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## LEGAL AND FINANCE COMMITTEE MEETING

<b>MINUTES OF MEETING HELD:</b>	<b>22<sup>nd</sup> April 2024, 7.30pm</b>
<b>VENUE:</b>	<b>Council Chambers, Suite 3, 4 The Limes</b>

<b>Present:</b>	<b>Cllrs</b>	P Jeater (Chair)	P Davey	J McGuinness	M Hart
		C Russell			
<b>Also present</b>		A Wood (Clerk and RFO)			
<b>Absent</b>	<b>Cllrs</b>	R Whittow-Williams			

<b>LF24/041</b>	<b>Apologies for Absence – for noting but not approval</b> Apologies were noted from Cllr Whittow-Williams.
<b>LF24/042</b>	<b>Announcements and Declarations of Interest</b> Cllr Jeater announced a non-pecuniary interest in the grant application and abstained from voting.
<b>LF24/043</b>	<b>Public Participation</b> No members of the public were in attendance.
<b>LF24/044</b>	<b>To approve the minutes of the Legal and Finance Committee meeting held on 25<sup>th</sup> March 2024</b> The minutes were approved and signed as an accurate record by Cllr Jeater.
<b>LF24/045</b>	<b>Matters arising for report / Information Exchange (not for resolution)</b> No matters were arising for report.
<b>LF24/046</b>	<b>To consider any grant applications received</b> <ul style="list-style-type: none"> <li>It was <b>RESOLVED to award £700.95 to Ingatestone and Fryerning Cricket Club</b> for the purchase of kit for the youth teams. Proposed: Cllr McGuinness Seconded: Cllr Hart Four in favour with one abstention</li> </ul>
<b>LF24/047</b>	<b>To discuss the transfer of funds to Redwood Bank to minimise risk and to undertake a review of the accounts in general</b> The Clerk presented three options for savings accounts, and it was <b>RESOLVED that she open a Community Saver Account II with Skipton Building Society</b> . It was further <b>RESOLVED that money from the Unity Trust account be transferred to Redwood Bank to make the level up to £85,000</b> . Proposed: Cllr Davey Seconded: Cllr Russell All agreed.

<b>LF24/048</b>	<b>Steen Close update</b> The Clerk presented the latest update from the solicitor and advised that the recommended searches had been ordered.
<b>LF24/049</b>	<b>Risk Management</b> Cllr Hart reported on matters relating to risk covered in the new Practitioners Guide and these were noted. It was agreed that the council have mitigated for these risks appropriately.
<b>LF24/050</b>	<b>GDPR matters</b> Nothing tabled.
<b>LF24/051</b>	<b>Finance and Payment approval</b> <ul style="list-style-type: none"> <li>The new payments and receipts for April 2024 were reviewed and approved.</li> <li>The (part month) profit and loss report for April 2024 was reviewed.</li> </ul>
<b>LF24/052</b>	<b>Items for inclusion in the next agenda (not requiring resolution or action)</b> <ul style="list-style-type: none"> <li>Grant application from the Anglo European School.</li> </ul>
<b>LF24/053</b>	<b>Chair to close the meeting</b> The meeting closed at 7.55pm. The next Legal and Finance Committee is on the 27 <sup>th</sup> May 2024, 8.22pm, Council Chambers, Suite 3, 4 The Limes, Ingatstone, CM4 0BE

#### Appendix LF24/051

<b>Date:</b>	17/04/2024						
<b>Date From :</b>	17/03/2024						
<b>Date To :</b>	31/12/2050						
					<b>Bank Payments &amp; Receipts by Bank Account</b>		
<b>No</b>	<b>Type</b>	<b>Date</b>	<b>N/C</b>	<b>Ref</b>	<b>Details</b>	<b>Gross B</b>	
13526	BP	21/03/2024	2220	Mar 24 payroll	Mar 24 net wages	-4810.42	N
13527	BP	21/03/2024	2210	Mar 24 payroll	Mar 24 paye	-907.40	N
13528	BP	21/03/2024	2210	Mar 24 payroll	Mar 24 ee nic	-166.29	N
13529	BP	21/03/2024	2210	Mar 24 payroll	Mar 24 er nic	-425.48	N
13530	BP	21/03/2024	2230	Mar 24 payroll	Mar 24 pension admin	-18.49	N
13531	BP	21/03/2024	2220	Mar 24 payroll	Mar 24 staff pension	-231.10	N
13532	BP	21/03/2024	2230	Mar 24 payroll	Mar 24 ers pension	-932.22	N
13450	BP	26/03/2024	8200	IFPC grant	I&F Angling Club grant award	-750.00	N
13451	BP	26/03/2024	7030	2024001IFPC	March 24 Artisan market contribution from reserves	-1500.00	N
13510	BP	26/03/2024	8203	RS mileage	R Spouge cemetery mileage	-33.75	N
13511	BP	28/03/2024	7901	Bank charges	Bank charges 5/12/23-4/3/24	-3.60	N
13552	BP	28/03/2024	6502	24-47797	Water fountain replacement part	-78.00	R
13553	BP	28/03/2024	6502	S-0432337	Replamcenet shower heads x 13	-248.30	R
13554	BP	28/03/2024	8200	IFPC grant	Museum trust grant award	-750.00	R
13555	BP	28/03/2024	8200	IFPC grant	Allotment Association grant award	-750.00	R
13572	BP	28/03/2024	7901	bank charges	Bank service charge 05/12/23-04/3/24	-34.95	R
13584	BR	03/04/2024	4001	Precept 24/25	First instalment of precept 2024/25	98624.00	N
13585	BP	03/04/2024	7600	5362540	Land registry fee - verge outside Ardtully	-3.00	N
13636	BR	03/04/2024	4002	237	Ashes interment fee Baxman J102 - credit card	141.50	N
13630	BR	05/04/2024	4005	SS24 stall	Circles Alt Ed summer show stall	25.00	N
13638	BR	16/04/2024	2202	103561509	VAT Refund	6922.08	N
13647	BP	17/04/2024	2220	Apr 24 payroll	Apr 24 net wages	-4830.28	N
13648	BP	17/04/2024	2210	Apr 24 payroll	Apr 24 paye	-920.80	N
13649	BP	17/04/2024	2210	Apr 24 payroll	Apr 24 Ee nic	-133.03	N
13650	BP	17/04/2024	2210	Apr 24 payroll	Apr 24 Er nic	-425.48	N
13651	BP	17/04/2024	2230	Apr 24 payroll	Apr 24 pension admin	-18.49	N
13652	BP	17/04/2024	2220	Apr 24 payroll	Apr 24 staff pension	-231.10	N
13653	BP	17/04/2024	2230	Apr 24 payroll	Apr 24 ers pension	-932.22	N
13600	BP	23/04/2024	7015	2705	Summer show 24 first aid provision	-360.00	N

Date:	17/04/2024					
		<b>Day Books: Supplier Payments (Summary)</b>				
Date From:	17/03/2024					
Date To:	31/12/2050					
No	Type	Date	N/C	Ref	Details	Gross B
13411	PP	21/03/2024	MS2	MS2 rent 25/03/24	Office rent and service charge for quarter 25/3/24	5498.23 N
13413	PP	21/03/2024	MS2	MS2 balance	Underpayment error corrected before year end	0.30 N
13408	PP	26/03/2024	CSH	CSH 642149	Seymour bin emptying monthly charge	230.66 N
13422	PP	26/03/2024	LODGE	ICE 27379	Annual office 365 licenses - staff and councillors	2,178.00 N
13424	PP	26/03/2024	LODGE	ICE 12128777	Phone calls, line rental and broadband charge	83.63 N
13426	PP	26/03/2024	HEATHERL	HEA 33856	Fryerning cemetery skip replacement	220.00 N
13428	PP	26/03/2024	EALC	EALC 17371	A Zakharyeva Financial Regulations course (CiLCA)	90.00 N
13449	PP	26/03/2024	BRENTWOO	BBC 100421456	Fryerning bin and Fairfield dog bins emptying quarterly charge	285.79 N
13513	PP	26/03/2024	SSE	SSE gas 516075	Seymour gas from 17/11/23 to 21/2/24	904.01 N
13516	PP	26/03/2024	JMPAYROL	JM40520	Monthly payroll fee	42.00 N
13518	PP	26/03/2024	CIRCLES	Circles 1824	Bell Mead community garden first invoice	1,350.00 N
13542	PP	26/03/2024	LODGE	ICE 27616	Backup and remote support monthly charge	126.00 R
13543	PP	26/03/2024	CIRCLES	Circles 1825	Bell mead community garden second invoice (plants)	932.00 R
13561	PA	26/03/2024	AWRIGHT	AW Feb24	2 x padlocks for Seymour goals - replacement	37.98 R
13569	PP	27/03/2024	EBM	EBM 125645	Monthly printing and copying charge dd	24.00 R
13583	PP	02/04/2024	BRENTWOO	BBC Apr 23 rates	Business rates for 4 sites	876.93 N
<b>13609</b>	<b>PP</b>	<b>02/04/2024</b>	<b>JPB</b>	<b>JPB 1529</b>	<b>Grounds maintenance contract monthly payment</b>	<b>3,922.60 N</b>
13589	PP	03/04/2024	EALC	EALC 17473	NALC / EALC membership for the year	912.22 N
<b>13599</b>	<b>PP</b>	<b>05/04/2024</b>	<b>ELLISONS</b>	<b>Ellisons 050424</b>	<b>Steen Close search fees</b>	<b>234.00 N</b>
<b>13634</b>	<b>PP</b>	<b>05/04/2024</b>	<b>ANGLIANW</b>	<b>Wave dd</b>	<b>Seymour water rates for month (dd)</b>	<b>30.00 N</b>
<b>13629</b>	<b>PP</b>	<b>08/04/2024</b>	<b>BT</b>	<b>BT M006T</b>	<b>Seymour wifi for month (dd)</b>	<b>27.54 N</b>
<b>13628</b>	<b>PP</b>	<b>10/04/2024</b>	<b>EE</b>	<b>EE 63988</b>	<b>Caretakers mobile for month (dd)</b>	<b>16.87 N</b>
<b>13623</b>	<b>PP</b>	<b>11/04/2024</b>	<b>ZORO</b>	<b>Zoro 161372579</b>	<b>Padlock and roll dispenser for Seymour</b>	<b>38.98 N</b>
<b>13626</b>	<b>PP</b>	<b>11/04/2024</b>	<b>POZITIVE</b>	<b>Poz 5424970</b>	<b>Lychgate electricity for month (dd)</b>	<b>11.72 N</b>
13545	PP	12/04/2024	AMAZON	Amazon 7VHP	10 x tree watering bags for Fairfield new trees	149.99 N
13559	PP	12/04/2024	JK	JK x 2	Office and Seymour clean for Mar 24	870.00 N
13588	PP	12/04/2024	CSH	CSH 645737	Seymour bin emptying monthly charge	208.22 N
<b>13602</b>	<b>PP</b>	<b>12/04/2024</b>	<b>LODGE</b>	<b>ICE 12129069</b>	<b>Phone calls, line rental and broadband charge</b>	<b>85.10 N</b>
<b>13639</b>	<b>PP</b>	<b>12/04/2024</b>	<b>FRESH</b>	<b>Freshair 19046</b>	<b>50% deposit payment for outdoor gym (UKSPF grant)</b>	<b>9,867.72 N</b>
<b>13660</b>	<b>PP</b>	<b>15/04/2024</b>	<b>BBALARMS</b>	<b>BB dd</b>	<b>Seymour alarm monthly payment (so)</b>	<b>18.00 N</b>
<b>13612</b>	<b>PP</b>	<b>22/04/2024</b>	<b>SOLO</b>	<b>Solo 3806572</b>	<b>Spring 24 newsletter printing</b>	<b>699.84 N</b>
<b>13614</b>	<b>PP</b>	<b>22/04/2024</b>	<b>PRINTWIS</b>	<b>Pwaste 42867</b>	<b>Tetrapak recycling monthly charge</b>	<b>79.46 N</b>
<b>13415</b>	<b>PP</b>	<b>23/04/2024</b>	<b>SLCC</b>	<b>SLCC 248469-1</b>	<b>SLCC membership for the clerk (contract)</b>	<b>293.00 N</b>
<b>13610</b>	<b>PP</b>	<b>23/04/2024</b>	<b>JPB</b>	<b>JPB 1529</b>	<b>2 x interment of ashes</b>	<b>123.00 N</b>
<b>13655</b>	<b>PP</b>	<b>23/04/2024</b>	<b>AMAZON</b>	<b>Amazon QHAEUI</b>	<b>replacement kettle for the office</b>	<b>23.99 N</b>
<b>13657</b>	<b>PP</b>	<b>23/04/2024</b>	<b>JMPAYROL</b>	<b>JM 40802</b>	<b>Monthly payroll fee</b>	<b>42.00 N</b>
<b>13659</b>	<b>PP</b>	<b>23/04/2024</b>	<b>ICCM</b>	<b>ICCM 4626/2024/25</b>	<b>Annual membership Institute of Cemetery and Crematoria Management</b>	<b>100.00 N</b>
<b>BALANCES IN BANK ACCOUNTS DATED 31/3/24</b>						<b>230,882.19</b>
<b>Unity Trust Bank Current Account</b>						<b>12,676.58</b>
<b>Unity Trust Bank Savings Account</b>						<b>79,583.82</b>
<b>Petty cash</b>						<b>43.61</b>
<b>Cashplus card</b>						<b>160.22</b>
<b>Redwood Bank</b>						<b>52,298.93</b>
<b>Cambridge Building Society</b>						<b>86,119.03</b>