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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			

LF22/001	Apologies for absence - for noting not approval. Apologies were noted from Cllr Sankey <i>With regards to the Local Government Act 1972, Schedule 12, s13 (1) councillors are physically required to attend meetings to vote, therefore Cllr Jeater is not recorded as being present at this meeting.</i>
LF22/002	Announcements and Declarations of Interest There were no Declarations of Interest
LF22/003	Public Participation Session No members of the public were present
LF22/004	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.
LF22/005	Matters arising for Report/Information Exchange (not for resolution) No matters were arising for report
LF22/006	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.
LF22/007	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 presented to Full Council for adoption at the Annual Parish Council meeting in May. Proposed Cllr Davey All agreed

Date:	16/02/2022					
			Day Books: Supplier Payments (Summary)			
Date From:	10/01/2022					
Date To:	31/12/2050					
No	Typ	Date	N/C	Ref	Details	Gross B
10085	PP	10/01/2022	ICO	ICO dd	Annual data protection fee from the ICO	35.00 R
10019	PP	11/01/2022	LODGE	LIS60927	Phone calls, broadband and line rental	64.34 R
10021	PP	11/01/2022	BL&S	BL&S45310	Fire safety door lock installation at Seymour	178.32 R
10025	PP	11/01/2022	TRADE	TUK912201	Jigsaw baldes to repair kissing gate	6.69 R
10028	PP	11/01/2022	JK	JK0001/0007	Pavilion and office clean for December 21	310.00 R
10040	PP	11/01/2022	SPECTRUM	Spec001/103	Electrical works for the Christmas trees	1137.96 R
10042	PP	11/01/2022	OFFICE	OFO873854	space	424.80 R
10049	PP	11/01/2022	LODGE	LIS x 2	Hosting, support and back up and licences	312.00 R
10155	PP	13/01/2022	POZITIVE	Poz dd	Lychgate electricity for the month dd	13.18 R
10160	PP	17/01/2022	EBM	EBM dd	Printing and copying charge for the month	34.16 R
10154	PP	18/01/2022	JMPAYROL	JM33399	Monthly payroll fee	30.00 R
10156	PP	18/01/2022	PLUSNET	PNet dd	Seymour wifi for the month dd	20.40 R
10158	PP	18/01/2022	BBALARMS	BB dd	Alarm maintenance agreement monthly dd	18.00 R
10159	PP	18/01/2022	ECOTRICI	Eco gas 773	Seymour gas for December	19.53 R
10161	PP	20/01/2022	VIRGIN	Vir dd	Caretakers mobile monthly dd	8.40 R
10091	PP	25/01/2022	CSH	CSH 542589	weekly bin em,pyting at Seymour	127.51 R
10095	PP	25/01/2022	PRINTWIS	PW x 2	2 x Tetrapak collections (Dec and Jan)	147.84 R
10101	PP	25/01/2022	JPB	JPB1311	Christmas tree charge	1680.00 R
10105	PP	25/01/2022	ACORN	Acorn 1070	tree report	2844.00 R
10188	PP	31/01/2022	JPB	JPB dd	Monthly grounds maintenance contract	3931.74 R
10206	PP	31/01/2022	CSH	CSH x 2	Seymour bin emptying monthly cost	191.93 N
10214	PP	03/02/2022	PLAYQUIP	Playquip8928	Safety surfacing and new seats in Skatepark area	9241.20 N
10097	PP	04/02/2022	SUELEES	SL5252	supported events)	95.00 N
10127	PP	04/02/2022	OFFICE	OFO885417	Conference tables for council; chambers	494.40 N
10131	PP	04/02/2022	LODGE	LIS61137	Braodband, phone lines and calls	60.28 N
10137	PP	04/02/2022	ESSEXLIB	ECC1020054883	Tree survey report for 2021	870.00 N
10171	PP	04/02/2022	LODGE	LIS x 2	back up (2 invoices)	312.00 N
10191	PP	04/02/2022	JK	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	PP	15/02/2022	BBALARMS	BB dd	Alarm maintenance agreement monthly dd	18.00 N
10133	PP	22/02/2022	TRADE	TUK60278	Self levelling laser for caretaker	21.99 N
10179	PP	22/02/2022	TRADE	TUK345671	step ladder for caretaker	27.71 N
10210	PP	22/02/2022	JPB	JPB1322	Extra linemarking and interment	144.00 N
10212	PP	22/02/2022	JMPAYROL	JM33653	Monthly payroll fee	30.00 N
10227	PP	22/02/2022	BL&S	BL&S 45570	Emergency repairs on main door locking system Seymour	235.42 N
10233	PP	22/02/2022	PRINTWIS	PW 2234526	Tetrapak recycling monthly charge	73.92 N
10236	PP	22/02/2022	HEATHERL	Hea30534	Cemeteyr skip replacement	184.00 N