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LEGAL AND FINANCE COMMITTEE

MINUTES OF MEETING HELD: 25 January 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:

LF21/001 Apologies for absence- for noting not approval

All committee members were present.

LF21/002 Announcements and Declarations of Interest

None were presented.

LF21/003 Public Participation Session

No members of the public were in attendance.

LF21/004 To approve the minutes from the last Meeting held on 21 December 2020

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

LF21/005 Matters arising for Report/Information Exchange (not for resolution)

There were no matters arising for report.

LF21/006 Ingatestone Museum

- Cllr Davey reported that an email from Greater Anglia advised that they had not signed the heads of terms and they were unaware that IFPC had signed and submitted the document in October 2020.
- Cllr Jeater advised that he and the Clerk were attending a meeting on Thursday with representatives from Greater Anglia, Ingatestone Museum Trust, and the Railway Heritage Trust.

LF21/007 Finance and Payment Approval

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

LF21/008 Financial Risk Management

Cllr Hart agreed to be the lead on the corporate risk assessment and the document will be tabled for next month's meeting for approval.

LF21/009 GDPR

Nothing to report under this agenda heading

LF21/010 Grant policy applications

No applications have been received.

LF21/011 Budget 2021-2022

- The budget document was reviewed in detail and after a lengthy discussion, it was agreed that reserves should not be used for revenue expenses and that the budget should be amended to reflect this change.

- Following advice from the Clerk, it was agreed that the level of reserves need to be reduced in line with published NALC guidance.
- It was also agreed that Full Council will need to review the 'wish list' of projects in February to prioritise and possibly postpone some projects.
- It was also agreed that the reserves calculation presented should be increased to cover the grounds maintenance liability to one year as the 2021/22 liability is covered in the budget.

LF21/012 To review the precept demand for 2021/22 for presentation to Full Council for decision

Following a discussion on the precept calculation provided by the Clerk and taking consideration of the pandemic, it was agreed by the committee to present a range of options to Full Council rather than a single recommendation.

LF21/013 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

LF21/014 County Councillor communication

Following a discussion, it was agreed that the Clerk contact the County Councillor outlining the concerns raised following a recent Local Highways Panel and to request a virtual meeting with the Councillor.

LF21/015 Chairman to close the meeting

Close of meeting: 9.05pm

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

Appendix – LF21/007

Date: 20/01/2021						
Day Books: Supplier Payments (Summary)						
Date From: 20/12/2020						
Date To: 31/12/2020						
No	Type	Date	N/C	Ref	Details	Gross B
8587	PP	21/12/2020	VIRGIN	Virgin dd	Caretakers mobile direct debit	8.40 R
8591	PP	21/12/2020	BULB	Bulb dd	seymour electricity final top up payment	286.26 R
8539	PP	22/12/2020	JMPAYROL	JM29569	Purchase Payment	30.00 R
8542	PP	22/12/2020	BRENTWOO	BBC100347515	Purchase Payment	207.79 R
8548	PP	22/12/2020	SPECTRUM	Spectrum066	Purchase Payment	1391.88 R
8551	PP	22/12/2020	CSH	CSH x 2	Purchase Payment	178.75 R
8579	PP	22/12/2020	EALC	EALC x 5	Purchase Payment	354.00 R
8524	PP	23/12/2020	MS2	MS2 rent	Office rent for quarter 25/12/20	4996.40 R
8593	PP	23/12/2020	SUELEES	SL4685	December newsletter set up	600.00 R
8601	PP	23/12/2020	JPB	JPB1156	Additional line marking for pitches x 2	180.00 R
8585	PP	29/12/2020	EBM	EBM dd	Printing and photocopying monthly direct debit	24.00 R
8602	PP	31/12/2020	JPB	JPB dd	Grounds maintenance contract monthly payment	3931.74 R
8609	PP	04/01/2021	BRENTWOO	BBC office (1)	Office rates. Suite 3	416.00 N
8613	PP	04/01/2021	BRENTWOO	BBC office (2)	Office rates. Suite 3	498.00 N
8614	PP	04/01/2021	BRENTWOO	BBC cemetery	Cemetery rates	192.00 N
8615	PP	04/01/2021	BRENTWOO	BBC Seymour	Seymour rates	207.00 N
8617	PP	14/01/2021	POZITIVE	Poz756808	Lychgate electricity monthly charge	11.67 N
8655	PP	18/01/2021	PLUSNET	PN dd	Seymour wifi monthly charge	20.40 N
8654	PP	20/01/2021	VIRGIN	VIR6698	Caretaker's mobile monthly charge	8.40 N
8620	PP	26/01/2021	CSH	CSH x 2	Seymour and Lychgate bin emptying	228.98 N
8622	PP	26/01/2021	BRENTWOO	BBC CCTV	CCTV contribution	10000.00 N
8629	PP	26/01/2021	PRINTWIS	PRS2215111	Tetrapak container delivery	360.00 N
8657	PP	26/01/2021	JMPAYROL	JM 29808	Monthly payroll fee	30.00 N
8645	PP	01/02/2021	BRENTWOO	BBC Suite 2	Office rates for Suite 2 for 2020/21	2504.02 N
BALANCES IN BANK ACCOUNTS DATED 31/12/20						330,442.18
Unity Trust Bank Current Account						77,442.86
Unity Trust Bank Savings Account						80,238.37
Petty cash						
Nationwide Building Society						86,420.52
Yorkshire Building Society						86,340.43

Date:		20/01/2021					
						Bank Payments & Receipts by Bank Account	
Date From :		20/12/2020					
Date To :		31/12/2050					
No	Type	Date	N/C	Ref	Details		Gross B
8552	BP	22/12/2020	7550	Zoom Nov / Dec	A Wood reimbursment Zoom Nov/Dec		-11.99 R
8603	BP	23/12/2020	7550	Zoom Dec/Jan21	A Wood Zoom reimbursement		-11.99 R
8607	BP	31/12/2020	7901	bank charges	Bank charges quarterly		-40.8 R
8646	BP	08/01/2021	7553	ICO 2021	ICO data licence 2021		-35.00 N
8623	BR	12/01/2021	4002	040	Exclusive rights and interment Chevalier Conn		426.00 N
8624	BR	12/01/2021	4002	043	Additional inscription Curley		78.75 N
8625	BR	12/01/2021	4002	044	Additional inscription Gaffney		78.75 N
8626	BR	12/01/2021	4002	046	Ashes plot in advance purchase Hunter		606.90 N
8637	BP	14/01/2021	2220	Jan 21 payroll	Jan 21 net wages		-4832.53 N
8638	BP	14/01/2021	2210	Jan 21 payroll	Jan 21 PAYE		-675.20 N
8639	BP	14/01/2021	2210	Jan 21 payroll	Jan 21 Ee NIC		-267.93 N
8640	BP	14/01/2021	2210	Jan 21 payroll	Jan 21 Er NIC		-376.10 N
8641	BP	14/01/2021	2230	Jan 21 payroll	Jan 21 pension admin		-10.68 N
8642	BP	14/01/2021	2220	Jan 21 payroll	Jan 21 A Wood pension		-133.44 N
8643	BP	14/01/2021	2230	Jan 21 payroll	Jan 21 Ers pension contribution		-478.34 N
8651	BR	20/01/2021	2202	103561509	VAT Refund		5207.92 N