

# Ringwood Town Council

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

## POLICY & FINANCE COMMITTEE

Dear Member

7<sup>th</sup> December 2023

A meeting of the above Committee will be held at the Forest Suite, Ringwood Gateway on **Wednesday 13<sup>th</sup> December 2023** at 7.00pm and your attendance is requested.



Mr C Wilkins  
Town Clerk

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### AGENDA

	<u>Time estimate</u>
<b>1. PUBLIC PARTICIPATION</b> There will be an opportunity for public participation for a period of up to 15 minutes at the start of the meeting	Up to 15 minutes
<b>2. APOLOGIES FOR ABSENCE</b>	1 minute
<b>3. DECLARATIONS OF INTEREST</b>	1 minute
<b>4. MINUTES OF THE PREVIOUS MEETING</b> To approve as a correct record the minutes of the meeting held on 22 <sup>nd</sup> November 2023	1 minute
<b>5. FINANCIAL REPORTS</b> ( <i>Report A attached</i> ): a. To receive and authorise list of payments made on Imprest Account for November b. To note the total amount of Petty Cash payments for November c. To receive Statement of Town Council Balances and authorise Inter Account Transfers d. To receive the Finance Manager's budgetary monitoring report	10 minutes
<b>6. COUNCIL BUDGET 2024-25</b> To further consider the draft Council budget 2024/25, which includes the Committee budget ( <i>Report B</i> )	20 minutes
<b>7. PROJECTS</b> (current and proposed) To consider the officers' report ( <i>Report C</i> ), receive any verbal updates and agree next steps, where necessary	10 minutes

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](mailto:chris.wilkins@ringwood.gov.uk).

Committee Members

Cllr Mary DeBoos (Chairman)  
Cllr Peter Kelleher (Vice Chairman)  
Cllr Andy Briers  
Cllr Luke Dadford  
Cllr Philip Day  
Cllr Gareth DeBoos  
Cllr Rae Frederick  
Cllr Janet Georgiou  
Cllr John Haywood  
Cllr James Swyer  
Cllr Glenys Turner

Officers

Chris Wilkins, Town Clerk  
Rory Fitzgerald, Finance Manager  
Nicola Vodden, Office Manager

Copied by e-mail to other members for information

**RINGWOOD TOWN COUNCIL**

**FINANCIAL REPORTS FOR**

**POLICY & FINANCE COMMITTEE MEETING**

**13th December 2023**

# Paid Expenditure Transactions

Start of year 01/04/23



paid between 01/11/23 and 30/11/23

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading	
			4149/1	£526.98	£87.83	£439.15	RLOS	Glenacres Nursery	Plants for Town Roundabout Replanting Scheme.	3000/5/8
1765	01/11/23	4149	RTC805196	£526.98	£87.83	£439.15		Glenacres Nursery	Plants for Town Roundabout replanting scheme. 10 Bags of Compost.	3000/5/8
			4150/1	£1.00	£0.00	£1.00	RLOS	Forest Edge & Meesons	Nominal consideration for transfer of Crow Arch Lane allotments site	3300/6
1766	01/11/23	4150	RTC805524	£1.00	£0.00	£1.00		Forest Edge & Meesons	Nominal consideration for land transfer	3300/6
DD 1	01/11/23	4156		£195.00	£0.00	£195.00	RLOS	New Forest District Council	NFDC Rates Carvers Clubhouse October 2023	3802/1/6
DD 2	01/11/23	4157		£247.00	£0.00	£247.00	RLOS	New Forest District Council	NFDC Rates Cemetery October 2023	3200/1/5
			4158/1	£3,175.54	£0.00	£3,175.54	P&F	Public Works Loan Board	Principle	2500/1/2
			4158/2	£2,199.42	£0.00	£2,199.42	P&F	Public Works Loan Board	Interest	2500/1/1
DD 3	01/11/23	4158		£5,374.96	£0.00	£5,374.96		Public Works Loan Board	PW504419	2500/1/2
			4159/1	£1,000.00	£0.00	£1,000.00	RLOS	Swing Unlimited Big Band	performance fee	3100/1
1767	07/11/23	4159	RTC805293	£1,000.00	£0.00	£1,000.00		Swing Unlimited Big Band	performance fee at Fireworks	3100/1
			4160/1	£400.00	£66.67	£333.33	RLOS	South Coast Adventures	climbing cave	3802/2/1
1768	07/11/23	4160	RTC805435	£400.00	£66.67	£333.33		South Coast Adventures	Adventure cave for October half term	3802/2/1
			4161/1	£350.00	£0.00	£350.00	RLOS	S Chainey	childrens entertainment and fire display	3100/2
1769	07/11/23	4161	RTC805507	£350.00	£0.00	£350.00		S Chainey	Childrens entertainment and fire displays	3100/2
			4162/1	£25.03	£4.17	£20.86	P&F	Hampshire County Council	819050 A4 paper	2000/1/8
			4162/2	£28.26	£4.71	£23.55	P&F	Hampshire County Council	816551 Paper hand towels	2000/3/4
			4162/3	£4.62	£0.77	£3.85	P&F	Hampshire County Council	611500 AA batteries x 10	2000/1/8
1770	07/11/23	4162	RTC805502	£57.91	£9.65	£48.26		Hampshire County Council	A4 paper, hand towels and batteries	2000/1/8
			4163/1	£12.60	£2.10	£10.50	RLOS	Hampshire County Council	Cleaning supplies for Cemetery. 5 boxes XL Gloves 951036.	3200/1/4
			4163/2	£12.60	£2.10	£10.50	RLOS	Hampshire County Council	Cleaning Supplies For Cemetery 5 boxes of Medium Gloves 951012.	3200/1/4
			4163/3	£12.77	£2.13	£10.64	RLOS	Hampshire County Council	Cleaning Supplies For Cemetery 1 BOX Bleach (2 X 5 Litres) 570148	3200/1/4
			4163/4	£10.33	£1.72	£8.61	RLOS	Hampshire County Council	Cleaning Supplies For Cemetery 1 X 5 Litre Sprint Cleaner 592125	3200/1/4

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Start of year 01/04/23



paid between 01/11/23 and 30/11/23

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			4163/5	£5.98	£1.00	£4.98	RLOS	Hampshire County Council	Cleaning Supplies For Cemetery 1 Mop Handle Blue 557012	3200/1/4
			4163/6	£4.68	£0.78	£3.90	RLOS	Hampshire County Council	Cleaning Supplies For Cemetery. 1 Mop Head Blue 559223	3200/1/4
1771	07/11/23	4163	RTC805504	£58.96	£9.83	£49.13		Hampshire County Council	Cleaning Supplies for Cemetery. 5 boxes XL Gloves 951036 5 oxes Medium Gloves 951012 1 Box Bleach (2 X 5 Litres) 570148 1 X 5 Litre Sprint Cleaner. 592125 1 Mop handle Blue 557012 1 mop head Blue 559223	3200/1/4
			4164/1	£13.00	£2.17	£10.83	RLOS	screwfix	Adhesive	3000/2/1
1772	07/11/23	4164	RTC805515	£13.00	£2.17	£10.83		screwfix	Adhesive	3000/2/1
			4165/1	£76.60	£12.77	£63.83	RLOS	Elliott Brothers Ltd	1 wheelbarrow for Cemetery	3000/3/1
1773	07/11/23	4165	RTC805520	£76.60	£12.77	£63.83		Elliott Brothers Ltd	1 Wheelbarrow for Cemetery	3000/3/1
			4166/1	£473.16	£78.86	£394.30	RLOS	Solent Fire Safety Services	Fire Extinguisher Service for Cemetery & Carvers Sheds.	3200/2/1
			4166/2	£54.00	£9.00	£45.00	RLOS	Solent Fire Safety Services	Carvers Clubhouse Fire extinguisher service	3802/1/1
1774	07/11/23	4166	RTC805527	£527.16	£87.86	£439.30		Solent Fire Safety Services	Fire Extinguisher Service Cemetery & Carvers Sheds. Fire Extinguisher service Carvers Clubhouse.	3200/2/1
			4167/1	£2,760.00	£460.00	£2,300.00	RLOS	South Coast Hire Group	AV, stage and technician	3100/1
1775	07/11/23	4167	RTC805458	£2,760.00	£460.00	£2,300.00		South Coast Hire Group	AV, stage and technician support for Ringwood Grand Fireworks	3100/1
			4168/1	£300.00	£50.00	£250.00	RLOS	ACS Testing	Stage 2, Gas monitoring	3000/1/3
1776	07/11/23	4168	RTC805426	£300.00	£50.00	£250.00		ACS Testing	Gas monitoring services	3000/1/3
			4169/1	£150.00	£0.00	£150.00	RLOS	Hedgehogs R Us	Hedgehog Highway Project pack	3000/2/9
			4169/2	£7.50	£0.00	£7.50	RLOS	Hedgehogs R Us	Shipping and handling	3000/2/9
1777	07/11/23	4169	RTC805499	£157.50	£0.00	£157.50		Hedgehogs R Us	Hedgehog Highway Project pack	3000/2/9
			4170/1	£48.00	£0.00	£48.00	RLOS	H & W Creative Limited	Design work	3000/2/16
1778	07/11/23	4170	RTC805488	£48.00	£0.00	£48.00		H & W Creative Limited	Redesign of Carvers Skate Park Conditions of Use Sign	3000/2/16
			4171/1	£922.80	£153.80	£769.00	RLOS	Machine Mart	New Pressure Washer to Replace the old one that is not viable to repair.	3000/3/1

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Start of year 01/04/23

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1779	07/11/23	4171	RTC805505	£922.80	£153.80	£769.00		Machine Mart	New Pressure Washer	3000/3/1
		4172/1		£75.00	£0.00	£75.00	RLOS	Mike Coakley	To look at and repair wiring in Carvers Pavilion.	3000/2/2
1780	07/11/23	4172	RTC805528	£75.00	£0.00	£75.00		Mike Coakley	To look at and repair wiring in Carvers Pavilion.	3000/2/2
		4173/1		£480.00	£80.00	£400.00	RLOS	Avoncrop	Chemicals for spraying playing fields etc.	3000/2/9
		4173/2		£816.00	£136.00	£680.00	RLOS	Avoncrop	Chemicals for spraying sports pitches etc	3000/2/9
1781	07/11/23	4173	RTC805443	£1,296.00	£216.00	£1,080.00		Avoncrop	Chemicals for spraying playing Fields etc.	3000/2/9
		4174/1		£600.00	£100.00	£500.00	RLOS	R K Moore T/A Sportsvat	Interim account for VAT advice	3350/10
1782	07/11/23	4174	RTC805523	£600.00	£100.00	£500.00		R K Moore T/A Sportsvat	VAT consultancy services	3350/10
1783	07/11/23	4175		£528.41	£0.00	£528.41	RLOS	Water2Business	Carvers Clubhouse 29946570 13/04/22 - 11/10/23	3802/1/4
1784	07/11/23	4176		£300.03	£0.00	£300.03	RLOS	Water2Business	MP 09001344 01 19/04/23 - 11/10/23	3000/1/8
1785	07/11/23	4177		£272.13	£0.00	£272.13	RLOS	Water2Business	MP 09001344 02 19/04/23 - 11/10/23	3000/1/8
DD	07/11/23	4178		£32.34	£5.39	£26.95	RLOS	Sky Business	05/11/23 - 04/12/23	3802/2/5
DD	09/11/23	4180		£255.52	£12.17	£243.35	RLOS	Yu Energy	01/10/23 - 31/10/23	3802/1/3
FPI	09/11/23	4181		£148.50	£24.75	£123.75	P&F	Brightwater	Fees - November 2023	2400/19
		4183/1		£600.00	£100.00	£500.00	PT&E	Daniel Shutler	Annual flail of Crow Stream to be carried out mid-August 2023	4000/1/7
1786	13/11/23	4183	RTC805285	£600.00	£100.00	£500.00		Daniel Shutler	Annual Flail of Crow Stream	4000/1/7
		4184/1		£180.00	£30.00	£150.00	RLOS	Pete Best	To clear Pocket Park fallen trees	3000/2/11
1787	13/11/23	4184	RTC805496	£180.00	£30.00	£150.00		Pete Best	To fell and cut up fallen tree at Pocket Park and finish cutting up what the groundsmen could not. Take away all debris.	3000/2/11
		4185/1		£644.86	£107.48	£537.38	RLOS	Peter Noble Ltd	Diesel pipe fro filling tank at Cemetery.	3000/1/10
1789	13/11/23	4185	RTC805486	£644.86	£107.48	£537.38		Peter Noble Ltd	New Diesel pipe for Cemetery filling Tank. New meter for tank. New fittings.	3000/1/10
		4186/1		£4.46	£0.74	£3.72	RLOS	screwfix	New lamps for Jubilee Light	3000/2/1
1790	13/11/23	4186	RTC805503	£4.46	£0.74	£3.72		screwfix	New pack of Lamps for Jubilee Light.	3000/2/1
		4187/1		£46.55	£7.76	£38.79	RLOS	Peter Noble Ltd	HINGE BAR FOR FRONT DECK MOWER	3000/3/2
		4187/2		£27.60	£4.60	£23.00	RLOS	Peter Noble Ltd	box of 10 Flapper discs	3000/3/1

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			4187/3	£3.00	£0.50	£2.50	RLOS	Peter Noble Ltd	p/p for hinge bar	3000/3/2
1788	14/11/23	4187	RTC805479	£77.15	£12.86	£64.29		Peter Noble Ltd	New Hinge bar for front deck mower. Box of 10 flapper discs. P/P for hinge bar.	3000/3/2
			4188/1	£45.36	£7.56	£37.80	RLOS	Robert Thorne & Sons	Sleepers for cemetery gardens	3200/2/5
			4188/2	£56.30	£9.38	£46.92	RLOS	Robert Thorne & Sons	Gravel board for cemetery gardens.	3200/2/5
1793	14/11/23	4188	RTC805514	£101.66	£16.94	£84.72		Robert Thorne & Sons	Sleepers and gravel board for gardens in Cemetery	3200/2/5
			4189/1	£93.43	£15.57	£77.86	RLOS	Glenacres Nursery	17 bags of compost to finish winter planting in Cemetery	3200/2/5
1794	14/11/23	4189	RTC805532	£93.43	£15.57	£77.86		Glenacres Nursery	17 bags of compost to finish winter planting in Cemetery.	3200/2/5
			4190/1	£318.00	£53.00	£265.00	RLOS	Ringwood & Fordingbridge Skip Hire	Replacement Skip for Cemetery	3200/2/8
1795	14/11/23	4190	RTC805534	£318.00	£53.00	£265.00		Ringwood & Fordingbridge Skip Hire	Replacement Skip for Cemetery.	3200/2/8
			4191/1	£100.00	£0.00	£100.00	P&F	Pitney Bowes	Postage - credit for franking machine	2000/1/10
1796	14/11/23	4191	RTC805533	£100.00	£0.00	£100.00		Pitney Bowes	Franking machine - postage replenishment - to be downloaded from RTC's Pitney Bowes account - will show on next monthly statement issued by Pitney Bowes	2000/1/10
			4192/1	£337.84	£48.23	£289.61	RLOS	Ringwood Motor Company Ltd	To Service and MOT Transit Tipper	3000/3/5
1797	14/11/23	4192	RTC805536	£337.84	£48.23	£289.61		Ringwood Motor Company Ltd	To Service and MOT Transit Tipper.	3000/3/5
			4193/1	£5.18	£0.86	£4.32	RLOS	screwfix	Cable Ties for fencing.	3100/1
1798	14/11/23	4193	RTC805537	£5.18	£0.86	£4.32		screwfix	Cable ties to tie up Poulner Chapel fencing borrowed for bonfire night.	3100/1
			4194/1	£14.22	£2.37	£11.85	RLOS	Elliott Brothers Ltd	1x3mt length 6x2 to repair poulner bus shelter seat after vandalism.	3000/2/14
1799	14/11/23	4194	RTC805539	£14.22	£2.37	£11.85		Elliott Brothers Ltd	1x 3mt length of 6x2 for repairs to Poulner Bus Shelter after Vandialism.	3000/2/14
			4195/1	£40.00	£0.00	£40.00	RLOS	Louisa N Graham	stall refund	3100/2
1800	14/11/23	4195	RTC805531	£40.00	£0.00	£40.00		Louisa N Graham	refund of stall for winter wanderland	3100/2
			4196/1	£1,674.00	£279.00	£1,395.00	RLOS	David Ogilvie	Lest We Forget Bench Seat	3350/11

# Paid Expenditure Transactions

Start of year 01/04/23

A

paid between 01/11/23 and 30/11/23

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading	
			4196/2	£43.20	£7.20	£36.00	RLOS	David Ogilvie	Ground fixings	3350/11
			4196/3	£126.00	£21.00	£105.00	RLOS	David Ogilvie	Delivery charge	3350/11
1801	14/11/23	4196	RTC805468	£1,843.20	£307.20	£1,536.00		David Ogilvie	Memorial bench	3350/11
			4197/1	£3,915.00	£0.00	£3,915.00	RLOS	Nick Buxton QS Services Ltd	QS services relating to new pavilion	3350/10
1802	14/11/23	4197	RTC805541	£3,915.00	£0.00	£3,915.00		Nick Buxton QS Services Ltd	Professional services	3350/10
			4198/1	£23,344.03	£3,890.67	£19,453.36	RLOS	PCH Associates Ltd	Architect services in connection with new pavilion	3350/10
1803	14/11/23	4198	RTC805542	£23,344.03	£3,890.67	£19,453.36		PCH Associates Ltd	Professional services	3350/10
BP	15/11/23	4199		£8,701.80	£0.00	£8,701.80	P&F	Hampshire County Council	Pension October 2023	2600/1/3
			4200/1	£33.99	£5.67	£28.32	RLOS	Aivly Country Stores	Cleaning solution for headstones Cemetery	3200/2/2
Lloyds CC Nov 23 1	20/11/23	4200	RTC805485	£33.99	£5.67	£28.32		Aivly Country Stores	1 can cleaning solution for headstones Cemetery.	3200/2/2
			4201/1	£94.80	£15.80	£79.00	RLOS	SUMUP Payments Ltd	Solo bundle cradle4G	3100/1
Lloyds CC Nov 23 2	20/11/23	4201	RTC805509	£94.80	£15.80	£79.00		SUMUP Payments Ltd	card machine- Solo bundle cradle4G	3100/1
			4202/1	£342.72	£57.12	£285.60	RLOS	Risus Ltd	Teddies for grotto x200	3100/2
Lloyds CC Nov 23 3	20/11/23	4202	RTC805506	£342.72	£57.12	£285.60		Risus Ltd	Gifts for grotto	3100/2
			4203/1	£106.95	£0.00	£106.95	RLOS	B and Q	Manhole cover and frame for Cemetery. On Line Payment Credit Card Payment.	3200/2/5
Lloyds CC Nov 23 4	20/11/23	4203	RTC805521	£106.95	£0.00	£106.95		B and Q	Manhole cover and frame for Cemetery On line purchase Credit Card Payment	3200/2/5
			4204/1	£68.80	£0.00	£68.80	RLOS	Iceland	food for resale	3100/1
Lloyds CC Nov 23 5	20/11/23	4204	RTC805512	£68.80	£0.00	£68.80		Iceland	Food for resale	3100/1
Lloyds CC Nov 23 6	20/11/23	4205		-£2.00	£0.00	-£2.00	RLOS	Iceland	Lloyds CC Nov 23 6 - credit	3100/1
			4206/1	£22.80	£3.80	£19.00	RLOS	Amazon	Ear Defenders	3000/1/5
			4206/2	£4.99	£0.83	£4.16	RLOS	Amazon	Postage	3000/1/5
Lloyds CC nov 23 7	20/11/23	4206	RTC805490	£27.79	£4.63	£23.16		Amazon	Ear Defenders. P/P	3000/1/5
			4207/1	£43.99	£7.33	£36.66	P&F	Amazon	Dirt trapper door mat 58cm x 180cm	2000/3/4



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paid between 01/11/23 and 30/11/23

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Lloyds CC Nov 23 8	20/11/23	4207	RTC805484	£43.99	£7.33	£36.66		Amazon	Door mat for foyer door (to courtyard) to protect new carpet - purchased using NV credit card	2000/3/4
		4208/1		£14.28	£0.00	£14.28	RLOS	Amazon	spray paint	3100/1
Lloyds CC Nov 23 9	20/11/23	4208	RTC805516	£14.28	£0.00	£14.28		Amazon	line spray paint paid on credit card	3100/1
		4209/1		£7.99	£1.33	£6.66	RLOS	Amazon	star stickers	3802/3/1
		4209/2		£4.25	£0.71	£3.54	RLOS	Amazon	paper bags	3802/3/1
Lloyds CC Nov 23 10	20/11/23	4209	RTC805517	£12.24	£2.04	£10.20		Amazon	paper bags and stickers paid on credit card	3802/3/1
		4210/1		£395.74	£56.03	£339.71	RLOS	Booker	food for resale	3802/3/1
Lloyds CC Nov 23 11	20/11/23	4210	RTC805474	£395.74	£56.03	£339.71		Booker	food for resale , paid on credit card order number 82704897	3802/3/1
Lloyds CC Nov 23 12	20/11/23	4211		£177.12	£29.52	£147.60	P&F	Microsoft	18/09/23 - 17/10/23	2000/1/15
Lloyds CC Nov 23	20/11/23	4212		£32.00	£0.00	£32.00	P&F	Lloyds CC	Annual Fee 1644	2000/1/18
1806	20/11/23	4213		£98.80	£16.47	£82.33	RLOS	Taste Vending Ltd	15/11/23 - 15/12/23	3802/3/1
1807	20/11/23	4214		£55.08	£9.18	£45.90	P&F	Pitney Bowes	Quarterly rental charge	2000/1/10
1808	20/11/23	4215		£131.74	£0.00	£131.74	P&F	Water2Business	Greenways 05/04/23 - 02/10/23	2100/1
		4216/1		£245.82	£12.15	£233.67	RLOS	Booker	food for resale	3802/3/1
Lloyds CC Nov 23 13	20/11/23	4216	RTC805562	£245.82	£12.15	£233.67		Booker	food for resale 3566513 paid on credit card	3802/3/1
		4217/1		£348.48	£47.74	£300.74	RLOS	Booker	food for resale	3802/3/1
Lloyds CC Nov 23 14	20/11/23	4217	RTC805525	£348.48	£47.74	£300.74		Booker	food for resale	3802/3/1
		4218/1		£216.00	£36.00	£180.00	RLOS	Abbas Cabins	cabins (toilets)	3100/2
		4218/2		£72.00	£12.00	£60.00	RLOS	Abbas Cabins	delivery	3100/2
1809	20/11/23	4218	RTC805415	£288.00	£48.00	£240.00		Abbas Cabins	toilets for Ringwood Winter Wanderland	3100/2
Lloyds CC Nov 23 15	20/11/23	4223		£237.60	£39.60	£198.00	P&F	Microsoft	18/09/23 - 17/10/23	2000/1/15
DD	21/11/23	4219		£317.50	£52.92	£264.58	P&F	Elite Business Systems UK Ltd (EBS Telecoms)/BT Openreach	November 2023 calls	2000/1/11

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paid between 01/11/23 and 30/11/23

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading	
			4220/1	£207,924.89	£34,654.15	£173,270.74	RLOS	Knights Brown Construction Limited	Football pavilion stage payment nr. 5	3350/10
1810	21/11/23	4220	RTC805554	£207,924.89	£34,654.15	£173,270.74		Knights Brown Construction Limited	Construction services	3350/10
DD	22/11/23	4221		£7,164.99	£0.00	£7,164.99	P&F	Inland Revenue	October 2023	2600/1/2
DD	24/11/23	4222		£38,380.16	£0.00	£38,380.16	P&F	Salaries	November 2023	2600/1/1
			4224/1	£1,680.00	£280.00	£1,400.00	RLOS	Pete Best	Tree Survey Work At Ringwood Parish Church.	3000/2/11
1791	27/11/23	4224	RTC805051	£1,680.00	£280.00	£1,400.00		Pete Best	Tree Survey Work At Ringwood Parish Church,	3000/2/11
			4225/1	£540.00	£90.00	£450.00	RLOS	ICCM	Cemetery Training	3002/1
1811	27/11/23	4225	RTC805469	£540.00	£90.00	£450.00		ICCM	Cemetery H/S Inspection Training.	3002/1
			4226/1	£55.75	£9.29	£46.46	RLOS	screwfix	rope for deviding Crow Allotment plots	3300/2/1
1812	27/11/23	4226	RTC805545	£55.75	£9.29	£46.46		screwfix	Rope for deviding Crow Allotment plots.	3300/2/1
			4227/1	£744.00	£124.00	£620.00	RLOS	E G Coles	Parts	3000/3/1
1813	27/11/23	4227	RTC805553	£744.00	£124.00	£620.00		E G Coles	Weights for Kubota tractor	3000/3/1
			4228/1	£25.00	£0.00	£25.00	RLOS	T H Roberts	Refund for cost of gift voucher for sound engineer	3100/4
1814	27/11/23	4228	RTC805557	£25.00	£0.00	£25.00		T H Roberts	Gift voucher refund	3100/4
			4229/1	£238.00	£0.00	£238.00	P&F	SLCC Enterprises Ltd	Annual Membership Fee - from 01/01/2024	2000/1/16
1815	27/11/23	4229	RTC805564	£238.00	£0.00	£238.00		SLCC Enterprises Ltd	Annual Membership - Deputy Town Clerk	2000/1/16
1816	27/11/23	4230		£352.52	£0.00	£352.52	RLOS	Source 4 Business	S/Road Allots 20/04/23 - 27/10/23 3443419602	3300/1/1
1817	27/11/23	4231		£585.62	£0.00	£585.62	RLOS	Source 4 Business	UK Allots 20/04/23 - 31/10/23 3443419605	3300/1/1
1818	27/11/23	4232		£55.21	£0.00	£55.21	RLOS	Source 4 Business	Crow Lane 20/04/23 - 16/10/23 5016181201	3000/1/8
			4233/1	£5.48	£0.91	£4.57	P&F	Hampshire County Council	819748 A4 (150m gloss) laminator pouches x 100	2000/1/8
			4233/2	£8.43	£1.41	£7.02	P&F	Hampshire County Council	795141 A4 (8mm) Notepad	2000/1/8
1820	27/11/23	4233	RTC805561	£13.91	£2.32	£11.59		Hampshire County Council	A4 notebooks and A4 laminator pouches	2000/1/8
			4234/1	£100.00	£0.00	£100.00	RLOS	PN Neame	balance of fee	3100/2
1821	27/11/23	4234	RTC805457	£100.00	£0.00	£100.00		PN Neame	Balance of fee for Ringwood Winter Wanderland performance	3100/2

# Paid Expenditure Transactions

paid between 01/11/23 and 30/11/23

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading	
			4235/1	£150.00	£0.00	£150.00	RLOS	Charlotte Jones	rock choir performance fee	3100/2
1822	27/11/23	4235	RTC805569	£150.00	£0.00	£150.00		Charlotte Jones	rock choir performance fee	3100/2
DD	28/11/23	4236		£142.62	£6.79	£135.83	P&F	British Gas	Greenways 04/10/23 - 07/11/23	2100/1
			4237/1	£147.00	£24.50	£122.50	RLOS	Reed Marketing Consultancy Limited	journalist fees	3100/2
1823	28/11/23	4237	RTC805568	£147.00	£24.50	£122.50		Reed Marketing Consultancy Limited	Journalist fees for Ringwood Winter Wanderland	3100/2
			4238/1	£150.00	£0.00	£150.00	RLOS	Sodapops	Performance fee	3100/2
1824	28/11/23	4238	RTC805549	£150.00	£0.00	£150.00		Sodapops	Performance fee for Ringwood Winter Wanderland	3100/2
PAY	28/11/23	4242		£26.05	£0.00	£26.05	P&F	Lloyds Bank	Bank Charges November 2023	2000/1/18
			4239/1	£168.24	£8.01	£160.23	RLOS	Utility Warehouse	Energy	3200/1/1
			4239/2	£33.28	£5.55	£27.73	RLOS	Utility Warehouse	Mobile	3000/1/6
			4239/3	£31.20	£5.20	£26.00	RLOS	Utility Warehouse	Phone & Broadband	3000/1/6
			4239/4	£2.40	£0.40	£2.00	RLOS	Utility Warehouse	Club	3200/1/1
DD 1	30/11/23	4239		£235.12	£19.16	£215.96		Utility Warehouse	UW Cemetery October 2023	3200/1/1
			4240/1	£2.40	£0.40	£2.00	RLOS	Utility Warehouse	Club	3000/1/1
			4240/2	£87.30	£4.16	£83.14	RLOS	Utility Warehouse	Energy	3000/1/1
DD 2	30/11/23	4240		£89.70	£4.56	£85.14		Utility Warehouse	UW Sports Pavilion October 2023	3000/1/1
			4241/1	£20.00	£3.33	£16.67	RLOS	Utility Warehouse	Mobile	3000/1/6
			4241/2	£2.40	£0.40	£2.00	RLOS	Utility Warehouse	Club	3000/1/6
DD 3	30/11/23	4241		£22.40	£3.73	£18.67		Utility Warehouse	UW Groundsman's Mobile October 23	3000/1/6
			4243/1	£7,807.16	£0.00	£7,807.16	P&F	Public Works Loan Board	Principle	2500/1/2
			4243/2	£2,590.83	£0.00	£2,590.83	P&F	Public Works Loan Board	Interest	2500/1/1
DD 4	30/11/23	4243		£10,397.99	£0.00	£10,397.99		Public Works Loan Board	Loan PW499351	2500/1/2
			4244/1	£125.98	£6.00	£119.98	PT&E	SSE Southern Electric	Dusk to Dawn 440	4000/1/2
			4244/2	£57.88	£9.65	£48.23	PT&E	SSE Southern Electric	Continuous 431	4000/1/2
DD 5	30/11/23	4244		£183.86	£15.65	£168.21		SSE Southern Electric	Carvers Unmetered October 2023	4000/1/2
			4248/1	£21.19	£0.00	£21.19	Counc	Ringwood Town Council	Milk , coffee, tea etc	10000
			4248/2	£9.50	£0.00	£9.50	Counc	Ringwood Town Council	Xmas wrapping paper	10000

# Paid Expenditure Transactions

Start of year 01/04/23

A

paid between 01/11/23 and 30/11/23

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading	
		4248/3		£20.40	£3.40	£17.00	Counc	Ringwood Town Council	Keys Carvers tennis courts	10000
		4248/4		£1.00	£0.00	£1.00	Counc	Ringwood Town Council	Charity donation - extra rent paid by allotment tenant	10000
		4248/5		£8.15	£0.00	£8.15	Counc	Ringwood Town Council	Postage - Special delivery Tiger Turf	10000
		4248/6		£2.00	£0.00	£2.00	Counc	Ringwood Town Council	Thank you card	10000
		4248/7		£6.00	£0.00	£6.00	Counc	Ringwood Town Council	Parking for Cemetery training	10000
		4248/8		£6.00	£0.00	£6.00	Counc	Ringwood Town Council	Dishwasher tablets	10000
		4248/9		£6.50	£0.00	£6.50	Counc	Ringwood Town Council	Wipeboard markers	10000
Petty Cash Nov 23	30/11/23	4248		£80.74	£3.40	£77.34		Ringwood Town Council	Petty Cash November 2023	10000
<b>Total</b>				<u>£329,402.60</u>	<u>£41,526.56</u>	<u>£287,876.04</u>				

**POLICY AND FINANCE COMMITTEE 13th DECEMBER 2023**

**BANK BALANCES & PROPOSED TRANSFERS**

Account Name	Predicted	Actual at	Predicted	Proposed Transfers		Predicted
	30-Nov-23			30-Nov-23	Movement	Cash Out
	£	£	£	£	£	£
Imprest (Current) Account	39,578	101,024	-140,538		100,000	60,486
Business Account	186	209			50,000	50,209
Investment Accounts	1,035,000	1,035,000		-150,000		885,000
Petty Cash - Imprest	64	150				150
Petty Cash - Carvers Clubhouse	50	50				50
VIC Change Float	50	50				50
Information Desk Float	75	75				75
<b>TOTAL BANK BALANCES</b>	<b>1,075,003</b>	<b>1,136,558</b>		<b>-140,538</b>	<b>-150,000</b>	<b>150,000</b>

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

**PROPOSED TRANSFER AUTHORISATIONS:**

DATE

13/12/23

13/12/23

Investment Accounts	<b>CCLA</b>	Instant access
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Notes:

- 1 **Imprest Account**

Anticipated net expenditure to end December	£ 50,000
Football development project due 15/12/23	180,538
less football project receipts	-90,000
Net anticipated movement on imprest account	<b>140,538</b>
  
- 2 **Investment Maturity**

No investments due to mature
  
- 3 The bank accounts were reconciled at 30th November
- 4 A nominal account has been implemented to reflect the float of £75.00 held by the Information Desk.
- 5 The Town Council's Imprest and Business bank accounts are held with Lloyds Bank plc

**REPORT TO POLICY & FINANCE COMMITTEE – 13<sup>th</sup> DECEMBER 2023**  
**BUDGETARY CONTROL period 8 – April to November 2023**

**1. BACKGROUND**

- 1.1 The purpose of this report is to provide Members with a budget monitoring report for the first eight months of the financial year 2023-24. The revised budget, discussed at the November meeting has been amended slightly to reflect the transfer to reserves of Events surplus and some additional income. The proposed revised budget is illustrated below alongside the original approved budget :

	Original Budget £	Proposed Revised Budget £
Revenue Expenditure	868,217	928,962
Capital Expenditure	781,000	2,111,959
Plus transfers to earmarked reserves	33,600	47,933
Less Revenue Income	-288,311	-336,618
Less Capital Income (grants)	-641,170	-1,560,000
Less transfers from earmarked reserves	<u>-142,810</u>	<u>-573,723</u>
<b>Net budget requirement</b>	<b>610,524</b>	<b>618,513</b>
Funded by:		
Council Tax	610,429	610,429
Covid Relief Grant	95	95
Plus transfer from the General Reserve	<u>0</u>	<u>7,989</u>
	<b>610,524</b>	<b>618,513</b>

- 1.2 At the start of the year the Town Council held reserves of £634,461 including rent & key deposits. The original budget included provision to add funds of £33,600 in accordance with the reserves policy and this has increased by £14,333 with the likely generation of a surplus on events. Earmarked reserves are still expected to reduce by some £573,723 by the end of the year, although this is dependent on progress with the project together with the timing of remaining grant income which is yet to be received. An updated schedule of planned and actual movements on reserves is included at Appendix 2.
- 1.3 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 income and expenditure budgets for the year as described above. The net budget deficit reported, of £109,307, is the original budget figure before transfers to and from reserves. The budget comparison report will be based on the revised budget from January.

**2. INCOME & EXPENDITURE TO THE END OF NOVEMBER 2023**

- 2.1 Total income to the end of November amount to £1,812,923, including income that has been invoiced but not yet received. However, this includes £610,429 precept, £927,102 in respect of the football development project (grants plus borrowing) and £22,351 in respect of CIL, other grant income and client deposits which have all been taken directly to reserves. Additional income, amounting to £5,046 was received in 2022/23 in respect of the current year. Also, a further unbudgeted sum of £28,000 was received during September in respect of legal costs recovered. Income received to date against the revenue budget therefore amounts to £230,087, which is 80% of the original budgeted figure for the year, and 77% of the revised budget.
- 2.2 This is slightly more than might be expected, assuming a linear budget profile, but the variance is mainly due to timing differences with half yearly invoices raised during September. However as previously noted there remain two significant variances which will continue be monitored closely as the year progresses. These include:

- Interest receipts - £27,405 has been received to the end of November against an original budget for the year of £10,000. This is now expected to reach around £37,000 for the year if current interest rates remain where they are and the football development project substantially completes by year end. This amounts to an increase of £27,000 on the original budget prediction.
- Cemeteries income continues to underperform and stands at £16,807 which is just 38% of the original budget, or 50% of the revised budget. It now appears probable that, despite a small increase in November, there will be a further budget shortfall which may exceed £20,000 by year end, but it is impossible to predict future revenues with any certainty.
- All other variances are explained by timing differences with the main income streams subject to quarterly, half yearly or year end invoicing. These revenue streams have generally improved slightly over the last month and are expected to continue doing so.
- Events Income is significantly more than anticipated but any excess income over expenditure will be transferred to the events reserve and will not benefit the general fund.

- 2.3 Planned income, therefore, continues to remain broadly on track to meet the budget with the increased interest receipts compensating for the lower than expected cemetery receipts and all other variances explained by timing differences. The revised budget brings in the receipt of legal fees and together with the additional interest and events income suggests an increase in revenue income of around £48,000 although this may reduce if cemetery income continues to fall below expectations.
- 2.4 Expenditure to the end of November totalled £1,337,146. A credit balance on the tax and pensions control account, pending settlement of monies due to the Inland Revenue and Hampshire County Council, adds £28,512 whilst expenditure in respect of the current year, paid in 2022/23 adds a further £7,468, giving expenditure to the end of December of £1,373,126. Excluding capital expenditure of £756,950 and carried over expenditure funded from reserves of £10,500 reduces this to £605,676. This is 70% of the original budget, or 65% of the revised budget, assuming linear spend.
- 2.5 An analysis of expenditure variances indicates that expenditure is broadly in line with expectations, again with much of the variance explained by timing differences. The largest single component of revenue expenditure is accounted for by pay costs for which the budget for the year is £552,000. This includes the estimated cost of the annual pay award which has just been settled at a level very close to the estimated 7%. Total pay to date, including the pay award, is £379,009 which is 67.4% of the annual budget. The small overspend of £3,867 is explained by uneven profiling, particularly with respect to Events and Carvers Clubhouse which have both incurred higher staff costs in the first eight months than would be expected later in the year.
- 2.6 A detailed revised budget was presented at the November meeting. Since then the estimated interest receipts for the year have been revised upwards but the additional revenue generated by the fireworks event has been transferred to reserves. The net effect is a small increase in the amount required from the general reserve to balance the budget. The budget deficit for the year is now likely to be around £8,000 but this might increase if cemetery revenue continues to fall below expectations.

### 3. GROWTH & CAPITAL PROJECTS

- 3.1 The Council did not approve any new growth or capital items for 2023/24 but there are a couple of significant capital projects which were approved in 2022/23 which will incur expenditure in 2023/24. There are also a small number of other projects which were approved in earlier years and for which there remains some residual expenditure. All of the expenditure incurred on these projects will be met from earmarked reserves, grants and in the case of the football development project, a combination of reserves, grants and borrowing. Expenditure to date on these projects is summarised below:

	Budget 23/24	Spend to Nov 2023
• Football Development Project	£750,000	£747,652

• Columbarium	£31,000	£0
• Battery powered tools purchase (approved 22/23)	-	£10,689
• Carvers Workshops/Sheds feasibility (approved 21/22)	-	£925
• Carvers Recreation Ground Improvements (approved 21/22)	-	£1,882
• Open Space security measures (approved 23/24)	-	£94
• Memorial Tree & Bench (approved 23/24)	-	<u>£1,646</u>
Total	£781,000	£762,888

3.2 Members should note that the approved budget for the football project was approved in January before the outturn for 2022/23 was known. Whilst there is no overall change to the costs of the project, there has been some slippage and this will inevitably mean additional expenditure in 2023/24, all of which will be funded from grants and reserves held for this purpose. The projected spend in the current year is now likely to be around £2,000,000.

#### 4. RESERVES & BALANCES

4.1 At the end of 2022/23 the total balance on reserves was £616,298. A further £18,163 was held in the form of rent & key deposits on behalf of tenants, sports clubs and allotment holders. Total opening reserves were therefore £634,461.

4.2 The revised budget will reduce reserves by £525,885 before any additional receipts are taken into account. Further receipts of £514,432 have been received as at the end of November the majority of which is expected to be applied to the football development project during the year.

4.2 The revised schedule of reserves, together with planned movements for the year, is illustrated at Appendix 2. Note that the predicted closing balance of £615,113, including rent and key deposits, assumes that the football project is almost completed and that all but residual funds held on behalf of the project are exhausted.

#### 5. RECOMMENDATION

It is **recommended** that: -

- 5.1 The budget monitoring position is noted.
- 5.2 The amended revised budget 2023/24 is approved.
- 5.3 The balances of Reserves is noted.

For further information please contact:

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For further information please contact:

Chris Wilkins, Town Clerk

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# Financial Budget Comparison

Comparison between 01/04/23 and 30/11/23 inclusive. Includes due and unpaid transactions. Includes commitments.

Excludes transactions with an invoice date prior to 01/04/23

	2023/24	Reserve Movements	Actual Net	Balance
<b>INCOME</b>				
<b>Policy &amp; Finance</b>				
280	Carvers Club House Income	£0.00	£0.00	£0.00
999	Suspense	£0.00	£0.00	£0.00
<b>Total Policy &amp; Finance</b>		£0.00	£0.00	£0.00
<b>Recreation, Leisure &amp; Open Spaces</b>				
300	Revenue Income (RLOS)	£48,418.00	£0.00	£21,926.03
310	Events	£28,000.00	£0.00	£28,182.45
320	Cemetery Income	£44,512.00	£300.00	£16,806.70
330	Allotment Income	£6,012.00	£0.00	£6,966.56
350	Capital Income	£641,170.00	£0.00	£927,102.00
380	Carvers Clubhouse	£25,273.00	£0.00	£32,463.21
<b>Total Recreation, Leisure &amp; Open Spaces</b>		£793,385.00	£300.00	£1,033,446.95
<b>Planning, Town &amp; Environment</b>				
400	Income	£1,100.00	£0.00	£1,100.00
<b>Total Planning, Town &amp; Environment</b>		£1,100.00	£0.00	£1,100.00
<b>Council</b>				
100	Precept	£610,429.00	£0.00	£610,429.00
102	Interest Business A/c	£0.00	£0.00	£208.90
110	Client Deposits	£0.00	£0.00	£0.00
200	Revenue Income	£134,996.00	£22,351.27	£167,737.97
<b>Total Council</b>		£745,425.00	£22,351.27	£778,375.87
<b>Total Income</b>		<u>£1,539,910.00</u>	<u>£22,651.27</u>	<u>£1,812,922.82</u>
				<u>£250,361.55</u>

# Financial Budget Comparison

Comparison between 01/04/23 and 30/11/23 inclusive. Includes due and unpaid transactions. Includes commitments.

Excludes transactions with an invoice date prior to 01/04/23

		2023/24	Reserve Movements	Actual Net	Balance
<b>EXPENDITURE</b>					
<b>Policy &amp; Finance</b>					
2000	Establishment	£124,141.00	£0.00	£85,690.70	£38,450.30
2100	Maintenance	£39,402.00	£0.00	£5,963.38	£33,438.62
2200	Democratic Process (members Costs)	£13,375.00	£0.00	£23,268.84	-£9,893.84
2210	Grants	£5,000.00	£0.00	£2,500.00	£2,500.00
2300	Employee Costs- Allocated Office Staff	£114,397.00	£0.00	£77,029.51	£37,367.49
2310	Employee overhead Costs	£4,160.00	£0.00	£1,800.00	£2,360.00
2400	Other	£37,193.00	£0.00	£29,251.00	£7,942.00
2500	Capital Financing	£53,546.00	£0.00	£31,545.90	£22,000.10
2501	Capital	£0.00	£0.00	£0.00	£0.00
2600	Wages Control Account	£0.00	£0.00	-£28,511.97	£28,511.97
2801	Carvers Employee Costs	£0.00	£0.00	£0.00	£0.00
2802	Carvers Club House- Expenditure	£0.00	£0.00	£0.00	£0.00
9999	Suspense	£0.00	£0.00	£0.00	£0.00
<b>Total Policy &amp; Finance</b>		<b>£391,214.00</b>	<b>£0.00</b>	<b>£228,537.36</b>	<b>£162,676.64</b>
<b>Recreation, Leisure &amp; Open Spaces</b>					
3000	Recreation & Leisure (Other)	£54,514.00	£0.00	£53,984.54	£529.46
3001	RL&OS -Employee Costs	£170,257.00	£0.00	£113,969.94	£56,287.06
3002	Employee Costs	£2,000.00	£0.00	£1,445.00	£555.00
3100	Events	£24,800.00	£0.00	£23,920.97	£879.03

# Financial Budget Comparison

Comparison between 01/04/23 and 30/11/23 inclusive. Includes due and unpaid transactions. Includes commitments.

Excludes transactions with an invoice date prior to 01/04/23

	<b>2023/24</b>	<b>Reserve Movements</b>	<b>Actual Net</b>	<b>Balance</b>
3101 Events - Employee Costs	£13,108.00	£0.00	£10,053.46	£3,054.54
3200 Cemetery	£10,494.00	£0.00	£6,854.66	£3,639.34
3201 Cemetery -Employee Costs	£55,759.00	£0.00	£37,353.93	£18,405.07
3300 Allotments	£2,414.00	£0.00	£2,962.21	-£548.21
3301 Allotments -Employee Costs	£18,994.00	£0.00	£12,747.91	£6,246.09
3350 Capital Expenditure	£781,000.00	£0.00	£756,949.64	£24,050.36
3801 Youth Services Employee costs	£59,971.00	£0.00	£41,688.66	£18,282.34
3802 Carvers Clubhouse	£35,830.00	£0.00	£25,571.76	£10,258.24
<b>Total Recreation, Leisure &amp; Open Spaces</b>	<b>£1,229,141.00</b>	<b>£0.00</b>	<b>£1,087,502.68</b>	<b>£141,638.32</b>
<b>Planning, Town &amp; Environment</b>				
4000 Planning, Town & Environment	£2,872.00	£0.00	£3,166.37	-£294.37
4001 Employee Costs	£25,990.00	£0.00	£17,508.41	£8,481.59
4050 Capital Expenditure	£0.00	£0.00	£495.00	-£495.00
<b>Total Planning, Town &amp; Environment</b>	<b>£28,862.00</b>	<b>£0.00</b>	<b>£21,169.78</b>	<b>£7,692.22</b>
<b>Council</b>				
10000 Petty Cash - Office	£0.00	£0.00	-£63.47	£63.47
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	£0.00	£0.00
<b>Total Council</b>	<b>£0.00</b>	<b>£0.00</b>	<b>-£63.47</b>	<b>£63.47</b>
<b>Total Expenditure</b>	<b>£1,649,217.00</b>	<b>£0.00</b>	<b>£1,337,146.35</b>	<b>£312,070.65</b>

# Financial Budget Comparison

Comparison between 01/04/23 and 30/11/23 inclusive. Includes due and unpaid transactions. Includes commitments.

Excludes transactions with an invoice date prior to 01/04/23

	<b>2023/24</b>	<b>Reserve Movements</b>	<b>Actual Net</b>	<b>Balance</b>
Total Income	£1,539,910.00	£22,651.27	£1,812,922.82	£250,361.55
Total Expenditure	£1,649,217.00	£0.00	£1,337,146.35	£312,070.65
<b>Total Net Balance</b>	<b>-£109,307.00</b>		<b>£475,776.47</b>	

**RESERVES AND PROVISIONS - MOVEMENT & BALANCES**

1st April 2023 to 31st March 2024

	Actual Balance 01/04/23 £	Planned and Proposed Movements 2023/24:				Estimated Balance 31/03/24 £	
		from Revenue £	to revenue		Capital & Other Receipts £		between provisions £
			base budget £	Growth £			
<b><u>EARMARKED PROVISIONS</u></b>							
I.T. & Equipment	22,900	2,700		0		25,600	
Gateway	25,000	0		0		25,000	
Cemetery	23,533	2,500		-17,000		9,033	
Buildings Reserve	36,667	4,000	-750	0		39,917	
Election	12,542	1,000		-13,542		0	
Vehicle & Machinery	33,572	11,000		-16,689		27,883	
Play Equipment	8,716	6,900		0		15,616	
Memorials	0	0		0		0	
Christmas Lights	0	0		0		0	
Carvers Clubhouse	29,682	2,500	-1,000	0		31,182	
Ringwood Events	811	14,333				15,144	
Memorial Lantern	1,161	0		-1,536	375	0	
Carvers Grounds	4,363	0		-1,050		3,313	
Carvers Sheds Feasibility	4,000			-1,000		3,000	
Infrastructure & Open Spaces	15,370	3,000		0		18,370	
Open Spaces Security Measures				-100		1,500	
Neighbourhood Plan	1,227	0		-4,700		3,650	
Football development Project	81,542	0		-175		81,367	
Budget Underspends retained for use in 2022/23*	1,290	0				1,290	
<b>Total Provisions</b>	<b>302,377</b>	<b>47,933</b>	<b>-1,750</b>	<b>-55,792</b>	<b>375</b>	<b>5,150</b>	<b>298,293</b>
<b><u>RESERVES</u></b>							
Earmarked Reserves:							
Dev Contribs	5,560		-1,000	0	10,000		14,560
Cem Maint	750		-230	0			520
Dev Cons(CIL)	25,293			-14,580	4,232		14,945
Capital Receipts	18,942			0			18,942
Grants Unapplied	4,335		-641	0		546	4,240
Loans Unapplied	0		-499,825	0	499,825		0
<b>Total Earmarked Reserves and Provisions</b>	<b>357,258</b>	<b>47,933</b>	<b>-503,446</b>	<b>-70,372</b>	<b>514,432</b>	<b>5,696</b>	<b>351,501</b>
<b>General Reserve</b>	<b>259,040</b>			<b>-7,989</b>		<b>-5,696</b>	<b>245,355</b>
<b>Key &amp; Rent Deposits</b>	<b>18,163</b>		<b>-150</b>		<b>244</b>		<b>18,257</b>
<b>Total Reserves &amp; Customer Deposits</b>	<b>634,461</b>	<b>47,933</b>	<b>-503,596</b>	<b>-78,361</b>	<b>514,676</b>	<b>0</b>	<b>615,113</b>

**POLICY & FINANCE COMMITTEE – 13th DECEMBER 2023**  
**REVISED BUDGET 2023/2024 & DRAFT BUDGET 2024/25**

**1. INTRODUCTION**

- 1.1 A draft budget for 2024/25 was discussed at the November meeting. A range of inflation indices were approved along with an overall limit on any increase in the Council Tax. Further progress has been made in refining the budget and in reducing the headline increase in the Council Tax. The budget will be further developed so that the Town Council may approve the overall budget and precept for 2024/25 at the meeting of this committee in January 2024.
- 1.2 As previously noted, the draft budget has been initially derived from the current revenue budget with adjustments for known pressures and changes. The approved inflation assumptions are set out below and in Appendix 2.
- 1.3 A revised budget for the current year was also discussed and approved. Subsequently, some additional income has been identified and an adjustment has been made to the treatment of the projected surplus on events which will now be transferred to the events reserve, rather than the general reserve. The consequence is that there is now likely to be an increase in the amount required to be drawn from the general reserve to balance the budget. The draft budget 2024/25 & revised budget 2023/24 are summarised at Appendix 1.
- 1.4 Individual Committee budgets have been submitted to each Committee during the current round of meetings. Any feedback from those meetings will be considered for incorporation in the final iteration of the budget.

**2. REVISED TOWN COUNCIL BUDGET 2023-24**

- 2.1 The revised was approved at the November meeting. However, since then some additional revenue income has been identified, primarily as a result of continuing healthy investment receipts. However, an adjustment has been made to the treatment of the projected surplus on events. This will now be retained in the events reserve rather than be passed to the general reserve and as a result, it is likely that around £8,000 will be required from the general reserve to balance the budget.
- 2.2 The main risk to the current year's outturn projection is the continuing shortfall on cemetery receipts which were originally estimated to be £44,500 in line with previous years. Less than 40% of that amount has been realised two thirds of the way though the year and the shortfall may well exceed the 30% reduction assumed in the revised budget.
- 2.3 Capital Expenditure is expected to increase by £1.33 million almost entirely due to the football development project. Around £748,000 has been expended on this project to date and all of this expenditure is met from grant funding, loans and reserves with no impact on the revenue budget. Any delay to the programme, however, will reduce the rate at which invested funds are depleted and may increase investment income (and vice versa).
- 2.4 The original budget was balanced with no requirement to transfer funds from the general reserve to meet expenditure. However, the latest projections to year end

suggest that there will now be a requirement to draw around £8,000 from the General Reserve to balance the budget.

### 3. DRAFT BUDGET 2024-25

- 3.1 As in previous years, the draft budget for next year has been created on an incremental basis using the current year as a starting point. Inflation assumptions were discussed at the November meeting and are summarised below.
- 3.2 It was decided that the proposed 0.5% increase in Council Tax base should not be assumed but this would add a further 0.5% to the Council Tax. However, in their mid term financial plan of December 2023, NFDC are predicting a 0.14% increase in the tax base. Whilst there is no guarantee that the figure will be consistent across the borough, it is nevertheless likely to be a more accurate estimate for Ringwood. A small number of further savings have also been identified which together with the small increase in the tax base reduce the projected increase in the Council Tax to below 6%.
- 3.3 In summary, for the purposes of the Town Council budget planning, the following inflation assumptions have been adopted:

#### ASSUMPTIONS:

Inflation	%
- Pay	4.5%
- Utilities	7.0%
- Other Expenditure	5.0%
- Non contractual expenditure	4.0%
- Income	5.0%
- Fixed expenditure (i.e. no inflation)	0.0%
<b>Council Tax Base increase</b>	<b>0.14%</b>

Note that some income and expenditure budgets require individual inflation adjustments, due to individual contract terms and conditions.

- 3.4 Inflation indices for the year to November have not been published at the time of writing and any further reduction in inflation may reduce the budget requirement. However there remain some budget risks which need to be considered. These include:
  - Interest receipts. The best forecast, based on current estimates of funds invested together with current rates of return, is that the Town Council will receive £25,000 in 2024/25. This is lower than the predicted outturn for the current year because balances invested will be reduced. Should interest rates decline, however, this sum may reduce.
  - Cemetery receipts. The prediction for 2024/25 is £40,000 which, whilst lower than the original estimate for the current year, is somewhat higher than the likely outturn for 2023/24. If cemetery income continues to decline it may result in a significant budget shortfall.

- An allowance for pay inflation for 2024/25 of 4.5% has been allowed in the budget. This is somewhat lower than 2022/23 and 2023/24 but reflects reduced inflation pressures. It should be noted that NFDC, in their mid term financial plan are estimating an increase of just 3% but it should also be noted that their employee profile is different, with a higher proportion of senior officers for whom the pay awards have been less generous. A 1% increase in pay costs will add around £5,700 to the annual pay bill and just under 1% to the Council Tax.
  - Budgets generally have been trimmed over the last few years with much more expenditure expected to be met from reserves. This is particularly true of unplanned but inevitable expenditure such as vandalism repairs and major repairs to buildings. The result is both that more reliance has been placed on reserves and an increased risk of budget overspends. It has been necessary to increase budgeted transfers to earmarked reserves from 2024/25 onwards but there is also a need to ensure that sufficient funds are held in the general reserve to address the increased risk.
  - The Council Tax base is a key component of the Council Tax calculation. Any decrease in the tax base will increase the share of the precept to be borne by individual tax payers.
- 3.5** The Town Council maintains a schedule of earmarked and general reserves to manage these risks. At the start of 2023/24 the general reserve stood at £259,040 which is equivalent to 42% of the net budget requirement (i.e. the precept). The budget proposals for 2024/25, together with the projected outturn for 2023/24 will see the general reserve fall to £245,355 which is just under 38% of the proposed budget requirement. This is at the lower end of what might be considered a prudent level of general reserves.
- 3.6** The result of these assumptions, applied to the base budget as set out in Appendix 1 is that a Council Tax increase of £5.92% would be required to avoid any call on the General Reserve. A table of reserve movements covering both years, from April 2023 to March 2025 is included at appendix 3.
- 3.7** Work will continue to identify savings to reduce this increase. Members should note that 1% on the Council tax is equivalent to £6,113 and each additional £1,000 on the precept will add 18.2p to the Band D equivalent Council tax.

## 4. RECOMMENDATIONS

In order to progress development of the budget for 2024/25 members are asked to:

- 4.1** consider the revised budget 2023/24 and draft budget for 2024/25 for this Committee (Appendix 3) and whether there are any further opportunities for budget savings.
- 4.2** approve the updated revised budget for 2023/24.
- 4.3** consider inflation and whether the inflation assumptions should be further adjusted in the draft budget for 2024/25.

For further information please contact:

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RINGWOOD TOWN COUNCIL  
BUDGET AND REVISED BUDGET 2023/24 AND  
DRAFT BUDGET 2024/25

Appendix 1

B

1	2	4	5	6	7	8	9	10	11
Committee	Actual 20/21 £	Actual 21/22 £	Actual 22/23 £	0	Budget 23/24 £	Revised 23/24 £	Inflation £	Known Changes* £	Budget 24/25 £
<b>Policy &amp; Finance</b>									
Expenditure	333,478	346,301	411,888		391,214	438,249	15,268	11,595	418,898
Income	-120,533	-118,043	-133,528		-134,996	-202,065	-4,102	-46,413	-185,511
<b>Net Expenditure</b>	<b>212,945</b>	<b>228,258</b>	<b>278,360</b>		<b>256,219</b>	<b>236,184</b>	<b>11,166</b>	<b>-34,818</b>	<b>233,387</b>
Transfers to Reserves	14,000	16,900	14,000		10,700	10,700	0	4,000	14,700
Transfers from Reserves	-6,146	-1,732	-37,841		-750	-14,292	0	0	0
Growth bids and adjustments (net of transfers from reserves and income)									0
<b>Committee net expenditure</b>	<b>220,799</b>	<b>243,426</b>	<b>254,519</b>		<b>266,169</b>	<b>232,592</b>	<b>11,166</b>	<b>-30,818</b>	<b>248,087</b>
<b>Recreation &amp; Leisure</b>									
Expenditure	219,923	244,177	1,069,677		1,007,770	2,344,495	10,232	-545,540	483,501
Income	-33,984	-38,289	-517,390		-689,588	-1,586,510	-543	509,432	-180,700
<b>Net Expenditure</b>	<b>185,939</b>	<b>205,888</b>	<b>552,287</b>		<b>318,182</b>	<b>757,985</b>	<b>9,689</b>	<b>-36,108</b>	<b>302,801</b>
Transfers to Reserves	17,900	27,452	17,900		17,900	17,900	0	9,000	26,900
Transfers from Reserves	-14,654	-33,684	-365,598		-139,830	-551,375	0	0	-87,407
Growth bids and adjustments (net of transfers from reserves and income)									0
<b>Committee net expenditure</b>	<b>189,185</b>	<b>199,656</b>	<b>204,589</b>		<b>196,252</b>	<b>224,510</b>	<b>9,689</b>	<b>-27,108</b>	<b>242,294</b>
<b>Events</b>									
Expenditure	6,679	17,892	51,702		37,908	37,053	862	0	40,460
Income	-3,085	-32,425	-35,311		-28,000	-41,386	0	0	-28,000
<b>Net Expenditure</b>	<b>3,594</b>	<b>-14,533</b>	<b>16,391</b>		<b>9,908</b>	<b>-4,333</b>	<b>862</b>	<b>0</b>	<b>12,460</b>
Transfers to Reserves	0	7,940	0		0	14,333	0	0	0
Transfers from Reserves	-4,529	0	-10,823		0	0	0	0	-2,460
Growth bids and adjustments (net of transfers from reserves and income)									0
<b>Committee net expenditure</b>	<b>-935</b>	<b>-6,593</b>	<b>5,568</b>		<b>9,908</b>	<b>10,000</b>	<b>862</b>	<b>0</b>	<b>10,000</b>
<b>Cemeteries</b>									
Expenditure	42,913	51,123	63,343		66,254	65,157	3,030	-1,920	69,155
Income	-36,240	-51,314	-41,041		-44,512	-31,182	-2,040	6,713	-39,977
<b>Net Expenditure</b>	<b>6,673</b>	<b>-191</b>	<b>22,302</b>		<b>21,742</b>	<b>33,975</b>	<b>990</b>	<b>4,793</b>	<b>29,177</b>
Transfers to Reserves	4,000	4,000	2,500		2,500	2,500	0	0	1,000
Transfers from Reserves	-230	-5,141	-230		-230	-230	0	0	-230
Growth bids and adjustments (net of transfers from reserves and income)									0
<b>Committee net expenditure</b>	<b>10,443</b>	<b>-1,332</b>	<b>24,572</b>		<b>24,012</b>	<b>36,245</b>	<b>990</b>	<b>4,793</b>	<b>29,947</b>
<b>Allotments</b>									
Expenditure	11,725	13,246	19,577		21,408	22,850	990	0	22,963
Income	-5,374	-5,585	-5,954		-6,012	-6,875	-301	-87	-6,400
<b>Net Expenditure</b>	<b>6,351</b>	<b>7,661</b>	<b>13,623</b>		<b>15,396</b>	<b>15,975</b>	<b>689</b>	<b>-87</b>	<b>16,563</b>
Transfers to Reserves	0	0	0		0	0	0	0	0
Transfers from Reserves	0	0	0		0	0	0	0	0
Growth bids and adjustments (net of transfers from reserves and income)									0
<b>Committee net expenditure</b>	<b>6,351</b>	<b>7,661</b>	<b>13,623</b>		<b>15,396</b>	<b>15,975</b>	<b>689</b>	<b>-87</b>	<b>16,563</b>
<b>Carvers Clubhouse</b>									
Expenditure	57,346	83,005	100,991		95,801	98,737	0	0	97,271
Income	-3,494	-23,123	-26,274		-25,273	-27,500	0	0	-26,500
<b>Net Expenditure</b>	<b>53,852</b>	<b>59,882</b>	<b>74,717</b>		<b>70,528</b>	<b>71,237</b>	<b>0</b>	<b>0</b>	<b>70,771</b>
Transfers to Reserves	2,500	2,500	2,500		2,500	2,500	0	0	2,500
Transfers from Reserves	-2,026	0	-2,841		-1,000	-1,546	0	0	-1,000
Growth bids and adjustments (net of transfers from reserves and income)									0
<b>Committee net expenditure</b>	<b>54,326</b>	<b>62,382</b>	<b>74,376</b>		<b>72,028</b>	<b>72,191</b>	<b>0</b>	<b>0</b>	<b>72,271</b>
<b>Planning, Town &amp; Environment</b>									
Expenditure	25,600	32,964	37,993		28,862	34,380	1,332	0	30,444
Income	-9,225	-16,299	-5,850		-1,100	-1,100	0	0	-1,100
<b>Net Expenditure</b>	<b>16,375</b>	<b>16,665</b>	<b>32,143</b>		<b>27,762</b>	<b>33,280</b>	<b>1,332</b>	<b>0</b>	<b>29,344</b>
Transfers to Reserves	0	3,473	0		0	0	0	0	0
Transfers from Reserves	-1,120	-450	-6,016		-1,000	-6,280	0	0	-1,000
Growth bids and adjustments (net of transfers from reserves and income)									0
<b>Committee net expenditure</b>	<b>15,255</b>	<b>19,688</b>	<b>26,127</b>		<b>26,762</b>	<b>27,000</b>	<b>1,332</b>	<b>0</b>	<b>28,344</b>

RINGWOOD TOWN COUNCIL  
 BUDGET AND REVISED BUDGET 2023/24 AND  
 DRAFT BUDGET 2024/25

B

Total Base Expenditure	697,664	788,708	1,755,171	1,649,217	3,040,921	1,162,691
Total Income	-211,934	-285,078	-765,348	-929,481	-1,896,618	-468,187
Total transfer to reserves	38,400	62,265	36,900	33,600	47,933	45,100
Total Transfer from reserves	-28,705	-41,007	-423,349	-142,810	-573,723	-92,097
Total New Bids						0
Less funded from earmarked reserves						0
<b>Total Budget Requirement</b>	<b>495,424</b>	<b>524,888</b>	<b>603,374</b>	<b>610,526</b>	<b>618,513</b>	<b>647,506</b>
Precept	497,549	519,907	553,949	610,429	610,429	647,506
Covid Relief grant		4,071	4,071	95	95	0
Transfer to/-from General Reserve	2,125	-910	-45,354	-2	-7,989	0

**BUDGET ASSUMPTIONS 2024/25**

Inflation (RPI) is currently running at 6.1% (for the year to October 2023 down from 8.9% in September. CPIH is 4.7% for the same period whilst the CPI is 4.6%, (down from 6.3% and 6.7% respectively in September).

Note that some costs and expenditure are linked to inflation, whereas some "non contractual" expenditure is more discretionary and inflationary cost increases may be absorbed by reducing spend, although this may not be without consequence. Other expenditure may be fixed with no inflationary adjustment required. Each expenditure component in the budget has been allocated an inflation type (1-6) which may be modelled on this page.

**ASSUMPTIONS:**

**1 Inflation**

	%	Type
- Pay	4.5%	1
- Utilities	7.0%	2
- Other Expenditure	5.0%	3
- Non contractual expenditure	4.0%	4
- Income	5.0%	5
- Fixed expenditure (i.e. no inflation)	0.0%	6

**2 Council Tax Base increase**

0.14%
5,474.9

Note, the Council Tax base for 2023/24 is

An increase of 0.14% (assumption 2) will increase the Council Tax base to:

5,482.6

**3 Use of General Reserve**

£
0
0

Use of "Covid Relief" and "Opening of High Street Safely" grant

The General Reserve is expected to be £245,355 at April 1st 2024. This transfer will reduce it to £245,355 by March 2025

The balance of this grant available at 31st March 2025 would then be £4,240

**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 2024/2025	694,503
Net transfers to/from earmarked reserves	-46,997
Growth Bids & Adjustments	0
- Less funded from earmarked reserves (inc. borrowing)	0
- Less additional income generated	0
Net Budget requirement	647,506
Less funded from general reserve/Covid relief Grant	0
Sum to be funded from Council Tax Payers (Precept)	647,506

**Band D equivalent Council Tax 2024/25**

**118.10**

The budget requirement and resulting precept, as modelled, represents an increase of 5.92 % in the Council Tax

The Council Tax for 2023/24 is £111.50 per Band D Equivalent

The Band D equivalent Council Tax for 2023/24 is: 111.5

A target Council Tax increase of : 5.9%  
would increase the Council Tax to: 118.08

And require an additional transfer from reserves of: £133  
which would reduce the general reserve to £ 245,222 by March 2023  
(given the assumptions in 1 - 3 on the left) or 37.9% of the annual precept

**Summary movement on reserves:**

Opening reserves 1/4/2024:	£
General Reserve	245,355
Earmarked Reserves & Provisions	351,501
<b>Total Reserves 1/4/2024</b>	<b>596,856</b>
Planned transfers in	45,100
Planned transfers out	-92,097

Plus Capital Receipts 24/25 0  
Less Funding for growth 0  
Less use of general reserve 0

**Predicted reserves 31/3/2025 :**

General Reserve	245,355
Earmarked Reserves	304,504
Predicted Reserves 31/3/2024	<b>549,859</b>

(nb excludes rent & key deposits)

An increase of one percent on the Council Tax will generate an increased precept of : £6,113  
For each increase of £1,000 in the precept requirement, a further £0.182 will be added to the Band D Council Tax

**RESERVES AND PROVISIONS - MOVEMENT & ESTIMATED BALANCES**  
1st April 2023 to 31st March 2025

	Actual Balance 01/04/22 £	Transfers 2023/24 :				Balance 01/04/24 £	Planned and Proposed Movements 2024/25:					Estimated Balance 31/03/25 £
		from Revenue £	to Revenue £	Cash Receipts £	between provisions £		from Revenue £	to revenue		Capital & Other Receipts £	between provisions £	
								base budget £	Growth £			
<b><u>EARMARKED PROVISIONS</u></b>												
I.T. & Equipment	22,900	2,700	0			25,600	2,700		0			28,300
Gateway	25,000	0	0			25,000	0		0			25,000
Cemetery	23,533	2,500	-17,000			9,033	1,000		0			10,033
Buildings Reserve	36,667	4,000	-750			39,917	5,500	0	0			45,417
Election	12,542	1,000	-13,542			0	5,000		0			5,000
Vehicle & Machinery	33,572	11,000	-16,689			27,883	20,000		-6,040			41,843
Play Equipment	8,716	6,900				15,616	6,900		0			22,516
Memorials	0	0	0			0	0		0			0
Christmas Lights	0	0	0			0	0		0			0
Carvers Clubhouse	29,682	2,500	-1,000			31,182	1,000	-1,000	0			31,182
Ringwood Events	811	14,333				15,144	0	-2,460				12,684
Memorial Lantern	1,161	0	-1,536	375		0	0		0			0
Carvers Grounds	4,363	0	-1,050			3,313	0		0			3,313
Carvers Sheds feasibility	4,000		-1,000			3,000						3,000
Infrastructure & Open Spaces	15,370	3,000				18,370	3,000		0			21,370
Open Space Security Measures	0		-100		1,500	1,400						1,400
Neighbourhood Plan	1,227	0	-4,700		3,650	177	0		0			177
Football development Project	81,542	0	-175			81,367	0		-81,367			0
Budget Underspends retained for use in 2022/23*	1,290	0				1,290	0	0				1,290
<b>Total Provisions</b>	<b>302,377</b>	<b>47,933</b>	<b>-57,542</b>	<b>375</b>	<b>5,150</b>	<b>298,293</b>	<b>45,100</b>	<b>-3,460</b>	<b>-87,407</b>	<b>0</b>	<b>0</b>	<b>252,526</b>
<b><u>RESERVES</u></b>												
Earmarked Reserves:												
Dev Contribs	5,560		-1,000	10,000		14,560		-1,000	0			13,560
Cem Maint	750		-230			520		-230	0	0		290
Dev Cons(CIL)	25,293		-14,580	4,232		14,945						14,945
Capital Receipts	18,942			0		18,942			0	0		18,942
Grants Unapplied	4,335		-641		546	4,240		0	0	0		4,240
Loans Unapplied	0		-499,825	499,825		0			0	0		0
<b>Total Earmarked Reserves and Provisions</b>	<b>357,258</b>	<b>47,933</b>	<b>-573,818</b>	<b>514,432</b>	<b>5,696</b>	<b>351,501</b>	<b>45,100</b>	<b>-4,690</b>	<b>-87,407</b>	<b>0</b>	<b>0</b>	<b>304,504</b>
<b>General Reserve</b>	<b>259,040</b>		<b>-7,989</b>		<b>-5,696</b>	<b>245,355</b>	<b>0</b>	<b>0</b>			<b>0</b>	<b>245,355</b>
<b>Key &amp; Rent Deposits</b>	<b>18,163</b>		<b>-150</b>	<b>244</b>		<b>18,257</b>						<b>18,257</b>
<b>Total Reserves &amp; Customer Deposits</b>	<b>634,461</b>	<b>47,933</b>	<b>-581,957</b>	<b>514,676</b>	<b>0</b>	<b>615,113</b>	<b>45,100</b>	<b>-4,690</b>	<b>-87,407</b>	<b>0</b>	<b>0</b>	<b>568,116</b>

## Current Projects Update



No.	Name	Status	Recent developments	Description and notes	Lead Officer/Member	Financing
<b>Full Council</b>						
FC1	Long Lane Football Facilities Development	In progress (scheduled for completion in early 2024)	The artificial turf pitch has been completed and is now in use. The PWLB loan has been drawn down. A Pre-contract Services Agreement and a Letter of Intent for the pavilion and other works have been entered into. Work on these started on 5th June. Weather and other dependencies permitting, completion is now expected in mid-March 2024.	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	The current expectation is that the Council's contribution to the project will, in effect, be limited to a modest loss of income from the site (but over a long term).
<b>Planning Town &amp; Environment Committee</b>						
PTE1	Neighbourhood Plan	In progress	Draft Plan approved for submission to LPAs by Full Council 26/07/2023. Regulation 18 consultation concluded 29/09/2023. Independent examiner appointed 20/11/2023.	To prepare a Neighbourhood Plan for the civil parish of Ringwood but limited in scope to a few specified themes.	Deputy Town Clerk	Spent £24,957.42 (£18,000 funded from Locality grants, £3,650 additional budget agreed for SPUD youth engagement work (F/6061)). £3,492.58 remaining of original RTC budget.
PTE2	Human Sundial	Complete, with exception of interpretation board	Work to refurbish human sundial and install surrounding benches now complete. Time capsule cover stone replaced on 21/07/2023. Interpretation board with details of sundial, Jubilee Lamp etc. to be designed and costed.	Replacement of damaged sundial and surrounding paviers; installation of removable benches to protect it for the future.	Deputy Town Clerk	£10,659.15 spent funded from CIL and contribution from Carnival. Additional £580 for repair of cover funded from CIL (C/6957).
PTE3	Crow Stream Maintenance	Annual recurrent	Spraying of stream banks undertaken 05/05/2023, annual flail carried out in August and stream clearance by volunteers on 28/09/2023. NFDC released additional £10,000 from developers' contributions to allow this work to continue for another 10 years. Site meeting arranged for 27/11/2023 to discuss drainage improvements at bottom of Crow Hill.	Annual maintenance of Crow Ditch and Stream in order to keep it flowing and alleviate flooding	Deputy Town Clerk	Budget of £1,000 funded by transfer from earmarked reserve
PTE6	Shared Space Concept - Thriving Market Place	In progress	Bid submitted for share of £15,000 allocated by NFDC from UKSPF to undertake options appraisal/feasibility study. HCC survey work completed November 2023. Working Party to be established to progress the project.	Concept for town centre shared space identified through work on the Neighbourhood Plan. Working in partnership with NFDC and HCC.	Deputy Town Clerk	HCC funded survey work. No other identified budget.
	Greening Ringwood	In progress	Public meeting held on 05/07/2023 and project leads in place for 5 new projects. Last update from coordinator considered by the Committee on 03/11/2023.	Greening Campaign Phase 2 to run from Sept 2023 to July 2024, focussing on making space for nature; energy efficient greener homes; climate impacts on health and wellbeing; waste prevention; and cycle of the seed.		£50 signing up fee funded from General Reserve.
	Bus Shelters	In progress	HCC framework contractor has completed survey of shelters free of charge. This has yet to be reviewed. Results and availability of funding will be discussed with HCC.	Review of Council owned bus shelters.		No agreed budget
Projects being delivered by others which are monitored by the Deputy Clerk and reported to this committee:						
	Crow Lane Footpath	In progress	Developers' contributions paid to HCC to implement. Additional funds required to progress and approved by NFDC Cabinet on 02/11/2022 - report indicates delivery in 2024/25. Design work paused but HCC hope work will recommence on the scheme before the end of 2023.	New footpath to link Beaumont Park with Hightown Road, alongside west of Crow Lane	Hampshire CC	Developers contributions
	Railway Corner	In progress	Project supported by RTC. Planning application submitted (23/11081).	Project to improve and promote historical significance of triangle of land at junction of Hightown Road and Castleman Way.	Ringwood Society	No financial implications.
	Memorial Bench for Michael Lingam-Willgoss	In progress	Consent to install bench has been granted by HCC. Legal fees covered by County Cllr Thierry. Date for installation yet to be agreed.	Provision of memorial bench in Market Place in memory of Michael Lingam-Willgoss.	Ringwood Carnival / Ringwood Rotary	No financial implications.

## Policy &amp; Finance Committee

PF5	Poulner Lakes Lease	On hold	Awaiting track maintenance solution - see Recreation Leisure & Open Spaces Committee item RLOS21.	Negotiating a lease from Ringwood & District Anglers' Association of the part of the site not owned by the Council	Town Clerk	Some provision for legal advice or assistance may be needed eventually.
PF11	92 Southampton Road	In progress (commenced March 2023)	One of the tenants has left. A new letting agent has been instructed and has served notice to quit. Urgent repairs have been completed.	Reviewing the letting of this council-owned house	Town Clerk	Rent receipts and other financial implications of any changes are unclear at present but will be considered as part of the review.

### Recreation, Leisure & Open Spaces Committee

RLOS4	Grounds department sheds replacement	In progress (Commenced design work in April 2021. Aiming to establish planning prospects and likely cost by December 2023.)	Officers have been working with a planning consultant on project design and two rounds of pre-application planning advice have been completed. Following the discussion at the committee on 1st November a planning application is being prepared.	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	Revised capital budget of £4,000 (originally £10,000 until virement to RLOS19)
RLOS5	Cemetery development	In progress (Commenced design work in April 2021. Aiming to complete by December 2024.)	Design and funding arrangements for a memorial wall have been agreed in principle. An architect has been instructed to prepare the invitation to tender for the construction contract.	Planning best use of remaining space, columbarium, etc.	Town Clerk	Capital cost estimated at £37,500 will be met from a combination of earmarked reserves.
RLOS10	Waste bin replacement programme	In progress (Commenced April 2020)	The replacements scheduled in years 1 and 2 have been completed. The final round of replacements will be determined and arranged by March 2024.	Three-year programme to replace worn-out litter and dog-waste bins	Grounds Manager	Budget of £2,000 a year.
RLOS14	Poulner Lakes waste licence	In progress	Surrender requirements and process have been investigated and discussed with Environment Agency and New Forest District Council. Consultants, ACS Testing, have been engaged to provide technical advice and support. A fuller picture of the surrender requirements and process is expected to emerge by early 2024.	Arranging to surrender our redundant waste licence to avoid annual renewal fees	Town Clerk	
RLOS19	Carvers Strategic Development	In progress (Commenced Feb. 2021)	The Masterplan prepared by landscape designer New Enclosure was approved by the Carvers Working Party on 5th July. Responses to the public consultation on this have been evaluated and a brief to the designer to update the plan accordingly has been submitted.	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	Revised budget of £6,000 (virement from RLOS4).
RLOS21	Poulner Lakes track maintenance	In progress (under discussion since Jan. 2021)	Costs estimates for re-surfacing schemes obtained from two suppliers. NFDC officers have been consulted about related mitigation schemes and possible support - decision expected in New Year.	Devising a sustainable regime for maintaining the access tracks at Poulner Lakes to a more acceptable standard.	Town Clerk	Yet to be settled
RLOS23	North Poulner Play Area skate ramp request	In progress (commenced Mar. 2023)	A 'half-pipe' has been identified as a likely cheaper and easier option. The likely costs and wider implications of installing this are being investigated.	A local resident requested provision of a 'quarter-pipe ramp' at this site and has been fund-raising for it	Deputy Town Clerk	Yet to be quantified and agreed
RLOS24	Poulner Lakes Circular Path	In progress	Works to reduce and landscape the drainage retention pond completed. It's performance will be monitored through the winter.	HCC has funded the creation of a circular path for pedestrians and cyclists to improve accessibility and so encourage greater use	Deputy Town Clerk	Staff time only

### Staffing Committee

None



## Proposed/Emerging Projects Update

No.	Name	Description	Lead	Recent developments	Progress / Status Stage reached	Estimated cost	Funding sources
<b>Full Council</b>							
	None						
<b>Planning Town &amp; Environment Committee</b>							
	Roundabout under A31	Planting and other environmental enhancements		Area being used by National Highways 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		
	Crow ditch	Investigate works required to improve capacity and flow of ditch alongside Crow Lane, between Hightown Road and Moortown Lane					Developers contributions
<b>Policy &amp; Finance Committee</b>							
	Paperless office	Increasing efficiency of office space use	Cllr. Heron	Discussions with Town Clerk and Finance Manager			
<b>Recreation, Leisure &amp; Open Spaces Committee</b>							
	None	(Current projects expected to absorb available resources for several years)					
<b>Staffing Committee</b>							
	None						

## Closed Projects Report

No.	Name	Description	Outcome	Notes
<b>Full Council</b>				
FC2	Strategic Plan	Exploring ideas for medium term planning. Aim to have complete for start of budget-planning in Autumn 2022.	Completed in October 2022	
<b>Planning, Town &amp; Environment Committee</b>				
	Pedestrian Crossings - Christchurch Road	Informal pedestrian crossings to the north and south of roundabout at junction of Christchurch Road with Wellworthy Way (Lidl)	Completed by HCC	
	Cycleway signage and improvements	New signage and minor improvements to cycleway between Forest Gate Business Park and Hightown Road	Completed by HCC	
	Carvers footpath/cycle-way improvement	Creation of shared use path across Carvers between Southampton Road and Mansfield Road	Completed by HCC	
	Replacement Tree - Market Place	New Field Maple tree to replace tree stump in Market Place.	Completed in January 2022 by HCC	
PTe4	Climate Emergency	Funds used to support Greening Campaign, community litter-pick and Flood Action Plan leaflets.	Completed March 2023	
	A31 widening scheme	Widening of A31 westbound carriageway between Ringwood and Verwood off slip to improve traffic flow; associated town centre improvements utilising HE Designated Funds	Scheme completed by National Highways and road re-opened in November 2022.	
	SWW Water Main Diversion (associated with A31 widening scheme)	Diversion of water main that runs along the A31 westbound carriageway. Diversion route included land in RTC's ownership at The Bickerley.	Scheme completed by SWW in 2022.	
	Surfacing of Castleman Trailway	Dedication and surfacing of bridleway between old railway bridge eastwards to join existing surfacing.	Surfacing works completed by HCC early April 2022.	
	Bus Shelter Agreement	Request by ClearChannel in Nov. 2020 for RTC to licence the bus shelters in Meeting House Lane and the advertising on them. Despite various communications, we have had no contact for over a year and therefore regard the original request to be defunct.	Request not followed up by ClearChannel, therefore defunct and removed from project list October 2023.	
PTe5				
<b>Policy &amp; Finance Committee</b>				
PF1	New Council website	Arranging a new website that is more responsive, directly editable by Council staff and compliant with accessibility regulations.	Completed	
PF2	Greenways planning permission	Consideration of applying to renew planning permission for bungalow in garden previously obtained	Decided not to renew	
PF3	Detached youth outreach work	To provide youth workers for trial of detached outreach work	Transferred to Recreation Leisure & Open Spaces Committee (see RLOS20)	
PF4	Review of governance documents	A major overhaul of standing orders, financial regulations, committee terms of reference, delegated powers, etc. Routine periodic reviews will follow completion of this work.	Completed in July 2022	All governance documents will now receive routine annual reviews.
PF6	Health & Safety Management Support Re-procurement	Re-procuring specialist advice and support for discharge of health and safety duties	Completed in February 2023	
PF7	Financial Procedures Manual	Preparation of a new manual for budget managers and other staff detailing financial roles, responsibilities and procedures	Completed in September 2022	Will be updated by Finance Manager as necessary
PF8	Bickerley Legal Title	An application to remove land from the Council's title was made	Completed in October 2023	Application successfully resisted
PF9	Greenways office leases	The tenant of the first floor suite gave notice and left. The building was re-let as a whole to the tenant of the ground floor suite.	Completed in November 2022	
PF10	Councillors' Email Accounts	Providing councillors with official email accounts (and devices, if required) to facilitate compliance with data protection laws.	Completed in August 2023	
<b>Recreation, Leisure &amp; Open Spaces Committee</b>				
RLOS1	War Memorial Repair	Repair by conservation specialists with Listed Building Consent with a re-dedication ceremony after.	Completed in 2021-22	
RLOS2	Bickerley Tracks Repair	Enhanced repair of tracks to address erosion and potholes (resurfacing is ruled out by town green status) and measures to control parking.	Fresh gravel laid in 2021-22.	No structural change is feasible at present.
RLOS3	Public open spaces security	Review of public open spaces managed by the Council and implementation of measures to protect the highest priority sites from unauthorised encampments and incursions by vehicles	Completed in 2021-22	
RLOS6	Community Allotment	Special arrangement needed for community growing area at Southampton Road	Ongoing processes adapted	Agreed to adopt as informal joint venture with the tenants' association
RLOS7	Bowling Club lease	Renewal of lease that expired in April 2023.	Completed in July 2023	New lease granted for 14 years.
RLOS8	Ringwood Youth Club	Dissolution of redundant Charitable Incorporated Organisation	Completed in July 2023	Charity removed from Register of Charities
RLOS9	Aerator Repair	Major overhaul to extend life of this much-used attachment	Completed in 2021-22	
RLOS11	Ash Grove fence repair	Replacing the worn-out fence around the play area	Completed in 2021-22	
RLOS12	Van replacement	Replacing the grounds department diesel van with an electric vehicle	Suspended in 2023	Van will be replaced in accordance with Vehicle & Machinery replacement plan
RLOS13	Bickerley compensation claim	Statutory compensation claim for access and damage caused by drainage works	Completed March 2022	Settlement achieved with professional advice
RLOS15	Acorn bench at Friday's Cross	Arranging the re-painting of this bespoke art-work	Completed in 2021-22	Labour kindly supplied by Men's Shed
RLOS16	Town Safe	Possible re-paint of this important survival, part of a listed structure	Suspended indefinitely in September 2022	Complexity and cost judged disproportionate to benefit
RLOS17	Crow Arch Lane Allotments Site	The transfer to this Council (pursuant to a s.106 agreement) of a site for new allotments off Crow Arch Lane	Completed in November 2023	
RLOS18	Cemetery Records Upgrade	Creation of interactive digital cemetery map and scanning of cemetery registers as first stage in digitizing all cemetery records to facilitate remote working, greater efficiency and improved public accessibility.	Completed in 2021	Cost £5,467. Further upgrades are needed to digitize the records fully
RLOS20	Detached youth outreach work	Trialling the provision of detached outreach work by specialist youth workers.	Completed in May 2022	
RLOS22	Bickerley parking problem	Unauthorised parking on the tracks crossing the Bickerley is causing damage and obstruction	Closed off in September 2023	Additional signage has been installed. An estimate of £5,510 to move the "dragon's teeth" was judged disproportionate to the problem.
<b>Staffing Committee</b>				
S1	HR support contract renewal	Renewal of contract for the supply to the Council of specialist human resources law and management support	Completed in 2021-22	
S2	Finance Staffing Review	Reassessing staffing requirements and capacity for finance functions and re-negotiating staff terms	Completed in 2021-22	