



Chigwell PARISH COUNCIL

*Completed
+ resigned
10/10/23*

**MEETING OF THE
FINANCE & GOVERNANCE COMMITTEE**

Date: Tuesday 4 July 2023

Time: 6.30pm

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

Present: Cllrs Jefcoate (Chair), Rizvi (Vice Chair), Chahal Holden, Costa, Gaffar

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 would take place.

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

Olga Linkeviciene

Acting Proper Officer

Date: 29 June 2023

Olga Linkeviciene
28/6/23

FINANCE AND GOVERNANCE AGENDA

1. APOLOGIES FOR ABSENCE 🖐️

None

2. DECLARATIONS OF INTEREST

None

3. MINUTES 🖐️

The minutes of the previous meeting held 6 June 2023 were **APPROVED**

4. PUBLIC PARTICIPATION

None

5. FINANCE OFFICER'S REPORT

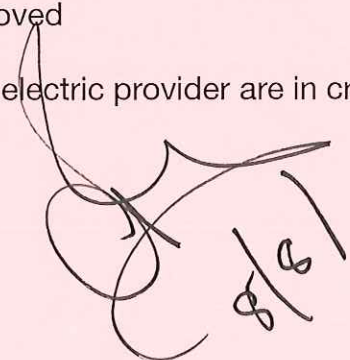
It was reported the matter of one outstanding allotment payment has been resolved and it has been moved from deposit to other income

Details of grant policy were discussed and Councillors agreed enforcement of the Grant Policy. It was suggested in the absence of the Clerk one person within the Council would be appointed to review each Grant Application and identify any gaps in submission. The Chair reminded the committee that when Grant applications came before Council it was the role of Councillors to read and understand any application that comes before them. Members were reminded the policy required a follow up to confirm details of the grant expenditure.

Action: FC to appoint a councillor to track each grant that comes in to ensure any application is complete before it comes before FC. Grant Policy to be updated to reflect new office contact and adoption by Council in May 2023 and new version uploaded. Chair of Council will seek a volunteer to review most recent application prior to next Full Council.

It was noted Councillor training was taking place from Thursday 6 July, 7-9pm for four weeks and Full Council of 20 July would be need to be moved

Supplier accounts from Castle Water, Clear Business and electric provider are in credit and refunds have been asked for.



A duplicate payment to Ernest Doe - the approved payment was made by BACS and the company also took the payment by direct debit. A refund has been asked for.
Action: Office to ask Unity for a copy of the DD mandate form

6. FINANCIAL TRANSACTIONS 🖐

- The bank payments to be made in July were noted and **APPROVED**

An emergency payment and Authorisation to Spend for Grabtech was noted of £2,300 and completed. The Chair asked the budget remaining figure be included on the form

- The salary, superannuation and tax payments for July 2023 were **APPROVED**

It was noted: Any Gem Awards to be paid on a net basis of £100 after deductions, Chair of Personnel noted she would be meeting with a member of staff to discuss contract revisions and a further cemetery staff member's hours and responsibilities had been amended on a trial basis to November. A query was raised as to whether meeting payments are pensionable and/or net

Action: Personnel Committee Chair to provide all details to Finance Officer in writing.

- To receive an update on the position against budget for Q1.

VAT has been reclaimed for Q1 and is due.

Allotments - two available plots, it is hope all plots will be filled and revenue will be in by August

Victory Hall - slight revenue shortfall in the first quarter. It was noted it had previously been agreed that the fees would increased from April 2023. Basic fees had been agreed from £25 to £30 per hour (with higher rates at weekends) and the minimum booking period was now two hours. Key deposit is now £125 and damage is £250 and photo ID plus proof of address of the hirer was required as part of the booking process.

Action: staff to finalise terms and conditions and issue them.

Cemetery - significant revenue shortfall in the first quarter

Action: Committee to monitor every month

Chair of Personnel noted the Councillor training budget would be exceeded

Action: Virement of £1,500 from Admin Salaries to Training to be put to Full Council for approval

Action: EALC Training schedule to be sent for all Councillors

It was noted the remaining VH salary budget for 23/24 was £8,700

7. BANK RECONCILIATIONS 🖐

The bank reconciliations to 30 June for Barclays and Unity were **APPROVED**.

8. BANKING

It was NOTED the HSBC statements were still not available from the bank. FO provided forms for signing

Action: FO to return forms to HSBC

Barclays require an update on a signature which does not match that held on file.

Action: FO to draft a letter on Parish letterhead, confirming the signature may have changed over time

It was noted a cheque for £470.00 remained outstanding despite having being paid in to Barclays. FO to enquire once Barclays accept the form adding her to the mandate To receive an update on progress regarding the access to HSBC accounts, the suitability of existing bank accounts and mandate changes already agreed by Council.

Cllr Chahal Holden advised several accounts were suitable, including a 2 year fixed bond. Unity also do a high interest, instant access

Action: £100,000 to be transferred from Barclays account to a Unity high interest account (minimum amount accepted is £100,000K with 90 days notice/loss of interest)

Action: Cllr Chahal Holden to advise in writing of details of Metro high interest account and a two year fixed bond account and a 120 day interest with Aragon at 4.6%

9. CONTRACT REVIEW

Action: Contract is up for review in October. Councillors to review contract - deferred

10. CEMETERY EXPENDITURE 🖐

The existing revenue proposal does not detail how the uplift needed in ashes interment will be achieved. Further information also needed regarding maintenance of memorial tree and columbarium. The risk of existing clients simply transferring from interring ashes to the columbarium needs to be mitigated. The budget was discussed and it was agreed the 23/24 equipment purchase budget should be prioritised for any replacement vehicle and the Columbarium and/or Memorial Tree purchase proposal may be included in the 24/25 budget.

Action: Olga and Toni to delivery a full business plan including detailed marketing proposal of how uplift will be achieved. This is to include details of where else locally offers these services, the usage/capacity of these and whether annual fees will be applicable.

11. MANAGEMENT CONTROL

A. Playground Risk Assessments

To have sight of the inspection check lists as requested and receive an update on the repair of the seesaw - deferred to August

B. Performing Rights

A PRL is required for Victory Hall

Action: staff to apply for license and put in place

C. Hazardous/Flammable goods transport and storage

FO reported the Fire Brigade would not assist with a risk assessment. Cemetery Manager is preparing risk assessment.

Action: Councillors also asked to be advised why:

The petrol spend has increased substantially from 21/22 to 22/23

Why is petrol purchased from Abridge and Epping in preference to local station.

How is petrol transported from Abridge and Epping.

Why was a similar volume used in grass cutting period and the period Oct-Dec 2022

FO to ask To receive a report from Councillors Costa/Skinsley Morgan

12. DELAYED CREDIT TO THE BANK ACCOUNT 🖐

The Chair has spoken to Highwood Council who were advised a supplier of theirs had been paid by Chigwell. This did not appear to be correct. The Monitoring Officer has advised a forensic audit be carried out. A previous forensic audit was carried out by EFDC and it was **AGREED** they would be approached for costs to carry this out.

Action: EFDC to be contacted regarding costs of a forensic audit

13. INCIDENT REGISTER 🖐

The draft incident book is in service. Incidents to be added include the Highwood payment, It was **AGREED** the log be called a Financial and Governance Incident Log to differentiate between financial and other incidents. The importance of completing the mitigation column was noted and actions needed to be taken to ensure this

Action: A copy of existing F&G Log to be circulated to Committee. The F&G Log to be included on every agenda.

14. FOI/SAR/COMPLAINTS 🖐

FOI re: Parish Policy - One piece of remaining personal information was noted; it was It was **AGREED** that would be redacted and the Proper Officer to upload.

FOI: Co-option - the original repose document is still being located. Chair to report on progress next meeting

Action: Chair to amend Policy FOI and staff to upload to WHatDoTheyKnow website.

Vexatious - Chair/Staff to locate original response if available and amend as required

15. ASSET DISPOSAL

Deferred

16. BT ACCOUNTS

Action: Staff to continue to push for engineer site visit with BT account manager to review incoming services into Parish Office.

Action: The possibility of a mesh system to expand the wi-fi to Victory Hall.

17. INTERNAL CONTROLS

Reported as in progress

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

Finance and Governance Incident Log to be on every month's agenda

19. DATE OF THE NEXT MEETING

8 August 2023 at 6.30pm

The meeting closed at 8.11pm

CHIGWELL PARISH COUNCIL
A list of payments due in JULY 2023

Approved by *Re Hu*

Approved by *Re*

APPENDIX

INV/PO No	Minutes			Due date	Net Amount	VAT	Total
16/06/23		Cllr Allowance 2023/24		ASAP	450.00	BAC	£450.00
23/06/23		Cllr Allowance 2023/24		ASAP	150.00	BAC S	£150.00
30/06/23		Cllr Allowance 2023/24		ASAP	100.00	BAC	£100.00
19/06/23		PHONE/Broadband	D/21	ASAP	198.88	BAC	£238.66
30/06/23		CEMETERY BURIAL REGISTER	R/10	ASAP	710.00	BAC S	£852.00
17/05/23		Treatment service for VH/Cclub	L/63	ASAP	550.00	BAC	£550.00
30/06/23		Club Fire Doors & Exit Doors replacement	L/63	ASAP	3542.31	BAC S	£3,542.31
26/05/23		Maintenance supplies by Cemetery staff	L/63	ASAP	76.55	BAC S	£91.88
10/06/23		REPRINTED 1 NAME OF cpc STAFF CARD	G/39	ASAP	40.00	BAC S	£48.00
13/06/23		VH Elect monthly	L/19	ASAP	12.28	BAC	£12.89
13/06/23		VH Elect monthly	L/19	ASAP	35.64	BAC	£37.42
12/06/23		Main Office Elect monthly	C/13	ASAP	23.83	BAC	£25.02
13/06/23		Cemetery Office Elect monthly	T/10	ASAP	72.96	BAC	£76.61
24/06/23		QTR Rent for a piece of Land at Chigwell Village	R/10	04/07/23	750.00	BAC S	£750.00
06/06/23		Superannuation June 23	F&G	15/07/23	3,895.44	BAC	£3,895.44
06/06/23		PAYE/NIC June 23	F&G	15/07/23	4,228.86	BAC	£4,228.86
30/06/23		Staff Net payment July 23		11/07/23	10,326.86	BAC	£10,326.86
26/06/23		Waste Disposal Main Office monthly	C/15	ASAP	149.92	BAC S	£179.90
26/06/23		WASTE Disposal Manor Road monthly	T/10	ASAP	237.90	BAC S	£285.48

07/06/23	2564031PO939	Cleaning Domestic materials for VH/Cclub		L/17 9	VIKING RAJA GROUP OFFICE Deport International UK Ltd	07/07/23	BAC S	318.12	63.62	£381.74
08/06/23	HL9363PO930	Final Internal Audit report 2022/23	FC	F/31	HEELIS&LODGE	11/07/23	BAC S	255.00		£255.00
27/06/23	355486PO941	Supplies for Open space works		VB/1 10	AM GARDEN MACHINERY	15/07/23	BAC S	69.58	13.92	£83.50
20/06/23	1962PO923	TREE WORKS CEMETERY	CAC 34.(15/6/23)	VA/1 40	CEDAR TREE CARE	26/07/23	BAC S	795.00	159.00	£954.00
20/06/23	1960PO921	Tree Works Tomswood Hill	CAC 29.(15/6/23)	VA/1 40	CEDAR TREE CARE	26/07/23	BAC S	395.00	79.00	£474.00
20/06/23	1961PO922	Removal Elaeagnus	CAC 28.(15/6/23)	VA/1 40	CEDAR TREE CARE	27/07/23	BAC S	695.00	139.00	£834.00
30/06/23	QPO970	NEW BUS SHELTER	FC 26/6/23	K/13 8	LITTLETHORPE LT		BAC S	14,169.00	2,833.80	£17,002.80
06/06/23	ORDER/PO908	Phoenix Fire Commander	CAC 22.(15/6/23)	U/10 9	SAFE.CO.UK		BAC S	1,364.35	272.87	£1,637.22
20/06/23	3613791PO920	5 Tables with 6 seats (vh/Cclub&Cemetery)	CAC 17.(15/6/23)		NBB Recycled Furniture	20/07/23	BAC S	2,025.00	405.00	£2,430.00
27/06/23	PO947	Repair Black Gate for Cemetery	FC 14.(26/6/23)	R/98	Southern Security Systems		BAC S	1,316.67	263.33	£1,580.00
06/06/23	1382278446PO945	New key box for VH		L/65	TRADE UK/Screwfix Direct	31/07/23	BAC S	39.41	7.88	£47.29
06/06/23	1382278454PO944	Battery for smoke alarm		R/97	TRADE UK/Screwfix Direct	31/07/23	BAC S	13.33	2.66	£15.99
05/06/23	1381858147PO943	Battery for smoke alarm		L/63	TRADE UK/Screwfix Direct	31/07/23	BAC S	13.33	2.66	£15.99
30/06/23	311498PO964	Annual Digital Communicator inspection-Cemetery		S/93	Essex Security Services	31/07/23	BAC S	285.00	57.00	£342.00
10/07/23		VH/Club charge for property			Epping Forest District Council	10/07/23	DD	541.00		£541.00
10/07/23		Cemetery charge for property			Epping Forest District Council	10/07/23	DD	175.00		£175.00
30/06/23	3301PO	Cemetery MUCK AWAY			GRAB Tec	ASAP	BAC S	2,310.00	462.00	£2,772.00

10/07/23		Office charge for property		Epping Forest District Council	10/07/23 DD	884.00		£884.00
21/06/23	M023 WE	Cloud voice	D/21	BT	ASAP DD	122.55	24.51	£147.06
29/06/23	1394517PO963	Main Office Gas	C/12	CROWN GAS & POWER	09/07/23 DD	11.03	0.55	£11.58
27/06/23	875218155	VH Elect monthly	L/19	British Gas	DD	15.66	0.78	£16.44
26/06/23	SL0126686PO940	June23 pension report	F/34	MHR International Uk	26/07/23 DD	25.00	5.00	£30.00
Total due in July 2023						£51,389.46	£5,082.48	£56,471.94