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## LEGAL AND FINANCE COMMITTEE

<b>MINUTES OF MEETING HELD:</b>	<b>20 December 2021, 7.30pm</b>
	<b>Council Chambers</b>

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

<b>LF21/119</b>	<b>Apologies for absence - for noting not approval.</b> No apologies for absence were presented. <i>With regards to the Local Government Act 1972, Schedule 12, s13 (1) councillors are physically required to attend meetings to vote, therefore Cllr Davey is not recorded as being present at this meeting.</i>
<b>LF21/120</b>	<b>Announcements and Declarations of Interest</b> Cllr Jeater declared a non-pecuniary interest in agenda item LF21/126 as Chair of the Cricket Club. Cllr Jelley was asked to take the chair for this agenda item.
<b>LF21/121</b>	<b>Public Participation Session</b> No members of the public wished to speak.
<b>LF21/122</b>	<b>To approve the minutes from the last Meeting held on 22 November 2021.</b> The minutes were approved and signed by Cllr Jeater as a correct record.
<b>LF21/123</b>	<b>To discuss the recent NALC advice regarding meetings and to discuss the setup of future meetings to possibly include remote attendance</b> After a discussion about the current Covid situation the following was <b>RESOLVED for the month of January 2022.</b> <ul style="list-style-type: none"> <li>• Committees will be physically attended by 3 members and Full Council by 5 members.</li> <li>• Anyone else on the committee / council can attend virtually, as would members of the public.</li> <li>• All members of the committee / full council attending both physically and virtually will be allowed to vote informally with the result of the vote being formally ratified by those physically attending.</li> </ul> <b>Proposed: Cllr Jeater</b> <b>All agreed</b>
<b>LF21/124</b>	<b>Matters arising for Report/Information Exchange (not for resolution)</b> No matters were arising for report
<b>LF21/125</b>	<b>Ingatestone Museum</b> Cllr Davey reported on the virtual meeting attended on the 30 November 2021 but there has been no further correspondence received from the Greater Anglia solicitors.
<b>LF21/126</b>	<b>To review the quote for legal advice relating to the I&amp;F Cricket Club and IFPC</b> <i>Cllr Jeater left the room at this point and the chair was taken by Cllr Jelley</i>

	<p>The quote for legal fees from Ellisons Solicitors was reviewed and it was <b>RESOLVED that a recommendation be presented to Full Council to appoint Ellisons Solicitors to research and provide the advice as specified at a cost of between £375-525 plus VAT and disbursements</b></p> <p><b>Proposed: Cllr Sankey</b>  <b>Seconded: Cllr Hart</b>  <b>All agreed</b></p> <p><i>Cllr Jeater returned to the room and took the chair</i></p>
LF21/127	<p><b>Risk Management</b>  Nothing to report under this agenda heading.</p>
LF21/128	<p><b>GDPR</b>  Nothing to report under this agenda heading.</p>
LF21/129	<p><b>Grant policy</b>  The matter of the balance of the original grant to the Rotary Club was discussed. The original grant award was for £600 to reflect the cost of obtaining first aid provision for the event only. A further invoice was submitted from the Rotary Club for a reduced cost of £225 for the same provision. The Clerk advised that she had paid the £225 to the Rotary Club and it <b>was RESOLVED that the balance be kept in the grant award pot as the first aid provision had been funded in its entirety.</b></p> <p><b>Proposed: Cllr Jeater</b>  <b>All agreed</b></p>
LF21/130	<p><b>Finance and Payment Approval</b></p> <ul style="list-style-type: none"> <li>• The profit and loss report for the month of November 2021 was received and approved.</li> <li>• The new payments and receipts for December 2021 were approved.</li> <li>• The budget tracker for 2021/22 was reviewed.</li> </ul>
LF21/131	<p><b>Items for inclusion in the Next Agenda (not requiring resolution or action)</b>  None were requested</p>
LF21/132	<p><b>Chairman to close the meeting.</b>  <b>Close of meeting: 8.15pm</b>  <b>Date of next meeting: 24 January 2022 at 7.30pm</b> Venue: Council chamber</p>

#### Appendix – LF21/130

<b>BALANCES IN BANK ACCOUNTS DATED 30/11/21</b>		<b>276,900.28</b>
<b>Unity Trust Bank Current Account</b>		<b>103,776.49</b>
<b>Unity Trust Bank Savings Account</b>		<b>318.39</b>
<b>Petty cash</b>		<b>44.45</b>
<b>Nationwide Building Society</b>		<b>86,420.52</b>
<b>Yorkshire Building Society</b>		<b>86,340.43</b>

<b>Date:</b>		15/12/2021					
<b>Bank Payments &amp; Receipts by Bank Account</b>							
<b>Date From :</b>		15/11/2021					
<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>	
9884	BP	16/11/2021	2220	Nov 21 payroll	Nov 21 net wages	-4772.62 N	
9885	BP	16/11/2021	2210	Nov 21 payroll	Nov 21 PAYE	-634.00 N	
9886	BP	16/11/2021	2210	Nov 21 payroll	Nov 21 Ee NIC	-266.73 N	
9887	BP	16/11/2021	2210	Nov 21 payroll	Nov 21 Er NIC	-374.03 N	
9888	BP	16/11/2021	2230	Nov 21 payroll	Nov 21 pension admin	-18.86 N	
9889	BP	16/11/2021	2220	Nov 21 payroll	Nov 21 staff pension	-235.75 N	
9890	BP	16/11/2021	2230	Nov 21 payroll	Nov 21 Ers pension contrib	-889.32 N	
9950	BR	16/11/2021	4002	096	Interment fee Knowles E284	606.40 N	
9951	BR	16/11/2021	4002	097	Exclusive rights Bayman BACS	637.25 R	
9952	BR	18/11/2021	4002	098	Ashes interment Randall	128.60 N	
9953	BR	18/11/2021	4002	100	Ashes interment Fuller J63	257.20 R	
9824	BP	23/11/2021	7030	0001Ing	Initial grant for Artisan Market	-500.00 N	
9837	BP	23/11/2021	8200	IFAC grant	Angling club grant award	-750.00 N	
9838	BP	23/11/2021	7020	Baubles	Baubles for Market Place tree	-29.98 N	
9839	BP	23/11/2021	7550	zoom	zoom reimbursement 21/10/21-20/11/21	-11.99 N	
9861	BP	23/11/2021	8203	A Wright Nov exp	A Wright mileage	-32.40 N	
9862	BP	23/11/2021	6502	A Wright Nov exp	Seymour related supplies	-86.18 N	
9863	BP	23/11/2021	6300	A Wright Nov exp	Playground latch	-17.82 N	
9956	BP	23/11/2021	7600	Land registry	Land registry search	-3.00 R	
9954	BR	24/11/2021	4002	101	Burial interment Herbert E212 BACS payment	606.00 R	
9955	BR	25/11/2021	4002	102	Final payment of grave prior to use Davies	2510.00 R	
9945	BP	26/11/2021	7030	300032	Poppy wreaths	-60.00 R	
9905	BP	03/12/2021	7550	A wood 031221	zoom reimbursement 21/11/21-20/12/21	-11.99 N	
9906	BP	03/12/2021	7020	A wood 031221	Spray varnish for Christmas baubles	-16.99 N	
9924	BP	03/12/2021	7030	INV0002Ing	2nd installment for Artisan Market	-500.00 N	
<b>9973</b>	<b>BP</b>	<b>09/12/2021</b>	<b>8200</b>	<b>IFPC grant</b>	<b>Rotary club grant award</b>	<b>-225.00 N</b>	
<b>10006</b>	<b>BP</b>	<b>14/12/2021</b>	<b>2220</b>	<b>Dec 21 payroll</b>	<b>Dec 21 net wages</b>	<b>-4752.42 N</b>	
<b>10007</b>	<b>BP</b>	<b>14/12/2021</b>	<b>2210</b>	<b>Dec 21 payroll</b>	<b>Dec 21 PAYE</b>	<b>-654.20 N</b>	
<b>10008</b>	<b>BP</b>	<b>14/12/2021</b>	<b>2210</b>	<b>Dec 21 payroll</b>	<b>Dec 21 Ee NIC</b>	<b>-266.73 N</b>	
<b>10009</b>	<b>BP</b>	<b>14/12/2021</b>	<b>2210</b>	<b>Dec 21 payroll</b>	<b>Dec 21 Er NIC</b>	<b>-374.03 N</b>	
<b>10010</b>	<b>BP</b>	<b>14/12/2021</b>	<b>2230</b>	<b>Dec 21 payroll</b>	<b>Dec 21 pension admin</b>	<b>-18.86 N</b>	
<b>10011</b>	<b>BP</b>	<b>14/12/2021</b>	<b>2220</b>	<b>Dec 21 payroll</b>	<b>Dec 21 staff pension</b>	<b>-235.75 N</b>	
<b>10012</b>	<b>BP</b>	<b>14/12/2021</b>	<b>2230</b>	<b>Dec 21 payroll</b>	<b>Dec 21 pension contribution</b>	<b>-889.32 N</b>	
<b>9962</b>	<b>BP</b>	<b>21/12/2021</b>	<b>7030</b>	<b>Inv 0003</b>	<b>3rd and final installment Artisan Market</b>	<b>-500.00 N</b>	
<b>9995</b>	<b>BP</b>	<b>21/12/2021</b>	<b>6502</b>	<b>Wright expenses</b>	<b>Shower disinfectant and BL&amp;S mileage</b>	<b>-66.51 N</b>	

<b>Date:</b>	15/12/2021					
	<b>Day Books: Supplier Payments (Summary)</b>					
<b>Date From:</b>	15/11/2021					
<b>DateTo:</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>
9876	PP	15/11/2021	BBALARMS	BB Nov 21	monthly alarm maintenance contract	18.00 R
9897	PP	18/11/2021	PLUSNET	PNet020	Seymour wifi monthly dd	20.40 R
9904	PP	22/11/2021	VIRGIN	Vir dd	Caretakers mobile monthly dd	8.40 R
9731	PP	23/11/2021	TRADE	TUK x 2	furnishing of phone boxes	48.48 R
9776	PP	23/11/2021	CSH	CSH x 2	Seymour)	199.58 R
9785	PP	23/11/2021	JPB	JPB1290	line marking and 3 x interments	342.00 R
9794	PP	23/11/2021	TRADE	TUK631155	tools for phone box repair	19.5 R
9800	PP	23/11/2021	BL&S	BL&S45038	Replacement lock for gate at Fairfield	47.94 R
9816	PP	23/11/2021	LODGE	LIS60655	anti virus for AV equipment	40.00 R
9818	PP	23/11/2021	DAC	DAC0450	Basic conditions statement for NPAC	2130.00 R
9820	PP	23/11/2021	BRENTWOO	BBC100373753	Seymour annual rent	300.00 R
9823	PP	23/11/2021	BRENTWOO	BBC100374091	quarterly charge	234.00 R
9826	PP	23/11/2021	REALISEF	RF2833	3 x benches for community garden	1172.26 R
9830	PP	23/11/2021	HEATHERL	Hea30150	Cemetery skip replacement	174.00 R
9832	PP	23/11/2021	PRINTWIS	PW2229836	Tetrapak recycling monthly charge	73.92 R
9834	PP	23/11/2021	NISBETS	Nis23805792	Toilet rolls for seymour pavilion	33.58 R
9836	PP	23/11/2021	JMPAYROL	JM32877	Monthly payroll charge	30.00 R
9841	PP	23/11/2021	TRADE	TUK1205335439	Market Place Christmas star	64.00 R
9844	PP	23/11/2021	LODGE	LIS39710	new APC backup battery for IT network	173.99 R
9858	PP	23/11/2021	EALC	EALC14868	L Emmett councillor training day 1 and 2	240.00 R
9899	PP	24/11/2021	ECOTRICI	EcoelecDD	Seymour gas	13.23 R
9901	PP	24/11/2021	ECOTRICI	Eco Elec DD	Seymour electricity	46.29 R
9902	PP	24/11/2021	EBM	EBM dd	Photocopying and printing monthly charge	24.00 R
9940	PP	30/11/2021	JPB	JPB DD	Grounds maintenance contract monthly	3931.74 R
<b>9990</b>	<b>PP</b>	<b>01/12/2021</b>	<b>BRENTWOO</b>	<b>BBC rates x 4</b>	<b>all 4 business rates in one payment</b>	<b>1067.00 N</b>
9856	PP	03/12/2021	EUROFFIC	EO4143739	Office stationery and cable management items	118.13 N
9860	PP	03/12/2021	TRADE	TUK411498	Plumbing pipe for seymour kitchen	8.64 N
9908	PP	03/12/2021	MORGAN	MFP6101123	Seymour	197.04 N
9923	PP	03/12/2021	LODGE	LIS x 5	monthly invoices plus purchase of new laptop	1231.12 N
9927	PP	03/12/2021	JK	JK x 2	November cleaning and janitorial supplies	410.58 N
<b>9987</b>	<b>PP</b>	<b>08/12/2021</b>	<b>POZITIVE</b>	<b>Poz dd</b>	<b>Lychgate electricity for Nov/Dec</b>	<b>11.31 N</b>
9912	PP	09/12/2021	ANGLIANW	Wave 9750213	2018	970.31 N
<b>9989</b>	<b>PP</b>	<b>15/12/2021</b>	<b>BBALARMS</b>	<b>BBdd</b>	<b>monthly alarm maintenance contract</b>	<b>18.00 N</b>
<b>9961</b>	<b>PP</b>	<b>17/12/2021</b>	<b>ANGLIANW</b>	<b>Wave9789917</b>	<b>Seymour</b>	<b>262.57 N</b>
<b>9910</b>	<b>PP</b>	<b>21/12/2021</b>	<b>MS2</b>	<b>MS2 rent</b>	<b>Quarterly rent and service charge for offices</b>	<b>5010.18 N</b>
9964	PP	21/12/2021	PRINTWIS	PW2231825	Tetrapak recycling monthly charge	73.92 N
9967	PP	21/12/2021	NISBETS	Nsbets240083	Janatorial items for seymour	74.48 N
9970	PP	21/12/2021	BL&S	BL&S45217	Keys cutting and new padlock	80.82 N
9972	PP	21/12/2021	JMPAYROL	JM33142	Monthly payroll charge	30.00 N
<b>9975</b>	<b>PP</b>	<b>21/12/2021</b>	<b>CSH</b>	<b>CSH538882</b>	<b>Seymour x 2 bins emptying monthly invoice</b>	<b>213.83 N</b>
9978	PP	21/12/2021	TRADE	TUK x 5	Christmas lights and safety footwear	103.99 N
<b>9994</b>	<b>PP</b>	<b>21/12/2021</b>	<b>JPB</b>	<b>JPB 1306</b>	<b>Christmas tree project, linemarking and interments</b>	<b>3808.80 N</b>
<b>9998</b>	<b>PP</b>	<b>21/12/2021</b>	<b>EALC</b>	<b>EALC 14995</b>	<b>3 x equality and diversity training courses</b>	<b>50.40 N</b>