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LEGAL AND FINANCE COMMITTEE

MINUTES OF MEETING HELD: 19 October 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
Parish Clerk and RFO
Absent:

LF20/046 Apologies for absence- for noting not approval

All committee members were present.

LF20/047 Announcements and Declarations of Interest

None were presented.

LF20/048 Public Participation Session

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

LF20/049 To approve the minutes from the last Meeting held on 21 September 2020

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

LF20/050 Matters arising for Report/Information Exchange (not for resolution)

- Cllr Jeater advised that the matter of councillor invoicing had been resolved and the invoice in question had been withdrawn.

LF20/051 Six-monthly review of Council budget

Cllr Jeater introduced the agenda item, and the budget tracker was reviewed in detail. The following was agreed to be presented to Full Council in November for approval

- £5000 from budget heading 6501 Seymour Field – maintenance be moved to budget heading 6502 Seymour pavilion – repairs and renewals to cover additional maintenance that is required at this time.
- £4000 from budget heading 6501 Seymour Field – maintenance be moved to budget heading 7500 Newsletter to allow for the creation of a e-newsletter format.
- £1000 budgeted for 7551 App development be moved to 7550 Newsletter for the above same reason.
- £1360 from budget heading 7030 Events be moved the 7001 Neighbourhood Plan for additional work required following the plan consultation.
- £1000 from budget heading 7085 Office Move be moved to 7001 Neighbourhood Plan for the above same reason.
- The £2000 allocated to budget heading Community Special Constables be renamed for this year only as Working Groups budget. This will provide funds to all working groups only after approval of the spend by the Full Council or the Clerk under delegated authority.

Proposed: Cllr Jeater
Unanimously agreed

LF20/052 Finance and Payment Approval

- The profit and loss report for the month of September 2020 were received and approved.
- The new payments for September and October 2020 were approved.

LF20/053 Financial Risk Management

Cllr Sankey advised the risk documents are being worked on at this time and will be presented at next month's meeting.

LF20/054 GDPR

Nothing to report under this agenda heading

LF20/055 Grant policy applications

No applications have been received.

LF20/056 Items for inclusion in the Next Agenda (not requiring resolution or action)

- Corporate risk management document
- Ingatstone Museum

LF20/057 Chairman to close the meeting

Close of meeting: 8.30pm

Date of next meeting: 23 November 2020 at 7.30pm Venue: online via Zoom

Appendix – LF20/052

BALANCES IN BANK ACCOUNTS DATED 30/9/20							292,171.40
Unity Trust Bank Current Account							39,104.87
Unity Trust Bank Savings Account							80,238.37
Petty cash							67.21
Nationwide Building Society							86,420.52
Yorkshire Building Society							86,340.43
Date:	14/10/2020						
Day Books: Supplier Payments (Summary)							
Date From:	14/09/2020						
Date To:	31/12/2050						
No	Type	Date	N/C	Ref	Details	Gross B	
8256	PP	18/09/2020	PLUSNET	PlusDD	Seymour wifi dd	20.40 R	
8257	PP	21/09/2020	VIRGIN	dd	Caretakers mobile phone dd	8.40 R	
8187	PP	22/09/2020	JMPAYROL	JM28600	Monthly payroll service	30.00 R	
8190	PP	22/09/2020	CSH	CSH x 2	Lychgate and Seymour bin emptying	190.17 R	
8209	PP	22/09/2020	TRADE	TradeUK	Guttering supplies for Seymour	18.46 R	
8213	PP	22/09/2020	PLAYQUIP	PQ8764	Playground repair works as per RoSAP report	1107.60 R	
8215	PP	22/09/2020	VIKING	VIKING	hanging files for office	118.78 R	
8217	PP	22/09/2020	HEATHERL	HEA28179	Skip emptying - Cemetery	174.00 R	
8220	PP	22/09/2020	BRENTWOO	BBC100340480	Fryerning bin and fairfield dog bin emptying - quarterly charge	207.79 R	
8222	PP	22/09/2020	NALC	NALC x 2	NALC webinars - M Marston and J Winter	77.86 R	
8238	PP	22/09/2020	SUELEES	SL x 2	Annual website maintenance and 6 monthly analytics report	150.00 R	
8240	PP	22/09/2020	BLACKWAT	BP15343	Neighbourhood plan hard copies x 100	398.00 R	
8242	PP	22/09/2020	OFFICE	OFOx3	Office and meeting room furniture	3431.61 R	
8174	PP	25/09/2020	MS2	MS2rent	Quarterly rent charge for new office.	4878.04 R	
8271	PP	28/09/2020	EBM	EBM dd	Monthly printing and photocopying dd	24.00 R	
8279	PP	30/09/2020	JPB	JPB DD	September 20 grounds maintenance contract	3931.74 R	
8281	PP	30/09/2020	UTILITIE	UW dd	Final invoice for landline and broadband with this supplier	61.68 R	
8344	PP	01/10/2020	BRENTWOO	BBCSeymour	Seymour business rates	207.00 N	
8345	PP	01/10/2020	BRENTWOO	BBCcemetery	Cemetery business rates	192.00 N	
8261	PP	02/10/2020	KEVINDAV	KDavis x 2	Repairs to water fountain, new heating pump and cisterniser	1154.40 N	
8265	PP	02/10/2020	ACORN	Acorn0783	Annual tree works as per inspection report x 3 locations	3120.00 N	
8267	PP	02/10/2020	BL&S	BL&S42744	Replacement padlocks for the Seymour bollards	39.42 N	
8341	PP	44112	BULB	BulbDD	Seymour electricity monthly dd	20.00 N	
8298	PP	44116	POZITIVE	Poz660511	Lychgatge electricity monthly payment	11.29 N	
8324	PP	44124	JMPAYROL	JM28970	Payroll fee monthly	30.00 N	
8301	PP	44125	CSH	CSH x 2	2 x bin emptying monthly charge	212.52 N	
8304	PP	44125	JPB	JPB1110	Extra line marking and 5 x interment fee	450.00 N	
8307	PP	44125	SUELEES	SL4574	Address and phone number change on website	40.00 N	
8310	PP	44125	LODGE	58248	Office 365 licences and 15 x councillors emails	150.00 N	
8312	PP	44125	TRADE	TUK1101459077	Fryerning noticeboard paint	33.00 N	
8314	PP	44125	HEATHERL	HEA28340	Cemetery skip emptying	174.00 N	

Date:		14/10/2020							
Date From :		14/09/2020					Bank Payments & Receipts by Bank Account		
Date To :		31/12/2050							
No	Type	Date	N/C	Ref	Details	Gross	B		
8230	BP	16/09/2020	2220	Sept 20 payroll	Sept 20 net wages	-5223.78	R		
8231	BP	16/09/2020	2210	Sept 20 payroll	Sept 20 PAYE	-781.00	R		
8232	BP	16/09/2020	2210	Sept 20 payroll	Sept 20 Ee NIC	-300.91	R		
8233	BP	16/09/2020	2210	Sept 20 payroll	Sept 20 Er NIC	-436.57	R		
8234	BP	16/09/2020	2230	Sept 20 payroll	Sept 20 pension admin	-12.10	R		
8235	BP	16/09/2020	2220	Sept 20 payroll	Sept 20 A Wood pension	-151.31	R		
8236	BP	16/09/2020	2230	Sept 20 payroll	Sept 20 Ers pension contrib	-542.36	R		
8282	BP	30/09/2020	7901	Bank charges	Quarterly charge and manual handling fee	-38.40	R		
8315	BR	01/10/2020	4001	1503	2nd installment of parish precept	86919.50	N		
8258	BP	02/10/2020	6502	A Wright exp Sept	PTowel dispenser, bungees and batteries	-49.18	N		
8268	BP	02/10/2020	7085	A Wood exp Sept	New keys cut for office	-25.00	N		
8269	BP	02/10/2020	7550	A Wood exp Sept	Zoom Sept/Oct 20	-11.99	N		
8332	BP	20/10/2020	2220	Oct 20 payroll	Oct 20 net wages	-4832.73	N		
8333	BP	20/10/2020	2210	Oct 20 payroll	Oct 20 paye	-675.00	N		
8334	BP	20/10/2020	2210	Oct 20 payroll	Oct 20 Ee NIC	-267.93	N		
8335	BP	20/10/2020	2210	Oct 20 payroll	Oct 20 Er NIC	-376.1	N		
8336	BP	20/10/2020	2230	Oct 20 payroll	Oct 20 Pension admin	-10.68	N		
8337	BP	20/10/2020	2220	Oct 20 payroll	Ee pension	-133.44	N		
8338	BP	20/10/2020	2230	Oct 20 payroll	Ers pension contrib	-478.34	N		