



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: 25 July 2022, 7.30pm**  
**VENUE: Council Chambers, Suite 3, 4 The Limes**

<b>Present:</b>	<b>Cllrs</b>	P Jeater (Chair)	P Davey	R Whittow- Williams	M Hart
<b>Absent</b>	<b>Cllrs</b>	R Pittman			
<b>Also present</b>		R Spouge (Assistant Clerk)			

**LF22/054 Apologies for Absence – for noting but not approval**

No apologies for absence were presented.

**LF22/055 Announcements and Declarations of Interest**

There were no declarations of interest presented. Cllr Jeater advised that he had received a dispensation from the Clerk for agenda item LF22/066 but would not vote.

**LF22/056 Public Participation**

No members of the public were in attendance.

**LF22/057 To approve the minutes of the Legal and Finance Committee meeting held on 27 June 2022**

The minutes were approved and signed as an accurate record by Cllr Jeater.

**LF22/058 Matters arising for report / Information Exchange (not for resolution)**

Cllr Hart spoke on the forthcoming Artisan Market. Discussion will be on the Full Council meeting in September.

**LF22/059 Grant applications**

- Cllr Jeater explained the reasons behind the request for a grant from Redstones Football Club. It was **RESOLVED** that the Parish Council sponsor new kit and award a grant of £650 to **Redstones Football Club**. Redstones to provide a receipt for this sum. The Parish Council Logo to appear on the kit.

**Proposed: Cllr Davey**

**Seconded: Cllr Hart**

**All agreed**

**LF22/060 BT Phone Box Contract**

- Cllr Davey advised that he had read through the contract and raised concern over the financial and legal implications the Council would take on if the contract was signed. He agreed to highlight the relevant clauses and it was **agreed unanimously** that adoption of the phone box should go back to Full Council.

**LF22/061 Risk Management**

Nothing tabled.

**LF22/062 GDPR matters**

Nothing tabled.

**LF22/063 Finance and Payment approval**

- The new payments and receipts for July / August 22 were approved.

- The profit and loss report for the month of June 2022 was received and approved.
- The Budget tracker for 2022/23 was reviewed.

**LF22/064 Items for inclusion in the next agenda (not requiring resolution or action)**

There were no items.

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

**LF22/065 Fairfield Licence with cricket club**

- **Agreed** that the normal parking area marked yellow on the map/photo of Fairfield to be used for parking during regular matches. **Agreed** the parking area marked red on the map/photo of Fairfield to be used on special occasions as an overspill. The Parish Council to be informed in advance when the overspill area is to be used.

**LF22/066 Chair to close the meeting**

The meeting closed at 8.15 pm

The next Legal and Finance Committee – 26 September 2022, 7.30pm, Council Chambers, Suite 3, 4 The Limes

**Appendix LF22/063**

No	Type	Date	N/C	Ref	Details	Gross B
<b>Date:</b> 20/07/2022						
<b>Bank Payments &amp; Receipts by Bank Account</b>						
<b>Date From :</b> 20/06/2022						
<b>Date To :</b> 31/12/2050						
10836	BP	22/06/2022	2220	June 22 payroll	June 22 net wages	-4,825.34 R
10837	BP	22/06/2022	2210	June 22 payroll	June 22 paye	-724.00 R
10838	BP	22/06/2022	2210	June 22 payroll	June 22 Ee NIC	-307.84 R
10839	BP	22/06/2022	2210	June 22 payroll	June 22 Er NIC	-424.36 R
10840	BP	22/06/2022	2230	June 22 payroll	June 22 pension admin	-19.59 R
10841	BP	22/06/2022	2220	June 22 payroll	June 22 staff pension	-244.85 R
10842	BP	22/06/2022	2230	June 22 payroll	June 22 employers pension	-924.87 R
10856	BR	22/06/2022	4002	133	Interment fee Rodgers E250B	128.60 R
10861	BP	23/06/2022	6506	69443	Replacement pads Powerheart G5	-73.14 R
10862	BP	23/06/2022	7086	Blue plaque	2 x blue plaques	-732.00 R
10854	BR	27/06/2022	4007	bench donation	Donation for bench Cavill	304.99 R
10824	BP	28/06/2022	8203	AWright exp	Mileage for June 22	-24.75 R
10827	BP	28/06/2022	6502	142846	Legionella water testing	-60.00 R
10828	BP	28/06/2022	7550	153954463	Zoom reimbursement June-July 22 A Wood	-11.99 R
10857	BR	28/06/2022	4002	134	Memorial fee Farrer	254.60 N
10874	BP	30/06/2022	7901	bank charges	Bank charges for the quarter	-40.35 R
10866	BP	01/07/2022	6502	1178	Annual boiler service	-100.00 N
10900	BP	06/07/2022	7030	0053	Summer show marquee	-370.00 N
10903	BP	07/07/2022	6502	3895	Replacement tap enclosure box	-69.00 N
10891	BP	15/07/2022	6306	3432973	Community garden replacement bin	-396.00 N
10904	BP	15/07/2022	6502	290437	Replacement LRD lightbulbs	-32.22 N
10905	BP	15/07/2022	6502	0138	Replacement gutter brackets	-26.27 N
10934	BP	15/07/2022	2220	July 22 payroll	July 22 net wages	-4,615.43 N
10935	BP	15/07/2022	2210	July 22 payroll	July 22 PAYE	-642.20 N
10936	BP	15/07/2022	2210	July 22 payroll	July 22 Ee NIC	-190.72 N
10937	BP	15/07/2022	2210	July 22 payroll	July 22 Er NIC	-359.04 N
10938	BP	15/07/2022	2230	July 22 payroll	July 22 Pension admin	-17.57 N
10939	BP	15/07/2022	2220	July 22 payroll	July 22 staff pension	-219.68 N
10940	BP	15/07/2022	2230	July 22 payroll	July 22 Ers pension contribution	-823.75 N
10960	BR	19/07/2022	2202	103561509	VAT Refund	4,244.04 N

<b>Date:</b>		20/07/2022					
<b>Day Books: Supplier Payments (Summary)</b>							
<b>Date From:</b>		20/06/2022					
<b>Date To:</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>B</b>
10813	PP	20/06/2022	ECOTRICI	Eco elec dd	Seymour electricity dd	70.23	R
10814	PP	20/06/2022	ECOTRICI	Eco gas dd	Seymour gas dd	19.53	R
10816	PP	20/06/2022	VIRGIN	Vir dd	Caretakers mobile monthly charge dd	8.40	R
10820	PP	21/06/2022	PLUSNET	Pnet 027	Seymour wifi monthly dd	23.62	R
10858	PP	24/06/2022	EBM	EBM dd	Printing and photocopying monthly dd	24.00	R
10763	PP	28/06/2022	AMAZON	Amazon cape	Jubilee fancy dress items	19.90	R
10764	PP	28/06/2022	AMAZON	Amazon mask	Jubilee fancy dress items	9.98	R
10765	PP	28/06/2022	AMAZON	Amazon sceptre	Jubilee fancy dress items	5.59	R
10776	PP	28/06/2022	CSH	CSH 562404	Symour bin emptying monthly charge	255.84	R
10778	PP	28/06/2022	JMPAYROL	JM34909	Payroll monthly charge	30.00	R
10783	PP	28/06/2022	JPB	JPB1362	Rolling of pitches and 2 x interments	373.63	R
10807	PP	28/06/2022	LODGE	LIS61981	Phone calls, broadband and line rental	61.57	R
10808	PP	28/06/2022	LODGE	LIS20418	Hosting and support	126.00	R
10809	PP	28/06/2022	LODGE	LIS20396	Office 365 licences and Cllrs emails (GDPR)	207.00	R
10818	PP	28/06/2022	PRINTWIS	PW2240754	Tetrapak bin emptying 2 visits	158.92	R
10823	PP	28/06/2022	PLAYSAFE	PS63323	Annual RoSPA report for playgrounds	235.20	R
10826	PP	28/06/2022	MS2	MS2 ins	Office insurance contribution for the year	363.35	R
10864	PP	28/06/2022	LODGE	ICE20429	Managed anti-virus service annual charge for 6 computers	360.00	R
10881	PP	30/06/2022	JPB	JPB dd	Grounds maintenance monthly dd	3,931.74	R
10868	PP	01/07/2022	JS	JS1178	Annual boiler service Seymour	100.00	N
<b>10911</b>	<b>PP</b>	<b>01/07/2022</b>	<b>BRENTWOO</b>	<b>BBC suite 2</b>	<b>Office business rates</b>	<b>379.00</b>	<b>N</b>
<b>10912</b>	<b>PP</b>	<b>01/07/2022</b>	<b>BRENTWOO</b>	<b>BBC suite 3</b>	<b>Office business rates</b>	<b>289.00</b>	<b>N</b>
<b>10913</b>	<b>PP</b>	<b>01/07/2022</b>	<b>BRENTWOO</b>	<b>BBC seymour</b>	<b>Seymour business rates</b>	<b>207.00</b>	<b>N</b>
<b>10914</b>	<b>PP</b>	<b>01/07/2022</b>	<b>BRENTWOO</b>	<b>BBC cemetery</b>	<b>Cemetery business rates</b>	<b>192.00</b>	<b>N</b>
10884	PP	06/07/2022	ANGLIANW	AWdd	Seymour water rates monthly dd	34.00	N
10899	PP	07/07/2022	JK	JK x 2	Pavilion and office cleaning monthly charge	760.00	N
<b>10967</b>	<b>PP</b>	<b>14/07/2022</b>	<b>POZITIVE</b>	<b>Poz dd</b>	<b>Lychgate electricity for month</b>	<b>48.15</b>	<b>N</b>
10860	PP	15/07/2022	LODGE	LIS62002	Phone hosting for month	36.00	N
10887	PP	15/07/2022	JMPAYROL	JM35189	Payroll service monthly charge	30.00	N
10889	PP	15/07/2022	CSH	CSH565818	Seymour bin emptying monthly charge	190.49	N
10895	PP	15/07/2022	AMAZON	Amazon x 3	Tree guards, WD40 and alarm batteries for Seymour	25.82	N
<b>10902</b>	<b>PP</b>	<b>15/07/2022</b>	<b>PRINTWIS</b>	<b>PW2243678</b>	<b>Tetrapac recycling monthly charge</b>	<b>79.46</b>	<b>N</b>
<b>10962</b>	<b>PP</b>	<b>15/07/2022</b>	<b>BBALARMS</b>	<b>BB 50</b>	<b>Seymour alarm monthly maintenance charge</b>	<b>18.00</b>	<b>N</b>
<b>10964</b>	<b>PP</b>	<b>18/07/2022</b>	<b>ECOTRICI</b>	<b>Eco gas</b>	<b>Seymour gas dd</b>	<b>18.90</b>	<b>N</b>
<b>10966</b>	<b>PP</b>	<b>18/07/2022</b>	<b>PLUSNET</b>	<b>Pnet dd</b>	<b>Seymour wifi dd</b>	<b>23.62</b>	<b>N</b>
<b>10963</b>	<b>PP</b>	<b>20/07/2022</b>	<b>VIRGIN</b>	<b>Virgin dd</b>	<b>Caretakers mobile monthly charge dd</b>	<b>8.40</b>	<b>N</b>
<b>10970</b>	<b>PP</b>	<b>26/07/2022</b>	<b>LODGE</b>	<b>LIS20748</b>	<b>MS office licenses for staff and councillors monthly charge</b>	<b>207.00</b>	<b>N</b>
<b>10972</b>	<b>PP</b>	<b>26/07/2022</b>	<b>BL&amp;S</b>	<b>BLS46435</b>	<b>Spare keys for the pavilion</b>	<b>21.60</b>	<b>N</b>
<b>10975</b>	<b>PP</b>	<b>26/07/2022</b>	<b>COMMUNIC</b>	<b>CommUK x 2</b>	<b>Annual fire alarm and emergency lighting service</b>	<b>341.80</b>	<b>N</b>
<b>10977</b>	<b>PP</b>	<b>26/07/2022</b>	<b>SUELEES</b>	<b>SL5491</b>	<b>Aborted newsletter cost</b>	<b>240.00</b>	<b>N</b>

<b>BALANCES IN BANK ACCOUNTS DATED 30/6/22</b>						<b>234,074.58</b>
<b>Unity Trust Bank Current Account</b>						<b>22,522.04</b>
<b>Unity Trust Bank Savings Account</b>						<b>75,001.56</b>
<b>Petty cash</b>						<b>210.55</b>
<b>Redwood Bank</b>						<b>50,000.00</b>
<b>Yorkshire Building Society</b>						<b>86,340.43</b>