

Ringwood Town Council

Ringwood Gateway, The Furlong, Ringwood, Hampshire BH24 1AT
Tel: 01425 473883
www.ringwood.gov.uk

POLICY & FINANCE COMMITTEE

Dear Member

12th November 2020

A meeting of the above Committee will be held on **Wednesday 18th November 2020** at 7.00pm and your attendance is requested.



Mr C Wilkins
Town Clerk

Ringwood Town Council is committed to transparency in its decision-making processes. The current crisis prevents the holding of physical meetings but insofar as it is possible and in accordance with Government Regulations, this meeting will take place in a virtual environment using the "Zoom" technology. Councillors are encouraged to join in good time ready for a start of the meeting proper at 7.00pm. In the event of difficulty joining please contact Chris Wilkins, Town Clerk on (01425) 484720 or by sending an email to chris.wilkins@ringwood.gov.uk

Members of the press or public who would like to participate or simply observe the meeting are requested to tell us in advance by contacting Chris Wilkins, Town Clerk. You can join the meeting by following the link:-

<https://us02web.zoom.us/j/87002254766?pwd=SVZzbWJRM2lxU0t4aUk3VXQvZUZkUT09>

Meeting ID: 870 0225 4766

Passcode: 665315

AGENDA

1. PUBLIC PARTICIPATION

There will be an opportunity for public participation for a period of up to 15 minutes at the start of the meeting

2. APOLOGIES FOR ABSENCE

3. DECLARATIONS OF INTEREST

4. MINUTES OF THE PREVIOUS MEETING

To approve as a correct record the minutes of the meeting held on 21st October 2020

5. GRANT AID

To consider the following applications for Grant Aid (*Report A*):

- a. Transition Ringwood
- b. Men's Shed Ringwood

6. FINANCIAL REPORTS (*Report B attached*):

- a. To receive and authorise list of payments made on Imprest Account for October
- b. To note the total amount of Petty Cash payments for October
- c. To receive Statement of Town Council Balances and authorise Inter Account Transfers
- d. To receive the Finance Manager's budgetary monitoring report

7. COMMITTEE BUDGET 2021/22

To give initial consideration to the Committee's budget for 2021/22 (*Report C*)

8. COUNCIL BUDGET 2021/22

To give initial consideration of the Council's budget 2021/22 (*Report D*)

9. FINANCIAL RISK ASSESSMENT

To review financial risk policy statements and management arrangements (*Report E*)

10. MEDIA POLICY

Review the Council's policy for dealing with the press/media (*Report F*)

11. PROJECTS

To receive an update in relation to projects (*Report G*)

If you would like further information on any of the agenda items, please contact Chris Wilkins, Town Clerk on (01425) 484720 or email chris.wilkins@ringwood.gov.uk.

Committee Members

Cllr Jeremy Heron (Chairman)
Cllr Steve Rippon-Swaine (Vice Chairman)
Cllr Andrew Briers
Cllr Philip Day
Cllr John Haywood
Cllr Peter Kelleher
Cllr Gloria O'Reilly
Cllr Tony Ring

Student Advisors

Copied by e-mail to other members for information

RINGWOOD TOWN COUNCIL



POLICY & FINANCE COMMITTEE 18TH NOVEMBER 2020

GRANTS 2020/2021

<u>GRANTS REQUESTED</u>	<u>PREVIOUS GRANTS PAID</u>			<u>REQD</u>
	2016/17	2017/18	2018/19	
	£	£	£	
Transition Ringwood				750
Ringwood Mens Sheds				1,000
	Total			1,750

<u>2020/21 FUNDS AVAILABLE</u>	
	£
2020/21 Budget	7,000
Total Funds available	7,000
Less Paid	3,750
Total Unspent @ 18/11/20	3,250

2020/21 GRANTS PAID TO DATE

	Min Ref	£
Citizens Advice New Forest	F/5796	1,000
Poulner Infant School	F/5837	750
FORIS (Friends of Ringwood Infants School)	F/5837	2,000
TOTAL		3,750

2020/21 GRANTS DEFERRED

	Meeting	Min Ref	Reason deferred

2020/21 GRANTS REJECTED

	Meeting	Min Ref	Reason Rejected



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	Transition Ringwood
Charity Registration Number (if appropriate)	
Postal Address for the organisation (if there is one)	
Please tick to confirm that contact details have been provided on page 1	<input type="checkbox"/>

Details of Grant Request

Amount requested	£ £750
What is the purpose of the grant?	<p>The purpose for the grant is to:</p> <ol style="list-style-type: none">1. Rent a turf cutter to prepare the ground for sowing, at the cost of £125 for the Poulner wildflower planting event on 10th and 11th October and then £125 again for the Southampton Road Planting2. Buy wildflower seeds and bulbs for planting. These will include Butterfly and Bee seeds (£117), Dual purpose wildflower Seeds (£45), Wetland and Pond Edge Seeds (£154), Hedgerow and Light Shade Seeds (£113) s as well as tulip and muscari bulbs at the cost of £60. Southampton Road seeds still to be ordered. <p>Planting will be done at the following sites as agreed with the Council via the REAL committee.</p> <ul style="list-style-type: none">• Poulner lakes = 60 m2 10th October• Toad corner = 100 m2 11th October• Southampton Road = 100 m2 28th November• Memorial garden = 60 m2 8th November

<p>How would the people of Ringwood benefit from your receiving this grant?</p>	<p>The Toad Corner planting will provide a more pleasing and welcoming space for the community and specifically young families to use as a picnic area or as an educational space for parents to talk to kids about plants, insects and the environment.</p> <p>The Poulner lake planting will create a welcoming, colourful view for joggers, dog walker, fisherman and the community in general. Being close to the lakes will encourage a wide variety of wild life and insects into the area.</p> <p>The Southampton Road planting will provide a colourful and welcoming screen between green spaces and the A31 for the community and visitors to enjoy during their walks and a lovely area for picnics.</p> <p>The Memorial Garden planting will create a colourful and tranquil area for the community to come and reflect or enjoy a peaceful picnic.</p> <p>All of these projects will reduce the amount of physical maintenance required by the council grounds staff as mowing would be reduced to once a year. It will also encourage important wildlife into the area, thereby improving biodiversity and reducing the carbon footprint for Ringwood.</p>
<p>How many Ringwo</p>	<p>The whole community</p>
<p>Total cost of project</p>	<p>750 one off cost. As detailed above</p>

Information about your Organisation

<p>Membership:</p>	<p>What facilities do you provide?</p> <p>All of our members have joined us through facebook. As yet we do not ask for subscription or membership fees.</p> <p>We are a member of New Forest Transition who provide us with public liability insurance, constitutions as well as a bank account. This allows us to have yearly statements of our activity and accountability for our projects.</p>
<p>Subscription: £</p>	<p>New Forest Transition is part of the global Transition movement which exists to create low carbon societies. Aiming to reduce the impact communities have on the local area through reducing fossil fuel dependency, creating less waste, increasing recycling, supporting local food and sharing skills to build community resilience.</p> <p>New Forest Transition was formed in the autumn of 2008 as a result of the publication of Rob Hopkins 'Transition Handbook'. As the population of the New Forest is dispersed over a wide area (176,000 people over 469 mile²) New Forest Transition acts as a hub, bringing together local groups, providing support and developing projects across the New Forest.a</p>
<p>Names of competing or similar organisations</p>	<p>We work alongside RACE – Ringwood Actions against Climate Emergency as many of our goals overlap.</p>

Please tick to confirm that payment details have been provided on page 1

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

Cash in hand: £	Current funds available: £500 (ear marked to be spent on a greenhouse for the communal allotment project)	
Other sponsoring bodies and amounts donated by them		£
		£
		£
Have you applied, or do you intend to apply, to any other sponsoring bodies for funding? If so, please give details.	Yes, Tesco bags for life scheme, Allotment association Grants, Wessex Water Grant, Community donations	

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	

Unaudited Financial Statements
for the Year Ended 29 February 2020
for
New Forest Transition CIC

Westlake Clark Limited
Chartered Accountants
7 Lynwood Court
Priestlands Place
Lymington
Hampshire
SO41 9GA

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New Forest Transition CIC (by guarantee)

Contents of the Financial Statements for the Year Ended 29 February 2020

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Balance Sheet	3
Chartered Accountants' Report	4
Detailed Income and Expenditure Account	5
Detailed Balance Sheet	6
Tangible Fixed Assets Schedule	7

Company Information
for the Year Ended 29 February 2020

DIRECTORS:

J D Blease
S D Mawby
S J Harvey
J Pownall
E Cain
A Brennan
C L Collison

REGISTERED OFFICE:

Room D South Barn Efford Pk
Milford Road
Everton
Lymington
Hampshire
SO41 0JD

REGISTERED NUMBER:

08880540 (England and Wales)

ACCOUNTANTS:

Westlake Clark Limited
Chartered Accountants
7 Lynwood Court
Priestlands Place
Lymington
Hampshire
SO41 9GA

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New Forest Transition CIC (by guarantee)

Profit and Loss Account
for the Year Ended 29 February 2020

	2020 £	2019 £
TURNOVER	290	115
Other income	3,983	2,760
Cost of projects and other charges	(6,798)	(2,654)
Taxation	-	-
(DEFICIT)/SURPLUS	<u><u>(2,525)</u></u>	<u><u>221</u></u>

Balance Sheet
29 February 2020

	2020	2019
	£	£
CURRENT ASSETS	9,501	12,026
CREDITORS		
Amounts falling due within one year	(312)	(312)
NET CURRENT ASSETS	9,189	11,714
TOTAL ASSETS LESS CURRENT LIABILITIES	9,189	11,714
RESERVES	9,189	11,714

NOTE TO THE FINANCIAL STATEMENTS

1. **AVERAGE NUMBER OF EMPLOYEES**

The average number of employees during the year was 7 (2019 - 7).

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 29 February 2020.

The members have not required the company to obtain an audit of its financial statements for the year ended 29 February 2020 in accordance with Section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for:

- (a) ensuring that the company keeps accounting records which comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

The financial statements have been prepared in accordance with the micro-entity provisions.

The financial statements were approved by the Board of Directors and authorised for issue on 16 October 2020 and were signed on its behalf by:

E Cain - Director



Chartered Accountants' Report to the Board of Directors
on the Unaudited Financial Statements of
New Forest Transition CIC (by guarantee)

In order to assist you to fulfil your duties under the Companies Act 2006, we have prepared for your approval the financial statements of New Forest Transition CIC for the year ended 29 February 2020 which comprise the Profit and Loss Account, Balance Sheet and the related notes from the company's accounting records and from information and explanations you have given us.

As a practising member firm of the Institute of Chartered Accountants in England and Wales (ICAEW), we are subject to its ethical and other professional requirements which are detailed within the ICAEW's regulations and guidance at <http://www.icaew.com/en/membership/regulations-standards-and-guidance>.

This report is made solely to the Board of Directors of New Forest Transition CIC, as a body, in accordance with our terms of engagement. Our work has been undertaken solely to prepare for your approval the financial statements of New Forest Transition CIC and state those matters that we have agreed to state to the Board of Directors of New Forest Transition CIC, as a body, in this report in accordance with ICAEW Technical Release 07/16AAF. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than New Forest Transition CIC and its Board of Directors, as a body, for our work or for this report.

It is your duty to ensure that New Forest Transition CIC has kept adequate accounting records and to prepare statutory financial statements that give a true and fair view of the assets, liabilities, financial position and loss of New Forest Transition CIC. You consider that New Forest Transition CIC is exempt from the statutory audit requirement for the year.

We have not been instructed to carry out an audit or a review of the financial statements of New Forest Transition CIC. For this reason, we have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the statutory financial statements.

Westlake Clark Limited
Chartered Accountants
7 Lynwood Court
Priestlands Place
Lymington
Hampshire
SO41 9GA

16 October 2020

New Forest Transition CIC (by guarantee)

Detailed Income and Expenditure Account
for the Year Ended 29 February 2020

	2020		2019	
	£	£	£	£
Turnover				
Memberships		290		115
Cost of sales				
Project costs		<u>5,972</u>		<u>2,083</u>
GROSS DEFICIT		(5,682)		(1,968)
Other income				
Grants and donations		<u>3,983</u>		<u>2,760</u>
		(1,699)		792
Expenditure				
Insurance	237		232	
Computer costs	262		12	
Accountancy fees	312		312	
Legal and professional fees	<u>15</u>		<u>15</u>	
		<u>826</u>		<u>571</u>
NET (DEFICIT)/SURPLUS		<u>(2,525)</u>		<u>221</u>



New Forest Transition CIC (by guarantee)

Detailed Balance Sheet
29 February 2020

	2020	2019
	£	£
CURRENT ASSETS		
Bank account	9,501	12,026
CREDITORS		
Amounts falling due within one year		
Accruals	<u>(312)</u>	<u>(312)</u>
NET CURRENT ASSETS	<u>9,189</u>	<u>11,714</u>
TOTAL ASSETS LESS CURRENT LIABILITIES	<u>9,189</u>	<u>11,714</u>
NET ASSETS	<u><u>9,189</u></u>	<u><u>11,714</u></u>
RESERVES		
Capital and reserves	<u><u>9,189</u></u>	<u><u>11,714</u></u>

This page does not form part of the statutory financial statements

Tangible Fixed Assets Schedule
29 February 2020

Plant and
machinery
£

COST

At 1 March 2019
and 29 February 2020

6,332

DEPRECIATION

At 1 March 2019
and 29 February 2020

6,332

NET BOOK VALUE

At 29 February 2020

-

At 28 February 2019

-



Ringwood Town Council Grant Aid

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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	RINGWOOD MEN'S SHED
Charity Registration Number (if appropriate)	
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	£1,000
What is the purpose of the grant?	SEED MONEY PAY FOR PRINTING PUBLICITY HIRE OF ROOMS TOOLS SAFETY EQUIPMENT INSURANCE EMAIL & WEB PAGE
How would the people of Ringwood benefit from your receiving this grant?	MAIN AIM OF ORGANISATION IS TO COMBAT LONELINESS FELT BY RETIRED, REDUNDANT, BEREAVED AND VETERANS, BY PROVIDING FRIENDSHIP AND PURPOSE, UNDERTAKING PROJECTS FOR BENEFIT OF MEMBERS AND WIDER COMMUNITY.



How many Ringwood people would benefit?	60/100 MEMBERS PLUS OTHER INDIVIDUALS AND ORGANISATIONS
Total cost of project	£

Information about your Organisation

Membership: 60/100	What facilities do you provide? WEEKLY SOCIAL GATHERINGS. WORKSHOP FACILITIES.
Subscription: £20.00	
Names of competing or similar organisations	NONE
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: £ _____	Annual income: £ ?
Other sponsoring bodies and amounts donated by them	£
	£
	£
Have you applied, or do you intend to apply, to any other sponsoring bodies for funding? If so, please give details.	WHEN ESTABLISHED AS CHARITY WILL APPLY FOR GRANTS

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	

Mens Shed Ringwood – Update for Grant Aid application – November 2020

Since first submitting this application, we have received donations of £7500; Councillor Thierry:- £2000, T.H.Russell Trust:- £5000, Ringwood Carnival:- £500. We retain this amount, as the only outgoings to date, for printing and high viz vests, have been met by members subscriptions.

We are due to move into the Scout Hall, off Strides Lane, at the beginning of the New Year where we shall create our workshop. A conservative estimate for the set up (security, tools and equipment etc.,) is £2500, with a similar amount for annual running costs (rent, electricity, insurance, materials etc.,) and we would consider it prudent if we could keep at least that figure in reserve.

We have undertaken weed pulls and litter picks, responded to requests for help with Crow Stream clearing, stewards for Remembrance Services and tree planting. The Town Council has just asked for our help with maintenance projects, which would otherwise not be carried out and, of course, we are delighted to agree to undertake anything within our capabilities.

The Men's Shed is run, primarily, for the mental and physical well-being of members, we have had referrals from the Medical Centre and a Veterans Group, but we also know, from feedback, that our efforts are appreciated by members of the public.

I hope this update is useful in your deliberations.

Regards

Tim Ward. Chairman

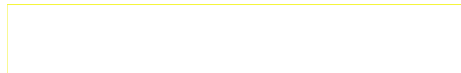


RINGWOOD TOWN COUNCIL

FINANCIAL REPORTS FOR

POLICY & FINANCE COMMITTEE MEETING

18th November 2020



Paid Expenditure Transactions

between 01/10/20 and 31/10/20

Start of year 01/04/20

Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading	
DD	01/10/20	1172		£409.00	£0.00	£409.00	RLOS	New Forest District Council	Rates Cemetery October 2020	3200/1/5
DD	01/10/20	1173		£193.00	£0.00	£193.00	P&F	New Forest District Council	Rates Carvers Clubhouse October 2020	2802/1/6
DD	01/10/20	1174		£356.40	£59.40	£297.00	P&F	CF Corporate Finance Ltd	October 2020 - December 2020	2000/1/9
NFDC Tfr2 R501065	01/10/20	1180		£50.55	£0.00	£50.55	P&F	New Forest District Council	NFDC Tfr2 R501065	2802/3/1
NFDC Tfr2 R501146	01/10/20	1181		£26.89	£0.00	£26.89	P&F	New Forest District Council	NFDC Tfr2 07/09/20 R501146	2802/3/1
		1182/1		£16.57	£0.00	£16.57	P&F	New Forest District Council	NFDC Tfr2 14/09/20 R50q223	2802/2/1
		1182/2		£13.68	£0.00	£13.68	P&F	New Forest District Council	NFDC Tfr2 14/09/20 R501223	2802/3/1
NFDC Tfr2 R501223	01/10/20	1182		£30.25	£0.00	£30.25		New Forest District Council	NFDC Tfr2 14/09/20 R501223	2802/2/1
SO	01/10/20	1183		£80.00	£0.00	£80.00	P&F	TLC Online	October 2020	2000/1/14
		1158/1		£71.88	£11.98	£59.90	RLOS	Tudor Environmental	2x bulb planters.	3000/3/1
157	05/10/20	1158	RTC803786	£71.88	£11.98	£59.90		Tudor Environmental	2 x bulb planters.	3000/3/1
158	05/10/20	1159		£660.00	£110.00	£550.00	RLOS	The Tree Management Company	To fell 3 trees and clear up 1 that had fallen on house roof Pockett Park. Us to cut up and clear site.	3000/2/11
159	05/10/20	1160		£505.84	£76.22	£429.62	RLOS	Ringwood Motor Company Ltd	To MOT service and do a full safety check.	3000/3/5
160	05/10/20	1161		£114.13	£19.02	£95.11	RLOS	Aquam Water Services	September 2020	3000/1/8
		1162/1		£308.16	£51.36	£256.80	P&F	Status Computers	Renew of Licence for one year for 12 users	2000/1/12
161	05/10/20	1162	RTC803743	£308.16	£51.36	£256.80		Status Computers	ESET Endpoint Protection Advance - EAV-0261829636	2000/1/12
162	05/10/20	1163		£184.87	£30.81	£154.06	RLOS	Site Safety Ltd	2 soft shell jackets hi vis (Duncan Barney) 1 hooded sweatshirt 1 sweatshirt all hi vis 1 pair boots (all for Paul)	3000/1/5
163	05/10/20	1164		£120.00	£0.00	£120.00	RLOS	Ringwood Pest Control	To deal with 5 wasps nests at Ash Grove playpark.	3000/2/13
164	05/10/20	1165		£30.00	£5.00	£25.00	P&F	I-Hasco	Fire Warden training Charmaine	2802/2/6
165	05/10/20	1166		£60.00	£10.00	£50.00	P&F	I-Hasco	Fire warden training for Gail Adams and Sue Rogers ref 504775	2802/2/6
166	05/10/20	1167		£19.92	£3.32	£16.60	RLOS	Letters & Logos Ltd	New sign for Toad Corner Play Park Gate.	3000/2/16
		1168/1		£22.00	£0.00	£22.00	P&F	Royal British Legion Ringwood	one type B Wreath - Remembrance day	2200/1/5
166	05/10/20	1168	RTC803781	£22.00	£0.00	£22.00		Royal British Legion Ringwood	One B type Wreath	2200/1/5
		1169/1		£17.00	£0.00	£17.00	P&F	LCR	LCR - Subs renewal 2020	2000/1/16



Paid Expenditure Transactions

between 01/10/20 and 31/10/20

Start of year 01/04/20



Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading	
168	05/10/20	1169	RTC803771	£17.00	£0.00	£17.00		LCR	Subscription Renewal	2000/1/16
169	05/10/20	1170		£564.00	£94.00	£470.00	PT&E	Ringwood & Fordingbridge Skip Hire	Anouther 2 skips for crow stream rubbish.	4000/1/7
		1175/1		£10.01	£0.00	£10.01	P&F	Hampshire County Council	PPE - emergency kit - face shield etc	2000/3/4
		1175/2		£51.76	£8.63	£43.13	RLOS	Hampshire County Council	273000 Hand Sanitising Gel	3200/1/4
		1175/3		£34.50	£5.75	£28.75	RLOS	Hampshire County Council	960444 - TECcare Spray bottles	3200/1/4
170	05/10/20	1175	RTC803701	£96.27	£14.38	£81.89		Hampshire County Council	!st Aid items Covid 19 Gateway & Cleaning Supplies for the Cemetery	2000/3/4
		1177/1		£9,249.29	£0.00	£9,249.29	P&F	Zurich Insurance Plc	Annual Insurance Premium October 2020 to September 2021	2000/1/3
171	06/10/20	1177	RTC803789	£9,249.29	£0.00	£9,249.29		Zurich Insurance Plc	Annual Insurance premium	2000/1/3
172	06/10/20	1178		£1,176.00	£196.00	£980.00	RLOS	Newlands Training	Pesticide knapsackTraining for Barney and Duncan.	3002/1
DD	12/10/20	1171		£139.76	£6.66	£133.10	PT&E	SSE Southern Electric	Qtr 2 20/21	4000/1/2
		1179/1		£125.60	£20.93	£104.67	RLOS	The Sign Maker	Cast Aluminium Plaque 6"x4" - Sue Angelo	3200/2/9
173	12/10/20	1179	RTC803785	£125.60	£20.93	£104.67		The Sign Maker	Plaque for Sue Angelo 6"x4"	3200/2/9
BP	14/10/20	1184		£7,252.27	£0.00	£7,252.27	P&F	Hampshire County Council	Pension September 2020	2600/1/3
BGC	14/10/20	1185		£156.60	£26.10	£130.50	P&F	Austin & Wyatt	Fees October 2020	2400/19
BGC	14/10/20	1186		£18.00	£3.00	£15.00	P&F	Austin & Wyatt	Fees October 2020 Rental Info	2400/19
177	17/10/20	1146		£90.72	£15.12	£75.60	RLOS	Peter Noble Ltd	Airforce MK4 Tyre inflator 2.7m Hose TCO Connector for use on air line.	3000/3/1
174	17/10/20	1188		£18.00	£3.00	£15.00	RLOS	Insight Security & Facilities Ltd	September 2020	3000/2/1
		1189/1		£960.00	£160.00	£800.00	P&F	Status Computers	1000 IT support points	2000/1/12
175	17/10/20	1189	RTC803787	£960.00	£160.00	£800.00		Status Computers		2000/1/12
		1190/1		£55.08	£9.18	£45.90	RLOS	Elliott Brothers Ltd	Gloss Paint for Cemetery Toilets.	3200/2/1
176	17/10/20	1190	RTC803791	£55.08	£9.18	£45.90		Elliott Brothers Ltd		3200/2/1
177	17/10/20	1191		£73.73	£12.29	£61.44	RLOS	Peter Noble Ltd	To remove blades from roller mower and replace with new.	3000/3/2
177	17/10/20	1192		£68.40	£11.40	£57.00	RLOS	Peter Noble Ltd	New tyre on front deck Kubota, and a welding repair on the bars on Cemetery container.	3000/3/2
177	17/10/20	1193		£146.40	£24.40	£122.00	RLOS	Peter Noble Ltd	To repair bearings on roller of roller mower and 1 box flapper blades.	3000/3/2
177	17/10/20	1194		£1,059.28	£176.55	£882.73	RLOS	Peter Noble Ltd	Repairs to Roller Mower, 4 lots of Bearings on 2 rollers. Parts plus labour.	3000/3/2

Paid Expenditure Transactions

between 01/10/20 and 31/10/20

Start of year 01/04/20

Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading
178	18/10/20	1195		£35.00	£0.00	£35.00	P&F	The Rum Club Ltd	Standard stall refund xmas market
179	18/10/20	1196		£35.00	£0.00	£35.00	P&F	Calm Necessities Mrs H Taylor	Standard stall refund xmas market
180	18/10/20	1197		£35.00	£0.00	£35.00	P&F	Underdown Artworks JM Underdown	standard stall refund for xmas market
181	18/10/20	1198		£35.00	£0.00	£35.00	P&F	Buds Bites Danielle Thomas Mrs Danielle Thomas	Refund standard stall xmas market
182	18/10/20	1199		£8.99	£1.50	£7.49	RLOS	screwfix	Eardefenders for Paul.
182	18/10/20	1200		£29.98	£5.00	£24.98	RLOS	screwfix	WD-40 for machines etc.
183	18/10/20	1201		£9.98	£1.66	£8.32	RLOS	screwfix	2x 5litres screen wash for van.
		1202/1		£106.92	£17.82	£89.10	RLOS	Ringwood Motor Company Ltd	To supply and fit rear marker lights and remove rear wheel and find and repair puncture.
184	18/10/20	1202	RTC803793	£106.92	£17.82	£89.10		Ringwood Motor Company Ltd	
		1203/1		£22.00	£3.67	£18.33	P&F	Hampshire County Council	819312 - A4 Canary 80gsm - time sheets
		1203/2		£2.62	£0.44	£2.18	P&F	Hampshire County Council	784321 - Yellow Sticky Notes
185	18/10/20	1203	RTC803777	£24.62	£4.11	£20.51		Hampshire County Council	Stationery - office
		1204/1		£15.72	£2.62	£13.10	RLOS	Hampshire County Council	570148 - Thin Bleach
186	18/10/20	1204	RTC803782	£15.72	£2.62	£13.10		Hampshire County Council	Bleach Cemetery
		1205/1		£105.82	£17.64	£88.18	P&F	Snopake Ltd	40348 Shredder for Carvers
187	19/10/20	1205	RTC803731	£105.82	£17.64	£88.18		Snopake Ltd	Shredder for Carvers
		1206/1		£29.95	£4.99	£24.96	RLOS	Glen Acres Nursery	1 Memorial tree for Cemetery (Sue Saxby)
188	19/10/20	1206	RTC803795	£29.95	£4.99	£24.96		Glen Acres Nursery	
		1207/1		£25.82	£4.30	£21.52	RLOS	Hampshire County Council	582203 - Apple Fresh cleaner disinfectant - cemetery
		1207/2		£33.70	£5.62	£28.08	RLOS	Hampshire County Council	816100 - Recycled single fold hand towels
		1207/3		£10.38	£1.73	£8.65	P&F	Hampshire County Council	816142 - unbranded centrefeed wipe, blue - Gateway
189	19/10/20	1207	RTC803780	£69.90	£11.65	£58.25		Hampshire County Council	Cemetery & Office supplies
Lloyds CC Oct 2020	19/10/20	1209		£87.12	£14.52	£72.60	P&F	Zoom Video Communications Inc	Licence
190	19/10/20	1210		£125.00	£0.00	£125.00	P&F	LJT Surveying Ltd	Assessment of energy usage at Clubhouse
		1211/1		£10,165.20	£1,694.20	£8,471.00	P&F	Cliveden Conservation Workshop Ltd	Repairs to War Memorial



Paid Expenditure Transactions

between 01/10/20 and 31/10/20

Start of year 01/04/20



Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading
191	19/10/20	1211	RTC803599	£10,165.20	£1,694.20	£8,471.00		Cliveden Conservation Workshop Ltd	War Memorial repairs
Lloyds CC Oct 2020	19/10/20	1217		£60.75	£0.00	£60.75	P&F	Lloyds CC	October 2020 Seton Face masks
DD	20/10/20	1212		£25.39	£0.00	£25.39	P&F	Worldpay	Clubhouse October 2020
PAY	20/10/20	1218		£6.50	£0.00	£6.50	Counc	Lloyds Bank	Client October 2020
	21/10/20	1277		£46.90	£0.00	£46.90	Counc	Ringwood Town Council	Petty Cash - October 2020
DD	22/10/20	1219		£6,603.49	£0.00	£6,603.49	P&F	Inland Revenue	September 2020
DD	22/10/20	1220		£312.55	£52.09	£260.46	P&F	Elite Business Systems UK Ltd (EBS Telecoms)/BT Openreach	October 2020
DD	22/10/20	1221		£213.98	£35.66	£178.32	P&F	BNP Parabis	Carvers Café printer
Tfr	22/10/20	1222		£30.00	£0.00	£30.00	P&F	CCLA Investment Management Ltd	Fee
		1215/1		£40.32	£6.72	£33.60	RLOS	Elliott Brothers Ltd	post fix for drop down bollards at the lakes
		1215/2		£46.51	£7.75	£38.76	RLOS	Elliott Brothers Ltd	2 sheets of 5.5 8x4 ply for sides on van when chipping.
206	23/10/20	1215	RTC803818	£86.83	£14.47	£72.36		Elliott Brothers Ltd	
PAY	23/10/20	1223		£23,179.15	£0.00	£23,179.15	P&F	Salaries	October 2020
DD	23/10/20	1224		£97.27	£4.63	£92.64	P&F	British Gas	Greenways 30/08/20-30/09/20
		1225/1		£9,655.20	£1,609.20	£8,046.00	P&F	Clyde & Co Claims LLP	personal injury claim VAT
		1225/2		-£8,046.00	£0.00	-£8,046.00	P&F	Clyde & Co Claims LLP	personal injury claim VAT only
218	23/10/20	1225	RTC803828	£1,609.20	£1,609.20	£0.00		Clyde & Co Claims LLP	Invoice 1110-0164714
		1226/1		£10,617.00	£1,769.50	£8,847.50	P&F	Clyde & Co Claims LLP	Personal injury claim Gross payment with VAT
		1226/2		-£8,847.50	£0.00	-£8,847.50	P&F	Clyde & Co Claims LLP	Personal injury claim Net amount
217	23/10/20	1226	RTC803829	£1,769.50	£1,769.50	£0.00		Clyde & Co Claims LLP	Invoice 1110-0163039 VAT only
		1227/1		£2,370.00	£395.00	£1,975.00	P&F	Ellis Whittam	Employment Services
		1227/2		£210.90	£0.00	£210.90	P&F	Ellis Whittam	Insurance including 12% IPT
		1227/3		£66.00	£11.00	£55.00	P&F	Ellis Whittam	Admin Fee
192	23/10/20	1227	RTC803814	£2,646.90	£406.00	£2,240.90		Ellis Whittam	Employment Services (Year 5 of 5)
		1228/1		£159.60	£26.60	£133.00	P&F	Insight Security & Facilities Ltd	Key holding fee
		1228/2		£159.60	£26.60	£133.00	RLOS	Insight Security & Facilities Ltd	key holding fee

Paid Expenditure Transactions

between 01/10/20 and 31/10/20

Start of year 01/04/20

Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading	
			1228/3	£159.60	£26.60	£133.00	RLOS	Insight Security & Facilities Ltd	key holding fee	3000/2/1
193	23/10/20	1228		£478.80	£79.80	£399.00		Insight Security & Facilities Ltd	Annual Key holding fee	2802/1/2
			1229/1	£12.60	£2.10	£10.50	RLOS	Letters & Logos Ltd	New Sign for Greenways carpark fence.	3000/2/9
194	23/10/20	1229	RTC803790	£12.60	£2.10	£10.50		Letters & Logos Ltd		3000/2/9
			1231/1	£7.04	£1.17	£5.87	P&F	Itec	Gateway	2000/1/9
			1231/2	£10.04	£1.67	£8.37	P&F	Itec	Carvers Clubhouse	2802/2/1
195	23/10/20	1231		£17.08	£2.84	£14.24		Itec	October 2020	2000/1/9
196	23/10/20	1232		£98.80	£16.47	£82.33	P&F	Taste Vending Ltd	October 2020	2802/2/1
197	23/10/20	1233		£35.00	£0.00	£35.00	P&F	Vodcorr Limited	standard stall refund xmas market	2400/9
198	23/10/20	1234		£35.00	£0.00	£35.00	P&F	Mad Bag Lady Williams	standard stall xmas market refund	2400/9
199	23/10/20	1235		£35.00	£0.00	£35.00	P&F	Courtyard 28	Standard stall refund for xmas market	2400/9
200	23/10/20	1236		£85.00	£0.00	£85.00	P&F	Upson Gingerbread	Refund standard and catering stall xmas market	2400/9
201	23/10/20	1237		£35.00	£0.00	£35.00	P&F	Lynn Joyce	Standard stall refund xmas market	2400/9
			1238/1	£4.00	£0.67	£3.33	P&F	Hampshire County Council	762201 - Buff folders - for Grave files	2000/1/8
			1238/2	£7.42	£1.24	£6.18	P&F	Hampshire County Council	832153 - Refill A4 pads	2000/1/8
202	23/10/20	1238	RTC803797	£11.42	£1.91	£9.51		Hampshire County Council	Stationery Gateway buff folders - cemetery files & A4 writing pads	2000/1/8
203	23/10/20	1239		£44.92	£7.49	£37.43	RLOS	England Garden Machinery	New blade for Masport pedestrian mower and re sharpen old blade as badley chipped.	3000/3/2
			1240/1	£1,320.00	£220.00	£1,100.00	PT&E	ONeillHomer	Session One - 2 days	4000/1/6
204	23/10/20	1240	RTC803788	£1,320.00	£220.00	£1,100.00		ONeillHomer	Consultancy Services for Ringwod Neighbourhood Plan	4000/1/6
205	23/10/20	1244		£16.36	£2.73	£13.63	RLOS	Elliott Brothers Ltd	4X4.8 Treated Batten for new covid signs in playparks.	3000/1/4
			1245/1	£133.40	£0.00	£133.40	RLOS	Tudor Environmental	Grass Seed for Carvers & Cemetery	3000/2/3
207	23/10/20	1245	RTC803813	£133.40	£0.00	£133.40		Tudor Environmental	Grass seed	3000/2/3
			1246/1	£16.63	£2.77	£13.86	RLOS	Hunt Forest Group	spare parts for strimmer	3000/3/2
208	23/10/20	1246	RTC803784	£16.63	£2.77	£13.86		Hunt Forest Group	spare parts for strimmer.	3000/3/2
			1247/1	£54.17	£9.03	£45.14	RLOS	Hunt Forest Group	Track rod arm for J/D Mower.	3000/3/2
209	23/10/20	1247	RTC803815	£54.17	£9.03	£45.14		Hunt Forest Group		3000/3/2



Paid Expenditure Transactions

between 01/10/20 and 31/10/20

Start of year 01/04/20



Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading	
		1248/1		£212.74	£35.46	£177.28	P&F	Status Computers	Office 365 subs October 2020	2000/1/15
210	23/10/20	1248	RTC803825	£212.74	£35.46	£177.28		Status Computers	Office 365 subscriptions	2000/1/15
211	23/10/20	1249		£29.52	£0.00	£29.52	RLOS	Bournemouth Water Business Services	Standpipe 10/10/19-6/10/20	3000/1/8
212	23/10/20	1250		£42.39	£0.00	£42.39	P&F	Bournemouth Water Business Services	Greenways 01/05/20-05/10/20	2000/1/2
213	23/10/20	1251		£84.88	£0.00	£84.88	RLOS	Bournemouth Water Business Services	Cemtetery 01/05/20-30/09/20	3200/1/2
214	23/10/20	1252		£411.98	£0.00	£411.98	RLOS	Bournemouth Water Business Services	Southampton road Allots	3300/1/1
215	23/10/20	1253		£199.60	£0.00	£199.60	P&F	Water2Business	Greenways 09/10/19-05/10/20	2000/1/2
216	23/10/20	1254		£35.00	£0.00	£35.00	P&F	Buttons & Bows	Standard stall refund	2400/9
PAY	28/10/20	1256		£27.60	£0.00	£27.60	P&F	Lloyds Bank	Bank charges October 2020	2000/1/18
		1259/1		£28.89	£4.82	£24.07	P&F	Barclay Card	Decathlon	2802/2/1
		1259/2		£2.60	£0.43	£2.17	P&F	Barclay Card	Sainsburys	2802/2/1
		1259/3		£116.34	£12.48	£103.86	P&F	Barclay Card	Bookers	2802/3/1
		1259/4		£7.49	£1.25	£6.24	P&F	Barclay Card	Amazon	2802/2/1
		1259/5		£121.60	£16.38	£105.22	P&F	Barclay Card	Bookers	2802/3/1
		1259/6		£10.75	£1.79	£8.96	P&F	Barclay Card	Amazon	2802/2/1
Barclaycard	29/10/20	1259		£287.67	£37.15	£250.52		Barclay Card	Barclaycard October 2020	2802/2/1
		1213/1		£36.57	£1.74	£34.83	RLOS	Utility Warehouse	electricity	3000/1/1
		1213/2		£2.40	£0.40	£2.00	RLOS	Utility Warehouse	Club	3000/1/1
DD	30/10/20	1213		£38.97	£2.14	£36.83		Utility Warehouse	UW Sports Pavilion September 2020	3000/1/1
		1214/1		£30.00	£5.00	£25.00	RLOS	Utility Warehouse	mobile	3000/1/6
		1214/2		£32.27	£5.38	£26.89	RLOS	Utility Warehouse	Landline	3200/1/6
		1214/3		£30.24	£1.44	£28.80	RLOS	Utility Warehouse	electricity	3200/1/1
		1214/4		£2.40	£0.40	£2.00	RLOS	Utility Warehouse	club	3200/1/1
DD	30/10/20	1214		£94.91	£12.22	£82.69		Utility Warehouse	UW Cemetery September 2020	3000/1/6
		1216/1		£10.00	£1.67	£8.33	RLOS	Utility Warehouse	mobile	3000/1/6
		1216/2		£34.80	£5.80	£29.00	P&F	Utility Warehouse	landline	2802/2/5
		1216/3		£105.55	£5.03	£100.52	P&F	Utility Warehouse	electricity	2802/1/3
		1216/4		£2.40	£0.40	£2.00	P&F	Utility Warehouse	club	2802/1/3

Paid Expenditure Transactions

between 01/10/20 and 31/10/20

Start of year 01/04/20

Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading
DD	30/10/20	1216		£152.75	£12.90	£139.85		Utility Warehouse	UW Carvers Clubhouse September 2020 3000/1/6
219	30/10/20	1255		£638.21	£106.37	£531.84	P&F	Status Computers	Office 365 subscriptions July to September 2020 2000/1/15
		1258/1		£14.96	£0.00	£14.96	P&F	New Forest District Council	NFDC Tfr 3 Carvers Café 2802/2/1
		1258/2		£26.09	£0.00	£26.09	P&F	New Forest District Council	NFDC Tfr3 Carvers Café 2802/3/1
NFDC Tfr3	31/10/20	1258		£41.05	£0.00	£41.05		New Forest District Council	NFDC Tfr3 Carvers Café Expenditure 21/9, 28/9, 5/10, 12/10 & 19/10 2802/2/1
Total				£76,843.35	£7,368.76	£69,474.59			



POLICY AND FINANCE COMMITTEE 18th NOVEMBER 2020

BANK BALANCES & PROPOSED TRANSFERS

Account Name	Predicted		Actual at	Predicted	Proposed Transfers		Predicted
	31-Oct-20		31-Oct-20	Movement	Cash Out	Cash In	30-Nov-20
	£		£	£	£	£	£
Imprest (Current) Account	83,056		52,655	-50,000		100,000	102,655
Business Account	51,545		51,545				51,545
Investment Accounts	630,000		680,000		-100,000		580,000
Greenways Rent Deposit	10,718		10,712				10,712
Petty Cash - Imprest	89		180				180
Petty Cash - Carvers Clubhouse	100		100				100
VIC Change Float	50		50				50
Information Desk Float	75		75				75
TOTAL BANK BALANCES	775,633		795,317	-50,000	-100,000	100,000	745,317

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

PROPOSED TRANSFER AUTHORISATIONS:

DATE

18th November 2020

18th November 2020

Investment Accounts	CCLA	Instant access
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Notes:

- 1 Imprest Account**

Anticipated net expenditure to end September	£ 50,000
inter account transfers processed after September 30th	
Net Movement on imprest account	50,000
- 2 Investment Maturity**
No investments due to mature
- The bank accounts were reconciled as at 31st October 2020
- 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 – 18th NOVEMBER 2020

BUDGETARY CONTROL PERIOD 7 – End of OCTOBER 2020

1. BACKGROUND

- 1.1 The purpose of this report is to inform Members of the actual income and expenditure for the first seven months of the year 2020-21.
- 1.2 Income and expenditure to the end of October 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 also be considered at this meeting for approval.
- 1.3 A summary income & expenditure comparison report is included at Appendix 1.

2. INCOME & EXPENDITURE APRIL 2020 to OCTOBER 2020

- 2.1 Expenditure to the end of October totalled £377,378. However, this includes a balance of £13,291 in the wages control accounts pending settlement of tax and pensions contributions to the inland revenue and HCC. The total expenditure is therefore £390,669 against an expenditure budget of £728,331, or 53.6%. Note that there have been some minor adjustments to the budget to incorporate the new bids approved in January, including an estimate for additional income and expenditure in connection with the café. The underspend to date, assuming a linear spend profile, has reduced by about £3,000 to just over £34,000.
- 2.2 The most notable of these underspends remains pay costs. At the end of October, pay costs were some £35,000 below budget and if current trends continue, the underspend will increase to almost £50,000 by year end.
- 2.3 There has been some improvement in the amount of income collected. Income received to date, excluding the precept and CIL stands at £129,305, or 56% of the original budget of £232,312. However, there are some significant items which have been received in full for the year and so distort the picture, such as the NFDC contribution towards the Information desk costs. 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. Also, as previously noted, some income that has been received will need to be refunded including receipts in connection with room hire at Carvers and with events which have been cancelled, although the amounts are not large.
- 2.4 A projection to year end has been prepared and is included in the revised budget papers elsewhere on the agenda. In summary, the net underspend at year end is currently estimated to be around £14,000. This projection will be kept under review.

3. FINANCIAL IMPLICATIONS

- 3.1 With seven months of a somewhat unusual year expended, it is clear that income will fall short of expected levels, but expenditure is likely to fall by a greater amount. There remains 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:

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For further information please contact:

Chris Wilkins, Town Clerk

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Chris.wilkins@ringwood.gov.uk

Financial Budget Comparison

Comparison between 01/04/20 and 04/11/20 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	£76,101.36	-£56,196.64
280	Carvers Club House Income	£12,170.00	£0.00	£2,301.36	-£9,868.64
999	Suspense	£0.00	£472.74	£1,187.97	£715.23
Total Policy & Finance		£144,468.00	£472.74	£79,590.69	-£65,350.05
Recreation, Leisure & Open Spaces					
300	Revenue Income (RLOS)	£35,408.00	£0.00	£14,546.83	-£20,861.17
320	Cemetery Income	£46,031.00	£0.00	£24,205.79	-£21,825.21
330	Allotment Income	£5,306.00	£0.00	£5,243.41	-£62.59
Total Recreation, Leisure & Open Spaces		£86,745.00	£0.00	£43,996.03	-£42,748.97
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	£2.56	£2.56
110	Client Deposits	£0.00	£0.00	£108.53	£108.53
Total Council		£0.00	£0.00	£520,018.09	£520,018.09
Total Income		<u>£232,313.00</u>	<u>£472.74</u>	<u>£648,154.81</u>	<u>£415,369.07</u>





Financial Budget Comparison

Comparison between 01/04/20 and 04/11/20 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	£61,818.94	£41,571.06
2100	Maintenance	£34,158.00	£0.00	£35,028.07	-£870.07
2200	Democratic Process (members Costs)	£11,448.00	£0.00	£4,914.85	£6,533.15
2210	Grants	£7,000.00	£0.00	£2,118.50	£4,881.50
2300	Employee Costs- Allocated Office Staff	£120,689.00	£0.00	£60,612.88	£60,076.12
2310	Employee overhead Costs	£4,543.00	£0.00	£3,438.73	£1,104.27
2400	Other	£49,580.00	£0.00	£10,775.49	£38,804.51
2500	Capital Financing	£31,546.00	£0.00	£15,772.95	£15,773.05
2501	Capital	£0.00	£0.00	£521.06	-£521.06
2600	Wages Control Account	£0.00	£0.00	-£13,290.54	£13,290.54
2801	Carvers Employee Costs	£54,611.00	£0.00	£20,775.15	£33,835.85
2802	Carvers Club House-	£19,614.00	£0.00	£9,227.74	£10,386.26
9999	Suspense	£0.00	£0.00	£75.99	-£75.99
Total Policy & Finance		£436,579.00	£0.00	£211,789.81	£224,789.19
Recreation, Leisure & Open Spaces					
3000	Recreation & Leisure (Other)	£68,550.00	£0.00	£34,853.35	£33,696.65
3001	RL&OS -Employee Costs	£143,537.00	£0.00	£80,750.64	£62,786.36
3002	Employee Costs	£2,000.00	£0.00	£980.00	£1,020.00
3200	Cemetery	£9,142.00	£0.00	£5,310.18	£3,831.82
3201	Cemetery -Employee Costs	£36,718.00	£0.00	£20,744.77	£15,973.23
3300	Allotments	£2,307.00	£0.00	£2,043.67	£263.33
3301	Allotments -Employee Costs	£10,009.00	£0.00	£5,153.04	£4,855.96
3350	Capital Expenditure	£0.00	£0.00	£5,112.50	-£5,112.50
Total Recreation, Leisure & Open Spaces		£272,263.00	£0.00	£154,948.15	£117,314.85



Financial Budget Comparison

Comparison between 01/04/20 and 04/11/20 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	£2,627.58	£230.42
4001	Employee Costs	£16,624.00	£0.00	£8,488.86	£8,135.14
4050	Capital Expenditure	£0.00	£0.00	£0.00	£0.00
Total Planning, Town & Environment		£19,482.00	£0.00	£11,116.44	£8,365.56
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	£377,917.90	£350,406.10
Total Income		£232,313.00	£472.74	£648,154.81	£415,369.07
Total Expenditure		£728,324.00	£0.00	£377,917.90	£350,406.10
Total Net Balance		-£496,011.00		£270,236.91	

POLICY AND FINANCE COMMITTEE

18th November 2020

POLICY & FINANCE COMMITTEE BUDGET 2021/2022

1. INTRODUCTION

1.1 Members are requested to consider the budget proposals for 2021/22 for this Committee, and make recommendations.

1.3 To assist Members, the following draft documents are attached:-

Appendix A: Shows the progress made on new expenditure items approved for inclusion in the 2020/21 budget. There are, as yet no proposals for new revenue expenditure bids for 2021/22.

Appendix B: Shows the approved original budget 2020/2021, (£307,611), the draft revised budget 2020/21, (£289,596), which reflects the latest forecast outturn for 2020/21, and the first draft budget for 2021/22 of £310,971. The appendix also shows the outturn figures for both 2018/19 and 2019/20 for comparison.

2. FIRST DRAFT BUDGET 2021/22

2.1 The base budget for 2021/22 in Appendix B has been prepared by adjusting for non-recurring items included in the original budget for 2020/21, but does not include any new expenditure bids. Any bids for new expenditure will be added to the next iteration of the budget in December.

2.2 At this stage, no estimates for inflation have been included. The base budget for 2021/22 is simply the current year budget rolled forward and adjusted for known (non inflationary changes). For information, the current RPI rate, for the year to September 2020, is 1.1% whilst the rate excluding housing costs is 0.7%.

2.3 There are a number of unavoidable adjustments to the budget, the most significant of which is an increase in the rate of employer's contributions to the pension fund. The contribution rate is increasing from 18.9% to 20.2%, which will add approximately £5,000 to the total pay bill, half of which falls due to this Committee. The other adjustments cover increases in insurance premiums following the acquisition of an additional vehicle, audit and payroll outsourcing fees and a reduction in interest receipts because of much lower predicted interest rates. The net impact of all adjustments is an increase in the budget of £3,360.

2.4 Inflation estimates have not been applied to the budgets at this stage, but a 1% increase in costs would add £4,400 to the Committee budget, some of which would be mitigated by increases in income.

2.5 There have not been any proposals for growth or additional bids however, this draft budget will be updated with any such proposals for consideration at the December meeting. Reserves are expected to exceed £500,000 by the end of the current year and it is anticipated that these will be used to support any new bids.

2.6 A budget model, which will allow testing of alternatives, will be made available to members after the meeting. Members are encouraged to use the model to test and challenge budget assumptions and the impact of further budget proposals.

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2.7 The Committee is asked to consider the first draft base budget for 2021/22 of £310,971. The committee budget is included with the Council's overall budget, a report for which appears elsewhere on the agenda.

3. NEW BIDS 2021/22

3.1 At present there are no proposals for new budget bids to be included in the 2021/22 budget.

4. RECOMMENDATIONS

4.1 Subject to any amendments made at this meeting, **it is recommended that:**

- a) Members consider proposals for inclusion in Appendix A for consideration as part of the Council's overall budget be approved;
- b) Members use the budget model to develop and test alternative budget proposals.

For further information contact:

For further information please contact:

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POLICY & FINANCE COMMITTEE**PROGRESS ON APPROVED BUDGET PROPOSALS FOR 2020/21**

NO.	ITEM	REASON	BUDGET 20/21 £	COMMENTS
1.	Additional Clubhouse Staff	To extend opening hours and increase use of the clubhouse. Some costs to be offset by additional café profits.	4,000 -1,000	The pandemic and lockdown has impacted opening generally.
2.	2 additional peripatetic youth workers	To increase outreach to young people in the town	5,500	The pandemic has delayed implementation
3.	Town Christmas Tree	To be funded from the Events Reserve	1,000	This is still planned to proceed
		Less funded from reserves	-1000	
		TOTAL NET COSTS	8,500	

NEW BUDGET PROPOSALS FOR 2021/22

NO.	ITEM	REASON	21/22 £	22/23 £	23/24 £	Priority
1.						
2.						
3.						
		TOTAL NET COSTS	0	0	0	



POLICY & FINANCE COMMITTEE																
Edge Codes	2 Description	3 Budget Manager	4		5		6		7		8		9		10	
			Actual 18/19 £	Actual 19/20 £	Budget 20/21 £	Revised Budget £	Type	Inflation %	Inflation £	Known Changes* £	Draft 21/22 £					
2000/1	EXPENDITURE-Establishment															
2000/1/1	--Utilities		0	0	0	0	2	0.0%	0							0
2000/1/3	--Insurance Premium	CW	10,722	10,020	8,610	9,150	3	0.0%	0			500				9,110
2000/1/4	--Health & Safety	CW	3,069	2,301	2,399	2,000	4	0.0%	0							2,399
2000/1/5	--Office Equipment	MO	99	48	200	200	4	0.0%	0							200
2000/1/6	--Furniture	MO	65	0	0	0	4	0.0%	0							0
2000/1/7	--Books & Publications	MO	104	0	150	150	4	0.0%	0							150
2000/1/8	--Stationery	MO	941	783	1,100	400	4	0.0%	0			-200				900
2000/1/9	--Photocopy/scanner	JH	2,570	2,238	2,295	2,000	3	0.0%	0							2,295
2000/1/10	--Postage	MO	1,493	1,171	1,400	1,300	3	0.0%	0							1,400
2000/1/11	--Telephone & Fax	CW	8,428	1,908	3,320	3,320	3	0.0%	0							3,320
2000/1/12	--Computer Maintenance	CW	2,951	3,412	1,540	1,540	3	0.0%	0							1,540
2000/1/13	--G.I.S. Mapping	CW	510	531	550	650	3	0.0%	0			100				650
2000/1/14	--Web Site Maintenance	CW	960	4,277	1,020	7,000	3	0.0%	0							1,020
2000/1/15	--Computer equipment/s-ware	CW	3	3,535	3,750	3,750	4	0.0%	0							3,750
2000/1/16	--Subscriptions	JH	2,777	3,152	3,500	3,500	3	0.0%	0							3,500
2000/1/17	--Adverts	CW	169	190	200	200	4	0.0%	0							200
2000/1/18	--Bank Charges	RF	236	250	306	300	3	0.0%	0							306
2000/1/19	--Audit	CW	2,800	3,125	2,903	3,200	3	0.0%	0			300				3,203
2000/1/20	--Travel Expense	CW	654	697	750	250	4	0.0%	0							750
2000/2/1	--Office Exps Gtwy	CW	12	90	100	100	3	0.0%	0							100
2000/2/2	--Hospitality/Refreshments	CW	268	306	300	150	4	0.0%	0							300
2000/3/1	Caretaker Gtwy-Rechargeable	CW	7,537	13,114	7,469	13,250	1	0.0%	0			140				7,609
2000/3/2	Cleaning Gtwy-Rechargeable	CW	5,124	245	6,111	250	1	0.0%	0							6,111
2000/3/3	Info Officers Gtwy-Rechargeable	CW	50,921	55,363	53,287	54,800	1	0.0%	0			550				53,837
2000/3/4	Supplies Gtwy-Rechargeable	CW	2,216	1,516	2,130	1,750	3	0.0%	0			-380				1,750
	Total Establishment		104,629	108,272	103,390	109,210			0			1,010				104,400
2100	Maintenance															
2100/4	--Vandalism	CW	318	1,536	200	200	4	0.0%	0							200
2100/5	--Gateway	CW	30,653	33,314	33,158	33,158	3	0.0%	0							33,158
2100/1	--Greenways	CW	1,598	1,266	0	0	4	0.0%	0							0
2100/3	--92 Southampton Road	CW	612	2,449	800	800	4	0.0%	0							800
	Total Maintenance		33,181	38,565	34,158	34,158			0			0				34,158
2300	Employee Costs															
2300/1	--Allocated Office Staff	CW	111,949	102,385	116,182	102,250	1	0.0%	0			1,200				117,382
2300/2	--Allocated Groundstaff	CW	4,248	4,554	4,507	4,500	1	0.0%	0			50				4,557
2310/1	--Payroll Outsourcing	CW	931	936	989	1,730	3	0.0%	0			500				1,489
2310/2	--Staff Training	CW	1,224	765	1,250	1,000	4	0.0%	0							1,250
2310/3	--Eye Tests	CW	482	60	104	60	4	0.0%	0							104
2310/4	--HR Consultancy	CW			2,200	2,250	3	0.0%	0							2,200
	Total Employee Costs		118,834	108,700	125,232	111,790			0			1,750				126,982

	2	3	4	5	6	7	8		9	10
	Description	Budget Manager	Actual 17/18 £	Actual 19/20 £	Budget 20/21 £	Revised Budget £	Inflation Type % £		Known Changes* £	Draft 21/22 £
2200/1	Members Costs									
2200/1/1	--Mayoral Regalia	CW	0	0	0	0	4	0.0%	0	0
2200/1/2	--Election Expenses	CW	0	4,668	0	0	4	0.0%	0	0
2200/1/3	--Members Allowances	CW	5,861	8,591	8,858	8,210	1	0.0%	0	8,358
2200/1/4	--Mayor's Allowance Allocated	CW	0	520	1,040	1,040	4	0.0%	0	1,040
2200/1/5	--Civic Expenses	CW	300	693	1,000	750	4	0.0%	0	1,000
2200/1/6	--Members' Training	CW	63	45	350	250	4	0.0%	0	350
2200/1/7	--Members Travel & Subsist	CW	0		200	100	4	0.0%	0	200
	Total Members Costs		6,224	14,517	11,448	10,350			0	10,948
2210	Grants									
2210/1	--Discretionary grants	CW	5400	4500	7,000	7,000	4	0.0%	0	7,000
	Total Grants		5,400	4,500	7,000	7,000			0	7,000
2400	Other									
2400/15	--CCTV	CW	8,790	8,870	9,180	9,180	3	0.0%	0	9,180
2400/16	--Car Park Clock Refurbishment	CW	1,395	0	0	0	4	0.0%	0	0
2400/17	--Legal Fees	CW	950	0	0	0	4	0.0%	0	0
2400/18	--Consultants Fees	CW	7,376	3,415	0	400	4	0.0%	0	0
2400/19	--92 Southampton Road Agents fees	CW	1,375	1,465	1,428	1,580	3	0.0%	0	1,528
2400/2	--Christmas Lights Instal & Stor	CW	13,481	19,053	17,000	17,000	3	0.0%	0	17,000
	--Youth Workers	CB	35,461	41,358	54,611	40,000	1	0.0%	0	54,611
	--Carvers Club House	CB	18,908	21,918	19,614	16,070			0	19,614
2400/4	--Millenium Clock (car park)	CW	0	49	260	200	4	0.0%	0	260
2400/5/1	--Visitor Info Cntr - Purchases	CW	2,596	1,881	1,530	500	3	0.0%	0	1,530
2400/5/2	--Visitor Information Centre	CW	3,782	2,903	4,832	500	1	0.0%	0	4,832
2400/6	--Jubilee Lamp	CW	3	275	350	250	4	0.0%	0	350
2400/8	--Bad Debts Write Off	RF	0		0	0	4	0.0%	0	0
2400/9	--Support for Christmas activities	CB	356	2,136	5,000	1,250	4	0.0%	0	5,000
2400/10	--Support for Fireworks Event	CB		8,857	5,000	0				5,000
2400/20	--WW1 Commemoration	CW	5,632		0	0	4	0.0%	0	0
2400/12	--Ringwood Market - Advertising	CW	0	299	0	0	4	0.0%	0	0
2400/13	--Support for Town Twinning	CW	38		0	0	4	0.0%	0	0
2400/14	--Civic Events / Celebrations	CB	14,694	2,358	5,000	500	4	0.0%	0	5,000
	Total Other		114,837	114,837	123,805	87,430			0	123,905
2500/1	Debt Charges									
2500/1/1	--Interest	RF	13,040	12,426	11,792	11,792	6	0.0%	0	11,136
2500/1/2	--Loan Repaid	RF	18,506	19,120	19,754	19,754	6	0.0%	0	20,410
	--New Borrowing 2020/21								0	0
	Total Debt Charges		31,546	31,546	31,546	31,546			0	31,546
	Total Revenue Expenditure		414,651	420,937	436,579	391,484			0	438,939
2501	Capital Expenditure									
2501/1	--Gateway Project	RF	-1,390	0	0	0	6	0.0%	0	0
2501/4	--The Place Youth Facility	RF	0		0	0	6	0.0%	0	0
2501/3	--Computer Hardware	RF	11,499	21,929	0	0	6	0.0%	0	0
	Total Capital Expenditure		10,109	21,929	0	0			0	0
	COMMITTEE EXPENDITURE		424,760	442,866	436,579	391,484			0	438,939

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2	3	4	5	6	7	8		9	10
Description	Budget Manager	Actual 17/18 £	Actual 19/20 £	Budget 20/21 £	Revised Budget £	Inflation		Known Changes* £	Draft 21/22 £
						Type	% £		
200									
REVENUE INCOME									
200/1 --Insurance Premium Income	CW	-200	-4,479	0	-205	6	0.0%	0	0
200/2 --Interest Received	RF	-1,508	-3,573	-3,000	-1,500	6	0.0%	0	1,000
200/3/1 --Rent: Ground Floor Greenways	CW	-16,455	-17,595	-16,830	-17,200	3	0.0%	0	-16,830
200/3/2 --Rent: 1st Floor Greenways	CW	-10,613	-11,918	-11,073	-11,073	3	0.0%	0	-11,073
200/3/3 --Southampton Road Rent	CW	-13,200	-13,315	-13,464	-13,200	3	0.0%	0	-13,464
280									
--Carvers Club House Income	CB	-10,613	-14,717	-12,170	-3,000			0	-12,170
200/4 --VIC Sales	CW	-4,295	-2,409	-1,821	-50	5	0.0%	0	-1,821
200/5 --Recharge to NFDC	RF	-70,251	-71,347	-70,110	-70,110	3	0.0%	0	-70,110
200/6 --Christmas Events	CB	-2,588	-5,472	-5,000	-1,000	6	0.0%	0	-5,000
200/7 --WW1 Commemoration Grant	CW	-4,975	0	0	0	6	0.0%	0	0
200/8 --Market Stall Income	CW	-1,970	-1,130	-1,000	200	5	0.0%	0	-1,000
200/9 --Civic Events / Celebrations	CB	-18,086	-10,516	-5,000	-250	6	0.0%	0	-5,000
200/10 --Fireworks Event	CB			-5,000	0	6	0.0%	0	-5,000
Total Revenue Income		-154,754	-156,471	-144,468	-117,388			0	1,000
TOTAL COMMITTEE INCOME		-154,754	-156,471	-144,468	-117,388			0	1,000
		270,006	286,395	292,111	274,096			0	3,360
Transfer To Provisions									
--Transfer To Provisions	RF	26,413	24,792	14,000	14,000				14,000
--Transfer To Provisions	RF	5,000	5,000	2,500	2,500				2,500
Total Transfer To Provisions		31,413	29,792	16,500	16,500			0	16,500
Transfer From Provisions									
--Trans From Provs (Rev)	RF	0	-4,668	-1,000	-1,000				-1,000
--Trans From Provs (Cap)	RF	-16,750	-21,500	0	0				0
Total Transfer From Provisions		-16,750	-26,168	-1,000	-1,000			0	-1,000
TOTAL NET EXPENDITURE AFTER TRANS TO/FROM PROVISIONS		284,669	290,019	307,611	289,596			0	3,360

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CARVERS CLUBHOUSE												
Col. 1	2	3	4	5	6	7	8		9	10		
Code CC	Description	Budget Manager	Actual 18/19 £	Actual 19/20 £	Budget 20/21 £	Revised Budget £	Inflation Type % £		Known Changes* £	Draft 21/22 £		
EXPENDITURE												
Premises related expenditure												
2802/1/1	Reactive Maintenance	CB	658	1,150	1,301	2,300	3	0.0%	0	1,301		
2802/1/2	Vandalism Repairs & prevention	CB	1,189	8	1,020	1,000	3	0.0%	0	1,020		
2802/1/3	Electricity	CB	4,219	3,999	2,073	2,100	2	0.0%	0	2,073		
2802/1/4	Water Charges	CB	454	593	521	500	2	0.0%	0	521		
2802/1/5	Health & Safety	CB	457	41	500	250	4	0.0%	0	500		
2802/1/6	Business Rates	RF	2,232	2,093	2,870	2,320	3	0.0%	0	-550	2,320	
Total Premises Related			9,209	7,884	8,285	8,470			0	-550	7,735	
Supplies & Services												
2802/2/1	Hired & Contracted (general supplies)	CB	2,052	3,671	4,111	3,000	4	0.0%	0	550	4,661	
2802/2/2	Equipment purchases	CB	1,333	810	0	2,000	4	0.0%	0	0	0	
2802/2/3	Furniture	CB	343	0	0	0	4	0.0%	0	0	0	
2802/2/4	Hired & Contracted (grant funded)	CB	337	764	0	0	4	0.0%	0	0	0	
2802/2/5	Telephone Line & Broadband	CB	248	291	208	300	2	0.0%	0	0	208	
2802/2/6	Training	CB	145	120	510	300	4	0.0%	0	0	510	
Total Supplies & Services			0	4,458	5,656	4,829	5,600			0	550	5,379
Employee Costs												
2801/1	The Place Salary Allocation exc café	CB	35,461	41,358	44,361	34,800	1	0.0%	0	660	45,021	
TOTAL EXPENDITURE			49,128	54,898	57,475	48,870			0	660	58,135	
TRADING ACTIVITIES												
280/1	Room hire	CB	-3,606	-2,608	-3,060	-500	5	0.0%	0	0	-3,060	
280/2	Income - food sales	CB	-6,757	-11,832	-9,110	-2,500	5	0.0%	0	0	-9,110	
2802/3/1	Food Purchases for re-sale	CB	5,241	8,378	6,500	2,000	4	0.0%	0	0	6,500	
2801/2	Café & caretaking staff cost	CB			10,250	5,200	1	0.0%	0	0	10,250	
Net Trading Expenditure			-5,122	-6,062	4,580	4,200			0	0	4,580	
OTHER REVENUE INCOME												
280/3	Grant Income	CB	-250	-277	0	0	4	0.0%	0	0	0	
Total Other Revenue Income			-250	-277	0	0			0	0	0	
NET EXPENDITURE BEFORE TRANSFERS TO PROVISIONS			43,756	48,559	62,055	53,070			0	660	62,715	
TRANSFERS TO PROVISIONS												
	Contribution to building reserves	RF	5,000	5,000	2,500	2,500	6	0.0%	0	0	2,500	
NET EXPENDITURE AFTER TRANSFERS			48,756	53,559	64,555	55,570			0	660	65,215	

POLICY & FINANCE COMMITTEE – 18th November 2020
DRAFT BUDGET AND PRECEPT 2021/2022

1. INTRODUCTION

- 1.1** Members considered the Policy & Finance Committee's own draft budget earlier in the meeting. The other two Committees have considered early drafts of their own budgets and these draft proposals, with amendments, are included here. A recommendation to Council on its overall budget and precept for 2021/22 will be made at the meeting of this committee in January 2021.
- 1.2** This draft budget provides the outline of the budget for 2021/22 together with some modelling of budget assumptions. In order to complete the budget preparation, members are asked to provide guidance on various budget options and an indicative Council Tax for 2021/22.
- 1.3** The revised budget for 2020/21 is also included. This has been discussed as part of the regular budget monitoring process and projections to year end.

2. DRAFT BUDGET 2021 TO 2022

- 2.1** The Recreation, Leisure & Open Spaces Committee (RL&OS Com) and the Planning, Town and Environment Committee (PT&E Com) have considered their own draft budgets during the current schedule of meetings. Attached for the Committee's consideration are the following documents:-

Appendix A – First draft summary Council budget 2021/22, including base budgets.

Appendix B – Provisions at 1st April 2020, and estimated balances at 31st March 2021 and 2022.

- 2.2** The draft budget has been prepared on the same basis as that for the Policy and Finance Committee, that is the current year budget adjusted for known changes but without any inflation estimates applied at this time. One off items of expenditure, totalling £14,000, included in the 2020/21 budget have been excluded. All budget assumptions are illustrated in Appendix C.
- 2.3** The current pandemic has dramatically impacted both income and expenditure in the current year, however, other than a more cautious view of likely interest receipts, it has been assumed that there will be limited impact from the pandemic and lock-downs in 2021/22.
- 2.4** Cost increases which have been incorporated in this draft budget include:
- Increased Insurance premiums following acquisition of an additional vehicle.
 - An increase in employer pension contributions of £4,780
 - Increases in Audit, payroll processing and property mgt fees of £800.
 - Reduction in interest receipts of £1,000.
 - Reduction in sports fees and charges of £3,750
- In addition it is proposed that a £550 reduction in the budget required for business rates in respect of the Carvers Clubhouse be vired across to Clubhouse supplies and services for which the budget is under strain.
- 2.5** The increases in costs are mitigated by reductions in Office supplies and stationery of £580 and a reduction in the amount required for member's allowances which are not fully claimed.

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- 2.6** Appendix A to this report shows the first draft summary of the overall position with respect to the Council's original and revised budgets for 2020/21, together with the draft budget proposals for 2021/22, subject to the Committees agreeing the proposals submitted to them. The draft base budget without any new bids for 2021/22, is £490,683, an increase of £8,663 from the original 2020/21 budget (excluding non-recurring expenditure).
- 2.7** In the absence of any other funding, this increase would add £1.62 to the Council Tax, before any allowance is made for any new bids, inflation or transfers from the General Fund.
- 2.8** Following discussion on their draft budget the Recreation and Leisure Committee have submitted three bids for new projects. In addition, the head groundsman has submitted a modest bid for additional materials for paths maintenance. The new bids are as follows:
- Cemetery - digital records management and interactive map. A project estimated at £5,000 has been proposed which might be funded from the cemetery reserve which will have £22,000 available in 2021/22.
 - Columbarium. The R&L Committee have requested consideration of a project to provide a Columbarium at an estimated cost of £23,000. The cemetery reserve will have funds of £17,000 available after the digital records management project and so the balance would need to be met from revenue or the General Reserve.
 - An un-priced proposal has been submitted by Recreation & Leisure Committee for the provision of a car park at Carvers. For budget estimate purposes a sum of £10,000 has been used, to be funded from the Carvers Grounds maintenance reserve which has funds of £11,300 available.
 - The Head Groundsman and Clerk have submitted a bid of £750 per annum for the acquisition of gravel and materials for regular maintenance of paths at various locations in the Town.
- In total, the new bids will add £38,750 to the budget for 2021/22. Of this £32,000 is available from reserves.
- 2.9** For this preliminary iteration of the budget, no assumptions have been made about inflation. Much of the Town Council expenditure is uncommitted and inflation may be absorbed by simply reducing the amount of service provided (a standstill budget implies a contraction in real terms). However, there are elements within the budget for which there is no choice but to make provision for inflationary increases, such as building rates, utilities and expenditure for which there is a contractual requirement. The Budget model identifies these categories of spend separately. Income, with some limited exceptions, is generally uncommitted and any unreasonable increases could result falling receipts. With no inflation and no transfer from the general reserve, the precept would be £533,603 resulting in a Band D equivalent council tax of £99.52.
- 2.10** The budget model has been used to model various scenarios. The pandemic has depressed prices and the current RPI, to the end of September, is 1.1% whilst the CPI, is 0.7%. A figure of 1%, applied to contractual expenditure, pay and income has been used and the result summarised in Appendix C, page 2. In short the impact of such an increase would be to add almost £4,000 to the budget, taking the precept to £537,488 and the Council Tax to £100.24. Note that no assumptions have been made with regard to any change in the Council Tax base.

3. CONCLUSIONS

- 3.1 The draft budget requirement, including the new bids and the transfers from the general reserve, is £533,603, which would produce an estimated Council Tax of £99.52 for 2021/22, subject to confirmation of the council tax base.
- 3.2 The estimated level of the General Reserve as at 31 March 2022 would be £292,748 if no further transfers, other than those proposed in this report, are approved. Earmarked reserves and provisions are predicted to be £241,153.
- 3.3 The revised budget is also set out in Appendix A. There is an indicative reduction in budget requirement, and consequent increase in funds to be transferred to the general reserve, of £14,108.

4. RECOMMENDATIONS

- 4.1 Members approve the revised budget for 2020/21.
- 4.2 Members consider whether any further bids for additional funding should be taken forward.
- 4.3 Members consider the budget and opportunities for budget savings.
- 4.4 Members provide guidance on the use of general reserves to support the budget requirement and a target Council Tax.

For further information please contact:

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Chris Wilkins, Town Clerk
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**RINGWOOD TOWN COUNCIL
BUDGET AND REVISED BUDGET 2020/21 AND
DRAFT BUDGET 2021/22**

Appendix A

D

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	391,484	0	2,360	438,939
	Income	-154,754	-156,471	-144,468	-117,388	0	1,000	-143,468
	Net Expenditure	270,006	286,395	292,111	274,096	0	3,360	295,471
	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	289,596	0	3,360	310,971
	Recreation & Leisure							
	Expenditure	248,288	223,763	214,091	215,319	0	-12,465	201,626
	Income	-34,422	-34,273	-35,407	-27,498	0	3,750	-31,657
	Net Expenditure	213,866	189,490	178,684	187,821	0	-8,715	169,969
	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	190,221	0	2,285	188,619
	Cemeteries							
	Expenditure	48,218	43,687	45,863	44,567	0	568	46,431
	Income	-53,391	-34,073	-46,031	-42,932	0	0	-46,031
	Net Expenditure	-5,173	9,614	-168	1,635	0	568	400
	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)							6,000
	Committee net expenditure	-5,403	13,384	3,602	5,405	0	568	10,170
	Allotments							
	Expenditure	11,751	11,782	12,317	11,710	0	280	12,597
	Income	-4,901	-5,209	-5,306	-5,300	0	0	-5,306
	Net Expenditure	6,850	6,573	7,011	6,410	0	280	7,291
	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	6,410	0	280	7,291
	Planning, Town & Environment							
	Expenditure	19,849	20,985	19,482	26,344	0	170	18,652
	Income	-1,850	-1,100	-1,100	-4,525	0	0	-1,100
	Net Expenditure	17,999	19,885	18,382	21,819	0	170	17,552
	Transfers to Reserves	0	0	0	0	0	0	0
	Transfers from Reserves	-1,215	-5,170	-1,000	-6,369	0	0	-1,000
	Growth bids and adjustments (net of transfers from reserves and income)							0
	Committee net expenditure	16,784	14,715	17,382	15,450	0	170	16,552
	Total Base Expenditure	752,866	743,083	728,331	689,424			718,244
	Total Income	-249,318	-231,126	-232,312	-197,643			-227,562
	Total transfer to reserves	48,313	53,692	38,400	38,400			38,400
	Total Transfer from reserves	-84,384	-67,068	-13,230	-23,099			-2,230
	Total New Bids							38,750
	Less funded from earmarked reserves							-32,000
	Total Budget Requirement	467,477	498,581	521,190	507,082			533,603
	Precept	485,196	497,549	519,907	519,907			533,603
	Transfer to/-from General Reserve	17,719	-1,032	-1,283	12,825			0

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

Appendix A

D

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	391,484	0	2,360	438,939
	Recreation & Leisure	248,288	223,763	214,091	215,319	0	-12,465	201,626
	Cemeteries	48,218	43,687	45,863	44,567	0	568	46,431
	Allotments	11,751	11,782	12,317	11,710	0	280	12,597
	Planning, Town & Environment	19,849	20,985	19,482	26,344	0	170	18,652
	Council Total Expenditure	752,866	743,083	728,331	689,424	0	-9,087	718,244
Income:								
	Policy & Finance	-154,754	-156,471	-144,468	-117,388	0	1,000	-143,468
	Recreation & Leisure	-34,422	-34,273	-35,407	-27,498	0	3,750	-31,657
	Cemeteries	-53,391	-34,073	-46,031	-42,932	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	-197,643	0	4,750	-227,562
	Council Net Expenditure before transfers	503,548	511,957	496,020	491,781	0	-4,337	490,683
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	-6,369			-1,000
	Total transfers from Provisions	-84,384	-67,068	-13,230	-23,099			-2,230
	Total Budget Requirement before new bids	467,477	498,581	521,190	507,082	0	-4,337	526,853
New Bids 2021/22 (net of income)								
	Policy & Finance							0
	Recreation & Leisure							10,750
	Cemeteries							28,000
	Allotments							0
	Planning, Town & Environment							0
	Less Funded from Provisions							-32,000
	Council's Net Budget	467,477	498,581	521,190	507,082			533,603
	Transfers from(-) or to General Reserve	17,719	-1,032	-1,283	12,825			0
	Council Precept (to be met by Council Tax Payers)	485,196	497,549	519,907	519,907			533,603
	Council Tax Base	5257.3	5285.2	5362	5362			5,362.0
	Council Tax	92.29	94.14	96.96	96.96			99.52

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 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		0			22,158
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
Total Provisions	177,311	38,400	-12,000		0	203,711	38,400	-1,000	-32,000	0	0	209,111
<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		-4,500		473	15,274			0	0		15,274
Capital Receipts	13,125					13,125			0	0		13,125
Grants Unapplied	0		-5,249	5,249		0			0	0		0
Loans Unapplied	0					0			0	0		0
Total Earmarked Reserves and Provisions	215,960	38,400	-23,099		473	236,983	38,400	-2,230	-32,000	0	0	241,153
General Reserve	279,923		12,825			292,748	0	0				292,748
Total Reserves	495,883	38,400	-10,274		473	529,731	38,400	-2,230	-32,000	0	0	533,901



Inflation (RPI) is currently running at 1.1% (for the year to September 2021). CPIH is 0.7% 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	0.0%	1
- Utilities	0.0%	2
- Other Expenditure	0.0%	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 : **0.0%**
 would increase the Council Tax to: **96.96**

And require an additional transfer from reserves of: **£13,703**
 which would reduce total reserves to £ 520,197 by March 2022
 (given the assumptions in 1 - 3 on the left)

2 Council Tax Base increase **0.00%**
 Note, the Council Tax base for 2020/21 is **5,362.0**

An increase of 0.00% (assumption 2) will increase the Council Tax base to: **5,362.0**

3 Use of General Reserve **£ 0**

The General Reserve is expected to be £292,748 at April 1st 2021. This transfer will reduce it to £292,748 by the year end

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	490,683
Net transfers to/from earmarked reserves	36,170
Growth Bids & Adjustments	38,750
- Less funded from earmarked reserves (inc. borrowing)	-32,000
- Less additional income generated	0
Net Budget requirement	533,603
Less funded from general reserve	0
Sum to be funded from Council Tax Payers (Precept)	533,603

Summary movement on reserves:

	£
Opening reserves 1/4/2021:	
General Reserve	292,748
Earmarked Reserves & Provisions	236,983
Total Reserves 1/4/2021	529,731
Planned transfers in	38,400
Planned transfers out	-2,230
Plus Capital Receipts 21/22	0
Less Funding for growth	-32,000
Less use of general reserve	0
Predicted reserves 31/3/2022	

Band D equivalent Council Tax 2021/22 **99.52**

The budget requirement and resulting precept, as modelled, represents an increase of 5.71 % in the Council Tax

General Reserve	292,748
Earmarked Reserves	241,153
Predicted Reserves 31/3/2022	533,901

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 : £5,048
 For each increase of £1,000 in the precept requirement, a further £0.19 will be added to the Band D Council Tax

Inflation (RPI) is currently running at 1.1% (for the year to September 2021). CPIH is 0.7% 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	1.0%	1
- Utilities	1.0%	2
- Other Expenditure	1.0%	3
- Non contractual expenditure	0.0%	4
- Income	1.0%	5
- Fixed expenditure (i.e. no inflation)	0.0%	6

A target Council Tax increase of : **0.0%**
 would increase the Council Tax to: **96.96**

And require an additional transfer from reserves of: **£17,589**
 which would reduce total reserves to £ 516,312 by March 2022
 (given the assumptions in 1 - 3 on the left)

2 Council Tax Base increase **0.00%**
 Note, the Council Tax base for 2020/21 is **5,362.0**

An increase of 0.00% (assumption 2) will increase the Council Tax base to: **5,362.0**

3 Use of General Reserve **£ 0**

The General Reserve is expected to be £292,748 at April 1st 2021. This transfer will reduce it to £292,748 by the year end

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	494,568
Net transfers to/from earmarked reserves	36,170
Growth Bids & Adjustments	38,750
- Less funded from earmarked reserves (inc. borrowing)	-32,000
- Less additional income generated	0
Net Budget requirement	537,488
Less funded from general reserve	0
Sum to be funded from Council Tax Payers (Precept)	537,488

Summary movement on reserves:

	£
Opening reserves 1/4/2021:	
General Reserve	292,748
Earmarked Reserves & Provisions	236,983
Total Reserves 1/4/2021	529,731
Planned transfers in	38,400
Planned transfers out	-2,230
Plus Capital Receipts 21/22	0
Less Funding for growth	-32,000
Less use of general reserve	0
Predicted reserves 31/3/2022	

Band D equivalent Council Tax 2021/22 **100.24**

The budget requirement and resulting precept, as modelled, represents an increase of 6.48 % in the Council Tax

General Reserve	292,748
Earmarked Reserves	241,153
Predicted Reserves 31/3/2022	533,901

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 : £5,048
 For each increase of £1,000 in the precept requirement, a further £0.19 will be added to the Band D Council Tax



REPORT TO POLICY & FINANCE COMMITTEE – 18th NOVEMBER 2020

FINANCIAL RISK ASSESSMENT

1. Background

- 1.1 The Town Council is required to carry out an annual Financial Risk Assessment. The risk assessment identifies risks in a number of areas, together with controls that have been implemented to manage that risk. A number of these controls are covered by Financial Regulations which were adopted in July 2016 and subsequently reviewed in April 2018.
- 1.2 The risk assessment was last carried out as part of the overall risk assessment for the Town Council in February 2020. Since then, the pandemic has caused two lockdowns and has increased financial risks in some areas.

2. Financial risk Assessment 2020/21

- 2.1 The Town council implemented a new Financial Management system in April 2019 and subsequently added modules to manage Cemeteries and Allotments. The introduction of these systems has meant that some of the financial control processes have had to be adjusted.
- 2.2 Most of the changes have been managed within the framework of Financial Regulations and as such, require no change to the risk assessment as the risks have previously been identified and managed. The most significant changes are around workflow processes contained within the finance system. The internal audit of the 2019/20 accounts identified some weaknesses in the new financial control system including limited resources to manage and develop the system.
- 2.4 Further, since the last review, the Covid pandemic has caused two lockdowns and has increased financial risks in some areas. These risks are both direct, resulting in falling income and changes to expenditure and indirect with remote working impacting on workflow, record keeping and some of the control measures in place to preserve the integrity of the financial systems.
- 2.5 The pandemic has the potential to fundamentally change income and expenditure. The Town Council holds reasonably healthy reserves which are sufficient to cover any conceivable impact in the medium term, albeit that would be at the cost of deferring future investment.
- 2.6 These matters have been addressed in the revised risk assessment, Appendix 1.

3. RECOMMENDATION

It is **recommended** that:-

- 3.1 The updated Financial Risk Assessment be noted.

For further information please contact:

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RINGWOOD TOWN COUNCIL

FINANCIAL RISK ASSESSMENT 2020/21

Risk	Hazard	Controls	Probability	Impact	Risk weighting
Legal/ Administration	Failure to comply with HMRC PAYE requirements	Maintenance of comprehensive records of Income Tax and National Insurance deductions from payroll and employer's contributions. Specialist payroll agent engaged to submit RTI returns to HMRC and calculate monthly payments (checked by Deputy Clerk and RFO before payment).	Low	Medium	2
Legal/ Administration	Incurring Expenditure without proper legal authority	Clerk holds CiLCA qualification. Minutes record the powers under which expenditure is incurred.	Low	Low	1
Legal/ Administration	Failure to maintain accurate records of Council Assets	Maintain a comprehensive asset register. Record key assets in simplified Asset Register in finance software. Finance staff record all acquisitions and disposals in finance software. Carry out periodical inventory checks.	Low	Low	1
Legal/ Administration	Failure to comply with HMRC VAT regulations	RFO holds CIPFA qualification. Finance staff check VAT coding of all transactions. Refer to HMRC Guidance. Seek further guidance where necessary. Ensure that Input and Output tax are accurately recorded. Register for Making Tax Digital. Complete and submit VAT returns online promptly.	Low	Medium	2
Financial	Failure to keep proper Financial records	Full access to Finance software and records restricted to qualified staff. Standing Orders and Financial Regulations include suitable controls and are reviewed periodically. Responsibilities defined through appointment of a Responsible Finance Officer (RFO). Commission effective independent internal audit. Provide regular financial reports for scrutiny at Policy & Finance Committee.	Medium	Low	2
Financial	Poor Financial Management	Scheme of Delegation defines responsibilities for the financial affairs of the Council. Maintain & review Financial Regulations and Standing Orders. Maintain an effective budgetary control and financial reporting system. Commission annual independent internal audit and act upon any recommendations. Negotiate increase in staffing capacity to address issues	Medium	Medium	4





Appendix 1

Risk	Hazard	Controls	Probability	Impact	Risk weighting
		raised by the internal auditor			
Financial	Failure to set a precept and a balanced budget	Ensure that the precept is determined following scrutiny of the detailed requirements for all income and expenditure budgets. Ensure that presentation to Committee of budget proposals follows an agreed timetable.	Low	Medium	2
Financial	Adequacy of Reserves to meet necessary unplanned expenditure	Reserves equivalent to 10% of annual budgeted spend available for immediate use. Maintain General Reserve at 50% of annual spend. Carry out an annual review of reserves and maintain balances of earmarked reserves & Provisions according to the Reserves Policy.	Low	Medium	2
Financial	Actual income and/or expenditure deviating from budget	Annual budget identifies staff members responsible for each budget heading. Effective credit control process in place. RFO monitors actual performance against budget and produces monthly budget comparison reports to Policy & Finance Committee from end of Q1. Additional uncertainty caused by the Covid pandemic mitigated by reserves	Medium	Medium	4
Financial	Reduction/Loss of Income	The Covid Pandemic puts income at risk. Insurance in place to cover loss of rental income. Regular monitoring of income and effective credit control. Annual review of charges to ensure achievable income targets. Maintenance of appropriate reserves to cover any significant and unanticipated loss of income.	Medium	Medium	4
Financial	Failure to maintain an effective payments system	Financial Regulations assign responsibilities for control of expenditure.. RFO establishes clear payment processes supported by appropriate documentation and monitors compliance. Separation of duties in initiating and authorizing expenditure. Order approval required before order placement or commitment.	Low	Low	1
Financial	Control of Payroll and Pension costs	All overtime payments pre-authorized by Clerk. Council agree pay scales and progression. Payroll outsourced to specialist payroll contractor. RFO monitors spend against budgets and prepares annual payroll budgets on a zero based approach. Payments only to bone fide employees. Monthly returns to HMRC and HCC (pensions)	Low	Medium	2
Financial	Failure to ensure proper use of funds under specific powers (e.g. s137)	Ensure that all expenditure under specific powers is separately recorded in the General Ledger when required. Ensure that statutory limits on such expenditure are not breached. Ensure that grant applications are complete and fully supported prior to submission to Council for approval and that all approvals are recorded in Council minutes.	Low	Low	1
Financial	Risk of claims from	Undertake risk assessment before providing any new service.	Low	Low	1

Appendix 1

Risk	Hazard	Controls	Probability	Impact	Risk weighting
	other parties as a result of providing a service	Committee approval of business case required before any new and/or commercial venture is undertaken. Ensure that appropriate insurance cover is in place.			
Financial	Loss of money through phishing scams, CEO fraud bogus account details change, or other fraud	Financial Regulations and payment processes instituted by RFO. All payments to authorised recipients. Expenditure only against agreed budgets and according to authorised and receipted orders. Restricting access to Finance software. Bank reconciliations to ensure that all transactions correspond with those duly authorised in the General Ledger.	Low	High	3
Financial	Loss of money through theft or misappropriation	Determine responsibility for cash at all locations. Issue numbered receipts for all income. Ensure that effective arrangements are in place for prompt recording and banking of all cash received. Carry out monthly bank reconciliation. Ensure that the Council holds adequate fidelity guarantee insurance. Ensure that secure arrangements are in place for all monies held pending banking. Reconcile petty cash monthly with all expenditure backed by receipts and allocated against approved budgets.	Low	Medium	2



POLICY & FINANCE COMMITTEE

18th November 2020

F

Annual Review of Press and Media Policy

1. Introduction and reason for report

Councils are recommended to review and confirm once every year their policy for dealing with the press and other media. This is reflected in our Standing Orders (which follow the NALC model) in para. 5.k.xviii. The Council has delegated this task to this committee.

2. Background information and options

This Council has no documented policy regulating relations with the press and other media. One could be adopted after due consideration and then subjected to periodic review. However, since the Council appears to have managed reasonably well without one until now, this would seem a low priority task.

3. Issues for decision and any recommendations

Whether to instruct officers to prepare a draft policy regulating the Council's dealings with the press and other media.

(RECOMMENDATION: That officers be instructed either to prepare a draft policy when workloads allow or not to prepare one at all pending further instruction and that in the meantime further reviews be omitted from this committee's programme of work.)

For further information, contact:

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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. Most of the photography required has now been done. Work continues on the remainder and new page content	£6,000 Annual budget	£4,000	£7,500	Significant	Probable	Carried over from 2019-20.
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	Arrangements for installing and decorating this have been made.				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.