



## MEETING OF THE FULL COUNCIL

Date: Tuesday 18 February 2025

Time: 6.30pm

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

Members to be present:

Cllr Lisa Morgan (Chair)

Cllr Celina Jefcoate

Cllr Tosin Amuludun#

Cllr: Lorraine Clarke

Cllr: Rochelle Hodds

Cllr Osman Ali

Also attending:

Eight members of the public #

Toni Slade - Registrar, Chigwell Parish Council #

# For part of the meeting

Members of the Public and Councillors were asked to **NOTE** that in accordance with Standing Orders 3 (i) and the Local Government Transparency Code 2015, photographing, recording, broadcasting, transmitting or otherwise reporting the proceeding of a meeting may take place.

Councillors were asked to **NOTE** that in the exercise of their functions, they must take note of the following: equal opportunities; crime and disorder; human rights; health and safety and biodiversity

### **FC193/24 - APOLOGIES FOR ABSENCE**

Apologies for absence were received and accepted from Cllrs: Braha, Aredeon, Rye, Costa and Rizvi

### **FC194/24 - ANY OTHER ABSENCE**

None

### **FC195/24 - DECLARATIONS OF INTEREST**

Cllr Morgan declared a non pecuniary interest in item 198/24 - Victory Hall on the grounds she volunteers at the Community Hub. Cllrs Hodds and Jefcoate declared a non-pecuniary personal interest in item 201/24 on the grounds they knew a director of the HR company proposed. All

Councillors considered it would not influence their decisions and they would remain in the meeting

### **FC196/24 - MINUTES**

The minutes of the previous meeting held 4 February 2025 were **AGREED**

### **FC197/24 - PUBLIC PARTICIPATION**

Residents showed support of the community hub and the work to help others in the community. Various residents showed their support for the proposal for works

### **FC198/24 - VICTORY HALL AND COMMUNITY HALL**

It was previously agreed (minute ref: FC171/24 - 16 Jan 2025) the Parish Council submit a grant application for £60,400 to the UKSPF for remedial works to Victory Hall and the Community Hub with the Parish further contributing 25% of the grant value. A working group was appointed (minute ref: minute ref: FC171/24 - 16 Jan 2025) to prepare the proposal which was presented by Lynne Moir. The proposed works were to include kitchen (£47,000), electrics for kitchen and toilet (£5,500), DDA compliant toilet facilities, security shutter (£1,600), contingency find (£6,800) and ramp (£4,000) - Appendix 1. The Chair of Finance & Governance asked that the minutes showed the capital grant was being requested on the basis it would be spent on the improvement of Victory Hall and the Community Hub as a Parish asset for the benefit of the community and it was recognised funding of volunteer activities and services would be contrary to the terms of the capital grant.

It was proposed and **AGREED** that the capital grant application be submitted

**Action:** OL to submit to an application to EFDC. Matter of required matched 25% contribution by Parish to be referred to F&G for budget management of refurbishment costs.

A vote of thanks was given by the Chair to Lynne Moir and the working group for their efforts in drafting the proposal. A further vote of thanks was given by the Chair to the volunteers for all their hard work at the community hub .

The Chair of F&G noted on the matter of the Victory Hall kitchen replacement works that a third estimate from a replacement supplier was being sought which had delayed the project.

\*Cllr Amuludun joined the meeting at 6.42pm

### **FC199/24 - FINANCE MATTERS**

Members were asked to consider the proposal to replace the existing Cemetery CCTV XVR 16-channel recorder at a cost of £1,047 plus VAT, as quoted by the existing CCTV provider.

Recommendations: Cemetery and Open Spaces Supervisor - The Cemetery site is at risk without CCTV.

Recommendations: IRFO – the budget for this cost - Code R/98 £2,125.24

Councillors **CONSIDERED** and **AGREED** to the proposal

**Action:** RFO to raise PO for £1,047 plus VAT for the agreed works

Members were asked to consider the proposal to engage a contractor for Fire Door Inspections (ref. QUO-39330-F4H9S1): Main Office, Victory Hall and Community Hub under a 2-year agreement for an annual fee of £1,260.00

Concerns were raised regarding the potential for duplication under the existing fire risk assessments. It was considered the need for an additional maintenance agreement for fire doors had not been properly established.

Councillors **AGREED** to delegate the matter of the decision to the Finance and Governance committee for their consideration

**Action:** to be included on the agenda of the F&G meeting of 11 March for decision

#### **FC200/24 - HEALTH AND SAFETY ADVISOR**

To RECEIVE an update from staff and AGREE on an appropriate course of action.  
Recommendations: The F&G Committee (11/02/25) recommends considering and Agreeing on Option 2. The New H&S agreement would be a 3-year agreement for an annual fee of £2,000.

The Chair of F&G clarified that while Option 2 was considered potentially the optimum solution, further clarification was needed in regard to the services provided by the provider and those provided by the H&S officer to ensure all the Parish requirements were addressed and duplication was avoided.

It was **AGREED** to delegate the decision to Finance and Governance and that the H&S officer would liaise as required

**Action:** OL/TS to ask provider for personalised work plan detailing annual services provided to CPC. TS to review and draft CPC work and compliance plan to go alongside provider's services, including annual schedule of documentation and compliance checks for F&G (March)

#### **FC201/24 - HR PROVIDER**

The Council received an update from the Vice Chair of Personnel Cllr Hodds which included the recommendation that Haypex be engaged as HR provider on a three year contract for £3,000 per annum.

A representative of Haypex was present and addressed queries from Councillors. It was confirmed that the three year contract was not binding and could be exited with two months notice from either side at any time. The representative from Haypex confirmed the company had experience with public bodies including Newham Council. It was proposed the first step would be a review of the Council's current documents and practices.

It was **AGREED** that Haypex would be engaged at a basic fee of £3,000 per annum for a three year period from 1st March 2025 to provide HR services and all relevant documentation and reviews.

**Action:** Haypex contract to be signed on behalf on Council on the above basis

#### **FC202/24 - MATTERS TO BE BROUGHT FORWARD OR FOR DISCUSSION WITH NO DECISION**

The Council will receive an update from F&G in regard to the H&S advisor and the position of the fire door contract

The Council will receive an update regarding kitchen works at Victory Hall

### **FC203/24 - EXCLUSION OF THE PUBLIC AND THE PRESS**

Councillors **CONSIDERED AGREED** the following motion to be proposed by the Chair:

“That the public and the press be excluded from the meeting, the Council believing that publicity would be prejudicial to the public interest by reason of the confidential nature of the business about to be discussed.”

### **FC204/24 - STAFFING MATTERS**

Members were asked to consider the proposed terms of employment and salary for a proposed role. Concerns were raised regarding existing staff capacity. It was **NOTED** that no formal offer had been made by the Council and **AGREED** the recruitment would be put on hold and the item deferred to 20th March pending further advice from the HR provider

#### **Action:**

Chair of Personnel to advise relevant officers that proposed recruitment is on hold

Chair of Personnel to advise HR provide that process was on hold and to prepare brief for HR advisor to consider and advise

Item to be on agenda of Full Council on 20 March

Members received an update from the Vice Chair of Personnel regarding the ongoing recruitment process of the cleaner/caretaker. Council were advised a significant number of applications were received and the a close date would need to be set by staff. It was **AGREED** that shortlisting would be carried out using a scoring sheet in relation to the person specification by Cllr Hodds and the Admin Officer and senior staff (the RFO) would set interview dates.

#### **Action:**

Admin to collate and anonymise application forms received, Cllr Hodds to shortlist assisted by Admin Officer. RFO to set interview dates. Recruitment process to be as per recruitment policy. In the absence of a Clerk, interview panel and other matters to be agreed by committee.

Members were advised regarding the need for further arrangements regarding the provision of access to Victory Hall for users. It was **AGREED** the matter would be referred to the HR provider for advice and further a third party service provider would be considered

#### **Action:**

Haypex to consider and advise

Staff to continue seeking costing from third party provider

The matter of up to date contracts was raised and the Councillors **AGREED** the matter should be referred to Haypex

#### **Action:**

Haypex to ensure all staff have signed up to date employment contracts and receipt of the Employment Handbook and H&S Handbook by each is documented. Haypex to review and agree up to date job descriptions with all staff

**FC205/24 - DATE OF THE NEXT MEETING**

Thursday 20<sup>th</sup> March 2025 @ 7.30pm

[REDACTED]@eppingforestdc.gov.uk>

**Sent:** 14 March 2025 5:00 PM

**To:** Olga Linkeviciene [REDACTED]

**Cc:** Cllr.K Rizvi [REDACTED]

**Subject:** RE: Chigwell Parish Council - Proposal for the UK shared prosperity Fund

Dear Olga

Thank you for Chigwell Parish Councils proposal for UK Shared Prosperity Funding.

I am writing to inform you that following a meeting with the relevant Portfolio Holders and District Councillors that in principle they are happy with the proposal.

However on review councillors have asked if the proposal could be amended slightly. Councillors have asked if the parish council could consider allocating funding to refurbishing the kitchen in Victory Hall rather than the kitchen in the Community Hub.

Could the parish council submit an amended proposal by the 28<sup>th</sup> March for further consideration by the Portfolio Holders and District Councillors.

Thank you again for your time in developing this proposal we look forward to receiving an amended proposal in due course.

Regards

Fabrizio Luca Ferrari

[REDACTED]

**Please consider the environment before printing this e-mail**

Epping Forest District Council, 323 High Street, Epping, Essex, CM16 4BZ

# **PROPOSAL FOR THE UNITED KINGDOM SHARED PROSPERITY FUND**

We have looked at the investment priorities for Community and place, we feel that we achieve these on the immense variety of long-term community engagement activities we provide. Also, having aligned local business partners (such as Morrisons, Tesco's, Sainsburys, Epping Forest Foodbank, Olio and KFC), with our goals and priorities, this helping us to organise and support our broader vision going forward.

By using local businesses, it supports our community and encourages sustainability by reducing our carbon emissions and footprint, as well as supporting EFDC shop local campaign

Using local people for our projects helps build on our much-needed community spirit, inspiring our young people to hone in on variable skills they may have, giving them the encouragement to look at furthering their education into apprenticeships and following in the footsteps of their friends and neighbours, working on our hub.

Therefore, we support the kick start in economic growth by employing local trades people, shopping in our local area and encouraging our business partners to engage with our residents, whilst supporting our ethos of helping one another.

By using a 'Green' energy supplier and looking to change all lighting to LED throughout our Community Hub, we believe that we can help to make Britain a cleaner energy superpower.

We are helping to take back our streets by encouraging youths to join in activities, such as snooker & darts to keep them off the streets.

Along with inspiring people to join in with our Men's well-being and mental health evenings. Our warm places and social spaces help to develop essential communication skills lost during covid, whilst encouraging both our younger and older residents to join in with our weekly events, this keeping our minds, body and soul active. It's reassuring to know that we can reach all areas of our community with this inclusion of Open Road, Affordable counselling Epping Forest, our Food pantry, My weight matters, The Dementia Café, The bereavement café, our community Tea room, Knit and Natter, The Multiplier Scheme & CAB

The arrangements we make to incorporate the wider community, help to break down barriers to those that find it hard to engage and interact with others, or just find it difficult sometimes and need a helping friendly hand.

Having a fully DDA compliant kitchen would aid in the need of basic cooking skills, allowing our more needy residents to learn about nutritious, healthy foods made on a budget, from food that can be obtained from our community pantry. Thus, in return would benefit the NHS by a healthier, fitter community. We have learnt by speaking to our pantry users and My weight matters clientele that the biggest problem is knowing how to cook homemade meals that give all the nutrients, vitamins and minerals needed, rather than opt for the ready meals so easily available.

The Chigwell Parish Community Hub has a small office that can be used for one-to-one sessions, as well as being able to remove a small stage area to incorporate another room/office that can be used for a community nurse or as a consulting room.

On the days that the hub isn't used for activities, the main lounge area can be used for NHS weekly surgeries for blood pressure checks,



social prescribing, the Diabetic nurse etc. with the use of privacy screens to divide the area. This would help with the much-needed GP/Nurse requirements of the whole of Chigwell Parish and the lack of a GP surgery in the area.

We are looking for £60,400.00 capital funding, with a top up of 25% from Chigwell Parish Council of £15,100.00, to help refurbish the Chigwell Parish Community Hub by installing as mentioned earlier a new DDA compliant kitchen area, with storage for the community pantry. New toilets to include a fully DDA compliant toilet area, with a baby changing area. New DDA compliant office/room for consulting/community Nurse or private discussions. Lockable pantry.

Money towards a DDA compliant ramp to allow access to the building for all our residents.

The rear fire exit ramp needed is a compliance issue and will be installed by Chigwell Parish Council by separate funding (EMR).

We believe that our proposal meets all the criteria and improves health inequality in our area and encourages the community engagement necessary by the progressive use of our community hub, welcoming all our residents and proactively working towards their individual needs.

In return for the funding, we would welcome and commit to allowing the use of the community hub to EFDC community champions for the food pantry and the wide range of activities set out, along with the use by our NHS partners, to serve our residents and make Chigwell a better, safer, healthier place to live.

Please see below an outlined costed proposal for the required works on Chigwell Parish Community Hub, including the range of local partners that would be involved in the development.

Thank you for your time and we look forward to hopefully work with you in the near future.

## **Social Value of Community Hub Activities**

### **Chigwell Community Pantry**

The Chigwell Community Pantry is more than just a food resource - it's a supportive, dignity-driven initiative that helps families access affordable essentials while fostering independence and community connections. With an average of 25 families per week- a number steadily rising since closer collaboration with local schools - the Pantry plays a key role in preventing hunger, reducing financial strain, and offering an alternative to food banks.

For a £5 donation, members can choose up to 20 items, including food, household essentials, baby products, and pet supplies, saving an average of £20 per visit. This crucial support helps families stretch their budgets further, maintain stability, and avoid crisis food parcels.

But the Pantry offers more than just cost savings. It empowers individuals by restoring dignity, strengthening economic independence, and promoting healthier, more varied diets. The welcoming, community-focused environment fosters a sense of belonging and connection, while other support services available at the Hub help address additional challenges, ensuring families receive the guidance they need to get back on their feet long-term.

### **My Weight Matters**

Every Tuesday, the free My Weight Matters drop-in clinic provides a supportive space for individuals looking to manage their weight in a safe, steady, and sustainable way. With an average of 10-15 attendees per week, this programme follows NHS guidance, focusing on healthy eating, portion control, and staying active rather than quick-fix diets.

These evidence-based sessions offer practical advice on nutrition and physical activity while encouraging long-term healthy habits. Attendees can drop in at any

time during the session to track their progress, receive personalised support, and stay motivated. Referrals are received from GP's and healthcare professionals, ensuring accessible and expert-backed guidance for all.

### Tea Rooms

The Tuesday Tea Rooms is a free weekly gathering that brings together an average of 20-25 attendees in a warm, welcoming space. Run by dedicated volunteers, it serves as a vital social hub where individuals of all ages can connect, share conversations, and foster a sense of belonging within the community.

For a small fee, guests can enjoy tea, coffee, and a delightful selection of homemade cakes, creating a relaxed and friendly atmosphere. More than just a café, the Tea Room plays a key role in reducing social isolation, strengthening community ties, and offering a space where people can come together, unwind, and feel at home.

### Affordable Counselling Epping Forest

The Affordable Counselling service in Epping Forest offers one-to-one, face-to-face support in a safe, confidential environment, helping individuals navigate life's challenges with greater clarity and confidence. With an average of six clients per week, these sessions provide a supportive space to explore personal issues and develop strategies for positive change.

Counselling is available for a small fee starting from £5 per session, making professional support accessible to those who need it. Up to eight weekly sessions, each lasting 50 minutes, are offered, with the first session serving as an assessment to establish a tailored approach between client and counsellor.

All counsellors hold at least a diploma-level qualification and have extensive experience. They are members of the British Association of Counselling and Psychotherapy (BACP), adhering to its Ethical Framework and Professional Conduct Procedure. This ensures that every client receives high-quality, professional, and ethical support on their journey toward well-being.

### Warm Places/Social Spaces

Every Thursday, the Chigwell Parish Community Hub opens its doors as a designated Warm Place, welcoming an average of 35-45 attendees each week. These free sessions provide a supportive, respectful, and comfortable environment where people can connect with others in the community.

During the colder months, the focus is on offering warmth and companionship, while in warmer months, the sessions are known as Social Spaces, continuing to

foster community interaction. Attendees can simply enjoy socialising or take part in a variety of activities, such as quizzes, bingo, and puzzles. A free lunch is also provided, with offerings like homemade soup, jacket potatoes, and pizza, ensuring a nourishing and enjoyable experience for all.

### Power Up – Digital Support Sessions

Every other Thursday, the Power Up digital support walk-in surgery provides free one-to-one assistance to help individuals and families overcome barriers to digital inclusion. Whether it's accessing essential online services or building confidence with technology, these sessions offer tailored support in a welcoming environment.

Participants can receive help with a range of digital skills, including employment support, completing online forms, managing health appointments, using email and video communication, online banking, and social networking. By equipping people with the necessary digital tools and knowledge, Power Up empowers individuals to navigate the online world with confidence and independence.

### Bereavement Café – Second Friday of the Month

The Bereavement Café offers a safe, comforting space for those navigating the complexities of grief and loss. Held on the second Friday of each month, this free drop-in session welcomes an average of seven attendees, providing an opportunity to connect with others who understand.

There is no obligation to talk - attendees are welcome to simply share a cup of tea, coffee, and cake in the company of others. Trained staff from Voluntary Action Epping Forest are on hand to provide a warm welcome and ensure everyone feels at ease. We receive 12+ attendees

Whether a loss is recent or occurred years ago, everyone is welcome, regardless of the circumstances. The café serves as a compassionate support network, where shared experiences, a listening ear, and a sense of community offer comfort and reassurance that no one has to face grief alone.

### Memory Café – Last Friday of the Month

Held on the last Friday of each month, the Memory Café is a free, warm and welcoming gathering designed for individuals living with dementia and their caregivers. With an average of 19-23 attendees per session, this supportive space encourages social interaction, reminiscence, and meaningful connections.

Supported by Home Instead and dedicated volunteers with lived experience, the café offers a range of engaging activities such as music, quizzes, games, and

painting. These activities are carefully chosen to stimulate memory recall, spark conversation, and foster a sense of belonging in a relaxed and friendly setting.

More than just a social event, the Memory Café provides comfort, companionship, and a safe space for those affected by memory loss, ensuring they feel valued, understood, and connected to their community.

### Other Services and Support Available at the Hub

The Chigwell Parish Community Hub owes its growth and success to the tireless efforts of its dedicated supporters and volunteers, who continuously work to collaborate with a variety of organisations. These volunteers are committed to expanding the support and services available to the Chigwell community, ensuring that individuals have access to a wide range of resources to address their needs and improve their health and wellbeing.

Currently, the Hub offers access to the following services:

- Open Road – Support for those affected by substance misuse and addiction.
- Phoenix Futures – Helping individuals overcome barriers and lead fulfilling lives in recovery.
- Active Essex – Promoting physical activity and healthy lifestyles in the community.
- Essex Wellbeing Service & Terence Higgins Trust – Offering mental health and wellbeing support to our residents.

Multiply courses – Government funded learning courses, designed at improving mathematical skills.

Men's well-being mental health evening – This is a recently added activity that has welcomed 10+ men each week.

Youth Snooker – This is a progressing activity that encourages youths off the street and into

Heathy eating cooking lessons – Basic lessons using soup maker and electric cooking pan, these will progress further once a kitchen is in situ.

Voluntary Action – Supporting residents and the elderly in day to day life

Citizens Advice Bureau – Helping residents to be signposted and supported in their time of need

We can – Support around bereavement and mental health

Free School Uniforms – Tesco's donated a huge amount of new school uniforms and so far we have helped 121 children who were in need of school uniform.

The Hub is continuously expanding its services to better serve the community of Chigwell and ensure that everyone has the support they need to lead healthier, happier, and more fulfilling

## **COSTED PROPOSAL**

New Kitchen – Removal and install a new kitchen

£47000 + VAT

Electrics for Kitchen & Toilet

£5500 + VAT

Toilets DDA Compliant

£10150 + VAT

Shutter for Pantry

£1600 + VAT

Contingency Fund

£6800

Ramp at front

£4000

Schedule of works will be available on agreement of  
Proposal

References & Endorsements from partners : VAF, We can & Residents  
available upon request

# Proposal APPENDIX 2 Chubb

Ref: QUO-39330-F4H9S1 Date: 04/02/2025 www.chubb.co.uk

POWERED BY API GROUP

## Site Details

**Olga Linkeviciene**  
Chigwell Parish Council  
Offices  
Hainault Road  
CHIGWELL  
IG7 6QZ

## Invoice Details

**Olga Linkeviciene**  
CHIGWELL PARISH  
COUNCIL  
HAINAULT ROAD  
CHIGWELL  
ESSEX  
IG7 6QZ

## Chubb Contact

Thank you for requesting a proposal from Chubb Fire & Security. Should you wish to proceed please check the details above are correct then click the link on the email to confirm the purchase and proceed to payment. You will receive a confirmation email, and we will be in touch to schedule your delivery / service.

**I would like to propose the products and services listed below:**

Description	Annual Price
Fire Doors Premier	£1,260.00

*All prices exclusive of VAT at current rates*

*This proposal is subject to a credit check and an international trade compliance check by us and is valid for 30 days from the date above. The agreement between us will be subject to the Chubb Standard Terms and Conditions which, should you choose to proceed, you may review at [Chubbprotect.com](https://www.chubbprotect.com). Chubb's registered company number is 524469 and our registered address is Chubb House, Shadsworth Road, Blackburn, Lancashire, BB1 2PR.*



Chubb is a leading UK provider of fire safety and security solutions for businesses and organizations. For over 200 years, we have aimed to make the world safer by offering essential systems, equipment, and services. With increasing demands on businesses, Chubb is a partner you can trust.

## Benefits of partnering with Chubb:

- 24/7 nationwide branch network
- Full range of fire and security products and services
- Reliable service and maintenance
- Easy online account management
- Trusted partner



## Making the world a safer place

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Remote Monitoring • Service & Maintenance • Compliance & Training

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## Our Services

Our services are designed to meet your unique needs with exceptional quality and reliability, offering comprehensive solutions that enhance your daily life and business operations.

### Fire Safety

- Audit and System Design
- Fire Risk Assessment
- Fire Detection Systems
- Emergency Lighting and Voice alarms
- Fire Extinguisher systems
- 24/7 Fire Alarm Monitoring
- Fire Extinguishers
- Hose Reel
- Service and Maintenance

### Monitoring

- Monitoring and response services 24/7, 365 days a year
- Intruder and Fire alarm Monitoring
- CCTV RVR / ANPR Monitoring
- Panic Button Monitoring
- Innovative monitoring solutions such as concierge services, remote video tours and driver minder
- Lone Worker Solutions

### Security

- Audit and System Design
- Intruder Systems
- Access Control Systems
- CCTV
- Integrated and Multi-Site Systems
- Monitoring Services
- Service and Maintenance

### Service

- One provider – one point of contact
- 24/7 UK Call Centres
- Seamless rapid response to minimise disruption
- High quality engineer workforce
- Inhouse customer training support

## Full National Presence

When you work with Chubb, you can trust that you are partnering with a reputable national provider of comprehensive in-house fire and security solutions.

Chubb has 12 offices across the UK, 1 monitoring centre and 4 logistic and operations hubs.

## Engineer Excellence

Industry renowned talent audited to the highest of British Standards.



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# Proposal

Ref: QUO-39330-F4H9S1    Date: 04/02/2025    [www.chubb.co.uk](http://www.chubb.co.uk)

# Chubb

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## ChubbmySite Customer Portal



### Effortless Management of Your Account Services

Our dedicated Customer Portal, ChubbmySite provides a seamless way to manage your services and account with us. Designed with your needs in mind, the portal ensures you can access and control your account anytime and from anywhere, enhancing your experience with us.

## Key Features of the Chubb Customer Portal

- **Comprehensive Management:** Easily view and manage all your sites and contracts through a single interface.
- **Invoice Handling:** View, download, and pay your invoices or set up Direct Debit with just a few clicks.
- **Detailed Access:** Get full access to your contracts and service history, including all service visit details.
- **Work Order Tracking:** Keep a tab on your work orders with options to download and review.
- **Keyholder Information:** Update and manage keyholder details as needed to ensure security.
- **Fire Alarm System Testing:** Conveniently test your alarm systems directly from the portal.
- **Instant Support:** Contact us or our dedicated portal Helpdesk whenever you need assistance.

## Why Use Our Customer Portal?

- **24/7 Accessibility:** Gain control over your services at your fingertips, anytime you need.
- **Time Efficiency:** Avoid the hassle of calls and emails; manage everything online quickly and effectively.
- **User-Friendly Interface:** Our portal is designed for ease of use, making navigation simple even for first-time users.
- **Uncompromised Security:** We prioritise the safety of your information with the latest security measures.



## Making the world a safer place

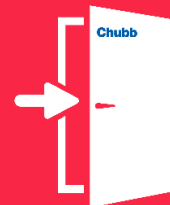
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# Chubb

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# Fire Door Inspections

Ref: QUO-39330-F4H9S1 Date: 04/02/2025 www.chubb.co.uk



## Importance of a Fire Door Inspection

Fire safety law requires the person responsible for a building to take steps to ensure the risk of fire is reduced, while providing escape routes to allow the safe evacuation of people in the event of a fire. A major aspect of fire safety and the reduction of risk is the assessment of fire doors.

We provide two fire door inspection 'contract options' which can be taken as a one-off or scheduled on a recurring basis: 12 point Essential or 17-point Premier outlined below.

Which assessment is suitable	Premier	Essential
For HMO's (Housing of Multiple Occupancy)	Green	Red
For building which are not HMO's	Green	Green
Which fire doors will be assessed?	Premier	Essential
The doors you ask Chubb to check, or as agreed in advance	Green	Green
What Chubb's Fire Door Assessments give you	Premier	Essential
1. Indicated fire door's rating 2. Condition of the door 3. Condition and type of glazing 4. Conformity of floor gaps 5. Conformity of side gaps 6. Function and condition of hardware 7. Condition of door frame and side panels 8. Condition of intumescent seals 9. Condition of smoke seals 10. Condition and conformity of hinges 11. Function and condition of manual door-closers 12. Suitability of signage	Green	Green
13. Which doorways have (or should have) Fire Door status 14. Door installation certification 15. Fire rating of side/transom glazing/panels 16. Need for a door to have a vision panel 17. Your checks that fire door hold-open devices correctly release upon activation of the fire alarm	Green	Red
What will the Report Show?	Premier	Essential
Summary number of passes and fails	Green	Green
Each door listed with unique ID : Location : Pass or Fail with reason/s	Green	Green
Detailed report on failures with additional expert advisory information where appropriate	Green	Red
Photograph of each door and non-conformances	Green	Red

Service Plan	Building	Part Number	Qty.	Visits per Year	Price Per Door	Min. Visit Charge	Annual Price	Min. Term
Fire Doors Premier	Head Office	201FKFC83/90359	9	1	£26.50	£420.00	£420.00	2 Years
Fire Doors Premier	Victory Hall	201FKFC83/90359	6	1	£26.50	£420.00	£420.00	2 Years
Fire Doors Premier	Community Hall	201FKFC83/90359	2	1	£26.50	£420.00	£420.00	2 Years

All prices exclusive of VAT at current rates



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# Special Conditions

Ref: QUO-39330-F4H9S1 Date: 04/02/2025 [www.chubb.co.uk](http://www.chubb.co.uk)

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## Review our Terms and Conditions

You can review our terms and conditions at:

<https://campaigns.chubb.co.uk/chubb-protect-terms>

This offer is valid for 30 days, and is subject to the Special Conditions outlined, and commercial credit approval.

This proposal is subject to a credit check and an international trade compliance check by us and is valid for 28 days from the date of this proposal. The agreement between us will be subject to the Chubb standard terms and conditions which, should you choose to proceed, you may review at <https://campaigns.chubb.co.uk/chubb-protect-terms>

Due to high increases in inflation and constraints on our supply chain and operations, this quotation is subject to and shall be accepted on the basis of the following Special Conditions and notwithstanding any other term or condition of the contract that is agreed between us, you agree that your acceptance of this quotation means that these Special Conditions shall be included in any contract between us.

- All quoted delivery, installation and completion times are estimates only and cannot be guaranteed.
- All prices shall be subject to variations. We will use reasonable endeavours to inform you of any price changes during the validity of this quotation and will otherwise confirm the final pricing for acceptance immediately prior to order placement. Please note that in addition the price may be varied by us on a fair and reasonable basis during the duration of our contract if, after we have taken all reasonable steps to mitigate any additional costs and expenses, we should suffer any adverse impact during the term of a contract.
- We may need to substitute products as a result of product unavailability, and any substitutions will be advised to you as soon as practicable.
- Should the duration of any contract extend beyond 12 months from the date of the contract, we may adjust our price on the anniversary of each year to reflect increases or decreases in the costs of the material or labour rates indicated by the percentage increase or decrease in the Consumer Price Index during the previous Year. We shall give you not less than one month's prior notice in writing of proposed changes.



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# Appendix - Fire Doors

Ref: QUO-39330-F4H9S1 Date: 04/02/2025 www.chubb.co.uk

Question	Answer
<b>Premier</b>	
1. Building Name	1. <b>Community Hall</b>
2. Service Type	2. <b>Premier</b>
3. Number of Doors	3. <b>2</b>
4. Premises Type	4. <b>Office</b>
5. Number of Visits	5. <b>1</b>
6. Frequency of Visits	6. <b>2 Years (annually, min 2 visits)</b>
7. Contract Length	7. <b>2 Years</b>
8. Inspection Start Date	8. <b>25/02/2025</b>
1. Building Name	1. <b>Head Office</b>
2. Service Type	2. <b>Premier</b>
3. Number of Doors	3. <b>9</b>
4. Premises Type	4. <b>Office</b>
5. Number of Visits	5. <b>1</b>
6. Frequency of Visits	6. <b>2 Years (annually, min 2 visits)</b>
7. Contract Length	7. <b>2 Years</b>
8. Inspection Start Date	8. <b>25/02/2025</b>
1. Building Name	1. <b>Victory Hall</b>
2. Service Type	2. <b>Premier</b>
3. Number of Doors	3. <b>6</b>
4. Premises Type	4. <b>Office</b>
5. Number of Visits	5. <b>1</b>
6. Frequency of Visits	6. <b>2 Years (annually, min 2 visits)</b>
7. Contract Length	7. <b>2 Years</b>
8. Inspection Start Date	8. <b>25/02/2025</b>



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# CONSULTANCY AGREEMENT

**THIS CONSULTANCY AGREEMENT (the “Agreement”) is dated this 20<sup>th</sup> day of February 2025.**

**CLIENT**

Chigwell Parish Council  
Hainault Road  
Chigwell  
Essex  
IG7 6QZ

(The “Client”)

**CONSULTANT**

Hayley Moore  
Haypex HR Ltd  
Freeman House  
Langston Road  
Loughton, IG10 3TQ

(The “Consultant”)

**BACKGROUND**

- A. The Client is of the opinion that the Consultant has the necessary qualifications, experience and abilities to provide consulting services to the Client.
- B. The Consultant is agreeable to providing such consulting services to the Client on the terms and conditions set out in this Agreement.

**IN CONSIDERATION OF** the matters described above and of the mutual benefits and obligations set forth in this Agreement, the receipt and sufficiency of which consideration is hereby acknowledged, the Client and Consultant (individually the “Party” and collectively the “Parties” to this Agreement) agree as follows:

**SERVICES PROVIDED**

1. The Client hereby agrees to engage the Consultant to provide the Client with the following services (the “Services”):
  - Outsourced HR consultancy services.
2. The Services will also include any other consulting tasks which the Parties may agree on. The Consultant hereby agrees to provide such Services to the Client.

**TERM OF AGREEMENT**

3. The term of this Agreement (the “Term”) will begin on **1<sup>st</sup> March 2025** and will remain in full force and effect until the completion of the Services, subject to earlier termination as provided in this Agreement. The term may be extended with the written consent of the Parties.

**TERMINATION**

4. This Agreement shall be for an initial period of 12 month(s) from the commencement date of 1<sup>st</sup> March 2025. Upon the expiration of the original term or any renewal term, this Agreement shall be automatically renewed for a period of 12 months, unless three months prior to the original term or renewal date, either party gives the other party written notice of its intent not to continue with this Agreement.

5. Either Party may terminate this contract by written notice to the other at any time if that other Party:
  - (a) Commits a breach of this contract and, in the case of a breach capable of remedy, they fail to remedy the breach within 14 days of being required to do so in writing; or
  - (b) Becomes insolvent, or has a liquidator, receiver, manager or administrative receiver appointed.

## PERFORMANCE

6. The Parties agree to do everything necessary to ensure that the terms of this Agreement take effect.

## CURRENCY

7. Except as otherwise provided in this Agreement, all monetary amounts referred to in this Agreement are in GBP.

## PAYMENT

8. The Consultant will charge the Client for "Retained Services" at the rate of £540 plus VAT per month. Where the Client agrees that the Consultant will provide to the Client a minimum agreed period of 6 hours per month for consultancy services, for a period of months as agreed by the Consultant and Client. Any additional hours over the agreed amount will be charged at the rate of £90.00 plus VAT per hour. Any hours which have not been used by the Client in one particular month, will still be liable for billing by the Consultant to the Client, at the rate agreed between the two Parties.
9. The Consultant will charge the Client for any one-off project work with fixed price agreed in advance.
  - **Staff Handbook & Additional Policies - £899.00 plus VAT**
  - **Implementation of HR System - £799.00 plus VAT**
10. The Consultant will charge the Client for the Services at the day rate of £630.00 plus VAT per day where the Consultant is requested to attend, and does attend, the working premises of the Client. The agreed monthly retained hours can be used towards this.
11. The Client will be invoiced at the end of each month for the fixed amount of hours agreed on a monthly basis.
12. Invoices submitted by the Consultant to the Client are due within 7 days of receipt.
13. Payment is to be made direct into the Consultant's bank
14. The Consultant will be responsible for all income tax liabilities and National Insurance or similar contributions relating to the Payment and the Consultant will indemnify the Client in respect of any such payments required to be made by the Client.
15. The Consultant will be solely responsible for the payment of all remuneration and benefits due to the employees of the Consultant, including any National insurance, income tax and any other forms of taxation or social security costs.



#### REIMBURSEMENT OF EXPENSES

16. The Consultant will be reimbursed from time to time for reasonable and necessary expenses incurred by the Consultant in connection with providing the Services. Including, but not limited to, the reimbursement for fuel costs at 45p per mile or alternative transport arrangements as pre-approved with the Client.
17. All expenses must be pre-approved by the Client.

#### PENALTIES FOR LATE PAYMENT.

18. The Consultant reserves the right to add on late payment charges of 8.00% + Bank of England base rate per month on the amount outstanding and owed to the Consultant for unpaid invoices.
- (a) Additionally, the Consultant reserves the right to the recovery of any reasonable charges and expenses, from the Client, incurred to recoup late or non-Payment.

#### CONFIDENTIALITY

19. Confidential information (the "Confidential Information") refers to any data or information relating to the business of the Client which would reasonably be considered to be the proprietary of the Client, including, but not limited to, accounting records, business processes, and client records and that is not generally known in the industry of the Client and where the release of that Confidential Information could reasonably be expected to cause harm to the Client.
20. The Consultant agrees that they will not disclose, divulge, reveal, report or use, for any purpose, any Confidential Information which the Consultant has obtained, except as authorised by the Client or as required by law. The obligations of confidentiality will apply during the Term and will survive indefinitely upon termination of the Agreement.
21. All written and oral information and material disclosed or provided by the Client to the Consultant under this Agreement is Confidential Information regardless of whether it was provided before or after the date of this Agreement or how it was provided to the Consultant.

#### OWNERSHIP OF INTELLECTUAL PROPERTY

22. All intellectual property and related material, including any trade secrets, moral rights, goodwill, relevant registrations or applications for registration, and rights in any patent, copyright, trade mark, trade dress, industrial design and trade name (the "Intellectual Property") that is developed under this Agreement or produced under this Agreement, will be the sole property of the Client. The use of the Intellectual Property by the Client will not be restricted in any manner.
23. The Consultant may not use the Intellectual Property for any purpose other than that contracted for in this Agreement except with the written consent of the Client. The Consultant will be responsible for any and all damages resulting from the unauthorised use of Intellectual Property.

#### RETURN OF PROPERTY

24. Upon the expiry or termination of this Agreement, the Consultant will return to the Client any property, documentation, records, or Confidential Information which is the property of the Client.

#### **CAPACITY/INDEPENDENT CONTRACTOR**

25. In providing the Services under this Agreement it is expressly agreed that the Consultant is acting as an independent contractor and not as an employee. The Consultant and the Client acknowledge that this Agreement does not create a partnership or joint venture between them, and is exclusively a contract for service.

#### **RIGHT OF SUBSTITUTION**

26. Except as otherwise provided in this Agreement, the Consultant may, at the Consultant's absolute discretion, engage a third party sub-contractor to perform some or all of the obligations of the Consultant under this Agreement and the Client will not hire or engage any third parties to assist with the provision of the Services.

27. In the event that the Consultant hires a sub-contractor:

- (a) The Consultant will pay the sub-contractor for its services and the Compensation will remain payable by the Client to the Consultant.
- (b) For the purposes of the indemnification clause of this Agreement, the sub-contractor is an agent of the Consultant.

#### **AUTONOMY**

28. Except as otherwise provided in this Agreement, the Consultant will have full control over working time, methods, and decision making in relation to the provision of the Services in accordance with the Agreement. The Consultant will work autonomously and not at the direction of the Client. However, the Consultant will be responsive to the reasonable needs and concerns of the Client.

#### **EQUIPMENT**

29. Except as otherwise provided in this Agreement, the Consultant will provide at the Consultant's own expense, any and all equipment. Software, materials and any other supplies necessary to deliver the Services in accordance with the Agreement.

#### **NO EXCLUSIVITY**

30. The Parties acknowledge that this Agreement is non-exclusive and that either Party will be free, during and after the Term, to engage or contract with third parties for the provision of services similar to the Services.

#### **NOTICE**

31. All notices, requests, demands or other communications required or permitted by the terms of this Agreement will be given in writing and delivered to the Parties at the following addresses:
- a. Chigwell Parish Council, Hainault Road, Chigwell, Essex, IG7 6QZ.
  - b. Hayley Moore, Haypex HR Ltd, Freeman House, Langston Road, Loughton, IG10 3TQ.

Or to such other address as either Party may from time to time notify the other.

#### INDEMNIFICATION

32. Except to the extent paid in settlement from any applicable insurance policies, and to the extent permitted by applicable law, each Party agrees to indemnify and hold harmless the other Party, and its respective directors, shareholders, affiliates, officers, agents, employees, and permitted successors and assigns against any and all claims, losses, damages, liabilities, penalties, punitive damages, expenses, reasonable legal fees and costs of any kind or amount whatsoever, which result from or arise out of any act or omission of the indemnifying party, its respective directors, shareholders, affiliates, officers, agents, employees, and permitted successors and assigns that occur in connection with this Agreement. This indemnification will survive the termination of this Agreement.

#### DISPUTE RESOLUTION

33. If any dispute arises in connection with this Agreement, a director (or other senior representative of the Parties with authority to settle the dispute) will, within 14 working days of a written request from one party to the other, meet in a good faith effort to resolve the dispute.
- (a) if the dispute is not wholly resolved at that meeting, the Parties agree to enter into mediation in good faith to settle such a dispute. Unless otherwise agreed between the Parties within 14 working days of notice of the dispute, the mediator will be nominated by the Consultant. To initiate the mediation a Party must give notice in writing ("ADR Notice") to the other Party to the dispute, referring the dispute to mediation. Unless otherwise agreed, the mediation will start not later than 28 working days after the date of the ADR Notice.
- (b) The commencement of mediation will not prevent the Parties commencing or continuing court proceedings/arbitration.

#### MODIFICATION OF THIS AGREEMENT

34. Any amendment or modification of this Agreement or additional obligation assumed by either Party in connection with this Agreement will only be binding if evidenced in writing signed by each Party or an authorised representative of each Party.

#### TIME OF THE ESSENCE

35. Time is of the essence in this Agreement. No extension or variation of this Agreement will operate as a waiver of this provision.

#### ASSIGNMENT

36. The Consultant will not voluntarily, or by operation of law, assign or otherwise transfer its obligations under this Agreement without the prior written consent of the Client.

#### ENTIRE AGREEMENT

37. It is agreed that there is no representation, warranty, collateral agreement or condition affecting this Agreement except as expressly provided in this Agreement.



#### **TITLES/HEADINGS**

38. Headings are inserted for the convenience of the Parties only and are not to be considered when interpreting this Agreement.

#### **GENDER**

39. Words in the singular mean and include the plural and vice versa. Words in the masculine mean and include the feminine and vice versa.

#### **GOVERNING LAW**

40. This Agreement will be governed by and construed in accordance with the laws of England and Wales.

#### **SEVERABILITY**

41. In the event that any of the provisions of this Agreement are held to be invalid or unenforceable in whole or in part, all other provisions will nevertheless continue to be valid and enforceable with the invalid or unenforceable parts severed from the remainder of this Agreement.

#### **WAIVER**

42. The waiver by either Party of a breach, delay or omission of any of the provisions of this Agreement by the other Party will not be construed as a waiver of any subsequent breach of the same or other provisions.

**IN WITNESS WHEREOF** the Parties have duly affixed their signatures under hand on this 20<sup>TH</sup> day of February 2025.

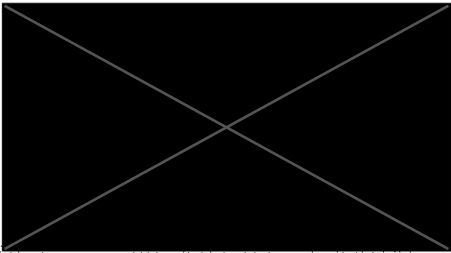




Certificate Of Completion

Envelope Id: 0C437E2B-24C8-4377-A7DE-55E684A46378  
Subject: Haypex HR Ltd - Consultancy Agreement  
Source Envelope:  
Document Pages: 7  
Certificate Pages: 3  
AutoNav: Enabled  
EnvelopeId Stamping: Enabled  
Time Zone: (UTC-08:00) Pacific Time (US & Canada)

Status: Completed



Record Tracking

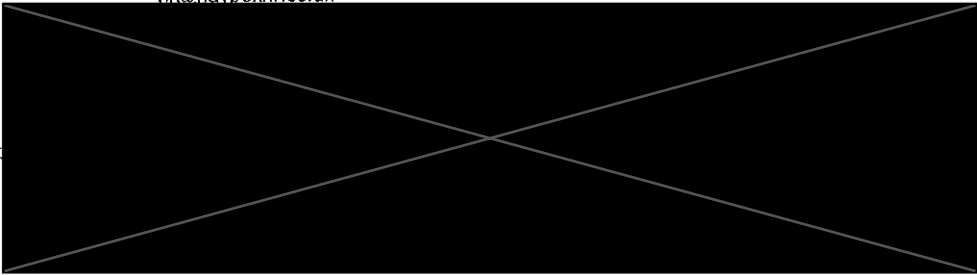
Status: Original  
2/20/2025 7:50:18 AM

Holder: Hayley Moore  
hr@haypexhr.co.uk

Location: DocuSign

Signer Events

Lisa Morgan  
cllrlmorgan@chigwellparishcouncil.gov.uk  
Security Level: Email, Account Authentication  
(None)



Electronic Record and Signature Disclosure:  
Accepted: 2/23/2025 10:58:55 AM  
ID: e9e93270-a657-4930-884a-80f1aa77c469

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	2/20/2025 7:53:23 AM
Certified Delivered	Security Checked	2/23/2025 10:58:55 AM
Signing Complete	Security Checked	2/23/2025 11:08:15 AM
Completed	Security Checked	2/23/2025 11:08:15 AM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

## **ELECTRONIC RECORD AND SIGNATURE DISCLOSURE**

From time to time, Hayley Moore (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

### **Getting paper copies**

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

### **Withdrawing your consent**

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

### **Consequences of changing your mind**


If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

### **All notices and disclosures will be sent to you electronically**


Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

### **How to contact Hayley Moore:**

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages 

### **To advise Hayley Moore of your new email address**

To let us know of a change in your email address, you should send notices and disclosures electronically to you, you must send an email message to us  and in the body of such request you must state: your previous

email address, your new email address. We do not require any other information from you to change your email address. If you created a DocuSign account, you may update it with your new email address through your account preferences.

#### **To request paper copies from Hayley Moore**

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to [REDACTED] and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

#### **To withdraw your consent with Hayley Moore**

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to [REDACTED] in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process.

#### **Required hardware and software**

The minimum system requirements are found here [REDACTED]

#### **Acknowledging your access and consent to receive and sign documents electronically**

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify [REDACTED] as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are provided or made available to you [REDACTED] during the course of your relationship with [REDACTED]