# RINGMER PARISH COUNCIL

**Minutes of the Office and Finance Committee**
**Held on Thursday 2nd March 20232 at 8.30am**
**In the Parish Rooms, Lucy Stone Room**

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| **Present:** | | | |
| Cllr John Kay (JK) | Cllr Gavin May (GM) | Cllr Marcia Morgan (MM) | Cllr Gordon Sims (GS) – Acting Chairman |
| Mrs Annie Hazzard (AH) -Clerk/RFO | | Mrs Gail Metcalfe (GPM) - Administrator | |
| Members of the public: | 0 | | |

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| **1.** | **To receive apologies for absence**<br>Apologies were received from Cllrs Sarah Phillips and David Terry. | |
| **2.** | **To receive written requests for dispensation for the ensuing year**<br>None. | |
| **3.** | **To approve the minutes from the Office and Finance Committee meeting held on 1st December 2022**<br>**RESOLVED**: That the minutes of the meeting held on 1st December 2022 were agreed and signed by the acting Chairman as a true record. | |
| **4.** | **Public questions or comments relating to items on this agenda**<br>This item shall last not more than 15 minutes or at Chairman's discretion and no contribution shall last more than 3 minutes<br>There were no members of the public present. | |
| **5.** | **Clerk's Report -** To note.<br>This was noted. | |
| **6.** | **To consider any recommendations from other Committees**<br>None. | |
| **7.** | **Finance Reporting:** | |
| 7.1 | To receive the reserves statement and consider any movement<br>**RESOLVED**: Statement received and agreed no movement required. | |
| 7.2 | To make any recommendations to Full Council requiring action and decision<br>None. | |
| **8.** | **Grants** | |
| 8.1 | To consider applications for funds from the S137 Parish Grant Fund<br>a. Wildflower Ringmer - £350.00<br>**RESOLVED**: It was agreed to pay the full amount out of The Lightsource (Solar Farm) Funding (item 9.3) on this occasion, in order to help establish the project but to note that this should not be paid annually as a maintenance grant.<br>**ACTION: Clerk to action the above resolution.** | CLERK |
| 8.2 | CIL Funding Grant Application<br>a. SuDs for Schools Ringmer<br>**RESOLVED**: To pay a £5,000.00 contribution to this project from The Lightsource (Solar Farm) Funding (item 9.3) rather than CIL and ask for our name to be on publicity.<br>**ACTION: Clerk to action the above resolution.** | CLERK |
| **9.** | **Other Matters** | |
| 9.1 | Treasury Strategy - To consider available savings accounts<br>There was discussion surrounding available savings accounts with better rates than we are currently attracting.<br>**RECOMMENDATION FOR FULL COUNCIL**: To put £100k of CIL into Cambridge & Counties, 1 year fixed Bond (current rate of 3.5%) and £100k into a Unity Trust Bank Instant Access Account (currently paying 2% interest annually)<br>**ACTION: Office to put this on the next Full Council agenda.** | OFFICE |
| 9.2 | Allotment Tenancy Agreement - To receive DT's findings<br>In DT's absence this could not be discussed. | |

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| 9.3 | The Lightsource (Solar Farm) Funding - To consider allocation of this year's received fund of £6,567.97<br>**RESOLVED**: To pay the £350.00 to Wildflower Ringmer (item 8.1) and £5,000.00 to SuDs for School Ringmer (item 8.2) out of this money. It was further resolved that the balance of this year's allocation be held in an earmarked reserve to be used to support "Green Projects".<br>**ACTION: Clerk to action the above resolution.** | CLERK |
| **10.** | **Annual Risk Register - To consider amendments and rate for pages 3 – 8**<br>This was considered and completed. The lack of an Emergency Plan was identified and it was agreed that this would be looked at after the May elections.<br>**ACTION: Office to update the document to go to Full Council for approval. Agenda Item: To discuss an Emergency Plan after the May elections.** | OFFICE |
| **11.** | **To consider any other financial matters that cannot be held over to the next agenda at the Chairman's discretion**<br>None. | |
| **12.** | **Items for inclusion on the next Full Council agenda**<br>**Treasury Strategy (item 9.1), Annual Risk Register (item 10.).** | OFFICE |
| **13.** | **To agree date and time of next meeting**<br>To leave as 1st June 2023 at 8.30am for now until elections then review. | OFFICE |

**THE PUBLIC AND THE PRESS HAVE A RIGHT AND ARE WELCOME TO ATTEND**
**Date of Next Meeting in the Parish Rooms, Lucy Stone Room:**
**1st June 2023 at 8.30am**