



**MEETING OF THE
COMMUNITY SERVICES AND ASSETS COMMITTEE**

Date: Thursday 16 April 2026

Time: 7.00pm

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 Skingsley Morgan (Chair)

Cllr R Hodds (Vice Chair)

Cllr J Braha

Cllr L Clarke

Cllr O Ali

J Selvarajah - Clerk and Proper Officer

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

Jason Selvarajah MSc

Clerk and Proper Officer to Chigwell Parish Council

Date: 10 April 2026

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 Community Services and Assets Committee meeting held 12 February 2026 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. CEMETERY ACTIVITIES

To **NOTE** the reported cemetery activities for the year to date (Appendix 2)

7. OPEN SPACES OFFICER UPDATE

To **NOTE** the reported open spaces update (Appendix 3)

8. ALLOTMENTS AND VICTORY HALL OFFICER UPDATE

To **NOTE** the reported updates associated with allotments and Victory Hall bookings (Appendix 4)

9. UPDATE FROM THE CLERK

To **NOTE** the officer report (Appendix 5)

10. FINANCIAL REGULATION 5.15 EXPENDITURE

In accordance with Financial Regulation 5.15, individual purchases made within an approved budget for that category of expenditure may be authorised under delegated authority by the Clerk or the Responsible Financial Officer (RFO), provided that the value of each purchase is below £1,000 (excluding VAT).

All such authorisations must be supported by an appropriate audit trail, either by way of a formal minute (where arising from Council or Committee decisions) or other suitable auditable evidence.

Members are asked to NOTE the attached schedule of expenditure relating to individual purchases, made within agreed budgets for the relevant expenditure headings, and authorised by the Clerk or RFO under delegated authority for the period 04 March 2026 to 09 April 2026 (**Appendix 6**).

11. PROPOSED INSTALLATION OF A BENCH AT BUS STOP, FENCEPIECE ROAD

To NOTE the officer report and APPROVE recommendations within (**Appendix 7**).

12. CEMETERY ACTION PLAN- EXECUTIVE SUMMARY

To NOTE the officer report (**Appendix 8**).

13. COMMITTEE MEETING ARRANGEMENTS

To discuss members' preferences regarding the timing of Community Services and Assets Committee meetings, including the option of holding meetings during daytime hours, with a view to improving member availability, attendance, and effective scrutiny.

14. REVIEW OF COMMITTEE QUORUM

To consider the current quorum requirement for the Community Services and Assets Committee as set out in the Committee's Terms of Reference, and to discuss whether the existing requirement continues to support effective decision-making and business continuity.

Officer Comment: *Any amendment to quorum requirements or Terms of Reference must be approved by Full Council.*

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

16. DATE OF THE NEXT MEETING

Agreed by Full Council as Tuesday 5 May at 7.00pm.

17. EXCLUSION OF THE PUBLIC AND THE PRESS

In the event that the agenda contains items where the public interest in maintaining confidentiality outweighs the public interest in disclosure, to CONSIDER the following motion, to be proposed by the Chair:

“That the public and the press be excluded from the meeting, as the Council considers that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.”

Declarations of Interest

Members with a Disclosable Pecuniary Interest (DPI) in any item of business must disclose the nature of that interest and withdraw from the meeting room while the item is being considered.

Members must also withdraw where their continued presence would be incompatible with the Council’s Code of Conduct or the Seven Principles of Public Life.

If, during the course of the meeting, a Member becomes aware of an interest that has not been previously disclosed under this item, it must be declared immediately, including the nature of the interest.

Members may remain in the meeting and take part fully in discussion and voting unless the interest is prejudicial. A personal interest is considered prejudicial where a member of the public, with knowledge of the relevant facts, would reasonably regard the interest as so significant that it is likely to prejudice the Member’s judgement of the public interest, particularly where it relates to a financial or regulatory matter.

It is not practicable to provide detailed advice during the meeting as to whether a personal interest should be declared, or whether such an interest constitutes a Disclosable Pecuniary Interest. Members are therefore strongly advised to seek advice from the Monitoring Officer well in advance of the meeting where there is any uncertainty.