



**MEETING OF THE
FINANCE & GOVERNANCE COMMITTEE**

Date: Tuesday 11 November 2025

Time: 7.30pm

Location: 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 Elliot Costa
Cllr Faiza Rizvi

Cllr Debby Rye
Cllr Tosin Amuludun

Acting Clerk:

Cllr Celina Jefcoate

Members of the press and public are invited to attend this meeting. Members of the Public and Councillors are 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 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

Cllr Jamie Braha and Cllr Debby Rye

Acting Proper Officer to Chigwell Parish Council

Date: 6 November 2025

FINANCE AND GOVERNANCE AGENDA

1. 🖐️ APOLOGIES FOR ABSENCE

To receive and **AGREE** to accept any apologies for absence

2. ANY OTHER ABSENCE

To **NOTE** any other absence

3. 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

4. 🖐️ MINUTES

To consider the minutes of the previous meeting held 9 September 2025 for **APPROVAL** ([Appendix 1](#))

5. 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

6. 🖐️ FINANCIAL TRANSACTIONS AND BANK RECONCILIATIONS

To **REVIEW** the Summary Report from the Financial Officer ([Appendix 2](#))

To **REVIEW** the proposed payments for November and **APPROVE** if appropriate ([Appendix 3](#))

To **REVIEW** the card payments for October and **APPROVE** if appropriate ([Appendix 4](#))

To **REVIEW** the bank reconciliation to 30 October and **APPROVE** if appropriate ([Appendix 5](#))

To **NOTE** the report detailing salary, superannuation and tax payments for September, October and November 2025 paid 11 Sept, Oct and November - ([Appendix 6](#))

To **NOTE** the reported cemetery activities to 30 October ([Appendix 7](#))

7. 🖐️ 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.

Council are asked to **NOTE** the attached expenditure of individual purchases within an agreed budget for that type of expenditure authorised by the Clerk or RFO for the period to 30 October 2025 ([Appendix 8](#))

8. 🖐️ FINANCE OFFICER'S REPORT

To to hear any recommendations from the Financial Officer and **AGREE** an appropriate course of action

9. Q2 BUDGET v ACTUAL

To **CONSIDER** and **NOTE** the officer report ([Appendix 9](#)) prior to circulation to all Councillors

10. DRAFT BUDGET 2026/27

To **CONSIDER** the officer report ([Appendix 10](#)) and draft budget and **AGREE** an appropriate course of action regarding the recommendations therein

11. 🖐️ GRANT AGREEMENT/VICTORY HALL/HUB

To **NOTE** the officer report ([Appendix 11](#)) and **AGREE** an appropriate course of action regarding the recommendations therein, namely:

That Finance and Governance recommends to Full Council that it agrees the following.

That the procurement is to be on a design and build basis so that responsibility for detailed design and construction sits with one contractor

That the tender scope is to include the Victory Hall kitchen so that the Parish can secure economies of scale, minimise disruption and achieve a coordinated outcome

The Committee is invited to note that the Acting Clerk already has authority from Full Council to spend up to £7,500 on the specialist surveys and professional advice needed to prepare the working drawings and tender documentation

12. REQUEST FOR FEE REDUCTION

To **CONSIDER** the attached correspondence ([Appendix 12](#)) and **AGREE** an appropriate course of action regarding the request therein

13. 🖐️ UPDATE FROM THE CLERK

To **CONSIDER** the officer report ([Appendix 13](#)) and **AGREE** an appropriate course of action regarding any recommendations therein.

14. MATTERS TO BE BROUGHT FORWARD OR FOR DISCUSSION WITH NO DECISION

15. 🖐️ DATE OF THE NEXT MEETING

Agreed by Full Council as 9 December 2025

16. 🖐️ 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.”

17. 🖐️ INCIDENT LOG

To consider and note the officer reports into the following governance and financial incidents and **AGREE** any further actions regarding any recommendations therein:

- i) Incident with staff and volunteer MOP - Confidential Appendix 1
- ii) Compliance and safeguarding of Parish data and records - Confidential appendix 2
- iii) Conduct matter - Confidential appendix 3

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.

🖐️ Indicates Councillors are expected to make a decision (within the remit of the committee)