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LEGAL AND FINANCE COMMITTEE MEETING

MINUTES OF MEETING HELD: 27 February 2023, 7.30pm
VENUE: Council Chambers, Suite 3, 4 The Limes

- | | | | | |
|---------------------|--------------|------------------------------|---------|------------------------|
| Present: | Cllrs | P Jeater
(Chair) | P Davey | R Whittow-
Williams |
| Absent | Cllrs | B Bull | M Hart | |
| Also present | | A Wood
(Clerk and
RFO) | | |
- LF23/001 Apologies for Absence – for noting but not approval**
Apologies were received from Cllr Bull.
- LF23/002 Announcements and Declarations of Interest**
There were no declarations of interest presented.
- LF23/003 Public Participation**
No members of the public were in attendance.
- LF23/004 To approve the minutes of the Legal and Finance Committee meeting held on 19 December 2022**
The minutes were approved and signed as an accurate record by Cllr Jeater.
- LF23/005 Matters arising for report / Information Exchange (not for resolution)**
Cllr Jeater reported on a decision made at the Facilities Committee to allow for the installation of a new path at the Bell Mead Community Garden. This required the part reallocation of budget from the Fryerning Cemetery.
- LF23/006 Grant applications**
A grant application was received from Stones Athletic YFC Under 10s for football kit. It was **RESOLVED that a grant of £700 be awarded for the purchase of the new kit.**
Proposed: Cllr Davey
Seconded: Cllr Jeater
All agreed
- LF23/007 To review the wording of the following contracts in advance of award**
- **Grounds maintenance contract agreement**
 - **Gardening contract agreement**
- The current agreement was reviewed, and the committee considered the wording to be acceptable. The Clerk will proceed with this project and the appointment of the contractor will be made at Full Council. It was noted that the March Legal and Finance Committee might be replaced with an Extraordinary Full Council for this purpose.
- LF23/008 Risk Management**
Nothing tabled.
- LF23/009 GDPR matters**
Nothing tabled.
- LF23/010 Finance and Payment approval**
- The new payments and receipts February / March 2023 were approved.
 - The profit and loss report for the month of January 2023 was received and approved.

- The Budget tracker for 2022/23 was reviewed.

LF23/011 Items for inclusion in the next agenda (not requiring resolution or action)

There were no items.

LF23/012 Chair to close the meeting

The meeting closed at 7.53pm.

The next Legal and Finance Committee to be confirmed.

Appendix LF23/010

BALANCES IN BANK ACCOUNTS DATED 31/1/23		220,747.21
Unity Trust Bank Current Account		28,140.99
Unity Trust Bank Savings Account		55,482.73
Petty cash		36.41
Redwood Bank		50,210.29
Yorkshire Building Society		86,876.79

Date:		22/02/2023					
Date From:		01/02/2023		Day Books: Supplier Payments (Summary)			
Date To:		31/12/2050					
No	Type	Date	N/C	Ref	Details	Gross	B
11628	PP	03/02/2023	ICCM	ICCM 15539	R Spouge Cemetery Compliance course	162.00	N
11635	PP	03/02/2023	EUROFFIC	Eurooffice 4329250	Sationery, stamps and wall clock	106.54	N
11646	PP	03/02/2023	ESSEXLIB	ECC 1020343839	Tree survey for 2022 for all 3 sites	930.00	N
11630	PP	10/02/2023	SUELEES	SL5759	Website maintenance annual fee	40.00	N
11632	PP	10/02/2023	SPECTRUM	Spectrum IPC/001/102	High Street Christmas trees - electrical fees	1278.00	N
11667	PP	10/02/2023	JK	JK 0022/0014	Office and pavilion cleaning for January 23	660.00	N
11669	PP	10/02/2023	JPB	JPB 150	St Edmunds churchyard hedge reduction (Facilities)	420.00	N
11680	PP	10/02/2023	LODGE	LIS 22781/22805	Office 365 licences for cllrs and staff, back up and remote	333.00	N
11684	PP	10/02/2023	EALC	EALC 16161	B Bull New Councillor training course	216.00	N
11671	PP	28/02/2023	AMAZON	Amazon 7TAEUI	Baby change unit for Seymour Pavilion	89.99	N
11739	PP	10/02/2023	DEFIB	Defib 84163	replacement batter for Fryerning defibrillator	346.80	N
11743	PP	10/02/2023	LODGE	LIS 12125757	Phone calls, line rental and broadband for the month	99.88	N
11745	PP	10/02/2023	JPB	JPB 151	Interment	54.00	N
11747	PP	10/02/2023	JPB	JPB 128	Bell mead garden path installation	1168.54	N
11749	PP	10/02/2023	SUELEES	SL5792	CookieYes yearly subscription	70.00	N
11755	PP	10/02/2023	JMPAYROL	J&M 37062	Monthly payroll fee	42.00	N
11810	PP	20/02/2023	ECOTRICI	Eco elec dd	Seymour electricity for January	63.70	N
11811	PP	20/02/2023	ECOTRICI	Eco gas dd	Seymour gas for January	143.18	N
11812	PP	20/02/2023	PLUSNET	PNet 035	Seymour wifi monthly dd	23.62	N
11751	PP	28/02/2023	PRINTWIS	Printwaste 2253729	Tetrapak recycling monthly charge	79.46	N
11753	PP	28/02/2023	AMAZON	Amazon GQAEUI	Stud lock glue for Seymour door	12.44	N
11757	PP	28/02/2023	CSH	CSH 590226	Seymour bin emptying monthly charge	265.58	N
11760	PP	28/02/23	TRADE	TradeUK x 2	Replacement outside light and woodscrews	29.28	N
11801	PP	28/02/23	FRIENDSO	FHE 2023	Friends of Historic Essex annual membership	12.00	N
11799	PP	10/03/23	AMAZON	Amazon 27839	Replacement tea urn at Seymour	79.99	N
11807	PP	10/03/23	LODGE	LIS 23198/23221	MS office licenses for staff and councillors, IT support and backup	333.00	N

