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LEGAL AND FINANCE COMMITTEE MEETING

MINUTES OF MEETING HELD: 26th June 2023, 7.30pm
VENUE: Council Chambers, Suite 3, 4 The Limes

- Present:** Cllrs P Jeater (Chair) P Davey B Bull M Hart
- Also present** A Wood (Clerk and RFO) – attended online
- Absent** Cllrs R Whittow-Williams C Russell
- LF23/038 To elect a Chair and Vice Chair for this committee**
Cllr Jeater was elected as Chair, proposed Cllr Davey, seconded, Cllr Hart, all agreed
Cllr Davey was elected as Vice Chair, proposed Cllr Jeater, seconded, Cllr Hart, all agreed
- LF23/039 Apologies for Absence – for noting but not approval**
Apologies were received from Cllr Whittow-Williams
- LF23/040 Announcements and Declarations of Interest**
Cllr Jeater declared a non-pecuniary interest in the grant application from the Charles Cox Trust as he is Chair of that charity.
- LF23/041 Public Participation**
No members of the public were in attendance.
- LF23/042 To approve the minutes of the Legal and Finance Committee meeting held on 24 April 2023**
The minutes were approved and will be signed as an accurate record by Cllr Jeater.
- LF23/043 Matters arising for report / Information Exchange (not for resolution)**
No matters were arising for report
- LF23/044 To consider recommending to Full Council that it obtains an Equals pre-paid Mastercard**
The clerk provided a briefing document on the matter, and it was **RESOLVED** that the above recommendation be submitted to Full Council with a maximum balance of £500 to be added on the card. It was further **RESOLVED** that the Clerk obtain permission to top up the card following a report to the committee or confirmation by email. It was **RESOLVED** that money for petty cash could be obtained from an ATM using the card but only following approval from either Legal & Finance Committee or Full Council.
Proposed: Cllr Jeater
Seconded: Cllr Hart
All agreed
- LS23/045 To consider any grant applications received**
- Durning FC – the committee agreed that they were unable to provide a grant for hire fees for Seymour Field but that they would welcome a resubmission for kit and match equipment. The Clerk was asked to report this to the club.

- It was RESOLVED to defer the Durning FC and Charles Cox Trust grant application decision to the September meeting.
Proposed: Cllr Jeater
Seconded: Cllr Davey
All agreed

LF23/046 Risk Management

Nothing tabled.

LF23/047 GDPR matters

Nothing tabled.

LF23/048 Finance and Payment approval

The new payments and receipts June / July 2023 were approved. It was agreed that a more detailed review of the Budget Tracker be undertaken at the October meeting

LF23/049 Items for inclusion in the next agenda (not requiring resolution or action)

There were no items.

LF23/050 Chair to close the meeting

The meeting closed at 7.56pm.

The next Legal and Finance Committee on the 24th July 2023, 7.30pm, Council Chambers, Suite 3, 4 The Limes, Ingatstone, CM4 0BE

Appendix LF23/048

Date:		21/06/2023					
		Day Books: Supplier Payments (Summary)					
Date From:	21/05/2023						
Date To:	31/12/2050						
No	Type	Date	N/C	Ref	Details	Gross	B
12292	PP	23/05/2023	ECOTRICI	Eco elec 03597182	Seymour electricity for month dd	111.15	R
12293	PP	23/05/2023	ECOTRICI	Eco gas 03597180	Seymour gas for month dd	321.74	R
12297	PP	23/05/2023	POZITIVE	Poz 3380229	Lychgate electricity for month dd	13.18	R
12313	PP	25/05/2023	EBM	EBM dd	Printing and copying charge for month dd	24.01	R
12316	PP	31/05/2023	SOLO	Solo 6131192	June newsterr printing	612.43	R
12324	PA	31/05/2023	JPB	JPB SO	Grounds maintenance contract for May 23	3922.58	R
12355	PP	01/06/2023	BRENTWOO	BBC seymour	Seymour rates June 23	207.00	N
12356	PP	01/06/2023	BRENTWOO	BBC cemetery	Cemetery rates June 23	79.00	N
12357	PP	01/06/2023	BRENTWOO	BBC suite 3	Office rates June 23	247.00	N
12358	PP	01/06/2023	BRENTWOO	BBC suite 2	Office rates June 23	344.00	N
12300	PP	09/06/2023	AMAZON	Amazon 8285	Anti graffiti paint for teenage shelter	37.99	N
12301	PP	09/06/2023	AMAZON	Amazon 195	Identity tags for defibrillators	10.98	N
12304	PP	09/06/2023	LODGE	ICE 24189	Back up and remote support for May 23	126.00	N
12309	PP	09/06/2023	AMAZON	Amazon 6748	Summer show entrance wristbands	49.38	N
12312	PP	09/06/2023	SOLO	Solo 3414299	Summer show 3 x banners	141.34	N
12325	PP	09/06/2023	JPB	JPB 204	Piutch works under the new grant and 2 x interments	1645.80	N
12346	PP	09/06/2023	JPB	JPB 204	VAT adjustment on standing order for grounds maint	0.02	N
12374	PP	09/06/2023	JK	JK x 2	Office and pavilion clean for May 23	750.00	N
12377	PP	09/06/2023	LODGE	ICE 12126621	Phone lines, broadband lines and phone calls for	97.72	N
12371	PP	12/06/2023	POZITIVE	Poz dd	Lychgate electricity for month dd	10.74	N
12379	PP	15/06/2023	JS	JS 1296	Seymour boiler annual service	80.00	N
12389	PP	15/06/2023	BBALARMS	BB dd June 23	Seymour alarm monitoring monthly so	18.00	N
12391	PP	16/06/2023	SAGE	Sage dd	Annual sage subscription	432.00	N
12397	PP	19/06/2023	PLUSNET	PNet dd 039	Seymour wifi monthly dd	23.62	N
12394	PP	20/06/2023	ECOTRICI	Seymour gas dd	Seymour gas Mar-May	134.48	N
12395	PP	20/06/2023	ECOTRICI	Seymour electricity dd	Seymour electricity Mar-May	210.48	N
12364	PP	23/06/2023	CSH	CSH 607553	Seymour bin emptying for May 23	270.19	N
12306	PP	23/06/2023	MS2	MS2 rent	Office rent and service charge for quarter.	5390.60	N
12365	PP	27/06/2023	PRINTWIS	PWR 2259974	Tetra-pak recycling service monthly payment	79.46	N
12366	PP	27/06/2023	HEATHERL	Hea 32711	Fryerning cemetery skip replacement	220.00	N
12369	PP	27/06/2023	BRENTWOO	BBC 100406988	Dog bins and Fryerning litter bin emptying 6 months	484.80	N
12385	PP	27/06/2023	REALISEF	Realise 4549	Bench for Seymour field (donation received)	849.59	N
12399	PP	27/06/2023	DOR2DOR	D2D 1057	June 23 newsletter delivery	1029.00	N
12415	PP	27/06/2023	JMPAYROL	J&M 38170	Monthly payroll fee	42.00	N
12417	PP	27/06/2023	VIKING	Viking 2597765	Stamps, paper and notebooks	56.86	N
12388	PP	29/06/2023	LODGE	ICE 24487	Back up and remote support for June 23	126.00	N

Date:	21/06/2023						
Bank Payments & Receipts by Bank Account							
Date From :	21/05/2023						
Date To :	31/12/2050						
No	Type	Date	N/C	Ref	Details	Gross	B
12328	BR	22/05/23	4005	summer show stall	Summer show deposit Emily Kline Design	25.00	R
12327	BR	30/05/23	4005	summer show stall	Summer show deposit Maass R	25.00	R
12342	BR	31/05/23	4005	stall dep	Stall deposit Godfrey	25.00	R
12347	BP	31/05/23	7600	land reg fee	Land registry search A12 offslip	-6.00	R
12302	BP	09/06/23	7550	A Wood zoom	A Wood zoom reimbursement May/June23	-12.99	N
12407	BP	21/06/23	2220	June 23 payroll	June 23 net wages	-4,535.58	N
12408	BP	21/06/23	2210	June 23 payroll	June 23 paye	-824.80	N
12409	BP	21/06/23	2210	June 23 payroll	June 23 Ee NIC	-175.10	N
12410	BP	21/06/23	2210	June 23 payroll	June 23 Er NIC	-375.67	N
12411	BP	21/06/23	2230	June 23 payroll	June 23 pension admin	-17.50	N
12412	BP	21/06/23	2220	June 23 payroll	June 23 staff pension	-218.79	N
12413	BP	21/06/23	2230	June 23 payroll	June 23 Ers pension	-881.68	N
12380	BP	27/06/23	7015	02345251	PRS / PPL licence	-209.52	N
12381	BP	27/06/23	6204	11149/1	Plaque for garden	-54.00	N
12386	BP	27/06/23	6502	146866	Annual legionella testing	-60.00	N
BALANCES IN BANK ACCOUNTS DATED 31/5/23						249,008.49	
Unity Trust Bank Current Account						108,965.95	
Unity Trust Bank Savings Account						89,254.28	
Petty cash						36.27	
Redwood Bank						50,751.99	
Yorkshire Building Society						0.00	