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LEGAL AND FINANCE COMMITTEE MEETING

MINUTES OF MEETING HELD:	28th October 2024, 7.30pm
VENUE:	Council Chambers, Suite 3, 4 The Limes

Present:	Cllrs	M Hart (Chair)	P Davey	J McGuinness	R Whittow-Williams
Also present		A Wood (Clerk and RFO)			
Absent	Cllrs	P Jeater (attended online)	C Russell		

LF24/068	Apologies for Absence – for noting but not approval Apologies were noted from Cllr Russell. Cllr Jeater attended online and therefore is classed as absent.
LF24/069	Announcements and Declarations of Interest No declarations were made.
LF24/070	Public Participation No members of the public were in attendance.
LF24/071	To approve the minutes of the Legal and Finance Committee meeting held on 24th June 2024 The minutes were approved and signed as an accurate record by Cllr Hart.
LF24/072	Matters arising for report / Information Exchange (not for resolution) Cllr Jeater advised that he and the Clerk are meeting representatives from Brentwood Borough Council to discuss the leasing arrangements for Seymour Field and Pavilion and will report back at the next Full Council meeting.
LF24/073	To consider any grant applications received No grant applications have been received.
LF24/074	Risk Management Nothing tabled for discussion.
LF24/075	GDPR matters Nothing tabled for discussion.
LF24/076	To undertake a half-yearly budget review The budget tracker was reviewed and discussed line by line. The committee confirmed that it was happy with the current financial state of the council and that arrangements for the management of council finances were in order.
LF24/077	Finance and Payment approval The new payments and receipts for October / November were reviewed and approved.

LF24/078	Items for inclusion in the next agenda (not requiring resolution or action) Nothing tabled.
LF24/079	Chair to close the meeting The meeting closed at 8.00pm. The next Legal and Finance Committee is on the 25 th November 2024, 8.22pm, Council Chambers, Suite 3, 4 The Limes, Ingatestone, CM4 0BE

Appendix LF24/077

Date: 23/10/2024						
Day Books: Supplier Payments (Summary)						
Date From: 23/09/2024						
Date To: 31/12/2050						
No	Type	Date	N/C	Ref	Details	Gross B
14358	PP	23/09/2024	EBM	EBM 129577	Printing and copying monthly dd	24.00 R
14293	PP	24/09/2024	PRINTWIS	PWaste 53665	Tetrapak recycling monthly charge	83.45 R
14296	PP	24/09/2024	LODGE	ICE 12130226	Broadband, line rental and phone calls for the month	85.70 R
14298	PP	24/09/2024	LODGE	Ice 29715	Domain name renewal annual fee	78.00 R
14300	PA	24/09/2024	A&J	A&J 38577	Fairfield solar lights (grant funded)	6,876.00 R
14314	PP	24/09/2024	TDP	TDP 115885	Additional picnic bench for Seymour pavilion	681.93 R
14316	PP	24/09/2024	A&A	A&A24104	Welding repair on goal post wheel	80.00 R
14334	PP	24/09/2024	SUELEES	SL6682	AccessiBe software annual subs for website	390.00 R
14336	PP	24/09/2024	JMPAYROL	JM42061	Monthly payroll charge	42.00 R
14338	PP	24/09/2024	EALC	EALC 17980	Councillor and staff training for September 24	336.00 R
14355	PP	24/09/2024	HARRINGT	Harrington 4815	Seymour car park resurfacing works	36,312.00 R
14362	PP	24/09/2024	LODGE	ICE 29749	New VoIP phone for office (to maintain phone system)	84.00 R
14357	PP	26/09/2024	JMPAYROL	J&M 38429/39742	Outstanding payroll charges (clerk error)	54.00 R
14255	PP	30/09/2024	MS2	MS2 garage	Rent for garage at The Limes (50% to be paid by JPB landscapes)	1,200.00 R
14392	PP	30/09/2024	JPB	JPB SO	Grounds maintenance contract Sept 24	3,922.60 R
14398	PP	01/10/2024	BRENTWOO	BBC x 4 rates Oct 24	Business rates for October 24	877.00 N
14422	PP	08/10/2024	BT	BT dd MO12 WC	Seymour wifi monthly dd	30.38 N
14491	PP	08/10/2024	JPB	JPB 1641 SO	Grounds maintenance contract Oct 24	3,922.60 N
14332	PP	11/10/2024	TRADE	TUK 44117		19.49 N
14340	PP	11/10/2024	AMAZON	Amazon8269		22.99 N
14401	PP	11/10/2024	AMAZON	Amazon x 2		55.74 N
14407	PP	11/10/2024	VILLENE	VHyam	Artisan market support grant	1,500.00 N
14409	PP	11/10/2024	CSH	CSH 669638	Seymour bin emptying Sept 24	209.04 N
14415	PP	02/10/2024	JK	JK x 2	Pavilion and office clean for Sept 24	910.00 N
14332	PP	11/10/2024	TRADE	TUK 44117	Digital light timer for Seymour pavilion	19.49 N
14340	PP	11/10/2024	AMAZON	Amazon8269	Replacement laptop charging lead (A Wright)	22.99 N
14401	PP	11/10/2024	AMAZON	Amazon x 2	Toilet rolls and cleaning fluid	55.74 N
14407	PP	11/10/2024	VILLENE	VHyam	Winter artisan market grant (FC budget approved)	1,500.00 N
14409	PP	11/10/2024	CSH	CSH 669638	Seymour bin emptying for Sept 24	209.04 N
14428	PP	11/10/2024	LODGE	ICE 12130447	Telephone calls, broadband and line rental	86.40 N
14429	PP	11/10/2024	LODGE	ICE 30147	SSL certificate for website	60.00 N
14433	PP	11/10/2024	HEATHERL	HEA 34884	Fryerning skip emptying	232.00 N
14435	PP	11/10/2024	ASCENDIN	Ascending 1985	Steen Close orchard clearance	2,757.60 N
14457	PP	11/10/2024	SWARCO	Swarco 291210	Initial payment for Vehicle Activation Signs	2,908.80 N
14452	PP	15/10/2024	BBALARMS	BB SO	Seymour alarm monthly maintenance charge	18.00 N
14451	PP	16/10/2024	WATER	Water 7014704	Seymour water rates monthly DD	52.34 N
14454	PP	17/10/2024	LODGE	ICE 29887	Back up and remote support for Sept 24	123.60 N
14493	PP	19/10/2024	POZITIVE	Poz dd	Lychgate electricity monthly dd	15.99 N
14431	PP	29/10/2024	PRINTWIS	PWaste 55529	Tetrapak recycling monthly charge	83.45 N
14462	PP	29/10/2024	PLAYQUIP	Playquip 9389	Fairfield playground repairs (RoSPA report)	1,032.00 N
14464	PP	29/10/2024	JMPAYROL	J&M 42307	Monthly payroll charge	42.00 N
14482	PP	29/10/2024	EALC	EALC 18020	Planning and code of conduct training courses	216.00 N
14484	PP	29/10/2024	SOLO	Solopress 714295	Autumn parish council newsletter printing	541.82 N
14492	PP	29/10/2024	JPB	JPB 1641	2 x interments	123.00 N
14497	PP	29/10/2024	LODGE	ICE x 3 inv	Back up and remote support, site visit and web hosting annual charge - 3 invoices combined	712.80 N
14458	PP	15/11/2024	SWARCO	Swarco 900291210	Final payment for Vehicle Activation Signs	6,787.20 N
14504	PP	15/11/2024	BL&S	BL&S 52142	Replacement lock at Seymour pavilion - referee changing room	142.80 N

Date:	23/10/2024						
Date From :	23/09/2024						
Date To :	31/12/2050						

Bank Payments & Receipts by Bank Account

No	Type	Date	N/C	Ref	Details	Gross B
14350	BR	24/09/2024	4002	281	Additional inscription Petty E532	98.00 N
14393	BP	30/09/2024	7901		service charge Unity service charge for quarter	-43.35 R
14394	BP	30/09/2024	7901		handling charge Unity manual handling charge	-8.40 R
14410	BR	01/10/2024	4001		precept 24/25 2nd installment Precept 24/25	98624.00 N
14442	BR	08/10/2024	4900		Nat Grid fee Nat Grid access fee for Seymour	1000.00 N
14441	BR	09/10/2024	2202	103561509	VAT Refund	13415.04 N
14472	BP	18/10/2024	2220		Oct 24 payroll Oct 24 net wages	-4830.08 N
14473	BP	18/10/2024	2210		Oct 24 payroll Oct 24 paye	-921.00 N
14474	BP	18/10/2024	2210		Oct 24 payroll Oct 24 EE nic	-133.03 N
14475	BP	18/10/2024	2210		Oct 24 payroll Oct 24 ER nic	-425.48 N
14476	BP	18/10/2024	2230		Oct 24 payroll Oct 24 pension admin	-18.49 N
14477	BP	18/10/2024	2220		Oct 24 payroll Oct 24 staff pension	-231.10 N
14478	BP	18/10/2024	2230		Oct 24 payroll Oct 24 ers pension	-932.22 N
14502	BP	29/10/2024	6502		A Wright Oct exp Consumables and frame for pavilion	-75.16 N
14505	BP	29/10/2024	8203		P Batchelor exp Mileage and parking for training course	-23.10 N

CASHPLUS PRE-PAID CREDIT CARD PAYMENTS

No	Type	Date	N/C	Ref	Details	Gross B
14438	VP	45561	1240	Ebay 2657	3 x padlocks for goals	-56.97
14479	VP	45583	1240	Zoom annual fee	Annual zoom fee 17/10/24-16/10/25	-129.00
14480	VP	45584	1240	10-19	Caretakers mobile Oct 24	-5.00

BALANCES IN BANK ACCOUNTS DATED 30/09/24

						150,138.08
Unity Trust Bank Current Account						7,075.51
Unity Trust Bank Savings Account						22,627.27
Petty cash						454.23
Cashplus card						483.06
Skipton Building Society						21,000.00
Redwood Bank						52,298.93
Cambridge Building Society						46,199.08