RINGMER PARISH COUNCIL

Minutes of the Office & Finance Committee Meeting
Held on Thursday 23rd November 2023 at 10.00
In the Parish Rooms, Lucy Stone Room

Present:			
Cllr Nick Chaloner (NC)	Cllr David Duke (DD)	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** Apologies were received from Cllr John Kay (JK).	
2.	**Declarations of Interest:** Disclosure by Councillors of their personal interests regarding matters on the agenda, and whether the councillor regards their interest as prejudicial under the terms of the Code of Conduct. None.	
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 21st September 2023** **RESOLVED: To approve and sign the minutes.**	
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 –** Noted.	
7.	**To consider any recommendations from other Committees** None.	
8.	**Finance Reporting:**	
8.1	To receive the reserves statement and consider any recommendations to Full Council – received. No recommendations to Full Council.	
8.2	To receive the CIL Balance and consider any allocation of funds for Council approval. See Clerk's report. This was covered at item 10.2.	
9.	**Budget preparation for 2024/25**	
9.1	To receive the forecast of income and expenditure to 31st Mar 2024 - received.	
9.2	To consider expenditure for inclusion in the 2024/25 budget **RESOLVED: To make the following changes/additions:** **i. Bus shelters, noticeboards and bins - allocate to CIL funds (to reduce pressure on the precept by £7k)** **ii. Communications - £750.00 (increased from £345.00)** **iii. IT - £1,500k (increased from £1k)** **iv. Road Safety - £500.00**	CLERK
9.3	To consider a total budget amount to recommend to full Council **RESOLVED: To recommend to set the budget at £155,991.00**	CLERK

10.	**Grants**	
10.1	S137 Parish Grant Fund Application i. Victim Support (Sussex) - £200.00 **RESOLVED: To pay requested amount.** ii. Ringmer Primary Parent teacher Assn - Year 6 Patina event - £500.00 It was noted that the Parish Council first supported this event during Covid when it was more difficult for the PTA to arrange fundraising events. As this is no longer the case the committee felt that the level of support should reduce back to the pre-Covid level. **RESOLVED: To pay £250.00 this year.** **ACTION: Clerk to pay accordingly.**	CLERK
10.2	CIL Funding Grant Applications	
	i. Ringmer AFC - £15,000 **RESOLVED: To defer until sufficient information is provided.** **ACTION: Clerk to request copies of the last 6 months' bank statement for all accounts held along with a copy of the relevant quote for the works.**	CLERK
10.3	Lightsource Grant Funds Applications - None	
11.	**Other Matters**	
11.1	To consider the Grounds Maintenance contract tender docs for 2024 – 2027 **RESOLVED: To recommend to Full Council to instruct Countrywide Grounds Maintenance Ltd.** **ACTION: Office to put on December's Full Council meeting agenda.**	OFFICE
11.2	To consider submitting an Expression of Interest for LDC CIL funds towards the skatepark costs **RESOLVED: To ask for £125k for the Skatepark and new playground at Fingerpost Field (or £75k for Skatepark and £50k for new playground if separate bids required).** **ACTION: Clerk to apply as permitted.**	CLERK
12.	**To consider any other financial matters that cannot be held over to the next agenda at the Chairman's discretion** i. To agree to amend the earmarked reserve from "Community Asset Renewal" to "Community Asset Renewal and Repair".	OFFICE
13.	**Items for inclusion on the next agenda** i. To consider Gateway Signs at Paygate Corner, Laughton Road and the Broyle ii. To consider replacing the walled Precinct Noticeboard	OFFICE

Signed:		Chairman
Date:		