



MEETING OF THE FINANCE & GOVERNANCE COMMITTEE

Date: Thursday 8 October 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 Faiza Rizvi (Chair)
CLlr Elliot Costa
CLlr Erika Skingsley

CLlr Celina Jefcoate (Vice Chair)
CLlr Tosin Amuludun

Officers to be present:

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: 2 October 2026

FINANCE & GOVERNANCE COMMITTEE 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 9 July 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 October and **APPROVE** if appropriate (Appendix 3)

To **REVIEW** the card payments for September and **APPROVE** if appropriate (Appendix 4)

To **REVIEW** the bank reconciliation to 30 September and **APPROVE** if appropriate (Appendix 5)

To **REVIEW** the report detailing salary, superannuation and tax payments for October 2026 paid 9 October (Appendix 6)

To **NOTE** the reported cemetery activities to 30 September 2026 (Appendix 7)

7. 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 2 October 2026 **(Appendix 8)**

8. Q2 REPORT- SPEND AND INCOME TO DATE

To **CONSIDER** the report from the Responsible Finance Officer and **AGREE** an appropriate course of action **(Appendix 9)**

9. FINANCE OFFICER'S REPORT

To **CONSIDER** the report from the Responsible Finance Officer and **AGREE** an appropriate course of action **(Appendix 10)**

10. GOVERNANCE CLARIFICATION FOLLOWING THE RESIGNATION OF A FORMER COUNCILLOR

To **CONSIDER** the report from the Clerk and **AGREE** an appropriate course of action **(Appendix 11)**

11. UPDATE FROM THE CLERK

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

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

13. DATE OF THE NEXT MEETING

Agreed by Full Council as Thursday 10 December 2026

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. CEMETERY GOVERNANCE REVIEW AND HISTORICAL RECORDS INVESTIGATION REPORT (CONFIDENTIAL- EXEMPT INFORMATION)

To **CONSIDER** the confidential report from the Clerk regarding cemetery governance, historical records, administrative matters and financial implications and determine any recommendations to Full Council (**Confidential Appendix 1**)

16. STAFFING UPDATE (CONFIDENTIAL- EXEMPT INFORMATION)

To **CONSIDER** the confidential report from the Clerk regarding staffing matters and determine any recommendations to Full Council (**Confidential Appendix 2**)

17. STAFFING MATTERS: ADDITIONAL OFFICER RESPONSIBILITIES ARISING FROM THE REGISTRAR'S ABSENCE (CONFIDENTIAL - EXEMPT INFORMATION)

To **CONSIDER** the confidential report from the Clerk regarding the operational impact of the Registrar's absence, additional duties undertaken by officers, associated resource implications and any recommendations arising therefrom (**Confidential Appendix 3**)

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.