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LEGAL AND FINANCE COMMITTEE MEETING

MINUTES OF MEETING HELD:	27th November 2024, 11am
VENUE:	Council Chambers, Suite 3, 4 The Limes

Present:	Cllrs	P Jeater (Chair)	P Davey	J McGuinness	C Russell
Also present		A Wood (Clerk and RFO)			
Absent	Cllrs	R Whittow-Williams	M Hart		
LF24/080	Apologies for Absence – for noting but not approval Apologies were noted from Cllrs Hart and Whittow-Williams.				
LF24/081	Announcements and Declarations of Interest No declarations were made.				
LF24/082	Public Participation No members of the public were in attendance.				
LF24/083	To approve the minutes of the Legal and Finance Committee meeting held on 28th October 2024 The minutes were approved and signed as an accurate record by Cllr Jeater.				
LF24/084	Matters arising for report / Information Exchange (not for resolution) There were no matters arising for report.				
LF24/085	To consider any grant applications received No grant applications have been received.				
LF24/086	Risk Management Nothing tabled for discussion.				
LF24/087	GDPR matters Nothing tabled for discussion.				
LF24/088	To review the Zempler cash card spending The Clerk presented a full record of spending on the council's cash card. This was noted and approved by the committee.				
LF24/089	To consider the office matrix document, feedback and priorities The committee reviewed the feedback received from councillors and staff regarding the office matrix created by Cllr Hart. Councillors and staff were asked to prioritise the identified criteria in terms of importance. The Clerk also presented information on available office space in the parish and advised on how other parishes of similar size were set up. Following a detailed discussion it was concluded that the committee will recommend to Full Council the following: <ol style="list-style-type: none"> 1. That the Parish Office remain at the current site, 				

Date:	21/11/2024					
		Day Books: Supplier Payments (Summary)				
Date From:	21/10/2024					
Date To:	31/12/2050					

No	Type	Date	N/C	Ref	Details	Gross B
14517	PP	25/10/2024	EBM	EBM dd	Printing and copying monthly charge	24.00 R
14431	PP	29/10/2024	PRINTWIS	PWaste 55529	Tetrapak recycling monthly charge	83.45 N
14462	PP	29/10/2024	PLAYQUIP	Playquip 9389	Fairfield playground repairs (RoSPA report)	1,032.00 N
14464	PP	29/10/2024	JMPAYROL	J&M 42307	Monthly payroll charge	42.00 N
14482	PP	29/10/2024	EALC	EALC 18020	Planning and code of conduct training courses	216.00 N
14484	PP	29/10/2024	SOLO	Solopress 714295	Autumn parish council newsletter printing	541.82 N
14492	PP	29/10/2024	JPB	JPB 1641	2 x interments	123.00 N
14497	PP	29/10/2024	LODGE	ICE x 3 inv	Back up and remote support, site visit and web hosting annual charge - 3 invoices combined	712.80 N
14513	PA	31/10/2024	DOR2DOR	D2D 1138	Autumn newsletter delivery	944.10 R
14553	PP	31/10/2024	JPB	JPB SO	Grounds maintenance contract for October 24	3,922.60 R
14561	PP	01/11/2024	BRENTWOO	BBC x 4 Nov 24	Business rates for November 24	877.00 N
14565	PP	01/11/2024	TDP	TDP 116426	Memorial bench - Prestidge, Fairfield (donation)	640.46 N
14581	PP	07/11/2024	BT	BT MO13 & Z dd	Seymour wifi for month dd	30.38 N
14582	PP	11/11/2024	POZITIVE	Poz dd	Lychgate electricity for month dd	16.54 N
14458	PP	15/11/2024	SWARCO	Swarco 900291210	SVAS signs second payment	6,787.20 N
14504	PP	15/11/2024	BL&S	BL&S 52142	Repairs to lock - referee changing room	142.80 N
14511	PP	15/11/2024	TRADE	TUK 242951	Mesh panels for fence repair at Seymour	39.58 N
14570	PP	15/11/2024	JK	JK x 2	Office and pavilion cleaning for month	760.00 N
14577	PP	15/11/2024	CSH	CSH 674815	Seymour bin emptying for month	260.28 N
14579	PP	15/11/2024	PRINTWIS	PWaste 57249	Tetrapak recycling monthly charge	83.45 N
14595	PP	15/11/2024	ACORN	Acorn 1538	Tree works in St Edmunds churchyard	1,470.00 N
14603	PP	15/11/2024	WATER	Waterplus 327588	Seymour water rates for month dd	53.24 N
14605	PP	15/11/2024	BBALARMS	BB SO	Seymour alarm monthly maintenance fee	18.00 N
14593	PP	26/11/2024	NSBETS	Nsbets 30103449	Janatorial supplies for the pavilion	90.84 N
14584	PP	28/11/2024	EARTHANC	EA 40455	6 x dog bins	1,576.80 N
14586	PP	28/11/2024	LODGE	ICE 12130665	Broadband, phone line and internet rental for month	86.48 N
14589	PP	28/11/2024	ESSEXLIB	ECC 1020937474	Tree inspection report for 3 sites	1,110.00 N
14591	PP	28/11/2024	HEATHERL	Hea 34945	Skip replacement x 2 at the cemetery	464.00 N
14607	PP	28/11/2024	JMPAYROL	JM 42570	Monthly payroll charge	42.00 N
14613	PP	28/11/2024	RURALCOM	RCCE 7965	2 x councillors attendance at Neighbourhood plan training session	60.00 N

CASHPLUS PRE-PAID CREDIT CARD PAYMENTS						
No	Type	Date	N/C	Ref	Details	Gross B
14522	VP	29/10/2024	1240	772-90067	Vehicle crossing application fee	-203.47
14587	VP	02/11/2024	1240	21662017	Canva annual license	-99.99
14608	VP	13/11/2024	1240	B&Q UK	2 x tree stars	-79.50

BALANCES IN BANK ACCOUNTS DATED 31/10/24		242,577.43
Unity Trust Bank Current Account		19,514.29
Unity Trust Bank Savings Account		102,627.27
Petty cash		454.23
Cashplus card		483.63
Skipton Building Society		21,000.00
Redwood Bank		52,298.93
Cambridge Building Society		46,199.08