RINGMER PARISH COUNCIL

Minutes of the Office & Finance Committee Meeting
Held on Thursday 21st September 2023 at 9.30
In the Parish Rooms, Lucy Stone Room

Present:			
Cllr Nick Chaloner (NC)	Cllr David Duke (DD)	Cllr John Kay (JK)	Cllr Sarah Phillips (SP)
Cllr Gordon Sims (GS) - Chairman			
Attendance:	Annie Hazzard (AH) - Clerk Gail Metcalfe (GM) - Administrator		
Members of the public	0		

Agenda Items

1.	**To receive apologies for absence** None.	
2.	**Declarations of Interest:** Disclosure by Councillors of their personal interests in regard to matters on the agenda, and whether the councillor regards their interest as prejudicial under the terms of the Code of Conduct. DD declared an interest at items 9.1ii and 9.3.	
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 25th May 2023** **RESOLVED: To approve and sign the minutes of the above meeting.**	
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.	**Clerk's Report -** To note. Noted.	
7.	**To consider any recommendations from other Committees** None.	
8.	**Finance Reporting:**	
8.1	To receive the reserves statement and consider any movement - received.	
8.2	To make any recommendations to Full Council requiring action and decision – none.	
8.3	To receive the CIL Balance and consider any CIL Funding for Council approval. See Clerk's report. **RECOMMENDATIONS TO FULL COUNCIL:** **1. Shopping Precinct Revamp - To allocate the Lucy Stone Fund of £18,405.94 and an additional sum of up to £12,000 from unallocated CIL for this project.** **2. Cycle and Walking Improvement Plan (CWIP) - to allocate £50k from unallocated CIL to a new CWIP earmarked reserve.**	OFFICE
9.	**Grants**	
9.1	S137 Parish Grant Fund Applications i. To consider an application of £500 from St. Mary's Church in support of their Eco Extravaganza event. **RESOLVED: To award £500 from Lightsource Funds.** ii. To consider an application of £250 from Wildflower Ringmer for the purchase of new plants and seeds **RESOLVED: To award £250.00 from Lightsource Funds.**	CLERK
9.2	CIL Funding Grant Applications i. To consider CIL application of £225k from Jubilee Cottages Management Trust (JCMT) towards the purchase a further JCMT property. **RECOMMENDATION TO FULL COUNCIL: To hold £100k in Earmarked Reserves until such a time as JCMT are able and ready to purchase a third property.**	OFFICE

	ii.To consider CIL application of £13,490 from Ringmer Primary and Nursery School to purchase an all-weather surface to allow outside play throughout the year. **RECOMMENDATION TO FULL COUNCIL: To hold £7k in Earmarked Reserves to be made available for when they have the balance of funds available for the project.**	
9.3	Lightsource Grant Funds Applications To consider an application of £250 from Wildflower Ringmer to cover cutting costs of the wildflower areas. DD wished for it to be noted that this would be an ongoing cost and GS advised that whilst it was accepted that this would be the case, this cost would not necessarily be paid for by the Parish Council. **RESOLVED: To award £250.**	CLERK
10.	**Other Matters**	
10.1	To approve the insurance renewal premium. See Clerk's report - Approved.	
10.2	To consider the quotes for the next tranche of tree work recommended in our recent survey. **RESOLVED: To approve the Bonnys Wood quote, minus item T0360 (£620) as Cllrs agreed they wanted to keep the tree and did not want fencing around it.** **ACTION: Office to instruct.**	OFFICE
11.	**To consider any other financial matters that cannot be held over to the next agenda at the Chairman's discretion** **RECOMMENDATION TO FULL COUNCIL: To approve the External Audit. The Clerk was commended on getting this through with only two minor exceptions (Assertion 9 and VAT, Box 8).**	OFFICE
12.	**Items for inclusion on the next agenda** None.	
13.	**To agree date and time of next meeting** **Thursday 23rd November 2023 at 9am.**	
	Meeting closed at 10.55.	

Signed:		Chairman
Date:		