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## LEGAL AND FINANCE COMMITTEE

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

<b>LF21/104</b>	<b>Apologies for absence- for noting not approval.</b> Apologies were received from Cllr Sankey.
<b>LF21/105</b>	<b>Announcements and Declarations of Interest</b> Cllr Jeater declared a non-pecuniary interest in agenda item LF21/112 as Chair of the Cricket Club.
<b>LF21/106</b>	<b>Public Participation Session</b> No members of the public wished to speak.
<b>LF21/107</b>	<b>To approve the minutes from the last Meeting held on 20 September 2021.</b> After a discussion, the minutes were approved and signed by Cllr Jeater.
<b>LF21/108</b>	<b>Matters arising for Report/Information Exchange (not for resolution)</b> <ul style="list-style-type: none"> <li>• Cllr Jeater spoke about a recent letter received from Essex Highways about the planned 20mph speed limit introduction to many roads in Ingatestone. The letter will be further discussed at the next Planning and Highways committee and will be raised at the next Full Council for council response by the deadline of the 9 December 2021.</li> <li>• The Clerk reported on recent correspondence with a resident regarding an accident in the new Fairfield playground. The Clerk advised she had sent the resident a copy of the council's complaints procedure, spoken to the insurers and the table manufacturers for further information.</li> </ul>
<b>LF21/109</b>	<b>Ingatestone Museum</b> Cllr Jeater reported that he had spoken to representatives of the Ingatestone Museum Trust and Railway Heritage Trust regarding the progression of lease negotiations and the undertaking of building works. Cllr Jeater proposed a zoom meeting with all concerned to discuss possible solutions and the Clerk was asked to organise this.
<b>LF21/110</b>	<b>Car parking agreement</b> Cllr Davey provided a background on the agreement the council has with Brentwood Borough Council providing 2 hours free parking in Market Place and Bell Mead on a 3-year rolling basis with the next end date being September 2023. Concern was raised in relation to the current car parking consultation that is being undertaken and how this might relate to the current agreement. It was agreed that Brentwood Borough Council's agendas be monitored should this matter be raised by them.
<b>LF21/111</b>	<b>Finance and Payment Approval</b> <ul style="list-style-type: none"> <li>• The profit and loss report for the month of October 2021 was received and approved.</li> <li>• The new payments and receipts for November 2021 were approved.</li> </ul>

	<ul style="list-style-type: none"> <li>The Clerk reported on a recent briefing note that she had circulated to Councillors on the payment of invoices in relation to the council's financial regulations.</li> </ul>
<b>LF21/112</b>	<p><b>Risk Management</b>  <i>Cllr Jeater declared a non-pecuniary interest and left the meeting at this point. Cllr Davey took the chair for this agenda item.</i>  A lengthy discussion was held regarding a report from a resident to full council about a near miss relating to a cricket match on Fairfield. <b>It was RESOLVED that the Clerk contact the council's solicitor for further specialist advice relating to the lease for Fairfield and the legal relationship with the cricket club.</b>  Proposed: Cllr Davey  All agreed (Cllrs Davey, Winter, Jelley and Hart)</p> <p><i>Cllr Jeater re-joined the meeting, Cllr Davey continued to retain the chair for this agenda item.</i>  Cllr Jeater reported on the actions that the cricket club planned to implement to mitigate risk for members of the public using the field during a cricket match. It was agreed that the cricket club provide the council with a risk assessment or policy covering their plans, along with a copy of their insurance. Cllr Jeater also advised that he had raised the matter of the cricket square rope at the recent AGM and that it will be made more visible.</p> <p><i>Cllr Jeater then retook the chair for the remainder of the meeting.</i></p>
<b>LF21/113</b>	<p><b>GDPR</b>  Nothing to report under this agenda heading.</p>
<b>LF21/114</b>	<p><b>Policy register and frequency of reviews</b>  Cllr Hart presented a proposed schedule, and it was agreed that this be further reviewed by the Clerk and Cllr Hart and presented to full council.</p>
<b>LF21/115</b>	<p><b>Budget review</b>  A thorough review was undertaken of the budget tracker and potential future projects for the next financial year. It was agreed that committees be asked to review outstanding projects and whether they should be carried forward.</p>
<b>LF21/116</b>	<p><b>Grant policy</b>  It was RESOLVED that the grant policy should not be replenished this year but that for the next financial year, the budget be increased to £5000.</p>
<b>LF21/117</b>	<p><b>Items for inclusion in the Next Agenda (not requiring resolution or action)</b>  None were requested</p>
<b>LF21/118</b>	<p><b>Chairman to close the meeting.</b>  <b>Close of meeting: 9.25pm</b>  <b>Date of next meeting: 20 December 2021 at 7.30pm</b> Venue: Council chamber</p>

#### Appendix – LF21/111

<b>BALANCES IN BANK ACCOUNTS DATED 31/10/21</b>		<b>299,887.51</b>
<b>Unity Trust Bank Current Account</b>		<b>126,763.72</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>	16/11/2021							
			<b>Day Books: Supplier Payments (Summary)</b>					
<b>Date From:</b>	16/10/2021							
<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>B</b>	
9748	PP	18/10/2021	PLUSNET	PN dd	Seymour wifi monthly DD	20.40	R	
9747	PP	20/10/2021	VIRGIN	VIR dd	Caretakers mobile monthly DD	8.40	R	
9608	PP	21/10/2021	PROLUDIC	Proludic4494	Playground installation	91404.47	R	
<b>9666</b>	<b>PP</b>	<b>25/10/2021</b>	<b>JPB</b>	<b>1279</b>	<b>extra linemarking and pitch slitting</b>	<b>445.63</b>	<b>R</b>	
9773	PP	21/10/2021	ECOTRICI	Eco gas	Seymour gas monthly charge	12.60	R	
9666	PP	25/10/2021	JPB	1279	line marking and pitch slitting	445.63	R	
9806	PP	25/10/2021	ECOTRICI	Eco electric	Seymour electricity monthly charge	44.32	R	
9669	PP	26/10/2021	CSH	CSH x 2	Seymour)	209.42	R	
9671	PP	26/10/2021	LODGE	LIS60519	SSL domain certificate	60.00	R	
9701	PP	26/10/2021	JMPAYROL	JM32524	Monthly payro;ll fee	30.00	R	
9714	PP	26/10/2021	BL&S	BLS44966	(vandalism)	35.94	R	
9735	PP	26/10/2021	PRINTWIS	PW2228884	Tetra-pak bin emptying	73.92	R	
9802	PP	28/10/2021	EBM	EBM dd	Monthly printing and copying fee	23.99	R	
<b>9866</b>	<b>PP</b>	<b>01/11/2021</b>	<b>JPB</b>	<b>JPB dd</b>	<b>monthly grounds maintenance contract</b>	<b>3931.74</b>	<b>N</b>	
<b>9871</b>	<b>PP</b>	<b>01/11/2021</b>	<b>BRENTWOO</b>	<b>BBC seymour</b>	<b>Business rates</b>	<b>207.00</b>	<b>N</b>	
<b>9872</b>	<b>PP</b>	<b>01/11/2021</b>	<b>BRENTWOO</b>	<b>BBC suite 3</b>	<b>Business rates</b>	<b>289.00</b>	<b>N</b>	
<b>9873</b>	<b>PP</b>	<b>01/11/2021</b>	<b>BRENTWOO</b>	<b>BBC suite 2</b>	<b>Business rates</b>	<b>379.00</b>	<b>N</b>	
<b>9874</b>	<b>PP</b>	<b>01/11/2021</b>	<b>BRENTWOO</b>	<b>BBC cemetery</b>	<b>Business rates</b>	<b>192.00</b>	<b>N</b>	
9750	PP	05/11/2021	NISBETS	Nis23724342	Janatorial supplies for the pavilion	27.62	N	
9752	PP	05/11/2021	LODGE	LIS60507	Phone lines, broadband and calls	61.06	N	
9758	PP	05/11/2021	EUROFFIC	EO4127942	Telephone box leaflet display holders	34.80	N	
9790	PP	05/11/2021	LODGE	LUS60612	Backup, monthly hosting and support and annual hosting charge	637.20	N	
9791	PP	05/11/2021	LODGE	LIS60638	New laptop anti virus	45.00	N	
9792	PP	05/11/2021	LODGE	LIS60508	MS office licences and councillor email addresses	144.00	N	
9796	PP	05/11/2021	JK	JK0004	Pavilion cleaning October	300.00	N	
9798	PP	05/11/2021	RURALCOM	RCCE 21	RCCE annual membershio	105.60	N	
<b>9865</b>	<b>PP</b>	<b>09/11/2021</b>	<b>POZITIVE</b>	<b>Poz1213899</b>	<b>Lychgate electricity monthly dd</b>	<b>11.67</b>	<b>N</b>	
<b>9845</b>	<b>PP</b>	<b>11/11/2021</b>	<b>LODGE</b>	<b>LIS39700</b>	<b>AV equipment and installation</b>	<b>3321.60</b>	<b>N</b>	
<b>9876</b>	<b>PP</b>	<b>15/11/2021</b>	<b>BBALARMS</b>	<b>BB Nov 21</b>	<b>monthly alarm maintenance contractt</b>	<b>18.00</b>	<b>N</b>	
9731	PP	23/11/2021	TRADE	TUK x 2	furnishing of phone boxes	48.48	N	
9776	PP	23/11/2021	CSH	CSH x 2	Seymour bin emptying (Lychage bin moved to Seymour)	199.58	N	
9785	PP	23/11/2021	JPB	JPB1290	line marking and 3 x interments	342.00	N	
9794	PP	23/11/2021	TRADE	TUK631155	tools for phone box repair	19.5	N	
9800	PP	23/11/2021	BL&S	BL&S45038	Replacement lock for gate at Fairfield	47.94	N	
<b>9816</b>	<b>PP</b>	<b>23/11/2021</b>	<b>LODGE</b>	<b>LIS60655</b>	<b>anti virus for AV equipment</b>	<b>40.00</b>	<b>N</b>	
<b>9818</b>	<b>PP</b>	<b>23/11/2021</b>	<b>DAC</b>	<b>DAC0450</b>	<b>Basic conditions statement for NPAC</b>	<b>2130.00</b>	<b>N</b>	
<b>9820</b>	<b>PP</b>	<b>23/11/2021</b>	<b>BRENTWOO</b>	<b>BBC100373753</b>	<b>Seymour annual rent</b>	<b>300.00</b>	<b>N</b>	
<b>9823</b>	<b>PP</b>	<b>23/11/2021</b>	<b>BRENTWOO</b>	<b>BBC100374091</b>	<b>Fairfield dog bins and Fryerning litter bin quarterly charge</b>	<b>234.00</b>	<b>N</b>	
<b>9826</b>	<b>PP</b>	<b>23/11/2021</b>	<b>REALISEF</b>	<b>RF2833</b>	<b>3 x benches for community garden</b>	<b>1172.26</b>	<b>N</b>	
<b>9830</b>	<b>PP</b>	<b>23/11/2021</b>	<b>HEATHERL</b>	<b>Hea30150</b>	<b>Cemetery skip replacement</b>	<b>174.00</b>	<b>N</b>	
<b>9832</b>	<b>PP</b>	<b>23/11/2021</b>	<b>PRINTWIS</b>	<b>PW2229836</b>	<b>Tetrapak recycling monthly charge</b>	<b>73.92</b>	<b>N</b>	
<b>9834</b>	<b>PP</b>	<b>23/11/2021</b>	<b>NISBETS</b>	<b>Nis23805792</b>	<b>Toilet rolls for seymour pavilion</b>	<b>33.58</b>	<b>N</b>	
<b>9836</b>	<b>PP</b>	<b>23/11/2021</b>	<b>JMPAYROL</b>	<b>JM32877</b>	<b>Monthly payroll charge</b>	<b>30.00</b>	<b>N</b>	
<b>9841</b>	<b>PP</b>	<b>23/11/2021</b>	<b>TRADE</b>	<b>TUK120533543</b>	<b>Market Place Christmas star</b>	<b>64.00</b>	<b>N</b>	
<b>9844</b>	<b>PP</b>	<b>23/11/2021</b>	<b>LODGE</b>	<b>LIS39710</b>	<b>new APC backup battery for IT network</b>	<b>173.99</b>	<b>N</b>	
<b>9858</b>	<b>PP</b>	<b>23/11/2021</b>	<b>EALC</b>	<b>EALC14868</b>	<b>L Emmett councillor training day 1 and 2</b>	<b>240.00</b>	<b>N</b>	
<b>9856</b>	<b>PP</b>	<b>03/12/2021</b>	<b>EUROFFIC</b>	<b>EO4143739</b>	<b>Office stationery and cable management items</b>	<b>118.13</b>	<b>N</b>	
<b>9860</b>	<b>PP</b>	<b>03/12/2021</b>	<b>TRADE</b>	<b>TUK411498</b>	<b>Plumbing pipe for seymour kitchen</b>	<b>8.64</b>	<b>N</b>	

Date: 16/11/2021

**Bank Payments & Receipts by Bank Account**

Date From : 16/10/2021

Date To : 31/12/2050

No	Type	Date	N/C	Ref	Details	Gross	B
9723	BP	18/10/2021	2220	Oct 21 payroll	Oct 21 net wages	-4749.42	R
9724	BP	18/10/2021	2210	Oct 21 payroll	Oct 21 PAYE	-657.20	R
9725	BP	18/10/2021	2210	Oct 21 payroll	Oct 21 Ee NIC	-266.73	R
9726	BP	18/10/2021	2210	Oct 21 payroll	Oct 21 Er NIC	-374.03	R
9727	BP	18/10/2021	2230	Oct 21 payroll	Oct 21 pension admin	-18.86	R
9728	BP	18/10/2021	2220	Oct 21 payroll	Oct 21 staff pension	-235.75	R
9729	BP	18/10/2021	2230	Oct 21 payroll	Oct 21 Ers pension	-889.32	R
9703	BP	26/10/2021	8204	LCO01530	Additional premium for playground and surfacing	-147.09	R
9712	BP	26/10/2021	7100	3564	Hire of community centre Nov / Dec 21	-100	R
9715	BP	26/10/2021	6502	Awright exp Oct	Mileage and DIY items	-56.79	R
9755	BP	26/10/2021	6100	AWood-001	Replacement defibrillator pads for the parish rooms	-54.06	R
9756	BP	26/10/2021	6306	AWood-001	Replacement defibrillator pads for the catholic church	-54.06	R
<b>9884</b>	<b>BP</b>	<b>16/11/2021</b>	<b>2220</b>	<b>Nov 21 payroll</b>	<b>Nov 21 net wages</b>	<b>-4772.62</b>	<b>N</b>
<b>9885</b>	<b>BP</b>	<b>16/11/2021</b>	<b>2210</b>	<b>Nov 21 payroll</b>	<b>Nov 21 PAYE</b>	<b>-634</b>	<b>N</b>
<b>9886</b>	<b>BP</b>	<b>16/11/2021</b>	<b>2210</b>	<b>Nov 21 payroll</b>	<b>Nov 21 Ee NIC</b>	<b>-266.73</b>	<b>N</b>
<b>9887</b>	<b>BP</b>	<b>16/11/2021</b>	<b>2210</b>	<b>Nov 21 payroll</b>	<b>Nov 21 Er NIC</b>	<b>-374.03</b>	<b>N</b>
<b>9888</b>	<b>BP</b>	<b>16/11/2021</b>	<b>2230</b>	<b>Nov 21 payroll</b>	<b>Nov 21 pension admin</b>	<b>-18.86</b>	<b>N</b>
<b>9889</b>	<b>BP</b>	<b>16/11/2021</b>	<b>2220</b>	<b>Nov 21 payroll</b>	<b>Nov 21 staff pension</b>	<b>-235.75</b>	<b>N</b>
<b>9890</b>	<b>BP</b>	<b>16/11/2021</b>	<b>2230</b>	<b>Nov 21 payroll</b>	<b>Nov 21 Ers pension contrib</b>	<b>-889.32</b>	<b>N</b>
<b>9824</b>	<b>BP</b>	<b>23/11/2021</b>	<b>7030</b>	<b>0001Ing</b>	<b>Initial grant for Artisan Market</b>	<b>-500</b>	<b>N</b>
<b>9837</b>	<b>BP</b>	<b>23/11/2021</b>	<b>8200</b>	<b>IFAC grant</b>	<b>Angling club grant award</b>	<b>-750</b>	<b>N</b>
<b>9838</b>	<b>BP</b>	<b>23/11/2021</b>	<b>7020</b>	<b>Baubles</b>	<b>Baubles for Market Place tree</b>	<b>-29.98</b>	<b>N</b>
<b>9839</b>	<b>BP</b>	<b>23/11/2021</b>	<b>7550</b>	<b>zoom</b>	<b>zoom reimbursement 21/10/21-20/11/21</b>	<b>-11.99</b>	<b>N</b>
<b>9861</b>	<b>BP</b>	<b>23/11/2021</b>	<b>8203</b>	<b>A Wright Nov exp</b>	<b>A Wright mileage</b>	<b>-32.4</b>	<b>N</b>
<b>9862</b>	<b>BP</b>	<b>23/11/2021</b>	<b>6502</b>	<b>A Wright Nov exp</b>	<b>Seymour related supplies</b>	<b>-86.18</b>	<b>N</b>
<b>9863</b>	<b>BP</b>	<b>23/11/2021</b>	<b>6300</b>	<b>A Wright Nov exp</b>	<b>Playground latch</b>	<b>-17.82</b>	<b>N</b>