



**MEETING OF THE  
FINANCE & GOVERNANCE COMMITTEE**

Date: Tuesday 14 January 2025

Time: 7.00pm

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 Celina Jefcoate  
CLlr Faiza Rizvi  
CLlr Tosin Amuludun

CLlr Elliot Costa  
CLlr Jamie Braha

**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 Lisa Morgan*

*CLlr Elliot Costa*

Acting Proper Officers

Date: 9 January 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 10 December 2024 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 proposed payments for January and **APPROVE** if appropriate (Appendix 2)

To **REVIEW** the card payments for December and **APPROVE** if appropriate (Appendix 3)

To **NOTE** the delegated approval of the report detailing salary, superannuation and tax payments for January 2024 (paid 11 January - Appendix 4)

### 7. FINANCE/ACTING PROPER OFFICER'S REPORT 🖐️

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

Including progress against completing outstanding minutes, progress on bank mandate changes, signing off as per internal controls, closure of Barclays and Cambridge accounts, opening of additional savings account, monthly burials/internments document (Appendix 5), card reader provider plus other matters.

To hear any available updates regarding a possible insurance claim for stolen memorial plaques, the review of the IT services contract and costings from three providers, super admin access to Microsoft 360 for RFO, response to ECC re: land relating to heat pump installation at library, correspondence regarding the lease of land at Victory Hall car park, progress on DBS checks for all public facing staff (inc revision to staff handbook), progress on engaging college work experience volunteer plus other matters.

#### 8. CEMETERY CAPACITY, FORECAST REVENUE AND CLOSED BURIAL GROUND 🖐️

To receive a written report from cemetery staff regarding capacity for burials and cremations, forecast revenue for 24/25, 25/26 and 26/27 based on current trends and capacity including viability of creating additional rose beds for memorials

To receive a report from Cllr Braha regarding the exact area proposed for closure, any outstanding burials, any capacity for future cremations and general condition of the burial ground at St Mary's

To **AGREE** an appropriate course of action

#### 9. BUDGET 2025/26 🖐️

To **REVIEW** and **AGREE** the final draft 2025/26 Budget (including any virements) (Appendix 6)

#### 10. VICTORY HALL 🖐️

During the October F&G meeting it was agreed Cllr Braha and staff would establish what relevant documentation is held by Parish and it would be passed to Cllr Braha. To hear an update and **AGREE** an appropriate course of action

#### 11. POLICY REVIEW 🖐️

To review progress and drafted policies (Appendix 7) and **AGREE** an appropriate course of action

#### 12. CONSULTATION - [STRENGTHENING THE STANDARDS IN PUBLIC LIFE](#) 🖐️

To consider the above and **AGREE** an appropriate course of action

#### 13. SALE OF BUSES 🖐️

To receive an update on progress to date from Councillor Costa and **AGREE** any updates, corrections and recommendations of the asset register to be put to Full Council for asset disposal.

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

#### 15. DATE OF THE NEXT MEETING 🖐️

#### 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. GOVERNANCE MATTER

To receive an update from the RFO and **AGREE** an appropriate course of action

### 18. FINANCE AND GOVERNANCE INCIDENT LOG

Councillors to review an un-redacted and up to date copy of the Incident Log and **AGREE** an appropriate course of action

Councillors to hear a report from the RFO regarding any additions and **AGREE** an appropriate course of action

### 19. LEGAL MATTER - FOI/SAR/COMPLAINTS

To receive an update on the matters and **AGREE** an appropriate course of action

#### 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)**