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LEGAL AND FINANCE COMMITTEE MEETING

MINUTES OF MEETING HELD: 27 June 2022, 7.30pm
VENUE: Council Chambers, Suite 3, 4 The Limes

Present:	Cllrs	P Jeater (Chair)	P Davey	R Pittman	M Hart
Absent	Cllrs	R Whittow-Williams (attended virtually)			
Also		A Wood (Clerk and RFO)			

LF22/040 To elect a Chair and Vice-Chair for this committee

- It was RESOLVED to elect Cllr Jeater as Chair for this committee
Proposed: Cllr Davey
All agreed
- It was RESOLVED to elect Cllr Davey as Vice Chair for this committee
Proposed: Cllr Jeater
All agreed

LF22/041 Apologies for Absence – for noting but not approval

Cllr Whittow-Williams sent her apologies and attended this meeting online

LF22/042 Announcements and Declarations of Interest

There were no declarations of interest presented. Cllr Jeater advised that he had received a dispensation from the Clerk for agenda item LF22/052 but would not vote.

LF22/043 Public Participation

No members of the public were in attendance.

LF22/044 To approve the minutes of the Legal and Finance Committee meeting held on 25 April 2022

The minutes were approved and signed as an accurate record by Cllr Davey.

LF22/045 Matters arising for report / Information Exchange (not for resolution)

Nothing was raised.

LF22/046 Grant applications

There had been no grant applications received.

LF22/047 Operation London Bridge

- The committee reviewed notes presented by the Clerk on this matter and requested that she contact the church to confirm their plans and then to formulate a policy or draft policy for presentation to Full Council in July.
- The need to allow delegated powers to the Clerk for the period of national mourning was discussed and it was RESOLVED that this be included in the policy. By delegating powers to the Clerk, it would allow for online meetings during the mourning period and a method of decision making for unexpected issues and works.
Proposed: Cllr Jeater
All agreed

LF22/048 Risk Management

Nothing tabled.

LF22/049 GDPR matters

Nothing tabled.

LF22/050 Finance and Payment approval

- To approve new payments and receipts presented for June / July 22
- To review the Profit / loss report for May 2022
- To review the Budget tracker for 2022/23

The above reports were received, reviewed and payments approved. It was agreed that the budget tracker be reviewed in September once the report had more data.

LF22/051 Items for inclusion in the next agenda (not requiring resolution or action)

There were no items.

Having regard to the confidential nature of the business to be transacted, it is RESOLVED that the meeting is now not open to the Press and Public pursuant to Section 1 of the Public Bodies (Admission to Meetings) Act 1960

LF22/052 To receive and review the legal advice regarding Fairfield

- The proposals submitted by the Cricket Club were reviewed and councillors agreed that they needed a site visit to discuss the parking arrangements at Fairfield. This was scheduled for Thursday.
- The request regarding permitted days was agreed by the committee.
- The siting of the storage container was discussed, and it was agreed that this needed to be included in the lease.

LF22/053 Chair to close the meeting

The meeting closed at 8.3 pm

The next Legal and Finance Committee – 25 July 2022, 7.30pm, Council Chambers, Suite 3, 4 The Limes

Appendix LF22/050

Date:		22/06/2022							
Date From :		01/06/2022		Date To :		31/12/2050			
No	Type	Date	N/C	Ref	Details	Gross B			
Bank Payments & Receipts by Bank Account									
10797	BR	01/06/2022	4002	129	Interment fee Wright G104	128.60	N		
10799	BR	01/06/2022	4002	131	Part payment for memorial Wright G104	82.70	N		
10798	BR	04/06/2022	4002	130	Part payment for memorial Wright G104	82.70	N		
10719	BP	06/06/2022	6100	Lychgate repair	Balancing payment for Lychgate gate repair	-261.00	N		
10718	BP	08/06/2022	7030	Jubilee M7	Jubilee picnic band payment	-325.00	N		
10771	BP	08/06/2022	7030	0059	Community picninc candyfloss balancing	-150.00	N		
10694	BP	10/06/2022	7550	A Wood zoom	Zoom reimbursement May-June A Wood	-11.99	N		
10695	BP	10/06/2022	7502	179766608	Noticeboard magnets	-10.99	N		
10800	BR	13/06/2022	4002	132	Exclusive rights and interment Scott-Tilbrook K	1,435.25	N		
10821	BP	14/06/2022	6506	68808	Replacement defib pads	-55.60	N		
10836	BP	22/06/2022	2220	June 22 payroll	June 22 net wages	-4,825.34	N		
10837	BP	22/06/2022	2210	June 22 payroll	June 22 paye	-724.00	N		
10838	BP	22/06/2022	2210	June 22 payroll	June 22 Ee NIC	-307.84	N		
10839	BP	22/06/2022	2210	June 22 payroll	June 22 Er NIC	-424.36	N		
10840	BP	22/06/2022	2230	June 22 payroll	June 22 pension admin	-19.59	N		
10841	BP	22/06/2022	2220	June 22 payroll	June 22 staff pension	-244.85	N		
10842	BP	22/06/2022	2230	June 22 payroll	June 22 employers pension	-924.87	N		
10824	BP	28/06/2022	8203	AWright exp	Mileage for June 22	-24.75	N		
10827	BP	28/06/2022	6502	142846	Legionella water testing	-60.00	N		
10828	BP	28/06/2022	7550	153954463	Zoom reimbursement June-July 22 A Wood	-11.99	N		

Date:	22/06/2022					
Day Books: Supplier Payments (Summary)						
Date From:	01/06/2022					
DateTo:	31/12/2050					
No	Typ	Date	N/C	Ref	Details	Gross B
10790	PP	01/06/2022	BRENTWOO	BBC 2	Suite 2 business rates	379.00 N
10791	PP	01/06/2022	BRENTWOO	BBC 3	Suite 3 business rates	289.00 N
10792	PP	01/06/2022	BRENTWOO	BBC seymour	seymour business rates	207.00 N
10793	PP	01/06/2022	BRENTWOO	BBC cemetery	cemetery business rates	192.00 N
10722	PP	06/06/2022	JK	JK x 2	Cleaning of the pavilion and office for May 22	590.00 N
10681	PP	10/06/2022	BRENTWOO	BBC100385867	months)	468.00 N
10685	PP	10/06/2022	LODGE	ICE20213	Microsoft backup and IT support (new invoicing structure)	126.00 N
10687	PP	10/06/2022	SLCC	SLCC508294-1	CAB vol 13 reference book as per agreed budget	141.80 N
10693	PP	10/06/2022	MS2	MS2 rent	Office rent and service charge for quarter	5,134.93 N
10724	PP	10/06/2022	LODGE	LIS61965	3CX phone hosting monthly cost (new invoicing structure)	36.00 N
10815	PP	10/06/2022	POZITIVE	Poz dd	Lychgate electricity for the month	11.64 N
10770	PP	15/06/2022	AMAZON	Amazon bowler f	Jubilee fancy dress items	17.81 N
10811	PP	15/06/2022	BBALARMS	BB dd	Alarm maintenance charge for pavilion	18.00 N
10812	PP	16/06/2022	SAGE	Sage dd	annual sage licence fee	396.00 N
10813	PP	20/06/2022	ECOTRICI	Eco elec dd	Seymour electricity dd	70.23 N
10814	PP	20/06/2022	ECOTRICI	Eco gas dd	Seymour gas dd	19.53 N
10816	PP	20/06/2022	VIRGIN	Vir dd	Caretakers mobile monthly charge dd	8.40 N
10820	PP	21/06/2022	PLUSNET	Pnet 027	Seymour wifi monthly dd	23.62 N
10763	PP	28/06/2022	AMAZON	Amazon cape	Jubilee fancy dress items	19.90 N
10764	PP	28/06/2022	AMAZON	Amazon mask	Jubilee fancy dress items	9.98 N
10765	PP	28/06/2022	AMAZON	Amazon sceptre	Jubilee fancy dress items	5.59 N
10776	PP	28/06/2022	CSH	CSH 562404	Symour bin emptying monthly charge	255.84 N
10778	PP	28/06/2022	JMPAYROL	JM34909	Payroll monthly charge	30.00 N
10783	PP	28/06/2022	JPB	JPB1.362	Rolling of pitches and 2 x interments	373.63 N
10807	PP	28/06/2022	LODGE	LIS61981	Phone calls, broadband and line rental	61.57 N
10808	PP	28/06/2022	LODGE	LIS20418	Hosting and support	126.00 N
10809	PP	28/06/2022	LODGE	LIS20396	Office 365 licences and Cllrs emails (GDPR)	207.00 N
10818	PP	28/06/2022	PRINTWIS	PW2240754	Tetrapak bin emptying 2 visits	158.92 N
10823	PP	28/06/2022	PLAYSAFE	PS63323	Annual RoSPA report for playgrounds	235.20 N
10826	PP	28/06/2022	MS2	MS2 ins	Office insurance contribution for the year	363.35 N

BALANCES IN BANK ACCOUNTS DATED 31/5/22	253,987.89
Unity Trust Bank Current Account	42,435.35
Unity Trust Bank Savings Account	75,001.56
Petty cash	210.55
Redwood Bank	50,000.00
Yorkshire Building Society	86,340.43