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EXTRAORDINARY FULL COUNCIL

MINUTES OF MEETING HELD:	20 September 2021, 7.00pm
	Seymour Pavilion

Present:	Cllrs	P Jeater (Chair)	J Winter	P Davey	D Sankey
		M Hart	P Batchelor	R Lee	
Also present:		A Wood Parish Clerk and RFO	3 residents in total at different times		
Absent:		D Jelley	P Poston	R Pittman	C Russell
		M Marston	E Benson		

FC21/118	Chair to open the meeting The chair opened the meeting and apologies were noted from Cllrs Jelley, Poston, Pittman, Russell and Marston
FC21/119	Co-option of new councillors Each applicant was invited to attend and speak and ask questions. Once all applicants had been met, the council then RESOLVED to set aside the Co-option policy. Proposed: Cllr Jeater, seconded: Cllr Winter, unanimously agreed It was then RESOLVED that owing to the quality of the candidates that Rawnie Whittow-Williams and Amy Farrant are appointed to the current two vacancies and that the third candidate be elected to the next vacancy without further interview. All candidates received a unanimous vote for appointment.
FC21/120	The Chair closed this meeting at 7.55pm

LEGAL AND FINANCE COMMITTEE

Present:	Cllrs	P Jeater (Chair)	J Winter	P Davey	D Sankey
		M Hart	P Batchelor	R Lee	
Also present:		A Wood Parish Clerk and RFO	2 residents		
Absent:		D Jelley			

LF21/090	Apologies for absence- for noting not approval. Apologies were received from Cllr Jelley.
LF21/091	Announcements and Declarations of Interest None were received
LF21/092	Public Participation Session No members of the public wished to speak.
LF21/093	To approve the minutes from the last Meeting held on 19 July 2021. The minutes were approved and signed by Cllr Jeater.

LF21/094	<p>Honorary Freedom Policy</p> <ul style="list-style-type: none"> It was RESOLVED to allow non-Committee members to opportunity to speak and vote on this matter and to set aside Standing Order 1a Proposed: Cllr Jeater, unanimously agreed Cllr Hart introduced the matter and asked the committee whether it was considered necessary to progress with policy considering the potential bureaucracy and contentiousness involved. After a debate, it was RESOLVED that the council will not be awarding Honorary Freedoms in the future, therefore there was no requirement for the policy. Proposed: Cllr Hart, seconded: Cllr Sankey 6 in favour, 1 abstention <i>Cllr Lee left the meeting at 8.26pm</i>
LF21/095	<p>Matters arising for Report/Information Exchange (not for resolution)</p> <ul style="list-style-type: none"> Cllr Davey reported that the lease and license for the storage shed on Seymour Field had been signed and is awaiting a completion date from Brentwood Borough Council. It was confirmed that there was no charge for this legal work following the appointment of a locum solicitor by Brentwood Borough Council. Cllr Davey was thanked for his work Cllr Jeater reported that the opening of the playground had been delayed by a few weeks owing to the turf needing to set. The official opening was anticipated to be by the end of September.
LF21/096	<p>Ingatestone Museum</p> <p>Cllr Davey advised the Greater Anglia had advised that there was no requirement for an Agreement for Lease and that the parish council will need to sign a lease for the museum once Greater Anglia had completed the internal and external works. There was no liability for the council at this time.</p>
LF21/097	<p>Finance and Payment Approval</p> <ul style="list-style-type: none"> The profit and loss report for the month of August 2021 was received and approved. The new payments and receipts for September 2021 were approved. The budget tracker for 2021/22 was reviewed.
LF21/098	<p>Financial Risk Management</p> <p>Nothing to report under this agenda heading.</p>
LF21/099	<p>GDPR</p> <p>Nothing to report under this agenda heading.</p>
LF21/100	<p>Policy register and frequency of reviews</p> <p>The Clerk submitted a list of policies and advised that there was no requirement for an annual review of <u>some</u> of the listed policies. It was noted that some policies did require annual review through legislation. Cllr Hart volunteered to review the list and put forward proposals to the next committee</p>
LF21/101	<p>Grant fund</p> <p>The Clerk advised that this will be discussed at the next Full Council meeting to possibly reallocate funds from other budget headings</p>
LF21/102	<p>Items for inclusion in the Next Agenda (not requiring resolution or action)</p> <p>None were requested</p>
LF21/103	<p>Chairman to close the meeting. Close of meeting: 9.05pm Date of next meeting: 25 October 2021 at 7.30pm Venue: Council chamber</p>

Appendix – LF21/097

Date:	15/09/2021						
Day Books: Supplier Payments (Summary)							
Date From:	15/08/2021						
DateTo:	31/12/2050						
No	Typ	Date	N/C	Ref	Details	Gross B	
9461	PP	16/08/2021	BBALARMS	BB dd	Seymour alarm monthly contract dd	18.00 N	
9465	PP	18/08/2021	PLUSNET	PlusNdd	Seymour wifi provision monthly contract	20.40 N	
9501	PP	20/08/2021	VIRGIN	dd	Caretakers mobile monthly charge	8.40 N	
9443	PP	24/08/2021	PRINTWIS	PW2225105	Tetrapak bin emptying monthly charge	73.92 N	
9447	PP	24/08/2021	JMPAYROL	JM32012	Payroll fee for the month	30.00 N	
9454	PP	24/08/2021	JK	JK0002	1 x Seymour clean following the Family Fun Day	40.00 N	
9502	PP	26/08/2021	EBM	dd	Printing and copying monthly charge	24.01 N	
9428	PP	31/08/2021	CSH	CSH x 2	Cemetery and Seymour bin empty July 21	183.79 N	
9561	PP	31/08/2021	JPB	JPB dd	Monthly grounds maintenance contract	3931.74 N	
9525	PP	01/09/2021	BRENTWOO	BBC Seymour	Business rates	207.00 N	
9526	PP	01/09/2021	BRENTWOO	BBC Suite 2	Business rates	379.00 N	
9527	PP	01/09/2021	BRENTWOO	BBC Suite 3	Business rates	289.00 N	
9528	PP	01/09/2021	BRENTWOO	BBC Cemtery	Business rates	192.00 N	
9438	PP	03/09/2021	JPB	JPB 1241	Pitch slitting and 1 x interment charge	319.63 N	
9440	PP	03/09/2021	NALC	NALC 8455	P Jeater webinar	38.93 N	
9445	PP	03/09/2021	PKFLITTL	PKF0170	External audit fee for 2021	720.00 N	
9449	PP	03/09/2021	EUROFFIC	EO4090859	Office stationery order - paper	55.62 N	
9456	PP	03/09/2021	LODGE	LIS60050	Phone calls, broadband and line rental	61.85 N	
9485	PP	03/09/2021	TRADE	TUK9836	Spray paint for fairfield bench siting	7.69 N	
9489	PP	03/09/2021	LODGE	LIS x 2	MS office licences, back up, support x 2 invoices	306.00 N	
9516	PP	13/09/2021	POZITIVE	Poz dd	Lychgate electricity monthly dd	11.64 N	
9534	PP	15/09/2021	BBALARMS	BBdd	Seymour alarm monthly contract dd	18.00 N	
9519	PP	21/09/2021	CSH	CSH x 1	Seymour bin emptying August21	115.00 N	
9529	PP	21/09/2021	BRENTWOO	BBC car park	Annual car parking agreement charge	1459.80 N	
9532	PP	21/09/2021	BRENTWOO	BBC164	Fryerning bin and fairfield dog bins	quarterly charge for emptying	234.00 N
9536	PP	21/09/2021	MS2	MS2 rent	Office rent quarterly charge	5010.18 N	
9538	PP	21/09/2021	JMPAYROL	JM32264	Monthly payroll fee	30.00 N	
9540	PP	21/09/2021	ELLISONS	Ellisons 1	Ingatstone museum disbursement	payment	1500.00 N
9542	PP	21/09/2021	MORGAN	Mor183011	Fire extinguisher service Seymour	53.46 N	
9545	PP	21/09/2021	COMMUNIC	Comm x 2	Fire alarm and emergency lighting	annual inspection fee	342.00 N
9547	PP	21/09/2021	LODGE	LIS60332	Domain name renewal annual fee	78.00 N	
9549	PP	21/09/2021	ICCM	ICCM 21/22	Institute of cemetery and crematorium	management membership	95.00 N
9562	PP	21/09/2021	JPB	JPB1257	Rolling, slitting of pitches, line marking	and 2 x interment, bin and bench	852.26 N
9562	PP	21/09/2021	JPB	JPB1257	installation	852.26 N	
BALANCES IN BANK ACCOUNTS DATED 31/7/21						329,161.25	
Unity Trust Bank Current Account						76,148.82	
Unity Trust Bank Savings Account						80,238.37	
Petty cash						13.11	
Nationwide Building Society						86,420.52	
Yorkshire Building Society						86,340.43	

Date:		15/09/2021					
					Bank Payments & Receipts by Bank Account		
Date From :		15/08/2021					
Date To :		31/12/2050					
No	Type	Date	N/C	Ref	Details	Gross	B
9473	BP	18/08/2021	2220	Aug 21 payroll	Aug 21 net wages	-4749.42	N
9474	BP	18/08/2021	2210	Aug 21 payroll	Aug 21 PAYE	-657.20	N
9475	BP	18/08/2021	2210	Aug 21 payroll	Aug 21 Ee NIC	-266.73	N
9476	BP	18/08/2021	2210	Aug 21 payroll	Aug 21 Er NIC	-374.03	N
9477	BP	18/08/2021	2230	Aug 21 payroll	Aug 21 pension admin	-18.86	N
9478	BP	18/08/2021	2220	Aug 21 payroll	Aug 21 staff pension	-235.75	N
9479	BP	18/08/2021	2230	Aug 21 payroll	Aug 21 Ers pension	-889.32	N
9481	BR	23/08/2021	4002	083	Memorial fee BACS Chelmsford Star Co-op	254.60	N
9457	BP	24/08/2021	7100	3514	IFCC hall hire September 21	-50.00	N
9482	BR	26/08/2021	4002	084	Interment feePG Oxley Ltd BACS	606.40	N
9499	BP	03/09/2021	7550	zoom	A Wood zoom reimbursement 21/8/21-20/9/21	-11.99	N
9500	BP	03/09/2021	6300	mem bench	New bench as per budget	-340.00	N