

RINGMER PARISH COUNCIL

Minutes of the Office & Finance Committee Meeting

Held on Thursday 22nd February 2024 at 10.00

In the Parish Rooms, Lucy Stone Room

Present:		
Cllr David Duke (DD)	Cllr John Kay (JK)	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 accepted from Cllrs Nick Chaloner (NC) and Sarah Phillips (SP).	
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 25th January 2024 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.	Risk Register - To carry out the annual review of the Risk Register. Agreed to: Add wording to Financial Box 2: Scrutinised by O&F Committee before it goes to Full Council for approval. P4, Add wording to Security of Data box: Files are backed up daily off site. P7, Governance & Management Box 2: Change likelihood rating to 2 changing score to 10. p8, Emergency Planning ACTION: i. Clerk to update financial box one with most recent review date ii. Clerk to contact our IT provider to check to confirm whether the current back-up system is robust against ransomware attack. iii. Clerk and GS to meet to discuss recruiting new Cllrs. iv. Clerk to ask LDC for details of their Emergency Plan and to see how we can integrate with them in the event of a local emergency. RESOLVED: To recommend to Full Council to approve the annual review of the Risk Register.	CLERK CLERK CLERK & GS CLERK CLERK
7.	Regular Payments To carry out the annual review of regular payments. RESOLVED: To recommend to Full Council to approve the annual review of regular payments.	CLERK
8.	Grants S137 Parish Grant Fund Application: 1. St Mary's Church Easter Fun Day - £183 RESOLVED: To approve the application. ACTION: Clerk to action the above payment.	CLERK
9.	To consider any other financial matters that cannot be held over to the next agenda at the Chairman's discretion None.	
10.	Items for inclusion on the next agenda None.	

11.	Recommendations to Full Council 1. To approve the annual review of the Risk Register. 2. To approve the annual review of regular payments. ACTION: Office to include on 12th March 2024 Full Council Agenda.	OFFICE
	Meeting closed at 10.35am.	

Signed:		Chairman
Date:		