

## RINGMER PARISH COUNCIL

### MINUTES

#### Ringmer Parish Council Office and Finance Committee Meeting

Minutes of the meeting held on Thursday 12<sup>th</sup> March 2020 at 6.30 p.m., St Mary's Room, Ringmer Village Hall

**Present:** Cllr Turner – Chairman, Cllr Crompton, Cllr May, Cllr Terry and Cllr Whitlock.

**In attendance:** Karen Crowhurst – Clerk/RFO  
Corinna Goward – Assistant Clerk

Members of the public 1

- | ITEM<br>NO | MINUTES   |
|------------|---|
| 1.         | <b>APOLOGIES FOR ABSENCE</b>  |
| 1.1        | Apologies were received from Cllr Harper and Cllr Hill.   |
| 2.         | <b>DECLARATIONS OF MEMBERS' INTERESTS AND DISPENSATION REQUESTS</b>   |
| 2.1        | Cllr May declared an interest regarding the grant application for Ringmer Football Club as he is a Member of Ringmer Football Club. Cllr Terry declared an interest regarding the grant application for Ringmer WI.   |
| 3.         | <b>TO ACCEPT THE MINUTES OF THE MEETING HELD ON 13<sup>TH</sup> FEBRUARY 2020</b>   |
| 3.1        | Due to a point of clarity and some debate, it was agreed to defer the acceptance of the minutes from the meeting held on 13 <sup>th</sup> February 2020.  |
| 4.         | <b>PUBLIC QUESTIONS OR COMMENTS RELATING TO ITEMS ON THIS AGENDA</b><br>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        | At 6.40 pm the Chair invited the Meeting to suspend Standing Orders and asked for questions or comments from members of the public present.   |
| 4.2        | The member of the public present expressed their dismay that a CIL application is due to be considered yet there is currently no due process officially agreed by Council, nor any policy displayed within the public domain. The member of the public requested to know if the application will still be considered despite this.                                      |
| 4.3        | The member of the public was informed that the Council is still waiting for the CIL forms from Lewes District Council as it has been previously agreed. An amendment will be made to the existing grant policy to include CIL applications and the application on the agenda will be taken to Council to decide whether the application will be considered or deferred. |
| 4.4        | Orders were reinstated at 7.42pm.   |
| 5.         | <b>OFFICE &amp; FINANCE:</b>  |
| 5.1        | a) Payments and receipts 31 <sup>st</sup> January 2020 – 29 <sup>th</sup> February 2020 (Previously circulated)   |

- 5.2 Members accepted the payments and receipts presented and agreed to recommend Full Council approval. **Action – Recommend approval.**
- 5.3 b) Bank reconciliations 1<sup>st</sup> January 2020 – 28<sup>th</sup> February 2020
- 5.4 Members accepted the bank reconciliations presented and agreed to recommend Full Council approval. **Action – Recommend approval.**
- 5.6 c) Bank summary
- 5.7 Members noted the Bank Summary presented.
- 5.8 d) Cost Centre Report
- 5.9 Members noted the Cost Centre Report.
- 5.10 e) Quotation(s)
- 5.11 There were no quotations for consideration.
- 5.12 f) Grant application(s)/Donations
- 5.13 - Ringmer Football Club £35,000 (CIL application)
- 5.14 Following on from item 4 there was much debate as to whether this application could be considered outside of not having the relevant forms or criteria in place. A proposal was received for the application to be considered under its own merit. Much discussion was held around how the Parish Council offers support to CIL applications for the District Pot. The Clerk advised that the LDC Officer previously advised that a letter of support from the Parish Council for organisations and community groups applying to the District Pot of CIL is also acceptable.
- 5.15 It was proposed that the Office and Finance Committee request the Council consider deferring this application until the CIL application form and policies are in place. A vote was taken by a show of hands. 3 were in favour, 2 were against.
- 5.16 It was therefore agreed to leave the final decision to the Council.
- 5.17 g) Ringmer WI £200 (Small grants application)
- 5.18 It was agreed to recommend Council award the amount of £200 to Ringmer WI. **Action – Recommend approval.**
- 5.19 h) Joan’s Lunch Club £207.60
- 5.20 It was agreed to recommend Council award the amount of £207.60 to Joan’s Lunch Club. **Action – Recommend approval**
- 5.21 i) Ringmer Croquet Club £500 (Small/medium application Special Projects Budget Heading)
- 5.22 After careful consideration it was agreed to request Council decides that once the Croquet Club reaches its own funding of £3,500 towards a mower to approve the amount of £500.
- j) Air Ambulance £250 (Small grants application)
- 5.23 It was agreed to recommend Council award a grant of £300 to Sussex Air Ambulance.
- 5.24
- k) To launch the Special Projects scheme and agree process
- 5.25 It was agreed to leave this to the decision of Council.
- 5.26
- l) Any other financial matters that cannot be held over to the next meeting
- 5.27 There were no other financial matters for consideration.
- 5.28

6. **TO AMEND RINGMER PARISH COUNCIL STANDING ORDERS FROM:**

6.1 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.*

6.2 a The Proper Officer Shall:

- i. at least 3 clear days before a meeting of the council, a committee and sub-committee serve on councillors a summons, by email confirming the time, place and agenda provided any such email contains the electronic signature and title of the Proper Officer.

6.3 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

6.4 This was discussed and after taking various thoughts into account, the general consensus of Members is that they preferred to have hard copies of documents available prior to meetings for ease of reference. It was agreed to recommend the continuation of hard copies of agendas, minutes and other supporting documentation be made available to all Members. **Action – Recommend approval**

7. **ACTION POINTS & CLERKS REPORT**

7.1 a) Update regarding Ringmer Children’s Centre

7.2 b) Office move progress

7.3 It was agreed to report the above at the Council meeting.

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

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

8.2 There was no correspondence for noting or action.

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

9.1 It was agreed to discuss this at the Council meeting.

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

10.1 The Clerk updated Members about the current position of staffing and the Coronavirus outbreak. The Clerk advised that measures have been taken to enable staff to work from home if required.

11. **URGENT ITEMS AT THE CHAIRMAN’S DISCRETION REQUIRING DECISIONS WHICH CANNOT BE HELD OVER UNTIL THE NEXT MEETING**

11.1 There were no urgent items for consideration.

There being no further business, the meeting closed at 7.08pm. Date of next meeting Thursday 9<sup>th</sup> April 2020, St Mary's Room, Ringmer Village Hall.