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LEGAL AND FINANCE COMMITTEE MEETING

MINUTES OF MEETING HELD:	26 th February 2024, 7.30pm
VENUE:	Council Chambers, Suite 3, 4 The Limes

Presen	t: Clirs	P Jeater (Chair)	R Whittow- Williams (arrived 7.38pm)	J McGuinness	C Russell	
		M Hart	P Davey			
Also presen	t	A Wood (Clerk and RFO				
Absen	t Clirs	B Bull				
LF24/015	15 Apologies for Absence – for noting but not approval No apologies were presented.					
LF24/016	Announcements and Declarations of Interest None presented.					
LF24/017	Public Parti	cipation	were in attendance	э.		
LF24/018	To approve the minutes of the Legal and Finance Committee meeting held on 22 nd January 2024 The minutes were approved and signed as an accurate record by Cllr Jeater.					
LF24/019	Matters aris		Information Exchan			
LF24/020	 To consider any grant applications received Following a site visit, it was RESOLVED to award £750 to Ingatestone and Fryerning Angling Club for construction works. Proposed: Cllr Russell Seconded: Cllr McGuinness Four in favour with two abstentions (Cllr Whittow-Williams arrived at this point) The clerk presented a report received from Elim Pentecostal Church relating to the spending of the £750 grant for the foodbank. This was received by the committee. 					
LF24/021	Steen Close transfer The Clerk presented correspondence from Brentwood Borough Council and a quote for works from the parish council's solicitors. It was RESOLVED that Wendy Martin of Ellisons Solicitors be appointed to undertake the legal aspects of this transfer at a cost of £1250+VAT and disbursements. This will come from earmarked reserves. Proposed: Cllr Davey Seconded: Cllr Hart All agreed					
LF24/022	Internal audit report Cllr McGuinness provided feedback on a meeting she had with the Clerk in relation to checking the council's accounts. This was received by the committee.					

LF24/023	Risk Management Cllr Hart presented an amended risk assessment relating to data assets and this amendment was noted by the committee.			
LF24/024	GDPR matters Nothing tabled.			
LF24/025	 Finance and Payment approval The new payments and receipts for February / March 2024 were reviewed and approved. The profit and loss report for January 2024 was reviewed. The budget tracker for 2023/24 was reviewed and noted that 87% of the budget had been spent at this time. 			
LF24/026	Items for inclusion in the next agenda (not requiring resolution or action) • No items were requested			
LF24/027	Chair to close the meeting The meeting closed at 8.10pm. The next Legal and Finance Committee is on the 25 th March 2024, 8.22pm, Council Chambers, Suite 3, 4 The Limes, Ingatestone, CM4 0BE			

Appendix LF24/025

Date:	21/0	2/2024					
			Day Books:	Supplier Payments (Summary)		
Date Fi	om:	21/01/2024					
DateTo):	31/12/2050					
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No	Тур	Date	N/C	Ref	Details	Gross	В
13271	PP.	22/01/2024	EBM	EBM dd	Printing and copying monthly charge	24.00	R
13174	PP	23/01/2024	SOLO	Solopress 3678393	Winter 2024 newsletter printing	620.00	R
13228	PP	23/01/2024	JPB	JPB 1502	High Street Christmas trees charge (part funded by BID grant)	5979.90	R
13230	PP	23/01/2024	PRINTWIS	PWaste 2264848	August to date Tetrapak recycling charge	357.57	
13232	PP	23/01/2024	LODGE	ICE 12128129	Phone calls, line rental and broadband charge	83.78	R
13249	PP	23/01/2024	SUELEES	SL 6261/6304	Cookie certification and annual website service	110.00	R
13254	PP	23/01/2024	JMPAYROL	J&M39993	Monthly payroll charge	42.00	R
13256	PP	23/01/2024	DOR2DOR	D2D1090	Winter 2024 newsletter delivery	1023.00	R
13281	PP	25/01/2024	BRENTWOO	BBC 100417637	To correct payment error for previous invoice	0.30	R
13288	PP	26/01/2024	BLACKWAT	Black17541	2 x sings for Fairfield playground and skate park	44.40	
13325	PP	31/01/2024	JPB	JPB dd	Grounds maintenance contract	3,922.60	_
13340	PP	07/02/2024	ВТ	BT M004 ZK	Seymour wifi monthly dd	27.54	
13309	PP	09/02/2024	A&J	A&J 37988	Seymour lighting works	3,609.60	N
13283	PP	09/02/2024	LODGE	ICE26912	Backup and remote support monthly charge	126.00	N
13302	PP	09/02/2024	EALC	EALC 17262	CiLCA and core courses for A Zakharyeva up to 31/3/24	1,146.00	N
13320	PP	09/02/2024	SSE	SSE 0001	Seymour electricity 23/11/23-16/1/24	370.70	N
13323	PP	09/02/2024	JK	JK x 2	Office and Seymour clean for Jan 24	780.00	N
13280	PP	20/02/2024	TRADE	TUK 8458	replacement downpipe and batteries for Seymour	30.94	_
13336	PP	09/02/2024	LODGE	Ice 12128341	Phone calls, line rental and broadband charge	83.81	N
13353	PP	10/02/2024	EE	EE 513969	Caretakers mobile monthly dd	15.64	N
13349	PP	12/02/2024	POZITIVE	Poz 5014529	Lychgate electrcity monthly dd	11.57	N
13356	PP	15/02/2024	BBALARMS	BB so	Seymour alarm maintenance charge monthly so	18.00	N
13339	PP	27/02/2024	PROLUDIC	Proludic 8705	Replacement ropes for climbing frame in Fairfield	241.39	N
13342	PP	27/02/2024	AMAZON	Amazon 1126	Replacement emergency lighting units x 6 for Seymour	173.94	N
13344	PP	27/02/2024	CSH	CSH 638202	Seymour bin emptying monthly charge	260.28	N
13351	PP	27/02/2024	VIKING	Viking 3745842	Postage stamps and office stationery	64.03	N
		27/02/2024		J&M 40259	Monthly payroll fee	42.00	
13360	PP	27/02/2024	PRINTWIS	TUK 2265592	Tetrapak bin emptying x 2 months	158.92	
13362	PP	27/02/2024	LODGE	ICE 27306	Backup and remote support monthly charge	126.00	N

BALANCES IN BANK ACCOUNTS DATED 31/01/24	246,641.32	
Unity Trust Bank Current Account	18,711.64	
Unity Trust Bank Savings Account	91,073.77	
Petty cash	130.70	
Cashplus card	258.22	
Redwood Bank	51,466.99	
Cambridge Building Society	85,000.00	

Date:		21/02/2024				
					Bank Payments & Receipts by Bank Account	
Date F	rom :	21/01/2024				
Date T	o :	31/12/2050				
No	Туре	Date	N/C	Ref	Details	Gross B
13233	BP	23/01/2024	8203	A Wood expenses	Mileage Councillor workshop	-13.50 R
13234	BP	23/01/2024	8205	A Wood expenses	Refreshments councillor workshop	-2.09 R
13250	BP	23/01/2024	8203	AWright exp	Mileage to costco	-18.00 R
13251	BP	23/01/2024	6502	AWright exp	Racking and moss killer	-125.25 R
13252	BP	23/01/2024	7070	2007	High Street phone box repairs	-3102.00 R
13316	BR	23/01/2024	4002	228	Memorial fee Kean K176 o/s balance	25.40 R
13317	BR	24/01/2024	4002	229	Interment fee Hardy F199	667.00 R
13285	BP	26/01/2024	7100	Allotments	Allotment rent Dec 22 and Dec 23	-270.00 R
13286	BP	26/01/2024	7100	Fairfield	Fairfield rent Dec 22 and Mar 24	-50.00 R
13318	BR	31/01/2024	4002	231	Additional inscription Pack J5 - BACS	91.00 R
13284	BP	09/02/2024	8200	IFPC grant	Helen Rollason grant for pop up shop	-336.00 N
13337	ВР	09/02/2024	6300	15706	New bin for the skate park	-251.94 N
13346	ВР	27/02/2024	6502	A Wright exp	Toilet rolls for Seymour	-38.25 N
CASHP	LUS PI	RE-PAID CREDI	T CARD	PAYMENTS		
No		Date	N/C	Ref	Details	Gross B
13365		20/02/2024	8506	50630	1 x replacement pad sets	-66 N
13366	VP	20/02/2024	8506	50628	2 x replacement pad sets	-132 N