



**MEETING OF THE
FINANCE & GOVERNANCE COMMITTEE**

Date: Tuesday 5 December 2023

Time: 6.30pm

Location: 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 November 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 7 November 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 and to hear any recommendations from the Financial Officer and **AGREE** an appropriate course of action

6. FINANCIAL TRANSACTIONS 🖐️

- To review and approve if appropriate proposed bank payments for December 2023 – (Appendix 3)
- To review and approve if appropriate card payments for October and November 2023 – (Appendix 4)
- To review and approve if appropriate report detailing the salary, superannuation and tax payments for November 2023 (payment due from 11 Dec) (Appendix 5)

7. BANK RECONCILIATIONS 🖐️

To review and approve if appropriate the bank reconciliations to 30 November for all available accounts (Appendix 6)

8. INCOME AND EXPENDITURE Q1 and Q2 🖐️

To review and approve if appropriate a summary report for Q1 and Q2 of income, expenditure and costs to date plus a cashflow forecast and position against budget (Appendix 7)

To consider any proposed virements and approve if appropriate (Appendix 8)

9. BANKING

To receive an update on progress regarding access to bank accounts and mandate changes already agreed by Council.

10. VACANCY UNDER THE LOCAL GOVERNMENT ACT 1972

Communication between residents and the Monitoring Officer (Appendix 9) supplied to the committee indicates that a member of the authority may have ceased to be a member by reason of failure to attend meetings in a six-month period. To review the matter and **AGREE** an appropriate course of action.

11. FINANCE AND GOVERNANCE INCIDENT LOG

To receive a report regarding possible financial and governance incidents, review the Incident Log (Appendix 10) and **AGREE** an appropriate course of action

To receive an update regarding progress of the forensic audit and **AGREE** an appropriate course of action

12. FOI/SAR/COMPLAINTS

To receive an update from staff on correspondence received (Appendix 11) and **AGREE** an appropriate course of action

13. DRAFT BUDGET

To review and approve if appropriate the one year and three-year budget proposals (Appendix 12)

14. ASSET REGISTER

To receive an update on progress to date of the review of the Asset Register (Appendix 13) including details of vehicles/equipment (purchased v leased) and **AGREE** any recommendations to be put to Full Council for asset disposal.

15. PROCUREMENT POLICY

To review the draft procurement policy (Appendix 14) and **AGREE** any amends and recommendations for adoption by Full Council

16. INVESTMENT

To receive an update regarding the progress on moving funds to higher interest current and savings accounts and **AGREE** an appropriate course of action

17. MAST RENTAL/VAT POSITION

To review the deeds and transfer document of June 2016 (Appendix 15), receive an update from the Finance Officer regarding proposed contract and the lease for rental of space on Victory Hall car park and **AGREE** an appropriate course of action to ensure compliance with any easements and conditions of the transfer document.

18. TENDER DOCUMENT

To receive an update on the Tree Tender publication and process. To review any proposals for spend over £10K that should be tendered and published on Contracts Finder and **AGREE** an appropriate course of action.

19. MANAGEMENT CONTROL

A. Risk Assessments

Action: To receive an update from staff regarding risk assessments. To receive copies of internal playground weekly inspections from July to date, internal weekly and monthly inspection records of adult fitness equipment from April 2023 to date. To receive July 2023 ARD quarterly inspection and most recent Outdoor Fitness quarterly report. (Appendix 16).

To **AGREE** an appropriate course of action

B. Licensing of Parish Premises

To receive an update from staff on progress in acquiring PRL licence for VH and legal advice regarding Place of Worship status. To **AGREE** an appropriate course of action

C. Hazardous/Flammable goods transport and storage

To review response by staff to the following queries from the July meeting (Appendix 17) which were:

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.

To **AGREE** an appropriate course of action

20. INTERNAL CONTROLS

To receive an update from the acting Proper Officer regarding the sign offs for Q3, Q4 and Q1 and Q2

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

22. DATE OF THE NEXT MEETING

23. EXCLUSION OF THE PUBLIC AND THE PRESS

In the event that the Agenda contains items where the public interest in maintaining confidentiality may outweigh the public interest in the item being made public, 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.”

24. LEGAL CORRESPONDENCE

To review correspondence received relating to land (Appendix 18) and **AGREE** an appropriate course of action

25. PENSION POLICY

To receive an update on the current pension position and correspondence received from the provider (Appendix 19) and **AGREE** an appropriate course of action

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 a 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)**