

CHIGWELL PARISH COUNCIL

OFFICER'S REPORT TO THE PARISH COUNCIL

Meeting Date: Community Services and Assets - 16 June 2025

Subject: Grant Funding for Defibrillator Consumables – Oak Lodge Avenue

1. Purpose of Report

To seek approval from the Community Services and Assets Committee to approve the purchase and donation to the community of the purchase of five (5) sets of defibrillator pads and one (1) replacement battery for the community defibrillator located at 2 Oak Lodge Avenue, Grange Hill.

2. Background

In April 2024, residents of Oak Lodge Avenue raised funds during a street party celebrating the King's Coronation to purchase a community-accessible defibrillator. The area had previously lacked a 24-hour defibrillator.

The device, installed at No. 2 Oak Lodge Avenue, was purchased through a special bundle offer from the British Heart Foundation, including the unit and casing. However, the cost of the case exceeded funds raised and a local resident personally contributed an additional £700 to cover this shortfall.

The device is powered by electricity supplied by Spine Plus (a neighbouring osteopathy clinic) at no charge to the residents. Weekly checks are undertaken by volunteers and the unit is manually reset by them after use. There is no service contract in place, though issues are reported to the British Heart Foundation.

Following discussions with Council members, residents believed they could apply for a grant to cover the shortfall and future maintenance. However, it has since been clarified that retrospective funding for already purchased items is not permitted under Council policy.

3. Proposal

It is proposed that Chigwell Parish Council fund the purchase of the following consumables for the Oak Lodge Avenue defibrillator:

- 5 x sets of replacement adult defibrillator pads
- 1 x sets of replacement child defibrillator pad
- 1 x replacement battery

These items are necessary for the safe and continued operation of the defibrillator. The Council will not reimburse the £700 already spent on the case as this would constitute retrospective funding.

Residents will continue to carry out weekly checks and coordinate with the British Heart Foundation regarding any faults.

4. Financial Regulations Compliance

The estimated total cost is £875 (excluding VAT) which falls between £500 and £3,000. According to Financial Regulation 5.9, three quotes or proof of value would typically be required.

However, under Financial Regulation 5.12 (ii), this requirement doesn't apply when purchasing parts for existing equipment. As these consumables are model-specific and supplied directly by the British Heart Foundation (the original provider), this also meets Regulation 5.12 (iv), which exempts purchases where only one supplier is available or where pricing is fixed.

Proceeding without additional quotes is therefore fully compliant and this justification is recorded here in accordance with Regulation 5.13.

5. Supporting Information

- Cost breakdown for replacement pads and battery

6. Council Considerations

a. Finance and Value for Money

This is a modest investment in a valuable community resource with minimal ongoing costs. Multiple sets of pads and a battery ensure the defibrillator remains in working condition for the foreseeable future.

b. Governance

The request aligns with current policies, provided the funding is not used for retrospective costs.

c. Community Engagement

The project was resident-led and continues to be managed by the local community demonstrating strong civic engagement.

d. Equal Opportunities

The defibrillator is accessible to everyone, 24/7 regardless of background or status.

e. Crime and Disorder

This initiative enhances public safety and could assist emergency services in life-threatening situations.

f. Human Rights

Improving access to emergency health equipment supports the broader rights to life and health.

g. Health and Safety

Having a well-maintained defibrillator on hand directly supports public health and emergency response capabilities.

h. Biodiversity

There is no environmental impact associated with this proposal.

7. Recommendation

That the Community Services and Assets Committee:

- Approves the purchase of five adult defibrillator pads (£140 each), one child set (£110) and one replacement battery (£65), totalling £875 (excluding VAT) from the British Heart Foundation.
- Authorises officers to raise the relevant purchase order.
- Allocates the expense to Budget Cost Centre G (General Expenses).
- Notes that reimbursement for the £700 previously spent on the case is not permitted under existing policy.



**British Heart
Foundation**

Quote

BHF Shops Ltd.
Greater London House,
180 Hampstead Road,
London,
NW1 7AW

VAT Number: 626-9218-24

Quote Date	Issued By
10.06.25	Sam Johns

Customer/Business Name	Customer Email Address
Ann Shanks - 2a Oak Lodge Avenue, Chigwell	reception@spineplus.co.uk

Item Description	Unit Price (Exc VAT)	Unit Price (Incl VAT)	Quantity	Total Price (Exc VAT)	Total Price (Incl VAT)
ZOLL AED Plus CPR D-padz https://defibrillators.bhf.org.uk/zoll-aed-plus-cpr-d-padz-1	£140	£168	1	£140	£168
Zoll AED Plus Pedi-padz II Child Defibrillator Electrodes https://defibrillators.bhf.org.uk/zoll-aed-plus-pedi-padz-ii-child-defibrillator-electrodes-1	£110	£132	1	£110	£132
ZOLL AED Plus Defibrillator Replacement Batteries https://defibrillators.bhf.org.uk/zoll-aed-plus-defibrillator-replacement-batteries-1	£65	£78	1	£65	£78

Your quote is valid for 30 days from the point of issue and is subject to product availability.

Payment Terms

Payment can be made by credit card, debit card, PayPal or bank transfer. VAT invoices will be provided when paying via bank transfer and VAT receipts can be provided on any transaction by request. VAT receipts will be issued 1-2 weeks from the date of request.

Our full Terms and Conditions can be found here: <http://giftshop.bhf.org.uk/terms-and-conditions>

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