

Ringmer Parish Council

Minutes of the Office and Finance Committee Meeting

Held on Monday 8th April 2022 in the Parish Rooms at Kings Academy Ringmer

Present:		
Cllr. David Terry (Chairman)	Cllr. Gordon Sims	Cllr. Sarah Philips
Cllr. Marica Morgan	Mrs. Carol Hodgson (Fin. Admin)	Cllr. Gavin May
		Mrs. Annie Hazzard (Clerk/RFO)
Item	Agenda Item (OF22)	Act
1.	To receive apologies for absence Apologies were received from Cllr. Kay	
2.	Declarations of Members' Interests and Dispensation Requests There were no declarations of member' interests nor any dispensation requests	
3.	To accept the minutes from the Office & Finance Committee meeting held on Monday 10th January '22 RESOLVED: That the minutes of the meeting held on 10th January 2022 were agreed and signed by the Chairman as a true record.	
4.	Public questions or comments relating to items on this agenda There were no members of the public present.	
5.	To consider any recommendations from other Committees There had been no recommendations received from other Committees.	
6.	Financial Reporting:	
6.1	To receive the latest statement of accounts and make any recommendations to Full Council requiring action and decision. Further information was requested on budget overspends and location of the new litter bins purchased from CIL funding. It was noted that most of the 'Contracted Grounds Maintenance' was over budget, this was due to issues in setting last year's budget. RESOLVED: That the latest statement of accounts was received and there were no decisions for recommending to Full Council.	Off
6.2	To receive the latest bank reconciliation RESOLVED: That the latest bank reconciliation was received.	
7.	Grants	
7.1	To consider applications for funding from the Special Projects Fund	
	a. Ringmer Primary School Parent Teacher Association - £1,000 The applicant was seeking funding towards the PATINA 2022 which is the Year 6 'Moving on Parade' (transition from Primary School to Secondary School) taking place in July. The cost of the event is generally met through fundraising, but the Covid situation this has made this more difficult this year. RESOLVED: To award Ringmer Primary School Parent Teacher Association a one-off grant of £1,000 from the Special Projects Scheme towards the cost of the 2022 PATINA.	
	b. Ringmer Bowls Club - £1,000 The applicant was seeking funding of £1,000 to complete the Kitchen area – being part of the replacement Club House / Pavilion project nearing completion. RESOLVED: To award Ringmer Bowls Club £1,000 from 'CIL Funding' towards the completion of the kitchen area in the new Club House / Pavilion.	
	c. Ringmer Parochial Church Council (PCC) St Mary's Church, Ringmer - £450 The applicant was originally seeking funding of £450 towards running an Easter Activity Day during the Easter Holidays but had been revised to £177 due to other funding received. RESOLVED: To award Ringmer Parochial Church Council (PCC) St Mary's Church £177 from the Special Projects Scheme towards the cost of an Easter Activity Day 2022.	
	d. Ringmer Evergreen Club - £608 The applicant was seeking funding of £608 towards a coach trip to the Bluebell Railway in May 2022 for members of the Evergreen Club. Members considered that due to limited funds in the Special Projects Fund they were unable to support the request. The Club appeared to have sufficient funding to cover its own revenue cost for this event. RESOLVED: Not to award a grant of £608 to the Evergreen Club for an outing to the Bluebell Railway.	

<p>7.2</p> <p>a. Ringmer Village Hall Management Committee – up to £8,217</p> <p>7.3</p> <p>a. The Bower Tree C.I.C - £500+</p> <p>b. Wildflower Ringmer - £500</p> <p>c. Air Ambulance Charity Kent Surrey Sussex - £300</p> <p>d. Ringmer Village Hall Management Committee - £250</p> <p>7.4</p>	<p>To consider applications for funding from CIL Funds</p> <p>The applicant was seeking funding of up to £8,217 to install a comprehensive fire alarm system to meet the recommendation of the Fire Officer - forming part of the improvement works at Ringmer Village Hall.</p> <p>RESOLVED: To award Ringmer Village Hall Management Committee £8,217 from CIL Funding to install a comprehensive fire alarm system at Ringmer Village Hall.</p> <p>To consider applications for funding from the S137 Parish Grant Fund</p> <p>The applicant was seeking funding of £500+ to offer free counselling to those on low income or benefits living in Ringmer. Members discussed the application, the overall benefit to residents in Ringmer and other sources funding the work of the applicant.</p> <p>RESOLVED: Not to award a grant of £500+ to The Bower Tree C.I.C.</p> <p>This item was considered in conjunction with item 8.1 below. The applicant had confirmed that funding was being secured from other sources.</p> <p>RESOLVED: To award a grant of £100 towards the Wildflower Ringmer project.</p> <p>The applicant was seeking a grant for £300 to help towards providing critical pre-hospital care across the region.</p> <p>RESOLVED: To award Air Ambulance Charity Kent Surrey Sussex £100 from S137 funding to support their mission.</p> <p>The applicant was seeking funding of £250 towards the cost of hosting an afternoon tea party on 4th June 2022 in the village hall to celebrate the Queens Platinum Jubilee 2022.</p> <p>RESOLVED: To award Ringmer Village Hall Management Committee £250 from the ‘Special Projects Scheme’ to host an afternoon tea party on 4th June 2022 in the village hall to celebrate the Queens Platinum Jubilee 2022.</p> <p>Members considered the two recently received annual Community Benefit payments from Lightsource Renewable Energy Limited re: the Solar Farm at Upper Clayhill Farm for £11,173.20.</p> <p>RESOLVED: To transfer to a dedicated reserve £11,173.20 received from Lightsource Renewable Energy Limited to allow further consideration for the use of the monies for Community Benefit.</p>	<p>All</p>
<p>8.</p> <p>8.1</p> <p>8.2</p> <p>8.3</p>	<p>To consider and receive quotes (if available)</p> <p>Additional costs for grass cutting at Fingerpost Field (£500) and in relation to the Ringmer Wildflower project (£1,000)</p> <p>Members discussed grass cutting arrangements at Fingerpost Field which is currently 12 cuts per year. This was not considered sufficient and would benefit from having 20 cuts per year. The additional cost for 8 cuts by Parish Council’s contractor would be £500.</p> <p>RESOLVED: To increase the grass cutting at Fingerpost Field by 6 from 12 to 20 cuts per annum at an additional cost of £500 (to be met out of the General Reserves).</p> <p>Members discussed in conjunction with item 7.3b above the recent proposal from the ‘Ringmer Wildflower Project’ for adjusting Parish Council’s current grass cutting programme to promote the growth of Wildflower areas in Ringmer. The additional cost to vary PC’s grass cutting contract to meet the scheme’s proposal would be £1,000. Members took into consideration comments received by members of the public at the Full Council Meeting on 15th March 2022 and those received outside of the meeting including from local organisations effected. As the budget had been set for 2022/23, any increase would have to be met from General Reserves.</p> <p>RESOLVED: To carry on with the current programme of contracted Grass Cutting. All grass cutting requirements to be reviewed when re-tendering for the Grounds Maintenance Contract.</p> <p>Costs in relation to the land adjacent to the Churchyard being gifted to Ringmer PC.</p> <p>The gift land comes with a £10,000 reserve fund. Members agreed to defer any discussions / decisions until all the technicalities had been agreed with transferring the land to the Parish Council. It was envisaged that likely areas of expenditure would include giving good access to the site, a memorial plaque, picnic benches etc.</p> <p>Additional provision, replacements, or repairs of Parish Litter Bins following the recent audit.</p> <p>The audit of Parish Litter Bins was still ongoing.</p>	<p>All</p>

<p>8.4 The proposal from Firle Parish Council to jointly purchase a ‘Speed Monitoring Device.’ Firle PC had invited Ringmer PC along with other local Parish Council’s, to contribute towards the joint ownership of a ‘Black Cat – Speed Monitoring Device’ – overall cost approximately £2,000. RESOLVED: To forward the ‘Speed Monitoring Device’ information from Firle PC to Ringmer’s Speed watch Group ‘RADAR’ and ask for their recommendations.</p> <p>8.5 Repairing the Village Sign It had been agreed in the previous financial year (2021/22) to accept a quote from ‘JAKK UK’ of £1,230 + vat. As the repair had not been budgeted for, this expenditure was deferred to the 2022/23 budget. RESOLVED: To progress the repair of the Village Sign with JAKK UK for £1,230 + vat</p> <p>8.6 Replacing the Parish Notice Board at Ringmer Village Hall It had been agreed in the previous financial year (2021/22) to accept a quote from ‘The Parish Notice Board Company’ of £1365 + vat. As the expenditure had not been budgeted for, this expenditure was deferred to the 2022/23 budget. RESOLVED: To progress the purchase of a new Notice Board for outside Ringmer Village Hall with The Parish Notice Board Company for £1365 + vat</p> <p>8.7 Repair / replacement of 6 Fingerposts It had been agreed in the previous financial year (2021/22) to accept a quote from ‘JAKK UK’ of £4,606 + vat. As the expenditure had not been budgeted for, this expenditure was deferred to the 2022/23 budget. Members agreed for a 10% uplift on the original cost should it be required. RESOLVED: To progress the repair /replacement of the following 6 Fingerposts with JAKK UK for £4,606 + vat with a 10% allowance for any cost increases.</p> <table border="1" data-bbox="169 826 1434 938"> <tr> <td>1. Lewes Road / Church Crescent – replace</td> <td>2. Norlington Lane / Ham Lane – repair</td> </tr> <tr> <td>3. Barcombe Mills / Wellingham Lane – replace</td> <td>4. Norlington Lane / Bishops Lane – repair</td> </tr> <tr> <td>5. Harveys Lane / Green Lane – replaced</td> <td>6. Laughton Road / Moor lane - repair</td> </tr> </table> <p>8.8 Further costs for additional surfacing underneath the timber Multiplay unit at the VG Play Area The existing timber Multiplay Unit would be remaining on site, but the existing surfacing underneath the unit was in a poor condition and should be replaced. Kompan had provided a quote of £5,907.96 + vat for the supply and installation of rubber mulch. RESOLVED: To accept the quote from Kompan of £5,907.96 + vat to supply and install rubber mulch under the timber Multiplay unit at the Village Green Play Area. This would be funded from CIL monies.</p>	1. Lewes Road / Church Crescent – replace	2. Norlington Lane / Ham Lane – repair	3. Barcombe Mills / Wellingham Lane – replace	4. Norlington Lane / Bishops Lane – repair	5. Harveys Lane / Green Lane – replaced	6. Laughton Road / Moor lane - repair	<p>Off</p>
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<p>9. Other Matters</p> <p>9.1 To receive an update on Bank Account signatories There were no further updates to report.</p> <p>9.2 To review the current banking arrangements Members agreed it was good practice to review the current banking arrangements. Further information would be obtained from other banking providers for Members to review and consider.</p> <p>9.3 To receive an update on reviewing the Office and Finance Committee Terms of Reference. The terms of reference would be updated with the points previously raised and circulated to Members for final consideration before putting to the Full Council for adoption.</p> <p>9.4 To identify any current financial risks There were no current financial risks identified.</p> <p>9.5 To receive an update on meeting with Kings Academy Ringmer to discuss the Occupational Licence and rental / utility charges for the Parish Offices. There were no updates to report, but discussions were due to take place with other areas to be explored.</p> <p>9.6 To consider a ‘Treasury Strategy.’ To be discussed at the next meeting.</p>	<p>Off</p> <p>Off</p> <p>Off/ ALL</p> <p>GS</p>						
<p>9. To consider any other financial matters that cannot be held over to the next agenda at the Chairman’s discretion Cllr. Philips raised points on:</p> <ul style="list-style-type: none"> • The setting of Council Tax by Lewes DC – what new methodology they were now using as the increase in dwellings in Ringmer had not appeared to make any impact. • The effect of losing the General Power of Competence in 2022 							
<p>10. Date of next meeting and items for inclusion on the agenda To be confirmed for 3 months' time</p>							
<p>11. Close of Meeting There being no further business, the meeting closed at 10.25am</p>							