



**MEETING OF THE  
FINANCE & GOVERNANCE COMMITTEE**

Date: Tuesday 15 July 2025

Time: 7.30pm

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

Members present:

Cllr Elliot Costa  
Cllr Faiza Rizvi

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

**FINANCE AND GOVERNANCE  
MINUTES**

**FG023/25 - APOLOGIES FOR ABSENCE**

No apologies were received

**FG024/25 - ANY OTHER ABSENCE**

Cllr Alana Aradeon

**FG025/25 - DECLARATIONS OF INTEREST**

None

**FG026/25 - MINUTES**

The minutes of the previous meeting held 10 June 2025 were **APPROVED** ([Appendix 1](#))

**FG027/25 - PUBLIC PARTICIPATION**

None

**FG028/25 - FINANCIAL TRANSACTIONS AND BANK RECONCILIATIONS**

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

The proposed payments for July were **APPROVED** and signed by Cllr Braha ([Appendix 3](#))

The card payments for June were **APPROVED** and signed by Cllr Costa ([Appendix 4](#))

The bank reconciliation to 30 June was **APPROVED** and signed by Cllr Amuludun ([Appendix 5](#))

To **NOTE** the report detailing salary, superannuation and tax payments for July 2025 paid 11 July - ([Appendix 6](#)) was **NOTED**

The reported cemetery activities for June ([Appendix 7](#)) were **NOTED**

**FG029/25 - FINANCE OFFICER'S REPORT**

The Financial Officer reported:

The cemetery remains a priority for CPC and the Finance Department. The RFO is working with the Cemetery Registrar to bring all records up to date. She is overseeing the digitisation of historic Garden of Remembrance records, and the Registrar is updating the 2025 to 2026 records. Renewal letters one and two for the Garden of Remembrance are ready to be issued from the beginning of August. The Registrar is finalising bench agreements and memorial policy and the RFO will report to F&G each month on cemetery matters. She also confirmed that the playground works have been completed.

AGAR was approved by FC. The Inspection of Rights notice was published on 27 June and the period began on 30 June. Quarter one VAT has been submitted and the rebate received. Quarter one transparency information has been published online, including all payments over one hundred pounds. The stolen minibus has been removed from the asset register.

The Charity Bank rate is now 3.88%, which F&G agreed, and the item will go to FC for information. For the Cambridge account, Councillor Costa has signed the agreement to retain funds with Cambridge Bank. A meter reading is being sent to Clear Business. The RFO will circulate Q1 expenditure to all councillors. Regarding allotments, Jason is pursuing outstanding payments and the contracts of non payers will be terminated.

**FG030/25 - REVIEW OF Q1 REVENUE AND EXPENDITURE**

To **CONSIDER** the RFO report ([Appendix 8](#)) and **AGREE** an appropriate course of action

Members **RESOLVED** that each committee member is responsible for satisfying themselves that any proposed spending represents the best value for money and is the best use of council funds. All members to be reminded of this. Committees will report to Full Council every month with details of any money they propose to spend, including the purpose and justification for each proposal.

All proposed spending must be supported by a business plan. The plan should set out the objectives, expected outcomes, full costs, funding sources, procurement approach, timetable and

how success will be measured. Committees are asked to provide fuller project information so that proposals can be assessed clearly and consistently before any approval is given.

The Clerk and the Responsible Financial Officer will prepare a proposal for the next meeting setting out a budget allocation approach. This will ensure that projects proposed by committees are realistic and affordable within the funds available.

### **FG031/25 - GRANT AGREEMENT**

Members **CONSIDERED** the officer report ([Appendix 9](#)) and **AGREED** the recommendations therein, namely that the following resolution be put to Full Council with a recommendation to approve:

“That Chigwell Parish Council resolves not to accept the current terms of the EFDC Shared Prosperity Fund grant agreement unless and until EFDC agrees to contribute financially to cover associated operational costs in the form of an hourly rental contribution or limits its usage clause to a fixed term and clearly defined user groups to allow additional occupation of premises by Parish staff and regular commercial hire. In the event such revisions are not agreed, CPC shall withdraw from the current grant bid and pursue alternative funding or internal capital improvements to Victory Hall in a manner consistent with its fiduciary duty to Chigwell residents.”

It was **AGREED** the Acting Clerk would continue discussions with EFDC and arrange meet if necessary. Cllr Rye to write to the Chair of LFCG. Acting Clerk to draft Community Use policy and T&C for adoption by Full Council. Commitment to equality is a priority.

### **FG032/25 - VICTORY HALL**

To **CONSIDER** the officer report ([Appendix 9A](#)), hear an update from the Chair and **AGREE** an appropriate course of action regarding the recommendations therein

The matter was deferred pending further grant negotiations

### **FG033/25 - UPDATE FROM THE CLERK**

Members **NOTED** the officer report ([Appendix 10](#)). It was agreed to move a matter reported by the Acting Clerk regarding a recent Cease and Desist letter to the closed part of the meeting

### **FG034/25 - 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 attached expenditure of individual purchases within an agreed budget for that type of expenditure authorised by the Clerk or RFO for the period 1 May 2025 to 19 June 2025 ([Appendix 11](#))

### **FG035/25 - MATTERS TO BE BROUGHT FORWARD OR FOR DISCUSSION WITH NO DECISION**

Victory Hall kitchen refurbishment progress  
UKSPF Grant update  
Committee spend and Budget control

#### **FG036/25 - DATE OF THE NEXT MEETING**

Agreed by Full Council as 9 September 2025

#### **FG037/25 - 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.”

#### **FG038/25 - HR REPORT**

At the Full Council meeting of 26 June the recommendations of the HR consultant including matters relating to job titles and provision, software provision and ongoing works were considered. All were **AGREED** subject to financial Approval from F&G in regard to relevant financial matters and available budget. Members **CONSIDERED** the officer's report and **AGREED** there was budget availability for a member of staff's contracted hours be increased from 35 to 37, **NOTED** the the formal appointment by Full Council of Olga Linkeviciene as the Council's permanent Responsible Financial Officer (RFO), in compliance with Section 151 of the Local Government Act 1972, subject to her agreement, **NOTED** Full Council approval of the consolidation of SamWarren's various job titles to Open Spaces and Cemetery Manager, accurately reflecting his duties, **NOTED** Full Council approved the HR support proposal to increase provision from 6 to 10 hours per month, based on operational requirements and **CONFIRMED** budget availability for both the ongoing HR support costs and the Breathe HR system implementation.

#### **FG039/25 - COMPLAINTS/FOI/SAR RECEIVED**

Members **REVIEWED** cemetery complaints and **NOTED** there had been no further correspondence after the Acting Clerk had addressed the matters and thus they were considered close

Members **CONSIDERED** the Clerk's verbal report that related to a complaint made by the Council regarding misleading and untrue statements being made and reported on social media about the Parish Council and its operations by a serving Parish and District Councillor. A Cease and Desist letter had been issued to a third party who had repeated these false statements and provided them to various media outlets. Some Councillors and officers are blocked from viewing all posts on some public platforms administered by the Councillor in question. It was **AGREED** the Chair and Vice Chair of the Council would speak to the Councillor regarding their misleading and false statements as they risked bringing the Council into disrepute by their actions and that Councillors would seek the MO's advice if required