



**MEETING OF THE
FINANCE & GOVERNANCE COMMITTEE**

To be convened: Tuesday 4 July 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 Tes Gaffar (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.

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

Olga Linkeviciene

Acting Proper Officer

Date: 29 June 2023

FINANCE AND GOVERNANCE AGENDA

1. APOLOGIES FOR ABSENCE 🖐️

To receive and **AGREE** to accept any 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 consider the minutes of the previous meeting held 6 June 2023 for **APPROVAL** (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. FINANCE OFFICER'S REPORT

To receive a report from the Finance Officer, including a summary report for June of income, expenditure and costs (Appendix 2)

6. FINANCIAL TRANSACTIONS 🖐️

- To receive bank payments for **APPROVAL** – (Appendix 3)
- To receive report detailing the salary, superannuation and tax payments for **APPROVAL** for July 2023 (Appendix 4)
- To receive an update on the position against budget for Q1. (Appendix 5)

7. BANK RECONCILIATIONS 🖐️

To receive the bank reconciliations to 30 June for all accounts for **APPROVAL**.

8. BANKING

To receive an update on progress regarding the access to HSBC accounts, the suitability of existing bank accounts and mandate changes already agreed by Council.

To receive an update from Cllr Chahal Holden regarding higher interest current and savings accounts

9. CONTRACT REVIEW

Councillors to receive the Worknest contract for review (Appendix 6)

10. CEMETERY EXPENDITURE 🖐️

To consider the budgetary implications of a proposal regarding a Columbarium and Memorial Tree (Appendix 7) and **AGREE** an appropriate course of action

11. MANAGEMENT CONTROL

A. Playground Risk Assessments

To have sight of the inspection check lists as requested and receive an update on the repair of the seesaw

B. Performing Rights

To receive an update from staff on progress in acquiring PRL licence for VH

C. Hazardous/Flammable goods transport and storage

To receive a report from Councillors Costa/Skinsley Morgan

12. DELAYED CREDIT TO THE BANK ACCOUNT 🖐️

To receive a report from the Chair and **AGREE** an appropriate course of action

13. INCIDENT REGISTER 🖐️

To note the new layout, review any reported incidents and **AGREE** an appropriate course of action (Appendix 5)

14. FOI/SAR/COMPLAINTS 🖐️

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

15. ASSET DISPOSAL

To receive an update from Cllr Costa regarding advice received to date from EFDC regarding the sale of buses

16. BT ACCOUNTS

To receive an update from staff regarding site visit from BT to review and consolidate the incoming services to the Parish office

17. INTERNAL CONTROLS

To receive an update from the Finance Officer regarding the sign offs for Q3, Q4 and Q1

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

19. DATE OF THE NEXT MEETING

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)