## **RINGMER PARISH COUNCIL**

Minutes of the Office & Finance Committee Meeting Held on Thursday 24<sup>th</sup> April at 10:00

Present:				
Cllr John Kay (JK)	Cllr Sarah Phillips (SP)	Cllr Gordon Sims (GS)		
Attendance:	Annie Hazzard (AH) - Clerk	Carol Hodgson (CH) - Admin		
Members of the public:	1			

1.	To receive apologies for absence	
-	Apologies were received from Cllr. Nick Chaloner (NC) and Cllr. Dave Duke (DD)	
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 30 <sup>th</sup> January	
4.	2025.	
-	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.	
	A member of the public spoke on their application for funding under item 8.1.ii.	
6.	Clerk's Report	
	Noted.	
7.	Finance Matters:	
7.1	Financial Year End 31 <sup>st</sup> March 2025	
	a. To receive the internal audit report by Michelle Webber of Mulberry & Co	
	Received and noted there were no issues raised by the Internal Auditor.	
	b. To consider and approve the Annual Governance Statement (AGAR Section 1)	
	RESOLVED: To recommend to Full Council to approve the Annual Governance Statement	
	(AGAR Section 1).	OFF
	<b>c.</b> To confirm the accuracy of the Annual Return - Accounting Statement (AGAR Section 2)	
	The accuracy was confirmed.	
	RESOLVED: To recommend to Full Council to approve Annual Return - Accounting Statement	
	(AGAR Section 2)	OFF
	d. To note the period of public rights to inspect the AGAR from Tuesday 3rd June to Monday 14th	
	July 2025.	
	Noted.	
	e. To recommend to Full Council to approve the year end accounts.	
	RESOLVED: To recommend to Full Council to approve the year end accounts.	OFF
7.2	To receive and sign the latest bank reconciliation	
7.2	Received and signed by JK.	
7.3	To receive and agree the latest Income and Expenses Statement	
7.5	Received and agreed.	
	To receive the Earmarked Reserves Statement and consider any movement. See Clerk's report	
	l	
7.4	Received. The Committee agreed to review the General Reserves against half year expenditure at	
7.4	Received. The Committee agreed to review the General Reserves against half year expenditure at the next meeting. No recommendations to Full Council required.	
7.4 7.5		
	the next meeting. No recommendations to Full Council required.	
	the next meeting. No recommendations to Full Council required.  To receive the CIL Balance and consider any CIL funding for Council spending. See Clerk's report	OFF
7.5	the next meeting. No recommendations to Full Council required.  To receive the CIL Balance and consider any CIL funding for Council spending. See Clerk's report  RESOLVED: To recommend to Full Council to return the unused CIL funding balance of £7,591.66	OFF
	the next meeting. No recommendations to Full Council required.  To receive the CIL Balance and consider any CIL funding for Council spending. See Clerk's report RESOLVED: To recommend to Full Council to return the unused CIL funding balance of £7,591.66 for the Bus Shelters to unallocated CIL.	OFF

	24Apr25 OfficeArmance	
8.1	S137 Parish Grant Fund Application	
	i. Ringmer Primary PTA - Patina- £500	
	The Committee agreed to fund in line with last year.	
	RESOLVED: To approve the funding application for £250.00	
	ACTION: Clerk to action the above payment.	CLERK
	ii. Ringmer Community Orchard - £500	
	RESOLVED: To approve the funding application for £500.00 – funds to come from	
	Lightsource Grant Funds.	
	ACTION: Clerk to action the above payment.	CLERK
8.2	CIL Funding Grant Application	
	None received.	
9.	Other Matters	
	Risk Register	
	i. To consider colour coding the Risk Register in level of urgency <10 = Green above 15 = Red	
9.1	etc	
	RESOLVED: To implement colour coding of the Risk Register.	OFF
	ACTION: To action the above resolution.	OFF
10.	To consider any other financial matters that cannot be held over to the next agenda at the	
	Chairman's discretion	ALL
	None received.	
11.	Items for inclusion on the next agenda	ALL
11.	None received.	ALL
	Meeting closed at 11:03	

Chairman:		Date:	26.08.2025
-----------	--	-------	------------