

## **Minutes of Extraordinary meeting Community Assets Committee**

Date – 11<sup>th</sup> May 2023

Time - 12pm

• **Place of meeting** - Chigwell Council Parish Offices, Hainault Road

Chigwell IG7 6QZ

**Meeting started:** 12.01pm

**Present:** Cllrs: Skingsley Morgan (Chair), Cllr Hodds, Cllr Phull

Non- Councillors: Scott Donovan, Deborah Rye, Christina Fuchs

Olga Linkeviciene

**71.23 Recording of Meeting:** Debby Rye

**72.23 Apologies for absence:** Cllr Akhtar & Cllr Costa

**73.23 DECLARATIONS OF INTEREST** – None

**74.23 MINUTES**– The minutes for 28<sup>th</sup> March 2023 - signed off.

**75.23 PUBLIC PARTICIPATION:**

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**76.23 NEW BARIATRIC CHAIRS** - Open spaces manager reported that the chairs are now on order and we should expect delivery within the next 3 weeks

**77.23 SOCIAL SPACES** – It was **AGREED** to allocate £1000 to continue with the great work that the team were doing and helping with such a worthwhile cause. Commemorative certificates and vouchers would be issued for the founding MOP

**78.23 RISK ASSESSMENTS** – It was **AGREED** that staff would insure all risk assessments were up to date and advance any necessary arrangements

**79.23 WILDLIFE SIGNS** – It was **AGREED** that Scott Donovan would contact Essex Wildlife Trust and source all of the relevant signage needed in line with our reports

**80.23 INSURANCE** – It was **REPORTED** that our insurance company has now increased the Public and Employer liability for Cemetery in line with recommendations.

**81.23 FENCING** – It was **APPROVED** that the open spaces manager contact the Essex Wildlife to run a program for specialized natural fencing, in line with our ECO reports

**82.23 LAWNMOWER** – An Update was **RECEIVED** from the Open spaces manager and the matter forwarded to Full Council

**83.23 BENCHES** -An **UPDATE** was **RECEIVED** from the Open spaces manager on Installation of benches all are now in place. Cllr Morgan stated that she had received lots of positive comments from MOP in response to the siting of the benches throughout the Parish

**84.23 VICTORY HALL FLOOR** – The Matter was deferred

**85.23 VICTORY HALL KITCHEN** - The Matter was deferred

**86.23 CEMETERY FURNITURE UPDATE** – All Office furniture has now been ordered and awaiting the new flooring to be laid

**87.23 CLEANING** – To **RECOMMEND** to personnel, cover for cleaning whilst cleaning staff are absent

**88.23 LITTERPICKER** – To pass **RECOMMENDATION** of job Advert to to personnel for **APPROVAL**

**89.23 EMERGENCY EXPENDITURE** –**APPROVED** various emergency spends on behalf of CAC – Accounts department supplied details

**90.23 HALL HIRE** –**APPROVED** all relevant documentation associated with the Hiring of the Halls – Accounts department supplied information, sent onto F & G

**91.23 MANAGEMENT / SUPERVISOR TRAINING** –**CONSIDERED** and **APPROVED** appropriate training for staff to be **RECOMMENDED** to

personnel committee

**92.23 ALLOTMENT UPDATE** – Both sites have reduced their waiting list and only a couple of plots are still vacant, these should be filled in the coming month

**93.23 DATE OF NEXT MEETING** –15<sup>th</sup> June 2023 @ 12pm

Commented [lisa morg1]:

MEETING FINISHED:

**Signed** .....

**Dated** .....

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