

Ringwood Town Council

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

POLICY & FINANCE COMMITTEE

Dear Member

14th September 2023

A meeting of the above Committee will be held at the Forest Suite, Ringwood Gateway on **Wednesday 20th September 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 19th July 2023

5. GRANT AID

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

- a. Avon Valley Concerts
- b. New Forest Disability Information Service
- c. Ringwood Rotary Club
- d. Ringwood Junior School PTA

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

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

7. BICKERLEY LAND DISPUTE

To receive a verbal report from the Town Clerk on the outcome of the litigation

8. BANK DIRECT DEBITS AND STANDING ORDERS

To note the Finance Manager's report and authorise list of regular payments by standing order/direct debit (*Report C*)

9. BANKING ARRANGEMENTS

To update the bank mandate (*Report D*)

10. FINANCIAL RISK ASSESSMENT

To undertake the annual risk assessment and review policy statements and management arrangements (*Report E*)

11. EXTERNAL AUDIT 2022/23

To consider the external audit report (This item may be a verbal report from the Finance Manager if the external audit report has not been received by the date of the meeting)

12. EVENTS MANAGEMENT

To consider a recommendation from Recreation, Leisure and Open Spaces Committee on 6th September 2023 that the Events Budgeting Reserve be created and the level of reserves to be built up to a level of £5,000, with use of any funds in excess of this amount to be considered annually following consideration of the Events sub-committee's recommendation (*OS/6277 refers*)

13. COMMUNITY INFRASTRUCTURE LEVY (CIL) RECEIPTS

To review movements on CIL receipts (*Report F*)

14. REVALUATION OF COUNCIL BUILDINGS FOR INSURANCE PURPOSES

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

15. ANNUAL REVIEW OF STANDING ORDERS AS TO MEETINGS

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

16. PROJECTS (current and proposed)

To consider the officers' report (*Report I*), 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

RINGWOOD TOWN COUNCIL



POLICY & FINANCE COMMITTEE 20th SEPTEMBER 2023

GRANTS 2023/2024

GRANTS REQUESTED

| | PREVIOUS GRANTS PAID | | | Requested |
|---|----------------------|---------|---------|--------------|
| | 2020/21 | 2021/22 | 2022/23 | |
| | £ | £ | £ | |
| Avon Valley Concerts | 0 | 550 | 550 | 1,000 |
| New Forest Disability Information Service | 500 | 0 | 855 | 550 |
| Rwd Rotary Club for Christmas Eve Festivities | 0 | 250 | 0 | 250 |
| Ringwood Junior School PTA | 0 | 0 | 0 | 2,000 |
| | | | | 3,800 |

2023/24 FUNDS AVAILABLE

| | £ |
|------------------------------|-------|
| 2023/24 Budget | 9,900 |
| Total Funds available | 9,900 |
| Less Paid | 0 |
| Total Unspent @ 20/09/23 | 9,900 |

2023/24 GRANTS PAID TO DATE

| | Min Ref | £ |
|--------------|---------|----------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| TOTAL | | 0 |

2023/24 GRANTS DEFERRED

| | Meeting | Min Ref | Reason deferred |
|--|---------|---------|-----------------|
| | | | |
| | | | |

2023/24 GRANTS REJECTED

| | Meeting | Min Ref | Reason Rejected |
|--|---------|---------|-----------------|
| | | | |
| | | | |
| | | | |



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

APPLICATION FOR GRANT AID

Applicant's Details

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

Details of Grant Request

| | |
|--|---|
| Amount requested | £ 1000 |
| What is the purpose of the grant? | We present a series of 6 classical concerts, performed by national & international artists who perform 4 concerts in Ringwood and 2 in Fordingbridge. Our prices are kept low, and under 25's are free. Our main audience are senior citizens who are unable to travel long distances (i.e. Bournemouth or Southampton). There are no other classical music concerts of this calibre performed in this area |
| How would the people of Ringwood benefit from your receiving this grant? | This would enable us to plan and confirm artists for the following season. |

| | |
|---|---------|
| How many Ringwood people would benefit? | 125 |
| Total cost of project | £ 8,000 |

Information about your Organisation

| | |
|--|--|
| Membership: | What facilities do you provide? A season ticket for all concerts for £84, which includes membership fee of £20. |
| Subscription: £ | |
| Names of competing or similar organisations | None that we are aware of |
| Please tick to confirm that payment details have been provided on page 1 | <input checked="" type="checkbox"/> |

Funds available to your organisation

(apart from this grant application)

| | | |
|--|-----------------------------------|---|
| Cash in hand: £ | Annual income: £7,563 | |
| Other sponsoring bodies and amounts donated by them | | £ |
| | | £ |
| | | £ |
| Have you applied, or do you intend to apply, to any other sponsoring bodies for funding? If so, please give details. | Hampshire County Councillor Grant | |

| | |
|---|-----------------|
| 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 | |



22nd August 2023

Dear Councillors

RINGWOOD PARISH COUNCIL - ANNUAL COMMUNITY GRANTS 2023-2024

First, thank you very much indeed for the grant awarded at the end of the last financial year. It has been put to very good use in supporting disabled people and their carers.

The last five months have seen big changes at New Forest Disability with a new Chief Executive, Dr Heidi Harrison. Heidi is committed to the charity's mission of empowering people living with disabilities in the New Forest, to enable them to lead active and fulfilling lives, integrated in society. To this end we have continued to seek new projects to respond to identified gaps in services, and to secure funding to continue our established services.

In the last five months we have:

1. Secured funding from Awards for All to establish a Carers' Hub. We recognised that many of our clients have unpaid carers supporting them, and these, in turn, also need advice, information and support.
2. Increased our stock of mobility equipment and daily living aids and this income helps to support the charity, as well as helping to support someone's independence and increase or maintain their mobility.
3. Achieved Disability Confident Leader (Level 3) accreditation.

Our Just Got Home and Independence Matters services support patients discharged out of Lymington hospital with the transition home, and in the following weeks, and includes applying for Disabled Facilities Grants for eligible clients. Through our links with NFDCs Housing Team, we can support applications to the Parity Trust, which offers low-cost loans for essential home repairs, such as a new chimney, windows etc. This addresses the issue of many in our community who are house-rich but cash-poor. The payments can even be made from someone's estate if they do not wish to take up a loan.

Our Advice Pop-ups continue monthly across the New Forest, and we are always open to requests to deliver these in new venues. In the past 12 months we have supported 129 residents of Ringwood and surrounding area (95 in Ringwood).

Through the National Lottery we have been able to expand our service offer to disability-related benefits clients with support for the most vulnerable at Work Capability Assessments and Tribunal hearings.

We offer training on Disability Awareness, which can increase access for people with disabilities, whilst also helping shops and venues of any size to increase their access to the "Purple Pound" - the collective spending power of disabled people and their families. (According to the organisation Purple, 75% of disabled people and their families have left a shop or website because of poor customer service and/or accessibility issues. Often these can be easily addressed.

We offer talks to groups and clubs for a reasonable fee.

Every year we support at least 2,000 New Forest residents.

New Forest Disability isn't a large charity. We only have 2 full-time members of staff and 7 part-time. We are also ably supported by a wonderful team of over 20 volunteers, who bring a wealth of experience to the organisation. We offer volunteering and work experience opportunities and provide the appropriate support for everyone, according to their disability/long term health condition, so we demonstrate our mission statement through everything we do.

We work hard to secure funding for specific projects where gaps in services have been identified, and part of this funding is ring-fenced to contribute towards our general overheads; however as with every charity, there is an on-going challenge to secure sufficient funds to meet our full costs. This is one of the reasons why we appeal to councils for a generic contribution to support the charity as a whole.

We are aware that there are multiple demands on Parish Councils' funds but hope you will agree that New Forest Disability continues to punch above its weight for such a small charity and consider it deserving of a financial contribution.

Thank you for your consideration of our application, and any financial contribution you might decide to award this year.

Yours faithfully

G M Spencer

Geraldine Spencer
Business Development Manager
New Forest Disability
e: geraldine@newforestdis.org.uk / info@newforestdis.org.uk
www.newforestdis.org.uk



awarded in General Help with Casework in Welfare Benefits continuously since June 2003





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 Tel: 01425 473883. Email: town.council@ringwood.gov.uk

APPLICATION FOR GRANT AID

Applicant's Details

| | |
|--|--|
| Name of Organisation requesting grant | New Forest Disability Information Service |
| Charity Registration Number (if appropriate) | 110 45 89 |
| Postal Address for the organisation (if there is one) | 6 -8 Osborne Road, New Milton, Hants, BH25 6AD |
| Please tick to confirm that contact details have been provided on page 1 | <input checked="" type="checkbox"/> |

Details of Grant Request

| | |
|--|--|
| Amount requested | £ 550 |
| What is the purpose of the grant? | To support the charity towards its operating costs. Please see attached letter. |
| How would the people of Ringwood benefit from your receiving this grant? | Continued access to all our services for anyone, of any age, with any disability and their carers. Please see attached letter for background. |

| | |
|---|---|
| How many Ringwood people would benefit? | In the last 12 months, 129 residents from Ringwood & surrounding area |
| Total cost of project | £ N/a |

Information about your Organisation

| | |
|--|--|
| Membership: | What facilities do you provide? Services provided are listed in attached letter. Councillors are very welcome to visit our offices to meet the teams and learn more about us. |
| Subscription: £ | |
| Names of competing or similar organisations | We are the only pan-disability charity in the New Forest. We work alongside other specialist disability charities to support the NF disabled community and their families/carers. |
| 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: £ | Annual income: - Last audited accounts attached | |
| Other sponsoring bodies and amounts donated by them | Last audited accounts attached | |
| | | £ |
| | National Lottery – Community Fund Grant (Disability Benefits Advice & Advocacy Project). 6.1.23 | £ 31,536 |
| | National Lottery- Awards For All - Carers Hub project. 11.4.23 | £10,000 |
| Have you applied, or do you intend to apply, to any other sponsoring bodies for funding? If so, please give details. | We apply to NF councils and other funding organisations. We also raise funds by hosting events, delivering training and selling new and 2 nd hand mobility equipment and daily living aids. Our LPA service and lottery.also help to generate income. | |

| | |
|---|-----------------|
| 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 | |

New Forest Disability Information Service known as

New Forest Disability

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

(Registration number: 05124781) Balance Sheet as at 31 March 2022

The financial statements on pages 7 to 20 were approved by the trustees, and authorised for issue on and signed on their behalf by:

R Odbert S J E Smith Trustee Trustee

Company Registration Number: 05124781

New Forest Disability Information Service known as

New Forest Disability

Notes to the Financial Statements for the Year Ended 31 March 2022

1 Charity status

The charity is limited by guarantee, incorporated in England and Wales, and consequently does not have share capital. Each of the trustees is liable to contribute an amount not exceeding £1 towards the assets of the charity in the event of liquidation.

The address of its registered office is:

6 Osborne Road
New Milton
Hampshire BH25
6AD

The principal place of business is:

6 Osborne Road
New Milton
Hampshire
BH25 6AD

[Authorised for issue date](#)

2 Accounting policies

Summary of significant accounting policies and key accounting estimates

The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

Statement of compliance

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102). They also comply with the Companies Act 2006 and Charities Act 2011.

Basis of preparation

New Forest Disability Information Service meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

Going concern

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern nor any significant areas of uncertainty that affect the carrying value of assets held by the charity.

The trustees confirm that they will ensure the charity actions all available government assistance during the Covid 19 pandemic that they feel necessary to ensure the charity remains financially stable.

Income

New Forest Disability Information Service known as

New Forest Disability

Notes to the Financial Statements for the Year Ended 31 March 2022

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

Deferred income

Deferred income represents amounts received for future periods and is released to incoming resources in the period for which, it has been received. Such income is only deferred when:

- The donor specifies that the grant or donation must only be used in future accounting periods; or - The donor has imposed conditions which must be met before the charity has unconditional entitlement.

Investment income

Investment income is recognised on a receivable basis.

Expenditure

All expenditure is recognised as soon as there is a legal or constructive obligation committing the charity to the expenditure. All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category.

Charitable activities

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Governance costs

These include the costs attributable to the charity's compliance with constitutional and statutory requirements, including audit, strategic management and trustees's meetings and reimbursed expenses.

Government grants

Government grants are recognised on the accrual model and are measured at the fair value of the asset received or receivable. Grants are classified as relating either to revenue or to assets. Grants relating to revenue are recognised as income over the period in which the related costs are recognised. Grants relating to assets are recognised over the expected useful life of the asset. Where part of a grant relating to an asset is deferred, it is recognised as deferred income.

Taxation

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

Tangible fixed assets

New Forest Disability Information Service known as

New Forest Disability

Notes to the Financial Statements for the Year Ended 31 March 2022

Individual fixed assets costing £1.00 or more are initially recorded at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

Depreciation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

| Asset class | Depreciation method and rate |
|--------------------------|------------------------------|
| Short leasehold property | 15 years straight line |
| Fixtures and fittings | 15% reducing balance |

Provisions

Provisions are recognised when the charity has an obligation at the reporting date as a result of a past event, it is probable that the charity will be required to settle that obligation and a reliable estimate can be made of the amount of the obligation.

Fund structure

Unrestricted income funds are general funds that are available for use at the trustees's discretion in furtherance of the objectives of the charity.

Designated funds are unrestricted funds set aside for specific purposes at the discretion of the trustees.

Restricted income funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

4 Investment income

| Unrestricted funds | Restricted | Total |
|-----------------------|------------|-------|
|-----------------------|------------|-------|

New Forest Disability Information Service known as

New Forest Disability

Notes to the Financial Statements for the Year Ended 31 March 2022

| | General £ | funds £ | funds £ |
|----------------|--------------|------------|------------|
| Total for 2022 | - | - | - |
| Total for 2021 | <u>83</u> | <u>603</u> | <u>686</u> |

5 Other income

| | Unrestricted funds General £ | Total funds £ |
|----------------|---------------------------------------|------------------|
| Total for 2021 | 19,958 | 19,958 |
| 3 Income | | |

| | Unrestricted funds | | |
|-------------------------------|--------------------|--------------------|--------------------|
| | General £ | Total 2022 £ | Total 2021 £ |
| Voluntary income; | | | |
| Grants receivable | 93,507 | 93,507 | 92,147 |
| Sales of donated goods | 18,873 | 18,873 | 10,553 |
| General donations | 14,787 | 14,787 | 7,338 |
| Training | 300 | 300 | - |
| Commission on equipment sales | 564 | 564 | 639 |
| General fundraising | 2,471 | 2,471 | 1,774 |
| | <u>130,502</u> | <u>130,502</u> | <u>112,451</u> |

New Forest Disability Information Service known as

New Forest Disability

Notes to the Financial Statements for the Year Ended 31 March 2022

6 Expenditure on charitable activities

| | Unrestricted | | |
|----------------------------------|----------------|----------------|----------------|
| | funds | Total | Total |
| | General £ | 2022 £ | 2021 £ |
| Wages and salaries | 96,871 | 96,871 | 80,086 |
| Staff NIC (Employers) | 4,161 | 4,161 | 3,527 |
| Travelling | 3,162 | 3,162 | 1,271 |
| Rent, rates and utilities | 21,422 | 21,422 | 20,698 |
| Insurance | 1,966 | 1,966 | 1,802 |
| Equipment repairs and renewals | 1,548 | 1,548 | 3,659 |
| Telephone | 8,175 | 8,175 | 7,987 |
| Postage, printing and stationery | 3,336 | 3,336 | 3,027 |
| Subscriptions | 631 | 631 | 199 |
| Equipment hire | 619 | 619 | 619 |
| Sundry expenses | 320 | 320 | 1,153 |
| Publicity | 2,619 | 2,619 | 3,679 |
| Legal and professional fees | 1,410 | 1,410 | 2,660 |
| Depreciation | 297 | 297 | 349 |
| Accountancy | - | - | 528 |
| Health and safety | 192 | 192 | 1,856 |
| Staff training | 355 | 355 | 2,195 |
| | <u>147,084</u> | <u>147,084</u> | <u>135,295</u> |

In addition to the expenses analysed above, there are also governance costs of £2,430 (2021 : £2,460) which relate directly to charitable activities and comprise independent examiner's fee.

7 Net incoming/outgoing resources

Net outgoing resources for the year include:

| | 2022 £ | 2021 £ |
|------------------------------|------------|------------|
| Depreciation of fixed assets | <u>297</u> | <u>349</u> |

8 Trustees remuneration and expenses

No trustees, nor any persons connected with them, have received any remuneration from the charity during the year.

No trustees have received any reimbursed expenses or any other benefits from the charity during the year.

New Forest Disability Information Service known as

New Forest Disability

Notes to the Financial Statements for the Year Ended 31 March 2022

9 Staff costs

The aggregate payroll costs were as follows:

| | 2022 £ | 2021 £ |
|-----------------------------------|----------------|---------------|
| Staff costs during the year were: | | |
| Wages and salaries | 96,871 | 80,086 |
| Social security costs | <u>4,161</u> | <u>3,527</u> |
| | <u>101,032</u> | <u>83,613</u> |

The monthly average number of persons (including senior management team) employed by the charity during the year expressed as full time equivalents was as follows:

| | 2022 No | 2021 No |
|-------------------------------|----------|------------|
| Management and administration | <u>9</u> | <u>8</u> |

No employee received emoluments of more than £60,000 during the year.

10 Taxation

The charity is a registered charity and is therefore exempt from taxation.

11 Tangible fixed assets

| | Short leasehold property £ | Fixtures and fittings £ | Total £ |
|---|----------------------------------|-------------------------------|---------------|
| Cost | | | |
| At 1 April 2021 | <u>3,192</u> | <u>22,293</u> | <u>25,485</u> |
| At 31 March 2022 | <u>3,192</u> | <u>22,293</u> | <u>25,485</u> |
| Depreciation | | | |
| At 1 April 2021 3,192 20,316 23,508 Charge for the year - 297 297 | | | |
| At 31 March 2022 | <u>3,192</u> | <u>20,613</u> | <u>23,805</u> |
| Net book value | | | |
| At 31 March 2022 | <u>-</u> | <u>1,680</u> | <u>1,680</u> |
| At 31 March 2021 | <u>-</u> | <u>1,977</u> | <u>1,977</u> |

New Forest Disability Information Service known as

New Forest Disability

Notes to the Financial Statements for the Year Ended 31 March 2022

12 Debtors

| | 2022 £ | 2021 £ |
|---------------|--------------|--------------|
| Other debtors | <u>3,279</u> | <u>1,275</u> |

13 Creditors: amounts falling due within one year

| | 2022 £ | 2021 £ |
|------------------------------------|---------------|---------------|
| Other taxation and social security | 3,393 | 4,201 |
| Other creditors | 11,794 | 10,149 |
| Deferred income | <u>18,500</u> | <u>2,050</u> |
| | <u>33,687</u> | <u>16,400</u> |

14 Provisions

The terms of the lease on the first floor of the charity's offices at Osborne Road require that, on the termination of the lease, the lift is removed and the property is restored to its condition at the commencement of the lease. It is considered prudent to provide for the cost of this work, which has been estimated at £12,000.

15 Commitments

Other financial commitments

The total amount of other financial commitments not provided in the financial statements was £8,500 (2021 - £25,500).

New Forest Disability Information Service known as

New Forest Disability

Notes to the Financial Statements for the Year Ended 31 March 2022

16 Funds

| | Balance at 1 April 2021 £ | Incoming resources £ | Resources expended £ | Transfers £ | Balance at 31 March 2022 £ |
|-------------------------------|------------------------------------|---------------------------------------|----------------------------|--------------------------------------|--|
| Unrestricted funds | | | | | |
| General | | | | | |
| Unrestricted general funds | 28,891 | 130,502 | (148,758) | (40) | 10,595 |
| Designated | | | | | |
| Unrestricted designated funds | 30,407 | - | (756) | - | 29,651 |
| Total unrestricted funds | <u>59,298</u> | <u>130,502</u> | <u>(149,514)</u> | <u>(40)</u> | <u>40,246</u> |
| Restricted funds | | | | | |
| Restricted funds | <u>45,074</u> | <u>-</u> | <u>-</u> | <u>40</u> | <u>45,114</u> |
| Total funds | <u>104,372</u> | <u>130,502</u> | <u>(149,514)</u> | <u>-</u> | <u>85,360</u> |
| | Balance at 1 April 2020 £ | Incoming resources £ | Resources expended £ | Balance at 31 March 2021 £ | |
| Unrestricted funds | | | | | |
| General | | | | | |
| Unrestricted general funds | 32,810 | 132,492 | (136,411) | 28,891 | |
| Designated | | | | | |
| Unrestricted designated funds | 31,751 | - | (1,344) | 30,407 | |
| Total unrestricted funds | <u>64,561</u> | <u>132,492</u> | <u>(137,755)</u> | <u>59,298</u> | |
| Restricted | | | | | |
| Restricted funds | <u>44,471</u> | <u>603</u> | <u>-</u> | <u>45,074</u> | |
| Total funds | <u>109,032</u> | <u>133,095</u> | <u>(137,755)</u> | <u>104,372</u> | 17 Analysis of net assets between funds |
| | | Unrestricted funds General £ | Restricted funds £ | Total funds at 31 March 2022 £ | |

New Forest Disability Information Service known as

New Forest Disability

Notes to the Financial Statements for the Year Ended 31 March 2022

| | | | |
|-----------------------|-----------------------------|-----------------------------|-----------------------------|
| Tangible fixed assets | 1,680 | - | 1,680 |
| Current assets | 84,253 | 45,114 | 129,367 |
| Current liabilities | (33,687) | - | (33,687) |
| Provisions | (12,000) | - | (12,000) |
| | <u> </u> | <u> </u> | <u> </u> |
| Total net assets | <u> </u> | <u>45,114</u> | <u>40,246</u> |
| | | 85,360 | |



Ringwood Town Council

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

APPLICATION FOR GRANT AID

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

Applicant's Details

| | |
|---------------------------------------|--|
| Name of Organisation requesting grant | RINGWOOD ROTARY CLUB CIO |
| Postal Address | c/o The Malt House, 84a Christchurch Road, Ringwood, Hampshire, BH24 1DR |
| Name of Contact | Dick Sheerin |
| Contact's telephone number | 01425 477649 |
| Contact's email: | [REDACTED] |

Details of Grant Request

| | |
|--|--|
| Amount requested | £ 250.00 |
| What is the purpose of the grant? | To cover expenses for Christmas Eve Festivities in Ringwood Market Place. This is a free public event. |
| How would the people of Ringwood benefit from your receiving this grant? | This will enable a long standing tradition to continue and for presents collected on the night to be given to needy children in children's homes and special schools in this area. About 600 presents collected |
| How many Ringwood people would benefit? | About 2000+ |
| Total cost of project | £ 500 |

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

Information about your Organisation

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

Funds available to your organisation

(Apart from this grant application)

| | | |
|--|--|-----------------------------------|
| Cash in hand: £ | Annual income: £ See accounts | |
| Other sponsoring bodies and amounts donated by them | None | £ |
| | | £ |
| | | £ |
| Have you applied, or do you intend to apply, to any other sponsoring bodies for funding? If so, please give details. | No, but a lot of local firms and others help by loaning us some of the equipment needed. | |
| Signature of Applicant | <i>R. A. Sheerin</i> | Date 16 th August 2023 |
| Position within the Organisation: | Community and Vocational Committee | |

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

Additional comments

Please write any additional comments on a separate sheet.

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

THE ROTARY CLUB OF RINGWOOD
01.07.22 to 30.06.23

| | CLUB A/C | TWINNING A/C |
|---|-----------------|------------------|
| Balances brought forward | 3,642.16 | 2,914.08 |
| Subscriptions | 6,830.00 | |
| RIBI subscription | (2,700.08) | |
| Disrict subscription | (570.00) | |
| Hire of Greyfriars | (3,158.60) | |
| Lunch & social events surplus | 165.42 | |
| Bar profit | 525.00 | |
| President's honorarium | (500.00) | |
| Jewels and badges | (234.25) | |
| Charter Night | (108.00) | |
| Grant received for MLW bench | 500.00 | |
| Reserved for MLW bench | (1,000.00) | |
| Rotary website | (50.00) | |
| Bank charges | (276.38) | |
| Other expenses | (1,122.33) | |
| May 2023 twinning costs less receipts | | -3,430.91 |
| Raffle 2022/23 surplus | | 1,218.39 |
| Balances carried forward | 1,942.94 | 701.56 |
| Fanfare for Spring | | |
| Surplus carried forward | 2,136.49 | |
| Subscriptions & Raffle 2023/24 received in advance | 3,215.00 | |
| Held for MLW bench | 1,000.00 | |
| Owed to Greyfriars | 628.00 | |
| TOTAL BALANCE IN CLUB ACCOUNT AT 30th June 2023 | 9,623.99 | |

RINGWOOD ROTARY CIO
01.07.22 to 30.06.23

| | |
|--|-------------------|
| Balance carried forward | 5,637.73 |
| RECEIPTS | |
| Ellingham Show | 3,057.88 |
| Hungry Bowl | 4,445.83 |
| Club Christmas Card | 752.35 |
| Photographic Competition - Sponsorship | 1,100.00 |
| Harvest Supper | 339.00 |
| Earthquake Appeal | 1,690.60 |
| Quiz Night | 802.51 |
| Soiree | 867.34 |
| Santa's Grotto | 217.61 |
| Donations | 2,500.00 |
| Sponsorship - Imagineering Club | 649.00 |
| Sundry Income | 162.33 |
| PAYMENTS | |
| Lantern Community | (3,500.00) |
| Photographic Competition costs | (1,643.57) |
| Kids Out | (300.00) |
| Christmas Eve Expenses | (259.20) |
| Ringwoofd Foodbank | (1,500.00) |
| ShelterBox | (3,000.00) |
| Imagineering Club | (864.60) |
| Other Charitable Donations | (1,436.80) |
| Expenses paid for future events | (64.00) |
| RI Foundation | (3,585.00) |
| Balance carried forward | 6,069.01 |
| Committed Funds | 1,668.53 |
| Expenses paid for future events | (64.00) |
| Uncommitted Funds | 4,464.48 |

I have audited the accounts and its CIO which give a true view of the Club's activities for the year ending 30th June 2023

Rtn J Gibson
Hon. Auditor



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 Junior School PTA |
| Charity Registration Number (if appropriate) | 1026023 |
| Postal Address for the organisation (if there is one) | Hightown Road Ringwood, BH24 1JJ |
| Please tick to confirm that contact details have been provided on page 1 | X <input type="checkbox"/> |

Details of Grant Request

| | |
|--|---|
| Amount requested | £ 2000.00 |
| What is the purpose of the grant? | The grant will help replace derelict fence to make safe the school's nature area, which includes a wildlife pond and its surrounding habitat. This area will be a peaceful and natural space for the school community, especially the children, to enjoy and relax. It will also be a source of inspiration and learning, where the children can explore and appreciate the diversity of nature. Annexed is the school's vegetable plot, which foster the children's interest and pride in growing their own food and caring for the environment. The whole project also will enable the school to use the nature area and the vegetable plots as educational resources for subjects such as science, and to teach the children practical skills for making sustainable choices. |
| How would the people of Ringwood benefit from your receiving this grant? | The Ringwood Junior School community will have benefit from the natural, wellness space. Local groups and local community will have access at appropriate times. |

| | |
|---|------------|
| How many Ringwood people would benefit? | 400+ |
| Total cost of project | £ 3,375.00 |

Information about your Organisation

| | |
|--|---|
| Membership: | What facilities do you provide? Educational. The school is also available for community activities. No subscription |
| Subscription: £ | |
| Names of competing or similar organisations | N/A |
| Please tick to confirm that payment details have been provided on page 1 | X <input type="checkbox"/> |

Funds available to your organisation

(apart from this grant application)

| | | |
|--|---|-----------|
| Cash in hand: £ 599.22 | Annual income: £ 17,606.00 | |
| Other sponsoring bodies and amounts donated by them | Wessex Water Grant | £1,100.00 |
| | | £ |
| | | £ |
| Have you applied, or do you intend to apply, to any other sponsoring bodies for funding? If so, please give details. | From Wessex Water Fund, we have received a capital grant to restore the pond and nature area and natural seating, a bird observation station, and resurface the paths of the vegetable plot. We have volunteers to carry out this work. | |

| | |
|---|-----------------|
| 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 | |

PTA income & Expenditure 2022-2023 as at 1 August 2023

A

| EVENTS | INCOME | EXPENSES | NET INCOME |
|---|-------------------|-------------------|-------------------|
| Christmas Cards | £912.05 | £0.00 | £912.05 |
| Santa Grotto | £411.00 | £131.74 | £279.26 |
| Christmas Fayre | £2,319.58 | £874.49 | £1,445.09 |
| Krispy Kreme Doughnut sale | £730.00 | £542.90 | £187.10 |
| Smarties Tubes Challenge | £911.35 | £172.61 | £738.74 |
| Virtual Balloon Race | £100.32 | £39.00 | £61.32 |
| Easter Eggs Raffle | £508.71 | £20.00 | £488.71 |
| Pizza Kits | £130.00 | £0.00 | £130.00 |
| Sports Day refreshments | £300.00 | £98.27 | £201.73 |
| Ice lollies sale | £86.05 | £34.30 | £51.75 |
| Break the Rules Day | £530.55 | £0.00 | £530.55 |
| December movie | £412.50 | £56.45 | £349.05 |
| March Movie | £248.73 | £75.59 | £173.14 |
| Year 3 Disco | £311.00 | £170.34 | £140.66 |
| Autumn Disco | £1,353.63 | £368.81 | £984.82 |
| February Disco | £1,093.24 | £252.63 | £840.61 |
| Summer Disco | £837.66 | £275.51 | £562.15 |
| Summer Fayre | £4,478.07 | £1,114.88 | £2,963.19 |
| Amazon Smile | £41.30 | | £41.30 |
| easyfundraising | £117.65 | | £117.65 |
| Re-usable Clothes Collection | £525.40 | | £525.40 |
| Pre-loved Uniforms sales | £105.00 | | £105.00 |
| Wessex Water grant | £1,100.00 | | £1,100.00 |
| Name tags | £43.00 | | £43.00 |
| Gift Aid | | | |
| | | | |
| GRAND TOTAL | £17,606.79 | £4,227.52 | £12,972.27 |
| | | | |
| CONTRIBUTIONS TO SCHOOL | | | |
| | | | |
| Christmas chocolate, sweets & hats for pupils | | £479.91 | |
| Year 6 Leavers | | £1,232.97 | |
| M&M Whole school production | | £599.00 | |
| Kings Coronation celebrations | | £299.85 | |
| Yr 4 - Chris Connington | | £60.00 | |
| Mathletics annual renewal | | £2,154.60 | |
| Reading Plus renewal - 2nd payment | | £1,599.75 | |
| Reading Books - Peters & Little Wandle | | £1,177.88 | |
| Library Renovations | | £2,900.00 | |
| Science Equipment | | £770.87 | |
| Pond & vegetable Patch renovations | | £1,100.00 | |
| Butterfly Pots | | £44.93 | |
| Special ice-lollies treat for class 4RS | | £14.25 | |
| TOTAL CONTRIBUTIONS | | £12,434.01 | |
| | | | |
| Bank balance at 27/07/23 = £ 10,898.22 | | | |
| Ringfenced funds £5,000.00 | | | |
| payments pending = £ 300.00 (PTA website) | | | |
| Available funds = £ 1,598.22 | | | |
| Committed Contributions £4,000.00 | | | |
| | | | |

Note: opening bank balance at 1 Sept 2022 was £ 6,612.48

NOTE:

| | |
|--|------------|
| Ringfenced funds | £5,000.00 |
| Comitted contributions | £4,000.00 |
| Payments pending or due by early September | £1,299.00 |
| Total committed funds | £10,299.00 |

Available funds £ 599.22

A

new Pastoral Facility incl WC & lockers

Due early Sept. £599.00 for M&M Whole School Production
pending- Library, pond&veg patch

00020544/00039825/402

0014337-0001-0

MRS LETITIA COX
RINGWOOD JUNIOR SCHOOL PTA
HIGHTOWN ROAD
RINGWOOD
HAMPSHIRE
BH24 1NH



Current Account

A

| Summary | |
|------------------|----------------------------|
| Statement Date | 05 JUL 2023 |
| Period Covered | 06 JUN 2023 to 05 JUL 2023 |
| Previous Balance | £7,255.16 |
| Paid In | £4,857.87 |
| Withdrawn | £1,622.73 |
| New Balance | £10,490.30 |
| BIC | NWBKGB2L |
| IBAN | GB16NWBK54304514038633 |

Welcome to your new look NatWest Statement

Why file and store your statements when we can do it for you? Manage your statements online at www.natwest.com
If you have changed your address or telephone number please let us know.

| Date | Description | Paid In(£) | Withdrawn(£) | Balance(£) |
|-------------|---|------------|--------------|------------|
| 06 JUN 2023 | BROUGHT FORWARD | | | 7,255.16 |
| | Automated Credit SUMUP PAYMENTS ACC PID302147-SUMUP FP 06/06/23 1757 5W48NDDZ98D1EN9MRO | 34.41 | | 7,289.57 |
| 07 JUN | OnLine Transaction HCC CC21750GL6793 VIA MOBILE - PYMT FP 07/06/23 10 61151648096467000N | | 561.30 | 6,728.27 |
| | Cheque No.000878 543045 07JUN 1436 | | 400.00 | 6,328.27 |
| 08 JUN | Automated Credit STRIPE STRIPE FP 08/06/23 0859 731549387000 | 33.86 | | 6,362.13 |
| 09 JUN | Automated Credit SUMUP PAYMENTS ACC PID303861-SUMUP FP 09/06/23 1737 RD182Y81EWPDE24Y60 | 24.59 | | 6,386.72 |
| | Automated Credit SUMUP PAYMENTS ACC PID303313-SUMUP FP 08/06/23 1938 4Q8MN59Z0KK9MV95GL | 29.49 | | 6,416.21 |
| | Automated Credit STRIPE STRIPE FP 09/06/23 0841 731461108400 | 56.72 | | 6,472.93 |
| 12 JUN | Automated Credit STRIPE STRIPE FP 12/06/23 0839 731579939800 | 13.92 | | 6,486.85 |
| | Automated Credit SUMUP PAYMENTS ACC PID305070-SUMUP FP 12/06/23 1823 QDP7N16D9YOOL26XLE | 852.90 | | 7,339.75 |
| 13 JUN | Automated Credit SUMUP PAYMENTS ACC PID305622-SUMUP FP 13/06/23 1645 5W48NDDQXY8W1N9MRO | 29.49 | | 7,369.24 |
| | Automated Credit STRIPE STRIPE FP 13/06/23 0849 731492451200 | 9.35 | | 7,378.59 |
| 14 JUN | Automated Credit STRIPE STRIPE FP 14/06/23 0858 731502954300 | 28.88 | | 7,407.47 |
| 15 JUN | Automated Credit SUMUP PAYMENTS ACC PID306198-SUMUP FP 14/06/23 1859 J63EV4D8DL9672OWGP | 17.70 | | 7,425.17 |
| | OnLine Transaction [REDACTED] SUMMER FAYRE EXP. VIA MOBILE - PYMT FP 15/06/23 10 06075940701359000N | | 118.00 | 7,307.17 |
| | OnLine Transaction [REDACTED] SUMMER FAYRE EXP VIA MOBILE - PYMT FP 15/06/23 10 03105649802261000N | | 192.33 | 7,114.84 |
| | OnLine Transaction [REDACTED] ICE-LOLLIES-RSTONE VIA MOBILE - PYMT FP 15/06/23 10 30110007465815000N | | 14.25 | 7,100.59 |
| | OnLine Transaction [REDACTED] ICE-POPS FOR FF VIA MOBILE - PYMT FP 15/06/23 10 03110158550725000N | | 32.00 | 7,068.59 |
| 16 JUN | Credit No.100458 543045 | 43.00 | | 7,111.59 |

RINGWOOD TOWN COUNCIL

FINANCIAL REPORTS FOR

POLICY & FINANCE COMMITTEE MEETING

20th September 2023

Paid Expenditure Transactions

Start of year 01/04/23

paid between 01/07/23 and 31/08/23

B

| Payment Reference | Paid date | Tn no | Order no | Gross | Vat | Net | Cttee | Details | Heading |
|----------------------|-----------|--------|-----------|---------|--------|---------|-------|-----------------------------|---|
| DD 1 | 03/07/23 | 3797 | | £195.00 | £0.00 | £195.00 | RLOS | New Forest District Council | NFDC Rates Carvers Clubhouse July 2023 3802/1/6 |
| DD 2 | 03/07/23 | 3798 | | £247.00 | £0.00 | £247.00 | RLOS | New Forest District Council | NFDC Rates Cemetery July 2023 3200/1/5 |
| DD 3 | 03/07/23 | 3799 | | £356.40 | £59.40 | £297.00 | P&F | CF Corporate Finance Ltd | Quarterly Hire 01/07/23 - 30/09/23 2000/1/9 |
| | | 3740/1 | | £7.98 | £1.33 | £6.65 | P&F | Amazon | Rubber bands (for front desk cashing up) 2000/1/8 |
| Lloyds CC Jul 10 | 04/07/23 | 3740 | RTC805225 | £7.98 | £1.33 | £6.65 | | Amazon | Office Rubber Bands No.16 Each 63x1.5mm Approx 2000 Bands - to be paid for on NV credit card 2000/1/8 |
| | | 3741/1 | | £10.29 | £1.72 | £8.57 | RLOS | Amazon | blank cards 3802/2/1 |
| Lloyds CC July 23 15 | 04/07/23 | 3741 | RTC805234 | £10.29 | £1.72 | £8.57 | | Amazon | blank paper cards for schools project 3802/2/1 |
| | | 3742/1 | | £7.98 | £0.00 | £7.98 | RLOS | Amazon | ant stop 3802/1/1 |
| Lloyds CC Jul 23 9 | 04/07/23 | 3742 | RTC805232 | £7.98 | £0.00 | £7.98 | | Amazon | ant stop 3802/1/1 |
| | | 3743/1 | | £6.79 | £1.13 | £5.66 | RLOS | Amazon | order pads for café 3802/3/1 |
| Lloyds CC Jul 23 11 | 04/07/23 | 3743 | RTC805233 | £6.79 | £1.13 | £5.66 | | Amazon | Order pads 3802/3/1 |
| | | 3744/1 | | £96.59 | £16.10 | £80.49 | RLOS | Amazon | table 3802/3/1 |
| Lloyds CC Jul 23 8 | 04/07/23 | 3744 | RTC805257 | £96.59 | £16.10 | £80.49 | | Amazon | New table for café 3802/3/1 |
| | | 3745/1 | | £342.66 | £50.47 | £292.19 | RLOS | Booker | food for resale 3802/3/1 |
| Lloyds CC Jul 23 7 | 04/07/23 | 3745 | RTC805249 | £342.66 | £50.47 | £292.19 | | Booker | Food for resale order number 81515204 paid on credit card 3802/3/1 |
| | | 3879/1 | | £62.82 | £10.47 | £52.35 | RLOS | Decathlon | footballs 3802/2/1 |
| | | 3879/2 | | £6.59 | £1.10 | £5.49 | RLOS | Decathlon | delivery 3802/2/1 |
| Lloyds CC July 23 1 | 04/07/23 | 3879 | RTC805276 | £69.41 | £11.57 | £57.84 | | Decathlon | Footballs and netballs for summer programme 3802/2/1 |
| | | 3880/1 | | £400.78 | £47.53 | £353.25 | RLOS | Booker | food for resale 3802/3/1 |
| Lloyds CC July 23 2 | 04/07/23 | 3880 | RTC805283 | £400.78 | £47.53 | £353.25 | | Booker | food for resale paid on nicola credit card 3802/3/1 |
| | | 3881/1 | | £67.95 | £0.00 | £67.95 | RLOS | Iceland | food for resale 3802/3/1 |
| Lloyds CC July 23 3 | 04/07/23 | 3881 | RTC805284 | £67.95 | £0.00 | £67.95 | | Iceland | food for resale 3802/3/1 |
| | | 3882/1 | | £30.00 | £0.00 | £30.00 | RLOS | Amazon | coffee for resale 3802/3/1 |

Paid Expenditure Transactions

Start of year 01/04/23

paid between 01/07/23 and 31/08/23

B

| Payment Reference | Paid date | Tn no | Order no | Gross | Vat | Net | Cttee | Details | Heading |
|---------------------|-----------|--------|-----------|-----------|---------|-----------|-------|------------------------------|--|
| Lloyds CC July 23 4 | 04/07/23 | 3882 | RTC805259 | £30.00 | £0.00 | £30.00 | | Amazon | Food for resale (coffee) 3802/3/1 |
| Lloyds CC July 23 5 | 04/07/23 | 3883 | | £279.32 | £46.55 | £232.77 | P&F | Microsoft | 18/5/23 - 17/6/23 51693805135 2000/1/15 |
| Lloyds CC July 23 6 | 04/07/23 | 3884 | | £237.60 | £39.60 | £198.00 | P&F | Microsoft | 18/05/23 - 17/06/23 81693920443 2000/1/15 |
| | | 3885/1 | | £9.59 | £1.60 | £7.99 | RLOS | Amazon | folding stepping stool 3802/2/1 |
| Lloyds CC Jul 23 12 | 04/07/23 | 3885 | RTC805266 | £9.59 | £1.60 | £7.99 | | Amazon | Folding stepping stool paid on credit card 3802/2/1 |
| | | 3939/1 | | £8.99 | £1.50 | £7.49 | RLOS | Amazon | brown paper bags for café 3802/3/1 |
| Lloyds CC Aug 23 13 | 04/07/23 | 3939 | RTC805279 | £8.99 | £1.50 | £7.49 | | Amazon | brown paper bags 3802/3/1 |
| | | 3940/1 | | £20.00 | £3.33 | £16.67 | RLOS | Amazon | netball 3802/2/1 |
| Lloyds CC Jul 23 14 | 04/07/23 | 3940 | RTC805277 | £20.00 | £3.33 | £16.67 | | Amazon | netballs paid on credit card 3802/2/1 |
| | | 3942/1 | | £320.00 | £53.33 | £266.67 | RLOS | BCE Distributors | folding pool table 3802/2/1 |
| Lloyds CC Jul 23 16 | 04/07/23 | 3942 | RTC805267 | £320.00 | £53.33 | £266.67 | | BCE Distributors | Folding pool table for teenagers at Clubhouse 3802/2/1 |
| DD | 05/07/23 | 3800 | | £32.34 | £5.39 | £26.95 | RLOS | Sky Business | 05/07/23 - 04/08/23 3802/2/5 |
| DD 1 | 10/07/23 | 3802 | | £37.81 | £1.80 | £36.01 | P&F | SSE Southern Electric | Ringwood Market Place 2000/1/1 |
| DD 2 | 10/07/23 | 3804 | | £236.27 | £11.25 | £225.02 | RLOS | Yu Energy | 01/06/23 - 30/06/23 3802/1/3 |
| | | 3766/1 | | £990.00 | £165.00 | £825.00 | RLOS | Graffiti Removal (South) Ltd | to remove offensive graffiti from skatepark. 3000/5/10 |
| 1594 | 12/07/23 | 3766 | RTC805053 | £990.00 | £165.00 | £825.00 | | Graffiti Removal (South) Ltd | To remove offensive Graffiti from skatepark. 3000/5/10 |
| | | 3794/1 | | £25.03 | £4.17 | £20.86 | P&F | Hampshire County Council | 819050 A4 paper 2000/1/8 |
| | | 3794/2 | | £9.24 | £1.54 | £7.70 | P&F | Hampshire County Council | 611500 Procell AA batteries Box of 10 2000/3/4 |
| 1596 | 12/07/23 | 3794 | RTC805281 | £34.27 | £5.71 | £28.56 | | Hampshire County Council | A4 paper and batteries 2000/1/8 |
| | | 3795/1 | | £14.77 | £2.46 | £12.31 | RLOS | Elliott Brothers Ltd | 2 Bags post fix for Bickerley Bollards 3000/6/3 |
| 1597 | 12/07/23 | 3795 | RTC805287 | £14.77 | £2.46 | £12.31 | | Elliott Brothers Ltd | 2 bags post fix for Bickerley Bollards 3000/6/3 |
| DD 1 | 17/07/23 | 3801 | | £8,554.89 | £0.00 | £8,554.89 | P&F | Hampshire County Council | Pension June 2023 2600/1/3 |
| DD 2 | 17/07/23 | 3803 | | £221.10 | £36.85 | £184.25 | P&F | SSE Southern Electric | Ringwood Market Place 2000/1/1 |
| DD | 18/07/23 | 3806 | | £64.38 | £3.07 | £61.31 | P&F | British Gas | Greenways 08/06/23 - 03/07/23 2100/1 |

Paid Expenditure Transactions

Start of year 01/04/23

paid between 01/07/23 and 31/08/23

B

| Payment Reference | Paid date | Tn no | Order no | Gross | Vat | Net | Cttee | Details | Heading | |
|-------------------|-----------|--------|-----------|-------------|------------|------------|-------|------------------------------------|--|----------|
| 1598 | 18/07/23 | 3807 | RTC805320 | £17,754.34 | £2,959.06 | £14,795.28 | RLOS | Knights Brown Construction Limited | Payment certificate number 2 Football Development Project | 3350/10 |
| 1599 | 18/07/23 | 3808 | RTC805321 | £102,002.62 | £17,000.44 | £85,002.18 | RLOS | Knights Brown Construction Limited | Football Development project construction payment certificate number 1 | 3350/10 |
| | | 3810/1 | | £72.00 | £12.00 | £60.00 | P&F | SLCC Enterprises Ltd | To book a place for Jo Hurd on Planning Summit - 5 July 2023 | 2310/2 |
| 1595 | 18/07/23 | 3810 | RTC805208 | £72.00 | £12.00 | £60.00 | | SLCC Enterprises Ltd | Training - Planning Summit (replacement for previous order number 805195) | 2310/2 |
| | | 3811/1 | | £1,320.00 | £220.00 | £1,100.00 | PT&E | ONeillHomer | Preparation of Basic Conditions Statement (4.02) - 2 days | 4000/1/6 |
| 1600 | 18/07/23 | 3811 | RTC805289 | £1,320.00 | £220.00 | £1,100.00 | | ONeillHomer | Consultancy work - Ringwood Neighbourhood Plan | 4000/1/6 |
| | | 3812/1 | | £96.00 | £16.00 | £80.00 | RLOS | New Forest Ice Cream | promotional umbrellas | 3802/2/1 |
| 1602 | 18/07/23 | 3812 | RTC805231 | £96.00 | £16.00 | £80.00 | | New Forest Ice Cream | promotional umbrellas and bases | 3802/2/1 |
| | | 3813/1 | | £384.00 | £64.00 | £320.00 | RLOS | New Forest Ice Cream | parasols | 3802/2/1 |
| 1603 | 18/07/23 | 3813 | RTC805254 | £384.00 | £64.00 | £320.00 | | New Forest Ice Cream | Parasols for clubhouse | 3802/2/1 |
| | | 3814/1 | | £697.80 | £116.30 | £581.50 | RLOS | Glenacres Nursery | Summer Bedding Plants. | 3000/5/9 |
| | | 3814/2 | | £164.88 | £27.48 | £137.40 | RLOS | Glenacres Nursery | Compost for tubs & baskets | 3000/5/9 |
| 1604 | 18/07/23 | 3814 | RTC805198 | £862.68 | £143.78 | £718.90 | | Glenacres Nursery | Summer Bedding Plants for Tubs and baskets around Town. 30 bags of Compopst. | 3000/5/9 |
| | | 3815/1 | | £168.00 | £28.00 | £140.00 | P&F | ICCM | Course - Exclusive rights of burial | 2310/2 |
| 1605 | 18/07/23 | 3815 | RTC805031 | £168.00 | £28.00 | £140.00 | | ICCM | Training course - exclusive rights of burial course for SB - 11th and 12th July | 2310/2 |
| | | 3816/1 | | £1,140.00 | £190.00 | £950.00 | RLOS | JCW Hiab Services Ltd | For Delivery Removal And Hire Of Concrete Blocks For The Security Of Poulner Lakes. | 3000/6/3 |
| 1606 | 18/07/23 | 3816 | RTC805295 | £1,140.00 | £190.00 | £950.00 | | JCW Hiab Services Ltd | For Delivery Removal and Hire of concrete blocks for the security of Poulner Lakes. | 3000/6/3 |
| | | 3817/1 | | £131.52 | £21.92 | £109.60 | RLOS | Elliott Brothers Ltd | Materials for seat bases at Pocket Park and the Lakes | 3350/11 |
| 1607 | 18/07/23 | 3817 | RTC805290 | £131.52 | £21.92 | £109.60 | | Elliott Brothers Ltd | Materials for Memorial Seats at Pocket Park & The Lakes. 1 Ton bag Ballast 6 x 2.4 Wood Gravel boards. | 3350/11 |

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|-------------------|-----------|-------|-----------|-----------|---------|-----------|-------|------------------------------------|---|----------|
| | | | 3818/1 | £44.30 | £7.38 | £36.92 | RLOS | Elliott Brothers Ltd | 6 bas post fix for Carvers Drop Down Bollards | 3000/6/3 |
| | | | 3818/2 | £3.40 | £0.57 | £2.83 | RLOS | Elliott Brothers Ltd | end cap for Carvers outside plumbing. | 3000/6/3 |
| 1608 | 18/07/23 | 3818 | RTC805301 | £47.70 | £7.95 | £39.75 | | Elliott Brothers Ltd | 6 bags Post fix for Carvers Drop Down Bollards End cap for clubhouse outside plumbing. | 3000/6/3 |
| | | | 3819/1 | £137.42 | £22.90 | £114.52 | RLOS | Hunt Forest Group | parts for blowers strimmers | 3000/3/2 |
| 1609 | 18/07/23 | 3819 | RTC805312 | £137.42 | £22.90 | £114.52 | | Hunt Forest Group | parts for blowers strimmers | 3000/3/2 |
| | | | 3820/1 | £60.00 | £0.00 | £60.00 | P&F | Rory Fitzgerald | Contribution to cost of glasses | 2310/3 |
| 1610 | 18/07/23 | 3820 | RTC805314 | £60.00 | £0.00 | £60.00 | | Rory Fitzgerald | Contribution towards glasses for DSE use | 2310/3 |
| | | | 3821/1 | £66.96 | £11.16 | £55.80 | RLOS | Glen Acres Nursery | Extra plants for Town Planting | 3000/5/9 |
| 1611 | 18/07/23 | 3821 | RTC805319 | £66.96 | £11.16 | £55.80 | | Glen Acres Nursery | Extra plants for Town Planting. | 3000/5/9 |
| | | | 3822/1 | £136.80 | £22.80 | £114.00 | RLOS | SCS Spreader & Sprayer Testing Ltd | MOT on sprayer unit | 3000/3/2 |
| 1612 | 18/07/23 | 3822 | RTC805318 | £136.80 | £22.80 | £114.00 | | SCS Spreader & Sprayer Testing Ltd | MOT on sprayer unit. | 3000/3/2 |
| | | | 3823/1 | £5,460.00 | £910.00 | £4,550.00 | P&F | Laceys Solicitors | Solicitors' fees | 2400/21 |
| 1613 | 18/07/23 | 3823 | RTC805292 | £5,460.00 | £910.00 | £4,550.00 | | Laceys Solicitors | Supply of legal services | 2400/21 |
| | | | 3824/1 | £737.50 | £0.00 | £737.50 | RLOS | Richard Connell T/A New Enclosure | Final installment for Carvers masterplan | 3350/1 |
| 1614 | 18/07/23 | 3824 | RTC805282 | £737.50 | £0.00 | £737.50 | | Richard Connell T/A New Enclosure | Landscape design services | 3350/1 |
| | | | 3825/1 | £408.00 | £68.00 | £340.00 | RLOS | Peter Noble Ltd | 2 drop Down Bollards for securing Town Council Sites | 3000/6/3 |
| | | | 3825/2 | £408.00 | £68.00 | £340.00 | RLOS | Peter Noble Ltd | 2 drop down bollards for securing Town Council Sites | 3000/6/3 |
| 1615 | 18/07/23 | 3825 | RTC805252 | £816.00 | £136.00 | £680.00 | | Peter Noble Ltd | 4 drop down bollards for securing Town Council sites | 3000/6/3 |
| | | | 3826/1 | £184.63 | £30.77 | £153.86 | RLOS | Peter Noble Ltd | Welding work | 3000/2/7 |
| 1616 | 18/07/23 | 3826 | RTC805258 | £184.63 | £30.77 | £153.86 | | Peter Noble Ltd | To repair height restriction barrier at entrance to Poulner Lakes | 3000/2/7 |
| | | | 3827/1 | £489.71 | £81.62 | £408.09 | RLOS | Peter Noble Ltd | Repairs on 2 petrol blowers | 3000/3/2 |
| 1617 | 18/07/23 | 3827 | RTC805271 | £489.71 | £81.62 | £408.09 | | Peter Noble Ltd | Repairs on 2 petrol blowers | 3000/3/2 |
| | | | 3828/1 | £124.22 | £20.70 | £103.52 | RLOS | Peter Noble Ltd | Fit new blades to roller mower | 3000/3/2 |

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|-------------------|-----------|--------|-----------|-----------|---------|-----------|-------|---|--|-----------|
| 1618 | 18/07/23 | 3828 | RTC805272 | £124.22 | £20.70 | £103.52 | | Peter Noble Ltd | To fit new blades to roller mower. | 3000/3/2 |
| | | 3829/1 | | £466.14 | £77.69 | £388.45 | RLOS | Peter Noble Ltd | Parts and labour for Repairs To Kubota Front Deck Mower | 3000/3/2 |
| 1619 | 18/07/23 | 3829 | RTC805280 | £466.14 | £77.69 | £388.45 | | Peter Noble Ltd | Parts and Labour for Repairs to Kubota Front Deck Mower. | 3000/3/2 |
| | | 3830/1 | | £144.00 | £24.00 | £120.00 | RLOS | Avon Materials Supplies Ltd | 1 x 1100l wheelie bin delivery and collection | 3000/6/3 |
| | | 3830/2 | | £72.00 | £12.00 | £60.00 | RLOS | Avon Materials Supplies Ltd | To empty up to 70kg waste | 3000/6/3 |
| 1620 | 18/07/23 | 3830 | RTC805248 | £216.00 | £36.00 | £180.00 | | Avon Materials Supplies Ltd | Wheelie Bin for waste from unauthorised encampment at The Bickerley, Ringwood | 3000/6/3 |
| | | 3831/1 | | £17.49 | £2.92 | £14.57 | RLOS | screwfix | Concrete bolts | 3000/2/9 |
| 1621 | 18/07/23 | 3831 | RTC805310 | £17.49 | £2.92 | £14.57 | | screwfix | Concrete Bolts for fixing seats | 3000/2/9 |
| | | 3832/1 | | £48.00 | £8.00 | £40.00 | RLOS | screwfix | 1 Manhole cover | 3000/6/3 |
| | | 3832/2 | | £13.51 | £2.25 | £11.26 | RLOS | screwfix | M8 Coach Bolts | 3000/6/3 |
| | | 3832/3 | | £49.98 | £8.33 | £41.65 | RLOS | screwfix | 2 padlocks for Carvers Main Gates. | 3000/6/3 |
| 1622 | 18/07/23 | 3832 | RTC805302 | £111.49 | £18.58 | £92.91 | | screwfix | 1 Manhole Cover broken by Travellers Vehicles. M 8 coach bolts for securing manhole cover. 2 padlocks for Carvers Main Gate. | 3000/6/3 |
| 1623 | 18/07/23 | 3833 | | £98.80 | £16.47 | £82.33 | RLOS | Taste Vending Ltd | 15/07/23 - 14/08/23 | 3802/3/1 |
| 1624 | 18/07/23 | 3834 | | £72.00 | £12.00 | £60.00 | RLOS | Insight Security & Facilities Ltd | June 2023 | 3000/2/1 |
| 1625 | 18/07/23 | 3835 | | £792.00 | £132.00 | £660.00 | P&F | TC Group | Payroll Services Qtr 1 23/24 | 2310/1 |
| | | 3836/1 | | £3.99 | £0.67 | £3.32 | RLOS | screwfix | Repairs to Bickerley May Bridge | 3000/2/9 |
| | | 3836/2 | | £3.89 | £0.65 | £3.24 | RLOS | screwfix | Warning marking tape | 3000/2/9 |
| 1626 | 18/07/23 | 3836 | RTC805316 | £7.88 | £1.32 | £6.56 | | screwfix | Coach Bolts for repairs to Bickerley May Bridge Hand Rail. Warning marking Tape. | 3000/2/9 |
| DD | 20/07/23 | 3839 | | £317.51 | £52.92 | £264.59 | P&F | Elite Business Systems UK Ltd (EBS Telecoms)/BT Openreach | July 2023 calls | 2000/1/11 |
| DD | 21/07/23 | 3838 | | £7,642.06 | £0.00 | £7,642.06 | P&F | Inland Revenue | June 2023 | 2600/1/2 |
| DD | 21/07/23 | 3840 | | £156.15 | £7.44 | £148.71 | PT&E | SSE Southern Electric | June 2023 | 4000/1/2 |
| 1629 | 24/07/23 | 3767 | RTC805262 | £2,010.00 | £335.00 | £1,675.00 | P&F | Southern Internal Audit Partnership, HCC | Internal audit Fees for 2022/23 audit | 2000/1/19 |

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|-------------------|-----------|--------|-----------|------------|---------|------------|-------|---------------------------|---|
| DD | 24/07/23 | 3841 | | £261.98 | £43.66 | £218.32 | RLOS | BNP Parabis | Quarterly charge 3802/2/1 |
| | | 3847/1 | | £84.80 | £0.00 | £84.80 | PT&E | David Brown Sundials | 212 miles @ 40p per mile for 2 x return trips 4000/1/1 |
| 1627 | 24/07/23 | 3847 | RTC805094 | £84.80 | £0.00 | £84.80 | | David Brown Sundials | Travel costs to collect and return time capsule cover stone for repair No cost for repair 4000/1/1 |
| | | 3848/1 | | £594.00 | £99.00 | £495.00 | PT&E | Fine Memorials | To hone surface, re-letter inscription and paint letters white 4050/1 |
| 1628 | 24/07/23 | 3848 | RTC805177 | £594.00 | £99.00 | £495.00 | | Fine Memorials | Human Sundial - Repair of time capsule cover stone 4050/1 |
| | | 3850/1 | | £1,684.51 | £280.75 | £1,403.76 | RLOS | Northover Energy | 1200 litres white diesel plus 1 bottle of additive 3000/1/10 |
| | | 3850/2 | | £20.45 | £3.41 | £17.04 | RLOS | Northover Energy | 1 BOTTLE OF ADDITIVE 3000/1/10 |
| 1630 | 24/07/23 | 3850 | RTC805313 | £1,704.96 | £284.16 | £1,420.80 | | Northover Energy | 1200 litres of white diesel. 1 bottle of additive £20.45. 3000/1/10 |
| DD | 25/07/23 | 3851 | | £26,538.23 | £0.00 | £26,538.23 | P&F | Salaries | July 2023 2600/1/1 |
| | | 3852/1 | | £122.40 | £20.40 | £102.00 | RLOS | Ringwood Cricket Club | Refund of fee paid for 15th July 3000/5/12 |
| 1631 | 25/07/23 | 3852 | RTC805326 | £122.40 | £20.40 | £102.00 | | Ringwood Cricket Club | Refund of cricket fees for 15th July 2023 - unable to make final preparations due to weather conditions 3000/5/12 |
| | | 3853/1 | | £122.40 | £20.40 | £102.00 | RLOS | Christchurch Cricket Club | Invoice 600621 paid twice by CCC in error 3000/5/12 |
| 1632 | 25/07/23 | 3853 | RTC805327 | £122.40 | £20.40 | £102.00 | | Christchurch Cricket Club | Refund of duplicate payment on invoice 600621 for cricket pitch fees for match 27th May 3000/5/12 |
| FPI | 26/07/23 | 3858 | | £148.50 | £24.75 | £123.75 | P&F | Brightwater | Fees July 2023 2400/19 |
| BGC | 27/07/23 | 3854 | | -£55.95 | £0.00 | -£55.95 | P&F | Michael Thierry | CIr Allowance July 2023 returned 2200/1/3 |
| PAY | 28/07/23 | 3855 | | £18.40 | £0.00 | £18.40 | P&F | Lloyds Bank | Bank charges July 2023 2000/1/18 |
| | | 3842/1 | | £189.38 | £9.02 | £180.36 | RLOS | Utility Warehouse | Energy 3000/1/1 |
| | | 3842/2 | | £2.40 | £0.40 | £2.00 | RLOS | Utility Warehouse | Club 3000/1/1 |
| DD 1 | 31/07/23 | 3842 | | £191.78 | £9.42 | £182.36 | | Utility Warehouse | UW Sports Pavilion June 2023 3000/1/1 |
| | | 3843/1 | | £121.17 | £5.77 | £115.40 | RLOS | Utility Warehouse | Energy 3200/1/1 |
| | | 3843/2 | | £32.78 | £5.46 | £27.32 | RLOS | Utility Warehouse | Mobile 3000/1/6 |
| | | 3843/3 | | £31.20 | £5.20 | £26.00 | RLOS | Utility Warehouse | Phone & Broadband 3000/1/6 |
| | | 3843/4 | | £2.40 | £0.40 | £2.00 | RLOS | Utility Warehouse | Club 3200/1/1 |

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|--------------------|-----------|--------|----------|---------|--------|---------|-------|----------------------------------|---|-----------|
| DD 2 | 31/07/23 | 3843 | | £187.55 | £16.83 | £170.72 | | Utility Warehouse | UW Cemetery June 2023 | 3200/1/1 |
| | | 3844/1 | | £20.00 | £3.33 | £16.67 | RLOS | Utility Warehouse | Mobile | 3000/1/6 |
| | | 3844/2 | | -£30.00 | -£5.00 | -£25.00 | RLOS | Utility Warehouse | Broadband | 3802/2/5 |
| | | 3844/3 | | £2.40 | £0.40 | £2.00 | RLOS | Utility Warehouse | Club | 3802/1/3 |
| DD 3 | 31/07/23 | 3844 | | -£7.60 | -£1.27 | -£6.33 | | Utility Warehouse | UW Carvers Clubhouse June 2023 | 3000/1/6 |
| NFDC Tfr4 | 31/07/23 | 3845 | | £16.87 | £0.00 | £16.87 | RLOS | New Forest District Council | NFDC Tfr4 Purchases for café sales 19/06/23 | 3802/3/1 |
| NFDC Tfr4 | 31/07/23 | 3846 | | £3.70 | £0.00 | £3.70 | RLOS | New Forest District Council | NFDC Tfr4 Purchases for café sales 26/06/23 | 3802/3/1 |
| DD 4 | 31/07/23 | 3856 | | £55.00 | £0.00 | £55.00 | P&F | Information Commissioners Office | Annual registration fee | 2000/1/16 |
| 1635 | 31/07/23 | 3857 | | £44.11 | £0.00 | £44.11 | P&F | Michael Thierry | Clle allowance May 2023 | 2200/1/3 |
| NFDC Tfr4 | 31/07/23 | 3859 | | £9.44 | £0.00 | £9.44 | RLOS | New Forest District Council | NFDC Tfr4 Purchases for café sales 03/07/23 | 3802/3/1 |
| NFDC Tfr4 | 31/07/23 | 3860 | | £12.08 | £0.00 | £12.08 | RLOS | New Forest District Council | NFDC Tfr4 Purchases for café sales 10/07/23 | 3802/3/1 |
| NFDC Tfr4 | 31/07/23 | 3861 | | £13.45 | £0.00 | £13.45 | RLOS | New Forest District Council | NFDC Tfr4 Purchases for café sales 17/07/23 | 3802/3/1 |
| NFDC Tfr4 | 31/07/23 | 3862 | | £11.32 | £0.00 | £11.32 | P&F | New Forest District Council | NFDC Tfr4 Credit card fees July 2023 | 2000/1/18 |
| NFDC Tfr4 | 31/07/23 | 3863 | | £199.60 | £0.00 | £199.60 | P&F | New Forest District Council | NFDC Tfr4 Credit card charges 2022/23 | 2000/1/18 |
| | | 3888/1 | | £8.75 | £0.00 | £8.75 | Counc | Ringwood Town Council | Milk etc | 10000 |
| | | 3888/2 | | £10.00 | £0.00 | £10.00 | Counc | Ringwood Town Council | Refund of allot key Hastie UK18A | 10000 |
| | | 3888/3 | | £40.80 | £6.80 | £34.00 | Counc | Ringwood Town Council | Key for bollards | 10000 |
| Petty Cash Jul 23 | 31/07/23 | 3888 | | £59.55 | £6.80 | £52.75 | | Ringwood Town Council | Petty Cash July 2023 | 10000 |
| DD 1 | 01/08/23 | 3893 | | £195.00 | £0.00 | £195.00 | RLOS | New Forest District Council | NFDC Rates Carvers Clubhouse August 2023 | 3802/1/6 |
| DD 2 | 01/08/23 | 3894 | | £247.00 | £0.00 | £247.00 | RLOS | New Forest District Council | NFDC Rates Cemetery August 2023 | 3200/1/5 |
| DD 3 | 01/08/23 | 3895 | | £320.00 | £0.00 | £320.00 | RLOS | DVLA | WR08WWJ | 3000/3/2 |
| Lloyds CC Aug 23 1 | 01/08/23 | 3901 | | £237.60 | £39.60 | £198.00 | P&F | Microsoft | 18/06/23 - 17/07/23 71734640537 | 2000/1/15 |
| Lloyds CC Aug 23 2 | 01/08/23 | 3902 | | £177.12 | £29.52 | £147.60 | P&F | Microsoft | 18/06/23 - 17/07/23 71734620372 | 2000/1/15 |
| | | 3903/1 | | £429.00 | £71.50 | £357.50 | RLOS | AO Retaill Ltd | dishwasher | 3802/2/3 |

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|-----------------------|-----------|-------|-----------|-----------|---------|---------|-------|-----------------------------|--|----------|
| | | | 3903/2 | £55.00 | £9.17 | £45.83 | RLOS | AO Retaill Ltd | disconnection and installation | 3802/2/3 |
| | | | 3903/3 | £45.00 | £7.50 | £37.50 | RLOS | AO Retaill Ltd | delivery | 3802/2/3 |
| Lloyds CC Aug 23 3 | 01/08/23 | 3903 | RTC805298 | £529.00 | £88.17 | £440.83 | | AO Retaill Ltd | Dishwasher for clubhouse | 3802/2/3 |
| Lloyds CC Aug 23 4 | 01/08/23 | 3904 | RTC805315 | £65.00 | £0.00 | £65.00 | RLOS | Hampshire County Council | Consent for Christmas Light display 2023 | 3100/2 |
| | | | 3905/1 | £34.04 | £5.67 | £28.37 | RLOS | Amazon | Hosepipe trigger replacement for missing one from the Bickerley. | 3000/6/3 |
| Lloyds CC Aug 23 5 | 01/08/23 | 3905 | RTC805296 | £34.04 | £5.67 | £28.37 | | Amazon | Hosepipe trigger to replace one that went missing from the Bickerley. | 3000/6/3 |
| | | | 3906/1 | £14.99 | £2.50 | £12.49 | RLOS | Amazon | Weed Burner | 3000/2/9 |
| Lloyds CC Aug 23 6 | 01/08/23 | 3906 | RTC805325 | £14.99 | £2.50 | £12.49 | | Amazon | Weed Burner and 4 gas bottles, for disposing of weeds in Gateway Square. | 3000/2/9 |
| | | | 3910/1 | £406.51 | £48.80 | £357.71 | RLOS | Booker | food for resale | 3802/3/1 |
| Lloyds CC Aug 23 7 | 01/08/23 | 3910 | RTC805335 | £406.51 | £48.80 | £357.71 | | Booker | food for resale paid on NV's credit card order number 81938807 | 3802/3/1 |
| | | | 3911/1 | £181.83 | £26.50 | £155.33 | RLOS | Booker | food for resale | 3802/3/1 |
| Lloyds CC Aug 23 8 | 01/08/23 | 3911 | RTC805362 | £181.83 | £26.50 | £155.33 | | Booker | food for resale | 3802/3/1 |
| | | | 3914/1 | £12.60 | £2.10 | £10.50 | P&F | Hampshire County Council | 951024 Blue nitrile exam gloves, box 200 | 2000/3/4 |
| | | | 3914/2 | £28.26 | £4.71 | £23.55 | P&F | Hampshire County Council | 816551 Blue paper towels | 2000/3/4 |
| 1660 | 01/08/23 | 3914 | RTC805345 | £40.86 | £6.81 | £34.05 | | Hampshire County Council | Caretaker supplies - gloves and hand towels | 2000/3/4 |
| | | | 3915/1 | £1,177.46 | £188.15 | £989.31 | RLOS | Ringwood Motor Company Ltd | VW Van MOT & Service plus extras | 3000/3/2 |
| 1661 | 01/08/23 | 3915 | RTC805354 | £1,177.46 | £188.15 | £989.31 | | Ringwood Motor Company Ltd | VW Van MOT, Service, new timing belt, 2 tyres and 2 shock absorbers. | 3000/3/2 |
| | | | 3916/1 | £42.50 | £7.08 | £35.42 | RLOS | Ringwood Motor Company Ltd | MOT defects repair asap | 3000/3/2 |
| 1662 | 01/08/23 | 3916 | RTC805358 | £42.50 | £7.08 | £35.42 | | Ringwood Motor Company Ltd | To replace Ant Roll bar ball joint dust cover, as per MOT defects repair asap. | 3000/3/2 |
| | | | 3917/1 | £172.90 | £28.82 | £144.08 | RLOS | Glenacres Nursery | Plants for Gateway Gardens | 3000/5/9 |
| 1663 | 01/08/23 | 3917 | RTC805349 | £172.90 | £28.82 | £144.08 | | Glenacres Nursery | Plants for Gateway Gardens, INVOICE TO RACE. | 3000/5/9 |
| | | | 3918/1 | £900.00 | £150.00 | £750.00 | P&F | New Forest District Council | Agreed half-share of rent assessment fee | 2400/18 |

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| 1664 | 01/08/23 | 3918 | RTC805359 | £900.00 | £150.00 | £750.00 | | New Forest District Council | Contribution to professional fees | 2400/18 |
| | | 3919/1 | | £162.18 | £27.03 | £135.15 | RLOS | New Forest Ice Cream | ice cream | 3802/3/1 |
| | | 3919/2 | | £15.60 | £2.60 | £13.00 | RLOS | New Forest Ice Cream | umbrella bases | 3802/2/3 |
| 1665 | 01/08/23 | 3919 | RTC805338 | £177.78 | £29.63 | £148.15 | | New Forest Ice Cream | Food for resale plus bases | 3802/3/1 |
| | | 3943/1 | | £15.87 | £2.65 | £13.22 | RLOS | Amazon | tubs | 3802/3/1 |
| Lloyds CC Aug 23 9 | 01/08/23 | 3943 | RTC805367 | £15.87 | £2.65 | £13.22 | | Amazon | Tubs for milkshake powder | 3802/3/1 |
| | | 3944/1 | | £3.99 | £0.67 | £3.32 | RLOS | Amazon | food clips | 3802/3/1 |
| Lloyds CC Aug 23 9 2 | 01/08/23 | 3944 | RTC805368 | £3.99 | £0.67 | £3.32 | | Amazon | Clips to keep food fresh | 3802/3/1 |
| | | 3945/1 | | £5.50 | £0.00 | £5.50 | RLOS | Argos | play sand | 3802/2/1 |
| Lloyds CC Aug 10 | 01/08/23 | 3945 | RTC805379 | £5.50 | £0.00 | £5.50 | | Argos | Play sand paid on credit card | 3802/2/1 |
| | | 3946/1 | | £15.39 | £2.56 | £12.83 | RLOS | Amazon | dishwasher tablets | 3802/3/1 |
| | | 3946/2 | | £30.00 | £0.00 | £30.00 | RLOS | Amazon | jimmys coffee | 3802/3/1 |
| Lloyds CC Aug 23 11 | 01/08/23 | 3946 | RTC805363 | £45.39 | £2.56 | £42.83 | | Amazon | dishwasher tablets and coffee for resale | 3802/3/1 |
| | | 3947/1 | | £57.95 | £0.00 | £57.95 | RLOS | Amazon | pavement chalk board | 3802/2/1 |
| | | 3947/2 | | £9.87 | £0.00 | £9.87 | RLOS | Amazon | delivery | 3802/2/1 |
| Lloyds CC Aug 23 12 | 01/08/23 | 3947 | RTC805300 | £67.82 | £0.00 | £67.82 | | Amazon | Pavement sign for clubhouse, paid on credit card | 3802/2/1 |
| | | 3948/1 | | £11.95 | £1.99 | £9.96 | RLOS | Amazon | chalk pens | 3802/3/1 |
| Lloyds CC Aug 23 13 | 01/08/23 | 3948 | RTC805364 | £11.95 | £1.99 | £9.96 | | Amazon | liquid chalk pens for outside advertising sign | 3802/3/1 |
| | | 3949/1 | | £13.99 | £0.00 | £13.99 | RLOS | Facebook Ads | promotional ads for clubhouse | 3802/2/1 |
| Lloyds CC Aug 23 14 | 01/08/23 | 3949 | RTC805246 | £13.99 | £0.00 | £13.99 | | Facebook Ads | paid on credit card- promotional ads for clubhouse | 3802/2/1 |
| | | 3950/1 | | £8.69 | £1.45 | £7.24 | RLOS | Amazon | business cards blank | 3802/2/1 |
| Lloyds CC Aug 23 15 | 01/08/23 | 3950 | RTC805365 | £8.69 | £1.45 | £7.24 | | Amazon | business cards for summer free food scheme | 3802/2/1 |
| | | 3951/1 | | £8.69 | £1.45 | £7.24 | RLOS | Amazon | business cards for summer food scheme | 3802/2/1 |
| Lloyds CC Aug 23 16 | 01/08/23 | 3951 | RTC805306 | £8.69 | £1.45 | £7.24 | | Amazon | business cards for summer food scheme paid on credit card | 3802/2/1 |

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| Payment Reference | Paid date | Tn no | Order no | Gross | Vat | Net | Cttee | Details | Heading | |
|------------------------|-----------|-------|-----------|---------|--------|---------|-------|---------------------------------------|--|----------|
| | | | 3952/1 | £8.13 | £1.35 | £6.78 | P&F | Amazon | Labels x 1800 for clubhouse | 2000/1/8 |
| | | | 3952/2 | £3.74 | £0.62 | £3.12 | P&F | Amazon | PTFE spray | 2000/3/2 |
| | | | 3952/3 | £3.98 | £0.66 | £3.32 | P&F | Amazon | Alan key set | 2000/3/2 |
| | | | 3952/4 | £15.00 | £2.50 | £12.50 | P&F | Amazon | Step stool folding - large | 2000/1/6 |
| | | | 3952/5 | £7.99 | £1.33 | £6.66 | P&F | Amazon | Replacement mop heads x 2 | 2000/3/2 |
| Lloyds CC Aug 23 17 | 01/08/23 | 3952 | RTC805286 | £38.84 | £6.46 | £32.38 | | Amazon | Labels x 1800 for clubhouse PTFE spray Alan key set Large step stool Mop heads (paid for with NV credit card) | 2000/1/8 |
| | | | 3864/1 | £195.00 | £0.00 | £195.00 | RLOS | Mr. J Crutcher | jamie jambo entertainer fee | 3802/2/1 |
| 1637 | 04/08/23 | 3864 | RTC805307 | £195.00 | £0.00 | £195.00 | | Mr. J Crutcher | Jamie Jambo childrens entertainer fee for summer programme | 3802/2/1 |
| | | | 3865/1 | £198.90 | £33.15 | £165.75 | RLOS | Alecta Technical Solutions | polar door gasket | 3802/2/1 |
| | | | 3865/2 | £66.00 | £11.00 | £55.00 | RLOS | Alecta Technical Solutions | labour | 3802/2/1 |
| | | | 3865/3 | £26.40 | £4.40 | £22.00 | RLOS | Alecta Technical Solutions | delivery | 3802/2/1 |
| 1638 | 05/08/23 | 3865 | RTC805268 | £291.30 | £48.55 | £242.75 | | Alecta Technical Solutions | Commerical fridge repair | 3802/2/1 |
| | | | 3866/1 | £398.18 | £66.36 | £331.82 | RLOS | New Forest Ice Cream | food for resale | 3802/3/1 |
| 1639 | 05/08/23 | 3866 | RTC805332 | £398.18 | £66.36 | £331.82 | | New Forest Ice Cream | Food for resale to replace order 805221 | 3802/3/1 |
| | | | 3867/1 | £330.00 | £55.00 | £275.00 | RLOS | Ringwood & Fordingbridge Skip Hire | Replacement Skip | 3200/2/8 |
| 1640 | 05/08/23 | 3867 | RTC805288 | £330.00 | £55.00 | £275.00 | | Ringwood & Fordingbridge Skip Hire | Replacement Skip. | 3200/2/8 |
| | | | 3868/1 | £69.00 | £11.50 | £57.50 | RLOS | England Garden Machinery | To Backlap Dennis mower blades. | 3000/3/2 |
| | | | 3868/2 | £49.98 | £8.33 | £41.65 | RLOS | England Garden Machinery | 5 ltrs 2/stroke oil | 3000/3/2 |
| | | | 3868/3 | £4.20 | £0.70 | £3.50 | RLOS | England Garden Machinery | Consumables | 3000/3/2 |
| 1641 | 05/08/23 | 3868 | RTC805299 | £123.18 | £20.53 | £102.65 | | England Garden Machinery | To Backlap Dennis mower blades. 5 litres 2 stroke oil | 3000/3/2 |
| | | | 3869/1 | £60.84 | £0.00 | £60.84 | RLOS | Taste Vending Ltd | coffee beans | 3802/3/1 |
| | | | 3869/2 | £45.00 | £0.00 | £45.00 | RLOS | Taste Vending Ltd | milkshake powder | 3802/3/1 |
| 1642 | 05/08/23 | 3869 | RTC805309 | £105.84 | £0.00 | £105.84 | | Taste Vending Ltd | coffee and milkshake for resale | 3802/3/1 |

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| Payment Reference | Paid date | Tn no | Order no | Gross | Vat | Net | Cttee | Details | Heading | |
|-------------------|-----------|-------|-----------|---------|---------|---------|-------|-----------------------------------|--|----------|
| | | | 3870/1 | £36.96 | £6.16 | £30.80 | RLOS | Letters & Logos Ltd | sign for tennis courts | 3802/2/1 |
| 1643 | 05/08/23 | 3870 | RTC805305 | £36.96 | £6.16 | £30.80 | | Letters & Logos Ltd | Sign for tennis courts re use for summer | 3802/2/1 |
| | | | 3871/1 | £99.74 | £16.62 | £83.12 | RLOS | Letters & Logos Ltd | flyer printing | 3802/2/1 |
| 1644 | 05/08/23 | 3871 | RTC805311 | £99.74 | £16.62 | £83.12 | | Letters & Logos Ltd | Summer programme printing | 3802/2/1 |
| | | | 3872/1 | £71.64 | £11.94 | £59.70 | RLOS | Letters & Logos Ltd | leaflet printing | 3802/2/1 |
| 1645 | 05/08/23 | 3872 | RTC805331 | £71.64 | £11.94 | £59.70 | | Letters & Logos Ltd | Run-on leaflet printing | 3802/2/1 |
| | | | 3873/1 | £25.03 | £4.17 | £20.86 | P&F | Hampshire County Council | 819050 A4 White copier paper | 2000/3/4 |
| | | | 3873/2 | £12.42 | £2.07 | £10.35 | P&F | Hampshire County Council | 598370 Viakal limescale remover | 2000/3/4 |
| 1646 | 05/08/23 | 3873 | RTC805329 | £37.45 | £6.24 | £31.21 | | Hampshire County Council | Caretaker supplies and A4 paper for the drop-in | 2000/3/4 |
| | | | 3874/1 | £17.78 | £2.96 | £14.82 | P&F | Hampshire County Council | 598342 Dettol anti-bac surface spray x 6 | 2000/3/4 |
| | | | 3874/2 | £14.59 | £2.43 | £12.16 | P&F | Hampshire County Council | 816142 Bluepaper towels x 6 | 2000/3/4 |
| | | | 3874/3 | £1.66 | £0.28 | £1.38 | P&F | Hampshire County Council | 639900 Dustpan and brush | 2000/3/4 |
| 1647 | 05/08/23 | 3874 | RTC805330 | £34.03 | £5.67 | £28.36 | | Hampshire County Council | Caretaker supplies | 2000/3/4 |
| | | | 3875/1 | £73.85 | £12.31 | £61.54 | RLOS | Elliott Brothers Ltd | 10 x bags postfix | 3000/2/5 |
| 1648 | 05/08/23 | 3875 | RTC805336 | £73.85 | £12.31 | £61.54 | | Elliott Brothers Ltd | Postfix for installation of goals at Long Lane | 3000/2/5 |
| | | | 3876/1 | £324.00 | £54.00 | £270.00 | RLOS | New Forest Aggregates Ltd | 6 tonnes of compost for the gateway gardens | 3000/5/9 |
| 1649 | 05/08/23 | 3876 | RTC805340 | £324.00 | £54.00 | £270.00 | | New Forest Aggregates Ltd | 6 tonnes of compost for the gateway gardens, Invoice Race. | 3000/5/9 |
| | | | 3877/1 | £14.27 | £2.38 | £11.89 | RLOS | Itec | Carvers Clubhouse | 3802/2/2 |
| | | | 3877/2 | £31.55 | £5.26 | £26.29 | P&F | Itec | Gateway | 2000/1/9 |
| 1650 | 05/08/23 | 3877 | | £45.82 | £7.64 | £38.18 | | Itec | July 2023 | 3802/2/2 |
| 1651 | 05/08/23 | 3878 | | £627.00 | £104.50 | £522.50 | RLOS | New Forest District Council | Dog waste collection 6 monthly | 3000/6/1 |
| | | | 3886/1 | £900.00 | £150.00 | £750.00 | P&F | Moses Rutland | Insurance valuation fee (second of two) | 2100/6 |
| 1652 | 07/08/23 | 3886 | RTC805137 | £900.00 | £150.00 | £750.00 | | Moses Rutland | Valuation fee | 2100/6 |
| | | | 3887/1 | £240.00 | £0.00 | £240.00 | RLOS | Richard Connell T/A New Enclosure | Preparation of consultation materials | 3350/1 |
| 1653 | 07/08/23 | 3887 | RTC805343 | £240.00 | £0.00 | £240.00 | | Richard Connell T/A New Enclosure | Landscape design services | 3350/1 |
| DD | 07/08/23 | 3900 | | £32.34 | £5.39 | £26.95 | RLOS | Sky Business | 05/08/23 - 04/09/23 | 3802/2/5 |

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| Payment Reference | Paid date | Tn no | Order no | Gross | Vat | Net | Cttee | Details | Heading | |
|-------------------|-----------|-------|-----------|-----------|--------|-----------|-------|------------------------------------|--|-----------|
| | | | 3889/1 | £171.86 | £28.64 | £143.22 | RLOS | Eco Sustainable Solutions | 4 tonne top soil pitch renovation | 3000/2/5 |
| 1654 | 08/08/23 | 3889 | RTC805322 | £171.86 | £28.64 | £143.22 | | Eco Sustainable Solutions | 4 ton of top soil for renovation of pitch 5 on 10 Acre. | 3000/2/5 |
| | | | 3890/1 | £491.90 | £81.98 | £409.92 | RLOS | Peter Noble Ltd | 2 drop down bollards for carvers main gates.Carriage, 2 X Padlocks | 3000/6/3 |
| 1655 | 08/08/23 | 3890 | RTC805303 | £491.90 | £81.98 | £409.92 | | Peter Noble Ltd | 2 Dropdown Bollards For Carvers Main Gates. Carriage £20.00 Padlocks X 2 £24.96 = £49.92 | 3000/6/3 |
| | | | 3891/1 | £35.04 | £5.84 | £29.20 | RLOS | Peter Noble Ltd | drive belts for front deck mower | 3000/3/2 |
| 1656 | 08/08/23 | 3891 | RTC805323 | £35.04 | £5.84 | £29.20 | | Peter Noble Ltd | 2 drive belts for front deck mower | 3000/3/2 |
| | | | 3892/1 | £27.42 | £4.57 | £22.85 | RLOS | Peter Noble Ltd | Replacement Grease Gun | 3000/3/1 |
| 1657 | 08/08/23 | 3892 | RTC805317 | £27.42 | £4.57 | £22.85 | | Peter Noble Ltd | Replacement Grease Gun | 3000/3/1 |
| FPI | 09/08/23 | 3897 | | £148.50 | £24.75 | £123.75 | P&F | Brightwater | Fees August 2023 | 2400/19 |
| DD | 09/08/23 | 3898 | | £240.12 | £11.43 | £228.69 | RLOS | Yu Energy | 01/07/23 - 31/07/23 | 3802/1/3 |
| | | | 3899/1 | £85.81 | £14.30 | £71.51 | RLOS | UK Fuels Ltd | Fuel for hand held machines | 3000/1/10 |
| DD 2 | 09/08/23 | 3899 | RTC805270 | £85.81 | £14.30 | £71.51 | | UK Fuels Ltd | Fuel for hand held machines. | 3000/1/10 |
| FPO | 14/08/23 | 3896 | | £8,442.53 | £0.00 | £8,442.53 | P&F | Hampshire County Council | Pension July 2023 | 2600/1/3 |
| | | | 3912/1 | £420.00 | £70.00 | £350.00 | RLOS | Pete Best | To remove large dead tree at Toad Corner Playpark. | 3000/2/11 |
| 1658 | 15/08/23 | 3912 | RTC805294 | £420.00 | £70.00 | £350.00 | | Pete Best | To remove large dead tree at Toad Corner Playpark. | 3000/2/11 |
| | | | 3913/1 | £420.00 | £70.00 | £350.00 | RLOS | Pete Best | to remove dangerous tree at kick park | 3000/2/11 |
| 1659 | 15/08/23 | 3913 | RTC805347 | £420.00 | £70.00 | £350.00 | | Pete Best | To remove 1 tree at Kick Park that has cracked and become caught up in another tree making it dangreous. | 3000/2/11 |
| | | | 3920/1 | £372.00 | £62.00 | £310.00 | RLOS | Ringwood & Fordingbridge Skip Hire | skip to remove homeless camp rubbish at Poulner Lakes | 3000/2/7 |
| | | | 3920/2 | £144.00 | £24.00 | £120.00 | RLOS | Ringwood & Fordingbridge Skip Hire | TO Remove 4 Mattresses from Poulner Lakes. | 3000/2/7 |
| 1666 | 15/08/23 | 3920 | RTC805304 | £516.00 | £86.00 | £430.00 | | Ringwood & Fordingbridge Skip Hire | Skip for Poulner Lakes to remove homeless camp rubbish To remove 4 mattresses from Poulner Lakes | 3000/2/7 |
| | | | 3921/1 | £186.88 | £31.15 | £155.73 | RLOS | Peter Noble Ltd | Coupling for drive shaft | 3000/3/2 |

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|--------------------|-----------|-------|-----------|------------|------------|------------|-------|---|--|-----------|
| 1667 | 15/08/23 | 3921 | RTC805333 | £186.88 | £31.15 | £155.73 | | Peter Noble Ltd | Part for John Deere ride-on mower and fitting. | 3000/3/2 |
| | | | 3922/1 | £169.77 | £28.30 | £141.47 | RLOS | Peter Noble Ltd | To check JD Ride On Mower | 3000/3/2 |
| 1668 | 15/08/23 | 3922 | RTC805324 | £169.77 | £28.30 | £141.47 | | Peter Noble Ltd | To check JD Ride On Mower for damage and replace oil and oil filter | 3000/3/2 |
| 1669 | 15/08/23 | 3923 | | £54.00 | £9.00 | £45.00 | RLOS | Insight Security & Facilities Ltd | July 2023 | 3000/2/1 |
| 1670 | 15/08/23 | 3924 | | £98.80 | £16.47 | £82.33 | RLOS | Taste Vending Ltd | 15/08/23 - 14/09/23 | 3802/3/1 |
| 1671 | 15/08/23 | 3925 | | £4,395.00 | £0.00 | £4,395.00 | P&F | New Forest District Council | CCTV 6 Monthly charge 01/04/23 - 30/09/23 | 2400/15 |
| | | | 3926/1 | £49.50 | £0.00 | £49.50 | RLOS | Iceland | food for re-sale | 3802/3/1 |
| LloydsCC Aug2 23 1 | 17/08/23 | 3926 | RTC805337 | £49.50 | £0.00 | £49.50 | | Iceland | Food for resale | 3802/3/1 |
| | | | 3927/1 | £25.50 | £0.00 | £25.50 | RLOS | New Forest District Council | Recycling stickers for Clubhouse - roll of 36 | 3802/1/1 |
| LloydsCC Aug2 23 2 | 17/08/23 | 3927 | RTC805341 | £25.50 | £0.00 | £25.50 | | New Forest District Council | Recycling stickers for cardboard for Carvers Clubhouse - bought on NV credit card (VAT £0) | 3802/1/1 |
| 1672 | 18/08/23 | 3928 | RTC805370 | £71,146.24 | £11,857.71 | £59,288.53 | RLOS | Knights Brown Construction Limited | Football Development project construction payment certificate number 2 | 3350/10 |
| DD | 18/08/23 | 3929 | | £317.38 | £52.90 | £264.48 | P&F | Elite Business Systems UK Ltd (EBS Telecoms)/BT Openreach | August 2023 | 2000/1/11 |
| DD | 21/08/23 | 3930 | | £129.19 | £6.15 | £123.04 | PT&E | SSE Southern Electric | July 2023 | 4000/1/2 |
| | | | 3931/1 | £58.58 | £9.76 | £48.82 | RLOS | Site Safety Ltd | waterproof suit | 3000/1/5 |
| 1673 | 21/08/23 | 3931 | RTC805353 | £58.58 | £9.76 | £48.82 | | Site Safety Ltd | 1 all in one waterproof suit. | 3000/1/5 |
| | | | 3932/1 | £49.20 | £8.20 | £41.00 | RLOS | Fordingbridge Print | Consultation boards | 3350/1 |
| 1674 | 21/08/23 | 3932 | RTC805346 | £49.20 | £8.20 | £41.00 | | Fordingbridge Print | Printing services | 3350/1 |
| | | | 3933/1 | £84.00 | £14.00 | £70.00 | RLOS | Central Southern Security | out of hours callout. | 3200/2/1 |
| 1675 | 21/08/23 | 3933 | RTC805350 | £84.00 | £14.00 | £70.00 | | Central Southern Security | Out of hours service call to Engineer reset alarm, | 3200/2/1 |
| | | | 3934/1 | £107.16 | £17.86 | £89.30 | RLOS | Comax UK Ltd | coffee cups and lids and chip trays | 3802/3/1 |
| 1676 | 21/08/23 | 3934 | RTC805356 | £107.16 | £17.86 | £89.30 | | Comax UK Ltd | catering supplies | 3802/3/1 |
| | | | 3935/1 | £70.00 | £0.00 | £70.00 | RLOS | Ringwood Pest Control | wasp nest at tha Mount | 3000/2/13 |

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|-----------------------|-----------|--------|-----------|------------|--------|------------|-------|-----------------------|--|-----------|
| 1677 | 21/08/23 | 3935 | RTC805376 | £70.00 | £0.00 | £70.00 | | Ringwood Pest Control | To deal with a wasp nest on a path at the mount. | 3000/2/13 |
| | | 3936/1 | | £290.44 | £48.41 | £242.03 | RLOS | New Forest Ice Cream | ice cream for resale | 3802/3/1 |
| 1678 | 21/08/23 | 3936 | RTC805334 | £290.44 | £48.41 | £242.03 | | New Forest Ice Cream | for resale | 3802/3/1 |
| | | 3937/1 | | £15.60 | £2.60 | £13.00 | RLOS | New Forest Ice Cream | base for parasol | 3802/2/3 |
| | | 3937/2 | | £186.49 | £31.08 | £155.41 | RLOS | New Forest Ice Cream | ice cream for resale | 3802/3/1 |
| 1679 | 21/08/23 | 3937 | RTC805361 | £202.09 | £33.68 | £168.41 | | New Forest Ice Cream | food for resale | 3802/2/3 |
| DD | 22/08/23 | 3938 | | £7,042.74 | £0.00 | £7,042.74 | P&F | Inland Revenue | July 2023 | 2600/1/2 |
| 1680 | 22/08/23 | 3953 | | £55.95 | £0.00 | £55.95 | P&F | Michael Thierry | Refund June 2023 Monthly Cllr allowance | 2200/1/3 |
| 1681 | 22/08/23 | 3954 | | £55.95 | £0.00 | £55.95 | P&F | Michael Thierry | Refund July 2023 Monthly Cllr allowance | 2200/1/3 |
| DD | 25/08/23 | 3955 | | £28,015.60 | £0.00 | £28,015.60 | P&F | Salaries | August 2025 | 2600/1/1 |
| | | 3941/1 | | £11.17 | £1.86 | £9.31 | RLOS | Amazon | small paper bags | 3802/3/1 |
| Lloyds CC Aug 23 1 | 28/08/23 | 3941 | RTC805355 | £11.17 | £1.86 | £9.31 | | Amazon | small paper bags x500 | 3802/3/1 |
| | | 3956/1 | | £341.70 | £36.36 | £305.34 | RLOS | Booker | food for resale | 3802/3/1 |
| Lloyds CC Aug 2 | 28/08/23 | 3956 | RTC805339 | £341.70 | £36.36 | £305.34 | | Booker | food for resale | 3802/3/1 |
| | | 3957/1 | | £512.64 | £64.15 | £448.49 | RLOS | Booker | food for resale | 3802/3/1 |
| Lloyds CC Aug 23 3 | 28/08/23 | 3957 | RTC805352 | £512.64 | £64.15 | £448.49 | | Booker | food for resale 82078735 | 3802/3/1 |
| | | 3958/1 | | £504.84 | £61.10 | £443.74 | RLOS | Booker | food for resale | 3802/3/1 |
| Lloyds CC Aug 4 | 28/08/23 | 3958 | RTC805372 | £504.84 | £61.10 | £443.74 | | Booker | food for resale order 82150655 | 3802/3/1 |
| | | 3959/1 | | £513.45 | £64.90 | £448.55 | RLOS | Booker | food for resale | 3802/3/1 |
| Lloyds CC Aug 23 5 | 28/08/23 | 3959 | RTC805394 | £513.45 | £64.90 | £448.55 | | Booker | food for resale order 82222450 | 3802/3/1 |
| | | 3960/1 | | £12.00 | £2.00 | £10.00 | RLOS | Amazon | cake container | 3802/3/1 |
| | | 3960/2 | | £4.09 | £0.68 | £3.41 | RLOS | Amazon | wrist bands | 3802/2/1 |
| Lloyds CC Aug 23 6 | 28/08/23 | 3960 | RTC805395 | £16.09 | £2.68 | £13.41 | | Amazon | Cake containers and wrist bands for event | 3802/3/1 |
| | | 3961/1 | | £41.25 | £0.00 | £41.25 | RLOS | Iceland | food for resale | 3802/3/1 |

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|------------------------|-----------|--------|-----------|---------|--------|---------|-------|--|--|-----------|
| Lloyds CC Aug 23 7 | 28/08/23 | 3961 | RTC805384 | £41.25 | £0.00 | £41.25 | | Iceland | food for resale | 3802/3/1 |
| | | 3962/1 | | £48.20 | £8.03 | £40.17 | RLOS | Amazon | Seat Cover For Transit Van | 3000/3/5 |
| Lloyds CC Aug 23 8 | 28/08/23 | 3962 | RTC805375 | £48.20 | £8.03 | £40.17 | | Amazon | Seat Covers for Transit Van | 3000/3/5 |
| | | 3963/1 | | £19.68 | £3.28 | £16.40 | RLOS | Amazon | dustpan and brush | 3802/2/2 |
| Lloyds CC Aug 23 9 | 28/08/23 | 3963 | RTC805366 | £19.68 | £3.28 | £16.40 | | Amazon | upright dustpan and brush | 3802/2/2 |
| | | 3964/1 | | £13.99 | £0.00 | £13.99 | RLOS | Facebook Ads | social media ad | 3802/2/1 |
| Lloyds CC Aug 23 10 | 28/08/23 | 3964 | RTC805380 | £13.99 | £0.00 | £13.99 | | Facebook Ads | social media ad for room hire | 3802/2/1 |
| | | 3965/1 | | £159.00 | £0.00 | £159.00 | RLOS | TV Licensing | tv license | 3802/2/1 |
| Lloyds CC Aug 23 11 | 28/08/23 | 3965 | RTC805369 | £159.00 | £0.00 | £159.00 | | TV Licensing | Carvers Clubhouse TV license | 3802/2/1 |
| | | 3966/1 | | £42.75 | £0.00 | £42.75 | RLOS | Amazon | iced coffee | 3802/3/1 |
| | | 3966/2 | | £14.25 | £0.00 | £14.25 | RLOS | Amazon | iced coffee | 3802/3/1 |
| Lloyds CC Aug 23 12 | 28/08/23 | 3966 | RTC805373 | £57.00 | £0.00 | £57.00 | | Amazon | Iced coffee for resale | 3802/3/1 |
| Lloyds CC Aug 23 13 | 28/08/23 | 3967 | | £15.45 | £0.00 | £15.45 | RLOS | Amazon | Expect refund - see CB email 22/8/23 | 3802/3/1 |
| Lloyds CC Aug 23 14 | 28/08/23 | 3968 | | £237.60 | £39.60 | £198.00 | P&F | Microsoft | 18/07/23 - 17/08/23 | 2000/1/15 |
| Lloyds CC Aug 23 15 | 28/08/23 | 3969 | | £177.12 | £29.52 | £147.60 | P&F | Microsoft | 18/07/23 - 17/08/23 | 2000/1/15 |
| | | 3986/1 | | £44.98 | £7.50 | £37.48 | RLOS | Amazon | New Phone for groundsman | 3000/1/6 |
| | | 3986/2 | | £16.26 | £2.71 | £13.55 | RLOS | Amazon | New case for Phone | 3000/1/6 |
| Lloyds CC Aug 2 16 | 28/08/23 | 3986 | RTC805393 | £61.24 | £10.21 | £51.03 | | Amazon | New phone for 1 Groundsman. New case for phone. | 3000/1/6 |
| PAY | 29/08/23 | 3987 | | £19.27 | £0.00 | £19.27 | P&F | Lloyds Bank | Bank Charges August 2023 | 2000/1/18 |
| | | 3970/1 | | £320.00 | £0.00 | £320.00 | RLOS | LTS Entertainment T/A Funky Playbus | soft play bus hire | 3802/2/1 |
| | | 3970/2 | | £60.00 | £0.00 | £60.00 | RLOS | LTS Entertainment T/A Funky Playbus | travel each way from soton | 3802/2/1 |
| 1682 | 30/08/23 | 3970 | RTC805251 | £380.00 | £0.00 | £380.00 | | LTS Entertainment T/A Funky Playbus | Soft playbus for summer holiday programme | 3802/2/1 |

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|-------------------|-----------|-------|-----------|---------|--------|---------|-------|--------------------------|--|----------|
| | | | 3971/1 | £264.08 | £44.01 | £220.07 | RLOS | New Forest Ice Cream | food for resale | 3802/3/1 |
| 1683 | 30/08/23 | 3971 | RTC805378 | £264.08 | £44.01 | £220.07 | | New Forest Ice Cream | food for resale | 3802/3/1 |
| | | | 3972/1 | £49.19 | £8.20 | £40.99 | RLOS | Comax UK Ltd | cups | 3802/3/1 |
| | | | 3972/2 | £10.79 | £1.80 | £8.99 | RLOS | Comax UK Ltd | white paper bags | 3802/3/1 |
| 1684 | 30/08/23 | 3972 | RTC805388 | £59.98 | £10.00 | £49.98 | | Comax UK Ltd | sundries for café | 3802/3/1 |
| | | | 3973/1 | £29.99 | £5.00 | £24.99 | RLOS | Comax UK Ltd | paper plates | 3802/3/1 |
| 1685 | 30/08/23 | 3973 | RTC805371 | £29.99 | £5.00 | £24.99 | | Comax UK Ltd | paper plates x1000 | 3802/3/1 |
| | | | 3974/1 | £147.70 | £24.62 | £123.08 | RLOS | Elliott Brothers Ltd | 20 bags post fix INVOUCE AFC BOURNEMOUTH. | 3000/5/5 |
| 1686 | 30/08/23 | 3974 | RTC805392 | £147.70 | £24.62 | £123.08 | | Elliott Brothers Ltd | 20 bags post fix for goal posts RTFC, to be invoiced to AFC Bournemouth.(ask Kelvin) | 3000/5/5 |
| | | | 3975/1 | £51.70 | £8.62 | £43.08 | RLOS | Elliott Brothers Ltd | 7 bags Post fix Invoice ask Kelvin. | 3000/5/5 |
| 1687 | 30/08/23 | 3975 | RTC805396 | £51.70 | £8.62 | £43.08 | | Elliott Brothers Ltd | 7 bags post fix RTFC, to be invoiced to AFC Bournemouth (ask Kelvin) | 3000/5/5 |
| | | | 3976/1 | £25.04 | £4.17 | £20.87 | P&F | Hampshire County Council | 819050 A4 paper | 2000/1/8 |
| | | | 3976/2 | £2.66 | £0.44 | £2.22 | P&F | Hampshire County Council | 366740 Tea spoons x 12 | 2000/3/4 |
| 1688 | 30/08/23 | 3976 | RTC805391 | £27.70 | £4.61 | £23.09 | | Hampshire County Council | A4 paper and teaspoons | 2000/1/8 |
| | | | 3977/1 | £30.86 | £5.14 | £25.72 | RLOS | Hunt Forest Group | Throttle Cable | 3000/3/2 |
| 1689 | 30/08/23 | 3977 | RTC805386 | £30.86 | £5.14 | £25.72 | | Hunt Forest Group | Throttle Cable. | 3000/3/2 |
| | | | 3978/1 | £135.28 | £0.00 | £135.28 | P&F | Riley Dunn & Wilson Ltd | Binding Council minutes 4 volumes | 2200/1/5 |
| | | | 3978/2 | £42.00 | £7.00 | £35.00 | P&F | Riley Dunn & Wilson Ltd | Courier | 2200/1/5 |
| 1690 | 30/08/23 | 3978 | RTC805328 | £177.28 | £7.00 | £170.28 | | Riley Dunn & Wilson Ltd | Binding of Council minutes 4 volumes @ £33.82 = £135.29 (no VAT) Courier £21 x 2 = £42 (plus VAT) | 2200/1/5 |
| | | | 3980/1 | £60.00 | £10.00 | £50.00 | P&F | SLCC Enterprises Ltd | Legionella safety management training | 2310/2 |
| 1691 | 30/08/23 | 3980 | RTC805390 | £60.00 | £10.00 | £50.00 | | SLCC Enterprises Ltd | Training event | 2310/2 |
| | | | 3981/1 | £170.40 | £28.40 | £142.00 | RLOS | Tudor Environmental | 8 reels of strimming line | 3200/2/5 |
| 1692 | 30/08/23 | 3981 | RTC805344 | £170.40 | £28.40 | £142.00 | | Tudor Environmental | 8 reels of Strimming Line. | 3200/2/5 |
| | | | 3982/1 | £16.76 | £2.79 | £13.97 | RLOS | Itec | Carvers Clubhouse | 3802/2/2 |
| | | | 3982/2 | £25.61 | £4.27 | £21.34 | P&F | Itec | Gateway | 2000/1/9 |

Paid Expenditure Transactions

Start of year 01/04/23

paid between 01/07/23 and 31/08/23

B

| Payment Reference | Paid date | Tn no | Order no | Gross | Vat | Net | Cttee | Details | Heading |
|---------------------|-----------|--------|----------|-------------|------------|-------------|-------|-----------------------------|--|
| 1693 | 30/08/23 | 3982 | | £42.37 | £7.06 | £35.31 | | Itec | August 2023 3802/2/2 |
| DD | 30/08/23 | 3984 | | £29.05 | £1.38 | £27.67 | P&F | British Gas | 04/07/23 - 07/08/23 2100/1 |
| BGC | 30/08/23 | 3985 | | -£68.75 | £0.00 | -£68.75 | P&F | Rae Frederick | Cllr Allowance August 2023 - to be refunded 2200/1/3 |
| | | 3907/1 | | £161.47 | £7.69 | £153.78 | RLOS | Utility Warehouse | Energy 3000/1/1 |
| | | 3907/2 | | £2.40 | £0.40 | £2.00 | RLOS | Utility Warehouse | Club 3000/1/1 |
| DD 1 | 31/08/23 | 3907 | | £163.87 | £8.09 | £155.78 | | Utility Warehouse | UW Sports Pavilion July 2023 3000/1/1 |
| | | 3908/1 | | £125.46 | £5.97 | £119.49 | RLOS | Utility Warehouse | Energy 3200/1/1 |
| | | 3908/2 | | £32.23 | £5.37 | £26.86 | RLOS | Utility Warehouse | Mobile 3000/1/6 |
| | | 3908/3 | | £31.20 | £5.20 | £26.00 | RLOS | Utility Warehouse | Phone & Broadband 3000/1/6 |
| | | 3908/4 | | £2.40 | £0.40 | £2.00 | RLOS | Utility Warehouse | Club 3200/1/1 |
| DD 2 | 31/08/23 | 3908 | | £191.29 | £16.94 | £174.35 | | Utility Warehouse | UW Cemetery July 2023 3200/1/1 |
| | | 3909/1 | | £20.00 | £3.33 | £16.67 | RLOS | Utility Warehouse | Mobile 3000/1/6 |
| | | 3909/2 | | £2.40 | £0.40 | £2.00 | RLOS | Utility Warehouse | Club 3000/1/6 |
| DD 3 | 31/08/23 | 3909 | | £22.40 | £3.73 | £18.67 | | Utility Warehouse | UW Groundsman Mobile July 2023 3000/1/6 |
| NFDC Tfr5 | 31/08/23 | 3988 | | £1.10 | £0.00 | £1.10 | P&F | New Forest District Council | NFDC Tfr5 Credit card charges 2000/1/18 |
| NFDC Tfr5 | 31/08/23 | 3989 | | £56.91 | £0.00 | £56.91 | RLOS | New Forest District Council | NFDC Tfr5 Purchases for café sales 07/08/23 3802/3/1 |
| NFDC Tfr5 | 31/08/23 | 3990 | | £73.25 | £0.00 | £73.25 | RLOS | New Forest District Council | NFDC Tfr5 Purchases for café sales 14/08/23 3802/3/1 |
| NFDC Tfr5 | 31/08/23 | 3991 | | £46.47 | £0.00 | £46.47 | RLOS | New Forest District Council | NFDC Tfr5 Purchases for café sales 24/07/23 3802/3/1 |
| NFDC Tfr5 | 31/08/23 | 3992 | | £44.89 | £0.00 | £44.89 | RLOS | New Forest District Council | NFDC Tfr5 Purchases for café sales 31/07/23 3802/3/1 |
| | | 3993/1 | | £15.90 | £0.00 | £15.90 | Counc | Ringwood Town Council | Milk 10000 |
| | | 3993/2 | | £10.00 | £0.00 | £10.00 | Counc | Ringwood Town Council | Dishwasher tablets 10000 |
| | | 3993/3 | | £4.50 | £0.75 | £3.75 | Counc | Ringwood Town Council | Fly spray 10000 |
| Petty Cash Aug 2023 | 31/08/23 | 3993 | | £30.40 | £0.75 | £29.65 | | Ringwood Town Council | Petty Cash August 2023 10000 |
| Total | | | | £324,828.78 | £37,959.81 | £286,868.97 | | | |

POLICY AND FINANCE COMMITTEE 20th SEPTEMBER 2023**BANK BALANCES & PROPOSED TRANSFERS**

| Account Name | Predicted 31-Aug-23 | Actual at 31-Aug-23 | Predicted Movement | Proposed Transfers | | Predicted 30-Sep-23 |
|--------------------------------|--------------------------------|--------------------------------|-------------------------------|---------------------------|----------------------|--------------------------------|
| | £ | £ | £ | Cash Out £ | Cash In £ | £ |
| Imprest (Current) Account | 62,376 | 71,438 | 160,000 | -250,000 | 100,000 | 81,438 |
| Business Account | 50,059 | 30,110 | | | | 30,110 |
| Investment Accounts | 1,135,000 | 1,085,000 | | -100,000 | 250,000 | 1,235,000 |
| Petty Cash - Imprest | 106 | 170 | | | | 170 |
| Petty Cash - Carvers Clubhouse | 50 | 50 | | | | 50 |
| VIC Change Float | 50 | 50 | | | | 50 |
| Information Desk Float | 75 | 75 | | | | 75 |
| TOTAL BANK BALANCES | 1,247,716 | 1,186,893 | 160,000 | -350,000 | 350,000 | 1,346,893 |

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

PROPOSED TRANSFER AUTHORISATIONS:

DATE

20/09/23

20/09/23

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

Notes:

- | | | |
|----------|---|-----------------|
| 1 | Imprest Account | £ |
| | Anticipated net expenditure to end September | 145,000 |
| | Precept second instalment (due by end of September) | -305,000 |
| | Net anticipated movement on imprest account | -160,000 |
| 2 | Investment Maturity | |
| | No investments due to mature | |
| 3 | The bank accounts were reconciled at 31st August 2023 | |
| 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 – 20th September 2023
BUDGETARY CONTROL Period 5 – April to August 2023

1. BACKGROUND

- 1.1 The purpose of this report is to provide Members with a budget monitoring report for the first five months of 2023-24. A revised budget for the year is being prepared but ,as previously reported, the currently 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 and £896 in respect of CIL have been received as at the 30th June. 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 are taken into account.

2. INCOME & EXPENDITURE TO THE END OF AUGUST 2023

- 2.1 Total receipts to the end of August amount to £1,072,961 but this includes £305,214 precept, £659,149 in respect of the football development project (grants plus borrowing) and £8,818 in respect of CIL, other grant income and client deposits which have been taken directly to reserves. Further income, amounting to £5,046 was received in 2022/23 in respect of the current year. Income received to date against the revenue budget therefore amounts to £104,826, which is slightly more than 36.3% of the budgeted figure for the year.
- 2.2 This is slightly less than 5 twelfths of the budget. Assuming a linear profile, the expected income receipts would be around £120,000 by the end of August. The apparent under-recovery is largely explained by timing differences with much of the annual income arriving later in the year, such as that for the Christmas and fireworks events. Similarly, anticipated revenue receipts for football and for Poulrnr junior school are awaiting completion of contractual agreements. However as previously noted there are two emerging variances which will be monitored closely as the year progresses. These include:
- Interest receipts - £12,968 has been received to the end of August which is 130% of the estimated figure for the year. This variance is due to both the higher than anticipated interest

rates and slower than anticipated expenditure on the football development project which will deplete the funds that are invested. Whilst interest rates are uncertain, and funds are will be depleted as the year progresses, it is nevertheless likely that interest receipts will exceed the budget estimate by some £15,000.

- Cemeteries income stands at £10,713 which is just 24% of the budget. At this rate there will be a budget shortfall of almost £19,000 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 two months and are expected to continue doing so.

- 2.3 Income is therefore broadly on track to meet the budget with the increased interest receipts compensating for the lower than expected cemetery receipts and all other variances explained by timing differences.
- 2.4 Expenditure to the end of August totalled £579,772. A credit balance on the tax and pensions control account, pending settlement of monies due to the Inland Revenue and Hampshire County Council, adds £16,029 whilst expenditure in respect of the current year, paid in 2022/23 adds a further £7,468, making expenditure to the end of June £603,269. Excluding capital expenditure of £251,815 and carried over expenditure funded from reserves of £9,920 reduces this to £341,534. This is 39.3% of the annual budget, which is a modest underspend to date (of just over £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 actioned but was estimated at 7%. The delayed pay award accounts for around £15,000 of the underspend.
- 2.6 Other emerging variances, which were previously reported, include:
- Energy costs, whilst only a small component of overall expenditure, is currently running well ahead of budget and on current trends is likely to exceed the budget by around £4,000. This is a lower figure than previously reported because of small reductions in energy costs and usage over the summer.
 - Buildings maintenance, Costs have already been incurred on urgent repairs to the former groundsman's house on Southampton road. This unbudgeted expenditure was previously reported as £3,430 but has increased to £3,638.
- 2.7 The café at carvers Clubhouse has enjoyed a busy summer resulting in increased spend on supplies for re-sale. This in turn has generated a corresponding increase in revenue but this has also exposed an issue with the credit card arrangements we have in place with Lloyds bank. Café supplies are generally ordered from Booker wholesale, but they require payment when an order is placed. To date this has been managed by using a credit card which is paid off in full each month. However, during the summer, café purchases were such that the credit limit was exceeded, resulting in orders being refused. The credit limit, currently £5,000 across 4 cards is insufficient and members are asked to approve a request to Lloyds bank to increase the facility to £10,000 (£2,500 per card, per month). Note, the cards are only used where conventional ordering and invoicing is not facilitated by the supplier, e.g. on-line purchases.
- 2.8 With almost half of the year complete, budget monitoring does not indicate any significant concerns. The likely under-recovery of cemetery income is broadly matched by additional interest generated, and expenditure is generally tracking close to budget with any variances due to timing differences. Non revenue expenditure, discussed below, is funded from reserves, grants and borrowing and does not have any direct impact on the revenue budget.

3. GROWTH & CAPITAL PROJECTS

- 3.1 as previously noted, 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 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 August 2023 |
|---|--------------|-------------------|
| • Football Development Project | £750,000 | £250,317 |
| • Columbarium | £31,000 | £0 |
| • Battery powered tools purchase (approved 22/23) | - | £9,920 |
| • Carvers feasibility (approved 21/22) | - | <u>£1,294</u> |
| Total | £781,000 | £261,531 |

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 will be revised in due course.

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. Current budget plans and existing commitments will reduce reserves by £120,315 before any additional receipts are taken into account. Further receipts of £8,818 have been received as at the end of August 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 completed and all 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.
- 5.3 Members approve an increase in the credit card limit from £5,000 to £10,000.

For further information please contact:

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For further information please contact:

Chris Wilkins, Town Clerk

Tel: 01425 484720

Chris.wilkins@ringwood.gov.uk

Financial Budget Comparison

Comparison between 01/04/23 and 31/08/23 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 | £0.00 |
| 999 | Suspense | £0.00 | £0.00 | £0.00 | £0.00 |
| Total Policy & Finance | | £0.00 | £0.00 | £0.00 | £0.00 |
| Recreation, Leisure & Open Spaces | | | | | |
| 300 | Revenue Income (RLOS) | £48,418.00 | £0.00 | £8,278.51 | -£40,139.49 |
| 310 | Events | £28,000.00 | £0.00 | £4,735.64 | -£23,264.36 |
| 320 | Cemetery Income | £44,512.00 | £300.00 | £10,712.74 | -£34,099.26 |
| 330 | Allotment Income | £6,012.00 | £0.00 | £758.07 | -£5,253.93 |
| 350 | Capital Income | £641,170.00 | £0.00 | £659,149.00 | £17,979.00 |
| 380 | Carvers Clubhouse | £25,273.00 | £0.00 | £13,744.61 | -£11,528.39 |
| Total Recreation, Leisure & Open Spaces | | £793,385.00 | £300.00 | £697,378.57 | -£96,306.43 |
| 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 | £305,214.50 | -£305,214.50 |
| 102 | Interest Business A/c | £0.00 | £0.00 | £109.74 | £109.74 |
| 110 | Client Deposits | £0.00 | £0.00 | £0.00 | £0.00 |
| 200 | Revenue Income | £134,996.00 | £8,396.40 | £69,158.38 | -£74,234.02 |
| Total Council | | £745,425.00 | £8,396.40 | £374,482.62 | -£379,338.78 |
| Total Income | | <u>£1,539,910.00</u> | <u>£8,696.40</u> | <u>£1,072,961.19</u> | <u>-£475,645.21</u> |

Financial Budget Comparison

Comparison between 01/04/23 and 31/08/23 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 | £40,473.76 | £83,667.24 |
| 2100 | Maintenance | £39,402.00 | £0.00 | £3,074.71 | £36,327.29 |
| 2200 | Democratic Process (members Costs) | £13,375.00 | £0.00 | £5,631.29 | £7,743.71 |
| 2210 | Grants | £5,000.00 | £0.00 | £0.00 | £5,000.00 |
| 2300 | Employee Costs- Allocated Office Staff | £114,397.00 | £0.00 | £46,150.45 | £68,246.55 |
| 2310 | Employee overhead Costs | £4,160.00 | £0.00 | £1,155.00 | £3,005.00 |
| 2400 | Other | £37,193.00 | £0.00 | £19,442.25 | £17,750.75 |
| 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 | -£16,029.26 | £16,029.26 |
| 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 | £115,671.15 | £275,542.85 |
| Recreation, Leisure & Open Spaces | | | | | |
| 3000 | Recreation & Leisure (Other) | £54,514.00 | £0.00 | £39,405.19 | £15,108.81 |
| 3001 | RL&OS -Employee Costs | £170,257.00 | £0.00 | £66,836.74 | £103,420.26 |
| 3002 | Employee Costs | £2,000.00 | £0.00 | £995.00 | £1,005.00 |
| 3100 | Events | £24,800.00 | £0.00 | £10,249.72 | £14,550.28 |
| 3101 | Events - Employee Costs | £13,108.00 | £0.00 | £4,483.80 | £8,624.20 |
| 3200 | Cemetery | £10,494.00 | £0.00 | £3,940.49 | £6,553.51 |
| 3201 | Cemetery -Employee Costs | £55,759.00 | £0.00 | £21,967.50 | £33,791.50 |
| 3300 | Allotments | £2,414.00 | £0.00 | £831.61 | £1,582.39 |
| 3301 | Allotments -Employee Costs | £18,994.00 | £0.00 | £7,541.02 | £11,452.98 |
| 3350 | Capital Expenditure | £781,000.00 | £0.00 | £251,814.92 | £529,185.08 |
| 3801 | Youth Services Employee costs | £59,971.00 | £0.00 | £23,962.02 | £36,008.98 |
| 3802 | Carvers Clubhouse | £35,830.00 | £0.00 | £18,598.04 | £17,231.96 |
| Total Recreation, Leisure & Open Spaces | | £1,229,141.00 | £0.00 | £450,626.05 | £778,514.95 |
| Planning, Town & Environment | | | | | |
| 4000 | Planning, Town & Environment | £2,872.00 | £0.00 | £2,455.64 | £416.36 |
| 4001 | Employee Costs | £25,990.00 | £0.00 | £10,524.14 | £15,465.86 |
| 4050 | Capital Expenditure | £0.00 | £0.00 | £495.00 | -£495.00 |
| Total Planning, Town & Environment | | £28,862.00 | £0.00 | £13,474.78 | £15,387.22 |

Financial Budget Comparison

Comparison between 01/04/23 and 31/08/23 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 |
|--|----------------------|----------------------|--------------------|----------------------|
| 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 | <u>£1,649,217.00</u> | <u>£0.00</u> | <u>£579,771.95</u> | <u>£1,069,445.05</u> |
| Total Income | £1,539,910.00 | £8,696.40 | £1,072,961.19 | -£475,645.21 |
| Total Expenditure | <u>£1,649,217.00</u> | £0.00 | <u>£579,771.95</u> | <u>£1,069,445.05</u> |
| Total Net Balance | -£109,307.00 | | £493,189.24 | |

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 | | 0 | | | 13,542 | |
| 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 | 0 | | 0 | | | 811 | |
| Memorial Lantern | 1,161 | 0 | | 0 | | | 1,161 | |
| Carvers Grounds | 8,363 | 0 | | -1,090 | | | 7,273 | |
| Infrastructure & Open Spaces | 15,370 | 3,000 | | 0 | | | 18,370 | |
| Neighbourhood Plan | 1,227 | 0 | | 0 | | | 1,227 | |
| Football development Project | 81,542 | 0 | | -108,830 | 27,288 | | 0 | |
| Budget Underspends retained for use in 2022/23* | 1,290 | 0 | | | | | 1,290 | |
| Total Provisions | 302,377 | 33,600 | -1,750 | -136,840 | 27,288 | 0 | 224,675 | |
| <u>RESERVES</u> | | | | | | | | |
| Earmarked Reserves: | | | | | | | | |
| Dev Contribs | 5,560 | | -1,000 | 0 | | | 4,560 | |
| Cem Maint | 750 | | -230 | 0 | | | 520 | |
| Dev Cons(CIL) | 25,293 | | | -14,000 | 896 | | 12,190 | |
| Capital Receipts | 18,942 | | | 0 | | | 18,942 | |
| Grants Unapplied | 4,335 | | -95 | 0 | 300 | -4,540 | 0 | |
| Loans Unapplied | 0 | | | 0 | | | 0 | |
| Total Earmarked Reserves and Provisions | 357,258 | 33,600 | -3,075 | -150,840 | 28,484 | -4,540 | 260,887 | |
| General Reserve | 259,040 | | | | | 4,540 | 263,580 | |
| Key & Rent Deposits | 18,163 | | | | 122 | | 18,285 | |
| Total Reserves & Customer Deposits | 634,461 | 33,600 | -3,075 | -150,840 | 28,606 | 0 | 542,752 | |

REPORT TO POLICY & FINANCE COMMITTEE – 20th SEPTEMBER 2023

BANK DIRECT DEBITS AND STANDING ORDERS

1. BACKGROUND

- 1.1 Section 6.6 of the Financial Regulations adopted by the Council in 2023 require that a schedule of active Direct Debits, Standing Orders, BACS and CHAPS payments be reported to this Committee every year.
- 1.2 This reports sets out the current schedule of bank standing orders and direct debits for approval. The report also seeks continued authorisation for the occasional use of CHAPS payments where these are necessary (principally in transferring investment funds or making large capital payments) and an increase in the credit limit applied to Council credit cards (also reported in the budget monitoring report)

2. CURRENT STANDING ORDERS AND DIRECT DEBITS.

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

3. CREDIT CARDS

The Town Council has issued four credit cards to staff to make it easier to deal with suppliers who will not give credit or for whom alternative arrangements are not available. These cards have been issued to the Town Clerk, Office Manager, Manager of Carvers Clubhouse and the Grounds Manager. The balance on the credit card account is settled in full by Direct

Debit each month and no interest is payable. Expenditure on the cards is still recorded in the usual way in the ledger and reported to members in the transaction listing and budget reports each month.

- 3.2 Section 6.14 places a limit on the overall credit card account of £5,000. This is divided such that each card has a credit limit of £1,250 per month. In recent months it has become apparent that this limit is insufficient and has resulted in the credit card being declined in some cases.
- 3.3 It is proposed therefore that the bank be approached with a request to revise the overall limit to £10,000 per month, which will give an individual credit limit per card of £2,500.

4. RECOMMENDATION

It is **recommended** that:-

- 4.1 Continued use of the standing orders and direct debits, listed above be authorised
- 4.2 Arrangements for the use of CHAPS payments continue as present requiring pre authorisation by two members.
- 4.3 The use of BACS to transfer funds of more than £50,000 continues to require pre-authorisation by resolution of this Committee.
- 4.3 The overall credit limit on credit cards be increased to £10,000 per month.

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REPORT TO POLICY & FINANCE COMMITTEE – 20th SEPTEMBER 2023

RINGWOOD TOWN COUNCIL BANK MANDATE

1. BACKGROUND

- 1.1 The Town Council has various accounts with Lloyds Bank. A limited number of members and officers are registered with the bank for the purposes of authorising transactions, signing cheques and so on. Such registration is covered by the “bank mandate” and this need to be reviewed periodically to ensure that an appropriate range of members and officers are included and that the mandate reflects current appointees.

2. THE BANK MANDATE

- 2.1 The bank mandate currently allows for the inclusion of five members, appointed because they hold the following positions:

- The Mayor
- Chair of Policy & Finance Ctte
- Vice Chair of Policy & Finance Ctte
- Two “additional” members

Members should note that, following the recent elections, all of the member positions are vacant. In addition, the following officers of the Council are also included:

- Clerk
- Deputy Clerk
- RFO
- Finance assistant

- 2.2 The use of the powers enabled by the bank mandate is governed by Financial Regulations but essentially it allows the bank to process cheques and other transactions against a name and a signature held on their database. There will always be a balance required between the security of a very limited number of signatories and the flexibility afforded by a wider group.
- 2.3 Cheques or orders for payment drawn on the bank account require any two signatures of the Clerk, the Deputy Clerk, the RFO or Members for sums under £1,000 or two members of the Council or one member and countersigned by the Clerk in any other case. A member who has declared a pecuniary interest in connection with a payment, may not sign such an order.
- 2.4 Signatories included on the mandate are also authorised to approve internet banking transactions, such as direct debits although in practice these are exclusively arranged by officers, per delegated powers under financial regulations.
- 2.5 It is recommended that the current arrangement be maintained, i.e. five members, including the Mayor, and four officers. This enables transactions to be authorised when key members or officers are absent or otherwise unable to sign an authorisation.

- 2.6 Members are therefore asked to decide which current elected members should be added to the mandate so that the RFO may prepare the necessary documentation for signature.

3. FINANCIAL IMPLICATIONS

- 5.1 There are no financial implications

4. RECOMMENDATION

It is **recommended** that:-

- 4.1 Members decide who should be included on the Town Council's bank mandate.

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REPORT TO POLICY & FINANCE COMMITTEE – 20th SEPTEMBER 2023

FINANCIAL RISK ASSESSMENT

1. Background

- 1.1 The Town Council is required to carry out an annual Financial Risk Assessment. The risk assessment identifies risks in several areas, together with controls that have been implemented to manage that risk. A number of these controls are covered by Financial Regulations which were adopted in July 2022 and subsequently reviewed in July 2023.
- 1.2 The risk assessment was last carried out in September 2022. Since then, whilst risks associated with the global Covid pandemic have declined, the economic outlook has become much less certain with steep rises in inflation, interest rates and energy costs in particular.

2. Financial risk Assessment 2023/24

- 2.1 The Town council implemented a new Financial Management system in April 2019 and subsequently added modules to manage Cemeteries and Allotments. The ensuing adjustments to financial procedures have now become embedded and the systems appear to be working well.
- 2.2 Most of the changes were managed within the framework of Financial Regulations and as such, did not require any change to the risk assessment as the risks have previously been identified and managed. The internal audit of the 2022/23 accounts identified no weaknesses in the financial control system.
- 2.3 Further, since the last review, the Covid pandemic has continued to decline and eased some of the financial risks that the pandemic brought such as falling income and changes to expenditure. The indirect risks associated with changes to office practices and an increasing reliance on home working and reduction in face-to-face contact have been managed with suitable control measures in place to preserve the integrity of the financial systems.
- 2.4 The sharp increase in inflation over the last year, however, does pose some additional risks. Budget projections in 2022/23 were based on a less pessimistic forecast of inflation and whilst some provision was made for anticipated price increases, the result was that the Council had to make up a significant gap in the 2023/24 budget by increasing prices, Council Tax and use of reserves to maintain a balanced budget.
- 2.5 Whilst the increased risks associated with higher inflation have been largely managed and mitigated, the recent rises in interest rates presents a further risk which needs to be carefully managed. Whilst the Council has very low exposure to fluctuating interest rates and maintains a healthy balance of reserves to cover any unexpected expenditure, higher interest rates will nevertheless add some additional costs. The risk assessment has therefore been further expanded to cover risks around increased interest rates, the wider use of credit cards as a purchasing mechanism and the specific risks of large capital projects.
- 2.6 These risks have been addressed in the revised risk assessment, Appendix 1.

3. RECOMMENDATION

It is **recommended** that: -

- 3.1 The updated Financial Risk Assessment be noted.

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RINGWOOD TOWN COUNCIL

FINANCIAL RISK ASSESSMENT 2023/24

| Risk | Hazard | Controls | Probability | Impact | Risk weighting |
|----------------------------------|--|---|-------------|--------|----------------|
| Legal/ Administration | Failure to comply with HMRC PAYE requirements | Maintenance of comprehensive records of Income Tax and National Insurance deductions from payroll and employer's contributions. Specialist payroll agent engaged to submit RTI returns to HMRC and calculate monthly payments (checked by Deputy Clerk and RFO before payment). | Low | Medium | 2 |
| Legal/ Administration | Incurring Expenditure without proper legal authority | Clerk holds CiLCA qualification. Minutes record the powers under which expenditure is incurred. | Low | Low | 1 |
| Legal/ Administration | Failure to maintain accurate records of Council Assets | Maintain a comprehensive asset register. Record key assets in simplified Asset Register in finance software. Finance staff record all acquisitions and disposals in finance software. Carry out periodical inventory checks. | Low | Low | 1 |
| Legal/ Administration | Failure to comply with HMRC VAT regulations | RFO holds CIPFA qualification. Finance staff check VAT coding of all transactions. Refer to HMRC Guidance. Seek further guidance where necessary. Ensure that Input and Output tax are accurately recorded. Register for Making Tax Digital. Complete and submit VAT returns online promptly. | Low | Medium | 2 |
| Legal/ Administration | Failure to comply with employment legislation | Retain the services of an HR consultancy to advise on HR matters and disputes | Low | Low | 1 |
| Legal/ Administration | Noncompliance with data protection legislation, risk of fines or penalties | Regularly review the data protection measures and ensure awareness of the requirements amongst staff. Ensure that confidential data is only held where necessary, according to the Council data retention policy, that confidential records are held on secure systems. | Medium | High | 6 |

Appendix 1

| Risk | Hazard | Controls | Probability | Impact | Risk weighting |
|------------------|--|--|-------------|--------|----------------|
| Financial | Poor Financial Management | Scheme of Delegation defines responsibilities for the financial affairs of the Council. Maintain & review Financial Regulations and Standing Orders. Maintain an effective budgetary control and financial reporting system. Commission annual independent internal audit and act upon any recommendations. Continue development of an internal finance procedures manual as a staff training aid. Closely monitor bank balances to ensure maintenance of surplus and avoid any interest charges or penalties. | Low | Medium | 2 |
| Financial | Failure to set a precept and a balanced budget | Ensure that the precept is determined following scrutiny of the detailed requirements for all income and expenditure budgets. Ensure that presentation to Committee of budget proposals follows an agreed timetable. The Annual budget agreed and approved by full Council by the end of January each year. | Low | Medium | 2 |
| Financial | Adequacy of Reserves to meet necessary unplanned expenditure | Reserves equivalent to 10% of annual budgeted spend available for immediate use. Maintain General Reserve at 50% of the annual precept. Carry out an annual review of reserves and maintain balances of earmarked reserves & Provisions according to the Reserves Policy. Keep sufficient proportion of cash investments available for immediate use to avoid any requirement for borrowing. | Medium | High | 6 |
| Financial | Actual income and/or expenditure deviating from budget | Annual budget identifies staff members responsible for each budget heading. Effective credit control process in place. RFO monitors actual performance against budget and produces monthly budget comparison reports to Policy & Finance Committee from end of Q1. Additional inflationary risks mitigated by reserves | Medium | Medium | 4 |
| Financial | Capital Project costs deviating from budget | Capital projects subject to detailed budget monitoring. Independent advice sought in preparation of capital project budgets. Regular stage reviews of progress and performance against budget to be presented to members. | Medium | High | 6 |
| Financial | Reduction/Loss of Income | Inflation and the impact on the cost of living puts income at risk. Regular monitoring of income and effective credit control. Annual review of charges to ensure achievable income targets. Maintenance of appropriate reserves to cover any significant and unanticipated loss of income. | High | Medium | 6 |
| Financial | Failure to maintain an effective payments system | Financial Regulations assign responsibilities for control of expenditure. RFO establishes clear payment processes supported by appropriate documentation and monitors compliance. Separation of duties in initiating | Low | Low | 1 |

Appendix 1

| Risk | Hazard | Controls | Probability | Impact | Risk weighting |
|------------------|--|---|-------------|--------|----------------|
| | | and authorizing expenditure. Order approval required before order placement or commitment. Goods received before payment. | | | |
| Financial | Control of Payroll and Pension costs | All overtime payments pre-authorized by Clerk. Council agree pay scales and progression. Payroll outsourced to specialist payroll contractor. RFO monitors spend against budgets and prepares annual payroll budgets on a zero based approach. Payments only to bone fide employees. Monthly returns to HMRC and HCC (pensions) | Low | Medium | 2 |
| Financial | Failure to ensure proper use of funds under specific powers (e.g. s137) | Ensure that all expenditure under specific powers is separately recorded in the General Ledger when required. Ensure that statutory limits on such expenditure are not breached. Ensure that grant applications are complete and fully supported prior to submission to Council for approval and that all approvals are recorded in Council minutes. | Low | Medium | 2 |
| Financial | Risk of claims from other parties as a result of providing a service | Undertake risk assessment before providing any new service. Committee approval of business case required before any new and/or commercial venture is undertaken. Ensure that appropriate insurance cover is in place. | Low | Medium | 2 |
| Financial | Loss of money through phishing scams, CEO fraud bogus account details change, or other fraud | Financial Regulations and payment processes instituted by RFO. All payments to authorised recipients. Expenditure only against agreed budgets and according to authorised and receipted orders. Restricting access to Finance software. Bank reconciliations to ensure that all transactions correspond with those duly authorised in the General Ledger. Maintain awareness of scam and fraud techniques. | Low | High | 3 |
| Financial | Loss of money through theft or misappropriation | Determine responsibility for cash at all locations. Issue numbered receipts for all income. Ensure that effective arrangements are in place for prompt recording and banking of all cash received. Carry out monthly bank reconciliation. Ensure that the Council holds adequate fidelity guarantee insurance. Ensure that secure arrangements are in place for all monies held pending banking. Reconcile petty cash monthly with all expenditure backed by receipts and allocated against approved budgets. | Low | Medium | 2 |

| Risk | Hazard | Controls | Probability | Impact | Risk weighting |
|------------------|--|--|--------------------|---------------|-----------------------|
| Financial | Incorrect or inappropriate use of Council Credit Cards | Monthly statements checked by the RFO to ensure that expenditure is against approved orders. Accounts settled in full each month. Use of credit cards subject to Council Financial regulations and standing orders. Cards subject to a modest credit limit. Cards only to be used where the standard ordering system cannot be used. | Low | low | 1 |
| Assets | Protection of Assets | All assets over a prescribed de minimis level recorded in an asset register and that register audited at least bi-annually. | Low | low | 1 |
| Assets | Security of buildings | Buildings fitted with alarms and/or CCTV as appropriate. Adequate insurance cover maintained against loss through theft or vandalism. | Medium | Medium | 4 |
| Assets | Maintenance of Assets | Buildings to be subject to a planned maintenance schedule. An earmarked buildings reserve fund to be maintained to cover any unplanned buildings repairs or maintenance costs. Vehicles, plant and machinery to be regularly serviced and replaced at end of life. | Low | Medium | 2 |

REPORT TO POLICY & FINANCE COMMITTEE – 20th September 2023

APPLICATION OF CIL RECEIPTS

1. BACKGROUND

- 1.1 The Community Infrastructure Levy, CIL, is a mechanism by which property developers contribute to the costs of infrastructure required to service their developments. The CIL regulations state:
- “A local council must use CIL receipts passed to it to support the development of the local council’s area or any part of that area, by funding –
- a) The provision, improvement, replacement, operation or maintenance of infrastructure; or
 - b) Anything else that is concerned with addressing the demands that development places on an area. “
- 1.2 The levy is collected by the planning authority and a proportion is passed on to the Town Council. At the end of March 2023 the Town Council held a balance of £25,293.20. A formal decision is required in order to use CIL funds for any project.

2. CIL Receipts & Allocations 2023/24

- 2.1 Additional CIL receipts of £896.40 have been received in the current year to the end of August. A further receipt is expected before the end of the current year although the amount is not yet known. The balance of CIL receipts therefore currently stands at £26,189.60.
- 2.2 CIL funds totalling £14,000 have been pledged towards the costs of the proposed Columbarium in the current year. The balance of uncommitted CIL funds remaining is therefore £12,189.60.

3. RECOMMENDATION

It is **recommended** that:-

- 4.1 Members note the current balance of CIL funding.

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POLICY & FINANCE COMMITTEE

20th September 2023

Revaluation of Council Buildings for Insurance Purposes

1. Introduction and reason for report

- 1.1 An issue has arisen over the cost of revaluing the Council's buildings for insurance purposes.

2. Background, Options and Implications

- 2.1 In 2022-23 members accepted advice from officers that the Council's buildings should be professionally revalued for insurance purposes. It was agreed that this work should split over two financial years to spread the cost.
- 2.2 Sums insured are index-linked and therefore tend to increase over time anyway. However, the Council's buildings are somewhat atypical and over the years significant discrepancies can arise between the sums insured and the actual rebuilding costs. Our insurers therefore strongly recommend that the sums insured are "re-based" regularly to guard against the risk of under-insurance. If a claim is made in respect of a building found to be under-insured, the insurer is entitled (and likely) to reduce the amount paid in proportion to the under-insurance. The exercise will need to be repeated every 4-5 years.
- 2.3 The revaluations carried out this year relate to the buildings at the Cemetery. The fee quoted for this work was £750 and this has been paid. However, before completing the work the valuer explained that extra work would be needed to establish the relevance and rebuild costs of unusual features including the ornamental gates and pillars, walls, etc. and stated *"I will, of course, need to make an additional charge for the extra time it takes."* Unfortunately, this wasn't followed up at the time and he did not elaborate until after he'd done the work, at which point he indicated that the additional charge would be £1,000 (based on five hours' work at £200 an hour).
- 2.4 The additional time spent and the hourly rate are not necessarily considered unreasonable but it is surprising and unfortunate that we were not given more precise advance notice of the additional cost. The valuer would obviously like to be paid but may be willing to compromise on the figure. However, any additional cost will require members to approve an increase in the relevant budget (that can only fall on the general reserve).

3. Issues for decision and any recommendations

Members are invited to consider approving payment of an additional valuation fee and the relevant budget increase.

For further information, contact:

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POLICY & FINANCE COMMITTEE

20th September 2023



Annual Review of Standing Orders

1. Introduction and reason for report

- 1.1 The Council has delegated to this committee the annual task of reviewing Standing Orders for fitness.

2. Background, Options and Implications

- 2.1 Standing Orders were last reviewed in July 2022 when three minor changes were agreed. The current Standing Orders are attached as Annex 1. Officers are not recommending any changes on this occasion and consider that the current Standing Orders remain fit for purpose.

3. Issues for decision and any recommendations

Members are invited to approve the current Standing Orders.

For further information, contact:

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Ringwood Town Council

STANDING ORDERS

STANDING ORDERS

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STANDING ORDERS

1. Rules of debate at meetings

Explanatory note: Rules of debate apply to all business conducted at any type of meeting except to the extent that the chairman allows them to be relaxed. Such business may include routine formalities (e.g approving the minutes of a previous meeting), receiving reports from officers (which may require a decision from councillors and include one or more suggestions or recommendations as to how the item be disposed of), receiving information from councillors or others (about which no decision can be made) and motions proposed by members. The procedures by which agendas for meetings are compiled and councillors can secure the inclusion of motions are contained in standing orders 5, 9 and 15.

- a Items on the agenda shall be considered in the order that they appear in the agenda unless the order is changed at the discretion of the chairman of the meeting.
- b A proposal or motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chairman of the meeting as withdrawn.
- d If a proposal or motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a proposal or motion. It shall not negate the proposal or motion.
- f If an amendment to the original proposal or motion is carried, the original proposal or motion (as amended) becomes the substantive proposal or motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless verbal notice of it is given at the meeting and, if requested by the chairman of the meeting, is expressed in writing to the chairman.
- h A councillor may move an amendment to his or her own proposal or motion if agreed by the meeting. If a proposal or motion has already been seconded, the amendment

shall be with the consent of the seconder and the meeting.

- i If there is more than one amendment to an original or substantive proposal or motion, the amendments shall be moved in the order directed by the chairman of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chairman of the meeting.
- k One or more amendments may be discussed together if the chairman of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive proposal or motion.
- m Where a series of amendments to an original proposal or motion are carried, the mover of the original proposal or motion shall have a right of reply either at the end of debate of the first amendment or at the very end of debate on the final substantive proposal or motion immediately before it is put to the vote.
- n Unless permitted by the chairman of the meeting, a councillor may speak once in the debate on a proposal or motion except:
 - i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the proposal or motion has been amended since he last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. to exercise a right of reply.
- o During the debate on a proposal or motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he or she considers has been breached or specify the other irregularity in the proceedings of the meeting he or she is concerned by.
- p A point of order shall be decided by the chairman of the meeting and his or her decision shall be final.
- q When a proposal or motion is under debate, no other proposal or motion shall be moved except:
 - i. to amend the proposal or motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the proposal or motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a proposal or motion to a committee or sub-committee for consideration;

- vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive proposal or motion is put to the vote, the chairman of the meeting shall be satisfied that the matter has been sufficiently debated and that the mover of the proposal or motion under debate has exercised or waived his or her right of reply.
- t Excluding motions moved under standing order 1(q), the contributions or speeches by a councillor shall relate only to the proposal or motion under discussion and shall not exceed 5 minutes without the consent of the chairman of the meeting.

2. Disorderly conduct at meetings

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chairman of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chairman of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. Meetings generally











- Full Council meetings
- Committee meetings
- Sub-committee meetings

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**

- c** The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.
- d** Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.
- e** Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f** The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 15 minutes unless directed by the chairman of the meeting.
- g** Subject to standing order 3(f), a member of the public shall not speak for more than 3 minutes.
- h** In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.
- i** A person shall raise his or her hand when requesting to speak and may sit or stand when speaking.
- j** A person who speaks at a meeting shall direct his or her comments to the chairman of the meeting.
- k** Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.
- l** **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To "report" means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- m** **A person present at a meeting may not provide an oral report or oral**

commentary about a meeting as it takes place without permission.

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-   n **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
-  o **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in his absence be done by, to or before the Vice-Chairman of the Council (if there is one).**
-  p **The Chairman of the Council, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman of the Council (if there is one) if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
-    q **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors or councillors with voting rights present and voting.**
-    r **The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.**
See standing orders 5(h) and (i) for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the council.
- s **Unless standing orders provide otherwise, voting on a question shall be by a show of hands or by ballot. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.
- t The minutes of a meeting shall include an accurate record of the following:
 - i. the time and place of the meeting;
 - ii. the names of councillors who are present and the names of councillors who are absent;
 - iii. interests that have been declared by councillors and non-councillors with voting rights;
 - iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
 - v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
 - vi. if there was a public participation session; and
 - vii. the resolutions made.

- ■ ■ u **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.**
 - v **No business may be transacted at a meeting unless at least one-third of the whole number of members of the council are present and in no case shall the quorum of a meeting be less than three.**
See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.
- ■ ■ w **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.
 - x A meeting shall not exceed a period of two hours except for meetings of the Planning, Town & Environment Committee which shall not exceed three hours.

4. Committees and sub-committees

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the council.**
- c **Unless the council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The Council may appoint standing committees or other committees as may be necessary, and:
 - i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
 - v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the

ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 3 days before the meeting that they are unable to attend;

- vi. may, after it has appointed the members of a committee, appoint the chairman and vice-chairman of a standing committee;
- vii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which shall be no less than three;
- viii. shall determine if the public may participate at a meeting of a committee;
- ix. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
- x. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- xi. may dissolve a committee or a sub-committee.

5. Ordinary council meetings

- a In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the new councillors elected take office.**
- b In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**
- d In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**
- e The first business conducted at the annual meeting of the Council shall be the election of the Chairman and Vice-Chairman (if there is one) of the Council.**
- f Rule 5(f) deleted – 21.4.21**
- g The Chairman of the Council, unless he or she has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his or her successor is elected at the next annual meeting of the Council.**
- h The Vice-Chairman of the Council, if there is one, unless he or she resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.**
- i In an election year, if the current Chairman of the Council has not been re-elected as a member of the council, he or she shall preside at the annual meeting until a**

successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but shall give a casting vote in the case of an equality of votes.

- j In an election year, if the current Chairman of the Council has been re-elected as a member of the Council, he or she shall preside at the annual meeting until a new Chairman of the Council has been elected. He or she may exercise an original vote in respect of the election of the new Chairman of the Council and shall give a casting vote in the case of an equality of votes.**
- k Following the election of the Chairman of the Council and Vice-Chairman (if there is one) of the Council at the annual meeting, the business of the annual meeting shall include:
- i. **In an election year, delivery by the Chairman of the Council and councillors of their acceptance of office forms unless the council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of his or her acceptance of office form unless the council resolves for this to be done at a later date;**
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
 - iii. Receipt of the minutes of the last meeting of a committee;
 - iv. Consideration of the recommendations made by a committee;
 - v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
 - vi. Review of the terms of reference for committees;
 - vii. Appointment of members to existing committees;
 - viii. Appointment of any new committees in accordance with standing order 4;
 - ix. Review and adoption of appropriate standing orders and financial regulations;
 - x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses;
 - xi. Review of representation on or work with external bodies and arrangements for reporting back;
 - xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
 - xiii. Review of inventory of land and assets including buildings and office equipment;
 - xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
 - xv. Review of the Council's and/or staff subscriptions to other bodies;
 - xvi. Review of the Council's complaints procedure;
 - xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
 - xviii. Review of the Council's policy for dealing with the press/media;
 - xix. Review of the Council's employment policies and procedures;
 - xx. Review of the Council's expenditure incurred under s.137 of the Local

Government Act 1972 or the general power of competence; and
xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

PROVIDED THAT the council may resolve for all or any of items vi, ix, x and xiii to xxi inclusive to be done at a later date or to be referred to a committee.

6. Extraordinary meetings of the council and committees and sub-committees

- a **The Chairman of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chairman of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting must be signed by the two councillors.**
- c The chairman of a committee or a sub-committee may convene an extraordinary meeting of the committee or the sub-committee at any time.
- d If the chairman of a committee or a sub-committee does not call an extraordinary meeting within seven days of having been requested by to do so by two members of the committee or the sub-committee, any two members of the committee or the sub-committee may convene an extraordinary meeting of the committee or the sub-committee.

7. Previous resolutions

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least four councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved within a further six months.

8. Voting on appointments

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their

favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chairman of the meeting.

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9. Motions for a meeting that require written notice to be given to the Proper Officer

Explanatory Note: Although the Proper Officer is responsible for preparing meeting agendas a mechanism is needed to enable councillors to bring forward matters for consideration at meetings without requiring the co-operation of the Proper Officer (subject to safeguards). This standing order provides that mechanism. The Proper Officer could be asked to help in composing the written notice required but this is not obligatory. Otherwise, the role of the Proper Officer is limited to ensuring formal compliance only with the requirements stated.

- a A motion shall relate to the responsibilities of the meeting which it is tabled for and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least ten clear days before the meeting. Clear days do not include the day of the notice, the day of the meeting, Saturdays, Sundays or public holidays.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, at least seven clear days (excluding Saturdays, Sundays and public holidays) before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.

- g Motions received shall be recorded, numbered and included in an agenda in the order that they are received. No more than three motions shall be included in the agenda for any one meeting and any additional motions received shall be included in the agendas for subsequent meetings.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

10. Motions at a meeting that do not require written notice

- a The following motions may be moved at a meeting without written notice to the Proper Officer;
 - i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to move to a vote;
 - iii. to defer consideration of a motion;
 - iv. to refer a motion to a particular committee or sub-committee;
 - v. to appoint a person to preside at a meeting;
 - vi. to change the order of business on the agenda;
 - vii. to proceed to the next business on the agenda;
 - viii. to require a written report;
 - ix. to appoint a committee or sub-committee and their members;
 - x. to extend the time limits for speaking;
 - xi. to exclude the press and public from a meeting in respect of confidential or sensitive information which is prejudicial to the public interest;
 - xii. to not hear further from a councillor or a member of the public;
 - xiii. to exclude a councillor or member of the public for disorderly conduct;
 - xiv. to temporarily suspend the meeting;
 - xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
 - xvi. to adjourn the meeting; or
 - xvii. to close a meeting.

11. Management of information

See also standing order 20.

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b **The Council shall have in place and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in**

paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).

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- c The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.
- d Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.

12. Draft minutes

- Full Council meetings
- Committee meetings
- Sub-committee meetings

- a If the draft minutes of a preceding meeting have been served on councillors with or before the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he or she shall sign the minutes and include a paragraph in the following terms or to the same effect:

"The chairman of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but his/her view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings."
- e **If the Council's gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the

minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.



13. Code of conduct and dispensations

See also standing order 3(u).

- a All councillors and non-councillors with voting rights (if any such should ever be appointed to a working party) shall observe the code of conduct adopted by the council.
- b Unless he or she has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he or she has a disclosable pecuniary interest if so required by the council's code of conduct. He or she may return to the meeting after it has considered the matter in which he or she had the interest.
- c Unless he or she has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he or she has another interest if so required by the council's code of conduct. He or she may return to the meeting after it has considered the matter in which he or she had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by the Proper Officer and that decision is final.
- f A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f), dispensations requests shall be considered by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required.

- h **A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
- i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
 - ii. **granting the dispensation is in the interests of persons living in the Council's area; or**
 - iii. **it is otherwise appropriate to grant a dispensation.**

14. Code of conduct complaints

Explanatory note: Any complaint that a councillor has breached the council's code of conduct must be referred to the monitoring officer at the District (or Unitary) Council who is then responsible for considering the complaint, investigating it as necessary and notifying this council if such a breach has occurred.

- a Where the Proper Officer has made a complaint that a councillor has breached the council's code of conduct, the Proper Officer shall notify the Chairman of Council of this fact, and the Chairman shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(c).
- b The Council, any individual councillor and any employee of the council may:
 - i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- c **Upon notification by the District or Unitary Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him or her. Such action excludes disqualification or suspension from office.**

15. Proper Officer

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.

- b The Proper Officer shall:
- i. **at least three clear days before a meeting of the council, a committee or a sub-committee**
 - **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
 - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for a meeting of a committee.

- ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least six days before the meeting confirming his or her withdrawal of it;
- iii. **convene a meeting of the Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his or her office;**
- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;
See also standing order 23;
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with the council's financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority;
- xv. refer a planning application, tree works application or licensing application received by the Council to the Chairman or in his absence Vice-Chairman (if there is one) of the Planning, Town and Environment Committee within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of

- that committee;
- xvi. manage access to information about the Council via the publication scheme; and
 - xvii. retain custody of the seal of the Council which shall not be used without a resolution to that effect.
- See also standing order 23.*

16. Responsible Financial Officer

- a The council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17. Accounts and accounting statements

- a “Proper practices” in standing orders refer to the most recent version of Governance and Accountability for Local Councils – a Practitioners’ Guide.
- b All payments by the council shall be authorised, approved and paid in accordance with the law, proper practices and the Council’s financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
 - i. the Council’s receipts and payments (or income and expenditure) for each quarter;
 - ii. the council’s aggregate receipts and payments (or income and expenditure) for the year to date;
 - iii. the balances held at the end of the quarter being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - i. each councillor with a statement summarising the council’s receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
 - ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the council (receipts and payments, or income and expenditure) for a year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at

least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to Council for consideration and formal approval before 30 June.

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18. Financial controls and procurement

- a The council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.

- b Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.

- c **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity unless it proposes to use an existing list of suppliers (framework agreement).**

- d Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender may be advertised in a local newspaper and in any other manner that is appropriate as the Proper Officer shall decide;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to

- the Proper Officer;
 - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f **Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**

19. Handling staff matters

- a A matter personal to a member of staff that is being considered by a meeting of council or the Staffing Committee is subject to standing order 11.
- b Subject to the council's policy regarding absences from work, the council's most senior member of staff shall notify the chairman of the Staffing Committee or, if he is not available, the vice-chairman of Staffing Committee of absence occasioned by illness or other reason
 - i. Of the Town Clerk, the Deputy Town Clerk or the Finance Manager if it lasts more than three working days on which he or she would ordinarily be working, or
 - ii. Of any other employee if it lasts more than two weeks
 and that person shall report such absence to the Staffing Committee at its next meeting.
- b Subject to the council's policy regarding the handling of grievance matters, the council's most senior member of staff (or other members of staff) shall contact the chairman of the Staffing Committee or in his absence, the vice-chairman of the Staffing Committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Staffing Committee.
- c Subject to the council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the Town Clerk relates to the chairman or vice-chairman of the Staffing Committee, this shall be communicated to another member of the Staffing Panel, which shall be reported back and progressed by resolution of the Staffing Committee.

- d Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- e In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

20. Responsibilities to provide information

See also standing order 21.

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b **The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

21. Responsibilities under data protection legislation

See also standing order 11.

- a **The Council may appoint a Data Protection Officer**
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.**
- c **The Council shall have a written policy in place for responding to and managing a data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**

22. Relations with the press/media

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

23. Execution and sealing of legal deeds

See also standing orders 15(b)(xii) and (xvii).

- a A legal deed shall not be executed on behalf of the council unless authorised by a resolution.
- b Subject to standing order 23(a), the council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two councillors who shall sign the deed as witnesses.**

24. Communicating with District and County or Unitary councillors

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Councils representing the area of the Council.
- b If the Council or the Town Clerk so decides, a copy of each letter sent to the District or County Council shall be sent to the ward councillor(s) representing the area of the council.

25. Restrictions on councillor activities

- a. Unless duly authorised no councillor shall:
 - i. inspect any land and/or premises which the council has a right or duty to inspect (except for land or premises to which the general public has access); or
 - ii. issue orders, instructions or directions.

26. Standing orders generally

- a All or part of a standing order, except one that incorporates mandatory statutory requirements, may be suspended by resolution in relation to the consideration of an

item on the agenda for a meeting.

- b A motion to add to or vary or revoke one or more of the council's standing orders, except one that incorporates mandatory statutory requirements, shall be proposed by a special motion, the written notice by at least two councillors to be given to the Proper Officer in accordance with standing order 9.
- c The Proper Officer shall provide a copy of the council's standing orders to a councillor as soon as possible.
- d The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.

Current Projects Update

| No. | Name | Status | Recent developments | Description and notes | Lead Officer/Member | Financing |
|--|--|--|---|---|---------------------|--|
| Full Council | | | | | | |
| FC1 | Long Lane Football Facilities Development | In progress (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 in progress until 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 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 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 to be carried out in August and stream clearance by volunteers planned for 28/09/2023 - new volunteers welcome. | Annual maintenance of Crow Ditch and Stream in order to keep it flowing and alleviate flooding | Deputy Clerk | Budget of £1,000 funded by transfer from earmarked reserve |
| 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 community engagement. HCC carried out survey work 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. |
| 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. | 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 | In progress (Commenced Dec 2020. Resolution expected imminently.) | The application has been dismissed by the Tribunal and cancelled by Land Registry. A fuller report will be 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 so far by members). Applicant likely to be ordered to pay a 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. |

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.) | 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. These have been revised to take account of initial pre-application advice from NFDC and the advice of the planning consultant. The response to this second application for pre-application advice has been received and is being considered by officers. | 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. | 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. The developer has prepared the site for handover, which is expected imminently. | 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. A public consultation on this has now finished and responses are being evaluated. | 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

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 bridleway between old railway bridge eastwards to join existing surfacing. | Surfacing works completed by HCC early April 2022. | |
| 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 | |