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## LEGAL AND FINANCE COMMITTEE

**MINUTES OF MEETING HELD: 24 November 2020, 7.30pm**  
**Online meeting via Zoom**

**Present:** Cllrs P Jeater M Hart P Davey D Sankey  
J Winter D Jelley  
**Also present:** A Wood  
Parish Clerk and RFO  
**Absent:**

**LF20/058 Apologies for absence- for noting not approval**

All committee members were present.

**LF20/059 Announcements and Declarations of Interest**

None were presented.

**LF20/060 Public Participation Session**

No members of the public wished to speak on any matter.

**LF20/061 To approve the minutes from the last Meeting held on 19 October 2020**

The minutes were approved and will be signed later by Cllr Jeater due to social distancing measures.

**LF20/062 Matters arising for Report/Information Exchange (not for resolution)**

The Clerk circulated an email regarding the Census 2021 and a request for assistance from the parish council. This will be passed to the Communications Committee in due course.

**LF20/063 Ingatestone Museum**

Cllr Davey provided an update and advised that the legal fees for Greater Anglia were being queried. Our solicitor had received instructions from the GA solicitor and that information on the schedule of works had been requested.

**LF20/064 Local Council Award – Gold**

Cllr Davey advised that he had to declare an interest. The Clerk advised that this agenda item was for discussion only and that his input would be required. It was noted by the committee that this level of award required a greater input from the councillors and therefore Cllr Jeater requested that councillors review the requirements and contact him with their contribution. Cllr Jelley will assist in the writing of the statements.

**LF20/065 Finance and Payment Approval**

- The profit and loss report for the month of October 2020 were received and approved.
- The new payments for November 2020 were approved.
- The budget tracker for 2020/21 was reviewed. The Clerk advised that the agreed changes made at the last Full Council had been incorporated into this document.

**LF20/066 Financial Risk Management**

The corporate risk assessment was reviewed, and comments and suggestions requested from councillors. The document will be further discussed at the next committee meeting.

**LF20/067 GDPR**

Nothing to report under this agenda heading

**LF20/068 Grant policy applications**

No applications have been received.

**LF20/069 Budget for next year**

- Cllr Winter advised that various committees are going through the responses to the neighbourhood plan and that there may be budget requests stemming from these reviews.
- It was agreed that the budget for legal fees be set at £5000 for the next financial year when considering planned work on the museum and playground renovation.

**LF20/070 Items for inclusion in the Next Agenda (not requiring resolution or action)**

- Budget 2021/22
- Corporate risk management document
- Use of councillor's private email addresses.

**LF20/071 Chairman to close the meeting**

**Close of meeting: 8.30pm**

**Date of next meeting: 21 December 2020 at 7.30pm** Venue: online via Zoom

**Appendix – LF20/065**

Date: 18/11/2020						
<b>Bank Payments &amp; Receipts by Bank Account</b>						
Date From : 01/11/2020						
Date To : 31/12/2050						
No	Type	Date	N/C	Ref	Details	Gross B
8352	BP	06/11/2020	6502	A Wright exp	Cleaning supplies	-73.95 N
8447	BP	24/11/2020	7501	6138298	Postage stamps purchase	-67.99 N
8468	BP	24/11/2020	6501	SJ Tidd	Manhole replacement	-280.00 N
Date: 18/11/2020						
<b>Day Books: Supplier Payments (Summary)</b>						
Date From: 01/11/2020						
Date To: 31/12/2050						
No	Type	Date	N/C	Ref	Details	Gross B
8427	PP	02/11/2020	BRENTWOO	BBC Seymour	Seymour business rates	207.00 N
8428	PP	02/11/2020	BRENTWOO	BBC Cemetery	Fryerning cemetery business rates	192.00 N
8429	PP	02/11/2020	BRENTWOO	BBC Office	Suite 3 business rates	417.16 N
8443	PP	02/11/2020	JPB	JPB DD	Grounds maintenance contract monthly payment	3931.74 N
8354	PP	06/11/2020	EUROFFIC	EO3947461	Stationery and paper for the office	52.19 N
8357	PP	06/11/2020	JPB	JPB1120	Bin installation at Seymour and Fairfield	798.00 N
8370	PP	06/11/2020	SUELEES	SL4625	Work on website accessibility and statement	200.00 N
8377	PP	06/11/2020	CPRE	CPRE 20	Annual membership Campaign for Protection of Rural Englan	36.00 N
8382	PP	06/11/2020	LODGE	LIS58376	Annual hosting fee for website plus program packages	582.00 N
8384	PP	06/11/2020	EALC	EALC13098	Rory Skepeloirn CilCA qualification	486.00 N
8431	PP	09/11/2020	BULB	Bulb dd	Seymour electricity monthly payment	20.00 N
8361	PP	13/11/2020	SLCC	SLCC199114	Rory Skepeloirn CilCA registration	410.00 N
8457	PP	17/11/2020	POZITIVE	POZ699466	Lychgate electricity monthly payment	12.13 N
8392	PP	24/11/2020	TRADE	TUK	DIY supplies for Seymour	40.98 N
8442	PP	24/11/2020	JPB	JPB1124	Topping up of graves, additional line marking and pitch repairs	630.00 N
8446	PP	24/11/2020	CSH	CSH x 2	Seymour and Fryerning bin emptying	186.15 N
8449	PP	24/11/2020	JMPAYROL	JM29223	Monthly payroll fee	30.00 N
8451	PP	24/11/2020	EALC	EALC 13225	M Marston health and wellbeing forum	36.00 N
8453	PP	24/11/2020	SUELEES	SL4647	Installation of security certificate for website	60.00 N
8455	PP	24/11/2020	LODGE	LIS58489	Security certificate for website	60.00 N
8470	PP	25/11/2020	EALC	EALC13253	R Lee Health and wellbeing forum	36.00 N
8472	PP	04/12/2020	SLCC	SLCC199585	A Wood webinar	36.00 N
8474	PP	04/12/2020	BRENTWOO	BBC100345083	Annual Seymour rent	300.00 N
<b>BALANCES IN BANK ACCOUNTS DATED 31/10/20</b>						<b>377,033.17</b>
<b>Unity Trust Bank Current Account</b>						<b>123,966.64</b>
<b>Unity Trust Bank Savings Account</b>						<b>80,238.37</b>
<b>Petty cash</b>						<b>67.21</b>
<b>Nationwide Building Society</b>						<b>86,420.52</b>
<b>Yorkshire Building Society</b>						<b>86,340.43</b>

