

**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
6TH MAY 2021**

AGENDA

RINGMER PARISH COUNCIL

**To all Members of Ringmer Parish Council you are hereby summoned to the
Annual Statutory Meeting**

To be held on

Thursday 6th May 2021

7.30 p.m.

Via Zoom

Meeting called by: K A Crowhurst - Clerk to the Council

Signed: K A Crowhurst

Date: 29TH April 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.

Agenda Items

- 1. ELECTION OF CHAIRMAN & SIGNING OF DECLARATION OF ACCEPTANCE**
- 2. TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE**
- 3. DECLARATIONS OF MEMBERS' INTERESTS**
- 4. DISPENSATION REQUESTS**
- 5. ELECTION OF VICE CHAIRMAN**
- 6. PUBLIC QUESTIONS OR COMMENTS RELATING TO ITEMS ON THIS AGENDA**
- 7. CO-OPTION OF COUNCILLOR** – To consider any expression of interest in accordance with Parish Council's Standing Orders
- 8. COUNCIL COMMITTEE MEMBERSHIPS AND GRANTING OF DELEGATED AUTHORITY**
 - 1) Planning – To appoint Members & grant delegated authority – Currently all Members are appointed
 - 2) Greens & Amenities – To appoint Members & grant delegated authority – Currently all Members are appointed
 - 3) Office & Finance Working Group – Chairman, Vice Chairman, Chairman of Greens Committee, Chairman of General Purposes Committee and one other Member of the Council (The Chairman of Greens & Amenities will appoint a Chairman and Vice Chairman at the next Committee Meeting, these Members will also become Members of the Office and Finance Committee)
 - 4) Personnel Sub Committee (Standing Orders stipulate the Chairman and Vice Chairman of the Council and 1 other Member)
 - 5) Internal Control – 3 Members
 - 6) Complaints Review Panel – 6 Members
- 9. APPOINTMENTS TO OTHER BODIES** –
 - 1) Jubilee Cottages Housing Trust Management Committee - 5 Members
 - 2) Jubilee Cottages Housing Trust Sub Committee – 3 Members
 - 3) Cheyney Trust

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- 4) Ringmer Village Hall Management Committee 1 Member
- 5) Lewes District Association of Local Councils – 2 Members
- 6) Liaison Cllr for Community Safety/Police Liaison/Traffic
- 7) Sussex Police – Joint Action Group
- 8) Emergency Planning
- 9) Liaison Cllr Ringmer's businesses – Terms of reference to follow
- 10) Liaison Cllr for education provision in Ringmer
- 11) Liaison Cllr for healthcare provision in Ringmer
- 12) Liaison Cllr Ringmer Village Shop Association

Other appointments can be made as the need arises

10. POLICIES FOR REVIEW AND ADOPTION

- a) Ringmer Parish Council Standing Orders
- b) Ringmer Parish Council Financial Regulations
- c) Ringmer Parish Council Risk Assessment
- d) Ringmer Parish Council Code of Conduct

11. TO ACCEPT THE MINUTES FROM THE PARISH COUNCIL MEETING HELD ON 8TH APRIL 2021 AND THE EXTRAORDINARY MEETING ALSO HELD ON 29TH APRIL 2021

12. GENERAL POWER OF COMPETENCE ELIGIBILITY – To establish whether Ringmer Parish Council is eligible to exercise the General Power of Competence – Based on the Clerk's qualification and electoral mandate

13. ACTION POINTS /CLERKS REPORT

14. CORRESPONDENCE – FOR NOTING OR ACTION

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

15. OFFICE & FINANCE:

- a) Payments and Receipts (Previously circulated)
- b) Bank Reconciliation(s)
- c) Bank Summary
- d) Cost Centre Report
- e) Quotation(s)
- f) Grant application(s)/Donations
- g) Audit – update and progress
- h) Any other financial matters that cannot be held over to the next agenda

ANNUAL RETURN & FINAL ACCOUNTS 2020-2021 – FINAL ACCOUNTS DOCUMENT AND COPY OF AUDIT FORM PREVIOUSLY CIRCULATED

- a) Income and expenditure for the year – To approve end of year accounts
- b) End of year Bank reconciliation(s) Business account and Community Account
- c) Transfer of fund explanation
- d) Approve sections 1 – Annual Governance Statement
- e) Approve Section 2 – Accounting Statements
- f) To sign the Audit form for submission to External Auditors Subject to Internal Auditors approval by 30th September 2021

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g) Effectiveness of Audit

**16. TO CONSIDER PLANNING APPLICATIONS WHICH CANNOT BE HELD OVER TO THE NEXT
PLANNING COMMITTEE MEETING**

LW/21/0158 Norlington Gate Farm Norlington Lane Ringmer East Sussex BN8 5SG

Variation of condition 1 (plans) to amend the small equestrian barn in relation to planning approval LW/17/0322

LW/21/0179 5 Ashtonville Close Ringmer BN8 5LX

Proposed dormer extension to side elevation and replacement of polycarbonate monopitched roof to side extension with flat roof

17. REPORTS (BY LEAVE NOT DECISION OR DISCUSSION)

18. ITEMS FOR REFERRAL TO NEXT AGENDA OR APPROPRIATE COMMITTEE

**19. URGENT ITEMS AT THE CHAIRMANS 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 Full Council Meeting: Thursday 13th June 2019

Subject to Government Guidelines