



**MEETING OF THE
FINANCE & GOVERNANCE COMMITTEE**

To be convened: Tuesday 6 June 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

Cllr Elliot Costa

Cllr Tes Gaffar

Cllr Rashni Chahal Holden

Cllr Faiza Rizvi

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.

Olga Linkeviciene

Acting Proper Officer

Date: 1st June 2023

FINANCE AND GOVERNANCE AGENDA

1. ELECTION OF THE CHAIR

2. ELECTION OF THE VICE CHAIR

3. APOLOGIES FOR ABSENCE

4. 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

5. MINUTES

To confirm the minutes of the previous meeting held 11 May 2023 (Appendix 1)

6. 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

7. FINANCIAL TRANSACTIONS

To receive report of bank payments for approval for May 2023 – (Appendix 2)

To receive report detailing the salary, superannuation and tax payments for approval for June 2023 (Appendix 3)

To receive a summary report for May of income and expenditure and costs (Appendix 4)

To receive an update on the position against budget for Q1. (Appendix 5)

To receive and consider bank reconciliations for all accounts.

8. FINANCIAL REVIEW

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

9. BANKING

To receive an update on progress regarding the access to HSBC accounts, re-activation of second Barclays savings account and mandate changes already agreed by Council and agree an appropriate course of action

10. MANAGEMENT CONTROL

A. Playground Risk Assessments

To receive a report on actions completed to date following the recent inspection

B. Performing Rights

To receive a copy of all correspondence including confirmation from PRL of what premises specifically are referred to.

C. Hazardous/Flammable goods transport and storage

To receive an update on risk assessment/Fire Brigade assessment/insurance requirements

11. ALLOTMENTS

To receive update on billing cycle and vacant plots

12. INCIDENT REGISTER

To review any reported incidents and agree an appropriate course of action (Appendix 6)

13. FOI/SAR/COMPLAINTS

To receive an update and agree an appropriate course of action

14. ASSET DISPOSAL

To receive an update from Cllr Costa regarding the bus value and agree an appropriate course of action

15. BT ACCOUNTS

To receive an update from staff regarding consolidation of accounts

16. COUNCILLOR TRAINING

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

17. INTERNAL CONTROLS

To confirm approvals for Q3 and Q4 and agree Councillors to approve Q1/23-24

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

19. 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.