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LEGAL AND FINANCE COMMITTEE

MINUTES OF MEETING HELD: 21 September 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:

LF20/032 Apologies for absence- for noting not approval

All committee members were present.

LF20/033 Announcements and Declarations of Interest

None were presented.

LF20/034 Public Participation Session

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

LF20/035 To approve the minutes from the last Meeting held on 20 July 2020

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

LF20/036 Matters arising for Report/Information Exchange (not for resolution)

- Cllr Sankey asked about the provision of regular CCTV reporting and the Clerk confirmed that no further action by Brentwood Borough Council had taken place, but she had chased for an update.

Cllr Jeater proposed, and it was unanimously agreed to close the meeting to the public and press at this point pursuant to Section 1 of the Public Bodies (Admission to Meetings) Act 1960

LF20/037 Councillor invoicing

A discussion took place and the committee agreed that councillors' expenses are allowed but invoicing for works must only occur after successful tendering for contracted works. Cllr Jeater agreed to progress this matter.

The meeting was reopened to the press and public at this point

LF20/038 Ingatestone Museum update

Cllr Davey reported that the Heads of Terms had been received from Greater Anglia and that the council were able to sign and approve the document following the 1st October Full Council meeting once a clean copy had been received.

LF20/039 Working groups

- It was agreed by the committee that the term Working Group is used instead of Working Party.
- It was further agreed that Cllr Jelley work with Cllrs Jeater and Hart on a terms of reference template for the Climate Emergency Working Group and Economic Development Working Group for presentation to Full Council for ratification.
- It was emphasised that all members of the working groups would need to abide by the council's social media policy and code of conduct.

LF20/040 Finance and Payment Approval

- The accounts for the month of August 2020 were received and approved.
- The new payments for August and September 2020 were approved.
- The budget tracker was reviewed, and it was agreed that a detailed review will take place at the October meeting with proposals for reallocation to be presented to Full Council in November for approval.

LF20/041 Financial Risk Management

Cllr Sankey advised the risk documents are still being worked on and that he will speak to Cllr Davey offline about the content.

LF20/042 GDPR

The Clerk outlined the issue with GDPR and the use of personal devices by councillors. It was agreed that there is no clear solution to this issue. However, in the first instance, the proposed policy will be sent to the IT working group for their review prior to submission to Full Council for ratification along with the council's GDPR register.

LF20/043 Grant policy applications

No applications have been received.

LF20/044 Items for inclusion in the Next Agenda (not requiring resolution or action)

- Budget review

LF20/045 Chairman to close the meeting

Close of meeting: 8.33pm

Date of next meeting: 19 October 2020 at 7.30pm Venue: online via Zoom

Appendix – LF20/040

Date:		16/09/2020					
Date From:		16/08/2020		Day Books: Supplier Payments (Summary)			
Date To:		31/12/2050					
No	Type	Date	N/C	Ref	Details	Gross	B
8153	PP	17/08/2020	GAZPROM	GAZdd	Seymour gas monthly dd	6.51	R
8120	PP	18/08/2020	LODGE	LIS58030	Office 365 licenses for councillors and staff (monthly)	129.36	R
8122	PP	18/08/2020	JMPAYROL	JM28291	Monthly payroll service	30.00	R
8148	PP	20/08/2020	VIRGIN	Virgin dd	Caretaker's mobile monthly dd	8.40	R
8102	PP	27/08/2020	BLACKWAT	BP15287	Newsletter printing	456.00	R
8110	PP	27/08/2020	SLCC	SLCC132256	New Clerks webinar R Skepelhorn	12.00	R
8111	PP	27/08/2020	SLCC	SLCC132321	national conference webinar A Wood	30.00	R
8151	PP	27/08/2020	EBM	EBMdd	Printing and copying monthly dd	24.00	R
8147	PP	28/08/2020	UTILITIE	UW dd	Landline and broadband monthly dd	70.80	R
8163	PP	31/08/2020	DAVIS	Dav2801	Boiler and plumbing works Seymour	284.40	N
8206	PP	01/09/2020	BRENTWOO	BBCceme	Business rates for cemetery Sept	192.00	N
8207	PP	01/09/2020	BRENTWOO	BBCsey	Business rates for Seymour Sept	207.00	N
8161	PP	03/09/2020	JPB	JPB1088	2 x interments	108.00	N
8167	PP	03/09/2020	LODGE	LIS58129	Office 365 licenses for councillors and staff (monthly)	150.00	N
8170	PP	03/09/2020	NALC	NALC1434086191	Rebuilding communities webinar P Jeater	38.93	N
8172	PP	03/09/2020	SUELEES	SL4528	Newsletter set up and design	600.00	N
8107	PP	04/09/2020	BRENTWOO	BBC100338974	Market Place and Bell mead car parking annual agreement	1431.17	N
8181	PP	07/09/2020	NALC	NALC23521	Rebuilding communities webinar J Winter	38.93	N
8183	PP	07/09/2020	POZITIVE	Poz632233	Lychgate electricity monthly charge	11.64	N
8185	PP	07/09/2020	DOR2DOR	D2D805	Newsletter distribution	453.00	N
8203	PP	07/09/2020	BULB	Bulb dd	Seymour electricity monthly charge	20.00	N
8211	PP	09/09/2020	LODGE	LIS58196	Office 365 licenses for councillors and staff (monthly)	78.00	N
8187	PP	22/09/2020	JMPAYROL	JM28600	Monthly payroll service	30.00	N
8190	PP	22/09/2020	CSH	CSH x 2	Lychgate and Seymour bin emptying	190.17	N
8209	PP	22/09/2020	TRADE	TradeUK	Guttering supplies for Seymour	18.46	N
8213	PP	22/09/2020	PLAYQUIP	PQ8764	Playground repair works as per RoSAP report	1107.60	N
8215	PP	22/09/2020	VIKING	VIKING	hanging files for office	118.78	N
8217	PP	22/09/2020	HEATHERL	HEA28179	Skip emptying - Cemetery	174.00	N
8220	PP	22/09/2020	BRENTWOO	BBC100340480	Fryerning bin and fairfield dog bin emptying - quarterly charge	207.79	N
8222	PP	22/09/2020	NALC	NALC x 2	NALC webinars - M Marston and J Winter	77.86	N
8238	PP	22/09/2020	SUELEES	SL x 2	Annual website maintenance and 6 monthly analytics report	150.00	N
8240	PP	22/09/2020	BLACKWAT	BP15343	Neighbourhood plan hard copies x 100	398.00	N
8242	PP	22/09/2020	OFFICE	OFOx3	Office and meeting room furniture	3431.61	N
8174	PP	25/09/2020	MS2	MS2rent	Quarterly rent charge for new office.	4878.04	N

Date:	16/09/2020						
Bank Payments & Receipts by Bank Account							
Date From :	16/08/2020						
Date To :	31/12/2050						
No	Type	Date	N/C	Ref	Details	Gross	B
8112	BP	18/08/2020	6502	3125	Balance for pavilion screen and projector	-2160.00	R
8135	BR	22/08/2020	4002	020	Interment fee Miller H47 BACS	122.50	R
8092	BP	25/08/2020	2220	Aug 20 payroll	Aug 20 net wages	-4785.92	R
8093	BP	25/08/2020	2210	Aug 20 payroll	Aug 20 paye	-622.40	R
8094	BP	25/08/2020	2210	Aug 20 payroll	Aug 20 Ee NIC	-261.33	R
8095	BP	25/08/2020	2210	Aug 20 payroll	Aug 20 Er NIC	-364.43	R
8096	BP	25/08/2020	2230	Aug 20 payroll	Aug 20 pension admon	-10.39	R
8097	BP	25/08/2020	2220	Aug 20 payroll	Aug 20 A Wood pension	-129.87	R
8098	BP	25/08/2020	2230	Aug 20 payroll	Aug 20 Ers pension contrib	-465.53	R
8100	BP	27/08/2020	7085	11798	New blinds for Suites 2 & 3 50% deposit	-865.00	R
8103	BP	27/08/2020	6502	A Wright exp	Expenses form 29/6/20-13/8/20	-107.11	R
8104	BP	27/08/2020	6502	A Wright exp	Expenses form 17/8/20-21/8/20	-56.61	R
8139	BR	28/08/2020	4002	021	Interment fee Saych	122.50	R
8164	BP	03/09/2020	6501	Patio extras	Additional patio and fencing works Seymour	-790.00	N
8105	BP	04/09/2020	7550	37328539	Zoom Aug /Sept A Wood	-11.99	N
8099	BP	08/09/2020	7501	5805660	Postage stamps purchase	-47.98	N
8230	BP	44090	2220	Sept 20 payroll	Sept 20 net wages	-5223.78	N
8231	BP	44090	2210	Sept 20 payroll	Sept 20 PAYE	-781	N
8232	BP	44090	2210	Sept 20 payroll	Sept 20 Ee NIC	-300.91	N
8233	BP	44090	2210	Sept 20 payroll	Sept 20 Er NIC	-436.57	N
8234	BP	44090	2230	Sept 20 payroll	Sept 20 pension admin	-12.1	N
8235	BP	44090	2220	Sept 20 payroll	Sept 20 A Wood pension	-151.31	N
8236	BP	44090	2230	Sept 20 payroll	Sept 20 Ers pension contrib	-542.36	N

BALANCES IN BANK ACCOUNTS DATED 31/8/20						321,979.03
Unity Trust Bank Current Account						68,979.71
Unity Trust Bank Savings Account						80,238.37
Petty cash						
Nationwide Building Society						86,420.52
Yorkshire Building Society						86,340.43