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LEGAL AND FINANCE COMMITTEE

MINUTES OF MEETING HELD:	21 June 2021, 7.30pm
	Seymour Pavilion

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

LF21/061	Apologies for absence- for noting not approval. Apologies were received from Cllrs Jeater and Jelley. Cllr Davey took the Chair for this meeting
LF21/062	Announcements and Declarations of Interest None were received
LF21/063	Public Participation Session No members of the public were in attendance.
LF21/064	To approve the minutes from the last Meeting held on 24 May 2021. The minutes were approved and signed by Cllr Davey.
LF21/065	Matters arising for Report/Information Exchange (not for resolution) There were no matters arising for report.
LF21/066	Ingatestone Museum Cllr Davey advised that no further update has been received at this time.
LF21/067	Finance and Payment Approval <ul style="list-style-type: none"> • The profit and loss report for the month of May was received and approved. • The new payments and receipts for June 2021 were approved. • The budget tracker for 2021/22 was reviewed.
LF21/068	Financial Risk Management Cllr Hart presented the newly reviewed risk assessment documents and proposed their adoption. This was agreed by all, and they will be presented to Full Council for their ratification in July. Cllr Hart was thanked for his work on this project
LF21/069	GDPR Nothing to report under this agenda heading.
LF21/070	Grant policy applications <ul style="list-style-type: none"> • A grant application from Ingatestone and Fryerning Cricket Club had been received for assistance with security fencing for their new net. After a discussion, it was RESOLVED to award the requested amount of £750. Proposed: Cllr Hart, all agreed • A grant application from Blue Flower Support had been received for coverage of the pavilion hire for their dementia support cafe. After a discussion, it was RESOLVED to award the requested amount of £40pcm on a month-by-month basis. Proposed: Cllr Hart, all agreed

	<ul style="list-style-type: none"> The Clerk provided an update on the impasse with Brentwood Borough Council relating to permission for the installation of the Stones Youth storage shed at Seymour. The committee agreed that a recent email from Cllr Cloke was not sufficient in terms of permission and that Cllr Davey would request a letter be drafted by the parish council's solicitor that required signing by a senior officer or Leader of the Borough Council.
LF21/071	Corporate sponsorship – Christmas Tree Cllr Hart advised that Brentwood Borough Council are offering sponsorship of the Market Place Christmas Tree. It was agreed that instead of the provision of a tree, that a contribution towards the purchase of decorations be requested. Cllr Hart will report back on the outcome
LF21/072	Items for inclusion in the Next Agenda (not requiring resolution or action) Cllr Winter asked that the grasscreting project for New Road be included on the next agenda
LF21/073	Report for the Communications Committee Cllr Davey will report on this meeting
LF21/060	Chairman to close the meeting. Close of meeting: 8.15pm Date of next meeting: 19 July 2021 at 7.30pm Venue: Council Chambers, Suite 3, 4 The Limes

Appendix – LF21/067

Date:	16/06/2021					
		Day Books: Supplier Payments (Summary)				
Date From:	16/05/2021					
Date To:	31/12/2050					
No	Typ	Date	N/C	Ref	Details	Gross B
9264	PP	16/06/2021	BBALARMS	BB SO	Monthly alarm maintenance fee	18.00 N
9265	PP	16/06/2021	SAGE	Sage DD	Sage accounting package annual licence	360.00 N
9267	PP	17/06/2021	BLACKWAT	BP15592	Newsletter printing May 2021	486.00 N
9179	PP	22/06/2021	MS2	MS2240621	Office rent and service charge for quarter	5010.18 N
9248	PP	22/06/2021	JMPAYROL	JM31417	Monthly payroll fee	30.00 N
9250	PP	22/06/2021	HEATHERL	HEA29366	Skip replacement at the cemetery	174.00 N
9252	PP	22/06/2021	EUROFFIC	EO4057533	White boards and paper for office	34.88 N
9258	PP	22/06/2021	PRINTWIS	PW1915182	Tetrapk recycling bin emptying monthly charge	73.08 N
9260	PP	22/06/2021	DOR2DOR	D2D878	Newsletter delivery May 2021	493.50 N
9269	PP	22/06/2021	MS2	MS2 insurance	Office insurance contribution 31/1/21-30/1/22	416.60 N
9254	PP	20/07/2021	TRADE	TUK1167837843	replacement tap and fixings for Seymour	37.98 N
BALANCES IN BANK ACCOUNTS DATED 30/05/21						357,301.74
Unity Trust Bank Current Account						104,264.98
Unity Trust Bank Savings Account						80,238.37
Petty cash						37.44
Nationwide Building Society						86,420.52
Yorkshire Building Society						86,340.43

Date:		16/06/2021					
					Bank Payments & Receipts by Bank Account		
Date From :		15/06/2021					
Date To :		31/12/2050					
No	Type	Date	N/C	Ref	Details	Gross	B
9240	BP	17/06/2021	2220	June 21 payroll	June 21 net wages	-4749.42	N
9241	BP	17/06/2021	2210	June 21 payroll	June 21 paye	-657.20	N
9242	BP	17/06/2021	2210	June 21 payroll	June 21 Ee NIC	-266.73	N
9243	BP	17/06/2021	2210	June 21 payroll	June 21 Er NIC	-374.03	N
9244	BP	17/06/2021	2230	June 21 payroll	June 21 pension admin	-18.86	N
9245	BP	17/06/2021	2220	June 21 payroll	June 21 staff pension	-235.75	N
9246	BP	17/06/2021	2230	June 21 payroll	June 21 Ers pension	-889.32	N
9197	BP	22/06/2021	6502	138350	Water testing for Seymour	-60.00	N
9255	BP	22/06/2021	6502	AWright expenses	Alarm fobs and plumbing valve	-59.13	N
9256	BP	22/06/2021	6502	AWright expenses	Travel to testing lab for legio	-10.80	N