

Parish Buses

It is proposed the remaining bus is sold to Essex County Council for ongoing use by EFCT. Negotiations regarding the sale price are ongoing and subject to available budget at ECC. The payment from the insurer for the first bus is in the process of being transferred to the Parish Council account. Final sale terms of the second bus will be subject to Full Council approval once they have been received in writing from ECC

Vacancy

After the resignation of Cllr Aradeaon, an election has been called. A budget of £5,000 is available to go towards a election costs that will be incurred by the Parish and further virements may be required. It is recommended that if Victory Hall is required then no fee is charged as that reverts to the council to pay back to EFDC. No date for the election has been provided yet

Parish Sign

The Chigwell Row Parish sign on the Maypole needs extensive repairs/replacement at a cost of £4-5K. There is a substantial risk a new sign will be damaged by traffic as has everything else placed on the land previously. Officers are looking at alternatives including relocating the Chigwell Row sign to a less dangerous area. A proposal will be brought to Full Council is a feasible alternative can be identified and costed

Recruitment Updates

- *Clerk Recruitment:* The role is being advertised and shortlisting will take place at the end of September with interviews in early October. The initial interview will be undertaken by the Acting Clerk and the HR consultant. Subsequent interviews will include two councillors as agreed by Full Council at the September meeting.

Employment Matters

- All job descriptions have been reviewed, redrafted and agreed with staff. Job titles have been updated and one employee's hours contracted hours have been increased for 35 to 37 per week as they are working 37 hours
- Updated employment contracts compliant with current legislation have been finalised based on existing salaries, agreed JD's, titles and hours
- The online HR system has been implemented and is being populated with data
- All staff appraisals have taken place bar one partially outstanding due to queries of that individual's roles and responsibilities during the initial appraisal

Fire Risk Assessment

A fire risk assessment was completed on 17 April but had not been acted on until recently. The necessary tasks, though few, have now been assigned to the right staff members and are being addressed. PAT testing, ongoing Legionella testing, gas safety certificates and electrical reports are scheduled for completion

Health and Safety Assessment

Worknest visited recently and carried out a site wide risk assessment. Officers are working with them and HR to ensure continuity across documentation. The matter of every contractor requiring RAMS has been revisited as it is excessive for low risk activities (for example changing a lock).

Bouncy Castles

The revised Terms of Use allowed for the use of inflatables. A separate stand alone permission document has been drafted and is in use for any applicant who wishes to have an inflatable on site as part of their hire

Storage at Victory Hall

There are numerous items stored under the stage, in the loft and in the room to the right of the stage. The owners are re0locating these to off site storage by mid October, complying with the H&S requirements and the need to free up storage space for the Parish

Request for a JR

The Royal Courts of Justice has advised that the matter has been prepared to be considered and waiting for a Judge to determine. They advise the Court have limited Judges as they are currently in the vacation period (ends 1 October) and that the matter will be allocated to a suitable Judge as soon as one becomes available.

Unauthorised access to the Community Hub by a third party

Unauthorised access was given by a Councillor to an individual to the Community Hub on the evening of Wednesday 6 August. This individual was then left there alone and unsupervised for several hours. As a result all keys to the Community Hub have been recalled and the lock has being changed to a non-copyable key.

Community Land Use Policy applications

Applications have been received for Diwali and the Chigwell Fete. These will come before Full Council for consideration in September

Correspondence from the External Auditor

PKL Littlejohn wrote requesting copies of minutes referring to the 2024/25 consideration of the Risk Register and a copy of page 3 of the AGAR (the page signed by the internal auditor). Both have been provided

Closure of St Mary's Graveyard

The Ministry of Justice agreed for EFDC to take over the maintenance of the graveyard. However EFDC need the Parish Council to pass a resolution agreeing to this. This will be on the agenda for September's Full Council

Costs of burials

The H&S Officer has advised that Rob cannot assist at funerals without shoring training. It has proved very difficult to get Teleshore, the provider of the shoring, to agree a reasonable timeline and location to deliver this training (the most recent option was Scotland in October). Sam has identified a third party who has the capability to deliver the training and it will be delivered on site before the end of September.

Grave capping

Digging of recent grave a coffin was found at a depth higher than that recorded in the Register of Graves. This meant the grave had to be caped with concrete to seal the existing coffin. The original burial and record keeping was done by EFDC and the Registrar has been tasked with pursuing them for the cost of the capping by the Parish

Fridge and freezer, Victory Hall

Approx three years ago the Parish purchased a fridge and freezer for use in the bar area of Victory Hall. At some point over the past 12 months they have been transferred to the Community Hub area. They are required to be replaced in the Hall for use by hirers and the LFCG has been asked to do so