



Parish Office
 Suite 2
 4, The Limes
 Ingatestone
 Essex CM4 0BA
 Telephone: 01277 676759
www.ingatestone-fryerningpc.gov.uk

LEGAL AND FINANCE COMMITTEE MEETING

MINUTES OF MEETING HELD:	24th June 2024, 7.30pm
VENUE:	Council Chambers, Suite 3, 4 The Limes

Present:	Cllrs	P Jeater (Chair)	P Davey	J McGuinness	M Hart
		C Russell (arrived 7.44pm)			
Also present		A Wood (Clerk and RFO)			
Absent	Cllrs	R Whittow-Williams			
LF24/054	To elect a Chair and Vice-Chair for this committee				
	Cllr Jeater was elected as Chair Proposed: Cllr Davey, Seconded: Cllr Hart All agreed				
	Cllr Hart was elected as Vice-Chair Proposed: Cllr Jeater Seconded: Cllr McGuinness All agreed				
LF24/055	Apologies for Absence – for noting but not approval				
	Apologies were noted from Cllr Whittow-Williams.				
LF24/056	Announcements and Declarations of Interest				
	No declarations were made.				
LF24/057	Public Participation				
	No members of the public were in attendance.				
LF24/058	To approve the minutes of the Legal and Finance Committee meeting held on 22nd April 2024				
	The minutes were approved and signed as an accurate record by Cllr Jeater.				
LF24/059	Matters arising for report / Information Exchange (not for resolution)				
	No matters were arising for report.				
LF24/060	To consider any grant applications received				
	A grant request from the Anglo-European School was considered and rejected on the basis that the benches would be sited on school grounds and therefore not be available for use by the wider public. The grant policy was created to support local organisations, clubs and societies.				
LF24/061	To review the new model Financial Regulations for presentation to Full Council for adoption				
	<i>Cllr Russell arrived at 7.44pm</i>				

	<p>The committee reviewed the new regulations and amended them to suit this council. It was RESOLVED that the amended document will be presented to Full Council for adoption in July.</p> <p>Proposed: Cllr Hart Seconded: Cllr Jeater All agreed.</p>
LF24/062	<p>To discuss the Seymour car park quotations in relation to the Public Contracts Regulations 2015</p> <p>The Clerk presented a briefing document that covered the legalisation relating to the publication of the above project. She also presented legal advice received from Roger Taylor of Wellers Hedleys that stated "I consider that the Council can proceed on the basis of the three tenders already received and does not have to restart the process. It would only be necessary to retender if the proposals were substantially in excess of the threshold". Following a discussion, it was RESOLVED that this committee recommend to Full Council that based on the advice received, that the current work undertaken still stands and that the project can continue on that basis.</p> <p>Proposed: Cllr Hart Seconded: Cllr Jeater All agreed.</p>
LF24/063	<p>Risk Management</p> <p>The Clerk reported on a recommendation by the Internal Auditor that the council consider the level of fidelity guarantee insurance it has with the view to increasing it. It was RESOLVED that the level be increased to £500,000 at a cost for the remainder of the year of £76.82+IPT.</p> <p>Proposed: Cllr Russell Seconded: Cllr Davey All agreed.</p>
LF24/064	<p>GDPR matters</p> <p>Nothing tabled.</p>
LF24/065	<p>Finance and Payment approval</p> <ul style="list-style-type: none"> • The new payments and receipts for May / June 2024 were reviewed and approved. • The profit and loss report for May 2024 was reviewed. • The budget tracker for this financial year was reviewed and will be considered in more detail in September.
LF24/066	<p>Items for inclusion in the next agenda (not requiring resolution or action)</p> <p>Nothing raised.</p>
LF24/067	<p>Chair to close the meeting</p> <p>The meeting closed at 8.45pm. The next Legal and Finance Committee is on the 22nd July 2024, 8.22pm, Council Chambers, Suite 3, 4 The Limes, Ingatestone, CM4 0BE</p>

Appendix LF24/065

BALANCES IN BANK ACCOUNTS DATED 31/05/24						256,690.95
Unity Trust Bank Current Account						61,583.53
Unity Trust Bank Savings Account						56,583.82
Petty cash						43.61
Cashplus card						62.03
Skipton Building Society						0.00
Redwood Bank						52,298.93
Skipton Building Society						0.00
Cambridge Building Society						86,119.03
Date: 19/06/2024						
Day Books: Supplier Payments (Summary)						
Date From: 19/05/2024						
Date To: 31/12/2050						
No	Type	Date	N/C	Ref	Details	Gross B
13841	PP	24/05/2024	SSE	SSE 857692	Seymour electricity quarterly charge	284.48 R
13775	PP	28/05/2024	HEELISLO	HL9457	Internal audit fee for 2023/24 year	400.00 R
13777	PP	28/05/2024	CSH	CSH 649162	Seymour bin emptying for April 2024	261.50 R
13779	PP	28/05/2024	CIRCLES	Circles 1826	Final planting of ferns for Bell Mead community garden	233.00 R
13781	PP	28/05/2024	LODGE	Ice 12129274	Phone calls, broadband and line rental for month	84.44 R
13785	PP	28/05/2024	PRINTWIS	PWaste 44731	Tetrapak bin emptying monthly charge	83.45 R
13787	PP	28/05/2024	JMPAYROL	JM 41049	Monthly payroll fee	42.00 R
13796	PP	28/05/2024	JPB	JPB 1546	3 x ashes interments	184.50 R
13798	PP	28/05/2024	EALC	EALC 17748	A Zakharyeva course - standing orders	96.00 R
13800	PP	28/05/2024	LODGE	ICE 28366	Remote backup and support for IT (monthly charge)	126.00 R
13839	PP	28/05/2024	PLAYSAFE	Playsafety 79385	Annual RoSPA report on Fairfield playgrounds	264.00 R
13864	PP	28/05/2024	EBM	EBM dd	Printing and copying monthly dd	31.95 R
13880	PP	31/05/2024	JPB	JPB SO 1565	Grounds maintenance monthly SO	3,922.60 R
13863	PP	03/06/2024	BRENTWOO	BBC rates x 4 June	Business rates for June 2024	877.00 N
13888	PP	05/06/2024	EARTHANC	EA39574	Dog bin post and installation tool	283.20 N
13886	PP	06/06/2024	JS	JSpurge 1460	Seymour annual boiler service	80.00 N
13890	PP	06/06/2024	BBALARMS	BB 4587	Seymour alarm maintenance monthly charge	54.00 N
13909	PP	07/06/2024	BT	BT M008ED dd	Seymour wifi monthly dd	30.38 N
13862	PP	10/06/2024	SSE	SSE 963173	Seymour gas quarterly charge	704.52 N
13844	PP	14/06/2024	TRADE	TUK 6559	Shelving for Little Library	25.51 N
13846	PP	14/06/2024	MS2	MS2 240624	Rent and service charge for quarter	5,498.23 N
13866	PP	14/06/2024	ROADWARE	RWare 16958	Replacement bin for Fairfield playground	259.14 N
13869	PP	14/06/2024	JK	JK x 2 May 24	Office and pavilion clean for May 2024	820.00 N
13881	PP	14/06/2024	JPB	JPB 1565	Installation of bin base and 2 x interments	365.35 N
13883	PP	14/06/2024	CSH	CSH 654038	Seymour bin emptying for May 2024	218.02 N
13783	PP	26/06/2024	TRADE	TUK 938936	Replacement exterior light for Seymour	23.48 N
13911	PP	14/06/2024	LODGE	ICE 28435	Replacement computer for A Wood (Facilities)	894.00 N
13924	PP	14/06/2024	POZITIVE	Poz 5842710	Lychgate electricity for month dd	11.72 N
13922	PP	17/06/2024	SAGE	Sage 63563230	Sage annual subscription June 24 - May 25	518.40 N
13923	PP	17/06/2024	BBALARMS	BB SO	Seymour alarm maintenance monthly charge	18.00 N
13903	PP	25/06/2024	EUROFFIC	Euro4525661	Office paper	65.57 N
13905	PP	25/06/2024	PRINTWIS	TUK46439	Tetrapak recycling monthly charge (2 months)	166.90 N
13907	PP	25/06/2024	LODGE	Ice12129563	Broadband, line rentals and calls May 24	89.81 N
13917	PP	25/06/2024	AWRIGHT	AWright exp	Toilet rolls, mileage, postage, water testing	58.32 N
13921	PP	25/06/2024	SOLO	Solo 3899969	Summer show 2024 banners x 5	317.59 N
13930	PP	25/06/2024	OFFICE	OFO 096990	Replacement office chair for A Wood	110.40 N
13933	PP	25/06/2024	EALC	EALC 17812	A Zakharyeva council finance course	96.00 N
13935	PP	25/06/2024	JMPAYROL	JM 41305	Monthly payroll fee	42.00 N

