Chigwell PARISH COUNCIL

MEETING OF THE
CHIGWELL PARISH COUNCIL

Date: Thursday 23 July 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
Responsible Finance Officer: Olga Linkeviciene

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: 17 July 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 25 June 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 TRANSACTIONS**

To **REVIEW** the proposed payments for August 2026 and **APPROVE** if appropriate **(Appendix 2)**

7. **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 23 July 2026 **(Appendix 3)**

8. **FINANCIAL REGULATION 5.18 EXPENDITURE**

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 £1,375 (net £1,145.83) to hire a van whilst parish council van is not available and awaiting repair.

9. Q1 2026/2027 REPORT- SPEND AND INCOME TO DATE

To **NOTE** that the Q1 report was considered by the Finance and Governance Committee during the meeting on 10 July, and it was circulated to all Council members on the same date in 2026.

10. INTERNAL CONTROL FOR Q2 2026/27

Members are advised that the Council should appoint the member(s) to verify bank reconciliations (for all accounts) produced by RFO. The members shall sign the reconciliations and the original bank statements as evidence of verification (Financial Regulations 2.2).

11. PROGRESS REPORT TO THE COUNCIL REGARDING EMR 231 - VH FIRE ESCAPE PATHWAY REMEDIAL WORKS

To **REVIEW** the officer's report and **APPROVE the expenditure incurred to complete this project (Appendix 4)** and **(Appendix 4a)**.

12. PROGRESS REPORT TO THE COUNCIL REGARDING EMR 230 - CPC CORPORATE BRANDING

To **REVIEW** the officers' report and **APPROVE** the expenditure incurred to complete this project **(Appendix 5)**

13. PROGRESS REPORT TO THE COUNCIL REGARDING EMR 210 - PRESERVATION OF CHIGWELL FUND

To **REVIEW** the officer's report and **APPROVE** the expenditure incurred to complete this project **(Appendix 6)**

14. COUNCIL ASSET REGISTER AND CAPITAL EARMARKED RESERVES (EMR)

Members to **NOTE** and **AGREE** to the following:

a) Removal of Mercedes Minibus from asset register following its sale at auction on 9 July 2026.
b) Funds obtained from the sale of the Mercedes Minibus for the sum of £9,520.00 to be transferred to EMR.

15. EMR RESERVE - ASSETS REPLACEMENT AND MAINTENANCE

To **CONSIDER** a recommendation from the Finance and Governance Committee and **AGREE** to the following:

a) To approve the establishment of a new EMR Reserve specifically for Assets Replacement and Maintenance.
b) To allocate any bank interest received to this reserve starting from April 1, 2026, and continuing thereafter.
c) To allocate funds from other income sources, such as rent from a piece of land and rental space for the infrastructure of Parcel Lockers, to this reserve.

16. CEMETERY MATTERS

a) To **NOTE** the officers' report regarding the cancellation of EROB and transfer back to Chigwell Parish Council **(Appendix 7)**
b) To **CONSIDER** a recommendation from the Finance and Governance Committee and **AGREE** to the new cemetery regulations **(Appendix 8)**
c) To **NOTE** the officers' report and **AGREE** recommendations therein regarding "section H", at Chigwell Cemetery **(Appendix 9)**

17. UPDATE FROM THE CHAIR

Members to **NOTE** the Chairs report **(Appendix 10)**

18. UPDATE FROM THE CLERK

Members to **NOTE** the Clerk's report **(Appendix 11)** and appropriate course of action regarding the recommendations therein.

19. COMMUNITY HUB AND VICTORY HALL WORKING GROUP TERMS OF REFERENCE

Members to **NOTE** and **AGREE** the terms of reference for a working group to support the Community Hub and Victory Hall project **(Appendix 12)**

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

21. DATE OF THE NEXT MEETING

Thursday 27 August 2026 at 7.00pm

22. 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."

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.