



## CHIGWELL PARISH COUNCIL

### MINUTES OF THE FINANCE & GOVERNANCE COMMITTEE MEETING

HELD ON 10<sup>th</sup> JANUARY 2023 @ 6.30PM

Chigwell Council Parish Offices, Hainault Road, Chigwell, IG7 6QZ

👉 = A resolution to be made, £ = Expenditure resolution

Present: Chairman, Cllr. C. Jefcoate, Cllr. R. Chahal-Holden, Cllr. E. Costa  
Finance Officer – Olga Linkeviciene, Clerk – Karen Kuderovitch

1/23.	<b>RECORDING OF MEETINGS</b> Members of the Public and Councillors were 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. The Clerk asked Members of the Public to declare if they were recording. <b>Councillors/Members of the Public to declare their intention to record the Meeting (ref: Openness of Local Government Regulations 2014).</b>
2/23.	<b>APOLOGIES FOR ABSENCE</b> 👉 Clerk reported apologies and Council to vote on the acceptance of apologies & their submitted reasons. Cllr. F. Rizvi – personal commitment – Cllr. S. Raza – no apologies sent.
3/23.	<b>DECLARATION OF INTERESTS</b> All Members were reminded that they must disclose any interests they know they have in items of business on the meeting's agenda and that they must do so at this point on the agenda or as soon as they become aware of the interest. They are also obliged to notify the Monitoring Officer of the interest within 28 days of the meeting, if they have not previously notified her about it. The Clerk offered members the opportunity to declare any interests and note them. <b>None declared.</b>
4/23.	<b>MINUTES</b> 👉 The Minutes of the meeting of 8 <sup>th</sup> November 2022 were reviewed & approved.
5/23.	<b>PUBLIC FORUM</b> On the motion of the Chairman the meeting will be adjourned for 15 minutes for members of the public/press to address the Council (extendable by the Chairman - see Standing Orders). The allocated time to be shared equally amongst member of the public. Once the public session is closed, members of the public have no rights to take part in the meeting – unless requested & permitted by the Chairman.
6/23.	<b>CHAIRMAN'S REPORT</b> <ul style="list-style-type: none"><li>• The Chair asked for details from Heelis &amp; Lodge, Clerk to action. The Chair suggested the Council had not seen any information about the company. A new email address had been provided by the company.</li><li>• The Chair of Planning had been requested for an update on Planning reporting.</li><li>• The Chair had spent time with the Finance Officer reviewing the budget for referral to full Council. The Chair stated it was hoped a 0% increase could be achieved.</li></ul>

Clerk: Karen Kuderovitch, Certificate in Local Council Administration (CILCA)

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	<ul style="list-style-type: none"> <li>The Clerk advised that information and statistics on the burials &amp; cremations finance had been sent to Community Assets, but would be forwarded to F&amp;G.</li> </ul>
7/23.	<p><b>FINANCE</b> 📈 £</p> <p>Members approved the Finance Report provided by the Finance Officer, which included:</p> <ol style="list-style-type: none"> <li>Schedule of payments, salary, HMRC, pensions (appendix 1)</li> <li>Review Finance Reports: <ul style="list-style-type: none"> <li>Receipts &amp; payments – it was agreed to do a drawdown process a PO for the full financial year, to reduce paperwork. Direct debits to reviewed by full Council at the Annual Council Meeting. Some queries were raised and discussed (British Gas/Electricity).</li> <li>Virement report to be recommended to the full council for approval (salary, temp. staff &amp; electricity) – for next full Council Agenda.</li> <li>Budget 2022/23 vs Actual YTD – 2 further virements required for street lighting (Jan – March 2023). The Clerk reported there had been no residents feedback on this. The Clerk recommended a virement from the Community Special Budget and gave her experience of this project in that it's very difficult to engage interest in this role, especially in the near future. <b>It was resolved</b> to make a recommendation for a virement from h) Planning Clerk £14,000. Engagement with Essex County Council required to establish which lights will remain on in which key areas. Cemetery budget – prices increased in 2020, no proposal as been tabled for an increase since then. Clerk to review with the Cemetery Manager for proposed costs for Chigwell residents &amp; non-residents. A plan to be made to increase revenue at Victory Hall (last raised in 2022) &amp; Cemetery. The Chair suggested a commercial kitchen was required. The Clerk advised of issues at Victory Hall that needed urgent attention in order to attract more bookings. Virements to be prepared for year end. Finance Officer to investigate water invoices for allotments. Tree tender being prepared by the Clerk. The Clerk asked about cycle path allocation of £10,000, which is an Essex County Council initiative. Foot path repairs budget was also discussed. The Finance Officer projected a year-end balance of all accounts of approx. £575,000.</li> </ul> </li> <li>Records of Incident Report Book for approval – the Finance Officer presented a draft which was agreed with some minor amendments, signed off by the Clerk.</li> <li>Draft Full Council Budget for 23/24 – discussed HR (Worknest), staff salaries, e-cargo bike, reviewed and approved.</li> <li>Precept 2023/24 – a discussion took place on the history of Precept increases, potential provision of EV Charging points, the Community Grant Fund budget. The Finance Officer to make necessary adjustments. It was agreed a recommendation of a 1% increase to the next full council meeting for discussion and approval for submission to EFDC.</li> <li>Earmarked Reserves Report – discussed: <ul style="list-style-type: none"> <li>Christmas event lighting &amp; warm places, bulb planting not to be in Earmarked Reserves. It was agreed allocations to be; £50K main office, £50K sustainable transport.</li> </ul> </li> <li>Internal Audit 2022/23: <ul style="list-style-type: none"> <li>Review the progress of outstanding matters from last year – the Finance Officer reported on progress made on the recommendations made and presented a report. Action points agreed.</li> </ul> </li> </ol>

	<ul style="list-style-type: none"> <li>- Review of Accounting Arrangements and Bank Reconciliations - (HSBC, Cambridge, Barclays) – HSBC &amp; Cambridge in progress to access the accounts &amp; complete bank reconciliations.</li> <li>- All individual invoices scrutiny &amp; sign off – agreed</li> <li>- Fidelity guarantee</li> <li>- Petty Cash records</li> <li>- Review of Staff Salaries staff contracts</li> <li>- Review of Income, Cemetery, Allotments, Victory Hall</li> </ul> <p>h) BT and Shire Leasing expenditure review for appropriate actions – BT – meeting to be held with the Account Manager, with a view to engaging a telecoms engineer.</p> <p>i) Expenditure approval - error</p> <p>j) Banks – Clerk to report on Cambridge, HSBC, Barclays, Unity. The Clerk reported a £500 deposit was required for the Unity account.</p> <p>k) External Audit – notice of conclusion of unaudited accounts – after discussion – agreed to be published.</p>
8/23.	<b>DATE OF NEXT MEETING</b> 📅 7 <sup>th</sup> February 2023.