

Copied to all other Members for information

**RINGMER PARISH COUNCIL**

**TO ALL MEMBERS OF RINGMER PARISH COUNCIL OFFICE AND FINANCE COMMITTEE YOU ARE  
HEREBY SUMMONED TO ATTEND A MEETING OF THE OFFICE AND FINANCE COMMITTEE ON**

**TUESDAY 3<sup>rd</sup> AUGUST<sup>TH</sup> 2021**

**9.30AM**

**LUCY STONE ROOM**

**PARISH OFFICES – RINGMER ACADEMEY**

---

**Meeting called by: Karen Crowhurst – Clerk/RFO**

**Signed:** *K.A. Crowhurst*

**Meeting called 27<sup>th</sup> July 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. **APPOINTMENT OF CHAIRMAN TO THE COMMITTEE**
2. **APOLOGIES FOR ABSENCE**
3. **DECLARATIONS OF MEMBERS' INTERESTS AND DISPENSATION REQUESTS**
4. **TO ACCEPT THE MINUTES OF THE MEETINGS HELD ON 14<sup>th</sup> JANUARY 2021**
5. **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
6. **OFFICE & FINANCE:**
  - 1) Latest Cost Centre Report showing the position of Council and make any recommendations to Council requiring action and decision
  - 2) Reserve Statement including movement
  - 3) To consider allocation of CIL for Council approval
  - 4) Bank account signatories – Progress
  - 5) General Power of Competence eligibility 2022-2023
  - 6) To consider any budget items to go forward to the 2022-2023 budget
  - 7) To discuss and agree actions arising from the report from the Internal Auditor
  - 8) To consider frequency of meetings and Memberships of Committees i.e., to reduce Membership
  - 9) To work towards a 3 – 5 year financial forecast
  - 10) To agree to meet informally to discuss the forecast and other financial considerations to for Officers to prepare for future meetings
  - 11) To agree which budget to find the cost of £1,508.00 from the 2021-2022 budget for the installation of 2 signs to the Parish Office, at the B2192 Harrisons Lane Junction and the Harrisons Lane and Greater Paddock
  - 12) To identify any financial risks implications

- 13) Office building cleaning
- 14) To recommend to council the acceptance and adoption of the Procurement Policy and Tender Template
- 15) Appointment of an Internal Auditor
- 16) Member's training
- 17) Any other financial matters that cannot be held over to the next agenda at the Chairman's discretion

**7. TO AGREE TO EXPRESS AN INTEREST TO EAST SUSSEX COUNTY COUNCIL TO  
MANAGE RINGMER SWIMMING POOL**

All reports and documents have been circulated.

**Date of next Office and Finance Committee – To be confirmed**