



MINUTES FINANCE & GOVERNANCE COMMITTEE

Date: Thursday 11 May 2023

Time: 6.30pm

Place of meeting: Chigwell Council Parish Offices, Chigwell, IG7 6QZ

Councillors present: Jefcoate (Chair), Raza, Costa

Public: One

#for part of the meeting

Proper Officer: Olga Linkeviciene

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 the meeting will take place.

17/23 APOLOGIES FOR ABSENCE

Apologies were received and **ACCEPTED** from Cllrs Rizvi and Chahal-Holden

18/23 DECLARATIONS OF INTEREST

None

19/23 MINUTES

The minutes of the previous meeting held 7 March 2023 were approved

20/23 PUBLIC PARTICIPATION

A member of the public asked if the Fire Brigade could carry out an assessment of the hazardous/flammable materials transport and storage and was thanked for suggestion A member of the public asked what the Council's long term policy was on Victory Hall and was advised it would be a matter for Full Council this year

21/23 FINANCIAL TRANSACTIONS

- To receive report of bank payments for approval for March and April 2023 – **APPROVED** by Cllr Cost and Cllr Raza
Comments: The ongoing lease of the lawnmower was noted and that staff are looking to amend or change five year lease contract signed in 2020 as lawnmower that collects clippings is needed.
- To receive report detailing the salary, superannuation and tax payments for approval for May 2023 - **APPROVED** by Cllr Jefcoate with Cllr Chahal Holden to countersign
- To receive a summary report for the months of March and April of income and expenditure - **NOTED**

22/23 AUDITOR REPORT

Reports from Audit Solutions and Heelis and Lodge were compared. It was **AGREED** a more comprehensive audit including transparency audit was preferred. The previous procurement process for the current auditor was considered not to be adequate and it was **AGREED** a new auditor would be appointed for the year 23/24.

Action: Staff to seek costings for three internal audits per annum to include legislative compliance.

23/23 FINANCIAL REVIEW

The income and expenditure and to consider the comparison to budget for all committees for 2022/23 was **NOTED**

The bank reconciliations for Unity Bank for May 2023 were **AGREED**

An update on the end of year position, the accounts and AGAR of 2022/23 was received. It was noted by staff that there was a 39% overall over spend in general expenditure for 2022/23. It was noted the increased street lighting for 2022/23 was a significant contributor.

Action: Staff to prepare detailed breakdown of all over/underspend for the next meeting as part of the AGAR

24/23 RISK REGISTER

The revised risk Register content was **AGREED**

Action: The final document on Sharepoint will be reformatted to a more accessible format prior to publication

25/23 INTERNAL AUDITOR'S REPORT

Duplication

26/23 CODE OF CONDUCT

Action: staff to write to remind all Councillors to check and update DoI and provide to staff

27/23 EMPLOYMENT OF LOCUM CLERK/RFO AND/OR INTERIM STAFF

It was **AGREED** the budget of £5,000 was sufficient should a locum need to be engaged

28/23 EMPLOYMENT OF PERMANENT CLERK/RFO

It was **AGREED** the recruitment costs would come out of the personnel professional fees budget up to a value of £10,000

29/23 COUNCILLOR TRAINING

Action: Cllr Costa to check with staff/EFDC for links to any new Councillor training and circulate

30/23 BANKING

Staff provided HSBC, Unity forms for signing to update user details. **Action:** Staff to update at next meeting

30/23 OFFICE MOBILE/LAPTOP

Cllr Jefcoate updated that the office laptop is now accessible. **Action:** Personnel to ensure office mobile is returned to site.

31/23 MATTERS TO BE BROUGHT FORWARD OR FOR DISCUSSION WITH NO DECISION

- Valuation of the assets and buses.

Action: Staff/Cllr Jefcoate to locate invoice from Stanford Coach Works for next meeting

- Consideration of new pension provider
- BT duplication of accounts
- Management Control - to include:
 - Playground risk assessment progress
 - Performing Rights License **Action:** staff to confirm what premises referred to
 - Insurance position/Risk Assessment for hazardous/flammable transport and storage - **Action:** Staff to ask Fire Brigade for a risk assessment visit
- Internal Control Q3 and Q4 - **Action:** to be completed
- Community Hall - Terms and Conditions of booking. **Action:** Cllr Costa to review draft ahead of next meeting
- Victory Hall/ Community Hall - booking costs 2023/24. **Action:** booking form to comply with GDPR and any copies of ID held will be destroyed once deposit is returned

32/23 DATE OF THE NEXT MEETING

It was **AGREED** the next meeting would be Tuesday 6 June 2023 at 6.30pm

33/23 EXCLUSION OF THE PUBLIC AND THE PRESS

It was **AGREED** that the public and the press be excluded from the meeting, as the Council believed that publicity would be prejudicial to the public interest by reason of the confidential nature of the business about to be discussed.”

34/23 OPERATIONAL AND STAFF MATTERS

To consider the following matters and agree an appropriate course of action

a. Contract arrangements

The lack of readily available records in the office relating to various matters was **NOTED**. It was confirmed that at the advice of staff the Council had reverted to the previous web provider and an interim website had been set up. **Action:** Staff to send Cllr Costa the link to previous website content provided by the previous provider.

b. Correspondence received

It was **NOTED** correspondence had been received centrally but not circulated to Council by staff. The matter would be brought to the next F&G meeting

The meeting closed at 7.27pm