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LEGAL AND FINANCE COMMITTEE

MINUTES OF MEETING HELD:	22 March, 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:					

LF21/030	Apologies for absence- for noting not approval. All committee members were present.
LF21/031	Announcements and Declarations of Interest None were presented.
LF21/032	Public Participation Session No members of the public were in attendance.
LF21/033	To approve the minutes from the last Meeting held on 2 February 2021. The minutes were approved and will be signed later by Cllr Jeater due to social distancing measures.
LF21/034	Matters arising for Report/Information Exchange (not for resolution) The Clerk advised that the documentation for the external audit has now been published. The timetable for this year has not been extended.
LF21/035	Ingatestone Museum Cllr Davey advised that proposed wording on the compensation clause has been supplied by Greater Anglia and this has been approved by the council's solicitor. The Clerk was instructed to confirm the council's acceptance of the clause and that the Heads of Terms signed in October 2020 with the document trail were sufficient to proceed to the next stages.
LF21/036	Meetings from the 7 May 2021 The Clerk had circulated a briefing document on the matter, but it was agreed that until clarification had been received from NALC that no proposal on the format of meetings after the 6 March could be made. Cllr Davey advised that he had sent the Clerk's report to NALC and is awaiting legal clarification.
LF21/037	Finance and Payment Approval <ul style="list-style-type: none"> • The profit and loss report for the month of January 2021 was received and approved. • The new payments for March 2021 were approved. • The budget tracker for 2020/21 was reviewed.
LF21/038	Financial Risk Management Nothing tabled. Cllr Hart is working with the Clerk on reviewing the existing risk assessments
LF21/039	GDPR Nothing to report under this agenda heading.

LF21/040	Grant policy applications A grant application from Stones Athletic YFC had been received for a storage container at Seymour Field . After a discussion, it was RESOLVED to award the maximum of £750 subject to permission from Brentwood Borough Council (the owners of Seymour field) and evidence from Stones that the balance had been raised. Proposed: Cllr Jeater All Agreed
LF21/041	Internal Audit It was RESOLVED to instruct Heelis and Lodge to undertake the parish council's internal audit this year with a review planned for the start of 2022. Proposed: Cllr Jeater All Agreed
LF21/042	Items for inclusion in the Next Agenda (not requiring resolution or action) Nothing was requested.
LF21/043	Report for the Communications Committee Cllr Jeater will report on the grant award and museum update.
LF21/044	Chairman to close the meeting. Close of meeting: 8.25pm Date of next meeting: 19 April 2021 at 7.30pm Venue: online via Zoom

Appendix – LF21/037

Date:	17/03/2021						
Day Books: Supplier Payments (Summary)							
Date From:	15/02/2021						
Date To:	31/12/2050						
No	Type	Date	N/C	Ref	Details	Gross	B
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
8746	PP	18/02/2021	PLUSNET	PN dd	Seymour wifi monthly charge	20.40	R
8722	PP	22/02/2021	POZITIVE	Poz809779	Lychgate electricity monthly charge	7.53	N
8747	PP	22/02/2021	VIRGIN	Vir dd	Caretakers mobile monthly charge	8.40	R
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
8770	PP	28/02/2021	JMPAYROL	JM30468	Monthly payroll fee	30.00	N
8803	PP	01/03/2021	EBM	EBM dd	Printing, copying monthly charge	42.00	N
8754	PP	05/03/2021	LODGE	LIS x 3	Computer support, licences, backup and phones	418.27	N
8759	PP	05/03/2021	CSH	CSH x 2	2 x bin emptying - Lychgate and Seymour	191.77	N
8761	PP	05/03/2021	SLCC	SLCC 201247	A Wright Cemetery compliance course x 2	198.00	N
8763	PP	05/03/2021	MS2	MS2250321	Quarterly rent and service charge	5010.18	N
8776	PP	13/03/2021	POZITIVE	Poz836201	Lychgate electricity monthly payment	10.54	N
8772	PP	23/03/2021	RURALCOM	RCCE21/22	Rural Community Council of Essex annual membership (halls)	66.00	N
8774	PP	23/03/2021	ESSEXPLA	EPFA 21	Essex Playing Field Association membership and comp entry	40.00	N
8778	PP	23/03/2021	SUELEES	SL4823	Twice yearly website analytics	30.00	N
8799	PP	23/03/2021	SLCC	SLCC201425	Regional seminar - A Wood	18.00	N
8802	PP	23/03/2021	PRINTWIS	Printwise	Tetra-pak bin emptying x 1	36.00	N
Date:	17/03/2021						
Bank Payments & Receipts by Bank Account							
Date From :	15/03/2021						
Date To :	31/12/2050						
No	Type	Date	N/C	Ref	Details	Gross	B
8791	BP	17/03/2021	2220	Mar21 payroll	Mar 21 net wages	-4832.53	N
8792	BP	17/03/2021	2210	Mar21 payroll	Mar 21 paye	-675.20	N
8793	BP	17/03/2021	2210	Mar21 payroll	Mar 21 Ee nic	-267.93	N
8794	BP	17/03/2021	2210	Mar21 payroll	Mar 21 Er nic	-376.10	N
8795	BP	17/03/2021	2230	Mar21 payroll	Mar 21 pension admin	-10.68	N
8796	BP	17/03/2021	2220	Mar21 payroll	Mar 21 A Wood pension	-133.44	N
8797	BP	17/03/2021	2230	Mar21 payroll	Mar 21 ers pension	-478.34	N
8800	BP	23/03/2021	7100	Rent	Allotment and fairfield rents	-307.50	N

BALANCES IN BANK ACCOUNTS DATED 28/2/21			299,349.63
Unity Trust Bank Current Account			46,350.31
Unity Trust Bank Savings Account			80,238.37
Petty cash			
Nationwide Building Society			86,420.52
Yorkshire Building Society			86,340.43