

Ringmer Parish Council

To: Members of the Office and Finance Committee
 You are hereby summoned to attend the Meeting
 on Thursday 4th November 2021 at 10:00
 in the Parish Rooms at Kings Academy Ringmer

Office & Finance Committee Meeting Agenda

Signed: *Carol Hodgson* - Acting Clerk to Ringmer Parish Council
 (01273) 813242 / clerk@ringmerparishcouncil.gov.uk

Meeting called 29th October 2021

Item	Agenda Item (OF21)	Act
1.	To receive apologies for absence	
2.	Declarations Of Members' Interests and Dispensation Requests	
3.	To accept the minutes from the Office and Finance Committee meeting held on Tuesday 3 rd August 2021	
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.	To consider recommendations from other Committees	
5.1	Personnel Sub-Committee <ul style="list-style-type: none"> a. To allocate up to £775 from the Councillors / Staff Training budget for the Assistant Clerk to undertake the CiLCA 	
6.	Finance:	
6.1	To receive the latest statement of accounts and make any recommendations to Full Council requiring action and decision	
6.2	To receive the latest bank reconciliation	
6.3	To receive the Reserves Statement including movement	
6.4	To consider allocation of additional CIL Funds received for Council approval	
6.5	To receive an update on Bank Account signatories	
6.6	To receive an update on appointing a Parish Office cleaner	
6.7	To consider any Grant Applications <ul style="list-style-type: none"> a. Royal British Legion 	
7.	Budget preparation for 2022/23	
7.1	To receive the forecast of income and expenditure to 31-Mar-22	
7.2	To consider expenditure for inclusion in the 2022/23 budget	
7.3	To consider a budget amount to recommend to the Full Council	
8.	Other Matters	
8.1	To review the Office and Finance Committee Terms of Reference.	
8.2	To consider frequency of meetings and schedule Committee meeting dates to May 2022	
8.3	To receive an update on arranging a Parish Council 'Strategy Day' incorporating working towards a 3 – 5 year financial forecast	
8.4	To receive any updates on the future running of Ringmer Swimming Pool	
8.5	To receive an update on the progress of the asset survey	
8.6	To receive any updates on recommendations put forward to Full Council requiring action and decision	
8.7	To identify any financial risks implications	
9.	To consider any other financial matters that cannot be held over to the next agenda at the Chairman's discretion	
10.	Date of next meeting and items for inclusion on the agenda	
11.	Close of Meeting	