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LEGAL AND FINANCE COMMITTEE

MINUTES OF MEETING HELD: 22 February, 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:

LF21/016 Apologies for absence- for noting not approval.

All committee members were present.

LF21/017 Announcements and Declarations of Interest

None were presented.

LF21/018 Public Participation Session

No members of the public were in attendance.

LF21/019 To approve the minutes from the last Meeting held on 25 January 2021.

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

LF21/020 Matters arising for Report/Information Exchange (not for resolution)

There were no matters arising for report.

LF21/021 Ingatestone Museum

Cllr Davey requested that a response be sent to Greater Anglia regarding the amendment to the compensation element of the Heads of Terms. The Clerk was also asked to raise concern about a potential deadline for grant availability from the Railway Heritage Trust and to seek clarification.

LF21/022 Meetings from the 7 May 2021

- The Clerk had circulated advice from the NALC website on the possibility of the ending of online meetings by law from the 7 May 2021. Cllr Davey advised that EALC had contacted all the Essex MPs on the matter. Cllr Jeater raised concern about the parish council facilities and the Clerk was asked to enquire on hall availability with the Community Centre for the June meeting. It was agreed that the Annual Parish Council meeting in May be moved forward to the 6 May 2021.
- The Clerk also suggested that as there is no legal requirement for the parish council to organise an Annual Assembly or Annual meeting of the Electors, that this does not take place. There is no legal authority to hold this meeting online and it must take place before the 1 June.

LF21/023 Finance and Payment Approval

- The profit and loss report for the month of January 2021 was received and approved.
- The new payments for February / March 2021 were approved.
- The budget tracker for 2020/21 was reviewed.

LF21/024 Financial Risk Management

Cllr Hart presented his policy document, and it was agreed that it is presented to the Full Council for adoption. Cllr Hart also agreed to work with the Clerk on the existing risk assessments.

LF21/025 GDPR

Nothing to report under this agenda heading

LF21/026 Grant policy applications

No applications have been received.

LF21/027 Budget 2021-2022

The updated draft budget was presented, and it was agreed that this be presented to Full Council for approval in March. Cllr Sankey requested that the budget tracker and future budget documents separate capital and revenue expenditure. This was agreed.

LF21/028 Items for inclusion in the Next Agenda (not requiring resolution or action)

- Virtual meetings and legislation

LF21/029 Chairman to close the meeting.

Close of meeting: 8.18pm

Date of next meeting: 22 March 2021 at 7.30pm Venue: online via Zoom

Appendix – LF21/023

Date: 17/02/2021						
Day Books: Supplier Payments (Summary)						
Date From:		01/01/2021				
Date To:		31/12/2050				
No	Type	Date	N/C	Ref	Details	Gross B
8609	PP	04/01/2021	BRENTWOO	BBC office (1)	Office rates. Suite 3	416.00 R
8613	PP	04/01/2021	BRENTWOO	BBC office (2)	Office rates. Suite 3	498.00 R
8614	PP	04/01/2021	BRENTWOO	BBC cemetery	Cemetery rates	192.00 R
8615	PP	04/01/2021	BRENTWOO	BBC Seymour	Seymour rates	207.00 R
8617	PP	14/01/2021	POZITIVE	Poz756808	Lychgate electricity monthly charge	11.67 R
8655	PP	18/01/2021	PLUSNET	PN dd	Seymour Wi-Fi monthly charge	20.40 R
8654	PP	20/01/2021	VIRGIN	VIR6698	Caretaker's mobile monthly charge	8.40 R
8620	PP	26/01/2021	CSH	CSH x 2	Seymour and Lychgate bin emptying	228.98 R
8622	PP	26/01/2021	BRENTWOO	BBC CCTV	CCTV contribution	10000.00 R
8629	PP	26/01/2021	PRINTWIS	PRS2215111	Tetra-pak container delivery	360.00 R
8657	PP	26/01/2021	JMPAYROL	JM 29808	Monthly payroll fee	30.00 R
8645	PP	01/02/2021	BRENTWOO	BBC Suite 2	Office rates for Suite 2 for 2020/21	2504.02 N
8705	PP	01/02/2021	JPB	JPB SO	Grounds maintenance monthly fee	3931.74 N
8728	PP	01/02/2021	BULB	Bulb refund	Closing invoice refund - Seymour electricity and gas	63.39 N
8662	PP	04/02/2021	LODGE	LIS58755	Office licences and councillor emails	150.00 N
8673	PP	05/02/2021	LODGE	LIS x 9	9 x IT support, line rentals, backups, phones and broadband	2889.60 N
8687	PP	05/02/2021	LODGE	LIS39389	Telephone calls Aug - Dec 20	49.88 N
8691	PP	05/02/2021	CSH	CSH x 2	Lychgate and Fryerning cemetery bin emptying	176.07 N
8693	PP	10/02/2021	POZITIVE	Poz418	Lychgate electricity monthly charge	4.14 N
8713	PP	11/02/2021	BBALARMS	BB10366	Annual alarm service - Seymour	78.00 N
8718	PP	11/02/2021	SLCC	SLCC199651	Practitioners conference Feb 2021 - A Wood	90.00 N
8704	PP	15/02/2021	JPB	JPB1163	Grave turfing, interments and tree planting (Fairfield)	1707.50 N
8715	PP	15/02/2021	BBALARMS	BB SO	Monthly alarm support fee - Seymour	15.00 N
8722	PP	22/02/2021	POZITIVE	Poz809779	Lychgate electricity monthly charge	7.53 N
8711	PP	23/02/2021	PRINTWIS	PW2216130	Tetra-pak bin emptying x 1	36.00 N
8720	PP	23/02/2021	SUELEES	SL04774	Neighbourhood plan amendments following consultation	360.00 N
8726	PP	23/02/2021	JMPAYROL	JM30054	Monthly payroll fee	30.00 N

Date:		17/02/2021						
Bank Payments & Receipts by Bank Account								
Date From :		01/02/2021						
Date To :		31/12/2050						
No	Type	Date	N/C	Ref	Details			Gross B
8706	BP	06/01/2021	4002	300031	Refund of overpayment Exclusive rights Buckle			-296.1 R
8646	BP	08/01/2021	7553	ICO 2021	ICO data licence 2021			-35.00 R
8707	BR	08/01/2021	4002	047	Interment Cooper (BACS)			577.50 R
8623	BR	12/01/2021	4002	040	Exclusive rights and interment Chevalier Conn			426.00 R
8624	BR	12/01/2021	4002	043	Additional inscription Curley			78.75 R
8625	BR	12/01/2021	4002	044	Additional inscription Gaffney			78.75 R
8626	BR	12/01/2021	4002	046	Ashes plot in advance purchase Hunter			606.90 R
8637	BP	14/01/2021	2220	Jan 21 payroll	Jan 21 net wages			-4832.53 R
8638	BP	14/01/2021	2210	Jan 21 payroll	Jan 21 PAYE			-675.20 R
8639	BP	14/01/2021	2210	Jan 21 payroll	Jan 21 Ee NIC			-267.93 R
8640	BP	14/01/2021	2210	Jan 21 payroll	Jan 21 Er NIC			-376.10 R
8641	BP	14/01/2021	2230	Jan 21 payroll	Jan 21 pension admin			-10.68 R
8642	BP	14/01/2021	2220	Jan 21 payroll	Jan 21 A Wood pension			-133.44 R
8643	BP	14/01/2021	2230	Jan 21 payroll	Jan 21 Ers pension contribution			-478.34 R
8651	BR	20/01/2021	2202	103561509	VAT Refund			5207.92 R
8709	BR	25/01/2021	7103	BBC refund	Refund of overpayment of office rates			334.00 R
8663	BP	05/02/2021	7550	AWoodzoom	Zoom reimbursement Jan/Feb21			-11.99 N
8688	BP	05/02/2021	6300	Star Lane	SJ Tidd replacement gate and works			-1080.00 N
8736	BP	18/02/2021	2220	Feb 21 payroll	Feb 21 net wages			-4880.73 N
8737	BP	18/02/2021	2210	Feb 21 payroll	Feb 21 PAYE			-687.00 N
8738	BP	18/02/2021	2210	Feb 21 payroll	Feb 21 Ee NIC			-267.93 N
8739	BP	18/02/2021	2210	Feb 21 payroll	Feb 21 Er NIC			-376.10 N
8740	BP	18/02/2021	2230	Feb 21 payroll	Feb 21 pension admin			-10.68 N
8741	BP	18/02/2021	2220	Feb 21 payroll	Feb 21 A Wood pension			-133.44 N
8742	BP	18/02/2021	2230	Feb 21 payroll	Feb 21 Ers pension			-478.34 N
8724	BP	05/03/2021	6100	129474	Cemetery maps and books digital scanning			-1140.00 N
BALANCES IN BANK ACCOUNTS DATED 31/1/21								318,746.23
Unity Trust Bank Current Account								65,746.91
Unity Trust Bank Savings Account								80,238.37
Petty cash								
Nationwide Building Society								86,420.52
Yorkshire Building Society								86,340.43