

FOR SECURITY REASONS MEMBERS OF THE PUBLIC WISHING TO ATTEND SHOULD EMAIL THE CLERK FOR LOG IN DETAILS FOR THIS MEETING NO LATER THAN NOON ON 14TH JANUARY 2021

Copied to all other Members for information

RINGMER PARISH COUNCIL

**To all Members of Ringmer Parish Council Office and Finance Committee you are hereby requested to attend a meeting on Thursday 14th January 6.15pm
Via Zoom**

Meeting called by: Karen Crowhurst – Clerk/RFO

Signed: *K A Crowhurst*

Meeting called 7th January 2021

The Chairman may at his discretion and at a convenient time in the transaction of business, adjourn the meeting so as to allow any members of the public to address the meeting in relation to an agenda item.

PLEASE NOTE THAT IN VIEW OF THE CONFIDENTIAL NATURE OF THE DISCUSSION OF SOME ITEMS ON THIS AGENDA, THE PRESS AND PUBLIC MAY BE EXCLUDED UNDER THE PUBLIC BODIES ADMISSION TO MEETINGS ACT 1960

Agenda Items

1. **APOLOGIES FOR ABSENCE**
2. **DECLARATIONS OF MEMBERS' INTERESTS AND DISPENSATION REQUESTS**
3. **TO ACCEPT THE MINUTES OF THE MEETINGS HELD ON 9TH DECEMBER 2020**
4. **PUBLIC QUESTIONS OR COMMENTS RELATING TO ITEMS ON THIS AGENDA**
This item shall last not more than 15 minutes or at Chairman's discretion and no contribution shall last more than 3 minutes
5. **OFFICE & FINANCE:**
 - 1) Payments and Receipts (Previously circulated)
 - 2) Bank Reconciliation(s)
 - 3) Bank Summary
 - 4) Cost Centre Report
 - 5) Quotation(s)
 - 6) Grant application(s)/Donations – Ringmer Village Hall Management Committee £5,000 - improvement of access
 - 7) Bank account signatories – Progress
 - 8) To set the Precept for the administration year 2021 - 2022
 - 9) Any other financial matters that cannot be held over to the next agenda **at the Chairman's discretion**

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6. **STAFF RECRUTIMENT - *Exclusion of the press, public and Temporary Staff***
- a) To receive an update regarding appointing an Assistant Clerk
 - b) To note the reduction of hours for Temporary Staff – General Administrator 17 previously 30 and Finance Administrator 8 previously 16 week commencing 4th January 2021
 - c) To consider appointing the General Administrator for 17 hours per week and the Finance Administrator for 8 hours per week on a permanent basis and with NALC standard contracts – **Sample previously circulated**
 - d) To receive an update regarding HR Service Matters

THE PUBLIC AND THE PRESS ARE CORDIALLY INVITED TO ATTEND

Date of Next Office and Finance Committee Meeting via Zoom, Thursday 11th February 6.15pm