



**EXTRAORDINARY MEETING
OF THE
FULL COUNCIL
CALLED BY THE CHAIR OF THE COUNCIL
UNDER 6a of STANDING ORDERS**

To be convened: Thursday 18 May 2023

Time: 6.00pm

Place of meeting: Chigwell Council Parish Offices, Hainault Road, IG7 6QZ

Members are hereby **SUMMONED** to attend the above meeting
to transact the following business.

Members are respectfully reminded that each item of business should be carefully
examined, with any pecuniary and non-pecuniary interests duly declared.

Members to be present:

Cllr Celina Jefcoate (Chair)

Cllr Lisa Skingsley Morgan

Cllr Faiza Rivzi

Cllr. Elliot Costa

Cllr Pranav Bhanot

Cllr Tes Gaffar

Cllr Naveed Akhtar (Vice Chair)

Cllr Rochelle Hodds

Cllr Rashni Chahal Holden

Cllr Renu Phull

Cllr Syed Raza

**Members of the press and public are invited to attend this meeting. Photographing,
recording, broadcasting or otherwise transmitting and reporting of the proceedings
may take place**

Celina Jefcoate

Naveed Akhtar

Acting Proper Officer
Cllr Celina Jefcoate

Acting Proper Officer
Cllr Naveed Akhtar

Date: 13 May 2023

AGENDA

1) RECORDING OF MEETING

Members of the Public and Councillors are asked to note that in accordance with Standing Orders 3 (i) and the Local Government Transparency Code 2015, photographing, recording, broadcasting, transmitting or otherwise reporting the proceeding of a meeting may take place.

2) APOLOGIES FOR ABSENCE

3) DECLARATIONS OF INTEREST

Members are asked to declare any Interest or Disclosable Pecuniary Interest which they may have in any of the items under consideration at this meeting. See notes at the end of the Agenda.

4) MINUTES

To **RECEIVE** and **CONFIRM** the minutes of the meeting held 20 March 2023

5) PUBLIC PARTICIPATION

To **NOTE** any representations made by members of the public; no more than 15 minutes shall be allocated to this item except at the discretion of the Chairman of the Meeting

6) APPOINTMENT OF A PROPER OFFICER IN THE ABSENCE OF A CLERK

As per Standing Orders, Council to **CONSIDER** nominating a member of staff to act as Proper Officer and **AGREE** an appropriate course of action

7) CHANGES TO BANK MANDATES

To **CONSIDER** the recommendation that the Finance Office and Cemetery Manager are appointed as admins for the bank accounts and **AGREE** an appropriate course of action

8) INDEPENDENT INQUIRY

The Personnel Committee recommends that, having commissioned an independent inquiry into grievances regarding alleged Councillor misconduct and having considered the findings of that inquiry evidenced the grievances should not be upheld, that the matter be considered closed with no action taken. To **CONSIDER** that recommendation and **AGREE** an appropriate course of action.

To **CONSIDER** the final costs of the independent inquiry to investigate the grievances made in December 2022 (Appendix 1) and **AGREE** an appropriate course of action

9) UTILITIES CONTRACT

To **RECEIVE** costings and a recommendation to select an energy supplier from Finance and Governance and **AGREE** an appropriate course of action (Appendix 2)

10) ENGAGEMENT OF A NEW CLERK

To **CONSIDER** a proposed recruitment budget for the Personnel Committee of up to £10,000 for advertising or should it prove necessary to engage specialist services to assist in the recruitment of a Clerk and **AGREE** an appropriate course of action.

To **CONSIDER** delegating authority for the recruitment process, up to any final shortlist which would come before Full Council, to the Personnel Committee and **AGREE** an appropriate course of action

11) PARISH WEBSITE

To **CONSIDER** a report regarding the interim service provider engaged under emergency authority and **AGREE** an appropriate course of action

12) MATTERS TO BE BROUGHT TO THE NEXT MEETING OR FOR DISCUSSION WHERE A DECISION CANNOT BE MADE

13) DATE OF NEXT MEETING

To **CONSIDER** the proposed date of the next meeting of 29 June 2023 and **AGREE** an appropriate course of action

14) EXCLUSION OF PUBLIC AND PRESS

In accordance with The Public Bodies (Admissions to Meetings) Act 1960, the public may be excluded by resolution whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted. To **CONSIDER** the whether the public interest in the following item is equal to or outweighed by excluding the public and press and **AGREE** an appropriate course of action

15) STAFF AND EMPLOYMENT MATTERS

To **CONSIDER** an update on staff matters and **AGREE** an appropriate course of action.

Councillors are asked to note that in the exercise of their functions, they must take note of the following: equal opportunities; crime and disorder; human rights; health and safety and biodiversity

Notes on Declarations of Interest

Members with a disclosable pecuniary interest in an item should withdraw from the room while that item is being considered. Members should also leave the room if their continued presence is not compatible with the Council's Code of Conduct or the Seven Principles of Public Life.

The disclosure must include the nature of the interest. If you become aware during a meeting of an interest that has not been disclosed under this item you must immediately disclose it. You may remain in the meeting and take part fully in discussion and voting unless the interest is prejudicial.

A personal interest is prejudicial if a member of the public with knowledge of the relevant facts would reasonably regard it as so significant that it is likely to prejudice your judgement of the public interest and it relates to a financial or regulatory matter.

It is not practical to offer detailed advice during the meeting on whether or not a personal interest should be declared, or whether a personal interest should be regarded as a Disclosable Pecuniary Interest. Members are advised to seek the advice of the Monitoring Officer well before the meeting if needed.

Invoice

SINV042445

15 March 2023

Finance Department
Chigwell Parish Council
Hainault Road
Chigwell
IG7 6QZ

WorkNest Limited
Woodhouse
Aldford
Chester
Cheshire CH3 6JD

Due Date	Payment Terms
29 March 2023	Net 14 days
Payment Method	Bank Transfer

Description	Quantity	Unit Price	Start Date	End Date	VAT %	Amount
HR Consultancy Services HRC - 81.8 hrs @ £130 = £10634+VAT Note taking - 15.8 @ £75 = £1185+VAT	1	11,819.00	Mar 2023	Apr 2023	20	11,819.00

VAT Amount Specification

VAT Identifier	VAT %	VAT Base	VAT Amount
20	20	11,819.00	2,363.80

Subtotal	11,819.00
VAT Amount	2,363.80
Total GBP incl. VAT	14,182.80

Company Reg No.
04382739

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