



**MEETING OF THE
CHIGWELL PARISH COUNCIL**

Date: Thursday 30 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 J Braha (Chair)	Cllr D Rye (Vice Chair)
Cllr O Ali	Cllr T Amuludun
Cllr L Clark	Cllr E Costa
Cllr R Hodds	Cllr E Skingsley
Cllr L Skingsley-Morgan	Cllr F Rizvi
Cllr C Jefcoate	

J Selvarajah - Clerk and Proper Officer, Chigwell Parish Council

O. Linkeviciene – Responsible Financial Officer, Chigwell Parish Council

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: 24 April 2026

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

Proposed motion: That Chigwell Parish Council:

AGREE the minutes of the meeting of 26 February as an accurate representation of what took place (**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. FINANCIAL TRANSACTIONS AND BANK RECONCILIATIONS

Proposed motion: That Chigwell Parish Council:

REVIEW the proposed payments for April and **APPROVE** if appropriate (**Appendix 2**)

REVIEW the card payments for March and **APPROVE** if appropriate (**Appendix 3**)

REVIEW the bank reconciliation to 31 March and **APPROVE** if appropriate (**Appendix 4**)

REVIEW the report detailing salary, superannuation and tax payments for April 2026 paid 10 April (**Appendix 5**)

NOTE the reported cemetery activities to 30 March (**Appendix 6**)

7. FINANCIAL REGULATION 5.15 EXPENDITURE

As per Financial Regulation 5.15, Individual purchases within an agreed budget for that type of expenditure may be authorised by the Clerk or RFO, under delegated authority, for any items

below £1,000 excluding VAT. Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.

Proposed motion: That Chigwell Parish Council:

NOTE and **ENDORSE** the attached expenditure of individual purchases within an agreed budget for that type of expenditure authorised by the Clerk or RFO for the period 04.03.26 to 24.04.26 (**Appendix 7**)

8. INTERNAL CONTROL FOR Q1 2025/26

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

Proposed motion: That Chigwell Parish Council:

AGREE and **APPOINT** a named member(s) to verify bank reconciliations for the Q1 period 2026/27

9. REVIEW OF DIRECT DEBITS AND BACS PAYMENTS

The Financial Regulations at 6.7, 6.8 and 6.9 require the review every two years of variable and fixed direct debit instructions, standing orders and BACS payments due. The Council are thus asked to review the current arrangements made to pay utility suppliers, non-domestic rates, contractual and agreed direct debits, Standing Orders and BACS payment instructions for the financial year 2026/27

A. **To REVIEW** the direct debit payments for 26/27 and **APPROVE** if appropriate (**Appendix 8**)

B. **To REVIEW** the contractual payments made via BACS and/or Standing Order for 2026/27 and **APPROVE** if appropriate (**Appendix 9**)

10. 2026/27 GENERAL AND EMRs BALANCE BROUGHT FORWARD CONSIDERATION AND APPROVAL

To **CONSIDER** the RFO report (**Appendix 10**) and recommendations therein and **AGREE** an appropriate course of action.

11. PROGRESS REPORT TO THE COUNCIL REGARDING FUND FLOW ANALYSIS AND MANAGEMENT OF OPERATIONAL CASH BALANCES (FC179/25)

To **CONSIDER** the RFO report (**Appendix 11**) and recommendations therein and **AGREE** on an appropriate course of action.

12. BUDGET 2026/27 – VIREMENTS

To **CONSIDER** the RFO report (**Appendix 12**) and recommendations therein and **AGREE** on an appropriate course of action.

13. PROGRESS REPORT TO THE COUNCIL REGARDING COMMUNITY HUB AND VICTORY HALL REFURBISHMENT

To **CONSIDER** officer report (**Appendix 13**) and **NOTE** the expenditure for the upcoming work will be £1,200

14. ANNUAL MEETING

Members are reminded that the Annual Meeting of the Council will take place on Thursday 21 May at 7.30pm, and that all Councillors are expected to attend. It is anticipated that the meeting will conclude by 9.30pm, and Councillors are expected to be present for the duration of the meeting, unless they are required to withdraw from consideration of a specific item due to a declared interest.

15. COUNCILLOR SURGERIES DURING PRE- ELECTION PERIOD

Members are asked to **NOTE** that during the pre-election period, councillor surgeries may continue only where they are genuinely business as usual and limited strictly to casework and local constituent matters. Surgeries must not involve any political or campaign-related discussion, must not be promoted using Parish Council resources, and Council premises must not be used for campaigning. Where there is any risk that a surgery could be perceived as political, the safest course of action is to pause such activity until after the election.

16. CLERK REPORT

To receive written updates from the Clerk (**Appendix 14**) and business case for consideration (**Appendix 15**) and (**Appendix 16**) and **AGREE** an appropriate course of action regarding the recommendations therein.

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

18. DATE OF THE NEXT FULL COUNCIL MEETING

Thursday 28 May at 7.00pm

19. 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.”

20. LEGAL MATTERS

To receive an update from officers regarding ongoing legal matters
(Confidential Appendix 1)

21. MATTER RELATING TO PARISH OWNED BUILDINGS

To receive an update from officers regarding matters relating to parish owned buildings
(Confidential Appendix 2)

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.