

RINGMER PARISH COUNCIL

Minutes of the Office and Finance Committee
Held on Thursday 1st December 2022 at 8.30am
In the Parish Rooms, Lucy Stone Room

Present:			
Cllr John Kay (JK)	Cllr Gavin May (GM)	Cllr Sarah Phillips (SP)	Cllr Gordon Sims (GS) – Acting Chairman
Mrs Annie Hazzard (AH) -Clerk/RFO		Mrs Gail Metcalfe (GPM) - Administrator	
Members of the public:	0		
1.	To receive apologies for absence Apologies were received from Cllr David Terry. Cllr Marcia Morgan was absent.		
2.	To receive written requests for dispensation for the ensuing year None.		
3.	To approve the minutes from the Office and Finance Committee meeting held on Wednesday 19th October 2022 RESOLVED: That the minutes of the meeting held on 19 th October 2022 were agreed and signed by the Chairman as a true record.		
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 There were no members of the public present.		
5.	Clerk’s Report GS thanked the Clerk for her report which was duly noted. GM queried the current position re CIL monies due. ACTION: Clerk to chase Lewes District Council for a breakdown on CIL payments ie. how much each developer gave and how much has been received to date.		
			CLERK
6.	To consider any recommendations from other Committees There had been no recommendations received from other Committees.		
7.	Finance Reporting:		
7.1	To receive the reserves statement including movement RESOLVED: That the reserves statement including movement was received and GS confirmed there are enough funds for the next 12 months.		
7.2	CIL - To receive an update on additional funds received and consider allocation CIL funds of £122,019.58 were received in May 2022. There were no funds received in October this year. Discussions took place considering options for CIL use. It was agreed that a small working group should be put together to work on this in tandem with a Strategic Plan so that recommendations can be given to the new Parish Council after the May 2023 elections. RESOLVED: A working group to be put together at the next Parish Council meeting to decide on CIL priorities guided by a Strategic Plan. ACTION: Office to put item on Full Council Meeting of 13th December 2022.		
			OFFICE
7.3	Separate accounts for CIL The Clerk advised that it was not possible to separate out the CIL accounts as it is a regulatory requirement for them to form part of the income and expenditure. She was asked to provide separate reports. ACTION: Clerk to provide separate CIL reports.		
			CLERK
7.4	To make any recommendations to Full Council on 13 th December 2022: <ul style="list-style-type: none"> • To form a working Group for CIL priorities and Strategic Plan (item 7.2) • To reallocate the balance of the Bus Shelter CIL Earmarked Reserve back to Unallocated CIL once invoice is paid • To reallocate the Special Project Earmarked Reserve balance to General Reserves • To reallocate the following unused CIL Earmarked Reserves to Unallocated Reserves: <ul style="list-style-type: none"> • Code 331 - Play Equipment - balance £30,736.14 • Code 332 - Ringmer NHP -balance £20,000 • Code 333 - Land Acquisition - balance £100,000 		
			OFFICE

	<ul style="list-style-type: none"> Code 337 – Flint Wall Survey – balance £275.00 Code 338 – General Community Pot – balance £18,787.71 To reallocate the Lightsource Grant Fund EMR in the sum of £11,173.20 to General Reserves (item 9.4 below) 	
7.5	<p>Grant Application: Patina (Ringmer Primary School 2023) – To consider their application for £500.00</p> <p>RESOLVED: To pay £250.00 out of S.137 Grant Fund towards the Patina.</p> <p>ACTION: Clerk to action.</p>	CLERK
8.	Budget preparation for 2023/24	
8.1	<p>To consider a total budget amount to recommend to the Full Council on 13th December 2022</p> <p>RESOLVED: To recommend setting the 2023/24 budget of £157,094 to the Full Council on 13th December 2022 and to agree the precept at Full Council on 17th January 2023.</p>	
9.	Other Matters	
9.1	<p>Treasury Strategy - To receive an update (O&F Mins, 16/06/22, item 8.6)</p> <p>RESOLVED: To improve the Treasury Strategy to maximise the income from secure investments.</p> <p>ACTION: Clerk to investigate savings accounts that pay at least 2% interest.</p>	CLERK
9.2	<p>Allotment Tenancy Agreement – To receive DT’s findings</p> <p>RESOLVED: To defer to the next meeting.</p> <p>ACTION: Office to send a copy of the Allotment Tenancy Agreement to DT.</p>	OFFICE /DT
9.3	<p>Jubilee Committee Administration Fee – To discuss JW’s response dated 14/11/22</p> <p>This was taken at the end of the meeting when Cllrs JK and SP had left the room.</p> <p>RESOLVED: Clerk to track back to when the £600.00 annual fee was agreed. GS agreed that administration work should resume.</p> <p>ACTION: Office to email Cllr John Whitlock, Chairman of the Jubilee Committee and ask that an O&F representative attend the next Jubilee Committee meeting to discuss the way forward.</p>	CLERK OFFICE
9.4	<p>The Lightsource (Solar Farm) funding – To receive an update</p> <p>RESOLVED: To recommend to Full Council that the £11,173.20 currently held as an Earmarked Reserve be put into General Reserves.</p>	
10.	<p>Annual Risk Register – To consider amendments and rate each item (45 mins)</p> <p>The Financial part of this document on pages 1 and 2 were decided.</p> <p>ACTIONS:</p> <ul style="list-style-type: none"> Office to put this on the next O&F agenda for pages 3 – 8 to be considered. The Internal Control Panel to be chased to carry out a check. 	OFFICE CLERK CLERK
11.	<p>To consider any other financial matters that cannot be held over to the next agenda at the Chairman’s discretion</p> <p>None.</p>	
12.	<p>Items for inclusion on the next agenda</p> <p>Items 9.2 and 10.</p>	
13.	<p>Date of next meeting</p> <p>Thursday 2nd March 2023 at 8.30am.</p>	
The meeting closed at 10.40am.		