

**RINGMER PARISH COUNCIL**

**MINUTES**

**Ringmer Parish Council Office and Finance Committee Meeting  
Minutes of the meeting held on 14<sup>th</sup> January 2020 at 6.15pm via Zoom**

Present: Cllr Turner – Chairman, Cllr Crompton and Cllr Whitlock

In attendance: Karen Crowhurst - Clerk/RFO  
Carol Hodgson - Finance Administrator  
Gail Metcalfe – Administrator

Members of the public 5

<b>Item no</b>	<b>Minutes</b>
1.	<b>APOLOGIES FOR ABSENCE</b>
1.1	Apologies were received from Cllr Booth and Cllr Terry
2.	<b>DECLARATIONS OF MEMBERS' INTERESTS AND DISPENSATION REQUESTS</b>
2.1	There were no declarations of Members' interests or Dispensation requests
3.	<b>TO ACCEPT THE MINUTES OF THE MEETINGS HELD ON 9<sup>TH</sup> DECEMBER 2020</b>
3.1	It was <b>resolved</b> to accept the minutes of the meeting held on 9 <sup>th</sup> December 2020 as a true and accurate record of the meeting.
4.	<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
4.1	There were no questions or comments made by members of the public
5.	<b>OFFICE &amp; FINANCE:</b>
	1) Payments and Receipts It was agreed to recommend approval to Council.
	2) Bank Reconciliation(s) It was agreed to recommend approval to Council.
	3) Bank Summary Members noted the bank summary report.
	4) Cost Centre Report Members noted the cost centre report.
	5) Quotation(s) There were no quotations for consideration.

- 6) Grant application(s)/Donations – Ringmer Village Hall Management Committee  
£5,000 - improvement of access

As a grant was proposed at the December meeting for the amount of £5,000  
Members recommend Council approves this grant.

- 7) Bank account signatories – Progress

The Clerk reported that all signatories have now been added and requested those  
signatories contact the bank for their pin sentry and card.

- 8) To set the Precept for the administration year 2021 – 2022

After some consideration to raise the precept by 1.8% or to have a 0.00% increase,  
Members agreed to recommend Full Council approves the 1.8% increase, which is  
Approximately 56p per band D house hold.

- 9) Any other financial matters that cannot be held over to the next agenda **at the  
Chairman's discretion**

There were no other Financial Matters for consideration.

There being no further business the meeting closed at 6.38pm.

6. **STAFF RECRUTIMENT - *Exclusion of the press, public and Temporary Staff***

- a) To receive an update regarding appointing an Assistant Clerk
- b) To note the reduction of hours for Temporary Staff – General Administrator 17 previously 30 and Finance Administrator 8 previously 16 week commencing 4<sup>th</sup> January 2021
- c) To consider appointing the General Administrator for 17 hours per week and the Finance Administrator for 8 hours per week on a permanent basis and with NALC standard contracts – **Sample previously circulated**
- d) To receive an update regarding HR Service Matters

**THE PUBLIC AND THE PRESS ARE CORDIALLY INVITED TO ATTEND**

Date of Next Office and Finance Committee Meeting via Zoom, Thursday 11<sup>th</sup> February 6.15pm