

Ringwood Town Council

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

POLICY & FINANCE COMMITTEE

Dear Member

12th October 2023

A meeting of the above Committee will be held at the Forest Suite, Ringwood Gateway on **Wednesday 18th October 2023** at 7.00pm and your attendance is requested.



Mr C Wilkins
Town Clerk

AGENDA

1. PUBLIC PARTICIPATION

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

2. APOLOGIES FOR ABSENCE

3. DECLARATIONS OF INTEREST

4. MINUTES OF THE PREVIOUS MEETING

To approve as a correct record the minutes of the meeting held on 20th September 2023

5. FINANCIAL REPORTS (*Report A attached*):

- a. To receive and authorise list of payments made on Imprest Account for September
- b. To note Cllr M DeBoos's verification and signing of bank reconciliations and statements for September 2023
- 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
- e. To receive the Finance Manager's budgetary monitoring report – 2nd quarter

6. BUDGET REPORT

To review budget preparations for 2024 - 25 including the Reserves Policy and the revised budget for 2023 - 24 (*Report B*)

7. UKSPF FUNDING ALLOCATION

To consider the report from the Town Clerk (*Report C*) and what proposals to make to New Forest District Council about use of this funding

8. PROJECTS (current and proposed)

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

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

Committee Members

Cllr 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

A

RINGWOOD TOWN COUNCIL

FINANCIAL REPORTS FOR

POLICY & FINANCE COMMITTEE MEETING

18th October 2023

Paid Expenditure Transactions

Start of year 01/04/23

paid between 01/09/23 and 30/09/23

A

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading	
DD	01/09/23	4008		£195.00	£0.00	£195.00	RLOS	New Forest District Council	NFDC Rates Carvers Clubhouse September 2023	3802/1/6
DD	01/09/23	4009		£247.00	£0.00	£247.00	RLOS	New Forest District Council	NFDC Rates Cemetery September 2023	3200/1/5
			4010/1	£87.68	£14.61	£73.07	RLOS	UK Fuels Ltd	Fuel for hand held machines	3000/1/10
DD 10	06/09/23	4010	RTC805342	£87.68	£14.61	£73.07		UK Fuels Ltd	Fuel for hand held machines	3000/1/10
DD 2	06/09/23	4011		£32.34	£5.39	£26.95	RLOS	Sky Business	05/09/23 - 04/10/23	3802/2/5
			3979/1	£54.00	£9.00	£45.00	P&F	Breakthrough Communications	To book one place for Jo Hurd	2310/2
1694	11/09/23	3979	RTC805360	£54.00	£9.00	£45.00		Breakthrough Communications	Training Session - Communicating with your Community (Part 1) - 5 September 2023	2310/2
1695	11/09/23	3983		£68.75	£0.00	£68.75	P&F	Rae Frederick	Councillors Allowance - August 2023	2200/1/3
DD	11/09/23	4012		£314.83	£14.99	£299.84	RLOS	Yu Energy	01/08/23 - 31/08/23	3802/1/3
FPI	11/09/23	4013		£124.09	£20.68	£103.41	P&F	Brightwater	Fees September 2023	2400/19
			3994/1	£90.00	£0.00	£90.00	RLOS	Mike Coakley	To fit 1 new LED strip light in Cemetery Office	3200/2/1
			3994/2	£350.00	£0.00	£350.00	RLOS	Mike Coakley	LED Lights for Carvers Pavilion Shower Rooms	3000/2/2
1696	12/09/23	3994	RTC805389	£440.00	£0.00	£440.00		Mike Coakley	To fit 1 LED Strip light in Cemetery Office. To fit 4 new LED lights in Shower rooms in Carvers Pavilion.	3200/2/1
			3995/1	£284.40	£47.40	£237.00	P&F	Edge IT Systems Ltd	Edge Finance upgrade from band 6 to band &, 2023/24 only	2000/1/15
			3995/2	£20.40	£3.40	£17.00	P&F	Edge IT Systems Ltd	admin charge - edge finance upgrade	2000/1/15
1697	13/09/23	3995	RTC805357	£304.80	£50.80	£254.00		Edge IT Systems Ltd	Upgrade of Edge Finance to band 7	2000/1/15
			3996/1	£280.32	£46.72	£233.60	RLOS	Tudor Environmental	4 x 5 ltr weedkiller	3000/2/9
1698	13/09/23	3996	RTC805397	£280.32	£46.72	£233.60		Tudor Environmental	4 X 5 LTR weedkiller.	3000/2/9
			3997/1	£26.42	£4.40	£22.02	RLOS	Hampshire County Council	816200 Toilet rolls	3200/1/4
			3997/2	£26.09	£4.35	£21.74	RLOS	Hampshire County Council	816100 Paper towels	3200/1/4
			3997/3	£25.54	£4.26	£21.28	RLOS	Hampshire County Council	570148 Bleach	3200/1/4
1699	13/09/23	3997	RTC805400	£78.05	£13.01	£65.04		Hampshire County Council	Cleaning supplies for cemetery	3200/1/4
			3998/1	£70.00	£0.00	£70.00	RLOS	Ringwood Pest Control	wap nest in Cemetery	3200/2/5
1670	13/09/23	3998	RTC805398	£70.00	£0.00	£70.00		Ringwood Pest Control	Wasp nest near main path in Cemetery.	3200/2/5

Paid Expenditure Transactions

Start of year 01/04/23

paid between 01/09/23 and 30/09/23

A

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading	
			3999/1	£70.00	£0.00	£70.00	RLOS	Ringwood Pest Control	Wasp nest in Cemetery	3000/2/13
1671	13/09/23	3999	RTC805405	£70.00	£0.00	£70.00		Ringwood Pest Control	Wasp nest in Cemetery by front wall and path.	3000/2/13
			4000/1	£40.01	£6.67	£33.34	RLOS	Site Safety Ltd	replacement Jacket for grounds operative.	3000/1/5
1672	13/09/23	4000	RTC805404	£40.01	£6.67	£33.34		Site Safety Ltd	1 replacement jacket for Grounds operative.	3000/1/5
			4001/1	£244.21	£40.70	£203.51	RLOS	New Forest Ice Cream	ice cream for resale	3802/3/1
1673	13/09/23	4001	RTC805408	£244.21	£40.70	£203.51		New Forest Ice Cream	food for resale	3802/3/1
			4002/1	£119.41	£19.90	£99.51	RLOS	New Forest Ice Cream	food for resale	3802/3/1
1674	13/09/23	4002	RTC805416	£119.41	£19.90	£99.51		New Forest Ice Cream	food for resale	3802/3/1
			4003/1	£138.06	£23.01	£115.05	RLOS	Peter Noble Ltd	To check Battery and purchase new for J/D ride on mower	3000/3/2
1675	13/09/23	4003	RTC805410	£138.06	£23.01	£115.05		Peter Noble Ltd	To check and purchase New Battery for J/D Ride on mower.	3000/3/2
			4004/1	£19.19	£3.20	£15.99	RLOS	Comax UK Ltd	paper bags	3802/3/1
1676	13/09/23	4004	RTC805418	£19.19	£3.20	£15.99		Comax UK Ltd	paper bags for food x 250	3802/3/1
			4005/1	£54.00	£9.00	£45.00	RLOS	Letters & Logos Ltd	skate jam promotione	3802/2/1
1677	13/09/23	4005	RTC805422	£54.00	£9.00	£45.00		Letters & Logos Ltd	signs for skate jam	3802/2/1
			4006/1	£2,168.09	£361.35	£1,806.74	RLOS	ACS Testing	Stage 1, Poulner Lakes investigation	3000/1/3
1678	13/09/23	4006	RTC805278	£2,168.09	£361.35	£1,806.74		ACS Testing	Environmental investigation services	3000/1/3
			4007/1	£780.00	£130.00	£650.00	RLOS	Spruce Town Planning Ltd	Initial advice about Carvers sheds	3350/2
1679	13/09/23	4007	RTC805421	£780.00	£130.00	£650.00		Spruce Town Planning Ltd	Professional planning services	3350/2
FPI	13/09/23	4014		£24.41	£4.07	£20.34	P&F	Brightwater	Fees - September 2023 2	2400/19
BP	14/09/23	4015		£8,853.33	£0.00	£8,853.33	P&F	Hampshire County Council	Pension - August 2023	2600/1/3
FPI	15/09/23	4016		-£115.22	-£5.49	-£109.73	P&F	Smartest Energy	Credit for Greenways	2100/2
			4017/1	£448.77	£59.79	£388.98	RLOS	Booker	food for resale	3802/3/1
Lloyds CC Sep 23 1	18/09/23	4017	RTC805406	£448.77	£59.79	£388.98		Booker	order 82292954 paid on Kelvin Credit Card	3802/3/1
			4020/1	£2.79	£0.47	£2.32	RLOS	Amazon	football valves	3802/2/1
Lloyds CC Sep 23 2	18/09/23	4020	RTC805407	£2.79	£0.47	£2.32		Amazon	football pump valves x10	3802/2/1
			4021/1	£207.99	£0.00	£207.99	P&F	Harrison-Keen Builders	Additional works to those listed in 805217	2100/3

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Start of year 01/04/23

paid between 01/09/23 and 30/09/23

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1682	18/09/23	4021	RTC805427	£207.99	£0.00	£207.99		Harrison-Keen Builders	Buildings maintenance work	2100/3
		4023/1		£154.55	£25.76	£128.79	RLOS	The Sign Maker	Memorial Plaque	3200/2/9
1683	18/09/23	4023	RTC805423	£154.55	£25.76	£128.79		The Sign Maker	6" x 4" Memorial Plaque with stake for ██████████ Cast Aluminium - radius corners. Background - Brown. Letters - Polished silver Plaque cost £117.46 + P&P £11.33 = £128.79 + VAT = £154.55	3200/2/9
		4039/1		£1,654.43	£0.00	£1,654.43	P&F	Harrison-Keen Builders	Roof repair	2100/3
1681	18/09/23	4039	RTC805462	£1,654.43	£0.00	£1,654.43		Harrison-Keen Builders	Urgent property maintenance work (replaces previous PO dated 12/05/23 no.805203)	2100/3
		4047/1		£24.99	£4.17	£20.82	RLOS	Amazon	Pack of 2 combination padlocks for Carvers Bollards.	3350/5
		4047/2		£4.99	£0.83	£4.16	RLOS	Amazon	P/P Costs	3350/5
Lloyds CC Sept 23 3	18/09/23	4047	RTC805403	£29.98	£5.00	£24.98		Amazon	2 combination padlocks for Carvers Bollards. P/P Costs,	3350/5
DD	20/09/23	4048		£317.42	£52.90	£264.52	P&F	Elite Business Systems UK Ltd (EBS Telecoms)/BT Openreach	September 2023 calls	2000/1/11
1684	21/09/23	4024	RTC805385	£91,187.80	£15,197.97	£75,989.83	RLOS	Knights Brown Construction Limited	Football development project valuation number 3	3350/10
DD	21/09/23	4049		£125.49	£5.98	£119.51	PT&E	SSE Southern Electric	August 2023	4000/1/2
DD	22/09/23	4019		£7,175.93	£0.00	£7,175.93	P&F	Inland Revenue	August 2023	2600/1/2
DD	25/09/23	4018		£27,858.14	£0.00	£27,858.14	P&F	Salaries	September 2023	2600/1/1
DD	27/09/23	4050		£26.04	£1.24	£24.80	P&F	British Gas	Greenways 08/08/23 - 07/09/23	2100/1
		3546/1		£60.84	£0.00	£60.84	RLOS	Taste Vending Ltd	coffee beans	3802/3/1
		3546/2		£18.00	£3.00	£15.00	RLOS	Taste Vending Ltd	cleaning tablets	3802/3/1
1688	28/09/23	3546	RTC805040	£78.84	£3.00	£75.84		Taste Vending Ltd	Coffee for resale and cleaning tablets 41903	3802/3/1
		4022/1		£105.18	£0.00	£105.18	RLOS	Taste Vending Ltd	coffee for resale	3802/3/1
1685	28/09/23	4022	RTC805424	£105.18	£0.00	£105.18		Taste Vending Ltd	coffee for resale	3802/3/1
		4025/1		£60.84	£0.00	£60.84	RLOS	Taste Vending Ltd	coffee beans	3802/3/1

Paid Expenditure Transactions

Start of year 01/04/23

paid between 01/09/23 and 30/09/23

A

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading	
1686	28/09/23	4025	RTC805156	£60.84	£0.00	£60.84		Taste Vending Ltd	coffee beans	3802/3/1
		4026/1		£50.00	£0.00	£50.00	RLOS	Taste Vending Ltd	Cappuccino topping	3802/2/2
1687	28/09/23	4026	RTC805210	£50.00	£0.00	£50.00		Taste Vending Ltd	Cappuccino topping (replaces PO 805206 which was pverwritten at year end)	3802/2/2
		4027/1		£7,602.00	£1,290.00	£6,312.00	P&F	Laceys Solicitors	Supply of legal services in July 2023	2400/21
		4027/2		£3,000.00	£500.00	£2,500.00	P&F	Laceys Solicitors	Supply of legal services in Aug. & Sept.	2400/21
1689	28/09/23	4027	RTC805439	£10,602.00	£1,790.00	£8,812.00		Laceys Solicitors	Supply of legal services	2400/21
PAY	28/09/23	4051		£18.04	£0.00	£18.04	P&F	Lloyds Bank	Bank charges September 2023	2000/1/18
		4060/1		£165.50	£7.88	£157.62	RLOS	Utility Warehouse	Energy	3200/1/1
		4060/2		£32.00	£5.33	£26.67	RLOS	Utility Warehouse	Mobile	3000/1/6
		4060/3		£31.20	£5.20	£26.00	RLOS	Utility Warehouse	Phone & Broadband	3000/1/6
		4060/4		£2.40	£0.40	£2.00	RLOS	Utility Warehouse	Club	3200/1/1
DD 1	29/09/23	4060		£231.10	£18.81	£212.29		Utility Warehouse	UW Cemetery August 2023	3200/1/1
		4061/1		£20.60	£3.43	£17.17	RLOS	Utility Warehouse	Mobile	3000/1/6
		4061/2		£2.40	£0.40	£2.00	RLOS	Utility Warehouse	Club	3000/1/6
DD 2	29/09/23	4061		£23.00	£3.83	£19.17		Utility Warehouse	UW Groundsmans mobile August 2023	3000/1/6
		4062/1		£198.65	£33.11	£165.54	RLOS	Utility Warehouse	Energy	3000/1/1
		4062/2		£2.40	£0.40	£2.00	RLOS	Utility Warehouse	Club	3000/1/1
DD 3	29/09/23	4062		£201.05	£33.51	£167.54		Utility Warehouse	UW Sports Pavilion August 2023	3000/1/1
NFDC Tfr6	29/09/23	4064		£9.79	£0.00	£9.79	P&F	New Forest District Council	NFDC Tfr6 Credit card charges September 2023	2000/1/18
NFDC Tfr6	29/09/23	4065		£71.14	£0.78	£70.36	RLOS	New Forest District Council	NFDC Tfr6 Purchases for café resale 21/08/23	3802/3/1
NFDC Tfr6	29/09/23	4066		£89.63	£0.00	£89.63	RLOS	New Forest District Council	NFDC Tfr6 Purchase for café sales 28/08/23	3802/3/1
NFDC Tfr6	29/09/23	4067		£35.34	£0.00	£35.34	RLOS	New Forest District Council	NFDC Tfr6 Purchases for café resale 04/09/23	3802/3/1
NFDC Tfr6	29/09/23	4068		£14.80	£0.00	£14.80	RLOS	New Forest District Council	NFDC Tfr6 Purchases for café sales 11/09/23	3802/3/1
NFDC Tfr6	29/09/23	4069		£3.73	£0.00	£3.73	RLOS	New Forest District Council	NFDC Tfr6 Purchases for café resale 18/09/23	3802/3/1
		4070/1		£20.75	£0.00	£20.75	Counc	Ringwood Town Council	Milk etc	10000

Paid Expenditure Transactions

Start of year 01/04/23

A

paid between 01/09/23 and 30/09/23

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading	
			4070/2	£5.00	£0.00	£5.00	Counc	Ringwood Town Council	Wipes	10000
			4070/3	£20.00	£0.00	£20.00	Counc	Ringwood Town Council	Allotments keys SR7 & UK50A	10000
Petty Cash Sep 23	29/09/23	4070		£45.75	£0.00	£45.75		Ringwood Town Council	Petty Cash September 2023	10000
Total				£155,521.91	£17,966.65	£137,555.26				

POLICY AND FINANCE COMMITTEE 18th OCTOBER 2023**BANK BALANCES & PROPOSED TRANSFERS**

Account Name	Predicted	Actual at	Predicted	Proposed Transfers		Predicted
	31/09/2023	31/09/2023	Movement	Cash Out	Cash In	31-Oct-23
	£	£	£	£	£	£
Imprest (Current) Account	81,438	449,539	-470,000		100,000	79,539
Business Account	30,110	30,144	50,000			80,144
Investment Accounts	1,235,000	985,000	250,000	-100,000		1,135,000
Petty Cash - Imprest	170	124				124
Petty Cash - Carvers Clubhouse	50	50				50
VIC Change Float	50	50				50
Information Desk Float	75	75				75
TOTAL BANK BALANCES	1,346,893	1,464,982	-170,000	-100,000	100,000	1,294,982

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

PROPOSED TRANSFER AUTHORISATIONS:

DATE

18/10/23

18/10/23

Investment Accounts	CCLA	Instant access
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Notes:

- | | | |
|----------|---|----------------|
| 1 | Imprest Account | £ |
| | Anticipated net expenditure to end October | 220,000 |
| | Less VAT return | -50,000 |
| | plus transfers 1st week of October | 300,000 |
| | Net anticipated movement on imprest account | 470,000 |
| 2 | Investment Maturity | |
| | No investments due to mature | |
| 3 | The bank accounts were reconciled at 30th September | |
| 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 – 18thth October 2023
BUDGETARY CONTROL Quarter 2 – April to September 2023

1. BACKGROUND

- 1.1 The purpose of this report is to provide Members with a budget monitoring report for the first half of the financial year 2023-24. A revised budget for the year is being prepared and will be presented to the November meeting. As previously reported, the original approved budget for the year may be summarised as follows:

	£
Revenue Expenditure	868,217
Capital Expenditure	781,000
Plus transfers to earmarked reserves	33,600
Less Revenue Income	-288,311
Less Capital Income (grants)	-641,170
Less transfers from earmarked reserves	<u>-142,810</u>
Net budget requirement	610,524
Funded by:	
Council Tax	610,429
Plus transfer from the General Reserve	<u>95</u>
	610,524

- 1.2 At the start of the year the Town Council held reserves of £634,461 including rent & key deposits. The budget includes provision to add funds of £33,600 in accordance with the reserves policy. However, there are some remaining commitments to fund schemes approved in earlier years that have slipped into the current year and these are expected to deplete reserves by some £11,000. These plans will also see a further reduction in reserves of £142,905 before any additional receipts, or calls on reserves, are considered. Members should note, however, that additional receipts of £7,500 in respect of the football development project, ££896 in respect of CIL, £28,000 in respect of Bickerley costs and £244 in respect of key deposits have been received as at the 30th September. A further £3,336 CIL funds and £10,000 developer's contributions have been received in early October. 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 figure before transfers to and from reserves.

2. INCOME & EXPENDITURE TO THE END OF SEPTEMBER 2023

- 2.1 Total receipts to the end of September amount to £1,502,219 but this includes £610,429 precept, £738,271 in respect of the football development project (grants plus borrowing) and £8,940 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 £24,000 was received during September in respect of legal costs recovered. Income received to date against the revenue budget therefore amounts to £125,625, which is 43.6% of the budgeted figure for the year.
- 2.2 This is somewhat less than half of the planned budget at the mid point of the year, assuming a linear profile, but the variance is mainly due to timing differences with a number of larger receipts expected later in the year. However as previously noted there are two significant variances which will continue be monitored closely as the year progresses. These include:

- Interest receipts - £17,772 has been received to the end of September which. This is now expected to exceed £35,000 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 £25,000 on the original budget prediction.
- Cemeteries income stands at £13,968 which is just 31% of the budget. It now appears probable that there will be a budget shortfall of almost £15,000 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 improved over the last month and are expected to continue doing so.

- 2.3 Income is therefore remains broadly on track to meet the budget with the increased interest receipts more than compensating for the lower than expected cemetery receipts and all other variances explained by timing differences. Preliminary work on the revised budget suggests a modest, circa £10,000, increase in revenue income.
- 2.4 Expenditure to the end of September totalled £799,148. A credit balance on the tax and pensions control account, pending settlement of monies due to the Inland Revenue and Hampshire County Council, adds £16,912 whilst expenditure in respect of the current year, paid in 2022/23 adds a further £7,468, making expenditure to the end of September £823,528. Excluding capital expenditure of £396,839 and carried over expenditure funded from reserves of £9,920 reduces this to £414,622. This is 47.8% of the annual budget, which is a modest underspend to date (of just under £20,000), 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 not yet been settled but was estimated at 7%. The delayed pay award accounts for around £18,000 of the underspend.
- 2.6 Other emerging variances include:
- Gateway costs. These costs are notified to the Council after the year end, once costs from all of the partners have been confirmed. In 2022/23, we allowed for a contribution of £36,000 but the invoice, recently received, was for £47,100, due to some additional costs in respect of the heating system and increased utilities bills. The budget estimate for the current year has been subsequently been increased by £15,000.
 - NFDC have also notified us of the likely costs of the recent local elections which will fall on te Town Council. These costs are estimated to be £14,800, the bulk of which will be funded from the election reserve. However, as insufficient funds exist in the reserve, around £1,500 will fall on the revenue account. Contributions to the elections reserve will have to reviewed to ensure that sufficient funds are available for future elections and by elections.
 - Members recently approved additional CCTV coverage in the town for which the additional annual cost is expected to be £1,500
 - The Town Council has incurred expenditure in the current year of £20,462 in respect of the Bickerley dispute. Members should note that costs of £24,000 have been recovered, which essentially increases the reported underspend to around £40,000.
 - Additional legal fees of £2,500 have been incurred in connection with 10 Acre Field.2.7
- 2.7 A detailed revised budget is currently being prepared and will be circulated to members as a component of the "Sandbox" budget model. Current indications are that revenue income is likely to increase in aggregate by £36,000, largely as a result of increased interest receipts, whilst revenue expenditure is likely to increase by £64,000, of which £23,000 will be funded from earmarked reserves. It now appears likely that there will be a small budget deficit of around £5,000 by year end but every effort will be made to manage this down in the second half of the year.

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 Sept 2023
• Football Development Project	£750,000	£396,839
• Columbarium	£31,000	£0
• Battery powered tools purchase (approved 22/23)	-	£9,920
• Carvers Workshops/Sheds feasibility (approved 21/22)	-	£925
• Carvers Recreation Ground Improvements (approved 21/22) -	-	£1,019
• Open Space security measures (approved 23/24)	-	£94
• Memorial Tree & Bench (approved 23/24)	-	<u>£110</u>
Total	£781,000	£408,907

- 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 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 Current budget plans and existing commitments will reduce reserves by £531,285 before any additional receipts are taken into account. Further receipts of £514,432 have been received as at the end of September 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 £542,752 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 Members note the balances of Reserves.

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Financial Budget Comparison

Comparison between 01/04/23 and 30/09/23 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	
INCOME					
Policy & Finance					
280	Carvers Club House Income	£0.00	£0.00	£0.00	
999	Suspense	£0.00	£0.00	£0.00	
Total Policy & Finance		£0.00	£0.00	£0.00	
Recreation, Leisure & Open Spaces					
300	Revenue Income (RLOS)	£48,418.00	£0.00	£8,444.67	-£39,973.33
310	Events	£28,000.00	£0.00	£4,988.75	-£23,011.25
320	Cemetery Income	£44,512.00	£300.00	£13,967.74	-£30,844.26
330	Allotment Income	£6,012.00	£0.00	£961.07	-£5,050.93
350	Capital Income	£641,170.00	£0.00	£738,271.00	£97,101.00
380	Carvers Clubhouse	£25,273.00	£0.00	£17,973.76	-£7,299.24
Total Recreation, Leisure & Open Spaces		£793,385.00	£300.00	£784,606.99	-£9,078.01
Planning, Town & Environment					
400	Income	£1,100.00	£0.00	£1,100.00	£0.00
Total Planning, Town & Environment		£1,100.00	£0.00	£1,100.00	£0.00
Council					
100	Precept	£610,429.00	£0.00	£610,429.00	£0.00
102	Interest Business A/c	£0.00	£0.00	£143.90	£143.90
110	Client Deposits	£0.00	£0.00	£0.00	£0.00
200	Revenue Income	£134,996.00	£8,640.40	£105,939.59	-£37,696.81
Total Council		£745,425.00	£8,640.40	£716,512.49	-£37,552.91
Total Income		<u>£1,539,910.00</u>	<u>£8,940.40</u>	<u>£1,502,219.48</u>	<u>-£46,630.92</u>

Financial Budget Comparison

Comparison between 01/04/23 and 30/09/23 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
EXPENDITURE					
Policy & Finance					
2000	Establishment	£124,141.00	£0.00	£49,628.27	£74,512.73
2100	Maintenance	£39,402.00	£0.00	£4,852.20	£34,549.80
2200	Democratic Process (members Costs)	£13,375.00	£0.00	£6,599.44	£6,775.56
2210	Grants	£5,000.00	£0.00	£0.00	£5,000.00
2300	Employee Costs- Allocated Office Staff	£114,397.00	£0.00	£55,048.61	£59,348.39
2310	Employee overhead Costs	£4,160.00	£0.00	£1,155.00	£3,005.00
2400	Other	£37,193.00	£0.00	£29,003.50	£8,189.50
2500	Capital Financing	£53,546.00	£0.00	£15,772.95	£37,773.05
2501	Capital	£0.00	£0.00	£0.00	£0.00
2600	Wages Control Account	£0.00	£0.00	-£16,911.79	£16,911.79
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
Total Policy & Finance		£391,214.00	£0.00	£145,148.18	£246,065.82
Recreation, Leisure & Open Spaces					
3000	Recreation & Leisure (Other)	£54,514.00	£0.00	£42,525.79	£11,988.21
3001	RL&OS -Employee Costs	£170,257.00	£0.00	£80,022.21	£90,234.79
3002	Employee Costs	£2,000.00	£0.00	£995.00	£1,005.00
3100	Events	£24,800.00	£0.00	£17,146.64	£7,653.36

Financial Budget Comparison

Comparison between 01/04/23 and 30/09/23 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	
3101	Events - Employee Costs	£13,108.00	£0.00	£7,060.51	£6,047.49
3200	Cemetery	£10,494.00	£0.00	£4,509.99	£5,984.01
3201	Cemetery -Employee Costs	£55,759.00	£0.00	£26,288.20	£29,470.80
3300	Allotments	£2,414.00	£0.00	£851.61	£1,562.39
3301	Allotments -Employee Costs	£18,994.00	£0.00	£9,014.94	£9,979.06
3350	Capital Expenditure	£781,000.00	£0.00	£398,986.27	£382,013.73
3801	Youth Services Employee costs	£59,971.00	£0.00	£29,199.22	£30,771.78
3802	Carvers Clubhouse	£35,830.00	£0.00	£21,708.24	£14,121.76
Total Recreation, Leisure & Open Spaces	£1,229,141.00	£0.00	£638,308.62	£590,832.38	
Planning, Town & Environment					
4000	Planning, Town & Environment	£2,872.00	£0.00	£2,575.15	£296.85
4001	Employee Costs	£25,990.00	£0.00	£12,546.17	£13,443.83
4050	Capital Expenditure	£0.00	£0.00	£495.00	£-495.00
Total Planning, Town & Environment	£28,862.00	£0.00	£15,616.32	£13,245.68	
Council					
10000	Petty Cash - Office	£0.00	£0.00	£-0.03	£0.03
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
Total Council	£0.00	£0.00	£-0.03	£0.03	
Total Expenditure	£1,649,217.00	£0.00	£799,073.09	£850,143.91	

Financial Budget Comparison

Comparison between 01/04/23 and 30/09/23 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
Total Income	£1,539,910.00	£8,940.40	£1,502,219.48	-£46,630.92
Total Expenditure	£1,649,217.00	£0.00	£799,073.09	£850,143.91
Total Net Balance	-£109,307.00		£703,146.39	

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RESERVES AND PROVISIONS - MOVEMENT & BALANCES

1st April 2023 to 31st March 2024

	Actual Balance 01/04/23 £	Planned and Proposed Movements 2023/24:				Capital & Other Receipts £	between provisions £	Estimated Balance 31/03/24 £
		from Revenue £	to revenue					
			base budget £	Growth £				
<u>EARMARKED PROVISIONS</u>								
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		-9,920			34,652	
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	2,241					3,052	
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	1,400	
Neighbourhood Plan	1,227	0		0			1,227	
Football development Project	81,542	0		-175			81,367	
Budget Underspend retained for use in 2022/23*	1,290	0					1,290	
Total Provisions	302,377	35,841	-1,750	-44,323	375	1,500	294,020	
<u>RESERVES</u>								
Earmarked Reserves:								
Dev Contribs	5,560		-1,000	0	10,000		14,560	
Cem Maint	750		-230	0			520	
Dev Cons(CIL)	25,293			-14,000	4,232		15,525	
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	
Total Earmarked Reserves and Provisions	357,258	35,841	-503,446	-58,323	514,432	2,046	347,808	
General Reserve	259,040			-5,357		-2,046	251,637	
Key & Rent Deposits	18,163				244		18,407	
Total Reserves & Customer Deposits	634,461	35,841	-503,446	-63,680	514,676	0	617,852	

REPORT TO POLICY & FINANCE COMMITTEE – 18thth October 2023
BUDGET PREPARATION UPDATE

1. BACKGROUND

- 1.1 The purpose of this report is to provide Members with an update on progress towards providing a revised budget for the current year and preparation of the capital and revenue budgets for 2024/25.
- 1.2 A key component of the annual revenue budget is the contribution to earmarked reserves. In 2023/24 funds of £33,600 were set aside in accordance with the reserves policy. However, it has become apparent that in some cases the level of reserves is not adequate to meet the needs of the Council. The reserves policy is include at Appendix 1.
- 1.3 A draft revised budget has been prepared and is included at Appendix 2. This takes into account known changes to date but it will be developed further over the next two months.
- 1.4 Preparation of the budget for 2024-2025 is at an early stage. As in previous years, the Sandbox budget model will be used to model the impact of a range of variables and budget changes. A copy of the input page of the model is included at Appendix 3

2. RESERVES POLICY

- 2.1 The reserves policy describes each of the Town Council earmarked reserves and how they will be managed. The policy also sets out how much of the Council's revenue budget should be set aside each year to build and sustain those reserves.
- 2.2 The reserves have been put under strain in recent years because of the decision to reduce the annual contribution to the reserves coupled with a heavier reliance on reserves to meet unplanned expenditure such as vandalism repairs. In particular, the elections reserve has insufficient funds to meet the anticipated costs of the recent elections and the annual contribution needs to be increased.
- 2.3 Similarly, the Vehicles and Machinery reserve is insufficient to meet the predicted future costs of replacing such equipment as it comes to end of life. Further work is being done determine the necessary annual contributions but it is likely to be an increase to around £15,000 per annum.
- 2.4 The general reserve is currently £259,000. This is 42% of the annual precept, or around 30% of annual expenditure. The general reserve exists to meet unplanned and unavoidable costs and the current amount is at the lower end of what have previously considered prudent (i.e around 50% of the annual precept).
- 2.5 Earmarked reserves exist to meet future anticipated expenditure. The Town Council holds, in addition, a range of non earmarked capital reserves. These include developer's contributions, CIL receipts and other capital receipts and these are available to be applied to capital schemes subject to such schemes meeting any requirements of the reserve.
- 2.6 Members are invited to consider the reserves policy and in particular, the level of annual contributions that should be applied and built into the budget plans for next year,

3. REVISED BUDGET 2023-2024

- 3.1 A draft revised budget has been prepared based on income and expenditure to date together with known changes and pressures. The net effect of all the known changes is an increase in net costs of just over £5,000. It is likely, however, that this overspend can be managed down in the second half of the year.

- 3.2 As discussed in the budget monitoring report, the main revisions to the income budget centre on the additional income generated through investments, mitigated by the disappointing cemetery receipts. The most significant changes to the expenditure budget arise from additional costs of the Gateway Building, the costs of the recent election and additional small tools costs which slipped from last year. Both the election costs and the small tools costs will largely be met from reserves.
- 3.3 The costs of the Bickerley litigation have been met from the settlement received.
- 3.4 The Capital budget has increased dramatically, from £781,000 to £2,095,000. This is almost entirely due to the football Development project for which much of the expenditure had been anticipated in 2022/23. The project is progressing well and most of the expenditure is expected to be incurred in the current year with just residual amounts and retentions falling into 2024/25.
- 3.5 All capital expenditure is met from reserves, grants, borrowing and other contributions and so does not impact the revenue budget directly. Ongoing capital charges (borrowing costs) will be met from additional income.
- 3.6 A summary of the revised budget is included at Appendix 2 and will be presented, in detail, at the November meeting.

4. BUDGET 2024-25

- 4.1 Work has commenced on the preparation of the annual revenue and capital budgets for the financial year 2024-2025. However, there are a number of factors which require some guidance from members.
- 4.2 The annual revenue budget is prepared on an incremental basis, i.e. individual budget are rolled over and adjusted for inflation and known changes. A copy of the budget model ("Sandbox") input sheet is included for information. A copy of the model itself will be circulated to members so that they might explore the impact of various budget assumptions.
- 4.2 In the meantime Members are invited to consider any bids for additional items to be included in the budget and, crucially, what range of increase in the Council Tax might be acceptable.

5. RECOMMENDATION

It is **recommended** that: -

- 5.1 The reserves policy be reviewed and guidance on annual contribution to reserves be given.
- 5.2 Members note the projected revised budget.
- 5.3 Members consider the progress and next steps in preparation of the draft 2024-2025 budget

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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	Proposed annual contribution	Balance 1/4/23	Purpose(s)/Function(s)	Management

Schedule of reserves				
Title	Proposed annual contribution	Balance 1/4/23	Purpose(s)/Function(s)	Management
Ear-marked provisions and reserves				
I.T. & Equipment Fund	£2,700	£22,900	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. New technology is expected to reduce this to £30,000. Annual contributions of £2,700 to bring the reserve back to this level by 2026
Gateway Fund	£0	£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 contribution to 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	£1,000	£23,533	To meet expected future capital costs of either extending or improving the cemetery owned and managed by the Council or of maintenance works to 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.	This fund is expected to be completely applied towards the Columbarium project in FY2023/24. Thereafter contributions of £1,000pa to build and maintain reserve of £10,000
Elections Fund	£5,000	£12,542	To meet expected future demands for contributions towards the costs of elections to membership of the council (both predictable and non-predictable) (not currently expected to exceed £20,000)	Annual contributions of £5,000 from FY 2024-25 to achieve a target balance of £20,000 in an election year
Vehicle & Machinery Fund (currently under review)	£11,000+	£33,572	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 in 2023-24, and monitor funds against projected investment to achieve a consistent call on the revenue account.

Schedule of reserves				
Title	Proposed annual contribution	Balance 1/4/23	Purpose(s)/Function(s)	Management
Play Equipment Fund	£6,900	£8,716	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)	We drew heavily on this fund for essential safety surfacing repairs in 2021-22 and 2022-23. We now plan to make annual contributions of £6,900 to achieve a total of £40,000 by FY 2026/27.
Carvers Clubhouse Equipment Fund	£1,000	£4,682	To meet the capital costs of any equipment purchases, replacements or enhancements.	Annual contribution of £1,000 from 2024/25
Ringwood Events Fund		£811	<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	£5,500	£61,667	To act as a sinking fund to cover costs of major building repairs (for which the Council is liable) at Greenways, Carvers Clubhouse or 92 Southampton Road (not currently expected to exceed £75,000)	We will transfer £5,500 each year into this fund to achieve a total of £75,000 by FY 2030-31, at which point contributions will be reconsidered and possibly suspended until funds are applied.
Carvers Recreation Ground Fund		£4,363	To Develop a masterplan for the entire site	We plan to draw these funds in 2023-24 for the development of the strategic plan. Contributions in later years will be assessed in light of development plans yet to be agreed.
Carvers Sheds Feasibility		£4,000	To fund the "feasibility study" for redeveloping the sheds as a hub for the grounds team	As above.

Schedule of reserves				
Title	Proposed annual contribution	Balance 1/4/23	Purpose(s)/Function(s)	Management
Infrastructure & Open Spaces Fund	£3,000	£15,370	To meet the costs of: <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 £3,000 unless and until the fund total reaches £24,000 at which point contributions will be reconsidered and possibly suspended until funds are applied.
Memorial Lantern		£1,161	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 applied in 2023/24
Neighbourhood Plan		£1,227	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 FY2023/24
Football development Project		81,542	This fund was created during 2022/23 to hold grants, developer's contributions and other funds held on behalf of the football development project at Long Lane	This fund will be fully exhausted by the football development project
Budget Underspends from 21/22		£1,290	This reserve was created to allow a limited number of specific budget underspends to be available for use in the following year.	The reserve will be fully exhausted during the year
Capital reserves				
Developer Contributions		£5,560	Contributions received towards the cost of facilities and infrastructure pursuant to planning obligations entered into under section 106 Town & County Planning Act 1990. A further contribution of £10,000 was received in 2023/24 in respect of Crow Stream flood prevention	Officers will bring forward proposals for making use of these funds when suitable opportunities become apparent.
Cemetery Maintenance		£750	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 2026-27)

Schedule of reserves				
Title	Proposed annual contribution	Balance 1/4/23	Purpose(s)/Function(s)	Management
Community Infrastructure Levy		£25,293	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		£18,942	Proceeds from past sales of Council-owned assets (currently standing at £18,942). It is proposed that the balance of this reserve be transferred to the vehicle replacement fund	Officers will bring forward proposals for making use of these funds by purchase of suitable assets when appropriate needs become apparent.
Grants Unapplied		£4,335	Unused balances from grants received currently standing at £4,335 with a further £1,118 received in 2022-23	This is the balance of the COVID relief grant received in 2020/21. £4,071 and will all be applied in FY2023/24
Loans Unapplied		£0	A temporary holding fund for loans received but not used (currently standing at £499,825 re the football development project, received in July 2023).	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		£259,040	<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				

Schedule of reserves				
Title	Proposed annual contribution	Balance 1/4/23	Purpose(s)/Function(s)	Management
Rent and allotments deposits		£18,163	This reserve is a device to account for rent, ground condition and key 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 deposits received or repaid during the year will be transferred to this reserve.

Adopted: xx 2023

1	2	7	8
	Committee	Original Budget 23/24 £	Revised Budget 23/24 £
	Policy & Finance		
	Expenditure	391,214	438,628
	Income	-134,996	-185,675
	Net Expenditure	256,219	252,953
	Transfers to Reserves	10,700	10,700
	Transfers from Reserves	-750	-14,292
	Growth bids and adjustments (net of transfers from reserves and income)		
	Committee net expenditure	266,169	249,361
	Recreation & Leisure		
	Expenditure	1,007,770	2,334,383
	Income	-689,588	-1,603,465
	Net Expenditure	318,182	730,918
	Transfers to Reserves	17,900	17,900
	Transfers from Reserves	-139,830	-544,606
	Growth bids and adjustments (net of transfers from reserves and income)		
	Committee net expenditure	196,252	204,212
	Events		
	Expenditure	37,908	37,053
	Income	-28,000	-29,386
	Net Expenditure	9,908	7,667
	Transfers to Reserves	0	2,241
	Transfers from Reserves	0	0
	Growth bids and adjustments (net of transfers from reserves and income)		
	Committee net expenditure	9,908	9,908
	Cemeteries		
	Expenditure	66,253	64,607
	Income	-44,512	-31,182
	Net Expenditure	21,741	33,425
	Transfers to Reserves	2,500	2,500
	Transfers from Reserves	-230	-230
	Growth bids and adjustments (net of transfers from reserves and income)		
	Committee net expenditure	24,011	35,695
	Allotments		
	Expenditure	21,408	21,850
	Income	-6,012	-6,000
	Net Expenditure	15,396	15,850

	Transfers to Reserves	0	0
	Transfers from Reserves	0	0
	Growth bids and adjustments (net of transfers from reserves and income)		
	Committee net expenditure	15,396	15,850
	Carvers Clubhouse		
	Expenditure	95,801	98,737
	Income	-25,273	-27,500
	Net Expenditure	70,528	71,237
	Transfers to Reserves	2,500	2,500
	Transfers from Reserves	-1,000	-1,546
	Growth bids and adjustments (net of transfers from reserves and income)		
	Committee net expenditure	72,028	72,191
	Planning, Town & Environment		
	Expenditure	28,862	30,764
	Income	-1,100	-1,100
	Net Expenditure	27,762	29,664
	Transfers to Reserves	0	0
	Transfers from Reserves	-1,000	-1,000
	Growth bids and adjustments (net of transfers from reserves and income)		
	Committee net expenditure	26,762	28,664

	Total Base Expenditure	1,649,216	3,026,022
	Total Income	-929,481	-1,884,308
	Total transfer to reserves	33,600	35,841
	Total Transfer from reserves	-142,810	-561,674
	Total New Bids		
	Less funded from earmarked reserves		
	Total Budget Requirement	610,525	615,881
	Precept	610,429	610,429
	Covid Relief grant	95	95
	Transfer to/-from General Reserve	-1	-5,357

BUDGET ASSUMPTIONS 2023/24

Inflation (RPI) is currently running at 9.1% (for the year to August 2023). CPIH is 6.3% for the same period whilst the CPI is 6.7%.

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:

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

1 Inflation

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

A target Council Tax increase of : 0.0%
 would increase the Council Tax to: 111.50

And require an additional transfer from reserves of: -£34,312
 which would reduce the general reserve to £ 285,948 by March 2023
 (given the assumptions in 1 - 3 on the left) or 49.6% of the annual precept

2 Council Tax Base increase

0.00%
5,474.9

An increase of 0.00% (assumption 2) will increase the Council Tax base to: 5,474.9

3 Use of General Reserve

£
0
95

The General Reserve is expected to be £251,637 at April 1st 2024. This transfer will reduce it to £251,637 by March 2025

The balance of this grant available at 31st March 2025 would then be £0,000

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	678,162
Net transfers to/from earmarked reserves	-101,927
Growth Bids & Adjustments	0
- Less funded from earmarked reserves (inc. borrowing)	0
- Less additional income generated	0
Net Budget requirement	576,235
Less funded from general reserve/Covid relief Grant	-95
Sum to be funded from Council Tax Payers (Precept)	576,140

Band D equivalent Council Tax 2024/25

105.23

The budget requirement and resulting precept, as modelled, represents an increase of -5.62 % in the Council Tax

The Council Tax for 2022/23 is £101.36 per Band D Equivalent

Summary movement on reserves:

Opening reserves 1/4/2024:	£
General Reserve	251,637
Earmarked Reserves & Provisions	347,808
Total Reserves 1/4/2024	599,445
Planned transfers in	42,053
Planned transfers out	65,042
Plus Capital Receipts 23/24	0
Less Funding for growth	0
Less use of general reserve	0

Predicted reserves 31/3/2025 :

General Reserve	251,637
Earmarked Reserves	454,903
Predicted Reserves 31/3/2024	706,540
(nb excludes rent & key deposits)	

An increase of one percent on the Council Tax will generate an increased precept of : £6,105
 For each increase of £1,000 in the precept requirement, a further £0.183 will be added to the Band D Council Tax

POLICY & FINANCE COMMITTEE

18th October 2023

UKSPF Funding Allocation

1. Introduction and reason for report

- 1.1 We have been asked by New Forest District Council to propose one or more projects suitable for funding from an allocation of £15,000.

2. Background, Options and Implications

- 2.1 The UK Shared Prosperity Fund is part of central government's Levelling-Up agenda. Out of its share of this funding, New Forest District Council recently allocated £15,000 to fund eligible projects in Ringwood. This council has been asked to suggest suitable projects as soon as possible so that these can be assessed for eligibility.
- 2.2 The Fund aims to improve pride in place and increase life chances. It is focussed on three priorities: communities and place, supporting local business and people and skills. Projects are required to promote the town centre or encourage people to come to the town centre. Funds must be spent by 31st March 2025.
- 2.3 Projects are not required to be entirely new; the funding can be used to expand existing qualifying RTC projects or activities or to link to projects which NFDC is already providing. This is probably as well since there is neither officer capacity to work up original suggestions nor time (NFDC wants suggestions immediately).
- 2.4 Officers suggest the following possibilities:
 - 2.4.1 Feasibility work on the Thriving Market Place proposal – it isn't clear quite how far £15,000 would take this work and it would be advisable to ensure political support from both NFDC and HCC before pursuing it but this work would seem to fit the communities and place and supporting local business themes particularly well
 - 2.4.2 Expanding Winter Wonderland 2024 (or one or more other events in the town centre) – even a half-share of £15,000 could make a significant difference to the scale and impact of this event which also seems to fit the communities and place and supporting local business themes
 - 2.4.3 Expanding the Easter or summer activities at Carvers in 2024 to include more work training or job opportunities for young people and volunteering opportunities for others – again, even a half-share of £15,000 could make a significant difference to the scale and impact of these activities, which seem to fit the communities and place and people and skills themes, though it is unclear at present whether it would meet the town centre relationship criterion.
- 2.5 Members are respectfully invited to put forward other suggestions if they wish and/or to delegate to officers authority to devise and advance suitable projects for funding.

3. Issues for decision and any recommendations

What projects to propose for funding out of this allocation.

For further information, contact:

Christopher Wilkins, Town Clerk
Direct Dial: 01425 484720
Email: chris.wilkins@ringwood.gov.uk

Current Projects Update

D

No.	Name	Status	Recent developments	Description and notes	Lead Officer/Member	Financing
Full Council						
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 and is scheduled to finish on 12th February 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).
Planning Town & Environment Committee						
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. Details of independent examiner awaited.	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.	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	Meeting held with NFDC & HCC on 28/11/2022 to consider a draft concept plan. Both authorities will now discuss internally to consider scope and resources required, prior to carrying out community engagement. HCC analysing survey work carried out in May to establish travel and parking patterns and vehicle, pedestrian and cyclist counts.	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		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 carrying out survey of shelters free of charge. 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.	Project to improve and promote historical significance of triangle of land at junction of Hightown Road and Castleman Way.	Ringwood Society	No financial implications.
Policy & 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.
PF8	Bickerley legal title	Concluded (Commenced Dec 2020. Resolved Sept. 2023.)	The application has been dismissed by the Tribunal and cancelled by Land Registry. The issue of legal costs has been resolved. A verbal report was given by the Town Clerk to the committee on 20th September.	An application to remove land from the Council's title has been made	Town Clerk	Staff time plus cost of external legal support (one-off budget agreed by members). Applicant has paid an agreed contribution to the Council's legal costs.

PF10	Councillors' use of email	In progress (Commenced May 2022 and substantially completed in August 2023.)	Official email accounts for all councillors in post following the recent election have been rolled-out. Officers are helping members with a few teething problems.	Providing councillors with official email accounts (and devices, if required) to facilitate compliance with data protection laws.	Town Clerk	Initial setup and ongoing software licence fees and support costs will fall on annual budgets.
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 expiring on 4th November. 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. A full report will be presented to the committee on 1st November.	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 establish planning prospects and likely cost by December 2023.)	Design and funding arrangements for a memorial wall have been agreed in principle. Officers proceeding with contract procurement.	Planning best use of remaining space, columbarium, etc.	Town Clerk	Capital budget of £25,000 (carried into an earmarked reserve)
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	
RLOS17	New allotments site	In progress (Commenced March 2020, Council is ready to complete)	Land transfer deed was sealed following the Council meeting on 25 January. Completion of the transfer awaits physical preparation of the site for handover by the developer.	The transfer to this Council (pursuant to a s.106 agreement) of a site for new allotments off Crow Arch Lane	Town Clerk	Staff time only
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 is being prepared.	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.	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

Staffing Committee

None

D

Proposed/Emerging Projects Update

No.	Name	Description	Lead	Recent developments	Progress / Status Stage reached	Estimated cost	Funding sources
Full Council							
	None						
Planning Town & Environment Committee							
	Roundabout under A31	Planting and other environmental enhancements		Area being used by 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
Policy & Finance Committee							
	Paperless office	Increasing efficiency of office space use	Cllr. Heron	Discussions with Town Clerk and Finance Manager			
Recreation, Leisure & Open Spaces Committee							
	None	(Current projects expected to absorb available resources for several years)					
Staffing Committee							
	None						

Closed Projects Report

No.	Name	Description	Outcome	Notes
Full Council				
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	
Planning, Town & Environment Committee				
	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 brideway 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	Policy & Finance Committee			
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
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	
Recreation, Leisure & Open Spaces Committee				
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
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.
Staffing Committee				
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	