

## **Officer report to the Extraordinary Meeting of Chigwell Parish Council Victory Hall urgent boiler replacement virement and approval to spend**

### **Purpose**

To update Members on the loss of heating at Victory Hall following the condemnation of the gas boiler in September 2025 to set out the financial position and to seek approval for a budget virement in order that a contractor can be appointed to install a replacement boiler with a power flush.

### **Background and chronology**

A fire risk assessment in April 2025 recorded that Victory Hall was heated by a gas fired central heating system electrical wall heaters in the community hub area and portable heaters. The electrical wall heaters were subsequently decommissioned and removed after failing electrical safety tests. The assessor was unable to verify a current gas safety certificate for the VH gas boiler at the time of the assessment.

On becoming aware of the outstanding actions from the fire risk assessment the Acting Clerk allocated tasks including arranging inspection and certification of the boiler. A copy of the most recent gas safety certificate was located and it had expired in September 2024. Urgent instructions were issued to engage a suitably qualified engineer. There were delays while the contractor prepared risk assessments and method statements to meet the Health and Safety officers permit to work requirements. A Gas Safe registered contractor (ADA Mechanical) was then engaged on this basis and inspected the boiler in September 2025. The boiler was condemned as unsafe.

Since condemnation there has been no fixed heating in Victory Hall and only portable heaters have been in use. The community hub boiler continues to operate.

### **Options appraisal**

Do nothing is not a viable option. Continuing reliance on portable heaters presents avoidable risk and does not provide a dependable or economical solution for hirers or staff.

Replacement choices have been explored with market prices obtained for three solutions. A heat only like for like replacement that retains the current open vented arrangement. A full conversion to a sealed system with an unvented cylinder and removal of loft tanks. A modern system boiler replacement that upgrades controls and filtration and that can be configured as a sealed primary circuit subject to final survey. The sealed approach offers improved efficiency control and resilience and better aligns with current standards.

### **Quotations received**

ADA Mechanical has quoted £3,945.00 for supply and installation of a new Vaillant heat only boiler with upgraded controls and a power flush. ADA Mechanical has also quoted £6,475.34 for supply and installation of a new Vaillant system boiler with a new unvented cylinder removal of tanks in the loft to convert to a mains fed system together with upgraded controls and a power flush.

J and S Contractors has quoted £3,300 for supply and installation of an Ideal Logic 30kW system boiler with flue and plume management kit together with an additional £500 for a power flush which it is recommended the Council accepts. The quoted scope includes draining the heating system, removing the existing Ideal Mexico RS100 boiler and flue, connecting to existing electrical services and installing a new RF thermostat, installing a system filter, altering and adapting pipework to suit the new configuration, making good the original flue penetration, installing a 35mm condensate pipe to the external drain, refilling, testing and dosing the system with inhibitor carrying out a gas load test with both boilers running at maximum rate issuing Gas Safe certification registering the manufacturer warranty for two years and clearing all debris from site.

On this basis the J and S price is £3,800 plus VAT. Further clarity on detail is still being sought - the hot-water cylinder could still be either vented (loft tank) or unvented (mains-pressure). Unless stated otherwise all quoted figures in this report should be treated as exclusive of VAT.

### **Finance and procurement compliance**

Under Finance Regulation 5.15 the Clerk the Responsible Financial Officer the Chair and the Vice Chair may authorise emergency expenditure up to £5,000 from the relevant budget line. This power cannot be used in this case because the Victory Hall maintenance budget is already in deficit following works earlier in the year and there are insufficient funds in the relevant line to meet the cost.

A virement approved by Full Council is therefore required under the Council Financial Regulations. The current overspend in Victory Hall maintenance stands at £9,738.22. The preferred boiler replacement from J and S Contractors including the power flush is £3,800. The combined requirement is £12,538.33 to balance the budget line

It is proposed that £16,000 is transferred from the Administration Salaries budget which presently shows an underspend due to the absence of a substantive Clerk salary being paid. This virement would clear the existing overspend fund the replacement boiler and power flush and leave approximately £2,4061 in the Victory Hall maintenance budget for the remainder of the financial year to meet any incidental or additional costs.

Contract award will be compliant with standing orders and financial regulations on the basis of value for money and urgency with multiple competitive quotations received. If Members approve the recommendation the Acting Clerk and the Responsible Financial Officer will issue finalise the details of the expenditure, require further approvals from the Chair and Vice Chair if necessary, issue a purchase order.

### **Risk health and safety and service impact**

The present situation leaves Victory Hall dependent on portable heaters which is not satisfactory for public use increases fire and trip risk and may affect bookings and community use during colder months. Replacing the boiler with a modern system boiler and carrying out a full power flush addresses the fire risk assessment action restores reliable heating and reduces operational and insurance risk. All works will proceed in line with the Health and Safety at Work Act with method statements and risk assessments agreed and a permit to work in place prior to commencement.

### **Legal and governance context**

The Council has the power to maintain and improve community buildings under the Local Government Act 1972 including s.111 and s.1.133. Financial Regulations require that virements are approved by Full Council. Emergency spending under Regulation 5.15 is limited to available funds within the relevant budget line. Approval of this report regularises the budget position and authorises lawful expenditure to remedy an urgent health and safety issue.

### **Equality climate and value for money considerations**

Restoring an effective heating system supports equal access to facilities for vulnerable and older users. A modern boiler with appropriate controls filtration and a cleaned system should improve energy efficiency and reduce running costs compared with the previous arrangement. On a like for like basis the J and S offer including a power flush represents best value at when compared to the ADA Mechanical heat only option while the ADA Mechanical full conversion option offers added benefits at materially higher cost.

### **Recommendation to Full Council**

Members are asked to approve a virement of £16,000 from the Administration Salaries budget to

the Victory Hall maintenance budget for the current financial year and to approve the appointment of J and S Contractors to supply and install a system boiler at Victory Hall with a power flush for t£3,800 plus VAT and to authorise the Acting Clerk and the Responsible Financial Officer to place the order and take all necessary steps to deliver the project including temporary measures to keep the building operational until completion.

**Appendices below**

Quotation from ADA Mechanical for a Vaillant heat only boiler with controls and power flush at £3,945

Quotation from ADA Mechanical for a Vaillant system boiler with new unvented cylinder removal of tanks conversion to mains system with controls and power flush at £6,475.34

Quotation from J and S Contractors for an Ideal Logic 30kW system boiler with controls filter plume kit and power flush at £3,800 plus VAT.

Budget monitoring statement showing the Victory Hall maintenance overspend and the Administration Salaries underspend.

**Prepared by the Acting Clerk and Responsible Financial Officer**

**Date: 8 October 2025**

## Quote 1 – ADA Mechanical

ADA Mechanical Ltd  
746 Chigwell Road  
Woodford Green  
Essex  
IG8 8AL  
07947 134183  
Jake@adhs.ltd

### Estimate 1312



#### ADDRESS

Chigwell Parish Council  
Chigwell Parish Council  
Hainault Road  
Chigwell  
Essex  
IG7 6QZ

DATE  
30/09/2025

TOTAL  
£4,734.00

DATE	ACTIVITY	DESCRIPTION	VAT	QTY	RATE	AMOUNT
	Services	Supply & install new Vaillant heat only boiler with upgraded controls & power flush	20.0% S	1	3,945.00	3,945.00

ADA Mechanical Ltd

Account Number - 00298433

Sort Code - 20-89-56

Vat No. 391 4409 89

SUBTOTAL

3,945.00

VAT TOTAL

789.00

TOTAL

£4,734.00

THANK YOU.

#### VAT SUMMARY

RATE	VAT	NET
VAT @ 20%	789.00	3,945.00

## Quote 2 – ADA Mechanical

ADA Mechanical Ltd  
746 Chigwell Road  
Woodford Green  
Essex  
IG8 8AL  
07947 134183  
Jake@adhs.ltd

### Estimate 1313



#### ADDRESS

Chigwell Parish Council  
Chigwell Parish Council  
Hainault Road  
Chigwell  
Essex  
IG7 6QZ

DATE  
30/09/2025

TOTAL  
£7,770.41

DATE	ACTIVITY	DESCRIPTION	VAT	QTY	RATE	AMOUNT
	Services	Supply & install new Vaillant system boiler, new unvented cylinder, remove existing tanks in loft space to convert over to mains system, upgrade controls & power flush	20.0% S	1	6,475.34	6,475.34

ADA Mechanical Ltd  
Account Number - 00298433  
Sort Code - 20-89-56  
Vat No. 391 4409 89

SUBTOTAL  
VAT TOTAL

6,475.34  
1,295.07

TOTAL

£7,770.41

THANK YOU.

#### VAT SUMMARY

RATE	VAT	NET
VAT @ 20%	1,295.07	6,475.34

## Quote 3 – J&S Heating, Romford

Hi Jason, further to my visit earlier today I am pleased to offer our quotation for your consideration.

- Drain heating system and remove the old Ideal Mexico RS100 boiler and flue
- Supply and install 1 x Ideal Logic 30Kw system boiler and flue
- Supply and install flue plume management kit
- Connect to existing electrical services and install a new RF thermostat
- Supply and install heating system filter
- Alter and adapt the existing pipework to suit the new boiler configuration
- Make good the outside wall from the original balanced flue penetration
- Install a new 35mm condensate pipe into the external drain
- Fill and test heating system, add system inhibitor
- Carry out a gas load test with both boilers running at maximum rate
- Issue the necessary Gas Safe paperwork and register the boilers 2-year manufacturer's warranty
- Clear all debris from site

For the sum of £3,300.00 plus vat.

Please add £500.00 plus vat if you require a powerflush (Highly recommended).

<https://idealheating.com/products/logic-max-system>

#### Quote 4 – AJ Heating, Buckhurst Hill

Not yet received. Contact has advised today that he does not have RAMS and does not know his PLI limit.

# Cost Centre

Cost Centre is an important report. This produces a list of receipts or a list of payments, both sub-totalled for each code within the selected cost centre. This is a valuable report for a structured presentation of the overall records in detail, and one which you will probably use frequently.



## Chigwell Parish Council Listing of Payments in each Code for All Cost Centres (Between 01-04-2025 and 08-10-2025)

8 October

Centre L. Victory Hall Costs									
63 VH Maintenance									
de Number									
chr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net
1	01/04/2025	2024-2025/271	FC187.25 C	Unity Current Acco	BACS	A/C PAYABLE 24/25	London Drainage Facilities	S	11,510.00
21	11/04/2025	2024-2025/283	FC23/24	Unity Current Acco	BACS	A/C PAYABLE 24/25	Chubb Fire & Security Ltd	S	273.60
22	11/04/2025	2024-2025/283	FC23/24	Unity Current Acco	BACS	A/C PAYABLE 24/25	Chubb Fire & Security Ltd	S	276.00
70	25/04/2025	2024-2025/286	FG08/4/25	Unity Current Acco	BACS	A/C PAYABLE 24/25	CLINIKIL ADVANCED Ltd	X	83.33
71	25/04/2025	2025-2026/290	FG08/4/25	Unity Current Acco	BACS	Pest Control	CLINIKIL ADVANCED Ltd	X	83.33
111	15/05/2025	2025-2026/297	FC16B 25/21	Unity Current Acco	BACS	Pest Control	CLINIKIL ADVANCED Ltd	X	83.33
125	16/05/2025	2025-2026/291	FC015/25 21	Unity T Bank-LLoyd	Debit Card	TV LICENSING 25/26	TV LICENSING	X	174.50
193	13/06/2025	2025-2026/299	FC16B 25/21	Unity Current Acco	BACS	Pest Control	CLINIKIL ADVANCED Ltd	X	83.33
285	16/07/2025	2025-2026/308	F&G15/7/25	Unity T Bank-LLoyd	Debit Card	Lock for VH Cleaning Cabinet	B&Q Market Place Lumber and Buildir	X	20.00
298	21/07/2025	2025-2026/309	FC16B 25/21	Unity Current Acco	BACS	Pest Control	CLINIKIL ADVANCED Ltd	X	83.33
313	31/07/2025	2025-2026/310	F&G15/7/25	Unity Current Acco	BACS	Renewal 25/26 music license	PPL PRS LTD	S	838.85
350	15/08/2025	2025-2026/317	FC16B 25/21	Unity Current Acco	BACS	Pest Control	CLINIKIL ADVANCED Ltd	X	83.33
373	18/08/2025	2025-2026/313	FC28/8/25	Unity T Bank-LLoyd	CARD	Batteries	L J Mead & Son	X	7.99
421	11/09/2025	2025-2026/325	FC16B 25/21	Unity Current Acco	BACS	Pest Control	CLINIKIL ADVANCED Ltd	X	83.33
445	16/09/2025	2025-2026/319	FG09/09/25	Unity T Bank-LLoyd	CARD	CFL Light Bulb	Quebec Consultancy Limited	S	17.47





Report is a report giving Code by Code totals. The report shows the budget and the actual figures to date, for both receipts and payments on each code listed.

Chigwell Parish Council

Summary of Receipts and Payments

Cost Centre 24

8 October 2025 (2025-)

Personnel Costs

		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
5	Salaries, PAYE & NI - Admin				130,237.45	39,042.60	91,194.85	91,194.85 (70)
6	A-Superannuation				16,190.36	6,664.84	9,525.52	9,525.52 (58)
62	VH Salaries, PAYE & NI				14,810.18	2,054.85	12,755.33	12,755.33 (86)
88	C&OS Salaries, PAYE&NI				96,305.67	42,421.97	53,883.70	53,883.70 (55)
89	C&OS Superannuation				16,672.70	9,258.46	7,414.24	7,414.24 (44)
214	VH-Superannuation				1,056.36		1,056.36	1,056.36 (10)
SUB TOTAL					275,272.72	99,442.72	175,830.00	175,830.00 (63)



## **Officer report to Full Council**

### **Virement from Admin Salaries to HR/H&S Professional Fees**

#### **Purpose**

To seek approval for a virement from the Admin Salaries budget to the HR/H&S Professional Fees budget to address an in year overspend and to maintain essential support through to 30 March 2026.

#### **Background**

There is a forecast underspend on Admin Salaries arising from no Clerk salary being paid for a period this year. In the same period H&S and HR expenditure has exceeded the approved budget due of £3,600. The principal pressure was a payment to WorkNest to leave a 5 year employment contract while continuing the annual Health and Safety contract. The current HR provider Haypex is engaged for 10 hours a month at £90 per hour for October and November to support Clerk recruitment. Once a new Clerk is in post demand is expected to revert to 6 hours a month. SJS HR fees are for independent grievance investigations.

#### **Financial position**

The approved HR/H&S Professional Fees budget for 2025 to 2026 is £3,600. Spend to date is £10,669.14 of which £3,139 relates to Haypex. A further £899 has been paid for Breathe online HR software which will be reallocated to the correct budget line. An overspend schedule is attached.

#### **Assessment**

The HR/H&S Professional Fees budget requires additional funding to the end of the financial year to ensure continuity of essential advisory support during recruitment and induction of the new Clerk. The Admin Salaries underspend is sufficient to fund the proposed virement without affecting planned service delivery.

#### **Recommendation**

That Council approves a virement of £12,000 from the Admin Salaries budget to the HR/H&S Professional Fees budget. This will balance the HR/H&S Professional Fees budget line through to 30 March 2026 and ensure the Council can meet its employment and Health and Safety obligations while the new Clerk is recruited and inducted.

**Crnogwell Parish Council**  
**Listing of Payments in each Code for All Cost Centres**  
**(Between 01-04-2025 and 08-10-2025)**

3 October 2025 (2025-2025)

**Cost Centre    G. Admin - Other**

**Code Number    37 H&R H&S Professional Fees**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
15	11/04/2025	2024-2025/288	FC201.25	Unity Current Acco	BACS	A/C PAYABLE 24/25	Haypex HR Services	S	540.00	108.00	648.00
76	30/04/2025	2024-2025/284	FC215/24	Unity Current Acco	BACS	ACCRUALS A/C	Haypex HR Services	S	899.00	179.80	1,078.80
87	30/04/2025	2024-2025/269	FG122/24	Unity Current Acco	BACS	ACCRUALS A/C	SJS HR Consultancy and Interim Serv	X	1,625.00		1,625.00
87	30/04/2025	2024-2025/269	FG122/24	Unity Current Acco	BACS	ACCRUALS A/C	SJS HR Consultancy and Interim Serv	X	1,625.00		1,625.00
185	13/06/2025	INV SINV0744	FC200.25 O	Unity Current Acco	BACS	A/C PAYABLE 24/25	WorkNest Limited	S	3,381.14	676.23	4,057.37
342	15/08/2025	2025-2026/314	FC045/25 2f	Unity Current Acco	BACS	HR retained Service 25/26	Haypex HR Services	S	900.00	180.00	1,080.00
429	11/09/2025	2025-2026/323	FC045/25 2f	Unity Current Acco	BACS	HR retained Service 25/26	Haypex HR Services	S	900.00	180.00	1,080.00
429	11/09/2025	2025-2026/323	FC045/25 2f	Unity Current Acco	BACS	HR retained Service 25/26	Haypex HR Services	S	799.00	159.80	958.80
Subtotal for Code:    H&R H&S Professional Fees									£10,669.14	£1,483.83	£12,152.97
Subtotal for Cost Centre:    G. Admin - Other									10,669.14	1,483.83	12,152.97

**TOTALS . . . . .    £10,669.14    £1,483.83    £12,152.97**