

# Ringwood Town Council

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

## POLICY & FINANCE COMMITTEE

Dear Member

15<sup>th</sup> February 2024

A meeting of the above Committee will be held at the Forest Suite, Ringwood Gateway on **Wednesday 21<sup>st</sup> February 2024** at 7.00pm and your attendance is requested.



Mr C Wilkins  
Town Clerk

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### AGENDA

	<u>Time estimate</u>
<b>1. PUBLIC PARTICIPATION</b> There will be an opportunity for public participation at the start of the meeting	Up to 15 minutes
<b>2. APOLOGIES FOR ABSENCE</b>	1 minute
<b>3. DECLARATIONS OF INTEREST</b>	1 minute
<b>4. MINUTES OF THE PREVIOUS MEETING</b> To approve as a correct record the minutes of the meeting held on 24 <sup>th</sup> January 2024	1 minute
<b>5. FINANCIAL REPORTS</b> ( <i>Report A attached</i> ): a. To receive and authorise list of payments made on Imprest Account for January b. To note the total amount of Petty Cash payments for January c. To receive Statement of Town Council Balances and authorise Inter Account Transfers d. To receive the Finance Manager's budgetary monitoring report	15 minutes
<b>6. ALLOTMENTS</b> To consider recommendations from Recreation, Leisure and Open Spaces Committee on 7 <sup>th</sup> February 2024 that: a. a close-boarded fence at least 1.8m high be erected along the boundary between the Southampton Road allotment site and Kestrel Court in place of the damaged hedge; and b. the Town Clerk be instructed to investigate as a matter of urgency supplying contact details for the relevant allotment tenant to the neighbours affected by the recent fire. ( <i>OS/6324 refers</i> )	10 minutes

**7. CONTRACTS AND ARRANGEMENTS REVIEW**

To review arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses (*Report B*)

**8. LICENSING OF MARKETS AND FAIRS**

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

**9. ASSET REGISTER**

To review inventory of land and assets including buildings and office equipment (*Report D*)

**10. PROJECTS** (current and proposed)

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

Time estimate

15 minutes

10 minutes

10 minutes

2 minutes

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

Committee Members

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

Officers

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

Copied by e-mail to other members for information

**RINGWOOD TOWN COUNCIL**

**FINANCIAL REPORTS FOR**

**POLICY & FINANCE COMMITTEE MEETING**

**21st February 2024**

# Paid Expenditure Transactions

Start of year 01/04/23

paid between 01/01/24 and 31/01/24

A

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading	
DD 1	02/01/24	4310		£195.00	£0.00	£195.00	RLOS	New Forest District Council	NFDC Rates Carvers Clubhouse January 2024	3802/1/6
DD 2	02/01/24	4311		£247.00	£0.00	£247.00	RLOS	New Forest District Council	NFDC Rates Cemetery January 2024	3802/1/6
		4312/1		£588.00	£98.00	£490.00	RLOS	Pete Best	Fell dangerous multi-stem willow at The Bickerley	3000/2/11
1852	02/01/24	4312	RTC805577	£588.00	£98.00	£490.00		Pete Best	Urgent tree surgery work	3000/2/11
		4313/1		£1.44	£0.24	£1.20	P&F	Hampshire County Council	925678 Eye pads for first aid kit x 6	2000/3/4
		4313/2		£36.16	£6.03	£30.13	P&F	Hampshire County Council	581288 Shield 3-way toilet cleaner	2000/3/4
1853	02/01/24	4313	RTC805587	£37.60	£6.27	£31.33		Hampshire County Council	First Aid and cleaner supplies	2000/3/4
		4314/1		£28.60	£0.00	£28.60	P&F	Ringwood & District Community Association	Hire of minibus September 2023	2000/1/20
1854	02/01/24	4314	RTC805593	£28.60	£0.00	£28.60		Ringwood & District Community Association	Hire of mini bus for Cllr tour of RTC grounds	2000/1/20
		4315/1		£540.00	£90.00	£450.00	P&F	Parish Online	Digital mapping subscription for year from 22 Dec 2023	2000/1/13
1855	02/01/24	4315	RTC805598	£540.00	£90.00	£450.00		Parish Online	Software subscription	2000/1/13
DD	05/01/24	4317		£32.34	£5.39	£26.95	RLOS	Sky Business	05/01/24 - 04/02/24	3802/2/5
		4319/1		£326,718.82	£54,453.14	£272,265.68	RLOS	Knights Brown Construction Limited	Football pavilion interim invoice nr. 7	3350/10
1856	09/01/24	4319	RTC805588	£326,718.82	£54,453.14	£272,265.68		Knights Brown Construction Limited	Building services	3350/10
		4321/1		£68.24	£11.37	£56.87	RLOS	Fleet Line Markers	Battery	3000/2/9
		4321/2		£53.82	£8.97	£44.85	RLOS	Fleet Line Markers	Charging lead	3000/2/9
1857	09/01/24	4321	RTC805592	£122.06	£20.34	£101.72		Fleet Line Markers	New battery and charging lead for line marker	3000/2/9
		4322/1		£37.10	£6.18	£30.92	RLOS	Elliott Brothers Ltd	2 x Class 3 Cardassing sawn timber	3300/2/1
		4322/2		£8.46	£1.41	£7.05	RLOS	Elliott Brothers Ltd	5 x 22mm foam pipe insulation	3300/2/1
		4322/3		£3.04	£0.51	£2.53	RLOS	Elliott Brothers Ltd	2 packs butt hinges 76mm	3300/2/1
1858	09/01/24	4322	RTC805595	£48.60	£8.10	£40.50		Elliott Brothers Ltd	Insulation for tap at Crow Lane Allotments	3300/2/1
		4323/1		£25.03	£4.17	£20.86	P&F	Hampshire County Council	819050 A4 paper	2000/1/8
1859	09/01/24	4323	RTC805597	£25.03	£4.17	£20.86		Hampshire County Council	A4 paper	2000/1/8
		4324/1		£228.00	£38.00	£190.00	RLOS	RFS Technology	annual fire alarm maintenance	3802/1/1

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Start of year 01/04/23

paid between 01/01/24 and 31/01/24

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Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading	
1860	09/01/24	4324	RTC805605	£228.00	£38.00	£190.00		RFS Technology	Annual fire alarm maintenance contract	3802/1/1
		4325/1		£127.20	£21.20	£106.00	RLOS	Concentrate Limited	domain name hosting	3802/2/1
1861	09/01/24	4325	RTC805606	£127.20	£21.20	£106.00		Concentrate Limited	domain name hositng for 2 years (x4)	3802/2/1
		4326/1		£60.00	£10.00	£50.00	RLOS	Central Southern Security	Service call 7th Nov	3802/1/1
		4326/2		£12.00	£2.00	£10.00	RLOS	Central Southern Security	'to supply contact'	3802/1/1
1862	09/01/24	4326	RTC805600	£72.00	£12.00	£60.00		Central Southern Security	repairs to alarm system	3802/1/1
		4327/1		£1,709.94	£284.99	£1,424.95	RLOS	South Coast Hire Group	stage and av hire and support	3100/2
1863	09/01/24	4327	RTC805555	£1,709.94	£284.99	£1,424.95		South Coast Hire Group	Stage, AV for Ringwood Winter Wanderland	3100/2
1865	09/01/24	4328		£792.00	£132.00	£660.00	P&F	TC Group	Payroll services Qtr 3 23/24	2310/1
DD	10/01/24	4338		£759.92	£126.65	£633.27	RLOS	Yu Energy	01/12/23 - 31/12/23	3802/1/3
FPI	12/01/24	4329		£148.50	£24.75	£123.75	P&F	Brightwater	Fees - January 2024	2400/19
1864	15/01/24	4330	RTC805584	£138.00	£23.00	£115.00	RLOS	Alecta Technical Solutions	Call out for leaking water boiler	3802/1/1
		4331/1		£450.00	£0.00	£450.00	RLOS	Jay Cox Ringwood TV	promotional film for Ringwood Winter Wanderland	3100/2
1865	15/01/24	4331	RTC805546	£450.00	£0.00	£450.00		Jay Cox Ringwood TV	Promotional film for Ringwood Winter Wanderland	3100/2
1866	15/01/24	4332		£18.00	£3.00	£15.00	RLOS	Insight Security & Facilities Ltd	October 2023	3000/2/1
1867	15/01/24	4333		£18.00	£3.00	£15.00	RLOS	Insight Security & Facilities Ltd	November 2023	3000/2/1
		4334/1		£10.63	£1.77	£8.86	RLOS	Itec	Carvers Clubhouse Page 1	3802/2/2
		4334/2		£51.05	£8.51	£42.54	P&F	Itec	Gateway pages 2-5	2000/1/9
1867	15/01/24	4334		£61.68	£10.28	£51.40		Itec	December 2023	3802/2/2
		4335/1		£12.74	£2.12	£10.62	RLOS	Itec	Carvers Clubhouse Page 1	3802/2/2
		4335/2		£19.96	£3.33	£16.63	P&F	Itec	Gateway Pages 2-5	2000/1/9
1869	15/01/24	4335		£32.70	£5.45	£27.25		Itec	January 2024	3802/2/2
1870	15/01/24	4336		£98.80	£16.47	£82.33	RLOS	Taste Vending Ltd	15/01/24 - 14/02/24	3802/3/1
		4337/1		£180.00	£0.00	£180.00	RLOS	Soft Play Party Hire	soft play equipment hire	3802/2/1
1871	15/01/24	4337	RTC805604	£180.00	£0.00	£180.00		Soft Play Party Hire	3 sessions over winter period	3802/2/1
		4339/1		£16.25	£2.71	£13.54	P&F	Hampshire County Council	604604 Toilet rolls x 36	2000/3/2

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Start of year 01/04/23

paid between 01/01/24 and 31/01/24

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1872	15/01/24	4339	RTC805602	£16.25	£2.71	£13.54		Hampshire County Council	Toilet rolls for Gateway	2000/3/2
		4340/1		£28.26	£4.71	£23.55	P&F	Hampshire County Council	816551 Blue hand towels	2000/3/4
		4340/2		£5.57	£0.93	£4.64	P&F	Hampshire County Council	710508 Swing bin liners	2000/3/4
		4340/3		£2.00	£0.33	£1.67	P&F	Hampshire County Council	710807 Pedal bin liners	2000/3/4
1873	15/01/24	4340	RTC805608	£35.83	£5.97	£29.86		Hampshire County Council	Caretaker's supplies for the Gateway	2000/3/4
1874	15/01/24	4341		£18.00	£3.00	£15.00	RLOS	Insight Security & Facilities Ltd	December 2023	3000/2/1
1875	15/01/24	4342		£98.80	£16.47	£82.33	RLOS	Taste Vending Ltd	15/09/23 - 15/10/23	3802/3/1
1876	15/01/24	4343		£98.80	£16.47	£82.33	RLOS	Taste Vending Ltd	15/12/23 - 14/01/24	3802/3/1
BP	16/01/24	4344		£9,580.14	£0.00	£9,580.14	P&F	Hampshire County Council	December 2023	2600/1/3
		4345/1		£941.21	£0.00	£941.21	P&F	Public Works Loan Board	Principle	2500/1/2
		4345/2		£13,948.78	£0.00	£13,948.78	P&F	Public Works Loan Board	Interest	2500/1/1
DD	16/01/24	4345		£14,889.99	£0.00	£14,889.99		Public Works Loan Board	PW640644	2500/1/2
		4346/1		£477.51	£73.46	£404.05	RLOS	Peter Noble Ltd	Strip out roller assembly ETC./Gearbox	3000/3/2
1877	16/01/24	4346	RTC805351	£477.51	£73.46	£404.05		Peter Noble Ltd	Remove and strip out roller assembly, replace bearing and hub assembly, refit to machine, top up oil levels and grease all round.refer to order 805153 email 16/01/24	3000/3/2
		4347/1		£60.84	£0.00	£60.84	RLOS	Taste Vending Ltd	coffee beans	3802/3/1
1878	16/01/24	4347	RTC805613	£60.84	£0.00	£60.84		Taste Vending Ltd	Coffee beans	3802/3/1
		4348/1		£61.00	£10.17	£50.83	RLOS	Comax UK Ltd	coffee cups and lids est	3802/3/1
1879	16/01/24	4348	RTC805614	£61.00	£10.17	£50.83		Comax UK Ltd	Coffee cups	3802/3/1
		4349/1		£359.11	£0.00	£359.11	RLOS	Philip Day	reimbursement for items for gin bar	3100/7
1881	16/01/24	4349	RTC805237	£359.11	£0.00	£359.11		Philip Day	Reimbursement for items purchased for Coronation gin and prosecco	3100/7
		4350/1		£18.00	£3.00	£15.00	RLOS	Letters & Logos Ltd	road sign stickers	3100/2
1882	16/01/24	4350	RTC805586	£18.00	£3.00	£15.00		Letters & Logos Ltd	Printing for road signs	3100/2
		4351/1		£24.00	£4.00	£20.00	RLOS	Letters & Logos Ltd	vinyl patches for signs date and yr change	3100/2
		4351/2		£12.00	£2.00	£10.00	RLOS	Letters & Logos Ltd	road closure signs date change stickers	3100/2
		4351/3		£81.88	£13.65	£68.23	RLOS	Letters & Logos Ltd	A5 flyers	3100/2

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Start of year 01/04/23

paid between 01/01/24 and 31/01/24

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			4351/4	£33.60	£5.60	£28.00	RLOS	Letters & Logos Ltd	market place signage no overnight parking	3100/2
1883	16/01/24	4351	RTC805585	£151.48	£25.25	£126.23		Letters & Logos Ltd	Printing for events	3100/2
DD	17/01/24	4353		£51.28	£2.44	£48.84	P&F	British Gas	Greenways 08/12/23 - 02/01/24	2100/1
			4357/1	£52.04	£8.67	£43.37	RLOS	NALC	Training course	3802/2/6
Lloyds CC Jan 24 1	17/01/24	4357	RTC805589	£52.04	£8.67	£43.37		NALC	social media training paid on credit card	3802/2/6
			4359/1	£4.00	£0.00	£4.00	RLOS	Facebook Ads	grotto promotion	3100/2
Lloyds CC Jan 24 2	17/01/24	4359	RTC805590	£4.00	£0.00	£4.00		Facebook Ads	Grotto advertising	3100/2
			4360/1	£1,100.00	£183.33	£916.67	P&F	New Forest District Council	Parking clocks for RTC staff - long stay	2600/1/4
			4360/2	£80.00	£13.33	£66.67	P&F	New Forest District Council	Parking clocks for RTC staff - short stay	2600/1/4
Lloyds Jan 24 3	17/01/24	4360	RTC805591	£1,180.00	£196.66	£983.34		New Forest District Council	Parking clocks for RTC staff - Total £1,180 (to be paid on CW cc) 5 long stay (5 x £220 (£183.33 + VAT)) = £1,100 2 short stay (2 x £40 (£33.33 + VAT)) = £80	2600/1/4
			4361/1	£322.50	£0.00	£322.50	RLOS	DVLA	12 months road tax	3000/3/5
Lloyds CC Jan 24 4	17/01/24	4361	RTC805596	£322.50	£0.00	£322.50		DVLA	12 months road tax for Ford LGV EY66 AVD - paid for on NV credit card	3000/3/5
Lloyds CC Jan 24 5	17/01/24	4362		£237.60	£39.60	£198.00	P&F	Microsoft	18/11/23 - 17/12/23	2000/1/15
Lloyds CC Jan 24 6	17/01/24	4363		£177.12	£29.52	£147.60	P&F	Microsoft	18/11/23 - 17/12/23	2000/1/15
DD 1	19/01/24	4352		£8,525.47	£0.00	£8,525.47	P&F	Inland Revenue	December 2023	2600/1/2
DD 2	19/01/24	4355		£317.29	£52.88	£264.41	P&F	Elite Business Systems UK Ltd (EBS Telecoms)/BT Openreach	January 2024 calls	2000/1/11
			4356/1	£59.87	£9.98	£49.89	PT&E	SSE Southern Electric	AGR0219078 Continuous	4000/1/2
			4356/2	£130.28	£6.20	£124.08	PT&E	SSE Southern Electric	AGR0219079 Dusk to dawn	4000/1/2
DD 3	19/01/24	4356		£190.15	£16.18	£173.97		SSE Southern Electric		4000/1/2
DD	22/01/24	4354		£213.98	£35.66	£178.32	RLOS	BNP Parabis	Quarterley charge	3802/2/1
			4364/1	£840.00	£140.00	£700.00	RLOS	Pete Best	To take down dying tree in Carvers that is near School Path, and to Grind out stump	3000/2/11

# Paid Expenditure Transactions

Start of year 01/04/23

paid between 01/01/24 and 31/01/24

# A

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1884	22/01/24	4364	RTC805513	£840.00	£140.00	£700.00		Pete Best	To Take down dying tree in Carvers that is near School Path, and to grind out stump.	3000/2/11
		4365/1		£180.00	£0.00	£180.00	RLOS	Ringwood Pest Control	Carvers Clubhouse, play area and environs	3000/2/13
1885	22/01/24	4365	RTC805594	£180.00	£0.00	£180.00		Ringwood Pest Control	Vermin control services	3000/2/13
		4366/1		£12.40	£2.07	£10.33	RLOS	Hampshire County Council	598128 Carex soap - 5 litres	3802/2/2
1886	22/01/24	4366	RTC805616	£12.40	£2.07	£10.33		Hampshire County Council	Soap for Clubhouse	3802/2/2
		4367/1		£100.00	£0.00	£100.00	RLOS	Ringwood & Burley Band	band playing at Ringwood Winter Wanderland	3100/2
1887	22/01/24	4367	RTC805619	£100.00	£0.00	£100.00		Ringwood & Burley Band	for playing at Ringwood Winter Wanderland	3100/2
		4368/1		£318.00	£53.00	£265.00	RLOS	Ringwood & Fordingbridge Skip Hire	Replacement skip at Cemetery.	3200/2/8
1888	22/01/24	4368	RTC805621	£318.00	£53.00	£265.00		Ringwood & Fordingbridge Skip Hire	Replacement Skip at Cemetery	3200/2/8
1889	23/01/24	4369		£0.15	£0.03	£0.12	RLOS	screwfix	Adjustment for clips - old replaced for new 12p net difference	3000/6/3
DD	25/01/24	4370		£28,783.70	£0.00	£28,783.70	P&F	Salaries	January 2024	2600/1/1
PAY	26/01/24	4371		£16.70	£0.00	£16.70	P&F	Lloyds Bank	Bank charges January 2024	2000/1/18
DD	29/01/24	4372		£356.40	£59.40	£297.00	P&F	CF Corporate Finance Ltd	Quarterly charge 14/01/24 - 13/04/24	2000/1/9
1890	29/01/24	4376		£627.00	£104.50	£522.50	RLOS	New Forest District Council	Six months dog bin collection	3000/6/1
		4377/1		£19,194.00	£3,199.00	£15,995.00	P&F	Gala Lights	Contract charge for Christmas 2023	2400/2
1891	29/01/24	4377	RTC805627	£19,194.00	£3,199.00	£15,995.00		Gala Lights	Christmas Illuminations	2400/2
		4378/1		£3,234.00	£539.00	£2,695.00	P&F	Gala Lights	Provision of Christmas display tree	2400/3
		4378/2		£1,554.00	£259.00	£1,295.00	P&F	Gala Lights	Additions to Christmas illuminations contract	2400/2
1892	29/01/24	4378	RTC805628	£4,788.00	£798.00	£3,990.00		Gala Lights	Christams Tree and extras	2400/3
		4379/1		£809.64	£134.94	£674.70	RLOS	Vistry Southern (FAO Rose Whitford)	Refund of invoice for hedgecutting - work carried out by NFDC	3300/2/1
1894	30/01/24	4379	RTC805550	£809.64	£134.94	£674.70		Vistry Southern (FAO Rose Whitford)	Refund of invoice 600625 raised for hedgecutting at Crow Arch Lane allotment site (transaction number 503218)	3300/2/1
		4380/1		£1,000.00	£166.67	£833.33	P&F	Laceys Solicitors	Payment on account regardinf re-possession claim	2400/17
1893	30/01/24	4380	RTC805622	£1,000.00	£166.67	£833.33		Laceys Solicitors	Fees for legal services	2400/17
		4373/1		£129.19	£6.15	£123.04	RLOS	Utility Warehouse	Energy	3000/1/1



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		4373/2		£2.40	£0.40	£2.00	RLOS	Utility Warehouse	Club	3000/1/1
DD 1	31/01/24	4373		£131.59	£6.55	£125.04		Utility Warehouse	UW Sports Pavilion December 2023	3000/1/1
		4374/1		£341.75	£16.27	£325.48	RLOS	Utility Warehouse	Energy	3200/1/1
		4374/2		£30.00	£5.00	£25.00	RLOS	Utility Warehouse	Mobile	3000/1/6
		4374/3		£31.20	£5.20	£26.00	RLOS	Utility Warehouse	Phone & Broadband	3000/1/6
		4374/4		£2.40	£0.40	£2.00	RLOS	Utility Warehouse	Club	3200/1/1
DD 2	31/01/24	4374		£405.35	£26.87	£378.48		Utility Warehouse	UW Cemetery December 2023	3200/1/1
		4375/1		£20.00	£3.33	£16.67	RLOS	Utility Warehouse	Mobile	3000/1/6
		4375/2		£2.40	£0.40	£2.00	RLOS	Utility Warehouse	Club	3000/1/6
DD 3	31/01/24	4375		£22.40	£3.73	£18.67		Utility Warehouse	UW Groundsmens Mobiles December 2023	3000/1/6
FPI	31/01/24	4382		£15.44	£0.00	£15.44	RLOS	Sum Up	Charges for January 2024	3802/2/1
		4383/1		£33.75	£0.00	£33.75	Counc	Ringwood Town Council	Milk etc	10000
		4383/2		£3.27	£0.55	£2.72	Counc	Ringwood Town Council	Lidl Caretaker wipes	10000
		4383/3		£5.50	£0.00	£5.50	Counc	Ringwood Town Council	Asda Hooks for front desks	10000
		4383/4		£14.00	£0.00	£14.00	Counc	Ringwood Town Council	Sainsburys Batteries for Clubhouse hand dispensers	10000
Petty Cash Jan 24	31/01/24	4383		£56.52	£0.55	£55.97		Ringwood Town Council	Petty Cash January 2024	10000
<b>Total</b>				£428,212.26	£60,619.62	£367,592.64				

**BANK BALANCES & PROPOSED TRANSFERS**

<b>Account Name</b>	<b>Predicted</b>	<b>Actual at</b>	<b>Predicted</b>	<b>Proposed Transfers</b>		<b>Predicted</b>
	<b><u>31-Jan-24</u></b>			<b><u>31-Jan-24</u></b>	<b><u>Movement</u></b>	
	£	£	£	£	£	£
Imprest (Current) Account	88,395	107,869	-363,117		350,000	94,752
Business Account	100,209	215,245		-200,000		15,245
Investment Accounts	710,000	710,000		-150,000		560,000
Petty Cash - Imprest	66	143				143
Petty Cash - Carvers Clubhouse	50	50				50
VIC Change Float	50	50				50
Information Desk Float	75	75				75
<b>TOTAL BANK BALANCES</b>	<b>898,845</b>	<b>1,033,432</b>		<b>-363,117</b>	<b>-350,000</b>	<b>350,000</b>

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

**PROPOSED TRANSFER AUTHORISATIONS:**

DATE ----- -----  
21/02/24 21/02/24

Investment Accounts	<b>CCLA</b>	Instant access
---------------------	-------------	----------------

**Notes:**

- |          |   |                |
|----------|---|----------------|
| <b>1</b> | <b>Imprest Account</b>  | <b>£</b>       |
|          | Anticipated net expenditure to end February   | 50,000         |
|          | Football development project due mid February   | 254,281        |
|          | Football development project due mid March  | 305,262        |
|          | less football project receipts due February   | -114,426       |
|          | less football project receipts due March  | -132,000       |
|          | <b>Net anticipated movement on imprest account</b>  | <b>363,117</b> |
| <b>2</b> | <b>Investment Maturity</b>  |                |
|          | No investments due to mature  |                |
| <b>3</b> | The bank accounts were reconciled at 31st January   |                |
| <b>4</b> | A nominal account has been implemented to reflect the float of £75.00 held by the Information Desk. |                |
| <b>5</b> | The Town Council's Imprest and Business bank accounts are held with Lloyds Bank plc                 |                |

**REPORT TO POLICY & FINANCE COMMITTEE – 21st FEBRUARY 2024**  
**BUDGETARY CONTROL period 10 – April 2023 to January 2024**

**1. BACKGROUND**

- 1.1 The purpose of this report is to provide Members with a budget monitoring report to the end of the third quarter of the financial year 2023-24. Income and expenditure has been monitored against the revised budget which was discussed at the November and December meeting. The revised budget is illustrated below alongside the original approved budget :

	Original Budget £	Revised Budget £
Revenue Expenditure	868,217	928,962
Capital Expenditure	781,000	2,111,959
Plus transfers to earmarked reserves	33,600	47,933
Less Revenue Income	-288,311	-340,618
Less Capital Income (grants)	-641,170	-1,560,000
Less transfers from earmarked reserves	<u>-142,810</u>	<u>-573,723</u>
<b>Net budget requirement</b>	<b>610,524</b>	<b>614,513</b>
Funded by:		
Council Tax	610,429	610,429
Covid Relief Grant	95	95
Plus transfer from the General Reserve	<u>0</u>	<u>3,989</u>
	<b>610,524</b>	<b>614,513</b>

- 1.2 At the start of the year the Town Council held reserves of £634,461 including rent & key deposits. The original budget included provision to add funds of £33,600 in accordance with the reserves policy and this was increased to £47,933 in the revised budget although this figure has been reduced to £45,953 because of a reduced funds available from the events budget. Earmarked reserves are still expected to reduce by some £573,723 by the end of the year, although this is dependent on progress on capital projects and in particular the football project together with the timing of remaining grant income which is yet to be received. An up to date 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 revised income and expenditure budgets for the year as described above. The net budget deficit reported, of £529,874, is the original budget figure before transfers to and from reserves. This deficit is reduced to £4,084 with the transfers to and from earmarked reserves.

**2. INCOME & EXPENDITURE TO THE END OF JANUARY 2024**

- 2.1 Total income to the end of January amounted to £2,220,054, including income that has been invoiced but not yet received. However, this includes £610,429 precept, £1,289,342 in respect of the football development project (grants plus borrowing) and £23,163 in respect of CIL, other grant income and client deposits which have all been taken directly to reserves. Additional income, amounting to £5,046 was received in 2022/23 in respect of the current year. Income received to date against the revised revenue budget therefore amounts to £302,166, which is 88.7% of the revised budgeted figure for the year.
- 2.2 This is somewhat more than might be expected( by around £18,000), assuming a linear budget profile. This positive variance is due to a number of factors including timing, i.e. some anticipated income has been received in full two months before the end of the year. However, significant income variances which are very likely to result in budget variances at year end include:

- Interest receipts - £36,400 has been received to the end of January against the revised budget for the year of £37,000. This is now expected to reach around £43,000 for the year given current interest rates remain where they are although much will depend on the rate of expenditure on the football project at Long Lane. This amounts to an increase of £33,000 on the original budget prediction.
- Cemeteries income which improved slightly in December, has continued to improve and now stands at £25,121 which is 81% of the revised budget. It remains likely that there will be a budget shortfall at year end but the projected shortfall has reduced to around £2,000. It is impossible to predict future revenues with any certainty.
- Carvers Clubhouse income is now very close to the target for the year but it should be noted that this includes an unbudgeted community grant which will be used to offset expenditure in the current year with any unspent balance carried to reserves.
- 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 are expected to match planned income.

2.3 Overall, and allowing for reduced cemetery receipts, income is now expected to exceed the budget by around £10,000 by year end.

2.4 Expenditure to the end of January totalled £1,978,184. A credit balance on the tax and pensions control account, pending settlement of monies due to the Inland Revenue and Hampshire County Council, adds £17,091 whilst expenditure in respect of the current year, paid in 2022/23 adds a further £7,468, giving expenditure to the end of January of £2,002,743. Excluding capital expenditure of £1,241,116 and carried over expenditure funded from reserves of £10,689 reduces this to £750,938. This is 81% of the revised budget, an underspend of £23,000 assuming linear spend. (note this underspend has reduced from £39,000 at the end of December)

2.5 The rate of expenditure increased markedly in January to just over 10% of the annual budget in one month. An analysis of expenditure indicates that expenditure remains broadly in line with expectations, again with most of the variance explained by timing differences with some large bills not expected until year end. There are, however, some budget pressures that will give rise to unavoidable overspends in the current year. These include

- |   |        |
|---|--------|
| • legal fees which may exceed the available budget by | £1,800 |
| • Water and sewerage charges                          | £2,000 |
| • Buildings Maintenance costs                         | £2,800 |
| • Events expenditure                                  | £2,000 |

These projected overspends will be mitigated by underspends elsewhere and overall, expenditure is expected to remain within budget.

2.6 The revised budget indicates a small budget deficit of £3,989. The increased revenue income will now eliminate this deficit and result in a small increase in the general Reserve.

### 3. GROWTH & CAPITAL PROJECTS

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

	Budget 23/24	Spend to Dec 2023
• Football Development Project	£2,060,000	£1,231,819
• Columbarium	£31,000	£4,750
• Battery powered tools purchase (approved 22/23)	£16,689	£10,689

• Carvers Workshops/Sheds feasibility (approved 21/22)	£1,000	£925
• Carvers Recreation Ground Imps (approved 21/22)	£1,050	£1,882
• Open Space security measures (approved 23/24)	£100	£94
• Memorial Tree & Bench (approved 23/24)	£1,540	<u>£1,646</u>
Total	£2,111,379	£1,251,805

3.2 This means that around 60% of the planned capital expenditure for the year has been incurred as at the end of January. Whilst further expenditure is anticipated, it is clear that there will be a considerable underspend on capital and this will result in a reduced contribution from earmarked reserves. The underspend will have no direct impact on the revenue budget although the reduced spend from reserves will increase investment receipts somewhat.

#### 4. RESERVES & BALANCES

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

4.2 The revised budget will reduce reserves by £525,885 before any additional receipts are taken into account. Further receipts of £515,032 have been received as at the end of January 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 £624,106, including rent and key deposits, assumes that the capital projects, including the football project, are mostly completed and that all but residual funds held on behalf of the projects are exhausted.

#### 5. RECOMMENDATION

It is **recommended** that: -

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

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# Financial Budget Comparison

Comparison between 01/04/23 and 31/01/24 inclusive. Includes due and unpaid transactions. Includes commitments.

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

	2023/24	Revised	Reserve Movements	Actual Net	Balance
<b>INCOME</b>					
<b>Policy &amp; Finance</b>					
280	Carvers Club House Income	£0.00	£0.00	£0.00	£0.00
999	Suspense	£0.00	£0.00	£0.01	£0.01
<b>Total Policy &amp; Finance</b>		£0.00	£0.00	£0.01	£0.01
<b>Recreation, Leisure &amp; Open Spaces</b>					
300	Revenue Income (RLOS)	£48,418.00	£26,510.00	£0.00	£27,380.28
310	Events	£28,000.00	£41,386.00	£0.00	£47,524.62
320	Cemetery Income	£44,512.00	£31,182.00	£300.00	£25,120.66
330	Allotment Income	£6,012.00	£6,875.00	£0.00	£7,454.72
350	Capital Income	£641,170.00	£1,560,000.00	£0.00	£1,289,342.00
380	Carvers Clubhouse	£25,273.00	£27,500.00	£0.00	£26,306.44
<b>Total Recreation, Leisure &amp; Open Spaces</b>		£793,385.00	£1,693,453.00	£300.00	£1,423,128.72
<b>Planning, Town &amp; Environment</b>					
400	Income	£1,100.00	£1,100.00	£0.00	£1,100.00
<b>Total Planning, Town &amp; Environment</b>		£1,100.00	£1,100.00	£0.00	£1,100.00
<b>Council</b>					
100	Precept	£610,429.00	£610,429.00	£0.00	£610,429.00
102	Interest Business A/c	£0.00	£0.00	£0.00	£244.97
110	Client Deposits	£0.00	£0.00	£0.00	£0.00
200	Revenue Income	£134,996.00	£206,065.00	£22,351.27	£185,151.25
<b>Total Council</b>		£745,425.00	£816,494.00	£22,351.27	£795,825.22
<b>Total Income</b>		<u>£1,539,910.00</u>	<u>£2,511,047.00</u>	<u>£22,651.27</u>	<u>£2,220,053.95</u>
					<u>-£313,644.32</u>

# Financial Budget Comparison

Comparison between 01/04/23 and 31/01/24 inclusive. Includes due and unpaid transactions. Includes commitments.

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

		2023/24	Revised	Reserve Movements	Actual Net	Balance
<b>EXPENDITURE</b>						
<b>Policy &amp; Finance</b>						
2000	Establishment	£124,141.00	£120,276.00	£0.00	£102,370.30	£17,905.70
2100	Maintenance	£39,402.00	£54,600.00	£0.00	£6,245.62	£48,354.38
2200	Democratic Process (members Costs)	£13,375.00	£29,851.00	£0.00	£25,067.64	£4,783.36
2210	Grants	£5,000.00	£5,000.00	£0.00	£2,500.00	£2,500.00
2300	Employee Costs- Allocated Office Staff	£114,397.00	£117,000.00	£0.00	£96,543.97	£20,456.03
2310	Employee overhead Costs	£4,160.00	£3,760.00	£0.00	£2,460.00	£1,300.00
2400	Other	£37,193.00	£61,326.00	£0.00	£50,191.33	£11,134.67
2500	Capital Financing	£53,546.00	£46,436.00	£0.00	£46,435.89	£0.11
2501	Capital	£0.00	£0.00	£0.00	£0.00	£0.00
2600	Wages Control Account	£0.00	£0.00	£0.00	-£17,090.92	£17,090.92
2801	Carvers Employee Costs	£0.00	£0.00	£0.00	£0.00	£0.00
2802	Carvers Club House- Expenditure	£0.00	£0.00	£0.00	£0.00	£0.00
9999	Suspense	£0.00	£0.00	£0.00	£0.00	£0.00
<b>Total Policy &amp; Finance</b>		<b>£391,214.00</b>	<b>£438,249.00</b>	<b>£0.00</b>	<b>£314,723.83</b>	<b>£123,525.17</b>
<b>Recreation, Leisure &amp; Open Spaces</b>						
3000	Recreation & Leisure (Other)	£54,514.00	£76,805.00	£0.00	£58,002.55	£18,802.45
3001	RL&OS -Employee Costs	£170,257.00	£171,000.00	£0.00	£142,583.54	£28,416.46
3002	Employee Costs	£2,000.00	£2,000.00	£0.00	£1,445.00	£555.00
3100	Events	£24,800.00	£23,945.00	£0.00	£24,575.29	-£630.29

# Financial Budget Comparison

Comparison between 01/04/23 and 31/01/24 inclusive. Includes due and unpaid transactions. Includes commitments.

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

		2023/24	Revised	Reserve Movements	Actual Net	Balance
3101	Events - Employee Costs	£13,108.00	£13,108.00	£0.00	£14,165.11	-£1,057.11
3200	Cemetery	£10,494.00	£9,657.00	£0.00	£8,042.85	£1,614.15
3201	Cemetery -Employee Costs	£55,759.00	£55,500.00	£0.00	£46,698.97	£8,801.03
3300	Allotments	£2,414.00	£3,300.00	£0.00	£3,040.91	£259.09
3301	Allotments -Employee Costs	£18,994.00	£19,550.00	£0.00	£15,921.25	£3,628.75
3350	Capital Expenditure	£781,000.00	£2,094,690.00	£0.00	£1,241,116.14	£853,573.86
3801	Youth Services Employee costs	£59,971.00	£59,971.00	£0.00	£50,805.00	£9,166.00
3802	Carvers Clubhouse	£35,830.00	£38,766.00	£0.00	£31,159.93	£7,606.07
<b>Total Recreation, Leisure &amp; Open Spaces</b>		<b>£1,229,141.00</b>	<b>£2,568,292.00</b>	<b>£0.00</b>	<b>£1,637,556.54</b>	<b>£930,735.46</b>
<b>Planning, Town &amp; Environment</b>						
4000	Planning, Town & Environment	£2,872.00	£7,300.00	£0.00	£3,665.34	£3,634.66
4001	Employee Costs	£25,990.00	£26,500.00	£0.00	£21,806.54	£4,693.46
4050	Capital Expenditure	£0.00	£580.00	£0.00	£495.00	£85.00
<b>Total Planning, Town &amp; Environment</b>		<b>£28,862.00</b>	<b>£34,380.00</b>	<b>£0.00</b>	<b>£25,966.88</b>	<b>£8,413.12</b>
<b>Council</b>						
10000	Petty Cash - Office	£0.00	£0.00	£0.00	-£63.48	£63.48
10001	Petty Cash - Youth	£0.00	£0.00	£0.00	£0.00	£0.00
10002	Petty Cash - Visitor Information Centre	£0.00	£0.00	£0.00	£0.00	£0.00
10003	Petty Cash - Information Desk	£0.00	£0.00	£0.00	£0.00	£0.00
10110	Deposit Refunds	£0.00	£0.00	£0.00	£0.00	£0.00
10111	Bank Charges	£0.00	£0.00	£0.00	£0.00	£0.00
<b>Total Council</b>		<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>-£63.48</b>	<b>£63.48</b>
<b>Total Expenditure</b>		<b>£1,649,217.00</b>	<b>£3,040,921.00</b>	<b>£0.00</b>	<b>£1,978,183.77</b>	<b>£1,062,737.23</b>



# Financial Budget Comparison

Comparison between 01/04/23 and 31/01/24 inclusive. Includes due and unpaid transactions. Includes commitments.

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

	<b>2023/24</b>	<b>Revised</b>	<b>Reserve Movements</b>	<b>Actual Net</b>	<b>Balance</b>
Total Income	£1,539,910.00	£2,511,047.00	£22,651.27	£2,220,053.95	-£313,644.32
Total Expenditure	£1,649,217.00	£3,040,921.00	£0.00	£1,978,183.77	£1,062,737.23
<b>Total Net Balance</b>	<b>-£109,307.00</b>	<b>-£529,874.00</b>		<b>£241,870.18</b>	

## RESERVES AND PROVISIONS - MOVEMENT &amp; 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 £				
<b><u>EARMARKED PROVISIONS</u></b>								
I.T. & Equipment	22,900	2,700		0			25,600	
Gateway	25,000	0		0			25,000	
Cemetery	23,533	2,500		-17,000			9,033	
Buildings Reserve	36,667	4,000	-750	0			39,917	
Election	12,542	1,000		-13,542			0	
Vehicle & Machinery	33,572	11,000		-16,689			27,883	
Play Equipment	8,716	6,900		0			15,616	
Memorials	0	0		0			0	
Christmas Lights	0	0		0			0	
Carvers Clubhouse	29,682	2,500	-1,000	0			31,182	
Ringwood Events	811	12,353					13,164	
Memorial Lantern	1,161	0		-1,536	375		0	
Carvers Grounds	4,363	0		-1,050			3,313	
Carvers Sheds Feasibility	4,000			-1,000			3,000	
Infrastructure & Open Spaces	15,370	3,000		0			18,370	
Open Spaces Security Measures				-100		1,500	1,400	
Neighbourhood Plan	1,227	0		-4,700		3,650	177	
Football development Project	81,542	0		-175			81,367	
Budget Underspend retained for use in 2022/23*	1,290	0					1,290	
<b>Total Provisions</b>	<b>302,377</b>	<b>45,953</b>	<b>-1,750</b>	<b>-55,792</b>	<b>375</b>	<b>5,150</b>	<b>296,313</b>	
<b><u>RESERVES</u></b>								
Earmarked Reserves:								
Dev Contribs	5,560		-1,000	0	10,000		14,560	
Cem Maint	750		-230	0			520	
Dev Cons(CIL)	25,293			-14,580	4,232		14,945	
Capital Receipts	18,942			0			18,942	
Grants Unapplied	4,335		-641	0		546	4,240	
Loans Unapplied	0		-499,825	0	499,825		0	
<b>Total Earmarked Reserves and Provisions</b>	<b>357,258</b>	<b>45,953</b>	<b>-503,446</b>	<b>-70,372</b>	<b>514,432</b>	<b>5,696</b>	<b>349,521</b>	
<b>General Reserve</b>	<b>259,040</b>	<b>2,628</b>				<b>-5,696</b>	<b>255,972</b>	
<b>Key &amp; Rent Deposits</b>	<b>18,163</b>		<b>-150</b>		<b>600</b>		<b>18,613</b>	
<b>Total Reserves &amp; Customer Deposits</b>	<b>634,461</b>	<b>48,581</b>	<b>-503,596</b>	<b>-70,372</b>	<b>515,032</b>	<b>0</b>	<b>624,106</b>	

## REPORT TO POLICY & FINANCE COMMITTEE – 21st FEBRUARY 2024

### Arrangements, (including legal agreements) with other local authorities, not for profit bodies and businesses

#### **1. Background**

- 1.1 The town Council has a range of agreements with other local authorities, charities, businesses and individuals. Some of these arrangements are long term and many have financial implications for the Town council.
- 1.2 This paper sets out the current arrangements that are in place and is divided into two sections:
  - Schedule 1: Arrangements that incur financial commitments.
  - Schedule 2: Arrangements that generate income receipts.

There are in addition a small number of arrangements which are either statutory in nature or have no significant or direct financial implications.
- 1.3 These lists should be reviewed by members at each annual meeting of the Council.
- 1.4 A motion requiring that an arrangement be reconsidered, not renewed upon expiry or terminated sooner if possible may be made at any time as a written motion requiring notice in accordance with standing orders.
- 1.5 Arrangements will continue until their specified expiry dates unless terminated sooner in accordance with a resolution to that effect and whatever termination process the arrangement includes.
- 1.6 Where this council is the buyer, officers will (where practicable) re-procure the relevant supply in accordance with the requirements laid down by standing orders and financial regulations.
- 1.7 Where this council is the supplier, officers will seek to renew current arrangements upon their expiry on the best terms achievable unless directed otherwise either by a resolution that an arrangement not be renewed or by standing orders (for example, the requirement, in the case of arrangements by deed, for a resolution authorising each use of the Council's seal).

#### **2 Arrangements with Financial Implications**

- 2.1 The following schedule lists all those arrangements that are in place that generate a financial commitment. For the most part, this commitment is known in advance, but several e.g., utilities raise charges based on usage.
- 2.2 The "pay type" refers to the terminology used by the bank when payment is taken. Most payments are "FPO" which simply means "Faster Payment Outwards" and is a bank transfer. Other methods include Standing Orders (SO) and Direct Debits (DD). The payments described as "Pay" are an amalgamation of pay types including payroll.

## Schedule 1 – Arrangements that generate a financial commitment

Organisation	Description	Annual Budget £	Expiry Date/Notice	Pay Type	Notes
NFDC & HCC	Gateway management and cost-sharing agreement	51,000	Open ended	Pay	RTC costs of shared building
The Urban Greening Co. Ltd	Gateways Sedum Roof maintenance	1,200	Initially 5 years, now a rolling contract	FPO	Costs included above
NFDC	Information Service service level agreement	63,500	Initially 5 years, now a rolling contract	Pay	RTC direct cost of Information desk team
NFDC	Town centre CCTV service level agreement	11,200	Open ended	FPO	
Central Southern Security	Intruder alarms maintenance contract	1,000	One Year	FPO	Fixed fee plus call out charges
Insight Security	Alarms response & key-holding service	500	Open ended	FPO	Fixed fee plus call out charges
NFDC	Dog waste bin emptying service	1,090	Open ended	FPO	
Ringwood & Fordingbridge Skip Hire	Skip hire / waste collection contract	1,200	Open ended	FPO	Charge per skip emptied
Gala Lights	Christmas lights installation, hire and maintenance contract	17,290 Plus £2,695 Xmas tree	Initially 3 year contract now a rolling contract	FPO	
The Play Inspection Company	Play equipment safety inspection service	285	Annual	FPO	
Worknest	HR support and Health & Safety contract	5,300	New contract 2023	FPO	
Utility Warehouse	Electricity and broadband services supply (Carvers and the Cemetery) and mobile phone hire membership	9,000	Initial contract term expired, now a rolling contract under review	DD	Some of this contract passed to YU Energy
YU Energy	Electricity at Carvers Clubhouse	6,000	Contract from July 2023	DD	
Southern Audit Partnership	Internal audit service	2,100	Annual Contract	FPO	
BDO LLP	External Audit Service	1,920	Annual Contract	FPO	

Lloyds Bank	Banking services, bank charges, service fees only	750	Open ended	DD	Includes credit cards etc.
Zurich Insurance	Insurance "long term agreement"	10,900	3 years to 2025	FPO	
Southern Electric SSE	Unmetered supplies Carvers street lighting/ Market Place	1,800	Open ended	DD	
Concentrate Ltd	Web site maintenance (includes Carvers Clubhouse)	2,000	New contract 2022 annual service charge	FPO	Inc domain name hosting
Worldpay / Sumup	To manage card payments, Carvers	700	Open ended	DD	Cost depends on turnover
Elite Business Systems	Gateway land line and broadband	3,200	Open ended	DD	
British Gas Business	Gas supply to Greenways	2,000	3 years to 2024	DD	Costs re-charged to tenants
ITEC	Photocopier usage mntnce Carvers and the Gateway	470	Open ended	FPO	Costs depend on usage
BNP Paribas	Photocopier/printer lease Carvers	900	Contract expired	DD	Costs depend on usage
CF Corporate Finance	Photocopier Gateway	1,500	Open ended	DD	Costs depend on usage
Water2Business	Mount pleasant water supplies	2,000	Open ended	FPO	Costs depend on usage
Source 4 Business	Allotments & Cemetery water supplies	2,500	Open ended	FPO	Costs depend on usage
PWLB	Loans fund repayments	61,478	£20,796 2031 £10,750 2040 £29,932 2073	DD	Repayment of 3 loans
Environment Agency	Waste permit fee Poulner Lakes	1,105	Open ended	FPO	
K Hopper IT4Dorset	IT Support	1,000	New contract from 2022	FPO	Costs will depend on support used
Microsoft	Product licensing	3,791	Rolling contract	DD	
Edge IT	Finance, allotments and cemetery management systems	2,750	Y5 of 5 year arrangement	FPO	

Brightwater	Property management	1,485	Contract from July 23 Replaces Austin Wyatt contract	FPO	Re Southampton road
EPTA	Air conditioning maintenance contract Carvers Clubhouse	490	Open Ended	FPO	
Parish On-Line	GIS software licensing	540	Open Ended	FPO	
Pear Technology	Cemetery Digital Records management system	108	Open ended	FPO	
Pitney Bowes	Franking Machine	750	Open ended	FPO	Costs depend on usage
Ringwood Pest Control	Annual contract – Upper Kingston allotments	440	Open ended	FPO	
Sky Business Systems	Telephone & Broadband @ Carvers Clubhouse	388	Initial contract expired – open ended	DD	
Taste Vending	Coffee machine rental Carvers Clubhouse	1,185	Open ended	FPO	
TC Group	Payroll Services	3,168	Open Ended	BACS	

### 3 Agreements that generate income

3.1 The following schedule lists all of the income that is generated through continuing agreements and contractual arrangements. This accounts for around 70% of the total income generated in the year, (excluding the precept).

#### Schedule 2 – Agreements that generate income

Organisation	Description	Annual Income	Expiry date/Notice	Notes
Quantuma	Lease of Greenways ground & 1st floor office suites	27,540	July 2024	Gas and other costs re-charged in addition
[Private individual]	Tenancy of 92 Southampton Rd.	13,500		Paid net of management fees by Austin & Wyatt
[Private individuals]	Allotment Tenancy Agreements	6,000	Annual	
Ringwood Town FC	Sports ground rent	Est £29,932	New long term contract to be agreed	To cover cost of borrowing. Additional ad-hoc grounds

				maintenance charges apply
Poulner Junior School	Grounds maintenance	11,125	Sept 2024	New contract awaiting approval by PJS
Poulner Infants School	Grounds maintenance	2,570	Sept 2024	New contract awaiting approval by PJS
Ringwood Bowls Club	Lease of club house and premises	1,441	Annual contract	Also recharge water re Mount Pleasant
HCC	Grounds maintenance at Castleman Way	855	Annual contract	Additional ad-hoc charges apply
Fordingbridge Town Council	Grounds Maintenance	2,638	3 year contract from 2023/24	Additional ad-hoc charges apply
HCC	Parish Lengthsman Scheme	1,100	31.03.2023 Unless renewed	
[Private individuals]	Maintenance of various grave spaces	350	Annual contract	
Commonwealth War Graves Commission	Maintenance of various war graves	830	Annual contract	
Knights Brown	Roundabout flower beds sponsorship	3,000	No contractual arrangement	
Various	Sponsorship of planters on Southampton Rd	968	Annual contract	Currently 4 sponsors
SSE	Wayleaves	100	Annual contract	
NFDC	Re-imbusement of management costs of the Gateway and Information service costs	80,000	Annual contract	Estimate only - Actual costs are reimbursed at year end

#### 4 Other Arrangements

4.1 There are a small number of arrangements in place which do not incur continuing costs or generate any income. These include licensing arrangements for grazing at Long Lane and licences to shoot vermin.

4.2 In addition, there are in place agreements to pay statutory sums by means of Direct Debits on the imprest bank account. These include business rates of around £7,000 per annum and payments to HMRC in respect of employee tax and national insurance of around £92,000 per annum.

#### 5 Recommendation

It is **recommended** that:-

- 5.1 Members note the current financial arrangements in place at the Town Council.

For further information please contact:

Rory Fitzgerald, Finance Manager      or

Chris Wilkins, Town Clerk

Tel: 01425 484723

Tel: 01425 484720

[rory.fitzgerald@ringwood.gov.uk](mailto:rory.fitzgerald@ringwood.gov.uk)

[Chris.wilkins@ringwood.gov.uk](mailto:Chris.wilkins@ringwood.gov.uk)



## POLICY & FINANCE COMMITTEE

21<sup>st</sup> February 2024

### Licensing of Markets and Fairs

#### 1. Introduction and reason for report

- 1.1 This Council has responsibility for managing the use of Gateway Square, especially as a venue for markets and fairs. The Council has no wider power to licence such events in the town because, by virtue of an ancient Royal Charter, the market rights are in private ownership (and such events as the Council licences must also be approved by the rights owner). This committee oversees this function on behalf of the Council.
- 1.2 The purpose of this report is therefore to provide information about current licences granted and the policies being followed by officers in this regard.

#### 2. Markets and Fairs currently licensed by the Council

- 2.1 The current licences are:

Event	Licensee	Dates	Notes
Farmers' Market	Hampshire Farmers' Markets Ltd.	Last Saturday of each month (special date in December)	Terminable on 3 months' notice
Antiques & Decorative Arts Fair	Ms. J. Edwards	First Saturday of such months as are agreed between the Town Clerk and the Licensee (special date in December)	Terminable on 3 months' notice
Ringwood Artisan Market	Boston Artisan Holdings Ltd.	Monthly starting March 2024 (extended from The Furlong Shopping Centre)	Terminable on 3 months' notice

#### 3. Licensing policies

- 3.1 Unless directed otherwise by this Committee officers will:
- 3.1.1 Update this report at the meeting of the Committee every February; and
- 3.1.2 Renew existing licences if requested on substantially the same terms as existing.

#### 4. Issues for decision and any recommendations

**Members are invited to:**

- 4.1 Note this report; and**
- 4.2 Consider any further directions to be given to officers**

For further information, contact:

Christopher Wilkins, Town Clerk  
 Direct Dial: 01425 484720  
 Email: [chris.wilkins@ringwood.gov.uk](mailto:chris.wilkins@ringwood.gov.uk)

## **REPORT TO POLICY & FINANCE COMMITTEE – 21<sup>st</sup> FEBRUARY 2024**

### **ASSET REGISTER UPDATE**

#### **1. BACKGROUND**

- 1.1 The Town Council has invested in a wide range of assets over the years. The value of these at the 31<sup>st</sup> March 2023 was estimated to be £3,721,632. The assets are recorded in an Asset register which is audited from time to time to ensure that the register is accurate and up to date.
- 1.2 The Asset register is divided between fixed assets such as land and buildings, vehicles, plant and machinery, office equipment and other assets. The book value of assets is recorded as the acquisition value which may differ widely from the market value, the replacement value or the insured value.
- 1.3 A physical audit of assets was last carried out at the beginning of March 2023 and the next audit is due towards the end of 2024. A summarised asset register together with the audited detailed schedules is included as an appendix to this report.

#### **2. ASSET REGISTER UPDATE FEBRUARY 2024**

- 2.1 The asset register was last presented to members in March 2023. A range of improvements to the register were discussed and approved resulting in a more streamlined document that is easier to maintain and audit.
- 2.2 An audit of assets was completed during March 2023. This confirmed that the asset register is accurate and correctly records all significant assets, i.e. assets with a purchase cost of £100 or more ( All land assets are recorded irrespective of any acquisition cost).
- 2.3 The current book value of assets held by the Town Council is £6,073,897. The growth over the last year is almost entirely due to the construction of an all weather pitch and new pavilion at Long Lane recreation ground. Note the insurance value of the all weather pitch and new pavilion is yet to be confirmed.
- 2.4 The Asset register is included with this report and members are invited to comment on the structure and information held and whether any additional information might be usefully added.

#### **3. FINANCIAL IMPLICATIONS**

- 3.1 There are no financial implications other than that the current value of the asset register is reflected in the Town Council balance sheet at the end of the year.

#### **4. RECOMMENDATION**

It is **recommended** that:-

- 4.1 Members note the asset register and consider whether any additional information may be usefully recorded.

For further information please contact:

Rory Fitzgerald, Finance Manager      or      Chris Wilkins, Town Clerk

Tel: 01425 484723

Tel: 01425 484720

[rory.fitzgerald@ringwood.gov.uk](mailto:rory.fitzgerald@ringwood.gov.uk)

[Chris.wilkins@ringwood.gov.uk](mailto:Chris.wilkins@ringwood.gov.uk)

# RINGWOOD TOWN COUNCIL

## ASSET REGISTER 2023/24: SUMMARY

	ASSET TYPE	Book Value 31/03/2023 £	Sum Insured 01/10/2023 £
1.	<b>BUILDINGS (with land) TOTAL</b>	<b>1,565,237</b>	<b>2,707,000</b>
2.	<b>LAND</b>		
2.1	Amenity Open Spaces	568,101	0
2.2	Sports Grounds	2,976,016	0
2.3	Playgrounds	29,800	0
2.4	Skateboard Park	155,858	155,858
2.5	Cemetery	160,000	0
2.6	Allotments	149,001	0
	<b>LAND TOTAL</b>	<b>4,038,776</b>	<b>155,858</b>
3	<b>ROAD VEHICLES &amp; TRAILERS</b>		
3.1	ROAD VEHICLES	<b>104,001</b>	<b>104,001</b>
3.2	TRAILERS	<b>2,330</b>	<b>2,330</b>
	<b>ROAD VEHICLES &amp; TRAILERS Total</b>	<b>106,331</b>	<b>106,331</b>
4.	<b>EXTERNAL EQUIPMENT &amp; OFFICE EQUIPMENT</b>		
4.1	IT equipment Total	14,575	14,862
4.2	Furniture & Equipment Total	25,458	31,750
4.3	Open Spaces/Recreational Plant & Equipment Total	83,245	90,497
4.4	Football Goal Posts & Nets Total	6,846	6,636
4.5	Bus Shelters Total	18,213	18,651
4.6	Carvers Clubhouse Total	22,286	22,484
4.7	Other Total	89,333	89,874
4.8	Playground Equipment Total	103,596	104,431
	<b>EXTERNAL EQUIPMENT &amp; OFFICE EQUIP TOTAL</b>	<b>363,553</b>	<b>379,185</b>
	<b>ALL ASSETS TOTAL</b>	<b>6,073,897</b>	<b>3,348,374</b>

**RINGWOOD TOWN COUNCIL**

**ASSET REGISTER 2023/24**

Name and Location	Construction Type	Alarm Y/N	Date Acq.	Sum Insured	Last Value Date	Next Value Date	Last Inspect Date	Book Value	Disposal Date	Disposal Value
				01/10/2023				31/03/2023		£
<b>1. Land &amp; Buildings</b>										
1.1 Greenways 71 Christchurch Rd (Town Hall & offi	Brick	Tiles	N	700,000			01/03/2023	416,633		
1.2 92 Southampton Rd (Residential letting)	Brick	Tiles	N	305,000			01/03/2023	178,558		
1.3 Workshops and equipment store at Carvers	Corrugated	Corrugat	N	98,000			01/03/2023	44,043		
1.4 Cricket Pavilion at Carvers	Block work	Tiles	N	260,000			01/03/2023	119,037		
1.5 Carvers Clubhouse	Brick	Tiles	N	780,000			01/03/2023	515,319		
1.6 Bowling Pavilion at Carvers	Concrete sect		N	362,000			01/03/2023	142,846		
1.7 Toiletsx2 at Cemetery	Brick	Tiles	N	113,115			01/03/2023	83,325		
1.8 Office (former mortuary) at cemetery	Stone	Slate	N	56,558			01/03/2023	41,663		
1.9 Garage at cemetery (Storage)	Concrete se	Asbestos	N	32,327			01/03/2023	23,813		
				<b>Sub Total</b>				<b>2,707,000</b>		
								<b>1,565,237</b>		
<b>2 Open Spaces</b>										
	<b>Area m<sup>2</sup></b>									
2.1 Bickerley Village Green	26,450			0				132,250		
2.2 Jubilee Gardens	2,380			0				11,900		
2.3 War Memorial Gardens	2,100			0				10,500		
2.4 Dr. Little Gardens	3,360			0				16,800		
2.5 Kingfisher	4,040			0				20,200		
2.6 North Poulner	8,840			0				44,200		
2.7 Forest Edge	3,680			0				18,400		
2.8 Poulner Lakes	3,830			0				19,150		
2.9 North Poulner Road	2,480			0				12,400		
2.10 Castleman Way	6,630			0				33,150		
2.11 Pocket Park	600			0				3,000		
2.12 Southampton Road - Parsonage Barn Lane	4,100			0				20,500		
2.13 Southampton Road - Town Side	4,410			0				22,050		
2.14 Former Nags Head Site	2,160			0				10,800		
2.15 The Mount	23,900			0				119,500		
2.16 Wooded open space at Folly Farm				0				1		
2.17 Carvers (former soccer pitch)	9,260			0				46,300		
2.18 Land at Forestside Gardens				23/06/22				27,000		
				<b>Sub Total</b>				<b>0</b>		
								<b>568,101</b>		

**ASSET REGISTER 2023/24**

Name and Location	Area m <sup>2</sup>	Date Acq.	Sum Insured	Last Value Date	Next Value Date	Last Inspect Date	Book Value	Disposal Date	Disposal Value	
			01/10/2023				31/03/2023		£	£
<b>3 Sports Grounds</b>										
3.1 Carvers (cricket pitch)	28,860		0			01/03/2023	144,300			
3.2 10 Acre Field, Long Lane (5 football pitches)	45,000		0			01/03/2023	225,000			
3.3 Field adj 10 Acre Field (1 football pitch)-rented	0		0			01/03/2023	0			
3.4 Long lane (former Bernie Guy field)			0			01/03/2023	243,566			
3.5 pavilion and all weather pitch at Long Lane			tbc				2,343,650			
3.6 Hard surface tennis courts X 3	3,900		0			01/03/2023	19,500			
			<b>Sub Total</b>				<b>0</b>			
							<b>2,976,016</b>			
<b>4 Playgrounds</b>										
4.1 Carvers	1,000		0			01/03/2023	5,000			
4.2 Ash Grove -	3,500		0			01/03/2023	17,500			
4.3 Toad Corner -	1,460		0			01/03/2023	7,300			
			<b>Sub Total</b>				<b>0</b>			
							<b>29,800</b>			
<b>5 Skateboard Park</b>										
5.1 Carvers	700		155,858			01/03/2023	155,858			
			<b>Sub Total</b>				<b>155,858</b>			
<b>6 Cemetery</b>										
6.1 Hightown Road BH241NH	32,000		0			01/03/2023	160,000			
6.2 Disused Burial Site (St Peters&St Pauls church)			0				0			
			<b>Sub Total</b>				<b>0</b>			
							<b>160,000</b>			
<b>7 Allotments</b>										
7.1 Southampton Road	8,100		0				40,500			
7.2 Upper Kingston	16,900		0				84,500			
7.3 Hightown Road	4,800		0				24,000			
7.4 Crow Arch Lane	6,022		0				1			
			<b>Sub Total</b>				<b>0</b>			
							<b>149,001</b>			
<b>Open Spaces, Sports, &amp; Allotments Sub Total</b>				<b>155858</b>			<b>4,038,776</b>			
<b>BUILDINGS &amp; LAND TOTAL</b>				<b>2,862,858</b>			<b>5,604,013</b>			

**RINGWOOD TOWN COUNCIL**

**ASSET REGISTER 2023/24  
ROAD VEHICLES**

Item No	Make & Model	Reg No.	Year Reg.	Sum Insured	Last Inspect Date		Work Order Y/N	Still Rqrd Y/N	Actual or Prop Dispos Date	Dispos Value	Book Value	Notes
				01/10/2023							31/03/2023	
				£						£	£	
1	Kubota Tractor M4062	HF69DRX	2019	19,145	01/03/2023		Y	Y			19,145	Replaces Massey Ferguson MF2430
2	Kubota ride on mower	VX18ECD	2018	16,356	01/03/2023		Y	Y			16,356	Replaces Kubota ride on reg HF11AOZ - Dr Little, Nags Head Site, DCP, Castleman Way, Small Bits on Bickerley, Fronts of Poulner Sch, Back of Poulner Sch, Allotments, Ringwood Sch
3	John Deere 5085M Tractor	HJ15 XJW	2015	30,500	01/03/2023		Y	Y	2030		30,500	Replaces New Holland Tractor
4	John Deere X750 Lawn Tractor S/No	HF16 VXR	2016	11,000	01/03/2023		Y	Y			11,000	Replaces John Deere R904 PEL
5	Ford Transit 350 Double Cab Tipper	EF66 AVD	2017	24,500	01/03/2023		Y	Y			24,500	Replaces Nissan Cabstar
6	VW Caddy Van	WR08WW	2008	2,500	01/03/2023		Y	Y			2,500	purchased 2nd hand 2020
				<b>TOTAL</b>	<b>104,001</b>						<b>104,001</b>	
<b>Trailers</b>					<b>Date Acq</b>							Both tractors are also used to transport marking out gear and 2 men to Poulner School and 10 Acre Field, summer and winter.
	11	Trailer for Mini Tractor 4'x3'		2005	330	01/03/2023	Y	Y			330	
12	Trailer 4' x 3'		2020	130	01/03/2023	Y	Y				130	bought 2nd hand 2020
13	Trailer 6' x 3' MGW 500Kg		1999	530	01/03/2023	Y	Y				530	
14	For Williams Trailer Twin Axle 8'x4'	GD84TA(5445454)	2008	1,340	01/03/2023	Y	Y				1,340	
				<b>TOTAL</b>	<b>2,330</b>						<b>2,330</b>	

## RINGWOOD TOWN COUNCIL

<b>ASSET REGISTER 2023/24</b>					
<b>Office Equipment</b>					
Location & Item	Ser. No.	Date Acq	Purchase Price/ book value	Sum Insured	Last Inspect
				01/10/2023	Date
Location & Item	Ser. No.	Date Acq		Sum Insured	Last Inspect Date
				01/10/2023	
<b>Gateway</b>					
<b>--Gateway Room No.G01 Back Office G.F.</b>					
edcatt 9400 PC Tower		2019	604	604	01/03/2023
liyama 22" monitor	1120223003849	2013	125	150	01/03/2023
liyama 22" monitor	1120223003839	2013	125	150	01/03/2023
LCD monitor Mod. GML 19P-1(for CCTV in recep)	111000222	2012	100	120	01/03/2023
<b>--Room F3 (Server) 1st Floor</b>					
Sonicwall TZ300 with 192 rack mount kit	18B169E51E80	2019	1,443	1,443	
Synology Systorage device with 4x4tb NAS discs	D5918	2019	1,102	1,102	
Steel shelf connected to NAS		2019	350	350	
Backup Assist		2019	895	895	
ASUS Monitor, keyboard & mouse	C9LMTF178707	2013	142	170	
<b>--Room F9 (T.C.) 1st Floor</b>					
Dynadock docking station		2019	144	144	01/03/2023
Toshiba Portege Notebook		2019	1,314	1,314	01/03/2023
liyama 22" monitor	1120223003960	2013	125	150	01/03/2023
		<b>Sub Total</b>	<b>6,469</b>	<b>6,592</b>	
<b>Location &amp; Item</b>					
	<b>Ser. No.</b>	<b>Date Acq</b>		<b>Sum Insured</b>	<b>Last Inspect</b>
				01/10/2023	Date
<b>IT Equipment</b>					
<b>Gateway--Room F10 (D.T.C.) 1st Floor</b>					
Dynadock docking station		2019	144	144	01/03/2023
Toshiba Portege Notebook		2019	1,314	1,314	01/03/2023
liyama 22" monitor	1120223003944	2013	125	150	01/03/2023
<b>--Room F11 1st Floor</b>					
liyama 22" monitor	1120223003843	2013	125	150	01/03/2023
liyama 22" monitor	1120223003961	2013	125	150	01/03/2023
liyama 22" monitor	1120223004019	2013	125	150	01/03/2023
liyama 22" monitor	1120223003941	2013	125	150	01/03/2023
Dynadock docking station		2019	144	144	01/03/2023
Dynadock docking station		2019	144	144	01/03/2023
Dynadock docking station		2019	144	144	01/03/2023
Dynadock docking station		2019	144	144	01/03/2023
Toshiba Portege Notebook		2019	1,314	1,314	01/03/2023
Toshiba Portege Notebook		2019	1,314	1,314	01/03/2023
Toshiba Portege Notebook		2019	1,314	1,314	01/03/2023
Toshiba Portege Notebook		2019	1,314	1,314	01/03/2023
		<b>Sub Total</b>	<b>7,915</b>	<b>8,040</b>	

## RINGWOOD TOWN COUNCIL

			<b>Gateway Sub Total</b>	<b>14,384</b>	<b>14,632</b>
<b>--Cemetery</b>					
HP digital keyboard KB-03	B77550AU7RUFF L	2008	25	30	01/03/2023
				0	
HP deskjet printer 3650	HU3BQIN3F5		67	80	01/03/2023
Samsung Mod E222ONW 22" screen (CS)	17M	2009	100	120	01/03/2023
			<b>Cemetery Sub Total</b>	<b>192</b>	<b>230</b>
			<b>IT equipment Total</b>	<b>14,575</b>	<b>14,862</b>
<b>Location &amp; Item</b>	<b>Ser. No.</b>	<b>Date Acq</b>		<b>Sum Insured</b>	<b>Last Inspect Date</b>
				01/10/2023	
<b><u>Furniture &amp; Equipment</u></b>				<b>£</b>	
<b>--Gateway Room No.G01 Back Office G.F.</b>					
2 x single desks, series T, 1400 x 800mm (Kinnarps)		2012	117	140	01/03/2023
2 x 3 drawer mobile pedestals 300 x 565mm (Bisley)		2012	83	100	01/03/2023
3 x Reply Task chairs, no arms (Steelcase)		2012	100	120	01/03/2023
1 x Storage units 800 x 1971mm, 4 shelves (Bisley)		2012	150	180	01/03/2023
3xstorage units 1000 x 1971mm 5 shelves (Bisley)		2012	500	600	01/03/2023
2 x 3 drawer mobile pedestals 400 x 600mm		2012	83	100	01/03/2023
2 x storage units 800 x 470 x 720mm, (Bisley)		2006	333	400	01/03/2023
Bookcase 1080 x 980mm (Kinnarps)		2012	67	80	01/03/2023
Table 1000 x 600 x 720mm		2012	67	80	01/03/2023
Philips 725 dictation system type LFH0725/00	873507250011	2012	192	230	01/03/2023
Pitney Bowes DM50 franking machine	3006195	2012	800	960	01/03/2023
Rexel shredder 2010		2010	200	240	01/03/2023
CombBind C95 comb binder		2009	58	70	01/03/2023
Rexel LV340HS Laminator	0708031100	2003	67	80	01/03/2023
Sanyo TRC 7060 memo-scriber	P3803865G	2004	158	190	01/03/2023
			<b>Sub Total</b>	<b>2,975</b>	<b>3,570</b>
<b>--Gateway Room No.G02 Interview Room G.F.</b>					
Single desk, series T, 1400 x 800mm (Kinnarps)		2012	58	70	01/03/2023
Reply Task chair, with arms (Steelcase)		2012	42	50	01/03/2023
3 drawer mobile pedestal 300 x 565mm (Bisley)		2012	42	50	01/03/2023
Reply meeting chair, no arms (Steelcase)		2012	33	40	01/03/2023
Reply meeting chair, with arms (Steelcase)		2012	42	50	01/03/2023
			<b>Sub Total</b>	<b>217</b>	<b>260</b>
<b>--Gateway Room No.G03 Lob/Foyer/Recep G.F.</b>					
3 x Reply Task chairs, with arms (Steelcase)		2012	125	150	01/03/2023
2 x 3 drawer mobile pedestals 410 x 565mm (Bisley)		2012	83	100	01/03/2023
1 x 3 drawer mobile pedestals 620 x 420mm		2012	167	200	01/03/2023
3 x Allermuir pedestal base meeting table 600 x 737mm		2012	125	150	01/03/2023
Storage unit 1350 x480 x610 (Bisley)		2012	67	80	01/03/2023
Storage unit 1000 x 720		2012	67	80	01/03/2023
Storage Unit 610x1040x485 oak		2013	104	125	01/03/2023
Glass Display Cabinet		2015	142	170	01/03/2023
Belt barrier		2012	108	130	01/03/2023
			<b>Sub Total</b>	<b>988</b>	<b>1,185</b>

## RINGWOOD TOWN COUNCIL

Location & Item	Ser. No.	Date Acq		Sum Insured	Last Inspect Date
				01/10/2023	
<b>Furniture &amp; Equipment</b>				£	
<b>--Gateway Room No.G03A Info Area G.F.</b>					
5 x Reply meeting chairs, no arms (Steelcase)		2012	167	200	
6 x Leaflet racks 120 x 110		2012	350	420	
		<b>Sub Total</b>	<b>517</b>	<b>620</b>	
<b>--Gateway Lobby No.G06 G.F.</b>					
Safe ES-400 1600 x 640 x 830	DRHC11110063	2012	833	1,000	
		<b>Sub Total</b>	<b>833</b>	<b>1,000</b>	
<b>--Gateway Under Stairwell G.F.</b>					
Metal racking 5 shelves		2012	58	70	
		<b>Sub Total</b>	<b>58</b>	<b>70</b>	
<b>--Gateway Room No.G08 Kitchenette G.F.</b>					
Integrated dishwasher NEFF S54M45X1	220140316	2012	250	300	
Integrated fridge NEFF K4316X4	FD9202	2012	208	250	
Youngman alumin 2 piece extension ladder		?	67	80	
Aluminium step ladder		?	67	80	
Sack Truck		2012	42	50	
		<b>Sub Total</b>	<b>633</b>	<b>760</b>	
<b>--Gateway Waiting Area No.G11 G.F.</b>					
Hitch Mylius HM18 Ref P2 3 seater sofa		2012	417	500	
5x Connection Halo MHC3C dining chair compact 4		2012	250	300	
3 x Storage units 800 x 717mm (Bisley)		2012	175	210	
Old oak carver chair (RF RDC)			250	300	
2 x Wall mirrors 1260 x 1800mm		2012	333	400	
Aluminium folding A frame (V.I.C.) 640 x 1100mm		2012	100	120	
		<b>Sub Total</b>	<b>1,525</b>	<b>1,830</b>	
<b>--Gateway Bin Store No. 12 G.F.</b>					
Flymo garden vac 2700w Turbo	22000082	2012	50	60	
Wolf Carten hose pipe trolley & hose pipe		2012	75	90	
2 x Stirflow pedestal fan		2012	50	60	
Numatic vacuum cleaner		2012	167	200	
		<b>Sub Total</b>	<b>342</b>	<b>410</b>	
<b>Location &amp; Item</b>					
	<b>Ser. No.</b>	<b>Date Acq</b>		<b>Sum Insured</b>	<b>Last Inspect Date</b>
<b>Furniture &amp; Equipment</b>				£	
<b>--Gateway Room No.G13/14 Forest suite G.F.</b>					
12 x Vivante conference tables 1500x750x720		2012	600	720	
30 x Reply meeting chairs, with arms (Steelcase)		2012	1,250	1,500	
29 x Reply meeting chairs, no arms (Steelcase)		2012	967	1,160	
Chair trolley			42	50	
1x storage unit 800 x 717mm (Bisley)		2012	58	70	
2 x sets curtains/blinds		2012	500	600	
Viewsonic DLP o/h projector			250	300	
Viewsonic projection screen 2060 x 1200	2012/779/1	2012	167	200	
Pulse MP3 Master & TASCAM CD-2001 (CD IPOD DOC) & TOA PA Amplifier mod A-1803			667	800	
Conference Sound & recording equipment		2015	5,750	6,900	
Standard flag pole, base and ceremonial flag		2015	229	275	





## RINGWOOD TOWN COUNCIL

1x storage unit 800 x 1971mm (Bisley)		2012	150	180	01/03/2023
HMS Securio Cross Cut Shredder		2012	283	340	01/03/2023
2 x 3 drawer mobile pedestals 300 x 565mm (Bisley)		2012	83	100	01/03/2023
1 x 3 drawer pedestals 62 x 42cm			67	80	01/03/2023
3 x storage unit 800 X 470 tambour door		2012	750	900	01/03/2023
4 x 4 drawer filing cabinets		2015	250	300	01/03/2023
2 x 3 drawer mobile pedestals 400 x 600mm (Kinnarps)		2012	333	400	01/03/2023
		<b>Sub Total</b>	<b>2,925</b>	<b>3,510</b>	
<b>Location &amp; Item</b>	<b>Ser. No.</b>	<b>Date Acq</b>		<b>Sum Insured</b>	<b>Last Inspect Date</b>
				01/10/2023	
<b>Furniture &amp; Equipment</b>				£	
<b>----Gateway Room No.F11 Office 1st Fl</b>					
Safe Secu 62cm x 43cm		2012	667	800	01/03/2023
Helios pedestal fan		2004	17	20	01/03/2023
		<b>Sub Total</b>	<b>683</b>	<b>820</b>	
		<b>Sub Total Gateway</b>	<b>25,042</b>	<b>31,250</b>	
<b>--Cemetery</b>					
2 x Desks			167	200	01/03/2023
Heater Dimplex			42	50	01/03/2023
3 x Chairs			100	120	01/03/2023
3 drawer cabinet cream			42	50	01/03/2023
4 drawer filing cabinet-light grey		2005	67	80	01/03/2023
		<b>Cemetery Sub Total</b>	<b>417</b>	<b>500</b>	
		<b>Furniture &amp; Equipment Total</b>	<b>25,458</b>	<b>31,750</b>	
		<b>TOTAL I.T., FURNITURE &amp; EQUIPMENT</b>	<b>40,034</b>	<b>46,612</b>	

**ASSET REGISTER 2023/24**

**Carvers Clubhouse**

Location & Item	Ser. No.	Date Acq	Purchase Price/ book value 31/03/2023	Sum Insured 01/10/2023	Last Inspect	Location ( at last inspection )
<b>Carvers Clubhouse</b>						
<b>Contents</b>						
Xbox One Console 1540	065278745248	2015	242	290	01/03/2023	Carvers Clubhouse
Xbox 360 wireless controller	038800021254508	2015	18	21	01/03/2023	Carvers Clubhouse
BT6510 Digital Cordless phone with Answering Mach	1528885578	2015	50	50	01/03/2023	Carvers Clubhouse
Four slice toaster AEG		2015	58	70	01/03/2023	Carvers Clubhouse
Various kitchen/laundry items		2015	259	311	01/03/2023	Carvers Clubhouse
6 x Heavy duty folding tables		2015	166	199	01/03/2023	Carvers Clubhouse
Mini football goals (Huck nets)		2021	653	653	01/03/2023	Carvers Clubhouse
Key Cabinet and key safe		2015	46	55	01/03/2023	Carvers Clubhouse
Titan II FS1273E Safe		2015	214	214	01/03/2023	Carvers Clubhouse
George Hoover		2015	141	166	01/03/2023	Carvers Clubhouse
Paper Guillotine		2015	76	60	01/03/2023	Carvers Clubhouse
<b>Furniture</b>		2015	10,215	10,215	01/03/2023	Carvers Clubhouse
- fridge (Polar)					01/03/2023	
- Dishwasher Maidaaid C515					01/03/2023	
- Cooker - 6 hob cooker/oven - Lincat					01/03/2023	
- Panini Grill, Lincat					01/03/2023	
- Double Pizza Oven - Sirman					01/03/2023	
- Fryers x 2 - Lincat					01/03/2023	
ASUS laptop		2019	1,000	1,000	01/03/2023	Carvers Clubhouse
Dynadock docking station		2019	144	144	01/03/2023	Carvers Clubhouse
Toshiba Portege Notebook		2019	1,314	1,314	01/03/2023	Carvers Clubhouse
Sharp Cash Register XE-A217	73079681	2017	158	190	01/03/2023	Carvers Clubhouse
Fire equipment for the Place		2013	530	530	01/03/2023	Carvers Clubhouse
Washing machine and tumble drier for The Place		2013	483	483	01/03/2023	Carvers Clubhouse
Three Roller Blinds supplied and fitted to The Place		2013	230	230	01/03/2023	Carvers Clubhouse
6 x picnic benches (recycled plastic)		2023	2,560	2,560	01/03/2023	Carvers Clubhouse
Microwave for The Place		2015	88	88	01/03/2023	Carvers Clubhouse
Hand Driers for the Place (supplied and fitted)		2015	304	304	01/03/2023	Carvers Clubhouse
Truvox Multiwash 11440P Scrubber Dryer		2020	2,026	2,026	01/03/2023	Carvers Clubhouse
All weather table tennis table		2020	612	612	01/03/2023	Carvers Clubhouse
Adexa Freezer		2020	549	549	01/03/2023	Carvers Clubhouse
"Thomas" rockin-Roller		2022	150	150	01/03/2023	Carvers Clubhouse
<b>Carvers Clubhouse total:</b>			22,286	22,484		

**ASSET REGISTER 2023/24**

**General Plant & Equipment**

<b>Item Description</b>	<b>ID or Ser. No.</b>	<b>Date Acq</b>	<b>Purchase Price</b>	<b>replacement / sum Insured</b>	<b>Last Inspect Date</b>
<b>General Plant &amp; Equipment</b>			<b>31/03/23</b>	<b>01 October 2023</b>	
<b>£</b>					
Dennis FT610 Mower Engine No. 2244086	FT241521	2009	3,850	4,620	01/03/2023
Dennis Mower FT610 S.No.FT24587Eng No.F72610		2000	2,433	2,920	01/03/2023
Parker Vac 35		1998	2,000	2,260	01/03/2023
Container for equipment		2010	1,142	1,370	01/03/2023
Stihl Strimmer FS410	185622957	2019	530	450	01/03/2023
Stihl Strimmer FS410	185622680	2019	530	450	01/03/2023
Stihl HS82 Hedgetrimmer	186489722	2019	360	432	01/03/2023
Sissis Combirake		2007	267	320	01/03/2023
Senci Sc3250w-ii generator (box 3)	201603A82416	2016	270	270	01/03/2023
Senci Sc3250w-ii generator (box 4)	201603A82417	2016	270	270	01/03/2023
Senci Sc3250w-ii generator (box 5)	201603A82420	2016	270	270	01/03/2023
Senci Sc3250w-ii generator (box 6)	201603A82410	2016	270	270	01/03/2023
MIGwelder MIGmate 105		2000	200	240	01/03/2023
Mountfield Mower HB470		2006	117	140	01/03/2023
Major Swift Roller Mower	MJ71-240 2018	2018	5,500	5,500	01/03/2023
Major 8400 Rotary Roller Mower		2012	3,800	3,800	01/03/2023
Twose Roller (tractor pulled)		2000	642	770	01/03/2023
K100FINP5002 Fleetline Line Marker	KI020375	2014	367	440	01/03/2023
Hayter Harrier 41 push mower Body S/N 401079707	engine s/n 16122051 02784	2017	425	425	01/03/2023
Wiedenmann XP6/160 Aerator		2007	16,250	18,600	01/03/2023
Timberwolf TW PTO-150H	60A3DS121002	2015	4,583	5,500	01/03/2023
Twose Spring Tyne/Harrow		2005	1,300	1,300	01/03/2023
6' Slitter (Serial No. 16395) Ser no 16395		2005	983	1,180	01/03/2023
Paul Noble Grader 8'x4'		2008	833	1,000	01/03/2023
Sitrex Hopper Spreader FS/150		2001	783	940	01/03/2023
Sarel Roller/Spiker		1991	500	500	01/03/2023
Macwin Mk 3 Line Marker		1996	400	400	01/03/2023
MCClub 600 Tractor mounted sprayer		2021	4,793	4,793	01/03/2023
Briteliner 400 line painter with 2" and 3" wheels		2004	292	350	01/03/2023
Linesman Marker with 3" wheel		2006	283	340	01/03/2023
25 gallon Mixatank for above		2006	275	330	01/03/2023
Parkamatic Travelling Sprinkler		1990	208	250	01/03/2023
Allen Walkover Sprayer 'The Groundsman'		1995	192	230	01/03/2023
Socket & Tool Kit		1996	142	170	01/03/2023
Broadcast Spreader-Earthway Ev-n-spred		2000	133	160	01/03/2023
CR-068 Crease Marker		2011	125	150	01/03/2023
Tru-Lutes (x2)		2000	108	130	01/03/2023
Ki/Kombi Line marker	K2_16314	2015	100	100	01/03/2023
Container		2009	1,142	1,370	01/03/2023
Hyundai DHY8000SELR Generator	201607DHY8000SE 2R00060	2016	1,200	1,200	01/03/2023
Bosch Breaker F-MK-GSH16-28	3611C3506	2009	725	870	01/03/2023
Clark Petrol Compressor CFP 9ND	101213	2013	625	750	01/03/2023
Traffic Cones x 50 - Cemetery		2015	566	566	01/03/2023
Stihl FS410C Brushcutter	183625541	2017	540	540	01/03/2023
Stihl FS410 Brushcutter	183625447	2017	540	540	01/03/2023
Stihl FS460 Brushcutter	183433919	2017	515	515	01/03/2023
Clark/Honda Generator CP505ON	008107	2013	417	500	01/03/2023
Stihl MS261C 15" Chainsaw	186510174	2019	465	465	01/03/2023
Stihl HS82 Hedgetrimmer	186288209	2019	360	432	01/03/2023
Stihl HS82 Hedgetrimmer	186489739	2019	360	432	01/03/2023
Stihl FS91R Strimmer	510886633	2017	320	320	01/03/2023
Stihl strimmer attachment		2022	255	255	01/03/2023
Battery powered tools:		2023			
Stihl FSA 130 Brushcutter reg. no. 51040112	445923829	2023	355	355	
Stihl FSA 130 Brushcutter reg. no. 51040113	446022898	2023	355	355	
Stihl FSA 130 Brushcutter reg. no. 51040114	446022903	2023	355	355	

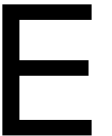
Stihl FSA 130 Brushcutter reg. no. 51040115	446740473	2023	355	355	
Stihl HSA 94R Hedge Trimmer reg. no. 51040116	446586334	2023	400	400	
Stihl HSA 94R Hedge Trimmer reg. no. 51040117	446586338	2023	400	400	
Stihl HTA135 Pole Pruner reg. no. 51040411	535117576	2023	575	575	
Stihl BGA200 Blower reg. no. 51040118	536625374	2023	365	365	
Stihl BGA200 Blower reg. no. 51040119	536625375	2023	365	365	
Stihl BGA200 Blower reg. no. 51040120	536625378	2023	365	365	
Stihl HLA135 L/R Hedgetrimmer no. 51038896	537969740	2023	425	425	
Stihl AR backpack battery x 2	ST 48714900400	2023	290	290	
Stihl AP 300 S battery x 6	ST 48504006580	2023	1,230	1,230	
Stihl AR3000L set battery reg no. 51040123	193994542	2023	1,250	1,250	
Stihl AR3000L set battery reg no. 51040124	193994558	2023	1,250	1,250	
Stihl AL301-4 batterycharger reg no. 51040125	710765461	2023	225	225	
Stihl various battery power tool accessories		2023	1,360	1,360	
Masport Mulcher Hand Mower	0711195706748	2009	233	280	01/03/2023
Senci Sc3250w-ii generator (box 1)	201603A82401	2016	270	270	01/03/2023
Senci Sc3250w-ii generator (box 2)	201603A82418	2016	270	270	01/03/2023
Clarke PW3 petrol water pump WA R39A	7140645 168F-2A17002376	2018	240	240	01/03/2023
Stihl BG86 Blower (4 Carvers)	186142181	2019	190	190	01/03/2023
Stihl BG86C Blower	183436996	2017	171	170	01/03/2023
Sealy Air Grinder and grinding blades-mod G5A67		2010	140	140	01/03/2023
Stihl MS180 12" chainsaw	817703017	2019	112	134	01/03/2023
Makita SDS Drill corded with SDS bits		2020	110	110	01/03/2023
ToppleTesterS.No.0080/E20044		2002	650	650	01/03/2023
Comet FDX 12/140 Pressure Washer 31763311		2005	525	525	01/03/2023
Stihl HT133 Pole Pruner	519867711	2019	561	560	01/03/2023
Belle Cement Mixer		2015	300	300	01/03/2023
Stihl BG86C Blower	183820117	2017	179	179	01/03/2023
Dewalt 18V Brushless Combi DLD 778	017639	2023	117	117	01/03/2023
Dewalt 18V XR Grinder Bare	DLG 412 985235	2017	140	140	01/03/2023
Glasdon Nestor Mk11 Bin		1996	150	180	01/03/2023
Grit Bin 396 litres Yellow		2010	117	140	01/03/2023
1350 Bunded Fuel Dispenser Tank(TUFFA) 1200 ltr		2009	1,167	1,167	01/03/2023
Oil Store Tnk(EcoSafe ES1225) Titan 1000 ltr		2005	833	833	01/03/2023
Scaffold Tower		2015	812	974	01/03/2023
Evans Spray professional pedestrian sprayer		2020	944	944	01/03/2023
Metal lockable bin		2010	217	260	01/03/2023
Salt Spreader 50LB-walk behind		2010	117	140	01/03/2023
Cooper Pegler CP15 Knapsack Sprayer		2010	108	130	01/03/2023
CP15 2000 Knapsack Sprayer 15litre		2017	120	120	01/03/2023
Chain Harrow		1997	208	250	01/03/2023
Pressure Washer, Model PLS265B	Serial No. 7330367	2023	769	769	03/11/2023
<b>Open Spaces/Recreational Plant &amp; Equipment Total</b>			<b>83,245</b>	<b>90,497</b>	

**ASSET REGISTER 2023/24**  
**Sports equipment & Other Assets**

Location & Item	Ser. No.	Date Acq	Purchase Price Ex VAT	Sum Insured	Last Inspect Date	Book Value
				01/10/2023		31/03/2023
<b>--Football Goal Posts &amp; Nets</b>						
Black and red football nets		2006				
Socketed goals		2007	778	933	01/03/2023	933
F1 Socketed goals		2007	778	933	01/03/2023	933
F2 Socketed goals - 12 x 6(pair)		2022	754	754	01/03/2023	870
F6 Socketed goals		2007	458	550	01/03/2023	550
Socketed goals 9v9		2007	758	900	01/03/2023	900
Socketed goals 9v9		2015	1,200	1200	01/03/2023	1,200
Socketed Aluminium goals Senior 21x7		2022	806	806	01/03/2023	900
Socketed aluminium goals 12 x 6		2018	560	560	01/03/2023	560
<b>Football Goal Posts &amp; Nets Total</b>				<b>6,636</b>		<b>6,846</b>

Location & Item	Ser. No.	Date Acq	Purchase Price Ex VAT	Sum Insured	Last Inspect Date	Book Value
				01/10/2023		31/03/2023
<b>--Bus Shelters</b>						
				£		£
			5,059	6,217	01/03/2023	6,071
			5,059	6,217	01/03/2023	6,071
			5,059	6,217	01/03/2023	6,071
<b>Bus Shelters Total</b>				<b>18,651</b>		<b>18,213</b>
<b>--Other</b>						
War memorial			36,723	36,723	01/03/2023	36,723
Jubilee lamp			18,213	18,213	01/03/2023	18,213
Flower Tubs - 1 circular, 18 square, 40 railings			3,827	4,702	01/03/2023	4,592
Town clock - Furlong car park			8,532	10,585	01/03/2023	10,238
Civic regalia			4,437	5,408	01/03/2023	5,324
CCTV Cemetery (moved from office equipment)		3/2015	583	700	01/03/2023	700
CCTV Carvers		2014	7,695	9,234	01/03/2023	9,234
Roger Reindeer & Elves Outfits - Gateway		2014	876	876	01/03/2023	876
Defibrillator - Gateway		2023	1,130	1,130	01/03/2023	1,130
T80 Quad Pack walkie talkie radios - Gateway	175HRN4620, 175	2015	114	114	01/03/2023	114
T80 Quad Pack walkie talkie radios - Gateway	Model No P14MAE	2016	125	125	01/03/2023	125
Heavy duty table sleeper sets x 2 on Carvers		2015	1,614	1,614	01/03/2023	1614
Aluminium flagpole 9m two piece and ceremonial flag outside Gateway		2016	450	450	01/03/2023	450
<b>Other Total</b>				<b>84,318</b>	<b>89,874</b>	<b>89,333</b>
<b>--Playground equipment</b>						
Carvers Recreation Ground		2019	68,816	68,816	01/03/2023	68,816
North Field Recreation Ground		2004	9,767	12,000	01/03/2023	11,720
Ash Grove Recreation Ground		2012	19,217	23,615	01/03/2023	23,060
<b>Playground Equipment Total</b>				<b>104,431</b>		<b>103,596</b>

## Current Projects Update



No.	Name	Status	Recent developments	Description and notes	Lead Officer/Member	Financing
<b>Full Council</b>						
FC1	Long Lane Football Facilities Development	In progress (scheduled for completion in 2024)	The artificial turf pitch has been completed and is now in use. The PWLB loan has been drawn down. A Construction Contract for the pavilion and other works has been entered into. Work on these started on 5th June 2023. Weather and other dependencies permitting, completion is now expected in mid-March 2024.	A joint venture with Ringwood Town Football Club and AFC Bournemouth Community Sports Trust to improve the football facilities for shared use by them and the community.	Town Clerk	The current expectation is that the Council's contribution to the project will, in effect, be limited to a modest loss of income from the site (but over a long term).
<b>Planning Town &amp; Environment Committee</b>						
PTE1	Neighbourhood Plan	In progress	Examination commenced - responses to Examiner's questions agreed by Steering Group and submitted 11/01/2024. Awaiting Examiner's Report.	To prepare a Neighbourhood Plan for the civil parish of Ringwood but limited in scope to a few specified themes.	Deputy Town Clerk	Spent £24,957.42 (£18,000 funded from Locality grants, £3,650 additional budget agreed for SPUD youth engagement work (F/6061)). £3,492.58 remaining of original RTC budget.
PTE2	Human Sundial	Complete, with exception of interpretation board	Work to refurbish human sundial and install surrounding benches now complete. Time capsule cover stone replaced on 21/07/2023. Interpretation board with details of sundial, Jubilee Lamp etc. to be designed and costed.	Replacement of damaged sundial and surrounding paviers; installation of removable benches to protect it for the future.	Deputy Town Clerk	£10,659.15 spent funded from CIL and contribution from Carnival. Additional £580 for repair of cover funded from CIL (C/6957).
PTE3	Crow Stream Maintenance	Annual recurrent	Spraying of stream banks undertaken 05/05/2023, annual flail carried out in August and stream clearance by volunteers on 28/09/2023. NFDC released additional £10,000 from developers' contributions to allow this work to continue for another 10 years.	Annual maintenance of Crow Ditch and Stream in order to keep it flowing and alleviate flooding	Deputy Town Clerk	Budget of £1,000 funded by transfer from earmarked reserve
PTE6	Shared Space Concept - Thriving Market Place	In progress	£10,000 released by NFDC from UKSPF to undertake options appraisal/feasibility study. HCC survey work completed November 2023. Meeting with HCC/NFDC members and officers planned for 19/02/2024 to agree brief for options appraisal.	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. £10,000 grant from UKSPF (via NFDC).
	Greening Ringwood	In progress	Public meeting held on 05/07/2023 and project leads in place for 5 new projects. Last update from coordinator considered by the Committee on 03/11/2023.	Greening Campaign Phase 2 to run from Sept 2023 to July 2024, focussing on making space for nature; energy efficient greener homes; climate impacts on health and wellbeing; waste prevention; and cycle of the seed.		£50 signing up fee funded from General Reserve.
	Bus Shelters	In progress	HCC framework contractor has completed survey of shelters free of charge. This has yet to be reviewed. Results and availability of funding will be discussed with HCC.	Review of Council owned bus shelters.		No agreed budget
Projects being delivered by others which are monitored by the Deputy Clerk and reported to this committee:						
	Crow Lane Footpath	In progress	Developers' contributions paid to HCC to implement. Additional funds required to progress and approved by NFDC Cabinet on 02/11/2022 - report indicates delivery in 2024/25. Design work paused but HCC hope work will recommence on the scheme before the end of 2023.	New footpath to link Beaumont Park with Hightown Road, alongside west of Crow Lane	Hampshire CC	Developers contributions
	Railway Corner	In progress	Project supported by RTC. Planning application submitted (23/11081).	Project to improve and promote historical significance of triangle of land at junction of Hightown Road and Castleman Way.	Ringwood Society	No financial implications.
	Memorial Bench for Michael Lingam-Willgoss	In progress	Consent to install bench has been granted by HCC. Legal fees covered by County Cllr Thierry. Date for installation yet to be agreed.	Provision of memorial bench in Market Place in memory of Michael Lingam-Willgoss.	Ringwood Carnival / Ringwood Rotary	No financial implications.

## Policy &amp; Finance Committee



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

### Recreation, Leisure & Open Spaces Committee

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

### Staffing Committee

None





## Proposed/Emerging Projects Update

No.	Name	Description	Lead	Recent developments	Progress / Status Stage reached	Estimated cost	Funding sources
<b>Full Council</b>							
	None						
<b>Planning Town &amp; Environment Committee</b>							
	Roundabout under A31	Planting and other environmental enhancements		Area being used by National Highways for storage of materials during works to widen the A31.	Floated as possible future project		
	Lynes Lane re-paving Rear of Southampton Road	Ringwood Society proposal Proposal by Ringwood Society to improve appearance from The Furlong Car Park and approaches			Floated as possible future project Floated as possible future project		
	Dewey's Lane wall	Repair of historic wall		Re-build/repair options and costs are being investigated	Shelved as a TC project		
	Signage Review	Review of signs requiring attention - e.g. Castleman Trailway, Pocket Park, Gateway Square	Cllr Day		Floated as possible future project		
	Crow ditch	Investigate works required to improve capacity and flow of ditch alongside Crow Lane, between Hightown Road and Moortown Lane					Developers contributions
<b>Policy &amp; Finance Committee</b>							
	Paperless office	Increasing efficiency of office space use	Cllr. Heron	Discussions with Town Clerk and Finance Manager			
<b>Recreation, Leisure &amp; Open Spaces Committee</b>							
	None	(Current projects expected to absorb available resources for several years)					
<b>Staffing Committee</b>							
	None						

## Closed Projects Report

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