



**MEETING OF THE  
COMMUNITY SERVICES COMMITTEE**

To be convened: Tuesday 11 July 2023

Time: 6.30pm

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 Faiza Rizvi

Cllr Renu Phull

Cllr Naveed Akhtar

Cllr Tes Gaffar

Cllr Syed Raza

**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

*Olga Linkeviciene*

Acting Proper Officer

Date: 6 July 2023

## COMMUNITY SERVICES COMMITTEE AGENDA

### 1. APPOINTMENT OF THE CHAIR 🖐️

### 2. APPOINTMENT OF THE VICE CHAIR 🖐️

### 3. APOLOGIES FOR ABSENCE 🖐️

To receive and **AGREE** to accept any apologies for absence

### 4. 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

### 5. TERMS OF REFERENCE 🖐️

To consider and adopt if agreed the Terms of Reference as agreed at the Annual Council meeting of 23 May 2023 (Appendix 1)

### 6. MINUTES 🖐️

To consider the minutes of the previous meeting for **APPROVAL**

### 7. PUBLIC PARTICIPATION

To suspend the meeting for this item and 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

### 8. APPOINTMENT OF COMMUNITY REPRESENTATIVES 🖐️

To consider submissions received and **AGREE** the appointment of Community Representative(s)

### 9. ANNUAL WORK PLAN OF THE COMMITTEE 🖐️

To consider and **AGREE** the Committee's Annual Work Plan content and strategy for the 2022/23 term, taking into account the following objectives

- Community safety
- Community cohesion
- Community involvement
- Community engagement
- Community empowerment

## **10. MATTERS TO BE BROUGHT FORWARD OR FOR DISCUSSION WITH NO DECISION**

## **11. DATE OF THE NEXT MEETING**

### **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 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.



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

# **Chigwell Parish Council**

## **Community Services Committee Terms of Reference**

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### **1. Committee**

The Community Services Committee is constituted as an Executive Committee of Chigwell Parish Council.

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### **2. Membership**

Five Parish Councillors will be appointed annually at the Annual Council Meeting as voting members. Up to three non-Councillors can be appointed as per the Standing Orders.

If a councillor resigns from the Committee/Council during the year a new councillor will be appointed at the next appropriate Full Council meeting\*.

The quorum of the Committee shall be three Members to include no less than two Councillors.

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### **3. Chairperson**

The Chairperson of the Committee will be elected annually by the Committee at the first meeting of the committee following the Annual Council Meeting.

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### **4. Voting**

Only appointed members may vote and participate at a meeting. Non member Councillors may attend and participate but not vote.

Members of the public may attend and speak at a meeting during public participation.

In the case of an equal vote the Chairperson of that meeting shall have a second or casting vote.

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### **5. Declaration of Interests**

All Councillors must declare interests on agenda items in line with the Code of Conduct as adopted by Chigwell Parish Council.

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\* The next appropriate meeting will be the next meeting where an agenda item can be published to carry out this action.

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## 6. Meetings

The Committee will meet at least four times a year, with a minimum of 5 working days notice given.

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## 7. Admission of the Public and Press

The initial position should always be in favour of disclosure of as much information as possible about the decisions the council takes, and only in limited circumstances should information be withheld, where there is a justification, in law, for doing so. The Public and Press will be admitted to all meetings of the Committee in line with the Council's Standing Orders.

If required, the Committee will have the right to pass a resolution to exclude the press and public in accordance with s1(2) of the Public Bodies (Admission to Meetings) Act 1960 considering the specific permissible reasons detailed in Local Government Act 1972 Schedule 12A (as amended). Schedule 12A contains 10 categories of information which can be exempt, 3 of which relate specifically to Standards Committee or Sub-Committee meetings. All of them require consideration of the public interest (via the application of the public interest test in Section 2 of the Freedom of Information Act 2000) before passing a resolution to withhold the information by excluding the Public and Press. Details of the categories are attached as Appendix 1 to these Terms of Reference.

Where the press and public are likely to be excluded from the meeting this will be advertised on the Committee's agenda.

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## 8. Minutes of Meetings

The minutes of the meetings will be approved at the next meeting of the Committee, if the committee does not meet before the next Full Council meeting the draft minutes will be presented at the Full Council meeting.

The draft minutes will be published on the Council's website as soon as possible after the meeting and always within 10 working days, these will be replaced with the approved minutes.

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## 9. Meeting Duration

The duration of the Community Services Committee's meeting will be for a maximum of 2 hours unless a resolution is passed to extend the meeting for a further 30 minutes after which any unfinished business being taken at the beginning of the next Community Services Committee Meeting.

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## 10. Funding

The Committee shall have a remit to commit/spend up to £5,000. Any amount over that value will be reported to the next appropriate Full Council meeting for their approval.

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## 11. Terms of Reference

The Committee will review these Terms of Reference each year at the first meeting of the committee following the Annual (or First) Council Meeting and when necessary recommend any changes to the Council at the next appropriate Full Council meeting.

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## 12. Responsibilities

The purpose of the Committee is to manage all Community Services within the responsibility of or devolved (now and in the future) to the Parish Council, including (but not limited to):

- Road, pavement, footpath, bridlepath and cycle path issues
- Local event management (CPC and third party)
- Street Lighting
- CCTV
- Public safety (e.g. local policing, NHW, Speedwatch, special constables)
- Community relationships, liaison and consultations
- Website and social media management
- Liaison with Local Highways Panel
- Relevant H & S oversight
- Review its three-year forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the council not later than the end of October each year including any proposals for revising the forecast

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## 13. Best Value

The Committee will ensure the Council follows the principle of Best Value at all times \*\*

Considered and approved by the Committee at its Annual meeting on 23 May 2023

Review Date: May 2024

\*\* Best Value Statutory Guidance as published by the Department for Communities and Local Government, see appendix 2