

# RINGMER PARISH COUNCIL

## Minutes of the Office & Finance Committee Meeting

Held on Thursday 23<sup>rd</sup> April 2026 at 10:00

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

<b>Present:</b>		
Cllr Nick Chaloner (NC)	Cllr. Dave Duke (DD)	Cllr John Kay (JK) Chairing
<b>Attendance:</b>	Annie Hazzard (AH) - Clerk	Carol Hodgson (CH) - Admin
<b>Members of the public:</b>	1	

1.	<b>To receive apologies for absence</b> Apologies were received from Cllr. Sims and Cllr. West	
2.	<b>Declarations of Interest:</b> 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. DD declared an interest in item 9.2.b a grant application from Ringmer Wildflower due to a personal connection with the group.	
3.	<b>To receive written requests for dispensation for the ensuing year</b> None received.	
4.	<b>To approve the minutes from the Office and Finance Committee meeting held on 29<sup>th</sup> January 2026.</b> <b>RESOLVED: To approve and sign the above minutes.</b>	
5.	<b>Public questions or comments relating to items on this agenda</b> 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.	<b>If the Committee wishes to exclude the public for a particular agenda item, the following resolution must be passed:</b> '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.	<b>Clerk's Report</b> - To note. The Clerks report had been previously circulated and was noted.	
8.	<b>Finance Matters</b>	
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 Received. No movement recommended.	
8.4	To receive the CIL Balance and consider any CIL funding for Council spending. See Clerk's report <b>RESOLVED: It is recommended that the Full Council consider where to allocate the expected £227,258.58, CIL funds.</b>	
8.5	To review existing CIL earmarked reserves and make any required recommendations to Full Council. Received. No movement recommended.	
8.6	To receive the latest VAT Return Received and noted.	
8.7	<b>Financial Year End 31<sup>st</sup> March 2026</b> a. To receive the internal audit report by Jackie Scarff of Mulberry LAS Ltd Received and noted there were no issues raised by the Internal Auditor. The Committee thanked the Clerk/RFO and her staff for achieving this very satisfactory outcome. b. To consider and approve the Annual Governance Statement (AGAR Section 1) <b>RESOLVED: To recommend to Full Council to approve the Annual Governance Statement (AGAR Section 1).</b>	

	<p>c. To confirm the accuracy of the Annual Return - Accounting Statement (AGAR Section 2) <b>RESOLVED: To recommend to Full Council to approve Annual Return - Accounting Statement (AGAR Section 2)</b></p> <p>d. To note the period of public rights to inspect the AGAR from Wednesday 3rd June to Tuesday 14th July 2026 Noted.</p> <p>e. To recommend to Full Council to approve the year end accounts <b>RESOLVED: To recommend to Full Council to approve the year end accounts.</b></p>	
<b>9.</b>	<b>Grant Applications</b>	
9.1	S137 Parish Grant Fund Applications:	
9.2	<p>a. Ringmer Village Library £160.00 <b>RESOLVED: To approve the funding application for £160.00</b> <b>ACTION: To pay the above.</b></p> <p>b. Wildflower Ringmer £500.00 The meeting was inquorate for this item due to DD declaring a personal interest. <b>RESOLVED: To recommend to Full Council to approve the funding application for £500.00</b> <b>ACTION: To include on the next Full Council meeting agenda</b></p> <p>c. The Monday Club £149.90 <b>RESOLVED: To approve the funding application for £149.90</b> <b>ACTION: To pay the above.</b></p>	<p>OFF</p> <p>OFF</p> <p>OFF</p>
9.3	CIL Grant Applications: None received.	
<b>10.</b>	<b>Other Matters</b>	
10.1	<p>Allotments</p> <p>a. To receive the annual report Received and noted.</p> <p>b. To consider the fees for 2027 <b>RESOLVED: No increase in fees for 2027.</b></p>	
10.2	<p>To agree the invoice received from East Sussex Pension Fund in respect of the Cessation Valuation fee. <b>RESOLVED: To pay the invoice received from East Sussex Pension Fund in respect of the Cessation Valuation fee.</b> <b>ACTION: To action the above</b></p>	OFF
<b>12.</b>	<b>To consider any other financial matters that cannot be held over to the next agenda at the Chairman's discretion</b> None received.	
<b>13.</b>	<b>Items for inclusion on the next agenda.</b> None received.	
	Meeting closed at 10:30	

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

To be advised

<b>Chairman:</b>		<b>Date:</b>	
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