



**MINUTES OF THE
FINANCE & GOVERNANCE COMMITTEE**

Date: Thursday 11 June 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 Celina Jefcoate

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. FG001/26- ELECTION OF CHAIR OF THE FINANCE AND GOVERNANCE COMMITTEE

Cllr Rizvi was nominated and seconded- there were no other persons nominated and Cllr Rizvi was elected Chair of the Finance and Governance Committee

2. FG002/26- ELECTION OF VICE-CHAIR OF THE FINANCE AND GOVERNANCE COMMITTEE

Cllr Amuludun was nominated and seconded- there were no other persons nominated and Cllr Amuludun was elected vice chair of the finance and governance committee

3. FG003/26- APOLOGIES FOR ABSENCE

Members received and **AGREED** to accept apologies from Cllr Costa

4. FG004/26- ANY OTHER ABSENCE

None.

5. FG005/26- DECLARATIONS OF INTEREST

None – however, Cllr Rye (Chair of Council) remained present throughout the meeting to ensure it remained quorate for the consideration of sensitive incident log matters.

6. FG006/26- MINUTES

Members considered and **AGREED** the minutes of the previous meeting held 14 May 2026 (**Appendix 1**)

7. FG007/26- PUBLIC PARTICIPATION

None

8. FG008/26- FINANCIAL TRANSACTIONS AND BANK RECONCILIATIONS

Members **REVIEWED** and **APPROVED** the Summary Report from the Responsible Financial Officer (**Appendix 2**)

Members **REVIEWED** and **APPROVED** the proposed payments for June 2026 (**Appendix 3**)

Members **REVIEWED** and **APPROVED** the card payments for May 2026 (**Appendix 4**)

Members **REVIEWED** and **APPROVED** the bank reconciliation to 31 May (**Appendix 5**)

Members **NOTED** the report detailing salary, superannuation and tax payments for June 2026 paid 11 June (**Appendix 6**)

Members **NOTED** the reported cemetery activities to 31 May 2026 (**Appendix 7**)

9. FG009/26- FINANCIAL REGULATION 5.15 EXPENDITURE

As per Financial Regulations 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** the attached expenditure of individual purchases within an agreed budget for that type of expenditure authorised by the Clerk or RFO for the period to 05 June 2026 **(Appendix 8)**

10. FG010/26- FINANCE OFFICER'S REPORT

As per Financial Regulations 5.18, in cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to £2,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure.

The Clerk shall report such action to the Chair as soon as possible and to the council as soon as practicable thereafter.

Members **NOTED** the attached expenditure of £1,950 (VA/223) to engage a specialist contractor to carry out the works on the shallow grave at the Cemetery on 1 June 2026 for a funeral on 4 June 2026 **(Appendix 9)**

11. FG011/26- INTERNAL AUDIT

Members **NOTED** the Internal Audit Report together with the accompanying officer responses, as presented **(Appendix 10)**.

The Responsible Financial Officer provided an overview of the auditor's findings and advised that the Council's financial and governance framework had now been substantially established and embedded.

12. FG012/26- ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2025/26 (AGAR)

Members reviewed the Responsible Financial Officers report on the 2025/26 AGAR. It was **NOTED** that overall payments had reduced by c. £160k, primarily due to one-off legal and capital/compliance costs in the prior year that were not recurring, and that salary costs had fallen following the cessation of high agency and overtime use.

Members acknowledged the challenges in 2024/25 but considered the council's current financial and staffing position to be more stable, supported by a positive Internal Audit. and **RECOMMEND** to Full Council for approval **(Appendix 11)**

13. FG013/26- ASSET MANAGEMENT POLICY AND PROCEDURE DRAFT

Members **REVIEWED** a draft of the asset management policy and **RECOMMEND** to Full Council for adoption (**Appendix 12**)

14. FG014/26- UPDATE FROM THE CLERK

Members **NOTED** the Clerk's Report and **AGREED** the recommendations therein. (**Appendix 13**)

Land at Maypole Junction was discussed in connection with the proposed Assets Policy, noting that the land appears on the Council's asset register and therefore constitutes a governance matter. It was **NOTED** that, after this meeting, the matter has been resolved and will be referred to Full Council for consideration (**Appendix 14**).

15. FG015/26- MATTERS TO BE BROUGHT FORWARD OR FOR DISCUSSION WITH NO DECISION

Members **DISCUSSED** the need for a two-year strategic business plan encompassing the cemetery strategy, Victory Hall, and capital programmes, and emphasised the importance of integrating these elements into a single, coherent plan.

The Clerk will prepare a draft two-year strategy, incorporating a full cemetery business case, for future consideration.

16. FG016/26- DATE OF THE NEXT MEETING

Agreed by Full Council as Thursday 9 July 2026

17. FG017/26- 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."

18. FG018/26- INCIDENT LOG/ SENSITIVE MATTERS

Members **NOTED** the Clerk's report regarding two ongoing Subject Access Requests, including one requiring external support due to the volume of data (over 20,000 records) and internal capacity constraints. The associated costs were noted (**Confidential Appendix 1**).

Members **NOTED** the Clerk's report on an ongoing disciplinary matter (**Confidential Appendix 2**).

ACTION: Clerk to explore basic Disclosure and Barring Service (DBS) checks for all staff.

Members **NOTED** the Clerk's report on the cemetery fee review and **AGREED** that the Clerk and Responsible Financial Officer will develop proposals for the next meeting (**Confidential Appendix 3**).

Members **REVIEWED** the Clerk's probation framework, developed with external HR support, together with proposals for staff management and development processes, and **RECOMMENDED** adoption by Full Council (**Confidential Appendix 4**).