



**MEETING OF THE
COMMUNITY ASSETS COMMITTEE**
Convened Under Standing Order 6C

To be convened: Tuesday 7th November 2023

Time: 12:30 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 Lisa Skingsley Morgan

Cllr Tes Gaffar

Cllr Naveed Akhtar

Debby Rye

Olga Linkeviciene

Cllr Rochelle Hodds

Cllr Renu Phull

Tony Slade (Scott Donovan)

Christine Fuchs

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: 01 November 2023

AGENDA

1. RECORDING OF MEETINGS

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

To receive and **AGREE** to accept any apologies for the 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 consider the minutes of the previous meeting held on 14 September 2023 for **APPROVAL**.

5. PUBLIC PARTICIPATION

To **NOTE** any representations made by members of the public, there is a time limit of 3 minutes per speaker (unless there is only one speaker when the limit is 5 minutes); no more than 15 minutes shall be allocated to this item except at the discretion of the Chairman of the Meeting.

6. VICTORY HALL –

- A. To **RECEIVE** an **UPDATE** from the Open spaces manager on the need for repair on the floor in the hall. To **REVIEW** 3 x **QUOTES** and **AGREE** on an appropriate course of action to **PRESENT TO FULL COUNCIL RESOLUTION** (FC Item 25)
- B. **REVIEW** 3 x quotes for emergency exit and **RECOMMEND** an appropriate course of action.
- C. **REVIEW** 3 x quotes for **KITCHEN** and **RECOMMEND** Full Council an appropriate course of action to **PRESENT TO FULL COUNCIL RESOLUTION** (FC Item 25)
- D. **REVIEW** CCTV Victory Hall Pipe **SURVEY** and **PRESENT TO FULL COUNCIL RESOLUTION**.
- E. **REVIEW** THE **QUOTES** TO **RENEW PLUMBING TO URINALS IN MEN'S TOILET IN VICTORY HALL** and **AGREE** on an appropriate course of action.
- F. To **DISCUSS** and **AGREE** on an appropriate course of action **VH hire for elections**.

7. CEMETERY

- A. To RECEIVE an UPDATE from the Open spaces manager, on the installation of blinds agreed on 11/22.
- B. To RECEIVE an update from ICCM on the usage of Red diesel (change of usage 2022) and to REVIEW and RECOMMENDED an the appropriate course of action
- C. To RECEIVE QUOTES for a digital fuel flow meter and RECOMMEND an appropriate course of action.
- D. To RECEIVE an UPDATE from the Open spaces manager. REVIEW all quotes for electric pick up (buy/rent/lease) and **PRESENT TO FULL COUNCIL RESOLUTION.**
- E. TO REVIEW THE FIRE RISK ASSESSMENT REPORT AND AGREE AN APPROPRIATE course of action (H&S Officer advised notes)
- F. TO RECEIVE THE QUOTES TO REPLACE LIGHTING IN THE CEMETERY OFFICE under H&S and AGREE an appropriate course of action.

8. BUDGET 2024/25 & THREE-YEAR PLAN – To CONSIDER budgetary requirements and proposals for 24/25

- A. The suggested new prices for April 2024, including Cemetery and allotments.
- B. Columbarium project
- C. ALLOTMENTS COMPETITION PROJECT 2024/25

9. EMERGENCY EXPENDITURE – To APPROVE various emergency spending on behalf of CAC – Accounts department to supply details.

10. ALLOTMENT UPDATE – To RECEIVE an update from staff on the Allotment Society and RECOMMEND an appropriate course of action.

11. PLAY EQUIPMENT

- A. To RECEIVE an UPDATE on logistics from the open spaces manager on the disability swing. APPROVE an appropriate course of action.
- B. To RECEIVE THE QUOTE FOR SEESAW and **PRESENT TO FULL COUNCIL FOR COST RESOLUTION** (FC Item 24)
- C. TO REVIEW THE QUOTE OF MAINTENANCE AGREEMENT/Contracts and AGREE an appropriate course of action to **PRESENT TO FULL COUNCIL RESOLUTION** (FC Item 30)
- D. To RECEIVE THE QUOTE FOR TENNIS OUTDOOR TABLE and PRESENT TO FULL COUNCIL FOR COST RESOLUTION.

12. FITNESS EQUIPMENT

To RECEIVE an UPDATE from staff on a visit to the Limes Farm Gym area.

13. INSURANCE MATTERS – To RECEIVE an update from staff REVIEW and AGREE an appropriate course of action.

14. ASSETS REGISTER AND RISK MATTERS

A. To RECEIVE an update from staff and AGREE an APPROPRIATE course of action.

B. To receive the quotes and AGREE an appropriate course of action (no exceed £5k., FC Item 31) INSTALLATION FIRE ALARM SYSTEM IN THE CEMETERY OFFICE AND STORAGE.

C. To RECEIVE and PROCEED **the disabled access audit** - the resulting action plan cost for the Main Office, Victory Hall, and Community Club.

D. To RECEIVE an UPDATE from STAFF:

- ELECTRICAL INSPECTION AND MAINTENANCE CONTRACT ALL IN ONE PROVIDER

- CCTV SERVICE FOR ALL-IN-ONE PROVIDER

C. CEMETERY OFFICE -To RECEIVE UPDATE AND AGREE an appropriate course of action.

15. CHRISTMAS 23/24

- To RECEIVE an UPDATE on Christmas Lighting 23/24 from the manager.

- To RECEIVE an UPDATE FROM STAFF AND AGREE on an appropriate course of action for clearing the bald hind site for Xmas trees

16. THE SALT PARTNERSHIP

To discuss and agree on an appropriate course of action.

17. MATTERS TO BE BROUGHT FORWARD OR FOR DISCUSSION WITH NO DECISION

18. DATE OF 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.