



Parish Office
 Suite 2
 4, The Limes
 Ingatestone
 Essex CM4 0BA
 Telephone: 01277 676759
www.ingatestone-fryerningpc.gov.uk

LEGAL AND FINANCE COMMITTEE MEETING

MINUTES OF MEETING HELD:	27th January 2025, 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	R Whittow-Williams	C Russell		

LF25/001	Apologies for Absence – for noting but not approval Apologies were noted from Cllrs Whittow-Williams and Russell
LF25/002	Announcements and Declarations of Interest No declarations were made.
LF25/003	Public Participation No members of the public were in attendance.
LF25/004	To approve the minutes of the Legal and Finance Committee meeting held on 27th November 2024 The minutes were approved and signed as an accurate record by Cllr Jeater.
LF25/005	Matters arising for report / Information Exchange (not for resolution) There were no matters arising for report.
LF25/006	To consider any grant applications received No grant applications have been received.
LF25/007	Risk Management Nothing tabled for discussion.
LF25/008	GDPR matters Nothing tabled for discussion.
LF25/009	To review the current Budget Tracker and agree any transfers between nominal accounts The committee considered the updated Budget Tracker and decided not to transfer any budgets between nominal accounts. It was agreed that any overspend should be clear and transparent and that any transfers could cloud the financial record.
LF25/010	To review the predicted cash balance at year end and agree a possible withdrawal from savings The committee reviewed the predicted cash balance and it was RESOLVED to withdraw £40000 from The Cambridge Building Society to cover predicted invoices to the year end. Proposed: Cllr Jeater

	Seconded Cllr Hart All agreed.
LF25/011	Finance and Payment approval <ul style="list-style-type: none"> The new payments and receipts January 2025 were reviewed and approved. The profit and loss report for December 2025 was reviewed.
LF25/012	Items for inclusion in the next agenda (not requiring resolution or action) Nothing tabled.
LF25/013	Chair to close the meeting The meeting closed at 7.52pm The next Legal and Finance Committee is on the 24 th February 2025, 7.30pm, Council Chambers, Suite 3, 4 The Limes, Ingatestone, CM4 0BE

Appendix LF25/011

Date:	22/01/2025						
	Day Books: Supplier Payments (Summary)						
Date From:	22/12/2024						
Date To:	31/12/2050						
No	T	Date	N/C	Ref	Details	Gr	B
14765	PP	30/12/2024	WATER	Waterplus dd	Seymour water rates monthly direct debit	52.34	R
14766	PP	30/12/2024	EBM	EBM dd	Printing and copying charge for month	24.00	R
14783	PP	31/12/2024	JPB	JPB DD	Grounds Maintenance contract for month	3,922.60	R
14721	PP	02/01/2025	AMAZON	Amazon x 3	Cemetery law book, toilet rolls and photo frames	85.47	N
14764	PP	02/01/2025	BRENTWOO	BBC rates x 4 final	Business rates for 4 sites monthly payment	877.00	N
14790	PP	06/01/2025	BT	BT DD	Seymour wifi direct debit	30.38	N
14818	PP	10/01/2025	POZITIVE	Poz dd	Lychgate electricity monthly dd	16.54	N
14819	PP	10/01/2025	ICO	ICO dd	Data controller annual fee from the ICO	35.00	N
14817	PP	15/01/2025	BBALARMS	BB So	Seymour alarm monthly maintenance SO	18.00	N
14727	PP	17/01/2025	TRADE	TUK 797804	Dremel kit for playground repairs	19.98	N
14770	PP	17/01/2025	JK	JK x 2	Office and pavilion cleaning for December	670.00	N
14772	PP	17/01/2025	EALC	EALC 18178	Advance councillor training course L Donno	240.00	N
14774	PP	17/01/2025	SPECTRUM	Spectrum IPC/001/076	Electrical element of High Street Christmas trees	1,833.60	N
14776	PP	17/01/2025	LODGE	Ice 31198	Back up and remote support December 2024	123.60	N
14784	PP	17/01/2025	JPB	JPB 1694	2 x interments	123.00	N
14792	PP	17/01/2025	CSH	CSH 682603	Seymour bin emptying for December	260.28	N
14795	PP	17/01/2025	LODGE	LIS12131059	Broadband, phone calls and line rental for month	83.87	N
14798	PP	17/01/2025	PRINTWIS	Pwaste 61898	Tetrapak recycling monthly charge	83.45	N
14821	PP	17/01/2025	HEATHERL	Hea 35214	Skip replacement in the cemetery	232.00	N
14825	PP	17/01/2025	MORGAN	Morgan x 2	Fire extinguisher testing - Seymour and office	180.00	N
14829	PP	17/01/2025	JMPAYROL	J&M43103	Monthly payroll fee	42.00	N
14850	PP	28/01/2025	SUELEES	SL 6872	Half yearly wordpress website checkup	40.00	N
14852	PP	28/01/2025	EALC	EALC 18221	Advance councillor training for M Hart	240.00	N
14854	PP	28/01/2025	JPB	JPB 1704	New hedge in Seymour (facilities)	1,647.52	N
14858	PP	28/01/2025	LODGE	LIS 31608	Monthly backup and IT support	123.60	N
14860	PP	28/01/2025	SOLO	Solopress 4182941	January 25 newsletter	533.00	N
CASHPLUS PRE-PAID CREDIT CARD PAYMENTS							
No	Type	Date	N/C	Ref	Details	Gross	B
BALANCES IN BANK ACCOUNTS DATED 31/12/24						226,098.70	
Unity Trust Bank Current Account						2,982.48	
Unity Trust Bank Savings Account						68,223.80	
Petty cash						454.23	
Cashplus card						404.13	
Skipton Building Society						21,230.59	
Redwood Bank						86,604.39	
Cambridge Building Society						46,199.08	

Date:	22/01/2025						
						Bank Payments & Receipts by Bank Account	
Date From :	22/12/2024						
Date To :	31/12/2050						

No	Typ	Date	N/C	Ref	Details	Gr
14786	BP	31/12/2024	7901	bank charges	Manual handling charge	-4.50 R
14787	BP	31/12/2024	7901	bank charges	Service charge	-12.90 R
14801	BP	07/01/2025	6501	21218	Replacement set of goal wheels	-772.20 N
14799	BP	17/01/2025	8205	A Wood exp	Christmas gathering refreshments	-26.73 N
14827	BP	17/01/2025	7600	Broomfield PC	Contribution to Pylon scoping report	-150.00 N
14870	BP	22/01/2025	2220	Jan 25 payroll	Jan 25 net wages	-4997.17 N
14871	BP	22/01/2025	2210	Jan 25 payroll	Jan 25 paye	-976.60 N
14872	BP	22/01/2025	2210	Jan 25 payroll	Jan 25 Ee NIC	-143.95 N
14873	BP	22/01/2025	2210	Jan 25 payroll	Jan 25 Er NIC	-458.85 N
14874	BP	22/01/2025	2230	Jan 25 payroll	Jan 25 pension admin	-19.15 N
14875	BP	22/01/2025	2220	Jan 25 payroll	Jan 25 staff pension	-239.36 N
14876	BP	22/01/2025	2230	Jan 25 payroll	Jan 25 Ers pension	-966.09 N