



AGENDA

EXTRAORDINARY MEETING OF THE FINANCE & GOVERNANCE COMMITTEE CALLED BY THE COMMITTEE CHAIR UNDER SECTION 6c OF THE STANDING ORDERS

To be convened: Tuesday 7 March 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 Syed Raza

Cllr Faiza Rizvi (Vice Chair)
Cllr Elliot Costa

Members of the press and public are invited to attend this meeting. Photographing, recording, broadcasting or transmitting the proceedings may take place

Cllr Celina Jefcoate
Chair, Finance and Governance

Date: 1 March 2023

FINANCE AND GOVERNANCE

AGENDA

17/23 RECORDING OF MEETINGS

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.

18/23 APOLOGIES FOR ABSENCE

Council to vote on the acceptance of apologies & their submitted reasons.

19/23 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

20/23 MINUTES

To confirm the minutes of the previous meetings held 10 January 2023 (to be tabled) and 7 February 2023

21/23 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

22/23 CHAIR'S REPORT

23/23 FINANCIAL TRANSACTIONS

- a) To receive report detailing the Income and expenditure for February 2023 - Appendix 1
- b) To receive report of bank payments for approval for February 2023 – Appendix 2
- c) To receive report of the salary, superannuation and tax payments for approval for February 23 – Appendix 3
- d) To receive bank reconciliations for Barclays, Unity Trust and Cambridge for approval – Appendix 4

24/23 FINANCIAL REVIEW

2 of 4

2 of 4

To review the income and expenditure and to consider the comparison to budget for all committees to Feb 2023 – Appendix 5.

25/23 VIREMENTS

To receive report of proposed virements for approval for the financial year 22/23 - Appendix 6

26/23 BANKING

To consider an update from staff regarding two x HSBC accounts and agree an appropriate course of action

27/23 FINANCE

To receive updates/information from staff on the following

- a) The procurement and appointment process, particularly of the Website Hoster
- b) A copy of the contract with the Website Hoster
- c) The progress of negotiating new utilities contracts using sustainable energy suppliers
- d) J/49 - an update re: Castle Water costs
- e) U/118 - petrol/oil purchases. To receive a report from the Cemetery Manager the transportation and storage process of the purchased hazardous substances
- f) Allotments – to receive an update from staff on progress made filling empty plots at Limes Farm allotments and outstanding plot invoice
- g) Internal Control Q3 – to receive a report on progress

28/23 INCIDENT REGISTER

To receive a report from Cllrs Rizvi and Jefcoate and agree an appropriate course of action

29/23 RISK REGISTER

To consider any suggested reviews and agree an appropriate course of action

30/23 FOI/SAR/COMPLAINTS

To consider an update from the Clerk and agree an appropriate course of action

31/23 INTERNAL AUDIT

To consider an update from the Clerk and agree an appropriate course of action

32/23 MANAGEMENT CONTROL

To consider an update from staff on matters from the meeting of 7 Feb and agree an appropriate course of action

33/23 MATTERS TO BE BROUGHT FORWARD OR FOR DISCUSSION WITH NO DECISION

34/23 DATE OF THE NEXT MEETING

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.