



**MINUTES OF THE
EXTRAORDINARY MEETING OF THE
FULL COUNCIL CONVENED UNDER
ITEM 6a of the STANDING ORDERS**

Date: 28 March 2025

Time: 12.00 pm

Location: Parish Offices, Hainault Road, Chigwell, IG7 6QX

Members present:

Cllr Lisa Morgan (Chair)

Cllr Jamie Braha #

Cllr Faiza Rivzi

Cllr Debby Rye

Cllr Rochelle Hodds

Cllr Celina Jefcoate

Cllr Lorraine Clarke #

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

FC206/24 - APOLOGIES FOR ABSENCE

Apologies were received and **ACCEPTED** from Cllr. Elliot Costa, Cllr. Osman Ali and Cllr. Tosin Amuludun

FC207/24 - ANY OTHER ABSENCE

Cllr Alana Aradeon

FC208/24 - DECLARATIONS OF INTEREST

Cllrs Hodds, Braha and Jefcoate declared an interest in items 9 and 10 (minute notes FC213/24 and FC214/24) on the grounds of knowing the director of the HR company Haypex. They considered it non-pecuniary and would not reasonably be regarded as so significant that it would be likely to prejudice their judgement. As such they would remain in the meeting

FC209/24 - MINUTES

The minutes of the 18th February were **APPROVED**.

Under Standing Order 12b the Chair noted on the minutes that “The Chairperson of this meeting does not believe that the minutes of the meeting of the Full Council held on 18 February 2025 in respect of were a correct record but their view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”

The Chair of Finance & Governance proposed a motion that the minutes of 16 January were corrected so that minute ref: FC 172/25 (B): read as the precept figure of £325,416.00

The motion was **AGREED**

The Chair of the Council proposed a motion that the minutes of 16 January were corrected so that minute ref: FC 169/25 to read “was not good value for money”

The motion was **AGREED**

Cllr Braha joined the meeting #

Cllr Clarke joined the meeting #

Action:

The minutes of 16 January as per the agreed motions to be corrected and uploaded to the website

FC210/24 - PUBLIC PARTICIPATION

None

FC211/24 - COUNCIL MINUTES AND AGENDAS

The Council **NOTED** the following:

- All Chairs to ensure the next meeting dates are agreed as an agenda item, minuted and diarised by staff
- Excluding planning, ten days before a meeting the admin to draft summary of items brought forward and any other items and circulate to relevant committee for comment/ additional items
- In the absence of a Clerk, the RFO is to assess all summons, agenda and minutes prior to circulation to ensure compliance with auditor’s requirements.
- Draft minutes to be circulated to all Councillors and staff with actions highlighted to enable prompt production of supporting papers
- Progress on actions required because of a committee or Council resolution to be reviewed on a weekly basis at the staff meeting
- That the Parish Dictaphone must be used to record all meetings and staff are responsible for producing minutes and agendas

Action:

Staff to confirm all are now using Monday software.

F&G to review access to Monday software by Councillors

FC212/24 - VICTORY HALL AND COMMUNITY HALL

It was agreed in the minutes (Reference: FC198/24 - 18 February 2025) to submit the grant application to EFDC. Council received a response with request to amend from EFDC via email on 14 March 2025, which was circulated to all Councillors on 17 March 2025. The deadline for response is 28 March 2025.

Council **AGREED** the following motion proposed by Cllr Jefcoate

“As per the request of Epping Forest District Council regarding the proposal for the UK Shared Prosperity Fund, the wording of the grant application is changed to reflect that it will be for refurbishing the kitchen for Victory Hall as a whole rather than specifically the community hub area.”

Action:

F&G to liaise with RFO to notify EFDC in writing of amend to grant application as requested by close of business 28 March

FC213/24 - H&S PROVIDER

At the last meeting Full Council considered the matter of the engagement of H&S consultant. It was agreed to delegate the matter to Finance and Governance committee (minute FC200/24) At their meeting of 11 March the F&G committee considered the matter (minute FG168/24) and agreed to recommend to this committee that the H&S provider WorkNest be engaged to provide as follows:

- Worknest provide competent person status
- Dedicated local H&S support via named individual
- Risk Management Software - SafetyNest
- 24/7 Emergency Advice Line
- An onsite visit schedule of 2,1,2,1,2
- Annual H&S Policy and Handbook Review

As per attached contract for Option 2 for £2,000 per annum.

The matter of the responsibilities of the Health and Safety Officer was discussed. It was **NOTED** the H&S officer was providing details to F&G regarding diarising and scheduling of testing. Potential variances in job descriptions and staff tasks being performed were **NOTED**.

Action:

Matter of job descriptions to be considered by Personnel and subsequent meetings to be arranged with staff in the first instance with all councillors given the opportunity to be engaged

FC214/24 - HR PROVIDER - EXISTING CONTRACT

It was **AGREED** that Haypex would be engaged for a period of three months at a fee of £1,500 plus VAT per month for unlimited support commencing 1st April 2025. Additionally, the costs for the staff handbook (£899) were **AGREED**

The matter of the annual contract is on hold and will be reviewed after two months (31st May).

Action:

RFO to advise Haypex regarding three month contract with a monthly performance review. The requirements of the annual contract to be considered by 31 May by F&G. Performance review of HR services to be carried out at 9 months.

Action:

F&G to advise Haypex of budget and procurement requirements

FC215/24 - HR PROVIDER - ADDITIONAL REQUIREMENTS

It was **AGREED** that Haypex would be engaged for a period of three months at a fee of £1,500 plus VAT per month for unlimited support commencing 1st April 2025 from training, advisor and contractor fees 24/25 cost centre and a purchase order issued. Additionally, the costs for the staff handbook (£899) were **AGREED**.

Action:

RFO to issue PO for £5,399

FC216/24 - VICTORY HALL KITCHEN PROJECT

The Chair of CSC **NOTED** given the revision of the grant application that the kitchen project had the potential to become more complex. The need to demonstrate best value for money and to comply with tender regulations was **NOTED**

It was **AGREED** the Chair of CSC would revert to Full Council with a further advisory once it was known if the grant was to be forthcoming

FC217/24 - FINANCIAL MATTERS

The Financial Officer advised Councillors that the AGAR was being prepared for 24/25. Councillors received and **NOTED** the budget and expenditure update as of 11 March 2025

FC218/24 - CHIGWELL PARISH COUNCIL INSURANCE RENEWAL FOR 2025/26

The Finance Officer advised the contents insurance had been increased and Council reviewed the insurance renewal proposal and **AGREED** to Option 2, to renew the annual insurance a sum of £7,762.94 for one year and the motor insurance for the sum of £2,441.16 for one year with Zurich Insurance

Action:

OL to renew and to provide three renewal quotes for F&G to consider in December 2025 prior to the 26/27 budget being finalised.

FC219/24 - FIRE RISK ASSESSMENT AGREEMENT RENEWAL

The Council reviewed the proposal and **AGREED** to engage Chubb for a three year period to carry out annual fire risk assessments for the Parish Offices, Victory Hall (including the community hub area of Victory Hall) and the Cemetery at an annual cost of £1,500

FC220/24 - REVIEW OF DECISIONS BY CPC

The matter was deferred pending a written advisory from EALC

Action:

Councillors to receive copy of letter of engagement/seeking advice to EALC and written advisory response from EALC for publication with summons and agenda to next Full Council meeting

FC221/24 - REMOVAL OF BILLY GOAT FROM ASSET REGISTER

The matter was deferred pending written independent valuations of the asset

Action:

Staff to obtain independent written valuations for publication with summons and agenda to next Full Council meeting

FC222/24 - LICENSE TO DISCHARGE – CEMETERY

Councillors received a written update from staff and **NOTED** that staff were completing the application form for the required permit

Action:

Staff to continue with application process and report on progress at next Full Council meeting

FC223/24 - CPC OWNED SHED AT GRAVEL LANE ALLOTMENT SITE

Councillors received a written update from staff and **AGREED** the shed should be dismantled and removed for safety reasons

Action:

Staff to assess removal process. Staff to provide costings if independent contractor proposed for works for publication with summons and agenda to next CAC (or Full Council) meeting

FC224/24 - MATTERS TO BE BROUGHT FORWARD OR FOR DISCUSSION WITH NO DECISION

FC216/24 - Victory Hall Kitchen Project

FC221/24 - Removal of Billy Goat from Asset Register

FC220/24 - Review of decisions by CPC

FC227/24 - Incident logs

FC229/24 - Recruitment of Full time Clerk/Proper Officer

FC230/24 - Special motion proposed by Finance and Governance

FC225/24 - DATE OF THE NEXT MEETING

Thursday 24th April at 7.30pm

FC226/24 - EXCLUSION OF THE PUBLIC AND THE PRESS

The Council **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.”

FC227/24 - INCIDENT LOGS

Four incident logs were presented by the Chair of F&G. The Council reviewed the incident logs and **AGREED** the mitigation proposed. The Council **AGREED** the logs would be updated with any relevant information in the interim and provided to Councillors with summons and agenda to next Full Council meeting

FC228/24 - ONGOING INDEPENDENT REVIEWS

The Chair of F&G reported draft comments and progress report had been received from the investigator and reports were being finalised

FC229/24 - RECRUITMENT OF FULL TIME CLERK/PROPER OFFICER

The content of the risk report was considered. A Councillor highlighted the concern that the description of the role had changed since the initial consideration and consequent discussion. Councillors asked for audio of previous extraordinary meetings

The matter was deferred pending further information.

Action:

Audio/transcript of Council meetings of 4 February and 18 February to be circulated to all Councillors. HR to provide a report on matters raised by F&G

FC230/24 - SPECIAL MOTION PROPOSED BY FINANCE AND GOVERNANCE

The special motion was deferred.

FC231/24 - EMPLOYMENT OF OPEN SPACES & CEMETERY OPERATIVE

Councillors considered the existing budget and cemetery costs in light of VfM. It was proposed and **AGREED** the second Open Spaces Operative post would be withdrawn on budget grounds

Action:

Office to write to candidates advising post is withdrawn. RFO to action admin to carry out

FC232/24 - EMPLOYMENT OF CLEANER/CARETAKER

To receive an update from the Chair of Personnel regarding the shortlisting process to date and **CONSIDER** the matter of appointing an interview panel and the number of interviews

Deferred

FC233/24 - REIMBURSEMENTS

Council **NOTED** a repayment proposal has been received and **AGREED** it was acceptable

The meeting closed at 14.32