



**MEETING OF THE  
FINANCE & GOVERNANCE COMMITTEE**

Date: Tuesday 10 March 2026

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 Tosin Amuludun  
CLlr Erika Skingsley

CLlr Debby Rye  
CLlr Faiza Rizvi

Clerk:

Jason Selverajah

RFO:

Olga Linkeviciene

**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

*Jason Selvarajah MSc*

Clerk and Proper Officer to Chigwell Parish Council

Date: 4 March 2026

## 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 13 January 2026 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 March and **APPROVE** if appropriate ([Appendix 3](#))

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

To **REVIEW** the bank reconciliation to 28 February and **APPROVE** if appropriate ([Appendix 5](#))

To **REVIEW** the report detailing salary, superannuation and tax payments for March 2026 paid 11 March - ([Appendix 6](#))

To **NOTE** the reported cemetery activities to 28 February 2026 ([Appendix 7](#))

### 7. 🖐️ 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 to 04 March 2026 ([Appendix 8](#))

## 8. 🖐️ FINANCE OFFICER'S REPORT

To hear any recommendations from the Financial Officer and **AGREE** an appropriate course of action (**Appendix 9**)

8.1 An update from the RFO regarding investment reserves

8.2 An update from the RFO Asset Register

8.3 An update from the RFO Internal Controls

**Appendix 10 – Not applicable**

## 9. 🖐️ TENDER DOCUMENT

To **RECEIVE** an update from officers regarding progress on the document to date (**Appendix 11**)

## 10. 🖐️ IT POLICY

To **CONSIDER** the officer report (**Appendix 12**) and **AGREE** an appropriate course of action regarding any recommendations therein.

## 11. 🖐️ STANDING ORDERS AMENDMENT TO ALIGN WITH FINANCIAL REGULATIONS

Members are asked to **NOTE** that Standing Orders page 20 **Standing Order 18 a. v.** refers to the Public Contracts Regulations 2015 and to Contracts Finder while **the Financial Regulations** page 6 regulation **5.6** require compliance with the Procurement Act 2023 and the Procurement Regulations 2024 or any superseding legislation where the estimated contract value exceeds the threshold set by Parliament

Members are asked to **CONSIDER** to amend Standing Order 18 a. v. with immediate effect so that it reads “whether contracts with an estimated value below **£30,000, including VAT** or due to special circumstances are exempt from a tendering process or procurement exercise”

Members further ask to **RECOMMEND COUNCIL TO RESOLVE** that any necessary page numbering updates and cross references, including references to Standing Order 18 a. v. are made to ensure consistency and that this amendment brings Standing Orders into line with Financial Regulations regulation **5.6 that it reads as follows** “For contracts estimated to exceeds **£30,000 including VAT**, the Clerk shall seek formal tenders from at least three suppliers agreed by the council OR advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation. Tenders shall be invited in accordance with Appendix 1”

## 12. 🖐️ ALLOTMENTS AGREEMENT AMENDMENT

To **CONSIDER** the officer report (**Appendix 13**) and **AGREE** an appropriate course of action regarding any recommendations therein.

## 13. 🖐️ STAFF HANDBOOK AMENDMENT

To **CONSIDER** the officer report (**Appendix 14**) and **AGREE** an appropriate course of action regarding any recommendations therein.

**14. 🖐️ UPDATE FROM THE CLERK**

To **CONSIDER** the officer report (**Appendix 15**) and **AGREE** an appropriate course of action regarding any recommendations therein.

**15. 🖐️ MATTERS TO BE BROUGHT FORWARD OR FOR DISCUSSION WITH NO DECISION****16. 🖐️ DATE OF THE NEXT MEETING**

Agreed by Full Council as 7 May 2026

**17. 🖐️ 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.”

**18. 🖐️ INCIDENT LOG**

To consider and receive updated reports from the Clerk and RFO into governance and financial incidents and **AGREE** any further actions regarding any recommendations therein (**Confidential Appendix 1**)

To consider and receive updated reports from the Clerk and RFO into governance and financial incidents and **AGREE** any further actions regarding any recommendations therein (**Confidential Appendix 2**)

To consider and receive updated reports from the Clerk and RFO into governance and financial incidents and **AGREE** any further actions regarding any recommendations therein (**Confidential Appendix 3**)

**19. 🖐️ INSURANCE POLICY RENEWAL**

To **CONSIDER** the officer report (Confidential Appendix 4) and **AGREE** an appropriate course of action regarding any recommendations therein.

**20. 🖐️ TOWN & PARISH PENSION VALUATION RESULTS ACKNOWLEDGEMENT**

To **CONSIDER** the officer report (Confidential Appendix 5) and **AGREE** an appropriate course of action regarding any recommendations therein.

**21. 🖐️ LEGAL MATTERS**

To **CONSIDER** the RFO report (Confidential Appendix 6) regarding FC 010/25 (22/05/25) decision on the AGREED budget allocation required to progress the matter planning decisions at Froghall Lane (EPF/0942/24), and **AGREE** on 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)**