




FC20124.
Um a RH not in agreement.
Others present in agreement for the
 **Chigwell** PARISH COUNCIL
MEETING OF THE
FULL COUNCIL

12. d. The Chairperson of this meeting does not believe that the minutes of the meeting of the 18th Feb 25 held in respect of accuracy were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.

Date: Tuesday 18 February 2025

Time: 6.30pm

Location: Chigwell Council Parish Offices, Hainault Road, Chigwell, IG7 6QZ

Members to be present:

Cllr Lisa Morgan (Chair)
Cllr Celina Jefcoate
Cllr Tosin Amuludun#

Cllr: Lorraine Clarke
Cllr: Rochelle Hodds
Cllr Osman Ali

Also attending:

Eight members of the public #

Toni Slade - Registrar, Chigwell Parish Council #

For part of the meeting

Members of the Public and Councillors were 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 were 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

FC193/24 - APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Cllrs: Braha, Aredeon, Rye, Costa and Rizvi

FC194/24 - ANY OTHER ABSENCE

None

FC195/24 - DECLARATIONS OF INTEREST

Cllr Morgan declared a non pecuniary interest in item 198/24 - Victory Hall on the grounds she volunteers at the Community Hub. Cllrs Hodds and Jefcoate declared a non-pecuniary personal interest in item 201/24 on the grounds they knew a director of the HR company proposed. All

Councillors considered it would not influence their decisions and they would remain in the meeting

FC196/24 - MINUTES

The minutes of the previous meeting held 4 February 2025 were **AGREED**

FC197/24 - PUBLIC PARTICIPATION

Residents showed support of the community hub and the work to help others in the community. Various residents showed their support for the proposal for works

FC198/24 - VICTORY HALL AND COMMUNITY HALL

It was previously agreed (minute ref: FC171/24 - 16 Jan 2025) the Parish Council submit a grant application for £60,400 to the UKSPF for remedial works to Victory Hall and the Community Hub with the Parish further contributing 25% of the grant value. A working group was appointed (minute ref: minute ref: FC171/24 - 16 Jan 2025) to prepare the proposal which was presented by Lynne Moir. The proposed works were to include kitchen (£47,000), electrics for kitchen and toilet (£5,500), DDA compliant toilet facilities, security shutter (£1,600), contingency fund (£6,800) and ramp (£4,000) - Appendix 1. The Chair of Finance & Governance asked that the minutes showed the capital grant was being requested on the basis it would be spent on the improvement of Victory Hall and the Community Hub as a Parish asset for the benefit of the community and it was recognised funding of volunteer activities and services would be contrary to the terms of the capital grant.

It was proposed and **AGREED** that the capital grant application be submitted

Action: OL to submit to an application to EFDC. Matter of required matched 25% contribution by Parish to be referred to F&G for budget management of refurbishment costs.

A vote of thanks was given by the Chair to Lynne Moir and the working group for their efforts in drafting the proposal. A further vote of thanks was given by the Chair to the volunteers for all their hard work at the community hub .

The Chair of F&G noted on the matter of the Victory Hall kitchen replacement works that a third estimate from a replacement supplier was being sought which had delayed the project.

*Cllr Amuludun joined the meeting at 6.42pm

FC199/24 - FINANCE MATTERS

Members were asked to consider the proposal to replace the existing Cemetery CCTV XVR 16-channel recorder at a cost of £1,047 plus VAT, as quoted by the existing CCTV provider.

Recommendations: Cemetery and Open Spaces Supervisor - The Cemetery site is at risk without CCTV.

Recommendations: IRFO – the budget for this cost - Code R/98 £2,125.24

Councillors **CONSIDERED** and **AGREED** to the proposal

Action: RFO to raise PO for £1,047 plus VAT for the agreed works

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Members were asked to consider the proposal to engage a contractor for Fire Door Inspections (ref. QUO-39330-F4H9S1): Main Office, Victory Hall and Community Hub under a 2-year agreement for an annual fee of £1,260.00

Concerns were raised regarding the potential for duplication under the existing fire risk assessments. It was considered the need for an additional maintenance agreement for fire doors had not been properly established.

Councillors **AGREED** to delegate the matter of the decision to the Finance and Governance committee for their consideration

Action: to be included on the agenda of the F&G meeting of 11 March for decision

FC200/24 - HEALTH AND SAFETY ADVISOR

To RECEIVE an update from staff and AGREE on an appropriate course of action.
Recommendations: The F&G Committee (11/02/25) recommends considering and Agreeing on Option 2. The New H&S agreement would be a 3-year agreement for an annual fee of £2,000.

The Chair of F&G clarified that while Option 2 was considered potentially the optimum solution, further clarification was needed in regard to the services provided by the provider and those provided by the H&S officer to ensure all the Parish requirements were addressed and duplication was avoided.

It was **AGREED** to delegate the decision to Finance and Governance and that the H&S officer would liaise as required

Action: OL/TS to ask provider for personalised work plan detailing annual services provided to CPC. TS to review and draft CPC work and compliance plan to go alongside provider's services, including annual schedule of documentation and compliance checks for F&G (March)

FC201/24 - HR PROVIDER

The Council received an update from the Vice Chair of Personnel Cllr Hodds which included the recommendation that Haypex be engaged as HR provider on a three year contract for £3,000 per annum.

A representative of Haypex was present and addressed queries from Councillors. It was confirmed that the three year contract was not binding and could be exited with two months notice from either side at any time. The representative from Haypex confirmed the company had experience with public bodies including Newham Council. It was proposed the first step would be a review of the Council's current documents and practices.

It was **AGREED** that Haypex would be engaged at a basic fee of £3,000 per annum for a three year period from 1st March 2025 to provide HR services and all relevant documentation and reviews.

Action: Haypex contract to be signed on behalf on Council on the above basis

FC202/24 - MATTERS TO BE BROUGHT FORWARD OR FOR DISCUSSION WITH NO DECISION

The Council will receive an update from F&G in regard to the H&S advisor and the position of the fire door contract

The Council will receive an update regarding kitchen works at Victory Hall

FC203/24 - EXCLUSION OF THE PUBLIC AND THE PRESS

Councillors **CONSIDERED AGREED** 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."

FC204/24 - STAFFING MATTERS

Members were asked to consider the proposed terms of employment and salary for a proposed role. Concerns were raised regarding existing staff capacity. It was **NOTED** that no formal offer had been made by the Council and **AGREED** the recruitment would be put on hold and the item deferred to 20th March pending further advice from the HR provider

Action:

Chair of Personnel to advise relevant officers that proposed recruitment is on hold

Chair of Personnel to advise HR provide that process was on hold and to prepare brief for HR advisor to consider and advise

Item to be on agenda of Full Council on 20 March

Members received an update from the Vice Chair of Personnel regarding the ongoing recruitment process of the cleaner/caretaker. Council were advised a significant number of applications were received and the a close date would need to be set by staff. It was **AGREED** that shortlisting would be carried out using a scoring sheet in relation to the person specification by Cllr Hodds and the Admin Officer and senior staff (the RFO) would set interview dates.

Action:

Admin to collate and anonymise application forms received, Cllr Hodds to shortlist assisted by Admin Officer. RFO to set interview dates. Recruitment process to be as per recruitment policy. In the absence of a Clerk, interview panel and other matters to be agreed by committee.

Members were advised regarding the need for further arrangements regarding the provision of access to Victory Hall for users. It was **AGREED** the matter would be referred to the HR provider for advice and further a third party service provider would be considered

Action:

Haypex to consider and advise

Staff to continue seeking costing from third party provider

The matter of up to date contracts was raised and the Councillors **AGREED** the matter should be referred to Haypex

Action:

Haypex to ensure all staff have signed up to date employment contracts and receipt of the Employment Handbook and H&S Handbook by each is documented. Haypex to review and agree up to date job descriptions with all staff

FC205/24 - DATE OF THE NEXT MEETING

Thursday 20th March 2025 @ 7.30pm

 28/3/25.