

RINGMER PARISH COUNCIL

To Members of the Office & Finance Committee

You are hereby summoned to the meeting to be held on

Thursday 24th April 2025 at 10:00

In the Parish Rooms, Old School Close, Ringmer, East Sussex, BN8 5RA

Meeting called by: Annie Hazzard – Clerk

Signature: *Annie Hazzard*

Meeting called: 17th April 2025

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.	To receive apologies for absence	
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.	
3.	To receive written requests for dispensation for the ensuing year	
4.	To approve the minutes from the Office and Finance Committee meeting held on 30th January 2025.	ALL
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.	
6.	Clerk's Report - To note.	ALL
7.	Finance Matters:	
7.1	Financial Year End 31st March 2025 a. To receive the internal audit report by Michelle Webber of Mulberry & Co b. To consider and approve the Annual Governance Statement (AGAR Section 1) c. To confirm the accuracy of the Annual Return - Accounting Statement (AGAR Section 2) d. To note the period of public rights to inspect the AGAR from Tuesday 3rd June to Monday 14th July 2025 e. To recommend to Full Council to approve the year end accounts	
7.2	To receive and sign the latest bank reconciliation	ALL
7.3	To receive and agree the latest Income and Expenses Statement	ALL
7.4	To receive the Earmarked Reserves Statement and consider any movement. See Clerk's report	ALL
7.5	To receive the CIL Balance and consider any CIL funding for Council spending. See Clerk's report	ALL
7.6	To receive the latest VAT Return	ALL
8.	Grant Applications	
8.1	S137 Parish Grant Fund Application i. Ringmer Primary PTA - Patina- £500 ii. Ringmer Community Orchard - £500	ALL
8.2	CIL Funding Grant Application: None	ALL
9.	Other Matters	
9.1	Risk Register To consider colour coding the Risk Register in level of urgency <10 = Green above 15 = Red etc.	ALL
10.	To consider any other financial matters that cannot be held over to the next agenda at the Chairman's discretion	ALL
11.	Items for inclusion on the next agenda	ALL

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

Date of Next Meeting in the Parish Rooms, Lucy Stone Room:

Thursday 28th August 2025 at 10:00