

Copied to all other Members for information

RINGMER PARISH COUNCIL

**To all Members of Ringmer Parish Council Office and Finance Committee you are hereby requested to attend a Working Group meeting on Thursday 12th March 2020
6.30 p.m. in St Mary's Room
Ringmer Village Hall**

Meeting called by: Karen Crowhurst – Clerk/RFO

Signed: K.A. Crowhurst

Meeting called 3rd March 2020

The Chairman may at his discretion and at a convenient time in the transaction of business, adjourn the meeting so as to allow any members of the public to address the meeting in relation to an agenda item.

Agenda Items

- 1. APOLOGIES FOR ABSENCE**
- 2. DECLARATIONS OF MEMBERS' INTERESTS AND DISPENSATION REQUESTS**
- 3. TO ACCEPT THE MINUTES OF THE MEETING HELD ON 13TH FEBRUARY 2020**
- 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. OFFICE & FINANCE:**
 - a) Payments and receipts 31st January 2019 – 29th February 2020 (Previously circulated)
 - b) Bank summary
 - c) Cost Centre Report
 - d) Quotation(s)
 - e) Grant application(s)/Donations
 - Ringmer Football Club £35,000 (CIL application)
 - Ringmer WI £200 (Small grants application)
 - Joan's Lunch Club £207.60
 - Ringmer Croquet Club £500 (Small/medium application Special Projects Budget Heading)
 - Air Ambulance £250 (Small grants application)
 - f) To launch the Special Projects scheme and agree process
 - g) Any other financial matters that cannot be held over to the next meeting
- 6. TO AMEND RINGMER PARISH COUNCIL STANDING ORDERS FROM:**
 - a The Proper Officer shall:
 - i. at least 3 clear days before a meeting of the council, a committee and a sub-committee serve on councillors a summons, by email, confirming the time, place and the agenda provided any such email contains the electronic signature and title of the Proper Officer].
See standing order 3(b) above for the meaning of clear days for a meeting of a full council and standing order 3 (c) above for a meeting of

a committee.

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Paper copies of the Agenda, Minutes and other supporting documents will be sent electronically. Hard copies of the above documents will only be available by request to the Proper Officer, within a timely manner, an arrangement to post or arrangement of collection will be at the discretion of the Officer and Member

7. **ACTION POINTS & CLERKS REPORT**

- a) Update regarding Ringmer Children's Centre
- b) Office move progress

8. **CORRESPONDENCE – FOR NOTING OR ACTION**

- a) To consider any correspondence for noting or action received after this agenda has been published

9. **TO RECEIVE A REPORT ARISING FROM THE CLLR SURGERY HELD ON WEDNESDAY 4TH MARCH 2020 AND TO REFER ITEMS TO APPROPRIATE COMMITTEE OR COUNCIL**

10. **ANY OTHER OFFICE OR FINANCIAL MATTERS** – To consider any other Financial or Policy matters to refer to next agenda or Full Council

12 **URGENT ITEMS AT THE CHAIRMAN'S DISCRETION REQUIRING DECISIONS WHICH CANNOT BE HELD OVER UNTIL THE NEXT MEETING**

THE PUBLIC AND THE PRESS ARE CORDIALLY INVITED TO ATTEND

Date of Next Office and Finance Meeting: Thursday 9th April 2020
St Mary's Room, Ringmer Village Hall
