

Ringwood Town Council

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

POLICY & FINANCE COMMITTEE

Dear Member

13th October 2021

A meeting of the above Committee will be held at the Forest Suite, Ringwood Gateway on **Wednesday 20th October 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 22nd September '21

5. GRANT AID

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

- a. Ringwood Rotary Club
- b. Forest Forge Theatre Company

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

- a. To receive and authorise list of payments made on Imprest Account for September
- b. To note Cllr Heron's verification and signing of bank reconciliations and statements for September and to nominate a Councillor to undertake this in future
- c. To note the total amount of Petty Cash payments for September
- d. To receive Statement of Town Council Balances and authorise Inter Account Transfers - to follow
- e. To receive the Finance Manager's budgetary monitoring report

7. COUNCIL BUDGET 2021/22

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

8. INVESTMENT STRATEGY (TREASURY MANAGEMENT)

To review Investment Strategy and Policy (Treasury Management) (*Report D*)

9. BANKING ARRANGEMENTS

To review banking arrangements (*Report E*)

10. RESERVE POLICY

To review Reserves Policy (*Report F*)

11. STAFF ANNUAL LEAVE

To consider the Town Clerk's report (*Report G*)

12. PROJECTS (current and proposed)

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

13. LAND AT FORESTSIDE GARDENS

To consider the implications of the forthcoming sale of the open space at Forestside Gardens and possible actions that the Council might take

14. EXCLUSION OF THE PRESS AND PUBLIC

To consider exclusion of the press and public from the meeting, in accordance with the Public Bodies (Admission to Meetings) Act 1960, section 1(2), to transact business for which publicity would be prejudicial to the public interest by reason of its confidential nature

15. SALARY BUDGET

To review salary budgets (*Confidential Report I*)

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



Ringwood Town Council

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

APPLICATION FOR GRANT AID

Please note that this application for a grant does not necessarily entitle your organisation to an award and any funds given are at the discretion of Ringwood Town Council. Please complete the following questionnaire and return to the Council together with a copy of your last year's audited accounts. All sections must be completed. Please do not staple anything to the form, as it needs to be copied. Note: the information provided by applicants may be published on the Council's website. Signatures will be redacted; please indicate on the form if any contact information is private.

Applicant's Details

Name of Organisation requesting grant	RINGWOOD ROTARY CLUB
Postal Address	c/o The Malt House, 84a Christchurch Road, Ringwood, Hampshire, BH24 1DR
Name of Contact	[REDACTED]
Contact's telephone number	[REDACTED]
Contact's email:	rs.ms@btinternet.com

Details of Grant Request

Amount requested	£ 250.00
What is the purpose of the grant?	To cover expenses for Christmas Eve Festivities in Ringwood Market Place. This is a free public event.
How would the people of Ringwood benefit from your receiving this grant?	This will enable a long standing tradition to continue and for presents collected on the night to be given to needy children in children's homes and special schools in this area.
How many Ringwood people would benefit?	About 2000+
Total cost of project	£ 500

If the organisation were to be successful in securing a grant, to whom should the cheque be payable?	Ringwood Rotary Club
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A

Information about your Organisation

Membership: 40	What facilities do you provide? The Organisation carries out a number of events each year including free social events, Fund raising and social events and aid to the elderly, young people and others. All covered by Insurance and First Aid providers
Subscription: £ 180	
Names of competing or similar organisations	Lions Club, but are not involved

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

Cash in hand: £	Annual income: £ See accounts	
Other sponsoring bodies and amounts donated by them	None	£
		£
		£
Have you applied, or do you intend to apply, to any other sponsoring bodies for funding? If so, please give details.	No, but a lot of local firms and others help by loaning us some of the equipment needed.	
Signature of Applicant	[REDACTED]	Date 16 th October 2021
Position within the Organisation:	Community and Vocational Committee	

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

Additional comments

Please write any additional comments on a separate sheet.

If you wish to attend the Committee meeting at which your application will be considered, please contact us. For further information on public participation at meetings of the Council, please see:
www.ringwood.gov.uk/Your_Council/Leaflets/Public_Participation_Leaflet.pdf

**THE ROTARY CLUB OF RINGWOOD
01.07.20 to 30.06.21**

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CHARITY FUND

Balance carried forward	2,770.26
RECEIPTS	
Christmas Quiz	80.00
Club Christmas Card	750.80
Oen Gardens	448.69
Photographic Competition	373.07
Christmas Cards	293.83
Raffle	764.30
Members contributions to Foundation	390.00
Sundry Income	350.33
PAYMENTS	
Quiz	(44.00)
Fashion Show	(13.50)
Christmas Eve Expenses	(36.80)
Ringwood Community Network	(117.00)
ShelterBox	(700.00)
Ringwood Junior School	(405.00)
Other Charitable Donations	(793.98)
RI Foundation	(810.00)
Balance carried forward	3,301.00

I have audited the accounts of the Club which give a true view of the Club's activities for the year ending 30th June 2021

Rtn J Gibson
Hon. Auditor



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	Forest Forge Theatre Company
Charity Registration Number (if appropriate)	289644
Postal Address for the organisation (if there is one)	9-10 Endeavour Park Crow Arch Lane Ringwood Hampshire BH21 1SF
Please tick to confirm that contact details have been provided on page 1	Yes

Details of Grant Request

Amount requested	£ 1,500
What is the purpose of the grant?	To support The Chat Room – a weekly online activity supporting young people in our youth theatre who have been suffering mental illness especially following the last year of lockdown. It has been piloted over the last few months run by our Creative Learning Director, a trained counsellor and an artist providing mindfulness art activity during the session to focus on. 80% of the youth theatre members have reported mental anxiety during or after a youth theatre session and we needed to set up an activity to support this. Our Youth Theatre has 100 young people attending each week The problems young people are facing even led to one member of the youth theatre taking his own life a couple of months ago which in itself has shocked and made the groups anxious, This ongoing support has been a life line to many of our young people. The positive impact on an individual has a pebble in the water effect on those around them
How would the people of Ringwood benefit from your receiving this grant?	It is a safe space where you can speak or listen and have anonymity doing an art activity provided. Each week the session is based around a theme such as anxiety, panic attacks, anger, isolation. Themes come from the young people themselves or from what is witnessed in youth theatre sessions. Each session starts with a question and ends with a mindfulness exercise and resources available. We will also offer support to parents in a group session. The participants who have used the Chat Room have told us they have used the techniques from the sessions – transferrable skills.

How many Ringwood people would benefit?	100
Total cost of project	£ 1,700

Information about your Organisation

Membership:	What facilities do you provide? Weekly Youth Theatre sessions and productions based on a termly fee. Holiday workshops. Weekly Act Your Age drama for over 55's and a postal project for over 65's who are isolated. All run in the studio theatre in Ringwood. www.forestforgetheatre.co.uk
Subscription: £	
Names of competing or similar organisations	Wiltshire Creative
Please tick to confirm that payment details have been provided on page 1	Yes

Funds available to your organisation

(apart from this grant application)

Cash in hand: £	Annual income: £ £25,838.77	
Other sponsoring bodies and amounts donated by them	NFDC	£10,000
	Arts Council Cultural Recovery Fund	£ 55,000
	Children In need	£ 9,999
Have you applied, or do you intend to apply, to any other sponsoring bodies for funding? If so, please give details.	Intend to apply for £2000 to HCC Local Solutions Fund	

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	

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REGISTERED COMPANY NUMBER: 01787316 (England and Wales)
REGISTERED CHARITY NUMBER: 289644

**Report of the Trustees and
Unaudited Financial Statements for the Year Ended 31 March 2020
for
Forest Forge Theatre Company**

Filer Knapper LLP
Chartered Accountants
10 Bridge Street
Christchurch
Dorset
BH23 1EF

Forest Forge Theatre Company**Contents of the Financial Statements
for the Year Ended 31 March 2020**

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**Reference and Administrative Details
for the Year Ended 31 March 2020**

Trustees	Dr M N Whitehead Doctor Mr J A Jones Choreographer / Director (resigned 8.1.2020) Ms N D Ratcliffe Wilson Director Ms S Robinson Consultant (resigned 10.3.2020) Ms B G Smith Professional Mr J Binns (appointed 15.7.2019) Mr K Rose (appointed 1.11.2019) (resigned 15.5.2020)
Registered office	The Theatre Centre Endeavour Park Crow Arch Lane Ringwood Hampshire BH24 1SF
Registered company number	01787316 (England and Wales)
Registered charity number	289644
Independent examiner	Filer Knapper LLP Chartered Accountants 10 Bridge Street Christchurch Dorset BH23 1EF

Forest Forge Theatre Company**Report of the Trustees
for the Year Ended 31 March 2020**

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2020. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

Forest Forge Theatre Company

Report of the Trustees for the Year Ended 31 March 2020

Objectives and activities

Objectives and aims

In line with the charitable objectives Forest Forge Theatre Company presents, provides, manages and produces the following, either on the charities premises or elsewhere, to advance education or to encourage involvement in arts:

Plays
Dramas
Comedies
Operas and musical pieces
Puppet shows
Ballets
Entertainments
Exhibitions
Lectures and seminars

The charitable company achieves its objective by focusing on the delivery of professional theatre and participatory work for rural audiences and by working with a broad range of other audiences.

The creative learning work focuses on education and encouragement of arts to a varied audience, including young people, old people, ethnic minority groups and those with disabilities. The work undertaken benefits these groups in many ways, helping individuals develop self-confidence, presentation and social skills.

Significant Activities

The charitable company has continued work in the community, developing its standing as a Cultural Hub and expanding the Creative Learning Programme.

Professional shows:

- 1) Red Riding Hood was produced by Bumblefly and Forest Forge Theatre toured to 30 rural venues.
- 2) Crowded by Half Moon Theatre (London)/ Apples and Snakes by Rosemary Harris was a national tour to Forest Forge.
- 3) Watch the Wall Darling by Ellie Brooks was performed at Forest Forge Theatre.
- 4) Ark and The Dove by Michele O'Brien, an Associate Artist at Forest Forge was produced and rehearsed at Forest Forge Theatre.
- 5) Lily and the Albatross by Tall Tree Theatre (Anna Harriott and Associate Artist at Forest Forge) re rehearsed and toured regionally and to London.

Creative Learning:

- 1) Forest Forge Youth Theatre
- 2) Tristen and Iseult were produced and performed at Forest Forge Theatre.
- 3) 1984 by George Orwell, produced and directed by Lucy Phillips, designed by Lizzie Watts at Forest Forge Theatre.
- 4) A Passion Play was rehearsed ready for a Youth Theatre production in April 2020 as a celebration of 21 years of the Youth Theatre but was cancelled due to closing of the theatre in March 2020 due to COVID-19.
- 5) Fanfare for Spring was performed by Forest Forge Youth Theatre in Ringwood Town Centre.
- 6) Young ambassadors were introduced for the youth theatre shows.
- 7) Connections performed by Act Your Age drama group was directed by Jo Billingham (Education and Participation Officer).
- 8) Act Your Age took part in weekly participation sessions for over 55's throughout the year. There were plans to expand the offer at Avonway Centre in Fordingbridge from March 2020 through a successful Local Solutions grant from Hampshire County Council however this has been postponed due to COVID-19.

Education:

- 1) Love and Information and Buckets by students from Arts University Bournemouth, directed by Lucy Phillips.
- 2) Elevate 2019 summer term work experience project by years 10 & 11 devised play about Drugs and toured to their schools, seen by 2000 young people. We partnered with New Forest District Council's Safer New Forest.

Report of the Trustees for the Year Ended 31 March 2020

- 3) Forest Forge delivered a drama group at Ringwood Juniors and the Small School Lyndhurst.
- 4) The company delivered a programme of holiday workshops and workshops in schools.

Community:

- 1) 22 Miles of Sea photographic exhibition and script in February 2020 performed by Act Your Age at New Forest Heritage Centre (project partner) was a culmination of a community photographic heritage project called Time and Place run on the Waterside in the autumn 2019, led by playwright David Lane and producer Sharon Lawless. This project was funded by the National Park Authority (our Past, Our Futures funding) and New Forest District Council.
- 2) Dynamic Universes was a new playwriting course with playwright David Lane launched in October 2019 at Forest Forge Theatre.
- 3) The Ringwood Men's Shed was due to start at Forest Forge but postponed due to COVID-19.
- 4) The studio was hired during the year by Hyde Brass Band twice a week and a yoga instructor once a week.
- 5) Hidden Identities the young settled traveller children drama workshops continued on the Waterside, funded by a Children In Need grant awarded for three years (2018/19 - 20/21).
- 6) The drama work continued throughout the year at Salisbury Hospice.

The company successfully fundraised for a new van in September 2019.

Ringwood Town Council gave £1,000 funding towards the Forest Forge youth theatre bursary scheme to support young carers.

Community Work

LLEP (Local Cultural Educational partnership), which is led by Hampshire Cultural Trust, focuses on wellbeing/ mental health for young people across Hampshire. Forest Forge was on the Steering Committee and the rep for the (New Forest) South West Region.

Forest Forge took a key role in Folio New Forest (made up of arts and heritage organisations; hArt, Coda Music, Hanger Farm (Minstead Trust), Forest Arts Centre, Spudworks, New Forest Heritage Centre, St Barbe's Museum).

Folio received an Arts Council grant to develop audiences and work with the Audiences Agency. This confirmed a cold spot for Arts provision in New Milton and the Waterside. In May 2019 Daren Henley CEO of Arts Council England (ACE) visited Forest Forge and Waterside (The Blackfield settled gypsy and travellers programme run by Lisa Halpin supported by Children in Need). Folio New Forest worked with New Forest District Council (NFDC) and Energise Me to apply for funding (£4million) from the Arts Council's Creative People and Places fund.

The New Forest Bid reached the second round but was not successful in securing the funding. The bid was said to be a strong 2nd place and further applications to the fund were encouraged by ACE. It was ready for re submission in March 2020, but funding was pulled due to COVID-19.

Staffing

The day to day running of the organisation was managed by the CEO/Creative director (Sharon Lawless) supported by the Creative Learning Director (Lucy Phillips).

The company continues to employ part time staff: an Education officer, a Finance Officer, a Marketing Officer, a Theatre Administrator, a Business Administrator and a Building Supervisor. In addition, creative freelancers are used for workshops, projects and productions.

The company hosted a Marketing Intern from The University of Southampton from June 2019 to August 2019.

Forest Forge Theatre Company

Report of the Trustees for the Year Ended 31 March 2020

Objectives and activities

Public Benefit

Forest Forge undertakes all its work for the public benefit.

The production of theatre in rural venues enables people to see professional theatre in a local venue at subsidised ticket prices. This not only has the benefit of contributing to the quality of life for the people of Hampshire and surrounding region, but also provides exciting, challenging and accessible performances, which in turn fosters knowledge, education and recreation. By touring theatre to village halls and rural venues the charitable company also brings isolated communities together and encourages community cohesion.

The Trustees of the Forest Forge Theatre Company are aware of their responsibilities in ensuring the charities aims are for the public benefit and follow the guidance published by the Charity Commission in this regard.

Volunteers

The volunteer Ambassador scheme is working very well. They are welcoming audiences, collecting data and selling programmes. The charity ensures all volunteers undertake DBS checks when required, before undertaking any duties with young people and vulnerable adults for the charity.

Financial review

Financial position

The charity incurred a loss of £40,835 for the financial year (2019 - £37,649). This was largely a result of decreased core funding from New Forest District Council and Hampshire County Council (£27,000 cuts) plus project monies moving to the following year e.g., Local Solutions £6,200. From January 2020 a finance working group met weekly with Trustees looking at finances for 20-21.

On 13th March 2020 employees were asked to work remotely due to illness of staff. On 13th March 2020 the government raised the risk of COVID-19 to high.

The company owns the building with a lease on the land of 127 years to run of a 150-year lease that started on 1st January 1997. The building was valued at between £675,000 and £775,000 in March 2021.

Principal funding sources

Hampshire County Council granted £30,000 (£45,000 applied for) and New Forest District Council granted £20,000 (£32,000 applied for). The grants given were to support the charity with core funding leading to a reduction of the opening funding amount of £27,000, therefore we adjusted the forecast accordingly and monitored data monthly.

Reserves policy

The Trustees have examined the charity's requirements for reserves in the light of the main risks to the organisation.

A reserve of £30,000 after removing fixed assets has been allocated, representative of three months of the organisations running costs. Free reserves, based on the reserves policy are -£12,606 which will be reinstated from the core grants for 20-21.

Going concern

The impact of Covid-19 on the industry, through government lock down and social distancing procedures, caused the entity to cease theatre sessions and production for an extended period of 2020 and into 2021. As a result of safeguarding both participants and employees income fell in 2020 however, the charity has been fortunate to receive an increase in grant funding in 2021. The charity can continue to function in the pandemic environment working online and part on site once COVID restrictions allow. The charity have completed internal and external work to allow a safe place for people to come back to, continuing the support offered in the community for the next 12 months and further. The Trustees have concluded that in view of the continued support of local authorities and others, coupled with the level of its reserves at 31 March 2021, that the company continues to be a going concern.

Forest Forge Theatre Company

Report of the Trustees for the Year Ended 31 March 2020

Future plans

In 2020/21 the charity hopes to receive capital funding from Hampshire County Council and core funding from New Forest District Council and seeks to build up the business model by increasing the charity's earned income from its core work.

The charity aims to:

Continue to be a vibrant self-producing company for the region and vital to the communities it serves.

Continue to develop as a cultural hub to support other arts organisations to perform there and support emerging artists through its Associate Artist Scheme.

Continue to develop an artistic relationship with one national theatre company to produce a co-production, develop a strategy to expand Act Your Age and to formalise the Young Ambassador scheme.

Further develop the relationship with AUB (Arts University Bournemouth).

Launch a new playwrighting strand for local writers.

Further develop school holiday workshops and expand the youth theatre.

Carry out capital improvements to the theatre building.

Continue to deliver drama sessions at the Hospice in Salisbury and for the settled traveller young people on the Waterside of the New Forest supported by Children in Need funding.

Structure, governance and management

Governing document

The organisation is a charitable company limited by guarantee, incorporated on 30th January 1984 and registered as a charity with the Charity Commission. The charitable company was established under a Memorandum of Association which details the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the charity being wound up, the members are required to contribute an amount not exceeding one pound.

The Memorandum of Association and Articles of Association were reviewed in 2015-2016. The Independent Theatre Council deemed them fit for purpose.

Recruitment and appointment of new trustees

All Trustees are proposed, seconded and appointed by the Board and hold Office for three years before their re-election. A voting procedure takes place before re-election.

Organisational structure

The Charity is managed by the Board of Directors, who meet on a quarterly basis and when required. The board consider themselves to be the charity's key management personnel with the CEO and Creative Learning Director.

There are currently seven Trustees on the Board, plus representatives from Hampshire County Council, New Forest District Council and Ringwood Town Council: Dr Miranda Whitehead (06/2006 re-elected 04/2018), Mrs Brenda Smith, (06/2015 re-elected) Mr Junior Jones, (re-elected 02/2019) Mrs Sophy Robinson, (06/2015) Mrs Nicola Wilson (07 2017) HCC rep Cllr Michael Thierry (02/2019). NFDC rep Cllr Mrs Christine Ward (12/2017) Mr James Binns (06/2019) Cllr Gloria O'Reilly Ringwood Town Council. (Town council stopped sending members in 2019) Kenneth Rose (elected 01/ 2019).

The Chair of the Board (Dr Miranda Whitehead) regularly attends meetings on behalf of the charitable company. Trustees and staff are kept updated via regular meetings. The Chair keeps herself informed by social media, telephone calls, and face to face meetings with the CEO.

The Company has a pool of experienced freelance arts workers and former members of the company.

Forest Forge Theatre Company

Report of the Trustees for the Year Ended 31 March 2020

Structure, governance and management

Decision making

The day to day running of the organisation is managed by the CEO/ Creative Producer, supported by the Creative Learning Director as well as the freelance Finance Officer.

Risk management

A review of the major risks to which the charity is exposed has been conducted by the Trustees. Where appropriate systems or procedures have been established to mitigate the risks that the charity faces. Financial sustainability is the major financial risk due to withdrawal of the Arts Council regular funding in 2012 and the pressure on Local Council finances; this has led to the development of a strategic plan which will allow for the diversification of funding and activities. Internal control risks are minimised by the implementation of procedures for authorisation of all transactions and projects. Procedures are also in place to ensure consideration of other risks such as the Health and Safety of staff, artists and audience, management of performing rights (ITC)

Events since the end of the year

Information relating to events since the end of the year is given in the notes to the financial statements.

Approved by order of the board of trustees on 18 April 2021 and signed on its behalf by:

Dr M N Whitehead - Trustee

Independent Examiner's Report to the Trustees of Forest Forge Theatre Company

Independent examiner's report to the trustees of Forest Forge Theatre Company ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2020.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

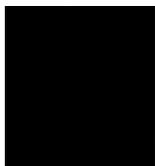
Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Lucy Filer FCA
ICAEW
Filer Knapper LLP
Chartered Accountants
10 Bridge Street
Christchurch
Dorset
BH23 1EF

19 April 2021

Forest Forge Theatre Company

Statement of Financial Activities
for the Year Ended 31 March 2020

	Notes	Unrestricted funds £	Restricted funds £	2020 Total funds £	2019 Total funds £
Income and endowments from					
Donations and grants		57,325	17,297	74,622	128,929
Charitable activities					
Production		4,184	-	4,184	22,244
Creative Learning		52,447	-	52,447	42,622
Other trading activities	2	1,200	-	1,200	260
Investment income	3	78	-	78	22
Other income		5,748	-	5,748	2,005
Total		120,982	17,297	138,279	196,082
Expenditure on					
Raising funds					
Raising donations and legacies		15,531	439	15,970	18,591
Other trading activities		1,496	-	1,496	-
		17,027	439	17,466	18,591
Charitable activities					
Production		63,316	4,954	68,270	110,423
Creative Learning		48,093	4,780	52,873	60,421
Other Running Costs		40,505	-	40,505	44,296
Total		168,941	10,173	179,114	233,731
NET INCOME/(EXPENDITURE)		(47,959)	7,124	(40,835)	(37,649)
Reconciliation of funds					
Total funds brought forward		491,658	-	491,658	529,307
Total funds carried forward		443,699	7,124	450,823	491,658

The notes form part of these financial statements

Forest Forge Theatre Company

Statement of Financial Position
31 March 2020

	Notes	Unrestricted funds £	Restricted funds £	2020 Total funds £	2019 Total funds £
Fixed assets					
Tangible assets	9	456,305	-	456,305	460,135
Current assets					
Debtors	10	5,691	-	5,691	10,782
Cash at bank and in hand		6,751	7,124	13,875	37,750
		<u>12,442</u>	<u>7,124</u>	<u>19,566</u>	<u>48,532</u>
Creditors					
Amounts falling due within one year	11	(25,048)	-	(25,048)	(17,009)
Net current assets		<u>(12,606)</u>	<u>7,124</u>	<u>(5,482)</u>	<u>31,523</u>
Total assets less current liabilities		<u>443,699</u>	<u>7,124</u>	<u>450,823</u>	<u>491,658</u>
NET ASSETS		<u>443,699</u>	<u>7,124</u>	<u>450,823</u>	<u>491,658</u>
Funds	12				
Unrestricted funds				443,699	491,658
Restricted funds				7,124	-
Total funds				<u>450,823</u>	<u>491,658</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2020.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2020 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- preparing financial statements which give a true and fair view of the state of affairs of the charitable 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 charitable company.

The notes form part of these financial statements

Forest Forge Theatre Company**Statement of Financial Position - continued
31 March 2020**

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on 18 April 2021 and were signed on its behalf by:

Dr M N Whitehead - Trustee

The notes form part of these financial statements

Forest Forge Theatre Company

Notes to the Financial Statements for the Year Ended 31 March 2020

1. Accounting policies

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Where there is a project that straddles the account period end, due to the commitments made by the charity by that stage, it is considered that it is entitled to the income in the earlier accounting period and hence the income is recognised in full.

Revenue based grants received are credited to the Statement of Financial Activity in the financial year for which the production relates (when the charity becomes unconditionally entitled to the grant). Where restrictions are placed on the funds received, these are credited to the Statement of Financial Activities in the period in which they are received.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Long leasehold	- Straight line over 150 years
Fixtures and fittings	- 20% on reducing balance
Motor vehicles	- 20% on reducing balance
Computer equipment	- 33% on cost

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Hire purchase and leasing commitments

Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight line basis over the period of the lease.

Forest Forge Theatre Company

Notes to the Financial Statements - continued for the Year Ended 31 March 2020

1. Accounting policies - continued

Pension costs and other post-retirement benefits

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

Going concern

The impact of Covid-19 on the industry, through government lock down and social distancing procedures, caused the entity to cease theatre sessions and production for an extended period of 2020 and into 2021. As a result of safeguarding both participants and employees income fell in 2020 however, the charity has been fortunate to receive an increase in grant funding in 2021. The Trustees have concluded that in view of the continued support of local authorities and others, coupled with the level of its reserves at 31 March 2021, that the company continues to be a going concern.

Debtors and creditors

Debtors and creditors due within one year with no stated interest rate are recorded at the transaction price and reviewed for impairment.

2. Other trading activities

	2020	2019
	£	£
Friends Scheme	175	260
Sponsorships	500	-
Subscriptions and courses	525	-
	<u>1,200</u>	<u>260</u>

3. Investment income

	2020	2019
	£	£
Deposit account interest	78	22
	<u>78</u>	<u>22</u>

4. Support costs

	Finance	Other	Governance costs	Totals
	£	£	£	£
Production	-	13,508	-	13,508
Creative Learning	-	11,060	-	11,060
Other Running Costs	358	24,755	11,866	36,979
	<u>358</u>	<u>49,323</u>	<u>11,866</u>	<u>61,547</u>

Forest Forge Theatre Company

Notes to the Financial Statements - continued for the Year Ended 31 March 2020

5. Net income/(expenditure)

Net income/(expenditure) is stated after charging/(crediting):

	2020	2019
	£	£
Depreciation - owned assets	6,218	5,884
Other operating leases	-	647
Surplus on disposal of fixed assets	(38)	-
Independent Examiners fee	<u>2,100</u>	<u>2,100</u>

6. Trustees' remuneration and benefits

There were no trustees' remuneration or other benefits for the year ended 31 March 2020 nor for the year ended 31 March 2019.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2020 nor for the year ended 31 March 2019.

7. Staff costs

The average monthly number of employees during the year was as follows:

	2020	2019
Staff	<u>5</u>	<u>4</u>

No employees received emoluments in excess of £60,000.

Key management remuneration for the year ended 31 March 2020 was £68,585.

8. Comparatives for the statement of financial activities

	Unrestricted funds £	Restricted funds £	Total funds £
Income and endowments from			
Donations and grants	74,928	54,001	128,929
Charitable activities			
Production	22,244	-	22,244
Creative Learning	42,622	-	42,622
Other trading activities	260	-	260
Investment income	22	-	22
Other income	<u>2,005</u>	-	<u>2,005</u>
Total	<u>142,081</u>	<u>54,001</u>	<u>196,082</u>

Expenditure on Raising funds

Forest Forge Theatre Company

Notes to the Financial Statements - continued
for the Year Ended 31 March 2020

8. Comparatives for the statement of financial activities - continued

	Unrestricted funds £	Restricted funds £	Total funds £
Raising donations and legacies	18,054	537	18,591
	<u>18,054</u>	<u>537</u>	<u>18,591</u>
Charitable activities			
Production	70,853	39,570	110,423
Creative Learning	46,527	13,894	60,421
Other Running Costs	44,296	-	44,296
	<u>179,730</u>	<u>54,001</u>	<u>233,731</u>
Total	179,730	54,001	233,731
	<u>179,730</u>	<u>54,001</u>	<u>233,731</u>
NET INCOME/(EXPENDITURE)	(37,649)	-	(37,649)
	<u>(37,649)</u>	<u>-</u>	<u>(37,649)</u>
Reconciliation of funds			
Total funds brought forward	529,307	-	529,307
	<u>529,307</u>	<u>-</u>	<u>529,307</u>
Total funds carried forward	491,658	-	491,658
	<u><u>491,658</u></u>	<u><u>-</u></u>	<u><u>491,658</u></u>

9. Tangible fixed assets

	Long leasehold £	Fixtures and fittings £	Motor vehicles £	Computer equipment £	Totals £
Cost					
At 1 April 2019	528,157	82,764	38,904	32,380	682,205
Additions	-	-	3,350	-	3,350
Disposals	-	-	(38,904)	-	(38,904)
	<u>528,157</u>	<u>82,764</u>	<u>3,350</u>	<u>32,380</u>	<u>646,651</u>
At 31 March 2020	528,157	82,764	3,350	32,380	646,651
	<u>528,157</u>	<u>82,764</u>	<u>3,350</u>	<u>32,380</u>	<u>646,651</u>
Depreciation					
At 1 April 2019	73,648	80,869	37,942	29,611	222,070
Charge for year	3,521	379	670	1,648	6,218
Eliminated on disposal	-	-	(37,942)	-	(37,942)
	<u>77,169</u>	<u>81,248</u>	<u>670</u>	<u>31,259</u>	<u>190,346</u>
At 31 March 2020	77,169	81,248	670	31,259	190,346
	<u>77,169</u>	<u>81,248</u>	<u>670</u>	<u>31,259</u>	<u>190,346</u>
Net book value					
At 31 March 2020	450,988	1,516	2,680	1,121	456,305
	<u><u>450,988</u></u>	<u><u>1,516</u></u>	<u><u>2,680</u></u>	<u><u>1,121</u></u>	<u><u>456,305</u></u>
At 31 March 2019	454,509	1,895	962	2,769	460,135
	<u><u>454,509</u></u>	<u><u>1,895</u></u>	<u><u>962</u></u>	<u><u>2,769</u></u>	<u><u>460,135</u></u>

Notes to the Financial Statements - continued
for the Year Ended 31 March 2020

10. Debtors: amounts falling due within one year

	2020	2019
	£	£
Trade debtors	2,789	4,058
Prepayments and accrued income	2,902	6,724
	<u>5,691</u>	<u>10,782</u>

11. Creditors: amounts falling due within one year

	2020	2019
	£	£
Trade creditors	11,136	4,003
Social security and other taxes	4,721	-
Other creditors	19	-
Accruals and deferred income	9,172	13,006
	<u>25,048</u>	<u>17,009</u>

12. Movement in funds

	At 1/4/19	Net movement in funds	At 31/3/20
	£	£	£
Unrestricted funds			
General fund	491,658	(47,959)	443,699
Restricted funds			
Children In Need	-	5,824	5,824
Hampshire County Councillors Grants	-	1,300	1,300
	<u>-</u>	<u>7,124</u>	<u>7,124</u>
TOTAL FUNDS	<u>491,658</u>	<u>(40,835)</u>	<u>450,823</u>

Net movement in funds, included in the above are as follows:

	Incoming resources	Resources expended	Movement in funds
	£	£	£
Unrestricted funds			
General fund	120,982	(168,941)	(47,959)
Restricted funds			
Children In Need	9,996	(4,172)	5,824
Hampshire County Councillors Grants	1,300	-	1,300
New Forest National Park	6,001	(6,001)	-
	<u>17,297</u>	<u>(10,173)</u>	<u>7,124</u>
TOTAL FUNDS	<u>138,279</u>	<u>(179,114)</u>	<u>(40,835)</u>

Forest Forge Theatre Company

Notes to the Financial Statements - continued
for the Year Ended 31 March 2020

12. Movement in funds - continued

Comparatives for movement in funds

	At 1/4/18 £	Net movement in funds £	At 31/3/19 £
Unrestricted funds			
General fund	529,307	(37,649)	491,658
TOTAL FUNDS	<u>529,307</u>	<u>(37,649)</u>	<u>491,658</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	142,081	(179,730)	(37,649)
Restricted funds			
Children In Need	9,995	(9,995)	-
Zich Trust	2,500	(2,500)	-
Hampshire County Councillors Grants	1,500	(1,500)	-
Ringwood School	1,000	(1,000)	-
Heritage Lottery Fund	4,500	(4,500)	-
Arts Council	34,506	(34,506)	-
	<u>54,001</u>	<u>(54,001)</u>	<u>-</u>
TOTAL FUNDS	<u>196,082</u>	<u>(233,731)</u>	<u>(37,649)</u>

Funds from the Arts Council were provided to fund the Hidden Project. The Hidden Project is a professional new play for teenagers.

The Children In Need fund relates to monies received to aid in the provision of drama workshops and group theatre work for children and young people from settled gypsy and traveller communities.

Funds from the Zich Trust, Ringwood School and Spud were provided to fund the Elevate Project. The Elevate Project aims to enable school children to produce and perform in their own shows.

Funds from Hampshire County Council was provide to fund capital expenditure.

Funds from New Forest National Park Authority is to assist with the costs relating to a photography project.

Forest Forge Theatre Company**Notes to the Financial Statements - continued
for the Year Ended 31 March 2020****13. Related party disclosures**

There were no related party transactions for the year ended 31 March 2020 and 31 March 2019.

14. Post balance sheet events

From 13 March 2020 the charity closed its venue and this remained closed throughout 2020 and into 2021 due to government lock down. The charity has continued to function in the pandemic environment working online and will reopen part of the venue once COVID-19 restrictions allow them too. The impact of COVID-19 on the charity's financial position is explained in the going concern paragraph.

Detailed Statement of Financial Activities
for the Year Ended 31 March 2020

	2020 £	2019 £
Income and endowments		
Donations and grants		
Donations	5,826	1,179
Grants	<u>68,796</u>	<u>127,750</u>
	74,622	128,929
Other trading activities		
Friends Scheme	175	260
Sponsorships	500	-
Subscriptions and courses	<u>525</u>	<u>-</u>
	1,200	260
Investment income		
Deposit account interest	78	22
Charitable activities		
Workshop fees	27,493	42,100
Forest Forge Youth Theatre	24,952	19,278
Act Your Age/Misc	<u>4,186</u>	<u>3,488</u>
	56,631	64,866
Other income		
Rental income	<u>5,748</u>	<u>2,005</u>
Total incoming resources	138,279	196,082
Expenditure		
Raising donations and legacies		
Wages	11,213	9,895
Social security	467	358
Pensions	200	81
Sundries	2,751	3,705
Marketing	<u>1,339</u>	<u>4,552</u>
	15,970	18,591
Other trading activities		
Bad debts	1,496	-
Charitable activities		
Wages	60,614	52,808
Carried forward	<u>60,614</u>	<u>52,808</u>

This page does not form part of the statutory financial statements

Forest Forge Theatre Company

Detailed Statement of Financial Activities
for the Year Ended 31 March 2020

	2020 £	2019 £
Charitable activities		
Brought forward	60,614	52,808
Social security	2,384	1,796
Pensions	1,021	411
Rates and water	2,295	2,257
Insurance	2,451	3,001
Light and heat	2,569	2,267
Telephone	1,652	1,541
Postage and stationery	799	624
Sundries	1,469	2,543
Freelance fees	15,964	13,789
Production costs	3,741	52,044
Motor and travel	816	2,001
Computer expenses	1,908	2,225
Subscriptions	234	445
Maintenance costs	2,085	3,517
Donations	99	-
	<hr/>	<hr/>
	100,101	141,269
Support costs		
Management		
Other operating leases	-	647
Finance		
Bank charges	358	78
Other		
Wages	16,634	12,637
Social security	265	232
Pensions	113	46
Rates and water	2,295	2,257
Insurance	2,451	3,001
Light and heat	2,569	2,267
Telephone	1,652	1,541
Sundries	1,513	3,860
Maintenance costs	2,085	3,517
Subscriptions	234	445
Printing and photocopying	799	931
Computer expenses	1,908	2,225
Marketing	7,459	8,025
Staff training	611	83
Hospitality	199	429
Motor and travel	608	1,702
Freelance fees	1,310	2,643
Production costs	438	4,709
Carried forward	43,143	50,550

This page does not form part of the statutory financial statements

Forest Forge Theatre Company

Detailed Statement of Financial Activities
for the Year Ended 31 March 2020

	2020 £	2019 £
Other		
Brought forward	43,143	50,550
Depreciation of tangible fixed assets	6,218	5,883
Loss on sale of tangible fixed assets	(38)	-
	<u>49,323</u>	<u>56,433</u>
Governance costs		
Accountancy and legal fees	11,866	16,713
Total resources expended	<u>179,114</u>	<u>233,731</u>
Net expenditure	<u><u>(40,835)</u></u>	<u><u>(37,649)</u></u>

B

RINGWOOD TOWN COUNCIL

FINANCIAL REPORTS FOR

POLICY & FINANCE COMMITTEE MEETING

20TH OCTOBER 2021

Paid Expenditure Transactions

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

paid between 01/09/21 and 30/09/21

Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading
SO	01/09/21	1928		£80.00	£0.00	£80.00	P&F	TLC Online	September 2021 2000/1/14
DD	01/09/21	1929		£193.00	£0.00	£193.00	P&F	New Forest District Council	Rates Carvers Clubhouse September 2021 2802/1/6
DD	01/09/21	1930		£409.00	£0.00	£409.00	RLOS	New Forest District Council	Rates Cemetery September 2021 3200/1/5
PAY Chq7935	02/09/21	1931		£230.00	£0.00	£230.00	RLOS	Ringwood Town Council	Allotment prizes 3300/3/1
DD	08/09/21	1932		£109.45	£18.24	£91.21	RLOS	UK Fuels Ltd	August 2021 3000/1/10
558	10/09/21	1891		£70.00	£0.00	£70.00	P&F	Ware, Matthew	Table Tennis Coaching as part of Summer of Play programme of activity 2802/2/1
		1892/1		£47.00	£7.83	£39.17	RLOS	Ringwood and Verwood Glass	To replace vandalised window at Carvers Pavilion. 3000/2/2
559	10/09/21	1892	RTC804167	£47.00	£7.83	£39.17		Ringwood and Verwood Glass	 3000/2/2
		1893/1		£53.91	£8.98	£44.93	RLOS	screwfix	Paint ETC for Cemetery Gates. 3200/2/5
560	10/09/21	1893	RTC804172	£53.91	£8.98	£44.93		screwfix	 3200/2/5
		1894/1		£60.00	£0.00	£60.00	RLOS	Ringwood Pest Control	Wasp nest in Cemetery 3200/2/5
561	10/09/21	1894	RTC804177	£60.00	£0.00	£60.00		Ringwood Pest Control	 3200/2/5
		1895/1		£160.00	£0.00	£160.00	RLOS	Ringwood Pest Control	To control moles at Jubilee and Parish Church. 4 visits on each. 3000/2/9
562	10/09/21	1895	RTC804138	£160.00	£0.00	£160.00		Ringwood Pest Control	Pest control at Churchyard 3000/2/9
563	10/09/21	1896		£180.00	£0.00	£180.00	P&F	Steamship Circus Ltd	Workshops services provided at a pre-agreed fee. Less 40% deposit 2802/2/1
		1897/1		£182.16	£30.36	£151.80	P&F	New Forest Ice Cream	Ice creams 2802/3/1
564	10/09/21	1897	RTC804165	£182.16	£30.36	£151.80		New Forest Ice Cream	Carvers Clubhouse - Ice Cream for resale 2802/3/1
		1898/1		£175.75	£29.29	£146.46	P&F	New Forest Ice Cream	Ice Creams 2802/3/1
565	10/09/21	1898	RTC804175	£175.75	£29.29	£146.46		New Forest Ice Cream	Carvers Clubhouse - Ice Creams for resale 2802/3/1
		1899/1		£42.00	£0.00	£42.00	P&F	Taste Vending Ltd	coffee topping resale 2802/3/1
566	10/09/21	1899	RTC804180	£42.00	£0.00	£42.00		Taste Vending Ltd	Coffee for resale 2802/3/1
		1900/1		£143.66	£23.94	£119.72	RLOS	Letters & Logos Ltd	Signs for Cemetery Carpark 3200/2/5
567	10/09/21	1900	RTC804143	£143.66	£23.94	£119.72		Letters & Logos Ltd	Signs for Cemetery Carpark 3200/2/5
		1901/1		£31.67	£5.28	£26.39	RLOS	Letters & Logos Ltd	New sign for new Hight Barrier at Poulner Lakes 3000/2/7
568	10/09/21	1901	RTC804140	£31.67	£5.28	£26.39		Letters & Logos Ltd	New sign for Hight barrier Poulner Lakes. 3000/2/7
		1902/1		£33.60	£5.60	£28.00	RLOS	Site Safety Ltd	New shorts. 3000/1/5

Paid Expenditure Transactions

Start of year 01/04/21

B

paid between 01/09/21 and 30/09/21

Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Ctee	Details	Heading
		1902/2		£44.82	£7.47	£37.35	RLOS	Site Safety Ltd	New shirts.
569	10/09/21	1902	RTC804176	£78.42	£13.07	£65.35		Site Safety Ltd	Shorts and shirts for groundsman
		1903/1		£540.00	£90.00	£450.00	PT&E	Daniel Shutler	Crow Stream Annual Flail - to be carried out before end August 2021
570	10/09/21	1903	RTC804120	£540.00	£90.00	£450.00		Daniel Shutler	Crow Stream Annual Flail
		1904/1		£540.00	£90.00	£450.00	RLOS	Daniel Shutler	for the cutting of Castleman trail as a one off job.
571	10/09/21	1904	RTC804062	£540.00	£90.00	£450.00		Daniel Shutler	
		1905/1		£1,980.00	£330.00	£1,650.00	PT&E	O'NeillHomer	3 days @ £550 per day follow up actions (2:02), attendance at meetings and project notes
572	11/09/21	1905	RTC804185	£1,980.00	£330.00	£1,650.00		O'NeillHomer	Neighbourhood Plan Consultancy Fees
573	11/09/21	1906		£288.00	£48.00	£240.00	P&F	Central Southern Security	New CCTV camera and cage at Carvers Clubhouse inc installation
		1907/1		£156.00	£26.00	£130.00	RLOS	Central Southern Security	Call out to resolve fault on alarm 11.08.2021
574	11/09/21	1907	RTC804157	£156.00	£26.00	£130.00		Central Southern Security	Intruder Alarm at Ringwood Cemetery
		1908/1		£300.00	£50.00	£250.00	P&F	Intratest	Bi-annual lighting column test
575	11/09/21	1908	RTC804174	£300.00	£50.00	£250.00		Intratest	Testing required for festive lighting
576	11/09/21	1909		£54.00	£9.00	£45.00	RLOS	Insight Security & Facilities Ltd	August 2021
577	11/09/21	1910		£12.72	£2.12	£10.60	P&F	Pitney Bowes	Lease charge from 050921
		1911/1		£84.00	£14.00	£70.00	P&F	Concentrate Limited	monthly website updates
578	11/09/21	1911	RTC804193	£84.00	£14.00	£70.00		Concentrate Limited	Carvers Clubhouse Monthly Website Updates
579	11/09/21	1912		£84.00	£14.00	£70.00	P&F	Concentrate Limited	inv 6028 relating to monthly website updates in 2020
FPO	14/09/21	1933		£7,227.27	£0.00	£7,227.27	P&F	Hampshire County Council	Pension August 2021
BGC	14/09/21	1934		£156.60	£26.10	£130.50	P&F	Austin & Wyatt	Fees September 2021
		1915/1		£98.80	£16.47	£82.33	P&F	Taste Vending Ltd	Coffee beans and milk powder
580	15/09/21	1915	RTC804166	£98.80	£16.47	£82.33		Taste Vending Ltd	Carvers Clubhouse - coffee for resale
		1916/1		£320.66	£0.00	£320.66	P&F	New Forest District Council	Gateway panic alarm upgrades
581	15/09/21	1916	RTC804159	£320.66	£0.00	£320.66		New Forest District Council	Gateway panic alarm upgrade

Paid Expenditure Transactions

Start of year 01/04/21

B

paid between 01/09/21 and 30/09/21

Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading	
		1917/1		£2,083.88	£347.31	£1,736.57	RLOS	Ava Recreation Ltd	Replace grass mats on MPU slide, flat swings and overhead rotator, supply and install soil and seed	3000/2/16
582	15/09/21	1917	RTC804129	£2,083.88	£347.31	£1,736.57		Ava Recreation Ltd	Grass mat repairs - Ash Grove Play Area Quote reference ARH2792	3000/2/16
583	15/09/21	1918		£1,920.00	£320.00	£1,600.00	P&F	PKF Littlejohn LLP	Limited Assurance Review of the Annual Governance and Accountability Return for the year ended 31st March 2021 reference HA0216 - Ringwood Town Council	2000/1/19
584	15/09/21	1919		£4,395.00	£0.00	£4,395.00	P&F	New Forest District Council	CCTV Partnership Contrib 01/04/21 - 30/09/21	2400/15
		1920/1		£10.00	£0.00	£10.00	P&F	Joyce Johnson	return of key deposit	9999
		1920/2		£24.00	£0.00	£24.00	P&F	Joyce Johnson	return of grounds deposit SR19A	9999
585	15/09/21	1920	RTC804187	£34.00	£0.00	£34.00		Joyce Johnson	Refund of allotment ground and key deposit Original reference R3/506595 23/7/21 SR19A	9999
		1921/1		£137.40	£22.90	£114.50	RLOS	Peter Noble Ltd	To replace Front deck roller bearings.	3000/3/2
586	15/09/21	1921	RTC804168	£137.40	£22.90	£114.50		Peter Noble Ltd		3000/3/2
		1922/1		£452.40	£75.40	£377.00	RLOS	Peter Noble Ltd	New steel RSJ to form the other post for hight barrier on the lakes road.	3000/2/7
587	15/09/21	1922	RTC804068	£452.40	£75.40	£377.00		Peter Noble Ltd		3000/2/7
		1923/1		£15.00	£2.50	£12.50	RLOS	Peter Noble Ltd	Yellow Paint for new hight restricture at the Lakjes.	3000/2/7
588	15/09/21	1923	RTC804162	£15.00	£2.50	£12.50		Peter Noble Ltd		3000/2/7
		1924/1		£14.99	£2.50	£12.49	RLOS	screwfix	more Paint for Cemetery Gates	3200/2/5
589	15/09/21	1924	RTC804173	£14.99	£2.50	£12.49		screwfix		3200/2/5
		1925/1		£72.00	£12.00	£60.00	RLOS	Peter Noble Ltd	Temporary repair to Poulner Lakes access gate (01/06/2021)	3000/2/7
		1925/2		£752.42	£125.40	£627.02	RLOS	Peter Noble Ltd	Permanent repair to Poulner Lakes access gate - cost of materials	3000/2/7
		1925/3		£288.00	£48.00	£240.00	RLOS	Peter Noble Ltd	Permanent repair to Poulner Lakes access gate - labour	3000/2/7
590	15/09/21	1925	RTC804049	£1,112.42	£185.40	£927.02		Peter Noble Ltd	Repair to Poulner Lakes access gate (temporary and permanent)	3000/2/7
		1926/1		£17.28	£2.88	£14.40	P&F	Site Safety Ltd	C259 Polo Shirt	2600/1/6
		1926/2		£13.68	£2.28	£11.40	P&F	Site Safety Ltd	UC203 Sweatshirt	2600/1/6

Paid Expenditure Transactions

Start of year 01/04/21

B

paid between 01/09/21 and 30/09/21

Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading	
		1926/3		£34.80	£5.80	£29.00	P&F	Site Safety Ltd	C261 Trousers - 44" Reg	2600/1/6
		1926/4		£11.88	£1.98	£9.90	P&F	Site Safety Ltd	CUX5 Fleece	2600/1/6
		1926/5		£23.94	£3.99	£19.95	P&F	Site Safety Ltd	C232 Highway Coat 3/4 length - yellow	2600/1/6
591	15/09/21	1926	RTC804124	£101.58	£16.93	£84.65		Site Safety Ltd	Uniform for Caretaker/Cleaner Colour: bottle green Size (except trousers): XXL	2600/1/6
		1927/1		£60.00	£0.00	£60.00	P&F	Helen Short	Contribution towards prescription glasses - eye test date 29/08/2021	2310/3
592	15/09/21	1927	RTC804205	£60.00	£0.00	£60.00		Helen Short	Contribution towards glasses, where part of the prescription is for DSE use	2310/3
Lloyds CC	17/09/21	1937		£45.54	£0.00	£45.54	PT&E	Google	Work Space August 2021	4000/1/6
		1936/1		£41.94	£6.99	£34.95	P&F	Amazon	Canon PG504XL & CL541XL Ink Cartridges (pack of 2)	2000/1/8
Lloyds CC	20/09/21	1936	RTC804144	£41.94	£6.99	£34.95		Amazon	Ink for cemetery printer (payment by credit card)	2000/1/8
PAY	20/09/21	1938		£7.00	£0.00	£7.00	Counc	Lloyds Bank	September 2021	10111
DD	21/09/21	1935		£150.01	£10.34	£139.67	P&F	Worldpay	August 2021	2802/3/1
		1939/1		£72.00	£12.00	£60.00	RLOS	Peter Noble Ltd	To fit new blades to Roller Mower.	3000/3/2
593	21/09/21	1939	RTC804208	£72.00	£12.00	£60.00		Peter Noble Ltd	Original invoice had the wrong order number on it as no order number had been issued,	3000/3/2
594	21/09/21	1940		£1,890.00	£315.00	£1,575.00	P&F	Southern Internal Audit Partnership, HCC	Annual Internal Audit Report 2020/21	2000/1/19
595	21/09/21	1941		£36.00	£6.00	£30.00	RLOS	Insight Security & Facilities Ltd	February 2021	3200/2/1
596	21/09/21	1942		£108.00	£18.00	£90.00	RLOS	Insight Security & Facilities Ltd	April 2021	3000/2/1
		1943/1		£36.00	£6.00	£30.00	RLOS	Insight Security & Facilities Ltd	Tractor Shed May 2021	3000/2/1
		1943/2		£18.00	£3.00	£15.00	RLOS	Insight Security & Facilities Ltd	Cemetery May 2021	3200/2/1
597	21/09/21	1943		£54.00	£9.00	£45.00		Insight Security & Facilities Ltd	May 2021	3000/2/1
DD	22/09/21	1949		£312.44	£52.07	£260.37	P&F	Elite Business Systems UK Ltd (EBS Telecoms)/BT Openreach	September 2021	2501/3
DD	22/09/21	1950		£5,472.04	£0.00	£5,472.04	P&F	Inland Revenue	August 2021	2600/1/2

Paid Expenditure Transactions

Start of year 01/04/21

B

paid between 01/09/21 and 30/09/21

Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading
DD	24/09/21	1952		£24,122.22	£0.00	£24,122.22	P&F	Salaries	Salaries September 2021 2600/1/1
		1944/1		£262.08	£43.68	£218.40	P&F	Status Computers	ESET Antivirus licence for 13 users for 1 year 2000/1/15
598	27/09/21	1944	RTC804186	£262.08	£43.68	£218.40		Status Computers	Antivirus software licence renewal 2000/1/15
		1945/1		£60.00	£0.00	£60.00	RLOS	Ringwood Pest Control	Wasp Nest at Cemetery 3000/2/13
599	27/09/21	1945	RTC804209	£60.00	£0.00	£60.00		Ringwood Pest Control	Wasp Nest at Cemetery 3000/2/13
		1947/1		£1,390.80	£231.80	£1,159.00	RLOS	WP Group (Upton Oil)	fuel for tractors. 3000/1/10
		1947/2		£382.73	£18.23	£364.50	RLOS	WP Group (Upton Oil)	red diesel 3000/1/10
601	27/09/21	1947	RTC804196	£1,773.53	£250.03	£1,523.50		WP Group (Upton Oil)	Diesel for machines 1000 litres white and 500 red 3000/1/10
602	27/09/21	1948		£226.73	£37.79	£188.94	P&F	Status Computers	September 2021 2000/1/15
		1946/1		£52.78	£8.80	£43.98	P&F	Insight Direct (UK) Ltd	1 Yr Power PDF Maintenance & Support 2000/1/15
		1946/2		£34.08	£5.68	£28.40	P&F	Insight Direct (UK) Ltd	1 Yr Power PDF Maintenance & Support 2000/1/15
600	28/09/21	1946	RTC804204	£86.86	£14.48	£72.38		Insight Direct (UK) Ltd	Renewal of Maintenance and Support for Power PDF Advanced Start date 16 October 2021, End date 15 October 2022 2000/1/15
		1953/1		£160.00	£0.00	£160.00	P&F	New Forest District Council	road closure for xmas event 2400/9
603	28/09/21	1953	RTC804203	£160.00	£0.00	£160.00		New Forest District Council	Road closure application for Christmas event 28th November 2021 2400/9
PAY	28/09/21	1955		£28.86	£0.00	£28.86	P&F	Lloyds Bank	September 2021 2000/1/18
Bcard Sept 21	29/09/21	1956		£10.98	£1.83	£9.15	P&F	Toys of Ringwood	Tennis & Quoits sets 2802/2/1
		1957/1		£137.60	£17.52	£120.08	P&F	Booker	Food for resale 2802/3/1
Bcard Sept 21	29/09/21	1957	RTC804164	£137.60	£17.52	£120.08		Booker	Carvers Clubhouse - food for resale (paid on credit card) 3511385 2802/3/1
Bcard Sept 21	29/09/21	1958		£10.99	£1.83	£9.16	P&F	Canva	September 2021 2802/2/1
		1959/1		£114.17	£18.03	£96.14	P&F	Booker	food for resale 2802/3/1
Bcard Sept 21	29/09/21	1959	RTC804182	£114.17	£18.03	£96.14		Booker	Food for resale paid on credit card. Inv number 3511884 2802/3/1
		1960/1		£111.74	£7.67	£104.07	P&F	Booker	food for resale 2802/3/1
Bcard Sept 21	29/09/21	1960	RTC804183	£111.74	£7.67	£104.07		Booker	Food for resale inv number 3511885. Paid on credit card 2802/3/1
Bcard Sept 21	29/09/21	1961		£18.98	£3.16	£15.82	P&F	Amazon	Must be Bonkers 2802/3/1

Paid Expenditure Transactions

Start of year 01/04/21

B

paid between 01/09/21 and 30/09/21

Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading
Bcard Sept 21	29/09/21	1962		£3.16	£0.00	£3.16	P&F	Lidl	Oat milk 2802/3/1
Bcard Sept 21	29/09/21	1963		£6.00	£0.00	£6.00	P&F	Facebook Ads	Summer football fun 2802/2/1
Bcard Sept 21	29/09/21	1964		£171.99	£18.96	£153.03	P&F	Booker	Food for resale 71811171 paid credit card 2802/3/1
Bcard Sept 21	29/09/21	1965		£139.88	£20.16	£119.72	P&F	Booker	Food for resale 3512081 Paid on credit card 2802/3/1
Bcard Sept 21	29/09/21	1966		£58.24	£1.50	£56.74	P&F	Booker	Food for resale invoice number 3512348 Paid on credit card 2802/3/1
Bcard Sept 21	29/09/21	1967		£188.14	£28.60	£159.54	P&F	Booker	Food for resale 3512830 paid on credit card 2802/3/1
NFDC P6	30/09/21	1968		£45.53	£0.00	£45.53	P&F	New Forest District Council	16/8/21 expenditure 2802/3/1
NFDC P6	30/09/21	1969		£81.73	£0.00	£81.73	P&F	New Forest District Council	23/8/21 Expenditure 2802/3/1
NFDC P6	30/09/21	1970		£14.93	£0.00	£14.93	P&F	New Forest District Council	5/9/21 sales 2802/3/1
NFDC P6	30/09/21	1971		£11.57	£0.44	£11.13	P&F	New Forest District Council	13/9/21 Expenditure 2802/3/1
NFDC P6	30/09/21	1972		£31.16	£0.00	£31.16	P&F	New Forest District Council	20/09/21 2802/3/1
		1973/1		£41.17	£1.96	£39.21	RLOS	Utility Warehouse	Energy 3200/1/1
		1973/2		£30.00	£5.00	£25.00	RLOS	Utility Warehouse	Mobile 3000/1/6
		1973/3		£31.20	£5.20	£26.00	RLOS	Utility Warehouse	Broadband 3200/1/6
		1973/4		£2.40	£0.40	£2.00	RLOS	Utility Warehouse	Club 3200/1/1
DD	30/09/21	1973		£104.77	£12.56	£92.21		Utility Warehouse	Utility Warehouse Cemetery August 2021 3200/1/1
		1974/1		£40.08	£1.91	£38.17	RLOS	Utility Warehouse	Electricity 3000/1/1
		1974/2		£2.40	£0.40	£2.00	RLOS	Utility Warehouse	Club 3000/1/1
DD	30/09/21	1974		£42.48	£2.31	£40.17		Utility Warehouse	Utility Warehouse Sports Pavilion August 2021 3000/1/1
		1975/1		£215.66	£10.27	£205.39	P&F	Utility Warehouse	Energy 2802/1/3
		1975/2		£17.00	£2.83	£14.17	RLOS	Utility Warehouse	Mobile 3000/1/6
		1975/3		£32.64	£5.44	£27.20	P&F	Utility Warehouse	Broadband 2802/2/5
		1975/4		£2.40	£0.40	£2.00	P&F	Utility Warehouse	Club 2802/1/3
DD	30/09/21	1975		£267.70	£18.94	£248.76		Utility Warehouse	Utility Warehouse Carvers Clubhouse August 2021 2802/1/3
	30/09/21	1976		£94.00	£0.00	£94.00	Counc	Ringwood Town Council	Repayment of float 10001
NFDC P6	30/09/21	1982		£99.87	£0.00	£99.87	P&F	New Forest District Council	Café sales 09/08/21 2802/3/1
NFDC P6	30/09/21	1983		£38.33	£0.00	£38.33	P&F	New Forest District Council	Café Sales 30/08/21 2802/3/1
Transfer to PC	30/09/21	1984		£40.31	£0.00	£40.31	Counc	Ringwood Town Council	Petty Cash - September 2021 10000

Paid Expenditure Transactions

paid between 01/09/21 and 30/09/21

Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading
Total				£61,168.24	£2,754.51	£58,413.73			

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

Account Name	Predicted		Actual at	Predicted	Proposed Transfers		Predicted
	30-Sep-21		30-Sep-21	Movement	Cash Out	Cash In	31-Oct-21
	£		£	£	£	£	£
Imprest (Current) Account	43,425		165,410	-150,000		40,000	55,410
Business Account	51,550		51,550			-40,000	11,550
Investment Accounts	800,000		700,000	100,000			800,000
Greenways Rent Deposit	10,642		10,635				10,635
Petty Cash - Imprest	91		197				197
Petty Cash - Carvers Clubhouse	144		50				50
VIC Change Float	50		50				50
Information Desk Float	75		75				75
TOTAL BANK BALANCES	905,977		927,967	-50,000	0	0	877,967

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

PROPOSED TRANSFER AUTHORISATIONS:**DATE**-----
20th October 2021-----
20th October 2021

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

Notes:

- | | |
|--|----------------|
| 1 Imprest Account | £ |
| Anticipated net expenditure to end September | 50,000 |
| transfer to CCLA 1st October 2021 | 100,000 |
| Net anticipated movement on imprest account | 150,000 |
- 2 Investment Maturity**
No investments due to mature
- 3** The bank accounts were reconciled as at 31st August 2021
- 4** With reference to the Greenways Rent Deposit Accounts, the ground Floor deposit is £7,000 and the 1st floor deposit is £2,637. These sums will be paid over to the tenant at the end of the tenancy, with interest accrued, subject to the Council having no cause to claim funds for damages.
- 5** A temporary nominal account has been implemented to act as a change float for the VIC. This will be in operation only for the period when the VIC is open during the spring and summer at weekends and bank holidays. The balance is £50.00.
- 6** A nominal account has been implemented to reflect the float of £75.00 held by the Information Desk.
- 7** The Town Council's Imprest and Business bank accounts are held with Lloyds Bank plc

REPORT TO POLICY & FINANCE COMMITTEE – 20th OCTOBER 2021**BUDGETARY CONTROL Quarter 2 – April to September 2021****1. BACKGROUND**

- 1.1 The purpose of this report is to provide Members with the first half year budget monitoring report for 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 approved budget for the year. The planned net budget deficit reported, of £25,399 is the figure before approved 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 budget. A further £4,071 application of Covid Grant received in 2020/21 and held in reserves was also approved. The result is a balanced budget with no requirement to draw on the General Reserve. An updated analysis of planned reserves movements including receipts for the year is included at Appendix 2.

2. INCOME & EXPENDITURE TO THE END OF SEPTEMBER 2021

- 2.1 Expenditure to the end of September totalled £311,530. 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 £13,280 making expenditure to the end of August £324,810, or 40.5% of the annual budget. This represents an underspend to date, assuming linear spend, of approximately £75,700.
- 2.2 As previously noted, payroll budgets, including member allowances, amount to £463,799, or 58% of the gross annual budget. A separate paper tabled at this meeting sets out the payroll costs and expenditure performance in more detail. These costs are normally fairly evenly spread throughout the year with some minor variation due to seasonal work and overtime. At the end of September these budgets were underspent by £11,160. However, the annual pay award is still pending and if this is settled at around 2%, as seems likely, the underspend to date will reduce to around £6,000. The underlying payroll underspend is mainly due to the closure of the Visitor Information Centre and the budgeted staff costs of £4,856 which have not been needed. It is expected that the residual underspend will be absorbed by the end of the year.
- 2.3 Expenditure on new bids and growth of just over £7,700 has been incurred to date against a budget for the year of £77,750, although further expenditure of £14,500 has been processed in October. An additional £9,497 has been expended on various schemes for which funding was approved after the budget was established and for which almost all of the funding is to be met from reserves. The slow start to activity on new bids and capital schemes accounts for a further £31,175 of the underspend to date but this underspend is expected to reduce as the year progresses.
- 2.4 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 contribute over £25,400 to the current underspend. The remaining underspend to date of £7,965 is almost entirely explained by reductions in a range of administration and office costs due in part to home working during the pandemic.

- 2.5 Income received to date amounts to £126,889, excluding the precept. However, as previously reported, the income received figure includes a CIL receipt, a payment from South West Water and an insurance receipt which together total £17,196. There has been a further receipt from Ringwood Carnival of £5,249 to support work on the Market Place refurbishment scheme. None of these receipts were included in the original income budget. Therefore the actual receipts in respect of budgeted income in the first half of the year amount to £109,693, or 45% of the planned amount. This represents an under-recovery of receipts to date, assuming a linear profile, of almost £12,200 which is a slight improvement on the figure to the end of August. Much of this under-recovery of income is due to timing differences with over £9,000 attributable to rents and payments from NFDC for the Gateway which are received after year end. Similarly, Allotments rents are invoiced in September and events income generally arrives later in the year. These together account for the balance. There has been an improvement in cemetery income which at £25,243 now stands at almost 55% of the budgeted figure. In a similar, positive vein, Clubhouse receipts are exceeding expectations with additional receipts to date of just over £7,000.
- 2.6 Income and expenditure are both tracking reasonably close to budget at the half way point in the year 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 £3,500 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 September £
• Extra materials for paths maintenance	750	450
• Carvers Car Park	10,000	0
• Play Area Safety Surfacing	14,500	0
• 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 Whilst the spend to date still appears very low, work is progressing on several of these projects and some significant expenditure on play area resurfacing has been incurred in October. Spend is expected to accelerate during the rest 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 has now commenced on preparation of both the revised budget for the current year and the original budget for 2022/23 and this is covered in a separate paper to this meeting.
- 4.2 Initial indications on the revised budget suggest a small budget overspend of around £3,500 is likely.

5. CONCLUSION & RECOMMENDATIONS

- 5.1 Budget monitoring to the end of September indicates that the underlying income and expenditure is tracking reasonably close to budget with any significant variances largely explained by timing differences. It is, however, likely that there will be a 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

Tel: 01425 484720

Chris.wilkins@ringwood.gov.uk

Financial Budget Comparison

Comparison between 01/04/21 and 30/09/21 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	£60,541.94	-£72,428.06
280	Carvers Club House Income	£12,170.00	£0.00	£14,386.97	£2,216.97
999	Suspense	£0.00	£7,172.11	£44.85	-£7,127.26
Total Policy & Finance		£145,140.00	£0.00	£74,973.76	-£70,166.24
Recreation, Leisure & Open Spaces					
300	Revenue Income (RLOS)	£31,658.00	£0.00	£14,965.03	-£16,692.97
320	Cemetery Income	£46,031.00	£0.00	£25,243.22	-£20,787.78
330	Allotment Income	£5,306.00	£0.00	£355.58	-£4,950.42
350	Capital Income	£0.00	£0.00	£0.00	£0.00
Total Recreation, Leisure & Open Spaces		£82,995.00	£0.00	£40,563.83	-£42,431.17
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	£2.60	£2.60
110	Client Deposits	£0.00	£0.00	£0.00	£0.00
Total Council		£531,856.00	£0.00	£531,858.60	£2.60
Total Income		£775,641.00	£7,172.11	£658,745.34	-£124,067.77

Financial Budget Comparison

APPENDIX 1

B

Comparison between 01/04/21 and 30/09/21 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	£49,417.31	£55,732.69
2100	Maintenance	£34,655.00	£0.00	£1,202.18	£33,452.82
2200	Democratic Process (members Costs)	£10,992.00	£0.00	£4,596.77	£6,395.23
2210	Grants	£7,000.00	£0.00	£0.00	£7,000.00
2300	Employee Costs- Allocated Office Staff	£122,543.00	£0.00	£54,837.66	£67,705.34
2310	Employee overhead Costs	£5,091.00	£0.00	£578.25	£4,512.75
2400	Other	£50,140.00	£0.00	£6,353.08	£43,786.92
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	-£13,279.58	£13,279.58
2801	Carvers Employee Costs	£50,044.00	£0.00	£24,694.41	£25,349.59
2802	Carvers Club House- Expenditure	£25,234.00	£0.00	£15,252.26	£9,981.74
9999	Suspense	£0.00	£0.00	£138.01	-£138.01
Total Policy & Finance		£442,395.00	£0.00	£159,563.30	£282,831.70
Recreation, Leisure & Open Spaces					
3000	Recreation & Leisure (Other)	£55,762.00	£0.00	£30,504.74	£25,257.26
3001	RL&OS -Employee Costs	£145,740.00	£0.00	£70,394.62	£75,345.38
3002	Employee Costs	£2,000.00	£0.00	£0.00	£2,000.00
3200	Cemetery	£9,451.00	£0.00	£8,879.91	£571.09
3201	Cemetery -Employee Costs	£37,282.00	£0.00	£18,074.10	£19,207.90
3300	Allotments	£2,503.00	£0.00	£1,375.58	£1,127.42
3301	Allotments -Employee Costs	£10,164.00	£0.00	£4,635.07	£5,528.93
3350	Capital Expenditure	£54,500.00	£0.00	£7,545.28	£46,954.72

Financial Budget Comparison

Comparison between 01/04/21 and 30/09/21 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	£141,409.30	£175,992.70
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	£7,696.66	£9,180.34
4050 Capital Expenditure	£0.00	£0.00	£507.20	£-507.20
Total Planning, Town & Environment	£41,243.00	£0.00	£10,595.98	£30,647.02
Council				
10000 Petty Cash - Office	£0.00	£0.00	£-80.62	£80.62
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	£42.00	£-42.00
Total Council	£0.00	£0.00	£-38.62	£38.62
Total Expenditure	£801,040.00	£0.00	£311,529.96	£489,510.04
Total Income	£775,641.00	£7,172.11	£658,745.34	£-124,067.77
Total Expenditure	£801,040.00	£0.00	£311,529.96	£489,510.04
Total Net Balance	£-25,399.00		£347,215.38	

POLICY & FINANCE COMMITTEE – 20th OCTOBER 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 developed over the next three 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 provides the outline of the budget for 2022/23 together with some early 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 2022/23.
- 1.3** A 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 will be derived from this draft budget and submitted to each Committee during the next round of meetings.

2. REVISED BUDGET 2021-22

- 2.1** The current budget has been updated to include a number of items which have been added since the start of the year. Estimated spend and income has been projected to year end and a draft revised budget for the year as been prepared.
- 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, projections to year end suggest that there will be a small budget deficit and a requirement to draw around £3,500 from the General Reserve to balance the budget.
- 2.3** The most significant, unfunded increases in net expenditure are as follows:
- A predicted shortfall in cemetery income of £7,600
 - Additional spend on tree safety work of £4,500
 - A reduction in projected interest receipts of £1,800
- Note that there have been other expenditure increases, but these are matched either by increased income as in trading activities, or funding from reserves.
- 2.4** The most significant reductions in net expenditure are due to:
- Closure of the Visitor Information centre £4,856
 - Slippage of the Neighbourhood Plan project (RTC contribution) £3,000
 - Administration savings resulting from increased home working £2,700
- 2.5** However, whilst early indications are that there will be an overspend, it is too early to predict the budget outturn with any confidence and the small deficit indicated may disappear. The position will be monitored monthly and more accurate predictions of the outturn will be produced as the year progresses. However, it is notable that, unlike earlier years, the prediction is now tending towards an overspend rather than an underspend and this is probably a reflection of the level to which budgets have been pared back in recent years.

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. The salary budgets are discussed elsewhere on the agenda.
- 3.2** The draft budget has been further adjusted to take into account a number of known changes. However, at this stage it is important to note that, other than for payroll budgets, no allowance for cost inflation has been made. The latest inflation figures for the year to August 2021, published in September, are 4.8% RPI and 3.2% CPI.
- 3.3** The consequence of these changes is that the net budget requirement (NBR) has increased from £531,856 to £553,193, an increase of £21,337. The most significant cost increases are :
- Payroll. An increase of £18,879 is expected. About half of this increase is due to inflation, with the remainder due to additional National Insurance contributions, some incremental progression and staff restructuring.
 - Reduction in cemetery income of £7,000. This budget has been reduced to reflect actual receipts over recent years.
 - Reduction in interest of £1,500. Interest rates have fallen close to zero and despite significant funds invested, returns are unlikely to reach the levels seen in the last few years.
 - Insurance premium increase of £500 to cover additional vehicle and equipment.
- 3.4** These increases have been mitigated by some savings and cost reductions, the most significant of which include:
- Subscriptions have reduced by £1,875 due to the non-renewal of the HALC membership.
 - Office administration budgets have been reduced by £1,000 to reflect reduced use of photocopiers, postage, travel etc.
 - Maintenance budgets have been reduced to reflect reduced by £1,000 spend on refuse collection and Carvers Grounds maintenance.
 - The café at Carvers Clubhouse is predicted to generate an increased net profit of £2,500 as a result of increased opening hours.
- 3.5** There are, in addition, a number of other budget additions which have been built into the draft budget but which have no impact on the NBR as they are funded from sources other than the Council tax (i.e. reserves) These include £6,000 for the Christmas tree and £5,000 for an additional Ringwood Event to celebrate the Queen's jubilee in 2022.
- 3.6** In the absence of any alternative funding sources, and ignoring any inflationary pressures, other than pay, this increase would add just over 4% to the Council Tax. Appendix 2 sets out the budget assumptions and consequent indicative Council Tax. These budget assumptions may be modelled in the Sandbox, a copy of which will be made available to members.
- 3.7** The draft budget includes planned contributions to earmarked reserves in accordance with the reserves policy which is discussed elsewhere on the agenda. 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 what inflation assumptions should be applied to 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 a target Council Tax.

For further information please contact:

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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	442,684	5,075	1,594	449,064
	Income	-156,471	-127,112	-145,140	-146,600	0	-4,830	-149,970
	Net Expenditure	286,395	270,391	297,255	296,084	5,075	-3,236	299,094
	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	305,384	5,075	-13,236	304,594
	Recreation & Leisure							
	Expenditure	223,763	219,923	258,003	271,955	2,915	-56,841	203,327
	Income	-34,273	-33,984	-31,657	-30,586	0	100	-31,557
	Net Expenditure	189,490	185,939	226,346	241,369	2,915	-56,741	171,770
	Transfers to Reserves	19,900	17,900	17,900	17,900	0	0	17,900
	Transfers from Reserves	-35,500	-14,654	-54,500	-59,000	0	54,500	0
	Growth bids and adjustments (net of transfers from reserves and income)							0
	Committee net expenditure	173,890	189,185	189,746	200,269	2,915	-2,241	189,670
	Cemeteries							
	Expenditure	43,687	42,913	46,733	52,922	746	10,438	57,916
	Income	-34,073	-36,240	-46,031	-38,445	0	6,836	-39,195
	Net Expenditure	9,614	6,673	702	14,477	746	17,274	18,722
	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	13,321	746	17,274	22,492
	Allotments							
	Expenditure	11,782	11,725	12,667	12,589	203	5,280	18,150
	Income	-5,209	-5,374	-5,306	-5,300	0	0	-5,306
	Net Expenditure	6,573	6,351	7,361	7,289	203	5,280	12,844
	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	7,289	203	5,280	12,844
	Planning, Town & Environment							
	Expenditure	20,985	25,600	41,243	39,260	338	-3,887	36,693
	Income	-1,100	-9,225	-15,650	-19,350	0	5,550	-10,100
	Net Expenditure	19,885	16,375	25,593	19,910	338	1,663	26,593
	Transfers to Reserves	0	0	0	0	0	0	0
	Transfers from Reserves	-5,170	-1,120	-4,000	-6,750	0	1,000	-3,000
	Growth bids and adjustments (net of transfers from reserves and income)							0
	Committee net expenditure	14,715	15,255	21,593	13,160	338	2,663	23,593
	Total Base Expenditure	743,083	697,664	801,040	819,410			765,151
	Total Income	-231,126	-211,935	-243,784	-240,281			-236,128
	Total transfer to reserves	53,692	38,400	38,400	38,400			38,400
	Total Transfer from reserves	-67,068	-24,176	-59,730	-78,106			-14,230
	Total New Bids							0
	Less funded from earmarked reserves							0
	Total Budget Requirement	498,581	499,953	535,927	539,423			553,193
	Precept	497,549	519,907	531,856	531,856			553,193
	Covid Relief grant			4,071	4,071			0
	Transfer to/-from General Reserve	-1,032	19,954	0	-3,496			0

**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	442,684	5,075	1,594	449,064
	Recreation & Leisure	223,763	219,923	258,003	271,955	2,915	-56,841	203,327
	Cemeteries	43,687	42,913	46,733	52,922	746	10,438	57,916
	Allotments	11,782	11,725	12,667	12,589	203	5,280	18,150
	Planning, Town & Environment	20,985	25,600	41,243	39,260	338	-3,887	36,693
	Council Total Expenditure	743,083	697,664	801,040	819,410	9,276	-43,416	765,151
Income:								
	Policy & Finance	-156,471	-127,112	-145,140	-146,600	0	-4,830	-149,970
	Recreation & Leisure	-34,273	-33,984	-31,657	-30,586	0	100	-31,557
	Cemeteries	-34,073	-36,240	-46,031	-38,445	0	6,836	-39,195
	Allotments	-5,209	-5,374	-5,306	-5,300	0	0	-5,306
	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	-240,281	0	7,656	-236,128
	Council Net Expenditure before transfers	511,957	485,729	557,257	579,129	9,276	-35,760	529,023
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	-59,000			0
	Cemeteries	-230	-230	-230	-5,156			-230
	Allotments	0	0	0	0			0
	Planning, Town & Environment	-5,170	-1,120	-4,000	-6,750			-3,000
	Total transfers from Provisions	-67,068	-24,176	-59,730	-78,106			-14,230
	Total Budget Requirement before new bids	498,581	499,953	535,927	539,423	9,276	-35,760	553,193
New Bids 2021/22 (net of income)								
	Policy & Finance							0
	Recreation & Leisure							0
	Cemeteries							0
	Allotments							0
	Planning, Town & Environment							0
	Less Funded from Provisions							0
	Council's Net Budget	498,581	499,953	535,927	539,423			553,193
	Transfers from(-) or to General Reserve	-1,032	19,954	0	-3,496			0
	Covid Relief Grant			-4071	-4071			0
	Council Precept (to be met by Council Tax Payers)	497,549	519,907	531,856	531,856			553,193
	Council Tax Base	5285.2	5362	5404.3	5404.3			5,404.3
	Council Tax	94.14	96.96	98.41	98.41			102.36

BUDGET ASSUMPTIONS 2022/23

Inflation (RPI) is currently running at 4.8% (for the year to August 2021). CPIH is 3.0% for the same period whilst the CPI is 3.2%.
 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 2021/22 is: 98.41

1 Inflation	%	Type
- Pay	2.0%	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: 98.41

And require an additional transfer from reserves of: £21,356
 which would reduce total reserves to £ 529,735 by March 2023
 (given the assumptions in 1 - 3 on the left)

2 Council Tax Base increase	0.00%
Note, the Council Tax base for 2021/22 is	5,404.3

An increase of 0.00% (assumption 2) will increase the Council Tax base to: 5,404.3

	£
3 Use of General Reserve	0
Use of Covid relief grant	0

The General Reserve is expected to be £283,049 at April 1st 2022. This transfer, along with the £6,000 for the Xmas tree, will reduce it to £277,049 by March 2023

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	529,023
Net transfers to/from earmarked reserves	24,170
Growth Bids & Adjustments	0
- Less funded from earmarked reserves (inc. borrowing)	0
- Less additional income generated	0
Net Budget requirement	553,193
Less funded from general reserve/Covid relief Grant	0
Sum to be funded from Council Tax Payers (Precept)	553,193

Summary movement on reserves:

	£
Opening reserves 1/4/2022:	
General Reserve	283,049
Earmarked Reserves & Provisions	243,872
Total Reserves 1/4/2022	526,921
Planned transfers in	38,400
Planned transfers out	-8,230
Plus Capital Receipts 22/23	0
Less Funding for growth	0
Less use of general reserve	-6,000
Predicted reserves 31/3/2023	

Band D equivalent Council Tax 2022/23 102.36

The budget requirement and resulting precept, as modelled, represents an increase of 4.02 % in the Council Tax

General Reserve	277,049
Earmarked Reserves	274,042
Predicted Reserves 31/3/2023	551,091

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

An increase of one percent on the Council Tax will generate an increased precept of : £5,318
 For each increase of £1,000 in the precept requirement, a further £0.185 will be added to the Band D Council Tax

C

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				27,365	11,000		0			38,365
Play Equipment	15,258	6,900	-19,000			3,158	6,900		0			10,058
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		0			30,825
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	-4,926			17,417	3,000		0			20,417
Neighbourhood Plan	3,000		-1,000			2,000		-2,000	0			0
Total Provisions	202,215	38,400	-58,126		0	182,489	38,400	-7,000	0	0	0	213,889
<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		-12,750	5,814		38,699			0	0		38,699
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	-76,177	8,814	0	243,872	38,400	-8,230	0	0	0	274,042
General Reserve	292,545	0	-9,496			283,049	0	-6,000			0	277,049
Total Reserves	565,380	38,400	-85,673	8,814	0	526,921	38,400	-14,230	0	0	0	551,091

REPORT TO POLICY & FINANCE COMMITTEE – 20th OCTOBER 2021**RINGWOOD TOWN COUNCIL TREASURY MANAGEMENT****1. BACKGROUND**

- 1.1 The Town Council has a treasury management policy which was approved in 2010 and updated in February 2019. The policy governs the way in which Council funds are managed.
- 1.2 The cash balances held by the Council at the end of March 2021 amounted to £597,000 and with the first instalment of the precept later in April, cash balances increased to around £860,000.
- 1.3 A working balance of between £50,000 and £100,000 is maintained in the main imprest account with a further £50,000 held in an interest bearing instant access business account, but the bulk of funds are currently invested with the CCLA.
- 1.4 The Treasury Management policy has been in place for just over 30 months and this report summarises the performance in that time.

2. INVESTMENTS WITH THE CCLA

- 2.1 The CCLA was created in 1987 following the introduction of financial services regulation, although the organisation can trace its origins back to 1958. It is one of the largest UK charity fund managers and manages funds solely for Churches, Charities and Local Authorities. Authorised and regulated by the Financial Conduct Authority, the CCLA currently manages funds in excess of £11.3 billion
- 2.2 The Town Council began investing funds with the CCLA at the end of 2018/19. In that year, funds had generated interest payments of £1,508. In the first full year using the CCLA facility, interest receipts of £3,353 were generated.
- 2.3 Interest rates have continued to fall to historically very low levels but the CCLA continues to provide a return on investment at levels that the banks will not match. Nevertheless, despite an increase in the amount invested, interest generated in 2020/21 fell to £882 whilst the prediction for the current year is that interest receipts will not exceed £250.
- 2.4 However, as a fund manager, rather than a bank, the CCLA is a more secure investment option than any single financial organisation. Any funds that are invested through the CCLA in the deposit fund are held on the investor's behalf by the constituent banks and in the unlikely event that anything causes the CCLA to go into liquidation or otherwise cease operating, the investments remain secure.
- 2.5 It was previously noted that the CCLA have an additional facility, the Local Authority Property Fund, in which funds are invested for growth in the longer term. With the continuing depression in interest rates, the LAPF may offer a higher, if riskier, return on investment. However, consideration of such a scheme is only permitted by the treasury management policy if tied to a wider investment strategy in pursuit of specific planned future capital projects.
- 2.6 The LAPF may not be appropriate at this time but is worthy of further consideration in the future and whilst it is outside the parameters of the current treasury management policy, it may be a useful facility in future to help grow funds for a specific purpose.

3. Treasury Management Policy Statement

- 3.1 The current treasury management policy statement which was approved in 2019 is included at Appendix 1.

- 3.2 It is proposed that the requirement to produce the annual report be changed from May to October, paragraph 7.1.

4. RECOMMENDATION

It is **recommended** that:-

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

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For further information please contact:

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POLICY AND FINANCE COMMITTEE

TREASURY MANAGEMENT POLICY STATEMENT

1. DEFINITION OF THE APPROVED ACTIVITIES OF THE TREASURY MANAGEMENT OPERATION

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

2. FORMULATION OF TREASURY MANAGEMENT STRATEGY

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

3. DEFINITION OF APPROVED SOURCES OF BORROWING

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

PWLB
Money Market Loans - Temporary (loans up to 364 days)
Local temporary borrowing
Bank Overdraft
Council's own internal funds (capital receipts and revenue balances)
Leasing

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

4. APPROVED INSTRUMENTS FOR INVESTMENTS

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

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

5. DEFINITION OF APPROVED ORGANISATIONS FOR INVESTMENTS

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

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

5.2 Other Local Authorities

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

5.3 Accidental Breach of Limits

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

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

6. POLICY ON DELEGATION

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

7. REVIEW REQUIREMENTS AND REPORTING ARRANGEMENTS

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

REPORT TO POLICY & FINANCE COMMITTEE – 20th OCTOBER 2021

BANK DIRECT DEBITS AND STANDING ORDERS

1. BACKGROUND

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

2. CURRENT STANDING ORDERS AND DIRECT DEBITS.

- 2.1 Direct Debits and Standing Orders are used principally for utilities and other suppliers where there is a regular payment stream. The current arrangements in place cover: .
- 2.2 Payments which require individual authorisation by officers:
- CF Corporate (Photocopier) – Deputy Clerk signs off)
 - Utility warehouse for all three sites (site manager signed then Clerk)
 - UK fuels (Head Groundsman then Clerk)
 - SSE – both Carvers Street lighting & Market Place (Clerk)
 - Barclaycard (Youth Coordinator then Clerk)
 - Lloyds Bank credit Cards (Clerk, Office manager, Head Groundsman)
 - British Gas (Clerk)
 - TLC Printing and web design (Deputy Clerk)
- 2.3 Payments which do not require individual authorisation prior to processing:
- NFDC Rates both Cemetery & Carvers
 - HCC Pension (Deputy Clerk provides details of what to pay)
 - Inland Revenue
 - Salaries
 - Worldpay
 - EBS/Elite Broadband line rental (invoice provided by Clerk)
 - Public Works Loan Board
 - Institute Of Groundsmen
 - Bank Charges
- 2.4 CHAPS payments are made very occasionally and require two members signatures before they may be processed. However, the daily limit on BACS processing was increased at the start of the pandemic lockdown to £250,000 per day. BACS transfers are “free” whilst CHAPS transfers incur a processing charge of £25. As a result there has been no need to use the CHAPS system and no such payments have been made in the last year. BACS transfers in excess of £50,000 are currently only used for cash transfers to the CCLA which require two officer signatures and member authorisation before any such transfer is made.

3. RECOMMENDATION

It is **recommended** that:-

- 3.1 Continued use of the standing orders and direct debits, listed above be authorised
- 3.2 Arrangements for the use of CHAPS payments continue as present requiring pre authorisation by two members.
- 3.3 The use of BACS to transfer funds of more than £50,000 require pre-authorisation by resolution of this Committee.

For further information please contact:

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For further information please contact:

Chris Wilkins, Town Clerk

Tel: 01425 484720

Chris.wilkins@ringwood.gov.uk



Reserves Policy

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

General principles guiding the management of reserves:

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

Schedule of reserves				
Title	Code	Balance 1/4/21	Purpose(s)/Function(s)	Management
Ear-marked provisions and reserves				
I.T. & Equipment Fund		£13,900	To meet the cost of completely replacing/updating the computers, telephones and related equipment when obsolete or at the end of life.	The last major upgrade in FY 2019/20 cost £35,000, met from this reserve. Annual contributions of £4,500 to bring the reserve back to this level.

Schedule of reserves

Title	Code	Balance 1/4/21	Purpose(s)/Function(s)	Management
Gateway Fund		£25,000	To meet expected future demands for contributions towards the costs of major repairs or capital works to The Gateway council offices building. Original contribution to building costs was £300,000. Our share of any costs of major repairs or capital works is not expected to exceed £25,000	We will maintain the Gateway Fund at £25,000. Further contributions to this fund have been suspended.
Burial Grounds Fund		£21,000	To meet expected future capital costs of either extending or improving the cemetery owned and managed by the Council or of maintenance works memorials there or to the closed churchyard for which the Council is liable. The Council is expected to provide further cemetery capacity once the existing cemetery is full.	We will transfer £4,000 into this reserve each year until the total of £50,000 is reached. Some of the fund may be drawn upon to support the Columbarium project should that proceed.
Elections Fund		£11,274	To meet expected future demands for contributions towards the costs of elections to membership of the council (both general and by-elections) (not currently expected to exceed £15,000)	Annual contributions of £1,500 to achieve a total of £15,000 by the start of FY 2023-24 at which point the annual contribution will be reviewed.
Vehicle & Machinery Fund		£16,365	To meet the cost (currently estimated at £140,000 in total) of replacing each vehicle or large item of machinery used by the Council's Grounds Maintenance Staff every 10 years.	We will transfer £11,000 into this reserve each year and monitor funds against projected investment to achieve a consistent call on the revenue account.
Play Equipment Fund		£15,258	To meet the cost of replacing/updating or conducting major repairs to children's play equipment on the various sites owned or managed by the Council according to a cyclical programme of prioritised works commissioned every [3] years (currently estimated at £40,000 per cycle)	Annual contributions of £6,900 to be reviewed to achieve a total of £40,000 by the start of FY 2023/24. However, funds have been substantially allocated towards play area safety surfacing repairs in FY2021/22

Schedule of reserves

Title	Code	Balance 1/4/21	Purpose(s)/Function(s)	Management
Carvers Clubhouse Fund		£27,025	To meet the capital costs of any major repairs, enhancements or redevelopment of Carvers Clubhouse that the Council approves in future.	Annual contribution reduced to £2,500 from 20/21. Officers will bring forward proposals for increasing or making use of this fund when service user needs become clearer. In the meantime, the fund will be capped at £30,000
Events Fund		£8,828	<ol style="list-style-type: none"> 1. To act as a contingency fund against possible losses incurred by the Council in organizing public events in Ringwood. 2. To provide a fund for the awarding of grants to other organisations to cover costs of putting on events in Ringwood. 	<p>Surpluses generated by events will be transferred into this fund. Deficits incurred by events will be met from this fund.</p> <p>Grants or donations from other organisations into this fund will be accepted.</p>
Buildings Reserve		£28,567	To act as a sinking fund to cover costs of major building repairs (for which the Council is liable) at either Greenways or 92 Southampton Road (not currently expected to exceed £50,000)	We will transfer a sum of £5,000 each year into this fund until the total of £50,000 is reached, at which point contributions will be reconsidered and possibly suspended until funds are applied.
Carvers Recreation Ground Fund		£11,300	To meet the capital costs of such enhancements to facilities other than Carvers Clubhouse at Carvers Recreation Ground as the Council approves in future.	Officers will bring forward proposals for increasing or making use of this fund when needs become apparent. Proposal to use £10,000 in FY2021/22
Infrastructure & Open Spaces Fund		£19,343	<p>To meet the costs of:</p> <ul style="list-style-type: none"> • replacement of or major repairs to infrastructure (benches, bus-shelters boardwalks, notice-boards, etc.); or • major tree works or other environmental works or enhancements not covered by annual budgets. 	We will transfer an annual contribution of £3,000 into this reserve each year until the total of £24,000 is reached, at which point contributions will be reconsidered and possibly suspended until funds are applied.

Schedule of reserves				
Title	Code	Balance 1/4/21	Purpose(s)/Function(s)	Management
Memorial Lantern		£1,354	This fund has been created to collect funds in order to provide a lasting memorial to fallen servicemen and women from the town.	The fund has been largely applied and the remaining balance will be used to provide a plaque for the lantern.
Neighbourhood Plan		£3,000	This fund was created to preserve an unspent balance on the revenue account, for which the planned spend will occur in subsequent years.	This fund is expected to be fully applied by FY2022/23
Capital reserves				
Developer Contributions		£3,663	Contributions received towards the cost of facilities and infrastructure pursuant to planning obligations entered into under section 106 Town & County Planning Act 1990.	Officers will bring forward proposals for making use of these funds when suitable opportunities become apparent.
Cemetery Maintenance		£1,210	A commuted sum received by way of contribution to the costs of maintaining burial grounds in the town.	A sum of £230 will be drawn down each year by way of such contribution until it is exhausted (in or about [2025-26])
Community Infrastructure Levy		£45,635	The Town Council's share of CIL receipts collected by NFDC and remitted half-yearly.	Councillors will make proposals for use of these funds for decision by the Council (or a committee under relevant delegated powers).
Capital Receipts		£13,125	Proceeds from past sales of Council-owned assets (currently standing at £13,125).	Officers will bring forward proposals for making use of these funds by purchase of suitable assets when appropriate needs become apparent.
Grants Unapplied		£6,988	Unused balances from grants received currently standing at £6,988	This is the balance of the COVID relief grant received in 2020/21. £4,071 expected to be applied in FY2021/22

Schedule of reserves

Title	Code	Balance 1/4/21	Purpose(s)/Function(s)	Management
Loans Unapplied		£0	A temporary holding fund for loans received but not used (currently standing at nil).	If and when loan monies are received in future they will be transferred into this fund to the extent that they have not been spent for the required purpose at the relevant FY end and transferred out when they are so spent.
General reserve				
General reserve		£292,545	<ol style="list-style-type: none"> 1. Default recipient of funds under-spent from annual budgets. 2. Default source of funds for over-spends on annual budgets. 3. Provision against all risks and contingencies not covered by an ear-marked or capital reserve. 	When agreeing annual budgets and setting precepts or when adjusting reserve balances in year we will aim to ensure that the expected balance of the general reserve at the financial year end will be roughly equivalent to 50% of the precept set for that year.
Other Balance Sheet Reserves				
Client deposits		£14,616	This reserve is a device to account for deposits held on behalf of tenants and other key holders. The funds are not available to the Council as they represent a deferred liability.	Any key deposits received or repaid during the year will be transferred to this reserve.

Adopted: October 2021

POLICY & FINANCE COMMITTEE

20th October 2021

Staff Annual Leave

1. Introduction and reason why decision required

New Forest District Council (NFDC) recently announced to its staff that, in recognition of their exceptional efforts over the course of the pandemic, it would award them two days' additional annual leave this year. The question has therefore been raised of whether this Council wishes to make a similar gesture.

2. Background information, options, impact assessment and risks

2.1 NFDC made clear that its award of the additional leave entitlement would relate to the current year only and not be deemed to set any kind of precedent. There is no suggestion that this Council would view the matter any differently.

2.2 Although, in theory, this Council could follow the example set by NFDC in principle but then make different provisions for the details, exercising that freedom could easily create significant administrative complications and have an unfortunate effect on any employees put at a relative disadvantage thereby. Officers therefore recommend that if members wish to follow the lead set by NFDC then they approve the same "small-print" as well. This would be as follows:

2.2.1 all staff would receive two days' additional leave whether they work full-time or part-time; and

2.2.2 the additional leave would have to be taken on 30th and 31st December without the option to take it on any other days save for the following exceptions only:

2.2.2.1 any employees who are required to work on either of those days for operational reasons; and

2.2.2.2 those part-time workers whose normal pattern of working does not include either or both of those days

when the leave may be taken on such days in the current leave year that are agreed with the relevant line manager (i.e. no carrying forward to 2022-23).

2.3 If approved, this proposal would result in the Gateway closing at the normal time on Christmas Eve and not then re-opening until the New Year.

3. Issues for decision and any recommendations

Should an exceptional award of additional leave be made to council staff this year and, if so, on the terms proposed by officers?

For further information, contact:

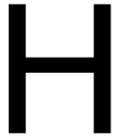
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Current Projects Update

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 being planned.	A joint venture with Ringwood Town Football Club and AFC Bournemouth Community Sports Trust to improve the football facilities for shared use by them and the community.	Town Clerk	No financial commitment yet
FC2	Strategic Plan	On hold - awaiting officer availability		Exploring ideas for medium term planning	Town Clerk	N/A
Planning Town & Environment Committee						
PTE1	Neighbourhood Plan	In progress	Steering Group met to consider risks associated with NFDC Local Plan Part 2 review; changes in national policy; and resourcing the project. Agreed to continue to prepare NP, with 4 Team leads project managing for the time being. Grant of £5,000 awarded to cover consultants' fees, as per the Project Plan.	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 CLIL 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
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	HCC confirmed stump will be ground out by the end of the year and a fastigiata English Oak will be planted in its place by end March 2022.	New tree to replace tree stump in Market Place.	Hampshire CC	HCC funded
Policy & Finance Committee						
PF1	Website renewal	In progress	The initial content of the new site is now almost complete. Staff training has been arranged in readiness for transfer to the new hosting arrangements.	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	The appointed third party provider has recruited the workers needed and they have started work. A review of the work 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 considered by committee and due for consideration by the full Council on 29th September.	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	Report on track maintenance options considered at meeting on 7th July. Officers working to implement members' recommendations.	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 and a proposal by community groups to plant the new earth bunds has been accepted.	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	Preparations for a public consultation are being led by Cllr. Frederick.	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
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Full Council

None

Planning Town & Environment Committee

	Climate emergency	Minor funding to support local initiatives	Cllr DeBoos	REAL WP debating vision and plans for 2021	Budget bid to undertake in 2021-22 approved	£1,000	
	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			
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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						
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