



**MEETING OF THE
FULL COUNCIL**

To be convened: THURSDAY 7 JULY 2022

Time: 7.00 pm (after Planning)

Place of meeting: Chigwell Council Parish Offices, Hainault Road, Chigwell, IG7 6QZ

Members are hereby **SUMMONED** to attend the above meeting
to transact the following business.

Members are respectfully reminded that each item of business should be carefully
examined, with any pecuniary and non-pecuniary interests duly declared.

Members to be present:

Cllr Celina Jefcoate (Chair)

Cllr Lisa Skingsley Morgan

Cllr Faiza Rivzi

Cllr. Elliot Costa

Cllr Pranav Bhanot

Cllr Naveed Akhtar (Vice Chair)

Cllr Rochelle Hodds

Cllr Rashni Chahal Holden

Cllr Renu Phull

Cllr Syed Raza

**Members of the press and public are invited to attend this meeting.
Photographing, recording, broadcasting or otherwise transmitting and
reporting of the proceedings may take place**

Acting Proper Officer

Cllr Naveed Akhtar

Date: 1 July 2022

AGENDA

1) APOLOGIES FOR ABSENCE

2) DECLARATIONS OF INTEREST

Members are asked to declare any Interest or Disclosable Pecuniary Interest which they may have in any of the items under consideration at this meeting. See notes at the end of the Agenda.

3) MINUTES

To **RECEIVE** and **CONFIRM** the minutes of the meeting held 29 June 2022 (Appendix 1)

4) PUBLIC PARTICIPATION

To **NOTE** any representations made by members of the public; no more than 15 minutes shall be allocated to this item except at the discretion of the Chairman of the Meeting

5) BUDGET REVIEW

To **REVIEW** the spend against budget of the Council for Q1 and **AGREE** at appropriate course of action (Appendix 2)

6) RECRUITMENT OF THE CLERK/RFO

To hear an update from Cllr Rizvi/Cllr Costa and from Personnel and **CONSIDER** the progress and **AGREE** an appropriate course of action.

7) RECRUITMENT OF LOCUM CLERK/RFO

To hear an update from Cllr Jefcoate, **CONSIDER** the progress and **AGREE** an appropriate course of action

8) INTERIM STAFF

To receive a report from Personnel with regard to cost, budget and future timeline and **AGREE** an appropriate course of action (Appendix 3)

9) TREE WORKS

To hear a report from the Chair of CAC, consider the works needed to trees and the requirement for tender and **AGREE** an appropriate course of action

10) DATE OF NEXT MEETING

To **CONSIDER** the scheduled date of the next meeting of 13 October 2022 and **AGREE** an appropriate course of action

Councillors are asked to note that in the exercise of their functions, they must take note of the following: equal opportunities; crime and disorder; human rights; health and safety and biodiversity

Notes on Declarations of Interest

Members with a disclosable pecuniary interest in an item should withdraw from the room while that item is being considered. Members should also leave the room if their continued presence is not compatible with the Council's Code of Conduct or the Seven Principles of Public Life.

The disclosure must include the nature of the interest. If you become aware during a meeting of an interest that has not been disclosed under this item you must immediately disclose it. You may remain in the meeting and take part fully in discussion and voting unless the interest is prejudicial.

A personal interest is prejudicial if a member of the public with knowledge of the relevant facts would reasonably regard it as so significant that it is likely to prejudice your judgement of the public interest and it relates to a financial or regulatory matter.

It is not practical to offer detailed advice during the meeting on whether or not a personal interest should be declared, or whether a personal interest should be regarded as a Disclosable Pecuniary Interest. Members are advised to seek the advice of the Monitoring Officer well before the meeting if needed.



DRAFT MINUTES

**MEETING OF THE
COUNCIL**

Date: Wednesday 29th June 2022

Time: 9.30am

Place of meeting: Chigwell Council Parish Offices, Hainault Road, Chigwell, IG7 6QZ

Councillors present: Jefcoate (Chair), Akhtar (Vice Chair), Costa, Bhanot, Skingsley Morgan, Phull, Rizvi

Proper Officer: Cllr N Akhtar

Minutes taken by: Cllr Skingsley Morgan

Public: One #

for part of the meeting

22.001 APOLOGIES FOR ABSENCE

Apologies were **RECEIVED** from Cllrs: Hodds and Chahal Holden. Cllr Raza was **NOTED** as not present

22.002 DECLARATIONS OF INTEREST

None raised or declared

22.003 CONFIRMATION OF MINUTES

The Minutes of the Finance and Governance meeting held on 10th March 2022 were **APPROVED**

22.004 PUBLIC PARTICIPATION

None

22.005 APPOINTMENT OF AN RFO

Members were advised that the Council needed to appoint a Councillor as RFO to sign the AGAR and this could not be the Chair of the Council or the Chair of the Finance and

governance Committee. Cllr Jefcoate **PROPOSED** and Cllr Skinglsey Morgan seconded Cllr Costa who was duly **APPOINTED** as RFO for the Council

22.006 ANNUAL GOVERNANCE AND ACCOUNTABILITY STATEMENT

The Committee **REVIEWED** the statement and **NOTED** the comments of the internal auditor and **APPROVED** the AGAR which was then signed by the Chair and RFO

22.007 RECRUITMENT OF THE CLERK/RFO

The recruitment pack as drafted by Personnel was considered. Responsibility was **DELEGATED** to Cllr Rizvi and Cllr Costa to make the ad more positive in terms of recruitment and to simplify the job description prior to it being distributed. It was noted the pay scale was SCP 35-39, as agreed by F&G.

Given the difficulty in sourcing candidates Cllr Bhanot **PROPOSED** and Cllr Akhtar **SECONDED** that the appointment of a public sector recruitment specialist be considered. The Council **AGREED** this and **PROPOSED** a budget of £8,000 be allocated to it to include all advertising. Cllr Bhanot and Akhtar were tasked with each identifying two suitable organisations and providing their details to Cllrs Rizvi and Costa. The Chair **NOTED** F&G would assess where this budget would be allocated.

22.008 RECRUITMENT OF LOCUM CLERK/RFO

The Council **AGREED** the appointment of a locum clerk/RFO was necessary to ensure the ongoing smooth running of the Council. The Chair reported that a possible candidate had been identified as having limited availability from the list supplied by EALC. F&G will assess the budget available and the potential candidate will be contacted by the Chair to establish what hours they may be able to do.

22.009 INTERIM STAFF

Councillors discussed the ongoing employment of interim staff and the Chair requested a written summary of costs to date, proposed timelines and proposed costs against budget from the Personnel Committee within the next five working days to be circulated to all Councillors

22.010 CODE OF CONDUCT

Councillors discussed and **AGREED** to **ADOPT** the new policy

22.011 DATE OF THE NEXT MEETING

This was **AGREED** for Thursday 7th July at 7.00pm (after planning)

The meeting closed at 10.51am