Chigwell PARISH COUNCIL

MEETING OF THE
CHIGWELL PARISH COUNCIL

Date: Thursday 25 June 2026

Time: 7.00pm

Location: 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 D Rye (Chair)
Cllr T Amuludun (Vice Chair)
Cllr O Ali
Cllr J Braha
Cllr L Clark
Cllr E Costa
Cllr R Hodds
Cllr C Jefcoate
Cllr E Skingsley
Cllr L Skingsley-Morgan
Cllr F Rizvi

Clerk to the Council: Jason Selvarajah MSc

Members of the press and public are invited to attend this meeting. Members of the Public and Councillors are asked to **NOTE** that in accordance with Standing Orders 3 (i) and the Local Government Transparency Code 2015, photographing, recording, broadcasting, transmitting or otherwise reporting the proceeding of a meeting may take place.

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

Jason Selvarajah MSc

Clerk and Proper Officer to Chigwell Parish Council Date: 19 June 2026

FULL COUNCIL
AGENDA

1. APOLOGIES FOR ABSENCE

To receive and **AGREE** to accept any apologies for absence

2. ANY OTHER ABSENCE

To **NOTE** any other absence

3. 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

4. MINUTES

To approve, as a true record, the meetings of the Council were held on 21 May 2026 **(Appendix 1)**

5. PUBLIC PARTICIPATION

To receive representations from any member of the public in attendance.
Order Note: Public Participation is conducted in accordance with Standing Orders to a maximum allotted time of fifteen minutes. Individual speakers are limited to three minutes under Order 3(g) or at the discretion of the presiding Chair. District and County Councillors may also make representations at this time

6. FINANCIAL REGULATIONS 6.6 – A Payroll Statement 2026/27

As per Financial Regulations 6.6, for each financial year, the RFO may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the council may authorise in advance for the year.

Council are asked to **AUTHORISE** in advance for the year **2026/27** the Payroll Statement in relation to obligations as Salaries, PAYE, National Insurance, and pension contributions based on the Local Government Service Pay Agreement 2025/26 – pay rates (**Appendix 2**).

Officers will notify the Council when the pay rates are updated due in the course.

7. REVIEW OF DIRECT DEBITS AND BACS PAYMENTS

The Financial Regulations at 6.7, 6.8 and 6.9 require the review every two years of variable and fixed direct debit instructions, standing orders and BACS payments due. The Council are thus asked to review the current arrangements made to pay utility suppliers, non-domestic rates, contractual and agreed direct debits, Standing Orders and BACS payment instructions for the financial year 2026/27

To **REVIEW** the contract payments made via BACS to ICE MEDIA/CONNECT for £120, including VAT, for *Professional phone system recordings* for 2026/27 and **APPROVE** if appropriate.

8. FINANCIAL REGULATION 5.15 EXPENDITURE

As per Financial Regulations 5.15, Individual purchases within an agreed budget for that type of expenditure may be authorised by the Clerk or RFO, under delegated authority, for any items below £1,000 excluding VAT. Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.

To **APPROVE** the attached expenditure of individual purchases within an agreed budget for that type of expenditure authorised by the Clerk or RFO for the period to 25 June 2026 **(Appendix 3)**

9. FINANCE OFFICER'S REPORT

As per Financial Regulations 5.18, in cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to £2,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure.

The Clerk shall report such action to the Chair as soon as possible and to the council as soon as practicable thereafter.

To **NOTE** the attached expenditure of £1,950 (VA/223) to engage a specialist contractor to carry out the works on the shallow grave at the Cemetery on 1 June 2026 for a funeral on 4 June 2026 **(Appendix 4)**

10. STATEMENT OF INTERNAL CONTROL FOR THE YEAR ENDING 31 MARCH 2026

Members are asked to **REVIEW and APPROVE** the statement of Internal Control signed by the Clerk and RFO **(Appendix 5)**

11. YEAR-END INTERNAL AUDIT REPORT – 2025/26

Members are asked to **NOTE** the Internal Audit Report – 2025/26 together with the accompanying officer responses, as presented **(Appendix 6)**.

The Responsible Financial Officer provided an overview of the auditor's findings and advised that the Council's financial and governance framework had now been substantially established and embedded.

12. THE ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2025/26 (AGAR 2025/26) SECTION 1 AND SECTION 2

Members are advised that, under guidance notes on completing Form 3 of the Annual Governance and Accountability Return **2025/26**, Sections 1 and 2 must be completed, approved and signed by the authority.

Section 1 – **Annual Governance Statement 2025/26**
Formal **APPROVAL** of the **2025/26** Statement is now requested **(Appendix 7)**.

Subject to Members' approval, Section 1 of the Annual Governance Statement **2025/26** will be signed by the Council Chair on behalf of the Council. The Clerk will sign confirming the approval has been minuted.

Section 2 – Accounting Statement 2025/26

The **2025/26** Accounts have recently been closed. The Accounting statement was signed by the Responsible Financial Officer on 22 May 2026 and circulated to all members of the Council on 26 May 2026 (**Appendix 8**, **Appendix 8a**, **Appendix 8b**).

Formal **APPROVAL** of the **2025/26** accounts is now requested.
Subject to Members' approval, the Accounting Statement will be signed by the Council Chair.

13. PUBLICATION REQUIREMENTS

Members are advised that the authority must inform the electorate of a single period of 30 working days during which public rights may be exercised. This notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited must be published at least one day before the inspection period commences; The inspection period must include the first 10 working days of July 2026 **(Appendix 9)**

14. ASSET MANAGEMENT POLICY AND PROCEDURE DRAFT

Members of the finance and governance committee **REVIEWED** a draft of the asset management policy and **RECOMMEND** to Full Council for adoption **(Appendix 10)**

15. BANK MANDATE

The RFO considers an additional bank account signatory needs to be appointed. Members are invited to indicate if they want to be a signatory and, if so, which ONE member will serve in this role.

Currently: Cllr C Jefcoate, Cllr L Morgan and Cllr E Costa with Cllr Clarke pending

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16. PROGRESS REPORT TO THE COUNCIL REGARDING BUSINESS CASE VICTORY HALL FIRE ESCAPE PATHWAY

Background:

FC284/25 Members **NOTED** and **APPROVED** the business case and the recommendations therein for the installation of an eco-permeable fire escape pathway, emergency lighting, and associated fencing at Victory Hall **(Appendix 11)**

FC277/25 Following consideration, members APPROVED the EMR for identified priority works and statutory obligations:

Victory Hall Fire Escape Pathway Remedial Works – £6,000**.** This work is due to take place between 27 June- 3 July (inclusive).

17. CHAIR'S REPORT

Members to **NOTE** the Chair's report **(Appendix 12)**

18. UPDATE FROM THE CLERK

Members to **NOTE** the Clerk's reports **(Appendix 13)** and **(Appendix 13a)** and appropriate course of action regarding the recommendations therein.

19. VICTORY HALL MARTYN'S LAW IMPLICATIONS

Members to **NOTE** the officer's report **(Appendix 14)** and appropriate course of action regarding the recommendations therein.

20. LAND AT MAYPOLE JUNCTION

Members to **NOTE** the officer's report **(Appendix 15)** and appropriate course of action regarding the recommendations therein.

21. TENDER COMMUNITY HUB AND FORMATION OF WORKING GROUP

Members are requested to **NOTE** the draft tender documentation for the proposed improvements to the Community Hub and Victory Hall **(Appendix 16)** and to consider the recommendations contained therein.

Members are further requested to establish a Member Working Group to support officers in the development of the detailed design and operational use of both facilities. The purpose of the Working Group will be to:

- Provide Member input into design elements, including layout, finishes, fixtures, and fittings
- Consider practical matters relating to the use and functionality of the spaces, including kitchen design, materials, colours, and overall user experience
- Work collaboratively with officers and appointed consultants/contractors to ensure that the final scheme reflects the needs of the community and aligns with the Council's objectives

The Working Group will operate in an advisory capacity and report its recommendations back to Full Council for formal decision where required.

22. MATTERS TO BE BROUGHT FORWARD OR FOR DISCUSSION WITH NO DECISION

23. DATE OF THE NEXT MEETING

Thursday 23 July 2026 at 7.00pm

24. EXCLUSION OF THE PUBLIC AND THE PRESS

In the event that the Agenda contains items where the public interest in maintaining confidentiality may outweigh the public interest in the item being made public, to **CONSIDER** the following motion to be proposed by the Chair:

"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."

25. SENSITIVE MATTERS

To **NOTE:**

- Clerk's report regarding an ongoing staffing matters **(Confidential Appendix 1)**

To **CONSIDER** a **RECOMMENDATION** from the Finance and Governance Committee:

- To consider the Clerk's report setting out a proposed probationary review framework for the Clerk, developed in conjunction with the Council's external HR consultant, together with the introduction of line management oversight arrangements for leave and staff welfare, and the replacement of the current annual appraisal system with a Personal Development Review process for all staff **(Confidential Appendix 2)**

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 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 is 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.