

RINGMER PARISH COUNCIL

Minutes of the Office & Finance Committee Meeting

Held on Thursday 29th January 2026 at 10:00

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

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| Present: | | | |
| Cllr Nick Chaloner (NC) | Cllr John Kay (JK) | Cllr Gordon Sims (GS) | Cllr Alan West (AW) |
| Attendance: | Annie Hazzard (AH) - Clerk | Carol Hodgson (CH) - Admin | |
| Members of the public: | 1 | | |

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| 1. | To receive apologies for absence Apologies were received from 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 27th Nov 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. No questions or comments were received. | |
| 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 by NC. | |
| 8.3 | To receive the Earmarked Reserves Statement and consider any movement. See Clerk's report Received and no movement was considered necessary. | |
| 8.4 | To consider setting a £2,000 Earmarked Reserve for Village Green Pond Project. See Clerk's report Since issuing the Clerk's report, TCV's daily rates have increased slightly. Also, the green waste removal will incur additional charges. RESOLVED: To create an earmarked reserve of £2.5k for the Village Green Pond Project from the Lightsource Funds EMR. ACTION: Office to action above. | OFF |
| 8.5 | To receive the CIL Balance and consider any CIL funding for Council spending. See Clerk's report i. To consider recommending to Full Council the installation of a Cart Barn-style structure at Fingerpost Field using CIL funding. See Clerk's report. RESOLVED: To recommend that Full Council consider the proposal of a Cart Barn-style structure at Fingerpost Field as part of the overall plans to improve this area. ACTION: Office to action the above. ACTION: AW to liaise with JS on the above recommendation. | OFF AW |
| 8.6 | To review existing CIL earmarked reserves and make any required recommendations to Full Council. Reviewed. No recommendations received. | |
| 8.7 | To receive the latest VAT Return Received. | |

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| 9. | Grant Applications | |
| 9.1 | S137 Parish Grant Fund Applications: None received. | |
| 9.2 | <p>To ratify the following decisions made at the meeting held on 27th November 2025, due to the meeting being inquorate following a declaration of interest in the items by AW. S137 Parish Grant Fund Applications:</p> <p>i. 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. RESOLVED To ratify the decision made at the O&F meeting on 27-Nov-25 to approve making a grant of £300.</p> <p>ii. 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. RESOLVED: To ratify the decision made at the O&F meeting on 27-Nov-25 to approve making a grant of £300.</p> | |
| 9.3 | CIL Grant Applications: None received. | |
| 10. | Other Matters | |
| 10.1 | <p>To carry out the annual review of the risk register and recommend any changes / approval to the Full Council. RESOLVED: To recommend to Full Council to make the following amendments:</p> <p>i. Fraud by Employees/ Councillors: To increase the Fidelity Insurance to at least £1m. This is based on the current and known future balance of funds held. ACTION: Additional details to be requested from the PC's insurers regarding the potential increase of the limit to £1.2 and £1.5 million.</p> <p>ii. Election costs: To remove wording 'per year until £8,600 balance is reached'. This is to allow for annual rising costs and to safeguard funds should an interim election be called.</p> <p>iii. Security of data (IT systems and support): To amend the wording: Remove 'ESDET Security' and replace with 'Microsoft Windows Defender and security tool with built in antivirus, antimalware and antiransomware'. This is to reflect the current security in place.</p> <p>iv. Failure to meet our statutory duties e.g. Breach of GDPR and failure to comply with Inland Revenue and HMRC regulations: To add 'Council has a GDPR policy'.</p> <p>v. Written communication to third parties – Reputation: To add: 'unless delegated'.</p> <p>vi. Lack of engagement by Councillors and Residents on major items of public interest: To amend the ratings for 'Likely' to 3 and 'Score' to 9. This is to reflect the improvement in engagement over the past year.</p> <p>ACTION: Office to action the above.</p> | OFF |
| 12. | To consider any other financial matters that cannot be held over to the next agenda at the Chairman's discretion None received. | |
| | Meeting closed at 10:53 | |

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 23rd April 2026 at 10.00am

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| Chairman: | | Date: | 23.04.2026 |
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