RINGMER PARISH COUNCIL

Minutes of the Office & Finance Committee Meeting
Held on Tuesday 26th August 2025 at 10:00
In the Parish Rooms, Old School Close, Ringmer, East Sussex, BN8 5RA

Present:			
Cllr Nick Chaloner (NC)	Cllr David Duke (DD)	Cllr John Kay (JK)	Cllr Gordon Sims (GS)
Attendance:	Annie Hazzard (AH) - Clerk	Carol Hodgson (CH) - Admin	
Members of the public:	0		

1.	**Election of Chairman of the Committee for the ensuing year** **RESOLVED: To re-elect Cllr Gordon Sims as Chairman after a unanimous vote.**	
2.	**To receive apologies for absence** None. It was noted that Cllr Sarah Philips had resigned from Parish Council, leaving a vacancy on the O&F Committee to be filled at the next Parish Council Meeting in September.	
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. None received.	
4.	**To receive written requests for dispensation for the ensuing year** None received.	
5.	**To approve the minutes from the Office and Finance Committee meeting held on 24th April 2025.** **RESOLVED: To approve and sign the above minutes.**	
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. There were no members of the public present.	
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.' Not required as there were no members of the public present.	
8.	**Clerk's Report -** To note. The Clerks report had been previously circulated and was noted	
9.	**Finance Matters:**	
9.1	To receive and agree the latest Income and Expenses Statement Received and agreed.	
9.2	To receive and sign the latest bank reconciliation Received and signed by DD.	
9.3	To receive the Earmarked Reserves Statement and consider any movement. See Clerk's report **RESOLVED: To recommend to Full Council to create a new EMR - Play Equipment Replacement for £10k.** **RESOLVED: To use General Reserves for any Devolution cost associated with taking on LDC Assets. To increase the Office Equipment EMR by £2k to £2,307.19. To increase the Open Spaces EMR by £5k to £12,895.**	CLERK /OFF
9.4	To receive the CIL Balance and consider any CIL funding for Council spending. See Clerk's report Received. No considerations received.	
9.5	To receive the latest VAT Return Received.	
10.	**Grant Applications**	
10.1	S137 Parish Grant Fund Application: KSS Air Ambulance - £500 **RESOLVED: To approve a grant of £300** **ACTION: Office to action the above payment.**	OFF

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 **RESOLVED: To approve increasing the hourly rate for William's Gardening Services to £13phr with immediate effect and backdating this rate to services provided from 1st April 2025 (£20)** **ACTION: Office to action the above.**	OFF
11.2	To consider a budget of £500 from general reserves for phase 3 of the Jubilee Gardens makeover **RESOLVED: To allocate a further £500 from general reserves for phase 3 of the Jubilee Gardens makeover for 25/26** **ACTION: Office to action above.**	OFF
11.3	To review and consider recommendation to Full Council agreement of the list of regular payments. **RESOLVED: To recommend to Full Council to approve the annual review of regular payments.**	OFF
11.4	Allotments: i. To receive the allotment report – See Clerks Report Received and noted. ii. To review the fees charged **RESOLVED: Not to change the fees charged.**	
12.	**Staffing Matters**	
12.1	To consider the options for pension arrangements. **RESOLVED: To obtain further guidance / information.** **ACTION: Office to action the above.**	OFF
13.	**To consider any other financial matters that cannot be held over to the next agenda at the Chairman's discretion** None received.	
14.	**Items for inclusion on the next agenda** None received.	
	Meeting closed at 11:07	

Chairman:		**Date:**	27.11.2025