



**MEETING OF THE
FINANCE & GOVERNANCE COMMITTEE**

Date: Tuesday 10 June 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 Elliot Costa
Cllr Faiza Rizvi
Cllr Tosin Amuludun

Cllr Debby Rye
Cllr Alana Aradeon

Acting Clerk: Cllr Celina Jefcoate

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 Jamie Braha and Cllr Debby Rye

Acting Proper Officer to Chigwell Parish Council

Date: 4 June 2025

FINANCE AND GOVERNANCE AGENDA

1. 🖐️ ELECTION OF A CHAIR
2. 🖐️ ELECTION OF A VICE CHAIR
3. 🖐️ TERMS OF REFERENCE

To **NOTE** the [Terms of Reference](#) under which this committee was determined by Full Council

4. 🖐️ APOLOGIES FOR ABSENCE

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

5. ANY OTHER ABSENCE

To **NOTE** any other absence

6. 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

7. 🖐️ MINUTES

To consider the minutes of the previous meeting held 8 April 2025 for **APPROVAL** ([Appendix 1](#))

8. 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

9. HANDOVER FROM OUTGOING CHAIR

To **NOTE** the report ([Appendix 2](#))

10. 🖐️ FINANCIAL TRANSACTIONS AND BANK RECONCILIATIONS

To **REVIEW** the Summary Report from the Financial Officer ([Appendix 2A](#))

To **REVIEW** the proposed payments for June and **APPROVE** if appropriate ([Appendix 3](#))

To **REVIEW** the card payments for May and **APPROVE** if appropriate ([Appendix 4](#))

To **REVIEW** the bank reconciliation to 30 April and 31 May and **APPROVE** if appropriate ([Appendix 5](#))

To **NOTE** the report detailing salary, superannuation and tax payments for May 2025 and **REVIEW** the report detailing salary, superannuation and tax payments for June 2025 and **APPROVE** if appropriate to be paid 11 June - ([Appendix 6](#))

To **NOTE** the reported cemetery activities for April and May ([Appendix 7](#))

11. 🖐️ **FINANCE OFFICER'S REPORT**

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

12. 🖐️ **INTERNAL AUDIT**

To **CONSIDER** the findings of the [Internal Audit](#) and the officer reports provided and **AGREE** an appropriate course of action ([Appendix 8](#))

13. 🖐️ **APPOINTMENT OF INTERNAL AUDITOR**

To **CONSIDER** the correspondence regarding the appointment of an internal auditor and officer report and **AGREE** an appropriate course of action ([Appendix 9](#))

14. 🖐️ **AGAR**

To **CONSIDER** the Finance Officer's report regarding the AGAR and **AGREE** an appropriate course of action ([Appendix 10](#))

15. 🖐️ **PREMISES COSTS AND USAGE**

To review the proposal regarding the costs and usage of the Parish Office and a proposed resolution and **AGREE** a recommendation to Full Council ([Appendix 11](#))

16. 🖐️ **FIXED INTEREST ACCOUNT - CHARITY BANK**

To **CONSIDER** the correspondence regarding Charity Bank and officer report and **AGREE** an appropriate course of action ([Appendix 12](#))

17. 🖐️ **HIRE CHARGES**

To **CONSIDER** the officer report based on a proposal from Cllr Rye provided and **AGREE** an appropriate course of action ([Appendix 13](#))

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

19. 🖐️ **DATE OF THE NEXT MEETING**

Agreed by Full Council as 8 July 2025

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. 🖐️ GRANT FUNDING APPLICATION

To **CONSIDER** the officer report provided and **AGREE** an appropriate course of action (Confidential Appendix 14)

22. 🖐️ COMPLAINTS/FOI/SAR RECEIVED

To **CONSIDER** the officer report provided and **AGREE** an appropriate course of action (Confidential Appendix 15)

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)