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POLICY AND RESOURCES COMMITTEE

MINUTES OF MEETING HELD: 20 January 2019, 7.30pm
Ingatestone Library, High Street, Ingatestone

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

PR20/001 Apologies for absence- for noting not approval

Apologies from Cllr Jelley were received.

PR20/002 Announcements and Declarations of Interest

Cllr Davey announced a non-pecuniary interest in item PR20/008

PR20/003 Public Participation Session

No members of the public were present.

PR20/004 To approve the minutes from the last Meeting held on 16 December 2019

The minutes were approved and signed by Cllr Jeater

PR20/005 Matters arising for Report/Information Exchange (not for resolution)

There were no matters arising for report

PR20/006 DataSecure back up service issue and discussion of GDPR responsibilities

The Clerk outlined the current issue with the DataSecure back up service and after a discussion it was agreed that this item be referred to the Comms and IT Committee.

PR20/007 Office premises update

Cllr Davey gave an update report on discussions that he is having with the managing agent for the office following the resolution made at Full Council that gave him authority to do so.

PR20/008 Local Council Awards

- It was agreed that the presentation of the Local Council Quality Award should be made at a Borough Council meeting as suggested by the EALC.
- The criteria for the Quality Gold level was reviewed and it was agreed that more Councillor involvement in the drafting of statements would be required.

PR20/009 Finance and Payment Approval

- The accounts for the month of December 2019 were received and approved
- The new payments for December 2019/January 2020 were approved
- The budget tracker was reviewed.

PR20/010 Items for inclusion in the Next Agenda (not requiring resolution or action)

The final discussion regarding the budget will be added to the agenda, following the council workshop on the 25 January.

PR20/011 Chairman to close the meeting

Close of meeting: 8.20pm

Date of next meeting: 24 February 2020 at 7.30pm Venue: Ingatestone Library

Appendix – PR20/009

Date:		15/01/2020						
Date From:		15/12/2020		Day Books: Supplier Payments (Summary)				
Date To:		31/03/2020						
No	Type	Date	N/C	Ref	Details	Gross	B	
7284	PP	16/12/2019	GAZPROM	Gazprom dd	Seyour gas monthly direct debit now set up	6.30	R	
7158	PP	17/12/2019	NISBETS	Nis20286816	Janatorial supplies for pavilion	94.76	R	
7160	PP	17/12/2019	ESSEXLIB	ECC1011433956	Hearing loss sessions at the library	42.40	R	
7163	PP	17/12/2019	BRENTWOO	BBC100319031	Fryerning bin and Fairfield dog bins quarterly charge	176.59	R	
7209	PP	17/12/2019	CSH	CSH450519/451734	Seymour and Lychgate bin emptying November	161.96	R	
7218	PP	17/12/2019	ESSEXLIB	ECC1011441694	December 19 library hire	82.80	R	
7225	PP	17/12/2019	SLCC	SLCC129709	Rory Skepelhorn - Website accesibility webinar SLCC	84.00	R	
7243	PP	17/12/2019	HEATHERL	HEA26979	Fryerning cemetery skip replacement	174.00	R	
7245	PP	17/12/2019	IXCG	IXCG2088	Nov telephone calls and line rental	38.16	R	
7247	PP	17/12/2019	SUELEES	SL4182	Adding Seymour page to the website	120.00	R	
7249	PP	17/12/2019	JMPAYROL	JM25921	Monthly payroll fee	30.00	R	
7269	PP	18/12/2019	EALC	EALC12108	Quality award scheme fee	120.00	R	
7262	PA	20/12/2019	IXCG	IXCG2081	Monthly monitoring, subscriptions and firewall less back up charge	312.69	R	
7286	PP	20/12/2019	VIRGIN	Virgin dd	Caretakers mobile phone	8.40	R	
7287	PP	27/12/2019	EBM	EBM dd	Monthly printing and photocopying	38.23	R	
7294	PP	27/12/2019	JPB	JPB SO	Grounds maintenance and seymour pitch maintenance contract	3931.74	R	
7296	PP	29/12/2019	UTILITIE	UW dd	Landline and broadband monthly charge	70.80	R	
7298	PP	31/12/2019	BRENTWOO	BBC FC dd	Cemetery business rates Jan 20	210.00	R	
7264	PP	10/01/2020	DAC	DAC0171	Second invoice for Neighbourhood Plan	3780.00	N	
7267	PP	10/01/2020	EUROFFIC	EO2inv	Computer keyboards and stationery	114.19	N	
7321	PP	10/01/2020	JPB	JPB706	Monthly grounds and pitch maintenance contracts combined	4547.40	N	
7312	PP	13/01/2020	POZITIVE	PE16316	Lychgate electricity for Dec 19	11.67	N	
7309	PP	21/01/2020	JPB	JPB704	Interments and grave topping	216.00	N	
7315	PP	21/01/2020	CSH	CSH x 2	December bin emptying - Fryerning and Seymour combined	202.44	N	
7317	PP	21/01/2020	ESSEXLIB	ECCJan	January 20 library hire	107.60	N	
7332	PP	21/01/2020	JMPAYROL	JM26190	Dec 19 payroll fee	30.00	N	
Date:		15/01/2020						
Date From :		15/12/2020		Bank Payments & Receipts by Bank Account				
Date To :		31/03/2020						
No	Type	Date	N/C	Ref	Details	Gross	B	
7301	BR	15/12/2019	4002	158	Exclusive rights Boniface K170	787.50	R	
7300	BR	16/12/2019	7103	1917827	Credit for office business rates	275.80	R	
7234	BP	17/12/2019	2220	Dec 19 payroll	Dec 19 net wages	-4173.49	R	
7235	BP	17/12/2019	2210	Dec 19 payroll	Dec 19 PAYE	-322.40	R	
7236	BP	17/12/2019	2210	Dec 19 payroll	Dec 19 Ee nic	-156.32	R	
7237	BP	17/12/2019	2210	Dec 19 payroll	Dec 19 Ers nic	-217.79	R	
7238	BP	17/12/2019	2230	Dec 19 payroll	Dec 19 pension admin	-10.09	R	
7239	BP	17/12/2019	2220	Dec 19 payroll	Dec 19 A Wood pension	-126.18	R	
7240	BP	17/12/2019	2230	Dec 19 payroll	Dec 19 Ers pension contrib	-421.24	R	
7285	BP	17/12/2019	7600	Land registry	Title search on Land registry	-6.00	R	
7302	BR	17/12/2019	4002	159	Additional inscription Bossley H52 and J61	306.00	R	
7303	BR	17/12/2019	4002	160	Additional inscription Bossley H52 and J61	15.25	R	
7270	BP	18/12/2019	6502	AWrightDecexp	Key box, drain cleaner and sundries plus mileage	-45.63	R	
7271	BP	18/12/2019	6502	AWrightDecexp	Mileage	-12.60	R	
7304	BR	20/12/2019	4002	161	Additional inscription Violet Smith	78.75	R	
7299	BP	31/12/2019	7901	Bank charges	Quarterly bank charges	-40.55	R	
7151	BP	06/12/2019	6306	110Ingatestone	25 Fairfield hedge reduction	-750.00	R	
7213	BP	06/12/2019	6502	sound system	Purchase of sound system	-50.00	R	
7061	BP	12/12/2019	8201	CPRE2020	CPRE annual membership	-36.00	R	
BALANCES IN BANK ACCOUNTS DATED 31/12/19						330,274.87		
Unity Trust Bank Current Account						28,241.53		
Unity Trust Bank Savings Account						130,124.93		
Petty cash						136.64		
Nationwide Building Society						85,860.90		
Yorkshire Building Society						85,910.87		