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LEGAL AND FINANCE COMMITTEE

MINUTES OF MEETING HELD: 21 December 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 R Skepelhorn
Parish Clerk and Communications
RFO Officer

Absent:

LF20/072 Apologies for absence- for noting not approval

All committee members were present.

LF20/073 Announcements and Declarations of Interest

None were presented.

LF20/074 Public Participation Session

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

LF20/075 To approve the minutes from the last Meeting held on 24 November 2020

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

LF20/076 Matters arising for Report/Information Exchange (not for resolution)

- Cllr Jelley asked that the council take the lead on helping those isolated over the Christmas period. It was agreed that Mr Skepelhorn post on social media encouraging neighbours to check in on each other. It was also agreed that the list of support agencies and charities be publicised, along with information on Tier 4 restrictions.
Mr Skepelhorn left the meeting at 7.45pm
- Cllr Jeater wished to raise a matter within closed session and therefore this will be carried to the end of the meeting.

LF20/077 Ingatestone Museum

Cllr Davey reported that no further correspondence had been received from the Greater Anglia solicitors on the lease negotiation.

LF20/078 Councillor contact

It was agreed that Cllr Jeater write to Cllr Wagland about the outstanding issues and request a response to the parish council. It was further agreed that during the January Council workshop that the issue of sharing information related to external meetings be discussed.

LF20/079 Finance and Payment Approval

- The profit and loss report for the month of November 2020 were received and approved.
- The new payments for December 2020 were approved.
- The budget tracker for 2020/21 was reviewed.

LF20/080 Financial Risk Management

The corporate risk assessment was reviewed, and the document will be further discussed at the next committee meeting.

LF20/081 GDPR

Nothing to report under this agenda heading

LF20/082 Grant policy applications

No applications have been received.

LF20/083 Budget for next year

- The budget was reviewed, and it was agreed that the areas of responsibility for this committee had been covered. The Clerk confirmed that there is a ring-fenced reserve for election costs and that is separate from the budget.
- Any new initiatives highlighted at the January council workshop will need to be assigned to a committee or full council at that point, rather than a working group.

LF20/084 Items for inclusion in the Next Agenda (not requiring resolution or action)

- No items were raised

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

LF20/076 Invoicing the Council

cont.

- Cllr Jeater read out recent correspondence with the contractor and the Clerk read out the advice received from the SLCC about the matter of an outstanding invoice.
- The advice to remove this agenda item from the January Full Council was accepted and the Clerk was asked to send a holding email and await further guidance which is due over the Christmas period.

LF20/085 Chairman to close the meeting

Close of meeting: 8.50pm

Date of next meeting: 25 January 2021 at 7.30pm Venue: online via Zoom

Appendix – LF20/079

Date: 17/12/2020						
<u>Bank Payments & Receipts by Bank Account</u>						
Date From : 17/11/2020						
Date To : 31/12/2020						
Nb	Type	Date	N/C	Ref	Details	Gross B
8476	BP	19/11/2020	2220	Nov 20 payroll	Nov 20 net wages	-4832.33 R
8477	BP	19/11/2020	2210	Nov 20 payroll	Nov 20 PAYE	-675.40 R
8478	BP	19/11/2020	2210	Nov 20 payroll	Nov 20 Ee NIC	-267.93 R
8479	BP	19/11/2020	2210	Nov 20 payroll	Nov 20 Er NIC	-376.10 R
8480	BP	19/11/2020	2230	Nov 20 payroll	Nov 20 Pension admin	-10.68 R
8481	BP	19/11/2020	2220	Nov 20 payroll	Nov 20 A Wood pension	-133.44 R
8482	BP	19/11/2020	2230	Nov 20 payroll	Nov 20 Ers pension	-478.34 R
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
8475	BP	24/11/2020	7085	11798	Balance for office blinds	-865.00 R
8500	BP	25/11/2020	7030	300030	2 x poppy wreaths	-60.00 R
8501	BP	26/11/2020	7086	8908	20 x high viz vests for litter picking	-180.00 R
8535	BP	10/12/2020	8200	covid grant (4)	Hope Food Bank	-500 N
8561	BP	10/12/2020	2220	Dec 20 payroll	Dec 20 net wages	-4832.53 N
8562	BP	10/12/2020	2210	Dec 20 payroll	Dec 20 PAYE	-675.2 N
8563	BP	10/12/2020	2210	Dec 20 payroll	Dec 20 Ee NIC	-267.93 N
8564	BP	10/12/2020	2210	Dec 20 payroll	Dec 20 Er NIC	-376.1 N
8565	BP	10/12/2020	2230	Dec 20 payroll	Dec 20 Pension admin	-10.68 N
8566	BP	10/12/2020	2220	Dec 20 payroll	Dec 20 A Wood pension	-133.44 N
8567	BP	10/12/2020	2230	Dec 20 payroll	Dec 20 Ers pension	-478.34 N
8578	BP	10/12/2020	6502	10270	BB Alarms Ltd repair of intruder alarm at Seymour	-90 N
8552	BP	22/12/2020	7550	Zoom Nov / Dec	A Wood reimbursement Zoom Nov/Dec	-11.99 N
BALANCES IN BANK ACCOUNTS DATED 30/11/20						358,455.81
Unity Trust Bank Current Account						105,456.49
Unity Trust Bank Savings Account						80,238.37
Petty cash						
Nationwide Building Society						86,420.52
Yorkshire Building Society						86,340.43

Date:		17/12/2020					
		Day Books: Supplier Payments (Summary)					
Date From:		17/11/2020					
Date To:		31/12/2050					
No	Type	Date	N/C	Ref	Details	Gross	B
8457	PP	17/11/2020	POZITIVE	POZ699466	Lychgate electricity monthly payment	12.13	R
8483	PP	18/11/2020	PLUSNET	Plusdd	Seymour wifi monthly dd	20.40	R
8484	PP	20/11/2020	VIRGIN	Virgin dd	Caretaker's mobile monthly dd	8.40	R
8392	PP	24/11/2020	TRADE	TUK	DIY supplies for Seymour	40.98	R
8442	PP	24/11/2020	JPB	JPB1124	Topping up of graves, additional line marking and pitch repairs	630.00	R
8446	PP	24/11/2020	CSH	CSH x 2	Seymour and Fryerning bin emptying	186.15	R
8449	PP	24/11/2020	JMPAYROL	JM29223	Monthly payroll fee	30.00	R
8451	PP	24/11/2020	EALC	EALC 13225	M Marston health and wellbeing forum	36.00	R
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
8508	PP	30/11/2020	JPB	JPB SO	Grounds maintenance contract monthly payment	3931.74	N
8514	PP	01/12/2020	BRENTWOO	BBC Cemetery	Fryerning cemetery business rates	192.00	N
8515	PP	01/12/2020	BRENTWOO	BBC Office	Office business rates	416.00	N
8516	PP	01/12/2020	BRENTWOO	BBC Office 2	Office business rates	498.80	N
8517	PP	01/12/2020	BRENTWOO	BBC Seymour	Seymour business rates	207.00	N
8553	PP	02/12/2020	EBM	EBM dd	Purchase Payment	24.00	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
8486	PP	04/12/2020	NALC	NALC1536744181	P Jeater - Playgrounds webinar	38.93	N
8489	PP	04/12/2020	BLACKWAT	BP15484	2 x playground signs and installation and Christmas banner	285.60	N
8492	PP	04/12/2020	LODGE	LIS58547	Monthly Office licenses and councillor emails	150.00	N
8494	PP	04/12/2020	PLAYQUIP	Play x 2	Final repairs on 2020 RoSPA report - zipwire and MUGA	1278.00	N
8520	PP	04/12/2020	JPB	JPB1141	Pitch lining and slitting and Christmas Tree project	4683.60	N
8522	PP	04/12/2020	EALC	EALC	2 x new councillor training courses	432.00	N
8546	PP	04/12/2020	POZITIVE	Poz721929	Purchase Payment	11.29	N
8544	PP	07/12/2020	BULB	Bulb dd	Purchase Payment	20.00	N
8537	PP	10/12/2020	BLACKWAT	BP15510	Purchase Payment	486.00	N
8539	PP	22/12/2020	JMPAYROL	JM29569	Purchase Payment	30.00	N
8542	PP	22/12/2020	BRENTWOO	BBC100347515	Purchase Payment	207.79	N
8548	PP	22/12/2020	SPECTRUM	Spectrum066	Purchase Payment	1391.88	N
8551	PP	22/12/2020	CSH	CSH x 2	Purchase Payment	178.75	N
8579	PP	22/12/2020	EALC	EALC x 5	Purchase Payment	354.00	N
8524	PP	23/12/2020	MS2	MS2 rent	Office rent for quarter 25/12/20	4996.40	N