

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  
Working Group meeting on Thursday 13<sup>th</sup> February 2020  
6.00 p.m. in St Mary's Room  
Ringmer Village Hall

---

Meeting called by: Karen Crowhurst – Clerk/RFO

Signed: *K A Crowhurst*

Meeting called 6<sup>th</sup> February 2020

---

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.

**Agenda Items**

1. **APOLOGIES FOR ABSENCE**
2. **DECLARATIONS OF MEMBERS' INTERESTS AND DISPENSATION REQUESTS**
3. **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
4. **OFFICE & FINANCE:**
  - a) Payments and receipts 31<sup>st</sup> December 2019 – 31<sup>st</sup> January 2020 (Previously circulated)
  - b) Bank Summary
  - c) Cost Centre Report
  - d) Quotation(s)
  - e) Grant application(s)/Donations
  - f) Additional bank account signatories and accounts - **Previously agreed** to open a bank account to hold CIL funds
  - g) To agree for quarterly financial internal audits to be carried out by Ringmer Parish Council's appointed Internal Auditor as part of risk prevention whilst holding large amounts of Community Infrastructure Levy Funds
  - h) To agree the launch of the Special Projects Scheme and agree process
  - i) Any other financial matters that cannot be held over to the next meeting.
5. **ACTION POINTS & CLERKS REPORT**
  - a) Update regarding Ringmer Children's Centre
  - b) Office move progress
  - c) Meeting with Internal Auditor
6. **APPOINTMENT OF PERSONNEL SUB – COMMITTEE IN ACCORDANCE WITH THE MINUTES OF THE MEETING HELD ON 12<sup>TH</sup> JANUARY 2020**

13.2 A proposal was received to change from Working Group to Committee status, this was seconded. A vote was taken by a show of hands. All members were in favour. It was therefore **resolved** to form an Office and Finance Working Group Committee. It was further

**resolved** for the Personnel Sub Committee to comprise of 3 members at the Chairman's discretion and one of the other Members should be the Vice Chairman

7. **CORRESPONDENCE – FOR NOTING OR ACTION**
  - a) To consider any correspondence for noting or action received after this agenda has been published
8. **ANY OTHER OFFICE OR FINANCIAL MATTERS** – To consider any other Financial or Policy matters to refer to next agenda or Full Council
9. **URGENT ITEMS AT THE CHAIRMAN'S DISCRETION REQUIRING DECISIONS WHICH CANNOT BE HELD OVER UNTIL THE NEXT MEETING**

**THE PUBLIC AND THE PRESS ARE CORDIALLY INVITED TO ATTEND**  
Date of Next Office and Finance Meeting: Thursday 12<sup>th</sup> March 2020  
St Mary's Room, Ringmer Village Hall

---