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## LEGAL AND FINANCE COMMITTEE

<b>MINUTES OF MEETING HELD:</b>	<b>24 May 2021, 7.30pm</b>
	<b>Seymour Pavilion</b>

<b>Present:</b>	<b>Cllrs</b>	P Jeater	D Jelley	P Davey	
<b>Also present:</b>		A Wood Parish Clerk and RFO			
<b>Absent:</b>		J Winter	D Sankey	M Hart	

<b>LF21/045</b>	<p><b>Appoint a Chair and Vice-Chair</b> It was RESOLVED to appoint Cllr Jeater as Chair of the committee. Proposed: Cllr Davey, all agreed</p> <p>It was RESOLVED to appoint Cllr Davey as Vice-Chair of the committee. Proposed: Cllr Jelley, all agreed</p>
<b>LF21/046</b>	<p><b>Apologies for absence- for noting not approval.</b> Apologies were received from Cllrs Winter, Sankey and Hart</p>
<b>LF21/047</b>	<p><b>Announcements and Declarations of Interest</b> Cllr Jeater declared a non-pecuniary interest in the grant application from the Ingatestone and Fryerning Cricket Club. It was RESOLVED that this grant application be held over to the June meeting when Cllr Jeater could withdraw from the meeting without making it inquorate.</p>
<b>LF21/048</b>	<p><b>Public Participation Session</b> No members of the public were in attendance.</p>
<b>LF21/049</b>	<p><b>To approve the minutes from the last Meeting held on 22 March 2021.</b> The minutes were approved and signed by Cllr Jeater.</p>
<b>LF21/050</b>	<p><b>Matters arising for Report/Information Exchange (not for resolution)</b> There were no matters arising for report.</p>
<b>LF21/051</b>	<p><b>Ingatestone Museum</b> Cllr Davey advised the council's solicitor had contacted Greater Anglia for an update and had received no response. Concern was noted about the lack of communication and draft lease from Greater Anglia at this time.</p>
<b>LF21/052</b>	<p><b>Finance and Payment Approval</b></p> <ul style="list-style-type: none"> <li>• The profit and loss report for the month of April was received and approved.</li> <li>• The new payments for May / June 2021 were approved.</li> <li>• The budget tracker for 2021/22 was reviewed.</li> </ul>
<b>LF21/053</b>	<p><b>Financial Risk Management</b> Due to Cllr Hart not being in attendance, it was RESOLVED to move this item to the June meeting. <b>Proposed: Cllr Jeater, all agreed</b></p>
<b>LF21/054</b>	<p><b>GDPR</b> Nothing to report under this agenda heading.</p>

<b>LF21/055</b>	<p><b>Grant policy applications</b></p> <ul style="list-style-type: none"> <li>It was RESOLVED that the future use of the Business rate relief refund from Brentwood Borough Council be put on the Full Council agenda for June. <b>Proposed: Cllr Jeater, all agreed</b></li> <li>A grant application from <b>Ingatstone and District Camera Club</b> had been received for <b>payment of their annual insurance</b>. After a discussion, it was <b>RESOLVED</b> to award the requested amount of <b>£143.65</b>. <b>Proposed: Cllr Jelley, all agreed</b></li> <li>Due to the issue of quoracy, it was RESOLVED to move the grant application from Ingatstone and Fryerning Cricket Club to the June meeting. <b>Proposed: Cllr Jeater, all agreed</b></li> </ul>
<b>LF21/056</b>	<p><b>Internal Audit</b></p> <p>Following a request from Cllr Russell relating to the level of fidelity guarantee within the parish council insurance, the Clerk reported that BHIB insurance offered this service within limits of £150,000, £250,000 and £500,000. The following protections over the council's money were noted</p> <ol style="list-style-type: none"> <li>The Clerk was not able to make payments from the current account; this required approval from two councillors.</li> <li>There was a maximum daily limit of payments of £50,000 allowed from the current account.</li> <li>Transfers between the current and savings accounts, both with Unity, required two councillors to authorise.</li> <li>Access to the Yorkshire and Nationwide Building Society accounts was restricted to three councillors only and not the Clerk.</li> </ol> <p>It was therefore concluded that with above protections coupled with the planned spending of £100,000 on capital projects this year meant that a fidelity guarantee level of £250,000 was acceptable.</p>
<b>LF21/057</b>	<p><b>Corporate sponsorship – Christmas Tree</b></p> <p>Due to Cllr Hart not being in attendance, it was RESOLVED to move this item to the June meeting. Proposed: Cllr Jeater, all agreed</p>
<b>LF21/058</b>	<p><b>Items for inclusion in the Next Agenda (not requiring resolution or action)</b></p> <p>All the items highlighted above</p>
<b>LF21/059</b>	<p><b>Report for the Communications Committee</b></p> <p>It was agreed that there was nothing to report at this meeting.</p>
<b>LF21/060</b>	<p><b>Chairman to close the meeting.</b></p> <p><b>Close of meeting: 8.05pm</b></p> <p><b>Date of next meeting: 21 June 2021 at 7.30pm</b>      Venue: Seymour Pavilion</p>

## Appendix – LF21/052

<b>BALANCES IN BANK ACCOUNTS DATED 30/04/21</b>		<b>368,783.63</b>
<b>Unity Trust Bank Current Account</b>		<b>115,784.31</b>
<b>Unity Trust Bank Savings Account</b>		<b>80,238.37</b>
<b>Petty cash</b>		
<b>Nationwide Building Society</b>		<b>86,420.52</b>
<b>Yorkshire Building Society</b>		<b>86,340.43</b>

<b>Date:</b>	19/05/2021						
<b>Day Books: Supplier Payments (Summary)</b>							
<b>Date From:</b>	01/04/2021						
<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>
8918	PP	01/04/2021	BRENTWOO	BBC Sey	Seymour rates	207.85	R
8919	PP	01/04/2021	BRENTWOO	BBC Ceme	Cemetery rates	193.15	R
8920	PP	01/04/2021	BRENTWOO	BBC Suite 3	Suite 3 rates	293.20	R
8921	PP	01/04/2021	BRENTWOO	BBC Suite 2	Suite 2 rates	381.40	R
8889	PP	02/04/2021	JPB	JPB1183	Picnic benches at Seymour - installation	206.40	R
8952	PP	06/04/2021	JPB	JPB1170	2 x interments	84.00	R
8930	PP	15/04/2021	POZITIVE	POZ876965	Lychgate electricity monthly payment	11.29	R
8939	PP	15/04/2021	PRINTWIS	Print2218932	New bin and emptying - Tetrapak	432.00	R
8945	PP	15/04/2021	JMPAYROL	JM30732	End of year payroll service	66.00	R
8948	PP	15/04/2021	LODGE	LIS58702	MS Licences for councillors and staff	150.00	R
9038	PP	15/04/2021	BBALARMS	BB so	Seymour alarms maintenance dd	18.00	R
9036	PP	19/04/2021	PLUSNET	PN dd	Seymour wifi dd	20.40	R
8873	PP	20/04/2021	EALC	EALC14062	2 x online Equality and Diversity training	33.60	R
8878	PP	20/04/2021	TRADE	TradeUK x 2	Seymour equipment and janatorial supplies	50.05	R
8903	PP	20/04/2021	CSH	CSH507828	Lychgate bin emptying	106.26	R
8906	PP	20/04/2021	CSH	CSH 508960	Seymour bin emptying	123.06	R
8910	PP	20/04/2021	EALC	EALC13984	EALC/NALC membership	874.25	R
8912	PP	20/04/2021	TRADE	TUK	Janatorial supplies for pavilion	66.43	R
8954	PP	20/04/2021	HEATHERL	Hea29087	Skip replacement at cemetery	174.00	R
9035	PP	20/04/2021	VIRGIN	Vir dd	Caretaker's mobile dd	8.40	R
9077	PP	26/04/2021	ECOTRICI	ECO elec	Seymour electricity dd	163.31	R
9078	PP	26/04/2021	ECOTRICI	ECO gas	Seymour gas dd	27.69	R
9083	PP	30/04/2021	EBM	EBM dd	Printing, copying monthly charge	99.74	R
9091	PP	30/04/2021	JPB	JPB dd	Grounds maintenance contract	3931.74	R
<b>9109</b>	<b>PP</b>	<b>04/05/2021</b>	<b>BRENTWOO</b>	<b>BBC seymour</b>	<b>Business rates</b>	<b>207.00</b>	<b>N</b>
<b>9110</b>	<b>PP</b>	<b>04/05/2021</b>	<b>BRENTWOO</b>	<b>BBC Cemetery</b>	<b>Business rates</b>	<b>192.00</b>	<b>N</b>
<b>9111</b>	<b>PP</b>	<b>04/05/2021</b>	<b>BRENTWOO</b>	<b>BBC Suite 3</b>	<b>Business rates</b>	<b>289.00</b>	<b>N</b>
<b>9112</b>	<b>PP</b>	<b>04/05/2021</b>	<b>BRENTWOO</b>	<b>BBC Suite 2</b>	<b>Business rates</b>	<b>379.00</b>	<b>N</b>
9027	PP	07/05/2021	HEELISLO	HL9141	Internal audit fee	310.00	N
9030	PP	07/05/2021	ESSEXHER	EHT205	Essex Heritage Trust membership	25.00	N
9032	PP	07/05/2021	LODGE	LIS59299	Phone calls and line rental March 21	61.25	N
9034	PP	07/05/2021	SLCC	SLCC234706	SLCC membership for Clerk	263.00	N
9066	PP	07/05/2021	LODGE	LIS x 3	New computer for caretaker, licences, backup and support (3 invoices)	1218.00	N
9068	PP	07/05/2021	BL&S	BLS43943	New padlock	20.40	N
9070	PP	07/05/2021	NALC	NALC	Biggleswade webinar (C Russell)	38.93	N
9072	PP	07/05/2021	EALC	EALC 14081	13 x equality and diversity webinar	218.40	N
<b>9168</b>	<b>PP</b>	<b>17/05/2021</b>	<b>BBALARMS</b>	<b>BBdd</b>	<b>Alarm monthly maintenance fee</b>	<b>18.00</b>	<b>N</b>
<b>9166</b>	<b>PP</b>	<b>18/05/2021</b>	<b>PLUSNET</b>	<b>PN dd</b>	<b>Seymour wifi fee</b>	<b>20.40</b>	<b>N</b>
<b>9154</b>	<b>PP</b>	<b>20/05/2021</b>	<b>POZITIVE</b>	<b>POZ5899</b>	<b>Lychgate electricity monthly payment</b>	<b>11.47</b>	<b>N</b>
<b>9097</b>	<b>PP</b>	<b>25/05/2021</b>	<b>BL&amp;S</b>	<b>BLS43982</b>	<b>Replacement padlock for Seymour gate</b>	<b>13.14</b>	<b>N</b>
<b>9099</b>	<b>PP</b>	<b>25/05/2021</b>	<b>TRADE</b>	<b>TUK48482</b>	<b>Janatorial supplies for pavilion</b>	<b>9.98</b>	<b>N</b>
<b>9103</b>	<b>PP</b>	<b>25/05/2021</b>	<b>CSH</b>	<b>CSH x 3</b>	<b>Fryerning and Seymour bin emptying</b>	<b>202.84</b>	<b>N</b>
<b>9119</b>	<b>PP</b>	<b>25/05/2021</b>	<b>JMPAYROL</b>	<b>jm31014</b>	<b>Monthly payroll fee</b>	<b>30.00</b>	<b>N</b>
<b>9121</b>	<b>PP</b>	<b>25/05/2021</b>	<b>BL&amp;S</b>	<b>BL&amp;S43901</b>	<b>Replacement lock and chain for Seymour</b>	<b>93.14</b>	<b>N</b>
<b>9138</b>	<b>PP</b>	<b>25/05/2021</b>	<b>JPB</b>	<b>JPB1210</b>	<b>Additional line marking and 4 x interments</b>	<b>396.00</b>	<b>N</b>
<b>9140</b>	<b>PP</b>	<b>25/05/2021</b>	<b>TRADE</b>	<b>TUK x 2</b>	<b>Janatorial supplies for pavilion</b>	<b>9.26</b>	<b>N</b>
<b>9142</b>	<b>PP</b>	<b>25/05/2021</b>	<b>PRINTWIS</b>	<b>PW307</b>	<b>Tetrapak bin emptying</b>	<b>73.08</b>	<b>N</b>
8942	PP	26/05/2021	TRADE	TUK408	Janatorial supplies for pavilion	5.98	N
8943	PP	26/05/2021	TRADE	TUK920	Parasols for pavilion	180.00	N
<b>9152</b>	<b>PP</b>	<b>04/06/2021</b>	<b>NISBETS</b>	<b>NIS6859</b>	<b>Janatorial supplies for pavilion</b>	<b>70.75</b>	<b>N</b>
<b>9157</b>	<b>PP</b>	<b>04/06/2021</b>	<b>BRENTWOO</b>	<b>BBC100356840</b>	<b>6 months dog bins and Fryerning waste bin emptying</b>	<b>415.58</b>	<b>N</b>
<b>9159</b>	<b>PP</b>	<b>04/06/2021</b>	<b>PLAYSAFE</b>	<b>PlayS55205</b>	<b>RoSPA annual playground report</b>	<b>210.60</b>	<b>N</b>
<b>9161</b>	<b>PP</b>	<b>04/06/2021</b>	<b>HEATHERL</b>	<b>HEA29269</b>	<b>Cemetery skip replacement</b>	<b>174.00</b>	<b>N</b>

<b>Date:</b>		19/05/2021					
					<b>Bank Payments &amp; Receipts by Bank Account</b>		
<b>Date From :</b>		01/04/2021					
<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>
8931	BR	01/04/2021	4004	112	Payment for cancelled event Aug 2020	288.00	R
8932	BP	01/04/2021	4004	112	Repayment of payment made in error (BBC Aug 20)	-288.00	R
8935	BR	01/04/2021	4001	precept	First installment of parish precept	86919.50	R
8913	BR	06/04/2021	4007	BBC Grant	Local Restrictions Support Grant	10193.00	R
9051	BR	06/04/2021	4002	058	Memorial fee Debehnam - BACS (poss duplicate)	242.50	R
9052	BR	06/04/2021	4002	059	Exclusive right and interment Bevan E36 - BACS	577.50	R
9053	BR	06/04/2021	4002	060	Interment Collins J46 - BACS	122.50	R
8951	BR	14/04/2021	2202	103561509	VAT Refund	4852.44	R
9054	BR	15/04/2021	4002	061	Memorial fee Haste K168	242.50	R
9019	BP	20/04/2021	2220	April 21 payroll	Apr 21 net wages	-4891.73	R
9020	BP	20/04/2021	2210	April 21 payroll	Apr 21 PAYE	-692.20	R
9021	BP	20/04/2021	2210	April 21 payroll	Apr 21 Ee NIC	-266.73	R
9022	BP	20/04/2021	2210	April 21 payroll	Apr 21 Er NIC	-374.62	R
9023	BP	20/04/2021	2230	April 21 payroll	Apr 21 Pension admin	-10.68	R
9024	BP	20/04/2021	2220	April 21 payroll	Apr 21 Ee pension	-133.44	R
9025	BP	20/04/2021	2230	April 21 payroll	Apr 21 Er pension	-478.34	R
9055	BR	20/04/2021	4002	063	Exclusive right and interment Baxter K160	1365.00	R
9056	BR	20/04/2021	4002	064	Exclusive right and interment Cole J99	426.00	R
9057	BR	20/04/2021	4002	065	Extension of exclusive rights Bridge	393.75	R
9080	BP	20/04/2021	7600	Land registry	Land registry search - cemetery	-3.00	R
9170	BR	22/04/2021	4002	066	Memorial fee Codling	242.50	N
9082	BR	28/04/2021	4002	067	Pennacks BACs - Charleston	1365.00	R
9081	BR	30/04/2021	4002	068	Chelmsford Star BACs - Speller	1365.00	R
8937	BP	07/05/2021	8204	LCO01530	Parish council insurance 1/6/21-31/5/22	-627.47	N
9011	BP	07/05/2021	6501	43901	replacement lock and chain	-93.14	N
9028	BP	07/05/2021	7030	Easter eggs 21	Easter egg hunt prizes reimbursment P Jeater	-17.97	N
9073	BP	07/05/2021	7550	A Wood xoom	A Wood zoom reimbursement 21/4/21 - 20/5/21	-11.99	N
9074	BP	07/05/2021	6501	274231	Replacement nets	-174.00	N
9147	BR	12/05/2021	4007	894006	ECC Love Essex grant (Tetrapac project)	500.00	N
9129	BP	17/05/2021	2220	May 21 payroll	May 21 net wages	-4903.11	N
9130	BP	17/05/2021	2210	May 21 payroll	May 21 PAYE	-697.40	N
9131	BP	17/05/2021	2210	May 21 payroll	May 21 Ee NIC	-275.34	N
9132	BP	17/05/2021	2210	May 21 payroll	May 21 Er NIC	-392.21	N
9133	BP	17/05/2021	2230	May 21 payroll	May 21 pension admin	-18.86	N
9134	BP	17/05/2021	2220	May 21 payroll	May 21 staff pension contrib	-235.75	N
9135	BP	17/05/2021	2230	May 21 payroll	May 21 Ers pension contrip	-889.32	N
9163	BP	18/05/2021	7501	6844172	Postage stamps 100 x 2nd class	-69.49	N
9162	BP	20/05/2021	7100	IFCA hall hire	Community centre hire 3/6/21 and 8/7/21	-100.00	N
9095	BP	25/05/2021	8203	April 21 expenses	Mileage for A Wright - B&Q	-32.40	N
9143	BP	25/05/2021	8203	May 21 mileage	A Wright mileage	-39.60	N