



**MINUTES OF THE
FINANCE & GOVERNANCE COMMITTEE**

Date: Tuesday 13 January 2026

Time: 7.00pm

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

Members present:

Cllr Faiza Rizvi (Chair)
Cllr Tosin Amuludun
#Cllr Jamie Braha

Cllr Elliot Costa
Cllr Erika Skingsley

Clerk: Jason Selvarajah
RFO: Olga Linkeviciene
Assistant to the Clerk: Cllr Celina Jefcoate

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

1. FG092/25 - APOLOGIES FOR ABSENCE

Members received and **AGREE** to accept apologies for absence from Cllr Debby Rye

2. FG093/25 - ANY OTHER ABSENCE

None

3. FG094/25 - DECLARATIONS OF INTEREST

None

4. FG095/25 - MINUTES

Members considered and **AGREED** the minutes of the previous meeting held 9 December 2025 ([Appendix 1](#)) were an accurate record of what took place

5. FG096/25 - PUBLIC PARTICIPATION

None

6. FG097/25 - FINANCIAL TRANSACTIONS AND BANK RECONCILIATIONS

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

Members **REVIEWED** and **APPROVED** the proposed payments for January ([Appendix 3](#))

Members **REVIEWED** and **APPROVED** the card payments for December ([Appendix 4](#))

Members **REVIEWED** and **APPROVED** the bank reconciliation to 31 December ([Appendix 5](#))

Members **REVIEWED** and **NOTED** the report detailing salary, superannuation and tax payments for January 2026 paid 11 January - ([Appendix 6](#))

Members **NOTED** the reported cemetery activities to 31 December ([Appendix 7](#))

7. FG098/25 - 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 6th January 2026 ([Appendix 8](#))

8. FG099/25 - FINANCE OFFICER'S REPORT

Members heard recommendations from the Financial Officer and **AGREE** an appropriate course of action ([Appendix 9](#))

The aim is to have live mapping for allotments and cemetery online via Scribe. The RFO took members through Scribe cemetery processes and the importance of CRM was highlighted. RFO with the Clerk to investigate possible flagging of renewals and other actions for easy monitoring as part of the ICCM audit process

It was **NOTED** that Full Council had approved Fund Flow statement and the RFO confirmed the process was ongoing

The RFO recommended that a salary bank account was opened and members **AGREED** that the recommendation be made to Full Council that this be done

#Cllr Braha left the meeting at 7.11pm

#Cllr Braha rejoined the meeting at 7.13pm

The RFO raised the matter of a historic cheque that was presented to Barclays (via post) but lost. Barclays offered £100 compensation and our insurers compensated £240. It was **AGREED** the recommendation to Full Council is that the remaining amount is written off

The RFO is to request an update from Registrar regarding a plot rescindment

It was **AGREED** to recommend virement to Full Council for diesel purchase

It was **AGREED** to recommend virement to Full Council of £4,550 from C& OS salaries to Victory Hall utilities

The RFO advised that two bank signatories were required to complete the card reader registration process. It was **AGREED** that Cllr Clarke and Cllr Costa would be the signatories for the card reader and they would be required to complete the sign up

Given there was no February F&G meeting it was **AGREED** Cllr Costa and Rizvi would approve February salaries

9. FG100/25 - INTERIM AUDIT REPORT

Members **CONSIDERED** the Auditor's report and recommendations ([Appendix 10](#)) and it was **AGREED** an IT policy would be drafted by officers and submitted for Full Council for adopting by the March meeting. It was **AGREED** members would be asked to declare they would take responsibility for any tax and national insurance liability on Councillors' allowance. It was **NOTED** by members that the Interim had been circulated to all Councillors. It was **AGREED** the RFO would correct the error on the 25/26 Risk Register

10. FG101/25 - Q3 REPORT - SPEND AND INCOME TO DATE

Members **CONSIDERED** the officer report ([Appendix 11](#)) **NOTED** the loss on the cemetery and **AGREED** the recommendation be put before Full Council that Cemetery Regulations are amended to allow extra cost for the provision of service if extraordinary staff and/or service provision arrangements are required to meet the timing requirements

11. FG102/25 - VIREMENT FOR RECENT BY-ELECTION COSTS

Members **CONSIDERED** the officer report ([Appendix 12](#)) and **AGREED** the virement be recommended to Full Council for decision

12. FG103/25 - BUDGET 2026/27

Members **CONSIDERED** the officer report ([Appendix 13](#)) and budget and **AGREE** the final budget would be recommended to Full Council for decision with a zero percent increase in precept

13. FG104/25 - PRECEPT 2026/27

Members **CONSIDERED** the proposed precept request ([Appendix 14](#)) and **AGREED** the document be recommended to Full Council for decision

14. FG105/25 - UPDATE FROM THE CLERK

Members **CONSIDER** the officer report ([Appendix 15](#)) and **AGREED** the Threshold deposit would be returned if appropriate after a completed officer investigation

15. FG106/25 - MATTERS TO BE BROUGHT FORWARD OR FOR DISCUSSION WITH NO DECISION

An update from the RFO regarding investment reserves
An update from the RFO Asset Register
An update from the RFO Internal Controls
An update from officers on the progress of the tender document

16. FG107/25 - DATE OF THE NEXT MEETING

AGREED by Full Council as 10 March 2026

17. FG108/25 - EXCLUSION OF THE PUBLIC AND THE PRESS

Members **CONSIDERED** and **AGREED** the following motion 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.”

18. FG109/25 - INCIDENT LOG

Members **RECEIVED** updated reports from the Clerk and RFO into governance and financial incidents and **NOTED** In accordance with the Committee’s resolutions of 9 December, officers have made formal referrals to the Monitoring Officer for independent consideration under the Members’ Code of Conduct. The Monitoring Officer has been asked to advise on next steps, including whether any investigation is warranted, and officers will report back once the initial assessment and any recommendations are received. In a separate matter, officers, supported by the Council’s HR adviser, are proceeding in line with relevant policies, overseen by the incoming Clerk.

Members asked officers to strengthen controls and documenting administrative processes for fee administration and to circulate to members, including reminding members and officers that any waiver or variation of Council-approved fees or any other action that would result in a financial loss to the Council requires authorisation by Full Council or a joint written decision of the RFO and Clerk which is reported to Full Council. **(Confidential Appendix 1)**