Chigwell PARISH COUNCIL

MEETING OF FULL COUNCIL

Date: Thursday 22 October 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
(Vacancy)	Cllr C Jefcoate
Cllr E Skingsley	Cllr L Skingsley-Morgan
Cllr F Rizvi	

Clerk to the Council: Jason Selvarajah MSc
Responsible Financial 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: 16 October 2026

AGENDA- FULL COUNCIL

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 and accurate record the minutes of the Full Council Meeting (including Planning) held on 24 September 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 t**he proposed payments for September **(Appendix 2)** and **APPROVE** if appropriate – Minute No.FC053/26
To **REVIEW t**he proposed payments for November **(Appendix 3)** and **APPROVE** if appropriate
To **NOTE** the reported cemetery activities to 30 September 2026 **(Appendix 4)**

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.

Council are asked to **REVIEW** 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 19 October 2026 **(Appendix 5)** and **APPROVE** if appropriate.

8. **FINANCE OFFICER'S REPORT – Minutes FG040/26**

Subject to recommendation by Finance and Governance Committee and approval by Full Council.

Following consideration of the report and supporting information:

The Finance and governance committee recommended to full council:

1. That the interim internal audit arrangements for 2026/27 be noted.
2. That the Council adopts the Digital AGAR process for the 2026/27 Annual Governance and Accountability Return and participates in the early implementation programme.
3. That the proposed payroll processing timetable and permanent change to payroll administration arrangements be approved.
4. That the renewal of the MHR Managed Payroll Service for a further twelve months period at a cost of £130.11 be approved.
5. That the cemetery accounting adjustments relating to the cancellation and transfer of grave ownership transactions, together with the transfer of £2,038 from the Preservation of Chigwell Fund Earmarked Reserve, be noted.
6. That the Treasury Management and Investment Plan, including the proposed transfers of funds, opening and closure of accounts, and investment arrangements detailed within the RFO's report, be approved **(Appendix 6)**

9. Q2 2026/2027 REPORT- SPEND AND INCOME TO DATE

To **NOTE** that the Q2 report was considered by the Finance and Governance Committee during the meeting on 08 October, and it was circulated to all Council members on 09 October 2026.

Council is recommended to:

1. **NOTE** the financial position as at 05 October 2026, including year-to-date income of £463,702.49, expenditure of £233,059.52 and a net position of £230,642.97.
2. **NOTE** the bank and cash balance of £653,510.79 at 30 September 2026 and the reported reserve balance of £315,141.18.
3. **NOTE** that the full £325,416 Precept for 2026/27 has been received.
4. **NOTE** the positive performance of investment income and the improved Cemetery operating position.
5. **NOTE** the identified individual budget pressures and require continued monitoring by the RFO and Clerk.
6. **NOTE** that the current positive net position represents an interim Q2 position and should not be regarded as an available year-end surplus.

7. **CONTINUE** quarterly monitoring of income, expenditure, reserves, investments and delivery of approved Earmarked Reserve projects throughout the remainder of 2026/27.

10. INTERNAL CONTROL FOR Q3 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. FESTIVE LIGHTS SWITCH ON EVENT

Members to **NOTE** the Officer report and appropriate course of action regarding the recommendations therein **(Appendix 7)**

12. NEIGHBOURHOOD PLAN

Members to **NOTE** the Officer report and appropriate course of action regarding the recommendations therein **(Appendix 8)**

13. PROPOSED TELECOMMUNICATIONS INSTALLATION STATION GREEN

Members to **NOTE** the Officer report and appropriate course of action regarding the recommendations therein **(Appendix 9)**

14. HONORARIUM, ADDITIONAL DUTIES, OVERTIME AND TOIL POLICY

Members are asked to consider the adoption of the Honorarium, Additional Duties, Overtime and Time Off in Lieu (TOIL) Policy, as recommended by the Finance and Governance Committee.

The proposed policy has been developed to provide a clear framework for the management of additional duties, overtime working, honorarium payments and TOIL arrangements, ensuring consistency, fairness and transparency across the organisation.

Following consideration by the Finance and Governance Committee, Members recommended that the policy be presented to Full Council for formal adoption.

Recommendation: That Full Council approves and adopts the Honorarium, Additional Duties, Overtime and TOIL Policy as attached at **(Appendix 10)**

15. VOLUNTEER POLICY

Members are asked to consider the adoption of a new Volunteer Policy, prepared by the Council's HR Consultant. The proposed policy provides a clear framework for recruitment, induction, supervision and support of volunteers, ensuring that volunteering opportunities are managed safely, consistently and in accordance with good employment and safeguarding practices.

As reported within the Clerk's Report, the Council has recently welcomed a new volunteer who has commenced working with the organisation and is keen to learn more about local government

and public service. Adoption of the policy will provide an appropriate governance framework to support both current and future volunteering arrangements.

Recommendation: That Full Council approves and adopts the Volunteer Policy **(Appendix 11)**

16. TREE SURVEY BUSINESS CASE

Members are asked to note the Business Case for the appointment of a specialist arboricultural contractor to undertake a comprehensive survey of trees situated on land owned or maintained by Chigwell Parish Council.

The proposed survey will provide the Council with an up-to-date assessment of tree condition, health, safety and maintenance requirements across its tree stock, assisting the Council in meeting its duties as a landowner and supporting the effective management of tree-related risks.

The survey report will identify any recommended remedial works, maintenance requirements and priority actions, enabling Members to make informed decisions regarding future tree management and budget provision.

Members are invited to consider the findings of the Business Case and determine the appropriate course of action in respect of the recommendations contained therein.

Recommendation: That Full Council notes the Tree Survey Business Case and considers the recommendations contained within the report to determine the appropriate next steps **(Appendix 12)**

17. CHAIRS REPORT

Members to **NOTE** the Chairs report and appropriate course of action regarding the recommendations therein **(Appendix 13)**

18. UPDATE FROM THE CLERK

Members to **NOTE** the Clerks report and appropriate course of action regarding the recommendations therein **(Appendix 14)** and **(Appendix 14a)**.

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

20. DATE OF THE NEXT MEETING

Thursday 26 November 2026 at 7.00pm

21. 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 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.