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LEGAL AND FINANCE COMMITTEE MEETING

MINUTES OF MEETING HELD:	22nd January 2024, 7.30pm
VENUE:	Council Chambers, Suite 3, 4 The Limes

Present:	Cllrs	P Davey (Chair)	R Whittow-Williams (arrived 7.33pm)	J McGuinness	C Russell
		M Hart			
Also present		A Wood (Clerk and RFO)			
Absent	Cllrs	B Bull	P Jeater		

LF24/001	Apologies for Absence – for noting but not approval Apologies were noted from Cllr Jeater.
LF24/002	Announcements and Declarations of Interest None presented.
LF24/003	Public Participation No members of the public were in attendance.
LF24/004	To approve the minutes of the Legal and Finance Committee meeting held on 27th November 2023 The minutes were approved and signed as an accurate record by Cllr Davey.
LF24/005	Matters arising for report / Information Exchange (not for resolution) No matters were arising for report. <i>Cllr Whittow-Williams arrived at this point.</i>
LF24/006	To consider any grant applications received <ul style="list-style-type: none"> Following detailed consideration, it was RESOLVED to award £336 to Helen Rollason Cancer Charity for a charity pop up shop trial in the Parish Rooms, Stock Lane. Proposed: Cllr Davey Seconded: Cllr Hart All agreed A grant application from Ingatestone and Fryerning Angling Club was considered, and it was decided to postpone the decision to the next committee meeting following a site visit and talks with the club.
LF24/007	To provide an update on VAT reclaim on sporting hires The Clerk provided a brief background on this matter and advised that a refund of £4657.52 from HMRC had been received into the council bank account. The Clerk was thanked for her work on obtaining this refund.
LF24/008	To review the 2024/25 budget for presentation to full council The Clerk presented an amended draft budget to the committee, following the councillor workshop. It was confirmed that with the amendments, the budget would be balanced. It was RESOLVED that this budget be presented to Full Council for approval. Proposed: Cllr Hart Seconded: Cllr Whittow-Williams All agreed

LF24/009	To receive the legal update from NALC relating to churches The Clerk presented the update to the committee and the contents were noted.
LF24/010	Risk Management The Clerk requested that a councillor be appointed to inspect the council's accounts and accounting processes. Cllr McGuinness offered to take on this position and this was agreed by the committee. Proposed: Cllr Hart Seconded: Cllr Russell All agreed
LF24/011	GDPR matters Nothing tabled.
LF24/012	Finance and Payment approval <ul style="list-style-type: none"> The new payments and receipts for January 2024 were reviewed and approved. The profit and loss reports for December 2023 were reviewed. The budget tracker for 2023/24 was reviewed.
LF24/013	Items for inclusion in the next agenda (not requiring resolution or action) <ul style="list-style-type: none"> Angling Club grant application Review of risk management and data assets (Cllr Hart)
LF24/014	Chair to close the meeting The meeting closed at 8.32pm. The next Legal and Finance Committee is on the 26 th February 2024, 8.22pm, Council Chambers, Suite 3, 4 The Limes, Ingatstone, CM4 0BE

Appendix LF24/012

No	Typ	Date	N/C	Ref	Details	Gross B
13057	PP	19/12/2023	MS2	MS2 rent	Office rent and service charge for quarter	5390.60 R
13145	PP	22/12/2023	SPECTRUM	SE IPC/001/084	Christmas tree electrical works for High Street	1234.20 R
13148	PP	22/12/2023	MORGAN	Morgan 6138826/6138828	Fire extinguishers service and replacement - office and	405.86 R
13178	PP	27/12/2023	ECOTRICI	Eco gas dd	Seymour gas monthly dd	180.22 R
13181	PP	27/12/2023	EBM	EBM 123658	Printing, copying monthly dd	33.22 R
13170	PP	02/01/2024	BRENTWOOD	Brentwood rates x 4	Business rates - cemetery, 2 offices and seymour	877.00 N
13227	PP	02/01/2024	JPB	JPB so	Grounds maintenance contract monthly SO	3922.60 N
13204	PP	04/01/2024	LODGE	ICE 12127918VAT	Error correction for invoice 12127918	31.92 N
13213	PP	04/01/2024	ANGLIANW	Wave dd	Seymour water rates monthly dd	30.00 N
13214	PP	04/01/2024	BT	BT dd	Seymour wifi monthly dd	27.54 N
13217	PP	10/01/2024	ICO	ICO dd	Annual Data Controller certification	35.00 N
13176	PP	12/01/2024	LODGE	ICE 26557	Backup and remote support monthly charge	126.00 N
13186	PP	12/01/2024	BRENTWOOD	BBC Seymour rent	Annual rent for Seymour field and pavilion	300.00 N
13189	PP	12/01/2024	JK	JK 0025/0032	Office and Seymour clean for Dec 23	500.00 N
13196	PP	12/01/2024	CSH	CSH 633678	Seymour bin emptying for Dec 2023	148.75 N
13245	PP	15/01/2024	BBALARMS	BBdd	Monthly alarm service charge SO	18.00 N
13246	PP	15/01/2024	POZITIVE	Poz 4802176	Lynchgate electricity for month DD	10.74 N
13174	PP	23/01/2024	SOLO	Solopress 3678393	Winter 2024 newsletter printing	620.00 N
13228	PP	23/01/2024	JPB	JPB 1502	High Street Christmas trees charge (part funded by BID grant)	5,979.90 N
13230	PP	23/01/2024	PRINTWIS	PWaste 2264848	August to date Tetrapak recycling charge	357.57 N
13232	PP	23/01/2024	LODGE	ICE 12128129	Phone calls, line rental and broadband charge	83.78 N
13249	PP	23/01/2024	SUELEES	SL 6261/6304	Cookie certification and annual website service	110.00 N
13254	PP	23/01/2024	JMPAYROL	J&M39993	Monthly payroll charge	42.00 N
13256	PP	23/01/2024	DOR2DOR	D2D1090	Winter 2024 newsletter delivery	1,023.00 N

No	Type	Date	N/C	Ref	Details	Gross B
13259	BR	16/01/2024	2202	103561509	VAT Refund	4370.60 N
13233	BP	23/01/2024	8203	A Wood expenses	Mileage Councillor workshop	-13.50 N
13234	BP	23/01/2024	8205	A Wood expenses	Refreshments councillor workshop	-2.09 N
13250	BP	23/01/2024	8203	AWright exp	Mileage to costco	-18.00 N
13251	BP	23/01/2024	6502	AWright exp	Racking and moss killer	-125.25 N
13252	BP	23/01/2024	7070	2007	High Street phone box repairs	-3102.00 N

BALANCES IN BANK ACCOUNTS DATED 31/12/23				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

CASHPLUS PRE-PAID CREDIT CARD PAYMENTS					
No	Type	Date	Ref	Details	Gross B