RINGMER PARISH COUNCIL

Minutes of the Office & Finance Committee Meeting
Held on Thursday 27th November 2025 at 10:00
In the Parish Rooms, Old School Close, Ringmer, East Sussex, BN8 5RA

Present:		
Cllr David Duke (DD)	Cllr Gordon Sims (GS)	Cllr Alan West (AW)
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. Nick Chaloner (NC)	
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. Cllr. West declared an interest in items 10.1.iii and 10.2 as a Trustee of Ringmer Village Hall.	
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 26th Aug 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. There were no members of the public present.	
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.' Not required.	
7.	**Clerk's Report -** To note. The Clerks report had been previously circulated and was noted.	
8.	**Finance Matters**	
8.1	To receive and agree the latest Income and Expenses Statement Received and agreed.	
8.2	To receive and sign the latest bank reconciliation Received and signed.	
8.3	To receive the Earmarked Reserves Statement and consider any movement. See Clerk's report. **RESOLVED:** i. **To create a new EMR for Devolution Costs and allocate £5K from General Reserves** ii. **To add a further £5k to the Old Churchyard EMR from General Reserves.** iii. **To create a new EMR for Public Toilets at RVH, with an allocation of £2K from General Reserves.** **ACTION: Office to action the above.**	OFF
8.4	i. To receive the CIL Balance and consider any CIL funding for Council spending. See Clerk's report. The proposal for a modern sports hall / leisure facility was rejected over ongoing costs and management concerns. Support was given to adding an open covered shelter at FPF, with costs to be determined, funded by the remaining 'Unallocated CIL Funds' (about £29k). **RESOLVED: To recommend to Full Council to include the following projects in the revision of the Ringmer NHP:** **1. Assist with increasing the affordable housing stock – (Ringmer CLT)** **2. Improvements to the Scout Hut – (Ringmer Scout Group)** **3. Building of a new Ringmer Cricket Pavilion – (Ringmer Cricket Club)** **4. Ringmer VH: Revive 'Project Two' to provide more meeting space – (RVH Committee)** **ACTION: Office to action the above recommendation.**	OFF

	RESOLVED: To allocate £5k from the 'Unallocated CIL Fund' for speeding / traffic calming measures – purchase of moveable signage. **ACTION: Office to action the above.** **RESOLVED: To recommend to Full Council the allocation of CIL Funding from the 'Unallocated' fund for the following:** **1. £100k to assist with increasing the affordable housing stock – (Ringmer CLT)** **2. £300k towards the 3 additional projects noted at item 8.4** **ACTION: Office to action the above.** **ACTION: AW to obtain costs for providing an open covered shelter at FPF for reporting at January O&F meeting.** **ACTION: To obtain costs and information for a moveable speeding sign** ii. To review existing CIL earmarked reserves and make any required recommendations to Full Council. **RESOLVED: No recommendations to change the existing CIL earmarked reserves.**	OFF OFF AW OFF
8.5	To receive the latest VAT Return Received.	
8.6	To receive the Interim Internal Audit Report from Mulberry LAS Ltd Received and comments noted.	ALL
8.7	To consider allocation of funds to bank accounts to enhance interest / investment growth & funds security. It was noted that from 1st December 2025 the FSCS deposit protection limit will rise to £120k. **RESOLVED: To recommend to Full Council the transfer of £300k from Barclays BPA to Cambridge and Counties 95 Day Notice account.**	OFF
9.	**Budget preparation for 2026/2027**	
9.1	To consider expenditure for inclusion in the 2026/27 budget A draft 2026/27 budget was circulated to Members together with the current income and expenditure details prior to the meeting. **RESOLVED: The draft budget figure of £166,635 was agreed.**	
9.2	To consider a total budget amount to recommend to Full Council **RESOLVED: To recommend to Full Council a budget figure of £166,635.**	
9.3	To consider the Precept amount to recommend to Full Council. See Clerk's Report **RESOLVED: To recommend a to Full Council a precept amount of £166,635, which represents a 3.15% increase on the 2025/26 precept.**	
10.	**Grant Applications**	
10.1	S137 Parish Grant Fund Applications:	
	i. Love our Ouse: Water testing kits and PPE £482.25 **RESOLVED: To approve a grant of £482.25 from the Lightsource Fund.** **ACTION: Office to action the above.** ii. Ringmer Dramatic Society: Backstage intercom equipment £500.00 Cllr. West declared an interest as president of Ringmer Dramatic Society. Decision to be ratified at next meeting. **RESOLVED: To approve a grant of £300.** **ACTION: Office to action the above.** iii. Ringmer Village Hall: Noticeboard £500.00 Cllr. West declared an interest as a Trustee of Ringmer Village Hall. Decision to be ratified at next meeting. **RESOLVED: To approve a grant of £300.** **ACTION: Office to action the above.** **RESOLVED: To transfer £1k from General Reserves to top-up the S137 Fund.** **ACTION: Office to action the above.** iv. St. Peter and St James Hospice: Donation request £500.00 **RESOLVED: To approve a grant of £500.** **ACTION: Office to action the above.**	OFF OFF OFF OFF

10.2	CIL Grant Applications	
	Ringmer Village Hall Public Toilet Refurbishment £10,648 **RESOLVED: To recommend to Full Council to ring-fence 50% (£5,324) of the funding from the residual balance of 'Unallocated' CIL funds (© £29k) subject to match funding from LDC.** **ACTION: AW to request that the Ringmer VH Trustees seek match funding from LDC CIL Funds.** **ACTION: Office to contact Cllr. Denis to explore alternative funding for the project from LDC**	AW OFF
11.	**Other Matters**	
11.1	To ratify the decision made to enter a new 3 year insurance contract. See Clerk's Report. **RESOLVED: To ratify the decision made to enter into a new 3 year insurance contract.**	
11.2	Almond Field: i. To consider match funding for stock fencing to enable annual sheep grazing - £1,000 **RESOLVED: To approve a grant of £1,000 from Lightsource Funding.** **ACTION: Office to action above.** ii. To consider match funding for wildlife pond and wetland area project - £5,500 **RESOLVED: To recommend to Full Council approve a grant of £5,500 from Lightsource Funding.**	OFF
12.	**Staffing Matters**	
12.1	To consider the options for pension arrangements **RESOLVED: To recommend to Full Council to pay the Local Government Pension Scheme (LGPS) cessation fee as a lump sum from General Reserves.**	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 11:35	

The Public and Press have a right and are welcome to attend.
Next Office and Finance Committee Meeting in Parish Rooms, Old School Close Ringmer, BN8 5RA
Thursday 29th January 2026 at 10.00am

Chairman:		**Date:**	29.01.2026