



**MINUTES OF THE MEETING OF THE  
FINANCE & GOVERNANCE COMMITTEE**

Date: Tuesday 6 June 2023

Time: 6.30pm

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

Present: Cllrs Jefcoate, Chahal Holden, Costa, Rizvi, 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.

**F&G - 001/23 ELECTION OF THE CHAIR**

Cllr Rizvi proposed and Cllr Gaffar seconded Cllr Jefcoate who was elected Chair

**F&G - 002/23 ELECTION OF THE VICE CHAIR**

Cllr Rizvi proposed and Cllr Costa seconded Cllr Gaffar who was elected Vice Chair

**F&G - 003/23 APOLOGIES FOR ABSENCE**

None

**F&G - 004/23 DECLARATIONS OF INTEREST**

None

**F&G - 005/23 MINUTES**

The minutes of the previous meeting held 11 May 2023 were **APPROVED**

**F&G - 006/23 PUBLIC PARTICIPATION**

None

  
4/7/23

**F&G - 007/23 FINANCIAL TRANSACTIONS**

- Report of bank payments - Cllr Rizvi and Gaffar **APPROVED** for June 2023 with the following being noted:

The Worknest invoice would need to be in the incident book with a complete audit trail before payment could be made

**Action:** the Chair to continue to seek further details from Worknest for inclusion in the incident book. The Worknest contract to be brought to F&G for review.

Invoice for was approved ahead of the meeting by Cllr Chahal Holden and Cllr Costa as per Standing Orders

Emergency spend for was authorised by the Clerk (to purchase fireproof storage for the Cemetery) under Standing Orders

- Salary, superannuation and tax payments - **APPROVED** by Cllr Chahal Holden and Cllr Rizvi with the following being noted:

Staff to submit any missing overtime sheets

**Action:** the proposal to limit overtime claims to one month after be sent to Personnel for consideration and approval

Action: Two performance awards to be included in the following month

- Councillors noted the summary report for May of income and expenditure and costs
- The position against budget for Q1 - deferred to next month
- Bank reconciliations approved by Cllr Costa

**F&G - 008/23 FINANCIAL REVIEW**

The Finance Officer advised Councillors that the AGAR could not be completed without the HSBC closing account statement. The variance of 43% in other expenditure was presented by the Finance Officer and there was some discussion. All committee members to review the JPAG and the Internal Auditor to confirm the figures presented by the Financial Officer are correct. The AGAR is then be presented to Full Council before the 30 June for signing by the Chair and RFO.

**F&G - 009/23 BANKING**

The Chair confirmed she had spoken to HSBC who considered a new mandate was needed. The Finance Officer confirmed this had been done some time before

**Action:** Chair to request another mandate form. Finance Officer to re-submit change of mandate form. Cllr Rizvi to ask Cllr Bhanot re: previous mandate

**Action:** Cllr Chahal Holden to review suitable alternative higher interest current and savings accounts and report back to the next meeting of F&G

**F&G - 010/23 MANAGEMENT CONTROL**

- **Playground Risk Assessments**

A broken seesaw has been reported, inspected and taped off to prevent usage. F&G requested sign off sheets for inspections and frequency on internal and external inspections. Chair of Personnel confirmed staff changes pending regarding interim responsibility for H&S. Emergency repair to be actioned.





**Action:** Staff to report back to the next F&G meeting with checklists for inspections and repair progress.

• **Performing Rights**

Finance Officer confirmed correspondence from PRL related to the Parish Office and not Victory Hall.

**Action:** Finance Officer asked to delegate to admin getting the PRL for Victory Hall.

• **Hazardous/Flammable goods transport and storage**

The increase from 2022 to 2023 in petrol expenditure was noted, particularly in Oct-Dec 2022. Given some of the purchase locations, the concern on safe transport and storage was raised.

**Action:** Cllr Costa and Cllr Skingsley Morgan to review and report to F&G

**F&G - 010/23      ALLOTMENTS**

Finance Officer confirmed invoices had been sent and the waiting list had been addressed.

**F&G - 011/23      INCIDENT REGISTER**

Finance Officer required revised framework for Incident Register

**Action:** Cllr Rizvi to provide

**F&G - 012/23      FOI/SAR/COMPLAINTS**

The Chair reported there are two outstanding FOI requests. It was agreed in the interests of good relations and transparency the FOI requests would be fulfilled. A holding email to be sent to the applicant via the online website.

**Action:** Chair to draft FOI response to both and present to the next meeting. Finance Officer to confirm access to WhatDoTheyKnow portal.

A Councillor noted that one person should have access to all internal emails for the purposes of completing future FOI and SAR requests. It was confirmed the IT provider had the access to provide this service.

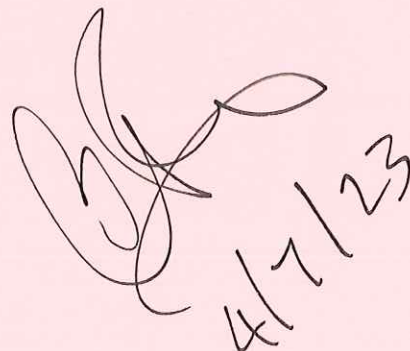
**F&G - 013/23      ASSET DISPOSAL**

Cllr Costa confirmed a value for the two buses from the original provider of approx £35,000. A question was raised over the matter of S106 money being used to partly fund the purchase and operation of the service in 2017

**Action:** Cllr Costa to contact EFDC legal for advice

# Cllr Gaffar left the meeting

**F&G - 014/23      BT ACCOUNTS**



The FO reported that BT had been contacted and a site visit has been requested to review the incoming services to the Parish Office. Also, the FO noted to maximise the use of the service, a further mobile phone for the office would be needed to ensure calls could be answered by staff when out of the office

**F&G - 015/23      COUNCILLOR TRAINING**

The upcoming planning and Chair training was highlighted

**Action:** Finance Officer to circulate details

# Cllr Chahal Holden left the meeting

**F&G - 016/23      INTERNAL CONTROLS**

**Action:** Finance Officer to remind Councillors to come into office to complete the 22/23 internal controls before the audit

**F&G - 017/23      MATTERS TO BE BROUGHT FORWARD OR FOR DISCUSSION  
WITH NO DECISION**

The Finance Officer presented the Duty of Care waste agreement for the Council's information and confirmed she as Proper Officer or the Council Chair would be signing it.

The Finance Officer will circulate the Councillor allowance forms for 2023/24

The Finance Officer confirmed the VH booking terms and conditions had been before CAC and F&G and staff would now finalise, correct any errors and publish

To be brought forward:

Health and safety/the playground

**F&G - 018/23      DATE OF THE NEXT MEETING**

Tuesday 4th July at 6.30pm

The meeting closed at 7.56pm

A handwritten signature in dark ink, followed by the date '8/7/23' written vertically.

## A list of payments due in June

INV/PO No	Minutes	Due date	Net Amount	VAT	Total Amount
31/05/23		16/06/23 DD	586.49		£586.49
INV					
20/05/23 M068CL/PO883		BT			
Telephone&Broadband	D/21	03/06/23 DD	212.96	42.59	255.55
05/05/23 SIN179869/PO872		MHR			
April23 Payroll Service	F/35	04/06/23 DD	70.00	14.00	£84.00
1375119435/PO89		TRADE UK/Screwfix			
Maintenance supplies by Cemetery staff	L/63	30/06/23 BACS	76.65	15.33	£91.98
15/05/23 5					
	CAC				
	76.23-76.23-M11/5/2				
22/05/23 SP015258/PO857	3	Office Furniture Online			
VISITORS CHAIRS-Quantity 7	U/109	30/06/23 BACS	980.00	196.00	£1,176.00
12/05/23 SI-1435/PO855	F&G	R E Essex Ltd	42.90	8.58	£51.48
Budget design for 5 badges	G/39	06/06/23 BACS			
Overpayment from 22/23		R E Essex Ltd	-6.00		-£6.00
16/05/23 SI-1439/PO877	F&G	R E Essex Ltd	18.06	3.61	£21.67
Budget design for 2 badges	G/39	15/06/23 BACS			
16/05/23 136297/PO880		Ernest Doe & Sons Ltd	300.00	60.00	£360.00
Rented used trailer by Cemetery	L/69	11/06/23 BACS			
24/05/23 2023-080/PO890	F&G	CITY COPY CENTRE	140.00	28.00	£168.00
4 Names Business Cards	G/39	01/06/23 BACS			
04/04/23 INV/PO875		Paul Maran & Son	75.00		£75.00
Repaired emersion heater VH	L/63	11/06/23 BACS			
Repaired leak on both toilets					
04/04/23 INV/PO874		Paul Maran & Son	90.00		£90.00
Cemetery	R/97	11/06/23 BACS			
04/05/23 INV1/PO873		CLINIKIL ADVANCED Ltd	550.00		£550.00
Treatments for mice	F&G	30/06/23 BACS			
SLG	C/16				
26/05/23 INV502/PO893-4		SLG Systems Ltd	613.00	122.60	£735.60
Lighting replacement Main Office basement&Defibrillator install	D/24	09/05/23 BACS			
Starboard Systems					
26/04/23 INV4186/PO871	F/34	Limited	2,064.00	412.80	£2,476.80
Scribe software for 4 APPS		Essex Pension Fund	3,953.01		£3,953.01
05/05/23 Payroll Report	F&G	15/06/23 BACS			
Superannuation May 23		HMRC	3,655.90		£3,655.90
05/05/23 Payroll Report	F&G	15/06/23 BACS			
PAYE/NIC					
03/05/23 16929/PO870	CAC	Smiths Technical Systems	356.00	71.20	£427.20
Annual Alarm System Inspection	C/16	30/06/23 BACS			
02/05/23 E229618/PO869		RWR	149.92	29.98	£179.90
Waste Disposal Main Office monthly	C/15	02/06/23 BACS			
02/05/23 E229617/PO868		RWR	237.90	47.58	£285.48
WASTE Disposal Manor Road monthly	T/104	02/06/23 BACS			
Maintenance Wheel&Tyres by Cemetery	U/108	Ernest Doe & Sons Ltd	166.11	33.22	£199.33
19/05/23 158302/PO888		Road and Traffic management			
White/Yellow Road line painting	L/63	09/05/23 BACS	1,190.00		£1,190.00
25/05/23 765/PO892	CAC				
VH/Club car park place					

18/05/23	2484500/PO887	Domestic supplies for VH			L/179	VIKING RAJA GROUP OFFICE Deport International UK Ltd	17/06/23	BACS	47.86	9.57	£57.43
25/05/23	2516101/PO904	Stationery-Paper A4				VIKING RAJA GROUP OFFICE Deport International UK Ltd	24/06/23	BACS	64.55	12.91	£77.46
26/05/23	SIN179869/PO872	May 23 Pension Report		CAC	D/18	MHR	25/06/23	DD	25.00	5.00	£30.00
25/05/23	413833/PO891	Lawyer Fees			X/160	3PB Barristers	30/06/23	BACS	750.00	150.00	£900.00
17/05/23	20864782/PO860	Mobile phone charges monthly			D/22 S/94	O2	01/06/23	DD	121.25	24.25	£145.50
10/06/23		VH/Club charge for property				Epping Forest District Council	10/06/23	DD	541.00		£541.00
10/06/23		Cemetery charge for property				Epping Forest District Council	10/06/23	DD	175.00		£175.00
10/06/23		Office charge for property				Epping Forest District Council	10/06/23	DD	884.00		£884.00
22/05/23	V0352/refund request	A key & Damage deposit refund requested				V0352	09/05/23	BACS	250.00		£250.00
23/05/23	Grant Application	Approved				Limes Farm Community Group	09/05/23	BACS	3,911.00		£3,911.00
22/05/23	M022SY/PO906	Cloud voice			D/21	BT	02/06/23	BACS	121.22		£121.22
05/11/22	0432878	Avaya Telephone system				Shire Leasing	15/06/23	DD	221.35	44.27	£265.62
23/05/23	V0359	Cancelled Booking VH Jul 23			Y/129	V0359	09/06/23	BACS	250.00		£250.00
						PAYROLL NET PAY BACS	09/06/23	BACS	10,754.53		£10,754.53
Total due in June									33,614.66	1,331.49	£34,946.15

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