, behind closed doors. As your constituent electors may have their say. To conclude the CRA on behalf of residents urgently ask for an update on the situation, a roadmap to the opening of the Hall and to offer assistance, where possible to the opening of the Victory Hall, which is our village hall, and we would like this before the new Councillors are brought forward. She further stated, this is on behalf of the Vice-Chairman of the CRA.

In response, the Chairman stated he would attempt to sift-out the questions, from the previous statement. The Chairman then proceeded to thank all the residents and the membership of the CRA, who have written to the council on this issue. He further stated that the majority of the questions concern legal matters, which will be dealt with, by the council in the appropriate manner. However, the Victory Hall will only be re-opened, when it is established that it is safe to do so, and this will be done as fast as is possible. The Chairman stated that the council clearly recognises that this facility is a community asset and it is the intent this will continue. He further advised attendees that there appears to be some misinformation pertaining to the facility, suggesting that the Hall it is closing permanently, which has certainly never been the case, or ever considered by this council. The associated lease agreement is being discussed, and the council is required to determine the way forward and will take on board the received opinions and recommendations. The Chairman and Councillor Braha then emphasized the intent of the council to progress this as fast as possible, and re-iterated that he has spoken to a significant number of residents who have been misinformed and alleviated their concerns for the facility's future.

The Chairman of the CRA asked to clarify who would be running the Hall, the Foundation, who have successfully run the Hall for the past sixty years and their lease was not renewed two years ago, or are residents going to have to pay council staff to run it. It is the concern we have a very experienced charitable foundation, with Trustees willing to step up and willing to run the Hall, compared to the council who has many other responsibilities. She further stated that she did not believe residents want to do this, as there has already been a lot of money spent on legalities, whilst the Foundation are willing to complete a 'Deed of surrender.'



She further stated that residents want to see Councillors stop unnecessarily delaying matters. In response, the Chairman stated that this is a decision for the council, which will be made, in due course, at best speed, in response to further questions he reiterated the intent to re-open the facility when it was deemed safe to do so.

In response to further discussion, the Chairman reminded attendees that the purpose of this item on the agenda was for the council to receive questions and reiterated the council's assurances that public funds are efficiently and effectively utilised. He further advised that the council is required to fund any necessary legal actions, which will allow the pursuance of any outstanding payments, required of the tenants, whether that is in relation to rent arrears, service charges, or any other associated issues. In response to further queries, the Chairman re-iterated the council's intent to pursue the outstanding matters pertaining to Victory Hall, at best possible speed.

After further discussions pertaining to this matter, it was moved by the Chairman and **RESOLVED** that:

- This information be **NOTED**.

20.296 COMMUNICATIONS

Members **NOTED** that no communications had been received.

20.297 DOCUMENTS ON DEPOSIT

Members **NOTED** the documents that had been received and/or deposited with the Clerk to the council during March 2021.

20.298 REPORT OF THE RESPONSIBLE FINANCIAL OFFICER

a) List of Payments/Incomes/Account Balances

In response to queries and discussions

Councillor Barlow stated that every-time she comes to a meeting she is more and more confused about the 'Bank balances' because the numbers don't seem to add up. In response to Councillor Barlow's questions, the Chairman proposed that the Interim RFO, would be research liaise with Councillor Barlow and provide an appropriate answer. The interim RFO advised Members that this document had been drafted, prior to his tenure, however he would provide an answer, in due course. Councillor Braha advised Members that the previous RFO, had completed the financial transfers as detailed in the document, in preparation for his departure from the post, and any obstacles that may arise, prior to the post being filled on a permanent basis and any delays with the new account signatories being confirmed by the bank.

After further in-depth discussions pertaining to these matters, it was moved by the Chairman and **RESOLVED** that:

- This information be **NOTED**.
- Councillor Barlow would communicate her query to the interim RFO, who would provide an appropriate answer, which would be circulated to Members.



- The ‘list of payments’ signed up to 31st March 2021 be **APPROVED**.
- The total expenditure for the ‘Courtland Drive’ project would be calculated, to be noted by the Management committee, at a subsequent meeting.

b) Reconciliation of Parish Council Bank Accounts with the Accounts Package

Members were advised that the Chairman has today checked, confirmed and accordingly signed these documents.

After brief discussions, the Chairman **PROPOSED**, and Councillor Braha **SECONDED**, that the reconciliation of the Parish Council Bank Accounts with the Finance Accounts will be checked, confirmed, and signed accordingly on Friday 9th April 2021.

c) Confirmation of Salary Payments

After brief discussions, Members were advised that the Chairman has today checked, confirmed and accordingly signed these documents. The Chairman **PROPOSED**, and Councillor Braha **SECONDED**, that the staff salary payments have been examined and signed as being correct.

d) Governance and Accountability – Review of the Effectiveness of the System of Internal Control

Members were advised that this agenda item is in preparation for the completion of Section 2 of the Annual Return, the Annual Governance Statement, for the year ended 2020/21 scheduled for the Council meeting on 7th May 2021.

Members were further advised that the Finance Committee will continue to have charge of the financial and accounting arrangements of the council, and where necessary make recommendations to full council. However, this annual review is in future to be carried out by the full council to meet the requirements of the external auditors.

Members were encouraged to refer to the following publication: “*Governance and Accountability, A Practitioners’ Guide*”, which provides advice on the accounting practices to be followed and sets out the appropriate standard of financial reporting.

The Chairman reminded Members that at the meeting held on 11th March 2021, it was resolved that this document would be revised to include a ‘Table of review’ and re-drafted in consideration of suggestions received before 29th March 2021. The Chairman further advised Members he has not received any emails pertaining to this matter, but a ‘Table of review’ as suggested by Councillor Rizvi, has now been included in the re-drafted document.

Members **CONSIDERED** the respective document. Councillor Lion stated that the some of the recommendations which are described as being re-raised by the Internal Auditor are four or five years old and proposed that with regards to ‘internal audits’ it needs to be the latest versions, as this reflects the current situation. He further stated he could see no reason why we are including stuff from years ago, which is not relevant.



Councillor Rizvi further proposed that when we are approving this document, we should not approve what was said a long time ago and suggested that this document should be more generic.

After further full and in-depth discussions, the Chairman stated that there is no point in deferring this matter, and that Members must now give their proposals, for consideration at this meeting. After further discussions, Councillor Lion, reiterated his suggestions that the recommendations from previous internal audits be excluded and that only the last audit document recommendations be featured on the governance document.

After further discussions, Councillor Rizvi proposed that 'Section 5' should be re-drafted to include *'The Parish Council will follow the Internal Auditors recommendations'* rather than listing the recommendations as described on the draft document. In response, Councillor Scrutton reminded Members that the purpose of this section of the document was to direct Member's attention to these recommendations as proposed on the internal audits and that these recommendations are too important to be dismissed. In response to the proposal put forward by Councillor Lion and Rizvi, Councillor Scrutton conveyed his emphatic objection to the 'Section 5' being alter in preference to a generic statement, as proposed. In response to discussions, the Clerk reminded Members that the recommendations listed at Section 5, have been exactly quoted from previous Internal Audit Reports, which were received by Members, at previous meeting, consequentially they were drafted by the Internal Auditor, rather the Clerk, and have of course been published, as is statutorily required. In response, Councillor Barlow suggested that we should have it so that it's more generic, so everybody would be able to look at it, because otherwise we could be putting them on for years and years, some may be relevant, others may not. In response, Councillor Rizvi, agreed with this approach and ire-iterated her proposal that this section should simply state; *"We shall follow the recommendations of the Auditor."*

After further discussions, the Chairman proposed that Councillor Rizvi's suggestion that:

"Paragraph is amended such that the entire paragraph is removed, then redrafted to state that the Parish Council would follow the recommendations of the Internal Auditor."

In response to a query from the Clerk, the Chairman suggested that the heading for Section 5 be re-worded to state: *"Managing significant internal control issues."*

In response to further discussions, the interim RFO, reminded Members that the council is legally obliged to follow the recommendations of an External Auditor, whilst there is no obligation to abide by recommendations of an internal audit. Accordingly, the council should thoroughly consider whether it wishes to adopt a policy which binds the council to such recommendations.



In response to this advice, Councillor Rizvi altered her suggestion that the state at Section 5 would read;

“Paragraph is amended such that the entire paragraph is removed, then redrafted to state that the Parish Council would follow the recommendations of the External Auditor.”

Councillor Scrutton asked that his empathic objection to the proposal made by Councillor Rizvi be noted.

It was moved, by the Chairman and **RESOLVED** that:

- This information be **NOTED**.
- Section 5 of the respective document would be re-drafted, in accordance with Councillor Rizvi’s proposal, and would read as follows:

“Managing significant internal control issues.”

“The Parish Council will follow the recommendations of the External Auditor as may be presented to the council, from time to time, and give due consideration to all recommendations received from the Internal Auditor.”

20.299 CONSENT FORM – Electronic Summons/Agenda

In response to comments, Members were reminded, by the Clerk of the statutory legislation which necessitates individual Councillors providing written consent to receiving electronic summons/agendas, for council and committee meetings.

Consequently, the document as featured at the respective appendix must be completed and signed, to allow an electronic summons to be statutorily compliant. Members were further reminded this action does not negate the former policy but provides a further option for members.

In response to further comments, Members were reminded that at the previous meeting, Members did verbally convey a willingness to receive summons electronically however to date this office has not received the completed and signed forms, as is required.

After further discussions, it was moved by the Chairman and **RESOLVED** that:

- This information be **NOTED**.
- The consent form would be included in the Induction Pack, for the new Councillors.

20.300 CLIMATE CHANGE EMERGENCY DECLARATION

Members were advised that at the meeting of the Management committee held on 25th February 2021, a brief presentation was received from an attending member of the public pertaining to the significance of declaring a Climate Emergency, and that at the council meeting held on 11th March 2021, the council resolved to:

- Declare a ‘Climate Emergency,’ acknowledging the urgent requirement for local and global reductions in carbon emissions.



- Pledge to do everything within this council's power to make the Parish carbon neutral by 2030.
- Lobby high tier government institutions to provide the powers and resources to make the stated target achievable.
- Liaise with other local government authorities/community organisations to determine and implement best practice methods to limit Global Warming.
- To encourage and support the wider community towards the achievement of this target.
- To establish a 'Working Group' to develop and pursue proposals and initiatives towards accomplishing the stated resolutions.

In view of this council declaration, Members were asked to **DETERMINE** the membership of the 'Climate Emergency' Working Group.

After discussions, which involved attending Members of the public, it was moved and **RESOLVED** that:

- This information be **NOTED**.
- Mr. Chris Lord would draft a preliminary "Briefing note" for consideration by the council, at the next meeting.

20.301 ELECTRIC VEHICLE CHARGING STATION PROJECT – Funding Proposal

Members were reminded that a proposal to install an electric vehicle charging station, was first discussed at the meeting held on 24th September 2020. a site visit of the Victory Hall carpark and Brook Parade was undertaken by an EV Charging Consultant on 1st October 2020, and on 21st January 2021, the committee received quotations from a service provider, that proposed three options to install EV Charging facilities at Victory Hall carpark and two quotations for options to install the necessary sub-surface electrical cabling, from UK Power Networks.

Members were advised that a funding proposal for this project and associated correspondences have been received from Electrical Car Chargers UK/Wenea, for Member's consideration.

Members **RECEIVED** a preliminary introduction from the EV charging Consultant and **CONSIDERED** the received options from the service provider and the respective funding proposal, as shown at the appendices. After discussions, which involved an attending member of the public, namely the CRA Chairman, it was moved by the Chairman and **RESOLVED** that:

- This information be **NOTED**.
- An appropriate 'Tender document' to include proposed specification, would be drafted by Councillor Braha, for consideration by the council, at the next meeting.



20.302 CONSULTATION DOCUMENTS

Members *NOTED* there were no consultation documents.

20.303 MEMBERS' REPORTS

a) Policing issues in Chigwell

Councillor Lion advised Members he has recently reported a number of issues to the Community Policing Officer, for Chigwell, PC Cattaway, who has reported on several Parking related issues in Chigwell, at the 'cut-thru' opposite to the Petrol Station, on Manor road, where a double yellow line, needs to be reinforced.

Councillor Lion further advised Members, that Pc Cattaway has conveyed his willingness to communicate with Members, on any issues which may require his attention.

b) Courtland Drive Land renovation project

Councillor Rizvi stated that she has observed that the grassed area adjacent to Courtland drive is very neat and tidy, following the associated works, which have been recently completed by the service provider, on this area of land.

After brief discussions, it was moved by the Chairman and *RESOLVED* that:

- This information be *NOTED*.

20.304 HIGHWAYS ISSUES

Members *NOTED* that were no Highway issues reported.

20.305 REPORT OF THE CLERK

The Clerk reported that;

- An external service provider will be attending to the Waste bins at Chigwell Station Green and the lay-by on Courtland drive. This service is operational from April 2021 to September 2021, three times per week.
- The Clerk will be on Annual leave from 12th to 16th April 2021, and 7th to 11th June 2021.
- Members were reminded of several online training opportunities which are available from the Essex Association of Local Councils (EALC); Standing Orders, Financial Regulations and Law/Procedures. Details have been sent to all Members by electronic means.
- Members were reminded that following a received resignation letter, dated 1st September 2020, the employment of Mark Hembury as the Responsible Financial Officer/Cemetery registrar concluded on 31st March 2021.

After discussions, it was moved by the Chairman and *RESOLVED* that:

- This information be *NOTED*.



20.306 REPORT OF THE CHAIRMAN

The Chairman acknowledged this would be the final council meeting, for this municipal year, then thanked the Clerk, and the Councillors, who would not be standing in the coming elections, for their years of service. He further thanked the Vice-Chairman; Councillor Lion, his predecessor; Councillor Barry Scrutton and the CRA Chairman, Mrs. Celina Jefcoate.

The Chairman advised Members of the intent to have a 'socially distanced' Councillor's photograph and stated that the necessary arrangement will be made in the future.

20.307 MATTERS TO BE BROUGHT FORWARD TO THE NEXT COUNCIL MEETING

After discussions, it was agreed that the following matters would be brought forward to the next council meeting:

- Tender proposal for the EV Charging facility.

20.308 EXCLUSION OF THE PUBLIC AND THE PRESS

Members were reminded that in accordance with the *Public Bodies (Admission to Meetings) Act 1960* and *Local Government Act 1972*, a council meeting must be open to the public and the press, and they may only be excluded by manner of a council resolution, that states publicity would prejudice the public interest by reasons of the confidential nature of the business or some other reasons stated in the respective resolution arising out of the business to be transacted.

After discussions, the Chairman proposed that the matter of whether the public and press would be excluded from the update for the Victory Hall/Chigwell Member's Club would be resolved by vote.

After, results of this vote were announced by the Chairman, it was then moved by the Chairman and **RESOLVED** that;

- This information be **NOTED**.
- The public and the press be excluded from the meeting, the council believing that publicity would be prejudicial to the public interest by reason of the confidential nature of the business about to be discussed.

The Chairman proposed that the matter of whether the public and press would be excluded from the Staffing Matter; recruitment of a temporary office assistant, would be resolved by vote.

After, results of this vote were announced, it was then moved by the Chairman and **RESOLVED** that;

- The public and the press would not be excluded from the meeting, whilst this matter was being considered and in the interest of expediency, this matter would be dealt with first.



20.309 STAFFING MATTER – Recruitment of Temporary Office Assistant

Members were reminded that at the meeting held on 19th September 2019, the council was informed that a notice of resignation, for the position of Administration Assistant, was received by this office. This correspondence was dated 9th September 2019, consequentially, this position has been vacant since 30th September 2019.

Members were further reminded that at the meeting held on 10th September 2020, the council was informed that the position of Responsible Financial Officer/Cemetery Registrar will become vacant effective 31st December 2020, due to a notice of resignation, dated 1st September 2020, received by the Clerk, on behalf of the council.

Members were advised that the recruitment of the requisite replacements is an ongoing process and in the intervening period, it was agreed by the Management committee to recruit an interim staff member as a locum, to act as a Temporary Office Assistant, and that Councillors; Braha and Rizvi would re-draft an accordant 'Job description' for Member's consideration.

Councillor Hodds left the meeting.

Members **CONSIDERED** the revised job description for the position of 'Temporary Office Assistant' and the draft 'Particulars of Employment' received from the HR Consultancy.

Members **RECEIVED** an update from the Councillors; Braha and Rizvi on these staffing matters.

Councillor Sehmi left the meeting.

After full and in-depth discussions, which included an attending member of the public, it was then moved by the Chairman and **RESOLVED** that the matter of whether to confirm the appointment of the 'Temporary Office Assistant' would be resolved by vote.

Councillor Rizvi **PROPOSED** and the Chairman **SECONDED** that the matter be resolved by recorded vote.

The result was as follows;

- Councillors in support; Naveed Akhtar, Pranav Bhanot (Chairman), Jamie Braha, Kewal Chana and Barry Scrutton.
- Councillors opposed; Deborah Barlow, Alan Lion (Vice-Chairman) and Faiza Rizvi.

After, results of this recorded vote were announced by the Chairman, as five in support, three opposed, it was then moved by the Chairman and **RESOLVED** that;

- This information be **NOTED**.
- The appointment of the 'Temporary Office Assistant' would be **APPROVED**.
- Councillors Braha and Rizvi would draft the necessary 'Particulars of employment' which would then be duly considered at a subsequent meeting.

Councillor Akhtar left the meeting.



20.310 VICTORY HALL/CHIGWELL MEMBER’S CLUB UPDATE

Members were reminded a revised lease was relayed to LMVHF on 9th October 2020, and a virtual meeting was held on 14th October 2020. Members were further reminded that at the Management committee meeting held on 28th October 2020 and the council meeting held on 10th December 2020, it was resolved that the ‘Final schedule of dilapidations/wants of repair’ report and the Electrical installation condition report, would be conveyed to the LMVHF and the Chigwell Member’s Club and on 20th January 2021, a meeting was held with an advisor from the Rural Community Council for Essex, to garner further advice on this, and other associated matters.

Members were further reminded that at the Management committee meeting held on 21st January 2021, it was resolved that access to the building would be denied with immediate effect and essential repairs necessary for a vacant property would be undertaken, whilst the appropriate legal actions would be pursued.

Members were advised that at the meeting held on 18th March 2021, it was resolved that the consultant solicitor would be instructed to pursue a; ‘Deed of surrender’ on behalf of this council.

Members **CONSIDERED** correspondence and documentation received from the Consultant solicitor, in pursuance of the agreed actions, and the correspondence received by Councillor Braha, from the Lewis Memorial & Victory Hall Foundation.

Members **RECEIVED** a confidential update, from the Chairman, on this matter. After full and in-depth discussions, it was then moved by the Chairman and **RESOLVED** that:

- This information be **NOTED**.
- The draft document as received from the solicitor would be **APPROVED**.

The meeting concluded at 11.00pm.

Signed

Chairman

Date