



**MINUTES OF EXTRAORDINARY MEETING OF THE
CHIGWELL PARISH COUNCIL
CONVENED UNDER ITEM 6A OF
THE STANDING ORDERS**

Date: Monday 13 October 2025

Time: 5.00pm

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

Members present:

Cllr J Braha (Chair)
Cllr E Costa

Cllr O Ali
Cllr F Rizvi

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

1. FC117/25 - APOLOGIES FOR ABSENCE

Apoligirs were received and AGREED from Cllr R Hodds, Cllr Skingsley Morgan, Cllr D Rye, Cllr T Amuludun, Cllr L Clark and Cllr Jefcoate

2. FC118/25 - ANY OTHER ABSENCE

None

3. FC119/25 - DECLARATIONS OF INTEREST

None

4. FC120/25 - MINUTES

The minutes of the meeting of 25 September were **AGREED** as an accurate representation of what took place ([Appendix 1](#))

5. FC121/25 - PUBLIC PARTICIPATION

None

6. FC122/25 - VIREMENTS

Members **APPROVED** a virement of £16,000 from the Administration Salaries budget to the Victory Hall maintenance budget for the current financial year and to approve the appointment of J and S Contractors to supply and install a combo boiler at Victory Hall with a power flush for £4,100 plus VAT and filter system to protect same from debris in the radiator for £1,500 plus VAT and to authorise the Acting Clerk and the Responsible Financial Officer to place the order and take all necessary steps to deliver the project including temporary measures to keep the building operational until completion.

Members **APPROVED** a virement of £12,000 from the Admin Salaries budget to the HR/H&S Professional Fees budget. This will balance the HR/H&S Professional Fees budget line through to 30 March 2026 and ensure the Council can meet its employment and Health and Safety obligations while the new Clerk is recruited and inducted.

7. FC123/25 - MATTERS TO BE BROUGHT FORWARD OR FOR DISCUSSION WITH NO DECISION

None

8. FC124/25 - DATE OF THE NEXT MEETING

Thursday 23 October at 7.00pm