



LISTING OF SUBSCRIPTIONS 2023-24 FOR Full Council APPROVAL

| Invoice /PO date | Invoice/PO No: | Status | Due Date | Amount due | Supplier Name | Discription | Expenditure authorised by | Cost Center | Cost Code |
|------------------|-----------------------|--------|----------|------------|---|---------------------------------------|---------------------------|-------------|-----------|
| 01/04/23 | 4139/2023/24 | | 01/05/23 | £95.00 | Institute of Cemetery and Crematorium Management (ICCM) | Membership 2023/24 | | | |
| 05/04/23 | Statement -Ref S3988A | | 28/04/23 | £66.00 | The National Allotment Society | Membership 2023/24 | | | |
| 03/04/23 | INV16526 | | 28/04/23 | £663.20 | Essex Association of Local Councils (EALC) | EALC-Affiliation Fees 2023/24 | | | |
| 03/04/23 | INV16526 | | 28/04/23 | £791.51 | Essex Association of Local Councils (EALC) | NALC-Affiliation fee 2023/24 | | | |
| 01/10/23 | Ref Z2893347 | | | £35.00 | Information Commissioner's Office (ICO) | ICO Certificate - Data protection Fee | | | |
| NEW | NEW | NEW | NEW | £30.00 | ESSEX PLAYING FIELD ASSOCIATION | CONSIDER THE Membership 2023/24 | | | |
| | | | | | | | | | |
| TOTAL DUE | | | | £1,680.71 | | | | | |

Institute of Cemetery and Crematorium Management

Registered Office, City of London Cemetery, Aldersbrook Road, Manor Park, LONDON, E12 5DQ. Telephone 020 8989 4661

VAT REGISTRATION NO. 610415590

Corporate Membership Invoice



| Membership Number |
|-------------------|
| 4139 |

| Invoice Date |
|--------------|
| 01/04/2023 |

| Invoice Ref |
|--------------|
| 4139/2023/24 |

Charge to: ICCM Corp Subs 2023/24 Kay White

| | | | |
|-------------------------|---|--------------------------------------|------------------|
| Address | | VAT is 0 rated for membership | |
| Clerk | | | |
| Chigwell Parish Council | Membership Category: | VAT | Net Price |
| Hainault Road | Parish and Town Council | 0.00 | £95.00 |
| Chigwell | If you are a FULL Corporate member this bill incorporates the following professional members as part of your Corporate subscription: | | |
| Essex | Prof mem no 1: | | |
| IG7 6QZ | Prof mem no 2: | | |

| NET TOTAL | VAT TOTAL | INVOICE TOTAL |
|-----------|-----------|---------------|
| £95.00 | 0.00 | £95.00 |

Payable to: ICCM

Send To: Finance and IT Manager ICCM

1 Colbeck Avenue

Swalwell

Newcastle upon Tyne

NE16 3EB

Tel: (0191) 452 5958

email - trevor.robson@iccm-uk.com

Notes:

PAYMENTS/BACS REMITTANCES SHOULD BE SENT TO THE FINANCE AND IT MANAGER AT THE ADDRESS OPPOSITE.

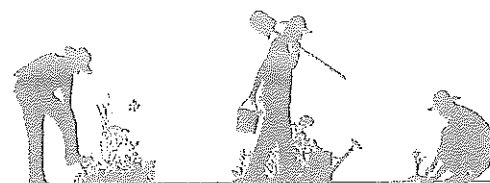
TERMS STRICTLY 30 DAYS NET

Payments may be made by BCS please remit to - a/c 90970241 s/c 60 09 09
Please contact directly for Paypal payments

Membership Benefits

Being an ICCM Member means you have access to the following benefits:

- 4 issues of the ICCM's high quality publication - The Journal - per year, physically and/or electronically
- 2 free professional members for every Full corporate membership
- Free attendance at branch meetings, forums and webinars for learning and for discussing common problems
- Free technical and legal advice via telephone or email from a team of fully qualified and experienced Officers
- Discounts on all ICCM 1 day training courses
- Access to the only accredited qualifications specifically designed for cemetery and crematorium staff – the Accredited Diploma; the BTEC Accredited Crematorium Technicians Training Scheme & City and Guilds Accredited Cemetery Operatives Training Scheme.
- Mailchimp e-newsletters and technical updates announcing any new developments or changes that will affect the industry as soon as they happen
- Free access to best practice guidance and information on a range of subjects relating to bereavement services
- Representation at Government level on policy decisions
- Discounted rates for the Annual Learning Convention and Exhibition
- Access to the new fully accredited Diploma and education services
- Annual Education Seminar
- Management placement service and staff cover options available
- Access to monthly webinars on Industry wide topics and participation in discussions



Mr Mark Hembury
Chigwell Parish Council
Hainault Road
Chigwell
Essex
IG7 6QZ

Email address:
mark.hembury@chigwellparishcouncil.gov.uk
Tel No: 0208 501 4275

05 Apr 2023

LOCAL AUTHORITY MEMBERSHIP FEE REMINDER STATEMENT

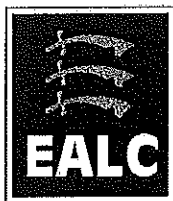
Further to my recent invoice, may I remind you that your annual fee is now due. I would be grateful to receive your remittance.

| | |
|----------------------------------|---------------|
| Purchase order number | |
| Membership number | S3988A |
| Affiliation fees due 04 Apr 2023 | £55.00 |
| VAT @ 20% | £ 11.00 |
| Total | £66.00 |

Please make Payment by Bank or Internet Transfer to National Society of Allotment and Leisure Gardeners Ltd, account number 10659606 sort code 20 45 77 (Barclays Bank) quoting your membership number and name.

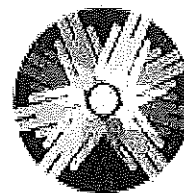
Cheques payable to: NSALG Ltd

If there are any changes to the information, we hold on you, or you would like additional contacts details or information to be held on file please do not hesitate to contact us.



Essex Association of Local Councils
42B High Street, Great Dunmow
Essex, CM6 1AH

Tel: 01371 879722 Email: info@ealc.gov.uk
www.ealc.gov.uk
VAT No: 316 4227 24



The Essex Council
For Essex County Council

2023/24 Affiliation Fees

Chigwell Parish Council
Hainault Road
Chigwell
Essex
IG7 6QZ

Invoice No. 16526
Date: 03/04/2023
Electorate: 10266
Account Ref: CHIGWEL

| Details | Unit Price £ | Net Amount £ |
|------------------------------|--------------|--------------|
| EALC Affiliation fee 2023/24 | 663.20 | 663.20 |
| NALC Affiliation fee 2023/24 | 791.51 | 791.51 |

Fees due within 30 days

****If paying online please use our invoice number as the reference****

Sort Code: 20-19-95 A/C No: 90384364

Please make cheque payable to EALC

| | |
|---|--------------------------|
| For office use only: Cheque no: Date Paid: Credit Note No: | Invoice Total £ 1,454.71 |
|---|--------------------------|

Remittance Advice

Cheque No:

Date:

Cheque Amount:

Invoice No:

Certificate

Organisation Name:

CHIGWELL PARISH COUNCIL

Reference number:

Z2893347

Tier:

Tier 1

Start date:

14 October 2011

End date:

13 October 2023

**This data controller states that it is a public authority under the
Freedom of Information Act 2000 or a Scottish public authority under the
Freedom of Information (Scotland) Act 2002**

Data Protection Officer

Essex Playing Fields Association

Supporting, creating, promoting, protecting and maintaining playing fields, playgrounds and sports grounds right across the county since 1924

We are a Charity and all funds raised are applied to help support playing fields, playgrounds and play areas. Members can benefit from advice, support, information, grants and sharing strategies on a wide range of related matters. We rely on our membership for the regular income needed to sustain this work.

We warmly welcome new members. Annual membership:

| | |
|----------------------------------|----------------------------------|
| Parish and Town Councils | £30 |
| District and Unitary Authorities | £75 |
| Sports clubs and associations | £20 |
| Individuals | £10 (or £50 for Life Membership) |

Corporate Membership is an effective way of getting a business noticed at the same time as helping our charitable aims..... and it is local too.

Contact: Tracy Smith, Director, at tracysmith27@mail.com

Website: www.essexplayingfields.org

We are supported by grants gratefully received from The Charles S French Charitable Trust ~ The Augustine Courtauld Trust ~ The Overland Charitable Trust.

We are grateful for the support of the sponsors: Ernest Doe ~ Playforce—Kompan

| Patron: | The Executive: | |
|---------------------|-----------------------|------------------|
| Lord Petre | Chairman | Field Officer |
| President: | - Robert Smith | - Jamie Foyster |
| Nasser Hussain | Director | Editor |
| Trustees: | - Tracy Smith | - Chris Nutt |
| Arfan Akram | Secretary | Graham Pryke |
| Philip (Pip) George | - Jim Lynch | Michelle Salazar |
| Jim Lynch | Treasurer | Malcolm Webb |
| Robert Smith | - David Abrehart | |

The Playing Field is published by The Essex Playing Fields Association, Registered Charity No. 301448, 16 Wear Drive, Chelmsford, Essex CM1 7PT.

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| Asset Register 31th March 2023 | | | | | | | | | | | | | | | APPENDIX 13 | |
|---|------------|-----------------|------------|----|-----|--------------------------|------------------|-----------|----------------|--|------------|----------------|--------------------------------|----------------------------|----------------------------|--|
| This register contains all listings for items of £250 and above. The exception to this is land, where the 'Community Asset' (CA) is valued at £1 (15/10/21) | | | | | | | | | | | | | | | | |
| All new acquisitions will be valued at their purchase price. Items listed below, recorded as insurance value, will continue to be recorded on this basis to maintain consistency from year to year. | | | | | | | | | | | | | | | | |
| | | | | | | 01.04.2022 | 2022/23 | | | | 31.03.2023 | 31.03.2023 | | | | |
| Description | | Date Acquired | | | | 01.04.2022 Assets AGAR 9 | Disposal /remove | Purchases | Revalue /Value | | Comments | Purchase Price | 31.03.2023 AGAR 9 ASSETS VALUE | Z U R I C H | Indentification / Location | |
| Titan PRO TP700 Rotavator | Equipment | P/O no.2016/654 | 24/02/2016 | 16 | PP | £550.00 | | | | | | | | | | |
| Diaphragm Pump ser. no.H200116 | Equipment | P/O no.2016/644 | 19/01/2016 | 16 | PP | £2,104.20 | | | | | | | | INS | Cemetery | |
| 6 x Litter bins | Litter Bin | P/O no.2016/685 | 20/12/2016 | 16 | PP | | | | | | | | | INS | Chigwell Green Station | |
| Middlesbrough Steel Litter Bin 112 ltr with Ground anchors | Litter Bin | P/O no.2016/685 | 20/12/2016 | 16 | pp | £424.72 | | | | | | | | | Chigwell Green Station | |
| Middlesbrough Steel Litter Bin 112 ltr with Ground anchors | Litter Bin | P/O no.2016/685 | 20/12/2016 | 16 | pp | £424.72 | | | | | | | | | Chigwell Green Station | |
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| Middlesbrough Steel Litter Bin 112 ltr with Ground anchors | Litter Bin | P/O no.2016/685 | 20/12/2016 | 16 | pp | £424.72 | | | | | | | | | Chigwell Green Station | |
| Middlesbrough Steel Litter Bin 112 ltr with Ground anchors | Litter Bin | P/O no.2016/685 | 20/12/2016 | 16 | pp | £424.72 | | | | | | | | | Countland Drive | |
| Middlesbrough Steel Litter Bin 112 ltr with Ground anchors | Litter Bin | P/O no.2018/768 | 20/07/2018 | 18 | PP | £412.80 | | | | | | | | | Tomswood Road | |
| Karcher Pressure washer K5 | Equipment | | 16/02/2016 | 16 | PP | £319.95 | | | | | | | | | Cemetery | |
| Stihl Hedgetrimmer seer.no. 508118096 | Equipment | R/N CI65332 | 12/10/2016 | 16 | PP | £589.99 | | | | | | | | | Cemetery | |
| Grave digging bucket | Equipment | P/O no.2016/677 | 10/11/2016 | 16 | PP | £431.94 | | | | | | | | | Cemetery | |
| CCTV VH 1 CAMERA | CCTV | INV4131 CPC | 11/04/2022 | | | | | £612.50 | | | | | | | | |
| CCTV CCLUB 1 CAMERA | CCTV | INV4131 CPC | 11/04/2022 | | | | | £612.50 | | | | | | | | |
| CCTV Main office replacement 1 camera | CCTV | INV4131 CPC | 11/04/2022 | | | | | £612.50 | | | | | | | | |
| CCTV Main office replacement 1 camera | CCTV | INV4131 CPC | 11/04/2022 | | | | | £612.50 | | | | | | | | |
| CCTV cameras POrder No2016/679 x 2 | CCTV | P/O no.2016/679 | 16/11/2016 | 16 | INS | | | | | | | | | INS | Parish Office | |
| 10 x Groundmats | Ground mat | P/O no.2016/651 | 05/02/2016 | 16 | PP | £1,503.84 | | | | | | | | | Cemetery | |
| Gduradeck DD2 ground mat | Ground mat | P/O no.2016/651 | 05/02/2016 | 16 | PP | | | | | | | | | | Cemetery | |
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| Description | | Date Acquired | | | Method of valuation | 01.04.2022 Assets AGAR 9 | Disposal /remove | Purchases | Revalue /Value | Comments | Purchase Price | 31.03.2023 AGAR 9 ASSETS VALUE | Z U R I C H | Indentification / Location | |
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| 6 x Litter bins | Litter Bin | P/O no.2016/685 | 20/12/2016 | 16 | PP | | | | | | | £2,123.60 | INS | Chigwell Green Station | |
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| CCTV CCLUB 1 CAMERA | CCTV | INV4131 CPC | 11/04/2022 | | | | | £612.50 | | | | £612.50 | | | |
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| Gduradeck DD2 ground mat | Ground mat | P/O no.2016/651 | 05/02/2016 | 16 | PP | | | | | | | | | Cemetery | |
| 2 x Safety Covers | Equipment | P/O no.2014/585 | 17/03/2015 | 15 | PP | £996.00 | | | | | | £996.00 | | Cemetery | |
| Safety Cover 7x3 | Equipment | P/O no.2014/585 | 17/03/2015 | 15 | PP | | | | | | | | | Cemetery | |
| Safety Cover 7x3 | Equipment | P/O no.2014/585 | 17/03/2015 | 15 | PP | | | | | | | | | Cemetery | |
| 1 x set of shoring panels | Equipment | P/O no.2015/616 | 03/08/2015 | 15 | | | | | | | | | | | |

| | | | | | | | | | | | | | | | |
|--|--------------------|---------------|---------------|------------|-----|-----------|--|--|--|-----------|--|-----------|-----|---------------|--|
| Youth shelter - Bus shelter | Bus shelter | Various | | | INS | £6,834.22 | | | | | | £6,834.22 | INS | | |
| 3x Street Lights | Street Lights | Various | | | INS | £6,152.17 | | | | | | £6,152.17 | INS | | |
| | Street Lights | Various | | | INS | | | | | | | | INS | | |
| | Street Lights | Various | | | INS | | | | | | | | INS | | |
| | Street Lights | Various | | | INS | | | | | | | | INS | | |
| Stihl Strimmer ser.no. 166627830 | | Various | | | INS | £279.64 | | | | | | £279.64 | INS | | |
| Hedgecutter | | Various | | | INS | £569.52 | | | | | | £569.52 | INS | | |
| Kurbon Dual Motor Electric Height Adjustable DESK OFO | Office furniture | SN988932 | 20/01/2020 | | | | | | | £606.00 | | £606.00 | | Parish Office | |
| Deluxe Air Lumbar - Large Fully Operator Chair OFO | Office furniture | SN973595 | 07/11/2022 | | | | | | | £190.00 | | £190.00 | | Parish Office | |
| KARCHER SCRUBBER DRYER BD 30/4 C BP - CRAIGMORE | Cleaning Equipment | PO65 | 31/01/2023 | | PP | | | | | £1,637.50 | | £1,637.50 | | VH/Club | |
| Makita 36v Earth Auger -Screwfix | OS equipment | INV1320865763 | Scott | 21/11/2022 | PP | | | | | £332.50 | | £332.50 | | C&OS | |
| Victory Hall Stage - Inherently Flame Retardant Curtains Indigo 3pairs | Other | INV10021 | 05/10/2022 | | PP | | | | | £1,205.00 | | £1,205.00 | | VH/Club | |
| Unknown Tommy and Women In War Statue-For Remembrance Day of the First World War | Other | INV73430 | CPC | 18/10/2022 | PP | | | | | £370.00 | | £370.00 | | Open Space | |
| Unknown Tommy and Women In War Statue-For Remembrance Day of the First World War | Other | INV73430 | CPC | 18/10/2022 | PP | | | | | £370.00 | | £370.00 | | Open Space | |
| Unknown Tommy and Women In War Statue-For Remembrance Day of the First World War | Other | INV73430 | CPC | 18/10/2022 | PP | | | | | £370.00 | | £370.00 | | Open Space | |
| Refurbished SL700 SPEED WATCH CAMERA SERIAL NO SL70514 | Equipment | INV3232 | CPC | 12/04/2022 | PP | | | | | £1,500.00 | | £1,500.00 | | Parish Office | |
| Civic Regalia | Regalia | Various | | | INS | £4,179.89 | | | | | | £4,179.89 | INS | Parish office | |
| Dell Laptop 5590 ser no: SN FCMSKW2 33415614146 | office equipment | 08/04/2020 20 | | | PP | £1,092.00 | | | | | | £1,092.00 | INS | Parish office | |
| Printer (Eco-Tank) ET-850 | office equipment | O/N 5251559 | 07/09/2021 21 | | PP | £589.00 | | | | | | £589.00 | | Cemetery | |
| 1 x DELL INSPIRON 15" LAPTOP Invoice No: 3204 | office equipment | 04/08/2021 21 | | | PP | £2,887.20 | | | | | | £2,887.20 | INS | Cemetery | |
| 1 x DELL INSPIRON 15" LAPTOP Invoice No: 3204 | office equipment | 04/08/2021 21 | | | PP | | | | | | | | INS | Cemetery | |
| Cemetery Laptop | office equipment | Various us | | | INS | £0.00 | | | | | | | INS | Cemetery | |
| DELL Laptop S1401NVB5620BTS01_FPR | office equipment | 43982555 | Scott | 26/07/2022 | PP | | | | | £817.67 | | £817.67 | INS | Cemetery | |
| DELL Laptop S1401NVB5620BTS01_FPR | office equipment | 43982555 | Sam | 26/07/2022 | PP | | | | | £817.67 | | £817.67 | INS | Cemetery | |
| Swift Black Frame Conference Chair OFO | office furniture | SN976885 | 21/11/2022 | | PP | | | | | £32.25 | | £32.25 | INS | Cemetery | |
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| Karbon K3 Rectangular Deluxe Desk OFO | office furniture | SN998686 | 28/02/2023 | | PP | | | | | £264.00 | | £264.00 | INS | Cemetery | |
| Karbon K3 Rectangular Deluxe Desk OFO | office furniture | SN998686 | 28/02/2023 | | PP | | | | | £264.00 | | £264.00 | INS | Cemetery | |
| Karbon K3 Rectangular Deluxe Desk OFO | office furniture | SN998686 | 28/02/2023 | | PP | | | | | £264.00 | | £264.00 | INS | Cemetery | |
| Personal Lockers -2 Door Locker with key lock OFO | office furniture | SN973523 | 07/11/2022 | | PP | | | | | £208.00 | | £208.00 | INS | Cemetery | |
| Personal Lockers -2 Door Locker with key lock OFO | office furniture | SN973523 | 07/11/2022 | | PP | | | | | £208.00 | | £208.00 | INS | Cemetery | |
| Personal Lockers -2 Door Locker with key lock OFO | office furniture | SN973523 | 07/11/2022 | | PP | | | | | £208.00 | | £208.00 | INS | Cemetery | |
| Pacific Fabric Manager Chair OFO | office furniture | SN973595 | 07/11/2022 | | PP | | | | | £106.00 | | £106.00 | INS | Cemetery | |
| Pacific Fabric Manager Chair OFO | office furniture | SN973595 | 07/11/2022 | | PP | | | | | £106.00 | | £106.00 | INS | Cemetery | |

| | | | | | | | | | | | | | | | | |
|--|-------------------|------------------|-------|------------|----|-----|------------|--|--|--|--|----------------|------------|--|--|--|
| Pacific Fabric Manager Chair OFO | office furniture | SN973595 | | 07/11/2022 | | PP | | | | | | | £106.00 | | | |
| Karbon Wooden Office Cupboards Shelves | office furniture | SN973628 | | 07/11/2022 | | PP | | | | | | | £274.00 | | | |
| 4 Shelf-Grey OFO | | | | | | | | | | | | | | | | |
| BEKO FS 50/50 Fridge Freezer Graphite-HOWDENS | office furniture | D17/0097314 | Scott | 09/01/2023 | | PP | | | | | | | £409.00 | | | |
| Computer equipment | office furniture | | | Various | us | INS | £1.00 | | | | | | £1.00 | | | |
| Balmoral Bench CYAN | Bench | R185145 | Sam | Various | 25 | PP | £440.58 | | | | | | £440.58 | | | |
| Balmoral Bench CYAN | Bench | R183292 | Sam | Various | 25 | PP | £439.58 | | | | | | £439.58 | | | |
| PICNIC TABLE 780x440x1500x1460 | Outdoor furniture | INV3173063 | Sam | Various | 10 | PP | £350.00 | | | | | | £350.00 | | | |
| PICNIC TABLE 780x440x1500x1460 | Outdoor furniture | INV3173063 | Sam | Various | 10 | PP | £350.00 | | | | | | £350.00 | | | |
| PICNIC TABLE 780x440x1500x1460 | outdoor furniture | INV3173063 | Sam | Various | 10 | PP | £350.00 | | | | | | £350.00 | | | |
| 10 x Benches | Bench | | Sam | Various | us | INS | £5,561.13 | | | | | | £5,561.13 | | | |
| 2 x Benches | Bench | | Sam | Various | us | INS | | | | | | | | | | |
| 2 x Benches | Bench | | Sam | Various | us | INS | | | | | | | | | | |
| 1 x Bench | Bench | | Sam | Various | us | INS | | | | | | | | | | |
| 1 x Bench | Bench | | Sam | Various | us | INS | | | | | | | | | | |
| 1 x Bench | Bench | | Sam | Various | us | INS | | | | | | | | | | |
| 2 x Benches | Bench | | Sam | Various | us | INS | | | | | | | | | | |
| 1 x Bench | Bench | | Sam | Various | us | INS | | | | | | | | | | |
| 3 and 4 Person Imperial Seat BENCH - Futurform | Bench | INV 201061 | | | | PP | | | | | | | £415.00 | | | |
| Playground Equipment, Station Green | Facility | | | Various | us | INS | 35,828.53 | | | | | | £35,828.53 | | | |
| AV, photographic, gardening equipment (Cem) | Equipment | | Scott | Various | us | INS | £7,166.16 | | | | | | £7,166.16 | | | |
| Solar powered Cemetery x2 gates | Gates | | | Dec-15 | 15 | INS | £31,209.00 | | | | | | £31,209.00 | | | |
| Solar powered Cemetery gate | Gates | | | Dec-15 | 15 | INS | | | | | | | | | | |
| Solar powered Cemetery gate | Gates | | | Dec-15 | 15 | INS | | | | | | | | | | |
| Sliding Gate-Souther Secutiry Systems | Gates | 903-906#7693-764 | Scott | Feb-23 | 25 | PP | | | | | | | £9,060.00 | | | |
| Adult fitness equipment, Chigwell Row | Facility | P/O no.2015/609 | | 17/03/2015 | 15 | PP | £16,670.50 | | | | | | £16,670.50 | | | |
| Adult fitness equipment, Station Green | Facility | | | 17/03/2015 | 15 | | | | | | | | £16,392.13 | | | |
| 6 x Noticeboards | | | | Various | us | PP | £2,611.00 | | | | | | £2,611.00 | | | |
| Noticeboard | Facility | | | Various | us | PP | | | | | | | | | | |
| Noticeboard | Facility | | | Various | us | PP | | | | | | | | | | |
| Noticeboard | Facility | | | Various | us | PP | | | | | | | | | | |
| Noticeboard | Facility | | | Various | us | PP | | | | | | | | | | |
| Noticeboard | Facility | | | Various | us | PP | | | | | | | | | | |
| Noticeboard | Facility | | | Various | us | PP | | | | | | | | | | |
| Office telephone system | | | | 31/01/2008 | 08 | PP | | | | | | Removed Nov-18 | | | | |
| CCTV equipment Cemetery | CCTV | | | Various | us | INS | £5,000.00 | | | | | | £5,000.00 | | | |
| Fencing - P.O. land | Fencing | | | 12/10/2017 | 17 | PP | £4,794.00 | | | | | | £4,794.00 | | | |
| Christmas Lights | Chrs Lights | | | 26/10/2017 | 17 | PP | £7,148.00 | | | | | | £7,148.00 | | | |
| Husqvarna BLi940X Battery pack ser.no. 29172105913 | OS equipment | P/O no.2018/730 | Scott | 05/04/2018 | 18 | PP | £900.00 | | | | | | £900.00 | | | |
| Husqvarna 536LiPT5 Pole Pruner ser.no. 2017900118 | OS equipment | P/O no.2018/730 | Scott | 05/04/2018 | 18 | PP | £368.40 | | | | | | £368.40 | | | |
| Husqvarna 536LiBX Leaf Blower ser.no. 20174400006 | OS equipment | P/O no.2018/730 | Scott | 05/04/2018 | 18 | PP | £336.00 | | | | | | £336.00 | | | |
| Husqvarna LB553SE Mower ser.no.20180300021 | OS equipment | P/O no.2018/730 | Scott | 05/04/2018 | 18 | PP | £660.00 | | | | | | £660.00 | | | |
| Bunded diesel tank 750 LT | OS equipment | P/O no.2018/734 | Scott | 12/04/2018 | 18 | PP | £1,488.00 | | | | | | £1,488.00 | | | |
| 7 x Street Litter Bin | Litter Bin | | Scott | 20/07/2018 | 18 | pp | £2,950.20 | | | | | | £2,950.20 | | | |
| Street Litter Bin x1 | Litter Bin | | Scott | 21/07/2018 | 18 | pp | | | | | | | | | | |
| Street Litter Bin x1 | Litter Bin | | Scott | 22/07/2018 | 18 | pp | | | | | | | | | | |
| Street Litter Bin x1 | Litter Bin | | Scott | 23/07/2018 | 18 | pp | | | | | | | | | | |
| Street Litter Bin x1 | Litter Bin | | Scott | 24/07/2018 | 18 | pp | | | | | | | | | | |
| Street Litter Bin x1 | Litter Bin | | Scott | 25/07/2018 | 18 | pp | | | | | | | | | | |

| | | | | | | | | | | | | | | |
|--|-------------------------------|-----------------|------------|----|-----|---------------|--|--|--------------|---------------------|-----------|---------------|----------|---------------------|
| Street Litter Bin x1 | Litter Bin | Scott | 26/07/2018 | 18 | pp | | | | | | | | | |
| Street Litter Bin x1 | Litter Bin | Scott | 27/07/2018 | 18 | pp | | | | | | | | | |
| Billygoat Leaf Vacuum ser.no. GSV190LANILR280 | Equipment | Scott | 10/09/2018 | 18 | PP | £2,260.00 | | | | | £2,260.00 | | Cemetery | |
| Mercedes Sprinter 514 minibus x2 10.11.17 ORDER QG10270 | Eminibus x2 10.11.17 ORDER QG | | 30/08/2018 | 18 | PP | | | | | | | | | |
| Mercedes Sprinter 514 minibus | | | | | PP | £67,116.28 | | | | Under investigation | | £67,116.28 | | Parish Council |
| Mercedes Sprinter 514 minibus | | | | | PP | £67,116.28 | | | | Under investigation | | £67,116.28 | | Parish Council |
| Avaya Phone System by agreement No0432878 5/11/21 | ASystemnt No | | 15/10/2018 | 18 | INS | | | | Removed 2022 | | | | INS | |
| CCTV system Brook Parade | CCTV | | 14/12/2018 | 18 | INS | £6,108.00 | | | | | | £6,108.00 | INS | Brook Parade |
| Stihl Leafblower ser.no. 520907482 | Equipment | Scott | 04/11/2019 | 19 | pp | £399.00 | | | | | | £399.00 | | Cemetery |
| Polaris Ranger EV LS20KHA data tag 81AY7L | Polaris System | | 09/06/2020 | 20 | pp | £12,591.80 | | | | | | £12,591.80 | | Cemetery |
| Polaris Ranger Cargo Max system | Polaris System | | 09/06/2020 | 20 | pp | £731.68 | | | | | | £731.68 | | Cemetery |
| AS 900 Mower ser.no. 033520020016 | Equipment | 2020/908 Scott | 09/04/2020 | 20 | pp | £8,234.96 | | | | | | £8,234.96 | INS | Cemetery |
| Stihl multi-tool engine ser.no. 524811697 | Equipment | Scott | 15/09/2020 | 20 | pp | £275.00 | | | | | | £275.00 | | Cemetery |
| Makita Drill kit and accessories | Equipment | Scott | 16/09/2020 | 20 | pp | £508.98 | | | | | | £508.98 | | Cemetery |
| Clarke Jet washer Tiger 1800A ser.no.7320201 | Equipment | 2021/1051 Scott | 12/01/2021 | 21 | pp | £274.80 | | | | | | £274.80 | | Cemetery |
| CCTV system Chigwell Row | CCTV | Scott | 16/02/2020 | 20 | INS | £1,965.00 | | | | | | £1,965.00 | INS | Chigwell Row |
| Defibrillator & External heated unlocked cabinet | Equipment | INV5266 Scott | 28/03/2022 | 15 | PP | £1,622.50 | | | | | | £1,622.50 | | Hainault Rd |
| Defibrillator & External heated unlocked cabinet | Equipment | INV5266 Scott | 28/03/2022 | 15 | PP | £1,622.50 | | | | | | £1,622.50 | | |
| Cemetery Compound Fencing | Fencing | 2021/1068 Scott | 09/03/2021 | 21 | pp | £1,525.00 | | | | | | £1,525.00 | | Cemetery |
| Cemetery Boundary Fencing | Fencing | Scott | 11/09/2020 | 20 | pp | £4,775.00 | | | | | | £4,775.00 | | Cemetery |
| Stihlk Strimmer FS360-C | Equipment | | 22/03/2021 | 21 | pp | £649.00 | | | | | | £649.00 | | Cemetery |
| Council office building (154.86 m2) - Hainault Road, Chigwell IG7 6QZ | Building | 100091480033 | 08/12/2020 | | INS | £418,000.00 | | | | | | £418,000.00 | | Parish Office |
| Revaluation following report dated 18th December 2020 | | | | | | | | | | | | | | |
| Victory Hall/Cclub (561m2) -Hainault Road, Chigwell , IG7 6QU | Building | VH 100091480121 | 08/12/2020 | | INS | £1,760,000.00 | | | | | | £1,760,000.00 | | Victory Hall |
| VH Car park for approximately 38 cars in the side and rear of the property | car park | CC10093183608 | | | INS | | | | | | | | | |
| Revaluation following report dated 18th December 2020 | | | | | | | | | | | | | | |
| Chigwell Cemetery and Premises: | Building | | 08/12/2020 | | INS | | | | | | | £375,800.00 | | Cemetery |
| Cemetery Store Building (75.15 m2) £80,700 | TCemetery5 m2 | | | | INS | | | | | | | | | |
| Cemetery Office Building (67.45 m2) £235,000 | TCemetery45 m2 | 10013925848 | | | INS | | | | | | | | | |
| Open Sided Ceremonial Area (45.22 m2) £60,100 | Sided5.22 | | | | INS | | | | | | | | | |
| Cemetery THREE car parks with space for approx 44 cars | car park | | | | INS | £375,800.00 | | | | | | | | |
| CPC Chigwell Station Green | Land | 200002360545 | Various | | CA | | | | £1.00 | | | £1.00 | £1.00 | Station Road |
| CPC Jubilee Garden Bald Hind | Land | 10013925850 | Various | | CA | | | | £1.00 | | | £1.00 | £1.00 | Manor Road |
| CPC Chigwell Park Drive roundabout | Land | 10093183609 | Various | | CA | | | | £1.00 | | | £1.00 | £1.00 | Chigwell Park Drive |
| CPC Lee Grove open space | Land | 10093183610 | Various | | CA | | | | £1.00 | | | £1.00 | £1.00 | Lee Grove |
| CPC The Maypole open space | Land | 10093183611 | Various | | CA | | | | £1.00 | | | £1.00 | £1.00 | Lambourne Road |
| CPC Tomswood Road open space | Land | 200002416700 | Various | | CA | | | | £1.00 | | | £1.00 | £1.00 | Tomswood Hill |
| CPC All Saints Church Verge | Land | 10093183612 | Various | | CA | | | | £1.00 | | | £1.00 | £1.00 | Romford Road |

| | | | | | | | | | | | | |
|--|------|--|------------|----|---------------|--|------------|------------|-------|---------------|----------------------------|--|
| CPC Brook Rise open space | Land | 10093183613 | Various | CA | | | £1.00 | | £1.00 | £1.00 | Brook Rise | |
| CPC St Marys Way open space | Land | 10093183614 | Various | CA | | | £1.00 | | £1.00 | £1.00 | St Mary's Way | |
| CPC Courtland Drive open space | Land | 10093183615 | Various | CA | | | £1.00 | | £1.00 | £1.00 | Courtland Drive | |
| CPC Brook Way/Barnaby Way open space | Land | 10093183616 | Various | CA | | | £1.00 | | £1.00 | £1.00 | Brook Way | |
| CPC Woodland Road triangle | Land | 10093183617 | Various | CA | | | £1.00 | | £1.00 | £1.00 | Woodland Road | |
| CPC Ely Place open space | Land | 10093183622 | Various | CA | | | £1.00 | | £1.00 | £1.00 | Ely Place | |
| CPC Parish Council Offices Land | Land | 100091480033 | 21/06/2016 | CA | | | £1.00 | | £1.00 | £1.00 | Hainault Road | |
| Allotments - Gravel Lane | Land | 200002149026 | Various | CA | | | £1.00 | | £1.00 | £1.00 | Allotments- Gravel Lane | |
| Allotments - Limes Farm | Land | 10013925753 | Various | CA | | | £1.00 | | £1.00 | £1.00 | Allotments - Limes Farm | |
| The Paddocks - Grove Lane | | | Jan-20 | CA | | | £1.00 | | £1.00 | £1.00 | | |
| | | | | | | | £1.00 | | | | | |
| AGAR 9 | | TOTAL | | | £2,909,497.82 | | | | | £2,948,595.29 | | |
| | | Balance Brought forward 1st April 2022 | | | £2,909,497.82 | | | | | | | |
| | | ADD New acquisitions | | | | | £22,687.34 | £16,410.13 | | | | |
| | | Less Remove | | | | | | | | | | |
| All new acquisitions will be valued at their purchase price. | | Year Ending 31st March 2023 | | | £2,948,595.29 | | | | | | | |

Mr Anthony Belgrave
Chigwell Parish Council
Parish Offices
Hainault Road
Chigwell
Essex
IG7 6QZ

APPENDIX 16

Select for Local Councils Policy Schedule

This insurance policy, which meets your demands and needs, has been based on the latest information obtained from you. The Policy, the Policy Schedule, any Certificates of Insurance and Endorsements form one document and should be read together. This Schedule replaces any previous Schedule.

| | |
|---|-----------------------------|
| Policy Number | YLL-122016-3693 |
| Insured | Chigwell Parish Council |
| Business | Parish / Town Council |
| Period of Insurance | |
| From | 01 st April 2023 |
| To | 31 st March 2024 |
| and any other period for which cover has been agreed. | |

| | |
|-----------------|------------|
| Renewal Premium | £ 6,233.43 |
|-----------------|------------|

Premiums are inclusive of Insurance Premium Tax and/or VAT as appropriate.

| | |
|----------------------------------|-----------------------------|
| Schedule Number | 110063085 |
| Long term agreement active until | 01 st April 2024 |
| Preparation Date | 04 th March 2023 |
| Prepared by | Mr Alex Kirby |
| Policy Form Reference | MLAACF07 |

Policy Cover Declaration:

You, the Insured, are not aware of any known losses or events that could give rise to a claim, or circumstances that would be prejudicial to us, the Insurer, should the basis of cover on the below given insurance product (s) be changed.

This is important information, please read it carefully and check that the facts given about you are correct and that we have included all the covers that you require. We are unable to give you advice so it is your responsibility to check the cover is correct for your organisation.

Important information

Taking reasonable care

We require that you take reasonable care in managing your activities. Where appropriate this requires you to do the following:

- Keep written risk assessments for your key activities
- Keep written records of your staff and volunteer training. For example, manual handling training, or for use of tools and machinery
- Abide by any rules, guidelines or advice that is given to you by any relevant authority, such as a Local Authority, or the Health and Safety Executive

We want you to be confident about your insurance and understand what is required of you. Please contact us if you have any questions relating to the above.

APPENDIX 16

Lines of Cover applying

Part A – Material Damage

Table Headings

| | |
|--------------|---|
| Contents (a) | Furniture, fixtures, fittings and tenants improvements |
| Contents (b) | Other contents and consumable stock not specified below including printed books and unused stationery |
| Contents (c) | Computer equipment, other office equipment and sports equipment |
| Contents (d) | Televisions, audio-visual and photographic equipment (excluding videos), beer, wine, spirits, tools and gardening equipment |
| Contents (e) | Tobacco |
| Contents (f) | Camcorders, videos and gaming machines |
| Contents (g) | Civic Regalia |

Sums Insured

| Premises Address | Buildings Sum Insured | Loss of Rent | Contents (a) | Contents (b) | Contents (c) | Contents (d) | Contents (e) | Contents (f) | Contents (g) |
|--|-----------------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|
| 1. Council Offices, Address, Hainault Road, Chigwell, Essex, IG7 6QZ | £565,729.56 | N/A | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 |
| 2. Buildings at Chigwell Cemetary, Address, Frog Hall Lane, Manor Road, Chigwell, Essex, IG7 4JX | £508,615.24 | N/A | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 |
| 3. Victory Hall, Address, Hainault Road, Chigwell, IG7 6QZ | £2,300,814.00 | N/A | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 |

For Premises: 3

Insured Perils applicable to Material Damage : 1-13, 15 & 16

For Premises: 1, 2

Insured Perils applicable to Material Damage: 1-16

Excesses Applicable to Premises 1, 2 & 3

The following Excesses apply to each and every loss arising in respect of each and every separate premises:

| | |
|--|------|
| Accidental Damage | £100 |
| Theft | £100 |
| Riot civil commotion and Malicious Persons | £250 |

APPENDIX 16

| | |
|---------------------------|--------|
| Storm or Flood | £250 |
| Escape of Water | £250 |
| Falling Trees or Branches | £250 |
| Subsidence | £1,000 |

Operative Endorsements: 1, 2, 3, 5, 6, 7, 8 & 9 (please refer to the Endorsement section of the policy wording)

APPENDIX 16

Part B – Business Interruption

| Premises Address | Additional Expenditure | Indemnity Period (Months) | Loss of Data | Indemnity Period (Months) | Loss of Gross Revenue | Indemnity Period (Months) |
|------------------|------------------------|---------------------------|--------------|---------------------------|-----------------------|---------------------------|
| All Premises | £1,000 | 12 | £1,000 | 12 | £100,000 | 12 |

For Premises: 3

Insured Perils applicable to Business Interruption : 1-13, 15 & 16

For Premises: 1, 2

Insured Perils applicable to Business Interruption: 1-16

Operative Endorsements:

None

APPENDIX 16

Part C – All Risks

Table Headings

| | |
|--------------|---|
| Contents (a) | Furniture, fixtures, fittings and tenants improvements |
| Contents (b) | Other Contents and consumable stock not specified below including printed books and unused stationery |
| Contents (c) | Computer Equipment, other office equipment and sports equipment |
| Contents (d) | Televisions, audio-visual and photographic equipment (excluding videos), beer, wine, spirits, tools and gardening equipment |
| Contents (e) | Tobacco |
| Contents (f) | Camcorders, videos and gaming machines |
| Contents (g) | Civic Regalia |

| Item Description | Premises Address (if applicable) | Sum Insured | Excess |
|------------------|--|-------------|--------|
| Contents (a) | Council Offices, Hainault Road, Chigwell, Essex, IG7 6QZ | £34,327.00 | £100 |
| Contents (b) | Council Offices, Hainault Road, Chigwell, Essex, IG7 6QZ | £3,558.58 | £100 |

Additional Items:

Where no premises address is shown, the item is not based at one location and cover is provided anywhere within the **territorial limits**.

| Item Description | Sum Insured | Excess |
|--|-------------|--------|
| Youth Shelter | £9,602.35 | £100 |
| 3 x Street Lights (IEP) | £8,644.06 | £100 |
| Strimmer | £392.92 | £100 |
| Hedgecutter | £800.21 | £100 |
| 1 x Laptop | £1,221.86 | £100 |
| Civic Regalia at the Council Offices | £5,872.91 | £100 |
| Computer Equipment at the Council Offices | £31,022.40 | £100 |
| 10 x Benches (i.e.p) | £7,813.61 | £100 |
| Play Equipment at Station Green Road | £50,340.54 | £100 |
| Computer Equipment located at Chigwell Cemetery Building | £3,355.72 | £100 |
| A/V, Photographic, Gardening Equipment located at Chigwell Cemetery Building | £10,068.74 | £100 |
| Solar powered Cemetery Gates | £43,849.91 | £100 |
| Kubota Digger | £25,543.62 | £100 |
| Adult Fitness Equipment at Chigwell Row | £19,670.56 | £100 |
| CCTV at cemetery | £7,025.20 | £100 |
| Adult Fitness Equipment at Station Green | £19,670.56 | £100 |
| Adult Fitness Equipment at Chigwell Row Recreation Ground | £19,670.56 | £100 |
| Rotavator | £765.12 | £100 |
| Diaphragm Pump | £2,927.22 | £100 |
| Litter Bins | £2,954.21 | £100 |
| Avaya phone system lease number SL049/432878 | £3,731.75 | £100 |

APPENDIX 16

| | | |
|--|------------|------|
| Wessex salt spreader | £1,553.21 | £100 |
| 14 Cameras & Associated Equipment with Wifi Link | £6,353.11 | £100 |
| AS900 Ride On mower | £10,483.76 | £100 |
| A900 Mower | £8,735.88 | £100 |
| CCTV - Brook Parade | £5,092.32 | £100 |

The excess stated applies to each and every loss.

Operative Endorsements: 1, 2, 3 & 7 (please refer to the Endorsement section of the policy wording)

Part D – Money

| | Limit any one loss |
|--|--------------------|
| 1. Loss of Non-Negotiable Money in the situations specified in items 2(a), 2(b), 2(c)(i) and 2(c)(ii): | £250,000 |
| 2. Loss of other Money: | |
| (a) in transit in the custody of any Member or Employee or in transit by registered post (limit £250), or in a Bank Night Safe | £5,000 |
| (b) in the private residence of any Member or Employee | £250 |
| (c) in the premises | |
| (i) in the custody of or under the actual supervision of any Member or Employee | £5,000 |
| (ii) in locked safes or strongrooms | £5,000 |
| (iii) in locked receptacles other than safes or strongrooms | £250 |

Excess: £50 each and every loss

Personal Accident Assault Limits: Stated in Section 3(c) of the policy wording

Operative Endorsements:

1. In respect of **Section 1 – Special Definitions**, the definition of Person Insured is extended to include any person between the ages of 16 and 90.

Part E – Public Liability

Limit of Indemnity: £15,000,000

Excess: £100 each and every claim in respect of Section 2(d)(ii)

Operative Endorsements:

1. Environmental Clean Up Costs. The following Special Definitions are added to Section 1:

Clean Up Costs

- a) Testing for or monitoring of Pollution or Contamination
- b) the costs of Remediation required by any Enforcing Authority to a standard reasonably achievable by the methods available at the time that such Remediation commences.

Remediation

Remedying the effects of Pollution or Contamination including primary, complementary and compensatory actions as specified in the Environmental Damage (Prevention and Remediation) Regulations 2009.

Enforcing Authority

Any government or statutory authority or body implementing or enforcing environmental protection legislation within the territorial limits.

Cover

With effect from 01 July 2009 or the inception of the policy if later, the **insurer** will indemnify the **insured** in respect of all sums including statutory debts that the **insured** is legally liable to pay in respect of Clean Up Costs arising from environmental damage caused by Pollution or Contamination where such liability arises under an environmental directive, statute or statutory instrument.

Provided always that:

- a) liability arises from Pollution or Contamination caused by a sudden, identifiable, unintended and unexpected incident which takes place in its entirety at a specific time and place during the Period of Insurance. All Pollution or Contamination which arises out of one incident shall be deemed to have occurred at the same time such incident takes place
- b) the **insurer's** liability under this Extension shall not exceed £1,000,000 for any one occurrence and in the aggregate in any one Period of Insurance and will be the maximum the insurer will pay inclusive all costs and expenses. This limit will form part of and not be in addition to the Limit of Indemnity stated in the Schedule
- c) immediate loss prevention or salvage action is taken and the appropriate authorities are notified

Exclusions

The **insurer** shall be under no liability:

1. in respect of Clean up Costs for **damage** to the **Insured's** land, premises, watercourse or body of water whether owned, leased, hired, tenanted or otherwise in the **insured's** care, custody or control
2. for **damage** connected with pre-existing contaminated property
3. for **damage** caused by a succession of several events where such individual event would not warrant immediate action
4. in respect of removal of any risk of an adverse effect on human health on the Insured's land, premises, watercourse or body of water whether owned, leased, hired, tenanted or otherwise in the **insured's** care, custody or control
5. in respect of costs in achieving an improvement or alteration in the condition of the land, atmosphere or any watercourse or body of water beyond that required under any relevant and applicable law or statutory enactment at the time Remediation commences
6. in respect of costs for prevention of imminent threat of environmental damage where such costs are incurred without there being Pollution or Contamination caused by a sudden, identifiable, unintended and unexpected incident
7. for **damage** resulting from an alteration to subterranean stores of groundwater or to flow patterns
8. in respect of costs for the reinstatement or reintroduction of flora or fauna
9. for **damage** caused deliberately or intentionally by the **insured** or where they have knowingly deviated from environmental protection rulings or where the **insured** has knowingly omitted to inspect, maintain or perform necessary repairs to plant or machinery for which they are responsible
10. in respect of fines or penalties of any kind
11. for **damage** caused by the ownership or operation on behalf of the **insured** of any mining operations or storage, treatment or disposal of waste or waste products other than caused by composting, purification or pre-treatment of waste water
12. for **damage** which is covered by a more specific insurance policy
13. for **damage** caused by persons aware of the defectiveness or harmfulness of products they have placed on the market or works or other services they have performed
14. for **damage** caused by disease in animals belonging to or kept or sold by the **insured**.

Part G – Employers Liability

Limit of Indemnity: £10,000,000

Operative Endorsements:

None

Part H – Libel and Slander**Sum Insured**

£500,000

Excess: 10% each and every claim or £1,000 whichever is the lower**Operative Endorsements**

None

Part N – Fidelity Guarantee

Persons Guaranteed:
All members and employees

Sum Guaranteed
£1,000,000

Excess: £100 each and every loss

Part O – Personal Accident

Cover is limited to £500,000 any one person and £2,000,000 any one incident.

Persons Insured:

Employees

| | |
|-------------|---|
| Capital Sum | £50,000.00 |
| Weekly Sum | £200.00 |
| Cover | Sections 2 and 3 - Accident and Assault Cover |

Directors/Councillors

| | |
|-------------|---|
| Capital Sum | £50,000.00 |
| Weekly Sum | £200.00 |
| Cover | Sections 2 and 3 - Accident and Assault Cover |

Operative Endorsement:

1) Special Condition 4 of Section 5 is inoperative provided always that the **insurer** will not make any payment of any benefit or in respect of any expense or loss arising from any Person Insured who has attained the age of 90 years unless such expense or loss arises during the period of insurance during which the Person Insured attains the age of 90

Part P – Legal Expenses**Section:**

| | |
|--|---------------|
| 3. Employment Disputes and Compensation Awards | Operative |
| 4. Legal Defence | Operative |
| 5. Property Protection and Bodily Injury | Operative |
| 6. Tax Protection | Operative |
| 7. Contract Disputes | Not operative |
| 8. Statutory Licence Protection | Not operative |

Limit of Indemnity: £100,000

Operative Endorsements

General Notes

1. Fair presentation of the risk

You must make a fair presentation of the risk to us at inception, renewal and variation of your policy. This means that we must be told about all facts and circumstances which may be material to the risks covered by the policy and that you must not make a misrepresentation to us about any material facts. As part of your duty of fair presentation, you must ensure that the information detailed within the schedule is correct and complete. A material fact is one which would influence the acceptance or assessment of the risk. If you have any doubt about facts considered material, it is in your interests to disclose them to us.

Failure to make a fair presentation of the risk could result in the policy either being avoided, written on different terms or a higher premium being charged, depending on the circumstances surrounding the failure to present the risk fairly.

This policy is compliant with the principles of the Insurance Act 2015 law reforms. It also incorporates an 'opt out' which has the aim to promote good customer outcomes. We have opted-out of the 'proportionate reduction of claim remedy' available to insurers under the Insurance Act 2015. This means that in cases of non-disclosure or misrepresentation which are neither deliberate nor reckless, if we would have charged an additional premium had we known the relevant facts, we will charge that premium and pay any claims in full rather than reducing claims payments in proportion to the amount of premium that would have been charged.

We believe that our 'additional premium approach' should, in most situations, be more favourable to our customers when compared to the proportionate reduction of claim remedy. Our additional premium approach does not affect our right to apply the other remedies available under the Act for non-disclosure or misrepresentation.

2. Cancellation

All insurance policies run for a fixed period of time. The Insured can terminate an insurance contract verbally or in writing at any time by calling 0800 917 9531 or emailing Customers.team@uk.zurich.com. Zurich may cancel the policy by giving 30 days' notice in writing. In such an event the insured will be entitled to a return of premium in respect of the unexpired portion of the period of insurance.

If you cancel your policy before the start date, you will be entitled to a full refund of premium. If you cancel within 14 days of the start date, you will be entitled to a full refund of premium, providing no claim has been made. After 14 days, if no claim has been made, we may offer a full or partial refund, depending on the time the policy was on risk and the circumstances at the time of the cancellation request. Please note, a cancellation charge of £50 may be applied.

3. Bonus and fee structure

Employees and businesses who carry out work for ZIC UK are remunerated in various different ways for selling insurance contracts. Employees receive a basic salary and also receive a bonus based on a number of factors, including the achievement of sales and quality targets. Businesses which work for the insurer on an outsourced basis receive a fee and also additional payments based on a number of factors, including the achievement of sales and quality targets.

Claims contact information

If you need advice on a claim, it is important that you speak to the appropriate specialist. Claims specialists are available to discuss your cover and advise you on how to make a claim. Their contact details are:

| Type of Claim | Claims team | Claims contact details | |
|---|------------------|------------------------|--|
| Buildings, contents including "All Risks" Items | Property Claims | Tel: | 0800 028 0336 |
| Business interruption | | Email: | farnboroughpropertyclaims@uk.zurich.com |
| Money | | Address: | Zurich Municipal Property Claims, Zurich Financial Services, PO Box 3303, Interface Business Park, Swindon, SN4 8WF |
| Works in progress | | | |
| Public liability | Liability Claims | Tel: | 0800 876 6984 |
| Employers liability | | Email: | fnlc@uk.zurich.com (new claims) |
| Personal assault under Money | | | zmflc@uk.zurich.com (subsequent correspondence) |
| Personal accident | | Address: | Zurich Municipal Casualty Claims, Zurich House, 1 Gladiator Way, Farnborough, Hampshire, GU14 6GB (DX 140850, Farnborough 4) |
| Financial and administrative liability | | | |
| Professional negligence | | | |
| Hirers liability | | | |
| Fidelity guarantee | | | |
| Libel and slander | | | |
| Engineering insurance | | | |
| Engineering – Deterioration of stock | | | |
| Business travel | | | |
| Motor | Motor Claims | Tel: | 0800 916 8872 (new motor claims) 0800 232 1913 (customer damage) |
| | | Email: | zmmotorclaimsoffice@uk.zurich.com |
| | | Address: | Zurich Municipal Motor Claims, PO Box 3322, Interface Business Park, Swindon, SN4 8XW |
| Legal Expenses | DAS Legal Claims | Tel: | 0117 934 2116 (Switchboard) |

General claims procedure

This is a description of the general claims procedure you will need to follow:

1. Contact the relevant claims office, to notify the claim
2. If necessary, a claim form will be sent out to you for completion, or you will be asked to send details in writing
3. In the event of uncertainty, please call the relevant office for guidance.
4. Out of hours/Emergency Property losses - please contact 0800 028 0336
5. Track open claims on-line at: <https://www.zurich.co.uk/municipal/existing-customers>

DAS Head and Registered Office:

DAS Legal Expenses Insurance Company Limited | DAS House | Quay Side | Temple Back | Bristol | BS1 6NH
Registered in England and Wales | Company Number 103274 Website: www.das.co.uk
DAS Legal Expenses Insurance Company Limited is authorised by the Prudential Regulation Authority
and regulated by the Financial Conduct Authority (FRN202106) and the Prudential Regulation Authority.

DAS Law Limited Head and Registered Office:

DAS Law Limited | North Quay | Temple Back | Bristol | BS1 6FL
Registered in England and Wales | Company Number 5417859 Website: www.daslaw.co.uk
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CHIGWELL PARISH COUNCIL

CO-OPTION POLICY

Adopted at the Parish Council Meeting of 28th July 2022. Review date May 2023

The co-option of a Parish Councillor occurs when a casual vacancy has arisen on the Parish Council and no poll (by-election) has been called. To ensure that a fair and transparent process is undertaken, the procedure below will be followed by Chigwell Parish Council (CPC):

1. On receipt of written confirmation from the Electoral Service of the District Council, the casual vacancy can be filled by means of co-option. In this instance the Clerk will:

a) Advertise the vacancy for four weeks on the council notice boards and website, and place an advertisement in the Parish Council newsletter, if the date of the publication is appropriate.

b) Advise the Parish Council that the co-option policy has been instigated by sending a memorandum to all Councillors.

c) Speak with any prospective candidates to advise them on the role, responsibilities and conduct required of the office.

2. Applicants for co-option will be asked to:

a) Provide information about themselves by way of completing a short application form (A copy of which is attached).

b) Confirm their eligibility for the position of Parish Councillor within the statutory rules (A copy of which is attached).

c) Attend several council and committee meetings in advance of the interview meeting.

d) Consider the committee and working party structure and advise the council at the interview which they would wish to be members.

e) Consider the current action plan and advise the council on the application form which projects are of interest to them

3. An extraordinary Co-option meeting of the Full Council will be convened to take place on the same day as a Full Council meeting for the purpose of meeting with the prospective Councillors and voting on their appointment.

4. Copies of the application forms will be circulated to all Councillors by the Clerk, with the agenda and meeting pack prior to the meeting of the Full Council where the co-option will be considered. All such documents will be treated by the Clerk and Councillors as strictly private and confidential.

5. Voting procedure

Voting will be according to the statutory requirements, in that, a successful candidate must have received an absolute majority vote of those present and voting. It should be noted that the council does not have to appoint a candidate if they are considered unsuitable. Therefore, Councillors may decline to vote for a candidate if they wish. For this procedure only, Standing Orders will be set aside, and Councillors will vote by a secret ballot and not by show of hands. In the case of an equality of votes, the Chairman of the meeting has a second or casting vote.



CHIGWELL PARISH COUNCIL

| | | |
|--------------------|---|--|
| One position | Candidate must receive the absolute majority vote of those present and voting | If no one, at the first count, receives a majority over the aggregate votes given to the rest, steps must be taken to strike off the candidate with the least number of votes and the remainder must then be put to the vote again; this process must, if necessary, be repeated until an absolute majority is obtained |
| Multiple positions | Candidate must receive the absolute majority vote of those present and voting | <p>If the number of candidates equals the number of positions Each candidate must receive the absolute majority vote of those present and voting. Councillors will have the same number of votes as positions but are not required to use all of their votes if they wish.</p> <p>If the number of candidates is greater than the number of positions If no one, at the first count, receives a majority over the aggregate votes given to the rest, steps must be taken to strike off the candidates with the least number of votes in order to obtain an equal number of candidates to positions. Then the above procedure will be followed.</p> <p>If the number of candidates is less than the number of positions Each candidate must receive the absolute majority vote of those present and voting</p> |

6. After the vote has been concluded, the Chairman will declare the successful candidate duly elected.



CHIGWELL PARISH COUNCIL DOCUMENT RETENTION POLICY

Adopted at the Parish Council Meeting of 28th July 2022. Review Date: May 2023

Prime objectives

Chigwell Parish Council (CPC) recognises that the efficient management of its records is necessary to comply with legal and regulatory obligations and to allow for its effective management. This policy has been created to detail how the records maintained by the parish council are kept and when they should be destroyed.

Scope of the policy

This policy applies to all records, in all formats that are created, received or maintained by the parish council. A small percentage of the parish council's records will be selected for permanent preservation as part of the council's archives and for historical research.

Responsibilities

CPC have a corporate responsibility to maintain its records in line with regulatory requirements. The person with overall responsibility for this maintenance is the Parish Clerk with assistance from other members of staff.

Relationship with existing policies This policy should be read in conjunction with the parish council's

- Freedom of Information policy
- General data protection regulation policies (GDPR May 2018)

Retention schedule

Under the Freedom of Information Act 2000, the parish council is required to maintain a retention schedule which lays down the length of time certain record sets need to be retained. CPC have adopted a policy in line with the National Association of Local Council's legal topic note LTN40 (Local Councils' documents and records).

| Document | Minimum retention period | Reason |
|--|--|--|
| Minute books | Indefinite | Archive / historical record |
| Asset register | Indefinite | Management |
| Scales of fees and charges | 6 years | Management |
| Receipt and payment accounts | Indefinite | Archive |
| Receipt books of all kinds | 6 years | VAT |
| Bank statements including deposit / savings accounts | Last completed audit year | Audit |
| Bank paying in books | Last completed audit year | Audit |
| Cheque book stubs | Last completed audit year | Audit |
| Quotations and tenders | 6 years | Limitation Act 1980 |
| Paid invoices | 6 years | VAT |
| Paid cheques | 6 years | Limitation Act 1980 |
| VAT records | 6 years | VAT |
| Petty cash books | 6 years | Limitation Act 1980 |
| Insurance policies | While valid | Management |
| Certificated for Insurance against liability for employees | 40 years from the date on which the insurance commenced or was renewed | The Employers' Liability (Compulsory Insurance) Regulations 1998 (SI 2753), Management |
| Management Investments | Indefinite Audit | Management |



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| | | |
|--|---|--|
| Title deeds, leases, agreements, contracts | Indefinite Audit | Management |
| Members allowances register | 6 years | Tax, Limitation Act 1980 |
| Halls and recreational grounds <ul style="list-style-type: none"> • hiring forms • lettings diaries • copies of invoices to hirers • records of tickets issued | 6 years | VAT |
| Burial grounds <ul style="list-style-type: none"> • register of fees collected • register of burials • register of purchased graves • register / plan of grave spaces • register of memorials • applications for interment • application for the right to erect memorials • disposal certificates • copy certificates of grant of exclusive right of burial | Indefinite Archives | Local Authorities Cemeteries Order 1977 (SI 204) |
| Planning applications | If permission granted, until development completed If permission refused, until appeal period has expired Appeal decisions should be retained indefinitely (may set a precedent for further applications) | Management |
| Local Plans and similar documents | Until they are no longer in force Management External magazines, journals and the like 1 year or for as long as they are useful | Management |
| External magazines, journals and the like | 1 year or for as long as they are useful | Management |
| Parish Newsletter | Indefinite with a copy sent to the British Library Archive / historical record | The Legal Deposit Libraries Act 2003 |
| Routine correspondence and emails | 6 months after relevant issue is completed | Management |
| Parish Councillors <ul style="list-style-type: none"> • applications for co-option • declarations of acceptance of office • members register of interest | Term of office + 1 year | Management |
| Employees records | Management Employment period + 6 years | Management |



CHIGWELL PARISH COUNCIL

Co-option Application Form

Name: _____

Address for Correspondence: _____

Tel: _____ Mobile: _____

Email: _____

Are you over 18? Yes / No

What experience can you bring to Chigwell Parish Council (If necessary, please continue on a separate sheet of paper)

How would you like to get involved with the parish council? (If necessary, please continue on a separate sheet of paper)

Page

What projects on the current action plan interest you? (If necessary, please continue on a separate sheet of paper)

Is there any other information you would like to disclose regarding your application? (If necessary, please continue on a separate sheet of paper)



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Are you willing to provide 2 forms of ID (Passport & Utility Bill) & agree to use a designated Parish Council email address:

Signed: _____ Dated: _____

Please return your completed form, together with your eligibility form to: The Parish Clerk
karen.kudrovitch@chigwellparishcouncil.gov.uk, or by dropping at the Parish Council Office:

Chigwell Parish Council, Hainault Road, Chigwell Essex, IG7 6QZ

Co-option Eligibility Form

1. In order to be eligible for co-option as a Parish Councillor you must be a British subject, or a citizen of the Commonwealth or European Union. You must be 18 years of age or over on the "relevant date", that being the day on which you are nominated. You must additionally be able to agree with the following qualifications set out below:

a. I am registered as a local government elector for the parish

OR

b. I have, during the whole twelve months preceding the date of my co-option, occupied as owner or tenant, land or other premises in the parish OR

c. My principal or only place of work during those twelve months has been within the parish

OR

d. I have, during the whole twelve months resided in the parish, or within three miles of it Please circle all those criteria that apply to you

2. Please note that under Section 80 of the Local Government Act 1972, a person is disqualified from being elected as Local Councillor or being a member of a Local Council if he / she:

a. Holds any paid office or employment of the local council (other than the office of Chairman) or of a joint committee on which the Council is represented

OR

b. Is a person who has been adjudged bankrupt or has made a composition or arrangement with his / her creditors (but see below) OR

c. Has within five years before the day of election, or since his / her election, been convicted in the UK, Channel Islands or Isle of Man of any offence and has been sentenced to imprisonment (whether suspended or not) for not less than three months without the option of fine

OR

d. Is otherwise disqualified under Part III of the Representation of People Act 1983 for corrupt or illegal practices.

This disqualification for bankruptcy ceases in the following circumstances:



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a. If the bankruptcy is annulled on the grounds that either the period ought not to have been adjudged bankrupt or that his / her debts have been fully discharged

OR

b. If the person is discharged with a certificate that the bankruptcy was caused by misfortune without misconduct on her / her part OR c. If the person is discharged without such a certificate

In a and b above, the disqualification ceases on the date of the annulment and discharge respectively. In c above, it ceases on the expiry of five years from the date of discharge.

I (insert name) _____ hereby confirm, that I am eligible to apply for the vacancy of Parish Councillor and that this information given on this form is a true and accurate record.

Signed: _____ Dated: _____

Received by Proper Office: Signed _____ Dated: _____

Public Participation Policy May 2023 (Review Date May 2024)

Introduction

Chigwell Parish Council wishes to encourage public participation during its meetings in order to use this as one means of consulting with the public. A council meeting is not a public meeting, it is a meeting held in public. The Council recognises that rules must control the manner of participation in order that the Council Meeting may continue to operate effectively. Public participation is an opportunity for members of the public to make representations to the Council. The Public may ask questions and give evidence relating to items on the agenda.

Principles, Rules and Orders

- Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons.
- The period of time designated for public participation at a meeting in accordance with Council's Standing Orders shall not exceed 15 minutes unless directed by the Chair of the meeting. Subject to the above, a member of the public shall not speak for more than 5 minutes.
- While Councillors will endeavour to respond to any questions that are raised, they cannot take a decision on any issue raised during a public participation session unless the issue is specified on the agenda of that meeting or the Clerk has delegated powers to deal with it as urgent.
- Members of the public may also make representations, answer questions and give evidence during a meeting which they are entitled to attend in respect of the business on the agenda
- Members of the public will not be involved in the decision-making process of the Council.
- Speaking during public participation will be limited to parishioners of the Parish of Chigwell. A member of the public who is not a parishioner may be permitted to speak with the permission of the Chair of the meeting.
- A person shall raise their hand when requesting to speak. The Chair may request a person to stand when speaking (except when a person has a disability or is likely to suffer discomfort).
- A person who speaks at a meeting shall direct their comments to the Chair of the meeting.
- Only one person is permitted to speak at a time. If more than one person wants to speak, the Chair of the meeting shall direct the order of speaking.

- Any Member of the Council who has declared a Disclosable Pecuniary Interest on an item to be discussed will be allowed the same rights and time as a member of the public for public participation. The member will be considered acting as a private individual during public participation and not be acting as a Councillor.

All persons present will act respectfully towards every other person present and will not act in a manner that demeans, insults, threatens or intimidates others. All statements, questions and responses, challenges to statements, complaints or criticisms must be made politely, must be related to the facts of the matter and not be personal in nature. There should be no reference to personal views on any other person. Any statements, questions or responses considered offensive or likely to be interpreted as threatening behaviour will not be tolerated.

Everyone is asked to respect the fact that this is a meeting to conduct Council business and interruptions during Council business are not permitted. If the business is disrupted in any way the person or persons causing the disruption may be asked to leave or the meeting adjourned for as long as considered necessary.

Approval

This policy was approved at the Parish Council Meeting on 23 May 2023



CHIGWELL PARISH COUNCIL

E-MAIL POLICY

Adopted at the Parish Council Meeting of 13TH OCTOBER 2022.

REVIEW DATE: MAY 2023

The purpose of this e-mail policy is to ensure that Councillors and the Clerk are aware of how e-mails should be used when discussing Parish Council matters. The benefit of email usage is that it keeps everyone properly informed and assists in keeping the Meeting times within the specified timeframe (Standing Order No 1).

Guidelines for use of e-mails

In accordance with the Code of Conduct for Councillors it is incumbent upon Councillors not to conduct themselves in a manner which is likely to bring the Council in disrepute.

Councillors should at all times apply the seven Nolan principles of selflessness, integrity, objectivity, accountability, openness, and honesty & leadership.

Have respect for fellow Councillors and the Clerk and not use e-mail for personal, bullying or vindictive comments, acting always within the Law.

Councillors must not forward e-mails to external bodies/third parties without prior approval of the Clerk.

Upon receipt of communication from external bodies or parishioners the e-mail should be sent to the Clerk by the recipient, copying the original sender.

If e-mails are being circulated which would assist in Councillors in making an informed decision then ALL Councillors should receive a copy of the e-mail, with a copy to the Clerk.

If the e-mails are of an informal nature (i.e. to make arrangements to meet/discuss an agreed project), it is not necessary to share with all.

E-mails should not be used for canvassing support or to express personal views (Councillors are reminded that when responding they are representing the Council and considering the benefit for the Parish).

Try, where possible, to save contentious debates for Parish Council meetings as this is the correct place to debate openly and honestly.

All Councillors must ideally use Councillor specific e-mail address i.e.

cllr@chigwellparishcouncil.gov.uk in line with GDPR. Personal e-mail addresses are not permitted to be used.

Those Councillors who do not use e-mail will no longer receive paper copies of supporting documents, but special requests will be considered.

Note: e-mails could be used in Monitoring Officer investigations (Councillors) or tribunals (Employee).



CHIGWELL PARISH COUNCIL EXPENSES POLICY

Adopted at the Parish Council Meeting of 28th July 2022. **Review Date:** May 2023

Purpose

This policy sets out the Council's rules on how employees can claim for expenses incurred in the performance of their duties for the Council. The purpose of this policy is to ensure that employees are properly reimbursed for legitimate business expenses and to ensure that these expenses are treated appropriately for tax purposes. It does not apply to councillors. General procedure The Council will reimburse you for actual expenditure that is incurred wholly, necessarily and exclusively in connection with authorised duties that you undertake in the course of your employment.

To claim for expenses, you must use the Council's expenses claim forms and set out the reasons why the expense was incurred on the claim form. If you are unsure whether an expense can be claimed, you must seek prior written authorisation from the Clerk/the RFO. Expenses will not be paid unless supporting evidence is provided, together with a completed expense claim form. This should include original receipts or invoices with the date and time of the transaction (unless you are claiming for mileage). When claiming for travel expenses on public transport, you should enclose the tickets showing the departure point and destination of your journey, where possible. Credit and debit card statements will not be accepted.

Where you are submitting a VAT receipt, you should set out:

- the name and VAT registration number of the retailer or service provider;
- the goods and services provided; and
- the amount of VAT payable. Once completed and signed, you should submit your expense claim form to the Clerk / RFO for approval. Once approved the claim form should be sent to the RFO for payment. Expenses claims must be submitted within 30 days of the expense being incurred. If this is not practical, written approval for any extension will be required from the Clerk / RFO. The Council reserves the right to withhold any payment where prior written approval has not been given. The Council may return an expense claim form to you without payment if it is completed incorrectly or lacks supporting evidence. The Council will pay claims for authorised expenses by BACS transfer to the bank details supplied.

In general, you should not incur expenses other than in the categories listed below. However, if you have claims for expenditure other than for those categories listed below, you should seek written approval from the Clerk / the RFO before incurring the expense. The Council will accept email as written approval where it is required in this policy. Any queries in relation to this policy should be directed to Clerk/RFO.

Training

When attending training courses all employees and be able to claim travel expenses for the difference in the usual home to work costs. Where the training takes place outside contracted daily hours, part-time employees should be paid on the basis as time spent on training is working time.

Travel

Employees and managers should consider whether or not travel is necessary or if there are more appropriate means (for example tele-conferencing or video-conferencing).



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Rail

You may claim for standard class rail fares only. Where possible, rail journeys should be booked well in advance to benefit from any discounts for early booking. Use of your own car may be appropriate and cost-effective to use your own car when travelling on business, for example if you are travelling with other staff or councillors or, where there is limited public transport to your destination, or the journey time is significantly shorter than using public transport. Any use of your own car on business is subject to you:

- holding a full UK driving licence;
- ensuring that your car is roadworthy and fully registered; and
- holding comprehensive motor insurance that provides for business use.

Prior authorisation should be sought from the Clerk/RFO, before using your own car on business. The Council accepts no liability for any accident, loss, damage or claim arising out of any journey that you make on business. The Council will not pay for the cost of any insurance policy on your own car. To claim for petrol expenditure, you should set out the distance of the journey undertaken on your expenses claim form. The Council will pay you a mileage allowance of 45p per mile for mileage under 10,000 miles and 25p per mile for mileage over 10,000 miles, or such other rate as set out from time to time by HM Revenue and Customs.

The Council will pay for tolls, congestion charges and parking costs incurred, where applicable.

Taxis

Any use of taxis will require prior approval and only in limited circumstances.

These are:

- where taking a taxi would result in a significantly shorter travel time than using public transport
- where there are several employees travelling together; or
- where personal security and safety of employees is an issue, for example taxis may be permitted after 9.30pm.

You must obtain a receipt with details of the date, place of departure and destination of the journey.

Overnight accommodation

As a guideline for travel on council business you should book accommodation equivalent to three-star standard or less. You may book hotel accommodation of up to £120 maximum in a major city and £100 elsewhere. It is your responsibility to ensure that any hotel reservations are cancelled within the required cancellation period if they are no longer required.

Meals

If you are required to be away from home on council business, you may claim up to:

- £10 for breakfast (if this is not included in the hotel room rate);
- £15 for lunch;



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- £20 for dinner ;and
- a daily allowance of £5 per night for general incidental costs such as a newspaper or telephone calls.

The maximum amounts above are inclusive of drinks. Alcohol cannot be reclaimed under any circumstances. You should supply receipts and invoices for all hotel and meal expenses other than for the daily allowance, where no receipt is required.

Entertainment/gifts

The Council has strict rules about offering or receiving both entertainment and gifts. Any gifts, rewards or entertainment offered to you should be reported immediately to the Clerk](or the Chair in the case of the Clerk). As a general rule, small tokens of appreciation, for example flowers or a bottle of wine, may be retained by employees.

Annual events

The Council may decide to hold a staff event, such as a Christmas meal or other celebration. Except where agreed to the contrary, attendance is not compulsory, and you will remain responsible for any expenses you incur.

Expenses that will not be reimbursed

The Council will not reimburse you for:

- the cost of any travel undertaken for personal reasons;
- the cost of any travel for your partner or spouse;
- any fines or penalties incurred while on council business for whatever reason, including penalties for not paying for a rail ticket in advance of boarding the train and penalties or fines associated with motoring offences, including speeding or parking fines, clamping or vehicle recovery charges;
- alcohol; and
- cash advances or withdrawals from an ATM machine.

You are required to pay for any travel costs incurred by your partner or spouse in the event that he or she accompanies you on business. Your spouse or partner must have adequate travel insurance for that journey. False claims If the Council considers that any expenditure claimed was not legitimately incurred on behalf of the Council, it may request further details from you. The Council will thoroughly investigate and check any expenses claim as it sees fit. It may withhold payment where insufficient supporting documents have been provided. Where payment has been made to you prior to the discovery that the claim was not legitimate or correct, it may deduct the value of that claim from your salary. Any abuse of the Council's expenses policy will not be tolerated. This includes, but is not limited to:

- false expenses claims;
- claims for expenses that were not legitimately incurred;
- claims for personal gain;
- claims for hospitality and/or gifts without them having been declared; and



CHIGWELL PARISH COUNCIL

- receipt by you of hospitality and/or gifts from contacts that may be perceived to influence your judgment.

The Council will take disciplinary action where appropriate and, in certain circumstances, may treat a breach of this policy as gross misconduct, which may result in your summary dismissal. In addition, the Council may report the matter to the police for investigation and criminal prosecution. This is a non-contractual procedure which will be reviewed from time to time.

The current amount to be claimed is £100 per Councillor per annum, upon submission of a completed claim form.



CHIGWELL PARISH COUNCIL

GDPR POLICY

**ADOPTED AT THE PARISH COUNCIL MEETING OF 25TH AUGUST 2022. REVISION DATE
AUGUST 2023.**

Your personal data – what is it?

“Personal data” is any information about a living individual which allows them to be identified from that data (for example a name, photographs, videos, email address, or address). Identification can be directly using the data itself or by combining it with other information which helps to identify a living individual (e.g. a list of staff may contain personnel ID numbers rather than names but if you use a separate list of the ID numbers which give the corresponding names to identify the staff in the first list then the first list will also be treated as personal data). The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the General Data Protection Regulation (the “GDPR”) and other legislation relating to personal data and rights such as the Human Rights Act.

Who are we?

This Privacy Notice is provided to you by the Chigwell Parish Council which is the data controller for your data. Other data controllers the council works with:

- Other local authorities
- Community groups
- Charities
- Other not for profit entities
- Contractors
- Credit reference agencies

We may need to share your personal data we hold with them so that they can carry out their responsibilities to the council. If we and the other data controllers listed above are processing your data jointly for the same purposes, then the council and the other data controllers may be “joint data controllers” which mean we are all collectively responsible to you for your data. Where each of the parties listed above are processing your data for their own independent purposes then each of us will be independently responsible to you and if you have any questions, wish to exercise any of your rights (see below) or wish to raise a complaint, you should do so directly to the relevant data controller.

A description of what personal data the council processes and for what purposes is set out in this Privacy Notice.

The council will process some or all of the following personal data where necessary to perform its tasks:

- Names, titles, and aliases, photographs;
- Contact details such as telephone numbers, addresses, and email addresses;
- Where they are relevant to the services provided by a council, or where you provide them to us, we may process information such as gender, age, marital status, nationality, education/work history, academic/professional qualifications, hobbies family composition, and dependants;
- Where you pay for activities such as use of a council hall, financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers, policy numbers, and claim numbers;
- The personal data we process may include sensitive or other special categories of personal data such as criminal convictions, racial or ethnic origin, mental and physical health, details of injuries, medication/treatment received, political beliefs, trade union affiliation, genetic data, biometric data, data concerning and sexual life, or orientation.

How we use sensitive personal data

We may process sensitive personal data including, as appropriate:

- information about your physical or mental health or condition in order to monitor sick leave and take decisions on your fitness for work;
- your racial or ethnic origin or religious or similar information in order to monitor compliance with equal opportunities legislation;
- in order to comply with legal requirements and obligations to third parties.

Acting Clerk: Karen Kuderovitch, Certificate in Local Council Administration (CILCA)

karen.kuderovitch@chigwellparishcouncil.gov.uk

Chigwell Parish Council, Hainault Road Chigwell Essex IG7 6QZ Tel: 020 8501 4275

These types of data are described in the GDPR as “Special categories of data” and require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal data. Essential Law for Journalists 24th Edition (Mike Dodd and Mark Hanna) list the special categories of data as:

- Racial or ethnic origin;
- Political opinions;
- Religious or philosophical beliefs;
- Trade union membership;
- Physical or mental health;
- Sexual orientation;
- Sex life.

We may process special categories of personal data in the following circumstances:

- In limited circumstances, with your explicit written consent.
- Where we need to carry out our legal obligations.
- Where it is needed in the public interest.

Less commonly, we may process this type of personal data where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else’s interests) and you are not capable of giving your consent, or where you have already made the information public.

Do we need your consent to process your sensitive personal data?

In limited circumstances, we may approach you for your written consent to allow us to process certain sensitive personal data. If we do so, we will provide you with full details of the personal data that we would like and the reason we need it, so that you can carefully consider whether you wish to consent. The council will comply with data protection law. This says that the personal data we hold about you must be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept and destroyed securely including ensuring that appropriate technical and security measures are in place to protect your personal data to protect personal data from loss, misuse, unauthorised access and disclosure.

We use your personal data for some or all of the following purposes:

- To deliver public services including to understand your needs to provide the services that you request and to understand what we can do for you and inform you of other relevant services;
- To confirm your identity to provide some services;
- To contact you by post, email, telephone or using social media (e.g., Facebook, Twitter, WhatsApp);
- To help us to build up a picture of how we are performing;
- To prevent and detect fraud and corruption in the use of public funds and where necessary for the law enforcement functions;
- To enable us to meet all legal and statutory obligations and powers including any delegated functions;
- To carry out comprehensive safeguarding procedures (including due diligence and complaints handling) in accordance with best safeguarding practice from time to time with the aim of ensuring that all children and adults-at-risk are provided with safe environments and generally as necessary to protect individuals from harm or injury;
- To promote the interests of the council;
- To maintain our own accounts and records;
- To seek your views, opinions or comments;
- To notify you of changes to our facilities, services, events and staff, councillors and other role holders;
- To send you communications which you have requested and that may be of interest to you. These may include information about campaigns, appeals, other new projects or initiatives;
- To process relevant financial transactions including grants and payments for goods and services supplied to the council
- To allow the statistical analysis of data so we can plan the provision of services.
- Our processing may also include the use of CCTV systems for the prevention and prosecution of crime.

What is the legal basis for processing your personal data?

The council is a public authority and has certain powers and obligations. Most of your personal data is processed for compliance with a legal obligation which includes the discharge of the council's statutory functions and powers. Sometimes when exercising these powers or duties it is necessary to process personal data of residents or people using the council's services. We will always take into account your interests and rights. This Privacy Notice sets out your rights and the council's obligations to you.

We may process personal data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract. An example of this would be processing your data in connection with the use of sports facilities, or the acceptance of an allotment garden tenancy.

Sometimes the use of your personal data requires your consent. We will first obtain your consent to that use.

Sharing your personal data

This section provides information about the third parties with whom the council may share your personal data. These third parties have an obligation to put in place appropriate security measures and will be responsible to you directly for the manner in which they process and protect your personal data. It is likely that we will need to share your data with some or all of the following (but only where necessary):

- The data controllers listed above under the heading "Other data controllers the council works with";
- Our agents, suppliers and contractors. For example, we may ask a commercial provider to publish or distribute newsletters on our behalf, or to maintain our database software;
- On occasion, other local authorities or not for profit bodies with which we are carrying out joint ventures e.g. in relation to facilities or events for the community.

How long do we keep your personal data?

We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time. For example, it is currently best practice to keep financial records for a minimum period of 8 years to support HMRC audits or provide tax information. We may have legal obligations to retain some data in connection with our statutory obligations as a public authority. The council is permitted to retain data in order to defend or pursue claims. In some cases, the law imposes a time limit for such claims (for example 3 years for personal injury claims or 6 years for contract claims). We will retain some personal data for this purpose as long as we believe it is necessary to be able to defend or pursue a claim. In general, we will endeavour to keep data only for as long as we need it. This means that we will delete it when it is no longer needed.

Your rights and your personal data You have the following rights with respect to your personal data: When exercising any of the rights listed below, in order to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights.

1) The right to access personal data we hold on you

- a. At any point you can contact us to request the personal data we hold on you as well as why we have that personal data, who has access to the personal data and where we obtained the personal data from. Once we have received your request we will respond within one month.
- b. There are no fees or charges for the first request but additional requests for the same personal data or requests which are manifestly unfounded or excessive may be subject to an administrative fee.

2) The right to correct and update the personal data we hold on you

- a. If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.

3) The right to have your personal data erased

- a. If you feel that we should no longer be using your personal data or that we are unlawfully using your personal data, you can request that we erase the personal data we hold.
- b. When we receive your request, we will confirm whether the personal data has been deleted or the reason why it cannot be deleted (for example because we need it for to comply with a legal obligation).

4) The right to object to processing of your personal data or to restrict it to certain purposes only

- a. You have the right to request that we stop processing your personal data or ask us to restrict processing. Upon receiving the request, we will contact you and let you know if we are able to comply or if we have a legal obligation to continue to process your data.

5) The right to data portability

- a. You have the right to request that we transfer some of your data to another controller. We will comply with your request, where it is feasible to do so, within one month of receiving your request.

6) The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained a. You can withdraw your consent easily by telephone, email, or by post (see Contact Details below).

7) The right to lodge a complaint with the Information Commissioner's Office.

a. You can contact the Information Commissioners Office on 0303 123 1113 or via email

<https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

Transfer of Data Abroad

Any personal data transferred to countries or territories outside the European Economic Area ("EEA") will only be placed on systems complying with measures giving equivalent protection of personal rights either through international agreements or contracts approved by the European Union. [Our website is also accessible from overseas so on occasion some personal data (for example in a newsletter) may be accessed from overseas].

Further processing

If we wish to use your personal data for a new purpose, not covered by this Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

Changes to this notice

We keep this Privacy Notice under regular review and we will place any updates on this webpage www.wfandbpc.org.uk This Notice was last updated in February 2018.

Contact Details

Please contact us if you have any questions about this Privacy Notice or the personal data we hold about you or to exercise all relevant rights, queries or complaints at:

The Data Controller, Chigwell Parish Council – email karen.kuderovitch@chigwellparishcouncil.gov.uk

Tel: 0208 501 4275

MEDIA POLICY

Adopted: 17 May 2022
Next Review May 2023

1. INTRODUCTION

1.1 Chigwell Parish Council is committed to establishing and maintaining a strong, positive and productive relationship with the press and all other branches of the media. Additionally, this council will endeavour to provide accurate and relevant information in respect of its functions, decisions and actions. The purpose of this policy is to clearly define the roles and responsibilities within the Council for working with a variety of organisations which collect information for editorial publication, in print, broadcast and electronic form (i.e., journalists, reporters, photographers, researchers, editors of newspapers and magazines, TV programmers and radio broadcasters).

1.2 In a scenario where information is not available via the Council's Publication Scheme the council shall endeavour to assist the media with enquiries about the Council's functions, decisions and actions. The Council reserves the right to request that any media representative produces a valid UK press card or other relevant identification, prior to any exchange taking place.

2. KEY AIMS

2.1 The media – press, radio, TV, internet – are crucially important in conveying information to the community so the Council must maintain positive, constructive media relations and work with the media to increase public awareness of the services and facilities provided by the Council and when necessary to explain the reasons for particular policies and priorities.

2.2 The Council will defend itself from any unsubstantiated or speculative criticism and will ensure that the public are properly informed of all the relevant facts.

3. THE LEGAL FRAMEWORK

3.1 This policy is subject to the Council's statutory obligations under the Public Bodies (Admissions to Meetings Act) 1960, the Local Government Acts 1972 and 1986, the Freedom of Information Act 2000, the Data Protection Act 1998 and The Openness of Local Government Bodies Regulations 2014 and the Council's Standing Orders.

3.2 The Council, its members and employees cannot disclose information that is confidential or where disclosure is prohibited by law.

4. CONTACT WITH THE MEDIA

4.1 The media shall contact the Council's Clerk if it wishes to;

i) Interview Councillors or staff about the Council's decisions or actions.

ii) Request a written or verbal statement from the Council about its decisions or actions

If the Clerk is unavailable the media should contact the Responsible Financial Officer, or the Chairman of the Council or relevant committee.

4.2 Any verbal or written statement from the Clerk or Councillors in their official capacity to the media must represent the corporate position and views of the Council, not the individual or views of the Clerk or Councillor. No view expressed shall misrepresent the corporate position of the council.

4.3 Prior written consent of the Council is required if any interview by the media with Councillors, the Clerk or staff in their official capacity about the Council's business, decisions and actions is to take place.

4.4 Prior written consent of the Council is required before any Councillor or staff in their official capacity (other than the Clerk) would like to write articles or press release for publications on the Council's business, decisions and actions.

4.5 The Clerk may contact the media if the Council would like to give an interview, provide a written or verbal statement or publish an article via the media about its business, decisions and actions.

4.6 Any letters or statements to the media from the Council to explain important policies or to correct factual errors in letters submitted by other correspondents should be prepared and submitted for publication by the Clerk.

4.7 The Clerk and members should always have due regard for the long-term reputation of the Council in all their dealings with the media. When the media wish to discuss an issue that is, or is likely to be, subject to legal proceedings then advice should be taken from the Council's solicitor before any response is made.

5. ATTENDANCE OF MEDIA AT COUNCIL MEETINGS

5.1 The meetings of the Council, its committees and sub-committees are open to the public (including the media) unless the Council resolves that their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons, as stated in the Council's Standing Orders.

5.2 Agendas, reports and minutes will be sent to the media on request. Postage or other necessary charges may apply in certain circumstances.

5.3 The media are encouraged to attend Council meetings and seating and reasonable facilities will be made available.

5.4 The media and attending public are advised to notify the Clerk in advance if they intend to undertake filming or audio-recording of Council proceedings for each meeting in order to ensure adequate facilities are available

6. PRESS RELEASE, BLOG ARTICLES, TWEETS AND OTHER SOCIAL MEDIA

6.1 The purpose of these is to make the media aware of a potential story, to provide important public information or to explain the Council's position on a particular issue. It is the responsibility of the Clerk and members to look for opportunities where the issuing of a communications may be beneficial to the Council or the community.

6.2 The Clerk or any member or any appointed provider may draft a communication subject to point 4.4 above, however all communications should be issued/published by the Clerk or their appointed provider in order to ensure that the principles outlined in section three (Legal Framework) are adhered to, that there is consistency of style across the Council publications and that the use of the communications may be monitored. If the Clerk or the appointed provider is not available, the Chair of the Council, with the approval of the Vice Chair or the Chair of the relevant committee may also issue communications on behalf of the Council

GRANT APPLICATION POLICY

CONTENTS

1. Guidance Notes
2. Criteria
3. Application Form

Important Information

4. Application Check List
1. Guidance Notes

Aim of Chigwell Parish Council Grants Policy

The aim of the Parish Council's Grants Scheme is to promote an active and thriving community in Chigwell. The Parish Council recognises and supports the valuable contribution made by the voluntary sector to the well-being of the community. We provide financial support for community organisations and individuals, in appropriate circumstances, working for the benefit of Chigwell parishioners, with the intention of improving the range of services and activities in the Parish.

The wording of Grants and Donations covers monetary funding.

Grants for consideration should be submitted to the Parish Council at least eight (8) working days prior to the date of the Full Council meeting. Meeting dates are available from the Parish Council's website:- www.chigwellparishcouncil.gov.uk

Once submitted to the Parish Council, all applications will be considered by members.

Who can apply for a grant?

Below, examples are given of types of organisations to which grants may be given:

- Charitable Organisations
- Residents' Associations
- Youth/Senior Citizen Groups
- Sports Clubs and Arts Groups
- Advice Organisations
- Organisations assisting the Disabled
- Individuals in appropriate and exceptional circumstances

The scheme provides start-up grants for new organisations as well as grants to existing organisations. The organisation must be based in Chigwell or the surrounding area, and must be able to demonstrate that it benefits a significant number of people living in Chigwell and how it does so

What can grants be used for?

Grants can be used for capital projects (e.g. lasting assets) or for running costs. What grants might support include:

- Equipment
- Development
- Projects
- Publicity

How much grant is available?

Only one application from any group or organisation will be considered by the Parish Council in any financial year. The Parish Council will maintain a register of successful applicants to prevent multiple awards each year. The total amount of grants made in any one year will be restricted to the amounts set out in the Parish Council's annual budget under Sections 137 and 145 of the Local Government Act 1972.

The Council gives variable grants. The maximum grant available is £5,000 although a higher grant may be awarded if the majority of the Parish Council agree at a Full Council meeting. Grants up to £1,000 can be made by individual committees with the agreement of the Chair of the Council and Chair of Finance and Governance.

The annual grants budget is limited and the amount requested will often exceed the amount available. It is important that all questions on the application form are answered as fully as possible to provide a detailed picture of the activities of your organisation within the Parish.

Because this fund is for projects that will benefit Chigwell Parish residents, there are some cases where we are not able to provide grants, including:

- general appeals (e.g. national/international disasters);
- projects that will adversely impact on climate change or fail to satisfactorily minimise the impact
- projects that facilitate the use of single use plastics and similar resources
- national organisations without a locally based group;
- individuals applying for sponsorship on behalf of another cause
- to 'branches' that could be funded by their main organisation
- commercial enterprises which aim to generate a profit
- projects with party political links
- projects which discriminate on the grounds of age, colour, impairment, marital status, lifestyle and culture, nationality, race, gender or sexuality, or on economic or social status
- services which should be provided by statutory funding
- projects considered to be the responsibility of the principal authority
- for buildings that are uninsured

How do I apply for a grant?

Applicants are required to supply: -

A completed application form is available from the Parish Council Office, or it may be downloaded from the Parish Council's website www.chigwellparishcouncil.gov.uk and be accompanied by the documentation requested below: -

- Where appropriate, audited accounts or accounts that have been independently examined by a suitably qualified person, for the previous financial year (or in the case of a newly formed organisation, a comprehensive budget and business plan, also a committee structure and bank account details);
- where appropriate, the latest bank statement
- a statement in support of your request (including photographs and plans if applicable);
- A statement of sustainability demonstrating commitment to reducing carbon and waste
- Where appropriate, a copy of your organisation's constitution.
- If applying under the 'Young person' category, a supporting letter from the head teacher of your school or college.

If the applicant is an organisation, the organisation should usually have a bank account in its own name with at least two authorised representatives required to sign each cheque. The Parish Council reserves the right to request any additional information to aid determination of the grant. All applicants completing an application form will be deemed to have read and agreed to the requirements outlined in these Guidance Notes and the 'Eligibility Criteria For and Conditions attached to Funding'.

All sections of this application form must be completed and returned with the necessary documentation not later than 8 working days prior to the meeting of the Full Council. Applications received after that date may be carried forward to the next meeting.

Applications will be considered under one of the following categories: -

- Older People (50 and over) - To maximise opportunities for independent living and to provide support and assistance when deemed appropriate.
- Young People (0 – 25) - To support a wide range of activities to empower young people and meet their social, educational or leisure needs.
- Climate Change - To facilitate projects to reduce the impact on climate change within Chigwell
- Arts and Culture - To support community involvement in local arts and cultural activities and to promote cultural services which benefit the Parish of Chigwell.
- Sports and Recreation - To support community participation in local sports and leisure activities to enable clubs to develop and improve the sporting infrastructure.
- Highways and Transport - To facilitate access and sustainable transport schemes by community and voluntary activity and promote cycling schemes.
- Enhancing the Environment of Chigwell - To improve the environment of Chigwell, safeguard and enrich its heritage resources/bio- diversity and to sustain community life. (e.g. nature conservation, recycling, local history).

Charitable and Advice Organisations

- Organisations who offer advice free of charge and charitable organisations that are of benefit to the residents of Chigwell Parish.
- Organisations assisting disabled people
- Organisations that offer support and assistance to disabled people of Chigwell

The Grants Scheme is unable to support: -

- Costs of routine maintenance and repair of equipment (unless in exceptional circumstances).
- Salary or routine administration costs
- Individuals
- Hospitality

Applicants should be aware: -

- If the project is relying on funding from the Parish Council, it should not be started until the award of a Grant has been confirmed in writing by the Parish Council Clerk.
- If a project has already started, it cannot be funded through this scheme;
- Grants will not be awarded retrospectively.

- Grants may be for less than the amount requested.
- If the group is unable to use the Grant for the stated purposes and within the stated timescale, monies must be returned to the Parish Council.
- The Grant must be used only for the purpose for which the application was made. To support the grant the Parish Council will ask for an end of project report. Where projects extend beyond a 12-month period, an interim report will be required.
- Awards for funding which are not for projects within the current financial year will be considered on a case-by-case basis

The Committee's decision will be final.

Who can I contact for more information or advice?

If you have any questions, require further information or would like help filling in the form please contact:

Chigwell Parish Council
Hainault Road
Chigwell
Essex IG7 6QZ
020 8501 4275

Info@chigwellparishcouncil.gov.uk

2. Criteria

Grant applications are assessed by the Parish Council on the following criteria. Please tick all that apply to your application

General Criteria

- ☐ Works towards the achievement of Chigwell Parish's net zero 2030 commitment
- ☒ Has public appeal or particular appeal to local residents and/or increases/encourages community engagement.
- ☒ Is freely accessible by all sections of the community.
- ☐ Assists local projects.
- ☒ Benefit remains in the community.
- ☐ Adds to or improves existing community facilities.
- ☐ Offers partnership with other organisations.
- ☐ Provides a well justified Statement in support of the application. (including photographs and plans if applicable)
- ☒ Includes a copy of the organisation's constitution.

Financial Criteria for Application

- ☐ The grant support will make a real difference to the proposal.
- ☐ Evidence of efforts to generate income from other sources.
- ☐ Details of other funding plus audited accounts, or a comprehensive budget and business plan including details of current finances for the organisation.
- ☐ The organisation has a bank account in its own name with at least two signatories to sign cheques/approve payments.
- ☐ Includes a signed statement to say the organisation has read and agreed to the requirement of Grant Funding from the Parish Council.

Conditions of Grant Support

- ☒ Clear indication of aims.
- ☒ Subsequent proof/easy to identify how the money will be spent
- ☒ Proof of fulfilling the Parish Council's policy criteria
- ☒ Project not yet started. If the project is relying on funding from Chigwell Parish Council, it should not be started until an offer letter has been received.<sup>[P]
[SEP]</sup>

3. Grant Application Form

Please return this form digitally if possible. Please complete all sections in black.

Name of Organisation: Limes farm community

group.....

Email

.....

Website.

Correspondence Address:

Postcode

Telephone number:: Mobile:
.....

Person Making the Application or behalf of the above organisation:

Name (Mr/Mrs/Miss/Ms):

Postion: Chair

Address:

POSTCODE

Email

Telephone number::

Mobile:

Preferred method of contact, please tick appropriate box

Tel: [x]

E-Mail: [x]

1. When was your organisation formed?October 2021.....

2. What does your organisation do? We run activities for the community, including a community café, bereavement café. A food pantry (we provide affordable food for people struggling with the cost of living) and various events throughout the year to raise money for the community events and running of above...Affordable counselling and a free weight management group

3. Organisation website address:

...www.limesfarmcg.co.uk.....

4. Is your organisation a registered charity? (Delete as appropriate) * /NO

State Registered Charity Number:

5. Is your organisation part of, or affiliated to, any national organisation? * /NO

If yes please give details:

6. How often and where does your organisation meet? We hold biweekly meetings at Quarterly community group meeting for all residents to attend

7. If premises are rented what is the approximate annual cost?

8. What are your present charges/subscriptions/fees? 0.....

9. Briefly describe the project or purpose for which you require a grant and how the project or purpose will benefit the community or residents of Chigwell.

We would like to apply for money to purchase a glass fronted fridge and freezer to be able to provide fresh food to our pantry clients, which we will receive from donations from local businesses and supermarkets through the fare share scheme these will cost approximately £2063.00

We would also like to refurbish the small office at the front of the building so that the affordable councillors can have a private space during social spaces this will cost £859.00

The purchase of a screen so that we can weigh people with some privacy during social spaces £264.00

We would like to be able to continue with the bereavement café on Limes Farm and would ask for £350.00 towards the running costs.

We would like to run an eat well course at the community café on Limes Farm and would like £375.00 towards this.

.....
.....
.....
.....

10. What areas of Chigwell do your activities cover (e.g., Grange Hill, Chigwell Row, Limes Farm, Chigwell Village?).

11. All of the above areas

.....
.....

12. Approximately, how many people do you expect to benefit from this project?

13. If possible, please estimate the percentage of these that may be Chigwell residents: ...All

Age Group. 0-25 [] 26-49 [] 50+ [] All ages [x]

Special or minority groups (please specify)

Being all inclusive we cater for everyone of all ages and abilities

.....
.....

How do you think your application matches the Parish Council Grants Policy?

We think that we match the grants policy as we are working for the benefit of the whole of Chigwell.....

14. Category under which you would like your application to be considered under?

Young People [x]

Older People [x]

Climate Change []

Arts and Culture [x]

Sports and Recreation []

Enhancing the Environment of Chigwell []

Charitable and Advice Organisations x [x]

Organisations assisting disabled people [x]

Highways and Transport []

15. What is the identified need for your proposal?

We have found that along with the rest of the country people are struggling with the cost of living, by offering food and essential at subsidised prices, we can help relieve the pressure slightly for them. Also, the welcome spaces and community cafes give them a safe space to go and provides company. Helping to save money on their heating bills.

The affordable counselling will also provide much needed support for those unable to afford to pay for this service at the present.

16. Please summarise the environmental impact of your proposal and your mitigation measures

The fridge and freezer we will be purchasing will be A rated, the electricity is supplied by a green energy company called Engie.....

.....

17. When do you intend your project to start

ASAP.....

.....

18. How will you measure the success of your project?

By the amount of footfall and community feedback.

19. What grant amount are you seeking? (The Council cannot make a determination if the amount is not indicated). £3,911.00.....

20. What is the total cost of the project for which you are seeking a grant? (Please include budget/costing). £3,911.00

21. If you are not applying for the full amount, please specify where the remaining funds will come from:

.....

.....

22. Have you applied for, or do you plan to apply for a grant in respect of this project to any other organisation (including Local Authorities)? yes

If yes, please give the following details:

Details of all applications both successful and unsuccessful.

.....

Organisation/body applied to

..Chigwell residents' association.

.....

.....

.....

Purpose of any grants.....To help set up community
pantry.....

Successful/Unsuccessful

...Successful.....

Amount Received (if money is not yet received but promised please include)

...£1000.00.....

23. Please give details of your organisation's own fund-raising efforts.

We hold several Quiz or bingo nights. We are planning a race night. We also hold raffles. Also, donations

.....

24. Please add any supplementary information in support of your application. (Additional in support of your application. (Additional literature, leaflets or recent annual reports may be enclosed with the application).

25. Have you previously received, or applied for a grant from Chigwell Parish Council? *YES

If YES, please give details of amount(s) and year(s) and purpose:

2022 towards the Queens jubilee celebrations we held an event on the green on limes farm
£3,500.00.....

26. BANK DETAILS

Name of Bank: [REDACTED]

Name of Account: ... [REDACTED]
.....

Sort Code: [REDACTED] Account [REDACTED]

Number of signatures required to approve payments

Where did you learn you could apply for a Parish Council grant?

Noticeboard [] Website [x] Social Media [] Press [] Minutes []

Other (please specify)

28Have you found this application straightforward to complete? *YES/NO

If NO, please let us know of any improvements we can make to assist applicants

.....
.....
.....

.....
.....

DECLARATION

I Declare that:

I have read and accepted the Guidance Notes and Conditions of Funding and have answered all questions fully and truthfully.

I also declare that any grant made will be used solely for the purpose outlined in this application. Chigwell Parish Council will be recognised on any materials produced and in any form of publicity as result of this grant.

I UNDERSTAND THAT:

Chigwell Parish Council reserves the right to request a list of names and addresses of members of my organisation.

Any materials produced, made, originated, developed or arising out of the provision of the grant are to be made available for use by the Parish Council if requested.

Chigwell Parish Council may ask for additional information at any stage of the application process.

I will be required to submit details showing how the grant funding was used. Chigwell Parish Council reserves the right to reclaim the grant in the event of it not being used for the purpose specified.

The application form and supporting information will be copied and placed on the public agenda for Parish Council meetings. Personal data that has been supplied will not be disclosed and will be held by Chigwell Parish Council in accordance with the GDPR.

I UNDERSTAND THAT:

Chigwell Parish Council reserves the right to request a list of names and addresses of members of my organisation.

Any materials produced, made, originated, developed or arising out of the provision of the grant are to be made available for use by the Parish Council if requested.

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Name
.....

Position ...
.....

Signature ...
.....

Date16/5/2023
.....

4. Important Information

PLEASE READ THIS PRIOR TO COMPLETING YOUR APPLICATION

To avoid the Council making inappropriate grants of public funds it is a requirement that the following documents **MUST** accompany your application.

- Where appropriate, a copy of your organisation's CONSTITUTION
- Where appropriate, copies of your organisation's AUDITED OR INDEPENDENTLY EXAMINED ACCOUNTS and balance sheet, together with up-to-date STATEMENTS of all current and investment account balances held by the group, if the accounts are for a period ending more than six months prior to the application date. (Independent checks can be carried out by anyone not associated with your organisation. The accounts then need to be signed and dated by that person)
- In the case of a newly formed organisation, a BUDGET and BUSINESS PLAN should normally be submitted
- Where an individual is making a claim under the 'Young person' heading, a supporting letter from the head teacher of the school or college attended

The Parish Council is committed to operating within an equal opportunity's framework. If you are a newly formed group, you may want to use the following equal opportunities statement until you develop your own.

This group/project is committed to working in a way which values and treats all people with respect and dignity and celebrates diversity. The group/project, through its practices, will ensure that no member, service, user, employee, volunteer, job applicant will receive less favourable treatment or suffer unlawful discrimination on the ground of age, colour, impairment, marital status, lifestyle and culture, nationality, race, gender or sexuality, or on the grounds of economic or social status.

[P]
[SEP]

5. Application Check List

The following checklist has been prepared to assist you in completing your Grant Application Form. Applicants are advised to read the list below before submitting the completed application form

- Have you completed ALL sections of the form? ☐ Yes (If you are unable to complete any part of the form, please indicate why in a supporting statement, or write 'not applicable' where appropriate)
- If applicable, does your application set out how your ☐ organisation meets the requirements of the 'eligibility criteria?' ☐ Yes
- If applicable, have you enclosed a copy of your organisation's latest accounts and constitution? ☐ Yes
- Have you signed the statement on the last page of your ☐ application form to certify that all the details are correct? ☐ Yes
- Please return your application form with the documents as listed as soon as possible and no later than eight working days before the next meeting of the Full Council

When completed, this form together with supporting documents should be emailed to:

Chigwell Parish Council

Hainault Road
Chigwell
Essex IG7 6QZ

Please note you will be required to provide the Parish Council with details and/or photographs of how the Parish Council grant funding has been spent should you be successful in your application.



CHIGWELL PARISH COUNCIL

CO-OPTION POLICY

Adopted at the Parish Council Meeting of 28th July 2022. Review date May 2023

The co-option of a Parish Councillor occurs when a casual vacancy has arisen on the Parish Council and no poll (by-election) has been called. To ensure that a fair and transparent process is undertaken, the procedure below will be followed by Chigwell Parish Council (CPC):

1. On receipt of written confirmation from the Electoral Service of the District Council, the casual vacancy can be filled by means of co-option. In this instance the Clerk will:

a) Advertise the vacancy for four weeks on the council notice boards and website, and place an advertisement in the Parish Council newsletter, if the date of the publication is appropriate.

b) Advise the Parish Council that the co-option policy has been instigated by sending a memorandum to all Councillors.

c) Speak with any prospective candidates to advise them on the role, responsibilities and conduct required of the office.

2. Applicants for co-option will be asked to:

a) Provide information about themselves by way of completing a short application form (A copy of which is attached).

b) Confirm their eligibility for the position of Parish Councillor within the statutory rules (A copy of which is attached).

c) Attend several council and committee meetings in advance of the interview meeting.

d) Consider the committee and working party structure and advise the council at the interview which they would wish to be members.

e) Consider the current action plan and advise the council on the application form which projects are of interest to them

3. An extraordinary Co-option meeting of the Full Council will be convened to take place on the same day as a Full Council meeting for the purpose of meeting with the prospective Councillors and voting on their appointment.

4. Copies of the application forms will be circulated to all Councillors by the Clerk, with the agenda and meeting pack prior to the meeting of the Full Council where the co-option will be considered. All such documents will be treated by the Clerk and Councillors as strictly private and confidential.

5. Voting procedure

Voting will be according to the statutory requirements, in that, a successful candidate must have received an absolute majority vote of those present and voting. It should be noted that the council does not have to appoint a candidate if they are considered unsuitable. Therefore, Councillors may decline to vote for a candidate if they wish. For this procedure only, Standing Orders will be set aside, and Councillors will vote by a secret ballot and not by show of hands. In the case of an equality of votes, the Chairman of the meeting has a second or casting vote.



CHIGWELL PARISH COUNCIL

| | | |
|--------------------|---|--|
| One position | Candidate must receive the absolute majority vote of those present and voting | If no one, at the first count, receives a majority over the aggregate votes given to the rest, steps must be taken to strike off the candidate with the least number of votes and the remainder must then be put to the vote again; this process must, if necessary, be repeated until an absolute majority is obtained |
| Multiple positions | Candidate must receive the absolute majority vote of those present and voting | <p>If the number of candidates equals the number of positions Each candidate must receive the absolute majority vote of those present and voting. Councillors will have the same number of votes as positions but are not required to use all of their votes if they wish.</p> <p>If the number of candidates is greater than the number of positions If no one, at the first count, receives a majority over the aggregate votes given to the rest, steps must be taken to strike off the candidates with the least number of votes in order to obtain an equal number of candidates to positions. Then the above procedure will be followed.</p> <p>If the number of candidates is less than the number of positions Each candidate must receive the absolute majority vote of those present and voting</p> |

6. After the vote has been concluded, the Chairman will declare the successful candidate duly elected.



CHIGWELL PARISH COUNCIL

Co-option Application Form

Name: _____

Address for Correspondence: _____

Tel: _____ Mobile: _____

Email: _____

Are you over 18? Yes / No

What experience can you bring to Chigwell Parish Council (If necessary, please continue on a separate sheet of paper)

How would you like to get involved with the parish council? (If necessary, please continue on a separate sheet of paper)

Page

What projects on the current action plan interest you? (If necessary, please continue on a separate sheet of paper)

Is there any other information you would like to disclose regarding your application? (If necessary, please continue on a separate sheet of paper)



CHIGWELL PARISH COUNCIL

Are you willing to provide 2 forms of ID (Passport & Utility Bill) & agree to use a designated Parish Council email address:

Signed: _____ Dated: _____

Please return your completed form, together with your eligibility form to: The Parish Clerk
karen.kudrovitch@chigwellparishcouncil.gov.uk, or by dropping at the Parish Council Office:

Chigwell Parish Council, Hainault Road, Chigwell Essex, IG7 6QZ

Co-option Eligibility Form

1. In order to be eligible for co-option as a Parish Councillor you must be a British subject, or a citizen of the Commonwealth or European Union. You must be 18 years of age or over on the "relevant date", that being the day on which you are nominated. You must additionally be able to agree with the following qualifications set out below:

a. I am registered as a local government elector for the parish

OR

b. I have, during the whole twelve months preceding the date of my co-option, occupied as owner or tenant, land or other premises in the parish OR

c. My principal or only place of work during those twelve months has been within the parish

OR

d. I have, during the whole twelve months resided in the parish, or within three miles of it Please circle all those criteria that apply to you

2. Please note that under Section 80 of the Local Government Act 1972, a person is disqualified from being elected as Local Councillor or being a member of a Local Council if he / she:

a. Holds any paid office or employment of the local council (other than the office of Chairman) or of a joint committee on which the Council is represented

OR

b. Is a person who has been adjudged bankrupt or has made a composition or arrangement with his / her creditors (but see below) OR

c. Has within five years before the day of election, or since his / her election, been convicted in the UK, Channel Islands or Isle of Man of any offence and has been sentenced to imprisonment (whether suspended or not) for not less than three months without the option of fine

OR

d. Is otherwise disqualified under Part III of the Representation of People Act 1983 for corrupt or illegal practices.

This disqualification for bankruptcy ceases in the following circumstances:



CHIGWELL PARISH COUNCIL

a. If the bankruptcy is annulled on the grounds that either the period ought not to have been adjudged bankrupt or that his / her debts have been fully discharged

OR

b. If the person is discharged with a certificate that the bankruptcy was caused by misfortune without misconduct on her / her part OR c. If the person is discharged without such a certificate

In a and b above, the disqualification ceases on the date of the annulment and discharge respectively. In c above, it ceases on the expiry of five years from the date of discharge.

I (insert name) _____ hereby confirm, that I am eligible to apply for the vacancy of Parish Councillor and that this information given on this form is a true and accurate record.

Signed: _____ Dated: _____

Received by Proper Office: Signed _____ Dated: _____



CHIGWELL PARISH COUNCIL

DRAFT MEETING SCHEDULE FOR 2023/2024

MEETING LOCATION: CHIGWELL PARISH COUNCIL OFFICE, HAINAULT ROAD, CHIGWELL IG7 6QZ

| FULL COUNCIL | PLANNING | FINANCE & GOVERNANCE |
|-----------------------------|----------------------------|--------------------------|
| STARTS AT: 7.00PM | STARTS AT: 7.30PM | STARTS AT: 6.30PM |
| 2023 ANNUAL COUNCIL MEETING | Tuesday 23 May 2023 | |
| 2023 ANNUAL PARISH ASSEMBLY | Thursday 18 May 2023 | |
| | Thursday 11 May 2023 | Thursday 11 May 2023 |
| | Wednesday 24 May 2023 | |
| | Thursday 8 June 2023 | Tuesday 6 June 2023 |
| Thursday 29 June 2023 | Thursday 22 June 2023 | |
| | Thursday 13 July 2023 | Tuesday 4 July 2023 |
| Thursday 20 July 2023 | Thursday 27 July 2023 | |
| | Thursday 8 August 2023 | Tuesday 6 August 2023 |
| | Thursday 22 August 2023 | |
| Thursday 21 September 2023 | Thursday 14 September 2023 | Tuesday 5 September 2023 |
| | Thursday 28 September 2023 | |
| | Thursday 12 October 2023 | Tuesday 3 October 2023 |
| | Wednesday 25 October 2023 | |
| | Thursday 9 November 2023 | Tuesday 7 November 2023 |
| Thursday 30 November | Thursday 23 November 2023 | |
| | Thursday 8 December 2023 | Tuesday 6 December 2023 |
| | Thursday 22 December 2023 | |
| | Thursday 11 January 2024 | Tuesday 2 January 2024 |
| Thursday 25 January 2024 | Thursday 25 January 2024 | |
| | Thursday 8 February 2024 | Tuesday 6 February 2024 |
| | Thursday 22 February 2024 | |
| | Thursday 22 February 2024 | |
| 2024 ANNUAL PARISH ASSEMBLY | Friday 1 March 2024 | |
| | Thursday 7 March 2024 | Tuesday 5 March 2024 |
| Thursday 14 March 2024 | Thursday 21 March 2024 | |
| | Thursday 11 April 2024 | Monday 8 April 2024 |
| | Thursday 25 April 2024 | |
| | Thursday 9 May 2024 | Tuesday 7 May 2024 |
| | Thursday 23 May 2024 | |
| 2024 ANNUAL COUNCIL MEETING | Wednesday 22 May 2024 | |