



**MEETING OF THE  
FINANCE & GOVERNANCE COMMITTEE**

Date: Tuesday 8 July 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: 3 July 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 10 June 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 Summary Report from the Financial Officer ([Appendix 2](#))

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

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

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

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

To **NOTE** the reported cemetery activities for June ([Appendix 7](#))

### 7. 🖐️ FINANCE OFFICER'S REPORT

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

### 8. 🖐️ REVIEW OF Q1 REVENUE AND EXPENDITURE

To **CONSIDER** the RFO report ([Appendix 8](#)) and **AGREE** an appropriate course of action

## 9. 🖐️ VICTORY HALL

At the meeting of 26 June the Council agreed the following.

### 1. Immediate Actions:

- Issue formal notice to group confirming review process is underway
- Suspend further expansion of use pending Full Council resolution
- Request user data and grant expenditure details from the group
- Consider requirements as part of strategy document for proposed works and buildings usage

### 2. Short-Term:

- Conduct a cost-benefit review of continuing current support versus re-letting
- Investigate reasons for Limes Farm Hall non-use
- Assess feasibility of shared use or storage relocation
- Council to agree strategy which could include a combination of options set out above and set a review date (e.g., 6 months) to reassess sustainability

### 3. Policy Development:

- Develop formal policy on community not for profit use of Parish assets
- Include criteria for subsidised access, value-for-money assessment and Council approval processes

To **CONSIDER** the officer report ([Appendix 9](#)), hear an update from the Chair and **AGREE** an appropriate course of action

## 10. 🖐️ UPDATE FROM THE CLERK

To **CONSIDER** the officer report ([Appendix 10](#)) and **AGREE** an appropriate course of action

## 11. 🖐️ FINANCIAL REGULATION 5.15 EXPENDITURE

As per Financial Regulation 5.15, Individual purchases within an agreed budget for that type of expenditure may be authorised by the Clerk or RFO, under delegated authority, for any items below £1,000 excluding VAT. Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.

Council are asked to **NOTE** the attached expenditure of individual purchases within an agreed budget for that type of expenditure authorised by the Clerk or RFO for the period 1 May 2025 to 19 June 2025 ([Appendix 11](#))

**12. MATTERS TO BE BROUGHT FORWARD OR FOR DISCUSSION WITH NO DECISION****13. 🖐️ DATE OF THE NEXT MEETING**

Agreed by Full Council as 9 September 2025

**14. 🖐️ 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.”

**15. 🖐️ COMPLAINTS/FOI/SAR RECEIVED**

To **CONSIDER** the officer report provided and **AGREE** an appropriate course of action (Confidential Appendix 1)

**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)**