RINGMER PARISH COUNCIL

Minutes of the Office & Finance Committee Meeting
Held on Wednesday 20th November 2024 at 11:00
In the Parish Rooms, Lucy Stone Room

Present:		
Cllr Nick Challoner (NC)	Cllr David Duke (DD)	Cllr Sarah Phillips (SP) - Acting Chairman
Attendance:	Annie Hazzard (AH) - Clerk Gail Metcalfe (GM) - Admin	
Members of the public:	5 (for Item 9.2)	

Agenda Items

1.	**To receive apologies for absence** Apologies were received from Cllrs John Kay (JK) and Gordon Sims (GS).	
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 15th August 2024** **RESOLVED**: To approve and sign the above 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. Rosemay Lewis explained that their request for funds from Sport England had been delayed by a week and they had an urgent bill that needed paying thus their urgent request for a further £5k. She said they had not realised that the £15k allocated to them from RPC could not be released until they have all the funding needed for the whole project.	
6.	**Clerk's Report -** To note. Noted.	
7.	**Finance Matters:**	
7.1	To receive and sign the latest statement of accounts - Received and signed.	
7.2	To receive and sign the latest bank reconciliation - Received and signed.	
7.3	To receive the Earmarked Reserves Statement and consider any movement - Received with no movement required.	
7.4	To receive the CIL Balance and consider any CIL funding for Council spending - Received with no movement required.	
7.5	To receive the latest VAT Return - Received.	
8.	**Budget preparation for 2025/26**	
8.1	To receive the forecast of Income and Expenditure to 31st March 2025 - Received.	
8.2	To consider expenditure for inclusion in the 2025/26 budget. A draft 2025/26 budget was circulated to Members together with the current income and expenditure document prior to the meeting. The following items were noted as additional expenditure in the 2025/26 draft document: £1,700 additional NI, largely due to govt budget increase. £2,500 cost to keep the hedge at Fingerpost Field in line with the planning permission granted. **RESOLVED: To agree the draft budget figure of £161,550.**	
8.3	To consider a total budget amount to recommend to Full Council. **RESOLVED**: **To recommend a budget amount of £161,550 to Full Council**.	OFFICE
8.4	To consider the Precept amount to recommend to Full Council. The draft 2025/26 budget figure of £161,550 represents a 3.5% increase from the 2024/25 figure of £155,991. Members were mindful of the burden of cost on parishioners and chose to recommend a 2% increase in Precept with the balance being taken from General Reserves. **RESOLVED**: **To recommend to Full Council a Precept amount of £159,111, which represents a 2% increase, with the balance taken from General Reserves.**	OFFICE

9.	**Grant Applications**	
9.1	S137 Parish Grant Fund Application - None.	
9.2	CIL Funding Grant Application: i. Cheyney Croquet Club - £5k See Item 5. **RESOLVED**: **To agree CIL grant funding of £5k if the funding bid to Sport England is unsuccessful. Funds to be paid upon presentation of invoice/s.**	CLERK
10.	**Other Matters**	
10.1	**Photocopiers** - To consider quotes. See Clerk's report. **RESOLVED**: To agree new Ricoh contract to include maintenance provision, noting that prices are very slightly cheaper than existing.	CLERK
10.2	**IT Support** - To consider support contract. See Clerk's report. **RESOLVED**: To agree to a support contract at a fee of £50+VAT per month.	CLERK
11.	**To make any recommendations to Full Council requiring action and decision** i. To recommend a budget amount of £161,550 to Full Council. ii. To recommend a Precept amount of £159,111, which represents a 2% increase, with the balance taken from General Reserves to Full Council.	OFFICE
12.	**To consider any other financial matters that cannot be held over to the next agenda at the Chairman's discretion** None.	
13.	**Items for inclusion on the next agenda** None.	
	Meeting closed at 12pm.	

Signed:		Chairman
Date:		