

RINGMER PARISH COUNCIL

To Members of the Office & Finance Committee

You are hereby summoned to the meeting to be held on

Tuesday 26th August 2025 at 10:00am

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

Meeting called by: Annie Hazzard – Clerk

Signature: *Annie Hazzard*

Meeting called: 20th August 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.	Election of Chairman of the Committee for the ensuing year	
2.	To receive apologies for absence	
3.	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.	
4.	To receive written requests for dispensation for the ensuing year	
5.	To approve the minutes from the Office and Finance Committee meeting held on 24th April 2025.	ALL
6.	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.	
7.	If the Committee wishes to exclude the public for a particular agenda item, the following resolution must be passed: 'That under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.'	
8.	Clerk's Report - To note.	ALL
9.	Finance Matters:	
9.1	To receive and agree the latest Income and Expenses Statement	ALL
9.2	To receive and sign the latest bank reconciliation	ALL
9.3	To receive the Earmarked Reserves Statement and consider any movement. See Clerk's report	ALL
9.4	To receive the CIL Balance and consider any CIL funding for Council spending. See Clerk's report	ALL
9.5	To receive the latest VAT Return	ALL
10.	Grant Applications	
10.1	S137 Parish Grant Fund Application: i. KSS Air Ambulance - £500	ALL
11.	Other Matters	
11.1	To consider increasing the hourly rate payable for gardening services received from William's Gardening Services. See Clerk's report	ALL
11.2	To consider a budget of £500 from general reserves for phase 3 of the Jubilee Gardens makeover	ALL
11.3	To review and consider recommendation to Full Council agreement of the list of regular payments.	ALL
11.4	Allotments: i. To receive the allotment report – See Clerks Report ii. To review the fees charged	ALL
12.	Staffing Matters	ALL
12.1	To consider the options for pension arrangements	ALL
13.	To consider any other financial matters that cannot be held over to the next agenda at the Chairman's discretion	ALL
14.	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 27th November 2025 at 10:00