

Ringmer Parish Council

Minutes of the Office and Finance Committee Meeting

Held on Monday 10th January at 10:00 in the Parish Rooms at Kings Academy Ringmer

Present:		
Cllr. Gordon Sims (Chairman of Council)	Cllr. Sarah Philips	Cllr. John Kay
Mrs. Carol Hodgson (Acting Clerk/RFO)	Mrs. Abbe Charlesworth (Clerk/RFO)	
Item	Agenda Item (OF21)	Act
1.	To receive apologies for absence Apologies were received from Cllr. Terry and Cllr. May	
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 and Finance Committee meeting held on Thursday 4th November 2021 RESOLVED: The minutes of the meeting held on 4th November 2021 were agreed and signed by the Chair of the meeting 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.	Finance:	
6.1	To receive the latest statement of accounts and make any recommendations to Full Council requiring action and decision RESOLVED: That the latest statement of accounts were received and there were no actions or decisions for recommending to Full Council.	
6.2	To receive the latest bank reconciliation RESOLVED: That the latest bank reconciliation was received.	
6.3	To receive the Reserves Statement including movement RESOLVED: That the latest Reserves Statement was received.	
6.4	To consider any CIL Funding for Council approval There was no CIL Funding requests for consideration.	
6.5	To receive an update on Bank Account signatories There were no further updates to report.	
6.6	To consider any Grant Applications No Grant Applications had been received.	
7.	Budget preparation for 2022/23	
7.1	To receive the forecast of income and expenditure to 31-Mar-22 RESOLVED: That the forecast of income and expenditure to 31-Mar-22 was received.	
7.2	To consider expenditure for inclusion in the 2022/23 Greens & Amenities budget A draft 2022/23 budget for Greens & Amenities had been circulated to Members prior to the meeting.	
7.3	RESOLVED: To recommend to Full Council to set the 2022/23 Office and General budget at £45,209.	
7.4	To consider a total budget amount to recommend to the Full Council A draft 2022/23 budget for the Parish Council together with a comparison of the current 2021/22 had been circulated to Members prior to the meeting. Members were keen not to increase the Precept but to hold it at the current amount of £130,924 and use £4,175 from current year savings / reserves to meet the proposed 2022/23 Budget of £135,099 (2022/21: £150,924). Members noted that due to Lewes DC's revised method of calculating the tax base for 2022/23, it was possible that Parish Council element of the Council Tax paid by residents could increase. Cllr. Kay once again requested that the earmarked reserve for 'Special Projects' was made available in 2022/23 for local organisations and societies to access. A grant application form specifically for Special Projects had previously been drafted and would be reviewed at the next Office and Finance Meeting. RESOLVED: To recommend to Full Council to set the 2022/23 Budget at £135,099	Off

	<p>RESOLVED: To recommend to Full Council not to increase the Precept, but to keep it at the current amount of £130,924 for 2022/23 of which the deficit of £4,175 would come from current year savings and/or reserves.</p> <p>RESOLVED: To recommend to Full Council that the Earmarked Reserve for Special Projects is more actively promoted in 2022/23 for use by local organisations and societies.</p>	
8. Other Matters		
8.1 To receive an update on reviewing the Office and Finance Committee Terms of Reference.	Cllr. Terry was not available to give an update.	DT/ Off
8.2 To receive a schedule of Committee meeting dates to May 2022	Cllr. Terry was not available to give an update	DT/ Off
8.3 To identify any current financial risks	Members noted that any 'Low Reserves' should be monitored and reviewed. To review the level of funds held in anyone savings / bank account to mitigate risk.	
8.4 To receive an update on meeting with Kings Academy Ringmer to discuss the Occupational Licence and rental / utility charging.	The Office were waiting to hear back from Kings Academy Ringmer for the option of some dates to meet.	Off
8.5 To consider a 'Treasury Strategy'.	Cllr. Terry was not available to lead the discussion.	DT
9. To consider any other financial matters that cannot be held over to the next agenda at the Chairman's discretion	There were no financial matters put forward for consideration.	
10. Date of next meeting and items for inclusion on the agenda	The Clerk would liaise with the Chairman (Cllr. David Terry) on an appropriate in April, preferably after the Year End and Internal Audit.	DT/ Off
11. Close of Meeting	There being no further business, the meeting closed at 10:45	