



## AGENDA

### MEETING OF THE FINANCE & GOVERNANCE COMMITTEE

To be convened: Tuesday 5 July 2022

Time: 7.30pm

Place of meeting: Chigwell Council Parish Offices, Hainault Road, Chigwell, IG7 6QZ

Members are hereby **SUMMONED** to attend the above meeting  
to transact the following business.

Members are respectfully reminded that each item of business should be carefully  
examined, with any pecuniary and non-pecuniary interests duly declared.

Members to be present:

Cllr Celina Jefcoate (Chair)

Cllr Rashni Chahal Holden

Cllr Faiza Rizvi

Cllr Syed Raza (Vice Chair)

Cllr Elliot Costa

**Members of the press and public are invited to attend this meeting. Photographing, recording, broadcasting or transmitting the proceedings may take place**

Acting Proper Officer

Cllr Naveed Akhtar

Date: 30 June 2022

## **FINANCE AND GOVERNANCE AGENDA**

### **1. APOLOGIES FOR ABSENCE**

### **2. DECLARATIONS OF INTEREST**

Members are asked to declare any Interest or Disclosable Pecuniary Interest which they may have in any of the items under consideration at this meeting. See notes at the end of the Agenda

### **3. MINUTES**

To confirm the minutes of the previous meeting held 7 June 2022 (Appendix 1)

### **4. PUBLIC PARTICIPATION**

To receive representations from any member of the public in attendance.

Order Note: Public Participation is conducted in accordance with Standing Orders to a maximum allotted time of fifteen minutes. Individual speakers are limited to three minutes under Order 3(g) or at the discretion of the presiding Chair. District and County Councillors may also make representations at this time

### **5. FINANCIAL TRANSACTIONS**

To receive reports detailing the Income for June 2022 - Appendix 2

To receive reports detailing the Expenditure for June 2022 – Appendix 3

To receive report of bank payments for approval for June 2022 – Appendix 4

To receive report detailing the salary, superannuation and tax payments for July 2022

### **6. FINANCIAL REVIEW – 2021/22**

To receive and consider the accounts and AGAR of 2021/22 and agree an appropriate course of action (Appendix 5).

### **7. HISTORIC INVOICE**

To receive a report from Cllr Costa on the status of a historic invoice from 2016 for alleged legal support from a third party and agree an appropriate course of action

### **8. FINANCIAL REVIEW**

To review the income and expenditure and to consider the comparison to budget for all committees for April - June 2022 – Appendix 6. To receive and consider bank reconciliations for all accounts. To receive and consider an up- to-date cashflow report

## **9. INTERNAL AUDITOR'S REPORT**

To review the most recent report of the internal audit on 16 June 2022 and agree an appropriate course of action (Appendix 7)

## **10. CODE OF CONDUCT**

The revised LGA Code of Conduct was adopted by the Council at its meeting of 29 June. To consider the revised RoI and CoC agreement and agree an appropriate course of action (Appendix 8)

## **11. EMPLOYMENT OF LOCUM CLERK/RFO AND/OR INTERIM STAFF**

To consider the existing salary budget for a locum Clerk and interim staff and agree an appropriate course of action

## **12. EMPLOYMENT OF PERMANENT CLERK/RFO**

To consider the increased recruitment budget proposed by Full Council of £8,000 for the permanent position and agree an appropriate course of action

## **13. RISK REGISTER REVIEW**

To consider the Risk Register and agree an appropriate course of action – (Appendix 9)

## **14. COUNCILLOR TRAINING**

To receive an update from Cllr Jefcoate and agree an appropriate course of action

## **15. BANKING**

To receive an update from Cllr Rizvi on progress with banking information and mandates and agree an appropriate course of action

## **16. OFFICE MOBILE**

To receive an update from Cllr Jefcoate and agree an appropriate course of action

## **17. COUNCILLOR ALLOWANCES**

To receive an update on this matter from Cllr Jefcoate and agree an appropriate course of action

## **18. RISK/INCIDENT REGISTER**

To consider a draft format and agree an appropriate course of action

## **19. MATTERS TO BE BROUGHT FORWARD OR FOR DISCUSSION WITH NO DECISION**

### **20. DATE OF THE NEXT MEETING**

### **21. EXCLUSION OF THE PUBLIC AND THE PRESS**

In the event that the Agenda contains Exempt (blue) pages, 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.”

### **22. STAFF MATTERS**

To consider the following matters and agree an appropriate course of action

- a. Historic salary and pension payments
- b. Correspondence with the Council relating to staffing matters

Councillors are 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

#### **Notes on Declarations of Interest**

Members with a disclosable pecuniary interest in an item should withdraw from the room while that item is being considered. Members should also leave the room if their continued presence is not compatible with the Council's Code of Conduct or the Seven Principles of Public Life.

The disclosure must include the nature of the interest. If you become aware during meeting of an interest that has not been disclosed under this item you must immediately disclose it. You may remain in the meeting and take part fully in discussion and voting unless the interest is prejudicial.

A personal interest is prejudicial if a member of the public with knowledge of the relevant facts would reasonably regard it as so significant that it is likely to prejudice your judgement of the public interest and it relates to a financial or regulatory matter.

It is not practical to offer detailed advice during the meeting on whether or not a personal interest should be declared, or whether a personal interest should be regarded as a Disclosable Pecuniary Interest. Members are advised to seek the advice of the Monitoring Officer well before the meeting if needed.



**DRAFT MINUTES**  
**MEETING OF THE**  
**FINANCE & GOVERNANCE COMMITTEE**

Date: Tuesday 7<sup>th</sup> June 2022

Time: 7.00pm

Place of meeting: Chigwell Council Parish Offices, Hainault Road, Chigwell, IG7 6QZ

Councillors present: Jefcoate (Chair), Rizvi (Vice Chair), Costa, Raza, #Chahal Holden

# for part of the meeting

Proper Officer: Cllr N Akhtar (not present)

Minutes taken by: K Patient

Public: None

**22.001 ELECTION OF THE CHAIR**

Cllr Rizvi proposed and Cllr Costa seconded Cllr Jefcoate. Cllr Jefcoate was duly elected Chair

**22.002 ELECTION OF THE VICE CHAIR**

Cllr Jefcoate proposed and Cllr Costa seconded Cllr Rizvi. Cllr Rizvi was duly elected Vice Chair

**22.003 APOLOGIES FOR ABSENCE**

No Apologies were **RECEIVED**

**22.004 OTHER ABSENCES**

Cllr Bhanot was **NOTED** as not present

**22.005 CONFIRMATION OF MINUTES**

The Minutes of the Finance and Governance meeting held on 10<sup>th</sup> May 2022 were **APPROVED**

**22.006. DECLARATIONS OF INTEREST**

None raised or declared

**22.007 FINANCIAL TRANSACTIONS**

Members were advised that the Financial Administrator had brought the records up to date and expenditure and income were reviewed and bank payments **APPROVED** and signed by Cllr Rizvi and Cllr Costa

The Committee was advised that two payments on the list had already been made ahead of this meeting, a payment to Zurich Insurance and a grant payment to the Limes Farm Association for the Jubilee party and the advance payment of these was **NOTED**

It was noted that there was a further list of historic payments that had been made by previous officers without authorisation from the Council being sought. Whilst these payments in themselves were correct, the procedure for their authorisation had not been and Councillors were now asked to **APPROVE** them, which they did

Cllr Rizvi suggested a form of record such as an incident book to log why payments had been made without authorisation or a PO being issued and this was **AGREED**. Cllr Chahal Holden suggested a PO against each purchase and was advised this was already a requirement but previously had not been enforced. Now that the accounting software was being used to generate POs each purchase would have one.

The total salary figures and pay slips were provided and were **APPROVED** by Cllr Chahal Holden and Cllr Jefcoate. Cllr Chahal Holden advised that the newly appointed payroll company would be paying the staff salaries, HMRC and pension contributions directly, once the relevant data and bank approvals have been input onto their systems. It is hoped that it will be complete by July payroll

**22.007 FINANCIAL REVIEW**

The budget delivered by the system is incorrect as, when the Council approved the budget and costs centres in January 2022 these were not input by previous staff despite the requirement to do so. This is now being addressed and an **up-to-date comparison for all committees will be sent to the chairs as soon as it is ready and presented to this committee at its next meeting**

The May bank reconciliations were **APPROVED** by Cllr Costs and Cllr Rivzi

There was a question regarding a historic invoice for 2016 that claimed to be for legal work carried out by a third party. **Cllr Costa is to investigate and report back**

**22.008 AGAR**

Councillors reviewed a draft copy of the AGAR. Cllr Jefcoate reported that, once the internal audit was completed, the AGAR should be ready for approval by Full Council and **a meeting would be called to approve it before the end of June.**

## 22.009 INTERNAL AUDITOR'S REPORT

Cllr Jefcoate reported significant progress had been made. The accounts are up to date, bank reconciliations are current and petty cash is being recorded in Scribe. Errors that led to a variation in reconciliation have been identified and corrected. Access to historical bank records is proving difficult due to the lack of proper handover from outgoing staff. **Cllr Rivzi volunteered to take on the task** of ensuring bank access is available to the F & G committee and finance staff.

Cllr Jefcoate advised the Clerk's personalised email address had been replaced with a generic clerk@. The same applied to accounts, admin and the new cemetery registrar. Cllr Jefcoate advised of the **need for an office sim card be purchased** to ensure in future recovery mobile numbers for accounts were to a number under Parish control and this was **AGREED**.

It was noted that, despite requests in writing to the previous Clerk, no Councillor allowances had been received to date for the year 21/22. **Cllr Jefcoate will speak to the auditor about this**

## 22.009 GRANT APPLICATION

Councillors **CONSIDERED** and **AGREED** a grant to Chigwell Lawn Tennis Club for improved signage and improved accessibility of the club for £1,000 on the conditions:

- It is recognised that Manford Way and Lambourne Primary have expressed interest and have pupils in Chigwell. However, the club is asked to again approach schools in Chigwell itself to encourage their use of the facility
- It is recognised that the Council has given this grant in signage or elsewhere in order to build awareness of the Council's grant scheme

## 22.010 SYSTEM MANAGEMENT SOFTWARE

Councillors considered the options and **AGREED** to maintain and expand the Scribe software service for the year 22/23. Whilst EdgeIT offered many advantages, most notably an improved disaster recovery programme compared with Scribe which only backs up once a day, the Scribe software is already in use in the Parish. It was **AGREED** the **Cemetery, allotments and booking modules will be added for this year** and the decision of whether to change in the future to EdgeIT would be made with the input of the new Clerk/RFO, Cemetery Registrar and Cemetery Manager.

## 22.011 APPOINTMENT OF A PROPER OFFICER

As per the standing orders, it was **AGREED** that Cllr N Akhtar and Cllr Jefocate are appointed interim proper officers in order to ensure the Council can carry out its functions.

The Committee reviewed the NALC Model job description of the Clerk/RFO and the SLCC assessment of Councils. It was agreed that the salary offered to the incoming Clerk/RFO would continue to be in the range of LC3 below substantive (SCP 35-39) based on experience.

The Committee was advised that the **Personnel committee will review the job description, person specification, ad, application form and interview process at their meeting of 24 June with a view to being able to recommend it to the Full Council for ratification.** Once ratified, the post will be advertised immediately with EALC, SLCC, Indeed and Reed plus online local government recruitment if the cost is in line with these sites. Local press will not be used due to prohibitive cost and incompatible readership profile.

It is hoped **the Contract of employment, the offer letter and the terms and conditions will also be available for consideration at the Personnel meeting of 24 June; if not they will come to the first available Personnel or Full Council meeting for approval after they are finalised as draft.**

Cllr Jefcoate requested clarification on the signing off or overtime for the clerk/RFO and was advised **it would be detailed in the employment terms** that it had be approved in writing by the Chair of Personnel

#Cllr Chahal Holden left the meeting at 20.18

## 22.012 COUNCILLOR TRAINING

It was **AGREED** that training was imperative and be implement as a matter of urgency. Cllr Jefcoate confirmed there is Councilor training at EALC on 12 July and early August. It was **AGREED** Cllr Jefcoate **speak to EALC to establish if personalised Planning, Code of Conduct and Councillor training can be held at the Parish offices and to arrange, at the Parish and/or EALC offices. Cllr Costa to look at any online options that are equivalent to EALC training. Cllr Jefcoate to investigate if planning training can be made available beyond Parish Councillors** and, if so, what the cost implication may be.

## 22.013 MATTERS TO BE BROUGHT FORWARD OR FOR DISCUSSION WITH NO DECISION

The Code of Conduct is out of date and it was **NOTED** the LGA model Code of Conduct is to be proposed for adoption at the next Full Council meeting.

Members were reminded Register of Interests must be sent in with any changes; to not declare an interest on the RoI is a criminal offence. This includes paid or unpaid directorships, charitable bodies, membership of a body that seeks to influence political opinion.

Matters for the next Finance and Governance

An update on the introduction of a Risk/Incident register



**22.013      DATE OF THE NEXT MEEING**

This was **AGREED** for Tuesday 5<sup>th</sup> July at 7.00pm

The meeting closed at 8.37pm