



**MINUTES OF THE
FINANCE & GOVERNANCE COMMITTEE**

Date: Thursday 14 May 2026

Time: 7.00pm

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

Members to be present:

CLlr Elliot Costa
CLlr Tosin Amuludun
CLlr Erika Skingsley

CLlr Debby Rye
CLlr Faiza Rizvi

Clerk: Jason Selvarajah MSc

RFO: Olga Linkeviciene

Members of the press and public are invited to attend this meeting. Members of the Public and Councillors are 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 are 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

1. FG131/25- APOLOGIES FOR ABSENCE

None

2. FG132/25- ANY OTHER ABSENCE

None

3. FG133/25- DECLARATIONS OF INTEREST

None

4. FG134/25- MINUTES

Members considered and **AGREED** the minutes of the previous meeting held 10 March 2026 (**Appendix 1**)

5. FG135/25- PUBLIC PARTICIPATION

None

6. FG136/25- FINANCIAL TRANSACTIONS AND BANK RECONCILIATIONS

Members **REVIEWED** and **APPROVED** the proposed payments for May 2026 (**Appendix 2**)

Members **REVIEWED** and **APPROVED** the card payments for April 2026 (**Appendix 3**)

Members **REVIEWED** and **APPROVED** the bank reconciliation as of 30 April 2026 (**Appendix 4**)

Members **NOTED** the report detailing salary, superannuation, and tax payments for May 2026 which was **APPROVED** by the Full Council on 30 04 2026

Members **NOTED** corrections and clarifications relating to payments due April:

- Ref:3746 typo error should be £2,678.08.
- Ref:3840 typo error should be supplier name Copy Klik Copiers.

7. FG137/25- FINANCIAL REGULATION 5.15 EXPENDITURE

As per Financial Regulation 5.15, Individual purchases within an agreed budget for that type of expenditure may be authorised by the Clerk or RFO, under delegated authority, for any items below £1,000 excluding VAT. Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.

Members **NOTED** expenditure of individual purchases within an agreed budget for expenditure authorised by the Clerk or RFO- period to 04 March 2026 (**Appendix 5**)

8. FG138/25- FINANCE OFFICER'S REPORT

Members **RECEIVED** the Finance Officer's report, noting a positive 2025/26 outturn with a £70k surplus and general reserves of approximately £130k, while recognising risks to income sustainability, particularly in relation to cemetery income and potential reliance on earmarked reserves if current approaches continue.

Following discussion on financial planning, reserves and investment policy, income generation, and asset management members **NOTED** the report and agreed in principle to review and revise the Reserves Policy, develop an Investment Strategy Statement, prepare a 2–3-year financial forecast including precept scenarios, review cemetery fees and regulations, and update the Asset Register policy.

The RFO was tasked with progressing policy revisions, financial forecasts and asset register review, with the Clerk supporting through a review of cemetery fees and wider asset policy updates. (**Appendix 6**)

9. FG139/25- ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2025/26

Members **NOTED** the draft Annual Governance and Accountability Return (AGAR) 2025/26 and supporting financial information, noting key variances including reduced staff costs, increased bank interest and hall rental income, a decrease in cemetery income, and the correct identification of one-off receipts.

Members **NOTED** that the internal audit was scheduled. Accordingly, members **CONSIDERED** the draft AGAR and agreed that the RFO would finalise the document following completion of the internal audit and submit it to Full Council. The RFO was tasked with updating variance explanations as required and circulating the internal audit report (**Appendix 7**)

10. FG140/25- ASSETS REGISTER

Members **REVIEWED** the Asset Register, noting the need to ensure accuracy for audit and insurance purposes, alongside the absence of a clear disposal and replacement framework and the inclusion of obsolete or low-value assets.

Members **NOTED** the current position and **AGREED** that the Asset Register and supporting policy should be reviewed and updated, with the RFO and Clerk tasked with developing a revised policy including appropriate thresholds and procedures (**Appendix 8**)

11. FG141/25- RISK REGISTER

Members **NOTED** that the Risk Register is currently under review and that the Clerk will present an updated Risk Register at the annual meeting (**Appendix 9**)

12. FG142/25- POLICY REVIEW

Members **NOTED** a review was in progress ahead of the annual meeting and **AGREED** the following policies to be reviewed:

- Complaints
- Employment/ Staff Handbook
- Media, Communications and Email
- Data Protection

13. FG143/25- GRANT APPLICATION

Members **CONSIDERED** the grant application from Youth Unity CIC for £3,650 to deliver a 25-week after-school youth outreach programme for children aged 8–11 years on the Limes Farm Estate (September 2026 – March 2027) (**Appendix 10**) and (**Appendix 11**).

Members **AGREED** to award the grant, subject to the following conditions:

- Regular progress reports (every 6–8 weeks)
- Evidence of delivery and outcomes
- Acknowledgement of Council support in all publicity

- Submission of a final evaluation report
- Clerk to issue grant conditions and implement monitoring arrangements

14. FG144/25- COMMUNITY USE REQUEST – EXTENDED USE OF VICTORY HALL: POLICY ALIGNMENT AND HIRE CONDITIONS ASSESSMENT

Members **CONSIDERED** the officer report (**Appendix 12**) regarding a request for extended use of Victory Hall and **NOTED** misalignment between the Community Use Policy and existing hire terms. This creates a potential impact on income and booking structure affecting community hire rates.

Members **NOTED** the issues identified and **DELEGATED** authority to the Clerk to negotiate a time-limited arrangement, ensure financial viability and maintain fair community access

15. FG145/25- UPDATE FROM THE CLERK

Members **CONSIDERED** the officer report (**Appendix 13**) regarding the temporary extension of the electric van lease to allow sufficient time to assess future vehicle requirements.

Members **NOTED** that the extension would enable the development of a robust business case for a fit-for-purpose replacement, considering operational, financial, and environmental considerations.

Members **AGREED** the proposed approach and the Clerk will prepare a detailed business case for future vehicle provision.

16. FG146/25- MATTERS TO BE BROUGHT FORWARD OR FOR DISCUSSION WITH NO DECISION

Members discussed and **NOTED** Internal audit timing and requirements to review audit before AGAR approval.

17. FG147/25- DATE OF THE NEXT MEETING

AGREED by Full Council as Thursday 28 May 2026

18. FG148/25- EXCLUSION OF THE PUBLIC AND THE PRESS

Members **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.”

19. FG149/25- INCIDENT LOG

Members **CONSIDERED** the confidential report relating to data protection and governance matters.

Members **AGREED** to delegate authority to the Clerk to investigate and take appropriate action, including commissioning the Council’s external HR consultant and making any necessary referrals in

accordance with relevant policies and procedures (**Confidential Appendix 1**) and (**Confidential Appendix 2**).