



**Chigwell** PARISH COUNCIL

**MINUTES OF THE  
FINANCE & GOVERNANCE COMMITTEE**

Date: Tuesday 5 March 2024

Time: 6.30pm

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

Members present:

Cllr Celina Jefcoate (Chair)

Cllr Elliot Costa

Cllr Faiza Rizvi

Also attending:

Kevin O'Brien - Chigwell Parish Council

Olga Linkeviciene - Chigwell Parish Council

Sam Warren - Chigwell Parish Council #

Toni Slade - Chigwell Parish Council #

MOP: None

# For part of the meeting

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

**FINANCE AND GOVERNANCE  
MINUTES**

**FG172/23 - APOLOGIES FOR ABSENCE**

Apologies for absence were **ACCEPTED** from Cllr Gaffar and Cllr Ohahal Holden

**FG173/23 - DECLARATIONS OF INTEREST**

9/4/24

None

**FG173/23 - MINUTES** 🖱️

The minutes of the previous meeting held 6 February 2024 were **APPROVED**

**FG174/23 - PUBLIC PARTICIPATION**

None

**FG175/23 - FINANCE/ACTING PROPER OFFICER'S REPORT** 🖱️

The Finance Officer recommended the use of Monday software. It was confirmed the new Council would sign the AGAR

**FG176/23 - FINANCIAL TRANSACTIONS** 🖱️

Bank payments for March 2024 were **APPROVED**

**ACTION:** IT provider to provide detailed breakdown of all Microsoft subscription costs

Card payments for March 2024 were **APPROVED**

Salary, superannuation and tax payments for March 2024 (payment due from 11 Mar) were **APPROVED**.

The Committee **AGREED** the FO should validate the time sheet for temporary staff. The movement to paying two weeks in advance, in line with other LA, was proposed and it was **AGREED** a consultation with staff would be needed

**ACTION:** The FO to ask Adecco to send timesheet to her for validation

**ACTION:** Clerk to consult with staff regarding moving salary payday from 11th to 15th of the month

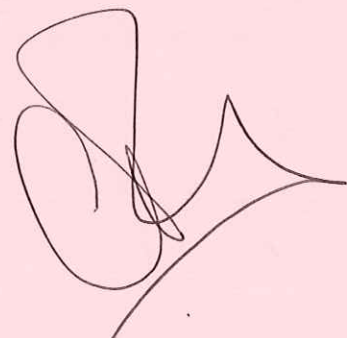
**FG177/23 - BANK RECONCILIATIONS**

Bank reconciliations to 29 February for all available accounts were **APPROVED**

**FG178/23 - INCOME AND EXPENDITURE TO DATE**

Deferred

**FG179/23 - BANKING AND INVESTMENT** 🖱️

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Transfer from Parish bank account to high interest transfer was declined. Banking application needs to be altered to reflect originating bank has changed

**ACTION:** FO to advise receiving bank of originating bank change. Provide them copy of closing statement if necessary

#### FG180/23 - AUDITS

To receive an update regarding progress of Internal Auditor's recommendations. To receive an update regarding progress of the forensic audit. To **AGREE** an appropriate course of action

The draft Audit report was reviewed. It was noted the F&G minutes were available and they should be provided to the Auditor. The recommendation of an Action Plan after each meeting was noted. The Clerk was asked to circulate the draft audit to all Councillors for review and provide the auditor with any further documentation needed to complete the report.

**ACTION:** FO to circulate draft to all Councillors and provide auditor with anything extra required.

#### FG181/23 - OPEN SPACE VEHICLES

It was **AGREED** the recommendation to lease hire a an electric van would be given to Full Council

#### FG182/23 - TENDER

The FO confirmed the tender works had started. Works at Bald Hind included works on EFDC trees. The matter of some missing trees on Station Green was identified

**ACTION:** EFDC to be informed of works and costs for CPC to carry out works. Matter of missing trees to go in Incident Log

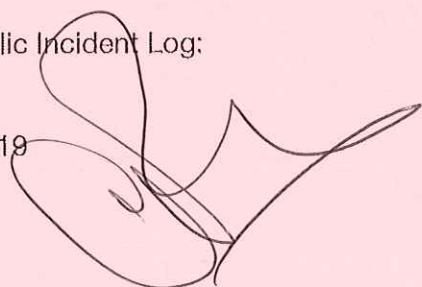
#### FG183/23 - FOI/SAR/COMPLAINTS

The Committee **APPOINTED** a Councillor to lead an Internal Review of the Council's response to a recent Fol request. The matter of a complaint regarding the Council's response time to two SARs was reported and it was **AGREED** the Clerk would respond in line with the Council's complaints policy, subject to input from the relevant advisors which may cause a delay


#### FG184/23 - FINANCE AND GOVERNANCE INCIDENT LOG

It was **AGREED** the following matters would be added to the Public Incident Log:

- The matter of the missing trees on Station Green
- The acquisition of the Polaris vehicle and its classification in 2019



- The matter of a possible data breach by a member of the public and the office sign in book
- The matter of Zurich and Worknest insurance provision

**FG185/23 - ASSET REGISTER** 

Defer

**FG186/23 - POLICY REVIEW**

It was **AGREED** staff will identify policies and recommend any alterations ahead of the Annual meeting

**FG187/23 - MAST RENTAL/VAT POSITION** 

Planning was refused on Victory Hall due to the impact on the adjacent . The request regarding land to the side for an additional heat pump for the library was raised. It was **AGREED** Cllr Costa would review and report to the next meeting

**ACTION:** Cllr Costa to review and report

**FG188/23 - MANAGEMENT CONTROL**

**Risk Assessments, Hazardous/Flammable goods transport and storage**

It was **AGREED** a calendar list of Risk Assessments would be drawn up and maintained. It was **AGREED** the cost of replacing v removing existing red diesel tank would be considered with ongoing diesel via 20L Jerry cans as the diesel vehicles were now limited to the digger and dumper, both working exclusively in the cemetery.

**Action:** cost to empty and dispose of. Removal from Asset Register to be proposed to Full Council

**FG189/23 - INTERNAL CONTROLS**

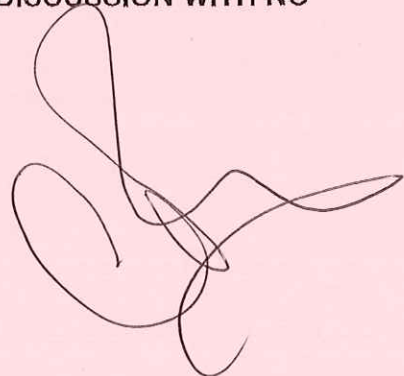
To receive an update from the acting Proper Officer regarding the sign offs for Q3, Q4 and Q1, Q2 and Q3.

It was **AGREED** to include the procedure with the risk assessment calendar

**FG190/23 - MATTERS TO BE BROUGHT FORWARD OR FOR DISCUSSION WITH NO DECISION**

Matter of land for heat pump at library,

**FG191/23 DATE OF THE NEXT MEETING**



**FG192/23 EXCLUSION OF THE PUBLIC AND THE PRESS** 🖱

In the event that the Agenda contains items where the public interest in maintaining confidentiality may outweigh the public interest in the item being made public, to **CONSIDER** the following motion to be proposed by the Chair:

“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.”

**FG193/23 LEGAL CORRESPONDENCE** 🖱

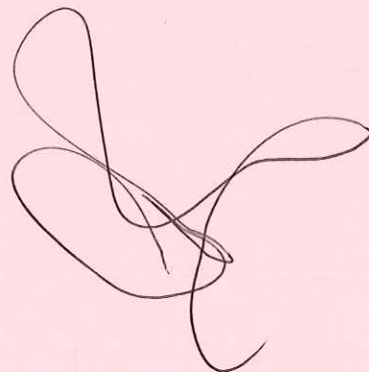
Cllr Costa confirmed correspondence was being sought regarding Stamp Duty and a transfer. It was **AGREED** that Cllr Costa would speak to Setfords get an update and report back to F&G.

**FG194/23 LEGAL MATTER**

The matter was considered in terms of Risk Management and a course of action was **AGREED**.

**FG195/23 PENSION POLICY** 🖱

The matter of the new pension provider was discussed and it was **AGREED** to further progress with named provider.

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Action List - Finance and Governance - March 2024 - unredacted

**ACTION:** Sam/Toni/Olga - Risk assessment - calendar of last done

**ACTION:** Sam - Red Diesel tank - comparative costing for removal v cleaning

**ACTION:** Elizabeth - gather new staff pictures for website

**ACTION:** Olga/Kevin - Recruitment - [REDACTED]

**ACTION:** Kevin - provide draft action plan template

**ACTION:** Olga - ask staff agency for timesheets for validation each week

**ACTION:** Kevin - Staff [REDACTED]

**ACTION:** Olga - IT provider to break down and detail all of MicroSoft subscription costs

**ACTION:** Olga - to advise [REDACTED] of originating bank change from Barclays to [REDACTED] Provide Charity copy of closing Barclays statement if necessary

**ACTION:** Olga - circulate draft to all Councillors and provide auditor with anything extra required. Circulate final version to all Councillors

**ACTION:** Cllr Costa - speak to [REDACTED] get an update and report back to F&G.

**ACTION:** Olga/Faiza - Zurich [REDACTED] to be advised [REDACTED] letter to be sent to them.

**ACTION:** Olga - get criteria list completed for grant applications to be completed for Full Council.

**ACTION:** Cllr Costa to speak to Lisa about getting grant application for defib for Oak Lodge Ave taken over by GRA CPC normally only grant to organisations.

Chigwell Parish Council

FINANCE AND GOVERNANCE COMMITTEE MEETING 05 03 2024

Approved and signed by: 

Date: 5/3/24

Approved and signed by: 

Date: 5/3/24

PO/Inv Date	Ref No	Due date	Tender	Total	Description	Supplier	Invoice Number	
20/06/23	924	29/02/24	ONLINE	£246.00	Outdoor Annual Inspection	The Play Inspection Company Ltd	Agreement 85054 PO1410	VB/113
02/01/24	1426	29/02/24	ONLINE	£6,700.80	Accessible Environments	CAE (Centre for Accessible Environments) VISITED 22 01 24	QUOTE/PO1426	C/16#/63#R/97
06/02/24		15/03/24	ONLINE	£5,034.13	HMRC PAYE/NIC	HMRC	Payroll Report Jan 2024	FC
06/02/24		15/03/24	ONLINE	£4,609.64	Superannuation Payments	Essex Pension Fund	Payroll Report Jan 2024	
02/02/24	1590	31/03/24	ONLINE	£74.00	Supplies for Cemetery Office	TRADE UK / SCREWFIX DIRECT Lt	INV 1461254906	R/96
23/02/24	1608	31/03/24	ONLINE	£26.47	Main supplies	TRADE UK / SCREWFIX DIRECT Lt	A16610879989	R/96
22/02/24	1607	31/03/24	ONLINE	£129.01	Main supplies	TRADE UK / SCREWFIX DIRECT Lt	A16590010967	R/96
18/09/23		ASAP	ONLINE	£522.00	Training/Courses	EALC	INV16976	
14/02/24	1618	15/03/24	ONLINE	£1,063.57	Admin Staff 02/02/24	The Adecco Group	29752599PO1618	G/120
14/02/24	1604	15/03/24	ONLINE	£1,102.73	Admin 09/02/24	The Adecco Group	29752600PO1604	G/120
09/01/24		ASAP	ONLINE	£95.00	VH-Reset emersion heater ; CH-repair heating in bar	Paul Maran&Son	Invoice 090124	
30/01/24	1541	ASAP	ONLINE	£702.00	Supply and install replacement dome with pattern finish	Positive Contractors Ltd	QUO/5123/INV4404 2	R/97
29/02/24		29/03/24	ONLINE	£374.00	DL70CXW Tipper 01/01/24-26/01/24 Rented new Ford Transit 350 L2 DAY CAB TIPPER 20/02/24-29/02/24	L&F Plant Hire Ltd (Tipper Hire)	210854 U/107	FC

29/02/24			31/03/24	ONLINE	£591.12	SKIP FOR GENERAL WASTE	SHARP GROUP	OUT-1093	L/63
05/03/24	1620		31/03/24	ONLINE	£210.00	Updates to website between October 23 to March 24	VISION ICT Ltd	INV18085	E/27
05/03/24	1617		11/03/24	ONLINE	£250.00	Treatment for CPC	Cliniki Advanced	PO1617	
05/03/24	1613		11/03/24	ONLINE	£600.00	CLEANING SERVICE FOR MAIN OFFICE&Cemetery	Crystal Facilities Management Ltd	PO1613	
02/02/24	1603		02/03/24	DD	£30.00	Pension report	MHR	SIN200534	F/34
03/01/24	1571		02/03/24	DD	£30.00	Payroll report	MHR	SIN197689	F/34
06/02/24				CARD	£1,115.00	Staff training -courses	Approved by FG 06 02 2024		
06/02/24				CARD	£1,151.00	training enrol cost PPE	Approved by FG 06 02 2024		
13/02/24	1577		11/03/24	ONLINE	£360.00	Fixing the hot water	ADA Mechanical Ltd	1149	L/63
14/02/24	1604		15/03/24	ONLINE	£1,102.73	Tem/Local staff	The Adecco Group	INV29752600	G/120
23/02/24	1610		11/03/24	ONLINE	£10.90	Postage	Expense Reimbursement Claim	Receipts	
02/02/24	1606		ASAP	ONLINE	£285.48	Waste disposal under agreement	RWR	INVE233286	T/104
02/02/24	1605		ASAP	ONLINE	£179.90	Waste disposal under agreement	RWR	INVE233287	C/15
31/01/24			16/02/24	DD	£943.54	Payments via Debit Card	Lloyds	Statement/Report Appendix 4	
05/03/24			11/03/24	ONLINE	£10,158.03	Payroll net pay	CPC staff	Payroll Report March 2024	
<b>Total payment due in March 2024</b>					<b>£37,697.05</b>				



**PAYMENTS LIST MADE IN MARCH 2024**

Vou che	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
957	Postage	01/03/2024	FG09042024	Unity Current Acc DD		Postbase mini rental	Francotyp Postalia Ltd	S	54.00	10.80	64.80
959	Telephone & Broadband	05/03/2024	FG09042024	Unity Current Acc DD		Telephone & Broadband	BT	S	234.70	46.94	281.64
960	Water	07/03/2024	FG09042024	Unity Current Acc DD		Dec-March 24	Thames Water	X	36.89		36.89
963	Rent and Rates	11/03/2024	FG09042024	Unity Current Acc DD		The charge for Main Office Epping Forest DC		X	884.00		884
961	Postage	11/03/2024	FG09042024	Unity Current Acc DD		Cemetery postage	Francotyp Postalia Ltd	X	10.00		10
962	VH Rent & Rates	11/03/2024	FG09042024	Unity Current Acc DD		The charge for Victory Hal Epping Forest DC		X	541.00		541
964	C&OS Rent & Rates	11/03/2024	FG09042024	Unity Current Acc DD		The charge for Cemetery f Epping Forest DC		X	175.00		175
965	VH-Heating	11/03/2024	FG09042024	Unity Current Acc Debit Card		GAS 1,347.38@8.640p (Ja BGB Services		L	145.36	7.26	152.62
955	C&OS Property Maint.	12/03/2024	FG09042024	Control account f JOURNAL/TRANS		Accessible Environments Centre for Accessible Environ		S	-10.00	-2.00	-12.00
956	C&OS Property Maint.	12/03/2024	FG09042024	Control account f JOURNAL/TRANS		Accessible Environments Centre for Accessible Environ		S	10.00	2.00	12.00
967	VH-Water	13/03/2024	FG09042024	Unity Current Acc DD		22.2M3 VH Feb24	Clear Business	Z	77.56		77.56
968	Postage	14/03/2024	FG09042024	Unity Current Acc DD		Cemetery postage	Francotyp Postalia Ltd	X	10.00		10
997	VH-Heating	19/03/2024	FG09042024	Unity Current Acc DD		A/C9619 5,255.91kWh Fel BGB Services		S	268.04	53.60	321.64
998	VH - Electricity charges	21/03/2024	FG09042024	Unity Current Acc DD		A/c9618 652kWh 05Feb-0 BGB Services		L	107.50	5.37	112.87
1007	Accounting Software fe	22/03/2024	FG09042024	Control account f CREDIT NOTE A/Jan service adjustment		MHR International UK Limite		S	-25.00	-5.00	-30.00
1003	Electricity	25/03/2024	FG09042024	Unity Current Acc DD		396.3 kWh Feb 24 A/c 10: ENIGIE		L	204.47	10.22	214.69
999	Legal & Professional Fe	25/03/2024	FG09042024	Unity Current Acc DD		Regular paym Risk Management Services Wirehouse Employment Serv		S	134.00	26.80	160.80
1000	C&OS Electricity	25/03/2024	FG09042024	Unity Current Acc DD		840.2kWh FEB 24 A/c 103 ENIGIE		L	355.31	17.77	373.08
1001	VH - Electricity charges	25/03/2024	FG09042024	Unity Current Acc DD		4.6kWh Feb 24 A/c 10370 ENIGIE		L	58.54	2.93	61.47
1002	VH - Electricity charges	25/03/2024	FG09042024	Unity Current Acc DD		475.5kWh Feb 24 A/c 103 ENIGIE		L	233.97	11.70	245.67
1016	Bank charges	28/03/2024	FG09042024	Unity Current Acc SO		Bank charges	UNITY TRUS BANK	X	4.90		4.9
1009	Suspense Account	28/03/2024	FG09042024	Unity Current Acc DD		LF Water a/c 2534237	Castle Water	X	11.05		11.05
1005	Accounting Software fe	31/03/2024	FG09042024	Unity Current Acc DD		Payroll Service	MHR International UK Limite	S	70.00	14.00	84.00
1015	Bank charges	31/03/2024	FG09042024	Unity Current Acc SO		CASH&CHEQUE CHARGES	UNITY TRUS BANK	X	54.15		54.15
1020	Advertising/recruitmen	31/03/2024	FG09042024	Control account f CLOSED RECORD		Legionella Risk Assessmen Direct	365	E			
1025	VH Maintenance	31/03/2024	FG09042024	Control account f CLOSED RECORD		Emergency Lightings unde Chubb Fire & Security Ltd		S			
1017	OS Playground Inspect	31/03/2024	FG09042024	Control account f Cr N Cover		P092-Outdoor Annual Inspector The Play Inspection Compan		S	-16.00	-3.20	-19.20
1018	OS Playground Inspect	31/03/2024	FG09042024	Control account f Cr N Cover		P092-Outdoor Annual Inspector The Play Inspection Compan		S	16.00	3.20	19.20
1021	C Grounds Maintenance	31/03/2024	FG09042024	Control account f CLOSED RECORD		16TLoad Topsoil&10T Woc Grab Tec		S			
1024	OS Festive Lighting	31/03/2024	FG09042024	Control account f CLOSED RECORD		Christmas Lights Installati	SparkX Ltd	S			

Total made by dd/so	3,645.44
Credit Note in March	202.39
<b>Total</b>	<b>3,847.83</b>

*[Handwritten signature]*  
 01/04/24