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Clerk to the Council
Anthony-Louis Belgrave

17th May 2019

TO: MEMBERS OF THE CHIGWELL PARISH COUNCIL

You are hereby **SUMMONED** to attend the **COUNCIL MEETING** of the **CHIGWELL PARISH COUNCIL**, which will be held on **THURSDAY 23rd MAY 2019**, at the **Parish Council Offices**, Hainault Road, Chigwell, immediately following the Planning Committee meeting which commences at 7.30pm, to transact the business shown in the Agenda below.

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 (i) photographing, recording, broadcasting or transmitting the proceedings of a meeting may take place.

2. APOLOGIES FOR ABSENCE

To **RECEIVE** any apologies for absence.

3. OTHER ABSENCES

To *NOTE* any absences for which no apology has been received.

4. CONFIRMATION OF MINUTES

To *APPROVE*, as a correct record, the Minutes of the Meetings of the Parish Council held on 24th April 2019 & 8th May 2019.

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DECLARATIONS OF INTEREST 5.



To **RECEIVE** any Declarations of Interest by Members.

- A Member with a personal interest in a matter must consider whether it is a "prejudicial interest" (i.e. prejudicial to the public interest).
- A Member must consider him/herself as having a prejudicial interest if it is a personal interest which a member of the public with knowledge of the relevant facts would regard as so significant and particular that it could prejudice the Member's judgement of the public interest.

Any Member who is unsure if a personal interest needs to be declared should consult the Clerk for clarification.

COMMUNICATIONS 6.



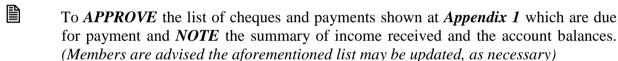
To **RECEIVE** such communications as the Clerk may place before the Council.

NOTE: Any Member wishing to have a communication brought to the attention of the Council should give prior notification to the Clerk.

7. REPORT OF THE RESPONSIBLE FINANCIAL OFFICER

List of Cheques





Risk Analysis Report: Assessment and Management.



Attached at Appendix 2 is a Risk Analysis Report (Assessment and Management), produced by the Clerk. This report has been subdivided into the following categories: Communications, Council documents, Website, Environment, Finance/Performance, Community Bus Service and the newly included Victory Hall Management Project.

Members are reminded that this report was previously considered by the council at the meetings held on 18th December 2018 and 10th April 2019.

Members are now asked to **CONSIDER** and **APPROVE** this report.

LAND AND ASSETS – Snowplough Brush 8.

Members are reminded that, in accordance with Standing Orders an inventory of land and assets, was reviewed at the previous Annual Council Meeting. In response to queries, Members were advised that the 'Snowplough' Brush device is stored at the cemetery compound. This machinery was used extensively and is considerably deteriorated, to the point where it has become unusable and unserviceable. Further, it is non-compatible to any existing operational equipment.

Members are now asked to CONSIDER and APPROVE the exclusion of this device from the aforementioned inventory.

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POLICY FOR QUESTIONS FROM MEMBERS OF THE PUBLIC 9.



Members are advised that at the Council meeting held on 5th September 2018, the Public Participation in Parish Council meetings was *CONSIDERED*. At this meeting it was **RESOLVED** that:

"in future, the Agenda for normal meetings of the Council shall provide for questions to be put by members of the public. The questions must be presented to the Clerk by 2.00pm on the day preceding the meeting. The time to be allocated for public questions shall be limited to 15 minutes or such other period determined by the Chairman of the meeting."

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

HOLOCAUST MEMORIAL 10.



Members are reminded that at a previous meeting the Clerk advised that the Chairman of the Environment Committee had previously discussed this project with the Chairman of the Epping Forest Memorial Working Group: Councillor Gavin Chambers. This organisation is seeking a suitable location in the south of the district to erect an appropriately designed memorial to commemorate victims of the Holocaust. Members of the Planning Committee present after the meeting held on 25th October 2018 agreed that this matter should be duly considered at the council meeting to be held on 7th November 2018, the Clerk then acted on this instruction. However, it was **RESOLVED** that this matter should be considered at the next council meeting, held on 13th December 2018.

At this council meeting it was **RESOLVED** that the Clerk would draft correspondence to the Chairman of the Epping Forest Memorial Working Group advising that the council would be willing to erect the Holocaust Memorial on Chigwell Station Green.

Attached at Appendix 3, is correspondence from the Epping Forest District Holocaust Educational Memorial Trust, pertaining to the aforementioned project.

Members are now asked to CONSIDER the proposal therein and APPROVE an appropriate course of action.

VICTORY HALL & CHIGWELL MEMBER'S CLUB 11.



Members are reminded that on 20th November 2018, an internal and external inspection of the Victory Hall was conducted. A final schedule of dilapidations and wants of repair found to have accrued at the property, under the terms of the lease between this council and the respective tenant was **CONSIDERED** by the council at the meeting held on 13th December 2018. At this meeting, members *CONFIRMED* the previous resolution to enter into a new lease agreement with the Chigwell Members' Club, and to not renew the existing lease with the Victory Hall & Lewis Memorial Foundation. Accordingly, this action would then require Chigwell Parish Council assume all to administrative/managerial responsibilities for Victory Hall.

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At the council meeting held on 6th February 2019, members were advised that many other aspects of the managerial/administrative responsibilities for Victory Hall will require consideration and monetary expenditure to ensure that the Parish Council is fully compliant with the applicable statutory legislation, considerations will include: staffing implications, management of bookings/timetables, Music licenses, health and safety, insurance and security of the site etc. In view of this, it was **RESOLVED** to establish a Victory Hall Management Committee. (relevant documentation will be tabled at the meeting)

The Chairman will now update members on this subject.

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

12. CONSENT FORM – Electronic Summons/Agendas



Members are advised that individual Councillors must give prior confirmation to consent to receiving electronic summons/agendas, for council and committee meetings. This process is to allow the aforementioned actions to be statutorily complaint. Members are further advised this action does not negate the former policy but provides a further option for members.

Attached at *Appendix 4*, is the necessary consent form, for Member's information.

Members asked to *CONSIDER* this document and *APPROVE* an appropriate course of action.

13. FREEDOM OF INFORMATION REQUEST- Internal Review Procedure

Members are advised that a complaint has been received by the Information Commissioner's Office, regarding the handling of a previously submitted request, in accordance with the Freedom of Information Act (2000). Chigwell Parish Council is not mandatory required to adopt an internal review/appeals procedure, under the FOIA. However, it is considered good practice to have such a procedure in place in order to comply with the Section 45 Code of Practice.

Please refer to *Appendix 5*, or the following hyperlink for further information describing how a public authority should conduct an internal review under FOIA:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/74407 1/CoP_FOI_Code_of_Practice_-_Minor_Amendments_20180926_.pdf

Members are now asked to *CONSIDER* an appropriate course of action.

14. REPORT OF THE CLERK

To **RECEIVE** the oral report of the Clerk on matters which may be of current interest to Members but which do not require to be reported formally.

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15. REPORT OF THE CHAIRMAN

To **RECEIVE** the oral report of the Chairman on matters which may be of current interest to Members but which do not require to be reported formally.

16. **QUESTIONS FROM MEMBERS OF THE PUBLIC**

To **RECEIVE** questions from members of the public.

In accordance with the agreed procedure [Minute No. 97.72(b)], the time allocated for public questions shall be limited to 15 minutes or such other period determined by the Chairman of the Meeting.

17. MATTERS TO BE BROUGHT FORWARD TO THE NEXT COUNCIL MEETING

To **NOTE** any matters which a Member or the Clerk may wish to draw to the attention of the Council and/or request to be included in the Agenda for the next meeting of the Council.

EXCLUSION OF THE PUBLIC AND THE PRESS 18.



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**