

Minutes of meeting Community Assets Committee

Date –08th February 2024

Time – 12.02 pm

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

The meeting started: 12.02 pm

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

Non- Councillors: Sam Warren,

CAC135.24. Recording of Meeting: None

CAC136.24. APOLOGIES FOR ABSENCE - Debby Rye & Christine Fuchs

CAC137.24. DECLARATIONS OF INTEREST – Chair declared that she attends Youth Unity occasionally on a Friday evening, in her role as a parish/district cllr. It has no bearing on any decisions made.

CAC138.24. SIGNING OF MINUTES – Minutes of 11th January agreed and signed

CAC139.24. PUBLIC PARTICIPATION – None

CAC140.24. CEMETERY / OPEN SPACES

- A. MOBILE TOWER** – 3 x quotes were received and it was UNANIMOUSLY AGREED that the committee would go with the RECOMMENDATION from SW to purchase the mobile tower from BPS for **£1,449.99 +VAT**
- B. MOBILE TOWER TRAINING** – It was UNANIMOUSLY AGREED that TS H & S Officer would book 3 x staff to complete training
- C. LADDERS** -SW to liaise with the H&S Officer and order all appropriate ladders required
- D. LADDER TRAINING**- TS to book all appropriate staff for ladder training.
- E. NOTICEBOARDS**- 3 x quotes were received, and it was UNANIMOUSLY AGREED that the committee would go with the RECOMMENDATION from SW to purchase 3 x noticeboards for the cemetery from Whitehall @ **£973 each + VAT**



F. PRESSURE WASHER-3 x quotes were received, and it was **UNANIMOUSLY AGREED** that the committee would go with the **RECOMMENDATION** from SW to purchase the Jet pressure washer & Wall mount from **BIGBOI £828, including VAT**

G. SHORING- SW informed the committee that Teleshore is attending the cemetery on 21st February 24, and they will check and service the shoring. Any that needs upgrading or replacing shall be done by the H &S Officer TS, as a matter of **URGENCY** under H&S emergency powers.

H. GRAVESIDE EQUIPMENT - SW informed the committee that Teleshore are attending the cemetery on 21st February 24, they will check all graveside equipment any that needs replacing shall be done by the H &S Officer TS, as a matter of **URGENCY** under H&S emergency powers.

CAC141.24 EMERGENCY EXPENDITURE- All Emergency expenditure was **AGREED**.
by the Committee and signed by the chair.

CAC142.24 PLAY IN THE PARK- It was **UNANIMOUSLY AGREED** on all three dates for the Easter Holidays and for the 6 x sessions in the summer break. Dates to be advised for summer sessions The committee **RECOMMENDED** that it was properly advertised with plenty of notice to residents

CAC143.24 MATTERS BROUGHT FORWARD –

SW is looking into the locks for the defibrillator boxes and will report on when the defibs need to be serviced.

Staff have only been able to get 1 x quote on the black gates at the cemetery, as no company wants to repair others work, unless we pay a £400 fee to quote for works. This work may have to be completed using one quote as it seems a specialist item and under LACO we need to secure our cemetery boundaries for insurance and H&S issues.

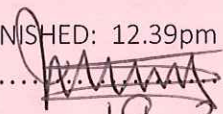
Taps at the cemetery need to be looked at as they are broken and causing H&S issues in the cemetery grounds when below freezing.

The Asset register is to be completed on the following days:

13 th February – VH	16 th February – Community Hall
27 th February – Parish Office	29 th February - Open Spaces

CAC144.23 DATE OF NEXT MEETING –14th March 2024 @12pm

MEETING FINISHED: 12.39pm

Signed 

Date..... 19-3-24

Chigwell Parish Council COMMUNITY ASSETS COMMITTEE 08 02 2024

Date	Order No	Tender	Total	Description	Supplier	Invoice Number	
08/01/24	1461	CARD	£107.10	Yellow Salt Box 200ltr	Manutan.co.uk	Order number 76651148	C/16
				Set of three keys Cemetery Office			
08/01/24	1462	CARD	£30.00		L.J Mead & Son	Receipt /order 08 01 24	R/100
16/01/24	1478	CARD	£75.36	TORK TOILET paper T1 6 rolls	Direct 365	Order Number 1000235986	C/17
10/01/24	1508	CARD	£11.00	Key cutting for Office	L.J Mead & Son	Receipt PO1508	C/26
10/01/24	1509	CARD	£12.50	Key cutting for Office	L.J Mead & Son	Receipt PO1508	C/26
				Padlock replacement Cemetry site			
04/01/24	1510	CARD	£59.56		Screwfix	Invoice A15740930144	R/98
24/01/24	1520	CARD	£40.98	TWO DELL keyboard	Technowshop Limited	INV1160773755	D/18
02/01/24	1526	CARD	£95.21	Warm Place project	Booker Limited	0529041PO1426	ZB/169
26/01/24	1528	CARD	£50.11	FS Diesel 32.77ltr to return tipper	Shell Chigwell	Receipt 000163	U/118
26/01/24	1529	CARD	£54.64	For Digger LED Warming Beacon	Agri-Linc Ltd	Inv MP195105	U/108
				Replacement of outdoor Main Signs			
30/01/24	1539	CARD	£103.40		Value Products Ltd	3964019PO1539	R/100
				Replacement of outdoor Main Signs			
30/01/24	1540	CARD	£118.84		Value Products Ltd	3964020PO1540	R/100
				Replacement of outdoor Main Signs			
02/02/24	1553	CARD	£0.01		Value Products Ltd	3964020PO1540	R/100
29/01/24	1554	CARD	£54.48	Warm Place project	Tesco	Receipt 010	ZB/169
30/01/24	1555	CARD	£28.00	Nokia mob phones x2	JUST SHOP 365		R/100
				Replacement of outdoor Main Signs			
29/01/24	1556	CARD	£156.00		Value Products Ltd	3963119	R/100
09/01/24	1557	CARD	£20.66	Maintenance supplies	Amazon Services Europe	13438408PO1557	VA/139
09/01/24	1558	CARD	£16.15	Office Supplies	Amazon EU UK Branch	GB47BNCGAEUIPO1558	S/92
09/01/24	1559	CARD	£18.65	Maintenance supplies	Amazon Services Europe	13412866PO1559	VA/139
09/01/24	1560	CARD	£50.94	Cemetery staff PPE	Merlin Direct Supplies Ltd	MERL9592PO1560	R/100
				Kubota Lithium Grease U27-4x1			
09/01/24	1561	CARD	£59.40		EPD (Excavator Parts Direct)	UK341116PO1561	U/108
25/01/24	1531	BACS	£264.00	Clear blockages affecting the drainage	London Drainage Facilities	120591PO1531	L/63
				VH refurbishment survey ASBESTOS Samples	0800 ASBESTOS	QUOTE 29 01 2024	L/63
29/01/24	1536	BACS	£354.00				

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30/01/24	1541	BACS	£702.00	Supply and install replacement dome with pattern finish	Positive Contractors Ltd	QUO/5123	R/97
29/01/24	1530	BACS	£1,024.00	Digger KUBOTA repair works	HOSPLANT Sales Limited	INV51236PO1530	U/108
29/01/24	1532	BACS	£1,020.00	CCTV Survey additional to finalise the Quote cost of work	London Drainage Facilities		
24/01/24	1512	BACS	£187.00	Digger 1.5 ton for one day rent	South East Plant Hire LTD	114554PO1512	U/107 U/95
25/01/24	1527	BACS	£288.00	One suction tanker at the rear of Cemetery Office	Environmental Drain Services	3262PO1527	R/97
10/01/24	1505	BACS	£132.00	Clear blockages affecting the drainage	London Drainage Facilities	120062PO1505	L/63
10/01/24	1501	BACS	£11.12	Anchors Yellow Grit Bin	Screwfix	A15821614176PO1501	L/63
20/01/24	1569	BACS	£204.00	SKIP FOR GENERAL WASTE	SHARP GROUP		220873 L/63

Approved and signed by :



Date:

8th Feb 24.