



MEETING OF THE FULL COUNCIL

To be convened: Thursday **30 November 2023**

Time: 7.00 pm

Place of meeting: Chigwell Council Parish Offices, Hainault Road, Chigwell, 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 Rashni Chahal Holden (Chair)

Cllr Elliott Costa (Vice Chair)

Cllr Rochelle Hodds

Cllr Tes Gaffar

Cllr Sayed Raza

Cllr Naveed Akhtar

Cllr Celina Jefcoate

Cllr Renu Phull

Cllr Pranav Bhanot

Cllr Lisa Skingsley Morgan

Cllr Faiza Rizvi

Members of the press and public are invited to attend this 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.

Olga Linkeviciene

Acting Proper Officer

Date: 24 November 2023

FULL COUNCIL AGENDA

1. Apologies for Absence

2. 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

3.Minutes

To **receive** and **confirm** the minutes of the previous meeting on 18th May 2023, 23rd May 2023, 26th June 2023, 3rd August 2023 and 21st September 2023.

4. PUBLIC PARTICIPATION

To receive representations from any member of the public in attendance.
Order Note: Public Participation is conducted in accordance with Standing Orders to a maximum allotted time of fifteen minutes. Individual speakers are limited to three minutes under Order 3(g) or at the discretion of the presiding Chair. District and County Councillors may also make representations at this time.

5. Chair's Update

- Chair of Council to provide an update.

6. Seesaw 🙋

- To receive an update from the staff on options to repair/replace the Seesaw on Station Green playground. Next steps to be agreed.

7. Kitchen Replacement and other works at Victory Hall 🙋

- To receive costs and recommendations for building works at Victory Hall, which includes the kitchen, floor, and frontage. Next steps to be agreed.

8. New Internal Auditors 2023/24 🙋

- To receive a recommendation from staff. Next steps to be agreed.

9. Asset Register Matters 🖐️

- a. To receive an update from staff regarding the disposal process of the broken **EV vehicle** (FC item 29). Next steps to be agreed.
- b. To receive an update from staff regarding the replacement process of the **mower** (appendix). Next steps to be agreed.
- c. To receive an update from staff regarding buy/or hire **the vehicle** for Cemetery & Open Spaces. Next steps to be agreed.
- d. Black gates repair costs. Next steps to be agreed.
- e. To receive an update from Cllr E Costa on the disposal of the Chigwell Buses. Next steps to be agreed.

10. Health and Safety Matters 🖐️

To **receive** quotes and **agree** an appropriate course of action for:

- a. Playground maintenance contracts
- b. Electrical Inspection-services provider
- c. CCTV service providers
- d. Disability Audit Survey for Chigwell Parish Council premises

11. FINANCE MATTERS 🖐️

- a. To approve the virement of £1,500 from admin salaries to training cost code (Finance & Gov item FG024/23)
- b. To approve the list of expenditures by regular and Direct Debit payments 2023/24
- c. To approve the transactions by corporate debit card by Statement dated 02 11, 2023.
- d. To approve the purchase of a digital fuel management system
- e. To approve the purchase of 20ft Cheap Used Shipping Container
- f. Resolution for VAT register
- g. Agree on which option to consider in regard to Shire Leasing PLC's AGREEMENT to terminate service.
- h. To approve the Tennis Table Quote for the Playground recommended by the CAC committee. Next steps to be agreed.

12. Bribery and Anti-Corruption Policy (Statement) 🖐️

- To discuss and adopt the Anti-Bribery and Corruption Statement

13. Chigwell Parish Council Street Lighting 🖐️

- To review the current costs to maintain street lighting throughout the night. Next steps to be agreed.

14. Victory Hall and Members Club Matters 🖐️

- a. Resolution for changing and adopting two names for the Victory Hall Building. Victory Hall and Community Hall.
- b. Resolution to agree to provide Victory Hall for ELECTION 2024 purposes. Consider CPC T&C in terms of deposit.
- c. Consider a CCTV Survey of the external foul drainage system. Next steps to be agreed.

15. Chigwell Parish Council website provider matters 🖐️

- To move the current hosting of the CPC website to Vision ICT. Next steps to be agreed.

16. Telecoms Mast 🖐️

- To review the current proposed lease commercials. Next steps to be agreed.

17. Community Gardens Project 🖐️

- To receive an update from Cllr Akhtar. Next steps to be agreed.

18. Tree tender 🖐️

- Review the current tree tender specification and approve to move to tender.

19. To Approve the upcoming events Cost Budget for:

- a. Christmas meeting Cllrs and Staff on 20 12 2023 at 4.30 pm at the Chigwell Parish Main Office
- b. Christmas Dinner for Chigwell Parish Staff on 21 12 2023.

20. To note Public Events invitations and celebrations:

- a. Annual Public Menorah Lighting on the Chigwell Village Green (Opposite Brook Parade) on Thursday, 14th December 2023, from 6:00 pm.
- b. Celebration of Channukah, the Jewish festival of light, which begins on Thursday, 7th December 2023 and lasts for eight days.

21. To consider a request from the Climate Change Group to amend their TOR and Agree on an appropriate course of action.

22. Employment matters

To Approve the upcoming Cost of Temporary staff. Next steps to be agreed.

23. Subsidence at Cemetery 🖐️

- Agree on which option to consider regarding remedial work needed regarding subsidence.

24. Items to be brought forward to the next meeting or items for discussion that do not require a decision to be made.

25. Date of the next meeting

Notes on Declarations of Interest

Members with a disclosable pecuniary interest in an item to 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 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 is 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 Clerk well before the meeting as it may be necessary to refer the matter to the Monitoring Officer for a decision.

 **Indicates Councillors are expected to make a decision (within the remit of the committee)**