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LEGAL AND FINANCE COMMITTEE MEETING

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

Present:	Clirs	P Jeater (Chair	P Davey	J McGuinness	C Russell	
		M Hart	B Bull			
Also present		A Wood (Clerk and RFO) – attended online				
Absent	Clirs	R Whittow- Williams				
LF23/075		es for Absence ogies were rece	– for noting but n eived.	ot approval		
LF23/076			eclarations of Inte	erest		
	None pre	esented.				
LF23/077		ırticipation				
			olic were in atten			
LF23/078	To approve the minutes of the Legal and Finance Committee meeting held on 23 rd October 2023 The minutes were approved and signed as an accurate record by Cllr Jeater.					
LF23/079						
	No matters were arising for report.					
LS23/080	 To consider any grant applications received Following details consideration, it was RESOLVED to award £750 to Ingatestone Bowling Club for works on the upgrading of their irrigation system. Proposed: Cllr Jeater Seconded: Cllr Hart All agreed It was RESOLVED to award £750 Elim Food Bank on the provision of a completed grant application form and to be supported by receipts for items purchased using the grant award at a later date. Proposed: Cllr Jeater Seconded: Cllr Davey All agreed 					
LF23/081	Risk Management Nothing tabled.					
LF23/082	GDPR mo					
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LF23/083	 Finance and Payment approval The new payments and receipts for November 2023 were reviewed and approved. The profit and loss reports for October and November were reviewed. 					

	The budget tracker for 2022/23 was reviewed.			
LF23/084	Items for inclusion in the next agenda (not requiring resolution or action)			
	Cllr Jeater advised that unless any urgent matters arose, then the next meeting			
	will be in January 2024			
LF23/085	Chair to close the meeting			
	The meeting closed at 8.32pm.			
	The next Legal and Finance Committee is on the 22 nd January 2024, 7.30pm,			
	Council Chambers, Suite 3, 4 The Limes, Ingatestone, CM4 0BE			

Appendix LF23/083

 No
 Type
 Date
 Ref

 12987
 VP
 02/11/2023
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Date:	22/1	1/2023					
			Day Books:	Supplier Payments (Summary)		
Date Fi	om:	22/10/2023					
DateTo):	31/12/2050					
No	Тур	Date	N/C	Ref	Details	Gross	В
12889	PP	24/10/2023	LODGE	LIS 12127488	Phone lines, broadband, phone calls and 3CX hosting	97.31	R
12899	PP	24/10/2023	JPB	JPB 288	2 x interment of ashes	123.00	R
12901	PP	24/10/2023	JS	JS 1358	Repair to the hot water shower system in Seymour	120.00	R
12903	PP	24/10/2023	JMPAYROL	JM 39169	Monthly payroll fee	42.00	R
12905	PP	24/10/2023	DOR2DOR	D2D 1075	Newsletter distribution for Oct 23	1023.00	R
12946	PP	25/10/2023	EBM	EBM 122286	Printing copying and photocopying monthly dd	24.00	R
12941	PP	27/10/2023	SJTIDD	SJ Tidd	2 x new bollards at Seymour car park	840.00	R
12983	PP	31/10/2023	JPB	JPB SO	Monthly grounds maintenance SO	3922.60	R
12945	PP	01/11/2023	BT	BT 1001WP	New Seymour wifi monthly dd	25.26	N
12959	PP	01/11/2023	BRENTWOO	Nov 23 rates x 4	Business rates - cemetery, 2 offices and seymour	877.00	N
13006	PP	06/11/2023	ANGLIANW	Wave dd	Seymour water rates monthly dd	107.00	N
12967	PP	09/11/2023	JK	JK 0023/0030	Office and pavilion clean for Oct 23	870.00	N
12931	PP	10/11/2023	LODGE	LIS 25863	Backup and remote IT support	126.00	N
12933	PP	10/11/2023	EALC	EALC 17037	A Wright playground inspection course, Planning briefing J	546.00	N
12936	PP	10/11/2023	TRADE	Trade UK x 2	Cable ties and extension lead	12.23	N
12939	PP	10/11/2023	AMAZON	Amazon x 2	Network switch and ether cable for Seymour	23.68	
12943	PP	10/11/2023	LODGE	ICE 25880	Domain web hosting annual charge	475.20	_
12994	PP	10/11/2023	JPB	JPB 304	Interment of ashes	61.50	
12996	PP	10/11/2023	BBALARMS	BB 3965	Reprogramming of alarm system to new router	78.00	
13000	PP	10/11/2023	LODGE	LIS 12127702	3CX hosting and phone calls	37.98	
13009	PP	13/11/2023	POZITIVE	Poz 4367559 DD	Lychgatge electricity for month - dd	10.74	
13011		15/11/2023	BBALARMS		Monthly alarm monitoring charge - SO	18.00	
L2991		28/11/2023	CSH	CSH 626424	Seymour bin emptying for October 2023	247.92	
13013 13015		28/11/2023 28/11/2023	TRADE BL&S	Trade UK 41125 BL&S 49734	Broom and dutpan set for Seymour changing rooms	29.97 47.82	
13015	PP	28/11/2023	BL&S JMPAYROL	BL&S 49/34 JM 39467	Replacement keys and securotiy chain for Seymour Monthlyu payroll fee	47.82 42.00	
13034	PP	28/11/2023	LODGE	ICE26228	Backup and remote IT support	126.00	
13037	PP	15/12/2023	EUROFFIC	Euro4455566	Paper for the printer	65.98	

Date:		22/11/2023				
					Bank Payments & Receipts by Bank Account	
Date F	rom :	22/10/2023				
Date T	o :	31/12/2050				
No	Туре	Date	N/C	Ref	Details	Gross B
12886	BP	24/10/23	8203	A Wright exp	Training mileage	-37.70 R
12992	BP	10/11/23	6300	CHES404	Repairs and repaint of skate park	-1,500.00 N
13001	BP	10/11/23	6502	Nov Exp	Costco membership Seymour supplies	-33.60 N
13003	BP	10/11/23	6502	1051624	Tork Bit Set tool kit	-23.99 N
13007	BP	14/11/23	7030	300036	Poppy wreath donation	-60.00 N
13023	BP	17/11/23	2220	Nov 11 payroll	Nov 11 and backdate net wages	-6,466.78 N
13024	BP	17/11/23	2210	Nov 11 payroll	Nov 11 and backdate paye	-1,485.80 N
13025	BP	17/11/23	2210	Nov 11 payroll	Nov 11 and backdate ee nic	-370.63 N
13026	BP	17/11/23	2210	Nov 11 payroll	Nov 11 and backdate er nic	-773.96 N
13027	BP	17/11/23	2230	Nov 11 payroll	Nov 11 and backdate pension admin	-25.38 N
13028	BP	17/11/23	2220	Nov 11 payroll	Nov 11 and backdate pension admin	-317.25 N
13029	BP	17/11/23	2230	Nov 11 payroll	Nov 11 and backdate pension admin	-1,285.79 N

Details

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Gross B -99.99 N

BALANCES IN BANK ACCOUNTS DATED 31/10/23	283,644.33	
Unity Trust Bank Current Account	17,293.38	
Unity Trust Bank Savings Account	129,753.26	
Petty cash	130.70	
Redwood Bank	51,466.99	
Cambridge Building Society	85,000.00	