



**MEETING OF THE
FINANCE & GOVERNANCE COMMITTEE**

Date: Tuesday 9 April 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: 4 April 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 5 March 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

Including progress against Internal and forensic auditors' recommendations, progress on bank mandate changes, moving of funds to higher interest accounts, progress of tree tender, mast/land rental on Station Green and VH car park, internal controls,

6. FINANCIAL TRANSACTIONS 🖐️

- To review and approve if appropriate proposed bank payments and card payments for April 2024 – (Appendix 2)
- To review and approve if appropriate report detailing the salary, superannuation and tax payments for April 2024 (payment due from 11 April) - (Appendix 3)

7. BANK RECONCILIATIONS 🖐️

To review and approve if appropriate the bank reconciliations to 30 March for all available accounts (Appendix 4)

8. INCOME AND EXPENDITURE TO DATE 🖐️

To review and approve if appropriate a summary end of year report of income, expenditure and costs to date plus a cashflow forecast and position against budget (Appendix 5)

To consider any proposed virements and approve if appropriate (Appendix 6)

9. MANAGEMENT CONTROL 🖐️

Consider progress against action list (Appendix 7) and **AGREE** an appropriate course of action

10. REQUEST FOR LAND/ACCESS 🖐️

To consider the request by ECC (Appendix 8) for confirmation a footprint of land is available for the installation and ongoing access for maintenance of wall/floor mounted heat pump(s) adjacent to Chigwell Library and **AGREE** an appropriate course of action

11. 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

12. 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.

13. POLICY REVIEW

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

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

15. DATE OF THE NEXT MEETING

16. 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.”

17. LEGAL MATTER - FOI/SAR/COMPLAINTS 🖐️

To receive an update on the matter of an Internal Review and two complaints regarding the Council's response to an SAR plus recent correspondence (Appendix 11) and **AGREE** an appropriate course of action

18. LEGAL MATTER - COUNCIL ASSETS

To receive a progress report from Cllr Costa regarding correspondence received relating to land and **AGREE** an appropriate course of action

19. LEGAL MATTER - COUNCIL ASSETS

To receive an update regarding action relating to identified loss and **AGREE** an appropriate course of action

20. STAFF MATTER - PENSION POLICY

To receive a progress report 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)**