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LEGAL AND FINANCE COMMITTEE

MINUTES OF MEETING HELD:	21 February 2022, 7.30pm		
	Council Chambers		

Present:	Cllrs	P Davey (Chair)	J Winter	M Hart	D Jelley
Also present:		A Wood Parish Clerk and RFO			
Virtual attendance:	Cllrs	P Jeater			
Absent	Cllrs	D Sankey			

Apologies for absence - for noting not approval. Apologies were noted from Cllr Sankey With regards to the Local Government Act 1972, Schedule 12, \$13 (1) councillors are physically required to attend meetings to vote, therefore Cllr Jeater is not						
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are physically required to attend meetings to vote, therefore Clir Jeater is not						
recorded as being present at this meeting.						
Announcements and Declarations of Interest						
There were no Declarations of Interest						
Public Participation Session						
No members of the public were present						
To approve the minutes from the last Meeting held on 20 December 2021. The minutes were approved and signed by Cllr Davey as a correct record.						
Matters arising for Report/Information Exchange (not for resolution) No matters were arising for report						
Budget 2022-23						
A review of the revenue element of the budget (not the planned capital projects) was undertaken and after a discussion, it was agreed that the budget for salaries and pension be reduced by £1000 to balance the budget. The Clerk confirmed that this would still be an appropriate budget level for this heading. This amended budget would be presented to Full Council in March for ratification, following the council workshop which will focus on the proposed capital projects.						
A further discussion on reserves was held which focussed on the level of reserves required to be held to cover short term liabilities.						
Policy review						
The Clerk presented the model Code of Conduct recently published by the Local Government Association and recommended its adoption by the parish council. It was RESOLVED that this code be precented to Full Council for adoption at the Annual Parish Council meeting in May . Proposed Cllr Davey All agreed						

LF22/008	Ingatestone Museum Cllr Davey advised that there had been no further progression. Cllr Jeater suggested that an approach is made to the Museum Trust to take over the lease negotiation instead and that the Council steps out of the process. The committee agreed that this was worth investigating now that the Trust is fully constituted. Cllr Jeater agreed to report back.				
LF22/009	Risk Management				
	Nothing to report under this agenda heading.				
LF22/010	GDPR				
	Nothing to report under this agenda heading.				
LF22/011	Finance and Payment Approval				
	 The profit and loss report for the month of January 2022 was received and approved. The new payments and receipts for February 2022 were approved. The budget tracker for 2021/22 was reviewed. The committee considered it unnecessary to transfer budgets between headings to cover expenditure at this time. 				
LF22/012	Items for inclusion in the Next Agenda (not requiring resolution or action)				
,	None were requested				
LF22/013	Chairman to close the meeting. Close of meeting: 8.32pm Date of next meeting: 21 March 2022 at 7.30pm Venue: Council chamber				

Appendix - LF22/011

appe	naix	- LF22/UII				
Date:		16/02/2022				
					Bank Payments & Receipts by Bank Account	
Date F	rom :	10/01/2022				
Date T	o :	31/12/2050				
No	Туре	Dato	N/C	Ref	Details	Gross B
10045	BP	11/01/2022	7550	zoom	zoom reimbursement 21/12/21-20/01/22	-11.99 R
10120	BR	18/01/2022	2202	103561509	VAT Refund	5669.55 R
10146	BP	20/01/2022	2220	Jan 22 payroll	Jan 22 net wages	-4752.22 R
10147	BP	20/01/2022	2210	Jan 22 payroll	Jan 22 PAYE	-654.40 R
10148	BP	20/01/2022	2210	Jan 22 payroll	Jan 22 Ee NIC	-266.73 R
10149	BP	20/01/2022	2210	Jan 22 payroll	Jan 22 Er NIC	-374.03 R
10150	BP	20/01/2022	2230	Jan 22 payroll	Jan 22 Pension admin	-18.86 R
10151	BP	20/01/2022	2220	Jan 22 payroll	Jan 22 staff pension	-235.75 R
10152	BP	20/01/2022	2230	Jan 22 payroll	Jan 22 Ers pension contribution	-889.32 R
10181	BR	31/01/2022	4002	108	Interment fee Holyes G40A (BACS)	606.40 R
10138	BP	04/02/2022	6501	871	Site appraisal for football pitches (Agrostis Ltd)	-1014.00 N
10176	BP	04/02/2022	8203	A Wood exp	Mileage to Seymour call out	-13.50 N
10177	BP	04/02/2022	7550	A Wood exp	Zoom reimbursement 21/1/22-20/2/22	-11.99 N
10192	BP	04/02/2022	6300	1128	Noticeboard install and bench paving slab	-300.00 N
10193	BP	04/02/2022	6502	1002	Emergency lighting in pavilion	-966.00 N
10204	ВР	04/02/2022			Hall hire 3rd Feb 2022 -50	
10207	BP	15/02/2022	7086	2022022001SK	Air monitoring device purchase	-149.99 N
10172	BP	22/02/2022	6300	19123	New noticeboard for Fairfield	-876.00 N
10225	BP	22/02/2022	6502	22078	Acoustic panels for Seymour hall	-1262.59 N
10229	BP	22/02/2022	6303	326495	Bin purchase for community garden	-444.00 N
BALAI	NCES I	N BANK ACCO	UNTS D	ATED 31/01/22		242,826.13
Unity	Trust	Bank Current	t Accou	ınt		69,702.34
Unity	Trust	Bank Savings	s Acco	unt		318.39
Petty	cash					44.45
Nation	nwide	Building Soci	ety			86,420.52
Yorks	hire B	uilding Societ	ty			86,340.43

Date:	16/0	2/2022				
			Day Books:	Supplier Payme	nts (Summary)	
Date F	rom:	10/01/2022				
DateTo):	31/12/2050				
No	Tvn	Date	N/C	Ref	Details	Gross B
10085	PP	10/01/2022		ICO dd	Annual data protection fee from the ICO	35.00 R
10019	PP	11/01/2022		LIS60927	Phone calls, broadband and line rental	64.34 R
10021	PP	11/01/2022		BL&S45310	Fire safety door lock installation at Seymour	178.32 R
10025	PP	11/01/2022		TUK912201	Jigsaw baldes to repair kissing gate	6.69 R
10028	PP	11/01/2022		JK0001/0007	Pavilion and office clean for December 21	310.00 R
10040	PP		SPECTRUM	Spec001/103	Electrical works for the Christmas trees	1137.96 R
10042	PP	11/01/2022		OFO873854	space	424.80 R
10049	PP	11/01/2022		LIS x 2	Hosting, support and back up and licences	312.00 R
10155	PP	13/01/2022		Poz dd	Lychgate electricity for the month dd	13.18 R
10160	PP	17/01/2022		EBM dd	Printing and copying charge for the month	34.16 R
10154	PP		JMPAYROL	JM33399	Monthly payroll fee	30.00 R
10156	PP	18/01/2022		PNet dd	Seymour wifi for the month dd	20.40 R
10158	PP		BBALARMS	BB dd	Alarm maintenance agreement monthly dd	18.00 R
10159	PP	18/01/2022		Eco gas 773	Seymour gas for December	19.53 R
10161	PP	20/01/2022		Vir dd	Caretakers mobile monthly dd	8.40 R
10091	PP	25/01/2022		CSH 542589	weekly bin em, pyting at Seymour	127.51 R
10095	PP	25/01/2022		PW x 2	2 x Tetrapak collections (Dec and Jan)	147.84 R
10101	PP	25/01/2022		JPB1311	Christmas tree charge	1680.00 R
10101	PP	25/01/2022		Acorn 1070	tree report	2844.00 R
10103	PP	31/01/2022		JPB dd	Monthly grounds maintenance contract	3931.74 R
10166 10206		31/01/2022		CSH x 2	Seymour bin emptying monthly cost	191.93 N
10206	PP	31/01/2022	СЭП	CSR X Z	Safety surfacing and new seats in Skatepark	191.93 N
10214	PP	03/02/2022	PLAYOUIP	Playquip8928	area	9241.20 N
10097	PP	04/02/2022		SL5252	supported events)	95.00 N
10127	PP	04/02/2022		OFO885417	Conference tables for council; chambers	494.40 N
10131	PP	04/02/2022		LIS61137	Braodband, phone lines and calls	60.28 N
10137	PP	04/02/2022		ECC1020054883	Tree survey report for 2021	870.00 N
10171	PP	04/02/2022		LIS x 2	back up (2 invoices)	312.00 N
10191	PP	04/02/2022		JK x 2	Office and pavilion cleaning for January	590.00 N
10222	PP	10/02/2022	POZITIVE	Poz1473669	Lychgate electricity for the month dd	10.15 N
10224		15/02/2022			Alarm maintenance agreement monthly dd	18.00 N
10133	PP	22/02/2022		TUK60278	Self levelling laser for caretaker	21.99 N
10179	PP	22/02/2022		TUK345671	step ladder for caretaker	27.71 N
10210	PP	22/02/2022		JPB1322	Extra linemarking and interment	144.00 N
10212		22/02/2022			Monthly payroll fee Emergency repairs on main door locking	30.00 N
10227	PP	22/02/2022	BI & S	BL&S 45570	system Seymour	235.42 N
10233		22/02/2022		PW 2234526	Tetrapak recycling monthly charge	73.92 N
10236		22/02/2022			Cemeteyr skip replacement	184.00 N