

| | |
|---------|---|
| Title | NEW BT CONTRACT – FOR CPC, Cemetery, VH & Club, CCTV cameras |
| Author | CPC FO |
| Purpose | <i>To approve BT as a Phone and internet provider for Chigwell Parish Council with the cost below</i> |

Overview/Background

Chigwell Parish Council (CPC) has two BT accounts approx.—£ 350 per month plus £74 AVAY system

| | | |
|--|--|---|
| Cloud voice service – Main Office & Cemetery undersigned Three years contract since July 2021. Approx. Monthly £125 ex VAT | Broadband since July 2020 – four lines (Main Office, Cemetery, High Street, Library) Approx. £225 (excl. VAT) monthly | <p>CPC signed an agreement with Shire Leasing -AVAYA phone system until 28/02/2024—to pay £221.35 quarterly (excl. VAT). The agreement should be terminated in July 2021 after the new cloud system implementation. The overpayment for the Council is £2,656.20 (three years@£885.40).</p> <p>One payment remains.</p> <p>Ultimately, the Council will have AVAYA system-equipment on the Assets register.</p> |
|--|--|---|

Options that have been considered

After visiting the CPC site, the BT adviser offered to include Victory Hall and Community Club broadband new BT contact, including BT Cloud Telephone System plus SOGEA Fibre Broadband x 6 (4 plus 2 new VH&CClub).

Costs

£383.58 per month ex VAT for this solution quoted based on 60 months.

BTOP Cloud Telephone System

- **5x Desktop Users, connect licenses, full telephone features included**
- **5x Yealink T46U Handsets**
- **Hardware fund given to cover handsets free of charge**
- **Airtime given to cover first 6 months free line rental (£600)**
- **Unlimited calls to UK landline and UK mobile**
- **Company Shared International Minutes add on**

- Telephone rich features such as (IVR, Auto attendant, message on hold etc all included)
- Apps available for android and iOS
- Keeping and porting any existing numbers
- Maintenance included
- Call Director – keep your BT line ID even when calling from somewhere else
- Voicemail – voicemail messages can be sent straight to your inbox
- Hunt Group Plus– lets multiple phones ring when a number is called
- Online Portal – stay in control of call management features wherever you are
- Automatic call routing – automatically send calls to another phone
- Call transfer – transfer calls internally or externally - even to a mobile
- Three way calling – add a third person to join an existing conversation
- Call Recording – optional add on

SOGEA Fibre Broadband x6

Recommendation

To sign a new all-in-one contract and dispose AVAYA telephone system after making full payment.

Action requested from the Councillors

To approve SUPPLIER in this paper

| | |
|---------|--|
| Title | VH Kitchen |
| Author | CPC FO |
| Purpose | To review CAC recommendation and agree to proceed with appropriate actions |

Overview/Background

1. Very Poor condition.
2. No disability friendly.

Options that have been considered

Commercial kitchen: Commercial kitchens are typically equipped with larger cooking equipment than domestic kitchens, making it easier for multiple people to work in them simultaneously.

Costs from £5k to £10k

Domestic kitchen: A domestic kitchen is a residential kitchen in your home.

Costs up to £5k.



Page 1 of 2

ESTIMATE

Date: 13/06/2023 16:05
Account: 1102115356

Estimate For:


XXXXXXXXXX
XXXXXXXXXX
XXXXXXXXXX
XXXXXXXXXX
XXXXXXXXXX
XXXXXXXXXX

Cad Plan Number:
Estimate Number: D17/0160966
Estimate expiry: 25/02/2023
Our Operator: Susan
Sales Consultant: Susan

Your Contact: XXXXXXXXXXXX
Contact No: XXXXXXXXXXXX
Your Reference:

| Qty | Product | Net |
|-----|---|----------|
| 1 | CLWS179 Clerk Gls white 1000 CC 3 Standard Dwr Base White Cab | 362.50 F |
| 1 | HYH0997 Moulded Anthracite Cutlery Tray 1000mm | 29.87 |
| 1 | CLWS221 Clerk Gls white 500 CC HiLine Base White Cab | 146.22 F |
| 2 | CLWS231 Clerk Gls white 600 CC HiLine Base White Cab | 326.36 F |
| 4 | CLWS271 Clerk Gls white 1000 CC HiLine Base White Cab | 953.72 F |
| 1 | CLWS341 Clerk Gls white 1000 CC HiLine Cnr Base White Cab | 261.84 F |
| 1 | RKC0600 800/1000 Base Blanking Panel | 10.06 F |
| 1 | CLWS600 Clerk Gls white 600 Built Under Oven Housing Base white Cab | 77.68 F |
| 1 | CLWS690 Clerk Gls white 600 70/30 Fridge Freezer Twr white Cab | 352.24 F |
| 4 | CLWS920 Clerk Gls white Continuous Plinth 2.75m | 96.20 F |
| 5 | CLWS933 Clerk Gls white 910 Base Decor End | 155.45 F |
| 2 | CLWS956 Clerk Gls white 2130 Twr Decor End | 124.30 F |
| 2 | SNK6972 Lanona Pitsford S/Steel 1.0 Bowl Sink and Waste | 205.08 |
| 2 | PLU3000 Flexible Plumbing Kit for 1.0 Bowl Sinks | 141.26 |
| 2 | TAP3147 Chrome Rienza Swan Neck Monobloc Tap | 80.00 |
| 1 | LAM3451 Lanona S/Steel Single Standard Fan Oven 60cm | 147.25 |
| 1 | LAM1706 Lanona Black Side Ctrl Ceramic Hob 60cm | 139.34 |
| 1 | LAM2410 Lanona S/Steel Chimney Extractor 60cm | 50.00 |
| 1 | HJA2908 Carbon Filter for LAM2410, 2411 | 19.38 |
| 4 | WKP4660 Charcoal Bullnose Worktop 3m 38mm/8mm (600 Deep) | 236.00 F |
| 2 | WKP4695 Charcoal Worktop Edging Strip 1.4m | 13.40 |
| 6 | GIR0020 Standard Worktop Connecting Bolt 25-40mm | 3.00 |

Page 2 of 2



HOWDENS

ESTIMATE

Date: 13/06/2023 16:05
Account: 1102115356

Estimate For:

XXXXXXXXXX
XXXXXXXXXX
XXXXXXXXXX
XXXXXXXXXX
XXXXXXXXXX
XXXXXXXXXX
XXXXXXXXXX
XXXXXXXXXX

Cad Plan Number:
Estimate Number: D17/018096S
Estimate expiry: 25/02/2023
Our Operator: Susan
Sales Consultant: Susan

Your Contact: XXXXXXXXXXXX
Contact No: XXXXXXXXXXXX
Your Reference:

| Qty Product | Net |
|--|--------|
| 2 W0R9028 Smoke Grey worktop Jointing Compound | 19.16 |
| 1 Z2D39 Delivery | 150.00 |

Only Products marked F (FSC) or P (PEFC) above
Are certified as follows:
FSC Mix 70%, SA-COC-001813
70% PEFC Certified, SA-PEFC-COC-001813

Total Goods 4100.33
VAT 520.06

Estimate Total 4920.39
All prices are in GBP

Depot: Hainault Manager: Thomas Plummer
Address: Unit 2, Hainault Industrial Estate, 40 - 44 Peregrine Road, Ilford, Essex, IG6 3GZ
Tel: 020 8500 9700
E-mail: hainault@howdens.com

Business Address: 36 above
Online: www.howdens.com
VAT Reg: GB 379 5785 77

Account queries and settlement:
Howden Joinery Ltd, Raunds 2, 100 Scalley
Way, Raunds, Wellingborough, NN9 6RJ
Tel: 01654 876000

Howden Joinery Limited.
Registered Office: 40 Portman Square,
London, W1H 6LT
Registered in England No: 526923

Recommendation

The Community Assets Committee agreed with the domestic kitchen for Victory Hall.

Action requested from the Councillors

To CONSIDER the recommendations of the Chair of Community Assets and AGREE an appropriate course of action.

| | |
|---------|--|
| Title | INTERNAL AUDIT 2023/24 |
| Author | CPC FO |
| Purpose | Selecting new The Internal Auditor to carry out audit for FY 2023/24 |

1. Selecting a new auditor: Auditor appointments by area for smaller authorities for the five financial years from 2022-23 to 2026-27.
2. Prepare and issue a letter of engagement detailing the expected number of visits, scope of the audit and reporting frequency.

F. Finance and Governance

| Code Title | Receipts | | | Payments | | | | Net Position | |
|-----------------------------|----------|--------|----------|-----------------|-----------------|--------------|-----------------|-----------------|-----------------------|
| | Budget | Actual | Variance | Budget | Actual | Committed | Total | Variance | Net Position |
| 31 Internal Audit | | | | 1,500.00 | 255.00 | | 255.00 | 1,245.00 | 1,245.00 (83%) |
| 32 External Audit | | | | 1,900.00 | | | | 1,900.00 | 1,900.00 (100%) |
| 33 Internal Control | | | | | | | | | (N/A) |
| 34 Accounting Software fees | | | | 4,000.00 | 2,377.50 | 98.50 | 2,476.00 | 1,524.00 | 1,622.50 (40%) |
| 35 Accounting Services | | | | | | | | | (N/A) |
| SUB TOTAL | | | | 7,400.00 | 2,632.50 | 98.50 | 2,731.00 | 4,669.00 | 4,767.50 (64%) |

COST:

saaa.co.uk/audit-fees/

Scales of Audit Fees

Scales of fees for smaller authorities are based on bands of annual income or expenditure, whichever is the higher. This means that the fees are broadly proportionate to the public funds involved and the ability of each authority to pay.

Table 1 sets out the scales of audit fees for smaller authorities that complete their Annual Returns fully and accurately within the required timescales, and provide the necessary supporting information and any explanations sought.

Note that an authority with neither income nor expenditure exceeding £25,000 that is not able to certify that it is an exempt authority as it does not meet the qualifying criteria, or if the authority wishes to have a limited assurance review by the external auditor, then the fee payable will be £210.

Authorities with neither income nor expenditure exceeding £200,000 will be subject to basic limited assurance audit review. Authorities with either income or expenditure exceeding £200,000 will be subject to intermediate limited assurance audit review.

Scale of fees may be subject to review during the period.

Income/Expenditure Band (£)

0 - 25,000

0 - 25,000

25,001 - 50,000

50,001 - 100,000

100,001 - 200,000

200,001 - 300,000

300,001 - 400,000

400,001 - 500,000

500,001 - 750,000

750,001 - 1,000,000

1,000,001 - 2,000,000

2,000,001 - 3,000,000

3,000,001 - 4,000,000

4,000,001 - 5,000,000

5,000,001 - 6,500,000

Fee for Limited Assurance Review (£)

0 (if a Certificate of Exemption is submitted)

210 (if a LAR review is required)

210

315

420

630

840

1,050

1,365

1,680

2,100

2,520

2,940

3,360

3,780

Action requested from the Councillors

To CONSIDER and APPROVE and AGREE an appropriate course of action.

| | |
|---------|---|
| Title | INTERNAL AUDIT 2022/23 Forensic Finance investigation |
| Author | CPC Finance and Governance Committee Chair |
| Purpose | <i>Appointed EPFDC Auditor to carry out the Forensic Internal Audit</i> |

The total cost will be between £2,275 and £3,185 depending upon the time taken (5 to 7 days at £455 per day). I need to check whether VAT will be added to this.

F. Finance and Governance

| Code Title | Receipts | | | Payments | | | | Net Position | |
|-----------------------------|----------|--------|----------|-----------------|-----------------|--------------|-----------------|-----------------|-----------------------|
| | Budget | Actual | Variance | Budget | Actual | Committed | Total | Variance | Net Position |
| 31 Internal Audit | | | | 1,500.00 | 255.00 | | 255.00 | 1,245.00 | 1,245.00 (83%) |
| 32 External Audit | | | | 1,900.00 | | | | 1,900.00 | 1,900.00 (100%) |
| 33 Internal Control | | | | | | | | | (N/A) |
| 34 Accounting Software fees | | | | 4,000.00 | 2,377.50 | 98.50 | 2,476.00 | 1,524.00 | 1,622.50 (40%) |
| 35 Accounting Services | | | | | | | | | (N/A) |
| SUB TOTAL | | | | 7,400.00 | 2,632.50 | 98.50 | 2,731.00 | 4,669.00 | 4,767.50 (64%) |

Action requested from the Councillors

To CONSIDER AND APPROVE COST. To AGREE an appropriate course of action (VIREMENTS WILL BE REQUIRED).

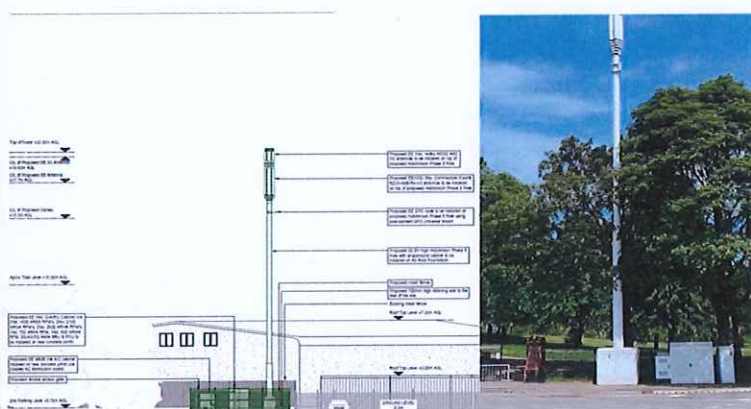
Appendix 28

| | |
|---------|--|
| Title | KTL proposal for Chigwell Parish Council |
| Author | CPC FO |
| Purpose | <i>To CONSIDER proposal to decide whether to proceed</i> |

Overview/Background

KTL is continuing to look for suitable options to host a telecommunications facility in Chigwell to provide the benefits of 3G,4G and, in due course, 5G. Chigwell Parish Council allowed investigating KTL option a piece of land on the car park behind the library.

KTL Proposal – Land owned by Chigwell Parish Council adjoining the Parish Offices and Victory Hall.
KTL would like to enter into a lease with EE for a demised area (10x10meters)



Recommendation

Chigwell Resident Association (CRA) – has no objections to the proceeding. It will also be a big advantage for residents around this area for EMERGENCY purposes. The CRA, on behalf of residents, will continue to have a keen interest in how this proposal moves forward.

VAT -

It is Chigwell Parish land. Rent a piece of land - Commercial Income (CPC vs. Epping Forest District Council?)

The telephone mast at the Chigwell Station Green, income shared with EFDC due to acquiring that part of the land.

Action requested from the Councillors

To decide whether to proceed or not

From: [redacted] <[redacted]@kueurope.com>
Sent: 10/09/2023 10:00
To: Oida Linkeviciene, Scott [redacted]
Subject: [redacted] Chigwell, Essex

Attachments: Access route.ppt, 10/09/2023 Proposal [redacted]
[redacted]

Follow Up Flag: Follow up
Flag Status: Flagged

Hi

Further to our onsite meeting on Monday 4th September 2023 and previous email discussion with Chigwell Parish Council, I would like to make a formal request to lease an area of land as shown in the details below.

As discussed we are not able to provide formal designs, but hope the details below will help Council support this proposal going forward. I split the proposal into 3 sections Design & Location, Site Acquisition & Planning

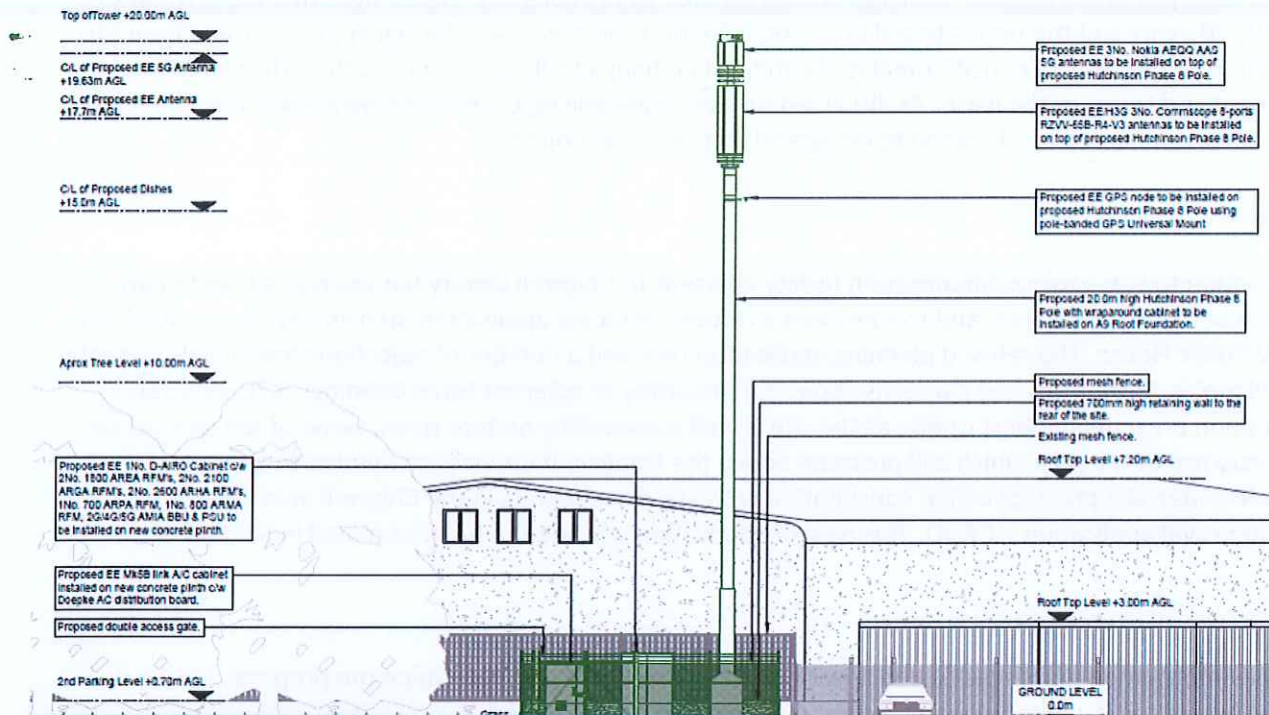
Design and Location

Location details are as follows:

Land adjacent to Chigwell Library, Hainault Road, Chigwell, Essex, IG7 6PL – NGR E543882 N193248



A survey has been carried out on Monday 11th September 2023 and I have attached a copy of the sketched compound area and access route to the site. The compound area is currently sketched at 2m x 6.5m, but it is likely that EE will require a bigger demise of 8m x 10m. The compound area will be fenced and locked. The compound will contain a number of cabinets and a monopole structure. The monopole height will be 25m. An example elevation drawing of a similar site is shown below. The proposed site will provide 4G and 5G coverage and will also provide important network coverage for the Emergency Service Network (ESN). There is an overwhelming need for an EE site in Chigwell as there is poor network coverage in many outdoor areas and especially indoors.



Site Acquisition

I have attached a copy of draft Heads of Terms as an example for you to consider. Please note that the term of the lease is normally 20 years and the rent is based on a land valuation. Once we have formal approval from Council to proceed KTL will send the Parish Council formal HOTs and will be happy to discuss issues such as the valuation, incentive payment and terms of the lease. As discussed on site EE are willing to consider installing a lockable height barrier gate in the carpark area at a location to be agreed by the Parish Council.

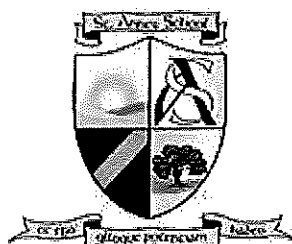
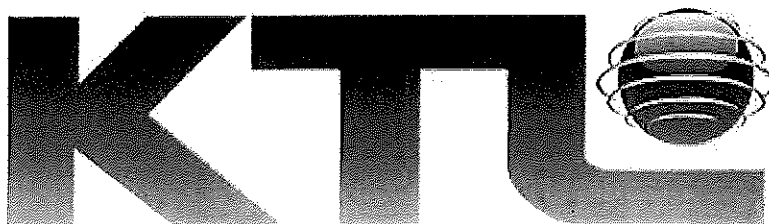
Town Planning

The proposed option to site a telecommunication facility adjacent to Chigwell Library has been as a result of an extensive search of the Chigwell area, and this includes a refused planning application on highways land outside the King William IV Public House. The refused planning application received a number of objections from local residents and the Local Planning Authorities had concerns about the proximity to adjacent listed buildings. KTL considered that this new option presents the best option as the site is well screened by mature trees, views of the site will be limited to the very top of the pole which will protrude above the treeline. If Council are minded to approve this proposal KTL will undertake pre-application consultation with key stakeholders in the Chigwell area. The application will be a prior approval application – GPDO. This type of application will need to be determined in 56 days of submission.

I hope the above information and the attached is sufficient to allow Council to determine the proposal. Please do not hesitate to contact me if you require any further information.

Kind regards

Stephen Bullock : Acquisition Surveyor : KTL Group



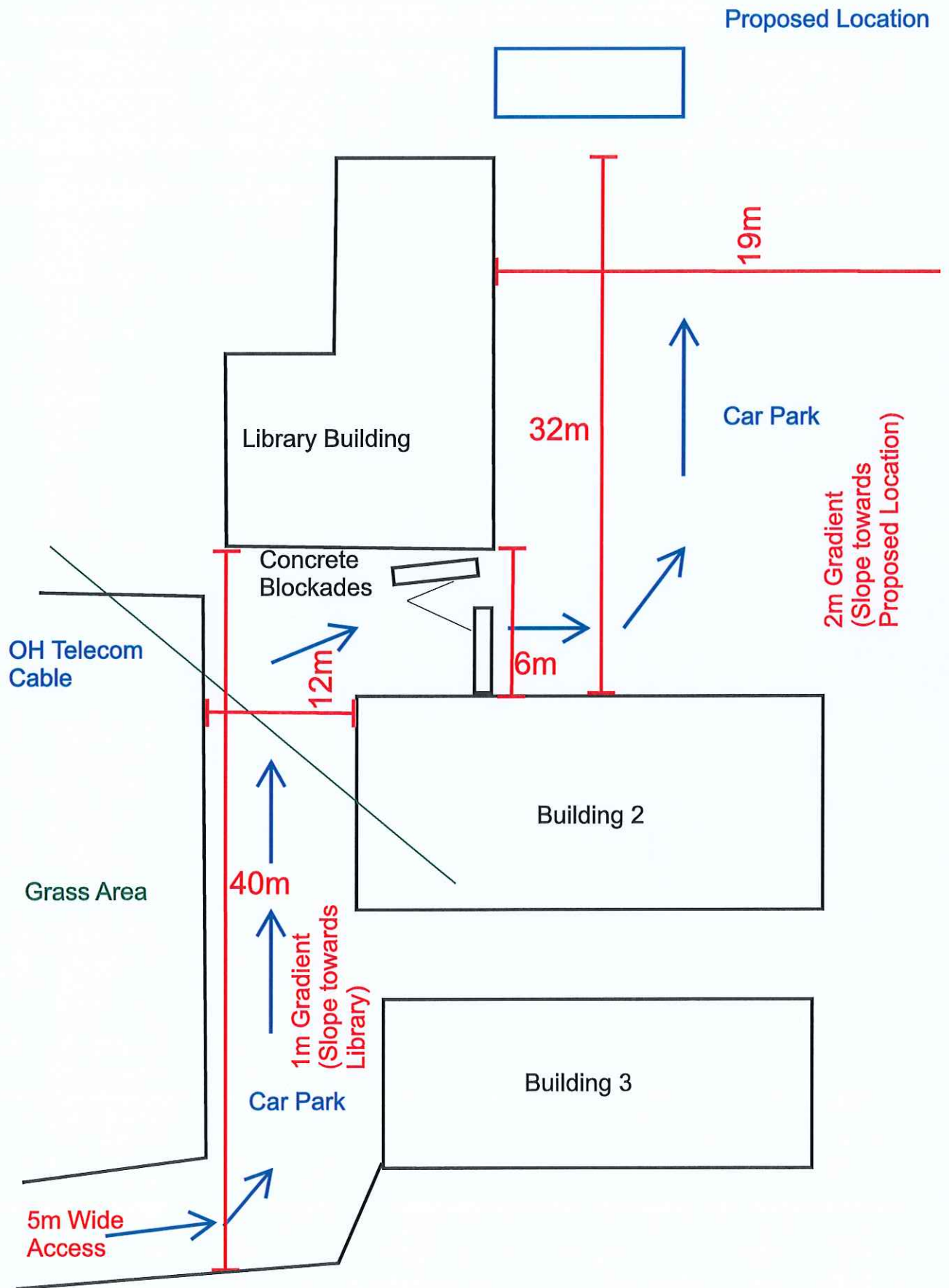
Phone : +353 45 901 030 Mob : 07496 865129 Web : www.ktl.ie Email : stephen.bullock@ktleurope.com

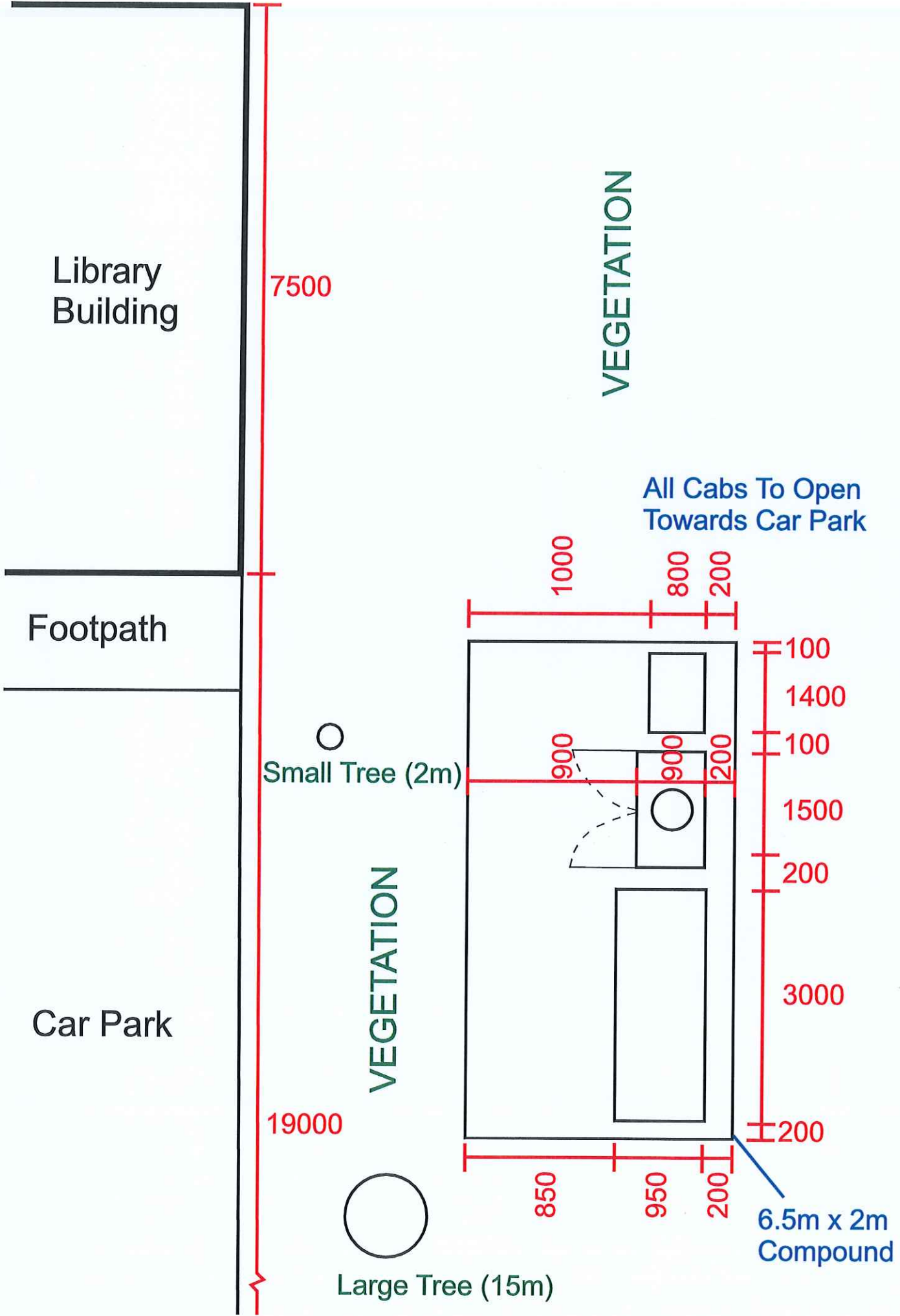
Ireland : Unit P, M7 Business Park, Newhall, Naas, Co. Kildare, Ireland

U.K. : Unit 7C, Mayfield House, Lyon Road, Altrincham, Cheshire, WA14 5EF

Please consider the environment before printing this email. 

A123





| | |
|---------|--|
| Title | ASSETS REGISTER |
| Author | CPC FO, Cemetery staff, H&S Officer |
| Purpose | <ol style="list-style-type: none"> 1. Remove the broken EV from the Cemetery and rent a short-term new vehicle to carry on work around Chigwell. 2. CEMETERY OFFICE BUILDING |

1. Picture:



The invoice 10/06/2020 for £10,493.17 plus VAT in total £12,591.80.

Recommendation: To find someone who will buy it for details or disposal.

- EV is an off-road utility vehicle designed to be used on farms; it is not designed to be driven on public roads; it does not have a horn, reversing lights or indicators or a female trailer connector for break lights or hazard lights on the trailer.
- The towing capacity is 680 kilos, and our trailer is 750 kilos which means cannot be used with our trailer.
- box capacity 226 kilos, so it is not suitable for removing soil at the cemetery as it will only be able to remove 2 buckets of soil at a time, so that's 25 trips to remove soil. There is no guard to protect the battery from soil; not designed to do this type of work. A dumper is needed.
- not fit for purpose.

Recommendation: Not fit for purpose. The decision to find someone who will buy it for details or disposal.

The EV has been out of service for the past couple of months. All works are stuck around Chigwell. Staff use their own vehicle. Chigwell Parish Council cannot expect them to put the rubbish and dirty tools in their personal vehicles.

Emergencies need to find the vehicle.

Recommendations:

For the short-term, rent a vehicle from now to 31 March 2023. Please look at the QUOTES.

COST:

Q1: TIPPERHIRE. They have a 2017 Ford Transit Tipper caged vehicle.

£185 per week + Vat
(+ customers own insurance)

Vehicle milage limited to 15k per year (1250 per mth)

(if this is an insufficient annual milage, the milage cap can be increased, however this will also increase the rental charge)

Vehicle insurance is not included and must be provided by yourself, we would need to see a copy/cover note of vehicle insurance before the start of hire, this needs to be a fully comprehensive insurance policy.

Account customers with hires over six months - Payment terms NET 30 Days,

Please see attached above a new customer account form, May I ask you fill out the attached account form and send it back at you earliest convenience that would be great.

Q2- QUOTE NORTHGATE -printed out.

Q3- Quote 1 From 1st city van hire.

Total Days: 28

VEHICLE REQUIRED: Group V3T

Additional Charges

Rental (28 x Days @ £72.68) - £1,695.83 net, £339.17 vat

Rental Discount Rental Discount - -£169.58 net, -£33.92 vat

Total Hire Charge

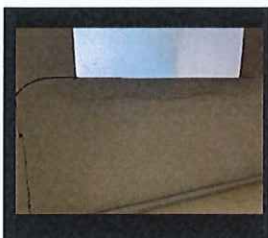
£1,831.50

A £500 Deposit is required on credit or debit card on the day.

For the long term, consider the budget for a suitable lease of TWO vehicle for five years.

2. CEMETERY OFFICE BUILDING MATTERS

Pictures

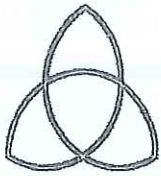


Report from Level monitoring survey.

Action requested from the Councillors

To CONSIDER AND AGREE an appropriate course of action.

| | |
|---|---|
| Title | HEALTH AND SAFETY EMERGENCY MATTERS |
| Author | CPC FO and H&S Officer |
| Purpose | <i>To CONSIDER matters, note and agree.</i> |
| <p>A.</p> <p>To note:</p> <ol style="list-style-type: none"> 1. Health and Safety policy signed, printed out and sent to Worknest 2. The initial Health and Safety meeting with the staff took place in September 2023 and was scheduled to occur monthly. Minutes were taken. The subsequent staff meeting is scheduled for October. The H&S issues outlined in the Worknest report have been reviewed and shared with staff for resolution. 3. Under H&S compliance have been appointed inspections for: <ul style="list-style-type: none"> • Fire Risk Assessments for Main Office, VH, Community Club&Victory Hall, Cemetery Office and Cemetery compound. • PA testing • Legionella inspection • ASBESTOS inspection <p>To consider EMERGENCY and AGREE</p> <ul style="list-style-type: none"> • The Quote for carrying out maintenance works for Playground – Station Green, Chigwell. The inspection report dated Jan 2023 and all comments and recommendations remained outstanding. • ELECTRICAL inspection for all premises. The last inspection was done in 2018. To Approve the supplier for Lighting inspection for all premises. The last inspection was done in 2018. • Replace ALARM SYSTEM IN THE MAIN OFFICE and AGREE to proceed. Dual path communicator option £1,642-replace control panel, keypad, 10 fob, expansion module, new external sounder, and dummy box. And a new communicator. In addition, replace all detection for a Grade 2 alternative and <u>ISSUE A CERTIFICATE OF COMPLIANCE.</u> <p>B. To CONSIDER EMERGENCY and AGREE</p> <p>The QUOTE for the FIRE ALARM SYSTEM for Cemetery Office connected to compound-storage.</p> <p><u>Risks to be considered.</u></p> <p><i>Under Health and Safety, compliance must be minimal.</i></p> <p><u>Recommendation</u></p> <p><i>Contact Dennis Johns and ask for a Quote for Electric inspection; The supplier for playground maintenance work by Absolute Play Ltd</i></p> <p><u>Action requested from the Councillors</u></p> <p><i>To CONSIDER, NOTE AND AGREE</i></p> | |



The Parish of Chigwell and Chigwell Row
St Mary's Church, Chigwell
Charity no: 1133035



01 SEP 2023

St Mary's Church
Parish Office
All Saints House
Romford Road
Chigwell
Essex
IG7 4QD

20/08/2023

Dear Sir/Madam

Please find enclosed forms for the closure of another part of our graveyard at St Mary's Church Chigwell Essex. As seen on the map section A and B are already being looked after by you.

We wish to close the additional parts as there is no proper room for new graves. The condition of the graveyard is good.

Please complete question B4 and if you do not agree explain why. Then please return the form to the parochial church council within one month of completion. Thank you.

Yours sincerely

Sandie Forshaw secretary of the PCC

Part B(i)
Notice of intention to apply to transfer maintenance responsibility
(To be sent to the appropriate Town / Parish council or parish meeting)


In the event that an Order in Council is made to discontinue burials in

ST MARYS CHURCH CHIGWEL churchyard,
PARISH OF CHIGWEL & CHIGWELL ROW Parochial Church Council

hereby gives notice of its intention to request

CHIGWEL ~~Town~~ / Parish council or parish

meeting (*delete as applicable*) to take over maintenance responsibility for the churchyard in accordance with the provisions of section 215 of the Local Government Act 1972.

Signed (Secretary of PCC):  Date: 31/8/23

B1 The grounds for closure* are (PCC to ✓ as appropriate):

- | | |
|---|-------------------------------------|
| a) There is no proper room for new graves. | <input checked="" type="checkbox"/> |
| b) Further burials would be contrary to decency. | <input type="checkbox"/> |
| c) Discontinuance of burials would prevent or mitigate nuisance | <input type="checkbox"/> |
| d) Further burials would constitute a health risk | <input type="checkbox"/> |
| e) Other | <input type="checkbox"/> |

Additional information regarding the reasons for discontinuing burials is / is not attached

* Grounds (a) to (d) have been agreed by the Ministry of Justice, Church of England and local government representative organisations as potential grounds for justifying closure.

B2 The churchyard contains (PCC to ✓ as appropriate):

- | | |
|---|-------------------------------------|
| war graves | <input type="checkbox"/> |
| earth graves with space for the burial of additional family members | <input checked="" type="checkbox"/> |
| vaults/walled graves with space for additional burials | <input type="checkbox"/> |
| graves reserved by faculty | <input type="checkbox"/> |

B3 The overall condition of the churchyard is:

GOOD

NB: Please use one of the definitions provided below.

Further information covering the churchyard's pathways, walls and fences, memorials and trees is set out in the attached document.

B4 Does the Council / chairman of the parish meeting have any objections to the closure of the burial ground, on the grounds given above at B1:

Yes ☐

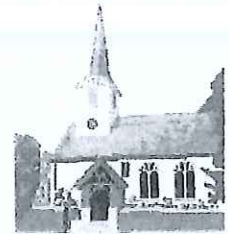
No ☐

The council / chairman of the parish meeting should now return this form to the Parochial Church Council explaining, if necessary, why it is considered that the burial ground should not be closed under the grounds given at B1

Definitions for overall churchyard condition for Question B3.

| | |
|------|--|
| Good | The churchyard is in an acceptable condition for the maintenance responsibility to be transferred. The trees, walls and fences are in a reasonable state of repair, and the monuments have been assessed for safety within the last 2 years. |
| Fair | The churchyard and/or the trees, walls and fences require some attention, but no major work, restoration or clearance. For example the trees might need trimming, some repairs might be required to the walls or fences, and/or the memorials may not have been assessed recently or are known to include some which need to be made safe. |
| Poor | The churchyard requires capital investment or essential repairs or restoration work. |

St Mary's Church Faculty request
8th August 2023



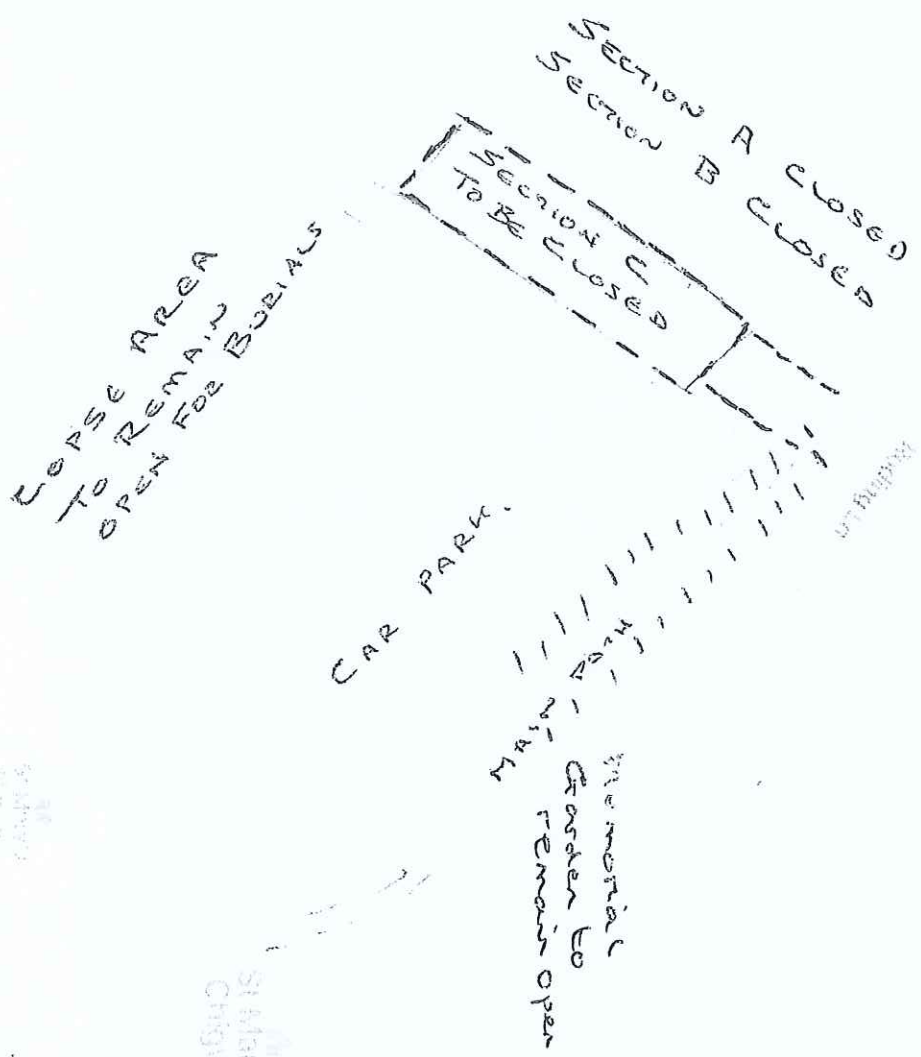
Closure of part of St Mary's Churchyard

PCC approval is sought to close part of the Churchyard along the main path, both sides from the entrance to the Memorial Garden and Section C.

*The Parish Church Council held an electronic vote on 31st July 2023 passed ~~unanimously~~
~~without dissent~~ /-by a majority of 15 among those voting a resolution relating to the works
or proposals. There are 22 members of the council.*

Sandie Forshaw
PCC Secretary
Parish of Chigwell & Chigwell Row

To Close
 Section C
 Part of Main
 Entrance of Memorial Garden



2 Area To
 Be Closed.
 11 = Path.

Rolling Lo

St Mary's
Chicago

Rolling Lo

St Mary's
Chicago

St

| | |
|---------|---|
| Title | Chigwell Parish Council CCTV cameras Brook Parade-High Street |
| Author | CPC FO |
| Purpose | <i>To CONSIDER and agree on appropriate actions</i> |

Overview/Background

CPC has paid for the electricity supply for the local shopkeepers—the annual payment of £200 (£200/52weeks=£3.85 per week). The last payment was made on 24 April 2015 for the 2015/16 period.



Volvo Garage



Domino Pizza



Chigwell Barbers



Debra Lloyds



The above Chinese Shop connects to LJ Meads shop.



The above medicine connects to the LJ Meads shop.

1. Options that have been considered by the CAC Chair and recommended to the Council:

Rate For approval:

For one CCTV camera, the electricity supply will be reimbursed **at a rate of £1.50** per week for 52 weeks, resulting in a total reimbursement of **£78.00**.

For two cameras, it will be at **the rate of £3.00 = £156.00**

2. Council decision regarding Outstanding for the electricity supply for LJ Meads shopkeepers' approval:

This shop keeps two CCTV cameras.

The Council paid £200 annual payment on 24 April 2015.

2016/17 - £200.00

2017/18 - £200.00

2018/19 - £200.00

2020/21 - £200.00

2021/22 -£200.00

2022/23 - £200.00

Claimed by LJ Meads £1,200

2023/24 – waiting for Council decision.

Action requested from the Councillors

*To CONSIDER the recommendations of the Chair of Community Assets and
AGREE an appropriate course of action*

| | |
|---|--|
| Title | WORKNEST Invoices |
| Author | CPC FO |
| Purpose | <i>To CONSIDER invoices and agree on appropriate actions</i> |
| <u>Overview/Background</u> | |
| Worknest service agreement signed 29/11/21 and expire 28/11/2026 (Five years) | |
| The Full Council shall authorise expenditure over £5,000 before PO, and then the invoice will be raised. | |
| <u>Costs</u> | |
| FY 2022/23 Invoice SINV042445 £11,819.00 plus VAT in total £14,182.80 | |
| <u>Action requested from the Councillors</u> | |
| <ol style="list-style-type: none">1. To Consider that Credit Note SCR005404 net amount £11,819.00 plus VAT in total £14,182.80 and AGREE an appropriate course of action.2. To Consider the invoice net amount of £8,244.00 plus VAT in total £9,892.80 and AGREE an appropriate course of action. | |

Chigwell Parish Council

TRAINING Calendar 2023 for CPC staff recommended by CAC for Council to authorise expenditure.

| | | | | | | |
|--|---------------|---------------------------------|----------|--|-----------------|---|
| Lantra Ride-on mowers course -certificate will be aware and valid for five years | Millhouse | Conducted on site | Open day | Cemetery Supervisor and Ground maintenance staff | £732 (for both) | Required for operation of mower (H&S). |
| Routine Playground Inspection Course | EALC | Away at the EALC office | Open day | Cemetery Supervisor and Ground maintenance staff | £190 £190 | Required for H&S |
| Level 2 Award in the Safe Use of Brush-Cutters and Trimmers | Capel College | Away at the Capel Manor College | 29/09/23 | Ground Maintenance staff | £221 | Required for operation CPC service and H&S |
| Level 2 Award in the Safe Use of a Manually Fed Woodchipper | Capel College | Away at College Office | 23/10/23 | Cemetery Supervisor and Ground maintenance staff | £181 £181 | Required for operation CPC service and H&S |
| Level 2 Certificate of Competence in Chainsaw Maintenance and Cross-Cutting | Capel College | Away at College Office | Open day | Cemetery Supervisor | £532 | Required for operate service and (H&S compliance) |
| 2-Day Workshop -Essential Management Skills | MTD Training | Away | Open day | Cemetery Supervisor | £595 PLUS VAT | Required for organising manage workload more efficiently with confident |

| | Budget 23/24 | Actual 23/24 | Remained |
|--|--------------|--------------|------------------------------------|
| Q/090 Training/Courses -Cemetery staff | £1,500.00 | £2,822 | (£1,322) over budget more than 15% |

Authorised by: Date: Authorised by: Date: