

1. Hardcore Material at Station Green

A local resident has expressed interest in taking the hardcore material and has requested to collect it. If this does not happen within a reasonable time, we will make other arrangements to dispose of it.

2. Cemetery Complaints

We have received some complaints about the cemetery and are currently working through the proper channels to resolve them.

3. Recruitment Updates

- *Open Spaces and Cemetery Operative:* We have made an appointment subject to satisfactory references and have identified a backup candidate just in case.
- *Caretaker Position:* This role is now being advertised. We have switched to an online application system to make things quicker and more transparent. CVs are not accepted
- *Clerk Recruitment:* The recruitment pack is being reviewed by HR. We are finalising advertising and recruitment plans as the EALC may not be the best option due to potential impartiality concerns relating to Chigwell Parish Council.

4. Employment Matters

- All job descriptions have been reviewed and discussed with staff.
- New employment contracts are finalised.
- The updated staff handbook will be submitted for approval at the next Full Council meeting.
- Staff appraisals are planned to take place during June.

5. Parish Office Usage

The Finance and General Purposes Committee reviewed a report on how the parish office is being used and has sent it on to Full Council for further discussion.

6. 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.

7. Health and Safety with Third-Party Users – Liability Concerns

Recently the Parish has been a bit too hands-on with health and safety when third parties use council land, especially by asking event organisers to provide detailed information about their suppliers.

While this comes from good intentions, it could actually expose the Council to liability risks. Generally, the Parish owns the land but it is the event organiser's responsibility to ensure everything is safe and compliant.

By getting too involved, like vetting suppliers or operational details, the Parish might unintentionally create a duty of care it is not legally responsible for. If something goes wrong this could lead to claims against the Council.

To reduce this risk, we are preparing a clear usage agreement and guidance for anyone using parish land. It will:

- Define what the Parish is responsible for versus what the organisers must handle
- Stress that organisers need proper insurance and risk management

- Make clear that the Parish does not supervise or approve third-party operations
This approach aims to protect Council property responsibly while keeping legal responsibilities clear and manageable.

8. Memorial Benches – Land Lease Proposal

Officers have put together a plan to formalise how memorial benches are handled in the cemetery. The idea is to lease the land where each bench sits for a fixed period (5 or 10 years) similar to how cemetery plot leases work.

This would:

- Make it clear who owns and maintains the bench and land including renewals/replacement/repair
- Set terms for renewing or removing benches
- Help manage space in the cemetery better

Sam has worked on the costs and Toni is preparing the lease and purchase documents. The agreements will cover the bench and the land lease fitting in with existing cemetery policies and financial plans. This structured system should make things clearer for both the Council and families and help with budgeting.

9. Communication and Media Strategy

A communications and media strategy is currently being drafted to support the Parish Council's position regarding planning proposals affecting Green Belt land in Chigwell. The strategy will focus on raising public awareness, mobilising community support and generating funding through local networks, social media and press engagement. It will be presented to Full Council for approval