



**MEETING OF THE
FINANCE & GOVERNANCE COMMITTEE**

Date: Tuesday 5 March 2024

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 February 2024

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 February 2024 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 March 2024 – (Appendix 3)
- To review and approve if appropriate card payments for March 2024 – (Appendix 4)
- To review and approve if appropriate report detailing the salary, superannuation and tax payments for March 2024 (payment due from 11 Mar) - (Appendix 5)

7. BANK RECONCILIATIONS 🖐️

To review and approve if appropriate the bank reconciliations to 29 February for all available accounts (Appendix 6)

8. INCOME AND EXPENDITURE TO DATE 🖐️

To review and approve if appropriate a summary report for March - February 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 AND INVESTMENT

To receive an update on progress regarding the access to accounts and mandate changes already agreed by Council. To receive an update regarding the progress on moving funds to higher interest current and savings accounts and **AGREE** an appropriate course of action

10. AUDITS

To receive an update regarding progress of Internal Auditor's recommendations. To receive an update regarding progress of the forensic audit. To **AGREE** an appropriate course of action

11. OPEN SPACE VEHICLES

To consider the vehicle needs, options/proposals and budget for Open Spaces and **AGREE** an appropriate course of action

12. TENDER

To receive an update on the Tree Tender process

13. FOI/SAR/COMPLAINTS

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

14. FINANCE AND GOVERNANCE INCIDENT LOG

To receive a report regarding possible financial and governance incidents, review any additions to the Incident Log (Appendix 9) and **AGREE** an appropriate course of action

15. ASSET REGISTER

To receive an update on progress to date of the review of the Asset Register (Appendix 10) including details of vehicles/equipment (purchased v leased) and **AGREE** any updates, corrections and recommendations to be put to Full Council for asset disposal.

16. POLICY REVIEW

To consider which policies are due for review/re-adoption at the Annual Meeting and **AGREE** an appropriate course of action

17. MAST RENTAL/VAT POSITION

To receive an update from the Chair of the Council regarding proposed contract and the lease for rental of space on Victory Hall car park and the Finance Officer for the lease/sale

of rental space on Station Green and **AGREE** an appropriate course of action to ensure compliance with any easements and conditions of the transfer document.

18. MANAGEMENT CONTROL

A. Risk Assessments, Hazardous/Flammable goods transport and storage

To consider the existing reporting and recording processes and to **AGREE** an appropriate course of action

19. INTERNAL CONTROLS

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

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

21. DATE OF THE NEXT MEETING

22. 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.”

23. LEGAL MATTER 🙅

To receive an update regarding correspondence received relating to confidentiality (Appendix 12) and **AGREE** an appropriate course of action.

24. LEGAL CORRESPONDENCE 🙅

To receive an update regarding correspondence received relating to land (Appendix 11) and **AGREE** an appropriate course of action

25. PENSION POLICY 🙅

To receive an update from Cllr Rizvi 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 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)**