



MINUTES OF THE FINANCE & GOVERNANCE COMMITTEE

Date: Tuesday 9 September 2025

Time: 7.30pm

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

Members present:

Cllr Elliot Costa #
Cllr Faiza Rizvi

Cllr Debby Rye
Cllr Tosin Amuludun #

Chair of the Council:
Acting Clerk:

Cllr Jamie Braha #
Cllr Celina Jefcoate

One member of the public was in attendance #

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

FG040/25 - APOLOGIES FOR ABSENCE

None

FG041/25 - ANY OTHER ABSENCE

None

FG042/25 - DECLARATIONS OF INTEREST

None

FG043/25 - MINUTES

The minutes of the previous meeting held 15 July 2025 for **APPROVED** as an accurate record of what took place ([Appendix 1](#))

FG044/25 - PUBLIC PARTICIPATION

None

#Cllr Amuludun joined the meeting at 7.04pm

FG045/25 - FINANCIAL TRANSACTIONS AND BANK RECONCILIATIONS

Members **REVIEWED** the Summary Report from the Financial Officer ([Appendix 2](#))

Members **REVIEWED** and **APPROVED** the proposed payments for September ([Appendix 3](#)). Cllr Braha raised the matter of the soil box purchase and it was **NOTED** a business plan had not been presented prior to the spend being approved at CAC. The subsequent drop in revenue from the cemetery and lack of baCk to back burials raised the issue as to whether the purchase was best use of money

Members **REVIEWED** and **APPROVED** the card payments for July and August ([Appendix 4](#))

Members **REVIEWED** and **APPROVED** the bank reconciliation to 30 August([Appendix 5](#))

Members **NOTED** the report detailing salary, superannuation and tax payments for August 2025 paid 11 August - ([Appendix 6](#))

Members **REVIEWED** and **APPROVED** the report detailing salary, superannuation and tax payments for September 2025 to be paid 11 September - ([Appendix 7](#))

Members **NOTED** the reported cemetery activities to 30 August ([Appendix 8](#)). Councillors raised concerns that the forecast revenue was substantially down and **AGREED** that an anonymous survey of commercial users regarding service levels should be issued by the Acting Clerk prior to considering marketing opportunities and strategy

FG046/25 - FINANCE OFFICER'S REPORT

Members **CONSIDERED** the recommendations from the Financial Officer and **AGREED**:

The Clerk and RFO to ensure cemetery officer(s) continue to maximise renewals and bench sales, to review cemetery capacity and provide the RFO with accurate mapping for future income projections.

It was **NOTED** that the previous agreed investment account with Cambridge required the funds to be returned to CPC and then transferred back.

Members **NOTED** the discrepancy between Standing Orders and Finance Regulations; update to be added to next Full Council agenda.

Members **NOTED** that staff training for shoring was still pending; due to a lack of available local training being offered by the supplier, an alternative training provider has been identified and engaged.

FG047/25 - BUDGET 2026/27

Members **CONSIDERED** the officer report ([Appendix 9](#)) and **RESOLVED**:

To **NOTE** the start of the 2026/27 budget process.

That the Committee **CONFIRMED** managers are responsible for operational budgets and committees allocate approved project budgets.

That the Committee **AGREED** for 2026/27 each committee is given a project budget based on the zero per cent and five per cent precept assumptions before project planning begins.

FG048/25 - GRANT AGREEMENT/VICTORY HALL/HUB

Members **NOTED** the correspondence and proposal to EFDC following the resolution of Full Council to vary the terms of the Grant ([Appendix 10](#)) and that the response from EFDC was due by 12 September. This would be reported back to the next Full Council meeting

The Vice Chair of the Council proposed and members **AGREED** a vote of thanks to the Acting Clerk for her efforts in resolving and progressing this matter in the best interests of both the Council and residents.

Cllr Costa left the meeting @ 7.42pm

FG049/25 - PROPOSED PROTOCOL ON EXTRAORDINARY MEETINGS

Members **CONSIDERED** proposed Protocol ([Appendix 11](#)) and **AGREED** it should be put before Full Council with a recommendation to adopt without amends

Cllr Costa joined the meeting @ 7.47pm
Cllr Braha left the meeting at 7.50pm
Cllr Braha rejoined the meeting @ 7.54pm

FG050/25 - REQUEST FOR FEE REDUCTION

Members **CONSIDERED** the attached correspondence ([Appendix 12](#)) and **AGREED** a reduction would be offered. It was delegated to Acting Clerk to decide on most cost-effective option and for staff to implement agreed discount or free hire as appropriate.

FG051/25 - UPDATE FROM THE CLERK

Members **CONSIDERED** the officer report ([Appendix 13](#)). It was **NOTED** that Full Council had approved the refurbishment of Victory Hall kitchen to proceed and that the costings would need to be updated. It was **AGREED** that authority be delegated to Cllr Braha to work with staff to oversee the schedule of works schedule and report back to Full Council.

FG052/25 - FINANCIAL REGULATION 5.15 EXPENDITURE

Members **NOTED** the expenditure of individual purchases within an agreed budget for that type of expenditure authorised by the Clerk or RFO for the period 1 20 June 2025 to 30 August 2025 ([Appendix 14](#))

FG053/25 - MATTERS TO BE BROUGHT FORWARD OR FOR DISCUSSION WITH NO DECISION

FG0454/25 - DATE OF THE NEXT MEETING

Agreed by Full Council as 11 November 2025. Authority was delegated to Cllrs Rizvi and Costa to approve the salary payments for October and November

FG055/25 - EXCLUSION OF THE PUBLIC AND THE PRESS

Members **CONSIDERED** and **AGREED** 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.” It was **RESOLVED** to extend the meeting to address the following items.

FG056/25 - COMPLAINTS/FOI/SAR RECEIVED

Members **NOTED** the confidential report provided

FG057/25 - INCIDENT LOG

Members **CONSIDERED** the confidential reports into the following governance and financial incidents:

- i) Unrecorded payment due to the Council
- ii) Compliance of Parish data and records

Members **NOTED** one outstanding payment had been received and thanked the RFO for her efforts. It was **RESOLVED** that third party professional advice already received relating to these matters should be followed. On both the above matters, Members **NOTED** the officer's report, the previously reported comments of the Internal Auditor and the suggested scope of the audit. It was **AGREED** that an internal audit should be undertaken but, given the proposed cost was in excess of the amount this committee can spend, the matter should go before Full Council with a recommendation to approve

- iii) Unsupervised access by a third party to Council premises and subsequent complaint -

Members **CONSIDERED** the officer's report and **AGREED**, given the seriousness of the evidence provided, that the F&G committee would ask the Monitoring Officer to review the matter

The meeting closed at 9.26pm