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## LEGAL AND FINANCE COMMITTEE

**MINUTES OF MEETING HELD: 20 July 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 Pittman C Russell 1 resident  
Parish Clerk and RFO  
**Absent:**

**LF20/018 Apologies for absence- for noting not approval**

All committee members were present

**LF20/019 Announcements and Declarations of Interest**

None were presented.

**LF20/020 Public Participation Session**

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

**LF20/021 To approve the minutes from the last Meeting held on 22 June 2020**

The minutes were approved with the following amendments. The minutes could not be signed by Cllr Jeater due to social distancing measures.

Cllr Winter advised that the Anglo European School project is called Life Histories and not Talking Books. Cllr Davey reported that he had been elected as Vice Chair and not Chair of this committee.

**LF20/022 Matters arising for Report/Information Exchange (not for resolution)**

- The Clerk reported on a recent email received from the External Auditor on a reporting matter that might cause a qualified audit. The Clerk will work with Cllr Sankey to review the comments and respond back to PKF Littlejohn. It was noted that the matter did not related to the council's accounts which were reconciled accurately every month, but in the method of reporting. Concern was raised by the committee that this matter was historic and that the External Auditor had not raised this before and that the Clerk was following a previously approved methodology.

**LF20/023 CCTV on the High Street**

Following a through discussion it was **RESOLVED** that the **parish council support the installation of CCTV on the High Street to a maximum contribution of £10,000 as per the budget** subject to the following comments / criteria:

- That the recordings from the cameras are regularly monitored.
- That Brentwood Borough Council will pay the remaining balance, ongoing costs and future maintenance of the system.
- That the council support the preferred quote from Relovision owing to their existing agreement with Brentwood Borough Council.
- That councillors will be able to visit the control room to understand the process involved.

**Proposed: Cllr Hart**

**Seconded: Cllr Sankey**

**All agreed**

**LF20/024 Office premises update**

Cllr Davey advised that the solicitor had received a draft deed of surrender and draft lease for the move. The plan is still to complete on the 1<sup>st</sup> August. The existing alarm system and cabling has been removed and installers will be attending on the 22<sup>nd</sup> July. An update on the liability for internal redecoration of shared internal parts was given.

It was noted that the provision of a portable ramp and intercom system for accessibility requirements has been investigated and will be progressed further when lockdown restrictions are lifted.

**LF20/025 Ingatestone Museum update**

Cllr Jeater reported that he had received an amended draft heads of terms from Greater Anglia. Cllr Davey raised various matters and the discussions are ongoing at this time. It was noted that Cllr Pittman can report back to the Trust on the matters raised.

**LF20/026 Finance and Payment Approval**

- The accounts for the month of June 2020 were received and approved
- The new payments for July 2020 were approved
- The budget tracker was reviewed

*Cllr Pittman left the meeting*

**LF20/027 Financial Risk Management (Cllr Davey)**

The Clerk will be working with Cllr Sankey on the suggested risk assessment presented by Cllr Davey

**LF20/028 GDPR (Cllr Davey)**

The Clerk will be working with Cllr Sankey on the suggested document presented by Cllr Davey

**LF20/029 Grant policy applications**

No applications have been received.

**LF20/030 Items for inclusion in the Next Agenda (not requiring resolution or action)**

There were no suggested items for the agenda

**PR20/031 Chairman to close the meeting**

**Close of meeting: 8.30pm**

**Date of next meeting: 21 September 2020 at 7.30pm** Venue: online via Zoom

**Appendix – LF20/026**

<b>BALANCES IN BANK ACCOUNTS DATED 30/6/20</b>		<b>350,690.67</b>
Unity Trust Bank Current Account		97,613.35
Unity Trust Bank Savings Account		80,238.37
Petty cash		78.00
Nationwide Building Society		86,420.52
Yorkshire Building Society		86,340.43

<b>Date:</b>	15/07/2020							
<b>Bank Payments &amp; Receipts by Bank Account</b>								
<b>Date From :</b>	15/06/2020							
<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>B</b>	
7920	BP	18/06/2020	2220	June 20 payroll	June 20 net wages	-4284.63	R	
7921	BP	18/06/2020	2210	June 20 payroll	June 20 PAYE	-509.60	R	
7922	BP	18/06/2020	2210	June 20 payroll	June 20 Ee NIC	-177.59	R	
7923	BP	18/06/2020	2210	June 20 payroll	June 20 Er NIC	-268.13	R	
7924	BP	18/06/2020	2230	June 20 payroll	June 20 pension admin	-10.39	R	
7925	BP	18/06/2020	2220	June 20 payroll	June 20 A Wood pension	-129.87	R	
7926	BP	18/06/2020	2230	June 20 payroll	June 20 Ers pension contrib	-465.53	R	
7971	BR	19/06/2020	4002	005	Buckle cemetery fee	1329.00	R	
7976	BP	21/06/2020	6502	2779	Pavilion water testing	-114.00	N	
7937	BP	25/06/2020	8200	Covid grant	Redstones Covid grant	-220.00	R	
7972	BR	25/06/2020	4002	006	Franklin cemetery fee	1032.90	R	
7969	BP	30/06/2020	7901	charges	Manual handling charge	-0.60	R	
7970	BP	30/06/2020	7901	charges	Quarterly service charge	-29.70	R	
7936	BP	03/07/2020	6502	June exp	Janitorial and hardware for pavilion	-78.65	N	
7940	BP	03/07/2020	7550	27118401	Zoom June 2020 A Wood	-14.39	N	
7948	BP	03/07/2020	6502	25/6/20 exp	A Wright expenses reimbursement	-174.82	N	
7949	BP	03/07/2020	8200	Covid grant	2nd Ingatestone Brownies	-580.00	N	
7950	BP	03/07/2020	8200	Covid grant	Fryerning parish rooms	-500.00	N	
7951	BP	03/07/2020	8200	Covid grant	IF Horticultural Soc	-640.00	N	
<b>Date:</b> 15/07/2020								
<b>Day Books: Supplier Payments (Summary)</b>								
<b>Date From:</b>	15/06/2020							
<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>B</b>	
7968	PP	15/06/2020	GAZPROM	Gaz dd	Seymour gas monthly charge	6.51	R	
7935	PP	16/06/2020	SAGE	Sage dd	Annual sage subscription	288.00	R	
7861	PP	18/06/2020	IXCG	2153	Monthly IT services	399.36	R	
7944	PP	18/06/2020	POZITIVE	Poz550205	Lychgate electricity monthly charge	11.67	R	
7966	PP	18/06/2020	PLUSNET	PN dd	Seymour wifi monthly charge	20.40	R	
7884	PP	19/06/2020	ESSEXLIB	ECC1011589851	Tree surveys for 2020 on all 3 sites	750.00	R	
7932	PP	22/06/2020	VIRGIN	Virgin dd	Caretakers mobile monthly charge	8.40	R	
7903	PP	23/06/2020	ESSEXHER	EHT20/21	Annual membership Essex Heritage Trust	25.00	R	
7931	PP	23/06/2020	MS2	MS2	Quarterly rent demand June - Sept 20202	2224.58	R	
7947	PP	25/06/2020	EBM	EBM dd	Printing and photocopying monthly charge	24.00	R	
7946	PP	30/06/2020	UTILITIE	UW dd	Landline and broadband monthly charge	70.80	R	
7964	PP	30/06/2020	JPB	JPB so	Grounds maintenance and Seymour field monthly charge	3931.74	R	
<b>7977</b>	<b>PP</b>	<b>01/07/2020</b>	<b>OPUS</b>	<b>OPUS DD</b>	<b>Seymour electricity</b>	<b>85.40</b>	<b>N</b>	
<b>7980</b>	<b>PP</b>	<b>01/07/2020</b>	<b>BRENTWOO</b>	<b>BBC Seymour</b>	<b>Business rates Seymour</b>	<b>207.00</b>	<b>N</b>	
<b>7981</b>	<b>PP</b>	<b>01/07/2020</b>	<b>BRENTWOO</b>	<b>BBC cemetery</b>	<b>Business rates Cemetery</b>	<b>192.00</b>	<b>N</b>	
7934	PP	02/07/2020	BL&S	BL&S42252	Replacement lock and bollard for Seymour Field	137.76	N	
7939	PP	03/07/2020	IXCG	IXCG2160	Financial invoice for IT services	123.31	N	
7942	PP	03/07/2020	PLAYSAFE	Play49183	Annual RoSPA inspection	210.60	N	
7953	PP	03/07/2020	RURALCOM	RCCE 20/21	Annual membership fee Rural Community Council for Essex	105.60	N	
7957	PP	03/07/2020	LODGE	LIS57923	Monthly MS licences for staff and councillors	129.36	N	
<b>7987</b>	<b>PP</b>	<b>10/07/2020</b>	<b>POZITIVE</b>	<b>Poz 575977</b>	<b>Lychgate electricity monthly charge</b>	<b>11.31</b>	<b>N</b>	
<b>7975</b>	<b>PP</b>	<b>21/07/2020</b>	<b>CSH</b>	<b>CSH x 2</b>	<b>2 x bin emptying - Lychgate and Seymour</b>	<b>246.45</b>	<b>N</b>	
<b>7983</b>	<b>PP</b>	<b>21/07/2020</b>	<b>JMPAYROL</b>	<b>JM28025</b>	<b>Monthly payroll service</b>	<b>30.00</b>	<b>N</b>	
<b>7985</b>	<b>PP</b>	<b>21/07/2020</b>	<b>KEVINDAV</b>	<b>KD2780</b>	<b>Boiler inspection and various works and leginella testing</b>	<b>384.00</b>	<b>N</b>	
<b>7990</b>	<b>PP</b>	<b>21/07/2020</b>	<b>SUELEES</b>	<b>SL4482</b>	<b>amendments to Neighbourhood Plan</b>	<b>600.00</b>	<b>N</b>	
<b>7992</b>	<b>PP</b>	<b>21/07/2020</b>	<b>HEATHERL</b>	<b>HEA27945</b>	<b>Cemetery skip replacement</b>	<b>174.00</b>	<b>N</b>	
7901	PP	29/07/2020	TRADE	TUK1074242432	Scale inhibitor for hot water tanks - Seymour	98.68	N	