

Officer Report to Finance and Governance Committee

Subject: EFDC invoice for November by election and required virement

Meeting date: 13 January 2026

Purpose of report

This report is to advise Members that the invoice has now been received from Epping Forest District Council for the by election held in November, at which Cllr Erika Skingsley was elected, and to explain the budget implications and the need for a virement to meet the cost within the current financial year.

Background and context

A by election was held in November following the vacancy. Epping Forest District Council has now submitted its invoice for the administration of the by election in the sum of £7,048.80.

The Council previously allocated £5,000 within the budget for an election, however this has been exceeded and there is not enough remaining provision to meet the full cost from that allocation.

The Council also decided not to ask Epping Forest District Council to print poll cards, as EFDC advised that this would have added at least a further £10,000 to the overall cost. This decision therefore avoided a significant additional expenditure.

Financial implications and proposed virement

The invoice total is £7,048.80. As the cost exceeds the £5,000 previously allocated, and there is not sufficient budget provision to cover the balance, a virement is required. It is proposed that the funding is moved from the Christmas Lighting budget and the Play in the Park budget within this year's budget to meet the total cost. The Responsible Financial Officer will apply the split between the two budgets based on available underspend and any remaining commitments and will report the final movements within the next budget monitoring update.

Governance and transparency

It is appropriate to record for learning and public understanding that councillors could have co-opted another member at zero direct election cost where the statutory election request threshold is not met. Where residents call for an election and a valid request is received there are unavoidable costs to the Parish Council that must be met from its budget. Residents who were encouraged to call for an election should be aware of those financial consequences.

Recommendations

The Committee is asked to recommend to Council that it notes the receipt of EFDC's invoice for £7,048.80, approves payment in accordance with the Council's financial regulations, and approves a virement within the current year's budget from the Christmas Lighting and Play in the Park budgets to fund the expenditure.

Appendix

EFDC invoice for the November by election in the sum of £7,048 is attached.

Finance Officer
Civic Offices, High Street
EPPING, ESSEX CM16 4BZ
Telephone: **01992 564000**
Payment Line: **01992 564600**
Fax: **01992 564271**

Invoice Number

M0001500983

Please quote the above in all correspondence

VAT Registration No. 247 5013 74

INVOICE

email: debtors@eppingforestdc.gov.uk

Property address if different to correspondence address:

Chigwell Parish Council
C/O Clerk
Hainault Road
Chigwell
Essex
IG7 6QZ

Invoice Date: 08 Jan 2026

Account Ref: 00038870

Goods/Services

This replaces invoice M0001500879

To the Parish Clerk, Chigwell Parish Council

Fees and charges incurred by the Returning Officer
in connection with the Parish Council elections on
6 November 2026

<u>Amount</u>	<u>VAT %</u>	<u>Code</u>	<u>VAT</u>	<u>Total</u>
7048.80	0.00%	0	0.00	7048.80

Any query relating to this invoice should be referred to:

Rebecca Perrin
01992 564532

£7048.80	£0.00
Total Amount Due:	£7048.80

HOW TO PAY YOUR INVOICE

You will need your Invoice Number when making a payment: M0001500983

By Direct Debit

To request a Direct Debit instruction form, please call 01992 564467 at any time. If leaving a voicemail please include your name, address and invoice number (above).

By Internet

You may also make payment on-line at www.eppingforestdc.gov.uk using a debit or credit card. Click on Pay It or Pay a Bill if using a mobile, and choose Sundry Debtor Invoice and follow on screen instructions for making payments.

Most debit and credit cards are accepted but not American Express or Diners Club.

Pay by Telephone - 24 Hour Telephone Payments on 01992 564600

You may also use the 24 hour automated telephone payment service to make payments using debit or credit card. Please make sure you have the invoice number (above) and your card details available when telephoning the payment line.

Please follow the instructions for Sundry Debtor Invoices.

Most debit and credit cards are accepted but not American Express or Diners Club.

Personal Internet Banking

Quote your invoice number above as a reference. EFDC's bank account details are as follows: -

Sort code 60-07-39 Account Number 56340001