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## **LEGAL AND FINANCE COMMITTEE**

MINUTES OF MEETING HELD:	19 July 2021, 7.30pm
	Council Chambers

Present:	Clirs	P Jeater (Chair)	J Winter	P Davey	D Sankey
		M Hart			
Also present:		A Wood Parish Clerk and RFO	1 resident		
Absent:		D Jelley			

LF21/075	Apologies for absence- for noting not approval.				
	Apologies were received from Cllr Jelley.				
LF21/076	Announcements and Declarations of Interest				
	None were received				
LF21/077	Public Participation Session				
	No members of the public wished to speak.				
LF21/078	To approve the minutes from the last Meeting held on 21 June 2021.				
	The minutes were approved and signed by Cllr Jeater.				
LF21/079	<ul> <li>Grant policy applications         <ul> <li>The Honorary Secretary of the Ingatestone and Fryerning Angling Club spoke to the committee, answered questions raised and then left the meeting prior to the committee debate. After a discussion, it was RESOLVED to award the requested amount of £750 to assist with the purchase of a tractor, with the grant to be paid once purchased. Proposed: Cllr Hart, seconded: Cllr Winter, all agreed</li> <li>A grant application from the Rotary Club of Ingatestone had been received for assistance with the Ingatestone Christmas Market. After a discussion, it was RESOLVED to award £600 for the provision of an ambulance and first aid staff only.</li></ul></li></ul>				
	<ul> <li>A grant application from Meet and Paint Group had been received for free hall hire for Seymour pavilion to test interest in the group. After a discussion, it was agreed that this application be rejected as this was not a formally constituted group. It was further agreed that this request be discussed at the Health and Wellbeing Working Group for assistance through that route.</li> <li>Cllr Hart returned to the meeting and was advised of the outcome of the discussion.</li> </ul>				
LF21/080	Matters arising for Report/Information Exchange (not for resolution)  Cllr Hart advised that he had been unsuccessful with obtaining funding for Christmas decorations from the Brentwood Business Partnership.				

	Cllr Davey reported on the issue with the storage container at Seymour and that Cllr Wagland had offered to assist with legal documentation.
1501/001	The Clerk was asked to chase her for an update.
LF21/081	Ingatestone Museum  Cllr Davey advised the draft lease had been received from Greater Anglia and is with the Council's solicitors at this time.
LF21/082	<ul> <li>Finance and Payment Approval</li> <li>The profit and loss report for the month of June was received and approved.</li> <li>The new payments and receipts for July 2021 were approved. Questions relating to the repainting of the skatepark were answered.</li> <li>The budget tracker for 2021/22 was reviewed. It was noted that there is a shortfall of cemetery income at this time, potentially due to the Covid restrictions for funerals and wakes.</li> </ul>
LF21/083	Financial Risk Management  Cllr Hart presented an amended risk assessment for meetings in the Council Chambers in which he had calculated the traffic light assessment for each identified risk. It was noted that all risks were considered green.
LF21/084	GDPR Nothing to report under this agenda heading.
LF21/085	Proposed Honours Policy for submission to Full Council The Clerk submitted a proposed policy for the awarding of Honours, following instruction from Full Council on the 8 July. After a lengthy and detailed discussion, it was agreed that Cllrs Hart and Davey work on this policy to reflect the Countywide Honours process that Cllr Davey is currently working on. The policy should include a section on revocation. It is hoped that this policy will be presented to Full Council on the 2 September for debate and adoption.
LF21/086	New Road grasscreting  Cllr Winter gave an update on the project. The need to grasscrete the New Road verge came about with the change in parking restrictions on the High Street that removed 20 parking spaces for the village. In March, the Local Highways Panel approved design work to take place on the project but then it was not included in the June meeting. IFPC were subsequently advised that there is an expectation for the parish council to match fund this project at a cost of c£29000. Cllr Winter advised that the Planning and Highways committee will be proposing a council response to this change of circumstances at the September Full Council meeting and that IFPC should lobby members of the Local Highways Panel to support the project.
LF21/087	Items for inclusion in the Next Agenda (not requiring resolution or action)  None were requested
LF21/088	Report for the Communications Committee  Cllr Jeater will report on this meeting.
LF21/089	Chairman to close the meeting. Close of meeting: 9.05pm Date of next meeting: 20 September 2021 at 8.00pm (to follow the extraordinary co-option meeting)  Venue: Seymour Pavilion

## Appendix - LF21/082

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BALANCES IN BANK ACCOUNTS DATED 30/06/21	79,611.11
Unity Trust Bank Current Account	104,264.98
Unity Trust Bank Savings Account	80,238.37
Petty cash	13.11
Nationwide Building Society	86,420.52
Yorkshire Building Society	86,340.43

2925	Date:	13/0	7/2021						
No				Day B	ooks: Su	ıpplier Paym	ents (Summary)		
No.   Typ   Date   N/C   Ref   Details   Gross B   Spot   PP   16/06/2021   BBALARNS   BSD   Monthly alam meintenance fee   18.00 in No.   Sage accounting package annual keence   36.00 in No.   Sage accounting package accounting package   36.00 in No.   Sage accounting package accounting package   36.00 in No.   Sage accounting package   36.00 in No.	Date F	rom:	13/06/2021						
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9255         BP         22/06/2021         6502         AWright expenses         Alarm fobs and plumbing valve         -59.13           9256         BP         22/06/2021         6502         AWright expenses         Travel to testing lab for legio         -10.80           9285         BR         24/06/2021         4002         074         Ashes interment Clayden - BACS         122.50           9302         BP         30/06/2021         7901         bank charges         Manual service charge         -30.0           9303         BP         30/06/2021         7901         bank charges         Service charge         -37.50           9276         BP         09/07/2021         7502         281341         New Grant of Exclusive Rights book         -381.60           9277         BP         09/07/2021         8200         IFPC grant         Stones Athletic grant award         -750.00           9278         BP         09/07/2021         8200         IFPC grant         Stones Athletic grant award         -750.00           9279         BP         09/07/2021         7550         Zoom         A Wood zoom reimbuirsement 21/6/21-20/7/21         -11.99           9309         BP         20/07/2021         6501         31197         2 x keys for the top fi	9246	BP	17/06/2021		_		June 21 Ers pension	-889.3	2 1
9256         BP         22/06/2021         6502         AWright expenses         Travel to testing lab for legio         -10.80         M9285         BR         24/06/2021         4002         074         Ashes interment Clayden - BACS         122.50         B9302         BP         30/06/2021         7901         bank charges         Manual service charge         -3.00         F9303         BP         30/06/2021         7901         bank charges         Service charge         -37.50         F9276         BP         09/07/2021         7502         281341         New Grant of Exclusive Rights book         -381.60         N9277         BP         09/07/2021         8200         IFPC grant         Cricket club grant award         -750.00         N9278         BP         09/07/2021         8200         IFPC grant         Stones Athletic grant award         -750.00         N9279         BP         09/07/2021         7550         Zoom         A Wood zoom reimbuirsement 21/6/21-20/7/21         -11.99         N9309         BP         20/07/2021         6501         31197         2 x keys for the top field gate         -31.20         N9323         BP         21/07/2021         6300         ches366         Repair and repaint of skate ramps         -750.00         N9343         BP         21/07/2021         2210         July 21 payroll	9197	BP	22/06/2021	-	138350	<u> </u>	Water testing for Seymour	-60.0	1 0
9285         BR         24/06/2021         4002         074         Ashes interment Clayden - BACS         122.50 F           9302         BP         30/06/2021         7901         bank charges         Manual service charge         -3.00 F           9303         BP         30/06/2021         7901         bank charges         Service charge         -37.50 F           9276         BP         09/07/2021         7502         281341         New Grant of Exclusive Rights book         -381.60 N           9277         BP         09/07/2021         8200         IFPC grant         Cricket club grant award         -750.00 N           9278         BP         09/07/2021         8200         IFPC grant         Stones Athletic grant award         -750.00 N           9279         BP         09/07/2021         7550         Zoom         A Wood zoom reimbuirsement 21/6/21-20/7/21         -11.99 N           9309         BP         20/07/2021         6501         31197         2 x keys for the top field gate         -31.20 N           9323         BP         20/07/2021         6300         ches366         Repair and repaint of skate ramps         -750.00 N           9342         BP         21/07/2021         2210         July 21 payroll         July 21 PAYE<	9255	BP	22/06/2021	_	AWrigh	t expenses	Alarm fobs and plumbing valve	-59.1	1 8
9302 BP 30/06/2021 7901 bank charges Manual service charge -3.00 F 9303 BP 30/06/2021 7901 bank charges Service charge -37.50 F 9276 BP 09/07/2021 7502 281341 New Grant of Exclusive Rights book -381.60 N 9277 BP 09/07/2021 8200 IFPC grant Cricket club grant award -750.00 N 9278 BP 09/07/2021 8200 IFPC grant Stones Athletic grant award -750.00 N 9279 BP 09/07/2021 7550 Zoom A Wood zoom reimbuirsement 21/6/21-20/7/21 -11.99 N 9309 BP 20/07/2021 6501 31197 2 x keys for the top field gate -31.20 N 9323 BP 20/07/2021 6300 ches366 Repair and repaint of skate ramps -750.00 N 9348 BP 21/07/2021 2220 July 21 payroll July 21 net wages -4749.82 N 9344 BP 21/07/2021 2210 July 21 payroll July 21 PAYE -656.80 N 9345 BP 21/07/2021 2230 July 21 payroll July 21 E NIC -374.03 N 9346 BP 21/07/2021 2230 July 21 payroll July 21 pension admin -18.86 N 9347 BP 21/07/2021 2230 July 21 payroll July 21 staff pension -235.75 N	9256	BP	22/06/2021		AWrigh	t expenses	Travel to testing lab for legio	-10.8	1 0
9303 BP 30/06/2021 7901 bank charges Service charge -37.50 F 9276 BP 09/07/2021 7502 281341 New Grant of Exclusive Rights book -381.60 N 9277 BP 09/07/2021 8200 IFPC grant Cricket club grant award -750.00 N 9278 BP 09/07/2021 8200 IFPC grant Stones Athletic grant award -750.00 N 9279 BP 09/07/2021 7550 Zoom A Wood zoom reimbuirsement 21/6/21-20/7/21 -11.99 N 9309 BP 20/07/2021 6501 31197 2 x keys for the top field gate -31.20 N 9323 BP 20/07/2021 6300 ches 366 Repair and repaint of skate ramps -750.00 N 9342 BP 21/07/2021 2220 July 21 payroll July 21 net wages -4749.82 N 9343 BP 21/07/2021 2210 July 21 payroll July 21 PAYE -656.80 N 9344 BP 21/07/2021 2210 July 21 payroll July 21 E NIC -266.73 N 9345 BP 21/07/2021 2230 July 21 payroll July 21 pension admin -18.86 N 9347 BP 21/07/2021 2230 July 21 payroll July 21 staff pension -235.75 N	9285	BR			074		·		
9276         BP         09/07/2021         7502         281341         New Grant of Exclusive Rights book         -381.60         Median           9277         BP         09/07/2021         8200         IFPC grant         Cricket club grant award         -750.00         Median           9278         BP         09/07/2021         8200         IFPC grant         Stones Athletic grant award         -750.00         Median           9279         BP         09/07/2021         7550         Zoom         A Wood zoom reimbuirsement 21/6/21-20/7/21         -11.99           9309         BP         20/07/2021         6501         31197         2 x keys for the top field gate         -31.20           9323         BP         20/07/2021         6300         ches366         Repair and repaint of skate ramps         -750.00           9342         BP         21/07/2021         2210         July 21 payroll         July 21 net wages         -4749.82           9343         BP         21/07/2021         2210         July 21 payroll         July 21 En NIC         -266.73           9345         BP         21/07/2021         2230         July 21 payroll         July 21 pension admin         -18.86           9347         BP         21/07/2021         2230<	9302	BP	30/06/2021		bank ch	narges	Manual service charge		
9277         BP         09/07/2021         8200         IFPC grant         Cricket club grant award         -750.00 N           9278         BP         09/07/2021         8200         IFPC grant         Stones Athletic grant award         -750.00 N           9279         BP         09/07/2021         7550         Zoom         A Wood zoom reimbuirsement 21/6/21-20/7/21         -11.99 N           9309         BP         20/07/2021         6501         31197         2 x keys for the top field gate         -31.20 N           9323         BP         20/07/2021         6300         ches366         Repair and repaint of skate ramps         -750.00 N           9342         BP         21/07/2021         2220         July 21 payroll         July 21 net wages         -4749.82 N           9343         BP         21/07/2021         2210         July 21 payroll         July 21 PAYE         -656.80 N           9344         BP         21/07/2021         2210         July 21 payroll         July 21 ENIC         -374.03 N           9345         BP         21/07/2021         2230         July 21 payroll         July 21 pension admin         -18.86 N           9347         BP         21/07/2021         2230         July 21 payroll         July 21 staff pensi	9303	BP	30/06/2021				Service charge	-37.5	0 F
9278         BP         09/07/2021         8200         IFPC grant         Stones Athletic grant award         -750.00 N           9279         BP         09/07/2021         7550         Zoom         A Wood zoom reimbuirsement 21/6/21-20/7/21         -11.99 N           9309         BP         20/07/2021         6501         31197         2 x keys for the top field gate         -31.20 N           9323         BP         20/07/2021         6300 Ches366         Repair and repaint of skate ramps         -750.00 N           9342         BP         21/07/2021         2220 July 21 payroll         July 21 net wages         -4749.82 N           9343         BP         21/07/2021         2210 July 21 payroll         July 21 PAYE         -656.80 N           9344         BP         21/07/2021         2210 July 21 payroll         July 21 En NIC         -266.73 N           9345         BP         21/07/2021         2230 July 21 payroll         July 21 pension admin         -18.86 N           9347         BP         21/07/2021         2220 July 21 payroll         July 21 staff pension         -235.75 N	9276	BP	09/07/2021	7502	281341		New Grant of Exclusive Rights book	-381.6	1 0
9279         BP         09/07/2021         7550         Zoom         A Wood zoom reimbuirsement 21/6/21-20/7/21         -11.99           9309         BP         20/07/2021         6501         31.197         2 x keys for the top field gate         -31.20           9323         BP         20/07/2021         6300         ches366         Repair and repaint of skate ramps         -750.00           9342         BP         21/07/2021         2220         July 21 payroll         July 21 net wages         -4749.82           9343         BP         21/07/2021         2210         July 21 payroll         July 21 PAYE         -656.80           9344         BP         21/07/2021         2210         July 21 payroll         July 21 En NIC         -266.73           9345         BP         21/07/2021         2230         July 21 payroll         July 21 pension admin         -18.86           9347         BP         21/07/2021         2220         July 21 payroll         July 21 staff pension         -235.75	9277	BP	09/07/2021		IFPC gr	ant	Cricket club grant award	-750.0	1 0
9309       BP       20/07/2021       6501       31.197       2 x keys for the top field gate       -31.20 Mg         9323       BP       20/07/2021       6300       ches366       Repair and repaint of skate ramps       -750.00 Mg         9342       BP       21/07/2021       2220       July 21 payroll       July 21 net wages       -4749.82 Mg         9343       BP       21/07/2021       2210       July 21 payroll       July 21 PAYE       -656.80 Mg         9344       BP       21/07/2021       2210       July 21 payroll       July 21 En NIC       -266.73 Mg         9345       BP       21/07/2021       2230       July 21 payroll       July 21 pension admin       -18.86 Mg         9347       BP       21/07/2021       2220       July 21 payroll       July 21 staff pension       -235.75 Mg	9278	BP	09/07/2021	8200	IFPC gr	ant	Stones Athletic grant award	-750.0	1 0
9323         BP         20/07/2021         6300         ches366         Repair and repaint of skate ramps         -750.00 M           9342         BP         21/07/2021         2220         July 21 payroll         July 21 net wages         -4749.82 M           9343         BP         21/07/2021         2210         July 21 payroll         July 21 PAYE         -656.80 M           9344         BP         21/07/2021         2210         July 21 payroll         July 21 En NIC         -266.73 M           9345         BP         21/07/2021         2210         July 21 payroll         July 21 pension admin         -18.86 M           9347         BP         21/07/2021         2220         July 21 payroll         July 21 staff pension         -235.75 M	9279	BP	09/07/2021	7550	Zoom		A Wood zoom reimbuirsement 21/6/21-20/7/21	-11.9	9 1
9342       BP       21/07/2021       2220       July 21 payroll       July 21 net wages       -4749.82 M         9343       BP       21/07/2021       2210       July 21 payroll       July 21 PAYE       -656.80 M         9344       BP       21/07/2021       2210       July 21 payroll       July 21 Ee NIC       -266.73 M         9345       BP       21/07/2021       2210       July 21 payroll       July 21 Er NIC       -374.03 M         9346       BP       21/07/2021       2230       July 21 payroll       July 21 pension admin       -18.86 M         9347       BP       21/07/2021       2220       July 21 payroll       July 21 staff pension       -235.75 M	9309	BP		-			2 x keys for the top field gate	-31.2	0 1
9343       BP       21/07/2021       2210       July 21 payroll       July 21 PAYE       -656.80 M         9344       BP       21/07/2021       2210       July 21 payroll       July 21 Ee NIC       -266.73 M         9345       BP       21/07/2021       2210       July 21 payroll       July 21 Er NIC       -374.03 M         9346       BP       21/07/2021       2230       July 21 payroll       July 21 pension admin       -18.86 M         9347       BP       21/07/2021       2220       July 21 payroll       July 21 staff pension       -235.75 M	9323	BP	20/07/2021				Repair and repaint of skate ramps	-750.0	0 1
9344 BP       21/07/2021       2210 July 21 payroll       July 21 Ee NIC       -266.73 M         9345 BP       21/07/2021       2210 July 21 payroll       July 21 Er NIC       -374.03 M         9346 BP       21/07/2021       2230 July 21 payroll       July 21 pension admin       -18.86 M         9347 BP       21/07/2021       2220 July 21 payroll       July 21 staff pension       -235.75 M	9342	BP	21/07/2021			1 payroll	July 21 net wages	-4749.8	2
9345 BP 21/07/2021 2210 July 21 payroll July 21 Er NIC -374.03 M 9346 BP 21/07/2021 2230 July 21 payroll July 21 pension admin -18.86 M 9347 BP 21/07/2021 2220 July 21 payroll July 21 staff pension -235.75 M	9343	BP	21/07/2021	2210	July 2	1 payroll	July 21 PAYE	-656.8	0 1
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9347 BP 21/07/2021 2220 July 21 payroll July 21 staff pension -235.75 M	0246	DD.	21/07/2021	2220	Tube 2	1 naveell	July 21 pageing admin	10.0	6
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9348 BP 21/07/2021 2230 July 21 payroll July 21 Employers pension -889.32 M	9547	D) P	21/0//2021	2/2/20	July 2	r payroll	July 21 Staff pension	-235./	