

Minutes of Extraordinary meeting Community Assets Committee

Date – 23rd February 2023

Time - 12pm

- **Place of meeting** - Chigwell Council Parish Offices, Hainault Road
Chigwell IG7 6QZ

Meeting started : 12.05pm

Present – Cllrs Skingsley Morgan (Chair), Costa, Hodds & Mr Scott Donovan.

Minutes taken by Scott Donovan

12.23 APOLOGIES FOR ABSENCE – Cllr Akhtar & Phull

13.23 APPOINTMENT OF NON COUNCILLORS – Debby Rye & Christine Fushs proposed by Cllr Morgan and seconded by Cllr Costa to become members of The Community Assets Committee

14.23 DECLARATIONS OF INTEREST – None

15.23 MINUTES– The minutes for 6th September 2022 & 24th January 2023 were not available

16.23 PUBLIC PARTICIPATION – No Residents participated

17.23 BUS SHELTER – Being a specialist item, only able to obtain one quote.

It was agreed to move to Full Council for approval of recommendation

18.23 NEW BARIATRIC CHAIRS – It was unanimously agreed to purchase 7 Bariatric chairs @ £168.00 per chair. Scott Donovan was given authorisation to proceed in the absence of the clerk

19.23 WARM PLACES – It was unanimously agreed that warm places would continue throughout the year, with a second self-funding day and the approval of the community assets committee to run a food pantry(Chigwell Community cupboard) during the period warm places/Tea room is open

20.23 COMMUNITY HALL – Being a specialist item, only able to obtain one quote, although numerous companies were contacted.

It was agreed Unanimously to proceed with the quote received for fire escape steps. Scott Donovan was given authorisation to proceed in the absence of the clerk

21.23 CEMETERY - It was agreed Unanimously to proceed with the purchase of crockery for the cemetery visitors. Scott Donovan was given authorisation to proceed in the absence of the clerk. The purchase of the cupboard for cemetery agreed a max of £200.00

22.23 CEMETERY POSTBOX – It was unanimously agreed on Scott Donovan's recommendation from the 3 quotes received to purchase an external postbox for the cemetery.

The Cemetery has now received its own postcode, with thanks to Scott and his team for organising the aforementioned, also for all their hard work and commitment to CPC

23.23 CEMETERY FLOORING - It was unanimously agreed on Scott Donovan's recommendation from the 3 quotes received. Scott to ensure the flooring for the cemetery to not exceed £750.00

24.23 INSURANCE – Toni Slade & Scott Donovan were delegated authorisation to review in the absence of the clerk

25.23 DEFIBRILLATORS – Scott Donovan to liaise with the contractor approved by the committee, to gain a better understanding of works required and report back to CAC on the electrics

26.23 GRAVEL LANES FENCING – The quote recommended by CAC to be forwarded to F & G then full council for approval. Quote exceeds Budget CAC has for Allotment Security

27.23 LAWNMOWER – Scott Donovan was given delegated powers to review the Contract on previous lawnmower, along with new lawnmower and report to F&G and CAC

28.23 BENCHES – It was unanimously agreed to purchase a new bench for the open spaces, with a commemorative plaque. Scott Donovan to source alternative quotes for sustainable commemorative benches. Limes farm bench to be in situ in the next couple of weeks

29.23 VICTORY HALL FLOOR – No access to quotes as they were on the clerks computer – Scott Donovan to source further quotes deferred to next meeting

30.23 VICTORY HALL KITCHEN - No access to quotes as they were on the clerks computer – Scott Donovan to source further quotes - Deferred to next meeting

31.23 DIGITAL CAMERA – It was unanimously agreed that Scott Donovan would purchase a digital camera in the absence of the clerk. Not to exceed £250.00

32.23 NEWSLETTER – Cllr Rochelle Hodds was given delegated authorisation to compile a report and contact providers, as no report had been completed as requested from the office

33.23 CHIGWELL FETE – Time and date was agreed for the spring fayre on Station Green.

34.23 CEMETERY FURNITURE UPDATE – All furniture except the table has been ordered and delivered, awaiting flooring before furniture in situ.

Table details were unavailable as these were on the clerks computer

35.23 LITTER PICKS – Grange Hill 26th March 2023

Chigwell Row 02nd April 2023

Chigwell Village – Christine Fuchs suggested that CPC arrange a joint litter pick with CRA, Courtlands & NHW

36.23 PLAN OF ACTION – Items for next agenda, replacement flooring for Office.

37.23 DATE OF NEXT MEETING – 21st March 2023

Meeting finished: 1.10pm

SIGNED.....(CHAIR)

DATE.....

