



## MINUTES OF THE FINANCE & GOVERNANCE COMMITTEE

Date: Tuesday 14 January 2025

Time: 7.00pm

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

Members present:

Cllr Celina Jefcoate  
Cllr Tosin Amuludun

Cllr Elliot Costa

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

### **FG124/24 - APOLOGIES FOR ABSENCE**

Apologies were received and **AGREED** from Cllr Faiza Rizvi and Cllr Jamie Braha

### **FG125/24 - ANY OTHER ABSENCE**

None

### **FG126/24 - DECLARATIONS OF INTEREST**

None

### **FG127/24 - MINUTES**

The minutes of the previous meeting held 10 December 2024 were **APPROVED**

### **FG128/24 - PUBLIC PARTICIPATION**

None

### **FG129/24 - FINANCIAL TRANSACTIONS AND BANK RECONCILIATIONS**

The proposed payments for January were **APPROVED**

The card payments for December were **APPROVED**

The delegated approval of the report detailing salary, superannuation and tax payments for January 2024 (paid 11 January) was **NOTED**

### **FG130/24 - FINANCE/ACTING PROPER OFFICER'S REPORT**

It was **AGREED** that the HR provider would be asked to quote for HR only and a new HR provider sought and that the Worknest insurance be cancelled

**Action:** OL to seek revised quote and cancel insurance

It was **AGREED** the staff salary payment date would be kept as is and reviewed again in 12 months

The RFO asked that it be minuted that the Cemetery renewal records are not current and work is required to bring them up to date in order that renewal invoices can be properly issued

**Action:** RFO to ask Registrar to assist in updating records instigate the issues of renewal notices and invoices, prioritising those falling due in 23/24 and 24/25

The RFO reported the Cambridge bank funds would be moved to a high interest account

The closure of the Barclays account was ongoing

**Action:** EC and OL to visit Barclays in person to close the account and make a formal complaint regarding an untraced payment in

DBS checks - OL has identified a provider. Staff hand book to be updated

**Action:** CJ to update staff handbook

Phone mast on carpark

**Action:** EC to review correspondence and reiterate Council's position in writing if appropriate

Use of personal vehicles:

**Action:** All staff using personal vehicles for work to provide copy of appropriate insurance to be held on file. All staff to be notified that mileage allowance received for travel between home and a place of work may be considered a taxable benefit by HMRC and should be declared

**Action:** Admin to notify all staff of above

The matter of lack of staff training was raised

**Action:** A template for administration staff to use to build accurate existing and proposed training records for staff

Super admin password still not available for IT provider meaning there is a risk due to inadequate disaster recover mitigation

**Action:** EC to contact IT provider urging they comply with staff requirements to provide details requested

### **FG131/24 - CEMETERY CAPACITY, FORECAST REVENUE AND CLOSED BURIAL GROUND**

Deferred

**Action:** Reports to be produced as required by Registrar and Cllr Braha

To receive a written report from Registrar regarding capacity for burials and cremations, forecast revenue for 24/25, 25/26 and 26/27 based on current trends and capacity including viability of creating additional rose beds for memorials

To receive a report from Cllr Braha regarding the exact area proposed for closure, any outstanding burials, any capacity for future cremations and general condition of the burial ground at St Mary's

#### **FG132/24 - BUDGET 2025/26**

The final budget was **AGREED** with a recommendation that the precept be increased by 4% for 2025/26

**Action:** Budget and precept request to be presented to Full Council with a recommendation to approve

#### **FG133/24 - VICTORY HALL**

Deferred

**Action:** Cllr Braha to prepare report on Victory Hall works for February meeting

#### **FG134/24 - POLICY REVIEW**

The Vexatious, grave-digging, complaints policies were **APPROVED**:

**Action:** To be actioned in draft and recommended for formal adoption by Full Council

#### **FG135/24 - CONSULTATION - [STRENGTHENING THE STANDARDS IN PUBLIC LIFE](#)**

The consultation format was considered and it was **AGREED** that Councillors would be advised to respond individually as Councillors and that staff at the Parish would respond on behalf of the Parish Council. The consultation was also to be publicised to residents

**Action:** Cllr Jefcoate to inform all Councillors to respond individually as elected members. RFO to respond on behalf of Parish as a local government sector body, RFO to circulate to questionnaire to staff for individual response as council officers. Consultation link to be circulated to residents and uploaded to website for responses as MOP

#### **FG136/24 - SALE OF BUSES**

Cllr Costa details that no firm offer had been received from the current users of the buses.

**Action:** Cllr Costa to attempt to agree the price. The County Councillor to be kept informed of the position.

#### **FG137/24 - MATTERS TO BE BROUGHT FORWARD OR FOR DISCUSSION WITH NO DECISION**

#### **FG138/24 - DATE OF THE NEXT MEETING**

11 February at 7.00pm. It was **AGREED** to delegate the authority to approve the salaries to two members of the F&G committee with their approval to be noted at the February meeting

#### **FG139/24 - EXCLUSION OF THE PUBLIC AND THE PRESS**

Members **AGREED** the following motion 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.”

**FG140/24 - GOVERNANCE MATTER**

Members received an update from the RFO and **AGREED** the matter should progress

**FG141/24 - FINANCE AND GOVERNANCE INCIDENT LOG**

Deferred

**FG142/24 - LEGAL MATTER - FOI/SAR/COMPLAINTS**

The committee heard an update from the RFO and **AGREED** the recommended actions

**FG143/24 - PROFESSIONAL SERVICES CHARGES**

The agreement of a an amended figure from professional fees was **NOTED**