



**MINUTES OF THE
FINANCE & GOVERNANCE COMMITTEE**

Date: Thursday 9 July 2026

Time: 7.00pm

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

Members to be present:

Cllr Faiza Rizvi (Chair)

Cllr Tosin Amuludun (Vice Chair)

Cllr Erika Skingsley

Cllr Celina Jefcoate

Cllr Elliot Costa

Clerk to the Council: Jason Selvarajah MSc

Responsible Finance Officer: 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. FG019/26- APOLOGIES FOR ABSENCE

Members received and **AGREED** to accept any apologies From Cllr Skingsley

2. FG020/26- ANY OTHER ABSENCE

None.

3. FG021/26- DECLARATIONS OF INTEREST

None.

4. FG022/26- MINUTES

Members considered and **AGREED** the minutes of the previous meeting held 11 June 2026 (**Appendix 1**)

5. FG023/26- PUBLIC PARTICIPATION

None.

6. FG024/26- FINANCIAL TRANSACTIONS AND BANK RECONCILIATIONS

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

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

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

Members **REVIEWED** and **APPROVED** the bank reconciliation to 30 June 2026 (**Appendix 5**)

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

Members **NOTED** the reported cemetery activities to 30 June 2026 (**Appendix 7**)

7. FG025/26- 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 July 2026 (**Appendix 8**)

8. FG026/26- Q1 REPORT- SPEND AND INCOME TO DATE

Members **CONSIDERED** and **AGREED** the officers' report and recommendations (**Appendix 9**)

9. FG027/26- NEW CEMETERY REGULATIONS DRAFT

Members **REVIEWED** a draft of the new Cemetery Regulations and **AGREED** to **RECOMMEND** their adoption to Full Council, subject to a minor amendment. It was further **AGREED** that the Regulations would be maintained as a live, public-facing, version-controlled document. Any future amendments would be presented to the appropriate committee and/or Full Council for consideration and approval, together with an explanation of the proposed changes and the reasons for them (**Appendix 10**)

10. FG028/26- UPDATE FROM THE CLERK

Members **NOTED** the Clerk's report (**Appendix 11**) and **AGREED** the recommendations therein.

11. FG029/26- MATTERS TO BE BROUGHT FORWARD OR FOR DISCUSSION WITH NO DECISION

None.

12. FG029/26- DATE OF THE NEXT MEETING

Agreed by Full Council as Thursday 8 October 2026

13. FG030/26- 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."

14. FG031/26- SENSITIVE MATTERS

Members **NOTED** the Clerk's report regarding an ongoing disciplinary matter relating to a member of staff, which is due to proceed to a formal disciplinary hearing. Members further **NOTED** that an additional cemetery-related governance concern has recently been identified which may require further review and investigation. Appropriate procedures will be followed, and the Council will continue to manage these matters in accordance with its employment policies and governance obligations. (**Confidential Appendix 1**)

Members received an update on the Community Hub and Victory Hall project and discussed commercially sensitive matters arising from the ongoing tender process.

Members **NOTED** feedback received during the ongoing procurement process and the potential need to review aspects of the project specification considering changing operational requirements and project affordability.

Following discussion, it was **AGREED** that the Clerk would liaise with Epping Forest District Council to seek clarification regarding the grant funding agreement, including confirmation of those elements that are considered within scope and those that may require formal variation to maximise community benefit and use of the facility (**Confidential Appendix 2**)