

Ringwood Town Council

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

POLICY & FINANCE COMMITTEE

Dear Member

11th November 2021

A meeting of the above Committee will be held at the Forest Suite, Ringwood Gateway on **Wednesday 17th November 2021** at 7.00pm and your attendance is requested.



Mr C Wilkins
Town Clerk

AGENDA

1. PUBLIC PARTICIPATION

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

2. APOLOGIES FOR ABSENCE

3. DECLARATIONS OF INTEREST

4. MINUTES OF THE PREVIOUS MEETING

To approve as a correct record the minutes of the meeting held on 20th October 2021

5. GRANT AID

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

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

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

7. COMMITTEE BUDGET 2022-23

To consider the Finance Manager's report (*Report C*)

8. COUNCIL BUDGET 2022-23

To consider the Finance Manager's report (*Report D*)

9. PROJECTS (current and proposed)

To consider the officers' report (*Report E*), receive any verbal updates and agree next steps where necessary

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

Committee Members

Cllr Jeremy Heron (Chairman)

Cllr Steve Rippon-Swaine (Vice Chairman)

Cllr Andrew Briers

Cllr Philip Day

Cllr John Haywood

Cllr Peter Kelleher

Cllr Gloria O'Reilly

Cllr Tony Ring

Cllr Glenys Turner

Student Advisors

Copied by e-mail to other members for information

APPLICATION FOR GRANT AID

Please complete all sections of the application form. Notes for applicants are provided to assist with this. The form should be returned to the Council together with a copy of last year's audited accounts.

The information provided by applicants, save for this page, will be published on the Council's website. Any personal information and signatures will be redacted.

Grant Aid applications will be considered by the Policy and Finance Committee, which meets in the evening, once a month. It can be helpful for a representative to attend that meeting to present the application and/or answer questions relating to it. Should you wish to do so, please let us know.

Application forms can be:-

- e-mailed to:- town.council@ringwood.gov.uk
- sent by post to:- Ringwood Gateway,
The Furlong,
Ringwood,
Hampshire.
BH24 1AT

- For enquiries please call us on (01425 473883)

Name of Organisation	Avon Valley Concerts
Charity Registration Number (if appropriate)	289919
Name of Contact	Eileen Lattimer
Applicants signature	<i>Eileen Lattimer</i>
Position of applicant within the organisation	Hon. Treasurer
Date	13 October 2021
Contact's telephone number	07811 280086
Contact's email	Eileen.marlema@icloud.com
If a grant is awarded, should it be paid by BACS or cheque?	Bacs
If by cheque, to whom should the cheque be made payable?	
If by BACS, please provide account information	Sort code 5 4 3 0 - 4 5 Account number 0 7 8 3 1 7 7 3



Ringwood Town Council Grant Aid

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

APPLICATION FOR GRANT AID

Applicant's Details

Name of Organisation requesting grant	Avon Valley Concerts
Charity Registration Number (if appropriate)	289919
Postal Address for the organisation (if there is one)	Heronbrook, 41 Green Lane, Fordingbridge SP6 1HU
Please tick to confirm that contact details have been provided on page 1	<input checked="" type="checkbox"/>

Details of Grant Request

Amount requested	£ 1000
What is the purpose of the grant?	<p>We present a series of 6 classical music concerts in Ringwood and Fordingbridge by national and international artists. The fees and expenses this year will exceed the income as musicians fees have increased, we have 4 concerts with pianos this season (cost is £650 for hire, tuning and transport for each one). We are hosting a concert with two separate artists, The Castalian Quartet and Leon McCawley to play music composed by Elgar; this involves the cost of two artists at one concert and is carried over from last year.</p> <p>We provide a minibus service between Ringwood and Fordingbridge, free of charge, to enable those who dislike or are unable to drive at night, to attend. Local people, especially Senior Citizens, are able to attend a good quality concert at an affordable price without having to travel long distances. Our ticket prices remain low (£15 per concert) and free to under 25's to encourage younger people.</p>
How would the people of Ringwood benefit from your receiving this grant?	

A

How many Ringwood people would benefit?	Each concert provides for 100 people.
Total cost of project	£ 14,000

Information about your Organisation

Membership:	What facilities do you provide? A season ticket for all 6 concerts is £70, which includes the membership fee of £20.
Subscription: £	
Names of competing or similar organisations	None that we are aware of
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: £11,423	Annual income: £ 8,700	
Other sponsoring bodies and amounts donated by them	t	
	Hampshire Cty Counsellor Grant	£ 1000
		£
Have you applied, or do you intend to apply, to any other sponsoring bodies for funding? If so, please give details.	Fordingbridge Town Council	

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	

AVON VALLEY CONCERTS

(Charity Registration Number: 289919)

Heronbrook, 41 Green Lane, Fordingbridge, SP6 1HU

ANNUAL REPORT AND ACCOUNTS OF THE TRUSTEES

FOR THE YEAR ENDED 30th APRIL 2021

CHAIRMAN OF TRUSTEES:

Canon John Turpin
111 Beaufort Road
Southbourne
Bournemouth BH6 5AU

BANKERS:

NatWest Bank Plc
11 High Street
Ringwood BH24 1BA

CCLA Investment Management Ltd
COIF Charity Funds
85 Queen Victoria Street
London EC4V 4ET

INDEPENDENT EXAMINER:

Ray Crocker
1a Highfield Avenue
Ringwood BH24 1RH

**AVON VALLEY CONCERTS
TRUSTEES ANNUAL REPORT FOR YEAR ENDED 30th APRIL 2021**

Background

Avon Valley Concerts was formed in 1983. Its original constitution was adopted on 23rd September in that year and registered with the Charity Commission on 8th August 1984

Objects of the Charity.

To promote, improve, develop and maintain public interest in and appreciation of the art and science of music in all its aspects by the presentation of public concerts and recitals and by such other ways as the Society through its committee shall determine from time to time.

Area of Operation

Within the local area of the New Forest and Avon Valley in Hampshire, Dorset and Wiltshire.

Trustees

The Trustees who held office during the year ended 30th April 2021 were:

Angela Cox -	Hon. Secretary from 8 th July 2017	appointed 20 th July 2016
Eileen Lattimer	Hon Treasurer from 8 th July 2017	appointed 8 th July 2015
Robert Maddock	Programme Secretary from 8 th July 2017	appointed 11 th July 2011
Roger Bettle		appointed 4 th July 2007
Gill Bettle		appointed 3 rd July 2019
Lynne Pearson		appointed 8 th July 2015
Verity Ruecker		appointed 4 th July 2007
Canon John Turpin	Chairman from 20 th July 2016	appointed 20 th July 2000

President

Leon McCawley became President of the Society in July 2013 and has continued in office. We appreciate his interest in the Society and thank him both for his performance and for his suggestions especially in recommending artists.

Review of Aims and Achievements

It was with great regret that the whole season of concerts had to be cancelled because of the Covid pandemic. We had arranged what we believed to be an exciting series of concerts including return visits by guitarist Craig Ogden, the Kammerphilharmonie Europa, the Busch Trio and the pianist Alexandra Vaduva, all of whom have drawn critical acclaim from our audiences in the past. We had also planned a joint concert with the Elgar Society, The Castalian Quartet and our president Leon McCawley. However, these were not to be. We look forward to some of these musicians visiting in the next two seasons.

It did look at one stage, that we might be able to mount the guitar concert but neither the URC in Fordingbridge nor the Trinity Centre in Ringwood were available to us. Our grateful thanks however to Greyfriars for doing all they could to accommodate us and making Greyfriars Hall available only for our hopes to be dashed when it was clear that Craig Ogden would not be able to travel from Manchester.

In keeping with our brief to bring high quality chamber music to the Avon Valley we did manage to put on one outdoor concert during the summer relief from lockdown. We engaged a string quartet of members of the Bournemouth Symphony Orchestra, to play a lunch time recital in the Furlong Shopping Centre. This was very well received, not only by a sometimes peripatetic audience but also by the management of the Furlong Centre and shopkeepers. From the AVC perspective it kept our name in public view and also raised awareness to those who had not previously heard of Avon Valley Concerts.

Meanwhile, plans for the coming season are well underway although we are not yet able to specify venues. We shall actively explore all venues if we are not to be allowed our usual ones. We shall also have to work very hard both to win back our audiences, many of whom may regard themselves as at risk, and also to attract new audiences. But with an exciting menu prepared by our Concert Arranger and with the enthusiasm of our Committee and our friends, we look forward to the 2021 – 2022 season.

Our thanks to our Officers whose responsibilities have of course continued, and to the Committee. If anyone would like to join the Committee, please speak with one of us.

Canon John Turpin
Chairman

AVON VALLEY CONCERTS
(Charity Registration Number: 289919)
INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES
FOR THE YEAR ENDED 30th APRIL 2021

I report on the financial statements of the Charity for the year ended 30th April 2021 set out on pages 5 to 7

RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND THE INDEPENDENT EXAMINER

The Charity's Trustees are responsible for the preparation of the accounts. The Charity's Trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is desirable.

It is my responsibility to:

- examine the financial statements under section 145 of the Charities Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act; and
- to state whether particular matters have come to my attention.

BASIS OF INDEPENDENT EXAMINER'S REPORT

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters.

The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a "true and fair" view and the report is limited to those matters set out in the statement below.

INDEPENDENT EXAMINER'S STATEMENT

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that, in any material respect, the requirements:

- to keep accounting records in accordance with section 130 of the Charities Act
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act

have not been met; or(2) to which in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

1a Highfield Avenue
Ringwood BH24 1RH

Ray Crocker
Date:

**AVON VALLEY CONCERTS
RECEIPTS AND PAYMENT ACCOUNTS
FOR THE YEAR ENDED 30th APRIL 2021**

RECEIPTS		Unrestricted Funds 2021 £	Unrestricted Funds 2020 £
Patrons and Members		230	2,770
Grants & Donations	1	0	2,840
Ticket sales		15	4,794
Misc concert sales	2	0	1,003
Investment Income		5	30
TOTAL RECEIPTS		250	11,437
PAYMENTS			
Fees paid to Artists		500	7,400
Hire of instruments & Venues	3	0	1,634
Fund raising activities	4	301	1,411
Administration	5	265	1,521
TOTAL PAYMENTS		1,066	11,966
NET RECEIPTS/(EXPENSES) FOR THE YEAR		(816)	(529)
Cash funds at start of year		12,239	12,768
Cash funds at end of year		11,423	12,239

**AVON VALLEY CONCERTS
STATEMENT OF ASSETS AND LIABILITIES
AT 30th APRIL 2021**

	Unrestricted Funds 2021 £	Unrestricted Funds 2020 £
CASH FUNDS		
COIF Charities Deposit Funds	8,000	8,000
Nat West bank	3,251	4,048
Petty Cash	172	191
	11,423	12,239

Approved by the Trustees and signed on their behalf by:

Canon John Turpin
Chairman

Date:

AVON VALLEY CONCERTS
SUPPLEMENTARY NOTES – YEAR ENDED 30th APRIL 2021

INCOME	NOTES	2021	2020
		£	£
Grants and Donations	1		
Hampshire County Councillor		0	2,100
Ringwood Town Council		0	500
Fordingbridge Town Council		0	150
Sundry Donations		0	90
Total		0	2,840
Miscellaneous Concert Sales	2		
Refreshments		0	523
Raffles		0	256
Programmes		0	224
Total		0	1,003
 PAYMENTS			
Hire of Instruments & Venues	3		
Piano Hire, transport and tuning		0	1,245
Venues		0	341
Music stands		0	48
Total		0	1,634
Fundraising Activities	4		
Website		214	695
Brochures		0	125
Posters		87	291
Poster frames & accessories		0	54
Refreshments		0	246
Miscellaneous		0	0
Total		301	1,411
Administration	5		
Affiliation Fee - Making Music		185	462
Greyfriars		37	81
Insurance		43	43
Postage & Stationery		0	91
Tickets		0	109
Travel costs for Artists		0	337
Minibus		0	398
Total		265	1,521

B

RINGWOOD TOWN COUNCIL

FINANCIAL REPORTS FOR

POLICY & FINANCE COMMITTEE MEETING

25th November 2021

Paid Expenditure Transactions

Start of year 01/04/21 **B**

paid between 01/10/21 and 31/10/21

Payment Reference	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading
SO	01/10/21	1997		£80.00	£0.00	£80.00	P&F	TLC Online	October 2021 2000/1/14
DD	01/10/21	1998		£67.03	£3.19	£63.84	P&F	British Gas	Greenways 31/7/21 - 7/9/21 2100/1
DD	01/10/21	1999		£193.00	£0.00	£193.00	P&F	New Forest District Council	Rates Carvers Clubhouse October 2021 2802/1/6
DD	01/10/21	2000		£409.00	£0.00	£409.00	RLOS	New Forest District Council	Rates Cemetery October 2021 3200/1/5
DD	01/10/21	2001		£356.40	£59.40	£297.00	P&F	CF Corporate Finance Ltd	Lease rental 01/10/21 - 31/12/21 2000/1/9
604	04/10/21	1954		£9,416.12	£0.00	£9,416.12	P&F	Zurich Insurance Plc	Annual Town Council Insurance Premium 2000/1/3
		1977/1		£17,358.00	£2,893.00	£14,465.00	RLOS	Vita Play Limited	Carvers Play Area - as per your quotation 003408-MULCH Amended 3350/8
		1977/2		£3,360.00	£560.00	£2,800.00	RLOS	Vita Play Limited	Toad Corner Play Area - as per your quotation 003407 (amended) - to include new seesaw 3000/2/16
605	06/10/21	1977	RTC804126	£20,718.00	£3,453.00	£17,265.00		Vita Play Limited	Playground Safety Surfacing Refurbishment and Repairs 3350/8
		1978/1		£250.32	£41.72	£208.60	P&F	New Forest Ice Cream	Ice cream 2802/3/1
606	06/10/21	1978	RTC804240	£250.32	£41.72	£208.60		New Forest Ice Cream	Catering supplies 2802/3/1
		1979/1		£43.20	£7.20	£36.00	P&F	Taste Vending Ltd	cups for use at Clubhouse 2802/3/1
607	06/10/21	1979	RTC804212	£43.20	£7.20	£36.00		Taste Vending Ltd	Cups for use at Clubhouse 2802/3/1
607	06/10/21	1980		-£33.60	£0.00	-£33.60	P&F	Taste Vending Ltd	C/n 30743 2802/3/1
608	06/10/21	1981		£1,500.00	£0.00	£1,500.00	P&F	Ringwood & Burley Band	Grant aid appoved at P&F 22/9/2021, minute F/5947 2210/1
DD	06/10/21	2003		£62.01	£10.34	£51.67	RLOS	UK Fuels Ltd	September 2021 3000/1/10
DD	11/10/21	2002		£176.89	£8.42	£168.47	P&F	SSE Southern Electric	Qtr 2 20/21 2000/1/1
		1986/1		£36.00	£6.00	£30.00	RLOS	Insight Security & Facilities Ltd	Cemetery 3200/2/1
		1986/2		£90.00	£15.00	£75.00	RLOS	Insight Security & Facilities Ltd	Tractor Shed 3000/2/1
		1986/3		£18.00	£3.00	£15.00	P&F	Insight Security & Facilities Ltd	Clubhouse 2802/1/1
609	12/10/21	1986		£144.00	£24.00	£120.00		Insight Security & Facilities Ltd	Call outs May & June CB 7/10/21 & KW 16/9/10 3200/2/1
		1987/1		£159.60	£26.60	£133.00	RLOS	Insight Security & Facilities Ltd	Cemetery 3200/2/1
		1987/2		£159.60	£26.60	£133.00	RLOS	Insight Security & Facilities Ltd	Tractor shed 3000/2/1

Paid Expenditure Transactions

Start of year 01/04/21 **B**

paid between 01/10/21 and 31/10/21

Payment Reference	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading	
			1987/3	£159.60	£26.60	£133.00	P&F	Insight Security & Facilities Ltd	Clubhouse	2802/1/2
610	12/10/21	1987		£478.80	£79.80	£399.00		Insight Security & Facilities Ltd	Annual Charge email CB 7/10/21 & KW 16/9/21	3200/2/1
			1988/1	£24.00	£0.00	£24.00	P&F	E Spencer	refund of allotment ground deposit HR12	9999
611	12/10/21	1988	RTC804236	£24.00	£0.00	£24.00		E Spencer	Refund of allotment ground deposit HR12 HS email 5/10/21	9999
			1989/1	£24.00	£0.00	£24.00	P&F	Mr G Wilkins	Allotment groun deposit SR11C	9999
			1989/2	£10.00	£0.00	£10.00	P&F	Mr G Wilkins	Refund of allotment key deposit SR11C	9999
612	12/10/21	1989	RTC804238	£34.00	£0.00	£34.00		Mr G Wilkins	refund of allotment ground deposit and Key deposit SR11C	9999
			1990/1	£5,751.60	£958.60	£4,793.00	RLOS	Peter Noble Ltd	To supply a new teams Club tractor mounted sprayer	3000/3/3
613	12/10/21	1990	RTC804130	£5,751.60	£958.60	£4,793.00		Peter Noble Ltd	Tractor-mounted sprayer	3000/3/3
			1991/1	£42.00	£7.00	£35.00	RLOS	Peter Noble Ltd	to weld 2 bracketts on frontdeck mower and cut off old ones.	3000/3/2
614	12/10/21	1991	RTC804197	£42.00	£7.00	£35.00		Peter Noble Ltd	Machinery repair	3000/3/2
			1992/1	£72.68	£12.11	£60.57	RLOS	Peter Noble Ltd	New set of Blades for ride on J/Deere mower	3000/3/2
			1992/2	£48.00	£8.00	£40.00	RLOS	Peter Noble Ltd	2 Quick Release Grease Couplers for grease gun.	3000/3/1
615	12/10/21	1992	RTC804211	£120.68	£20.11	£100.57		Peter Noble Ltd	Mower blades and tool parts	3000/3/2
			1993/1	£142.72	£23.79	£118.93	P&F	New Forest Ice Cream	ice cream for resale	2802/3/1
616	12/10/21	1993	RTC804199	£142.72	£23.79	£118.93		New Forest Ice Cream	For Carvers Clubhouse	2802/3/1
617	12/10/21	1994		£68.40	£11.40	£57.00	P&F	Central Southern Security	Service call for alarm faults & door contact	2802/1/2
618	12/10/21	1995		£18.00	£3.00	£15.00	RLOS	Insight Security & Facilities Ltd	September Call out 2021	3000/2/1
			1996/1	£60.00	£0.00	£60.00	RLOS	Ringwood Pest Control	Wasp nest at UK allotments 42A	3300/2/2
619	12/10/21	1996	RTC804230	£60.00	£0.00	£60.00		Ringwood Pest Control	Wasp nest in shed at UK allotments 42A	3300/2/2
BP	14/10/21	2004		£7,409.49	£0.00	£7,409.49	P&F	Hampshire County Council	Pension September 2021	2600/1/3
BGC	14/10/21	2005		£174.60	£29.10	£145.50	P&F	Austin & Wyatt	Fees October 2021	2400/19
620	16/10/21	2006		£90.00	£0.00	£90.00	P&F	Stafford, Mr. Lewis	providing football coaching at Carvers 6 hours £15 per hour	2802/2/1

Paid Expenditure Transactions

Start of year 01/04/21 **B**

paid between 01/10/21 and 31/10/21

Payment Reference	Paid date	Tn no	Order	Gross	Vat	Net	Ctee	Details	Heading	
621	16/10/21	2007		£98.80	£16.47	£82.33	P&F	Taste Vending Ltd	October 2021	2802/3/1
		2008/1		£676.80	£112.80	£564.00	RLOS	Glen Acres Nursery	Winter planting	3000/5/8
		2008/2		£676.80	£112.80	£564.00	RLOS	Glen Acres Nursery	Winter Planting	3000/5/9
622	16/10/21	2008	RTC804254	£1,353.60	£225.60	£1,128.00		Glen Acres Nursery		3000/5/8
623	16/10/21	2009		£138.00	£23.00	£115.00	P&F	Canford Drains	responded to blocked drains	2802/1/1
		2010/1		£723.04	£120.51	£602.53	P&F	Central Computer Management Ltd	Invoice 53863	2310/1
		2010/2		-£168.00	-£28.00	-£140.00	P&F	Central Computer Management Ltd	C/N 250	2310/1
624	16/10/21	2010		£555.04	£92.51	£462.53		Central Computer Management Ltd	Termination Charge Sept 21to March 22	2310/1
625	16/10/21	2011		£15.00	£0.00	£15.00	P&F	Windowsmith Window Cleaner	July clean at Carvers	2802/2/1
625	16/10/21	2012		£15.00	£0.00	£15.00	P&F	Windowsmith Window Cleaner	September clean at Carvers	2802/1/1
		2013/1		£428.86	£71.48	£357.38	RLOS	Peter Noble Ltd	To supply and fir new wheels to Cemetery gates.	3200/2/5
		2013/2		£14.54	£2.42	£12.12	RLOS	Peter Noble Ltd	Power plug and hitching pins for new Sprayer.	3000/3/2
626	16/10/21	2013	RTC804222	£443.40	£73.90	£369.50		Peter Noble Ltd	To supply and fit new wheels to Cemetery Gates and remove old wheels and associated welding. To be funded from reserves as per P/ F meeting on the 23rd June. Power plug and fittings for new sprayer.	3200/2/5
627	18/10/21	2014		£120.00	£0.00	£120.00	P&F	James Bennett	Providing football coaching at Carvers 8 hours at £15 per hour	2802/2/1
		2015/1		£28.70	£4.78	£23.92	RLOS	The Sign Maker	Memorial tree stake inc. P&P	3200/2/9
Lloyds CC Oct 2021	18/10/21	2015	RTC804184	£28.70	£4.78	£23.92		The Sign Maker	Memorial tree stake (to be paid for by credit card)	3200/2/9
		2016/1		£37.80	£6.30	£31.50	P&F	Grant Haze	keys for clubhouse	2802/1/1
		2016/2		£6.60	£1.10	£5.50	P&F	Grant Haze	carriage	2802/1/1
Lloyds CC Oct 2021	18/10/21	2016	RTC804210	£44.40	£7.40	£37.00		Grant Haze	3 new master keys for Carvers Clubhouse	2802/1/1
BGC	19/10/21	2017		£81.23	£13.54	£67.69	P&F	Worldpay	September 2021	2802/3/1

Paid Expenditure Transactions

Start of year 01/04/21 **B**

paid between 01/10/21 and 31/10/21

Payment Reference	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading	
			2018/1	£3,200.00	£533.33	£2,666.67	P&F	Aurora Fireworks Ltd	balance of fee for pyromusical display on 7th nov	2400/11
628	19/10/21	2018	RTC804191	£3,200.00	£533.33	£2,666.67		Aurora Fireworks Ltd	Providing a pyromusical display on Sunday 7th November minus a deposit of £666.70 minus VAT paid in 2020	2400/11
			2019/1	£291.84	£48.64	£243.20	RLOS	Barriers Direct	Padlock and keys for UK allotments	3300/2/1
629	19/10/21	2019	RTC804242	£291.84	£48.64	£243.20		Barriers Direct	Padlock and keys for UK allotment main gate.	3300/2/1
			2020/1	£11.98	£2.00	£9.98	RLOS	screwfix	Cutting blades for cordless disc cutter	3000/3/1
630	19/10/21	2020	RTC804252	£11.98	£2.00	£9.98		screwfix		3000/3/1
			2021/1	£46.20	£7.70	£38.50	RLOS	B & S Chains	Large Black Flat Swing Seat (BS42S/B)	3000/2/16
			2021/2	£14.35	£2.39	£11.96	RLOS	B & S Chains	Shipping	3000/2/16
631	19/10/21	2021	RTC804248	£60.55	£10.09	£50.46		B & S Chains	Replacement swing seat - Carvers Playground	3000/2/16
			2022/1	£1,689.60	£281.60	£1,408.00	RLOS	New Forest District Council	2021-22 Annual survey of tree safety	3000/2/12
632	19/10/21	2022	RTC804255	£1,689.60	£281.60	£1,408.00		New Forest District Council	Tree Survey Services	3000/2/12
			2023/1	£504.00	£84.00	£420.00	P&F	CPS Group	Stack systems	2400/11
			2023/2	£96.00	£16.00	£80.00	P&F	CPS Group	steel deck	2400/11
			2023/3	£30.00	£5.00	£25.00	P&F	CPS Group	cable	2400/11
633	19/10/21	2023	RTC804217	£630.00	£105.00	£525.00		CPS Group	Rental of AV equipment for fireworks event 2021	2400/11
634	19/10/21	2024		£675.00	£112.50	£562.50	P&F	New Forest District Council	GIS Partnership 1/10/21-21/9/22	2000/1/13
PAY	19/10/21	2025		£7.00	£0.00	£7.00	Counc	Lloyds Bank	Bank Charge October 2021	10111
DD	20/10/21	2026		£312.65	£52.11	£260.54	P&F	Elite Business Systems UK Ltd (EBS Telecoms)/BT Openreach	October 2021	2501/3
DD	22/10/21	2027		£213.98	£35.66	£178.32	P&F	BNP Parabis	Photocopier lease 22/10/21	2802/2/1
DD	22/10/21	2028		£5,983.92	£0.00	£5,983.92	P&F	Inland Revenue	September 2021	2600/1/2
DD	25/10/21	2029		£24,660.31	£0.00	£24,660.31	P&F	Salaries	October 2021	2600/1/1
			2030/1	£288.00	£48.00	£240.00	RLOS	Ringwood & Fordingbridge Skip Hire	Skip for Commercial Waste.	3000/2/9
635	26/10/21	2030	RTC804163	£288.00	£48.00	£240.00		Ringwood & Fordingbridge Skip Hire	Skip for Commercial waste.	3000/2/9

Paid Expenditure Transactions

Start of year 01/04/21 **B**

paid between 01/10/21 and 31/10/21

Payment Reference	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading	
			2031/1	£18.00	£3.00	£15.00	P&F	Letters & Logos Ltd	Patches for road closure signs	2400/10
636	26/10/21	2031	RTC804214	£18.00	£3.00	£15.00		Letters & Logos Ltd	Remembrance Sunday signage	2400/10
637	26/10/21	2032		£107.28	£17.88	£89.40	P&F	Concentrate Limited	Domain name renewal for Carvers Clubhouse website 2 years	2802/2/1
			2033/1	£90.00	£15.00	£75.00	P&F	I-Hasco	food allergy course	2801/2
264	26/10/21	2033	RTC804264	£90.00	£15.00	£75.00		I-Hasco	Food allergy course (updates) for 3 people	2801/2
639	26/10/21	2034		£648.00	£108.00	£540.00	P&F	Alecta Technical Solutions	Planned preventative maintenance - essential service contract	2802/1/1
			2035/1	£466.59	£69.68	£396.91	RLOS	Ringwood Motor Company Ltd	Transit Van service,mot,saefy check.	3000/3/5
640	26/10/21	2035	RTC804268	£466.59	£69.68	£396.91		Ringwood Motor Company Ltd	Service,mot,safety checks on Transit Van.	3000/3/5
641	26/10/21	2036		£1,500.00	£0.00	£1,500.00	P&F	Forest Forge Theatre Group	Grant awarded P&F 20/10/21 F/5961to support a weekly online activity to which supports young people and their mental wellbeing	2210/1
			2037/1	£9.35	£1.56	£7.79	P&F	Itec	Clubhouse	2802/2/1
			2037/2	£29.34	£4.89	£24.45	P&F	Itec	Gateway	2000/1/9
642	26/10/21	2037		£38.69	£6.45	£32.24		Itec	August 2021	2802/2/1
			2038/1	£9.35	£1.56	£7.79	P&F	Itec	Clubhouse	2802/2/1
			2038/2	£22.58	£3.76	£18.82	P&F	Itec	Gateway	2000/1/9
643	26/10/21	2038		£31.93	£5.32	£26.61		Itec	September 2021	2802/2/1
644	26/10/21	2039		£210.72	£0.00	£210.72	P&F	Source 4 Business	C Cl/house 3442571001 14/4/21 - 21/10/21	2802/1/4
644	26/10/21	2040		£305.64	£0.00	£305.64	RLOS	Source 4 Business	S/Road Allots 3443419602 6/4/21-7/10/21	3300/1/1
646	26/10/21	2041		£237.83	£0.00	£237.83	RLOS	Source 4 Business	MP 3443419603 140421 - 121021	3000/1/8
647	26/10/21	2042		£133.70	£0.00	£133.70	RLOS	Source 4 Business	MP 3443419604 140421 - 121021	3000/1/8
648	26/10/21	2043		£56.40	£0.00	£56.40	P&F	Source 4 Business	G/Ways 3439570801 020421 - 290921	2100/1
649	26/10/21	2044		£17.01	£0.00	£17.01	RLOS	Source 4 Business	Bickerely S/P 3439521601 030421 - 300921	3000/1/8
650	26/10/21	2045		£87.20	£0.00	£87.20	P&F	Water2Business	G/Ways 12024218 020421 - 290921	2100/1
			2061/1	£346.00	£0.00	£346.00	P&F	SLCC Enterprises Ltd	Town Clerk's membership annual renewal from 1 Dec. 2021	2000/1/16
RF 271021	27/10/21	2061	RTC804271	£346.00	£0.00	£346.00		SLCC Enterprises Ltd	Membership subscription	2000/1/16

Paid Expenditure Transactions

Start of year 01/04/21

B

paid between 01/10/21 and 31/10/21

Payment Reference	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading
PAY	28/10/21	2065		£25.80	£0.00	£25.80	P&F	Lloyds Bank	October 2021 2000/1/18
		2046/1		£46.99	£2.24	£44.75	RLOS	Utility Warehouse	Electricity 3000/1/1
		2046/2		£2.40	£0.40	£2.00	RLOS	Utility Warehouse	Club 3000/1/1
DD	29/10/21	2046		£49.39	£2.64	£46.75		Utility Warehouse	Sports Pavilion September 2021 3000/1/1
		2047/1		£43.15	£2.05	£41.10	RLOS	Utility Warehouse	Energy 3200/1/1
		2047/2		£30.00	£5.00	£25.00	RLOS	Utility Warehouse	Mobile 3000/1/6
		2047/3		£31.20	£5.20	£26.00	RLOS	Utility Warehouse	Broadband 3200/1/6
		2047/4		£2.40	£0.40	£2.00	RLOS	Utility Warehouse	Club 3200/1/1
DD	29/10/21	2047		£106.75	£12.65	£94.10		Utility Warehouse	Cemetery September 2021 3200/1/1
		2048/1		£246.72	£11.75	£234.97	P&F	Utility Warehouse	Energy 2802/1/3
		2048/2		£17.00	£2.83	£14.17	RLOS	Utility Warehouse	Mobile 3000/1/6
		2048/3		£31.68	£5.28	£26.40	P&F	Utility Warehouse	Broadband 2802/2/5
		2048/4		£2.40	£0.40	£2.00	P&F	Utility Warehouse	Club 2802/1/3
DD	29/10/21	2048		£297.80	£20.26	£277.54		Utility Warehouse	Carvers Clubhouse September 2021 2802/1/3
		2049/1		£135.39	£11.59	£123.80	P&F	Booker	food for resale 2802/3/1
B/Card Oct 2021	29/10/21	2049	RTC804206	£135.39	£11.59	£123.80		Booker	Food for resale at Clubhouse order 71956222 Paid on credit card 2802/3/1
B/Card Oct 2021	29/10/21	2050		£159.48	£19.34	£140.14	P&F	Booker	Food for resale invoice number 3513708 paid on credit card 2802/3/1
B/Card Oct 2021	29/10/21	2051		£195.12	£24.45	£170.67	P&F	Booker	for for resale, paid on credit card order no 72086715 2802/3/1
B/Card Oct 2021	29/10/21	2052		£135.96	£10.14	£125.82	P&F	Booker	Food for resale 72149756 paid in credit card 2802/3/1
B/Card Oct 2021	29/10/21	2053		£171.99	£19.76	£152.23	P&F	Booker	food for resale - paid on credit card 72213585 2802/3/1
		2054/1		£4.50	£0.75	£3.75	P&F	Barclay Card	Amazon plasters 2802/2/1
		2054/2		£5.99	£1.00	£4.99	P&F	Barclay Card	Muzamel 2802/2/1
B/Card Oct 2021	29/10/21	2054		£10.49	£1.75	£8.74		Barclay Card	October 2021 2 2802/2/1
B/Card Oct 2021	29/10/21	2055		£10.99	£1.83	£9.16	P&F	Canva	September 2021 2802/2/1

Paid Expenditure Transactions

Start of year 01/04/21

B

paid between 01/10/21 and 31/10/21

Payment Reference	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading	
B/Card Oct 21	29/10/21	2056		£6.00	£0.00	£6.00	P&F	Argos	Mugs	2802/3/1
B/Card Oct 2021	29/10/21	2057		£110.00	£0.00	£110.00	P&F	The Works	Picture books	2400/9
B/Card Oct 2021	29/10/21	2058		£6.10	£1.02	£5.08	P&F	Sainsburys	Cleaning products	2802/2/1
B/Card Oct 2021	29/10/21	2059		£30.00	£0.00	£30.00	P&F	The Works	Picture books	2400/9
B/Card Oct 2021	29/10/21	2060		£5.55	£0.00	£5.55	P&F	Iceland	Various	2802/3/1
B/Card Oct 2021	29/10/21	2062		£82.98	£13.83	£69.15	P&F	Baker Ross	Halloween Craft	2802/2/1
B/Card 2021	29/10/21	2063		£17.97	£3.00	£14.97	P&F	Dong Guan	Tally counters	2400/10
		2064/1		£8.95	£1.49	£7.46	P&F	Barclay Card	Sig Printng High viz vests	2400/10
		2064/2		£5.99	£1.00	£4.99	P&F	Barclay Card	Dong Guan Tally counters	2400/10
		2064/3		£9.98	£0.00	£9.98	P&F	Barclay Card	Kix Gear Labels	2400/9
		2064/4		£13.99	£2.33	£11.66	P&F	Barclay Card	Sheizkenshi Lanyard/Whistles	2400/10
		2064/5		£23.95	£3.99	£19.96	P&F	Barclay Card	GHC	2400/10
B/Card 2021	29/10/21	2064		£62.86	£8.81	£54.05		Barclay Card	October 2021 12	2400/10
NFDC Oct 2021	29/10/21	2069		£23.14	£1.33	£21.81	P&F	New Forest District Council	NFDC 04/10/21	2802/3/1
NFDC Oct 2021	29/10/21	2070		£17.50	£0.16	£17.34	P&F	New Forest District Council	NFDC 27/09/21	2802/3/1
NFDC Oct 2021	29/10/21	2071		£23.43	£0.12	£23.31	P&F	New Forest District Council	NFDC 11/10/21	2802/3/1
Total				£94,694.34	£6,804.21	£87,890.13				

POLICY AND FINANCE COMMITTEE 17th NOVEMBER 2021**BANK BALANCES & PROPOSED TRANSFERS**

Account Name	Predicted		Actual at	Predicted	Proposed Transfers		Predicted
	31-Oct-21		31-Oct-21	Movement	Cash Out	Cash In	30-Nov-21
	£		£	£	£	£	£
Imprest (Current) Account	55,410		101,847	-50,000			51,847
Business Account	11,550		11,551				11,551
Investment Accounts	800,000		750,000				750,000
Greenways Rent Deposit	10,635		10,628				10,628
Petty Cash - Imprest	197		78				78
Petty Cash - Carvers Clubhouse	50		50				50
VIC Change Float	50		50				50
Information Desk Float	75		75				75
TOTAL BANK BALANCES	877,967		874,279	-50,000	0	0	824,279

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

PROPOSED TRANSFER AUTHORISATIONS:

DATE

17th November 2021

17th November 2021

Investment Accounts	CCLA	Instant access
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Notes:

- Imprest Account**

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

REPORT TO POLICY & FINANCE COMMITTEE – 17th NOVEMBER 2021**BUDGETARY CONTROL Period 7 – April to October 2021****1. BACKGROUND**

- 1.1 The purpose of this report is to provide Members with the budget monitoring report for the first seven months of the year 2021-22.
- 1.2 A summary income & expenditure comparison report is included at Appendix 1. This compares actual income and expenditure for the year to date, together with outstanding commitments, with the original approved budget for the year. The planned net budget deficit reported, of £25,399 is the figure before approved transfers to and from reserves. A revised budget has also been prepared which now indicates a projected budget deficit for the year of around £2,500, after revised planned transfers to and from reserves.
- 1.3 Planned transfers to reserves amount to £38,400 whilst scheduled transfers from reserves, in support of revenue expenditure, amount to £2,230. Additional transfers of £57,500 from reserves in support of new bids and growth activity in 2021/22 were also included in the original budget, although some of this is unlikely to be required this year. A further £4,071 application of Covid Grant that was received in 2020/21 and held in reserves was also approved. The result of these transfers is a balanced budget for 2021/22.
- 1.4 Whilst some of the originally approved transfers from reserves will no longer be required, subsequent expenditure has been approved after the budget was agreed which will further reduce reserves by £23,601. An updated analysis of planned reserves movements including receipts for the year is included at Appendix 2.

2. INCOME & EXPENDITURE TO THE END OF OCTOBER 2021

- 2.1 Expenditure to the end of October totalled £399,865. A credit balance on the tax and pensions control account, pending settlement of monies due to the Inland Revenue and Hampshire County Council adds a further £13,859 making expenditure to the end of October £413,724, or 51.6% of the annual budget. This represents an underspend to date, assuming linear spend, of approximately £53,600, which is a reduction of £22,000 in the figure reported in October.
- 2.2 At the end of October, pay costs, including member allowances, totalled £259,748 against a budget of £463,799, or 58% of the gross annual budget. This suggests an underspend to date of around £10,800. The current running rate is now almost precisely at the budgeted figure which would suggest that this underspend will not change. However, the annual pay award has yet to be settled but it is reasonable to assume that it will be around 2% which will add around £9,250 to the pay bill and largely eliminate this underspend. The main variances on pay have arisen with overspends in the Youth service, caretaker, information desk and members allowances, and larger underspends in allocated office costs and the Visitor Information centre. The Youth service overspend is due to the employment of a cleaner at a cost of £4,200 in a full year, where this service was previously bought in and funded from supplies and services. There is a recommendation from RLOS committee that this budget be vired across from supplies and services to the payroll budget.
- 2.3 Expenditure on new bids and growth of just over £22,169 has been incurred to date against a budget for the year of £77,750 as set out in section 3, below. The slow start to these schemes accounts for a further £23,200 of the underspend.
- 2.4 A further £38,021 has been approved for addition to the budget since the budget was approved in January. These additional schemes include projects that have slipped from the

previous year and, with the exception of the additional funding for tree safety work, will have no impact on the revenue budget as they are all funded from reserves, grants or other sources. These additional schemes have incurred expenditure to date of £22,321 as set out in the following table:

Description	Budget £	Spend £	Funding Source
Replacement tractor mounted sprayer	4,793	4,793	Reserves
Tarmac cemetery gates	4,923	4,810	Reserves
Repairs to cemetery gates	4,670	4,670	Insurance
Poulner Play area access gates	1,100	927	Reserves
Additional Tree Safety work	4,500	0	Revenue
Play Area resurfacing	4,540	4,536	Reserves
Open Spaces Security (inc slippage from 20/21)	2,078	2,078	Reserves
Human Sundial (slippage from 2020/21)	5,417	507	Grant/CIL
Christmas Tree	6,000	0	General reserve
Total additional expenditure 2021/22	38,021	22,321	

As none of this expenditure features in the original budget for the year, all of the expenditure to date appears as an overspend and reduces the underspend accordingly.

- 2.5 There are two significant budgets, The annual Gateway contribution to NFDC of £33,600 and the Christmas lights budget of £17,255 which will both incur expenditure later in the year and therefore account for over £29,000 of the current underspend. A range of administration and office cost reductions together with a range of smaller underspends elsewhere together contribute around £13,000 to the underspend. However, analysis of likely outturn suggests that overall expenditure will exceed the original budget by some £20,000, largely because of the additional projects set out in 2.4, above although almost all of this will be funded from reserves or other sources of income.
- 2.6 It is pleasing to note that there has been a significant improvement in income receipts. Last month it was reported that income receipts of £109,693 had been realised, a shortfall of £12,200 against the planned budget of £243,785, assuming a linear profile. At the end of October, income receipts, after discounting unplanned income received of £19,190, amounted to £152,948 which represents 62.7% of the planned figure. This represents an over-recovery of income of £10,740, again assuming a linear profile. The improved position is due to a number of factors, including the receipt of allotment income which was invoiced in September, the second instalment of the NFDC contribution to the information centre costs of £26,440, an increase in events income of £2,000 and an increase in cemetery receipts of £5,000. However, RLOS income from sports activities remains well below the budgeted figure and may not recover before the end of the year.
- 2.7 Income and expenditure are therefore both tracking reasonably close to budget with five months of the year left, when timing differences and other factors are taken into account. However further detailed analysis of spend to date and projections to year end suggest that a small net overspend of around £2,500 is likely.
- 3. NEW BIDS & CAPITAL 2021/22**
- 3.1 The approved budget for the year included new bids for growth and capital expenditure of £77,750. This will be funded from earmarked reserves of £57,500, grants of £14,550 with

the remainder of £5,700 being funded from the revenue budget. The individual projects include:

	Budget £	Spend to October £
• Extra materials for paths maintenance	750	450
• Carvers Car Park	10,000	0
• Play Area Safety Surfacing	14,500	14,465
• Cemeteries Digital Records Management	5,000	5,467
• Columbarium	25,000	0
• Neighbourhood Plan	21,500	1,787
• Support for REAL working party	1,000	0

3.2 Spend to date totals £22,169 or 28.5% of the budget. Two thirds of this expenditure occurred in October and spend is expected to accelerate during the remainder of the year. Further updates on the progress projects will be brought to future meetings.

4. BUDGET 2022/23 & REVISED BUDGET 2021/22

4.1 Work is progressing on both the revised budget for the current year and the original budget for 2022/23 and these are covered in separate papers to this meeting.

4.2 latest indications on the revised budget suggest a small, and reducing, budget overspend of around £2,500 is now likely.

5. CONCLUSION & RECOMMENDATIONS

5.1 Budget monitoring to the end of October indicates that the underlying income and expenditure is tracking reasonably close to budget with any significant variances largely explained by timing differences and approved changes to the budget. It remains likely, however, that there will be a small net overspend by the year end.

5.2 It is **recommended** that: -

5.2.1 The budget monitoring position is noted.

5.2.2 Members note the balances of Reserves.

For further information please contact:

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For further information please contact:

Chris Wilkins, Town Clerk

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Chris.wilkins@ringwood.gov.uk

Financial Budget Comparison

Comparison between 01/04/21 and 31/10/21 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/21

	2021/22	Reserve Movements	Actual Net	Balance	
INCOME					
Policy & Finance					
200	Revenue Income	£132,970.00	£0.00	£92,806.22	£-40,163.78
280	Carvers Club House Income	£12,170.00	£0.00	£16,366.79	£4,196.79
999	Suspense	£0.00	£7,172.11	£0.00	£-7,172.11
Total Policy & Finance		£145,140.00	£0.00	£109,173.01	£-35,966.99
Recreation, Leisure & Open Spaces					
300	Revenue Income (RLOS)	£31,658.00	£0.00	£15,625.03	£-16,032.97
320	Cemetery Income	£46,031.00	£0.00	£30,468.78	£-15,562.22
330	Allotment Income	£5,306.00	£0.00	£5,522.44	£216.44
350	Capital Income	£0.00	£0.00	£0.00	£0.00
Total Recreation, Leisure & Open Spaces		£82,995.00	£0.00	£51,616.25	£-31,378.75
Planning, Town & Environment					
400	Income	£15,650.00	£0.00	£11,349.15	£-4,300.85
Total Planning, Town & Environment		£15,650.00	£0.00	£11,349.15	£-4,300.85
Council					
100	Precept	£531,856.00	£0.00	£531,856.00	£0.00
102	Interest Business A/c	£0.00	£0.00	£3.05	£3.05
110	Client Deposits	£0.00	£0.00	£0.00	£0.00
Total Council		£531,856.00	£0.00	£531,859.05	£3.05
Total Income		£775,641.00	£7,172.11	£703,997.46	£-78,815.65

Financial Budget Comparison

Comparison between 01/04/21 and 31/10/21 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/21

	2021/22	Reserve Movements	Actual Net	Balance	
EXPENDITURE					
Policy & Finance					
2000	Establishment	£105,150.00	£0.00	£66,258.71	£38,891.29
2100	Maintenance	£34,655.00	£0.00	£1,409.62	£33,245.38
2200	Democratic Process (members Costs)	£10,992.00	£0.00	£5,360.49	£5,631.51
2210	Grants	£7,000.00	£0.00	£3,000.00	£4,000.00
2300	Employee Costs- Allocated Office Staff	£122,543.00	£0.00	£64,579.88	£57,963.12
2310	Employee overhead Costs	£5,091.00	£0.00	£1,040.78	£4,050.22
2400	Other	£50,140.00	£0.00	£9,914.27	£40,225.73
2500	Capital Financing	£31,546.00	£0.00	£15,772.95	£15,773.05
2501	Capital	£0.00	£0.00	£0.00	£0.00
2600	Wages Control Account	£0.00	£0.00	-£13,858.77	£13,858.77
2801	Carvers Employee Costs	£50,044.00	£0.00	£30,094.12	£19,949.88
2802	Carvers Club House- Expenditure	£25,234.00	£0.00	£19,833.02	£5,400.98
9999	Suspense	£0.00	£0.00	£0.00	£0.00
Total Policy & Finance		£442,395.00	£0.00	£203,405.07	£238,989.93
Recreation, Leisure & Open Spaces					
3000	Recreation & Leisure (Other)	£55,762.00	£0.00	£41,630.78	£14,131.22
3001	RL&OS -Employee Costs	£145,740.00	£0.00	£82,318.86	£63,421.14
3002	Employee Costs	£2,000.00	£0.00	£0.00	£2,000.00
3200	Cemetery	£9,451.00	£0.00	£10,172.31	-£721.31
3201	Cemetery -Employee Costs	£37,282.00	£0.00	£21,133.37	£16,148.63
3300	Allotments	£2,503.00	£0.00	£1,744.42	£758.58
3301	Allotments -Employee Costs	£10,164.00	£0.00	£5,452.60	£4,711.40
3350	Capital Expenditure	£54,500.00	£0.00	£22,010.28	£32,489.72

Financial Budget Comparison

Comparison between 01/04/21 and 31/10/21 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/21

	2021/22	Reserve Movements	Actual Net	Balance
Total Recreation, Leisure & Open Spaces	£317,402.00	£0.00	£184,462.62	£132,939.38
Planning, Town & Environment				
4000 Planning, Town & Environment	£24,366.00	£0.00	£2,392.12	£21,973.88
4001 Employee Costs	£16,877.00	£0.00	£9,067.64	£7,809.36
4050 Capital Expenditure	£0.00	£0.00	£507.20	£-507.20
Total Planning, Town & Environment	£41,243.00	£0.00	£11,966.96	£29,276.04
Council				
10000 Petty Cash - Office	£0.00	£0.00	£-120.93	£120.93
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	£102.00	£-102.00
10111 Bank Charges	£0.00	£0.00	£49.00	£-49.00
Total Council	£0.00	£0.00	£30.07	£-30.07
Total Expenditure	£801,040.00	£0.00	£399,864.72	£401,175.28
Total Income	£775,641.00	£7,172.11	£703,997.46	£-78,815.65
Total Expenditure	£801,040.00	£0.00	£399,864.72	£401,175.28
Total Net Balance	£-25,399.00		£304,132.74	

POLICY & FINANCE COMMITTEE
17th NOVEMBER 2021

REVISED BUDGET 2021/22 & DRAFT BUDGET 2022/2023

1. INTRODUCTION

1.1 Members are required to consider the budget proposals for 2022/23 for this Committee for inclusion in the overall Town Council budget.

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

Appendix A: Shows the progress made on any new expenditure items approved for inclusion in the 2021/22 budget (there were none). There is presently one proposal for a new expenditure bid for 2022/23.

Appendix B: Shows the approved original budget 2021/22 of £312,755, the draft revised budget 2021/22 of £305,066 which reflects the forecast outturn for 2021/22 together with the first draft budget for 2022/23 of £306,276 which excludes any new bids.

For comparison, actual net expenditure in 2020/21 was £270,391 before transfers to and from provisions and £278,719 after transfers.

2. REVISED BUDGET 2021/22

2.1 The revised budget (column 7 Appendix B) shows a net decrease of approximately £7,700 over the original budget (column 6). The main reasons for this are:-

Details	£
1. Increased café income Carvers Club house less additional costs	-3,800
2. Insurance receipt re cemetery gate	-4,800
3. Visitor information centre (net of reduced income)	-4,500
5. Website maintenance (2021/22 costs to be confirmed)	2,700
6. Reduced interest receipts	1,800
7. Events, reduced income net of reduced costs	2,500
8. Miscellaneous net reductions in administration expenditure	-1,600
Total	-7,700

2.2 The most significant additional expenditure is in respect of website redesign and maintenance although final costs are not yet known. Similarly, these predictions have been prepared before any of the Ringwood events are under way and early indications are that the fireworks event may bring in additional receipts. The main cost reductions have arisen because of the closure of the visitor information centre whilst an insurance settlement has added to income. Carvers Clubhouse has generated significantly more revenue than predicted although this is mitigated by some expenditure increases.

2.3 There are other changes to individual budgets which are the result of consolidation, such as the Health and Safety and HR Consultancy budgets which will have no net effect on the overall budget for the year. and expenditure is broadly on track to meet the budget by year end.

3. FIRST DRAFT BUDGET 2022/23

- 3.1** The base budget for 2022/23 has been prepared on an incremental basis by rolling forward the 2021/22 budget and adjusting for non recurring expenditure and known cost changes. At this stage, preliminary estimates of inflation have been made. The latest RPI (September) is 4.9%. The overall base budget is predicted to decrease by £6,479 despite inflation adding around £8,100 to costs.
- 3.2** Employee costs are predicted to decrease by £11,329. Pay inflation, now estimated at 3.5% plus the increase in employer's National Insurance contributions, will add around £5,350 whilst the consolidation of HR consultancy with Health & Safety will reduce pay budgets by £2,233. The main decrease, however, reflects a fresh analysis of employee cost allocations which revealed that the amount of officer time supporting this Committee was not reflected in the allocations and allocated costs have been reduced by £12,500 as a result.
- 3.3** The other significant changes to the base budget include the provision of an annual Christmas tree, £6,000 and the delivery of an additional event in 2022/23 to celebrate the Queen's Jubilee, both of which will be funded from reserves with no impact on the revenue account, increased youth service/clubhouse costs of £7,000 offset by additional income of £6,570, and some administration savings resulting from increased home working, of around £1,000. Cost increases include a fall in interest receipts of £1,500, an increase in member allowance of £1,200 and additional website and IT costs of around £1,450.
- 3.4** Appendix B show sets out the summary budget figures for the Committee. The draft budget excludes any new expenditure bids. At present, no new bids have been brought forward for consideration.
- 3.5** The Committee is asked to consider the draft budget proposals in Appendix B. These will then go forward for consideration as part of the Council's total budget. Members have received, by email, a copy of a budget "model" to enable the modelling of different budget assumptions, budget changes and funding options. Members are encouraged to use this model and provide feedback to assist with the further development of the 2022/23 budget.
- 3.6** There will be a further opportunity to review the budget proposals at the next meeting of this Committee and in January 2022.

4. NEW BIDS 2022/23

- 4.1** One new bid has been proposed by RLOS Committee for inclusion in this Committee's budget. A bid for the replacement of a pair of benches at Carvers Clubhouse has been put forward at an estimated cost of £1,600, to be funded from the Clubhouse reserve. No other new bids have been proposed for this Committee.

5. RECOMMENDATIONS

It is recommended that, subject to amendments made at this meeting:

- i) the budgets and proposals in Appendices A and B be approved,
- ii) Members use the budget model to explore further opportunities and provide feedback and suggestions for further amendments to the proposed budget.

For further information please contact:

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Finance Officer
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or

Chris Wilkins
Town Clerk
Tele: 01425 484720

POLICY & FINANCE COMMITTEE**PROGRESS ON APPROVED BUDGET PROPOSALS FOR 2021/22**

NO.	ITEM	REASON	BUDGET 21/22 £	COMMENTS
		TOTAL NET COSTS		

NEW BUDGET PROPOSALS FOR 2022/23

NO.	ITEM	REASON	22/23 £	23/24 £	24/25 £	Priority
1.	Carvers Clubhouse bench replacement RLOS OS/6113	To replace benches at end of life	1600			
2.						
		Less funded from reserves	-1600			
		TOTAL NET COSTS	0	0	0	

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POLICY & FINANCE COMMITTEE										
Edge Codes	2	3	4	5	6	7	8		9	10
	Description	Budget Manager	Actual 19/20 £	Actual 20/21 £	Budget 21/22 £	Revised Budget 21/22 £	Type	Inflation % £	Known Changes* £	Draft 22/23 £
2000/1	EXPENDITURE-Establishment									
2000/1/1	--utilities	RF	0	713	0		2	5.0%	0	0
2000/1/3	--Insurance Premium	RF	10,020	14,850	9,239	9,500	3	4.0%	370	10,109
2000/1/4	--Health & Safety	CW	2,301	187	2,399	5,000	4	0.0%	0	4,996
2000/1/5	--Office Equipment	NV	48	30	200	50	4	0.0%	0	200
2000/1/6	--Furniture	NV	0	0	0	75	4	0.0%	0	0
2000/1/7	--Books & Publications	NV	0	30	150	150	4	0.0%	0	150
2000/1/8	--Stationery	NV	783	337	900	500	4	0.0%	0	700
2000/1/9	--Photocopy/scanner	JH	2,238	1,066	2,329	1,800	3	4.0%	93	2,094
2000/1/10	--Postage	NV	1,171	560	1,421	900	3	4.0%	57	1,057
2000/1/11	--Telephone & Fax	CW	1,908	3,227	3,370	3,132	3	4.0%	135	3,505
2000/1/12	--Computer Maintenance	CW	3,412	2,424	1,563	2,400	3	4.0%	63	2,063
2000/1/13	--G.I.S. Mapping	CW	531		658	1,083	3	4.0%	26	-90
2000/1/14	--Web Site Maintenance	CW	4,277	2,806	1,035	3,700	3	4.0%	41	2,042
2000/1/15	--Computer equipment/s-ware	CW	3,535	5,394	3,750	3,750	4	0.0%	0	3,750
2000/1/16	--Subscriptions	JH	3,152	3,143	3,553	1,675	3	4.0%	142	1,820
2000/1/17	--Adverts	CW	190		200	200	4	0.0%	0	200
2000/1/18	--Bank Charges	RF	250	362	311	350	3	4.0%	12	362
2000/1/19	--Audit	CW	3,125	3,150	3,247	3,175	3	4.0%	130	3,304
2000/1/20	--Travel Expense	CW	697	154	750	250	4	0.0%	0	500
2000/2/1	--Office Exps Gtwy	NV	90	20	102	500	3	4.0%	4	106
2000/2/2	--Hospitality/Refreshments	NV	306	19	300	100	4	0.0%	0	300
2000/3/1	Caretaker Gtwy-Rechargeable	CW	13,114	13,759	7,646	13,788	1	3.5%	268	15,168
2000/3/2	Cleaning Gtwy-Rechargeable	CW	245	88	6,142		1	3.5%	215	0
2000/3/3	Info Officers Gtwy-Rechargeable	CW	55,363	52,007	54,103	54,103	1	3.5%	1,894	53,855
2000/3/4	Supplies Gtwy-Rechargeable	NV	1,516	1,370	1,782	1,200	3	4.0%	71	1,571
	Total Establishment		108,272	105,695	105,149	107,381		3,521	-226	108,444
2100	Maintenance									
2100/4	--Vandalism	CW	1,536	16	200	400	4	0.0%	0	200
2100/5	--Gateway	CW	33,314	33,158	33,655	33,655	3	4.0%	1,346	35,002
2100/1	--Greenways	CW	1,266	2,451	0	0	4	0.0%	0	0
2100/3	--92 Southampton Road	CW	2,449	531	800	1,500	4	0.0%	0	800
	Total Maintenance		38,565	36,156	34,655	35,555		1,346	0	36,002
2300	Employee Costs									
2300/1	--Allocated Office Staff	CW	102,385	103,206	117,963	117,963	1	3.5%	4,129	104,143
2300/2	--Allocated Groundstaff	CW	4,554	4,443	4,580	4,580	1	3.5%	160	9,153
2310/1	--Payroll Outsourcing	CW	936	1,300	1,504	1,504	3	4.0%	60	1,564
2310/2	--Staff Training	CW	765	777	1,250	1,000	4	0.0%	0	1,250
2310/3	--Eye Tests	CW	60	0	104	100	4	0.0%	0	104
2310/4	--HR Consultancy	CW		2,241	2,233	0	3	4.0%	89	89
	Total Employee Costs		108,700	111,966	127,633	125,147		4,349	-15,768	116,304

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	2	3	4	5	6	7	8		9	10
	Description	Budget Manager	Actual 19/20 £	Actual 20/21 £	Budget 21/22 £	Revised Budget £	Type	Inflation % £	Known Changes* £	Draft 22/23 £
2200/1	Members Costs									
2200/1/1	--Mayoral Regalia	CW	0	0	0		4	0.0% 0		0
2200/1/2	--Election Expenses	CW	4,668	0	0		4	0.0% 0		0
2200/1/3	--Members Allowances	CW	8,591	8,395	8,402	9,270	1	3.5% 294	1,053	9,750
2200/1/4	--Mayor's Allowance Allocated	CW	520	0	1,040	1,040	4	0.0% 0		1,040
2200/1/5	--Civic Expenses	CW	693	125	1,000	500	4	0.0% 0		1,000
2200/1/6	--Members' Training	CW	45	0	350	200	4	0.0% 0		350
2200/1/7	--Members Travel & Subsist	CW	0	0	200	100	4	0.0% 0		200
	Total Members Costs		14,517	8,521	10,992	11,110		294	1,053	12,340
2210	Grants									
2210/1	--Discretionary grants	CW	4500	9,078	7,000	7,000	4	0.0% 0		7,000
	Total Grants		4,500	9,078	7,000	7,000		0	0	7,000
2400	Other									
2400/15	--CCTV	CW	8,870	8,790	9,317	8,800	3	4.0% 373	-517	9,173
2400/16	--Car Park Clock Refurbishment	CW	0	0	0	0	4	0.0% 0		0
2400/17	--Legal Fees	CW	0	0	0	0	4	0.0% 0		0
2400/18	--Consultants Fees	CW	3,415	250	0	0	4	0.0% 0		0
2400/19	--92 Southampton Road Agents fee	CW	1,465	1,451	1,549	1,666	3	4.0% 62		1,611
2400/2	--Christmas Lights Instal & Stor	CW	19,053	19,900	17,255	17,255	3	4.0% 690		17,945
2400/3	--Christmas tree purchase & install	CW				6,000			6,000	6,000
	--Youth Workers	CB	41,358	41,944	50,044	53,044	1	3.5% 1,752	3,452	55,248
	--Carvers Club House	CB	21,918	15,402	25,234	26,282			331	27,021
2400/4	--Millenium Clock (car park)	CW	49		260	260	4	0.0% 0		260
2400/5/1	--Visitor Info Cntr - Purchases	CW	1,881		1,553	0	3	4.0% 62		1,615
2400/5/2	--Visitor Information Centre	CW	2,903		4,856	0	1	3.5% 170	-312	4,714
2400/6	--Jubilee Lamp	CW	275	126	350	350	4	0.0% 0		350
2400/8	--Bad Debts Write Off	RF			0		4	0.0% 0		0
2400/9	--Support for Christmas activities	CB	2,136	5,578	5,000	5,000	4	0.0% 0		5,000
2400/10	--Support for Fireworks Event	CB	8,857	468	5,000	5,000				5,000
2400/20	--WW1 Commemoration	CW			0		4	0.0% 0		0
2400/12	--Ringwood Market - Advertising	CW	299		0		4	0.0% 0		0
2400/13	--Support for Town Twinning	CW			0		4	0.0% 0		0
2400/14	--Civic Events / Celebrations	CB	2,358	633	5,000	1,500	4	0.0% 0	5,000	10,000
	Total Other		114,837	94,542	125,419	125,157		3,439	15,079	143,937
2500/1	Debt Charges									
2500/1/1	--Interest	RF	12,426	11,792	11,136	11,136	6	0.0% 0		9,945
2500/1/2	--Loan Repaid	RF	19,120	19,754	20,410	20,410	6	0.0% 0		21,601
	--New Borrowing 2022/23								0	0
	Total Debt Charges		31,546	31,546	31,546	31,546		0	0	31,546
	Total Revenue Expenditure		420,937	397,503	442,395	442,896		12,949	138	455,572
2501	Capital Expenditure									
2501/1	--Gateway Project	RF	0		0	0	6	0.0% 0		0
2501/4	--Carvers Clubhouse	RF			0	0	6	0.0% 0		0
2501/3	--Computer Hardware	RF	21,929		0	0	6	0.0% 0		0
	Total Capital Expenditure		21,929	0	0	0		0	0	0
	COMMITTEE EXPENDITURE		442,866	397,503	442,395	442,896		12,949	138	455,572

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	2	3	4	5	6	7	8		9	10
Description	Budget Manager	Actual 19/20 £	Actual 20/21 £	Budget 21/22 £	Revised Budget £	Type	Inflation %	Inflation £	Known Changes* £	Draft 22/23 £
200										
REVENUE INCOME										
200/1 --Insurance Premium Income	CW	-4,479	-605	0	-4,775	6	0.0%	0		0
200/2 --Interest Received	RF	-3,573	-882	-2,000	-200	6	0.0%	0	1,500	-500
200/3/1 --Rent: Ground Floor Greenways	CW	-17,595	-17,566	-17,082	-17,500	3	4.0%	-683		-17,766
200/3/2 --Rent: 1st Floor Greenways	CW	-11,918	-14,075	-11,239	-11,239	3	4.0%	-450		-11,689
200/3/3 --Southampton Road Rent	CW	-13,315	-13,200	-13,666	-13,666	3	4.0%	-547		-14,213
280										
--Carvers Club House Income	CB	-14,717	-3,494	-12,170	-19,000			-243	-6,330	-18,743
200/4 --VIC Sales	CW	-2,409	-75	-1,821	-90	5	2.0%	-36		-1,857
200/5 --Recharge to NFDC	RF	-71,347	-73,400	-71,161	-70,660	3	4.0%	-2,846		-74,008
200/6 --Christmas Events	CB	-5,472	-3,085	-5,000	-4,000	6	0.0%	0	1,000	-4,000
200/7 --WW1 Commemoration Grant	CW	0	0	0	0	6	0.0%	0		0
200/8 --Market Stall Income	CW	-1,130	-280	-1,000	-1,000	5	2.0%	-20		-1,020
200/9 --Civic Events / Celebrations	CB	-10,516	0			6	0.0%	0		
200/9/1 --Fireworks Event	CB			-5,000	-5,000	6	0.0%	0	-1,000	-6,000
200/9/2 --Other Ringwood Events	CB			-5,000	0					-5,000
200/9/3 --Queen's Jubilee street party	CB									
200/10 --Misc Income and Donations	RF		-450							
Total Revenue Income		-156,471	-127,112	-145,140	-147,130			-4,826	-4,830	-154,795
TOTAL COMMITTEE INCOME		-156,471	-127,112	-145,140	-147,130			-4,826	-4,830	-154,795
		286,395	270,391	297,255	295,766			8,124	-4,692	300,776
Transfer To Provisions										
--Transfer To Provisions	RF	24,792	14,000	14,000	14,000					14,000
--Transfer To Provisions	RF	5,000	2,500	2,500	2,500					2,500
Total Transfer To Provisions		29,792	16,500	16,500	16,500				0	16,500
Transfer From Provisions										
--Trans From Provs (Rev)	RF	-4,668	-6,146	-1,000	-6,000				-10,000	-11,000
--Trans From Provs (Cap)	RF	-21,500	-2,026	0	-1,200					
Total Transfer From Provisions		-26,168	-8,172	-1,000	-7,200				-10,000	-11,000
TOTAL NET EXPENDITURE AFTER TRANS TO/FROM PROVISIONS		290,019	278,719	312,755	305,066			8,124	-14,692	306,276

POLICY & FINANCE COMMITTEE – 17th NOVEMBER 2021
REVISED BUDGET 2021/2022 & DRAFT BUDGET 2022/23

1. INTRODUCTION

- 1.1** The Town Council is required to approve an annual income and expenditure budget for the Town Council. The budget will be further developed over the next two months and a recommendation to Council on its overall budget and precept for 2022/23 will be made at the meeting of this committee in January 2022.
- 1.2** This preliminary draft budget was discussed at the last meeting of this Committee and it was agreed to model the budget with a cap on any increase to the Council Tax of 3% and to include inflation assumptions. These inflation assumptions are set out below and in Appendix 2.
- 1.3** A revised draft revised budget for 2021/22 is also included. This has been developed following discussions with budget managers on likely activity to year end together with analysis of spend to date as previously reported to this Committee. The draft budget 2022/23 & revised budget 2021/22 is summarised at Appendix 1.
- 1.4** Individual Committee budgets have been derived from this draft budget and submitted to each Committee during the current round of meetings. Feedback from those meetings has been incorporated in both the revised budget and the draft 2022/23 budget.

2. REVISED BUDGET 2021-22

- 2.1** The revised budget that was presented to the last meeting of this Committee has been further updated to include revised projections to year end and as discussed in the budget monitoring report elsewhere on the agenda, it is likely that there will be a small reduction in the predicted budget overspend.
- 2.2** The original budget was “balanced”, that is, with no requirement to draw any funds from or make any contribution to, the general reserve. However, the latest projections to year end suggest that there will be a requirement to draw around £2,500 from the General Reserve to balance the budget. This figure is well below any sensible degree of accuracy and the predicted deficit may disappear as we approach year end.

3. DRAFT BUDGET 2022-23

- 3.1** As in previous years, the draft budget has been created on an incremental basis using the previous year as a starting point. However, the salary budgets have been created from scratch following staff turnover and restructuring in 2021/22. This zero-based approach has also afforded the opportunity to review the allocations of pay costs across the committees which has resulted in a decrease in the allocated costs to Policy and Finance with increases particularly in Cemeteries, Allotments and Planning & Environment.
- 3.2** The draft budget has been further adjusted to take into account a number of known changes and bids for growth. Bids currently proposed amount to £15,700 of which £12,600 is to be funded from earmarked reserves.

- 3.3** This iteration of the proposed budget also includes some preliminary estimates of inflation. RPI has increased to 4.9% for the year to September, from 4.8% for the year to August although both CPI and CPIH have eased slightly. There is plenty of speculation in the press that fuel and utilities costs are likely to see increases well above inflation and it is also likely that there will be pressure to approve a national pay settlement somewhat closer to inflation. Inflation has therefore been modelled as follows:

Inflation	%
- Pay	3.5%
- Utilities	5.0%
- Other Expenditure	4.0%
- Non contractual expenditure	0.0%
- Income	2.0%
- Fixed expenditure (i.e. no inflation)	0.0%
Council Tax Base increase	0.75%

- 3.4** Proposed increases to prices for a range of Council services were rejected by Recreation and Leisure Committee and further work is required to produce a revised price list. For the moment a 2% increase in revenue has been assumed.
- 3.5** Any increase in the Council Tax base will reduce the Council Tax levied on individual homes. The tax base for the new year will not be notified until later in December or January but there was an increase of 0.79% last year. A modest increase of 0.75% has been assumed.
- 3.6** The result of these assumptions, applied to the base budget as set out in Appendix 1 is that a transfer from the General Reserve of £9,532 will be required to deliver a Council Tax increase of 3%.
- 3.7** Work will continue to identify savings to close this gap. Members should note that 1% on the Council tax is equivalent to £5,358 and each additional £1,000 on the precept will add 18.4p to the Band D equivalent Council tax.
- 3.8** The draft budget includes planned contributions to and from earmarked reserves in accordance with the reserves policy. A summary of the reserves and reserve movements from April 2021 to March 2023 is included at Appendix 3.

4. RECOMMENDATIONS

- 4.1** In order to progress development of the budget for 2022/23 members are asked to:
- consider the revised budget for 2021/22.
 - consider inflation and whether the inflation assumptions should be adjusted in the draft budget for 2022/23.
 - consider the draft budget for 2022/23 and opportunities for budget savings.

- provide guidance on the use of general reserves to support the budget requirement and target Council Tax.

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RINGWOOD TOWN COUNCIL
BUDGET AND REVISED BUDGET 2021/22 AND
DRAFT BUDGET 2022/23

Appendix 1

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1	2	4	5	6	7	8	9	10
Committee	Actual 19/20 £	Actual 20/21 £	Budget 21/22 £	Revised Budget 21/22 £	Inflation £	Known Changes* £	Draft 22/23 £	
Policy & Finance								
Expenditure	442,866	397,503	442,395	442,896	12,949	138	455,572	
Income	-156,471	-127,112	-145,140	-147,130	-4,826	-4,830	-154,795	
Net Expenditure	286,395	270,391	297,255	295,766	8,124	-4,692	300,776	
Transfers to Reserves	29,792	16,500	16,500	16,500	0	0	16,500	
Transfers from Reserves	-26,168	-8,172	-1,000	-7,200	0	-10,000	-11,000	
Growth bids and adjustments (net of transfers from reserves and income)							0	
Committee net expenditure	290,019	278,719	312,755	305,066	8,124	-14,692	306,276	
Recreation & Leisure								
Expenditure	223,763	219,923	258,003	275,543	6,220	-56,808	206,665	
Income	-34,273	-33,984	-31,657	-30,636	-633	100	-32,191	
Net Expenditure	189,490	185,939	226,346	244,907	5,587	-56,708	174,474	
Transfers to Reserves	19,900	17,900	17,900	17,900	0	0	17,900	
Transfers from Reserves	-35,500	-14,654	-54,500	-64,893	0	54,500	0	
Growth bids and adjustments (net of transfers from reserves and income)							2,100	
Committee net expenditure	173,890	189,185	189,746	197,914	5,587	-2,208	194,474	
Cemeteries								
Expenditure	43,687	42,913	46,733	52,496	1,660	10,612	59,005	
Income	-34,073	-36,240	-46,031	-40,945	-894	6,836	-40,098	
Net Expenditure	9,614	6,673	702	11,551	766	17,448	18,906	
Transfers to Reserves	4,000	4,000	4,000	4,000	0	0	4,000	
Transfers from Reserves	-230	-230	-230	-5,156	0	0	-230	
Growth bids and adjustments (net of transfers from reserves and income)							0	
Committee net expenditure	13,384	10,443	4,472	10,395	766	17,448	22,676	
Allotments								
Expenditure	11,782	11,725	12,667	12,689	426	5,365	18,458	
Income	-5,209	-5,374	-5,306	-5,500	-106	0	-5,412	
Net Expenditure	6,573	6,351	7,361	7,189	320	5,365	13,046	
Transfers to Reserves	0	0	0	0	0	0	0	
Transfers from Reserves	0	0	0	0	0	0	0	
Growth bids and adjustments (net of transfers from reserves and income)							0	
Committee net expenditure	6,573	6,351	7,361	7,189	320	5,365	13,046	
Planning, Town & Environment								
Expenditure	20,985	25,600	41,243	39,260	619	-3,802	37,060	
Income	-1,100	-9,225	-15,650	-19,350	0	5,550	-10,100	
Net Expenditure	19,885	16,375	25,593	19,910	619	1,748	26,960	
Transfers to Reserves	0	0	0	0	0	0	0	
Transfers from Reserves	-5,170	-1,120	-4,000	-2,167	0	1,000	-3,000	
Growth bids and adjustments (net of transfers from reserves and income)							1,000	
Committee net expenditure	14,715	15,255	21,593	17,743	619	2,748	24,960	
Total Base Expenditure	743,083	697,664	801,040	822,884			776,760	
Total Income	-231,126	-211,935	-243,784	-243,561			-242,597	
Total transfer to reserves	53,692	38,400	38,400	38,400			38,400	
Total Transfer from reserves	-67,068	-24,176	-59,730	-79,416			-14,230	
Total New Bids							15,700	
Less funded from earmarked reserves							-12,600	
Total Budget Requirement	498,581	499,953	535,927	538,307			561,433	
Precept	497,549	519,907	531,856	531,856			551,901	
Covid Relief grant			4,071	4,071			0	
Transfer to/-from General Reserve	-1,032	19,954	0	-2,380			-9,532	

**RINGWOOD TOWN COUNCIL
BUDGET AND REVISED BUDGET 2021/22 AND
DRAFT BUDGET 2022/23**

Appendix 1

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1	2	4	5	6	7	8	9	10
	Description	Actual 19/20 £	Actual 20/21 £	Budget 21/22 £	Revised Budget 21/22 £	Inflation £	Known Changes* £	Draft 22/23 £
Expenditure:								
	Policy & Finance	442,866	397,503	442,395	442,896	12,949	138	455,572
	Recreation & Leisure	223,763	219,923	258,003	275,543	6,220	-56,808	206,665
	Cemeteries	43,687	42,913	46,733	52,496	1,660	10,612	59,005
	Allotments	11,782	11,725	12,667	12,689	426	5,365	18,458
	Planning, Town & Environment	20,985	25,600	41,243	39,260	619	-3,802	37,060
	Council Total Expenditure	743,083	697,664	801,040	822,884	21,874	-44,494	776,760
Income:								
	Policy & Finance	-156,471	-127,112	-145,140	-147,130	-4,826	-4,830	-154,795
	Recreation & Leisure	-34,273	-33,984	-31,657	-30,636	-633	100	-32,191
	Cemeteries	-34,073	-36,240	-46,031	-40,945	-894	6,836	-40,098
	Allotments	-5,209	-5,374	-5,306	-5,500	-106	0	-5,412
	Planning, Town & Environment	-1,100	-9,225	-15,650	-19,350	0	5,550	-10,100
	Council Total Income	-231,126	-211,935	-243,784	-243,561	-6,459	7,656	-242,597
	Council Net Expenditure before transfers	511,957	485,729	557,257	579,323	15,415	-36,838	534,163
Add Transfers to Provisions								
	Policy & Finance	29,792	16,500	16,500	16,500			16,500
	Recreation & Leisure	19,900	17,900	17,900	17,900			17,900
	Cemeteries	4,000	4,000	4,000	4,000			4,000
	Allotments	0	0	0	0			0
	Planning, Town & Environment	0	0	0	0			0
	Total transfers to provisions	53,692	38,400	38,400	38,400			38,400
Less Transfers from Provisions								
	Policy & Finance	-26,168	-8,172	-1,000	-7,200			-11,000
	Recreation & Leisure	-35,500	-14,654	-54,500	-64,893			0
	Cemeteries	-230	-230	-230	-5,156			-230
	Allotments	0	0	0	0			0
	Planning, Town & Environment	-5,170	-1,120	-4,000	-2,167			-3,000
	Total transfers from Provisions	-67,068	-24,176	-59,730	-79,416			-14,230
	Total Budget Requirement before new bids	498,581	499,953	535,927	538,307	15,415	-36,838	558,333
New Bids 2021/22 (net of income)								
	Policy & Finance							1,600
	Recreation & Leisure							13,100
	Cemeteries							0
	Allotments							0
	Planning, Town & Environment							1,000
	Less Funded from Provisions							-12,600
	Council's Net Budget	498,581	499,953	535,927	538,307			561,433
	Transfers from (-) or to General Reserve	-1,032	19,954	0	-2,380			-9,532
	Covid Relief Grant			-4071	-4071			0
	Council Precept (to be met by Council Tax Payers)	497,549	519,907	531,856	531,856			551,901
	Council Tax Base	5285.2	5362	5404.3	5404.3			5,444.8
	Council Tax	94.14	96.96	98.41	98.41			101.36

BUDGET ASSUMPTIONS 2022/23

Inflation (RPI) is currently running at 4.9% (for the year to September 2021). CPIH is 2.9% for the same period whilst the CPI is 3.1%.
 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.

ASSUMPTIONS:

1 Inflation	%	Type
- Pay	3.5%	1
- Utilities	5.0%	2
- Other Expenditure	4.0%	3
- Non contractual expenditure	0.0%	4
- Income	2.0%	5
- Fixed expenditure (i.e. no inflation)	0.0%	6

2 Council Tax Base increase	0.75%
Note, the Council Tax base for 2021/22 is	5,404.3

3 Use of General Reserve	9,532
Use of Covid relief grant	0

The Band D equivalent Council Tax for 2021/22 is: 98.41

A target Council Tax increase of : 3.0%
 would increase the Council Tax to: 101.36

And require an additional transfer from reserves of: £0
 which would reduce total reserves to £ 528,765 by March 2023
 (given the assumptions in 1 - 3 on the left)

An increase of 0.75% (assumption 2) will increase the Council Tax base to: 5,444.8

The General Reserve is expected to be £284,165 at April 1st 2022. This transfer, along with the £6,000 for the Xmas tree, will reduce it to £268,633 by March 2023
 The balance of this grant at 1st April 2022 is expected to be £2,917

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 2022/2023	534,163
Net transfers to/from earmarked reserves	24,170
Growth Bids & Adjustments	15,700
- Less funded from earmarked reserves (inc. borrowing)	-12,600
- Less additional income generated	0
Net Budget requirement	561,433
Less funded from general reserve/Covid relief Grant	-9,532
Sum to be funded from Council Tax Payers (Precept)	551,901

Band D equivalent Council Tax 2022/23 101.36

The Council Tax for 2021/22 is £98.41 per Band D Equivalent

The budget requirement and resulting precept, as modelled, represents an increase of 3.00 % in the Council Tax

Summary movement on reserves:

	£
Opening reserves 1/4/2022:	
General Reserve	284,165
Earmarked Reserves & Provisions	242,562
Total Reserves 1/4/2022	526,727
Planned transfers in	38,400
Planned transfers out	-8,230
Plus Capital Receipts 22/23	0
Less Funding for growth	-12,600
Less use of general reserve	-15,532
Predicted reserves 31/3/2023	

General Reserve	268,633
Earmarked Reserves	260,132
Predicted Reserves 31/3/2023	528,765

An increase of one percent on the Council Tax will generate an increased precept of : £5,358
 For each increase of £1,000 in the precept requirement, a further £0.184 will be added to the Band D Council Tax

RESERVES AND PROVISIONS - MOVEMENT & ESTIMATED BALANCES

1st April 2021 to 31st March 2023

	Actual Balance 01/04/21 £	Planned Transfers 2021/22 (revised):				Estimated Balance 01/04/22 £	Planned and Proposed Movements 2022/23:					Estimated Balance 31/03/23 £
		from Revenue £	to Revenue £	Cash Receipts £	between provisions £		from Revenue £	to revenue		Capital & Other Receipts £	between provisions £	
								base budget £	Growth £			
<u>EARMARKED PROVISIONS</u>												
I.T. & Equipment	13,900	4,500				18,400	4,500		0			22,900
Gateway	25,000	0				25,000	0		0			25,000
Cemetery	18,000	4,000	-22,000		3,000	3,000	4,000		0			7,000
Buildings Reserve	28,567	5,000				33,567	5,000		0			38,567
Election	11,274	1,500				12,774	1,500		0			14,274
Vehicle & Machinery	16,365	11,000	-4,793			22,572	11,000		0			33,572
Play Equipment	15,258	6,900	-19,000			3,158	6,900		-1,000			9,058
Memorials	3,000				-3,000	0			0			0
Christmas Lights	0					0			0			0
Carvers Clubhouse	27,025	2,500	-1,200			28,325	2,500		-1,600			29,225
Ringwood Events	8,828					8,828		-5,000	0			3,828
Memorial Lantern	1,354					1,354			0			1,354
Carvers Grounds	11,300		-10,000			1,300			0			1,300
Infrastructure & Open Spaces	19,343	3,000	-6,026			16,317	3,000		-10,000			9,317
Neighbourhood Plan	3,000		-1,000			2,000		-2,000	0			0
Total Provisions	202,215	38,400	-64,019		0	176,596	38,400	-7,000	-12,600	0	0	195,396
<u>RESERVES</u>												
Earmarked Reserves:												
Dev Contribs	3,663		-1,000			2,663		-1,000	0			1,663
Cem Maint	1,210		-230			980		-230	0			750
Dev Cons(CIL)	45,635		-8,167	5,814		43,282			0	0		43,282
Capital Receipts	13,125			3,000		16,125			0	0		16,125
Grants Unapplied	6,988		-4,071			2,917		0	0	0		2,917
Loans Unapplied	0					0			0	0		0
Total Earmarked Reserves and Provisions	272,835	38,400	-77,487	8,814	0	242,562	38,400	-8,230	-12,600	0	0	260,132
General Reserve	292,545	0	-8,380			284,165	0	-15,532			0	268,633
Total Reserves	565,380	38,400	-85,867	8,814	0	526,727	38,400	-23,762	-12,600	0	0	528,765

Current Projects Update

No.	Name	Status	Recent developments	Description and notes	Lead Officer/Member	Financing
Full Council						
FC1	Long Lane Football Facilities Development	In progress	Application for planning permission submitted. VAT consultant's initial advice on business arrangements received. Business and legal arrangements being placed with lawyers. AGP contract awarded. Other procurement is open to tender.	A joint venture with Ringwood Town Football Club and AFC Bournemouth Community Sports Trust to improve the football facilities for shared use by them and the community.	Town Clerk	No financial commitment yet
FC2	Strategic Plan	On hold - awaiting officer availability		Exploring ideas for medium term planning	Town Clerk	N/A
Planning Town & Environment Committee						
PTE1	Neighbourhood Plan	In progress	Work continues on building evidence and drafting policies, with the Plan focussing on 4 themes - Town Centre, Design & Heritage, Environment and Housing.	To prepare a Neighbourhood Plan for the civil parish of Ringwood but limited in scope to a few specified themes.	Deputy Clerk	Budget of £21,500 (£3,800 in 2021/22 budget, £3,000 in General Reserve and £14,700 to be funded by Locality grant)
PTE2	Human Sundial	Complete	Work to refurbish human sundial and install surrounding benches now complete. "Ribbon cutting" event held on 18th September.	Replacement of damaged sundial and surrounding paviers; installation of removable benches to protect it for the future - working with HCC (Principal Designer and Contractor)	Deputy Clerk	£5,295.15 spent from budget of £10,657 to be funded from CIL and contribution of £5,249.15 from Carnival
PTE3	Crow Stream Maintenance	Annual recurrent	Spraying of stream banks completed on 1 April. Annual stream clearance carried out by volunteers on 9 September.	Annual maintenance of Crow Ditch and Stream in order to keep it flowing and alleviate flooding	Deputy Clerk	£1,120 spent to be funded by transfer from earmarked reserve
PTE4	Climate Emergency	In progress	REAL WP recommend supporting free bus initiative currently being investigated.	Minor funding to support local initiatives.	CLr Deboos	Budget of £1,000
Projects being delivered by others which are monitored by the Deputy Clerk and reported to this committee:						
	A31 widening scheme	In progress	West Street junction with A31 closed and traffic flow reversed in Meeting House Lane. Works in West Street completed. Works to divert water main ongoing. Works on A31 to commence October 2021 and due for completion by November 2022.	Widening of A31 westbound carriageway between Ringwood and Verwood off slip to improve traffic flow; associated town centre improvements utilising HE Designated Funds	Highways England (HE)	HE funded
	SWW Water Main Diversion (associated with A31 widening scheme)	In progress	Work in Bickerley Gardens complete, work ongoing in Mansfield Road. Pipe laying across Bickerley complete - land to be fully restored by SWW. Site compound in place at the southern end of Bickerley until end of year.	Diversion of water main that runs along the A31 westbound carriageway.	South West Water / Kier	HE funded
	Pedestrian crossings Christchurch Road	Completed		Informal pedestrian crossings to the north and south of roundabout at junction of Christchurch Road with Wellworthy Way (Lidl)	Hampshire CC	Developers contributions
	Moortown drainage improvements	In progress		HCC considering a controlled opening of the system in Moortown Lane to alleviate highway flooding	Hampshire CC	Developers contributions
	Pedestrian crossing Castleman Way	On hold	Site does not meet HCC criteria for toucan crossing. Agreed to revisit following promotion of cycle path through Forest Gate Business Park.	Toucan crossing in Castleman Way to improve pedestrian and cycle route between town centre and Moortown	Hampshire CC	Developers contributions
	Cycleway signage and improvements	Completed		New signage and minor improvements to cycleway between Forest Gate Business Park and Hightown Road	Hampshire CC	HE Designated Funds
	Carvers footpath/cycle-way improvement	Completed		Creation of shared use path across Carvers between Southampton Road and Mansfield Road	Hampshire CC	Developers contributions
	Crow Lane Footpath	In progress	Developers' contributions paid to HCC to implement.	New footpath to link Beaumont Park with Hightown Road, alongside west of Crow Lane	Hampshire CC	Developers contributions
	Surfacing of Castleman Trailway	In progress	Developers' contributions paid to HCC to implement. RTC carried out clearance on behalf of HCC so that the path is accessible through the summer, prior to surfacing.	Dedication and surfacing of bridleway between old railway bridge eastwards to join existing surfacing	Hampshire CC	Developers contributions
	Replacement Tree - Market Place	In progress	Tree stump has been ground out and replacement tree (Field Maple) will be planted in its place by end March 2022.	New tree to replace tree stump in Market Place.	Hampshire CC	HCC funded
	Railway Corner	In progress	Project supported by RTC.	Project to improve and promote historical significance of triangle of land at junction of Hightown Road and Castleman Way.	Ringwood Society	

Policy & Finance Committee

PF1	Website renewal	In progress	The initial content of the new site is now almost complete. Transition to the new site and hosting arrangements is imminent.	Arranging a new website that is more responsive, directly editable by Council staff and compliant with accessibility regulations.	Town Clerk	Funded from agreed budget.
PF2	Greenways planning permission renewal	Cancelled	Committee decided on 17 Feb 2021 not to seek renewal	Preparing a planning application to renew the lapsed permission for a detached bungalow	Town Clerk	
PF3	Youth Detached Outreach work	In progress	Work has been suspended for operational reasons. A review of the project is scheduled for December.	To provide youth workers for detached outreach work	Carvers Manager	
PF4	Review of governance documents	In progress	Revisions to Financial Regulations completed in September. Committee terms of reference and the Scheme of Delegation will be considered next.	Periodic review of standing orders, financial regulations, committee terms of reference, delegated powers, etc. to maintain suitability and fitness	Town Clerk	
PF5	Poulner Lakes Lease	On hold - awaiting track maintenance solution	Technical advice on track maintenance options in line with members' recommendations is being obtained.	Negotiating a lease from Ringwood & District Anglers' Association of the part of the site not owned by the Council	Town Clerk	

Recreation, Leisure & Open Spaces Committee

RLOS1	War Memorial repair	Completed	The repair has been completed. An inspection and maintenance regime is being implemented. A re-dedication ceremony was held on 15th August 2021.	Repair by conservation specialists with Listed Building Consent with a re-dedication ceremony after.	Town Clerk	£8,596 spent. Grant award leaves £4,776 to be funded from donations and general reserve.
RLOS2	Bickerley tracks	Completed	Fresh gravel has been laid. No structural change is feasible at present.	Enhanced repair of tracks to address erosion and potholes (resurfacing is ruled out by town green status) and measures to control parking.	Town Clerk	Nothing yet committed or agreed
RLOS3	Public open spaces security	Completed	The agreed works have all now been completed. A proposal by community groups to plant the new earth bunds is expected to be actioned this month.	Review of public open spaces managed by the Council and measures to protect them from unauthorised encampments and incursions by vehicles	Town Clerk	Revised budget of £6,300 for emergency measures agreed.
RLOS4	Grounds department sheds replacement	In progress	Cllr Briers met grounds staff to define needs and the project scope in order to prepare an outline specification.	A feasibility study into replacing the grounds maintenance team's temporary, dispersed & sub-standard workshop, garaging and storage facilities. Combined with a possible new car park for use by hirers of and visitors to the club-house.	Town Clerk	Capital budget of £10,000
RLOS5	Cemetery development	In progress	An update on the columbarium proposal was given at the meeting on 6th October and further planning of the work is proceeding.	Planning best use of remaining space, columbarium, etc.	Town Clerk	Capital budget of £25,000 (but unlikely to finish in 2021-22 and therefore to be carried into an earmarked reserve)
RLOS6	Community Allotment	Concluded by adapting to ongoing processes	Agreed to treat as an informal joint venture between the Council and the tenants' association.	Special arrangement needed for community growing area at Southampton Road	Town Clerk	
RLOS7	Bowling Club lease	In progress	Draft heads of terms of new lease under discussion	Request by Ringwood Bowling Club for lease to be extended in space and term for a replacement club-house.	Town Clerk	
RLOS8	Ringwood Youth Club	On hold awaiting officer availability		Winding up the redundant CIO to terminate filing requirements	Town Clerk	
RLOS9	Aerator repair	Completed	The attachment has been returned and is back in service following the overhaul.	Major overhaul to extend life of this much-used attachment	Grounds Foreman	
RLOS10	Waste bin replacement programme	In progress	The first 17 bins have been delivered and are being installed as pressure of work allows. More will be ordered later this year.	Three-year programme to replace worn-out litter and dog-waste bins	Grounds Foreman	
RLOS11	Ash Grove Fence repair	Completed	The grounds foreman has inspected the completed fence and signed off the final payment to the contractor.	Replacing the worn-out fence around the play area	Grounds Foreman	
RLOS12	Van replacement	On hold awaiting officer availability		Replacing the grounds foreman's diesel van with an electric vehicle	Grounds Foreman	
RLOS13	Bickerley compensation claim	In progress	Officers presented a report at the meeting on 21st April.	Statutory compensation claim for access and damage caused by drainage works	Deputy Clerk	
RLOS14	Poulner Lakes waste licence	On hold awaiting officer availability		Arranging to surrender our redundant waste licence to avoid annual renewal fees	Town Clerk	
RLOS15	Acorn bench at Friday's Cross	Completed	Men's Shed have completed the refurbishment to the specification agreed with the original supplier.	Arranging the re-painting of this bespoke art-work	Town Clerk	
RLOS16	Town Safe	On hold awaiting officer availability	Preliminary contacts with PCC and Conservation Officer	Possible re-paint of this important survival, part of a listed structure	Town Clerk	
RLOS17	New allotments site	In progress	Practical Completion of site agreed following inspection. Decision to proceed agreed at February meeting. Legal work in progress.	The transfer to this Council (pursuant to a s.106 agreement) of a site for new allotments off Crow Arch Lane	Town Clerk	
RLOS18	Cemetery map and registers digitisation	In progress	Registers have been scanned. Digital map is being prepared.	Digitisation of cemetery records to facilitate remote working, greater efficiency and, eventually, direct public access	Town Clerk	Capital budget of £5,000
RLOS19	Carvers Strategic Development	In progress	A meeting of the Carvers Working Party is being arranged to consider proposals from landscape designers	Devising a strategic vision and plan for the future of Carvers Recreation Ground pulling together proposals for additional play equipment and other features	Carvers Manager	

Staffing Committee

S1	HR support contract renewal	In progress	Terms agreed for five-year extension and addition of health and safety support.	Town Clerk
S2	Finance Staffing review	Completed	Reassessing staffing requirements and capacity for finance functions and re-negotiating staff terms	Town Clerk

Proposed/Emerging Projects Update

No.	Name	Description	Lead	Recent developments	Progress / Status Stage reached	Estimated cost	Funding sources
Full Council							
None							
Planning Town & Environment Committee							
	Roundabout under A31	Planting and other environmental enhancements		Area being used by Highways England for storage of materials during works to widen the A31.	Floated as possible future project		
	Lynes Lane re-paving Rear of Southampton Road	Ringwood Society proposal Proposal by Ringwood Society to improve appearance from The Furlong Car Park and approaches			Floated as possible future project Floated as possible future project		
	Dewey's Lane wall	Repair of historic wall		Re-build/repair options and costs are being investigated	Shelved as a TC project		
	Signage Review	Review of signs requiring attention - e.g. Castleman Trailway, Pocket Park, Gateway Square	Cllr Day		Floated as possible future project		
Policy & Finance Committee							
	Paperless office	Increasing efficiency of office space use	Cllr. Heron	Discussions with Town Clerk and Finance Manager			
Recreation, Leisure & Open Spaces Committee							
	Poulner Lakes	Developing and improving facilities	Cllr Heron		Floated as possible future project		
	Brockey Sands	Environmental enhancements to this area between the Bickerley and the Millstream	Cllr Day	Preliminary discussions with local community groups	Floated as possible future project		
	Land at Folly Farm	Developing and improving this woodland site	Cllrs Heron & Ring		Floated as possible future project		
Staffing Committee							
None							