

RINGMER PARISH COUNCIL

MINUTES

Ringmer Parish Council Office and Finance Committee Meeting
Minutes of the meeting held on 11th November 2020 at 9.00am via Zoom
Meeting called 4th November 2020

Present: Cllr Turner – Chairman, Cllr Booth, Cllr Crompton, Cllr May, Cllr Terry

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

Item No	Minutes
1.	APOLOGIES FOR ABSENCE
1.1	There were no apologies for absence.
2.	DECLARATIONS OF MEMBERS' INTERESTS AND DISPENSATION REQUESTS
2.1	There were no declarations of Members' interest or dispensation requests.
3.	TO ACCEPT THE MINUTES OF THE MEETINGS HELD ON 9th September 2020
3.1	It was resolved to accept the minutes of the meeting held on 9 th September 2020 as true and accurate records of that 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	There was no public attendance.
5.	OFFICE & FINANCE:
5.1	a) Payments and receipts
5.2	It was agreed to recommend approval of the payments and receipts lists presented for Full Council – Action – Recommend approval to Full Council
5.3	b) Bank Reconciliations(s)
5.4	It was agreed to recommend approval of the bank reconciliation presented to Full Council – Action – Recommend approval to Full Council
5.5	c) Bank Summary
5.6	Members noted the Bank Summary Report.
5.7	d) Cost Centre Report
5.8	Members noted that the Cost Centre Report was on track.
5.9	e) Quotation(s)
5.10	There were no quotations for consideration.

- 5.11 f) **Grant application(s)/Donations – St Mary’s Parish Church PCC and Victim Support (Sussex Area)**
- 5.12 It was agreed to recommend approval of the Church’s request of £281.00. **Action – Recommend approval to Full Council**
- 5.13 It was agreed to recommend approval to pay Victim Support £200.00 instead of the £100.00 requested. **Action – Recommend approval to Full Council**
6. **OFFICE AND STAFFING BUDGET** – Please note the office budget includes, grants, subscriptions, professional services, IT provision
- 6.1 It was agreed to recommend approval and consider the staffing options and budget February 2021 to Full Council – **Action – Recommend approval to Full Council**
- 6.2 There being no further business, the meeting closed at 10.10am