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POLICY AND RESOURCES COMMITTEE

MINUTES OF MEETING HELD: 24 February 2020, 7.30pm
Ingatestone Library, High Street, Ingatestone

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

PR20/012 Apologies for absence- for noting not approval

Apologies from Cllr Hart were received.

PR20/013 Announcements and Declarations of Interest

None were presented.

PR20/014 Public Participation Session

No members of the public were present.

PR20/015 To approve the minutes from the last Meeting held on 20 January 2020

The minutes were approved and signed by Cllr Jeater.

PR20/016 Matters arising for Report/Information Exchange (not for resolution)

There were no matters arising for report.

PR20/017 3-year action plan review before presentation to Full Council

The Clerk presented the proposed 3-year action plan with amendments suggested by councillors. It was agreed that this document be presented to Full Council and councillors / officers identified with responsibility for the projects highlighted. It was agreed that the action plan be included as a permanent agenda item for Full Council to allow for reporting back by councillors and officers.

PR20/018 Office premises update

Cllr Davey gave an update on the lease negotiations and it was noted that the parish council would be responsible for considering accessibility to meetings in the new office suite. The Clerk was asked to investigate the installation of an intercom and portable ramps.

PR20/019 Co-option policy

The Clerk advised that there had been no call for a by-election and the co-option policy was reviewed. The Clerk was asked to clarify the voting arrangements and to add a section on attendance at meetings prior to co-option. The new policy will be presented to Full Council in March.

PR20/020 Ingatestone Museum update

Cllrs Davey and Jeater gave updates on the lease negotiation and the recent visit to the cottage.

PR20/021 Finance and Payment Approval

- The accounts for the month of January 2020 were received and approved
- The new payments for February 2020 were approved

PR20/022 To review the Internal Audit arrangements

Cllr Sankey proposed to review the internal auditing arrangements and create a template for quoting but advised that this would be for the audit in 2021. It

was therefore RESOLVED that **Heelis and Lodge be approached to undertake this year's internal audit.**

Proposed: Cllr Jeater

All agreed

PR20/023 Items for inclusion in the Next Agenda (not requiring resolution or action)

There were no suggested items for the agenda

Having regard to the confidential nature of the business to be transacted, the meeting is now not open to the Press and Public pursuant to Section 1 of the Public Bodies (Admission to Meetings) Act 1960.

PR20/024 To receive a proposal from the IT working party and discuss the provision of IT services (current and future requirements)

Following a report from Cllr Jeater and a debate on the matter, it was RESOLVED that **Lodge Information Services (LIS) be appointed to provide IT services for the parish council and that they assist with the office move project.** The Clerk was given authorisation to speak to LIS in advance of the formal ratification by Full Council owing to the time critical nature of the issue and to undertake all other actions relating to this matter.

Proposed: Cllr Jeater

All agreed

PR20/025 Chairman to close the meeting

Close of meeting: 8.45pm

Date of next meeting: 23 March 2020 at 7.30pm Venue: Ingatestone Library

Appendix – PR20/021

Date:		19/02/2020					
Date From:		01/02/2020		Date To:		31/03/2020	
No		Type	Date	N/C	Ref	Details	Gross B
Day Books: Supplier Payments (Summary)							
7428	PP	03/02/2020	BRENTWOO		BBC1994177	Seymour business rates	202.00 N
7335	PP	07/02/2020	SLCC		SLCC130689	Webinar on climate emergency - A Wood	48.00 N
7358	PP	07/02/2020	NISBETS		NIS20533783	Coffee machine purchase for pavilion	135.57 N
7337	PP	11/02/2020	NISBETS		NIS20569693	Janatorial suppliers - pavilion	119.12 N
7371	PP	11/02/2020	ESSEXLIB		ECC1011487103	Feb 20 library hire	110.40 N
7373	PP	11/02/2020	SUELEES		SL4242	Amending award image on website	20.00 N
7376	PP	11/02/2020	IXCG		IXCG 2100	Jan 20 telephone calls and line rental	38.94 N
7385	PP	11/02/2020	IXCG		IXCG2098	Monitoring, backup and software fee Jan 19	312.67 N
7401	PP	11/02/2020	IXCG		IXCG2098	Disputed Datasafe element of invoice 2098	130.25 N
7455	PP	13/02/2020	POZITIVE		Poz9183202044041	Lychgate electricity for Jan / Feb 20	11.67 N
7459	PP	17/02/2020	GAZPROM		GazDD	Seymour gas Jan / Feb 20	6.51 N
7457	PP	18/02/2020	EBM		EBM dd	Monthly photocopying and printing charge	24.00 N
7432	PP	24/02/2020	JPB		JPB717	Interment, grave topping and pitch marking	558.00 N
7435	PP	24/02/2020	JMPAYROL		JM26496	Monthly payroll service	30.00 N
7437	PP	24/02/2020	SLCC		SLCC130762	A Wood General Practitioners conference 26 Feb 2020	126.00 N
7441	PP	24/02/2020	TRADE		TUKaccount	Hardware, hose, pressure washer and sundry DIY items	370.63 N
7443	PP	24/02/2020	IXCG		IXCG2111	January telephone calls and line rental	40.61 N
7445	PP	24/02/2020	DAC		DAC182	2nd installment for Neighbourhood Plan writing	810.00 N
7448	PP	24/02/2020	CSH		CSH458236/457004	Seymour and Lychgate bin emptying January 2020	161.96 N
7450	PP	24/02/2020	NISBETS		Nis20652980	Jugs, mugs and thermos flasks	103.76 N
7453	PP	24/02/2020	BRENTWOO		BBC100321321	Fryerning bin and Fairfield dog bins, quarterly charge	176.59 N
7462	PP	25/02/2020	NISBETS		Nis20740572	Toilet roll holders and mugs	155.92 N
7464	PP	25/02/2020	PATRICKG		PG8589	Sundry hardware items	49.12 N
7467	PP	24/03/2020	TRADE		TUK1052785468	Steel toe capped boots for A Wright	15.99 N

Date:	19/02/2020							
Bank Payments & Receipts by Bank Account								
Date From :	01/02/2020							
Date To :	31/03/2020							
No	Type	Date	N/C	Ref	Details	Gross	B	
7374	BP	11/02/2020	8200	Grant 2019	Grant award Angle European School	-750.00	N	
7433	BP	24/02/2020	6502	AWright exp	DIY items, fridge, umbrella stand	-252.43	N	
7474	BP	25/02/2020	8203	RS expenses	Mileage expenses	-16.20	N	
7475	BP	24/02/2020	8203	AW expenses	Mileage expenses	-36.00	N	
7476	BP	24/02/2020	7600	AW expenses	Land registry search	-6.00	N	
7477	BP	24/02/2020	6502	AW expenses	Firebox and log book	-34.86	N	
7478	BP	24/02/2020	8205	AW expenses	Council workshop refreshments	-7.60	N	
7486	BP	19/02/2020	2220	Feb 20 payroll	Feb 20 net wages	-4001.29	N	
7487	BP	19/02/2020	2210	Feb 20 payroll	Feb 20 PAYE	-494.60	N	
7488	BP	19/02/2020	2210	Feb 20 payroll	Feb 20 Ee NIC	-156.32	N	
7489	BP	19/02/2020	2210	Feb 20 payroll	Feb 20 Er NIC	-217.79	N	
7490	BP	19/02/2020	2230	Feb 20 payroll	Feb 20 pension admin	-10.09	N	
7491	BP	19/02/2020	2220	Feb 20 payroll	Feb 20 A Wood pension	-126.18	N	
7492	BP	19/02/2020	2230	Feb 20 payroll	Feb 20 Ers pension contrib	-421.24	N	
BALANCES IN BANK ACCOUNTS DATED 31/1/20						314,406.41		
Unity Trust Bank Current Account						32,392.35		
Unity Trust Bank Savings Account						110,124.93		
Petty cash						117.36		
Nationwide Building Society						85,860.90		
Yorkshire Building Society						85,910.87		