

# RINGMER PARISH COUNCIL

To Members of the Office & Finance Committee  
 You are hereby summoned to the meeting to be held on  
 Thursday 2<sup>nd</sup> May 2024 at 10.00  
 In the Parish Rooms, Lucy Stone Room

Meeting called by: Annie Hazzard – Clerk

Signature: *Annie Hazzard*

Meeting called: 25<sup>th</sup> April 2024

The Chairman may, at his discretion and at a convenient time in the transaction of business, adjourn the meeting to allow any members of the public to address the meeting. Parishioners and others in attendance are reminded that they must remain silent during the transaction of Council business.

## Agenda Items

|      |  |     |
|------|--|-----|
| 1.   | <b>To receive apologies for absence</b>  |     |
| 2.   | <b>Declarations of Interest:</b><br>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.  |     |
| 3.   | <b>To receive written requests for dispensation for the ensuing year</b>   |     |
| 4.   | <b>To approve the minutes from the Office and Finance Committee meeting held on 22<sup>nd</sup> February 2024</b>  |     |
| 5.   | <b>Public questions or comments relating to items on this agenda</b><br>This item shall last not more than 15 minutes or at Chairman's discretion and no contribution shall last more than 3 minutes.  |     |
| 6.   | <b>Clerk's Report</b> - To note.   | ALL |
| 7.   | <b>Finance Matters:</b>  |     |
| 7.1  | <b>Financial Year End 31<sup>st</sup> March 2024</b><br>a. To receive the internal audit report by Michelle Webber of Mulberry & Co<br>b. To consider and approve the Annual Governance Statement (AGAR Section 1)<br>c. To confirm the accuracy of the Annual Return - Accounting Statement (AGAR Section 2)<br>d. To note the period of public rights to inspect the AGAR from Mon 17 <sup>th</sup> June to Fri 26 <sup>th</sup> July 2024<br>e. To recommend to Full Council to approve the year end accounts |     |
| 7.2  | To receive the reserves statement and consider any movement  | ALL |
| 7.3  | To receive the CIL Balance and consider any CIL Funding for Council approval. See Clerk's report   | ALL |
| 7.4  | To review bank accounts and consider moving funds.   | ALL |
| 8.   | <b>Grants</b>  |     |
| 8.1  | S137 Parish Grant Fund Application<br>i. <b>Ringmer Memory Café</b> - £500.00  | ALL |
| 8.2  | CIL Funding Grant Applications<br>i. <b>Cheyney Croquet Club</b> - £15,000.00 (inclusive of VAT)   | ALL |
| 9.   | <b>Policies for adoption or review:</b><br>i. <b>Investment Policy</b> - To adopt.   | ALL |
| 10.  | <b>Other Matters</b>   |     |
| 10.1 | To consider the recommendation to remove some items Asset register - see Clerk's report  | ALL |
| 11.  | <b>To make any recommendations to Full Council requiring action and decision</b>   |     |
| 12.  | <b>To consider any other financial matters that cannot be held over to the next agenda at the Chairman's discretion</b>  |     |
| 13.  | <b>Items for inclusion on the next agenda</b>  |     |

**THE PUBLIC AND THE PRESS HAVE A RIGHT AND ARE WELCOME TO ATTEND**

Date of Next Meeting in the Parish Rooms, Lucy Stone Room:  
 To be decided at Annual Full Council Meeting of 7<sup>th</sup> May 2024