



## AGENDA FOR THE ANNUAL MEETING OF THE COUNCIL

Date: Tuesday 21 May 2024

Time: 7:00 pm

Location: 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 Elliot Costa (Vice Chair)  
Cllr Celina Jefcoate  
Cllr Lisa Morgan  
Cllr Rochelle Hodds

Cllr Osman Ali  
Cllr Alana Aradeon  
Cllr Jamie Braha  
Cllr Lorraine M Clarke  
Cllr Debby Rye  
Cllr Tosin Amuludun

**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.

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.

*Kevin O'Brien*

Clerk to the Chigwell Parish Council

Date: 15 May 2024

**Agenda for the Annual Meeting of the Council**  
**Residents and Press Welcome**

**1. Election of Chairman (Section 15 of the 1972 Act)**

1.1 To Propose and Second nominations for the office of Chair and, if there is more than one nominee, to vote thereon.

1.2 To execute the declaration of acceptance of the office of Chairman to the Council.

**2. Election of Vice Chairman (Section 15(6) of the 1972 Act)**

2.1 To Propose and Second nominations for the office of Vice Chair and, if there is more than one nominee, to vote thereon.

2.2 To execute the declaration of acceptance of the office of Vice Chair to the Council.

**3. Registration of Members Interests**

3.1 Councillors to receive Registration of Interest Forms. Councillors must register their interests within 28 days of election or co-option as per the Localism Act 2011 s29.

**4. Apologies for Absence**

4.1 To receive apologies for absence.

**5. Declarations of interest / Dispensations**

5.1 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).

**6. Approval of Minutes**

6.1 To approve, as a true record, the meetings of the Council were held on **26 June 2024, 12 February 2024, 01 March 2024, 07 March 2024, 19 March 2024, 26 March 2024 and 01 May 2024.**

**7. General Power of Competence.**

The Parish Council resolved to confirm it satisfied the prescribed statutory criteria set out in the Parish Council's (General Power of Competence) (Prescribed Conditions) Order 2012/965 and the council qualifies as an eligible Parish Council at the Annual Meeting on 20 May 2021. This statutory power allows an eligible council to do anything subject to statutory prohibitions, restrictions and limitations. Members are further advised that the council's period of eligibility begins on the date that the resolution was made (20 May 2021) and expires on the day before the Annual Meeting of the Council that takes place in a year of ordinary elections. The council's General Power of Competence thus expires the day before the Annual Meeting of the Council in 2024.

We subsequently re-affirm our eligibility and thereby resolve in accordance with the General Power of Competence (Prescribed Conditions) Order 2012/965 to adopt a General Power of Competence.

**8. Public Participation –**

8.1 contributions from Residents, 15 minutes maximum on items on the Agenda and other contributions from Residents.

## **9. Election to Standing Committees**

9.1 . Councillors to determine the memberships of the following Committees for the year 2024/25.

- (i) Planning (all members)
- (ii) Finance & Governance (5 members)
- (iii) Personnel (5 members)
- (iv) Community Assets (5 members)
- (v) Community Services (5 members)

These committees have been given the Power to Act; the decisions of these committees will be reported to Council for information rather than ratification, unless this decision would result in an expenditure in excess of that allowed by their Terms of Reference. Any decision that will result in the expenditure of over £5000 will require ratification from the Council prior to implementation.

The Chair and Vice-Chair of the Council are both ex-officio members of all committees and therefore may stand-in if necessary to ensure that committee meetings are quorate.

## **10. Standing Committees – Terms of Reference review.**

10.1 The Terms of Reference defines the purposes and structures of committees. They establish a basis for resolutions and the scope of that committee. They can describe the following; · Vision, objectives, scope and deliverables (i.e. what has to be achieved) · Roles and responsibilities · Resources, financials and preparations (i.e. how will objectives be achieved) · Work breakdown, structures, timetable, plan of actions (i.e. when will this be achieved) Members are asked **to CONSIDER and APPROVE** the draft ToR for the following committees for the year 2024/25.

Planning – Appendix 1

Finance and Governance – Appendix 2

Personnel – Appendix 3

Community Assets – Appendix 4

Community Services – Appendix 5

## **11. Climate Change Action Group (Working Party).**

11.1 Members are asked to confirm the composition of the Chigwell Climate Change Action Group.

11.2 Members are asked to review the Terms of Reference for the Chigwell Climate Change Action Group – Appendix 6

## **12. Election of Representatives on outside bodies:**

12.1 Councillors to review and agree the outside bodies to which the council make representation. Currently:

EFDC Standards Committee

EFDC Local Councils' Liaison Committee

12.2 Councillors to determine the Councils Representatives on outside bodies.

EFDC Standards Committee – Cllr Rizvi

EFDC Local Councils' Liaison Committee – The Clerk and Chair are automatically Members + 1 other.

## **13. To agree meeting dates for 2024/25.**

13.1 Councillors will receive a draft of proposed meeting dates for 2024/25 and AGREE on

their adoption of Appendix 7.

#### **14. Code of Member Conduct (Localism Act 2011, s28).**

14.1 The Localism Act 2011 requires Parish Councils to adopt a Code of Member conduct, which confirms the conduct expected of the membership. The Chigwell Parish Code of Member Conduct was adopted on 5 July 2022 and is based on the Members being asked to REVIEW and APPROVE the Chigwell Parish Code of Member Conduct for 2024/25 APPENDIX 8).

#### **15. Finance**

##### **Bank Mandate**

A new mandate for the bank accounts must be completed. Members are asked if they wish to carry on with the current arrangement of any two of three member's signatures and, if so, which three members will be signatories.

Currently:

Cllr C Jefcoate

Cllr L Morgan

#### **16. Standing Orders & Financial Regulations Review.**

It is a requirement that the Standing Orders and Financial Regulations are reviewed at the Annual Council Meeting. Members are now asked to CONSIDER and APPROVE:

16.1 Standing Orders (National Association of Local Councils (NALC) MODEL STANDING ORDERS 2018 (ENGLAND) — UPDATED APRIL 2022) Appendix 9.

16.2 Finance Regulations (National Association of Local Councils (NALC) MODEL FINANCIAL REGULATIONS FOR LOCAL COUNCILS – UPDATED APRIL 2024) Appendix 10.

#### **17. POLICY REVIEW**

17.1 Councillors to discuss and AGREE to adopt a revised process for the annual Policies Review.

#### **18. Review of Council Subscriptions.**

The Council currently subscribes to the following:

- National/Essex Association of Local Councils.
- Rural Community Council of Essex.
- Institute of Cemetery and Crematorium Management
- Society of Local Council Clerks
- Clerks and Councils Direct
- National Allotment Association

#### **19. Key Holders.**

19.1 Councillors to discuss and AGREE who should be "Key Holders" for the Parish Office and the Cemetery.

#### **20. Administration Assistant – Interview Arrangements.**

20.1 Councillors to discuss and AGREE the composition of an interview panel and potential dates for the interviews to take place.

**21. Members are to forward any items for the next agenda by xxxxx (1 week before the date of the next meeting).**

**22. The next Parish Council Meeting will take place on TBC**