

RINGMER PARISH COUNCIL

Minutes of the Office & Finance Committee Meeting

Held on Tuesday 25th August 2026 at 10:00

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

Present:			
Cllr Nick Chaloner (NC)	Cllr Andrew Day (AD)	Cllr Gordon Sims (GS)	Cllr Alan West (AW)
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 Apologies were received from Cllr. Dave Duke	
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. AW declared an interest in item 10.1 as President of the Ringmer Dramatic Society.	
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 23rd April 2026. RESOLVED: To approve and sign the minutes of the meeting held on 23rd April 2026.	
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. Not required.	
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.'	
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 NC	
9.3	To receive the Earmarked Reserves Statement and consider any movement. See Clerk's report Received. No movement recommended.	
9.4	To receive the CIL Balance and consider any CIL funding for Council spending. See Clerk's report Received. No recommendations were proposed.	
9.5	To review existing CIL earmarked reserves and consider any recommendations for approval by Full Council. RESOLVED: To move the remaining post project balance of £1,850 from EMR – CIL – Skatepark (335) to EMR – CIL unallocated (320) ACTION: RFO to implement.	RFO
9.6	To receive the latest VAT Return Received and noted.	
9.7	To undertake the annual review of the list of regular payments and consider any recommendations for approval by Full Council. RESOLVED: To recommend to Full Council to approve the annual review of regular payments. ACTION: To add the above to the September Full Council Meeting agenda.	Off
10.	Grant Applications	
10.1	S137 Parish Grant Fund Applications: Ringmer Dramatic Society - £500 RESOLVED: To approve £500.00 from S137 funds for a TicketSource ticket printer + tablet for the Community Box Office at Pet Store, so staff can sell and print tickets from the live seating plan.	Off

	ACTION: To pay the above.	
10.2	CIL Grant Applications: None received.	
11.	Other Matters	
11.1	To review the current Bank Signatories and consider any recommendations for approval by Full Council. RESOLVED: As Cllr John Kay has stepped down from Office and Finance Committee to recommend to Full Council to remove Cllr John Kay as signatory from Barclays Current and Deposit Accounts plus CCLA and to add Cllr Andrew Day to these accounts.	
12.	To consider any other financial matters that cannot be held over to the next agenda at the Chairman's discretion None received.	
13.	Items for inclusion on the next agenda - To review the budget for the 2027 Picnic on the Green. Possible need for an increase in resources. - To consider increasing EMR – Community Asset Renewal and Repair (321) ACTION: To add the above to the next O & F Meeting agenda.	Off
	Meeting closed at 10:31	

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

26th November 2026 @ 10.00 am

Chairman:		Date:	26.11.26
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