

RINGMER PARISH COUNCIL

MINUTES

**Ringmer Parish Council Office and Finance Committee Meeting
Minutes of the meeting held on 9th December 2020 at 9.00am via Zoom
Meeting called 3rd December 2020**

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

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

- | Item No | Minutes |
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| 1. | APOLOGIES FOR ABSENCE |
| 1.1 | Apologies were received from Cllr David Terry. |
| 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 11th NOVEMBER 2020 |
| 3.1 | It was resolved to accept the minutes of the meeting held on 11 th November 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 (Previously circulated) |
| 5.2 | Cllrs Crompton and May were happy to approve. |
| 5.3 | b) Bank Reconciliation(s) |
| 5.4 | Cllrs Crompton and May were happy to approve. |
| 5.5 | c) Bank Summary |
| 5.6 | Cllrs Crompton and May were happy to approve. |
| 5.7 | d) Cost Centre Report |
| 5.8 | Cllrs Crompton and May were happy to approve. |
| 5.9 | e) Quotation(s) |

- 5.10 Cllrs Crompton and May were happy to approve.
- 5.11 f) Grant application(s)/Donations
- 5.12 1) East Sussex Wild-Life Rescue
- 5.13 Cllr Crompton and May recommended paying **50.00** which is the same as last year.
- 5.14 2) Ringmer Cricket Club – Special Projects Application
- 5.15 It was recommended to seek approval from the Council to pay **2,000.00**.
- 5.16 3) Ringmer Primary & Nursery School PTA – Special Projects Application
- 5.17 Office and Finance would like to support and recommend, at the discretion of Council, under current Covid 19 conditions that **2,000.00** be paid. They would like to exercise their general power of competence outside of the usual remit and not set a precedent.
- 5.18 g) Bank account signatories – Progress
- 5.19 The Clerk will be contacting the bank today to see what the current situation is.
- h) External Auditor’s Report
- 5.21 It was reported that the audit was successful with no problems being reported and noting that all practices are being upheld.
6. **OFFICE AND STAFFING BUDGET** – Please note the office budget includes, grants, subscriptions, professional services, IT provision
- 6.1 It was recommended that the arguments be taken to the Council and that Cllr May, if present, would give a briefing on the Village Hall Committee meeting he attended. If Cllr May is not present, the Clerk will raise Cllr Terry’s email proposing paying them **20k**.
7. **STAFF RECRUITMENT – REPLACEMENT OF ASSISTANT CLERK**
- 7.1 The Clerk informed that there had been 6 expressions of interest and 2 applications. She recommended that both these be interviewed w/c 21/12/20 with a view to new employee being appointed for February 2021.

There being no further business, the meeting closed at 9.45am.