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## LEGAL AND FINANCE COMMITTEE MEETING

**MINUTES OF MEETING HELD: 14 December 2022, 5pm**  
**VENUE: Council Chambers, Suite 3, 4 The Limes**

- Present:** Cllrs P Jeater (Chair) M Hart R Whittow-Williams P Davey
- Absent** Cllrs R Pittman  
**Also present** A Wood (Clerk and RFO)
- LF22/078 Apologies for Absence – for noting but not approval**  
No apologies had been received.
- LF22/079 Announcements and Declarations of Interest**  
There were no declarations of interest presented.
- LF22/080 Public Participation**  
No members of the public were in attendance.
- LF22/081 To approve the minutes of the Legal and Finance Committee meeting held on 24 October 2022**  
The minutes were approved and signed as an accurate record by Cllr Jeater.
- LF22/082 Matters arising for report / Information Exchange (not for resolution)**  
The Clerk advised that Cllr Bull had requested to join this committee and that he will do so in January 2023.
- LF22/083 Grant applications**  
No grant applications had been received.
- LF22/084 Budget 2023-2024**  
A lengthy discussion was held regarding the budget for the next financial year and the associated reserves policy. It was noted that with the increase in costs, that next year would be financially tight and that the council as a whole had to be fully aware of the situation. It was agreed that earmarked reserves for tree works (not the survey), pond maintenance and legal fees be created and therefore taken out of the budget. It was further agreed that the January Legal and Finance Committee be changed to a Full Council meeting for the sole purpose of agreeing the budget and precept and that a line-by-line approach had to be adopted for the budget and reserves calculations. The Clerk was requested to provide paper copies of the budget planner to Councillors at the 12 January Full Council meeting in order that they can prepare for the additional meeting.
- LF22/085 Risk Management**  
Nothing tabled.
- LF22/086 GDPR matters**  
Nothing tabled.
- LF22/087 Finance and Payment approval**
- The new payments and receipts November / December 2022 were approved.
  - The profit and loss report for the month of November 2022 was received and approved.
  - The Budget tracker for 2022/23 was reviewed.

**LF22/088 Items for inclusion in the next agenda (not requiring resolution or action)**

There were no items.

**LF22/089 Chair to close the meeting**

The meeting closed at 5.47pm.

The next Legal and Finance Committee will be a Full Council meeting on the 23<sup>rd</sup> January 2023, 7.30pm, Council Chambers, Suite 3, 4 The Limes**Appendix LF22/087**

<b>BALANCES IN BANK ACCOUNTS DATED 30/11/22</b>		<b>255,977.78</b>
<b>Unity Trust Bank Current Account</b>		<b>13,624.26</b>
<b>Unity Trust Bank Savings Account</b>		<b>105,168.94</b>
<b>Petty cash</b>		<b>97.50</b>
<b>Redwood Bank</b>		<b>50,210.29</b>
<b>Yorkshire Building Society</b>		<b>86,876.79</b>

<b>Date:</b>	14/12/2022					
	<b>Day Books: Supplier Payments (Summary)</b>					
<b>Date From:</b>	14/11/2022					
<b>DateTo:</b>	31/12/2050					
<b>No</b>	<b>Typ</b>	<b>Date</b>	<b>N/C</b>	<b>Ref</b>	<b>Details</b>	<b>Gross B</b>
11411	PP	15/11/2022	BBALARMS	BB SO	Monthly alarm maintenance fee	18.00 R
11453	PP	18/11/2022	POZITIVE	Pozitive 2423692	Lychgate electricity for month DD	11.22 R
11454	PP	18/11/2022	PLUSNET	PNet032 dd	Seymour wifi charge for month DD	23.62 R
11451	PP	21/11/2022	ECOTRICI	Eco elec dd	Seymour electricity for month DD	57.22 R
11452	PP	22/11/2022	ECOTRICI	Eco gas dd	Seymour gas for month DD	201.10 R
11457	PP	24/11/2022	EBM	EBM 114589	Printing and copying monthly charge DD	41.18 R
11384	PP	29/11/2022	BRENTWOO	BBC 100395234	Fryerning litter bin and Fairfield dog bins 6 months	499.20 R
11390	PP	29/11/2022	ELLISONS	Ellisons 135849	Advice letter and licence relating to the cricket club	1,320.00 R
11392	PP	29/11/2022	PRINTWIS	Printwaste 2248986	Tetrapak bin emptying monthly charge	79.46 R
11415	PP	29/11/2022	MORGAN	Morgan 6117675	Seymour fire extinguishers service	114.00 R
11437	PP	29/11/2022	OFFICE	Office976234	Purchase of 6 x dementia friendly chairs (budget item)	471.96 R
11441	PP	29/11/2022	A&J	A&J36757	Fairfield streetlight repair works	96.00 R
11443	PP	29/11/2022	MORGAN	Morgan 6117928	Office fire extinguisher service	72.60 R
11447	PP	29/11/2022	LODGE	LIS22120/22138	Staff and councillor licences, back up and remote IT support	333.00 R
11456	PP	29/11/2022	SLCC	SLCC208320-1	Agenda and minutes course for Anna	84.00 R
11466	PP	30/11/2022	JPB	JPB Nov 22 so	Nov 22 grounds maintenance contract	3,931.74 N
<b>11516</b>	<b>PP</b>	<b>01/12/2022</b>	<b>BRENTWOO</b>	<b>BBC rates x 4</b>	<b>Purchase Payment</b>	<b>1,067.00 N</b>
11470	PP	09/12/2022	JK	JK x 2	Seymour pavilion and office cleaning for month	640.00 N
11475	PP	09/12/2022	A&J	AJ36776	Fairfield street light repair	466.80 N
11477	PP	09/12/2022	BRENTWOO	BBC5889	Garden waste bags for resale	306.00 N
<b>11497</b>	<b>PP</b>	<b>15/12/2022</b>	<b>LODGE</b>	<b>ICE12125346</b>	<b>Monthly line rental, calls and 3CX hosting</b>	<b>102.50 N</b>
<b>11501</b>	<b>PP</b>	<b>15/12/2022</b>	<b>JPB</b>	<b>JPB1446</b>	<b>Extra line marking Nov 22</b>	<b>180.00 N</b>
<b>11503</b>	<b>PP</b>	<b>15/12/2022</b>	<b>CSH</b>	<b>CSH584844</b>	<b>Seymour bin emptying monthly charge</b>	<b>241.50 N</b>
<b>11505</b>	<b>PP</b>	<b>15/12/2022</b>	<b>JPB</b>	<b>JPB131</b>	<b>High Street Christmas tree project</b>	<b>5,340.00 N</b>
<b>11507</b>	<b>PP</b>	<b>15/12/2022</b>	<b>JMPAYROL</b>	<b>J&amp;M36540</b>	<b>Monthly payroll charge</b>	<b>48.00 N</b>
<b>11512</b>	<b>PP</b>	<b>15/12/2022</b>	<b>EALC</b>	<b>EALC MH</b>	<b>Elections course - Martyn Hart</b>	<b>54.00 N</b>
<b>11513</b>	<b>PP</b>	<b>15/12/2022</b>	<b>EALC</b>	<b>EALC RL</b>	<b>Elections course - Rachel Lee</b>	<b>54.00 N</b>
<b>11514</b>	<b>PP</b>	<b>15/12/2022</b>	<b>EALC</b>	<b>EALC CR</b>	<b>Elections course - Caroline Russell</b>	<b>54.00 N</b>
<b>11515</b>	<b>PP</b>	<b>15/12/2022</b>	<b>EALC</b>	<b>EALC AW</b>	<b>Elections course - Abi Wood</b>	<b>54.00 N</b>
<b>11518</b>	<b>PP</b>	<b>16/12/2022</b>	<b>PRINTWIS</b>	<b>Printwaste 2251</b>	<b>Tetrapak bin emptying monthly charge</b>	<b>79.46 N</b>
<b>11523</b>	<b>PP</b>	<b>16/12/2022</b>	<b>REALISEF</b>	<b>Realise 3993</b>	<b>Replacement bench (Males donation)</b>	<b>662.48 N</b>
11473	PP	21/12/2022	MS2	MS2 rent 251222	Office rent and service charge for quarter	5,134.93 N
11407	PP	28/12/2022	TRADE	Trade UK 8263	Timer switches for Christmas lights	14.98 N
11409	PP	28/12/2022	TRADE	Trade UK 6596	Black tape	3.98 N

<b>Date:</b>		14/12/2022						
								<b>Bank Payments &amp; Receipts by Bank Account</b>
<b>Date From :</b>		14/11/2022						
<b>Date To :</b>		31/12/2050						
<b>No</b>	<b>Type</b>	<b>Date</b>	<b>N/C</b>	<b>Ref</b>	<b>Details</b>			<b>Gross B</b>
11423	BP	17/11/22	2220	Nov 22 payroll	Nov 22 net wages			-6,399.34 R
11424	BP	17/11/22	2210	Nov 22 payroll	Nov 22 PAYE			-1,164.00 R
11425	BP	17/11/22	2210	Nov 22 payroll	Nov 22 Ee NI			-248.62 R
11426	BP	17/11/22	2210	Nov 22 payroll	Nov 22 Ers NI			-523.90 R
11427	BP	17/11/22	2230	Nov 22 payroll	Nov 22 Pension admin			-18.28 R
11428	BP	17/11/22	2220	Nov 22 payroll	Nov 22 Staff pension			-228.53 R
11429	BP	17/11/22	2230	Nov 22 payroll	Nov 22 Ers pension			-834.34 R
11458	BR	22/11/22	4002	157	Memorial fee Clark J105			280.00 N
11459	BR	23/11/22	4002	158	Exclusive rights and interment Stow J109 BACS			492.00 R
<b>11494</b>	<b>BP</b>	<b>24/11/22</b>	<b>7030</b>	<b>300034</b>	<b>2 x poppy wreath donations - cheque</b>			<b>-60.00 N</b>
11435	BP	29/11/22	7550	99455	Zoom reimbursement A Wood 21/11/22-21/12/22			-11.99 R
11471	BP	01/12/22	6502	04539	Replacement shower valve for referee changing room			-128.40 N
11486	BP	09/12/22	6502	301122	Seymour roof repair			-380.00 N
11487	BP	09/12/2022	6502	301122 a	Gutter repair and manhole replacement			-300.00 N
<b>11519</b>	<b>BP</b>	<b>16/12/2022</b>	<b>7100</b>	<b>Petre rents Fairfield</b>	<b>Fairfield rent 2023</b>			<b>-50.00 N</b>
<b>11528</b>	<b>BP</b>	<b>16/12/2022</b>	<b>7070</b>	<b>Museum grant</b>	<b>Grant payment for museum set up</b>			<b>-5000.00 N</b>
<b>11529</b>	<b>BP</b>	<b>16/12/2022</b>	<b>2220</b>	<b>Dec 22 payroll</b>	<b>Dec 22 net wages</b>			<b>-4883.31 N</b>
<b>11530</b>	<b>BP</b>	<b>16/12/2022</b>	<b>2210</b>	<b>Dec 22 payroll</b>	<b>Dec 22 paye</b>			<b>-509.00 N</b>
<b>11531</b>	<b>BP</b>	<b>16/12/2022</b>	<b>2210</b>	<b>Dec 22 payroll</b>	<b>Dec 22 Ee NIC</b>			<b>-152.18 N</b>
<b>11532</b>	<b>BP</b>	<b>16/12/2022</b>	<b>2210</b>	<b>Dec 22 payroll</b>	<b>Dec 22 Er NIC</b>			<b>-318.26 N</b>
<b>11533</b>	<b>BP</b>	<b>16/12/2022</b>	<b>2230</b>	<b>Dec 22 payroll</b>	<b>Dec 22 pension admin</b>			<b>-11.44 N</b>
<b>11534</b>	<b>BP</b>	<b>16/12/2022</b>	<b>2220</b>	<b>Dec 22 payroll</b>	<b>Dec 22 staff pension</b>			<b>-142.97 N</b>
<b>11535</b>	<b>BP</b>	<b>16/12/2022</b>	<b>2230</b>	<b>Dec 22 payroll</b>	<b>Dec 22 Ers pension</b>			<b>-512.47 N</b>
11448	BP	03/01/2023	7020	Kennadys	Contribution - electricity for Market Place Christmas tree			-50.00 N