

Minutes of Extraordinary meeting Community Assets Committee

Date – 15th June 2023

Time - 12pm

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

Chigwell IG7 6QZ

Meeting started: 12.00pm

Present: Cllrs: Skingsley Morgan (Chair), Cllr Hodds(Vice Chair), Cllr Phull,
Cllr Gaffar, Cllr Akhtar

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

Acting Proper Officer : Olga Linkeviciene

CAC01.23 Recording of Meeting: Debby Rye, CPC

CAC02.23 ELECTION OF A CHAIR - Cllr Morgan was **PROPOSED** by Cllr Hodds & **SECONDED** by Cllr Phull. No other nominations Cllr Morgan Elected as Chairperson

CAC03.23 ELECTION OF A VICE CHAIR – Cllr Morgan **PROPOSED** Cllr Hodds & **SECONDED** by Cllr Phull . No other nominations. Cllr Hodds was elected as Vice Chair

CAC04.23 ELECTION OF 2 x NON COUNCILLORS - **PROPOSED** nomination of Debby Rye was unanimous, POSPOSED nomination of Christine Fuchs was unanimous, both were elected onto the committee as non voting members.

CAC05.23 APOLOGIES FOR ABSENCE - None

CAC06.23 DECLARATIONS OF INTEREST – None

CAC07.23 MINUTES The minutes of the meeting held 11th May 2023 were signed

CAC08.23 PUBLIC PARTICIPATION – No members of the public were present

CAC09.23 CHAIRS REPORT – See appendix 1

CAC10.23 OPEN SPACES MANAGERS REPORT – No report was available

CAC11.23 SOCIAL SPACES – Awaiting further information on day required – deferred to next meeting

CAC12.23 RISK ASSESSMENT FOR CEMETERY – The Open spaces Manager advised he was awaiting further information as to whether the Cemetery registrar was to complete this on behalf of CPC.

CAC13.23 WILDLIFE SIGNS – Scott Donovan was in the process of ordering the relevant signs for all of our open space's areas.

CAC14.23 INSURANCE – transport of flammable liquid –Olga to liaise with Toni and inform insurance company.

CAC15.23 FENCING – Scott Donovan has been in touch with Essex wildlife, and they engage another company to carry out specialist fencing training. Scott was awaiting their reply.

CAC16.23 LAWNMOWER – Ernest Doe is looking at our contract and will revert.

CAC17.23 BENCHES - APPROVED the purchase of 2 x picnic benches for the rear of Community Hall and 3 x picnic benches for outside cemetery office.

CAC18.23 VICTORY HALL FLOOR - DEFERRED

CAC19.23 VICTORY HALL KITCHEN – The kitchen was APPROVED. 3 x quotes needed for fitting of a kitchen.

CAC20.23 CEMETERY FURNITURE UPDATE – The floor is due to be laid next week and the furniture will then be in situ. Table and blinds to be ordered by SD.

CAC21.23 LITTERPICKER – The groundman/litter picker interviews will take place week commencing 25th June

CAC22.23 EMERGENCY EXPENDITURE –Emergency spends were approved and signed.

CAC23.23 HALL HIRE – The hall hire T & C and increased charges were discussed. Cllr Gaffar said 'We were being mean to the Muslims by increasing weekend charges' This started a heated religious debate. Cllr Hodds said 'It was in line with other local halls and it had nothing to do with religion'

The chair stopped the conversation saying 'This was not the time or place to discuss religion and it should never be discussed during a public meeting' she then asked Olga to resend the relevant paperwork to all member to read and review, as it was obvious not everyone had perused before the meeting.

The item was deferred.

CAC24.23 ALLOTMENT UPDATE – SD confirmed we only had 2 spaces left on LF Allotments, also that there had been complaints about the water storage and usage by some Allotment holders on GL. Letters to be sent by the office.

CAC25.23 FROGHALL LANE ROAD NAME SIGNS – SD is in the process of ordering all relevant signage.

CAC26.23 GRASS MOWING SCHEDULE – The Open Spaces Manager confirmed all areas of open spaces would be cut now every 2 weeks.

CAC27.23 DEFIBRILLATORS – 1 x Defibrillator was in situ on LF the other we are still waiting a reply from All Saints church. SD is looking for another site.

CAC28.23 REMOVAL OF ELEAGNUS – The eleagnus is being removed next week.

CAC29.23 TOMSWOOD HILL – The rubbish & dumped foliage is being removed by week ending 30th June.

CAC30.23 WIFI & PA SYSTEM – Cllr Gaffar is going to help staff to look at suitable WIFI for VH & CH. Staff to order the PA system for aforesaid areas.

CAC31.23 FIRE DOORS & EXIT @ COMMUNITY HALL –APPROVED and works to be completed by weekending 30th June.

CAC32.23 REGISTERS FOR CEMETERY –APPROVED the purchase of 2 x new registers for cemetery.

CAC33.23 PETROL STORAGE UNIT FOR TRANSPORTATION OF FUEL - It was AGREED unanimously that a fireproof container and spill kit was PURCHASED for the transportation of flammable liquids in line with our H & S policy.

CAC34.23 DATE OF NEXT MEETING –6th July 2023 @ 12pm

Commented [lisa morg1]:

MEETING FINISHED:

Signed

Dated

