



MINUTES OF THE FINANCE & GOVERNANCE COMMITTEE

Date: Tuesday 11 November 2025

Time: 7.30pm

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

Members present:

Cllr Elliot Costa
Cllr Faiza Rizvi
Cllr Jamie Braha

Cllr Debby Rye
Cllr Tosin Amuludun

Acting 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

FG058/25 - APOLOGIES FOR ABSENCE

None

FG059/25 - ANY OTHER ABSENCE

None

FG060/25 - DECLARATIONS OF INTEREST

None

FG061/25 - MINUTES

The minutes of the previous meeting held 9 September 2025 were **APPROVED** ([Appendix 1](#)) as a correct representation of what took place

FG062/25 - PUBLIC PARTICIPATION

None

FG063/25 - FINANCIAL TRANSACTIONS AND BANK RECONCILIATIONS

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

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

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

Members **REVIEWED** and **APPROVED** the bank reconciliation to 30 October ([Appendix 5](#))

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

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

FG064/25 - 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.

Council **NOTED** 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 10 November 2025 ([Appendix 8](#))

FG065/25 - FINANCE OFFICER'S REPORT

Members heard the recommendation regarding a work experience application received and reviewed by the Financial Officer and **AGREED** to provide an accountancy student with work experience at the Council

FG066/25 - Q2 BUDGET v ACTUAL

Members **CONSIDERED** and **NOTED** the officer report of the Q2 budget ([Appendix 9](#)). Councillors **NOTED** and **AGREED** it should be circulated to all Councillors

FG067/25 - DRAFT BUDGET 2026/27

Members **CONSIDERED** the officer report ([Appendix 10](#)) and draft budget and **AGREED** that the target for committees for 2026/27 should be a 0% increase in the precept

FG068/25 - GRANT AGREEMENT/VICTORY HALL/HUB

Members **CONSIDERED** the officer report ([Appendix 11](#)) and **AGREED** 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 **NOTED** 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

FG069/25 - REQUEST FOR FEE REDUCTION

Members **CONSIDERED** the attached correspondence ([Appendix 12](#)) and **AGREED** a time limited concession for this hirer, so that for the first four Sunday bookings only they are required to reserve the normal two hour slot but are charged the resident rate for one hour only, currently £35, with all other conditions including the IG7 residency requirement and refundable deposits remaining in place, and that after this four week period the standard two hour minimum hire charge will apply.

FG070/25 - UPDATE FROM THE CLERK

Members **CONSIDERED** and **AGREED** the officer report ([Appendix 13](#))

FG071/25 - MATTERS TO BE BROUGHT FORWARD OR FOR DISCUSSION WITH NO DECISION

2026/27 Budget
Risk Management

FG072/25 - DATE OF THE NEXT MEETING

Agreed by Full Council as 9 December 2025 at 7.00pm

FG073/25 - 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.”

FG074/25 - 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

Members **CONSIDERED** the officer report and **AGREED**:

That the MOP is formally written to by the Clerk to confirm that they are not permitted to volunteer on parish premises now or in future and that if they need to make contact with the council or with councillors they must do so in writing and through the Clerk.

The Committee **NOTED** the steps already taken to protect staff and to ensure that partner

organisations do not send the MOP as a volunteer to parish activities.

That a report is made to the police

ii) Compliance and safeguarding of Parish data and records - Confidential appendix 2

Members **CONSIDERED** the officer report and **AGREED** with the conclusion, namely that The Council's own regulation requires the current safe code to be held securely in the main office.

On 17 October that requirement was not met because the code had been changed without authorisation and without compliance with Standing Orders. The incident exposed an avoidable single point of failure in access to statutory records.

Members **AGREED** that:

The change to the safe code that rendered the main office record obsolete was unauthorised and non compliant with Standing Orders and direct that any future change made without prior written authority will be treated as a potential conduct issue.

To adopt the Clerk's procedure of 20 October as Council policy and require written confirmation of understanding from all relevant staff within five working days.

Establish a secure access register in the main office that records all current codes, pins and passwords, the date and time of each change, the reason, the authorising officer, the person who made the change, the witness and confirmation that access was tested successfully. Hold this under dual custody with an audit trail of every access.

Designate at least two custodians in addition to the Clerk and the Responsible Finance Officer so that validated access to the safe is always available during working hours and during absence. Institute a quarterly assurance return from the Responsible Finance Officer to Finance and Governance confirming that the main office holds the current codes, that access has been tested by each custodian and that any issues or near misses have been logged and resolved

Investigate the feasibility of an emergency contingency by the main office so that access remains possible in the event of keypad failure or forgotten codes.

iii) Conduct matter - Confidential appendix 3

Members **NOTED** the Officer's interim report and **AGREED** the procedures and processes recommended therein were appropriate