RINGMER PARISH COUNCIL

Minutes of the Office and Finance Committee
Held on Thursday 25th May 20232 at 9.00am
In the Parish Rooms, Lucy Stone Room

Present:			
Cllr John Kay (JK)	Cllr Sarah Phillips	Cllr Gordon Sims (GS) - Chairman	
Mrs Annie Hazzard (AH) - Clerk/RFO		Mrs Gail Metcalfe (GPM) - Administrator	
Members of the public:	0		

Item	Agenda Item (OF22)	Act
1.	**Election of Chairman of the Committee for the ensuing year** After a unanimous vote, **it was resolved to appoint Cllr Gordon Sims as the new Chairman**. GS thanked the departing Cllrs Gavin May, Marcia Morgan and David Terry.	
2.	**To receive apologies for absence** Cllrs Chaloner and Duke.	
3.	**To receive written requests for dispensation for the ensuing year** None.	
4.	**To approve the minutes from the Office and Finance Committee meeting held on 2nd March 2023** **RESOLVED**: To accept and sign the minutes of the Full Council 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 None.	
6.	**To receive any reports** The Clerk's report was noted. It was agreed that it was useful to be told that VAT had been reclaimed.	
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) It was agreed that this was working well and provides an audit of the controls undertaken.	
	b. To receive the internal audit report by Andy Beams of Mulberry & Co GS thanked the office for a successful internal audit. **RESOLVED**: To recommend to Full Council to accept the internal audit. **ACTION:** Office to add recommendation to next Full Council meeting.	OFFICE
	c. To prepare and approve the Annual Governance Statement (AGAR Section 1) **RESOLVED**: To recommend to Full Council to approve. **ACTION:** Office to add recommendation to next Full Council meeting.	OFFICE
	d. To confirm the accuracy of the Annual Return – Accounting Statement (AGAR Section 2) **RESOLVED**: To confirm the accuracy of the Annual Return – Accounting Statement (AGAR s.2).	
	e. To note the period of public rights to inspect the AGAR from 19th June to 28th July 2023 Noted.	
	f. To recommend to Full Council to approve the year end accounts **RESOLVED**: To recommend to Full Council to approve the year end accounts. **ACTION:** Office to add recommendation to next Full Council meeting.	OFFICE

7.2	**Current Year financial reporting**	
	a. To receive the Reserves Statement including movement and consider any movement of funds (see Clerk's report) **Recommendations to Full Council**: **CIL movement from unallocated reserve to;** • **Skatepark reserve**- To add £46,241.30 from unallocated CIL to bring total held on our reserve to £120,000 (an additional £40,000 developer contribution is being held on our behalf at LDC) • **Bus Shelters** - To allocate £13,085.99 for provision of a bus shelter at Rose Cottage, Lewes Road (FC 13.12.22 – min 12.3) • **Fingerpost Field** – To allocate £100k for provision of new play equipment **ACTION:** Clerk to investigate when the next round of CIL funding is available from LDC to assist with this project. **ACTION:** Office to add recommendations to next Full Council meeting. **Community Match Fund** – Church Hill speed reduction. SP reminded Council that we are waiting for a response to a request made to the surveyor and then to consider going to Full Council recommending allocating £50k to an earmarked reserve. **ACTION**: SP to investigate and prepare a paper on this.	CLERK OFFICE SP
	b. To consider allocation to an earmarked reserve for replacement of existing assets (as per Full Council meeting 9th May min 15.3) GS had queried whether money should be put aside for the next 10-15 years to go towards the replacement of depreciating assets. After discussion, it was agreed that this was not necessary as there would likely be developer contributions in various forms that could be utilised. **RESOLVED**: Not required.	
	c. To receive the CIL Balance and consider any CIL Funding for Council approval **RESOLVED**: CIL balance received. No funding requests received for consideration.	
	d. To review and approve current subscriptions/regular payments **RESOLVED**: that the current subscriptions/regular payments were reviewed and approved. It was noted that our IT and email payments were much less. GS queried the use of Castle Water at the allotments. **ACTION**: JK to investigate who Castle Water are.	JK
7.3	To receive the CIL breakdown of funds received **RESOLVED**: that the CIL breakdown of funds was received.	
7.4	**To consider any Grant Applications** None**.**	
8.	**Other Matters**	
8.1	To consider and approve the Community Infrastructure Levy policy. **RESOLVED: To recommend to Full Council to approve the CIL Policy** **ACTION:** Office to add recommendation to Full Council meeting.	OFFICE
9.	**Other Matters**	
9.1	To review the allotment tenancy agreement **RESOLVED**: To add a new paragraph to the allotment agreement changing the rental increase notice period from 12 months to 6. Adopt new agreement in January 2024. **ACTION**: New contract to go out with payment requests in December 2023.	OFFICE
10.	**To consider any other financial matters that cannot be held over to the next agenda at the Chairman's discretion** None.	
11.	**Date of next meeting and items for inclusion on the agenda** Thursday 21st September 2023 at 10am.	
	Meeting closed at 10.25am.	

Signed:		Chairman
Date:		