

# RINGMER PARISH COUNCIL

Minutes of the Office and Finance Committee  
Held on Wednesday 19<sup>th</sup> October 2022 at 8.30am  
In the Parish Rooms, Lucy Stone Room

<b>Present:</b>				
Cllr Gavin May (GM)	Cllr Marcia Morgan (MM)	Cllr Sarah Phillips (SP)	Cllr Gordon Sims (GS)	
Cllr David Terry (DT) - Chairman	Mrs Annie Hazzard (AH) - Clerk/RFO	Mrs Gail Metcalfe (GPM) - Administrator		
Members of the public:	0			
<b>1.</b>	<b>To receive apologies for absence</b> Apologies were received from Cllr John Kay.			
<b>2.</b>	<b>To receive written requests for dispensation for the ensuing year</b> None.			
<b>3.</b>	<b>To approve the minutes from the Office and Finance Committee meeting held on Friday 16<sup>th</sup> June 2022</b> <b>RESOLVED:</b> That the minutes of the meeting held on 16 <sup>th</sup> June 2022 were agreed and signed by the Chairman as a true record.			
<b>4.</b>	<b>Public questions or comments relating to items on this agenda</b> This item shall last not more than 15 minutes or at Chairman's discretion and no contribution shall last more than 3 minutes There were no members of the public present.			
<b>5.</b>	<b>To consider any recommendations from other Committees</b> There had been no recommendations received from other Committees.			
<b>6.</b>	<b>Finance Reporting:</b>			
6.1	To receive the latest statement of accounts and make any recommendations to Full Council requiring action and decision <b>RESOLVED:</b> That the latest statement of accounts was received.			
6.2	To receive the latest bank reconciliation <b>RESOLVED:</b> That the latest bank reconciliation was received.			
6.3	To receive the reserves statement including movement DT believed this was not showing the true position as in stands. He asked for committed money and non-committed money to be separated out and anything not in progress to be released back into reserves. It was agreed that committed money was the skatepark and bus shelter reserves. <b>ACTION:</b> Office to split out the reserves and to find the relevant minutes regarding the earmarked reserves allocation.			CLERK
6.4	CIL: i) To consider allocation of additional CIL funds received for Council approval It was agreed that budget allocations would be considered going forward but that requests would need to be received before this could happen. <b>ACTION:</b> Office to request applications for CIL money which will then be considered at the next O&F meeting for recommendations to Full Council. A list of what is acceptable for CIL funding to go out with the request for applications.			OFFICE
	ii) To consider separate accounts for CIL <b>ACTION:</b> Clerk to investigate if it is possible to separate out the accounts.			CLERK
6.5	To receive an update on Bank Account signatories The Clerk confirmed that this had been done but that two Cllrs still had to sort out their online banking.			
6.6	Grant Applications: i) The Monday Group - To revisit the £500.00 application from the Special Projects Fund as confirmation that works are within Ringmer Parish has now been received <b>RESOLVED:</b> To pay £500.00 to The Monday Group.			CLERK
	ii) Victim Support - To consider their application for £200.00 <b>RESOLVED:</b> Not to pay £200.00 to Victim Support.			CLERK
	iii) Special Project funding - To note spending to date and to consider any further funding rounds			

	The Clerk informed that £2,012.50 has been spent to date. It was decided that as there are other funding streams in the Council, namely grant and CIL applications, no further funding rounds would be offered out. <b>RESOLVED:</b> Not to do any further funding rounds.	
<b>7.</b>	<b>Budget preparation for 2023/24</b>	
7.1	To consider the forecast of income and expenditure to 31 <sup>st</sup> March 2024 <b>RESOLVED:</b> To agree this budget and recommend to full Council.	
7.2	To consider expenditure for inclusion in the 2023/24 budget <b>RESOLVED:</b> IT support to be increased from £1,000.00 to £2,500.00.	CLERK
7.3	To consider a budget amount to recommend to the Full Council (to include allowance for any potential litigation - O&F Mins, 16/06/22, item 7.1 c.) <b>RESOLVED:</b> To leave as is and not to increase the budget for litigation as the Spotlight Claim had been vacated.	
7.4	To consider the allocation of the Lightsource (Solar Farm) funding <b>ACTION:</b> Clerk to find out how much we get and where this is shown in the figures for the next O&F meeting.	CLERK
<b>8.</b>	<b>Other Matters</b>	
8.1	Anchor Field - To consider where the £550.00 fee for legal work should be allocated to <b>RESOLVED:</b> To accept the negative balance which is currently under budget code 320/4170.	
8.2	Utilities - To receive an update on discussions with Kings Academy GS confirmed that no further discussions had taken place but that utility costs have been explained and accepted.	
8.3	Treasury Strategy - To receive an update (O&F Mins, 16/06/22, item 8.6) <b>ACTION:</b> To be deferred to the next O&F meeting.	OFFICE
8.4	To receive an update on the Section 106 funding for the Playground on the Village Green The Clerk confirmed that this had been received and spent.	
8.5	Fairground fee - To re-assess the fee which is currently £650.00 <b>RESOLVED:</b> To keep the fee at £650.00.	
8.6	Allotments - To discuss and agree an increase in the yearly fee It was noted that income falls significantly short of costs. 12 months' notice to be given of an increase as per current tenancy agreements. <b>RESOLVED:</b> To notify allotment holders now of a cost increase of 100% in a year's time i.e. from January 2024. <b>ACTION:</b> DT to check the tenancy contract to see if we can change it to give 3 months' notice of a fee increase.	OFFICE DT
8.7	Annual Risk Register - To consider amendments and rate each item <b>RESOLVED:</b> To defer this to the next O&F meeting and to allocate 45 minutes of that meeting to this. <b>ACTION:</b> Office to add this to the next O&F meeting as a 45 minute item.	OFFICE
8.8	Urban Grass Cutting Options 2023 - To decide on option (deadline:16 <sup>th</sup> December 2022) <b>RESOLVED:</b> To stay with the 2 cuts a year option. <b>ACTION:</b> Office to inform the Contracts Management Group at East Sussex.	OFFICE
<b>9.</b>	<b>To consider any other financial matters that cannot be held over to the next agenda at the Chairman's discretion</b> <b>RESOLVED:</b> Clerk to write to the Jubilee Committee to formally request that office work be charged at £25.00 an hour backdated to June 2022. DT to sign the letter.	CLERK /DT
<b>10.</b>	<b>Items for inclusion on the next agenda</b> Risk Register	
<b>11.</b>	<b>Date of next meeting</b> Thursday 1 <sup>st</sup> December 2022 at 8.30am.	
	The meeting closed at 10am.	

**Date of Next Meeting in the Parish Rooms, Lucy Stone Room  
1<sup>st</sup> December 2022 at 8.30am**