



**MINUTES OF THE
ANNUAL COUNCIL MEETING**

Date: Thursday 21 May 2026

Time: 7.30pm

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

Members to be present:

Cllr J Braha (Chair)	Cllr D Rye (Vice Chair)
#Cllr O Ali (arrived 7.33pm)	Cllr T Amuludun
Cllr L Clark	Cllr E Costa
Cllr R Hodds	Cllr C Jefcoate
Cllr E Skingsley	Cllr L Skingsley-Morgan
Cllr F Rizvi	

Clerk to the Council: Jason Selvarajah MSc

Members of the press and public are invited to attend this meeting. Members of the Public and Councillors are 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 are 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. AM001/26- ELECTION OF A CHAIR (S. 15 OF THE LOCAL GOVERNMENT ACT 1972)

- Cllr Rye and Cllr Morgan were both nominated and seconded.
- A ballot vote was conducted.

RESOLVED: Cllr Rye was duly elected Chair of Chigwell Parish Council.

2. AM002/26- ELECTION OF A VICE CHAIR (S. 15(6) OF THE LOCAL GOVERNMENT ACT 1972)

- Cllr Rizvi, Cllr Jefcoate and Cllr Amuludun were nominated.
- Cllr Rizvi declined wishing to focus her time on the finance and governance committee.
- Cllr Jefcoate and Cllr Amuludun were seconded.
- A ballot vote was conducted.

RESOLVED: Cllr Amuludun was duly elected Vice Chair of Chigwell Parish Council.

3. AM003/26- APOLOGIES FOR ABSENCE

Members received and **AGREED** to accept apologies for absence from Cllr Hodds and Cllr Skingsley

4. AM004/26- ANY OTHER ABSENCE

None.

5. AM005/26- DECLARATIONS OF INTEREST

None.

6. AM006/26- MINUTES

Members **AGREED** the minutes of the meeting held on 26 April 2026 were an accurate representation of what took place ([Appendix 1](#))

7. AM007/26- PUBLIC PARTICIPATION

None.

8. AM008/26- ELECTION TO STANDING COMMITTEES

Members **CONSIDERED** the membership of the following committees for the year 2026/27.

RESOLVED:

- Cllr Costa was appointed Chair of the planning committee.
- Cllr Jefcoate was appointed Vice Chair of the planning committee.
- All Councillors were appointed as members of the Planning Committee with the exception of Cllr Braha.

During the discussion, Members acknowledged that Cllr Braha brings significant experience to planning matters.

FURTHER RESOLVED:

- The Clerk is to explore the legal position regarding Cllr Braha's potential involvement in the Planning Committee, including the option of participation in a non-voting capacity.
- The Clerk shall report back to Full Council on 4 June 2026.

9. AM009/26- ELECTION TO COMMITTEES

Members **CONSIDERED** the structure and membership of Committees for the year 2026/27.

The Chair and Vice-Chair of the Council were **NOTED** as ex-officio members of all Committees

Personnel Committee

Members **CONSIDERED** the necessity of establishing a Personnel Committee.

The Clerk advised that, due to:

- the Council retaining a professional HR consultant, and
- the Clerk's experience in managing HR matters,

staffing matters could be appropriately managed through confidential (non-public) sessions of Full Council, as required.

A vote was taken.

RESOLVED: That a Personnel Committee shall not be established, and that all staffing matters will be dealt with by Full Council in confidential session as necessary.

Finance & Governance Committee

Members considered the proposed membership.

RESOLVED: The following Members were appointed to the Finance & Governance Committee:

- Cllr Amuludun
- Cllr Jefcoate
- Cllr Costa
- Cllr Skingsley
- Cllr Rizvi

The Committee shall elect its Chair and Vice Chair at its first meeting.

Community Assets and Services Committee

Members considered the proposed membership.

RESOLVED:

The following Members were appointed to the Community Assets and Services Committee:

- Cllr Braha
- Cllr Morgan
- Cllr Hodds
- Cllr Clarke
- Cllr Osman

The Committee shall elect its Chair and Vice Chair at its first meeting.

10. AM010/26- STANDING COMMITTEE TERMS OF REFERENCE

Members **CONSIDERED** the Terms of Reference for the Standing Committee, which define the purpose, structure, and scope of the committee and provide the basis for its decision-making.

RESOLVED:

That the Terms of Reference for the Planning Committee be approved and adopted for the year 2026/27 ([Appendix 2](#))

11. AM011/26- COMMITTEE TERMS OF REFERENCE

Members **CONSIDERED** the draft Terms of Reference (ToR), which define the purpose, structure, and scope of the Committees and provide the framework for their decision-making.

The Clerk advised Members of an amendment required to the Community Assets and Services Committee Terms of Reference, noting a typographical error which stated that three members constituted a quorum. Following clarification with the Essex Association of Local Councils, it was confirmed that the minimum quorum for the Committee is four Members.

RESOLVED:

That the Terms of Reference for the following Committees be approved and adopted for the year 2026/27, subject to the amendment to quorum requirements:

- Community Assets and Services Committee ([Appendix 3a](#))
- Finance and Governance Committee ([Appendix 3b](#))

FURTHER RESOLVED:

That the Clerk be authorised to amend the Terms of Reference accordingly to reflect the correct quorum requirement.

12. AM012/26- REVIEW OF COUNCIL SUBSCRIPTIONS

Members **CONSIDERED** the Council's current subscriptions for the year 2026/27, in accordance with Standing Orders.

The existing subscriptions are:

- National/Essex Association of Local Councils
- Rural Community Council of Essex
- Institute of Cemetery and Crematorium Management
- Society of Local Council Clerks
- Clerks and Councils Direct
- National Allotment Association

RESOLVED:

That the Council's existing subscriptions be **APPROVED** for renewal and continuation for the year 2026/27 ([Appendix 4](#))

13. AM013/26- REPRESENTATION ON OUTSIDE BODIES

Members **CONSIDERED** the Council's representation on external bodies for the year 2026/27.

RESOLVED:

- That Cllr Faiza Rizvi be reappointed as the Council's representative on the EFDC Standards Committee.
- That representation on the EFDC Local Councils' Liaison Committee remain unchanged, with the Chairman, Vice Chairman, and the Clerk serving as members of the Committee.

14. AM014/26- GENERAL POWER OF COMPETENCE

Members **CONSIDERED** the Council's current eligibility to exercise the General Power of Competence.

It was noted that the Council previously resolved, at the Annual Meeting held on 21 May 2024 (minute ref. [AM007/24](#)), that it met the prescribed criteria set out in the *Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012*, thereby qualifying as an eligible authority.

Members were further advised that:

- The period of eligibility commenced on 21 May 2024, and
- Will expire on the day prior to the Annual Meeting of the Council in 2028, in accordance with statutory requirements.

RESOLVED:

That the Council confirms and continues to exercise the General Power of Competence for a further year, recognising that it remains an eligible authority under the relevant legislation.

The Parish Council resolved to confirm it satisfied the prescribed statutory criteria set out in the Parish Council's (General Power of Competence) (Prescribed Conditions) Order 2012/965 and the council qualifies as an eligible Parish Council at the Annual Meeting on 21 May 2024 (minute ref. [AM007/24](#)). This statutory power allows an eligible council to do anything subject to statutory prohibitions, restrictions and limitations.

Members are further advised that the council's period of eligibility begins on the date that the resolution was made (21 May 2024) and expires on the day before the Annual Meeting of the Council that takes place in a year of ordinary elections. The council's General Power of Competence thus expires the day before the Annual Meeting of the Council in 2028

15. AM015/26- LAND AND ASSETS REGISTER REVIEW

Members **CONSIDERED** the updated Land and Assets Register, as required by the Council's Standing Orders, which mandate an annual review of the Council's inventory of land and assets.

RESOLVED:

That the Land and Assets Register be **REVIEWED** and **APPROVED**.

FURTHER RESOLVED:

That the Clerk and Responsible Financial Officer (RFO) be tasked with developing a formal disposal policy for Council assets, to be presented to a future meeting of the Council.

[\(Appendix 5\)](#)

16. AM016/26- RISK REGISTER

Members **CONSIDERED** the updated Risk Register, as required by the Council's Standing Orders, which mandate an annual review.

The Clerk advised that the Risk Register is currently subject to ongoing updates and refinements as part of a wider review process.

RESOLVED:

That the Risk Register be **REVIEWED** and **APPROVED**.

FURTHER RESOLVED:

That the Clerk continue to update and refine the Risk Register and report back to Council as required ([Appendix 6](#))

17. AM017/26- CONFIRMATION OF INSURANCE COVER

Members **NOTED** that, in accordance with Standing Orders, the Council is required to review its Insurance Cover annually.

It was further noted that the Insurance Policy had previously been reviewed and approved for renewal at the Full Council meeting held on **26 March 2026 (Minute Ref: FC264/25)**.

RESOLVED:

That the Insurance Policy be **REVIEWED** and **APPROVED** for continuation for the year 2026/27 ([Appendix 7](#))

18. AM018/26- STANDING ORDERS REVIEW

Members **NOTED** that, in accordance with Standing Orders, the Council is required to review and adopt its Standing Orders annually.

Members **CONSIDERED** the draft Standing Orders (2026).

RESOLVED:

That the Standing Orders (2026) be **APPROVED** and **ADOPTED** for the year **2026/27**. ([Appendix 8](#))

19. AM019/26- FINANCIAL REGULATIONS REVIEW

Members **NOTED** that, in accordance with Standing Orders, the Council is required to review and adopt its Financial Regulations annually.

Members **CONSIDERED** the draft Financial Regulations prepared in accordance with the Practitioners' Guide 2026/27.

RESOLVED:

That the Financial Regulations be **APPROVED** and **ADOPTED** for the municipal year 2026/27. ([Appendix 9](#))

20. AM020/26- CODE OF MEMBER CONDUCT - LOCALISM ACT 2011, S28

Members **NOTED** that, under the Localism Act 2011, the Council is required to adopt a Code of Member Conduct, setting out the standards of behaviour expected of elected Members.

Members **CONSIDERED** the Chigwell Parish Council Code of Member Conduct.

RESOLVED:

That the Code of Member Conduct be **REVIEWED** and **APPROVED** for adoption for the municipal year 2026/27 ([Appendix 10](#))

21. AM021/26- COUNCILLORS STATEMENT OF ASSURANCE

Members **CONSIDERED** the introduction of the Councillor's Statement of Assurance ([Appendix 11](#)), as developed by the National Association of Local Councils (NALC), which supports the promotion of positive, respectful and effective working environments within parish and town councils.

It was **NOTED** that, whilst the Council demonstrates its organisational commitment through the Civility and Respect Pledge, individual Councillors are also encouraged to personally affirm their commitment to these principles.

RESOLVED:

That Members **SUPPORT** the introduction of the Councillor's Statement of Assurance, and that all Councillors are encouraged to complete the pledge as a personal commitment to maintaining high standards of conduct and behaviour.

22. AM022/26- COMPLAINTS PROCEDURE REVIEW

Members **NOTED** that, in accordance with Standing Orders, the Council is required to review and adopt its Complaints Procedure annually.

Members **CONSIDERED** the Complaints Procedure ([Appendix 12](#)).

RESOLVED:

That the Complaints Procedure be **REVIEWED** and **APPROVED** for adoption for the year 2026/27.

23. AM023/26- MEDIA, COMMUNICATIONS AND EMAIL POLICY REVIEW

Members **NOTED** that, in accordance with Standing Orders, the Council is required to review and adopt its Media, Communications and Email Policy annually.

Members **CONSIDERED** the Media, Communications and Email Policy.

RESOLVED:

That the Media, Communications and Email Policy be **REVIEWED** and **APPROVED** for adoption for the year 2026/27 ([Appendix 13](#))

24. AM024/26- DATA PROTECTION POLICIES

Members **NOTED** that, in accordance with Standing Orders, the Council is required to **REVIEW** and adopt its Data Protection Policy annually.

Members **CONSIDERED** the Data Protection Policy ([Appendix 14](#))

RESOLVED:

That the Data Protection Policy be **REVIEWED** and **APPROVED** for adoption for the year 2026/27.

25. AM025/26- EMPLOYMENT POLICIES

Members **NOTED** that, in accordance with Standing Orders, the Council is required to **REVIEW** and adopt its Employment Policies annually.

Members **CONSIDERED** the Staff Handbook, which incorporates the Council's employment policies.

The Clerk advised that the Staff Handbook has been reviewed by the Council's retained HR consultant, and that all HR-related policies have been updated in line with current legislation and best practice.

RESOLVED:

That the Staff Handbook be **REVIEWED** and **APPROVED** for adoption for the year 2026/27. ([Appendix 15](#))

26. AM026/26- SCHEDULE OF MEETINGS FOR 2025/26

Members **NOTED** that, in accordance with Standing Orders, the Council is required to review and adopt the Schedule of Meetings annually.

Members **CONSIDERED** the proposed Schedule of Meetings for 2026/27 ([Appendix 16](#)).

During discussion, Members were unable to determine a preferred meeting format for the Community Assets and Services Committee, in particular whether meetings should be held during the day or in the evening, noting differing availability of Members.

It was further **NOTED** that two Members also serve as District Councillors, and it is important to avoid scheduling clashes with Epping Forest District Council meeting dates.

RESOLVED:

- That consideration of the Schedule of Meetings be **DEFERRED**, pending further review.
- That the Clerk be tasked with overlaying Epping Forest District Council's meeting calendar to identify and avoid potential clashes.

- That the Clerk report back to the next meeting with a revised and coordinated schedule.

27. AM027/26- SCHEDULE OF COUNCILLOR SURGERIES TO MAY 2027

Members were invited to sign up for councillor surgeries covering the period June 2026 to May 2027 and **AGREED** to allocate attendance for each monthly session, with a minimum of two councillors per surgery.

It was noted that:

- One additional volunteer is required for the session scheduled on 5 September; and
- Two councillors are required for each session from January through to May 2027.

Members further **AGREED** to share details of planned annual leave commitments to support forward planning ([Appendix 17](#))

28. AM028/26- CLERK'S REPORT

The Clerk's Report was **RECEIVED** and **NOTED**. It highlighted continued compliance with governance and financial requirements, improvements to staffing and operational delivery, and strengthened health and safety arrangements.

Progress on key projects, including community infrastructure and environmental initiatives, was noted, alongside ongoing challenges and priorities for 2026/27, including project delivery, cemetery improvements, and governance enhancements.

Members were reminded to acknowledge meeting summons and confirm attendance or apologies promptly, noting that delays impact meeting preparation and may result in additional administrative costs ([Appendix 18](#))

29. AM029/26- MATTERS TO BE BROUGHT FORWARD OR FOR DISCUSSION WITH NO DECISION

Elections & Pre-Election Period – Council Surgeries

Members noted pre-election (purdah) dates and concerns regarding scheduled surgeries falling within this period. It was agreed these should be reviewed and, if necessary, rearranged or cancelled.

Action: Clerk to review dates and seek advice from the Monitoring Officer if required.

Mini- Bus Disposal

An update was noted on the sale of the community bus, with limited interest at the current listing price. Members discussed re-engaging with a previous bidder.

Action: Clerk to consider re-approaching the earlier bidder and progress disposal.

Loss of Post Office – Brook Parade

Concerns were raised regarding local post office provision. Members expressed support, in principle, for a local operator's application.

Action: Chair/Clerk to draft a letter of support to Post Office Ltd.

30. AM030/26- DATE OF THE NEXT MEETING

AGREED by full council- Thursday 4 June at 7.00pm

31. AM031/26- EXCLUSION OF THE PUBLIC AND THE PRESS

None.