Ringmer Parish Council

To: Members of the Office and Finance Committee
You are hereby summoned to attend the Meeting
on Thursday 25th May 2023 at 09.00
in the Lucy Stone Rooms

Office & Finance Committee Meeting Agenda

Signed: *Mrs. Annie Hazzard* -Clerk/RFO Ringmer Parish Council
(01273) 813242/clerk@ringmerparishcouncil.gov.uk

Meeting called 18th May 2023

Item	Agenda Item (OF22)	Act
1.	**Election of Chairman of the Committee for the ensuing year**	
2.	**To receive apologies for absence**	
3.	**To receive written requests for dispensation for the ensuing year**	
4.	**To approve the minutes from the Office and Finance Committee meeting held on 2nd March 2023**	
5.	**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	
6.	**To receive any reports** Clerk's report	
7.	**Finance:**	
7.1	**Financial Year End 31st March 2023** a. To carry out a review of the effectiveness of the system of internal control (see Clerk's report) b. To receive the internal audit report by Andy Beams of Mulberry & Co c. To prepare and approve the Annual Governance Statement (AGAR Section 1) d. To confirm the accuracy of the Annual Return – Accounting Statement (AGAR Section 2) e. To note the period of public rights to inspect the AGAR from 19th June to 28th July 2023 f. To recommend to Full Council to approve the year end accounts	
7.2	**Current Year financial reporting** a. To receive the Reserves Statement including movement and consider any movement of funds (see Clerk's report) b. To consider allocation to an earmarked reserve for replacement of existing assets (as per Full Council meeting 9th May min 15.3) c. To receive the CIL Balance and consider any CIL Funding for Council approval d. To review and approve current subscriptions/regular payments	
7.3	To receive the CIL breakdown of funds received	
7.4	**To consider any Grant Applications**	
8.	**Other Matters**	
8.1	To consider and approve the Community Infrastructure Levy policy	
9.	**Other Matters**	
9.1	To review the allotment tenancy agreement	
10.	**To consider any other financial matters that cannot be held over to the next agenda at the Chairman's discretion**	
11.	**Date of next meeting and items for inclusion on the agenda**	