



MEETING OF THE FINANCE & GOVERNANCE COMMITTEE

To be convened: Tuesday 7 November 2023

Time: 6.30pm

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

Members present:

Cllr Celina Jefcoate (Chair)

Cllr Tes Gaffar (Vice Chair)

Cllr Rashni Chahal Holden

Members of the Public:

None

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.

Councillors were 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

FG79/23 - APOLOGIES FOR ABSENCE

Apologies were received and **ACCEPTED** from Cllr Elliot Costa and Cllr Faiza Rizvi

FG80/23 - DECLARATIONS OF INTEREST

None

FG81/23 - MINUTES

The minutes of the previous meetings held 4 July and 8 August 2023 were **APPROVED**

FG82/23 - PUBLIC PARTICIPATION

[Handwritten signature]
5/12/23

None

FG83/23 - FINANCE/ACTING PROPER OFFICER'S REPORT

The Finance Officer noted the credit card transactions were not available due to online banking issues and would be presented at the next meeting. The office phone issue had been resolved by BT who had provided replacement phones free of charge. The website access/incompatibility was being addressed and the matter of the domain name hosting to be considered.

ACTION: Finance Officer to investigate and report on domain name hosting

The agreed annual increase in local authority pay bands were reported.

ACTION: To be included in the December payroll

The unexpected and unbudgeted historic street light invoices from EFDC remain unpaid and under investigation. The matter of reintroducing a payment to EFDC for some overnight lighting was raised and an estimated cost of £20K pa was given verbally. No further information was available. It was reminded that since April 2023 no complaints that only some rather than all lights were on overnight had been received by the office. The committee chair noted that there is no budget for street lighting in 23/24, that all other Parishes in Essex continue to comply with ECC Part Night Lighting Scheme and joining them and switching off some of the street lights between 1am-5am has resulted in significant progress towards both CPC and EFDC net zero objectives.

ACTION: The FO to continue investigating the historic invoices. The matter of part street lighting to be considered when drafting the 2024/25 and three year budgets.

FG84/23 - FINANCIAL TRANSACTIONS

Bank payments for November were **APPROVED**

The Worknest annual fee was noted.

ACTION: Diarise review of HR provider June/July 2024

The annual legal expenses insurance from Worknest was paid for continuity but it was noted there was also legal insurance within the Zurich policy.

ACTION: To review ongoing need for duplicate policies

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

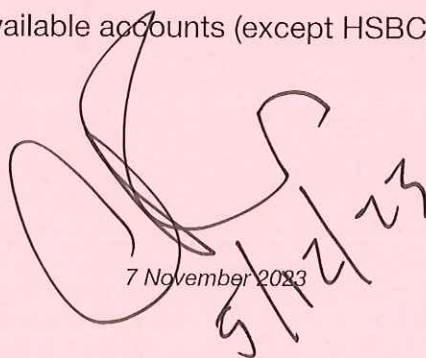
The report detailing expenditure for November was **APPROVED**

The update on the revenue to 31 October position against budget was **NOTED**

FG85/23 - BANK RECONCILIATIONS

To receive the bank reconciliations to 31 October for all available accounts (except HSBC) were **APPROVED**.

FG86/23 - BANKING



Barclays have recognised the Finance Officer and are now allowing access. Unity have been asked to issue a corporate debit card for the FO. HSBC - the process has been started again as the bank were not able to locate the paperwork. Cllr Bhanot has signed the Cambridge mandate form and advised it is ready for collection from his home.

ACTION: Staff to ask him to return the signed mandate form to the Parish Office

FG87/23 - FINANCE AND GOVERNANCE INCIDENT LOG

The Incident Log was reviewed. The Chair reported that EFDC had been advised of the alleged attempted influence on spending decisions.

The FO reported the forensic audit is ongoing

ACTION: Incident Log to be updated

FG88/23 - FOI/SAR/COMPLAINTS

The FO reported no correspondence had been received

FG89/23 - DRAFT BUDGET

The draft budget was being prepared and would be presented to F&G at the December meeting with the objective to be able to bring it to Full Council on 6 January 2024

ACTION: All Committees to be reminded to provide draft budget requirements to Finance and Governance by the end of the first week of December

FG90/23 - ASSET REGISTER

The FO reported the asset register was being reviewed.

FG91/23 - PENSION POLICY

ACTION: The FO to ask Essex Pension Fund for a statement, details of beneficiaries and any deficits

FG92/23 - INVESTMENT

The FO is actioning the moves agreed and will report to F&G in December regarding moves to Virgin (£100K), Nat West (£85K), A bond with Charity Bank (£85K) and a 30 day account (£85k)

ACTION: Cllr Chapel Holden to report on 30 day high interest accounts

FG93/23 - MAST RENTAL/VAT POSITION

Cllr Chahal Holden reported that the rules regarding placing masts has changed since the Station Green agreement and updated regarding what was being offered regarding an EE mast agreement in Victory Hall car park. The matter of easements, whether EFDC

approval is required and potential VAT liability was raised. The FO confirmed that HMRC advice is that there may be a VAT liability.

ACTION: Cllr Jefcoate to access deeds via Land Registry portal. The land transfer agreement from EFDC to be located in the Parish Office and reviewed regarding any easements. Previous Councillors to be contacted regarding the lease from EFDC and possible easements. All future land rental invoices to include VAT

FG94/23 - TENDER DOCUMENT

It was **AGREED** the document should go to Full Council with a recommendation to approve

FG95/23 - MANAGEMENT CONTROL

Risk Assessments

Action: To receive an update from staff regarding risk assessments. To receive copies of internal playground weekly inspections from July to date, internal weekly and monthly inspection records of adult fitness equipment from April 2023 to date. To receive July 2023 ARD quarterly inspection and most recent Outdoor Fitness quarterly report. To **AGREE** an appropriate course of action

ACTION: Deferred to F&G December meeting

Licensing of Parish Premises

To receive an update from staff on progress in acquiring PRL licence for VH and legal advice regarding Place of Worship status. To **AGREE** an appropriate course of action

ACTION: Deferred to F&G December meeting

Hazardous/Flammable goods transport and storage

To review response by staff to the following queries from the July meeting (Appendix 7) which were:

Why the petrol spend 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

To receive confirmation the appropriate risk assessments have been carried out and an advisory of when the next RA is due on the movement and storage of petrol. To receive confirmation Zurich are fully informed of the storage and transport of petrol.

ACTION: Deferred to F&G December meeting

4 of 5

FG96/23 - ASSET DISPOSAL

To receive an update from Cllr Costa regarding advice received to date from EFDC regarding the sale of buses, specifically an up to date valuation and **AGREE** an appropriate course of action

ACTION: Deferred to F&G December meeting

FG97/23 - INTERNAL CONTROLS

To receive an update from the acting Proper Officer regarding the sign offs for Q3, Q4 and Q1

ACTION: Deferred to F&G December meeting

FG98/23 - MATTERS TO BE BROUGHT FORWARD OR FOR DISCUSSION WITH NO DECISION

None

FG99/23 - DATE OF THE NEXT MEETING

The date of the next meeting is Tuesday 5 December

The meeting closed at 7.10pm

A handwritten signature in black ink, followed by the date '5/12/23' written vertically.

CHIGWELL PARISH COUNCIL
FINANCE AND GOVERNANCE COMMITTEE 07
11 2023

SIGNED BY: *B. H.*

Date:

SIGNED BY: *R. H.*

Date:

7-7-2023

RefNo	Invoice No	Invoice/PO date		Due Date	Total Amount	Payee	Description	Cost / code	Committee
1311	Payroll Report Oct 2023	10.10.2023	ONLINE	15.11.23	£4,869.82	Essex Pension Fund	Superannuation Payments		F&G
1310	Payroll Report 06 11 2023	06.11.2023	ONLINE	10.11.23	£11,906.56	Chigwell Parish Council staff	Payroll Net Pay November		F&G
1309	849641416 PO1309	24.10.2023	DIRDEBIT		£57.91	British Gas (BGB Services)	GAS 314.17kWh A/c603854423	L/173	07/11/23
1308	INV14212801957PO1 308	04.10.2023	ONLINE	30.11.23	£1.32	TRADE UK / SCREWFIX DIRECT Lt	Main supplies	R/97	CAC
1307	INV1426296665PO13 07	19.10.2023	ONLINE	30.11.23	£194.25	TRADE UK / SCREWFIX DIRECT Lt	Main supplies	R/97	CAC
1306	INV26507025PO1306	17.10.2023	DIRDEBIT	01.11.23	£276.06	O2	Mobile phone charges monthly	D/22 S/94	
1305	INV17020PO1305	20.10.2023	ONLINE	20.11.23	£654.00	EALC (Essex Assoc. of Local Councils)	Budget, Allotment, Introduction to Planning Courses	B/130	Personnel Committee
1304	INV218090PO1304	21.10.2023	ONLINE	20.11.23	£60.00	SHARP Brothers (Skips) Ltd	MISACC Fridge Manor Rd	L/69	CAC
1303	INV208626PO1303	30.10.2023	ONLINE		£976.80	L&F Plant Hire Ltd (Tipper Hire)	Vehicle DL70 CXW Ford rent	U/107	FC21/9/23
1302	10000424014	05.10.2023	ONLINE	ASAP	£38.71	Castle Water	Sept 18m3 A/c 2504633	T/103	
391	INV391	07/07/2023	BACS	ASAP	£150.00	Daniel Robinson&Son	Refunded overpayment		
cr99	Bank strnt	21/07/2023	BACS	ASAP	£150.00	Charles Breeze	Unknown payee		
412	INV412	13/09.23	BACS	ASAP	£140.00	Daniel Robinson&Son	Refunded overpayment		

5/12/23

1301	INVSINV055393	01.11.2023	ONLINE	15.11.23	£3,982.87	WorkNest Limited	HR annual Fee up to Nov(Expires 28/11/26); FY23/24-£1,382.90;FY24/25-£1936.16	G/160	Agreement 2	6/11/21
1300	QUOTE 02 11 23	02.11.2023	ONLINE	30.11.23	£822.00	0800 ASBESTOS	Annual ASBESTOS survey	L/63	CAC	
1299	PO1299 QUOTE 02/11/23	02.11.2023	ONLINE	30.11.23	£1,572.00	SparkX Ltd	Christmas Lights Installation	VB/117	CAC	
1297	Claim Form 1297	31.10.2023	ONLINE	10/11/2023	£1.25	Reimbursement 5	Postage	D/19	F&G	07/11/23
1296	207909PO1296	30.09.2023	ONLINE	ASAP	£133.20	L&F Plant Hire Ltd (Tipper Hire)	Vehicle DL70 CXW Ford rent	U/107	FC21/9/23	
1295	INV11448 PO1295	30.09.2023	ONLINE	10.11.23	£1,004.00	South East Plant Hire LTD	MACHINE 1 TON DUMPER hire for 4 weeks	U/107	CAC	
1290	Claim Form 1290	30.10.2023	ONLINE	10.11.23	£3.50	Reimbursement 7	Travel to training	B/8	F&G	07/11/23
1285	E231678PO1285	02.10.2023	ONLINE	ASAP	£285.48	RWR (Commercial) Ltd	3X1100Ltr Bins Emptied weekly/MNTH SERVICE	T/104		
1284	E231679PO1284	02.10.2023	ONLINE	ASAP	£179.90	RWR (Commercial) Ltd	2x1100Ltr Bins Emptied Monthly	C/15		
1279	359851PO1279	05.10.2023	ONLINE	ASAP	£131.97	The Old Forge (AM Garden Machinery)	Main Tools for Cemetery & Open Space	VB/122	CAC	
1278	Claim Form-Receipt	13.10.2023	ONLINE	10.11.23	£1.75	Reimbursement	Special event card	D/18	F&G	07/11/23
1277	Claim Form-RECEIPT	04.10.2023	ONLINE	10.11.23	£6.00	reimbursement	Main supplies	D/18	F&G	07/11/23
1274	Claim Form Receipt	13.10.2023	ONLINE	10.11.23	£7.00	Reimbursement	Social Space	ZB/186	CAC	
1273	Claim Form-0620746PO1273	11.10.2023	ONLINE	10.11.23	£202.12	Reimbursement	Social Space	ZB/186	CAC	
1272	0001719634PO1272	09.10.2023	ONLINE	08.11.23	£177.84	Direct 365	PAT Testing 25/09/23	C/16	CAC	
1270	3269PO1270	10.10.2023	ONLINE	09.11.23	£740.62	Copy Klik Copiers	Printer Rental + Copies	D/20		

5/12/23

1269	16986PO1269	10.10.2023	ONLINE	10.11.23	£396.00	EALC (Essex Assoc. of Local Councils)	First Aid Course	B/130	Personnel Committee
1268	217395PO1268	07.10.2023	ONLINE	ASAP	£336.00	SHARP Brothers (Skips) Ltd	Collection waste from site 6 yard skip	C/15 L/69 T/104	CAC
1267	3142826PO1267	10.10.2023	ONLINE	10.11.23	£212.56	VIKING RAJA GROUP/Office Deport International UK Ltd	Cleaning Domestic materials	L/179	CAC
1266	10084865PO1266	02.10.2023	ONLINE	ASAP	£556.80	Chubb Fire & Security Ltd	FIRE RISK ASSESSMENT annual review Main Office	C/16	CAC
1265	INV4388PO1265	03.10.2023	ONLINE	ASAP	£173.70	Rowland Brothers Trade Ltd	Bronze plaque	VA/144	CAC
1262	Receipt Claim form	16.10.2023	ONLINE	10.11.23	£6.90	Reimbursement	Postage	D/19	07/11/23
1261	Claim form 16 10 23	16.10.2023	ONLINE	10.11.23	£19.00	reimbursement	23	B/8	07/11/23
1256-60	INVOICE 360972	03/11/2023	BACS	30/11/2023	£1,161.00	The Old Forge (AM Garden Machinery)	EXCHANGE BATTERY TOOLS PO1260 £-300.00	VB/122	CAC 07/11/23
						The Old Forge (AM Garden Machinery)	Main Tools for Cemetery & Open Space PO1259 - £149		
						The Old Forge (AM Garden Machinery)	Main Tools for Cemetery & Open Space PO1258 £289.00		
						The Old Forge (AM Garden Machinery)	Main Tools for Cemetery & Open Space PO1257-£619		
						The Old Forge (AM Garden Machinery)	Main Tools for Cemetery & Open Space PO1256- £404		
1255	INV17322 PO1255	10.10.2023	ONLINE	09.11.23	£240.00	Vision ICT	Additional updates to website	E/27	F&G 10/23
1254	THE QUOTE 10 10 2023	10.10.2023	ONLINE	10.11.23	£300.00	Advanced Vision Surveillance	CCTV service to default the password	K/55	CAC

5/12/23

	Bill 5/0	10.03.23	SO	10.11.23	£541.00	Epping Forest District Council	The charge for VH/Community property	L/67	
	Bill 24/0	10.03.23	SO	10.11.23	£175.00	Epping Forest District Council	The charge for Cemetery property	R/101	
	BILL24/0	10.03.23	SO	10.11.23	£884.00	Epping Forest District Council	The charge for Main Office property	C/11	
1253	Payroll Report October 2023	08.10.2023	BACS	15.11.23	£4,771.11	HMRC	HMRC PAYE/NIC		
1175	INV S1006124	26.09.2023	BACS	30.11.23	£9,922.20	CALOO LTD	SWING ST1423 QUOTE05747128/09/23		
TOTAL PAYMENTS DUE IN NOVEMBER 2023					£48,422.20				



5/12/23

Chigwell Parish Council Finance and Governance Committee meeting 07 11 2023

Signed by:

Signed by:

7-7-23

[Signature]

1 November 2023 (2023-2024)

Chigwell Parish Council PAYMENTS LIST made behind F&G October meeting

Voucher	Code	Date	Minute	Bank	Cheque N°	Description	Supplier	VAT Type	Net	VAT	Total
507	VH-Water	12/10/2023		Unity Current DD		VH Water 21/8/23-01/10/23	Clear Business	Z	21.15		21.15
508	Annual Subscriptions	13/10/2023		Unity Current DD		Data protection Fee	ICO	X	35.00		35.00
571	Postage	17/10/2023		Unity Current DD		PostBase rent 3months	Francotyp Postalia Ltd	S	54.00		54.00
572	VH-Heating	20/10/2023		Unity Current DD		Gas 227.25kWh*3.986p	BGB Services	L	33.09	10.80	64.80
577	C&OS Electricity	24/10/2023	FC2023	Unity Current DD		SEPT 192.6kWh A/C10370	ENGIE	L	128.60	1.65	34.74
578	VH - Electricity charges	24/10/2023	FC2023	Unity Current DD		SEPT 4.3kWh A/C 103706	ENGIE	L	60.39	6.43	135.03
579	VH - Electricity charges	24/10/2023	FC2023	Unity Current DD		Sep 315.7kWh A/C103706	ENGIE	L	176.40	3.02	63.41
580	Electricity	24/10/2023		Unity Current DD		SEPT 291.5kWh A/c10370	ENGIE	L	167.39	8.82	185.22
576	Legal & Professional Fee	24/10/2023	F&G 05 07 22 F	Unity Current DD Regular		Risk Management Services: Wirehouse Employment	Wirehouse Employment	S	134.00	8.37	175.76
584	Suspense Account	30/10/2023		Unity Current DD		LF Water a/c 2534237	Castle Water	X	5.00	26.80	160.80
594	VH - Electricity charges	31/10/2023		Unity Current BACS		Elect a/c 9618 Esteem Set	BGB Services	L	95.29	4.76	5.00
Total									910.31	70.65	980.96

Created by Scribe

1 of 1

5/11/23

Payments made in October