



Parish Office  
Suite 2  
4, The Limes  
Ingatestone  
Essex  
CM4 0BE

Telephone: 01277 676759

Email: office@ingatestone-fryerningpc.gov.uk  
www.ingatestone-fryerningpc.gov.uk

## LEGAL AND FINANCE COMMITTEE

<b>MINUTES OF MEETING HELD:</b>	<b>19 July 2021, 7.30pm</b>
	<b>Council Chambers</b>

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

<b>LF21/075</b>	<b>Apologies for absence- for noting not approval.</b> Apologies were received from Cllr Jelley.
<b>LF21/076</b>	<b>Announcements and Declarations of Interest</b> None were received
<b>LF21/077</b>	<b>Public Participation Session</b> No members of the public wished to speak.
<b>LF21/078</b>	<b>To approve the minutes from the last Meeting held on 21 June 2021.</b> The minutes were approved and signed by Cllr Jeater.
<b>LF21/079</b>	<p><b>Grant policy applications</b></p> <ul style="list-style-type: none"> <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 <b>RESOLVED</b> to award the requested amount of <b>£750 to assist with the purchase of a tractor, with the grant to be paid once purchased.</b> <b>Proposed: Cllr Hart, seconded: Cllr Winter, all agreed</b></li> <li>A grant application from <b>the Rotary Club of Ingatestone</b> had been received for <b>assistance with the Ingatestone Christmas Market.</b> After a discussion, it was <b>RESOLVED</b> to award <b>£600 for the provision of an ambulance and first aid staff only.</b> <b>Proposed: Cllr Hart, seconded: Cllr Winter, 4 in favour, 1 abstention</b></li> </ul> <p><b>Cllr Hart declared a pecuniary interest in the next grant application and left the room.</b></p> <ul style="list-style-type: none"> <li>A grant application from <b>Meet and Paint Group</b> had been received for <b>free hall hire for Seymour pavilion to test interest in the group.</b> 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> </ul> <p><b>Cllr Hart returned to the meeting and was advised of the outcome of the discussion.</b></p>
<b>LF21/080</b>	<p><b>Matters arising for Report/Information Exchange (not for resolution)</b></p> <ul style="list-style-type: none"> <li>Cllr Hart advised that he had been unsuccessful with obtaining funding for Christmas decorations from the Brentwood Business Partnership.</li> </ul>

	<ul style="list-style-type: none"> <li>Cllr Davey reported on the issue with the storage container at Seymour and that Cllr Wagland had offered to assist with legal documentation. The Clerk was asked to chase her for an update.</li> </ul>
<b>LF21/081</b>	<b>Ingatstone Museum</b> Cllr Davey advised the draft lease had been received from Greater Anglia and is with the Council's solicitors at this time.
<b>LF21/082</b>	<b>Finance and Payment Approval</b> <ul style="list-style-type: none"> <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>
<b>LF21/083</b>	<b>Financial Risk Management</b> 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.
<b>LF21/084</b>	<b>GDPR</b> Nothing to report under this agenda heading.
<b>LF21/085</b>	<b>Proposed Honours Policy for submission to Full Council</b> 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.
<b>LF21/086</b>	<b>New Road grasscreting</b> 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.
<b>LF21/087</b>	<b>Items for inclusion in the Next Agenda (not requiring resolution or action)</b> None were requested
<b>LF21/088</b>	<b>Report for the Communications Committee</b> Cllr Jeater will report on this meeting.
<b>LF21/089</b>	<b>Chairman to close the meeting.</b> <b>Close of meeting: 9.05pm</b> <b>Date of next meeting: 20 September 2021 at 8.00pm (to follow the extraordinary co-option meeting)</b> Venue: Seymour Pavilion

#### Appendix – LF21/082

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

<b>Date:</b>	13/07/2021					
<b>Day Books: Supplier Payments (Summary)</b>						
<b>Date From:</b>	13/06/2021					
<b>Date To:</b>	31/12/2050					
<b>No</b>	<b>Type</b>	<b>Date</b>	<b>N/C</b>	<b>Ref</b>	<b>Details</b>	<b>Gross B</b>
9264	PP	16/06/2021	BBALARMS	BB SO	Monthly alarm maintenance fee	18.00 N
9265	PP	16/06/2021	SAGE	Sage DD	Sage accounting package annual licence	360.00 N
9267	PP	17/06/2021	BLACKWAT	BP15592	Newsletter printing May 2021	486.00 N
9274	PP	18/06/2021	PLUSNET	PN dd	Seymour wifi monthly dd	20.40 R
9275	PP	21/06/2021	VIRGIN	Vir dd	Caretakers mobile monthly dd	8.40 R
9179	PP	22/06/2021	MS2	MS2240621	Office rent and service charge for quarter	5010.18 N
9248	PP	22/06/2021	JMPAYROL	JM31417	Monthly payroll fee	30.00 N
9250	PP	22/06/2021	HEATHERL	HEA29366	Skip replacement at the cemetery	174.00 N
9252	PP	22/06/2021	EUROFFIC	EO4057533	White boards and paper for office	34.88 N
9258	PP	22/06/2021	PRINTWIS	PW1915182	Tetrakp recycling bin emptying monthly charge	73.08 N
9260	PP	22/06/2021	DOR2DOR	D2D878	Newsletter delivery May 2021	493.50 N
9269	PP	22/06/2021	MS2	MS2 insurance	Office insurance contribution 31/1/21-30/1/22	416.60 N
9287	PP	24/06/2021	ECOTRICI	Eco electricity	Seymour electricty monthly dd	67.43 R
9288	PP	24/06/2021	ECOTRICI	Eco gas	Seymour gas montly dd	13.02 R
9290	PP	30/06/2021	POZITIVE	Poz dd	Lychgate electricty monthly dd	11.49 R
9297	PP	30/06/2021	JPB	JPB dd	Grounds maintenance contract	3931.74 R
<b>9318</b>	<b>PP</b>	<b>01/07/2021</b>	<b>BRENTWOO</b>	<b>BBC Seymour</b>		<b>207.00 N</b>
<b>9319</b>	<b>PP</b>	<b>01/07/2021</b>	<b>BRENTWOO</b>	<b>BBS Suite 2</b>		<b>379.00 N</b>
<b>9320</b>	<b>PP</b>	<b>01/07/2021</b>	<b>BRENTWOO</b>	<b>BBC Suite 3</b>		<b>289.00 N</b>
<b>9321</b>	<b>PP</b>	<b>01/07/2021</b>	<b>BRENTWOO</b>	<b>BBC Cemetery</b>		<b>192.00 N</b>
9284	PP	09/07/2021	LODGE	LIS x 3	telephone support and emails	367.44 N
9254	PP	20/07/2021	TRADE	TUK1167837843	replacement tap and fixings for Seymour	37.98 N
<b>9308</b>	<b>PP</b>	<b>20/07/2021</b>	<b>SUELEES</b>	<b>SL4959</b>	<b>E-newsletter setup work 2 x bin emptying - Lychgate and Seymour</b>	<b>580.00 N</b>
<b>9313</b>	<b>PP</b>	<b>20/07/2021</b>	<b>CSH</b>	<b>CSH x 2</b>	<b>additional line marking</b>	<b>251.16 N</b>
<b>9325</b>	<b>PP</b>	<b>20/07/2021</b>	<b>JPB</b>	<b>JPB1229</b>	<b>various DIY items for projects around the parish</b>	<b>90.00 N</b>
<b>9333</b>	<b>PP</b>	<b>20/07/2021</b>	<b>TRADE</b>	<b>TUK x 7</b>		<b>68.26 N</b>
<b>Date:</b>	13/07/2021					
<b>Bank Payments &amp; Receipts by Bank Account</b>						
<b>Date From :</b>	13/06/2021					
<b>Date To :</b>	31/12/2050					
<b>No</b>	<b>Type</b>	<b>Date</b>	<b>N/C</b>	<b>Ref</b>	<b>Details</b>	<b>Gross B</b>
9240	BP	17/06/2021	2220	June 21 payroll	June 21 net wages	-4749.42 N
9241	BP	17/06/2021	2210	June 21 payroll	June 21 paye	-657.20 N
9242	BP	17/06/2021	2210	June 21 payroll	June 21 Ee NIC	-266.73 N
9243	BP	17/06/2021	2210	June 21 payroll	June 21 Er NIC	-374.03 N
9244	BP	17/06/2021	2230	June 21 payroll	June 21 pension admin	-18.86 N
9245	BP	17/06/2021	2220	June 21 payroll	June 21 staff pension	-235.75 N
9246	BP	17/06/2021	2230	June 21 payroll	June 21 Ers pension	-889.32 N
9197	BP	22/06/2021	6502	138350	Water testing for Seymour	-60.00 N
9255	BP	22/06/2021	6502	AWright expenses	Alarm fobs and plumbing valve	-59.13 N
9256	BP	22/06/2021	6502	AWright expenses	Travel to testing lab for legio	-10.80 N
9285	BR	24/06/2021	4002	074	Ashes interment Clayden - BACS	122.50 R
9302	BP	30/06/2021	7901	bank charges	Manual service charge	-3.00 R
9303	BP	30/06/2021	7901	bank charges	Service charge	-37.50 R
9276	BP	09/07/2021	7502	281341	New Grant of Exclusive Rights book	-381.60 N
9277	BP	09/07/2021	8200	IFPC grant	Cricknet 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 reimbursement 21/6/21-20/7/21	-11.99 N
<b>9309</b>	<b>BP</b>	<b>20/07/2021</b>	<b>6501</b>	<b>31197</b>	<b>2 x keys for the top field gate</b>	<b>-31.20 N</b>
<b>9323</b>	<b>BP</b>	<b>20/07/2021</b>	<b>6300</b>	<b>ches366</b>	<b>Repair and repaint of skate ramps</b>	<b>-750.00 N</b>
<b>9342</b>	<b>BP</b>	<b>21/07/2021</b>	<b>2220</b>	<b>July 21 payroll</b>	<b>July 21 net wages</b>	<b>-4749.82 N</b>
<b>9343</b>	<b>BP</b>	<b>21/07/2021</b>	<b>2210</b>	<b>July 21 payroll</b>	<b>July 21 PAYE</b>	<b>-656.80 N</b>
<b>9344</b>	<b>BP</b>	<b>21/07/2021</b>	<b>2210</b>	<b>July 21 payroll</b>	<b>July 21 Ee NIC</b>	<b>-266.73 N</b>
<b>9345</b>	<b>BP</b>	<b>21/07/2021</b>	<b>2210</b>	<b>July 21 payroll</b>	<b>July 21 Er NIC</b>	<b>-374.03 N</b>
<b>9346</b>	<b>BP</b>	<b>21/07/2021</b>	<b>2230</b>	<b>July 21 payroll</b>	<b>July 21 pension admin</b>	<b>-18.86 N</b>
<b>9347</b>	<b>BP</b>	<b>21/07/2021</b>	<b>2220</b>	<b>July 21 payroll</b>	<b>July 21 staff pension</b>	<b>-235.75 N</b>
<b>9348</b>	<b>BP</b>	<b>21/07/2021</b>	<b>2230</b>	<b>July 21 payroll</b>	<b>July 21 Employers pension</b>	<b>-889.32 N</b>