

Ringwood Town Council

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

POLICY & FINANCE COMMITTEE

Dear Member

16th January 2025

A meeting of the above Committee will be held at the Forest Suite, Ringwood Gateway on **Wednesday 22nd January 2025** at 7.00pm and your attendance is requested.



Mr C Wilkins
Town Clerk

AGENDA

	<u>Time estimate</u>
1. PUBLIC PARTICIPATION There will be an opportunity for public participation at the start of the meeting	Up to 15 minutes
2. APOLOGIES FOR ABSENCE	1 minute
3. DECLARATIONS OF INTEREST	1 minute
4. MINUTES OF THE PREVIOUS MEETING To approve as a correct record the minutes of the meeting held on 11 th December 2024	1 minute
5. FINANCIAL REPORTS (<i>Report A attached</i>): <ul style="list-style-type: none">a. To receive and authorise list of payments made on Imprest Account for Decemberb. To note Cllr M DeBoos' verification and signing of bank reconciliations and statements for Decemberc. To receive Statement of Town Council Balances and authorise Inter Account Transfersd. To receive the Finance Manager's budgetary monitoring report and approve the internal auditor proposale. To note the CIL reserve report	20 minutes
6. COUNCIL BUDGET 2025/26 To consider the Finance Manager's report (<i>Report B</i>) and the draft budget and precept for 2024/25	20 minutes
7. CEMETERY REVIEW To consider recommendations from Recreation, Leisure and Open Spaces Committee on 8 th January 2025:-	10 minutes

- i) that the revised table of cemetery fees (*Report C*) be considered and approved, to take effect from 1st April 2025; and
 - ii) that the proposed change to the multiplier on parishioner / non-parishioner fees, to allow for the 'local parishes' of St. Leonard's and St. Ives Parish and Ellingham, Harbridge and Ibsley Parish to pay double fees (rather than quadruple), be approved with immediate effect.
- 8. PROJECTS** (current and proposed)
To consider the officers' report (*Report D*), receive any verbal updates and agree next steps where necessary
- 9. EXCLUSION OF THE PRESS AND PUBLIC**
To consider exclusion of the press and public from the meeting, in accordance with the Public Bodies (Admission to Meetings) Act 1960, section 1(2), to transact business for which publicity would be prejudicial to the public interest by reason of its confidential nature
- 10. LEASE OF LAND AT POULNER LAKES**
To consider the Town Clerk's report (*Confidential Report E*) and the issues for decision therein

Time estimate

5 minutes

1 minute

10 minutes

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

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 (ex-officio)
Cllr Janet Georgiou
Cllr John Haywood
Cllr James Swyer
Cllr Michael Thierry
Cllr Glenys Turner
Cllr Becci Windsor

Officers

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

Copied by e-mail to other members for information

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RINGWOOD TOWN COUNCIL

FINANCIAL REPORTS FOR

POLICY & FINANCE COMMITTEE MEETING

22nd January 2025

Paid Expenditure Transactions

Start of year 01/04/24



paid between 01/12/24 and 31/12/24

(a)

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading
cancelled	01/12/24	2475	RTC803316	£0.00	£0.00	£0.00	P&F	Greyfriars use Rwd & District Comm Assoc instead	Hire of minibus on Friday 27th September for Councillors Tour of Ringwood Town Council land 2200/1/7
cancelled	01/12/24	2477	RTC803051	£0.00	£0.00	£0.00	RLOS	England Garden Machinery	Repair Masport Mulch Mower - clean machine. Replace rear wheel & bearings. Reattach HOC quadrant. Carriage / Postage Labour Charged @ £47.25/hr - order deleted, paid under transaction TN54 in April 2019 3000/3/2
		3561/1		£0.00	£0.00	£0.00	RLOS	New Forest Ice Cream	ice cream for resale 3802/3/1
	01/12/24	3561	RTC804593	£0.00	£0.00	£0.00		New Forest Ice Cream	Catering supplies (order deleted, duplicate) 3802/3/1
		3565/1		£0.00	£0.00	£0.00	RLOS	Ian Dods	lock replacement x 4 3802/1/2
	01/12/24	3565	RTC805127	£0.00	£0.00	£0.00		Ian Dods	Lock replacement following vandalism - Order cancelled as not paid after 13 months 3802/1/2
cancelled	01/12/24	4037		£0.00	£0.00	£0.00	P&F	Harrison-Keen Builders	s 2100/3
		4535/1		£0.00	£0.00	£0.00	RLOS	Decathlon	postage and packing 3802/2/1
cancelled	01/12/24	4535	RTC804784	£0.00	£0.00	£0.00		Decathlon	Postage and packaging for an order paid on credit card which was cancelled (804705). Items then purchased by Charmaine (804703) and refunded to her. 3802/2/1
		4536/1		£0.00	£0.00	£0.00	RLOS	Booker	 3802/3/1
cancelled	01/12/24	4536	RTC804459	£0.00	£0.00	£0.00		Booker	Food for resale paid on credit card. 73423264 3802/3/1
		4537/1		£0.00	£0.00	£0.00	RLOS	Glen Acres Nursery DO NOT USE	Memorial tree for Cemetery.plus plants. 3200/2/3
cancelled	01/12/24	4537	RTC804413	£0.00	£0.00	£0.00		Glen Acres Nursery DO NOT USE	Memorial tree for Cemetery. 3200/2/3
		4538/1		£0.00	£0.00	£0.00	P&F	Hampshire County Council	805336 - 63.5x38.1mm round cornered labels 2000/1/8
cancelled	01/12/24	4538	RTC803577	£0.00	£0.00	£0.00		Hampshire County Council	labels 2000/1/8
DD 1	02/12/24	5249		£247.00	£0.00	£247.00	RLOS	New Forest District Council	NFDC Rates Cemetery December 2024 3200/1/5
DD 2	02/12/24	5250		£195.00	£0.00	£195.00	RLOS	New Forest District Council	NFDC Rates Carvers Clubhouse December 2024 3802/1/6
DD 3	02/12/24	5251		£250.00	£0.00	£250.00	P&F	New Forest District Council	NFDC Rates Southampton Road December 2024 2100/3
		5252/1		£8,074.86	£0.00	£8,074.86	P&F	Public Works Loan Board	Principle 2500/1/2

Paid Expenditure Transactions

Start of year 01/04/24

A

paid between 01/12/24 and 31/12/24

(a)

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Ctee	Details	Heading	
			5252/2	£2,323.13	£0.00	£2,323.13	P&F	Public Works Loan Board	Interest	2500/1/1
DD 4	02/12/24		5252	£10,397.99	£0.00	£10,397.99		Public Works Loan Board	PW499351	2500/1/2
			5253/1	£77.65	£12.94	£64.71	PT&E	SSE Southern Electric	AGR0219078 Continuous	4000/1/2
			5253/2	£128.15	£6.10	£122.05	PT&E	SSE Southern Electric	AGR0219079 Dusk to Dawn	4000/1/2
DD 5	02/12/24		5253	£205.80	£19.04	£186.76		SSE Southern Electric	October 2024	4000/1/2
			5254/1	£28,559.81	£4,759.97	£23,799.84	RLOS	Knights Brown Construction Limited	Football pavilion interim invoice nr. 19	3350/10
2329	02/12/24		5254 RTC806086	£28,559.81	£4,759.97	£23,799.84		Knights Brown Construction Limited	Construction services	3350/10
			5255/1	£163.20	£27.20	£136.00	RLOS	Letters & Logos Ltd	re-using old boards, gate signs	3100/1
			5255/2	£35.70	£5.95	£29.75	RLOS	Letters & Logos Ltd	use all lanes board	3100/1
2330	03/12/24		5255 RTC806096	£198.90	£33.15	£165.75		Letters & Logos Ltd	fireworks gate signs	3100/1
			5256/1	£75.43	£12.57	£62.86	RLOS	Letters & Logos Ltd	woanderland programme	3100/2
2331	03/12/24		5256 RTC806147	£75.43	£12.57	£62.86		Letters & Logos Ltd	REF37568/1 programme printing	3100/2
			5257/1	£110.42	£18.40	£92.02	RLOS	Letters & Logos Ltd	printing for ramble	3100/2
2332	03/12/24		5257 RTC806148	£110.42	£18.40	£92.02		Letters & Logos Ltd	Printing for ramble	3100/2
			5258/1	£1,640.00	£0.00	£1,640.00	RLOS	Steamship Circus Ltd	performance fee	3100/2
2333	03/12/24		5258 RTC806154	£1,640.00	£0.00	£1,640.00		Steamship Circus Ltd	performance fee for winter wanderland	3100/2
			5259/1	£200.00	£0.00	£200.00	RLOS	Andrew Tanner	christmas trees for courtyard	3100/2
2334	03/12/24		5259 RTC806127	£200.00	£0.00	£200.00		Andrew Tanner	To supply 10 christmas trees for grotto	3100/2
			5260/1	£150.00	£0.00	£150.00	RLOS	Chris Mutch Music Services	rock choir performance	3100/2
2335	03/12/24		5260 RTC806114	£150.00	£0.00	£150.00		Chris Mutch Music Services	Performance fee for Ringwood Winter Wanderland	3100/2
			5281/1	£35.70	£5.95	£29.75	RLOS	Letters & Logos Ltd	No stopping here correx sign	3100/1
2330	03/12/24		5281 RTC806090	£35.70	£5.95	£29.75		Letters & Logos Ltd	NO STOPPING HERE sign	3100/1
DD	05/12/24		5261	£32.34	£5.39	£26.95	RLOS	Sky Business	05/12/24 - 04/01/25	3802/2/5
DD	09/12/24		5262	£451.86	£75.31	£376.55	RLOS	Yu Energy	November 2024	3802/1/3
			5263/1	£1,800.00	£300.00	£1,500.00	RLOS	Rubicon Industries Ltd	skate jam 2024	3802/2/1
2336	09/12/24		5263 RTC805833	£1,800.00	£300.00	£1,500.00		Rubicon Industries Ltd	skate jam 2024	3802/2/1
			5264/1	£450.00	£0.00	£450.00	RLOS	Jay Cox Ringwood TV	Filming	3100/2

Paid Expenditure Transactions

Start of year 01/04/24



paid between 01/12/24 and 31/12/24

(a)

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading	
2337	09/12/24	5264	RTC806124	£450.00	£0.00	£450.00		Jay Cox Ringwood TV	For filming Ringwood Winter Wanderland	3100/2
			5265/1	£30.00	£5.00	£25.00	RLOS	Letters & Logos Ltd	stickers for road signs	3100/2
2338	09/12/24	5265	RTC806144	£30.00	£5.00	£25.00		Letters & Logos Ltd	ref: REF37551/1 Stickers for road signs wanderland	3100/2
			5266/1	£5.16	£0.86	£4.30	P&F	Hampshire County Council	Calculator	2000/1/5
			5266/2	£5.52	£0.92	£4.60	P&F	Hampshire County Council	Laminator pouches A4 150 x 100	2000/1/8
2339	09/12/24	5266	RTC806153	£10.68	£1.78	£8.90		Hampshire County Council	Laminator pouches and calculators	2000/1/5
			5267/1	£490.80	£81.80	£409.00	RLOS	Hunt Forest Group	1 FSA 135 Battery oiperated strimmer	3000/3/3
			5267/2	£534.00	£89.00	£445.00	RLOS	Hunt Forest Group	1 BGA 300 battery operated blower	3000/3/3
			5267/3	£636.00	£106.00	£530.00	RLOS	Hunt Forest Group	2 X AP 500S Batterys	3000/3/3
2340	09/12/24	5267	RTC806151	£1,660.80	£276.80	£1,384.00		Hunt Forest Group	1 FSA 135 Battery operated Strimmer 1 Battery Operated Blower 2 X AP 500S Batterys	3000/3/3
			5268/1	£48.00	£8.00	£40.00	P&F	HALC	To advertise role of Finance Manager on HALC website (non-member rate)	2000/1/17
2341	09/12/24	5268	RTC806157	£48.00	£8.00	£40.00		HALC	Job Advert - Finance Manager (RFO)	2000/1/17
			5269/1	£2,640.60	£0.00	£2,640.60	RLOS	Environment Agency	Waste permit surrender application fee	3000/1/3
2342	09/12/24	5269	RTC806163	£2,640.60	£0.00	£2,640.60		Environment Agency	Application fee	3000/1/3
			5270/1	£210.00	£0.00	£210.00	RLOS	Sodapops	performance fee	3100/2
2343	10/12/24	5270	RTC806116	£210.00	£0.00	£210.00		Sodapops	performance fee for winter wanderland	3100/2
			5271/1	£60.00	£10.00	£50.00	RLOS	MarkcommsLtd	Radios for stewarding	3100/2
2344	10/12/24	5271	RTC806125	£60.00	£10.00	£50.00		MarkcommsLtd	Radios for Ringwood Winter Wanderland	3100/2
			5272/1	£529.20	£88.20	£441.00	RLOS	Insight Security & Facilities Ltd	security with First Aid	3100/2
			5272/2	£1,152.60	£192.10	£960.50	RLOS	Insight Security & Facilities Ltd	regular security	3100/2
			5272/3	£1,094.40	£182.40	£912.00	RLOS	Insight Security & Facilities Ltd	first aid cover	3100/2
2345	10/12/24	5272	RTC806126	£2,776.20	£462.70	£2,313.50		Insight Security & Facilities Ltd	First aid and security for Wanderland	3100/2
			5273/1	£150.00	£0.00	£150.00	RLOS	Ringwood & Burley Band	to perform Ringwood Winter Wanderland	3100/2
2346	10/12/24	5273	RTC806128	£150.00	£0.00	£150.00		Ringwood & Burley Band	to perform at Ringwood Winter Wanderland	3100/2

Paid Expenditure Transactions

Start of year 01/04/24



paid between 01/12/24 and 31/12/24

(a)

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading	
			5274/1	£2,124.00	£354.00	£1,770.00	RLOS	ACS Testing	Preparation of report and forms for waste permit surrender application	3000/1/3
2347	10/12/24	5274	RTC806152	£2,124.00	£354.00	£1,770.00		ACS Testing	Environmental consultancy services	3000/1/3
			5275/1	£50.00	£0.00	£50.00	RLOS	Taste Vending Ltd	milk powder	3802/3/1
2348	10/12/24	5275	RTC806168	£50.00	£0.00	£50.00		Taste Vending Ltd	cappucino topping	3802/3/1
			5276/1	£53.06	£8.84	£44.22	RLOS	Comax UK Ltd	coffee cups and bags	3802/3/1
2349	10/12/24	5276	RTC806166	£53.06	£8.84	£44.22		Comax UK Ltd	coffee cups and bags	3802/3/1
			5277/1	£6.59	£1.10	£5.49	RLOS	Comax UK Ltd	hand soap 5l	3802/2/1
2350	10/12/24	5277	RTC806167	£6.59	£1.10	£5.49		Comax UK Ltd	hand soap refill	3802/2/1
			5278/1	£3,510.00	£585.00	£2,925.00	RLOS	Knights Brown Construction Limited	Football pavilion interim invoice nr. 20	3350/10
2351	10/12/24	5278	RTC806129	£3,510.00	£585.00	£2,925.00		Knights Brown Construction Limited	Construction services	3350/10
			5279/1	£45.00	£0.00	£45.00	RLOS	H & W Creative Limited	design work est Carvers	3802/2/1
			5279/2	£355.00	£0.00	£355.00	RLOS	H & W Creative Limited	design work est fireworks	3100/1
			5279/3	£270.00	£0.00	£270.00	RLOS	H & W Creative Limited	est for christmas design work	3100/2
2352	10/12/24	5279	RTC806013	£670.00	£0.00	£670.00		H & W Creative Limited	Est for design work Carvers, events Aug-Dec	3802/2/1
			5280/1	£390.00	£65.00	£325.00	RLOS	Ringwood & Fordingbridge Skip Hire	Skip for UK Allotments/ RTFC Hedge.	3300/2/1
2353	10/12/24	5280	RTC806165	£390.00	£65.00	£325.00		Ringwood & Fordingbridge Skip Hire	Skip for UK Allotments/ RTFC hedge	3300/2/1
2355	10/12/24	5282		£13.19	£2.20	£10.99	RLOS	Itec	Carvers Clubhouse November 2024	3802/2/2
2356	10/12/24	5283		£41.72	£0.00	£41.72	RLOS	Source 4 Business	Uk Allots 15/04/24 - 31/10/24	3300/1/1
DD	10/12/24	5284		£23.40	£0.00	£23.40	RLOS	Stripe	Firework ticket refund	3100/1
DD 2	10/12/24	5285		£364.86	£60.81	£304.05	P&F	Siemens	Quarterley Lease	2000/1/9
			5286/1	£2,198.71	£0.00	£2,198.71	P&F	DES Renewables Ltd	Contract stage payment	2501/4
2357	10/12/24	5286	RTC806170	£2,198.71	£0.00	£2,198.71		DES Renewables Ltd	Contract stage payment	2501/4
FPI	11/12/24	5287		-£7.99	£0.00	-£7.99	RLOS	Audible UK	Refund	3802/2/1
DD	17/12/24	5288		£43.20	£7.20	£36.00	RLOS	3G	November 2024	3000/1/6
BP 1	18/12/24	5289		£1,700.00	£0.00	£1,700.00	P&F	Prudential	AVC December 2024	2600/1/3

Paid Expenditure Transactions

Start of year 01/01/24



paid between 01/12/24 and 31/12/24

(a)

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading
BP 2	18/12/24	5290		£11,975.15	£0.00	£11,975.15	P&F	Inland Revenue	November 2024 2600/1/2
BP 3	18/12/24	5291		£14,633.68	£0.00	£14,633.68	P&F	Hampshire County Council	Pension November 2024 2600/1/3
DD	19/12/24	5292		£321.29	£53.55	£267.74	P&F	Elite Business Systems UK Ltd (EBS Telecoms)/BT Openreach	December 2024 2000/1/11
			5293/1	£2,835.00	£472.50	£2,362.50	RLOS	Daniel Shutler	Hedge Cutting Open Spaces 3000/2/9
2358	19/12/24	5293	RTC806133	£2,835.00	£472.50	£2,362.50		Daniel Shutler	Hedge Cutting Open Spaces 3000/2/9
			5294/1	£48.00	£8.00	£40.00	RLOS	Avoncrop	1 10 ltr nutri pro plus 3000/2/9
2359	19/12/24	5294	RTC806143	£48.00	£8.00	£40.00		Avoncrop	1 10 ltr of Nutri Pro Plus 3000/2/9
			5295/1	£141.60	£23.60	£118.00	P&F	SLCC Enterprises Ltd	Gold package for 1 week - listing on SLCC website, social media and news bulletin to members 2000/1/17
2360	19/12/24	5295	RTC806158	£141.60	£23.60	£118.00		SLCC Enterprises Ltd	Job Advert - Finance Manager (RFO) 2000/1/17
			5296/1	£150.00	£25.00	£125.00	P&F	NALC	Standard listing on NALC website and social media 2000/1/17
1361	19/12/24	5296	RTC806159	£150.00	£25.00	£125.00		NALC	Job Advert - Finance Manager (RFO) 2000/1/17
			5297/1	£17.93	£2.99	£14.94	P&F	Hampshire County Council	598342 Dettol surface cleaner x 6 2000/3/4
			5297/2	£12.00	£2.00	£10.00	P&F	Hampshire County Council	952400 Disposable gloves x 100 2000/3/4
2362	19/12/24	5297	RTC806160	£29.93	£4.99	£24.94		Hampshire County Council	Caretaker supplies 2000/3/4
2363	21/12/24	5298	RTC806155	£2,928.48	£488.08	£2,440.40	P&F	Edge IT Systems Ltd	Annual Edge IT contract: Finance Band 7 - £1,117 Allotments Band 4 - £319 Epitaph Classic Band 2 - £307 less 10% discount for additional modules - - £62.60 Additional concurrent user x 5 - £670 HeritEDGE digital mapping - £90.00 2000/1/15
			5299/1	£390.00	£65.00	£325.00	RLOS	Ringwood & Fordingbridge Skip Hire	2nd skip to remove stumps and rubbish from UK Allotments ready for new hedge and fence 3300/2/1
2364	21/12/24	5299	RTC806173	£390.00	£65.00	£325.00		Ringwood & Fordingbridge Skip Hire	2nd Skip for UK Allotments to remove stumps and rubbish ready for new fence and hedge. 3300/2/1
			5300/1	£1,727.28	£287.88	£1,439.40	RLOS	Northover Energy	1200 litres white diesel 3000/1/10
			5300/2	£24.00	£4.00	£20.00	RLOS	Northover Energy	1 bottle of additive 3000/1/10

Paid Expenditure Transactions

Start of year 01/04/2

A

paid between 01/12/24 and 31/12/24

(a)

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading	
2365	21/12/24	5300	RTC806174	£1,751.28	£291.88	£1,459.40		Northover Energy	1200 Litres of White Diesel. 1 bottle of additive	3000/1/10
		5301/1		£93.00	£15.50	£77.50	RLOS	England Garden Machinery	1 day hire of rotavator for UK Allotments new hedge.	3300/2/1
2366	21/12/24	5301	RTC806175	£93.00	£15.50	£77.50		England Garden Machinery	1 day hire of rotavator for UK Allotment Hedge	3300/2/1
		5302/1		£220.00	£0.00	£220.00	P&F	Mike Coakley	To inspect electric cabinet in market place and issue safety certificate.	2400/2
2367	21/12/24	5302	RTC806178	£220.00	£0.00	£220.00		Mike Coakley	to inspect electric cabinet in market place for safety certificate. To check Christmas Tree Lights, replace 2 end sockets, check wiring and remove faulty joiner.	2400/2
		5303/1		£25.00	£0.00	£25.00	RLOS	T H Roberts	Refund for gift voucher purchased for sound man at Remembrance Event	3100/4
2368	21/12/24	5303	RTC806176	£25.00	£0.00	£25.00		T H Roberts	Gift Voucher refund	3100/4
		5304/1		£58.39	£9.73	£48.66	RLOS	Hunt Forest Group	2X New chains for chain saws,	3000/3/2
		5304/2		£20.20	£3.37	£16.83	RLOS	Hunt Forest Group	1 x chain for long reach polesaw	3000/3/2
2369	21/12/24	5304	RTC806180	£78.59	£13.10	£65.49		Hunt Forest Group	2 x new Chains for Chainsaws. New chain for long reach pole saw.	3000/3/2
		5305/1		£15.67	£2.61	£13.06	RLOS	Elliott Brothers Ltd	3 x bags of sand	3000/2/1
		5305/2		£8.81	£1.47	£7.34	RLOS	Elliott Brothers Ltd	1 x bag of cement	3000/2/1
2370	21/12/24	5305	RTC806181	£24.48	£4.08	£20.40		Elliott Brothers Ltd	3 x bags sand 1 bag cement. (for repairing wall at Greenways)	3000/2/1
		5306/1		£1,477.92	£246.32	£1,231.60	RLOS	Ringwood Motor Company Ltd	For Clutch Related Repairs on Transit Van.	3000/3/5
2371	21/12/24	5306	RTC806182	£1,477.92	£246.32	£1,231.60		Ringwood Motor Company Ltd	For Clutch related repairs on Transit Van	3000/3/5
2372	21/12/24	5307		£98.80	£16.47	£82.33	RLOS	Taste Vending Ltd	15/12/24 - 14/01/25	3802/3/1
		5308/1		£108.00	£18.00	£90.00	P&F	Forest Newspapers Ltd	Quarter page advert	2000/1/17
2373	21/12/24	5308	RTC806169	£108.00	£18.00	£90.00		Forest Newspapers Ltd	Job Advert - Ringwood & Fordingbridge News - 18 December 2024 edition Finance Manager	2000/1/17
		5309/1		£424.20	£70.70	£353.50	RLOS	Economy Van Hire	Weekly hire charges whilst tipper is under repair	3000/3/4

Paid Expenditure Transactions

paid between 01/12/24 and 31/12/24

(a)

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading
			5309/2	-£181.80	-£30.30	-£151.50	RLOS	Economy Van Hire	Refund for 3 days 3000/3/4
2374	23/12/24	5309	RTC806177	£242.40	£40.40	£202.00		Economy Van Hire	Dropside Van hire 3000/3/4
2375	23/12/24	5310	RTC806156	£394.44	£65.74	£328.70	P&F	Edge IT Systems Ltd	InspectEDGE for Epitaph Tablet set up - £82.00 Tablet - Samsung Galaxy tab £216.00 Epitaph pro rata fee - £30.70 2000/1/15
PAY	24/12/24	5314		£28,470.84	£0.00	£28,470.84	P&F	Salaries	December 2024 2600/1/1
PAY	27/12/24	5312		£12.39	£0.00	£12.39	P&F	Lloyds Bank	Bank charges December 2024 2000/1/18
			5311/1	£540.00	£90.00	£450.00	P&F	Parish Online	Parish Online annual subscription for year from 22 Dec. 2024 2000/1/13
2377	30/12/24	5311	RTC806185	£540.00	£90.00	£450.00		Parish Online	Mapping software licence fee 2000/1/13
			5313/1	£75.14	£12.52	£62.62	PT&E	SSE Southern Electric	AGR0219078 Continuous 4000/1/2
			5313/2	£124.03	£5.91	£118.12	PT&E	SSE Southern Electric	AGR0219079 Dusk to Dawn 4000/1/2
DD	30/12/24	5313		£199.17	£18.43	£180.74		SSE Southern Electric	November 2024 4000/1/2
			5315/1	£45.55	£0.00	£45.55	RLOS	Iceland	foor for resale 274929749 3802/3/1
Lloyds CC Dec 24 1	30/12/24	5315	RTC806105	£45.55	£0.00	£45.55		Iceland	food for resale paid on credit card 3802/3/1
			5316/1	£9.99	£1.67	£8.32	RLOS	Amazon	tape for label maker 3802/2/1
Lloyds CC Dec 24 2	30/12/24	5316	RTC806099	£9.99	£1.67	£8.32		Amazon	dymo tape 3802/2/1
			5317/1	£184.00	£0.00	£184.00	RLOS	New Forest District Council	Road closure application 3100/2
Lloyds CC dec 24 3	30/12/24	5317	RTC806011	£184.00	£0.00	£184.00		New Forest District Council	Road closure application fee for Ringwood Winter Wanderland 3100/2
			5318/1	£28.00	£4.67	£23.33	RLOS	Halfords	foam mats 3802/2/4
Lloyds CC Dec 24 4	30/12/24	5318	RTC806136	£28.00	£4.67	£23.33		Halfords	foam mats for floor 3802/2/4
			5319/1	£31.99	£5.33	£26.66	P&F	Amazon	Adaptor for laptop (to provide alternative to faulty USB port) 2000/1/12
			5319/2	£3.99	£0.67	£3.32	P&F	Amazon	4 x Blue badge holder stickers 2000/1/5
Lloyds CC Dec 24 5	30/12/24	5319	RTC806100	£35.98	£6.00	£29.98		Amazon	10 in 1 USB C Docking Station Dual Monitor, USB C Dock Laptop Dock USB C Hub Multiport Adapter Blue badge stickers for re-sale (paid for on NV credit card) 2000/1/12

Paid Expenditure Transactions

Start of year 01/04/24



paid between 01/12/24 and 31/12/24

(a)

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading	
			5320/1	£29.70	£4.95	£24.75	RLOS	Amazon	2 X Leaf Grabers	3000/3/1
Lloyds CC Dec 24 6	30/12/24	5320	RTC806123	£29.70	£4.95	£24.75		Amazon	2 X Leaf Grabers	3000/3/1
			5321/1	£356.00	£47.60	£308.40	RLOS	Booker	food for resale	3802/3/1
Lloyds CC Dec 24 7	30/12/24	5321	RTC806130	£356.00	£47.60	£308.40		Booker	food for resale paid on credit card order number 87261960	3802/3/1
			5322/1	£176.40	£29.40	£147.00	RLOS	Go Displays	display boards for use at events etc	3100/5
			5322/2	£34.80	£5.80	£29.00	RLOS	Go Displays	delivery	3100/5
Lloyds CC Dec 24 8	30/12/24	5322	RTC806131	£211.20	£35.20	£176.00		Go Displays	display boards for RTC materials	3100/5
			5323/1	£36.00	£6.00	£30.00	RLOS	Amazon	clips for road signs	3100/2
			5323/2	£4.49	£0.75	£3.74	RLOS	Amazon	P/P	3100/2
Lloyds CC Dec 24 9	30/12/24	5323	RTC806141	£40.49	£6.75	£33.74		Amazon	Clips for ropad signs. P/P.	3100/2
Lloyds CC Dec 24 10	30/12/24	5324		£237.60	£39.60	£198.00	P&F	Microsoft	18/11/24 - 17/12/24	2000/1/15
Lloyds CC Dec 24 11	30/12/24	5325		£177.12	£29.52	£147.60	P&F	Microsoft	18/11/24 - 17/12/24	2000/1/15
			5328/1	£5,040.00	£840.00	£4,200.00	RLOS	Laceys Solicitors	Inv909893	3350/10
			5328/3	-£4,200.00	£0.00	-£4,200.00	RLOS	Laceys Solicitors	Reverse orginal trans 5204	3350/10
2377	30/12/24	5328		£840.00	£840.00	£0.00		Laceys Solicitors	Adjustment for Inv 909893 already paid £4,200 net - just owe vat (see original trans 5204)	3350/10
			5340/1	£80.54	£13.42	£67.12	RLOS	Discount Sticker Printing	stickers for wanderland	3100/2
Lloyds CC Dec 13	30/12/24	5340	RTC806189	£80.54	£13.42	£67.12		Discount Sticker Printing	for winter wanderland	3100/2
			5326/1	£309.97	£14.76	£295.21	RLOS	Utility Warehouse	Energy	3200/1/1
			5326/2	£34.20	£5.70	£28.50	RLOS	Utility Warehouse	Phone & Broadband	3000/1/6
			5326/3	£2.40	£0.40	£2.00	RLOS	Utility Warehouse	Club	3200/1/1
DD 1	31/12/24	5326		£346.57	£20.86	£325.71		Utility Warehouse	UW Cemetery November 2024	3200/1/1
			5327/1	£176.77	£8.42	£168.35	RLOS	Utility Warehouse	Energy	3000/1/1
			5327/2	£2.40	£0.40	£2.00	RLOS	Utility Warehouse	Club	3000/1/1
DD 2	31/12/24	5327		£179.17	£8.82	£170.35		Utility Warehouse	UW Sports Pavilion November 2024	3000/1/1

Paid Expenditure Transactions

Start of year 01/04/24



paid between 01/12/24 and 31/12/24

(a)

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading
DD	31/12/24	5329		£414.72	£19.75	£394.97	P&F	British Gas	Greenways 08/11/24 - 07/12/24
		5339/1		£6.85	£0.00	£6.85	Counc	Ringwood Town Council	Milk etc
		5339/2		£6.00	£1.00	£5.00	Counc	Ringwood Town Council	Waitrose - Wipes
		5339/3		£14.25	£2.38	£11.87	Counc	Ringwood Town Council	Waitrose - Batteries for doors
Petty Cash Dec 24	31/12/24	5339		£27.10	£3.38	£23.72		Ringwood Town Council	Petty Cash December 2024
Total				£134,200.44	£10,121.04	£124,079.40			

BANK BALANCES & PROPOSED TRANSFERS

(c)

Account Name	Predicted	Actual at	Predicted	Proposed Transfers		Predicted
	31-Dec-24			31-Dec-24	Movement	
	£	£	£	£	£	£
Imprest (Current) Account	35,464	19,598	-50,000		65,000	34,598
Business Account	25,700	15,758			35,000	50,758
Investment Accounts	555,000	555,000		-100,000		455,000
Petty Cash - Imprest	100	173				173
Petty Cash - Carvers Clubhouse	50	50				50
VIC Change Float	50	50				50
Information Desk Float	75	75				75
TOTAL BANK BALANCES	616,439	590,704		-50,000	-100,000	100,000

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

PROPOSED TRANSFER AUTHORISATIONS:

DATE

22/01/25

22/01/25

Investment Accounts	CCLA	Instant access
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Notes:

- 1 **Imprest Account** £
 Anticipated net expenditure to end January 50,000
 Net anticipated movement on imprest account **50,000**
- 2 **Investment Maturity**
 No investments due to mature
- 3 The bank accounts were reconciled at 31st December
- 4 A nominal account has been implemented to reflect the float of £75.00 held by the Information Desk.
- 5 The Town Council's Imprest and Business bank accounts are held with Lloyds Bank plc

REPORT TO POLICY & FINANCE COMMITTEE – 22nd January 2025
BUDGETARY CONTROL Quarter 3 – April to December 2024

1. BACKGROUND

- 1.1 The purpose of this report is to provide Members with a budget monitoring report for the first three quarters of the financial year 2024-25.
- 1.2 In January of this year, the Council approved a net budget of £643,525, including planned transfers to and from earmarked reserves. In December a revised budget of £680,298 was approved which, in order to balance will require a transfer from the general reserve of £36,733.
- 1.3 The approved and revised budget for 2024/25 may be summarised as follows:

	Original	Revised
	£	£
Revenue Expenditure	924,243	1,016,147
Capital Expenditure	235,000	341,865
Plus transfers to earmarked reserves	45,100	47,099
Less Revenue Income	-312,500	-282,062
Less Capital Income (grants)	-153,633	-276,041
Less transfers from earmarked reserves	- 94,685	-166,160
Net budget requirement	643,525	680,298
Funded by:		
Council Tax	643,525	643,525
Transfer from general Reserve		36,773

- 1.4 This report compares spend to the end of December against the revised budget and provides an updated prediction of the final outturn for the year. There is a small improvement in the outlook and the transfer from the general reserve is now predicted to reduce to just over £32,000.
- 1.5 Reserves stood at £639,190 at the 1st of April including rent & key deposits.. An updated schedule of planned and actual movements on reserves is included at Appendix 2. Note that there are several incomplete capital schemes from earlier years which may incur expenditure in the current year, but any such expenditure will be met from reserves.
- 1.6 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 in 1.3 above. The net budget deficit reported, of £156,384 is the figure before transfers to and from reserves, including the General Reserve are taken into account.

2. INCOME & EXPENDITURE TO THE END OF DECEMBER 2024

- 2.1 Total income recorded to the end of December amounts to £1,031,379 but this includes £643,525 precept together with £71,629 in respect of CIL, grant income and other payments all of which have been taken to reserves, and £66,960 in respect of the football project which has been used to defray expenditure. Income recorded to date against the revised revenue budget therefore amounts to £249,265, or 88.4%% of the budget. This

represents an over-recovery of £37,718 assuming a linear pattern. Note, this figure includes due and unpaid transactions, that is, invoices that have been raised but which have not yet been settled.

- 2.2 Around £25,000 of this apparent over-recovery is due to timing differences where income is received early in respect of the whole year. However, interest receipts and events income have both performed better than expected and the additional interest earned will reduce the need to call on the general reserve. It should be noted that events income is partially offset against additional events costs and any resulting surplus is taken to the events reserve. Allotment income and Carvers clubhouse income have also both performed better than expected and together with the additional interest receipts, should increase overall income by around £6,000 by year end. All other budgeted income is on track to be received.
- 2.3 Expenditure to the end of December totalled £1,051,605. A credit balance on the tax and pensions control account, pending settlement of monies due to the Inland Revenue and Hampshire County Council, adds a further £13,489 making expenditure to the end of December £1,064,615. Excluding capital expenditure in respect of the football project and equipment purchases funded from reserves reduces this to £731,169 which is 72.0% of the revised budget. This represents an underspend of £30,041 assuming linear spend patterns and this is due to timing differences with some large anticipated expenditure on the Gateway building and Christmas lights, for example, yet to be actioned. The underspend also masks a couple of modest overspends including repairs to the tipper truck and the war memorial gate which will add £3,500 to the budgeted expenditure, however, this is mitigated by a variety of small underspends which have been identified which will reduce the overspend to around £1,500.
- 2.4 The combination of slightly improved revenue receipts together with the additional expenditure noted above, will improve the year end projection by just over £4,500 and reduce the transfer required from the general reserve to just over £32,000.

3. GROWTH & CAPITAL PROJECTS

- 3.1 The Council did not approve any new growth or capital items for 2024/25 but there are a few capital projects which were approved in earlier years which will incur expenditure in 2024/25. There are also some new schemes including the "Thriving Market Place" which is funded by grant money which has been received, a multi use games area (MUGA) at Carvers which may commence this year and a Skate ramp at North Poulner which will commence once all of the funding has been received. In addition, grant funding has been received for the provision of solar panels at Carvers Clubhouse and this project is progressing in the current year. Note, the Columbarium project has now been cancelled.
- 3.2 All the expenditure incurred on these projects will be met from earmarked reserves and grants. The spend for the year to date is as follows:

	Revised Budget	Spend to Nov.
• Football Development Project	£300,000	£ 326,027
• Carvers Workshop Feasibility	£ 4,835	£ 2,089
• Machinery/equipment purchase	£ 36,000	£ 9,424
• Columbarium*	£ 13,200	£ 2,944
• MUGA at Carvers	£ 6,800	£ -
• Skate ramp Nth Poulner	£ 16,290	£ -
• Thriving Market Place	£ 10,000	£ 10,000
• Carvers Clubhouse Solar Panels	<u>£ 550</u>	<u>£ 2,748</u>
Total	£387,675	£ 353,232

*The Columbarium project has now been cancelled.

- 3.2 Members should note that as we approach the end of the contract for the provision of a new clubhouse and facilities at Long Lane, some of the funding is being withheld pending completion and the Town Council is carrying a short term deficit which is currently around £291,000 (plus VAT). Whilst the funding is expected to be received, this deficit reduces the Town Council balances held with the CCLA and hence interest earned.

4. RESERVES & BALANCES

- 4.1 At the end of 2023/24 the total balance on reserves was £619,621, consisting of £254,457 in the general reserve and £365,165 earmarked reserves. A further £19,569 was held in the form of rent & key deposits on behalf of tenants, sports clubs and allotment holders. Total opening reserves were therefore £639,190.
- 4.2 Contributions to reserves, including the surplus on events, will add £54,914 to earmarked reserves whilst predicted capital expenditure will now reduce reserves by £161,454 (This includes the application of funds put aside to meet carried over expenditure from 2023/24). Additional receipts totalling £79,794 are anticipated, of which £72,629 has been received to date. This includes CIL receipts totalling £15,878. The balance of earmarked reserves is therefore expected to reduce to by £26,746 to £338,419.
- 4.3 The latest budget outturn forecast suggests a budget shortfall for the year of £32,117 which will have to be covered by the general reserve which is now expected to reduce to £222,340 by year end.
- 4.4 The revised schedule of reserves, together with planned movements for the year, is illustrated at Appendix 2. Note that the predicted closing balance of £580,779 assumes that the football project is substantially completed, that all of the funds held on behalf of the project are exhausted and that all of the outstanding funding that has been pledged has been received.

5. END OF YEAR PREPARATIONS

- 5.1 Every year the Town council appoints an auditor to test internal processes and procedures and provide assurance that a sound system of governance, risk management and control exists, with internal controls operating effectively and that they are being consistently applied to support the achievement of objectives in the area audited. The appointment of such an auditor is a requirement of the Annual Governance and Accountability Return, the AGAR.
- 5.2 The Town Council have employed the services of the Southern Audit Partnership (formerly Hampshire County Council Internal Audit) who provide a similar service to many local authorities in the region. The Southern Audit Partnership are familiar with the requirements of the AGAR, our sector generally and the operations of the Town Council.
- 5.3 It is proposed, therefore, that with member approval, the Southern Audit Partnership be approached again with a view to undertake the 2024/25 audit of the Town Council's financial processes and procedures.

6. RECOMMENDATIONS

It is **recommended** that: -

- 6.1 The budget monitoring position is noted.
- 6.2 Members note the balances of Reserves.
- 6.3 Members endorse the proposal to appoint the Southern Audit Partnership to undertake the 2024/25 audit of the Town Council's financial processes and procedures in accordance with the requirements of the AGAR.

For further information please contact:

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For further information please contact:

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Financial Budget Comparison

Comparison between 01/04/24 and 31/12/24 inclusive. Includes due and unpaid transactions. Includes commitments.

Excludes transactions with an invoice date prior to 01/04/24

	Revised	Reserve Movements	Actual Net	Balance
INCOME				
Policy & Finance				
280	Carvers Club House Income	£0.00	£0.00	£0.00
999	Suspense	£0.00	£114.00	£114.00
Total Policy & Finance		£0.00	£114.00	£114.00
Recreation, Leisure & Open Spaces				
300	Revenue Income (RLOS)	£26,507.00	£4,728.00	£26,918.60
310	Events	£30,000.00	£0.00	£40,418.54
320	Cemetery Income	£19,332.00	£0.00	£15,056.12
330	Allotment Income	£6,400.00	£0.00	£7,421.38
350	Capital Income	£276,041.00	£0.00	£66,960.00
380	Carvers Clubhouse	£26,800.00	£0.00	£24,040.98
Total Recreation, Leisure & Open Spaces		£385,080.00	£4,728.00	£180,815.62
Planning, Town & Environment				
400	Income	£1,100.00	£10,000.00	£11,100.00
Total Planning, Town & Environment		£1,100.00	£10,000.00	£11,100.00
Council				
100	Precept	£643,525.00	£0.00	£643,525.00
102	Interest Business A/c	£0.00	£0.00	£310.78
110	Client Deposits	£0.00	£0.00	£0.00
200	Revenue Income	£171,923.00	£56,901.20	£195,513.12
Total Council		£815,448.00	£56,901.20	£839,348.90
Total Income		<u>£1,201,628.00</u>	<u>£71,629.20</u>	<u>£1,031,378.52</u>
				<u>-£241,878.68</u>

Financial Budget Comparison

Comparison between 01/04/24 and 31/12/24 inclusive. Includes due and unpaid transactions. Includes commitments.

Excludes transactions with an invoice date prior to 01/04/24

(d)

		Revised	Reserve Movements	Actual Net	Balance
EXPENDITURE					
Policy & Finance					
2000	Establishment	£126,651.00	£0.00	£103,173.41	£23,477.59
2100	Maintenance	£93,680.00	£0.00	£50,087.42	£43,592.58
2200	Democratic Process (members Costs)	£14,482.00	£0.00	£9,297.65	£5,184.35
2210	Grants	£5,200.00	£0.00	£2,500.00	£2,700.00
2300	Employee Costs- Allocated Office Staff	£122,411.00	£0.00	£88,249.22	£34,161.78
2310	Employee overhead Costs	£4,742.00	£0.00	£3,687.03	£1,054.97
2400	Other	£35,390.00	£0.00	£7,244.08	£28,145.92
2500	Capital Financing	£61,478.00	£0.00	£46,512.11	£14,965.89
2501	Capital	£650.00	£0.00	£2,848.39	-£2,198.39
2600	Wages Control Account	£0.00	£0.00	-£13,489.44	£13,489.44
2801	Carvers Employee Costs	£0.00	£0.00	£0.00	£0.00
2802	Carvers Club House- Expenditure	£0.00	£0.00	£0.00	£0.00
9999	Suspense	£0.00	£0.00	£15.00	-£15.00
Total Policy & Finance		£464,684.00	£0.00	£300,124.87	£164,559.13
Recreation, Leisure & Open Spaces					
3000	Recreation & Leisure (Other)	£92,600.00	£0.00	£57,032.40	£35,567.60
3001	RL&OS -Employee Costs	£181,843.00	£0.00	£135,028.83	£46,814.17
3002	Employee Costs	£1,750.00	£0.00	£828.00	£922.00
3100	Events	£24,012.00	£2,747.50	£26,614.88	£144.62

Financial Budget Comparison

Comparison between 01/04/24 and 31/12/24 inclusive. Includes due and unpaid transactions. Includes commitments.

Excludes transactions with an invoice date prior to 01/04/24

(d)

	Revised	Reserve Movements	Actual Net	Balance
3101 Events - Employee Costs	£16,736.00	£0.00	£12,481.34	£4,254.66
3200 Cemetery	£9,360.00	£0.00	£7,896.78	£1,463.22
3201 Cemetery -Employee Costs	£59,706.00	£0.00	£44,055.92	£15,650.08
3300 Allotments	£2,200.00	£0.00	£1,900.47	£299.53
3301 Allotments -Employee Costs	£20,294.00	£0.00	£14,900.27	£5,393.73
3350 Capital Expenditure	£341,215.00	£0.00	£331,076.65	£10,138.35
3801 Youth Services Employee costs	£58,069.00	£0.00	£48,941.66	£9,127.34
3802 Carvers Clubhouse	£44,737.00	£2,747.50	£37,802.74	£9,681.76
Total Recreation, Leisure & Open Spaces	£852,522.00	£5,495.00	£718,559.94	£139,457.06
Planning, Town & Environment				
4000 Planning, Town & Environment	£3,550.00	£0.00	£2,967.07	£582.93
4001 Employee Costs	£27,256.00	£0.00	£19,953.42	£7,302.58
4050 Capital Expenditure	£10,000.00	£10,000.00	£10,000.00	£10,000.00
Total Planning, Town & Environment	£40,806.00	£10,000.00	£32,920.49	£17,885.51
Council				
10000 Petty Cash - Office	£0.00	£0.00	£0.01	-£0.01
10001 Petty Cash - Youth	£0.00	£0.00	£0.00	£0.00
10002 Petty Cash - Visitor Information Centre	£0.00	£0.00	£0.00	£0.00
10003 Petty Cash - Information Desk	£0.00	£0.00	£0.00	£0.00
10110 Deposit Refunds	£0.00	£0.00	£0.00	£0.00
10111 Bank Charges	£0.00	£0.00	£0.00	£0.00
Total Council	£0.00	£0.00	£0.01	-£0.01
Total Expenditure	£1,359,242.00	£15,495.00	£1,051,605.31	£340,144.19

Financial Budget Comparison

Comparison between 01/04/24 and 31/12/24 inclusive. Includes due and unpaid transactions. Includes commitments.

Excludes transactions with an invoice date prior to 01/04/24

	Revised	Reserve Movements	Actual Net	Balance
Total Income	£1,201,628.00	£71,629.20	£1,031,378.52	-£241,878.68
Total Expenditure	£1,358,012.00	£15,495.00	£1,051,605.31	£321,901.69
Total Net Balance	-£156,384.00		-£20,226.79	

RESERVES AND PROVISIONS - MOVEMENT & BALANCES

1st April 2024 to 31st March 2025

A

(d)

	Actual Balance 01/04/24 £	Planned and Proposed Movements 2024/25:				Capital & Other Receipts £	between provisions £	Estimated Balance 31/03/25 £
		from Revenue £	to revenue					
			base budget £	Growth £				
<u>EARMARKED PROVISIONS</u>								
I.T. & Equipment	25,600	2,700					28,300	
Gateway	25,000	0					25,000	
Cemetery	26,033	1,000					27,033	
Buildings Reserve	64,502	5,500		-1,908	1,158		69,252	
Election	0	5,000					5,000	
Vehicle & Machinery	33,883	20,000		-36,000			17,883	
Play Equipment	15,616	6,900					22,516	
Memorials	0	0					0	
Christmas Lights	0	0					0	
Carvers Clubhouse equipment reserve	6,682	1,000	-500	-2,748			4,435	
Ringwood Events	13,172	9,815	-3,000	-2,748			17,240	
Memorial Lantern	0	0					0	
Carvers Grounds	2,480	0		-90			2,390	
Carvers Sheds Feasibility	3,075			-3,075			0	
Infrastructure & Open Spaces	17,370	3,000		-5,750			14,620	
Open Spaces Security Measures	1,406						1,406	
Neighbourhood Plan	3,383	0					3,383	
Football development Project	23,959	0		-23,959			0	
Budget Underspends retained for use in 2022/23*	35,225	0		-35,225			0	
Total Provisions	297,387	54,915	-3,500	-111,502	1,158	0	238,458	
<u>RESERVES</u>								
Earmarked Reserves:								
Dev Contribs	14,765		-1,000	-10,000	10,000		13,765	
Cem Maint	500		-230				270	
Dev Cons(CIL)	29,030			-12,461	15,878		32,447	
Capital Receipts	18,942						18,942	
Grants Unapplied	4,540			-21,185	48,030		31,385	
Loans Unapplied	0						0	
Budget Underspends retained for use in 2022/23*				-1,576	4,728		3,152	
Total Earmarked Reserves and Provisions	365,165	54,915	-4,730	-156,724	79,794	0	338,420	
General Reserve	254,457			-32,117		0	222,340	
Key & Rent Deposits	19,569			-150	600		20,019	
Total Reserves & Customer Deposits	639,190	54,915	-4,730	-188,991	80,394	0	580,779	



Monthly CIL Reserve report to Policy & Finance Committee

CIL Reserve balance as at 1st October 2024: £36,965.71

(e)

Add contributions received:

Consent No.: 20/10129	£5,711.22	
Consent No.: 22/10359	£1,137.74	
Consent No.: 23/10034	£548.88	
Consent No.: 23/11196	£545.12	
	<hr/>	
Total received 4 Nov. 2024		£7,942.96

Deduct agreed allocations

Columbarium/Memorial Wall - F/6248 22 Nov. 2023	£19,700.00	
Carvers MUGA - F/6320 19 June 2024	£8,250.00	
Poulner Skate Ramp - F/6343 18 Sep 2024	£2,710.00	
	<hr/>	
		-£30,660.00

Unallocated balance as at 22nd Jan. 2025

£14,248.67

Notes:

Agreed allocation amounts take account of expenditure incurred in previous financial years. Any expenditure incurred in the current financial year has not yet been transferred from the reserve. Cancelling any project would not therefore necessarily release the entire allocation to it back to the unallocated balance.

The unallocated balance takes no account of expenditure which has not been formally allocated for a particular purpose even if it known or highly likely that it will need to be met from the CIL reserve.

POLICY & FINANCE COMMITTEE – 22nd JANUARY 2025
BUDGET 2025/2026

1. INTRODUCTION

1.1 Members considered a revised draft budget for 2025/26 at the meeting of this Committee in December at which an indicative 6% increase in Council Tax was agreed, but with the aim of further refining the budget and reducing the increase. A number of adjustments have been made, the most significant of which is an increase in the estimated annual pay award from 2.0% to 2.8%.

1.2 An update to the revised budget outturn projection for 2024/25 is included with the budget monitoring report elsewhere on the agenda.

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

Appendix A - Draft summary Council budget, including actual spend 2021/22, to 2023/24, original and revised budgets 2024/25 and revised draft proposals for 2025/26.

Appendix B - Reserves & Provisions at 1st April 2024, and estimated balances at 31st March 2025 and 2026, based on the revised budget 2024/25 and the updated proposals for 2025/26.

Appendix C - Summary of budget preparation assumptions.

2. REVISED BUDGET 2024/25

2.1 In December, this committee approved a revised budget for the current year which predicted a budget deficit of £36,733 by year end. The deficit arose mainly because of reduced rental income and lower than anticipated cemetery income.

2.2 There have been some further developments in the current year. Now that the events activity has finished for the year, an analysis of income and expenditure has revealed somewhat better outturn although any surplus generated by events is retained in the events reserve and does not directly benefit the general fund. However, interest generated on invested funds has performed better than expected and despite some modest budget overspends it now seems likely that the outturn deficit will reduce to around £32,000.

2.3 There are some changes in predicted capital expenditure but as this is all funded through reserves, grants and other sources of income, these will have no net impact on the general fund.

2.4 Reserves at the start of the year, including key and rent deposits, amounted to £639,190. (£254,457 General reserve, £365,165 earmarked reserves and £19,569 key and rent deposits). The reserves are expected to move as follows:

• Planned revenue contributions to earmarked reserves	£ 45,100
• Transfer of predicted events surplus for 2024/25	£ 9,815
• Plus cash receipts collected during 2024/25	£ 79,794
• Less Funding capital expenditure	£126,229
• Less balance held for 2023/24 budget underspends	£ 35,225
• Less anticipated deficit on the revenue account	<u>£ 32,117</u>
Net reduction in reserves:	£ 58,862

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

3. DRAFT BUDGET 2025/26

- 3.1** The draft budget has been prepared, initially, on an incremental basis. The original budget for 2024/25 has been adjusted for known and unavoidable changes, any one off items approved for the current year have been removed and a modest range of estimates for inflation have been applied. Inflation rose very slightly for the year to November but is still expected to fall during 2024.
- 3.2** A draft budget was presented to the December meeting. This indicated that a budget increase of £59,341 would be necessary equivalent to a 9.2% increase in the Council Tax.
- 3.3** The main drivers of the increased budget requirement and hence the deficit, have been falling cemetery receipts the budget for which has been reduced by £11,200 together with a predicted fall of £10,000 in interest generated following the reductions in balances and predicted interest rates. The changes to National Insurance will add an estimated £13,200 to pay costs.
- 3.4** It has also been necessary to increase the budget provision for machinery maintenance and for street lighting, whilst NFDC have increased the recharge in respect of the Gateway building by more than £2,500 above inflation. Furthermore, NFDC have reduced their net contribution towards Gateway costs by £2,625. Inflation accounts for just £16,000 of the increase, or around 2.5%.
- 3.5** Following the December meeting the pay inflation assumption was increased from 2.0% for the year to 2.8%. This increased the budget requirement by a further £4,750. However, since then staff turnover amongst the grounds team has reduced the staffing budget by £8,340. Further agreed adjustments which include the elimination of discretionary grants, the mayor's allowance which hasn't been spent for the last two years, and a reduction in the subsidy to the events committee will save a further £11,240.
- 3.6** Work has progressed on identifying further savings in order to reduce the Council Tax requirement. These include reducing the budget provisions for fuel, CCTV, property management agents and the environment agency whilst increasing revenue generated through market stalls and allotments. Together these adjustments reduce the budget requirement by a further £8,000. All of these adjustments are based on performance in the current year but do come with the risk that margins are very tight and income and savings targets may be very difficult to achieve.
- 3.7** The combined impact of these changes is that a reduced budget increase of £40,928 will be required which will require a Council Tax increase of 6.35% in order to achieve a balanced budget without drawing on reserves. The wider budget assumptions are included in Appendix C.
- 3.8** Note that the Council Tax base has increased by 0.104% to 5507.3 which means that £1 on the Council Tax will generate £5,507.30. The increase in the base generates an additional £670, at current council tax rates and has been taken into account in the draft budget.
- 3.9** The proposed base expenditure budget, after allowing for adjustments and unavoidable inflation, is £1,182,187, which includes £218,080 capital expenditure funded from grants and reserves. Income is predicted to be £446,692 resulting in a base net budget of £735,495. Net transfers from reserves reduce the budget requirement to £691,531 before any new bids are considered. It should also be noted that it remains likely that there will be some residual spend on current capital projects although any such expenditure is covered by reserves and any such slippage will not impact the revenue account.

- 3.10** There is just one new bid for consideration in the draft budget. This is to enable the procurement of the services of a company that assists parish and town councils with communications and GDPR/FOI compliance. As the Council has recently agreed a communications strategy, this could save officer time and give us the skills necessary to carry out members' wishes. The annual cost of such a service would be £1,164.
- 3.11** Reserves movements are summarised in appendix B. The opening balance on earmarked reserves is expected to be £338,419 at 1st April 2025 whilst budgeted transfers to reserves will increase this by £45,100. A further transfer from the events committee is expected to add a further £5,582 but this will be entirely dependent on performance during the year. Transfers to the revenue budget from reserves amount to £6,806 whilst a further £87,840 will be used to support capital projects during the year (including some replacement plant and equipment). Grant income of £68,080 is anticipated and this will be taken to reserves pending its application. This means that the predicted balance of earmarked reserves at 31st March 2026 will be £362,536.
- 3.12** The budget proposals include a transfer of £7,575 from the general reserve to fund the temporary shortfall in rental income resulting from the Southampton Rd vacancy. The plans set out here would therefore result in a modest increase in total reserves of £16,541 in 2025/26, before any unplanned expenditure that may necessitate an additional transfer from reserves. At this stage it is impossible to predict the level of CIL receipts that might be expected, but these too will be added to earmarked reserves. The General reserve is expected to reduce to £214,765.

4. FINANCIAL IMPLICATIONS

- 4.1** The proposed budget, including the new bids, will result in a Council Tax requirement of £685,120 for 2025/26, an increase of 6.46% from 2024/25. However this increase is mitigated by the small increase in the Council Tax base and so it would require an increase in the Council tax of 6.35% in order to achieve a balanced budget.
- 4.2** Many of the individual budgets have been shaved, frozen or cut for the last few years and there is consequently an increasing risk that the overall budget is vulnerable to any unexpected pressures as has been experienced in the current year. This may result in an increased reliance on the General Reserve to meet unexpected costs or cost increases. The general Reserve balance is expected to be around £215,000 or 31% of the precept.
- 4.3** Similarly, the transfer of some "irregular" spend from the budget has also placed a greater reliance on Earmarked Reserves to meet unplanned expenditure such as building repairs, legal fees, vandalism and so on. Further consideration will need to be given to whether the current approach to building and maintaining earmarked reserves is sufficient to meet future needs.

5. FURTHER CONSIDERATIONS

- 5.1** There remain a few options to reduce the Council Tax requirement further which may warrant further consideration. The planned contribution to reserves remains at £45,100 (excluding any surplus on Events). The following table summarises these transfers (note, this is not a complete list of earmarked reserves, the table only includes those to which an annual contribution is made from the revenue account) :

Reserve	Annual Sum	target	Balance 31/3/25
IT Equipment	£2,700	£30,000 by 2026	£28,300
Cemetery	£1,000	£10,000 *	£27,073
Elections	£5,000	£20,000 by 2028	£5,000
Vehicles & Machinery	£20,000	Per replacement plan	£17,883
Play Equipment	£6,900	£40,000 by 2028	£22,516
Buildings	£5,500	£75,000 by 2031	£69,252
Infrastructure	£3,000	£24,000 – no target set	£14,620
Carvers Clubhouse	£1,000	No target	£4,435
Total Contributions	£45,100		

- 5.2 There are three reserves which are at, or close to, the target balances which are set out in the reserves policy. The cemetery reserve is no longer required for the Columbarium and so the balance held actually exceeds the agreed target. The Play Equipment reserve is set to exceed the target of £40,000 in 3 years and similarly the buildings reserve will exceed the target set in less than two years, albeit some funds are likely to be required to bring the former groundsman's house back up to an acceptable condition. Nevertheless, the contributions to these reserves could be reduced whilst maintaining the ambitions set out in the reserves policy.
- 5.3 The annual revenue contribution to the Events budget has been reduced from £10,000 to £5,000 from 2025/26 onwards. Members may consider that there is scope to reduce this further given that the balance held in the events reserve is likely to exceed £17,000 by the end of this year.
- 5.4 Discretionary grants have been excluded from the proposed budget, generating an annual saving of £5,200. One option to restore all, or some of this expenditure, might be to make the contribution to the events budget contingent on performance to the end of December and should sufficient funds be generated by events, transfer the contribution to the grants budget. Alternatively, discretionary grants could be met from the events reserve, with an annual budget based on events performance over the previous year.

6. RECOMMENDATIONS

- 6.1 Subject to any amendments made at this meeting, **it is recommended that:-**
- 6.2 Members approve the draft budget and any further additions or adjustments.
- 6.3 Members submit the proposed budget, with any approved adjustments, to Full Council for approval and adoption.
- 6.4 Members consider whether the balances held in the General and Earmarked reserves are sufficient to meet future demands.

For any further information, please contact:

Rory Fitzgerald	or	Chris Wilkins
Finance Officer		Town Clerk
Tele: 01425 484723		Tele: 01425 484720

RINGWOOD TOWN COUNCIL
BUDGET AND REVISED BUDGET 2024/25 AND
DRAFT BUDGET 2025/26

Appendix A

B

1	2	4	5	6	7	8	9	10	11
	Committee	Actual 21/22 £	Actual 22/23 £	Actual 23/24 £	Budget 24/25 £	Revised 24/25 £	Inflation £	Known Changes* £	Budget 25/26 £
	Policy & Finance								
	Expenditure	346,301	411,888	391,577	418,378	464,684	7,770	-5,571	428,796
	Income	-118,043	-133,528	-215,977	-185,511	-175,923	-1,324	18,050	-168,785
	Net Expenditure	228,258	278,360	175,600	232,867	288,761	6,445	12,479	260,011
	Transfers to Reserves	16,900	14,000	45,595	16,200	16,200	0	0	14,700
	Transfers from Reserves	-1,732	-37,841	-15,042	-3,000	-41,105	0	0	-3,000
	Growth bids and adjustments (net of transfers from reserves and income)								1,164
	Committee net expenditure	243,426	254,519	206,153	246,067	263,856	6,445	12,479	272,875
	Recreation & Leisure								
	Expenditure	244,177	1,069,677	2,280,039	482,427	614,292	5,519	11,768	484,747
	Income	-38,289	-517,390	-1,962,442	-180,700	-302,548	-251	0	-177,318
	Net Expenditure	205,888	552,287	317,597	301,727	311,744	5,268	11,768	307,429
	Transfers to Reserves	27,452	17,900	17,900	26,900	26,900	0	0	26,900
	Transfers from Reserves	-33,684	-365,598	-85,180	-87,407	-95,741	0	0	-89,416
	Growth bids and adjustments (net of transfers from reserves and income)								0
	Committee net expenditure	199,656	204,589	250,317	241,220	242,903	5,268	11,768	244,913
	Events								
	Expenditure	17,892	51,702	41,356	40,048	43,352	469	0	37,418
	Income	-32,425	-35,311	-49,857	-28,000	-40,419	0	0	-38,000
	Net Expenditure	-14,533	16,391	-8,501	12,048	2,933	469	0	-582
	Transfers to Reserves	7,940	0	12,361	0	9,815	0	0	5,582
	Transfers from Reserves	0	-10,823	0	-2,048	-2,748	0	0	0
	Growth bids and adjustments (net of transfers from reserves and income)								0
	Committee net expenditure	-6,593	5,568	3,860	10,000	10,000	469	0	5,000
	Cemeteries								
	Expenditure	51,123	63,343	66,427	68,802	68,816	1,772	753	70,224
	Income	-51,314	-41,041	-37,989	-37,922	-19,432	-896	11,238	-27,609
	Net Expenditure	-191	22,302	28,438	30,880	49,384	876	11,991	42,615
	Transfers to Reserves	4,000	2,500	2,500	1,000	1,000	0	0	1,000
	Transfers from Reserves	-5,141	-230	-250	-230	-230	0	0	-230
	Growth bids and adjustments (net of transfers from reserves and income)								0
	Committee net expenditure	-1,332	24,572	30,688	31,650	50,154	876	11,991	43,385
	Allotments								
	Expenditure	13,246	19,577	23,718	22,844	22,794	594	0	20,858
	Income	-5,585	-5,954	-7,791	-6,400	-7,200	-160	-820	-7,380
	Net Expenditure	7,661	13,623	15,927	16,444	15,594	434	-820	13,478
	Transfers to Reserves	0	0	0	0	0	0	0	0
	Transfers from Reserves	0	0	0	0	0	0	0	0
	Growth bids and adjustments (net of transfers from reserves and income)								0
	Committee net expenditure	7,661	13,623	15,927	16,444	15,594	434	-820	13,478
	Carvers Clubhouse								
	Expenditure	83,005	100,991	98,786	96,456	103,806	0	0	98,329
	Income	-23,123	-26,274	-29,128	-26,500	-29,687	0	0	-26,500
	Net Expenditure	59,882	74,717	69,658	69,956	74,119	0	0	71,829
	Transfers to Reserves	2,500	2,500	2,500	1,000	1,000	0	0	2,500
	Transfers from Reserves	0	-2,841	-165	-1,000	-10,631	0	0	-1,000
	Growth bids and adjustments (net of transfers from reserves and income)								0
	Committee net expenditure	62,382	74,376	71,993	69,956	64,489	0	0	73,329
	Planning, Town & Environment								
	Expenditure	32,498	37,993	30,610	30,289	40,746	788	530	41,815
	Income	-16,299	-5,850	-1,100	-1,100	-1,100	0	0	-1,100
	Net Expenditure	16,199	32,143	29,510	29,189	39,646	788	530	40,715
	Transfers to Reserves	3,473	0	3,650	0	0	0	0	0
	Transfers from Reserves	-450	-6,016	-2,784	-1,000	-11,000	0	0	-1,000
	Growth bids and adjustments (net of transfers from reserves and income)								0
	Committee net expenditure	19,222	26,127	30,376	28,189	28,646	788	530	39,715

RINGWOOD TOWN COUNCIL
 BUDGET AND REVISED BUDGET 2024/25 AND
 DRAFT BUDGET 2025/26

B

Total Base Expenditure	788,242	1,755,171	2,932,513	1,159,243	1,358,490	1,182,187
Total Income	-285,078	-765,348	-2,304,284	-466,133	-576,309	-446,692
Total transfer to reserves	62,265	36,900	84,506	45,100	54,915	50,682
Total Transfer from reserves	-41,007	-423,349	-103,421	-94,685	-161,454	-94,646
Total New Bids						1,164
Less funded from earmarked reserves						0
Total Budget Requirement	524,422	603,374	609,314	643,525	675,642	692,695
Precept	531,856	553,949	610,429	643,525	643,525	685,120
Covid Relief grant		4,071		0	0	
Transfer to/-from General Reserve	7,434	-45,354	1,115	0	-32,117	-7,575

RESERVES AND PROVISIONS - MOVEMENT & ESTIMATED BALANCES

1st April 2024 to 31st March 2026

	Actual Balance 01/04/24 £	Transfers 2024/25 :				Balance 01/04/25 £	Planned and Proposed Movements 2025/26:					Estimated Balance 31/03/26 £
		from Revenue £	to Revenue £	Cash Receipts £	between provisions £		from Revenue £	to revenue		Capital & Other Receipts £	between provisions £	
								base budget £	Growth £			
<u>EARMARKED PROVISIONS</u>												
I.T. & Equipment	25,600	2,700	0			28,300	2,700		0			31,000
Gateway	25,000	0	0			25,000	0		0			25,000
Cemetery	26,033	1,000				27,033	1,000		0			28,033
Buildings Reserve	64,502	5,500	-1,908	1,158		69,252	5,500	0	0			74,752
Election	0	5,000				5,000	5,000		0			10,000
Vehicle & Machinery	33,883	20,000	-36,000			17,883	20,000		-19,760			18,123
Play Equipment	15,616	6,900				22,516	6,900		0			29,416
Memorials	0	0	0			0	0		0			0
Christmas Lights	0	0	0			0	0		0			0
Carvers Clubhouse equipment reserve	6,682	1,000	-3,248			4,435	1,000	-1,000	0			4,435
Ringwood Events	13,172	9,815	-5,748			17,239	5,582	-3,000	0			19,821
Memorial Lantern	0	0	0	0		0	0		0			0
Carvers Grounds	2,480	0	-90			2,390	0		0			2,390
Carvers Sheds feasibility	3,075		-3,075			0			0			0
Infrastructure & Open Spaces	17,370	3,000	-5,750			14,620	3,000		0			17,620
Open Space Security Measures	1,406		0			1,406			0			1,406
Neighbourhood Plan	3,383	0	0			3,383	0		0			3,383
Football development Project	23,959	0	-23,959			0	0		0			0
Budget Underspends retained for use in 2024/25*	35,225	0	-35,225			0	0	0	0			0
Total Provisions	297,387	54,915	-115,002	1,158	0	238,457	50,682	-4,000	-19,760	0	0	265,379
<u>RESERVES</u>												
Earmarked Reserves:												
Dev Contribs	14,765		-11,000	10,000		13,765		-1,000	0			12,765
Cem Maint	500		-230			270		-230	0	0		40
Dev Cons(CIL)	29,030		-12,461	15,878		32,448						32,448
Capital Receipts	18,942			0		18,942			0	0		18,942
Grants Unapplied	4,540		-21,185	48,030		31,385			-68,080	68,080		31,385
Loans Unapplied	0					0			0	0		0
Maintenance contract fees in advance (Ellingham PC)	0		-1,576	4,728		3,152		-1,576				1,576
Total Earmarked Reserves and Provisions	365,165	54,915	-161,454	79,794	0	338,419	50,682	-6,806	-87,840	68,080	0	362,536
General Reserve	254,457		-32,117			222,340	0	-7,575			0	214,765
Key & Rent Deposits	19,569		-150	600		20,019						20,019
Total Reserves & Customer Deposits	639,190	54,915	-193,721	80,394	0	580,779	50,682	-14,381	-87,840	68,080	0	597,320

BUDGET ASSUMPTIONS 2025/26

Inflation (RPI) is currently running at 3.6% (for the year to November 2024 up from 3.5% in October. CPIH is 3.5% for the same period whilst the CPI is 2.6%, (up from 3.2% and 2.3% in October respectively). The next set of inflation indices are due to be released on the 15th January.

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

ASSUMPTIONS:

	%	Type
1 Inflation		
- Pay	2.8%	1
- Utilities	1.5%	2
- Other Expenditure	1.5%	3
- Non contractual expenditure	0.0%	4
- Income	2.5%	5
- Fixed expenditure (i.e. no inflation)	0.0%	6

2 Council Tax Base increase	0.10%
Note, the Council Tax base for 2024/25 is	5,501.6

3 Use of General Reserve	£ 7,575
---------------------------------	---------

The Band D equivalent Council Tax for 2024/25 is: **116.97**

A target Council Tax increase of : **0.0%**
 would increase the Council Tax to: **116.97**

And require an additional transfer from reserves of: **£40,928**
 which would reduce the general reserve to £ 173,837 by March 2026
 (given the assumptions in 1 - 3 on the left) or 25.4% of the annual precept

An increase of 0.10% (assumption 2) will increase the Council Tax base to: **5,507.3**

The General Reserve is expected to be £222,340 at April 1st 2025. This transfer will reduce it to £214,765 by March 2026

Net Budget Requirement and consequent Band D equivalent Council Tax

Based on the above assumptions together with any proposed new bids and adjustments:

	£
Base Budget 2025/2026	735,495
Net transfers to/from earmarked reserves	-43,964
Growth Bids & Adjustments	1,164
- Less funded from earmarked reserves (inc. borrowing)	0
- Less additional income generated	0
Net Budget requirement	692,695
Less funded from general reserve	-7,575
Sum to be funded from Council Tax Payers (Precept)	685,120

Band D equivalent Council Tax 2025/26 **124.40**

The budget requirement and resulting precept, as modelled, represents an increase of 6.35 % in the Council Tax

The Council Tax for 2024/25 is £116.97 per Band D Equivalent

Summary movement on reserves:

	£
Opening reserves 1/4/2025:	
General Reserve	222,340
Earmarked Reserves & Provisions	338,419
Total Reserves 1/4/2025	560,760
Planned transfers in	50,682
Planned transfers out	-94,646
Plus Capital Receipts 25/26	68,080
Less Funding for growth	0
Less use of general reserve	-7,575

Predicted reserves 31/3/2026 :

General Reserve	214,765
Earmarked Reserves	362,536
Predicted Reserves 31/3/2026	577,301
(nb excludes rent & key deposits)	

An increase of one percent on the Council Tax will generate an increased precept of : £6,442
 For each increase of £1,000 in the precept requirement, a further £0.182 will be added to the Band D Council Tax



RINGWOOD TOWN COUNCIL

CEMETERY FEES 2025/26

These fees apply to applications received on or after 1st April 2025 and are payable on submission of application (save those reclaimable from the Children's Funeral Fund for England which will not be charged to the applicant).

*Note: Unless otherwise stated, the fees shown below are those payable by Ringwood **parishioners only**. Residents of the civil parishes of Ellingham, Harbridge & Ibsley and St. Leonards & St. Ives will be charged twice the fee shown and all other non-parishioners four times the fee shown.*

Interment Fees

	Parishioner
Young child (under 7 years of age)*	FREE
Child (between 7 & 17 years of age)	£75.00
Person aged 18 and over	£400.00
Burial of Ashes*	£200.00
Scattering or Pouring of Ashes*	£100.00

* Includes grave digging by Council staff

Purchase of Exclusive Rights of Burial in space for coffin burial for 30 years

	Parishioner
Child's grave (under 12 years)	£400.00
Earth grave age 12 and over	£750.00
Construction of Walled Grave or Vault (in Old Section only) at the expense of the applicant	£100.00

Purchase of Exclusive Right of Burial of Ashes plot for 30 years

	Parishioner
Single plot (with one plot number)	£200.00
Double plot (with two consecutive plot numbers)	£380.00

Renewal of Grant of Exclusive Right of Burial for further 10 years

Plot of any kind ¹ - flat fee per plot for any applicant	£60.00
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Registration of Transfer of Exclusive Right of Burial

Voluntary assignments – any applicant	£120.00
Involuntary transfers (usually after death of last registered rights owner) – any applicant	£100.00

¹ If application is made to renew a grant made (or previously renewed) for a total term of less than 30 years, it will be extended to the date on which it would have expired if originally granted for a term of 30 years, without fee.

Miscellaneous charges

Making a search of Cemetery or Memorial records	First 15 minutes free of charge, thereafter £55.00 per hour required
Disinterment (any) Note: The applicant is responsible for applying for consent from the Ministry of Justice or faculty from the Diocese (as the case may be) and bearing all costs in connection with it	£120.00
Provision of memorial tree and plaque (subject to availability and to VAT)	£500.00

FEES FOR APPROVAL OF MEMORIALS (PURCHASED GRAVES ONLY)

Parishioner

Unconsecrated Headstone with base Book Memorial Lawn type headstone or other memorial Name plaque on grave	£105.00
Consecrated Headstone with base Book Memorial, Lawn type headstone or other memorial, Name Plaque on grave <i>To include headstone applications in Row T – double ashes plot</i> (includes £35 charge to meet cost of faculty if Council is required to repair or remove the memorial)	£140.00
Vase with name inscribed	£105.00
Each inscription after the first	£50.00
Photo plaque on headstone	£30.00
Flat stone (where no room on an existing memorial for added inscription)	£120.00

Memorials in either Garden of Rest for Purchased Cremation Plots

Parishioner

Single plot (i.e. has just one plot number)	£110.00
Double plot (i.e. has two consecutive plot numbers)	£220.00

FEES FOR ADDITIONAL GRAVE/MEMORIAL MAINTENANCE

Any applicant

Memorial type	Initial clean & tidy	Annual charge	5-year contract	Initial clean & tidy + 5-year contract
Standard	£115.00	£70.00	£280.00	£375.00
Non-standard	£175.00	£105.00	£420.00	£560.00

Current Projects Update

D

No.	Name	Status	Recent developments	Description and notes	Lead Officer/Member	Financing
Full Council						
FC1	Long Lane Football Facilities Development	In progress (scheduled for completion in 2024)	The artificial turf pitch and the new pavilion are both now completed and in use. The old pavilion has been demolished. A formal opening ceremony/open day took place on 1st November.	A joint venture with Ringwood Town Football Club and AFC Bournemouth Community Sports Trust to improve the football facilities for shared use by them and the community.	Town Clerk	The current expectation is that the Council's contribution to the project will, in effect, be limited to a modest loss of income from the site (but over a long term).
Planning Town & Environment Committee						
PTE3	Crow Stream Maintenance	Annual recurrent	Spraying of stream banks undertaken 19/06/24, annual flail was carried out in August and stream clearance by volunteers on 3 October. Working with various agencies and local landowners on developing wider project on holding back flood water and increasing outflow.	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. Project Brief agreed and HCC instructed to carry out work outlined in Brief. Members received an informal briefing on draft proposals on 25/09/2024, prior to consultation with stakeholders.	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). NFDC Cabinet agreed on 02/10/2024 to allocate a share of £4.5 million CIL funds to the scheme.
	Greening Ringwood	In progress	Official launch of Phase 2 held on 20/04/2024 in Gateway Square. Update on activities presented to Committee in September 2024.	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. Action Plan prepared.	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. HCC working on design, with expected delivery in summer 2025.	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 approved (23/11081). Works on site commenced.	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 & Finance Committee						
PF5	Poulner Lakes Lease	On hold	A report is being prepared for consideration at an upcoming meeting.	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)	Vacant possession has been recovered. The property will now be re-furnished so it can be re-let.	Reviewing the letting of this council-owned house	Town Clerk	The refurbishment will be funded from the buildings reserve.
PF12	Base budget review	Commenced Feb. 2024	Expected to conclude shortly with a report to committee about the cemetery budget and management issues.	A review by members and officers of the council's base (revenue) budget, probably focused on a few types of expenditure or areas of activity, to identify possible options for change and/or savings.	Finance Manager	No anticipated costs other than staff time.
Recreation, Leisure & Open Spaces Committee						

RLOS4	Grounds department sheds replacement	In progress (Commenced design work in April 2021.)	Officers have consulted neighbours on the latest design. Biodiversity net gain options are being investigated ahead of a planning application.	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.)	Cancellation of this project has been recommended following the cemetery base budget review (see PF12)	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 final replacements in the current programme will be installed this autumn. Future needs will then be re-assessed.	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	The permit surrender application and associated report and forms has been submitted to Environment Agency.	Arranging to surrender our redundant waste licence to avoid annual renewal fees	Town Clerk	One-off costs of about £8,000 will save the council annual recurring charges of about £1,000 each. Yet to be settled
RLOS21	Poulner Lakes track maintenance	In progress (under discussion since Jan. 2021)	NFDC has developed a concept design of an improved access on the basis that RTC will fund essential maintenance/improvements to the vehicular access element and NFDC will fund the rest. Officers have consulted the Anglers' Association about the proposal and are working to resolve the boundary discrepancies.	Devising a sustainable regime for maintaining the access tracks at Poulner Lakes to a more acceptable standard.	Town Clerk	
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 costs are now clearer and the funding arrangements were agreed at the P&F meeting on 18th September.	A local resident requested provision of a 'quarter-pipe ramp' at this site and has been fund-raising for it	Deputy Town Clerk	Total cost of project £16,290 to be funded by various donations (£7,665), an NFDC Community Grant of £5,915 and the remaining £2,710 from CIL funds held by RTC (F/6343 P&F 18/9/24). Staff time only
RLOS25	Open Spaces Management Review	Commenced September 2024	The task and finish group has agreed a list of sites and considered practical information about these. Preparation of reports for each site is now in hand.	A strategic priority project to review the council's management of all its public open and green spaces	Town Clerk	
RLOS26	Carvers Development Phase 1	Commenced Sept. 2024	Work on formally designing and planning the project is under way.	Replacing the tennis courts with a multi-use games area, creating a timber log walk with benches and boulders and pollinator planting.	Town Clerk	£68,072 (90% grant from Veolia Environmental Trust and 10% from RTC's CIL reserve)
RLOS27	Carvers Clubhouse Solar Panels	Commenced Nov. 2024	The contract award decision was made by the P&F committee on 20th November. Officers have placed an order and are arranging the installation with the contractor.	Installing photo-voltaic panels on the Clubhouse roof to achieve a long-term saving in energy costs.	Town Clerk	£18,322.50. £15,000 grant from HCC Parishes Fund. £3,322.50 from RTC reserves.
RLOS28	Skate Park Picnic Tables	Commenced November 2024	Contribution of £750 offered by Ringwood Carnival Committee	Replacing the two large picnic tables beside the skate park at Carvers which are beyond further repair	TBA	Est. £3,000. £750 grant received from Carnival Club. Balance TBA

Staffing Committee

None

D

Proposed/Emerging Projects Update

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

Closed Projects Report



No.	Name	Description	Outcome	Notes
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Full Council

FC2	Strategic Plan	Exploring ideas for medium term planning. Aim to have complete for start of budget-planning in Autumn 2022.	Completed in October 2022	
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Planning, Town & Environment Committee

	Pedestrian Crossings - Christchurch Road	Informal pedestrian crossings to the north and south of roundabout at junction of Christchurch Road with Wellworthy Way (Lidl)	Completed by HCC	
	Cycleway signage and improvements	New signage and minor improvements to cycleway between Forest Gate Business Park and Hightown Road	Completed by HCC	
	Carvers footpath/cycle-way improvement	Creation of shared use path across Carvers between Southampton Road and Mansfield Road	Completed by HCC	
	Replacement Tree - Market Place	New Field Maple tree to replace tree stump in Market Place.	Completed in January 2022 by HCC	
PTE4	Climate Emergency	Funds used to support Greening Campaign, community litter-pick and Flood Action Plan leaflets.	Completed March 2023	
	A31 widening scheme	Widening of A31 westbound carriageway between Ringwood and Verwood off slip to improve traffic flow; associated town centre improvements utilising HE Designated Funds	Scheme completed by National Highways and road re-opened in November 2022.	
	SWW Water Main Diversion (associated with A31 widening scheme)	Diversion of water main that runs along the A31 westbound carriageway. Diversion route included land in RTC's ownership at The Bickerley.	Scheme completed by SWW in 2022.	
	Surfacing of Castleman Trailway	Dedication and surfacing of bridleway between old railway bridge eastwards to join existing surfacing.	Surfacing works completed by HCC early April 2022.	
	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	Human Sundial	Work to refurbish human sundial and install surrounding benches complete. Time capsule cover stone replaced on 21/07/2023. Interpretation board with details of sundial, Jubilee Lamp etc. to be considered as part of Thriving Market Place project.	Completed.	
PTE2	Neighbourhood Plan	The Ringwood Neighbourhood Plan was adopted (made) by NFDC and NFNPA in July 2024 (83% of residents voted "yes" in the Referendum on 04/07/2024) and is now part of the Development Plan for both authorities and must be taken into consideration in the determination of planning applications.	Completed, but will be monitored and reviewed.	
PTE1				

Policy & Finance Committee

PF1	New Council website	Arranging a new website that is more responsive, directly editable by Council staff and compliant with accessibility regulations.	Completed	
PF2	Greenways planning permission	Consideration of applying to renew planning permission for bungalow in garden previously obtained	Decided not to renew	
PF3	Detached youth outreach work	To provide youth workers for trial of detached outreach work	Transferred to Recreation Leisure & Open Spaces Committee (see RLOS20)	
PF4	Review of governance documents	A major overhaul of standing orders, financial regulations, committee terms of reference, delegated powers, etc. Routine periodic reviews will follow completion of this work.	Completed in July 2022	All governance documents will now receive routine annual reviews.
PF6	Health & Safety Management Support Re-procurement	Re-procuring specialist advice and support for discharge of health and safety duties	Completed in February 2023	
PF7	Financial Procedures Manual	Preparation of a new manual for budget managers and other staff detailing financial roles, responsibilities and procedures	Completed in September 2022	Will be updated by Finance Manager as necessary
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	

Recreation, Leisure & Open Spaces Committee

RLOS1	War Memorial Repair	Repair by conservation specialists with Listed Building Consent with a re-dedication ceremony after.	Completed in 2021-22	
RLOS2	Bickerley Tracks Repair	Enhanced repair of tracks to address erosion and potholes (resurfacing is ruled out by town green status) and measures to control parking.	Fresh gravel laid in 2021-22.	No structural change is feasible at present.
RLOS3	Public open spaces security	Review of public open spaces managed by the Council and implementation of measures to protect the highest priority sites from unauthorised encampments and incursions by vehicles	Completed in 2021-22	
RLOS6	Community Allotment	Special arrangement needed for community growing area at Southampton Road	Ongoing processes adapted	Agreed to adopt as informal joint venture with the tenants' association
RLOS7	Bowling Club lease	Renewal of lease that expired in April 2023.	Completed in July 2023	New lease granted for 14 years.
RLOS8	Ringwood Youth Club	Dissolution of redundant Charitable Incorporated Organisation	Completed in July 2023	Charity removed from Register of Charities
RLOS9	Aerator Repair	Major overhaul to extend life of this much-used attachment	Completed in 2021-22	
RLOS11	Ash Grove fence repair	Replacing the worn-out fence around the play area	Completed in 2021-22	
RLOS12	Van replacement	Replacing the grounds department diesel van with an electric vehicle	Suspended in 2023	Van will be replaced in accordance with Vehicle & Machinery replacement plan
RLOS13	Bickerley compensation claim	Statutory compensation claim for access and damage caused by drainage works	Completed March 2022	Settlement achieved with professional advice
RLOS15	Acorn bench at Friday's Cross	Arranging the re-painting of this bespoke art-work	Completed in 2021-22	Labour kindly supplied by Men's Shed
RLOS16	Town Safe	Possible re-paint of this important survival, part of a listed structure	Suspended indefinitely in September 2022	Complexity and cost judged disproportionate to benefit
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
RLOS19	Carvers Masterplan	Devising a strategic vision and plan for the future of Carvers Recreation Ground pulling together proposals for additional play equipment and other features	Completed in 2024 but subject to implementation and review	Completed within the £6,000 budget.
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.
RLOS24	Poulner Lakes circular path	HCC has funded the creation of a circular path for pedestrians and cyclists to improve accessibility and so encourage greater use	Completed in May 2024	RTC is now responsible for maintenance

Staffing Committee

S1	HR support contract renewal	Renewal of contract for the supply to the Council of specialist human resources law and management support	Completed in 2021-22
S2	Finance Staffing Review	Reassessing staffing requirements and capacity for finance functions and re-negotiating staff terms	Completed in 2021-22