

MINUTES OF THE POLICY & FINANCE COMMITTEE

Held on Wednesday 21st October 2020 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 John Haywood
Cllr Peter Kelleher
Cllr Tony Ring

IN ATTENDANCE: Chris Wilkins, Town Clerk
Nicola Vodden, Meetings Administrator
Rory Fitzgerald, Finance Manager
Cllr Gareth Deboos (*until 7.20pm*)

ABSENT: Cllr Gloria O'Reilly

F/5833

PUBLIC PARTICIPATION

There were three members of the public present for the Grant Aid applications.

F/5834

APOLOGIES FOR ABSENCE

The Town Clerk reported that apologies for absence had been received from Cllr O'Reilly.

F/5835

DECLARATIONS OF INTEREST

Although it was not a disclosable pecuniary interest, Cllr Heron made Members aware that he was a governor at Poulner Infants School, a Grant Aid applicant. He indicated that he would not Chair that item, nor take part in the discussion.

F/5836

MINUTES OF THE PREVIOUS MEETING

RESOLVED: That the minutes of the meeting held on 16th September 2020, having been circulated, be approved and signed by the Chairman as a correct record.

F/5837

GRANT AID APPLICATIONS

The Town Clerk confirmed that the amount currently available in the Grant Aid provision was £6,000.

Poulner Infant School

Cllr Rippon-Swaine took the Chair for this application, as Cllr Heron was a governor for the school. He took no part in the discussion or decision made.

Members considered the application for £750, to cover the costs of producing a virtual tour film for the school's website. The current pandemic has placed restrictions on school tours for prospective parents and this would provide an experience of the school and assist in the uptake of places. Members agreed to support the application and awarded the amount requested.

Cllr Heron took the Chair for the remainder of the meeting.

FORIS (Friends of Ringwood Infants School)

Members considered the application for £2,000, towards the costs of replacement playground equipment. A discussion followed on the amount of grant requested and the number of children who would benefit over the lifetime of the equipment. The FORIS representative indicated how fundraising activities had been curtailed by the pandemic. Members agreed to support the application and awarded the amount requested.

RESOLVED: 1) That, in exercise of the Power of General Competence, a grant of £750 be awarded to Poulner Infant School towards the costs of producing a virtual tour for the school's website; and
2) That, in exercise of the Power of General Competence, a grant of £2,000 be awarded to FORIS towards the costs of replacement playground equipment.

ACTION A Greenfield

Cllr Deboos left the meeting at 7.20pm.

F/5838

FINANCIAL REPORTS

Members considered the financial reports presented (*Annex B*).

The RFO commented on the reconciliation reports and bank statements, which are required to be checked quarterly. This is to satisfy Members that the bank accounts show what is being reported by officers. A complete set of documents, across four accounts, were provided this month (up to the end of September) and arrangements would be made for Cllr Heron to sign them after the meeting. The reports are next due to be signed in January in readiness for this to be noted at the meeting on 20th.

Regarding the transfer and balances report, the RFO explained that authority requested at the September meeting had not taken effect until 21st October. The receipt and transfer of the second precept payment resulted in the current investment balance at CCLA of £680,000. With regard to this month's transfer request, he explained that anticipated receipts of CIL and VAT refund were likely to result in this month's transfer authority not being required.

The RFO commented on the budget position at the half year stage. He indicated that due to the coronavirus emergency both expenditure and income had fallen by similar amounts, save for payroll. The reduction in spending on payroll was £28,000 lower than expected at the half year point and this would increase by £3,000 each month, resulting in a predicted underspend of £48,000. Income from cemetery receipts had bounced back to the original estimates. At this stage, he anticipated that at year end the position would be slightly ahead of budget.

The Town Clerk indicated that the Committee would be asked to reconsider the adequacy of the machinery and maintenance budget, once estimates are obtained. Although the routine



maintenance could be predicted, it would be more difficult to make provision for break downs and unexpected repairs. Owing to a year end issue, an item of expenditure from 2019/20 was funded from to this year's budget and it is now nearly fully spent. It was explained that this can be offset by the underspend of that budget last year and which had been returned to the General Reserve.

Paragraph 3.3 of the RFO's report indicated that income from events would now not be received. It was noted that expenditure on events would also be zero, with a neutral impact on the overall budget.

RESOLVED:

- 1) That the list of cheque payments on the Imprest account for September be authorised;
- 2) That the bank reconciliations be noted and arrangements be made for Cllr Heron to sign the bank reconciliations and statements up to the end of September (quarterly thereafter);
- 3) That the total amount of petty cash for September be confirmed (see *note**);
- 4) That the Statement of Town Council Balances be noted and 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;
- 6) That the Finance Manager's budgetary monitoring report and position in respect of earmarked reserves be noted;

*(*Note from RFO following the meeting: The total amount spent was £111.19 and of this £60.32 was for various small purchases by the grounds staff and £ 30.00 was for a pair of plaque stands. The rest was for various small sundries).*

ACTION R Fitzgerald

F/5839

REGULAR PAYMENTS

Members considered the RFO's report relating to the list of regular payments by standing order and direct debit.

- RESOLVED:**
- 1) That continued use of the standing orders and direct debits, listed in *Annex C* be authorised; and
 - 2) That arrangements for the use of CHAPS payments continue as present requiring pre-authorisation by two members.

ACTION R Fitzgerald

F/5840

INVESTMENT STRATEGY (TREASURY MANAGEMENT)

Members considered the RFO's report (*Annex D*) and reviewed the Investment Strategy and Policy (Treasury Management) and banking arrangements. He provided information on interest rates currently offered by different institutions and, due to the current uncertainty, recommended continued investment in CCLA, rather than higher risk investments, which offer better interest rates. The general view was that caution should be exercised and a low interest investment option was preferable to increased risk.

RESOLVED: That the option to invest in LAPF be noted but not be explored further at this stage.

--

- RECOMMENDED:** 1) That the current Investment Strategy and Policy (Treasury Management Policy) be endorsed; and
2) That the current banking arrangements be endorsed.

ACTION R Fitzgerald

**F/5841
RESERVE POLICY**

Members considered the Reserves Policy. This is an important background document in the budget setting process. *Annex E* provides information on the balances (at 1.4.2020) and commentary on the proposals for future maintenance and use of each reserve. He explained that key deposits would show as an additional reserve.

All reserves are reported on each month and when the Committee considers its budget, the transfers to reserves, as indicated in the Policy, will have been included. The impact of the Policy on the General Reserve and annual budget will be illustrated in the draft budget for 2021/22 and this can be reconsidered.

The Town Clerk was asked to check whether 'Developer Contributions (section 106)' and 'Community Infrastructure Levy' reserves could be amalgamated. It was thought that this may possible, however there were legal obligations surrounding Section 106 contributions and restrictions on spending that may constrain this.

RESOLVED: That the Reserves Policy be adopted.

ACTION R Fitzgerald / C Wilkins

**F/5842
PROJECTS**

The Town Clerk advised that he was working on the combined list of all projects, as requested by Members.

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

ACTION C Wilkins

**F/5843
EXCLUSION OF THE PRESS AND PUBLIC**

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

**F/5844
LEASE OF GROUND FLOOR OFFICE SUITE AT GREENWAYS**

Members considered the Town Clerk's report (*Confidential Annex H*) regarding lease of ground floor office suite at Greenways.

RESOLVED: That the Town Clerk's recommendations be approved.

ACTION C Wilkins

**F/5845
SALARY BUDGET**

The RFO indicated that the Committee was required to review the salary budget. Members considered the his report (*Confidential Annex I*).

RESOLVED: 1) That the position in relation to the salary budget be noted; and
2) That a meeting of the Staffing Committee be arranged.

ACTION R Fitzgerald / C Wilkins

There being no further business, the Chairman closed the meeting at 8.05 pm.

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

RECEIVED
28th October 2020

APPROVED
18th November 2020

TOWN MAYOR

COMMITTEE CHAIRMAN

RINGWOOD TOWN COUNCIL



POLICY & FINANCE COMMITTEE 21ST OCTOBER 2020

GRANTS 2020/2021

GRANTS REQUESTED

	PREVIOUS GRANTS PAID			
	2016/17	2017/18	2018/19	REQD
	£	£	£	£
Poulner Infant School				750
FORIS (Friends of Ringwood Infants School)				2,000
			Total	2,750

2020/21 FUNDS AVAILABLE

	£
2020/21 Budget	7,000
Total Funds available	7,000
Less Paid	0
Total Unspent @ 21/10/21	7,000

2020/21 GRANTS PAID TO DATE

	Min Ref	£
TOTAL		0

2020/21 GRANTS DEFERRED

	Meeting	Min Ref	Reason deferred

2020/21 GRANTS REJECTED

	Meeting	Min Ref	Reason Rejected



Ringwood Town Council Grant Aid

Ringwood Gateway, The Furlong, Ringwood, Hampshire, BH24 1AT
Tel: 01425 473883. Email: town.council@ringwood.gov.uk

APPLICATION FOR GRANT AID

Applicant's Details

Name of Organisation requesting grant	Poulner Infant School
Charity Registration Number (if appropriate)	N/A
Postal Address for the organisation (if there is one)	Poulner Infant School North Poulner Road Ringwood BH24 3LA
Please tick to confirm that contact details have been provided on page 1	<input type="checkbox"/>

Details of Grant Request

Amount requested	£ 750.00
What is the purpose of the grant?	<p>Due to the current pandemic Hampshire County Council have confirmed that schools should not be holding tours for prospective parents. Our tours are really important for the uptake of places in our school and previous tours have been incredibly successful with very positive feedback. It will be a great loss not to have this early connection with prospective parents.</p> <p>The grant would enable us to produce a virtual tour film for our school website that prospective parents can access and view a number of times followed by a series of virtual meetings for parents to book onto to speak our headteacher and ask any questions they would like to ask.</p> <p>Due to so many other additional unforeseen costs that Covid-19 has created our school budget is even more stretched than it is normally, making such projects like this almost impossible to fund.</p>
How would the people of Ringwood benefit from your receiving this grant?	<p>The virtual tour would enable prospective parents, local or moving to the area, to be able to gain as realistic feel of our school under the present climate as possible. Last year we held tours for 150 parents.</p> <p>We have approached a local film make Jay Cox who has volunteered his work to the Ringwood community and it would be great to give work back to him via this project.</p>

A

How many Ringwood people would benefit?	200+
Total cost of project	£ 750.00

Information about your Organisation

Membership:	What facilities do you provide? Nursery and Infant School
Subscription: £	
Names of competing or similar organisations	Ringwood Infant School
Please tick to confirm that payment details have been provided on page 1	<input type="checkbox"/>

Funds available to your organisation (apart from this grant application)

Cash in hand: £0	Annual income: £	
Other sponsoring bodies and amounts donated by them	We would normally have contributions from our Parent Association but due to school closure and COVID-19 restrictions we have not been able to do any of our normal fundraising events.	£
		£
		£
Have you applied, or do you intend to apply, to any other sponsoring bodies for funding? If so, please give details.	No	

Next Policy & Finance meeting where grant applications will be considered	Office use only
Date by which all documentation should be received to be included on the Agenda for the above meeting	



Ringwood Town Council Grant Aid

A

Ringwood Gateway, The Furlong, Ringwood, Hampshire, BH24 1AT
Tel: 01425 473883. Email: town.council@ringwood.gov.uk

APPLICATION FOR GRANT AID

Applicant's Details

Name of Organisation requesting grant	FORIS- Friends of Ringwood Infant School
Charity Registration Number (if appropriate)	<u>1049664</u>
Postal Address for the organisation (if there is one)	
Please tick to confirm that contact details have been provided on page 1	<input checked="" type="checkbox"/>

Details of Grant Request

Amount requested	£ 2000
What is the purpose of the grant?	The current climbing frame at Ringwood Infant's School is taped off and unavailable for use as it has been deemed unsafe and beyond repair. The PTA (FORIS) have an ambitious fundraising target of £10,000 for 2020/2021 to replace the equipment. Our income has been heavily hit by COVID (down by 48% last year) and so we are looking to local funders to help us with this project which has already been delayed. The funding will provide an adventure playground 'Trim Trail' for the children approx. 4.6m by 3.2m in size including climbing walls, scramble nets, balance beams, parallel ropes etc and rubber mulch flooring. All designed to be fun, engaging and challenging for the children.
How would the people of Ringwood benefit from your receiving this grant?	The children who attend Ringwood Infant School would benefit greatly from this funding. At a time when being outdoors is so important for mental and physical health it is such a shame that a large part of the playground is unavailable for use.

A

How many Ringwood people would benefit?	270 children per year- potentially hundreds of children over the life of the equipment.
Total cost of project	£ 17,000

Information about your Organisation

Membership:	What facilities do you provide? Fundraising to raise additional funds for the Infant school that can be used for new equipment, books, enhancements to facilities. Normal fundraising activities include Christmas craft afternoon, quiz, Easter & summer fayres and additional ad-hoc events throughout the year.
Subscription: £	
Names of competing or similar organisations	None directly.
Please tick to confirm that payment details have been provided on page 1	<input checked="" type="checkbox"/>

Funds available to your organisation

(apart from this grant application)

Cash in hand: £10,718	Annual income: £3600 in 19/20. Normally approx. £8k. Much of the cash in hand is ear marked for annual donations to the school for specific projects thus the need for the £10,000 fundraising target this year.	
Other sponsoring bodies and amounts donated by them	Happy Bags to School- clothing donations	£772
		£
		£
Have you applied, or do you intend to apply, to any other sponsoring bodies for funding? If so, please give details.	We have made enquiries to other local funders including Rotary, Lions and Waitrose. We are reinventing every aspect of our fundraising activities due to COVID. We have a very committed team working hard to meet this fundraising target in challenging external conditions and are looking forward to the official opening of the playground and inviting all those that helped us to achieve this goal.	

Next Policy & Finance meeting where grant applications will be considered	Office use only
Date by which all documentation should be received to be included on the Agenda for the above meeting	

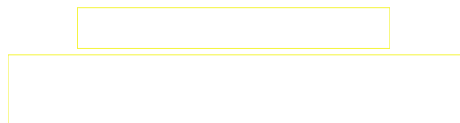


RINGWOOD TOWN COUNCIL

FINANCIAL REPORTS FOR

POLICY & FINANCE COMMITTEE MEETING

21st OCTOBER 2020



Paid Expenditure Transactions

between 01/09/20 and 30/09/20

Start of year 01/04/20

B

Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading
		1088/1		£17.44	£2.91	£14.53	P&F	Barclay Card	BC Aug 2020 2802/2/1
		1088/2		£40.99	£6.83	£34.16	P&F	Barclay Card	BC Aug 2020 2802/2/2
		1088/3		£306.30	£51.05	£255.25	P&F	Barclay Card	BC Aug 2020 2802/3/1
DD	01/09/20	1088		£364.73	£60.79	£303.94		Barclay Card	August 2020 2802/2/1
130	01/09/20	1099		£35.00	£0.00	£35.00	P&F	Michael Forester	Refund for Christmas stall 2400/9
DD	01/09/20	1103		£409.00	£0.00	£409.00	RLOS	New Forest District Council	NFDC Rates Cemetery September 2020 3200/1/5
DD	01/09/20	1104		£193.00	£0.00	£193.00	P&F	New Forest District Council	2802/1/6
		1122/1		£227.46	£37.91	£189.55	RLOS	Ringwood and Verwood Glass	Temporary boarding up and replacement glass panel 3000/2/9
147	01/09/20	1122	RTC803748	£227.46	£37.91	£189.55		Ringwood and Verwood Glass	Repairs to glass door at Poulner Junior School following emergency call out on 1st September 2020 3000/2/9
SO	01/09/20	1133		£80.00	£0.00	£80.00	P&F	TLC Online	September 2020 2000/1/14
131	07/09/20	1105		£51.00	£8.50	£42.50	RLOS	E G Coles	Seat Cover for new Kubota tractor 3000/3/2
132	07/09/20	1106		£230.39	£38.40	£191.99	RLOS	Aquam Water Services	August 2020 3000/1/8
133	07/09/20	1107		£808.27	£134.71	£673.56	RLOS	Edwards Sports Products	1 New goal and net supports for 10 acre as the original had been damaged. 3000/5/5
DD	09/09/20	1135		£53.15	£8.86	£44.29	RLOS	UK Fuels Ltd	August 2020 3000/1/10
BGC	14/09/20	1132		£156.60	£26.10	£130.50	P&F	Austin & Wyatt	Fees September 2020 2400/19
BP	16/09/20	1129		£6,209.39	£0.00	£6,209.39	P&F	Hampshire County Council	Pension August 2020 2600/1/3
Lloyds CC	17/09/20	1143		£16.98	£0.00	£16.98	RLOS	Amazon	2X Waterbags for van for hot and cold water to wash hands etc. 3000/1/4
134	19/09/20	1108		£25.00	£0.00	£25.00	P&F	Greyfriars	Annual subscription 2020 2000/1/16
135	19/09/20	1109		£85.28	£14.21	£71.07	RLOS	Fleet Line Markers	30 litres of linemarking paint as our main order has been put back a week because of transportation problems. 3000/5/5
136	19/09/20	1110		£98.80	£16.47	£82.33	P&F	Taste Vending Ltd	September 2020 2802/2/1
		1111/1		£111.48	£18.58	£92.90	P&F	Purchase Power	Ink Cartridge Franking Machine 2000/1/10
137	19/09/20	1111	RTC803718	£111.48	£18.58	£92.90		Purchase Power	1 Ink Cartridge for Franking Machine 2000/1/10
138	19/09/20	1112		£43.93	£7.32	£36.61	P&F	Comax UK Ltd	plates for Clubhouse 2802/2/1
139	19/09/20	1113		£228.00	£38.00	£190.00	P&F	RFS Technology	Annual fire alarm maintenance Carvers Clubhouse 2802/1/1
140	19/09/20	1114		£0.91	£0.15	£0.76	P&F	Central Computer Management Ltd	Postage 2310/1

Baid Expenditure Transactions

between 01/09/20 and 30/09/20

Start of year 01/04/20

(a) Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading	
141	19/09/20	1115		£23.96	£3.99	£19.97	RLOS	Glenacres Nursery	Flowering Cherry tree for Thomas Gogan memorial in the Cemetery.	3200/2/9
142	19/09/20	1116		£432.00	£72.00	£360.00	RLOS	R M Smith Fencing Limited	15 Chestnut Rails for Gateway Square.	3000/2/10
143	19/09/20	1117		£130.00	£0.00	£130.00	RLOS	Paul Venham	Small Tipper Trailer nearly new perfect for Cemetery.	3000/3/3
144	19/09/20	1118		£54.00	£9.00	£45.00	RLOS	Insight Security & Facilities Ltd	3 call outs, 1 to Cemetery 2 to Carvers.	3000/2/1
PAY	21/09/20	1119		£6.50	£0.00	£6.50	Counc	Lloyds Bank	Client Account charges September 2020	10111
DD	21/09/20	1131		£13.97	£0.00	£13.97	P&F	Worldpay	September 2020	2802/2/4
DD	22/09/20	1130		£4,892.63	£0.00	£4,892.63	P&F	Inland Revenue	August 2020	2600/1/2
DD	22/09/20	1145		£312.72	£52.12	£260.60	P&F	EBS (UK) Ltd	September 2020	2501/3
145	23/09/20	1120		£132.00	£22.00	£110.00	RLOS	Pete Alvis	To fix a leak at Southampton Road Allotments and a leak on the water heater at the Cemetery toilets.	3000/2/1
146	23/09/20	1121		£252.00	£42.00	£210.00	RLOS	The Tree Management Company	To remove dead Cherry tree from Southampton Road Town side after approval from NFDC.	3000/2/11
		1123/1		£504.00	£84.00	£420.00	PT&E	Daniel Shutler	To carry out annual flail of hedges and banks of Crow Stream from Hightown Road to Sandford	4000/1/7
148	23/09/20	1123	RTC803681	£504.00	£84.00	£420.00		Daniel Shutler	Crow Stream Annual Flail	4000/1/7
		1124/1		£62.74	£10.46	£52.28	P&F	Insight Direct (UK) Ltd	16 Oct 2020 to 15 Oct 2021	2000/1/12
		1124/2		£34.49	£5.75	£28.74	P&F	Insight Direct (UK) Ltd	2 Dec 2020 to 15 Oct 2021	2000/1/12
149	23/09/20	1124	RTC803758	£97.23	£16.21	£81.02		Insight Direct (UK) Ltd	Power PDF Support and Maintenance for 3 licences MNT-RN-POW-PDF-LOW-VOL	2000/1/12
		1125/1		£300.00	£50.00	£250.00	RLOS	The Play Inspection	Annual inspections for Ash Grove, Carvers and Toad Corner Play Areas and Carvers Skate Park	3000/1/9
150	23/09/20	1125	RTC803761	£300.00	£50.00	£250.00		The Play Inspection	Annual Play Area Inspections	3000/1/9
151	23/09/20	1126		£276.00	£46.00	£230.00	PT&E	Ringwood & Fordingbridge Skip Hire	1, 8 yard skip for the crow stream rubbish removal.	4000/1/7
152	23/09/20	1127		£36.98	£6.16	£30.82	P&F	Itec	September 2020	2000/1/9
		1128/1		£84.00	£14.00	£70.00	P&F	Concentrate Limited	Carvers September 2020	2802/2/1
		1128/2		£1,200.00	£200.00	£1,000.00	P&F	Concentrate Limited	RTC Website	2000/1/14
153	23/09/20	1128		£1,284.00	£214.00	£1,070.00		Concentrate Limited		2802/2/1
DD	25/09/20	1134		£25,984.01	£0.00	£25,984.01	P&F	Salaries	September 2020	2600/1/1

Paid Expenditure Transactions

between 01/09/20 and 30/09/20

Start of year 01/04/20

B

Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading	(a)
154	25/09/20	1136		£588.00	£98.00	£490.00	RLOS	Peter Noble Ltd	Replacement Flail Blades for front deck mower.	3000/3/2
154	25/09/20	1137		£339.08	£56.51	£282.57	RLOS	Peter Noble Ltd	To strip down flail cylinder take for repair and replacement parts.	3000/3/2
154	25/09/20	1138		£69.00	£11.50	£57.50	RLOS	Peter Noble Ltd	1 clutch housing for strimmer as old one has a crack in it and 1 switch for water pump.	3000/3/2
154	25/09/20	1139		£36.00	£6.00	£30.00	RLOS	Peter Noble Ltd	To reset clutch housing on strimmer.	3000/3/2
155	25/09/20	1140		£1,068.00	£178.00	£890.00	RLOS	Fleet Line Markers	500 Litres of white line paint this is halfe of what we will need for the year.	3000/2/9
156	25/09/20	1141		£1,512.68	£216.18	£1,296.50	RLOS	WP Group (Upton Oil)	1000 LITRES OF WHITE AND 500 LITRES OF RED FOR TRACTORS AND RIDE ON MOWERS.	3000/1/10
PAY	25/09/20	1142		£23.00	£0.00	£23.00	P&F	Lloyds Bank	Bank Charges September 2020	2000/1/18
DD	25/09/20	1144		£79.32	£3.78	£75.54	P&F	British Gas	Jun - Aug 2020	2100/1
		1153/1		£230.00	£0.00	£230.00	RLOS	John Lewis	Gift cards to the total value of £230 - prizes for allotment competition 2020	3300/3/1
DD	29/09/20	1153	RTC803742	£230.00	£0.00	£230.00		John Lewis	Gift cards to the value of £230 - prizes for allotment competition 2020 (3x£20, 4x£30 and 1x£50)	3300/3/1
		1147/1		£1.30	£0.00	£1.30	P&F	New Forest District Council	Iceland	2802/2/1
		1147/2		£4.60	£0.77	£3.83	P&F	New Forest District Council	Wilko	2802/3/1
NFDC Tfr1 R500814	30/09/20	1147		£5.90	£0.77	£5.13		New Forest District Council	NFDC Tfr1 R500814	2802/2/1
NFDC Tfr1 R500750	30/09/20	1148		£6.00	£0.00	£6.00	P&F	New Forest District Council	NFDC Tfr1 R500750	2802/2/1
NFDC Tfr1 R500749	30/09/20	1149		£8.37	£0.00	£8.37	P&F	New Forest District Council	NFDC Tfr1 R500749	2802/3/1
		1150/1		£14.59	£0.93	£13.66	P&F	New Forest District Council	Surlus & Sainsburys	2802/2/1
		1150/2		£2.00	£0.00	£2.00	P&F	New Forest District Council	Waitrose	2802/3/1
NFDC Tfr1 R500951	30/09/20	1150		£16.59	£0.93	£15.66		New Forest District Council	NFDC Tf1 R500951	2802/2/1
		1151/1		£5.78	£0.00	£5.78	P&F	New Forest District Council	Iceland	2802/3/1
		1151/2		£2.00	£0.00	£2.00	P&F	New Forest District Council	Sainsburys	2802/3/1
NFDC Tfr1 R500951	30/09/20	1151		£7.78	£0.00	£7.78		New Forest District Council	NFDC Tfr1 R500951 24/08/20	2802/3/1
		1152/1		£186.95	£28.47	£158.48	P&F	Barclay Card	Receipts 1,2, 4,7, 9 & 10	2802/2/1
		1152/2		£34.10	£0.00	£34.10	P&F	Barclay Card	Receipts 3 & 5	2802/3/1

Baid Expenditure Transactions

between 01/09/20 and 30/09/20

Start of year 01/04/20

(a)	Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading	
	DD	30/09/20	1152		£221.05	£28.47	£192.58		Barclay Card	September 2020	2802/2/1
	DD	30/09/20	1154		£122.72	£15.36	£107.36	P&F	Booker	Food order for Carvers Clubhouse	2802/3/1
			1155/1		£41.28	£1.97	£39.31	RLOS	Utility Warehouse	Electricity	3000/1/1
			1155/2		£2.40	£0.40	£2.00	RLOS	Utility Warehouse	Club	3000/1/1
	DD	30/09/20	1155		£43.68	£2.37	£41.31		Utility Warehouse	UW August 2020 Sports Pavilion	3000/1/1
			1156/1		£30.48	£5.08	£25.40	RLOS	Utility Warehouse	Mobile	3000/1/6
			1156/2		£31.20	£5.20	£26.00	RLOS	Utility Warehouse	Phone & Broadband	3200/1/6
			1156/3		£27.66	£1.32	£26.34	RLOS	Utility Warehouse	Electricity	3200/1/1
			1156/4		£2.40	£0.40	£2.00	RLOS	Utility Warehouse	Club	3200/1/1
	DD	30/09/20	1156		£91.74	£12.00	£79.74		Utility Warehouse	UW August 2020 Cemetery	3000/1/6
			1157/1		£10.00	£1.67	£8.33	RLOS	Utility Warehouse	Mobile	3000/1/6
			1157/2		£32.00	£5.33	£26.67	P&F	Utility Warehouse	Phone & broadband	2802/2/5
			1157/3		£131.77	£6.27	£125.50	P&F	Utility Warehouse	Electricity	2802/1/3
			1157/4		£2.40	£0.40	£2.00	P&F	Utility Warehouse	Club	2802/1/3
	DD	30/09/20	1157		£176.17	£13.67	£162.50		Utility Warehouse	UW August 2020 Carvers Clubhouse	3000/1/6
		30/09/20	1176		£111.19	£0.00	£111.19	Counc	Ringwood Town Council	Petty Cash - September 2020	10000
	Total				£48,916.64	£1,671.02	£47,245.62				

REPORT TO POLICY & FINANCE COMMITTEE – 21st OCTOBER 2020

BANK RECONCILIATIONS QUARTER 2 – 30th SEPTEMBER 2020

(b)

1. BACKGROUND

- 1.1 It is a requirement of financial regulations that bank reconciliations are signed off by a nominated Councillor at least every quarter.
- 1.2 However, with the current restrictions on attendance at the office, it has proven difficult to have all of the documents signed off prior to this meeting. For this reason, the bank reconciliations are presented here, together with copies of the relevant bank statements and a summary of the reconciliations.

2. BANK RECONCILIATIONS AT 30th SEPTEMBER 2020.

- 2.1 The Town Council operates 3 bank accounts with Lloyds Bank and an investment account with the CCLA. The finance system produces a reconciliation which is reconciled with the bank statements at each month end.
- 2.2 For day to day operation, the default bank account is the Imprest account, and the full reconciliation and associated bank statement are included at Appendix 1.
- | | |
|---|--------------|
| The bank Balance at 30th September, per statement, was | £393,056.38 |
| Less un-presented cheques (Ringwood First Responders) | £100.00 |
| Imprest Bank Account Balance at 30th September (per Edge) | £392,956.38. |
- 2.3 The Council also operates a business bank account which, in normal times, would attract a little interest. This is used to top up the imprest account if funds are needed urgently rather than draw down from higher interest earning investments. The full reconciliation and bank statement are included at Appendix 2.
- | | |
|---|-------------|
| Balance per statement | £11,545.30 |
| Balance per Edge - Actual Balance at 30th September | £11,545.30. |
- 2.4 The Town Council also maintains a client deposit account to hold the deposits from the tenants at Greenways. There is little movement on this account, but Lloyds Bank have recently introduced bank charges for maintaining the account, although on being challenged, these have largely been refunded. An alternative to this arrangement is being sought. The reconciliation and statement is included at Appendix 3.
- | | |
|---|------------|
| Bank Balance per bank statement at 30th September | £10,718.15 |
| Balance per Edge | £10,718.15 |
- 2.5 Investment are held with the CCLA. The reconciliation and statement are included at appendix 4.
- | | |
|----------------------------|------------|
| Balance per CCLA statement | £410,000 |
| Balance per Edge | £410,000.1 |

3. RECOMMENDATION

It is **recommended** that:-

- 3.1 The bank reconciliations are noted.

For further information please contact:

Rory Fitzgerald, Finance Manager or

Tel: 01425 484723

rory.fitzgerald@ringwood.gov.uk

For further information please contact:

Chris Wilkins, Town Clerk

Tel: 01425 484720

Chris.wilkins@ringwood.gov.uk

Bank Account Reconciled Statement

Imprest - Lloyds Bank

00215966

30-97-08

(b)

Statement Number 14

Statement Opening Balance £156,751.73 Opening Date 01/09/20

Statement Closing Balance £393,056.38 Closing Date 30/09/20

True/ Cashbook Closing Balance £392,956.38

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
31/08/20	Cheque July	Miss M P Rafferty	0.00	108.00	156,859.73
01/09/20	130	Michael Forester	35.00	0.00	156,824.73
01/09/20	147	Ringwood and Verwood Glass	227.46	0.00	156,597.27
01/09/20	BGC	Multiple Suppliers/ Customers	0.00	94.55	156,691.82
01/09/20	BP	Ringwood Carnival	0.00	344.00	157,035.82
01/09/20	C9735	Co-Op Funerals	0.00	1,060.00	158,095.82
01/09/20	C9736	Mrs P H Colborne	0.00	1,800.00	159,895.82
01/09/20	DD	Multiple Suppliers/ Customers	966.73	0.00	158,929.09
01/09/20	FPI	Eden Funeral Parlour	0.00	160.00	159,089.09
01/09/20	NFDC Tfr1 R500638	Smith NA038	0.00	450.00	159,539.09
01/09/20	NFDC Tfr 1	New Forest District Council	0.00	5.00	159,544.09
01/09/20	NFDC Tfr1	New Forest District Council	0.00	20.00	159,564.09
01/09/20	NFDC Tfr1 R500510	W Smith	0.00	2,920.00	162,484.09
01/09/20	NFDC Tfr1 R500638	Mr E J Lever & Ms E Withall	0.00	108.00	162,592.09
01/09/20	R8961	Mr T Knox	0.00	360.00	162,952.09
01/09/20	SO	TLC Online	80.00	0.00	162,872.09
02/09/20	FPI	Mr F A Toomer	0.00	108.00	162,980.09
03/09/20	BGC	Worldpay	0.00	62.98	163,043.07
03/09/20	C8963	Mrs D Bingham	0.00	54.00	163,097.07
03/09/20	C9737	Hoare Banks	0.00	140.00	163,237.07
03/09/20	FPI	Multiple Suppliers/ Customers	0.00	615.00	163,852.07
04/09/20	FPI	Multiple Suppliers/ Customers	0.00	782.81	164,634.88
04/09/20	R500985	Allotment Holders	0.00	30.00	164,664.88
04/09/20	R501001	Allotment Holders	0.00	30.00	164,694.88
04/09/20	R501003	Allotment Holders	0.00	65.00	164,759.88
04/09/20	R501005	Allotment Holders	0.00	30.00	164,789.88
04/09/20	R8964	Allotment Holders	0.00	80.00	164,869.88
07/09/20	131	E G Coles	51.00	0.00	164,818.88

Bank Account Reconciled Statement

B

(b)

07/09/20	132	Aquam Water Services	230.39	0.00	164,588.49
07/09/20	133	Edwards Sports Products	808.27	0.00	163,780.22
07/09/20	BGC	Worldpay	0.00	39.70	163,819.92
07/09/20	FPI	Multiple Suppliers/ Customers	0.00	530.00	164,349.92
07/09/20	R501012	Allotment Holders	0.00	65.00	164,414.92
07/09/20	R501021	Allotment Holders	0.00	40.00	164,454.92
07/09/20	R501023	Allotment Holders	0.00	55.00	164,509.92
07/09/20	R501026	Allotment Holders	0.00	30.00	164,539.92
07/09/20	R501027	Allotment Holders	0.00	40.00	164,579.92
07/09/20	R501034	Allotment Holders	0.00	130.00	164,709.92
07/09/20	R501035	Allotment Holders	0.00	65.00	164,774.92
08/09/20	7929		140.44	0.00	164,634.48
08/09/20	BGC	Worldpay	0.00	62.81	164,697.29
08/09/20	FPI	Allotment Holders	0.00	105.00	164,802.29
08/09/20	R8965	Allotment Holders	0.00	40.00	164,842.29
08/09/20	R8966	Allotment Holders	0.00	40.00	164,882.29
09/09/20	BGC	Multiple Suppliers/ Customers	0.00	2,950.79	167,833.08
09/09/20	DD	UK Fuels Ltd	53.15	0.00	167,779.93
09/09/20	FPI	Multiple Suppliers/ Customers	0.00	1,510.00	169,289.93
09/09/20	R8967	Allotment Holders	0.00	30.00	169,319.93
10/09/20	FPI	Allotment Holders	0.00	60.00	169,379.93
10/09/20	R8968	Allotment Holders	0.00	65.00	169,444.93
10/09/20	R8969	Allotment Holders	0.00	55.00	169,499.93
11/09/20	BGC	Neighbourhood Planning	0.00	3,450.00	172,949.93
11/09/20	FPI	Allotment Holders	0.00	135.00	173,084.93
14/09/20	BGC	Multiple Suppliers/ Customers	156.60	1,121.95	174,050.28
14/09/20	FPI	Allotment Holders	0.00	80.00	174,130.28
15/09/20	BGC	Worldpay	0.00	48.65	174,178.93
15/09/20	FPI	Multiple Suppliers/ Customers	0.00	208.00	174,386.93
16/09/20	BGC	Worldpay	0.00	59.75	174,446.68
16/09/20	BP	Hampshire County Council	6,209.39	0.00	168,237.29
16/09/20	C9738	Tappers	0.00	65.00	168,302.29
16/09/20	R8970	Allotment Holders	0.00	55.00	168,357.29
17/09/20	FPI	Allotment Holders	0.00	80.00	168,437.29
17/09/20	Lloyds CC	Amazon	16.98	0.00	168,420.31
18/09/20	BGC	Poulner Infant School	0.00	759.00	169,179.31

Bank Account Reconciled Statement

B

(b)

18/09/20	C9739	Co-Op Funerals	0.00	320.00	169,499.31
18/09/20	R8971	Allotment Holders	0.00	40.00	169,539.31
19/09/20	134	Greyfriars	25.00	0.00	169,514.31
19/09/20	135	Fleet Line Markers	85.28	0.00	169,429.03
19/09/20	136	Taste Vending Ltd	98.80	0.00	169,330.23
19/09/20	137	Purchase Power	111.48	0.00	169,218.75
19/09/20	138	Comax UK Ltd	43.93	0.00	169,174.82
19/09/20	139	RFS Technology	228.00	0.00	168,946.82
19/09/20	140	Central Computer Management Ltd	0.91	0.00	168,945.91
19/09/20	141	Glenacres Nursery	23.96	0.00	168,921.95
19/09/20	142	R M Smith Fencing Limited	432.00	0.00	168,489.95
19/09/20	143	Paul Ventham	130.00	0.00	168,359.95
19/09/20	144	Insight Security & Facilities Ltd	54.00	0.00	168,305.95
21/09/20	BGC	Worldpay	0.00	11.66	168,317.61
21/09/20	DD	Worldpay	13.97	0.00	168,303.64
21/09/20	FPI	Allotment Holders	0.00	90.00	168,393.64
22/09/20	BGC	Worldpay	0.00	55.10	168,448.74
22/09/20	DD	Multiple Suppliers/ Customers	5,205.35	0.00	163,243.39
22/09/20	FPI	Allotment Holders	0.00	40.00	163,283.39
23/09/20	145	Pete Alvis	132.00	0.00	163,151.39
23/09/20	146	The Tree Management Company	252.00	0.00	162,899.39
23/09/20	148	Daniel Shutler	504.00	0.00	162,395.39
23/09/20	149	Insight Direct (UK) Ltd	97.23	0.00	162,298.16
23/09/20	150	The Play Inspection Company	300.00	0.00	161,998.16
23/09/20	151	Ringwood & Fordingbridge Skip Hire	276.00	0.00	161,722.16
23/09/20	152	Itec	36.98	0.00	161,685.18
23/09/20	153	Concentrate Limited	1,284.00	0.00	160,401.18
23/09/20	BGC	Multiple Suppliers/ Customers	0.00	443.72	160,844.90
23/09/20	FPI	Allotment Holders	0.00	60.00	160,904.90
23/09/20	R8972	Allotment Holders	0.00	30.00	160,934.90
23/09/20	R8973	Allotment Holders	0.00	30.00	160,964.90
24/09/20	FPI	Multiple Suppliers/ Customers	0.00	138.00	161,102.90
24/09/20	R8974	Allotment Holders	0.00	65.00	161,167.90
25/09/20	154	Peter Noble Ltd	1,032.08	0.00	160,135.82

Bank Account Reconciled Statement

(b)

25/09/20	155	Fleet Line Markers	1,068.00	0.00	159,067.82
25/09/20	156	WP Group (Upton Oil)	1,512.68	0.00	157,555.14
25/09/20	DD	Multiple Suppliers/ Customers	26,063.33	0.00	131,491.81
25/09/20	FPI	Eden Funeral Parlour	0.00	65.00	131,556.81
25/09/20	PAY	Lloyds Bank	23.00	0.00	131,533.81
27/09/20	FPI	Allotment Holders	0.00	95.00	131,628.81
28/09/20	BGC	Multiple Suppliers/ Customers	0.00	259,987.20	391,616.01
28/09/20	FPI	Allotment Holders	0.00	70.00	391,686.01
28/09/20	R8975	Allotment Holders	0.00	40.00	391,726.01
29/09/20	BGC	Worldpay	0.00	0.70	391,726.71
29/09/20	DD	John Lewis	230.00	0.00	391,496.71
29/09/20	FPI	Allotment Holders	0.00	30.00	391,526.71
30/09/20	BGC	Worldpay	0.00	53.60	391,580.31
30/09/20	DD	Multiple Suppliers/ Customers	655.36	0.00	390,924.95
30/09/20	FPI	Multiple Suppliers/ Customers	0.00	1,545.00	392,469.95
30/09/20	NFDC Tfr1 R500747	New Forest District Council	0.00	9.92	392,479.87
30/09/20	NFDC Tfr1 R500748	New Forest District Council	0.00	99.92	392,579.79
30/09/20	NFDC Tfr1 R500749	New Forest District Council	8.37	57.15	392,628.57
30/09/20	NFDC Tfr1 R500750	New Forest District Council	6.00	82.44	392,705.01
30/09/20	NFDC Tfr1 R500814	New Forest District Council	5.90	65.90	392,765.01
30/09/20	NFDC Tfr1 R500951	New Forest District Council	24.37	115.74	392,856.38
30/09/20	R500751	Aden Facebook	0.00	200.00	393,056.38

Uncleared and unrepresented effects

10/02/20	120	Ringwood First Responders	100.00		392,956.38
		Total	100.00		

Reconciled by Alyson Greenfield

Signed _____
Clerk / Responsible Financial Officer

Chair



The Town Council of Ringwood
RINGWOOD GATEWAY
THE FURLONG
RINGWOOD
HAMPSHIRE
BH24 1AT

Your Account

Sort Code 30-97-08
Account Number 00215966

(b)

BUSINESS ACCOUNT

01 September 2020 to 30 September 2020

Money In	£285,042.80	Balance on 01 September 2020	£156,716.73
Money Out	£48,738.15	Balance on 30 September 2020	£393,056.38

Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
01 Sep 20	MICHAEL K LAWSON 300000000646701750 RTC	FPO		35.00	156,716.73
01 Sep 20	WORLDPAY 2608 03139431	BGC	32.70		156,749.43
01 Sep 20	RIN RTC 600224	BP	344.00		157,093.43
01 Sep 20	MR J M BROWN	SO		80.00	157,013.43
01 Sep 20	NEW FOREST DC 30322049	DD		193.00	156,820.43
01 Sep 20	BCARD COMMERCIAL 5566771260527321	DD		364.73	156,455.70
01 Sep 20	NEW FOREST DC 30029945	DD		409.00	156,046.70
01 Sep 20	EDEN FUNERAL LTD TL COLBORNE -EDEN	FPI	160.00		156,206.70
01 Sep 20	LOYD 25 HIGH STREE	DEP	3,274.00		159,480.70
02 Sep 20	WORLDPAY 2708 03139431	BGC	12.00		159,492.70
02 Sep 20	PUBLIC SECTOR DEPO 0674750001PI	BGC	49.85		159,542.55
02 Sep 20	TOOMER F RTC600225 RP4679965056981300 207237	FPI	108.00		159,650.55
03 Sep 20	WORLDPAY 2808 03139431	BGC	62.98		159,713.53
03 Sep 20	BOWER CLIVE HR13 MS D HASTED FP20247O02853265	FPI	30.00		159,743.53
03 Sep 20	EDEN FUNERAL LTD TL COLBORNE-EDEN	FPI	400.00		160,143.53
03 Sep 20	J BALL S06 MR J BALL 200000000643163206 309034	FPI	30.00		160,173.53

(Continued on next page)

(b) BUSINESS ACCOUNT

Sort Code 30-97-08
Account Number 00215966

Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
03 Sep 20	BAILEY JR+CE S11A MR J BAILEY RP4679965209688600	FPI	20.00		160,193.53
03 Sep 20	A HARRIS UK47A MR A HARRIS 500000000645192857	FPI	40.00		160,233.53
03 Sep 20	JOHN FISHER UK07 MR J FISHER 00151217632BBFJJVN	FPI	65.00		160,298.53
03 Sep 20	JOHN FISHER UK06 MR J FISHER 00151217632BBFJJVQ	FPI	65.00		160,363.53
03 Sep 20	TODD RICHARD ALLOTMENT FP20247O03227746 070116	FPI	65.00		160,428.53
03 Sep 20	LINN J & A SO2 MR J LINN 46181509141107000N 602320	FPI	30.00		160,458.53
03 Sep 20	LINDA TURNER UK12 MSG TURNER	FPI	65.00		160,523.53
04 Sep 20	T ROBERTS UK20 MR T ROBERTS	FPI	65.00		160,588.53
04 Sep 20	HASTIE GA UK 18A MR G HASTIE 42035502593685000N	FPI	40.00		160,628.53
04 Sep 20	PETER MILLIN S21 00151299632BBFHYYF 090128	FPI	60.00		160,688.53
04 Sep 20	L MORITZEN HR02 MR L MORITZEN	FPI	30.00		160,718.53
04 Sep 20	PAUL SHATWELL UK22A S SHATWELL	FPI	40.00		160,758.53
04 Sep 20	NICOLE HERPICH SR24A HERPICH	FPI	30.00		160,788.53
04 Sep 20	COMMUNITY FIRST RTC600216 RP4679965345970300 207237	FPI	221.90		161,010.43
04 Sep 20	COMMUNITY FIRST RTC600222 RP4679965346168400 207237	FPI	70.91		161,081.34
04 Sep 20	LIDBETTER AP & JLA SO8A LIDBETTER	FPI	30.00		161,111.34
07 Sep 20	E GOLDSMITH SO1 MR E GOLDSMITH	FPI	30.00		161,141.34
07 Sep 20	DIANE MCCOMB UK03AUK3 D MCCOMB	FPI	65.00		161,206.34
07 Sep 20	UNDERDOWN F & J ARTWORKS BY JAN	FPI	35.00		161,241.34
07 Sep 20	ADRIAN JOHNSON HR08 MR 00151217632BBFJLRC 090126	FPI	30.00		161,271.34
07 Sep 20	SHEEN & SHEEN HRM05 C SHEEN 36192710521660000N	FPI	20.00		161,291.34
07 Sep 20	L WHITELEY UK27 MR M WHITELEY	FPI	65.00		161,356.34

(Continued on next page)

**B**

BUSINESS ACCOUNT

Sort Code 30-97-08
Account Number 00215966

(b)

Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
07 Sep 20	WORLDPAY 0209 03139431	BGC	39.70		161,396.04
07 Sep 20	HUTCHINS JF+P UK26 UK26A HUTCHIN RP4679965617369500	FPI	130.00		161,526.04
07 Sep 20	M WHITE S02A WHITE M 600000000646347551 775036	FPI	30.00		161,556.04
07 Sep 20	EG COLES 500000000646786336 21319	FPO		51.00	161,505.04
07 Sep 20	AQUAM WATER SERVS 300000000650208586 R0021	FPO		230.39	161,274.65
07 Sep 20	A BRIERS UK 40 MR A BRIERS 100000000645254371 309532	FPI	65.00		161,339.65
07 Sep 20	HUCK NETS LTD 600000000646544388 RINGES	FPO		808.27	160,531.38
07 Sep 20	ALDERMAN CF SO7A MS C ALDERMAN	FPI	30.00		160,561.38
07 Sep 20	P WOODGER SO4A P WOODGER	FPI	30.00		160,591.38
08 Sep 20	WORLDPAY 0309 03139431	BGC	62.81		160,654.19
08 Sep 20	SHIELDS RA & A SHIELDSUK10 59103220915001000N 543003	FPI	65.00		160,719.19
08 Sep 20	COOPER EF & M UK14 E COOPER 44110257591927000N	FPI	40.00		160,759.19
08 Sep 20	LOYD 25 HIGH STREE	DEP	368.00		161,127.19
08 Sep 20	007929	PAY		140.44	160,986.75
08 Sep 20	PAYMENTS DIR PAYMNT GATEWAY	FPI	4,669.43		165,656.18
09 Sep 20	WORLDPAY 0409 03139431	BGC	30.79		165,686.97
09 Sep 20	TAPPER & SON (POOL M WILLIS DECD	BGC	2,920.00		168,606.97
09 Sep 20	UK FUELS LTD 00041307	DD		53.15	168,553.82
09 Sep 20	QUANTUMA ADV LTD 500793 MF00283984D70AD600 203647	FPI	1,375.00		169,928.82
09 Sep 20	S TOMKINS S11B TOMKINS 300000000650815319 110717	FPI	20.00		169,948.82
09 Sep 20	DANIELLE THOMAS BUDS BITES P5DDGBZ5GNH389J3K7	FPI	35.00		169,983.82
09 Sep 20	MARY BYGRAVE UK08A MS P SCOTT 00156467632BBDGKVL	FPI	40.00		170,023.82

(Continued on next page)



(b) BUSINESS ACCOUNT

Sort Code 30-97-08
Account Number 00215966**Your Transactions**

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
09 Sep 20	MARY BYGRAVE UK08 MS E BYGRAVE	FPI	40.00		170,063.82
10 Sep 20	PENTELOW WILLIAM SO1AMRWPELTELOW	FPI	30.00		170,093.82
10 Sep 20	PURDY G&AC SO3 MRS AC PURDY 010571721161019001	FPI	30.00		170,123.82
11 Sep 20	GROUNDWORK UK GWUK	BGC	3,450.00		173,573.82
11 Sep 20	HEMSLEY R+J 1 SO7 MS J HEMSLEY	FPI	30.00		173,603.82
11 Sep 20	TURNER I C & E J UK47 MS J TURNER 35120454123602000N	FPI	40.00		173,643.82
11 Sep 20	BROWN P UK17 MR P BROWN 170393908521119001 404786	FPI	65.00		173,708.82
14 Sep 20	WORLDPAY 0909 03139431	BGC	21.95		173,730.77
14 Sep 20	COUNTRYWIDE RESIDE WSB-1991	BGC	943.40		174,674.17
14 Sep 20	BROWN+WATERS S13A MR A BROWN RP4679966490046000	FPI	30.00		174,704.17
14 Sep 20	BROWN+WATERS S13 MISS S WATERS RP4679966490303600	FPI	30.00		174,734.17
14 Sep 20	ROBERT HADDOCK HRM01 HADDOCK	FPI	20.00		174,754.17
15 Sep 20	WORLDPAY 1009 03139431	BGC	48.65		174,802.82
15 Sep 20	TOMKINS INGRID UK 19 MR M TOMKINS FP20259018017236	FPI	130.00		174,932.82
15 Sep 20	RINGWOOD TOWN FOOT RTC600219	FPI	78.00		175,010.82
16 Sep 20	WORLDPAY 1109 03139431	BGC	59.75		175,070.57
16 Sep 20	HANTS PENSION FUND	BP		6,209.39	168,861.18
17 Sep 20	BUSINESS CRDT CD 5328650000181996	DD		16.98	168,844.20
17 Sep 20	WHITE EN+MC UK09 N WHITE RP4679966824516100 207237	FPI	40.00		168,884.20
17 Sep 20	KEITH D D UK14A MISS D KEITH 37180258489602000N	FPI	40.00		168,924.20
18 Sep 20	HAMPSHIRE COUNTY C 1000 9705146888 K	BGC	759.00		169,683.20
21 Sep 20	INGRAM NE&CF HRM03 MS N INGRAM 537207943021919001	FPI	20.00		169,703.20

(Continued on next page)



BUSINESS ACCOUNT

Sort Code 30-97-08
Account Number 00215966

(b)

Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
21 Sep 20	GREYFRIARS 500000000651448172	FPO		25.00	169,678.20
21 Sep 20	FLEET LTD 600000000651179681 C09331	FPO		85.28	169,592.92
21 Sep 20	TASTE VENDING LTD 100000000649896582 RTC	FPO		98.80	169,494.12
21 Sep 20	PURCHASE POWER 200000000649455942	FPO		111.48	169,382.64
21 Sep 20	COMAX 200000000649459351 RINGTC 1028372 560035 10	FPO		43.93	169,338.71
21 Sep 20	RFS TECHNOLOGY LTD 300000000654898109 RTC 7408	FPO		228.00	169,110.71
21 Sep 20	CENTRAL COMP MANAG 200000000649464063 RTC	FPO		0.91	169,109.80
21 Sep 20	GLENACRES 100000000649920945 RTC	FPO		23.96	169,085.84
21 Sep 20	R M SMITH FENCING 300000000654907045 RTC	FPO		432.00	168,653.84
21 Sep 20	PAUL VENTHAM 300000000654911139 RTC	FPO		130.00	168,523.84
21 Sep 20	INSIGHT SEC & FACI 400000000656143813 RTC 9909	FPO		54.00	168,469.84
21 Sep 20	MUCKERSIE CARROL UK32 C MUCKERSIE	FPI	40.00		168,509.84
21 Sep 20	WORLDPAY 1609 03139431	BGC	11.66		168,521.50
21 Sep 20	WORLDPAY AC3799 120704872	DD		13.97	168,507.53
21 Sep 20	CROSS CAROLINE A S20 MS C CROSS RP4679967284118700	FPI	30.00		168,537.53
22 Sep 20	WORLDPAY 1709 03139431	BGC	55.10		168,592.63
22 Sep 20	ELITE BUSINESS SYS 203086	DD		312.72	168,279.91
22 Sep 20	MONTHLY PAYROLL BACS	DD		4,892.63	163,387.28
22 Sep 20	A GODDARD UK38 MR A GODDARD	FPI	40.00		163,427.28
23 Sep 20	WORLDPAY 1809 03139431	BGC	69.34		163,496.62
23 Sep 20	WORLDPAY 1909 03139431	BGC	77.90		163,574.52
23 Sep 20	TAPPER & SON (POOL TAPPER - TURNER	BGC	140.00		163,714.52

(Continued on next page)

B**BUSINESS ACCOUNT**

Sort Code 30-97-08
 Account Number 00215966

(b)

Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
23 Sep 20	HAMPSHIRE COUNTY C 1000 9705148832 K	BGC	156.48		163,871.00
23 Sep 20	MOORHOUS J&H S18A MS H MOORHOUS	FPI	30.00		163,901.00
23 Sep 20	WW PROJECTS 500000000653036695 RTC	FPO		132.00	163,769.00
23 Sep 20	TREE MANAGEMENT CO 500000000653050861 RTC	FPO		252.00	163,517.00
23 Sep 20	RINGWOOD & VERWOOD 100000000651490862 RTC	FPO		227.46	163,289.54
23 Sep 20	D SHUTLER 200000000651038660 RTC	FPO		504.00	162,785.54
23 Sep 20	INSIGHT DIRECT 600000000652787500 21167524	FPO		97.23	162,688.31
23 Sep 20	PLAY INSPECTION CO 100000000651499973 RING01	FPO		300.00	162,388.31
23 Sep 20	RWD & FBRIDGE SKIP 500000000653069365	FPO		276.00	162,112.31
23 Sep 20	GILLSON CG & SC HR10 MRS GILLSON 42202847209436000N	FPI	30.00		162,142.31
23 Sep 20	ITEC 200000000651054346 20825 342823 600402 10	FPO		36.98	162,105.33
23 Sep 20	CONCENTRATE LTD 300000000656497817 RTC 5965	FPO		1,284.00	160,821.33
24 Sep 20	JOY COLIN SO8 MR C JOY FP20268O08817393 070116	FPI	30.00		160,851.33
24 Sep 20	SARAH MANNING RTC600229 00151217632BBFJZZT 090126	FPI	108.00		160,959.33
25 Sep 20	BG BUSINESS 600067478000000000	DD		79.32	160,880.01
25 Sep 20	MONTHLY PAYROLL BACS	DD		25,984.01	134,896.00
25 Sep 20	PETER NOBLE 400000000658499310 RTC 4070	FPO		1,032.08	133,863.92
25 Sep 20	FLEET LTD 500000000653857986 C09331	FPO		1,068.00	132,795.92
25 Sep 20	WESSEX PETROLEUM L 200000000651846181 9101513	FPO		1,512.68	131,283.24
25 Sep 20	EDEN FUNERAL LTD INSCRIPTION-ALVIS	FPI	65.00		131,348.24
25 Sep 20	SERVICE CHARGES REF : 317584346	PAY		23.00	131,325.24
28 Sep 20	TAYLOR AE PLOT SO9 RP4679967914122000 206872	FPI	30.00		131,355.24

(Continued on next page)

**B**

BUSINESS ACCOUNT

Sort Code 30-97-08
Account Number 00215966

(b)

Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
28 Sep 20	C CLUETT UK39 C CLUETT 200000000652419232 309673	FPI	65.00		131,420.24
28 Sep 20	WORLDPAY 2309 03139431	BGC	33.70		131,453.94
28 Sep 20	NEW FOREST DC	BGC	259,953.50		391,407.44
28 Sep 20	THE FRESH AI HR07 MS J SUMMERS	FPI	30.00		391,437.44
28 Sep 20	BAKER MJ UK29 MR M BAKER 532945128341829001 403202	FPI	40.00		391,477.44
29 Sep 20	WORLDPAY 2409 03139431	BGC	0.70		391,478.14
29 Sep 20	BCARD COMMERCIAL 5566771260527321	DD		573.77	390,904.37
29 Sep 20	LOYD 25 HIGH STREE	DEP	765.00		391,669.37
29 Sep 20	LOYD 25 HIGH STREE	DEP	70.00		391,739.37
29 Sep 20	N EVANS HR03 MR N EVANS 300000000659038632 110001	FPI	30.00		391,769.37
30 Sep 20	WORLDPAY 2509 03139431	BGC	53.60		391,822.97
30 Sep 20	UTILITY WAREHOUSE 7660541/7660541/15	DD		43.68	391,779.29
30 Sep 20	UTILITY WAREHOUSE 7670257/7670257/15	DD		91.74	391,687.55
30 Sep 20	UTILITY WAREHOUSE 7653616/7653616/15	DD		176.17	391,511.38
30 Sep 20	QUANTUMA ADV LTD 500919 MF00533984F314B800 203647	FPI	1,375.00		392,886.38
30 Sep 20	ANDREW HEPPELL UK28 A HEPPELL	FPI	40.00		392,926.38
30 Sep 20	POGSON + SUTTON UK11 MRS K SUTTON	FPI	65.00		392,991.38
30 Sep 20	C PEARCE PLOTUK21 100000000654911446 309966	FPI	65.00		393,056.38

Transaction types

BGC Bank Giro Credit	BP Bill Payments	CHG Charge	CHQ Cheque
COR Correction	CPT Cashpoint	DD Direct Debit	DEB Debit Card
DEP Deposit	FEE Fixed Service	FPI Faster Payment In	FPO Faster Payment Out
MPI Mobile Payment In	MPO Mobile Payment Out	PAY Payment	SO Standing Order
TFR Transfer			

Bank Account Reconciled Statement

B

Business Instant Access **01706998** **30-97-08**

Statement Number 13

Statement Opening Balance £11,545.21 Opening Date 01/09/20

Statement Closing Balance £11,545.30 Closing Date 30/09/20

True/ Cashbook Closing Balance £11,545.30

(b)

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
09/09/20	Interest	Lloyds	0.00	0.09	11,545.30

Uncleared and unrepresented effects

Total

Reconciled by Alyson Greenfield

Signed _____
Clerk / Responsible Financial Officer

Chair

LLOYDS BANK



Your account statement
Statement sheet number: 20
Issue date: 30 September 2020
Page: 1 of 3

J31AA100IVPMBAA0000003414001002 402 000

RINGWOOD TOWN COUNCIL
RINGWOOD GATEWAY
THE FURLONG
RINGWOOD
HAMPSHIRE
BH24 1AT



Write to us at:
PO Box 1000
Andover
BX1 1LT

Call us on: **0345 072 5555** (from UK)
+44 1733 347338 (from Overseas)

Visit us online: www.lloydsbank.com

Your branch: **RINGWOOD**
Sort code: **30-97-08**
Account number: **01706998**
BIC: **LOYDGB21182**
IBAN: **GB68 LOYD 3097 0801 7069 98**

BUS BANK INSTANT
THE TOWN COUNCIL OF RINGWOOD

Account Summary

Balance On 28 August 2020	£11,545.21
Total Paid In	£0.09
Total Paid Out	£0.00
Balance On 9 September 2020	£11,545.30

Account Activity

Date	Payment type	Details	Paid out (£)	Paid in (£)	Balance (£)
28 Aug 20		BALANCE BROUGHT FORWARD			11,545.21
9 Sep 20		INTEREST (GROSS)		0.09	11,545.30
09 Sep 20		BALANCE CARRIED FORWARD			11,545.30

Transaction Details

The "Details" column in your statement shows the date that a Debit Card payment went into or came out of your account only if that happened on a weekend or a Bank Holiday.

Messages

For our data privacy notice, please see: <http://www.lloydsbank.com/business/privacy.asp>



The Town Council of Ringwood
RINGWOOD GATEWAY
THE FURLONG
RINGWOOD
HAMPSHIRE
BH24 1AT

Your Account

Sort Code 30-84-87
Account Number 30138568

BUSINESS ACCOUNT

01 September 2020 to 30 September 2020

Money In	£0.00	Balance on 01 September 2020	£10,724.65
Money Out	£6.50	Balance on 30 September 2020	£10,718.15

Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
21 Sep 20	SERVICE CHARGES REF : 319004225	PAY		6.50	10,718.15

Transaction types

BGC Bank Giro Credit	BP Bill Payments	CHG Charge	CHQ Cheque
COR Correction	CPT Cashpoint	DD Direct Debit	DEB Debit Card
DEP Deposit	FEE Fixed Service	FPI Faster Payment In	FPO Faster Payment Out
MPI Mobile Payment In	MPO Mobile Payment Out	PAY Payment	SO Standing Order
TFR Transfer			

Bank Account Reconciled Statement

B

CCLA Public Sector Deposit Fund 0674750001PC

(b)

Statement Number 13
Statement Opening Balance £410,000.00 Opening Date 01/09/20
Statement Closing Balance £410,000.00 Closing Date 30/09/20
True/ Cashbook Closing Balance £410,000.00

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
	No activity		0.00	0.00	410,000.00

Uncleared and unrepresented effects

Total

Reconciled by Alyson Greenfield

Signed _____
Clerk / Responsible Financial Officer

Chair

STATEMENT

Mr Rory Fitzgerald
Ringwood Gateway
The Furlong
Ringwood
Hampshire
BH24 1AT

CLIENT: RINGWOOD TOWN COUNCIL

ACCOUNT NAME: Ringwood Town Council

ACCOUNT NUMBER: 0674750001PC

Statement at 30 September 2020

Date	Description	Value of shares sold £	Value of shares bought £	Balance of shares held £	Share Class
01/09/20	Brought Forward			410,000.00	
30/09/20	Carried Forward			410,000.00	

Statement of Dividends paid during the month to 30 September 2020

Date	Receiving Account	Amount Paid £
30-09-20	Nominated bank account	45.72

From May 2020, prices and yields for CCLA's Funds will no longer appear in the Financial Times. To view the fund prices and yields, please visit www.ccla.co.uk

POLICY AND FINANCE COMMITTEE 21st OCTOBER 2020

B

BANK BALANCES & PROPOSED TRANSFERS

(d)

Account Name	Predicted		Actual at	Predicted	Proposed Transfers		Predicted
	30-Sep-20		30-Sep-20	Movement	Cash Out	Cash In	31-Oct-20
	£		£	£	£	£	£
Imprest (Current) Account	56,706		393,056	-360,000		50,000	83,056
Business Account	51,545		11,545	40,000			51,545
Investment Accounts	680,000		410,000	270,000	-50,000		630,000
Greenways Rent Deposit	10,725		10,718				10,718
Petty Cash - Imprest	60		89				89
Petty Cash - Carvers Clubhouse	100		100				100
VIC Change Float	50		50				50
Information Desk Float	75		75				75
TOTAL BANK BALANCES	799,261		825,633	-50,000	-50,000	50,000	775,633

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

PROPOSED TRANSFER AUTHORISATIONS:

DATE

21st October 2020

21st October 2020

Investment Accounts	CCLA	Instant access
---------------------	-------------	----------------

Notes:

- 1 **Imprest Account**

Anticipated net expenditure to end September	£ 50,000
inter account transfers processed after September 30th	310,000
Net Movement on imprest account	360,000

- 2 **Investment Maturity**

No investments due to mature

- 3 The bank accounts were reconciled as at 30 September 2020
- 4 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.
- 5 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.
- 6 A nominal account has been implemented to reflect the float of £75.00 held by the Information Desk.
- 7 The Town Council's Imprest and Business bank accounts are held with Lloyds Bank plc

REPORT TO POLICY & FINANCE COMMITTEE – 21st OCTOBER 2020**BUDGETARY CONTROL QUARTER 2 – End of SEPTEMBER 2020**

(e)

1. BACKGROUND

- 1.1 The purpose of this report is to inform Members of the actual income and expenditure for the first half of the year 2020-21.
- 1.2 Income and expenditure to the end of September has been compared against the original budget forecast which was approved at the January meeting of this Committee. The subsequent revised forecast has been updated and a detailed revised budget will be submitted to the next meeting of this Committee for approval.
- 1.3 A summary income & expenditure comparison report is included at Appendix 1.

2. INCOME & EXPENDITURE APRIL 2020 to SEPTEMBER 2020

- 2.1 Expenditure to the end of September totalled £311,007. However, this includes a balance of £13,720 in the wages control accounts pending settlement of tax and pensions contributions to the inland revenue and HCC. The total expenditure is therefore £324,727 against an expenditure budget of £724,124, or 44.8%. As previously reported this remains somewhat less than we would expect at this point in the year and is due to a combination of timing differences and some significant underspends. The current underspend, assuming a linear spend profile, is around £37,000.
- 2.2 The most notable of these underspends remains pay costs. A separate paper to this meeting goes into this in some detail, but in essence, the underspend on salary budgets is currently just over £28,000, unchanged from last month, despite backdated settlement of the annual pay award.
- 2.3 As might be expected, the lockdown and subsequent Covid adjustments have reduced spend in all areas where public interaction takes place such as hospitality budgets, travel and subsistence, and civic expenses including events. However, the increase in home working will impact on IT costs as additional support is required along with some improvements to the remote working facilities. A recent failure of the uninterruptable power supply (UPS) will also add to IT costs. Significant outstanding expenditure which is due in the latter half of the year includes spend on Christmas lights for the town and a number of payments due to NFDC for CCTV and costs in relation to the Gateway.
- 2.4 Income received to date, excluding the precept and CIL stands at £92,425, or just under 40% of the original budget of £231,813, a shortfall of around £23,000. 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, the loss of net profit is currently anticipated to be around £3,000 by year end. It should also be noted that some income that had already been received will need to be refunded including receipts in connection with room hire at Carvers and in connection with events which have been cancelled, although the amounts are not large.
- 2.5 Cemeteries income has recovered and is now running very close to the planned budget. Around 70% of allotments income has now been received following the processing of annual invoices during August.
- 2.6 As with expenditure, income receipts are not evenly distributed throughout the year and there is some significant income that is due at year end including refunds of expenditure in connection with the Gateway Building of around £30,000. Income will continue to be monitored carefully over the coming months, but it is very likely that receipts will fall below budget plans.

B

3. Revised Budget Estimate 2020/21

- (e)
- 3.1 A detailed revised budget will be presented to the next meeting of the Committee. In the meantime, an analysis of spend and income to date, together with predictions on performance to year end has been carried out. Predictions are based on the assumption that Covid restrictions will remain largely in place until the year end.
- 3.2 As noted above, salary budgets are very likely to underspend by around £48,000. There will be a number of other spend reductions in total amounting to £27,000, mainly as a result of the cancellation of events and reduced purchases for re-sale, but also including a range of establishment and maintenance spend reductions. There will however be some necessary increases in expenditure including in IT as noted earlier, but also including some equipment maintenance, Insurance (due to equipment purchases) and utility charges. In total, the predicted increases amount to £12,000 which means that overall expenditure reductions including salaries are likely to be around £63,000 by year end.
- 3.3 Income will also reduce. The events income target was £15,000 and very little of that is now expected to be received. Sales of food and merchandise by Carvers Clubhouse and the Visitor information centre are expected to fall by more than £9,000 and room hire by £3,000. Income from sports activities is now expected to be around £8,000 less than budget. The total reduction in planned income is now expected to be £38,000.
- 3.4 The revised budget will therefore show a reduction in net expenditure for the year of around £25,000

4. Reserves

- 4.1 Reserves at 1st April were £485,709.27. A separate report detailing reserves policy is elsewhere on the agenda.
- 4.2 Following discussions with Edge IT, it has been decided to create an additional reserve to record key deposits held on behalf of tenants and other key holders. This reserve will not form part of the reserves available to the Council and will be held separately but reported along with other reserves for completeness. Key deposits were previously recorded on the balance sheet as a liability but there is no facility within Edge to record such deposits in this way. This will add £14,199 to reserves from the 1st of April.
- 4.3 The original budget makes provision for a net transfer to reserves of £23,889. This is now likely to increase given current predictions but will continue to be monitored carefully during the year. The reserves balances at 1st April 2020 and planned movements for 2020-21 are included at Appendix 2..

5. FINANCIAL IMPLICATIONS

- 5.1 It is now halfway through the year and the emerging position is that whilst income will fall short of expected levels, expenditure is likely to fall by a greater amount. There remains sufficient funds in reserves to cover any shortfall should income reduce more than expenditure.

6. RECOMMENDATION

It is **recommended** that:-

- 6.1 The budget position is noted.

For further information please contact:

Rory Fitzgerald, Finance Manager or

Tel: 01425 484723

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 06/10/20 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	£0.00	£48,663.13	-£83,634.87
280	Carvers Club House Income	£12,170.00	£0.00	£1,399.07	-£10,770.93
999	Suspense	£0.00	£472.74	£715.23	£715.23
Total Policy & Finance		£144,468.00	£472.74	£50,777.43	-£93,690.57
Recreation, Leisure & Open Spaces					
300	Revenue Income (RLOS)	£35,408.00	£0.00	£10,767.78	-£24,640.22
320	Cemetery Income	£45,531.00	£0.00	£22,928.54	-£22,602.46
330	Allotment Income	£5,306.00	£0.00	£3,763.41	-£1,542.59
Total Recreation, Leisure & Open Spaces		£86,245.00	£0.00	£37,459.73	-£48,785.27
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	£2.42	£2.42
110	Client Deposits	£0.00	£0.00	£108.53	£108.53
Total Council		£0.00	£0.00	£520,017.95	£520,017.95
Total Income		<u>£231,813.00</u>	<u>£472.74</u>	<u>£612,805.11</u>	<u>£380,992.11</u>

B Financial Budget Comparison

Comparison between 01/04/20 and 06/10/20 inclusive. Includes due and unpaid transactions.

(e) 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	£43,844.27	£59,545.73
2100	Maintenance	£34,158.00	£0.00	£34,804.93	-£646.93
2200	Democratic Process (members Costs)	£11,448.00	£0.00	£4,230.65	£7,217.35
2210	Grants	£7,000.00	£0.00	£2,118.50	£4,881.50
2300	Employee Costs- Allocated Office Staff	£120,689.00	£0.00	£51,587.03	£69,101.97
2310	Employee overhead Costs	£2,343.00	£0.00	£1,197.83	£1,145.17
2400	Other	£48,580.00	£0.00	£1,885.50	£46,694.50
2500	Capital Financing	£31,546.00	£0.00	£15,772.95	£15,773.05
2501	Capital	£0.00	£0.00	£260.60	-£260.60
2600	Wages Control Account	£0.00	£0.00	-£13,719.77	£13,719.77
2801	Carvers Employee Costs	£54,611.00	£0.00	£17,050.64	£37,560.36
2802	Carvers Club House-	£19,614.00	£0.00	£8,069.04	£11,544.96
9999	Suspense	£0.00	£0.00	£75.99	-£75.99
Total Policy & Finance		£433,379.00	£0.00	£167,178.16	-£266,200.84
Recreation, Leisure & Open Spaces					
3000	Recreation & Leisure (Other)	£68,550.00	£0.00	£32,587.46	£35,962.54
3001	RL&OS -Employee Costs	£143,537.00	£0.00	£69,147.79	£74,389.21
3002	Employee Costs	£2,000.00	£0.00	£0.00	£2,000.00
3200	Cemetery	£9,142.00	£0.00	£4,387.38	£4,754.62
3201	Cemetery -Employee Costs	£36,718.00	£0.00	£17,765.63	£18,952.37
3300	Allotments	£2,307.00	£0.00	£1,631.69	£675.31
3301	Allotments -Employee Costs	£10,009.00	£0.00	£4,389.99	£5,619.01
3350	Capital Expenditure	£0.00	£0.00	£5,112.50	-£5,112.50
Total Recreation, Leisure & Open Spaces		£272,263.00	£0.00	£135,022.44	-£137,240.56

Financial Budget Comparison

Comparison between 01/04/20 and 06/10/20 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	£1,858.00	£0.00	£1,527.58	£330.42
4001	Employee Costs	£16,624.00	£0.00	£7,222.15	£9,401.85
4050	Capital Expenditure	£0.00	£0.00	£0.00	£0.00
Total Planning, Town & Environment		£18,482.00	£0.00	£8,749.73	-£9,732.27
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	£57.00	-£57.00
Total Council		£0.00	£0.00	£57.00	£57.00
Total Expenditure		£724,124.00	£0.00	£311,007.33	£413,116.67
Total Income		£231,813.00	£472.74	£612,805.11	£380,992.11
Total Expenditure		£724,124.00	£0.00	£311,007.33	£413,116.67
Total Net Balance		-£492,311.00		£301,797.78	

RESERVES AND PROVISIONS - MOVEMENT & ESTIMATED BALANCES

1st April 2020 to 31st March 2021

(e)

	Actual Balance 01/04/20 £	Planned and Proposed Movements 2020/21:					Estimated Balance 31/03/21 £
		from Revenue £	to revenue		Capital Receipts £	between provisions £	
			base budget £	Growth £			
<u>EARMARKED PROVISIONS</u>							
I.T. & Equipment	9,400	4,500		0			13,900
Gateway	32,567	0		0		-7,567	25,000
Cemetery	14,000	4,000		0			18,000
Buildings Reserve	16,000	5,000		0		7,567	28,567
Election	9,774	1,500		0			11,274
Vehicle & Machinery	8,809	11,000		-6,000			13,809
Play Equipment	14,358	6,900		-6,000			15,258
Memorials	3,000			0			3,000
Christmas Lights	10,397			0		-10,397	0
Carvers Clubhouse	26,551	2,500		0			29,051
Ringwood Events	13,357			-1,000			12,357
Memorial Lantern	1,852			0			1,852
Carvers Grounds	11,300			0			11,300
Infrastructure & Open Spaces	5,946	3,000		0		10,397	19,343
Total Provisions	177,311	38,400	0	-13,000	0	0	202,711
<u>RESERVES</u>							
Earmarked Reserves:							
Dev Contribs	4,783		-1,000	0			3,783
Cem Maint	1,440		-230	0			1,210
Dev Cons(CIL)	19,301			0	0		19,301
Capital Receipts	13,125			0	0		13,125
Grants Unapplied	0			0	0		0
Loans Unapplied	0			0	0		0
Total Earmarked Reserves and Provisions	215,960	38,400	-1,230	-13,000	0	0	240,130
General Reserve	279,923	0	-1,281				278,642
Key Deposits Reserve (new reserve from April 2020)	14,199						14,199
Total Reserves	510,082	38,400	-2,511	-13,000	0	0	532,971

REPORT TO POLICY & FINANCE COMMITTEE – 21st OCTOBER 2020

BANK DIRECT DEBITS AND STANDING ORDERS

1. BACKGROUND

- 1.1 Section 6.7, 6.8 and 6.9 of the Financial Regulations adopted by the Council in 2018 require that the use of Direct Debits, Standing Orders, BACS and CHAPS payments be approved by resolution of the Council every two years.
- 1.2 This reports sets out the current schedule of bank standing orders and direct debits for approval. The report also seeks continued authorisation for the occasional use of CHAPS payments where these are necessary (principally in transferring investment funds or making large capital payments)

2. CURRENT STANDING ORDERS AND DIRECT DEBITS.

- 2.1 Direct Debits and Standing Orders are used principally for utilities and other suppliers where there is a regular payment stream. The current arrangements in place cover: .
- 2.2 Payments which require individual authorisation by officers:
- CF Corporate (Photocopier) – Deputy Clerk signs off)
 - Utility warehouse for all three sites (site manager signed then Clerk)
 - UK fuels (Head Groundsman then Clerk)
 - SSE – both Carvers Street lighting & Market Place (Clerk)
 - Barclaycard (Youth Coordinator then Clerk)
 - British Gas (Clerk)
 - TLC Printing and web design (Deputy Clerk)
- 2.3 Payments which do not require individual authorisation prior to processing:
- NFDC Rates both Cemetery & Carvers
 - HCC Pension (Deputy Clerk provides details of what to pay)
 - Inland Revenue
 - Salaries
 - Worldpay
 - EBS/Elite Broadband line rental (invoice provided by Clerk)
 - Public Works Loan Board
 - Institute Of Groundsmen
 - Bank Charges
- 2.4 CHAPS payments are made very occasionally and require two members signatures before they may be processed. No such payments have been made in the last year.

3. RECOMMENDATION

It is **recommended** that:-

- 3.1 Continued use of the standing orders and direct debits, listed above be authorised
- 3.2 Arrangements for the use of CHAPS payments continue as present requiring pre authorisation by two members.

For further information please contact:

Rory Fitzgerald, Finance Manager or

Tel: 01425 484723

rory.fitzgerald@ringwood.gov.uk

For further information please contact:

Chris Wilkins, Town Clerk

Tel: 01425 484720

Chris.wilkins@ringwood.gov.uk

REPORT TO POLICY & FINANCE COMMITTEE – 21st OCTOBER 2020

RINGWOOD TOWN COUNCIL TREASURY MANAGEMENT

1. BACKGROUND

- 1.1 The Town Council has a treasury management policy which was approved in 2010 and updated in February 2019. The policy governs the way in which Council funds are managed.
- 1.2 The cash balances held by the Council at the end of March 2020 amounted to £518,000 and with the first instalment of the precept later in April, cash balances increased to around £750,000.
- 1.3 A working balance of between £50,000 and £100,000 is maintained in the main imprest account with a further £50,000 held in an interest bearing instant access business account, but the bulk of funds are currently invested with the CCLA.
- 1.4 The Treasury Management policy has been in place for just over 18 months and this report summarises the performance in that time.

2. INVESTMENTS WITH THE CCLA

- 2.1 The CCLA was created in 1987 following the introduction of financial services regulation, although the organisation can trace its origins back to 1958. It is one of the largest UK charity fund managers and manages funds solely for Churches, Charities and Local Authorities. Authorised and regulated by the Financial Conduct Authority, the CCLA currently manages funds in excess of £11.3 billion
- 2.2 The Town Council began investing funds with the CCLA at the end of 2018/19. In that year, funds had generated interest payments of £1,508. In the first full year using the CCLA facility, interest receipts of £3,353 were generated.
- 2.3 Interest rates have fallen to historically low levels but nevertheless, the CCLA continues to provide a return on investment at levels that the banks will not match. The yield at September 2020 was 0.1166%. In 2020/21 to date, interest receipts of £754 have been received.
- 2.4 As a fund manager, rather than a bank, the CCLA is a more secure investment option than any single financial organisation. Any funds that are invested through the CCLA in the deposit fund are held on the investor's behalf by the constituent banks and in the unlikely event that anything causes the CCLA to go into liquidation or otherwise cease operating, the investments remain secure.
- 2.5 The 2019 update to the policy included at section 4.2 the statement : "The Council will consider longer term investments only as part of a wider investment strategy designed to enable specific planned future capital projects. Any such investments will require scrutiny and prior approval by the Council". The CCLA have an additional facility, the Local Authority Property Fund, in which funds are invested for growth in the longer term. With the depression in interest rates, the LAPF may offer a higher, if riskier, return on investment.
- 2.6 The LAPF may not be appropriate at this time but is worthy of further consideration in the future and whilst it is outside the parameters of the current treasury management policy, it may be a useful facility in future to help grow funds for a specific purpose.

3. Treasury Management Policy Statement

- 3.1 The current treasury management policy statement which was approved in 2019 is included at Appendix 1.
- 3.2 No further amendments are proposed at this time.

D

4. RECOMMENDATION

It is **recommended** that:-

- 4.1 Members endorse the current Treasury Management Policy.
- 4.2 Members consider whether investment in the LAPF should be explored further.

For further information please contact:

Rory Fitzgerald, Finance Manager or

Tel: 01425 484723

roly.fitzgerald@ringwood.gov.uk

For further information please contact:

Chris Wilkins, Town Clerk

Tel: 01425 484720

Chris.wilkins@ringwood.gov.uk

POLICY AND FINANCE COMMITTEE**TREASURY MANAGEMENT POLICY STATEMENT****1. DEFINITION OF THE APPROVED ACTIVITIES OF THE TREASURY MANAGEMENT OPERATION**

- 1.1 Responsibility for the activities of the treasury management operation has been delegated to the Finance Manager, who is the Responsible Financial Officer (RFO) under Section 151 of the Local Government Act 1972.
- 1.2 The activities of the treasury management operation cover the following:
 1. analysing internal and external information, cash flow management and methods of transmitting money, i.e. by cheques, bank transfers, Bank Automated clearing system (BACS), Clearing House Automated Payments System (CHAPS) and Direct Debit.
 2. investing temporary surpluses in approved investments and financing capital expenditure by approved borrowing instruments.
 3. ensuring that the repayment dates for the Council's borrowing are reasonably spread out. i.e. the borrowing profile.
 4. dealing with other financial institutions such as banks and the Public Works Loan Board. (PWLB)
 5. ensuring that effective security and controls are in place and an effective operation is reviewed and adhered to.
 6. ensuring that adequate banking arrangements are made and monitored for the Council.

2. FORMULATION OF TREASURY MANAGEMENT STRATEGY

- 2.1 The Council will formulate a strategy that covers the raising of capital finance, investment of surplus money and managing cash flow. Treasury management activities in the year should be conducted in accordance with the strategy

3. DEFINITION OF APPROVED SOURCES OF BORROWING

- 3.1 The following list specifies which borrowing instruments the Council may use:

PWLB

Money Market Loans - Temporary (loans up to 364 days)

Local temporary borrowing

Bank Overdraft

Council's own internal funds (capital receipts and revenue balances)

Leasing

3.2 No other instrument other than those listed above may be used.

4. APPROVED INSTRUMENTS FOR INVESTMENTS

4.1 The Council will use short-term, i.e. from 1 to 364 days, cash deposits in sterling in approved financial organisations for investments. The Council may use a fund manager such as the CCLA to spread investments across multiple financial organisations so long as the maximum amount that can be invested with any one such financial organisation is £250,000 and all of the organisations satisfy the requirements set out in section 5.1.

4.2 The Council will consider longer term investments only as part of a wider investment strategy designed to enable specific planned future capital projects. Any such investments will require scrutiny and prior approval by the Council.

5. DEFINITION OF APPROVED ORGANISATIONS FOR INVESTMENTS

The following organisations constitute the counterparties with whom temporary investments will be made.

5.1 Banks or building societies which are UK clearing banks or which are incorporated in the UK and which have at least a short term credit rating of F1, according to FITCH the International Rating Agency, will be used for temporary investments

5.2 Other Local Authorities

The Council may invest temporarily with all other local authorities. The maximum each one may borrow is £250,000 for up to 364 days.

5.3 Accidental Breach of Limits

The Council will operate “daylight exposure”. This is a technique that ensures that in no circumstances can limits be exceeded. Normally, in calculating the amount of investment, the Finance Manager is entitled to assume that a sum due back from an organisation will be received on the due date before making a further investment with that organisation. If for some technical reason the repayment does not arrive in the Council’s bank account it is possible that, after a new investment is made with the same organisation, limits will be exceeded.

5.4 In addition, transfers between the Council’s current and deposit accounts shall be permitted up to a maximum of £100,000 per day, to maximise interest earnings on surplus funds that cannot be placed in time deposits (usually for a minimum of one month)

6. POLICY ON DELEGATION

- 6.1 The RFO is authorised by the Council to exercise the investment and borrowing powers of the Council in accordance with Council Policy, The Chartered Institute of Public Finance and Accountancy's (CIPFA) Standard of Professional Practice on Treasury Management, and professional codes of practice.
- 6.2 The RFO may delegate the operations of Treasury Management to the Deputy Town Clerk and the Finance Officer in connection with the approved activities of Treasury Management.
- 6.3 Any changes to delegated powers will be approved by Policy and Finance Committee..

7. REVIEW REQUIREMENTS AND REPORTING ARRANGEMENTS

- 7.1 The Finance Manager will report to the Policy and Finance Committee on Treasury Management as follows: -
 - FEBRUARY - for the strategy and borrowing limits report for the next financial year.
 - MAY - for the annual report for the previous year.

A description of the reserves maintained by Ringwood Town Council and how they will be managed

General principles guiding the management of reserves:

1. Annual budgets should make adequate provision for expected recurrent expenditure without recourse to reserves.
2. Significant expenditure of a non-recurrent or capital nature (whether planned or unplanned) should be met from either a suitable ear-marked provision that has been built up over time or a loan repayable over time, in order to spread the cost over an appropriate number of financial years, thus avoiding either unfair calls upon local council tax-payers in any one year or excessive fluctuations in the precept.
3. Receipts of a capital nature and/or for specific or restricted purposes should be treated in a manner that fully respects the Nolan principles of accountability and openness.
4. This document should be **consulted**
 - Before funds are transferred from or added to any reserve;
 - When an Annual Financial Risk Assessment is undertaken;
 - When an Annual Governance Statement and Accounting Statements are considered; and
 - When a Budget is being considered and before a Precept is agreed.
5. This document should be **reviewed**
 - Before an existing reserve is re-named, re-purposed, reduced to nil, closed or merged with another reserve;
 - Before a new reserve is created;
 - When a significant change in the financial risks facing the Council occurs; or
 - When a significant change in the Council's assets or plans occurs.

Schedule of reserves				
Title	Code	Balance 1/4/20	Purpose(s)/Function(s)	Management
Ear-marked provisions and reserves				
I.T. & Equipment Fund		£9,400	To meet the cost of completely replacing/updating the computers, telephones and related equipment when obsolete or at the end of life.	A major upgrade in FY 2019-20 has depleted this reserve. Annual contributions of £4,500 to be reviewed.

Schedule of reserves				
Title	Code	Balance 1/4/20	Purpose(s)/Function(s)	Management
Gateway Fund		£32,567	To meet expected future demands for contributions towards the costs of major repairs or capital works to The Gateway council offices building. Original contribution to building costs was £300,000. Our contribution to major repairs or capital works is not expected to exceed £50,000	We will transfer £7,567 from this fund to the Buildings Reserve and maintain the Gateway Fund at £25,000. Further contributions to this fund have been suspended.
Burial Grounds Fund		£14,000	To meet expected future capital costs of either extending or improving the cemetery owned and managed by the Council or of maintenance works memorials there or to the closed churchyard for which the Council is liable. The Council is expected to provide further cemetery capacity once the existing cemetery is full.	We will transfer £4,000 into this reserve each year until the total of £50,000 is reached, at which point contributions will be reconsidered and possibly suspended until funds are applied.
Elections Fund		£9,774	To meet expected future demands for contributions towards the costs of elections to membership of the council (both general and by-elections) (not currently expected to exceed £15,000)	Annual contributions of £2,900 to reviewed in FY 2020-21 to establish the rate required to achieve a total of £15,000 by the start of FY 2023-24.
Vehicle & Machinery Fund		£8,809	To meet the cost (currently estimated at £140,000 in total) of replacing each vehicle or large item of machinery used by the Council's Grounds Maintenance Staff every 10 years.	We will transfer £11,000 into this reserve each year and monitor funds against projected investment to achieve a consistent call on the revenue account.
Play Equipment Fund		£14,358	To meet the cost of replacing/updating or conducting major repairs to children's play equipment on the various sites owned or managed by the Council according to a cyclical programme of prioritised works commissioned every [3] years (currently estimated at £40,000 per cycle)	Annual contributions of £6,900 to be reviewed to achieve a total of £40,000 by the start of FY 2023-24.
Christmas Lights Fund		£10,397	To meet the cost (currently estimated at £28,000) of completely replacing the Christmas lights owned by the Council every [5] years.	To be transferred to Infrastructure and Open spaces fund as decision taken to lease the Christmas Lights rather than purchase them outright.

Schedule of reserves				
Title	Code	Balance 1/4/20	Purpose(s)/Function(s)	Management
Carvers Clubhouse Fund		£26,551	To meet the capital costs of any major repairs, enhancements or redevelopment of Carvers Clubhouse that the Council approves in future.	Annual contribution reduced to £2,500 from 20/21. Officers will bring forward proposals for increasing or making use of this fund when service user needs become clearer.
Events Fund		£13,357	<ol style="list-style-type: none"> 1. To act as a contingency fund against possible losses incurred by the Council in organizing public events in Ringwood. 2. To provide a fund for the awarding of grants to other organisations to cover costs of putting on events in Ringwood. 	<p>Surpluses generated by events will be transferred into this fund. Deficits incurred by events will be met from this fund.</p> <p>Grants or donations from other organisations into this fund will be accepted.</p>
Buildings Reserve		£16,000	To act as a sinking fund to cover costs of major building repairs (for which the Council is liable) at either Greenways or 92 Southampton Road (not currently expected to exceed £50,000)	We will transfer a sum of £7,567 from the Gateway Fund in the current year and £5,000 each year into this fund until the total of £50,000 is reached, at which point contributions will be reconsidered and possibly suspended until funds are applied.
Carvers Recreation Ground Fund		£11,300	To meet the capital costs of such enhancements to facilities other than Carvers Clubhouse at Carvers Recreation Ground as the Council approves in future.	Officers will bring forward proposals for increasing or making use of this fund when needs become apparent.

E

Schedule of reserves				
Title	Code	Balance 1/4/20	Purpose(s)/Function(s)	Management
Infrastructure & Open Spaces Fund		£5,946	To meet the costs of: <ul style="list-style-type: none"> replacement of or major repairs to infrastructure (benches, bus-shelters boardwalks, notice-boards, etc.); or major tree works or other environmental works or enhancements not covered by annual budgets. 	We will transfer the balance held in the Christmas Lights replacement fund of £10,397 together with an annual contribution of £3,000 into this reserve each year until the total of £24,000 is reached, at which point contributions will be reconsidered and possibly suspended until funds are applied.
Memorial Lantern		£1,852	This fund has been created to collect funds in order to provide a lasting memorial to fallen servicemen and women from the town.	The fund has been largely applied and the remaining balance will be used to provide a timer for the lantern.
Other historic & dormant funds: - Memorials		£3,000	This is a "dormant" reserve on which there has been no movement for some years.	It is proposed that this reserve be removed and the funds distributed across the remaining earmarked provisions.
Capital reserves				
Developer Contributions		£4,783	Contributions received towards the cost of facilities and infrastructure pursuant to planning obligations entered into under section 106 Town & County Planning Act 1990.	Officers will bring forward proposals for making use of these funds when suitable opportunities become apparent.
Cemetery Maintenance		£1,440	A commuted sum received by way of contribution to the costs of maintaining burial grounds in the town.	A sum of £230 will be drawn down each year by way of such contribution until it is exhausted (in or about [2025-26])
Community Infrastructure Levy		£19,301	The Town Council's share of CIL receipts collected by NFDC and remitted half-yearly.	Councillors will make proposals for use of these funds for decision by the Council (or a committee under relevant delegated powers).

Schedule of reserves				
Title	Code	Balance 1/4/20	Purpose(s)/Function(s)	Management
Capital Receipts		£13,125	Proceeds from past sales of Council-owned assets (currently standing at £13,125).	Officers will bring forward proposals for making use of these funds by purchase of suitable assets when appropriate needs become apparent.
Grants Unapplied		£0	Unused balances from grants received currently standing at £0	
Loans Unapplied		£0	A temporary holding fund for loans received but not used (currently standing at nil).	If and when loan monies are received in future they will be transferred into this fund to the extent that they have not been spent for the required purpose at the relevant FY end and transferred out when they are so spent.
General reserve				
General reserve		£279,923	<ol style="list-style-type: none"> 1. Default recipient of funds under-spent from annual budgets. 2. Default source of funds for over-spends on annual budgets. 3. Provision against all risks and contingencies not covered by an ear-marked or capital reserve. 	When agreeing annual budgets and setting precepts or when adjusting reserve balances in year we will aim to ensure that the expected balance of the general reserve at the financial year end will be roughly equivalent to 50% of the precept set for that year.
Other Balance Sheet Reserves				
Key deposits		£14,199	This reserve is a device to account for key deposits held on behalf of tenants and other key holders. The funds are not available to the Council as they represent a deferred liability.	Any key deposits received or repaid during the year will be transferred to this reserve.

Adopted: October 2020



Item No.	Name	Recent developments	Resource use				Finish in 2020-21?	Notes
			Finance			Staff time		
			Cost & source	Spent to date	Predicted out-turn			
Projects with budgetary implications (bids included in 2020-21 budget)								
A1	Website refresh	Brief for “meetings” section agreed. Location and staff/councillor photographs commissioned. New page content in preparation	£6,000 Annual budget	£4,000	£7,500	Significant	Probable	Carried over from 2019-20. Compliance deadline with accessibility regulations is in September.
A2	Carvers Clubhouse – Additional staff	Recruitment was started but suspended when the coronavirus outbreak began	£3,000 Annual budget	£0	£3,000	Moderate	Probable	
A3	Youth Outreach Workers	Suspended in response to the coronavirus outbreak	£5,500 Annual budget	£0	£5,500	Moderate	Probable	
Projects with budgetary implications (not included in 2020-21 budget but added since)								
B1	None							
Projects with no budgetary implications in 2020-21								
C1	Christmas Tree for Market Place	Tree for Market Place now sourced.				Minimal	Probable	Budget provision of £6,000 for a Christmas tree approved 16/9/2020 (F/5829), on the basis that the Event’s Team endeavour to obtain some sponsorship.
C2	Strategic Planning	Options for preparation of a strategy document are being prepared				Moderate	Probable	The review of the Scheme of Delegation and the Committee Terms of reference will be included in this process.