

RINGMER PARISH COUNCIL

MINUTES

Ringmer Parish Council Office and Finance Committee Meeting Minutes of the meeting held on 3rd August 2021 at 9.30am at the Parish Rooms

Attended by: Cllr John Kay, Cllr Gavin May, Cllr Marcia Morgan, Cllr Sarah Phillips, and Cllr Gordon Sims.

In attendance: Karen Crowhurst - Clerk/RFO
Carol Hodgson - Finance Administrator

Members of the public 0

1. APPOINTMENT OF CHAIRMAN TO THE COMMITTEE

1.1 It was agreed to appoint Cllr David Terry to be Chairman of the Office and Finance Meeting. As Cllr Terry was not in attendance Cllr Sims chaired the meeting.

2. APOLOGIES FOR ABSENCE

2.1 Apologies were received from Cllr David Terry.

3. DECLARATIONS OF MEMBERS' INTERESTS AND DISPENSATION REQUESTS

3.1 There were no declarations of Members' interests nor any dispensation requests.

4. TO ACCEPT THE MINUTES OF THE MEETINGS HELD ON 14th JANUARY 2021

4.1 It was agreed to accept the minutes held on 14th 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

5.1 There were no members of the public in attendance.

6. OFFICE & FINANCE:

6.1 1) Latest Cost Centre Report showing the position of Council and make any recommendations to Council requiring action and decision

6.2 It was suggested as the budget agreed was for the amount of £150,000 and the precept was agreed at around £130,000 that the difference needs to be reflected as a heading, it was proposed to use earmarked reserves codes 312 Precept Offset £12,000 and 313 Special Projects the amount of £8,000 in order for the amount to be readily available and no longer held in reserves. **Action – seek approval from Council**

6.3 2) Reserve Statement including movement

6.4 Members noted that the Internal Auditors comments have been taken on board and the movement of the reserves is now shown. It was agreed to merge the earmarked reserve codes 301 – 304 which were all for play area equipment into one heading called Community

Asset Renewal. **Action – seek approval from Council**

3) To consider allocation of CIL for Council approval

- 6.5 Members were reminded that the CIL allocation for the previous year was overallocated as it
6.6 was anticipated more CIL funds would be available. Further CIL funds have been received
which has now rectified this.

- 6.7 Members expressed concerns as it is not known when CIL funds are due to be paid to the
Council in order to allocate CIL funds further. It was requested for the Clerk to investigate
this and report back to the Office and Finance Committee. **Action – the Clerk**

4) Bank account signatories – Progress

- 6.8 The Clerk advised that there are still 2 Members who need to contact the bank to enable
6.9 them to have internet access, therefore, this item is still on going.

5) General Power of Competence eligibility 2022-2023

- 6.10 The Clerk advised Members that as of May 2022 it is unlikely the Council will be able to
6.11 exercise the General Power of Competence, due to the electoral mandate criteria.

6) To consider any budget items to go forward to the 2022-2023 budget

- 6.12 One item was raised which was Adverse Weather Maintenance as it would be helpful to
6.13 monitor the trend and agree an amount for future budgets. Members agreed to take this
forward.

7) To discuss and agree actions arising from the report from the Internal Auditor

- 6.14 Carol Hodgson advised Members that the comments from the Internal Auditors Report are
6.15 advisory and nothing to be concerned about. All actions arising from the Internal Auditors
are in progress.

8) To consider frequency of meetings and Memberships of Committees i.e., to
reduce Membership

- 6.16 This item was given some considerable consideration, various options were considered,
6.17 however some did not meet the need of the Council. Members came to the conclusion that
this item needs further consideration and more discussions between Members.

9) To work towards a 3 – 5 year financial forecast

- 6.18 Members discussed this and agreed it needs to harmonise with a Council strategy. It was
6.19 agreed that a “Strategy Day” be held to provide an opportunity to look forward and work
towards a Parish Council Strategy. **Action – For the Clerk to arrange an afternoon session for
Councillors to meet and think ahead.**

10) To agree to meet informally to discuss the forecast and other financial

- 6.20 This was covered under item 6.9.
6.21

11) considerations to for Officers to prepare for future meetings

- 6.22 Nothing was brought forward.
6.23

12) 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

- 6.24 It was agreed to recommend to Council that Code 61 contingencies for the amount of
£1,112.00 be used as well as Code 80 also contingencies for the amount of £301.00 and

6.25 Code 73 Highway and Signage £200 be used to offset the cost for the installation of the 2 signs. **Action – Seek approval from Council.**

13) To identify any financial risks implications

Members identified an overspend which will need addressing at year end.

6.26

6.27 14) Office building cleaning

The Clerk advised that Ringmer Academy are no longer able to provide a cleaning service for

6.28 the hour per week recently provided. It was agreed for the Clerk to source a cleaning

6.29 company to clean the office for 1 hour per week on an invoice basis.

15) To recommend to council the acceptance and adoption of the Procurement Policy and Tender Template

6.30 Members agreed that the Procurement Policy should be adopted and will requests that Council adopt the policy presented. **Action – Seek approval from Council.**

6.31

16) Appointment of an Internal Auditor

Members looked at the quotations provided and agreed to recommend appointing Mulberry and Co. **Action – Seek approval from Council.**

6.32

6.33

17) Member's training

This was discussed at length it was agreed that some training should be provided. This will be agreed after the meeting of the Personnel Committee after going through the recent HR

6.34

6.35 report.

18) Any other financial matters that cannot be held over to the next agenda at the Chairman's discretion

6.36 There were no financial matters that could not be held over.

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

7.

Member agreed to recommend that Ringmer Parish Council submits an expression of interest.

7.1

There being no further business, the meeting closed at 11.13am.