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LEGAL AND FINANCE COMMITTEE MEETING

MINUTES OF MEETING HELD:	25th March 2024, 7.30pm
VENUE:	Council Chambers, Suite 3, 4 The Limes

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

LF24/028	Apologies for Absence – for noting but not approval Apologies were noted from Cllrs Whittow-Williams and Russell.
LF24/029	Announcements and Declarations of Interest Cllr Jeater announced a non-pecuniary interest in both grant applications and abstained from voting.
LF24/030	Public Participation No members of the public were in attendance.
LF24/031	To approve the minutes of the Legal and Finance Committee meeting held on 26th February 2024 The minutes were approved and signed as an accurate record by Cllr Jeater.
LF24/032	Matters arising for report / Information Exchange (not for resolution) No matters were arising for report.
LF24/033	To consider any grant applications received <ul style="list-style-type: none"> • It was RESOLVED to award £750 to Ingatestone Allotment Association for the erection of a potting shed Proposed: Cllr McGuinness Seconded: Cllr Davey Three in favour with one abstention • It was RESOLVED to award £750 to Ingatestone Museum Trust for ongoing overheads Proposed: Cllr Davey Seconded: Cllr Hart Three in favour with one abstention
LF24/034	Practitioners Guide 2024 The Clerk presented the latest Practitioners Guide and reiterated the advice that all councillors should be using their council email address and not their personal emails for council business. This was noted and it was agreed that this discussion should be presented at the next Full Council for a formal position on the matter.

	Cllr Hart raised some comments relating to risk assessment and council reserves and these will be addressed at later meetings.
LF24/035	Internal audit report <ul style="list-style-type: none"> It was RESOLVED to appoint Heelis & Lodge to undertake this year's internal audit. It was noted that the Clerk had approached other auditors to follow due procedures, but they were fully booked. Proposed: Cllr Jeater Seconded: Cllr Hart All in favour Cllr McGuinness gave a verbal report on a recent audit check of the council's records and was satisfied that all were in order.
LF24/036	Risk Management Nothing tabled.
LF24/037	GDPR matters Nothing tabled.
LF24/038	Finance and Payment approval <ul style="list-style-type: none"> The new payments and receipts for February / March 2024 were reviewed and approved. The profit and loss report for March 2024 was reviewed. The budget tracker for 2023/24 was reviewed and noted that 96% of the budget had been spent at this time.
LF24/039	Items for inclusion in the next agenda (not requiring resolution or action) <ul style="list-style-type: none"> Risk assessments and policies (minute item LF24/034)
LF24/040	Chair to close the meeting The meeting closed at 7.59pm. The next Legal and Finance Committee is on the 22 nd April 2024, 8.22pm, Council Chambers, Suite 3, 4 The Limes, Ingatstone, CM4 0BE

Appendix LF24/038

BALANCES IN BANK ACCOUNTS DATED 29/2/24						250,773.17
Unity Trust Bank Current Account						61,307.89
Unity Trust Bank Savings Account						51,073.77
Petty cash						130.70
Cashplus card						258.22
Redwood Bank						51,883.56
Cambridge Building Society						86,119.03
CASHPLUS PRE-PAID CREDIT CARD PAYMENTS						
No	Type	Date	N/C	Ref	Details	Gross B
13365	VP	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

No	Type	Date	N/C	Ref	Details	Gross B
13433	BR	20/02/2024	4002	235	Additional inscription Arnold H35	91.00 R
13380	BP	22/02/2024	2220	Feb 24 payroll	Feb 24 net wages	-4811.02 R
13381	BP	22/02/2024	2210	Feb 24 payroll	Feb 24 paye	-906.80 R
13382	BP	22/02/2024	2210	Feb 24 payroll	Feb 24 ee nic	-166.29 R
13383	BP	22/02/2024	2210	Feb 24 payroll	Feb 24 er nic	-425.48 R
13384	BP	22/02/2024	2230	Feb 24 payroll	Feb 24 pension admin	-18.49 R
13385	BP	22/02/2024	2220	Feb 24 payroll	Feb 24 staff pension	-231.10 N
13386	BP	22/02/2024	2230	Feb 24 payroll	Feb 24 ers pension	-932.22 N
13346	BP	27/02/2024	6502	A Wright exp	Toilet rolls for Seymour	-38.25 N
13372	BP	27/02/2024	6502	Pete's Plastering	repairs to ceiling	-220.00 N
13434	BR	05/03/2024	4900	236	Tea towel	3.50 N
13436	BR	12/03/2024	4002	238	Ex rights and interment fee Cottrell	772.00 N
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
13406	BP	26/03/2024	6501	A Wright exp	2 x padlocks	-34.18 N
13450	BP	26/03/2024	8200	IFPC grant	I&F Anglign Club grant award	-750.00 N
13451	BP	26/03/2024	7030	2024001IFPC	March 24 Artisan market contribution from res	-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

No	Type	Date	N/C	Ref	Details	Gross B
13280	PP	20/02/2024	TRADE	TUK 8458	replacement downpipe and batteries for Seymour	30.94 R
13391	PP	26/02/2024	EBM	EBM dd	printing and copying dd monthly charge	27.86 R
13339	PP	27/02/2024	PROLUDIC	Proludic 8705	Replacement ropes for climbing frame in Fairfield	241.39 R
13342	PP	27/02/2024	AMAZON	Amazon 1126	Replacement emergency lighting units x 6 for Seymour	173.94 R
13344	PP	27/02/2024	CSH	CSH 638202	Seymour bin emptying monthly charge	260.28 R
13351	PP	27/02/2024	VIKING	Viking 3745842	Postage stamps and office stationery	64.03 R
13358	PP	27/02/2024	JMPAYROL	J&M 40259	Monthly payroll fee	42.00 R
13360	PP	27/02/2024	PRINTWIS	TUK 2265592	Tetrapak bin emptying x 2 months	158.92 R
13362	PP	27/02/2024	LODGE	ICE 27306	Backup and remote support monthly charge	126.00 R
13397	PP	29/02/2024	JPB	JPB so	Grounds maintenance contract for Feb	3,922.60 R
13388	PP	05/03/2024	ANGLIANW	Wave dd	Seymour water rates for month dd	30.00 N
13403	PP	11/03/2024	BT	BT M005 26	Seymour wifi monthly dd	27.54 N
13533	PP	13/03/2024	POZITIVE	Poz 5219375	Lychgate electricity for the month	10.97 N
13419	PP	15/03/2024	JK	JK 0026/0034	Office and Seymour clean for Feb24	670.00 N
13455	PP	15/03/2024	SLCC	SLCC QL205012-1	A Zakharyeva CILCA qualification registration SLCC	450.00 N
13534	PP	15/03/2024	BBALARMS	BB so	Monthly alarm maintenance fee SO	18.00 N
13411	PP	21/03/2024	MS2	MS2 rent 25/03/24	Office rent and service charge for quarter 25/3/24	5,498.23 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
13415	PP	23/04/2024	SLCC	SLCC 248469-1	SLCC membership for the clerk (contract)	293.00 N