



**EXTRAORDINARY MEETING OF THE  
FULL COUNCIL**

**Convened Under Standing Order 6A.**

To be convened: **Tuesday 18<sup>th</sup> February 2025**

Time: **6.30 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 L Morgan (Chair)

Cllr D Rye

Cllr O Ali

Cllr O Amulundun

Cllr C Jefcoate

Cllr A Aredeon

Olga Linkeviciene -IRFO

Sam Warren – Cemetery and Open Spaces Supervisor

Toni Slade – Cemetery Registrar/H&S Officer

Cllr E Costa (Vice Chair)

Cllr L Clarke

Cllr R Hodds

Cllr J Braha

Cllr F 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.

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.

*Cllr Lisa Morgan*

Acting Proper Officers

*Cllr Elliott Costa*

Date: 12 February 2025

**EXTRAORDINARY MEETING OF THE  
FULL COUNCIL  
AGENDA**

**193.25 APOLOGIES FOR ABSENCE 🖐**

**194.25 OTHER ABSENCES**

**195.25 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.

**196.25 MINUTES 🖐** To receive and confirm the minutes of the meeting held 4<sup>th</sup> February 2025

**197.25 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.

**198.25 VICTORY HALL AND COMMUNITY HALL 🖐** – To RECEIVE an update from the working group on CH proposal and AGREE an appropriate course of action  
To RECEIVE an update from staff on VH Kitchen and AGREE an appropriate course of action

**199.25 FINANCE MATTERS 🖐**

**A.** Members are asked to **CONSIDER** and **AGREE** to replace the existing Cemetery CCTV XVR 16-channel recorder at a cost of £1,047 plus VAT, as quoted by an approved CCTV provider.

Recommendations: Cemetery and Open Spaces Supervisor - The Cemetery site is at risk without CCTV.

Recommendations: IRFO – the budget for this cost - Code R/98 £2,125.24

**B. To CONSIDER** proposal for Fire Door Inspections (ref. QUO-39330-F4H9S1): Main Office, Victory Hall and Community Hub under a 2-year agreement for an annual fee of £1,260.00

**200.25 H&S PROVIDER 🖐** – To **RECEIVE** an update from staff and **AGREE** on an appropriate course of action.

Recommendations: The F&G Committee (11/02/25) recommends considering and Agreeing on Option 2. The New H&S agreement would be a 3-year agreement for an annual fee of £2,000.

**201.25 HR PROVIDER 🖐** – To **RECEIVE** an update from the chair of personnel and **AGREE** on an appropriate course of action

**202.25 ITEMS TO BE BROUGHT FORWARD TO THE NEXT MEETING OR  
ITEMS FOR DISCUSSION THAT DO NOT REQUIRE A DECISION TO BE  
MADE**

**203.25 DATE OF NEXT MEETING**

**204.25 EXCLUSION OF THE PUBLIC AND THE PRESS 🖐** It is proposed the meeting move into private session for the remainder of the items to be discussed. (Public Bodies [Admissions to Meetings] Act 1960). In the event that the agenda contains items where the public interest in maintaining confidentiality may outweigh the public interest in the item being made

public, to CONSIDER the following motion to be proposed by the Chair: “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.”

**205.25 STAFFING MATTERS** 🖐️ - Members are asked to **CONSIDER** the employment matters and **AGREE** on an appropriate course of action.

#### 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