



**EXTRAORDINARY MEETING OF THE
FULL COUNCIL CONVENED UNDER
ITEM 6a of the STANDING ORDERS**

Date: 29th April 2025

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 L Morgan (Chair)

Cllr D Rye

Cllr O Ali

Cllr T Amulundun

Cllr C Jefcoate

Cllr A Aredeon

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 and Cllr Elliot Costa

Acting Proper Officer to Chigwell Parish Council

Date: 24 April 2025

EXTRAORDINARY FULL COUNCIL AGENDA

1. 🖐️ APOLOGIES FOR ABSENCE

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

2. ANY OTHER ABSENCE

To **NOTE** any other 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 28 March 2025 for **APPROVAL** (Appendix 1)

5. 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.

6. CHAIRS' REPORT

To receive reports from the Committee Chairs

7. UK PROSPERITY GRANT

To receive an update

8. 🖐️ VICTORY HALL KITCHEN PROJECT

To hear an update from the Chair of CSC regarding the progress on providing adequate kitchen facilities for all users of Victory Hall while delivering best value for money and **AGREE** an appropriate course of action.

9. 🖐️ REMOVAL OF BILLY GOAT FROM ASSET REGISTER

At CAC (minute 143/24) the Open Spaces Supervisor reported that the cost of repair was £744.15 and recommended not to repair or replace. It was not considered that additional equipment would be required

It was **AGREED** the matter would be referred to Full Council with a recommendation to dispose and remove the item from the list Register (IRFO report). Independent written evidence of the value is required.

Members to consider the written valuations of the equipment and **AGREE** an appropriate course of action

10. LICENSE TO DISCHARGE – CEMETERY

It has been identified that the sewage treatment plant at the cemetery is not in possession of a discharge permit, the previous one having expired. Staff are in the process of applying for this as it is a statutory requirement. Council to receive a written update from staff regarding progress

11. 🖐️ INTERNAL CONTROL FOR Q1 2025/26

To **AGREE** and appoint the member(s) to verify bank reconciliations. Members are advised that the Council should appoint the member(s) to verify bank reconciliations (for all accounts) produced by IRFO. The member (s) shall sign the reconciliations and the original bank statements as evidence of verification (FR 2.2).

12. 🖐️ CHIGWELL PARISH COUNCILLORS SURGERY

Council to consider the time and Councillors' availability to conduct the upcoming Surgery and **AGREE** an appropriate course of action.

13. 🖐️ GRANT APPLICATION – To receive an update on the Youth Unity grant application, grant amount £4,940.00 (Appendix Grant Application) from the Finance and Governance Committee members, based on the meeting held on April 8, 2025, and **AGREE** on an appropriate course of action.

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

15. 🖐️ DATE OF THE NEXT MEETING

16. 🖐️ EXCLUSION OF THE PUBLIC AND THE PRESS

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.”

17. 🖐️ INCIDENT LOG

At the F&G meeting of 8 April 2025 (FG203/24), Councillors reviewed the incident log and it was resolved matters raised be reported to Full Council

Councillors are asked to review and **NOTE** the incident logs and suggested mitigation, consider whether this is adequate and **AGREE** any additional actions

18. 🖐️ SPECIAL MOTION PROPOSED BY FINANCE AND GOVERNANCE

At the F&G meeting of 11 Feb 2025 (Minute ref FG150/24) and 11 March 2025 (Minute ref FG170/24) it was resolved a special motion to revoke a Council's decision would be proposed by the Finance and Governance Committee if required.

The Finance and Governance Committee proposes the following motion

That the decision of the Full Council made on 4th February 2025 under minute ref: 192/25 be revoked in order to comply with the governance of the Council

Council to consider the above motion and **AGREE** an appropriate course of action

19. 🖐️ RECRUITMENT CARETAKER / CLEANER

Members are advised that the absence of a Caretaker/Cleaner will impact Victory Hall bookings, potentially leading to micro-management of those bookings and resulting in lost revenue.

Members are asked to consider this matter 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 (within the remit of the committee)