

Copied to all other Members for information

RINGMER PARISH COUNCIL

To all Members of Ringmer Parish Council Office and Finance Committee you are hereby requested to attend a meeting on Wednesday 9th December 2020 9.00 am
Via Zoom

Meeting called by: Karen Crowhurst – Clerk/RFO

Signed: K.A. Crowhurst

Meeting called 3rd December 2020

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. **APOLOGIES FOR ABSENCE**
2. **DECLARATIONS OF MEMBERS' INTERESTS AND DISPENSATION REQUESTS**
3. **TO ACCEPT THE MINUTES OF THE MEETINGS HELD ON 11th NOVEMBER 2020**
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
5. **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
 - 1) East Sussex Wild-Life Rescue
 - 2) Ringmer Cricket Club – Special Projects Application
 - 3) Ringmer Primary & Nursery School PTA – Special Projects Application
 - g) Bank account signatories – Progress
 - h) External Auditors Report
6. **OFFICE AND STAFFING BUDGET** – Please note the office budget includes, grants, subscriptions, professional services, IT provision
7. **STAFF RECRUITMENT – REPLACEMENT OF ASSISTANT CLERK**

THE PUBLIC AND THE PRESS ARE CORDIALLY INVITED TO ATTEND

Date of Next Office and Finance Committee Meeting via Zoom, date to be confirmed