RINGMER PARISH COUNCIL

To Members of the Office & Finance Committee
You are hereby summoned to the meeting to be held on
Thursday 27th November 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: 21st November 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 26th Aug 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.	**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.'	
7.	**Clerk's Report -** To note.	ALL
8.	**Finance Matters**	
8.1	To receive and agree the latest Income and Expenses Statement	ALL
8.2	To receive and sign the latest bank reconciliation	ALL
8.3	To receive the Earmarked Reserves Statement and consider any movement. See Clerk's report	ALL
8.4	I. To receive the CIL Balance and consider any CIL funding for Council spending. See Clerk's report. II. To review existing CIL earmarked reserves and make any required recommendations to Full Council.	ALL ALL
8.5	To receive the latest VAT Return	ALL
8.6	To receive the Interim Internal Audit Report from Mulberry LAS Ltd	ALL
8.7	To consider allocation of funds to bank accounts to enhance interest/investment growth & funds security.	ALL
9.	**Budget preparation for 2026/2027**	
9.1	To consider expenditure for inclusion in the 2026/27 budget	ALL
9.2	To consider a total budget amount to recommend to Full Council	ALL
9.3	To consider the Precept amount to recommend to Full Council. See Clerk's Report	ALL
10.	**Grant Applications**	
10.1	S137 Parish Grant Fund Applications:	ALL
	i. Love our Ouse: — Water testing kits and PPE — £482.25 ii. Ringmer Dramatic Society: — Backstage intercom equipment — £500.00 iii. Ringmer Village Hall: — Noticeboard — £500.00 iv. St. Peter and St James Hospice: — Donation request — £500.00	
10.2	CIL Grant Applications	ALL
	i. Ringmer Village Hall — Public Toilet Refurbishment — £10,648	ALL
11.	**Other Matters**	
11.1	To ratify the decision made to enter a new 3 year insurance contract. See Clerk's Report.	ALL

11.2	Almond Field: i. To consider match funding for stock fencing to enable annual sheep grazing - £1,000 ii. To consider match funding for wildlife pond and wetland area project - £5,500	 ALL ALL
12.	**Staffing Matters**	
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: Thursday 29th January 2026 at 10:00