

## **MINUTES OF THE POLICY & FINANCE COMMITTEE**

Held on Wednesday 18<sup>th</sup> November 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 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

**ABSENT:** Cllr Gloria O’Reilly  
Cllr Steve Rippon-Swaine (Vice Chairman)

### **F/5846 PUBLIC PARTICIPATION**

Three members of the public were present for grant aid applications.

### **F/5847 APOLOGIES FOR ABSENCE**

The Town Clerk reported that apologies for absence had been received from Cllrs O’Reilly and Rippon-Swaine.

### **F/5848 DECLARATIONS OF INTEREST**

None made at this stage of the meeting.

### **F/5849 MINUTES OF THE PREVIOUS MEETING**

**RESOLVED:** That the minutes of the meeting held on 21<sup>st</sup> October 2020, having been circulated, be approved and signed by the Chairman as a correct record.

### **F/5850 GRANT AID APPLICATIONS**

Members considered two Grant Aid applications (*Annex A*):-

*Although it was not a declarable pecuniary interest, Cllr Day made Members aware that one of the members of the public, present for the TR grant aid application, was a friend.*

*Although it was not a declarable pecuniary interest, Cllr Ring made Members aware that he was a member of Ringwood Mens Shed and he did not vote on that application.*

*It was also noted that most Members knew the Chairman of Ringwood Mens Shed, due to his previous role as Town Councillor and Mayor.*

a) Transition Ringwood (TR) – A representative summarised various projects undertaken by TR and those planned for the future. She confirmed that TR was working closely with RACE group, complementing its initiatives. The grant requested was to assist with the cost of hiring equipment to prepare the ground for planting and the purchase of wildflower seeds and bulbs. Members agreed to support the application and made an award of £750.

*Cllr Haywood left the meeting briefly due to technical reasons.*

b) Ringwood Mens Shed – The Chairman presented the Grant Aid application explaining the purpose of the group, the benefits for the members and the wider community and its plans to acquire premises. The request for funding would assist with the set-up costs of a workshop and enable the group to expand their volunteering work into other areas such as repairs, recycling, mentoring of basic skills, etc. Members congratulated the Chairman on the formation of the group and appreciated the value of the organisation within the community. They wished to support the application and made an award of £1,000.

**RESOLVED:** 1) That, in exercise of the Power of General Competence, a grant of £750 be awarded to Transition Ringwood towards the costs associated with wildflower planting events; and  
2) That, in exercise of the Power of General Competence, a grant of £1,000 be awarded to Ringwood Mens Shed towards the costs of setting up a workshop.

<b>ACTION A Greenfield</b>
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*Cllr Haywood re-joined the meeting at 7:25pm.*

## **F/5851**

### **FINANCIAL REPORTS**

The RFO detailed some of the larger payments on the Imprest report (*Annex B*), indicating that slightly more than normal was paid out during the month of October. Items included the annual insurance premium, training for the grounds team, additional IT supports costs associated with staff working from home, repairs to the roller mower, payment for the repairs to the War Memorial, HR consultant fees and Neighbourhood Planning consultants fees.

The RFO was asked to investigate if the Council were liable to pay any 'excess' for the insurance claim (*re 1225 and 1226*).

He reported that the latest payment of Community Infrastructure Levy (CIL) had been received from NFDC to the value of £31,000 and, as a result, the level of funds required to be transferred, from the investment account to the current account this month, was likely to be lower than indicated on the bank balances report. It was noted that the receipt of CIL funds may enable capital projects to be brought forward, but that it was not relevant when looking at income and expenditure for budget setting purposes.

In respect of the budget position at the end of period 7, the RFO reported that income for the year is lower than expected and expenditure is also lower, but by a greater amount. A contribution to the General Reserve is likely to be made at the end of the year.

The Town Clerk requested the next meeting focusses on budget setting and proposed the standard financial reports be either deferred until January or abbreviated. Members were

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agreeable to this and assured that anything exceptional that occurs will be included in the RFO's verbal report in December.

**RESOLVED:**

- 1) That the list of cheque payments on the Imprest account for October be authorised;
- 2) That the total amount of petty cash expenditure for October of £46.90 be noted;
- 3) That the Statement of Town Council Balances be noted and Inter Account transfers be authorised (although the amount requested may not be required);
- 4) That arrangements be made for the finance reports to be signed by the Chairman and one other Member following the meeting;
- 5) That the Finance Manager's budgetary monitoring report be noted;

<b>ACTION R Fitzgerald</b>
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**F/5852**

**COMMITTEE BUDGET 2021/22**

Members considered the RFO's report on the Committee's budget for 2021/22 (*Annex C*). He explained the basis upon which the first draft budget had been prepared and the unavoidable adjustment to the budget, the most significant being the rate of employer's contributions to the pension fund. Further adjustments would be required for any new expenditure bids and inflation. He indicated that a 1% increase in costs would add £4,400 to the Committee budget, but this could be mitigated by increases in income.

It was noted, in respect of Appendix A, that significant donations had been offered towards the Christmas Tree and decorations and the expectation was that funding from the Events Reserve would no longer be required for this purpose.

- RESOLVED:**
- 1) That the RFO's report be noted; and
  - 2) That no additional bids be added to the Committee budget, at this stage.

<b>ACTION R Fitzgerald</b>
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**F/5853**

**COUNCIL BUDGET 2021/22**

Members considered the RFO's report and the Council's draft budget 2021/22 (*Annex D*). This was prepared on the basis of the current year's budget and adjusted for known changes. Inflationary changes are yet to be incorporated, along with any change to the Council Tax base. Although the pandemic has dramatically impacted both income and expenditure this year, it has been assumed there will be limited impact from the pandemic and lockdowns in 2021/22.

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. Including the new bids proposed, £38,750 would be added to the budget (of this £32,000 is available from reserves). With no inflation and no transfer from the General Reserve, this would result in a Precept of £533,603 and a 'Band D Council Tax' of £99.52.

The budget model (sandbox) was used to demonstrate the impact of different scenarios on the General Reserve and/or Council Tax and Members were invited to apply different figures to see the effects.

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There was further discussion on:- 1) the effect on the draft budget 2021/22 of the expected transfer of funds to the General Reserve at the end of the current year; 2) the level of reserves currently and their possible use for capital projects rather than as revenue; 3) concern with the potential for a big step up in Council Tax in the future if reserves were to be used to balance the budget this year; 4) the impact and use of CIL receipts; and 5) concern that precept may not be protected in future and that the Council Tax collection rate would drop, both of which would have a negative impact on the tax base calculations.

**RECOMMENDED TO FULL COUNCIL:**

That the revised budget for 2020/21 be approved.

**RESOLVED:** 1) That the RFO's report on draft budget and precept 2021/22 be noted;  
2) That the 'sandbox' be circulated to Members once CIL receipts have been included, to enable alternative budget proposals to be developed and tested;  
and  
3) That the draft budget and Precept be considered further at the next meeting.

<b>ACTION R Fitzgerald</b>
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**F/5854**

**FINANCIAL RISK ASSESSMENT**

The RFO explained that the annual review of the financial risk assessment was a statutory requirement. In addition, review of risk is required due to the impact of the pandemic and areas revealed by the annual audit. Risks have been assessed and management of those risks have been detailed (*Annex E*).

He indicated the most significant financial risk was the reduction in income due to the pandemic and explained that this is being managed. The Council has reserves which can be drawn on in the short and medium term. Remote working has necessitated different ways of working, for example, electronic signatures, and a number of issues with the new financial software had been raised by the auditor.

Risk weighting had been re-assessed with some areas are now shown as a greater risk. The overall impact of these changes could be significant and the report shows how officers are dealing with this.

**RECOMMENDED TO FULL COUNCIL:** That the updated Financial Risk Assessment be noted.

<b>ACTION R Fitzgerald</b>
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**F/5855**

**MEDIA POLICY**

The Town Clerk referred Members to his report (*Annex F*). The Council has no current policy to regulate dealings with the press and media. He indicated that it seemed a low priority task and relations have been managed well without one. The Committee agreed that whilst it would be preferable to have a policy, one should not be prepared at this time.

**RESOLVED:** That officers do not prepare a Press and Media Policy at all, pending further instruction, and that in the meantime further reviews be omitted from this Committee's programme of work.

<b>ACTION C Wilkins</b>
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**F/5856  
PROJECTS**

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

<b>ACTION C Wilkins</b>
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*There being no further business, the Chairman closed the meeting at 8.38 pm.*

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

RECEIVED  
25<sup>th</sup> November 2020

APPROVED  
9<sup>th</sup> December 2020

TOWN MAYOR

COMMITTEE CHAIRMAN







# 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"><li>1. Rent a turf cutter to prepare the ground for sowing, at the cost of £125 for the Poulner wildflower planting event on 10<sup>th</sup> and 11<sup>th</sup> October and then £125 again for the Southampton Road Planting</li><li>2. 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.</li></ol> <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"><li>• Poulner lakes = 60 m2 10<sup>th</sup> October</li><li>• Toad corner = 100 m2 11<sup>th</sup> October</li><li>• Southampton Road = 100 m2 28<sup>th</sup> November</li><li>• Memorial garden = 60 m2 8<sup>th</sup> November</li></ul>



<p><b>A</b> 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 mile<sup>2</sup>) 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

# A

## New Forest Transition CIC (by guarantee)

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

	Page
Company Information	1
Profit and Loss Account	2
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

# A

New Forest Transition CIC (by guarantee)

Profit and Loss Account  
for the Year Ended 29 February 2020

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

Balance Sheet  
29 February 2020

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



# A

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	
	£	£	£	£
<b>Turnover</b>				
Memberships		290		115
<b>Cost of sales</b>				
Project costs		<u>5,972</u>		<u>2,083</u>
<b>GROSS DEFICIT</b>		(5,682)		(1,968)
<b>Other income</b>				
Grants and donations		<u>3,983</u>		<u>2,760</u>
		(1,699)		792
<b>Expenditure</b>				
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>
<b>NET (DEFICIT)/SURPLUS</b>		<u>(2,525)</u>		<u>221</u>



New Forest Transition CIC (by guarantee)

Detailed Balance Sheet  
29 February 2020

	2020	2019
	£	£
<b>CURRENT ASSETS</b>		
Bank account	9,501	12,026
<b>CREDITORS</b>		
<b>Amounts falling due within one year</b>		
Accruals	<u>(312)</u>	<u>(312)</u>
<b>NET CURRENT ASSETS</b>	<u>9,189</u>	<u>11,714</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>	<u>9,189</u>	<u>11,714</u>
<b>NET ASSETS</b>	<u><u>9,189</u></u>	<u><u>11,714</u></u>
<b>RESERVES</b>		
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 £
<b>COST</b>	
At 1 March 2019 and 29 February 2020	<u>6,332</u>
<b>DEPRECIATION</b>	
At 1 March 2019 and 29 February 2020	<u>6,332</u>
<b>NET BOOK VALUE</b>	
At 29 February 2020	<u><u>-</u></u>
At 28 February 2019	<u><u>-</u></u>





# 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	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



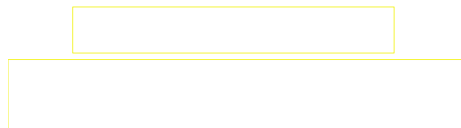


**RINGWOOD TOWN COUNCIL**

**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	2400/9
179	18/10/20	1196		£35.00	£0.00	£35.00	P&F	Calm Necessities Mrs H Taylor	Standard stall refund xmas market	2400/9
180	18/10/20	1197		£35.00	£0.00	£35.00	P&F	Underdown Artworks JM Underdown	standard stall refund for xmas market	2400/9
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	2400/9
182	18/10/20	1199		£8.99	£1.50	£7.49	RLOS	screwfix	Eardefenders for Paul.	3000/1/5
182	18/10/20	1200		£29.98	£5.00	£24.98	RLOS	screwfix	WD-40 for machines etc.	3000/3/2
183	18/10/20	1201		£9.98	£1.66	£8.32	RLOS	screwfix	2x 5litres screen wash for van.	3000/3/5
		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.	3000/3/5
184	18/10/20	1202	RTC803793	£106.92	£17.82	£89.10		Ringwood Motor Company Ltd		3000/3/5
		1203/1		£22.00	£3.67	£18.33	P&F	Hampshire County Council	819312 - A4 Canary 80gsm - time sheets	2000/1/8
		1203/2		£2.62	£0.44	£2.18	P&F	Hampshire County Council	784321 - Yellow Sticky Notes	2000/1/8
185	18/10/20	1203	RTC803777	£24.62	£4.11	£20.51		Hampshire County Council	Stationery - office	2000/1/8
		1204/1		£15.72	£2.62	£13.10	RLOS	Hampshire County Council	570148 - Thin Bleach	3200/1/4
186	18/10/20	1204	RTC803782	£15.72	£2.62	£13.10		Hampshire County Council	Bleach Cemetery	3200/1/4
		1205/1		£105.82	£17.64	£88.18	P&F	Snopake Ltd	40348 Shredder for Carvers	2802/2/2
187	19/10/20	1205	RTC803731	£105.82	£17.64	£88.18		Snopake Ltd	Shredder for Carvers	2802/2/2
		1206/1		£29.95	£4.99	£24.96	RLOS	Glen Acres Nursery	1 Memorial tree for Cemetery (Sue Saxby)	3200/2/9
188	19/10/20	1206	RTC803795	£29.95	£4.99	£24.96		Glen Acres Nursery		3200/2/9
		1207/1		£25.82	£4.30	£21.52	RLOS	Hampshire County Council	582203 - Apple Fresh cleaner disinfectant - cemetery	3200/1/4
		1207/2		£33.70	£5.62	£28.08	RLOS	Hampshire County Council	816100 - Recycled single fold hand towels	3200/1/4
		1207/3		£10.38	£1.73	£8.65	P&F	Hampshire County Council	816142 - unbranded centrefeed wipe, blue - Gateway	2000/3/4
189	19/10/20	1207	RTC803780	£69.90	£11.65	£58.25		Hampshire County Council	Cemetery & Office supplies	3200/1/4
Lloyds CC Oct 2020	19/10/20	1209		£87.12	£14.52	£72.60	P&F	Zoom Video Communications Inc	Licence	2000/1/15
190	19/10/20	1210		£125.00	£0.00	£125.00	P&F	LJT Surveying Ltd	Assessment of energy usage at Clubhouse	2802/2/1
		1211/1		£10,165.20	£1,694.20	£8,471.00	P&F	Cliveden Conservation Workshop Ltd	Repairs to War Memorial	2400/20



# 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
<b>Total</b>				£76,843.35	£7,368.76	£69,474.59			





**POLICY AND FINANCE COMMITTEE 18th NOVEMBER 2020**

**BANK BALANCES & PROPOSED TRANSFERS**

<b>Account Name</b>	<b>Predicted</b>		<b>Actual at</b>	<b>Predicted</b>	<b>Proposed Transfers</b>		<b>Predicted</b>
	<b>31-Oct-20</b>		<b>31-Oct-20</b>	<b>Movement</b>	<b>Cash Out</b>	<b>Cash In</b>	<b>30-Nov-20</b>
	<b>£</b>		<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
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
<b>TOTAL BANK BALANCES</b>	<b>775,633</b>		<b>795,317</b>	<b>-50,000</b>	<b>-100,000</b>	<b>100,000</b>	<b>745,317</b>

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	<b>CCLA</b>	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	
<b>Net Movement on imprest account</b>	<b>50,000</b>
- 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.

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# 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	
<b>INCOME</b>					
<b>Policy &amp; Finance</b>					
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
<b>Total Policy &amp; Finance</b>		£144,468.00	£472.74	£79,590.69	-£65,350.05
<b>Recreation, Leisure &amp; Open Spaces</b>					
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
<b>Total Recreation, Leisure &amp; Open Spaces</b>		£86,745.00	£0.00	£43,996.03	-£42,748.97
<b>Planning, Town &amp; Environment</b>					
400	Income	£1,100.00	£0.00	£4,550.00	£3,450.00
<b>Total Planning, Town &amp; Environment</b>		£1,100.00	£0.00	£4,550.00	£3,450.00
<b>Council</b>					
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
<b>Total Council</b>		£0.00	£0.00	£520,018.09	£520,018.09
<b>Total Income</b>		<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	
<b>EXPENDITURE</b>					
<b>Policy &amp; Finance</b>					
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
<b>Total Policy &amp; Finance</b>		<b>£436,579.00</b>	<b>£0.00</b>	<b>£211,789.81</b>	<b>£224,789.19</b>
<b>Recreation, Leisure &amp; Open Spaces</b>					
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
<b>Total Recreation, Leisure &amp; Open Spaces</b>		<b>£272,263.00</b>	<b>£0.00</b>	<b>£154,948.15</b>	<b>£117,314.85</b>



# 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	
<b>Planning, Town &amp; Environment</b>					
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
<b>Total Planning, Town &amp; Environment</b>		<b>£19,482.00</b>	<b>£0.00</b>	<b>£11,116.44</b>	<b>£8,365.56</b>
<b>Council</b>					
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
<b>Total Council</b>		<b>£0.00</b>	<b>£0.00</b>	<b>£63.50</b>	<b>-£63.50</b>
<b>Total Expenditure</b>		<b>£728,324.00</b>	<b>£0.00</b>	<b>£377,917.90</b>	<b>£350,406.10</b>
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
<b>Total Net Balance</b>		<b>-£496,011.00</b>		<b>£270,236.91</b>	

**POLICY AND FINANCE COMMITTEE**

**18<sup>th</sup> 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	
		<b>TOTAL NET COSTS</b>	<b>8,500</b>	

**NEW BUDGET PROPOSALS FOR 2021/22**

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





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	<b>EXPENDITURE-Establishment</b>															
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
	<b>Total Establishment</b>		<b>104,629</b>	<b>108,272</b>	<b>103,390</b>	<b>109,210</b>			<b>0</b>			<b>1,010</b>				<b>104,400</b>
<b>2100</b>	<b>Maintenance</b>															
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
	<b>Total Maintenance</b>		<b>33,181</b>	<b>38,565</b>	<b>34,158</b>	<b>34,158</b>			<b>0</b>			<b>0</b>				<b>34,158</b>
<b>2300</b>	<b>Employee Costs</b>															
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
	<b>Total Employee Costs</b>		<b>118,834</b>	<b>108,700</b>	<b>125,232</b>	<b>111,790</b>			<b>0</b>			<b>1,750</b>				<b>126,982</b>

	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 £
<b>2200/1</b>	<b>Members Costs</b>									
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
	<b>Total Members Costs</b>		<b>6,224</b>	<b>14,517</b>	<b>11,448</b>	<b>10,350</b>			<b>0</b>	<b>10,948</b>
<b>2210</b>	<b>Grants</b>									
2210/1	--Discretionary grants	CW	5400	4500	7,000	7,000	4	0.0%	0	7,000
	<b>Total Grants</b>		<b>5,400</b>	<b>4,500</b>	<b>7,000</b>	<b>7,000</b>			<b>0</b>	<b>7,000</b>
<b>2400</b>	<b>Other</b>									
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
	<b>Total Other</b>		<b>114,837</b>	<b>114,837</b>	<b>123,805</b>	<b>87,430</b>			<b>0</b>	<b>123,905</b>
<b>2500/1</b>	<b>Debt Charges</b>									
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
	<b>Total Debt Charges</b>		<b>31,546</b>	<b>31,546</b>	<b>31,546</b>	<b>31,546</b>			<b>0</b>	<b>31,546</b>
	<b>Total Revenue Expenditure</b>		<b>414,651</b>	<b>420,937</b>	<b>436,579</b>	<b>391,484</b>			<b>0</b>	<b>438,939</b>
<b>2501</b>	<b>Capital Expenditure</b>									
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
	<b>Total Capital Expenditure</b>		<b>10,109</b>	<b>21,929</b>	<b>0</b>	<b>0</b>			<b>0</b>	<b>0</b>
	<b>COMMITTEE EXPENDITURE</b>		<b>424,760</b>	<b>442,866</b>	<b>436,579</b>	<b>391,484</b>			<b>0</b>	<b>438,939</b>

C

2	3	4	5	6	7	8		9	10
Description	Budget Manager	Actual 17/18 £	Actual 19/20 £	Budget 20/21 £	Revised Budget £	Type	Inflation %	Known Changes* £	Draft 21/22 £
<b>200</b>									
<b>REVENUE INCOME</b>									
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%	1,000	-2,000
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
<b>280</b>									
--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
<b>Total Revenue Income</b>		<b>-154,754</b>	<b>-156,471</b>	<b>-144,468</b>	<b>-117,388</b>			<b>0</b>	<b>1,000</b>
<b>TOTAL COMMITTEE INCOME</b>		<b>-154,754</b>	<b>-156,471</b>	<b>-144,468</b>	<b>-117,388</b>			<b>0</b>	<b>1,000</b>
		<b>270,006</b>	<b>286,395</b>	<b>292,111</b>	<b>274,096</b>			<b>0</b>	<b>3,360</b>
<b>Transfer To Provisions</b>									
--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
<b>Total Transfer To Provisions</b>		<b>31,413</b>	<b>29,792</b>	<b>16,500</b>	<b>16,500</b>			<b>0</b>	<b>16,500</b>
<b>Transfer From Provisions</b>									
--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
<b>Total Transfer From Provisions</b>		<b>-16,750</b>	<b>-26,168</b>	<b>-1,000</b>	<b>-1,000</b>			<b>0</b>	<b>-1,000</b>
<b>TOTAL NET EXPENDITURE AFTER TRANS TO/FROM PROVISIONS</b>		<b>284,669</b>	<b>290,019</b>	<b>307,611</b>	<b>289,596</b>			<b>0</b>	<b>3,360</b>

C

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 £		
<b>EXPENDITURE</b>												
<b>Premises related expenditure</b>												
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	2,320		
<b>Total Premises Related</b>			<b>9,209</b>	<b>7,884</b>	<b>8,285</b>	<b>8,470</b>			<b>0</b>	<b>-550</b>	<b>7,735</b>	
<b>Supplies &amp; Services</b>												
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	208	208	
2802/2/6	Training	CB	145	120	510	300	4	0.0%	0	510	510	
<b>Total Supplies &amp; Services</b>			<b>0</b>	<b>4,458</b>	<b>5,656</b>	<b>4,829</b>	<b>5,600</b>			<b>0</b>	<b>550</b>	<b>5,379</b>
<b>Employee Costs</b>												
2801/1	The Place Salary Allocation exc café	CB	35,461	41,358	44,361	34,800	1	0.0%	0	660	45,021	
<b>TOTAL EXPENDITURE</b>			<b>49,128</b>	<b>54,898</b>	<b>57,475</b>	<b>48,870</b>			<b>0</b>	<b>660</b>	<b>58,135</b>	
<b>TRADING ACTIVITIES</b>												
280/1	Room hire	CB	-3,606	-2,608	-3,060	-500	5	0.0%	0		-3,060	
280/2	Income - food sales	CB	-6,757	-11,832	-9,110	-2,500	5	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		6,500	
2801/2	Café & caretaking staff cost	CB			10,250	5,200	1	0.0%	0		10,250	
<b>Net Trading Expenditure</b>			<b>-5,122</b>	<b>-6,062</b>	<b>4,580</b>	<b>4,200</b>			<b>0</b>	<b>0</b>	<b>4,580</b>	
<b>OTHER REVENUE INCOME</b>												
280/3	Grant Income	CB	-250	-277	0	0	4	0.0%	0		0	
<b>Total Other Revenue Income</b>			<b>-250</b>	<b>-277</b>	<b>0</b>	<b>0</b>			<b>0</b>	<b>0</b>	<b>0</b>	
<b>NET EXPENDITURE BEFORE TRANSFERS TO PROVISIONS</b>			<b>43,756</b>	<b>48,559</b>	<b>62,055</b>	<b>53,070</b>			<b>0</b>	<b>660</b>	<b>62,715</b>	
<b>TRANSFERS TO PROVISIONS</b>												
	Contribution to building reserves	RF	5,000	5,000	2,500	2,500	6	0.0%	0		2,500	
<b>NET EXPENDITURE AFTER TRANSFERS</b>			<b>48,756</b>	<b>53,559</b>	<b>64,555</b>	<b>55,570</b>			<b>0</b>	<b>660</b>	<b>65,215</b>	

**POLICY & FINANCE COMMITTEE – 18<sup>th</sup> 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 31<sup>st</sup> 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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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 £
	<b>Policy &amp; Finance</b>							
	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
	<b>Net Expenditure</b>	<b>270,006</b>	<b>286,395</b>	<b>292,111</b>	<b>274,096</b>	<b>0</b>	<b>3,360</b>	<b>295,471</b>
	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
	<b>Committee net expenditure</b>	<b>284,669</b>	<b>290,019</b>	<b>307,611</b>	<b>289,596</b>	<b>0</b>	<b>3,360</b>	<b>310,971</b>
	<b>Recreation &amp; Leisure</b>							
	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
	<b>Net Expenditure</b>	<b>213,866</b>	<b>189,490</b>	<b>178,684</b>	<b>187,821</b>	<b>0</b>	<b>-8,715</b>	<b>169,969</b>
	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
	<b>Committee net expenditure</b>	<b>164,577</b>	<b>173,890</b>	<b>185,584</b>	<b>190,221</b>	<b>0</b>	<b>2,285</b>	<b>188,619</b>
	<b>Cemeteries</b>							
	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
	<b>Net Expenditure</b>	<b>-5,173</b>	<b>9,614</b>	<b>-168</b>	<b>1,635</b>	<b>0</b>	<b>568</b>	<b>400</b>
	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
	<b>Committee net expenditure</b>	<b>-5,403</b>	<b>13,384</b>	<b>3,602</b>	<b>5,405</b>	<b>0</b>	<b>568</b>	<b>10,170</b>
	<b>Allotments</b>							
	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
	<b>Net Expenditure</b>	<b>6,850</b>	<b>6,573</b>	<b>7,011</b>	<b>6,410</b>	<b>0</b>	<b>280</b>	<b>7,291</b>
	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
	<b>Committee net expenditure</b>	<b>6,850</b>	<b>6,573</b>	<b>7,011</b>	<b>6,410</b>	<b>0</b>	<b>280</b>	<b>7,291</b>
	<b>Planning, Town &amp; Environment</b>							
	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
	<b>Net Expenditure</b>	<b>17,999</b>	<b>19,885</b>	<b>18,382</b>	<b>21,819</b>	<b>0</b>	<b>170</b>	<b>17,552</b>
	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
	<b>Committee net expenditure</b>	<b>16,784</b>	<b>14,715</b>	<b>17,382</b>	<b>15,450</b>	<b>0</b>	<b>170</b>	<b>16,552</b>
	<b>Total Base Expenditure</b>	<b>752,866</b>	<b>743,083</b>	<b>728,331</b>	<b>689,424</b>			<b>718,244</b>
	<b>Total Income</b>	<b>-249,318</b>	<b>-231,126</b>	<b>-232,312</b>	<b>-197,643</b>			<b>-227,562</b>
	<b>Total transfer to reserves</b>	<b>48,313</b>	<b>53,692</b>	<b>38,400</b>	<b>38,400</b>			<b>38,400</b>
	<b>Total Transfer from reserves</b>	<b>-84,384</b>	<b>-67,068</b>	<b>-13,230</b>	<b>-23,099</b>			<b>-2,230</b>
	<b>Total New Bids</b>							<b>38,750</b>
	<b>Less funded from earmarked reserves</b>							<b>-32,000</b>
	<b>Total Budget Requirement</b>	<b>467,477</b>	<b>498,581</b>	<b>521,190</b>	<b>507,082</b>			<b>533,603</b>
	<b>Precept</b>	<b>485,196</b>	<b>497,549</b>	<b>519,907</b>	<b>519,907</b>			<b>533,603</b>
	<b>Transfer to/-from General Reserve</b>	<b>17,719</b>	<b>-1,032</b>	<b>-1,283</b>	<b>12,825</b>			<b>0</b>



**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 £
<b>Expenditure:</b>								
	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
<b>Council Total Expenditure</b>		<b>752,866</b>	<b>743,083</b>	<b>728,331</b>	<b>689,424</b>	<b>0</b>	<b>-9,087</b>	<b>718,244</b>
<b>Income:</b>								
	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
<b>Council Total Income</b>		<b>-249,318</b>	<b>-231,126</b>	<b>-232,312</b>	<b>-197,643</b>	<b>0</b>	<b>4,750</b>	<b>-227,562</b>
<b>Council Net Expenditure before transfers</b>		<b>503,548</b>	<b>511,957</b>	<b>496,020</b>	<b>491,781</b>	<b>0</b>	<b>-4,337</b>	<b>490,683</b>
<b>Add Transfers to Provisions</b>								
	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
<b>Total transfers to provisions</b>		<b>48,313</b>	<b>53,692</b>	<b>38,400</b>	<b>38,400</b>			<b>38,400</b>
<b>Less Transfers from Provisions</b>								
	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
<b>Total transfers from Provisions</b>		<b>-84,384</b>	<b>-67,068</b>	<b>-13,230</b>	<b>-23,099</b>			<b>-2,230</b>
<b>Total Budget Requirement before new bids</b>		<b>467,477</b>	<b>498,581</b>	<b>521,190</b>	<b>507,082</b>	<b>0</b>	<b>-4,337</b>	<b>526,853</b>
<b>New Bids 2021/22 (net of income)</b>								
	Policy & Finance							0
	Recreation & Leisure							10,750
	Cemeteries							28,000
	Allotments							0
	Planning, Town & Environment							0
<b>Less Funded from Provisions</b>								<b>-32,000</b>
<b>Council's Net Budget</b>		<b>467,477</b>	<b>498,581</b>	<b>521,190</b>	<b>507,082</b>			<b>533,603</b>
<b>Transfers from( - ) or to General Reserve</b>		<b>17,719</b>	<b>-1,032</b>	<b>-1,283</b>	<b>12,825</b>			<b>0</b>
<b>Council Precept (to be met by Council Tax Payers)</b>		<b>485,196</b>	<b>497,549</b>	<b>519,907</b>	<b>519,907</b>			<b>533,603</b>
<b>Council Tax Base</b>		<b>5257.3</b>	<b>5285.2</b>	<b>5362</b>	<b>5362</b>			<b>5,362.0</b>
<b>Council Tax</b>		<b>92.29</b>	<b>94.14</b>	<b>96.96</b>	<b>96.96</b>			<b>99.52</b>

**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 £			
<b><u>EARMARKED PROVISIONS</u></b>												
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
<b>Total Provisions</b>	<b>177,311</b>	<b>38,400</b>	<b>-12,000</b>		<b>0</b>	<b>203,711</b>	<b>38,400</b>	<b>-1,000</b>	<b>-32,000</b>	<b>0</b>	<b>0</b>	<b>209,111</b>
<b><u>RESERVES</u></b>												
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
<b>Total Earmarked Reserves and Provisions</b>	<b>215,960</b>	<b>38,400</b>	<b>-23,099</b>		<b>473</b>	<b>236,983</b>	<b>38,400</b>	<b>-2,230</b>	<b>-32,000</b>	<b>0</b>	<b>0</b>	<b>241,153</b>
<b>General Reserve</b>	<b>279,923</b>		<b>12,825</b>			<b>292,748</b>	<b>0</b>	<b>0</b>				<b>292,748</b>
<b>Total Reserves</b>	<b>495,883</b>	<b>38,400</b>	<b>-10,274</b>		<b>473</b>	<b>529,731</b>	<b>38,400</b>	<b>-2,230</b>	<b>-32,000</b>	<b>0</b>	<b>0</b>	<b>533,901</b>



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
<b>Total Reserves 1/4/2021</b>	<b>529,731</b>
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
<b>Predicted Reserves 31/3/2022</b>	<b>533,901</b>

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
<b>Total Reserves 1/4/2021</b>	<b>529,731</b>
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
<b>Predicted Reserves 31/3/2022</b>	<b>533,901</b>

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 – 18<sup>th</sup> 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
<b>Legal/ Administration</b>	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	<b>2</b>
<b>Legal/ Administration</b>	Incurring Expenditure without proper legal authority	Clerk holds CiLCA qualification. Minutes record the powers under which expenditure is incurred.	Low	Low	<b>1</b>
<b>Legal/ Administration</b>	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	<b>1</b>
<b>Legal/ Administration</b>	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	<b>2</b>
<b>Financial</b>	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	<b>2</b>
<b>Financial</b>	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	<b>4</b>





## Appendix 1

Risk	Hazard	Controls	Probability	Impact	Risk weighting
		raised by the internal auditor			
<b>Financial</b>	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	<b>2</b>
<b>Financial</b>	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	<b>2</b>
<b>Financial</b>	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	<b>4</b>
<b>Financial</b>	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	<b>4</b>
<b>Financial</b>	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	<b>1</b>
<b>Financial</b>	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	<b>2</b>
<b>Financial</b>	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	<b>1</b>
<b>Financial</b>	Risk of claims from	Undertake risk assessment before providing any new service.	Low	Low	<b>1</b>

## 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.			
<b>Financial</b>	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	<b>3</b>
<b>Financial</b>	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	<b>2</b>





## POLICY & FINANCE COMMITTEE

18<sup>th</sup> 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			
<b>Projects with budgetary implications (bids included in 2020-21 budget)</b>								
A1	Website refresh	Brief for “meetings” section agreed. <b>Most of the photography required has now been done. Work continues on the remainder and new page content</b>	£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	
<b>Projects with budgetary implications (not included in 2020-21 budget but added since)</b>								
B1	None							
<b>Projects with no budgetary implications in 2020-21</b>								
C1	Christmas Tree for Market Place	<b>Arrangements for installing and decorating this have been made.</b>				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.

