



MINUTES OF THE FINANCE & GOVERNANCE COMMITTEE

Date: Tuesday 9 December 2025

Time: 7.00pm

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

Members present:

Cllr Elliot Costa
Cllr Tosin Amuludun

Cllr Debby Rye
Cllr Faiza Rizvi

Acting Clerk:

Cllr Celina Jefcoate

FG075/25 - APOLOGIES FOR ABSENCE

Members **RECEIVED** and **AGREED** to accept apologies for absence from Cllr Erika Skingsley

FG076/25 - ANY OTHER ABSENCE

None

FG077/25 - DECLARATIONS OF INTEREST

None

FG078/25 - MINUTES

Members **CONSIDERED** the minutes of the previous meeting held 11 November 2025 for **APPROVAL** ([Appendix 1](#)) and **AGREED** they were an accurate record of what took place

FG079/25 - PUBLIC PARTICIPATION

None

FG080/25 - FINANCIAL TRANSACTIONS AND BANK RECONCILIATIONS

Members **REVIEWED** the Summary Report from the Financial Officer ([Appendix 2](#))

Members **REVIEWED and APPROVED** the proposed payments for December ([Appendix 3](#)) with an additional payment for mobile phone services for £163.00

Members **REVIEWED and APPROVED** the card payments for November and **APPROVE** if appropriate ([Appendix 4](#))

Members **REVIEWED and APPROVED** the bank reconciliation to 30 November and **APPROVE** if appropriate ([Appendix 5](#))

Members **REVIEWED and APPROVED** the report detailing salary, superannuation and tax payments for December 2025 due 11 December - ([Appendix 6](#))

Members **NOTED** the reported cemetery activities to 30 November ([Appendix 7](#))

FG081/25 - FINANCIAL REGULATION 5.15 EXPENDITURE

As per Financial Regulation 5.15, Individual purchases within an agreed budget for that type of expenditure may be authorised by the Clerk or RFO, under delegated authority, for any items below £1,000 excluding VAT. Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.

Members **NOTED** the expenditure of individual purchases within an agreed budget for that type of expenditure authorised by the Clerk or RFO for the period to 3 December 2025 ([Appendix 8](#))

FG082/25 - FINANCE OFFICER'S REPORT

Members **CONSIDERED** recommendations regarding the Fund Flow Analysis from the Financial Officer and **AGREED** to recommend to Full Council that they agree to opening the accounts as set out by the RFO's analysis to maximise interest earned on Parish operational and reserve funds.

The RFO advised members that the Internal Auditor is coming 10 December to carry out the interim audit

Members expressed their thanks to the RFO for all her efforts in drafting the detailed analysis of the flow of funds and proposal.

FG083/25 - BUDGET 2026/27

Members **CONSIDER** the officer report ([Appendix 9](#)) and budget and **AGREED** that the proposal should rain that the precept does not increase. It was noted that no amends or additions of proposals for 2026/27 projects had been proposed by either committees or Councillors

FG084/25 - AUDIT REPORT

Members **CONSIDERED** the Auditor's report and recommendations ([Appendix 10](#)) and **AGREED** the role of oversight for H&S for the Council as a whole was the responsibility of the incoming Clerk and staff resources would be adjusted in light of this. Cemetery staff will be asked to focus on key roles including producing policies, procedures and management. The Clerk will have overall responsibility for ensuring all officers enact the recommendations of the ICCM audit and for receiving monthly progress reports from the Cemetery Registrar.

FG085/25 - DAMAGE TO PARISH ASSETS DURING CONSTRUCTION

Members **CONSIDERED** the officer report ([Appendix 11](#)) and **NOTED** the damage to Parish CCTV assets and **AGREED** to recommend to Full Council that, once the site survey report and quotation have been received,

authority is delegated to officers to resolve, including a formal approach to the responsible developers and or their contractors to seek full reimbursement or direct rectification of the costs of restoring the system and making all associated power supplies safe.

FG086/25 - UPDATE FROM THE CLERK

Members **CONSIDERED** the officer report ([Appendix 12](#)) including a tabled item and **AGREED** that a matter raised regarding conduct would be considered upon the exclusion of the public and press.

FG087/25 - MATTERS TO BE BROUGHT FORWARD OR FOR DISCUSSION WITH NO DECISION

Budget matters
ICCM audit progress update
Investment and Reserves Policy - draft
Internal Control Policies

FG088/25 - DATE OF THE NEXT MEETING

Tuesday 13 January 2026

FG089/25 - EXCLUSION OF THE PUBLIC AND THE PRESS

In the event that the Agenda contains items where the public interest in maintaining confidentiality may outweigh the public interest in the item being made public, to **CONSIDER** 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.”

FG090/25 - INCIDENT LOG

To consider and receive updated reports from the Clerk into the following governance and financial incidents

- i) Safeguarding of Parish assets (Confidential Appendix 1)

Members **CONSIDERED** the consider the report and **AGREED** to recommend to Full Council that it:

NOTES the report of the Acting Clerk concerning the safeguarding of certain Council owned assets and related insurance proceeds and the need to protect public funds and property.

The Council authorises Council officers to assemble and retain all relevant evidence and, if necessary, to report the matter to the police and to any other appropriate authority in order to protect Council assets and public money.

The Council authorises the Acting Clerk to offer one urgent meeting to the trustees of the organisation concerned, in order to set out the legal position and give a final opportunity for voluntary compliance

before the matter is referred to the police, provided that this does not compromise or delay the protection of Council assets or funds.

The Council reaffirms that individual councillors have no authority to bind the Council or dispose of its assets outside formal, minuted decisions of full council and note that any assurances said to have been given by former councillors cannot create any legal entitlement in the absence of a council resolution or written agreement

iii) Compliance and safeguarding of Parish data and records (Confidential Appendix 2)

Members **CONSIDERED** a report and **AGREED** that officers and the HR advisor should proceed in accordance with relevant Council policies. Members further **AGREED** that any outstanding fees should be recovered. Members **AGREED** that controls and written processes for administration should be implemented including that any waiver or variation of Council approved fees is prohibited unless approved by resolution of the Finance & Governance Committee or by a written decision of the RFO and Clerk together with documented reasons presented to all members for information.

Members **NOTED** that any matters arising from narratives provided by Members are to be considered separately by the appropriate body or officer and that the report considered does not invite findings against any Member.

FG091/25 - DEFERRED TABLED CLERK'S REPORT

Members **CONSIDERED** a tabled item detailing the alleged conduct of councillors relating to public resources without lawful authority and in making and supporting false and misleading public statements about the Council.

Members **AGREED** the alleged conduct appeared it would fall significantly short of the standards expected of a councillor. Members **AGREED** it is not sufficient for other councillors to disagree privately with this type of behaviour. They should challenge it openly and support formal action where appropriate. Members of the committee **AGREED** to refer all the alleged breaches to the Monitoring Officer for independent assessment of the Councillors under the Code of Conduct.

The Finance & Governance Committee **AGREED** it should make clear to all councillors that statements which misrepresent the Council's decisions or which undermine officers without good cause will not be tolerated and do not represent the position of the Parish Council.

The F&G committee will ask all councillors to publicly affirm their commitment to the Nolan Principles, especially leadership and accept that this includes a responsibility to speak out against this type of behaviour.

The meeting closed at 8.55 pm