



**MEETING OF THE
FINANCE & GOVERNANCE COMMITTEE**

Convened under Standing Order 15a

To be convened: Thursday 11 May 2023

Time: 6.30pm

Place of meeting: 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 (Chair)

Cllr Rashni Chahal Holden

Cllr Faiza Rizvi

Cllr Syed Raza (Vice Chair)

Cllr Elliot Costa

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.

Cllr. Naveed Akhtar

Cllr. Celina Jefcoate

Acting Proper Officer
Cllr. Naveed Akhtar

Acting Proper Officer
Cllr. Celina Jefcoate

FINANCE AND GOVERNANCE AGENDA

1. APOLOGIES FOR ABSENCE

2. 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

3. MINUTES

To confirm the minutes of the previous meeting held 7 March 2023 (Appendix 1)

4. 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

5. FINANCIAL TRANSACTIONS

To receive report of bank payments for approval for March and April 2023 – (Appendix 3)

To receive report detailing the salary, superannuation and tax payments for approval for May 2023 (Appendix 4)

To receive a summary report for the months of March and April of income and expenditure (Appendix 5)

6. AUDITOR REPORT

To consider all audit reports for 22/23 and **AGREE** an appropriate course of action

7. FINANCIAL REVIEW

To review the income and expenditure and to consider the comparison to budget for all committees for 2022/23 – Appendix 6.

To receive and consider bank reconciliations for all accounts.

To receive and consider the end of year position and receive an update on the accounts and AGAR of 2022/23 and agree an appropriate course of action.

8. RISK REGISTER

To consider the revised risk register and agree an appropriate course of action

9. INTERNAL AUDITOR'S REPORT

To review the most recent report of the internal audit on 16 June 2022 and agree an appropriate course of action (Appendix 7)

10. CODE OF CONDUCT

The revised LGA Code of Conduct was adopted by the Council at its meeting of 29 June. To consider the revised RoI and CoC agreement and agree an appropriate course of action (Appendix 8)

11. EMPLOYMENT OF LOCUM CLERK/RFO AND/OR INTERIM STAFF

To consider the existing salary budget for a locum Clerk and agree an appropriate course of action

12. EMPLOYMENT OF PERMANENT CLERK/RFO

To consider the increased recruitment budget proposed by Full Council in June 2022 of £8,000 for the permanent position and agree an appropriate course of action

13. COUNCILLOR TRAINING

To receive an update from Cllr Jefcoate and agree an appropriate course of action

14. BANKING

To receive an update on progress with banking information and mandates and agree an appropriate course of action

15. OFFICE MOBILE/LAPTOP

To receive an update from Cllr Jefcoate and agree an appropriate course of action

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

17. DATE OF THE NEXT MEETING

18. EXCLUSION OF THE PUBLIC AND THE PRESS

In the event that the Agenda contains Exempt (blue) pages, 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.”

19. OPERATIONAL AND STAFF MATTERS

To consider the following matters and agree an appropriate course of action

- a. Contract arrangements
- b. Correspondence relating to staffing matters

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

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.