



## MEETING OF THE FULL COUNCIL

To be convened: Monday 26<sup>th</sup> June 2023

Time: 7.30pm

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: 20th June 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 18<sup>th</sup> May 2023 (Appendix 1)

### **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. APPOINTMENT OF AN RFO**

Councillors will consider the appointment of a Councillor as RFO for the purposes of signing the AGAR and **AGREE** an appropriate course of action

### **6. 2022/2023 End of Year Accounts - Annual Audit**

Members are asked to NOTE that current financial regulations require the Council to approve a Statement of Assurance (AGAR, section 1) in relation to the approval of the Council's Accounts (Appendix 2). **Formal APPROVAL to the 2022/2023 Statement is now required.**

The 2022/2023 Accounts have recently been closed. These Accounts must now be despatched to the District Auditor in preparation for the Annual Audit (Appendix 3). Formal **APPROVAL** to the 2022/2023 accounts is now requested. Subject to Members' approval, the Accounting Statement (AGAR, section 2) will be signed and dated by the RFO and the Chair, on behalf of the council.

### **7. STANDING ORDERS**

In Accordance with Standing Order 5 j ix of the adopted Standing Orders (2022) it is required to undertake a review of the Standing Orders and Financial Regulations at the Annual Meeting. These documents are based on the model published by the National Association of Local Councils (NALC) and supplemented with local requirements, in accordance with Council resolutions. Members are further

reminded that the bold text is in accordance with statutory regulations and therefore cannot be amended

The Standing Orders and Financial Regulations were reviewed at the Annual Meeting and the Financial Regulations adopted. Subject to Members' approval, the Standing Orders will be adopted by the Council

## **8. GRANT APPLICATION**

To review and provide a decision upon the grant application from Jenna Wilkins Foundation

## **9. REMEMBRANCE TREE**

To receive the proposal for a Columbarium Remembrance granite tree and agree next steps

## **10. BUS SHELTER**

To discuss the proposed Bus shelter and agree on next course of action

## **11. COMPOSTING MACHINE**

To discuss need for the Composting Machine and consider a decision on costs

## **12. COMMUNITY GARDENS PROJECT**

To receive a proposal on the Community Gardens Project and understand how the project will be run and financed. To agree on any next steps.

## **13. DISABLED PLAY EQUIPMENT ON STATION GREEN**

Discuss the proposal for Disabled Play Equipment and agree on next course of action

## **14. CEMETERY GATES**

To discuss the urgent need to repair the cemetery gates and provide a decision on way forward

## **15. MATTERS STILL TO BE DEFFERED**

Polices that were not received at the Annual Council Meeting

## **16. EXCLUSION OF THE PUBLIC AND THE PRESS**

In the event that the Agenda contains Exempt (blue) pages, to *CONSIDER* the following motion to be proposed by the Chairman:

*“That the public and the press be excluded from the meeting, the Council believing that publicity would be prejudicial to the public interest by reason of the confidential nature of the business about to be discussed.”*

## **17. CONFIDENTIAL ITEMS**

### **EMPLOYMENT MATTERS**

Update on Employment Matters and agree on any next actions

## **18. 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 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 Clerk well before the meeting as it may be necessary to refer the matter to the Monitoring Officer for a decision.