

MINUTES OF THE POLICY & FINANCE COMMITTEE

Held on Wednesday 20th January 2021 at 7.00pm

The meeting took place in a virtual environment using “Zoom” video conferencing technology and members of the public and press were given the opportunity to observe or participate in the meeting.

PRESENT: Cllr Jeremy Heron (Chairman)
Cllr Steve Rippon-Swaine (Vice Chairman)
Cllr Andy Briers
Cllr Philip Day
Cllr Peter Kelleher
Cllr Gloria O’Reilly
Cllr Tony Ring

IN ATTENDANCE: Chris Wilkins, Town Clerk
Nicola Vodden, Meetings Administrator
Rory Fitzgerald, Finance Manager

ABSENT: Cllr John Haywood

F/5865 PUBLIC PARTICIPATION

No members of the public were present.

F/5866 APOLOGIES FOR ABSENCE

The Town Clerk reported that apologies for absence had been received from Cllr Haywood.

F/5867 DECLARATIONS OF INTEREST

Cllr Briers declared a pecuniary interest in agenda item 7, as he is an allotment holder.

Although it was not a declarable pecuniary interest, Cllr Heron indicated that, in relation to payments 237, 246 and 247, the recipients were family members.

Although it was not a declarable pecuniary interest, Cllr O’Reilly indicated that, in relation to payment 237, the recipient was a client.

F/5868 MINUTES OF THE PREVIOUS MEETING

RESOLVED: That the minutes of the meeting held on 9th December 2020, having been circulated, be approved and signed by the Chairman as a correct record.

F/5869 FINANCIAL REPORTS

Members considered the financial reports presents as *Annex A*. It was noted that the Imprest report (a) covered payments made in November and December.

In relation to work undertaken in the Market Place, to relocate the Christmas tree socket (payment 228), Cllr Ring requested it be minuted that the cost had been exceptionally good value, considering the work undertaken and the licences required. The scheme had been progressed by the Council, however had it been managed by HCC, the cost would have been significantly higher. This represented good value to the taxpayer and it was suggested that if opportunities arise in the future, there may be advantages of the Council progressing other work itself.

In relation to the bank reconciliation (b), the Town Clerk acknowledged that the Financial Regulations indicate arrangements are to be made for the nominated Councillor to check the reconciliation quarterly. It is accepted that this is not feasible whilst meetings are being held remotely. Wishing to do the best to comply with the regulations and give Members added reassurance, it was suggested that the RFO or Town Clerk could facilitate this by having a brief remote monthly meeting with the Chairman, at which the Council's bank account could be accessed online and, in so doing, enable the verification to take place.

The RFO reported that the balance of petty cash (c) at the end of December was £68 and only a small amount had been paid out since then, as the Gateway offices are presently closed.

Members noted the balances report (d) and authorised the draw down request from the CCLA account in readiness for the net expenditure due.

The RFO presented his budget monitoring report (e), highlighting the position in relation to the grant budget. In addition to the Grant Aid applications awarded, payments of £1,018 for business support packs and £1,050 to Ringwood Action for Climate Emergency (RACE) group, in support of tree planting, had been approved. In total, this exceeds the original £7,000 budget. He asked Members to consider increasing the budget or moving some of the funding provided away from the grant budget. The Town Clerk indicated that there was some prospect of the cost of the coronavirus support packs being reimbursed, however the required paperwork, had been revised and is awaited from NFDC. Members agreed the grant budget balance should show the remaining budget for this year as £450.

Last month, the projected end of year net underspend was reported to be £14,000 against the original budget, but this has since reduced by £5,000, to a predicted underspend of £9,000. The RFO explained that typically underspends tend to grow in the last few months and he expected this figure to increase again by year end. Due to staff sickness there had been some delays in raising invoices and this is reflected in the revenue figures, however some additional rental income had been received since the reports were prepared.

In answer to a question regarding the recovery of grant money for the work undertaken to restore the War Memorial, the Town Clerk confirmed that he had submitted the completion report to the War Memorials Trust and was awaiting a decision.

RESOLVED:

- 1) That the list of cheque payments on the Imprest account for November and December be authorised.
- 2) That the new style reconciliation report be prepared monthly and that Cllr Heron verify it against the bank statements via a remote meeting with the Town Clerk or RFO;
- 3) That the position in relation to Petty Cash be noted;

- 4) That the Statement of Town Council Balances be received and the Inter Account Transfers be authorised;
- 5) That arrangements be made for the finance reports to be signed by the Chairman and one other Member following the meeting; and
- 6) That the Finance Manager's budgetary monitoring report be noted.

ACTION R Fitzgerald

F/5870

DRAFT BUDGET AND PRECEPT 2021/22

The RFO indicated that the draft budget for 2021/22 had been adjusted to take account of the proposals agreed by Members at the last meeting. This included a cap on the increase in the Band D charge at 1.5%, but owing to the growth in the Council Tax base, the percentage increase in the precept can be slightly higher than this. Accordingly, the precept required to achieve a balanced budget next year is £531,856.

Growth items, detailed in the report (*Annex B*) and amounting to £77,750, have been built into the draft budget. £57,500 is to be funded from reserves, £14,550 from expected grants and the remaining £5,700 to be borne by the Council.

It was noted that in relation to the Neighbourhood Plan, an earmarked reserve of £3,000 already existed and the cost so far had been covered by grant funding. A vast majority of budgeted costs would also be grant funded and the balance had been advised as a contingency measure. Should Ringwood have a Neighbourhood Plan, there would be a significant increase in the proportion of CIL money passed on to the Council, for the benefit of the town.

No CIL receipts had been anticipated in the draft budget, but any received can be put towards the funding of capital projects.

An increase in Council Tax of 1.5% will achieve a balance budget with no draw down on the General Reserve. This would result in an increase of £1.45 per annum for a Band D property from £96.96 to £98.41.

RECOMMENDED TO FULL COUNCIL:

That the draft budget 2021-2022 and Precept, which includes an increase in Council Tax of 1.5%(resulting in a Band D equivalent Council Tax of £98.41), be approved.

ACTION C Wilkins / R Fitzgerald
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F/5871

FEES AND CHARGES 2021/22

The RFO explained that the only change from 2020/21 fees and charges is the inclusion of allotment fees for the new site at Crow Arch Lane. These are comparable with allotments at the other sites and the level of fee is matched accordingly.

RESOLVED: That the fees and charges for 21/22 (*Annex C*) be approved.

ACTION R Fitzgerald

F/5872

SCHEDULE OF MEETINGS

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Members considered the prepared schedule of meeting dates.

The regulations do not allow for the Annual Town Assembly (ATA) to be held remotely and it was thought unlikely that face-to-face meetings would be permitted by May. If planning for the ATA was to go ahead, it would mean a lot of preparation would be wasted should it have to be cancelled nearer the time. Members agreed that this year's Annual Town Assembly should not take place.

The dates around Christmas 2021 were confirmed, in addition to the dates for the Staffing Committee, which is required to meet at least twice a year. The date for 2022 Annual Town Assembly was confirmed as 11th May.

A question arose in relation to the start times of evening meetings, whilst they are being held remotely, and this would be brought before Full Council for consideration in due course.

RESOLVED: That the schedule of meetings March 2021 – May 2022 (*Annex C*), as amended, be approved.

ACTION C Wilkins

**F/5873
PROJECTS**

Members approved of the new project report which combines all Committee projects in one document.

The Town Clerk confirmed that once the budget for 21/22 is approved, the project report will be updated to show projects which are to be taken forward and those which retain their 'proposed' status.

Members requested that the Greenways planning permission renewal be brought before the Committee for discussion at a future meeting.

RESOLVED: That the update in respect of projects (*Annex D*) be noted.

ACTION C Wilkins

**F/5874
EXCLUSION OF THE PRESS AND PUBLIC**

That, in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the press and public were excluded because publicity would be prejudicial to the public interest by reason of the confidential nature (*Confidential Annex E*)

**F/5875
LEGAL MATTERS**

The Town Clerk presented a confidential verbal report on legal matters and the Committee resolved to noted the report and gave directions as to how he should proceed.

RESOLVED: That the Town Clerk's report be noted.

ACTION C Wilkins

There being no further business, the Chairman closed the meeting at 8.24 pm.

Note: The text in the Action Boxes above does not form part of these minutes.

RECEIVED
27th January 2021

APPROVED
17th February 2021

TOWN MAYOR

COMMITTEE CHAIRMAN

Paid Expenditure Transactions

between 01/11/20 and 31/12/20

Start of year 01/04/20

A

Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading	
DD	02/11/20	1283		£409.00	£0.00	£409.00	RLOS	New Forest District Council	NFDC Rates Cemetery Nov 2020	3200/1/5
SO	02/11/20	1285		£80.00	£0.00	£80.00	P&F	TLC Online	November 2020	2000/1/14
			1303/1	£2,901.59	£0.00	£2,901.59	P&F	Public Works Loan Board	PWLB loan principal repayment	2500/1/2
			1303/2	£2,473.37	£0.00	£2,473.37	P&F	Public Works Loan Board	PWLB Loan Interest payment	2500/1/1
DD	02/11/20	1303		£5,374.96	£0.00	£5,374.96		Public Works Loan Board		2500/1/2
DD	04/11/20	1286		£60.87	£10.14	£50.73	RLOS	UK Fuels Ltd	October 2020	3000/1/10
			1260/1	£750.00	£0.00	£750.00	P&F	Poulner Infants School	Grant to fund virtual tour	2210/1
220	06/11/20	1260	RTC803851	£750.00	£0.00	£750.00		Poulner Infants School	Grant awarded	2210/1
			1261/1	£2,000.00	£0.00	£2,000.00	P&F	Friends of Ringwood Infants School	Grant towards play equipment	2210/1
221	06/11/20	1261	RTC803852	£2,000.00	£0.00	£2,000.00		Friends of Ringwood Infants School	Grant awarded	2210/1
			1262/1	£300.00	£0.00	£300.00	P&F	TW Photography	Portrait photography for new website	2000/1/14
222	06/11/20	1262	RTC803849	£300.00	£0.00	£300.00		TW Photography	Website photography	2000/1/14
			1263/1	£1,320.00	£220.00	£1,100.00	PT&E	ONeillHomer	Session Two - 2 days	4000/1/6
223	06/11/20	1263	RTC803821	£1,320.00	£220.00	£1,100.00		ONeillHomer	Consultancy Services for Ringwood Neighbourhood Plan	4000/1/6
			1264/1	£1,531.20	£255.20	£1,276.00	RLOS	New Forest District Council	Yearly tree survey.	3000/2/12
224	06/11/20	1264	RTC803855	£1,531.20	£255.20	£1,276.00		New Forest District Council		3000/2/12
225	06/11/20	1265		£35.00	£0.00	£35.00	P&F	Dampney Remarkable	Standarfd stall refund	2400/9
			1266/1	£22.99	£0.00	£22.99	P&F	Rebecca Stack	Black trousers	2600/1/6
226	06/11/20	1266	RTC803854	£22.99	£0.00	£22.99		Rebecca Stack	Uniform	2600/1/6
			1267/1	£583.20	£97.20	£486.00	P&F	Status Computers	Supply and installation of new APC SmartUPS with 1000VA capacity	2000/1/12
227	06/11/20	1267	RTC803794	£583.20	£97.20	£486.00		Status Computers	Replacement UPS for office server	2000/1/12
			1268/1	£1,327.19	£221.20	£1,105.99	P&F	G Mooney Groundworks	Move existing socket	2400/9
			1268/2	£466.04	£77.67	£388.37	P&F	G Mooney Groundworks	New service trench	2400/9
			1268/3	£526.80	£87.80	£439.00	P&F	G Mooney Groundworks	HCC Section 171 Licence	2400/9
			1268/4	£576.00	£96.00	£480.00	P&F	G Mooney Groundworks	Connection to electricity supply box	2400/9
228	06/11/20	1268	RTC803775	£2,896.03	£482.67	£2,413.36		G Mooney Groundworks	Christmas Tree Socket - Market Place, Ringwood	2400/9
			1269/1	£21.42	£3.57	£17.85	P&F	Letters & Logos Ltd	Cover Stickers for Road Signs Remembrance Day	2400/10

Paid Expenditure Transactions

between 01/11/20 and 31/12/20

Start of year 01/04/20

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(a)

Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading	
229	07/11/20	1269	RTC803846	£21.42	£3.57	£17.85		Letters & Logos Ltd	Stickers for Road signs for Remembrance Day	2400/10
			1270/1	£34.92	£5.82	£29.10	P&F	Letters & Logos Ltd	COVID posters for Clubhouse	2802/2/1
230	07/11/20	1270	RTC803845	£34.92	£5.82	£29.10		Letters & Logos Ltd	Posters for Clubhouse covid	2802/2/1
231	07/11/20	1271		£120.00	£20.00	£100.00	P&F	Letters & Logos Ltd	Window stickers for Winter Wonderland	2400/9
			1272/1	£5.24	£0.87	£4.37	P&F	Hampshire County Council	731703 - Wall planner - 2021	2000/1/8
			1272/2	£6.55	£1.09	£5.46	P&F	Hampshire County Council	747703 - A5 diary, Jan - Dec - week to view -2021 (5 Ceme)	2000/1/8
			1272/3	£1.87	£0.31	£1.56	P&F	Hampshire County Council	747208 - A4 diary, Jan - Dec - week to view - 2021 Cem	2000/1/8
232	07/11/20	1272	RTC803841	£13.66	£2.27	£11.39		Hampshire County Council	Cemetery Office supplies (Back Office 2 diaries).	2000/1/8
			1273/1	£14.58	£2.43	£12.15	P&F	Hampshire County Council	612498 - Energizer AAAA batteries	2000/1/8
			1273/2	£2.10	£0.35	£1.75	P&F	Hampshire County Council	846606 - Staples No. 26/6	2000/1/8
			1273/3	£1.15	£0.19	£0.96	P&F	Hampshire County Council	366740 - Tea Spoons	2000/3/4
			1273/4	£8.22	£1.37	£6.85	P&F	Hampshire County Council	816200 - Recycled Conventional Toilet Rolls	2000/3/4
			1273/5	£12.25	£2.04	£10.21	P&F	Hampshire County Council	598373 - Flash Antibacterial Multisurface Spray	2000/3/4
			1273/6	£8.56	£1.43	£7.13	P&F	Hampshire County Council	577123 - Vileda Cloth GP - red pack of cloths	2000/3/4
			1273/7	£6.91	£1.15	£5.76	P&F	Hampshire County Council	598359 - Viakal limescale remover	2000/3/4
			1273/8	£3.53	£0.59	£2.94	P&F	Hampshire County Council	576196 - Hygiene HD colour coded cloths	2000/3/4
233	07/11/20	1273	RTC803838	£57.30	£9.55	£47.75		Hampshire County Council	Gateway Supplies Stationery and Cleaning items	2000/1/8
			1274/1	£4.19	£0.70	£3.49	RLOS	screwfix	1 Pack of d-shackles for playpark swings.	3000/1/9
			1274/2	£3.49	£0.58	£2.91	RLOS	screwfix	1 PACK OF CORNER BRACKETS FOR PLY SIDES ON VAN READY FOR CHIPPING.	3000/3/5
234	07/11/20	1274	RTC803834	£7.68	£1.28	£6.40		screwfix		3000/1/9
			1275/1	£29.99	£5.00	£24.99	RLOS	screwfix	Insulating quilt for linemarking paint 500 litre container	3000/5/5
235	07/11/20	1275	RTC803804	£29.99	£5.00	£24.99		screwfix		3000/5/5
			1276/1	£313.40	£0.00	£313.40	RLOS	Water2Business	MP Meter 1 18/10/19-14/10/20	3000/1/8
236	07/11/20	1276		£313.40	£0.00	£313.40		Water2Business	MP Meter 1 18/10/19 - 14/10/20	3000/1/8
			1278/1	£288.00	£48.00	£240.00	RLOS	Ringwood & Fordingbridge Skip Hire	Replacement skip for Cemetery	3200/2/8

Paid Expenditure Transactions

between 01/11/20 and 31/12/20

Start of year 01/04/20

A
(a)

Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading
237	09/11/20	1278	RTC803857	£288.00	£48.00	£240.00		Ringwood & Fordingbridge Skip Hire	3200/2/8
238	09/11/20	1279		£193.93	£0.00	£193.93	RLOS	Bournemouth Water Business Services	UK Allots 15/20-16/10/20 3300/1/1
		1280/1		£21.46	£3.58	£17.88	P&F	Hampshire County Council	816800 - centrefreed wiper (white) 2802/2/2
239	09/11/20	1280	RTC803848	£21.46	£3.58	£17.88		Hampshire County Council	816800 - centrefreed wiper (white) 2802/2/2
		1281/1		£33.70	£5.62	£28.08	P&F	Hampshire County Council	816100 - Recycled single fold hand towels 2802/2/2
		1281/2		£16.44	£2.74	£13.70	P&F	Hampshire County Council	816200 - Recycled Conventional Toilet Rolls 2802/2/2
		1281/3		£21.13	£3.52	£17.61	P&F	Hampshire County Council	273000 - Alcohol hand sanitising gel 2802/2/2
240	09/11/20	1281	RTC803839	£71.27	£11.88	£59.39		Hampshire County Council	Supplies - Carvers 2802/2/2
		1241/1		£2,916.00	£486.00	£2,430.00	P&F	Clyde & Co Claims LLP	personal injury claim vat inc 9999
		1241/2		-£2,430.00	£0.00	-£2,430.00	P&F	Clyde & Co Claims LLP	personal injury claim ex vat 9999
245	10/11/20	1241	RTC803833	£486.00	£486.00	£0.00		Clyde & Co Claims LLP	personal injury claim VAT only 1110-0163865 9999
		1242/1		£9,480.60	£1,580.10	£7,900.50	P&F	Clyde & Co Claims LLP	personal injury claim inc vat 9999
		1242/2		-£7,900.50	£0.00	-£7,900.50	P&F	Clyde & Co Claims LLP	personal injury claim ex vat 9999
244	10/11/20	1242	RTC803836	£1,580.10	£1,580.10	£0.00		Clyde & Co Claims LLP	personal injury claim 1110-0170046 9999
		1243/1		£2,869.80	£478.30	£2,391.50	P&F	Clyde & Co Claims LLP	personal injury claim inc vat 9999
		1243/2		-£2,391.50	£0.00	-£2,391.50	P&F	Clyde & Co Claims LLP	personal injury claim ex vat 9999
243	10/11/20	1243	RTC803835	£478.30	£478.30	£0.00		Clyde & Co Claims LLP	personal injury claim 1110-0160718 9999
		1257/1		£2,997.00	£499.50	£2,497.50	P&F	Clyde & Co Claims LLP	personal injury claim including vat 9999
		1257/2		-£2,497.50	£0.00	-£2,497.50	P&F	Clyde & Co Claims LLP	Personal injury claim ex vat 9999
242	10/11/20	1257	RTC803831	£499.50	£499.50	£0.00		Clyde & Co Claims LLP	personal injury insurance claim VAT 1110-0163542 9999
		1282/1		£600.00	£100.00	£500.00	P&F	The Urban Greening Co	Gateway roof maintenance 2000/3/4
241	10/11/20	1282	RTC803796	£600.00	£100.00	£500.00		The Urban Greening Co	Sedum Roof Gateway Maintenance - Oct 2020 2000/3/4
DD	10/11/20	1284		£193.00	£0.00	£193.00	P&F	New Forest District Council	NFDC Rates Carvers C/House Nov 2020 2802/1/6
		1287/1		£150.00	£0.00	£150.00	RLOS	Dixon & Templeton LLP	Refund of ERoB transfer fee for Pratlett 3200/1/7
246	12/11/20	1287	RTC803850	£150.00	£0.00	£150.00		Dixon & Templeton LLP	Refund of fees paid 3200/1/7
		1343/1		£145.20	£24.20	£121.00	P&F	Austin & Wyatt	92 Southampton Road Management Fee 2400/19

Paid Expenditure Transactions

between 01/11/20 and 31/12/20

Start of year 01/04/20

A

Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading ^(a)	
			1343/2	£11.40	£1.90	£9.50	P&F	Austin & Wyatt	92 Southampton Road Landlord regulation fee	2400/19
			1343/3	£143.00	£23.83	£119.17	P&F	Austin & Wyatt	92 Southampton Road Gas Safety Check	2100/3
BGC	12/11/20	1343		£299.60	£49.93	£249.67		Austin & Wyatt		2400/19
DD	16/11/20	1315		£86.67	£4.12	£82.55	P&F	SSE Southern Electric	Market Place Q3 2020-21	2000/1/1
DD	17/11/20	1320		£64.00	£0.00	£64.00	P&F	Lloyds Bank	Credit card fees x 2	2000/1/18
DD	19/11/20	1318		£18.35	£0.00	£18.35	P&F	Worldpay	Carvers Café November 2020	2802/3/1
DD	20/11/20	1305		£5,373.72	£0.00	£5,373.72	P&F	Inland Revenue	Inland revenue October 2020	2600/1/2
DD	23/11/20	1307		£344.89	£57.48	£287.41	P&F	EBS (UK) Ltd	telephone system and call charges - November	2000/1/11
BP	24/11/20	1288		£8,064.80	£0.00	£8,064.80	P&F	Hampshire County Council	Pensions - October 2020	2600/1/3
		1291/1		£2,580.00	£0.00	£2,580.00	P&F	Robert Heron	Purchase, delivery and disposal of xmas tree for Market Place	2400/2
246	24/11/20	1291	RTC803844	£2,580.00	£0.00	£2,580.00		Robert Heron	Purchase, delivery and dispsol of Christmas Tree for Market Place	2400/2
		1301/1		£750.00	£0.00	£750.00	P&F	Transition Ringwood	Grant	2210/1
07932	24/11/20	1301		£750.00	£0.00	£750.00		Transition Ringwood		2210/1
PAY	25/11/20	1304		£24,262.21	£0.00	£24,262.21	P&F	Salaries	Salaries November 2020	2600/1/1
DD	25/11/20	1317		£165.33	£7.87	£157.46	P&F	British Gas	Gas Greenways 1-10-20 to 31-10-20	2100/1
PAY	27/11/20	1316		£22.30	£0.00	£22.30	P&F	Lloyds Bank	Bank Charges Novembefr 2020	2000/1/18
		1306/1		£7,056.14	£0.00	£7,056.14	P&F	Public Works Loan Board	PWLB Loan repyment - Principal	2500/1/2
		1306/2		£3,341.85	£0.00	£3,341.85	P&F	Public Works Loan Board	PWLB Loan repayment - Interest	2500/1/1
DD	30/11/20	1306		£10,397.99	£0.00	£10,397.99		Public Works Loan Board		2500/1/2
DD	30/11/20	1350		£229.93	£16.45	£213.48	P&F	Utility Warehouse	Carvers CH account - awaiting bill	9999
DD	30/11/20	1351		£107.56	£12.71	£94.85	P&F	Utility Warehouse	Cemetery bill November - awaiting invoice	9999
DD	30/11/20	1352		£42.98	£2.34	£40.64	P&F	Utility Warehouse	Sports Pavilion November bill - awaiting invoice	9999
DD	30/11/20	1353		£439.51	£0.00	£439.51	P&F	Barclay Card	November bill awaiting invoice	9999
DD	01/12/20	1312		£409.00	£0.00	£409.00	RLOS	New Forest District Council	NFDC Rates - Cemetery	3200/1/5
DD	01/12/20	1313		£193.00	£0.00	£193.00	P&F	New Forest District Council	Rates Carvers Clubhouse December instalment	2802/1/6
SO	01/12/20	1314		£80.00	£0.00	£80.00	P&F	TLC Online	Web site maintenance December 2020	2000/1/14
		1302/1		£1,000.00	£0.00	£1,000.00	P&F	Ringwood Men's Shed	Grant	2210/1

Paid Expenditure Transactions

between 01/11/20 and 31/12/20

Start of year 01/04/20

A

Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading ^(A)
07931	02/12/20	1302		£1,000.00	£0.00	£1,000.00		Ringwood Men's Shed	2210/1
		1292/1		£1,056.00	£176.00	£880.00	RLOS	JCW Hiab Services Ltd Hire, delivery and removal of site security blocks	3000/2/7
247	08/12/20	1292	RTC803649	£1,056.00	£176.00	£880.00		JCW Hiab Services Ltd	3000/2/7
		1300/1		£313.27	£0.00	£313.27	P&F	Water2Business Water Supply to Carvers Clubhouse	2802/1/4
255	08/12/20	1300		£313.27	£0.00	£313.27		Water2Business	2802/1/4
		1308/1		£65.39	£10.90	£54.49	RLOS	UK Fuels Ltd Fuel for hand held machines.	3000/1/10
DD	09/12/20	1308	RTC803877	£65.39	£10.90	£54.49		UK Fuels Ltd	3000/1/10
BP	15/12/20	1289		£7,139.63	£0.00	£7,139.63	P&F	Hampshire County Council Pensions - November 2020	2600/1/3
248	15/12/20	1293		£36.00	£6.00	£30.00	P&F	Letters & Logos Ltd cling sticker for windows	2400/9
		1294/1		£159.60	£26.60	£133.00	P&F	Letters & Logos Ltd 2x1m banner	2400/9
249	15/12/20	1294	RTC803865	£159.60	£26.60	£133.00		Letters & Logos Ltd To print 2 banners for event	2400/9
		1295/1		£324.00	£54.00	£270.00	P&F	ICCM on-line traiing cemetery NV&MD 15&16 Dec	2310/2
250	15/12/20	1295	RTC803746	£324.00	£54.00	£270.00		ICCM Cemetery and Management Complaine. Tuesday 15th & Wednesday 16th Dec online N.Vodden & M Doulton	2310/2
		1296/1		£540.00	£90.00	£450.00	RLOS	Pete Best To take down 2 trees that were in a danger of falling on headstones in the Cemetery.	3000/2/11
251	15/12/20	1296	RTC803881	£540.00	£90.00	£450.00		Pete Best	3000/2/11
252	15/12/20	1297		£98.80	£16.47	£82.33	P&F	Taste Vending Ltd rental of coffee mchine at Carvers	2802/3/1
		1298/1		£457.23	£0.00	£457.23	RLOS	Water2Business Mount Pleasant sports ground	3000/1/8
253	15/12/20	1298		£457.23	£0.00	£457.23		Water2Business MP Meter	3000/1/8
		1299/1		£18.00	£3.00	£15.00	RLOS	Insight Security & Facilities Ltd cemetery alarm call out	3200/2/1
		1299/2		£18.00	£3.00	£15.00	RLOS	Insight Security & Facilities Ltd Tractor shed alarm call out	3000/2/1
254	15/12/20	1299	RTC803905	£36.00	£6.00	£30.00		Insight Security & Facilities Ltd	3200/2/1
		1341/1		£145.20	£24.20	£121.00	P&F	Austin & Wyatt 92 Southampton Road management fees December 2020	2400/19
		1341/2		£11.40	£1.90	£9.50	P&F	Austin & Wyatt 92 Southampton Road landlord regulation fee	2400/19
BGC	15/12/20	1341		£156.60	£26.10	£130.50		Austin & Wyatt Fees December Rental management	2400/19
		1354/1		£272.88	£45.48	£227.40	P&F	Letters & Logos Ltd correx board printing	2400/9
275	15/12/20	1354	RTC803866	£272.88	£45.48	£227.40		Letters & Logos Ltd correx boards for event	2400/9

Paid Expenditure Transactions

between 01/11/20 and 31/12/20

Start of year 01/04/20

A

Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading ^(a)	
			1349/1	£25.00	£0.00	£25.00	P&F	Philip Day	Christmas gift for G Ridgway for support at xmas lights switch on	2400/9
256	16/12/20	1349	RTC803902	£25.00	£0.00	£25.00		Philip Day		2400/9
DD Lloyds Crdt Crd	17/12/20	1321		£38.93	£6.49	£32.44	P&F	NALC	Rebuilding Communities training session Charmaine	2802/2/6
			1322/1	£503.71	£83.95	£419.76	P&F	Tradevault Ltd	Crowd Control Barriers	2400/14
			1322/2	£59.99	£10.00	£49.99	P&F	Tradevault Ltd	Delivery	2400/14
DD Lloyds Crdt Crd	17/12/20	1322	RTC803860	£563.70	£93.95	£469.75		Tradevault Ltd	Crowd Control barriers	2400/14
			1323/1	£29.60	£0.00	£29.60	P&F	SLCC Enterprises Ltd	Book: The Law of Allotments & delivery	2000/1/7
DD Lloyds Crdt Crd	17/12/20	1323	RTC803876	£29.60	£0.00	£29.60		SLCC Enterprises Ltd	Book purchase	2000/1/7
DD Lloyds Crdt Crd	17/12/20	1324		£99.00	£16.50	£82.50	P&F	Survey Monkey	A monthly subscription for Christmas Window Comp	2400/9
DD	21/12/20	1319		£2.91	£0.00	£2.91	P&F	Worldpay	Carvers Café December 2020	2802/3/1
DD	22/12/20	1310		£5,677.79	£0.00	£5,677.79	P&F	Inland Revenue	Inland Revenue November 2020	2600/1/2
DD	22/12/20	1311		£312.96	£52.16	£260.80	P&F	EBS (UK) Ltd	Telephone and call charges December 2020	2000/1/11
PAY	24/12/20	1309		£23,811.93	£0.00	£23,811.93	P&F	Salaries	Salaries December 2020	2600/1/1
DD	29/12/20	1345		£235.90	£11.23	£224.67	P&F	British Gas	Greenways gas bill 1/11/20 - 30/11/20	2100/1
			1355/1	£79.94	£13.32	£66.62	P&F	Barclay Card	Item #2 supplied by Amazon	2400/9
			1355/2	£29.24	£4.87	£24.37	P&F	Barclay Card	item # 4 supplied by Amazon	2400/9
			1355/3	£7.49	£1.25	£6.24	P&F	Barclay Card	Item # 6 supplied by Argos	2802/2/1
			1355/4	£30.00	£5.00	£25.00	P&F	Barclay Card	Item # 11 supplied by CALM	2400/9
			1355/5	£10.99	£1.83	£9.16	P&F	Barclay Card	Item # 16 supplied By CANVA	2400/9
			1355/6	£288.66	£0.00	£288.66	P&F	Barclay Card	Christmas events - no VAT invoice	2400/9
DD	29/12/20	1355	RTC803917	£446.32	£26.27	£420.05		Barclay Card	December Bill	2400/9
			1325/1	£6.53	£1.09	£5.44	P&F	Hampshire County Council	837603 - Elastic Bands - Front office	2000/1/8
257	31/12/20	1325	RTC803899	£6.53	£1.09	£5.44		Hampshire County Council	Stationery	2000/1/8
			1326/1	£2.81	£0.47	£2.34	P&F	Hampshire County Council	747703 - A5 Diary office	2000/1/8
			1326/2	£5.38	£0.90	£4.48	P&F	Hampshire County Council	612400 - AAA Batteries - office	2000/1/8
			1326/3	£3.46	£0.58	£2.88	P&F	Hampshire County Council	762342 A4 Transparent Pockets - office	2000/1/8
			1326/4	£32.97	£5.50	£27.47	P&F	Hampshire County Council	819554 - A3 copier paper	2000/1/8

Paid Expenditure Transactions

between 01/11/20 and 31/12/20

Start of year 01/04/20

A

(a)

Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading	
			1326/5	£10.46	£1.74	£8.72	P&F	Hampshire County Council	731703 - Wall planner - 2021	2000/1/8
258	31/12/20		1326 RTC803896	£55.08	£9.19	£45.89		Hampshire County Council	Stationery Order	2000/1/8
			1327/1	£180.00	£30.00	£150.00	RLOS	R M Smith Fencing Limited	To replace broken hand rail and posts at Castleman way steps.	3000/2/9
259	31/12/20		1327 RTC803792	£180.00	£30.00	£150.00		R M Smith Fencing Limited		3000/2/9
			1328/1	£220.06	£36.68	£183.38	P&F	1st Stop Cleaning	Cleaning at Carvers	2802/2/1
260	31/12/20		1328 RTC803862	£220.06	£36.68	£183.38		1st Stop Cleaning	Cleaning at Carvers October	2802/2/1
			1329/1	£88.02	£14.67	£73.35	P&F	1st Stop Cleaning	Cleaning	2802/2/1
261	31/12/20		1329 RTC803861	£88.02	£14.67	£73.35		1st Stop Cleaning	Carvers Clubhouse cleaning	2802/2/1
			1330/1	£648.00	£108.00	£540.00	P&F	Alecta Technical Solutions	Planned Preventative Maintenance Contract	2802/1/1
262	31/12/20		1330 RTC803826	£648.00	£108.00	£540.00		Alecta Technical Solutions	Planned Preventative Maintenance Schedule Carvers Clubhouse	2802/1/1
			1331/1	£2,056.92	£342.82	£1,714.10	P&F	Edge IT Systems Ltd	User licences for Edge, epitaph and allotments	2000/1/15
263	31/12/20		1331 RTC803888	£2,056.92	£342.82	£1,714.10		Edge IT Systems Ltd	User licences for Edge, Epitaph and allotments	2000/1/15
			1332/1	£450.00	£0.00	£450.00	P&F	Jay Cox Ringwood TV	Filming for Christmas in Ringwood	2400/9
264	31/12/20		1332 RTC803810	£450.00	£0.00	£450.00		Jay Cox Ringwood TV	Recording, editing and streaming films online for Ringwood Winter Wanderland	2400/9
			1333/1	£252.00	£42.00	£210.00	P&F	Go New Forest	GNF - Annual Membership Renewal	2000/1/16
265	31/12/20		1333 RTC803900	£252.00	£42.00	£210.00		Go New Forest	Annual Membership Renewal 2021	2000/1/16
			1334/1	£121.72	£20.29	£101.43	RLOS	Hunt Forest Group	Wood Chipper had stopepd working; belts had worked loose.	3000/3/2
266	31/12/20		1334 RTC803885	£121.72	£20.29	£101.43		Hunt Forest Group		3000/3/2
			1335/1	£31.00	£5.17	£25.83	RLOS	Hunt Forest Group	New chain for Chainsaw.	3000/3/1
268	31/12/20		1335 RTC803904	£31.00	£5.17	£25.83		Hunt Forest Group		3000/3/1
267	31/12/20		1336	£2.78	£0.46	£2.32	RLOS	Hunt Forest Group	compression springs - part of order 803870	3000/3/2
			1337/1	£146.40	£24.40	£122.00	P&F	Utili Light Limited	Annual clean and service	2400/6
269	31/12/20		1337 RTC803878	£146.40	£24.40	£122.00		Utili Light Limited	Jubilee Lamp servicing	2400/6
			1338/1	£356.00	£0.00	£356.00	P&F	SLCC Enterprises Ltd	2021 membership sub for CJW	2000/1/16
270	31/12/20		1338 RTC803891	£356.00	£0.00	£356.00		SLCC Enterprises Ltd	Membership subscription	2000/1/16
			1339/1	£208.00	£0.00	£208.00	P&F	SLCC Enterprises Ltd	Full Membership 2021 - Jo Hurd	2000/1/16
271	31/12/20		1339 RTC803894	£208.00	£0.00	£208.00		SLCC Enterprises Ltd	Membership Subscription	2000/1/16

Paid Expenditure Transactions

between 01/11/20 and 31/12/20

Start of year 01/04/20

A

(a)

Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading	
			1340/1	£660.00	£110.00	£550.00	PT&E	ONeillHomer	Session Two - 1 day (report)	4000/1/6
			1340/2	£660.00	£110.00	£550.00	PT&E	ONeillHomer	Session Three - 1 day	4000/1/6
272	31/12/20	1340	RTC803822	£1,320.00	£220.00	£1,100.00		ONeillHomer	Consultancy Services for Ringwood Neighbourhood Plan	4000/1/6
			1346/1	£31.85	£5.31	£26.54	RLOS	Utility Warehouse	Mobile phone charges November 2020	3000/1/6
			1346/2	£31.20	£5.20	£26.00	RLOS	Utility Warehouse	Landline charges November 2020	3200/1/6
			1346/3	£72.49	£3.45	£69.04	RLOS	Utility Warehouse	Electricity charges November 2020	3200/1/1
			1346/4	£2.40	£0.40	£2.00	RLOS	Utility Warehouse	UW Club fees November 2020	3200/1/1
DD	31/12/20	1346		£137.94	£14.36	£123.58		Utility Warehouse		3000/1/6
			1347/1	£52.27	£2.49	£49.78	RLOS	Utility Warehouse	UW Sports Pavilion electricity November 2020	3000/1/1
			1347/2	£2.40	£0.40	£2.00	RLOS	Utility Warehouse	UW Club fees November 2020	3000/1/1
DD	31/12/20	1347		£54.67	£2.89	£51.78		Utility Warehouse		3000/1/1
			1348/1	£11.68	£1.95	£9.73	P&F	Utility Warehouse	Mobile phone charges November 2020	2802/2/5
			1348/2	£276.05	£13.15	£262.90	P&F	Utility Warehouse	Carvers Clubhouse electricity November 2020	2802/1/3
			1348/3	£32.23	£5.37	£26.86	P&F	Utility Warehouse	Carvers Clubhouse Broadband November 2020	2802/2/5
			1348/4	£2.40	£0.40	£2.00	P&F	Utility Warehouse	Carvers CH UW club costs November 2020	2802/2/5
DD	31/12/20	1348		£322.36	£20.87	£301.49		Utility Warehouse		2802/2/5
Total				£124,011.94	£6,028.00	£117,983.94				

Bank Account Reconciled Statement

Imprest - Lloyds Bank

00215966

30-97-08

Statement Number	17	Bank Statement No.	17
Statement Opening Balance	£20,129.60	Opening Date	01/12/20
Statement Closing Balance	£74,215.77	Closing Date	31/12/20
True/ Cashbook Closing Balance	£74,115.77		

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
24/11/20	07932	Transition Ringwood	750.00	0.00	19,379.60
01/12/20	BGC	Poulner Junior School	0.00	1,695.00	21,074.60
01/12/20	DD	New Forest District Council	602.00	0.00	20,472.60
01/12/20	FPI	Ringwood FIS Ltd	0.00	100.00	20,572.60
01/12/20	SO	TLC Online	80.00	0.00	20,492.60
02/12/20	07931	Ringwood Men's Shed	1,000.00	0.00	19,492.60
02/12/20	BGC	CCLA Investment Management Ltd	0.00	34.68	19,527.28
03/12/20	FPI	Ali SR19A	0.00	30.00	19,557.28
03/12/20	TFR		0.00	100,000.00	119,557.28
07/12/20	BGC	Worldpay	0.00	9.60	119,566.88
08/12/20	247	JCW Hiab Services Ltd	1,056.00	0.00	118,510.88
08/12/20	255	Water2Business	313.27	0.00	118,197.61
08/12/20	BGC	Worldpay	0.00	13.40	118,211.01
08/12/20	FPI	A J Woolley	0.00	108.00	118,319.01
09/12/20	BGC	Worldpay	0.00	22.95	118,341.96
09/12/20	DD	UK Fuels Ltd	65.39	0.00	118,276.57
09/12/20	INV RTC600253	Mrs V J Gregory	0.00	108.00	118,384.57
11/12/20	FPI	D E Leather	0.00	108.00	118,492.57
14/12/20	BGC	Multiple Suppliers/ Customers	0.00	1,127.45	119,620.02
15/12/20	248	Letters & Logos Ltd	36.00	0.00	119,584.02
15/12/20	249	Letters & Logos Ltd	159.60	0.00	119,424.42
15/12/20	250	ICCM	324.00	0.00	119,100.42
15/12/20	251	Pete Best	540.00	0.00	118,560.42
15/12/20	252	Taste Vending Ltd	98.80	0.00	118,461.62
15/12/20	253	Water2Business	457.23	0.00	118,004.39
15/12/20	254	Insight Security & Facilities Ltd	36.00	0.00	117,968.39
15/12/20	275	Letters & Logos Ltd	272.88	0.00	117,695.51
15/12/20	BGC	Multiple Suppliers/ Customers	156.60	1,008.96	118,547.87
15/12/20	BP	Hampshire County Council	7,139.63	0.00	111,408.24

Bank Account Reconciled Statement

16/12/20	256	Philip Day	25.00	0.00	111,383.24
16/12/20	BGC	Worldpay	0.00	27.70	111,410.94
16/12/20	DEP 500684	Multiple Suppliers/ Customers	0.00	215.00	111,625.94
17/12/20	DD Lloyds Crdt Crd	Multiple Suppliers/ Customers	731.23	0.00	110,894.71
21/12/20	BGC	Worldpay	0.00	36.50	110,931.21
21/12/20	DD	Worldpay	2.91	0.00	110,928.30
22/12/20	BGC	Worldpay	0.00	33.95	110,962.25
22/12/20	DD	Multiple Suppliers/ Customers	5,990.75	0.00	104,971.50
23/12/20	BGC	Worldpay	0.00	15.90	104,987.40
24/12/20	FPI	Lonsdale Wealth Management	0.00	100.00	105,087.40
24/12/20	PAY	Salaries	23,811.93	0.00	81,275.47
29/12/20	DD	Multiple Suppliers/ Customers	682.22	0.00	80,593.25
30/12/20	BGC	Tappers	0.00	280.00	80,873.25
31/12/20	257	Hampshire County Council	6.53	0.00	80,866.72
31/12/20	258	Hampshire County Council	55.08	0.00	80,811.64
31/12/20	259	R M Smith Fencing Limited	180.00	0.00	80,631.64
31/12/20	260	1st Stop Cleaning	220.06	0.00	80,411.58
31/12/20	261	1st Stop Cleaning	88.02	0.00	80,323.56
31/12/20	262	Alecta Technical Solutions	648.00	0.00	79,675.56
31/12/20	263	Edge IT Systems Ltd	2,056.92	0.00	77,618.64
31/12/20	264	Jay Cox Ringwood TV	450.00	0.00	77,168.64
31/12/20	265	Go New Forest	252.00	0.00	76,916.64
31/12/20	266	Hunt Forest Group	121.72	0.00	76,794.92
31/12/20	267	Hunt Forest Group	2.78	0.00	76,792.14
31/12/20	268	Hunt Forest Group	31.00	0.00	76,761.14
31/12/20	269	Utili Light Limited	146.40	0.00	76,614.74
31/12/20	270	SLCC Enterprises Ltd	356.00	0.00	76,258.74
31/12/20	271	SLCC Enterprises Ltd	208.00	0.00	76,050.74
31/12/20	272	ONeillHomer	1,320.00	0.00	74,730.74
31/12/20	DD	Utility Warehouse	514.97	0.00	74,215.77

Uncleared and unrepresented effects

10/02/20	120	Ringwood First Responders	100.00		74,115.77
		Total	100.00		

Bank Account Reconciled Statement

A

(b)

Reconciled by Rory Fitzgerald

Signed _____

Clerk / Responsible Financial Officer

Chair

POLICY AND FINANCE COMMITTEE 20th JANUARY 2021**BANK BALANCES & PROPOSED TRANSFERS**

Account Name	Predicted		Actual at	Predicted	Proposed Transfers		Predicted
	31-Dec-20		31-Dec-20	Movement	Cash Out	Cash In	31-Jan-21
	£		£	£	£	£	£
Imprest (Current) Account	70,130		74,215	-50,000		100,000	124,215
Business Account	51,545		51,545				51,545
Investment Accounts	580,000		580,000		-100,000		480,000
Greenways Rent Deposit	10,712		10,712				10,712
Petty Cash - Imprest	90		68				68
Petty Cash - Carvers Clubhouse	100		100				100
VIC Change Float	50		50				50
Information Desk Float	75		75				75
TOTAL BANK BALANCES	712,702		716,765	-50,000	-100,000	100,000	666,765

nb all balances, other than the investment accounts, are held with Lloyds Bank plc unless otherwise stated

PROPOSED TRANSFER AUTHORISATIONS:

DATE

20th January 2021

20th January 2021

Investment Accounts	CCLA	Instant access
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Notes:

- Imprest Account**

Anticipated net expenditure to end January	£ 50,000
Net Movement on imprest account	50,000
- Investment Maturity**
No investments due to mature
- The bank accounts were reconciled as at 31st December 2021
- With reference to the Greenways Rent Deposit Accounts, the ground Floor deposit is £7,000 and the 1st floor deposit is £2,637. These sums will be paid over to the tenant at the end of the tenancy, with interest accrued, subject to the Council having no cause to claim funds for damages.
- A temporary nominal account has been implemented to act as a change float for the VIC. This will be in operation only for the period when the VIC is open during the spring and summer at weekends and bank holidays. The balance is £50.00.
- A nominal account has been implemented to reflect the float of £75.00 held by the Information Desk.
- The Town Council's Imprest and Business bank accounts are held with Lloyds Bank plc

REPORT TO POLICY & FINANCE COMMITTEE – 20th JANUARY 2021**BUDGETARY CONTROL Quarter 3 – End of December 2020****1. BACKGROUND**

- 1.1 The purpose of this report is to inform Members of the actual income and expenditure for the first three quarters of the year 2020-21.
- 1.2 Income and expenditure to the end of December has been compared against the original budget forecast which was approved at the January 2020 meeting of this Committee. The subsequent outturn forecast has been updated and is included with the draft 2021/22 budget paper elsewhere on the agenda. The budget outturn forecast will be further updated and presented to the February meeting.
- 1.3 A summary income & expenditure comparison report is included at Appendix 1.

2. INCOME & EXPENDITURE APRIL 2020 to DECEMBER 2020

- 2.1 Expenditure to the end of December totalled £494,674. However, this includes a balance of £12,711 in the wages control accounts pending settlement of tax and pensions contributions to the inland revenue and HCC. The total expenditure is therefore £507,385 against an expenditure budget of £728,331, or 69.7%. Note that there have been some minor adjustments to the budget to incorporate the new bids approved in January and subsequent growth, including an estimate for additional income and expenditure in connection with the café. The underspend to date, assuming a linear spend profile, has increased over the last two months by about £4,000 to just over £38,800.
- 2.2 The most notable of these underspends remains pay costs. At the end of December, pay costs were some £33,500 below budget, a slight reduction from the last budget monitoring report. It was previously predicted that there would be an underspend of almost £50,000 for the year. That figure has been revised downwards and the latest prediction is for an underspend of £38,000 on pay costs at year end. The reduced underspend is mainly due to increased overtime.
- 2.3 There are notable underspends elsewhere. Office costs, including photocopying, stationery, postage and office equipment are all understandably underspent as are activity and grounds maintenance budgets. There has been some expenditure on the Christmas event, but overall only around a third of the £15,000 budget for events is likely to be spent, and some of that on crowd control barriers which will be used in the future. This underspend will of course be mostly matched by an under recovery of income on events.
- 2.4 There are some additional costs associated with Covid. These include increased spend on cleaning materials, increased spend on IT support and equipment for remote working and a grant of £1,118.50 for business support packs, which might be recovered from the Covid Support Grant allocated by NFDC. Members should note that the Town Council grant budget is now overcommitted by £670 as an earlier pledge to the REAL working group to provide grant funding of £1,050 to RACE for tree planting has not yet been drawn down.
- 2.4 The additional projects approved for inclusion in the current year project are now substantially committed although there may be some slippage on the waste bin replacement programme and support for the Real working party. However, there has been some increased costs in IT for additional maintenance support, repairs to the War Memorial and the Human Sundial project which has slipped from last year. In addition, the commissioning of the new allotment site at Crow Arch Lane will incur some additional expenditure before the year end and estimates are being prepared. Much of these additional costs will be met from reserves or grants and so the additional strain on the revenue budget is likely to be around £5,000.
- 2.5 Revenue income continues to be a concern. Income received to date, excluding the precept and CIL stands at £136,556. It should be noted, however, that there has been a delay in issuing several invoices and around £6,600 of rental income is outstanding and a further £6,000 of other income, all of which is expected to be received in January. This would increase income to £149,156 or 64% of the original budget of £232,312 an under recovery to date of around £25,000. As previously reported, there is an underlying drop in income across the board and whilst income from sales will be offset to some degree by reduced costs of sales, there will be a significant loss in net profit by

year end. It should also be noted that some income that has been received has been refunded including receipts in connection with room hire at Carvers and with events which have been cancelled. These refunds are treated as expenditure in Edge with the result that both income and expenditure are overstated, although the amounts are not large.

- 2.6 An updated projection to year end has been prepared and is included in the draft budget papers elsewhere on the agenda. In summary, the net underspend at year end is now estimated to be around £9,000, a reduction of £5,000 on the figure previously reported. This projection will be kept under review.

3. FINANCIAL IMPLICATIONS

- 3.1 With three quarters of a somewhat unusual year expended, it remains clear that income will fall short of expected levels, but expenditure is still likely to fall by a greater amount. There are sufficient funds in reserves to cover any shortfall should income reduce further, or expenditure recover.

6. RECOMMENDATION

It is **recommended** that: -

- 6.1 The budget position is noted.

For further information please contact:

Rory Fitzgerald, Finance Manager or

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rory.fitzgerald@ringwood.gov.uk

For further information please contact:

Chris Wilkins, Town Clerk

Tel: 01425 484720

Chris.wilkins@ringwood.gov.uk

Financial Budget Comparison

Comparison between 01/04/20 and 31/12/20 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/20

	2020/21	Reserve Movements	Actual Net	Balance	
INCOME					
Policy & Finance					
200	Revenue Income	£132,298.00	£31,071.22	£110,858.03	-£52,511.19
280	Carvers Club House Income	£12,170.00	£0.00	£2,570.52	-£9,599.48
999	Suspense	£0.00	£472.74	£1,221.97	£749.23
Total Policy & Finance		£144,468.00	£31,543.96	£114,650.52	-£61,361.44
Recreation, Leisure & Open Spaces					
300	Revenue Income (RLOS)	£35,408.00	£0.00	£15,816.83	-£19,591.17
320	Cemetery Income	£46,031.00	£0.00	£27,706.21	-£18,324.79
330	Allotment Income	£5,306.00	£0.00	£5,373.70	£67.70
Total Recreation, Leisure & Open Spaces		£86,745.00	£0.00	£48,896.74	-£37,848.26
Planning, Town & Environment					
400	Income	£1,100.00	£0.00	£4,550.00	£3,450.00
Total Planning, Town & Environment		£1,100.00	£0.00	£4,550.00	£3,450.00
Council					
100	Precept	£0.00	£0.00	£519,907.00	£519,907.00
102	Interest Business A/c	£0.00	£0.00	£3.00	£3.00
110	Client Deposits	£0.00	£0.00	£108.53	£108.53
Total Council		£0.00	£0.00	£520,018.53	£520,018.53
Total Income		£232,313.00	£31,543.96	£688,115.79	£362,116.39

Financial Budget Comparison

Comparison between 01/04/20 and 31/12/20 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/20

	2020/21	Reserve Movements	Actual Net	Balance	
EXPENDITURE					
Policy & Finance					
2000	Establishment	£103,390.00	£0.00	£78,285.54	£25,104.46
2100	Maintenance	£34,158.00	£0.00	£35,529.37	-£1,371.37
2200	Democratic Process (members Costs)	£11,448.00	£0.00	£6,421.76	£5,026.24
2210	Grants	£7,000.00	£0.00	£6,618.50	£381.50
2300	Employee Costs- Allocated Office Staff	£120,689.00	£0.00	£79,868.57	£40,820.43
2310	Employee overhead Costs	£4,543.00	£0.00	£3,708.73	£834.27
2400	Other	£49,580.00	£0.00	£9,251.35	£40,328.65
2500	Capital Financing	£31,546.00	£0.00	£31,545.90	£0.10
2501	Capital	£0.00	£0.00	£0.00	£0.00
2600	Wages Control Account	£0.00	£0.00	-£12,711.26	£12,711.26
2801	Carvers Employee Costs	£54,611.00	£0.00	£28,706.98	£25,904.02
2802	Carvers Club House-	£19,614.00	£0.00	£11,267.63	£8,346.37
9999	Suspense	£0.00	£0.00	£864.47	-£864.47
Total Policy & Finance		£436,579.00	£0.00	£279,357.54	£157,221.46
Recreation, Leisure & Open Spaces					
3000	Recreation & Leisure (Other)	£68,550.00	£0.00	£45,509.02	£23,040.98
3001	RL&OS -Employee Costs	£143,537.00	£0.00	£104,243.36	£39,293.64
3002	Employee Costs	£2,000.00	£0.00	£980.00	£1,020.00
3200	Cemetery	£9,142.00	£0.00	£6,221.22	£2,920.78
3201	Cemetery -Employee Costs	£36,718.00	£0.00	£26,771.73	£9,946.27
3300	Allotments	£2,307.00	£0.00	£2,237.60	£69.40
3301	Allotments -Employee Costs	£10,009.00	£0.00	£6,768.15	£3,240.85
3350	Capital Expenditure	£0.00	£0.00	£6,494.88	-£6,494.88
Total Recreation, Leisure & Open Spaces		£272,263.00	£0.00	£199,225.96	£73,037.04

Financial Budget Comparison

Comparison between 01/04/20 and 31/12/20 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/20

	2020/21	Reserve Movements	Actual Net	Balance	
Planning, Town & Environment					
4000	Planning, Town & Environment	£2,858.00	£0.00	£4,827.58	-£1,969.58
4001	Employee Costs	£16,624.00	£0.00	£11,199.12	£5,424.88
4050	Capital Expenditure	£0.00	£0.00	£0.00	£0.00
Total Planning, Town & Environment		£19,482.00	£0.00	£16,026.70	£3,455.30
Council					
10000	Petty Cash - Office	£0.00	£0.00	£0.00	£0.00
10001	Petty Cash - Youth	£0.00	£0.00	£0.00	£0.00
10002	Petty Cash - Visitor Information Centre	£0.00	£0.00	£0.00	£0.00
10003	Petty Cash - Information Desk	£0.00	£0.00	£0.00	£0.00
10110	Deposit Refunds	£0.00	£0.00	£0.00	£0.00
10111	Bank Charges	£0.00	£0.00	£63.50	-£63.50
Total Council		£0.00	£0.00	£63.50	-£63.50
Total Expenditure		£728,324.00	£0.00	£494,673.70	£233,650.30
Total Income		£232,313.00	£31,543.96	£688,115.79	£424,258.83
Total Expenditure		£728,324.00	£0.00	£494,673.70	£233,650.30
Total Net Balance		-£496,011.00		£193,442.09	

POLICY & FINANCE COMMITTEE – 20thth JANUARY 2021 **BUDGET 2021/2022**

1. INTRODUCTION

- 1.1** Members considered a draft budget for 2021/22 at the meeting of this Committee in December and a number of alterations were requested. This report captures those amendments and sets out the revised proposals for the 2021/22 budget for approval by this Committee and subsequent submission to Full Council.
- 1.2** This report also includes an update to the revised budget outturn projection for 2020/21.
- 1.3** Attached for the Committee's consideration are the following documents: -
- Appendix A – Draft summary Council budget, including actual spend 2018/19, and 2019/20, original and revised budgets 2019/201 and revised draft proposals for 2021/22.
 - Appendix B – Provisions at 1st April 2020, and estimated balances at 31st March 2021 and 2022, based on the revised budget 2020/21 and the updated proposals for 2021/22.
 - Appendix C – Summary of budget preparation assumptions, movements and balances.

2. REVISED BUDGET 2020/21

- 2.1** In November, it was reported that expenditure in the current year was running some £34,000 below budget. Income recovery had also fallen and the projection for the year was for a net underspend against the budget of just over £14,000 which means that the transfer of £1,283 from the general reserve needed to balance the accounts was no longer required.
- 2.3** The latest predictions have reduced that underspend by £5,000 to around £9,000. An underspend of this amount will enable a transfer into the general reserve of just under £8,000.
- 2.4** The General Reserves were predicted to be £292,748 at 31st March 2021. The reduction in the net underspend will reduce this figure by £5,000 and the decision to transfer the unspent provision of £3,000 on the Neighbourhood Plan, which was held in the General Reserve, to a new reserve established for this purpose, has reduced the General reserve further. The balance at 31st March 2021 is now predicted to be £284,713.
- 2.5** Earmarked reserves were predicted to be £236,983. This figure has increased to £271,015 as a result of the £3,000 transferred to the Neighbourhood Plan reserve and a further receipt of CIL funds of £31,071 received in November. Total reserves are therefore predicted to be £555,728 by the end of the year, although this amount is dependent on the progress of a number of schemes which are being funded by reserves.

3. DRAFT BUDGET 2021/22

- 3.1** As previously noted, the draft budget has been prepared on an incremental basis. The original budget for 2020/21 has been adjusted for known and unavoidable

changes, one off items approved for the current year have been removed and a modest estimate for inflation has been applied. A number of budget provisions for unpredictable or irregular spend have been removed on the assumption that, should expenditure be necessary, costs will be met from reserves. This has reduced the budget requirement but increases the risk of unplanned expenditure. The budget assumptions are included in Appendix C.

- 3.2 This Committee agreed, at the December meeting, to limit any increase in the Council Tax to 1.5%. with the reported increase in the Council tax base of 0.79%, to 5404.30, this would mean a net budget requirement, or precept, of £531,856.
- 3.3 The proposed base budget, after allowing for adjustments and unavoidable inflation, is £494,057. Net transfers to reserves increase the budget requirement to £ 530,227 before any new bids are considered.
- 3.4 This Committee has not advanced any proposals for new growth or additional spend. The other committees have considered their budgets and all new bids which they put forward were considered at the December meeting of this committee. It was agreed that the following proposals be taken forward and included in the budget for 2021/22:

Recreation & Leisure:

1. Increased annual spending on paths maintenance	£750
2. Car Park at Carvers	£10,000
3. Play Area re-surfacing	£14,500

Cemeteries:

4 Digitisation of cemetery records & interactive map	£5,000
5 Columbarium	£25,000

Planning, Town & Environment:

6. Neighbourhood Plan	£21,500
7. Support for REAL working Group	£1,000

Total cost of new bids: £77,750

Earmarked reserves will fund £57,500 of this whilst a further £14,550 is anticipated to be available in grant funding, leaving a balance of £5,700 to be funded by the Town Council.

- 3.5 The base budget of £530,227 will therefore increase to £535,927. The anticipated precept, noted above is £531,856, a shortfall of £4,071. It is suggested that, as some of the strain on the budget, particularly the fall in income receipts, is due to the Covid pandemic, the expected Covid relief grant of £8,106 be drawn upon to close this gap.
- 3.6 Reserves movements are summarised in Appendix B. The opening balance on earmarked reserves, as noted above, is expected to be £271,015 whilst budgeted transfers to reserves will increase this by £38,400. Transfers to the revenue budget from reserves, including the Covid relief grant, amount to £6,301 whilst a further £57,500 will be used to support growth projects during the year. The anticipated Covid relief Grant from NFDC of £8,106 will be taken to reserves which means that the predicted balance at 31st March 2020 will be £253,720. The budget proposals set out here would therefore result in a net decrease in reserves of £17,295 in 2021/22, before any irregular expenditure that may necessitate an additional transfer from reserves. At this stage it is impossible to predict the level of CIL receipts that might be expected, but these too will be added to earmarked reserves. There are no plans to add to or draw down from the General reserve which will remain at £284,713.

- 3.7 The proposed budget will result in an increase in the precept of £11,949 or 2.3%. However, the increase in the Council Tax base will limit the increase in Council tax to 1.5% resulting in a band D equivalent council Tax of £98.41. This represents an increase of £1.45 per annum.

4. FINANCIAL IMPLICATIONS

- 4.1 The proposed budget, including the new bids, requires an increase in the Council tax of 1.5% in order to achieve balanced budget.
- 4.2 Many of the individual budgets have been shaved, frozen or cut for the last few years and there is consequently an increasing risk that the overall budget is vulnerable to any unexpected pressures. This may result in an increased reliance on the General Reserve to meet unexpected costs or cost increases.
- 4.3 Similarly, the transfer of "irregular" spend from the budget will also place a greater reliance on Earmarked Reserves to meet unplanned expenditure such as building repairs, vandalism and so on. Consideration should be given to whether the current approach to building and maintaining earmarked reserves is sufficient to meet this additional burden.

5. RECOMMENDATIONS

- 5.1 Subject to any amendments made at this meeting, **it is recommended that:-**
- 5.2 Members approve the draft budget and any further additions or adjustments.
- 5.3 Members submit the proposed budget, with any approved adjustments, to Full Council for approval and adoption.

For any further information, please contact:

Rory Fitzgerald
Finance Officer
Tele: 01425 484723

or

Chris Wilkins
Town Clerk
Tele: 01425 484720

RINGWOOD TOWN COUNCIL
BUDGET AND REVISED BUDGET 2020/21 AND
DRAFT BUDGET 2021/22

Appendix A

B

1	2	4	5	6	7	8	9	10
	Committee	Actual 18/19 £	Actual 19/20 £	Budget 20/21 £	Revised Budget £	Inflation £	Known Changes* £	Draft 21/22 £
	Policy & Finance							
	Expenditure	424,760	442,866	436,579	393,504	2,764	3,020	442,395
	Income	-154,754	-156,471	-144,468	-118,638	-1,672	1,000	-145,140
	Net Expenditure	270,006	286,395	292,111	274,866	1,091	4,020	297,255
	Transfers to Reserves	31,413	29,792	16,500	16,500	0	0	16,500
	Transfers from Reserves	-16,750	-26,168	-1,000	-1,000	0	0	-1,000
	Growth bids and adjustments (net of transfers from reserves and income)							0
	Committee net expenditure	284,669	290,019	307,611	290,366	1,091	4,020	312,755
	Recreation & Leisure							
	Expenditure	248,288	223,763	214,091	222,480	1,127	-12,465	202,753
	Income	-34,422	-34,273	-35,407	-31,498	0	3,750	-31,657
	Net Expenditure	213,866	189,490	178,684	190,982	1,127	-8,715	171,096
	Transfers to Reserves	16,900	19,900	17,900	17,900	0	0	17,900
	Transfers from Reserves	-66,189	-35,500	-11,000	-15,500	0	11,000	0
	Growth bids and adjustments (net of transfers from reserves and income)							750
	Committee net expenditure	164,577	173,890	185,584	193,382	1,127	2,285	189,746
	Cemeteries							
	Expenditure	48,218	43,687	45,863	44,417	302	568	46,733
	Income	-53,391	-34,073	-46,031	-41,932	0	0	-46,031
	Net Expenditure	-5,173	9,614	-168	2,485	302	568	702
	Transfers to Reserves	0	4,000	4,000	4,000	0	0	4,000
	Transfers from Reserves	-230	-230	-230	-230	0	0	-230
	Growth bids and adjustments (net of transfers from reserves and income)							0
	Committee net expenditure	-5,403	13,384	3,602	6,255	302	568	4,472
	Allotments							
	Expenditure	11,751	11,782	12,317	12,160	70	280	12,667
	Income	-4,901	-5,209	-5,306	-5,300	0	0	-5,306
	Net Expenditure	6,850	6,573	7,011	6,860	70	280	7,361
	Transfers to Reserves	0	0	0	0	0	0	0
	Transfers from Reserves	0	0	0	0	0	0	0
	Growth bids and adjustments (net of transfers from reserves and income)							0
	Committee net expenditure	6,850	6,573	7,011	6,860	70	280	7,361
	Planning, Town & Environment							
	Expenditure	19,849	20,985	19,482	26,233	91	170	18,743
	Income	-1,850	-1,100	-1,100	-4,525	0	0	-1,100
	Net Expenditure	17,999	19,885	18,382	21,708	91	170	17,643
	Transfers to Reserves	0	0	0	0	0	0	0
	Transfers from Reserves	-1,215	-5,170	-1,000	-6,454	0	0	-1,000
	Growth bids and adjustments (net of transfers from reserves and income)							4,950
	Committee net expenditure	16,784	14,715	17,382	15,254	91	170	21,593
	Total Base Expenditure	752,866	743,083	728,331	698,794			723,291
	Total Income	-249,318	-231,126	-232,312	-201,893			-229,234
	Total transfer to reserves	48,313	53,692	38,400	38,400			38,400
	Total Transfer from reserves	-84,384	-67,068	-13,230	-23,184			-2,230
	Total New Bids							63,200
	Less funded from earmarked reserves							-57,500
	Total Budget Requirement	467,477	498,581	521,190	512,117			535,927
	Precept	485,196	497,549	519,907	519,907			531,856
	Covid Relief grant							4,071
	Transfer to/-from General Reserve	17,719	-1,032	-1,283	7,790			0

RINGWOOD TOWN COUNCIL
BUDGET AND REVISED BUDGET 2020/21 AND
DRAFT BUDGET 2021/22

Appendix A

B

1	2	4	5	6	7	8	9	10
	Description	Actual 18/19 £	Actual 19/20 £	Budget 20/21 £	Revised Budget £	Inflation £	Known Changes* £	Draft 21/22 £
Expenditure:								
	Policy & Finance	424,760	442,866	436,579	393,504	2,764	3,020	442,395
	Recreation & Leisure	248,288	223,763	214,091	222,480	1,127	-12,465	202,753
	Cemeteries	48,218	43,687	45,863	44,417	302	568	46,733
	Allotments	11,751	11,782	12,317	12,160	70	280	12,667
	Planning, Town & Environment	19,849	20,985	19,482	26,233	91	170	18,743
	Council Total Expenditure	752,866	743,083	728,331	698,794	4,353	-8,427	723,291
Income:								
	Policy & Finance	-154,754	-156,471	-144,468	-118,638	-1,672	1,000	-145,140
	Recreation & Leisure	-34,422	-34,273	-35,407	-31,498	0	3,750	-31,657
	Cemeteries	-53,391	-34,073	-46,031	-41,932	0	0	-46,031
	Allotments	-4,901	-5,209	-5,306	-5,300	0	0	-5,306
	Planning, Town & Environment	-1,850	-1,100	-1,100	-4,525	0	0	-1,100
	Council Total Income	-249,318	-231,126	-232,312	-201,893	-1,672	4,750	-229,234
	Council Net Expenditure before transfers	503,548	511,957	496,020	496,901	2,681	-3,677	494,057
Add Transfers to Provisions								
	Policy & Finance	31,413	29,792	16,500	16,500			16,500
	Recreation & Leisure	16,900	19,900	17,900	17,900			17,900
	Cemeteries	0	4,000	4,000	4,000			4,000
	Allotments	0	0	0	0			0
	Planning, Town & Environment	0	0	0	0			0
	Total transfers to provisions	48,313	53,692	38,400	38,400			38,400
Less Transfers from Provisions								
	Policy & Finance	-16,750	-26,168	-1,000	-1,000			-1,000
	Recreation & Leisure	-66,189	-35,500	-11,000	-15,500			0
	Cemeteries	-230	-230	-230	-230			-230
	Allotments	0	0	0	0			0
	Planning, Town & Environment	-1,215	-5,170	-1,000	-6,454			-1,000
	Total transfers from Provisions	-84,384	-67,068	-13,230	-23,184			-2,230
	Total Budget Requirement before new bids	467,477	498,581	521,190	512,117	2,681	-3,677	530,227
New Bids 2021/22 (net of income)								
	Policy & Finance							0
	Recreation & Leisure							25,250
	Cemeteries							30,000
	Allotments							0
	Planning, Town & Environment							7,950
	Less Funded from Provisions							-57,500
	Council's Net Budget	467,477	498,581	521,190	512,117			535,927
	Transfers from (-) or to General Reserve	17,719	-1,032	-1,283	7,790			0
	Covid Relief Grant							-4,071
	Council Precept (to be met by Council Tax Payers)	485,196	497,549	519,907	519,907			531,856
	Council Tax Base	5257.3	5285.2	5362	5362			5,404.3
	Council Tax	92.29	94.14	96.96	96.96			98.41

RESERVES AND PROVISIONS - MOVEMENT & ESTIMATED BALANCES

1st April 2020 to 31st March 2022

	Actual Balance 01/04/20 £	Planned Transfers 2020/21 (revised):				Estimated Balance 01/04/21 £	Planned and Proposed Movements 2021/22:					Estimated Balance 31/03/22 £
		from Revenue £	to Revenue £	Cash Receipts £	between provisions £		from Revenue £	to revenue		Capital & Other Receipts £	between provisions £	
								base budget £	Growth £			
<u>EARMARKED PROVISIONS</u>												
I.T. & Equipment	9,400	4,500				13,900	4,500		0			18,400
Gateway	32,567	0			-7,567	25,000	0		0			25,000
Cemetery	14,000	4,000				18,000	4,000		-22,000			0
Buildings Reserve	16,000	5,000			7,567	28,567	5,000		0			33,567
Election	9,774	1,500				11,274	1,500		0			12,774
Vehicle & Machinery	8,809	11,000	-5,000			14,809	11,000		0			25,809
Play Equipment	14,358	6,900	-6,000			15,258	6,900		-14,500			7,658
Memorials	3,000					3,000			0			3,000
Christmas Lights	10,397				-10,397	0			0			0
Carvers Clubhouse	26,551	2,500				29,051	2,500		0			31,551
Ringwood Events	13,357		-1,000			12,357		-1,000	0			11,357
Memorial Lantern	1,852					1,852			0			1,852
Carvers Grounds	11,300					11,300			-10,000			1,300
Infrastructure & Open Spaces	5,946	3,000			10,397	19,343	3,000		0			22,343
Neighbourhood Plan	0				3,000	3,000			-3,000			0
Total Provisions	177,311	38,400	-12,000		3,000	206,711	38,400	-1,000	-49,500	0	0	194,611
<u>RESERVES</u>												
Earmarked Reserves:												
Dev Contribs	4,783		-1,120			3,663		-1,000	0			2,663
Cem Maint	1,440		-230			1,210		-230	0			980
Dev Cons(CIL)	19,301		-4,539	31,544		46,306			-8,000	0		38,306
Capital Receipts	13,125					13,125			0	0		13,125
Grants Unapplied	0		-5,249	5,249		0		-4,071	0	8,106	0	4,035
Loans Unapplied	0					0			0	0		0
Total Earmarked Reserves and Provisions	215,960	38,400	-23,138	36,793	3,000	271,015	38,400	-6,301	-57,500	8,106	0	253,720
General Reserve	279,923	7,790	0		-3,000	284,713	0	0			0	284,713
Total Reserves	495,883	46,190	-23,138	36,793	0	555,728	38,400	-6,301	-57,500	8,106	0	538,433

Inflation (RPI) is currently running at 1.3% (for the year to October 2021). CPIH is 0.9% for the same period.

Note that some costs and expenditure are linked to inflation, whereas some "non contractual" expenditure is more discretionary and inflationary cost increases may be absorbed by reducing spend, although this may not be without consequence. Other expenditure may be fixed with no inflationary adjustment required. Each expenditure component in the budget has been allocated an inflation type (1-6) which may be modelled on this page.

The Band D equivalent Council Tax for 2020/21 is: **96.96**

1 Inflation

	%	Type
- Pay	0.5%	1
- Utilities	1.5%	2
- Other Expenditure	1.5%	3
- Non contractual expenditure	0.0%	4
- Income	0.0%	5
- Fixed expenditure (i.e. no inflation)	0.0%	6

A target Council Tax increase of : **1.5%**

would increase the Council Tax to: **98.41**

And require an additional transfer from reserves of: **£0**

which would reduce total reserves to £ 538,433 by March 2022 (given the assumptions in 1 - 3 on the left)

2 Council Tax Base increase

0.79%
5,362.0

Note, the Council Tax base for 2020/21 is

An increase of 0.79% (assumption 2) will increase the Council Tax base to:

5,404.3

3 Use of General Reserve

£
0
4,071

Use of Covid relief grant

The General Reserve is expected to be £284,713 at April 1st 2021. This transfer will reduce it to £284,713 by the year end

Summary movement on reserves:

	£
Opening reserves 1/4/2021:	
General Reserve	284,713
Earmarked Reserves & Provisions	271,015
Total Reserves 1/4/2021	555,728
Planned transfers in	38,400
Planned transfers out	-6,301
Plus Capital Receipts 21/22	8,106
Less Funding for growth	-57,500
Less use of general reserve	0

Predicted reserves 31/3/2022

General Reserve	284,713
Earmarked Reserves	253,720
Predicted Reserves 31/3/2022	538,433

Net Budget Requirement and consequent Band D equivalent Council Tax

Based on the above assumptions together with any proposed new bids and adjustments:

	£
Base Budget 2021/2022	494,057
Net transfers to/from earmarked reserves	36,170
Growth Bids & Adjustments	77,750
- Less funded from earmarked reserves (inc. borrowing)	-57,500
- Less additional income generated	-14,550
Net Budget requirement	535,927
Less funded from general reserve/Covid relief Grant	-4,071
Sum to be funded from Council Tax Payers (Precept)	531,856

Band D equivalent Council Tax 2021/22

98.41

The budget requirement and resulting precept, as modelled, represents an increase of 1.50 % in the Council Tax

The Council Tax for 2020/21 is £96.96 per Band D Equivalent

An increase of one percent on the Council Tax will generate an increased precept of : £5,240
For each increase of £1,000 in the precept requirement, a further £0.185 will be added to the Band D Council Tax

POLICY & FINANCE COMMITTEE – 20thth JANUARY 2021
Fees & Charges 2021/2022

1. INTRODUCTION

- 1.1** Budget proposals were drafted on the assumption that there would be very limited scope to increase Town Council fees and charges in 2021/22. Recreation & Leisure Committee endorsed the proposal to maintain fees and charges at the 2020/21 level.
- 1.2** However, it is necessary to make some adjustments to reflect, e.g. the new allotments at Crow Arch Lane. The proposed fees and charges are set out in Appendix 1.

2. Fees and Charges 2021/22

- 2.1** The Covid pandemic has reduced the income earned from fees and charges considerably. It is unlikely that income generation will completely recover during 2021/22 and any increase in fees may reduce demand further.
- 2.3** It is proposed, therefore that fees and charges be maintained at 2020/21 rates where possible.
- 2.4** The new allotment at Crow Arch Lane will become available in 2021/22 and has been added to the schedule of fees and charges at the same rates as Southampton Road and Hightown road. Allotment price changes will, in future, take affect from October in line with the billing year.
- 2.5** Cemeteries fees and charges will be reviewed in March.

3. RECOMMENDATIONS

- 5.1** Subject to any amendments made at this meeting, **it is recommended that:-**
- 5.2** Members approve the fees and charges or 2021/22.

For any further information, please contact:

Rory Fitzgerald	or	Chris Wilkins
Finance Officer		Town Clerk
Tele: 01425 484723		Tele: 01425 484720

RECREATION, LEISURE AND OPEN SPACES COMMITTEE

FEES AND CHARGES FOR 2020/21 WITH PROPOSALS FOR 2021/22

ALLOTMENTS

SITE		2020/21 Residents	2020/21 Existing Non Residents	Proposal for 2021/22 Residents	Proposal for 2021/22 Existing Non Residents
Southampton Road	Double Plot	£ 55	£ 110	£ 55	£ 110
Southampton Road	Single Plot	£ 30	£ 60	£ 30	£ 60
Southampton Road	Mini Plot	£ 20	£ 40	£ 20	£ 40
Hightown Road	Single Plot	£ 30	£ 60	£ 30	£ 60
Hightown Road	Mini Plot	£ 20	£ 40	£ 20	£ 40
Crow Arch Lane	Double Plot	£ 55	£ 110	£ 55	£ 110
Crow Arch Lane	Single Plot	£ 30	£ 60	£ 30	£ 60
Crow Arch Lane	Mini Plot	£ 20	£ 40	£ 20	£ 40
Upper Kingston	Double Plot	£ 65	£ 130	£ 65	£ 130
Upper Kingston	Single Plot	£ 40	£ 80	£ 40	£ 80

For all non-resident applicants, the charge is double that of residents.

SPORTS FACILITIES - CARVERS

2020/21 Cricket	Proposal for 2021/22
Block Booking: £90.00 per match – seniors £45.00 per match – juniors	Block Booking: £90.00 per match – seniors £45.00 per match – juniors
Casual Booking (plus VAT): £90 – seniors at w/ends and full weekdays £85 – seniors weekday evenings £55 – juniors at w/ends and full weekdays £50 – juniors weekday evenings	Casual Booking (plus VAT): £90 – seniors at w/ends and full weekdays £85 – seniors weekday evenings £55 – juniors at w/ends and full weekdays £50 – juniors weekday evenings

LONG LANE

2020/21 Football	Proposal for 2021/22
Block Booking:	Block Booking:
£85 per match - seniors	£85 per match - seniors
£45 per match - juniors	£45 per match - juniors
£90 per session – mini (2 pitches)	£90 per session – mini (2 pitches)
£45 9v9 per match	£45 9v9 per match
£40 7 v 7 per match	£40 7 v 7 per match
£30 5 v 5 per match	£30 5 v 5 per match
Casual Booking (plus VAT):	Casual Booking (plus VAT):
£85 per match - seniors	£85 per match - seniors
£45 per match - juniors	£45 per match - juniors

C

BICKERLEY

Each overnight stay (plus cost of portable toilet) Deposit chargeable £100/£150/£500	2020/21 £180	Proposal for 2021/22 £180
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CEMETERY – Not due for review until March 2021**Interment Fees**

	2020/21	
Child up to age 7	No charge	
Child aged 7 to 16 years *	No charge	
Person over 16 years *	£290	
Burial of Ashes	£145	
Scattering of Ashes	£60	

- Excludes grave digging

Purchase of Exclusive Rights of Burial for 5 years

	2020/21	
Infant's grave	£200	
Earth Grave	£475	
Construction of Walled Grave or Vault in Old Section only	Cost to be borne by applicant	

Renewal of Reserving Exclusive Right of Burial for 5 years in Grave Space in Cemetery

	2020/21	
Infant's Grave	£40	
Earth Grave	£80	

Purchase of Exclusive Right of Burial for 30 years at time of Interment

	2020/21	
Infant's Grave	£200	
Earth Grave	£450	
Construction of Walled Grave or Vault in Old Section only 8' deep	Cost to be borne by applicant	

Purchase of Exclusive Right of Burial of Ashes for 5 years

	2020/21	
Each single plot has a plot number	£125	
Each double plot has two consecutive single plot numbers	£250	

Renewal of Reserving Exclusive Right of Burial of Ashes for 5 years

	2020/21	
Single Ashes Plot	£30	
Double Ashes Plot	£60	

Purchase of Exclusive Right of Burial of Ashes for 30 years at time of Interment

	2020/21	
Each single plot has a plot number	£140	
Each double plot has two consecutive	£270	

single plot numbers		
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NOTE: Non parishioner fees are quadrupled

APPLICATION FOR A MEMORIAL IN PURCHASED GRAVES ONLY

		2020/21	
Headstone with base Book Memorial Lawn type headstone or other memorial Name plaque on grave	900 x 300 x 900mm 3' x 1' x 3'	Unconsecrated £140	
Headstone with base Book Memorial, Lawn type headstone or other memorial, Name Plaque on grave and Charge to meet faculty in Consecrated Ground where subsequent work is required to monuments, payable with memorial fees		Consecrated £400	
Vase with name inscribed/Baby headstone		£70	
Each inscription after the first		£70	
Headstone for new ashes plots Row T and child up to 16 years 1'8"w x 1'9"h x 10"d		£70	
Photo plaque on headstone		No charge	
Flat stone (where no room on an existing memorial for added inscription	12" x 18"	£80	

Memorials in New Garden of Rest for Purchased Cremation Plots

		2020/21	
Each single plot has a plot number	Memorial size 22" x 11" x 4" <i>sloping to 2"</i> 550 x 275 x 101mm	£80	
Each double plot has two consecutive plot numbers	22" x 22" x 4" <i>sloping to 2"</i> 550 x 550 x 101mm	£160	

Memorials in Old Garden of Rest (note size differs)

		2020/21	
Single plot size	Memorial size 24" x 12" x 4" <i>sloping to 2"</i>	£80	

	2020/21	
Cemetery and	First 15 minutes free of charge,	

Memorial Search Fees	thereafter £50	
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C

	2020/21	
Faculty for Exhumation in Consecrated Ground	£250	

CARVERS CLUBHOUSE, CARVERS RECREATION GROUND

Advance booking two weeks in advance	2020/21	Proposed 2021/22
Main Hall	£20 per hour	£20 per hour
Small Meeting Room / Medical Room	£15 per hour	£15 per hour
Games Equipment	£5 per session	£5 per session
Tables & Chairs	£5 per session	£5 per session

Late booking less than 2 weeks in advance

Main Hall	£30 per hour	£30 per hour
Small Meeting Room / Medical Room	£20 per hour	£20 per hour
Games Equipment	£10 per session	£10 per session
Extra Tables/Chairs (up to 20 chairs)	£10 per session	£10 per session

N.B. Each room has existing chairs and tables for youth activities. The above prices are where additional tables and chairs are requested.

All prices are subject to VAT

Cancellation

The booking fee is non-refundable if booking is cancelled less than 24 hours prior to the booking.

Block Booking Policy

Block booking may attract a discount on the above rates, subject to agreement with the manager of the Clubhouse.

**RINGWOOD TOWN COUNCIL
SCHEDULE OF COMMITTEE MEETINGS
MARCH 2021 – MAY 2022 (MARCH/APRIL 2021 ALREADY APPROVED)**

Amended

Note:-RLOS 1st Wed,PTE 1st Fri,P+F 3rd Wed(or 4th where 5 W's in the month-from May),FC last Wed
Staffing committee twice a year (was Sept 2020, Mar 2021)

MARCH 2021		
3	Recreation, Leisure and Open Spaces	7.00pm
5	Planning, Town and Environment	10.00am
17	Policy and Finance	7.00pm
24	Staffing	7.00pm
31	Full Council	7.00pm
APRIL 2021		
7	Recreation, Leisure and Open Spaces	7.00pm
9	Planning, Town and Environment	10.00am
21	Policy & Finance	7.00pm
28	Full Council	7.00pm
MAY 2021		
5	Recreation, Leisure and Open Spaces	7.00pm
7	Planning, Town and Environment	10.00am
19	Policy & Finance	7.00pm
26	ANNUAL (COUNCIL) MEETING	7.00pm
JUNE 2021		
2	Recreation, Leisure and Open Spaces	7.00pm
4	Planning, Town and Environment	10.00am
23	Policy & Finance	7.00pm
30	Full Council	7.00pm
JULY 2021		
2	Planning, Town & Environment	10.00am
7	Recreation, Leisure and Open Spaces	7.00pm
21	Policy & Finance	7.00pm
28	Full Council	7.00pm
AUGUST 2021		
6	Planning, Town & Environment	10.00am
SEPTEMBER 2021		
1	Recreation, Leisure & Open Spaces	7.00 pm
3	Planning, Town & Environment	10.00am
15	Staffing	7.00pm
22	Policy & Finance	7.00pm
29	Full Council	7.00pm
OCTOBER 2021		
1	Planning, Town & Environment	10.00am
6	Recreation, Leisure & Open Spaces	7.00pm
20	Policy & Finance	7.00pm
27	Full Council	7.00pm

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NOVEMBER 2021		
3	Recreation, Leisure & Open Spaces	7.00pm
5	Planning, Town & Environment	10.00am
17	Policy & Finance	7.00pm
24	Full Council	7.00pm
DECEMBER 2021		
1	Recreation, Leisure & Open Spaces	7.00 pm
3	Planning, Town & Environment	10.00am
8	P+F	7.00pm
15	Full Council	7.00pm
JANUARY 2022		
5	Recreation, Leisure & Open Spaces	7.00pm
7	Planning, Town & Environment	10.00am
19	Policy & Finance	7.00pm
26	Full Council	7.00pm
FEBRUARY 2022		
2	Recreation, Leisure & Open Spaces	7.00pm
4	Planning, Town & Environment	10.00am
16	Policy & Finance	7.00pm
23	Full Council	7.00pm
MARCH 2022		
2	Recreation, Leisure & Open Spaces	7.00pm
4	Planning, Town & Environment	10.00am
16	Staffing	7.00pm
23	Policy & Finance	7.00pm
30	Full Council	7.00pm
APRIL 2022		
1	Recreation, Leisure & Open Spaces	7.00pm
6	Planning, Town & Environment	10.00am
20	Policy & Finance	7.00pm
27	Full Council	7.00pm
MAY 2022		
4	Recreation, Leisure and Open Spaces	7.00pm
6	Planning, Town and Environment	10.00am
11	ANNUAL TOWN ASSEMBLY	7.00pm
18	Policy & Finance	7.00pm
25	ANNUAL (COUNCIL) MEETING	7.00pm

All meetings will be held on 'Zoom' until 7th May 2021 and at the Forest Suite thereafter.

For further information, please contact 01425 473883 or email us at:
town.council@ringwood.gov.uk

Current Projects Update

No.	Name	Status	Recent developments	Description and notes	Lead Officer/Member	Financing
Full Council						
FC1	Long Lane Football Facilities Development	In progress	Report given to FC meeting on 16 December	A joint venture with Ringwood Town Football Club and AFC Bournemouth Community Sports Trust to improve the football facilities for shared use by them and the community.	Town Clerk	No financial commitment yet
FC2	Strategic Plan	On hold - awaiting officer availability		Exploring ideas for medium term planning	Town Clerk	N/A
Planning Town & Environment Committee						
PTE1	Neighbourhood Plan	In progress	Steering Group recommendation to proceed to be considered by PT&E Cttee and Council in January 2021	To appoint consultants and undertake initial stages of preparation of a NP with a view to facilitating a decision by the Council on whether to proceed further with the project.	Deputy Clerk	£3,450 grant from Locality fully funded consultants for this phase; £3,000 held in General Reserve from unspent budget approved in 2018/19
PTE2	Human Sundial	In progress	HCC has confirmed works will be carried out early in the New Year	Replacement of damaged sundial and surrounding paviers; installation of removable benches to protect it for the future - working with HCC (Principal Designer and Contractor)	Deputy Clerk	£5,295.15 spent from budget of £10,657 to be funded from CIL and contribution of £5,249.15 from Carnival
PTE3	Crow Stream Maintenance	Annual recurrent	Annual flail and clearance by volunteers complete	Annual maintenance of Crow Ditch and Stream in order to keep it flowing and alleviate flooding	Deputy Clerk	£1,120 spent to be funded by transfer from earmarked reserve
Projects being delivered by others which are monitored by the Deputy Clerk and reported to this committee:						
	A31 widening scheme	In progress	HE Public Information Event to take place in January. Closure of West Street junction with A31, widening of pavements in West Street and reversal of traffic flow in Meeting House Lane to commence February 2021. Works to divert water main to commence May 2021.	Widening of A31 westbound carriageway between Ringwood and Verwood off slip to improve traffic flow; associated town centre improvements utilising HE Designated Funds	Highways England (HE)	HE funded
	Pedestrian crossings Christchurch Road	Completed		Informal pedestrian crossings to the north and south of roundabout at junction of Christchurch Road with Wellworthy Way (Lidl)	Hampshire CC	Developers contributions
	Moortown drainage improvements	In progress		HCC considering a controlled opening of the system in Moortown Lane to alleviate highway flooding	Hampshire CC	Developers contributions
	Pedestrian crossing Castleman Way	On hold	Site does not meet HCC criteria for toucan crossing. Agreed to revisit following promotion of cycle path through Forest Gate Business Park.	Toucan crossing in Castleman Way to improve pedestrian and cycle route between town centre and Moortown	Hampshire CC	Developers contributions
	Cycleway signage and improvements	Completed		New signage and minor improvements to cycleway between Forest Gate Business Park and Hightown Road	Hampshire CC	HE Designated Funds
	Carvers footpath/cycle-way improvement	Completed		Creation of shared use path across Carvers between Southampton Road and Mansfield Road	Hampshire CC	Developers contributions
	Crow Lane Footpath	In progress		New footpath to link Beaumont Park with Hightown Road, alongside west of Crow Lane	Hampshire CC	Developers contributions
Policy & Finance Committee						
PF1	Website renewal	In progress	New photographs arranged. New text in preparation	Arranging a new website that is more responsive, directly editable by Council staff and compliant with accessibility regulations.	Town Clerk	
PF2	Greenways planning permission renewal	On hold - awaiting officer availability		Preparing a planning application to renew the lapsed permission for a detached bungalow	Town Clerk	
PF3	Youth Outreach work	On hold during pandemic restrictions		Recruiting to youth workers for detached outreach work	Carvers Manager	
PF4	Review of governance documents	On hold - awaiting officer availability		Periodic review of standing orders, financial regulations, committee terms of reference, delegated powers, etc. to maintain suitability and fitness	Town Clerk	
PF5	Poulner Lakes Lease	On hold - awaiting track maintenance solution	Grounds Foreman is seeking advice on options and indicative costs	Negotiating a lease from Ringwood & District Anglers' Association of the part of the site not owned by the Council	Town Clerk	

Recreation, Leisure & Open Spaces Committee



RLOS1	War Memorial repair	In progress	Cllr Frederick completed the application of SmartWater. Completion report emailed to War Memorials Trust. Confirmation and payment of award awaited.	Repair by conservation specialists with Listed Building Consent. Re-dedication ceremony to be arranged.	Town Clerk	£8,596 spent. Awaiting confirmation of grant of £4,240 from War Memorials Trust and ideas for public appeal. Nothing yet committed or agreed
RLOS2	Bickerley tracks	In progress	Grounds Foreman is seeking advice on options and cost estimates from contractors.	Enhanced repair of tracks to address erosion and potholes (resurfacing is ruled out by town green status) and measures to control parking.	Town Clerk	
RLOS3	Public open spaces security	In progress	Having reported to the Open Spaces Working Party, officers are arranging as much of the highest priority work as the budget allows.	Review of public open spaces managed by the Council and measures to protect them from unauthorised encampments and incursions by vehicles	Town Clerk	Budget of £5,000 for emergency measures agreed. £1,382 committed to date.
RLOS4	Grounds department sheds replacement	In progress	Cllr Briars meeting grounds staff to define needs and the project scope and outline specification	Replacing the grounds maintenance team's temporary, dispersed & sub-standard workshop, garaging and storage facilities	Town Clerk	Capital budget of £2,500 (reduced from £3,000) agreed for feasibility study 2020-21.
RLOS5	Cemetery development	On hold - awaiting officer availability		Planning best use of remaining space, columbarium, etc.	Town Clerk	
RLOS6	Community Allotment	In progress	Initial proposals emailed 24/12/2020	Special agreement needed for community growing area at Southampton Road	Town Clerk	
RLOS7	Bowling Club lease	On hold during pandemic restrictions		Request by Ringwood Bowling Club for lease to be extended in space and term for a replacement club-house.	Town Clerk	
RLOS8	Ringwood Youth Club	On hold awaiting officer availability		Winding up the redundant CIO to terminate filing requirements	Town Clerk	
RLOS9	Aerator repair	In progress	Attachment is with contractor for repair.	Major overhaul to extend life of this much-used attachment	Grounds Foreman	
RLOS10	Waste bin replacement programme	On hold awaiting officer availability		Three-year programme to replace worn-out litter and dog-waste bins	Grounds Foreman	
RLOS11	Ash Grove Fence repair	In progress	Purchase order placed with contractor. Work scheduled for January/February.	Replacing the worn-out fence around the play area	Grounds Foreman	
RLOS12	Van replacement	On hold awaiting officer availability		Replacing the grounds foreman's diesel van with an electric vehicle	Grounds Foreman	
RLOS13	Bickerley compensation claim	In progress	Agent asked to report status in January	Statutory compensation claim for access and damage caused by drainage works	Deputy Clerk	
RLOS14	Poulner Lakes waste licence	On hold awaiting officer availability		Arranging to surrender our redundant waste licence to avoid annual renewal fees	Town Clerk	
RLOS15	Acorn bench at Friday's Cross	On hold - until suitable season	Preliminary discussion with Men's Shed	Arranging the re-painting of this bespoke art-work	Town Clerk	
RLOS16	Town Safe	In progress	Preliminary contacts with PCC and Conservation Officer	Possible re-paint of this important survival, part of a listed structure	Town Clerk	
RLOS17	New allotments site	In progress	Practical Completion of site agreed following inspection. A full report will be presented to committee in February.	The transfer to this Council (pursuant to a s.106 agreement) of a site for new allotments off Crow Arch Lane	Town Clerk	

Staffing Committee

S1	HR support contract renewal	On hold	Will commence in March 2021		Town Clerk
S2	Finance Staffing review	In progress	Agreed changes (both temporary and permanent) are being implemented.	Reassessing staffing requirements and capacity for finance functions and re-negotiating staff terms	Town Clerk

E

Proposed/Emerging Projects Update

E

No.	Name	Description	Lead	Recent developments	Progress / Status Stage reached	Estimated cost	Funding sources
Full Council							
None							
Planning Town & Environment Committee							
	Neighbourhood Plan	From the feasibility assessment to completion	Cllr Day	Feasibility, scope and implications report in preparation	Bid for inclusion in 2021-22 programme submitted	£21,500	£14,550 grant, £3,000 earmarked reserve
	Climate emergency	Minor funding to support local initiatives	Cllr DeBoos	REAL WP debating vision and plans for 2021	Bid for inclusion in 2021-22 programme submitted	£1,000	
	Roundabout under A31	Planting and other environmental enhancements			Floated as possible future project		
	Lynes Lane re-paving Rear of Southampton Road	Ringwood Society proposal Proposal by Ringwood Society to improve appearance from The Furlong Car Park and approaches			Floated as possible future project Floated as possible future project		
Policy & Finance Committee							
	Paperless office	Increasing efficiency of office space use	Cllr. Heron	Discussions with Town Clerk and Finance Manager			
Recreation, Leisure & Open Spaces Committee							
	Cemetery map and registers digitisation	Professional scanning of the older registers and creation of a digital map to integrate with our management software	Town Clerk	Report considered at committee in November	Budget bid to undertake in 2021-22 approved	£5,000	Earmarked reserve
	Columbarium	Construction of columbarium facility at the Cemetery	Town Clerk		Budget bid to undertake in 2021-22 approved	£25,000	Earmarked reserves
	Play equipment at Toad Corner and Carvers	Installation of additional recreation facilities	Cllr Edge	Report on feasibility and outline costs presented on 2nd December	Budget bid to undertake in 2021-22 approved	£36,000	Unascertained
	Feasibility study for new grounds dept. facility and car park at Carvers	Combining the existing study with a closer look at creating a new public car park at Carvers too	Cllr Briers	Discussed at Carvers WP	Budget bid to undertake in 2021-22 approved	£10,000	Earmarked reserve
	Poulner Lakes	Developing and improving access road facilities	Cllr Heron	Grounds foreman is seeking suggestions for possible road treatments	Floated as possible future project		
	Brockey Sands	Environmental enhancements to this area between the Bickerley and the Millstream	Cllr Day		Floated as possible future project		
	Land at Folly Farm	Developing and improving this woodland site	Cllrs Heron & Ring		Floated as possible future project		
	Facilities for school-age teenagers	Rsearching demand and possible options	Cllrs Frederick & Turner		Floated as possible future project		
Staffing Committee							
None							