



**MEETING OF THE
FINANCE & GOVERNANCE COMMITTEE**

To be convened: Tuesday 8 August 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: 2 August 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 4 July 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/ACTING PROPER OFFICER'S REPORT

To receive a report, including a summary report for July of income, expenditure and costs plus a cashflow forecast (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 August 2023 (Appendix 4)
- To receive an update on the revenue to 31 July position against budget. (Appendix 5)

7. BANK RECONCILIATIONS 🖐️

To receive the bank reconciliations to 31 July 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.

9. INVESTMENT 🖐️

To receive an update from Cllr Chahal Holden regarding the progress on moving funds to higher interest current and savings accounts

10. ENERGY CONTRACTS 🖐️

To receive an update and **AGREE** an appropriate course of action

11. CEMETERY EXPENDITURE 🖐️

To consider a business plan from the Cemetery Registrar and the acting Proper Officer for a proposal regarding a Columbarium and Memorial Tree (Appendix 7) and **AGREE** an appropriate course of action

12. MANAGEMENT CONTROL

A. Playground Risk Assessments

To have sight of the inspection check lists as requested and receive an update from staff 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 responses to the following queries from the July meeting:

Why the petrol spend increased substantially from 21/22 to 22/23

Why is petrol purchased from Abridge and Epping in preference to local station.

How is petrol transported from Abridge and Epping.

Why was a similar volume used in grass cutting period and the period Oct-Dec 2022

To receive confirmation the appropriate risk assessments have been carried out and an advisory of when the next RA is due on the movement and storage of petrol. To receive confirmation Zurich are fully informed of the storage and transport of petrol.

13. FINANCE AND GOVERNANCE INCIDENT LOG 🖐️

To review any reported incidents and **AGREE** an appropriate course of action

To review audit trail to date and receive information regarding the previously reported incident regarding a supplier invoice that is substantially in excess of that which was or could be approved at committee level (Appendix 9). To understand on what grounds the original invoice was costed and submitted, on what basis any subsequent reduction was offered and **AGREE** an appropriate course of action to mitigate the risk of future unlawful spend prior to payment being approved

To receive an update from the Chair regarding progress on the matter of a credit to the bank account from Highwood Parish Council, the consequential forensic audit and **AGREE** an appropriate course of action

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, specifically the legal position re: disposing of an asset that was in part purchased and maintained using S106 funds and **AGREE** an appropriate course of action

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 acting Proper 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)