

## RINGMER PARISH COUNCIL

### MINUTES

#### Ringmer Parish Council Office and Finance Committee Meeting

Minutes of the meeting held on Thursday 13<sup>th</sup> February 2020 at 6.00 p.m, St Mary's Room, Ringmer Village Hall

**Present:** Cllr Turner – Chairman, Cllr Crompton, Cllr Hill, Cllr Harper, Cllr May, Cllr Terry and Cllr Whitlock.

**In attendance:** Karen Crowhurst – Clerk/RFO  
Corinna Goward – Assistant Clerk

- | Item no | Minutes  |
|---------|--|
| 1.      | <b>APOLOGIES FOR ABSENCE</b>   |
| 1.1     | There were no apologies for absence.   |
| 2.      | <b>DECLARATIONS OF MEMBERS' INTERESTS AND DISPENSATION REQUESTS</b>  |
| 2.1     | There were no declarations of Members interests, nor dispensation requests.  |
| 3.      | <b>PUBLIC QUESTIONS OR COMMENTS RELATING TO ITEMS ON THIS AGENDA</b><br>This item shall last not more than 15 minutes or at Chairman's discretion and no contribution shall last more than 3 minutes   |
| 3.1     | There were no members of the public in attendance, therefore no questions or comments were raised.   |
| 4.      | <b>OFFICE &amp; FINANCE:</b>   |
| 4.1     | a) Payments and receipts 31 <sup>st</sup> December 2019 – 31 <sup>st</sup> January 2020 (Previously circulated)  |
| 4.2     | Members agreed to recommend approval of the payments and receipts as above. <b>Action – Recommend Council approval.</b>  |
| 4.3     | b) Bank Summary  |
| 4.4     | Members noted the bank summary being the current financial position of the Council. The Clerk pointed out that there has been a transfer of the recent CIL funds into the Business account and the small amount held has been transferred into the current account. Which now makes the Business Account only holding Community Infrastructure payments to Ringmer Parish Council. |
| 4.5     | c) Cost Centre Report  |
| 4.6     | Members noted the Cost Centre report.  |
| 4.7     | d) Quotation(s)  |
| 4.8     | There were no quotations for consideration.  |
| 4.9     | e) Grant application(s)/Donations  |
| 4.10    | There were no grant applications or donations for consideration.   |
| 4.11    | f) Additional bank account signatories and accounts - <b>Previously agreed</b> to open a bank account to hold CIL funds  |

- 4.12 The Clerk requested that in light of working on a Treasury Policy as well as Risk Management that the Council considers not holding the majority of Council funds with one bank. After some discussion it was agreed that the Clerk investigate various options to best place the Community Infrastructure Levy funds and present a report for Council consideration.
- 4.13 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
- 4.14 After a short discussion and an explanation of this being good practice in light of the amount of CIL funds the Council will have to manage, it was agreed to request the Internal Auditor carry out 3 financial audits for Council. It was agreed that this would be a good risk management process.
- 4.15 h) To agree the launch of the Special Projects Scheme and agree process
- 4.16 This was discussed as it was felt that more work needs to be carried out for the scheme and its' launch. As well as this scheme sitting in the middle of grant applications and CIL applications, it was strongly agreed that the scheme needs to be publicised carefully. No decisions were made.
- 4.17 i) Any other financial matters that cannot be held over to the next meeting.
- 4.18 There were no other financial matters for consideration.

## 5. ACTION POINTS & CLERKS REPORT

- 5.1 a) Update regarding Ringmer Children's Centre
- 5.1 The Clerk informed Members that a proposal and documents pertaining to the possibility of the Parish Council managing the Children's Centre building not functions are being worked upon. The request will include £14,000 to be paid by Lewes District Council to cover a member of staff to manage the building and perhaps the Parish Council building. The new member of staff could be employed by Ringmer Parish Council on fixed term contract. This was discussed in depth, after careful consideration including the need for staff checks, managing an LDC asset, the possibility that children's services could be cut by East Sussex County Council, it was requested that the Clerk contact Lewes District Council and redact the original £14,000 and advise that the Council will consider the amount once a clear proposal including expectations and practicalities have been presented in order for Council to make a decision as to whether to work in partnership with Lewes District Council to maintain the Children's Centre.
- 5.2 The above request to the Clerk was proposed and seconded. A vote was taken by a show of hands, all were in favour.
- 5.3 b) Office move progress
- 5.4 The Clerk reported that the fencing has been reconfigured, a new boiler, alarm and toilet has been installed. The Clerk reported that the decorators will be decorating soon, and all is on course for an April move.
- 5.5 c) Meeting with Internal Auditor
- 5.6 The Clerk informed Members that she has met with the Auditor to discuss the Council need for a Treasury report and to establish costs for additional Financial Audits in light of the level of Community Infrastructure Funds being paid to the Council in this financial year. The cost of the Auditor is £40per hour and each additional audit to the annual one should only last about an hour.

## 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

6.1 The Chairman requested to know who would like to be appointed to the Personnel Sub-Committee. Cllr Harper and Cllr Terry expressed an interest.

6.2 A vote was taken by a show of hands the outcome of which was to **resolve** Cllr Harper be appointed to the Personnel Sub- Committee.

7. **CORRESPONDENCE – FOR NOTING OR ACTION**

- a) To consider any correspondence for noting or action received after this agenda has been published

7.1 There was no correspondence for noting or action.

8. **ANY OTHER OFFICE OR FINANCIAL MATTERS –** To consider any other Financial or Policy matters to refer to next agenda or Full Council

8.1 There were no other financial matters for consideration.

9. **URGENT ITEMS AT THE CHAIRMAN'S DISCRETION REQUIRING DECISIONS WHICH CANNOT BE HELD OVER UNTIL THE NEXT MEETING**

9.1 To create a Facebook page for Ringmer Parish Council was raised. However, Members felt there is a need to ensure that policy is in place before practice. It was agreed that the Office and Finance Committee needs to meet to go through the draft Communications Policy. Therefore, it was agreed that this does not require any urgent decision.

There being no further business, the meeting closed at 6.47pm.

**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

---