



MINUTES OF THE FINANCE & GOVERNANCE COMMITTEE

Date: Tuesday 8 April 2025

Time: 7.00pm

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

Members present:

Cllr Celina Jefcoate
Cllr Faiza Rizvi
Cllr Tosin Amuludun

Cllr Elliot Costa
Cllr Jamie Braha

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

FG183/24 - APOLOGIES FOR ABSENCE

None

FG184/24 - ANY OTHER ABSENCE

None

FG185/24 - DECLARATIONS OF INTEREST

Cllr Jefcoate declared she knew

FG186/24 - MINUTES

The minutes of the previous meeting held 11 March 2025 were **APPROVED**

FG187/24 - PUBLIC PARTICIPATION

None

FG188/24 - FINANCIAL TRANSACTIONS AND BANK RECONCILIATIONS

The proposed payments for April were **APPROVED**

The card payments for March were **APPROVED**

The bank reconciliation to 31 March was **APPROVED**

The report detailing salary, superannuation and tax payments for April 2025 was **APPROVED**

The matter of overtime authorisation and approval was raised and it was **AGREED** a proper process of validation with TOIL being preferred would be included in the revised employment handbook

Action:

F&G/Hyapex to liaise on process of authorisation and approval and Haypex to include in revised employment handbook

FG189/24 - FINANCE OFFICER'S REPORT

The Finance Officer reported the the draft AGAR was being prepared and would be available for Full Council to consider in May. The majority of her time was being spent on the end of year activities and preparation for the Internal and External Audit. Committee were advised the Internal Auditor would require access across the whole Scribe platform, not just the accounts module. This had not been the case since the last audit carried out by Auditing Solutions in 2022, Heelis and Lodge having limited their scope to that previously done..

FG190/24 - H&S RECORD KEEPING

Deferred

Action:

H&S Officer to provide schedule of documentation and compliance checks across a 12 month period to F&G (May meeting)

FG191/24 - CEMETERY FORECAST REVENUE

Deferred

Action:

The Registrar to provide a written report updating progress regarding issuing of notices of renewal and updating of the Cemetery Management System (Scribe). To include details of response to notices of renewal (no. of renewals/ revenue received) and proposed process to manage non renewal and non responses and any appropriate timescale by to F&G (May meeting).

The Registrar to provide sufficient info to the fRFO that an updated forecast revenue for 24/25, 25/26 and 26/27 based on current trends and capacity plus renewals can be provided

FG192/24 - STATION GREEN LEASE

The matter of the actual space requested is referred to Community Services. F&G to consider the legal and financial implications if the space required is deemed acceptable

Action:

Admin/Open Spaces to map out proposed area and provide photos to Community Services committee. Chair of Community Services to report to next F&G meeting regarding visual and physical impact

FG193/24 - GRANT APPLICATIONS

It was **AGREED** that 50% of the total annual grant budget could not be distributed during the first month of the financial year to a single organisation who had previously received Parish funds. The matter of community engagement of the proposal to be reviewed.

Action:

RFO to advise applicant that the grant application should be revised as the total amount request will not be available. Applicant to provide summary of previous spending, benefits provided, spending breakdown and how the services delivered as a result of the grant benefited the residents of Chigwell and met the objectives of the Community Engagement Statement and terms of the grant.

FG194/24 - RISK REGISTER

The draft Risk Register was reviewed. It was **AGREED** that further risks had been identified for which there needed to be mitigation and the Risk Register would be adjusted accordingly

Action:

To be reviewed by F&G and finalised at May meeting

FG195/24 - INSURANCE

It was **NOTED** the Community Hub area of Victory Hall is booked for . Further information reading numbers per session is required for insurance purposes. In addition, in order for costs to be allocated to the Community Engagement budget, further information is required regarding how the activity and usage supports the Parish community engagement policy to validate the usage and budget allocation of operational costs

Action:

Users of the Hub area to be asked by staff to provide breakdown for a two month period of users by number for each session, residential location, age group, vulnerable factors as well as examples of how the services help the Council meet the objectives of its Communications and Community Engagement Statement.

FG196/24 - INTERNAL AUDITOR'S RECOMMENDATIONS

The agendas and minutes are now being produced and published in a manner that is compliant. The matter of background papers being produced and published in the required timeline continues to be addressed

Action:

Staff and Councillors to be reminded of the need to review minutes carefully for actions and for background papers to be provided in good time ahead of any agenda being published.

FG197/24 - VICTORY HALL

Cllr Braha advised the Parish is awaiting to hear as to whether the application for funding under the UK Prosperity Fund has been successful. Notice is expected around mid April. Subject to that, either an architect/structural engineer will be appointed to set out larger scale facilities that can be accessed easily by all hall users or, if the grant is not successful, the smaller scale replacement of the kitchen used by the hirers of Victory Hall will be progressed

FG198/24 - POLICY REVIEW

Progress of policies was reviewed

Action:

Relevant policies including amended SO and FR plus employment, previously considered data protection, complaints, FOI and press/media policies to be reviewed at May meeting

Final versions of relevant policies to be submitted to Annual Meeting of Full Council for adoption

FG199/24 - SALE OF BUSES

The matter of the buses in light of the upcoming audit was discussed. It was **AGREED** Cllrs Costa and/or Jefcoate would speak to Cllr Scott regarding the sale of the buses

Action:

Cllr Costa/Cllr Jefcoate to liaise with Cllr Scott

FG200/24 - MATTERS TO BE BROUGHT FORWARD OR FOR DISCUSSION WITH NO DECISION

Risk Register

Financial Regulations 25/26

Standing Orders 25/26

Relevant policies for Annual Council meeting

Grant application - revised application and review of achievement of previous grant award

Community Engagement review - Hub activities

Incident Log

H&S Record Keeping

Cemetery revenue and capacity update and forecast

Station Green lease

FG201/24 - DATE OF THE NEXT MEETING

Tuesday 8th May at 7.00pm

FG202/24 - EXCLUSION OF THE PUBLIC AND THE PRESS

The Committee **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.”

FG203/24 - FINANCE AND GOVERNANCE INCIDENT LOG

A further incident was reported and written details were requested. Councillors reviewed an un-redacted and up to date copy of the Incident Log and **AGREED** the risk mitigation should be carried out to minimise risk and it should be presented to Full Council to establish if Council required any additional mitigation

Action:

Incident Log to be presented to Full Council. Incident Log to be updated with additional matter

FG204/24 - GOVERNANCE MATTER

The Chair of Personnel advised that final reports were pending

FG205/24 - COMPLAINTS/FOI/SAR RECEIVED

Progress regarding a complaint from a MOP and a supplier was reviewed. Supplier to be asked to complete an incident report

Action:

Incident report to be provided to supplier for completion

FG206/24 - RISK AND MITIGATION WITHIN HR

The Committee **AGREED** the suggested risk mitigation should be carried out to minimise risk

FG207/24 - HR BRIEFING

The committee **AGREED** that the HR consultant would receive details as requested

Action:

Details to be provided to HR consultant

The meeting closed at 9.01pm