

RINGMER PARISH COUNCIL

MINUTES

Ringmer Parish Council Office and Finance Committee Meeting Minutes of the meeting held on 7th October 2020 at 9.00am via zoom

Present: Cllr Turner – Chairman, Cllr Harper, Cllr May, Cllr and CllrTerry.

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

Members of the public 1

Item No	Minutes
1.	APOLOGIES FOR ABSENCE
1.1	Apologies were received from Cllr Crompton and Cllr Whitlock.
2.	DECLARATIONS OF MEMBERS' INTERESTS AND DISPENSATION REQUESTS
2.1	There were no declarations of Members' Interests, nor dispensation request.
3.	TO ACCEPT THE MINUTES OF THE MEETINGS HELD ON 9th SEPTEMBER 2020
3.1	It was agreed to accept the minutes of the meeting held on 9 th September 2020 as a true and accurate record of the meeting.
4.	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
4.1	At 9.02am the Chair invited the Meeting to suspend Standing Orders and asked for questions or comments from members of the public present.
4.2	The member of public in attendance expressed concerns regarding the temporary staffing hours.
4.4	Orders were reinstated at 9.03am
5.	OFFICE & FINANCE:
	a) Payments and receipts It was agreed to recommend approval of the payments and receipts lists presented to Full Council – Action – Recommend approval to Full Council
	b) Bank Reconciliation(s) It was agreed to recommend approval of the bank reconciliation presented to Full Council – Action – Recommend approval to Full Council
	c) Bank summary Members noted the bank summary.

d) Cost Centre Report

Members noted the Cost Centre Report.

e) Quotation(s)

There were no quotations for consideration.

f) Grant application(s)/Donations

There were no grant applications for consideration.

g) Bank account signatories – Progress and additional signatories required for CCLA

This item is moving forward and remains on going.

h) To agree expenditure of Lucy Stoner Bequest – Previous decisions previously circulated

It was agreed to recommending the re-allocating the Bequest in order for Council to consider ways to use the bequest. **Action- Recommend to Council.**

Due to issues with zoom the meeting became inquorate therefore, the meeting could not proceed and at 9.17am, the meeting closed.

i) Outsourcing payroll responsibilities

j) Office cleaning arrangements

STAFFING MATTERS *Exclusion of the press and members of the public in accordance with the Admission to meetings Act 1960*

a) Resignation of Assistant Clerk

b) Exit interview of Assistant Clerk – Cllr Harper

c) Temporary Staff arrangements – Finance Administrator and General Administrator for a period of 3 months in order for Council to establish staffing need and levels

d) Staffing matters recommendations and agree any actions– Report from Cllr Harper previously circulated

e) Report from David Carden commissioned by the Council Chairman in accordance with advice received from Sussex and Surrey Association of Local Councils

THE PUBLIC AND THE PRESS ARE CORDIALLY INVITED TO ATTEND

Date of Next Office and Finance Committee Meeting 11th November 2020: Venue to be advised.
