

Ringwood Town Council

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

POLICY & FINANCE COMMITTEE

Dear Member

12th January 2023

A meeting of the above Committee will be held at the Forest Suite, Ringwood Gateway on **Wednesday 18th January 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 14th December 2022

5. GRANT AID

To consider a Grant Aid application from Ringwood Twinning Association (*Report A*)

6. TEN ACRE FIELD

To consider the Town Clerk's report on the assignment of the lease for ten acre field (*Report B*)

7. FINANCIAL REPORTS (*Report C*):

- a. To receive and authorise list of payments made on Imprest Account for December
- b. To note Cllr Heron's verification and signing of bank reconciliations and statements for December
- c. To note the total amount of Petty Cash payments for December
- d. To receive Statement of Town Council Balances and authorise Inter Account Transfers
- e. To receive the Finance Manager's budgetary monitoring report (Quarter 3)

8. COUNCIL BUDGET 2023 / 2024

To consider further the draft budget and precept for 2023-24 (*Report D*)

9. SCHEDULE OF MEETINGS

To approve the schedule of meetings for the period March 2023 – May 2024 (*Report E*)

10. DEFIBRILLATOR CABINET PURCHASE

To consider the Town Clerk's report and the recommendation therein to purchase a replacement defibrillator cabinet (*Report F*)

11. PROJECTS (current and proposed)

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

12. EXCLUSION OF THE PRESS AND PUBLIC

To consider exclusion of the press and public from the meeting, in accordance with the Public Bodies (Admission to Meetings) Act 1960, section 1(2), to transact business for which publicity would be prejudicial to the public interest by reason of its confidential nature (the resolution required can only be achieved through private discussions and negotiations with another party staffing matter)

13. LEGAL MATTERS

To receive a verbal update from officers on the progress of litigation and on expenditure on legal services against budget

14. UNAUTHORISED ENCAMPMENT AT POULNER LAKES

To receive a verbal report from the Town Clerk

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

Committee Members

Cllr Jeremy Heron (Chairman)
Cllr Steve Rippon-Swaine (Vice Chairman)
Cllr Andrew Briers
Cllr Philip Day
Cllr Gareth Deboos (ex-officio)
Cllr Rae Frederick (ex-officio)
Cllr John Haywood
Cllr Peter Kelleher
Cllr Gloria O'Reilly
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

POLICY & FINANCE COMMITTEE 18TH JANUARY 2023

GRANTS 2022/2023

<u>GRANTS REQUESTED</u>	<u>PREVIOUS GRANTS PAID</u>			
	2019/20	2020/21	2021/22	Requested
	£	£	£	£
Ringwood Twinning Association				1,500
				1,500

2022/23 FUNDS AVAILABLE

	£
2022/23 Budget	9,900
Total Funds available	9,900
Less Paid	6,150
Total Unspent @ 18/01/23	3,750

2022/23 GRANTS PAID TO DATE

	Min Ref	£
Poulner Junior School	F/6022	2,000
Ringwood Netball Centre	F/6033	2,000
Crowe Hill Woman's Institution	F/6074	600
Citizens Advice New Forest	F/6074	1,000
Avon Valley Concerts	F/6117	550
TOTAL		6,150

2022/23 GRANTS DEFERRED

	Meeting	Min Ref	Reason deferred

2022/23 GRANTS REJECTED

	Meeting	Min Ref	Reason Rejected
Homestart Hampshire	18/05/22	F/6033	Generic application.

Acorn Lodge
24A Oaks Drive,
St.Leonards,
Ringwood,
East Dorset,
BH24 2QT

Ringwood Town Council
Gateway Offices
Ringwood
Hants
Attn: Mr.C.Wilkins



1st January 2023

Dear Mr.Wilkins,

**Ringwood Twinning Grant Application for
Civic Reception May 2023**

Please find attached a Grant Application to cover the costs of a formal Civic Reception during the visit of the French twinning group from Pont Audemer. The group will be the largest number of participants for some years. They will be accompanied by their New Mayor and his Deputy.

Although our current bank account is showing we have more than the £1200 shown in the application we have subtracted the costs associated with other planned events during the May four-day visit. These costs include hire of transport to take visitors to planned venues eg: London and venue entrance costs and all lunches and evening meals associated with the visit. We feel it is important for Ringwood Town to reciprocate the kindness extended to the RTA members during our September 2022 Civic Reception in Pont Audemer.

The formal Civic Reception will be the main centerpiece event during the visit with both towns' Mayors and their Deputies being present. We anticipate the need to cater for 35+ people. With such an important event it is key that we select a Ringwood-based venue and utilize local service providers. Hence 100% of a grant would be spent in Ringwood.

The RTA has gone through a significant transition during the last 18 months. We have an entirely new energetic Committee that has grown our membership to 28 members at present with 4 new members joining in Q1/23. We have a plan to grow even further aiming at 40 to 45 members by the end of 2023.

All the members of the RTA want to show our town can put on a great Civic event and to do this we really do need the support of The Ringwood Town Council by supporting our grant application. Our two Towns' citizens are benefiting greatly from the increased links, cultural and leisure activities and we want this to keep growing and to include other Ringwood based associations.

We are available, if required, to elaborate on any issue, or questions, that may arise during the application review process.

Yours sincerely,



R.M.Dewin
RTA Chairman

Encls/...4 pages Grant Application Form



Ringwood Town Council Grant Aid

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

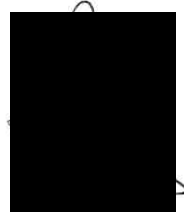
APPLICATION FOR GRANT AID

Applicant's Details

Name of Organisation requesting grant	Ringwood Twinning Association
Charity Registration Number (if appropriate)	Not Applicable
Postal Address for the organisation (if there is one)	[REDACTED]
Please tick to confirm that contact details have been provided on page 1	<input checked="" type="checkbox"/>

Details of Grant Request

Amount requested	£ 1500
What is the purpose of the grant?	To provide a Ringwood based venue with hot food and beverages for a formal CIVIC Reception for the Mayor and Pont Audemer Twinning Association Members. This would be a reciprocal arrangement. It is customary practise for each Twinning Associations town to cover the costs associated with each formal CIVIC event.



How would the people of Ringwood benefit from your receiving this grant?	<p>This event would bring direct financial benefits to the venue providers, food suppliers, caterers and beverage suppliers in our town.</p> <p>100% of any grant would be spent in Ringwood.</p> <p>The intangible benefits would be to the residents of Ringwood in growing the cultural and financial links that bring the French Towns Association members to our town.</p>	
How many Ringwood people would benefit?	Estimated to be 80 to 100	
Total cost of project	£ 1500	

Information about your Organisation

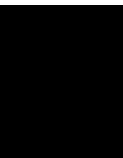
Membership: 28 current with 2023 target 40+	<p>What facilities do you provide?</p> <p>The RTA provides a unique opportunity for the residents of Ringwood to join an association that forges many types of important links with the French community of Pont Audemer. Our annual visits to each country have developed long-standing friendships, cultural and leisure links that have benefitted both communities over many years.</p> <p>Throughout each year the RTA members and their Ringwood friends are able to enjoy the many varied fund raising activities and functions the RTA Committee arranges.</p> <p>There are also opportunities for interested Ringwood members to join informal French tuition to improve our ability to communicate and gain greater enjoyment from the relationship with our French friends.</p> <p>With our new and energetic Committee the RTA have ambitious plans for local Ringwood based events that would benefit many more people in the town aimed at incorporating other local groups.</p>
Subscription: £20/yr	
Names of competing or similar organisations	There are no competing Twinning groups in Ringwood.
Please tick to confirm that payment details have been provided on page 1	<input checked="" type="checkbox"/>

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

Cash in hand: £1200 NB: This is expected nettt amount after May 2023 visit expenses.	Annual income: £500 to £700
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Other sponsoring bodies and amounts donated by them	None	£0
	None	£0
	None	£0
Have you applied, or do you intend to apply, to any other sponsoring bodies for funding? If so, please give details.	The RTA has not made, and does not intend on making any other application to any other organisation.	

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



POLICY & FINANCE COMMITTEE

18th January 2023

Ten Acre Field

1. Introduction and reason for report

- 1.1 Officers at New Forest District Council (NFDC) have asked if this Council would be willing to take over the leasehold interest in this site from NFDC.

2. Background, Options and Implications

- 2.1 In 1993 NFDC bought a leasehold interest in the land edged red on the plan annexed (locally known as “Ten Acre Field”). In return for a single payment of £45,000, NFDC was granted a term of 30 years from 15th July 1993 (i.e. ending on 14th July 2023) at a nil rent. Use was restricted to “recreational playing fields for the playing or games under proper supervision including the provision of premises for the use of clubs and societies having athletic, social or recreational objects for the purposes of providing changing facilities, parking facilities and the sale of food and drinks”.
- 2.2 In practice, the land has been used exclusively for football, having been marked out with several pitches of varying sizes suitable for different game formats (9 v 9, 7 v 7, etc.). At one time there was discussion between NFDC and this Council about a possible sub-lease but no such document was ever concluded. Instead, NFDC allowed this Council to manage the site informally. Bookings, mostly by Ringwood Town FC (RTFC) have been managed by the Council office and maintenance by the grounds team. RTFC now depends on the land for a large proportion of its operations.
- 2.3 The lease granted NFDC an option to require a further lease for an additional ten years on the same terms save that (i) a rent (being the market rent or £300 per acre whichever is the greater) should become payable and be subject to review after five years and (ii) the new lease would not include any right to a further extension of the term.
- 2.4 NFDC has served notice on the current owner of the freehold reversion exercising the option and officers were initially informed that it will only follow this through if this Council agrees (i) to take on a proper sub-lease in future and (ii) to assume responsibility for paying the rent. After further deliberation, NFDC officers have taken the view that, given these conditions, there is little point in NFDC retaining the new leasehold interest and that it might as well either assign the lease to this Council or invite the freehold owner to grant the new lease to this Council rather than NFDC.
- 2.5 This Council has little practical choice over whether to retain responsibility for maintaining the playing fields or to assume responsibility for the rent from next year; failure to do either, would likely see the land lost to use for football with grave consequences for RTFC. However, the rental cost could be passed on to AFC Bournemouth Community Sports Trust and RTFC via the emerging leasehold arrangements for the adjoining land. The main issue, therefore, is whether this Council should encourage NFDC to retain its interest in the site and so seek a sub-lease only or if it should assume direct responsibility as the head tenant. As an intermediate landlord, NFDC would not be making any material contribution and as head tenant this Council would have more direct control over the site and its future.

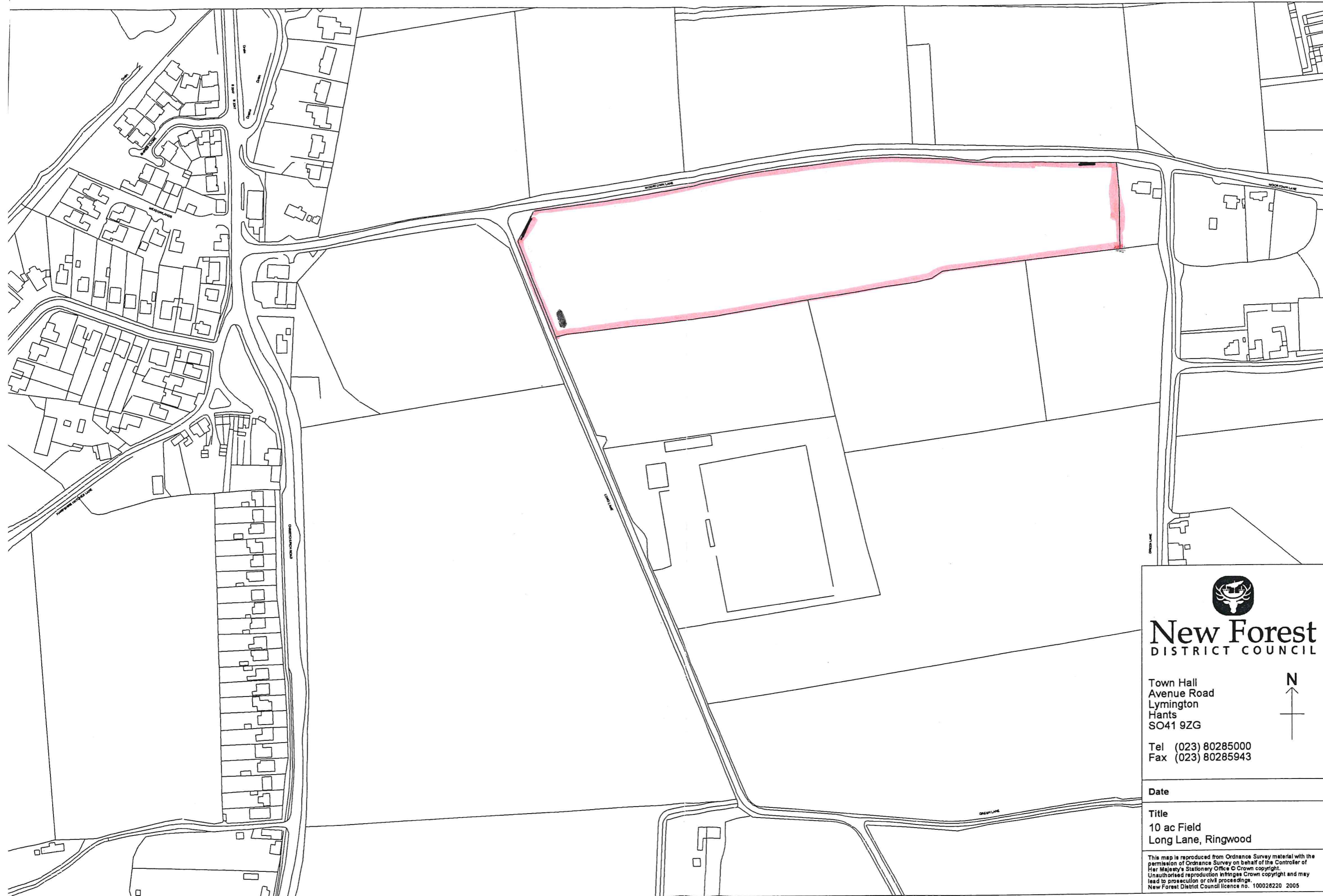
3. Issues for decision and any recommendations

Members are invited:

- 3.1 To consider whether this Council should seek to become the head tenant of Ten Acre Field in place of NFDC in principle and, if so**
- 3.2 To delegate to officers the decision on how best to achieve this (that is, whether by assignment of the lease, before or after renewal, or by taking the lease directly on renewal).**

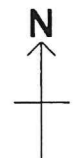
For further information, contact:

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



New Forest
DISTRICT COUNCIL

Town Hall
Avenue Road
Lymington
Hants
SO41 9ZG



Tel (023) 80285000
Fax (023) 80285943

Date

Title
10 ac Field
Long Lane, Ringwood

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RINGWOOD TOWN COUNCIL

FINANCIAL REPORTS FOR

POLICY & FINANCE COMMITTEE MEETING

18th January 2023

Paid Expenditure Transactions

Start of year 01/04/22

paid between 01/12/22 and 31/12/22

C

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading
			3182/1	£200.00	£0.00	£200.00	RLOS	Sodapops	perform at Wanderland 3100/2
1275	01/12/22	3182	RTC804798	£200.00	£0.00	£200.00		Sodapops	To perform two sets at Ringwood Winter Wanderland 3100/2
			3183/1	£650.00	£0.00	£650.00	RLOS	South Coast Hire Group	6 x 4m outdoor stage 3100/2
			3183/2	£612.00	£0.00	£612.00	RLOS	South Coast Hire Group	Audio visual equipment 3100/2
			3183/3	£131.00	£0.00	£131.00	RLOS	South Coast Hire Group	professional snow machines and fluid 3100/2
1276	01/12/22	3183	RTC804810	£1,393.00	£0.00	£1,393.00		South Coast Hire Group	Stage, AV and accessories for Ringwood Winter Wanderland event 3100/2
			3184/1	£990.00	£0.00	£990.00	RLOS	Steamship Circus Ltd	street entertainment 3100/2
1277	01/12/22	3184	RTC804860	£990.00	£0.00	£990.00		Steamship Circus Ltd	Street entertainment at Ringwood Winter Wanderland 3100/2
			3185/1	£222.00	£0.00	£222.00	P&F	SLCC Enterprises Ltd	Annual Membership 1 January 2023 to 31 December 2023 2000/1/16
1278	01/12/22	3185	RTC804946	£222.00	£0.00	£222.00		SLCC Enterprises Ltd	Membership Renewal - Jo Hurd 2000/1/16
			3186/1	£200.00	£0.00	£200.00	RLOS	Paul Walker	Paul Walker singer 3100/2
1279	01/12/22	3186	RTC804955	£200.00	£0.00	£200.00		Paul Walker	To perform at Ringwood Winter Wanderland 3100/2
			3187/1	£31.68	£5.28	£26.40	RLOS	Elliott Brothers Ltd	Hessian sacks for ballast. 3100/5
			3187/2	£69.08	£11.51	£57.57	RLOS	Elliott Brothers Ltd	Ballast for dog bin bases 3000/6/2
			3187/3	£7.55	£1.26	£6.29	RLOS	Elliott Brothers Ltd	Sticks Like for repairs. 3000/2/1
1280	01/12/22	3187	RTC804944	£108.31	£18.05	£90.26		Elliott Brothers Ltd	Hessian sacks. Ballast for dog bin bases Sticks like, for repairs 3100/5
1281	01/12/22	3188		£55.08	£0.00	£55.08	P&F	Pitney Bowes	Quartely charge 2000/1/10
			3189/1	£33.00	£5.50	£27.50	RLOS	Letters & Logos Ltd	patches for road closed signs winter wanderland 3100/2
1282	01/12/22	3189	RTC804865	£33.00	£5.50	£27.50		Letters & Logos Ltd	Patches for road closed signs for winter wanderland event 3100/2
			3190/1	£85.00	£0.00	£85.00	RLOS	Letters & Logos Ltd	flyers 3100/2
1283	01/12/22	3190	RTC804952	£85.00	£0.00	£85.00		Letters & Logos Ltd	Flyers for winter Wanderland 3100/2
			3191/1	£33.60	£5.60	£28.00	RLOS	Letters & Logos Ltd	roads ahead closed road sign 3100/2
1284	01/12/22	3191	RTC804953	£33.60	£5.60	£28.00		Letters & Logos Ltd	Road sign - roads ahead closed REF35883/1 3100/2

Paid Expenditure Transactions

Start of year 01/04/22

paid between 01/12/22 and 31/12/22

C

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading	
			3192/1	£60.48	£10.08	£50.40	RLOS	Letters & Logos Ltd	Parade route signage	3100/2
1285	01/12/22		3192 RTC804954	£60.48	£10.08	£50.40		Letters & Logos Ltd	Parade route signage REF35881/1	3100/2
			3193/1	£24.00	£4.00	£20.00	RLOS	Letters & Logos Ltd	date covers for correx boards	3100/2
1286	01/12/22		3193 RTC804956	£24.00	£4.00	£20.00		Letters & Logos Ltd	Vinyl date covers for winter wanderland correx boards ref35840/1	3100/2
			3194/1	£31.92	£5.32	£26.60	RLOS	Letters & Logos Ltd	special menu for fireworks	3802/3/1
1287	01/12/22		3194 RTC804957	£31.92	£5.32	£26.60		Letters & Logos Ltd	Special menu posters for clubhouse	3802/3/1
			3195/1	£92.60	£15.43	£77.17	RLOS	Letters & Logos Ltd	correx boards road closed	3100/2
1288	01/12/22		3195 RTC804958	£92.60	£15.43	£77.17		Letters & Logos Ltd	Advanced warning road closure signs for winter wanderland ref35789/1	3100/2
			3196/1	£114.72	£19.12	£95.60	RLOS	Letters & Logos Ltd	posters for fireworks	3100/1
1289	01/12/22		3196 RTC804959	£114.72	£19.12	£95.60		Letters & Logos Ltd	Posters for fireworks -	3100/1
			3197/1	£83.86	£13.98	£69.88	RLOS	Letters & Logos Ltd	banner for glass returns	3100/6
1289	01/12/22		3197 RTC804960	£83.86	£13.98	£69.88		Letters & Logos Ltd	Banner for glass returns	3100/6
DD 1	01/12/22		3226	£409.00	£0.00	£409.00	RLOS	New Forest District Council	NFDC Rates Cemetery - December 2022	3200/1/5
DD 2	01/12/22		3227	£193.00	£0.00	£193.00	RLOS	New Forest District Council	NFDC Rates Carvers Clubhouse December 2022	3802/1/6
DD	02/12/22		3228	£95.51	£4.55	£90.96	P&F	British Gas	Greenways 30/09/22 - 07/11/22	2100/1
			3200/1	£330.00	£55.00	£275.00	RLOS	Ringwood & Fordingbridge Skip Hire	Skip for Mixed waste	3000/2/9
1293	04/12/22		3200 RTC804928	£330.00	£55.00	£275.00		Ringwood & Fordingbridge Skip Hire	Skip for green waste.	3000/2/9
			3198/1	£500.00	£83.33	£416.67	RLOS	N and J Heavy Horses	reindeer for winter wanderland	3100/2
1291	05/12/22		3198 RTC804851	£500.00	£83.33	£416.67		N and J Heavy Horses	Reindeer for Ringwood Winter Wanderland	3100/2
			3199/1	£48.50	£0.00	£48.50	RLOS	Ringwood Motor Company Ltd	Mot Transit Van.	3000/3/5
1292	05/12/22		3199 RTC804927	£48.50	£0.00	£48.50		Ringwood Motor Company Ltd	Mot Transit Van.	3000/3/5
			3201/1	£2,310.00	£385.00	£1,925.00	PT&E	ONeillHomer	Draft policies, plan document, review AECOM Design Code and Masterplan report	4000/1/6
1294	05/12/22		3201 RTC804961	£2,310.00	£385.00	£1,925.00		ONeillHomer	Neighbourhood Plan consultancy fees - 3.5 days @ £550 per day	4000/1/6

Paid Expenditure Transactions

Start of year 01/04/22

paid between 01/12/22 and 31/12/22

C

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading
			3222/1	£450.00	£0.00	£450.00	RLOS	Jay Cox Ringwood TV	promotional film of wanderland 3100/2
1295	06/12/22	3222	RTC804850	£450.00	£0.00	£450.00		Jay Cox Ringwood TV	To do a promototional film of Ringwood Winter wanderland 3100/2
			3223/1	£4,326.00	£721.00	£3,605.00	RLOS	Laceys Solicitors	Supply of legal services 3350/10
			3223/2	£18.00	£3.00	£15.00	RLOS	Laceys Solicitors	Land Registry fees 3350/10
1296	06/12/22	3223	RTC804962	£4,344.00	£724.00	£3,620.00		Laceys Solicitors	Supply of legal services 3350/10
			3224/1	£1,621.20	£270.20	£1,351.00	P&F	Edge IT Systems Ltd	Edge Finance plus 5 additional users 2000/1/15
			3224/2	£304.56	£50.76	£253.80	P&F	Edge IT Systems Ltd	Edge Allotments less 10% discount 2000/1/15
			3224/3	£291.60	£48.60	£243.00	P&F	Edge IT Systems Ltd	Edge - Epitaph, less 10% discount 2000/1/15
			3224/4	£99.60	£16.60	£83.00	P&F	Edge IT Systems Ltd	HeritEDGE digital mapping & genealogical search 2000/1/15
1297	06/12/22	3224	RTC804945	£2,316.96	£386.16	£1,930.80		Edge IT Systems Ltd	Edge IT annual subscription 13th December 2022 to 12th December 2023 2000/1/15
FPI	08/12/22	3229		-£67.00	£0.00	-£67.00	RLOS	T H Roberts	Double payment of allotment rent UK20 refunded - see order 804974 3300/4
			3230/1	£392.40	£65.40	£327.00	RLOS	St John Ambulance	2 first aid members and a travel unit 3100/2
1298	12/12/22	3230	RTC804950	£392.40	£65.40	£327.00		St John Ambulance	First aid provision at Ringwood Winter Wandeland 3100/2
			3231/1	£75.00	£0.00	£75.00	RLOS	Windowsmith Window Cleaner	monthly window clean 3802/1/1
1299	12/12/22	3231	RTC804970	£75.00	£0.00	£75.00		Windowsmith Window Cleaner	Window cleaner Carvers Clubhouse 3802/1/1
			3232/1	£25.00	£0.00	£25.00	P&F	Lisa Austin	Eye sight test 2310/3
			3232/2	£60.00	£0.00	£60.00	P&F	Lisa Austin	Contribution towards glasses 2310/3
1300	12/12/22	3232	RTC804971	£85.00	£0.00	£85.00		Lisa Austin	Reimbursement of cost of eye sight test and contribution towards glasses, for which part of the prescription is for DSE use 2310/3
1301	12/12/22	3233	RTC804974	£67.00	£0.00	£67.00	RLOS	T H Roberts	Refund of allotment rent paid in error UK20 3300/4
BGC	14/12/22	3234		£159.90	£26.65	£133.25	P&F	Austin & Wyatt	Fees December 2022 2400/19
BP	14/12/22	3235		£14,410.22	£0.00	£14,410.22	P&F	Hampshire County Council	Pension November 2022 2600/1/3
DD	19/12/22	3236		£315.44	£52.57	£262.87	P&F	Elite Business Systems UK Ltd (EBS Telecoms)/BT Openreach	December 2022 calls 2000/1/11

Paid Expenditure Transactions

Start of year 01/04/22

paid between 01/12/22 and 31/12/22

C

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading	
			3237/1	£1,056.00	£176.00	£880.00	RLOS	Insight Security & Facilities Ltd	security for fireworks	3100/1
1302	19/12/22	3237	RTC804859	£1,056.00	£176.00	£880.00		Insight Security & Facilities Ltd	Security fireworks	3100/1
			3238/1	£20.00	£0.00	£20.00	RLOS	T H Roberts	Gift token for audio engineer	3100/4
			3238/2	£20.00	£0.00	£20.00	RLOS	T H Roberts	Gift token for bugler	3100/4
1303	19/12/22	3238	RTC804938	£40.00	£0.00	£40.00		T H Roberts	Remembrance Day expenses	3100/4
			3239/1	£147.00	£24.50	£122.50	RLOS	Reed Marketing Consultancy Limited	freelance writing	3100/2
1304	19/12/22	3239	RTC804940	£147.00	£24.50	£122.50		Reed Marketing Consultancy Limited	Freelance writer article for winter wanderland/Ringwood bouncing back	3100/2
			3240/1	£468.00	£0.00	£468.00	RLOS	Jay Cox Ringwood TV	promtional film for Ringwood re-opening	3100/2
1305	19/12/22	3240	RTC804949	£468.00	£0.00	£468.00		Jay Cox Ringwood TV	Promotional film for Ringwood re-opening	3100/2
			3241/1	£129.54	£21.59	£107.95	P&F	Hampshire Flag Company	UK sewn flag 2.5yard (229x114), rope and toggle	2200/1/5
			3241/2	£93.54	£15.59	£77.95	P&F	Hampshire Flag Company	St George's sewn flag 2.5 yard (229x114cm)	2200/1/5
			3241/3	£97.74	£16.29	£81.45	P&F	Hampshire Flag Company	Commonwealth flag 2.5 yard (229x114cm)	2200/1/5
			3241/4	£17.40	£2.90	£14.50	P&F	Hampshire Flag Company	Courier	2200/1/5
1306	19/12/22	3241	RTC804968	£338.22	£56.37	£281.85		Hampshire Flag Company	3 x flags	2200/1/5
			3242/1	£9,900.00	£1,650.00	£8,250.00	P&F	Laceys Solicitors	Legal fees in Oct. & Nov.	2400/21
			3242/2	£2,070.00	£345.00	£1,725.00	P&F	Laceys Solicitors	Disbursements in Oct. & Nov.	2400/21
1307	19/12/22	3242	RTC804972	£11,970.00	£1,995.00	£9,975.00		Laceys Solicitors	Supply of legal services	2400/21
			3243/1	£17.93	£2.99	£14.94	RLOS	Hampshire County Council	816200 Toilet rolls x 36	3200/1/4
1308	19/12/22	3243	RTC804973	£17.93	£2.99	£14.94		Hampshire County Council	Toilet rolls	3200/1/4
			3244/1	£12.02	£2.00	£10.02	P&F	Hampshire County Council	816142 Blue paper towel x 6 rolls	2000/3/4
3244	19/12/22	3244	RTC804977	£12.02	£2.00	£10.02		Hampshire County Council	Blue paper rolls	2000/3/4
			3245/1	£200.00	£0.00	£200.00	RLOS	H & W Creative Limited	Design work for winter wanderland	3100/2
			3245/2	£100.00	£0.00	£100.00	RLOS	H & W Creative Limited	Design work for fireworks	3100/1
			3245/3	£55.00	£0.00	£55.00	RLOS	H & W Creative Limited	design work for clubhouse (relates to building decoration)	3802/1/1
1310	19/12/22	3245	RTC804980	£355.00	£0.00	£355.00		H & W Creative Limited	Design work for events and clubhouse August to Dec 2022	3100/2

Paid Expenditure Transactions

Start of year 01/04/22

paid between 01/12/22 and 31/12/22

C

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading	
			3246/1	£99.19	£0.00	£99.19	P&F	Pitney Bowes	Postage	2000/1/10
1310	19/12/22	3246	RTC804935	£99.19	£0.00	£99.19		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
1311	19/12/22	3247		£98.80	£16.47	£82.33	RLOS	Taste Vending Ltd	Monthly rental 15/12/22 - 14/01/23	3802/3/1
		3248/1		£12.29	£2.05	£10.24	RLOS	Itec	Carvers Clubhouse	3802/2/2
		3248/2		£39.54	£6.59	£32.95	P&F	Itec	Gateway	2000/1/9
1312	19/12/22	3248		£51.83	£8.64	£43.19		Itec	December 2022	3802/2/2
1313	19/12/22	3249		£252.00	£42.00	£210.00	P&F	Go New Forest	Subscription 2023	2000/1/16
1314	19/12/22	3250	RTC804983	£550.00	£0.00	£550.00	P&F	Avon Valley Concerts	Award of dicretionary Grant per Policy & Finance Committee, 14/12/2022, F/6117	2210/1
Lloyds CC Dec 22 1	19/12/22	3253		£27.60	£0.00	£27.60	PT&E	Google	November 2022	4000/1/6
Lloyds CC Dec 22 2	19/12/22	3254		£36.00	£6.00	£30.00	P&F	Microsoft	November 2022	2000/1/15
Lloyds CC Dec 22 3	19/12/22	3255		£218.16	£36.36	£181.80	P&F	Microsoft	November 2022	2000/1/15
		3256/1		£27.72	£4.62	£23.10	P&F	Amazon	Printer ink for cemetery Black 540XL	2000/1/8
		3256/2		£25.00	£4.17	£20.83	P&F	Amazon	Printer ink for cemetery Colour 541XL	2000/1/8
Lloyds CC Dec 22 4	19/12/22	3256	RTC804943	£52.72	£8.79	£43.93		Amazon	Printer ink for cemetery printer(black and colour) Canon TS5150 (541XL Colour 540XL Black) - paid ofr on NV credit card	2000/1/8
		3257/1		£316.62	£43.79	£272.83	RLOS	Booker	food for resale	3802/3/1
Lloyds CC Dec22 5	19/12/22	3257	RTC804941	£316.62	£43.79	£272.83		Booker	food for resale 3542622	3802/3/1
		3258/1		£60.00	£0.00	£60.00	RLOS	The Works	grotto gifts	3100/2
Lloyds CC Dec 22 6	19/12/22	3258	RTC804951	£60.00	£0.00	£60.00		The Works	Grotto gifts paid on credit card	3100/2
Lloyds CC Dec 22 7	19/12/22	3259		£10.99	£1.83	£9.16	RLOS	Canva	Monthly subscription November 22	3802/2/1
		3260/1		£10.00	£1.67	£8.33	RLOS	Waitrose	gift for support at Christmas event	3100/2
Lloyds CC Dec 22 8	19/12/22	3260	RTC804994	£10.00	£1.67	£8.33		Waitrose	Gift for support at Christmas event paid on credit card	3100/2

Paid Expenditure Transactions

Start of year 01/04/22

paid between 01/12/22 and 31/12/22

C

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading	
			3261/1	£7.38	£0.00	£7.38	RLOS	Amazon	christmas CD for grotto	3100/2
Lloyds CC Dec 22 9	19/12/22	3261	RTC804993	£7.38	£0.00	£7.38		Amazon	Christmas CD for grotto	3100/2
			3262/1	£211.10	£22.41	£188.69	RLOS	Booker	food for resale	3802/3/1
Lloyds CC Dec 22 10	19/12/22	3262	RTC804992	£211.10	£22.41	£188.69		Booker	food for resale 3543599	3802/3/1
			3263/1	£283.90	£38.44	£245.46	RLOS	Booker	food for resale	3802/3/1
Lloyds CC Dec 22 11	19/12/22	3263	RTC804919	£283.90	£38.44	£245.46		Booker	Food for resale paid on credit card 75707783 see email NV re £11.99 credit	3802/3/1
Lloyds CC Dec 22 12	19/12/22	3264		£8.99	£0.00	£8.99	RLOS	Amazon	Amazon Music - to be refunded in full	3802/2/1
DD	20/12/22	3251		£90.40	£15.07	£75.33	RLOS	Worldpay	December 2022	3802/3/1
			3252/1	£86.40	£14.40	£72.00	RLOS	Letters & Logos Ltd	Signs for Cemetery.	3200/2/1
1315	20/12/22	3252	RTC804976	£86.40	£14.40	£72.00		Letters & Logos Ltd	6 Information Signs for Cemetery.	3200/2/1
DD	22/12/22	3266		£15,620.22	£0.00	£15,620.22	P&F	Hampshire County Council	November 20222	2600/1/3
BGC	22/12/22	3268		£-130.13	£-6.20	£-123.93	P&F	SSE Southern Electric	3638219419 Market Place Qtr 2 22/23 refund	2000/1/1
DD	23/12/22	3265		£28,433.01	£0.00	£28,433.01	P&F	Salaries	December 2022	2600/1/1
PAY	28/12/22	3267		£114.57	£0.00	£114.57	P&F	Lloyds Bank	Bank charges December 2022	2000/1/18
			3269/1	£57.68	£2.75	£54.93	RLOS	Utility Warehouse	Energy	3000/1/1
			3269/2	£2.40	£0.40	£2.00	RLOS	Utility Warehouse	Club	3000/1/1
DD 1	30/12/22	3269		£60.08	£3.15	£56.93		Utility Warehouse	UW Sports Pavilion November 2022	3000/1/1
			3270/1	£607.33	£28.92	£578.41	RLOS	Utility Warehouse	Energy	3802/1/3
			3270/2	£27.00	£4.50	£22.50	RLOS	Utility Warehouse	Mobile	3000/1/6
			3270/3	£31.20	£5.20	£26.00	RLOS	Utility Warehouse	Phone & Broadband	3802/2/5
			3270/4	£2.40	£0.40	£2.00	RLOS	Utility Warehouse	Club	3802/1/3
DD 2	30/12/22	3270		£667.93	£39.02	£628.91		Utility Warehouse	UW Carvers Clubhouse November 2022	3802/1/3
			3271/1	£208.44	£9.93	£198.51	RLOS	Utility Warehouse	Energy	3200/1/1
			3271/2	£32.23	£5.37	£26.86	RLOS	Utility Warehouse	Mobile	3000/1/6
			3271/3	£31.20	£5.20	£26.00	RLOS	Utility Warehouse	Phone & Broadband	3000/1/6
			3271/4	£2.40	£0.40	£2.00	RLOS	Utility Warehouse	Club	3200/1/1

Paid Expenditure Transactions

Start of year 01/04/22

paid between 01/12/22 and 31/12/22

C

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading	
DD 2	30/12/22	3271		£274.27	£20.90	£253.37		Utility Warehouse	UW Cemetery November 2022	3200/1/1
		3272/1		£19.10	£0.00	£19.10	Counc	Ringwood Town Council	Milk & refreshments	10000
		3272/2		£1.10	£0.18	£0.92	Counc	Ringwood Town Council	Sainsburys Cleaning scourers	10000
		3272/3		£60.00	£10.00	£50.00	Counc	Ringwood Town Council	NFDC Parking clocks - 2 x short stay	10000
		3272/4		£9.98	£0.00	£9.98	Counc	Ringwood Town Council	Ringwood Surplus gloves for caretaker	10000
		3272/5		£6.00	£1.00	£5.00	Counc	Ringwood Town Council	Sainsburys - Batteries	10000
Petty Cash Dec 2022	31/12/22	3272		£96.18	£11.18	£85.00		Ringwood Town Council	Petty Cash December 2022	10000
Total				£92,174.88	£4,460.52	£87,714.36				

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

Account Name	Predicted	Actual at	Predicted	Proposed Transfers		Predicted
	31-Dec-22			31-Dec-22	Movement	
	£	£	£	£	£	£
Imprest (Current) Account	68,594	86,954	-235,000		200,000	51,954
Business Account	81,563	31,571				31,571
Investment Accounts	900,000	900,000		-200,000		700,000
Greenways Rent Deposit	0	0				0
Petty Cash - Imprest	99	104				104
Petty Cash - Carvers Clubhouse	50	50				50
VIC Change Float	50	50				50
Information Desk Float	75	75				75
TOTAL BANK BALANCES	1,050,431	1,018,804	-235,000	-200,000	200,000	783,804

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

PROPOSED TRANSFER AUTHORISATIONS:

DATE

18/01/23

18/01/23

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

Notes:

- | | | |
|----------|--|----------------|
| 1 | Imprest Account | £ |
| | Anticipated net expenditure to end January | 50,000 |
| | Stage payment on football development project (50% of 3rd payment) | 185,000 |
| | Net anticipated movement on imprest account | 235,000 |
| 2 | Investment Maturity | |
| | No investments due to mature | |
| 3 | The bank accounts were reconciled as at 31st December 2022 | |
| 4 | A temporary nominal account has been implemented to act as a change float for the VIC. This will be in operation only for the period when the VIC is open during the spring and summer at weekends and bank holidays. The balance is £50.00. | |
| 5 | A nominal account has been implemented to reflect the float of £75.00 held by the Information Desk. | |
| 6 | The Town Council's Imprest and Business bank accounts are held with Lloyds Bank plc | |

REPORT TO POLICY & FINANCE COMMITTEE – 18th JANUARY 2023

BUDGETARY CONTROL Quarter 3 – April to December 2022

1. BACKGROUND

1.1 The purpose of this report is to provide Members with the budget monitoring report for the first three quarters of the year 2022-23. Comparisons will be made with the revised budget from now until the end of the year.

1.2 The original and revised budgets are summarised below :

	Original	Revised
	£	£
Expenditure	808,927	3,202,255
Plus transfers to earmarked reserves	38,400	38,400
Less Income	-243,568	-2,189,539
Less transfers from earmarked reserves	<u>-42,369</u>	<u>-403,379</u>
Net budget requirement	561,390	647,737
Funded by:		
Council Tax	553,949	553,949
Plus transfer from the General Reserve	<u>7,441</u>	<u>93,788</u>
	561,390	647,737

A further £15,750 expenditure was approved at the December meeting to cover the cost of replacement grounds maintenance equipment. This expenditure will be met from the vehicles and equipment reserve. The replacement schedule is currently being worked upon and it is now seems unlikely that all of the additional expenditure will be incurred in the current year.

1.3 Earmarked reserves stood at £298,687 at the 1st of April including the sums held in respect of the carried over underspends and receipts held in advance. Additional sums amounting to £445,605 have been added to reserves in the current year most of which is in respect of the football development project. These plans will see a net transfer from earmarked reserves of £364,979, excluding the additional grounds maintenance equipment, with a projected balance of £379,313 at year end, of which £108,830 is held in respect of the football development project.

1.4 The general reserve balance was £304,241 at the 1st of April. These plans require a transfer of £93,788 although that figure is entirely dependent on the budget outturn and current outturn predictions see that figure reducing marginally. An updated schedule of actual and predicted movements on reserves is included at Appendix 2.

1.5 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 represents the net transfers to and from reserves per paragraph 1.3. The summary comparison report is presented Committee by committee and reflects the new budget structure with Events and Carvers Clubhouse budgets included within Recreation, Leisure and Open Spaces Committee.

2 INCOME & EXPENDITURE TO THE END OF DECEMBER 2022

2.1 Total receipts to the end of November amount to £1,397,668 but this includes £451,271 in respect of grants, rent deposits and other unbudgeted capital receipts and £553,949 precept. The figure also includes £182,719 in respect of the football development project.

For the purposes of a meaningful comparison of income and expenditure against budget, the football development project will be taken separately.

- 2.2 The revised income budget, excluding anticipated income for the football development project is £256,039 and income received to the end of December is £209,729 or around 82% of the revised budget. As previously noted, this modest over recovery is largely due to timing differences. However there are some emerging positive variances when compared with the revised budget. Events income is better than expected with receipts for the fireworks event of just over £22,000 after allowing for the return of a temporary float taken out to support the event. Whilst this remains lower than the amount generated in 2021, it is some £3,000 better than the revised budget anticipated, despite the bad weather on the day. Note, however, that costs have also increased and so the net cost of events has only slightly improved. The other notable difference is interest earned on cash deposits which looks set to exceed the revised budget by more than £4,000 if interest rates remain where they are. Other significant income streams remain generally on track.
- 2.3 The revised expenditure budget for the year is £3,202,255. This is made up of £2,260,000 in respect of the football development project and £942,255 other expenditure.
- 2.4 Expenditure to the end of December totalled £942,751. A credit balance on the tax and pensions control account, pending settlement of monies due to the Inland Revenue and Hampshire County Council, adds a further £17,051 making expenditure to the end of October £959,802. Excluding the football development project reduces the expenditure to £675,939 or 71.7% of the revised budget for other expenditure. This small underspend is again almost entirely explained by timing differences. Otherwise, expenditure is broadly in line with predictions assuming linear spend.
- 2.5 The Football development project continues to progress with the all weather pitch substantially complete. For budgeting purposes it has been assumed that around 75% of expenditure will be incurred in the current year, matched by 75% of the anticipated grant income and PWLB loan although there may be some significant slippage into next year. The balance of expenditure will be funded from developer's contributions which are held by the Town Council. Income and expenditure to date is as follows:

	Budget £	Actual to December £
Income (Football Foundation Grant)	1,933,500	182,719
Expenditure	2,260,000	283,864

- 2.6 The total project budget is £3,140,665 and the amount that will be incurred in the current year will depend on the rate of progress in the project (A large payment of £370,000 is due in January). Any difference between the expenditure incurred and the funding received will be met from the developer's contributions held for this purpose and for which the estimate for this year is £326,500.

3. RESERVES & BALANCES

- 3.1 The opening reserves balance was £618,049 at the 1st of April. This was made up of Earmarked Reserves of £298,687, Customer deposits of £15,121 and a General Reserve of £304,241. Annual contributions to earmarked reserves from the revenue budget will add £38,400 whilst additional receipts of £435,330 in respect of the football development project, £5,590 in respect of CIL, £3,067 in respect of Developer's Contributions, £1,119 in respect of Covid, "re-opening of the High Street safely" grant and £500 in respect of the disposal of redundant equipment have been received as at the end of December. A further £5,700 has been received for rent and key deposits whilst £2,692 has been returned.

- 3.2 It is now likely that Earmarked reserves of £417,729 will be required to support planned expenditure. This includes the additional £15,750 approved at the last meeting for grounds maintenance equipment (albeit that some of this may not be required until next year) and a reduced transfer from the events reserve following the receipt of additional income. The latest outturn prediction also suggests that £93,591 will be required from the general reserve to balance the budget. The predicted closing balance of reserves is therefore £593,742 consisting of £364,963 earmarked reserves, £210,650 general reserve, and £18,129 key deposits.
- 3.3 A schedule of the planned and actual movements to date on reserves is included at Appendix 2.

8. RECOMMENDATIONS

It is **recommended** that Members:-

- 8.1 note the budget monitoring position.
- 8.2 note the projected balances of Reserves.

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Tel: 01425 484720
Chris.wilkins@ringwood.gov.uk

Financial Budget Comparison

Comparison between 01/04/22 and 31/12/22 inclusive. Includes due and unpaid transactions. Includes commitments.

Excludes transactions with an invoice date prior to 01/04/22

		Revised	Reserve Movements	Actual Net	Balance
Policy & Finance					
Income					
200	Revenue Income	£121,990.00	£451,111.39	£542,582.86	-£30,518.53
280	Carvers Club House Income	£0.00	£0.00	-£24.00	-£24.00
999	Suspense	£0.00	£0.00	£0.00	£0.00
Total Income		<u>£121,990.00</u>	<u>£451,111.39</u>	<u>£542,558.86</u>	<u>-£30,542.53</u>

Financial Budget Comparison

Comparison between 01/04/22 and 31/12/22 inclusive. Includes due and unpaid transactions. Includes commitments.

Excludes transactions with an invoice date prior to 01/04/22

		Revised	Reserve Movements	Actual Net	Balance
Expenditure					
2000	Establishment	£114,442.00	£0.00	£90,495.15	£23,946.85
2100	Maintenance	£44,050.00	£2,457.50	£11,631.97	£34,875.53
2200	Democratic Process (members Costs)	£12,419.00	£0.00	£7,881.83	£4,537.17
2210	Grants	£9,900.00	£0.00	£6,150.00	£3,750.00
2300	Employee Costs- Allocated Office Staff	£109,827.00	£0.00	£82,577.32	£27,249.68
2310	Employee overhead Costs	£4,110.00	£0.00	£2,546.00	£1,564.00
2400	Other	£73,176.00	£0.00	£29,931.49	£43,244.51
2500	Capital Financing	£42,545.00	£0.00	£31,545.90	£10,999.10
2501	Capital	£29,848.00	£0.00	£29,847.95	£0.05
2600	Wages Control Account	£0.00	£0.00	-£16,467.87	£16,467.87
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 Expenditure		<u>£440,317.00</u>	<u>£2,457.50</u>	<u>£276,139.74</u>	<u>£166,634.76</u>

Financial Budget Comparison

Comparison between 01/04/22 and 31/12/22 inclusive. Includes due and unpaid transactions. Includes commitments.

Excludes transactions with an invoice date prior to 01/04/22

		Revised	Reserve Movements	Actual Net	Balance
Recreation, Leisure & Open Spaces					
Income					
300	Revenue Income (RLOS)	£26,621.00	£0.00	£19,308.51	-£7,312.49
310	Events	£28,646.00	£0.00	£35,350.35	£6,704.35
320	Cemetery Income	£42,467.00	£0.00	£29,828.59	-£12,638.41
330	Allotment Income	£5,465.00	£0.00	£6,113.84	£648.84
350	Capital Income	£1,933,500.00	£0.00	£182,719.00	-£1,750,781.00
380	Carvers Clubhouse	£25,000.00	£0.00	£21,978.25	-£3,021.75
Total Income		<u>£2,061,699.00</u>	£0.00	<u>£295,298.54</u>	<u>-£1,766,400.46</u>

Financial Budget Comparison

Comparison between 01/04/22 and 31/12/22 inclusive. Includes due and unpaid transactions. Includes commitments.

Excludes transactions with an invoice date prior to 01/04/22

		Revised	Reserve Movements	Actual Net	Balance
Expenditure					
3000	Recreation & Leisure (Other)	£62,557.00	£0.00	£39,782.02	£22,774.98
3001	RL&OS -Employee Costs	£162,159.00	£0.00	£122,428.41	£39,730.59
3002	Employee Costs	£2,750.00	£0.00	£1,425.00	£1,325.00
3100	Events	£32,149.00	£0.00	£37,458.14	-£5,309.14
3101	Events - Employee Costs	£12,767.00	£0.00	£13,547.23	-£780.23
3200	Cemetery	£10,348.00	£0.00	£7,653.82	£2,694.18
3201	Cemetery -Employee Costs	£53,659.00	£0.00	£40,157.67	£13,501.33
3300	Allotments	£2,075.00	£0.00	£2,118.03	-£43.03
3301	Allotments -Employee Costs	£17,925.00	£0.00	£13,061.34	£4,863.66
3350	Capital Expenditure	£2,268,775.00	£0.00	£286,426.00	£1,982,349.00
3801	Youth Services Employee costs	£56,038.00	£0.00	£45,077.24	£10,960.76
3802	Carvers Clubhouse	£37,811.00	£0.00	£28,843.43	£8,967.57
Total Expenditure		<u>£2,719,013.00</u>	£0.00	<u>£637,978.33</u>	<u>£2,081,034.67</u>

Financial Budget Comparison

Comparison between 01/04/22 and 31/12/22 inclusive. Includes due and unpaid transactions. Includes commitments.

Excludes transactions with an invoice date prior to 01/04/22

	Revised	Reserve Movements	Actual Net	Balance
Planning, Town & Environment				
Income				
400 Income	£5,850.00	£0.00	£5,850.00	£0.00
Total Income	<u>£5,850.00</u>	<u>£0.00</u>	<u>£5,850.00</u>	<u>£0.00</u>

Financial Budget Comparison

Comparison between 01/04/22 and 31/12/22 inclusive. Includes due and unpaid transactions. Includes commitments.

Excludes transactions with an invoice date prior to 01/04/22

		Revised	Reserve Movements	Actual Net	Balance
Expenditure					
4000	Planning, Town & Environment	£18,375.00	£0.00	£10,470.05	£7,904.95
4001	Employee Costs	£24,550.00	£0.00	£18,131.51	£6,418.49
4050	Capital Expenditure	£0.00	£0.00	£0.00	£0.00
Total Expenditure		<u>£42,925.00</u>	£0.00	<u>£28,601.56</u>	<u>£14,323.44</u>

Financial Budget Comparison

Comparison between 01/04/22 and 31/12/22 inclusive. Includes due and unpaid transactions. Includes commitments.

Excludes transactions with an invoice date prior to 01/04/22

		Revised	Reserve Movements	Actual Net	Balance
Council Income					
100	Precept	£553,949.00	£0.00	£553,949.00	£0.00
102	Interest Business A/c	£0.00	£0.00	£11.94	£11.94
110	Client Deposits	£0.00	£0.00	£0.00	£0.00
Total Income		<u>£553,949.00</u>	£0.00	<u>£553,960.94</u>	<u>£11.94</u>

Financial Budget Comparison

Comparison between 01/04/22 and 31/12/22 inclusive. Includes due and unpaid transactions. Includes commitments.

Excludes transactions with an invoice date prior to 01/04/22

		Revised	Reserve Movements	Actual Net	Balance
Expenditure					
10000	Petty Cash - Office	£0.00	£0.00	-£9.45	£9.45
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	£34.00	-£34.00
10111	Bank Charges	£0.00	£0.00	£7.00	-£7.00
Total Expenditure		<u>£0.00</u>	<u>£0.00</u>	<u>£31.55</u>	<u>-£31.55</u>

Financial Budget Comparison

Comparison between 01/04/22 and 31/12/22 inclusive. Includes due and unpaid transactions. Includes commitments.

Excludes transactions with an invoice date prior to 01/04/22

	Revised	Reserve Movements	Actual Net	Balance
Total Income	£2,743,488.00	£451,111.39	£1,397,668.34	
Total Expenditure	£3,202,255.00	£2,457.50	£942,751.18	
Total Net Balance	-£458,767.00		£454,917.16	

RESERVES AND PROVISIONS - MOVEMENT & ESTIMATED BALANCES

1st April 2022 to 31st March 2023

Appendix 2

C

	Actual Balance 01/04/22 £	Planned and Proposed Movements 2022/23:					Estimated Balance 31/03/23 £
		from Revenue £	to revenue		Capital & Other Receipts £	between provisions £	
			base budget £	Growth £			
<u>EARMARKED PROVISIONS</u>							
I.T. & Equipment	18,400	4,500		0			22,900
Gateway	25,000	0		0			25,000
Cemetery	19,533	4,000		0			23,533
Buildings Reserve	33,567	5,000	-200	-2,000			36,367
Election	11,042	1,500		0			12,542
Vehicle & Machinery	22,572	11,000		-15,750			17,822
Play Equipment	3,031	6,900		-1,000			8,931
Memorials	0			0			0
Christmas Lights	0			0			0
Carvers Clubhouse	29,525	2,500	-500	-1,600	500		30,425
Ringwood Events	16,768		-12,673	-2,380			1,715
Memorial Lantern	1,354			0			1,354
Carvers Grounds	11,300			-6,675			4,625
Infrastructure & Open Spaces	12,685	3,000		-315			15,370
Neighbourhood Plan	6,473		-6,473	0			0
Football development Project	0			-326,500	435,330		108,830
Budget Underspends retained for use in 2022/23*	8,243		-8,243				0
Total Provisions	219,495	38,400	-28,089	-356,220	435,830	0	309,415
<u>RESERVES</u>							
Earmarked Reserves:							
Dev Contribs	3,213		-750	0	3,067		5,530
Cem Maint	980		-230	0			750
Dev Cons(CIL)	51,449			-31,048	5,590		25,990
Capital Receipts	20,334		-1,392	0	0		18,942
Grants Unapplied	3,217		0	0	1,119		4,335
Loans Unapplied	0			0	0		0
Total Earmarked Reserves and Provisions	298,687	38,400	-30,461	-387,268	445,605	0	364,963
General Reserve	304,241	0	-93,591			0	210,650
Key Deposits	15,121		-2,692		5,700		18,129
Total Reserves & Customer Deposits	618,049	38,400	-126,744	-387,268	451,305	0	593,742

POLICY & FINANCE COMMITTEE – 18th JANUARY 2023
BUDGET 2023/2024

1. INTRODUCTION

1.1 Members considered a revised draft budget for 2023/24 at the meeting of this Committee in December at which an indicative 10% increase in Council Tax was agreed along with a small number of changes to the proposed budget. The draft budget had assumed a transfer of the balance of unallocated Covid relief grants which enabled a balanced budget with a small budget surplus. It is now proposed that almost all of the Covid relief grant balance be transferred to the General Reserve instead which will enable a balanced budget.

1.2 This report also includes an update to the revised budget outturn projection for 2022/23.

1.3 Attached for the Committee's consideration are the following documents:-

Appendix A – Draft summary Council budget, including actual spend 2019/20, to 2021/22, original and revised budgets 2022/23 and revised draft proposals for 2023/24.

Appendix B – Provisions at 1st April 2022, and estimated balances at 31st March 2023 and 2024, based on the revised budget 2022/23 and the updated proposals for 2023/24.

Appendix C – Summary of budget preparation assumptions, movements and balances.

2. REVISED BUDGET 2022/23

2.1 In December, it was reported that there is likely to be a budget deficit of £94,520 by year end mainly as a result of the higher than anticipated inflation, particularly with respect to the pay award and energy costs together with some additional costs added during the year such as the regrading of staff posts.

2.2 There have been some further developments in the current year. Now that the events activity has finished for the year, an analysis of income and expenditure has revealed slightly better outturn and a reduced requirement for a contribution from the general fund.

2.3 The proposal, agreed at the last meeting of this committee to replace some equipment with battery powered alternatives is unlikely to be fully actioned this year, mainly because of supply issues. The replacement will therefore be phased over two or more years but this will have no impact on the revenue budget because the purchases will be funded from the equipment reserve.

2.4 The budget deficit in 2022/23 is now predicted to be £93,591, a small reduction from the figure predicted in December. Earmarked reserves are predicted to increase by £66,276 mainly because of the football development project for which contributions of £435,330 have been received, of which £268,000 have been applied so far this year. The net drawdown from earmarked reserves, excluding the football project, is planned to be £42,554.

2.5 Reserves at the start of the year, excluding key and rent deposits, amounted to £602,928. (£304,241 General reserve plus £298,687 earmarked reserves). The transfer from the General Fund of £93,951, together with the net increase in earmarked reserves of around £66,276, will reduce the total value of reserves to

£575,613. Note that the actual outturn will depend on the performance of those projects which are being funded from reserves.

- 2.6 Planned and predicted movements on reserves are detailed in Appendix B.

3. DRAFT BUDGET 2023/24

3.1 As previously noted, the draft budget has been prepared on an incremental basis. The original budget for 2022/23 has been adjusted for known and unavoidable changes, one off items approved for the current year have been removed and a modest range of estimates for inflation have been applied together with a Council Tax increase of 10%. This increase, taken with the increase in the Council Tax Base, will generate a Town Council Precept of £610,429.

3.2 The only adjustment to the expenditure budget that was agreed at the December meeting was to increase the events expenditure budget by £1,000 to provide additional funding for the King's Coronation event. It was also agreed, in light of increased interest rates, to increase the target income on funds invested by £9,500.

3.3 These adjustments resulted in a budget surplus of £4,240 but the budget relied on the application of the balance of Covid relief grant of £4,335 being applied. It is proposed, therefore, to transfer the balance of Covid relief grant to the general reserve which means that the proposed budget requires a transfer of £95 from reserves to balance.

3.4 The wider budget assumptions are included in Appendix C.

3.5 The proposed base expenditure budget, after allowing for adjustments and unavoidable inflation, is £868,214. Income is predicted to be £288,310 resulting in a base net budget of £579,904. Net transfers to reserves increase the budget requirement to £610,524 before any new bids are considered.

3.6 Two capital projects are included in the budget for 2023/24:

1. Football development Project	£750,000
2. Columbarium	£31,000
Total cost of capital projects:	£781,000

Earmarked reserves, including CIL, will fund £139,830 of this whilst a further £500,000 will be funded from borrowing and £141,170 from grants so there will be no call on the revenue account. There may, in addition be some slippage on the various projects included in the current year, but these are all funded from reserves and will have no impact on the revenue account.

3.7 The base budget will therefore be £610,524. The anticipated precept, noted above is £610,429, a shortfall of £95 which will be drawn from the unapplied Covid Relief Grant before the remaining balance is transferred to the General Reserve.

3.8 Reserves movements are summarised in appendix B. The opening balance on earmarked reserves is expected to be £364,963 whilst budgeted transfers to reserves will increase this by £33,600. Transfers to the revenue budget from reserves amount to £3,075 whilst a further £139,830 will be used to support capital projects during the year. The balance of unapplied covid relief grant will be transferred to the General reserve. This means that the predicted balance of earmarked reserves at 31st March 2024 will be £251,418. The budget proposals set out here would therefore result in a net reduction in total reserves of £109,305

in 2023/24, before any unplanned expenditure that may necessitate an additional transfer from reserves. At this stage it is impossible to predict the level of CIL receipts that might be expected, but these too will be added to earmarked reserves. The General reserve is expected to be maintained, increasing by £4,240 with the transfer of unapplied grant funds from earmarked reserves..

- 3.9 The proposed budget will result in an increase in the precept of £56,480 or 10.2%. However, the slight increase in the Council Tax base will limit the increase in Council tax to 10.0% resulting in a band D equivalent council Tax of £111.50. This represents an increase of £10.14 per annum.

4. FINANCIAL IMPLICATIONS

- 4.1 The proposed budget, including the new bids, requires an increase in the Council tax of 10.0% in order to achieve a balanced budget.
- 4.2 Many of the individual budgets have been shaved, frozen or cut for the last few years and there is consequently an increasing risk that the overall budget is vulnerable to any unexpected pressures. This may result in an increased reliance on the General Reserve to meet unexpected costs or cost increases.
- 4.3 Similarly, the transfer of some "irregular" spend from the budget will also place a greater reliance on Earmarked Reserves to meet unplanned expenditure such as building repairs, vandalism and so on. Further consideration will need to be given to whether the current approach to building and maintaining earmarked reserves is sufficient to meet future needs.

5. RECOMMENDATIONS

Subject to any amendments made at this meeting, **it is recommended that:-**

- 5.1 Members approve the draft budget and any further additions or adjustments.
- 5.2 Members submit the proposed budget, with any approved adjustments, to Full Council for approval and adoption.
- 5.3 Members consider whether the current policy on earmarked reserves meets current budgetary requirements.

For any further information, please contact:

Rory Fitzgerald
Finance Officer
Tele: 01425 484723

or Chris Wilkins
Town Clerk
Tele: 01425 484720

RINGWOOD TOWN COUNCIL
BUDGET AND REVISED BUDGET 2022/23 AND
DRAFT BUDGET 2023/24

Appendix A

D

1	2	4	5	6	7	8	9	10	11
	Committee	Actual 19/20 £	Actual 20/21 £	Actual 21/22 £	Budget 22/23 £	Revised 22/23 £	Inflation £	Known Changes* £	Budget 23/24 £
	Policy & Finance								
	Expenditure	366,239	333,478	346,301	417,725	440,317	22,789	-49,766	391,214
	Income	-125,766	-120,533	-118,043	-121,080	-121,990	-7,504	-6,412	-134,996
	Net Expenditure	240,473	212,945	228,258	296,645	318,327	15,285	-56,178	256,219
	Transfers to Reserves	24,792	14,000	16,900	14,000	14,000	0	0	10,700
	Transfers from Reserves	-26,168	-6,146	-1,732	-37,948	-37,948	0	0	-750
	Growth bids and adjustments (net of transfers from reserves and income)								0
	Committee net expenditure	239,097	220,799	243,426	272,697	294,379	15,285	-56,178	266,169
	Recreation & Leisure								
	Expenditure	223,763	219,923	244,177	2,488,990	2,511,991	23,546	-1,535,766	1,007,770
	Income	-34,273	-33,984	-38,289	-1,966,007	-1,960,121	-863	1,277,282	-689,588
	Net Expenditure	189,490	185,939	205,888	522,983	551,870	22,683	-258,484	318,182
	Transfers to Reserves	19,900	17,900	27,452	17,900	17,900	0	0	17,900
	Transfers from Reserves	-35,500	-14,654	-33,684	-344,043	-358,175	0	235,213	-139,830
	Growth bids and adjustments (net of transfers from reserves and income)								0
	Committee net expenditure	173,890	189,185	199,656	196,840	211,595	22,683	-23,271	196,252
	Events								
	Expenditure	13,351	6,679	17,892	25,482	47,624	384	-3,700	37,908
	Income	-15,988	-3,085	-32,425	-15,000	-32,951	0	0	-28,000
	Net Expenditure	-2,637	3,594	-14,533	10,482	14,673	384	-3,700	9,908
	Transfers to Reserves	2,392	0	7,940	3,488	0	0	0	0
	Transfers from Reserves	0	-4,529	0	-10,482	-9,673	0	0	0
	Growth bids and adjustments (net of transfers from reserves and income)								0
	Committee net expenditure	-245	-935	-6,593	3,488	5,000	384	-3,700	9,908
	Cemeteries								
	Expenditure	43,687	42,913	51,123	59,005	64,007	4,341	115	66,253
	Income	-34,073	-36,240	-51,314	-40,550	-42,467	-3,710	0	-44,512
	Net Expenditure	9,614	6,673	-191	18,454	21,540	631	115	21,741
	Transfers to Reserves	4,000	4,000	4,000	4,000	4,000	0	0	2,500
	Transfers from Reserves	-230	-230	-5,141	-230	-230	0	0	-230
	Growth bids and adjustments (net of transfers from reserves and income)								0
	Committee net expenditure	13,384	10,443	-1,332	22,224	25,310	631	115	24,011
	Allotments								
	Expenditure	11,782	11,725	13,246	18,457	20,000	1,287	-165	21,407
	Income	-5,209	-5,374	-5,585	-5,465	-5,465	-547	0	-6,012
	Net Expenditure	6,573	6,351	7,661	12,992	14,535	740	-165	15,395
	Transfers to Reserves	0	0	0	0	0	0	0	0
	Transfers from Reserves	0	0	-950	0	0	0	0	0
	Growth bids and adjustments (net of transfers from reserves and income)								0
	Committee net expenditure	6,573	6,351	6,711	12,992	14,535	740	-165	15,395
	Carvers Clubhouse								
	Expenditure	63,276	57,346	83,005	85,758	93,849	0	0	95,801
	Income	-14,717	-3,494	-23,123	-18,865	-25,000	0	0	-25,273
	Net Expenditure	48,559	53,852	59,882	66,893	68,849	0	0	70,528
	Transfers to Reserves	5,000	2,500	2,500	2,500	2,500	0	0	2,500
	Transfers from Reserves	0	-2,026	0	-5,022	-4,480	0	0	-1,000
	Growth bids and adjustments (net of transfers from reserves and income)								0
	Committee net expenditure	53,559	54,326	62,382	64,371	66,869	0	0	72,028
	Planning, Town & Environment								
	Expenditure	20,985	25,600	32,498	41,533	42,925	1,763	-13,567	28,861
	Income	-1,100	-9,225	-16,299	-10,100	-5,850	0	9,000	-1,100
	Net Expenditure	19,885	16,375	16,199	31,433	37,075	1,763	-4,567	27,761
	Transfers to Reserves	0	0	3,473	0	0	0	0	0
	Transfers from Reserves	-5,170	-1,120	-450	-6,473	-7,223	0	5,473	-1,000
	Growth bids and adjustments (net of transfers from reserves and income)								0
	Committee net expenditure	14,715	15,255	19,222	24,960	29,852	1,763	906	26,761

RINGWOOD TOWN COUNCIL
 BUDGET AND REVISED BUDGET 2022/23 AND
 DRAFT BUDGET 2023/24

D

Total Base Expenditure	743,083	697,664	788,242	3,136,950	3,220,713	1,649,214
Total Income	-231,126	-211,935	-285,078	-2,177,068	-2,193,844	-929,480
Total transfer to reserves	56,084	38,400	62,265	41,888	38,400	33,600
Total Transfer from reserves	-67,068	-28,705	-41,957	-404,198	-417,729	-142,810
Total New Bids						0
Less funded from earmarked reserves						0
Total Budget Requirement	500,973	495,424	523,472	597,572	647,540	610,524
Precept	497,549	519,907	531,856	553,949	553,949	610,429
Covid Relief grant			4,071	0	0	95
Transfer to/-from General Reserve	-3,424	24,483	12,455	-43,623	-93,591	0

RESERVES AND PROVISIONS - MOVEMENT & ESTIMATED BALANCES

1st April 2022 to 31st March 2024

	Actual Balance 01/04/22 £	Transfers 2022/23 :				Balance 01/04/23 £	Planned and Proposed Movements 2023/24:					Estimated Balance 31/03/24 £
		from Revenue £	to Revenue £	Cash Receipts £	between provisions £		from Revenue £	to revenue		Capital & Other Receipts £	between provisions £	
								base budget £	Growth £			
EARMARKED PROVISIONS												
I.T. & Equipment	18,400	4,500	0			22,900	2,700		0			25,600
Gateway	25,000	0	0			25,000	0		0			25,000
Cemetery	19,533	4,000	0			23,533	2,500		-17,000			9,033
Buildings Reserve	33,567	5,000	-2,200			36,367	4,000	-750	0			39,617
Election	11,042	1,500	0			12,542	1,000		0			13,542
Vehicle & Machinery	22,572	11,000	-15,750			17,822	11,000		0			28,822
Play Equipment	3,031	6,900	-1,000			8,931	6,900		0			15,831
Memorials	0		0			0	0		0			0
Christmas Lights	0		0			0	0		0			0
Carvers Clubhouse	29,525	2,500	-2,100	500		30,425	2,500	-1,000	0			31,925
Ringwood Events	16,768		-15,053			1,715	0		0			1,715
Memorial Lantern	1,354		0			1,354	0		0			1,354
Carvers Grounds	11,300		-6,675			4,625	0		0			4,625
Infrastructure & Open Spaces	12,685	3,000	-315			15,370	3,000		0			18,370
Neighbourhood Plan	6,473		-6,473			0	0		0			0
Football development Project			-326,500	435,330		108,830	0		-108,830			0
Budget Underspends retained for use in 2022/23*	8,243		-8,243			0	0	0				0
Total Provisions	219,495	38,400	-384,309	435,830	0	309,415	33,600	-1,750	-125,830	0	0	215,435
RESERVES												
Earmarked Reserves:												
Dev Contribs	3,213		-750	3,067		5,530		-1,000	0			4,530
Cem Maint	980		-230			750		-230	0			520
Dev Cons(CIL)	51,449		-31,048	5,590		25,990			-14,000			11,990
Capital Receipts	20,334		-1,392	0		18,942			0	0		18,942
Grants Unapplied	3,217		0	1,119		4,335		-95	0		-4,240	0
Loans Unapplied	0		0	0		0			0	0		0
Total Earmarked Reserves and Provisions	298,687	38,400	-417,729	445,605	0	364,963	33,600	-3,075	-139,830	0	-4,240	251,418
General Reserve	304,241		-93,591			210,650	0	0			4,240	214,890
Key & Rent Deposits	15,121		-2,692	5,666		18,095						18,095
Total Reserves & Customer Deposits	618,049	38,400	-514,012	451,271	0	593,708	33,600	-3,075	-139,830	0	0	484,403

BUDGET ASSUMPTIONS 2023/24

Inflation (RPI) is currently running at 14.0% (for the year to November 2022). CPIH is 9.3% for the same period whilst the CPI is 10.7%.

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 2022/23 is: 101.36

1 Inflation

	%	Type
- Pay	7.0%	1
- Utilities	12.0%	2
- Other Expenditure	10.0%	3
- Non contractual expenditure	0.0%	4
- Income	10.0%	5
- Fixed expenditure (i.e. no inflation)	0.0%	6

A target Council Tax increase of : 10.0%
 would increase the Council Tax to: 111.50

And require an additional transfer from reserves of: £0
 which would reduce the general reserve to £ 210,650 by March 2023
 (given the assumptions in 1 - 3 on the left) or 34.5% of the annual precept

2 Council Tax Base increase

0.18%
5,465.0

An increase of 0.18% (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 £210,650 at April 1st 2023. This transfer will reduce it to £210,650 by March 2024

The balance of this grant available at 31st March 2024 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 2023/2024	719,734
Net transfers to/from earmarked reserves	-109,210
Growth Bids & Adjustments	0
- Less funded from earmarked reserves (inc. borrowing)	0
- Less additional income generated	0
Net Budget requirement	610,524
Less funded from general reserve/Covid relief Grant	-95
Sum to be funded from Council Tax Payers (Precept)	610,429

Band D equivalent Council Tax 2023/24

111.50

The budget requirement and resulting precept, as modelled, represents an increase of 10.00 % in the Council Tax

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

Summary movement on reserves:

Opening reserves 1/4/2023:	£
General Reserve	210,650
Earmarked Reserves & Provisions	364,963
Total Reserves 1/4/2023	575,613
Planned transfers in	33,600
Planned transfers out	-142,905

Plus Capital Receipts 23/24 0
 Less Funding for growth 0
 Less use of general reserve 0

Predicted reserves 31/3/2024 :

General Reserve	210,650
Earmarked Reserves	255,658
Predicted Reserves 31/3/2024	466,308

(nb excludes rent & key deposits)

An increase of one percent on the Council Tax will generate an increased precept of : £5,549
 For each increase of £1,000 in the precept requirement, a further £0.183 will be added to the Band D Council Tax



**RINGWOOD TOWN COUNCIL
SCHEDULE OF COMMITTEE MEETINGS – APPROVED JANUARY 2023
MARCH 2023 - MAY 2024**

Note:- RLOS 1st Wed, PTE 1st Fri, P+F 3rd Wed (or 4th where 5 Wed's in the month), FC last Wed.
Staffing committee twice a year (Sept and March usually, plus as required).

MARCH 2023		
1	Recreation, Leisure & Open Spaces	7.00pm
3	Planning, Town & Environment	10.00am
15	Staffing	7.00pm
20th or 27th?	PURDAH STARTS	
22	Policy & Finance	7.00pm
29	Full Council	7.00pm
31	Planning, Town and Environment	10.00am
APRIL 2023		
5	Recreation, Leisure and Open Spaces	7.00pm
19	Policy & Finance	7.00pm
26	Full Council	7.00pm
28	Planning, Town and Environment	10.00am
MAY 2023		
3	Recreation, Leisure and Open Spaces	7:00pm
4	TOWN AND DISTRICT ELECTIONS	
17	ANNUAL (COUNCIL) MEETING	7.00pm
24	Policy and Finance	7.00pm
31	ANNUAL TOWN ASSEMBLY	7.00pm
JUNE 2023		
2	Planning, Town and Environment	10.00am
7	Recreation, Leisure and Open Spaces	7.00pm
21	Policy & Finance	7.00pm
28	Full Council	7.00pm
JULY 2023		
5	Recreation, Leisure and Open Spaces	7.00pm
7	Planning, Town and Environment	10.00am
19	Policy & Finance	7.00pm
26	Full Council	7.00pm
AUGUST 2023		
4	Planning, Town & Environment	10.00am
SEPTEMBER 2023		
1	Planning, Town and Environment	10.00am
6	Recreation, Leisure and Open Spaces	7.00pm
13	Staffing	7.00pm
20	Policy & Finance	7.00pm
27	Full Council	7.00pm
OCTOBER 2023		
4	Recreation, Leisure & Open Spaces	7.00pm

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6	Planning, Town & Environment	10.00am
18	Policy & Finance	7.00pm
25	Full Council	7.00pm
NOVEMBER 2023		
1	Recreation, Leisure & Open Spaces	7.00pm
3	Planning, Town & Environment	10.00am
22	Policy & Finance	7.00pm
29	Full Council	7.00pm
DECEMBER 2023		
1	Planning, Town & Environment	10.00am
6	Recreation, Leisure & Open Spaces	7.00 pm
13	Policy and Finance	7.00pm
20	Full Council	7.00pm
JANUARY 2024		
3	Recreation, Leisure & Open Spaces	7.00pm
5	Planning, Town & Environment	10.00am
24	Policy & Finance	7.00pm
31	Full Council	7.00pm
FEBRUARY 2024		
2	Planning, Town and Environment	10.00am
7	Recreation, Leisure and Open Spaces	7.00pm
21	Policy & Finance	7.00pm
28	Full Council	7.00pm
MARCH 2024		
1	Planning, Town and Environment	10.00am
6	Recreation, Leisure and Open Spaces	7.00pm
13	Staffing	7.00pm
20	Policy & Finance	7.00pm
27	Full Council	7.00pm
APRIL 2024		
3	Recreation, Leisure and Open Spaces	7.00pm
5	Planning, Town & Environment	10.00am
17	Policy & Finance	7.00pm
24	Full Council	7.00pm
MAY 2024		
1	Recreation, Leisure and Open Spaces	7.00pm
3	Planning, Town and Environment	10.00am
15	ANNUAL TOWN ASSEMBLY	7.00pm
22	Policy & Finance	7.00pm
29	ANNUAL (COUNCIL) MEETING	7.00pm

For further information, please contact 01425 473883 or email us at:
town.council@ringwood.gov.uk

POLICY & FINANCE COMMITTEE

18th January 2023

Defibrillator Cabinet

1. Introduction and reason for report

- 1.1 At the meeting last July members approved the purchase of a replacement defibrillator for public use (see minute ref. P/6067). Unfortunately, the defibrillator cabinet on the Gateway building has developed a serious electrical fault which has disabled the cabinet lock and renders it useless. After thorough investigations and enquiries, officers have reluctantly concluded that it is beyond economic repair.

2. Background, Options and Implications

- 2.1 At present, the defibrillator bought last year is only available when the Gateway reception is open. A new cabinet is needed to restore 24/7 public availability.
- 2.2 Officers recommend buying a replacement cabinet that can be locked against theft, interference, etc (emergency access would be by calling 999 and asking for a code) but which has a mechanical rather than an electronic lock so it is not dependent on a functioning power supply. (It would still be connected to a power supply so it could be lit and heated when required.) We should also look for a 10-year warranty for the outer casing and a 5-year warranty for the keypad lock and heater.
- 2.3 There is some variation in the price of suitable cabinets and delivery charges but a budget of £475 is expected to suffice.

3. Issues for decision and any recommendations

Members are invited to approve:

- 3.1 A budget of £475 for the immediate purchase of a replacement defibrillator cabinet; and**
- 3.2 The funding of this purchase from the building reserve.**

For further information, contact:

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



Current Projects Update

Note: Projects marked as "on hold awaiting officer availability" are reviewed fortnightly. Numbers (where given) indicate position in the queue for resumption.

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 2023)	The application for the PWLB loan is with DLUHC. Work on the artificial turf pitch is running to programme. A Pre-contract Services Agreement for the pavilion and other works has been entered into.	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	It is anticipated that the pre-submission draft Plan will be presented to Full Council in January for approval, after which there will be a period of public consultation.	To prepare a Neighbourhood Plan for the civil parish of Ringwood but limited in scope to a few specified themes.	Deputy Clerk	Budget of £21,500 (£3,800 in 2021/22 budget, £3,000 in General Reserve and £14,700 to be funded by Locality grant)
PTE2	Human Sundial	Complete, with exception of interpretation board	Work to refurbish human sundial and install surrounding benches now complete. 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 - working with HCC (Principal Designer and Contractor)	Deputy Clerk	£5,295.15 spent from budget of £10,657 to be funded from CIL and contribution of £5,249.15 from Carnival
PTE3	Crow Stream Maintenance	Annual recurrent	Spraying of stream banks undertaken 21/04/2022, annual flail carried out in August and stream clearance carried out on 29th September.	Annual maintenance of Crow Ditch and Stream in order to keep it flowing and alleviate flooding	Deputy Clerk	£1,120 spent to be funded by transfer from earmarked reserve
PTE4	Climate Emergency	In progress	Funds used to support Greening Campaign, community litter-pick and Flood Action Plan leaflets.	Minor funding to support local initiatives.	Cllr Deboos	Budget of £1,000
PTE5	Bus Shelter Agreement	In progress	Response awaited from ClearChannel on the financial complications and on request for use of advertising space.	Request by ClearChannel in Nov. 2020 for RTC to licence the bus shelters in Meeting House Lane and the advertising on them. Completion dependent on clarification of financial issues (VAT treatment and non-domestic rates revaluation).	Town Clerk	No financial implications
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 any community engagement.	Concept for town centre shared space identified through work on the Neighbourhood Plan.	Deputy Town Clerk	
Projects being delivered by others which are monitored by the Deputy Clerk and reported to this committee:						
	A31 widening scheme	Complete	Scheme complete and road re-opened on 19 November.	Widening of A31 westbound carriageway between Ringwood and Verwood off slip to improve traffic flow; associated town centre improvements utilising HE Designated Funds	Highways England (HE)	HE funded
	SWW Water Main Diversion (associated with A31 widening scheme)	Complete	Bickerley reinstatement works being monitored.	Diversion of water main that runs along the A31 westbound carriageway.	South West Water / Kier	HE funded
	Moortown drainage improvements	In progress		HCC considering a controlled opening of the system in Moortown Lane to alleviate highway flooding	Hampshire CC	Developers contributions
	Pedestrian crossing Castleman Way	On hold	Site does not meet HCC criteria for toucan crossing. Agreed to revisit following promotion of cycle path through Forest Gate Business Park.	Toucan crossing in Castleman Way to improve pedestrian and cycle route between town centre and Moortown	Hampshire CC	Developers contributions
	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.	New footpath to link Beaumont Park with Hightown Road, alongside west of Crow Lane	Hampshire CC	Developers contributions
	Surfacing of Castleman Trailway	Complete	Surfacing works completed early April 2022.	Dedication and surfacing of bridleway between old railway bridge eastwards to join existing surfacing	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	

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.
PF6	Health & Safety Management Support Re-procurement	In progress (commenced mid-2021. Will complete at second audit in Jan. 2023.)	Worknest appointed. The initial audit report has now been received and officers are dealing with the recommended actions in priority order.	Re-procuring specialist advice and support for discharge of health and safety duties	Town Clerk	Support cost is included in contract for both H&S and employment support and factored into relevant budget. The costs of all control measures needed will be assessed and factored into the next budget round.
PF8	Bickerley legal title	In progress (Commenced Dec 2020. Progress dependent on legal procedures)	The Council has resolved to maintain its objection to the application and this will now be considered by the Tribunal. For legal reasons, only basic information will appear here. Councillors can obtain further details from the Town Clerk if needed.	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 so far by members)
PF10	Councillors' use of email	In progress (Commenced May 2022. Aiming to complete initial actions by end of July 2023.)	The Council's IT support provider has advised on options. The committee agreed further steps in September about which officers are seeking further cost information.	Researching options and costs for equipping councillors with official email accounts and devices to facilitate compliance with data protection laws.	Town Clerk	The research phase is not expected to cost anything but staff time. Final costs will depend on member decisions yet to be made.

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 April 2023.)	Initial drawings prepared by Cllr Briers and showing the scale and overall design concept were considered and approved by Carvers Working Party when it met in May 2022. Pre-application planning advice has been received from NFDC and considered. Officers are in discussions with a planning consultant.	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 April 2023.)	CDS has produced a detailed design which was approved in principle at the committee meeting in September. Funding arrangements were agreed at the Policy & Finance Committee meeting on 21st September. 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)
RLOS7	Bowling Club lease	In progress (Club renewed request for new lease in Jan 2022. Progress depends on negotiations.)	Renewal terms have been agreed in outline and arrangements for preparation of a new lease are in hand.	Request by Ringwood Bowling Club for existing lease to be renewed (current lease expires at the end of April 2023). The lease terms will also be reviewed for suitability to current and future needs.	Town Clerk	Staff time only (unless outside legal assistance is deemed necessary). The rental income will be reviewed as part of the renewal.
RLOS8	Ringwood Youth Club	In progress	Winding-up process and requirements are being researched.	Winding up the redundant CIO to terminate filing requirements	Town Clerk	
RLOS10	Waste bin replacement programme	In progress (Commenced April 2020)	The first 17 bins have been installed. The next batch have been received and will be installed in the early months of 2023.	Three-year programme to replace worn-out litter and dog-waste bins	Grounds Manager	Budget of £2,000 a year.
RLOS12	Van replacement	On hold	Officers now propose that this be considered when the Vehicle & Machinery Replacement Plan is next reviewed.	Replacing the grounds department diesel van with an electric vehicle	Grounds Manager	
RLOS14	Poulner Lakes waste licence	In progress	Surrender requirements are being researched.	Arranging to surrender our redundant waste licence to avoid annual renewal fees	Town Clerk	
RLOS17	New allotments site	In progress (Commenced March 2020, progress dependent on progress of legal formalities with other party)	Decision to proceed agreed. Legal work has been held up by a pending application to Land Registry.	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
RLOS18	Cemetery map and registers digitisation	On hold.	All registers have been scanned. A digital map is now live. Costs estimate for completing data entry from registers requested but not received in time for inclusion in 2023-24 budget. Work will be resumed in Autumn 2023.	Digitisation of cemetery records to facilitate remote working, greater efficiency and, eventually, direct public access	Town Clerk	Revised capital budget of £5,467 (originally £5,000).
RLOS19	Carvers Strategic Development	In progress (Commenced Feb. 2021)	Landscape designer New Enclosure has been appointed and met with members. A topographic survey has been done. A draft sketch of the 'masterplan' is expected imminently.	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
RLOS22	Bickerley parking problem	In progress (under discussion since Jan. 2019)	"No Parking" signs have been installed. Replacement timber for "dragon's teeth" has been bought and is being installed progressively. A decorative sign reinforcing the message has also been installed. The cost of relocating the dragon's teeth to narrow the tracks is being investigated.	Unauthorised parking on the tracks crossing the Bickerley is causing damage and obstruction	Town Clerk	The Council is wholly responsible for the cost of whatever measures are taken including staff time. Six No Parking signs cost £156.72. The decorative sign cost £1,244.



Staffing Committee

None

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	
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.
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
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	
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
RLOS20	Detached youth outreach work	Trialling the provision of detached outreach work by specialist youth workers.	Completed in May 2022	
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	