



**MEETING OF THE  
FINANCE & GOVERNANCE COMMITTEE**

Date: Tuesday 8 April 2025

Time: 7.00pm

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  
Cllr Faiza Rizvi  
Cllr Tosin Amuludun

Cllr Elliot Costa  
Cllr Jamie Braha

**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

*Cllr Lisa Morgan and Cllr Elliot Costa*

Acting Proper Officer to Chigwell Parish Council

Date: 2 April 2025

## FINANCE AND GOVERNANCE AGENDA

### 1. APOLOGIES FOR ABSENCE 🖐️

To receive and **AGREE** to accept any apologies for absence

### 2. ANY OTHER ABSENCE

To **NOTE** any other absence

### 3. 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

### 4. MINUTES 🖐️

To consider the minutes of the previous meeting held 11 March 2025 for **APPROVAL** ([Appendix 1](#))

### 5. 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

### 6. FINANCIAL TRANSACTIONS AND BANK RECONCILIATIONS 🖐️

To **REVIEW** the proposed payments for April and **APPROVE** if appropriate (Appendix 2)

To **REVIEW** the card payments for March and **APPROVE** if appropriate (Appendix 3)

To **REVIEW** the bank reconciliation to 31 March and **APPROVE** if appropriate (Appendix 4)

To **REVIEW** the report detailing salary, superannuation and tax payments for April 2025 and **APPROVE** if appropriate (paid 11 April - Appendix 5)

### 7. FINANCE OFFICER'S REPORT 🖐️

To receive a report and to hear any recommendations from the Financial Officer and **AGREE** an appropriate course of action

### 8. H&S RECORD KEEPING 🖐️

To review CPC work and compliance plan (minute FG168/24) as provided by H&S Officer (Appendix 6), including schedule of documentation and compliance checks across a 12 month period and **AGREE** an appropriate course of action

## 9. CEMETERY FORECAST REVENUE 🖐️

The Registrar was tasked to issue notices of renewal for cremated remains 2012/13, 2013/14 and 2014/15 plus GoR renewals for 2015/16, 2016/17 and 2017/18 as a matter of urgency and update the Cemetery Management System (Scribe) for these periods. In addition, to report details of response to notices of renewal (no. of renewals/ revenue received) and proposed process to manage non renewal and non responses and any appropriate timescale in writing. In addition to then issue notice of renewal for previous periods and update Scribe and all relevant records accordingly. To advise when Exclusive Rights of Burial (graves) did/will fall due and update Scribe and all relevant records accordingly.

To receive a written report from the Registrar updating progress on the matters above (Appendix 7) To receive an updated forecast revenue for 24/25, 25/26 and 26/27 based on current trends and capacity plus renewals (Appendix 8)

To review and **AGREE** an appropriate course of action

## 10. STATION GREEN LEASE 🖐️

To review pictures provided by Open Spaces staff of marked out area proposed (Appendix 9) to consider correspondence (Appendix 10) and **AGREE** an appropriate course of action

## 11. GRANT APPLICATIONS 🖐️

To review any grant applications received and **AGREE** an appropriate course of action (Appendix 11)

## 12. RISK REGISTER 🖐️

To review the Risk Register prior to the Annual Meeting and **AGREE** an appropriate course of action (Appendix 12)

## 13. INSURANCE 🖐️

To review the usage records of Parish premises for uses other than formal hire maintained for insurance purposes and **AGREE** an appropriate course of action

## 14. INTERNAL AUDITOR'S RECOMMENDATIONS 🖐️

To **NOTE** the recommendations and progress against them and **AGREE** an appropriate course of action

## 15. VICTORY HALL 🖐️

To hear an update from Cllr Braha and **AGREE** an appropriate course of action

## 16. POLICY REVIEW 🖐️

To review progress in preparation for the annual meeting and **AGREE** an appropriate course of action

## 17. SALE OF BUSES 🖐️

To receive an update on progress to date from Councillor Costa and **AGREE** any updates, corrections and recommendations of the asset register to be put to Full Council for asset disposal.

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

## 19. DATE OF THE NEXT MEETING 🖐️

## 20. 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.”

## 21. FINANCE AND GOVERNANCE INCIDENT LOG 🖐️

Councillors to review an un-redacted and up to date copy of the Incident Log and **AGREE** an appropriate course of action

Councillors to hear a report from the RFO regarding any additions and **AGREE** an appropriate course of action

## 22. GOVERNANCE MATTER 🖐️

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

## 23. COMPLAINTS/FOI/SAR RECEIVED 🖐️

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

## 24. RISK AND MITIGATION WITHIN HR 🖐️

To consider and review the risk in the light of recent resolutions and **AGREE** an appropriate course of action

## 25. HR BRIEFING 🖐️

To receive an update for the Chair regarding the briefing to HR 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)**