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LEGAL AND FINANCE COMMITTEE MEETING

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

- Present:** Cllrs P Jeater (Chair) P Davey R Whittow-Williams M Hart
- Also present** Cllrs B Bull A Wood (Clerk and RFO) – attended online
- LF23/013 Apologies for Absence – for noting but not approval**
All councillors were present
- LF23/014 Announcements and Declarations of Interest**
There were no declarations of interest presented.
- LF23/015 Public Participation**
No members of the public were in attendance.
- LF23/016 To approve the minutes of the Legal and Finance Committee meeting held on 27 February 2023**
The minutes were approved and will be signed as an accurate record by Cllr Jeater.
- LF23/017 Matters arising for report / Information Exchange (not for resolution)**
No matters were arising for report
- LF23/018 Grant applications**
Cllrs Jeater and Hart declared a non-pecuniary interest in this application and decided not to vote on the matter.
A grant application was received from Read My Lips Lipreading and Sign Language service for the free use of Seymour Pavilion. It was **RESOLVED that 30 free sessions be awarded.**
Proposed: Cllr Whittow-Williams
Seconded: Cllr Bull
All agreed
- LF23/019 Risk Management**
Nothing tabled.
- LF23/020 GDPR matters**
Nothing tabled.
- LF23/021 Finance and Payment approval**
- The new payments and receipts March / April 2023 were approved.
 - The profit and loss report for the month of March 2023 was received and approved.
 - The Budget tracker for 2022/23 was reviewed.
- LF23/022 Items for inclusion in the next agenda (not requiring resolution or action)**
There were no items.
- LF23/023 Chair to close the meeting**
The meeting closed at 7.48pm.
The next Legal and Finance Committee on the 24 April 2023, 7.30pm, Council Chambers, Suite 3, 4 The Limes, Ingatestone, CM4 0BE

Appendix LF23/021

Date:		22/03/2503							
Date From:		01/03/2023		Day Books: Supplier Payments (Summary)					
Date To:		31/12/2050							
No	Type	Date	N/C	Ref	Details	Gross	B		
11799	PP	10/03/2023	AMAZON	Amazon 27839	Replacement tea urn at Seymour	79.99	N		
11807	PP	10/03/2023	LODGE	LIS 23198/23221	MS office licenses for staff and councillors, IT support and backup	333.00	N		
11847	PP	10/03/2023	CSH	CSH 594071	Seymour bin emptying monthly charge	214.85	N		
11850	PP	10/03/2023	JK	JK 023/015	Office and pavilion cleaning for Feb 23	920.00	N		
11852	PP	10/03/2023	JMPAYROL	J&M37336	Monthly payroll fee	42.00	N		
11866	PP	10/03/2023	LODGE	ICE 12125967	Telephone calls, line rental - phone and broadband	96.89	N		
11869	PP	10/03/2023	JPB	JPB 165	Additional line marking and 3 x interments	342.00	N		
11871	PP	10/03/2023	HEATHERL	Heatherland 32334	Skip replacement in cemetery	208.00	N		
11887	PP	15/03/2023	BBALARMS	BB dd	Alarm service monthly charge	18.00	N		
11886	PP	16/03/2023	JS	JS1263	Repair to toilet in Seymour - call out and equipment	100.00	N		
11898	PP	16/03/2023	POZITIVE	Poz 3000143	Lychgate electricity monthly charge	9.70	N		
11907	PP	17/03/2023	LODGE	LIS 23244	MS licenses for staff and councillors for 2023/24	2178.00	N		
11970	PP	20/03/2023	ECOTRICI	Eco elect dd	Seymour electricity for March	15.01	N		
11971	PP	20/03/2023	ECOTRICI	Eco gas dd	Seymour gas for March	226.15	N		
11972	PP	20/03/2023	PLUSNET	PNet 036	Seymour wifi for March	23.62	N		
11873	PP	24/03/2023	MS2	MS2 rent	Office rent and service charge for quarter	5390.60	N		
11877	PP	28/03/2023	PRINTWIS	Pwaste 2255927	Tetrapak recycling service monthly charge	79.46	N		
11975	PP	29/03/2023	JMPAYROL	JM 37359	Payroll service monthly charge	42.00	N		
11977	PP	14/04/2023	TRADE	TUK 619568	Lychgate light replacement	32.92	N		
11979	PP	14/04/2023	LODGE	ICE23531	Backup and IT support	126.00	N		

Date:		22/03/2023							
Date From :		01/03/2023		Bank Payments & Receipts by Bank Account					
Date To :		31/12/2050							
No	Type	Date	N/C	Ref	Details	Gross	B		
11860	BR	01/03/23	4007	Church grant received	Church grant for 12 seater picnic bench for com	1,750.00	N		
11892	BR	07/03/23	4002	175	Memorial fee Holmes G40A	254.60	N		
11893	BR	09/03/23	4002	176	Exclusive rights and interment Witney	492.00	N		
11821	BP	10/03/23	8200	IFPC grant	Stones U10 grant	-700	N		
11863	BP	10/03/23	6204	9674	12 seater picnic bench for church community gra	-3,900.00	N		
11894	BR	14/03/23	4002	177	Outstanding balance ref 175	25.40	N		
11895	BR	14/03/23	4002	178	Additional inscription Harper H61	91	N		
11896	BR	15/03/23	4002	179	Interment fee Morgan E162 BACS	667.00	N		
11961	BP	22/03/23	2220	Mar 23 payroll	Mar 23 net wages	-4,556.24	N		
11962	BP	22/03/23	2210	Mar 23 payroll	Mar 23 PAYE	-772.00	N		
11963	BP	22/03/23	2210	Mar 23 payroll	Mar 23 Ee NIC	-152.18	N		
11964	BP	22/03/23	2210	Mar 23 payroll	Mar 23 Er NIC	-318.26	N		
11965	BP	22/03/23	2230	Mar 23 payroll	Mar 23 pension admin	-16.56	N		
11966	BP	22/03/23	2220	Mar 23 payroll	Mar 23 staff pension	-207.04	N		
11967	BP	22/03/23	2230	Mar 23 payroll	Mar 23 Ers pension	-783.87	N		
11973	BP	29/03/23	7550	zoom Mar/Apr	Zoom reimbursement A Wood Mar/Apr 23	-12.99	N		

BALANCES IN BANK ACCOUNTS DATED 28/2/23									
Unity Trust Bank Current Account								206,730.58	
Unity Trust Bank Savings Account								14,054.36	
Petty cash								55,482.73	
Redwood Bank								106.41	
Yorkshire Building Society								50,210.29	
								86,876.79	