



26th November 2021

COMMUNITY ASSETS COMMITTEE

TO: MEMBERS OF THE COMMUNITY ASSETS COMMITTEE

Dr. N Akhtar, Ms. Rochelle Hodds, Ms C Jefcoate, Ms. L Morgan Skingsley and Ms. R Phull.

A meeting of the **COMMUNITY ASSETS COMMITTEE** will be held on **WEDNESDAY 1st DECEMBER 2021**, at the Parish Offices, at **10.30pm** and you are hereby summoned to attend. Members of the Press and public are invited to be present and the following business will be transacted.

- * All attendees are asked, scan the QR code via the NHS Track and Trace app, and use hand sanitiser 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 (l) photographing, recording, broadcasting or transmitting the proceedings of a meeting may take place.

2. APOLOGIES FOR ABSENCE

To **RECEIVE** and **ACCEPT** any apologies for absence and to **NOTE** any absences for which no apology has been received.

3. DECLARATIONS OF INTEREST 

To **RECEIVE** declarations of interest from Members in any item on the agenda, in accordance with the Members' Code of Conduct. The Code of Conduct requires Members who have declared a pecuniary interest in an item to withdraw from the room while that item is being considered.

4. CONFIRMATION OF MINUTES 



To **APPROVE**, as a correct record, the Minutes of the Meetings of the Community Assets Committee held on 3rd November 2021.



5. PUBLIC PARTICIPATION

To **RECEIVE** representations from members of the public. The maximum time allowed for this item is 15 minutes, at the close of this item members of the public will no longer be permitted to address the Council.

6. CHAIRPERSON'S UPDATE



To **RECEIVE** an update from the Chairperson pertaining to the actions undertaken by the committee.

7. OPEN SPACES/CEMETERY/ALLOTMENTS REPORT



To **RECEIVE** tabled reports from the Cemetery Supervisor on the Cemetery, Open Spaces and from the Administration Assistant on the Allotment sites.

8. FESTIVE TREE LIGHTING EVENT

To **RECEIVE** an update from Councillor Hodds on this event.

9. FESTIVE LIGHTING PROPOSALS

To **RECEIVE** an update on the proposals to arrange Festive lighting displays, at Grange Hill, Limes Farm and Chigwell Row.

10. VICTORY HALL RENOVATION PROJECT

a) Chigwell Member's Club Roof Repairs

Members are reminded that at the previous meeting a proposal for the repair of a segment of the roof over the Chigwell Member's Club was approved.

To **RECEIVE** an update on the progress of this project

b) Victory Hall Redecoration & Kitchen Replacement 

Members are reminded that at the previous meeting it was agreed that proposals for the renovation of the Victory Hall kitchen facility would be garnered, for consideration at a subsequent meeting.

To **RECEIVE** an update on the progress of this project.

Members are now asked to **CONSIDER** this advisory and **APPROVE** an appropriate course of action.



11. LITTER PICKER/MAINTENANCE PERSON 



Members are advised that, at previous meetings of the Personnel Committee, it was agreed that the employment of a litter picker/maintenance person would be considered.

Members are asked to **CONSIDER** the draft Job description, as shown at **Appendix 1**, and **APPROVE** an appropriate course of action.

12. PARISH OFFICE RECEPTION ROOM -re-decoration proposal

Members are reminded that at the previous meeting it was agreed that proposals for the re-decoration of the Parish office reception room would be garnered, for consideration at a subsequent meeting.

To **RECEIVE** an update on the progress of this project.

13. DATE OF NEXT MEETING 

Members are now asked to **CONSIDER** and **CONFIRM** the date of the next meeting.

14. 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 NO confidential items to be considered.

Anthony-Louis Belgrave
Clerk to the Council



Job Title: Litter Picker/Maintenance Person (FT – one year contract) (SPC 13)

Responsible to: Chigwell Parish Council

Reporting to: Cemetery Supervisor & Clerk to the Council

Job Purpose: To provide an efficient and effective litter picking service. To maintain and repair the Council's buildings, street furniture, services, and facilities and to report public realm issues to improve the appearance of the parish and the usability of the facilities for the benefit of residents and visitors alike

Overall Responsibilities

1. To undertake the regular inspection and maintenance of the Council's Street furniture, which includes bus shelters, seats, litter bins and other items, in accordance with a schedule of works.
2. To undertake general handyman duties including playground equipment repairs, small joinery, carpentry, plumbing and electrical repairs.
3. To respond to requests from the community via the Parish Council & cemetery offices, where an issue has been identified that requires immediate attention.
4. To inspect the Council's facilities, Open Garden areas, allotments, buildings and the surrounding grounds areas. Then duly record identified damages and the related remedial actions, to the Cemetery supervisor. These regular inspections will help the Council to schedule a programme of ongoing maintenance.
5. To undertake the weekly legionella testing and fire alarm testing in all council buildings.
6. To undertake the yearly PAT testing of all council electrical equipment.
7. To undertake some painting and decorating work as and when required.
8. To assess when work requires specialist contractors, in consultation with the Cemetery Supervisor and the Clerk to the Council.
9. To monitor stock levels of materials and equipment and to place orders via the Cemetery supervisor, as necessary
10. To report to management any maintenance related issues, including damage and vandalism.
11. To maintain a positive and helpful attitude to members of the public and others at all times and to report any queries or comments from the public (or others) to the Cemetery Supervisor.
12. To assist colleagues when required, as directed by the Cemetery supervisor
13. To attend training courses as required to ensure the effective operation of council services
14. To work safely at all times, adhering to the Chigwell Parish Council Health and Safety policy and following equipment operating procedures and manufacturers' recommended guidelines
15. To comply with Health & Safety practices in accordance with HSE guidance and legislation and to take reasonable care for own Health and Safety, for colleagues and members of the public
16. To work to a schedule of programmed litter-picking as determined by the Cemetery supervisor.
17. To work systematically to remove litter on designated Chigwell Parish Council Open Garden areas. To place the black sack in agreed pick up points

Whilst every effort has been made to explain the main duties and responsibilities of the role, each individual task undertaken may not necessary be identified. Therefore, there is the expectation that you will carry out other reasonable duties or requests, that are in keeping with this post, or as may be determined by the Cemetery Supervisor, Clerk to the Council, or Deputy Clerk.

Knowledge, Skills and Experience

	Essential	Desirable
Education and Qualifications	<p>Good level of interpersonal and communication skills</p> <p>Good working knowledge of Health & Safety at Work Act and how to apply to the role</p>	
Work Experience	<p>Previous experience of working in a handyperson role</p> <p>Previous experience of Working at Height Previous experience of manual handling</p>	<p>Plumbing experience</p> <p>Carpentry experience</p> <p>Electrical experience</p> <p>Painting and decorating experience</p>
Skills and aptitude	<p>A broad range of maintenance skills Active with good</p> <p>Comfortable working outside during inclement weather.</p> <p>Good level of fitness</p> <p>Able to move equipment and handle loads</p> <p>Able to work at height</p> <p>Able to work as a lone worker using own initiative</p> <p>Flexible, adaptable and responsive</p> <p>Self-motivated and ability to work on own initiative</p> <p>Full, clean driving licence and access to own transport</p> <p>Positive outlook and interaction with members of the public</p>	
Other	<p>To take part in any training courses as prescribed by the Council</p>	

Competencies

Community Facing – Engaging with Parishioners

- Respectfully and proactively listen and engage with members of the public in all aspects of the role.

Providing Efficient Services

- Takes personal pride to continually improve the quality and efficiency of services delivered by self and the grounds team
- Ensure all services provided are of the required standard

Collaborative Working

- Works cooperatively with team members and other employees of GBPC to improve service delivery
- Takes personal pride to continually improve the quality and outcome of work delivery

Self Awareness

- By understanding own personal style and how this affects behaviours and finding the best way to work with colleagues and customers/partners
- Is open minded about change and embraces new ways of working