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LEGAL AND FINANCE COMMITTEE MEETING

MINUTES OF MEETING HELD:	23rd October 2023, 7.30pm
VENUE:	Council Chambers, Suite 3, 4 The Limes

Present:	Cllrs	P Jeater (Chair)	P Davey	J McGuinness	C Russell
Also present		A Wood (Clerk and RFO)	Cllr L Emmett (sub)		
Absent	Cllrs	B Bull	M hart	R Whittow-Williams	
LF23/064	Apologies for Absence – for noting but not approval Apologies were received from Cllrs Bull, Hart and Whottow-Williams				
LF23/065	Announcements and Declarations of Interest None presented.				
LF23/066	Public Participation No members of the public were in attendance.				
LF23/067	To approve the minutes of the Legal and Finance Committee meeting held on 25th September 2023 The minutes were approved and signed as an accurate record by Cllr Jeater.				
LF23/068	Matters arising for report / Information Exchange (not for resolution) No matters were arising for report.				
LS23/069	To consider any grant applications received No applications were received. The Communications Clerk will be asked to promote the Grant Policy on social media and in newsletters				
LF23/070	Risk Management Cllr Russell reported that work on Mill Green Common to install a fence has meant that the risk of incursion has been reduced.				
LF23/071	GDPR matters Nothing tabled.				
LF23/072	Finance and Payment approval <ul style="list-style-type: none"> The new payments and receipts for October 2023 were approved. A line-by-line review of the current budget and spend was undertaken. It was noted that some lines had exceeded their budgets, and this was due to extraordinary costs but the overall spend is in line with half yearly expectations. 				
LF23/073	Items for inclusion in the next agenda (not requiring resolution or action) Nothing requested.				
LF23/074	Chair to close the meeting The meeting closed at 8.32pm. The next Legal and Finance Committee on the 27 th November 2023, 7.30pm, Council Chambers, Suite 3, 4 The Limes, Ingatestone, CM4 0BE				

Appendix LF23/072

Date:		18/10/2023				
Date From:		18/09/2023		Day Books: Supplier Payments (Summary)		
Date To:		31/12/2050				
No	Type	Date	N/C	Ref	Details	Gross B
12773	PP	18/09/2023	PLUSNET	PNet 42 dd	Seymour wifi monthly dd	23.62 R
12774	PP	20/09/2023	ECOTRICI	Eco elec dd	Seymour electricity monthly dd	94.88 R
12833	PP	25/09/2023	EBM	EBM 121623	Printing and copying monthly dd	36.73 R
12735	PP	26/09/2023	MS2	MS2 rent	Office rent and service charge quarter Sept-Dec	5390.60 R
12765	PP	26/09/2023	LODGE	LIS 12127272	Phone lines, broadband, phone calls and 3CX hosting	100.20 R
12767	PP	26/09/2023	HEATHERL	Heatherland 33113	Fryerningcemetery skip replacement	220.00 R
12769	PP	26/09/2023	LODGE	LIS 25356	Domain name renewal for the year	78.00 R
12779	PP	26/09/2023	JMPAYROL	JM 38922	Payroll service monthly charge	42.00 R
12781	PP	26/09/2023	TRADE	TUK 1414095449	Security bit set for Caretaker - playground repairs	19.99 R
12784	PP	26/09/2023	COMMUNIC	CommUK 2004518	Fire alarm annual maintenance charge	191.58 R
12785	PP	26/09/2023	COMMUNIC	CommUK 2004519	Emergency lighting annual maintenance charge	160.68 R
12787	PP	26/09/2023	SUELEES	SLC 6132	AccessiBE software for website - accessibility software	390.00 R
12794	PP	26/09/2023	AMAZON	Amazon 92141	Respect barriers for Seymour	293.92 R
12795	PP	26/09/2023	AMAZON	Amazon 140440	Goal net bags for Seymour field	39.96 R
12835	PP	27/09/2023	ECOTRICI	Eco gas 04102522	Seymour gas monthly dd	226.82 R
12832	PP	28/09/2023	DISTRIBU	Dist4U 3376IFC	Newsletter distributioun for March 2023 (disputed delivery now settled)	180.00 R
12908	PP	30/09/2023	HEATHERL	Hea 33272	2 x cemetery skips	440.00 N
12850	PP	02/10/2023	BRENTWOO	BBC rates x 4 Oct 23	Business rates - cemetery, 2 offices and seymour	877.00 N
12898	PP	02/10/2023	JPB	JPB SO	Grounds maintenance monthly standing order	3922.60 N
12885	PP	05/10/2023	ANGLIANW	Wave 12552819	Seymour water rates for the month dd	107.00 N
12827	PP	13/10/2023	TRADE	TUK 04768	First aid kit for Seymour	16.99 N
12829	PP	13/10/2023	SOLO	Solopress 3558748	Printing of autumn newsletter	699.84 N
12837	PP	13/10/2023	LODGE	ICE 25508	Backup and remote IT support	126.00 N
12839	PP	13/10/2023	ESSEXLIB	ECC 1020578926	Tree survey for Fairfield, cemetery and Seymour	1110.00 N
12853	PP	13/10/2023	MS2	MS2 garage rent	Garage lease for the year	1200.00 N
12858	PP	13/10/2023	JK	JK x 2	Office and pavilion clean for Sept 23	990.00 N
12860	PP	13/10/2023	CSH	CSH 622003	Seymour bin emptying for Sept 23	224.45 N
12874	PP	13/10/2023	LODGE	ICE 25704	SSL certificate for domain name	60.00 N
12891	PP	13/10/2023	POZITIVE	Poz 4199686	Lychgate electricity for the month dd	10.40 N
12884	PP	16/10/2023	BBALARMS	BB dd	Alarm maintenance service monthly standing order	18.00 N
12889	PP	24/10/2023	LODGE	LIS 12127488	Phone lines, broadband, phone calls and 3CX hosting	97.31 N
12899	PP	24/10/2023	JPB	JPB 288	2 x interment of ashes	123.00 N
12901	PP	24/10/2023	JS	JS 1358	Repair to the hot water shower system in Seymour	120.00 N
12903	PP	24/10/2023	JMPAYROL	JM 39169	Monthly payroll fee	42.00 N
12905	PP	24/10/2023	DOR2DOR	D2D 1075	Newsletter distribution for Oct 23	1023.00 N

CASHPLUS PRE-PAID CREDIT CARD PAYMENTS						
No	Type	Date	Ref	Details		Gross B
12880	VP	17/10/2023	223648881	Zoom annual licence 17/10/23-16/10/24		-118.17 N

BALANCES IN BANK ACCOUNTS DATED 30/09/23		220,668.19
Unity Trust Bank Current Account		25,112.41
Unity Trust Bank Savings Account		59,753.26
Petty cash		50.53
Redwood Bank		50,751.99
Cambridge Building Society		85,000.00

Date:	18/10/2023					
					Bank Payments & Receipts by Bank Account	
Date From :	18/09/2023					
Date To :	31/12/2050					
No	Type	Date	N/C	Ref	Details	Gross B
12801	BR	18/09/23	4002	212	Memorial fee M Witnet J111	280.00 N
12809	BP	20/09/23	2220	Sept 23 payroll	Sept 23 net wages	-4,536.18 R
12810	BP	20/09/23	2210	Sept 23 payroll	Sept 23 paye	-824.20 R
12811	BP	20/09/23	2210	Sept 23 payroll	Sept 23 Ee NIC	-175.10 R
12812	BP	20/09/23	2210	Sept 23 payroll	Sept 23 Er NIC	-375.67 R
12813	BP	20/09/23	2230	Sept 23 payroll	Sept 23 pension admin	-17.50 R
12814	BP	20/09/23	2220	Sept 23 payroll	Sept 23 staff pension	-218.79 R
12815	BP	20/09/23	2230	Sept 23 payroll	Sept Ers pension	-881.68 R
12843	BR	26/09/23	4002	213	Exclusive rights and interment x 2 Wood G7, G6 BACS	3,153.00 R
12844	BR	28/09/23	4001	precept	2nd Installment of 23/24 precept	95,751.50 R
12847	BP	28/09/23	8200	IFPC grant	Durning FC grant	-711.90 R
12851	BP	29/09/23	7901	Bank charges	Cash and cheque charges	-21.20 R
12872	BP	30/09/23	7901	service fee	Service charge	-40.05 R
12882	BR	10/10/23	2202	103561509	VAT Refund	3,242.43 N
12830	BP	13/10/23	7550	zoom A Wood	Zoom reimbursement A Wood 21/9/23-20/10/23	-12.99 N
12855	BP	13/10/23	7030	1023001IFPC	Artisan market contribution 11/11/23	-1,500.00 N
12917	BP	18/10/23	2220	Oct 23 payroll	Oct 23 net wages	-4,535.78 N
12918	BP	18/10/23	2210	Oct 23 payroll	Oct 23 paye	-824.60 N
12919	BP	18/10/23	2210	Oct 23 payroll	Oct 23 Ee NIC	-175.10 N
12920	BP	18/10/23	2210	Oct 23 payroll	Oct 23 Er NIC	-375.67 N
12921	BP	18/10/23	2230	Oct 23 payroll	Oct 23 pension admin	-17.50 N
12922	BP	18/10/23	2220	Oct 23 payroll	Oct 23 staff pension	-218.79 N
12923	BP	18/10/23	2230	Oct 23 payroll	Oct 23 Ers pension	-881.68 N
12886	BP	24/10/23	8203	A Wright exp	Training mileage	-37.70 N