

Ringmer Parish Council

To: Members of the Office and Finance Committee

You are hereby summoned to attend the Meeting

on Thursday 16th June 2022 at 08:30

in the Lucy Stone Rooms

Office & Finance Committee Meeting Agenda

Signed: Mrs. Annie Hazzard - RFO Ringmer Parish Council

(01273) 813242/rfo@ringmerparishcouncil.gov.uk

Meeting called 9th June 2022

Item	Agenda Item (OF22)	Act
1.	Election of Chairman of the Committee for the ensuing year	
2.	To receive apologies for absence	
3.	To receive written requests for dispensation for the ensuing year	
4.	To approve the minutes from the Office and Finance Committee meeting held on Friday 8th April 2022	
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	
6.	To consider any recommendations from other Committees	
7.	Finance:	
7.1	Financial Year End 31st March 2022 <ol style="list-style-type: none"> To receive the internal audit report by Andy Beams of Mulberry & Co To carry out a review of the effectiveness of the system of internal control To prepare and approve the Annual Governance Statement To confirm the accuracy of the Annual Return – Accounting Statement To review the Fixed Asset Register 	
7.2	Current Year financial reporting <ol style="list-style-type: none"> To receive the latest statement of accounts and make any recommendations to Full Council requiring action and decision To receive the latest bank reconciliation To receive the Reserves Statement including movement To receive the CIL Balance and consider any CIL Funding for Council approval To receive an update on Bank Account signatories 	
7.3	To consider the Special Projects Grants – second round <ol style="list-style-type: none"> St Mary's Church - £144.50 Ringmer Evergreen Club - £270.00 The Monday Group - £500.00 Ringmer Women's Institute - £450.00 To consider any further Special Project funding rounds 	
7.4	To consider any other Grant Applications	
7.5	To consider the allocation of the Lightsource (Solar Farm) funding	
8.	Other Matters	
8.1	To receive an update on Bank Account signatories	
8.2	To review current banking arrangements - Members to consider information provided re. other banking providers	
8.3	Final Consideration of the updated Office and Finance Committee Terms of Reference before putting to the Full Council for adoption	
8.4	To identify any current financial risks	
8.5	To receive an update on Kings Academy Ringmer re. the Occupational Licence and rental / utility charges for the Parish Offices	

8.6	To consider a 'Treasury Strategy'	
8.7	To consider changing accounting package	
8.8	To receive an update on the Section 106 funding for the Playground on the Village Green	
9.	Other Matters	
10.	To consider any other financial matters that cannot be held over to the next agenda at the Chairman's discretion	
11.	Date of next meeting and items for inclusion on the agenda	