

RINGMER PARISH COUNCIL

Minutes of the Office & Finance Committee Meeting

Held on Thursday 30th January 2025 at 10:00

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

Present:			
Cllr Nick Challoner (NC)	Cllr David Duke (DD)	Cllr Sarah Phillips (SP)	Cllr Gordon Sims (GS)
Attendance:	Annie Hazzard (AH) - Clerk		Carol Hodgson (CH) - Admin
Members of the public:	0		

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 received.	
3.	To receive written requests for dispensation for the ensuing year None received.	
4.	To approve the minutes from the Office and Finance Committee meeting held on 20thth November 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. No members of the public were present.	
6.	Clerk's Report - To note. Noted.	
7.	Finance Matters:	
7.1	To receive and sign the latest bank reconciliation. Received and signed by NC.	
7.2	To receive the Earmarked Reserves Statement and consider any movement. See Clerk's report Received. No movement required.	
7.3	To receive the CIL Balance and consider any CIL funding for Council spending. See Clerk's report Received. No movement required.	
7.4	To receive the latest VAT Return Received.	
7.5	To carry out the annual review of regular payments RESOLVED: To recommend to Full Council to approve the annual review of regular payments.	OFFICE
8.	Grant Applications	
8.1	S137 Parish Grant Fund Application <ul style="list-style-type: none"> i. Wildflower Ringmer - £400 RESOLVED: To approve the application – funds to come from Lightsource. ACTION: Clerk to action the above payment. ii. The Monday Group - £246 RESOLVED: To approve the application - funds to come from Lightsource. ACTION: Clerk to action the above payment. iii. Ringmer repair Café - £500 RESOLVED: To approve the application funds to come from S137. ACTION: Clerk to action the above payment. 	CLERK CLERK CLERK
8.2	CIL Funding Grant Application: None	
9.	CPRE, the Countryside Charity To consider renewing the yearly membership from 1st April 2025 at £60.00 or to increase to £84.00 or another amount. (£60 in 2024) RESOLVED: To renew the yearly membership at £60.00 ACTION: Clerk to action the above payment.	CLERK

10.	Other Matters	
10.1	<p>To carry out the annual review of the Risk Register</p> <p>RESOLVED: To recommend to Full Council the following:</p> <ul style="list-style-type: none"> i. Emergency Plan – in the case of a major incident to follow the Emergency Plan in place with ESCC / LDC. ii. Remove the Emergency Plan from the Risk Register as it is not a risk effecting the day to day operation of Ringmer Parish Council. iii. To approve the annual review of the Risk Register. 	<p>OFFICE</p> <p>OFFICE</p> <p>OFFICE</p>
12.	<p>To consider any other financial matters that cannot be held over to the next agenda at the Chairman's discretion</p> <p>None received.</p>	
13.	<p>Items for inclusion on the next agenda</p> <p>None received.</p>	
	Meeting closed at 10:40	

Chairman:		Date:	24.04.2025
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