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## CO-OPTION AND LEGAL AND FINANCE COMMITTEE MEETING

**MINUTES OF MEETING HELD:** 25<sup>th</sup> September 2023, 7.30pm  
**VENUE:** Council Chambers, Suite 3, 4 The Limes

*Agenda item LF23/051 was a meeting of the full council and so all members present took part in the co-option process*

<b>Present:</b>	<b>Cllrs</b>	P Jeater (Chair) – Full Council and L&F M Marston – Full Council	P Davey - Full Council and L&F Julie McGuinness – Full Council and L&F	R Whittow Williams – Full Council and L&F G Tullett – Full Council	M Hart – Full Council and L&F J Winter – Full Council
<b>Also present</b>		A Wood (Clerk and RFO)	1 member of the public		
<b>Absent</b>	<b>Cllrs</b>	B Bull R Lee	C Russell L Emmett	D Sankey	P Batchelor

**LF23/051 Co-option meeting**

It was **RESOLVED** to co-opt David Greenwood to the parish council.

**Proposed: Cllr Jeater**

**Seconded: Cllr Davey**

**All agreed**

*The member of the public left the meeting after this agenda item.*

*Councillors not elected to this committee remained for the duration of the meeting but did not take part in the voting.*

**LF23/052 Apologies for Absence – for noting but not approval**

Apologies were received from Cllrs Bull, Sankey, Batchelor, Lee and Russell.

**LF23/053 Announcements and Declarations of Interest**

None presented.

**LF23/054 Public Participation**

No members of the public were in attendance.

**LF23/055 To approve the minutes of the Legal and Finance Committee meeting held on 26<sup>th</sup> June 2023**

The minutes were approved and signed as an accurate record by Cllr Jeater.

**LF23/056 Matters arising for report / Information Exchange (not for resolution)**

No matters were arising for report.

**LS23/057 To consider any grant applications received**

It was **RESOLVED** to award £711.90 to Durning FC for the purchase of kit items and footballs.

Proposed: Cllr Davey

Seconded: Cllr Jeater

All agreed

**LS23/058 To review and sign the lease between IFPC and Barnoaks Management for the rent of a garage for storage of equipment at a cost of £1000+VAT per annum**

The latest copy of the lease was presented to the committee and the Clerk was asked to request some slight amendments to the wording. It was

RESOLVED that with the amendments, that two councillors will attend the office to sign the lease on behalf of the parish council

Proposed: Cllr Hart

Seconded: Cllr Jeater

All agreed

**LF23/059 Risk Management**

Nothing tabled.

**LF23/060 GDPR matters**

Nothing tabled.

**LF23/061 Finance and Payment approval**

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

**LF23/062 Items for inclusion in the next agenda (not requiring resolution or action)**

- Budget tracker review

**LF23/063 Chair to close the meeting**

The meeting closed at 8.00pm.

The next Legal and Finance Committee on the 23<sup>rd</sup> October 2023, 7.30pm, Council Chambers, Suite 3, 4 The Limes, Ingatstone, CM4 0BE

**Appendix LF23/061**

Date: 20/09/2023						
<b>Day Books: Supplier Payments (Summary)</b>						
Date From: 01/09/2023						
Date To: 31/12/2050						
No	Typ	Date	N/C	Ref	Details	Gross B
12741	PP	06/09/2023	BRENTWOO	BBC rates Sept 23	Business rates - cemetery, 2 offices and seymour	877.00 N
<b>12791</b>	<b>PP</b>	<b>06/09/2023</b>	<b>ANGLIANW</b>	<b>Wave dd</b>	<b>Seymour water rates monthly dd</b>	<b>107.00 N</b>
<b>12762</b>	<b>PP</b>	<b>11/09/2023</b>	<b>POZITIVE</b>	<b>Positive 3997193</b>	<b>Lychgate electricity monthly dd</b>	<b>10.74 N</b>
<b>12789</b>	<b>PP</b>	<b>11/09/2023</b>	<b>EE</b>	<b>EE dd 31503</b>	<b>Caretaker's mobile monthly dd</b>	<b>15.64 N</b>
12705	PP	15/09/2023	SLCC	SLCC BK211921-1	A Wood closed churchards seminar	54.00 N
12707	PP	15/09/2023	BRENTWOO	BBC 100411809	Bell Mead and Market Place car parking agreement	1718.14 N
12709	PP	15/09/2023	LODGE	ICE 25183	Backup and remote IT support	126.00 N
12733	PP	15/09/2023	CSH	CSH 618537	Seymour bin emptying for Aug 23	248.69 N
12738	PP	15/09/2023	JK	JK 0021/0028	Office and pavilion clean for Aug 23	690.00 N
12740	PP	15/09/2023	JPB	JPB 272	3 x ashes interment charge	184.50 N
<b>12776</b>	<b>PP</b>	<b>15/09/2023</b>	<b>BBALARMS</b>	<b>BB dd</b>	<b>Seymour alarm maintenance monthly so</b>	<b>18.00 N</b>
<b>12773</b>	<b>PP</b>	<b>18/09/2023</b>	<b>PLUSNET</b>	<b>PNet 42 dd</b>	<b>Seymour wifi monthly dd</b>	<b>23.62 N</b>
<b>12774</b>	<b>PP</b>	<b>20/09/2023</b>	<b>ECOTRICI</b>	<b>Eco elec dd</b>	<b>Seymour electricity monthly dd</b>	<b>94.88 N</b>
<b>12735</b>	<b>PP</b>	<b>26/09/2023</b>	<b>MS2</b>	<b>MS2 rent</b>	<b>Office rent and service charge quarter Sept-Dec</b>	<b>5390.60 N</b>
<b>12765</b>	<b>PP</b>	<b>26/09/2023</b>	<b>LODGE</b>	<b>LIS 12127272</b>	<b>Phone lines, broadband, phone calls and 3CX hosting</b>	<b>100.20 N</b>
<b>12767</b>	<b>PP</b>	<b>26/09/2023</b>	<b>HEATHERL</b>	<b>Heatherland 33113</b>	<b>Fryerningcemetery skip replacement</b>	<b>220.00 N</b>
<b>12769</b>	<b>PP</b>	<b>26/09/2023</b>	<b>LODGE</b>	<b>LIS 25356</b>	<b>Domain name renewal for the year</b>	<b>78.00 N</b>
<b>12779</b>	<b>PP</b>	<b>26/09/2023</b>	<b>JMPAYROL</b>	<b>JM 38922</b>	<b>Payroll service monthly charge</b>	<b>42.00 N</b>
<b>12781</b>	<b>PP</b>	<b>26/09/2023</b>	<b>TRADE</b>	<b>TUK 1414095449</b>	<b>Security bit set for Caretaker - playground repairs</b>	<b>19.99 N</b>
<b>12784</b>	<b>PP</b>	<b>26/09/2023</b>	<b>COMMUNIC</b>	<b>CommUK 2004518</b>	<b>Fire alarm annual maintenance charge</b>	<b>191.58 N</b>
<b>12785</b>	<b>PP</b>	<b>26/09/2023</b>	<b>COMMUNIC</b>	<b>CommUK 2004519</b>	<b>Emergency lighting annual maintenance charge</b>	<b>160.68 N</b>
<b>12787</b>	<b>PP</b>	<b>26/09/2023</b>	<b>SUELEES</b>	<b>SLC 6132</b>	<b>AccessiBE software for website - accessibility software</b>	<b>390.00 N</b>
<b>12794</b>	<b>PP</b>	<b>26/09/2023</b>	<b>AMAZON</b>	<b>Amazon 92141</b>	<b>Respect barriers and net bags for Seymour</b>	<b>293.92 N</b>
<b>BALANCES IN BANK ACCOUNTS DATED 31/08/23</b>						<b>216,149.88</b>
<b>Unity Trust Bank Current Account</b>						<b>20,594.10</b>
<b>Unity Trust Bank Savings Account</b>						<b>59,753.26</b>
<b>Petty cash</b>						<b>50.53</b>
<b>Redwood Bank</b>						<b>50,751.99</b>
<b>Cambridge Building Society</b>						<b>85,000.00</b>

<b>Date:</b>	20/09/2023						
					<b>Bank Payments &amp; Receipts by Bank Account</b>		
<b>Date From :</b>	01/09/2023						
<b>Date To :</b>	31/12/2050						
<b>No</b>	<b>Type</b>	<b>Date</b>	<b>N/C</b>	<b>Ref</b>	<b>Details</b>		<b>Gross B</b>
12744	BR	05/09/23	4002	208	Interment fee Arnold H35 - sum up		141.50 N
12746	BP	05/09/23	7901	sum up 208	Sum Up charge for 208		-2.39 N
<b>12798</b>	<b>BR</b>	<b>05/09/23</b>	<b>4002</b>	<b>209</b>	<b>Additional rights Brand E297 BACS</b>		<b>454.75 N</b>
12710	BP	15/09/23	7550	zoom A Wood	A Wood zoom 21/8/23-20/9/23		-12.99 N
<b>12770</b>	<b>BP</b>	<b>15/09/23</b>	<b>7801</b>	<b>7923</b>	<b>Village sign cleaning x 2</b>		<b>-50.00 N</b>
<b>12799</b>	<b>BR</b>	<b>18/09/23</b>	<b>4002</b>	<b>210</b>	<b>Exclusive rights Young K147</b>		<b>909.50 N</b>
<b>12800</b>	<b>BR</b>	<b>18/09/23</b>	<b>4002</b>	<b>211</b>	<b>Interment fee Young K147</b>		<b>667.00 N</b>
<b>12801</b>	<b>BR</b>	<b>18/09/23</b>	<b>4002</b>	<b>212</b>	<b>Memorial fee M Witnet J111</b>		<b>280.00 N</b>
<b>12809</b>	<b>BP</b>	<b>20/09/23</b>	<b>2220</b>	<b>Sept 23 payroll</b>	<b>Sept 23 net wages</b>		<b>-4,536.18 N</b>
<b>12810</b>	<b>BP</b>	<b>20/09/23</b>	<b>2210</b>	<b>Sept 23 payroll</b>	<b>Sept 23 paye</b>		<b>-824.20 N</b>
<b>12811</b>	<b>BP</b>	<b>20/09/23</b>	<b>2210</b>	<b>Sept 23 payroll</b>	<b>Sept 23 Ee NIC</b>		<b>-175.10 N</b>
<b>12812</b>	<b>BP</b>	<b>20/09/23</b>	<b>2210</b>	<b>Sept 23 payroll</b>	<b>Sept 23 Er NIC</b>		<b>-375.67 N</b>
<b>12813</b>	<b>BP</b>	<b>20/09/23</b>	<b>2230</b>	<b>Sept 23 payroll</b>	<b>Sept 23 pension admin</b>		<b>-17.50 N</b>
<b>12814</b>	<b>BP</b>	<b>20/09/23</b>	<b>2220</b>	<b>Sept 23 payroll</b>	<b>Sept 23 staff pension</b>		<b>-218.79 N</b>
<b>12815</b>	<b>BP</b>	<b>20/09/23</b>	<b>2230</b>	<b>Sept 23 payroll</b>	<b>Sept Ers pension</b>		<b>-881.68 N</b>