



**MINUTES
FINANCE & GOVERNANCE COMMITTEE**

Date: Tuesday 9 January 2024

Time: 6.30pm

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

Members present:

Cllr Celina Jefcoate (Chair)

Cllr Rashni Chahal Holden

Cllr Elliot Costa

Also present

Finance Officer

Locum Clerk

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

FG 124/23 - APOLOGIES FOR ABSENCE

Apologies were received and **ACCEPTED** from Cllr Gaffar and Rizvi

FG 125/23 DECLARATIONS OF INTEREST

None

FG 126/23 MINUTES

The minutes of the previous meeting held 5 December 2023 were **APPROVED**

FG 127/23 PUBLIC PARTICIPATION

None

FG 128/23 FINANCE/ACTING PROPER OFFICER'S REPORT

The Financial Officer reported she had been focused on finalising the budget, the induction of new staff. The FO reported that the fire RA had been completed and the actions were being taken as required. She reported on progress of the issue with the stage in Victory Hall and the contractor engaged to carry out an assessment of the lighting. The contractor arrived on site without providing RAMS and the H&S officer had confirmed they could not proceed. The contractor has since submitted an invoice to the sum of the PO but it is unclear what for as the work has not been carried out.

Action: It was **AGREED** the priority was to resolve the electrics and fly bar. It was **AGREED** the Clerk would query the received invoice, advising it would not be paid without the specified works schedule being completed. Alternative suppliers may be considered. In the interim it was **AGREED** that the stage should not be used and access should be restricted via safety tape. Staff were asked to write to all users instructing that the stage should not be used or accessed under any circumstances

The FO advised that BT had advised that to continue the alarm service after analogue switch off new SIM cards were needed on personal phones to receive notifications.

Action: Councillors **AGREED** an alternative needed to be considered to solve the analogue to digital issue and asked the Clerk/FO to speak to the alarm providers regarding upgrading the alarm monitoring to either digital or radio as appropriate.

Action: The Chair asked that the committee receive a report each month of burials and cremations to date for the financial year

The internal auditor would be given a copy of a previous audit from Auditing Solutions as an example of the format and level of detail required prior to upcoming audit

Action: FO to action

FG 129/23 FINANCIAL TRANSACTIONS

The proposed bank payments for January 2024 were **APPROVED**

The card payments for December 2023 were **APPROVED**

The salary, superannuation and tax payments for December 2023 (payment due from 11 Jan) were **APPROVED**

FG 130/23 BANK RECONCILIATIONS

The bank reconciliations to 30 December for all available accounts were **APPROVED**

FG 131/23 INCOME AND EXPENDITURE Q1 and Q2

To review and approve if appropriate a summary report for Q1, Q2 and Q3 of income, expenditure and costs to date plus a cashflow forecast and position against budget - deferred

To consider any proposed virements and approve if appropriate - deferred

FG 132/23 BANKING

The FO reported that access to Cambridge was still in progress. Instructions set up to move from Barclays savings to higher interest accounts

FG 133/23 DRAFT BUDGET

The draft budget was discussed and amended. It was **NOTED** the columbarium proposal required a business plan that demonstrated how the number of cremations would be increased as a result of the acquisition. The matter of defining a commercial user of Victory Hall was discussed and having a residents, non-residents and commercial rate (£60 per hour) was **AGREED**. It was **AGREED** any new noticeboards would not have a maintenance agreement. The budget for four replacement noticeboards for Chigwell Village, Chigwell Row and Grange Hill plus the cemetery were **AGREED**. In light of increased salary costs including the employment of a full time litter picker, utilities costs and repair works to Victory Hall and the cemetery buildings it was **AGREED** a precept increase of 5% would be recommended to Full Council. The committee delegated authority to the Finance Officer and the Chair of F&G to finalise prior to submission to Full Council

FG 134/23 INVESTMENT

In the light of changing interest rates and cashflow forecast it was **AGREED** that £100K to Virgin, £85K to the bond and £85K in 30 day access account. Cllr Chahal Holden advised that many accounts can be opened with £1 to secure the interest rates

Action: Cllr Chahal Holden to identify online 30 day access account to FO and FO to open

FG 135/23 RTV REPORT

It was **AGREED** the Polaris RTV would be repaired. It was **AGREED** a gap analysis for existing open spaces tasks was needed alongside any proposal for any new vehicles. and **AGREE** an appropriate course of action

It was resolved to extend the meeting by 30 minutes.

FG 136/23 TENDER

It was **AGREED** the tender would be issued immediately with responses due back the first week in February. The Clerk confirmed he was aware of how to upload to Contract Finder and would assist the FO

Action: Tender to be published immediately. The Chair asked it be sent to EEF, put on the website and noticeboard.

FG 137/23 FINANCE AND GOVERNANCE INCIDENT LOG

None

FG 138/23 ASSET REGISTER

To receive an update on progress to date of the review of the Asset Register (Appendix 12) including details of vehicles/equipment (purchased v leased) and **AGREE** any recommendations to be put to Full Council for asset disposal. - deferred

FG 139/23 MAST RENTAL/VAT POSITION

Cllr Chahal Holden confirmed EFDC had been written to and Cllr Costa confirmed the Land Registry would need EFDC written consent. It was **AGREED** Suffolk Legal would be appointed to review the lease prior to approval. Cllr Holden advised she had authorised the phone company to apply to planning permission. Cllr Jefcoate noted the applicant would need to consider any easements.

Action: Cllr Chahal Holden to contact EFDC again for written authority

The Finance Officer for the lease/sale of rental space on Station Green and **AGREE** an appropriate course of action to ensure compliance with any easements and conditions of the transfer document. - deferred

FG 140/23 VACANCY UNDER THE LOCAL GOVERNMENT ACT 1972

The Clerk confirmed he would be writing to Cllr Bhanot to confirm he was no longer a serving Parish councillor due to not attending a Parish meeting for 6 months. Any keys and access to Parish IT has been revoked.

FG 141/23 MANAGEMENT CONTROL

Risk Assessments

To consider the existing reporting and recording processes and to **AGREE** an appropriate course of action - Deferred

Hazardous/Flammable goods transport and storage

To consider the existing reporting and recording processes and to **AGREE** an appropriate course of action - Deferred

FG 142/23 INTERNAL CONTROLS

To receive an update from the acting Proper Officer regarding the sign offs for Q3, Q4 and Q1, Q2 and Q3 - Deferred

FG 143/23 MATTERS TO BE BROUGHT FORWARD OR FOR DISCUSSION WITH NO DECISION

None

FG 144/23 DATE OF THE NEXT MEETING

6 February 2024

FG 145/23 EXCLUSION OF THE PUBLIC AND THE PRESS

The following motion proposed by the Chair was **AGREED**

“That the public and the press be excluded from the meeting, the Council believing that publicity would be prejudicial to the public interest by reason of the confidential nature of the business about to be discussed.”

FG 146/23 FINANCE AND GOVERNANCE INCIDENT LOG

The Chair gave a verbal report regarding two incidents

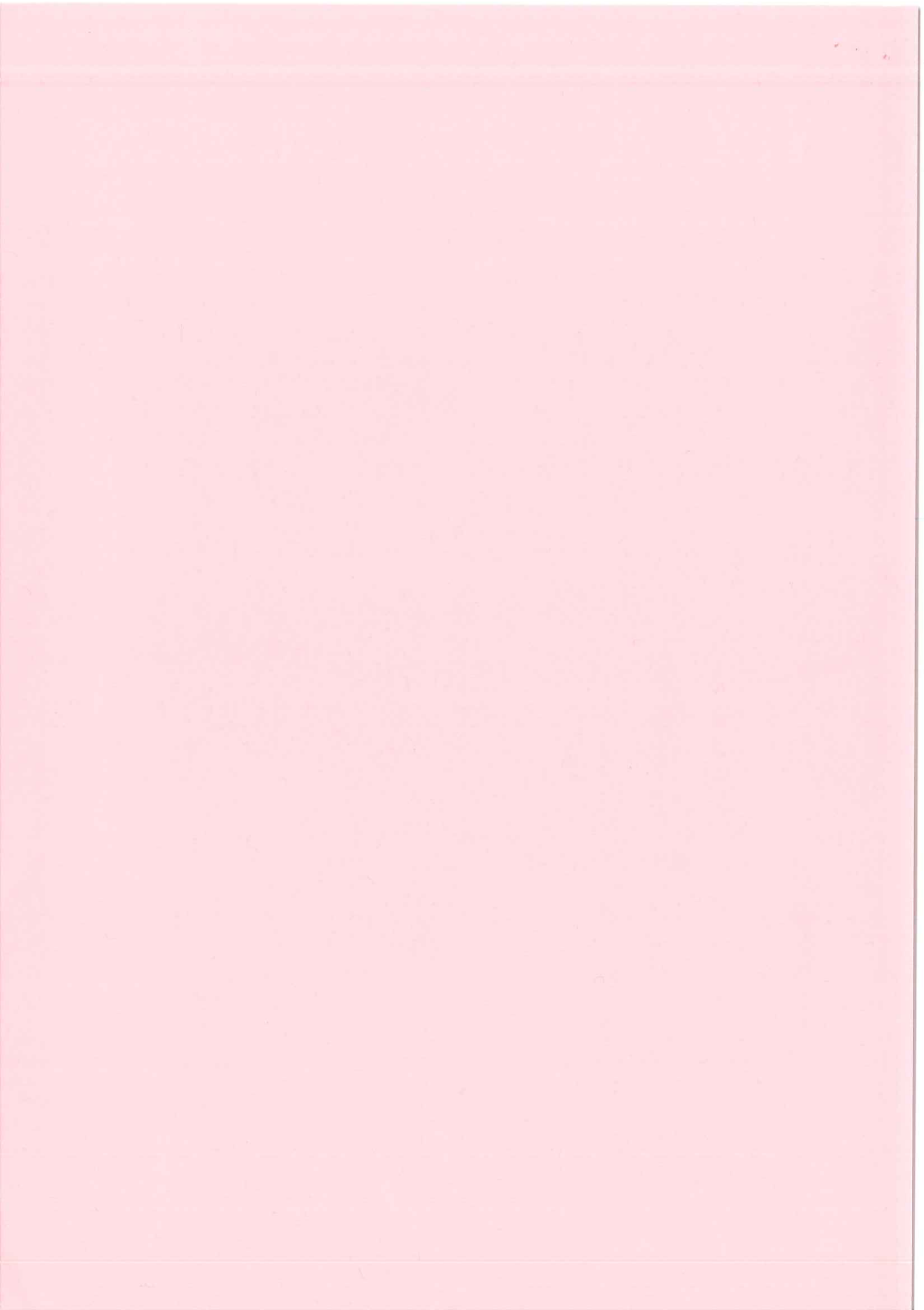
FG 147/23 LEGAL CORRESPONDENCE

The matter was discussed and it was **AGREED** more information was needed. Cllr Costa to action

FG 148/23 PENSION POLICY

The matter was discussed and it was **AGREED** more information was needed. Cllr Rizvi to action

The meeting closed at 8.52pm



CHIGWELL PARISH COUNCIL

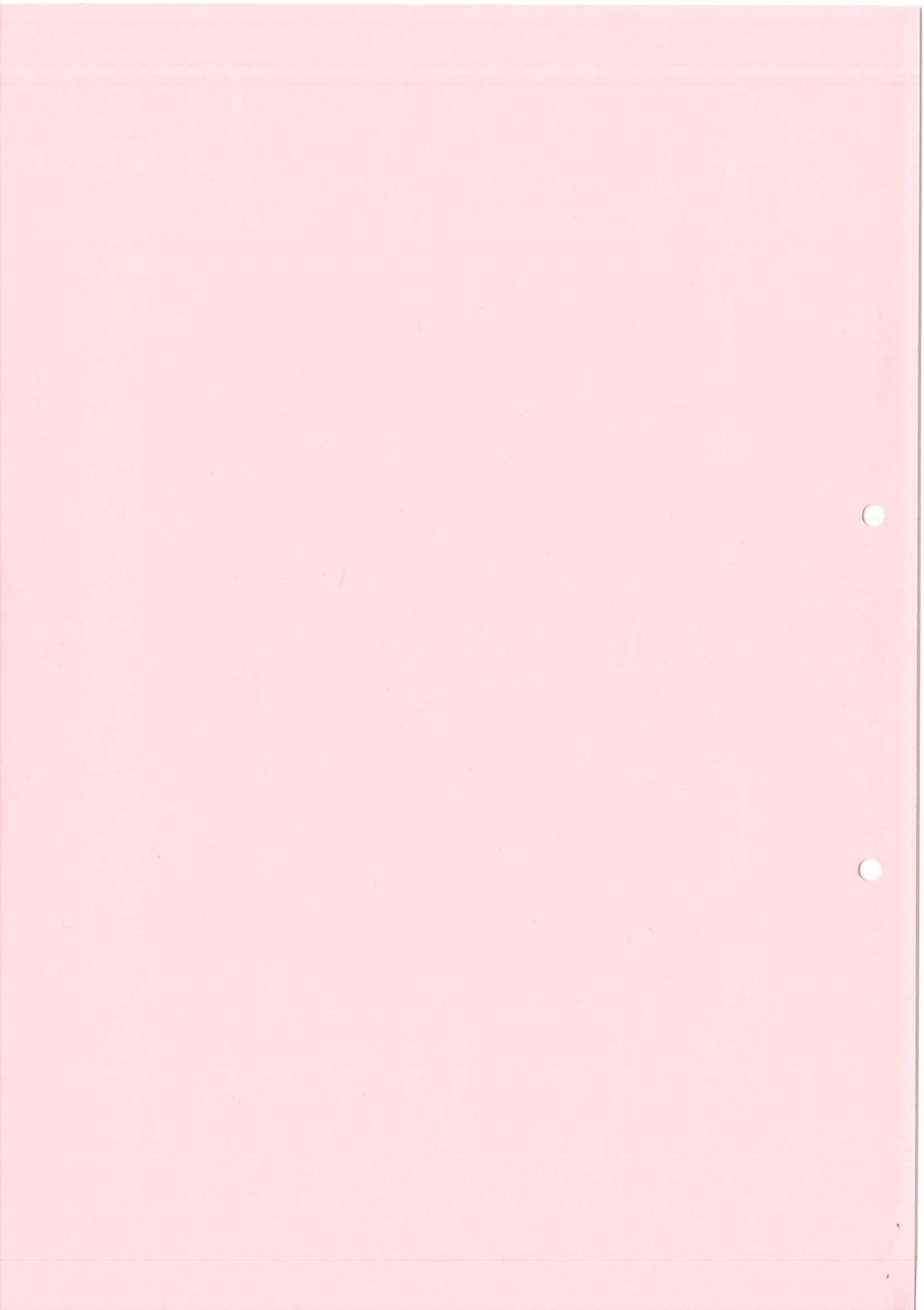
FINANCE & GOVERNANCE COMMITTEE MEETING 09 01 2024

91124

Signed by: *[Signature]* Date: 11/24

Signed by: *[Signature]* Date: *[Signature]*

Date	RefNr	Due Date	Method	Amount	Description	Cost Center/ Code
09.01.2024	1456	11.01.24	ONLINE	£780.00	Millhouse Training	Personnel C/FC
	1451#	QUOTE090 12024			Ride on mowers course	Q/90
08.01.2024	1455	11.01.24	CARD	72.90	Yellow Salt Box 200ltr £180.00 PO1461 - £107.10by Card#PO1465 - £72.90 by BACS	C/16
		Order number 76651148				CAC
08.01.2024	1464	15.01.24	DIRDEBIT	£64.80	Manutan.co.uk	FC30/11/23
		325666PO1 406			Cemetery rent postbase mini three months fee	D/19
		Payroll Report 05/01/24				
06.01.2024	1440	11.01.24	ONLINE	£13,082.12	Chigwell Parish Council staff	
04.01.2024	1446	18.01.24	DIRDEBIT	£558.22	British Gas (BGB Services)	L/173
		856047557 PO1446			A/C603179619 Dec239,453.96@3.986p	FC30/11/23
03.01.2024	1428	31.01.24	ONLINE	£143.56	The Adecco Group	G/120
		29724766P O1428			ADMIN STAFF 29/12/23	
02.01.2024	1426	31.01.24	ONLINE	£6,700.80	CAE (Centre for Accessible Environments)	FC30/11/23
		QUOTE			Accessible Environments	
02.01.2024	1427	19.01.24	ONLINE	£1,085.00	Belfast metal design	U/109
		BMDI23 000095PO1 427			Remembrance Bench	CAC21/11/23 ITEM117.23
02.01.2024	1443	ASAP	ONLINE	£285.48	RWR (Commercial) Ltd	T/104
		E232895PO 1443			3X1100ltr Bins Emptied weekly/MNTH SERVICE	
02.01.2024	1444	ASAP	ONLINE	£179.90	RWR (Commercial) Ltd	C/15
		E232896PO 1444			2x1100ltr Bins Emptied Monthly	
31.12.2023	1463	31.01.24	ONLINE	£843.60	L&F Plant Hire Ltd (Tipper Hire)	U/108



29.12.2023	1445	31.01.24	9PO1445	ONLINE	£32.97	Screwfix	Main supplies	VB/122	CAC
29.12.2023	1448	11.01.24	FORM 1448	ONLINE	£192.87	Reimbursement 1 LM	Festive Lighting VH/CHub	ZB/169	CAC
29.12.2023	1449	11.01.24	FORM 1449	ONLINE	£67.65	Reimbursement 1 LM	Warm Place project	VB/117	CAC
29.12.2023	1450	11.01.24	Form1450	ONLINE	£17.09	Reimbursement 1 LM	Warm Place project	ZB/169	CAC
29.12.2023	1459	11.01.24	INV6/PO1459	ONLINE	£250.00	CLINIKIL ADVANCED Ltd	Treatment service	C16 L63 U108	CAC/FC
27.12.2023	1447	10.01.24	979731682 PO1447	DIRDEBIT	£178.96	British Gas (BGB Services)	A/C 603854423 From 21/11/23-20/12/23 - 1.659.17kWh@8.640p	L/173	FC30/11/23
25.12.2023	1454	11.01.24	M00013944 10PO1454	ONLINE	£750.00	Epping Forest DC	QTR Rent for a piece of Land at Chigwell Village	AB/87	FC
23.12.2023	1453	22.01.23	PO1453	ONLINE	£336.00	SHARP Brothers (Skips) Ltd	Cemetery-skip hire general waste	T/104	CAC
21.12.2023	1455	20.01.24	55	ONLINE	£345.60	L&F Plant Hire Ltd (Tipper Hire)	DL70 CXW TECHNICAL EMERGENCY SERVICE	U/108	CAC
21.12.2023	1456		3523946PO 1456	ONLINE	£157.12	VIKING RAJA GROUP/Office Deport International UK Ltd	Toilet Paper	C/17 L179 R96	
19.12.2023	1419	11.01.24	M00013821 09PO1419	ONLINE	£750.00	Epping Forest DC	QTR Rent for a piece of Land at Chigwell Village	AB/87	FC30/11/23
18.12.2023	1414	17.01.24	16511 PO1414	ONLINE	£714.00	Management Training & Development Ltd	MANAGEMENT Skills Course		Personnel C/FC
17.12.2023	1415	02.01.24	INV276480 49	DIRDEBIT	277.02	O2	Mobile phone charges monthly	S/94 D/22	FC30/11/23
15.12.2023	1408	12.01.24	DB74436	ONLINE	£135.54	Direct Boot	PPE AND WORK UNIFORM -Cemetery Staff	R/100	CAC
15.12.2023	1412	31.01.24	9PO1412	ONLINE	£177.44	Screwfix	PPE AND WORK UNIFORM -Cemetery Staff	R/100	CAC
14.12.2023	1451	ASAP	LETTER 10/11/23	ONLINE	£80.00	PASRDUE CREDIT SOLUTIONS	DVLA penalty POLARIS RANGER EV		
13.12.2023	1404	16.01.24	PO1404	ONLINE	£1,004.00	South East Plant Hire LTD	MACHINE 1TON DUMPER hire for 4 weeks	U/107	
11.12.2023	1420	11.01.24	INV17199 PO1420	ONLINE	£90.00	EALC (Essex Assoc. of Local Councils)	Minutes&Agenda 14/11/23	B/130	Personnel C 09/23



11.12.2023	1438	15.01.24	Payroll Report December 2023	ONLINE	£7,612.38	HMRC	HMRC PAYE/NIC		
11.12.2023	1439	15.01.24	Payroll Report Dec 2023	ONLINE	£7,000.54	Essex Pension Fund	Superannuation Payments		
08.12.2023	1403	09.01.24	INV346676 8PO1403	ONLINE	£80.94	VIKING RAJA GROUP/Office Deport International UK Ltd	Stationery	D/18	
07.12.2023	1460		CLAIM FORM 1460	ONLINE	£11.53	Reimbursement 7	Main supplies	G/161	
05.12.2023	1457	ASAP	E232498PO 1457	ONLINE	£285.48	RWR (Commercial) Ltd	3X1100Ltr Bins Emptied weekly/MNTH SERVICE	T/104	
05.12.2023	1458	ASAP	1458	ONLINE	£179.90	RWR (Commercial) Ltd	2x1100Ltr Bins Emptied Monthly	C/15	
28.11.2023	1452	ASAP	01452	ONLINE	£90.60	Chubb Fire & Security Ltd	CClub 5 Fire extinguisher Annual Service	R/97	
		16.01.24	Statement	SO	£616.02	Lloyds	Transfer from Unity to LLOYDS		
		10.01.24	Bill	Regular	£541.00	EFDC	VH/Club permits rate	L/67	FC30/11/23
		10.01.24	Bill	Regular	£175.00	EFDC	Cemetery property rate	R/101	FC30/11/23
		10.01.24	Bill	Regular	£884.00	EFDC	Main Office property rate	C/11	FC30/11/23
Total due in Jan 2024					£46,830.03				

Prepared by FO 09/01/24

SIGNED BY:  DATE: 01/12/24

SIGNED BY:  DATE: 01/12/24

9/1/24

6 January 2024 (2023-2024) fg

Chigwell Parish Council

PAYMENTS LIST MADE IN DECEMBER 2023

FG 09 01 2024

Voucher Code	Date	Minute	Ban	Cheque N°	Description	Supplier	VAT	Net	VAT	Total fg
681 Postage	01/12/2023		Unity	DD	Cemetery rent postbase	Francotyp Postalia Ltd	S	54.00	10.80	64.80 fg
680 C Grounds Maintenance	07/12/2023		Unity	BACS	Rich Soil Dumpy Bags#	Thompson of Crew	S	22.92	4.58	27.50 fg
686 C&OS Salaries, PAYE&NI	11/12/2023		Unity	BACS	Payroll Net Pay Novemt	Chigwell Parish Council s	X	113.11		113.11 fg
686 C&OS Salaries, PAYE&NI	11/12/2023		Unity	BACS	Payroll Net Pay Novemt	Chigwell Parish Council s	X	9,596.30		9,596.30 fg
686 VH Salaries, PAYE & NI	11/12/2023		Unity	BACS	Payroll Net Pay Novemt	Chigwell Parish Council s	X	628.63		628.63 fg
686 Salaries, PAYE & NI - Ad	11/12/2023		Unity	BACS	Payroll Net Pay Novemt	Chigwell Parish Council s	X	113.11		113.11 fg
686 Salaries, PAYE & NI - Ad	11/12/2023		Unity	BACS	Payroll Net Pay Novemt	Chigwell Parish Council s	X	5,615.85		5,615.85 fg
707 VH-Water	13/12/2023		Unity	DD	Usage of 9.64m3 01/12	Clear Business	Z	36.37		36.37 fg
757 Licences	18/12/2023		Unity	Debit Card	Microsoft Services	MS Ireland Ops Ltd	S	67.50	13.50	81.00 fg
758 Licences	18/12/2023		Unity	Debit Card	Microsoft Services	MS Ireland Ops Ltd	S	41.20	8.24	49.44 fg
759 Licences	18/12/2023		Unity	Debit Card	Microsoft Services	MS Ireland Ops Ltd	S	6.60	1.32	7.92 fg
760 Licences	18/12/2023		Unity	Debit Card	Microsoft Services	MS Ireland Ops Ltd	S	66.00	13.20	79.20 fg
761 Bank charges	18/12/2023		Unity	Debit Card	Debit Card service mntl	UNITY TRUST-Lloyds De	X	3.00		3.00 fg
762 Bank charges	18/12/2023		Unity	Debit Card	Debit Card service mntl	UNITY TRUST-Lloyds De	X	3.00		3.00 fg
763 Bank charges	18/12/2023		Unity	Debit Card	Debit Card service mntl	UNITY TRUST-Lloyds De	X	3.00		3.00 fg
735 Salaries, PAYE & NI - Ad	19/12/2023		Unity	BACS	Payroll Net Pay Novemt	Chigwell Parish Council s	X	174.83		174.83 fg
737 VH-Heating	20/12/2023		Unity	DD	Nov23 6,915.09@3.986	BGB Services	S	346.13	69.22	415.35 fg
738 C&OS Electricity	21/12/2023	FC301123	Unity	DD	Nov23 937kWh	ENGIE	L	394.09	19.70	413.79 fg
741 Electricity	21/12/2023	FC301123	Unity	DD	Nov23 Elect 348.9kWh	ENGIE	L	188.77	9.44	198.21 fg
739 VH - Electricity charges	21/12/2023	FC301123	Unity	DD	Nov23 Elect 5.2kWh	ENGIE	L	60.73	3.04	63.77 fg
740 VH - Electricity charges	21/12/2023	FC301123	Unity	DD	Nov23 Elect 745kWh	ENGIE	L	336.33	16.82	353.15 fg
742 Staff Welfare	21/12/2023		Unity	BACS	Christmas meeting	Reimbursement 7	X	82.16		82.16 fg
743 Legal & Professional Fee	27/12/2023	F&G 05 07	Unity	DD Regular	Risk Management Servi	Wirehouse Employment	S	134.00	26.80	160.80 fg
744 Suspense Account	28/12/2023		Unity	DD	LF Water a/c 2534237	Castle Water	X	5.00		5.00 fg
745 VH - Electricity charges	28/12/2023	FC301120:	Unity	DD	A/C 603179618:1016kV	BGB Services	S	170.46	34.09	204.55 fg
755 Bank charges	29/12/2023		Unity	SO	CASH&CHEQUE CHARG	UNITY TRUS BANK	X	29.20		29.20 fg
756 Bank charges	31/12/2023		Unity	SO	CASH&CHEQUE CHARG	UNITY TRUS BANK	X	51.75		51.75 fg

Paments made in December 18,574.79

Payroll £16,241.83
Company Card £226.56
Payments via SO/DD £2,106.40

09 JAN 2024

