



**MEETING OF THE
FINANCE & GOVERNANCE COMMITTEE**

Date: Thursday 11 June 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 Selvarajah MSc

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: 5 May 2026

FINANCE AND GOVERNANCE AGENDA

1. ELECTION OF CHAIR OF THE FINANCE AND GOVERNANCE COMMITTEE

To receive nominations for the office of Chair of the Finance and Governance Committee.

Members are invited to propose and second nominations. If there is more than one valid nomination, a vote shall be taken in accordance with the Council's Standing Orders.

2. ELECTION OF VICE-CHAIR OF THE FINANCE AND GOVERNANCE COMMITTEE

To receive nominations for the office of Vice-Chair of the Finance and Governance Committee.

Members are invited to propose and second nominations. If there is more than one valid nomination, a vote shall be taken in accordance with the Council's Standing Orders.

3. APOLOGIES FOR ABSENCE

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

4. ANY OTHER ABSENCE

To **NOTE** any other absence

5. 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.

6. MINUTES

To consider the minutes of the previous meeting held 10 March 2026 for **APPROVAL** (**Appendix 1**)

7. 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

8. FINANCIAL TRANSACTIONS AND BANK RECONCILIATIONS

To **REVIEW** the Summary Report from the Financial Officer (**Appendix 2**)

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 31 May and **APPROVE** if appropriate (**Appendix 5**)

To **REVIEW** the report detailing salary, superannuation and tax payments for June 2026 paid 11 June (**Appendix 6**)

To **NOTE** the reported cemetery activities to 31 May 2026 (**Appendix 7**)

9. FINANCIAL REGULATION 5.15 EXPENDITURE

As per Financial Regulations 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 05 June 2026 (**Appendix 8**)

10. FINANCE OFFICER'S REPORT

As per Financial Regulations 5.18, in cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to £2,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure.

The Clerk shall report such action to the Chair as soon as possible and to the council as soon as practicable thereafter.

Council are asked to **NOTE** the attached expenditure of £1,950 (VA/223) to engage a specialist contractor to carry out the works on the shallow grave at the Cemetery on 1 June 2026 for a funeral on 4 June 2026 (**Appendix 9**)

11. INTERNAL AUDIT

To **CONSIDER** the findings of the Internal Audit and the officer reports provided and **AGREE** an appropriate course of action (**Appendix 10**)

12. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2025/26 (AGAR)

To **CONSIDER** the Finance Officer's report regarding the final AGAR 25/26 and **AGREE** an appropriate course of action (**Appendix 11**)

13. ASSET MANAGEMENT POLICY AND PROCEDURE DRAFT

To review a draft of the asset management policy and **AGREE** an appropriate course of action (**Appendix 12**)

14. UPDATE FROM THE CLERK

To **CONSIDER** the officer report (**Appendix 13**) 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 Thursday 9 July 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 **NOTE** report from the Clerk concerning progress of data protection and governance concerns highlighted previously (**Confidential Appendix 1**) and updates regarding two ongoing subject access requests (**Confidential Appendix 2**).

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.